Osclass software

BOOKING & CALENDAR PLUGIN

Welcome to documentation for Booking & Calendar Plugin. Primary function of plugin is to enable booking features on your Osclass installation.

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Please note that it is required to have basic knowledge of Osclass to understand plugin functionality. Please find bellow basic FAQ. Plugin require CURL.

Where is Osclass documentation? https://docs.osclasspoint.com/

How to translate plugin? https://osclasspoint.com/blog/how-to-translate-themes-and-plugins-b3

What is CRON and how to setup CRON? https://docs.osclasspoint.com/cron-setup

I need help, what to do?
https://osclasspoint.com/support/tickets
https://forums.osclasspont.com/booking-plugin/

Plugin at work

Plugin allows seller to define one or more booking options on their listings. There are 3 main booking types:

- TIME booking offers based on time slots
- DATE booking offers based on single day selection
- RANGE booking offers based on selection of date range

Each type brings different features, especially to availability calendar and way how data are shown there, but also how reservations are created.

Customers can create reservations on particular booking options.

Business case #1 - Reservations of language class

Imagine company providing language classes to their students and they would like to, besides advertising their services on classifieds site, provide customers also option to create reservation.

They have English, German & Spanish classes every day (Mo-Fri) at 8:00, 10:00, 13:00, 15:00. Each class has 6 seats available.

All these requirements can be set when creating a new booking option using "TIME" type of booking. First, they can decide if they will create 3 booking options on 1 listing, or create 3 listings and each with 1 booking option. This decision is clearly on the company and has no effect on plugin functionality.

Plugin can also handle calendar management, allow company to book-out particular slots (i.e. if reserved using different system or site) or simply remove days from availability calendar (i.e. bank holidays).

Business case #2 - Car rentals reservations

Imagine company providing car rentals and they would like to provide option to their customers to make & pay reservation, directly via your classifieds.

They have several cars to rent with different prices per car, but car can only be rent for 1 and only 1 day. There is only 1 seat/slot available for each car.

All these requirements can be incorporated when creating new booking option using "DATE" type of booking. First they can decide, if each car will be created as 1 booking offer, or they will aggregate them (i.e. based on price) into less options. No matter how they decide, plugin can handle unlimited number of booking options.

Besides reservation system, they would like to confirm every reservation when created, but also would like customers to be able to pay for their reservation in advance via your classifieds.

All these requirements can be easily handled by Booking plugin together with Osclass pay plugin (that can handle payments for reservations).

Business case #3 – Accommodation reservations (hotel)

Imagine company that advertise their accommodation/hotel via your classifieds. They would like to offer several rooms for different prices per night. Room can be in hotel once or several times (like 1 junior suite, 3 deluxe rooms, ...) and availability of rooms can be different on each day.

All these requirements can be handled by plugin using "RANGE" type of booking together with "accommodation type" of range offers.

Each room will be created as 1 booking option with different availability. Customer will be able to select one or more rooms (of same type) in 1 reservation (i.e. can reserve 2 deluxe rooms, but cannot reserve 1 junior suite and 1 deluxe room in single reservation, as those are 2 offers).

When customer selects start & end date from availability calendar, maximum number of rooms is properly adjusted based maximum available capacity on each day.

Business case #4 – Events calendar

Imagine company, that is doing different kind of presentations and would like to provide on listing details about their availability in different cities.

Company is not looking for reservation system, just want to show their availabilities. In this case several booking options will be created (1 per each city), reservations will be disabled and daily availability setup.

Best functionality can be achieved when availability calendar is hooked on item detail page, so particular availabilities are directly visible without need to explicitly open them.

Booking option types

Let's take a look on booking options in detail and compare their differences.

"TIME" booking type

Objective of this type is, that when customer is creating reservation/or checking availability calendar, after selecting "day", modal box is shown with list of time slots for that day and their availability, so each slot can have different availability.

Select date:



Availability of slots on that day are shown:



"DATE" booking type

Objective of this type is, that customer can check only 1 day from calendar. When viewing availability, daily availability is shown and each day can have different availability (based on existing reservations and availability set by seller).



"RANGE" booking type

Objective of this type is, that customer can select one or more days as range. Availability is shown in same way as for "DATE" type, until "Accommodation type" is disabled.

Admin can also set what is maximum duration for reservation, i.e. it can be 15 or 30 days that user can select as maximum.

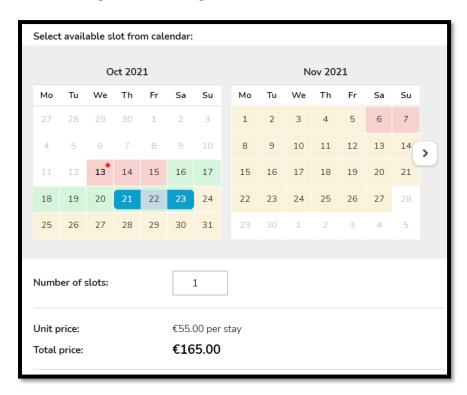
Accommodation type disabled

Use for business different to accommodation, where number of days selected is used for price calculation. This means, if user select range 14-17, then 4 days are used for price calculation, not 3 days (as it would be with accommodation type)

Availability preview



Pick date range when creating reservation



Accommodation type enabled

There are few differences to be highlighted when this option is enabled:

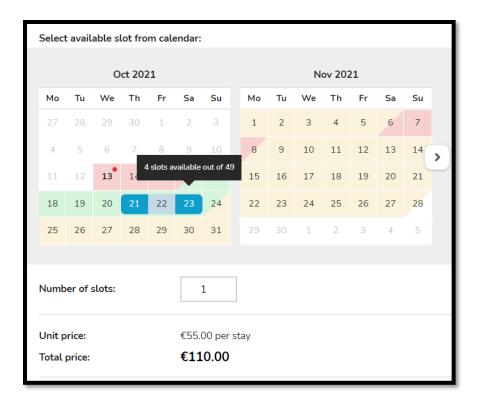
 Price is calculated without 1 selected day. So if you select i.e. 14 – 17, it is considered as 3 days, not 4 days (because such stay is considered as 3 nights only)

- Calendar availability colors are slightly different and particular day overlap to next day
- Disabled/Unavailable day can be selected as ending day for range, if it is first disabled/unavailable day after available day.
- Start date cannot be same as end date (end date must be at least next day after start day)

Availability preview



Pick date range when creating reservation



Calendar details

Calendar entries has different colors based on real availability. Real availability is calculated based on calendar availabilities and pending/confirmed/bookout reservations (Cancelled & declined are not counted).

Logic for colors:

- **Light gray** unlimited availability
- **Green** 3 or more seats available, or if complete availability for slot is less than 5, then green color is shown also for 1 & 2 seats available
- Orange 1 or 2 seats available, in case of slot availability is greater than 4
- **Red** 0 or less seats available, if availability is defined
- White availability is not defined on these days

Create/edit booking option

Sellers can create zero, one or more booking options (there is no limit at all). Booking options can be create only in categories, those were enabled by admin.

It is good to note, that there are 3 types of booking options and each type may or may not be allowed in particular category.

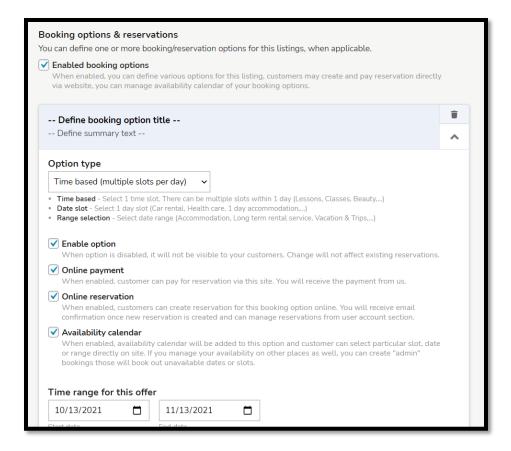
- If no type is enabled in category, booking options are not available.
- If only 1 type is enabled in category, this will be automatically selected and user will not be able to change it (this section will not even be visible to customer).
- If there are 2 or 3 types enabled in category, customer can select which type is more preferable for it's type of listing – so it is important to have documentation for users!

As plugin use hooks, and hook on item publish/edit page is related to category, form to create/edit booking categories is visible once category is selected.

If you already have booking options created and you switch to category where this is not available, existing booking options will be removed.

Option parameters

There is many different configuration parameters available for each booking option so let's take a look on all of them.

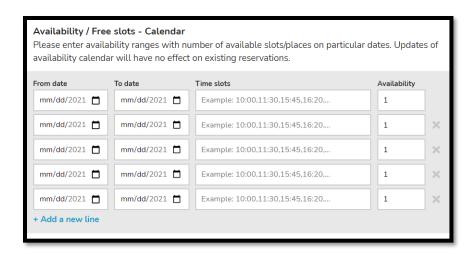


Option type

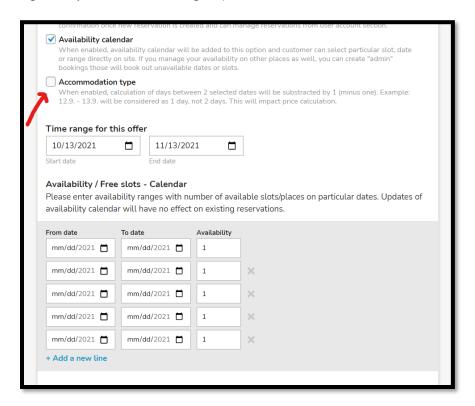
As discussed before, there are 3 types available (based on admin settings):

- **Time** multiple time slots per day are available
- **Date** only 1 day can be selected in reservation. Availability set on each day.
- Range one or more days can be selected in reservation. Availability set on each day.

When "Time" option is selected, column "Time slots" will be available in Availability Calendar section. This column is not available for Date & Range types.



When "Range" type is selected, "**Accommodation type**" option is available. This option was already described in above sections, but basically it modifies design of calendar a bit and price calculation (end date selected is not used, so i.e. if you choose 13-15, those are 3 days – 13, 14, 15, but for price calculation, only 2 days are counted – as a night stay, 13-15 are 2 nights)



Enable option

If option is disabled, it will have no effect on existing reservations and will not remove option from database, but this option will not be visible to customers

Online payment

Option is visible, just in case admin has enabled online payments, Osclass Pay plugin is installed and has version at least 3.1, that supports payments for reservations.

Online reservation

When enabled, customer can create online reservation. Otherwise reservations are not allowed and booking option has more-less informative character only (like events calendar)

Availability calendar

When enabled, seller can define availabilities per day. Customers then can see how many slots are available each day and when creating reservation, they can also pick most preferred time.

If this option is disabled and customer is making reservation, customer is not able to select particular date and reservation is made without date (final booking must be done by done by customer by calling/mailing seller).

Accommodation type

As mentioned above, this option is available only for RANGE booking types and modifies layout of calendar and price calculation – end day will not be counted towards price calculation.

Time range for this offer

Enter start & end date for particular booking option. Maximum length of booking option can be set by admin in configuration of plugin (by default 1 year).

Start & end dates has impact on availability calendar, where availability intervals/entries has limited start & end base on time range.

Availability / Free slots - Calendar

This section is visible only in case you have checked option "Availability calendar" and availability calendar is also enabled by admin.

You can define here availability for particular option. Column "Time slots" is available only for booking type "TIME". You can define unlimited number of availability records in this section.

When you are defining availabilities:

• Do not overlap availability rows (from-to dates). This means, if you define it daily, enter 1 row per 1 day.

- If you define it as ranges, make sure ranges does not overlap. Plugin will handle
 it, but you should not do it, as if you later go to edit option, availabilities will be
 aggregated.
- OK example:
 - o 19.1.2021 23.1.2021
 - o 24.1.2021 30.1.2021
 - o Etc.
- Wrong example:
 - o 19.1.2021 23.1.2021
 - 0 23.1.2021 25.1.2021
 - o 24.1.2021 28.1.2021
- For Date/Range option types, you cannot enter 2 records with same start date.

Let's take a look into detail how to work with this section:

- From date must be greater or equal to offer time range start date, lower or equal to offer time range end date. If selected from date is greater than end date of one record, end date is updated to from date.
- **To date** must be lower or equal to offer time range end date, greater or equal to offer time range start date. If selected from date is lower than start date of one record, start date is updated to from date.
- **Time slots** enter times in format HH:MM,HH:MM,... when this offer is available. Use 24 hours format. If incorrect data are entered, plugin will correct them and inform customer about correction.
 - You can define multiple time slots per day or per date range. If particular time slot has different availabilities on different times (i.e. 8:00 5 avl. seats, 10:00 3 avl. seats, ...), you must define these slots separately (1 slot = 1 row).
- Availability enter availability for this slot. It is expected to have value greater than 0. There are 2 reserved values: "-1" and "9999", if you enter one of these values, input get yellow color that means, this slot is considered as "unlimited availability"

Price

Enter price in numerical format with maximum 2 decimals. It is expected that price will be positive number, but negative value might be entered as well.

If price is kept on zero or is blank, value from "textual price" will be used.

Old price

If you provided this option for higher price and now you want to have it in discount, enter old price as numerical value. In order to show old price in front, old price must be greater than price.

Bellow fields can be defined in each active language of Osclass installation, if you place mouse on such input/textarea, you will see language switcher in top right corner.



Textual price / Label under price

If price is defined and is greater than 0, this field is used as <u>label under price</u>. As example, if booking option is stay in hotel and price is for 1 room, you will enter there "per room". Alternative it could be "per class, per person, per car, 1 person/1hour".

If price is not defined or is zero, this field is used as <u>textual price</u>. In case you want to have price as "Free", "Upon agreement", "N/A", this field can be used to achieve that.

Title

Should represent clear identification and naming of booking option. Title is shown in booking option header / card.

Summary

Shown under title in booking option header / card. It should help customer better identify what is this booking option about. You could put that also key information for option. As example for accommodation voucher: "2 persons, 2 to 15 days (1 to 14 nights) - Valid until 23 Dec 2021, 2 Jan - 14 Apr 2022".

Description

All the details and accompanying text that provides to customer complete picture about this booking option.

Features

Enter features, advantages or keys for this booking option. Put 1 feature per line. No need for extra "-" at start of feature.

Example list can be seen on picture bellow:

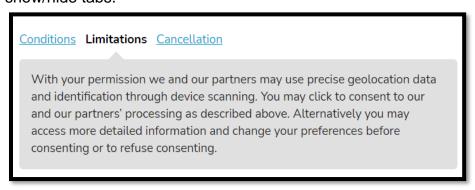


Additional details

Extra details and data shown bellow description

Conditions / Limitations / Cancellation policy

These fields are at bottom of booking option and are visible on click. They are shown as show/hide tabs.



Position

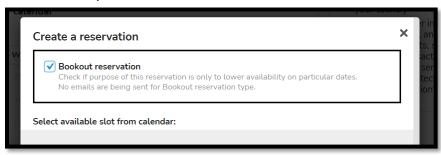
In case you have more booking options on same listing and you would like to re-order them, you can change default position of option here.

Reservations

When reservations are enabled by admin & seller on booking option, customers can create online reservations.

Admin can set if reservation is allowed also for non-logged users, for range offers also maximum length of range.

When listing owner is creating reservation, there is option for "Bookout reservation". This is considered as administrative reservation that target is lower availability on particular dates. For such reservation, no notification emails are sent, user data is disabled and price hidden.



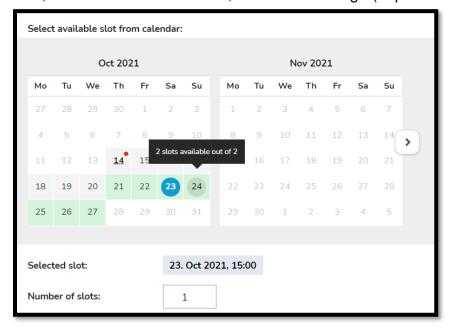
When logged in user create reservation, its data are pre-filled into reservation form. In case it is wanted to change these data, user can do this by clicking on "Change" button in bottom right of this box.



When user click on "Change", it is possible to modify user name, email and phone. Even it is changed, reservation is still evidenced under user ID of logged-in user.



Next, customer can select time, date or date range (depends on booking option type).



Selected value is shown under calendar.

Number of slots can be selected bellow calendar. Meaning of slot is that 1 slot = 1 availability point. As example, when we are talking about accommodation type of option, then 1 slot = 1 room. When we are talking about classes & lessons, then 1 slot = 1 person on particular lesson or class. Slots are limited based on availability.

If availability calendar is disabled on booking option type, slots are unlimited and offer is created without "time reservation". This can be handy i.e. for voucher type of offer, where customers can buy XY vouchers and time reservation / availability calendar is redundant function.

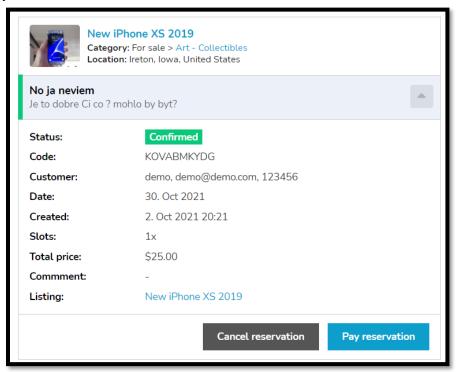
Then, price is calculated. For textual prices, same value is shown for unit & total price. Price is calculated as:

- Time & Date option: [number of slots] * [price set on option]
- Range option: [number of days/nights] * [number of slots] * [price set on option]

As a last, customer can enter personal comment to reservation that will be visible to seller. As example, it can be additional request for accommodation or different specification to reservation.

When reservation is created, notification emails are sent to seller & admin. Then, when reservations require approvals and reservation is confirmed or declined by seller, notification is sent to customer.

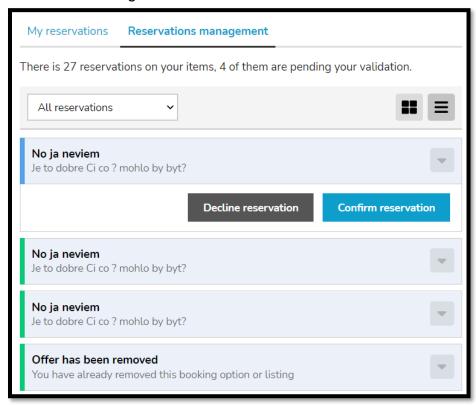
If payment for reservation is available (Osclass Pay Plugin 3.1 or higher installed, option enabled by admin & seller), then customer can pay for <u>confirmed</u> reservation from user account area. Payment can done from user account for reservation that did not started yet.



Besides paying for reservation, customer can also cancel reservation from user account section. When done, seller will receive notification.

Only reservation that was not paid and has not yet started can be cancelled.

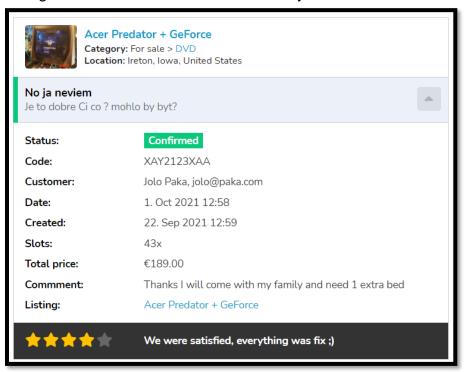
Sellers can manage their reservations also from user account section



If reservations require approval from sellers, admin can **Confirm** or **Decline** reservation. In both cases, notification is sent to customer. It is good to know that <u>Pending</u> and <u>Confirmed</u> reservations counts towards availability calendar, but <u>Declined</u> and <u>Cancelled</u> reservations does not.

Once reservation is passed (today >= end date / date of reservation), customer can leave rating on reservation and express opinion about this booking option.

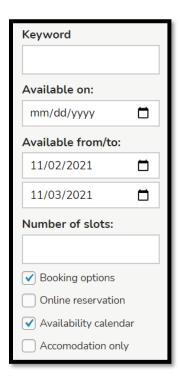
Ratings are visible to sellers & admins only.



Status of reservations can be changed by administrator as well, in this case administrator has no restrictions in order to mark reservation as paid, unpaid, cancelled, confirmed, declined etc.

Search sidebar filters

Administrator can add different filtering options into search sidebar and enable users to search for listings with booking options.



Keyword

Search for keyword in booking option, it is case insensitive and search in all available textual fields of booking option.

Available on

Filter is visible only when "TIME" and "DATE" booking options are enabled in selected category. Allow to search for booking options with available slots on particular dates.

Available from/to

Filter is visible only when "RANGE" booking option is enabled in selected category. Note that it is expected that 1 category has only TIME, DATE or RANGE booking types enabled (and not mix of them) so customer will see only "Available on" or "Available from/to" at same time.

When value is selected in "Available on", it will reset from/to filters and vice versa. From/to filters are functional only and only if both from & to values are selected.

Number of slots

This option is available just in case admin has allowed "Search Availability Filters

Advanced Logic" (will be discussed later). It allows to search for different number of slots, so i.e. if someone is looking for accommodation and need 2 rooms, it is possible to search only for booking options with availability at least 2 rooms in selected range.

Booking options

Search only for listings those has defined at least 1 booking option.

Online reservation

Search only for listings those has booking options with online reservations enabled.

Availability calendar

Search only for listings those has booking options with availability calendar enabled.

Accommodation only

Search only for listings those has booking options of type "RANGE" with "Accommodation type" option enabled.

Search Availability Filters Advanced Logic

When this option is enabled, make sure to test performance of your search page before using it in production.

When disabled, "Available on" and "Available from/to" will use booking option start & end dates as filters. It will not use availability calendars even defined. Therefore, "Number of slots" filter is not visible for this option.

When enabled, availability calendar is used to filter results. In case booking option has calendar disabled, option from/to dates are used instead as it is considered that such offers does not have limited availability.

For "RANGE" booking options with "Accommodation type" enabled, last date of "Available from/to" range is not used for filtering, until from < to. Reason is, that end date of accommodation is not counted towards availabilities.

Example:

- Let's have booking option with available slots on 1. Nov 5. Nov and unavailable from 6. Nov. This booking option is "RANGE" type with "Accommodation type" enabled
- Customers can book also stay from 5. Nov to 6. Nov, as even it is not available on 6. Nov, they will leave in the morning, so this date can be selected when creating reservation

- Customer search from 3. Nov to 6. Nov, then this option match criteria and is returned
- Customer search from 6. Nov to 6. Nov, then this option does not match criteria and is not returned. Why? In this case, when "from" is equal to "to", then also last day is included in search and it is considered as search 6. Nov 7. Nov.