

Get ready for your pharmacy's **NEW** **MedAdvisor for Pharmacy** BOOKINGS CALENDAR

You will be guided through your bookings calendar set up in the software.
Please read and complete this guide.

START >

Choose where to accept bookings:
MedAdvisor for Pharmacy
OR
another online booking system

STEP 1

Review you current calendars and select if they are a location, service OR 'other'

STEP 3

Add services to your locations

STEP 2

Add new locations OR edit the current locations

STEP 4

Add staff members and their availability to your services.
You must have at least one staff member assigned to a service for it to be booked.

STEP 5

Add public holiday closures to your calendar availability

STEP 6

Review and publish your bookable services.

We recommend to print and fill out this page before selecting
Setup online bookings

LOCATIONS

List your current locations where you complete services
(including off-site)

Consultation Room 1

STAFF

List the staff that perform services in your pharmacy

Pharmacist

AVAILABILITY

List the days and times you offer services

| DAY | M | T | W | T | F | S | S |
|------------|-------|---|---|---|---|---|---|
| START TIME | 9am | | | | | | |
| BREAK | 1-2pm | | | | | | |
| END TIME | 6pm | | | | | | |

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