

Check booking availability

Verify that the advertised booking journey matches the calendar.

THE FINISHED RESULT

The advertised slot maps to the correct appointment and changes are reflected consistently.

Before you start

Environment: Your existing website platform and integration tools

Access and plan: Authorized access to a test copy, site records and relevant accounts. Live restore, access changes and publication need owner approval.

Practice project: A staging copy of Harbor

Use a separate demo project and fictional information. Record the exact project and version you use. Keep passwords, verification codes and private customer information out of screenshots and notes.

Official walkthroughs

HighLevel: [Personal booking calendar](#)

Open the credited publisher walkthrough for current interface instructions and available screenshots, then return to the SETLY exercise. External courses remain with their publishers; this PDF does not reproduce their complete tutorial.

Your practice task

Finish one action at a time. Inspect the resulting screen or record before moving on. If a control differs, check the matching official instructions instead of guessing.

01 / Step 1

Record the service, staff member, time zone and published availability window. Open the booking page as a visitor.

Check: record what changed and confirm you are still working in the intended demo project.

02 / Step 2

Select a controlled test slot and compare its duration and time zone with the account configuration.

Check: record what changed and confirm you are still working in the intended demo project.

03 / Step 3

With approval for the test, complete a booking using demo details and verify its calendar record.

Check: record what changed and confirm you are still working in the intended demo project.

04 / Step 4

Cancel or reschedule it and inspect the resulting availability and notifications, then clean up the test.

Check: record what changed and confirm you are still working in the intended demo project.

Test, troubleshoot, repeat.

If something goes wrong

If availability is empty, inspect conflicts, staff schedules, buffers and advance-notice requirements before altering the public schedule.

If your screen is different

Compare the product, editor, user permissions and selected account with the guide. Open the official reference for your version. Do not perform a live change whose effect you cannot verify.

Final verification

The advertised slot maps to the correct appointment and changes are reflected consistently.

Repeat the task with one small variation. Record the test date, project/version, expected result, observed result and a non-sensitive evidence reference. Mark skipped checks as untested.

Your evidence record

Test date: _____ Project/version: _____

Observed result: _____

Evidence reference: _____

Remaining issue and next action: _____

Sources and guide status

Original exercise by Ray / SETLY. Credited technical references are linked on page one. Prepared 1 October 2026. SETLY screen recording and independent learner reproduction are not yet complete. No platform affiliation is implied.

[Open the online practice guide and editable checklist](#)