

Derma Pilot

Universal Booking

User Manual

Version 1.1.0 | WordPress Plugin

By Creationwebs LLC

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Booking

Treatments, staff, rooms

Calendars

Google, Outlook, Apple

Scheduling

Smart availability engine

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1. Introduction & Requirements

Universal Booking is a comprehensive WordPress plugin developed by Creationwebs LLC as part of the **Derma Pilot** product suite. It provides a complete appointment scheduling engine for spas, laser centers, and wellness businesses. It handles treatments, staff assignment, room allocation, real-time availability calculation, and deep integration with Google Calendar, Outlook, and Apple Calendar. Demo: mybookingwebsite.com | Vendor: creationwebs.com

System Requirements

Requirement	Specification
WordPress	5.8 or higher (6.x recommended)
PHP	8.0 or higher (8.2 tested)
MySQL	5.7 or higher / MariaDB 10.3+
HTTPS	Required for OAuth calendar integrations
WP REST API	Must be enabled (default in all WP installs)

2. Installation

1. Download the **universal-booking.zip** file.
2. In WordPress Admin go to **Plugins** → **Add New** → **Upload Plugin**.
3. Select the zip file and click **Install Now**.
4. Click **Activate Plugin**. The database tables are created automatically.
5. Navigate to **Universal Booking** → **Spa Schedule** and set your open/close hours.
6. Add Skills, Rooms, Staff, and Treatments in that order.
7. Place the shortcode `[universal_booking]` on any page or post.
8. (Optional) Configure calendar integrations under **Calendar Integrations**.
9. (Optional) Enter your license key under **License**.

TIP: After activation, a default spa schedule (Mon–Sun, 9 AM – 6 PM) and sample data (Laser, Facial, and Body Treatment skills; Room 1 and Room 2; staff Maria and Joselin) are pre-loaded so you can test immediately.

3. Plugin Architecture

The plugin is organized into four layers. Understanding this structure helps when customizing or troubleshooting.

Layer	Folder	Purpose
Database	booking/database/	install.php — creates all 10 tables on activation
REST API	booking/api/	treatments, availability, book, ics endpoints
Integrations	booking/integrations/	google-calendar.php, outlook-calendar.php
Admin UI	booking/admin/	All admin pages (treatments, staff, rooms, etc.)
Frontend	booking/frontend/	booking.js, booking.css, booking-shortcode.php

Database Tables

Table	Description
unibo_skills	Skill categories (Laser, Facial, etc.)
unibo_treatments	Services offered with duration
unibo_treatment_skills	Skills required per treatment
unibo_staff	Staff members and client-visibility flag
unibo_staff_skills	Skills each staff member holds
unibo_staff_schedule	Weekly availability per staff member
unibo_rooms	Physical treatment rooms
unibo_room_skills	Skills supported per room
unibo_spa_schedule	Global spa open/close hours per weekday
unibo_appointments	All booked appointments

4. Admin Guide — Skills

What are Skills?

Skills are shared capability tags that connect treatments, staff, and rooms. They act as the matching engine: a booking slot is valid only when a staff member and a room both have all the skills required by the selected treatment.

Recommended setup order

Create skills BEFORE creating treatments, staff, and rooms.

- Laser
- IPL
- Facial
- Body Treatment
- Waxing
- Microneedling

Managing Skills

Go to Universal Booking > Skills. Use Add New Skill to create. Each skill has only a name. Edit or Delete from the table below the form. Deleting a skill removes it from all linked treatments, staff, and rooms.

5. Admin Guide — Rooms

Adding a Room

Go to Universal Booking > Rooms. Enter a room name and check the skills that the room is equipped to support (e.g., a laser room supports "Laser" and "IPL"). A room must share all required skills with the treatment for it to appear available.

Room Skills

If a treatment requires "Laser" and "Facial" both, the room must have both skills checked, otherwise it will never be offered for that treatment.

6. Admin Guide — Staff

Adding Staff

Go to Universal Booking > Staff. Fill in the name, check "Selectable by Clients" if clients can request this person, assign skills, and set the weekly schedule (start/end time per day of the week).

Selectable by Clients

When checked, the staff member can be picked by the client in the booking widget (this feature can be extended in future versions). When unchecked, the system auto-assigns the staff member but the client does not see their name.

Weekly Schedule

Leave a day blank (no start/end time) to mark the staff member as unavailable that day. Times use 24-hour format (e.g., 09:00 to 17:00).

7. Admin Guide — Treatments

Creating a Treatment

Go to Universal Booking > Treatments. Enter a name, duration in minutes, and the skills required to perform this treatment. A treatment must have at least one skill for the matching engine to work.

Duration

The duration (in minutes) controls time slot length in the booking widget. For example, a 60-minute treatment generates slots like 9:00, 9:15, 9:30 etc. (based on 15-minute increment steps) that end within spa hours.

8. Admin Guide — Spa Schedule

The spa schedule defines the global availability window for all bookings. No appointment can start before the open time or end after the close time. Staff schedules must fall within (or equal to) these hours.

Go to Universal Booking > Spa Schedule. Set an open and close time for each day of the week. Leave both fields blank to close the spa on a given day (no slots will be generated that day).

NOTE: The default schedule installed at activation is 09:00 – 18:00, Monday through Sunday. Edit this before going live.

9. Admin Guide — Appointments

Go to Universal Booking > Appointments to view and manage all booked appointments.

Filtering

Filter appointments by Date, Staff, or Room using the filter form at the top. Click Reset to clear all filters.

Actions

- **ICS** — Download a .ics calendar file for any appointment.
- **Delete** — Permanently removes the appointment from the database. Note: this does NOT automatically delete events from Google/Outlook.

10. Calendar Integrations

Universal Booking supports three calendar systems. Each serves a different purpose: Google and Outlook integrate server-side (auto-create events, check busy times), while Apple works client-side through the universal ICS standard.

10.1 Google Calendar

Setup in Google Cloud Console:

1. Go to **console.cloud.google.com** and sign in with the Google account linked to your Creationwebs / Derma Pilot subscription.
2. Create a new project (or select an existing one).
3. Navigate to **APIs & Services** → **Enable APIs**. Search for and enable **Google Calendar API**.
4. Go to **APIs & Services** → **Credentials** → **Create Credentials** → **OAuth 2.0 Client ID**.
5. Application type: **Web application**.
6. Under Authorized Redirect URIs add: <https://yourdomain.com/wp-admin/admin.php?page=ub-calendar-settings>
7. Copy the **Client ID** and **Client Secret**.
8. In WordPress go to **Universal Booking** → **Calendar Integrations**.
9. Paste the credentials, click **Save All Settings**, then click **Connect Google Calendar**.
10. Authorize the app in the Google consent screen.

Features once connected:

- **Create Events** — When enabled, each new booking automatically creates a Google Calendar event with the client's email as attendee, triggering an invite email.
- **Check Conflicts** — When enabled, the availability engine queries Google's freeBusy API before showing time slots. Any slot already occupied in Google Calendar is hidden from clients.
- **Target Calendar** — Select which calendar to write events to (e.g., "Appointments" vs. "Primary").

10.2 Outlook / Microsoft 365

Setup in Azure Portal:

1. Go to **portal.azure.com** and sign in with your Microsoft account.
2. Navigate to **Azure Active Directory** → **App registrations** → **New registration**.
3. Name the app (e.g., "Universal Booking") and select **Accounts in any organizational directory and personal Microsoft accounts**.

4. Under Redirect URI (Web) add: <https://yourdomain.com/wp-admin/admin.php?page=ub-calendar-settings>
5. Click **Register**. Copy the **Application (Client) ID** from the Overview page.
6. Go to **Certificates & secrets** → **New client secret**. Copy the secret value immediately.
7. Go to **API permissions** → **Add a permission** → **Microsoft Graph** → **Delegated** → **Calendars.ReadWrite**.
8. In WordPress paste both values under **Calendar Integrations** → **Outlook** and save.
9. Click **Connect Outlook** and authorize.

After connecting, the account email is auto-detected and stored. The `getSchedule` API endpoint is used for conflict detection.

10.3 Apple Calendar

Apple Calendar requires no configuration. After every booking the client sees an "Add to Apple Calendar" button that downloads a .ics file. Opening the file on any Apple device (Mac, iPhone, iPad) launches Calendar and imports the event with all details and a 1-hour reminder.

The ICS file is also compatible with any calendar app that supports the iCalendar standard, including Fantastical, Busycal, and Thunderbird.

11. Frontend Booking Widget

Add the shortcode [universal_booking] to any WordPress page or post to display the 3-step booking form.

Booking Flow

1. **Step 1 — Treatment & Date:** Client selects a treatment from the dropdown and picks a date. The dropdown is populated dynamically from the REST API.
2. **Step 2 — Available Times:** The system queries the availability endpoint and displays valid 15-minute time slots. Slots blocked by Google/Outlook freeBusy are excluded automatically.
3. **Step 3 — Client Details:** Client enters name, email, and optional phone number. A booking summary card previews the appointment.
4. **Confirmation:** After submitting, the system validates one final time and creates the appointment. Calendar buttons are shown immediately.

Availability Logic

A time slot is shown as available only when ALL of the following are true:

- The slot falls within spa schedule (open/close time).
- At least one staff member with the required skills is scheduled that day and has no conflicting appointment.
- At least one room with the required skills has no conflicting appointment.
- The slot is not marked busy in Google Calendar (if conflict-checking is enabled).
- The slot is not marked busy in Outlook (if conflict-checking is enabled).

REST API Endpoints

Endpoint	Method	Description
dermapilot/v1/treatments	GET	List all treatments
dermapilot/v1/availability	GET	Get available slots for a treatment + date
dermapilot/v1/book	POST	Create an appointment
dermapilot/v1/ics/{id}	GET	Download .ics file for an appointment

12. License & Distribution

Universal Booking uses a domain-locked, HMAC-SHA256 salt-based licensing system developed by Creationwebs LLC. Each license key is cryptographically tied to the domain it is activated on. Purchase licenses at creationwebs.com.

Key Format

YYYYY-XXXX-XXXX-XXXX-CCCC

Segment	Description
T	Tier: P = Pro, E = Enterprise, D = Developer
YYYYY	Year of issue
XXXX-XXXX-XXXX-XXXX	Random 16-character hex body
CCCC	HMAC-SHA256 checksum (first 4 chars)

Tiers

Tier	Key Prefix	Intended For
Pro	P#####	Standard commercial installs — single domain
Enterprise	E#####	Multi-site / agency — negotiate separately
Developer	D#####	Internal testing — not for resale

IMPORTANT: Change the `UB_LICENSE_SALT` constant in `license.php` before each distribution build. Never share the salt publicly. The salt must remain consistent across all installs of the same version. Issue keys at creationwebs.com.

13. Troubleshooting

No time slots appear

Check: (1) Spa schedule is set for that weekday. (2) At least one staff member is scheduled that day. (3) That staff member has skills matching the treatment. (4) A room exists with matching skills. (5) Google/Outlook conflict-check is not blocking all slots.

Calendar integration not connecting

Verify the Redirect URI in Google Cloud Console / Azure Portal exactly matches:

<https://yourdomain.com/wp-admin/admin.php?page=ub-calendar-settings> Ensure HTTPS is enabled. Check PHP error log for OAuth errors.

Fatal error: Failed to open required calendar-settings.php

The file must be placed at `booking/admin/calendar-settings.php` inside the plugin folder. Also ensure `booking/integrations/` folder exists with `google-calendar.php` and `outlook-calendar.php`.

"Staff is not available" on booking

The slot passed availability check but a race condition caused a conflict at booking time. This is expected behavior (the system re-validates at booking). Ask client to pick another time.

ICS file does not import correctly

Ensure your server timezone is set correctly in `wp-config.php`: `define('WP_TIMEZONE', 'America/New_York');` The ICS timestamps are generated using `wp_timezone_string()`.

Google events created but client receives no email

Verify `sendUpdates` is set to 'all' in `google-calendar.php`. Also check that the client email is valid and not a test address.

14. Changelog

Version	Date	Changes
1.1.0	April 2026	Added Google Calendar (OAuth, freeBusy, event creation). Added Outlook / Microsoft 365 (Graph API,
1.0.0	March 2026	Initial release. Treatments, staff, rooms, skills, spa schedule, appointments admin pages. REST API for

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