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# A modern booking plugin for WordPress

Time waits for no one!

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by [Typps - Alessandro Zifiglio](http://www.typps.com/)<sup>1</sup>

v 1.2

[support@typps.com](mailto:support@typps.com)

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<sup>1</sup> <http://www.typps.com/>

BOOKI

v.315

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# Table of Contents

1 -Introduction.....	1
Reservation.....	1
Appointment.....	1
2 -Installation.....	2
Upgrades.....	2
3 -Quick start.....	3
Mountain Ski resort reservation.....	3
Driving lessons by Schumacher.....	9
Motel Cucurucu.....	13
4 -Projects.....	18
Projects tab.....	18
Project name.....	18
Project status.....	19
Booking mode.....	19
Booking Days Limit.....	19
Calendar mode.....	19
Description.....	20
Preview image.....	20
Tag.....	20
Default step.....	21
Booking tab caption.....	22
Custom form Fields tab caption.....	22
Available days field label.....	22
Selected days field label.....	22
Booking time field label.....	22
Optional features heading.....	22
Next button caption.....	22
Back button caption.....	23
From.....	23
To.....	23
Create booking button caption.....	23
Delete.....	23
Form Builder Tab.....	23
Element type.....	24
Label.....	25
Value.....	25
CSS Class name.....	25
Column index.....	26

Row index.....	26
Display only once.....	26
Add a line separator after this field.....	26
Datasource.....	26
Validation – Match an email.....	27
Validation – Match a URL.....	27
Validation – Input is required.....	27
Validation – Entry cannot be blank.....	27
Validation – Allowed value.....	27
Validation – Minlength.....	27
Validation – Maxlength.....	27
Validation – Regular Expression (Regex).....	28
Edit or preview a form field.....	28
Booking Period Tab.....	28
Start date.....	29
End date.....	29
Weekdays.....	29
Bookable days.....	29
Cost.....	29
Hour and Minute.....	30
Bookable time slots.....	30
Cost per day.....	30
Optionals Tab.....	30
Optional Item Name.....	31
Cost.....	31
Optional Cascading dropdown lists.....	31
5 -Bookings.....	34
Filter by Booking Date.....	34
Filter by status.....	34
Find bookings by user.....	35
Export.....	35
Tasks column.....	35
Booking details – Approve, Cancel & Refund.....	36
New bookings.....	38
6 -Coupons.....	39
Create new coupons.....	39
Expiration date.....	39
Discount.....	40
Order minimum.....	40
No. of coupons.....	40
Coupons view – Edit or Email the coupon.....	40

Export.....	41
7 -Users.....	42
Bookings.....	42
Export.....	43
8 -PayPal.....	45
Page Style Name (required).....	46
Header Image URL (optional).....	46
Header Background Color (optional).....	46
Header Border Color (optional).....	46
Background Color (optional).....	47
Logo image URL (optional).....	47
9 -Email Settings.....	48
New booking received.....	48
Order confirmation.....	48
Payment received.....	48
Booking day confirmed.....	48
Booking day cancelled.....	49
Booking day refunded.....	49
Booking optional item confirmed.....	49
Booking optional item cancelled.....	49
Booking optional item refunded.....	49
Invoice.....	49
Refunded.....	49
Coupon.....	49
10 -Invoice Settings.....	50
11 -General Settings.....	52
Timezone.....	52
Autodetect users timezone.....	52
Enable user to change timezone.....	52
Short date format.....	52
Auto login after registration.....	52
Redirect to cart after login.....	52
Cart items with heading.....	52
Login page URL.....	53
Tax.....	53
Enable payment during checkout.....	53
Auto confirm payment.....	53
Enable coupons in shopping cart.....	53
Order expiry.....	53
Clear Event log after.....	53
Confirm booking automatically after checkout.....	54

Send invoice automatically during checkout.....	54
Send refund notification email automatically after a refund.....	54
Send booking is cancelled notification email automatically.....	54
Notify admin via email every time a new booking is made.....	54
Delete booking upon payment cancellation.....	54
Allow user to cancel their booking.....	54
Continue booking URL.....	55
MailChimp API Key.....	55
Time Selection.....	55
Theme.....	55
Calendar theme.....	55
Inline Calendar Style Settings.....	55
Reference bootstrap style sheet.....	56
Reference bootstrap JavaScript include.....	56
Debug mode.....	56
Enable editors.....	56
12 -History.....	57
User booking cancellation.....	57
Pay for booking.....	58
13 -Event log.....	59
14 -Pages.....	60
Booki – PayPal payment cancel page.....	60
Booki – PayPal payment confirmation page.....	60
Booki – Cart contents page.....	61
Booki – Booking item details page.....	61
15 -Short-code and Render API.....	62
Booking.....	62
Render booking using API.....	62
Booking-list.....	63
tags.....	63
heading.....	63
fromlabel.....	63
tolabel.....	64
perpage.....	64
fullpager.....	64
Render booking-list using API.....	64
Booking Basket/Cart.....	65
Render basket/Cart using API.....	65
16 -Widgets.....	66
17 -Themes.....	67
Custom themes.....	67

Custom calendar.....	68
18 -Uninstall.....	69
Clear.....	69
Delete.....	69
19 -Translations.....	70





# 1 - Introduction

Booki is a booking plugin for WordPress.

Bookings can be of two types. Reservation based or Appointment based booking.

## ***Reservation***

Reservation based bookings are typically useful when wanting to book a ticket for transportation i.e. flight, train, bus etc, a dinner at a restaurant, a room at a hotel and so forth.

These are usually bookings that involve saving a spot where availability is only limited by the clients requirement. More than one individual can book the same item at the same time and day. For example, more than one person can book for a room in a hotel on the same day.

## ***Appointment***

Appointment based bookings can be used when booking lessons with a teacher, an appointment with your physician (doctor), lawyers, web development by designers or programmers and any type of consultation work typically where a one-on-one interaction is needed.

More than one booking cannot be made for the same period. Once a booking is made for a certain period, bookings for the same period remain disabled. For example, if you were a web developer selling consultation, being an individual, you can only respond to a single consultation at a time because a one-on-one interaction is necessary.

## 2 - Installation

Installing the plug-in is straight forward. Login to your WordPress Dashboard as Admin and under the “Plugins” menu select “Add New”.

In the Add New page, Select “upload” and browse your computer for the zip file you downloaded. Normally this is named “codecanyon-7460830-booki-a-booking-plugin-for-wordpress.zip”. Select it and hit “Install now”. The plug-in is now installed. Activate it through the “Installed Plug-ins” page.

You are now ready to use Booki.

### *Upgrades*

When upgrading to a later version, simply deactivate the plugin and then delete it. Note, you will not lose any data. Then subsequently upload a new version of the plugin via the WordPress “Plugins” menu by selecting “Add New”.

The reason you don't lose any data is because Booki has it's own uninstall mechanism, reachable from the “Booki” menu where you can clear all the data in Booki or delete everything including the data tables Booki setup during first time installation. More on this in the section titled “Uninstall”.

## 3 - Quick start

These are quick starts to get you up and running fast. We've chosen 3 simple examples you can follow.

We hope these will help you attain a basic working knowledge of how to create your own bookings of any type and magnitude.

### ***Mountain Ski resort reservation***

You are the owner of a Ski resort and want to allow online bookings. Clients will want to reserve a day at the Ski resort and additionally rent Ski and Snowboard gear from you.

1. Login to your WordPress dashboard and click on Booki. This will land you directly in the "Projects" tab. Any new booking is created via a project and is the starting point for bookings.

Make the following settings in the "Projects" tab

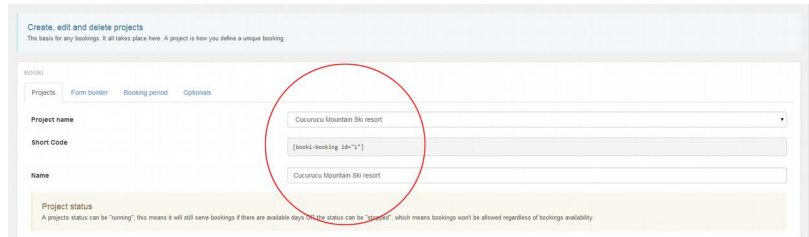
- a) Project name: Create new
- b) Name: "Cucurucu Mountain Ski resort"
- c) Tag: "Resorts"

Tags: We then set a tag. We don't need to tag this project but tagging is a required field and it's good to tag. It will prove useful in the future when you want to add more resorts and list them in a grid.

The remaining of the fields are optional. Click the "Create" button when your ready.

Congratulations, you have now created your first booking project. It is not yet ready to accept bookings because we still have to specify the booking period and other options unique to our Ski resort.

## Notes area



Create, edit and delete projects  
This bases for any bookings. It all times place here. A project is how you define a unique booking.

BOOK1

Projects Form builder Booking period Options

Project name Cucurucu Mountain Ski resort

Short Code [book1-book1g 14~1\*]

Name Cucurucu Mountain Ski resort

Project status  
A projects status can be "termining", this means it will still serve bookings if there are available days. Or the status can be "limited", which means bookings won't be allowed regardless of bookings availability.

2. Our Ski resort requires custom form fields because we need to allow the customer to give us additional information such as Rental location, Age group, and Sport.

Now that you created a project, you can select the "Form builder" tab. We will place our items in radio button lists because we want to be able to select only 1 item from each group. The settings are as follows:

- a) The group heading field for "Rental Location"
  - ✓ Element Type: H3
  - ✓ Content: "Rental Location"
  - ✓ Column Index: 1 (Create new and then type 1)
  - ✓ Row Index: 1 (Create new and then type 1)
  - ✓ Click the Add button to Add the field
- b) Radio button field for item 1
  - ✓ Element Type: RadioButton
  - ✓ Label: Cucurucu Main Camp
  - ✓ Value: location
  - ✓ Column Index: 1 (Select it from the dropdown list)
  - ✓ Row Index: 2 (Create new and then type 2)
  - ✓ Checked by default: Checked
  - ✓ Click the Add button to Add the field
- c) Radio button field for item 2
  - ✓ Element Type: RadioButton
  - ✓ Label: Eagle Nest Lodge
  - ✓ Value: location
  - ✓ Column Index: 1 (Select it from the dropdown list)
  - ✓ Row Index: 3 (Create new and then type 3 in the

textbox below it)

- ✓ Click the Add button to Add the field
- d) Radio button field for item 3
  - ✓ Element Type: RadioButton
  - ✓ Label: Mountain Sparrow Lodge
  - ✓ Value: location
  - ✓ Column Index: 1 (Select it from the dropdown list)
  - ✓ Row Index: 4 (Create new and then type 4)
  - ✓ Click the Add button to Add the field
- e) The group heading for "Age group"
  - ✓ Element Type: H3
  - ✓ Content: "Age group"
  - ✓ Column Index: 1 (Create new and then type 1)
  - ✓ Row Index: 5 (Create new and then type 5)
  - ✓ Click the Add button to Add the field
- f) Radio button field for item 1
  - ✓ Element Type: RadioButton
  - ✓ Label: Adult
  - ✓ Value: agregroup
  - ✓ Column Index: 1 (Select it from the dropdown list)
  - ✓ Row Index: 6 (Create new and then type 6 )
  - ✓ Checked by default: Checked
  - ✓ Click the Add button to Add the field
- g) Radio button field for item 2
  - ✓ Element Type: RadioButton
  - ✓ Label: Child
  - ✓ Value: agegroup
  - ✓ Column Index: 1 (Select it from the dropdown list)
  - ✓ Row Index: 7 (Create new and then type 7 )
  - ✓ Click the Add button to Add the field

Notes area

- h) Radio button field for item 3
    - ✓ Element Type: RadioButton
    - ✓ Label: Senior
    - ✓ Value: agegroup
    - ✓ Column Index: 1 (Select it from the dropdown list)
    - ✓ Row Index: 8 (Create new and then type 8 )
    - ✓ Click the Add button to Add the field
  - i) The group heading for sport selection
    - ✓ Element Type: H3
    - ✓ Content: "Select your sport"
    - ✓ Column Index: 1 (Create new and then type 1)
    - ✓ Row Index: 9 (Create new and then type 9)
    - ✓ Click the Add button to Add the field
  - j) Radio button field for item 1
    - ✓ Element Type: RadioButton
    - ✓ Label: Skiing
    - ✓ Value: sport
    - ✓ Column Index: 1 (Select it from the dropdown list)
    - ✓ Row Index: 10 (Create new and then type 10 )
    - ✓ Checked by default: Checked
    - ✓ Click the Add button to Add the field
  - k) Radio button field for item 2
    - ✓ Element Type: RadioButton
    - ✓ Label: Snowboarding
    - ✓ Value: sport
    - ✓ Column Index: 1 (Select it from the dropdown list)
    - ✓ Row Index: 11 (Create new and then type 11)
    - ✓ Click the Add button to Add the field
- The custom fields are ready. We just created 3 radio button groups. These will be displayed in the details tab and allow

the user to select one item from each group before making the booking. To force the user in making a selection, we've selected the first item in each group by setting it to be checked by default.

Quick preview

Rental location

- ☒ Concurvia Main Camp
- ☐ Eagle Nest Lodge
- ☐ Mountain Sparrow Lodge
- ☐ BaseCamp Lodge
- ☐ Hawk Lodge
- ☐ Black River Lodge
- ☐ Yellow Mountain Lodge

Age group

- ☒ Adult
- ☐ Child
- ☐ Senior

Select your sport

- ☒ Skiing
- ☐ Snowboarding

Note how each field is in a single column layout, but most particular each field is placed on a separate row. We incremented the row index by one for each field we created. While keeping the same col index of 1.

Choose

3. In the “Booking period” tab, select a date range to indicate valid dates where booking is offered.
  - a) Start date: As you like
  - b) End date: Any range
  - c) Cost: 139.00
  - d) Day based: Checked
4. Now it's time to set the optional features. This is where we add items that have an associated cost. When one of these items are selected during the booking, the price of the selected item will add up to the total price of the booking.

The resort also allows renting Ski/Snowboard gear and this feature is perfect for it.

Get on the “Optionals” tab and add 4 of the following items and their associated price.

- a) Item 1
  - ✓ Optional Item Name: Ski 1 day
  - ✓ Cost: 35.00
  - ✓ Click the Add button to Add the item
- b) Item 2
  - ✓ Optional Item Name: Snowboard 1 day

## Notes area

- ✓ Cost: 29.00
- ✓ Click the Add button to Add the item

## c) Item 3

- ✓ Optional Item Name: Poles 1 day
- ✓ Cost: 5.00
- ✓ Click the Add button to Add the item

## d) Item 4

- ✓ Optional Item Name: Ski/Snowboard Boots 1 day
- ✓ Cost: 18.00
- ✓ Click the Add button to Add the item

And now go on the project tab and copy the short-code. Use the short-code on a page or post. If you like, you can also use it as a widget by adding a Booki widget to your side bar.

The screenshot shows the CURUCURU MOUNTAIN SKI booking page. The 'Booking' tab is active, displaying a list of items for rental. The items are: Ski 1 day (€29.00), Snowboard 1 day (€29.00), Poles 1 day (€5.00), and Ski/Snowboard Boot 1 day (€18.00). The total cost is €139.00 EUR. A sidebar on the left contains navigation links. Annotations with red arrows point to specific features: 'The details tab will contain our custom form fields we set in the "Form builder" tab' points to the 'Details' tab; 'Dates we set in the booking period will reflect in the pop up calendar' points to the 'Available days' field; and 'The extra billable items we set in the "Optionals" tab' points to the list of items.

And if we got on the "Details" tab, we can see that our custom form fields are also available.

The screenshot shows the CURUCURU MOUNTAIN SKI booking page with the 'Details' tab active. The 'Rental location' field is a dropdown menu with options: Cucurucu Main Camp, Eagle Nest Lodge, Mountain Sparrow Lodge, BaseCamp Lodge, Hawk Lodge, Black River Lodge, and Yellow Mountain Lodge. The 'Age group' field is a dropdown menu with options: Adult, Child, and Senior. The 'Select your sport' field is a dropdown menu with options: Skiing and Snowboarding. A red box highlights these three fields, with an annotation stating: 'The custom form fields created, one field per row.' The total cost is €139.00 EUR.



## Driving lessons by Schumacher

This is an example of an appointment based booking. We've used a driving teacher, selling lessons for this example. As a single teacher, they'll be able to assist a single student at a time, which makes it a good candidate for an appointment based.

An appointment based booking allows a single booking for any available time period.

1. Login to your WordPress dashboard and click on Booki. In the "Projects" tab set the following:
  - a) Project name: Create new
  - b) Name: Driving lessons by Schumacher
  - c) Booking Mode: Appointment

**Note** that there is no specific reason to use an inline calendar, and this is totally dependent on what you feel serves your users better. One notable difference is that the inline calendar takes up quite a bit of space, while the pop-up calendar is compact.

- d) Calendar Mode: Inline
- e) Tag: lessons
- f) Create booking button caption: Book a Lesson

This field is available under the advanced settings

The remaining of the fields are optional. Click the "Create" button when your ready.

The screenshot shows the Booki plugin settings in a WordPress dashboard. The left sidebar has a menu with 'Booki' highlighted. The main content area is titled 'Projects' and has tabs for 'Form builder', 'Booking period', and 'Options'. The 'Options' tab is active, showing the following settings:

- Project name:** Driving lessons by Schumacher
- Short Code:** [booki-booking-16~2~]
- Name:** Driving lessons by Schumacher
- Project status:** Running (selected over Stopped). A note explains that 'Running' means bookings are allowed regardless of availability, while 'Stopped' means bookings are only allowed on available days.
- Attention: Booking mode:** Reservation mode allows multiple users to book the same day and time slot intervals. Appointment mode on the other hand allows only one time booking. Once a booking is made, the same daytime combinations won't be available for booking again.
- Booking mode:** Appointment (selected over Day Based)
- Attention: Booking days limit:** Provide the number of days that can be booked in a single booking calendar. This setting is valid only on "Day Based" bookings settable on the "Booking period" tab.
- Booking days limit:** 100
- Calendar mode:** The booking calendar can be either popup or it can be an inline calendar. A popup calendar is one where a tooltip is used to show the selected date which pops up a calendar when clicked allowing date selection.
- Calendar mode:** Inline (selected over Popup)

2. Now get on the "Form builder" tab and begin creating custom

fields. We need to collect additional information from the user. We need a few input fields, one per row, a dropdown list and a textarea, each field on a separate row.

- a) Full name field
  - ✓ Element Type: Textbox
  - ✓ Label: Full name
  - ✓ Col Index: 1
  - ✓ Row Index: 1
  - ✓ Display only once: Checked
  - ✓ Input is required: Checked
  
- b) Address field
  - ✓ Element Type: Textbox
  - ✓ Label: Address
  - ✓ Col Index: 1
  - ✓ Row Index: 2
  - ✓ Display only once: Checked
  - ✓ Input is required: Checked
  
- c) Postal code field
  - ✓ Element Type: Textbox
  - ✓ Label: Postal Code
  - ✓ Col Index: 1
  - ✓ Row Index: 3
  - ✓ Display only once: Checked
  - ✓ Input is required: Checked
  
- d) Contact Number field
  - ✓ Element Type: Textbox
  - ✓ Label: Contact Number
  - ✓ Col Index: 1
  - ✓ Row Index: 4

- ✓ Display only once: Checked
- ✓ Input is required: Checked
- ✓ Allowed Value: Allow only Digits
- e) Vehicle Transmission Type
  - ✓ Element Type: Dropdown List
  - ✓ Label: Vehicle Transmission Type
  - ✓ Col Index: 1
  - ✓ Row Index: 5
  - ✓ Display only once: Checked
  - ✓ Data source
    - 1. Value: Automatic ( Click Add Button )
    - 2. Value: Manual ( Click Add Button )
    - 3. Default selection: select "Automatic" (Click Make Default Selection)
- f) Additional Notes
  - ✓ Element Type: TextArea
  - ✓ Label: Additional Notes
  - ✓ Col Index: 1
  - ✓ Row Index: 6
  - ✓ Display only once: Checked
- 3. Now get on the "Booking period" tab and make the following settings.
  - a) Start date : as you wish
  - b) End date : as you wish
  - c) Cost : 35.00
  - d) Time based : Checked
  - e) Hour : 01
  - f) Minute : 00
  - g) Click create, you'll see some bookable time slots created:  
Now exclude by selecting time from 12:00am - 09:00am,  
also exclude time from 06:00pm – 12:00am. We don't work  
during these intervals.

4. Now get on the “Optionals tab” and make the following settings.
  - a) Optional Item Name: Driving Manual
  - b) Cost: 20.00

**Heads up!** Make sure that you've set your time in “General Settings”. Time will automatically adapt to your timezone, which is important.

We have now finished creating our driving lessons booking. Go in the “Projects” tab and grab the short-code. Use the short-code within a post or page. The final product will look as follows:

And the details tab will show our custom fields with all the validation rules. Booking will fail if user did not supply a Full name, Address, Postal Code etc.

Keep in mind that because we checked “Display only once”, they are displayed only the first time the user is making a booking. We don't need the same repetitive information for subsequent bookings within the same sitting and as such they won't show.

## Motel Cucurucu

This is a quick example of a motel. Technically, if you have more than 1 motel, you can create several projects, where you set the location name in the tag and then use the booki-list short-code or widget to list all your offerings with a search filter.

The following example includes a single motel business that wants to allow online room reservations.

Keep in mind that it's possible people will book more rooms than you currently have available. For this reason, we encourage you to disable payment during checkout.

**Note!** By disabling payments during checkout (a setting in general settings), users will be able to make a booking but have to wait for your manual confirmation. When sending the confirmation, you can also send out an invoice, which will include direct payment links.

If, for whatever reason the user did not make payment, you can always cancel and delete the booking, freeing up your commitment, quite useful when availability changes.

1. Login to your WordPress dashboard and click on Booki. In the "Projects" tab set the following:
  - a) Project name: Create new
  - b) Name: Motel Cucurucu
  - c) Booking Mode: Reservation
  - d) Tag: Motels
  - e) Optional features heading: Amenities

The last (e) option is an option under the advanced settings, so you'll have to click the advanced button to be able to make that setting.

The remaining of the fields are optional. Click the "Create" button when your ready.

2. Now get on the "Form builder" tab and begin creating custom fields. We need to collect additional information from the user.
  - a) The heading for "Guest Information"
    - ✓ Element Type: H3

Notes area

- ✓ Content: Guest Information
- ✓ Column Index: 1
- ✓ Row Index: 1
- ✓ Display only once: Checked
- b) Full name field
  - ✓ Element Type: Textbox
  - ✓ Label: Full name
  - ✓ Col Index: 1
  - ✓ Row Index: 2
  - ✓ Display only once: Checked
  - ✓ Input is required: Checked
- c) Phone number field
  - ✓ Element Type: Textbox
  - ✓ Label: Phone number
  - ✓ Col Index: 1
  - ✓ Row Index: 3
  - ✓ Display only once: Checked
  - ✓ Input is required: Checked
  - ✓ Allowed Value: Allow only Digits
- d) Address field
  - ✓ Element Type: Textbox
  - ✓ Label: Address
  - ✓ Col Index: 1
  - ✓ Row Index: 4
  - ✓ Display only once: Checked
  - ✓ Input is required: Checked
- e) The heading for "Additional Information"
  - ✓ Element Type: H3
  - ✓ Content: Additional Information

- ✓ Column Index: 1
- ✓ Row Index: 5
- ✓ Display only once: Checked
- f) Guest comments field
  - ✓ Element Type: Textarea
  - ✓ Label: Guest comments
  - ✓ Col Index: 1
  - ✓ Row Index: 6
  - ✓ Display only once: Checked
- g) Room Preferences field
  - ✓ Element Type: Dropdown list
  - ✓ Label: Room Preferences (based on availability at check-in)
  - ✓ Col Index: 1
  - ✓ Row Index: 7
  - ✓ Display only once: Checked
  - ✓ Data source
    - Value: Do not Care (Click Add Button)
    - Value: Smoking ( Click Add Button )
    - Value: Non-smoking ( Click Add Button )
    - Default selection: Select "Don't Care" (Click Make Default Selection)
- h) Number of children field
  - ✓ Element Type: Dropdown list
  - ✓ Label: Number of children
  - ✓ Col Index: 1
  - ✓ Row Index: 8
  - ✓ Display only once: Checked
  - ✓ Data source
    - Value: 0 (Click Add Button)

Notes area

- Value: 1 ( Click Add Button )
  - Value: 2 ( Click Add Button )
  - Value: 3 ( Click Add Button )
  - Value: 4 ( Click Add Button )
  - Default selection: Select "0" (Click Make Default Selection)
- i) RadioButton group item 1
- ✓ Element Type: RadioButton
  - ✓ Label: I am bringing a pet
  - ✓ Value: pet
  - ✓ Column Index: 1
  - ✓ Row Index: 10
  - ✓ Display only once: Checked
- j) RadioButton group item 2
- ✓ Element Type: RadioButton
  - ✓ Label: No, do not have a pet
  - ✓ Value: pet
  - ✓ Column Index: 1
  - ✓ Row Index: 11
  - ✓ Checked by default: Check
  - ✓ Display only once: Checked
3. In the "Booking period" tab, select a date range to indicate valid dates where booking is offered.
- a) Start date: As you like
  - b) End date: Any range
  - c) Cost: 69.00
  - d) Day based: Checked
4. Now it's time to set the optional features. This is where we set the amenities. When one of these items are selected during the booking, the price of the selected item will add up to the total price of the booking.
- Get on the "Optionals" tab and add the following amenities.



- a) Item 1
  - ✓ Optional Item Name: Harbor View Rooms
  - ✓ Cost: 20.00
- b) Item 2
  - ✓ Optional Item Name: Monitored Parking
  - ✓ Cost: 2.00
- c) Item 3
  - ✓ Optional Item Name: Continental Breakfast
  - ✓ Cost: 1.99
- d) Item 4
  - ✓ Optional Item Name: Air condition
  - ✓ Cost: 2.50
- e) Item 5
  - ✓ Optional Item Name: HD Cable TV w/ over 78 Channels
  - ✓ Cost: 1.20
- f) Item 6
  - ✓ Optional Item Name: High Speed Internet Wi-Fi
  - ✓ Cost: 2.99

We are done. Pick up the short-code from the “Projects” tab and include it in a post or page or simply use the widget.

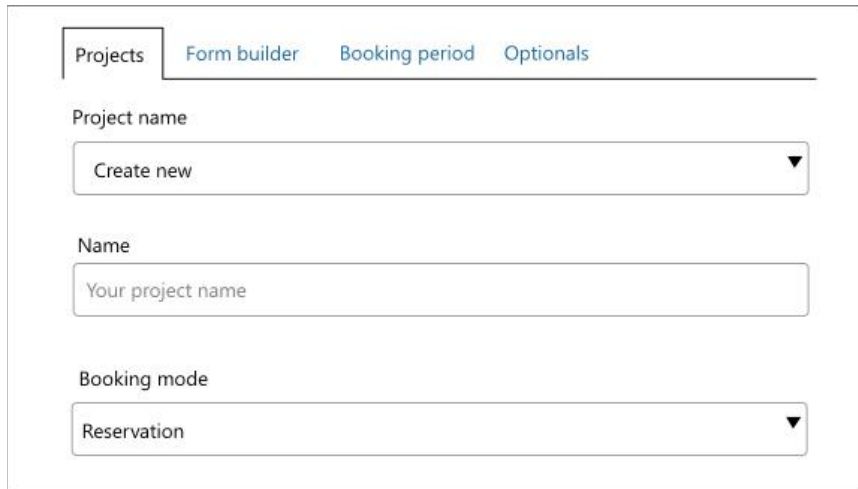
## 4 - Projects

The projects screen is the default screen in Booki. A project is the basis for any booking. To create a new project, click on the “Booki” menu(the top level menu) or click the sub menu “Project”. Either of these selections will land you in the project editor.

The project editor is organized in a sequence of tabs.

### ***Projects tab***

Use the projects tab (the default) to select an existing project or create a new one. Once a new project is created or an existing one is selected, the rest of the tabs enable.



The screenshot shows the 'Projects' tab selected in a sequence of four tabs: 'Projects', 'Form builder', 'Booking period', and 'Optionals'. Below the tabs, there are three main sections: 'Project name' with a dropdown menu currently showing 'Create new'; 'Name' with a text input field containing 'Your project name'; and 'Booking mode' with a dropdown menu currently showing 'Reservation'.

### **Project name**

Select an existing project from the Project name drop down list or select the “Create new” option ( default selection) to create a new project. This enables the name property field and allows you to set the name of your new project.

A heads up: Make sure to use a meaningful name when creating a new project. The name of the project is also displayed in booking listings if you want to list projects by tag using the [booki-list] short-code. All fields can be updated, so in case you changed your mind about the name

later, that works too.

Notes area

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## Project status

A projects status can be "**Running**", this means it will still serve bookings if there are available days OR the status can be "**Stopped**", which means bookings won't be allowed regardless of bookings availability. A stopped project is pretty much a project that does not exist from a clients perspective. Short-codes that reference a stopped project won't output anything at all.

If you find yourself wanting to delete a project, you probably just want to set it's status to "Stopped".

## Booking mode

The booking mode allows you to chose your type of booking. The booking mode can be Reservation based or appointment based. The main difference between the two options is that Reservations allow booking the same date/time multiple times. While appointment booking does not.

More details about this option available in the introduction section. Defaults to Reservation.

## Booking Days Limit

Provide the number of days that can be booked in a single booking calendar. This setting is valid only on "Day Based" bookings settable on the "Booking period" tab.

## Calendar mode

The bookings calendar can be either pop up, inline or range.

A pop up calendar is one where a textbox is used to show the selected date which pops up a calendar when clicked allowing date selection.

Inline is when an always visible calendar is used.

Range on the other hand will give you a set of "From" and "To" popup calendars.

**Info!** The properties that follow allow you to group a set of bookings by tag. Grouped projects will show in a list where each project item will have their own description and preview thumbnail. To add a list of projects to your page, you'll have to use the apposite short-code or widget.

## Description

Provide a short description of your booking. This will be used in the project listing.

**Heads up!** To show a project listing, you must use the [booki-list] short-code.

## Preview image

Provide a preview image that will be shown along side your booking description when listing bookings. The image needs to have been already added using the default Media library in WordPress.

**Heads up!** To show a project listing, you must use the [booki-list] short-code.

## Tag

By setting a tag for your booking project, you allow projects to be grouped together. Grouped bookings can be shown in a list, which can be useful when you have bookings for specific regions etc.

**Heads up!** For new bookings, the [booki-list] short-code will appear after creating the booking.

**Info!** The following are optional settings that affect the booking wizard, a two step tabbed interface with which your users will interact with when making bookings. The booking wizard is what your users see when you add a [booki-booking] short-code in your pages.

If you created custom fields using the form builder, then you will get a 2 step wizard, in which one will contain your booking form and the other will contain your custom form fields.

## Default step

If you set up custom form fields, then this option allows you to decide which form is shown first. The booking form or the custom form fields you created.

The diagram illustrates a booking form with the following components and annotations:

- Tab Headers:** "Booking" and "Details". Both are annotated with "Editable Tab order and caption".
- Available days:** A text input field containing "01/03/2014" and a price tag of "\$10.00".
- Booking time:** A dropdown menu showing "1:00pm - 2:00pm".
- Optional Extras:** A section containing three items:
  - ☐ Hair color: \$30.00
  - ☒ Nail: \$10.00
  - ☐ Skin care: \$12.00
- Total:** A summary line showing "Total \$20.00 USD".
- Next Button:** A blue button labeled "Next", annotated with "Editable button caption".

Additional annotations for the form fields include:

- "Editable label" pointing to the "Available days" label.
- "Editable label" pointing to the "Booking time" label.
- "Editable label" pointing to the "Optional Extras" label.
- "Editable label" pointing to the "Hair color" label.
- "Editable label" pointing to the "Nail" label.
- "Editable label" pointing to the "Skin care" label.

## Booking tab caption

The booking wizard's is a two step tabbed interface. One of these tabs is the "Booking Form" tab. This option sets the tab caption, which by default is "Booking form".

## Custom form Fields tab caption

The booking wizard's is a two step tabbed interface. One of these tabs is the "Custom Form Fields" tab. This option sets the tab caption, which by default is "Details".

## Available days field label

The booking wizard's "Booking Form" Tab uses a calendar to display the available days. This option sets the caption used above this calendar which by default is "Available days".

## Selected days field label

The booking wizard's "Booking Form" Tab uses a calendar to display the available days. When a day is selected, it goes in a listbox containing the selected days. This option sets the caption used above the listbox which by default is "Selected days".

## Booking time field label

The booking wizard's "Booking Form" Tab uses a dropdown list to display a list of available hours/minutes. This option sets the caption used above this dropdown list which by default is "Booking time".

## Optional features heading

The booking wizard's "Custom Form Fields" tab lists all extra billable items in a radio button list. This option sets the heading used right above the radio button list of options which by default is "Optional Extras".

## Next button caption

The booking wizard has a "Next" button in the footer region. This lets the user move to the next step. This option sets the caption used on the button which by default is "Next".

## Back button caption

The booking wizard has a “Back” button in the footer region. This lets the user move to the previous step. This option sets the caption used on the button which by default is “Back”.

## From

The label to display in the "From" range field, when "Calendar Mode" is set to "Range".

## To

The label to display in the "To" range field, when "Calendar Mode" is set to "Range".

## Create booking button caption

The booking wizard has a “Create booking” button in the footer region. This lets the user make a booking. This option sets the caption used on the button which by default is “Create booking”.

## Delete

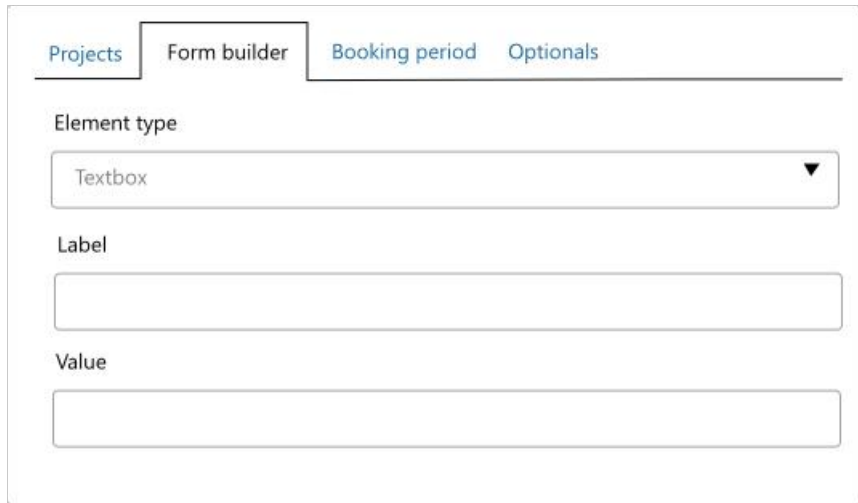
Deletes the currently selected project. You will lose any data associated to the project. This includes bookings made for the project, payments made etc. Instead of deleting a project consider changing the project status to “Stopped”.

There's no coming back, once a project is deleted, it's gone forever.

## Form Builder Tab

Custom form fields allow you to collect additional information regarding a booking and will appear as an integral part of the booking wizard, more specifically, these will show in a secondary tab, whose caption by default is “Details”.

Notes area



At the time of this writing, there are 6 Form Fields available to you.

- Textbox
- TextArea
- Dropdown List
- Listbox
- Checkbox
- RadioButton (RadioButton's also support groups).

Form fields also support validation, both client and server side.

The information collected can be viewed as part of the booking data. This means you can create bookings of literally any scope and allow yourself maximum flexibility in creating bookings.

## Element type

Allows you to select a form field. At the time of this writing there are 6 fields available to you. Textbox, TextArea, Dropdown List, Listbox, Checkbox, RadioButton (RadioButton's also support groups).

Selecting collection based elements such as Dropdown List and Listbox will enable data source options where you can add list items.



## Label

A label to display beside the form field element. Use this to indicate the purpose of the field. For example if we were collecting first and last name, we'd add a Textbox field and the label value will be "First name" and "Last name" respectively.

## Value

The initial value of the form field. Setting the same value for multiple RadioButton elements will create a RadioButton group. A Radio button group lets your user select ONLY ONE of the RadioButton's that share the same value.

## CSS Class name

Setting a class name allows you to quickly apply css styling to this field.

You can also choose one of the following css classes to apply some formatting :

- booki-align-left
- booki-align-center
- booki-align-right
- booki-overline
- booki-underline
- booki-italic
- booki-bold
- booki-capitalize
- booki-uppercase
- booki-background-black
- booki-background-red
- booki-background-green
- booki-background-blue
- booki-background-yellow

## Column index

Enables a multi-column grid. The form element will be placed at the supplied column index. Accepts values 1 - 12. Choose an existing column index from the dropdown list or create a new one.

The layout will depend greatly on the screen estate available for the booking form. The smaller the space the more contrived it will appear. Hence we generally recommend single column layouts.

## Row index

The form element will be placed at the supplied row index. Choose an existing row index from the dropdown list or create a new one.

## Display only once

When checked, the form field is shown only the first time the user is making a booking. If user makes subsequent bookings i.e. making more bookings by adding them to cart, the field won't show. Use it to collect one time information.

For example, let's say you decided to collect First name and Last name from the user during booking, you want to collect this information just once because the user making the booking is the same person.

## Add a line separator after this field

When checked, a horizontal rule `<hr>` is added after the form field, which basically is a line separator.

## Datasource

The datasource can be set for list items i.e. Dropdown list and Listbox element types. The datasource controls consist of various controls to add/remove items from the list and one to make an item the default selection in the list.

To set a datasource, first create one by adding an item in the Value field. To do this supply a value and click the "Add" button.

If more than one value is added, you can designate an item to become the default selection by clicking an item in the Listbox and subsequently clicking the "Make default selection" Button, the button with a check icon on it.

Likewise to remove an item from the list, select the item and click the

remove button, this is the button with the minus icon on it.

Notes area

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## **Validation – Match an email**

When checked a validation constraint is applied which matches an email address. Otherwise input fails.

## **Validation – Match a URL**

When checked, a validation constraint is applied which matches a URL.

## **Validation – Input is required**

When checked, a validation constraint is applied which ensures that the input has been filled with a non blank value.

## **Validation – Entry cannot be blank**

When checked, a validation constraint is applied which ensures that the provided value is not just empty space.

Keep in mind that this validator just ensures that a field is not a combination of tabs or spaces. But it do not make the field required, so if the field is required, check "Input is required".

## **Validation – Allowed value**

Defaults to any. Chose one of the following:

- Any value
- Allow only digits from 0-9 (Negatives values not allowed.)
- Allow only numbers
- Allow only alpha numeric string

## **Validation – Minlength**

Validates that the length of a string is at least as long as the given limit.

## **Validation – Maxlength**

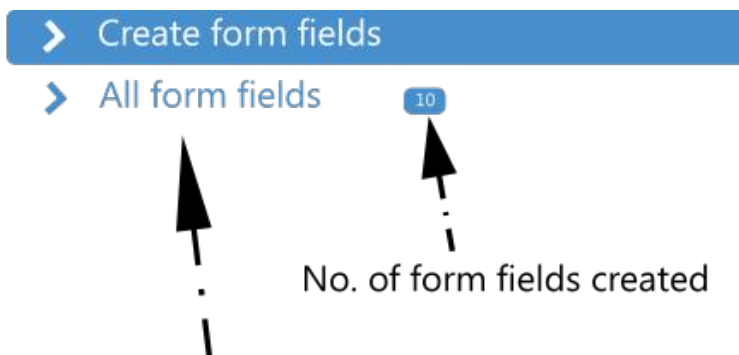
Validates that the length of a string is not larger than the given limit.

## Validation – Regular Expression (Regex)

Validates that a value matches a specific regular expression pattern.

### Edit or preview a form field

To edit or preview a form field, you have to use the commands in the right bar of the form builder page. Specifically, clicking the “All form fields” will land you in a page listing all form fields created.



Form fields you create can be edited/previewed here

In addition each form field will have an edit/delete button you can use to edit the form field or delete it.

To preview, use the preview button available in the “All form fields” page.

Note, one of the things you will notice is that special characters such as quotes get escaped when your custom form is submitted. You will have to disable this yourself by turning off magic quotes on your server.

### Booking Period Tab

Here you can specify the days you want to allow booking for. Your users will be allowed to make bookings during a date period that falls within your specified Start/End date. The cost is applied to each day within this selected period.

Projects

Form builder

Booking period

Optionals

Start date

01/03/2014

End date

31/03/2014

Cost

\$

0.00

Notes area

## Start date

Setting the start date allows you to select the starting date range from which the booking will commence.

## End date

Setting the end date allows you to complete the date range of the booking period. To further filter out individual days, use the section “Days to exclude” which contains controls to exclude dates from the selected range.

## Weekdays

Allows you to exclude days by day of week. For instance, to exclude all weekends, check Saturday and Sunday.

## Bookable days

All days selected in your date range ( Start date – End date) are included in this list. Exclude the days you don't want to allow booking here.

## Cost

Applies the input value filled as the cost of each day within selected date

range.

Note that the decimal point separator is a dot and the thousands separator is a comma (PayPal requirement) and will be formatted automatically to this format.

## Hour and Minute

The hour and minute selected will be split into equal intervals i.e. selecting 01:00 will give you bookable time slots split evenly starting from 12:00am - 1:00am, 1:00am - 2:00am, 2:00am - 3:00am and so forth. Likewise, selecting 23:60 ( a 24 hour duration) will generate only a single time slot where the user will be making bookings by the day instead of by day and time.

## Bookable time slots

These bookable time slots are generated based on equal time splits from selected HH:MM. To exclude time, select it in the list and click the "Exclude time slot" button.

## Cost per day

Set costs for specific days. To do this, chose a day from your date range and set the cost as required.

## Optionals Tab

Bookings can allow extra billable items. These are displayed as a list of check-boxes in the booking tab and are an integral part of the booking process.

Projects
Form builder
Booking period
Options

Optional Item Name

Item name

Cost

\$

0.00

↺

+

Extra bed - \$20.00 USD  
 Refrigerator - \$4.00 USD  
 Breakfast - \$2.00 USD

Notes area

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## Optional Item Name

The name of the extra billable item as you want it to appear on the booking form.

## Cost

The cost of the item. The total cost will increment with the value of the cost set here if this item is checked by the user during booking.

Note that the decimal point separator is a dot and the thousands separator is a comma (a PayPal requirement) and will be formatted automatically to this format.

## Optional Cascading dropdown lists

As the name suggests, these are dropdown lists that populate when a selection is made in one list. You need to create at least two related lists before they will show on your booking form i.e. You need to define at least 2 lists where one item in either of the lists is related to the other.

31

## Notes area

BOOK1

Projects Form builder Booking period Optional Lists Optional Cascading Lists

**Auto loading Cascading Drop Down Lists**  
Create two or more lists that auto populate when an element in one list is selected. Note: You need to define atleast 2 lists where atleast one item in either of list is related to the other. Confused? My tool

Select Cascading List Create new

Label List A

Is required (user needs to make a selection)

Create Cancel

As you can note above, start by creating your first list. Give it a name and then then start adding items to it.

**Data source**  
The items you add to the textbox in this section below are the items that will show in your dropdownlist selected above. Note: don't set cost if cost does not apply. Costs of 0.00 will be ignored.

Value Item 1

Cost 0

Dropdown list items

Now that you have a list of items, create your second list and fill that with items as well. If you add cost on both the parent and child list, the cost will add up. For each item in one list, you can relate it to a second list. This means as an item in one list is selected, a secondary list will load.

When creating cascading lists, if each item in our list has to load a secondary list of items, then we create one list per item and relate each item to a list. This is one of those options that are intuitive after you've created a list to get a feel of it.

To relate a list, you select an item from the datasource list and then below it, in the cascading lists relationship section we select a list with whom we want the selected item to relate to. Once selected, hit update.

Other optional fields:

**Required** checkbox: To make a lists selection a requirement, select required.

**Cost** : Setting a cost will append the cost to the list item name in the dropdown list. The cost also adds up to the total.





## 5 - Bookings

Bookings made are listed in the bookings admin page. Here you can confirm bookings, manually create new bookings, send out invoices and issue refunds. There are also options to filter out the bookings which can prove helpful when you are dealing with a lot of bookings.

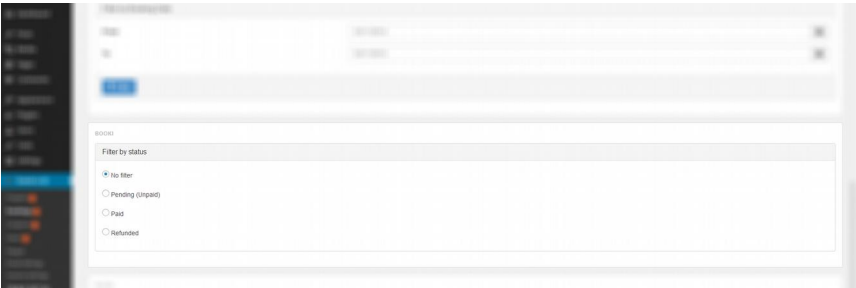
#	Order Date	Payment Date	Amount	Discount	Status	Task
196	03/10/2014	--	€30.00	0%	Paid	Select
195	03/11/2014	03/11/2014	€30.00	0%	Paid	Select
194	03/11/2014	03/11/2014	€30.00	0%	Paid	Select
193	03/11/2014	03/11/2014	€30.00	0%	Paid	Select
192	03/11/2014	03/11/2014	€30.00	0%	Paid	Select

### Filter by Booking Date

Click the advanced button to expose booking listing filter options. To filter the results by booking date, select start date using the "From" field and the end date using the "To" field date picker.

### Filter by status

To filter by payment status, select one of the status options. Defaults to no filter.



**Find bookings by user**

To filter by user, you need to provide the users email in the “email” Field and hit find. If you input a user email that does not exist, an error message to indicate this will be shown and you'll be asked to try again.



**Export**

Clicking on the advanced link button, you can export bookings to a CSV file.

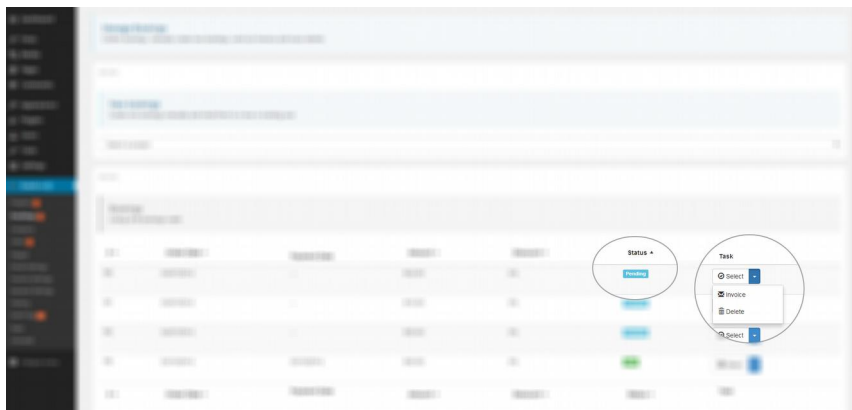


**Tasks column**

The tasks column in the bookings list grid allows you to take an action

## Notes area

on a particular booking. A booking can be thought of as an order made by a user. Actions can be taken on a booking depending on the status which in reality is the “payment” status.



A status of “pending” means a booking has not been paid for and the tasks menu will adjust accordingly allowing you to send the user an invoice. A payment link will be provided in the invoice allowing the user to pay for the booking. On the other hand if the booking is paid for, you'll get other options pertinent to status displayed.

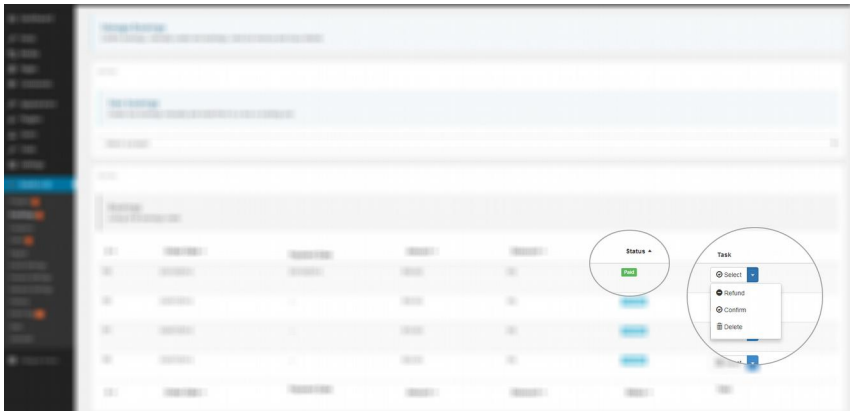
### ***Booking details – Approve, Cancel & Refund***

Selecting a booking will display details of the booking. The details will be displayed above the bookings listing grid. From the details view, you can take actions on the booking such as approve or cancel a booking. If a booking is paid, you can also refund a booking from this view.



Paid bookings on the other hand will have a status of “Paid” and show a different set of options in the bookings listing as follows.

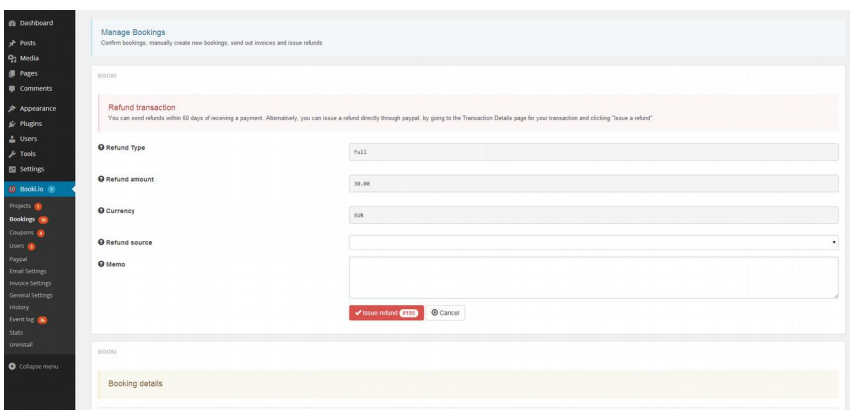
Notes area



Since the booking is paid, you can confirm payment of the booking and additionally by going in the bookings detail view, you can approve the booking. Confirmation or approval is not necessary if you checked "Approve and send confirmation email automatically after checkout or payment", an option found in the “General Settings” page.

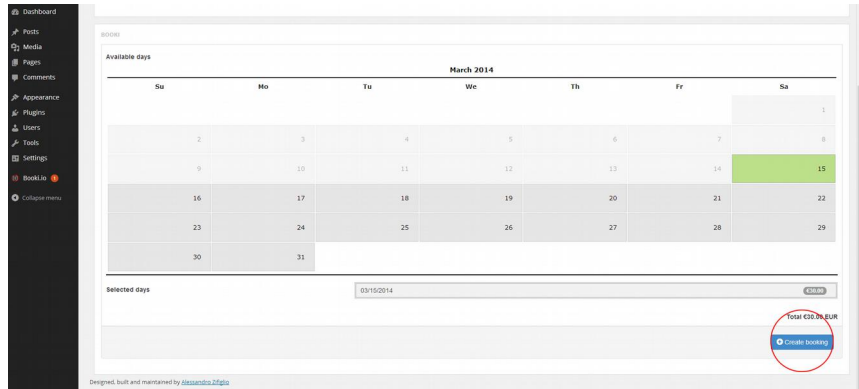
Paid bookings can be refunded by clicking refund or by selecting the booking and choosing refund from the booking details view. You'll be able to refund from the booking details view if the booking has additional “Extra billable” Items paid for. This allows you to refund only a subset of the booking instead of refunding the entire booking all together.

Clicking refund will present you with the following view.



## New bookings

You can create new bookings manually on behalf of an existing user or a new user by selecting a project from the list. If there are no projects listed, it means you have not created one yet. You can create new projects from the “Projects” page.



If payments are enabled then an invoice is emailed along with payment instructions.

If user is not already registered, then a new user is also created and login credentials along with invoice are emailed.

## 6 - Coupons

On the Coupons page, you can create coupons and email them to a user. If you prefer to mass create and email coupons, this can be accomplished from the "users" pagem where you'll be able to export users and coupons to MailChimp.

**Manage coupons**  
Create coupons and email them to a user. If you prefer to mass create and email coupons then get on the "users" page. You'll be able to export users and coupons to MailChimp.

**Create new coupons**  
Create new coupons or edit an existing coupon.

Expiration Date: 04/14/2014  
Discount: 0.00 %  
Order Minimum: 0.00  
No. of coupons: 1  
[Create] [Update] [Delete]

**Coupons**  
List of all coupons

ID	Discount	Order Min.	Expiration	status	Code	Tasks
81	20.00%	€1.00	None (Expired)	Used	629a1399988423789a22827f278064730524251	[Select]
80	20.00%	€1.00	None (Expired)	Unused	ee32ee2827f6c88386f46584aaba3ba89f135ecdc	[Select]

### Create new coupons

From the "Create new coupons" section you can create new coupons or edit an existing coupon.

**Note:** If you want to send out copons to all your users, then this can be quite cumbersome because you will be doing it one coupon at a time. If this is the case then do not generate copons here, instead use the "Export" feature available on the "Users" page.

The export feature allows you to create new copons as part of the export process, basically one coupon will be generated for each user exported. You can then use MailChimp to email all your users a coupon. You will still be able to edit and delete those coupons from your "Coupons" page.

### Expiration date

This is the expiration date of your coupon. A coupon is no longer valid after this date. The value you set here will indicate the duration of the

coupon.

## Discount

The coupon discount value needs to be a percentage value. For instance, setting a value of 5.00 will apply a 5% discount on the overall total amount of the booking in the checkout page.

## Order minimum

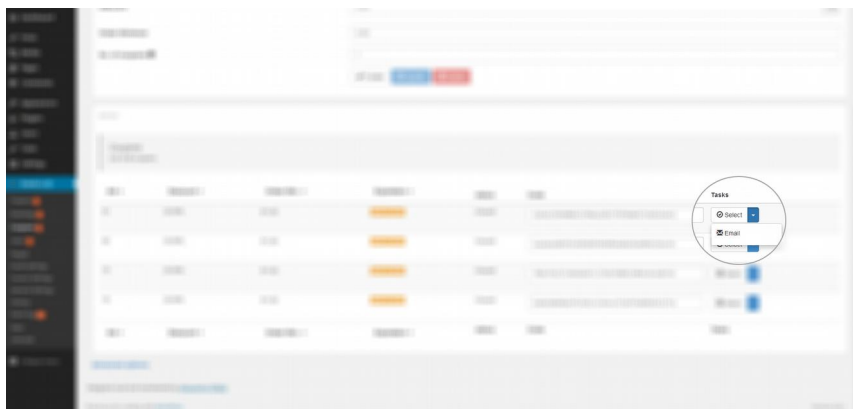
The amount value you set here will ensure that the coupon is applied only if the total amount is above this value. If the total amount is less than the order minimum value, the coupon won't apply the discount.

## No. of coupons

By setting a value here will allow you to control the number of coupons are created. Defaults to 1.

## Coupons view – Edit or Email the coupon

Once coupons are created, you can email them to one of your users or edit the existing coupon. This can be achieved through the coupons listing grid.



If a coupon has expired, you'll only be able to select and edit the coupon. If you've issued a coupon and later changed your mind, you can expire the coupon by changing the "Expiration date" to a date before the current date or you can simply delete the coupon.

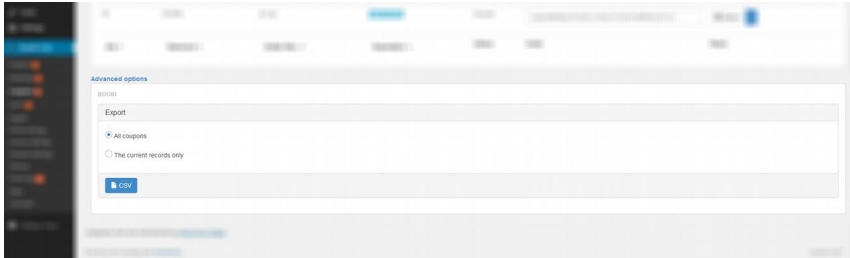


## Export

Notes area

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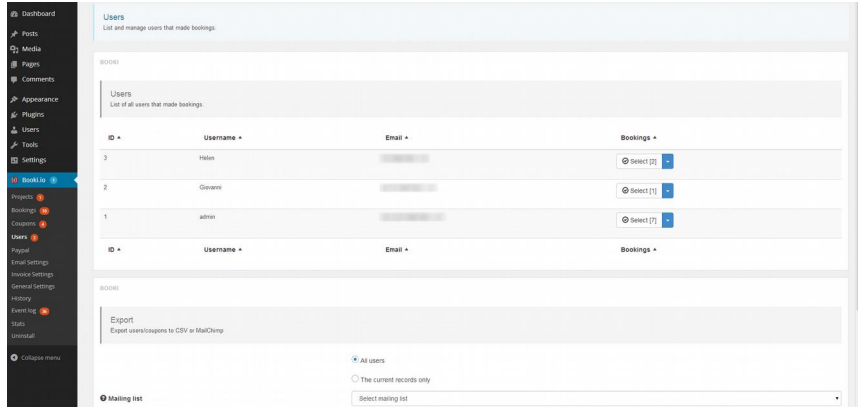
Clicking on the advanced link button, you can export coupons to a CSV file.



Note: This does not export to MailChimp. In order to export to MailChimp, use the “Users” page. The export option on the “Users” page allows creating/exporting coupons directly to MailChimp along with user data.

## 7 - Users

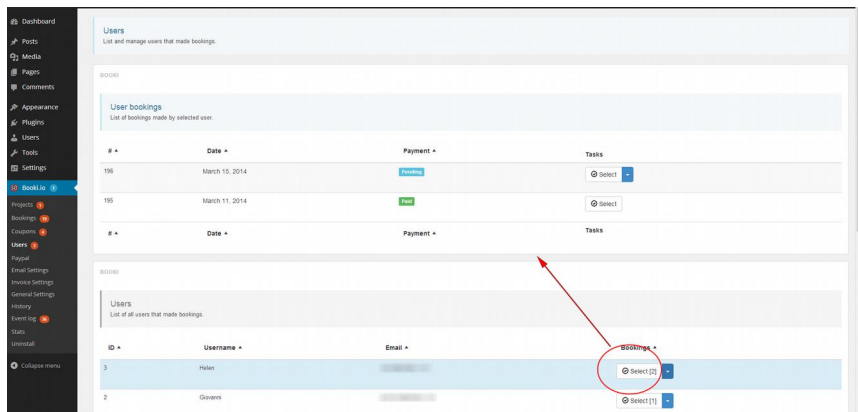
List and manage users that made bookings through the “Users” page.



By clicking the “Select” buttons dropdown you can access the “Delete” button. This will delete all bookings made by the user and remove them definitively from the system so handle with care. By selecting individual users instead, you can view all bookings made by that user.

## Bookings

Each user listed in the Users grid has a number on the “Select” button indicating the number of bookings made. Clicking the “Select” button will in turn show you a listing of all the bookings made by the user.

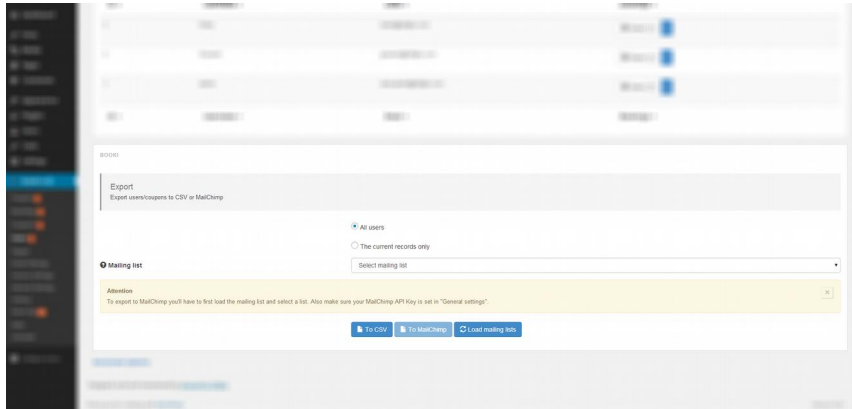


This view is very much the same view as the one seen on the

“Bookings” page, the only difference is that these bookings are specific to the selected user and you cant issue refunds but you can approve or cancel a booking.

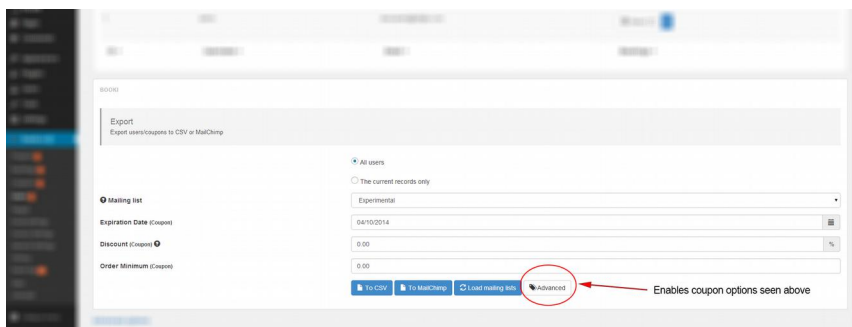
## Export

The export section allows you to export users/coupons to CSV or MailChimp.



You can export all users or only the users listed in the users grid. If you want to export to MailChimp, this can be accomplished by first retrieving your mailing list from MailChimp.

Before clicking the “Load mailing list” button, ensure that you have set your MailChimp API Key in the “General Settings” page.



The advanced button will appear once you've successfully loaded your mailing list from MailChimp. The advanced options allow you to specify the details of your copon, which will be autogenerated for each user exported to MailChimp.

**Expiration date**

This is the expiration date of your coupon. A coupon is no longer valid after this date. The value you set here will indicate the duration of the coupon.

**Discount**

The coupon discount value needs to be a percentage value. For instance, setting a value of 5.00 will apply a 5% discount on the overall total amount of the booking in the checkout page.

**Order minimum**

The amount value you set here will ensure that the coupon is applied only if the total amount is above this value. If the total amount is less than the order minimum value, the coupon won't apply the discount.

After exporting, log into MailChimp and you'll find all the data neatly exported into the Mailing List you've selected during the export process.

This includes :

- Email Address
- First Name
- Last Name
- User id
- User name
- Coupon discount
- Coupon Order Minimum
- Coupon Expiration date
- Coupon Code

## 8 - PayPal

Booki has full PayPal integration and it is currently the only payment operator supported. Paypal is the most convenient way to get paid because it is free and it allows you to tap into over 350 million PayPal users worldwide who would happily purchase your bookings.

Before you can take payments on your site, you need to set it up. This can be done on the PayPal page.

**Info:** Remember to uncheck “Use PayPal Sandbox” after having provided all the settings.

How to retrieve your PayPal express checkout username, password and API Signature information from Paypal.

1. Click the "My Account" tab.
2. Click "Profile" at the top of the page.
3. Click the "API Access" link in the Account Information column.
4. Click the "Request API Credentials" link.
5. Select "Request API signature."
6. Click "Agree," and then click "Submit." Click "Done".
7. Copy your API username, API password and signature

### ***Page Style Name (required)***

Enter a name up to 30 characters in length. The name can contain letters, numbers, and the underscore mark - but no other symbols or spaces. The Page Style Name will be used to refer to the page style within your PayPal account and in the HTML code for your PayPal Website Payment buttons.

### ***Header Image URL (optional)***

Enter the URL for an image that is a maximum size of 750 pixels wide by 90 pixels high; larger images will be cut to this size. The image must be in a valid graphics format such as .gif, .jpg, .png, and .swf. The image will appear at the top left of the payment page.

**Note!** When setting Header image URL and Logo image URL, we recommend that you enter an image URL only if the image is stored on a secure (https) server. Otherwise, your customer's web browser will display a message that the payment page contains nonsecure items. If you don't have ssl, try signing up for a free service such as sslpic

### ***Header Background Color (optional)***

Enter the background color for the header using HTML hex code. The color code must be six digits long and should not contain the # symbol. If the Header Image URL is present, then the header will be a 750 pixel wide by 90 pixel high space at the top of the payment page. If the Header Image URL is not present, the header height will be reduced to 45 pixels.

### ***Header Border Color (optional)***

Enter the border color for the header using HTML hex code. The color code must be six digits long and should not contain the # symbol. The header border is a 2 pixel perimeter around the header space.

### ***Background Color (optional)***

Enter the background color for the payment page using HTML hex code. The color code must be six digits long and should not contain the # symbol.

### ***Logo image URL (optional)***

Enter the image to appear above the mini-cart.

## 9 - Email Settings

The system sends out emails based on specific events that take place.

### ***New booking received***

A new booking received email is one the system sends out when a new booking is made. While the default behavior is for the system to send out this email, it can be configured such that no emails are received by disabling this feature in the “General Settings” page. The option to uncheck is “Notify admin via email everytime a new booking is made”.

### ***Order confirmation***

This is an email sent out to the customer when the order has been paid for and “Confirm booking automatically after checkout” is checked in the “General Settings” page. This type of confirmation email includes the customer's order information details.

### ***Payment received***

This is an email sent out when payment has been received successfully. The email also contains an invoice as an attachment.

### ***Booking day confirmed***

This is an email sent when a booking day is approved individually.



### ***Booking day cancelled***

This is an email sent when a booking day is cancelled individually.

### ***Booking day refunded***

This is an email sent when a booking day is refunded manually.

### ***Booking optional item confirmed***

This is an email sent when an extra billable item is approved individually.

### ***Booking optional item cancelled***

This is an email sent when an extra billable item is cancelled individually.

### ***Booking optional item refunded***

This is an email sent when an extra billable item is refunded individually.

### ***Invoice***

This is an email containing an invoice as an attachment. To set up the invoice fields, use the "Invoice Settings" page.

### ***Refunded***

This is an email that is sent out when a refund has been provided.

### ***Coupon***

This is an email that is sent out when a coupon is sent from the "Coupons" page individually.

## 10 - Invoice Settings

The system sends out invoice as an email attachment in PDF format when "Enable payment during checkout" is unchecked on the "General Settings" page along with a link for immediate payment in the Invoice Email.

By default, an Invoice will look as the following, specifically when no information is provided in the "Invoice Settings" page.

Dates	Cost
March 27, 2014 12:00 am - 12:00 am (Timezone: UTC)	€30.00 EUR
	<b>Sub total €30 EUR</b>
	<b>Total €30.00 EUR</b>

The invoice will also include the information below if provided.

- Company name
- Company number (Eg: VAT )
- Address
- Telephone
- Email

- Additional note (Additional blob of text to appear in the invoice, for example additional terms you want to disclose etc).

Notes area

After setting the above information in the “Invoice Settings” page, the result of the attached PDF looks as follows :

My Company Name		INVOICE
Address:	ORDER NUMBER: #195	
Tel:	CUSTOMER NUMBER: #3	
Email:	ORDER DATE: March 11, 2014	
SOLD TO:		
EMAIL:		
Dates	Cost	
March 27, 2014	€30.00 EUR	
12:00 am - 12:00 am (Timezone: UTC, )		
Sub total		€30 EUR
Total		€30.00 EUR

This is additional information added through the Additional note field and will appear in this location. A good place to state some terms or other additional information.

## 11 - General Settings

The general settings apply to the entire booking system.

### ***Timezone***

Use this to set the timezone of the Admin user, YOU. User selected booking time will adapt to the timezone value set here. Make sure this is set to your current locations timezone.

### ***Autodetect users timezone***

When checked, the user's timezone is autodetected, otherwise the admin's timezone is used.

### ***Enable user to change timezone***

When checked, bookings will allow user to change the time manually, via a set of unobtrusive dropdown lists.

### ***Short date format***

All date/time formatting is taken from the options set in WordPress general settings. Some areas however require a short date setting, which is taken from the option set here.

### ***Cart items with heading***

When checked, items in the cart are organized by project name used as the heading.

### ***Login page URL***

In order for users to make bookings, login is a requirement. By default, the login page in WordPress is used. By changing the URL below, you can redirect it to your custom login page instead.

### ***Tax***

Tax is displayed in the shopping cart during checkout. When setting tax, it has to be a percentage value, which will be the value deducted from the total amount.

## ***Enable payment during checkout***

When checked, customers will be asked to make payments during checkout i.e. immediately redirected to PayPal. This setting only forces payments during the checkout process.

## ***Auto confirm payment***

Auto confirms payment after buyer is redirected from Paypal. If you leave this unchecked, buyer needs to re-confirm purchase after being redirected from Paypal i.e. just like on eBay, a two-step process.

## ***Enable coupons in shopping cart***

When checked, a textbox for collecting coupon codes is available in the shopping cart.

## ***Order expiry***

The number of days an unpaid order is still valid and payable after booking is made. Unpaid orders will be automatically purged from the system after expiry. A value of zero (the default) has no effect and unpaid orders will not expire.

## ***Clear Event log after***

The event log contains unexpected error messages due to Email, MailChimp or PayPal failures. There is no reason to keep these messages for longer than necessary. By default, it will be cleared every 7 days. A value of zero has no effect and event log messages will never be cleared automatically.

## ***Confirm booking automatically after checkout***

When checked, bookings made are approved and confirmed automatically after checkout or if payment is enabled, after payment is received.

## ***Send invoice automatically during checkout***

When checked, an invoice is sent automatically after checkout. Specifically when "Enable payments during checkout" option is unchecked which implicitly means payment is to be made through an invoice.

***Send refund notification email automatically after a refund***

When checked, a notification email is sent automatically after a successful refund.

***Send booking is cancelled notification email automatically***

When checked, a notification email is sent automatically after booking has been cancelled by admin.

***Notify admin via email every time a new booking is made***

When checked, a notification email is sent to admin every time a new booking is received.

***Delete booking upon payment cancellation***

When checked, if user cancels during a PayPal checkout (on PayPal's page they hit cancel instead of proceeding with payment), the order will also be deleted for good. If unchecked, user can access booking from their history page and attempt payment again.

***Allow user to cancel their booking***

When checked, allows a user to cancel their booking, if booking has not been confirmed yet. This can be done directly from the users bookings history page.

***Continue booking URL***

This is where the continue button on the booking cart page takes you when clicked. By default it goes to the referring page that lead you to the booking cart if one exists otherwise reloads the current page.

***MailChimp API Key***

Your MailChimp API Key. This will allow you to upload your users to MailChimp along with freshly generated coupon codes per user.

## ***Time Selection***

Controls how users select time in your bookings. The default is a Dropdown List.

While the Dropdown list is compact and takes up only a single line, it does not allow multiple selections. Hence your users need to select one slot at a time and add it to the cart. This can get a little tedious if your expecting most of your users to select multiple time slots.

If you want multiple selections in a single click, select the ListBox. This is faster and much more quicker for multiple time slot selections.

## ***Theme***

Custom themes you upload into your current themes/booki directory will show up here. Make sure you read the “Themes” section in this document.

## ***Calendar theme***

The theme used in the calendar controls during booking. For custom themes, refer to the “Custom calendar” sub section under “Themes” in this document.

## ***Inline Calendar Style Settings***

**Flat** - Removes default images set by jQuery-ui calendar and squares out the calendar removing border radius.

**Borderless** - Removes default borders set by jQuery-ui calendar and adds a single 2px black border under the header.

## ***Reference bootstrap style sheet***

When checked, bootstrap style sheet is referenced. The booking system depend on this, so unless your theme already references bootstrap, do not uncheck. Note that the bootstrap version used is name-spaced and will not conflict with your theme in use.

## ***Reference bootstrap JavaScript include***

When checked, bootstrap JavaScript include is referenced. The booking system depends on this, so unless your theme already references bootstrap, do not uncheck.

***Debug mode***

When checked, Booki will reference debug versions of it's client side JavaScript/CSS files. Debug versions of the client side scripts are larger, so do not do this unless you have good reason for doing so.

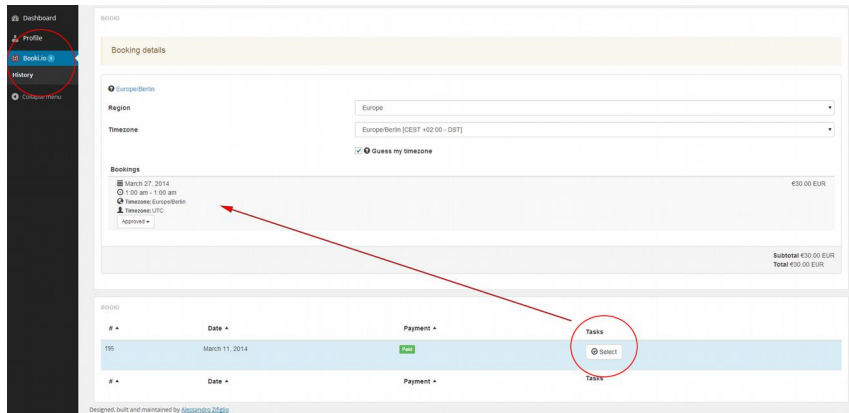
***Enable editors***

When checked, users in the "Editors" role are allowed to view and manage bookings. In particular, they are allowed to confirm bookings by sending out confirmation emails, refund notifications for refunded bookings or send out an invoice for unpaid bookings.



## 12 - History

The history page shows past bookings made by the current user. The current user does not necessarily have to be an admin, this can be any user. If a booking was made, their history will show on this page.



### User booking cancellation

By selecting a booking, the user can view details pertaining to the booking made with a status of “Approved, Pending Approval, Pending Cancel Request and Cancelled”. The above booking is approved.

A booking can be cancelled by the user through their history page if in the “General Settings” page, the option to “Allow user to cancel their booking” is checked.

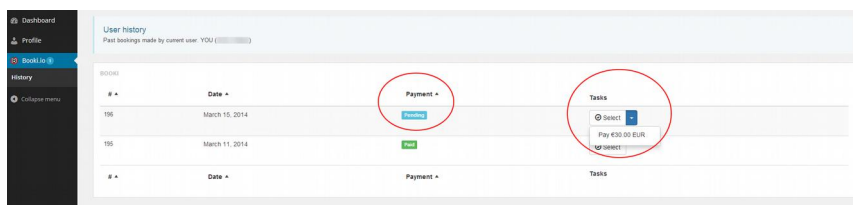


Once a booking is cancelled in this way, the booking status will change to “Pending Cancel Request” and awaits a user in the “Admin” or “Editor” role to definitively cancel the booking or “Approve” it again.

Once a booking is cancelled by the admin, it cannot be Approved. The only other operation that can be taken is “Refund” if the booking has been paid for.

## Pay for booking

If a booking has not been paid for, user will be able to pay for it directly from their history page. Unpaid bookings will have a payment related sub menu item under the “Select” button in the “Tasks” column of the booking.



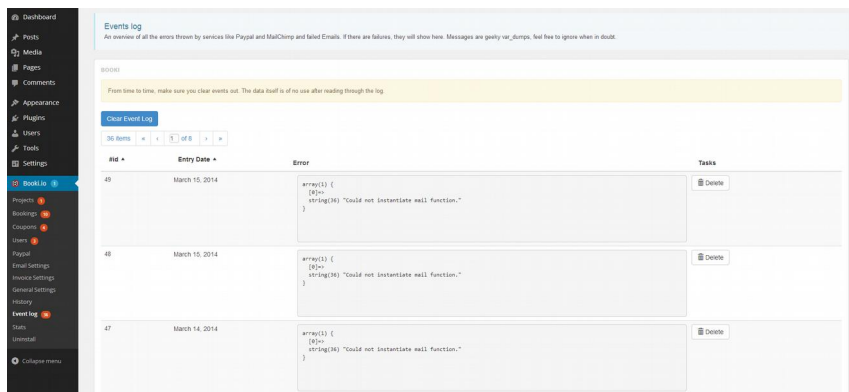
An order can be in an unpaid state if the User checked out a booking but didn't complete the payment through PayPal. An order can also be in an unpaid state if “Enable payment during checkout” is unchecked in the “General Settings” page.

## 13 - Event log

An overview of all the errors thrown by services like Paypal and MailChimp and failed Emails. If there are failures, they will show here. Messages are geeky var\_dumps, feel free to ignore when in doubt.

These messages can be helpful sometimes to determine why certain operations failed. For example, sending emails in localhost without a mail server setup will cause the error you see in the screen shot below.

An unexpected failure with MailChimp or PayPal can be found here as well. This will help you determine what went wrong and can come handy.



The screenshot shows the WordPress dashboard with the 'Event Log' plugin active. The left sidebar contains a menu with options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Bookmarks. The 'Event Log' option is highlighted. The main content area is titled 'Events log' and contains a table of error entries.

ID	Entry Date	Error	Tasks
46	March 15, 2014	<pre>array(1) {   [0] =&gt;   string(36) "Could not instantiate mail function." }</pre>	<a href="#">Delete</a>
46	March 15, 2014	<pre>array(1) {   [0] =&gt;   string(36) "Could not instantiate mail function." }</pre>	<a href="#">Delete</a>
47	March 14, 2014	<pre>array(1) {   [0] =&gt;   string(36) "Could not instantiate mail function." }</pre>	<a href="#">Delete</a>

## 14 - Pages

Booki create a couple of pages that can be accessed from the WordPress “Pages” menu section available in your dashboard. Some of these pages are used as HTTP handlers such as email attachment and CSV file generator handlers, others are custom pages.

The only settings allowed on these pages are changing the page title and changing the URL via the “Change Permalinks” option.

Optionally, you can modify the rendering by editing the template files directly. Refer to the templates section in this document for information on how this can be achieved.

### ***Booki – PayPal payment cancel page***

This is the page that will show when payment is cancelled. The cancellation is done on PayPal, where the customer clicks cancel instead of continuing with the payment.

This page will only show a message telling the user that their order is still available in their order history page. In case “Delete booking upon payment cancellation” is checked in the “General settings” page, the order is permanently deleted and the message displayed on the cancellation page reflects this.

### ***Booki – PayPal payment confirmation page***

This is the page that will show when you are returned from PayPal after confirming on PayPal that you wish to proceed with payment. It's a confirmation step where the user is presented with the contents of their cart on your site the contents of their cart and then payment is collected, only after the users final approval though.

When a user checks out their order and are redirected to PayPal for payment, the user logs into their PayPal account and on PayPal confirms that they want to proceed with payment. The user is then redirected back to your site and needs to confirm payment. At this point, the user is not yet charged until they confirm the payment.

This is also similar to what you see on Ebay. However, keep in mind that this confirmation step is optional and can be done automatically by the system. To enable automatic confirmations, which is also the default, you have to check “Auto confirm payment” in the “General Settings” page.

### ***Booki – Cart contents page***

This is the page used to display the contents of the users shopping cart.

### ***Booki – Booking item details page***

This is the page that displays a single booking when a booking in a booki-list grid is clicked.

## 15 - Short-code and Render API

Booki allows you to deposit a piece of short-code that you can use to embed a booking, listing or cart within a page or post.

While using the short-code is the best way to render, this may not be possible always. For example, you might want to render a booking, a booking-list or a booking-basket inside of a template such as your header.php or any other template you may have.

In these cases, using a short-code won't produce anything because we only process short-code's inside a page or a post.

Not all is lost however, if the template is a php file then you can manually render the short-code by using the Booki public API for rendering content.

After each short-code example, an example of how to render manually using the Render API is provided.

### **Booking**

A booking short-code is generated in the projects tab. Simply select a project and copy the contents found under the "short-code" field. A booking short-code has the following format :

```
[booki-booking id="x"]
```

where *id* is the project id. The *id* is automatically included when a project is selected.

### **Render booking using API**

It is not always desirable to use the short-code. You may want to render a booking inside a template file. In this case you can use the public API Booki exposes. In particular the Booki\_Render class.

For example, if the generated short-code you get looks as follows:

```
[booki-booking id="10"]
```

then you will write the following code to render a booking manually.

```
<?php
$render = new Booki_Render();
echo $render->booking(10);
?>
```

As you can note, first you create an instance of the Booki\_Render class, then you call the booking method by passing it the id.

## Booking-list

A booking-list is a listing of all projects displayed in a grid containing the description and thumbnail you provided in each project. The listing will contain paging controls for navigation and in addition can also contain a search section to further filter the list.

This short-code is generated in the projects tab. Simply select a project and copy the contents found under the “short-code” field. A booking-list short-code has the following format :

```
[booki-list tags="" heading="" fromlabel="" tolabel="" perpage=""
fullpager="" enablesearch="true"]
```

Note in the short-code above how there are no line breaks. This is important and you need to include the short-code exactly when coping it into your pages or posts.

## tags

Set a single tag or a comma separated list of tags. Tagging allows you to list only projects that have the same tag.

## heading

When enablesearch="true", this setting provides heading content to the search section. Defaults to “Find a booking”.

## fromlabel

When enablesearch="true", this setting adds the label for the “From”

field, which holds the “from” date. Defaults to “check-in”.

## **tolabel**

When enablesearch=”true”, this setting adds the label for the “To” field, which holds the “to” date. Defaults to “check-out”.

## **perpage**

Controls the number of bookings shown at a time. Defaults to 5.

## **fullpager**

A pager is displayed above and below the listings. If false, fewer navigation controls will appear making it much more compact. This allows you to include a listing in much more contrived areas in your page i.e. the side bar for instance.

## **Render booking-list using API**

If you instead want to render a booking-list inside a template, this can be achieved by calling render manually as follows :

```
<?php
$render = new Booki_Render();
$args = array(
    'tags'=>'tag1, tag2'
    , 'heading'=>'Your Heading'
    , 'fromLabel'=>'Your from label'
    , 'toLabel'=>'Your to label'
    , 'perPage'=>5
    , 'fullPager'=>true
    , 'enableSearch'=>true
);
echo $render->bookingList($args);
?>
```



## Booking Basket/Cart

A booking cart can be embedded in a post or page. This allows your users to see how many items they have in their cart along side a checkout button. To add a booking cart, use the following short-code:

```
[booki-basket]
```

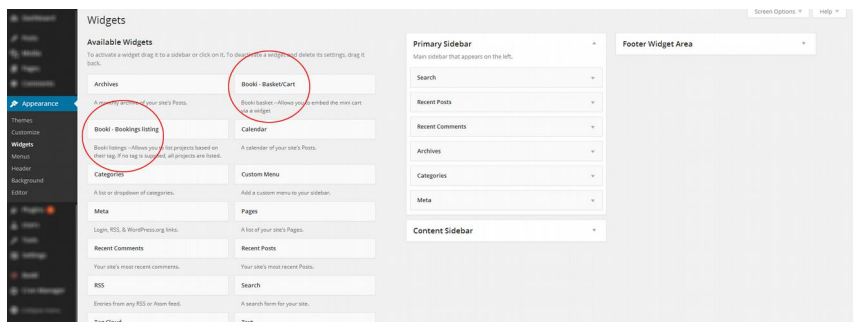
On the other hand if you want to use a template file, then instead of using the short-code, you'll have to use the Booki\_Render class manually as follows :

## Render basket/Cart using API

```
<?php
$render = new Booki_Render();
echo $render->basket();
?>
```

## 16 - Widgets

Booki supports widgets which you can include into your pages. To do this, navigate to the widgets page in WordPress. This is found under the menu option “Appearance – Widgets”.



In the widgets page drag and drop the "Booki - Basket/Car" or the "Booki - Bookings listing" widget into the widgets area. These widgets also have their associated short-codes which you can embed in your pages or posts. Reference the short-code section for more on this.

## 17 - Themes

Booki is built on the Twitter Bootstrap framework. This means you have something familiar to work on, structure wise. You can also literally take a custom Bootstrap theme (bootstrap.css) and upload it into your themes assets\css folder, giving you a brand new style quickly.

The booking calendar in use can also be customized by simply uploading your custom jQuery UI theme directly in the themes folder.

However, keep in mind that Booki currently supports every jQuery UI calendar out of the box. Adding a calendar theme will become useful when you have a calendar that is customized by yourself. In this case it would make sense to pursue a custom calendar in Booki.

### ***Custom themes***

Adding a custom theme is easy. In order to do this, you need to add a “booki” folder in the root of your current theme in use.

For example, if your current theme in use is the default theme in WordPress “twentyfourteen”, then you create a root folder “booki” in twentyfourteen as follows:

```
C:\WordPress\wp-content\themes\twentyfourteen\booki
```

You then upload your new theme in the “booki” folder. If you want to name your new theme “classic”, then this is what you end up with :

```
C:\WordPress\wp-content\themes\twentyfourteen\booki\classic
```

The best way to provide customizations is to upload an existing bootstrap theme you have or override the default css file booki.min.css/booki.debug.css files respectively with your own version.

To include your own custom CSS styles, make sure these are placed inside the empty CSS file provided in assets\css\booki.overrides.css file. Within this file you can either override an existing style in booki.min.css or add your own custom styles. When WordPress runs,

booki.overrides.css will be referenced last, this means if the same style rules are found, the ones you put in overrides.css will take precedence over the original.

After uploading the theme, go in your Admin dashboard and under Booki - General settings and expand the “Themes” group. You'll find your new theme listed in the “themes” dropdown. Simply select it and save.

## ***Custom calendar***

Booki uses jQuery UI calendar and by default includes every theme out of the box. You can select a theme by going into your WordPress dashboard under Booki – General settings and selecting a calendar from the “Calendar theme” dropdown list. Any new theme you add will be listed here. A custom calendar theme goes into your custom themes assets folder.

Building onto the earlier section that discussed custom themes :

```
C:\WordPress\wpcontent\themes\twentyfourteen\booki\classic\assets\css\jquery-ui\
```

As you can note, custom themes need to be placed directly into your custom theme folder under the jquery-ui sub folder as above.

At runtime, the plugin will first look to see if your using a custom theme, and if you are, then it will search under your custom themes folder structure, as per the previous example, it will look under :

```
C:\WordPress\wpcontent\themes\twentyfourteen\booki\classic\assets\css\jquery-ui\
```

If your not using a custom theme, then it will fallback to using one of the calendars included internally in the plugin by default.

# 18 - Uninstall

When deactivating or uninstalling the plugin using the WordPress plug-ins page, the data used by Booki is not deleted. This is to allow you to be able to upgrade seamlessly by deleting the plugin and installing a new one.

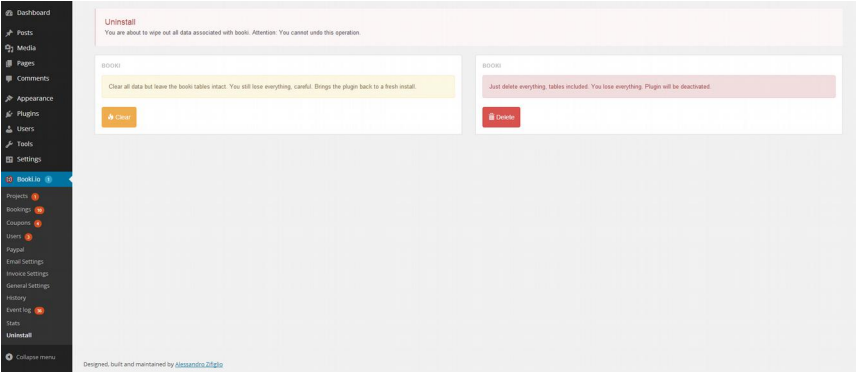
The uninstall page on the other hand, allows you to clear out all data from the database or delete everything. Both operations are irreversible so be careful.

## Clear

Clear all data but leave the Booki tables intact. You still lose everything, careful. Brings the plugin back to a fresh install.

## Delete

The delete operation deletes all data along with the tables created by Booki during the install. Plugin will be deactivated after this operation. Simply navigate away to any other page after this since.



## 19 - Translations

Booki stores its language files in the plugins "languages" folder, i.e. `wp-content\plugins\booki\languages\`. After creating your .mo and .po files, ensure that the file is named based on the domain "booki" followed by a dash, and then the locale exactly.

The locale is the language code and/or country code you defined in the constant `WPLANG` in the file `wp-config.php`. For example, the locale for German is 'de\_DE', and the locale for Danish is 'da\_DK'. For example, the Danish .mo and .po files should be named "booki-da\_DK.mo" and "booki-da\_DK.po".

As we issue updates, you are responsible for maintaining your language files updated.