

# Manual vs BS IT Scheduling System



*From Chaos To Control*



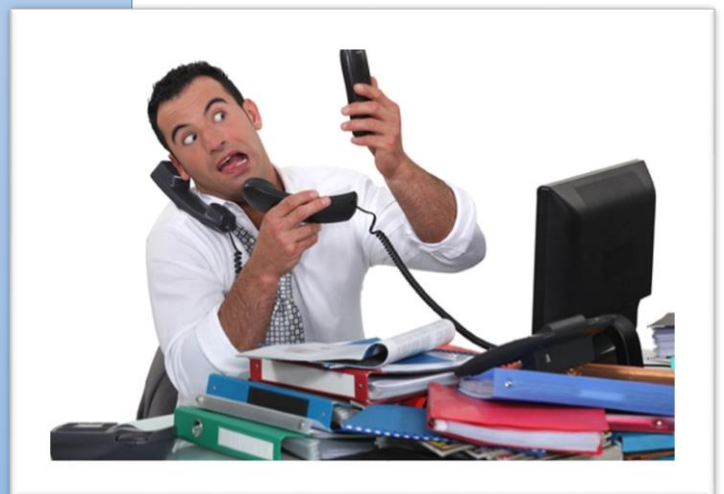
## Manual Scheduling Drawback

When a client is interested in your services, they might contact you via phone call, email, or SMS. Replying to all inquiries and manually inputting each appointment reminder in your calendar can be exhausting and leave you with no energy to do your actual work.

ABC Pty. is a Migration Consultation company, and process was manual scheduling for appointments. Lately company realised manual appointment management increases the financial burden and it is difficult to manage as it requires workforce to create and manage Schedules manually,

## Taking phone calls

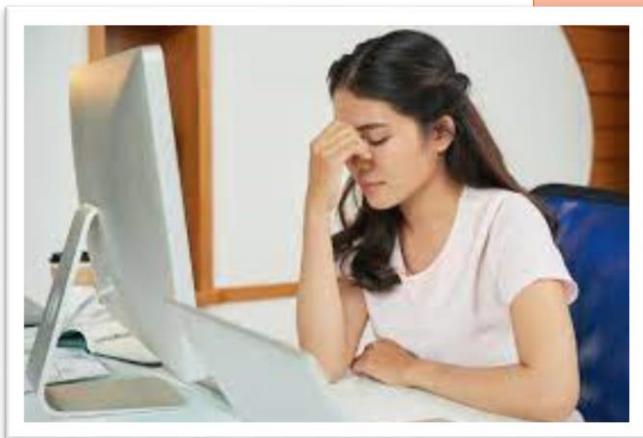
Constantly answering phone calls from customers who want to make appointments or inquire about services provided. It can be a major distraction and a drain on resources. This is especially true during busy periods when you have limited staff available to answer calls.





## Financial losses

Talking to the students and finalising/fixing the fees which becomes an open invitation for negotiation by clients which leads to financial losses.



## Inefficient Operations

You are dependent on your employees regarding updating employer. Major drawback of this system is staff make schedule appointments, due to lack of coordination multiple scheduling can take place for the same time slots. This in turn damage your reputation and create unnecessary mess leading to inefficiency, errors and increasing costs which is not only frustrating, expensive, and risky but it also limits the potential of the employee and the program to deliver long-term value.

## Time-Consuming and Error-Prone

One of the biggest disadvantages of manual scheduling is that it's time-consuming.

Creating schedules manually can take a significant amount of time. Scheduling meetings and sending emails to confirm appointments.

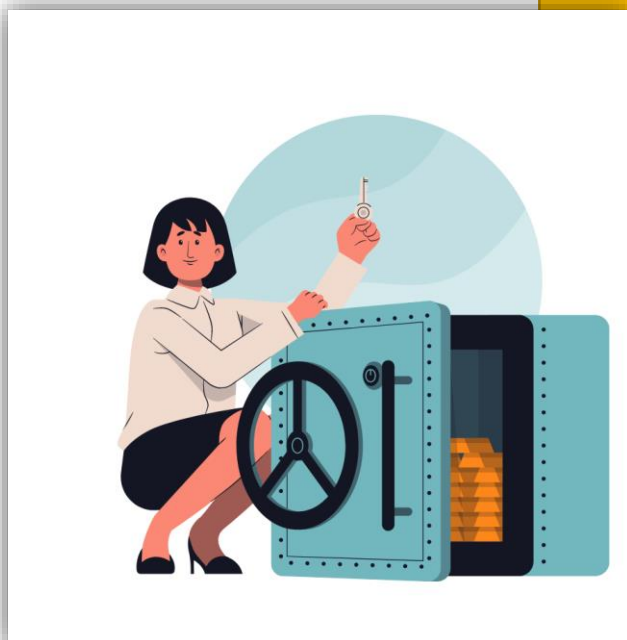




## Tedious Task

It's very difficult for client to reschedule the appointment or cancel it. Hence time management becomes difficult and generating efficiency reports to get the real volume of appointments. For example on any given day you may have excessive appointments and other day you may be sitting idle. Spread of appointments is not evenly distributed.

Manual scheduling is also error-prone. It's easy to overlook important details or make mistakes when creating schedules manually as a result client may switch to other company due to lack of confidence in your company. It cannot predict when issues might occur, which will have implications for the other planned Schedules.



## Complex Payment Processing

Client is hesitant to make payments in advance due to lack of confidence in your company, the reason for this is majority of companies including your competitors are technology driven.

# BOOK ONLINE SCHEDULE

We at BS IT Solutions provide a system which makes your life easier to record and maintain your day-to-day interactions with your immigration clients.

## Personal Branding

Your personal branding is very important. It's how your clients can recognize you and set you apart from your competitors.



**Michael**

(Senior Migration Consultant)

[Book an Appointment](#)



**Amelia**

(Education and Registered Migration Consultant)

[Book an Appointment](#)



**Sophia**

(Offshore Admission)

[Book an Appointment](#)



**Olivia**


(Education and Registered Migration Consultant)

[Book an Appointment](#)

# Easy Booking Process

Client can book an appointment and pay online all by themselves. Furthermore, your clients can reschedule or even cancel an appointment by themselves. This eliminates tedious tasks and makes your business more appealing to clients.


Choose Appointment      Your Info      Confirmation



**Michael** (Education and Registered Migration Consultant)  
A\$150.00

Consultation For All Education and migration  
Detailed 30 Mins (FACE TO FACE CONSULTANT)

[Book](#)



**Michael** (Education and Registered Migration Consultant)  
A\$150.00

Consultation For All Education and migration  
Detailed 30 Mins (ZOOM CONSULTATION)


[Book](#)

# Calendar integrations

You should be able to connect any online calendar (Google Calendar, Outlook Calendar, or Apple Calendar) that you're using for better appointment visibility. This will also help you avoid double-bookings.

Choose Appointment      Your Info      Confirmation

← VIEW ALL APPOINTMENTS



**Michael** (Education and Registered Migration Consultant)  
A\$150.00

Consultation For All Education and migration  
Detailed 30 Mins(FACE TO FACE CONSULTANT)

May 2023      >      Wednesday, May 10

TIMEZONE: EASTERN TIME - SYDNEY (GMT+10:00)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM
1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM
4:30 PM	5:00 PM	

# Intake Forms

The system provides intake forms for clients to fill-up to gather every necessary information related to them. The forms already include the basics (first and last name, email, and phone number) by default. You'll, therefore, be responsible for building the rest of it. This is a great way of collecting information that is unique to your particular business.

The screenshot displays a three-step process: 'Choose Appointment', 'Your Info', and 'Confirmation'. The 'Your Info' step is active. A back arrow labeled 'EDIT APPOINTMENT INFORMATION' is visible. The appointment details for 'Michael (Education and Registered Migration Consultant)' on 'May 10, 2023 at 10:30am' are shown. Below this, there are input fields for 'Name \*' (split into 'First Name' and 'Last Name'), 'Phone \*', and 'Email \*'. A 'Pay Now »' button is located at the bottom.

Choose Appointment      Your Info      Confirmation

◀ EDIT APPOINTMENT INFORMATION

**Michael (Education and Registered Migration Consultant)**  
May 10, 2023 at 10:30am

Name \*

First Name      Last Name

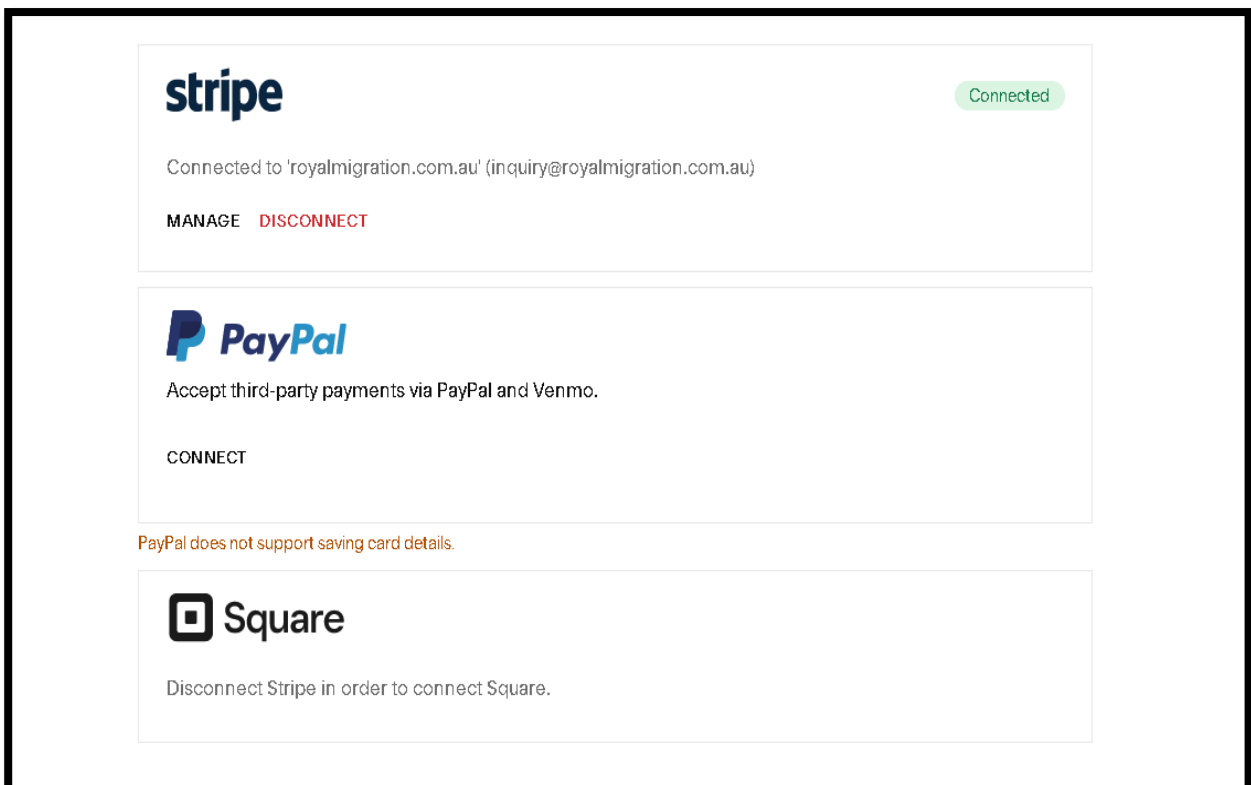
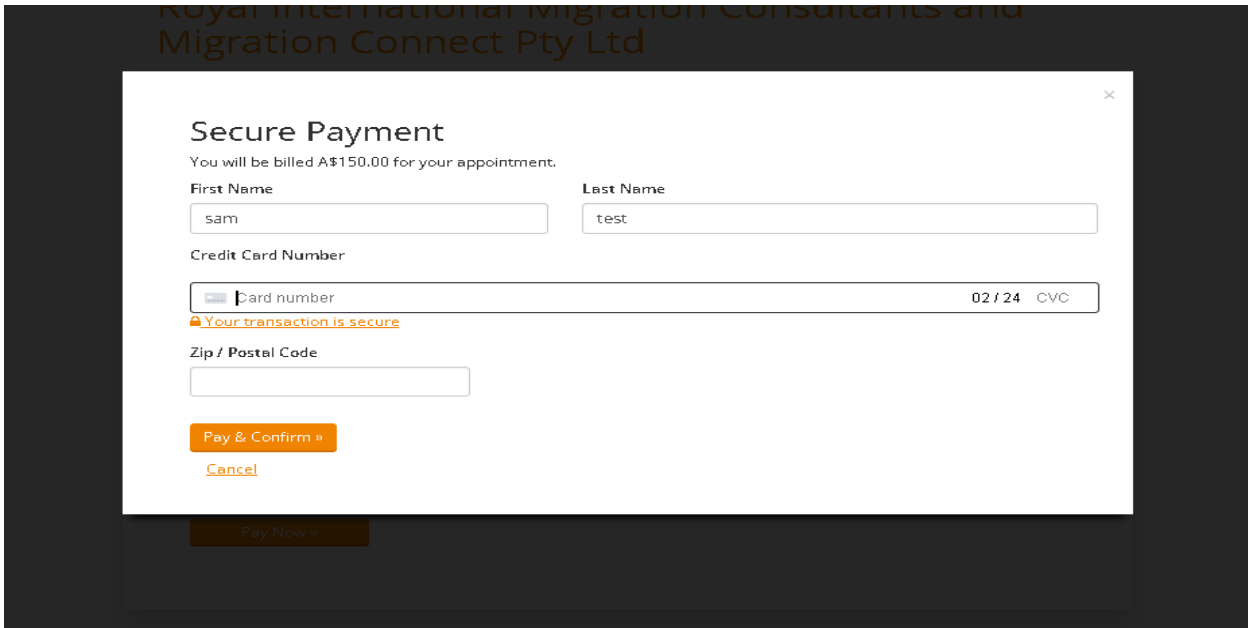
Phone \*

Email \*

Pay Now »

# Easy Payment Processing

Integrated payment processing tool that monitors all your business' revenue and controls the way you accept payments. The system integrates with three major payment gateways, namely Stripe, PayPal, and Square. The software natively supports each integration to provide businesses with multiple options for their processes.





# Instant Notifications

Notifies users whenever an appointment is booked, rescheduled, or canceled. The notification is done through email.

Bevan Steward

**Michael (Education and Registered Migration Consultant ) (\$150.00)**

**Thursday, May 11, 2023**

**1:30pm AEDT**

📍 Click to join meeting: [https://zoom&uniqueID=6da122f2fd38f01e1eee594d937c0b4a  
&ownerID=2833274](https://zoom.us/j/6da122f2fd38f01e1eee594d937c0b4a?pwd=2833274)

ABC Migration

You've paid A\$150.00 for this appointment

**Cancel**

**Reschedule**

Michael (Education and Registered Migration Consultant )

Detailed 30 Mins (Zoom Consultation)

[Add to ical/Outlook](#)

[Add to Google](#)

# Hassle Free Appointment Notification

Gives the option to send follow-up messages or reminders after each successful booking. Likewise, clients get their share of notifications as well. The system can remind them about their upcoming appointment.

## Appointment Scheduled

for Bevan Steward

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What Michael (Senior Migration Consultant)

When Thursday, May 11, 2023 1:30pm AEDT (30 minutes)

Where [Click to join meeting: https://zoom&uniqueID=6da122f2fd38f01e1eee594d937c0b4a&ownerID=2833274](https://zoom.us/j/6da122f2fd38f01e1eee594d937c0b4a?ownerID=2833274)

Thank you, your appointment has been successfully scheduled.

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[Change/Cancel Appointment](#)

[Add to iCal/Outlook Calendar](#)

[Add to Google Calendar](#)

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