



# **Unispeck Online Appointment System (2.0)**

## **Userguide**

# Introduction

The appointment system consists of broadly two modules

- Client module and
- Reception Desk module(administrator control panel)

Reception desk module is the administrator part of the application. The functionalities that are available in this module depend on the permission available to the currently logged in users. The user permissions are implemented by grouping users into different user types.

Client module:

- Customers will be able to schedule appointments by just providing basic information, registration is not necessary until the slot is confirmed.
- Ability for the customers to amend or view existing appointments online. This option is only available for registered customers.

The look and feel of client module can be customized using the unique smarty like templates. The templates can be customized using the "Preference | templates" menu of the administrator control panel. The templates:

- provide users with the ability to customize the look and feel of the interface
- make it easier to integrate into an existing website

# User types and Permissions

The following types of users are supported in the reception desk module:

## ***Headquarters Administrator***

Headquarters administrator is permitted to do the following:

- Create New Location
- Create New Service
- Create New User
- Create New Client
- Schedule Appointment
- Manage Payments
- Manage SMS messages and
- Manage Preferences

## ***Location Administrator***

Location Administrator represents a specific location and is permitted to do the following:

- Create New Service
- Create New User
- Create New Client
- Schedule Appointment

## ***Scheduler***

Scheduler represents a specific location and is permitted to do the following:

- Create New Client
- Schedule Appointment

## ***Viewer***

Viewer represents a specific location and is only permitted to view the appointment

# Staff Management module

Location administrator can manage internal staffs using the staff tab. It supports adding new members and editing/deleting existing members.

Following information can be added / edited for each staff

- Staff can be configured as schedulable or non-schedulable using the status field.
- Each staff can be given an access type, as discussed previously this would restrict what functionalities they can access in the system
- A short screen name can be provided to each staff; this screen name will be used when displaying the appointment calendar and will be used in the client module as well.
- Email address and password associated with each staff will be used for logging into the system
- Complete information pertinent to each staff can be stored in the system
- An extra note field is provided that can be used to store any custom information about the staff.

When a staff is created in the system they will be notified by email, which will include their login details. So if an administrator is creating accounts for each staff in the centre he/she doesn't have to contact each member individually to handover the login details, it will be done automatically

## ***Adding a new staff***

- Select staff tab
- Click on the "new" hyper link on the page and enter all the information about the user.
- Once the user is created, system will send an email to the user with login details.

## ***Remove staff***

All existing staff in the system will be displayed at the top of the screen. Use the trash icon to the right of each staff to remove that particular staff from the system.

[Appointments](#)
[Clients](#)
[Services](#)
[Staff](#)
[Company](#)
[Preferences](#)
[Reports](#)
[Payments](#)
[SMS](#)
[Help](#)
[Logout](#)

### Manage Users New

Name	Screen Name	email	Phone	Del
Administrator	Administrator	Admin	hq@unispeckdemo.com	
Administrator	Location	Administrator	admin@unispeckdemo.com	
Scheduler	Demo	Scheduler	scheduler@unispeckdemo.com	
Joseph	Nancy	Nancy		
Wilson	Nicole	Nicole		

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**Status**
 Schedule
  Non-schedule

**Access Type**

**First Name**

**Last Name**

**Screen Name**

**Company (if applicable)**

**E-mail Address**

**Home Phone**

**Work Phone**

**Cell Phone**

**Password**

**Profile**

**Notes**

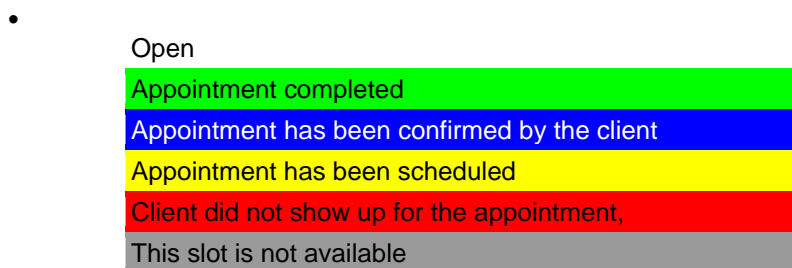
## Appointment management interface

This page will display time slot information for a single therapist or for a group of therapists. The time slot can also be displayed based on services that are provided by the therapists.

This page provides a powerful and unique color coded one-click status update feature, this allows the reception desk an easy interface for status update.

Tasks that can performed by appointment management interface:

- A new appointment slot can be booked for any therapist by simply ticking the check box under the therapist.
- Status of an existing appointment can be changed by clicking on appropriate color in the color bar in the slot. If the slot does not have an appointment, color bar is not present instead user is given the option to add a new appointment by ticking a checkbox. See the definition for each color in the color bar below.



- Moving mouse over each appointment will display the client details who is scheduled for that time slot and what service was booked by the client.
- Clicking on an existing appointment slot will take you to a page which contains more details about that appointment. If the only task that has to be performed is to change the status of the appointment it can accomplished by using the color bar in each slot. This would allow the reception desk to service more customers at a time as changing status is a one-click process.

Functionalities provided by appointment management interface are:

- view existing appointments for all therapists or a sub set of it.
- Existing appointments can be searched using:
  - date
  - Any particular or a group of therapists
  - services provided by any particular or group of therapists
- The search result is displayed in a tabular format, which can be formatted to display for a certain number of days(1-day to 7-days).
- The search result is also editable.
- Following information pertinent to an appointment is displayed
  - any open slot
  - Completed appointments
  - Scheduled appointments
  - Any appointments that has been missed by client not turning up
  - Confirmed appointments
  - Slots where the therapists is not going to be available
- Appointment status can be changed using the color bar based one click status update feature
- Date for the search can selected using a popup calendar as well.
- The time slot duration that is used for appointment can be configured using the services tab. This can be configured for each location as well.



# Online Appointment Booking & Scheduling

**Location:** -- Select a Location --  
**Demo Beauty Salon**  
**1 Oxford Street**

- Appointments
- Clients
- Services
- Staff
- Company
- Preferences
- Reports
- Payments
- SMS
- Help
- Logout

## Appointment Calendar

1. Date: July 19 2008 Go

2. Therapist: All  
 Nancy Joseph  
 Nicole Wilson

3. Services: Show All  
 All  
 Electrolysis & Epi-Pro  
 Australian Body Care Waxing  
 Pier Auges & Academie Facials  
 Derma-lift & Derma-Fusion Faci  
 Jessica Manicures & Pedicures  
 Universal Contour Wrap  
 Sunbed  
 Facial Vein Treatment  
 St.Tropez Airport Tanning  
 Body Massage  
 Aromatherapy  
 Gift Vouchers  
 Reflexology-Hopi Candles-Reiki  
 Nail  
 Test Service

Open	Scheduled
Complete	No Show
Confirmed	Unavailable/Buffer

	07/19 Saturday		07/20 Sunday		07/21 Monday		07/22 Tuesday		07/23 Wednesday		07/24 Thursday		07/25 Friday	
	Nancy	Nicol	Nancy	Nicol	Nancy	Nicol	Nancy	Nicol	Nancy	Nicol	Nancy	Nicol	Nancy	Nicol
09:00 am														
09:30 am														
10:00 am														
10:30 am														
11:00 am														
11:30 am														
12:00 pm														
12:30 pm														
01:00 pm														
01:30 pm														
02:00 pm														
02:30 pm														
03:00 pm														
03:30 pm														

# Client management interface

This page provides you with a friendly interface for managing clients

- Existing clients can be found by leveraging the powerful in-built search engine. Search can be performed using either a few characters from the clients name or their email address.
- New clients can also be created
- Existing client information can be updated.
- Reception desk can add a new client into the system. A new client can be added in appointment calendar also.

Appointments **Clients** Services Staff Company Preferences Reports Payments SMS Help Logout

**Manage Clients** Name:  Email:   [Create New User](#)

First Name	Last Name	email	Phone	Del
SAM	DAVID	sam@unispeckdemo.com		
Peter	Alistair	peter@unispeckdemo.com		
Jackie	Abraham	Abraham@mydomain.com		

[Create New User](#)

**First Name**   
**Last Name**   
**E-mail Address**   
**Address Line1**   
**Address Line2**   
**State/Province**   
**Zip**   
**Primary Phone**   
**Secondary Phone**   
**Date Of Birth**  mm/dd/yyyy

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## Client module UI customization interface (Preferences)

The client module can be given a custom look and feel. This option allows users to upload specific templates for each of the client module pages.

Client module consists of

- appointments calendar
- confirm page
- customer registration page
- customer login page
- my appointments page
- edit profile page

System also allows you to customize email templates.

Currently system supports uses the following email templates.

- customer registration confirmation email
- customer new appointments email
- new appointments email to the business
- customer appointment reminder email
- Customer registration email to the business.

This module provides the users with the following functionality.

- The templates use a simple and user friendly smarty like template format.
- User also has got the option to upload multiple set of templates. Only one set of template will be active at any instance in time.
- Templates already uploaded can be viewed or downloaded in its original form using the interface

The tags supported by the templates are as following

**Templates**

**Create New Template Set**

Name:

Sl.	Template	Preview	Active	Remove
1	<input type="checkbox"/> <b>BeautySalon</b>	<a href="#">Preview</a>	<input checked="" type="checkbox"/>	<a href="#">Remove</a>
<b>Website Templates</b>				
1	confirm.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
2	registration.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
3	login.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
4	myappointments.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
5	appointments.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
6	editprofile.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
<b>Email Templates</b>				
7	customer_registration.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
8	customer_new_appointment.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
9	business_new_appointment.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
10	customer_appointment_reminder.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
11	business_registration.html	Right Click & Download	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Replace"/>
2	<input type="checkbox"/> <b>HairSalon</b>	<a href="#">Preview</a>	<input type="checkbox"/>	<a href="#">Remove</a>
3	<input type="checkbox"/> <b>Standard</b>	<a href="#">Preview</a>	<input type="checkbox"/>	<a href="#">Remove</a>
4	<input type="checkbox"/> <b>TimeZone</b>	<a href="#">Preview</a>	<input type="checkbox"/>	<a href="#">Remove</a>

### 1. appointments.html

- {CompanyName}
- {My\_Appointments} - hyperlink
- {Edit\_Details} - hyperlink
- {Payment} - hyperlink
- {Login} - hyperlink
- {TimeZoneSettings}
- {ServiceDescription}
- {AppointmentDate}
- {AppointmentTime}
- {ServiceName}
- {TherapistName}
- {ConfirmBooking}
- {ServicesDropdownChange}
- {MonthlyCalendar}

#### Arrays

- {Services}
- {Slots}
- {Therapists}

### 2. confirm.html

- {CompanyName}
- {My\_Appointments}

- {Edit\_Details}
- {Payment}
- {Login}
- {ScheduleDate}
- {ScheduleTime}
- {ServiceName}
- {TherapistName}
- {ErrorMessage}

### 3. registration.html

- {CompanyName}
- {My\_Appointments} - hyperlink
- {Edit\_Details} - hyperlink
- {Payment} - hyperlink
- {Login} - hyperlink
- {RedirectionUrl}
- {CustomerId}
- {LocationId}
- {DayLighSavings}
- {FirstName}
- {LastName}
- {EmailAddress}
- {Address1}
- {Address2}
- {State}
- {ZipCode}
- {PrimaryPhone}
- {SecondaryPhone}
- {DateOfBirth}
- {ErrorMessage}

Arrays

- {Locations}
- {TimeZones}

### 4. editprofile.html

- {CompanyName}
- {My\_Appointments} - hyperlink
- {Edit\_Details} - hyperlink
- {Payment} - hyperlink
- {Login} - hyperlink
- {RedirectionUrl}
- {CustomerId}
- {LocationId}
- {DayLighSavings}
- {CustomerId}
- {FirstName}
- {LastName}
- {EmailAddress}
- {Address1}
- {Address2}
- {State}
- {ZipCode}
- {PrimaryPhone}
- {SecondaryPhone}
- {DateOfBirth}
- {ErrorMessage}

Arrays

- {Locations}
- {TimeZones}

### **5. login.html**

- {CompanyName}
- {My\_Appointments} - hyperlink
- {Edit\_Details} - hyperlink
- {Payment} - hyperlink
- {Login} - hyperlink
- {RedirectionUrl}
- {ErrorMessage}

#### Arrays

- {Locations}
- {TimeZones}

### **6. myappointments.html**

- {CompanyName}
- {My\_Appointments} - hyperlink
- {Edit\_Details} - hyperlink
- {Payment} - hyperlink
- {Login} - hyperlink
- {ErrorMessage}

#### Arrays

- {Appointments}

### **7. customer\_registration.html**

- {CustomerName}
- {CustomerEmail}
- {CustomerPassword}
- {CustomerAddress}
- {CustomerContacts}
- {AppointmentDateTime}
- {BusinessName}
- {BusinessAddress}
- {BusinessRouteDirections}

### **8. customer\_appointment\_reminder.html**

- {CustomerName}
- {CustomerEmail}
- {AppointmentDatetime}
- {BusinessName}
- {BusinessAddress}
- {BusinessRouteDirections}
- {ServiceName}

### **9. business\_registration.html**

- {CustomerName}
- {BusinessName}
- {CustomerEmail}
- {AppointmentDateTime}
- {BusinessAddress}
- {BusinessRouteDirections}
- {CustomerAddress}
- {CustomerContacts}

## Payment Preferences

This allows you to select the online payment method that must be used. If the payment method to be used is not listed, there is an option to specify the web url of the payment service provider. If you are using PayPal there is an added option which allows you to specify the currency type that will be used for the transaction. PayPal email address needs to be specified as well.

Appointments	Clients	Services	Staff	Company	Preferences	Reports	Payments	SMS	Help	Logout	
GENERAL	TEMPLATES	PAYMENTS	MANAGE SLOTS								

### Online Payment Settings

By default Online Payment is not enabled, click the **SUBMIT** button below to activate online payment, paypal integration is free if you opted paypal, otherwise provide your payment url. Potential members will be prompted to pay you via chosen payment method.

Payment Method:  Paypal  I will provide a webaddress  None (Disable Payment)

Payment URL: **If not using paypal provide your payment url**

Paypal Settings: Email Address:  **Address for your PayPal account**  
 Currency Code:  **EUR, GBP, USD, etc, for details please refer to PayPal**

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# Roster management interface

This provides a basic interface for selective blocking of the slots. Functionalities provided by this interface are:

- This would allow you to mark when certain therapists will not be available. The time slots during which therapists will be unavailable can be done:
  - on the basis of monthly dates
  - for a particular week day
  - for a specific date
- When marking unavailability of a therapist you must specify if the therapist is going to be unavailable for all the services or for any one service in particular. This provides the flexibility for therapists to opt out of certain services.
- There is also an added option where all the slots during the time frame or a specific sub set of slots in the time frame must be blocked.

This interface can be accessed using the "Preference | Manage slots" tab in the reception desk module.

**Block Appointment Slots**

1.a.  Monthly dates

1.b.  Weekly days

1.c.  Absolute dates

2. Staff

3. Service

4.a. All slots

4.b. From   To

Sl.	Type	Date	Time	Staff	Service	Delete
1	Weekly days	Sunday	All slots	Electrolysis & Epil-Pro	Administrator Administrator	
2	Weekly days	Sunday	All slots	Electrolysis & Epil-Pro	Nancy Joseph	

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## General Preference

General preference tab can be used to customize the following:

- Title that should be used to address staff can be customized using the "Staff Title" field.
- You can restrict how many days in advance can a customer book an appointment. This can be done using the "Restrict Scheduling up to" field.
- A therapist can attend multiple services or single service at same time duration. If single service is selected, a therapist will be occupied for a given slot if a booking was made on any single service. This option can be selected using the "therapist attends" field in the form.
- Time zone where your business is located can be selected using the "Time zone" field.
- System supports 2 date display format; they are dd/mm/yyyy and mm/dd/yyyy. The date format field can be used to set the preferred date format.
- The page that will be displayed after the customer has logged out can be defined using the "On exit redirect client module to" field in the page.
- The page that will be displayed after a reception desk user has logged out can be defined using the "On exit redirect admin module to" field in the page.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Appointments, Clients, Services, Staff, Company, Preferences, Reports, Payments, SMS, Help, and Logout. Below this is a sub-navigation bar with tabs for GENERAL, TEMPLATES, PAYMENTS, and MANAGE SLOTS. The 'GENERAL' tab is selected, and the 'General' form is displayed. The form contains the following fields and options:

- Staff Title: Text input field with 'Physician' entered.
- Service Title: Text input field with 'Services' entered.
- Restrict Scheduling upto: Dropdown menu set to '1 day' followed by 'before the date'.
- A therapist attends: Dropdown menu set to 'Single Service' followed by 'at a time'.
- Timezone: Dropdown menu set to 'Greenwich Mean Time (GMT)' with a checked checkbox for 'With Daylight Saving'.
- Date Format: Dropdown menu set to 'dd/mm/yyyy'.
- Display: Dropdown menu set to '7 days calendar'.
- On exit redirect client module to: Text input field with 'Return To' dropdown and 'http://www.unispeck.com/apt/demo/' entered.
- On exit redirect admin module to: Text input field with 'Return To' dropdown and 'http://www.unispeck.com/apt/demo/' entered.
- Submit button.

At the bottom of the page, it says 'Powered By Unispeck'.

## Location management

This interface can be used to add a new business location into the system. This feature provides the companies using the system with a scalable interface that can grow as the business grows. Number of locations that can be added will depend on the package you have subscribed.

Information that can be entered/edited using this module is the following:

- Location name is a mandatory field and will be used when user wants to select a location
- Address and direction details entered can be used in customer email notification to provide them with more information about the location.
- The contact email address entered with each location will be used for sending the business any requested email notifications.
- Each location can define its own working hours; any service created for this location will by default inherit the location's working hours. This working hour's information will be used when appointments slots are generated.
- You can set a customer appointment reminder notification for each location using the "Send Reminder" combo box. Using this option you can setup how many days in advance you need to send the customer with a reminder.

## Adding a new location

- Select company tab
- Click on the Create New Location link
- Enter all the information and press the save button
- The newly entered location can be selected using the location combo box on the top right corner of the page

## Removing a location

Removal of a location will result in the staff, service and client details for that location to be removed as well. So use this functionality carefully.

- Select the location using the location dropdown list box on the top right corner of the page
- There will be a trash icon to the right of the location name.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Appointments, Clients, Services, Staff, **Company**, Preferences, Reports, Payments, SMS, Help, and Logout. Below the navigation bar, the page is titled "Business Information" and has a "Create New Location" link on the right. The form contains the following fields:

- Location Name
- Address Line 1
- Address Line 2
- City
- State/Province
- Zip/Postal Code
- Country (dropdown menu with "Select Country" text)
- Phone Number 1
- Phone Number 2
- Fax Number
- Contact First Name
- Contact Last Name
- Contact E-mail Address
- Web Address
- Working Hours Description
- Opening Hour: (dropdown menu with "06:00 am" selected)
- Closing Hour: (dropdown menu with "02:00 pm" selected)
- Duration: (dropdown menu with "15 Minutes" selected)
- Send Reminder: (dropdown menu with "-- No reminder --" selected)
- Directions

A "Save" button is located at the bottom right of the form. At the very bottom of the page, it says "Powered By Unispeck".



## Services management interface
















The services provided by the organization can be managed using the services page in the admin section.

Each service can have the following information associated with it:

- Each service can be given a title; this will be the term that the customer will be seeing in the client module.
- A short description can be provided for each service as well. This information will be displayed under the service name in the client booking page.
- When defining a service there is an option that would allow whether the service is visible to client or not. This can be set using the field "Allow Customers to See" in the form. This can be used to manage internal appointments which can be hidden from customers. By default hidden services are not displayed in the appointment calendar. To display hidden services in the appointment calendar there is a check box name "All Services", this would enable the system to display internal services as well.
- Duration can be set for each service. By default duration for the service will be taken from the location. If any duration was specified for a service that will take precedence over the location duration. Each appointment slot is equal to the duration in minutes.
- Extra time required by the therapist to prepare for each appointment or time required to finish paper work after each appointment can be set using the "Buffer" field in the form.
- Each service can have its own working hours. By default when a new service is created it will inherit the locations working hours.
- Cost for each service can be specified using the "Cost" field in the form.

## Manage Services

[Create New Service](#)

Name	Del
Electrolysis & Epil-Pro	
Australian Body Care Waxing	
Pier Auge & Academie Facials	
Derma-lift & Derma-Fusion Faci	
Jessica Manicures & Pedicures	
Universal Contour Wrap	
Sunbed	
Facial Vein Treatment	
St.Tropez Airport Tanning	
Body Massage	
Aromatherapy	
Gift Vouchers	
Reflexology-Hopi Candles-Reiki	
Nail	
Test Service	

**Title**

**Description**

**Allow Customers to See**  Yes  No

**Duration**

**Buffer**

 Minutes

**Cost**

# Report generator

The interface can be used to generate reports for therapists over a range of days. You can view the appoint history for a chosen date range. To view the history choose a from-date and to-date and click on 'Go' button. All appointments for the chosen date range will be displayed, to filter the appointment for a specific therapist select the therapist from the drop down list. Clicking on print icon will open the history page on a printer friendly screen and do an automatic printing.

Appointments Clients Services Staff Company Preferences **Reports** Payments SMS Help Logout

### History & Print

From: July 22 2008 To: July 22 2008 Go

Physician:

Date	Duration	Status	Client	Address1
2008-07-22 09:30:00	30	complete	JackieAbraham	

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# Payments

This page will display all the payments that has been received. Payments can be filtered on a date range.

Appointments	Clients	Services	Staff	Company	Preferences	Reports	Payments	SMS	Help	Logout
<b>Manage Payments</b>										
Receive Online Payment: <b>YES</b>										
Sl.	Name	Amount	Date							
1.	SAM DAVID	30	23 Jan 2008							
2.	Peter Alistair	45	24 Jan 2008							
3.	Jackie Abraham	30	26 Jan 2008							
4.	Chris Walls	40	30 Jan 2008							

# SMS notification module

Using SMS module you will be able to setup SMS notification of certain events. Currently we support SMS notification for the following events

- When a new user has registered in the system.
- When a new appointment has been booked
- When an appointment has been cancelled.
- When payment for the appointment has been made.

To use SMS notification user has to purchase SMS credits in advance. When the credit runs out notification service will be temporarily suspended until the credit is topped up. System also displays your credit purchase history.

Sl.	Select	Event
1.	<input type="checkbox"/>	New User Registration
2.	<input type="checkbox"/>	Appointment Booking
3.	<input type="checkbox"/>	Appointment Cancellation
4.	<input type="checkbox"/>	New Payments

# Integration

To access the reception desk module you can use the URL

- [http://www.unispeck.com/apt/YOUR\\_REFERENCE/admin](http://www.unispeck.com/apt/YOUR_REFERENCE/admin). \*1
- For resellers the URL is [http://YOUR\\_SITE/CUSTOMER\\_REFERENCE/admin](http://YOUR_SITE/CUSTOMER_REFERENCE/admin) \*2

To access the client module you can use the URL

- [http://www.unispeck.com/apt/YOUR\\_REFERENCE/client](http://www.unispeck.com/apt/YOUR_REFERENCE/client). \*1
- For resellers the URL is [http://YOUR\\_SITE/CUSTOMER\\_REFERENCE/client](http://YOUR_SITE/CUSTOMER_REFERENCE/client) \*2

\*1 Replace YOUR\_REFERENCE in the URL with your customer reference number.

\*2 Replace YOUR\_SITE with your web address used as part of your reseller account.

\*2 Replace CUSTOMER\_REFERENCE with your customer's reference number.

## Integrating appointment system in your webpage

To make use of the online appointment booking feature you can provide a hyper link to the system's client module on your website. This would enable customers to make bookings online without the intervention of the reception desk. There are 3 options on how hyper link can be added in your website

1. **Open hyperlink in same window:** This can be achieved using following hyperlink syntax `<a href="http://www.unispeck.com/apt/YOURREFERECE/client" title="Schedule Appointments" > Schedule Appointments</a>`
2. **Open hyperlink in new windows:** This can be achieved using following hyperlink syntax `<a href="http://www.unispeck.com/apt/YOURREFERECE/client" title="Schedule Appointments" target="_blank"> Schedule Appointments</a>`
3. **Embed the schedule screen in your webpage:** `<iframe frameborder="0" width="800" scrolling="auto" height="600" src="http://www.unispeck.com/apt/YOURREFERECE/client"></iframe>` . Change the height and width to match your requirements.

## Getting Help

User guide and FAQs are available under "Help" tab. Alternatively you can contact our help desk directly from your control panel's help section.