Loopwrk Scheduling

The weekly operator loop, in five steps.

1. Collect the booking channels into one intake. Web form, phone (call -> text-back link), walk-ins asking "can you squeeze me in?", and Google Business messages all forward to bookings@<business>.com so every ask for a time lives in the same thread.
2. Read the calendar + service matrix at the top of each hour. Pull tomorrow's free slots from Google Calendar, slot length per service from the operator's matrix, blackout new-asks for buffer time (10 minutes default). Anything the AI can't place drops into the operator queue with the request attached.
3. Offer three options back to the customer. Reply template: "I have 10:30 Tuesday, 2:00 Wednesday, or 4:15 Thursday which works?" Loopwrk tone-matches the operator's voice; one-tap "book it" from the customer confirms.
4. Confirm, write the event, send the invite. On confirm, create the booking in Google Calendar, fire the email invite, and queue the SMS reminder for 24 hours before the appointment. No-shows get a one-tap waitlist ping from the same window.
5. Run the morning-of reminder + post-visit follow-up. At 8:00 the morning of the appointment, a reminder goes out by SMS; two hours after the booking ends, a tone-matched follow-up ("how did it go anything we should know?") lands in the customer's preferred channel. Friday digest tallies bookings, no-shows, and re-book rate.

One workflow at a time, for small business operators. Scoped AI implementations for the long tail of Main Street.

Adjust the trigger, the schedule, and the approval threshold in Settings -> Workflow. Loopwrk is custom your loop is yours.