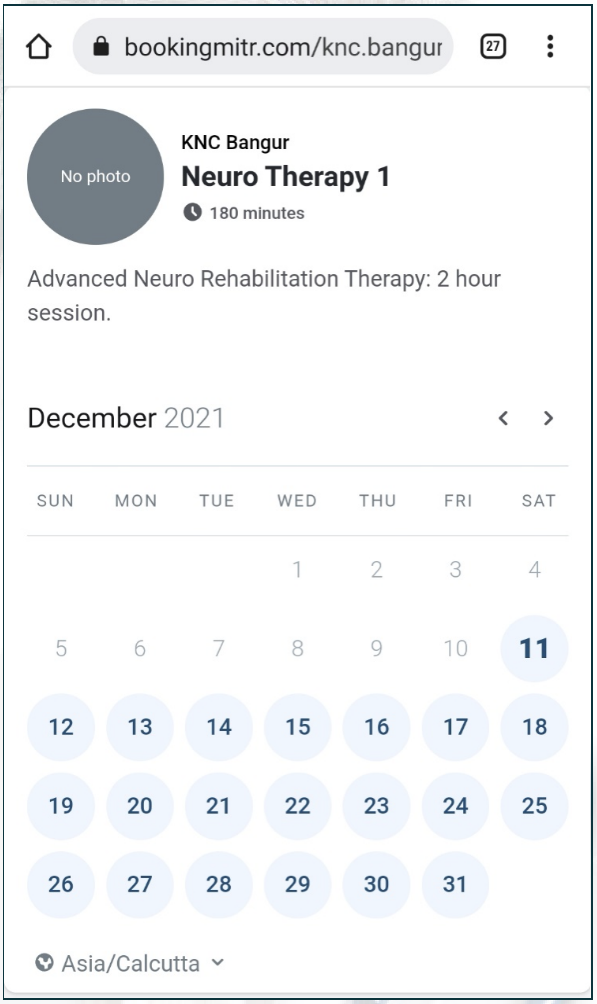
Introduction

BookingMitr is an easy to use application for scheduling meetings professionally and efficiently. Anyone can request an appointment with you and you can have all your events, locations and different schedules be in one and single calendar. BookingMitr.com is an advanced automation engine with simple and easy to use intuitive features. It provides:

- ☐ **One click, easy, patient booking**
- ☐ **Workflow and team automation**
- ☐ **WhatsApp text alerts**
- ☐ **Bookings page with chronological listings**
- ☐ **Next generation, mobile-first design**
- ☐ **Zero hardware investment**
- ☐ **In Cloud and artificial intelligence (AI) enabled**
- ☐ **Hassle-free deployment in minutes**

BookingMitr is a hub that brings people, information, and tools together to streamline your schedule. From large companies, solo business operators to individual doctors, everyone can use BookingMitr to connect their schedule with their patient, increase their bookings, and drive their business forward. The following pages provide a quick intro to "**how**" https://BookingMitr.com works.

Chapter1: Booking calendar

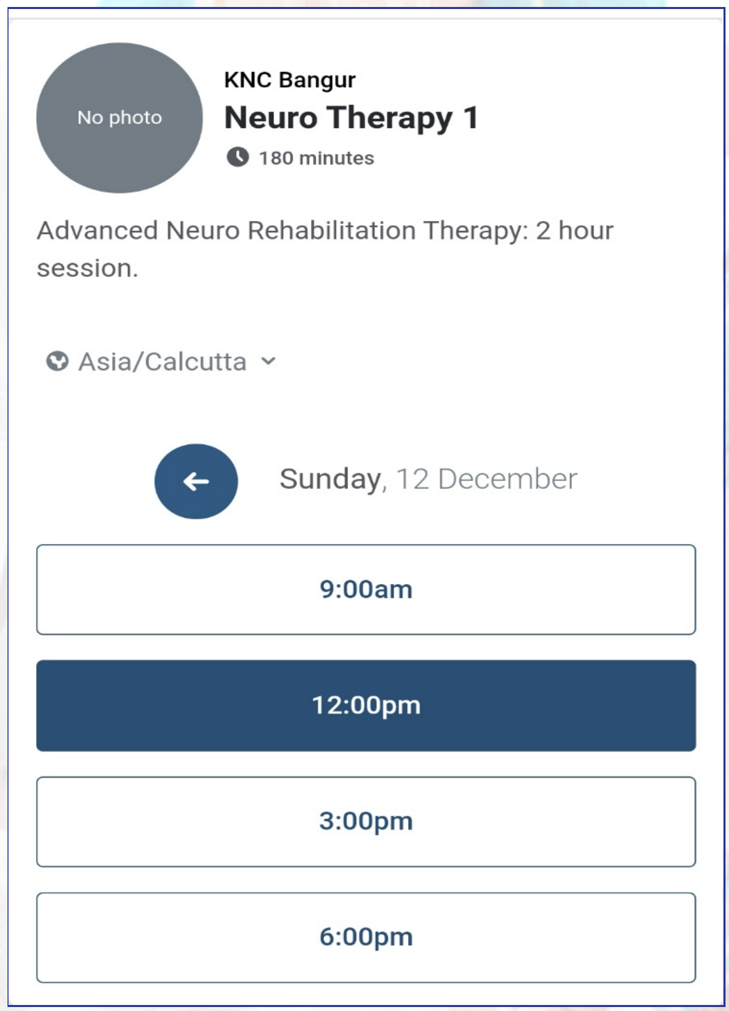


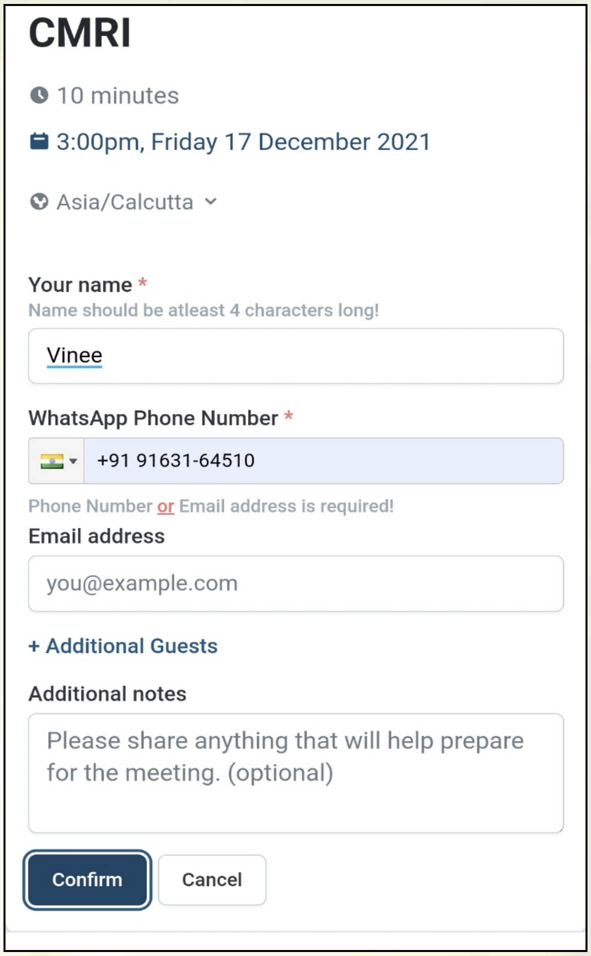
Step 1 - Pick day

Browse to your center calendar such as https://bookingmitr.com/knc.bangur Anyone, including the center manager, staff or even the patient himself/herself can book a patient on the center's calendar for designated therapy or treatment. Pick a date and click the date of booking requested.

Step 2 - Pick time slot

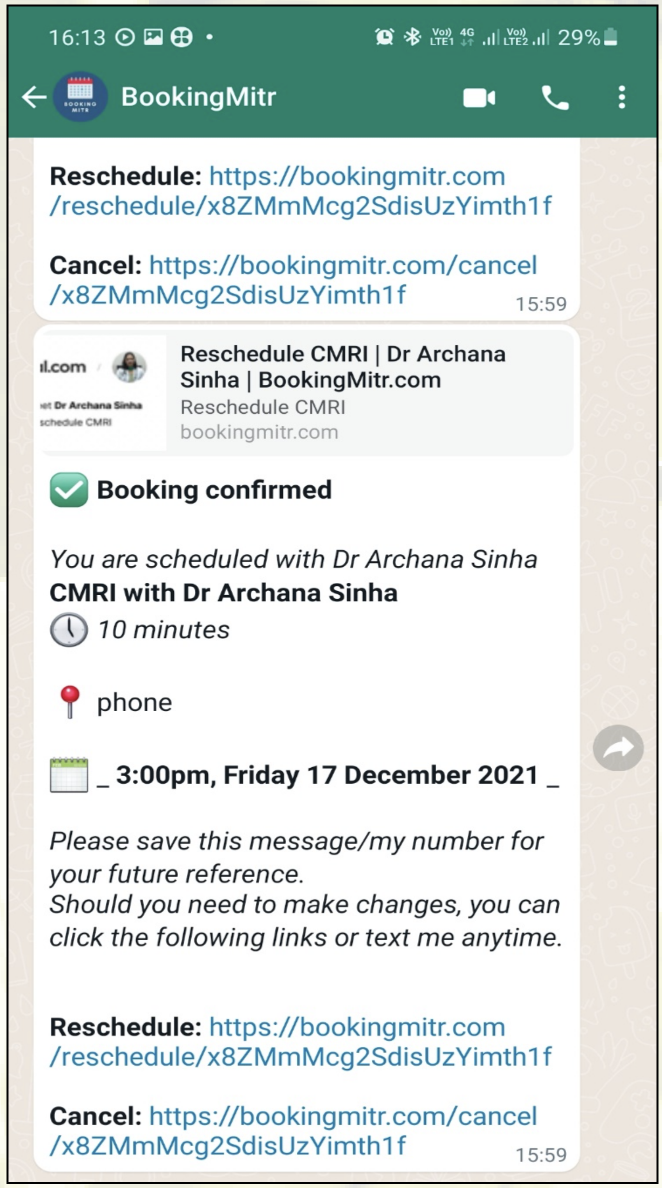
The calendar displays all available time slots for the resource for the event chosen in step 1.Pick a time slot.





Step 3 - Provide patient details

Post step 2, a simple form asking for the patient name and his/her WhatsApp Phone Number, is presented. Email is optional. Click the “confirm” button to complete the booking.



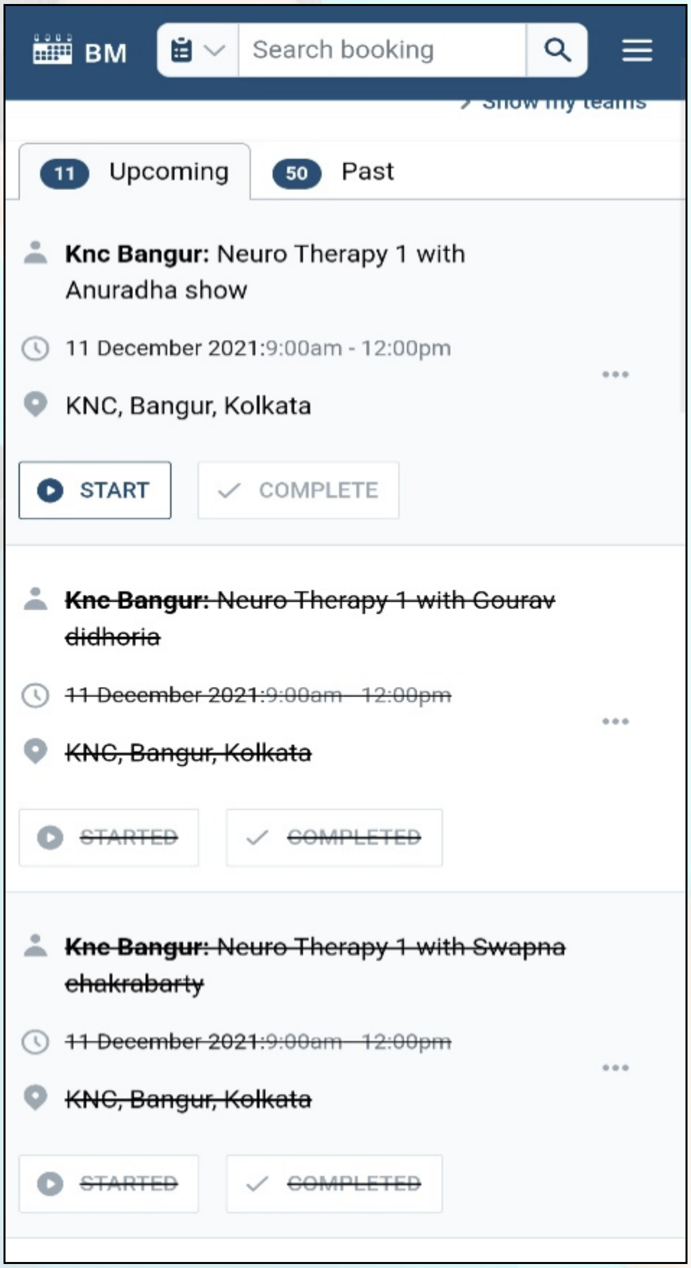
Step 4 - WhatsApp text sent

Once the “confirm” button is clicked in step 3, a WhatsApp text message is sent.

This step confirms booking is completed.

Chaper2: Booking listings

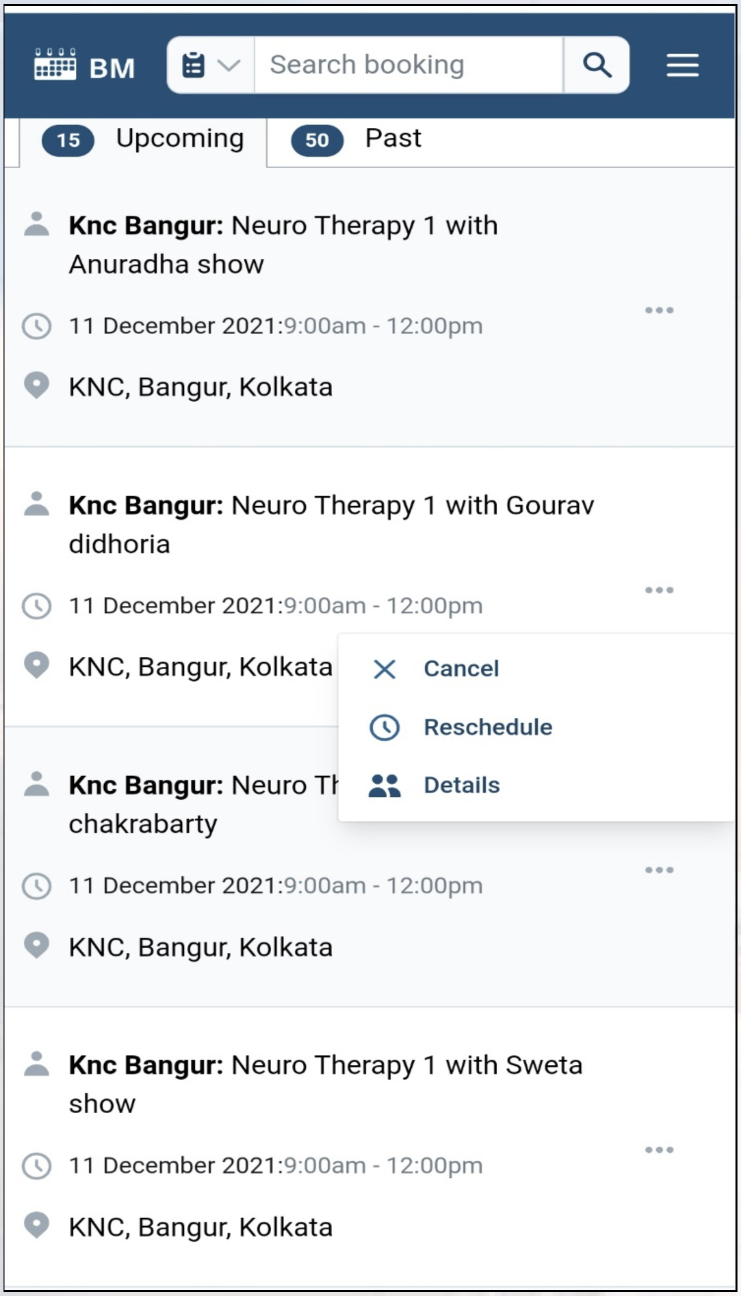
Team “Member’s” view



Browse to https://bookingmitr.com/bookings Once a booking is completed as described in chapter 1, every team member in the booking workflow sees his/her listings on their logged in page, as shown in image.

Each listing or record will have a “Start” and “Complete” button for the team member to click. Clicking “Start” indicates the team member is now servicing the booked patient. Once done, he/she would need to click the “Complete” button and provide comments in the popup to complete his/her step of the workflow. Every completed listing/record will have that record struck through, indicating that all actions for that team “member” have been completed.

Center/Institution Manager’s view



Center Manager and owner will see all booked listings for the center as shown in image.

The three dots indicate the manager/owner can click on them. Once clicked, a menu will pop up in place as shown in image and manager/owner can perform one of the three actions

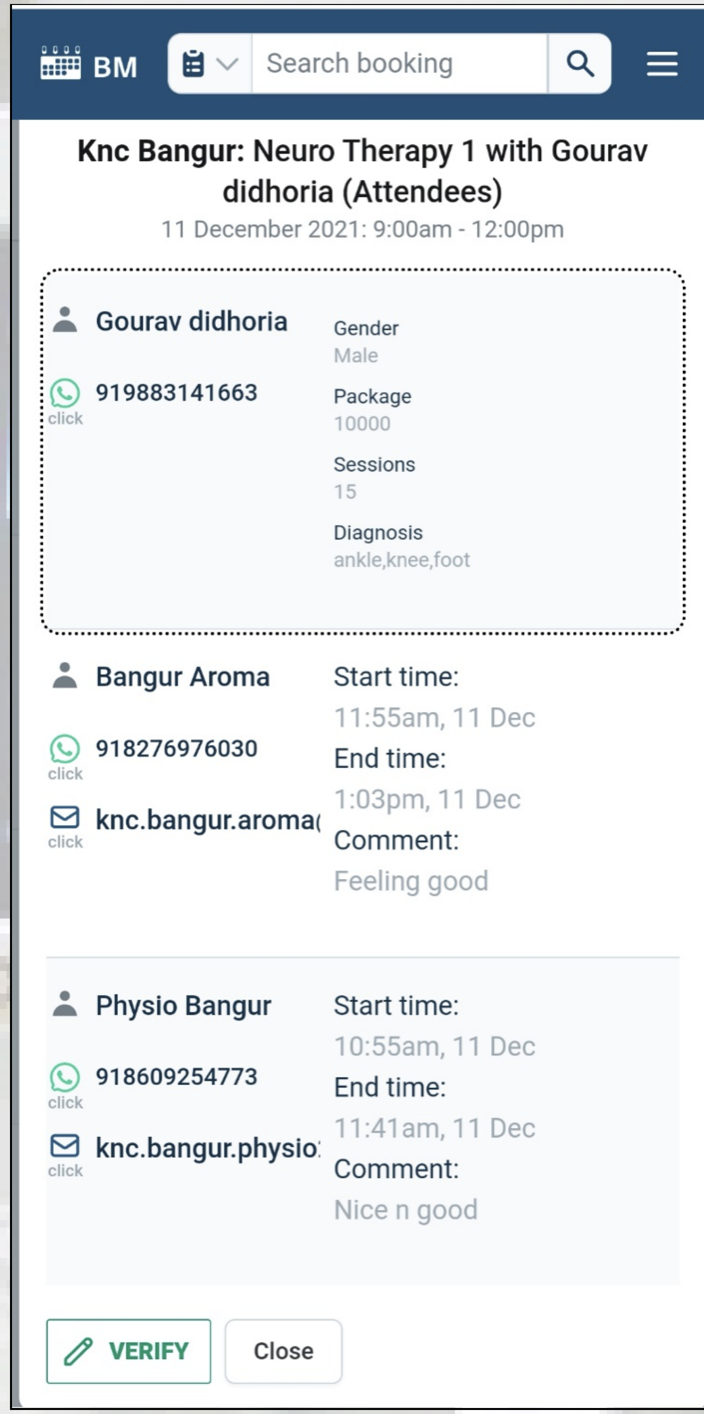
Cancel - a pop up to cancel the booking.

Reschedule - a popup to reschedule the booking to another date/time slot.

Details - a popup to review and verify workflow as described below.

Reschedule and Cancel actions when completed will automatically send WhatsApp text to patient informing him/her of the action and new date/time slot in case of “Reschedule”

Once the “Details” action is clicked as described above, the details view is displayed in a popup as shown in image on right. Details view describes the patient and all information collected about the patient as mentioned in **Chapter 1, Step 3** (Provide patient details).

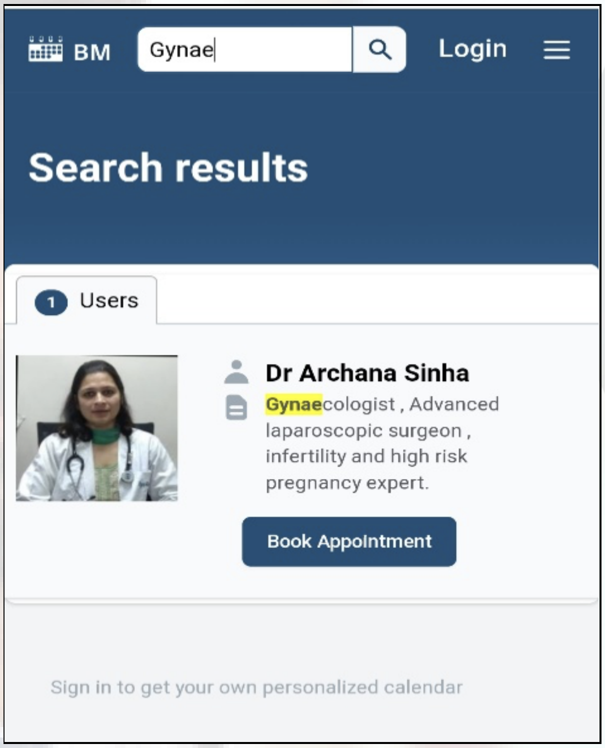


“Details” popup view also displays each “member” action performed on the patient. Specifically it tells the viewer when the “member” started seeing the patient, when was it completed and displays comment as captured based on patient feedback.

Each of the pieces of the member and patient contact information such as WhatsApp number and email as provided are clickable and one touch enabled. Each of them can be reached by a simple “click” touch as shown in the image.

Once everything checks out, the center manager (or owner if center manager is not available) should click the “Verify” button to mark the workflow being completed.

Chapter3: Search and book Dr.

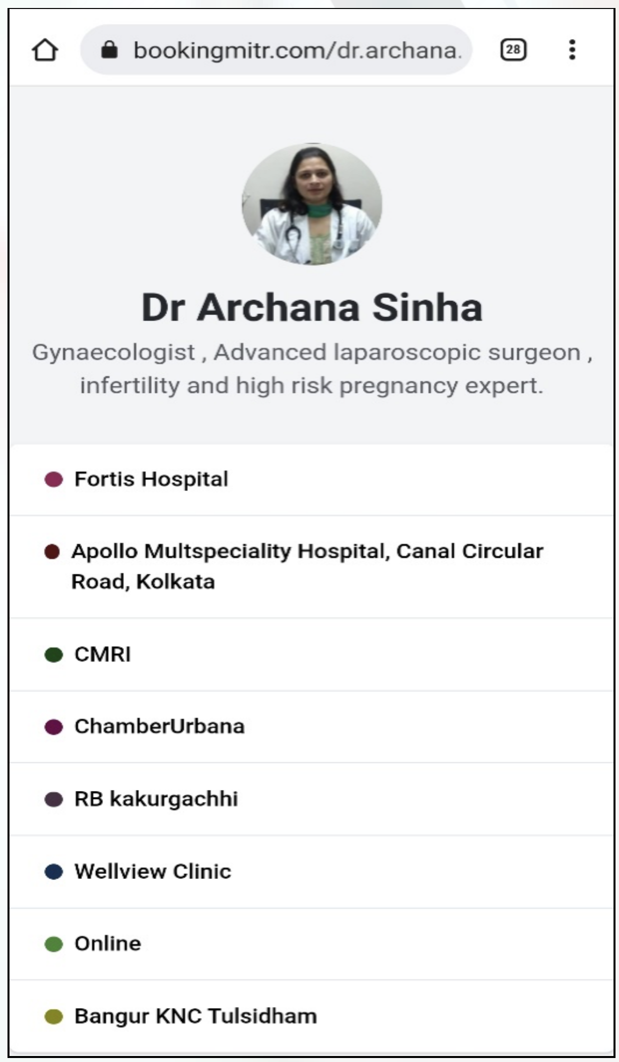


Step 1 - Type search term

Browse to https://bookingmitr.com/search and type any search term, such as “Gynae” as shown in image on left.

Search results below will display all results that match the search term, highlighting the term being searched.

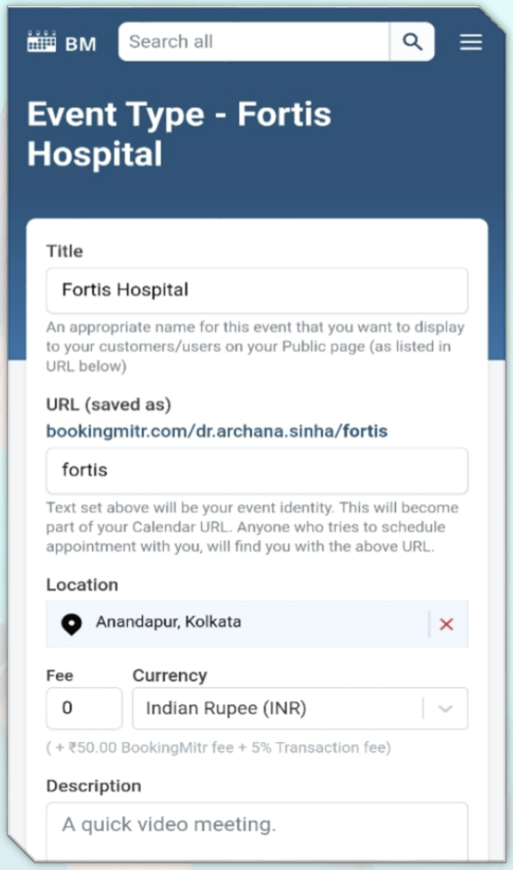
Click the “Book Appointment” button to continue.



Step 2 - Click event type

Clicking “Book Appointment” in step1 will navigate the viewer to the doctor's personal calendar identity page. This page lists all events (locations) where the doctor consults.Pick an event that suits your location (or event type) best. Once an event type is clicked, the page will navigate to the availability calendar of the doctor, similar to **Chapter 1, Step 1.** Rest of the steps that follow will also be similar. In the calendar availability page, only the days the doctor is available will be enabled to be touch clicked. Once the day is picked, only the available time slots will be listed as shown in **Chapter 1, Step 2.**

Chapter4: Event configuration

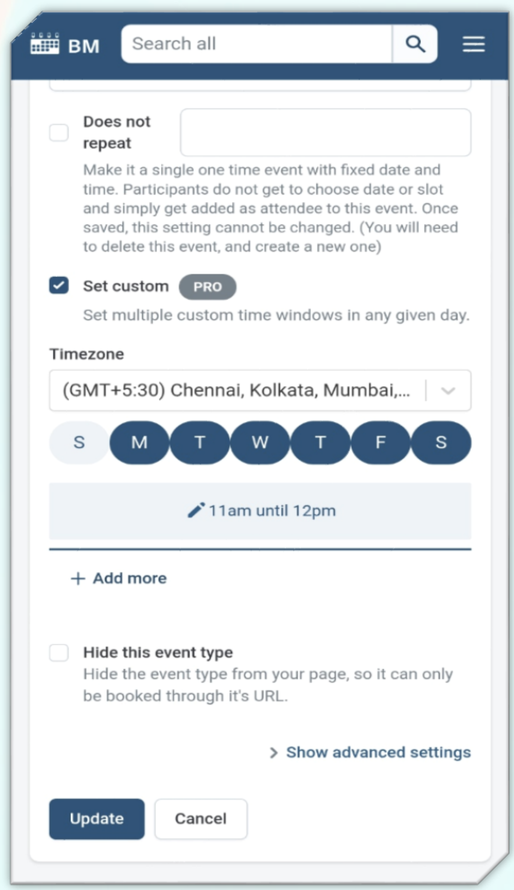


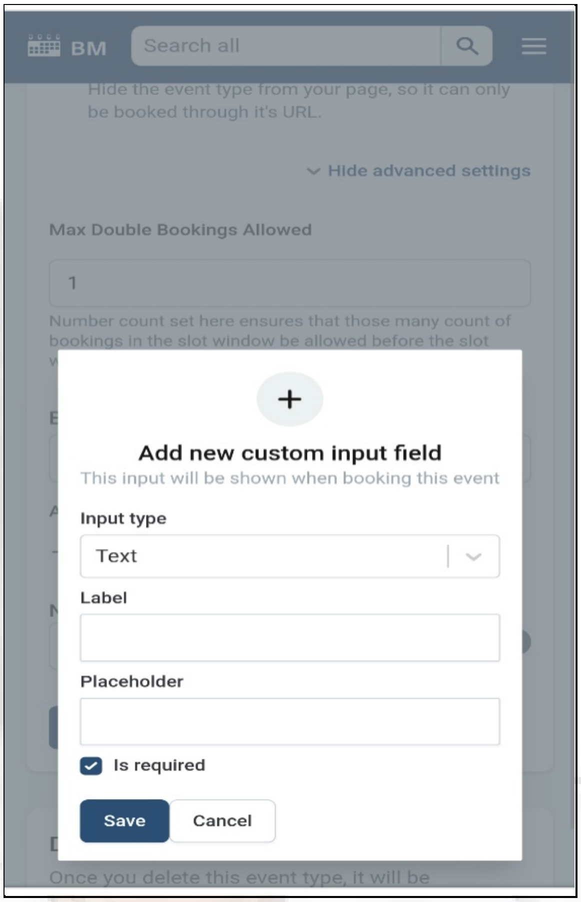
Browse to

https://bookingmitr.com/availability

BookingMitr event configuration options provide finer and powerful control on booking workflow.At the simplest level, you can provide a title as you want patients to see and a custom URL event part which might be easier to remember. Provide a location (in-person or phone) where you will consult for the configuring event. You can also configure to collect your fee from a patient before the patient can book an appointment with you.

Next up in configuration you need to specify what days and time of the day, you would be available for the configuring event and at the event location. Days highlighted in dark blue (such as M, T.. in image on right) indicate you will be available at the event location that day. You also get to specify what times on each of those days you would be available.(the image on right indicate that you are configuring this event to be available from Monday through Saturday between 11 am and 12 pm for each of the days)





Click “**Show advanced setting**” to add custom form inputs that you may want to collect from the patient before booking. Click “**+ Add an input**” under “Show advanced settings” to open a popup as shown in image on left. You can specify input types, such as text for the custom input field that you are configuring and what label above the text box you want to display along with an in textbox placeholder display help.You can add as many fields as you require and once done they will all appear on the booking form similar to shown in **Chapter 1, step 3**

As an example, the image on the right shows 4 custom input fields defined as discussed above. 4 custom fields being “Gender”, “Package”, “Sessions”, “Diagnosis”. These custom fields will show up in patient booking form as described in **Chapter 1, Step 3** as added fields as shown in image on right.