

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 Hulseley

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

And on the patient portal:

Cupping

Main Street

Choose a slot

with Alexa Hulseley

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 Service Name

Alexa Hulsey acupuncture

Location Telehealth

Main Street Magic

message

Therapy

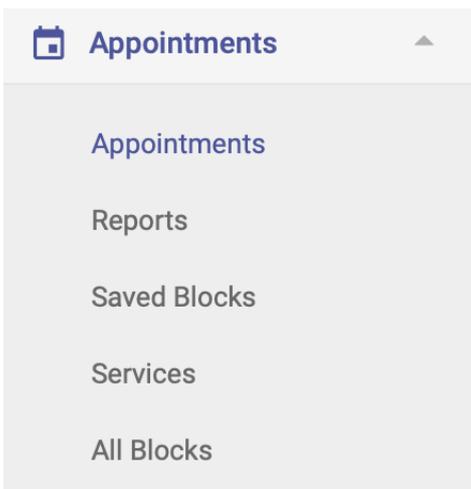
Cupping

+ Add A New Label

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:

Manage block services

Available Service Names
Click the name to edit or delete.

acupuncture
Cupping
Magic
massage
Telehealth
Therapy

Details

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:

The screenshot shows a patient portal interface. At the top, there is a date selector showing 'Today' and 'Fri Sep 29, 2023'. Below the date is a location dropdown menu set to 'Main Street'. Underneath, the text 'Choose your service' is displayed. At the bottom, there is a row of five buttons: 'show all' (black), 'Acupuncture' (purple), 'Telehealth' (blue), 'massage' (blue), and 'Therapy' (blue). The 'Acupuncture' button is highlighted with a darker purple background.

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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