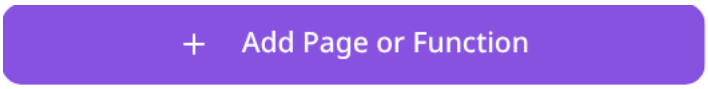
Set up and manage Cliniko Appointments

1. Open Pages

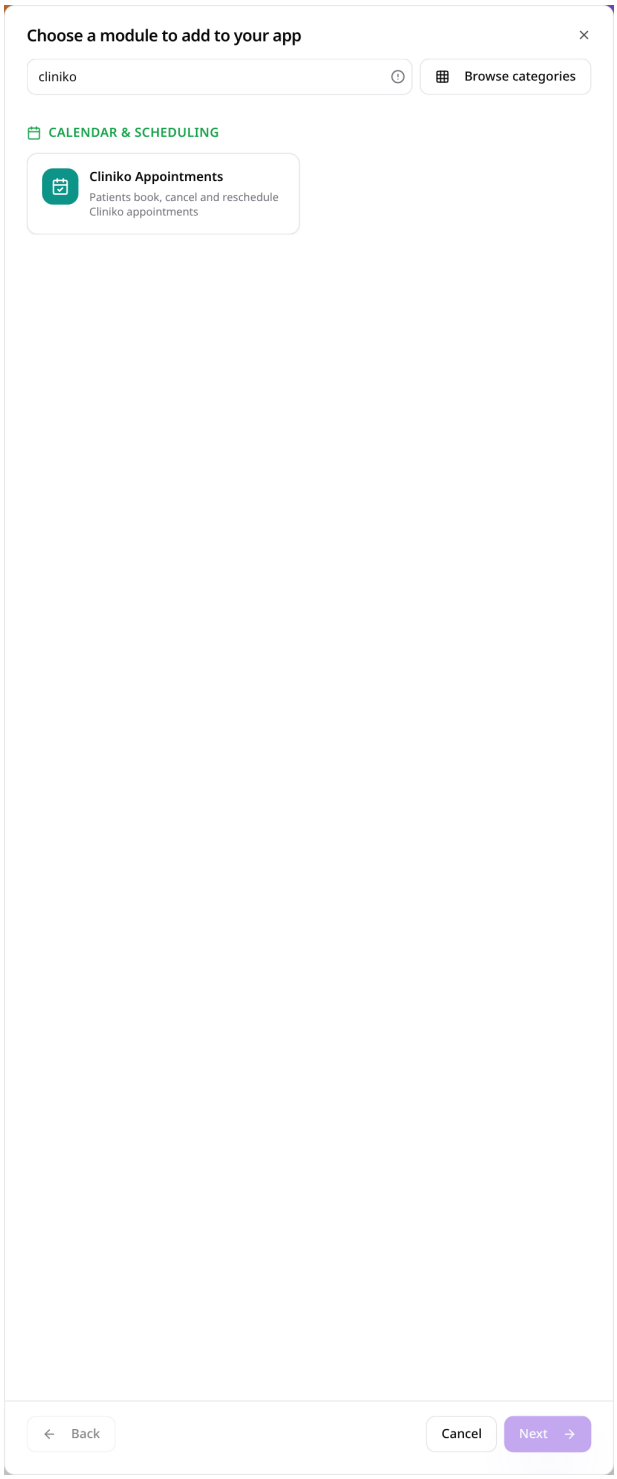
Select Add Page or Function in the app editor.



Set up and manage Cliniko Appointments

2. Choose Cliniko Appointments

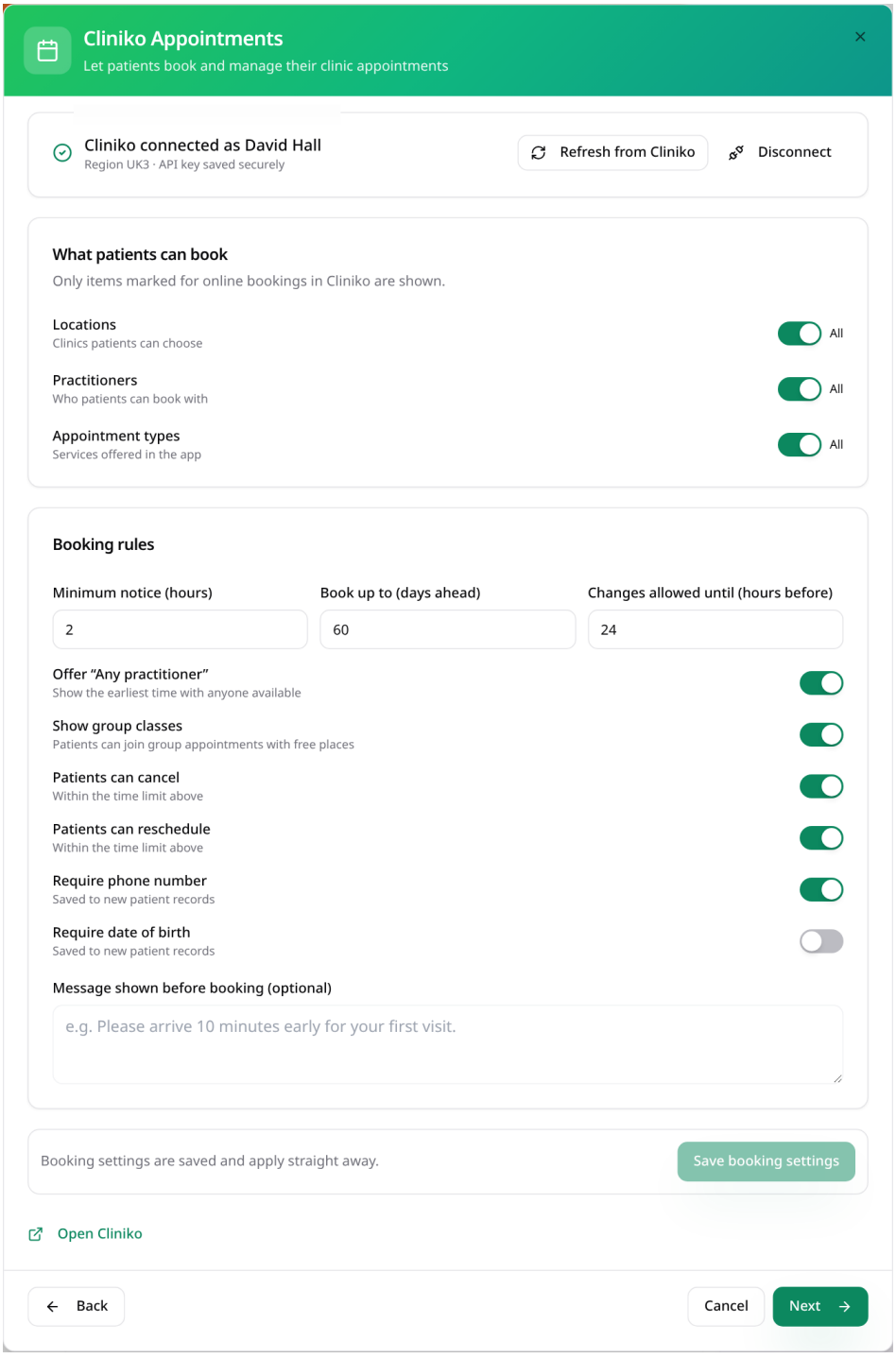
Search for Cliniko and select Cliniko Appointments.



Set up and manage Cliniko Appointments

3. Connect your Cliniko account

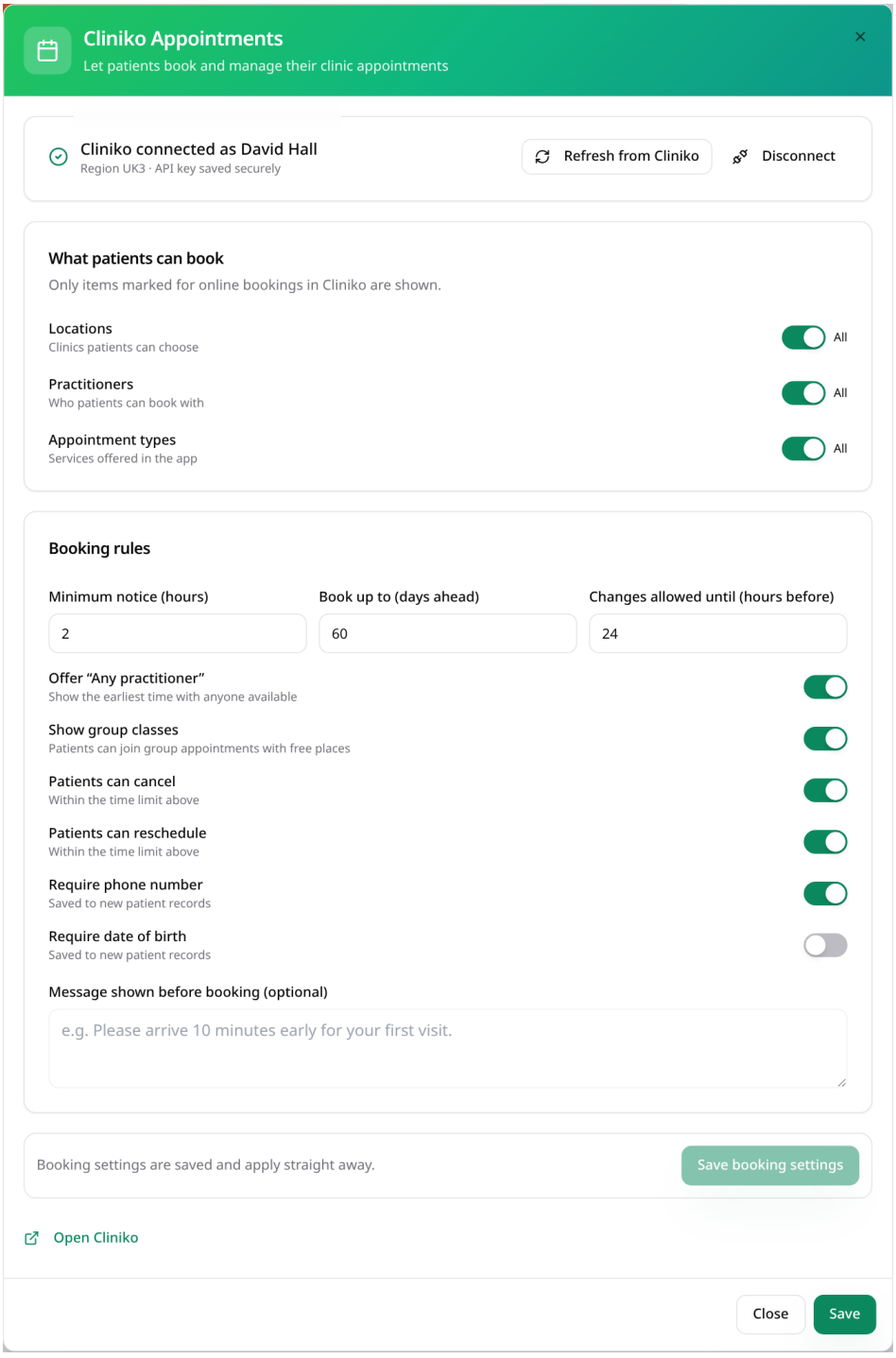
In Cliniko, open My Info → Manage API keys; create a key and enter it in Connect. A successful connection shows the saved connection and booking settings, as pictured.



Set up and manage Cliniko Appointments

4. Choose what patients can book

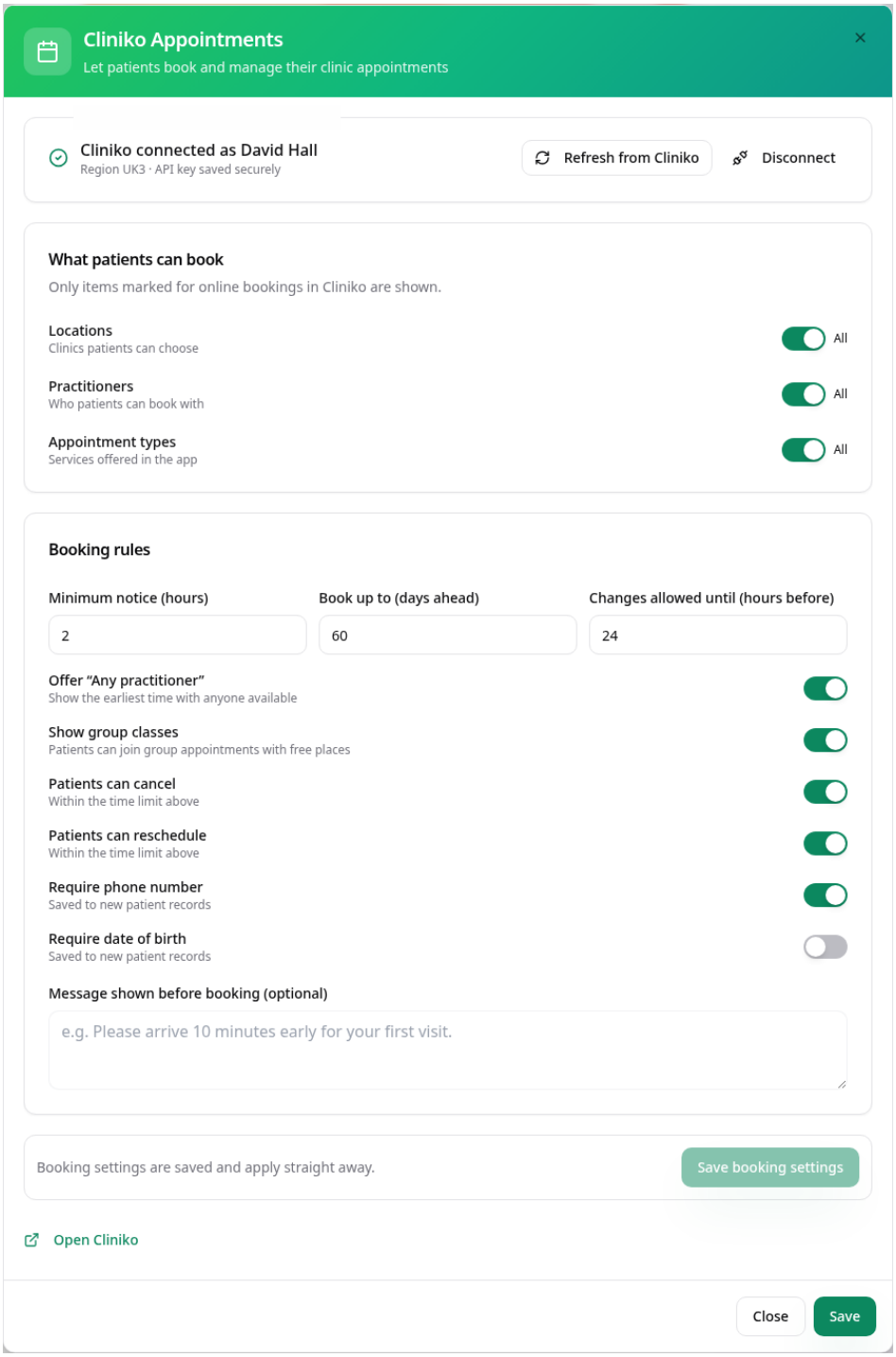
Use All or select particular locations, practitioners and appointment types; items must also be enabled for online booking in Cliniko.



Set up and manage Cliniko Appointments

5. Set notice and change rules

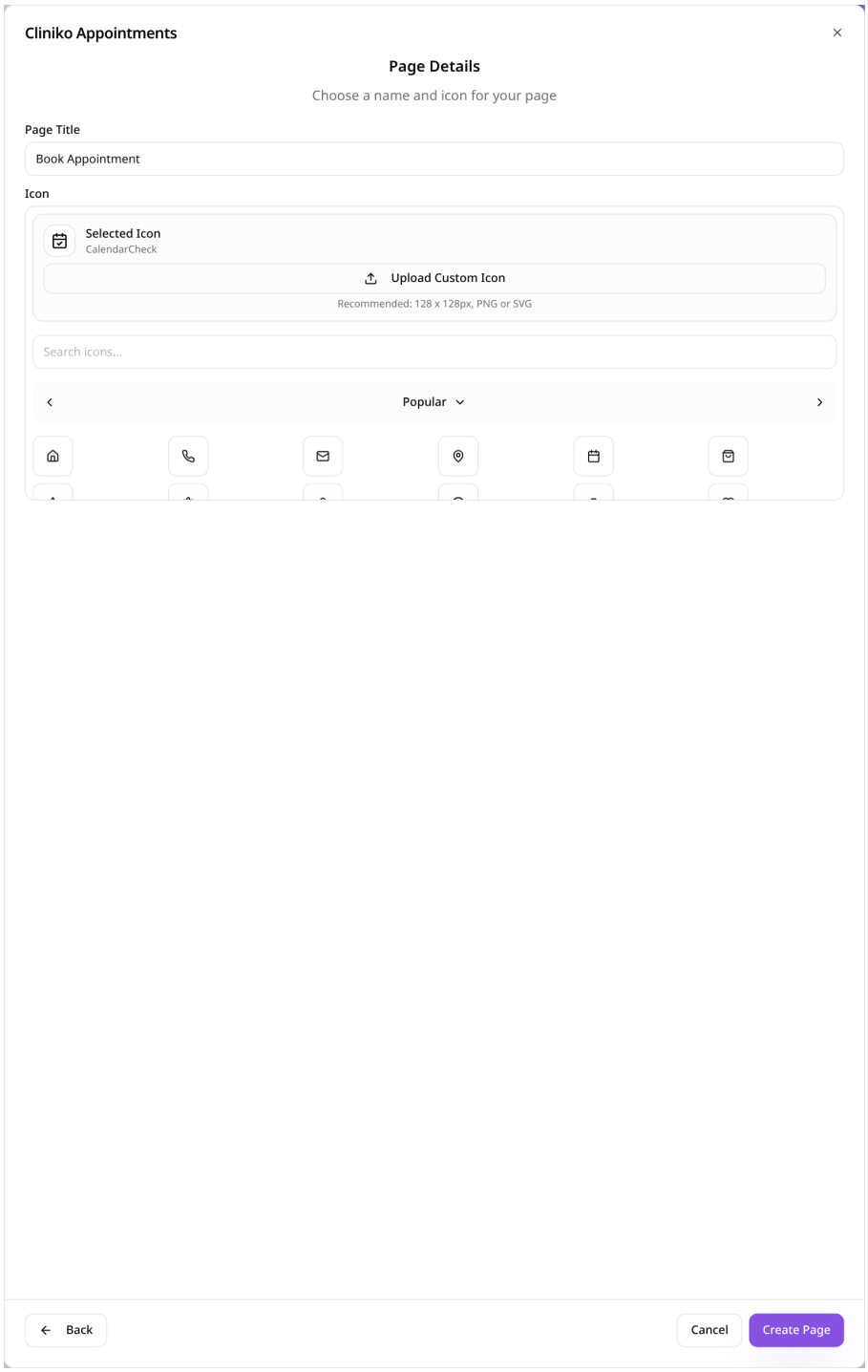
Set minimum notice, days ahead and the change deadline; choose cancellation, rescheduling, phone and date-of-birth requirements, then Save booking settings.



Set up and manage Cliniko Appointments

6. Name the page

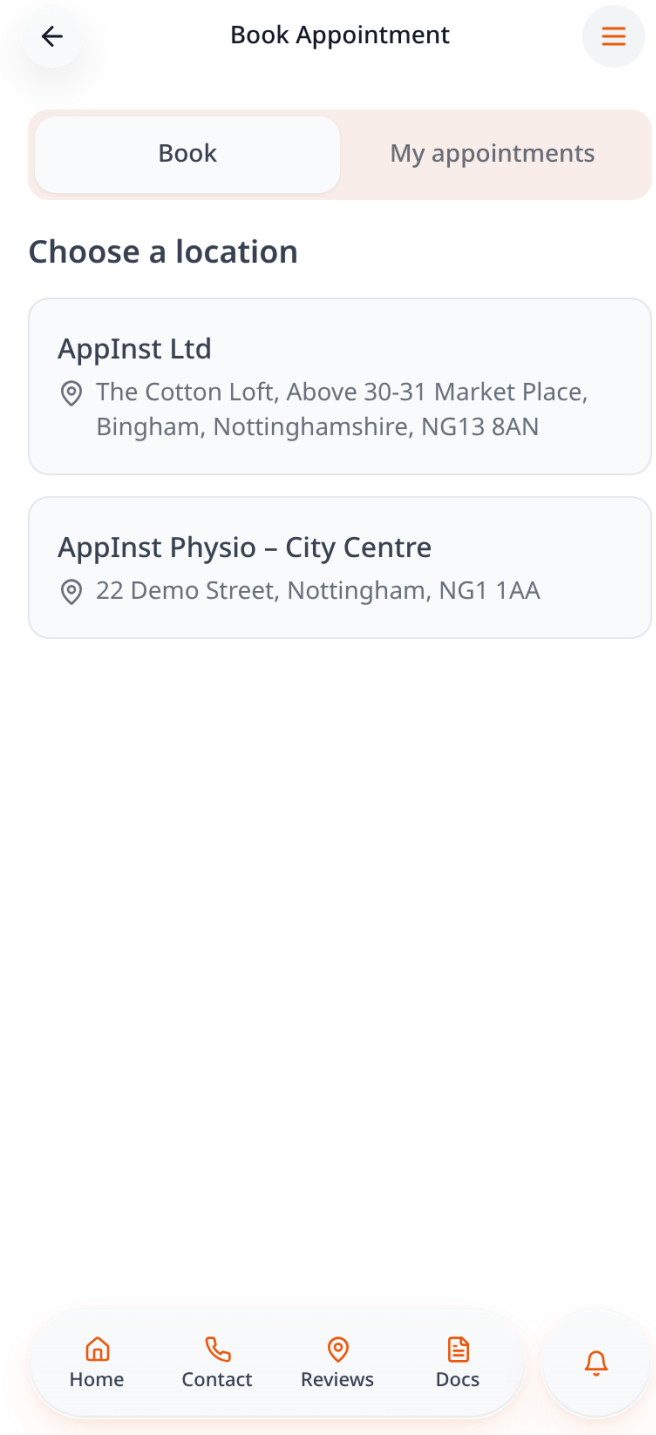
After setup, select Next, name the page and choose its icon before Create Page; existing pages can be renamed in Page Settings.



Set up and manage Cliniko Appointments

7. Choose a clinic

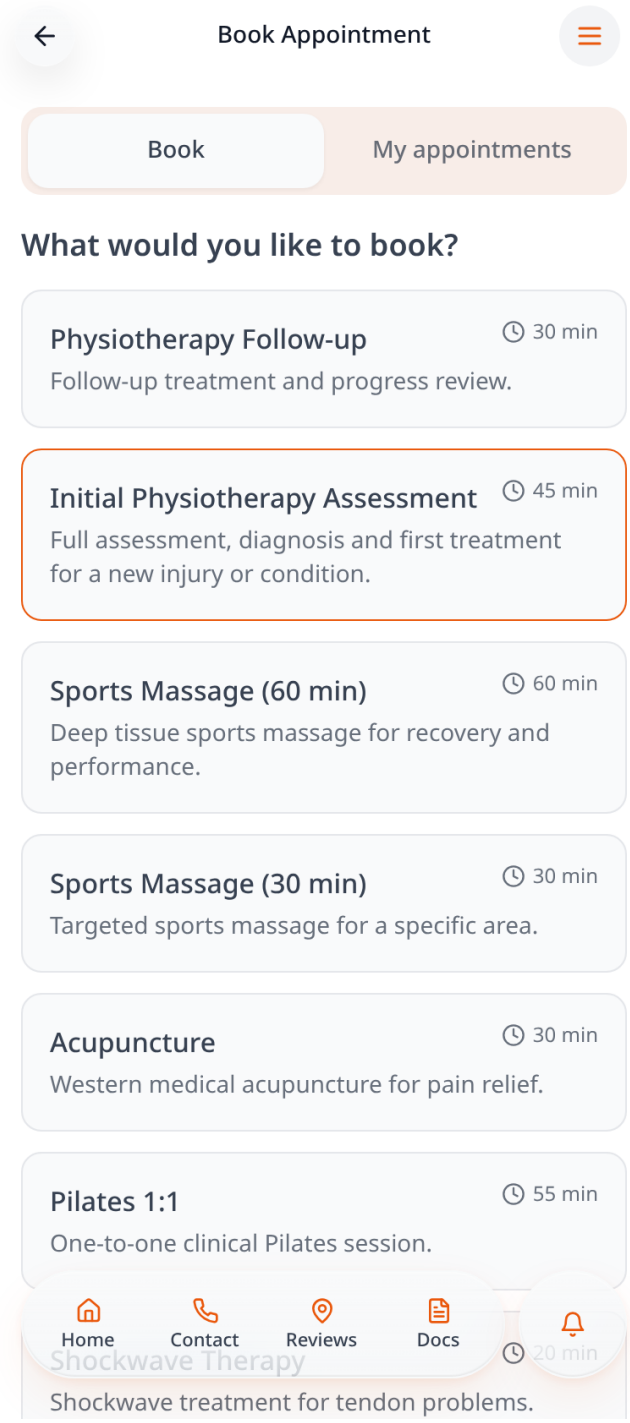
Patients open Book Appointment and choose their location.



Set up and manage Cliniko Appointments

8. Choose an appointment

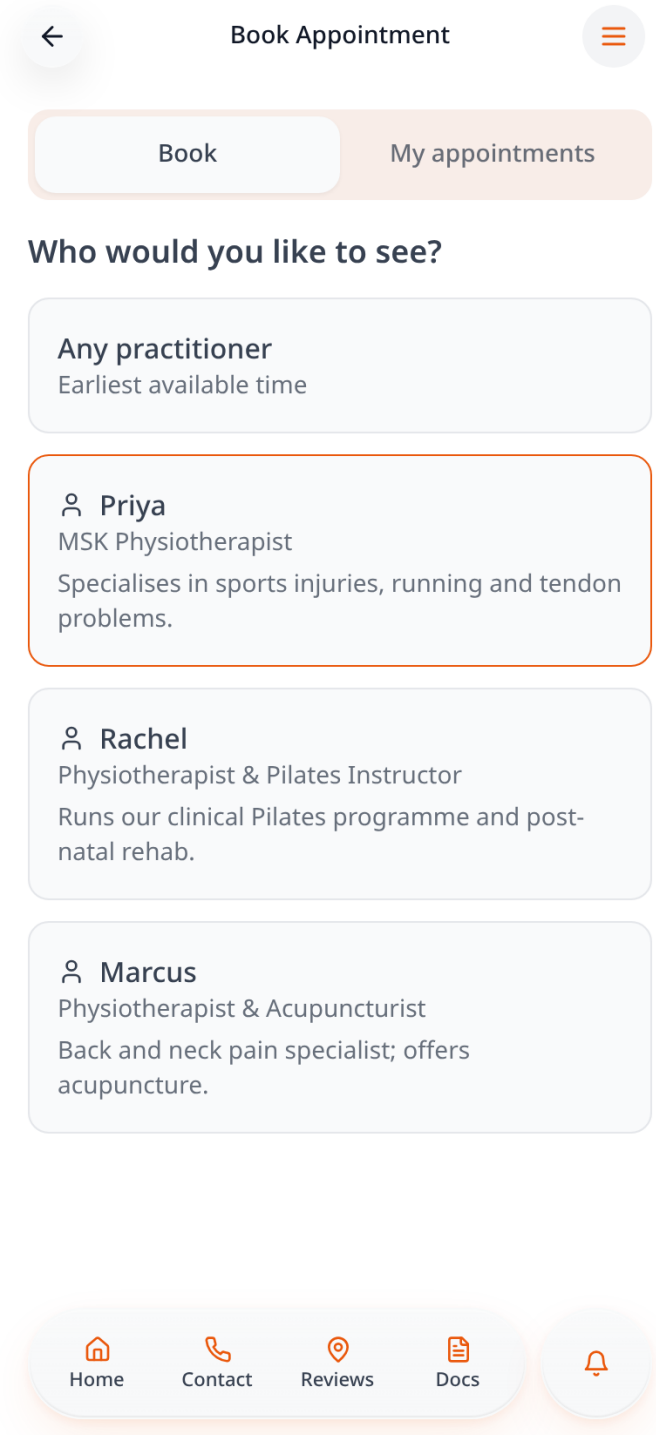
Select a service by its name, description and duration; enabled group classes also appear in this list.



Set up and manage Cliniko Appointments

9. Choose a practitioner

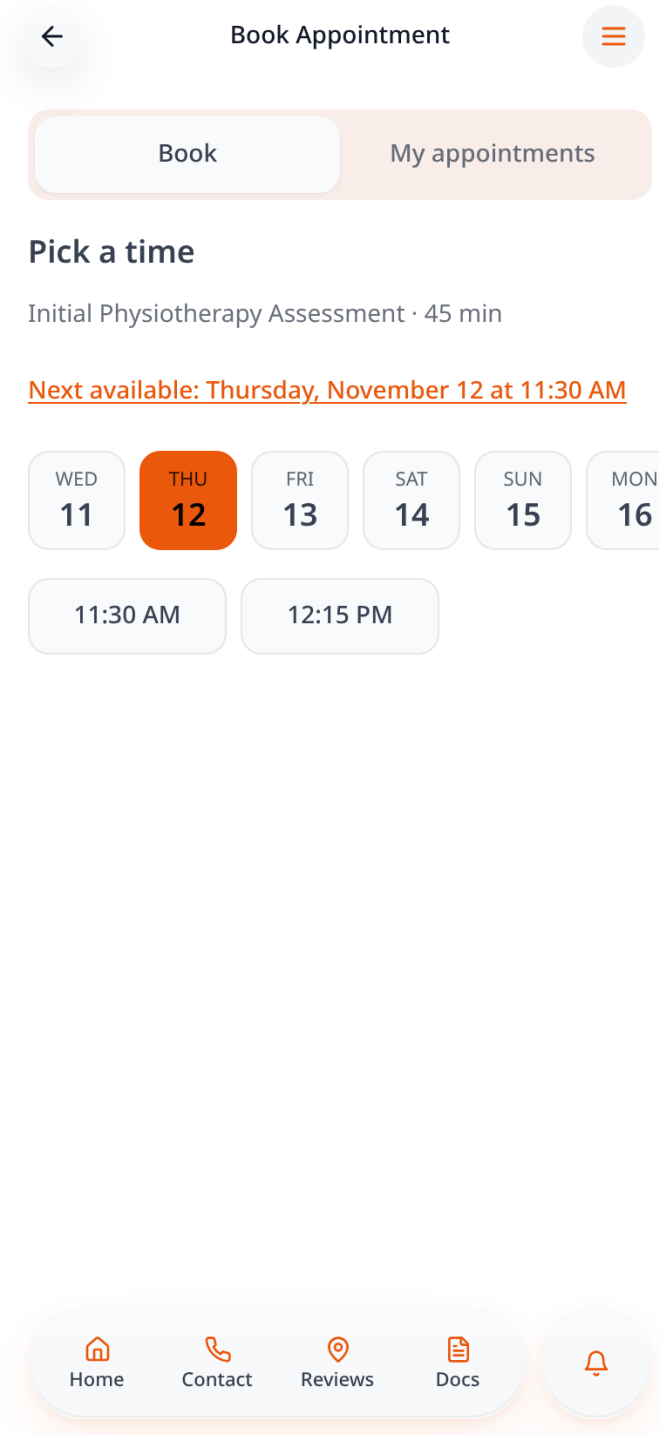
Select a named practitioner or Any practitioner to find the earliest available appointment.



Set up and manage Cliniko Appointments

10. Choose a date and time

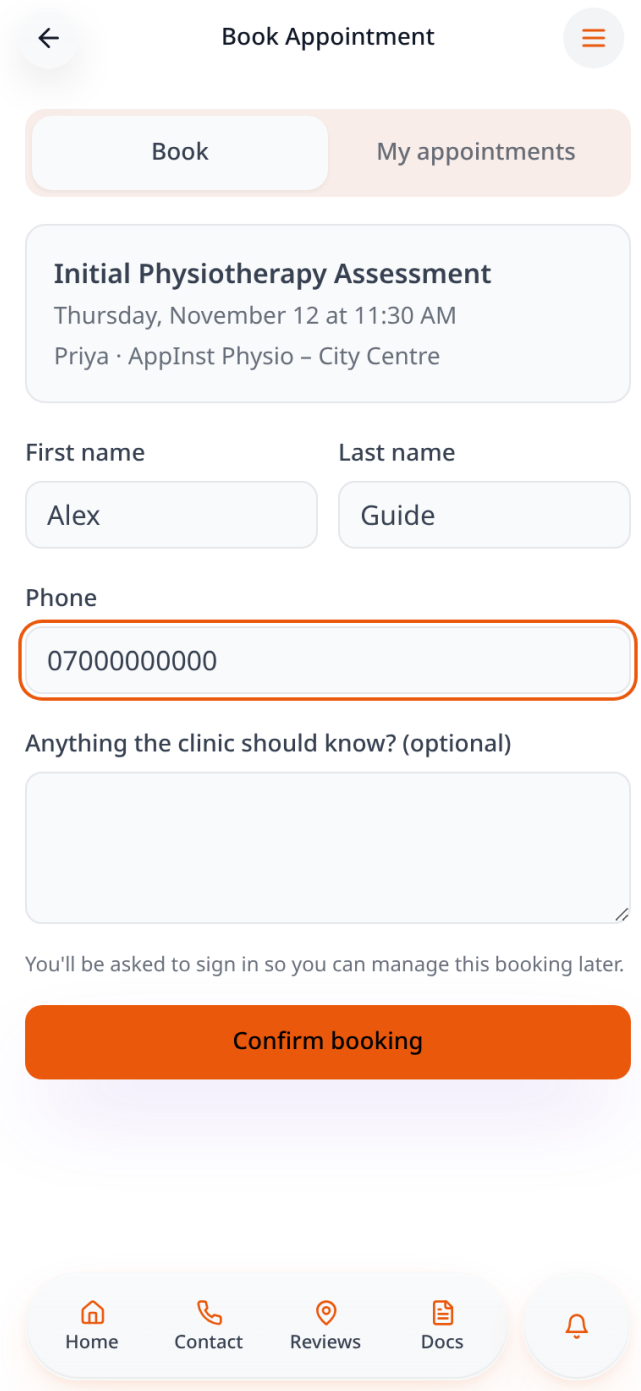
Use the day strip or Next available, then select an available time.



Set up and manage Cliniko Appointments

11. Enter patient details

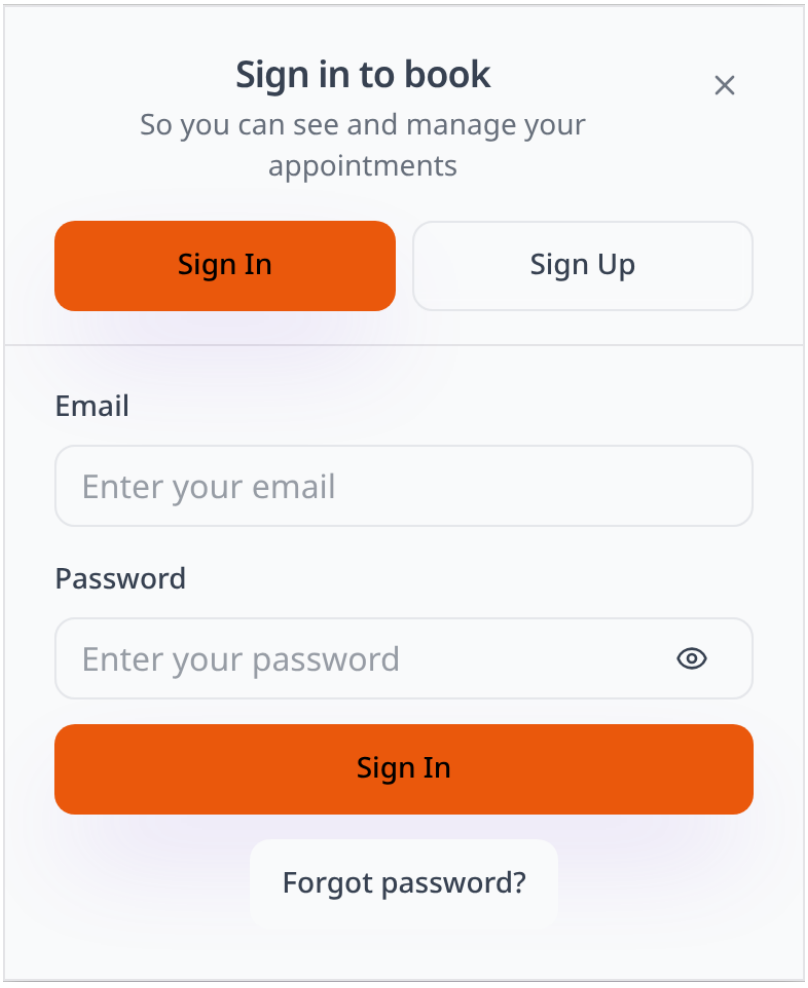
Enter the patient name and required contact details; notes are optional and do not need to be filled to book.



Set up and manage Cliniko Appointments

12. Sign in before confirming

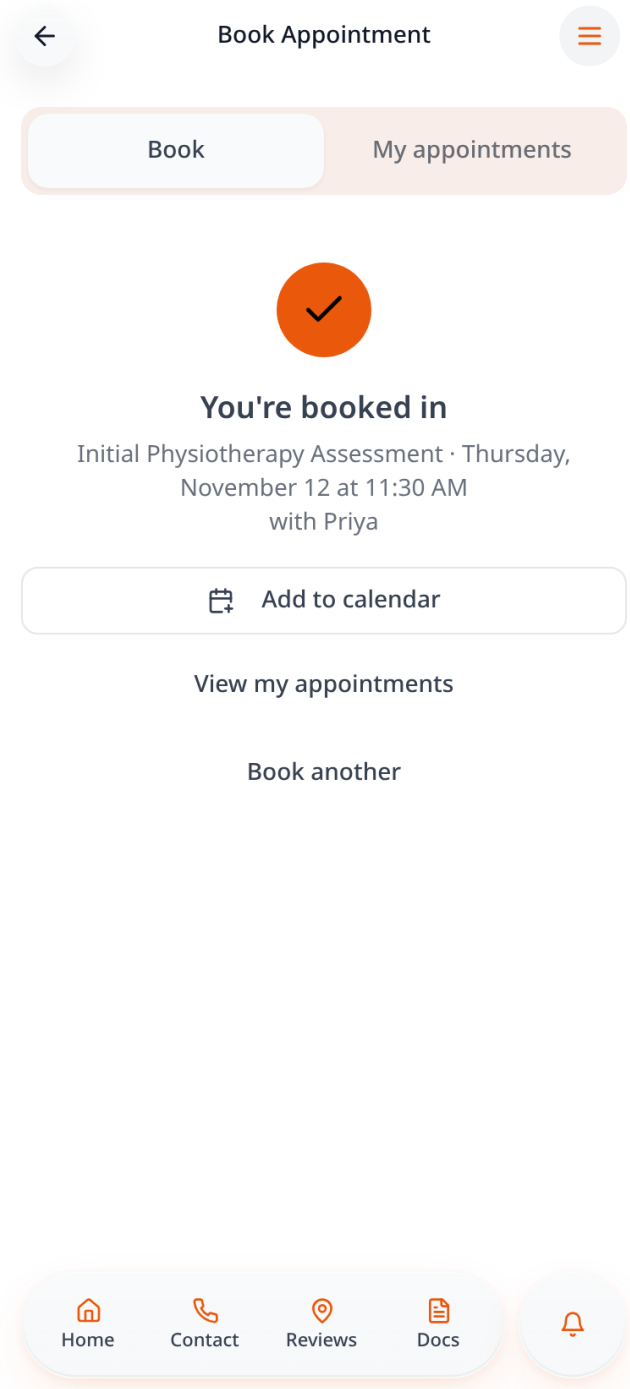
Sign in or create an app account so the patient can view and manage their appointments later.



Set up and manage Cliniko Appointments

13. Check the confirmation

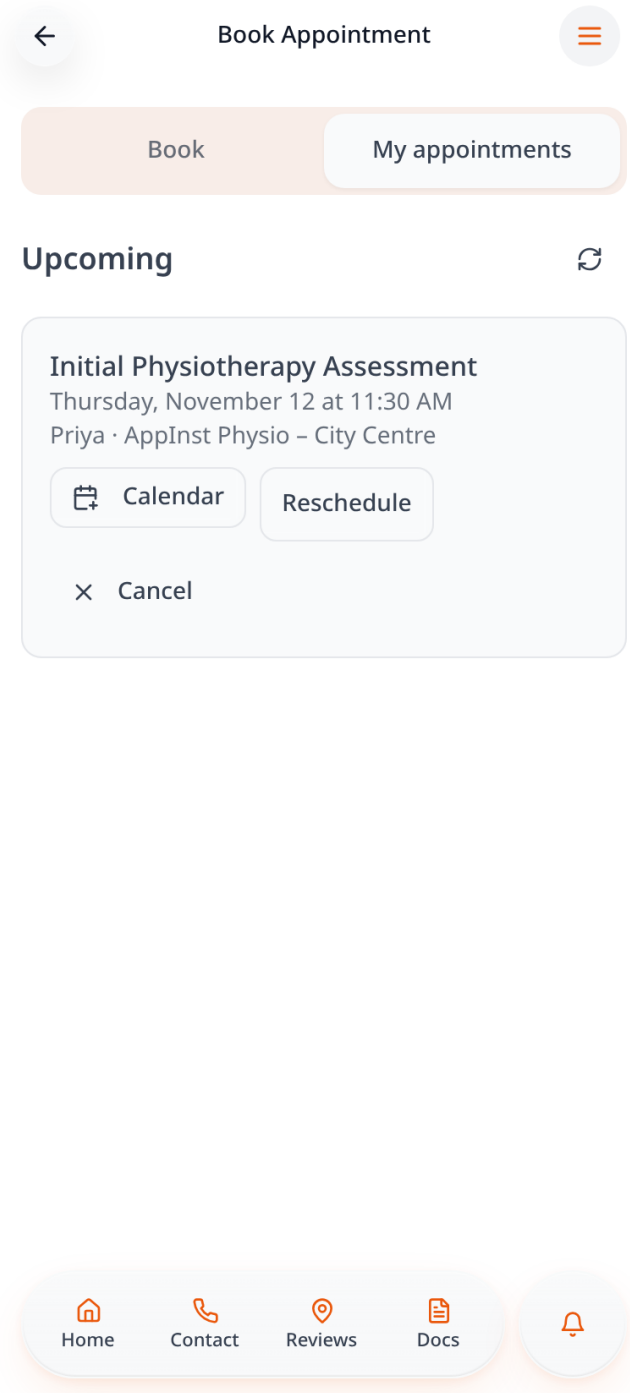
A successful booking stays on this confirmation screen; use Add to calendar or View my appointments.



Set up and manage Cliniko Appointments

14. View and change appointments

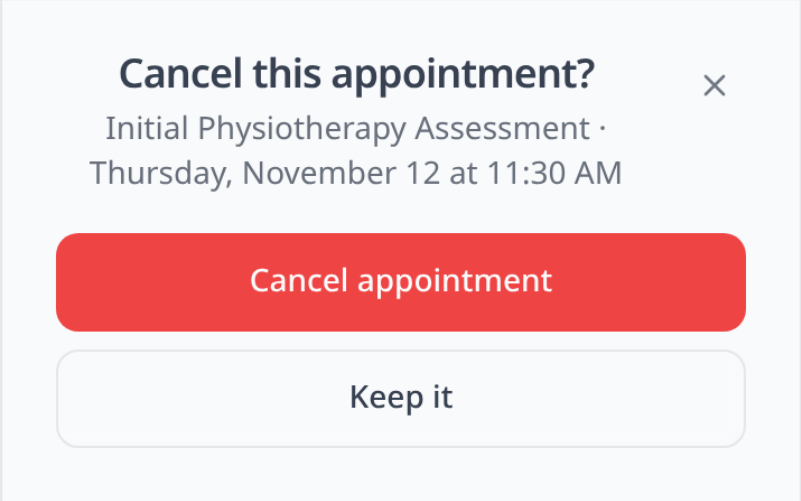
Open My appointments to see saved bookings; Reschedule opens the date/time picker and Move booking submits the new time, when your change rules permit it.



Set up and manage Cliniko Appointments

15. Confirm a cancellation

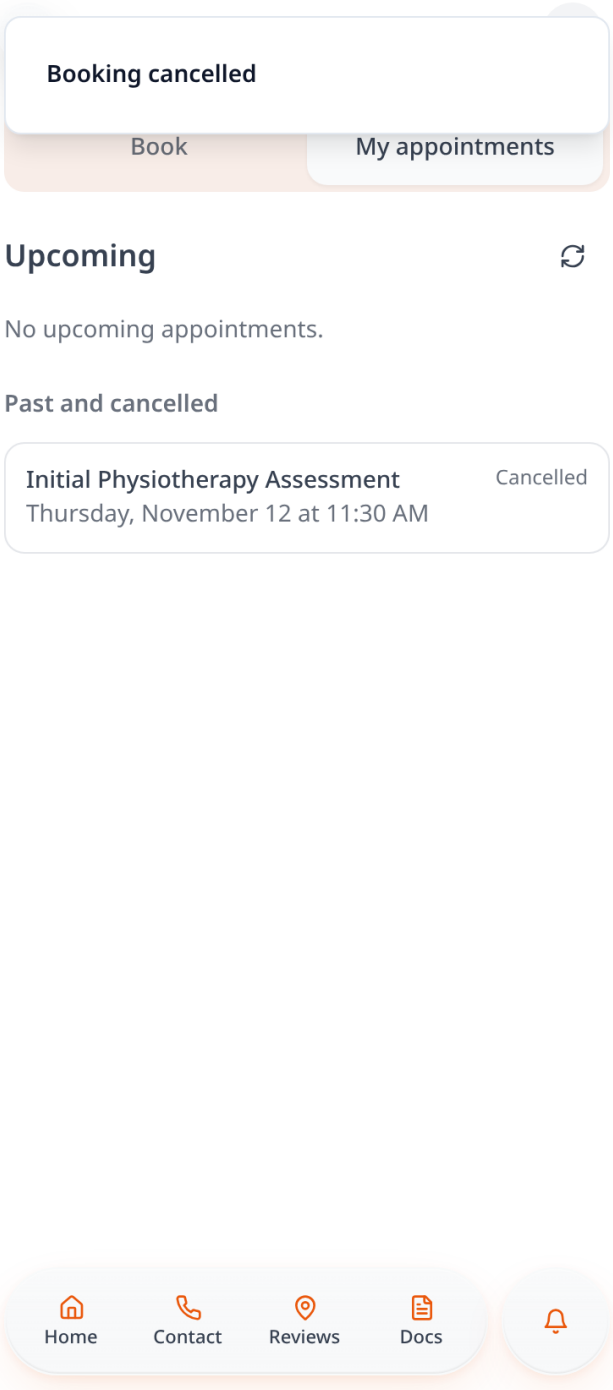
Select Cancel on the appointment and confirm Cancel appointment; inside the change deadline, contact the clinic instead.



Set up and manage Cliniko Appointments

16. Check cancellation history

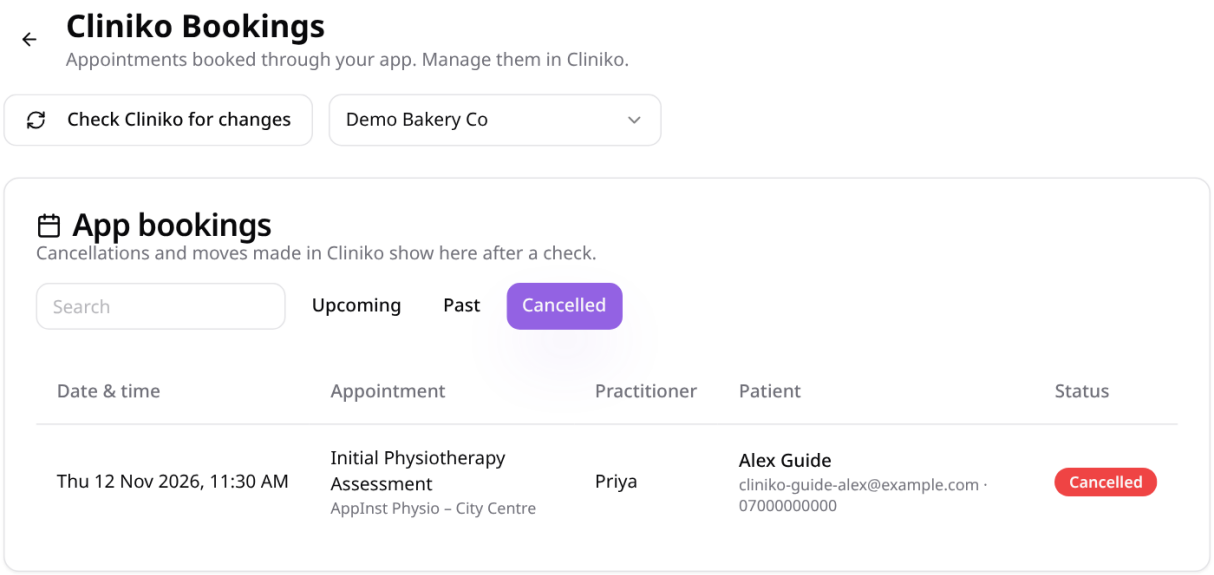
The appointment leaves Upcoming and appears under Past and cancelled; this demo booking was really cancelled in Cliniko.



Set up and manage Cliniko Appointments

17. View bookings in Data Manager

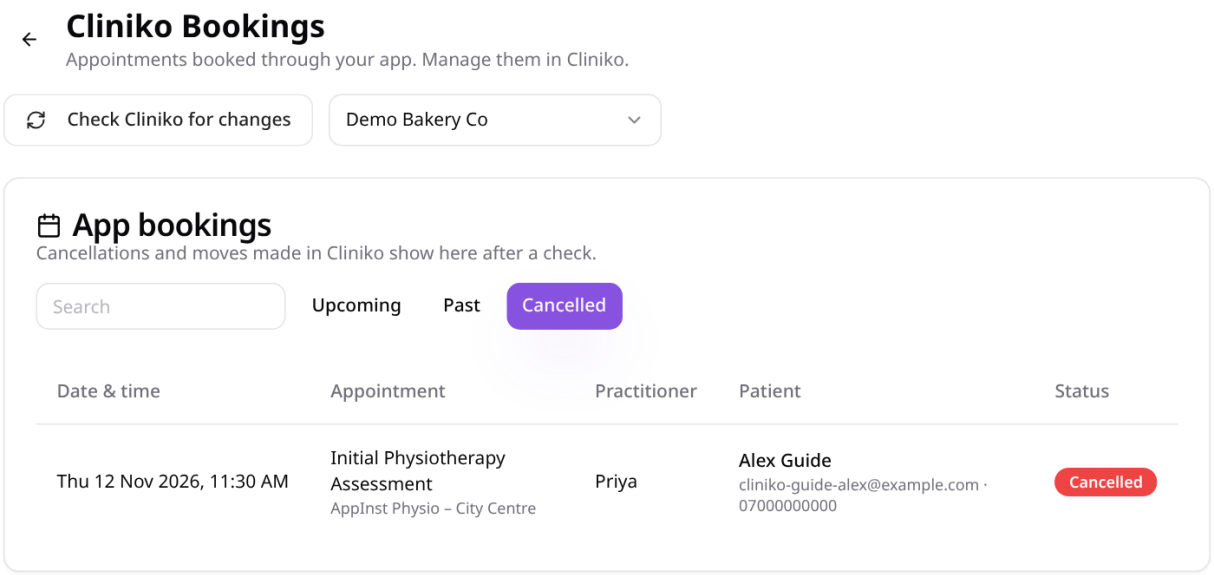
Open Data Manager → Cliniko Bookings, select your app, and use Upcoming, Past, Cancelled or Search to find app-booked appointments.



Set up and manage Cliniko Appointments

18. Check Cliniko for changes

Select Check Cliniko for changes to refresh upcoming app bookings after clinic-side moves or cancellations; clinical management remains in Cliniko.



Booking and cancellation were verified using a fictional demo patient. Rescheduling instructions describe the available controls, not a completed move. No confirmation-email delivery was verified; check your Cliniko communication settings separately.