What Is This?

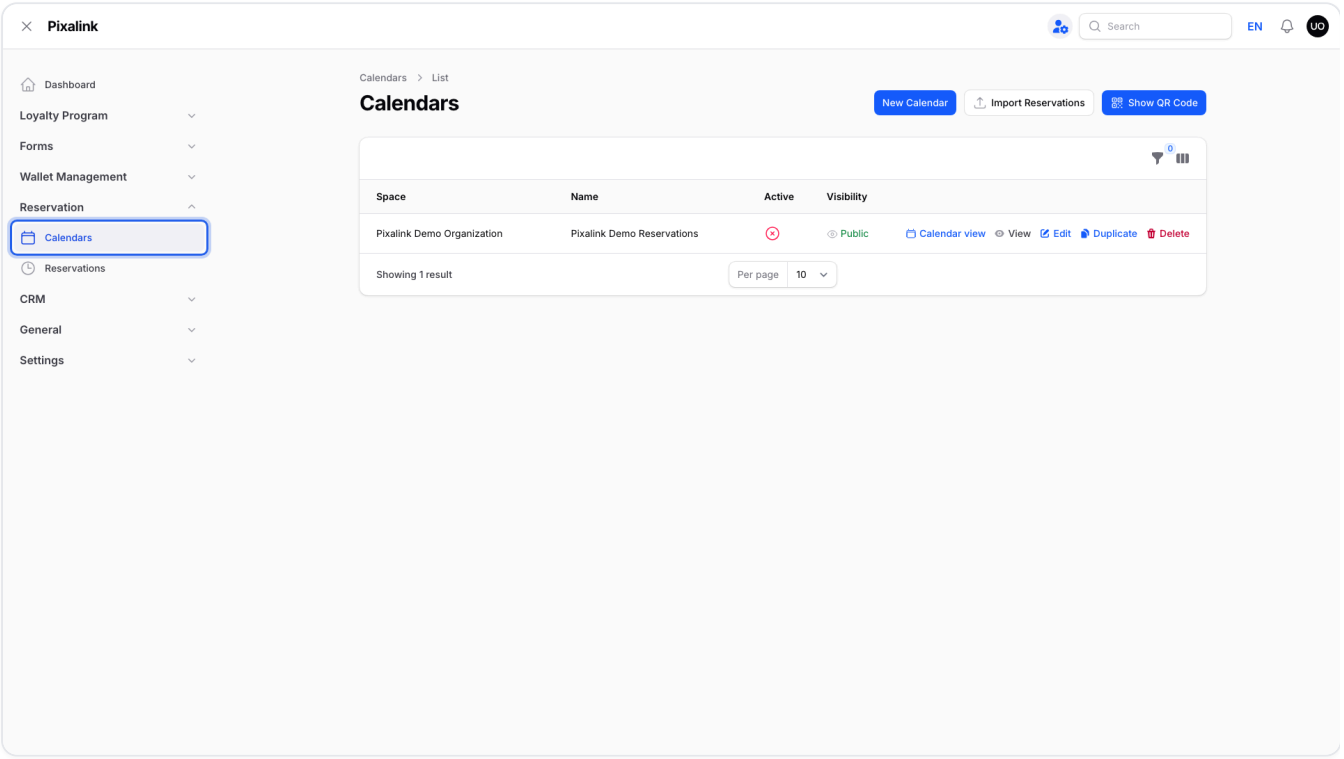
Two settings decide when customers can book. **Booking Window** stops last-minute bookings on the same day. **Maximum Advance Booking** stops bookings too far into the future. Together they keep your team from being surprised.

Real-Life Example

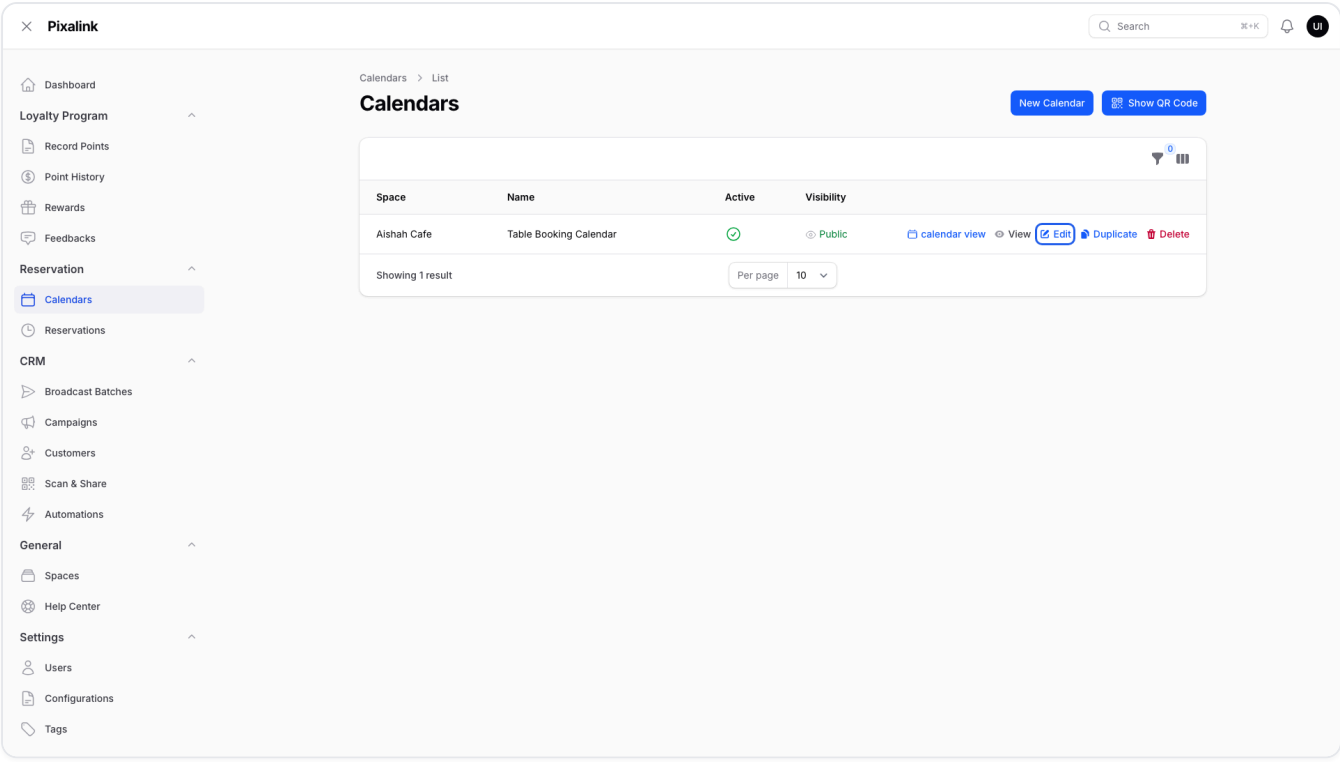
Farah runs a dessert cafe in Ipoh. Customers kept booking a table 10 minutes before arriving, while her kitchen was still setting up. She set the **Booking Window** to 2 hours. She also limited bookings to 30 days ahead, so her calendar stopped filling with dates she could not plan for. Her mornings became calmer.

How to Set It Up

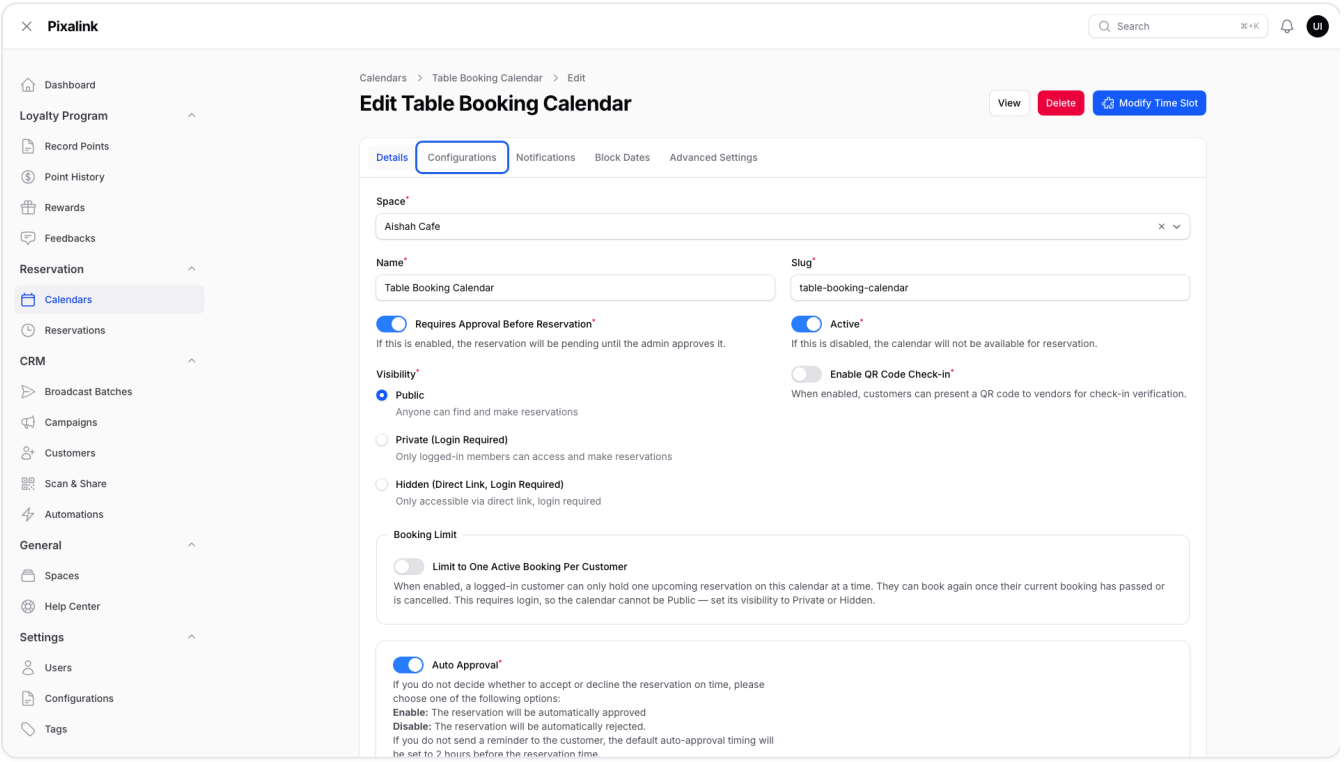
1. Go to **Admin Panel → Reservation → Calendars**.



2. Click **Edit** on the calendar you want to change.



3. Open the **Configurations** tab.



4. Choose a value in **Booking Window**.
    - Choices run from 30 minutes to 1 day.
    - The starting value is 1 hour.
    - It only affects today's timeslots. A slot that starts sooner than the window is not offered to customers.

5. Scroll to **Maximum Advance Booking** and turn on **Enable Maximum Advance Booking Limit**.

6. Type a number in **Maximum Advance Booking (Days)**, from 1 to 365. For example, 30.

7. Click **Save changes**.

What Your Customers Will See

- Today's timeslots that start inside your Booking Window are not offered.
- On the date picker, dates after your limit can't be chosen. If a customer still enters one, they see "Bookings can only be made up to 30 days in advance." (30 is your number.)
- If you leave the limit off, customers can book up to the end of the month three months from now.

Good to Know

- At 2:00 PM with a 2 hour window, a 3:00 PM slot is hidden but a 4:00 PM slot is still offered.
- Booking Window only checks today. A slot tomorrow morning stays open, even if your window is 1 day.
- If **Display fully booked timeslots** is on (Advanced Settings tab), slots inside your Booking Window still show, but customers can't book them.
- To close specific days instead, see How to Block Dates on Your Calendar (https://kb.pixalink.io/articles/how-to-block-dates-on-your-calendar).

Need Help?

Reach out to our support team. We're happy to help you get started.

What's Next?

- How to Set Up Default Timeslots on a Calendar (https://kb.pixalink.io/articles/how-to-set-up-default-timeslots-on-a-calendar)
- How to Block Dates on Your Calendar (https://kb.pixalink.io/articles/how-to-block-dates-on-your-calendar)