BIZTHRIVERS / FREE AGENCY RESOURCE

Define the booking rules.

One calendar, one booking path and controlled test contacts. This pack records observations, not an automatic audit.

01 Calendar, booking path and responsible owner

Decision / owner: _____

02 Business, staff and visitor timezones

Decision / owner: _____

03 Availability, busy events and booking limits

Decision / owner: _____

04 Repeat contact, recurrence and change rules

Decision / owner: _____

05 Notification owner, evidence and release decision

Decision / owner: _____

Evidence: chosen time / appointment / external event / received message

The editable template adds a booking evidence matrix, notification ownership table, optional recurrence check and release gate. Use named timezones and private evidence locations.

Calendar owner: _____ Tested version: _____
Fallback person: _____ Review date: _____

Test the whole booking journey.

Full actions are in the web worksheet and editable template. Mark a pass only after observing the result.

01 Two visitor timezones describe the same appointment

Visitor display, stored appointment, staff event and confirmation refer to the same intended instant and named zone.

Result: Untested / Needs work / Passed Evidence / owner: _____

02 Busy time blocks and released time can reopen

A known busy slot is blocked; a released slot returns only when the written availability rules allow it.

Result: Untested / Needs work / Passed Evidence / owner: _____

03 Notice, buffer and booking limits hold at the boundary

Slots follow the configured notice, buffer and limit rules; any exception has an explanation and owner.

Result: Untested / Needs work / Passed Evidence / owner: _____

04 A repeat booking follows the agreed rule

The second booking and any recurring occurrence follow the documented policy without a silent unexpected appointment.

Result: Untested / Needs work / Passed Evidence / owner: _____

05 The correct recipients receive the correct event

Each enabled event reaches its intended recipient with the right time and location, without an unintended duplicate.

Result: Untested / Needs work / Passed Evidence / owner: _____

06 Rescheduling and cancellation clear stale actions

Records and messages reflect the final state; stale reminders or duplicate active bookings are investigated before release.

Result: Untested / Needs work / Passed Evidence / owner: _____

Release decision and remaining fixes

Ready / Needs work: _____ Approved by: _____
Fix / owner / retest: _____
Fallback / rollback owner: _____