

How to Send Calendar Notifications to a Specific Outlet

What Is This?

Each outlet can receive its own booking notifications at a different email. This way the staff at each branch only see the bookings that belong to them, instead of every branch flooding one shared inbox.

In the Admin Panel this field is just labeled **Email**. Pixalink uses it as the destination for that outlet's booking notifications.

Real-Life Example

Farah runs Aroma Cafe with three branches: Bangsar, Mont Kiara, and Sunway. At first, every reservation email went to a single head-office inbox. The Bangsar manager kept missing same-day bookings because she had to scroll past notifications meant for the other two branches.

Farah opened each outlet in the admin panel and gave it its own email — bangsar@aromacafe.my, montkiara@aromacafe.my, and sunway@aromacafe.my. Now each branch manager only sees their own table reservations the moment they come in. No more missed bookings, and no more guessing whose customer is at the door.

How to Set It Up

1. Go to **Admin Panel** → **General** → **Spaces**.

Loyalty Program



Forms



Wallet Management



Reservation



CRM



General



Spaces

Settings



2. Find the outlet you want to update and click **Edit**.

Spaces			
Name	Email	Phone Number	
Aroma Cafe Bangsar	bangsar@aromacafe.my	+60 12-345 6789	Edit
Aroma Cafe Mont Kiara	montkiara@aromacafe.my	+60 12-456 7890	Edit
Aroma Cafe Sunway	sunway@aromacafe.my	+60 12-567 8901	Edit

3. Click the **Contact** tab.

Space **Contact** Social Media Media

Email

What is the email of the business?

Phone Number*

What is the phone number of the business?

Website

What is the website of the business? Leave it blank if there is none, or contact us to build one for you!

4. Type the receiving email address into the **Email** field.

Space **Contact** Social Media Media

Email

What is the email of the business?

Phone Number*

What is the phone number of the business?

Website

What is the website of the business? Leave it blank if there is none, or contact us to build one for you!

5. Click **Save**.

The screenshot shows a contact form with a navigation bar at the top containing 'Space', 'Contact', 'Social Media', and 'Media'. The form has three main sections: 'Email' with a text input containing 'bangsar@aromacafe.my' and a label 'What is the email of the business?'; 'Phone Number' with a text input containing '+60 12-345 6789' and a label 'What is the phone number of the business?'; and 'Website' with a text input containing 'https://aromacafe.my' and a label 'What is the website of the business? Leave it blank if there is none, or contact us to build one for you!'. At the bottom, there are two buttons: 'Save' (highlighted with a red border) and 'Cancel'.

Repeat the same steps for each outlet that needs its own email. Every outlet can have a different address.

What If the Email Field Is Blank

If you leave the Email field empty, the outlet will not receive any booking emails. The notification simply has nowhere to go — it does not fall back to a head-office address.

To keep your bookings flowing, always fill in an email for every outlet that takes reservations.

What Your Customers Will See

Nothing changes for your customers. This setting only controls where your team's booking alerts land. The booking confirmation that goes to the customer is unaffected.

Good to Know

- You can use a **shared inbox or distribution list** as the email — for example, bookings@yourcafe.my that forwards to several staff phones.
- Only **one email address per outlet** is supported. To send to multiple people, point the field at a distribution list or a forwarding alias managed by your email provider.
- This setting is for your **vendor-side booking alerts**. WhatsApp booking alerts are managed separately on each calendar.
- Updating the email takes effect for the **next** reservation. Past bookings are not re-sent.

Need Help?

Reach out to our support team — we're happy to help you split notifications across your outlets.