Setting Time Slots

Guides · https://www.bookedscheduler.com/help/guides/setting-time-slots/

Schedule time slots define your allowed booking periods. For example, making every 30 minutes between 9am and 5pm Monday through Friday available to book.

Types of Time Slots

Each Schedule has a defined Layout of time slots, which can be completely customized. They can be changed by logging in as an application or schedule administrator and opening the Schedules option under the Application Management navigation item.

Booked supports fixed time slots, free form time slots, and appointment time slots. Fixed time slots allow you to define the available times. Free form slots allow any time to be booked within the available time range, and appointment slots allow you to set specific times per date.

Same Slots Each Day of Week

Editing the layout will open a dialog displaying the current time slots - both available and unavailable times. Time slots must be defined for every minute of the day.

For example to make resources available every 30 minutes between 9am and 5pm, your available slots would be 09:00 - 09:30, 09:30-10:00 ... until 16:30-17:00. Your unavailable slots would be 00:00 - 09:00 and 17:00 - 00:00. The hour must always be the 2 digit, 24 hour time.

The time slot generator below the time slot sections can be used to automatically create repeating slot times like the one above.

Different Slots per Day of Week

If each day of the week has a different set of available time slots, uncheck the *Use the same layout* for all days option.

When using a different layout per day, slots must be defined for every minute of each day, just like when using standard repeating slots.

Displaying a Label Instead of the Time

You can use a text label instead of displaying the time. An example of this could be displaying 10:00 - 11:00 to display as Period 1.

To use labels instead of times, simply place the label text after the slot time. For example, 09:00 - 09:30 Period 1, 09:30 - 10:00 Period 2.

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