

EVA Bookings

Reduce queues and wait times with appointment bookings

Easily make and manage bookable appointment slots.

Let your patients book their own appointments via the fast and secure EVA Booking web portal.

Rosebank Clinic booking

Select the date(s) you want to book

8th - 16th September 2021

Wed 8	Thu 9	Fri 10	Mon 13	Tue 14	Wed 15	Thu 16
14% full	14% full	28% full	71% full	0% full	28% full	0% full
Select	Select	Select	Select	Select	Select	Select

Back Next

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Administrators can see and manage all appointment bookings, re-send them and easily get in touch with those booked if circumstances change – eg an emergency or lockdown.

Appointment capacity and duration are fully flexible and easy to configure.

EVA Bookings is an affordable booking system that supports unlimited bookable appointments and users.

Optionally, connect bookings to EVA Check-in to enable running late reminders and automatically release no-show capacity.

Contact hello@evacheckin.com or follow the steps overleaf to get started



EVA Bookings is an extension of EVA Check-in, a comprehensive visitor management platform trusted with more than 9 million check-ins

How to set up EVA Bookings for appointment slots

1 In the EVA Bookings portal, set up your appointment slots as “Bookable resources”

- Go to Bookings > Resources > Create Bookable Resource
- Create an appropriately named Bookable Resource for each appointment time slot – eg 8am appointment, 8:30am appointment, 9am appointment, etc
- For each Bookable Resource you have created:
 - Specify the number of appointments available at that time by entering capacity
 - Select the appointment duration, eg →

☒ Set bookable time range

Bookable between

1:00 PM

2:00 PM

Optional settings


- Use “Capacity by date” to override the default capacity specified above. This means you can create additional or reduced numbers of appointments on specific days.
- If you are using bookings in conjunction with check-ins, send a reminder at a specified time if the person who’s booked is late (Arrival prompting).
- Add blocked emails for known cases of booking system abuse

2 Check and modify settings

- Go to Bookings > Configuration
- Make sure “Allocate resources based on availability” is ticked.
- Make sure “Disable reservations” is ticked
- Disable same day booking reservations if you want to prevent people from booking more than one appointment per day
- Select “Weekday bookings only” unless you have weekend appointments available
- Make sure that the “Arrival time interval” matches your appointment duration.
- Optionally, add a booking pin if you’d like to secure and limit access to your booking page.
- Use the provided link to preview your booking page

3 Customize

- Go to Bookings > Configuration > Templates tab to modify any of the default texts and emails.
- Check everything is working as you expect by visiting the Booking page via the Booking URL provided at Bookings > Configuration
- Make a test booking
- View your test booking – go to Bookings > Resources and click the list icon:

Bookable resources				+ Create bookable
Name	Default capacity	Booking enabled	Short code	
1 pm appointment	1	True		

4 Invite and manage bookings

- Promote online bookings using the booking link provided at Bookings > Configuration on your website, email communications or as a printed QR code poster
- View and manage bookings – go to Bookings > Resources and click the list icon to see details.

Security & validation

- Booking email addresses are checked using an advanced validation system. This checks for throwaway emails like test@test.com and common spelling mistakes like @gmial.com, improving email delivery of booking confirmation and reducing support
- Booking page is protected from bot bookings with Google's latest reCAPTCHA service (this does not require any additional input such as clicking 'I'm not robot' or finding all 'images that contain trucks')
- Booking page is protected with the CloudFlare Web Application firewall which prevents common attacks including DDOS
- EVA Check-in is ISO27001 certified



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