

# J-HotelReservation

## User Manual

-all versions-

**CMS Junkie**

Version 5

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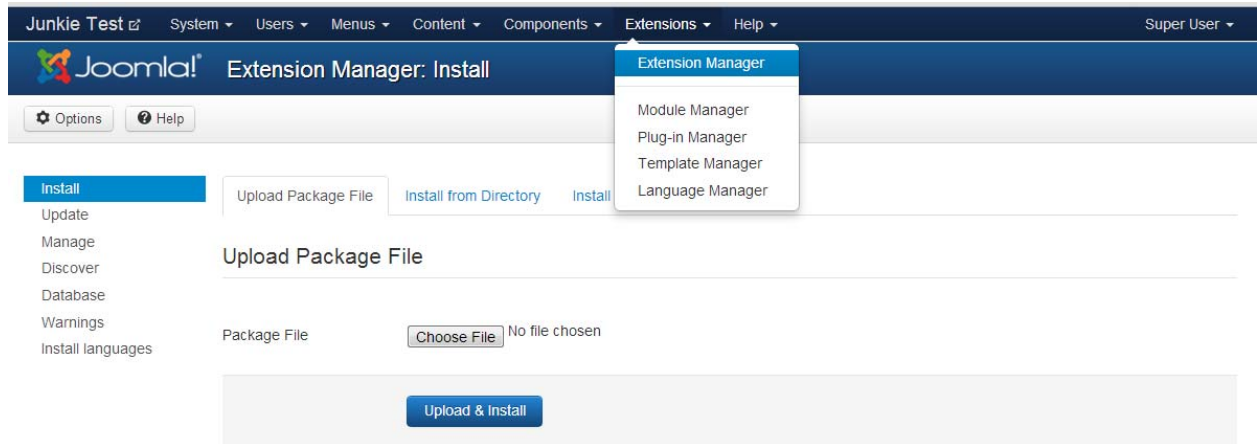
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## 1 Installation

The current installation includes a component, several modules and a plugin. Everything is installed at the same time, so you don't need to worry on installing them separately. The component will be available in the components section and the module will be available in the module section.

To begin installation of the J-HotelReservation component log in into your Joomla backend and follow the steps described below:

1. In the main menu go to Extensions ->Extensions Manager



2. Click the **Choose File** button to locate your downloaded copy of the J-HotelReservation (Ex: jhotelreservation\_v5\_j3.zip).
3. After selecting the component click the **Upload File& Install** button
4. You will receive a confirmation message upon installation completion

## 2 Setting up your reservation functionality

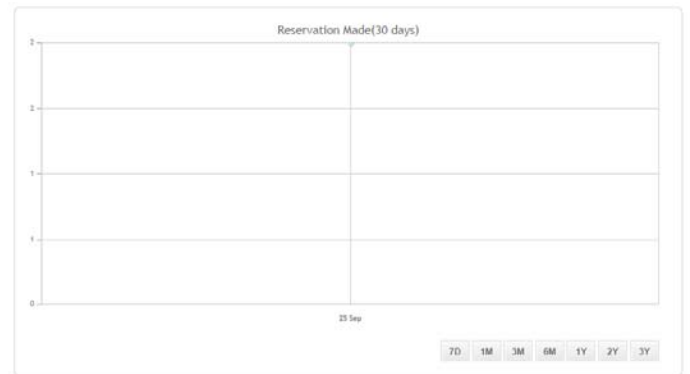
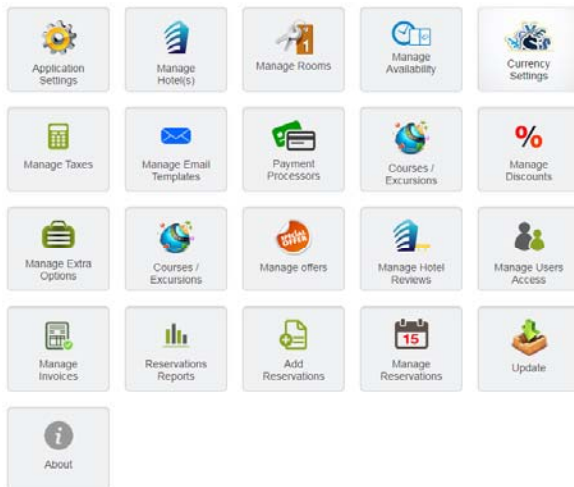
At this moment you can access the component by selecting in the main menu the **Components** item, J-HotelReservation. You will be presented with a list of options that will allow you to setup your lodging facility.

The administrator has the following options

- a. Application Settings
- b. Manage Hotels
- c. Manage Rooms
- d. Manage Availability
- e. Currency Settings
- f. Manage Taxes
- g. Manage Email Templates
- h. Payment Processors
- i. Course/Excursions
- j. Manage Discounts
- k. Manage Extra Options

- l. Manage Offers
- m. Manage Hotel Reviews
- n. Manage User Access
- o. Add Reservations
- p. Manage Reservations
- q. Reservations Reports
- r. Manage Invoices
- s. Update

In the following section we'll describe in detail the above enumerated options. Below you'll see the hotel reservation dashboard as presented in the backend.



## 2.1 Application Settings

In the application settings screen a series of general settings can be set. Available settings are organized by tabs as follows:


General Setting | Payment Setup | Frontend Settings

### Hotel Information

Name:

Email:

Company Logo:  No file chosen



### Application Settings

Enable Reservation: ☒ yes ☐ no By Select Yes you will allow clients to make reservations. NO will disable the reservation functionality.

Enable offers: ☒ yes ☐ no By selecting YES you will offers will be present to you clients in the frontend. NO will disable the offers from being displayed.

Date Format:

Notify pending reservation cancelation: ☒ yes ☐ no By selecting YES a email notification will be sent to the above hotel administration email when a peding reservation is canceled.

Hide hotel guest e-mail: ☐ yes ☒ no

Show children: ☐ yes ☒ no

### General Settings Tab

#### Hotel Information

**Name:** Name of the lodging facility. The value of the name field is used to replace the [company\_name] email tag when used in the reservation email template.

**Email:** A copy of the reservation email sent out to the client upon reservation completion is sent to the provided email address.

**Company Logo:** You have the option to upload you company log. To do that, click the **Choose File** button to locate the desired company logo. The logo will be included in the emails sent out to your customers

#### Application Settings

**Enable Reservation:** you have the possibility to activate/deactivate the reservation component. If the reservation functionality is deactivated the client will see a notification message: *Reservations are currently offline. Please try again later.*

**Enable Offers:** you have the possibility to activate/deactivate the offers defined in the Manage Offers Section.

**Date Format:** the format of the date displayed throughout the application, front end and backend. The language in which the date is displayed is determined by the used language.

**Notify pending reservation cancelation:** The admin of the hotel receives an email notification when a pending reservation is canceled.

**Hide hotel guest Email:** When set to yes this option hides the customer email from the hotel administrators.

**Show children:** When set to yes this option displays and considers the children functionality.

**Terms and Conditions** are defined in the language file. Please refer to chapter 5 **Language Management**.

## Payment Setup Tab

The screenshot shows the 'Payment Setup' tab selected among 'General Setting', 'Payment Setup', and 'Frontend Settings'. The 'Price Setup' section contains two radio button options: 'Show price per person' (set to Yes) and 'Charge only reservation cost' (set to No). The 'Payment Setup' section has an 'Enable Payment' option (set to yes) with a note: 'By selecting YES your clients are required to use a one of the methods of payment available.' The 'Invoice setup' section has a 'Send invoices only to one e-mail' option (set to No) with an empty text input field.

## Price Setup

**Show Price per Person:** By selecting yes the client will be informed that the price displayed for the rooms is per person or per room. The actual setting is made for each room accordingly. Please see the Manage Rooms section.

**Charge only reservation costs:** By activating this option only reservation costs will be considered when charging a customer. The cost of a reservation can be set when editing a hotel on the Extra Option tab.

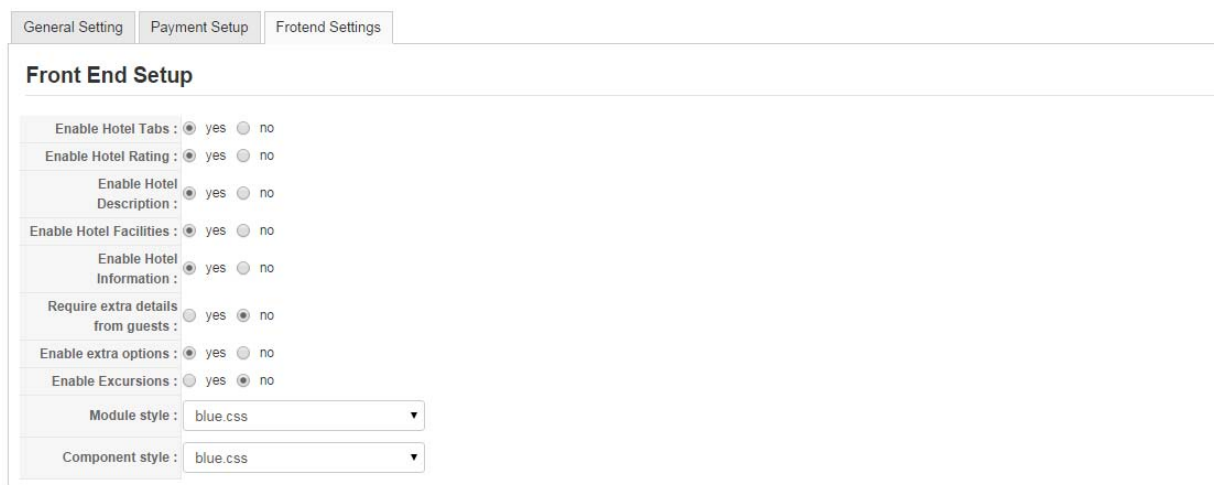
## Payment Setup

**Enable Payment:** By selecting yes, the clients are obligated to use one of the payment methods made available by the hotel. Payment methods can be enabled/disabled from the Payment Processor section in the backend.

## Invoice Setup

**Send invoices only to one email:** You can specify an email address for the invoices to be sent at. By entering an email address all invoice emails will be sent to the entered address.

## Frontend Settings Tab



The screenshot shows the 'Frontend Settings Tab' with the 'Front End Setup' section expanded. The settings are as follows:

Setting	Value
Enable Hotel Tabs :	<input checked="" type="radio"/> yes <input type="radio"/> no
Enable Hotel Rating :	<input checked="" type="radio"/> yes <input type="radio"/> no
Enable Hotel Description :	<input checked="" type="radio"/> yes <input type="radio"/> no
Enable Hotel Facilities :	<input checked="" type="radio"/> yes <input type="radio"/> no
Enable Hotel Information :	<input checked="" type="radio"/> yes <input type="radio"/> no
Require extra details from guests :	<input type="radio"/> yes <input checked="" type="radio"/> no
Enable extra options :	<input checked="" type="radio"/> yes <input type="radio"/> no
Enable Excursions :	<input type="radio"/> yes <input checked="" type="radio"/> no
Module style :	blue.css
Component style :	blue.css

### Front End Setup:

This section will allow you to dictate how the reservation process will look. For example you can disable the extra options or set how the hotel page will look. We'll explain in detail what each option stands for.

**Enable Hotel Tabs:** You can simplify your hotel view by disabling the information tabs that are available on the Hotel's page: Overview, Map, Gallery and Facilities.

**Enable Hotel Rating:** You have the option to enable ratings information to be displayed in the frontend reservation process, specifically on the hotel's detail page.

**Enable Hotel Description:** By setting this option to Yes you will enable the hotel description to be displayed in the frontend on the hotel's page.

**Enable Hotel Facilities:** By setting this option to Yes you will enable the hotel facilities to be displayed in the frontend on the hotel's detail page.

**Enable Hotel Information:** By setting this option to Yes you will enable the hotel information to be displayed in the frontend on the hotel's detail page.

**Require extra details from guests:** You have the option to require extra information from your clients. The requested fields are First Name, Last Name and Passport ID. These fields will be displayed in the Front End on the Guest Details page.

**Enable Extra Options:** You can enable/disable extra options from being showed to your customers. This setting will apply to all hotels. If you want to have Extra Options disabled for only some of the enabled hotels please refer to the Manage Extra Options section on how to set Extra Options.

**Module style:** You can choose how the module will look like in the frontend. Currently there are 5 styles to choose from.



**Component style:** You can choose how your module will look like in the frontend. Currently there are 5 styles to choose from.

## 2.2 Payment Processors **(Not available in the starter version)**

A payment processor will allow you to collect reservation costs from your customer ahead of their reservation start. You can collect the full amount or a percent. This can be set from hotel's **Extra Info** tab. Please refer to the Manage Hotels for more information.

Below you will find the available payment processors for the reservation software.

1. PayPal
2. Wire Transfer
3. Authorize.net
4. Offline Credit Card
5. Ideal
6. Omnikassa
7. Virtuemart
8. BKT
9. JCC
10. Buckaroo

There are more processors on the way. Any other payment processor can be implemented on demand. Please contact us [info@cmsjunkie.com](mailto:info@cmsjunkie.com) to obtain a quote.

### 2.2.1 Defining a processor

The above mentioned processors come with predefined fields and extra fields. The information below is intended for a better understanding of the payment processor setup.

To activate a payment processor for your lodging facility you'll have to define the following:

- **Name** – the name of the processor to be displayed in the front end. Can be set at your choice
- **Type** – the type of the processor. This value has to remain as defined by default or by a developer developing a new payment processor
- **Mode** – set mode to Live for the production mode and Test for the test mode
- **Timeout (minutes)** – the number of minutes to wait for a pending transaction. After the time minutes a pending reservation will be deleted by the reservation process.
- **Status** – set active to enable the processor or Inactive to disable the processor. Active processors will be available for selection in the reservation process.

#### 2.2.1.1 Processor Extra Fields

The extra fields' functionality is built to define additional information you might need for your Processor. This is different from processor to processor and could be anything from an API login to an email address.

To define an extra field, click on the plus icon. You'll be presented with two inputs:

- **Fields Name:** the name of the added Field. As a best practice if your field has multiple keywords it is best to join them with an underscore. Ex: api\_login; Also you can add a language tag in the language file to have the added fields translated in the language you want. For example for the api\_login field you'll add a new language tag in the language file: **LNG\_API\_LOGIN**

- **Field Value:** the value of the added Field

**FOR DEVELOPERS:** To integrate a new payment gateway please refer to the **Implementing a new Payment Gateway section**.

### 2.2.2 PayPal

The PayPal Processor is built on PayPal Standard and can be used from any country where PayPal is available. All you need is a Premier or Business account to start accepting payments.

To activate the PayPal processor for your lodging facility you'll have to define the following:

- **Name** – the name of the processor to be displayed in the front end. Can be set at your choice
- **Type** – the type of the processor. Currently set to **paypal**—please do not change this value.
- **Mode** – set Mode to Live for the production mode and Test for the test mode
- **Timeout (minutes)** – the number of minutes to wait for a pending PayPal transaction. After the time minutes a pending PayPal reservation will be deleted by the reservation process.
- **Status** – set active to enable the processor or Inactive to disable the processor.

The screenshot shows the Joomla! administration interface for editing a payment processor. The title bar reads 'Joomla! Edit Payment Processor'. Below the title bar are four buttons: 'Save', 'Save & Close', 'Close', and 'Help'. The main section is titled 'Payment Processor' and contains a form with the following fields:

- Name:** PayPal
- Type:** paypal
- Timeout:** 0 (min) - The number of minutes a pending reservation is considered valid
- Mode:** Test (dropdown menu)
- Status:** Active (dropdown menu)
- ID:** 1

Below the main form is a section titled 'Define processor extra fields'. It contains a field for 'PayPal Merchant Email' with the value 'info@cmsjunkie.com' and a green plus icon to add more fields.

As extra field define the PayPal Merchant Email to the email connected with your PayPal account. All payments will go in the account associated with this email.

### 2.2.3 Wire Transfer

The Wire Transfer processor will help you collect payments from your clients by the means of wire transfers.

This is how it works:

- The hotel admin sets the required bank account information in the Bank Order processor(Explained below)
- Upon reservation completion the hotel sends via email(in the reservation email) the complete bank account information where the client can wire transfer the money.
- The client goes to the bank and transfers the money into the hotel's account based on the data received.

- Once the transfer has been made the hotel confirms the payment and approves the reservation.

To activate the Wire Transfer processor for your lodging facility you'll have to define the following:

- **Name** – the name of the processor to be displayed in the front end. Can be set at your choice
- **Type** – the type of the processor. Currently set to **wiretransfer**—please do not change this value.
- **Mode** – set Mode to Live for the production mode and Test for the test mode
- **Timeout (minutes)** – the number of minutes to wait for a pending PayPal transaction. After the time minutes a pending PayPal reservation will be deleted by the reservation process.
- **Status** – set active to enable the processor or Inactive to disable the processor.

### Extra Fields

Extra Fields are subject to your needs and can be adjusted as needed. The wire transfer processor comes with the following fields predefined:

- **Bank Name** – the name of the bank you want you want your clients to transfer the money.
- **Bank Address** – the address of the bank.
- **Bank City** – the city where the bank is located.
- **Bank Country** – the country where the bank is located.
- **Bank Account Holder Name** – the name of the account holder
- **Bank Account Number** – the number of the bank account.
- **Swift Code** – the bank swift code. All the banks have one.
- **IBAN** – the IBAN code.

All of these fields are included automatically into the reservation email sent out to the client. Should you add or modify any field(s) the modification will be included in the reservation email. All the fields should have a translation.

### Adding an extra fields

You can add any extra fields at your liking. When adding a new field that includes multiple words use underscore to connect the words for the Field Name. For example "bank name" should be entered as "bank\_name". The Field Name will be used to compose a label, for example bank\_name will have the label **LNG\_BANK\_NAME** . This label is used for translation purposes and will be displayed in the wiretransfer details. You can then define this label in your language files. Please refer to chapter 5 of the user manual.

Save
 Save & Close
 Close
 Help

Name	Wire Transfer
Type	wiretransfer
Timeout	10 (min) - The number of minutes a pending reservation is considered valid
Mode	Test
Status	Active
ID	2

Define processor extra fields

Bank Account Holder Name :	Holder Name	+
Bank Country :	Country	×
Bank City :	City	×
Bank Address :	Street address	×
Swift code :	Swift code	×
Bank Name :	ABM	×
Bank account number :	Account number	×
IBAN :	231231	×

#### 2.2.4 Offline credit card processor

To setup the offline credit card processor simply create a new processor and set the type field with the value: **offlinecreditcard**

The rest can be set to whatever you like. Please find below an explanation of the process.

1. The client inputs the credit card details in the reservation process. The credit card is not charged. The client would be on a secured page. We recommend having a SSL certificate in place.
2. The credit card details are stored in the database for later processing.
3. In the backend, when editing a reservation(Manage Reservations), the hotel admin will be able to see the credit card details so that he/she can process them.
4. After processing them the admin will be able to secretize the credit card details. This means that the credit card number will be transformed into something like this xxxx-xxxx-xxxx-1234, leaving only the last 4 digits available. This reduces the security risk involved in storing the credit card details.

#### 2.2.4 Virtuemart processor

The Virtuemart processors allows you to connect with the Virtuemart checkout. For this purpose a item will be created in Virtuemart in order to be able to checkout.

#### Connecting the payment

To connect with Virtuemart you'll have to do the following:

CMS Junkie / J-HotelReservation

- replace in administrator/components/com\_virtuemart/helpers/vmtable.php on line 115 JPATH\_COMPONENT\_ADMINISTRATOR with JPATH\_VM\_ADMINISTRATOR
- disable in administrator/components/com\_virtuemart/models
  - In product.php(store,updateXrefAndChildTables)
  - In media.php(storeMedia)
- Edit the file located in pluginresponse.php in the pluginNotification function  
And insert the code below:

```
defined('_JEXEC') or die('Restricted access');
```

```
include JPATH_SITE."/components/com_jhotelreservation/controllers/paymentoptions.php";
include JPATH_ADMINISTRATOR."/components/com_jhotelreservation/helpers/logger.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/PaymentService.php";
include JPATH_ADMINISTRATOR."/components/com_jhotelreservation/helpers/utlis.php";
include JPATH_ADMINISTRATOR."/components/com_jhotelreservation/helpers/defines.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/BookingService.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/EmailService.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/ReservationService.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/HotelService.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/TaxService.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/CurrencyService.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/ExtraOptionsService.php";
include JPATH_SITE."/components/com_jhotelreservation/models/confirmation.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/services/UserDataService.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/payment/processorfactory.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/payment/ipaymentprocessor.php";
include JPATH_SITE."/components/com_jhotelreservation/classes/payment/processors/virtuemart.php";
```

```
function pluginNotification() {
```

```
    .
    .
    .
```

```
    JUtil::loadSiteLanguage();
    JRequest::setVar("processor","virtuemart");
    $controllerClass = "JHotelReservationControllerPaymentOptions";
    $controller = new $controllerClass;
    $controller->execute('processPaymentResponse');
```

```
$dispatcher = JDispatcher::getInstance();
$returnValues = $dispatcher->trigger('plgVmOnPaymentNotification', array());
```

```
}
```

## 2.3 Manage Hotels

The Manage Hotels section allows you to define a list of hotels to be displayed to your clients. From this list the customer can choose a hotel of their liking.

With the single version of the hotel you can have one hotel only whereas with the multiple version you can have as many hotels as you like.

You can create new, edit, delete an existing hotel. Once you have created a new hotel it will be displayed in the list below. You also have the possibility to search a hotel by name, country or city by using the search input located at top left. You can also filter hotels based on type, status with the available select boxes at the top right.

The Manage Hotels section will display a list of all the created hotels. In the list below you'll be able to set whether a hotel is available or not, delete, edit or visit the hotels website if one is available. Also you can edit directly the Availability, Rooms, Offers, Extras and Reservations for a specific hotel.

**Important:** For a hotel to show on the list of hotels in frontend, it will have to have at least one room defined.

								Select type ▼		Select status ▼	All ▼
Name ▲		Featured	Country	City	Phone	Email	Available				
1	<input type="checkbox"/> <a href="#">New York Hotel</a>		United States	New York	1231231121	support@cmsjunkie.com		<a href="#">Availability</a>   <a href="#">Rooms</a>   <a href="#">Offers</a>   <a href="#">Extras</a>   <a href="#">Reservations</a>			
2	<input type="checkbox"/> <a href="#">Paris Hotel</a>		France	Paris		support@cmsjunkie.com		<a href="#">Availability</a>   <a href="#">Rooms</a>   <a href="#">Offers</a>   <a href="#">Extras</a>   <a href="#">Reservations</a>			
3	<input type="checkbox"/> <a href="#">Venice Hotel</a>		Italy	Venice	123123	support@cmsjunkie.com		<a href="#">Availability</a>   <a href="#">Rooms</a>   <a href="#">Offers</a>   <a href="#">Extras</a>   <a href="#">Reservations</a>			

### 2.3.1 Add/Edit Hotel

To edit a hotel simply click on the hotel's name or select the hotel and click the upper right Edit button.

Each hotel has a set of properties divided in five tabs: General Information, Characteristics, Important Information Pictures, Extra Info, Contact Information and Channel Manager. We'll go through each tab and explain what properties it holds.

### 2.3.2 General information

- **Name:** Name of the hotel
- **Email:** The email of the hotel administrator. Email notifications will be sent to this address.
- **Telephone Number:** the telephone number of the hotel.
- **Currency:** the type of currency used in the reservation. All the prices for this hotel will use this currency; reservations will be displayed and made using this currency. Currency can be added by using the available Manage Currency option.
- **Number of Stars:** if the hotel has a number of stars you can define that here.
- **Availability:** the hotel availability from a start date up until an end date. If you don't want to set an end date leave the field blank.
- **Unavailability:** You can also define days or periods when the hotel is not available with this functionality. Simply click on the available calendar. A not available day will be marked with red.
- **Description :** the description of the hotel

- **Selling points:** information in regards to selling point. This will be displayed in the list of available hotels.
- **Country:** the hotel country
- **Auto complete address:** you can simply type in the hotel address and the address related fields will be populated.
- **City:** the hotel city
- **Address:** the hotel address
- **Postal Code:** the hotel postal code
- **Website:** hotel website address ( if one is available)
- **Location:** you can define the latitude and longitude of the hotel location. This will depict the hotel on the map presented in the frontend when viewing a hotel. These coordinates are automatically filled in when you use the Auto complete address. If for some reason that fails you can get the location of your hotel please follow these steps:
  - a. Go to maps.google.com
  - b. Input the hotel address
  - c. Right click on the location. You'll be presented with a menu. Select the **What's here?** Option.
  - d. On the map you'll have a green marker showing up. Click on that and you'll have your coordinates. First is the latitude and second is the longitude.
  - e. Copy the coordinates in the location inputs.

General informations
Characteristics
Important informations
Pictures
Extra info
Channel Manager
Contact Information

### General informations

Name:

Email:

Telephone number:

Available: ☒ Yes ☐ No

Status: ☒ Live ☐ Edit

Currency: 
The selected currency will be considered as default in the reservation process.

Number of stars:

Availability:
Start Date: 
End Date: 
Complete Start Date / End Date if hotel is available just on a time period

Please select on the calendar below the dates where the hotel is not available

August, 2014
September, 2014

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	1	2	3	4

### 2.3.3 Characteristics

For your hotel you can define the key characteristics it holds. Key properties like:

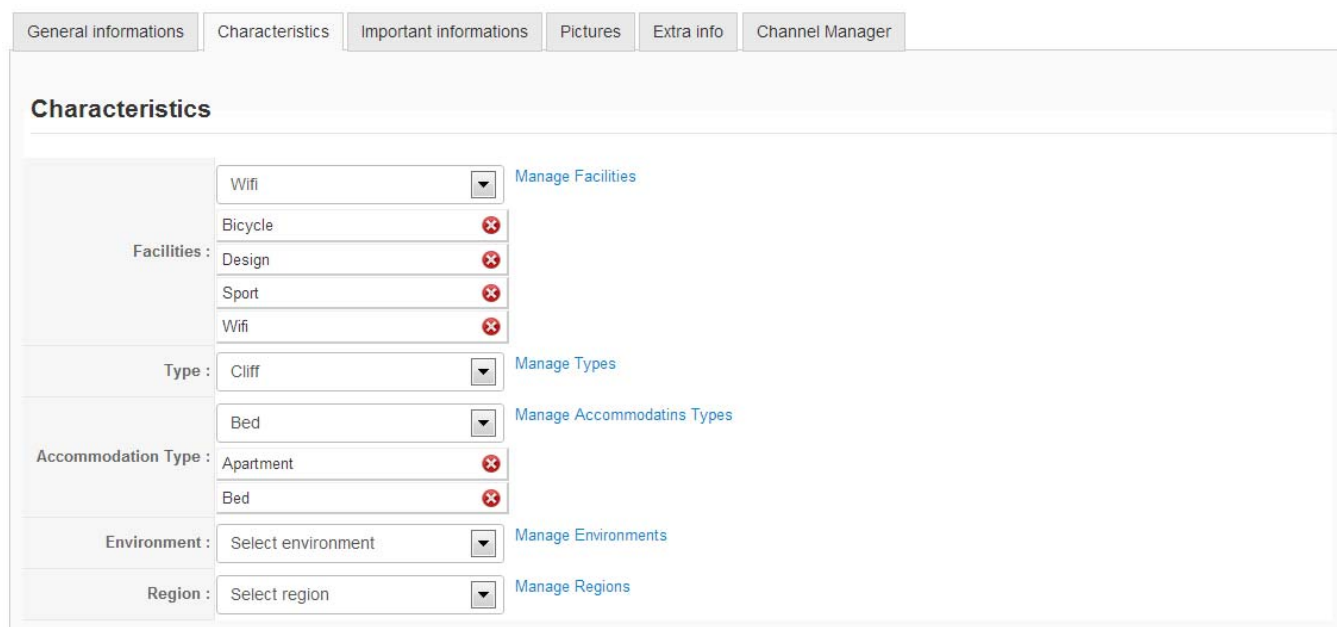
**Facilities:** represents the facilities your hotel is offering

**Type:** the type of the hotel, Ex: Apartment, Bed, Cottage etc.

**Accommodation Type:** the type of accommodation you are offering. Ex: Apartment, Bed, Cottage etc.

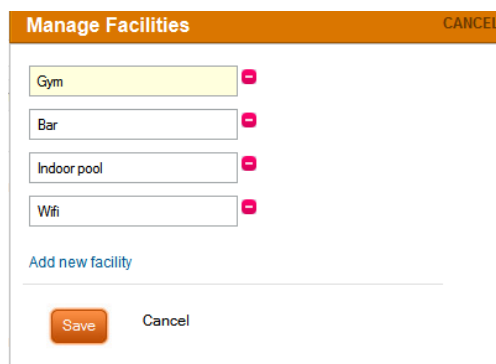
**Environment:** the environment the hotel is built in. Ex: Sea Side, Forest, Mountain, etc.

**Region:** the region the hotel is situated in. This usually depicts the name of the region. You can name a state, a province or a country.



To assign a value to the above described properties simply select a value from the drop down. It will automatically be added to the list below the drop down. If can't find the value or you want to delete some of the existing values press the **Manage** option associated with each property. A popup will be presented.

You can manage the options as you wish. You can delete, modify or add new options.



These characteristics will be displayed in the hotel details in the front end and also will be used as search criteria in the front end filter.

### 2.3.4 Important Information

In this section you'll be able to define key information for the hotel like:

**Checked in:** the check in start hour. Starting this hour your clients can begin the check-in process.

**Checked out:** the checkout end hour. Ending this hour your clients can check-out.



**Parking:** if the hotel offers parking you can set that here. If you're charging for it you can set a price in the Price input. The price is for the client's information only; it will not be added to the reservation cost. This price will be charged on site.

**Allow pets:** if the hotel allows pets you can set that here. If you're charging for it you can set a price in the Price input. The price is for the client's information only; it will not be added to the reservation cost. This price will be charged on site.

General informations	Characteristics	Important informations	Pictures	Extra info	Channel Manager
----------------------	-----------------	------------------------	----------	------------	-----------------

**Important informations**

Check in:	5:00	▼
Check out:	12:00	▼
Parking:	<input type="radio"/> No <input checked="" type="radio"/> Yes Price <input type="text" value="0"/> Period <input type="text"/>	
Allow pets:	<input checked="" type="radio"/> No <input type="radio"/> Yes Price <input type="text" value="5"/> <input type="text"/>	
City Tax:	<input type="text" value="2.2"/>	<input type="checkbox"/> (%)
Number of rooms:	<input type="text" value="124"/>	
Cancellation days:	<input type="text" value="4"/> ▼	<input checked="" type="checkbox"/> Agree with UVH(Uniform Conditions for the Hotel and Catering Industry)
	Extra info	
Internet/wifi:	<input type="radio"/> No <input checked="" type="radio"/> Yes Price <input type="text" value="6"/> Period <input type="text"/>	
Suitable for disabled / modified rooms:	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Public transportation:	<input type="radio"/> No <input checked="" type="radio"/> Yes	

**City Tax:** You can set the price for the city tax here. The price is for the client's information only; it will not be added to the reservation cost. This price will be charged on site.

**Number of rooms:** the number of rooms available in the hotel.

**Cancellation Days:** You can offer information in regards to your cancellation policy. You can set a number of cancellation days that will be displayed to the client in the cancelation description. In the description field you can enter the Cancellation description.

**Internet/Wi-Fi:** if the hotel offers internet/Wi-Fi you can set that here. If you're charging for it you can set a price in the Price input. The price is for the client's information only; it will not be added to the reservation cost. This price will be charged on site.

**Suitable for Disabled/Modified Room:** set this option to yes if your hotel can accommodate persons with disabilities.

**Public Transportation:** if you're hotel has access to public transportation you can set that here.
















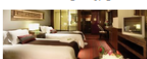





**Payment Options in Hotel:** you can select the available methods of payment in hotel. Payment options can be managed in the same way described for the options in the characteristics tab.

**Children age category:** this will serve as information in regards to children age categories and different benefits for each category. This is for informative purposes only.

### 2.3.5 Pictures

This section allows you to upload pictures for the hotel. To upload a picture simply click the browse button located at the bottom of the page. Choose the desired file using the popup browser provided. For each image you can enter a description. You can also define the order of the displayed images by using the **Up** and **Down** options.

Don't forget to save to apply the changes.

General informations	Characteristics	Important informations	Pictures	Extra info	Channel Manager
<b>Pictures</b>					
<div>Pictures:</div>				  UpDown	
			new_york_new_york_hotel_casino_las_vegas_strip-las_vegas.jpg		
				  UpDown	
			KingRoom.jpg		
				  UpDown	
			int-guest-rooms 1.jpg		
				  UpDown	
image2.jpg					
	  UpDown				
image3.jpg					
	  UpDown				
image4.jpg					
	  UpDown				

### 2.3.6 Extra info

On the extra info tab you can set the following information:

**Hotel number:** the hotel number. This is being used when displayed on the map.

**Commission:** represents the commission charged per reservation and is currently set in percentage. This commission is paid by your customers as an initial tax.

**Reservation Costs:** represents the reservation cost. Customers will pay this cost.

**Reservation Charge Percent:** represents how much will the customer pay from the reservation total. The value can be set from 0% to 100%.

**Recommended:** you have the option to recommend a hotel to your customers by setting Recommend to **yes**. A small banner will be displayed in the frontend when viewing the hotel.

### 2.3.7 Channel Managers – Available for JHotelPortal or on demand.

In this section you can define the connection details with the available channel managers. Currently implemented channel managers are:

- Cubilis

For Cubilis you will have to define login information: a username and password.

A channel manager allows you to connect with other hotel portals like booking.com, agoda.com, hotels.com and others to synchronize availability between your portal and other portals. Subscription with Cubilis is required.

## 2.4 Manage Rooms

This feature will allow you to define the room types that are available within your lodging facility, as well the number of rooms per room type. Further you can also specify whether a room type is available or not.











Clicking the Manage Rooms will display a list of existing hotel. After you choose the hotel the list of available rooms will be displayed. For each hotel you can define a list of different rooms.

You can add a new room by pressing the new button located at the top corner or edit a room type by clicking on the room type name.

With the **Available** option you can specify whether a room is available or not. One click will enable/disable a room from being taken in consideration when the search is done.

With the **Display on Front** option you can specify whether to display a room type on front or not. This can be useful when creating offers for a specific room and you don't want that room to be displayed in front end for booking.

Please select the hotel in order to view the existing settings : New York Hotel 

	Name	Capacity	Display on front	Available	Ordering	Order	ID
	<a href="#">Standard Room</a>	Adults :2			<a href="#">Up</a> <a href="#">Down</a>	8	28
	<a href="#">Luxury Room</a>	Adults :2			<a href="#">Up</a> <a href="#">Down</a>	9	29
	<a href="#">King Room</a>	Adults :3			<a href="#">Up</a> <a href="#">Down</a>	10	30

When editing/adding a room the user will be presented with the screen below.

Each room type is divided in 3 tabs: General information, Rate and Pictures. We'll go through each tab and explain what it does.

#### 2.4.1 General information tab

You can define properties of the room like:

**Name:** the name of the room.

**Available:** You can define whether the room is available or not

**Display on front:** you can define whether to display the room in the front end reservation process. This can be useful when creating offers for a specific room and you don't want that room to be displayed in front end for booking.

**Main Description:** main description of the room. This can be currently set in all the available reservation languages. To add a language, please refer to Manage Languages section.

**Details:** Room details are displayed in the front end when viewing more details about the room.

**Room Capacity:** The maximum capacity of the room.

#### 2.4.2 Rate Tab

The rate tab allows you to define the rates for a room. You can start by defining a Rate Name and a Rate description.

Currently you are allowed to select between two types of prices

##### a. Price per Person

With the price per person option you can set the amount you are going to charge for each person occupying a room.

Associated with this option is the **Single Supplement** option which allows to set an additional amount should there be only one person booking the room. This is useful in the situations when a single person is booking, let's say, a four person room and you want to charge extra for that.

#### b. Price per Room

With the price per room option you can set the amount you are going to charge for a room no matter how many persons occupy the room.

Associated with this option is the **Single Discount** option which allows to set a discount amount should there only one person booking the room. This is useful in the situations when a single person is booking, let's say, a four person room and you want to provide a discount for that.

**Rate default settings**

Price type	<input checked="" type="radio"/> Per person <input type="radio"/> Per room							
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Price		100.00	100.00	100.00	100.00	120.00	120.00	110.00
Number of rooms		6						
Base adults (Max 3)		2						
Single supplement		20.00						
Extra person price		90.00						
Min days		1						
Max days		0						

Please note that if custom rates are defined the values set for Custom Rates will be applied. Use the **Edit custom rates** button at the top to define your rates.

Further you can the **Price** for each day of the week.

**Number of rooms:** the number of rooms available for this room type.

**Base adults (maximum):** The number of adults to occupy this room type. Maximum to the room capacity value.

**Single Supplement:** You can offer discounts in the case a room is occupied by a single person. The entered value will be subtracted from the room's rate.

**Extra Person Price:** If the number of guests go over the Base Adults setting you can charge an extra price.

**Min Days:** The minimum number of days for this room type to be booked.

**Max Days:** The maximum number of days for this room type to be booked.

**Important:** Please note that if custom rates are defined the values set for Custom Rates will be applied. Use the **Edit custom rates** button at the top to define your rates.

If you have rates that differ from one period to another please click on the **Edit Custom Rates** button located at the top. You'll be presented with the screen below.

You have the possibility to define rates by day or select an interval to set with custom rates.

The Quick setup section will allow you to set prices for a certain period.

**Quick Setup**

From  to

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

☐ ☐ ☐ ☐ ☐ ☐ ☐

Price  Availability

Single use price  Extra person price

Min days  Max days

Lock for arrival ☐ Lock for departure ☐

You can set the following fields:

**Price:** the room price for that night.

**Availability:** the number of guests occupying the room.

**Single use price:** price when used by a single person.

**Extra person price:** price for an extra person.

**Min days:** The minimum number of days for this room type to be booked.

**Max days:** The maximum number of days for this room type to be booked.

**Lock for arrival:** locks a date for arrival meaning the room cannot be booked on that specific day.

**Lock for departure:** this feature is used mostly for offers to enforce a minimum of days to be booked.

Once you press the **Save** button the desired changes will apply. Make sure you select the **from to** period, the days for which the modifications should apply and enter the desired values to modify for that period. You can modify only one field if needed.

You can view your settings in the table presented below the Quick setup section. Please see below.

To change the month your viewing use the select located at the top right of the table.

Rates and Availability for October 2013

Price type: Per person

Custom rates are loaded based on default rate

Choose month

October 2013

Date	Tue, 01-10-2013	Wed, 02-10-2013	Thu, 03-10-2013	Fri, 04-10-2013	Sat, 05-10-2013	Sun, 06-10-2013
Price	100.00	100.00	100.00	120.00	120.00	110.00
Single use price	120	120	120	140	140	130
Extra person price	90.00	90.00	90.00	90.00	90.00	90.00
Availability	6	6	6	6	6	6
Minimum stay	1	1	1	1	1	1
Maximum stay	0	0	0	0	0	0
Lock for arrival	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lock for departure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Booked	0	0	0	0	0	0
Available	6	6	6	6	6	6

---

Date	Mon, 07-10-2013	Tue, 08-10-2013	Wed, 09-10-2013	Thu, 10-10-2013	Fri, 11-10-2013	Sat, 12-10-2013	Sun, 13-10-2013
Price	100.00	100.00	100.00	100.00	120.00	120.00	110.00
Single use price	120	120	120	120	140	140	130
Extra person price	90.00	90.00	90.00	90.00	90.00	90.00	90.00
Availability	6	6	6	6	6	6	6

### 2.4.3 Room pictures

This section allows you to upload pictures for the hotel. To upload a picture simply click the browse button located at the bottom of the page. Choose the desired file using the popup browser provided. For each image you can enter a description. You can also define the order of the displayed images by using the **Up** and **Down** options.

Don't forget to save in order to apply the changes.



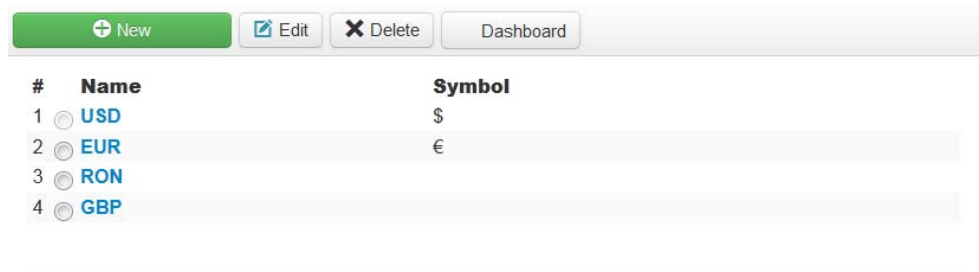
The interface for managing room pictures. It features a title 'Room pictures' in blue. On the left, there is a placeholder box labeled 'Pictures:' with the text 'Please choose a file' below it. To the right of this is a large empty rectangular area for the picture. Further right, there is a small thumbnail image of a room interior, labeled 'room.gif' below it. To the right of the thumbnail are two small icons (a red square and a green square) and the text 'Up Down' in blue. At the bottom right, there is a 'Browse...' button.

## 2.5 Currency Settings

This feature will allow you to define the currencies you are using in reservation process. A currency is set at hotel level. Please refer to the Manage Hotels section

Clicking the Currency Settings option will display a list with all the currencies available

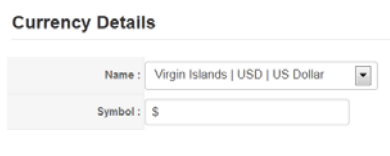
You can add a new currency by pressing the new button located at the top or edit a currency by clicking on the currency name.



The interface for managing currencies. At the top, there are four buttons: 'New' (green with a plus icon), 'Edit' (blue with a pencil icon), 'Delete' (red with an X icon), and 'Dashboard' (grey). Below these buttons is a table with three columns: '#', 'Name', and 'Symbol'. The table contains four rows of data:

#	Name	Symbol
1	USD	\$
2	EUR	€
3	RON	
4	GBP	

Adding/Editing a currency will display the following:



The 'Currency Details' form. It has a title 'Currency Details' in bold. Below the title, there are two input fields. The first is labeled 'Name:' and contains the text 'Virgin Islands | USD | US Dollar' with a dropdown arrow on the right. The second is labeled 'Symbol:' and contains the text '\$'.

Select the currency you wish to use in your hotel and click the save button located at the top.

## 2.6 Manage Taxes.

You can define the taxes you are collecting from your client in the Manage Taxes section.

Choose a hotel to have a list of defined taxes to be displayed. An example of display is presented below.

New Edit Delete Dashboard

### Manage Taxes

Please select the hotel in order to view the existing settings : New York Hotel, United States, New York

#	Name	Type	Description	Value	Available
1	<input type="radio"/> City Tax	Amount	4465736372697074696F6E2031	2.2	<input type="checkbox"/>
2	<input type="radio"/> Federal Tax	%	4465736372697074696F6E2032	4 %	<input type="checkbox"/>
3	<input type="radio"/> Occupancy Tax	Amount	4465736372697074696F6E2034	30	<input type="checkbox"/>
4	<input type="radio"/> State Tax	%	4465736372697074696F6E2033	15 %	<input type="checkbox"/>

With the **Available** option you can specify whether a tax is active or not. One click will enable/disable a tax from being taken in consideration when the reservation total is calculated.

You have the possibility to create a new tax or edit and existing one. When editing/adding a new tax the user will be presented with screen displayed below.

#### Tax Details

Hotel : Golden Tulip Midden-Drenthe, Netherlands, Westerbork

Type : Amount

Name:

Value :  (tax price/percent)

Description : 

4465736372697074696F6E2031

A tax name, tax type, a tax value and a description can be defined.

The **tax type** determines how the tax is calculated. You can choose between a fixed amount and a percent. The tax value represents the tax amount, which is either a percent of the total sum or a fixed amount depending on the chosen tax type.

Active taxes will be displayed on the payment information page along with reservation details summary.



## 2.7 Manage Email Templates

Same as the other sections the Email Template section will display all the added email templates at the moment. Multiple email templates for the same task can be defined but only one of them can be used as the default.

The default template for that specific task will be taken in consideration when sending out an email: for example if there are two cancellation email templates the default one will be sent out to the customer upon cancellation.

Each hotel has its own email templates which you can customize. When a new hotel is created the default email templates (manageable through application settings) are assigned to the hotel by default.

### Manage Email Templates

Please select the hotel in order to view the existing settings : New York Hotel, United States, New York

#	Name	Type	Subject	Content
			[company_logo]	Greupe 6 7694 BP Kloosterhaar Telefoon: 0900-xxxxxx info@goedverblijf.nl www.goedverblijf.nl Rabobank xxxxxxxxxx BTW nummer xxxxxxxxxxxx Kvk nummer xxxxxxxxxx
			[invoice_hotel_details]	

1 [Bookings List](#)

Bookings  
List

Bookings List

### Bookings List

When editing or adding a template you will be presented with screen below.

Save Save & Close Cancel

### Email Details

Hotel : New York Hotel, United States, New York

Type : Reservation Email

Name : Reservation

Subject : Thank you for your reservation

Choose from the available email tags to customize your email:  Use tinyMce as an editor

ar-SA de-DE el-GR en-GB es-ES fr-FR he-IL it-IT nl-NL pt-PT ro-RO ru-RU

Edit Insert View Format Table Tools

**B** *I* U ~~S~~ Paragraph

Content : 

[company\_logo]

[social\_sharing]

Hi [first\_name] [last\_name],

Thank you for your reservation.

With this message we confirm receipt of your reservation. Please find below your reservation details.

Arrival: [start\_date] (from [checkin\_time])

Departure: [end\_date] [checkout\_time]

[reservation\_details]

For a template the following need to be defined:

1. **Template Name:** the name of the template
2. **Email Type** - the type of email defined :
  - a. Reservation Email: email sent out to the client upon reservation
  - b. Cancellation Email: email sent out to the client upon reservation cancellation
  - c. Review Email: email sent the client to review the hotel. The email is sent after one day after the reservation ends.
  - d. Invoice Email: email sent out for invoicing affiliated hotel.
  - e. Booking List: this email type is sent to hotel administrators. The email holds a list of all the bookings for the previous month. This email type is used in conjunction with the invoice functionality.
  - f. Guest List: this email type generates a list with all the guests for the following day. To automate the process of sending out invoices you can create a cron job that runs every day for the following URL:  
<http://yourdomain.com/component/jhotelreservation/?task=confirmation.sendGuestList>  
Simply replace yourdomain.com with your domain.
3. **The email content:** will be defined using an editor which holds a series of email tags. When selecting a tag this will be automatically inserted in the email's content. You can define email content for all the available languages in the J-HotelReservation.

These email tags will be processed when the email is sent out and will be replaced with the corresponding information







The list of the available email tags is:

- a. **[first\_name]** : clients first name
- b. **[last\_name]**: clients last name
- c. **[reservation\_details]**: reservation information, including room, extra options, amount, etc.
- d. **[billing\_informations]**: billing related information: name, address, telephone, etc,
- e. **[company\_name]**: represents the name of the lodging facility, this will be picked up from the Application Settings section -> Hotel Information -> Name.
- f. **[company\_logo]**: The company logo. Currently setup in Applications Settings.
- g. **[hotel\_image]**: the first hotel image for which the email is sent out.
- h. **[rating\_url]**: use this tag when sending out the review email. This will generate the review URL specific for the reservation being reviewed.
- i. **[social\_sharing]**: share the email content via social networks
- j. **[invoice\_hotel\_details]**: represents the hotel invoice details. Use this tag when sending out invoices to hotel.
- k. **[invoice\_date]**: represents the invoice date. Use this tag when sending out invoices to hotel.
- l. **[invoice\_number]**: represents the invoice number. Use this tag when sending out invoices to hotel.
- m. **[invoice\_fields]**: represents the invoice specific fields. Use this tag when sending out invoices to hotel.

## 2.8 Manage Extra Options (Not available in standard versions)

You can offer your customer the choice of a welcoming gift such as flowers, champagne and other treats by defining the extra options.

A list of existing extra options will be displayed when you select the option Manage Extra Options. An example of display is presented below.

<input type="checkbox"/>	Name	Description	Price	Start Date	End Date	Image	per day	Mandatory	Ordering	Status	ID
<input type="checkbox"/>	Our special delights	Enjoy our special cuisine at breakfast.	12.00	monday 1 july 2013	sunday 31 july 2016		1	0	<input type="text" value="1"/>	1	8
<input type="checkbox"/>	Bike Tour	Bike tour around country side.	20.00	monday 1 july 2013	sunday 31 july 2016		1	0	<input type="text" value="1"/>	1	7
<input type="checkbox"/>	Our special delights	Enjoy our special cuisine at breakfast.	12.00	monday 1 july 2013	sunday 31 july 2016		1	0	<input type="text" value="1"/>	1	6
<input type="checkbox"/>	Bike Tour	Bike tour around country side.	20.00	monday 1 july 2013	sunday 31 july 2016		1	0	<input type="text" value="1"/>	1	5
<input type="checkbox"/>	Our special delights	Enjoy our special cuisine at breakfast.	12.00	monday 1 july 2013	sunday 31 july 2016		1	0	<input type="text" value="1"/>	1	4
<input type="checkbox"/>	Our special delights	Enjoy our special cuisine at breakfast.	12.00	monday 1 july 2013	sunday 31 july 2016		1	0	<input type="text" value="1"/>	1	3

You have the possibility to create a new extra option or edit an existing one. When editing/adding a new extra option the user will be presented with the screen below.

Save

Save & Close

Close

Help

## Extra option

Name	Our special delights		
Status	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled		
Period	01-07-2013                      31-07-2016	From:	to:
Description	<div> <div> <div> <div>B</div> <div>I</div> <div>U</div> <div>ABC</div> </div> <div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div>Styles</div> <div>Paragraph</div> </div> </div> <div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div>Enjoy our special cuisine at breakfast.</div>		
	Path: p		
	<div> <div> <div></div> <div></div> </div> <div>Toggle editor</div> </div>		
Price type	<input checked="" type="radio"/> Per person <input type="radio"/> Per room		
Price	12.00		
Extra option type	<input checked="" type="radio"/> per day <input type="radio"/> per night <input type="radio"/> Per stay		
Mandatory	<input type="radio"/> yes <input checked="" type="radio"/> no		

To define an extra option you'll need to enter the following:

- **Name:** the name of the extra option
- **Status:** you can choose between enabled or disabled
- **Period:** the period the extra option is available
- **Description:** the description for the extra option
- **Price Type:** define a price type, **per person**, meaning the price will be applied per person. In the reservation process the client is given the option to select the number of persons. **Per room**, meaning the price will be applied per room.
- **Price:** the price for the extra option.
- **Extra Option type:** Per day- extra option will be offered per day. Per Night – extra option will be offered per night. Per stay- extra option will be offered per entire stay.
- **Mandatory:** whether the extra option is mandatory or not. When set to yes the client has to select this extra option in the reservation process.

To save the extra option settings click the **Save** button located at the very top of the screen.

## 2.9 Manage Discounts (Not available in standard versions)

You can offer discounts for different types of items like rooms, offers, excursions. You can either define a new discount or edit an existing one.

To define a discount you'll need to enter the following:

- **Name:** the name of the extra option
- **Period:** the period the discount is available
- **Rooms:** select the rooms it applies to
- **Offers:** select the offers it applies to
- **Excursions:** select the excursions it applies to
- **Connect only offers:** if set to yes, only offers will be discounted
- **Price Type:** define a discount type, **per person**, meaning the discount will be applied per person. In the reservation process the discount will be multiplied according to the selected the number of persons. **Per room**, meaning the discount will be applied per room.
- **Minimum number of days:** minimum number of days to apply the discount for
- **Maximum number of days:** maximum number of days to apply the discount for
- **Minimum number of persons:** minimum number of persons to apply the discount for
- **Minimum amount:** minimum amount to apply the discount for
- **Value:** discount value. If the percent checkbox is client the value enter will be consider to be a percent.
- **Discount codes:** you can assign a code to discount so that only certain users can access the discount. When a code is entered clients have to enter a code to apply a discount.
- **Check full code:** set this to yes if you want to check full discount code, otherwise set to no.

When verifying that a discount applies to reservation item each day is checked against the defined rules. If the rules apply a discount is calculated for the validated day.

✖ Cancel

✔ Save & Close

Discount Details

Hotel : New York Hotel, United States, New York

Name :

Sale

Period :

25-09-2014

30-09-2014

Rooms :

Luxury Room

Luxury Room

✖

Offers :

Excursions :

Connect only offers:

☐ yes
☒ no

Price type

☒ Per person
☐ Per room

Minimum number of days :

1

Maximum number of days :

Minimum number of persons :

Minimum amount :

Value :

12.00

☒ %

Discount Codes :

Check full code:

☐ yes
☒ no

## 2.10 Manage Offers **(Not available in standard versions)**

In the Manage Offers section you can define offers in attract customers to book your hotel(s). A special offer can contain one or more rooms as well as extra options.









A list of existing offers will be displayed when you select the option Manage Offers. An example of display is presented below.

With the **Enabled** option you can specify whether an offer is enabled or not. One click will enable/disable an offer from being taken in consideration in the reservation process.

With the **Featured** option you can specify whether an offer is featured or not. One click will enable/disable an offer as being featured. Featured offers are displayed in the JTopOffers module.

With the up and down option you can choose the order in which the offers are displayed, should you have more than one.

Please select the hotel in order to view the existing settings : New York Hotel ▾

	Name	Voucher code	Min Nights	Max Nights	Data front displayed	Period	In top	Featured	Enabled			Order
1	 <a href="#">Entertainment Breaks for 3 days</a>		2	2	Thursday, 2 February, 2012 to Thursday, 30 April, 2015	Friday, 30 March, 2012 to Wednesday, 30 April, 2014	<input type="checkbox"/>	<input type="checkbox"/>				<a href="#">Up</a> <a href="#">Down</a> 127
2	 <a href="#">Basic package</a>		1	2	Thursday, 1 March, 2012 to Monday, 31 August, 2015	Tuesday, 20 March, 2012 to Friday, 31 July, 2015	<input type="checkbox"/>	<input type="checkbox"/>				<a href="#">Up</a> <a href="#">Down</a> 127

You have the possibility to create a new offer or edit and existing one. When editing/adding a new offer the user will be presented with following five tabs:

- Offer Details
- Rooms
- Room Details
- Extra options
- Pictures

We'll explain in detail all of these sections.

#### a. Offer Details Tab

In this tab you be able to define the offer details such as

- **Name** – the name of the offer. This will be displayed to your customers
- **Voucher code** – you can define one or more voucher codes for your offers if you want to allow only certain clients to access this offer. Offers that have a voucher defined won't be displayed in the front end unless a client knows the voucher code and uses it when searching for a hotel. Offers that don't have a voucher code defined will be displayed in the hotel overview along with the available rooms.
- **Commission** – is a percentage charged for each reservation made though this offer.
- **Reservation Costs** – it is charged directly when the user books an offer. You can define a percentage or a cost. The reservation cost is paid by the customer.
- **Themes** – you can define one or more themes for an offer. Here you can find also the manage themes option by pressing the Manage themes option next to the select. You can add or delete themes to your liking.
- **Description** – the description of your offer. You can include the offer conditions and what is the offer is providing the customer.
- **Content** – is what the offer contains. This will be shown on reservation invoice, providing more confidence to hotel customer.
- **Other info** – other information related to the offer.

Offer details Rooms Room Details Extra Options Pictures

### Edit offer

Name:

Voucher code: [Add new voucher](#)

Public: ☐ Yes ☒ No

Available: ☒ Yes ☐ No

Status: ☐ Live ☒ Edit

Commission:  (%)

Reservation Costs:  %

Themes:  [Manage themes](#)

ar-SA de-DE et-GR en-GB es-ES fr-FR he-IL it-IT n-NL pt-PT ro-RO ru-RU

Edit Insert View Format Table Tools

**B** *I* U Paragraph

Other info

- **Nights** – with this option you can define the number of minimum and maximum nights for which the offer should be considered. For example if you want an offer to be available for minimum 2 nights and maximum 10 nights you should set the values to 2 and 10. After 10 nights the extra night price will be applied.
- **Days** – this represents the day of the week for which the offer is available. You have the possibility to select/deselect a day by clicking the checkbox button specific to that day.

**Nights :**  <=>

**Days :** Monday Tuesday Wednesday Thursday Friday Saturday Sunday

☒ ☒ ☒ ☒ ☒ ☒ ☒

**Period:**

**Display on front:**

- **Period**–the time frame for which the offer is active/bookable. First input corresponds to the start date, the second input corresponds to the end date.
- **Display on front**- represents the time frame for which the offer is displayed on front end to your clients. First input corresponds to the start date, the second input corresponds to the end date

## b. Rooms Tab

In this section you can choose for which Rooms you want to apply the offer. You can simply select the desired rooms by holding down the CTRL key and clicking the left mouse button on the targeted room. The selected rooms will be available for setup on the Room details tab.

Save Save & Close Duplicate Cancel

Offer details Rooms Room Details Extra Options Pictures

**Edit offer**

Rooms: Standard Room  
Luxury Room  
King Room

### c. Room details Tab

This section allows you to define the room prices for the selected rooms in the Room Tab. Once you have selected a room type you can define the following:

- **Price type** – there are two types available
  - **Per person** – defines the price per person. This takes in account each person that occupies the room. Here you can set a price for a person which will be multiplied with the number of persons occupying the room up to the maximum capacity defined. For example if you set the price to 100\$ and you have 2 persons occupying the room than the total cost of the room will be 200\$
  - **Per room** – defines the price per room. The cost of the room will be the same no matter how many persons occupy this room within the maximum capacity defined.
  - **Per day** – the price will be calculated per day, meaning that the defined price will be multiplied with the number of days booked.
  - **Per offer** – the price will be calculated per offer.
- **Price** – you can set the price for each day of the week
- **Single supplement** – Associated with the **Per Person** price type is the **Single Supplement** option which allows setting an additional amount should there be only one person booking the room. This is useful in the situations when a single person is booking, let's say, a four person room and you want to charge extra for that.
- **Single Discount** - Associated with the **Per Room** price type is the **Single Discount** option which allows to set a discount amount should there only one person booking the room. This is useful in the situations when a single person is booking, let's say, a four person room and you want to provide a discount for that.
- **Extra night price** – if a stay is longer than the maximum nights of an offer, the extra night price is added to the reservation multiplied by the number of extra nights.
- **Extra person price** – if a stay is bigger than the maximum nights of an offer, the extra person price is added to the reservation multiplied by the number of extra nights.
- **Base adults (Max 2)** – the number of adults occupying the room. Maximum is given by the room capacity set for each Room in the Manage Rooms section.

Save Save & Close Duplicate Cancel

Offer details Rooms Room Details Extra Options Pictures

**Edit offer**

Select room: Standard Room

Price type: ☒ Per person ☐ Per room  
☒ per day ☐ Per Offer

Price	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	40.00	40.00	40.00	40.00	50.00	50.00	50.00

[Edit custom rates](#)

Single supplement: 12.00

Extra night price: 40.00

Extra person price: 60.00

Base adults (Max 2): 2

Please note that if custom rates are defined the values set for Custom Rates will be applied. Use the **Edit custom rates** button at the top to define your rates.



**Important:** Please note that if custom rates are defined, the values set for Custom Rates will be applied. Use the **Edit custom rates** button located next to the price to see and define custom rates.

#### d. Extra options Tab

On this tab you can define the Extra Option associated with an offer, if any.

Simply choose an extra option from the Extra options select available. When selected, an extra option will be added to the offer. The changes will be applied when the Save button is clicked.

The screenshot shows the 'Edit offer' form with the 'Extra Options' tab selected. At the top, there are four buttons: 'Save' (green), 'Save & Close' (green), 'Duplicate' (green), and 'Cancel' (red). Below these are five tabs: 'Offer details', 'Rooms', 'Room Details', 'Extra Options' (selected), and 'Pictures'. The 'Edit offer' section has a dropdown menu set to 'Bike Tour'. Below the dropdown, there is a list of selected extra options: 'Bike Tour' and 'Our special delights', each with a red 'X' icon to its right. At the bottom of the list, there are two links: 'Check all' and 'Uncheck all'.

You can select/deselect all extra option by clicking on the Check all/Uncheck all links located at the bottom.

You can also choose to duplicate an offer by clicking on the duplicate button.

#### e. Pictures

You can set pictures along with your offer to create a visual of what your offer is about.

To upload pictures simply click the Choose File button. You'll be present with a window which allows you to select the desired picture. All uploaded pictures will be displayed in this section.

The screenshot shows the 'Edit offer' form with the 'Pictures' tab selected. At the top, there are four buttons: 'Save' (green), 'Save & Close' (green), 'Duplicate' (green), and 'Cancel' (red). Below these are five tabs: 'Offer details', 'Rooms', 'Room Details', 'Extra Options', and 'Pictures' (selected). The 'Edit offer' section has a 'Pictures:' label and a large empty box for uploading pictures. To the right of this box, there is a preview of an uploaded image showing a person sitting on a couch in a room. Below the preview, the filename 'header\_residence.jpg' is displayed. To the right of the preview, there are two buttons: 'Up' and 'Down'. At the bottom left, there is a 'Browse...' button and the text 'No file selected.'.

## 2.11 Manage Courses/Excursions (Not available in standard versions)

This feature will allow you to define the courses/excursions that are available within your lodging facility, as well the capacity for each course/excursion. Further you can also specify whether an excursion is available or not.

Clicking the Manage Courses/Excursions will display a list of existing hotel. After you choose the hotel the list of available courses/excursions will be displayed. For each hotel you can define a list of different courses/excursions.

You can add new courses/excursions by pressing the new button located at the top corner or edit a room type by clicking on the room type name.

With the **Available** option you can specify whether a room is available or not. One click will enable/disable a course/excursion from being taken in consideration when the search is done.

With the **Display on Front** option you can specify whether to display a course/excursion on front or not. This can be useful when creating offers for a specific course/excursion and you don't want that course/excursion to be displayed in front end for booking.

Please select the hotel in order to view the existing settings : New York Hotel ▾

<input type="checkbox"/>	Name	Type	Display on front	Available	Ordering	Order	ID
<input type="checkbox"/>	1 Day Course	Course			Up Down	1	1

When editing/adding a room the user will be presented with the screen below.

Save Save & Close Save & New Cancel

General informations

Rate

Pictures

**Course/Excursion Details**

Name

1 Day Course

Type

☒ Course ☐ Excursion

Available

☒ Yes ☐ No

Display on front

☒ Yes ☐ No

Days :

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

☒ ☒ ☐ ☐ ☐ ☐ ☐

Period:

24-09-2014

27-09-2014

Unavailability:

Please select on the calendar below the dates where the hotel is not available

August, 2014

September, 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

ar-SA

de-DE

el-GR

en-GB

es-ES

fr-FR

he-IL

it-IT

nl-NL

pt-PT

ro-RO

ru-RU

Edit

Insert

View

Format

Table

Tools

**B** *I* U ~~S~~

Each room type is divided in 3 tabs: General information, Rate and Pictures. We'll go through each tab and explain what it does.

### 2.11.1 General information tab

You can define properties of the course/excursion like:

- **Name:** the name of the course/excursion.
- **Available:** You can define whether the course/excursion is available or not
- **Type:** type can be course or excursion.
- **Display on front:** you can define whether to display the room in the front end reservation process. This can be useful when creating offers for a specific course/excursion and you don't want that course/excursion to be displayed in front end for booking.
- **Days** – this represents the day of the week for which the course/excursion is available. You have the possibility to select/deselect a day by clicking the checkbox button specific to that day.
- **Period** – the period when the excursion is available.
- **Unavailability-** you can define days or periods when the /excursion is not available. Simply click on the available calendar. A not available day will be marked with red.
- **Main Description:** main description of the course/excursion. This can be currently set in all the available reservation languages. To add a language, please refer to Manage Languages section.

### 2.11.2 Rate Tab

The rate tab allows you to define the rates for a course/excursion. You can start by defining a Rate Name and a Rate description.

Currently there is one type of price allowed: **Price per person/per excursion**. Prices are calculated per person/per excursion.

Save Save & Close Save & New Cancel

General informations Rate Pictures

Course/Excursion Rate

Rate name

Rate description

Rate default settings

Price type	Per person	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Price	12	121	122	121	212	112	211	
Availability :	12							
Min days	1							
Max days	0							

Please note that if custom rates are defined the values set for Custom Rates will be applied. Use the Edit custom rates button at the top to define your rates.

Further you can the **Price** for each day of the week.

**Availability:** the number of courses/excursions available

**Min Days:** The minimum number of days for this room type to be booked.

**Max Days:** The maximum number of days for this room type to be booked.

**Important:** Please note that if custom rates are defined the values set for Custom Rates will be applied. Use the **Edit custom rates** button at the top to define your rates.

If you have rates that differ from one period to another please click on the **Edit Custom Rates** button located at the top. You'll be presented with the screen below.

You have the possibility to define rates by day or select an interval to set with custom rates.

The Quick setup section will allow you to set prices for a certain period.

**Quick Setup**

From  to

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

☐ ☐ ☐ ☐ ☐ ☐ ☐

Price  Availability

Min days  Max days

Save

You can set the following fields:

**Price:** the room price for that night.

**Availability:** the number of guests occupying the room.

**Min days:** The minimum number of days for this room type to be booked.

**Max days:** The maximum number of days for this room type to be booked.

Once you press the **Save** button the desired changes will apply. Make sure you select the **from and to** period, the days for which the modifications should apply and enter the desired values to modify. You can modify only one field if needed.

You can view your settings in the table presented below the Quick setup section. Please see below. To change the month your viewing use the select located at the top right of the table.

Rates and Availability for September 2014							
Price type: Per person Custom rates are loaded based on default rate							
	Mon, 01-09-2014	Tue, 02-09-2014	Wed, 03-09-2014	Thu, 04-09-2014	Fri, 05-09-2014	Sat, 06-09-2014	Sun, 07-09-2014
Price	<input type="text" value="12.00"/>	<input type="text" value="121.00"/>	<input type="text" value="122.00"/>	<input type="text" value="121.00"/>	<input type="text" value="212.00"/>	<input type="text" value="112.00"/>	<input type="text" value="211.00"/>
Capacity	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	<input type="text" value="12"/>
Minimum stay	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Maximum stay	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

### 2.11.3 Course/Excursions pictures

This section allows you to upload pictures for a courses/excursions. To upload a picture simply click the browse button located at the bottom of the page. Choose the desired file using the popup browser provided. For each image you can enter a description. You can also define the order of the displayed images by using the **Up** and **Down** options.

Don't forget to save in order to apply the changes.

**Room pictures**

Pictures:

  
room.gif










Please choose a file

Browse...


## 2.12 Add Reservations

Admin users can add reservation by using the backend functionality. The Add Reservation Feature was designed to use as little data as possible in order to facilitate email or phone reservations.


On the add reservation you'll presented with a one page checkout screen where you can enter all the needed data. Please see the screen below.

Reservation Details	Edit guest details																																														
<table><tr><td>Arrival</td><td>07-10-2013</td><td></td></tr><tr><td>Departure</td><td>08-10-2013</td><td></td></tr><tr><td>Arrival time</td><td colspan="2">0:00 </td></tr><tr><td>Remarks</td><td colspan="2"><div></div></td></tr><tr><td>Admin remarks</td><td colspan="2"><div></div></td></tr><tr><td>Voucher</td><td colspan="2"><div></div></td></tr><tr><td>Discount Codes</td><td colspan="2"><div></div></td></tr><tr><td colspan="3">ID 0</td></tr></table>	Arrival	07-10-2013		Departure	08-10-2013		Arrival time	0:00 		Remarks	<div></div>		Admin remarks	<div></div>		Voucher	<div></div>		Discount Codes	<div></div>		ID 0			<table><tr><td>Salutation *</td><td><input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Family</td></tr><tr><td>First name</td><td><div></div></td></tr><tr><td>Last name</td><td><div></div></td></tr><tr><td>Billing address</td><td><div></div></td></tr><tr><td>Postal code</td><td><div></div></td></tr><tr><td>City</td><td><div></div></td></tr><tr><td>State</td><td><div></div></td></tr><tr><td>Country</td><td><div></div></td></tr><tr><td>Telephone number</td><td><div></div></td></tr><tr><td>Email</td><td><div></div></td></tr><tr><td>Company name</td><td><div></div></td></tr></table>	Salutation *	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Family	First name	<div></div>	Last name	<div></div>	Billing address	<div></div>	Postal code	<div></div>	City	<div></div>	State	<div></div>	Country	<div></div>	Telephone number	<div></div>	Email	<div></div>	Company name	<div></div>
Arrival	07-10-2013																																														
Departure	08-10-2013																																														
Arrival time	0:00 																																														
Remarks	<div></div>																																														
Admin remarks	<div></div>																																														
Voucher	<div></div>																																														
Discount Codes	<div></div>																																														
ID 0																																															
Salutation *	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Family																																														
First name	<div></div>																																														
Last name	<div></div>																																														
Billing address	<div></div>																																														
Postal code	<div></div>																																														
City	<div></div>																																														
State	<div></div>																																														
Country	<div></div>																																														
Telephone number	<div></div>																																														
Email	<div></div>																																														
Company name	<div></div>																																														

**Reservation rooms**

Adults: 2 

Rooms: 

Deluxe Room 

Add Room

You can also add remarks of client in the Remarks input. Should there be any remarks for the administrator you can use the Admin remarks input. Only admins will be able to see this column.

You are not required to enter all the personal fields as it is required in the frontend reservation process, only some of the fields are mandatory.

To create a new reservation you'll have to assign a room to it. For the selected hotel you have to select one room from the available rooms. You can also select the number of adults to occupy the room. After making the desired selection click on the Add Room button to add a room.

You can add multiple rooms to a reservation. To delete an already selected room press the red highlighted Delete link next to the room number

**Reservation rooms**

Adults:

Rooms:

**Deluxe Room** [\[ Delete \]](#)

Adults:

• Price - 2013-10-07:  ( 130.00 )

**Double Room** [\[ Delete \]](#)

Adults:

• Price - 2013-10-07:  ( 90.00 )

## 2.13 Editing a reservation

To edit a reservation simply click on the reservation id while in the manage reservations screen or press the edit icon in the action column on the same reservation screen. You'll be presented with the screen below where you can modify the existing reservation info.

<p>Arrival: Friday 27 September 2013 <a href="#">Change dates</a></p> <p>Departure: Saturday 28 September 2013</p> <p>Arrival time: <input type="text" value="13:00"/></p> <p>Remarks: <input type="text"/></p> <p>Admin remarks: <input type="text"/></p> <p>Voucher: <input type="text"/></p> <p>Discount Codes: <input type="text"/></p> <p>ID: 1</p>	<p>Salutation: <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Family</p> <p>First name: <input type="text" value="Test"/></p> <p>Last name: <input type="text" value="Cmsjunkie"/></p> <p>Billing address: <input type="text" value="12 Some street"/></p> <p>Postal code: <input type="text" value="m1w2q1"/></p> <p>City: <input type="text" value="Toronto"/></p> <p>State: <input type="text" value="Ontario"/></p> <p>Country: <input type="text" value="Canada"/></p> <p>Telephone number: <input type="text" value="4165582565"/></p> <p>Email: <input type="text" value="support@cmsjunkie.com"/></p> <p>Company name: <input type="text"/></p>
--	---

<p><b>Reservation rooms</b></p> <p>Adults: <input type="text" value="2"/></p> <p>Rooms: <input type="text" value="Deluxe Room"/> <input type="button" value="Add Room"/></p> <p><b>Luxury Room</b> <a href="#">[ Delete ]</a></p> <p>Adults: <input type="text" value="2"/></p> <p>• 2013-09-27: <input type="text" value="240.00"/> ( 240.00 )</p>	<p><b>Payment Details</b></p> <p>The payment is done through bank transfer. The invoice has to be paid in <b>0 days</b> or the reservation will be canceled. Please transfer the specified amount <b>43.498(EUR)</b> to the following account:</p> <table><tr><td>Bank Account Holder Name :</td><td>Holder Name</td></tr><tr><td>Bank Country :</td><td>Country</td></tr><tr><td>Bank City :</td><td>City</td></tr><tr><td>Bank Address :</td><td>Street address</td></tr><tr><td>Swift code :</td><td>Swift code</td></tr><tr><td>Bank Name :</td><td>ABM</td></tr><tr><td>Bank account number :</td><td>Account number</td></tr><tr><td>IBAN :</td><td>231231</td></tr></table>	Bank Account Holder Name :	Holder Name	Bank Country :	Country	Bank City :	City	Bank Address :	Street address	Swift code :	Swift code	Bank Name :	ABM	Bank account number :	Account number	IBAN :	231231
Bank Account Holder Name :	Holder Name																
Bank Country :	Country																
Bank City :	City																
Bank Address :	Street address																
Swift code :	Swift code																
Bank Name :	ABM																
Bank account number :	Account number																
IBAN :	231231																

To change the reservation dates simply click on the Change Dates link located next to the Arrival date. The screen below will be displayed on the screen.



2. **Canceled (Red):** The client reservation was canceled.
3. **Checked in (Yellow):** The client has checked-in.
4. **Checked out (Grey):** The client has checked-out.
5. **Late (Orange):** The client hasn't checked-in and his/hers reservation is already due.

Further we will explain how to use these statuses.

### **Canceled Status**

The canceled status means that a reservation has been canceled. If the client cancels a reservation via email or telephone, or doesn't show up you can cancel a reservation. The client can also cancel a reservation from his/hers profile. Upon cancellation an email will be sent out to the client.

### **Checked Out Status**

When checking-out a client, you need to set his/hers status to Checked Out. This way you can track when a client has checked out.



## 2.15 Reservations Reports

Reservation reports will help you in getting an overall idea of what's booked in your lodging facility. Currently there are three types of reports available:

### 2.15.1 Simple Reservations Report

The reservation report displays a report of what rooms types have been booked, on what days and how many rooms are still available. You can choose a period for which you can generate the report along with the room type. An example is generated below.

DashboardReports Dashboard

Settings

Hotels

Rooms

Extras

Offers

Email Templates

Reviews

Access

Reservations

Reports

Invoices

Please select the hotel in order to view the existing settings : Alor Grande Holiday Resort

01-10-2013

05-10-2013

Filter:

Generate report

Report Type

Simple Report

Select Room Type

Date	Double AC Room
01-10-2013	Availability Booked
02-10-2013	Availability Booked
03-10-2013	Availability Booked
04-10-2013	Availability Booked
05-10-2013	Availability Booked

### 2.15.2 Advanced Reservations Report (Not available in standard versions)

The detailed reservation report displays a report of what rooms types have been booked, on what days and how many rooms are still available. You can choose a period for which you can generate the report along with the room type. An example is generated below.

Please select the hotel in order to view the existing settings : Venice Hotel

26-09-2013

16-10-2013

Filter:

Generate report

Report Type

Advanced Report

Select Room Type

Room type	#	26-09-2013	27-09-2013	28-09-2013	29-09-2013	30-09-2013	01-10-2013	02-10-2013	03-10-2013	04-10-2013
Luxury Room	1		Cmsjunkie Test			Test Testt				
Superior Room	1									
Deluxe Room	1									
Standard Room	1									

All reservation statuses are displayed on this report. You can see the status of a reservation from the beginning until the checkout.

When clicking on a reservation you will be presented with the reservation details. Please see below:

Report

Reservation : 000001

Close it

board

Please select

26-09-2013


Room

Luxury

Superior

Deluxe

Standard



**Venice Hotel** ★★ ★★  
Giuseppe 10, 30133 Venice, Venice, Sarasota, Italy  
Telephone number 123123

**Arrival**      friday 27 september 2013  
**Departure**    saturday 28 september 2013  
**Number of rooms**    1 room  
**Number of Guests:**   2 Adults

Item	Subtotal
Luxury Room (Capacity 3 adults)	240.00
friday 27 september 2013	240.00
<b>Estimated room (EUR)</b>	<b>240.00</b>
<b>Reservation subtotal (EUR)</b>	<b>240.00</b>
<b>Total rooms rates (EUR)</b>	<b>240.00</b>
City Tax (15 EUR)	15.00
Federal Tax (4 % )	10.20
State Tax (15 % )	39.78
Occupancy Tax (30 EUR)	30.00
<b>Reservation cost (EUR)</b>	<b>10.00</b>
<b>Reservation total (EUR)</b>	<b>344.98</b>
<b>Amount to pay (Reservation cost + 10.00% Reservation subtotal) (EUR)</b>	<b>43.60</b>
<b>Remaining payment (EUR)</b>	<b>301.48</b>

### 2.15.3 Offers Report (Not available in standard versions)

This report is designed to provide a statistic on how many views and how many bookings where done through a special offer (voucher) and which media channel has been used. Please see below.

Special offer access

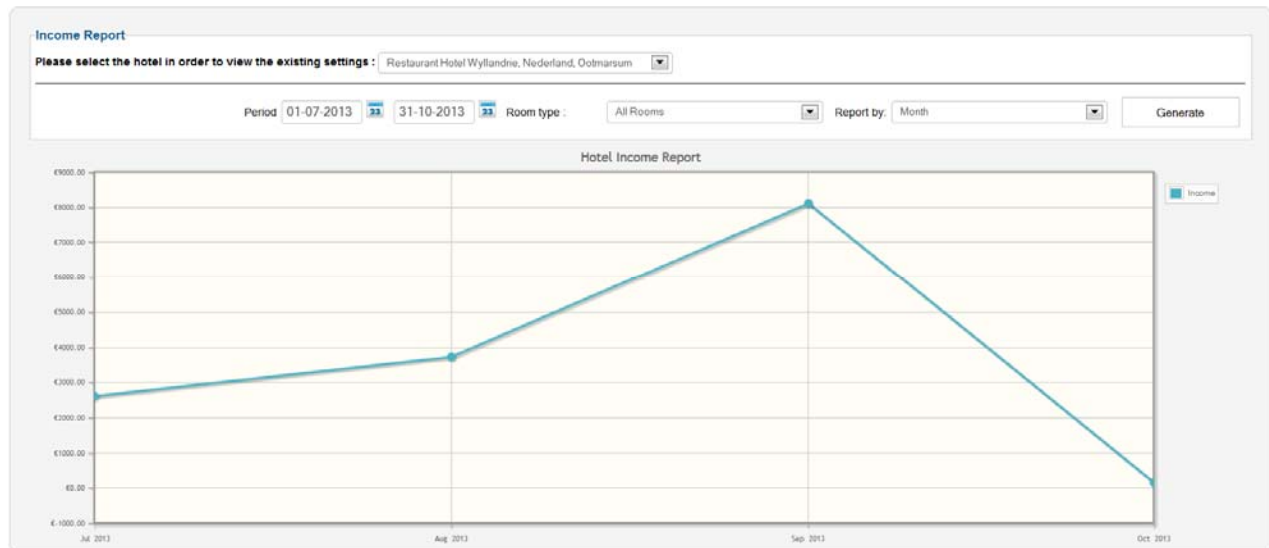
Voucher -										
			magnazine1		media1		media2		media3	
	Bookings	Views	Bookings	Views	Bookings	Views	Bookings	Views	Bookings	Views
Paris Hotel - Visit Paris	2	1	0	0	0	0	0	0	0	0
Golden TVulip Midden-Drenthe - Basic package	16	10	0	0	0	1	0	1	0	0
Venice Hotel - Test Offer	0	1	0	0	0	0	0	0	0	1
Golden TVulip Midden-Drenthe - Entertainment Breaks for 3 days	0	2	0	1	0	2	0	4	0	0
Golden TVulip Midden-Drenthe - 12	0	1	0	0	0	0	0	0	0	0

Voucher - voucher 1										
			magnazine1		media1		media2		media3	
	Bookings	Views	Bookings	Views	Bookings	Views	Bookings	Views	Bookings	Views
Golden TVulip Midden-Drenthe - Entertainment Breaks for 3 days	1	5	0	0	0	0	0	0	0	0

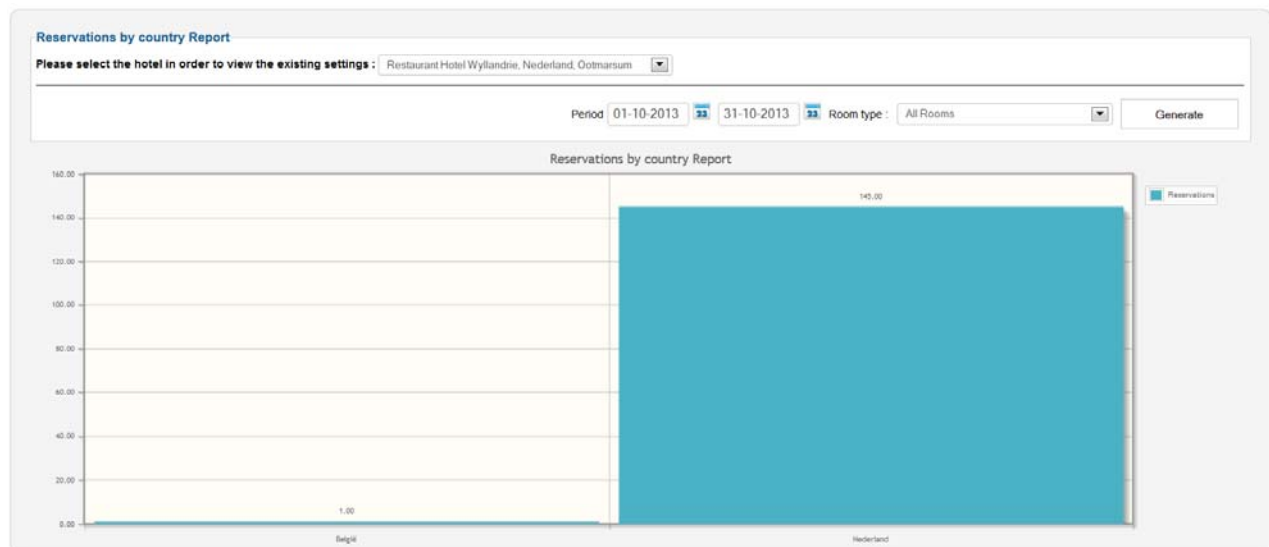
### 2.15.4 Income Report (Not available in standard versions)

This report is designed to provide a graphical statistic onthe realized income. In generating the chart only paid reservation are considered, whether is the whole reservation amount or part of it. You have the option to generate a report by **Day**, **Month** or **Year**. You can also filter by room type and adjust the interval for which the report should be generated.



## 2.15.5 Reservations by Country Report (Not available in standard versions)

This report is designed to provide a graphical statistic on where the customers are coming from. In generating the chart all valid reservation are considered. You have the option to generate a report by room type and adjust the interval for which the report should be generated.



## 2.16 Manage user access (Available for JHotelPortal or on demand)

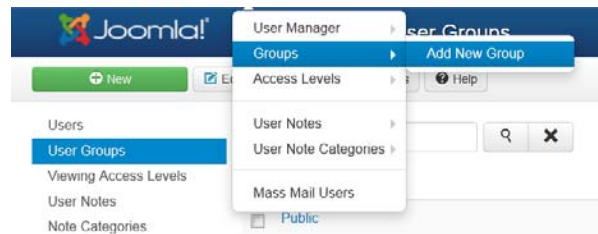
This section will help to manage the way hotel administrators are accessing the different functionalities available. You can allow or restrict access to certain functionality.

The Super User role has access to all the functionality without any restrictions.

### 2.16.1 Adding a Hotel Manager

To start off you have to create a new user group in Joomla called “**Hotel Manager**”. All hotel admins need to be created under this group. The following instructions work on both Joomla 2.5 and Joomla 3.x

To create this group, go to Users->Group Management->Add New Group.



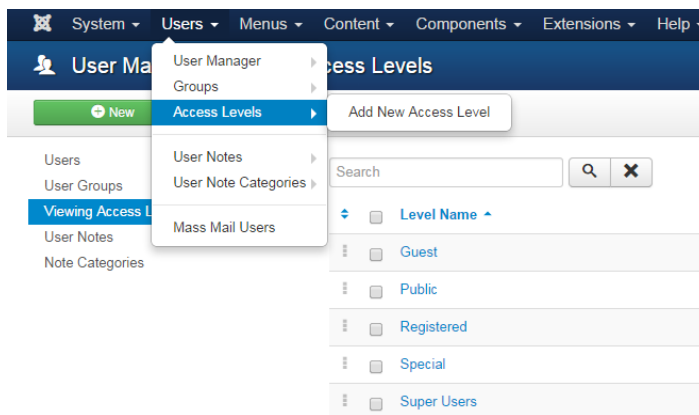
Enter **Hotel Manager** for the name and select the Public group as the parent group.

A screenshot of the 'User Group Details' form in Joomla!. At the top, there are five buttons: 'Save', 'Save & Close', 'Save & New', 'Cancel', and 'Help'. Below the buttons, the form has two fields: 'Group Title \*' with the value 'Hotel Manager' entered, and 'Group Parent \*' with a dropdown menu showing 'Public' selected.

### Allow the Hotel Manager group to login in the backend

To enable backend login for the **Hotel Manager** group please follow these steps

- Go to Users -> Access Levels



- Select the **Special** item from the list of available access levels
- Check the **Hotel Manager** group to allow assign to access level.

Save

Save & Close

Save & New

Save as Copy

Close

Level Details

Level Title \*

Special

User Groups Having Viewing Access

☐ Public

☐ —Guest

☒ —Hotel Manager

☒ —Manager

☒ —Administrator

☐ —Registered

☐ —Author

☐ —Editor

☐ —Publisher

☒ —Super Users

- Don't forget to save.

To create a new hotel admin you need first to create a new user in Joomla. In the main menu in the backend go to Users-> Users Management ->Add New User. You'll be presented with the screen below.

Make sure you assign the Hotel Manager Group. See below.

Save

Save & Close

Save & New

Cancel

Help

Account Details

Assigned User Groups

Basic Settings

☐ Public

☐ —Guest

☒ —Hotel Manager

☐ —Manager

☐ —Administrator

☐ —Registered

☐ —Author

☐ —Editor

☐ —Publisher

☐ —Super Users

## Restrict access to J-HotelReservation functionality only

If you want to restrict access so that hotel admins can access the reservation functionality only, please follow these steps:

- In Global Configuration-> Permission Tab->Hotel Manager set permissions as follows

Site System Server **Permissions** Text Filters

### Permission Settings

Manage the permission settings for the user groups below. See notes at the bottom.

Public	Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
- Guest	Site Login	Allowed	Allowed
- Hotel Manager	Admin Login	Allowed	Allowed
- Manager	Offline Access	Inherited	Not Allowed
- Administrator	Super User	Inherited	Not Allowed
- Registered	Access Administration Interface	Inherited	Not Allowed
- Author	Create	Inherited	Not Allowed
- Editor	Delete	Inherited	Not Allowed
- Publisher	Edit	Inherited	Not Allowed
- Super Users	Edit State	Inherited	Not Allowed
	Edit Own	Inherited	Not Allowed

1. If you change the setting, it will apply to this and all child groups, components and content. Note that: *Inherited* means that the permissions from the parent group will be used. *Denied* means that no matter what the parent group's setting is, the group being edited cannot take this action. *Allowed* means that the group being edited will be able to take this action (but if this is in conflict with the parent group it will have no impact; a conflict will be indicated by *Not Allowed (Locked)* under Calculated Settings). *Not Set* is used only for the Public group in global configuration. The Public group is the parent of all other groups. If a permission is not set, it is treated as deny but can be changed for child groups, components, categories and items.

2. If you select a new setting, click Save to refresh the calculated settings.

- In component->J-HotelReservation->Application Settings
  - Click the Options button located at the top
  - Select the Permission tab
  - Set the following permissions:

Permissions

Default permissions used for all content in this component.

Manage the permission settings for the user groups below. See notes at the bottom.

Public	Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
- Guest	Configure	Allowed	Allowed (Super User)
- Hotel Manager	Access Administration Interface	Allowed	Allowed (Super User)
- Manager	Create	Allowed	Allowed (Super User)
- Administrator	Delete	Allowed	Allowed (Super User)
- Registered	Edit	Allowed	Allowed (Super User)
- Author	Edit State	Allowed	Allowed (Super User)
- Editor			
- Publisher			
- Super Users			

1. If you change the setting, it will apply to this and all child groups, components and content. Note that: *Inherited* means that the permissions from the parent group will be used. *Denied* means that no matter what the parent group's setting is, the group being edited cannot take this action. *Allowed* means that the group being edited will be able to take this action (but if this is in conflict with the parent group it will have no impact; a conflict will be indicated by *Not Allowed (Locked)* under Calculated Settings). *Not Set* is used only for the Public group in global configuration. The Public group is the parent of all other groups. If a permission is not set, it is treated as deny but can be changed for child groups, components, categories and items.

2. If you select a new setting, click Save to refresh the calculated settings.

After the hotel admin user has been created you proceed to the next step of assigning the hotel admin to hotels and groups.

All the users under Hotel Manager group will be displayed under the Users tab in the Manager Users Access section.

You'll be presented with a list of all the hotel managers and their assignments.

[Users](#)[Groups](#)[Roles](#)

#	<input type="checkbox"/>	Name	Email	Assigned Hotel(s)	User Group Assignment
0	<input type="checkbox"/>	Test Hotel Admin	support@cmsjunkie.com	Venice Hotel,Paris Hotel,Palace,Motel Hotel,Marrriot Hotel,Ho'tel name,Hotel,Hilton Hotel,Golden Tulip Midden-Drenthe	Hotel Admin Group
1	<input type="checkbox"/>	Big Boss	some@sda.com	Assign Hotels	Assign Groups
2	<input type="checkbox"/>	New Hotel Admin	mb@gmail.com	Hilton Hotel	Hotel Admin Group

Display # 5

## 2.16.2 Assigning a Hotel

To assign the hotel(s) to the hotel manager who is in charge of simply click the Assign Hotels link in the Assigned Hotel(s) column (see below).

You'll be presented with the screen below.

**J-Hotel Reservation :Hotel Assignments**

### Assign Hotels

To assign a value please click on a value in the left panel. To deassign a value please click on the desired value in the right panel. Click the Save button to save the changes.



[select all/deselect all](#)  
New York Hotel(New York)  
Paris Hotel(Paris)  
Venice Hotel(Venice)

To assign a hotel simply click on a value from the left panel to move it to the right panel. To remove a selected value from right panel click on the desired value and it will be moved to the left panel.

Don't forget to save your changes by clicking the Save button.

### 2.16.3 Assigning a Group

To assign a group to the hotel manager simply click the Assign Groups link in the Assigned Hotel(s) column (see below). If a group is already assigned click the name of the group(s) to edit the Group assignment.

 **J-HotelReservation :Manage Users Access** 

**Users** | **Groups** | **Roles**

#	<input type="checkbox"/>	Name	Email	Assigned Hotel(s)	User Group Assignment
0	<input type="checkbox"/>	Test Hotel Admin	support@cmsjunkie.com	Venice Hotel,Paris Hotel,Palace,Motel Hotel,Marrriot Hotel,Hot'el name,Hotel,Hilton Hotel,Golden Tulip Midden-Drenthe	Hotel Admin Group
1	<input type="checkbox"/>	Big Boss	some@sda.com	Assign Hotels	Assign Groups
2	<input type="checkbox"/>	New Hotel Admin	mb@gmail.com	Hilton Hotel	Hotel Admin Group

Display # 5

You'll be presented with the screen below.

**J-Hotel Reservation :Group Assignment**

**Assign Groups**

To assign a value please click on a value in the left panel. To deassign a value please click on the desired value in the right panel. Click the Save button to save the changes.

[select all/deselect all](#)  
Hotel Admin Group

To assign a group simply click on a value from the left panel to move it to the right panel. To remove a selected value from right panel click on the desired value and it will be moved to the left panel.

Don't forget to save your changes by clicking the Save button.

### 2.16.4 Roles

When accessing the roles you'll be presented with a list of all the available roles. You can either add, edit or delete a role.

To add role click the **New Role** button located at the top right. To edit a Role simply click on the Role name.




**J-HotelReservation :Manage Roles**

 Back
  New Role
  Delete Role

Users | Groups | **Roles**

#	<input type="checkbox"/>	Name	Assigned in Groups
0	<input type="checkbox"/>	<b>Hotel Admin Role</b>	Hotel Admin Group

When adding or editing a role you'll be presented with the screen below. You can define the following:

- Role Name – the name of the Role
- Role Description – the description of the Role. This is used to better describe what the role does.
- Assign permissions – each main functionality in the application is associated with a permission. When defining a role you define the permissions available for that role. You are actually assigning permissions to a role. You can assign one or multiple permissions to a role.

To assign a permission simply click on a value from the left panel to move it to the right panel. To remove a selected value from right panel click on the desired value and it will be moved to the left panel.

Don't forget to save your changes by clicking the Save button.

J-Hotel Reservation :Add/Edit Role

Save

Save & Close

Cancel

Mapping Information

Role Name :

Hotel Admin Role

Role Description :

Hotel Admin

Assign Permissions

To assign a value please click on a value in the left panel. To deassign a value please click on the desired value in the right panel. Click the Save button to save the changes.

select all/deselect all

Application Settings

Payment

Processors

Manage Hotels

Manage Rooms

Manage Room

Features

Fee Settings

Currency Settings

2.16.5 Groups

Further you can assign roles to a group. A certain group can have one or multiple roles depending on the group level of access. This is something that you control.

When accessing the Groups you'll be presented with a list of all the available groups. You can either add, edit or delete a group.

To add a group click the **New Group** button located at the top right. To edit a Group simply click on the Group name.



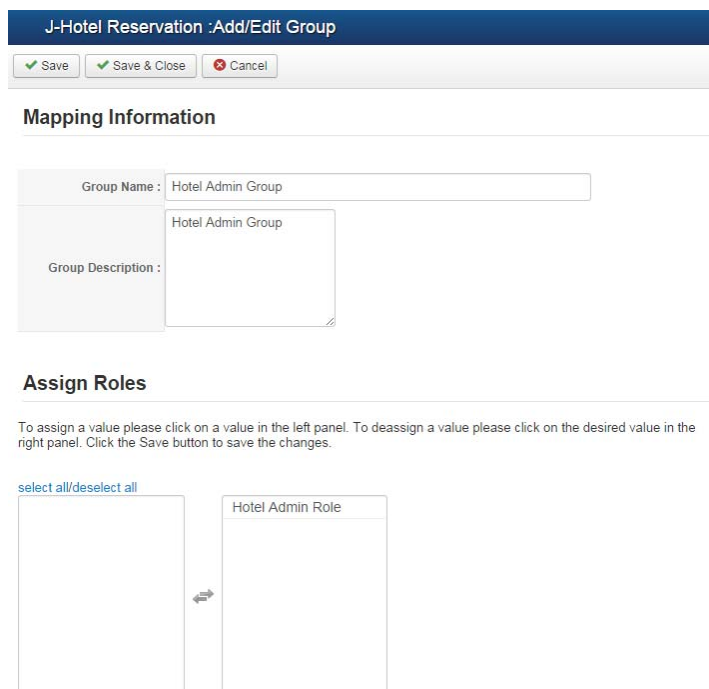
#		Name
0	<input type="checkbox"/>	<a href="#">Hotel Admin Group</a>

When adding or editing a role you'll be presented with the screen below. You can define the following:

- Role Name – the name of the Role
- Role Description – the description of the Role. This is used to better describe what the role does.
- Assign permissions –Each main functionality in the application is associated with a permission. When defining a role you define the permissions available for that role. You are actually assigning permissions to a role. You can assign one or multiple permissions to a role.

To assign a role simply click on a value from the left panel to move it to the right panel. To remove a selected value from right panel click on the desired value and it will be moved to the left panel.

Don't forget to save your changes by clicking the Save button.



**J-Hotel Reservation :Add/Edit Group**

**Mapping Information**

Group Name :

Group Description :

**Assign Roles**

To assign a value please click on a value in the left panel. To deassign a value please click on the desired value in the right panel. Click the Save button to save the changes.

[select all/deselect all](#)

## 2.17 Reviews Functionality (Not available in standard versions)

Hotel Clients can review their stay at the hotel by using the review functionality. The reviews made will be displayed in the front end in the reservation process. Based on the reviews a total score is calculated and displayed. A summary with all the scores is also available

Reviews are being sent one day after the end date of the reservation. An automated process needs to be set in place to generate reviews automatically. The following URL needs to be set in a cron job or can be called manually.

[http://yourdomain.com/index.php?option=com\\_jhotelreservation&task=hotelratings.sendReviews](http://yourdomain.com/index.php?option=com_jhotelreservation&task=hotelratings.sendReviews)

An email will be sent to client asking to review the stay.

### 2.17.1 Manage Review Questions

You can manage the review question that your clients are answering to in the Manage Review Questions section.

You'll be presented with a list of all the available questions. You can add, edit or delete a review question. You can also set the order of how questions are displayed by clicking on the options Up/Down located at the right of table.

<div><span>New</span> <span>Edit</span> <span>Delete</span> <span>Back</span> <span>Dashboard</span></div>		
#	Rating question	Order
1 <input type="checkbox"/>	Appreciation	Up Down
2 <input type="checkbox"/>	Location	Up Down
3 <input type="checkbox"/>	Service	Up Down
4 <input type="checkbox"/>	Price/Quality	Up Down
5 <input type="checkbox"/>	Food	Up Down
6 <input type="checkbox"/>	Rooms	Up Down
7 <input type="checkbox"/>	Child Friendly	Up Down

When adding/editing a question you'll be presented with the screen below

Save & Close Cancel

Rating question

Rating question :

You can enter/modify the desired question and click the Save button to save your changes.

## 2.17.2 Manage Hotel Reviews

As a hotel administrator you can see and manage all the reviews made for your hotel. You can publish/unpublish a review by clicking on the checkbox associated with each review in the Published column.

Please select the hotel in order to view the existing settings : Golden Tulip Midden-Drenthe, Netherlands, Westerbork ▼

Current hotel rating: 9.29

#	Client	Review Short Description	Remarks/comments:	View Review	Published
1	Marius B	eg: 'Great Place!' or 'Never again!'	sdsad	<a href="#">View</a>	<input checked="" type="checkbox"/>

To view a review click on the View option associated with each review. You'll be presented with the review content.

Hotel review Close

Client Marius, B  
Hotel Golden Tulip Midden-Drenthe, Beilerstraat 24a, Westerbork, Netherlands  
Reservation period: 31 dec 1969 to 12 mei 2012

	Very bad										Excellent	No Opinion
	1	2	3	4	5	6	7	8	9	10	0	
Appreciation*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Location*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Service*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Price/Quality *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Food*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Rooms*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Child Friendly *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Reservation period:  
Describe using a few words:

eg: 'Great Place!' or 'Never again!'

sdsad

Remarks/comments:

Date of arrival: 11 mei 2012  
Date of return: 12 mei 2012  
Party Composition: With Partner ▼

## 2.18 Manage invoices (Available for JHotelPortal only)

At the beginning of each month an invoice is sent to hotels (based on a cron job) considering the commission charged for each reservation on the previous month. The room reservations commission rates can be set in when editing a hotel, in the Extra Options tab. The offers commission rates can be set in the Manage Offer section.

The invoicing process is a three-step process:

### 1. Generating the invoice

An invoice is generated and a booking list is sent to each hotel for acknowledgement and approval. To automate the process of sending out invoices you can create a cronjob on the 1<sup>st</sup> of every month for the following URL:

[www.yourdomain.com/component/jhotelreservation/?task=manageinvoicesfront.createMonthlyInvoices](http://www.yourdomain.com/component/jhotelreservation/?task=manageinvoicesfront.createMonthlyInvoices)

Simply replace yourdomain.com with your domain.

### 2. Reservations sign off by hotel admins

The hotel admin has now the possibility to login on to the hotel portal site and check or cancel bookings or modify the amount paid.

In the Manage Invoice screen the hotel admin see a list of all the invoiced months along with a summary of the reservations costs total and Commission Costs total. Please see below

Please select the hotel in order to view the existing settings : Golden Tulip Midden-Drenthe, Netherlands, Westerbork							
#	Number	Date	Reservation Costs	Commission Costs	Total Amount	Status	Invoice
1	000007	25 jun 2012	1339.6	133.96	159.41	1	<a href="#">View Invoice</a>

The hotel admin will be able to see the invoices only for the hotel(s) he/she manages. The portal administrator (Super User) will have access to all invoices.

The hotel admin can view an invoice details by click on the invoice number or by selecting an invoice and clicking the **Edit** button located at the top. The screen below will be displayed.

Hotel : Golden Tulip Midden-Drenthe, Netherlands, Westerbork						
Reservation number	Name	Arrival	Departure	Status	Amount	Commission
2	George B	29 apr 2012	1 mei 2012	Agreed	369.5	36.95
4	George B	11 mei 2012	12 mei 2012	Agreed	95.3	9.53
5	Marius B	11 mei 2012	12 mei 2012	Agreed	95.3	9.53
6	George B	14 mei 2012	15 mei 2012	Agreed	95.3	9.53
7	George B	14 mei 2012	15 mei 2012	Agreed	95.3	9.53
8	George B	15 mei 2012	16 mei 2012	Agreed	110.3	11.03
9	George B	15 mei 2012	16 mei 2012	Agreed	95.3	9.53
10	213 3213	16 mei 2012	17 mei 2012	Agreed	100.3	10.03
11	George B	23 mei 2012	24 mei 2012	Agreed	154	15.4
12	George B	17 mei 2012	18 mei 2012	Agreed	129	12.9
Total:					1339.6	133.96
Name : <input type="text"/>						
<input type="checkbox"/> I agree with terms and conditions.						

Initially when the hotel admin receives the invoice he/she can modify the status of the existing bookings. Some of the bookings have been canceled and the hotel admin can rectify their status. Currently there 3 statuses to choose from:

- **Agreed:** the client respected his/her reservation
- **No-show, no charge:** the client cancelled the reservation, no charges apply.
- **No-show, taxed according to cancellation policy:** the reservation was canceled and a cancellation fee was charged. Commission is charged based on cancellation fee. The hotel admin will be able to enter the amount.

**Invoice Details**  
Hotel : Regardz Airport Hotel Rotterdam, Nederland, Rotterdam

Reservation number	Name	Arrival	Departure	Voucher	Status	Amount	Commission
5658	J. Reintjes	woensdag 25 september 2013	vrijdag 27 september 2013	75-euro-hoteltaxe	Agreed	150	15
5656	H. Loonstra	donderdag 26 september 2013	zaterdag 28 september 2013	75-euro-hoteltaxe	No-show, no charge	150	15
<b>Total:</b>						<b>300</b>	<b>30</b>

Name:

☐ I agree with the terms and conditions.

The hotel admin modifying the invoice has to enter his/hers name to sign off the invoice and agree with the terms and conditions of the invoice.

### 3. Final Invoice

After 7 days the final invoice is generated and the hotel admin will no longer have the possibility to edit bookings.

To automate the process of finalizing invoices you can create a cronjob on the 7<sup>th</sup> of every month for the following URL:

[www.yourdomain.com/component/jhotelreservation/?task=manageinvoicesfront.issueInvoices](http://www.yourdomain.com/component/jhotelreservation/?task=manageinvoicesfront.issueInvoices)

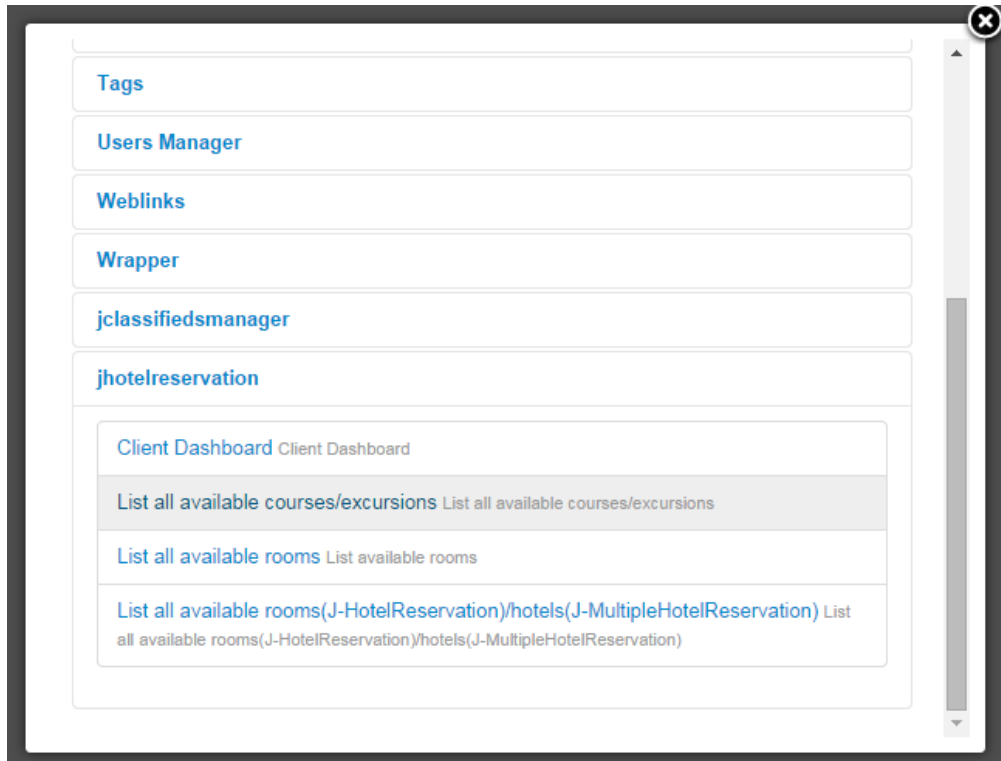
Simply replace yourdomain.com with your domain.

### 3 The Reservation Process

There are several entries in the reservation process.

1. Through a menu item – The dates are automatically selected with the current dates.

To access it from your website simply create a new menu item and as a type To create a new menu item simply go to the Menus in your backend, select the menu you want to add an item for and click the **Add New Menu Item**. From the available options please select J-HotelReservation – List all available Hotels. Please enter a title and save your changes. You'll now see a new menu item in your main menu with the entered title.



2. Through the various reservation modules.

Another way to access the hotel reservation functionality is through the J-HotelReservation modules. You can enable it in the Manage Modules section in the backend. Please refer to chapter 6 of this user manual on how to setup the reservation modules.

Based on the dates selected a list with available hotels are shown. For each hotel specific information is shown.

- An image ( the first image that is set in hotel administrator)
- The name, hotel stars and hotel address
- Starting rate for rooms – if no room is set to be visible on front end this section will not be shown
- Starting rate for offers – if no offers are defined this section will not be shown.

Bellow the reservation module the user can filter the hotel shown based on following criteria:

- Facilities
- Types
- Accommodation Types
- Environments
- Regions
- Offers Themes

### Search for the best deal

Destination/Hotel name

[Type in to search](#)

[Show hotel map](#)

Arrival  Departure

25-09-2014  26-09-2014

☐ I don't have specific dates yet

Rooms  Guest  Children

1  2  0

[Search](#)

### Search Filter

**Facilities**

[Bicycle \(3\)](#)

[Design \(3\)](#)

[Entertainment \(3\)](#)

[Fitness \(1\)](#)

[Indoor pool \(3\)](#)

[Lift \(3\)](#)

[Sport \(2\)](#)

[Wifi \(3\)](#)

**Types**

[Cliff \(1\)](#)

[Gourmet \(1\)](#)

[Luxury \(1\)](#)

**Accommodation Types**

[Apartment \(3\)](#)

[Bed \(3\)](#)

[Cottage \(2\)](#)


### Search Results

3 hotels found

You searched for:  
Thursday, 25 September, 2014 to Friday, 26 September, 2014 - Number of adults: 2 ,children: 0, Number of Rooms: 1

Results 1 - 3 of 3

Sort by: ☐ Price ☐ Number of stars ☐ Rating ☒ Most booked



**Venice Hotel** ★★☆☆

Giuseppe 10, 30133 Venice, Venice, Sarasota, Italy

In the historic, artistic, and commercial heart of Venice, Venice Hotel is in a unique and enviable position overlooking the Grand Canal, just across from Venice Bridge, one of the most beautiful and suggestive spots of the...

[Read more](#)

[9 Photos](#) [View on map](#)

**Rooms**

From € 40.00 p.p.n

[View Hotel](#)


**Special offers**

From € 70.00 p.p

[View Hotel](#)

▼ Cruise the canal

# Nights	2	€ 70.00 p.p.	<a href="#">Book room</a>
----------	---	--------------	---------------------------



**Paris Hotel** ★★★★★

Rue Michel Charles 10, Paris, Paris, France

Our 4-star hotel, close to the...

[Read more](#)

[16 Photos](#) [View on map](#)

**Rooms**

From € 70.00 p.p.n

[View Hotel](#)

**Special offers**

From € 20.00 p.p

[View Hotel](#)

▼ Live In Paris

# Nights	1	€ 20.00 p.p.	<a href="#">Book room</a>
----------	---	--------------	---------------------------

▼ Visit Paris


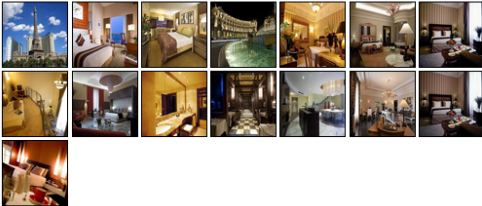
# Nights	1	€ 40.00 p.p.	<a href="#">Book room</a>
----------	---	--------------	---------------------------

After the hotel is chosen, hotel specific information and rooms are show. The user can see the full description of the hotel, the rooms of the hotel, hotel facilities, hotel reviews, hotel important information, hotel map and hotel photos.

The client can choose one of the available rooms. If the number of guests selected for a room is over a room's capacity a room then the room cannot be booked.



[Hotel Overview](#)
[Map](#)
[Photo Gallery](#)
[Reviews](#)
[Hotel Facilities](#)

[View all photos](#)

**Search for all rooms and specials:**

Arrival

Departure

Rooms

Adults

Voucher

10-10-2013

11-10-2013

1

Show

1

Check

Available rooms From **Thu 10 October, 2013** to **Fri 11 October, 2013**

Rooms	Capacity(Pers)	Price per person	
▶ <a href="#">Single Room</a>   <a href="#">i</a> more »	1		Room capacity exceeded
▶ <a href="#">Standard Double Room</a>   <a href="#">i</a> more »	4	70.00	<a href="#">Book room</a>
▶ <a href="#">Deluxe Room</a>   <a href="#">i</a> more »	3	65.00	<a href="#">Book room</a>
▶ <a href="#">Double Room</a>   <a href="#">i</a> more »	3	45.00	<a href="#">Book room</a>

The room can be available or not for the selected period. The rooms that are not available will have a gray button with “Check dates” button. When the button is pressed then a calendar with available dates is shown to the user.

▼ [Single Room](#) | [i](#) less »
2
45.00
[Book room](#)

All rooms are fitted with a semi double bed and are the most suitable for those planning on staying more than a couple of nights. All rooms are also fitted with a desk, a closet and a washlet.

**In room Amenities**

Shampoo, hair rinse, body shampoo, tooth brush set, Japanese gown, towel, bath towel, slipper and a Japanese tea.

[The following are freely available next to the elevators on the 1st floor.]

Shaving set, comb, ear buds, anti bacterial inner sole for the slipper, shower cap.

juni
2012

zo	ma	di	wo	do	vr	za
					01/06 45.00	02/06 45.00
03/06 45.00	04/06 45.00	05/06 45.00	06/06 45.00	07/06 42.50	08/06 45.00	09/06 45.00
10/06 45.00	11/06 45.00	12/06 45.00	13/06 45.00	14/06 42.50	15/06 45.00	16/06 45.00
17/06 45.00	18/06 45.00	19/06 45.00	20/06 45.00	21/06 42.50	22/06 45.00	23/06 45.00
24/06 45.00	25/06 45.00	26/06 45.00	27/06 45.00	28/06 42.50	29/06 45.00	30/06 45.00

Rates shown are calculated per person per stay.

■ Available
■ Not Available

After the room or offer is chosen the customer will have the possibility (in case of booking a room) to choose some specific hotel extra options. The extra options are to be defined in the administration section of application.

Rooms & Rates

Extra Options

Guest Information


Payment Options

Confirmation


Back

Continue

Extras



☐ Bike Tour, \$ 20.00, per person, per day  
*Bike Tour All day*




☐ Our special delights, \$ 12.00, per person, per day  
Enjoy our special, delicious cuisine at breakfast.

Back

Continue

Reservation info



**New York Hotel**  
★★★★★  
Broadway avenue, New York, NY,  
United States

Arrival Thu 25 September, 2014  
Departure Fri 26 September, 2014  
Adults 2 Adults  
Rooms 1

Standard Room	\$ 100.00
Reservation subtotal	\$ 100.00
Reservation cost	\$ 50.00
<b>Reservation total</b>	<b>\$ 150.00</b>

Back

Continue

After making the appropriate selections the client has to complete a series of personal information. Fields marked with a star are mandatory. Based on the inputted information a user account will be created in Joomla. The client email will be considered as a username.

Rooms & Rates

Extra Options

Guest Information

Payment Options

Confirmation

Account Details

-Fields marked with \* are mandatory-

Billing Information

Salutation \* ☐ Mr ☐ Mrs ☐ Ms ☐ Family

First name \*

Last name \*

Billing address\*

Postal code\*

City\*

Country \* 

Select country

Telephone number \*

Email \* 

Please note that your email will be used as an username


Confirm email \*

Extra info

Back

Next

Reservation info



**New York Hotel**  
★★★★★  
Broadway avenue, New York, NY,  
United States

Arrival Thu 25 September, 2014  
Departure Fri 26 September, 2014  
Adults 2 Adults  
Rooms 1

Standard Room	\$ 100.00
Reservation subtotal	\$ 100.00
Reservation cost	\$ 50.00
<b>Reservation total</b>	<b>\$ 150.00</b>

Further the client is presented with a confirmation screen, which reflects all the made options in terms of reservation. Room types, number of rooms, extra options and offers will be displayed. A series of the taxes will be applied to the final price of the reservation. Please refer to the Manage taxes section available in the backend. Special notes and Terms and Conditions are also defined in the languages file. On the same screen the client has to choose a payment option if the hotel requires so. The payment methods are to be set in the **Payment Processors** section in the component administration.

Rooms & Rates


Extra Options

Guest Information

Payment Options

Confirmation

Reservation Details



**New York Hotel** ★★★★★  
 Broadway avenue, , New York, NY, United States  
 Telephone number 1231231121

Arrival

Thursday, 25 September, 2014 (Check in 5:00)

Departure

Friday, 26 September, 2014 (Check out 12:00)

Number of rooms

1 room


Number of Guests:


2 Adults


Item	Subtotal
Standard Room (Capacity 2 adults)	Thursday, 25 September, 2014 100.00
	Estimated room (USD) 100.00
	Reservation subtotal (USD) 100.00
	Total rates (USD) 100.00
	Reservation cost (USD) 50.00
	Reservation total (USD) 150.00
	Amount to pay (Reservation cost + 20.00% Reservation subtotal) (USD) 70.00
	Remaining payment (USD) 80.00

Above is an overview of your reservation. If you would like to change anything, please return to the previous page.  
 The total costs does not include tourist tax which is \$ 2.20 per person per night.

Payment methods

☐  PayPal

☐  Wire Transfer

☐  Credit Card

☐ I agree with the terms and conditions.


Back

Make Reservation

After the payment is done the client is presented with a confirmation of the reservation, which contains all the information pertaining to a reservation. Once the reservation has been completed the client will receive a confirmation email, containing the reservation details. The confirmation email is defined in the component's backend in the Manage Email Templates section.

Thank you for your booking. A confirmation has been sent to support@cmsjunkie.com.  
We wish you a good stay at New York Hotel .

Reservation Details



**New York Hotel** ★★★★★  
 Broadway avenue, , New York, NY, United States  
 Telephone number 1231231121

Reservation ID

002869

Arrival

Thursday, 25 September, 2014 (Check in 5:00)

Departure

Friday, 26 September, 2014 (Check out 12:00)

Number of rooms

1 room

Number of Guests:

2 Adults

Item	Subtotal
Standard Room (Capacity 2 adults)	Thursday, 25 September, 2014 100.00
	Estimated room (USD) 100.00
	Reservation subtotal (USD) 100.00
	Total rates (USD) 100.00
	Reservation cost (USD) 50.00
	Reservation total (USD) 150.00
	Amount to pay (Reservation cost + 20.00% Reservation subtotal) (USD) 70.00
	Remaining payment (USD) 80.00

Back to hotel

## 4 Front end customization

Front end is basically split in two parts, the module and the component front-end. For each part there are defined different styles sheets.

The styles sheets for module are located under  
{joomla\_instalaltation}/modules/mod\_jhotelreservation/assets/

The styles sheets for reservation process are located under  
{joomla\_instalation}/components/com\_jhotelreservation/assets/css

The component detects automatically the files located under these directories and makes them available on application settings. Please see the image bellow.



The image shows a configuration interface titled "Front end Style". It contains two rows of settings, each with a label and a dropdown menu. The first row is labeled "Module :" and the dropdown menu shows "style.css". The second row is labeled "Component :" and the dropdown menu shows "transparent-dark.css".

Front end Style	
Module :	style.css
Component :	transparent-dark.css

In order to create/adjust the style you have to create a new css file or update an existing one.

When installing the component on a template that is not customized for the component some conflicts may appear. In order to fix the conflicts you have to identify which cssstylesheet is used and modify it.

## 5 Language management

The application supports at the moment various languages. The language files are located under {joomla\_instalaltation}/administrator/components/com\_jhotelreservation/language directory. Each language is located in its own directory. For one language it is required at least 2 files:

- The translation for the menu - de-DE.com\_jhotelreservation.sys.ini
- The translations of the texts - de-DE.com\_jhotelreservation.ini

This is an example for the German Language.

You can modify the translation as you need. You just have to pay attention to preserve the value located in front of equal(“=”) sign. This value represents the id and it should not be changed. Also please make sure you close the quotes and leave no characters outside of the quotes.

Notice: on a reinstallation of the component all custom modifications will be overwritten. In order to preserve your changes you have to modify the component's archive. You can copy/overwrite the new files into the archive. You can also backup your changes and copy them after the reinstall.

### 5.1 Add new language

To add a new language you have to create a new directory named after the language code and the code of the country. (Ex en-GB, de-DE, it-IT, fr-FR). Also the naming of the files have to start with the same code. Ex: en-GB.com\_jhotelreservation.ini

The component will detect automatically the new language. No other settings are required. The second step is to copy one existing file with the texts ids and to change/replace the translation.

*Important: For languages that contain diacritics the encoding of language files has to be UTF8 without BOOM.*

### 5.2 Delete language

To delete a language you just have to delete the directory of the specific language.

## 6 Available Reservation Modules

The HotelReservation Software comes with the below presented module. Some of the modules are self-explanatory while others require a bit of detail.

### 6.1 J-HotelReservation Module

This module displays reservation related information a client can select to make a reservation. To enable the module simply go to the Module Management section in your backend (Main Menu->Extensions->Module Manager). You'll see a list of available modules, please select the J-HotelReservation module. You'll be presented with a list of settings. Please see below.

You can set the following:

- **Layout type:** vertical or horizontal. This dictates how the reservation module is displayed: horizontally or vertically.
- **Available start and end date:** you can pre populate the start and end date of a reservation
- **Number of guests :** the maximum numbers guest to display
- **Number of rooms:** the maximum number of rooms to be booked in a reservation.

The screenshot shows the Joomla! Module Manager interface for the 'JHotelReservation' module. The title bar indicates 'Module Manager: Module mod\_jhotelreservation'. Below the title bar are buttons for 'Save', 'Save & Close', 'Save & New', 'Save as Copy', and 'Close'. The 'Title' field is set to 'JHotelReservation'. The 'Module' tab is selected, showing the module's details. The module is titled 'JHotelReservation' with a subtitle 'JHotelReservation - Hotel reservation made simple'. The layout type is set to 'vertical'. The availability start and end dates are empty. The number of guests/rooms is set to 4, and the number of rooms is set to 4. The 'Show voucher' and 'Show search' options are both set to 'No'. The status is 'Unpublished'. The start and finish publishing dates are empty. The access level is set to 'Public'. The ordering is set to '1. JWeekOffer'. The language is set to 'All'. There is a 'Note' field at the bottom.

You can assign a module on the desired pages by using the Menu Assignment tab. Don't forget to save your settings.

## 6.2 J-ReservationInfo

The J-ReservationInfo is a module designed to display reservation info inside the reservation functionality. You can only use this module in a certain position reservation-info

**Note:** Using this in another position will generate an error.

## 6.3 J-TopHotels

The J-TopHotels module was designed to display the top hotels by classification type. You'll be presented with a list of settings. Please see below.

- **Number of hotels** – the number of hotels to be displayed in the list
- **Classification type**- last added or best reviewed.

The screenshot shows the Joomla! Module Manager interface for the 'JTopHotels' module. The title bar indicates 'Module Manager: Module mod\_jtophotels'. Below the title bar are buttons for 'Save', 'Save & Close', 'Save & New', 'Save as Copy', and 'Close'. The 'Title' field is set to 'JTopHotels'. The 'Module' tab is selected, showing the module's details. The module is titled 'JTopHotels' with a subtitle 'JHotelReservation - Search Filter'. The number of hotels is set to 1. The classification type is set to 'Last added'. The status is 'Unpublished'. There is a 'Note' field at the bottom.

## 6.4 J-NearByHotels

The J- NearByHotels module was designed to display hotels located in the specified radius. Following option are available for when editing the module

- **Number of hotels:** number of hotels to display
- **Distance:** distance from the specified latitude and longitude coordinates.
- **Latitude**
- **Longitude**

The screenshot shows the configuration interface for the JNearByHotels module. At the top, there is a title field containing 'JNearByHotels' and a set of action buttons: 'Save', 'Save & Close', 'Save & New', 'Save as Copy', 'Close', and 'Help'. Below the title, there are tabs for 'Module', 'Menu Assignment', 'Module Permissions', and 'Advanced'. The 'Module' tab is selected, showing the module name 'JNearByHotels' and a 'Site' button. A description reads 'JNearByHotels - Show hotels located in specified radius'. On the right, there are controls for 'Show Title' (Show/Hide buttons), 'Position' (a dropdown menu), 'Status' (a red 'Unpublished' button), 'Start Publishing' (a date/time picker), and 'Finish Publishing' (a date/time picker). The main configuration area contains four input fields: 'Number of Hotels' (value 1), 'Distance' (value 1), 'Latitude' (value 0), and 'Longitude' (value 0).

## 6.5 J-FeaturedHotels

The J- FeaturedHotels module was designed to display a list of featured hotels. Featured hotels are marked as featured in the hotel settings. Please refer to the Manage Hotels section for more information.

You can choose the number of hotels to display.

## 6.6 J-TopOffers

The J- TopOffers module was designed to display a list of top offers. Top offers are marked as top in the offer settings by using the **In Top** parameter. Please refer to the Manage Offers section for more information.

. Following option are available for when editing the module

- **Number of offers:** number of offers to display
- **View:** type of view: image or number
- **Offers intro:** a text to enter as intro

Save

Save & Close

Save & New

Save as Copy

Close

Help

Title \* JTopOffers

Module

Menu Assignment

Module Permissions

Advanced

JTopOffers

Site

JHotelreservation - Top Offers

Number of Offers

3

View

image

number

Offers intro

Show Title

Show

Hide

Position

Left [position-8]

Status

Published

Start Publishing

Finish Publishing

Access

Public

Ordering

1. JTopHotels

Language

All









## 6.7 J-WeekOffer

The J-WeekOffer module allows you to display an existing offer at discounted price with additional information of your liking.

. Following option are available for when editing the module

- **Offer title:** the title of the displayed offer
- **Offer id:** the id of the offer displayed. You can retrieve the id from the Manage Offers section. For the listed offers it's the very first field on the left

Please select the hotel in order to view the existing settings :
New York Hotel

	Name	Voucher code	Min Nights	Max Nights	Data front displayed	Period	In top	Featured	Enabled		Order
1	 Entertainment Breaks for 3 days		2	2	Thursday, 2 February, 2012 to Thursday, 30 April, 2015	Friday, 30 March, 2012 to Wednesday, 30 April, 2014	<input type="checkbox"/>	<input type="checkbox"/>		 	Up Down 127
2	 Basic package		1	2	Thursday, 1 March, 2012 to Monday, 31 August, 2015	Tuesday, 20 March, 2012 to Friday, 31 July, 2015	<input type="checkbox"/>	<input type="checkbox"/>		 	Up Down 127

- **Price:** make sure you set this price higher than you existing offer. This will be strike through when displayed.
- **Offers intro:** a text to enter as intro
- **Offer description:** the description of the offer
- **Offer content:** the content of the offer



Offer Title	<input type="text" value="Week offer"/>
Offer Id	<input type="text" value="2"/>
Price	<input type="text" value="122"/>
Offer intro	<div>Great offer</div>
Offer description	<div>Enjoy a great stay</div>
Offer content	<div>This special offer contains: 2x overnight stay 2x breakfast buffet 1x 3-course dinner 1 day bike rental free use of swimming pool free wifi free parking</div>

## 6.8 J-HotelSearchFilter

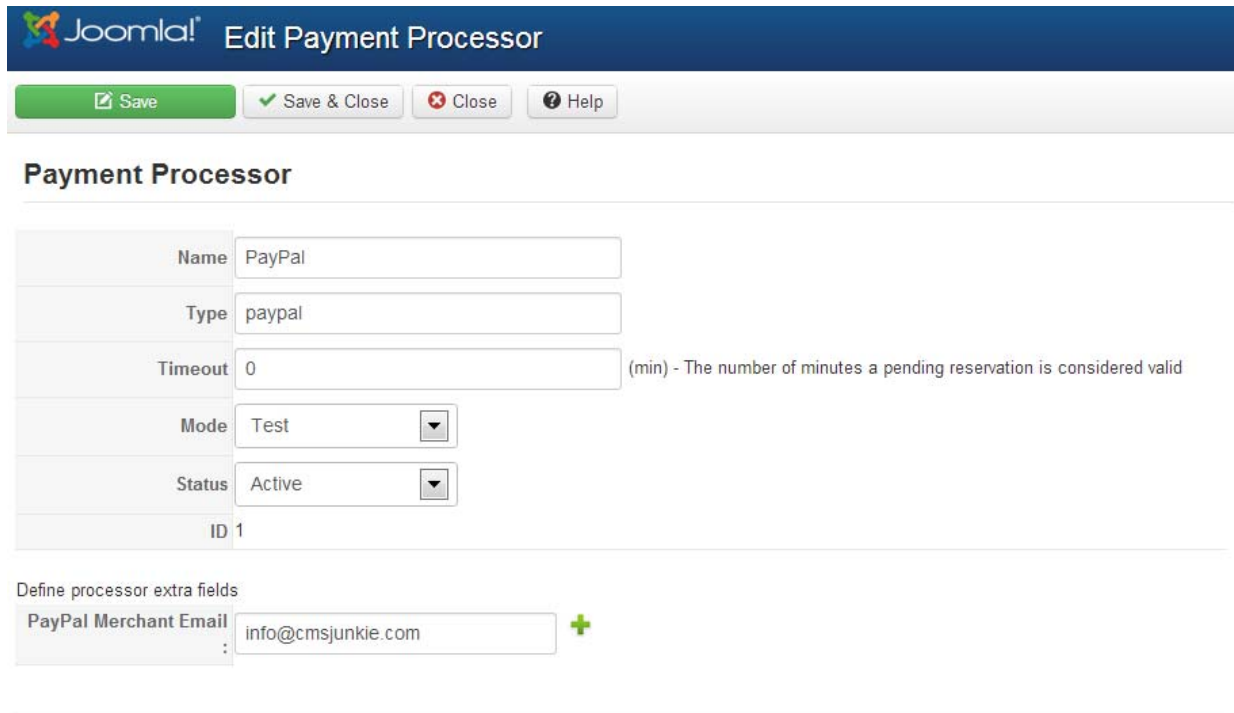
This module was created to filter the list of hotels. This module is automatically displayed when you use the reservation module on the same page with the hotel reservation functionality.

## 7 Implementing a new Payment Gateway (Developers Guide)

We designed the payment process to be as modular as possible in order to facilitate developers to integrate their own payment options.

### 7.1 Defining the processor in the backend

When setting up the processor in the backend the field Type holds the file name of the processor. The file name will be used to instantiate the processor. Make sure the value type of the type corresponds with the name of file. For example if your file name is paypal.php you will input in the type field paypal . Also consider uppercase letters.



**Payment Processor**

Name	PayPal
Type	paypal
Timeout	0 (min) - The number of minutes a pending reservation is considered valid
Mode	Test
Status	Active
ID	1

Define processor extra fields

PayPal Merchant Email	info@cmsjunkie.com
-----------------------	--------------------

### 7.2 Creating the processor

All processors are located in the following location: site/classes/payment/processors. You need to create a new file with .php as an extension and name it with the processor name. Make sure it's the same value as defined for the field type in the backend.

Each processor will implement the interface `iPaymentProcessor` in order to standardize the functions used in the payment process. Below is a summary of the required functions. We'll explain each function in detail when going through the payment process.

```
interface iPaymentProcessor
{
    public function initialize($data);
    public function getHtmlFields();
    public function getPaymentProcessorHtml();
    public function getPaymentDetails($paymentDetails, $amount, $cost);
    public function processTransaction($data);
    public function getPaymentGatewayUrl();
}
```

### 7.3 The payment process

Each available payment processor is retrieved from the database and displayed as an option when the reservation process is in the payment options step.

Each processor is initialized with its own specific data, inputted in the backend when the processor is defined. The regular parameters as well as the extra fields can be accessed. For PayPal we have the following:

```
public function initialize($data){
    $this->type= $data->type;
    $this->name= $data->name;
    $this->mode = $data->mode;
    $this->paypal_email = $data->fields['paypal_email'];
}
```

You notice that the processor extra fields are set in the object **fields** as an array. When initializing the processor you can assign the processor parameters to local variables in order to use them in other functions.

In the payment option step the function **getPaymentProcessorHtml()** is called to retrieve form fields or specific instructions for the process. A processor that requires input of credit card details will return specific inputs for credit card details. In PayPal's case it will just display a message that the client will be redirected to PayPal's website to make a payment.

After a payment processor is selected and the client goes further with the reservation the **processTransaction(\$data)** function of a processor is called. Depending on the processor this function will either process the payment or make a redirect towards a payment site. The \$data parameter is a structure containing all the reservation data.

Now let's get some insight on the function in PayPal's case. Each processor has to return a series of parameters. Please see below.

```
$result = new stdClass();
$result->transaction_id = 0;
$result->amount= $data->cost > 0? $data->cost: $data->total;
$result->payment_date = date("Y-m-d");
$result->response_code = 0;
$result->confirmation_id = $data->confirmation_id;
$result->currency= $data->reservationData->hotel->hotel_currency;
$result->processor_type = $this->type;
$result->status = PAYMENT_REDIRECT;
$result->payment_status = PAYMENT_STATUS_PENDING;

return $result;
```

These parameters are used to create a payment record. In PayPal's case you notice that the status is set to redirect and the payment status is set to pending as the payment has been completed yet. For a processor that does the payment processing without redirect the status will be set to another value. Possible statuses are PAYMENT\_SUCCESS, PAYMENT\_WAITING, PAYMENT\_ERROR, PAYMENT\_CANCELED, PAYMENT\_IFRAME. The PAYMENT\_WAITING status will redirect the client to the confirmation screen. Use this status when creating payment processor like Wire Transfer where the

payment status is confirmed at a later date, independent from the processing available in J-HotelReservation.

The payment status can be set to one of the following values: PAYMENT\_STATUS\_PENDING, PAYMENT\_STATUS\_WAITING, PAYMENT\_STATUS\_PAID, PAYMENT\_STATUS\_CANCELED

When your processor is redirecting make sure you set the **getPaymentGatewayUrl()** and **getHtmlFields()** functions with the necessary logic. These functions are called when redirecting and you can control their output.

The **getPaymentGatewayUrl()** function will return the redirect URL which is specific to each processor and represents the URL at which the processing is made.

The **getHtmlFields()** function will return all the necessary parameters required by the payment gateway.

## 7.4 Processing the Response

If you're using a redirect processor, meaning that payment is not processed on your website, make sure you set the return URL to `index.php?option=com_jhotelreservation&task=paymentoptions.processPaymentResponse`. In the url please add the processor type as a parameter.  
`="&processor=paypal";`

When the payment processor notifies the a response you can use the URL:  
`index.php?option=com_jhotelreservation&task=paymentoptions.processAutomaticResponse`

When the return URL is called by the payment gateway the **processResponse(\$data)** response function of a processor is called. The \$data parameter of this function represent all the post data received from the payment processor.

Define this function to process the payment gateway specific response. Several parameters need to be returned to the J-HotelReservation processing so that the payment transaction can be updated correspondingly. There parameters are the same as the parameters returned from the **processTransaction(\$data)** function but it's up to you as developer to set them. Please see below.

```
public function processResponse($data){
    $result = new stdClass();
    $result->transaction_id = $data["txn_id"];
    $result->amount = $data["mc_gross"];
    $result->payment_date = $data["payment_date"];
    $result->response_code = $data["payment_status"];
    $result->confirmation_id = $data["item_number"];
    $result->currency= $data["mc_currency"];
    $result->processor_type = $this->type;
    $result->status = PAYMENT_SUCCESS;
    $result->payment_status = PAYMENT_STATUS_PAID;

    Return $result;
}
```

It is important to set the `confirmation_id` in case of redirects so that the corresponding reservation payment status is updated. With this final step your payment is complete and statuses are updated accordingly.

Please note that CMSJunkie doesn't provide any assistance in developing a new payment processor. Any assistance requests will be charged as agreed with the client.