



## Documentation of Booking System for Woocommerce

### Installation of Booking System for Woocommerce

#### Activation

Once you have uploaded the **plugin**, activate your plugin in **Plugins** → **Installed Plugins**.

If it is activated correctly, plugin control will available in the tab in WooCommerce as **Bookings** in WordPress dashboard.



#### Description

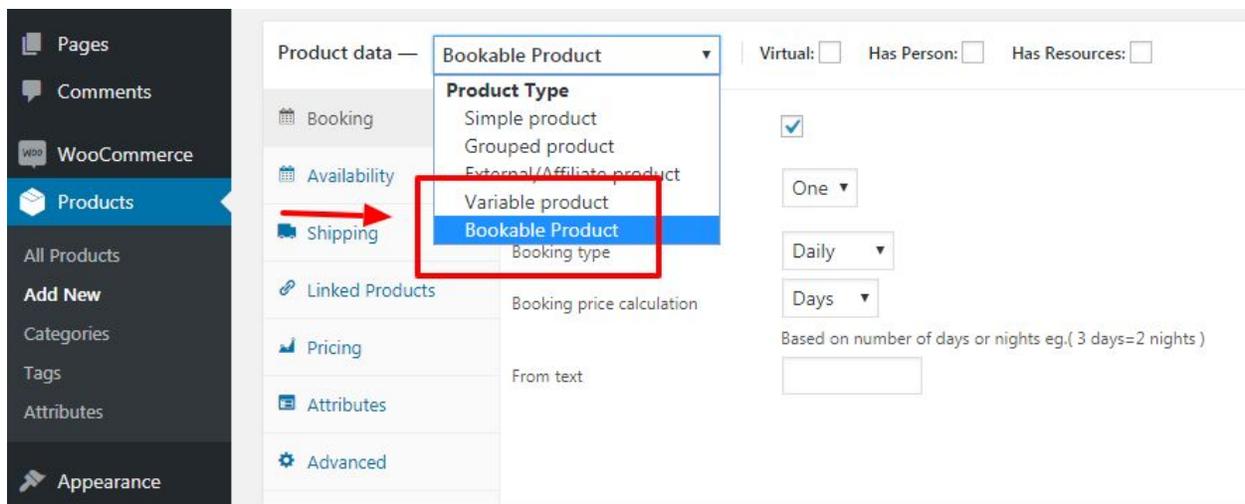
It is a plugin which allows you to manage your online appointments, reservations, and rental bookings etc.

## **Basic Information:**

Admin can provide any type of booking service by using this plugin and can define the product. Like for rental bookings, he can adjust booking limits, booking date etc.

## **Steps for adding new or editing product:**

1. Go to '**Products**' in WordPress dashboard here we can **add new** products or can **edit** the already available products.
2. Now select **Product data** to **Bookable Product** type.



3. You can set all **Booking**, **Availability** and **Pricing** here.
4. You can define **number and type of persons** according to your availability and can set charges for them.
5. You can add **services/resources** available and define their charges.

Options available in **Booking** section:

Product data — Bookable Product  Virtual:  Has Person:  Has Resources:

**Booking**

Enable booking

Show calendar on product page One ▾

Booking type Daily ▾

Booking price calculation Days ▾

Based on number of days or nights eg.( 3 days=2 nights )

From text

Availability

Shipping

Linked Products

Pricing

Attributes

- **Enable booking:** It is by default **enabled** for all the **Bookable Products**.
- **Show calendar on the product page:** You can select visibility of calendars here. If you select **one** then one calendar will show on the product page that means you are able to book for a particular date or week or for a particular time slot or for any specific month.

#### Product with one calendar:

[Home](#) / [Uncategorized](#) / [Monthly magazines](#)



Monthly magazines  
£50.00/month

Oct 2018	Nov 2018
Dec 2018	Jan 2019
Feb 2019	Mar 2019
Apr 2019	May 2019
Jun 2019	Jul 2019
Aug 2019	Sep 2019

[Book Now](#)

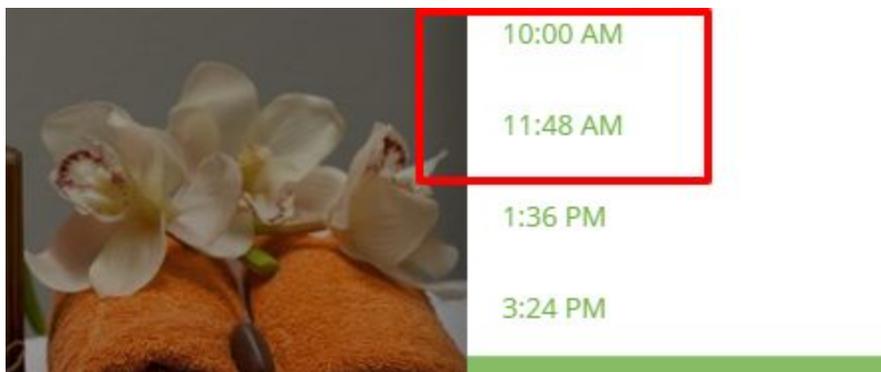


- A. Daily:** It will provide the booking on daily basis and calculate all the booking charges on daily basis.
- B. Weekly:** It will provide weekwise booking and will calculate all the booking charges on weekly basis.
- C. Hourly:** It will book for the number of hours on any particular date and will calculate all the booking charges on the hourly basis or on the basis of time slot.

**For hourly booking :** when **one** calendar is selected, it provides a feature to add **buffer period** to give a break between the two booking slots.

Show calendar on product page	One ▾
Booking type	Hourly ▾
Hours per slot	1.5 <small>eg.( 0.5= 30 mins Or 1 = 1 Hour).</small>
Buffer period	0.3
From text	Booking time

**On product page:**



- D. Monthly:** It will book for the number of months and will calculate all the booking charges on the monthly basis.

- **Booking price calculation:** Here you can set your **Daily** and **Weekly** bookings according to days or nights. Here 3 days = 2 nights that means if your booking is for 2 nights then check out time will be after two nights i.e. third day's morning.

Booking	Enable booking	<input checked="" type="checkbox"/>
Availability	Show calendar on product page	One ▾
Shipping	Booking type	Daily ▾
Linked Products	<b>Booking price calculation</b>	Days ▾
Pricing		Days (number of days or nights eg.( 3 days=2 nights )
Attributes	From text	Nights

- **From text:** You can set the label name on the product page according to you.



Spa  
£250.00/Slot

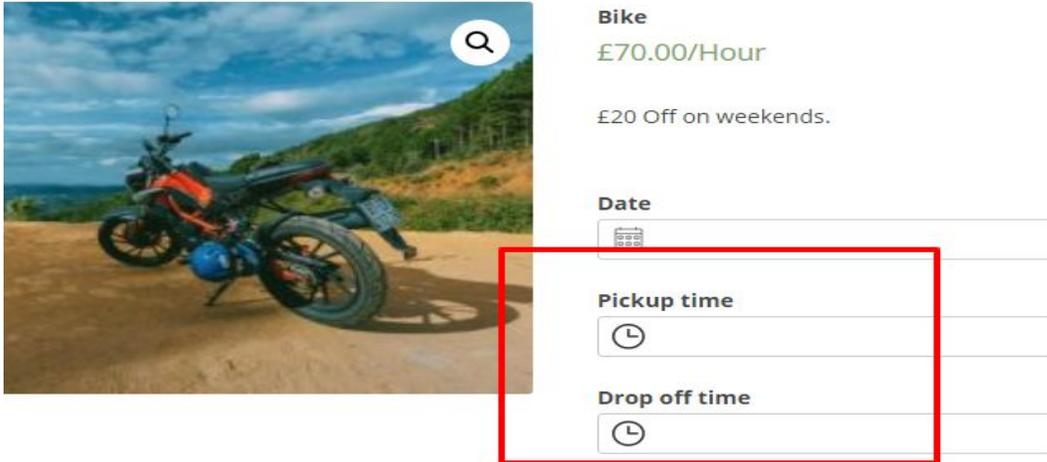
Rs 100 Extra on weekends.

**Booking time**

Resources

Hair Color (+£700) 0 per unit

- **To text:** In case of two calendars you can set this label.



**Note: In case of Monthly booking default text will display.**

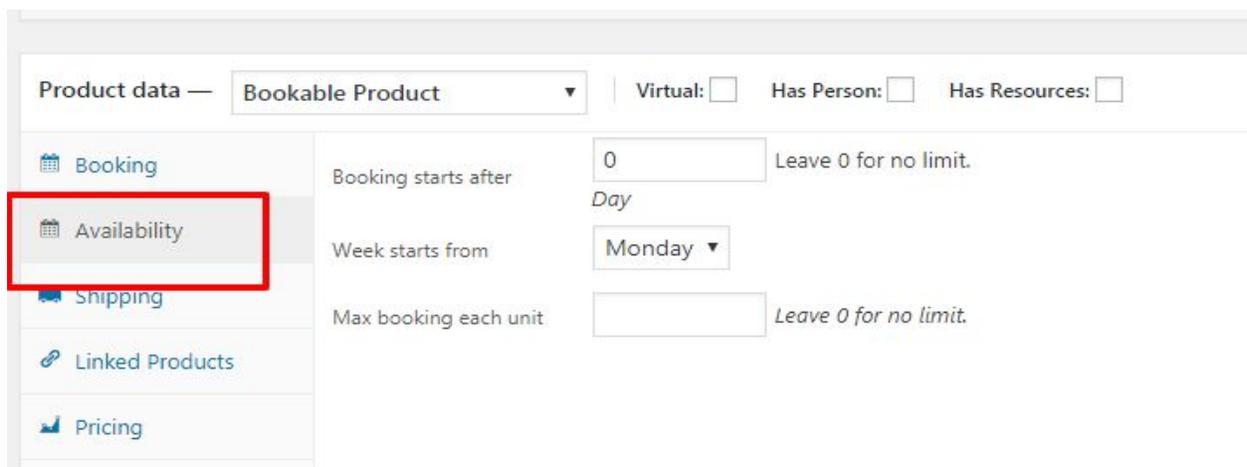
Options available in **Availability** section:

**Availability** changes according to **Booking type** and the **number of calendars**.

For example, in case of Daily and Weekly bookings, it provides different features than Hourly booking and Monthly bookings.

### **For Daily/ Weekly Booking:**

When the number of calendars on the product page is **one**.



**For Hourly Booking:** When the number of calendars on the product page is **one**.

The screenshot shows a configuration panel for a 'Bookable Product'. The 'Product data' dropdown is set to 'Bookable Product'. There are checkboxes for 'Virtual', 'Has Person', and 'Has Resources'. The 'Booking' tab is active, and the 'Working hours' field is highlighted with a red box. It is set to '24 Hours' with radio buttons. Below it, the 'Availability' tab is visible, showing a 'Max booking each unit' field set to '2' and the text 'Leave 0 for no limit.'

- **Working hours:** You can define available working hours here.
- **Booking starts after:** You can use this function for advance bookings. A customer can book any service after a certain number of days from the current day. For example, if the admin had adjusted "booking starts after" as 4 then the booking made by the customer will start after four days from the date of booking.
- **Week starts from:** You can start week from Monday or Sunday.

The screenshot shows the 'Availability' tab selected in the configuration panel. The 'Booking starts after' field is set to '4' with the text 'Leave 0 for no limit.' and 'Day' below it. The 'Week starts from' dropdown menu is highlighted with a red box and is open, showing 'Monday' selected, with 'Monday' and 'Sunday' as options.

- **Max booking each unit:** You can set this according to the product availability. If it is **set 2** then the maximum availability of the product is 2. After two bookings that product can't be purchased and the booking dates/months will become disabled.



PG for girls

£4,500.00/month

Min 6 months booking.

Duration:  Month(s)

Oct 2018	Nov 2018
Dec 2018	Jan 2019
Feb 2019	Mar 2019
Apr 2019	May 2019
Jun 2019	Jul 2019

- **Min and max** : When the calendar selected is **two** for any booking type then it adds an additional feature in **Availability** section i.e **max and min booking limits**. You can define min and max booking limit for any booking type. **In case of Hourly if the booking time is less then the min booking limit then second calendar will not show any time.**

Product data — Bookable Product  Virtual:  Has Person:  Has Resources:

**Booking**

Working hours  24 Hours  From 12:00 am To 12:00 am

**Availability**

Booking limits  -  Leave 0 for no limit.  
*Min Max*

Max booking each unit  Leave 0 for no limit.

**Shipping**

**Linked Products**

Options available in **Pricing** section:

Product data — Bookable Product Virtual:  Has Person:  Has Resources:

Booking base price(£) 0 Per Week

Booking block price(£) 0 Per Week

**Add More**

- **Booking base price:** Base price of the product can be set here. Price will show on the product page according to the booking type selected. For example, for hourly it will be per slot or per hour.
- **Booking block price:** Block price for the product can be set. It will also get calculated on the basis of type of booking.
- There are different ranges available in the pricing section which can be added in the pricing through **Add More** button.

Word count: 0

Product data — Bookable Product

Booking base price

Booking block price

**(Range of m**

Range type: Range of

Range: January to January

Base cost: +

Block cost: +

❖ **Extra features available for Bookable Products:**

**Has Person:** You can define the number of persons and types persons for any bookable product and can set price for them.

Product data — Bookable Product Virtual:  Has Person:  Has Resources:

Booking

Availability

Shipping

**Person**

Linked Products

Pricing

Min individual  *Leave 0 for no limit.*

Max individual  *Leave 0 for no limit.*

Multiply all costs by individual

Enable individual type

- **Min and max individual** can be set from here. If we you want to multiply the cost by number of individuals then enable the “**multiply all costs by individual**” option.
- **Enable individual type:** Through this option we can define individual type and price for them separately. It will add the cost in the price of the product.

Product data — Bookable Product Virtual:  Has Person:  Has Resources:

Booking

Availability

Shipping

**Person**

Linked Products

Pricing

Min individual  *Leave 0 for no limit.*

Max individual  *Leave 0 for no limit.*

Multiply all costs by individual

Enable individual type

[Add More](#)

multiply all costs by individual

Enable individual type

( ) #5428655304 Remove

Individual Type Name:  Cost:

Min:  Max:

Add More

**Has Resource:** This feature can be used as services/functionality provided to the end user.

Product data —  Virtual:  Has Person:  **Has Resources:**

Booking

Availability Add More

Shipping

Linked Products

**Resources**

When you click on **Add More** button, you will be able to add the resources.

Product data — Bookable Product | Virtual:  Has Person:  **Has Resources:**

- Booking
- Availability
- Shipping
- Linked Products
- Resources**
- Pricing
- Attributes

**Resource -** Remove ▾

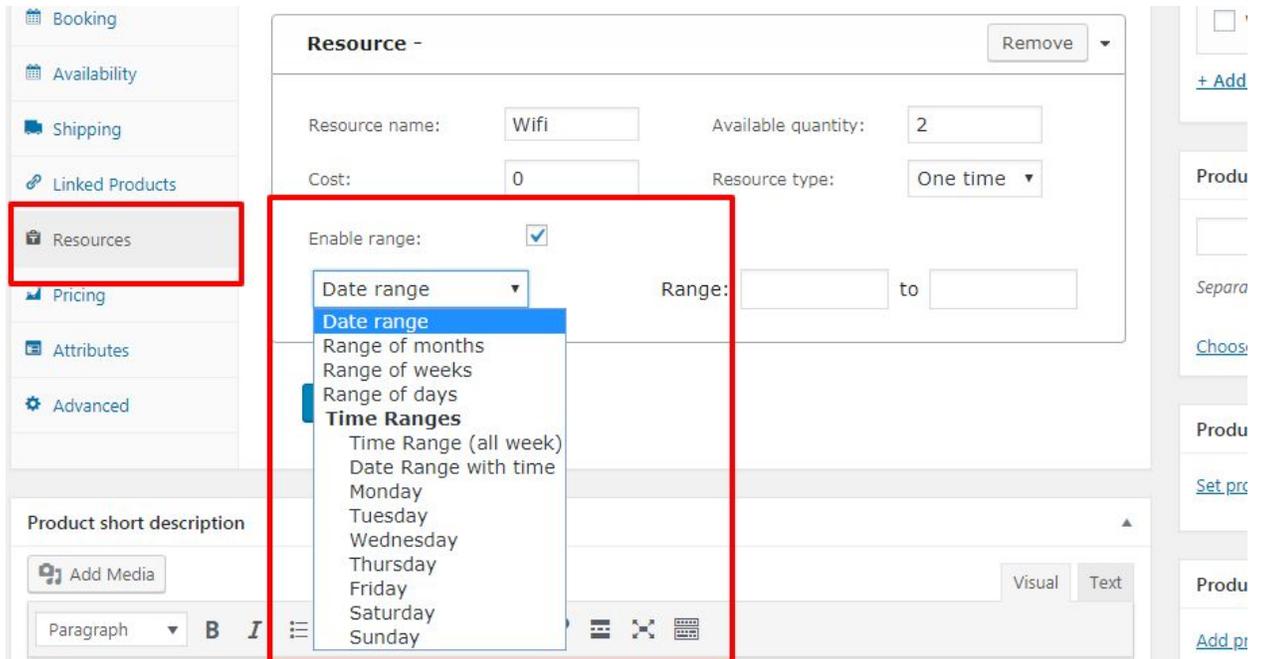
Resource name:  Available quantity:

Cost:  Resource type: One time ▾  
One time  
Unit \* Cost

Enable range:

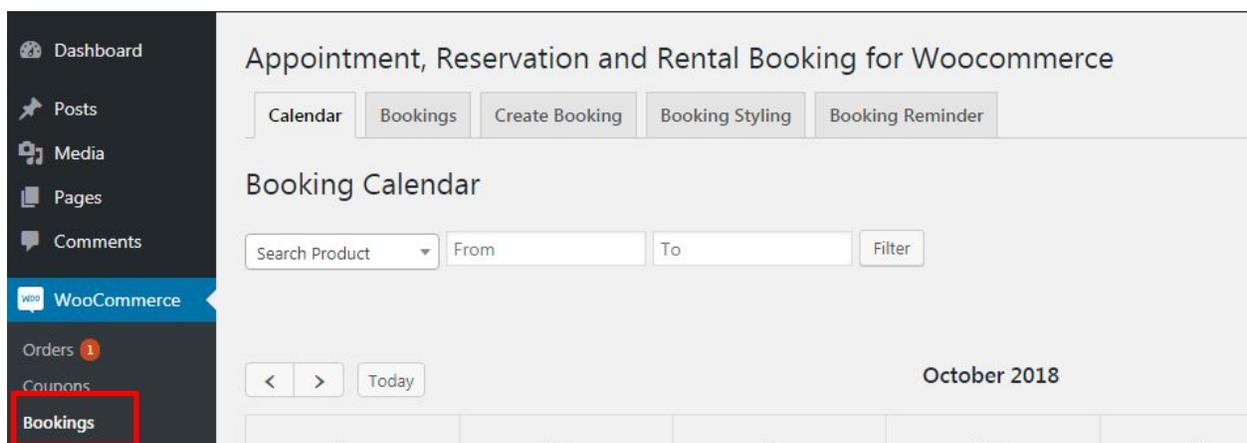
[Add More](#)

- **Resource name:** Add resource name from here.
- **Available quantity:** You can set the available quantity for one booking from here.
- **Resource type:** It is for the cost of the resource. That means how many times the charges will be added for any booking. For **one calendar** it will take only **One time** option. If there is two calendars then we can set the price according to our service/resource. **One time** means the price will be charged only once for the service available in any booking and **Unit \*Cost** means price will multiply with the unit. **For example if we are booking for two weeks and service charges are for per week then the service price will multiply with two.**
- **Enable range:** By enabling this , we can add range in the resource section. **If it is not enabled then the resource will work all the time but if we have defined a range then the resource will work for that range only.**

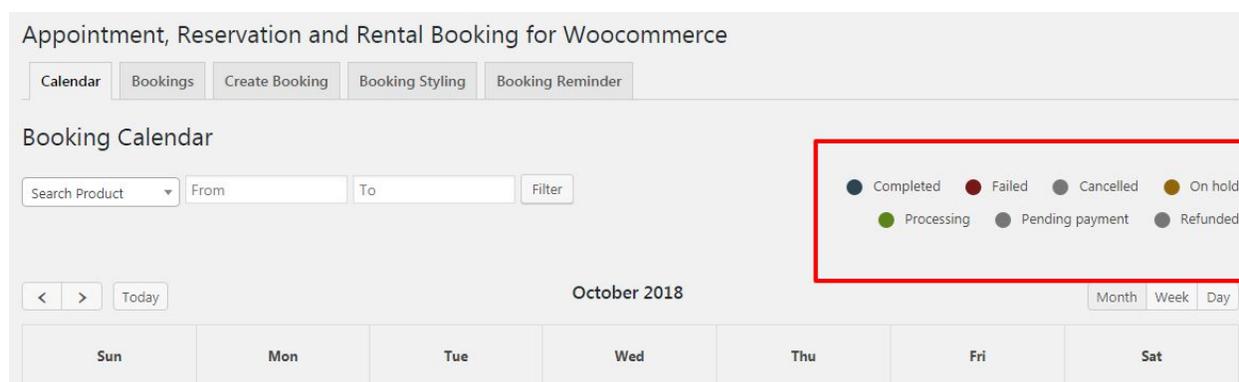


### Features available in Bookings tab:

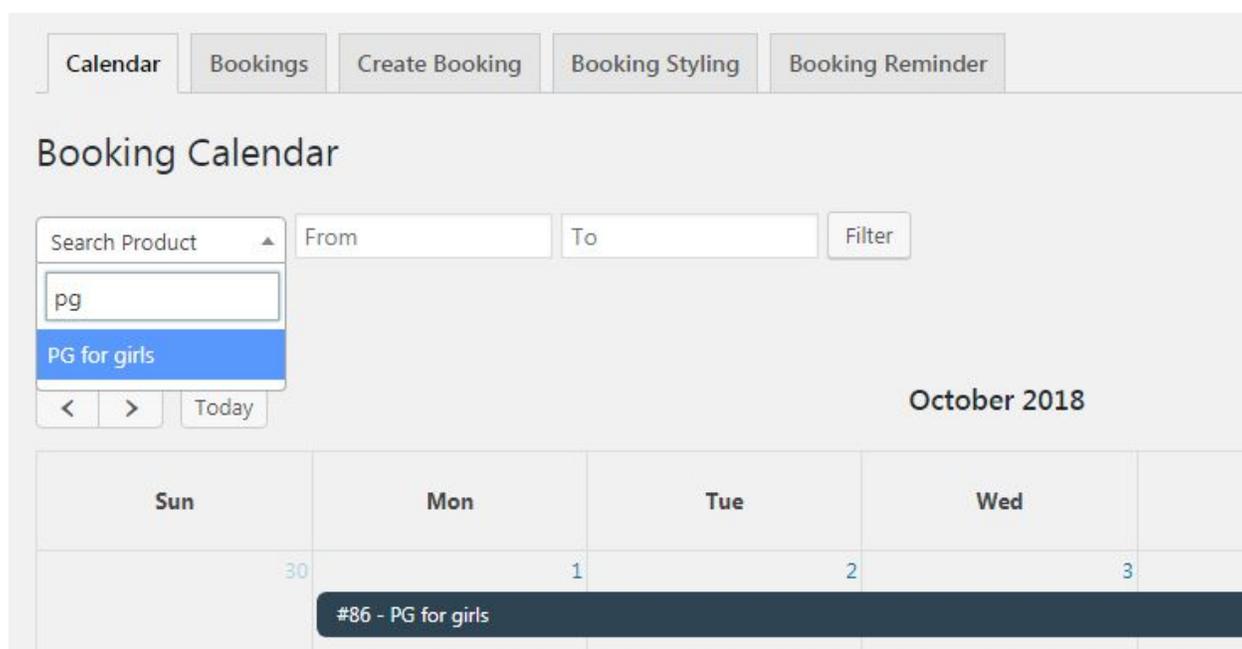
As soon as you click on **Bookings** available in the WooCommerce panel it shows booking in **Calendar** and in **Tabular form**, **Create Booking**, **Booking Styling**, and **Booking Reminder**.



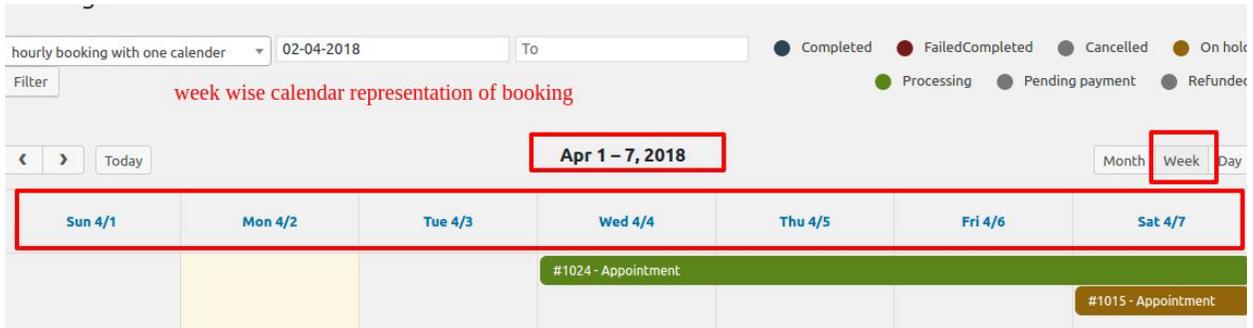
**Colored buttons on Booking Calendar page:** These buttons have different meanings which show the status of bookings.



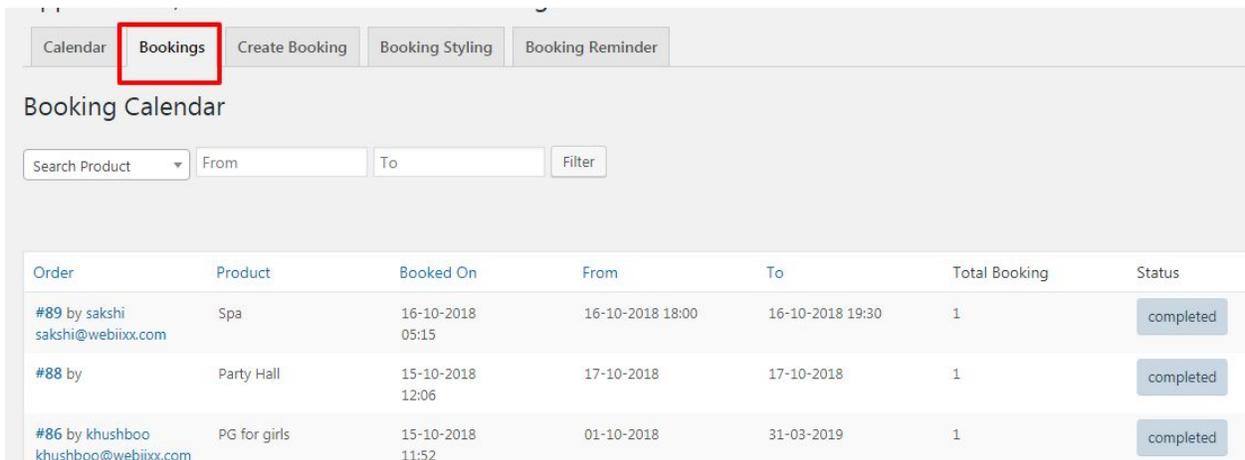
- **Search Product:** It will show the number of bookings for the product you have entered in '**Search Product**' box. As soon as you enter the date in '**From**', filter button will filter all the possible bookings from that date.



- You can also change the Calendar format in **Week** or **Day** wise format.



**Bookings** will show the tabular form of booking orders.



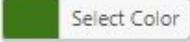
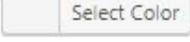
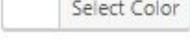
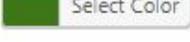
- '**Search Product**' is same for **Bookings** also. But here you can arrange all your orders in ascending or descending order according to your choice, for example, you can arrange them on the basis of **order number**, **product**, **Booked On** etc.

**Create Booking:** You can create any booking for the available products from the backend.

The screenshot shows a web interface with a top navigation bar containing five tabs: 'Calendar', 'Bookings', 'Create Booking', 'Booking Styling', and 'Booking Reminder'. The 'Create Booking' tab is highlighted with a red rectangular border. Below the navigation bar, there are two main sections. The first section is labeled 'Customer' and contains a dropdown menu with 'Guest' selected. The second section is labeled 'Bookable Product' and contains a dropdown menu with the text 'Select a bookable product...' at the top. Below this text, a list of products is displayed: 'Villas [ #53 ]', 'Car [ #52 ]', 'Bike [ #51 ]', 'Spa [ #50 ]', and 'PG for girls [ #48 ]'. The first item in the list, 'Select a bookable product...', is highlighted in blue.

After creating booking from the backend it will directly go to order section from you can edit the product status to “**Completed**” and the booking is done.

**Booking Styling:** You can adjust the different styling option available on the product page.

Calendar	Bookings	Create Booking	Booking Styling	Booking Reminder
Calendar focused date text color				
Calendar focused date background color				
Calendar disabled date text color				
Calendar disabled date background color				
Calendar available date text color				
Calendar available date background color				
Calendar available time focused text color				

**Booking Reminder:** You can set the booking reminder for both **admin and user**. You can also adjust when you have to send the reminder.

# Appointment, Reservation and Rental Booking for Woocommerce

Calendar

Bookings

Create Booking

Booking Styling

Booking Reminder

Enable reminder for admin

Enable reminder for client

Reminder for admin before day(s)

Reminder for admin before hour(s)

Reminder for client before day(s)

Reminder for client before hour(s)

Reminder mail heading

Reminder mail subject

Reminder mail message

Shop name