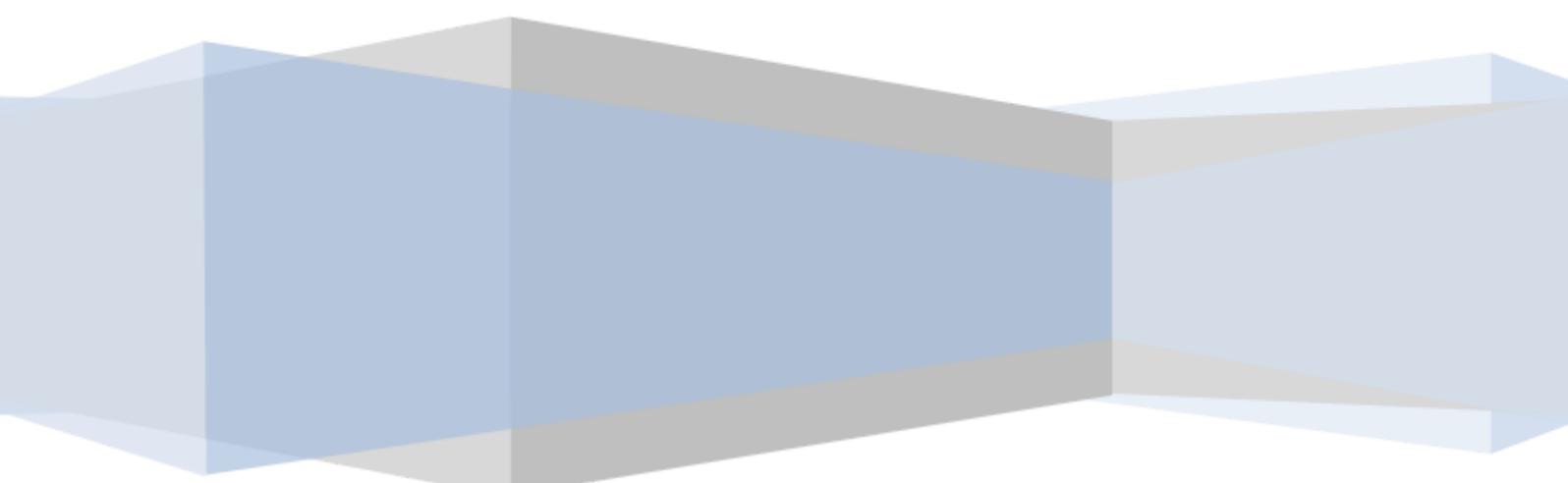




Booking Add-on (For WPL)

Realtyna Inc.



Contents of this Manual are applicable to the WPL Booking Add-On. Details of this Manual may be different based on the customizations you have or your software.

Overview

The WPL Booking add-on is an additional feature of WPL by which visitors are able to book properties online. In WPL, visitors are able to see a list of properties and view the details of those properties. The Calendar Add-on provides visitors with more information about booking vacation rental properties, the price and the occupied/available dates. The Booking Add-on enables them to book the properties based on that information.

Calendar

August 2015						
Mo	Tu	We	Th	Fr	Sa	Su
					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						

Season	Default	High Season
Additional Price	\$50	\$100
Per Night	\$10	\$15
Per Week		
Per Month		

Booking

09/03/2015 09/17/2015

Booking

09/03/2015 09/17/2015

[Check Availability](#)

14 Nights	Default	140\$
Total Price	\$140 + (\$50 Additional Price)	

Property is available for this period

[Inquire](#)

Installation

Please notice that Booking Add-on works only when Calendar add-on is available.
There are two ways to install the add-on:

1. Installing the add-on directly from the WPL Backend
2. Downloading the package from Billing and installing it through the WPL Backend

Installing the Add-on Directly From the WPL Backend

To install the add-on directly from the WPL backend, in the “WPL Add-ons” box, enter your billing credentials, then from the list, click on the installation package.

The screenshot shows the WPL Backend interface. On the left is a navigation menu with items like 'WPL', 'Data Structure', 'File', 'Locations', 'Settings', 'Activity Manager', 'Notifications', 'Log Manager', 'Payments', 'Calendar Admin', 'Memberships', 'Booking Admin', 'User Manager', 'My Profile', 'Add Listing', 'Listing Manager', 'Press', 'Media', and 'Pages'. The main content area is titled 'WPL Add Ons' and contains a form for entering billing credentials. The form has two input fields: one for an email address (marvin@realtyna.com) and one for a password (represented by dots). A 'Save' button with a checkmark is to the right of the password field. A red arrow points to the 'Save' button with the text 'Enter your billing credentials'. Below the form is a green box that says 'Credentials verified.'. Underneath is a list of add-ons: 'PRO Addon 2.7.0' with a refresh icon, 'Membership Addon 1.0.0' with a refresh icon and a note 'Please create a backup first and then click on this message for updating your website.', 'Calendar 1.1.0' with a refresh icon, and 'Booking 1.0.0' with a refresh icon. A red arrow points to the 'Booking 1.0.0' entry with the text 'Find your package and click on the icon'. To the right of the main content is a 'Documentation / Support' section with links to 'WPL Translation Offer' and 'WPL Knowledge Base'.

Downloading the Package From Billing and Installing it Through the WPL Backend

After you download the package from your billing account, enter your billing credentials to the billing fields, and select the package from “Select Your File”. It will be installed.

This screenshot is identical to the one above, showing the 'WPL Add Ons' section. However, a red arrow points to the 'Select Your File' button in the 'Install Add On:' section with the text 'Upload your package here'. The 'Booking 1.0.0' entry is still highlighted with a red arrow and the text 'Find your package and click on the icon'.

Configurations

When the installation finished, to set the configurations, from WPL go to Settings -> Booking tab. You are able to set the policies and settings in this section.

Booking Settings

In the Booking Settings, you can set the **Booking Payment options**. *The options are: Disabled* (no need to pay at the moment of booking), *Required* (payment to be made online when booking) or *Optional* (client can decide whether to pay at the time or not).

You can also set the **Payment Percentage** that should be made online at the moment of booking. By default, it is set at 50%.

There is a box called **Payment Description** which will appear as a description during the payment process of booking a property.

The Booking Confirmation drop down is used to set whether the booking should be confirmed automatically (*Request will be confirmed automatically if payment is done*), or if the agent needs to confirm the booking (*Request will confirmed by the agent manually*).

Booking Settings

Booking Payment : Disabled

Payment Percentage : 50

Payment Description : Payment Description

Booking Confirmation : Request will confirm by agent manually.

Disabled
Required
Optional

Request will confirm automatically if payment i...
Request will confirm automatically if payment is done.
Request will confirm by agent manually.

Cancellation Policy

In the Cancellation Policy, you can setup several policies should the visitor decide to cancel the booking. These policies will appear when the visitor is inquiring.

Each property can have a Cancellation Policy which is set by the agent/admin when adding the property.

The admin can setup as many different policies as needed.

Cancellation Policy			
+ Add cancellation			
ID	Name	Terms	Actions
1	<input type="text" value="Restrict"/>	<input type="text" value="Restrict Terms"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	<input type="text" value="Moderate"/>	<input type="text" value="Moderate Terms"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	<input type="text" value="Easy"/>	<input type="text" value="Easy Terms"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
4	<input type="text" value="Additional"/>	<input type="text" value="Additional Terms"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Pet Policy

In the Pet Policy, you can setup several policies in the event the visitor has pet(s). These policies will appear when the visitor is inquiring.

Each property can have a Pet Policy that is set by the agent/admin when adding the property.

The admin can setup as many different policies as needed.

Pet Policy Manager			
+ Add pet			
ID	Name		Actions
1	<input type="text" value="OK"/>		<input checked="" type="checkbox"/> <input type="checkbox"/>
2	<input type="text" value="Not OK"/>		<input checked="" type="checkbox"/> <input type="checkbox"/>
3	<input type="text" value="Cats & Dogs"/>		<input checked="" type="checkbox"/> <input type="checkbox"/>
4	<input type="text" value="Enter A text"/>		<input checked="" type="checkbox"/> <input type="checkbox"/>

Booking a Property

When a vacation rental property is added, the booking module appears as a module, providing users with two fields: The Check-in and the Check-out date when booking a property. After choosing the in/out dates, the visitor can then click on “Check Availability”. This will show the price and an “Inquire” button to place the order, if the property is available in the chosen period of time.

Booking 1

Check-in Check-out

Check Availability

Booking 2

09/10/2015 09/25/2015

Check Availability

15 Nights	Default	150\$
Total Price	\$150 + (\$50 Additional Price)	

Property is available for this period

Inquire

Booking 3

After clicking on the “Inquire” button, if the “Booking Confirmation” setting is set to “Manually be Confirmed by the Agent”, an email will be sent to the respective agent containing information about the booking request. However, if Automatic Confirm is set as Booking Confirmation, the visitor will be redirected to the next page, in which information about the Cancellation Policy, Pet Policy, Terms and Conditions and other information about booking the property appears.

Your Info

Name : admin Email : matthew@realtyna.com

Terms & Conditions

Max Adults: 1 Max Children: 1
Smoking: Yes Security Deposit: 1000
Pets: Yes House Rules: Rules
Comments: Comment Test test feature: 1000 \$

Cancellation Policy

1. Cancellation Policy

Pet Policy

1. Pet policy terms...

Comment

Send a comment for agent

I agree Terms & Condtions

Inquire



Office, Vacation Rental, 2,000 Sqft - Alabama, United States

Check in: 2015-09-02 Check out: 2015-09-17

Cancellation Policy Moderate
House Rules Rules
Pet Policy OK

15 Nights Default 150\$

Total Price \$150 + (\$50 Additional Price)

Payment **\$100**

After clicking on "Inquire", the visitor will be redirected to a payment page, in which the order can be placed as the final step.

Payment Info

Payment Description

Payment Description

Booking request with ID: 8
Total amount is: **\$100**

Paypal Bank

Direct Payment

First name

Last name

Card Type Visa

CC Number

Expiration Date 01

2015

CVV2

Pay

Express Payment

Pay



Office, Vacation Rental, 2,000 Sqft - Alabama, United States

Check in: 2015-09-02 Check out: 2015-09-17

Cancellation Policy Moderate
House Rules Rules
Pet Policy OK

15 Nights Default 150\$

Total Price \$150 + (\$50 Additional Price)

Payment **\$100**

After making the payment, the order will be placed and an email will be sent to the respective agent.

Managing Bookings

From the WPL Backend, the agents/admin can go to the WPL -> Booking Add-on to manage the booking requests. A list of their bookings appears, the dates, status, price, etc. From the panel, the agents/admin can contact the customer, confirm/unconfirm the request, view details of request, remove the request etc.

ID	Status	Listing ID	Check-in	Check-out	Add date	Price	Payment	Actions
1	Confirmed	#1000	2015-08-06	2015-08-19	2015-08-06 12:05:47	\$230	\$115	[View] [Checkmark] [Envelope] [Trash]
2	Confirmed	#1000	2015-08-22	2015-09-01	2015-08-09 11:51:39	\$245	\$122.50	[View] [Checkmark] [Envelope] [Trash]
3	Not Confirmed	#1000	2015-09-03	2015-09-17	2015-08-09 12:03:41	\$190	\$95	[View] [X] [Envelope] [Trash]
4	Not Confirmed	#1000	2015-09-02	2015-09-16	2015-08-09 12:15:14	\$190	\$95	[View] [X] [Envelope] [Trash]
5	Not Confirmed	#1000	2015-09-10	2015-09-25	2015-08-12 13:49:02	\$200	\$100	[View] [X] [Envelope] [Trash]
6	Not Confirmed	#1000	2015-09-17	2015-09-30	2015-08-12 13:52:29	\$180	\$90	[View] [X] [Envelope] [Trash]
7	Not Confirmed	#1000	2015-09-03	2015-09-10	2015-08-12 13:56:00	\$120	\$60	[View] [X] [Envelope] [Trash]

View Details box:

Property is **Available** from 2015/09/02 till 2015/09/17

This request has conflict with 4 other request

Office, Vacation Rental, 2,000 Sqft - Alabama, United States
Alabama, United States

0 [Car] 1 [Truck] 2 [Image]

Booker Comment
There is no comment.

Total Price \$150 + (\$50 Additional Price)

Payment \$100

Payment has not been yet.

Send the link to booker to pay

Advanced Settings

Providing Access for Agents

To provide access for a specific user or agent, please go to WPL -> User Manager. Then click on the “edit” button and check the “Booking” checkbox.

The screenshot shows the 'User Manager' interface. At the top, there is a search filter for 'Name, Email' and a dropdown for 'All WordPress users'. Below this is a table of users. The user 'Marvin' is selected, and the 'Edit User' modal is open. In the modal, the 'Booking' checkbox is checked, indicated by a red arrow. Other checkboxes include 'Propertywizard', 'Propertyshow', 'Propertylisting', 'Profilewizard', 'Confirm', 'Propertymanager', 'Delete', 'Public Profile', 'Change User', and 'Receive Notifications'.

ID	User Name	Name	Membership	Email	Date Registered	Actions
1	admin		Default	matthew@realtyna.com	2015-03-19 06:23:16	
3	Marvin	Marvin S	Default	marvin@realtyna.com	2015-08-18 07:39:31	

Extra Fields

To add an extra field to the inquiring form, you will need to add a field to the Booking tab in Flex.

Note: The “Booking Feature” field shows an optional additional fee.

The screenshot shows the 'Property Data Structure' interface. The 'User' tab is selected. A table lists various fields with their names and types. The 'test feature' field is highlighted with a red box. To the right, the 'Add new field' dropdown menu is open, showing a list of field types, with 'booking_feature' selected and highlighted by a red box.

Name	Type	Settings
Enabled	select	
Max Adults	number	
Max Children	number	
Smoking	select	
Security Deposit	price	
Cancellation Policy	booking_cancellation	
Pets	select	
Pet Policy Name	booking_pet	
Pet Policy Term	textarea	
House Rules	textarea	
Comments	textarea	
test feature	booking_feature	

Your info

Name: admin Email: admin@redhat.com

Terms & Conditions

Max Adults:	1	Max Children:	1
Smoking:	No	Security Deposit:	1000
Pets:	No	House Rules:	OK
Comments:	Comment Test	test feature:	1000 \$

Extra Field Added in Data Structure

Cancellation Policy

1. Cancellation Policy

Pet Policy

1. Pet policy terms...

Comment

Send a comment for agent



Office, Vacation Rental, 2,000 Sqft - Alabama, United States

Check in:
2013-09-02

Check out:
2013-09-17

Cancellation Policy	Whichever
House Rules	Rules
Pet Policy	OK