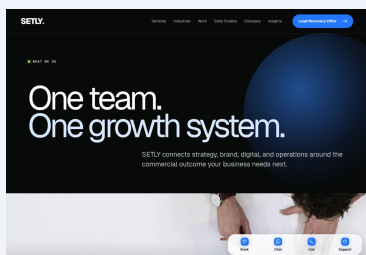


Booking assistant specification

Separate suggesting availability from confirming a real booking.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 Document the calendar connection and what the assistant is allowed to change.
- 2 Specify time zone, duration and the information needed to book.
- 3 Require a successful calendar response before saying the booking is confirmed.
- 4 Design a fallback for unavailable slots or connection failures.

EXAMPLE - ILLUSTRATIVE

If the calendar call fails, the assistant offers a contact route instead of inventing an appointment.

CHECK YOUR RESULT

Can you find the confirmed appointment in the actual calendar?

Booking assistant specification

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Calendar:**Time zone:****Allowed actions:****Confirmation condition:****Failure response:****DONE WHEN**

Can you find the confirmed appointment in the actual calendar?

FURTHER READING

[HighLevel Support](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.