Vacation Rentals Booking Calendar (VRBC)

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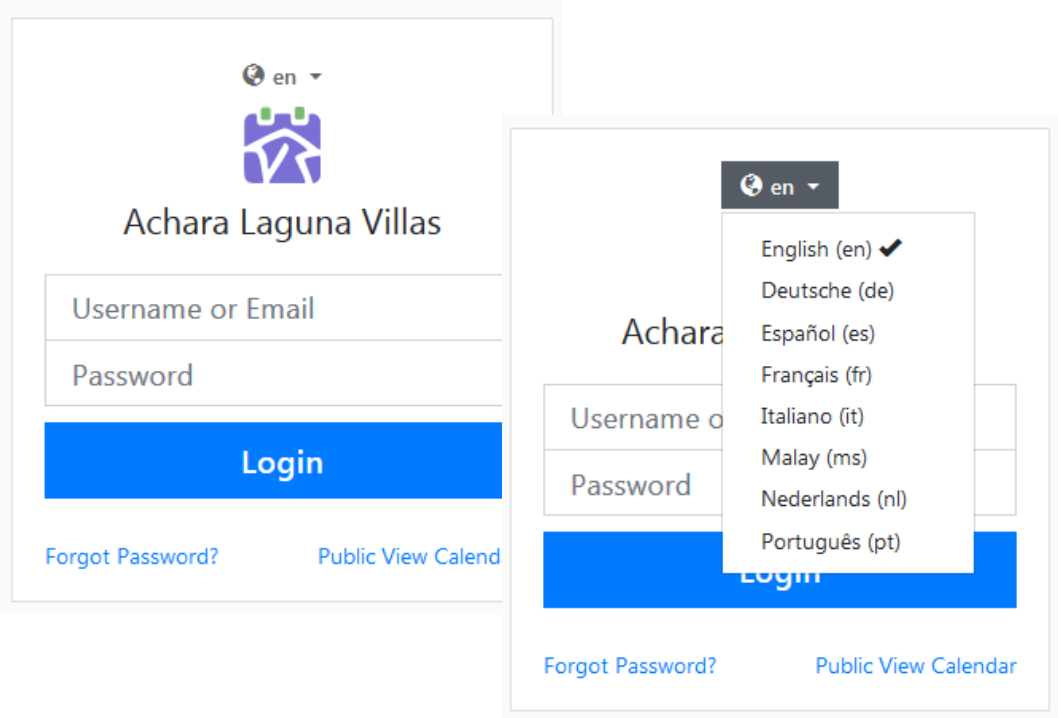
1. Accessing the Calendar

After finishing the setup now you should be able to access the calendar

Admin/User login page: http://www.yourwebsite.com/calendar/login
Default Username: administrator
Default Password: vrbcSuperadmin123 (case sensitive)

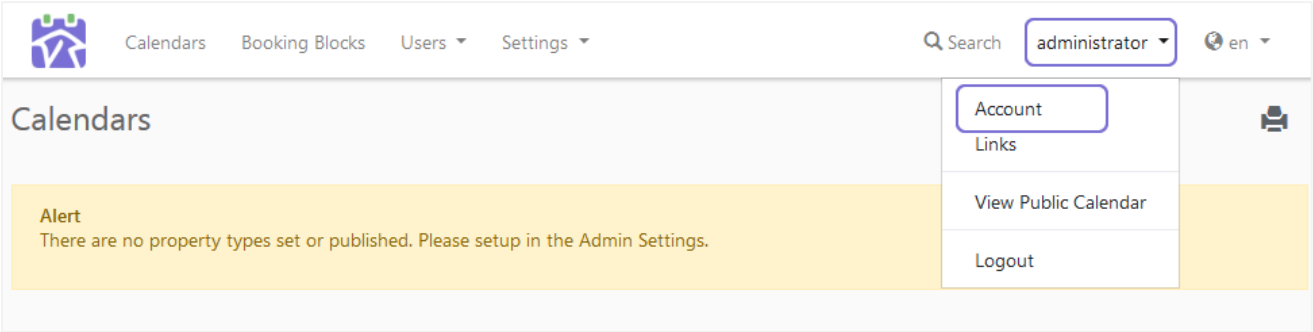


Public view calendar:
http://www.yourwebsite.com/calendar
In the Public view/embedded calendars, visitors can only view Available or Not Available statuses in two colors. Public view calendar can be disabled by the Administrator also can be set using specific URLs for each property type only. See the **Public Calendar Link & Embed Code** section.

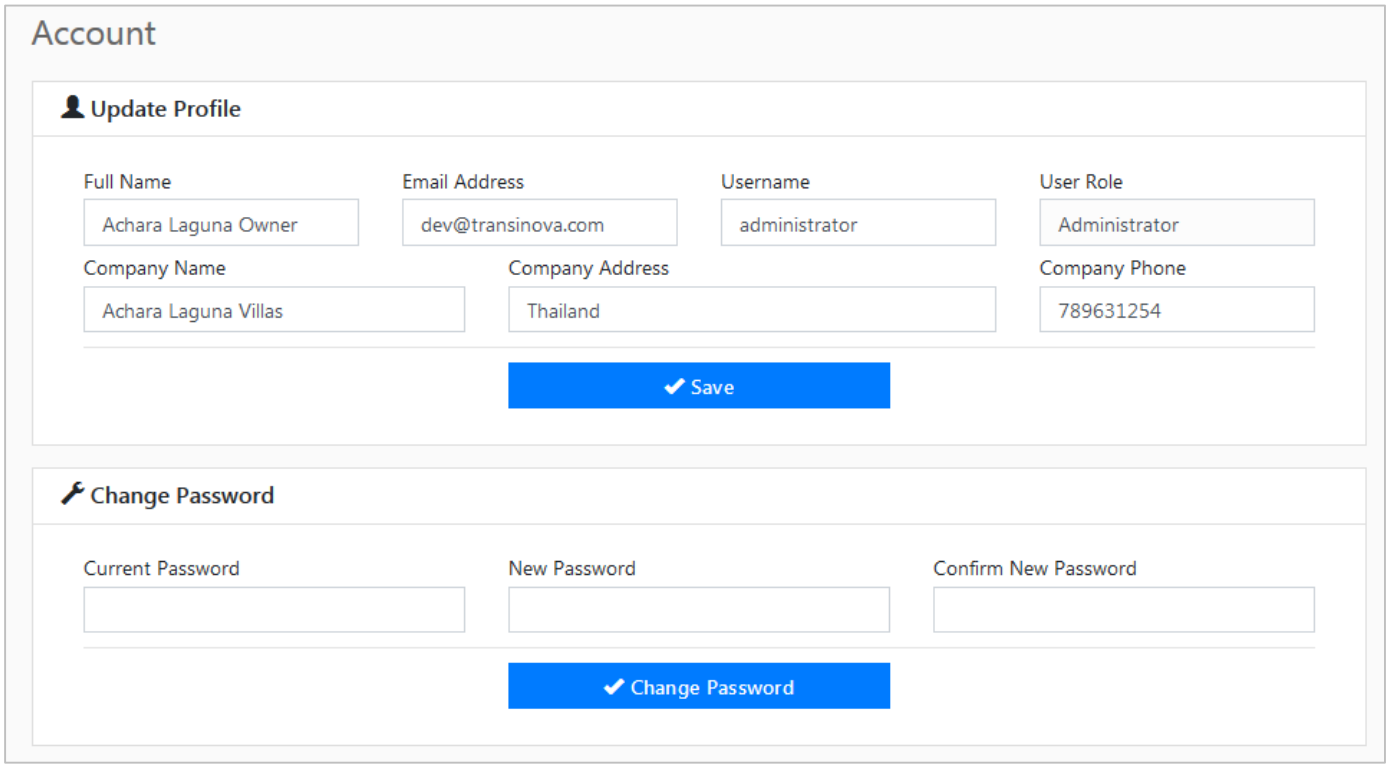
2. Changing Owner/Administrator Account Details

You need to change the default Administrator/Owner details.

Navigate to Menu: **administrator** > **Account**



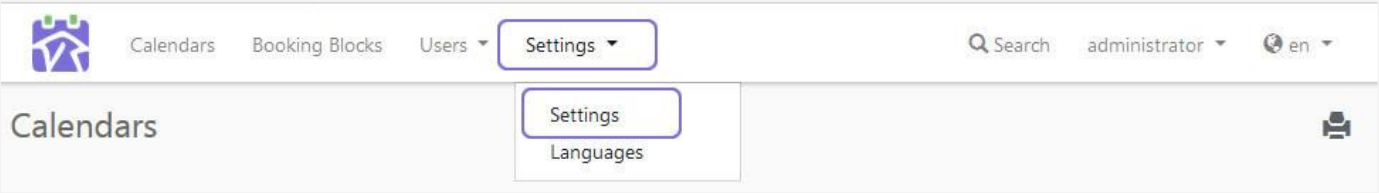
Fill the form with your information. You can also change the default **administrator** username.
Make sure you enter an active email address in case you forget your password, the reset instructions will be sent to the email address. Press the **Save** button to update your account information.



Do not forget to **change the default administrator password** for security.

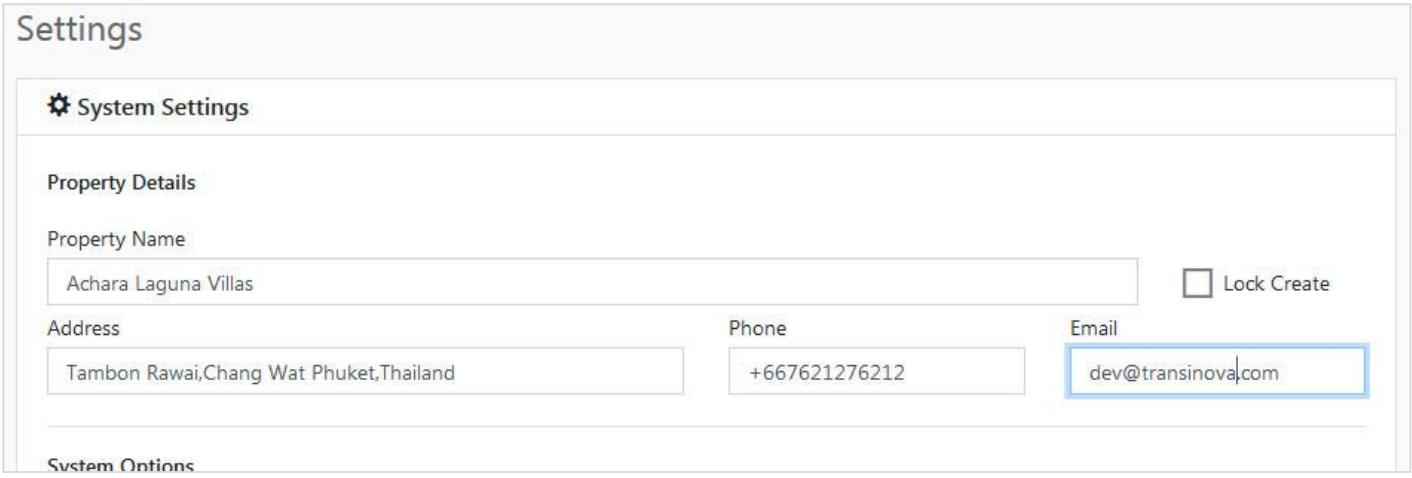
3. Property Details & Options

To set your property information and options navigate to Menu: **Settings -> Settings**



Enter Your Property Name, Address, and Email Phone Number.
The **Email** address here will be used as the sender for all emails sent by the system, it is recommended to use an existing email address that using the current domain where the calendar is installed. For example *owner@yourwebsite.com*

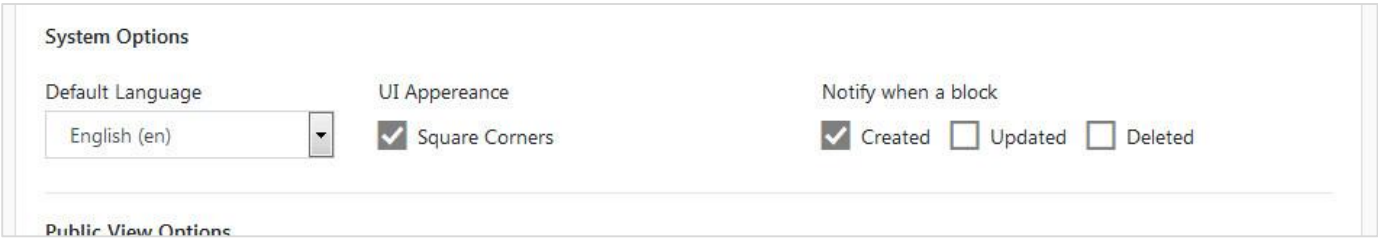
Leave the Lock Create unchecked to enable booking creation.



System Options

Select the Default Language that you want to use, although users can switch language at any time using the language menu.

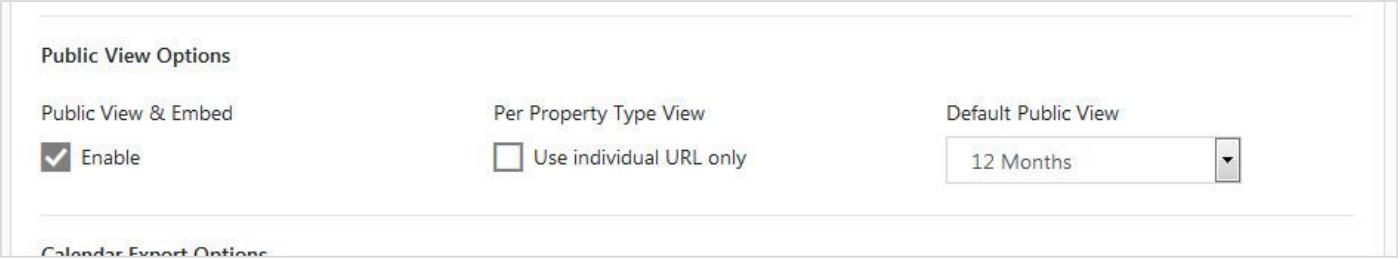
A slight nuance of the UI Appearance select whether you prefer round or square corners of page elements.



Check the notification preferences you want to receive when a booking block is created, updated or deleted.

Public View Options

If you wish the calendars to be available for public (view only) then check the Enable Public View & Embed checkbox.

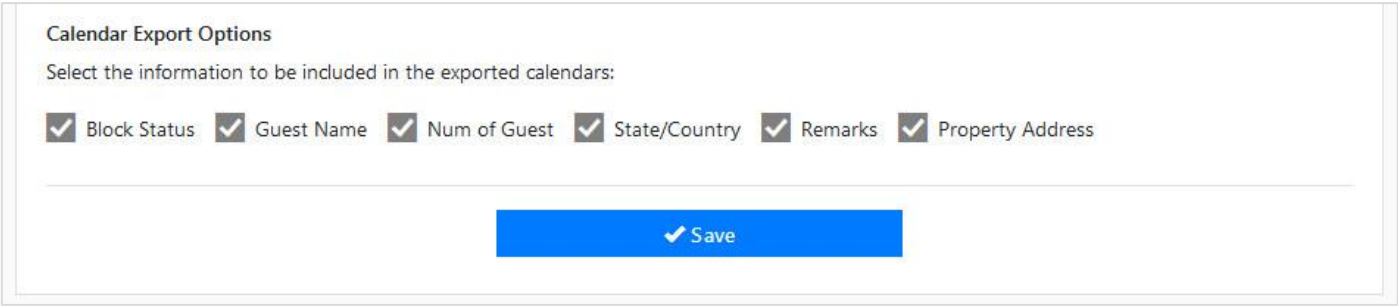


If you have more than one property types and need to embed or share different URL for each Property Type then check the Use individual URL only checkbox. Otherwise a property type select-box will be displayed.

You can set the Default Public View, the number of month calendar to be displayed on the public calendar although you can set different options for each URL using additional parameters.

Calendar Export Options

Select the information to be included in the exported .ics calendars. However the exported information depends on the current user's role.

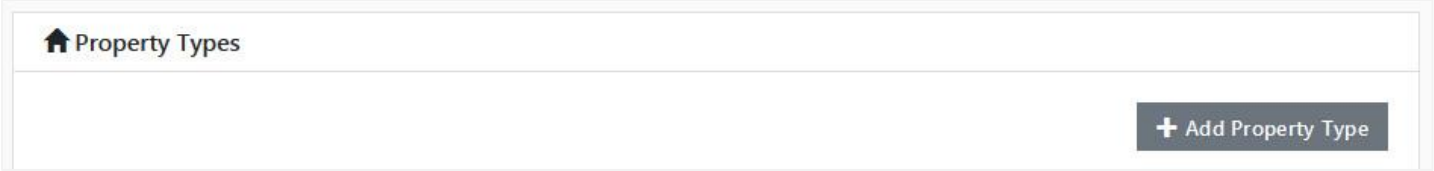


Press the **Save** button to update above settings.

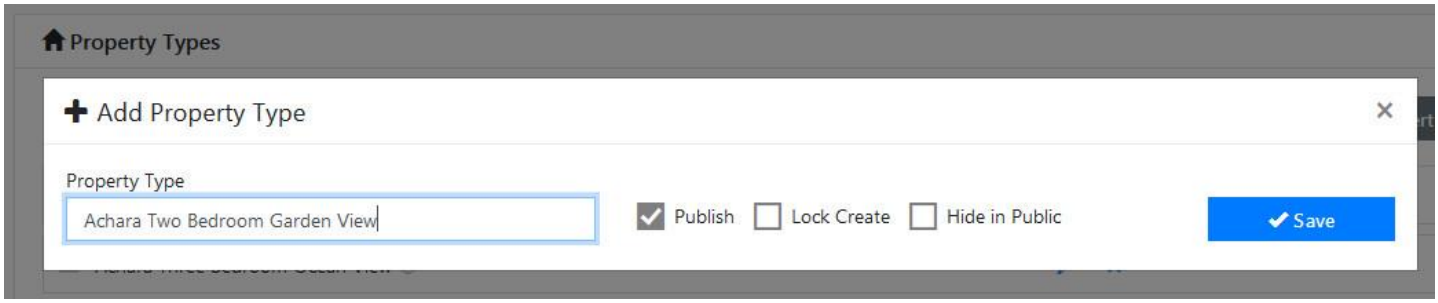
4. Property Types

After updating your property information now you need to add property type. Scroll down in the Settings page.

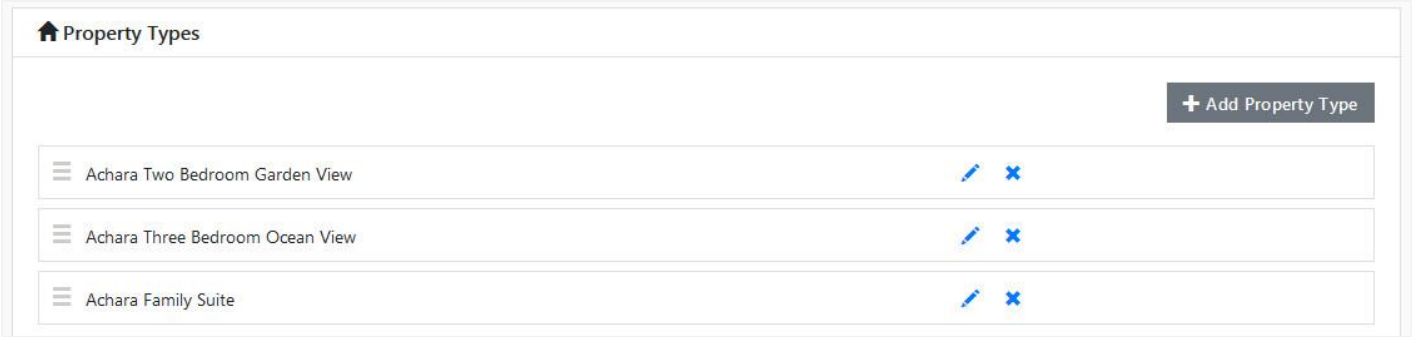
Click the **Add Property Type** button



If your property is only one unit, simply enter your Property Name, check Publish then press the **Save** button. You can add more if your property consists of more than one unit/type by repeating the step. If you check the **Lock Create** checkbox, users won't be able to create a booking block. You can also hide a property type in public view calendar.



To **Edit** property type simply click the **Pencil** icon and the edit form will pop.
To **Delete** property type click the **Cross** icon. Deleting a property type will also delete all booking blocks associated to it.



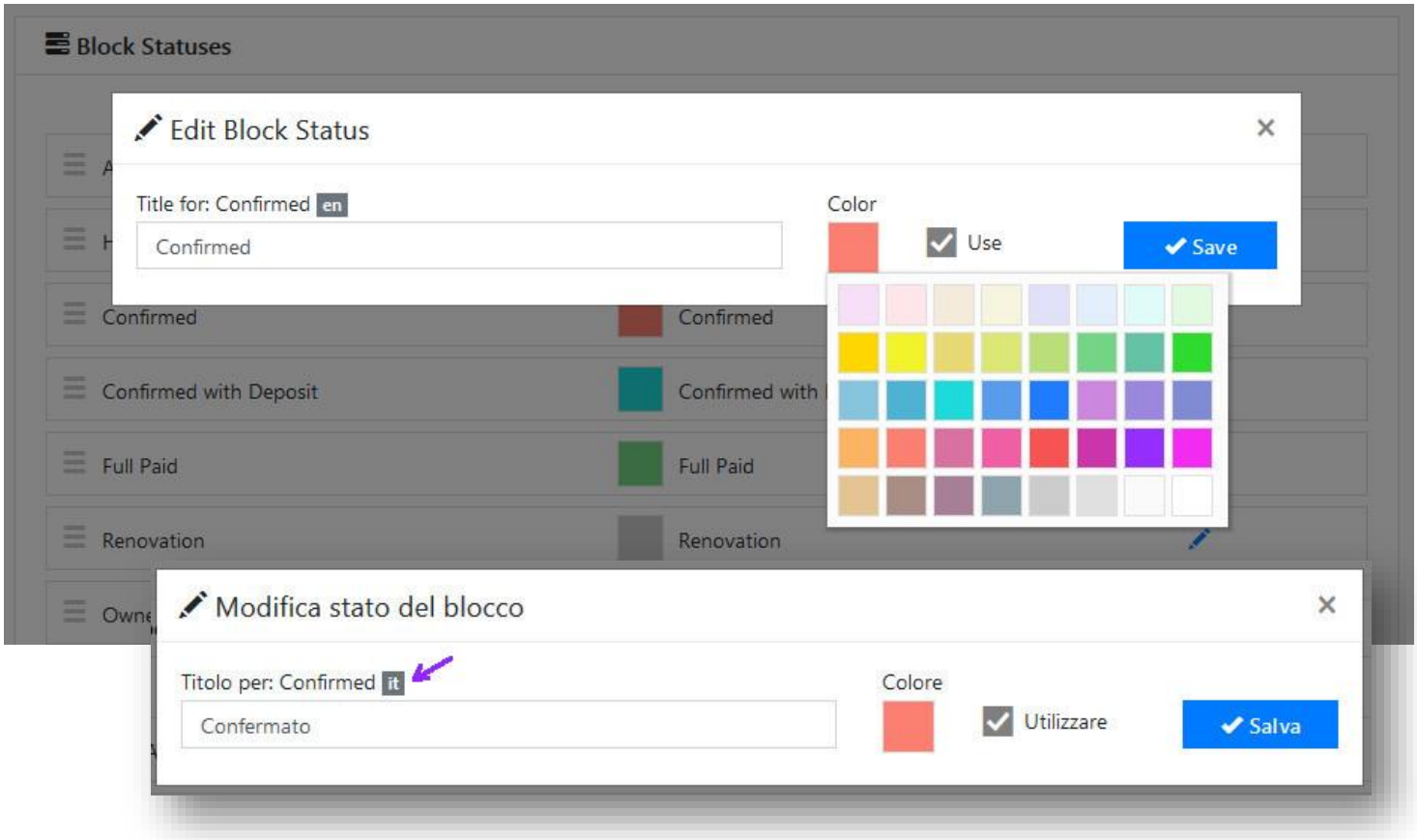
You can drag-drop the property types to reorder them. Click and hold the handle in the left and then drag it to desired position then drop it there.

5. Block Statuses

You can customize predefined booking statuses and its color. Still in the Settings page navigate scroll down to **Block Statuses** section. To edit, click the Pencil icon. The edit form will pop. Edit the text of status meaning.

The title can be set in multi languages, create translations for each languages listed by switching language first, using the language menu and then edit it in each language mode.

S elect status **color** and check the **Use** checkbox if you want this status to be used across the calendars.



Press the **Save** button to update your changes.

You can drag-drop the statuses to reorder them. Click and hold the handle in the left and then drag it to desired position then drop it there.

6. Email Templates

The system send emails for some actions taken by the Administrator or users (if set).

When the administrator add a new user or updating user details and decided to notify the user.

When users forgot their password and request a password reset.

When a booking created, modified or deleted (if set in property details settings) send to the Administrator and Managers.

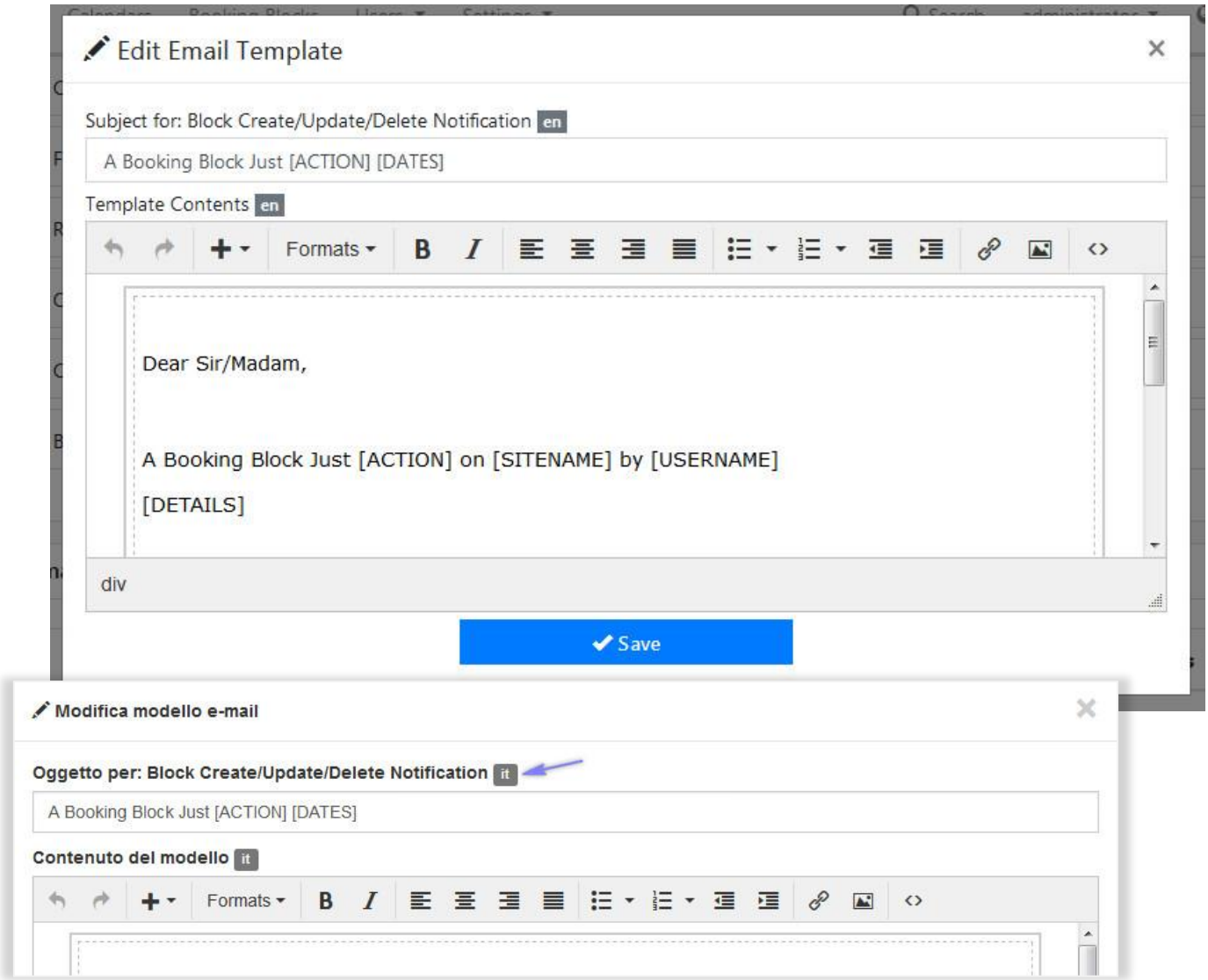
Email Templates

#	Name	Subject	Actions
2	Account Updated From Admin	Your Account Has Been Updated	
4	Block Create/Update/Delete Notification	A Booking Block Just [ACTION] [DATES]	
3	Password Reset Instructions	Password Reset Request at [SITENAME]	
1	Welcome Mail From Admin	You Have Been Registered	

You can also customize these email templates. Still in the Settings page navigate scroll down to **Email Templates** section. To edit, click the Pencil icon. Wait until the edit form pop.

Edit the subject and the text of the template. The subject and the text of the template can be set in multi languages, create translations for each languages listed by switching language first, using the language menu and then edit it in each language mode.

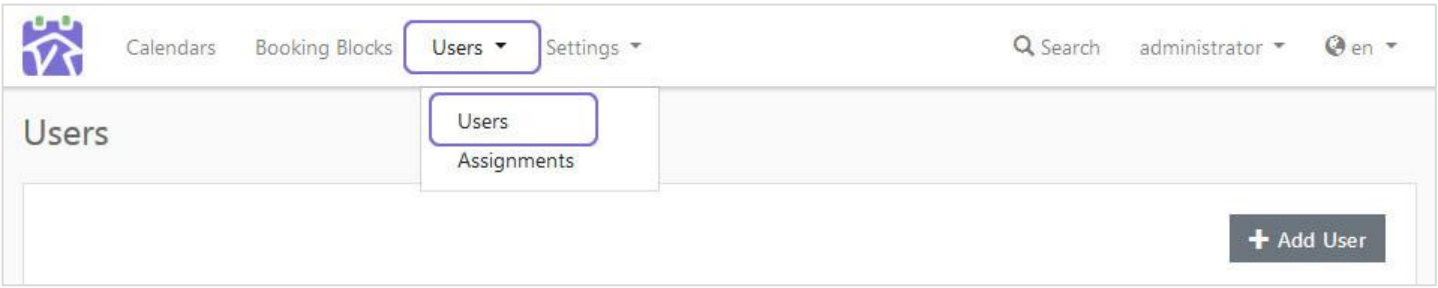
But **Never** edit or translate the [TEXT INSIDE SQUARE BRACKETS]

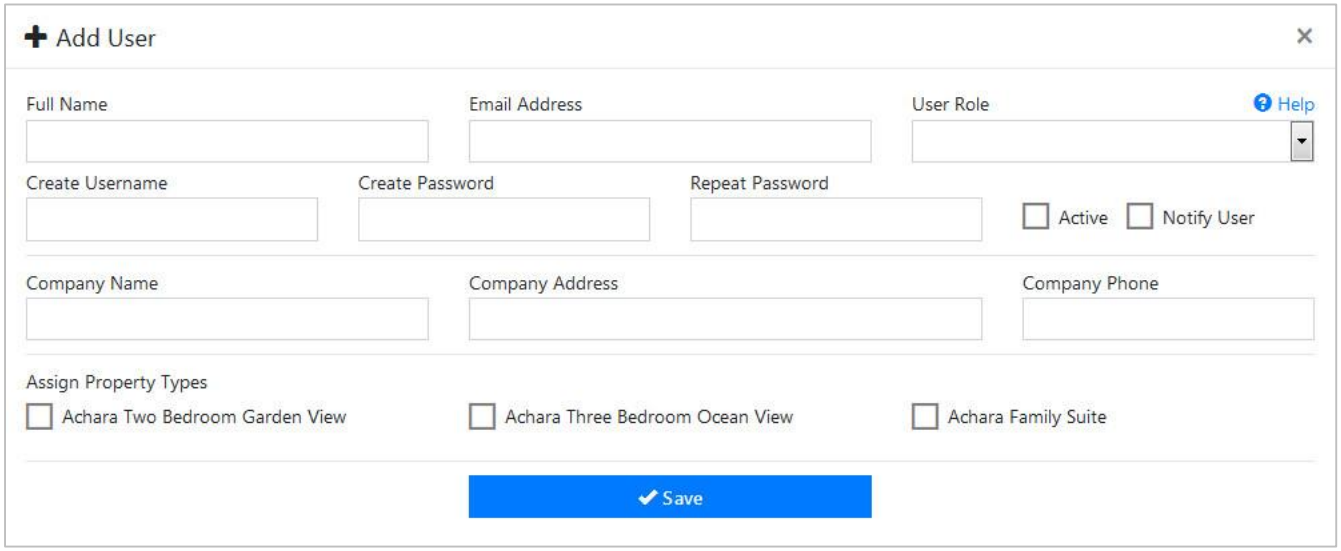


Press the **Save** button to update your changes.

7. Users & Assignments

To manage users navigate to Menu: **Users > Users.**
Administrator account is not listed in the user list. To create add new user click the **Add User** button and the input form will pop.





In the form enter user's Full Name, Email Address, **User Role**, Username, Password and company optional information.
Check the **Active** checkbox to allow the user log in.
Check the **Notify User** to send Username and Password to user's email address.
Check each Property Types to assign to the user.

Press the **Save** button to save user data.

Owner/Administrator: Can Manage All

Manager: Can create, edit and delete all booking blocks. Can view status and details of all booking blocks in all colors.

Staff: Can create, edit and delete their booking blocks. Can view status and details of all booking blocks in all colors.

Agent: Can create, edit and delete their booking blocks. Can view status and details of their booking blocks in all colors.

Observer: Cannot create, edit and delete booking blocks. Can view status in all colors, cannot view details of booking blocks.

Checker: Cannot create, edit and delete booking blocks. Cannot view status and details of booking blocks. Can view Available or Not Available statuses in two colors and can view check-in check-out marks.

Public Calendar: Can only view Available or Not Available statuses in two colors.

Name	Username	Company	Last Login	Assigned	Actions
Chet Kanchana Manager	kanchana gm@achara.com	Achara Laguna Villas 3235688	06 Feb 2018, 20:33 122.154.151.213	3	
Churai Chet Checker	churaichet churaichet@goodmail.com	-	05 Feb 2018, 04:10 122.154.123.2	3	
Dang Hatai Agent	danghatai danghatai@traveland.com	Overseas Agent	06 Feb 2018, 20:31 118.175.207.4	2	
Decha Kasem Staff	dechaka dechaka@achara.com	Achara Laguna Villas	- 0	-	
Malai Naak Observer	malainaak malainaak@thaigent.com	Phuket BnB	05 Feb 2018, 04:11 110.169.129.79	3	
Prija Rama Staff	prijarama prijarama@achara.com	Achara Laguna Villas	03 Feb 2019, 23:55 61.91.235.226	3	
Ratree Duanphen Staff	ratreed ratree@achara.com	Achara Laguna Villas 3235688	06 Feb 2018, 19:47 183.88.232.207	1	
Rutna Wattana Manager	rutnaw rutna@achara.com	Achara Laguna Villas	06 Feb 2018, 18:48 110.170.150.150	2	
Sap Sanouk Agent	sapsanouk sapsanouk@mymail.com	Nice Phuket Hospitality	05 Feb 2018, 04:08 183.88.17.221	3	

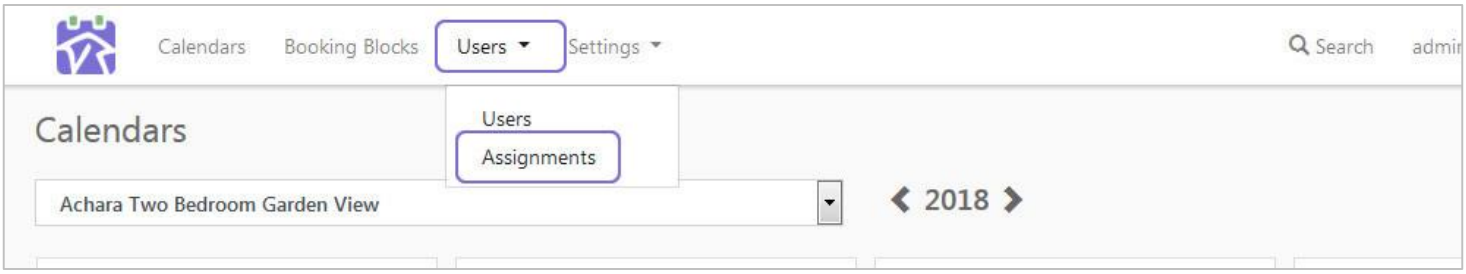
Total: 9 / Current Page: 1 of 1

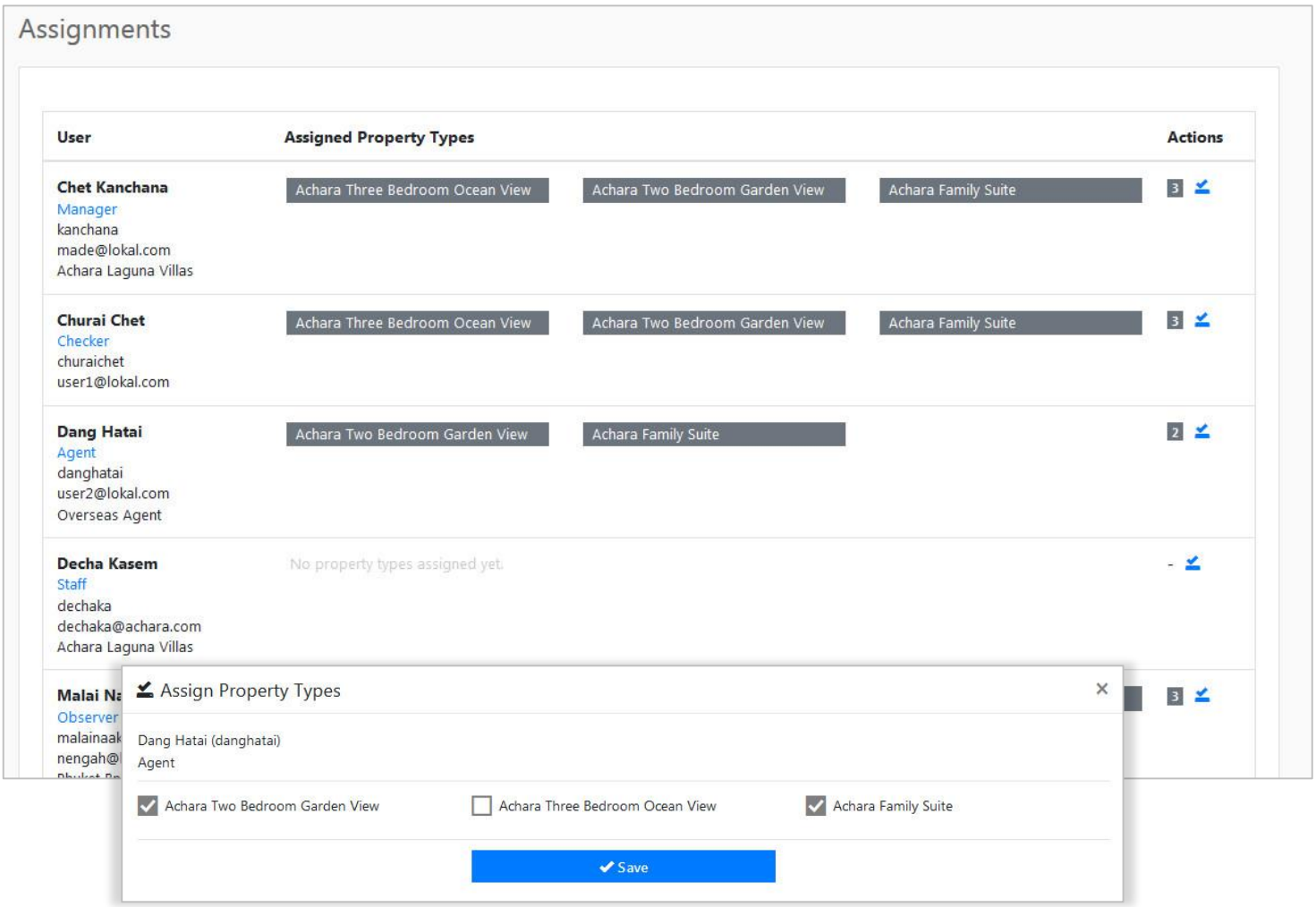
To **Edit** user simply click the **Pencil** icon and the edit form will pop.

To **Delete** user click the **Cross** icon. Deleting user will also delete all booking blocks created by them.

Assignments

Administrator can view assignments for each user and modify them. To view and manage all user property type assignments, navigate to Menu: **Users > Assignments**

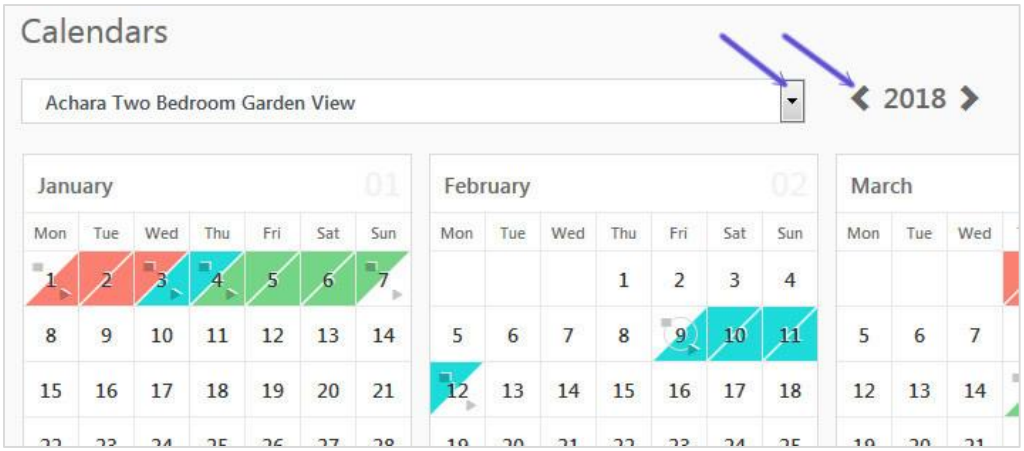




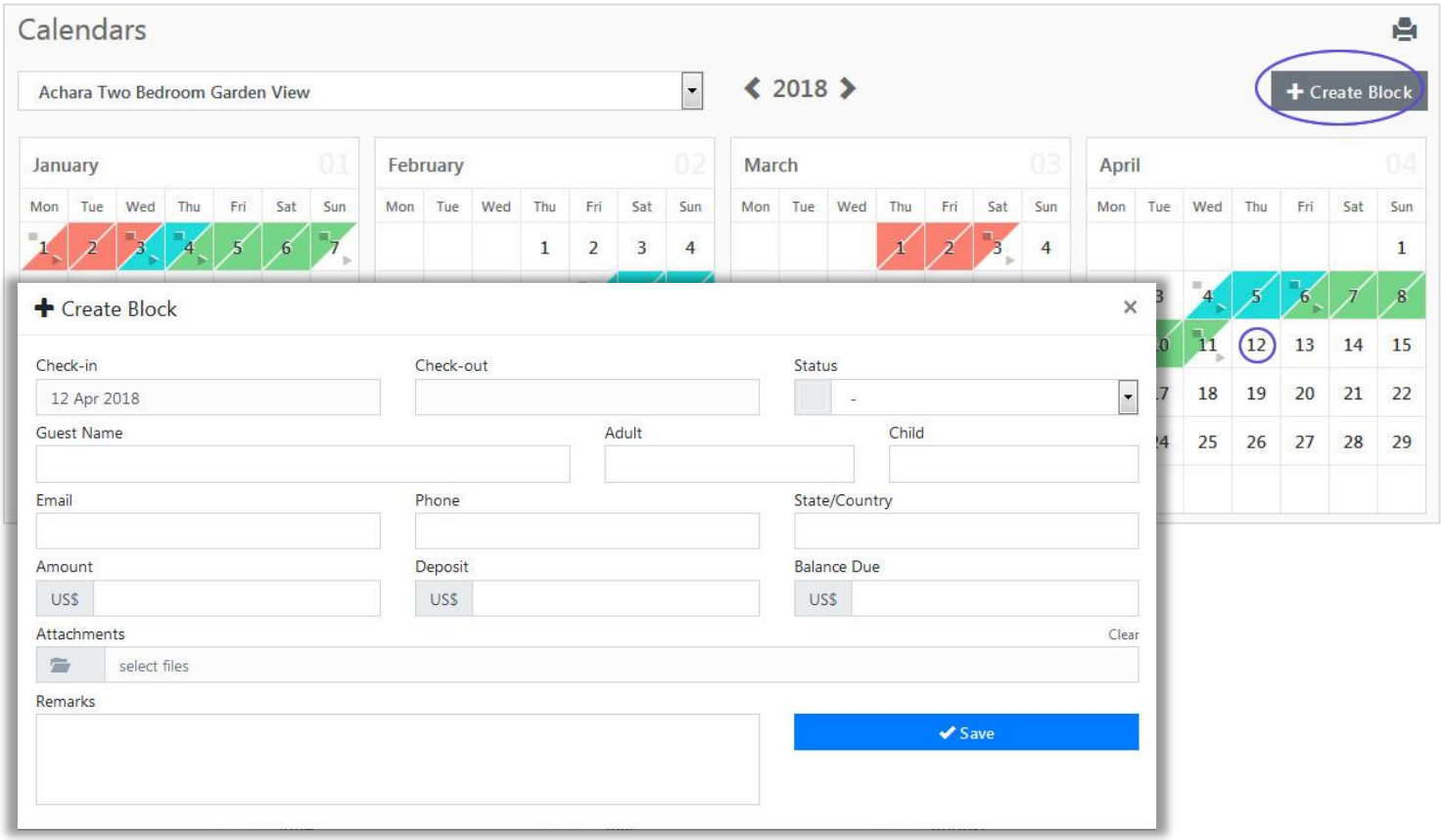
To change an assignment click the check icon and the assign form will pop. Select which property types assigned to the user then press **Save**.

8. Creating a Booking Block

Users with Administrator, Manager, and Staff and Agent level are able to create booking blocks. Navigate to Menu: **Calendars**. In the calendars page, navigate to the view of property type (if you added more than one types) and the year of booking that you want to create.



To create a booking block, click the **Create Block** button. The Create Block form will pop.
Or click on **any available date** on calendars. The Create Block form will pop and the clicked date will be automatically set as Check-in date.

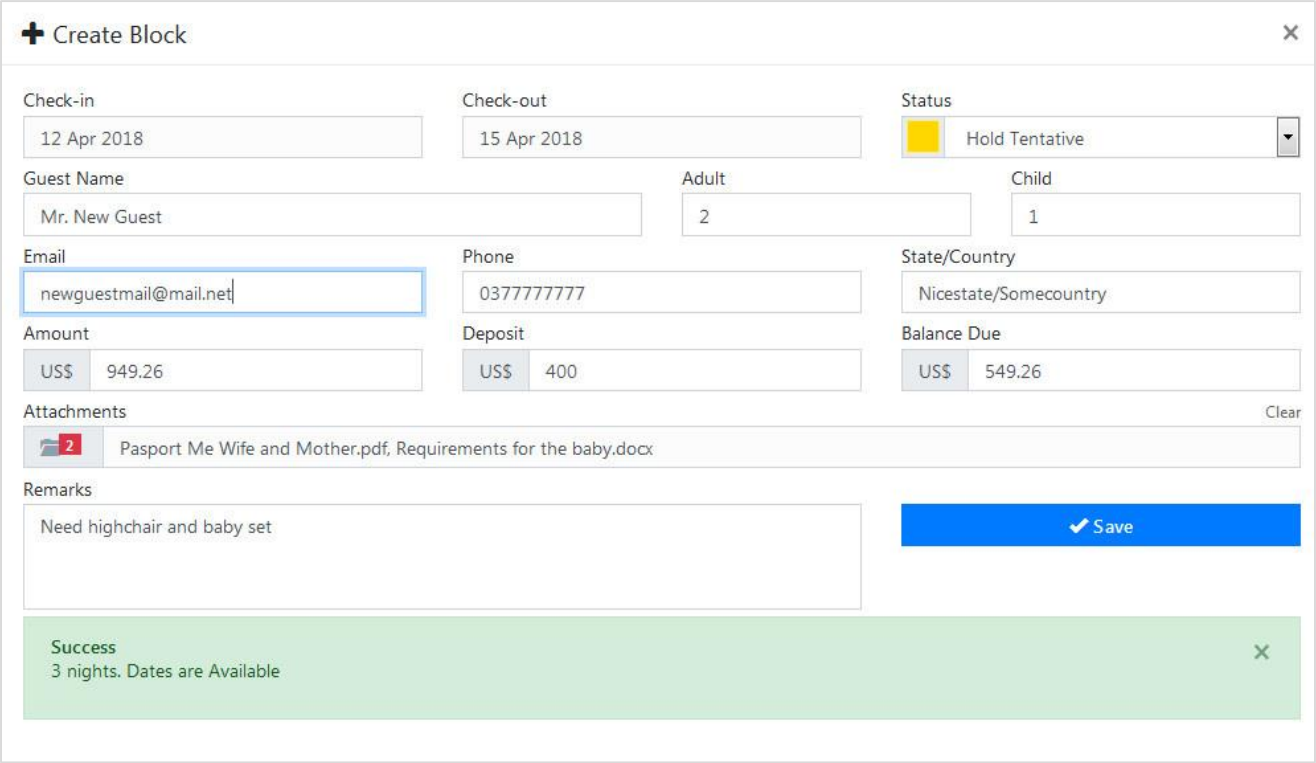


In the Create Block form select the Check-in & Check-out date, Booking Status and Guest Name.
When you set the Check-in & Check-out date it will check the availability of dates in the range and return a corresponding message.

For internal record, add more optional information such as Number of guests Adult & Child, guest Email Address, Phone, Country, Amount, Deposit, Balance and additional notes for the booking.

The Amount, Deposit, Balance field is for notes only, the system does not perform any calculation on these field values.

To attach files to the booking block, select file(s) to upload.



Press the **Save** button to add the booking block.

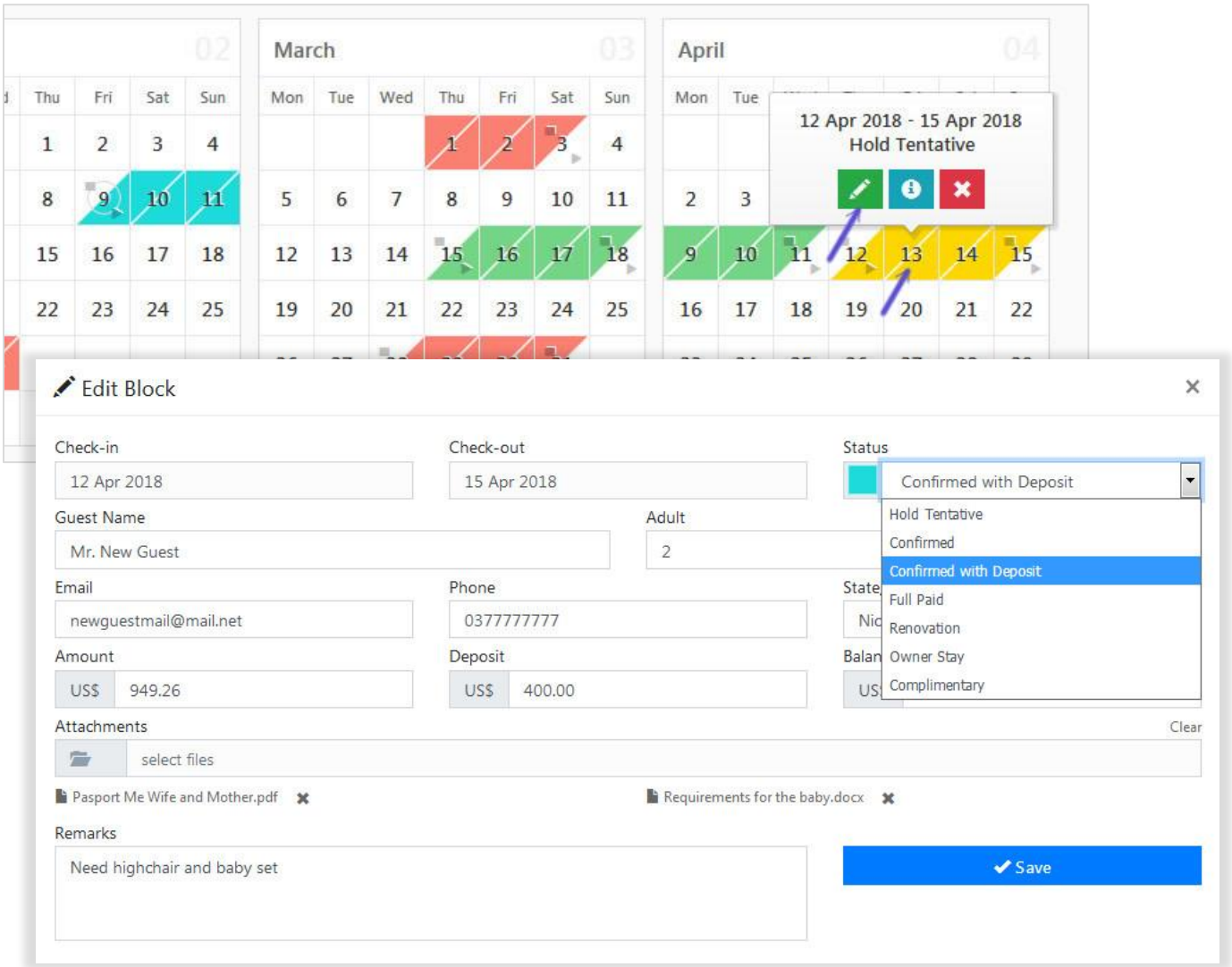
9. Editing a Booking Block

Users with Administrator and Manager level are able to edit and delete all booking blocks. Users with Staff and Agent level are able to edit and delete their own booking blocks.

Navigate to Menu: **Calendars**. In the calendars page, navigate to the view of property type (if you added more than one types) and the year of booking that you want to edit.

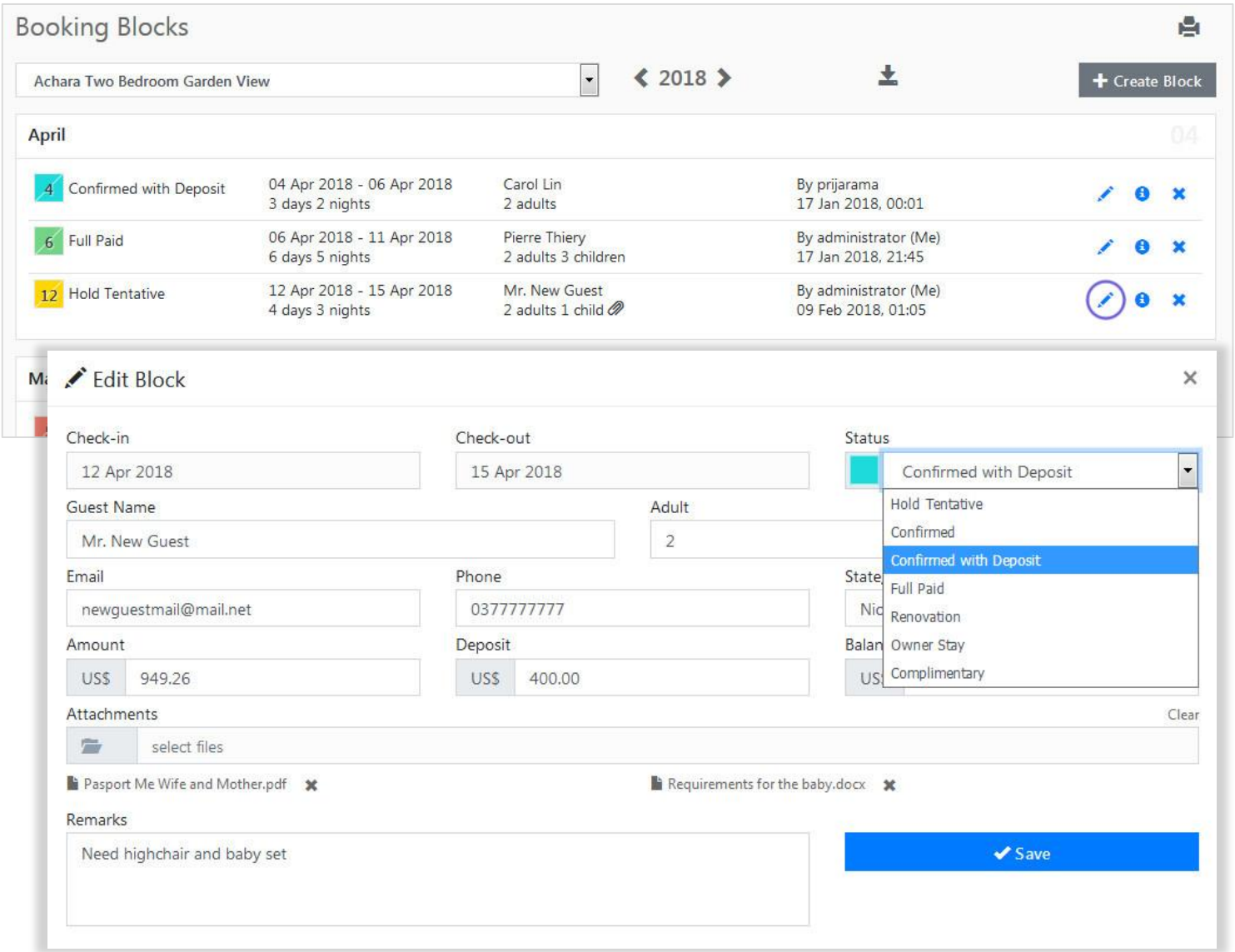
Click on any date in the range of the booking block that you want to edit, a popover will open then click the **Pencil** icon to edit. The Edit Form will pop.

Edit the booking, when finish then press the **Save** button to save the booking block.



The second way to edit is navigate to Menu: **Booking Blocks.** In the list page, navigate to the view of property type (if you added more than one types) and the year of booking that you want to edit. Scroll to the month of the booking and locate the booking that you want to edit.

Click the **Pencil** icon to edit. The Edit Form will pop.
Edit the booking, when finish then press the **Save** button to save the booking block.



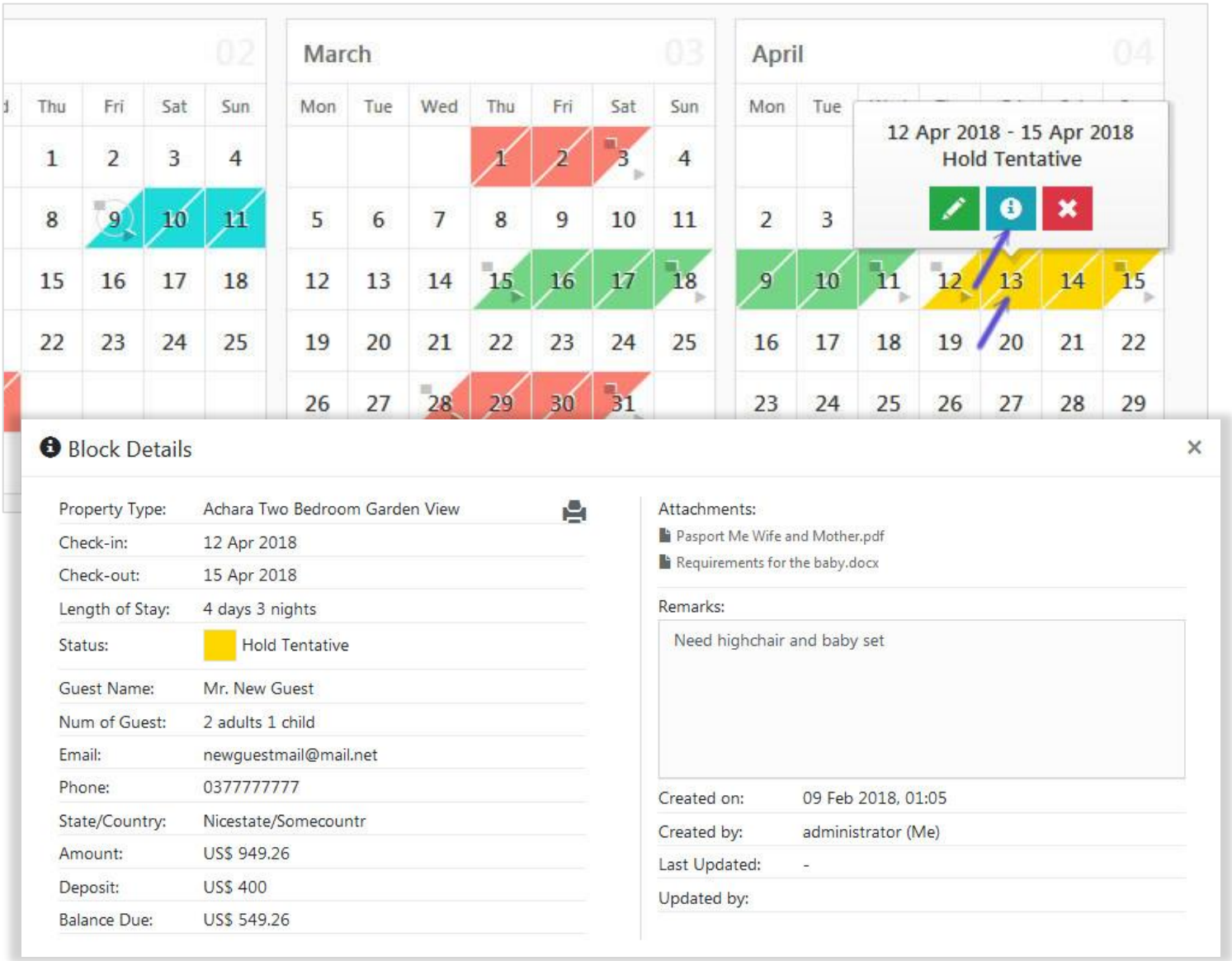
10. Viewing a Booking Details

Users with Administrator, Manager and Staff level are able to view all booking details. Users with Agent level are able to view their booking details.

Navigate to Menu: **Calendars**. In the calendars page, navigate to the view of property type (if you added more than one types) and the year of booking that you want to view.

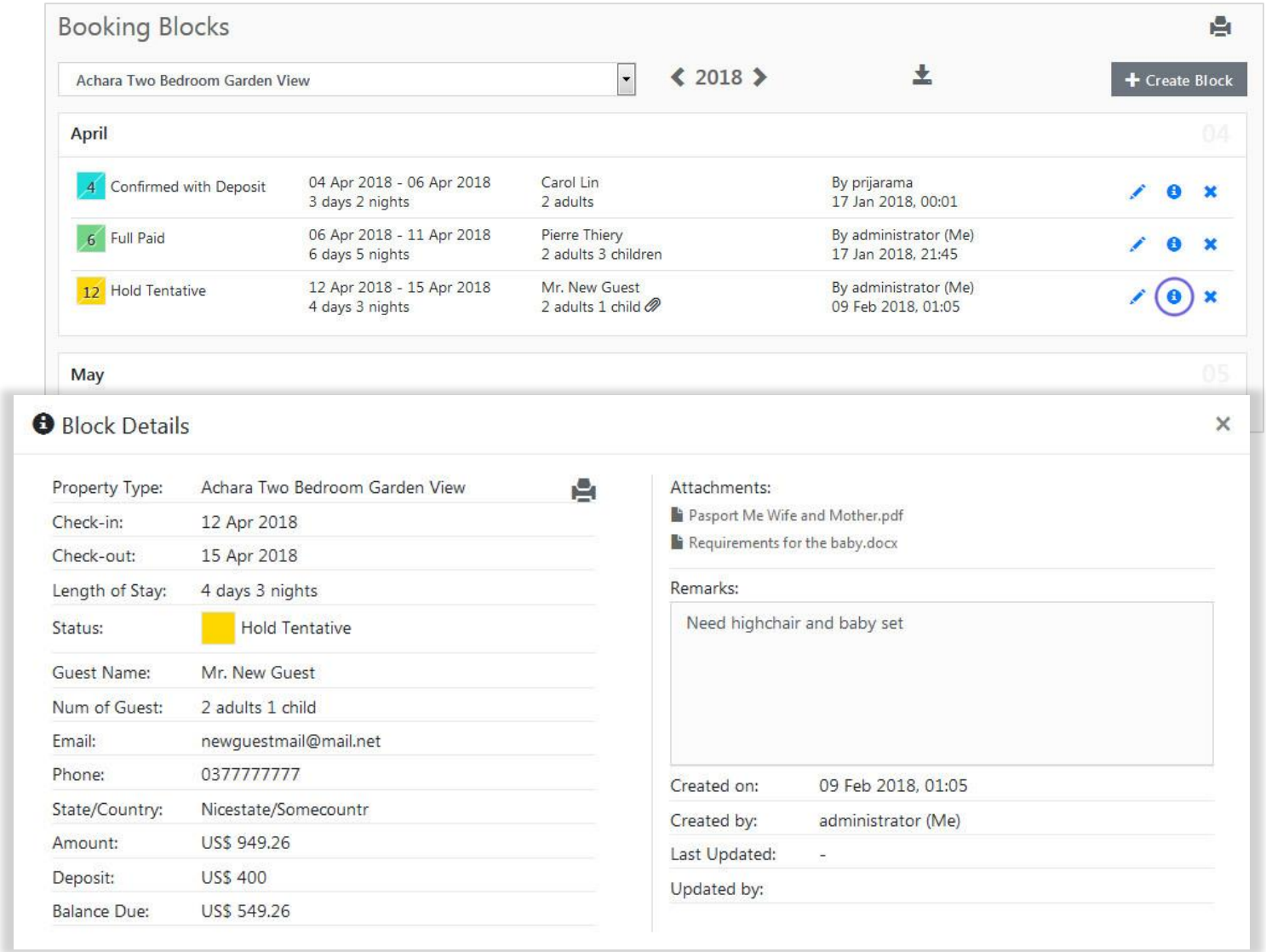
Click on any date in the range of the booking block that you want to view, a popover will open then click the **Info** icon to view details. The Details Form will pop.

To print the details click the **Printer** icon.



The second way to view details is navigate to Menu: **Booking Blocks.** In the list page, navigate to the view of property type (if you added more than one types) and the year of booking that you want to view. Scroll to the month of the booking and locate the booking that you want to view.

Click the **info** icon to view details. The Details Form will pop. To print the details click the **Printer** icon.

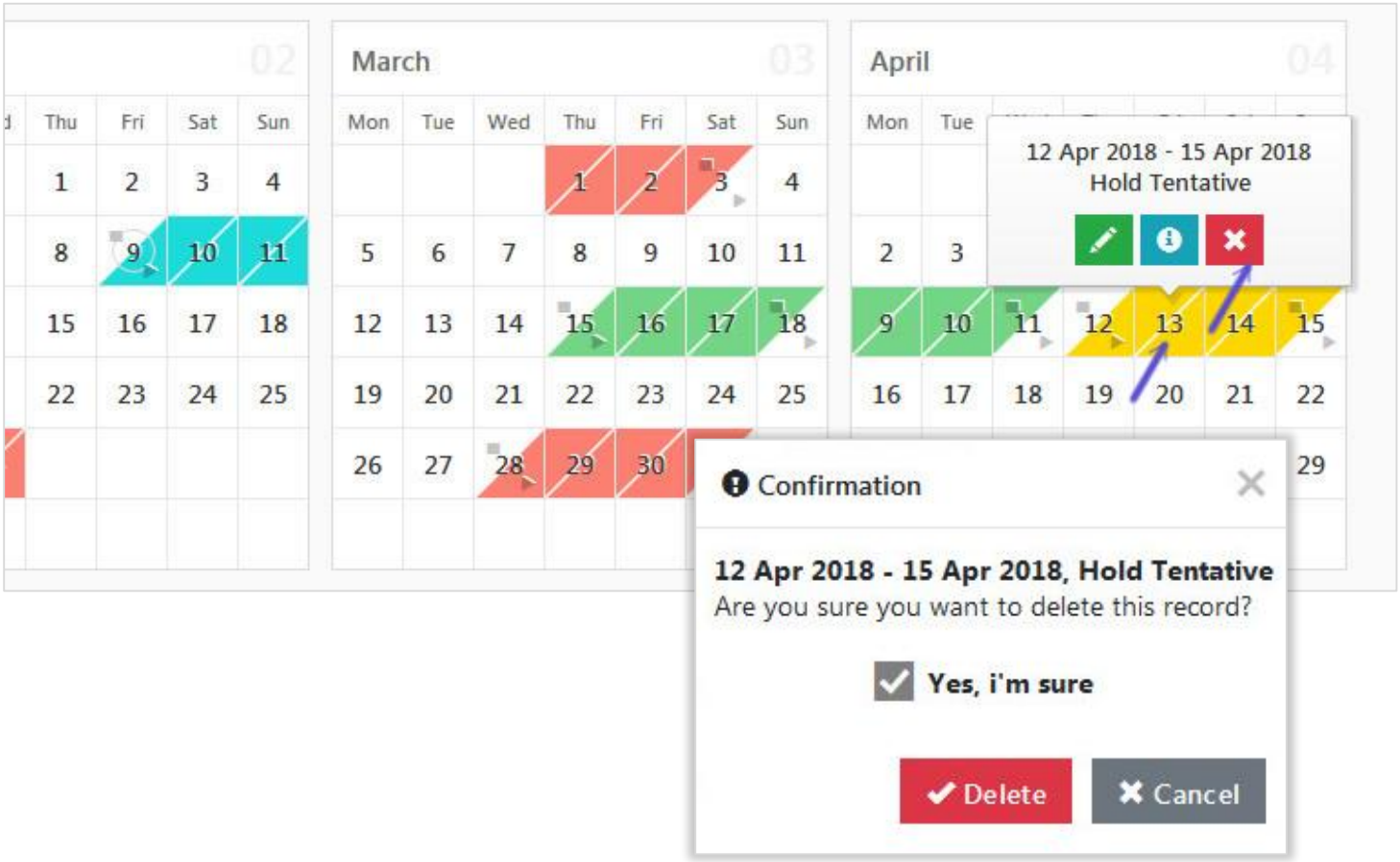


11. Deleting a Booking Block

Users with Administrator and Manager level are able to edit and delete all booking blocks. Users with Staff and Agent level are able to edit and delete their own booking blocks.

Navigate to Menu: **Calendars**. In the calendars page, navigate to the view of property type (if you added more than one types) and the year of booking that you want to delete.

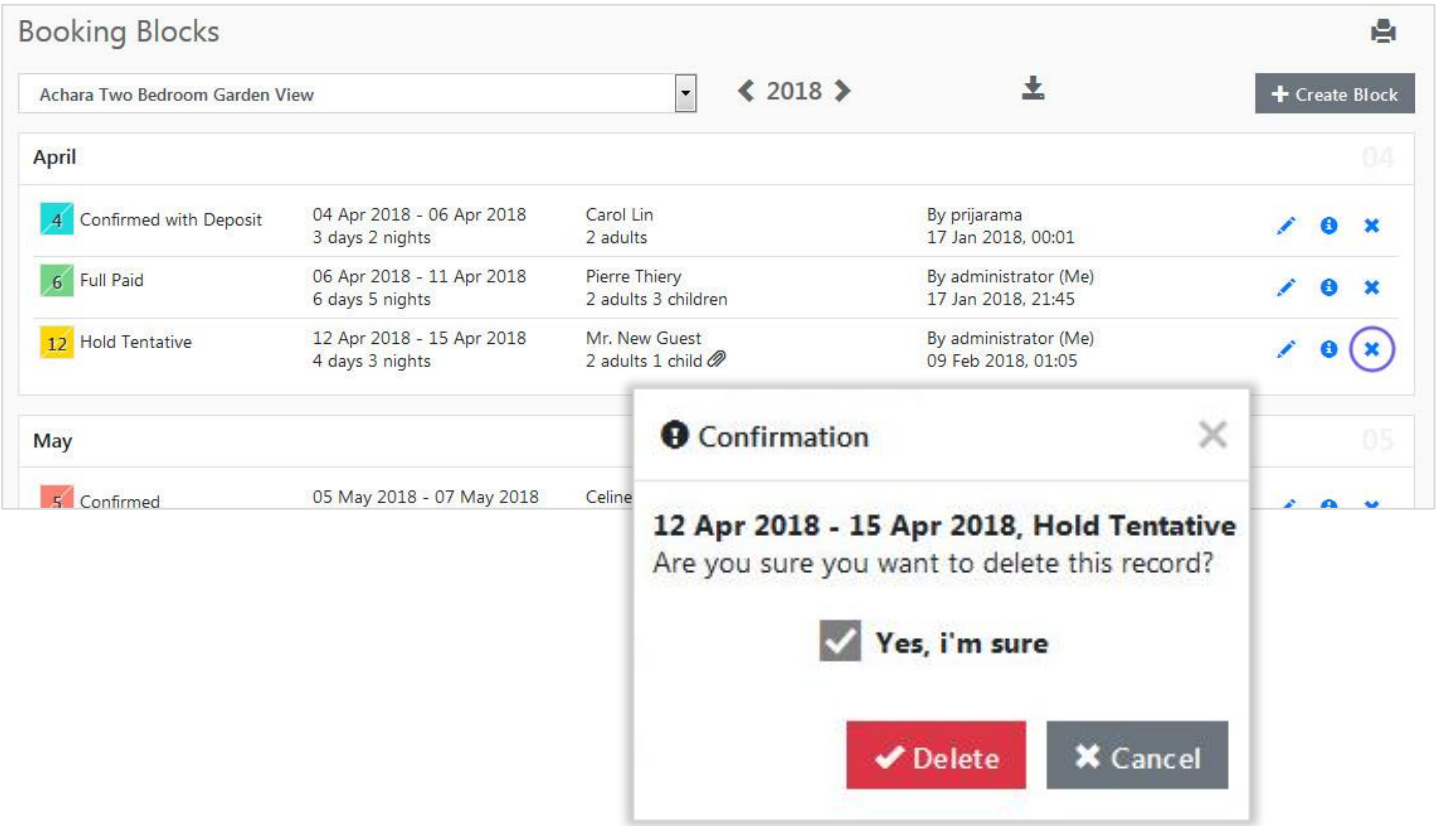
Click on any date in the range of the booking block that you want to delete, a popover will open then click the **Cross** icon to delete. The confirmation dialog will prompt.



Check the **Yes, I'm sure** checkbox if you really want to delete then click the red **Delete** button. The booking will be deleted.

The second way to delete is navigate to Menu: **Booking Blocks.** In the list page, navigate to the view of property type (if you added more than one types) and the year of booking that you want to delete.

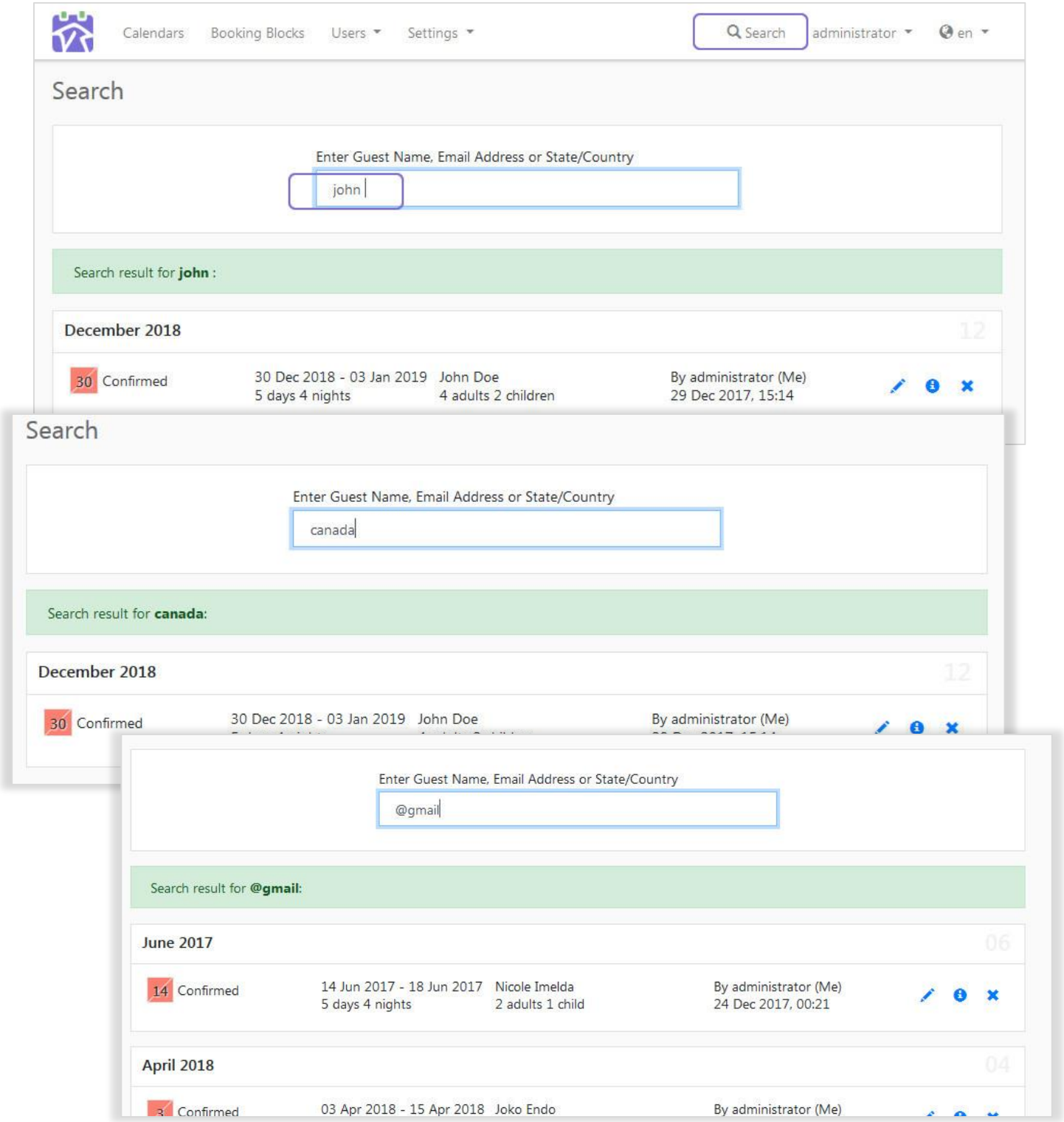
Scroll to the month of the booking and locate the booking that you want to delete. Click the **Cross** icon to delete. The confirmation dialog will prompt.



Check the **Yes, I'm sure** checkbox if you really want to delete then click the red **Delete** button. The booking will be deleted.

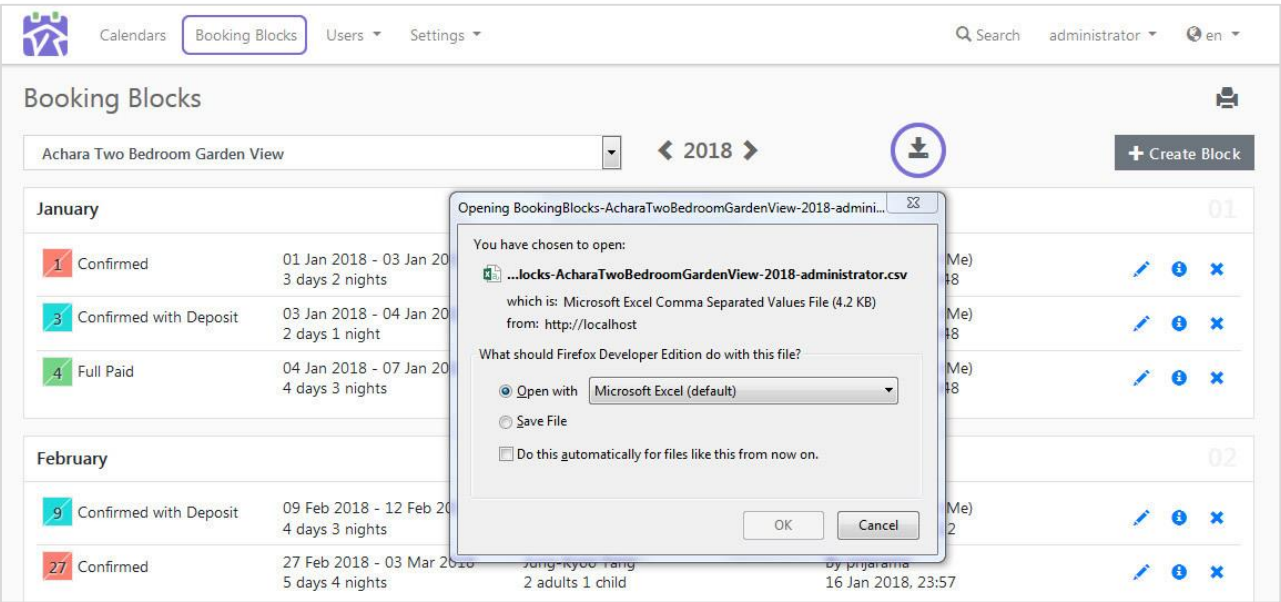
12. Searching a Booking Block

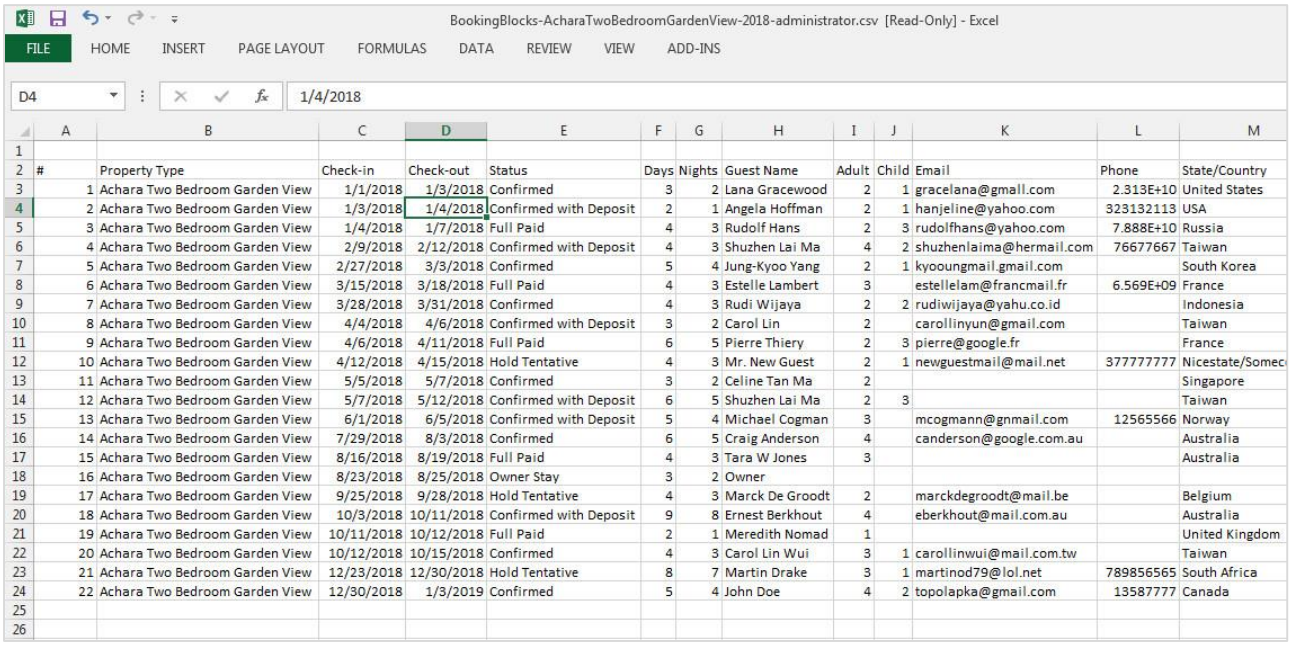
To search a booking block navigate to Menu: **Search.** In the search page search box type either **Guest Name, Email Address or State/Country. By entering minimum 4 characters keyword, the search will be processed. You can also edit, view details and delete a block displayed in the search result.**



13. Exporting Booking Blocks to .csv

To export block list to a .csv file, navigate to Menu: **Booking Blocks.**
Select property type and year to export and then click the Download icon.

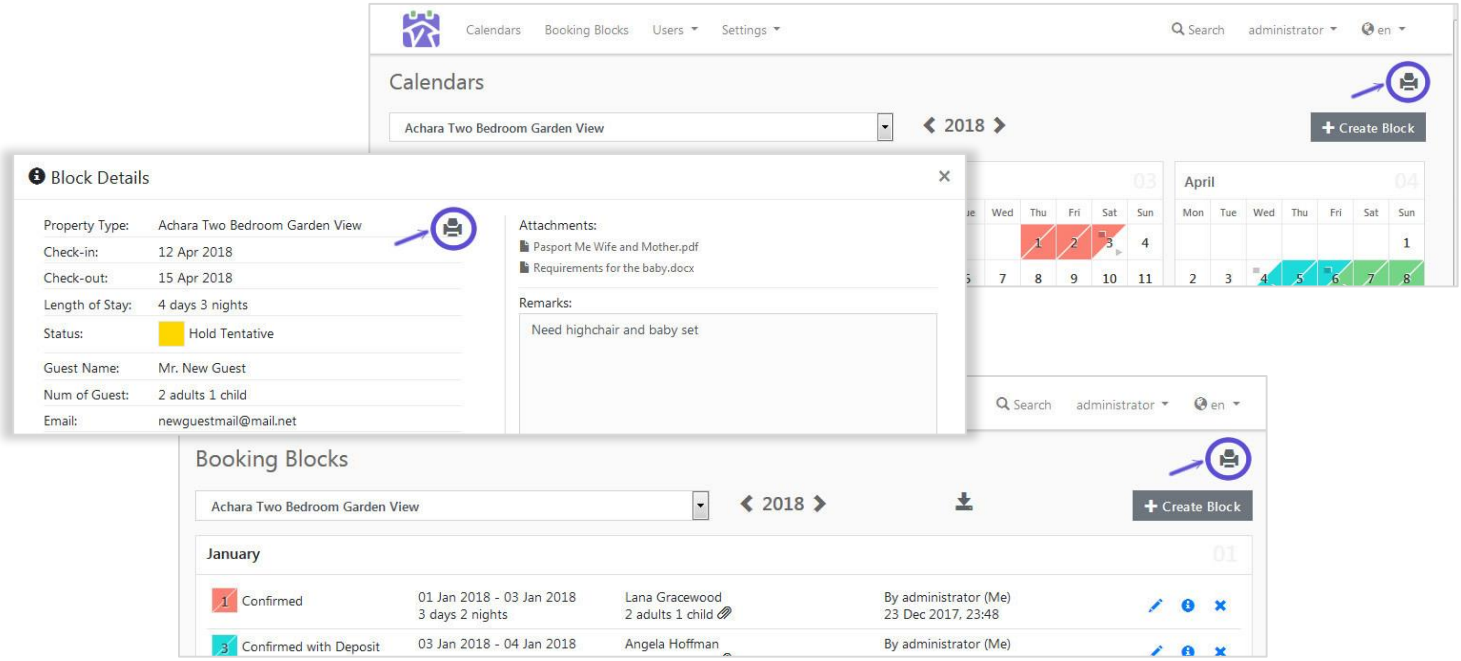


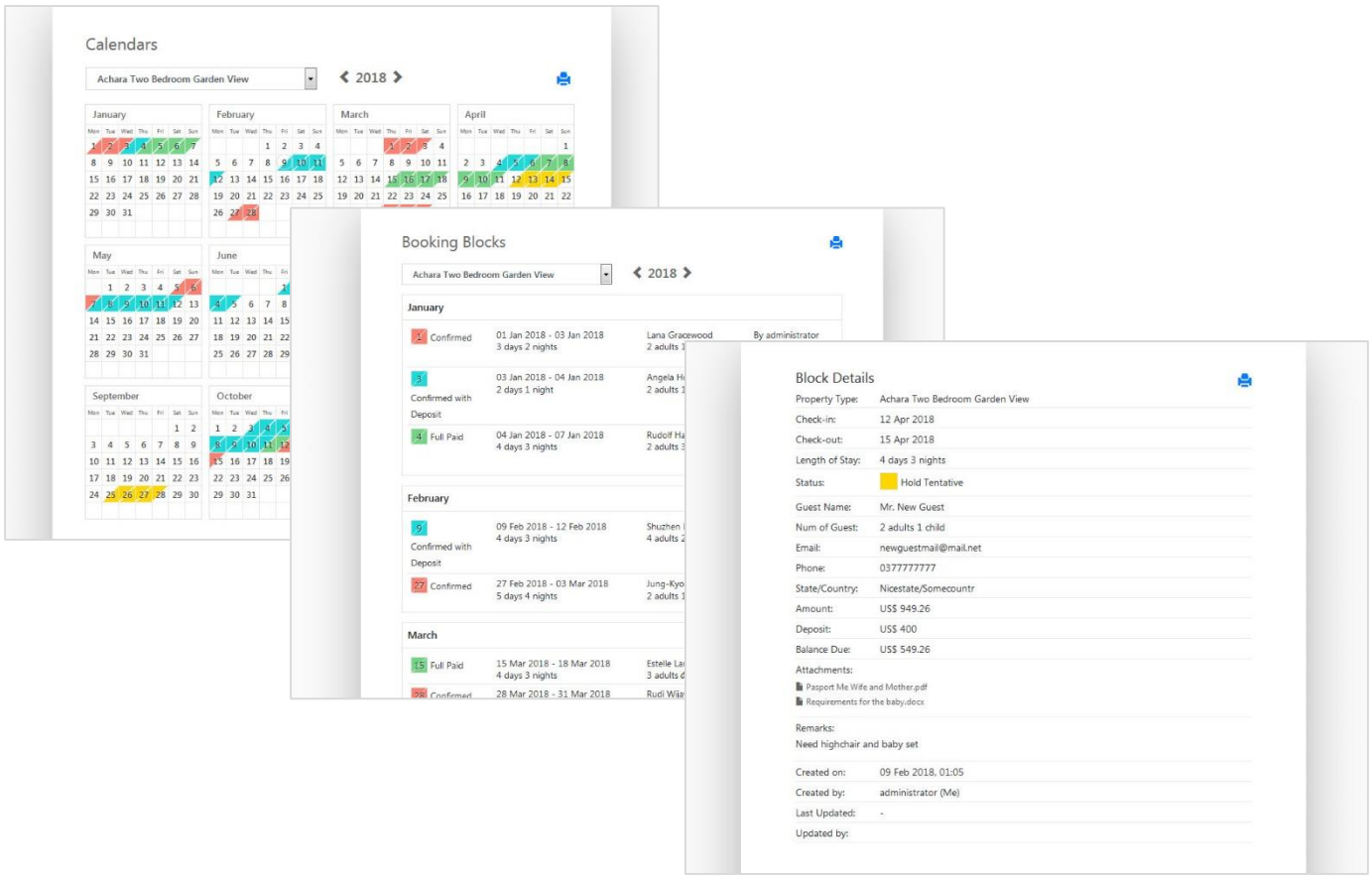


#	Property Type	Check-in	Check-out	Status	Days	Nights	Guest Name	Adult	Child	Email	Phone	State/Country
1	Achara Two Bedroom Garden View	1/1/2018	1/3/2018	Confirmed	3	2	Lana Gracewood	2	1	gracelana@gmail.com	2.313E+10	United States
2	Achara Two Bedroom Garden View	1/3/2018	1/4/2018	Confirmed with Deposit	2	1	Angela Hoffman	2	1	hanjeline@yahoo.com	323132113	USA
3	Achara Two Bedroom Garden View	1/4/2018	1/7/2018	Full Paid	4	3	Rudolf Hans	2	3	rudolfhans@yahoo.com	7.888E+10	Russia
4	Achara Two Bedroom Garden View	2/9/2018	2/12/2018	Confirmed with Deposit	4	3	Shuzhen Lai Ma	4	2	shuzhenlaima@hermail.com	76677667	Taiwan
5	Achara Two Bedroom Garden View	2/27/2018	3/3/2018	Confirmed	5	4	Jung-Kyoo Yang	2	1	kyooungmail.gmail.com		South Korea
6	Achara Two Bedroom Garden View	3/15/2018	3/18/2018	Full Paid	4	3	Estelle Lambert	3		estellelam@francmail.fr	6.569E+09	France
7	Achara Two Bedroom Garden View	3/28/2018	3/31/2018	Confirmed	4	3	Rudi Wijaya	2	2	rudiwijaya@yahu.co.id		Indonesia
8	Achara Two Bedroom Garden View	4/4/2018	4/6/2018	Confirmed with Deposit	3	2	Carol Lin	2		carollinyun@gmail.com		Taiwan
9	Achara Two Bedroom Garden View	4/6/2018	4/11/2018	Full Paid	6	5	Pierre Thiery	2	3	pierre@google.fr		France
10	Achara Two Bedroom Garden View	4/12/2018	4/15/2018	Hold Tentative	4	3	Mr. New Guest	2	1	newguestmail@mail.net	377777777	Nicestate/Somec
11	Achara Two Bedroom Garden View	5/5/2018	5/7/2018	Confirmed	3	2	Celine Tan Ma	2				Singapore
12	Achara Two Bedroom Garden View	5/7/2018	5/12/2018	Confirmed with Deposit	6	5	Shuzhen Lai Ma	2	3			Taiwan
13	Achara Two Bedroom Garden View	6/1/2018	6/5/2018	Confirmed with Deposit	5	4	Michael Cogman	3		mcogmann@gnmail.com	12565566	Norway
14	Achara Two Bedroom Garden View	7/29/2018	8/3/2018	Confirmed	6	5	Craig Anderson	4		canderson@google.com.au		Australia
15	Achara Two Bedroom Garden View	8/16/2018	8/19/2018	Full Paid	4	3	Tara W Jones	3				Australia
16	Achara Two Bedroom Garden View	8/23/2018	8/25/2018	Owner Stay	3	2	Owner					
17	Achara Two Bedroom Garden View	9/25/2018	9/28/2018	Hold Tentative	4	3	Marck De Groodt	2		marckdegroodt@mail.be		Belgium
18	Achara Two Bedroom Garden View	10/3/2018	10/11/2018	Confirmed with Deposit	9	8	Ernest Berkhout	4		eberkhout@mail.com.au		Australia
19	Achara Two Bedroom Garden View	10/11/2018	10/12/2018	Full Paid	2	1	Meredith Nomad	1				United Kingdom
20	Achara Two Bedroom Garden View	10/12/2018	10/15/2018	Confirmed	4	3	Carol Lin Wui	3	1	carollinwui@mail.com.tw		Taiwan
21	Achara Two Bedroom Garden View	12/23/2018	12/30/2018	Hold Tentative	8	7	Martin Drake	3	1	martinod79@lol.net	789856565	South Africa
22	Achara Two Bedroom Garden View	12/30/2018	1/3/2019	Confirmed	5	4	John Doe	4	2	topolapka@gmail.com	13587777	Canada

14. Printing

To print calendars, booking block list and block details click the printer icon on upper right of the page. It will open the print mode page. In the print mode page, click the blue printer icon on upper right of the page.

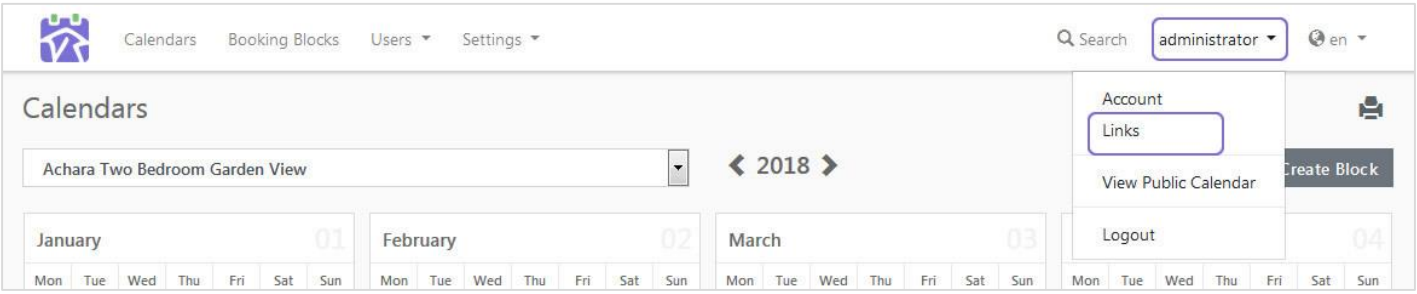




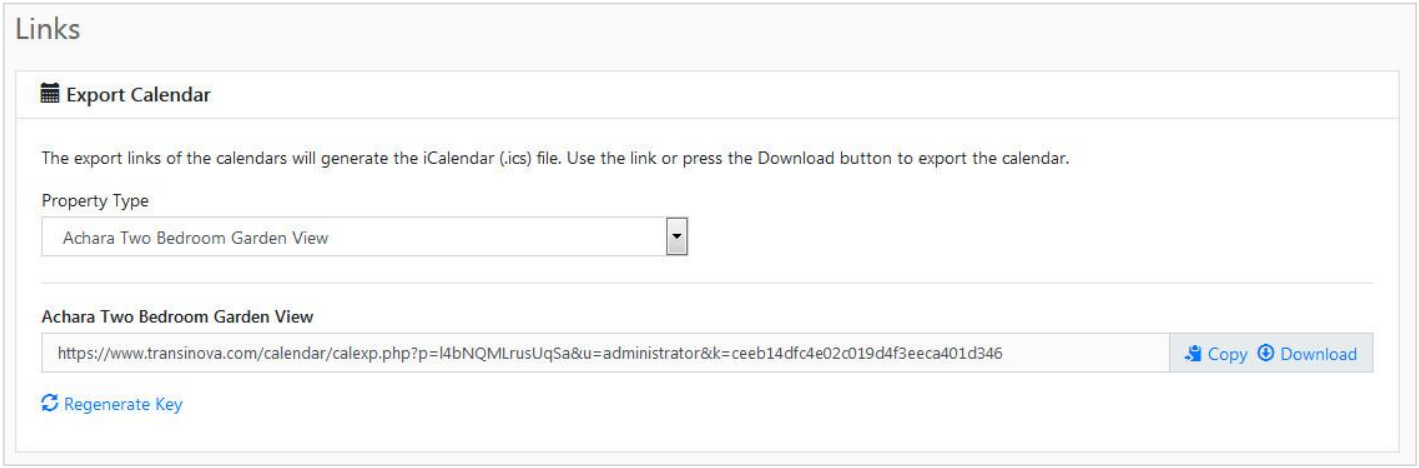
15. Exporting Calendars to .ics

All registered users can export calendars to iCalendar (.ics) file format. Administrator can select which information will be included in the exported calendars. However the included information also depends on their own user level role.

To get the links or download the exported calendar, navigate to Menu: **username** > **Links.**



Select a property type to generate the export link

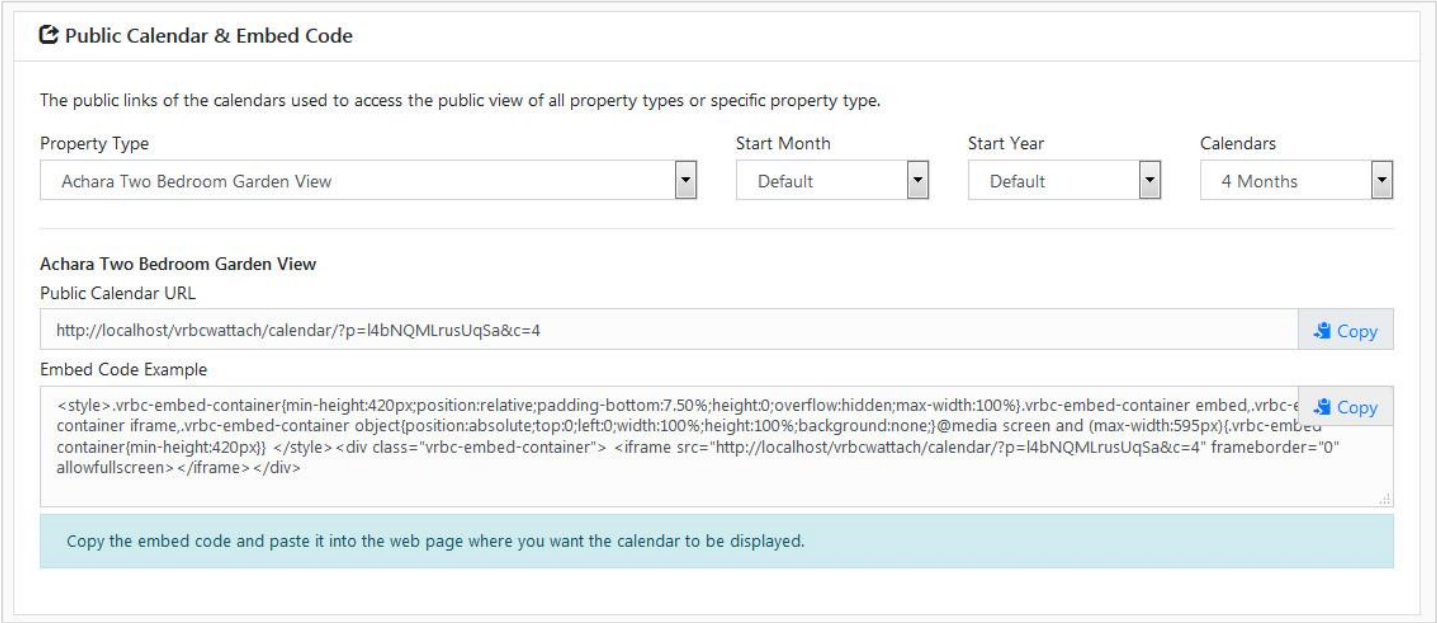


You can use the links or simply press the **Download** button to export to iCalendar (.ics) format.

Save the **.ics** file to your local computer. Later you can import it in any iCal supporting calendar applications.

16. Public Calendar Link & Embed Code

Still in the **Links** page, scroll down to the **Public Calendar & Embed Code** section.
Select a property type to generate the public link. The Hide in Public property types won't be in the list.



There are public calendar URLs and Embed code examples for general (with property type select-box) and for each property type (without property type select-box). You can use these URLs and Codes

Additional parameters of the URLs for displaying/embedding specific public calendars:
m = starting Month (1...12 month number)
y = starting Year (4 digit year)
c = Number of Calendars displayed per navigation (1,2,3,4 or 12)

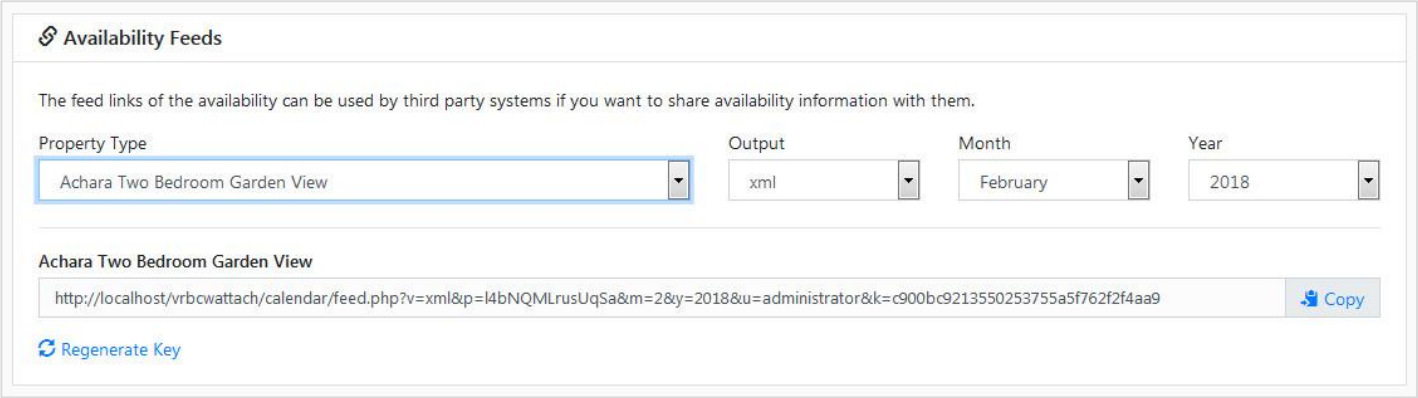
e.g.: http://www.yourwebsite.com/calendar/?y=2020&c=4
e.g.: http://www.yourwebsite.com/calendar/?p=3LONMsxMLoQa&m=7&y=2020&c=3

Select the options to add additional parameters, otherwise just select **Default**

17. Availability Feeds

All registered users has Feed URLs and own keys to be used sharing availability information with third party systems in XML or JSON formats.

Still in the **Links** page, scroll down to the **Availability Feeds** section.
Select a property type to generate the feed link.

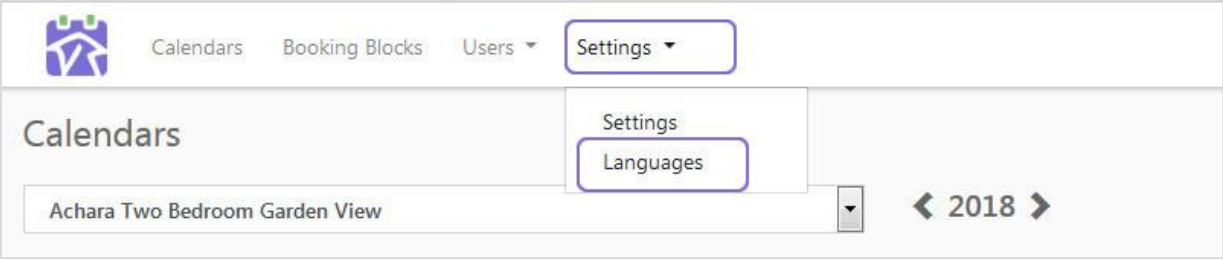


Select the options to change the parameters

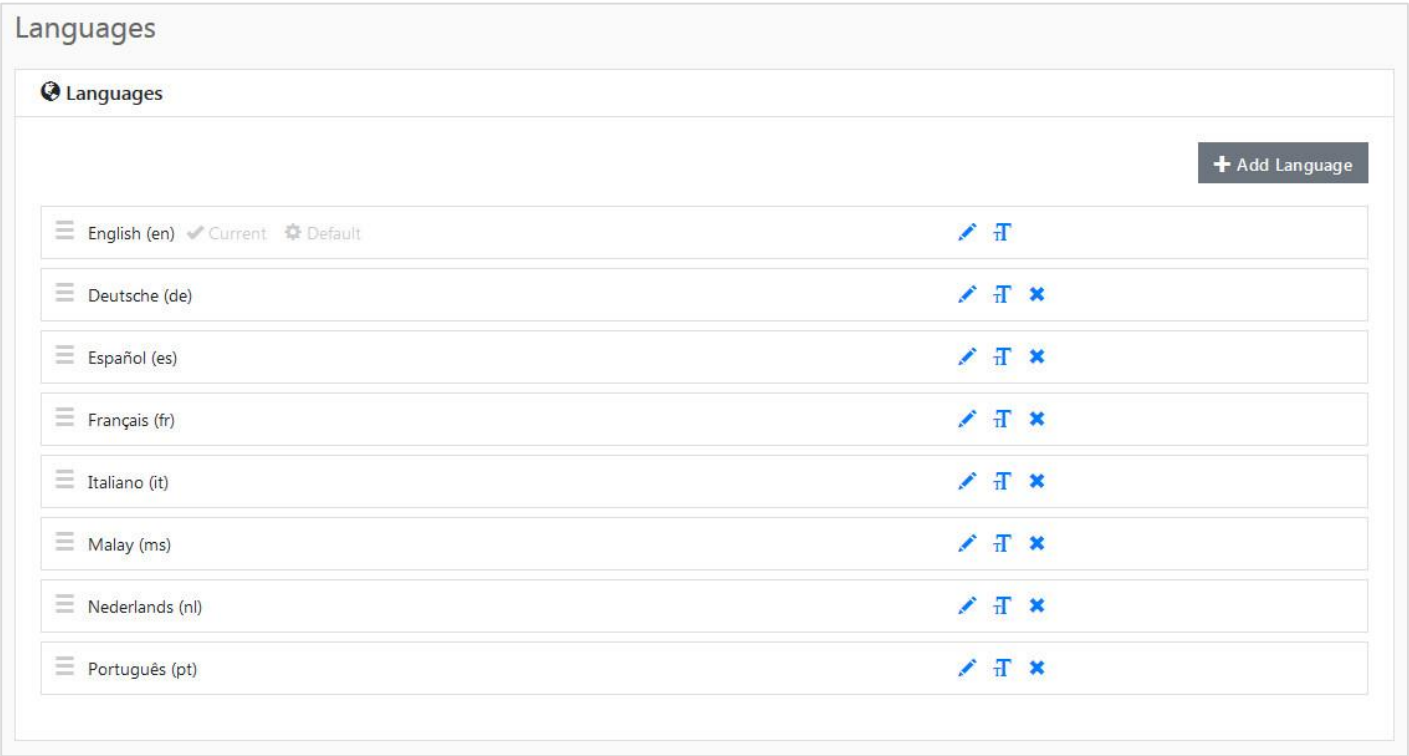
To test it, copy the url and paste in to a browser address bar.

18. Languages

To manage languages navigate to Menu: **Settings** > **Languages.**

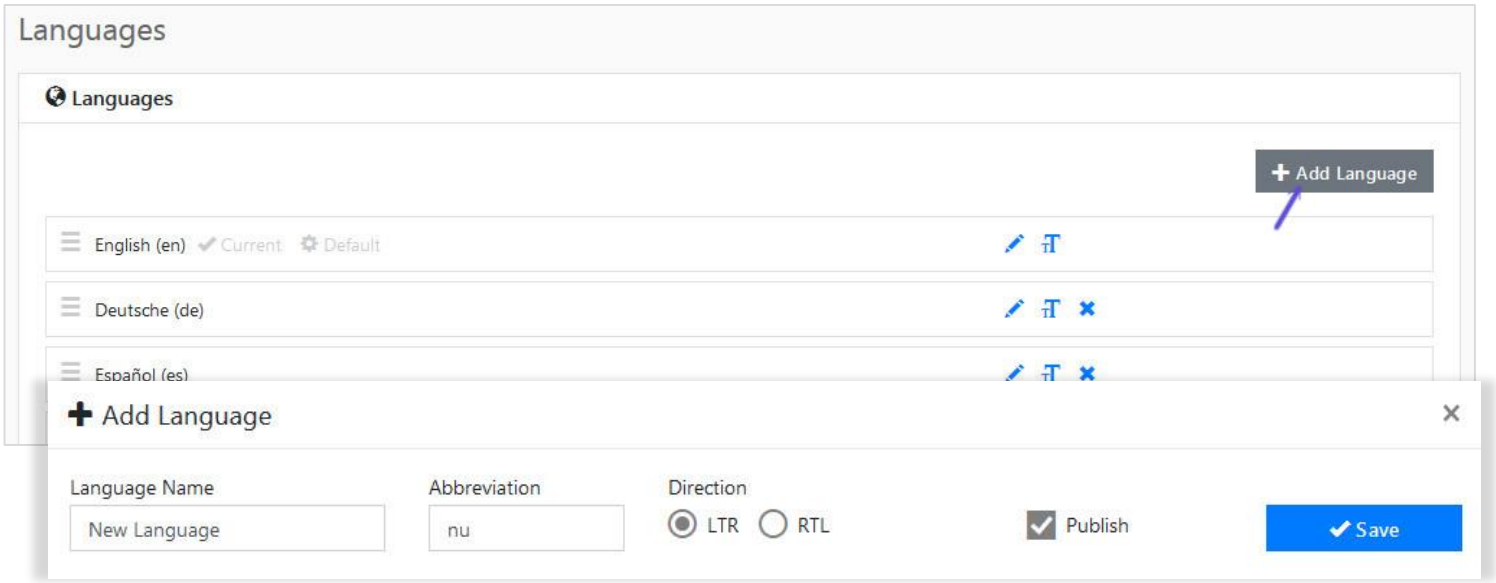


You will see the list of available languages. Here you can edit, unpublish, remove and you can also add more languages and its phrase translations.



You can drag-drop the statuses to reorder them. Click and hold the handle in the left and then drag it to desired position then drop it there.

Adding a New Language

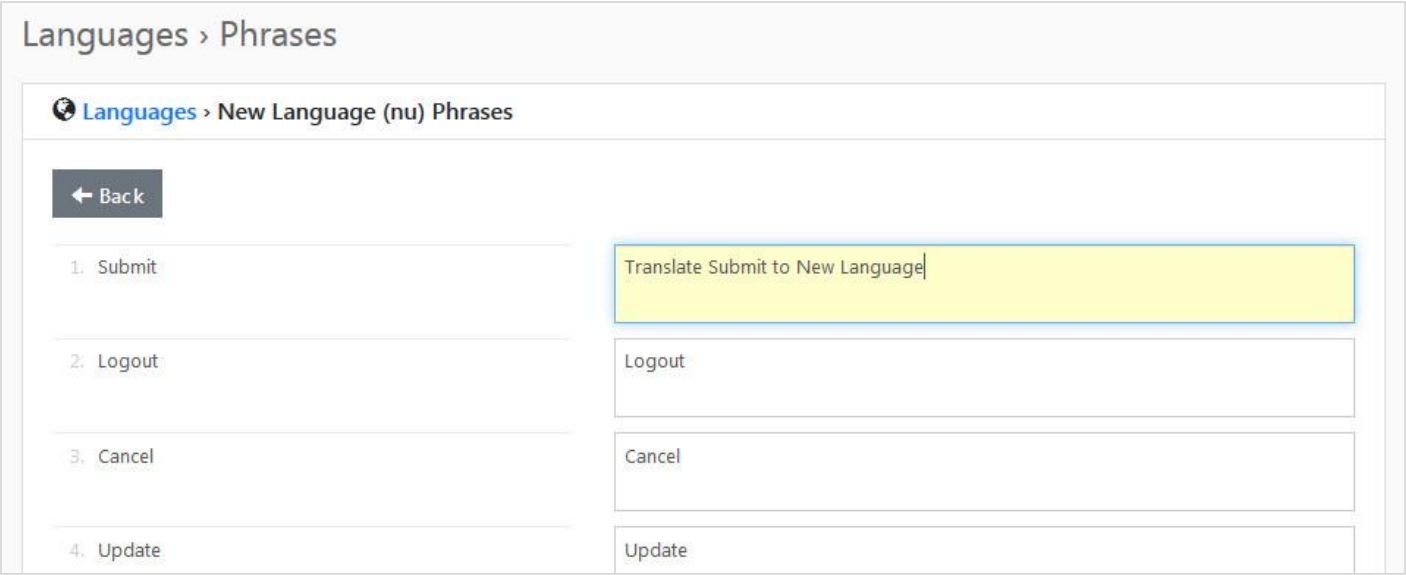


To add a new language, click the **Add Language** button. The Add Language form will pop. Enter the Language Name, the language Abbreviation, Direction, Publishing state. Click the **Save** button to add language.

The phrases of the newly added language will be in English, so you need to translate the phrases.

Editing Language Phrases

To open the phrases page click the **Text** icon of the language.

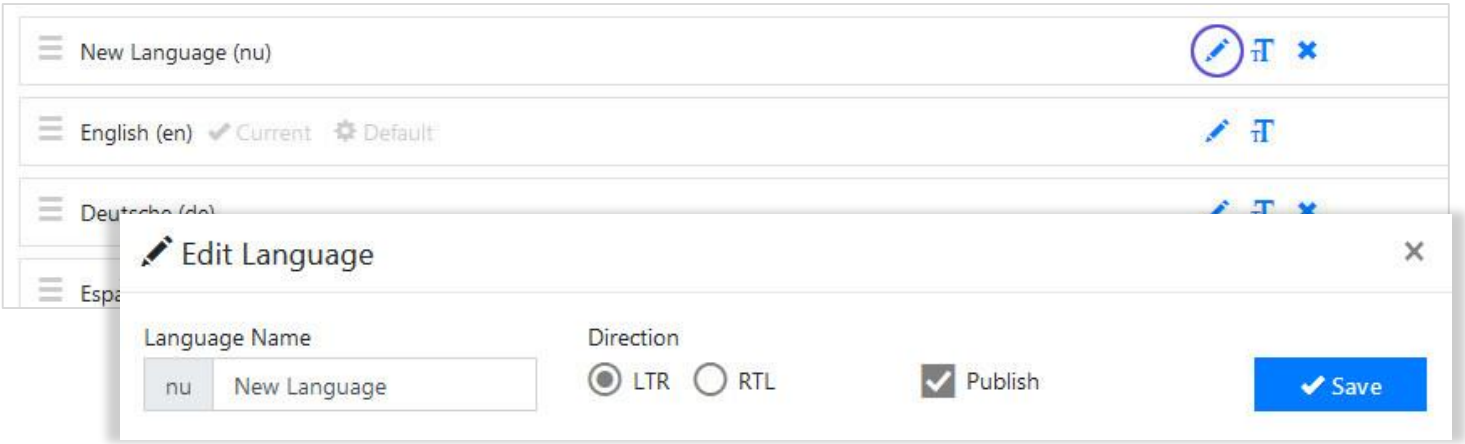


On the left side is the English reference and the right side is the phrases of the current edited language.

Refer to the left side meaning of each phrase you can modify, translate even improve translation on the right side. To save a phrase changes, bring the focus out of the field by clicking another phrase field.

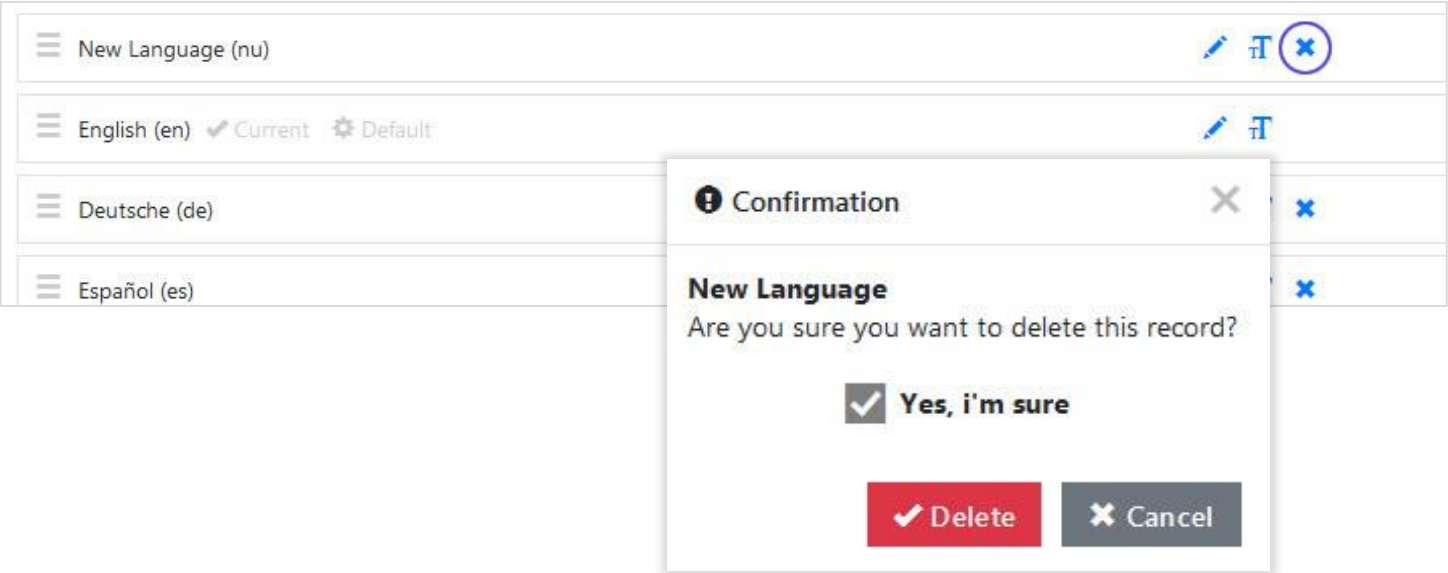
Editing Language

To edit a language, click the **Pencil** icon of the language. The Edit Language form will pop. Modify the Language Name, Direction, Publishing state. Click the **Save** button to update the language.



Deleting Language

To delete a language, click the **Cross** icon of the language. The confirmation dialog will prompt. Check the Yes, I'm sure checkbox if you really want to delete then click the red **Delete** button. The language will be deleted.

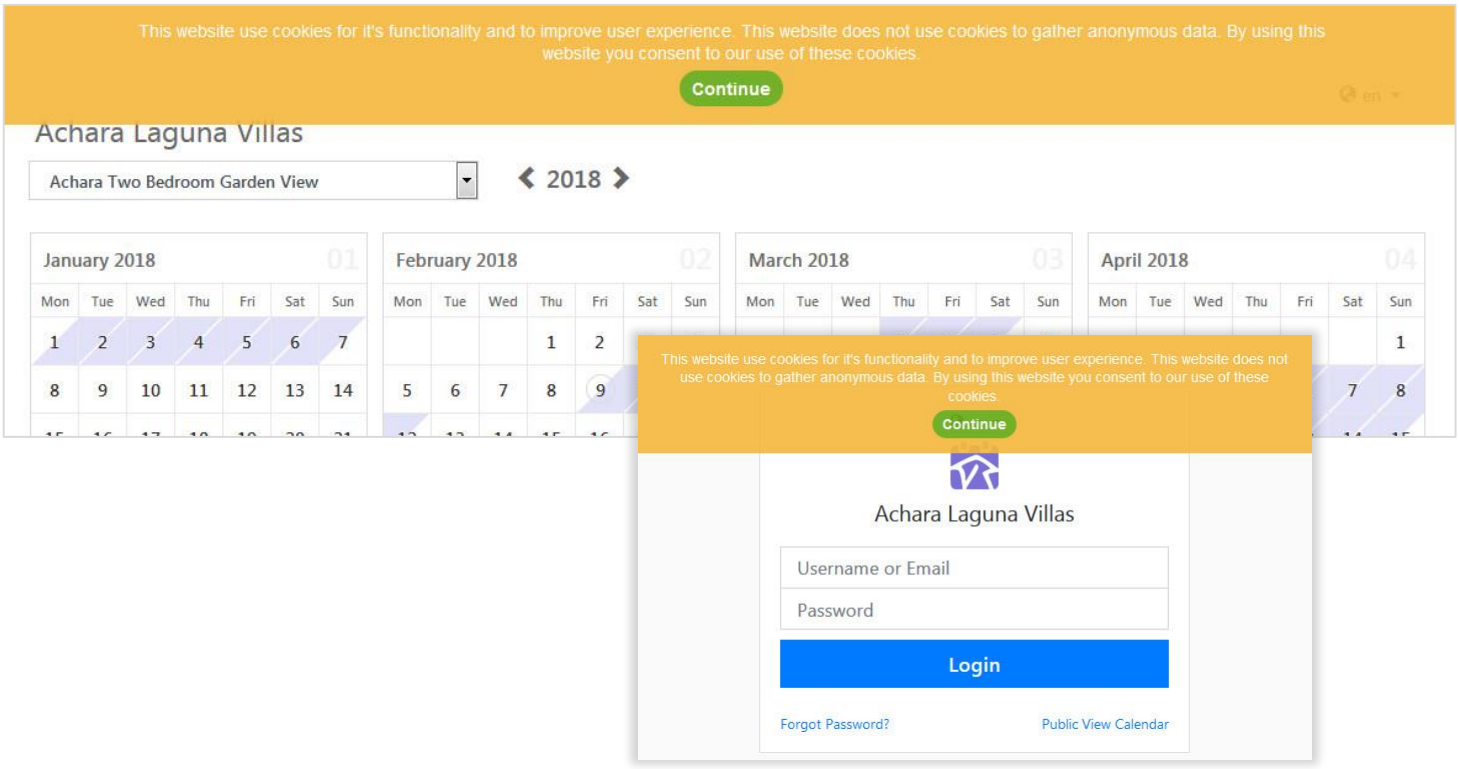


19. EU Cookies Notification

If you need to display the Euro Cookies Notification you can change the definition in *includes/config.inc.php* file, by set the value to *true*

```
28  define('CFG_WEEKSTART', '2'); // Weekstart. 1:Sunday / 2:Monday
29
30  define('CFG_LGNATTEMPT', '7'); // Login attempt try before temporary blocked
31  define('CFG_LGNFLOOD', '1800'); // Login attempt waiting time to retry in second
32  // e.g: 1800=30Min / 900=15Min / 600=10Min
33
34
35  //Display Euro Cookies Notification on the First Time
36  define('CFG_EUCOOKIES', true);  // true / false
37
38  //Display MySQL errors debugging. true is Not recomended for live site:
39  define('DEBUG', false); // true / false
40
```

The frontend will display the notification once until visitor choose to continue.



Thank you so much for purchasing this script!

Thank you for purchasing VRBC! If you have any questions that you feel should have been in this document, please login using the account used to purchase the file and email via my user profile page contact form there.

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Your words matter! Please rate this script on CodeCanyon
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