

## **Basic Booking**

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Version: 1

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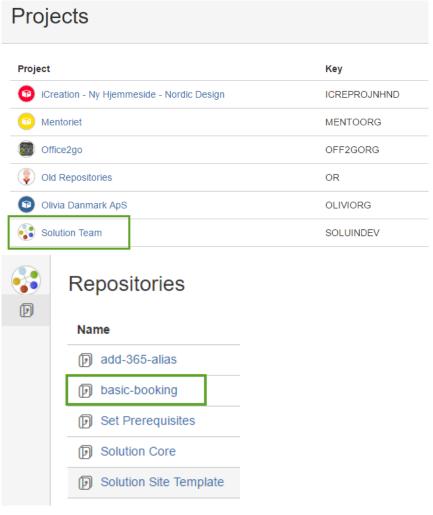
W: www.solutionteam.dk

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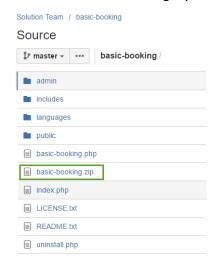
## How to install and setup the Basic-Booking plugin Installation & Setup

- 1. Log into the Stash server at https://stash.solutionteam.dk/
- 2. Enter the basic-booking repository under the Solution Team Project





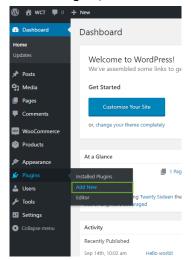
3. Select the basic-booking.zip file



4. Then click up Raw File to the right

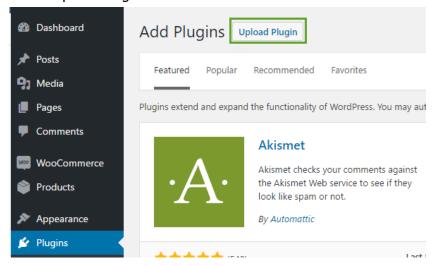


- 5. Save the file some place you will remember.
- 6. Log into wp-admin of the page you want to use the plugin on.
- 7. Under Plugins, select Add New

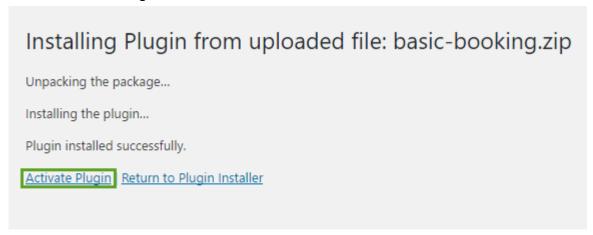




8. Select Upload Plugin

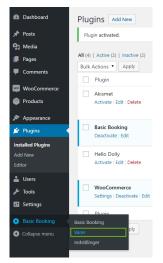


- 9. Click Select File, and select the file you downloaded from Stash.
- 10. Press Install Now
- 11. Click on Activate Plugin



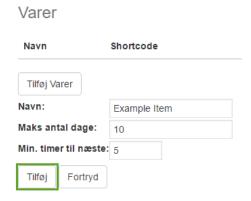


12. Select the Varer submenu of the new Basic Booking option



13. Select Tilføj Varer and fill out the form that appears

**Basic Booking Options** 



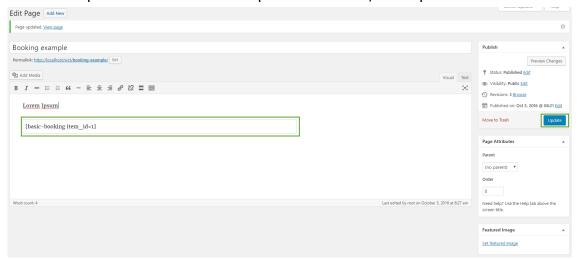
14. Copy the text in the Shortcode field



15. Navigate to the edit page of the page you want booking functionality added to



**16.** Paste the copied shortcode to add the part the frontend, then update it.



Note that you can only add a single shortcode to each page.



17. The plugin is now set up for use. Bookings are managed in wp-admin by selecting the Basic Booking submenu. The content of the emails that are sent out to users can be changed under the Instillinger submenu.

