Amelia ICS Blocker Plugin – User Manual

**1. Introduction**

The Amelia ICS Blocker Plugin allows WordPress site administrators and Amelia Booking system providers to block off time slots using ICS (iCalendar) files. This prevents customers from booking appointments during periods when a provider is already busy, as determined by their personal (non-cloud-based) calendar.

**2. Setup**

To begin using the plugin:

1. Ensure the Amelia Booking Plugin is installed and configured.

2. Install and activate the Amelia ICS Blocker Plugin.

3. Ensure at least one provider exists within Amelia.

4. Optionally install the included sample VBA script in Outlook to export and upload ICS files automatically.

**3. Accessing the Plugin**

After activation, access the plugin from the WordPress admin dashboard under 'Amelia ICS Blocker'. The interface is only available to users with administrator privileges.

**4. Using the UI**

The UI is dynamic and consists of the following elements:

• Provider Dropdown: Select an active provider from the Amelia system.

• ICS File Selector: Shows previously uploaded ICS files for this provider.

• Busy Only Toggle: Whether to block only events marked as busy (OPAQUE) or all events.

• Days Out: Optional field to limit how many days into the future events will be processed.

• Save Settings: Stores the selected file and options for this provider.

• Verify: Validates the selected ICS file before processing.

• Process: Processes the selected ICS file into Amelia. Triggers a confirmation popup with the option to clear future blocks.

• Upload: Upload a new ICS file. After upload, verify and processing may be triggered automatically.

• Revert: Reverts changes to the last saved provider settings.

Note: The 'Clear Future Blocks' option appears in a confirmation dialog after pressing 'Process'. It is not a saved setting.

**5. Automating with Outlook**

A sample VBA macro is included that allows exporting busy appointments from Outlook for the next 90 days. It also uploads and processes the ICS file automatically using CURL every time the calendar is modified. Refer to the included 'Outlook VBA Macros' document.

**6. Saving & Reverting Settings**

You can persist provider-specific preferences including:

• Last selected ICS file

• Busy only flag

• Days out limit

These are restored when reselecting the provider or upon login.

**7. Logs and Troubleshooting**

Processing results, warnings, and errors are shown in the plugin interface and recorded in logs accessible from the 'Logs' tab. This includes information about skipped events, parsing issues, and inserted or merged appointments.

**8. Future Enhancements**

No future enhancements are planned. The plugin is intended to offer full functionality as-is.

**Appendix: API Reference**

The following REST API endpoints are exposed by the Amelia ICS Blocker Plugin. They are typically called by the plugin’s UI, but may also be invoked programmatically for automation or advanced integrations.

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| --- | --- | --- | --- | --- |
| Endpoint | Method | Description | Parameters | Returns |
| /aicsb/v1/save-settings | POST | Saves provider-specific settings. | provider\_id (int), ics\_file (string), busy\_only (bool), days\_out (int) | { success: true } |
| /aicsb/v1/process | POST | Processes ICS file into Amelia. | provider\_id, ics\_file, busy\_only, delete\_future\_blocks, days\_out | { success: true, stats: {...} } |
| /aicsb/v1/upload | POST | Uploads ICS file to server. | ics\_file (file) | { file\_name: "...ics", success: true } |
| /aicsb/v1/validate | POST | Parses and validates ICS file. | provider\_id, ics\_file, busy\_only, days\_out | { success: true, total\_events, busy\_events, warnings } |
| /aicsb/v1/clear-future-blocks | POST | Deletes future plugin-created appointments. | provider\_id | { success: true, deleted: n } |
| /aicsb/v1/revert-settings | POST | Restores the last saved provider settings. | provider\_id | { success: true, settings: {...} } |
| /aicsb/v1/fetch-settings | POST | Fetches current provider settings. | provider\_id | { success: true, settings: {...} } |
| /aicsb/v1/ensure-defaults | POST | Ensures blocking entities exist for provider. | provider\_id | { success: true } |
| /aicsb/v1/upload-and-process | POST | Uploads and immediately processes ICS file. | Same as upload + process | Full process response |