

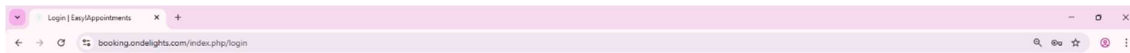
## How to work with booking system

The booking system enables you to manage your schedule efficiently by setting your availability and time slots. Clients can easily access your calendar, view your open time slots, and book meetings at their convenience—all directly through the platform. The system provides real-time visibility into your availability, ensuring transparency and reducing scheduling conflicts. Once a meeting is successfully booked, both you and the client will receive a personalized, pre-scheduled online meeting link via email. This link is automatically generated and ready to use, streamlining the entire meeting process and ensuring a smooth, hassle-free experience from booking to connection.

With this system, you gain greater control over your time, while clients enjoy a convenient, user-friendly way to schedule consultations or appointments—without any back-and-forth communication.

### 1. Logged in to the platform

We've sent you an email containing the username and password for the booking system. Simply use these credentials to log in to the platform and begin managing your schedule.



**BACKEND SECTION**

Welcome! You will need to login in order to view backend pages.

**Username**

  
**Password**

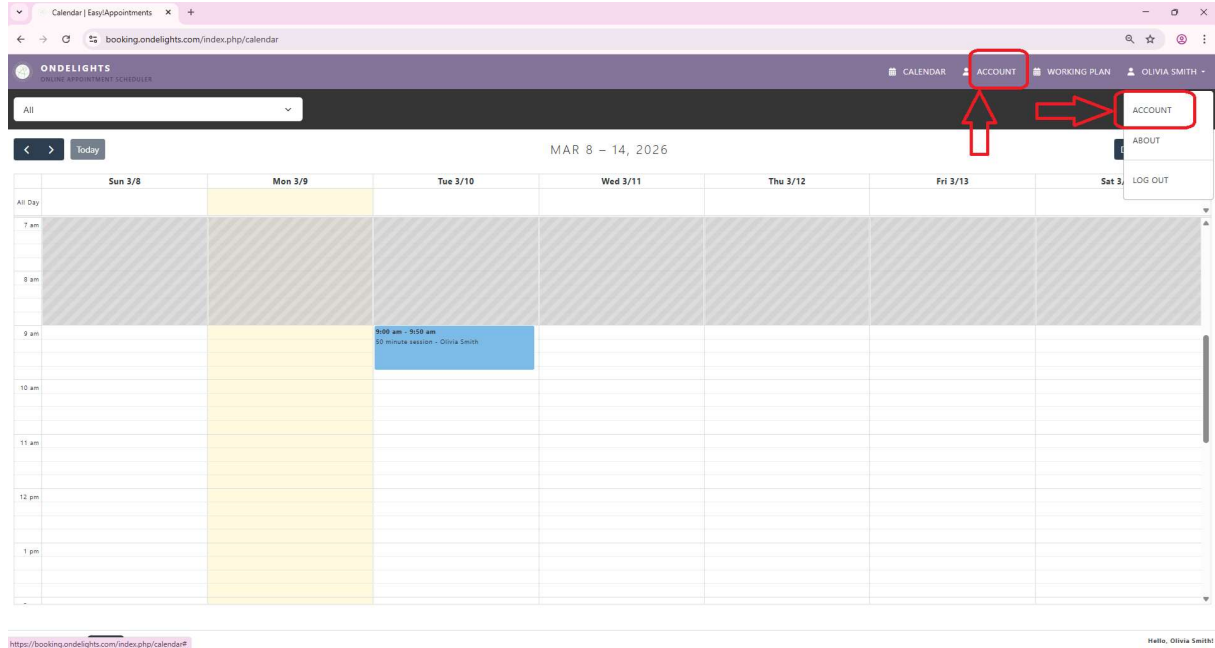
[Forgot Your Password?](#)

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### 2. Change profile information

As soon as you log in to the system for the first time, you'll need to complete your profile information within the platform. This ensures that clients can see accurate and up-to-date details about you. You can easily access your account settings by clicking on the "Account"

link located at the top of the page, or by clicking on your profile name in the header and selecting "Account."



When updating your account information, please ensure the following items are adjusted:

1. Update your first and last name
2. Update your city and state
3. Change your password to ensure secure access to the platform
4. Adjust the language setting (if desired) to view the platform in your preferred language

Important Notes:

- Please verify that your timezone is set correctly to match your actual location. If it's incorrect, kindly let us know so we can update it.
- Review your profile image to confirm it is accurate and visible. If the image is incorrect or missing, please notify us so we can update it promptly.
- Do not change your phone number—it must be the company phone number.

Completing these steps will ensure your profile is accurate, secure, and fully visible to clients.

ACCOUNT SAVE

Details Working Plan

**First Name \*** Olivia **Username \*** expert@ondelights.store

**Last Name \*** Smith **Password**

**Email \*** expert@ondelights.store **Retype Password**

**Phone Number \*** +447457400434 **Calendar \*** Default

**Mobile Number** **Language** English


**Address** **Timezone** Berlin (+1:00)

**City** Berlin **Options**  Receive Notifications

**State** Berlin

**Zip Code**

**Notes**



### 3.Guidelines for Updating Your Workplan & Availability

These guidelines explain how to efficiently manage your work plan and availability within the system. This ensures accurate scheduling, allowing clients to easily see when you're available for bookings and minimizing potential wait times. The process involves a clear flow: first, review your planned hours for the day, then define your working blocks and any necessary breaks, and finally, set the overall start and end time for the day.

### The Flow:

- **Review Your Schedule:** Start by looking at your planned work hours for the current day (Monday through Friday).
- **Define Working Blocks:** For each day, determine the specific start and end times you will be working.
- **Block Out Breaks:** If you have periods where you are unavailable (e.g., for meetings, appointments, work, or personal time), create break blocks within your schedule, specifying both the start and end times.
- **Set Daily Schedule:** Finally, establish the overall start and end time for the day, encompassing all your working blocks and breaks.

### Example: Tuesday Availability with one Breaks

Let's say you plan to work from 9:00 AM to 12:30 PM then 6:00 PM to 8:00 PM. Then you will work from 9:00 AM to 8:00 PM with a break 12:30 to 6:00 PM.

- **Step 1: Check Tuesday Availability:** Ensure you have activated availability for Tuesday.
- **Step 2: active the Tuesday** then add 9:00 AM as start time and 8:00 PM as End.
- **Step 3: Add a Break (12:30 PM - 6:00 PM):** Since you're not available in this period.

### Example: Monday Availability with Multiple Breaks:

Consider you wanted to work:

- First session: 9:00 AM – 12:30 PM
- Second session: 1:00 PM – 3:30 PM
- Third session: 6:00 PM – 8:00 PM

You need to setup like this:

- **Step 1: Activate Monday** and set the start time to 9:00 AM and end time to 8:00 PM (this covers your full day, including all sessions).
- **Step 2: Add Break 1 (12:30 PM – 1:00 PM)** – Mark this period as unavailable to reflect your first break.
- **Step 3: Add Break 2 (3:30 PM – 6:00 PM)** – Mark this period as unavailable to reflect your second break.

ACCOUNT
  SAVE

 Details **Working Plan**

## WORKING PLAN

DAY	START	END
<input checked="" type="checkbox"/> Sunday	5:00 pm	11:00 pm
<input checked="" type="checkbox"/> Monday	9:20 am	12:00 am
<input checked="" type="checkbox"/> Tuesday	9:00 am	6:00 pm
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		



## BREAKS

Add the working breaks during each day. During breaks the provider will not accept any appointments.



DAY	START	END	ACTIONS
Monday	3:00 pm	3:00 pm	<input type="button" value="edit"/> <input type="button" value="delete"/>

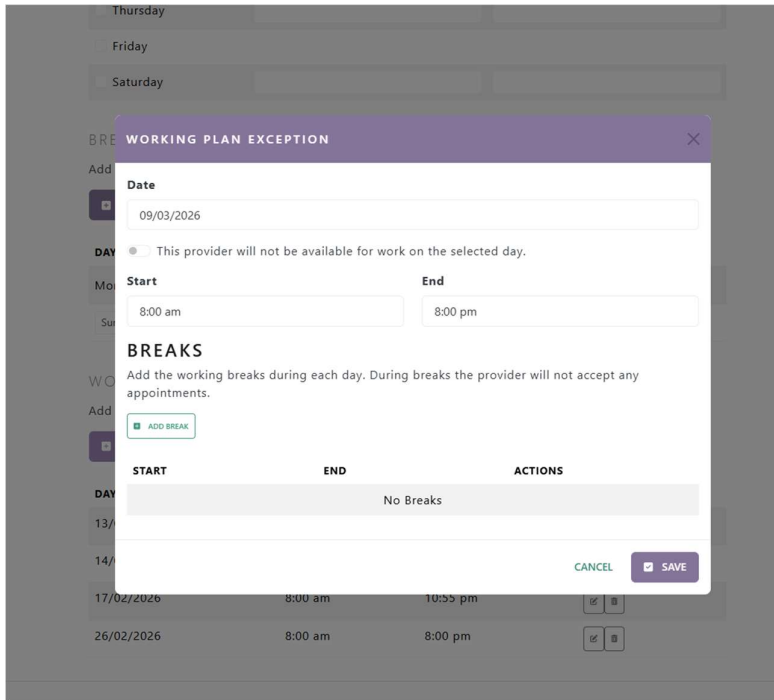
## WORKING PLAN EXCEPTIONS

Add working plan exceptions, outside the working plan.



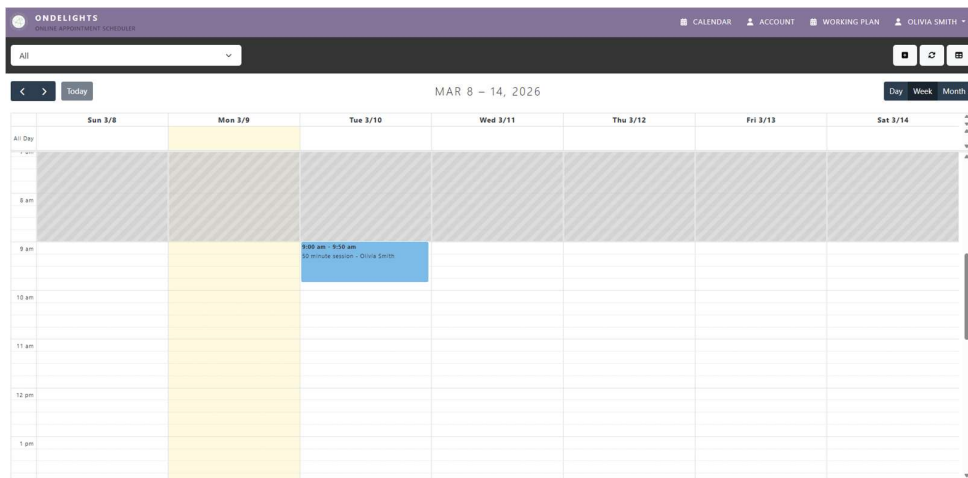
DAY	START	END	ACTIONS
13/02/2026	8:00 am	8:00 pm	<input type="button" value="edit"/> <input type="button" value="delete"/>
14/02/2026	8:00 am	8:00 pm	<input type="button" value="edit"/> <input type="button" value="delete"/>
17/02/2026	8:00 am	10:55 pm	<input type="button" value="edit"/> <input type="button" value="delete"/>
26/02/2026	8:00 am	8:00 pm	<input type="button" value="edit"/> <input type="button" value="delete"/>

**Note:** There is a Working Plan exception feature that allows you to add temporary breaks or holidays to your routine schedule. For example, if you wish to take a one-week break or a holiday, you can easily add this exception to the system. Once added, those days will be marked as unavailable, and no bookings will be allowed on those dates.

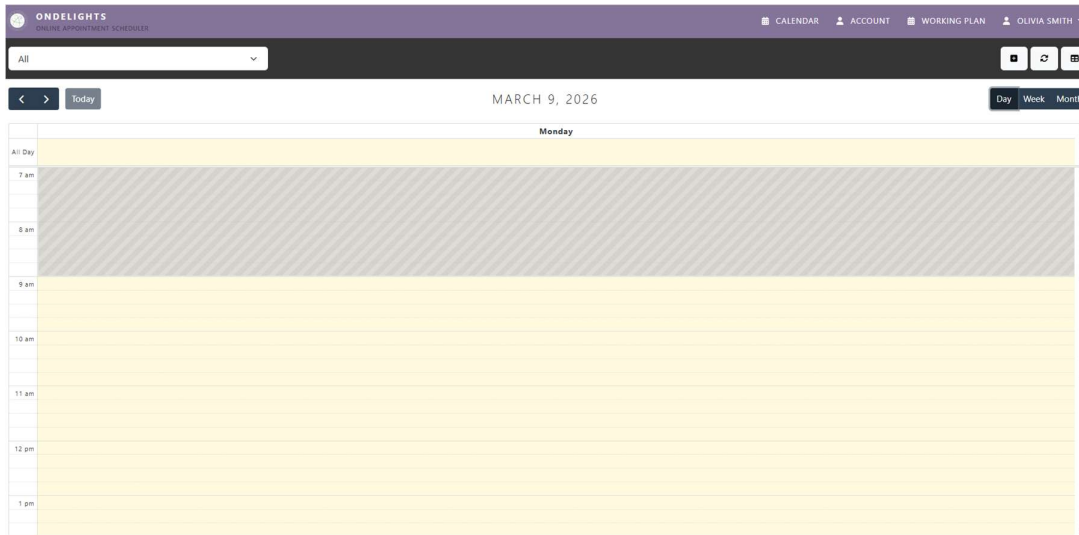


#### 4. View schedules

From the top menu, click on **Calendar** to view all your scheduled meetings. On the interface, you can see your bookings in multiple views: weekly, daily, and monthly. You can easily switch between these views to navigate your schedule. Additionally, you can change the date range to explore different time periods as needed.

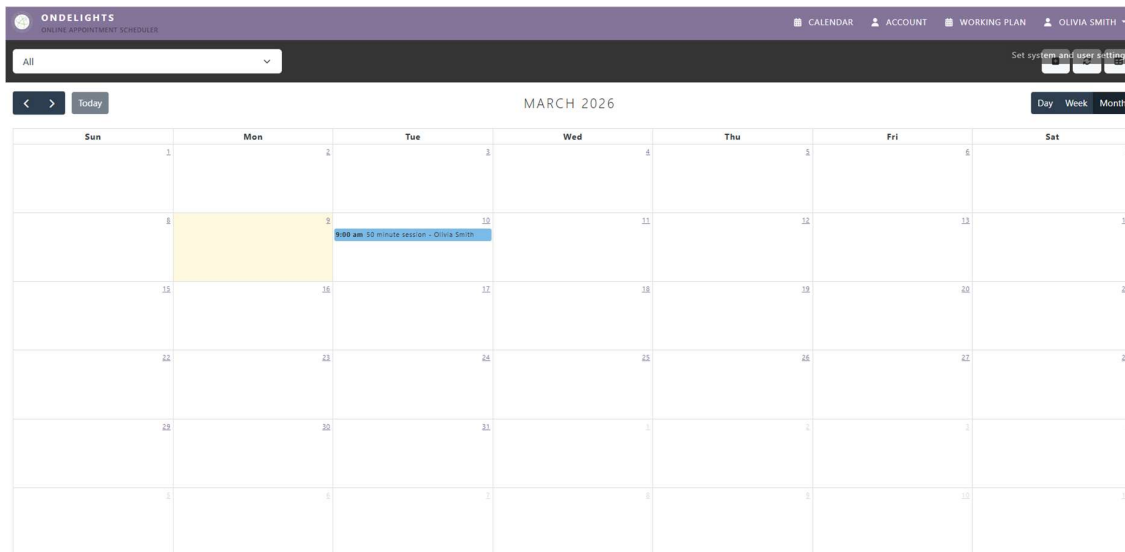


This is Daily view:



The screenshot shows the daily view of the appointment scheduler. The header includes the ONDELIGHTS logo, navigation links for CALENDAR, ACCOUNT, and WORKING PLAN, and the user name OLIVIA SMITH. A search bar is set to 'All'. The date is MARCH 9, 2026, and the view is set to 'Day'. The main area is a vertical timeline for Monday, with a shaded grey area from 7 am to 8 am and a yellow area from 9 am to 1 pm. The time slots are labeled from 7 am to 1 pm.

This is Monthly view:



The screenshot shows the monthly view of the appointment scheduler for MARCH 2026. The header is identical to the daily view. The main area is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. A yellow highlight covers the dates from Monday, March 2nd to Tuesday, March 10th. A blue event bar is visible on Tuesday, March 10th, labeled '9:00 am 50 minute session - Olivia Smith'. The dates in the grid range from 1 to 31.