

CIVICOPTIMIZE

process automation
and digital services



CivicPlus[®] Process Automation and Digital Services **Scheduling Module**

The Easiest Way for Residents to Book In-Person
or Virtual Appointments

It's time to end the misperception that government staff members can be hard to reach.

With our Process Automation software's Scheduling functionality, residents can book appointments with key staff members through your website or resident engagement portal, and the appointment will automatically synch to the staff member's calendar, ensuring appointments are maintained, and critical business gets done. You can also custom-build your Scheduling form fields to require secure payments or automate data validations to ensure residents come prepared to their meeting and their needs can be expedited.



Our easy-to-configure tool eliminates the hassle of scheduling, rescheduling, and canceling appointments through mail or phone calls, creating a frictionless, one-stop experience for residents and staff. It can handle all of your most common resident appointment needs, from inspections to health department appointments to facility reservations and pet adoption meet-and-greets.



For more information about our Scheduling feature, call 888.228.2233 or visit us online at civicplus.com/optimize.

Scheduling Provides:



A branded, local experience.

Customize your booking pages with your logo, brand colors, and collect and verify all the relevant information before the appointment.



Empowerment.

Allow your residents to book their in-person or virtual appointments online at their convenience, reducing unwanted walk-in traffic.



A one-stop solution.

Our Scheduling module is easy to configure from your Process Automation software.



A mobile-first experience.

Scheduling is optimized for ease of use from a desktop computer or mobile device.