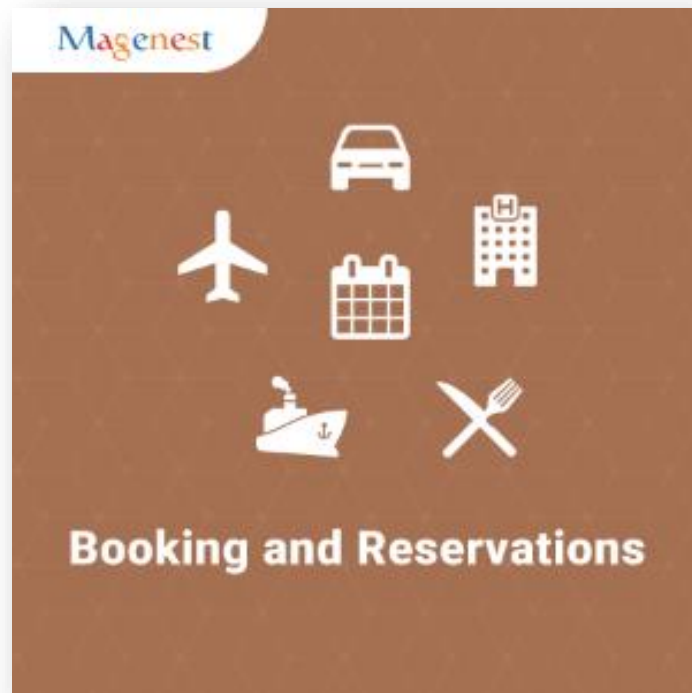


User Guide



Thank you for purchasing our extension. If you have any question that is beyond the scope of this document, do not hesitate to leave us an email.

Created: 28/07/2016 | By:Magenest| Email: support@magenest.com

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1. Introduction

Booking and Reservations extension by Magenest simplifies things for your Magento 2 stores and clients. This extension not only make it easy for your customers to schedule or cancel request but also help you manage bookings, customers, staffs and products on both larger screens and mobile devices.

For more information, please visit: [Booking and Reservation](#)

1.1. Features For Admins

- A time slot cannot be placed by 2 or more different customers.
- Beautiful frontend.
- Responsive mobile.
- Allow admins to convert any products or new products to a reservation product.
- Create product schedule automatically related to staff user.
- Allow admins to choose one of four options (need staff or not, some hours in 1 day or full day) for a reservation product.
- Create staff rules, special date price rules, rush hour rules, early order rules in details (add/ sub amount/ percentage of money).
- Allow admins to manage all reservation orders, cancel request from customer list.
- Send an email to staff when customers make a reservation order.
- Admin can define default reservation status for newly ordered products.

1.2. Features For Customers

- Customers can review all reservation orders.
- Customers can send a cancel request to their reservation orders within a click.
- Customers can now add many staffs in many time intervals in frontend.
- Customers can steal reservation product from the other customer cart (who place order first will take that)

1.3. System Requirements

Your store should be running on Magento Community Edition version 2.1.

1.4. Document Online

- <http://www.confluence.izysync.com/display/DOC/2.+Booking+and+Reservation+Use+r+Guides>

1.5. Our Policies

- Privacy Policy: <http://store.magenest.com/privacy-policy>
- Customer Service: <http://store.magenest.com/customer-service>

2. Configuration

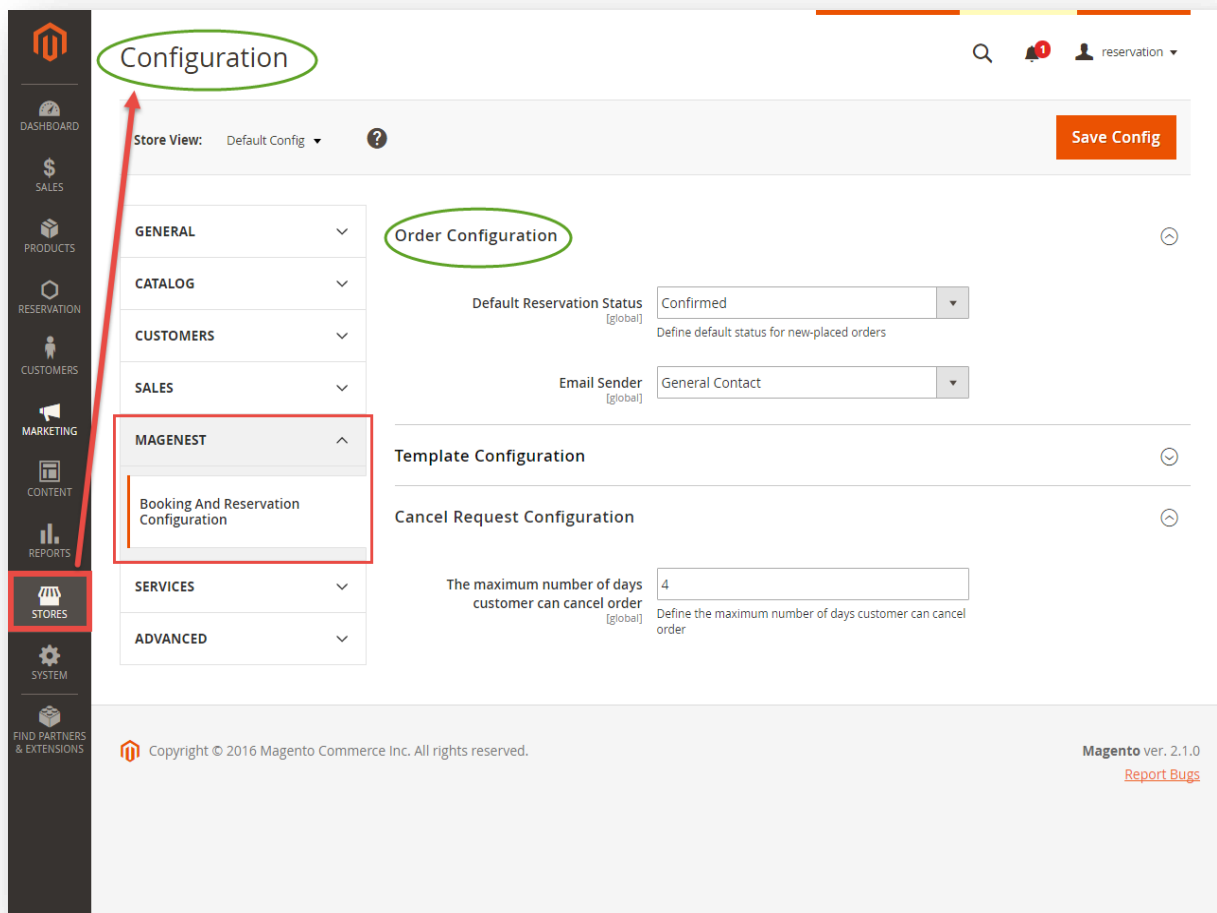
2.1. General Configuration

In order to get your extension up and running properly, we highly recommend that you make some configurations right from the beginning

Firstly, go to **Backend of Magento 2 stores > Stores > Configuration > Marketing > Email Templates**, to set email template for your Magento 2 stores.

Then navigate to **Stores > Configuration** this is the place where you define the email template and sender identification of the email sent each time the reservation status of a reservation order is changed.

- **Default Order Status:** specify the default status of newly placed reservation orders.
- **Email Sender:** specify the identification of the sender. You can define this in tab **General > Store Email Addresses**.



- **Template Configuration:** these are email templates for each reservation status of an order.
- **Here are some template variables that you can embed in your template:**

+ *Staff:*

CustomerEmail: customer email

CustomerName: customer name

Store: store name

ItemName: name of the ordered item

ReservationStatus: reservation status of the item

Event: will be available if there is any special date, time activities (rush hour, pre-order)

Date: reservation date

Start: start time

End: end time

+ Customer:

CustomerEmail: customer email

CustomerName: customer name

Store: store name

ItemName: name of the ordered item

ReservationStatus: new booking status of the item

Event: will be available if there is any special date, time activities (rush hour, pre-order)

Date: reservation date

Start: start time

End: end time

StaffName: staff name

Template Configuration

Send Email To Staff Automatically
[global]
No
Enable or disable send email to staff when order status change

Confirmed
[global]
New Order
Select email template for confirmed orders

Unconfirmed
[global]
New Order
Select email template for unconfirmed orders

Cancelled
[global]
New Order
Select email template for cancelled orders

Send Email To Customer Automatically
[global]
No
Enable or disable send email to customer when order status change

Confirmed
[global]
New Order
Select email template for confirmed orders

Unconfirmed
[global]
New Order
Select email template for unconfirmed orders

Cancelled
[global]
New Order
Select email template for cancelled orders

Allow sending email to staff automatically or not.

Allow sending email to customer automatically or not.

- **Cancel Request Configuration:** admins can set the maximum number of days customer can cancel the order or not. This is not mandatory.

Cancel Request Configuration

The maximum number of days customer can cancel order [global]

Define the maximum number of days customer can cancel order

The number of days customer can cancel

2.2. Price Rules

We have implemented 3 kinds of price rules: **Staff Price Rules**, **Special Date Price Rules** and **Reservation Price Rules**. These rules will add some versatility to the effort of the better-evaluating price of the reservation. With Staff Price Rules, go to **Staff Price Rules** tab in **Reservation** menu.

Staff Price Rules

Add New Staff Rule

✓ Rule has been saved.

Search by keyword

Filters

Default View

Columns

Export

20 per page

1 of 1

	Staff Rule Name	Staff Rule Amount	Action
<input type="checkbox"/>	Newbie	20.00	Edit
<input type="checkbox"/>	Professor	500.00	Edit

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Magento ver. 2.1.0

[Report Bugs](#)

Dashboard navigation: DASHBOARD, SALES, PRODUCTS, **RESERVATION**, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES.

New Staff Price Rule

← Back Reset Save and Continue Edit **Save Rule**

STAFF PRICE RULE CONFIGURATION

Staff Price Rule

Rule Name *

Added Amount *

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Then we have **Special Date Amount**, which will add or subtract a certain amount of money when a certain date is selected.

Rule Amount is defined so that if a staff of one type is selected on frontend by the customer, a corresponding amount will be added to the total.

Dashboard navigation: DASHBOARD, SALES, PRODUCTS, **RESERVATION**, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, FIND PARTNERS & EXTENSIONS, SYSTEM.

New Special Date Rule

← Back Reset Save and Continue Edit **Save Rule**

SPECIAL DATE PRICE RULE CONFIGURATION

Special Date Rule

Rule Name *

Special Date From *

Special Date To *

To *

Amount *

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Special Date Price Rules

Add New Special Date

Search by keyword

Filters

Default View

Columns

Export

20 per page

1 of 1

1 records found

Event Name	From Time	To Time	Date Option	Amount	Action
Birthday	2016/07/30 03:25:54 AM	2016/08/30 03:25:54 AM	1	12.12	Edit

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Another price rules - **Reservation Price Rules** allows admins to create reservation price rules for Time Activity such as every day, every week, every month, every year.

Edit Reservation Price Rule

Back Reset Save and Continue Edit Save Rule

RESERVATION RULE CONFIGURATION

Reservation Rule

Reservation Price Rule

Rule Name * Every day 2

Rule Option Every day

Rule Time From 00 : 00 : 00

Rule Time To 00 : 00 : 00

Rule Function * Add a fixed amount

Priority * 3

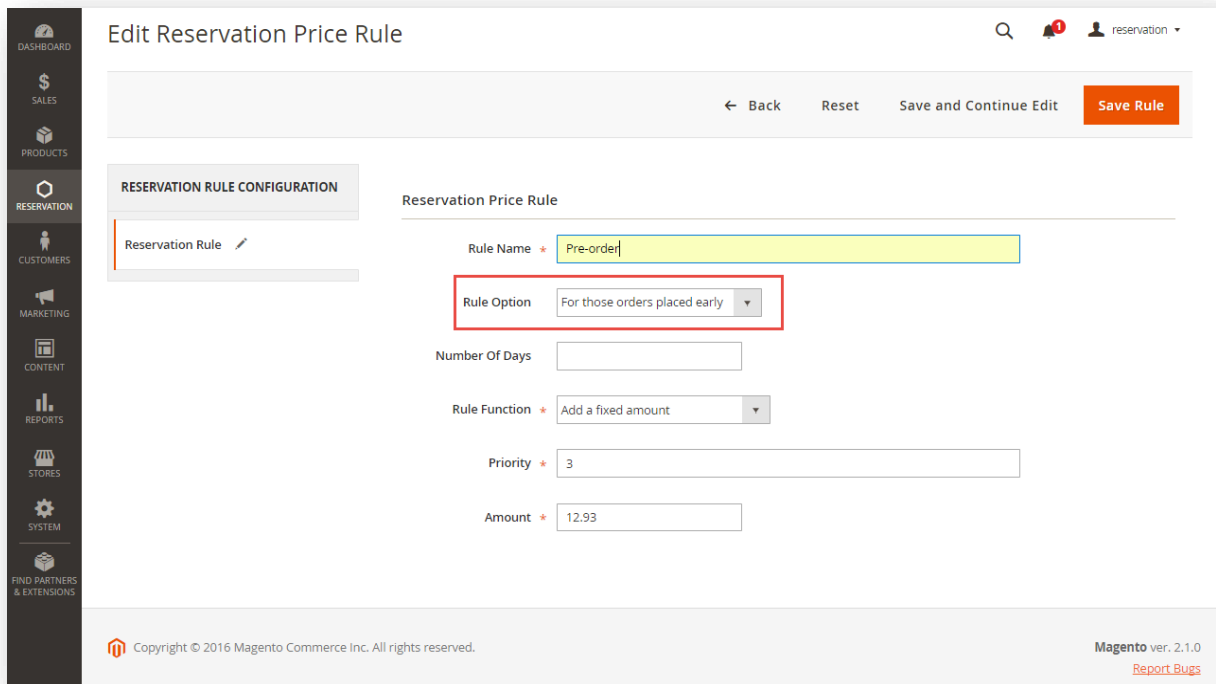
Amount * 12.93

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Especially, admins can set pre-order for Reservation Price Rule.



Edit Reservation Price Rule

RESERVATION RULE CONFIGURATION

Reservation Rule

Reservation Price Rule

Rule Name * Pre-order

Rule Option * For those orders placed early

Number Of Days

Rule Function * Add a fixed amount

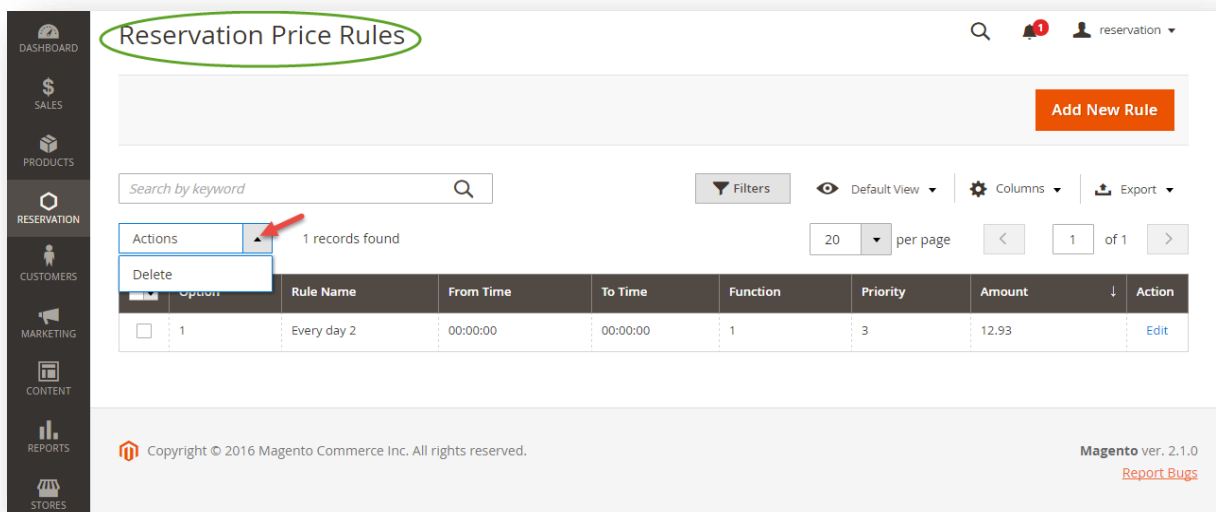
Priority * 3

Amount * 12.93

Save Rule

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Admins can view or delete **Reservation Price Rules**.



Reservation Price Rules

Add New Rule

Search by keyword

Filters

Default View

Columns

Export

1 records found

20 per page

1 of 1

	Option	Rule Name	From Time	To Time	Function	Priority	Amount	Action
<input type="checkbox"/>	1	Every day 2	00:00:00	00:00:00	1	3	12.93	Edit

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3. Main Features

3.1. Define Staff Information

Go to **Backend of Magento 2 store > System > All Users > Add New User** button to add staff into stores.

The screenshot shows the 'Add New User' form in the Magento 2 Admin Panel. The left sidebar contains a menu with 'SYSTEM' highlighted. The main content area is titled 'Scarlett Honor' and includes a 'USER INFORMATION' tab. The form fields are as follows:

- Account Information:**
 - User Name: Scarlett
 - First Name: Scarlett
 - Last Name: Honor
 - Email: scarlettbk1212@gmail.com
 - New Password: (empty)
 - Password Confirmation: (empty)
 - Interface Locale: English (United States) / English (United States)
 - This account is: Active
- Current User Identity Verification:**
 - Your Password: (empty)

A callout bubble indicates: 'Reconfirm password when you make any changes'. The 'Save User' button is in the top right corner.

At **Staff Management** tab, you will be taken to the users list. From now on, you will be able to make an admin user a staff. In detail, you can add some information of the staff as below.

You can also add **Work Schedule** for the staff. This is nearly identical to the discussed product schedule.

Lastly, the user can view booked orders in which the staff has been chosen.

Scarllett Honor

← Back Delete User Reset Force Sign-In Save User

USER INFORMATION

- Work Schedule
- Staff Information
- Staff Orders**
- User Info
- User Role

Search by keyword Filters Default View Columns Export

1 records found 20 per page 1 of 1

Order Id	Product Name	Customer Name	Status	Reservation Date	Event	From Time	To Time	Slots	Staff Name ↓	Action
9	Atomic Endurance Running Tee (Crew-Neck)	Scarllett Honor	pending	2016/08/22	Birthday	00:00	23:59	1	Scarllett Honor	View

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3.2. Usage Procedure

With our Booking and Reservation extension, admins have the ability of setting reservation products for any products including existed products. To create a reservation product, admins just choose yes or no in Magenest **Booking And Reservation** tab. Then click on Magenest **Reservation Configuration** tab to confix reservation products if choose yes.

Gabrielle Micro Sleeve Top

Attributes

Magenest Booking And Reservation 1

Magenest Reservation Product [global] ☒ Yes

Magenest Reservation Configuration 2

Staff Necessary? No

Reservation Option? Some hours in 1 day

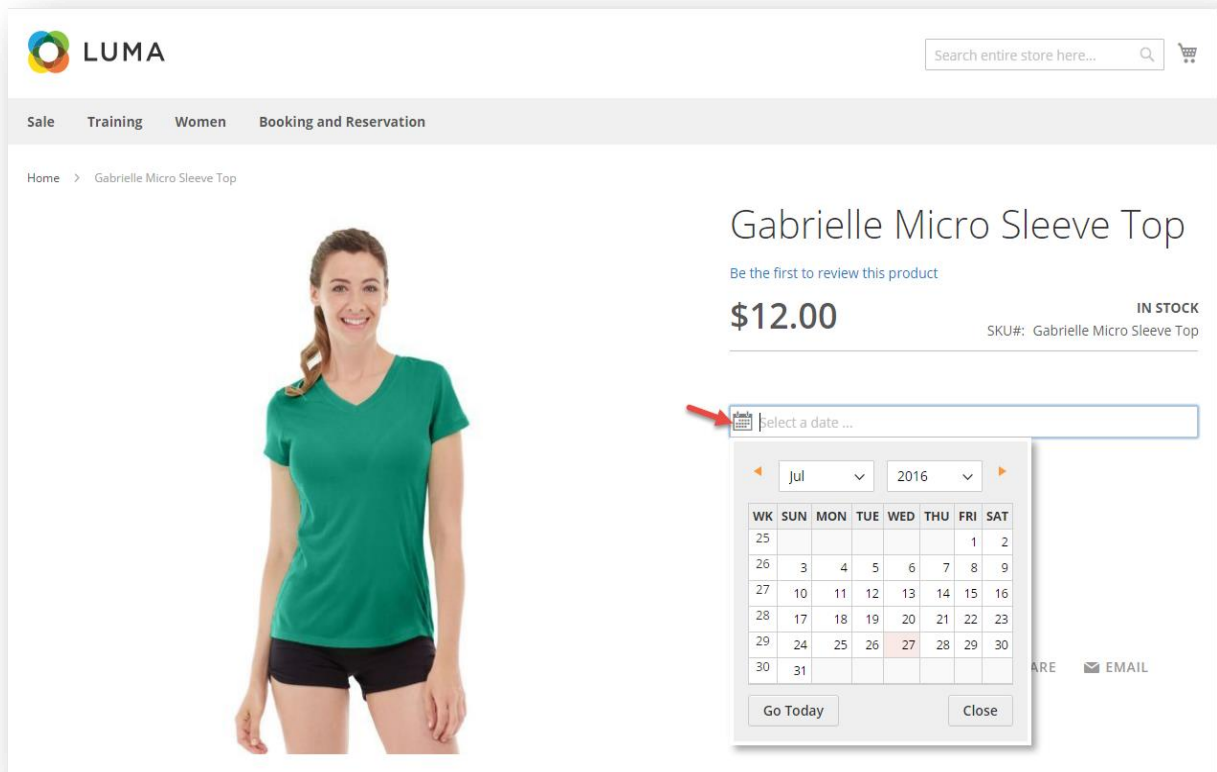
Day: Monday From Time: 07:00 To Time: 08:00

Add Schedule

Downloadable Information

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When a customer is on a frontend detail page of a product of type Booking and Reservation, he will be able to select a date with a date picker input field as shown.



When a day is selected, the system will check if there are any product schedules available that day and display them. It will also check if the selected day is within a special date range as formerly specified. Then if a schedule is selected, the system will now check the staff with the corresponding schedule. Some information about the staff will also be displayed.

Mon, 25 Jul 2016

Some hours in 1 days

Have staff in this products

Product Schedule

From 07:00 To 08:00

From 08:00 To 09:00

1 From 09:00 To 10:00

From 10:00 To 11:00


From 11:00 To 12:00

From 13:00 To 14:00

From 14:00 To 15:00

From 15:00 To 16:00

Staff List



Staff Introduction
3 years experiment

This Service Price
\$31.88

2 Add To Cart

Your Cart

- From 07:00 To 08:00
staff1 staff1 - \$31.88
- From 08:00 To 09:00
staff2 staff2 - \$31.88
- From 09:00 To 10:00
staff1 staff1 - \$31.88

3

Cancel Save Selection

If the products do not include staff, customers need to choose only schedule then click on **Add To Cart** button > **Save Selection**.

Reservation

Full day

August 2016

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30/8/2016

Event
gold week, Early order

Maximum Number Of Slots
13

Number Of Slots You Want To Purchase
1

Service Price
USD123.14

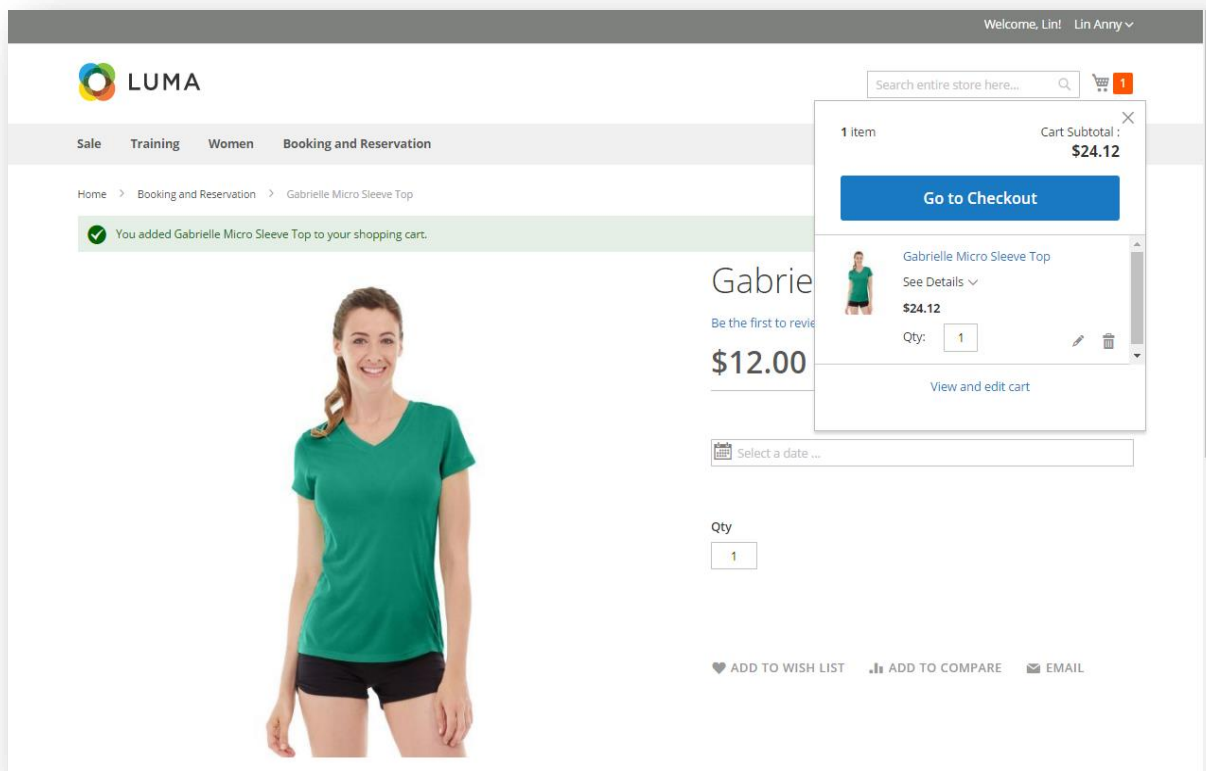
Add To Cart

Your Cart

- 10/8/2016
3 slot(s) - USD369.42
- 30/8/2016
4 slot(s) - USD492.56


Cancel Save Selection

Then when the customer adds the product to cart, he will be able to view the product.



When the order is successfully placed, this is what it will look like on **My Orders** page in customer's **My Account**.

Welcome, Scarlett! Scarlett Honor ▾

LUMA Search entire store here... 

[Sale](#) [Training](#) [Women](#) [Booking and Reservation](#)

My Booking And Reservation
Account Dashboard
Account Information
Address Book
My Downloadable Products
My Orders
Newsletter Subscriptions
My Credit Cards
My Product Reviews
Billing Agreements
My Wish List

Compare Products
You have no items to compare.

Order # 000000017 PENDING

July 28, 2016
[Reorder](#) [Print Order](#)

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Atomic Endurance Running Tee (Crew-Neck)	Atomic Endurance Running Tee (Crew-Neck)	\$33.12	Ordered: 1	\$33.12
Reservation Option Full day with staff				
2016/08/22 Birthday 4 Scarlett Honor USD33.12				
Subtotal				\$33.12
Shipping & Handling				\$5.00
Grand Total				\$38.12

For easier management overbooked reservation, the customer can also check the **My Booking and Reservation** tab.

Welcome, Scarlett! Scarlett Honor

LUMA

Search entire store here...

Sale Training Women **Booking and Reservation**

My Booking And Reservation

- Account Dashboard
- Account Information
- Address Book
- My Downloadable Products
- My Orders
- Newsletter Subscriptions
- My Credit Cards
- My Product Reviews
- Billing Agreements
- My Wish List

My Booking And Reservation

Order #	Product Name	Reservation Date	Start Time	End Time	Staff Name	Slots	Reservation Status
9	Atomic Endurance Running Tee (Crew-Neck)	2016-08-22	00:00	23:59	Scarlett Honor	1	confirmed View Order Cancel Request Sent

From admin's perspective, he can view all booked reservation in **Reservation Orders**.

Reservation Orders

Search by keyword

Filters

Default View Columns Export

20 per page 1 of 1

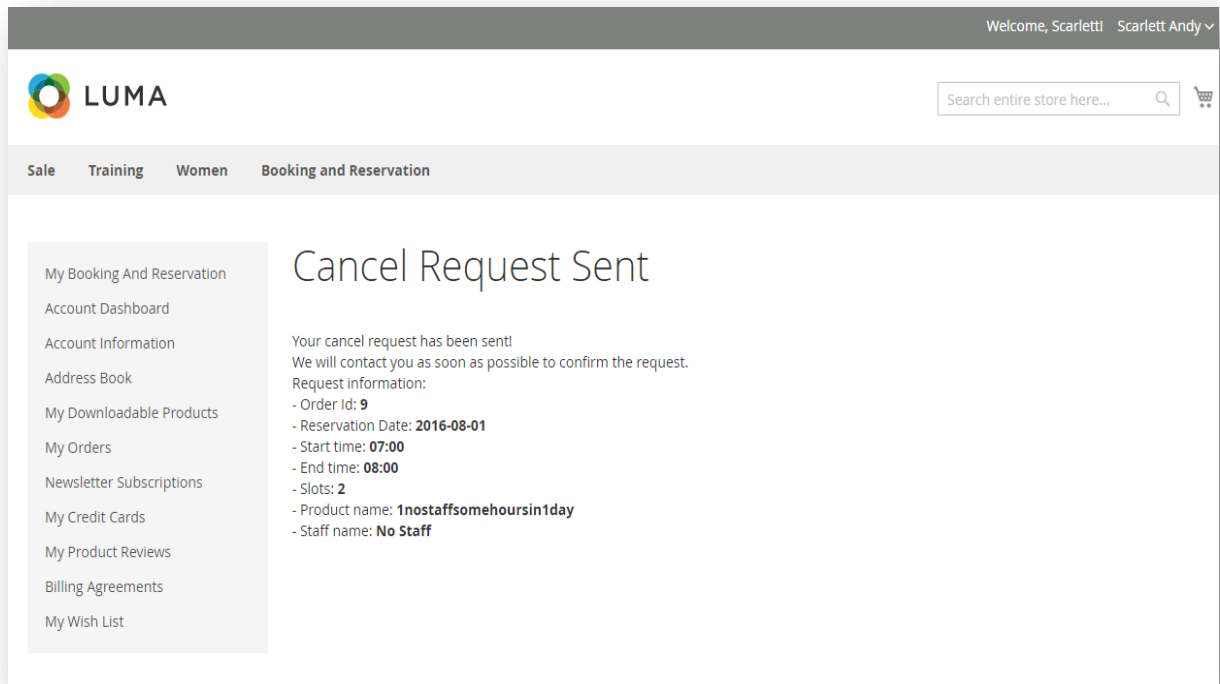
2 records found

			Customer Name	Order Status	Reservation Date	Event	From Time	To Time	Slots	Staff Name	Action
<input type="checkbox"/>	2	9	hoang hoang	unconfirmed	2016/08/29	Birthday	07:00	08:00	2	No Staff	View
<input type="checkbox"/>	2	9	Scarlett Honor	confirmed	2016/08/22	Birthday	00:00	23:59	1	Scarlett Honor	View

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3.3. Cancel Requests

Once the reservation has been booked but the customer changed his mind, he can send a cancel request to the admin. He needs to go to **My Booking and Reservation** tab in **My Account**. Besides **View** and **Reorder** button, there will be **Request Cancel** buttons that once clicked, a request will be sent to the admin and an email will be sent to customers immediately.



Welcome, Scarlett! Scarlett Andy ▾

LUMA Search entire store here...

Sale Training Women **Booking and Reservation**

My Booking And Reservation

- Account Dashboard
- Account Information
- Address Book
- My Downloadable Products
- My Orders
- Newsletter Subscriptions
- My Credit Cards
- My Product Reviews
- Billing Agreements
- My Wish List

My Booking And Reservation

Order #	Product Name	Reservation Date	Start Time	End Time	Staff Name	Slots	Reservation Status	
8	4needstafffullday	2016-07-27	00:00	23:59	staff2 staff2	1	canceled	View Order Request Cancel
9	1nostaffsomehoursin1day	2016-08-01	07:00	08:00	No Staff	2	confirmed	View Order Cancel Request Sent
8	3needstaffsomehoursin1day	2016-08-01	09:00	10:00	staff2 staff2	1	canceled	View Order Request Cancel
8	3needstaffsomehoursin1day	2016-08-01	08:00	09:00	staff1 staff1	1	canceled	View Order Request Cancel

On backend side, go to **Cancel Requests** tab, the admin can see the cancel requests.

Cancel Requests

Search by keyword

Filters Default View Columns Export

20 per page < 1 of 1 >

Actions 1 records

- Delete
- Cancel Schedule

Delete only 1 cancel request

Cancel all of cancel request

	Product Name	Customer Name	Order Status	Reservation Date	From Time	To Time	Slots	Staff Name	Action
<input type="checkbox"/>	9 Atomic Endurance Running Tee (Crew-Neck)	Scarlett Honor	pending	2016/08/22	00:00	23:59	1	Scarlett Honor	View

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4. Update

- When a bug fix or new feature is released, we will provide you with the extension's new package.
- All you need to do is repeating the above installing steps and uploading the package onto your store. The code will automatically override.
- Flush the config cache. Your store and newly installed extension should be working as expected.

5. Support

- We will reply to support requests after **2 business days**.
- We will offer **lifetime free update and 6 months free support for all of our paid products**. Support includes answering questions related to our products, bug/error fixing to make sure our products fit well in your site exactly like our demo.
- Support **DOES NOT** include other series such as customizing our products, installation and uninstallation service.

Once again, thank you for purchasing our extension. If you have any questions relating to this extension, please do not hesitate to contact us for support.

[Magenest](#)

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