Hotel Booking Plugin for WordPress Documentation

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For Developers

Overview

MotoPress Hotel booking plugin for WordPress is a universal solution to help you manage your hospitality business online. Plugin's functionality allows you to add accommodation types to display on the site, apply different seasonal pricing, set room rates, add photo galleries, manage online bookings and perform much more functions in order to easily take care of your hotel establishment. The listing design of your accommodations will depend on the WordPress theme you use.

Quick Start Guide

It's easy to start working with the plugin! Follow this quick guide:

1. Install and activate the plugin from your WordPress dashboard. Two menus should appear: *Accommodation* and *Bookings.*
2. Start with adding *Seasons* - specific time periods that can come with different pricing for rooms.
3. Add a full list of available hotel *Services.*
4. Add *Accommodation types* specifying their descriptions, amenities and additional services available. Here you can also add *Amenities* (in-room facilities, generally free), *bed types* and *Categories* of an accommodation type.

5. Add *Rates* to present the same accommodations with different conditions (e.g. triple refundable vs triple non-refundable).
6. Go to *Generate accommodations* menu to generate a needed number of **real rooms** of the same accommodation types available in your hotel establishment.
7. Create all needed pages (you should be offered to install these pages automatically) - *Search Results, Search Availability, Complete Booking, Booking Confirmation, Booking Cancellation pages with appropriate shortcodes and messages.*
8. Navigate to configure general plugin *Settings and Payments.*
9. Configure *Language settings*.
10. Go to *Shortcodes* to get the needed ones and add to the needed pages and posts.
11. To view, add or delete your real booking requests, go to *Bookings* menu. In the same menu, you can also Add discount coupons, synchronize your bookings across OTAs (Online Travel Agencies) like Booking.com via iCal, and add taxes and fees.

Installation

After downloading the plugin you should have motopress-hotel-booking-xxx.zip file on your computer. This is a compressed file with all the plugin data. Here are the steps to install it:

1. Log into your WordPress dashboard and go to Plugins → Add New.
2. Click the Upload Plugin button.
3. Click the Choose File button → find the plugin archive on your computer.
4. Click Install Now.
5. Click Activate.

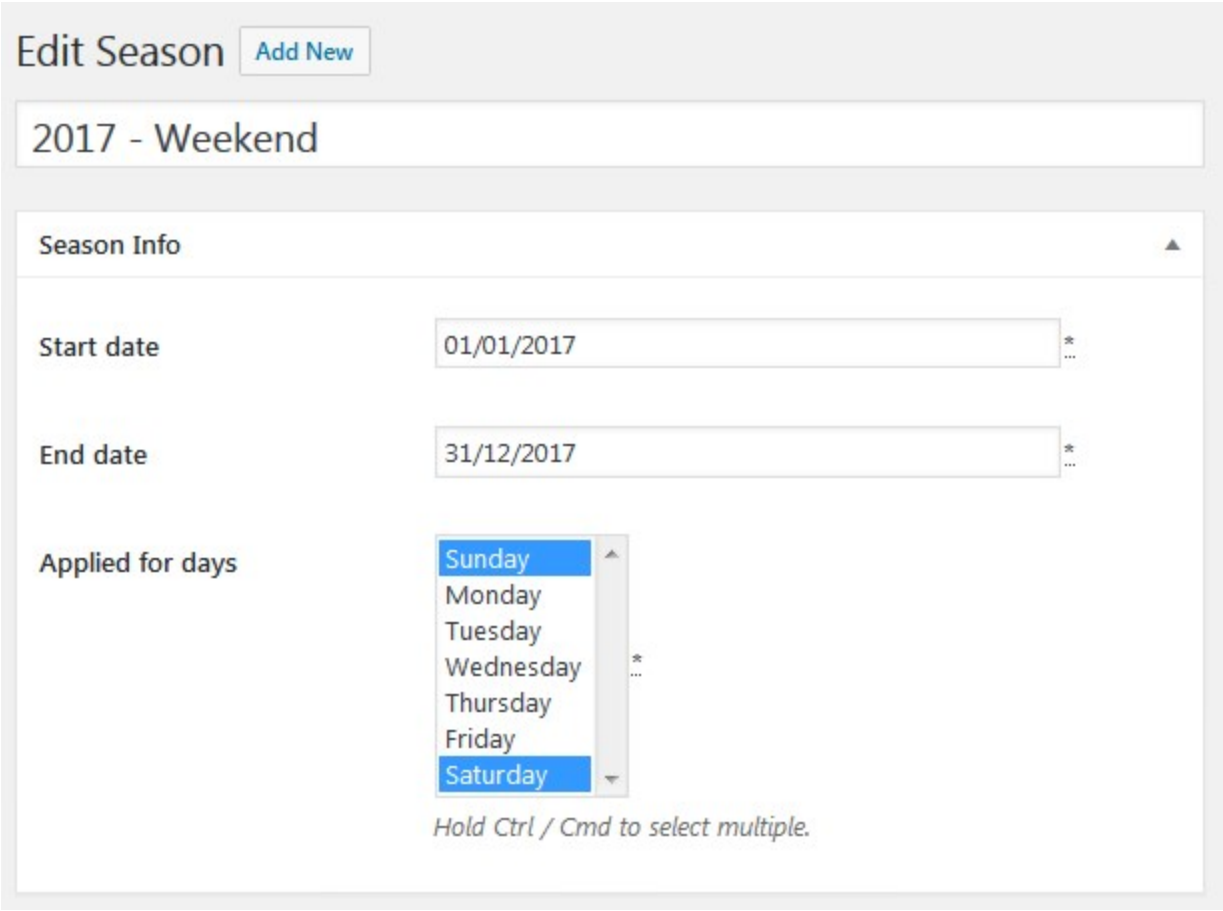
Add Seasons

To set a new season go to Accommodation → Seasons → Add New.

Season is a specific period of time that helps differentiate hotel prices depending on a time of the year. “Season” is a general term and you can label your seasons any way you want. Apply only real dates to all added seasons.

1. Type the season’s title (*e.g. 2018, Christmas period, August*).
2. Define start and end date of this season (***real dates***).
3. If this “season” is limited to some specific days during a period you set, go to “Applied for days” list and select the days when parameters of this season are active.
4. Publish your changes.

Note: as for prices for seasons, you’ll be able to set them later in Rates menu.



Add Services

Before adding *Accommodation types* of your hotel establishment, add all available hotel services to be able to further tie them to an accommodation type. Go to Accommodation → Services → Add new.

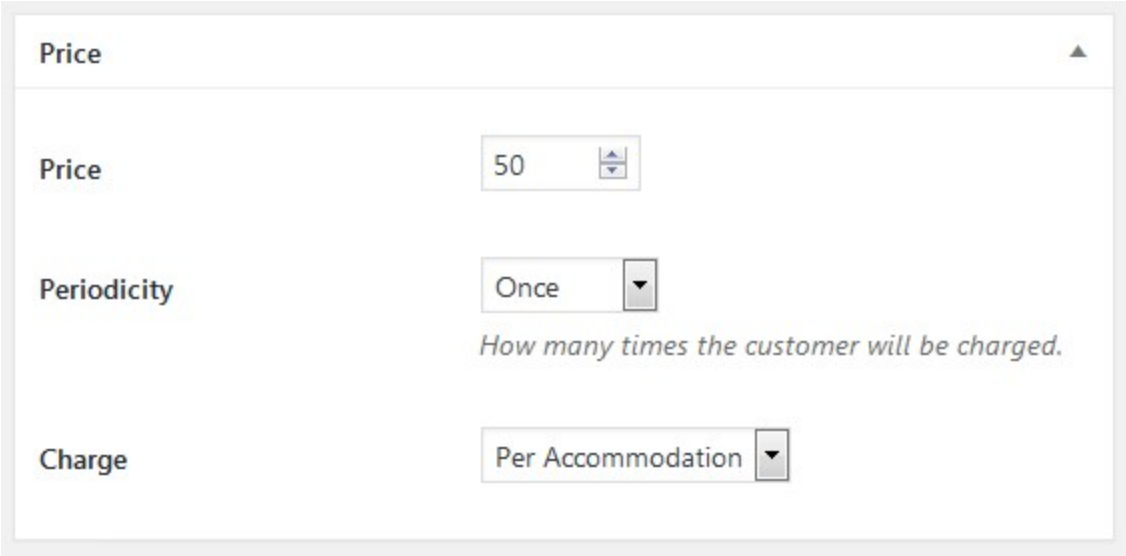
1. Add title and description of a service (*e.g. airport-to-hotel delivery, massage, childcare*).
2. Specify details on how your guests will be charged:

- set service price or zero for free service;

- periodicity (is it a one-time price for all stay-in period or the guest will be charged this price per night);
- Charge for 1 accommodation or 1 adult.

3. You may also set a featured image of your service.
4. Publish the service.

Example:



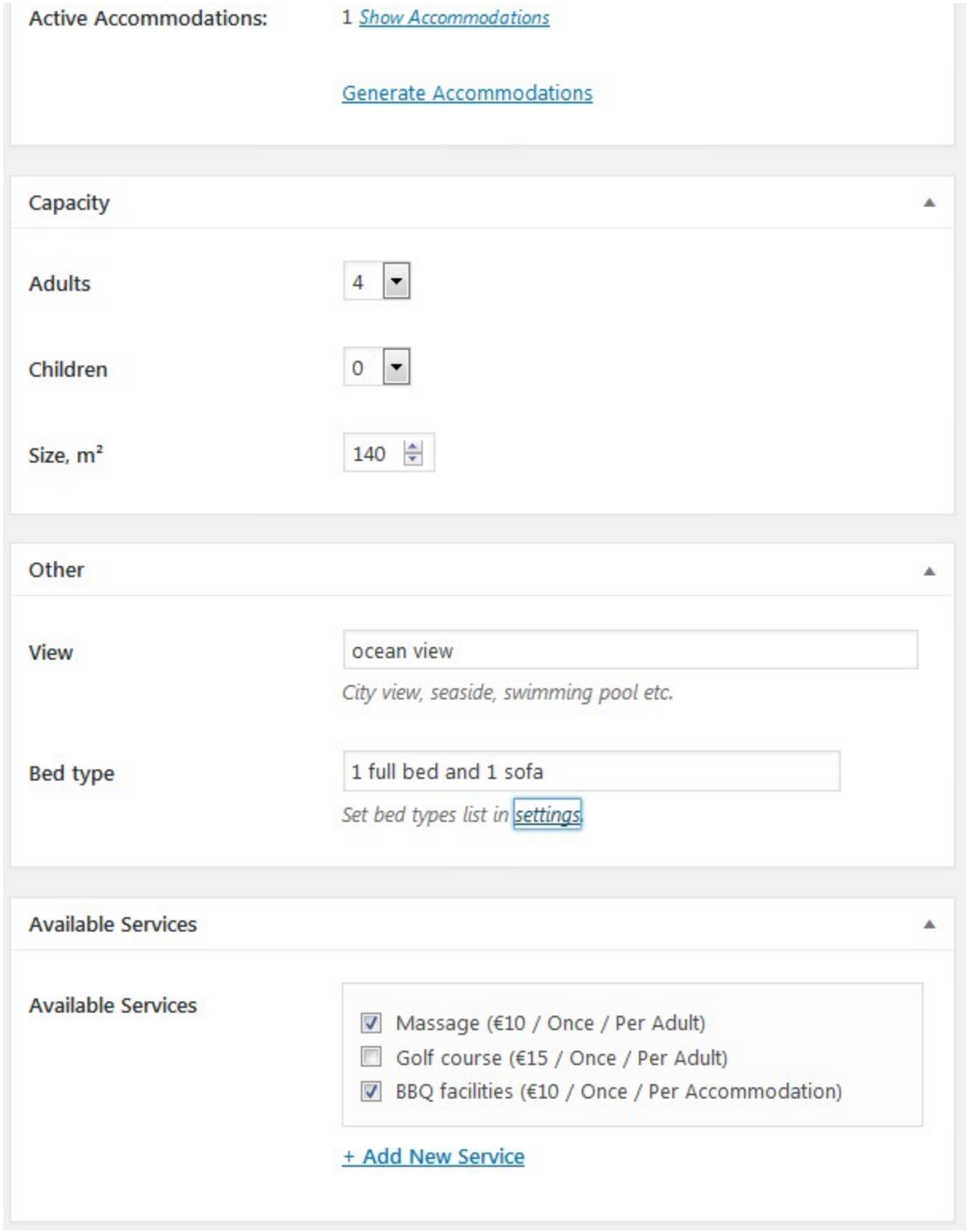
Add Accommodation Types

In this menu you add accommodation types available in your hotel establishment. Note: “Accommodations” are real accommodations, and “Accommodation types” are only their types (e.g. you can have a double room “Accommodation type” and 10 real “Accommodations” of this type).

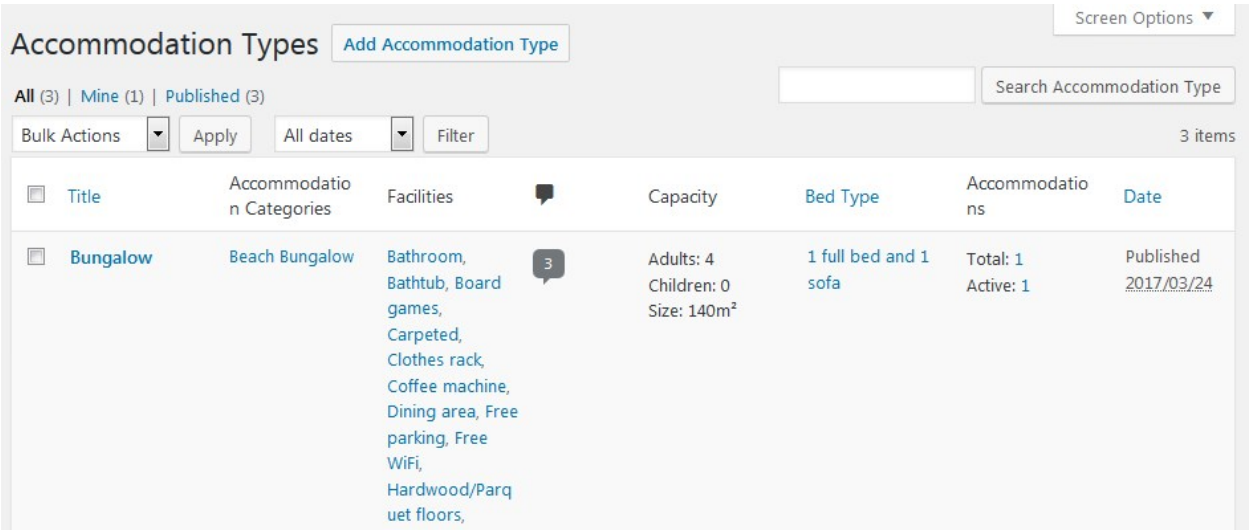
Go to *Accommodation → Accommodation types → Add Accommodation Type.*

1. Add title, description and a short description (excerpt).
2. Add total accommodation capacity (size, maximum number of adults and children).
3. Add view (*e.g. seaside, city view*) and bed types in this accommodation type.
4. Add bed types - you'll be redirected to *Settings menu*, where you'll need to specify your *bed types* > click Add Bed Type button > scroll down and save changes.
5. Tick "allow comments" if you want to enable comments under the accommodation types.
6. Select services that your hotel can provide for this accommodation type.
7. Add accommodation Amenities and categories right from this menu or go to add new ones (from Accommodation → Categories / Amenities).
8. Add photo gallery and featured image if needed.
9. Publish the changes.

If you have many real rooms of this accommodation type, you can simply generate the needed number of them while staying in this menu: click *Generate accommodation* under description field.



Here is an example of accommodation types listed on the dashboard:



Add Amenities

To add the full list of amenities for different types of accommodations, go to Accommodation → Amenities → Add new.

There are standard WordPress fields for this type of content: add a name, slug, description and probably choose a parent of the amenity.

When editing or adding an accommodation type, you'll be able to see all these Amenities in the right sidebar and tie the needed ones to the appropriate accommodation types.

Name	Description	Slug	Count
32" HD Flatscreen TV	LCD digital terrestrial channels	32-hd-flatscreen-tv	2
Air-conditioning	Professional air-conditioning unit.	air-conditioning	2
Desk	A comfortable desk with two chairs for your needs.	desk	2

Add Attributes

(video tutorial)

Attributes can be later used for advanced search (by location, price range, type, etc.) or for adding custom details to your properties. The default details are Capacity, Amenities, View, Size, Bed Types, Category, Tags.

To add attributes go to the Accommodation tab → Attributes → Add New. There, specify the Title of your custom attribute, for example, Location. This title will be visible on the front-end. Then click Configure Terms and add all the possible terms for this attribute, e.g. London, Paris, New York. While adding the terms, you need to fill in at least the Name field and click Add New. There is no limitation to the number of attributes or terms that can be created.

You can influence the order in which the terms appear on the website in the Accommodation tab → Attributes. Open an attribute and select an order in the Order field. The default order is Custom. The terms can also be sorted by Term ID, Name and Numeric Name.

These attributes need to be assigned to your accommodation types in the Accommodation tab → Accommodation Types. Hover over an accommodation type and click Edit. Tick the terms related to this accommodation type in the Attributes Section in the right hand column.

Create Advanced Search

All the attributes that were created can be used in the search forms to allow advanced search. For this, you will need to use the slugs of your attributes. The slugs are displayed in the Accommodation tab → Attributes (the Slug column). In order to add the custom attributes in a search form:

1) added with a shortcode, specify the attributes parameter in its shortcode with comma separated slugs like: [mphb_availability_search **attributes=”comma separated slugs of your attributes”**]

   Ex. [mphb_availability_search attributes=”location,price-range”].
2) added with a widget, go to the widget settings and specify the comma-separated slugs of your attributes in the Attributes field.

Each attribute will be displayed as an additional search field in the search availability form. The fields are displayed in the order of attribute slugs in the shortcode/widget. These search fields

are not required and some of them can be left empty for broader search. If a term is not assigned to any accommodation type, it will not appear in the search availability form.

Create Custom Property Details

To add custom details to your properties, go to the Accommodation tab → Attributes. Open an attribute and tick Visible in Details. This will display the attribute and its term(s) in the Details section of your properties. Tick Enable Archives and the terms will become linked. Each term link leads to an archive page with all accommodation types that have this term.

Add Categories

To add a full list of accommodation categories (*e.g. single, triple*), go to Accommodation → Categories → Add new.

There are standard WordPress fields for this type of content: add a name, slug, description and probably choose a parent of the category.

When editing or adding an accommodation type, you'll be able to see all these categories in the right sidebar and tie the needed ones to the appropriate accommodations.

Add Rates

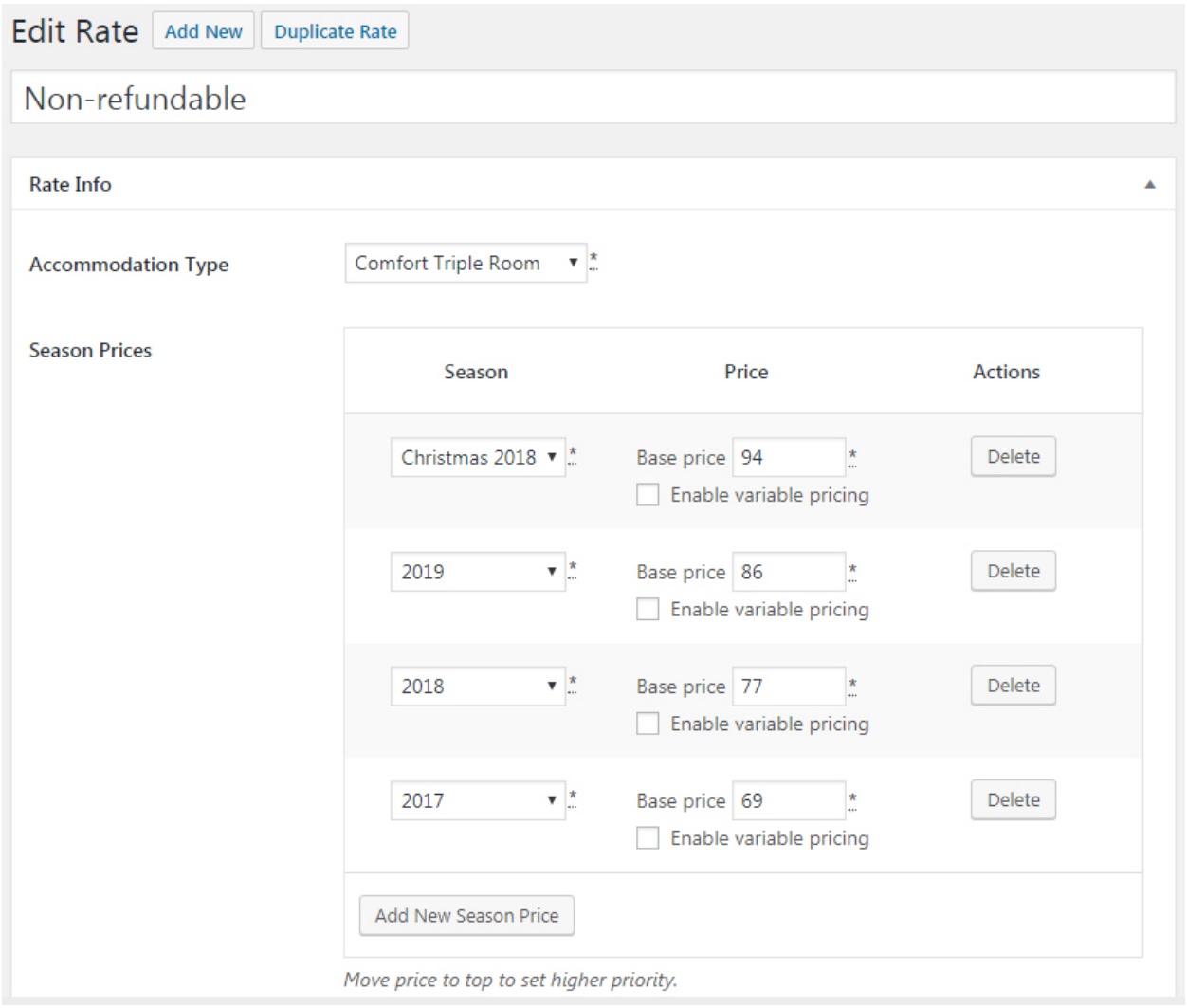
Rates are very important for your entire hotel management process. They are directly connected with prices for accommodation types depending on whether or not a particular

accommodation type is supplied with extra benefits. *The choice of rates (a list of rates) will be visible for a site visitor under a selected accommodation type.*

This is how you should set up the rate for a particular *accommodation type (go to Accommodation → Rates → Add New):*

1. Specify a rate title (*e.g. triple standard non-refundable, triple standard with breakfast included, etc.*).
2. Choose an accommodation type from the drop-down menu.
3. Set season prices of this accommodation type: choose an earlier added season and specify its price. You can add as many seasons with different prices as you want.
4. Write a description of this rate specifying the most important information for your guests (*e.g. refundable, non-refundable*).

Example:

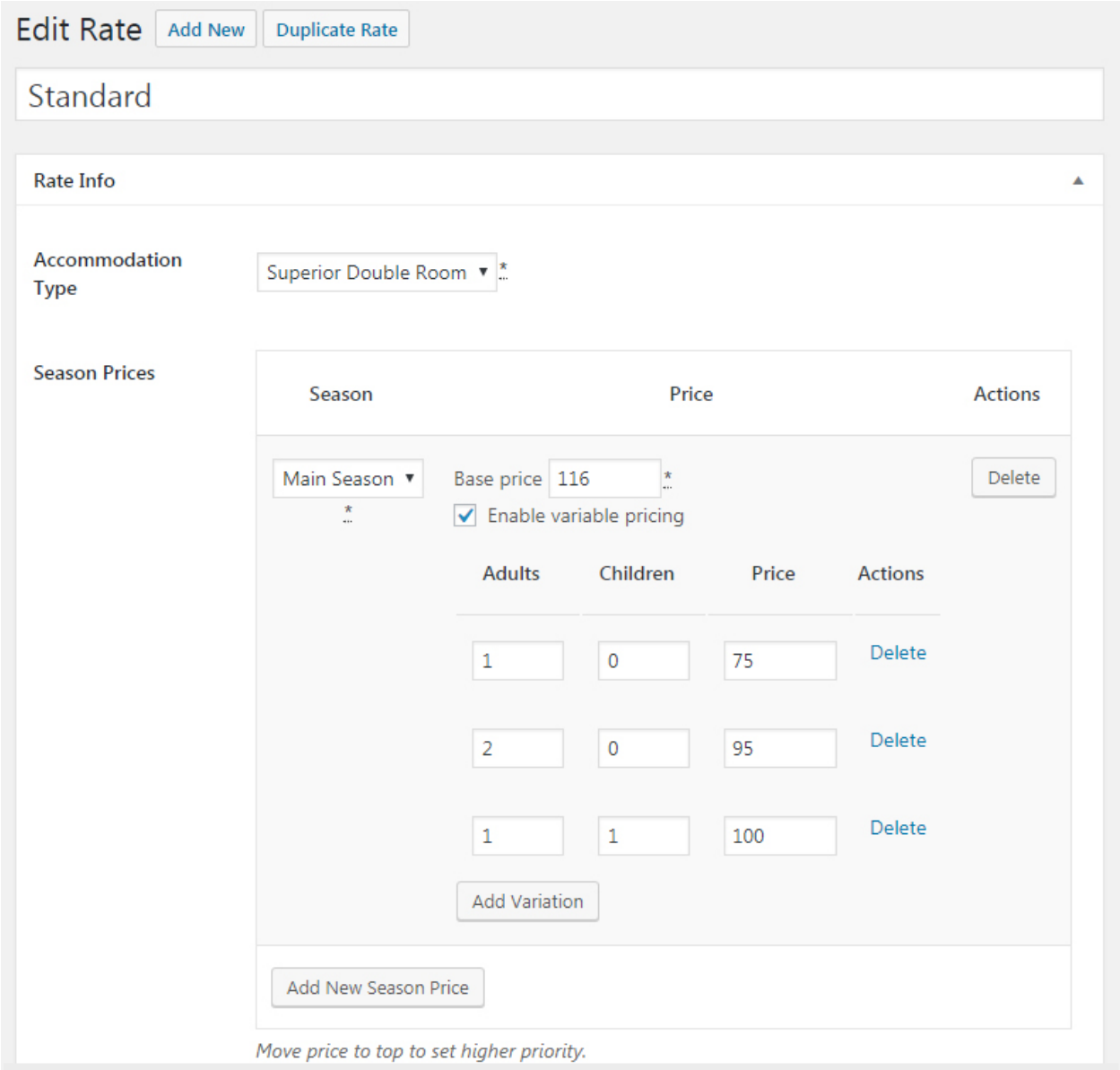


Enable Variable Pricing

Since version 2.6.0 you are able to add variable pricing for each season rate. This option allows to set the price variation according to a number of guests indicated in the search availability form. In other words, you can set different prices for the same accommodation depending on a number of guests. Follow the steps below to learn how it works:

- Go to edit any rate and check **Enable variable pricing** option. In our case it is a standard rate of Superior Double Room with a following capacity 2 Adults 1 Child

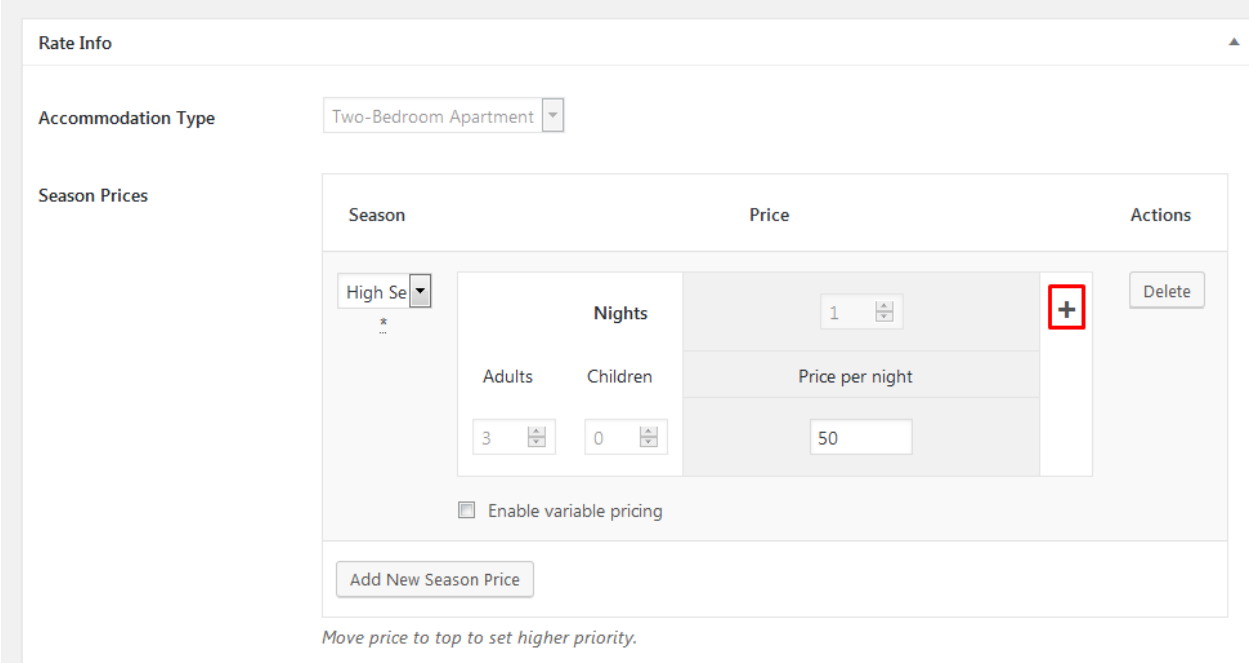
- Once it's checked, you can add the first variation - a number of Adults and Children and a price of this variation.
- Add 1 Adult and and 0 Children and set a price for this variation. Note: it can be lower or higher price than a base rate.
- Add a new variation and type 2 Adults and 0 Children and set a price for this variation.
- Add another variation for 1 Adult and 1 Child and set the price.
- Now you can add one more Variation (2 Adults and 1 Child, i.e. max capacity for this accommodation) or leave it as it is as a Base Rate should be applied if search parameter is not found among price variations.



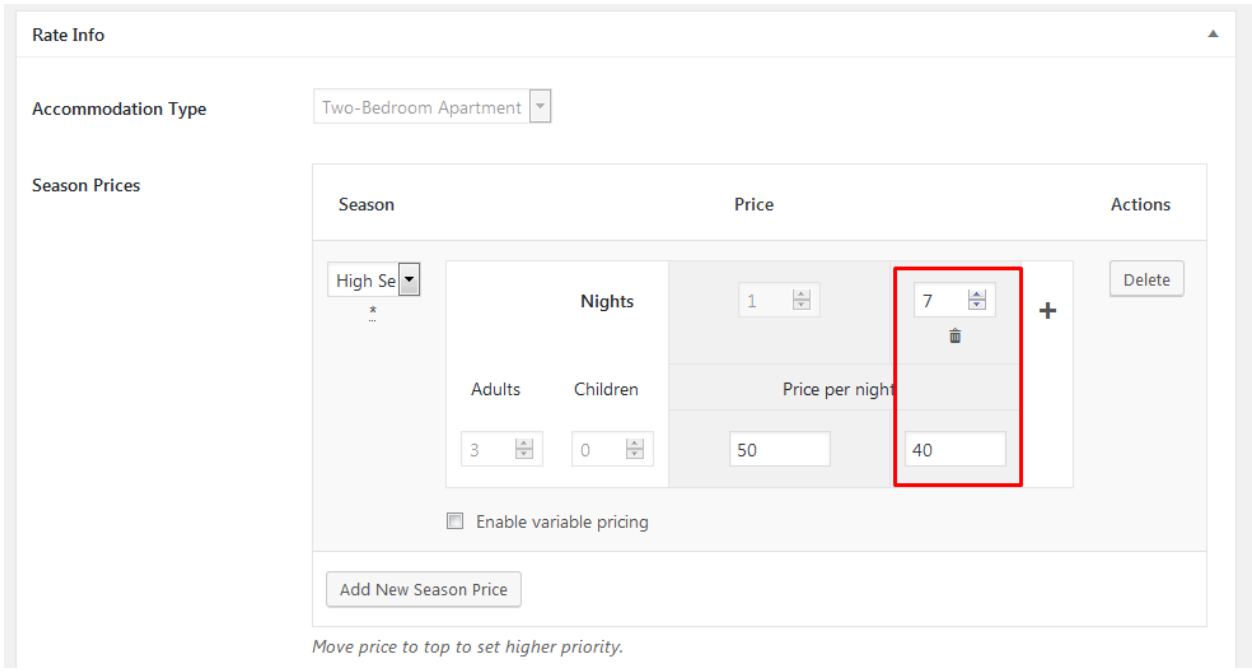
When your site visitors perform a search, they will see prices of accommodations depending on available variations you set.

Weekly/Monthly rates

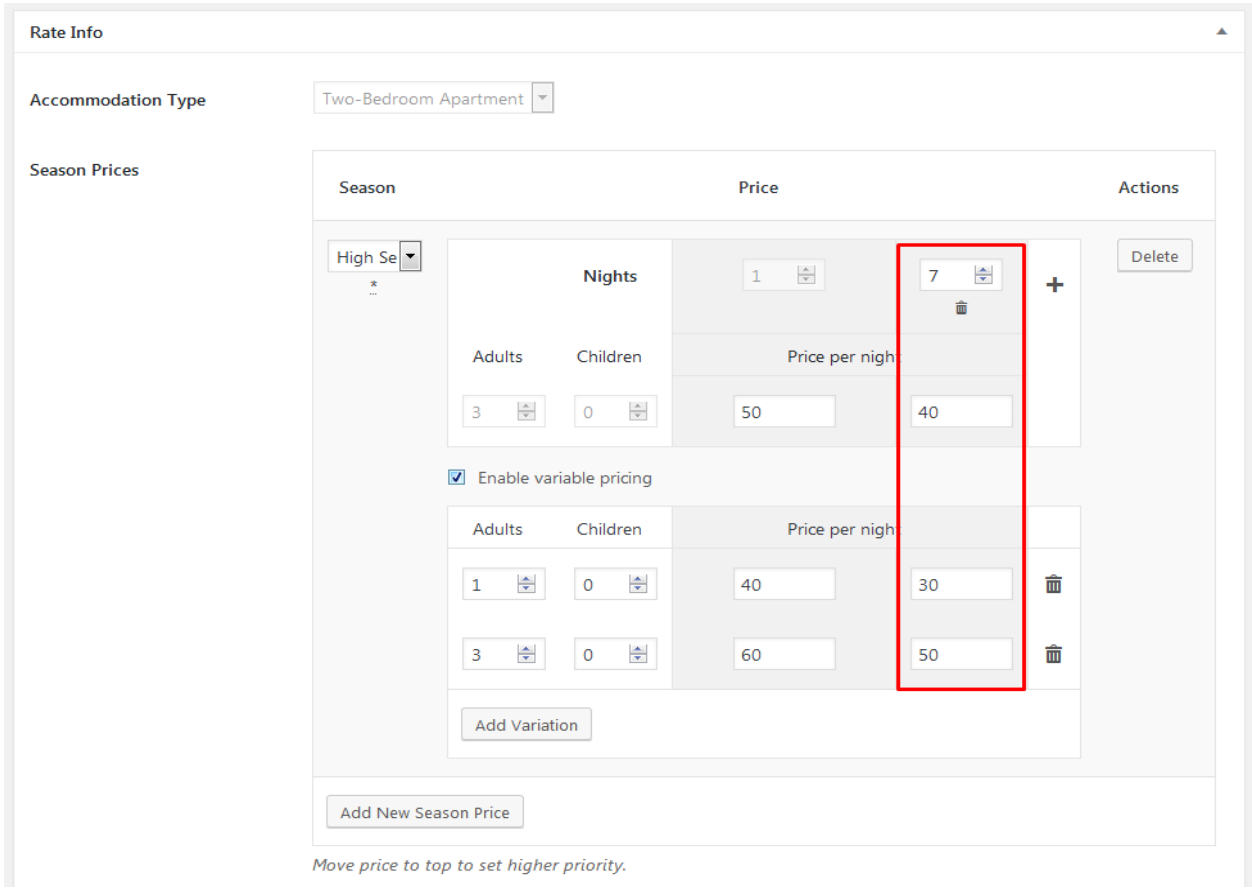
Since version 2.7.5, you can set up different per night rates if a booking is placed for certain number of night or more. To add these variations, go to Accommodation > Rates > Select a rate you want to edit or add new. To add variations based on the number of booked dates click +. Make sure to start from the lowest variation, e.g. 3, 4, 7, 14 nights:



And define the number of nights needed in a booking for the new rate to apply. For example, the following set up means that if a booking is placed for 7 or more nights, the total price will be counted as 40 per night:



There is no limitation to the number of days or variations that you can add here. These rules can be also combined with the per person rates if you tick Enable Variable Pricing:



Generate Accommodations

This is an optional tool to reduce repetitive work if you have a lot of **real accommodations** of the same type. After all available accommodation types are added, you can simply generate the needed number of real rooms: go to Accommodation → Generate Accommodations:

1. Set the number of accommodations that should be generated (these are real rooms of your hotel establishment).
2. Choose an accommodation type.
3. Optionally put a title - it will be visible on the dashboard only.
4. Hit “Generate”.

Create System Pages

When configuring plugin settings, you’ll need to set all appropriate pages for the plugin to work properly. You should be asked to install these pages automatically.
If for some reason you should add them manually, go add the following pages:

- Search Results page with [mphb_search_results] shortcode
- Search Availability page with [mphb_availability_search] shortcode
- Complete Booking page with [mphb_checkout] shortcode
- Booking Confirmation with your message
- Booking Cancellation with your message

Apply Plugin Settings

Time to set general settings to make your plugin work properly. Go to Accommodation → Settings.

In the first *General tab* you can configure the following settings:

Select system pages

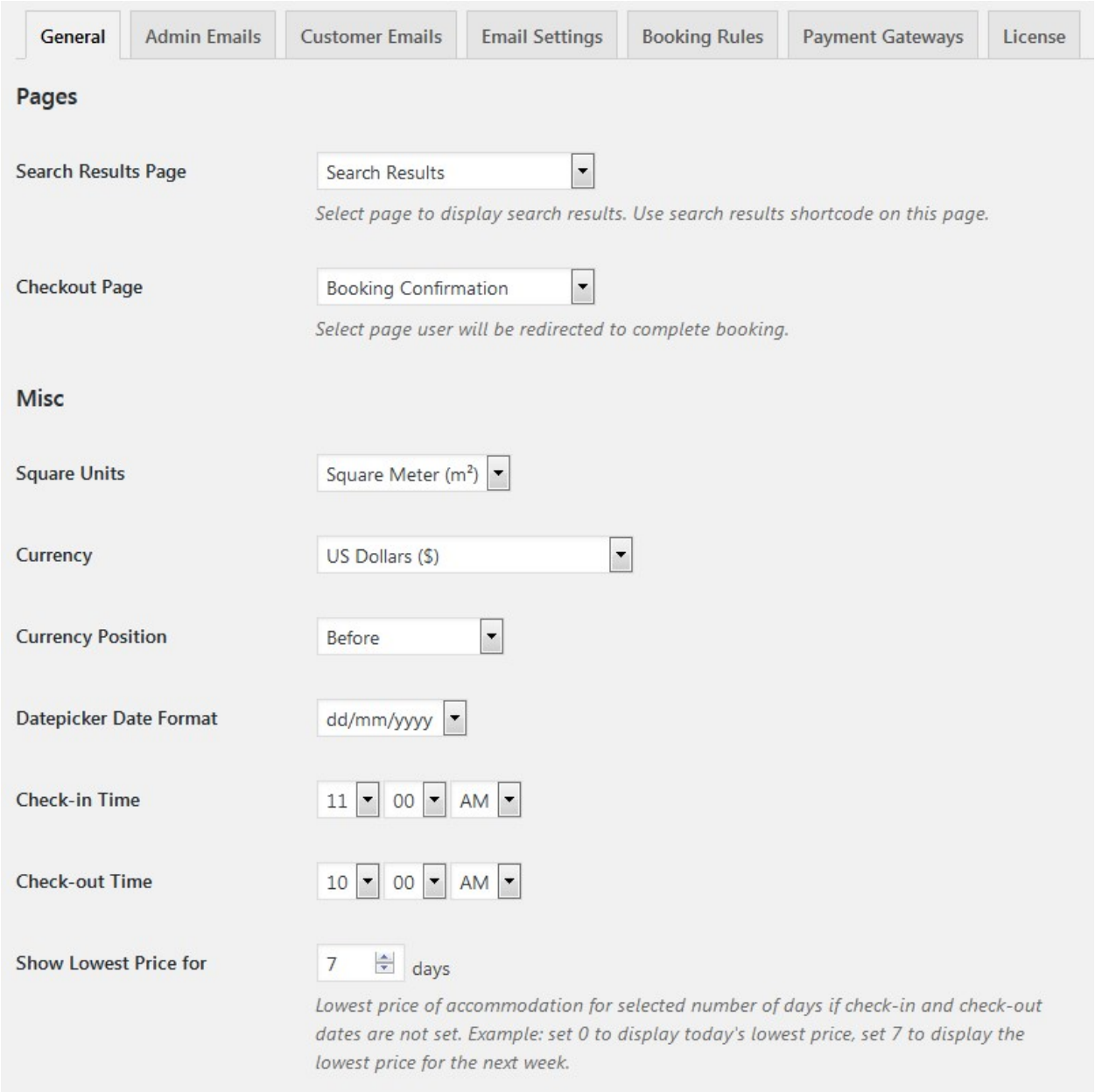
- Select **Search Results** page (a page where your guests will see the search results listing)
- Select **Complete Booking** page (where guests will complete their booking requests). These pages should be added earlier in order to appear in the drop-down menu.
- Select **Terms and Conditions** page - by adding a page here you enable a checkbox on the checkout page with text linked to this page. So your guest will be asked if they accept your terms before making a reservation.

Skip Search Results

This option allows to skip search results page and enable direct booking if search is performed from accommodation pages. It is mostly useful for small rental establishments with several accommodation types.

Set parameters for displaying accommodation types

- Specify square units
- Currency
- Currency position
- General check-in and check-out time
- Date format
- Bed types available in the hotel
- Specify the period of time to show the lowest price. If guests don’t set check-in and check-out dates, the’ll see the cheapest accommodation for the period of time you set (for example, if you set 20 days - they’ll see the cheapest price during 20 days).



- Enable/disable the search form *to recommend the best set of accommodations* according to a number of guests. This feature is great to support multiple accommodations booking at a time (perfect for hotels). That is, if a guest is looking for rooms for 10 people, for example, the system will recommend several rooms to accommodate 10 people. So, the guest can either go ahead and add all recommended

rooms into one reservation or skip the recommendation and choose rooms manually. For example (frontend):

Quick tips regarding "*To recommend the best set of accommodations according to a number of guests*":

1) This option is perfect for hotels.

2) If you use the plugin for a vacation rental, BnB or a guest house, which are generally rent out as one item, you'll most likely need to **turn off** this option, because travellers might not find it useful to be advised several, say, villas, in different locations.

- Enable/Disable the use of coupons (Add new discount coupons via *Bookings → Coupons → Add new)*
- Put the text of your Terms and Conditions.

If you plan to disable a booking option, simply tick "Disable Booking" button and include any notification for your guests while booking is disabled.

Booking confirmation and cancellation settings

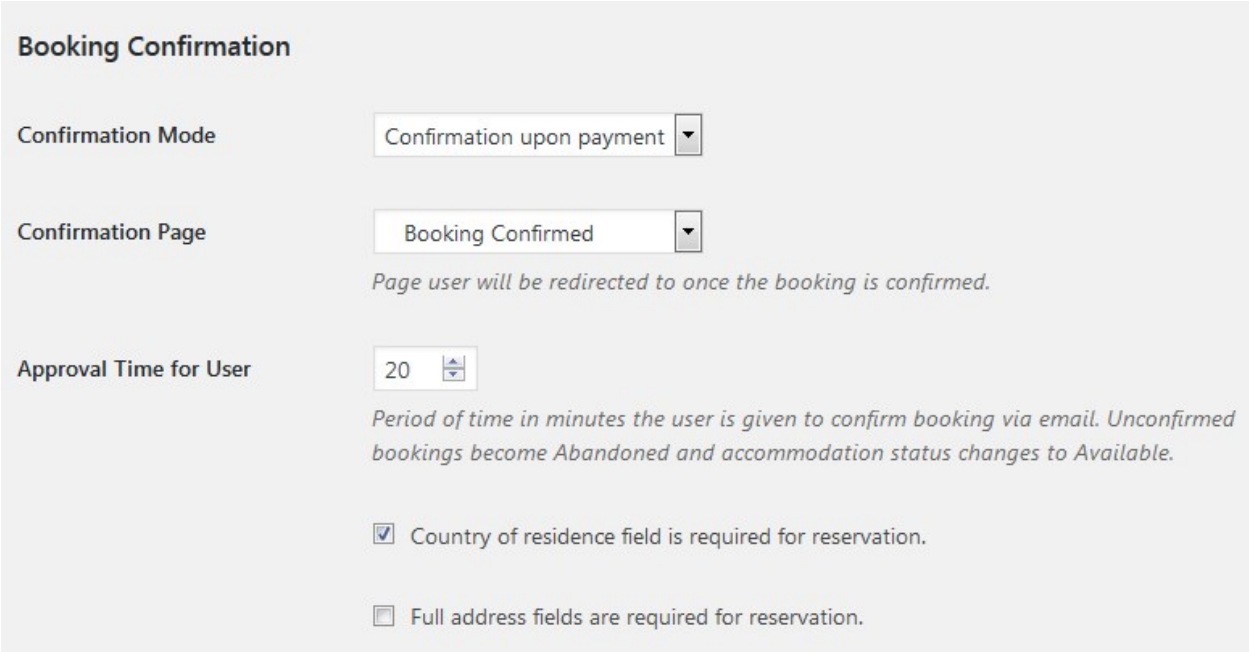
At first, set a confirmation mode - who should confirm a booking after the booking request is placed by the customer:

- you (pick By admin manually)
- your guest (pick by Customer via email)
- automatically after payment (pick Confirmation upon payment)

In the same section select which page the users will be redirected to once their booking request is confirmed.

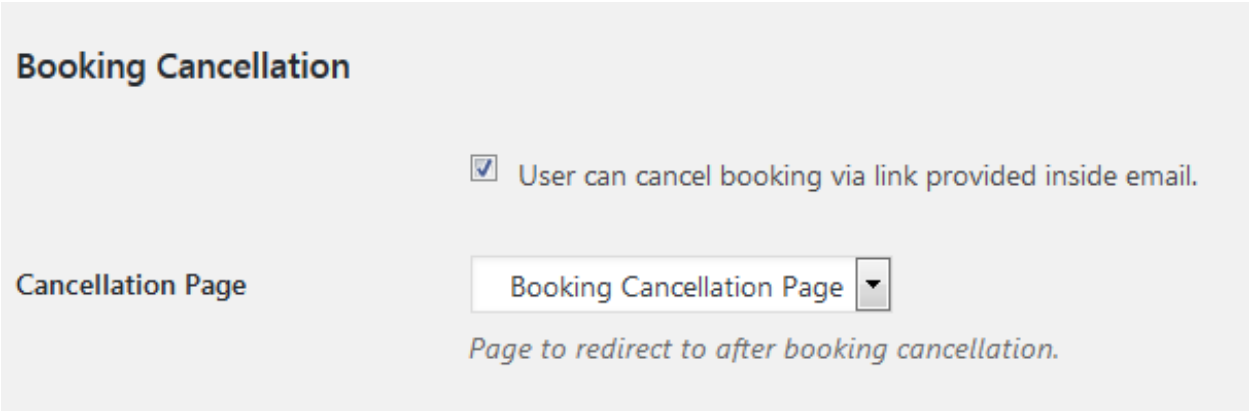
If you prefer the user to confirm their booking, specify an approval time given for this procedure in *Approval Time for User* section (*e.g. 25 minutes*).

In the same section set what address information **is required** from the guest in order to place a booking: either it's only a country or residence or full address.



Now, set booking *cancellation option.*

If you want to allow users cancel booking by clicking on cancellation link in the email, tick the appropriate field and specify the page where users will be redirected to after cancellation is made.

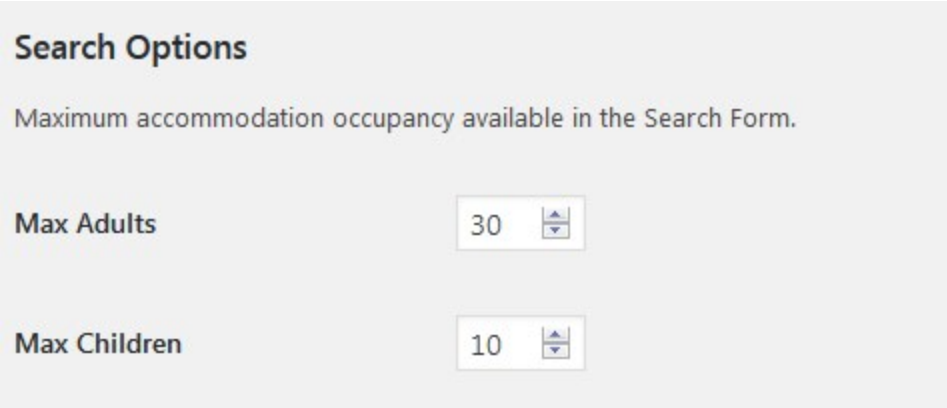


Define search parameters

This is maximum accommodation occupancy available in the Search Form.

Set the maximum adults and children accommodation occupancy for Search form (the values are unlimited).

To support multiple accommodations booking at a time, maximum increase the number of guests. For example, there are 20 rooms with a total capacity 60 people; you may set the maximum adults to 40, for example, because one guest can make a reservation for 20,30, etc. people at a time.



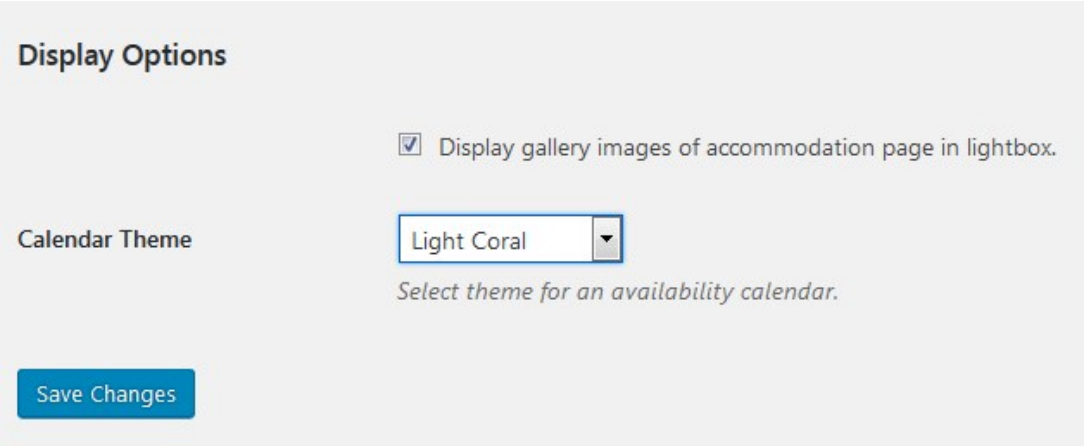
Don't forget to hit *Save Changes* button after all setting are defined.

Set Display options

There are 2 options so far:

1. Enable/disable displaying gallery images of accommodation page in lightbox. This option was integrated to improve compatibility with Jetpack plugin that supports a great gallery and lightbox modules to display the images of your properties in a beautiful way.

2. Choose the theme for your Search Availability calendar to fit design of your WordPress theme.



Edit Admin and Customer email templates

Please note**:** *If you update the plugin to Version 2.0.0, make sure to update your email templates to support multiple accommodations booking.*

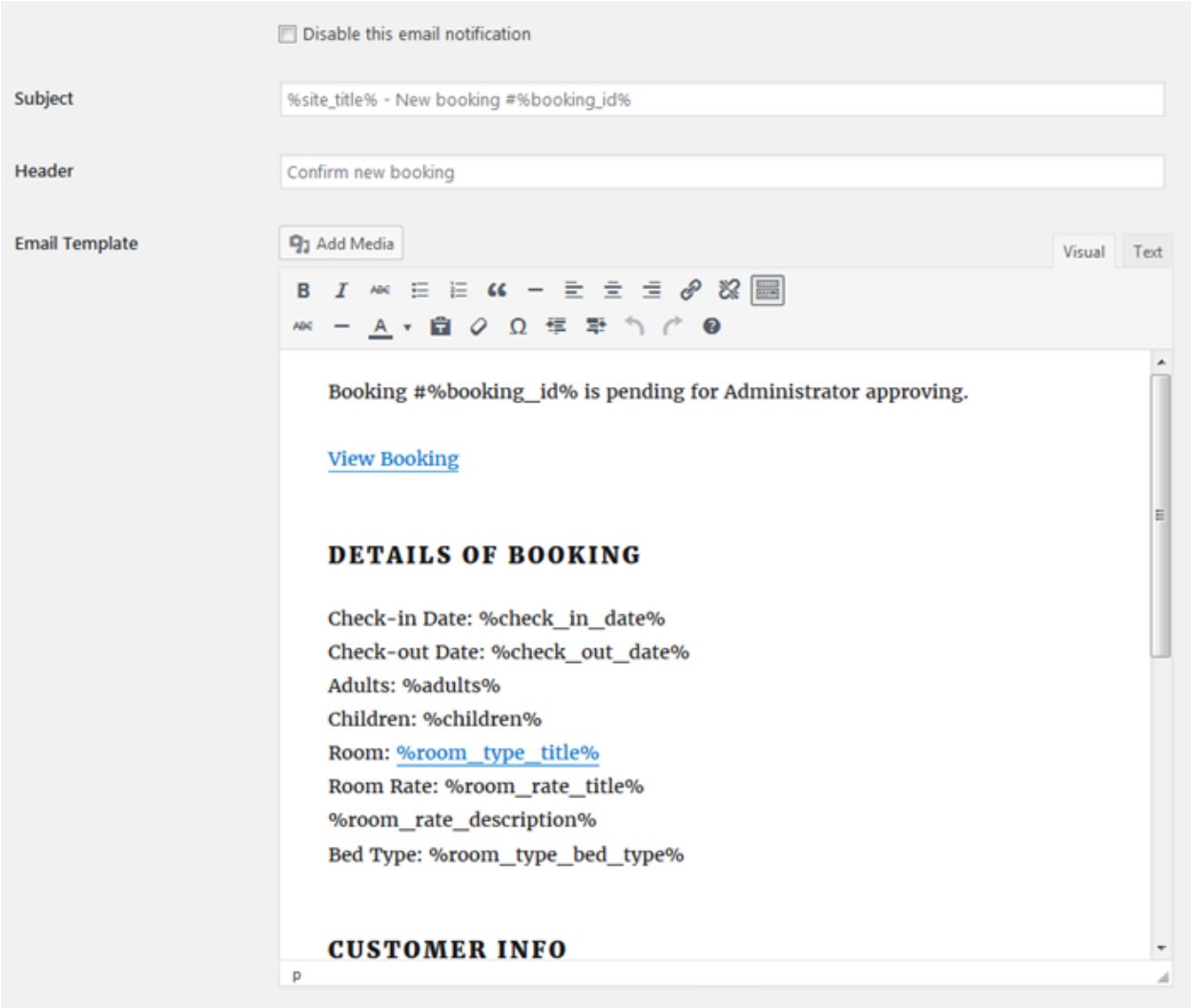
Go to *Admin Emails tab* to configure your email settings and templates.

You have a list of tags (to put the needed info automatically into email) to customize your admins emails:

- pending booking email - notifies you that new booking is placed by a guest;
- approved booking email - notifies you that a customer confirmed their booking via email;
- cancelled booking email - notifies you that a customer cancelled a booking;

- approved booking email (via payment) - notifies that the a booking is confirmed by payment.

You are free to change a header, subject and body of email templates or completely disable chosen email notifications.

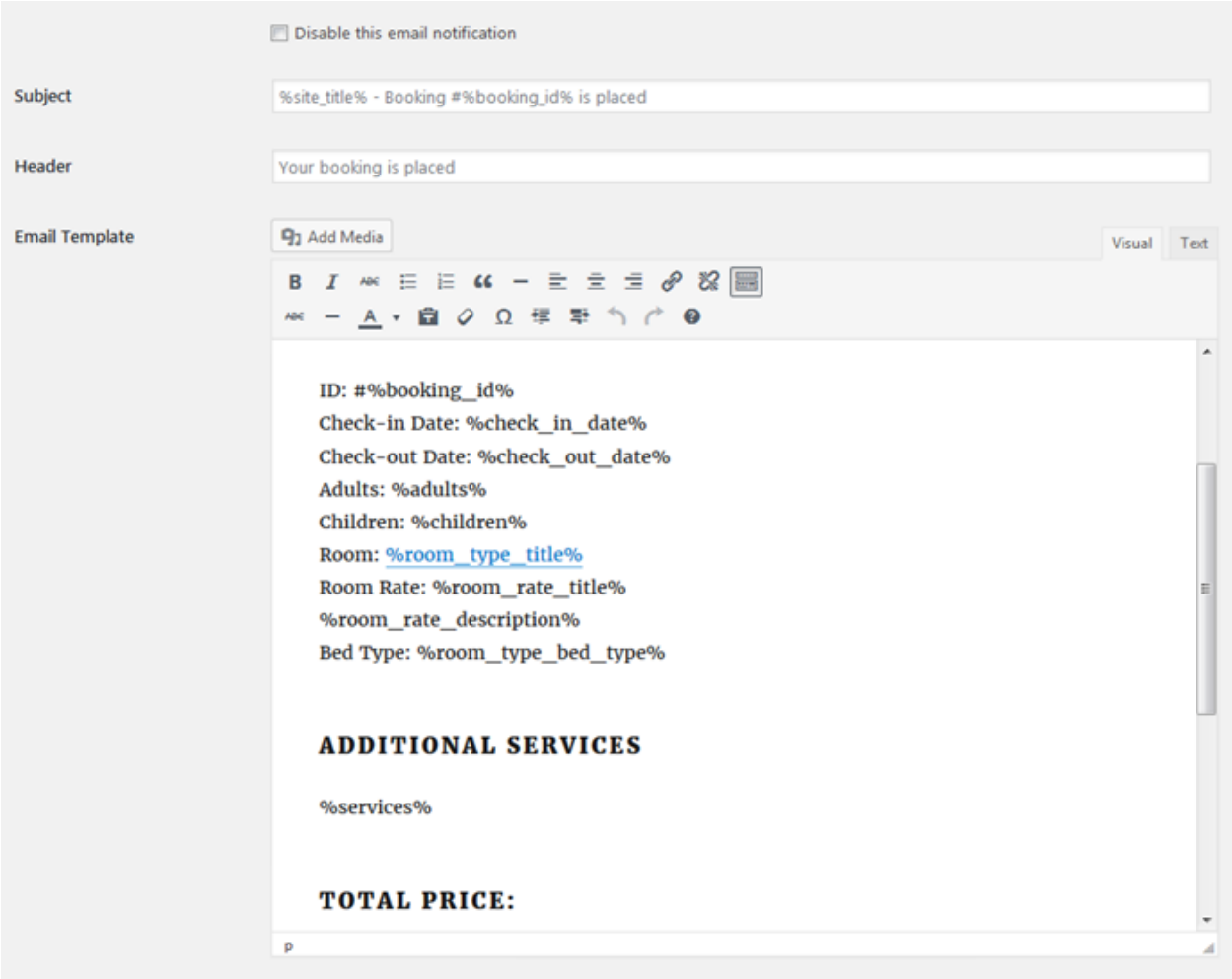


Go to *Customer Emails tab* to configure email templates of your customers:

You have a list of tags (to put the needed info automatically into email) to customize email notifications of your guests:

- new booking email (by admin) - notifies your guest that a booking waits to be approved by admin (sent on admin confirmation mode set in *General Settings*);
- new booking email (by user) - notifies your guest that a booking is placed and they (guest) should proceed with email confirmation (sent on user confirmation mode set in *General Settings*);
- approved booking email - notifies your guest that their booking is confirmed;
- cancelled booking email - notifies your guest that their booking is cancelled.

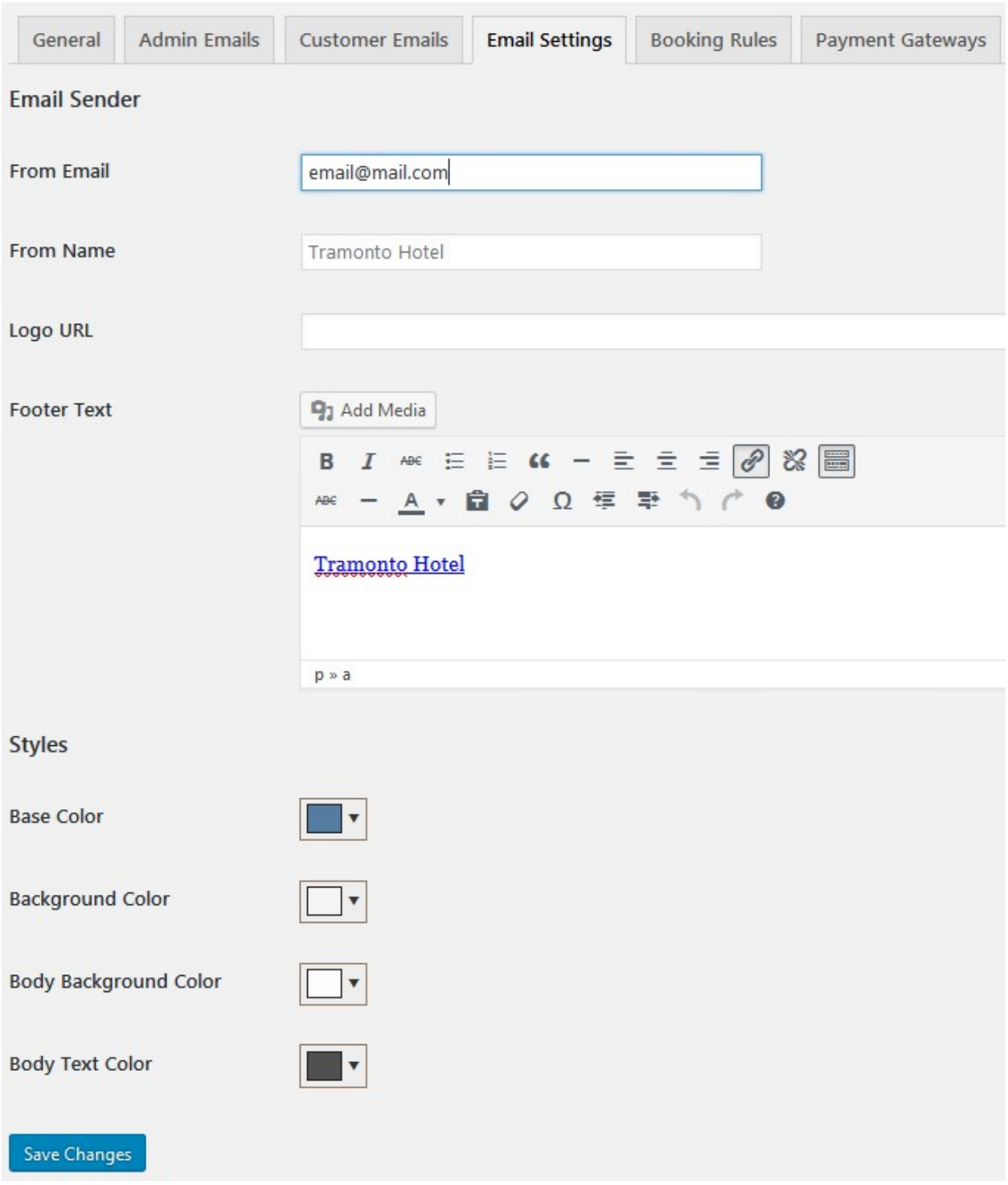
You are free to change a header, subject and body of email templates or completely disable chosen email notifications.



Apply email settings

Go to *Email Settings tab* to apply general email settings:

1. In the Email Sender section specify email and name you'll be sending email notifications from.
2. Customize appearance of your email - add logo URL, footer text, set colors.


General
Admin Emails
Customer Emails
Email Settings
Booking Rules
Payment Gateways
Email Sender
From Email
email@mail.com
From Name
Tramonto Hotel
Logo URL
Footer Text
Add Media
Tramonto Hotel
p » a
Styles
Base Color
Background Color
Body Background Color
Body Text Color
Save Changes

Configure payment gateways

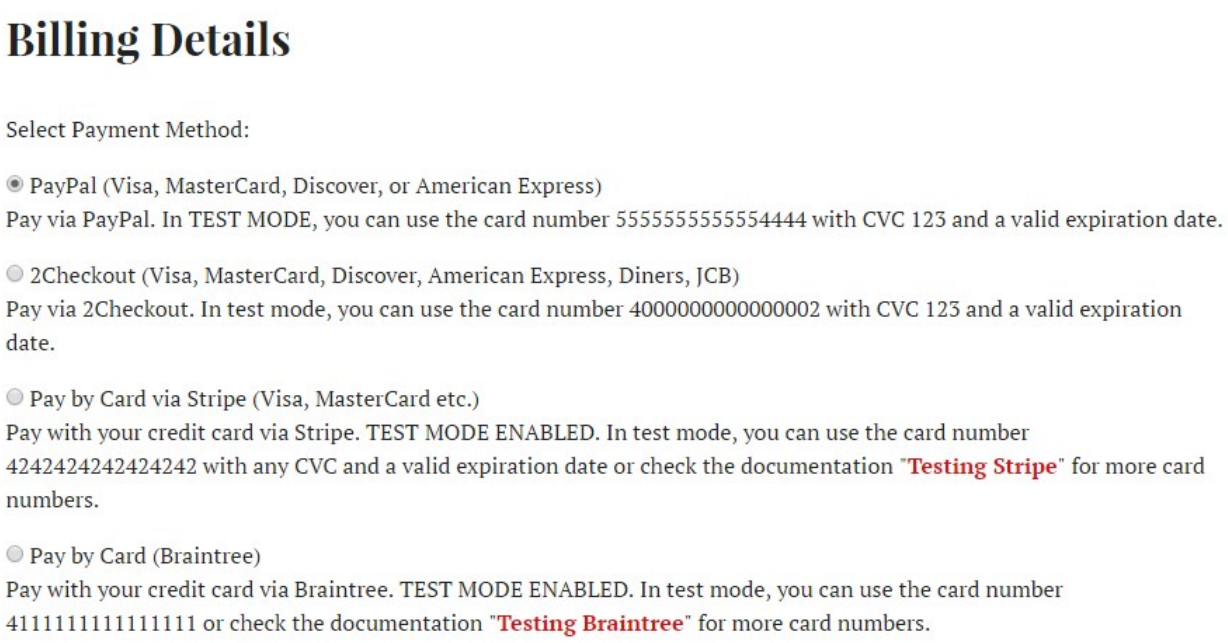
At first, install Success and Failed Transaction pages for future payments.
To set up payment methods, go to *Payment Gateways tab*.

At first, set General Settings:

- Specify whether the customer pays a *full price or a deposit*;
- If the deposit, choose whether it'll be f*ixed price or percent*;
- Enable *SSL for secure payments* (**HTTPS is required by most payment gateways**);
- Select *Success and Failed Transactio*n pages you installed beforehand;
- Select default *payment gateway*: PayPal, Stripe, 2Checkout, Braintree. The one you choose will be displayed by default; all others, if enabled, will be displayed as alternative for users;
- Set Pending payment time - period of time in minutes the user is given to complete payment. Unpaid bookings become Abandoned and accommodation status changes to Available.

Test payments

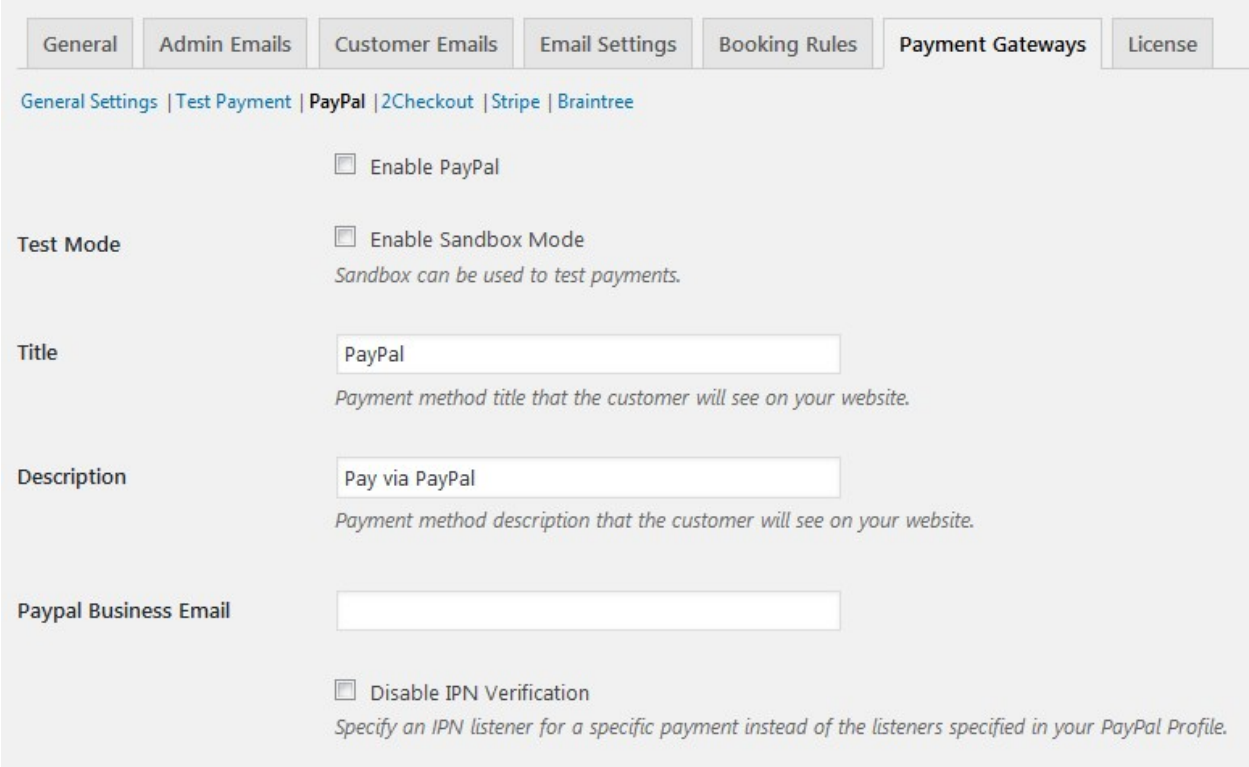
Enable *Sandbox Mode* of the payment gateway for test payments, specify your testing credentials, save changes.
On the frontend, you'll be able to test the payments in the following way:



Enable PayPal

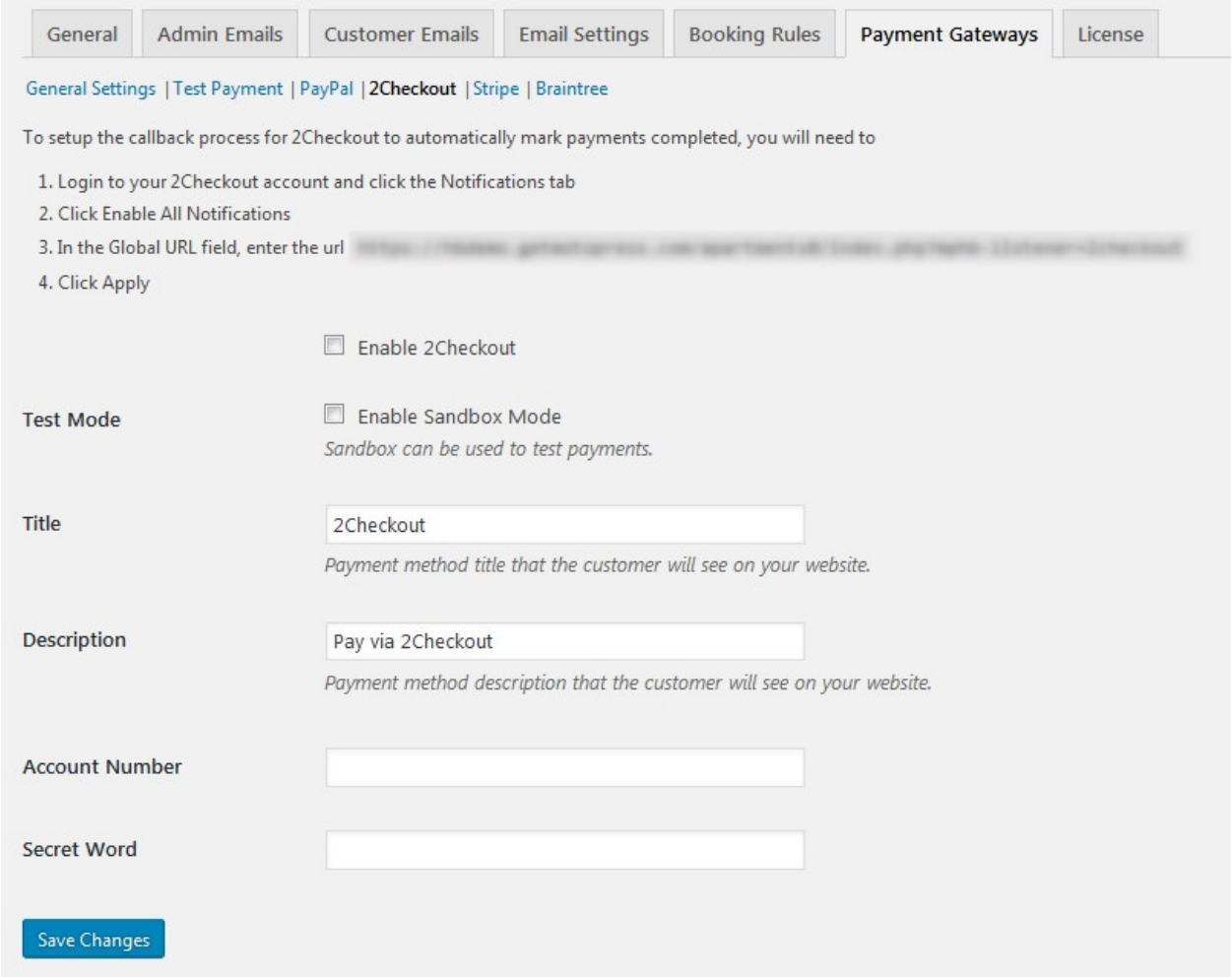
To turn on and set up PayPal, go to the appropriate tab:

- Enable PayPal;
- Enable test mode if needed;
- Specify title and description for it;
- Specify PayPal business email (or Sandbox email for testing);
- Disable IPN (instant payment verifications) if needed.



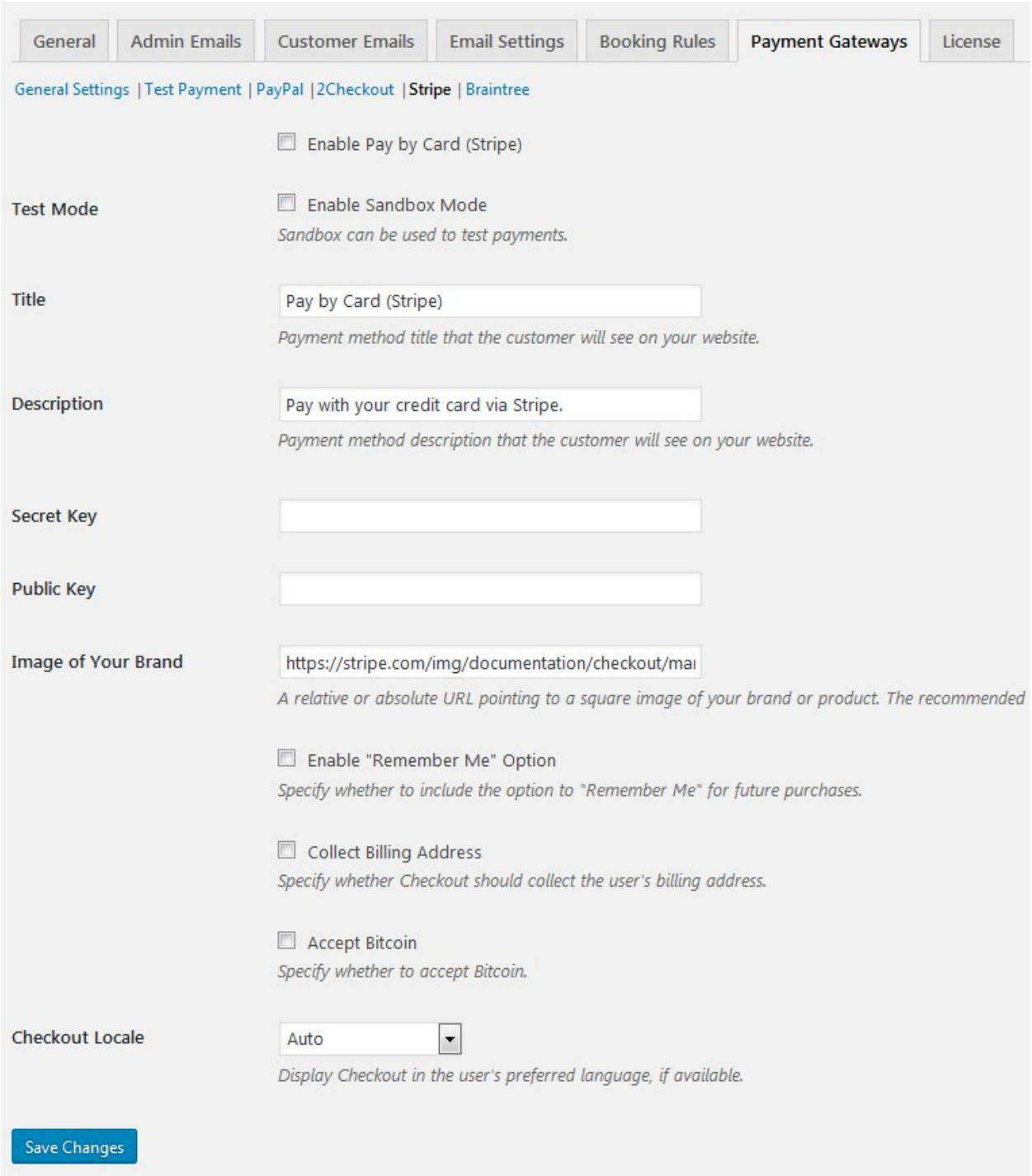
Enable 2Checkout

- Enable 2Checkout;
- Enable test mode if needed;
- Write title and description for it;
- Specify your account number and secret word.



Enable Stripe

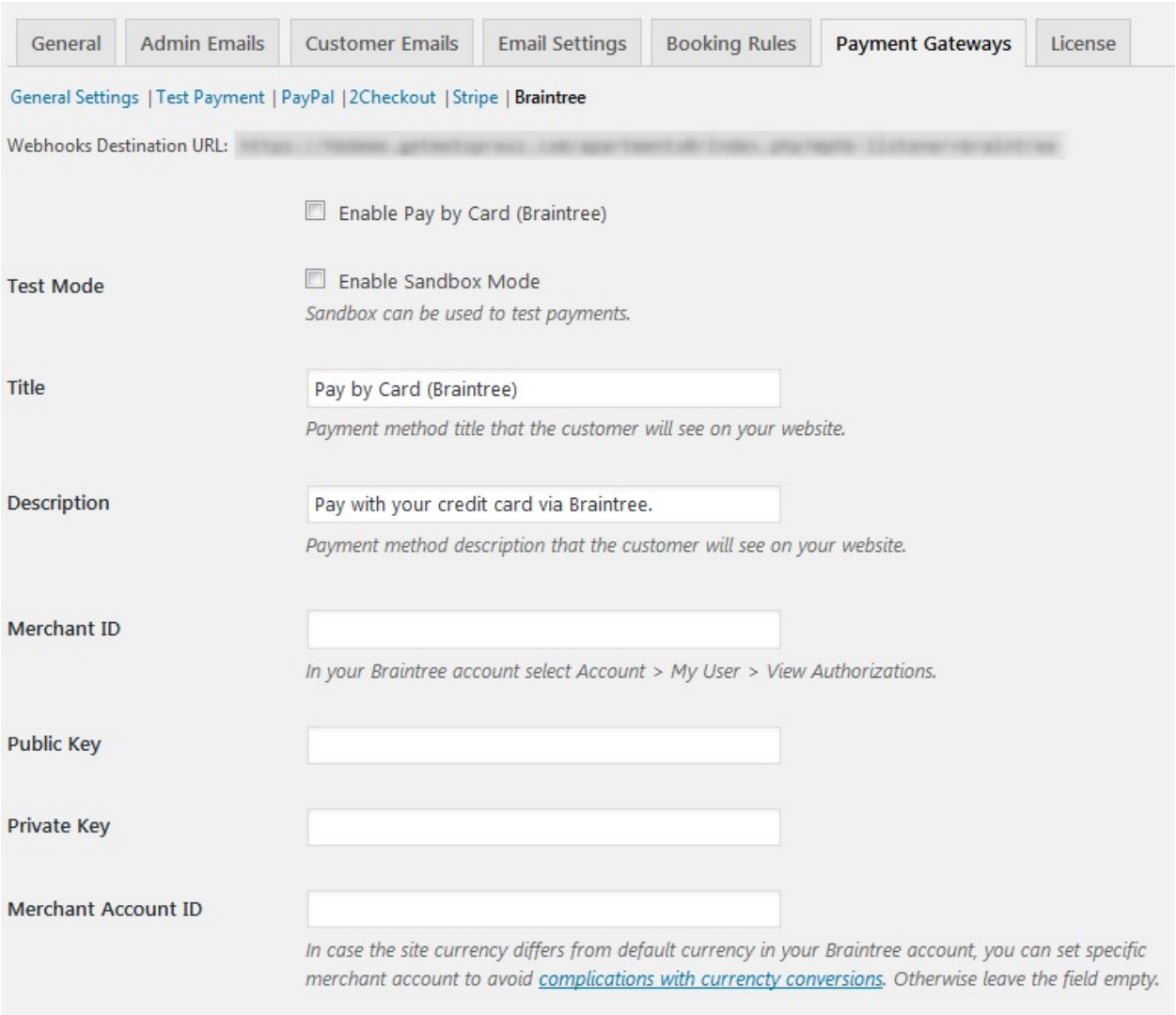
- Enable Stripe;
- Enable text sandbox if needed;
- Specify title and description;
- Specify secret and public key;
- Provide the link to your brand image;
- Apply several more options: enable/disable Remember me option, collect/not collect billing address, accept/not accept Bitcoins;
- Specify default language for checkout.



Enable Braintree

- Enable Braintree;
- Enable sandbox for test payment if needed;

- Set title and description;
- Set merchant ID;
- Set public and private key;
- Set Merchant Account ID.



More payment gateways

If you need more payment gateways, use Hotel Booking WooCommerce Payments extension - it will help you integrate dozens of WooCommerce payment gateways with your hotel / vacation rental website.

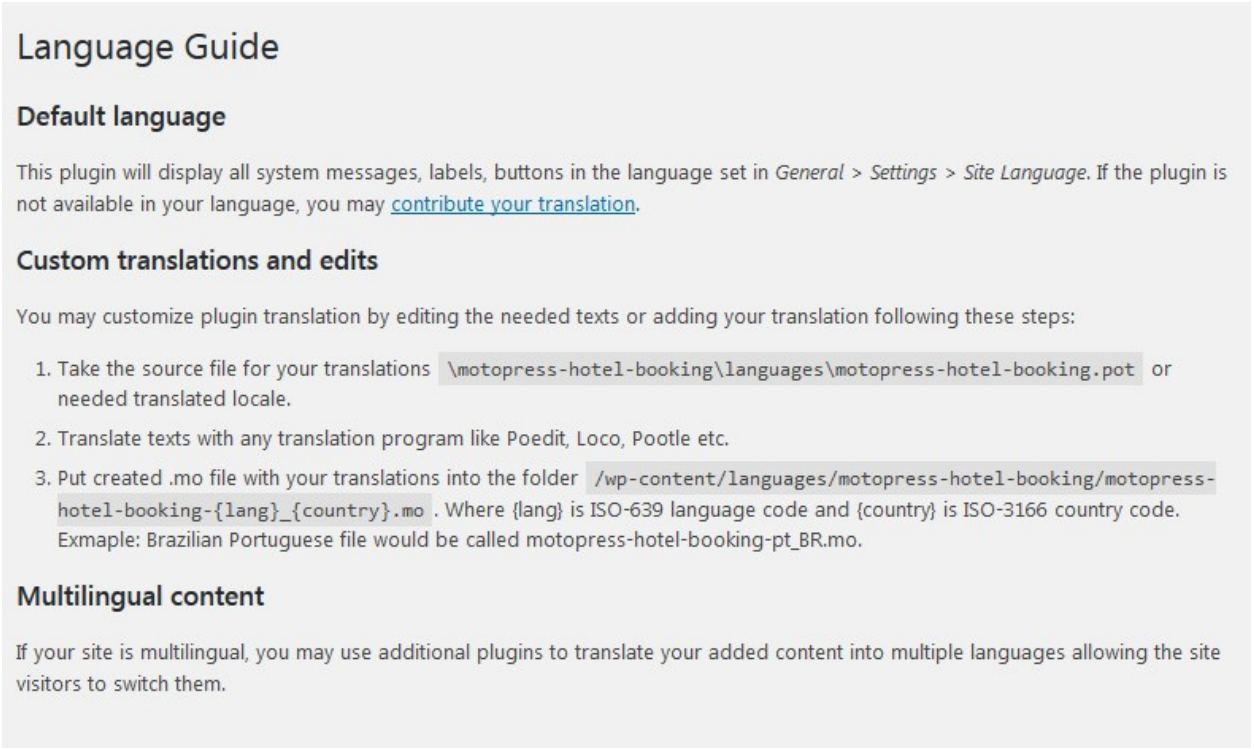
Language settings and edits

The plugin is translated into multiple languages. So you can benefit from it even without additional translation efforts.

All default plugin content like labels, buttons, system messages will be displayed in the main site language which you set in *General → Settings → Site Language.*

If you want to customize anythings, simply follow the guide right inside *Accommodation → Language*. You can translate plugin texts using any free program like Poedit, Loco, Pootle etc.

If you run multilingual website, all your added content should be also translated.



Language Guide

Default language

This plugin will display all system messages, labels, buttons in the language set in *General* > *Settings* > *Site Language*. If the plugin is not available in your language, you may contribute your translation.

Custom translations and edits

You may customize plugin translation by editing the needed texts or adding your translation following these steps:

1. Take the source file for your translations `\motopress-hotel-booking\languages\motopress-hotel-booking.pot` or needed translated locale.
2. Translate texts with any translation program like Poedit, Loco, Pootle etc.
3. Put created .mo file with your translations into the folder `/wp-content/languages/motopress-hotel-booking/motopress-hotel-booking-{lang}_{country}.mo` . Where {lang} is ISO-639 language code and {country} is ISO-3166 country code. Exmaple: Brazilian Portuguese file would be called motopress-hotel-booking-pt_BR.mo.

Multilingual content

If your site is multilingual, you may use additional plugins to translate your added content into multiple languages allowing the site visitors to switch them.

Shortcodes

Go to Accommodation → Shortcodes to get all needed shortcodes to place to the needed pages and output all hotel booking info.

Here are the shortcodes you can use:

Availability Search Form

`[mphb_availability_search]` - use this shortcode to display a search form.

- **adults** - the number of adults preset in the search form. (values: 1...10/ default: 1)
- **children** - the number of children preset in the search form (values: 0...10/ default: 0)
- **check_in_date** - check-in date preset in the search form. (values: date in format d/m/Y / default: empty string)
- **check_out_date** check-out date preset in the search form (values: date in format d/m/Y / default: empty string)
- **attributes** custom attributes for advanced search (values: comma-separated slugs of attributes / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_availability_search adults="2" children="1" check_in_date="25/06/2018" check_out_date="30/06/2018" attributes="city,price-range"]`

Availability Calendar

`[mphb_availability_calendar]` - use this shortcode to show the individual availability calendar of a particular accommodation type.

- **id** - indicate the ID of a certain accommodation type whose availability calendar you want to show. (values: integer number / this parameter is **Required**)
- **monthstoshow** - how many months to show (values: set the number of columns or the number of rows and columns separated by comma, example: "3" or "2,3" / default: 2)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_availability_calendar id="123" monthstoshow="2,3"]`.

> *Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. https://your-site.com/wp-admin/post.php?post=**777**&action=edit*

Availability Search Results

`[mphb_search_results]` - use this shortcode to show search results listing according to user's search criteria.

- **title** - whether to display title of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **featured_image** - whether to display featured image of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)
- **gallery** - whether to display gallery of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)

- **excerpt** - whether to display excerpt (short description) of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **details** - whether to display details of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **price** - whether to display price of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **view_button** - whether to display ‘View Details’ button with the link to accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **orderby** - sort by (values: price, order, ID, title, date, menu_order. See the full list. / default: menu_order)
- **order** - designates the ascending or descending order of sorting. ASC - from lowest to highest values (1, 2, 3). DESC - from highest to lowest values (3, 2, 1) (values: ASC, DESC / default: DESC)
- **meta_key** - custom field name. Required if "orderby" is one of the "meta_value", "meta_value_num" or "meta_value_*" (values: custom field name / default: empty string)
- **meta_type** - specified type of the custom field. Can be used in conjunction with orderby="meta_value" (values: NUMERIC, CHAR, DATETIME. See the full list. / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_search_results title="true" featured_image="true" gallery="false" excerpt="false" details="true" price="true" view_button="false" default_sorting="price"]`

Accommodation Types Listing

`[mphb_rooms]` – listing of available room types.

- **title** - whether to display title of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **featured_image** - whether to display featured image of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)
- **gallery** - whether to display gallery of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)
- **excerpt** - whether to display excerpt (short description) of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **details** - whether to display details of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **price** - whether to display price of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **view_button** - whether to display ‘View Details’ button with the link to accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **book_button** - whether to display Book button (values: true, yes,1, on | false, no,0,off / default: true)

- **posts_per_page** - amount of accommodations to show per page of pagination (values: *number* /default: empty string) e.g. `posts_per_page="6"`
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)
- **category** - indicate IDs of categories you want to list accommodations from (values: Comma-separated IDs. / default: empty string)
- **tags** - indicate IDs of tags you want to list accommodations by (values: Comma-separated IDs. / default: empty string)
- **ids** - indicate IDs of certain accommodation types that you want to list. (values: Comma-separated IDs. / default: empty string)
- **relation** - this parameter can be applied for **category** and **tags** terms. Its allows you to define whether to meet **all** or **any** of the conditions specified in tags and categories.

  Values:

  AND - is used to list accommodations that meet ALL tags and categories values.

  OR - is used to list accommodations that meet at least one of tags or categories values (default value: OR)
- **orderby** - sort by (values: price, order, ID, title, date, menu_order. See the full list. / default: menu_order)
- **order** - designates the ascending or descending order of sorting. ASC - from lowest to highest values (1, 2, 3). DESC - from highest to lowest values (3, 2, 1) (values: ASC, DESC / default: DESC)

- **meta_key** - custom field name. Required if "orderby" is one of the "meta_value", "meta_value_num" or "meta_value_*" (values: custom field name / default: empty string)
- **meta_type** - specified type of the custom field. Can be used in conjunction with orderby="meta_value" (values: NUMERIC, CHAR, DATETIME. See the full list. / default: empty string)

Example: `[mphb_rooms title="true" featured_image="true" gallery="false" excerpt="false" details="true" price="true" view_button="true" book_button="false" posts_per_page="6" category="25,33" tags="112,287" relation="OR"]`

> *Note: you can find ID of tag or category at URL while editing it - in the address bar of your browser e.g. https://your-site.com/wp-admin/term.php?taxonomy=mphb_room_type_tag&tag_ID=**50**&post_type=...*

Services Listing

`[mphb_services]` this shortcode allows to list all services of your rental establishment.

- **ids** - indicate IDs of certain services that you want to list. (values: Comma-separated IDs. / default: empty string)
- **posts_per_page** - amount of services to show per page of pagination (values: *number* /default: empty string) e.g. `posts_per_page="3"`
- **orderby** - sort by (values: price, order, ID, title, date, menu_order. See the full list. / default: menu_order)

- **order** - designates the ascending or descending order of sorting. ASC - from lowest to highest values (1, 2, 3). DESC - from highest to lowest values (3, 2, 1) (values: ASC, DESC / default: DESC)
- **meta_key** - custom field name. Required if "orderby" is one of the "meta_value", "meta_value_num" or "meta_value_*" (values: custom field name / default: empty string)
- **meta_type** - specified type of the custom field. Can be used in conjunction with orderby="meta_value" (values: NUMERIC, CHAR, DATETIME. See the full list. / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_services ids="138,78,79" posts_per_page="2"]`

> *Note: you can find ID of Service at URL while editing it - in the address bar of your browser e.g. https://your-site.com/wp-admin/post.php?post=**138**&action=edit*

Display Single Accommodation Type

`[mphb_room]` - this shortcode is used to display certain accommodation type

- **id** - indicate ID of certain accommodation type that you want to show. (values: integer number / this parameter is **Required**)
- **title** - whether to display title of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **featured_image** - whether to display featured image of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)

- **gallery** - whether to display gallery of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)
- **excerpt** - whether to display excerpt (short description) of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **details** - whether to display details of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **price** - whether to display price of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **view_button** - whether to display 'View Details' button with the link to accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **book_button** - whether to display Book button (values: true, yes,1, on | false, no,0,off / default: true)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_room id="777" title="true" featured_image="true"]`

> *Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. https://your-site.com/wp-admin/post.php?post=**777**&action=edit*

Checkout Form

`[mphb_checkout]` - this shortcode shows checkout form while making a reservation.

> *Note: Use only on page that you set as Checkout Page in Settings*

Specific Accommodation Booking Form

`[mphb_availability]` - a booking form to check availability of a particular accommodation type.

- **id** - indicate ID of certain accommodation type to check availability for (values: integer number / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_availability id="777"]`

> *Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. https://your-site.com/wp-admin/post.php?post=**777**&action=edit*

Accommodation Rates List

`[mphb_rates]` - to show all rates for a particular room.

- **id** - indicate ID of certain accommodation type to list its available rates (values: integer number / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_rates id="777"]`

> *Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. https://your-site.com/wp-admin/post.php?post=**777**&action=edit*

Booking Confirmation

`[mphb_booking_confirmation]` - a page with a confirmed booking notification.

- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

> *Note: Use this shortcode on Booking Confirmation Page*

You can add the needed shortcode in the following way: go to add new Post, Page or Custom Post Type → paste your shortcode in content area → publish the changes.

Manage Bookings

All Bookings

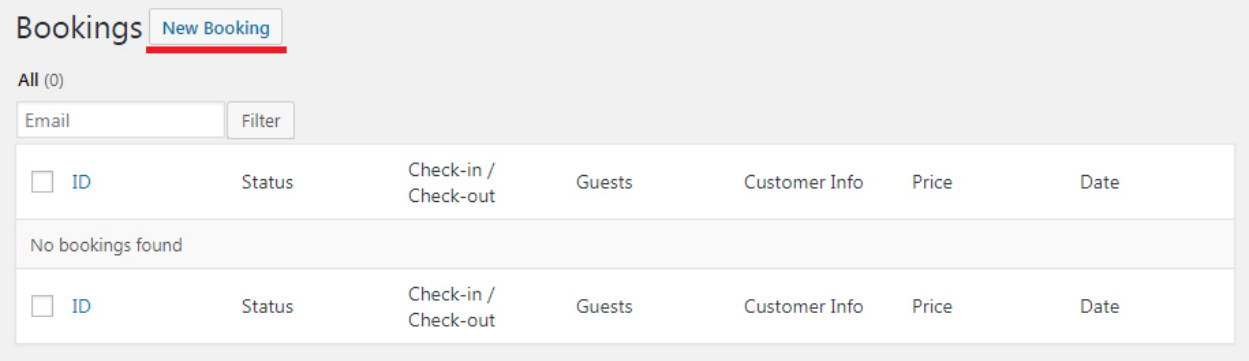
If you enabled users to submit online bookings through your site, you can manage all received bookings with all statuses under *Bookings → All bookings menu*.

You can check or change status of the booking: it can be Pending User Confirmation, Pending Payment, Pending Admin, Abandoned, Confirmed, Cancelled.

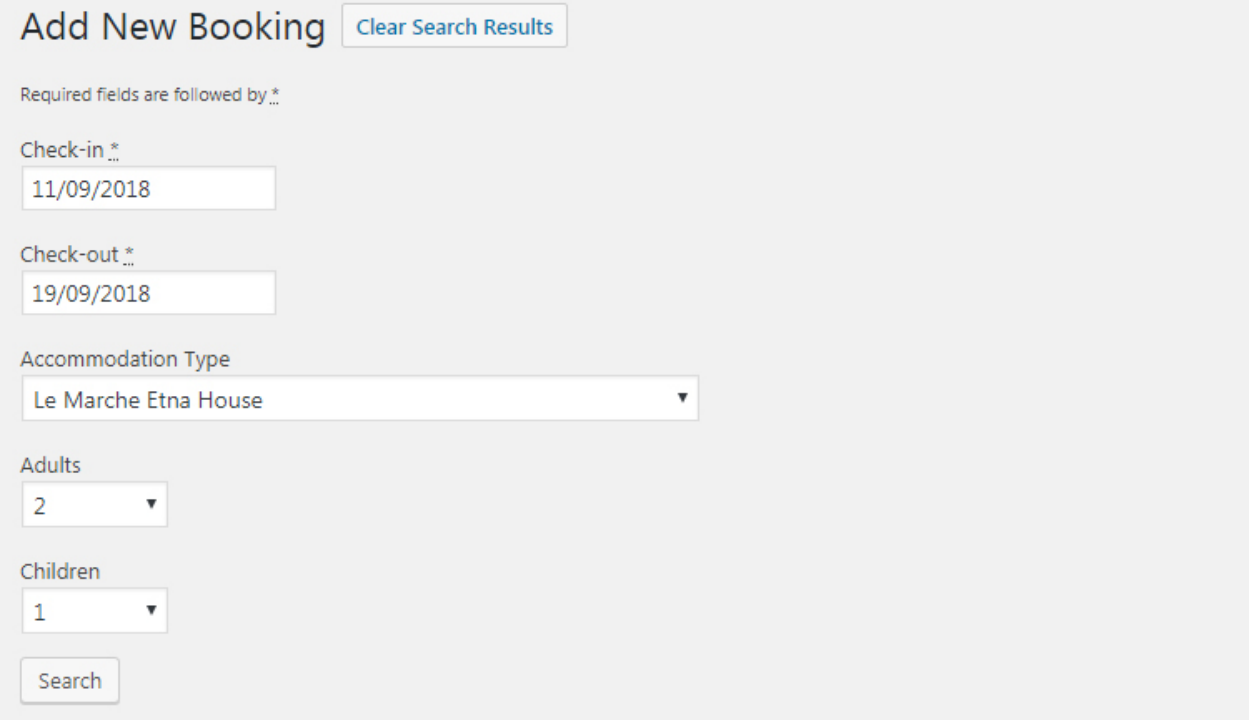
Add booking manually

Since version 2.7.0 it is possible to add new bookings at the back-end. Follow the steps below to learn how to add new bookings:

- navigate to Bookings>All Bookings
- click '**New Booking**' button at the top



- select Check in/out dates, certain accommodation type if needed, and capacity and click '**Search**' button



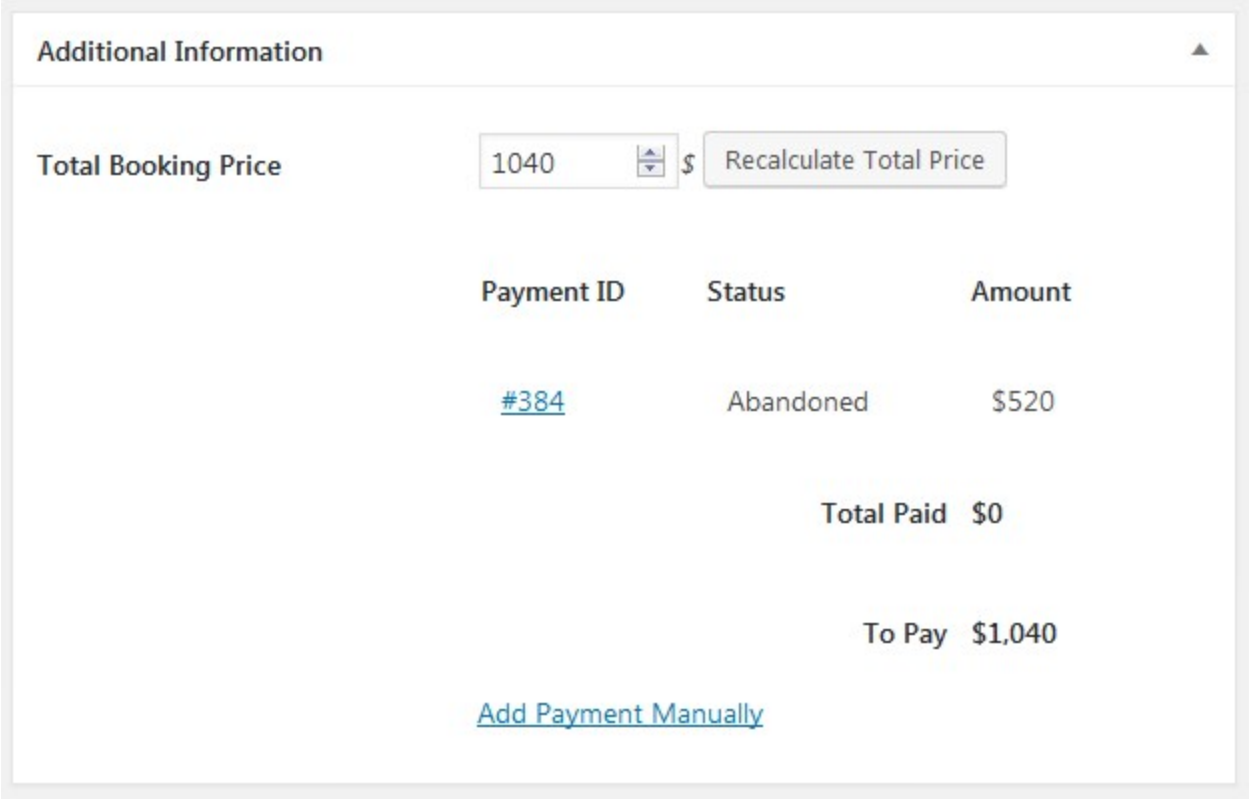
- system will show available accommodations types and its accommodations Select needed accommodations and click **Reserve** button

- After that fill the forms like on front-end checkout page. So here you can select amount of guests, add extras/services, guest name, apply coupon code (optional), fill required fields like name, email and phone number.
- Fill all the information and click **Book Now** button.

Add payment manually

If the guest has already paid the needed amount of money and should pay the rest after arrival to the hotel, you can **add the payment manually** to the appropriate booking.

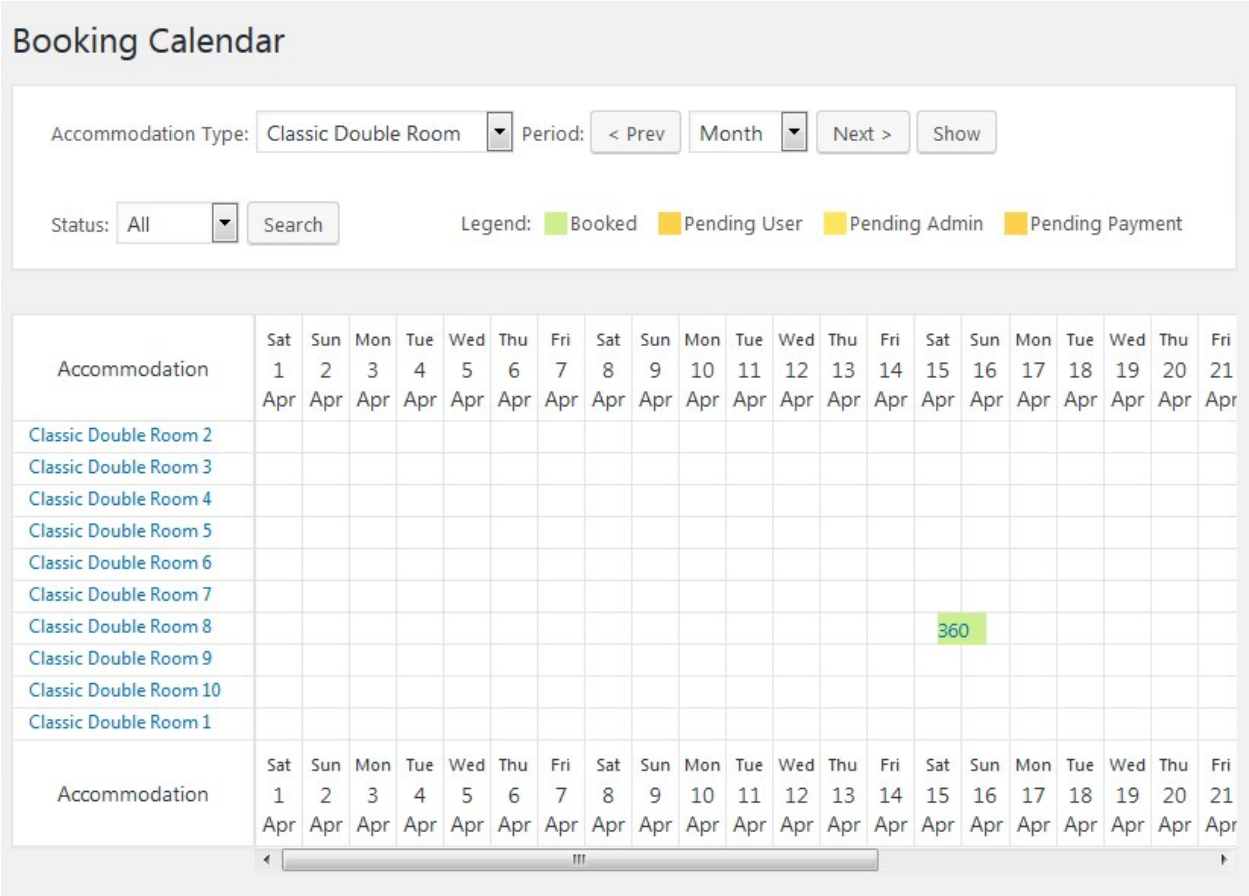
To do this, simply go to a needed booking, scroll down to Additional info and click *Add payment manually.*



The history of all payments you can view under Accommodation → Payments History.

Bookings Calendar

To preview all bookings in a user-friendly calendar view, go to *Bookings → Calendar.* Here you may find the bookings by an accommodation type, by period or status.



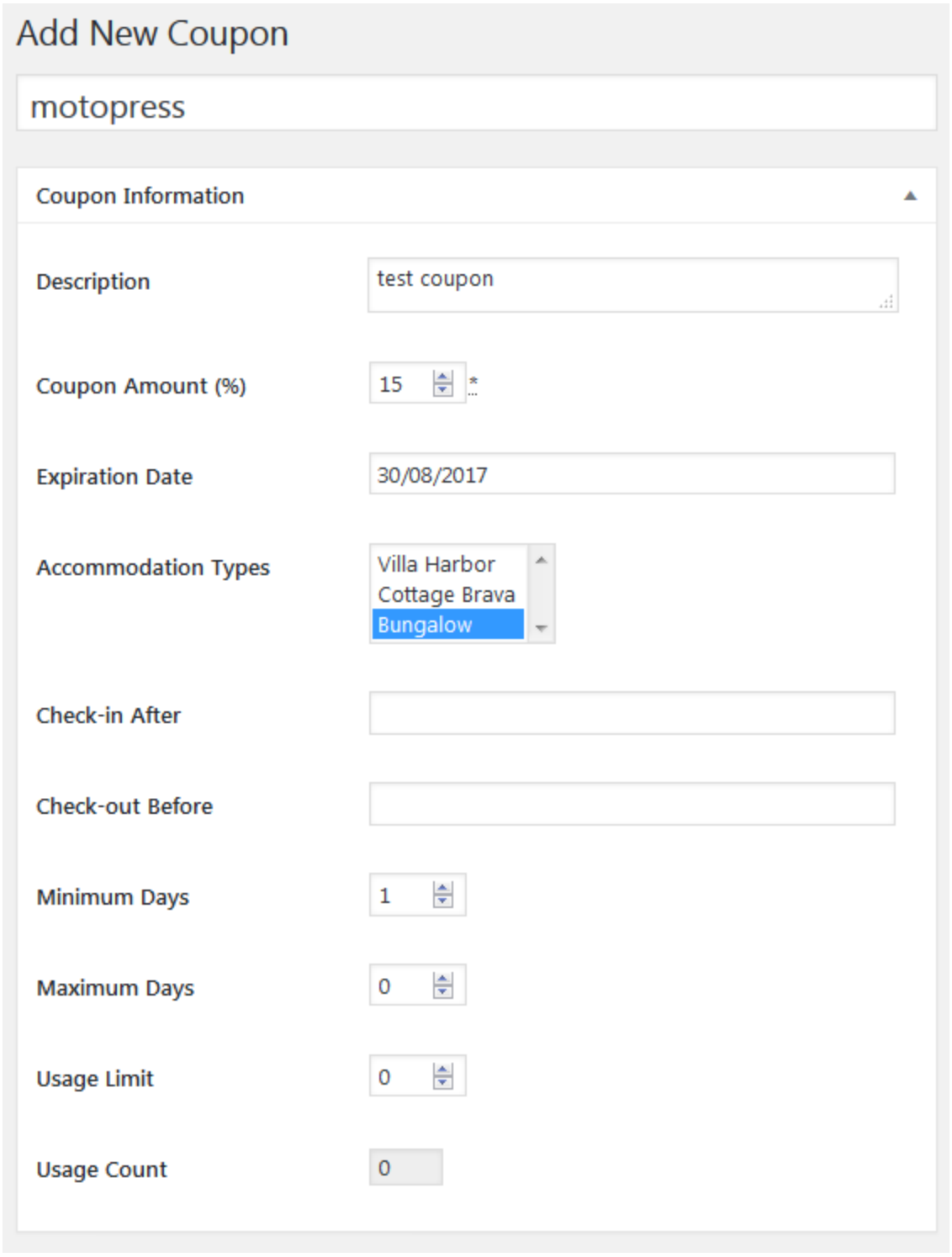
Create discount coupons

Please note: the use of coupons should be enabled via *Accommodation → Settings → General tab → Misc → tick "Enable the use of coupons"* (the option was released in Version 2.1.0).

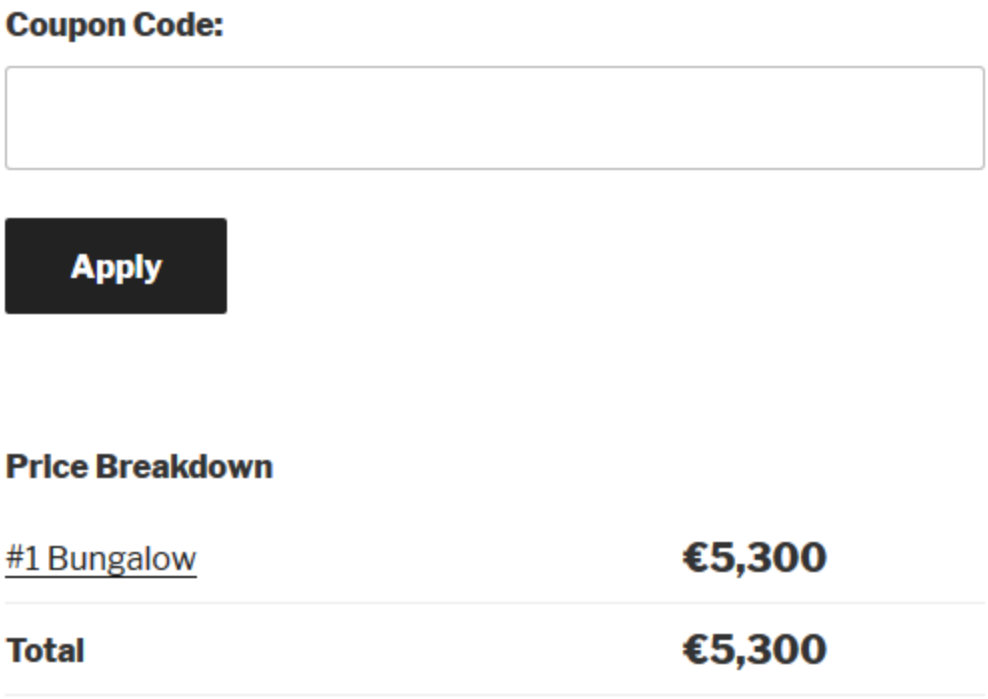
If you want to provide guests with discount coupon codes, which they can apply on the checkout page, you should go to *Bookings → Coupons → Add new.*

All the settings of this menu will let you customize the coupon:

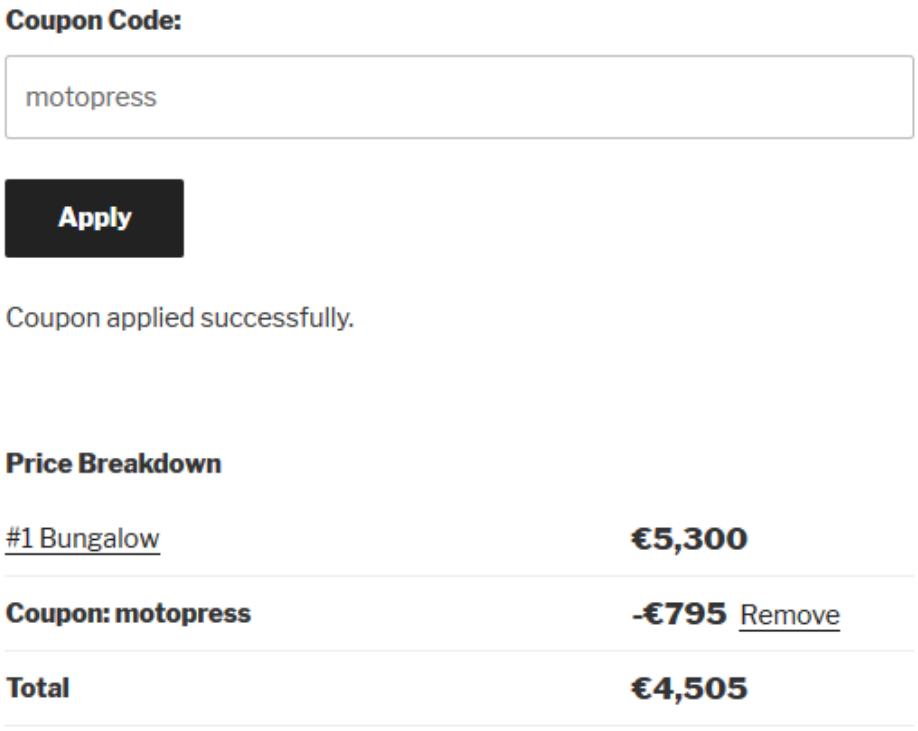
- Create the coupon name
- Add coupon description
- Set the discount amount of the coupon in % (required)
- Optionally set the expiration date
- Optionally choose accommodation types the discount coupon is valid for
- Optionally set check-in and check-out dates “frame” when the discount coupon is valid
- Optionally set minimum and maximum days to stay required for the coupon to be valid
- Optionally set the number of times the coupon can be used



The guests can apply the coupon on the checkout page when confirming and booking an accommodation:



So, when the coupon is applied, the guests pay a discounted price:



Set Booking rules

Note! New booking rules were released in Version 2.3.0. Make sure that your old booking rules are successfully transformed into new ones.

Go to *Bookings → Booking Rules menu* to set your booking rules.

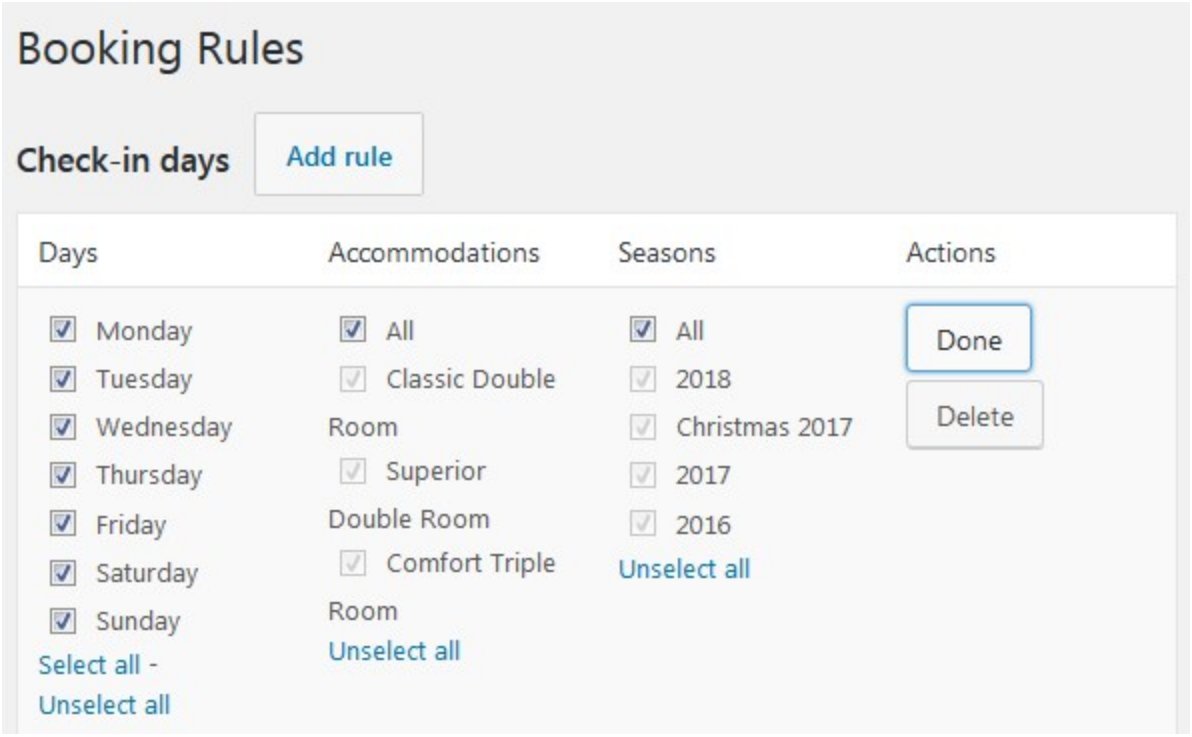
These rules allow you to set minimum and maximum check-in and check-out dates, minimum and maximum stay-in days for all or individual accommodations. Also, using this menu you'll be able to block the booking option for chosen accommodations at specific periods of time.

Check-in rules

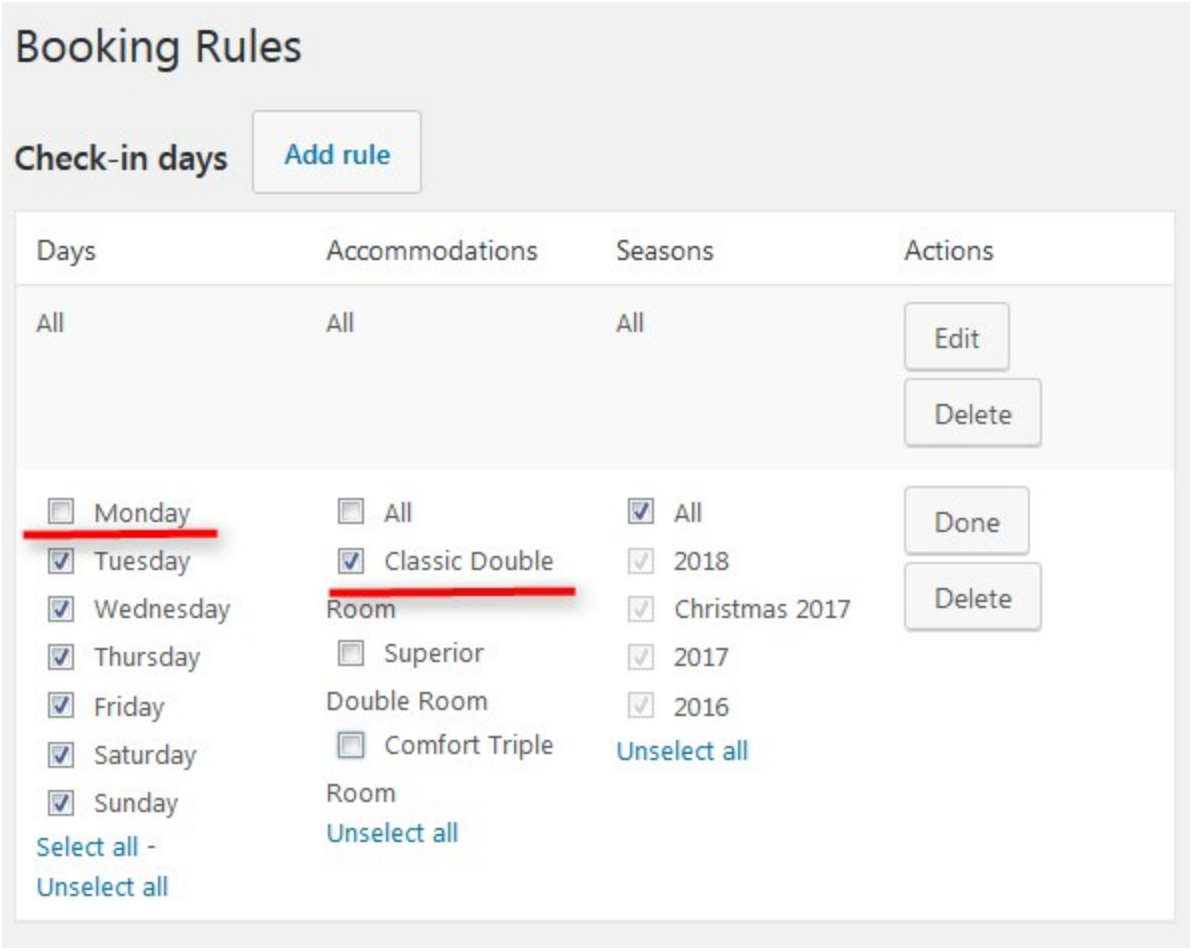
You may add as many rules as you want.

Select all available check-in days for chosen accommodation types and seasons.

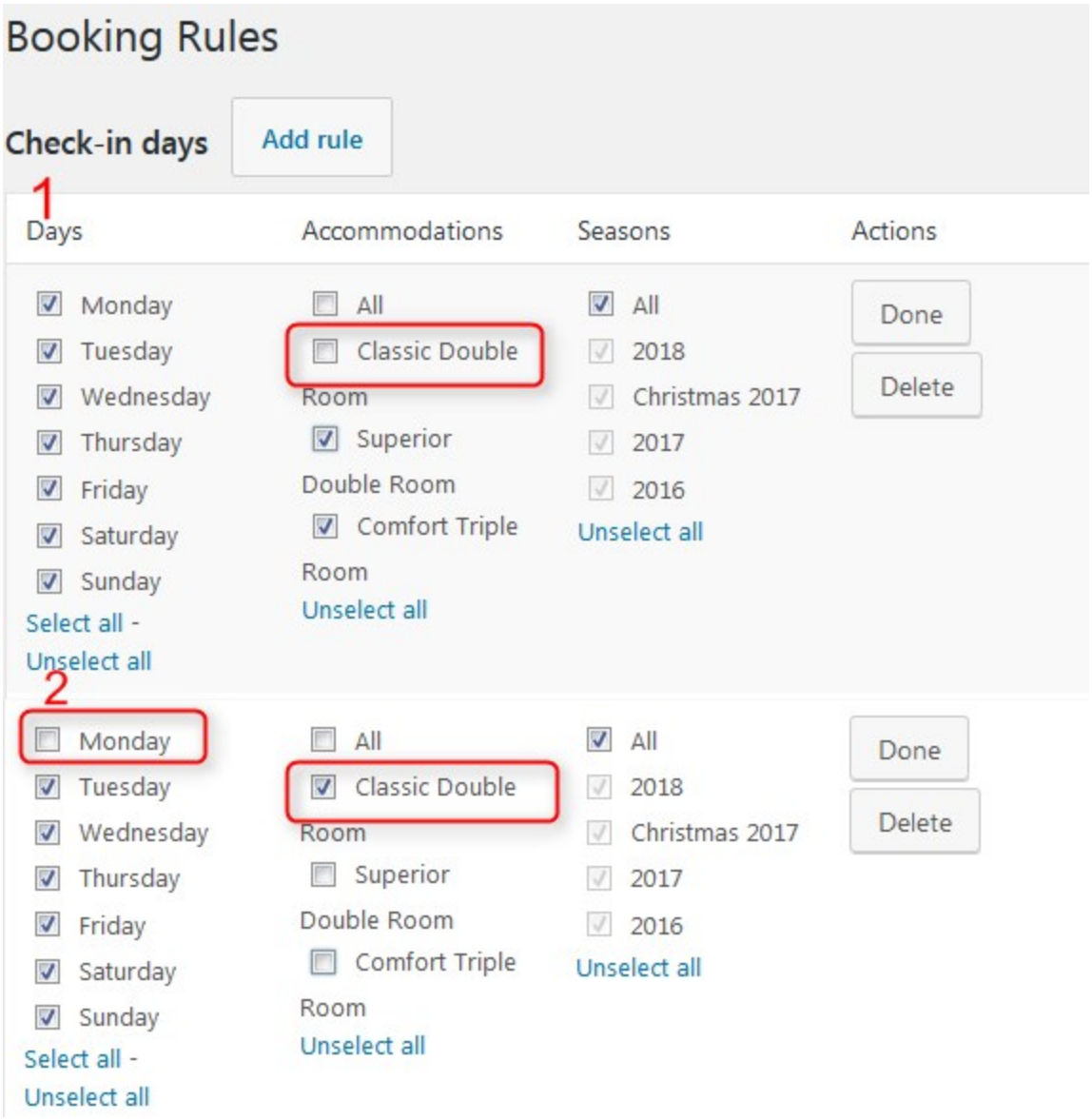
For example, if guests can check in at any day and to any accommodation, just select All.



If you want to add a custom booking rule for any particular accommodation type, just add a new rule. For example, check-in is not available on Monday for Classic Double room:



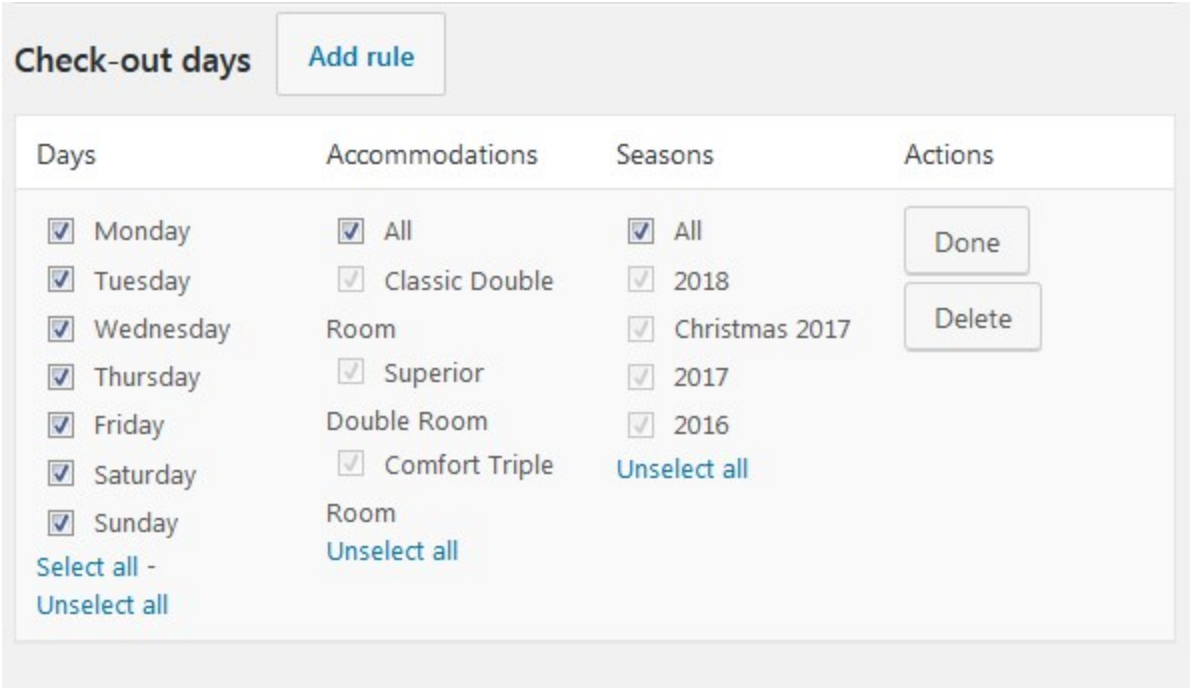
To make sure that it doesn't conflict with the rules for all other accommodation types, uncheck Classic Double room in the first rule applied for all other accommodations. Drag and drop the rules to set the needed priority:



On the frontend, if a guest wants to check in on Monday, there won't be Classic Double room in the search results list, because we made check-in on Mondays unavailable for this accommodation type.

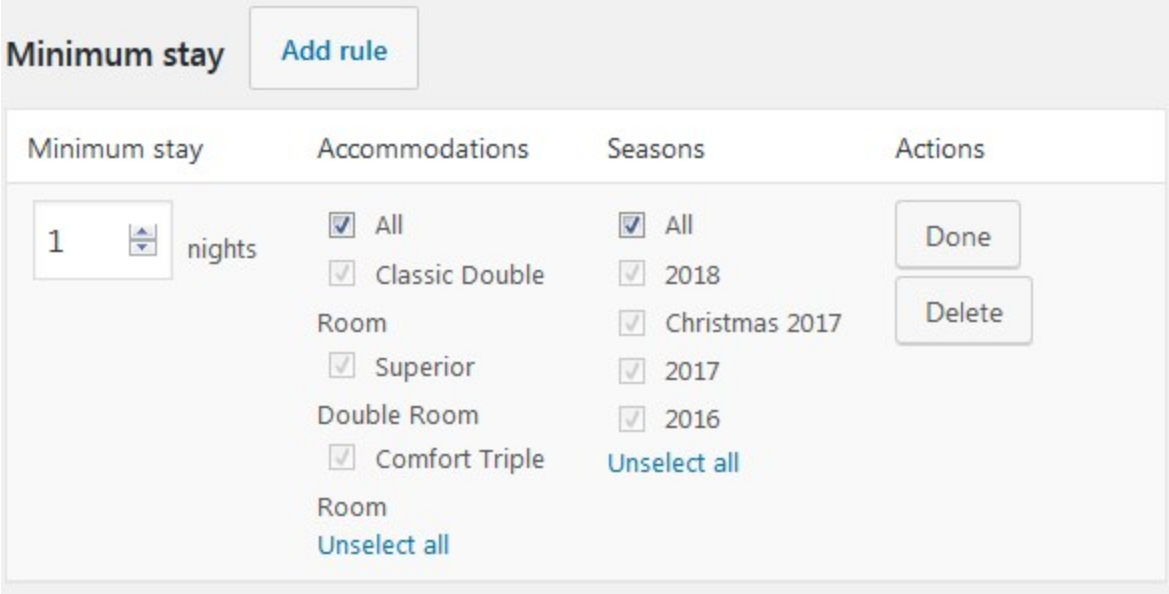
Check-out rules

You can do the same for the check-out days. Just set when guests can check out (can be applied to all accommodation types or to any individually). Make sure that rules don't conflict with each other.

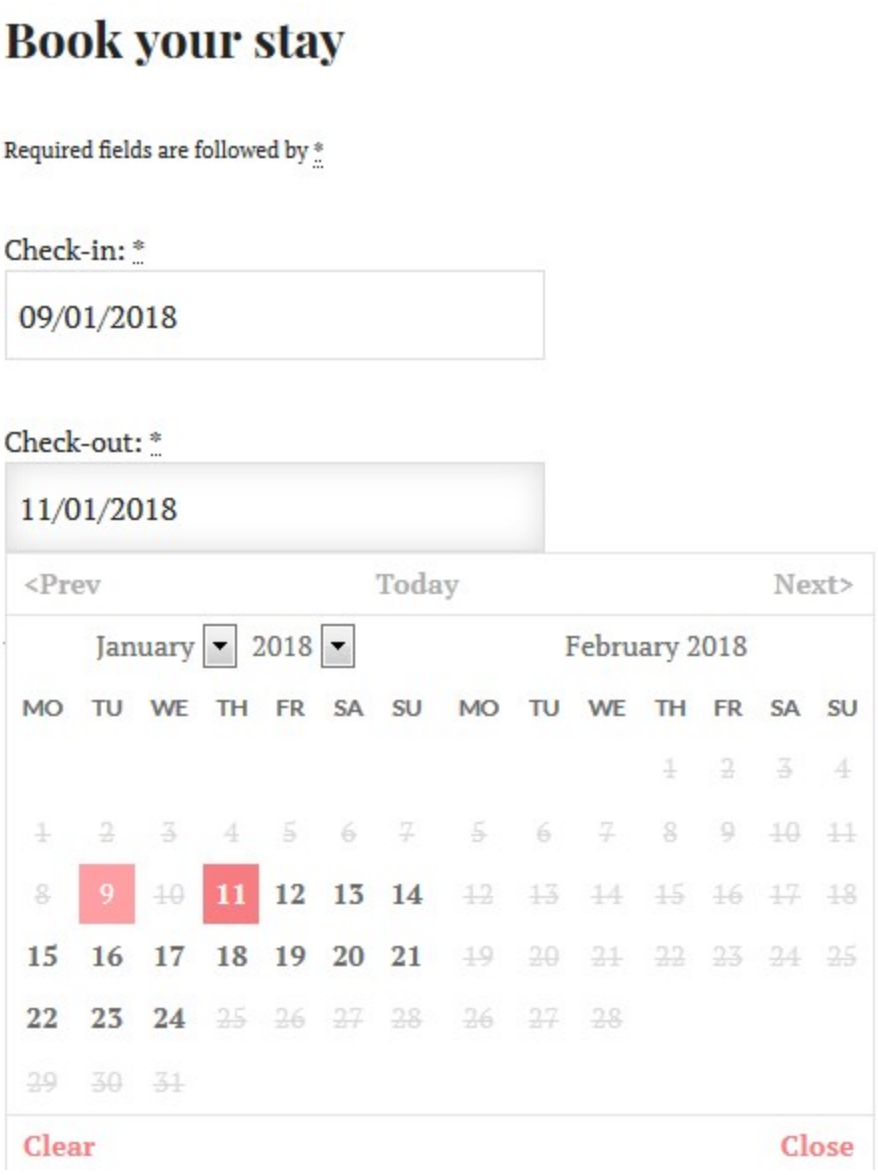


Minimum stay rules

You may set a minimum stay-in period for all accommodations or each one individually.



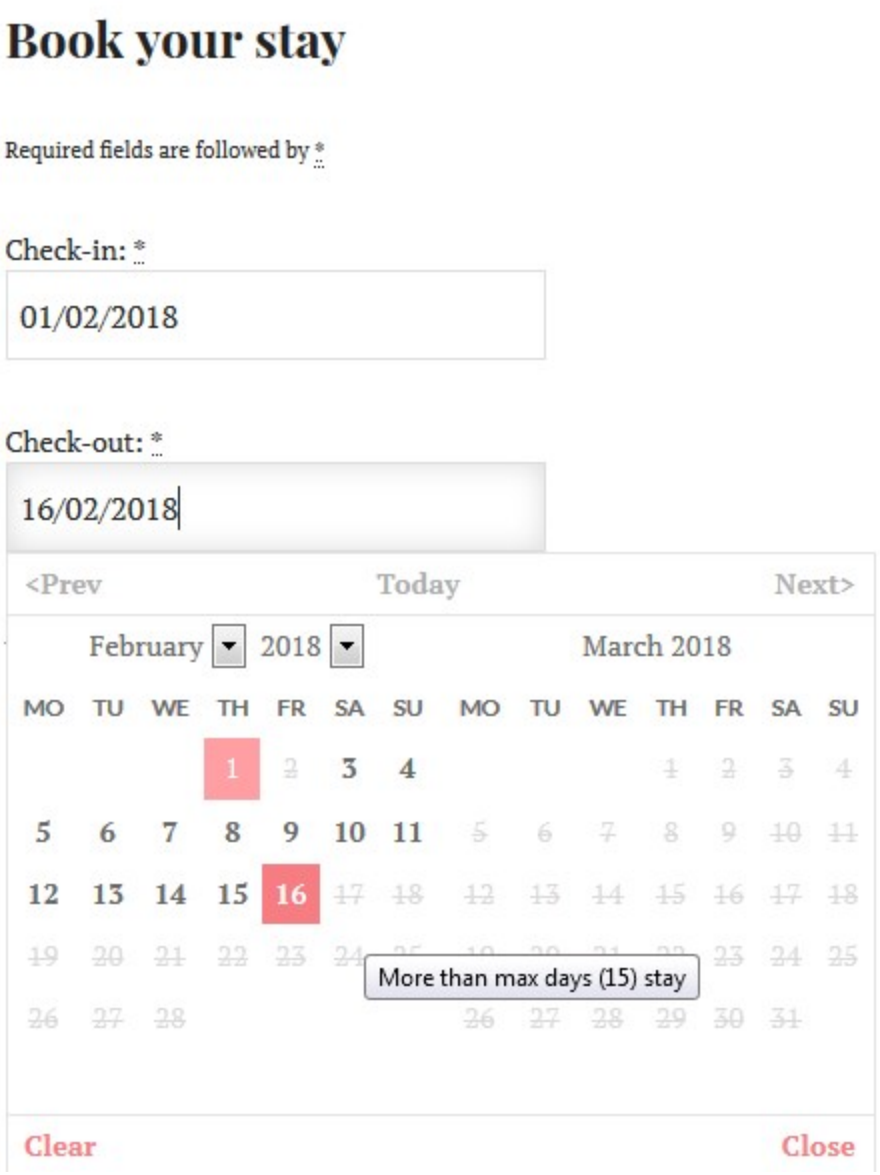
For example, if you want to set 2 days as a minim stay-in period for all accommodations, this will be shown in the search availability calendar as well (guest will be able to choose a check-out date only in 2 days after the check-in date):



Maximum stay rules

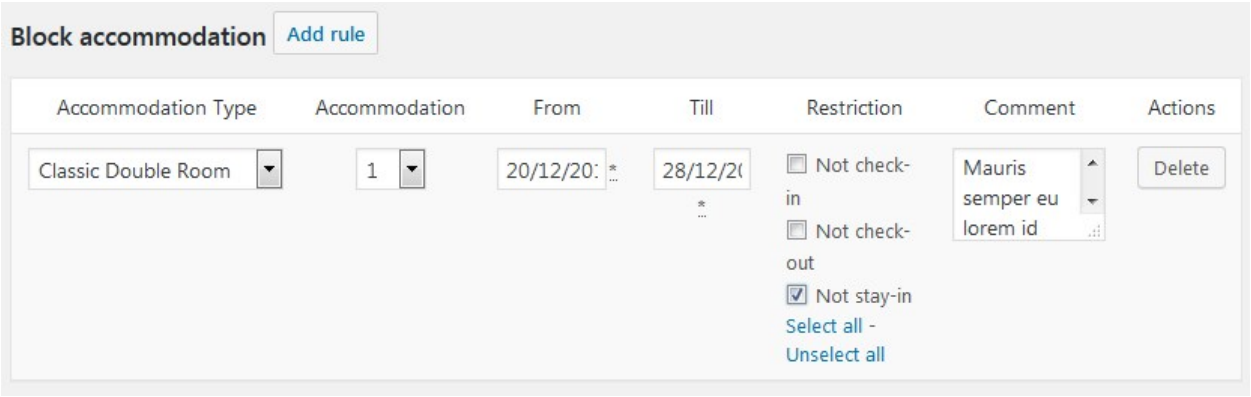
Set the maximum stay-in period for all accommodations or each one individually. For example, you may set maximum 15 days for all rooms:

In this case, a guest won't be able to choose more than 15 days for stay-in (and unavailable days will be crossed out in the search availability calendar).



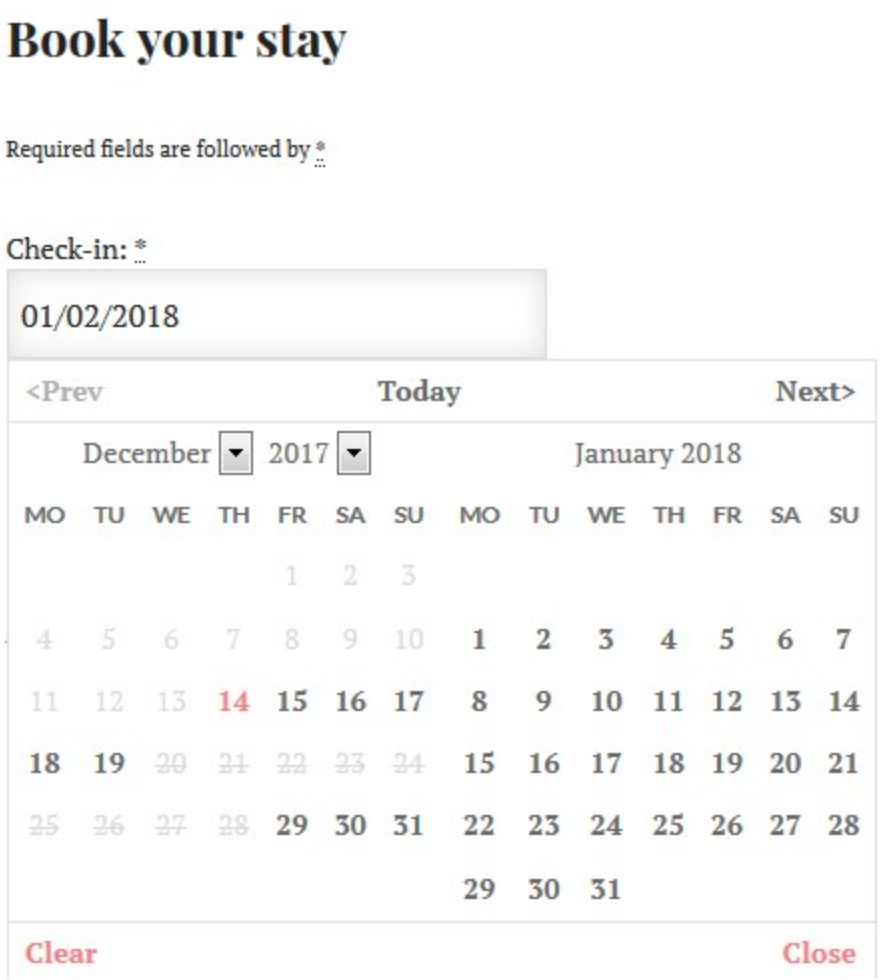
Block accommodation rules

If you need to make all accommodations or any specific accommodation type/actual accommodation unavailable during a specific period of time, use “Block accommodation rules”. Among the restriction rules are: not check-in, not check-out and not stay-in (when you want to totally block accommodations/a specific accommodation at a chosen period of time).



You may add as many rules as you want for each accommodation separately.

For example, if you rent out 2 apartments and want to totally block all for 8 days, simply choose needed dates and ‘All’. Then, in the search availability form, all the blocked dates will be crossed out (the dates are blocked from December, 20 till December, 28):



Don’t forget to save your changes!

Please note, if there are too many different rules, the frontend search availability calendar won’t be able to show all of them instantly, but all the rules will work delivering results according to all your rules.

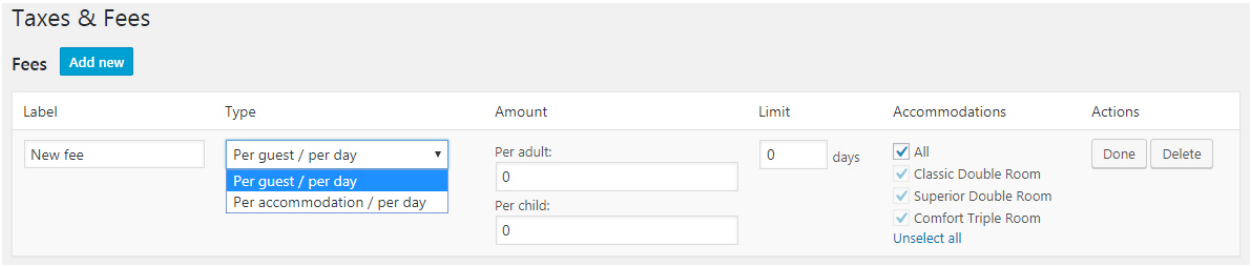
As you see, the system of booking rules is very flexible - you can customize the rules for any accommodation type / actual accommodation / season with ease.

Taxes And Fees

Fees

Fee is a separate mandatory charge in addition to base accommodation rate. Follow the steps below to add a new fee:

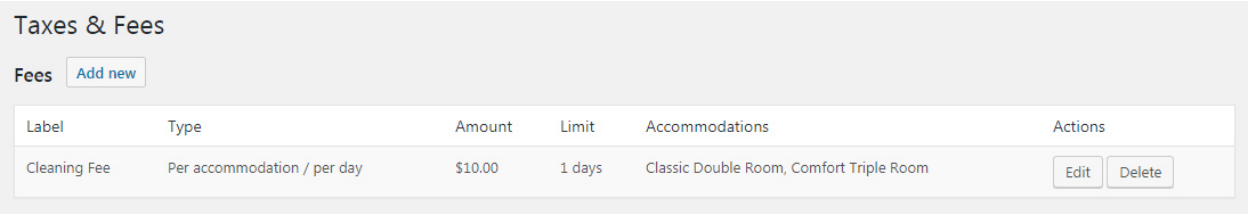
1. Go to Bookings>Taxes & Fees> push Add New button (next to Fees)



2. Give a name to your fee e.g. ‘Cleaning fee’. This label will be shown at Checkout page under price breakdown.
3. Select whether to charge the fee per guest or per accommodation:
    a. ‘Per guest / per day’
    b. ‘Per accommodation / per day’
4. Define the price (Amount) of fee for Adult and Child. (when you set to ‘charge per accommodation’, there is single box for price)
5. Next you can set a limit of days the fee is charged. If you put ‘0’ days the fee is charged each day of stay period. If you want to charge once only, set 1 day.

6. Check the accommodation types you want to tie the fee with. You should uncheck **All** to select certain accommodation types.
7. Click ‘Done’ and ‘Save Changes’

Here is an example of Cleaning Fee with price $10 and that is charged once (1 day limit) for whole accommodation (not per guest) and is tied to Classic Double Room and Comfort Triple Room



You can add unlimited amount of fees in the same way.

Your guests can see all applied Fees at checkout page by breaking down the price table

Price Breakdown

#1 Comfort Triple Room Rate: Standard	$158
Adults	1
Children	0
Nights	1
Dates	**Amount**
January 31, 2018	$148
Dates Subtotal	**$148**
Accommodation Subtotal	**$148**
Fees	**Amount**
Cleaning Fee	$10
Fees Subtotal	**$10**
Subtotal	**$158**
Total	**$158**

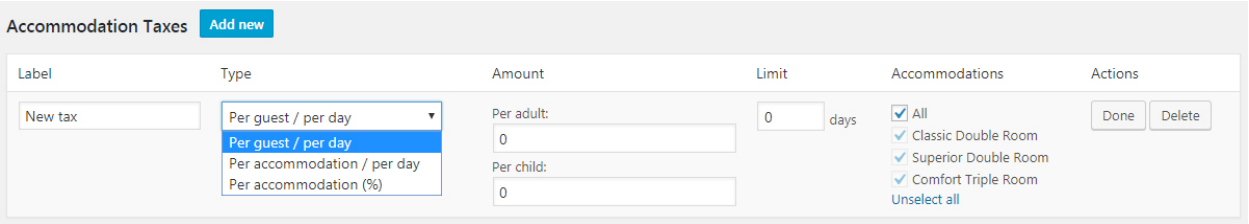
Taxes

You can add Taxes for Accommodations, Services and Fees separately.

Taxes for Accommodations

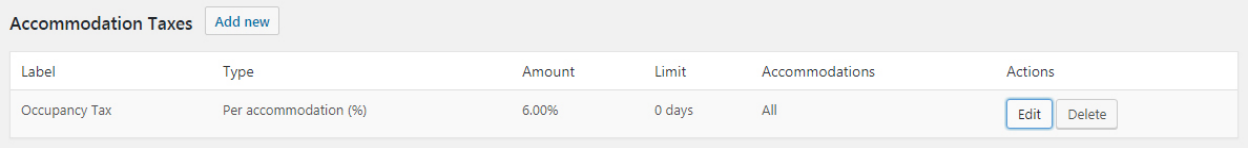
In order to make Accommodation types taxable you should navigate to your *Dashboard* → *Bookings* → *Taxes & Fees* and follow the next steps:

1. Click Add new button next to Accommodation Taxes



2. Name the Tax. The label will appear in a price breakdown on the frontend (your guests will see it).
3. Select a type of the tax among:
    a. Per guest / Per day - allows to add different tax for adult and child.
    b. Per accommodation / Per day - add fixed tax for accommodation per day - not depending on guests quantity.
    c. Per accommodation in percents (%) - add tax in percents for accommodation without days count.
4. Define ‘Amount’ of Tax - this will depend on type of the Tax - percentage or price.
5. Add limit of days if needed. When there is ‘0’ the tax will be applied to all days of stay-in period. You can put ‘1’ to charge the tax once only.
6. Check the accommodation types you want to apply this tax for. You should uncheck **All** to select certain accommodation types.
7. Click ‘Done’ and ‘Save Changes’

Here is an example of 6 % Occupancy Tax for whole accommodation and is applied for all Accommodation Types

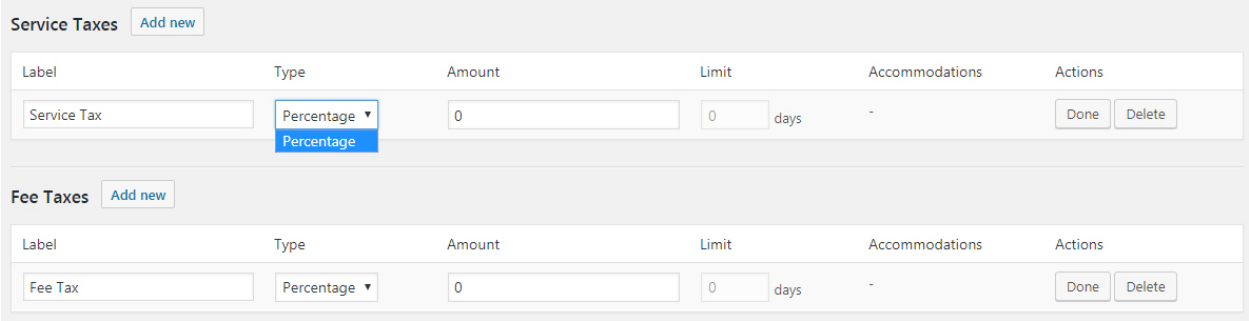


You can add more Taxes in the same way.

Your guests will see all applied taxes at checkout page by breaking down the price table.

Taxes for Services and Fees

In addition to Accommodation taxes, you can also add taxes for Services and Fees separately. There are the same properties for both types of taxes available:



These percentage taxes are for total fees and services amount.

> *Tip: If you need to apply Tax for total sum of reservation, you should create a tax for each type (accommodation, service (if there are any) and fee(if there are any)) with the same percent amount.*

Your guests will see all applied taxes at checkout page by breaking down the price table (before they pay).

Reports (CSV)

Since Hotel Booking 3.5.0 version it is possible to export Bookings in CSV format. This allows to import the bookings and related information to excel or spreadsheet document. In order to export Bookings you should navigate to Dashboard > Bookings > Reports. There you may use available options to filter the Bookings you want to export by the following parameters:

- Accommodation Type - bookings of certain accommodation type
- Status of Bookings - bookings with certain status applied
- The periods/time frames to select the booking for export between start and end dates

Once you configured these parameters you may select the columns of reservation to export. In other words what information of the booking you would need exporting CSV file:

- ID
- Status
- Check-in
- Check-out
- Accommodation Type

- Accommodation Type ID
- Accommodation
- Rate
- Adults/Guests
- Children
- Services
- First Name
- Last Name
- Email
- Phone
- Country
- Address
- City
- State / County
- Postcode
- Customer Note
- Full Guest Name
- Coupon
- Total
- Paid
- Payment Details
- Date

The final selection is saved for further export so you would not need to unselect the unnecessary columns again with each next export of bookings.

Bookings

Export Bookings

All Accommodation Types | All Statuses

Booking dates between | Choose start date | Choose end date

Select columns to export

- [x] ID
- [x] Status
- [x] Check-in
- [x] Check-out
- [x] Accommodation Type
- [x] Accommodation Type ID
- [x] Accommodation
- [x] Rate
- [x] Adults/Guests
- [x] Children
- [x] Services
- [x] First Name
- [x] Last Name
- [x] Email
- [x] Phone
- [x] Country
- [x] Address
- [x] City
- [x] State / County
- [x] Postcode
- [x] Customer Note
- [x] Full Guest Name
- [x] Coupon
- [x] Total
- [x] Paid
- [x] Payment Details
- [x] Date

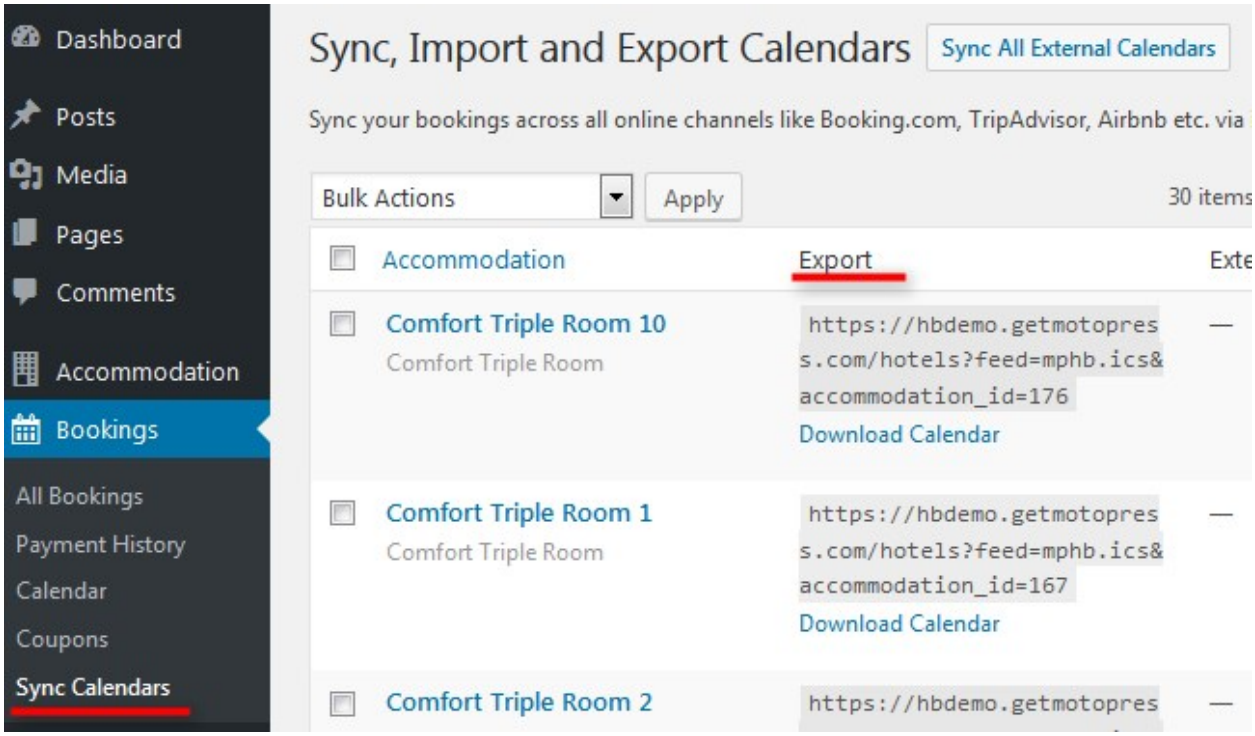
Select all - Unselect all

Generate CSV

Synchronize your hotel website with OTAs via iCal

If you list your property on multiple online channels and also offer online website bookings via MotoPress Hotel Booking plugin, you can easily avoid overbooking by synchronizing all those channels with your site and with each other. To make this synchronization possible, the online channels you use should support **iCalendar file format.**

To configure synchronization of your bookings across all channels, go to your WordPress *Dashboard* → *Bookings* → *Sync Calendars*. You'll see a list of all your real accommodations with their unique URLs (the link under Export).



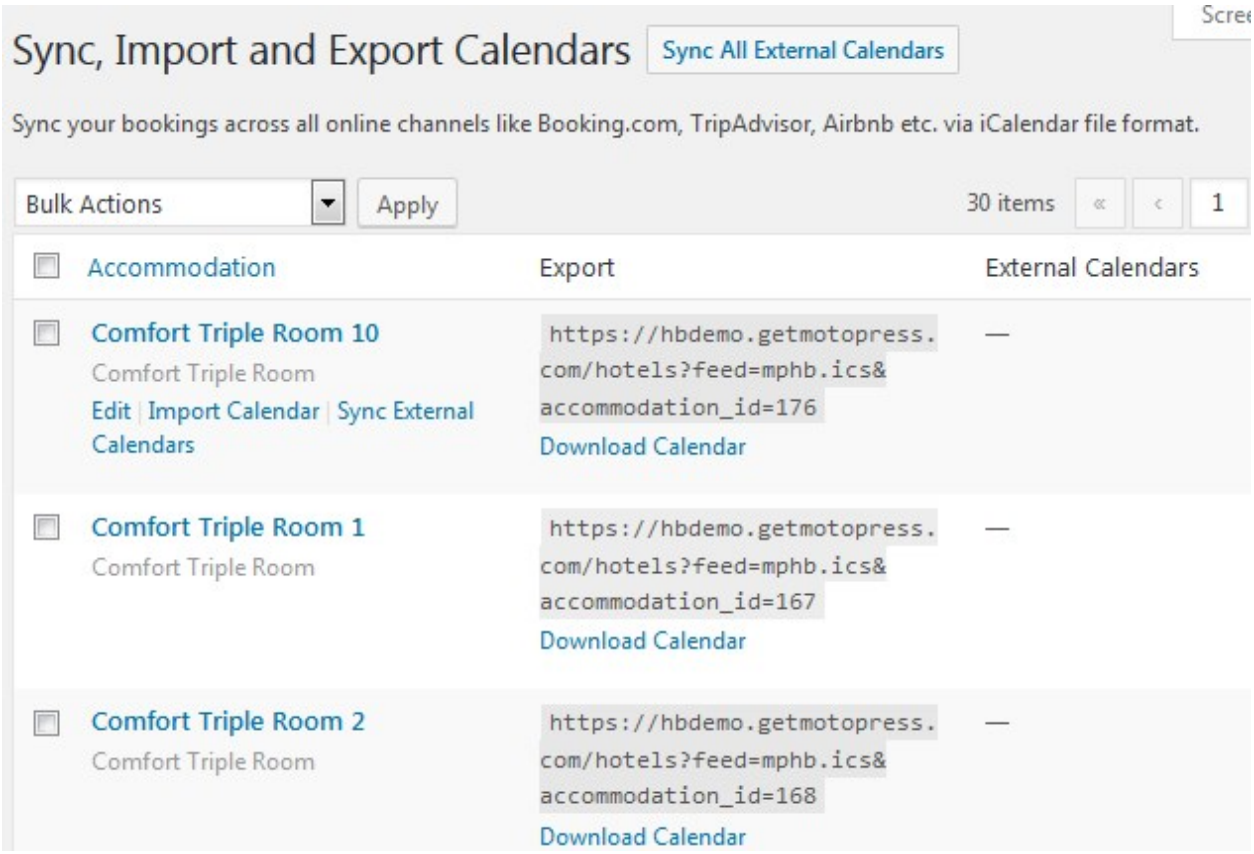
In short, setting up synchronization is a **2-phase process**: you'll need to export a calendar URL to an external channel/channels (to notify them about the bookings made through your site) and import the link from them to your site (to notify your site about the bookings made through the

channels). In this way, your availability across channels and a website will always be up to date. During synchronization, the plugin will download the bookings from external booking platforms by the imported links. The external channels will download the bookings from our plugin by the exported links according to their internal schedules.

How to export your website calendars to online channels

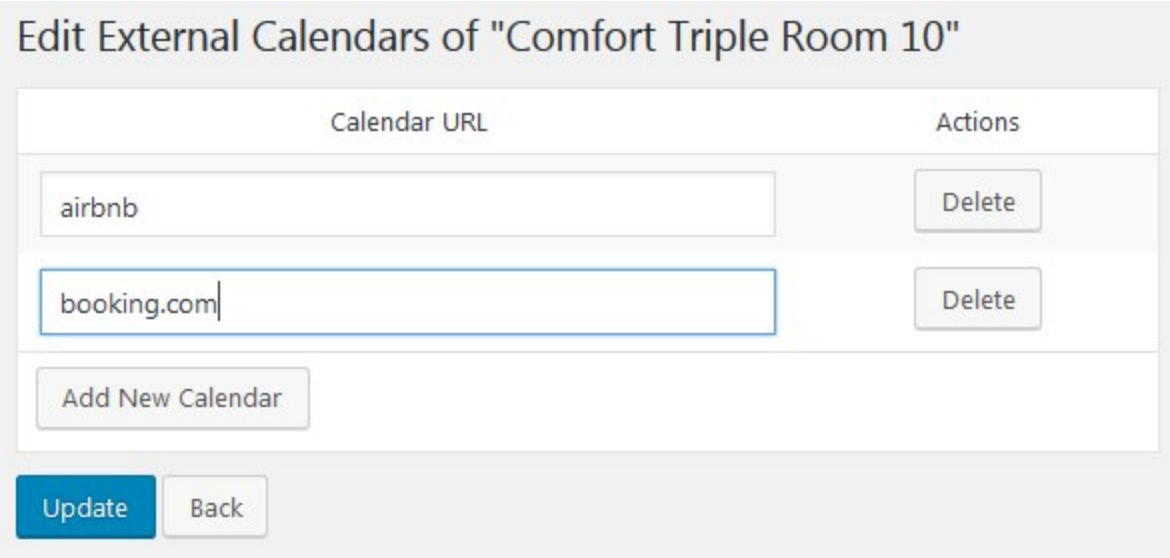
Use Export Calendar link to export your calendars to any external online travel channel. So, just copy the URL and paste it into the appropriate field in the OTA backend.

Note: each accommodation comes with its unique calendar URL.



How to import calendars from external online channels to your website

Go to the external online channel, find the iCal file URL and copy it (each real accommodation should have its unique iCal URL). Then go to your WordPress dashboard → *Bookings* → *Sync Calendars* → *choose a needed accommodation and click Edit* → *click Add New Calendar* → *paste the URL* → *Update*. Here you may add as many URLs from different channels as needed:



Quick links: how to import/export calendars across most popular online channels:

How to import and export Calendars on Booking.com

How to import and export Airbnb calendars

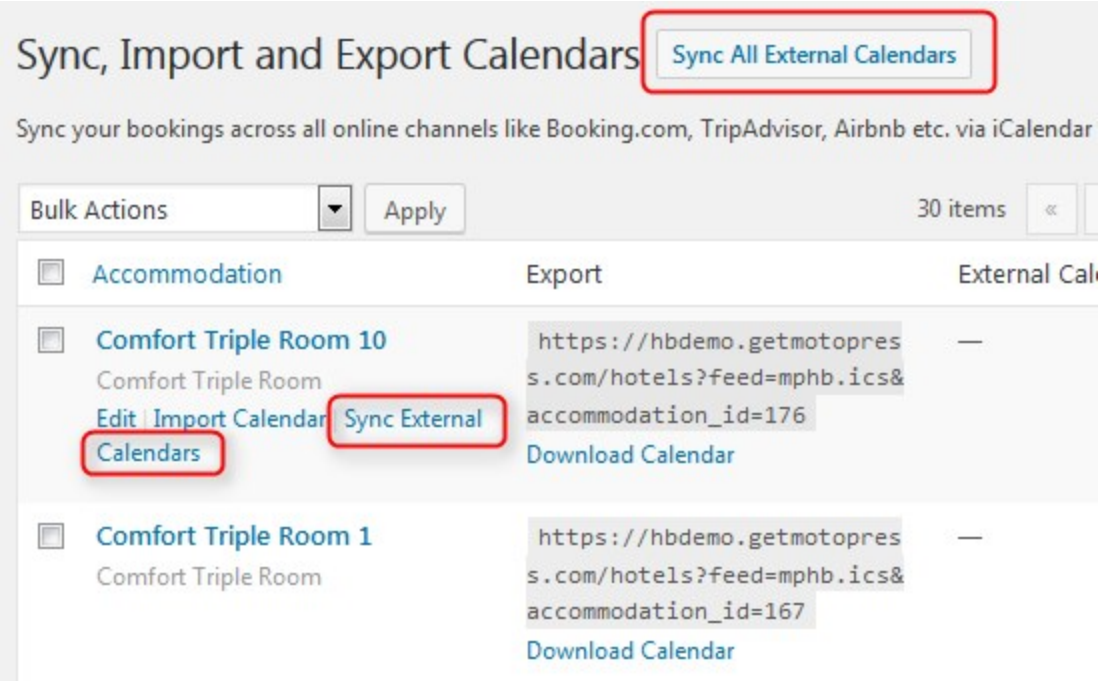
How to import and export HomeAway calendars

How to import and export TripAdvisor calendars

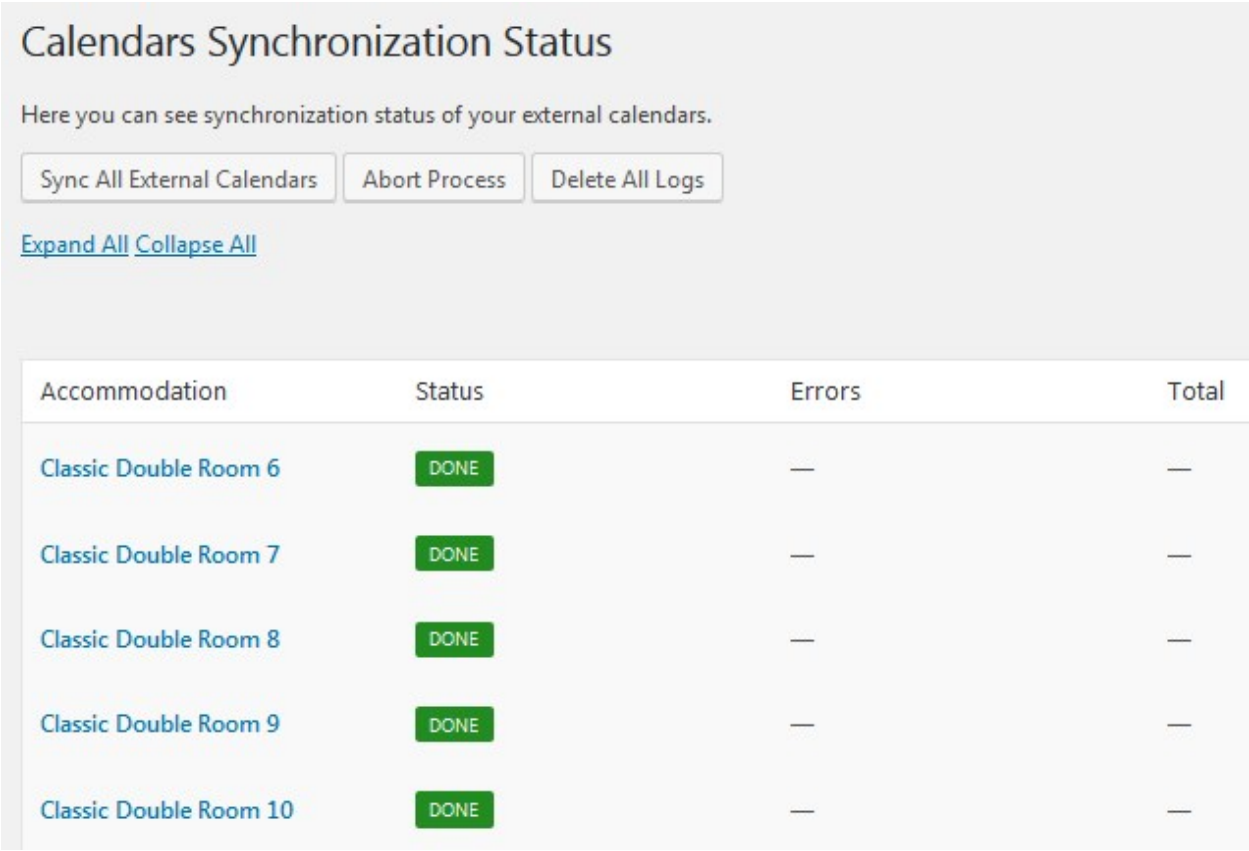
If you list your property on any other online travel agency, make sure that it supports iCal file format for synchronization.

Once all your calendars are crosslinked, you can synchronize the bookings manually or enable the automatic sync. To manually sync only a specific accommodation across the channels, click

‘Sync external calendars’ only under this particular accommodation. To synchronize all calendars for all accommodations, click on the **‘Sync all external calendars’** button:

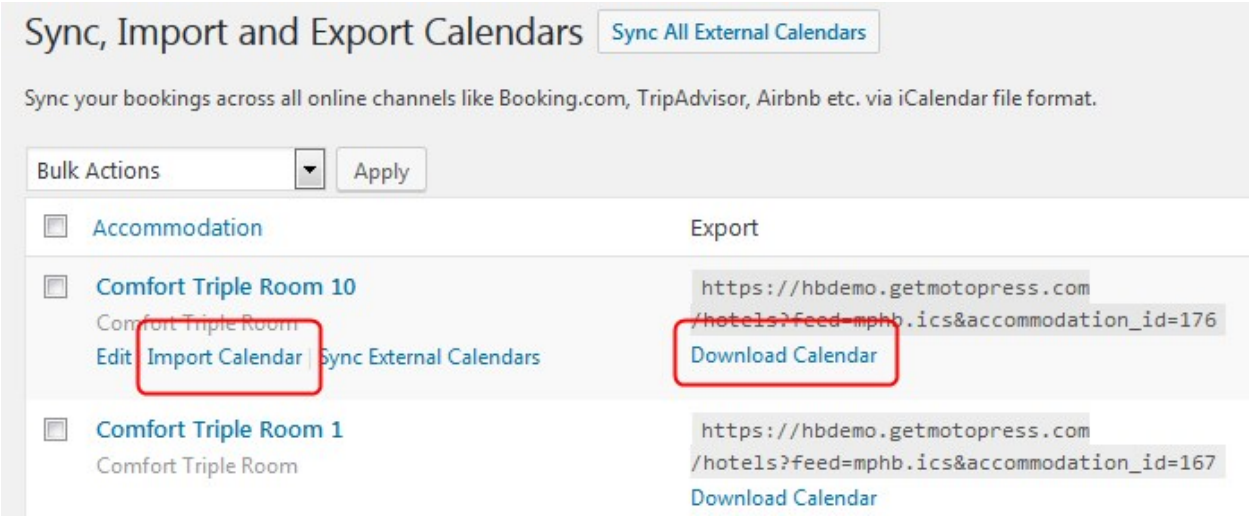


And wait for the process to start and finish:



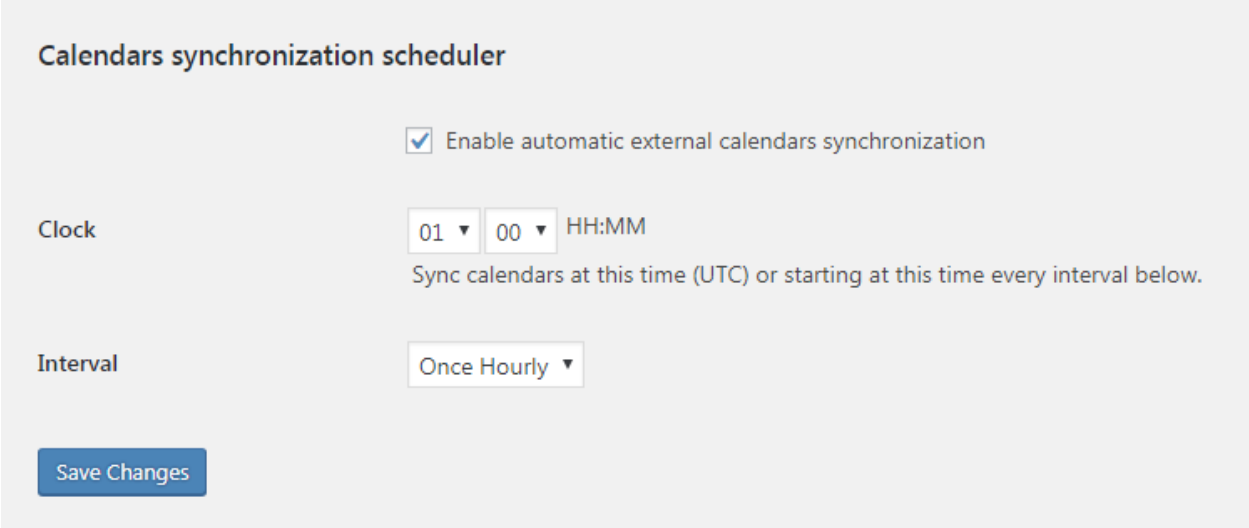
When the process is complete, you can click on any chosen accommodation and see how many bookings were received. Moreover, you'll be able to see all bookings in the "**All Bookings**" menu and "**Calendar**" menu. So far, you may check the source of the booking (whether it's your website or any external online travel channel via All Bookings → choose booking → click Edit → view Logs).

You may also manually download calendars from your site to your PC or upload external calendars by clicking **Import Calendar** or **Download calendar** buttons:



How to configure automatic synchronization

In the *Accommodation tab → Settings (scroll down)* you can enable and configure the automatic sync:



Choose the time when the synchronisation should start in the **Clock** field and the time period of the synchronisation in the **Interval** field. The available intervals are

a. daily
b. twice daily
c. once hourly.

Note: to prevent unnecessary requests to the server, the automatic sync is executed in the set time interval only if there is a visitor on your website within that time interval. This means that the plugin will download bookings from external calendars as soon as someone visits your website.

For Developers

This plugin contains hooks that allow you to edit, add and move content without needing to edit template files. This method protects against upgrade issues.

Alternatively, you can copy template files from '/wp-content/motopress-hotel-booking/templates/' folder to '/wp-content/your-theme/hotel-booking/' to override them.