Hello.

First Steps.

This document aims at displaying the functions and basic concepts of **BookingCore**. Since this is a product in constant evolution, this manual will be updated periodically when improvements are made.

This manual is divided into 2 sections so it will be easy to use: basic concepts and practical examples.

The functions of each concept found on **my.bookingcore.com** are explained in the Basic Concepts section.

Basic concepts.

Navegation menu. For the different options, there is an upper navigation menu divided into 5 levels.

Each one of the upper menu levels groups a list of related modules. Furthermore, the module list in some cases also groups its own related items.

Desktop.
Level that presents the modules where general account information can be stored (personal details, invoicing details, general hotel details...) as well as reports and booking statistics.

Web.
Level that incorporates all the information relating to images, texts and translations of the website..

Bookings.
Level where all the information is stored relating to the achieved bookings on Website and Webmobile.

Control Panel.
Level where all the information relating to the booking process is managed - Calendar, rates, quotas, contracts, minimum stays, release, etc.

Offers.
Level that incorporates all the information relating to offer's management and publishing.

Configuration.
Level where all the information relating to the booking process is configured- Guest types, meal plans, services, contracts and room types.

Users.
Level where the entire User database of the website is stored: Administrators, booking users and newsletter registrations.

Support.
Level where all help material and contact with support team is stored.

View and change my profile

User

Logout

bookingcore
MY.BOOKINGCORE.COM

Steve Joop • Profile   LOGOUT ⏻

| DESKTOP | WEBSITE | BOOKINGS | DASHBOARD | OFFERS | CONFIGURATION | USERS | | HELP | SUPPORT |

Main navegation menu

To use the different menu levels, just click on the one you wish to use.

Recomendation: The buttons Back and Next of the browser should not be used. To return to the previous page, use Main Menu options.

Warning: Never open two or more windows or tabs at the same time with the same browser. Next, we are going to specify each administrative concept and their configurations.

General structure.

The general structure of almost all the sections is as follows:

List.

A list is displayed with the available items and functions for editing, sorting, activating/deactivating and deleting, as displayed in the image below.
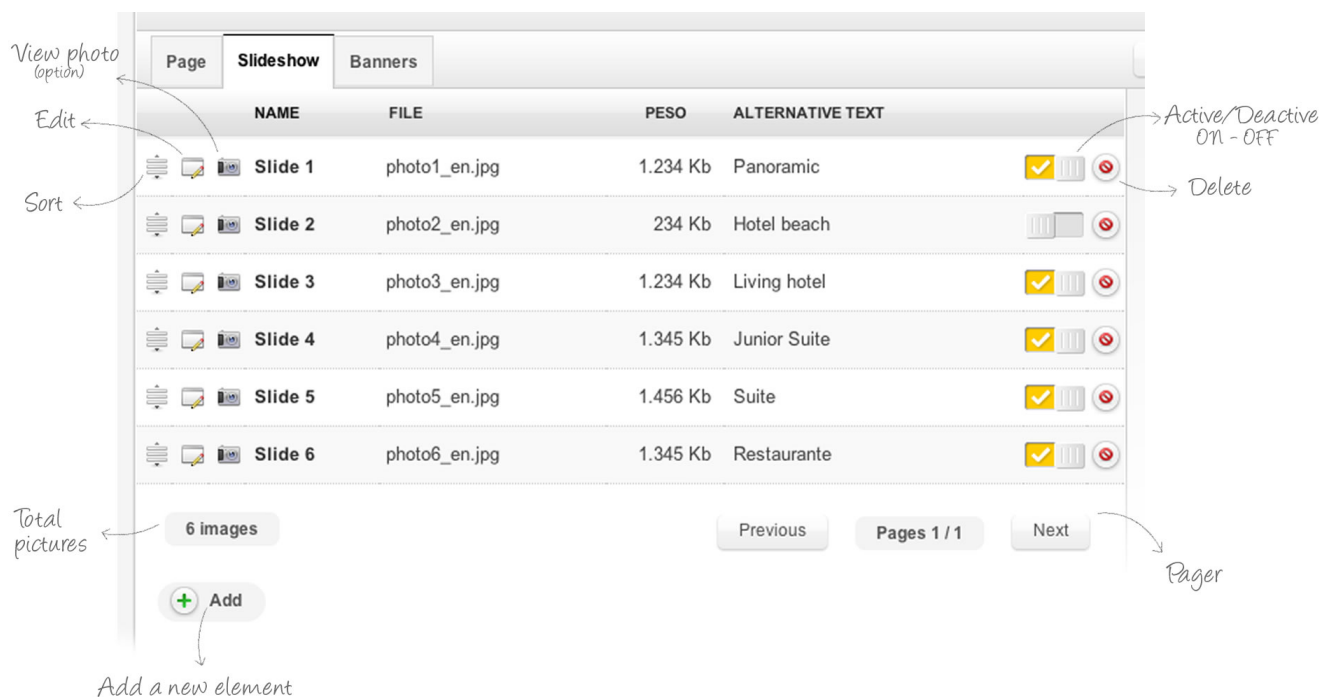

On the bottom of the list, there is an Add button for including a new item. A new blank file will be created when you click the Add button.

Sort. Hold down the item to be moved so as to sort and drag the file to its desired location on the list. The list order of the item will be the same as the list displayed on the web.

Edit. To edit one of the element from the list, click on the Edit icon/button and the file of this element will open.

Delete. To delete an item from the list, press the Delete icon/button. A confirmation warning will be displayed.
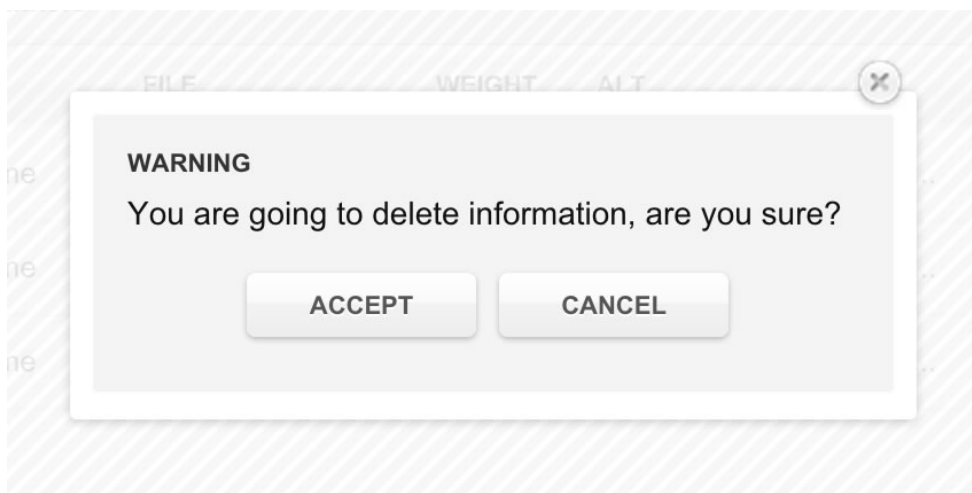
Files.

All the details that make up the Save and Cancel item and options are displayed. For example, a file of an offer:

File details ←

Name   Early Bird 14 Days

Dates & Price

Dates operation   From 01/10/2014   To 30/11/2015

Dates stay   From 13/10/2014   To 30/11/2015

Price from   THB

Rooms   ☑ Deluxe Rooms   ☐ Garden View Family Bunglow
☐ Garden View Villa

Contracts   ☐ Non Refundable   ☑ BAR

Included Services   ☐ Airport transfer

Conditions

Stay discount   20.00 %

Board discount   %

Nights gift: Each   Nights   Gift

Promocode

Web

Featured   ☑

Send in Newsletter   ☐

Image of 400x300 pixels Format .jpg,.png,.gif

EARLY BIRD 14 DAYS
20% Off

b_min14.jpg

Sice: 400x300 pixels

weight: 27 Kb

Type: image/jpeg

REPLACE ⬆

language box ←

| English | Deutsch | Castellano |

Title   Early Bird 14 Days

Short description   Make a booking in 14 day advance and get a gre and get a great 20% off from the current price.

Description

B I S̶ U ✖ ≡ ≡ ≡ ↻ ↺ 🔗 H1 H2 H3 H4 H5 H6 P ≣ ≣ ≣ ≣ <>

Book Early and take avantages of our online rates. Save
  • **Get 20% off from the current price on 14 days advance booking**

Terms and Condition:
  • Book atleast 14 days before check in
  • Valid till 30 November 2015

Buttons ←

SAVE   CANCEL

The language box is highlighted where the text can be selected for any of the languages that the hotel displays on its webs.

To enter the text in each language, press its specific button so that the different sections appear and you can enter the desired text.

The available buttons are visible on the bottom of the screen:
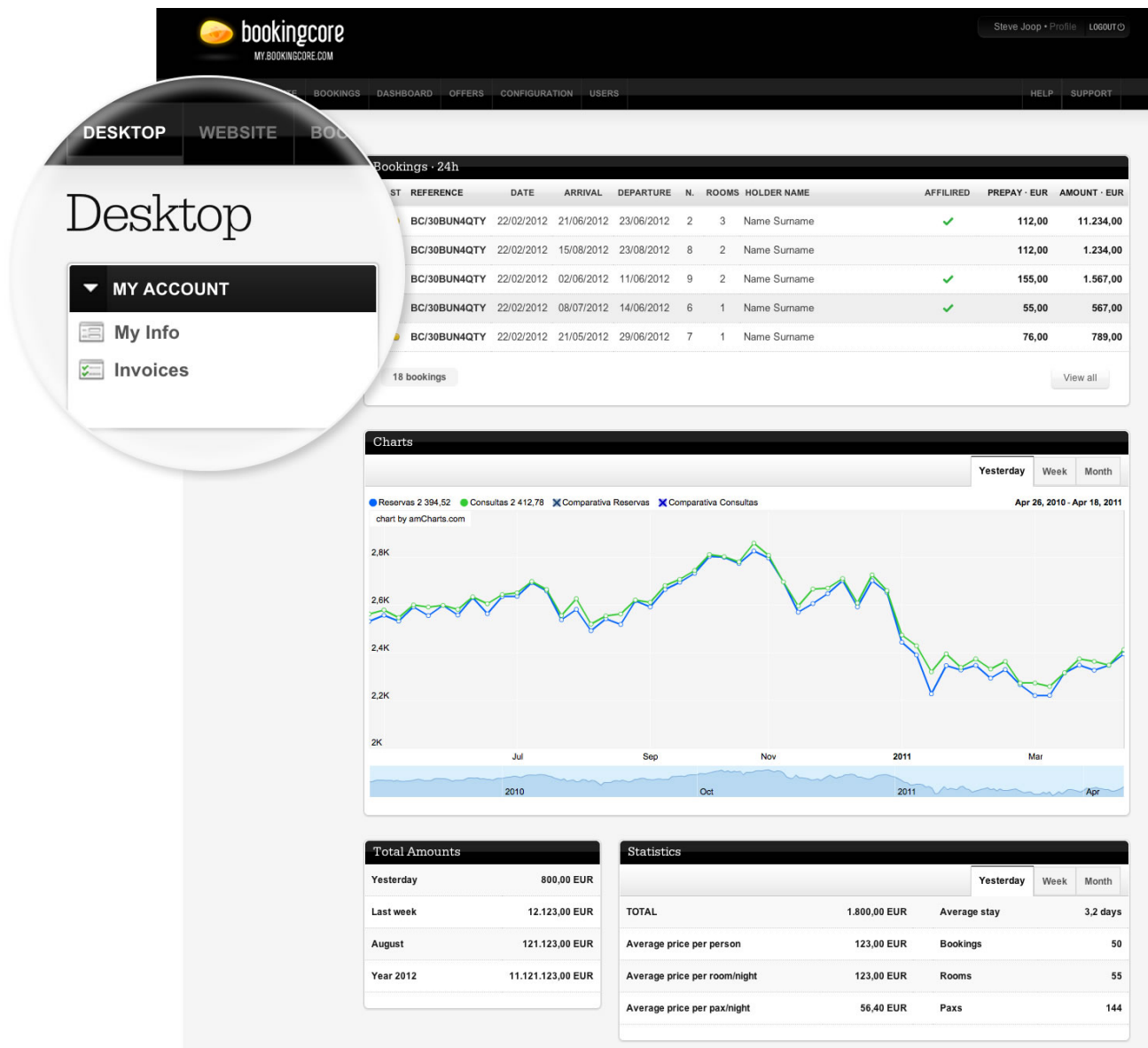
Save: Save changes, close file and return to list.
Cancel: Close file without saving changes and return to list.

Now that you have seen the general structure of the system, each one of the particular aspects is focused on, with an explanation of how each of them works.

Desktop.

The desktop level group 1 module:

MY ACCOUNT.

This section provides data of interest in terms of the sales generated by the hotel Website and its Mobile Web. The desktop section is divided into::

Last 24h booking.

Charts.

Totals amounts.

Statistics.

Last 24h bookings.

A list will be displayed on the desktop for the bookings obtained in the last 24h, indicating:

— Edit button the booking.

— Booking status.

    — Yellow: Active but out of date for billing commission.

    — Green: Active and in date for billing commission.

    — Red: Cancelled.

— Booking reference no.

— Booking operation rate.

— Booking arrival date.

— Booking departure date.

— Booking No. of nights.

— Booking No. of rooms.

— Booking holder name.

— Booking prepay.

— Total amount of booking.

— Total No. of bookings in the last 24h.

— See all button - which brings you to the reports subsection > bookings.

Each one of the bookings from the list can be edited to change dates, to cancel the booking, to resend the boucher to the client or delete it. To edit a booking from the list, press the Edit button.

ST	REFERENCE	DATE	ARRIVAL	DEPARTURE	N.	ROOMS	HOLDER NAME	AFFILIRED	PREPAY · EUR	AMOUNT · EUR
●	BC/30BUN4QTY	22/02/2012	21/06/2012	23/06/2012	2	3	Name Surname	✔	112,00	11.234,00
●	BC/30BUN4QTY	22/02/2012	15/08/2012	23/08/2012	8	2	Name Surname		112,00	1.234,00
●	BC/30BUN4QTY	22/02/2012	02/06/2012	11/06/2012	9	2	Name Surname	✔	155,00	1.567,00
●	BC/30BUN4QTY	22/02/2012	08/07/2012	14/06/2012	6	1	Name Surname	✔	55,00	567,00
●	BC/30BUN4QTY	22/02/2012	21/05/2012	29/06/2012	7	1	Name Surname		76,00	789,00

Bookings · Last 24h. · TOTAL: 88.31THB

Last 24h.   Check In   Check Out
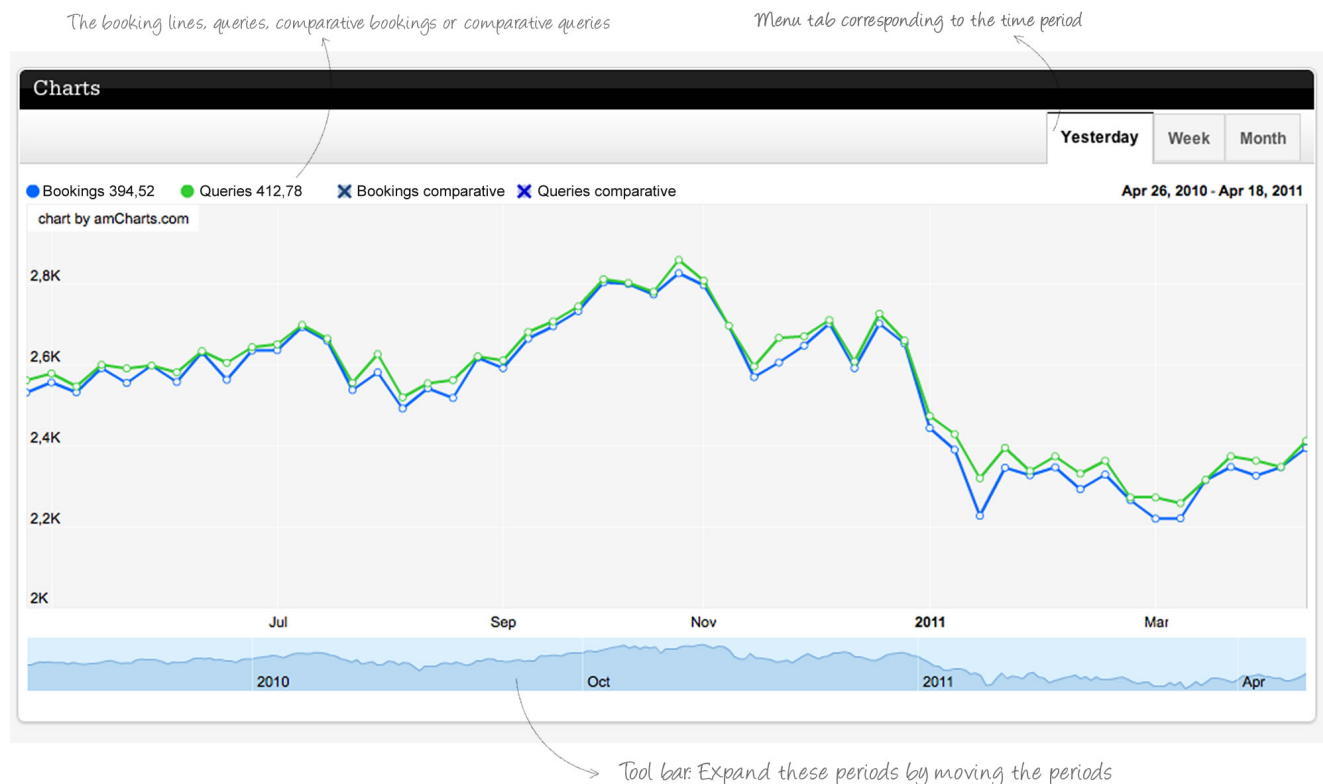
Status

Edit

18 bookings

View all

Total amount of booking

View all bookings button

In addition, from this list you can easily filter by Check-in and Check-out bookings.

Charts.

On the desktop, the charts for the sales and operations carried out through the Website and Mobile Web in the last 24 hours, the last week or those accumulated over the month will also be displayed. These charts include comparative lines with regards to the previous year's sales and operations carried out through the Website and Mobile Web.

The booking lines, queries, comparative bookings or comparative queries

Menu tab corresponding to the time period

Charts

| Yesterday | Week | Month |

● Bookings 394,52   ● Queries 412,78   ✖ Bookings comparative   ✖ Queries comparative   Apr 26, 2010 - Apr 18, 2011

chart by amCharts.com

2,8K

2,6K

2,4K

2,2K

2K

Jul   Sep   Nov   2011   Mar

2010   Oct   2011   Apr

Tool bar. Expand these periods by moving the periods

You can expand these periods by moving the periods with the mouse cursor on the bottom part of the chart.

The booking lines, queries, comparative bookings or comparative queries can also be hidden.

Total Amounts.

Likewise, the total amounts of sales obtained through the Web and Mobile Web are displayed on the desktop in time periods for:

▬ Yesterday.

▬ Last week.

▬ Accumulated over the month.

▬ Accumulated over the year.

Total Amounts	
Yesterday	800,00 EUR
Last week	12.123,00 EUR
August	121.123,00 EUR
Year 2012	11.121.123,00 EUR

Statistics.

Lastly, the Desktop section includes the statistics and total amounts of the last 24h, the last week and those accumulated over the month for:

▬ Sales earned.

▬ Average price per person.

▬ Average price per room/night.

▬ Average price per pax/night.

▬ Average stay.

▬ Booking amount.

▬ No. of rooms booked.

▬ Total No. of guests.

Menu tab corresponding to the time period

Statistics				
		Yesterday	Week	Month
TOTAL	1.800,00 EUR	Average stay		3,2 days
Average price per person	123,00 EUR	Bookings		50
Average price per room/night	123,00 EUR	Rooms		55
Average price per pax/night	56,40 EUR	Paxs		144

My account.

The Desktop level module has its own items:

___ My details.

___ My hotel.

___ Invoicing details.

___ Invoices.
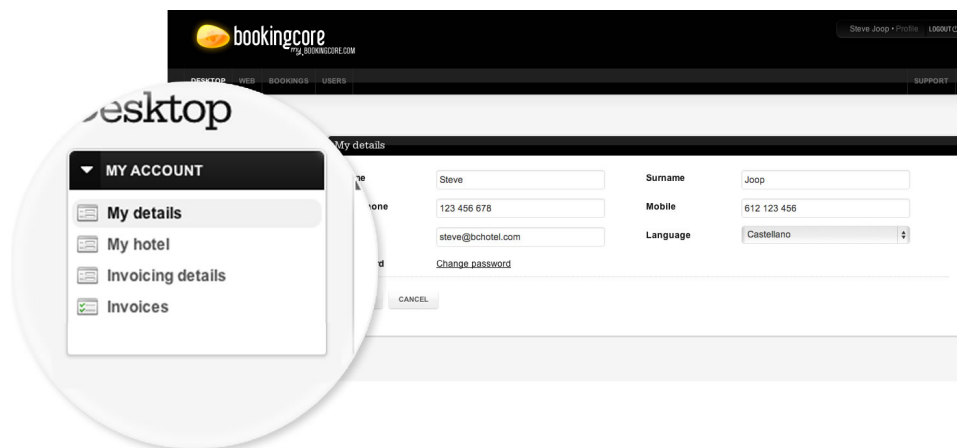
My details.

Desde aquí, el responsable de la Web del hotel podrá dar de alta sus datos personales como administrador de la web, incluyendo:

___ Name.

___ Surname(s).

___ Telephone.

___ Mobile.

___ Language.

___ Email.

___ Change password.

After entering all details, press the Save button. All details will be saved, but can be modified at any time.

To modify any of these details, go to Desktop > My account > My details, modify the field desired and press the Save button.

Press the Cancel button to exit the My details section without saving any details or changes.

My hotel

Here you must register some general hotel details. Some of the details will already appear on the chosen template. Hotel details:

___ Name of hotel (in this field the same name of the hotel indicated in My details will be displayed, which can be modified at any time).

___ Hotel address.

___ City.

___ Province.

___ Postcode / Country.

___ Hotel telephone number.

___ Hotel fax number.

These details will be displayed in the contact section of the chosen website, as well as in other sections where this information is expected to be included, for example, the footer of the chosen website.

___ **Booking email/s**. In this field, you can indicate several email accounts separated by ";". These email accounts will receive the alerts (via email) for the bookings generated via the Website and Mobile Web.

___ **Contact email/s**. Just as in the previous field, several email accounts can be included, separated by ";". These email accounts will receive the contact forms sent via the Website.

___ **Hotel currency**. Specify the type of currency with which the hotel Website and Mobile Web wants to work

___ **Conversion to**. Indicate into what currency you want clients to be able to change the total amount of the booking.
This conversion will always be approximate and calculated daily with the European Central Bank's file.

___ **VAT**. This field enables incorporating the type of VAT that your hotel must charge, the % and whether or not VAT is included in the rates.

___ **Meal Plans**. Indicate the meal plans for the hotel, which are already included in its base rate.

___ **Main language**. Enables selecting the main language displayed on the hotel Website and Mobile Web.

___ **Other languages**. In this field, indicate the other languages that you want the hotel Website and Mobile Web to appear.

Once all these details have been filled in, press the Save button. All details will be saved, although they can be modified at any time.

To modify any of these details, go to Desktop > My account > My hotel, change the field/s you wish to modify and press the Save button. Exit My hotel without saving any details or changes by pressing the Cancel button.

Invoicing details.

View the invoicing data with which the hotel has registered. These details will be used by **BookingCore** to issue the commission invoices of the hotel.

These details cannot be edited. To make any changes in these details you must contact the **BookingCore Team**.

Invoices.

View the invoice list in the order that BookingCore has issued them in concept of commissions. From the list, organise them by code, date, concept or total amount.
The following information will be displayed on the invoice list:

___ **Document icon PDF**. Enables you to download the invoice.

___ **Code**. Invoice number.

___ **Date**. Date invoice was issued.

___ **Concept**. Concept of the invoice.

___ **Total amount**. Total invoiced amount.
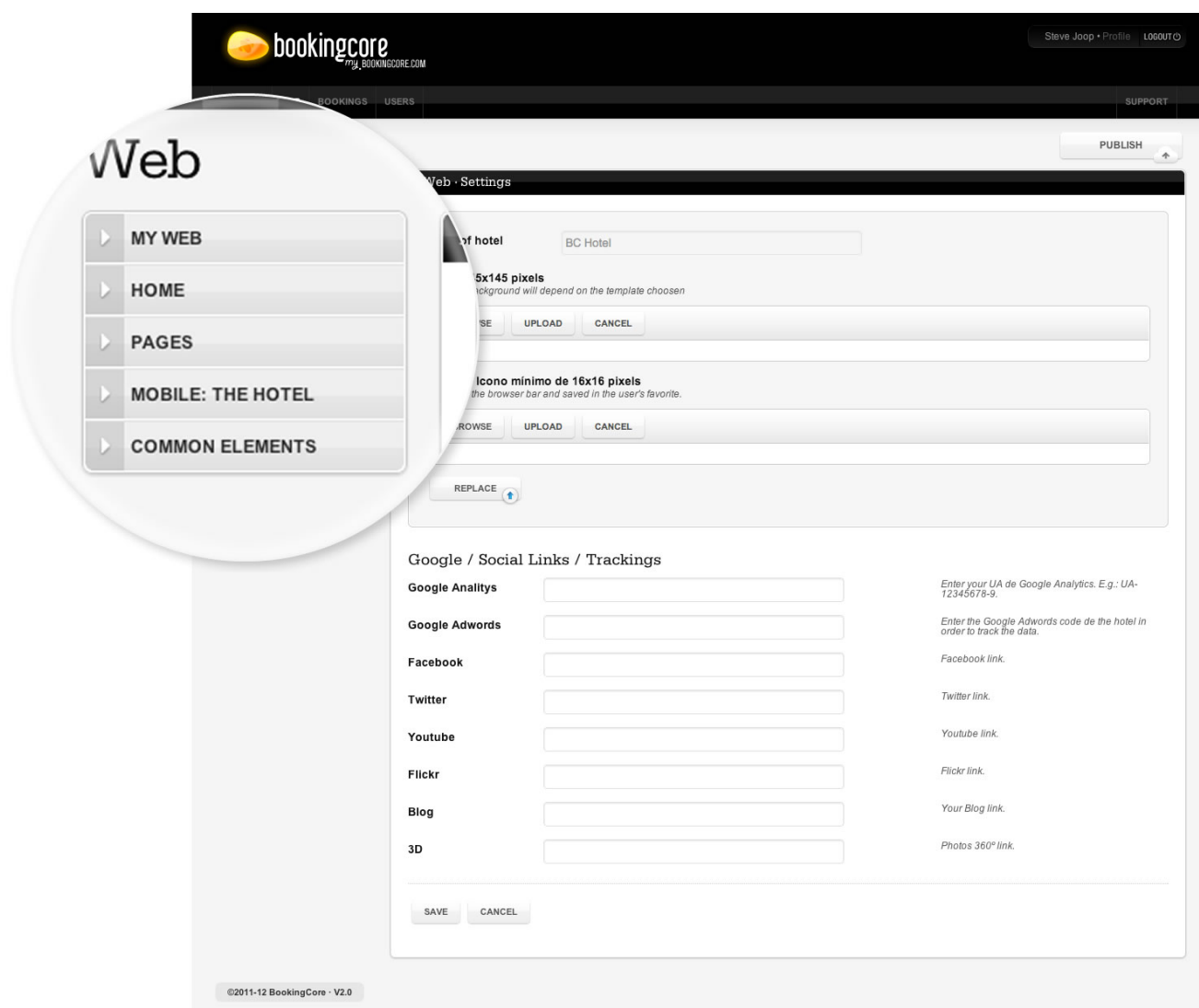
Web

The WEB level groups 4 modules:

— MY WEB.

— HOME.

— PAGES.

— COMMON ELEMENTS.

In this section, you will register all the content in terms of text, images and translations of your Website and Mobile Web. When you access the Web section, you will access the first module of the section by default: My web.

My web.

In this module, you can enter the following details:

— **Name del hotel**. By default, the name of the hotel that will be displayed will be the one that has been entered previously in the section Desktop > My Account > My details or My hotel.

— **Logotipo**. Upload hotel logo here. The logo should be uploaded with the background described in the help messages on the right column. The logo background will depend on the template chosen. If the template style has been changed, a logo background change can be requested through this module. If you do not upload the image of the hotel logo, the logo will be drawn with the name of the hotel in style with the template chosen.

— **Favicon**. Favicon is a icon appear in the browser bar and saved in the user's favorite. Upload the hotel Favicon here.

___ **Main Color.** It lets you change your website main color. It is highly recommended that you change this under our supervision and help.

___ **Booking – Header- Background color..** It lets you change your header's background color in booking steps. This change also affects the emails you send to your customers. It should be White unless your logo is on color background.

Social links

___ **Facebook**. Field where a link to the hotel's Facebook page (if it has one) can be placed. This way the Share and Follow Us links on Facebook will be viewed on the hotel Website.

___ **Twitter**. Enter the Twitter page of the hotel (if it has one). This way the Share and Follow Us links on Twitter will be viewed on the hotel Website.

___ **Youtube**. Enter the link to the hotel's channel on Youtube in this field. The link to Follow Us on Youtube will appear on the hotel Website.

___ **Flick'r**. The link to the hotel's account on Flick'r can also be included so the Follow Us link on Flick'r will appear on the hotel Website.

___ **Pinterest** The link to the hotel's acoount on Pintrest can also be included so the Follow Us link on Pinterest will appear on the hotel WebSite.

___ **Linkedin**. The link to the hotel's acoount on Linkedin can also be included so the Follow Us link on Linkedin will appear on the hotel WebSite.

___ **Blog**. You can also include a link to your Blog, which means that the link will be included in Folow us on...

Trackings

___ **Google SiteVerification** It lets you put the code to verify your ownership of the domain and use Google tools.

___ **Google Analytics**. Enter the Google Analytics account code of the hotel in this field in order to track the data of its new **BookingCore** Website and Mobile Web traffic through its Google Analytics account.

___ **Google Adwords**. Enter the Google Adwords code of the hotel in order to track the data of its new Website and Mobile Web through its Google Adwords account.

My Web · Settings

Hotel Name
"My hotel"

Name of hotel
BC Hotel

Logo: 145x145 pixels
The logo background will depend on the template choosen

Logo of hotel

BROWSE   UPLOAD   CANCEL

Icon FAVicon

FAVIcon Icono mínimo de 16x16 pixels
Appear in the browser bar and saved in the user's favorite.

BROWSE   UPLOAD   CANCEL

REPLACE

Google / Social Links / Trackings

Google

Social links
and channels

Google Analitys	
Google Adwords	
Facebook	
Twitter	
Youtube	
Flickr	
Blog	
3D	

Enter your UA de Google Analytics. E.g.: UA-12345678-9.

Ayudas para
cada campo

Enter the Google Adwords code de the hotel in order to track the data.

Facebook link.

Twitter link.

Youtube link.

Flickr link.

Your Blog link.

Photos 360° link.

SAVE   CANCEL

After including all these details, press the Save button. This way all the details will be saved, although they can be modified at any time. To change any of these details, go to Web > My web to modify the field that you want and then press the Save button.

Exit My details without saving any changes by pressing the Cancel button.

PLEASE NOTE: If you wish to publish these changes on your website, save them and then click on the Publish button situated in the top right-hand corner of the screen.

Home.

This module is where all the home content is entered: texts, images and translations.

The tab menu has two levels and the tool bar with the Save and Preview options.
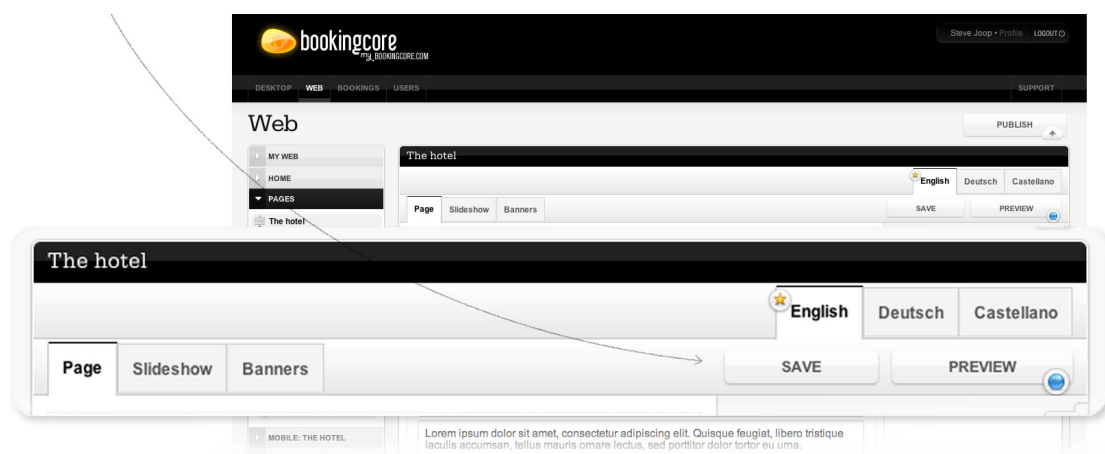
In the first level of the tab menu, the language you chose in
Desktop > My details > My hotel, as the main language and the languages in which you want your web to appear, will be displayed.

When you access this section, by default you will access the content in the language you have indicated as the main language. The language you are currently using for the content will be marked in white and therefore the language that has been marked as the main language will be distinguished with a star icon.

To change the language and include content in another language, click on the language you want on the tab menu.

All the content included in the language marked as the main language will be copied by default to the rest of the languages. Therefore, translating the Website and Mobile Web completely into all languages is not necessary. Part of the content can be left in the main language.

The second level of the tab menu displays the different content blocks found on the home page of the chosen template.

Just like the first level tab menu, the content block you are working on will be blank. To change the block, click on the block that you wish to work on.

Next, each one of the home content blocks must be defined.

The maximum No. of content blocks that will appear in the home module is 4:

___ Page.

___ Slideshow.

___ Banners.

___ Page properties

Page.

In this block, enter the text content displayed on the home page of the chosen template (not all templates have space for text on the home page). As a result, this block will not appear in all cases:

| Page | Slideshow | Banners |

Header photos
"Slideshow"

SlideShow

Page title

Title

The hotel

Page text

Text

B *I* U S ≡ ≡ ≡ ≡ ↻ ↺ H1 H2 H3 H4 H5 H6 P 🔗 ≣ ≣ ≣ ≣ ‹›

Toolbar to format text

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque feugiat, libero tristique iaculis accumsan, tellus mauris ornare lectus, sed porttitor dolor tortor eu urna.

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Nulla nisl sapien, accumsan ut sodales eget, aliquet ut leo. Pellentesque ut mi quis metus sodales aliquet at non odio. Nam non congue magna.

SAVE   CANCEL   DELETE THIS PAGE

Page properties.

As you browse the Home module and situated on the right-hand side of the home page, you will always see the content block for SEO, Home page positioning, which will indicate.

Page/Name of page. The system will generate a name automatically, but the hotel can change it at any time. **This name has no effect on the website.**

Activar /Desactivar · ON/OFF. Define the structure of this page here. By default, this page will correspond to the template structure corresponding to the template chosen. To modify the template structure, select the one you want.

Plantilla. Define the structure of this page here. By default, this page will correspond to the template structure corresponding to the template chosen. To modify the template structure, select the one you want:

___ **Blank page**: Completely blank page for text.

___ **Page with header photos**: Structure with space for a slide show in the header plus text.

___ **Page with map**: Page with space for a map (api google maps) in the header plus text.

___ **News or events page**: page with list of articles (news and events).

___ **Form page**: Page with text and contact or work form.

Navegation menu. Chooser for indicating on which menu you want this page/section to appear on the website:

___ **Main navegation**: Main menu of the Website browser menu.

___ **Header navegation**: Menu placed on the upper right margin of the website.

___ **Footer navegation**: Menu placed on the footer of the website.

Enlace permanente. The link that has been generated automatically by the system as a link to the website will be displayed in this field. You can

modify the link if you wish to carry out any specific SEO strategy.

SEO Automático. If you wish to carry out a specific SEO strategy, the SEO may be modified by the hotel. All you have to do is Deactivate the Automatic SEO and modify the corresponding fields.

Page title. In this field, enter the content title for this page, but without being too detailed.

Labels - Meta-tags. Mega-tags are generated automatically in this field, based on the text entered in the home page. You can modify and delete these Mega-tags or add new ones at any time.

(,). Once modified, deleted or new ones have been added, press the Update button so that they are generated again.

Description · Meta-description. This field will be generated automatically based on the text entered by the hotel for the Mega-description. The hotel can modify the mega-description at any time. Once modified, press the Update button so it is generated correctly.

Updating (Saving). In order to save the web page properties, simply click on the Update button at the end of the module. Alternatively you can hide the module by clicking on the tab with the cursor (in the top left-hand corner).

Slideshow / Banners.

Enter the images to be viewed in the main space of the home page of the chosen template in this block. When you access this block, you will view all the images entered to date.

The list will display:

1. Move/Sort.
2. Edit.
3. Preview.
4. File name.
5. Type of file.
6. Weight.
7. Alternative text · ALT.
8. Activate/deactivate ON/OFF.
9. Delete.
10. Total No. of saved images.
11. No. of pages.
12. Back/Next button to browse through the pages.
13. Add new images.

The following tasks can be carried out: :

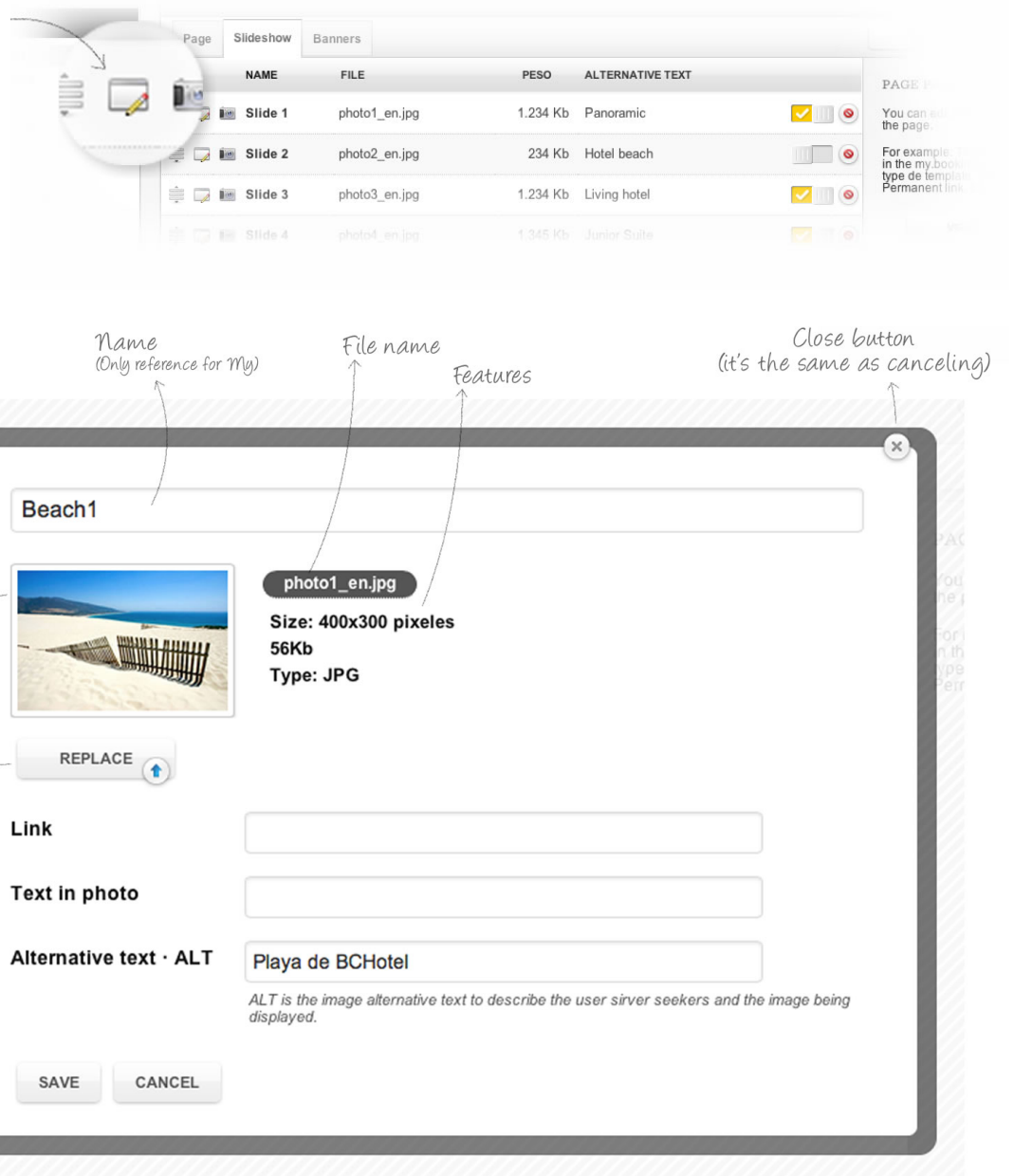1. **Sort**. Organise the appearance of the images on the home page by using the Sort icon.

To organise the appearance of the images, press the Move icon and drag the image to where you want it to appear from the list. This line will turn yellow when moved.

2. **Edit**. The file of this image can be edited by pressing the Edit button.

To edit an image from the list, press the Edit button, which will open the image file:

	NAME	FILE	PESO	ALTERNATIVE TEXT		
Page	Slideshow	Banners				PAGE
	Slide 1	photo1_en.jpg	1.234 Kb	Panoramic		You can the page
	Slide 2	photo2_en.jpg	234 Kb	Hotel beach		For example in the my.boo type de templa Permanent
	Slide 3	photo3_en.jpg	1.234 Kb	Living hotel		
	Slide 4	photo4_en.jpg	1.345 Kb	Junior Suite		

Name (Only reference for My)

File name

Features

Close button (it's the same as canceling)

Image Preview

Beach1

photo1_en.jpg

Size: 400x300 pixeles
56Kb
Type: JPG

Replace button

REPLACE

Specials feactures

Link

Text in photo

Alternative text · ALT

Playa de BCHotel

ALT is the image alternative text to describe the user sirver seekers and the image being displayed.

SAVE   CANCEL

Name. The hotel can modify the name; this is internal information used as a reference for your **My** only; it has no impact on our Website.

Preview. You will see a preview of the photo. Click on the photo to zoom.

File characteristics. **My** will show a series of file characteristics, namely the file name, size and type, as well as the pixel size.

Replace. Here you can also replace the image and upload another one onto your **My**.

Link. Include a link to the photo that will take you to another page describing details of an offer or service or...

Text of the image. You can add the text you want to be displayed over the image. This field is optional and will only be displayed if the template chosen allows for text over the home page image.

Alternative text · ALT. Add ALT text to the image for search engines. This field will be filled automatically by the system using the name given to the banner, but you can modify it if you wish.

Once the fields are modified, press the Save button to save all the changes made. The Cancel button will not save the changes made and will bring you back to the list of images. The Close button is used to exit the image file without saving the changes made.

3. **Preview**. The image can be viewed by pressing the Preview button.

Press the Preview button on the line of the image.

Close button (it's the same as canceling)

Exit Preview mode by pressing the Close button.

4. **Activate/Deactivate**.
Activate/deactivate the image display on the website with the ON/OFF button.

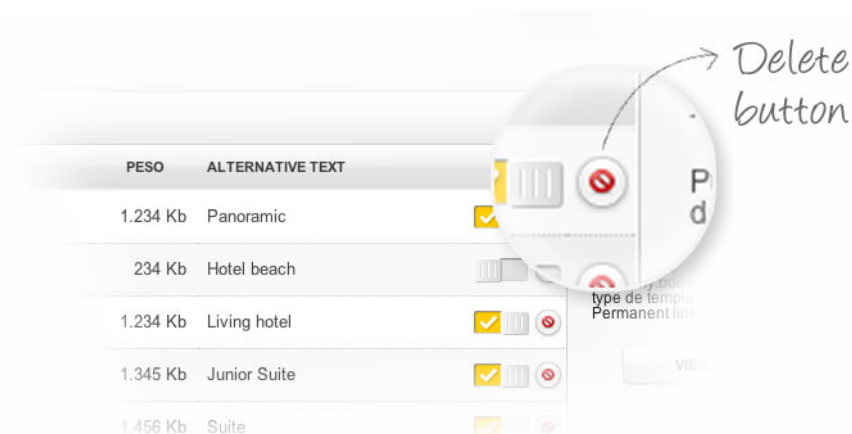To deactivate the display of a banner on the website, move the ON/OFF button to the OFF position.

To activate the display of a banner on the website, move the ON/OFF button to the on position.
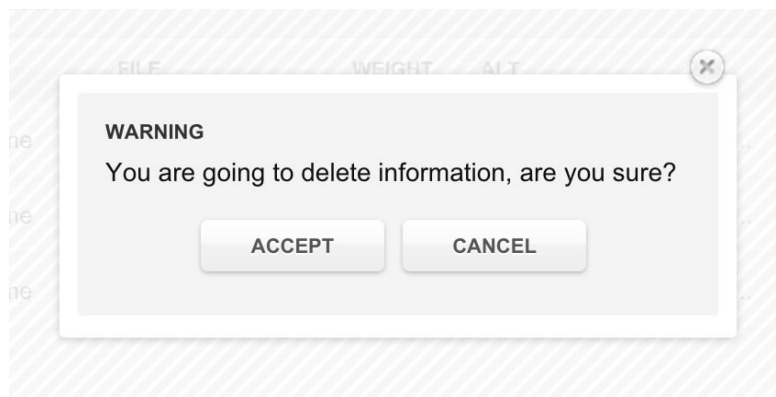

Active/Deactive

On - Active

OFF - Deactive
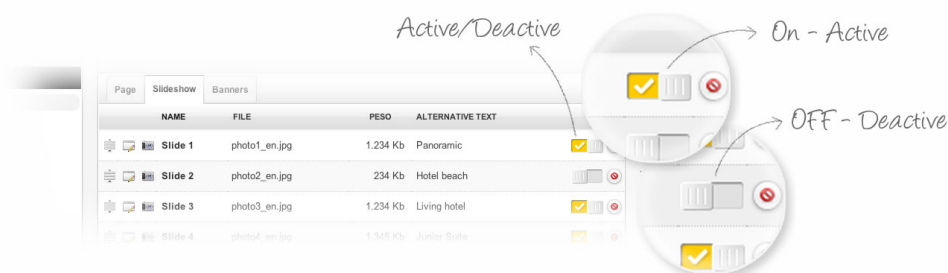
5. **Delete imágenes**. Delete images using the Delete button. To delete an image, press the Delete button of the image you wish to delete

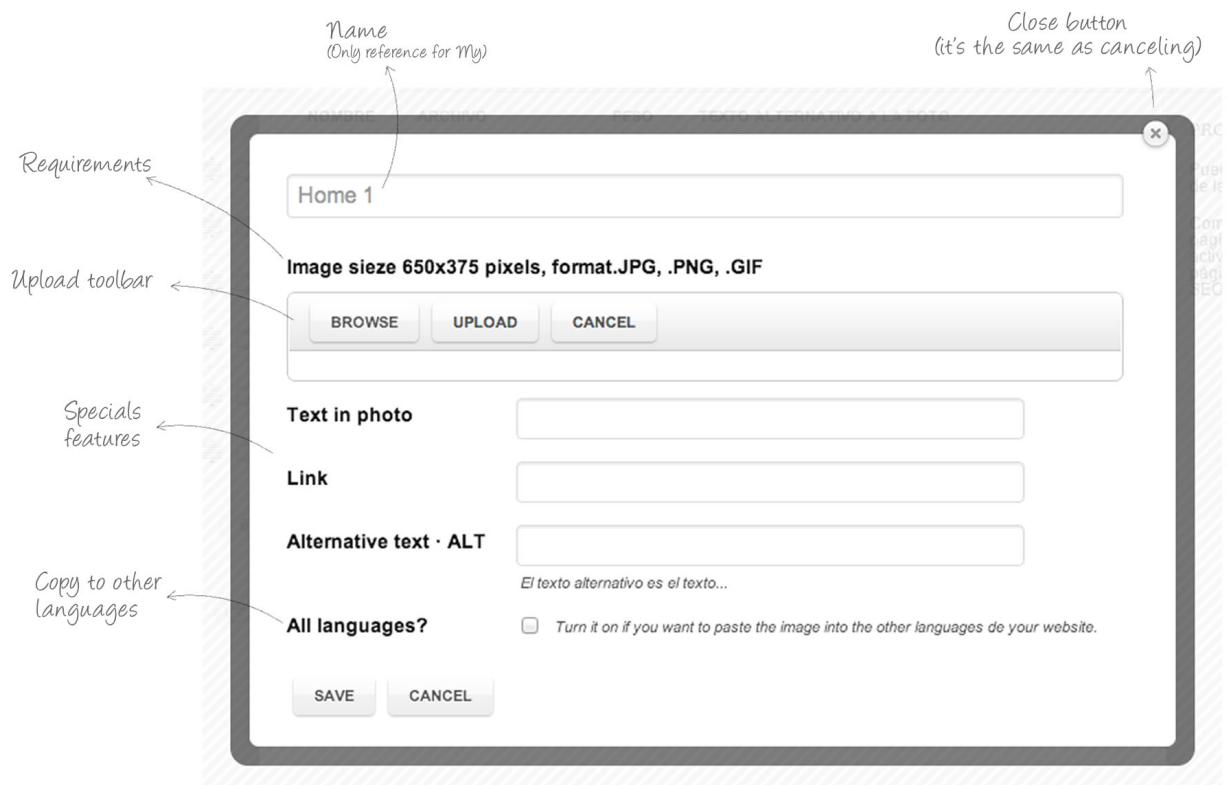Delete button

When you press the Delete button, the system will request user confirmation.

WARNING

You are going to delete information, are you sure?

ACCEPT   CANCEL

6. **Add new images**.
Add new images using the Add button.

Press the Add button to add new images. A new file will be created with a blank image.

Slide 6   photo6_en.jpg   1.345 Kb   Restaurante

6 images   Previous   Pages 1 / 1   Next

⊕ Add

⊕ Add

Name
(Only reference for My)

Close button
(it's the same as canceling)

Requirements

Home 1

Upload toolbar

Image sieze 650x375 pixels, format.JPG, .PNG, .GIF

BROWSE   UPLOAD   CANCEL

Specials features

Text in photo

Link

Alternative text · ALT

El texto alternativo es el texto...

Copy to other languages

All languages?   ☐ Turn it on if you want to paste the image into the other languages de your website.

SAVE   CANCEL

Name. Enter the name of the image in the first blank field. This is internal data and will not be displayed on the public website. It is the name that will appear on the list of images.

Uploading the image: By pressing the Browse button, you can search your computer to find the image you wish to upload. By selecting the image, it will upload to **My**. Then, you can trim the photo to the specified size.

Once trimmed, press the Upload button. The process is therefore complete.

Link. Include a link to the photo that will take you to another page describing details of an offer or service or. . .

Text of the image. You can add the text you want to be displayed over the image. This field is optional and will only be displayed if the template

chosen allows for text over the home page image.

Alternative text · ALT. Alternative text · ALT, add ALT text to the image for search engines. This field will be filled automatically by the system using the name given to the banner, but you can modify it if you wish.

Once all the fields are filled in, press the Save button to save the new image on **My**, or the Cancel or Close button if you wish to exit without saving the new details.

Pages.

All content is administered in this module (texts, images, translations...) for all the webs of your **BookingCore**, except for the home page, which has its own module.

The structure of the pages that will be displayed initially corresponds to the pre-selected template. The possibility of creating new pages, editing existing ones and reorganising and deleting pages is also possible.
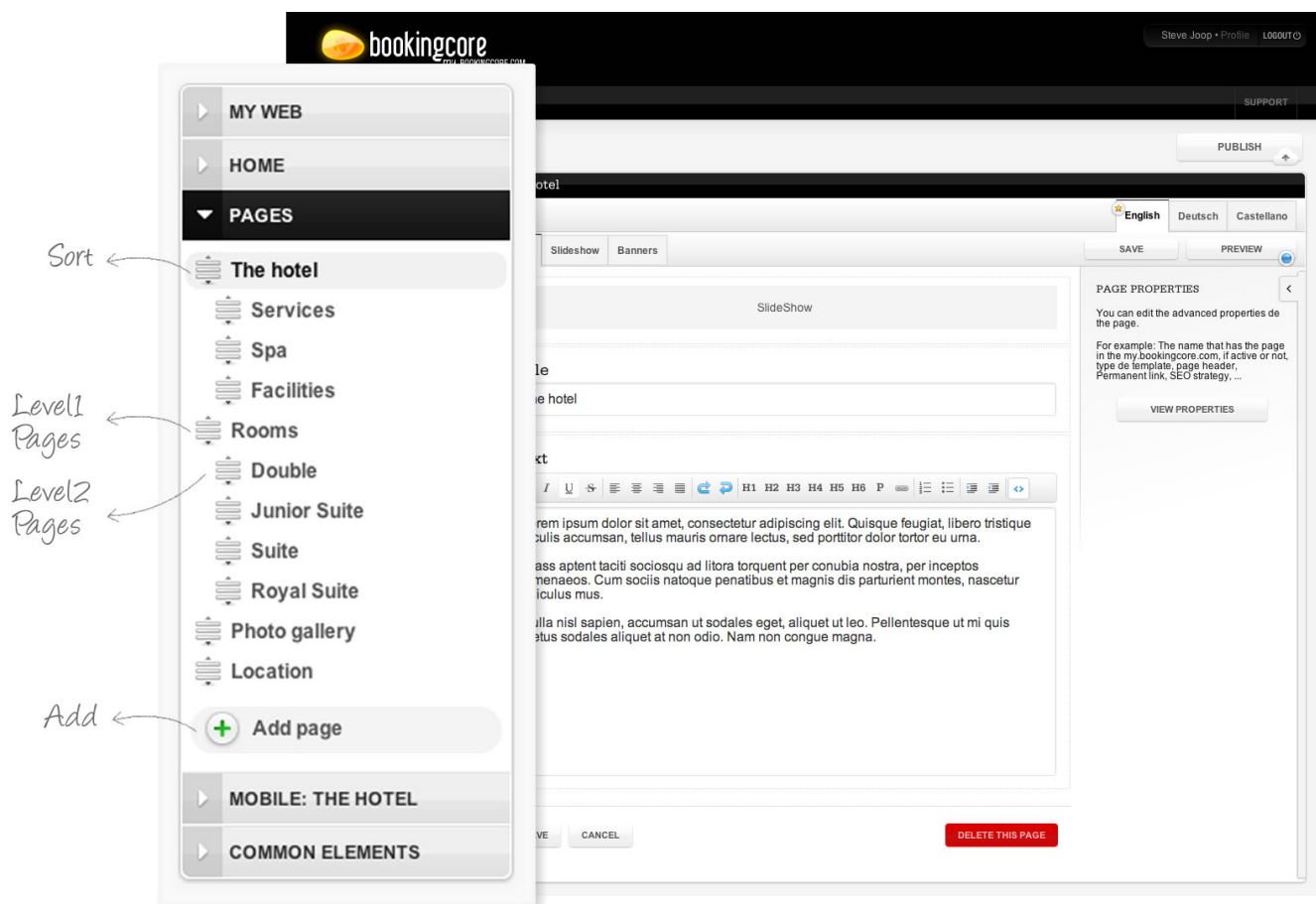

To reorder the pages of the website's main structure, simply hold the Move button on the page structure and drag it to the required position.

To add a new page to the structure of the website, press the Add Page button. The Wizard will open when you press the Add Page button.

In the first field, Page Name, enter the name you wish to use for this page within the structure of the pages of **My**.

In the second drop down field, Root or Already existing page, you can indicate how this page will be accessed: directly accessible from the menu or from a page accessible from a section of the menu.

Therefore, new event pages can be created that are directly accessible from the menu or are located within an already existing page, such as the hotel Website.
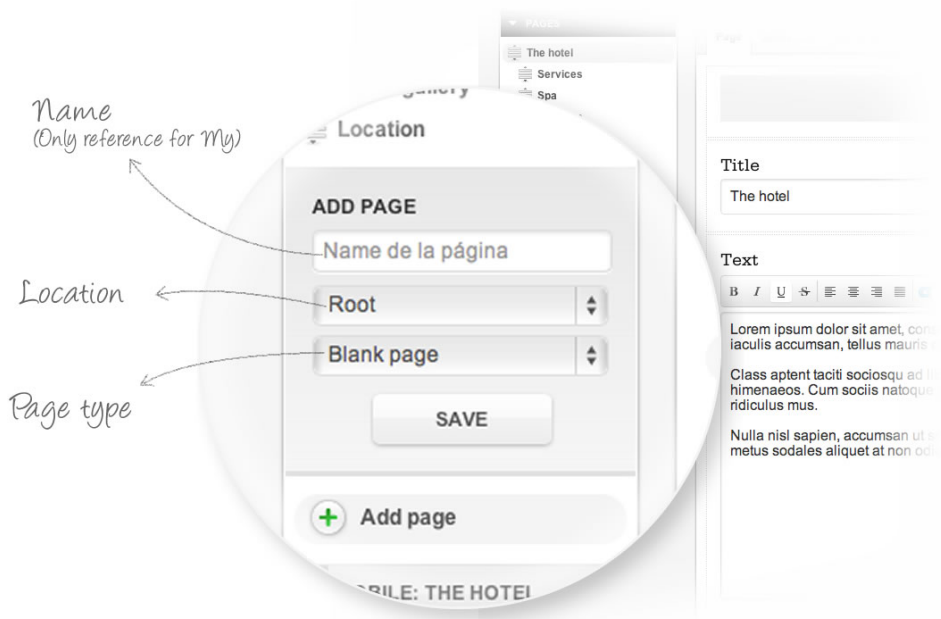
The third field enables choosing the page:

Blank page: Completely blank page for text.

Page with header photos: Structure with space for a slide show in the header plus text.

Page with map: Page with space for a map (api google maps) in the header plus text.

News or events page: page with list of articles (news and events).

Form page: Page with text and contact or work form..

To edit any page in the page structure created, click on the page you wish to edit and fill out the required fields.

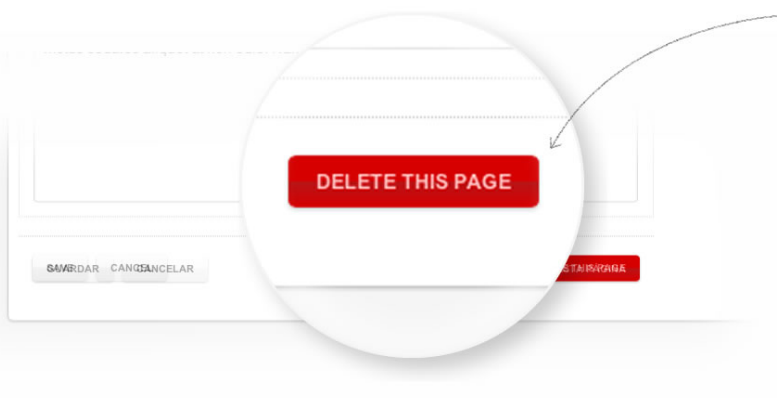The Save and Preview buttons will be maintained on the tool bar.

On the tab menu, the previous set languages will be available. You will be able to select the language you wish to use for the content of the page you are working on.

On the right side of the screen, the SEO module will be maintained for each one of the created pages.

To reorganise the pages of the main structure of the website, press down on the Move button of the page structure and move it where you want.

PLEASE NOTE: If you are ready to publish these changes on your website, save them and then click on the Publish button situated in the top right-hand corner of the screen.

Delete page. To delete a website page, simply click on the red Delete

Main language and other languages

Publish to the website

PUBLISH

Save and preview buttons page

English   Deutsch   Castellano

SAVE   PREVIEW

PAGE PROPERTIES

You can edit the advanced properties de the page.

For example: The name that has the page in the my.bookingcore.com, if active or not, type de template, page header, Permanent link, SEO strategy, ...

VIEW PROPERTIES

Advanced Propertie page

Access button text

Access tab (Show/Hide) to the properties page

Steve Joop • Profile   LOGOUT ⏻

SUPPORT

PUBLISH

lish   Deutsch   Castellano

PREVIEW

PERTIES

t the advanced properties de

: The name that has the page bookingcore.com, if active or not, plate, page header, link, SEO strategy, ...

VIEW PROPERTIES

this page button on the page structure menu. Remember that some pages cannot be deleted; these include the home and photo gallery pages. However, others can be deactivated from the Page properties section.

DELETE THIS PAGE

SAVARDAR CANQLSANCELAR

ETANEVRAGA

Common elements.

In this module, rename and translate all the common texts on the website.

This module has its own items, depending on the amount of common text that the chosen template has available.

The items of this module usually include:

Main menu.

Navigation menu.

Footer menu.

Booking module.

Offer module.

Service module.

Registration module.

Social network module.

Others.

Each item will have a list of texts that you will be able to modify and/or translate.
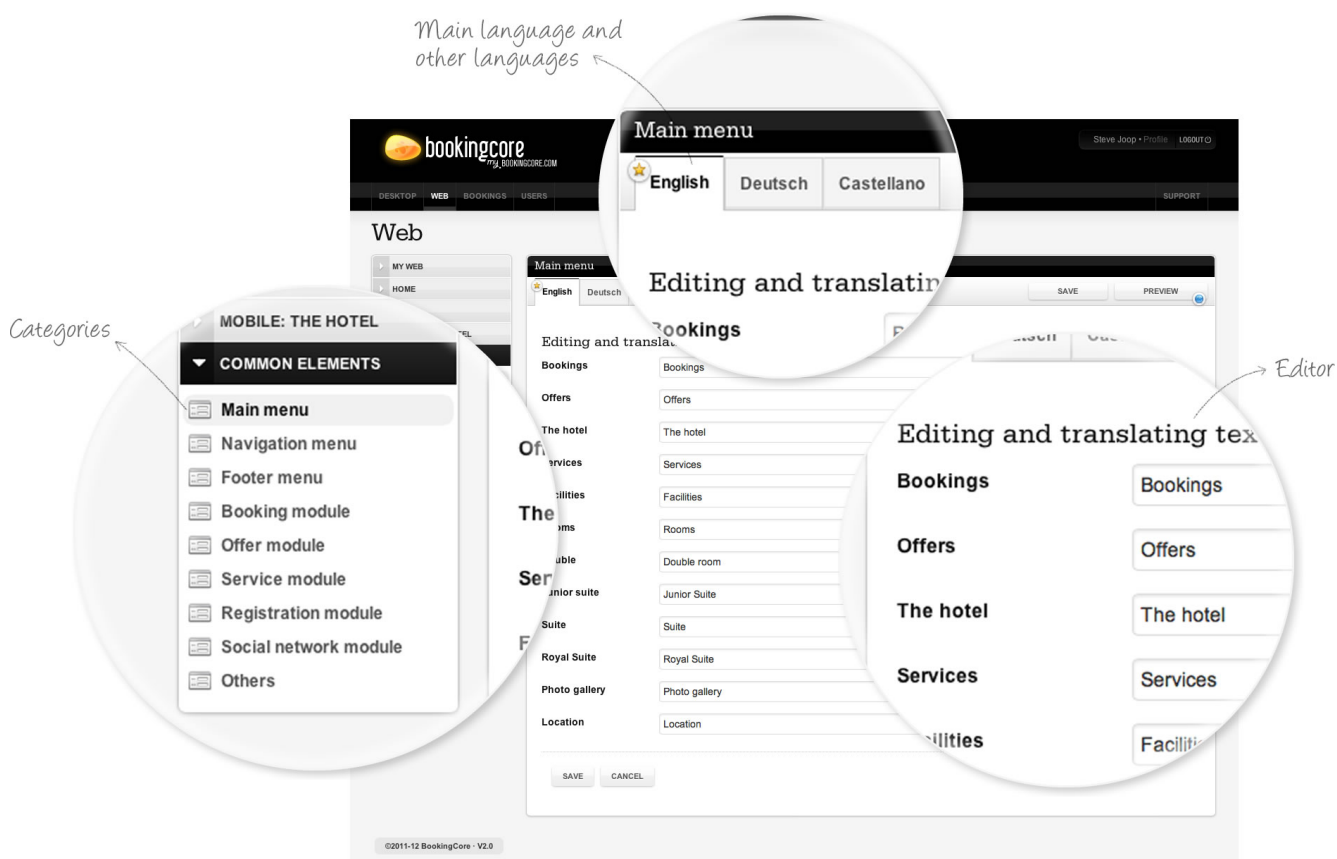
To modify or translate one of the texts in the module, press the Tab menu, click on the language you wish to use, then change or translate the text. Press the Save button to save the changes.

Bookings.
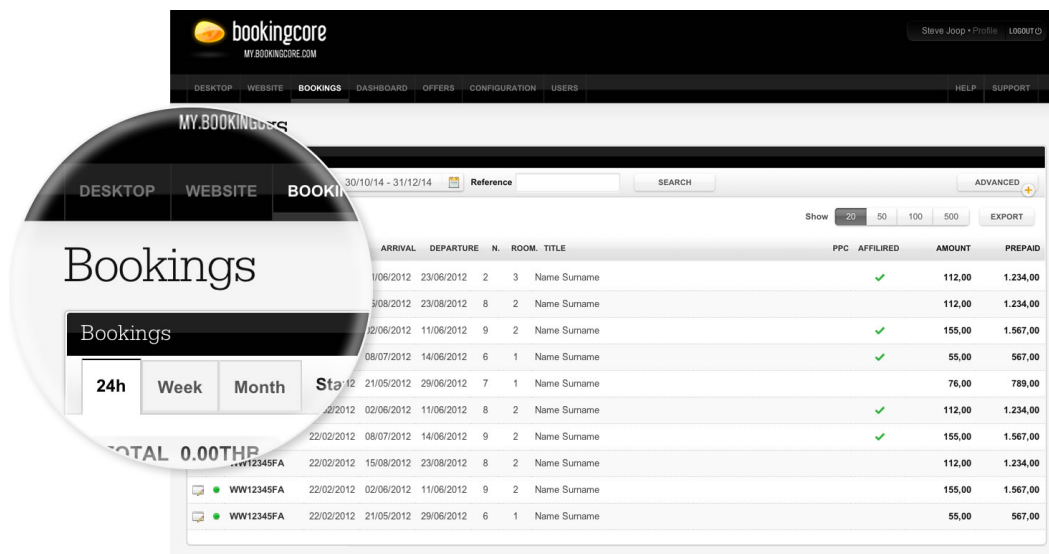
The following information for the booking will be displayed on this list:

Edit. Press the Edit button to open the booking and modify it or cancel it.

Status

Yellow: Active but out of date for billing commission*

Green: Active and in date for billing commission.

Red: Cancelled.

Booking reference.

Operation date.

Arrival date.

Departure date.

Validation date.

No. of nights booked.

No. of rooms booked.

Name used for booking.

Amount of commission to be invoiced.

Booking amount.
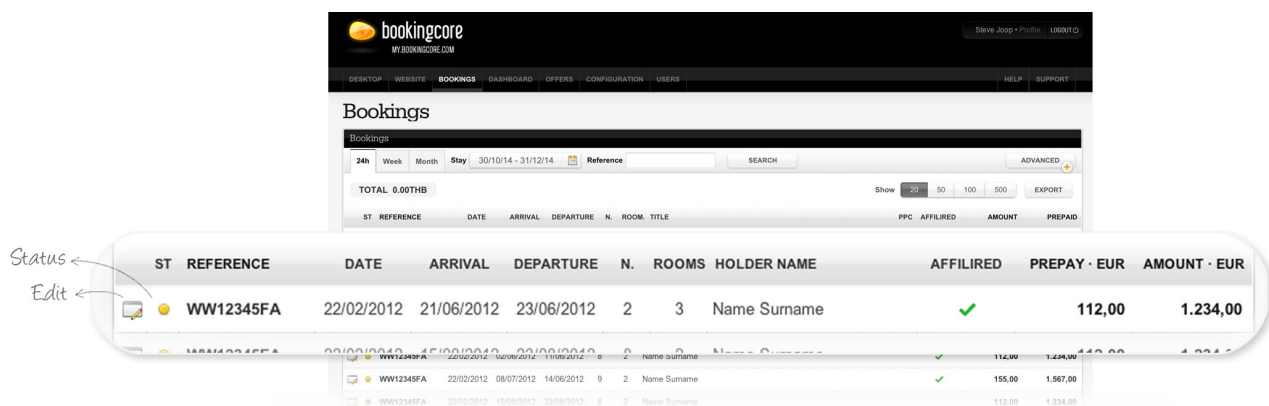
You will also be able to view the total number of reservations for the selected period. The pager function allows you to view the number of reservations per page, and there is also a button to export the list of reservations for use in other programs.

This is a view of 20 bookings per page. To increase the number to 50, 100 or 500, press the corresponding Display button of the pager (50, 100 or 500).
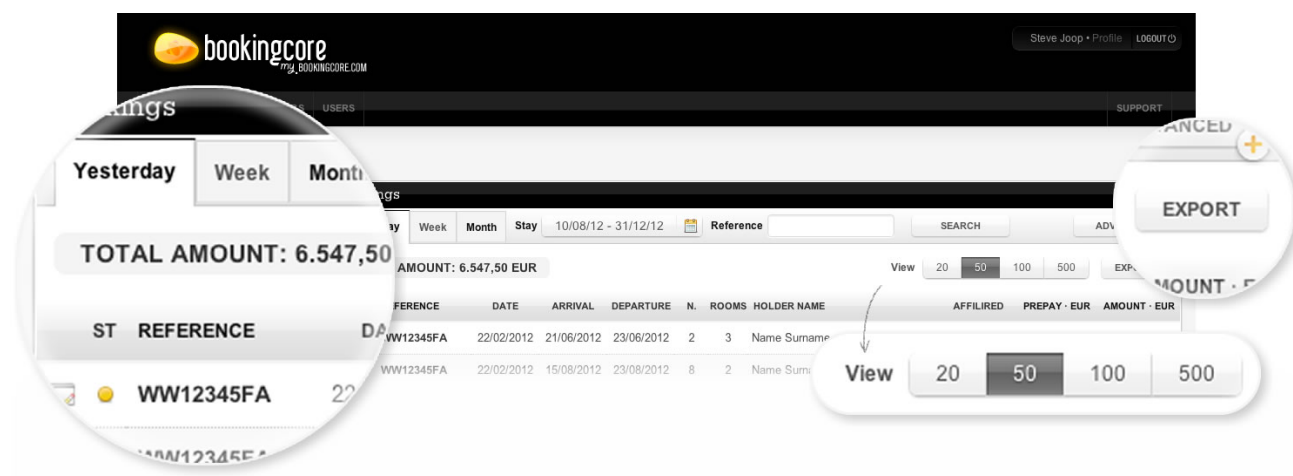
Upon accessing Desktop > Reports > Bookings, the bookings made in the last 24h and the total amount of these bookings will be displayed by default.
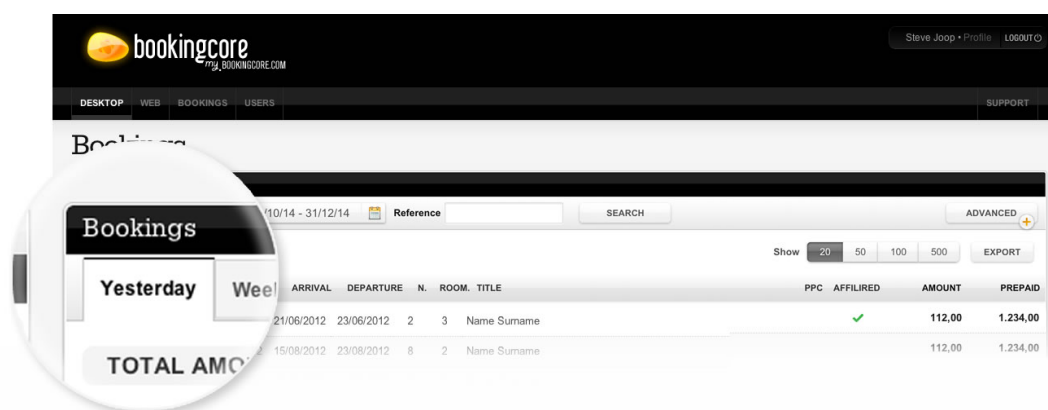
Access the accumulated bookings list over the week or the month with a simple click. To access the accumulated bookings list for the current week or for the month, click Yesterday/Week/Month on the tab menu.
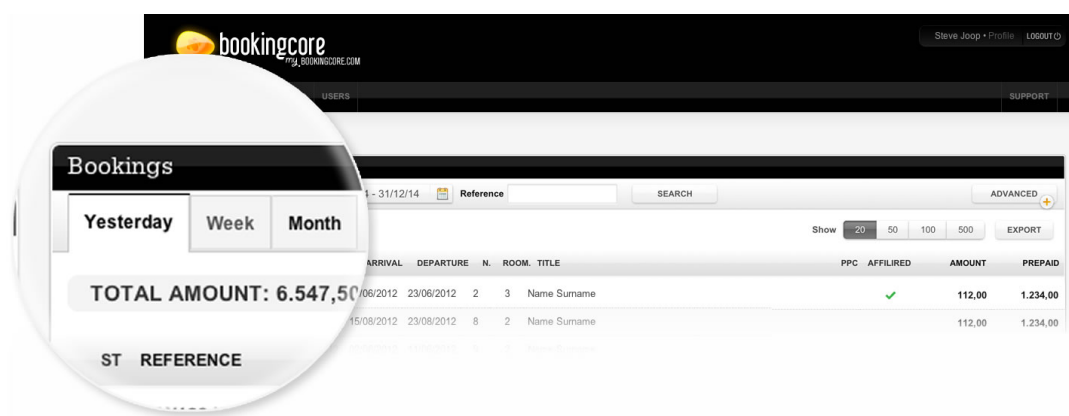
You can also access a booking list for a specific season. Indicate the date from/ date to on the calendar included on the tool bar next to the tab menu.
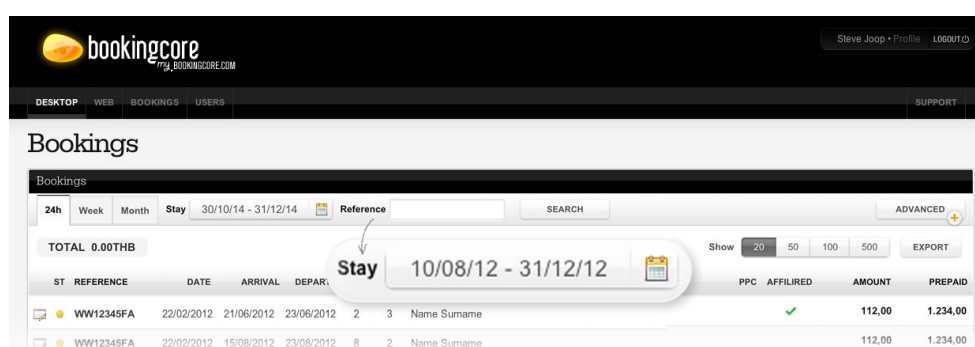
Also, you can search for a specific booking, by entering the booking reference number in the empty field included on the tool bar.
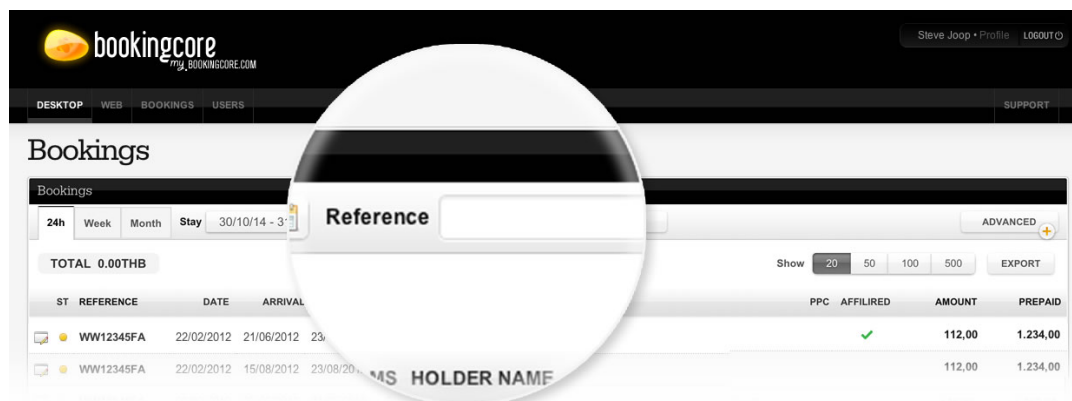
By pressing the Advanced button on the tool bar, you can carry out a more advanced search.
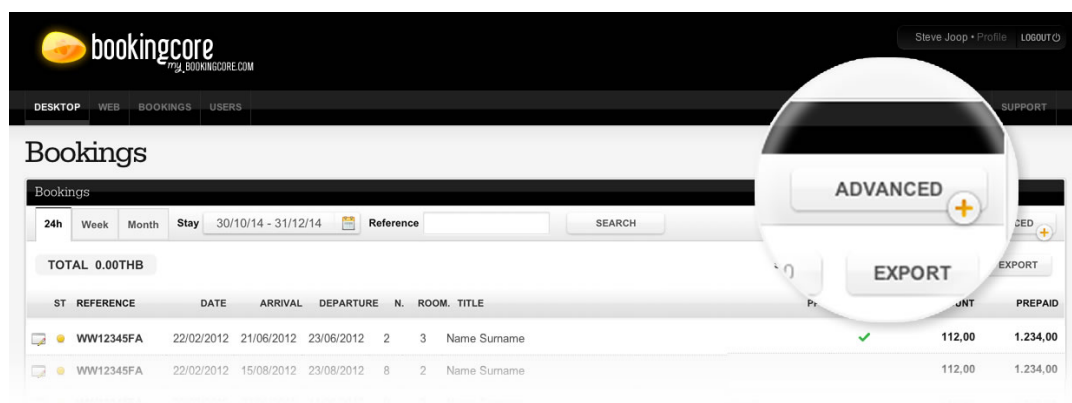
Advanced search

From this advanced search engine, you can search for:

— Reference number.

— Booking status.

— Arrival/departure date.

— Start/end operation date.

— Country.

— From where booking was made.

— By a specific offer.

— Affilired.

These search filters can be unique or related. You can search all the bookings that have been made from a country, and at the same time, relate these bookings to the month they have been made and the date of stay.

Booking.

From the list by clicking on the buttom Edit, the user can edit a booking to cancel it, to collect data information about credit card used in booking confirmation, and to re-send or to see the receipt.

In booking form there are 6 buttons and all booking details – reference, booking date, contract, language, guest's information and breakdown.

The options of booking form are:

Save. It saves any change made in the booking, such as guest data.

Back. Return button exits the booking form without saving the data, even if changes have been made.

See voucher.. It shows the voucher sent to the customer by email.

Send voucher. It re-sents the voucher to the costumer

Cancel booking. Cancel booking cancels the booking. A dialog box appears prompting you to confirm the cancelation to avoid errors.

Recover CC. When this button is clicked a card data request ticket is generated in section SUPORT > TICKETS. In addition an email is sent to the user to inform about a new ticket is created.

Bookings

Booking · BC/153HZK35MKR

Acciones en la reserva

| SAVE | BACK | | RECEIPT | SEND RECEIPT | CANCEL BOOKING | RECOVER CC |

Datos principales de la reserva

Reference	81PBYH20NT	**Created**	22/11/10 14:25
State	Activa	**Agreement**	Web 24h.
Language	Castellano		

Datos del húesped

Húesped

Name	Sr. Esteban	**Surname**	Empleos Maleto
ID Card/Passport	431566577S	**Email**	Esteban@bchotel.com
Address	Nombre de Hotel	**City**	perth
State	Barcelona	**Zip code**	6025
Telephon	+34 123 456 789	**Country**	Australia

Desglose

Detalle de las habitaciones

Habitacion Junior Suite
EARLY BOOKING 30 · MEDIA PENSIÓN

DESDE	HASTA	NOCHES	ADULTOS / NIÑOS	PRECIO	TOTAL
20/06/2007	30/06/2009	10	2 Adultos	123 EUR	123 EUR

Extras

Pensión completa • 20 EUR por persona y dia

| 20/06/2007 | 30/06/2009 | 10 | 2 Adultos | 20 EUR | 200 EUR |

Total de la habitación 123,00 EUR

Total de la reserva 1.123,00 EUR
Impuestos IVA 18% · 123,00 EUR incluidos

Detalle de las habitaciones

Observaciones del cliente

El cliente no ha indicado nada.

| GUARDAR | VOLVER |

Dashboard · Control Panel.

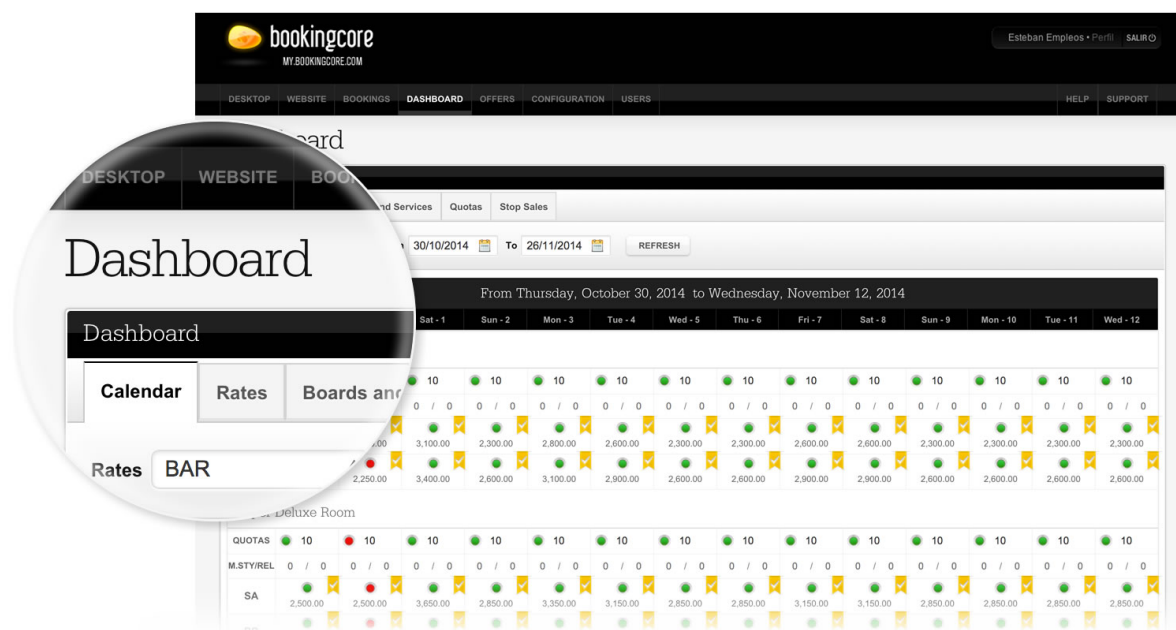The Control Panel or Dashboard level groups 5 modules:

CALENDAR.

RATES.

MEAL PLANS AND SERVICES.

QUOTAS.

STOP SALES.

This section enables configuring and administering the entire sales process of your Website and Mobile Web.

When you access the Control Panel level, by default, we will access the first module of this section: Calendar.

Calendar

Module from where you can work with your quotas, base rates, minimum stays, releases, view sales, cancellations, total active bookings, price changes for meal plans, prices for additional services, stop sales and view the status of available quotas per month, room and day.

When accessing to the Calendar, the next 30 days information is displayed by default.

The information for a contract's particular season can be viewed by using superior filters. To do so, simply select the date range and contract and then click on "View".

A two-weekly calendar view is displayed with the following information about available-for-sale rooms:

1. Quota.
2. Sales.
3. Minimum stay.
4. Release.
5. Extra services.
6. Active offers.
7. Meal Plans.
8. Price.
9. State activate/ Stop Sales.

1. **Quota**. This indicates the number of rooms available for that day per contract and type of room.

2. **Sales**. This is simply informative. This indicates the number of sales that have been made that day, contract and type of room. By mousing over in quota field you will see a more info "i" tooltip with information about bookings per day. By clicking in it takes you to the booking list. You cannot modify these details on the panel.

3. **Minimum stay**. This indicates the minimum stay that you assigned for this day, contract and type of room in Bookings > Administration > Quotas. You can modify these details on the panel. Press the minimum stay field for the day you wish to modify and enter the new details.

4. **Release**. This indicates the release that you assigned for this day, contract and type of room in Bookings > Administration > Quotas. You can modify these details on the panel by clicking on the release field for the day you wish to modify and entering the new details..

5. **Extra Services**. By mousing over in quota field you will see a more info "i" tooltip with information about avaiable extra services. By clicking in star icon a colorbox for seeing or changing prices appears. Once you have entered all changes choose Save to save them or Cancel to exit without saving.

6. **Active Offers**. A flag is showed when there is active offer for that day. By clicking in it takes you to the offer.

From the panel you can modify the data. Simply clicking on the field day services to be modified, a window with all the services and prices are open, then we click on the service you want to modify and introduce the new price.
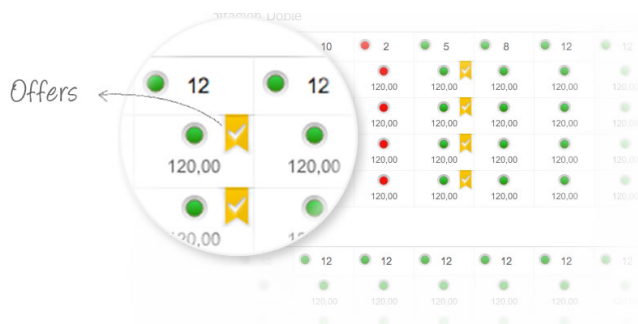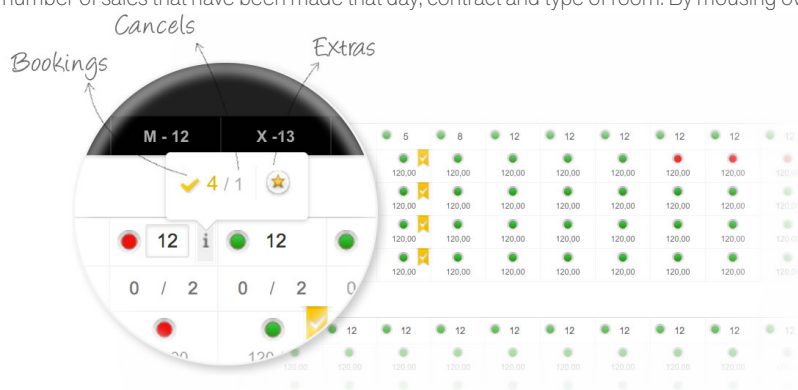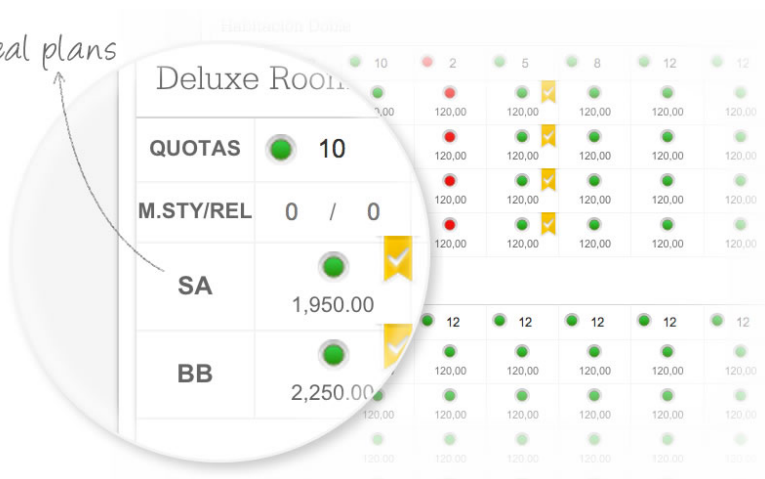
7. **Meal Plans**. Hotel's meal plans are shown in the left-hand column, above the type room. Each cell of the row displays the information about availability and Price for a particular Meal Plan.

8. **Price**. In a calendar table, each cell of the row displays the price per day in particular room type and meal plan.

We can modify the price for that day, and room type scheme from the spot so we must place ourselves above the price you want to modify and click on it.

Rates modify
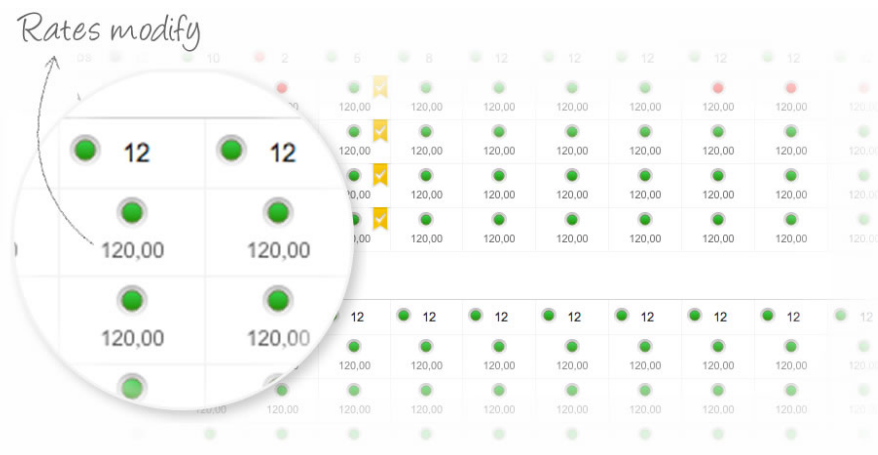
Wednesday, November 5, 2014

Reference Prices for Deluxe Room en Room only (Base Rate)

Adult 1	Adult 2	Adult 3
2,300.0	2,300.0	500.00

Bed and breakfast

⚠️

ADVICE

Remember that you are modifying a board, and it will affect all room types.

Adult 1	Adult 2	Adult 3	Child, 0-4 years old 1	Child, 0-4 years old 2	Child, 4-12 years old 1	Child, 4-12 years old 2	
300.00	0.00	600.00	0.00		0.00		

SAVE   CANCEL

It's important to read and take into instructions and warnings that appear in this screen

9. **Status: Active / Stop Sales**. There are two status: Active and Stop Sales.

Active- Bullet is shown in green color. By clicking in it , a general or meal plan (depending on the selection) stop sales is applied and bullet turns red.

Stop Sales- Bullet is shown in red color. By clicking in it, a general or meal plan (depending on the selection) open sales is applied and bullet turns green.

Ventas cerradas

Ventas abiertas
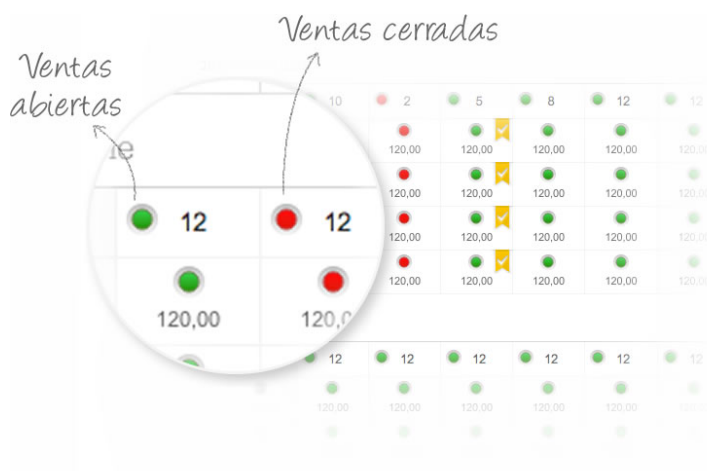
Rates

The rates management module lets you indicate and modify rates for a particular time period, day of the week, contract and rooms.
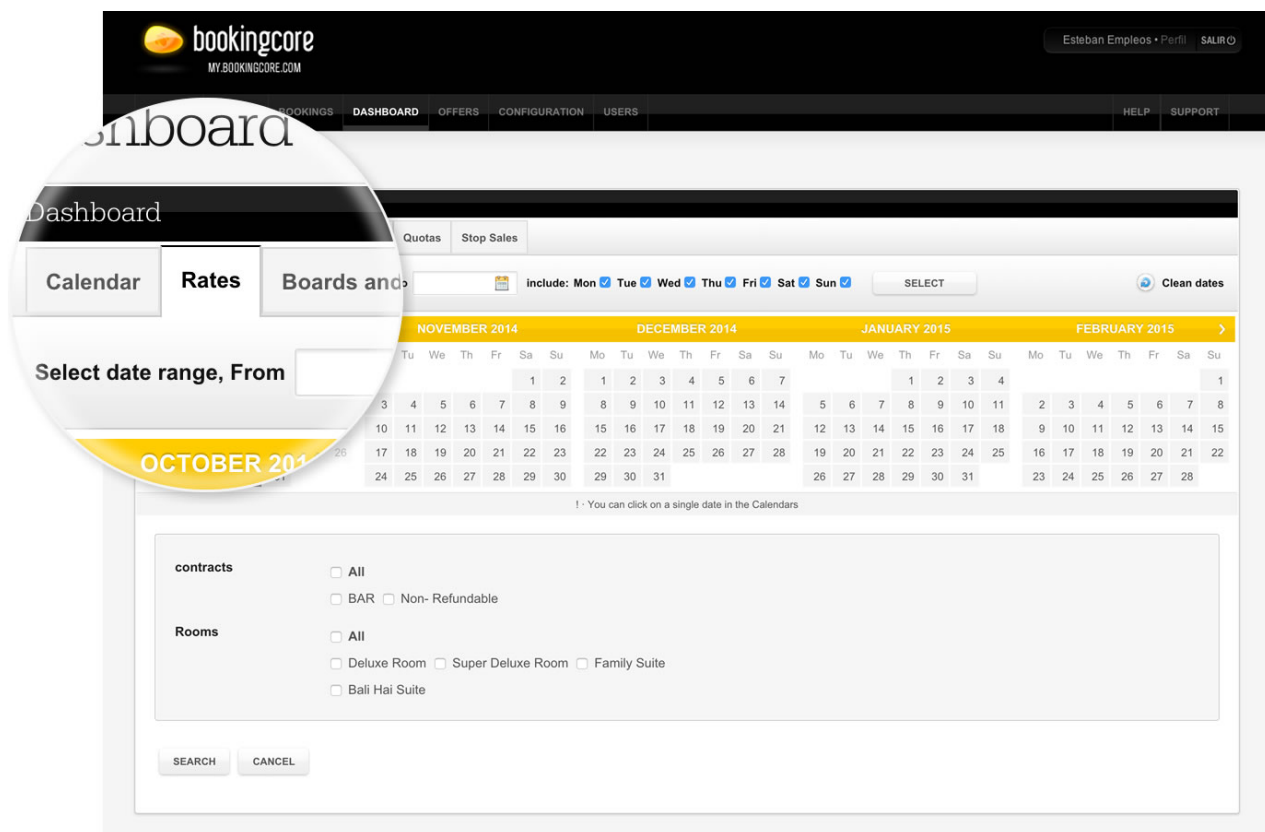
There are the following actions:

1. Date range selection.
2. Days of the week included.
3. Select.
4. Current selected days reset.
5. Calendar.
6. Kind of change.
7. Contracts.
8. Rooms.
9. Search.
10. Cancel.
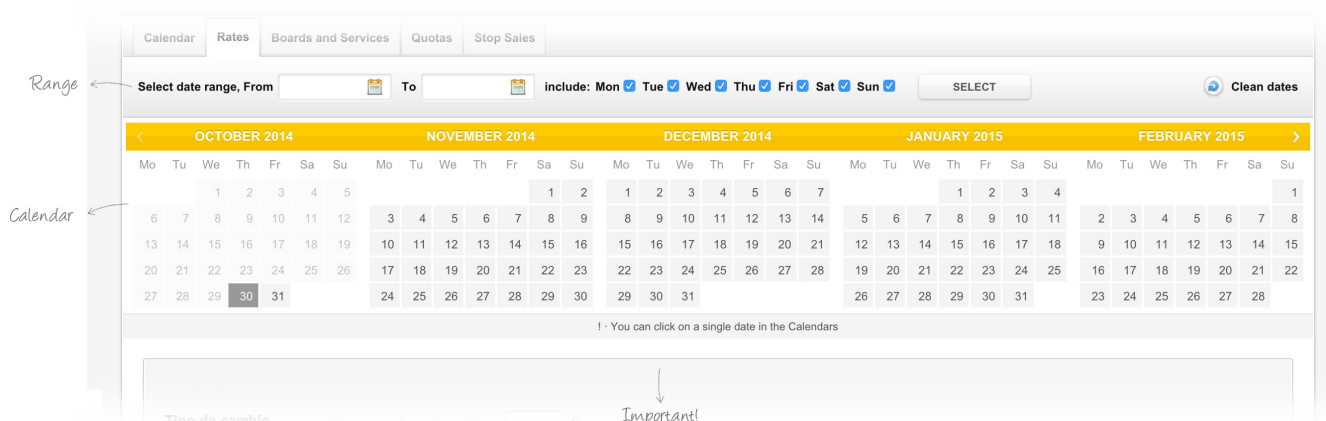
1. **Date range selection** lets you select a period or season which you want to modify or add new rates.

2. **Weekdays included**. Within the date range indicated above, it lets you to choose which days of the week the change or the new rates will be applied.

3. **Select**. Button apply filters date range selection and weekday included

4. **Resetear fechas**. Este botón nos sirve para deshacer las fechas hasta ahora seleccionadas en el calendario.

5. **Calendar**. It displays highlighted date ranges selection and also lets you select an individual day or some days to apply the change.

6. **Kind of change**. EThe change can be a net price or an increase / drecrease of percentages over the previous rate.

7. **Contract**. It lets you on what contract or contracts you want to apply changes.

8. **Rooms**. It lets you on what type of room or rooms you want to apply changes.

When net price is chosen as kind of change, a change rate screen by type of contract and room will be displayed

The user clicks on the Search button, which will show the fields by type of contract and type of room to add the new rate.

Therefore, you can assign a base price per person or per room.

Room price. Enables setting the price per room when required.

Adult 1. Field for the price that the first adult must pay this season for this type of room, when price is per person.

Adult 2. Field for the price that the second adult must pay this season for this type of room, when price is per person.

Child 1. Field for the price that the first child must pay this season for this type of room, when price is per person.

Child 2. Field for the price that the second child must pay this season for this type of room, when price is per person.

On this list, you can reset one of the lines of the season rates in order to leave it blank and re-enter the prices. You can also modify one or several specific price fields.

Reset. To reset the line, press the Reset button.

Modify. To modify the rates, edit the rate field and press the Save button on the tab menu.

As a reminder, the Cancel button will return you to the list page without saving any of the changes made.

When percentage is chosen as kind of change, increase is applied when "APPLY" is clicked.

Once you have entered all the changes, click on Save.When changes have been saved, you are immediately taken to the calendar to check them.

Meal plans: Register the meal plans of the hotel for the contract selected per season and per room here.

Reset button

Meal Plans and Services.

This module lets you add or modify meal plans prices and services prices for a particular time period, day of the week, contract and rooms.

There are the following actions:

1. Date range selection.
2. Days of the week included.
3. Select.
4. Current selected days reset.
5. Calendar.
6. Contracts.
7. Meal plans.
8. Services.
9. Search.
10. Cancel.

1. **Date range selection**. lets you select a period or season which you want to modify or add new rates.

Within the date range indicated above, it lets you to choose which days of the week the change or the new rates will be applied.

2. **Include weekdays**. Within the range indicated above, you can filter by day of the week, so being able to select Friday and Saturday of that range

to modify or add prices.

3. **Select** . Button apply filters date range selection and weekday included.

4. **Current selected days reset**. Lets you reset selected dates in calendar.

5. **Calendar**. It displays highlighted date ranges selection and also lets you select an individual day or some days to apply the change.

Contracts	☐ All		
	☐ BestRate	☐ Normal	☐ Flex
Meals plans	☐ All		
	☐ Bed and breakfast	☐ Half board	
	☐ All inclusive	☐ All inclusive 24h.	
Services and extras	☐ All		
	☐ Spa	☐ Parking	☐ Golf

SEARCH   **CANCEL**

6. **Contract**. It lets you on what contract or contracts you want to apply changes.

7. **Meal Plans**. It lets you on what meal plan or plans you want to apply changes.

8. **Services**. It lets you on what service or services you want to apply changes.

The user clicks on the Search button, which will show the fields by type of contract and type of meal plan or extra service to add the new rate.

BestRate

Bed and breakfast	Adult 1	Adult 2	Adult 3	Child, 2-12 years 1	Child, 2-12 years 2	Baby, 0-2 years 1	
	80,00	80,00	50,00	50,00	40,00	80,00	

Half board	Adult 1	Adult 2	Adult 3	Child, 2-12 years 1	Child, 2-12 years 2	Baby, 0-2 years 1	
	80,00	80,00	50,00	50,00	40,00	80,00	

Spa	Room	Adult 1	Adult 2	Adult 3	Child, 2-12 years 1	Child, 2-12 years 1	Baby, 0-2 years 1	
		80,00	80,00	50,00	50,00	40,00	80,00	

Parking	Room	Adult 1	Adult 2	Adult 3	Child, 2-12 years 1	Child, 2-12 years 1	Baby, 0-2 years 1	
		80,00	80,00	50,00	50,00	40,00	80,00	

Golf	Room	Adult 1	Adult 2	Adult 3	Child, 2-12 years 1	Child, 2-12 years 1	Baby, 0-2 years 1	
		80,00	80,00	50,00	50,00	40,00	80,00	

Normal

Alojamiento	Adult 1	Adult 2	Adult 3	Child, 2-12 years 1	Child, 2-12 years 2	Baby, 0-2 years 1	
	80,00	80,00	50,00	50,00	40,00	80,00	

Register the price to the meal plans or extra service of the hotel for the contract selected per season and per room here.

Price per room. Lets setting the Price per room when required. Please note that this option is disabled in Meals plans because price must be per person.

Adult 1. Field for the price that the first adult must pay this season for this meal plan or service, when price is per person.

Adult 2. Field for the price that the second adult must pay this season for this meal plan or service, when price is per person.

Adulto 3. CField for the price that the third adult must pay this season for this meal plan or service, when price is per person.

Child 1. Field for the price that the first child must pay this season for this meal plan or service, when price is per person.

Child 2. Field for the price that the first child must pay this season for this meal plan or service, when price is per person.

Baby 1. Field for the price that the first baby must pay this season for this meal plan or service, when price is per person.

...

On this list, you can reset one of the lines of the season rates in order to leave it blank and re-enter the prices. You can also modify one or several specific price fields.

Reset. To reset the line, press the Reset button.

Modify. To modify the rates, edit the rate field and press the Save button on the tab menu.

As a reminder, the Cancel button will return you to the list page without saving any of the changes made.

Once you have entered all the changes, click on Save

When changes have been saved, you are immediately taken to the calendar to check them.

Reset button
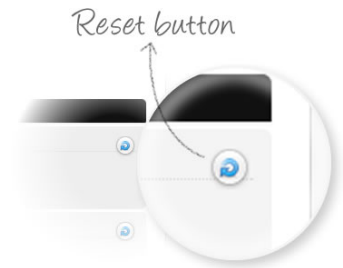
Quotas

This module lets you add or modify quotas and stay conditions for a particular time period, day of the week, contract and rooms

There are the following actions:

1. Date range selection
2. Quotas and conditions
3. Rooms
4. Search
5. Cancel

1. **Date range selection** . Lets you select a period or season which you want to modify or add new quotas or stay conditions..

2. **Quotas and stay conditions** . It lets you indicate on what you want to apply changes, quotas and or stay conditions or reléase

3. **Rooms**. It lets you set on what type of room or rooms you want to apply changes

The user clicks on the Search button, which will show the fields by type of room to add the new quota or conditions.

	SAVE	CANCEL

	Quota	Release	Min. Stay	
Double	90	5	3	
Junior Suite	90	5	3	
Suite	90	5	3	

SAVE   CANCEL

Register the quota and conditions for the contract selected per season and per room here.

Quota. Lets setting quota for a particular season and room type.

Release. Lets setting release for a particular season and room type.

Min.Stay. Lets setting a minimun stay for a particular season and room type.

Reset. To reset the line, press the Reset button.

Modify. To modify the rates, edit the rate field and press the Save button on the tab menu.

As a reminder, the Cancel button will return you to the list page without saving any of the changes made.

Once you have entered all the changes, click on Save

When changes have been saved, you are immediately taken to the calendar to check them.

Reset button
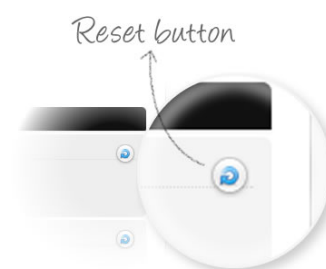
Stop Sales panel.

From here the hotel can stop sales for specific dates for one or more rooms, or one or more rates...

To access this panel, the hotel must click on the Stop Sales tab located on type tab menu of the Control panel.
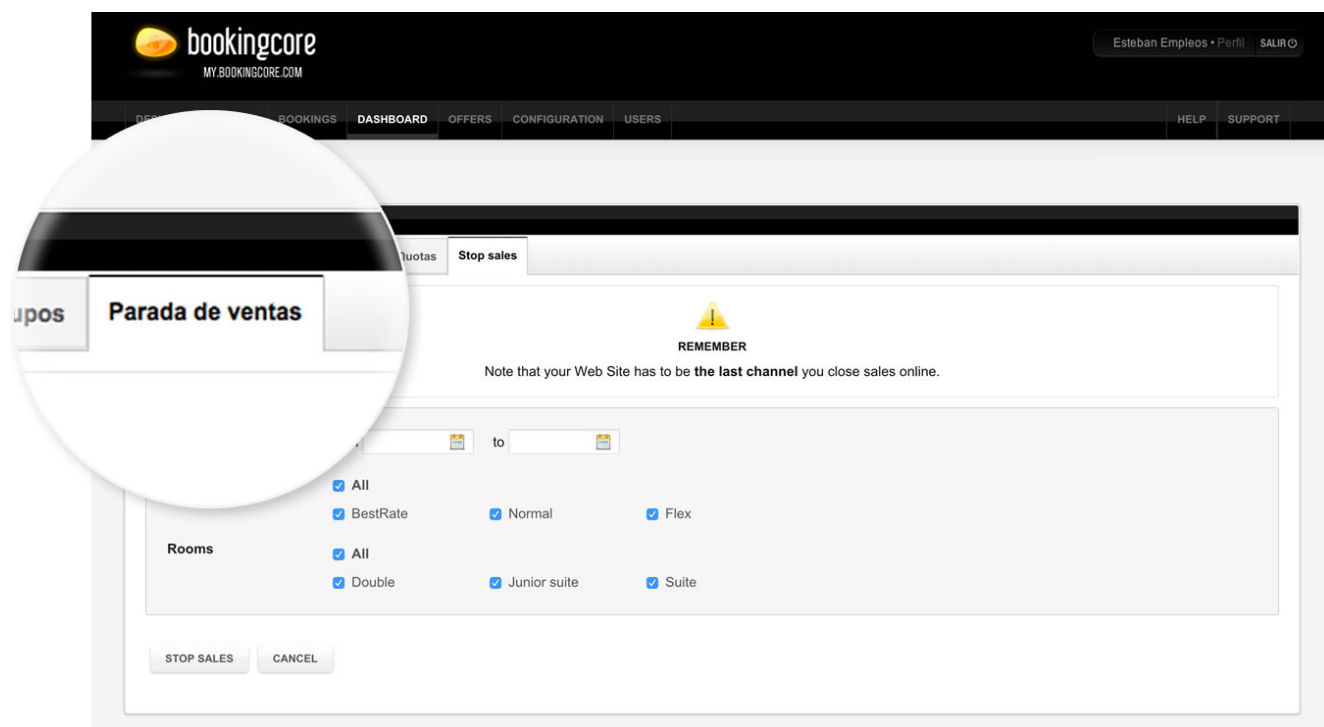
After accessing the panel, specify the dates from/until you wish to block sales, which rates you wish to block - all, one or several - and finally the room type you wish to block sales for - stating whether it applies to all types, one in particular or several.

To finalise this process, the hotel must click on the Stop Sales button and all sales for these dates, room rate(s) and type(s) will be blocked.

If you eventually decide not to block them, click on the Cancel button and go back to the Control Panel module.

Offers

This is where you publish and manage the offers you wish to publish on your Website and Mobile Web.

The offers will be associated with the previously published contracts in the Configuration module, so that every contract will have its own offers. From the Contract menu, you can list the offers published in each contract or view them all::

1. Sort.
2. Edit.
3. Activate/Deactivate.
4. Delete.
5. A5. Add a new offer.

1. **Sort**. To organise the already created offers from the list (this order will affect the public area of the Website since the order displayed on the list of **My** will be the same shown on the Website and the Mobile Web), hold the mouse cursor over the Move icon and drag the offer to where you wish to place it.

2. **Edit**. Edit an offer from the list by pressing the Edit button. When you open the season file, you can modify the fields you wish and press the Save button to save the changes made. Exit the file without saving the changes by pressing the Cancel button.

Name	Oferta EarlyBooking

Operation dates from 05/03/2012 to 30/04/2012

Stay dates from 01/05/2012 to 31/10/2012

Price from 17.00 EUR

Discount on stay 10.00 %

Discount on meal plans %

Gift nights: For every nights free nights

Rooms ☑ Double ☑ Junior suite ☐ Suite ☐ Presidencial

Promocode

Highlight on the Web ☑

Image: 400x300 pixels - format: .JPG, .PNG, .GIF

ofertahotel.jpg
Size: 400x300 pixels
21 Kb
Type: image/jpeg

REPLACE

English | Deutsch | Castellano

Title Book now and get 10% discount

Sort description Enjoy the sun and sand at the best price, book now until August 24th and get a 10% discount.

Description Enjoy the sun and sand at the best price, book now until August 24th and get a 10% discount.

SAVE   CANCEL

3. **Activated or Deactivated**. To activate or deactivate an already created offer that is not displayed on the public Website and Mobile Web, move the ON/OFF button to the on or off position.

Active/Deactive

On - Active
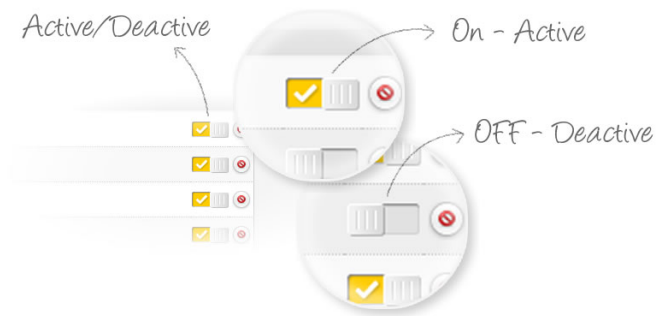
OFF - Deactive

ON. Activated.
OFF. Deactivated.

4. **Delete**. To delete an already created offer, press the Delete button. The system will request confirmation to prevent possible errors.

Delete button

ATTENTION
Are you sure you want to delete ... ?

ACCEPT   CANCEL
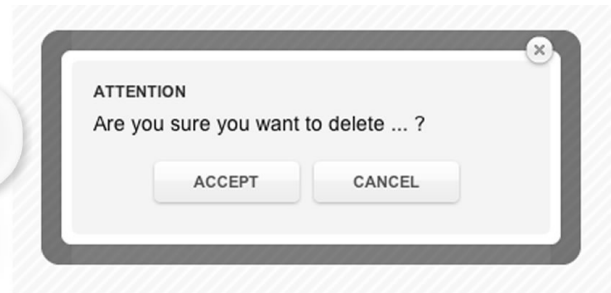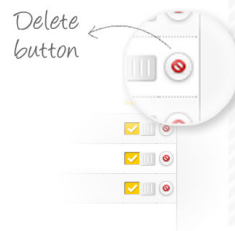
5. **Add**. To add an offer, select the specific contract to which you wish to add an offer, press the Add button and fill in the required fields.

Name. Field where you enter the name of the offer that you wish to appear on the list.

Transaction dates (from/to).. This field allows you to specify period of validity of the offer in terms of offer's visibility on website and can be booked it.

Dates of stay. (from/to). This field allows you to specify period of validity of the offer in terms of offer's visibility on website and can be booked.

Price from. This is for entering a "price from/price starting at" to give a more promotional character to this offer. Only fill in this field for the offers that you wish to be promoted on the Website or offers sent by Newsletter.

Contracts. It displays contracts configured in Configuration > Contracts. Lets you select which contract should be applied the offer.

Rooms. The list of rooms that we have already entered will appear in Configuration > Rooms. In this field, select the types of rooms that can be booked with this offer.

Discount on stay. Fill in this field if you wish to make an offer with a discount on the stay. In this field, indicate the discount % to be applied over the base price of the hotel in the selected contract.

Discount on meal plans. This is only filled in if you wish to make an offer with a discount on the extra meal plans. Indicate the discount % to be applied over the base price of the hotel in the selected contract.

Gift nights. This field must be filled out if you wish to make an offer such as 7x5 (meaning, stay 7 but only pay for 5). For every X nights, X free nights will be indicated.

Promocode. This field is filled if you wish to launch an offer with a promotional code. Through the Generate link, indicate or generate the promotional code for the offer.

Free for children. Lets say you that the offer is free for children.

Meal Plans included. It displays Meal Plans configured in Configuration > Meal Plans. Lets you select which Meal Plan is included without cost to the offer.

Services included. It displays Meal Plans configured in Configuration > Services. Lets you select which Service is included without cost to the offer.

Automatic Newsletter. SThis checkbox should be marked if you wish to add this offer to the Newsletter sent monthly to the entire User DB of the Website.

Highlight on the Web. Mark this checkbox when you wish to highlight the offer in the designated spaces for promotions on the Website. When you mark the checkbox to automatically highlight the offer on the Website or in the Newsletter, the fields will open where you can add content and translations for this promotion.

As you have done up until now, select the language in the tab menu of this module so as to enter the content and fill in the required fields:

   Image. Upload the image to be displayed with the offer.

Title. Promotional title.

Short description. Short description of this promotion.

Description. Description of this promotion.

Once the details have been filled in, press the Add button to save this new offer.

Name	
Operation dates	from [____] 📅 to [____] 📅
Stay dates	from [____] 📅 to [____] 📅
Price from	[____] EUR
Discount on stay	[____] %
Discount on meal plans	[____] %
Gift nights: For every	[____] nights [____] free nights
Rooms	☐ Double ☐ Junior suite ☐ Suite ☐ Presidencial
Promocode	[____] Generate
Automatic Newsletter	☐
Highlight on the Web	☐

Picture for the offer 400x300 pixeles

CHOOSE	UPLOAD	CANCEL

English | Deutsch | Castellano

Title

[_____]

Short description

[_____]

Description

[_____]

SAVE	CANCEL

Configuration.

The Configuration module has its own items. This module enables you to parameterize the purchasing process by entering the kinds of guests, accommodation, services, seasons, contracts and rooms into the system.

The Configuration module has 5 item:

___ Guests.

___ Meal plan.

___ Services.

___ Seasons.

___ Contracts

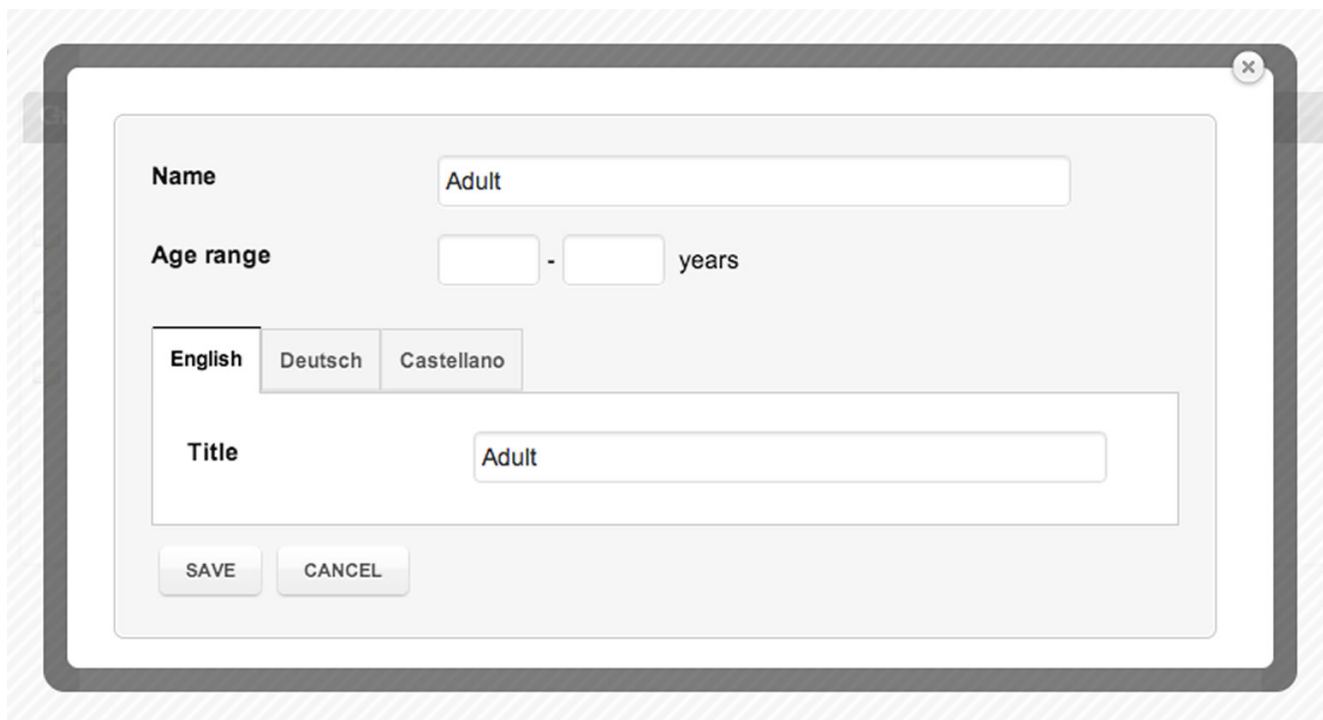___ Rooms.
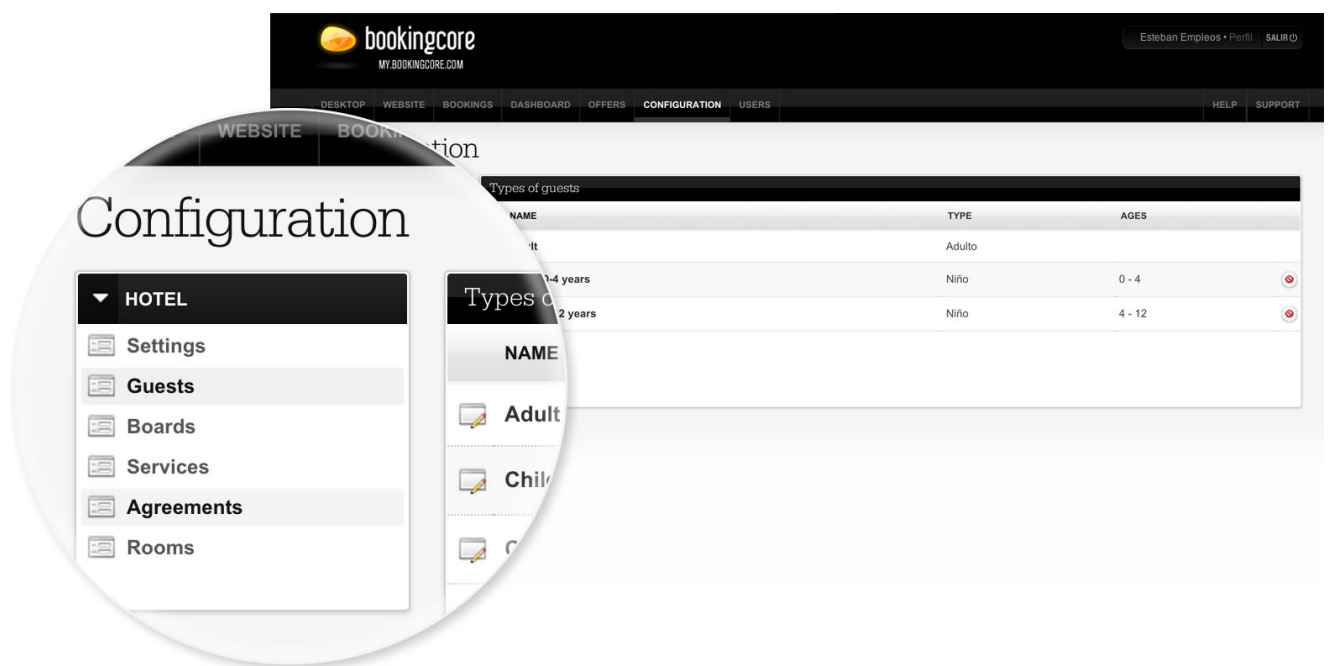
Guests.

Register the different types of guests.
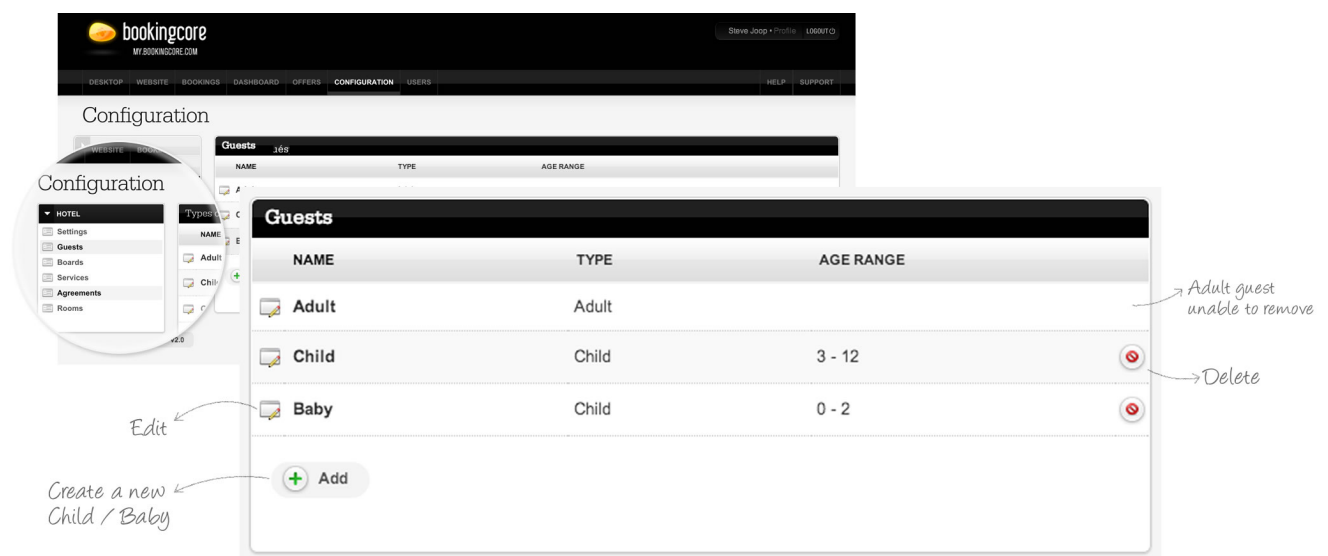
Here you can do the following:

1. Edit.
2. Delete.
3. Add a new type of Child guest. The 'Adult' type is there by default and cannot be deleted.

1. **Edit**. To edit an already created type of guest from the list, press the Edit button and the file for this type of guest will open. Modify the fields you want and press the Save button to save the changes made to this type of guest.

Exit the file without saving any changes by pressing the Cancel button.

2. **Delete**. To delete an already created type of guest, press the Delete button. The system will request confirmation to prevent possible errors.
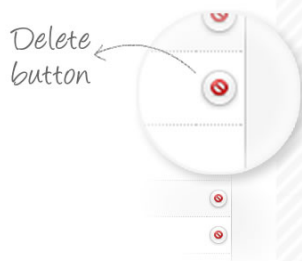
3. **Add child**. To add a new type of guest, press the Add button and fill in all the required fields:

Name of My. Field where you indicate the name that will later appear on the list.

Age range. Field which indicate the age range of the Child.

Language menu tab. The language you wish to use to enter the guest title for the public area on the Website is selected here.

Title or tag. Field where the name used to display this type of guest on the public Website is entered here.

Once the details have been filled in, press the Add button to save this new type of guest.

Name	Child

Age range   3 - 12   years

| English | Deutsch | Castellano |

Title   Child

SAVE   CANCEL

Meal plans

Here you can register the meal plan types that the hotel can use to sell as extras added to the stay.
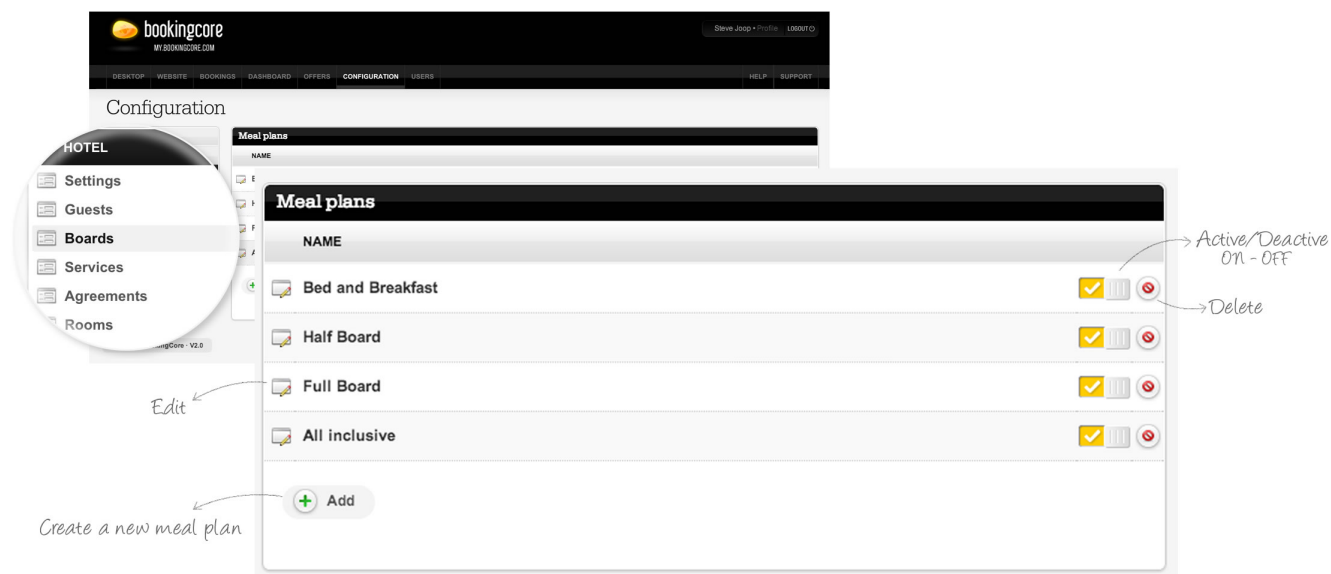
You can do the following from the hotel list:

1. Edit.
2. Activate/Deactivate.
3. Delete.
4. Add new meal plans.

1. **Edit**. To edit an already created type of meal plan from the list, press the Edit button and when the file for this type of meal opens, modify the fields you want and press the Save button to save the changes you have made.

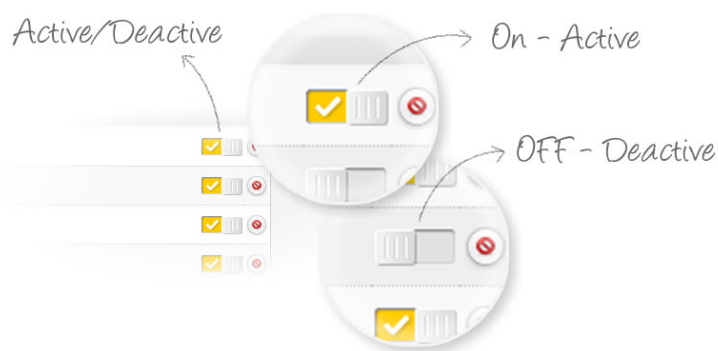Exit the file without saving the changes by pressing the Cancel button.

2. **Activated or Deactivated**. To activate or deactivate an already created type of meal plan on the public Website and Mobile Web, move the ON/OFF button to the on or off position.
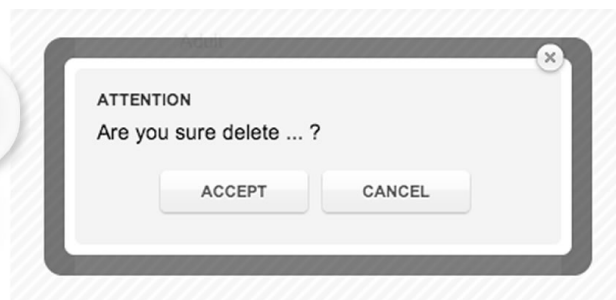
ON. Activated.
OFF. Deactivated.

3. **Delete**. To delete an already created type of meal plan, press the Delete button. The system will request confirmation to prevent possible errors.

4. **Add**. To add a new meal plan, press the Add button and then fill in the required fields.

Active/Deactive

On - Active

OFF - Deactive

Delete button

ATTENTION
Are you sure delete ... ?

ACCEPT   CANCEL

Name for My. Field where you indicate the name that will later appear on the list.

Code. Abbreviation for the Panel.

Language menu tab. The language that will be used to enter the meal plan title and its description for the public area of the Website and Mobile Web is selected here.

Title. Name used to display this meal plan on the Website and Mobile Web.

Description. Brief description about the meal plan. Once the details have been filled in, press the Add button to save this new type of meal plan.

Name   Half board

Code   HB

| English | Deutsch | Castellano |

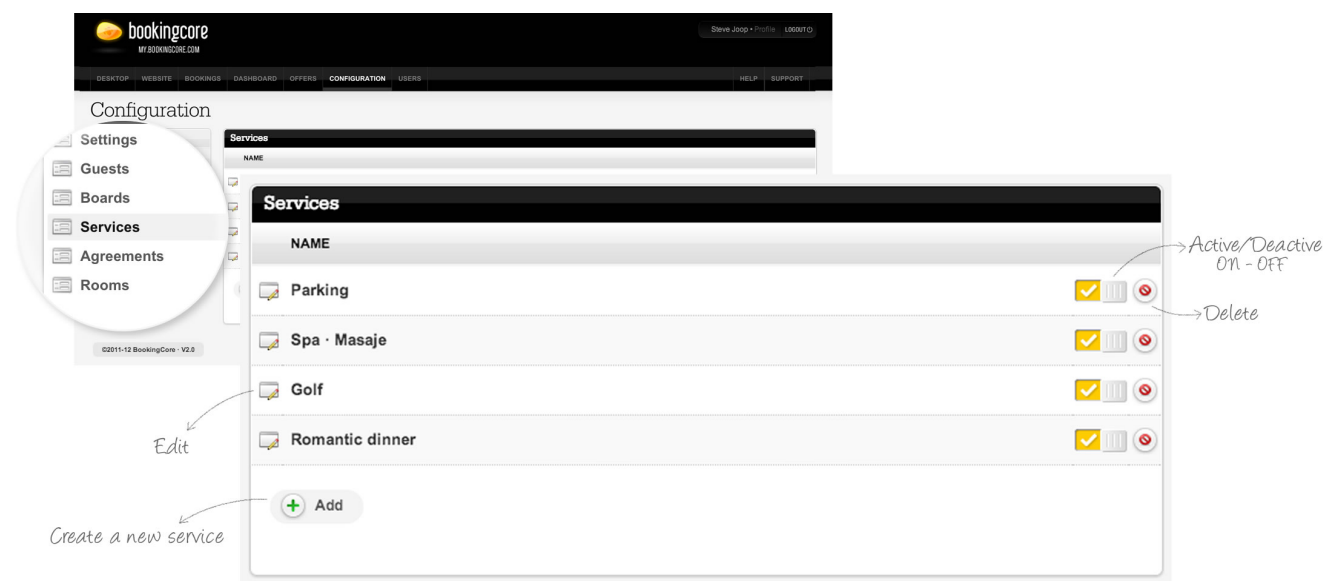**Title**   Half board

Description   Description

SAVE   CANCEL

Services.

You can register the different services you wish to sell from your Website and Mobile Web such as added extras to a hotel stay.

Here you can do the following:

1. Edit.
2. Activate/Deactivate.
3. Delete.
4. Add new service.

1. **Edit**. To edit an already created type of service from the list, press the Edit button and the file for this type of service will open. Modify the fields you wish and press the Save button to save the changes made to this type of service.

Exit the file without saving the changes by pressing the Cancel button.

2. **Activated or Deactivated**. To activate or deactivate an already created type of service on the public Website and Mobile Web, move the ON/OFF button to the on or off position.

ON. Activated.
OFF. Deactivated.

3. **Delete**. To delete an already created season, press the Delete button. The system will request confirmation to prevent possible errors.

4. **Add**. To add a new season, press the Add button and fill in all the required fields.

Name for My. Field where you indicate the name that will later appear on the list.

Type. The type of payment you want this service to have is entered in this field. There are 3 types:

> **Service per night**. Each night is paid for and is optional, such as parking.

> **Single service**. It is paid only once for the entire stay and is optional1, for instance, a bottle of champagne in the room.

> **Single compulsory service**. It is paid only once for the entire stay and is compulsory , for instance, a formal dinner during the Christmas holiday..
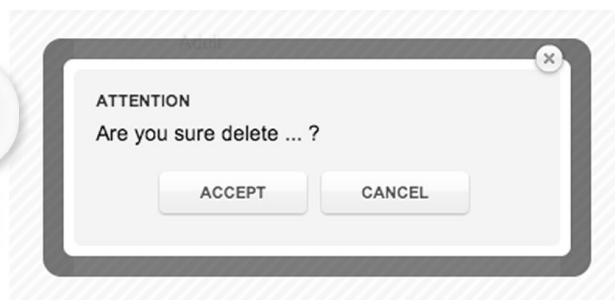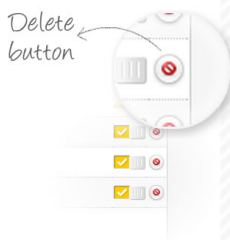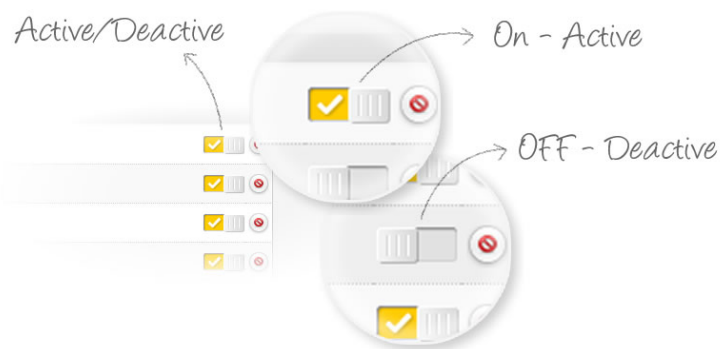
1. Optional; clients decide whether they add this service to their stay. It is presented to clients as an extra service that can be added to their stay and purchasing process.

2. Compulsory: clients are obliged to add this service to their stay. The service is added automatically to their stay. Deleting this service is not possible.

In addition to type of payment, you can also indicate whether this service can be booked by amounts, namely, can there be more than one booking. In this case you must indicate: Amount - Yes or Amount - No.

Amount · YES.
By marking yes, a drop-down list will appear automatically with the amount of this service that users want to reserve during the purchasing process. 1, 2, 3,... n.

Amount · NO.
The possibility of expanding the booking amount for this service is not possible. Only one service will be booked per person or per room, depending on how the rate is entered in the administration module.

Furthermore, you can also indicate if the service registered has any special conditions:

Adults only. This service will only be displayed as an additional service that is available during the stay for availability queries not including children.

Booking with children. This service will only be displayed as an additional service that is available during the stay for availability queries that include children.

If no special condition is marked, the service will be displayed on all availability queries.

Language menu tab. The language that will be used to enter the title and description for the public area of the Website and Mobile Web is selected here.

Title. Name the hotel uses to display this service on the Website and Mobile Web.

Description. Brief description about the service.

Once the details have been filled in, press the Add button to save this new type of service.

Contracts.

From here, you can publish different contracts that you wish to use on your Website and Mobile Web.

Here you can do the following:

1. Edit.
2. Activate/Deactivate.
3. Delete.
4. Add new contracts.

1. **Edit**. To edit an already created contract from the list, press the Edit button and the file for this contract will open. Modify the fields you wish and press the Save button to save the changes made to this contract.

Exit the file without saving the changes by pressing the Cancel button.
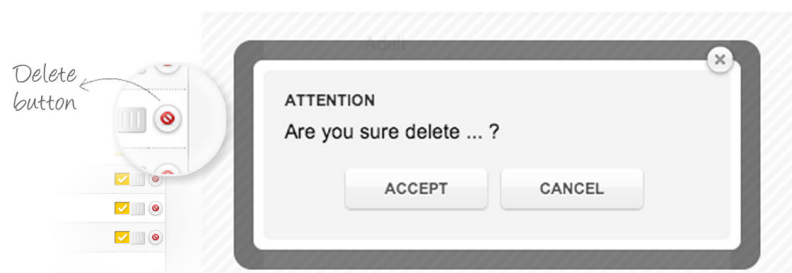

2. **Activated or Deactivated**. To activate or deactivate an already created contract on the public area of the Website and Mobile Web, move the ON/OFF button to the on or off position.

ON. Activated.
OFF. Deactivated.

3. **Delete**. To delete an already created contract, press the Delete button. The system will request confirmation to prevent possible errors.

4. **Add**.
To add a new contract, press the Add button and fill in all the fields you want.

Name for My.
Where you enter the contract name that you wish to appear on the list.

Minimum stay.
Add the condition of minimum stay for this contract here, if you choose to establish one.

Release.
The release condition for this contract is entered here, if you choose to establish one.

Promocode.
Field where you include a promotional code in case you wish to publish an exclusive contract with access using the promotional code.

Name	Web
Minium stay	
Release	
Promocode	

Early Booking

⊕ Add

Discount per day

⊕ Add

English	Deutsch	Castellano

Title	Web
Description	Description

SAVE   CANCEL

Early-booking. As in the discount per day, you can add conditions for early booking of a contract.

To add an early booking condition, press the Add button, enter the from/to period for the operation season and the from/to period for the time of stay.

You can add different periods, each one with their own operation season and time of stay.

Therefore, when a contract has an early booking condition, it will only be presented to users who make availability and booking queries during the operation season, to stay at the hotel during the time of stay established.

Discount per day. Field where a discount or supplement for a certain day of the week is entered, if you choose to include one.

To add a discount or supplement condition for a certain day of the week, press the Add button, enter the season during which this discount or supplement for the day of the week should be applied, indicate the days, the discount % or the supplement % in case you want to apply one.

You can add different periods, each one with their own days, discounts or supplements.

Therefore, if a contract has a discount condition per day, the system will automatically apply this discount or supplement % for the days indicated to the user enquiring about this contract for these days.

**Language tabs menu**. The language that will be used to enter the title and description for the public area of the Website and Mobile Web is selected here.

Title. Name you use to display this contract on the Website and Mobile Web.

Description. Brief description specifying the conditions of this contract. Once the details have been filled in, press the Add button to save this new contract.

Rooms.

Publish the different types of rooms available in your hotel that you wish to sell on your Website and Mobile Web from here.
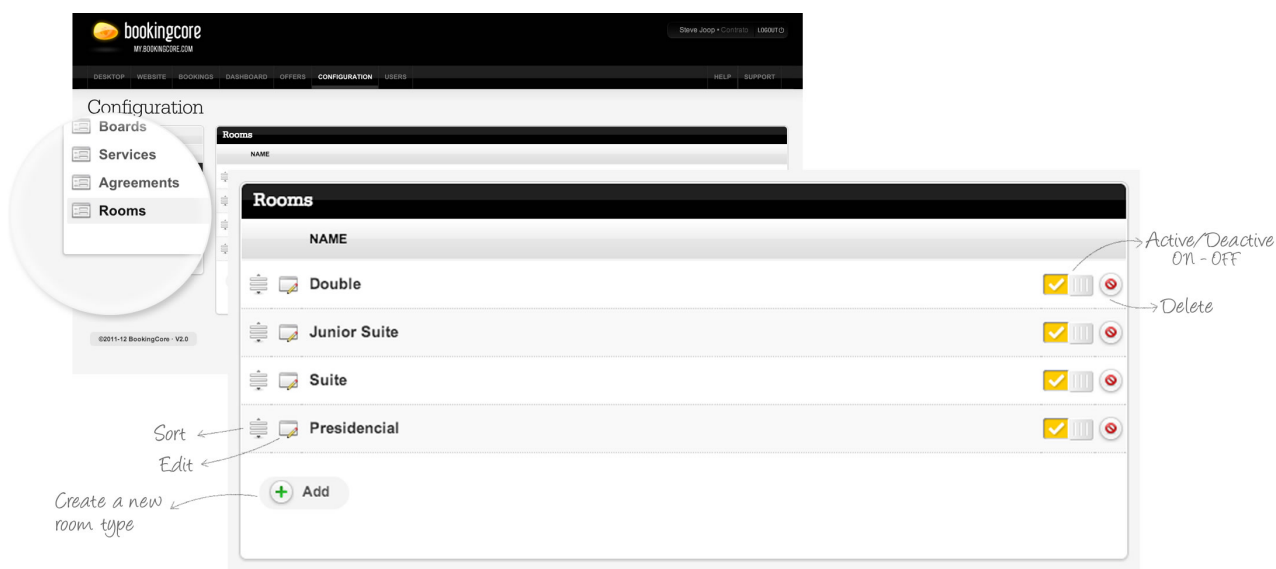
Desde el listado el hotel puede:

1. Edit.
2. Activate/Deactivate.
3. Delete.
4. Add new type of room.

1. **Edit**. To edit an already created type of room from the list, press the Edit button and when the file for this type of room opens, modify the fields you wish and press the Save button so that the changes made are saved. After pressing the Save button, the changes made to this type of room will be saved.

To exit the file without saving the changes, press the Cancel button.

Name   Double

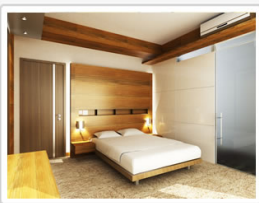## Occupation generator

Max. Room	Max. Adults	Min. Adults	Max. Children	Min. Children
1	0	1	0	0

Image sieze 400x300 pixels, format.JPG, .PNG, .GIF

Hab_reservas.jpg

Size: 400x300 pixels
56Kb
Type: JPG

REPLACE

| English | Deutsch | Castellano |

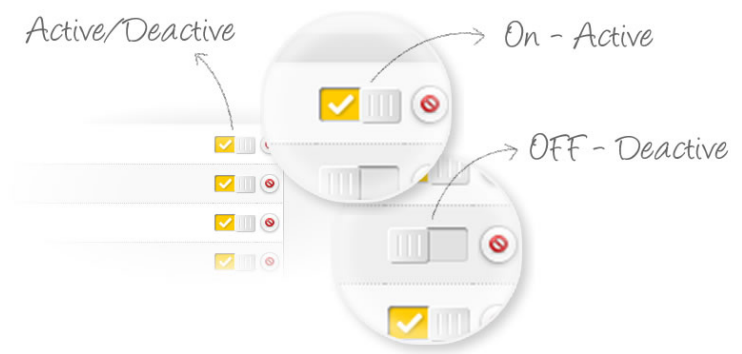**Title**   Double

**Description**   Description

SAVE   CANCEL

2. **Activated or Deactivated**. To activate or deactivate an already created type of room on the public Website and Mobile Web, move the ON/OFF button to the on or off position.

ON. Activated.
OFF. Deactivated.

Active/Deactive

On – Active

OFF – Deactive

3. **Delete**. To delete an already created type of room, press the Delete button. The system will request confirmation to prevent possible errors.

Delete button

ATTENTION
Are you sure delete ... ?

ACCEPT   CANCEL
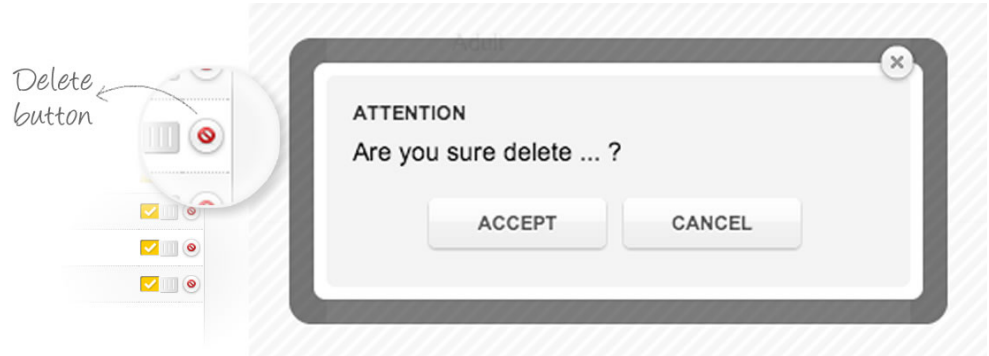
4. **Add**. To add a new type of room, press the Add button and fill in all the required fields:

Name Double

Occupation generator

Max. Room	Max. Adults	Min. Adults	Max. Children	Min. Children
1	0	1	0	0

Picture for the offer 400x300 pixels

CHOOSE   UPLOAD   CANCEL

English   Deutsch   Castellano

Title   Double

Description   Description

SAVE   CANCEL

Name for My. Field where you indicate the name that will later appear on the list.

Max. Room. This indicates the maximum occupancy of this type of room.

Max. Adults. Enter the maximum number of adults that fit in this type of room.

Mín. Adults. Enter the maximum number of children that fit in this type of room.

Max. Children. Enter the maximum number of children that fit in this type of room.

Min. Children. Enter the minimum number of children that should occupy this type of room.

Tool bar for uploading images: Click on the Examine button and select the photo you wish to upload from your computer. Make sure your photos meet the requirements specified by **My**; in this case 400 pixels wide by 300 pixels high and in .JPG, .PNG or .GIF format.

Then, all you have to do is click on the Upload button and wait for the photo to be loaded onto **My**.

Language menu tab. The language that will be used to enter the title and description for the public area of the Website and Mobile Web is selected here.
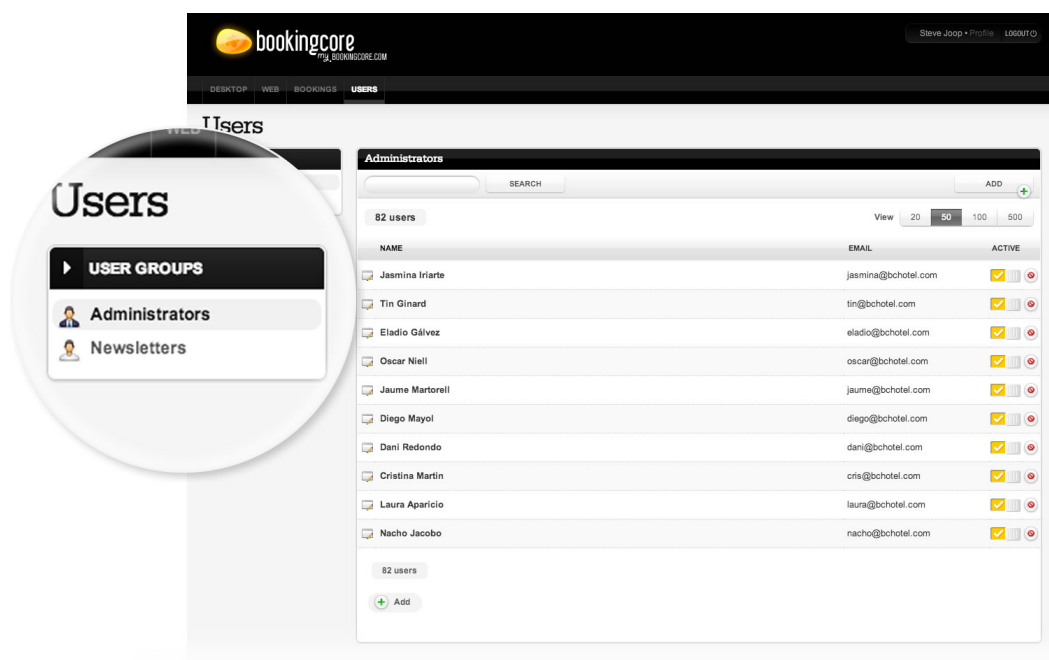
Title. Name the hotel uses to display this service on the Website and Mobile Web.

Description. Brief description about the room.

Once the details have been filled in, press the Add button to save this new type of service.

Users and permissions.

The USERS level groups 2 modules:

In this module, you can store the entire user database of your Website, as well as the users of **My**:

1. **Administrators**: User that can access My, each with their specific authorisations.
2. **Newsletter**: Users that have made a reservation on our website or WebMobile, have subscribed to our website newsletter or have ticked the box to receive updates when making their reservation or on the contact form.
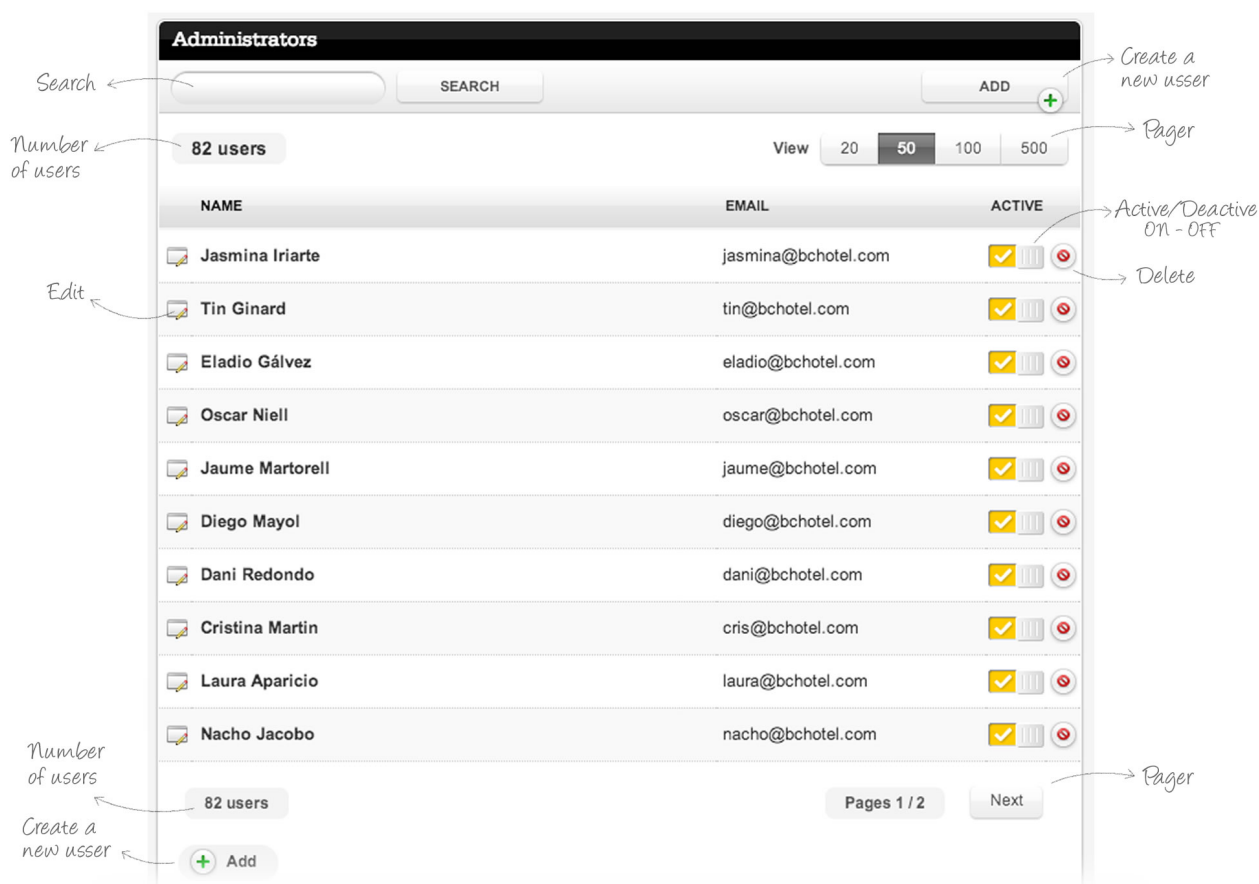
In the Users module, you can see all users on the database. The list will display:
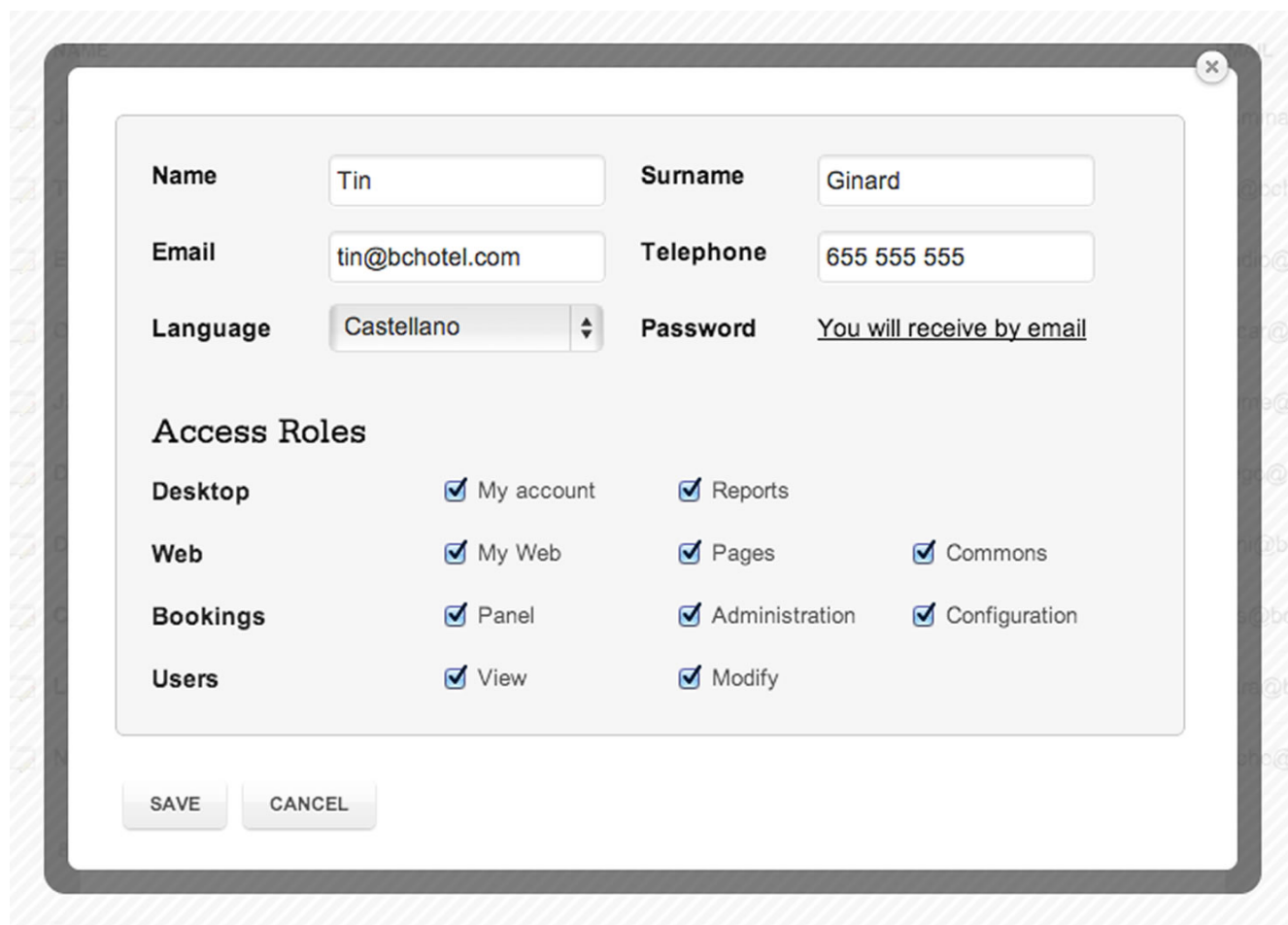
1. Edit.
2. Name.
3. Email.
4. Active.
5. Delete.

There is a tool bar on this list with the following:

1. Search engine.
2. Add button.

As well as a pager and details for the total No. of users.

1. **Edit**. Enables accessing the user file. The file will open when you press the button.

You can view and modify any of the details in the file. If you modify the file, press the Save button to save all changes.

Exit the file and return to the list without saving any changes by pressing the Cancel button.

2. **Name**. Enables viewing the user's name right on the list without having to access the user's file.

3. **Email**. Enables viewing the user's contact email right on the list without having to access the user's file.

4. **Activated or Deactivated**. Enables deactivating a user's access without having to delete the user. Move the ON/OFF button to off to deactivate access.

ON. Activated.
OFF. Deactivated.

5. **Delete**. Enables deleting a user's name from the list without having to access the user's file. The system will request confirmation to prevent possible errors.

Tool bar:

1. **Search engine**. Search for a user by entering part of the name in the field and press the Search button.

2. **Add**. Add a new user to the database by pressing the Add button. A new user file will open:

Active/Deactive

On - Active

OFF - Deactive
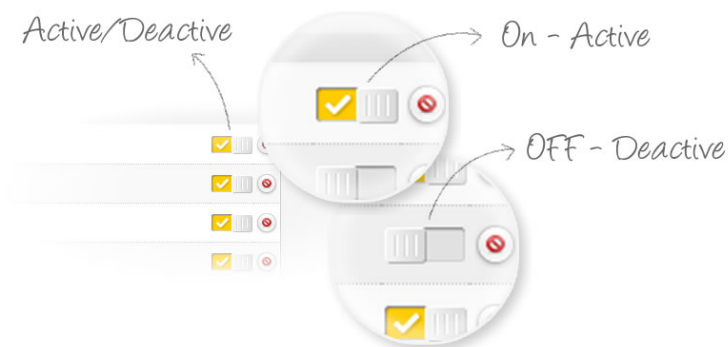
Delete button

ATTENTION

Name		Surname	
Email		Telephone	
Language	Castellano	Password	You will receive by email

Access Roles

| Desktop	☑ My account	☑ Reports	
Web	☑ My Web	☑ Pages	☑ Commons
Bookings	☑ Panel	☑ Administration	☑ Configuration
Users	☑ View	☑ Modify	

SAVE   CANCEL

Fill in the required details. Once all the details are entered, press the Save button. Exit the file and return to the list without saving any changes by pressing the Cancel button.

Support.

At this level, access all the support material you need. This level groups 2 modules:

— HELP AND FAQ.
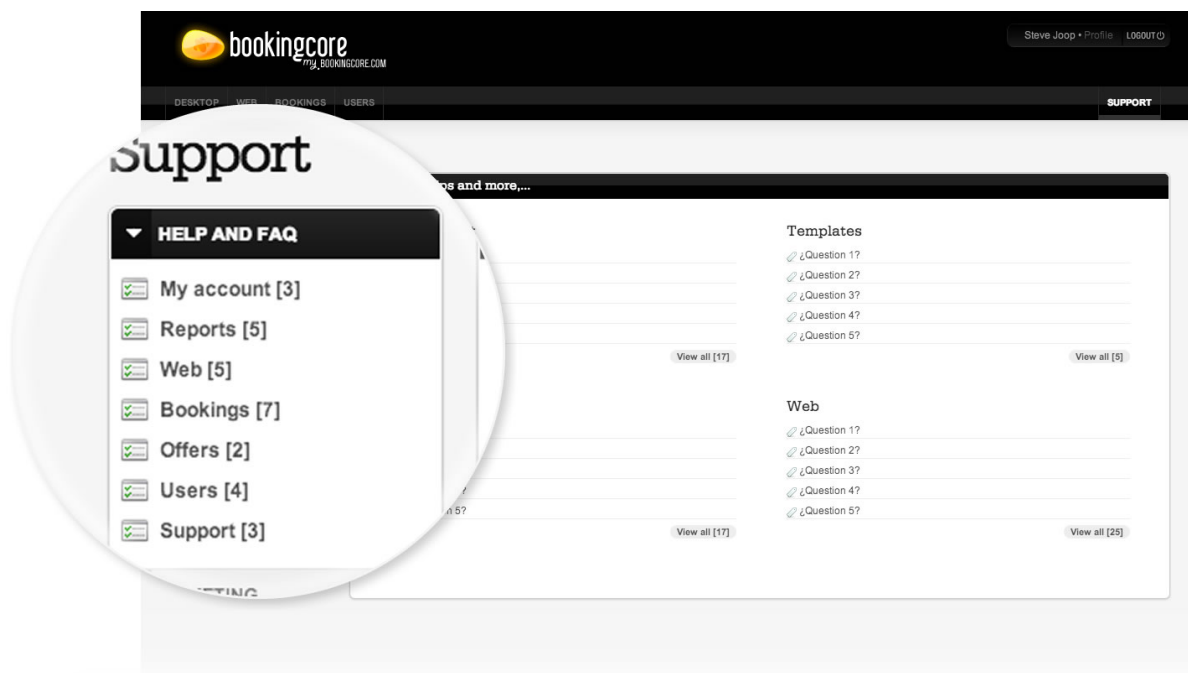
— TICKETING.
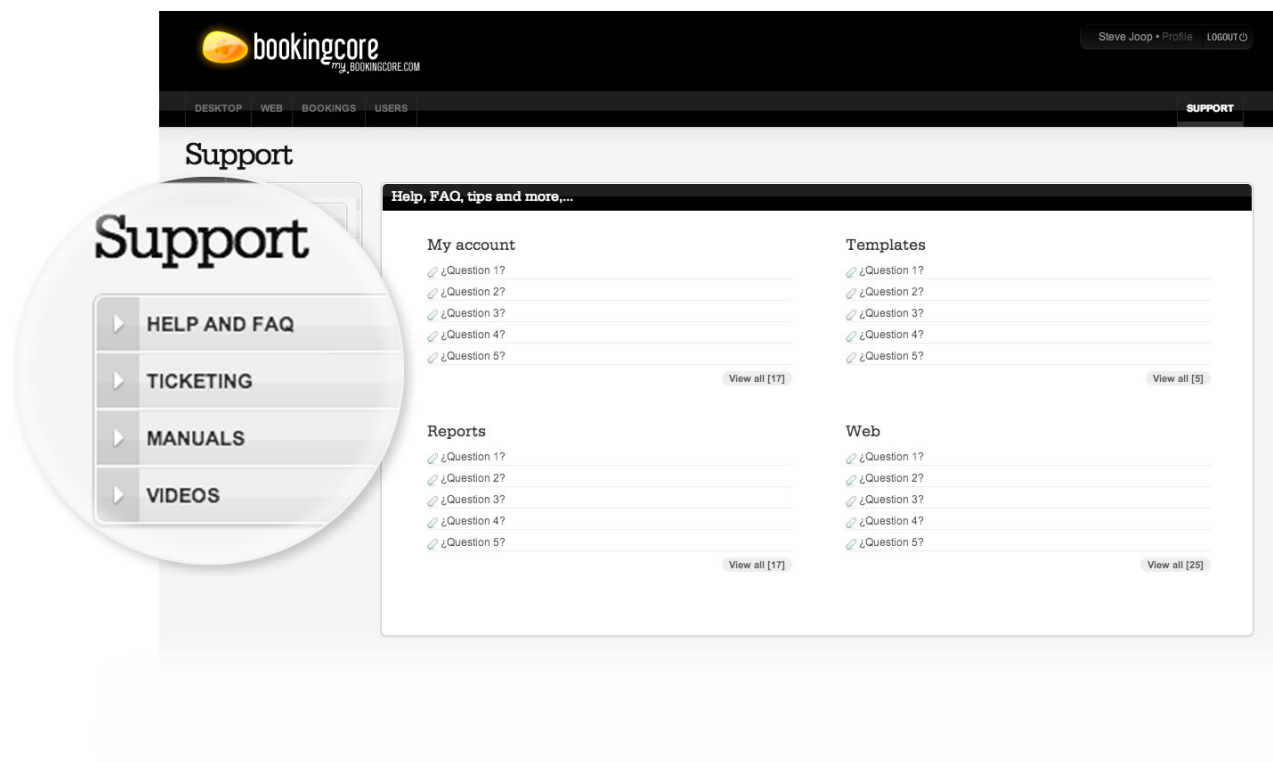
Help and FAQ.

Module that reviews the programme elements, each one corresponding to the different levels and modules that you find on **My**, Therefore, if you have any queries regarding a specific module will be easier.

By default, when you access the Help & FAQ module, a list of enquiries, common to all modules, will be displayed. To see the answer to one of these

enquiries, click on the enquiry and the answer window will open.

Help and FAQ / My account

7 articles found in My account

Questions

� Question 1?

⌂ Question 2?

⌂ Question 3?

⌂ Question 4?

⌂ Question 5?

Answers

Question 1?

Created on 18/12/2012 · **Update 25/01/2012**

Lorem ipsum Pellentesque enim dui, vestibulum in, elementum ut, consequat ut, risus. Mauris quis dolor. Morbi elit. Nam ut nisi. Maecenas tempus condimentum arcu. Aliquam nisl. Duis pulvinar tortor quis nisi. In pulvinar. Mauris scelerisque odio et lacus. Aenean vitae quam. Suspendisse ullamcorper ornare dui.

> *Cem ut nisi. Maecenas tempus condimentum arcu. Aliquam nisl. Duis pulvinar tortor quis nisi. In pulvinar. Mauris scelerisque odio et lacus. Aenean vitae quam.*

Maecenas tempus condimentum arcu. Aliquam nisl. Duis pulvinar tortor quis nisi. In pulvinar.

Subtitle 2.

Curabitur eu neque a felis dictum iaculis. In non magna vel diam rutrum elementum. Duis sed magna.Cras tempor condimentum tortor. Nulla facilisi. Phasellus ut lacus vel nisi semper adipiscing. Aenean sollicitudin nisl sed mi.

- Pellentesque eumet quam mattis egestas.
- Nullam ornare aliquam purus.
- Pellentesque eumet.
- Quam mattis egestas.
- Nullam ornare aliquam purus.

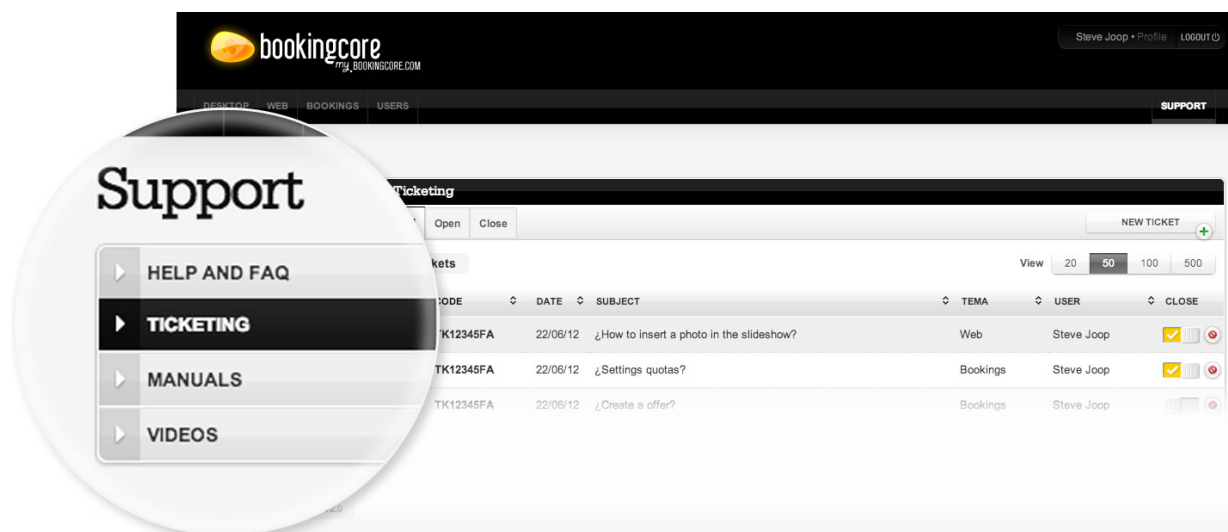nas tempus condimentum arcu. Aliquam nisl.

## Duis pulvinar tortor quis nisi.

In pulvinar. Mauris scelerisque.

Also, you can access the list of common questions for a specific module by pressing the specific module, and a list of common questions for this module will open.

Ticketing

From this module, you can send queries to the **BookingCore Support Team**.

When you access the ticketing module, you will see the tickets sent in the form of a list.
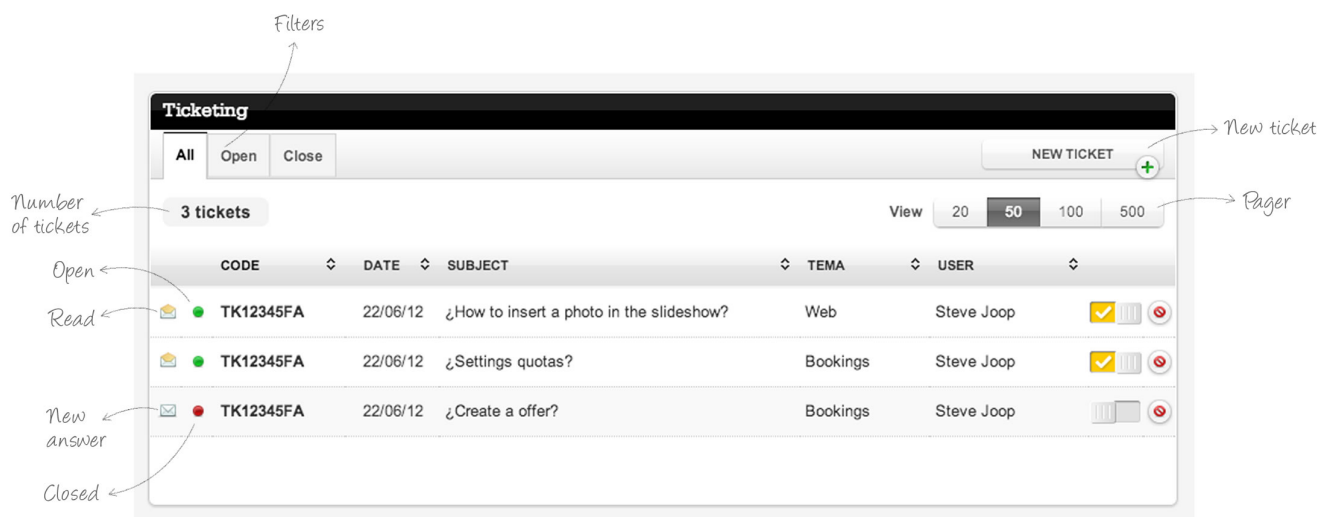
The following will be displayed on the list:

1. If the ticket is open, pending to be read.
2. Ticket status: Green: Open Red: Closed.
3. Code: ticket reference.
4. Date: date ticket was sent.
5. Subject: ticket subject.
6. Issue: issue it is related to.
7. User: user who has sent the ticket.

From this list, you can organise them by date, code, subject, issue and user. Click on the arrows next to each name. You can also filter to see all open or closed tickets with just one click. Press on the Open or Closed tab.

Access a ticket by clicking on the ticket on the list. The ticket will open and all it's associated answers too.

Open

Ticket code

Topic

● Ticket · TK1234WF · Suggestions and requests

Back

↰ BACK TO LIST

Number of messages on this ticket

Subject

Settings quotas?

✉ 3

Date and author

10-06-2012 · 11:50 · Steve Joop · BCHotel

Your message

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Reply

Support Team

22-06-2012 18:15 · BookingCore Support

✉ REPLY   TOP ▲

Back to top

SUPPORT

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Support team reply

Your hotel

15-06-2012 13:10 · Steve Joop · BCHotel

✉ REPLY   TOP ▲

bchotel
ENJOY m●●●●●

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Your reply to support team

New message button

⊕ Reply

Return to list by pressing the Return to the List button.

Reply

15-06-2012 13:50 · **Steve Joop** · **BCHotel**

SEND   CANCEL

Reply to the ticket by clicking on the Reply button under the ticket page.

Likewise, you can reply to one of the specific answers. Click on the Reply button to send an answer.

Any of the replies will open a window with a text field, where the reply must be edited. There will also be a Send and Cancel button.

Once the reply has been edited, press the Send button in order to send the reply to the support team of BookingCore. As a reminder, if you press the Cancel button, you will exit without sending or saving anything.

From the tickets list, you can also send a new ticket by clicking on the New Ticket button.

When you press the New Ticket button, a window with the following fields will open:

1. **Subject**. Ticket subject.
2. **Issue**. Issue it is related to: General, Web, Bookings, Budgets,…
3. **Description**. Text/message about a doubt, incidence or query you wish to send to the support team.

Once all the fields have been filled in, press the Send button so as to send the ticket to the support team.

If you press the Cancel button, you will exit without sending or saving anything.

BookingCore, S.L.