Site Manager's Guide

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Remote feeds

Enabling front end access to Jomres

<u>Wordpress</u>

Joomla

Terminology

Admin area

Frontend

Backend

PII

SRP

MRP

Leohtian

Sunbearu

A Site Manager is somebody who is responsible for configuring and maintaining a Jomres installation.

This section of the guide is not intended for property managers.

All site management is performed via the Administrator area of your CMS.

There is a separate document called Jomres Site Designer's and Developer's Guide which covers subjects such as setting up search modules, creating overrides and other more developer specific details. You should read this Site Manager's document first, at least the two sections discussed in the Introduction, before reading the Designer's Guide.

Notes, before we start

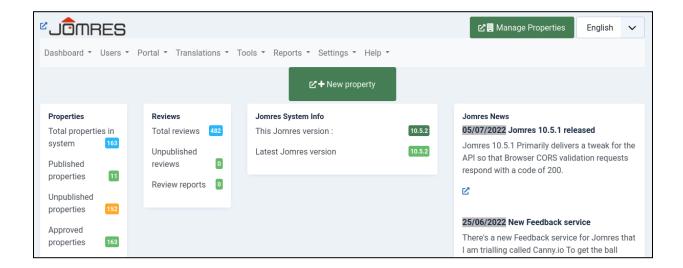
Items in menus may be different in your Jomres installation. These menus are dynamically generated and newly added plugins can add or remove menu options so don't be surprised if your options or configuration tabs are different to the ones in these screenshots. If you see something in your site that doesn't appear in this document, first install the Plugin Infos plugin and check there for extra information. If you still don't understand the purpose of the menu option, please do raise a support ticket at https://tickets.jomres.net

Jomres works on both Joomla and Wordpress and the User Interface is the same in the two CMSs. The screenshots here will be taken from Joomla 4. If you're running an older version of Joomla, or you're using Jomres in WordPress, the UI may have a slightly different layout and/or

colour schemes. Don't worry, you've still probably got an up-to-date installation of Jomres, it'll just look a little different.

In Administrator > Jomres > Settings > Site Configuration > Misc tab there is an option called "Admin options level". Before working through this document it is advised that you change that option to Everything.

If you are running Joomla, in Global Configuration please ensure that "Website Time Zone" is set to UTC. In WordPress you can change this option in Admin > Settings > General > Timezone



Introduction

An online booking system is probably unlike any Joomla or WordPress plugin you've used before. A self-hosted multi-vendor, multi-property booking engine has a lot of moving parts. If anybody tries to tell you their system is simple, then either it's not very flexible or they're selling you SaaS (software as a service). You're going to be self-hosting a booking portal, which is an ambitious task which will pay off if you take the time to learn its intricacies.

Getting documentation right is hard. I've been doing it for more than 20 years and it's guaranteed that it will never be pitched right for every user so I'll tell you how I'm going to guide you through this document.

You're going to be administering Jomres, therefore I will assume that I don't need to tell you to click New to create a new Thing, or to click Save to save it. While it adds to the word-count, it doesn't really add to the value of the document. Most of the settings are self-explanatory to

most people in 2022, but if you have any questions that aren't answered in this document please do not hesitate to contact me via the ticket system at https://tickets.jomres.net

Instead, this document will be slightly conversational, it'll guide you through the pertinent areas of the administration of Jomres, pointing out various things you may want to know as it goes. My intention with this approach is to provide you with the information you need to use the system without repeating what you already see on the web pages in Jomres.

So, in the interests of cracking on and giving you just the information you need, let's get this show on the road. I'll start with introducing you to the Jomres Administrator area, but before I do that I'll highlight to you two really important aspects of Jomres that you need to know. The first relates to what's known as the Bootstrap Version. The second is who manages properties and where they do it.

1. Make sure you choose the correct version of Bootstrap in Site Configuration

Choosing the correct version of Jomres is very important. If you use the wrong version then the javascript and layout of your site will not work as expected.

This is addressed in more detail in the <u>Settings > Misc tab > "Bootstrap version"</u> section in this document.

If you have installed one of the Jomres Quickstarts then you can ignore this as this setting has already been set for you.

2. Property Management is done in the public area of your website

This is the most important lesson and one which makes every new Jomres manager go "WTF, I didn't expect that!" This is a concept that throws most people the first time they use Jomres. Once they've used it for a while they quickly see the benefits of it but initially it's a surprise.

Property Management, I.E. Adding, removing, configuring hotels, villas, apartments etc, is done in the "frontend", the public facing pages of your site. That's why in the screenshot above you will see two big buttons. One marked New Property and another marked Property management. They both are designed to attract your attention and to demonstrate to you (when you click on it) that you need to visit the public facing pages of your site.

When Jomres is first installed, it will find the site administrator and make them a (super) property manager. If you are using one of the Quickstarts then that user's username is 'jomres'.

It will also add a link in the CMS's main menu to the Jomres main page. In the menu this page is called Bookings. Property managers visiting this page will be able to administer their properties.

NB: If you are running Joomla, do not delete this menu option, or unpublish it.

Why?

Jomres was first created in 2005, it's older than Joomla, and nearly as old as WordPress. In the very early days of both those CMSs there wasn't the ability for Site Administrators to set user permissions for different roles to users in the administrator area, so if somebody had access to your administrator area, they would have complete power over your website. That would be No Goodtm

Almost from its inception, user requirements were for Jomres to be a multi-vendor system. Users wanted to allow people to register on their sites and create their own properties, a la what's now AirBNB or Booking.com. Naturally I couldn't build software that allowed random, untrusted users to access the administrator area of your site, so the solution I found was to allow users to use the login feature of the CMSs but to make it so that all property management was performed in the public facing areas of the site. From there I could ensure that managers were only given access to functionality that they should have access to.

In the years since both Joomla and WordPress have improved the administrator area user permission features, however it's my experience that having frontend property management has three very distinct advantages that explain why I've retained the feature.

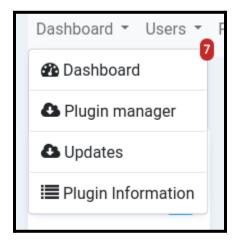
- 1. The delineation between what a property manager is, and a site manager is, is very clear. Site Managers (that's you, but you might be a property manager too) create room types, install plugins and work with the layout of their site. Property managers create and edit properties. There's no confusion between the different roles.
- 2. The second advantage is that, for property managers, there's no culture shock after they register for the first time and add their property. They're still looking at the familiar frontend of your site but they've got a few more buttons to use to configure properties.
- 3. The administrator area of your site is very sensitive. There's always the possibility that an admin area plugin is insecure and doesn't offer as much security as it should, therefore keeping untrusted users away from the administrator area at all times is best practice.

How does somebody become a property manager? I'll get to that in the <u>Users > Property</u> Managers section later.

Dashboard

Let's start by describing the different menu options

The Dashboard menu option has several options.



Dashboard

This takes the site administrator back to the main control panel/landing page of Jomres. This page is useful because it gives you an 'at a glance' view of your site including any warnings that you should attend to.

Plugin Manager

The plugin manager has a number of tasks. It's main task is to provide you with a mechanism to install, update and remove plugins.

You may have already installed the Plugin Manager. If you have not, when you visit this menu option you will be prompted to do so.

Once it is installed, you will see a list of plugins that you can add to your site. Clicking the More Info button will give you a popup with a quick description of its functionality that you can use to decide if you should install it.



The Plugin Manager downloads plugins from the plugins server and instals them on your machine. A single click of the Install button is all you need to do to install it.

If a plugin or plugins on the plugins server is/are newer than the one on your machine then you can update them all with a single button click.

A lot of Jomres' extra functionality is delivered as plugins. This makes it easier for me to provide you with improvements without you having to go through a laborious update process. If the plugin manager prompts you to update plugins, you should do it.

Updates

The Updates feature allows you to update Jomres without having to go via the host CMS's update feature. Generally, it can be considered a fallback feature in case the CMS's update feature doesn't work.

It was originally written before either WordPress or Joomla supported online updates of plugins, but today it supports a feature that still makes it useful.



When Jomres Core has new features, bug fixes and functionality added to it, those changes are sent to the Nightly Branch on the Jomres repository on Github. They will sit in this branch until a new version of Jomres is released. This gives users a chance to test those changes before releasing a formal version of Jomres.

In Site Configuration > Debugging tab there is an option to to set the site to either Production or Development mode.

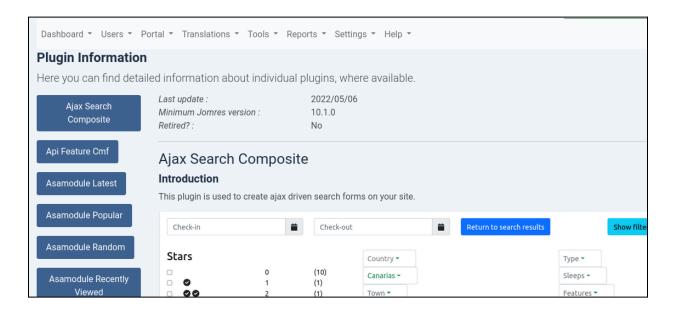
99.9% of the time you should leave this set to Production, however if you set it to Development mode then when you use this Updates feature the installer will install the latest version of

Jomres Core from the Nightly branch. This gives you the opportunity to experiment with new features, or to test bug fixes, before they're released.

Plugin Information

This menu option is delivered through a plugin called Plugin Infos. Its purpose is to collate information about currently installed plugins.

NB: PHP8 required to run this plugin. Do not install it if you are running a lower version of PHP.



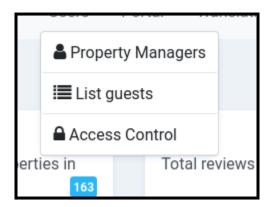
The purpose of this plugin is to allow Jomres to provide documentation on currently installed plugins. It fills a gap between Shortcode documentation, and the information available in the Plugin Manager.

Many Jomres plugins are small programs that offer features and functionality that may not always be immediately apparent. Because the documentation is delivered along with the plugin itself, you can be sure that you're getting the most up-to-date information available for that plugin.

As well as any screenshots and videos available, the plugin will also report detailed information about the plugin's location and files.

Name : Ajax Search Composite	е			
Plugin location :	/home/joomla4/public_html /jomres/core-plugins /ajax_search_composite/	Changelog v6.0 changed the Return to Results button to us		
Category :	Search	pass a flag so that previous search results can		
Version:	9.8	related maintenance. v6.2 Improved search by t		
Marketing :	Allows you to put a search module	Read more		
	that offers searching on	Scripts		
	availability, price range, features,	j00005ajax_search_composite.class.php		
	property type, room type, guest	j06100ajax_search_composite.class.php		
	numbers, stars, country, region	j06110ajax_search_composite.class.php		
	and town in a sidebar or across	j10501ajax_search_composite.class.php		
	the top. Offers 4 possible layouts,	j99999ajax_search_javascript.class.php		
	2 vertical 2 horizontal.			
Last update :	2022/05/06			

Users



Property managers

There are two main types of Property managers in Jomres, normal property managers, and super property managers. There is a third type, Receptionist, which is a normal property manager with a reduced set of features that they can access, but it's not much used.



In total there are effectively 5 types of users :

Guests (non-logged in visitors to the site)
Registered users (logged in users who are not managers)
Receptionists
Property Managers
Super Property Managers

As a Site Manager, you may think that you're not a Property Manager, but that's not necessarily true.

When Jomres is first installed it will find the site's administrator user and create a super property manager for the site, who appears in this page. If you're the user who installed Jomres, chances are good that you're a super property manager. If you're using one of the Quickstarts and you logged in with the username 'jomres' then you are probably a super property manager.

This allows new Jomres users the chance to administer properties straight away, however you can also assign registered users to existing properties to make them property managers.

In Site Configuration > Portal Functionality tab there is an option 'Users can register their businesses?" which by default is set to Yes. If that option is set to Yes, then any registered user can create their own properties through the frontend of Jomres. In the frontend Jomres main menu there's an option that registered users can click to add their own properties. This means that there's no need for complex registration functionality to add managers, they can add themselves.

All normal Property Managers can only administer properties that they have created, or properties that they have been given manager access to.

If you want to assign a manager to a property then click on their name in this page and click the checkbox next to the name of the property and click Save.

If you want to make a normal registered user a property manager then click New and in the next page type in the first few characters of their CMS username. It's important that you click on the user's name, don't just type their name in this field. Once the user has been found then click the name of the property you want to assign them to and click Save.

You cannot assign super property managers to individual properties. This becomes important later when dealing with webhooks. Webhooks are associated with individual managers, not individual properties. This is because relationships between managers and off-site services such as Zapier are between the manager and Zapier, not the property and the Zapier. In Jomres a property can have multiple managers, but it would be insecure to allow Manager A to see Manager B's sensitive connection information to remote sites, therefore webhook clients are per-manager, not per-property.

As a result if a manager wants to work with webhooks then they need to be a normal manager, not a super property manager.

List guests

Earlier in this document I stated that there's a clear delineation between site managers and property managers, so why is this option here?

It's to allow the site to remain compliant with the GDPR.

All users who make bookings become registered users. This means that, should they desire, they're able to visit your site and view all of their Personally Identifiable Information (PII). If their status allows (they don't have outstanding bookings, for example) then they can opt to delete that PII.

As a site is used guests will make bookings, managers will join and leave. Some may not delete their properties when they go. Because properties can have multiple managers (remember, Receptionists are managers too, albeit with fewer features available to them), it's not always practical to automatically delete all guests of a property when a manager is removed. Additionally guests can have records with their Personally Identifiable Information (PII) in them that are not associated with any properties in their Profile information where they can edit their account.

As a result, there is the potential for guest records to become orphaned. In the event that a guest contacts the site then the Site Manager (that's you) can visit this page and if the guest demands it, you can then anonymise their data here.

All PII is stored within Jomres using very strong encryption. You cannot easily search tables for their details, hence the need for a page like this.

Access Control

The Access Control menu option is added by the Access Control plugin, so you need to install that first.

The main goal of this plugin is to give you control over what menu options are visible in the frontend Jomres Main Menu.

All pages in Jomres are "tasks". The access control plugin allows you to define the minimum level of the user who can see that task.

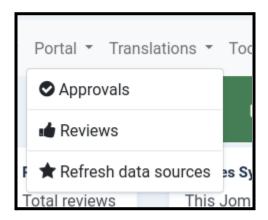
The way you are most likely to use this is to enable or disable options in the Jomres Main Menu. If you visit the Access Control page you will be able to watch a video tutorial that shows you how to use this feature.

Changing a dropdown in the access control page immediately changes that task's level. There's no need to save anything.

How do you know which tasks to change?

In the Jomres main menu, hover over the link to the menu item you want to disable. On a desktop machine the browser should show you the link underneath, so in the Access Control video you can see the user wants to disable the View My Favourites menu option. The task for that is "muviewfavourites". That's the name of the task that gets set to Nobody in the Access Control page.

Portal



This menu category is for features that are typically accessed when Jomres is used as a portal.

Approvals

Properties can be marked as approved on this page.

In Site Configuration > Portal functionality tab there is an option "Automatically approve new properties?"

When a manager creates a property they are guided through the steps needed to make it complete, so once they have set their address, added images etc then the property is ready to be published.

If the Approval option is set to No, then once the property is ready to be published, site managers are emailed to tell them that they need to review the property and mark it as Approved. Once the property is approved, then the manager can publish it.

Likewise, if the property is edited it is again marked as unapproved and again site managers will need to re-approve the property before it can be published. This allows Site Managers to check that guests aren't being encouraged to go off-site to make bookings.

Reviews

In Site Configuration > Portal Functionality there is an option "Automatically publish reviews?"

If that option is set to No then all new reviews will need to be published. Site administrators will be notified if there are any reviews to be published.

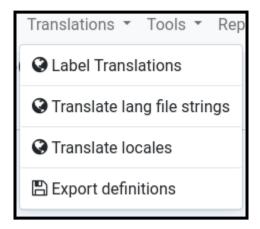
In Jomres there is a feature whereby a registered user can report a review. If a review is reported it is automatically unpublished and again site administrators can visit this page to decide whether or not to republish the review.

Refresh data sources

Data sources are discreet sets of data, language specific, that are automatically updated when properties are updated. These are stored in the jomres/temp/ directory and used by search scripts that offer the autocomplete feature.

It's unlikely that you'll ever need to use this page to refresh those data sources, but the page exists in case it's needed.

Translations



Translation functionality in Jomres has changed a lot over the years.

Long before Joomla even had translation functionality out of the box users were able to use Jomres in multilingual mode, it even had it's own language switcher.

Those days are long gone. Nowadays you install a language plugin (WordPress) or enable the Language Filter (Joomla) and Jomres will adapt to whatever the current language is.

There remains, however, some things that you will need to do yourself, primarily renaming labels of individual items. The process to do this is incredibly simple.

On each of the following pages change the language dropdown(top right of the page) to your target language, click on the thing you want to translate and it will open a popup. Put your new translation in the popup's input field and click the checkbox.

In Site Configuration you can choose which languages to show in the dropdown. If none are selected then all languages will be offered in the dropdown, however you will still need to configure your CMS's language plugin to offer that language on your site. Any translations saved for languages not installed are simply never used, but they'll still be there in case you ever offer that language in the future.





All translations are saved to the xxx_jomres_custom_text table, so they're all update safe, there's no need to edit language files and re-upload them after an update.

Label translations



The Label translations page allows you to translate items that you created in the administrator area. Typically these would be items like room type names, names of property features, and property types.

Translate Lang File Strings

As the site administrator this is the translation feature you are most likely to use. It works the same as the previous Label Translations feature but instead it's used to change language file definitions. You don't need to edit language files because these changes are saved to the database.

```
_JOMRES_COM_MR_NEWTARIFF Nuevo
_JOMRES_COM_MR_NEWPROPERTY Nueva propiedad
_JOMRES_COM_MR_NEWGUEST Huésped nuevo
_JOMRES_COM_MR_SAVE Guardar
_JOMRES_COM_MR_VIEWBOOKINGS_SURNAME Nombre
_JOMRES_COM_MR_VIEWBOOKINGS_ARRIVAL Fecha de llegada
_JOMRES_COM_MR_VIEWBOOKINGS_DEPARTURE Fecha de salida
_JOMRES_COM_MR_VIEWBOOKINGS_BLANK Blanco
```

The text which is capitalised is the definition taken from the language file. You don't really need to know it, but it may be useful.

Translate Locales

By default the Site Configuration > Misc tab > "Region names are translatable" option is set to No.

When this option is set to No then only country names can be translated. When the option is set to Yes, then you can also translate region names, however be aware that there are almost 4,000 regions stored in the Regions table so this might take you some time. By default this option is set to No because translating region names can be very memory hungry.

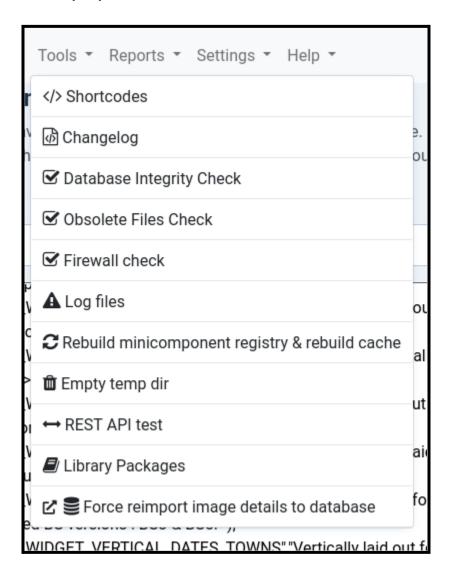
Export Definitions

Jomres by default comes with 3 language files for each language. Individual plugins each have their own language files.

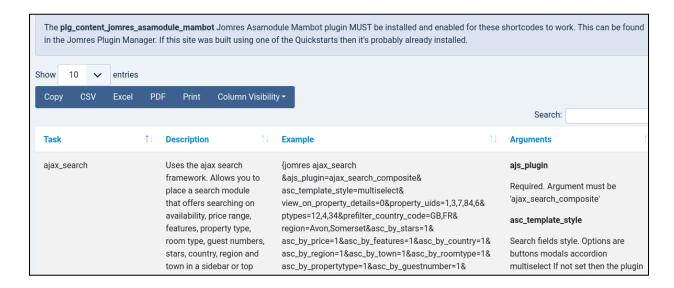
On this page, all of the language definitions, including the replacements which are stored in the database, are exported into a document that you can use to transfer definitions to a new website if you wish.

Tools

Tools are generally tasks that you may only use when troubleshooting Jomres behaviour. Most of these options, with the exception of Shortcodes, you're likely to never need but I'll describe them anyway.



Shortcodes



Shortcodes are small snippets of text that you can add to an article or module (Joomla) or page or post (WordPress) to include Jomres generated content. This content can be search forms, search results, property items such as maps. The list is long.

For a shortcode to work you first need to install a CMS specific plugin that is triggered by the host CMS to send the snippet to Jomres which then generates the content.

Preparing to use shortcodes

New Installations

Joomla: Jomres Asamodule Mambot. Once installed you may need to visit your site's Discovery page so that Joomla can find and install the plugin. When it is installed you will then need to Publish it.

WordPress: Jomres Shortcodes. After you have installed this plugin remember to visit the WordPress plugins page and Activate the plugin.

The Alternative Init plugin must be installed in the Jomres plugin manager.

Quickstart Installations

If you're using one of the Quickstarts these plugins will have already been installedfor you.

The Quickstarts come pre-built with a lot of shortcodes already set. This is mainly to give you a foundation to work from for building your own sites and to show you how to use them. They're a huge time saver.

Using Shortcodes

NB: The shortcode syntax follows the host CMS's shortcode convention for syntax, therefore Joomla shortcodes are bracketed by curly braces {} while WordPress shortcodes are bracketed by square braces []

The shortcodes page, like many of the pages in Jomres, is dynamically generated. What appears in this page depends on what plugins are installed. Jomres Core comes with a set of shortcodes and plugins can add their own.

Shortcodes are made up of three parts. The first is always "jomres", or "jomres_script" if it's used in a Jomres template file. Next you have the task, eg "stepz", then finally you have the arguments. The arguments may not always be suggested or used, it depends on the script being called.

A shortcode can be very simple, such as {jomres stepz} or complicated, such as {jomres ajax_search

&ajs_plugin=ajax_search_composite&asc_template_style=multiselect&view_on_property_details=0&property_uids=1,3,7,84,6&ptypes=12,4,34}

The shortcodes page will try to show you all possible arguments to use in a shortcode, however it's impossible for the shortcodes page to know which arguments don't work with each other so it's important that you apply some thought when creating shortcodes. For example the Ajax Search Composite plugin's arguments property_uids=1,3,7,84,6&ptypes=12,4,34 might result in an empty set of search results if properties 1, 3, 7, 84 or 6 aren't of the property types 12, 4 or 34. It's always best to apply the minimum number of arguments as possible, certainly in the beginning.

Examples

Here you can see a shortcode for the Property Grid plugin used in a Joomla article. You can also use shortcodes in Joomla site modules. To do that, create a new Custom site module and enter your shortcode, then in the Options tab of that module make sure that you set "Prepare Content" to Yes. This will ensure that Joomla hands the custom content (i.e. the shortcode) off to the Jomres Asamodule Mambot plugin to be parsed.



You can use almost the same syntax in WordPress but instead you would use [jomres property_grid &property_cols=3].

Wordpress screenshot of a shortcode in a page using the shortcode block :



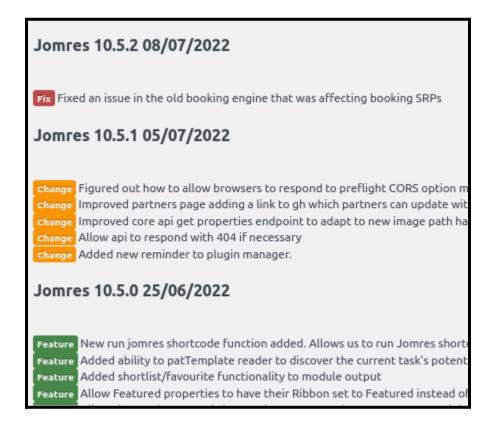
This is what the shortcode results look like in the page.



Shortcodes are an exceptionally powerful feature in Jomres, and there is more information in the Jomres Site Designer's guide that shows you how you can create your own shortcodes.

Changelog

The changelog page shows the Jomres Changelog for Jomres.



Database Integrity Check

You may need to use this feature if you're updating from a very old copy of Jomres and it didn't work first time. If there's any doubt that your database tables were updated during the update process you can use this page to double check that your database is up-to-date. It will automatically make any changes that may have not been completed successfully previously.

Rarely used.

Obsolete Files Check

Over the years thousands of files have been added and removed from Jomres. By default Jomres will automatically delete any obsolete files however if you're in any doubt that that's worked you can use this tool to delete any that need to be removed.

Rarely used.

Firewall Check

Firewall check				
This is a simple check to see if this server can connect to remote services. If it cannot, that might indicate that there are firewall rules in place preventing the two machines from talking to each other. If there are, then you may need to discuss adjusting firewall rules with your webserver hosts. 404 & 403 responses can be considered ok because you are getting a response from the remote service.				
Remote service	IP Number	Status code		
https://license-server.jomres.net/remote.php	185.181.124.35	200		
http://plugins.jomres4.net/	185.181.124.35	200		
http://updates.jomres4.net/	185.181.124.35	200		
https://maps-api-ssl.google.com/	172.217.17.132	200		
https://api.openweathermap.org	1.9.7.1	200		
https://openexchangerates.org/api/latest.json	52.73.174.144	403		

No man is an island, and the same can be said for Jomres. I've tried to ensure that Jomres is as self-reliant as possible. This insulates Jomres from breaking changes created by updates to the host CMS, to a large degree, however there are some things that it simply can't do for itself. For example, Jomres can download and use exchange rate information from remote sources, but this requires that your server be set up to communicate with remote services. The Jomres Plugin Manager talks to Jomres servers to download and install plugins.

It's rare, but some web server's firewalls may not allow scripts on that server to talk to remote services.

This page helps us to discover if a firewall is possibly preventing your installation of Jomres from talking to other services.

Log Files

You will see here a list of any available log files, broken into two categories.

The first are the system logs. These are automatically made by Jomres and allow you to closely analyse many of the things that Jomres is doing.

The second are the individual Error logs that might have been triggered due to a problem or mis-configuration. Note, only the last two week's worth of these files are shown.

The amount of logging that happens depends on your Site Configuration > Debugging tab > "Production or Development?" setting. One of the reasons that you should always leave your site in Production mode is that when it's set to development the logs will store a lot of debugging information that's useful to a developer but for most people it's a waste of storage.

In Site Configuration > Debugging you can configure the storage location of the log files. You can also configure a syslog server in case you want to send log information to another server. This is useful if you want to more closely monitor your site's behaviour, however most people don't use it.

Rebuild minicomponent registry and rebuild cache

The minicomponent registry is an internal library of all Jomres scripts and classes. Normally it is updated automatically when a plugin is added or removed, or when Jomres detects that the registry file is about a day old.

A file with the pattern jnnnnnxxxxx.class.php needs to exist in this registry before it can be used.

This is a developer tool which is discussed more in the Site Designer's guide.

Empty temp dir

The /jomres/temp directory files are automatically regenerated by Jomres as needed. In the unlikely event that something has gone wrong with your Jomres installation, it's possible to empty out this directory in case one of the files here has become corrupted.

Rarely used.

REST API test

The Jomres REST API is a powerful tool that can be used by off-site servers to communicate with yours.

On installation Jomres creates an administrator client so that if it needs to, it can talk to itself via the REST API. On this page you will see that the client's name is 'system' and it's client secret. These credentials are then used by Jomres to request an OAuth2 token so that it can perform any Admin API functions. Because some sites are not setup to correctly handle API requests this client isn't typically used by day-to-day Jomres functionality, however some features such as the Channel Management Framework offer Admin level features.

Unfortunately, some sites are not always capable, due to server configuration, of handling REST API calls and this tool is designed to help us determine your server's current state.

There are a number of reasons why the REST API test might fail.

It may well fail with a 500 error. To determine the cause you will need to check your PHP error log.

A number of settings you can try are as follows.

In your .htaccess in the root of your CMS's installation, try setting as the following:

RewriteRule .* - [E=HTTP_AUTHORIZATION:%{HTTP:Authorization}]
RewriteCond %{REQUEST_URI} !^/jomres/api/

Library Packages

Typically library packages are installed when Jomres installed but if there's any doubt that a library is fully installed we can use this page to re-install them.

Rarely used.

Force reimport image details to database

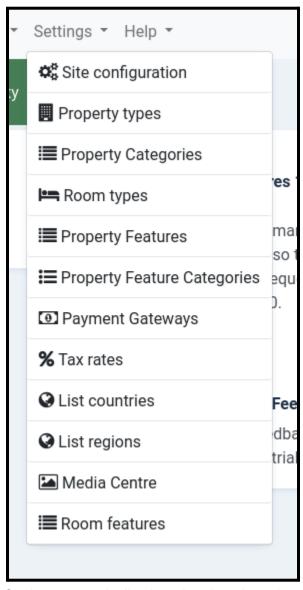
References to uploaded images are stored in the database. If there's an issue with the database we can tell Jomres to re-discover uploaded and re-populate the database. If you ever see that images aren't showing when they should be, you can try re-importing them into the database.

Rarely used.

Reports

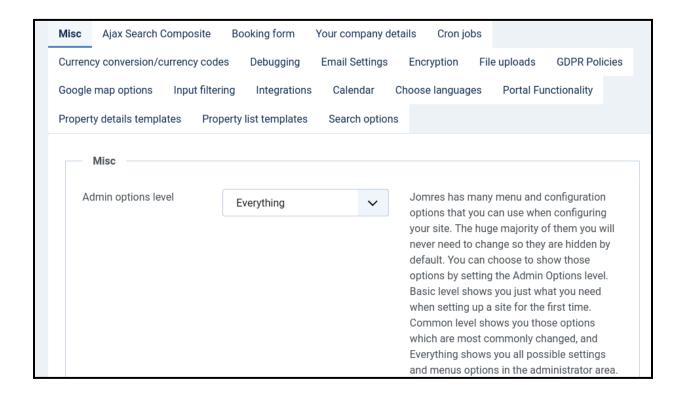
Some basic reports about bookings on your site.

Settings



Settings are typically site related settings that are used during site setup and thereafter only occasionally.

Site Configuration



Site Configuration is made up of a lot of tabs with settings from various plugins.

Many of the settings here are self-explanatory, and exhaustive commentary here would be simply repeating what you see on the page. For the sake of brevity, therefore, I will only address those settings that I feel deserve special attention or further explanation.

It's also necessary to remind you that this page is quite fluid and what you see in this document may not reflect what you see on your site. It depends on what plugins are installed as to whether or not your layout looks the same. In this example I have included the most common plugins that are installed on a site. If there's more to offer you will most likely see more information in the Plugin Information page. If you need further information do not hesitate to message me at https://tickets.jomres.net

Misc tab

This tab contains settings that either deserve to be front and centre in your attention, or they simply don't have a more suitable place to go.

Bootstrap version

If you have installed the Quickstarts then happily you can skip this section (at least until you decide you want to install a new theme/template).

If you are installing Jomres from scratch then it's going to help you to read this section.

One of the most common support requests I get is site administrators asking why a site doesn't behave or look exactly as expected. Maybe there's a javascript error in the page that's preventing javascript from running, or the Jomres main menu is appearing as a column instead of horizontally across the page. At least 70% of the time it's because the administrator has chosen the wrong Bootstrap version here.

It's very important that you select the correct version of Bootstrap. I'm sorry that this section is long winded but I feel it's necessary (and maybe even interesting to you) to help you to understand. If you want to save some time, skip right to the "Which version should I set?" section.

NB: Terminology in Jomres might be a little confusing, I will try to simplify it for you.

For frontend layout/colour scheming Joomla uses plugins called <u>Templates</u>. WordPress has the same thing, except these plugins are called <u>Themes</u>. Think of Joomla or WordPress as the chassis (frame & engine) of your car, the Template/Theme is the body panels. When you choose a different theme for WordPress, you're replacing the body panels.

Jomres is neither a Theme or a Template. It's a plugin that interacts with Joomla or WordPress (the chassis). To continue the car analogy, Jomres is the turbocharger in your car. The theme/template gives Jomres some CSS styles and Javascript components (like the air intake from the car body) that it can inherit from. If those styles or components are missing then some things may not work properly.

Jomres itself has its own Template Set files, which are used to provide layout within Jomres itself. There are several different Jomres template file sets, which are each tailored to work with different versions of the Bootstrap framework.

I often hear WordPress users asking about my "Jomres theme", which demonstrates how closely interlinked Themes and Plugins are in WordPress user's minds. This really (if you'll forgive me for continuing the car analogy) grinds my gears because Jomres is not a theme. You can swap out the theme (body panels) and put in a new one, and still use Jomres.

Background

It is my convention to keep code and layout strictly separated, so that I can concentrate on getting the details right while you can concentrate on achieving the layout you want for your site. This layout is delivered in <u>Jomres Template Set files</u>. They are effectively HTML snippets with no PHP code in them.

Originally Jomres had a very basic template set that used some features from the Jquery UI framework for flashy things like striped tables and modal popups. It worked ok but every template/theme developer offered their own css frameworks and you'd often come across situations where Jomres wouldn't work great with those templates/themes. It was incredibly frustrating because any solution I found had to work with both those themes/templates and other sites that weren't using those templates. Frankly, it was chaos.

In 2011 the Joomla project adopted the Bootstrap 2 css and javascript framework. This framework provides a consistent set of tools for achieving markup that's both responsive and well documented. This was great for the Jomres project because I'm not a designer, and Bootstrap allows me to present you with beautiful markup without needing to spend time on one area of the project when others deserve more attention. Those frustrations largely disappeared.

Bootstrap 3 was released about a year later and because of its better mobile handling it was quickly adopted by the community. To allow Jomres to display properly in Bootstrap 3 enabled sites, a new Bootstrap 3 template set was created for Jomres so that users with BS3 themes/templates could use Jomres.

In August of 2021 Joomla 4 was released and, you guessed it, a Bootstrap 5 template set was created for Jomres so that it would work on sites that offer Bootstrap 5.

What does this mean?

In practical terms, it means that Jomres' frontend and backend markup inherits styling from whichever version of Bootstrap that is currently included by the CMS. To make this a little bit more complicated, just which Jomres Template Set needs to be configured depends on which CMS Jomres is running on, and whether or not the user is in the administrator area, or the frontend.

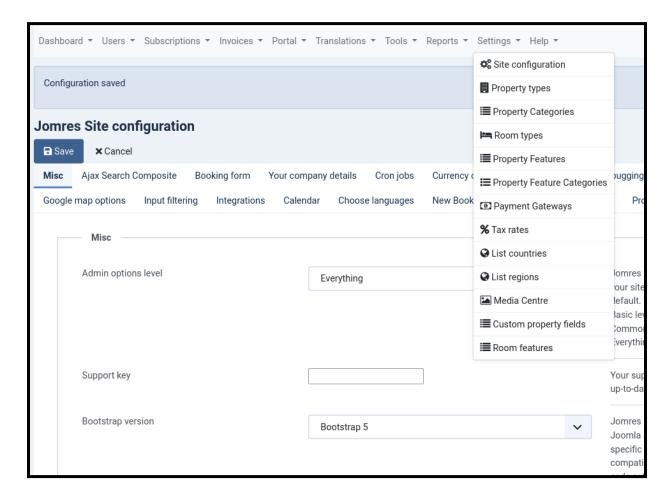
Some of these decisions Jomres can make for itself, for example if the CMS is WordPress then in the administrator area Jomres will use its Bootstrap 2, admin area Template Set. If it's Joomla 3, then again it'll choose Bootstrap 2. If it's Joomla 4 it'll use its Bootstrap 5 admin Template Set.

The most important decision, which Template Set to use in the public facing pages, is one that it can't make for itself. This is where you come in. I'll present you with some common scenarios to help you decide which setting to choose.

Which Bootstrap version should I set?

Short answer for both Joomla and WordPress:

If you're using <u>Leohtian</u>, set this setting to Bootstrap 3. If you are using <u>Sunbearu</u>, set it to Bootstrap 5.



Long answer:

The first question is, which CMS are you using?

Joomla

If you're running Joomla 3 with the default template that comes with Joomla, then you should set this setting to Bootstrap 2.

If you're running Joomla 3 with a third party template installed then you need to know which version of Bootstrap your theme offers. The easiest way to do this is to view your home page's source, and click on the bootstrap.css file. In the top of the file it will usually tell you which

Bootstrap version it is. If it's Bootstrap 4, you're out of luck as there isn't a Bootstrap 4 template set for Jomres however BS4 and BS5 are quite similar and Jomres might work if you tell it to use its BS5 Template Set.

If you're running Joomla 4 then the decision is easy (as of 2022, although I'm sure that'll change), tell Jomres to use its Bootstrap 5 template set.

WordPress

If you're running WordPress then you have several options.

You can choose the "No bootstrap in theme option". If you do that then Jomres will import Bootstrap css and javascript files from CDNs for it to inherit styling from, however there are some caveats. I have tested this setting against several default WordPress themes, the Twenty Twenty and Twenty Twenty Two themes. Jomres works ok in the first, but in the Twenty Twenty Two theme it doesn't work so well. It may work with other themes but there are far too many for me to test against. If in doubt, use a Bootstrap based theme, there are many available including the Jomres Leohtian and Sunbearu themes.

You could, in theory, create a template override set (see the Site Designers Guide) and completely rewrite the templates to use no Bootstrap markup whatsoever, but why bother? The world already has enough martyrs to their jobs, you'd just end up hating me and neither of us wants that.

If your theme offers Bootstrap but you're not sure which one, check the page source and click on the bootstrap.css file. In the top of the file it will usually tell you which Bootstrap version it is. If it's Bootstrap 4, you're out of luck as there isn't a Bootstrap 4 template set for Jomres, however BS4 and BS5 are quite similar and Jomres might work if you tell it to use its BS5 Template Set.

Prioritise site-wide labels?

Leave this setting to its default of No.

Global editing mode?

Leave this setting to its default of No.

Load Jomres ¡Query UI library?

Load Jomres jQuery UI CSS library?

Jquery theme

Leave these settings alone. They are left in-situ for users on older installations of Jomres but should not be changed on newer versions.

Navigation bar location

If you are using Leohtian or Sunbearu it's best to leave these settings to the default.

Delete all Jomres data when uninstalling?

Some users choose to uninstall and re-install Jomres when updating. This is an older convention which is rarely used nowadays; however it can be used if you are developing software and want to start with a clean sweep. As a result, Jomres does not automatically remove Jomres tables when updating. Change this setting if you really want to be destructive and remove all of Jomres from your server.

Offer Random Emails

To remain compatible with the GDPR Jomres creates a new user in the CMS when unregistered users make bookings. This new user is associated with their email address used during the booking.

When property managers edit a guest all records against that email address for that property are updated to reflect these new details. This also goes for when a manager creates a booking on the guest's behalf at the front desk.

Unfortunately it's many manager's habits to re-use email addresses when making bookings for guests. Perhaps the guest doesn't have one (rare today, but it can still happen) or for privacy reasons they don't feel comfortable sharing it. If the manager re-uses an email address then they can overwrite all previous records for other guests of that property that use that same email address.

To get you around this potentially unhappy situation you can configure your installation to offer random email addresses in the modal popup that appears in the manager's dashboard and timeline pages.

It may seem ugly and overly complicated, but it's the most elegant solution available for a multi-vendor booking engine.

AJAX Search composite

Read this plugin's documentation in the Plugin Information page.

Booking form

Show Booking form in property details page?

Ignore this setting, it is left in-situ for older sites. Newer installations of Jomres do not support it. If you really want the booking form (either the old form or the new booking engine form) to show in the property details page there is a feature described in the Site Designer's guide that you can use to include script content (including shortcodes) in other Jomres template files.

Show tax output in the booking form totals summary?

Many countries insist that complete tax information be shown during the booking process.

Your company details

Properties (hotels, villas etc) should be considered distinct from your site business. When used as a portal, you are providing a Platform service to property managers. As a result there are scenarios where you want to output your site's contact details instead of a property's contact details. This page is where you do that.

For example, in the Bootstrap 5 template set, the default Property Details page includes a sidebar with the site's contact details where the guest can contact you, the platform/site manager instead of the property manager. Perhaps the property manager is unavailable? This gives you the option to be a fall-back contact for the guest.

Cron jobs

Jomres Cron jobs are scheduled tasks that are run behind the scenes. When a visitor views a page Jomres triggers what is known as an asynchronous task.

These are separate visits to Jomres that purposely trigger checking for scheduled jobs, meaning that the user's page load times are not affected by some background task taking time to run.

There are two ways that these tasks can be triggered, either as a minicomponent (where Jomres calls itself) or where you can configure what are called Cron jobs that are run at a specific interval.

On this page you will see a "Method" setting, which determines how the cron process is triggered. If it's left to the default setting of Minicomponent, then whenever Jomres itself is viewed in the CMS, then a background task is fired to asynchronously call the Jomres Cron functionality. This ensures that the actual Jomres task being called is not slowed down by the background tasks that are run, however it means that if your Jomres page isn't called for some time, for example an hour, then tasks that need to be performed more often, say every quarter hour, are not run at that time.

To resolve that, you can set up cron jobs in your web server's control panel to either call the Jomres Cron functionality, or you can call individual tasks as cron jobs. An example of how to setup a cron task to call Jomres is given next to the setting.

On this tab, if you scroll down, you will see the jobs from the database.

Installed cron minicomponents. To run an in you will not see any information on the pag

'session_files_cleanup ---- Last ran 2022-07-14 09:26 Schedule H

'error_logs_cleanup ---- Last ran 2022-07-13 23:24 Schedule D

'geolocation_cleanup ---- Last ran 2022-07-13 23:24 Schedule D

'api_tokens_cleanup ---- Last ran 2022-07-13 23:24 Schedule D

'version_check ---- Last ran 2022-07-13 23:24 Schedule D

'booking_data_archive_cleanup ----- Last ran 2022-07-13 23:24 Schedule D

Chedule D

Each of these links are a link to a scheduled task. If you click on a link your browser will open up a new, blank tab. These cron tasks don't usually produce output.

When you click on a link here you are manually running one of those tasks so if you feel that a scheduled job isn't working as expected you can click on its link and see if it runs ok or if it outputs any errors.

How to run tasks at different time intervals

A link to the review reminder task would be similar to

http://www.domain.com/index.php?option=com_jomres&no_html=1&jrajax=1&Itemid=0&lang=e n&task=cron review reminder

If you need certain tasks to be run more often, for example pulling an ical .ics file from a remote site, you can then setup individual cron jobs to call specific tasks like this :

curl -s

http://www.domain.com/index.php?option=com_jomres&no_html=1&jrajax=1&Itemid=0&lang=e n&task=cron_ical_process_remote_feeds > /dev/null

Currency conversion

"Use conversion functionality" *You must* set this option to Yes and fill your OpenExchangeRates API key in the Integrations tab to use the currency selection functionality of Jomres.

Even if your properties all use the same currency your guests may not. Jomres can output prices in both the property's currency as well as their own. This helps them to understand the price, as well as ensuring that the property's "real" price is correctly displayed.

Debugging

This tab contains copious notes, if you have any questions please do contact us at https://tickets.jomres.net

If you are not a Developer, I strongly advise you to leave "Production or Development?" set to Production.

Email Settings

By default Jomres will use the host CMS's email settings. Most of the time you do not need to change these settings.

Encryption

Never, ever delete the encryption file stored in the root of your Jomres installation. It is called encryption_key.class.php and it is critical for decrypting guest and manager PII (Personally Identifiable Information).

On this page you can change the path to the location of the file. Ideally you would store it somewhere outside your web root.

Ideally once you have installed Jomres you would download this encryption key file and store it in a secure area off the site. That way, should anything ever go wrong with your site you'll still be able to decrypt your guest details later.

File Uploads

When an image is uploaded through the Media Centre, three copies of the file are made. There are two reasons for this:

- 1. Security. It is possible to upload dangerous code in files purporting to be images. The process of resizing removes any potentially bad code from images.
- 2. Creating three different file sizes means that you can opt to show smaller or larger images depending on the number of images displayed in certain places.

The default upload file sizes are very conserative. Feel free to change the settings if you want images uploaded with more detail.

GDPR policies

This tab contains copious notes, if you have any questions please do contact us at https://tickets.jomres.net

Google map options

With the Extended Maps plugin installed there are two different sets of settings here. They are generally not shared with each other.

The first set of settings affect maps shown on property details pages and show_property_map shortcodes, the second affects extended_maps shortcodes.

Input Filtering

Jomres expects to be used as a portal, therefore property managers are not trusted users. As a result, a default installation of Jomres sets the input filtering level to Strong. Managers can still save code that looks like html, but it uses the Markdown format https://en.wikipedia.org/wiki/Markdown

You should not allow untrusted users to save html in your database, it is a security risk.

Integrations

This tab is where you store API keys for various services.

If you've saved an API key but a feature is not working as expected, first use the Firewall test page in the Tools menu to confirm that your server is able to talk to the remote service.

Calendar

This tab allows you to configure how the default calendar in the old booking engine appears.

Choose Languages

You can limit the languages that appear in the language dropdown that appears in the administrator area and the translations page in this tab. If your site doesn't have a language installed, you should ensure that it's not selected in this page.

Portal functionality

This tab contains settings that are typically important on portals. Most of the options are self-explanatory.

If you are just setting up your site you may want to set the "Set reviews to test mode?" option to Yes. This allows property managers to add reviews themselves.

Property Details templates

This option comes from the Property Details templates plugin. You have the option here to select the default Property Details template that is shown when a visitor views a property. You also have the option to allow property managers to set their own default property details page choices. The Quickstarts have menu options that can show different layouts for the same property, however those should not be used, they are for demonstration purposes. Instead use the settings here to decide which layouts to use.

If your Jomres installation is set to Single Property Mode (See the portals tab) this setting will have no effect because site visitors/guests are automatically redirected to the property's booking form.

Property List templates

This option comes from the Property List templates plugin. You have the option here to select the default Property List > Photo view and List view templates.

Searches result in property lists. Guests, when presented with these results have the option to view the results as either a list, or sets of photos. These results can either be paged format or live scrolling.

If your Jomres installation is set to Single Property Mode (see the portals tab) then this setting will have no effect because there's only one property to be shown, searches instead are redirected to the booking form page.

Search options

This tab contains copious notes, if you have any questions please do contact us at https://tickets.jomres.net

Property Types



Most properties in Jomres have rooms.

This allows guests to book individual rooms in hotels, it also allows property managers to upload descriptions for individual rooms, if they want to offer guests the opportunity to book specific rooms.

These properties are known as MRPs (Multi-room properties). The booking process is to book one or more rooms in a property.

Apartments, villas, cottages etc don't allow sharing of bookings. Once the property is booked, it is booked for that guest. Internally Jomres still has one room, which is invisible to property managers. These properties are known as SPRs (Single Room Properties).

Property Categories

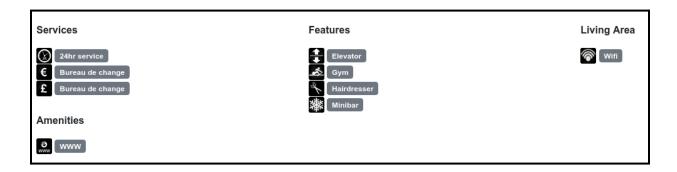
Search forms can be configured to allow searching by property category.

Room types

Because Room types is a common search item, room types are usually configured by Site Administrators. It is possible to allow property managers to create room types, but it's not recommended. There are scenarios where you may want to allow managers to create room types (Site Configuration > Misc tab), but they are highly specific. In most cases, you should manage creating room types.

Upload icons for the room types through the Admin area > Jomres > Settings > Media Centre page.

Property Features



Property features can be searched for via the search functionality in Jomres.

The are items that are specific to an individual property, such as "Sea Views" or "Close to the airport".

Once you have created a property feature you can upload images for it through the Admin area > Jomres > Settings > Media Centre page.

You can associate property features with property feature categories, and you can also configure what property types the features can be shown to. It's highly unlikely that a camp site will offer 24 hour room service, so this allows you to limit which features a property can be shown in the Property Details page.

Property Feature Categories

See the screenshot above. Property Feature Categories allow you to assign property features to categories for display.

Payment Gateways

Payment gateways are usually configured by Property Managers in the frontend of your website (Property Configuration > Payment gateways tab) so even if you have a payment gateway installed, it may not appear in this page.

Tax Rates

Here you can configure the tax rates that are displayed in the Property Configuration page.

List Countries

You can see the countries in the database of your site. Unless you have a specific need, I strongly recommend that you don't delete any countries from this site. Translate country names in the Translate Locales feature.

List Regions

You can see the regions in the database of your site. Unless you have a specific need, I strongly recommend that you don't delete any regions from this site. Translate region names in the Translate Locales feature.

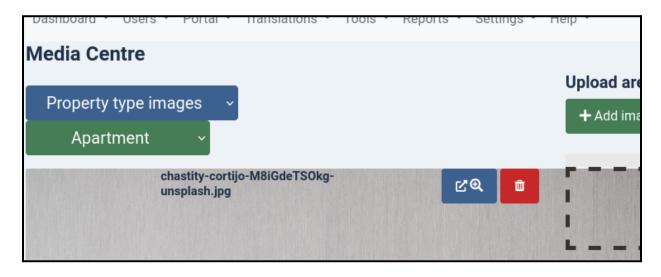
Media Centre



The Media Centre feature here allows you to upload images for administrator specific items.

Choosing the resource

First under the page title "Media Centre" you can select the resource you want to upload images for. Depending on the type of resource, you may be offered a sub-menu item to choose a specific item to upload images for



Underneath that you will see listed any images that have already been uploaded for this resource. If you want to you can delete them using the Trash Can icon.

Uploading images for the resource

On the right hand side of the page you can either select resources in the browser or just drag and drop images. These are automatically uploaded for the resource for you.

Help

This section provides a variety of pages or links that provide you with further resources that you can use.

Multilanguage sites

Jomres works with both Joomla and Wordpress translation plugins.

As described in the Translations section, Jomres has its own translation functionality built in. There is no need for you to translate Jomres using any plugin. So long as it recognises when a language switcher has been used to set the currently active language, then it will automatically switch language.

Joomla

In Joomla, once the multilanguage feature is set up, you'll need to create jomres->default menu items, one for each language, so that jomres will have an itemid and alias for each language.

If you are translating property names, to ensure that urls are created with the translated property name please ensure that you have set "use unicode aliases" to Yes in the Joomla Global Configuration.

Official Joomla documentation: https://docs.joomla.org/J3.x:Setup_a_Multilingual_Site

Wordpress

In Wordpress, you'll need to create a Page for each language, in which you'll need to use a language specific Jomres shortcode. So for example, for UK English, you'll need to use [jomres:en-GB] and for Spanish, you'll need to use [jomres:es-ES] on the Spanish page.

For Wordpress we have found that <u>Polylang</u> is a good choice.

Max Input Vars (max_input_vars in php.ini)

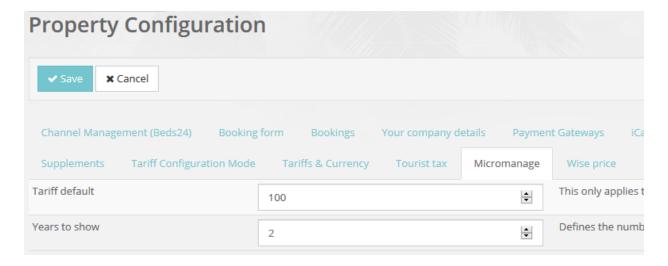
What is it, and why do you need to change this setting?

max_input_vars is a setting managed through the PHP setting file (php.ini) which limits the number of inputs (fields) you can set when posting forms.

The Micromanage and Standard tariff editing modes allow you to have precise control over the price of each and every day in your property, for each room type. The form has two sets of settings, one for the price, and one for the minimum interval (minimum length of a booking that might occur on that date to be able to use that tariff).

As there are 365 days in the year, then for setting prices for the next year, there are 365 inputs. For setting the min interval, there are another 365 inputs, making the total number of inputs (form fields) 730 + 11 other fields.

In Property Configuration it is possible to set the max number of years to show a higher number. It allows those managers who can set their prices much further into the future to do so.



If this setting is changed, for example, to 2 then the number of inputs in the form becomes 1460 + 11

This, however, conflicts with the default PHP settings and some hardened security modules that set their own limits. In the administrator area Jomres will show you a message that looks like this.

Please note, your max_input_vars setting seems to be set to 1000, which is the default setting. If you're using the Micromanage tariff editing mode and wish to save prices for more than a year in advance, we recommend that you change this setting to 3000 or more. This page has more information.

What happens if I don't change this setting?

If this setting isn't changed and a user tries to set prices for more than one year in advance, when they click Save then the tariff will not be saved and they will be returned to the default Jomres page (the Dashboard).

What can you do?

Edit php.ini

If you are able, you can directly edit the php.ini file and set the max input vars setting, however it is very unlikely that you will be able to modify this file if you are on shared hosting.

```
; How many GET/POST/COOKIE input variables may be accepted max_input_vars = 3000
```

Edit .htaccess

Most users, however, will be able to modify the .htaccess file in the website's root directory (the directory where the Joomla or Wordpress index.php file is). In there you can add the following lines

```
php_value max_input_vars 3000
```

You may also need to add these lines, ask your hosting service if you're not sure

```
php_value suhosin.get.max_vars 3000
php_value suhosin.post.max_vars 3000
php_value suhosin.request.max_vars 3000
```

Once you have done that, then the warning should go away and your users will be able to save complex tariffs over longer periods.

Edit via cPanel

If you are using a hosting package that uses cPanel, then you can also make these changes through the cPanel user interface.

cPanel PHP configuration editor

Some hosts have their own configuration functionality, for example goDaddy allow you to use the .user.ini file to set max input vars in godaddy

If you are in any doubt, please check your hosts's help pages on their website, failing that contact them directly to confirm the correct method of setting max input vars on their servers.

Channel Management

Channel Management is a complicated business. If you want a simple process you can use the iCal plugin instead. iCal files can import new bookings from a remote service, but they can't manage cancelled bookings, pricing or other setting changes. Channel Management can be a solution if you need to make changes that are transferred across to different OTAs, however it's up to you to decide how you want to do it. Choose channel management if just one or two people are managing properties. If, on the other hand you're offering a booking platform to non-technical users then allowing them to import bookings via iCal files is simpler and less of a barrier to them using your service.

This section contains a mix of admin area screenshots, and property manager page screenshots.

Channel Management, where property settings sharing, not just availability, is done through a third party Channel Management service. In Jomres that service is called Beds24. To use them you will need an account with them.

There are two different methods of sharing properties with Beds24. Which method you choose depends on the properties you have on your site. Refer to the Terminology section to understand the difference between MRP and SRP.

All SRPs

If your properties are all SRPs, then you should use this method : https://wiki.beds24.com/index.php?title=Jomres&mobileaction=toggle_view_desktop

All MRPs or a mix of SRPs and MRPs

If you have MRPs, properties where you rent out the rooms in the property, and not the entire property then please read on.

Beds24v2 plugin

Channel Management is used to allow your properties to share their bookings with Online Travel Agencies such as booking.com, expedia and others.

To share bookings between Jomres and Beds24 you must first link properties. This is done through the Beds24v2 plugin that can be installed through the Jomres Plugin Manager. Once properties are linked then bookings are automatically imported and exported as they are created in Jomres and the OTAs.

Note: Your Jomres installation should be accessible through a fully qualified domain name (e.g. not "localhost"), and your Jomres menu option should NOT be password protected. If either of these two requirements are not met then Beds24 will not be able to send you booking notifications.

Installation

Install the plugin thru the Jomres Plugin Manager, the same way as you would any other Jomres plugin.

When the plugin is first installed, you will see this message:



Connecting/API Keys

When properties are added to Beds24, the Jomres API key is stored in Beds24 so that the manager can only manage those properties that they have created.



As you can see in this screenshot, I have one manager with one property currently in Jomres. In the following steps you will see how to connect this manager's property with Beds24 (the Jomres property will be exported to Beds24) and also one property in their Beds24 account, which will be imported into Jomres.

If you are running a platform where you are listing your own properties and you will use just the one property manager to manage all of them, then you can set a master API key in the administrator area for communicating with Beds24.

If, on the other hand, you have multiple property managers who will all be using their own Beds24 accounts then you cannot use a master API key. Instead the individual property managers will need to manage their API connections via the frontend Channel Management menu option.

Using a master API key

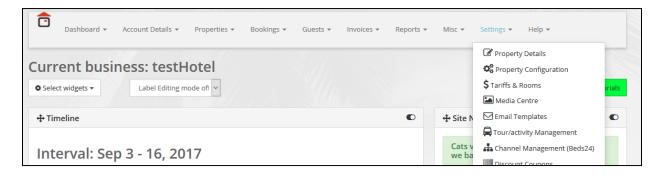
In the Administrator area > Jomres > Settings > Integrations there is an option to save and use a master key that allows all integrations with Beds24 to be performed through one Beds24 user.

The API key can take any form you want, so long as the key here matches the one in the <u>API Key 1</u> field. Also, you must whitelist your server's IP number in the API key 1 section on Beds24.



Using individual manager API keys

Log into the frontend as the property manager, you will see the "Channel Management (Beds24)" option in the settings menu.



When I click on the menu option, because this property manager has not previously been linked with Beds24, I will see this message



First COPY the API key into your clipboard, then click on the blue highlighted text that says "Beds24's website here". This will open up a new tab in your browser and you will be taken to the Beds24 Account Password page in their control panel.

Scroll down until you see the API Key 1 field :



Paste in the key from the clipboard, then click Save. You can now close this tab and return to the previous one. Also, you must whitelist your server's IP number.

Click the Next button

Beds24 property linking

The next page is the page you will normally see when you visit the Channel Management (Beds24) page. It allows you to link any properties you may have in Jomres with Existing ones in Beds24, or Import/Export properties from and to your Beds24 account.



As you can see from this screenshot there are buttons that allow you to export the "testHotel" from Jomres into Beds24, and an import button that allows us to import the property called "Property already on Beds24" into Jomres.

Before we export testHotel to Beds24, we will need to ensure that we already have rooms and prices created for it.

After clicking the Export button, you will see the property list changes to show the property names and a new button appears called "View Property".



Clicking on the View Property button takes us to a new page.

Room type linking

The first thing you see on this page is the Room Type linking section

Room type associations - testHotel		
This page allows you to associate your room types with those stored in the Beds24 servers.		
Until room types are linked, you can't received booking information sent by Beds24. If your property has been imported/exported to or from Beds24 then we have automatically created links for you, however if you add a new room type, or delete one, then this page can be used to ensure that the room type are correctly associated.		
Choose the Beds24 room types that you want to associate with the room types in this system, and when done click Save to update the changes to Beds24.		
Your room types	Beds24 room types	
Family Room	Family Room (roomld : 89137)	
Double Room	Double Room (roomld : 89138)	
✓ Save X Cancel		

You wouldn't normally need to make changes to this section. Newly created rooms in Jomres should automatically be exported to Beds24, however if this hasn't happened for some reason, or because you want to change the room types linked, you can modify the associations in this section.

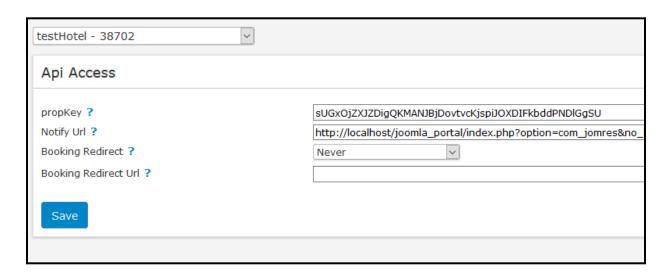
Notification url

The next section is for the notication url that is stored in Beds24



You cannot manually change the information in this input, it's here to allow you to copy and paste the notification url from Jomres into Beds24, which you will need to do if you imported this property from Beds24 and into Jomres.

If you did import the property, then copy the url into your clipboard then click on the Direct Link button, a new tab will open in the browser and you will be taken to a page in your Beds24 account that looks like this:



Note that whilst the urls displayed here show "localhost", this is not a valid domain and you cannot install the plugin into your "localhost" installation and expect notifications FROM beds24 to Jomres to work. Notifications from Jomres TO Beds24 would however work and bookings can be exported from Jomres to Beds24. In reality you would need your Jomres installation to be hosted on a fully qualified domain.

Property API key

The Property API key section is for information purposes.



Bookings Import/Export

The final section on the page offers two buttons, one to import bookings, one to export bookings.

When a property is imported or exported to Beds24 bookings themselves are not automatically imported or exported. You can do that using these buttons, if you wish, to ensure that the two systems are in sync. Once you have done this once, you will not need to do it again, this is purely part of the initial setup routine.



Import a property

Importing a property from Beds24 into Jomres is very similar to exporting a property, but there is one small difference in the steps.

Property name	Beds24 Property Uid	Beds24 Property name
testHotel	38702	testHotel
Import	31583	Property already on Beds24

When you click the Import button the next page will look like this:



On the left hand site you will see the room types as they are stored in Beds24.

On the right hand side you will need to choose the correct room types from the dropdown that correspond with the room types as stored in the Jomres installation. It is very important that each room type in Beds24 be connected to a different room type in Jomres, so do NOT, for example, link all the different room types with just one Jomres room type like "Double room", each should be different. If you do not do this then bookings behaviour will be unpredictable. If you do somehow get this wrong, it can be fixed as described up above in the View Property -> Room type linking section.

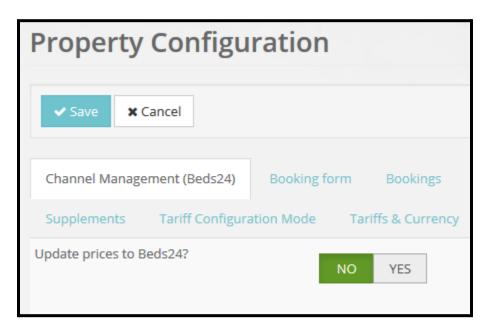
Once you have linked properties, you should not need to do anything else. Jomres will receive and send booking notifications to the channel manager, and the channel manager will forward these notifications on to the OTAs.

Tariff exporting

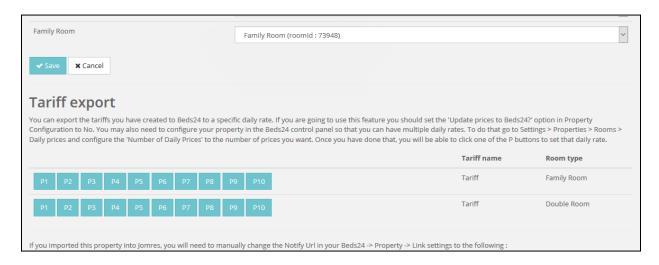
If you have a lot of complex tariffs then Jomres will not be able to automatically export complex tariffs into Beds24, however you can easily export them manually to specific tariff&rate slots in Beds24. You will need to enable the Enhanced Daily Prices function in Beds24 first.

First of all you need to ensure that your property is setup to use the Micromanage or Standard tariff editing modes, and that you have some tariffs.

Next, ensure that the automatic export feature in this setting is set to No



Now when you are on the display property page in the Channel Management (Beds24) page you will see this section :



For each tariff you want to export, click on the numbered button, P1 thru P10 to export it into that specific slot in Beds24.

iCal files

As I said earlier, channel management is a complicated business. In a perfect world your property managers would be familiar with the concepts required to understand the business of linking properties and rooms and they would do that all for themselves.

The truth is that property managers come from all walks of life. Managing their properties in your Jomres site to sell bookings is likely just a small part of their business activities and they will not have the time to jump through various hoops so instead of using Channel Management functionality, you can direct them to use iCal file linking.

Which you choose is a business decision for you to make. Either you need complete sharing of properties across multiple OTAs, or you want to offer a simple process that prevents double bookings without the complete sharing experience. It's your task to decide what kind of balance is most important to you.

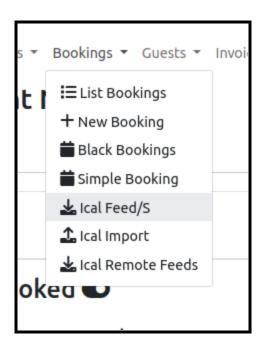
NB: This isn't an either/or decision. It is possible to use both iCal booking sharing and Channel Management on the same Jomres site, but understand that the two plugins do not interact with each other. Therefore you could use iCal files to share bookings with sites that your Beds24 is not connected to, but you should not setup iCal sharing with OTAs that your Beds24 account is already connected with, otherwise you may be sending bookings twice via two different mechanisms.

Installation

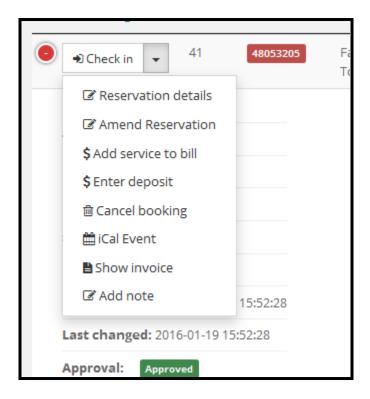
First, you will need to install the Jomres iCal plugin in the Jomres Plugin Manager.

Property manager menu options

Once you have done that, in the property manager's menu some new options appear.



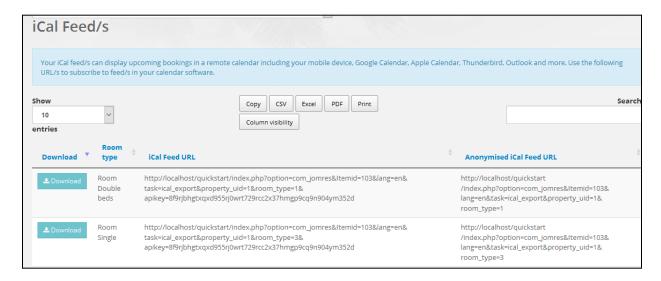
You can also export individual bookings from the list booking and edit booking pages.



iCal feeds

The iCal feeds page shows urls for sharing with other devices:

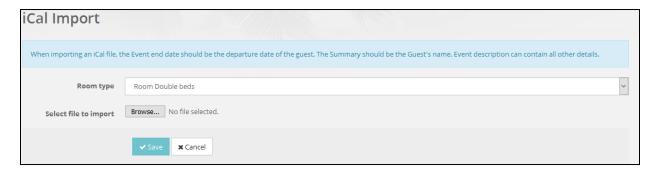
Two different urls are available, a feed url and an anonymised url. In the latter guest details are not revealed, just the period of the booking.



iCal Import

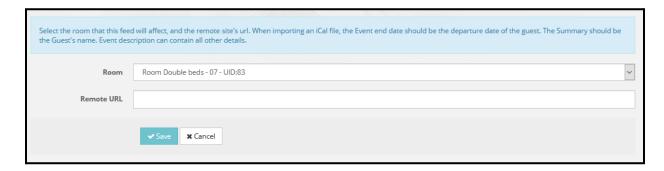
You can use this menu option to import an entire ics file and it's bookings.

When importing an iCal file, the Event end date should be the departure date of the guest. The Summary should be the Guest's name. Event description can contain all other details. When the event is added, it's created as a black booking so there are no invoice or guest details for these "bookings".



Remote feeds

Remote feeds are links from remote sites that you can use to import bookings into your Jomres property. These are scheduled tasks so they are imported automatically.



You can create links to iCal files on other websites that will be imported every quarter of an hour. This allows you to pull bookings from other sites such as AirBNB etc.

To change the frequency of the imports, you can trigger pseudocron jobs using your server's cron functionality. See the <u>Site Configuration > Cron jobs</u> section of this manual.

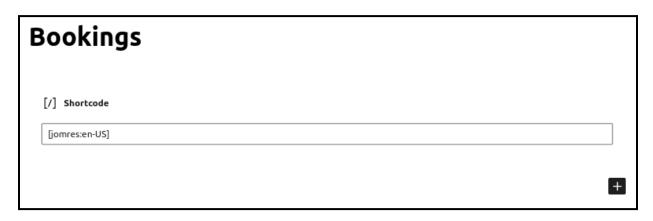
Enabling front end access to Jomres

At the beginning of this document I mention that Jomres creates links in the frontend main menu to point to the Jomres plugin. This link is important and (particularly in Joomla) you shouldn't remove it.

If for some reason that link has been removed, or it wasn't added successfully when you installed Jomres, you can do it manually.

Wordpress

Go to your Pages page in the Wordpress admin area and add a new page with the shortcode block containing [jomres:en-US]. Adjust the language here if you're using another language, e.g. [jomres:en-GB] or [jomres:es-ES]



On a typical installation of WordPress, when a page is added then that page is automatically added to your main menu. If you have a WordPress plugin installed that prevents that from happening then you'll need to add the page to the menu yourself.

Joomla

In the CMS administrator's area use the toolbar to navigate: Menu -> Main menu. Click the New icon, then choose Component from the Components panel. You will be in the "Add Menu Item :: Component " screen. Enter a description (I recommend Bookings for now) and choose Jomres > Default from the Select option and click Save.

Now you can go to the front end of your CMS installation and refresh it. You should have the Bookings option in the main menu. Remember, to administer properties your user needs to be a property manager, so if they're not already, <u>make them one</u>.

Terminology

Admin area

The Administrator area of your website. In Joomla this would be www.domain.com/administrator, in WordPress it would be www.domain.com/wp-admin/

Frontend

The public facing pages of your site. If your administrator area is www.domain.com/wp-admin/ then the frontend is www.domain.com

Backend

Technically this would be considered as part of your Frontend. Property managers administer their properties in the public facing area of your website, through special functionality that only property managers have. That special functionality (property management features) is the Backend.

PII

Personally Identifiable Information. This is any information stored in the database or logs that can identify a user. This can include IP numbers, Names, Addresses and email addresses.

SRP

Single Room Property, e.g. Villas, Apartments, Cottages. Any property where one booking books the entire property for the booking period.

MRP

Multiroom property, such as hotels, B&Bs, guest houses and campsites. Any property where rooms are booked in the property, but not the entire property itself.

Leohtian

Pronounced Lee-oh-shee-an. It's old English and means to <u>1. to be lightened, relieved; 2. to become light, dawn; give light, illuminate</u>

Leohtian is a Bootstrap 3 based theme/template for WordPress and Joomla 3, respectively.

Sunbearu

Pronounced Sun-bear-oo. Again, old English and it means sunbearu [] m (-wes/-was) sunny grove

Sunbearu is a Child theme of Bootstrap 5 based parent themes/templates in WordPress and Joomla respectively. It is only available in the Jomres Bootstrap 5 Quickstarts.