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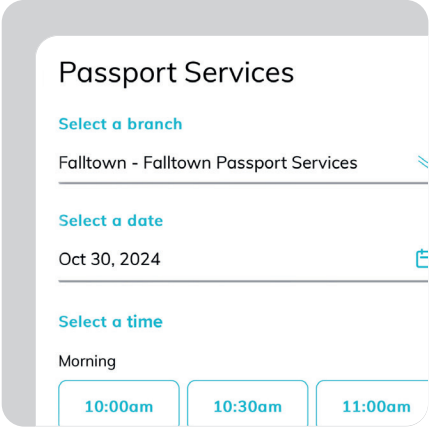
Schedule

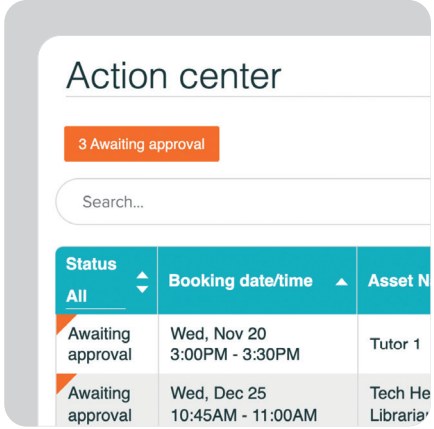
APPOINTMENT SCHEDULING

Schedule allows customers and staff to book and manage all their service appointments whether booking a person, place or thing.



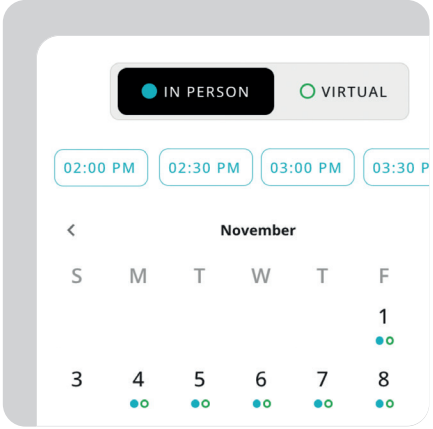
One-to-One

Customers can easily schedule any one-to-one service from the web, Connect app or Interact kiosk.



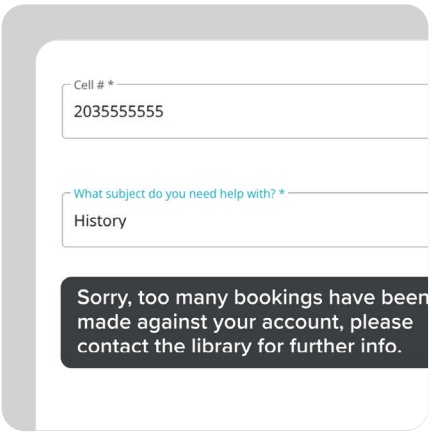
Mediated or Unmediated

Configure your services to be unmediated or mediated so staff can approve or decline appointment requests.



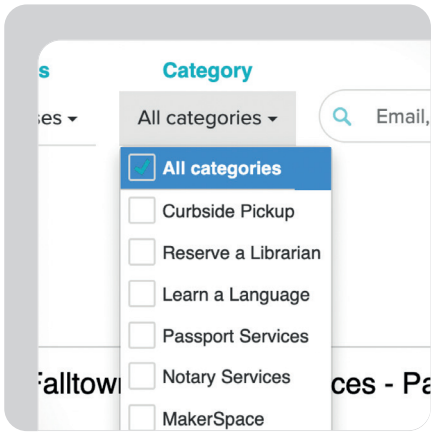
Virtual or In-Person

Zoom integration provides both in-person and virtual options so services are accessible and convenient for all.



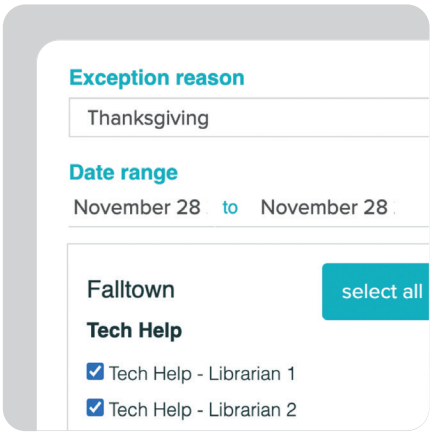
Appointment Limits

Configure booking limits that can be enforced by requiring a library card or email address to track usage.



Unlimited Use Cases

Use Schedule to manage services like Curbside Pickup, MakerSpaces, Passport and Notary appointments and more.



Custom Availability

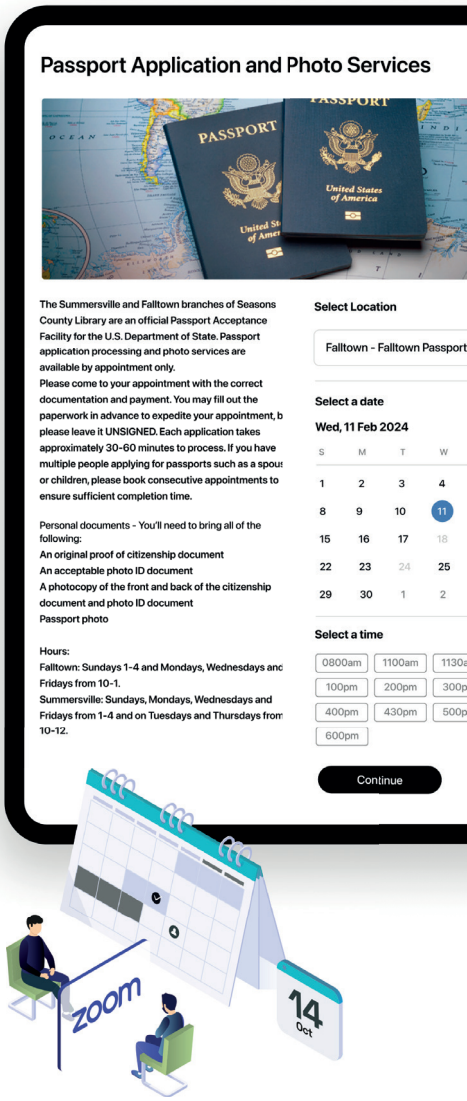
Create and manage availability that works for your team and easily set exceptions for library closures.

Unlimited Categories

Create as many categories as you need to ensure all your services are easily and readily accessible.

Custom Questions

Gather any information you need before customers arrive for appointments with optional and required questions.



My Appointments

Customers can easily manage their appointments from the web, Connect App or Interact kiosks.

ILS Integration

Seamless integration with your ILS for customer authentication, usage tracking and card blocks where required.

Notifications and Reminders

Customers receive confirmations and reminders via email, SMS and/or push notifications.

Special Instructions

Add instructions within your categories to remind customers about important details prior to their appointment.

Holds Ready

Use ILS integration to check records to ensure there's a hold ready for pickup before an appointment is made.

Custom Reports

Build, print and schedule granular reports including custom questions and appointment details.

Landing Pages

Each category will have its own unique landing page so you can easily relay appointment specific details.

Configurable Settings

Set durations, date limits and allowances of same day appointments.

Empower your customers

- Book appointments from wherever they are
- Easily utilize library services
- Gain access to services in-person and virtually

Help staff

- Offer appointments on your schedule
- Promote and increase usage of services
- Customize workflows to manage all services

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Communico specification sheets
Available to download at www.communico.one