Account Administration

4.07 Liquid UI Scheduler

Liquid UI Scheduler, an automated scheduling tool in LAMP for scheduling meetings with the Liquid UI team. It eliminates the hassle of back-and-forth emails. Using this scheduler, you can perform the following functions:

1. Scheduling a demo meeting
2. Rescheduling a demo meeting
3. Canceling a demo meeting

Schedule a demo meeting

You can book a meeting from multiple places on our site, depending on your interaction.

Where to find it

You can access the scheduler in any of the following ways:

1. From the License Details section, click **schedule meeting** to navigate to the **Schedule a Demo Meeting** window.

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URL: https://www.liquid-ui.com/knowledge_base/content/93/1351/en/407-liquid-ui-scheduler.html

2. If you have initiated the **Buy Now** process and spent more than five minutes on the **Checkout/Review Invoice** pages, an Automatic pop-up appears to help you proceed further, as shown below.

3. Upon clicking the **Contact Us** button located in the bottom right-hand corner of your page, a pop-up window will emerge to assist you in proceeding further, as shown below.

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Steps to Schedule

1. Click **Schedule a demo meeting with us**. Fill in your details, and click **Submit**.

   Form fields:

   - Name: Enter your full name.
   - Email: Provide a valid email address.
   - Phone Number: Select your country and type your number.
   - Date & Time (in **IST**): Pick any available 30-minute slot from the calendar.
   - (Optional) Select any relevant options:
   - I want to discuss my scenario and simplify SAP
   - I want to get a DEMO
   - I want a free trial
2. If you have missed or entered incorrect details, an error notification will appear. Then, update accordingly and resubmit the form.

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3. After submitting the request, you will receive a six-digit code (with five-minute validity) to verify your email, as shown in the image below.

4. Enter the 6-digit verification code sent to your email. This code is valid for 5 minutes. After submission, you'll see a confirmation pop-up with your meeting details.

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5. You will also receive an email with the same information.

Reschedule a Demo Meeting

If your plans change, you can reschedule the meeting by clicking the Reschedule button in the confirmation pop-up or email.

Steps to Reschedule

1. Click **Reschedule** from your original confirmation screen or email. Choose a new available date and time. Click **Submit**.

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2. You’ll get a new confirmation email with the updated schedule.

Cancel a Demo Meeting

You can cancel the meeting if needed by clicking the Cancel Meeting button.

Steps to Cancel

1. Click **Cancel Meeting** from your confirmation pop-up or email. Confirm the cancellation when prompted.

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2. Then, the **Meeting Details** screen appears with the details that the meeting was **Canceled**, as shown in the image below.

3. In addition, you will receive an email from LAMP notifying you that the meeting has been canceled.

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Schedule through Salesforce Representative

If a Salesforce representative shares a meeting link with you, you can schedule directly without going through the verification process.

Steps with Personalized Link

1. Open the link provided by your Salesforce rep.
2. Select the available time slot and click **Next** (no verification code required). Fill in the form and click **Schedule Event**.

3. Once scheduled, you'll receive a pop-up notification.

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4. In addition, you will also receive an email notification with the scheduled meeting details, as shown below.

5. You can reschedule or cancel the meeting at any time using the links provided in your confirmation email.

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