How To Use

1.1 **Configure Booking Setting for each Form**

Form Configuration

Generate required fields and give labels and hit Save button to save Form.

Note. Form is save on hitting save button not published button

Form Shortcode: Copy the form shortcode and place it in page where you want to display form.

1.2 **Booking Configuration**

Enable booking form Create form and set booking configuration Tick it if you want to enable Booking form with form or else form will work individually.

Enter Calender Title Provide a title for the calendar that will be displayed on the front end.
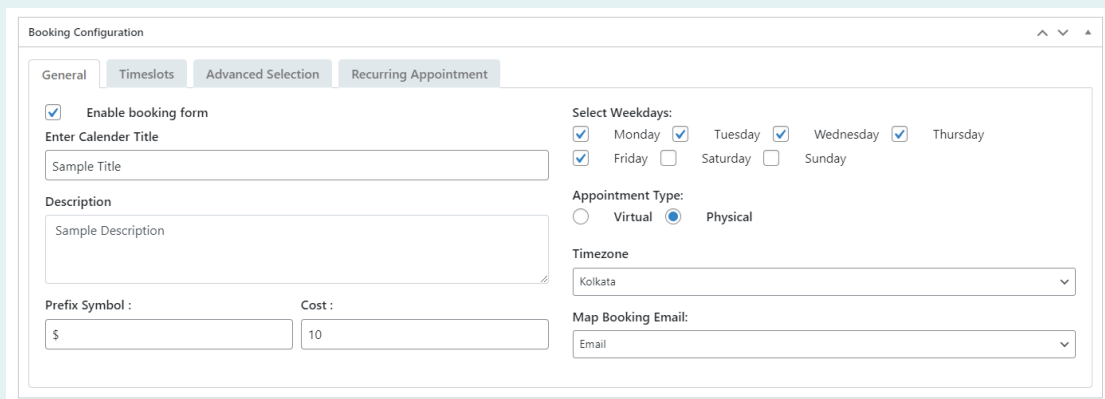
Description Add a short description or instructions to guide users.

Select Weekdays: Select the weekdays that the booking form will be active.

Appointment Type: Choose the appointment type: "Virtual" if you want to share a third-party link, or "Physical" if customers need to visit you locally.

Timezone Select the timezone that corresponds to your location.

Map Booking Email: Map the booking email to ensure entries are saved and associated with an email for record-keeping.

Timeslots Tabs

Select Date: Select date, any configured timeslots on this day will be displayed individually. If recurrence is enabled, the next day after the selected date becomes the starting point for the recurring event.

Generate Timeslots: You can generate timeslots for day. Note : Timeslots can be generated for adjacent two day like 10:00 pm to 11:30pm , 12:30 AM to 2:30 PM

No of Booking per Timeslot Set the global maximum number of bookings allowed for timeslot.

Allow Auto approve: Bookings will be automatically confirmed upon form submission, eliminating the need for manual approval from the admin. Adjust this based on your preference.

Allow Auto Waiting:

Enabled : Timeslots will be available for booking even after all slots are filled, placing users on a waiting list. Disabled : Timeslots will be unavailable once all slots are booked.

Allow bookings during running timeslot: This setting controls the availability of timeslots during an ongoing session. If enabled then Users can book until a specified time constraint for a particular timeslot (e.g., 00:30 – 30mins cor-

responding to that timeslot.) Adjust this based on your requirements.

Advance setting :

Enable Advance Setting When this setting is activated, timeslots will be overridden for a specific day. This feature empowers users to set unique timeslots for multiple dates, each with different Booking Slots and the ability to halt bookings after a certain number of minutes from the start time.

Add Date Field Group: Click the add icon to create a new Date Field Group.

1.Advance Setting: Select the date for which you want to set a session. If recurring is enabled, this setting allows you to override timeslots for the selected date using advanced timeslot settings. It is also helpful to add timeslots for date other than selected date.

1.Add Timeslots: Click the add icon to include a new timeslot. Specify the Start Time, End Time, Number of Booking slots, and the booking halt time after the session has begun (format: HH:MM 00:00) for that particular timeslot. To remove a specific timeslot, click the delete icon. To delete settings for the

entire date, click "Remove Date."

1.5

Recurring Appointment :

Enable Recurring Bookings: When activated, the next day after the selected date becomes the starting point for the recurring event. **Repeat Recurring:** Choose the recurrence pattern. Weekdays and weekends are re-ferred on the base of selection of weekdays setting on first Tab.

Daily: Display timeslot configuration daily without skipping any days, except for holidays. Every Weekend: Display timeslot configuration every weekend, the same for weekdays. Certain Day: Timeslot configuration will recur on selected days for every week which can include a mix of weekends and weekdays.

Add Holidays If recurring bookings are enabled and you are unavailable, holi-days can be included to skip bookings. **End Repeats:** Select either "Never" or "On (specific Date)" to determine when the recurring configuration should end.

1.6

User Mapping :

Is User Logged In Form will be only visible if user is logged in else you can display content added to below setting

Create User when any Non-existing User Submits Form: On mapping fields, and enabling this option it checks if user exist or not , if not then it will create user and save entry under that user

Form Field Mapping with User required Fields: Associate form fields to map with user as follows: First Name Last Name Email (recommended to use as Username for uniqueness) Role Password (auto-generated or mapped to another field)

Show Content when User is not logged In: Display Login & Signup Button or any required message The content added over here will be displayed when user is not logged in and setting- Is User Logged In is enabled.

1.7

Payments Setting :

1 Enable Stripe Payment Form, Enable Test Mode 2 Map Field with Form Field: Go to input field setting > Go to Api Tab > Map field with Property Name

3 Quantity Field: When booking is activated, consider Slots as the quantity. If booking is not enabled, modify the post to map the quantity field with the form field.

Similarly, for the Amount field, if booking is enabled, the cost field will be considered. Choose the currency for the transaction.

4 Add Html elemnent in form to stripe element: Create html element add div tag with class card-stripe.

1.8 **Configure Emails, Form Submission Notes, Redirection after form submit.**

1.9 **Field Mapping :**

Field Mapping is employed for the email settings, The following fields should be mapped: first name(required), last name(required), email(required or pass manual), service or product selection, cancel booking page, and the make payment request page.

Here's a breakdown of the field mapping placeholders:

[FormId]: Retrieves the Form Id. [FormTitle]: Retrieves the form Title. [To]: Retrieves the user's email but requires mapping to the email field. [FirstName]: Retrieves the form's First Name. [LastName]: Retrieves the form's Last Name.

For the "Make Payment Request" setting, it serves the purpose of requesting a payment via email.

Mail Settings for form: Booking Form

Field Mapping | Notification | Confirmation

First Name: First Name
Last Name: First Name
Email: Email
Service or Any Product: First Name
Cancel Booking Page: Select a page
Make Payment Request Page: Select a page

Submit

Back To Form configuration

Shortcodes for Notification
Here is a list of available shortcodes to use in email notification mail body

Form shortcodes
[firstName] [lastName] [email] [companyName] [Address] [city] [state] [zipcode] [country] [amount] [quantity] [html] [UserPassword]

Booking shortcodes
[BookingId] [Status] [To] [FirstName] [LastName] [Timeslot] [BookedSeats] [BookingDate] [BookedDate] [Service] [prefixlabel] [cost] [StartTime] [EndTime] [CancelBooking]

Post shortcodes
[FormId] [FormTitle] [To] [FirstName] [LastName] [Service]

Payments
[Make_Payment_Request] [Payment_status]

2

Notifications :

Clicking on "Add New" allows you to configure notifications for each status, and if no notification is set for a specific status, an email will be sent. For instance, when a user submits a booking form, it's marked as "Booked." To enable notifications for this status, you must set them up. The system supports multiple notifications that can be easily enabled or disabled.

Here's a breakdown of the various statuses:

Booked: Forms with booking calendars fall into this status. Submitted: Forms without booking calendars are categorized as submitted. Pending: If auto-approval for bookings is disabled, submitted forms are set to Pending until manually approved. Approved: After admin approval, forms move to the Approved status. Cancelled: If a booking is cancelled, the entry is marked as Cancelled. Waiting: If waiting is allowed and all slots are booked, users can be added to the Waiting list, allowing them to book and stand by for availability.

Edit Notification ✕

General Notification Setting

Notification Name

Notification

State

○ Disable
◉ Enable

Type

Booked ⌄

Email

To

[To]

From

support@zealousweb.com

Reply To

support@zealousweb.com

Bcc

support@zealousweb.com

Cc

support@zealousweb.com

Subject

Form Submission

Mail Body

[📷 Add Media]   Visual | Text

Paragraph ▾ B I ☰ ☰ " ☰ ☰ ☰ 🔗 ▤ ⤢ ⌨

Hello [firstName] [lastName],

Please review submitted form data:

[email]

[amount]

[quantity]

[address]

[companyName]

[city]

[state]

[zipcode]

[country]

Booking shortcodes

[FormId]

[FormTitle]

Payments

[Payment_status]

Regards

P

☐ Use HTML Content Type

Submit   **Close**

Mail Settings for form: booking form Eg- mansi

Field Mapping | Notification | Confirmation

Add New notification

Show 10 ⌄ entries   Search: [   ]

☐	⏱ **Notification**	**Status**	**State**	**Actions**
☐	1. Notification	booked	Enabled	✎ Edit
☐	2. Sample New Notification 2	pending	Enabled	✎ Edit
☐	3. Sample New Notification 3	cancelled	Enabled	✎ Edit
☐	4. Sample New Notification 4	approved	Enabled	✎ Edit
☐	5. Sample New Notification 5	waiting	Enabled	✎ Edit

Showing 1 to 5 of 5 entries   Previous 1 Next

Delete

Back To Form configuration

2.1

Confirmation :

After submitting a form, there are three redirection options available:

Text:

If the user prefers to display a confirmation message or a detailed thank-you note, they can choose the "Text" option.

Shortcodes can be added in the text editor, and these will be replaced with actual values upon submission.

Page Redirect:

Selecting "Page Redirect" allows redirection to a specific page after form submission.

Redirect:

The "Redirect" option allows redirection to any URL after submitting the form.

Shortcodes, such as [postid] & [formid], can be included, along with query parameters.

2.2 **Google Calendar Integration**
Enable Calendar:

This option appears only if the booking configuration is enabled.

Users can add shortcodes in the text editor on the page to which the form will be redirected after submission for authentication.

[booking_form form_id='92']

Type / to choose a block

[/] Shortcode

[saab_add_to_cal]

| Field Mapping | Notification | Confirmation |

Calendar Setting

☑ Enable Add To calender on booking.Add Shortcode **[add_to_cal title="Add To calendar"]** on texteditor with button title page.
Add Shortcode **[saab_add_to_cal]** On redirecting page.(Https is required.)

Redirection after form submit

◉ Text ○ Page ○ Redirect to

Form Confirmation Message

🎵 Add Media

Paragraph ▾ B I ☰ ☷ ❝ ☰ ☰ ☰ 🔗 ☰ ✕ 🖩

Thank you for submitting form !

[add_to_cal title="Add To calendar"]

Integration with Google API Key:

To enable the calendar feature and ensure a smooth redirection process, users need to integrate their Google API key in the integration settings.

The same redirect URL should be used both in the Google Console Platform and the backend settings for integration to avoid errors.

This setup ensures a customized confirmation experience after form submission and facilitates integration with the Google Calendar API for users who enable the booking configuration.
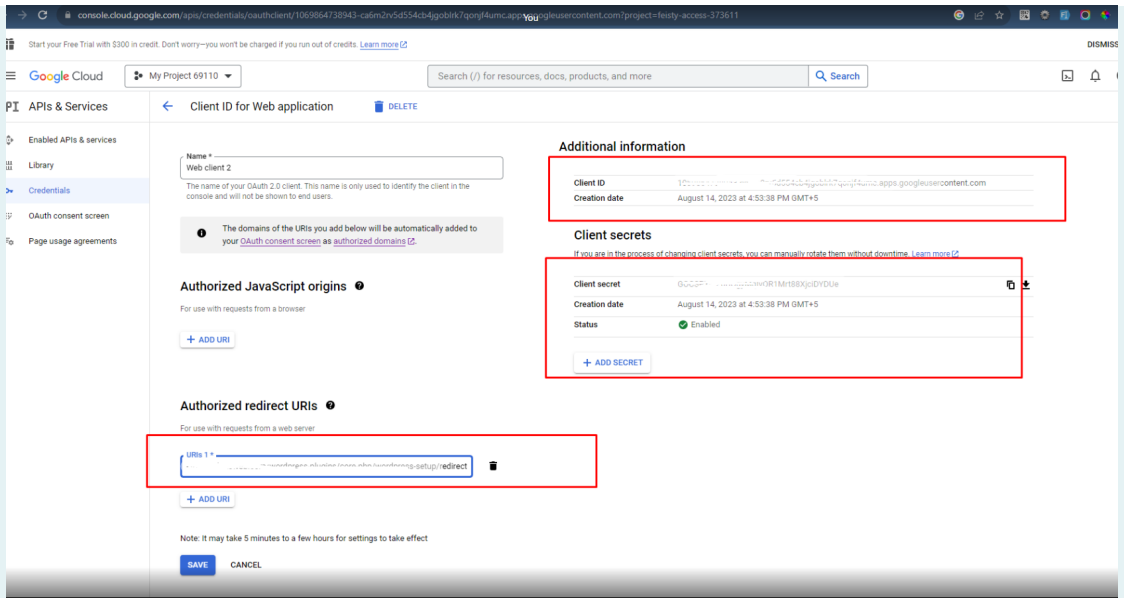
2.3

Manage Entry

Submitted Entry will fall under manage entry post type, where you can change status and on update notification will be send automatically. But you need to configured notification under that status and should be enabled.
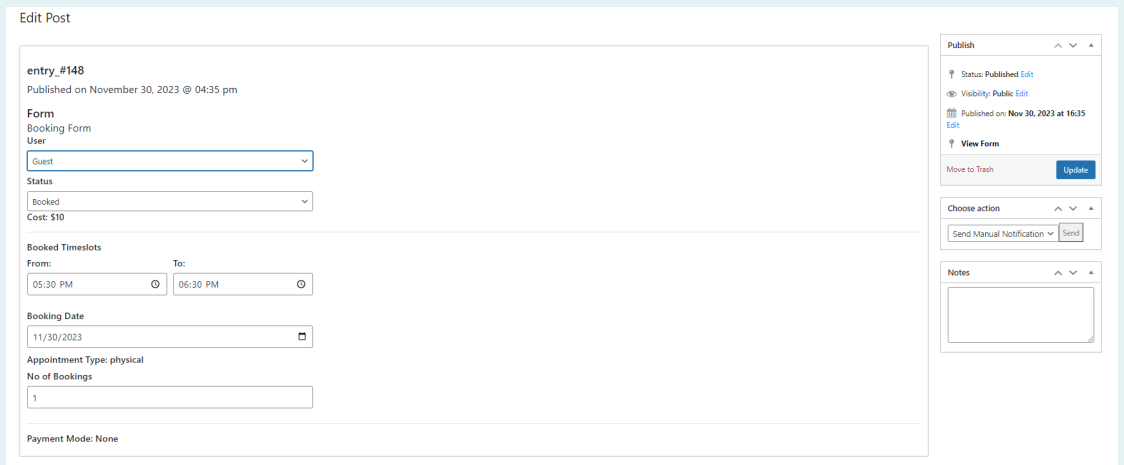
Admin can update form entry specifically for any bookings and hit update.

Edit Forms Details

First Name

Byron

Last Name

Wise

Email

dycyvogati@mailinator.com

Address

Quo laboriosam dele

City

Iusto aliqua In com

State

Ipsa consequuntur r

Zipcode

535

Country

Eiusmod dolore in si

Amount

381

Quantity

755

Update

2.4

Add Notes

Admin can add notes or comments under Notes meta box and send manual Notification

Publish

- Status: **Published** Edit
- Visibility: **Public** Edit
- Published on: **Nov 30, 2023 at 16:35** Edit
- **View Form**

Move to Trash   Update

Choose action

Send Manual Notification ∨   Send

Send Manual Notification
booked
submitted