

Booking Add-on

Realtyna Inc.

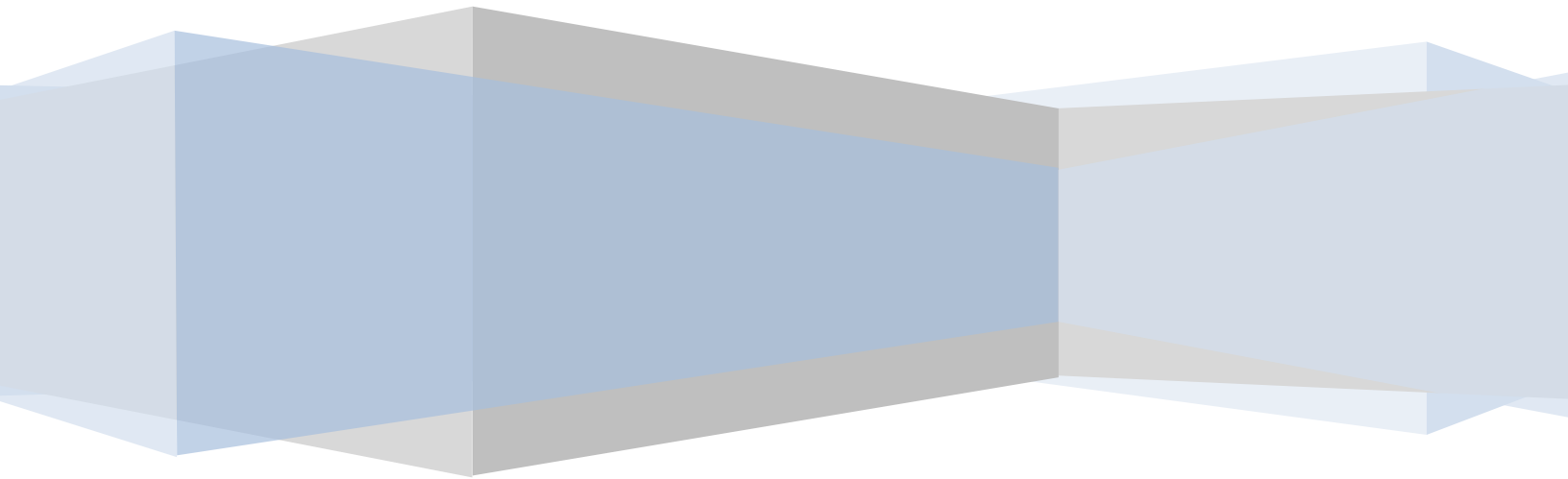


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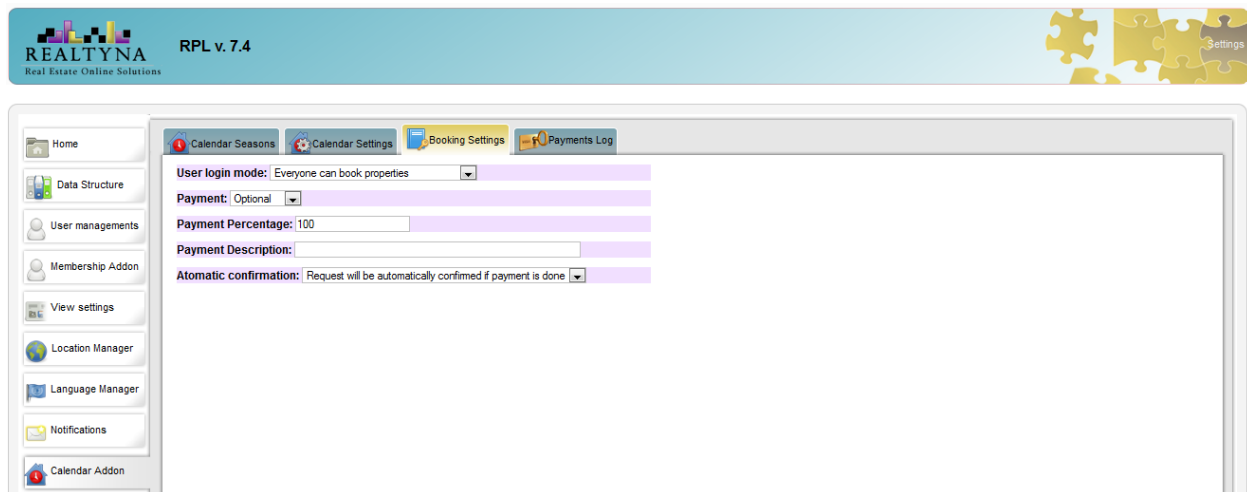
Introduction

In the RPL core, properties can be listed and potential customers are able to view them; they can also contact the agent/owner and make their deal. The calendar add-on can also provide more functionality for vacation rental properties. The calendar add-on adds the season and pricing system which gives the visitor full information about the availability and the exact price for renting a property. If you install the booking add-on, visitors will be able to book properties online.

Installation and Settings

Like any other RPL add-on, the booking add-on has a Joomla installable package. The calendar add-on must be installed before installing the booking add-on. Otherwise, it will cause an error and will stop the installation.

After the add-on is installed, check the settings. The booking settings are located in RPL backend under the calendar add-on tab.



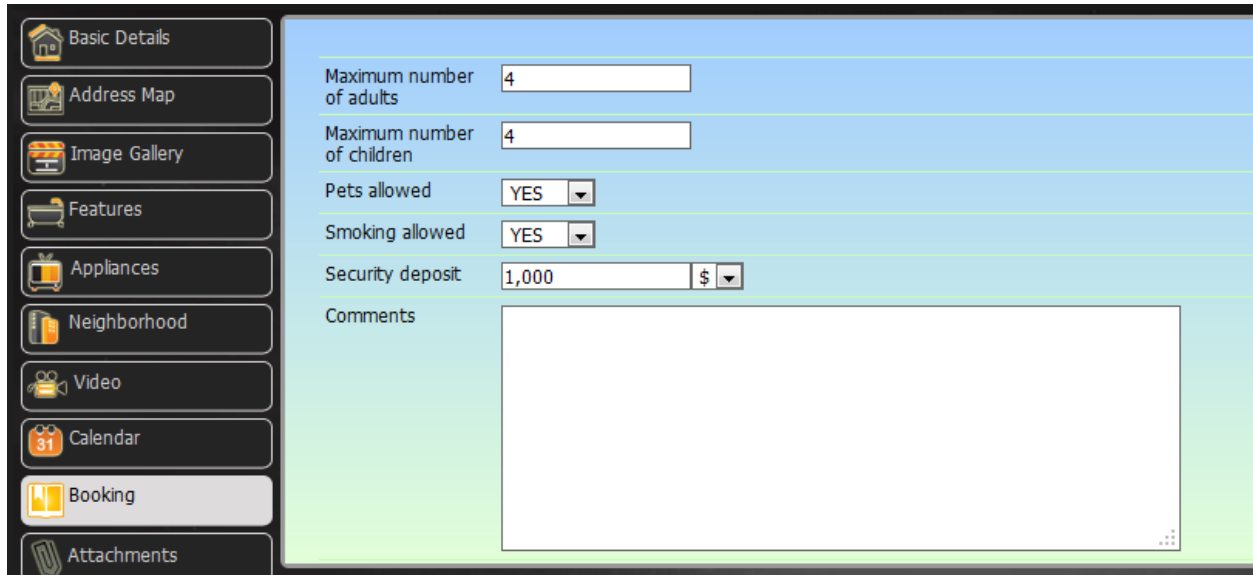
The settings are very self-explanatory; however the following information may be helpful.

Under the booking settings tab, you can decide who can book properties online: everyone or only logged in users. Payment can be set as optional, disabled, or required. In the payment percentage, you can determine the amount of payment that is required. It can be a percentage of the rental fee or the entire rental fee. Any percentage may be chosen such as 25%, 40%, 60%, etc. If a percentage is chosen, the renter will pay the remainder of the rental fee to the owner when checking in. If you choose to require the full payment, the payment percentage should be set to 100%. The website will receive the payment and will pay the owner. The payment description is used to explain the payment percentage to the online booker

When a visitor books a property online, a booking request will be made. The request is only valid when it is confirmed. This confirmation can be done automatically by the system or by the agent/owner of the property.

Booking Terms

The booking add-on will add a new tab to the PropertyWizard. It contains the terms and agreement data of that property for potential renters. There are default fields like the maximum number of adults and children and if pets and smoking are allowed. If you have the FLEX add-on installed, these fields can easily be changed.



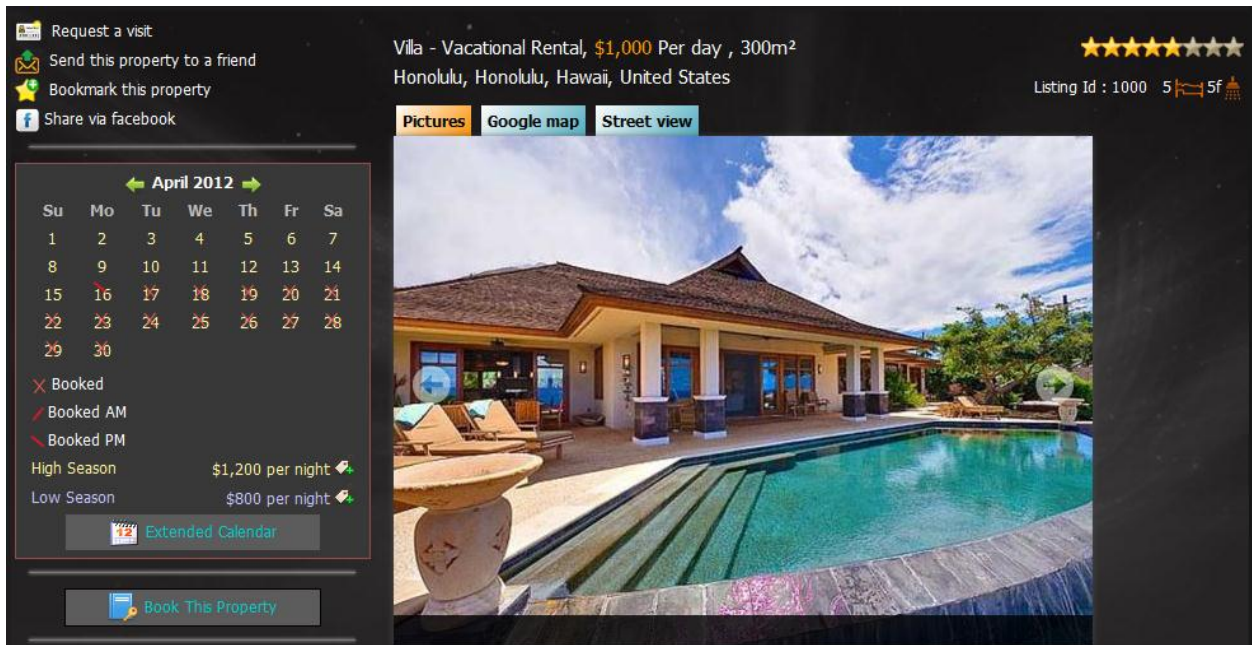
The screenshot shows a configuration interface for the Booking Terms add-on. On the left is a vertical sidebar with icons and labels for various modules: Basic Details, Address Map, Image Gallery, Features, Appliances, Neighborhood, Video, Calendar, Booking (highlighted), and Attachments. The main area is a light blue form with the following fields:

- Maximum number of adults:
- Maximum number of children:
- Pets allowed: (dropdown arrow)
- Smoking allowed: (dropdown arrow)
- Security deposit: (dropdown arrow)
- Comments: A large empty text area with a small grid icon in the bottom right corner.

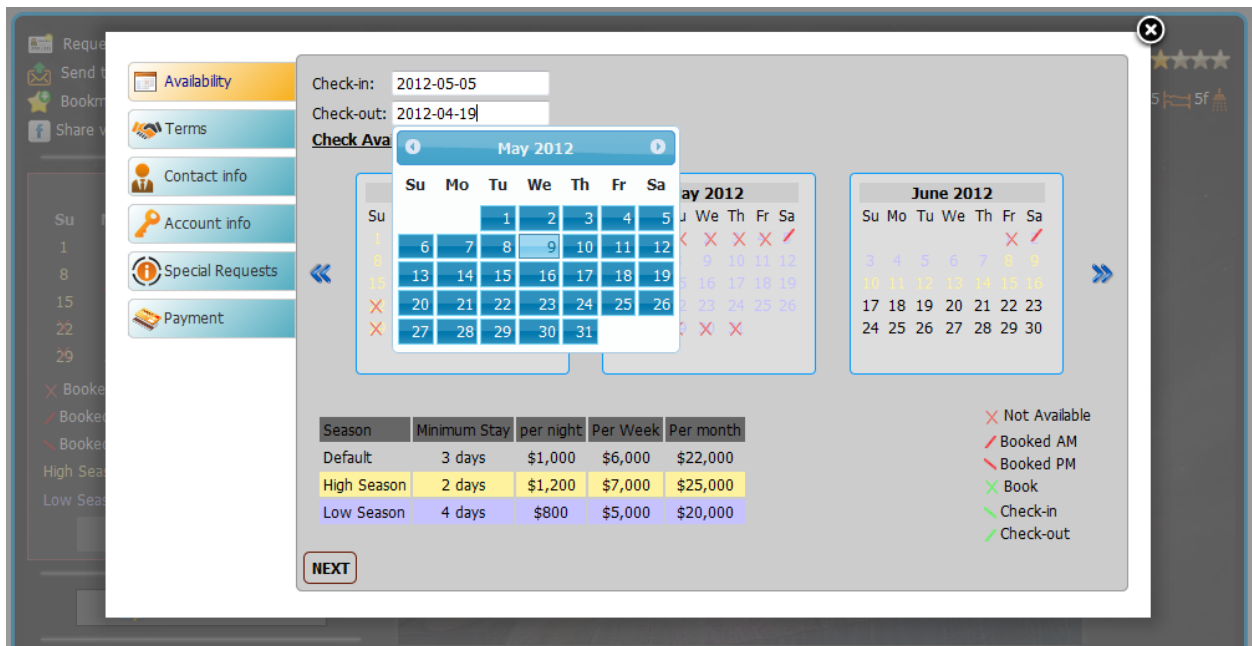
These fields will appear in PropertyShow and in the booking wizard. The renter will need to agree to these terms in order to be able to complete the booking wizard.

Booking Wizard

A visitor can book a property through the booking wizard. When the booking add-on is installed, a button (a module containing a button) will be added to PropertyShow under the calendar module.



If you click the book this property link, the booking wizard will appear. This wizard has six stages. The first stage is for entering check-in and check-out dates, checking availability, and calculating the price.



Select the check-in and check-out dates and click on check availability. If there are any issues the wizard will show you, otherwise it will mark your days on the calendar in green and display the price.

- Availability
- Terms
- Contact info
- Account info
- Special Requests
- Payment

Check-in: Property is available for this period

Check-out: **Total Price: \$3,200**

Check Availability

May 2012

Su	Mo	Tu	We	Th	Fr	Sa
		X	X	X	X	X
X	X	X	/	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	/	X	X	X		

June 2012

Su	Mo	Tu	We	Th	Fr	Sa
					X	/
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

July 2012

Su	Mo	Tu	We	Th	Fr	Sa
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	Minimum Stay	per night	Per Week	Per month
Default	3 days	\$1,000	\$6,000	\$22,000
High Season	2 days	\$1,200	\$7,000	\$25,000
Low Season	4 days	\$800	\$5,000	\$20,000

- X Not Available
- / Booked AM
- / Booked PM
- X Book
- / Check-in
- / Check-out

NEXT

The second next step is to read and agree to the terms and conditions. This is a requirement to finalize the booking request.

- Availability
- Terms
- Contact info
- Account info
- Special Requests
- Payment

Terms & Conditions

Maximum number of adults: 8
 Maximum number of children: 6
 Pets allowed: YES
 Smoking allowed: YES
 Security deposit: \$5,000
 Comments: Don't ruin the building

I agree

PREVIOUS

NEXT

In the third stage the customer will enter contact information. The contact fields will be pre-filled if the user is logged in and has previously created a contact in RPL.

Basic info:

First name *

Middle name

Last name *

Marital status *

Birthday *

Contact info:

Telephone

Email *

Title *

Sex *

Yahoo ID

In the fourth stage, RPL will save the booking request and create a CRM contact if the visitor does not have one. If the visitor is not a Joomla user, RPL will offers to the option to enter a password and create a Joomla user. This is completely optional as a contact may exist in RPL without being attached to a Joomla user.

If you wish to create a login username/password with the email as username and the following password, fill the password and it's confirmation below. Otherwise don't fill them

Password

Confirm password

PREVIOUS **NEXT**

The fifth stage is optional which provides a place for the booker to write any special requests or comments for the agent/owner.

If you have any special requests or comments, please write here:

PREVIOUS **NEXT**

The sixth stage finalizes the booking with the payment which depends on the configurations in the backend. In this example, the payment is set as optional with an automatic confirmation.

Availability | Terms | Contact info | Special Requests | **Payment**

Total Price: \$3,200
Payment Price: \$3,200

Booking \$3,200

Direct Payment

First name *

Last name *

Card type *

CC Number *

Expiration date *

Card verification number *

[Finalize without payment](#)

RPL has provided the three most popular payment gateways and bank receipts; the user can choose which way to pay. These gateways have their own configurations in the backend. More information is available in the payment system manual.

Payment along with our settings will both finalize and confirm the booking request, or it will finalize the request without payment which means it will not be confirmed.

Manage Booking Requests

The agent/owner role is to view booking requests, confirm, or remove them. If the CRM add-on is not installed, a minimal version of CRM will be installed along with the booking add-on for managing the booking requests. In order to view the booking requests, go to the CRM suggestions tab; under type/relation choose booking.

Events | **Suggestions** | Requests | Contacts | Contact details | Reports

Type/Relation: Search: in

ID	Type/Relation	LISTING	Property Type	Price	Contact	Add date	Status	Rank	Actions
S14 <small>NEW</small>	Booking (2012-04-27 ~ 2012-05-01)	Vacational Rental	Villa	\$4,800	Edwin Roberts	2012-04-16	Any	Any	
S22 <small>NEW</small>	Booking (2012-05-05 ~ 2012-05-09)	Vacational Rental	Villa	\$3,200	Edwin Van	2012-04-19	Any	Any	
S18 <small>NEW</small>	Booking (2012-04-16 ~ 2012-04-18)	Vacational Rental	Villa	\$2,400	Edwin Roberts	2012-04-16	Any	Any	
S3	Booking (2012-04-18 ~ 2012-04-23)	Vacational Rental	Villa	\$6,000	Edwin Roberts	2012-04-15	Any	Any	
S6 <small>NEW</small>	Booking (2012-05-01 ~ 2012-05-05)	Vacational Rental	Villa	\$3,200	Edwin Roberts	2012-04-16	Any	Any	

Total: 21

Click on the suggestion title to view the booking management panel.

Property is available for this period.
 Selected days are more than season's minimum stay.
 Total Price: \$2,400
 Payment Price: \$2,400
 Payment has successfully completed.
 This request has conflict with 4 other requests.

- ✗ Not Available
- ✓ Booked AM
- ✗ Booked PM
- ✗ Booked
- ✓ Check-in
- ✓ Check-out

Confirmed
 Remove Request
 @ **Contact Customer**
 🏠 **View Property**

The agent/owner can view all the necessary data for a booking request and perform a few actions.

A property may be shown 'Available' on the selected dates, but it is likely that it has been booked through another website. We call this case 'having conflict with another request' and it is different than being 'available'. So the owner/agent of the property may decide to reject the request. When a request has a conflict with a confirmed request, the property is not available and cannot be confirmed. Conflicts with unconfirmed requests will not cause issues and is only for the agent.

If the payment is optional, the user can choose to finalize the booking without payment. A message like "user has chosen not to use payment system" will appear. The agent will contact the user and confirm the request..

Payments Log

Admin users are able to view the payments log to keep track of all transactions. To view the payments log, go to the RPL backend, open the calendar add-on, choose the payments Log tab. There will be a list of all payment transactions for the booking add-on.

#	Gateway	Success	Details	SID	PID	Payment amount	Date
17	AUTHORIZE	Yes	payment status: This transaction has been approved. email: alggar@gmail.com transaction id: 2170999474	19	1	\$2400	2012-04-16 19:52:50
16	AUTHORIZE	No		19	1	\$0	2012-04-16 19:52:05
15	PAYPAL	No	payment time: currency: transaction id:	18	1	\$0	2012-04-16 19:45:12