

Slots File

The **Slot File** is used to define appointment availability (slots) for an event. Each row represents a time block for a resource (e.g., Nurse, Health Screening). Slots are assigned to a specific event and resource.

If your event does not use time-based appointments (such as a Roster event), this file should not be used.

1 - Create Your Slots File

Required Columns:

- **EventID:** The ID number for the event. This can be found under Reports / Account Reports /Settings or in the event link under Event Management / Settings / UI Setup / Scheduling Link.
- **Resource:** Name of the resource (e.g., Nurse, Health Screenings). Must match an existing resource in the event.
- **Date:** Date for the appointment slots (e.g., 03/04/2025). Format: MM/DD/YYYY.
- **StartTime:** Start time for the first slot (e.g., 10:00 AM). Format: HH:MM AM/PM.
- **EndTime:** End time for the last slot (e.g., 11:30 AM). Format: HH:MM AM/PM.
- **Duration:** Length of each slot in minutes (e.g., 10, 15, 20).
- **Max:** Maximum number of appointments allowed per slot.

TEMPLATE

EventID	Resource	Date	StartTime	EndTime	Duration	Max
373933	Health Screenings	03/18/2025	09:00 AM	12:00 PM	15	1
373937	Nurse	03/18/2025	01:00 PM	03:00 PM	20	2

Key Points

EventID:

- Must match an existing event on your account.
- You can find the EventID in the event's Scheduling Link or under Reports.

Resource:

- Must match the resource name as defined in your event.
- If the resource name does not exist or is misspelled, the import will fail.

Time Format:

- Use 12-hour format with AM/PM for StartTime and EndTime.
- Make sure the duration fits evenly into the total time range.

Max:

- Defines how many appointments can be booked in the same time slot.
- Example: A Max of 2 allows two people to book the same time.

Unsupported Fields:

- Slot Type and Slot Appointment Type are not supported in imports.
- All imported slots will default to:
 - Slot Type: Visible to Customers
 - Appointment Type: In-Person

Additional Optional columns:

When importing your Slots file, you can also define both **Slot Type** and **Appointment Type** directly within the Slots Import file.

Optional Columns:

- **SlotType:** Controls the visibility of the slot to customers. Accepted values:
 - 1 — Visible to Customer (default)
 - 2 — Hidden from Customer
 - 3 — Shown with Call Status
 - 4 — Make Unavailable
- **SlotApptType:** Specifies the appointment format for the slot. Accepted values:
 - 1 — In-Person (default)
 - 2 — Virtual
 - 3 — In-Person or Virtual

TEMPLATE

EventID	Resource	Date	StartTime	EndTime	Duration	Max	SlotType	SlotApptType
373933	Health Screenings	03/18/2025	09:00 AM	12:00 PM	15	1	1	1
373937	Nurse	03/18/2025	01:00 PM	03:00 PM	20	2	1	2

File Format

- File Type: Tab-delimited text file (*.txt or *.tsv).
- First Row: Must contain column headers labeled exactly as listed above
- How to Create:
 - In Excel: Save as Text (Tab delimited) (*.txt)
 - In Google Sheets: File → Download → Tab-separated values (.tsv)

2 - Import Your File

1. Go to pickatime.com and log in from the Login section
2. On the left navigation bar, select Importer
3. Set the Data Type to Slots.
4. Browse your computer and select your prepared tab-delimited file.
5. Click Import.

Where to Check Imported Slot Data in the Admin UI

After importing:

1. Go to Event Management → Open the Event.
2. Click on Time Setup or Schedule Setup.
3. Select a Resource and a Date to confirm the slots appear as expected.

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