

# Service Names

Every schedule block is required to have a Service Name. The Service Name label appears at the top of a schedule block. Here's how it looks on the admin portal:

## Cupping

Main Street with Alexa Hulse

9:00 am to 3:00 pm 10min Slots

And on the patient portal:

## Cupping

Main Street

*Choose a slot*

with Alexa Hulse

9:00 am to 3:00 pm

## Assigning a Service Name

When you create a new schedule block, you'll see the Service Name field next to the Practitioner name field. You can select from the available service names, or add a new one by clicking "+Add a New Label" in the drop down menu:

▼ Create A New Block

Slot Increment

☒ 10

☐ 15

☐ 30

☐ 60

☐ 20

☐ 90

☐ Private? Not visible on patient portal

Start Time (24 hour format)

End Time

09:00

15:00

Practitioner

Alexa Hulsey

Service Name

✓ acupuncture

Telehealth

Magic

massage

Therapy

Cupping

+ Add A New Label

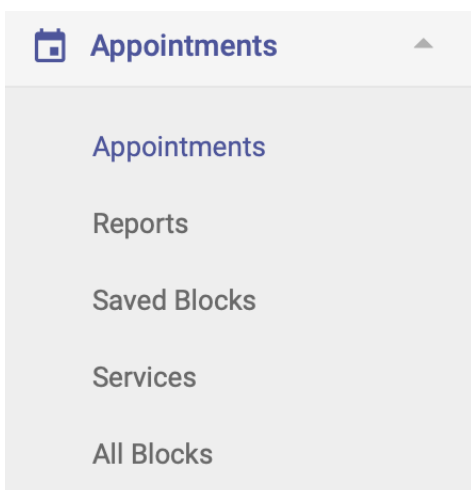
Location

Main Street

Add Block

## Editing or deleting Service Names

To edit or delete any of your Service Name labels, you'll go to the left-hand side menu and click Appointments —> Services:



On this page you'll see a list of the service name labels you've created so far. To delete one, click the name of the label, then on the right hand side of the page you can change the name or delete it:

Services

Manage block services

Wed Aug, 30 6:55pm

Available Service Names

Click the name to edit or delete.

acupuncture
Cupping
Magic
massage
Telehealth
Therapy

Details

Cupping

Save

Delete

## Hiding a Service Name

By default, all of your service names will show on the patient portal, as tabs across the top of the appointments page:

Today

Fri Sep 29, 2023

▼ Main Street

Choose your service

show all

Acupuncture

Telehealth

massage

Therapy

You have the option to "hide" a service name, meaning you can still assign it to a block, but it won't show up on the patient portal. This is a good option for services that you offered in the past but no longer offer, or if you don't want patients to be able to book online for a certain service.

To hide a Service Name label, you'll go to the left-hand side menu and click Appointments —> Services. Select the service that you'd like to hide, then click the Hide button:

### Available Service Names

Click the name to edit or delete.

Acupuncture	
Cupping	
Magic	
massage	
Telehealth	
Therapy	

### Details

Telehealth

Save

Delete

Hide

Hiding **Telehealth** will NOT show the tab on the patient portal.

Once you click Hide, that service will NOT appear on the patient portal, and you'll see a red eye icon next to it on the list of services. You can always reverse this action and allow the service to show on the patient portal by clicking the service name on the list, then clicking the Show button:

### Available Service Names

Click the name to edit or delete.

Acupuncture	
Cupping	
Magic	
massage	
Telehealth	
Therapy	

### Details

Cupping

Save

Delete

Show

Hiding **Cupping** will NOT show the tab on the patient portal.

Here's a quick video tutorial on hiding service names:

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