Documentation/ Instructions

Contents

Install plugin

As like with most of wordpress plugins, in order to install **wp_easybooking** at your wordpress site, you have to unzip the file you downloaded and upload it to the '/wp-content/plugins/' directory.

After that from your administration panel you will see that the wp_easybooking plugin and widget are ready to be activated:

First click on "activate" at "Easy Booking" and then press "activate" at "Easybooking Widget"

Please keep in mind that you **first** have to activate the **plugin** and **second** the **widget**.

That's it. **wp_easybooking** has been succesfully installed at your website.

Settings

There are a few things that you need to set to take the best out of the wp_easybooking plugin. Also be sure you have followed instructions at the prerequisites page.

Permalinks

1. WordPress permalinks: Go to the "Settings" menu of your WordPress administration, and click on the submenu "Permalinks". Take a look at the options of the "Common Settings" area. Make sure that the option "Default" is not selected. Any of the other options will do ("Day and name", "Month and name", "Numeric" and "Post name") :

The "Custom Structure" option is recommended only to experienced users.

2. qTranslate URL Modification Mode: If you have not changed anything from the "Advanced Settings" of qTranslate ignore this. If you are not sure, click again at the WordPress "Settings" menu and then on "Languages" (this submenu is added when qTranslate is installed and active). In the page that appears click on the "Advanced Settings (Show)" and make sure the option "Use Query Mode(?lang=en)" is selected at the "URL Modification Mode" area:

Payment accounts

If you are going to charge your customers (Hotel Owners) from your site you have to set your payments accounts. To set these accounts press the menu that sais "Easy Booking". The screen that shows up looks like this:

Press the "show" button and these settings will apear as in the following image:

Fill in your websites main currency and your payment details in the appropriate fields and click the "Save" button.

Package deals

Package deals are the packages you use to charge your customers (Hotel Owners). You can charge them by a period based fee (per 1 month, 2 months

etc.), by a percentage depending on their bookings (for each month), or you may use both of these charging methods in your package deals. You may have a variety of package deals and associate any of them to any Hotel. A hotel owner may have several hotels registered at your website with different package deals.

To set your package deals click on the "Package Deals" menu and you will see the following screen:

If the "DEFAULT" package deal does not appear (the first time you enter that page) please click on the "Package Deal" menu once more.

To create new package deals press on the link at the top that says "Create new Package Deal" or the "Show" button. If you want this package deal to charge let's say 120 $ (or € etc - your websites main currency that was set at Payment account section above) each 2 months and an additional 15% for each booking, then simply enter the ammount 120 in the "Charge by period" text box, select 2 months, and from the charge by bookings options select 15. If you only want the 15% charge by bookings then just leave the "Charge by period" text box empty. Oh, don't forget to give a name to it (like business pack one...) .

Once you have your package deals ready you can assosiate them with any hotel from the "Businesses" area.

Importand Note: *Since you create a package deal, you will not be able to change the charging options nor to delete it. This is to avoid errors during the calculation of the amount that Hotels owe you.If you need to change a package deal just create a new one with your charging amounts and change to the new package deal from the Business area.*

Hide EasyBooking pages from menu bar

After installing wp_easybooking plugin, some pages will be created automatically at your wordpress website. These pages by default will show up in the menu bar and should be removed from there. To remove this pages from the menu you need to go to the menu "Appearance > Menus" and create a new menu:

and click on the "Create Menu" button.

After the menu is created select from the "Theme Locations" box (top left at the same page) your new menu as Primary menu:
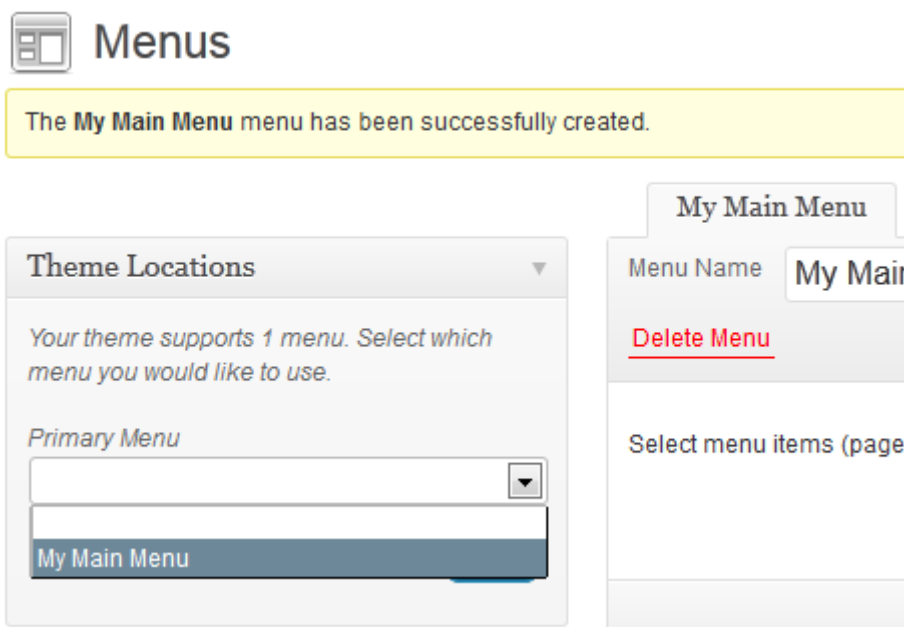
and click save.

Now import pages or posts you want to show on the menu bar by checking them and press the "Add to Menu" button. Do not include pages

- Bookings
- Booking Completed
- Booking review
- View resort
- Resort Search Results

The above pages are generated by the plugin and should be used only by the wp_easybooking widget.

For some themes this method has no results. So you should use a plugin to do this like the "Exclude Pages" plugin.

Include wp_easybooking widget at pages

It is recommended to show the wp_easybooking widget (resort search) in all pages generated by the plugin. To do so go to the "Pages" menu of wordpess and for the pages Bookings, Booking Completed, Booking review, View resort and Resort Search Results click on "Quick Edit" and select at the "Template" option the "Sidebar Template" as in the image bellow:

Change the titles of wp_easybooking pages

To change, or translate, the titles of the pages that wp_easybooking plugin created go to the "Pages" menu of wordpress and click on "Edit". Enter the titles you need without changing the desciption of the pages and press update (the blue button on the top right box).

Facilities

Before you go on adding Hotels and Room types it would be a good idea to set their facilities (like Swimming pool, WiFi , Accept pets, Bathroom etc.). Click on the "Facilities" menu and then on the link that says "Add new facility" so the following area will apear:

Check "Hotel facility" if the new facility is for hotels or "Room facility" if it is for room types. Type in name and description for each language you have enabled (from qtranslate plugin) and click on the "Add new facility" button. If you want to add an image to it press the edit link from the facilities link. From the edit area you can change the name and title and also you can add an image to it:

Create Hotel owner (your customers accounts)

If you are already familiar with wordpress just follow the same procedure to add a new user and select as Role "Businessman". If you are not familiar with wordpress go to "Users" menu of wordpress and click on "Add new". Enter the details of your customer (Username, Email, First name, Last name, password) and at the bottom select as Role the "Businessman" option from the drop down. Click the "Add new User" button and that's it.

If you already have registered users and want to make them "Hotel Owners" then click on edit at each user and set the role as "Businessman".

All hotel owners will have access only to their profile and to the wp_easybooking plugin of the admin area. In the wp_easybooking plugin they will be limited only to actions that have to do with Hotels that they own, like create/edit/delete Hotels, Room types and view/manage their bookings.

Add a new Hotel

Basic Information

To add a new hotel click on the "Add Business" link of the EasyBooking menu. Then fill in the basic information of the hotel at the window that appears:

- type in the business name
- define if it is Hotel or Apartment

- select the stars (if it is a hotel)
- select the owner of the hotel
- set the currency of the business (the prices of the room types will be in that currency and when a user changes the currency while searching for resorts, it will be converted automatically)
- type the description

and press the save button.

After that you have to enter the rest of the new business's information.

Contact Information

Click on the "Contact Information" tab so the contact details area appears. You may fill in the "Contact Information" as it is mostly there for your convinience , so you have the necessary contact details of the hotel instead of using the Owner's email each time you need to communicate (for any reason).

It is important to fill in the "Location information" else the hotel will never show up at any resort search by users. You have to select the Country, Region and City of the hotel. There is also available a quik translation option where you can translate the names of Countries, Regions and Cities. There is also the ability to add a new City since there are not all included in the plugin's database.

You have the option to add Google map's coordinates of the hotel. To obtain these coordinates visit "http://maps.google.com" and find the hotel. Then place the mouse exactly over the hotel and press the right click of your mouse. Click on the "What's Here?" option and the coordinates will appear in the search bar:
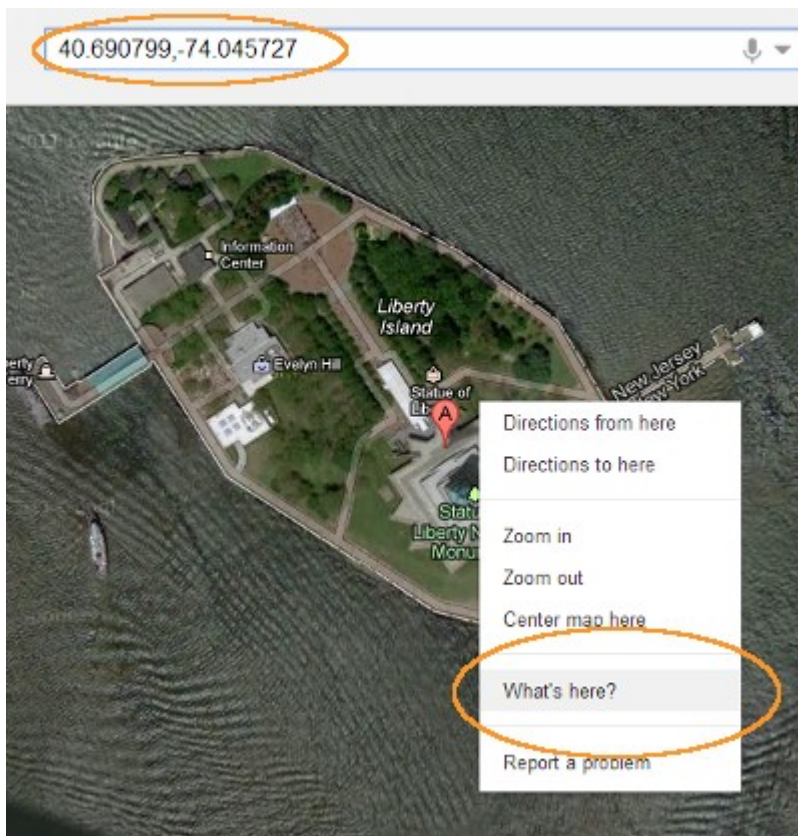
Copy and paste these coordinates at the "Google maps coordinates" text box as they are.

Facilities

To add facilities to the hotel click on the "Facilities tab" and you will see the facilities list for hotels. Select the ones you need. In the settings page you can read the instructions of how to create facilities.

Seasons/Operating Period

In this tab you need to select if the Hotel has different prices for it's rooms each season or the same price for the whole operating period of the hotel. So if the business has the same prices for the whole operating period check the "Same prices for all operating period" check box else check the "Set seasons for prices" check box. In both cases set the appropriate dates. If these dates are not set the hotel will not appear in any search result by the user. This is an importand section for pricing.

Policies

In the "Policies" tab you can set the check in and check out policies and the cancellation policies. These policies will show up at the "Terms and conditions" agreement before completing the booking. Also the cancellation policies may matter if the user needs to cancel his booking. If the user has payed the whole amount of the booking he may cancel it according to these policies.

Payment Accounts

In the "Payment Accounts" tab you have to set the accounts that the guest will use to pay for his booking. there are two methods of payment, by bank wire or with paypal. In the bank wire method all bank details need to be set and in the paypal method you need to have the paypal email account of the hotel owner. Of course the owner has access to this area and can fill it in by himself. At least one of these methods needs to be set in order to be able to activate the hotel.

Billing history

Anything that has to do with payments ussually gets quite complicated. We believe we have simplified the billing proccess so everyone can have as many charging options as needed, through simple and easy to understand steps. So, in the "Billing history" tab you can see which package deal has been selected for this hotel and the way that the package deal will charge the owner. Here you can also see the billing history of that hotel, and confirm payments.

The history is ordered by date, with the first row showing the latest date. Each X months (depending on the package deal) there will be a new row added with charging details. Every row has 5 columns Date, Charges, Paid, Remaining and Type:

- Date column: charging period. This is a periodical step that represens the amount of months set by the package deal. So if the package deal charges every 2 months then for this hotel there will be a new row added every 2 months at the billing history. A new row will also be created each time there is a new payment confirmed *(the payment confirmation box will appear if there is a balance remaining)*.

- Charges column: the amount the hotel will be charged for, at each step

- Paid column: the amount the hotel has paid, at each step. Every time you get paid by your customers (hotel owners), it is suggested you confirm the payment so it will be used to calculate the balance remaining. As mentioned above, each time there is a balance remaining, a confirmation box will appear so you will be able to confirm a payment.

- Remaining column: the amount that needs to be paid, up to the current date. In case you are flexible with your customers (hotel owners), they might not pay the whole amount they owe you. This column helps you keep track with the remaining amount.

- Type column: this column shows the type of action made at each step. So if there was a new row created for a date step, the "Type" column will display "CHARGE" if there was a charge, "NO CHARGE" if there was no charge (if charging based on percentage and there was no booking made for this period) and "PAYMENT" if you have confirmed a payment for this step. In case you change a package deal for a hotel this column will diaspay "PREVIOUS BALANCE (from previous Package Deal)" and column "Remaining" will display the balance that remained from the previous package deal of this hotel.

Click on the following image to view an example of the administrators screen:
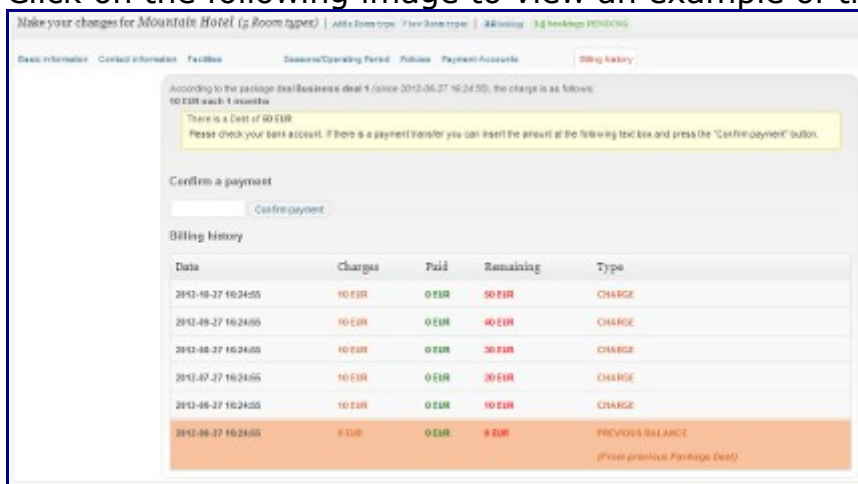
Your customers also have access at this tab and whenever there is a balance remaining they will be prompted to pay out their balance and inform you about the new payment. They can pay at your bank account or at your paypal account you inserted at the settings area. Click the following image to view an example of the hotel owner's screen:
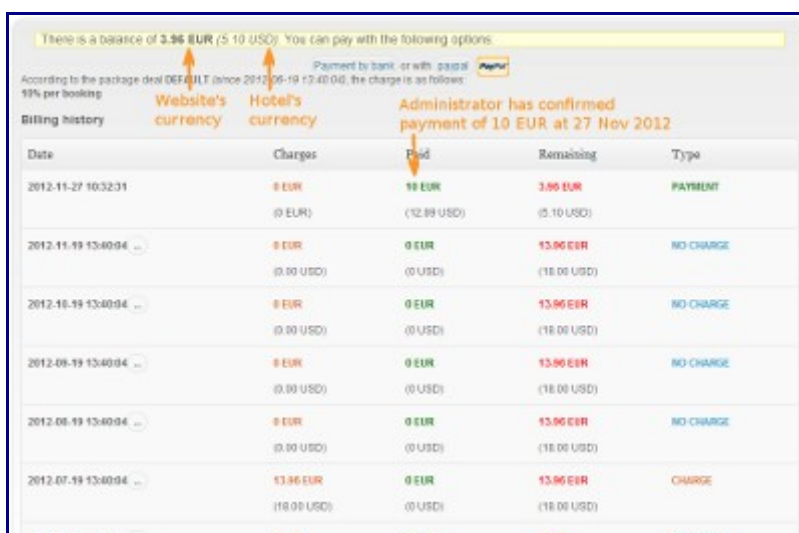
Images

The wp_easybooking plugins allows you to add unlimited images for every hotel. You may choose any of these images as the default logo of the hotel.

Click on the "Show hotel_name images" button from the Images area just above the hotels details area. Next click the "Browse" button, from the "Upload new images" area, and select the image you want to add and click "Upload". After that you will see your image apearing at the "Business images list", with two little buttons on top of them. By pressing the "Logo it" button the image will become the default logo image of the hotel. If you want to delete the image just press the "X" button.

Package deals

At the top of the page there is a dropdown with all the package deals. To change the package deal of the hotel just select one from the drop down options.

Before changing the package deal of the hotel please make sure that at the current moment the hotel does not have any debt remaining (from the billing history area). That is because after changing the package deal you will have a detailed list of the history of the current package deal only (from the "Billing history" tab). From the previous package deal you will be able to see only the debt remaining, without the details.

Publish/Unpublish

If you want the hotel's rooms to be visible to guests, click on the "Publish" button. In case you need to deactivate the hotel (due to unpaid balance or whatever reason) click the "Unpublish" button.

Add Room Type

Since you have added and configured a new hotel, the next step is to add the room types to it.

Room types are categories of rooms that have some similarities. So if there are several rooms with the same room space and same facilities you may include them into the same room type. This makes it easier for users to view the rooms list of a hotel.

You may add as many room types as you like at every hotel. You may create a new room type directly from the "Businesses list" or from the Hotel's page by pressing the button "Add a room type".

In the page that appears type in the title of the room type in every language,

select the number of rooms that are of this type, select the number of adults/children /babies. Type in the flat price (if the hotel has same prices for the whole operating period- from the business tab: "Seasons/Operating Period") or the price for each season. Select available facilities and add a descriptive content in each language. Click the "Save" button at the bottom of the page.

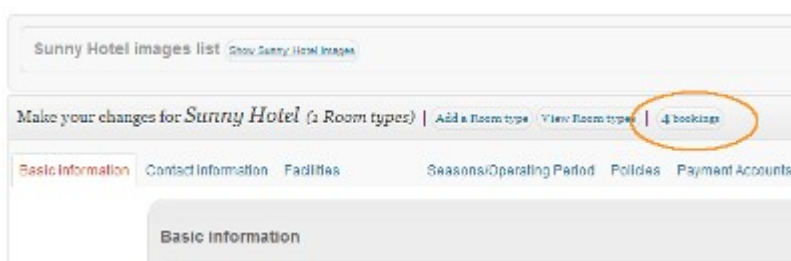After saving you can add images of the room type.

Manage bookings

Go to Bookings Page

You can go to the bookings page with three ways:

    1. from the "Bookings" menu. By clicking on the bookings menu the administrator sees all the hotels while the hotel owner sees only the hotels registered to him, with the option to view the avilability or the bookings. In this case click on "View bookings":
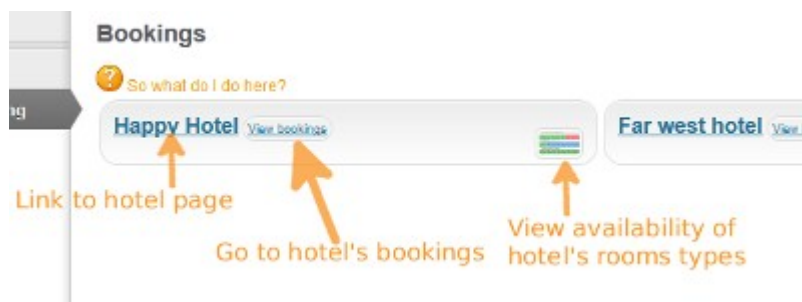
    2. from the business page. Just click the bookings button shown on the following screenshot:
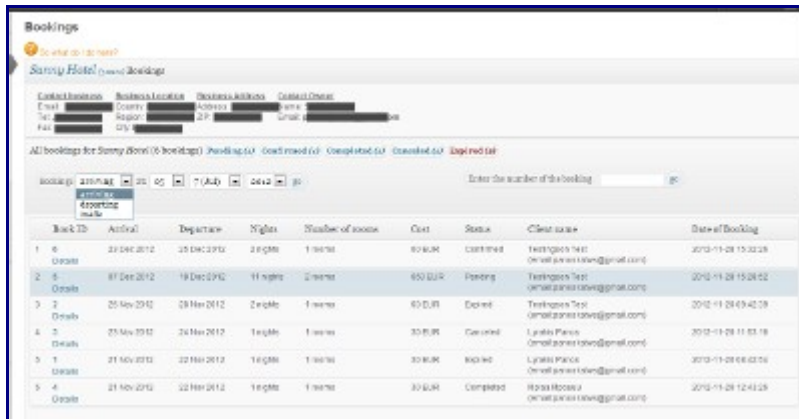
    3. from the businesses list, click the "Details" button at the "Bookings" column:

Bookings page

Every hotel has it's own bookings page. At the bookings page there is a list with all bookings of this hotel. Click on the image bellow to get a small taste of how it looks:

View/ edit bookings

To view and edit a booking just press on the "Details" link or type the booking number at the text field that says "Enter the number of the booking" and press the "Go" button.

In the page that opens you can see all the details of the booking and you can confirm or cancel the booking and set the payment amount for it:

Each time you receive a payment for a booking, type the amount at the text box and click the "Add Payment" button.This is becouse you, or your customers (hotel owners), may provide some flexibility upon payments for bookings. So you may allow users to pay the amount in installments (possible only by bank wire - with paypal the whole amount should by paid). In this case you do not need to calculate and update the deposit, just type the amount and it will be added to the deposit.

If you make an error press on the "Correct the amount" button and type in the correct amount of the deposit, in the text box that apears. The amount you type here will not be added at the deposit, it will update the amount in the deposit.

The amounts you enter should be in the currency the booking was made. In case the hotel's main currency and the booking's currency are different, the costs and amounts will be displayed in both currencies. But still, keep in mind, that all payment amounts you enter should be in the currency of the booking (as seen at the payment info that hotel owners receive from bank or paypal).

When a package deal that charges a hotel by a percentage over bookings is applied, for each booking the amount will be calculated based on the main currency of the website, as defined in the settings area at "Easy Booking" menu. This part is further described at the billing history section of the "Add Hotel" menu.

Availability

Room availability refers to the number of rooms of a certain room type that are free to be booked at a specific date range. When a booking is performed for a date range, the first date refers to the date the guest(s) arrive, which means that the guest(s) will pass the night in the room. So for that date the room will be unavailable, and it will be unavailable until the departure date. The second date is the departure date. In the departure date the guest(s) will have to leave the room at a certain time of the day (usually 12:00 am), so that room is concidered to be available at that day.

To view the availability of each room you can go at the room type's page and click the "Room availability" button and a window like the one bellow will pop up:

In that window you can see how many rooms of this room type are available each day depending on the bookings made.

To see availability of all the hotel's room types at one window, click on the "Bookings" menu. At the page that appears click on the availability icon, that is located at the left position of each hotel's area, and the following pop up window appears:

What you see in this window is a monthly availability calendar for each room type of the hotel. Day's coloured green mean that all rooms of that room type are available. The blue colour means that for that day at least one room of that type has been booked. The light orange colour means that only one room of that type is still available for that day and the red that all rooms are booked.

Prerequisites

In order the plugin to function properly and cooperate with wordpress, you need to install the qtranslate plugin. Qtranslate is the multilingual plugin that wp_easybooking uses in several functions. It offers the ability to create as many languages as you need, and translate the titles and content of your pages and posts. It is a free plugin and easy to use. You still need qtranslate even if your website is not multilingual.

In some cases you might need to install a plugin for hiding the pages that were created by wp_easybooking. Depending on the theme the menu may display all pages created, even these which you want to use as inner pages without displaying them at your menu bar. If you face this kind of problem try the Exclude Pages plugin or a similar plugin.

There is another way (which we do not suggest), by hacking you template's header.php file and changing this part "<?php wp_list_pages();?>" to this "<?php wp_list_pages('exclude= 1,2,3');?>" where 1,2,3 are the id's of the pages you want to exclude. But we strongly recommend to use the first way by searching for a plugin to do this job.