

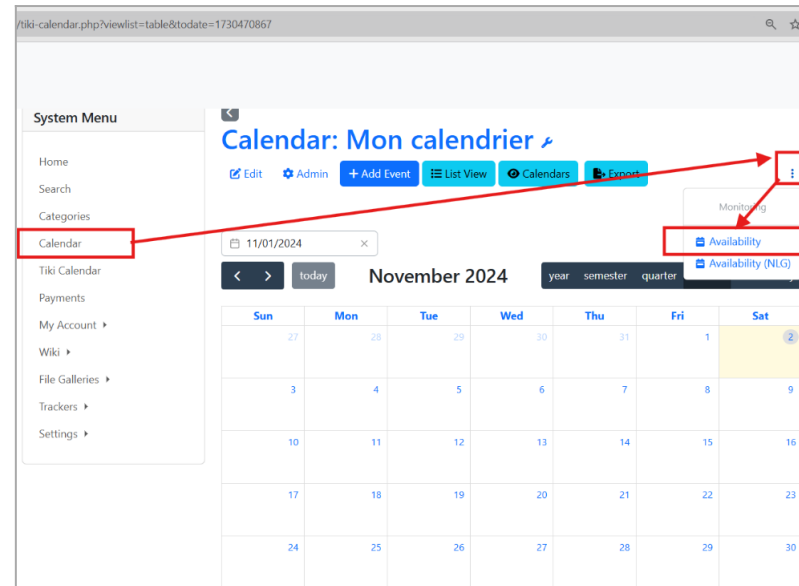
# Appointment slots

New in recent Tiki versions, the Appointment Slots feature is designed to streamline event scheduling and user coordination by integrating advanced availability and reservation capabilities. Leveraging CalDAV integration and a suite of new features, users can now create, manage, and share time slots linked to the Tiki calendar. This guide details the steps to activate and use Appointment Slots effectively.

# Key Features

1. **Slot Creation and Management:** Users can configure blocks of time when they are available for appointments. These blocks can be viewed and updated through the Tiki interface.
2. **Availability Check:** Before booking an appointment, users can check the host's availability and that of any potential participant to avoid scheduling conflicts.
3. **Synchronization with External Calendars:** Tiki allows synchronization of slots and events with external calendars via CalDAV, facilitating integration with other calendar applications.
4. **Recurrence Rules and Free/Busy Status:** Slots can be configured with recurrence rules, and the interface provides a view of each participant's “Free/Busy” status.
5. **Integrated Scheduling Interface:** Appointment slots can be embedded on external sites via an integrated layout, allowing even anonymous users to book events.

# Creating an Appointment Slot



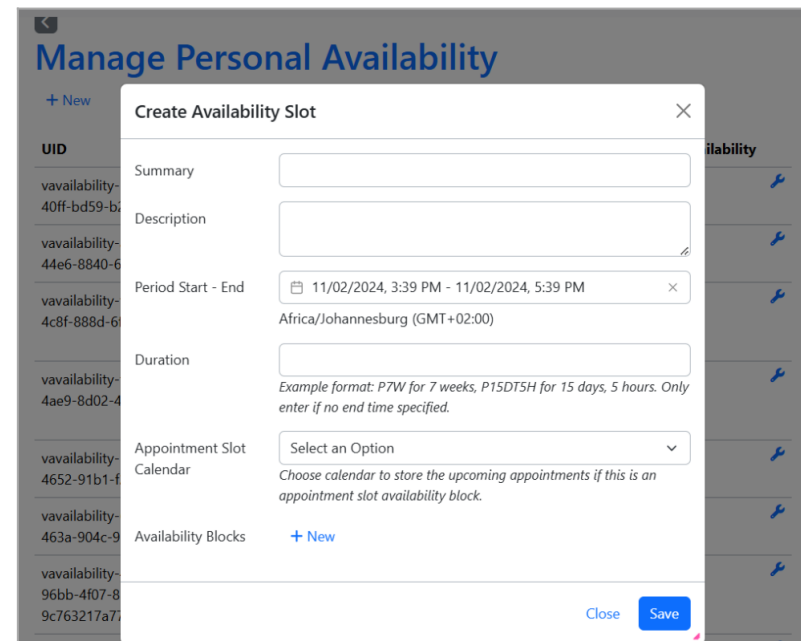
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1. Open your Tiki calendar, click on the three dots at the top-right corner, then select **Availability**.
2. On the **Manage Personal Availability** page, click on **New** to create an availability slot.
3. Define the slot details:
  1. **Summary**: Enter a brief summary of the availability.
  2. **Description**: Provide additional details for the slot.
  3. **Period Start - End**: Specify the start and end date and time.
  4. **Duration**: If there is no specific end time, use a format like

"P7W" for 7 weeks or "P15DT5H" for 15 days, 5 hours.

5. **Appointment Slot Calendar:** Select the calendar where upcoming appointments will be stored if this is an appointment slot.

4. Click on **Save** to finalize the slot, which will now appear in your calendar and be accessible to others.

The screenshot shows a web application interface titled "Manage Personal Availability". On the left, there is a sidebar with a list of availability slots, each with a "UID" and a "vavailability-" prefix. The main area displays a "Create Availability Slot" modal. The modal has a title bar with a close button. It contains several input fields: "Summary", "Description", "Period Start - End" (with a date and time range), "Duration" (with a text input and a note about the format), "Appointment Slot Calendar" (with a dropdown menu), and "Availability Blocks" (with a "+ New" link). At the bottom of the modal are "Close" and "Save" buttons. The background is slightly dimmed to show the modal is the active element.

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# Inviting and Managing Participants

1. Once an appointment slot is created, you can invite other users by sharing a link or adding them directly via Tiki.

2. Invited users can view your availability and select a slot that works for them.
3. For email invitations, Tiki's CalDAV integration generates an iCal attachment, allowing invitees to add the event directly to their own calendars.

# Checking and Responding to Invitations

1. Users receive invitations by email or directly in Tiki for events they are invited to.
2. By accessing the invitation via Tiki or Webmail, users can view the host's availability and RSVP, marking selected slots as occupied.
3. Availability updates or cancellations are automatically synchronized through the CalDAV server.

# Synchronizing with External Calendars

1. Go to the **Calendar Subscriptions** section to add external calendars.
2. Add a CalDAV or ICS URL to integrate external calendars, and set up either manual or automatic synchronization options.
3. External calendar events will appear in your Tiki calendar with availability statuses to prevent conflicts.

# Typical Use Cases

- **Appointment Coordination:** Ideal for teachers, doctors, or consultants offering fixed time slots that clients or students can book.
- **Team Event Management:** Teams can plan meetings or working sessions based on available slots.
- **External Tool Synchronization:** Users working with other calendar applications (like Google Calendar or Outlook) can sync their slots and events, avoiding scheduling conflicts.

# Related links

- Learn more about CalDAV and its features in Tiki
- Details on managing calendar invitations by email
- Documentation on API and advanced settings

This documentation should help users make the most of Appointment Slots and enhance appointment and availability management within Tiki.

[https://gitlab.com/tikiwiki/tiki/-/merge\\_requests/3534](https://gitlab.com/tikiwiki/tiki/-/merge_requests/3534)