



ARTIO Booking and Reservations Documentation

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ARTIO s.r.o.

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Abstract

User documentation for ARTIO Booking & Reservations (Book-it!) component for CMS Joomla!. This document describes the component requirements, installation and usage. All main component parts are described in more details, including illustration images and examples. It specifies server and browser requirements and information about environment constraints. The documentation is helpful for both web developers and website administrators / owners.

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Chapter 1. Introduction

Booking and Reservations (Book-it!) is an universal Joomla! component for online reservations. No matter what kind of service you are running or what you want to book. You can create any object with any number of parameters and manage its reservations schedule and prices. All using user-friendly environment of the Joomla backend. Objects can be organized into hierarchy, so you can even manage multiple facilities consisting of many bookable units. E.g. you can manage several hotels with multiple rooms, multiple bowling, squash or other sport facility centers with several grounds. The system also offers object capacities, variable-length reservations, combination of different reservations, bookable extras and many more.

1.1. Technical Requirements

1.1.1. Server Requirements

There are two versions of booking component: Book it!, Book it! 2

The component is compatible and has been tested with:

- Book it! is compatible with Joomla 1.5, Book it! 2 is compatible with Joomla 2.5.6+ and 3.x
- webserver (Apache2 or IIS) running PHP 5.1 or newer
- MySQL 5.0 or newer

Please note: Proper functionality may not be guaranteed with PHP 4. The component does not work with Joomla! 1.0.

If your Joomla! includes custom core patches or 3rd party extensions modifying the default Joomla functionality, proper functionality may not be guaranteed as well.

1.1.2. JavaScript Framework Requirements

Book-it! uses Mootools JavaScript framework. With Joomla! 1.5, Mootools 1.12 is required; with Joomla! 2.5.6 and newer Mootools 1.3 is required. When using different versions of Mootools framework, proper functionality may not be guaranteed. Booking 1.3 automatically update MooTools to 1.2 with Joomla 1.5.

Please note, that you can not use JQuery and Mootools JavaScript frameworks at the same time without special adjustment. There may exist a conflict between these frameworks that needs to be resolved. JQuery should run in non-conflict mode.

Joomla 3.x contains two JavaScript frameworks: Mootools and jQuery in non-conflict mode. Some new features in Book it! 2.1.0+ can need also jQuery for right functionality. But there can be still problem with 3rd party extensions which do not use Joomla functions, but loads own jQuery script. You can try to use JQuery Easy plugin for Joomla 2.5 and 3.0, which should solve problems with conflict and also with duplicity of JavaScript frameworks.

Also note, the JavaScripts as well as CSS (Cascading Style Sheets) are usually cached by web browsers. When developing the component make sure to clean browser cache as it may keep outdated versions of JS and CSS files. In most browsers you can use CTRL+F5 shortcut to force the full reload.

1.1.3. Database Requirements

Important: When running Book-it!, the database user used by Joomla must have permission to create tables/views and add and modify table columns. Book-it creates new database table each time a new object template is created (not only on installation).

1.2. Browser Compatibility

The component has been tested on Internet Explorer 9, 8 and 7, Google Chrome, Opera, Mozilla Firefox. Compatibility with Internet Explorer 6 or older is not supported.

Chapter 2. Installation

2.1. Prerequisites

Before installing ARTIO Booking, you need to have:

1. Joomla 1.5.x or 2.5.6+ or 3.x installed

Make sure that all the needed directories (as requested by Joomla!) are writable.

2.2. Installation

The component is installed through Joomla standard installer in backend: Extensions → Install/Uninstall(Joomla 1.5) or Extensions → Manage Extensions(Joomla 2.5.6+ and Joomla 3.x)

Figure 2.1. Extension Manager: Install

The screenshot shows the Joomla! Administration interface for the Extension Manager. At the top, there is a navigation bar with tabs for Site, Users, Menus, Content, Components, Extensions, and Help. Below this is a header section with a lightning bolt icon and the title "Extension Manager: Install". A secondary navigation bar contains tabs for Install, Update, Manage, Discover, Database, Warnings, and Ins. The main content area is divided into three sections: "Upload Package File" with a "Package File" input field containing "com_booking2.zip" and a "Procházet..." button, and an "Upload & Install" button; "Install from Directory" with an "Install Directory" input field containing "/home/www/vhosts/dev.artio.cz/web/joomla25/tmp" and an "Install" button; and "Install from URL" with an "Install URL" input field containing "http://" and an "Install" button.

The installation package contains all needed support libraries, so the size of installation pack is about 2 MB or more. Some hostings maybe have the size of uploaded files limited, In such case it may be necessary to increase this limit or upload the files using FTP.

Please, watch for any error messages generated during installation. If any error appears, the installation might not have been completed correctly.

Please note that after uninstall, component database is not deleted. So, if you install sample data again, they are duplicated. If you want really clean reinstall, delete all database tables starting with (JoomlaPrefix)_booking_.

Chapter 3. Administration (backend)

3.1. Control Panel

All component parts are fully accessible from Joomla backend. Control panel is interface where you can open all main component parts. Every main part is described in detail in following sections.

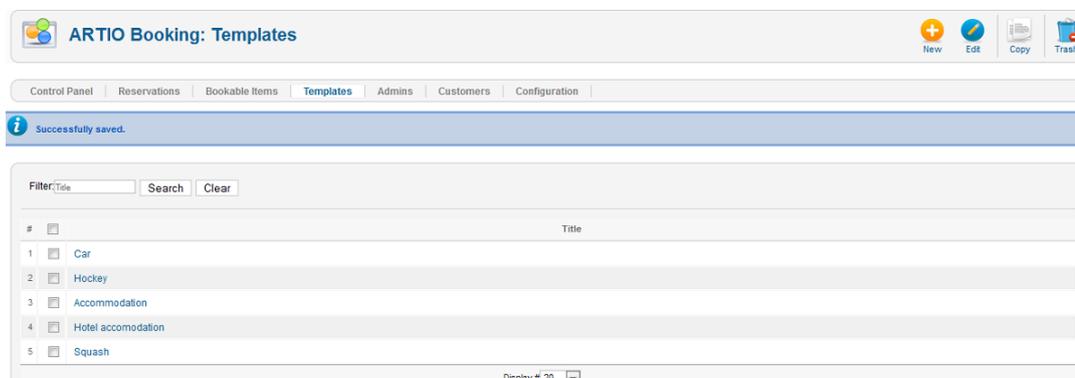
Figure 3.1. Control Panel

3.2. Templates

The basic template in which you set the attributes, depending on what object you will create. That can be basic attributes such as name, but also properties that are characteristic for certain type of object (field size, number of beds, bathroom, car specification, ...) The types of properties are standard, as you know it from web forms (Text box, Text area, Select box, Radio button and Check box). In addition to the name and the type you can still assign a style icon to the property and choose, if it can be used for searching and filtering. The last thing you can set to the template is, what kinds of calendars to be displayed to customer and which one is the default.

Templates settings is available in component administration on bookmark templates.

Figure 3.2. Template List



For templates are available basic tools new/edit/copy/trash. This tools are available in main toolbar. On clicking new/edit or click on template name you open editing page. On template editing page you set template name, calendars and properties.

The calendar is a dialogue, through which your customers will determine the time of reservation. There are three basic types, which differ both displayable time interval, as well as graphical form. Day calendar lists possible reservation times for every day separately, and as all calendars shows occupied terms. Week calendar's appearance and functionality is very similar to the previous. Shows all days from today (or from first day of the week - check Configuration → tab Calendars → option Show Full Weekly Calendar) until the end of the week. The last, month calendar shows all days of the month after a weeks. In contrast to previous two calendars, shows only full day reservations, no hourly. For

every calendar you set if it is available or not. One of them you have to set as default. Default calendar is displayed when customer opens object page for the first time. Calendars are choosed according to object character. If you create objects as hotel room or car which are booked for full days you need only month calendar. For objects as tennis court or sport hall which are booked for hours you use day or week calendar. There are also another types of calendar: Week Multi Calendar which display available reservations in specific week. It is useful for hourly and daily reservation type and Periodic Calendar that can be used when you want to reserve an object regularly for the certain time in certain day of the week.

Figure 3.3. Booking Calendars



ARTIO Booking: Template

Details

Template Name:

Calendars

	Default	Available
Day Layout	<input type="radio"/>	<input type="checkbox"/>
Month Layout	<input checked="" type="radio"/>	<input type="checkbox"/>
Periodic Layout	<input type="radio"/>	<input type="checkbox"/>
Week Layout	<input type="radio"/>	<input checked="" type="checkbox"/>
Week Multi Layout	<input type="radio"/>	<input type="checkbox"/>

Properties are attributes that belong to the certain template. You can take advantage if you have several objects of the same type (for example: tennis courts). This objects have the same attributes, but their values are different. For example, the hotel will have a number of rooms, in each you will specify the same attributes (number, floor, where is the view, number of beds,...). When you will then create the objects of individual rooms, you can use this template and fill in simply the necessary information. You can have as many templates as you want, so there is not problem to have other for a room and other for an apartment. For each to indicate other information.

Figure 3.4. Template Edit Page

ARTIO Booking: Template Save & Close Save Copy Cancel

Details

Template Name:

Calendars

	Default	Available
Day Layout	<input type="radio"/>	<input type="checkbox"/>
Month Layout	<input checked="" type="radio"/>	<input type="checkbox"/>
Periodic Layout	<input type="radio"/>	<input type="checkbox"/>
Week Layout	<input type="radio"/>	<input checked="" type="checkbox"/>
Week Multi Layout	<input type="radio"/>	<input type="checkbox"/>

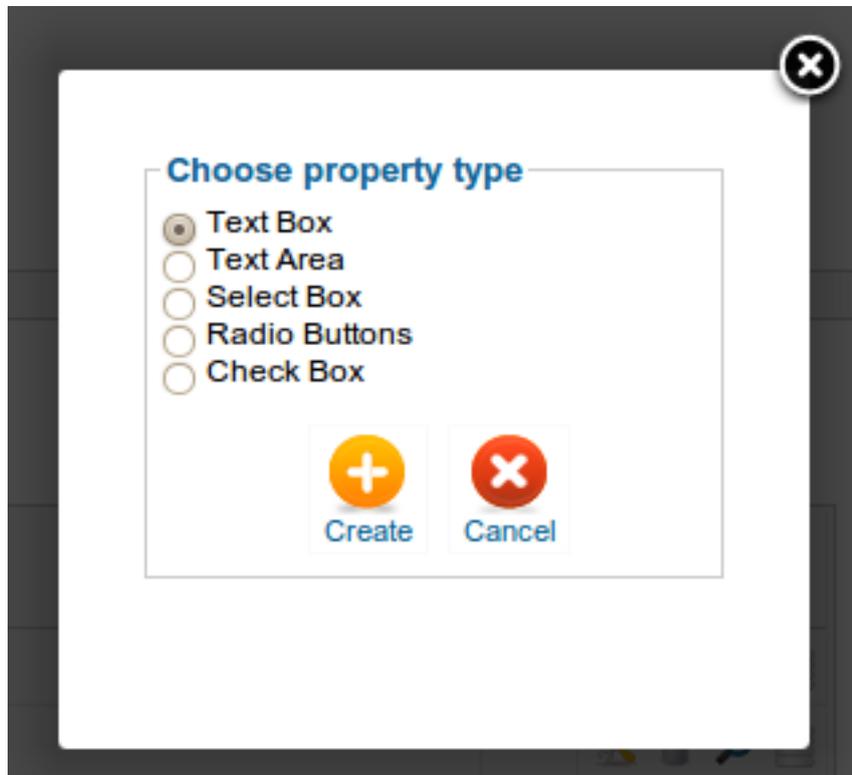
Item Properties

New Delete

	Name	Value	Icon	Tools
<input type="checkbox"/>	Beds	<input type="text" value=""/>		
<input type="checkbox"/>	TV	<input type="text" value=""/>		
<input type="checkbox"/>	Parking	<input type="text" value="Yes"/>		
<input type="checkbox"/>	Restaurant	<input type="text" value="Yes"/>		

Glossary: Config Trash Searchable Filterable Show at Items List Show at Item Detail

You can set template properties by click on tool new (for new property) or click on tool config (for existing property). During creating new one you have to set property type.

Figure 3.5. Dialog to Select Property Type

Every property has title. If you use multiple properties, select box/radio button. You must set minimally two options. Every option must be on a single row. You can optionally choose an icon (you can set path to your own icons in: Configuration → tab Images → option Template Icon Path) and searchable/filterable mark. Searchable properties will be possible to find via module. Filterable properties can be filtered in the component view.

Figure 3.6. Dialog to Edit Template Property

Title:
Classification

Options:
Compact
Mid-size
Mid-size luxury
Full-size
Full-size luxury

Add at least two options. Every option must begin on new line.

Searchable Filterable

3.3. Bookable Items

This is the subject of your business. Bookable item could be anything you want to allow your customers to book. Whether that are hotel rooms, cars, tennis courts etc. Items can form a tree structure, which

you can adapt according to your wishes. Of course there is a gallery and descriptive text, which you can also enrich with pictures, graphs and other elements. There is a possibility to set the values of your properties, which you created in the template. Furthermore there are also reservation types and prices, which is main part of items settings. For more information, read information below.

Objects settings are available in component administration on bookable items.

Figure 3.7. The objects backend filtered list

The screenshot shows the 'ARTIO Booking: Bookable Items' interface. At the top, there are navigation tabs: Control Panel, Reservations, Bookable Items (selected), Templates, Admins, Customers, and Configuration. Below the tabs is a search bar with 'Filter: Title' and a search button. The main area contains a table with columns: #, Title, Template, Status, Ordering, Access, Hits, ID, and Calendar. The table lists 20 items, including 'Hall 2 - 1120 seats', 'Room', 'Single Room No. 3', 'Single Room No. 4', 'Double Room No. 11', 'Double Room No. 12', 'Hotelovy pokoj', 'Room Nr. 1', 'Room Nr. 2', and 'Squash courts'. At the bottom, there are pagination controls and a status legend: Pending, Published, Expired, Unpublished, Archived, and DELETED.

Items tree structure is important if you want order items into categories according to their character. Parent items are not bookable. They are meant to creating objects categories. Bookable are only last childs of tree structure.

Figure 3.8. The items backend editing page

The screenshot shows the 'Hotel Room Nr.1: Item' editing page. At the top, there are navigation tabs: Details, Quantity & Occupancy, Properties, Reservation Settings, Prices, Supplements, Google Maps, Permissions, and PDF Ticket. Below the tabs is a 'Successfully saved.' message. The main area contains a form for editing the item. The form has several sections: 'Item' with fields for Title (Hotel Room Nr.1), Alias (hotel-room-nr-1), Template (Accommodation), and Google Calendar; 'Published' with radio buttons for No and Yes (selected); 'Featured' with radio buttons for No and Yes (selected); 'Start Publishing' (08 October 2013 07:20) and 'Finish Publishing' (31 December 2013 09:21) with date pickers; 'Ordering' (0 Order First); 'Access' (Public); 'Hits' (0) with a Reset button; and 'Meta Keywords'. There are also buttons for Change, New, Rename, and Delete, and a dropdown for Google Calendar.

The simple example details setting for hotel room

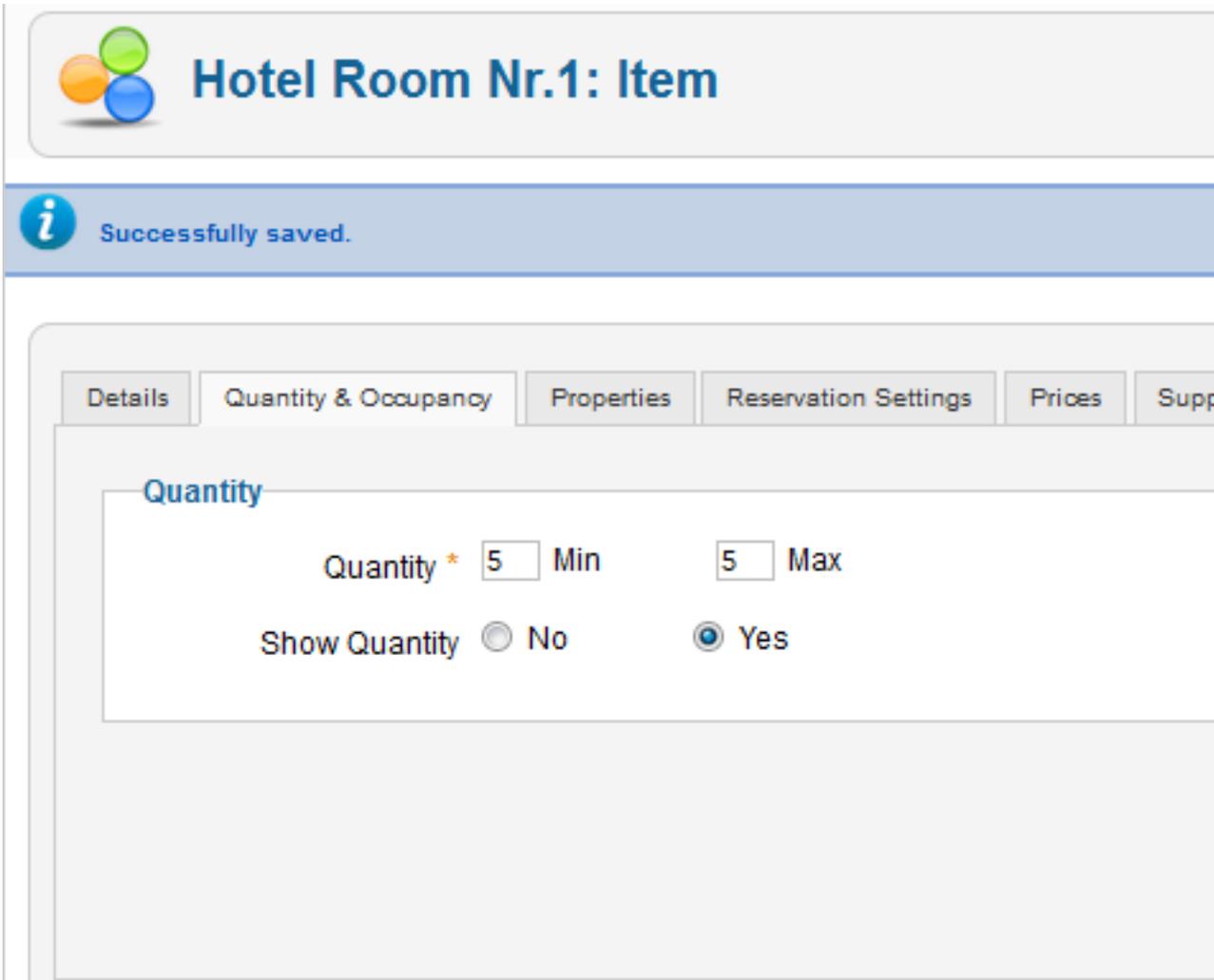
Booking of this room is available from 2013-10-08 (see option Start Publishing) to 2013-12-31 (option Finish Publishing). Room is permanent published (see option published) and is displayed to all page visitors (access is public). In items hierarchy is room added into category Accommodation.

Bookable items must have title. Alias is used for creating SEF urls. If you let alias field empty then alias is during item saving generated automatically. If item is published you should not change it because SEF url is already indexed by Google. Fields meta keywords and meta description are also used for SEO and you should fill them.

Every item has assigned one template. You are able to edit template from item editing page. All changes in template what you do by edit item are show in others items and template too. You can set for item standard Joomla! options as publish status and dates, user access and items ordering.

When the quantity is set and bigger than 1, customer can select booking capacity. There is also option to "Show Quantity Information" which display in calendar available capacity. You have also option to set the Occupancy, for example number of normal beds in the room.

Figure 3.9. Example of setting Quantity and Occupancy



The screenshot displays the Joomla! administration interface for editing an item. At the top, there is a header with a logo of three colored circles (orange, green, blue) and the text "Hotel Room Nr.1: Item". Below the header is a blue notification bar with an information icon and the text "Successfully saved.". The main content area has a tabbed interface with tabs for "Details", "Quantity & Occupancy", "Properties", "Reservation Settings", "Prices", and "Supp". The "Quantity & Occupancy" tab is active, showing a "Quantity" section with two input fields: "Quantity * 5 Min" and "5 Max". Below these fields are two radio buttons for "Show Quantity": "No" (unselected) and "Yes" (selected).

Figure 3.10. Example of Show Quantity Information (frontend)

[Book it](#)

Prices

Hourly (60 min) **25 EUR** 30 EUR

- Select week - 24/2013 (10.6 - 16.6) ▾

Tue 11 Jun	Wed 12 Jun	Thu 13 Jun	Fri 14 Jun	Sat 15 Jun
From - to	From - to	From - to	From - to	From - to
06:00 - 07:00	06:00 - 07:00 4	06:00 - 07:00 4	08:00 - 09:00 4	08:00 - 09:00 4
07:15 - 08:15	07:15 - 08:15 4	07:15 - 08:15 4	09:15 - 10:15 4	09:15 - 10:15 4
08:30 - 09:30	08:30 - 09:30 4	08:30 - 09:30 4		
09:45 - 10:45 4	09:45 - 10:45 4	09:45 - 10:45 4	Sun 16 Jun	
11:00 - 12:00 4	11:00 - 12:00 4	11:00 - 12:00 4	From - to	
12:15 - 13:15 4	12:15 - 13:15 4	12:15 - 13:15 4	08:00 - 09:00 4	
13:30 - 14:30 4	13:30 - 14:30 4	13:30 - 14:30 4	09:15 - 10:15 4	
14:45 - 15:45 4	14:45 - 15:45 4	14:45 - 15:45 4		
16:00 - 17:00 4	16:00 - 17:00 4	16:00 - 17:00 4		
17:15 - 18:15 4	17:15 - 18:15 4	17:15 - 18:15 4		
18:30 - 19:30 4	18:30 - 19:30 3	18:30 - 19:30 4		

[Current week](#) [Next week >>](#)

You can upload images to the gallery and set which one will be default by selecting it and then click on icon "Default". Another part is File Attachments. You can upload and attach files to an object. That can be for example user manuals. You can specify to every file if it will be available in item detail and if it will be sent along with reservation e-mail to customer.

3.4. Reservation Types

Now we come to the most important part. And this is very flexible reservation system through which everybody create a timetable which is required. Through Reservation Settings you choose the way how customer can book the certain item. The main parameter is type of reservation: daily or hourly. Daily means that the customer has to book the certain item at least for the full day, hourly then enables the shorter time intervals. The following two parameters apply to the hourly reservation types. It is time unit, alias time interval of reservation. It indicates that customer can book the items for example after 30 minutes. Gap time is a time lag between individual reservations for example used for cleaning. You can set limit restrictions: minimum and maximum length, fixed length and restrictions for week day from which can customer makes reservation.

You can set "Enable Maximum Reservation Limit" and to Allow Maximum of Reservation within determined time. It means that customer can make certain number of reservations within certain days.

Figure 3.11. Example of setting Maximum Reservation Limit

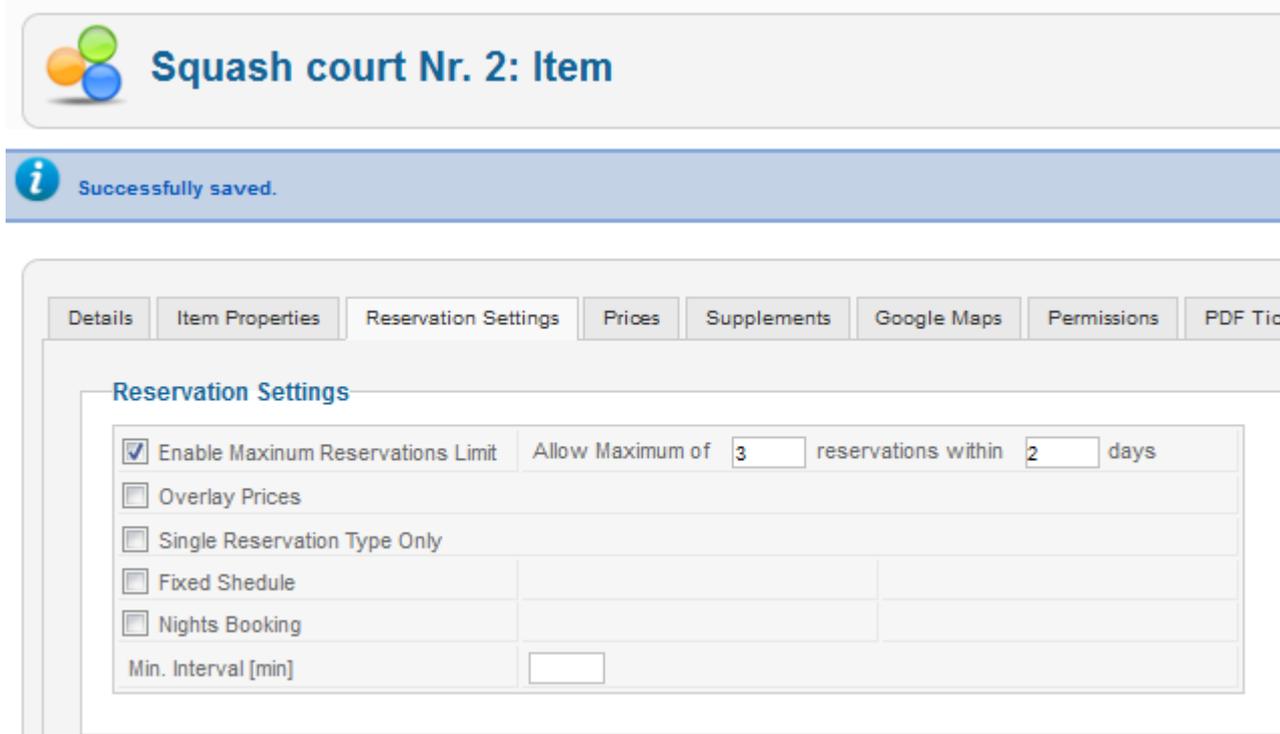


Figure 3.12. Example of Hotel Room Reservation (backend)

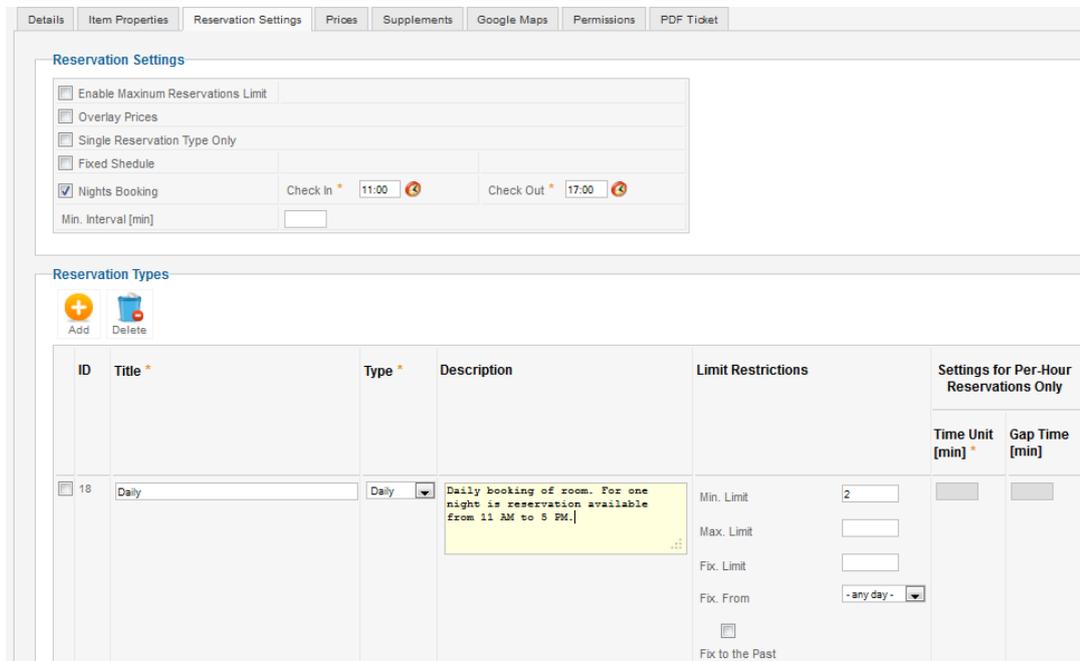


Figure 3.13. Example of Hotel Room Reservation (frontend)

[Book it](#)

Prices

Daily 10 EUR

- Select month -: June/2013

June 2013

Week	Mon / Tue	Tue / Wed	Wed / Thu	Thu / Fri	Fri / Sat	Sat / Sun	Sun / Mon
22	27 May / 28 May	28 May / 29 May	29 May / 30 May	30 May / 31 May	31 May / 01 Jun	01 Jun / 02 Jun	02 Jun / 03 Jun
23	03 Jun / 04 Jun	04 Jun / 05 Jun	05 Jun / 06 Jun	06 Jun / 07 Jun	07 Jun / 08 Jun	08 Jun / 09 Jun	09 Jun / 10 Jun
24	10 Jun / 11 Jun	11 Jun / 12 Jun	12 Jun / 13 Jun	13 Jun / 14 Jun	14 Jun / 15 Jun	15 Jun / 16 Jun	16 Jun / 17 Jun
25	17 Jun / 18 Jun	18 Jun / 19 Jun	19 Jun / 20 Jun	20 Jun / 21 Jun	21 Jun / 22 Jun	22 Jun / 23 Jun	23 Jun / 24 Jun
26	24 Jun / 25 Jun	25 Jun / 26 Jun	26 Jun / 27 Jun	27 Jun / 28 Jun	28 Jun / 29 Jun	29 Jun / 30 Jun	30 Jun / 01 Jul

[Current month](#) [Next month >>](#)

Figure 3.14. Example of booking of room for whole week (backend)

Details | Item Properties | Reservation Settings | Prices | Supplements | Google Maps | Permissions | PDF Ticket

Reservation Settings

Enable Maximum Reservations Limit
 Overlay Prices
 Single Reservation Type Only
 Fixed Schedule
 Nights Booking

Check In * 11:00
 Check Out * 17:00
 Min. Interval [min]

Reservation Types

[Add](#) [Delete](#)

ID	Title *	Type *	Description	Limit Restrictions	Settings for Per-Hour Reservations Only	
					Time Unit [min] *	Gap Time [min]
<input checked="" type="checkbox"/> 23	Daily - for whole week	Daily 	Room is book-able only for the whole week from Monday.	Min. Limit Max. Limit Fbx. Limit 7 Fbx. From - any day - v <input type="checkbox"/> Fix to the Past	 	

Figure 3.15. Example of booking of room for whole week (frontend)

Prices

Daily - for whole week 60 EUR

- Select month -: June/2013

June 2013

Week	Mon / Tue	Tue / Wed	Wed / Thu	Thu / Fri	Fri / Sat	Sat / Sun	Sun / Mon
22	27 May / 28 May	28 May / 29 May	29 May / 30 May	30 May / 31 May	31 May / 01 Jun	01 Jun / 02 Jun	02 Jun / 03 Jun
23	03 Jun / 04 Jun	04 Jun / 05 Jun	05 Jun / 06 Jun	06 Jun / 07 Jun	07 Jun / 08 Jun	08 Jun / 09 Jun	09 Jun / 10 Jun
24	10 Jun / 11 Jun	11 Jun / 12 Jun	12 Jun / 13 Jun	13 Jun / 14 Jun	14 Jun / 15 Jun	15 Jun / 16 Jun	16 Jun / 17 Jun
25	17 Jun / 18 Jun	18 Jun / 19 Jun	19 Jun / 20 Jun	20 Jun / 21 Jun	21 Jun / 22 Jun	22 Jun / 23 Jun	23 Jun / 24 Jun
26	24 Jun / 25 Jun	25 Jun / 26 Jun	26 Jun / 27 Jun	27 Jun / 28 Jun	28 Jun / 29 Jun	29 Jun / 30 Jun	30 Jun / 01 Jul

[Current month](#) [Next month >>](#)

3.5. Prices

The most important item settings is Prices. It is necessary part of any item and together with Reservation types it creates every schedule which has to be included in any reservation system. For definition you have to specify the following parameters. The actual price, deposit, which will be returned to the customer, reservation type, that we selected in the previous flag and dates from when to when is price valid. You can specify other parameters for hourly reservation type. Of course there are the times between which the item can be booked. The reservation units are calculated among this time, according to the time unit and the gap time. You can also modify in which days of the week is the price up to date. You can create a whole series of reservation units with different type of reservations. The choice of the date is enabled through the calendar dialogue and hour can be set on the dial for user-friendliness.

The Multiply capacity parameter is used if item has bigger capacity than one. It specifies, wheter multiply reservation price and deposit by reserved capacity. For example, if you reserve cars or rooms, setting should be checked (more -> more price). If you reserve something where price stays constant no matter of reserved capacity, setting should be unchecked.

You can also have an option to select interval only in one price by clicking on "Allow Booking Over Different Pricing Periods". In this case you can make a reservation over more prices but with same reservation type.

Below you can see an example of Squash Courts available every day from Monday to Sunday (Day Availability) from 07:00 am to 11:00 pm (Time Range) but the prices are different. From 07:00 am to 6:00 pm is price 5 EUR, from 6:00 am to 11 pm is 8 EUR.

Figure 3.16. Example of Squash Court Prices (backend)

Prices

Allow Booking Over Different Pricing Periods

Permanent Volume Discount

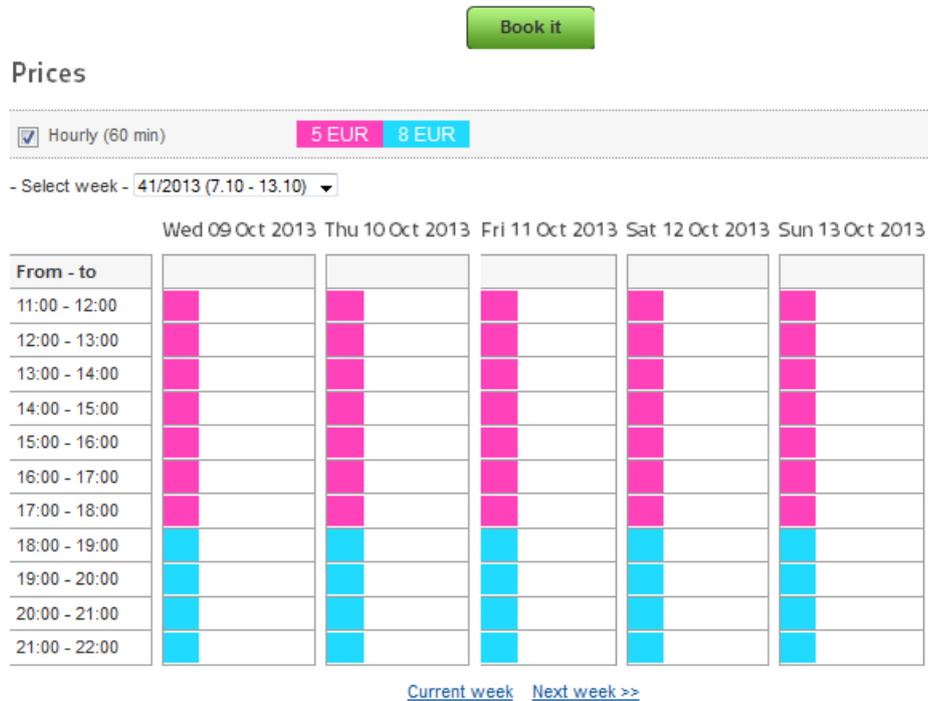
Single Deposit: # of Units: Discount Value:

Include Supplements

Tax Rate:

ID	Value *	Deposit		Volume Discount		Occupancy Price Modifier	Reservation Type *	Date Range Time Range (for per-hour reservations only)	
		Value	Reservation Expiration	Deposit Settings	# of Units Booked			Discount Value	From *
10	5 EUR	EUR	Disabled	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements	<input type="text"/>	<input type="text"/>	Hourly (hourly)	08 October 2013 11:00	31 October 2013 18:00
11	8 EUR	EUR	Disabled	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements	<input type="text"/>	<input type="text"/>	Hourly (hourly)	08 October 2013 18:00	31 October 2013 22:00

Day Availability: mon tue wed thu fri sat sun

Figure 3.17. Example of Squash Court Prices (frontend)

You can also set a deposit that will be returned back to the customer. In this case is necessary to set Reservation Expiration. There are these following types: „Online Payment Only“, „After Reservation“ and „Before Booking“. If you set „Online Payment Only“ customer can pay only with online methods. If payment will not be done immediate after the reservation, reservation will be cancelled. „After reservation“ means that order has to be paid specified number of hours after reservation was created. If not, reservation will be cancelled. „Before Booking“ is same like previous type. But it will check reservation payment status before event start. Deposit multiply parameter specifies, wheter multiple deposit by reserved time units. If not checked, deposit is the same no matter of reserved time.

Here is an example how to set a deposit when customer have to pay it after reservation. Determined time is 2 hours, it means that customer has to pay it within 2 hours, if not then reservation will be cancelled. Deposit value is 10 EUR.

Figure 3.18. Example of setting deposit

Details | Item Properties | Reservation Settings | Prices | Supplements | Google Maps | Permissions | PDF Ticket

Prices

 Add  Delete

Allow Booking Over Different Pricing Periods

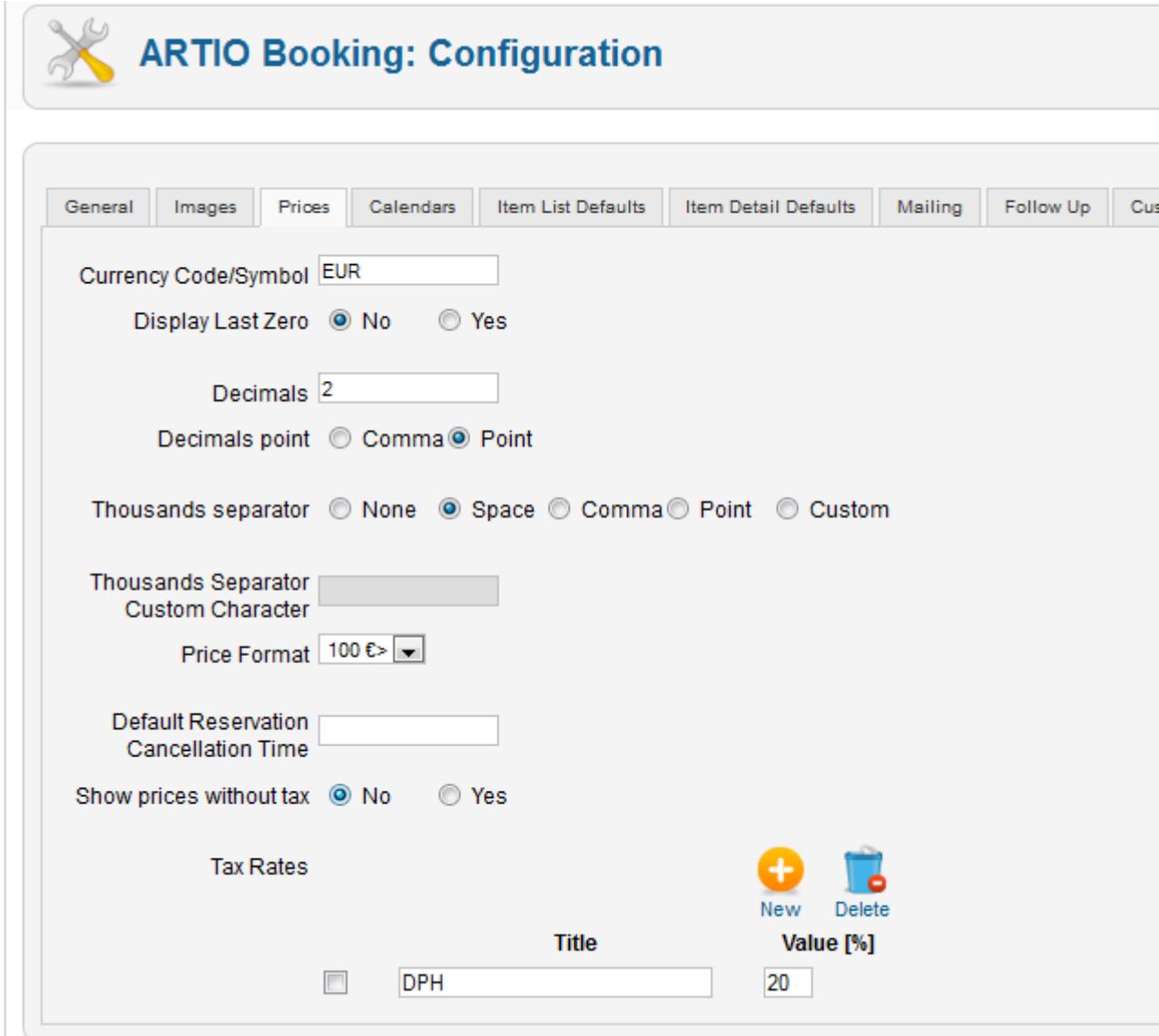
Permanent Volume Discount

	# of Units	Discount Value
Single Deposit	<input type="text"/>	<input type="text"/>
Tax Rate	- No Tax - <input type="button" value="v"/>	

ID	Value *	Multiply by Capacity	Deposit				Volume Discount		Reserv
			Value	Reservation Expiration	Deposit Multiply	Multiply by Capacity	# of Units Booked	Discount Value	
<input type="checkbox"/> 19	<input type="text" value="25"/> EUR	<input checked="" type="checkbox"/>	<input type="text" value="10"/> EUR	<input type="button" value="v"/> After Reservation <input type="text" value="2"/> Hours <input type="button" value="v"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/> Daily (da <input type="button" value="v"/> Week A <input type="button" value="v"/> Every W
<input type="checkbox"/> 20	<input type="text" value="15"/> EUR	<input checked="" type="checkbox"/>	<input type="text"/> EUR	<input type="button" value="v"/> Disabled <input type="text" value="0"/> Hours <input type="button" value="v"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/> Daily (da <input type="button" value="v"/> Week A <input type="button" value="v"/> Every W

All prices include tax with default settings but you have also the option to change it that prices will not include a tax. This can be set in Configuration → tab Prices → option Show prices without tax. In tab Prices is also possible to add "new tax" and its values.

Figure 3.19. Example of setting "Show prices without tax" (backend - configuration)



ARTIO Booking: Configuration

General Images **Prices** Calendars Item List Defaults Item Detail Defaults Mailing Follow Up

Currency Code/Symbol

Display Last Zero No Yes

Decimals

Decimals point Comma Point

Thousands separator None Space Comma Point Custom

Thousands Separator Custom Character

Price Format ▼

Default Reservation Cancellation Time

Show prices without tax No Yes

Tax Rates

	Title	Value [%]
<input type="checkbox"/>	<input type="text" value="DPH"/>	<input type="text" value="20"/>

New Delete

Figure 3.20. Example of setting "Show Prices with Tax" (frontend)

[Book it](#)

Prices

Hourly (60 min) 5 EUR 8 EUR

- Select week - 25/2013 (17.6 - 23.6) ▾

Mon 17 Jun	Tue 18 Jun	Wed 19 Jun	Thu 20 Jun	Fri 21 Jun
07:00 - 08:00	07:00 - 08:00	07:00 - 08:00	07:00 - 08:00	07:00 - 08:00
08:00 - 09:00	08:00 - 09:00	08:00 - 09:00	08:00 - 09:00	08:00 - 09:00
09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00	09:00 - 10:00
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00
11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00
12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00	12:00 - 13:00
13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00
14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00	14:00 - 15:00
15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00	15:00 - 16:00
16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00
17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00
18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00	18:00 - 19:00
19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00	19:00 - 20:00
20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00	20:00 - 21:00
21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00	21:00 - 22:00
22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00	22:00 - 23:00

Figure 3.21. Example of setting "Show Prices without Tax" (frontend)

You can also provide a discount, if customer reserve more than one time unit.

3.6. Reservation Types - Extended Settings

If you have more than one reservation types and each reservation type has different length, you can use optional minimum interval. **With only one reservation type this option is not used.**

In following example we have a squash court where customer can book 60 or 120 minutes. We need to display 60 minutes boxes in calendar. For this reason we have to set minimum interval length for 60 minutes. When customer wants 60 minutes, then chooses one box. When customer wants 120 minutes, in calendar are highlighted always two following boxes for one click. Now in weekly calendar, in colored price box are displayed currently available capacities. See examples below.

Figure 3.22. Example of two reservation types with different lengths (backend object reservation types)

Details | Item Properties | Reservation Settings | Prices | Supplements | Google Maps | Permissions | PDF Ticket

Reservation Settings

- Enable Maximum Reservations Limit
- Overlay Prices
- Single Reservation Type Only
- Fixed Schedule
- Nights Booking
- Min. Interval [min]:

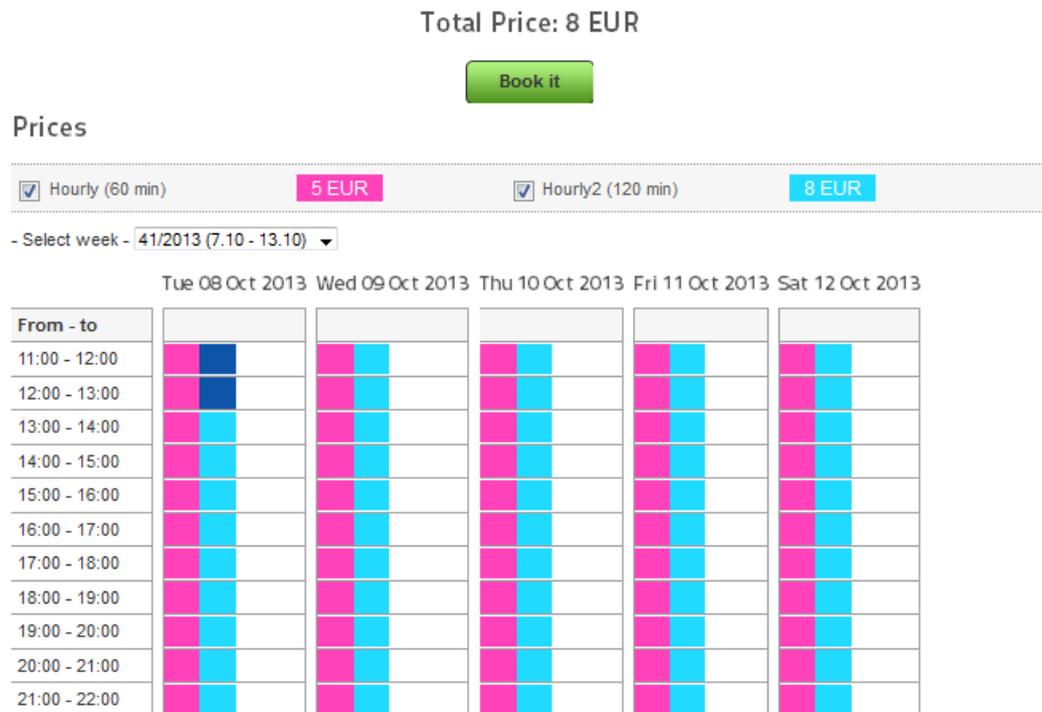
Reservation Types

+ Add - Delete

ID	Title *	Type *	Description	Limit Restrictions	Settings for Per-Hour Reservations Only	
					Time Unit [min] *	Gap Time [min]
21	1 Hourly	Hourly		Min. Limit: <input type="text"/> Max. Limit: <input type="text"/> Fx. Limit: <input type="text"/> Fx. From: <input type="text" value="Monday"/> <input type="checkbox"/> Fix to the Past	60	
22	2 Hourly	Hourly		Min. Limit: <input type="text"/> Max. Limit: <input type="text"/> Fx. Limit: <input type="text"/> Fx. From: <input type="text" value="Monday"/> <input type="checkbox"/> Fix to the Past	120	

Figure 3.23. Example of two reservation types with different lengths (backend object prices)

ID	Value *	Deposit			Volume Discount		Occupancy Price Modifier	Reservation Type *	Date Range	
		Value	Reservation Expiration	Deposit Settings	# of Units Booked	Discount Value			From *	To *
4	5 EUR	EUR	Disabled	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements			Hourly (hourly)	Every Week	08 October 2013	31 October 2013
5	8 EUR	EUR	Disabled	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements			Hourly2 (hourly)	Every Week	08 October 2013	31 October 2013

Figure 3.24. Example of two reservation types with different lengths (frontend)

The fixed schedule you can use, for example, if you use more prices with different time ranges and in calendar every day has different schedule length. And you want every day calendar to have specified length, even if there is no available reservations through whole time. See examples below. You have to set minimal interval length and fixed schedule from-to properties. Fixed schedule interval from-to must be wide enough to match all prices time ranges.

Figure 3.25. Example of Fixed Schedule (backend object reservation types)

Squash court Nr. 4: Item Save & Close Save Copy Cancel

Successfully saved.

Details Item Properties Reservation Settings Prices Supplements Google Maps Permissions PDF Ticket

Reservation Settings

Enable Maximum Reservations Limit
 Overlay Prices
 Single Reservation Type Only
 Fixed Schedule From To
 Nights Booking
 Min. Interval [min]

Reservation Types

ID	Title *	Type *	Description	Limit Restrictions	Settings for Per-Hour Reservations Only	
					Time Unit [min] *	Gap Time [min]
<input type="checkbox"/> 24	Hourly - 30 min	Hourly		Min. Limit <input type="text"/> Max. Limit <input type="text"/> Fix. Limit <input type="text"/> Fix. From <input type="text" value="- any day -"/> <input type="checkbox"/> Fix to the Past	30	<input type="text"/>
<input type="checkbox"/> 25	Hourly - 60 min	Hourly		Min. Limit <input type="text"/> Max. Limit <input type="text"/> Fix. Limit <input type="text"/> Fix. From <input type="text" value="- any day -"/> <input type="checkbox"/> Fix to the Past	60	<input type="text"/>

Figure 3.26. Example of Fixed Schedule (backend object prices)

ID	Value *	Deposit			Volume Discount		Occupancy Price Modifier	Reservation Type *	Date Range	
		Value	Reservation Expiration	Deposit Settings	# of Units Booked	Discount Value			From *	To *
6	5 EUR <input type="checkbox"/> Multiply by Quantity <input type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy	EUR	Disabled 0 Hours	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements			Hourly 60 min (hourly) Week Availability: Every Week Color In Calendar: FF42BA	Hourly 60 min (hourly) Week Availability: Every Week Color In Calendar: FF42BA	08 October 2013 13:00 31 October 2013 17:00	08 October 2013 13:00 31 October 2013 17:00
7	8 EUR <input type="checkbox"/> Multiply by Quantity <input type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy	EUR	Disabled 0 Hours	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements			Hourly 120 min (hourly) Week Availability: Every Week Color In Calendar: 21DAFF	Hourly 120 min (hourly) Week Availability: Every Week Color In Calendar: 21DAFF	08 October 2013 13:00 31 October 2013 17:00	08 October 2013 13:00 31 October 2013 17:00
8	4 EUR <input type="checkbox"/> Multiply by Quantity <input type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy	EUR	Disabled 0 Hours	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements			Hourly 60 min (hourly) Week Availability: Every Week Color In Calendar: FAF5FE	Hourly 60 min (hourly) Week Availability: Every Week Color In Calendar: FAF5FE	08 October 2013 17:00 31 October 2013 20:00	08 October 2013 17:00 31 October 2013 20:00
9	7 EUR <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy	EUR	Disabled 0 Hours	<input type="checkbox"/> Deposit Multiply <input checked="" type="checkbox"/> Multiply by Quantity <input checked="" type="checkbox"/> Multiply by Standard Occupancy <input type="checkbox"/> Multiply by Extra Occupancy <input type="checkbox"/> Include Supplements			Hourly 120 min (hourly) Week Availability: Every Week Color In Calendar: 2DFF26	Hourly 120 min (hourly) Week Availability: Every Week Color In Calendar: 2DFF26	08 October 2013 17:00 31 October 2013 20:00	08 October 2013 17:00 31 October 2013 20:00

Figure 3.27. Example of Fixed Schedule (frontend)

[Book it](#)

Prices

Hourly 60 min (60 min) 5 EUR 4 EUR Hourly 120 min (120 min) 8 EUR 7 EUR

- Select week - 41/2013 (7.10 - 13.10) ▾

	Tue 08 Oct 2013	Wed 09 Oct 2013	Thu 10 Oct 2013	Fri 11 Oct 2013	Sat 12 Oct 2013
From - to					
13:00 - 14:00	 	 	 	 	
14:00 - 15:00	 	 	 	 	
15:00 - 16:00	 	 	 	 	
16:00 - 17:00	 	 	 	 	
17:00 - 18:00	 	 	 	 	
18:00 - 19:00	 	 	 	 	
19:00 - 20:00	 	 	 	 	

The another situation can be when you are providing for example Castle Tour or Road. Every Tour takes 2 hours but starts every hour. In this case is necessary to set "Overlay Prices". As you can see below there is a Tour Castle which is possible to reserve every day from 1:00 PM to 5:00 PM and starst every hour.

Reservation Settings

<input type="checkbox"/>	Enable Maximum Reservations Limit
<input checked="" type="checkbox"/>	Overlay Prices
<input type="checkbox"/>	Single Reservation Type Only
<input type="checkbox"/>	Fixed Schedule
<input type="checkbox"/>	Nights Booking
Min. Interval [min]	<input type="text"/>

Reservation Types



Add



Delete

ID	Title *	Type *	Description
<input type="checkbox"/> 27	<input type="text" value="Event 1"/>	Hourly ▼	<input type="text"/>
<input type="checkbox"/> 28	<input type="text" value="Event 2"/>	Hourly ▼	<input type="text"/>
<input type="checkbox"/> 29	<input type="text" value="Event 3"/>	Hourly ▼	<input type="text"/>

Figure 3.29. Example of setting Overlay Prices (backend)

Prices

Allow Booking Over Different Pricing Periods

ID	Value *	Multiply by Capacity	Deposit				Volume Discount		Reserva
			Value	Reservation Expiration	Deposit Multiply	Multiply by Capacity	# of Units Booked	Discount Value	
<input type="checkbox"/> 35	<input type="text" value="10"/> EUR	<input checked="" type="checkbox"/>	<input type="text"/> EUR	<input type="button" value="Disabled"/> <input type="text" value="0"/> <input type="button" value="Hours"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Event 1 ("/> <input type="button" value="Week Av"/> <input type="button" value="Every We"/>
<input type="checkbox"/> 36	<input type="text" value="10"/> EUR	<input checked="" type="checkbox"/>	<input type="text"/> EUR	<input type="button" value="Disabled"/> <input type="text" value="0"/> <input type="button" value="Hours"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Event 2 ("/> <input type="button" value="Week Av"/> <input type="button" value="Every We"/>
<input type="checkbox"/> 37	<input type="text" value="10"/> EUR	<input checked="" type="checkbox"/>	<input type="text"/> EUR	<input type="button" value="Disabled"/> <input type="text" value="0"/> <input type="button" value="Hours"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Event 3 ("/> <input type="button" value="Week Av"/> <input type="button" value="Every We"/>

Figure 3.30. Example of Overlay Prices (frontend)

[Book it](#)

Prices

Event 1 (120 min) **10 EUR** Event 2 (120 min) **10 EUR** Event 3 (120 min) **10 EUR**

- Select week - 24/2013 (10.6 - 16.6) ▾

Tue 11 Jun	Wed 12 Jun	Thu 13 Jun	Fri 14 Jun	Sat 15 Jun																				
<table border="1"> <thead> <tr><th>From - to</th></tr> </thead> <tbody> <tr><td>13:00 - 15:00</td></tr> <tr><td>14:00 - 16:00</td></tr> <tr><td>15:00 - 17:00</td></tr> </tbody> </table>	From - to	13:00 - 15:00	14:00 - 16:00	15:00 - 17:00	<table border="1"> <thead> <tr><th>From - to</th></tr> </thead> <tbody> <tr><td>13:00 - 15:00</td></tr> <tr><td>14:00 - 16:00</td></tr> <tr><td>15:00 - 17:00</td></tr> </tbody> </table>	From - to	13:00 - 15:00	14:00 - 16:00	15:00 - 17:00	<table border="1"> <thead> <tr><th>From - to</th></tr> </thead> <tbody> <tr><td>13:00 - 15:00</td></tr> <tr><td>14:00 - 16:00</td></tr> <tr><td>15:00 - 17:00</td></tr> </tbody> </table>	From - to	13:00 - 15:00	14:00 - 16:00	15:00 - 17:00	<table border="1"> <thead> <tr><th>From - to</th></tr> </thead> <tbody> <tr><td>13:00 - 15:00</td></tr> <tr><td>14:00 - 16:00</td></tr> <tr><td>15:00 - 17:00</td></tr> </tbody> </table>	From - to	13:00 - 15:00	14:00 - 16:00	15:00 - 17:00	<table border="1"> <thead> <tr><th>From - to</th></tr> </thead> <tbody> <tr><td>13:00 - 15:00</td></tr> <tr><td>14:00 - 16:00</td></tr> <tr><td>15:00 - 17:00</td></tr> </tbody> </table>	From - to	13:00 - 15:00	14:00 - 16:00	15:00 - 17:00
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[Current week](#) [Next week >>](#)

3.7. Google Calendar

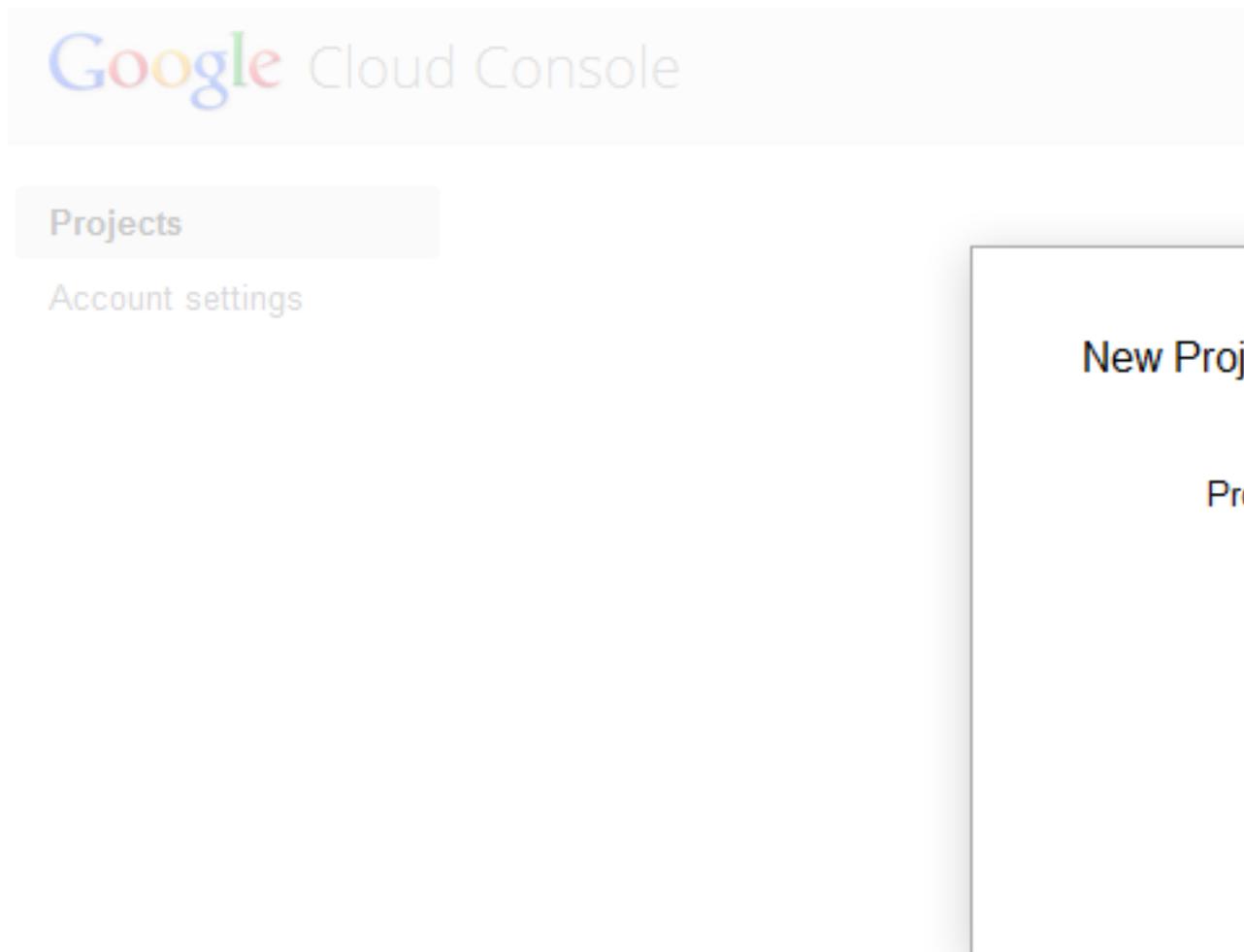
Synchronization your reservation with your Google Calendar. You have to have own Google account where you want to synchronize reservation.

3.7.1. Google Settings

Create google calendar in your google account, than go at <https://cloud.google.com> and create the project by clicking on CREATE PROJECT. Enter Project name and Project ID.

Figure 3.31. Create new google calendar

Figure 3.32. Create new project



Turn on Calendar API at the APIs & auth/APIs.

Create connection to Joomla by using REGISTE APP at the APIs & auth/Registered Apps

Figure 3.33. Calendar API

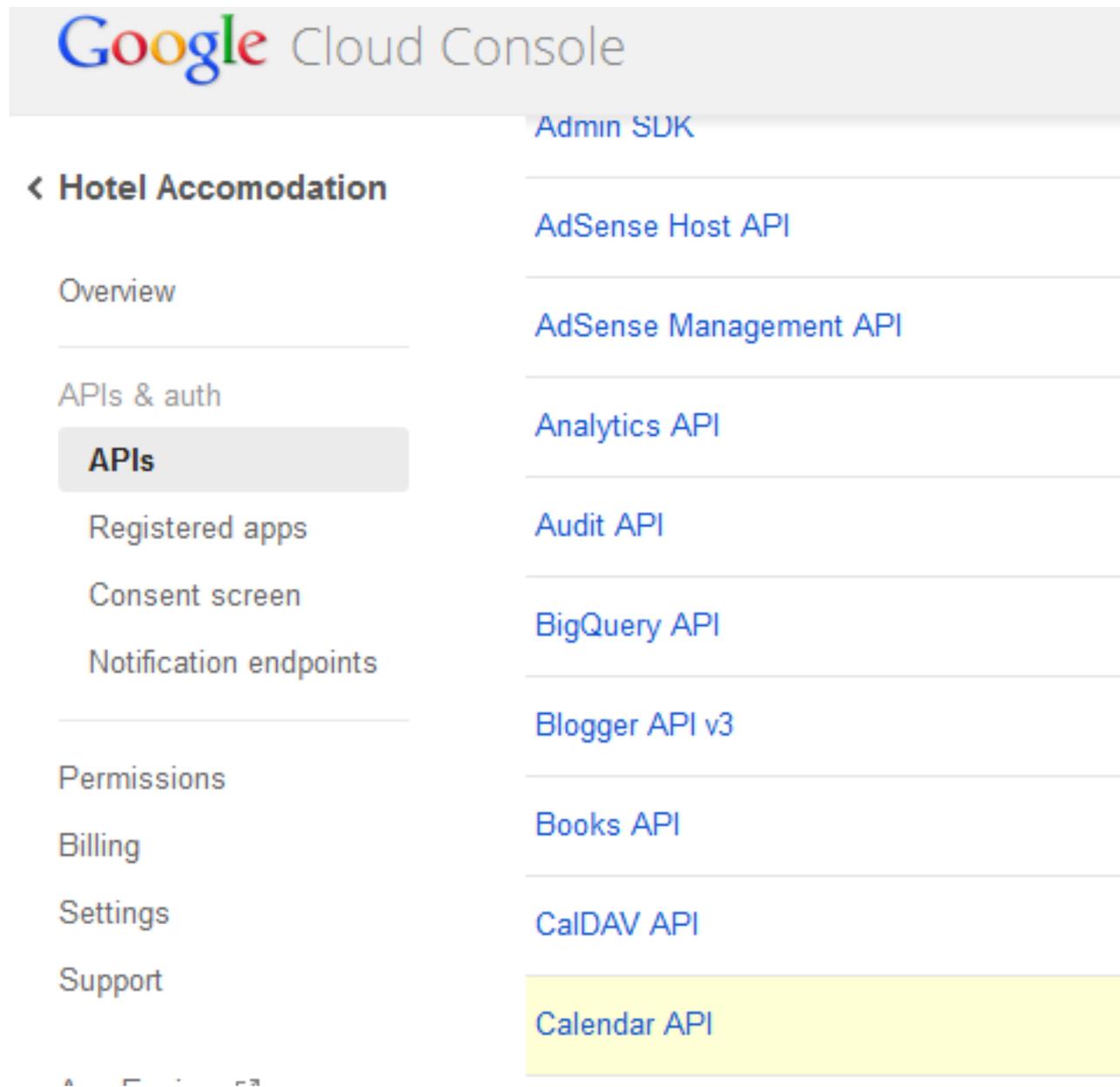


Figure 3.34. Register APP

Google Cloud Console

< Hotel Accomodation Register new application

To get started using an API, you must first register an application.

Overview

APIs & auth

APIs

Registered apps

Consent screen

Notification endpoints

Permissions

Billing

Settings

Support

Name

Platform Web Application Android iOS Chrome Native Windows

Register

Choose any Name and create Web Application

Choose OAuth 2.0 Client ID

Redirect URL - enter name of your domain `http://yourdomain/administrator"index.php?option=com_booking&task=google.authenticate`

By clicking on GENERATE you receive Client ID and Client Secret

3.7.2. Booking Settings

Go to Global Configuration - Google and enter Client ID and Client Secret - Save

Figure 3.35. Entering Client ID and Client Secret

The screenshot displays the Joomla! Administration interface for ARTIO Booking Configuration. The main navigation bar includes Site, Users, Menus, Content, and Components. The configuration tabs are General, Images, Prices, and Calendar. The Registration tab is active, showing fields for Client ID (93193311055), Client secret (YNowAZwA), Default Calendar (- Select Google), and Event Summary (Customer Name). A Joomla! Debug Console is visible at the bottom right, listing Session, Profile Information, Memory Usage, and Database Queries.

Run Load Calendars on the Control Panel/Google - this function loads calendars created in your google account

Now you can choice Default Calendar in Global Configuration

Figure 3.36. Default Google Calender

The screenshot displays the 'ARTIO Booking Configuration' interface. At the top, a blue notification bar states 'Configuration successfully saved.' Below this, the title 'ARTIO Booking Configuration' is shown with a logo. A series of tabs are visible: 'General', 'Images', 'Prices', 'Calendars', 'Period Calendar', 'Google', 'Customer Fields', 'Registration', and 'Permissions'. The 'Calendars' tab is active. The configuration fields are as follows:

Client ID	<input type="text" value="931933110559.apps.googleusercontent.com"/>
Client secret	<input type="text" value="YNcwAZwAYmzcvRO81p9Q49dp"/>
Default Calendar	<input type="text" value="Hotel Accomodation"/>
Event Summary	<input type="text" value="Customer Name"/>

Below the configuration fields is a 'Joomla! Debug Console' section with a dashed border, containing the following items:

- Session
- Profile Information
- Memory Usage
- Database Queries

To finish synchronization by using Control Panel - Google - Synchronize Events. The reservation will be synchronized into your google calendar.

3.8. Closing Days

Closing days enable you to set a days, hours when the item is not available for any reason. If you want to create closing days, you have to fill Title, Date up and Date down, Time up and Time down, then select the existing items for which you want to set closing day.

Figure 3.37. Closing Days List

The screenshot shows the 'Closing Days' management interface. At the top, there is a red minus icon and the title 'Closing Days'. Below this is a navigation bar with the following items: 'Control Panel', 'Reservations', 'Bookable Items', 'Templates', 'Admins', 'Customers', and 'Config'. Underneath the navigation bar is a search filter section with the text 'Filter: Email Subject', a 'Search' button, and a 'Clear' button. Below the search section is a table with a checkbox in the first column and a 'Title' column. One row is visible with the title 'Squash courts'.

<input type="checkbox"/>	Title
<input type="checkbox"/>	Squash courts

Below you can see Squash court Nr.1 which is not available on Wednesday from 11:00 am to 02:00 pm.

Figure 3.38. Example of setting closing days for Squash Court (backend)

⊖ **Edit Closing Day**

Details

Title *

Date Up *

Date Down *

Time Up * Midnight

Time Down * Midnight

Full Text

B *I* U ABC | HTBL

— | x, x² | Ω

Affected Items

Check All

Squash courts

. ↳ Squash court Nr. 3

. ↳ Squash court Nr. 2

. ↳ Squash court Nr. 1

Hotelovy pokoj

. ↳ Room Nr. 2

. ↳ Room Nr. 1

Room

. ↳ Double Room No. 12

. ↳ Double Room No. 11

. ↳ Single Room No. 4

. ↳ Single Room No. 3

3.9. Google Maps

Google Maps allow you to give customers information about place where they can find you or bookable item. You can insert Google Map into the object detail page by two different ways. The first is when you select Address for Type option. Address should contain street, city and country. Then set a width, height (in pixels) and zoom (higher value means higher zoom). The second way is to find a map at <http://maps.google.com/> and then insert code from this page into the last field.

Figure 3.39. Example of setting Google Maps (backend)

Squash court Nr. 1: Item

Details | Item Properties | Reservation Settings | Prices | Supplements | **Google Maps** | Permissions | PDF T...

Google Maps

Type: Address

Display: Item Detail Page

Address: Mírová 18, Ostrava
Czech Republic

Map Width: 300

Map Height: 300

Zoom Level: 16

Code from maps.google.com

3.10. Supplements

Supplements is next bookable item settings. For example: you run the hotel accommodation and customers can reserve beside room also breakfast, phone, internet or another services. Another example can be for squash courts where you can provide also rackets for players. See examples below.

Supplements have two forms. Supplement "Option yes/no" is realized on frontend by checkbox form field and have price (option "One price") or is free (option "Free"). Supplement "Select from list" has more values and is realized by drop down list form field. Each value has own price (option "More prices") or all values have one price (option "One price") or supplement is free (option "Free"). For supplement "Select from list" you can set property "Use empty option". It means that customer doesn't have to choose this supplement value (in drop down list is option without value). Property "Use empty option" is unavailable for supplement "Option yes/no". Supplements prices are automatically added to full reservation price.

Supplement capacity setting allows you to set behavior of supplement capacity. No capacity means supplement will be always one and price will be constant. Default is multiply by object capacity - number of supplements will be same as reserved object capacity (if object has capacity) and price will be multiplied as well. Option "Select Capacity Manually" allows customer to specify number of supplements manually and supplement price will be multiplied by selected number of supplements. You can set maximum number of supplements for this setting. This can be used for example for additional catering or sporting equipment.

Figure 3.40. Example of room supplements (backend)

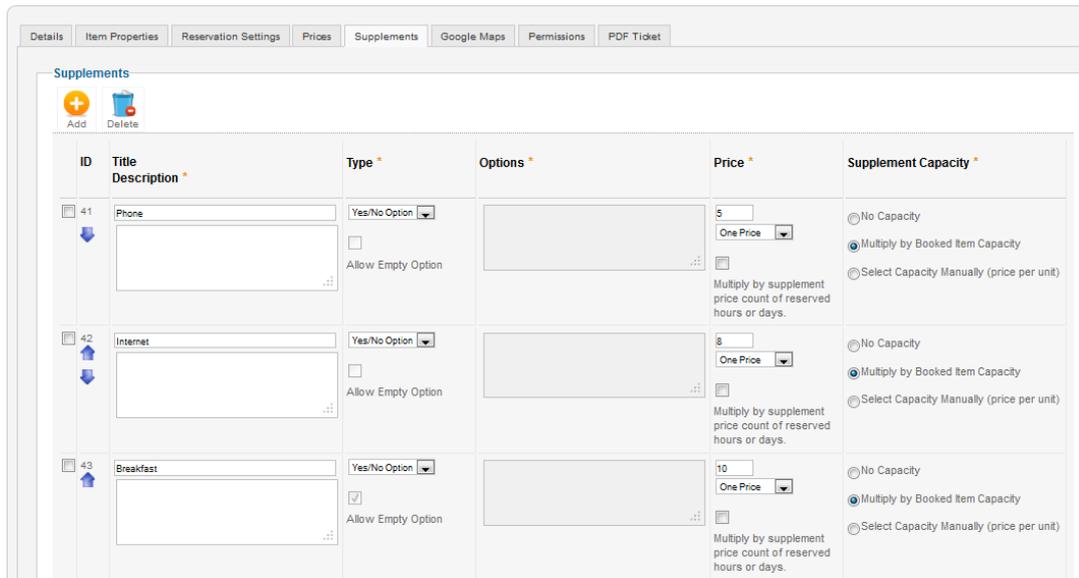


Figure 3.41. Example of squash courts supplements (backend)

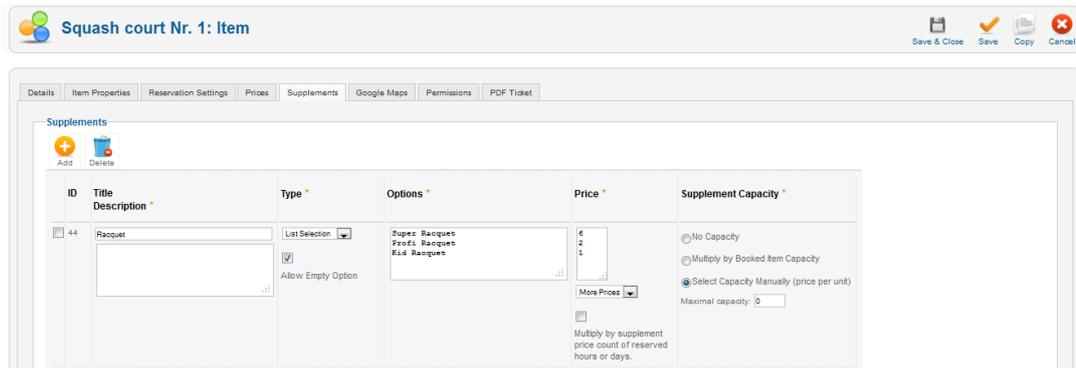


Figure 3.42. Example of squash courts supplements (frontend)

Supplements

Racquet **Super Racquet (6 EUR)** Quantity:

- Select -
- Super Racquet (6 EUR)
- Profi Racquet (2 EUR)
- Kid Racquet (1 EUR)

Prices

Hourly (60 min) **5 EUR** **8 EUR**

3.11. Booking Administrators

For using Booking is important to have frontend administrators. Frontend administrators manage reservations from frontend interface (not backend). Administrators are selected from existing Joomla! users. This users cannot be used in customers accounts. On following image is backend dialog of administrators setting. There is filtered list of existing users. In column "Is admin" you can see mark if user is/isn't administrator or is customer (cannot be administrator). You can assign more users as administrators by tools from main toolbar.

Figure 3.43. Backend booking administrators setting

The screenshot shows the Joomla! Administration interface for 'ARTIO Booking: Reservation Managers'. The page includes a search filter, a table of users, and a toolbar with 'Make Global Manager' and 'Unset from Global Managers' buttons.

#	Name	Username	Group	E-mail	Manager Type
1	Super User	admin	Super Users	pavel@artio.cz	Global Manager
2	Jan Novák	jan.novak	Registered	jan.novak@artio.cz	Non Manager
3	Marek David	maju	Registered	marek@artio.cz	Non Manager
4	Michal Unzeitig	mike	Registered	micha@artio.cz	Non Manager

3.12. Reservation

If you have published items, customers can book them and make reservations. One reservation can have multiple booked items (optionally with supplements), their time ranges, computed prices and customer personal data. Customers create reservations from frontend item detail page with calendar. According to item settings, calendars display available intervals with specific color. Customers choose available intervals and items supplements. After click on button Book it!, lightbox window is opened, where customer can select item and supplements capacity (if available) and choose between going

to checkout or continue and reserve different object. On checkout page, customer can manage his reservation, fill his personal data and send reservation to Book it! system.

Reservations can have a following status: Prereserved, Reserved, Trashed, Cancelled and Conflicted. There is also Payment Status: Unpaid, Deposit Paid, Paid in Full.

Figure 3.44. Reservations backend list.

#	Res. #	Created	Customer	E-mail	Item	Cap.	From	To	Price	Deposit	Payment Status	Reservation Status
1	14	2013-05-13 13:11	Test Test		Periodic layout / Test	1	2013-05-13 15:00	2013-05-13 17:00	20 EUR	0 EUR	Unpaid	Reserved
2	13	2013-05-11 08:57	Pavel Novy		Squash court Nr. 2 / Hourly	1	2013-05-12 18:30	2013-05-12 19:30	25 EUR	0 EUR	Unpaid	Reserved
3	12	2013-05-11 07:24	Jiri Novy		Castle Event / Event 2	3	2013-05-13 14:00	2013-05-13 16:00	30 EUR	0 EUR	Unpaid	Reserved
4	11	2013-05-11 07:01	Marek Jurasko		Squash court Nr. 4 / Hourly - 30 min	1	2013-05-12 11:30	2013-05-12 12:00	5 EUR	0 EUR	Unpaid	Reserved
5	10	2013-05-07 08:50	Pavel Novy		Squash court Nr. 1 / Hourly	1	2013-05-14 18:00	2013-05-14 19:00	8 EUR	0 EUR	Unpaid	Reserved
6	9	2013-05-05 12:57			Room Nr. 1 / Daily	1	2013-05-07 00:00	2013-05-07 23:59	25 EUR	10 EUR	Unpaid	Reserved
7	8	2013-05-05 12:12	Veronika Bijkova		Room Nr. 2 / Daily	1	2013-05-10 01:00	2013-05-12 11:00	20 EUR	0 EUR	Unpaid	Reserved

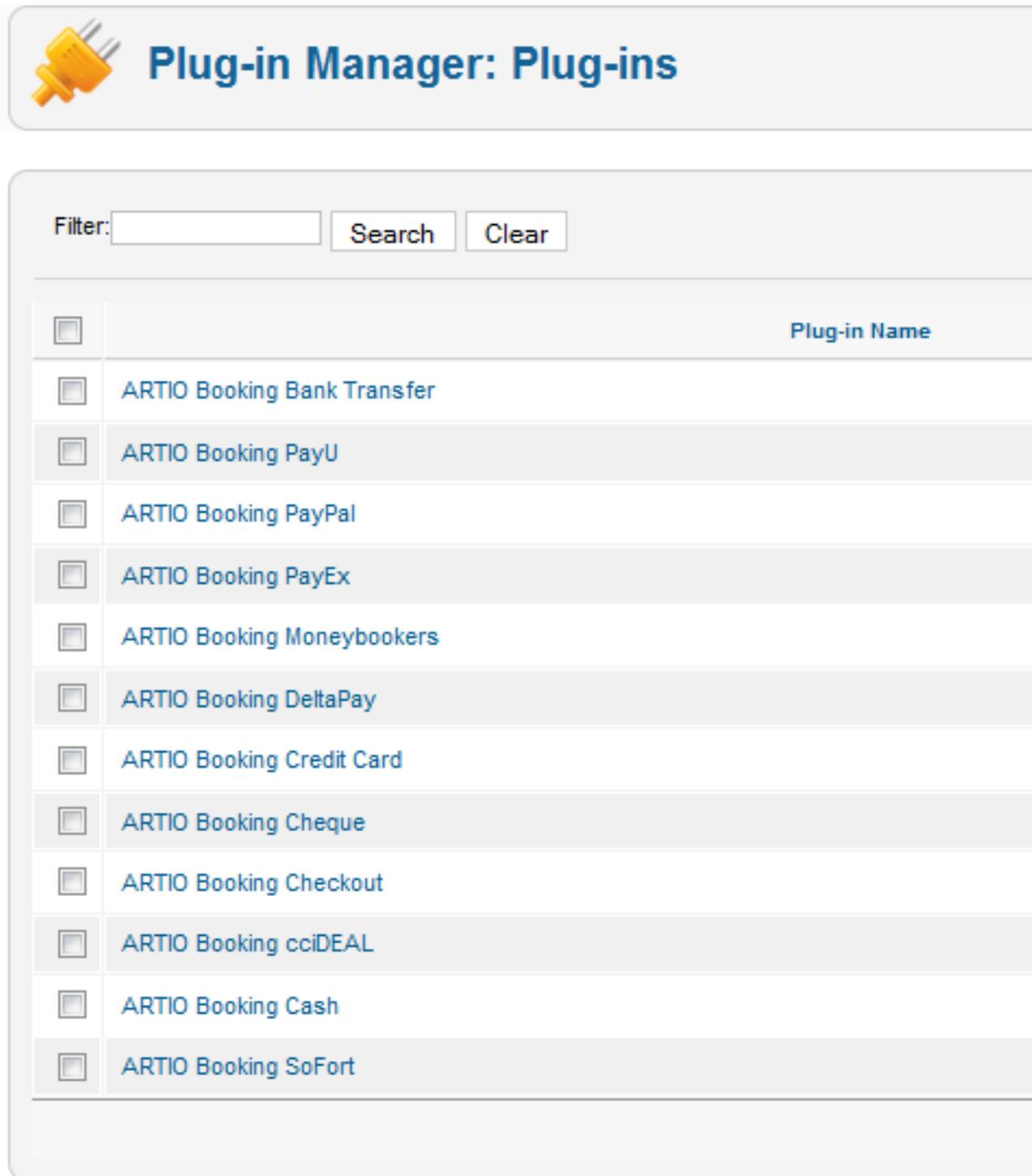
Figure 3.45. Reservations Status.

#	Res. #	Created	Customer	E-mail	Item	Cap.	From	To	Price	Deposit	Payment Status	Reservation Status
1	9	2013-05-05 12:57			Room Nr. 1 / Daily	1	2013-05-07 00:00	2013-05-07 23:59	25 EUR	10 EUR	Unpaid	Reserved
2	8	2013-05-05 12:12	Veronika Bijkova		Room Nr. 2 / Daily	1	2013-05-10 01:00	2013-05-12 11:00	20 EUR	0 EUR	Unpaid	Reserved
					Hall 1 - 8900 seats / Hourly	1	2013-05-05 12:00	2013-05-05 23:00				Reserved
					Hall 1 - 8900 seats / Hourly	1	2013-05-04 12:00	2013-05-04 23:00				Reserved
					Hall 1 - 8900 seats / Hourly	1	2013-05-03 12:00	2013-05-03 23:00				Reserved

3.13. Payment Methods

Payment Methods List is available in "Extensions-Plug in Manager-bookingpayment". Here you can set if is it enabled to pay by a certain payment method. Then you have to go back to configuration "Payment Methods" and you can edit existing method and set who can pay it or no.

Figure 3.46. Payment Methods List - Plug in Manager



The image shows a screenshot of the 'Plug-in Manager: Plug-ins' interface. At the top, there is a header with a yellow plug icon and the title 'Plug-in Manager: Plug-ins'. Below the header, there is a search section with a 'Filter:' label, an input field, and 'Search' and 'Clear' buttons. The main content is a table listing various payment methods, each with a checkbox and a label.

<input type="checkbox"/>	Plug-in Name
<input type="checkbox"/>	ARTIO Booking Bank Transfer
<input type="checkbox"/>	ARTIO Booking PayU
<input type="checkbox"/>	ARTIO Booking PayPal
<input type="checkbox"/>	ARTIO Booking PayEx
<input type="checkbox"/>	ARTIO Booking Moneybookers
<input type="checkbox"/>	ARTIO Booking DeltaPay
<input type="checkbox"/>	ARTIO Booking Credit Card
<input type="checkbox"/>	ARTIO Booking Cheque
<input type="checkbox"/>	ARTIO Booking Checkout
<input type="checkbox"/>	ARTIO Booking cciDEAL
<input type="checkbox"/>	ARTIO Booking Cash
<input type="checkbox"/>	ARTIO Booking SoFort

Figure 3.47. Payment Methods Manager



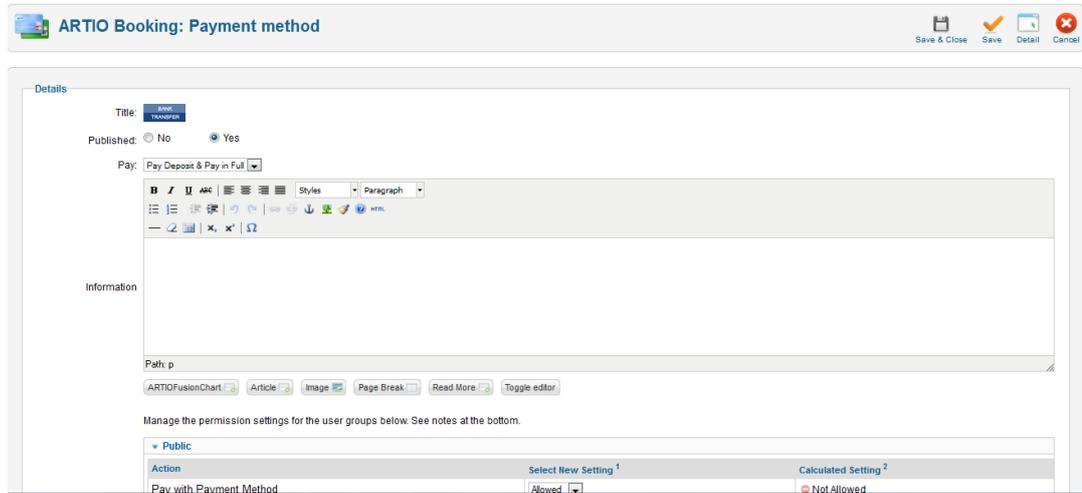
Payments Methods Manager

[Control Panel](#) | [Reservations](#) | [Bookable Items](#) | [Templates](#) | [Admins](#)

Filter:

#	<input type="checkbox"/>	
1	<input type="checkbox"/>	
9	<input type="checkbox"/>	
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	

Figure 3.48. Edit Payment Methods



3.14. Global Configuration

- General, User Group Assigned to New Customers

User group, where are assigned newly created customers. We recommend to use registered group.
- Customer has to Login or Register Before Reserving

If you select No customer is prompted to login or register during reservation. If guest user group can reserve then customer can reserve without login or registration.
- Enable to New Reservation

Temporary blocking of new customers registering
- Show customer names

Show customer's name which already made reservation in reserved interval (only for front-end)

Figure 3.49. Show customers of reservations

Fri	Sat	Sun
29 Apr	30 Apr	01 May
06 May Daniel Jackson	07 May	08 May

- Show User Note in Calendar

Show customer's note (note during checkout) in calendar, if day/hour is booked.
- Use captcha

Only for unregistered customers. Before customer save reservation he has to fill captcha image. It's security to robots.

Figure 3.50. The captcha for unregistered users.

Reservation

Save Your Reservation
 Save & Continue in Reservation

 Reset Reservation

Customer

Title before:

First name: *

Middle name:

Surname: *

Title after:

Company:

Company id:

Vat id:

Reservation

Subject: [Squash court Nr. 1 / Hourly](#)

Capacity: * 1 Total capacity: 5

Day: 2013-06-14 18:00 - 19:00

Item price: 8 EUR

Tax (0%): -

Message:

Payment Method

Reservation Contact

Street:

City:

Zip:

Country:

Email:

Telephone:

Fax:

Note:

Captcha: *

Enable More Reservation	User can add more booked object during reservations. It is something like "cart".
Confirm Reservation	If you set "Yes" manager has to confirm created reservation first.
Redirection after Reservation	Target where customer is redirect after reservation has been done. Customer can be redirect to "Thank you page", "Bookable Items List" etc.
Redirection after Reservation Menu	When you select in option Redirection after Reservation value Menu Item then select here some item.
Redirection after Reservation URL	When you select in option Redirection after Reservation value Custom URL then add here some URL.
Redirection back from Reservation	Target where customer i redirect when click on button back at reservation detail

Enable Responsive	Responsive design is modified for mobile devices. It will also detect whether customer us tablet or mobile, otherwise it will show standard design.
Enable jQuery	jQuery is necessary part of responsive design. If you already use jQuery on your site (loaded by any other extension) then please, do not enable this option.
Require Accepting	You can set if customer has to accept Terms of Contract and Terms of Privacy before reservation.
Date Format	Date formatting is used in frontend and backend. There is possible to use a predefined format or custom format. If you choice a custom format you can set: Long Date Format (containing date and time, it means date/month/year/hour/minutes), Standard Date Format (contains only date, day/month/year), Day/Week Calendar Format (this format is used in daily/weekly calendar as caption of day, should contain a short value of day and month without year), Month Calendar Format (format is used in monthly calendar as caption of day, should contain as in previous format). There is also possible to show "Time Format" which is used for displaying time, for example in daily or weekly calendar. Should contain only hours or minutes.
Images, Popup Type	Select popup type you want to use on your website. If you use Responsive design, we recommend you to use shadowbox.
Image Path	The directory path where are saved objects images. It's relative path from Joomla! root. For example: your Joomla! is installed in directory /var/www and you want to save images in directory /var/www/images/objects. You have to set this options as images/objects. Template icons path is path where are saved templates icons. The rules are similar like image path. There is also possible to set JPG quality of thumbnails. You can choice between 75 and 100. 75 is maximum compression but lowest quality and 100 is maximum quality but biggest file size. PNF quality is possible to set between 0 and 9, when 0 is without compression and 9 is maximum.
Prices, Using Prices	Settings of using prices - Prices with Deposit, Prices without Deposit or without Prices.
Currency	Your currency display with prices.
Display Last Zero	You can display last zeros in prices. If you choice this option, the value will be displayed as 12.50.
Decimals and decimals point	Here is possible to set number of decimal and separator for decimals (comma or point)
Thousands Separator	Here you can select how will be thousands separated, the options are following: None, Space, Comma, Point or there is also possible to select Custom Separator.

Price Format	Price can have different formats, you can select position of currency (in front of value or behind value) and if separates value and currency with space.
Default Reservation Cancellation Time	Here you can set how long after reservation has to be deposit paid
Show Prices without Tax and Tax Rates	You can choice if the price will displayed with or without tax and also add new tax rates.
Show Total Price	Show row with total price in reservation summary or reservation list.
Show Payment Status	Show row with payment status in reservation summary or reservation list.
Show Item Price	Show row with item price in reservation summary.
Show Deposit Price	Show row with deposit price in reservation summary or reservation list.
Show Price ex. Tax	Show row with price excluding tax in reservation summary.
Show Tax	Show row with tax value in reservation summary.
Calendars, Week Starts on	You can set first week day as Monday or Sunday.

Figure 3.51. First week day is sunday

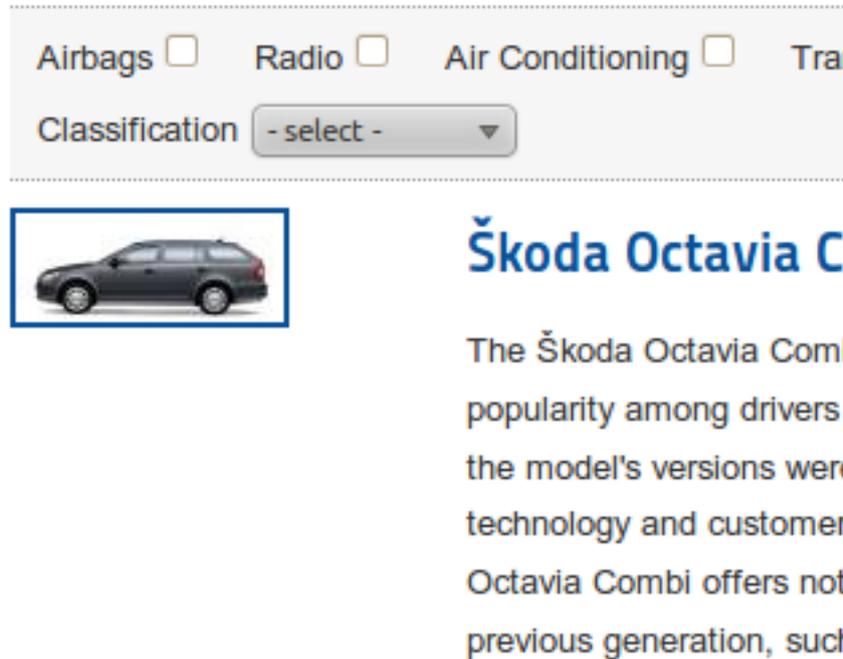
Week	Sun	Mon	Tue
17	01 May	02 May	03 May
18	08 May 	09 May 	10 May 
19	15 May 	16 May 	17 May 

Enable reservation after x days	You can set if you want to enable to book object after x days, hours. Use format 1d, 2h, 50m to enable book after 1 day, 2 hours and 50 minutes. If it is set to 7d and today is 6.12., user will be able to book objects from 13.12.
Show Quick Navigator	Calendar has quick navigator realized as drop down list with num months/weeks/days to future according to used calendar. This option is related to next options "Future months to show"/"Future weeks to show"/"Future days to show". For example if you set 5 months to future in quick navigator is offer quick jump to next five months after current month.

Figure 3.52. Display quick navigator

Setting of color	'You can set color of field in calendar, which is reserved (reservation color), which can be booked (vacancy color), which is unavailable (unavailable color) and also Pricesbox Color for Reserverd Fields.
Allow Current Day Booking	You can allow to book only current day, this is used for daily reservation type.
Hide Days in which does not Begin Fixed Limit	If the daily booking type using fixed limit, which does not start on all days of the week so this option can hide these days.
Label Style for Night Booking	Style of nights labels in monthly calendar if night booking is used (e.g. for hotel reservation). You can use Mon/Tue - they are both days which night cover or Mon - it is day when night starts.
Google, Client ID	You need it for Google Calendar synchronize. Setup project with service Calendar API at https://code.google.com/apis/console . This item you find at API Access.
Client secret	You need it for Google Calendar synchronize. Setup project with service Calendar API at https://code.google.com/apis/console . This item you find at API Access.
Default Calendar	If calendar list is empty or out of date then go to control panel/google and click button load calendars
Event Summary	Select item which you want to use as summary of Google Calendar Event. Summary is text in event box in calendar.
Item List Defaults	
Show Flag is Featured	Show near of item title flag that item is featured
Show Item Thumbnails	In objects list display thumbnails of objects main images if available. This option is related to next options Thumbnail width and Thumbnail height. You should set one or both of them. If you set only one then second is automatically computed. If you set both then thumbnail is realized as cutout.
Show introtext	If object has introtext then is used in objects list. If set, defines length to what an introtext will be cropped.
Show filter	There are used template properties which are set as filterable.

Figure 3.53. Filter over the objects list from filtered template properties



Pagination	It's standard pagination bottom filtered list. In option Default pagination is available setting of default listing value. If switched on, object list displays pagination with select limit box. If objects total is less then minimum limit box option, limit box is not displayed. If switched off, all objects are displayed on one page without pagination.
Show Book it button	This button opened object detail page to make reservation.
Show Month Calendar	Displays list of small monthly calendars for each object. Start month and number of list you can set in next field. Reserved days are showed in gray. It is quick information for customer which days are free. This is related to Month Calendar Style.
First Shown Month Offset	Value to shift of first month in calendar from current. If there is 0, then first is current month. If there is 1, then first month is next month. For example: now is March and start is 3, then is first month.
Number of Months Shown	Number of months in list from first. For example: now is March, calendar start is 2, months number is 3. In calendar will be May, June and July.
Show Week Calendar	Weekly calendar for each object in the list. Engaged days are highlighted. You can also set number of days should be shown.

Item Detail Defaults

Multiple Reservations	You can allow to select more than one reservation in calendar.
Show Cart in Popup	Popup window will display after clicking on book it button where customer selects go to checkout or save reservation and continue.
Show Capacity	Show capacity selector near of book it button if total capacity is higher then 1.
Show Primary Image	You can show object main image at detail page. If you can choice this option, you can also set Primary Image Width and Height. If it is not set, it will be computed automatically.
Show Image Gallery	Display photo gallery with objects images. You can also choice the position of image gallery, how should photo gallery look, image and thumbnail width, height in pixels (if not, width and height will be computed automatically)
Show Properties Style	Here is an option how to show object properties. You can show as Table, Icon List, Text List (this is defined in template parameters)
Show Back Link	Display back link to parent object (if exists)
Description Position	You can set Below Primary Image or Below Properties.
Prices Layout	You can set a style of section with prices, deposit and discounts. The option is: Detailed List, Brief Legeng or there is also a choice to hid it.
SMS/E-mail	There you can turn off or set sending emails for manager, customers or for both. Here you can set what email/SMS will be sent to a customer after reservation, which one will be sent to the manager after customer registration, what will be sent to a customer after reservation, what will be sent to the manager after customer reservation. You can also inform a customer after change reservation status. More information you can find in Chapter 14: Sending Emails/SMS.
Customer Fields	Fields which customer has to fill during registration or objects reservation you can set here. You can disable (option hidden) or enable (option optional or required) fields. Is recommended to set customer e-mail as compulsory if using reservation e-mails. Customers accounts are accessible from component backend. Customer can be disabled by blocking his Joomla! user account. In backend you can edit or delete customers.
Registration	ARTIO Download ID - Here you have to enter your ID received during purchase our product.
Permission	Here is possible to manage the permission settings for the user groups. Please note, if you change the setting, it will apply to this and all child group, components and content.

3.15. Sending E-mails and SMS

Component can send e-mails and SMS to administrators and customers. Setting of sending e-mails and SMS is available in global configuration. There you can turn off this service or set if is available only for administrators, customers or for both. For sending e-mails and sms, component uses setting from Joomla! global configuration.

In component configuration you can set sender e-mail, telephone, sender name, subject for customer and administrator, format of e-mail (HTML or plain text) and e-mail and SMS body. Other settings as mailer (php mail/smtp/sendmail), username, password, security etc. are used from Joomla! global configuration. In e-mail body you use transcription marks which are replaced by reservation or registration data. There are data as customer name, reservation date, object name etc.. Special transcription mark is pair of marks {OBJECTS} and {/OBJECTS}, which defines part, which will be repeated for each reserved object. Available transcription marks you can see in component global configuration above the e-mail body field.

Figure 3.54. SMS/Email Templates

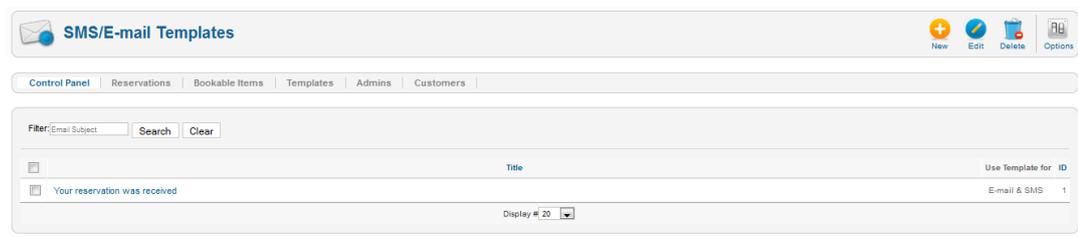
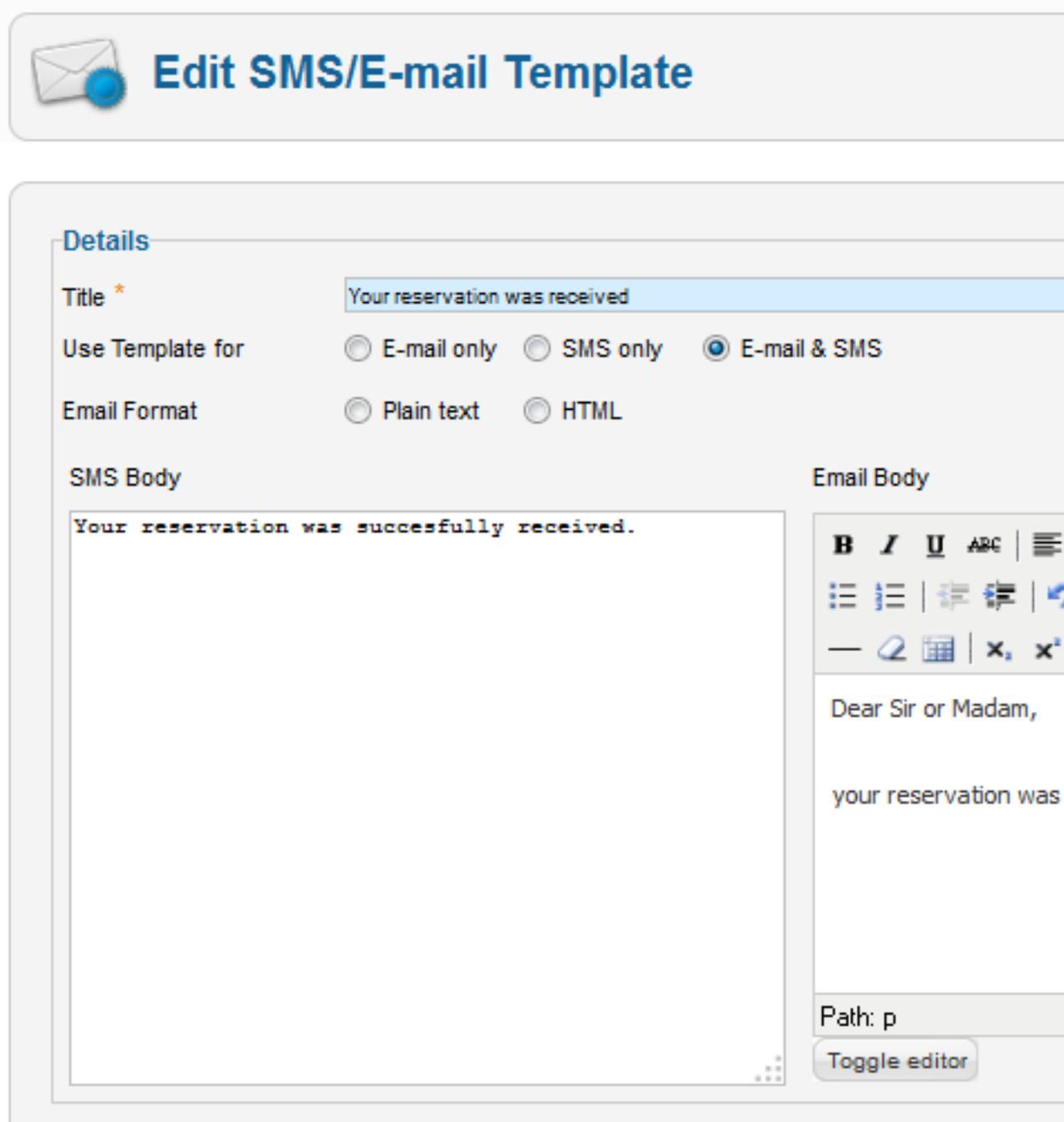


Figure 3.55. Edit Email and SMS Template



Edit SMS/E-mail Template

Details

Title *

Use Template for E-mail only SMS only E-mail & SMS

Email Format Plain text HTML

SMS Body

Email Body **B** *I* U ABC | ☰
☰ ☰ | ☰ ☰ | ☰
— ☰ ☰ | ×, ×²

Dear Sir or Madam,
your reservation was

Path: p
Toggle editor

3.15.1. SMS and E-mail Notification

You can let your customer know about their order status change or send SMS messages on different events. Or send single or bulk messages to customers from your customer database. It is very important to set when the notification has to be send to customer.

Figure 3.56. Edit Email/SMS Notification

 **Edit Notification**

 Item successfully saved.

Details

Title *	Reservation
Notify on Event *	After reservation is done ▼
Email Template *	Your reservation was received (E-mail & SMS) ▼

Affect Reservations with Reservation Status (Select at least One)

Pre-reserved	<input type="checkbox"/>
Reserved	<input checked="" type="checkbox"/>
Cancelled	<input type="checkbox"/>

Affect Reservations with Payment Status (Select at least One)

Unpaid	<input type="checkbox"/>
Deposit paid	<input type="checkbox"/>
Paid in full	<input type="checkbox"/>

schedule

Notify in Days *	0
Notify in Weeks *	0
Notify in Hours *	0
Notify in Minutes *	30

Chapter 4. Usage (frontend)

4.1. Booking Customers

Customers are page visitors who can make reservation in Booking component. You can allow page visitors reservation without registration or with registration and Joomla! user account to login. If visitor hasn't Joomla! user account, component offers him to create new customer registration with new Joomla! user account. For logged users component offers to become customer.

Fields which customer has to fill during registration or objects reservation you can set in component global configuration (bookmark Registration/reservation fields). You can disable (option hide) or enable (option show) fields. Enabled fields can be compulsory or optional. Is recommended to set customer e-mail as compulsory if using reservation e-mails.

Customers accounts are accessible from component backend. Customer can be disabled by blocking his Joomla! user account. In backend you can edit or delete customers.

Figure 4.1. The page visitor isn't logged. Component offers him login or registering.

Škoda Octavia Combi 2,0 TDI [Back](#)



The Škoda Octavia Combi has enjoyed extraordinary popularity among drivers for many years. Therefore, all the model's versions were built with regard to modern technology and customers' wishes.

Properties

Airbags	Yes
Radio	No
Air Conditioning	Yes
Transmission	6-gear man.
Passengers	1
Luggage Compartment	
Classification	Compact

For make reservation first [login](#) or [register](#)

Figure 4.2. The page visitor is logged. Component offers him to become customer.

Škoda Octavia Combi 2,0 TDI Back



The Škoda Octavia Combi has enjoyed extraordinary popularity among drivers for many years. Therefore, all the model's versions were built with regard to modern technology and customers' wishes.

Properties

Airbags	Yes
Radio	No
Air Conditioning	Yes
Transmission	6-gear man.
Passengers	1
Luggage Compartment	
Classification	Compact

Supplements

Color black Free GPS 200,- EUR Player -Select-

Minibar -Select- 300,- EUR

You aren't customer

 [Become customer](#)

Figure 4.3. Customer registration page. With customer account is also created new Joomla! user account.

 [Save](#)  [Cancel](#)

* Compulsory items

Details

Title before:	<input type="text"/>
* First name:	<input type="text"/>
Middle name:	<input type="text"/>
* Surname:	<input type="text"/>
Title after:	<input type="text"/>

User account

* Username:	<input type="text"/>
* Email:	<input type="text"/>
* New Password:	<input type="password"/>
* Verify Password:	<input type="password"/>

Contact

Telephone:	<input type="text"/>
------------	----------------------

Figure 4.4. Become customer page. To existing Joomla! user account is created customer account.

* Compulsory items

Details

* First name:	<input type="text"/>
* Surname:	<input type="text"/>

User account

Name:	Peter Kelly
Username:	peter.kelly
Email:	peter.kelly@artio.net

Contact

Telephone:	<input type="text"/>
------------	----------------------

Figure 4.5. Config registration/reservation fields page.

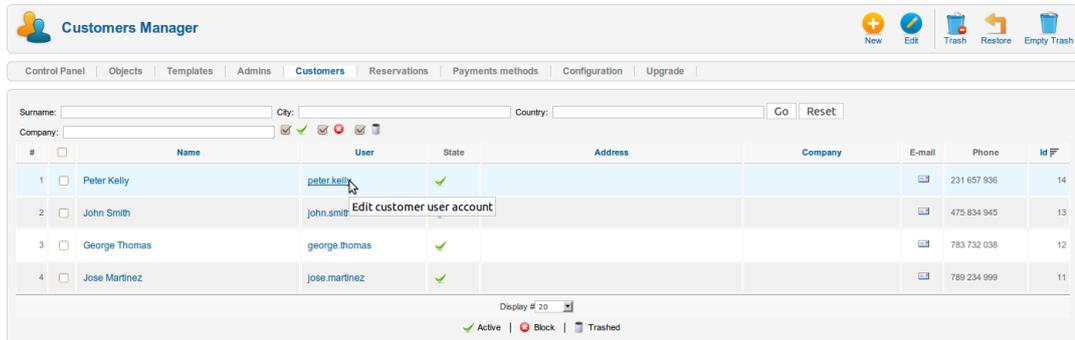
Component settings

Main Settings | Calendars | Frontend - Objects List | Frontend - Object Detail | Notification - Registration | Notification - Reservation | Notification - Reservation Status Change | **Registration/reservation fields** | F

Here you can set fields which customer has to add during registration or reservation.

Title before	- hide -
Firstname	show (compulsory)
Middlename	- hide -
Surname	show (compulsory)
Title after	- hide -
Company	- hide -
Street	- hide -
City	- hide -
Country	- hide -
Zip	- hide -
E-mail	show (compulsory)
Phone	show (optional)
Fax	- hide -
Note	show (optional)

Figure 4.6. The customers backend list



The screenshot displays the 'Customers Manager' interface. At the top, there is a navigation bar with 'Customers Manager' and several icons: New, Edit, Trash, Restore, and Empty Trash. Below this is a breadcrumb trail: Control Panel > Objects > Templates > Admins > Customers > Reservations > Payments methods > Configuration > Upgrade. The main area contains search filters for Surname, City, and Country, along with 'Go' and 'Reset' buttons. A table lists four customers with columns for #, Name, User, State, Address, Company, E-mail, Phone, and Id. A tooltip 'Edit customer user account' is visible over the 'User' column of the second row. At the bottom, there is a 'Display # 20' dropdown and status indicators for Active, Block, and Trashed.

#	Name	User	State	Address	Company	E-mail	Phone	Id
1	Peter Kelly	peter.kelly	✓				231 657 936	14
2	John Smith	john.smith	✓				475 834 945	13
3	George Thomas	george.thomas	✓				783 732 038	12
4	Jose Martinez	jose.martinez	✓				789 234 999	11

Chapter 5. Troubleshooting

If you encounter problems or have questions, check for the answers or post your question at our support forums at <http://www.artio.net/support-forums/book-it>.

You can also check FAQ <http://www.artio.net/faqs/booking>.