

# Appointment Booking Pro – Joomla

Version 1.4.5

## User's Guide

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By Soft Ventures, Inc.

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## Overview

Simply put, Appointment Booking Pro allows a visitor to your web site to book a resource for a specific period of time.

It has many features and many ways to set up screens and capture user data, but ultimately it is just there to book a resource.

It does not do much, but it does it quite well.

## Terms and concepts

### Resources

The 'Resource' is what is being booked or reserved.

A resource can be anything you want, a room (meeting room, exercise room, etc), a person (doctor, hair stylist, etc) or an object (computer, golf clubs, Ferrari)

The resources will appear in a dropdown list for you visitor to choose. If you only have one resource it will be preselected when the visitor opens the booking screen.

### Categories

Categories were added for people who have too many resources to fit into a dropdown list.

They can also be used to group resources, for example by physical location – Calgary Office, Toronto Office, etc.

It is important to remember that categories are just way to group resources and make them easier to locate in the booking screen. You do not 'book' a category, you book a resource.

*A resource can one belong to only one category.*

Categories are **optional** and should not be used unless there is a business reason to do so.

### Services

Services were added as an attribute to a resource; a way for you to give the visitor a specific list of tasks that they can request of the resource.

You do not 'book' a service, you book a resource. The service just specifies what you want the resource to do.

A resource can have any number of services.

Services have no effect on the time duration of a booking.

Services are **optional** and should not be used unless there is a business reason to do so.

## Timeslots

A resource booking needs a start and end time. Timeslots provide you a way to define blocks of time that a user can chose to book.

The difference between Appointment Booking Pro (ABPro) and its sister component Resource Booking Pro (RBPro) is in **who** decides when the booking ends.

With ABPro, you define a start and end time for timeslots – you tell the visitor when the booking ends.

With RBPro, the visitor tells you when the booking will end.

You can define any number of timeslots. A timeslot can be any size, in minutes. Smaller than 10 minutes is not recommended.

A resource can use 'Global' timeslots, timeslots you have defined as 'Global', or the resource can be set to use resource specific timeslots. In this case you define slots just for a specific resource, independent of other resources or of Global timeslots.

Timeslots give you great flexibility in when your resources are available. You can set no slots from noon to 1:00 each day for lunch, set none for after 3:00 on Fridays, etc.

What you **cannot** do is have overlapping slots. For example you **cannot** have 1 hour timeslots that begin every half hour.

The system comes with Global timeslots defined for Monday to Friday. These are just to get you started and can be modified or deleted.

## Book-offs

Book-offs are used to make a resource unavailable on one or more specific dates. These would be used for vacation days, statutory holidays, etc.

In the resource setup screen you can define which days-of-the-week your resource is available, for example Monday-Friday. Book-offs are use for specific dates.

## Seats

ABPro was originally designed for individuals to book appointments. With version 1.4.3 the concept of 'seats per booking' was added. You can set 'maximum seats' for a resource (normally 1 for individual appointments) and customers can select how many seats they want to book. This allows ABPro to be used for booking seats in a class or on a tour.

## Coupons

Added in version 1.4.3, you can define any number of coupon codes. You set the discount amount, either currency or percentage of total order, and an expiry date. You can give this to prospective customers and the total changes will be adjusted when they enter the coupon code into the coupon box on the booking screen.

## Extras

Add in version 1.4.4, you can define any number of extra items that the user can add to a booking. These 'Extras' can have a cost associated with them and the booking total will be adjusted based on the user's choices.

## UDFs

ABPro supports an unlimited number of User Defined Fields or UDFs.

UDFs are fields that you can place on the booking screen to gather additional information from the visitor. ABPro supports the following types of UDFs, textbox, radio button, dropdown list and text area.

You can specify some types of UDFs as required fields so the visitor must fill them in before making a booking.

UDF data cannot be changed. You can see what the visitor entered but you cannot change it.

## Resource Administrator

You can assign any user or users to be a resource administrator. A resource administrator can access front end admin screens to manage the administration for their resources. The front end admin screens have limited functionality but allow the resource administrator to handle day to day tasks without needing to have access to the Joomla administrator back end.

## Conventions used in this guide

Visitors making appointment bookings will be referred to as **customers** or **visitors**.

I realize ABPro is often used in a medical environment where they are 'patients' – no disrespect intended ;-)



## What's New in 1.4.5

Version 1.4.5 is the International /multi-language version with support for:

- UTF-8
- All elements (resources, categories, services, messages, etc) will support language file keys.
- For example, rather than entering a confirmation message into the ABPro message box, you can enter a language file key. Create your confirmation message(s) in whatever language files you support and ABPro will send the language specific confirmation message
- Edit Files | Edit Language File screen now detects and shows any ABPro language files so you can see and edit all at one time.
- Customizable PayPal Item Name plus support for up to four PayPal optional fields to allow more information to be displayed to the customer when they get to PayPal to pay.

## What's New in 1.4.4

- **Extras** - define any number of extra charge items. Extras appear on the booking screen as a label and a dropdown list of 'how many' to add to the order. Extras can be applied to all resources or to specific resources only. Extras charge amount can be per hour or per booking.
- **Resource specific seat types** - Assign seat types to a resource. Example define an 'Adult' seat with cost for one resource and a different 'Adult' seat and cost for another resource.
- **Resource specific Coupons** - Assign a Coupon to be applied to specific resources only.
- **Sub-Categories** - ABPro now supports a two level hierarchy for categories.
- **Limited JomSocial integration** - pull JS profile data in to pre-fill the ABPro booking screens. Map 'Phone' or **any UDF** to any JS profile text field. (Nov 11 beta)
- **Limit daily bookings** - you can set a maximum number of bookings a user can make in one day. Requires user\_id to determine number of bookings so it only applies to logged-in users and is only valid if you are running with Require Login = Yes.
- **Non-working day message** - For days the resource is not available for booking, you can optionally define a message to be displayed in the GAD bookings screen.
- **Copy Resource** - simple 'copy' function to duplicate one or more resources with a couple of clicks.
- **New option for 'Allow Cancellation'** to allow cancel only from 'My Bookings' screen, the booking screen cancel box and button are not displayed.
- **Activity Logging** - log admin activity, who did what and when. Multi-level; Min=Just booking related, Max=All admin activity. Useful for tracking staff activity using Front Desk admin functions

## What's New in 1.4.3

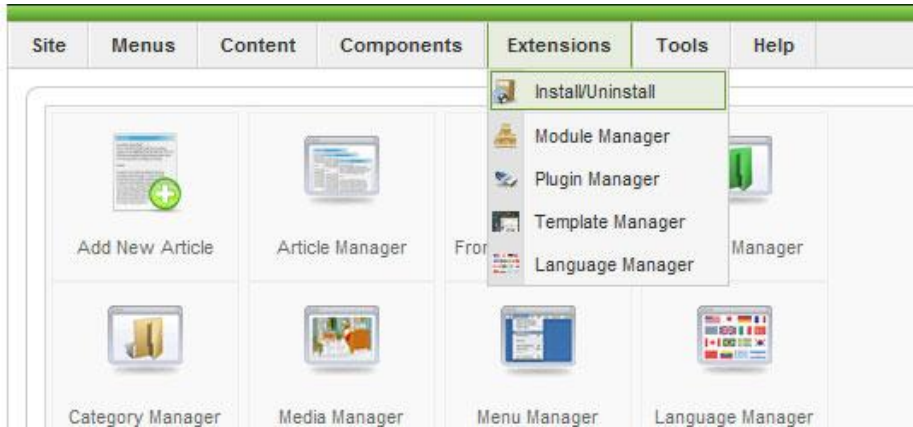
- Added the concept of '**seats per booking**', you will be able to:

- Set maximum seats at the resource level.
  - Define any number of seat types and their associated costs (ex: Adult - \$10, Child - \$5, etc)
  - Supports *group rate* where you define a fixed price for a group of up to x people.
  - The booking screen will allow the user to enter how many of each type of seat. If PayPal is enabled, charges will calculate based on number and type of seats chosen.
  - Booking validation will ensure the booking does not exceed the max seats for that resource in that timeslot.
  - View/print details of bookings for a timeslot (eg: passenger manifest or class list)
- **Coupon system** - Create any number of coupon codes, give to your customer for discounted booking charges.
    - Works in conjunction with PayPal enabled bookings
    - Fixed Value or Percent discount
    - Set max usage, total and/or per user
    - Admin screen shows current total coupons used count
    - Expiry Date
    - If cost discounts to \$0, no trip to PayPal.
- **Front Desk View enhancements**
    - Color coded by status on month view
    - Mouse-over booking in month view shows start/end times, resource and service
    - Shows 'Service' in week and day views
    - 'Add Booking' GAD booking with modified functionality for staff doing manual bookings
    - Day view has option to show seat count totals per timeslot (for optional seats/booking mode)
    - View/print details of bookings for a timeslot (eg: passenger manifest or class list)
- Mobile views- Front-desk with drill down to detail, GAD and non-GAD booking screens
  - Export ics to add bookings to Outlook calendar.
  - Part day Book-Offs, you can set a book-off as a full day or as a range of hours in a day.
  - Email and Phone entry fields can be required/optional/hidden

## Installation

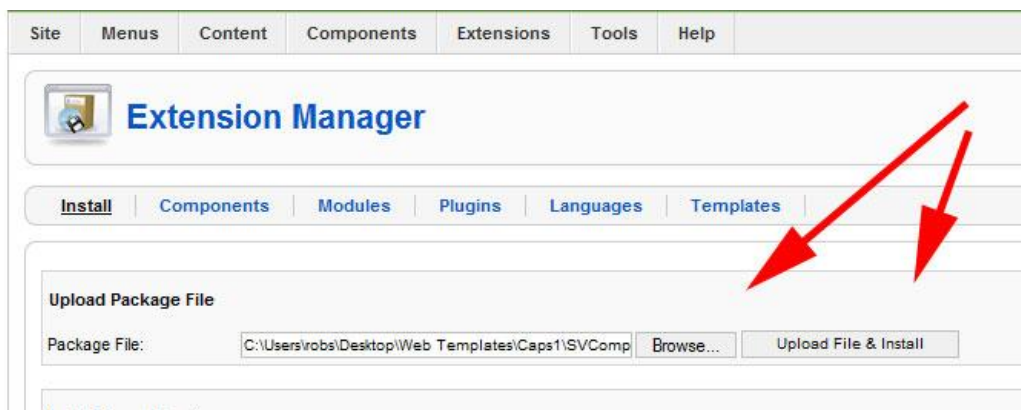
ABPro is a native Joomla 1.5 component.

The installation procedure is standard Joomla stuff...



Browse to find the zip file you downloaded from appointmentbookingpro.com

Then upload and install.





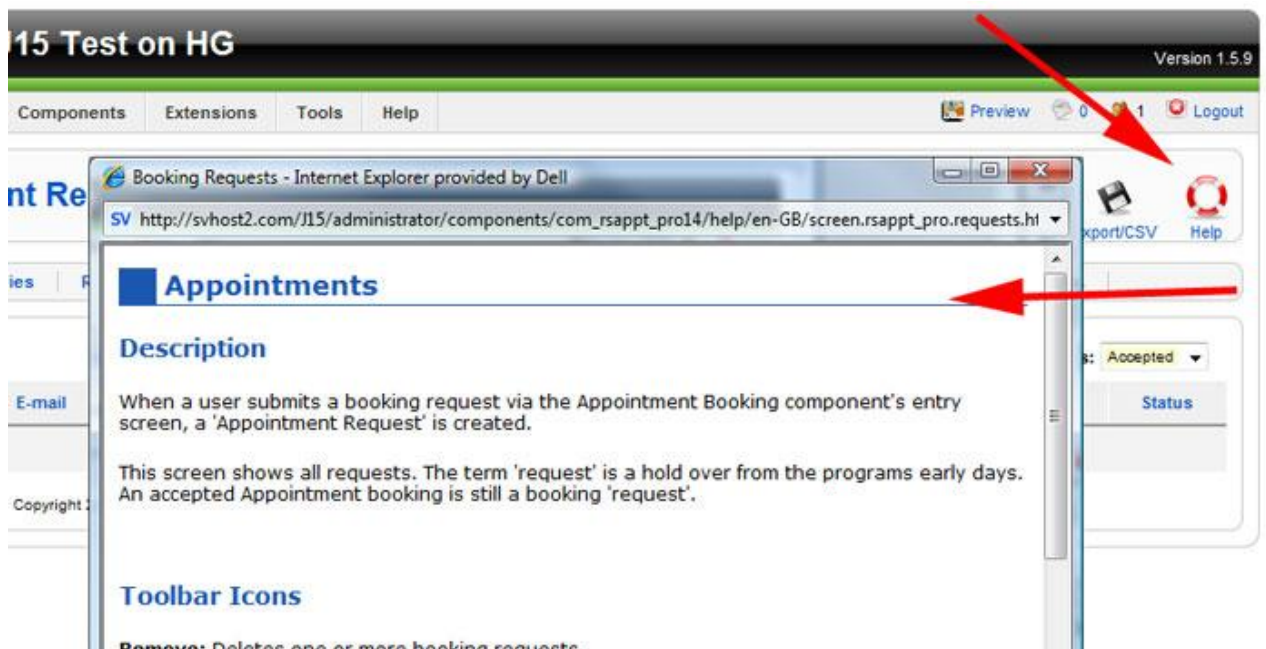
You are done.

## Setup

### Getting Started

You might want to just look through the menus and screens to get a feel for how things are laid out.

Each screen has a help icon in the upper left that will bring up some help on the current screen.



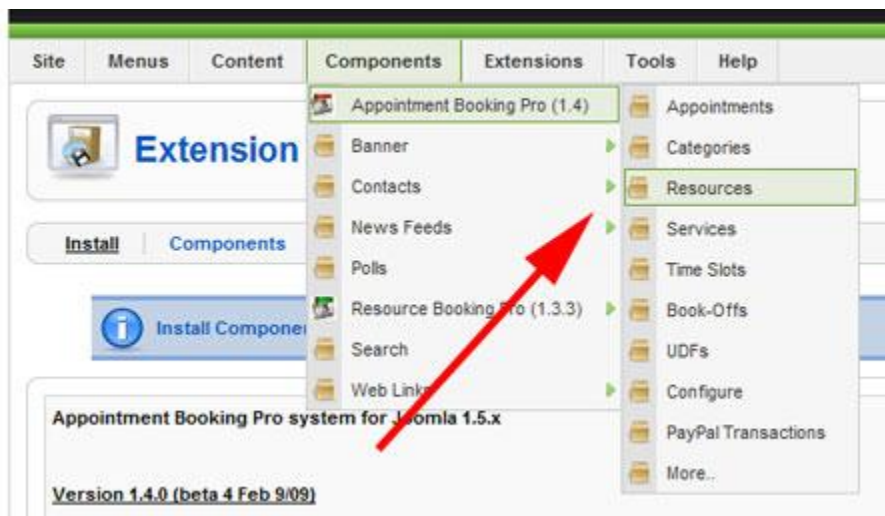
## Minimum setup – Quick Start

Ok, you have ABPro installed, now what.

The bare minimum you need before you can try out the booking screens is something to book.

You need to add a resource.

Select the Resources menu item



The select 'New' button to open the Resource Edit screen.

The Resource Detail screen is one of the busiest in the system but don't worry, for now just enter a name and description. The description is what will be shown in the booking screen. Click on Save to save the new resource.

## Resource Detail

A resource is who or what the appointment is being made for.  
For example, an appointment to visit **doctor** or test drive a **car**. The resource would be the doctor or the car.

Resource ID:

Category: Select Category ▼

Name:

Description:  This field is

Cost:  Cost is a fre

This appea


Rate is use

We need to publish the new resource by clicking on the red X..

## Resource List

[Publish](#)
[Unpublish](#)
[Remove](#)
[Edit](#)
[New](#)
[Help](#)

[Appointments](#)
[Categories](#)
[Resources](#)
[Services](#)
[Time Slots](#)
[Book-Offs](#)
[UDFs](#)
[Configure](#)
[PayPal Transactions](#)
[More..](#)

<input type="checkbox"/>	ID	Name▲	Description	Days	Time Slots	Category	Display Order	Published
<input type="checkbox"/>	1	Mr Smith	Mr Smith	Sun Mon Tue Wed Thr Fri Sat	Global		1	


Display # 15 ▼

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## Resource List

[Publish](#)
[Unpublish](#)
[Remove](#)
[Edit](#)
[New](#)
[Help](#)

[Appointments](#)
[Categories](#)
[Resources](#)
[Services](#)
[Time Slots](#)
[Book-Offs](#)
[UDFs](#)
[Configure](#)
[PayPal Transactions](#)
[More..](#)

<input type="checkbox"/>	ID	Name▲	Description	Days	Time Slots	Category	Display Order	Published
<input type="checkbox"/>	1	Mr Smith	Mr Smith	Sun Mon Tue Wed Thr Fri Sat	Global		1	

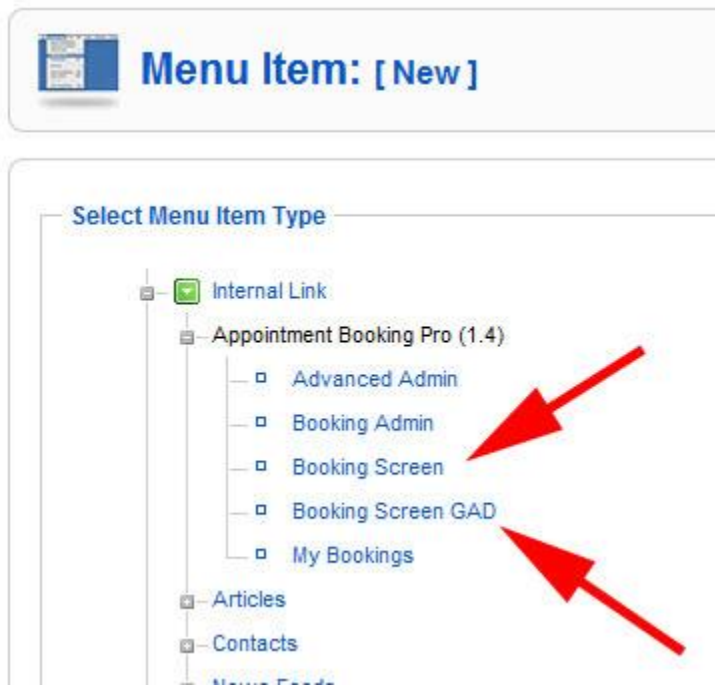
Display # 15 ▼

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That gives us a Resource so we can now map a booking screen to a menu item and try it out.

Go to the Joomla menu system and add a new Main Menu item.

You have two choices for booking screens, simple 'Booking Screen' or the Graphic Availability Display or 'GAD Booking Screen'.



The GAD Booking screen has a grid displaying timeslots. Lets use that one.

Enter a title for the menu item then save.

Menu Item Details	
Title:	Booking Screen
Alias:	
Link:	index.php?option=com_rsappt_pro14&view=Bo
Display in:	Main Menu



And here it is..

## Appointment Booking

Enter header text here - clear for no header

Your Name:

Phone:

Email:

Comments:

Resource: **Mr Smith** ▼

Grid Start Date:   Grid Start: **8:00 AM** ▼ End: **5:00 PM** ▼

	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM
Sun 15-Feb-2009									
Mon 16-Feb-2009	✓	✓	✓	✓		✓	✓	✓	
Tue 17-Feb-2009	✓	✓	✓	✓		✓	✓	✓	
Wed 18-Feb-2009	✓	✓	✓	✓		✓	✓	✓	
Thu 19-Feb-2009	✓	✓	✓	✓		✓	✓	✓	
Fri 20-Feb-2009	✓	✓	✓	✓		✓	✓	✓	
Sat 21-Feb-2009									

8 AM 9 AM 10 AM 11 AM Noon 1 PM 2 PM 3 PM 4 PM

 - Indicates an available timeslot, click on green checkmark to select.  - Indicates an unavailable timeslot



## The Administrator Menu

The back end administrator menu is where all setup and management is done.

There are also two front end Administrator screens but these are for designated resource administrators to use and are limited in functionality.


As a rule there will always be a list screen and a detail. For example; a list of appointments, then click on a link to access the details of a specific appointment.






Some exceptions are screens like Configure, Backup/Restore etc, where the list-detail idea does not apply.

There is a **Help** button at the top right of each screen with brief help information about the screen.



## Appointments List

This is the default opening screen for the component.





 **Appointment Requests**

[Appointments](#) | [Categories](#) | [Resources](#) | [Services](#) | [Time Slots](#) | [Book-Offs](#) | [UDFs](#) | [Configure](#) | [Edit Files](#) | [Backup/Restore](#) | [About](#)

**Booking Requests**      Date Range: 2009-02-12             Clear Dates      Select a Category      Select a Resource      Status: Accepted

<input type="checkbox"/>	ID	Name	Phone	E-mail	Category	Resource	Service	Date	Time	Status
<input type="checkbox"/>	708	Rado	0320413599	<a href="mailto:rado@hangugtechdel.com">rado@hangugtechdel.com</a>	Calgary Office	Mr Jones		2009-02-12	10:00	accepted
<input type="checkbox"/>	722	J		<a href="mailto:Py@Pyk-Py">Py@Pyk-Py</a>	Calgary Office	Dr Bar	Do Something	2009-02-12	09:00	accepted
<input type="checkbox"/>	754	test	123456789	<a href="mailto:mark@meethub.com">mark@meethub.com</a>	Calgary Office	Dr Bar		2009-02-12	12:00	accepted
<input type="checkbox"/>	769	gfd	5555	<a href="mailto:ghk@ghkg.nl">ghk@ghkg.nl</a>	Calgary Office	Mr Jones	Do Something	2009-02-12	13:00	accepted
<input type="checkbox"/>	774	Gordon Holtlander		<a href="mailto:gordon.holtlander@gmail.com">gordon.holtlander@gmail.com</a>	Edmonton Office	Joe Banker	Mortgage Interview	2009-02-12	10:00	accepted
<input type="checkbox"/>	779	A User		<a href="mailto:mlaker@meCweb.com">mlaker@meCweb.com</a>	Calgary Office	Mr Jones	Something completely different	2009-02-12	08:00	accepted
<input type="checkbox"/>	788	Dave Dunlop	506-555-5555	<a href="mailto:dave@rogers.com">dave@rogers.com</a>	Calgary Office	Dr Bar	Do Something Else	2009-02-12	10:00	accepted
<input type="checkbox"/>	789	wawa	123	<a href="mailto:hpw@lumpy.it">hpw@lumpy.it</a>	Calgary Office	Mr Jones	Do Something	2009-02-12	09:00	accepted
<input type="checkbox"/>	790	Rob		<a href="mailto:robert@elminatorchase.com">robert@elminatorchase.com</a>	Calgary Office	Mr Jones		2009-02-12	12:00	accepted
<input type="checkbox"/>	792	inaki	6985525	<a href="mailto:inaki.ro@gmail.com">inaki.ro@gmail.com</a>	Calgary Office	Mr Jones		2009-02-12	11:00	accepted
<input type="checkbox"/>	654	test	test	<a href="mailto:tes@tes.com">tes@tes.com</a>	Edmonton Office	Joe Banker	Financial Advice	2009-02-13	11:00	accepted
<input type="checkbox"/>	741	bn	5544	<a href="mailto:bn@bn.nl">bn@bn.nl</a>	Calgary Office	Mr Jones		2009-02-13	11:00	accepted
<input type="checkbox"/>	770	Bob	0800 111 1111	<a href="mailto:bob@bn.nl">bob@bn.nl</a>	Edmonton Office	Joe Banker	Financial Advice	2009-02-13	08:00	accepted
<input type="checkbox"/>	775	Nevio	041555555	<a href="mailto:npioen@yahoo.com">npioen@yahoo.com</a>	Edmonton Office	Joe Banker	Financial Advice	2009-02-13	09:00	accepted
<input type="checkbox"/>	793	Kim C. Gibson	08-508 671 12	<a href="mailto:kcg@seventel.ru">kcg@seventel.ru</a>	Edmonton Office	Joe Banker	Financial Advice	2009-02-13	15:00	accepted

Display # 15       Start       Prev      1   2   3       Next       End      Page 1 of 3

The Appointments screen lists all appointments in the system. It has several filters to help manage a large list.

When a user submits a booking request via the Appointment Booking component's entry screen, a 'Appointment Request' is created.

This screen shows all requests. The term 'request' is a hold over from the programs early days. An accepted Appointment booking is still a booking 'request'.

### *Toolbar Icons*

**Remove:** Deletes one or more booking requests.

**Edit:** Opens the Appointments Edit screen to allow you to view and modify the request.

**Email Reminders:** You can send reminder messages to users. (message is text defined in the configure screen). Use the Date filter to choose a date then select bookings to receive reminders. Reminders will only be sent to bookings in the future, that are in 'Accepted' status.

**SMS Reminders:** You can also send SMS text message reminders to users. (message is text defined in the configure screen). Use the Date filter to choose a date then select bookings to receive reminders. Reminders will only be sent to bookings in the future, that are in 'Accepted' status.

**Export/CSV:** Exports request details for one or more Appointments to a csv file. The csv file can be read into Excel for reporting purposes.

**Help:** Opens this help screen.

### *Filters*

**Date:** Filter by date, use the 'Clear Date' link to remove filter.

**Category:** Filter by Category

**Resource:** Filter by resource:

- *Show All* - Appointments for all resources.
- *name* - Choose a specific resource

**Status:** Filter by request status:

- *New* - a new request.

- *Pending*- when using PayPal a new booking goes in a pending and is changed to accepted status when PayPal sends back an ipn message saying payment is complete.
- *Accepted* - accepted request - resource is booked.
- *Declined* - admin refused the booking.
- *Cancelled* - Request was cancelled by admin.
- *No Show* – customer/patient did not show up for appointment
- *Attended* – customer/patient did show up for appointment
- *Deleted* – appointment deleted by customer/patient

### *List Area*

**ID:** Unique ID for the request.

**Name:** Requestor's name.

**Phone:** Requestor's phone number.

**Email:** Email address (if supplied) of the requestor, click on the address to send an email to the person.

**Resource:** Name of the Resource being booked.

**Time:** Date and time of the booking.

**PayPal Txn:** PayPal transaction ID, this ID is generated by PayPal.

**Payment:** Payment status of the booking.

**Status:** Request status (see filters above)

Click on the **Name link** to open the edit screen.

Click on the **Email link** to send an email mail message.

Click on the **PayPal Txn link** to view the details of the PayPal transaction (read only)

## Appointment Detail

Access the appointment detail by clicking on the name in the appointment list screen.

### Appointment Booking Admin - Booking Detail

Save Changes

Cancel

Request ID:	78							
Name:*	<input type="text" value="Rob Stevens"/>	These fields are from the booking request. They can be modified by the administrator. An example might be where a requested date is not available so the administrator phones the requester and agrees on a new date or time. The Administrator would then change the date here.						
Phone:	<input type="text"/>							
Email:	<input type="text" value="rob.stevens@softventures.com"/>							
Resource:	Resource 2 (e) ▾							
Service:	▾							
Start Date:	2009-08-05							
Start Time:	14 ▾ : 00 ▾ (hh:mm)							
End Date:	2009-08-05							
End Time:	15 ▾ : 00 ▾ (hh:mm)							
Booked Seats:	3							
	Adult: 2 ▾							
	Child: 1 ▾							
Comment:								
<u>User Defined Fields</u>								
	<table><thead><tr><th>Label</th><th>Value</th><th>Type</th></tr></thead><tbody><tr><td>City</td><td>Calgary</td><td>Textbox</td></tr></tbody></table>	Label	Value	Type	City	Calgary	Textbox	
Label	Value	Type						
City	Calgary	Textbox						

---

Request Status:	Accepted ▾	Set request to Accepted, Declined or Canceled. Email messages will be sent when changing to 'Accepted' or 'Cancelled'.
Payment Status:	Pending ▾	Administrator can indicate payment has been received.
Total :	\$ 18.90	
Amount Due :	\$ 18.90	
Coupon Used :	1234	
PayPal Txn ID:		PayPal generated code for this transaction.
Current Calendar:	JCalPro2	
Post to Calendar:	Yes ▾	Yes or No
Calendar Category:	General ▾	Select what calendar category this request will be add into.
Default Calendar: (JCalPro2 only)	Default ▾	
Calendar Comment:	<input type="text"/>	This comment will appear in the calender booking details. Examples: who the resource is booked to, what for, etc.
Admin Comment:	<input type="text"/>	Administrator can enter an internal comment. Example: 'Phoned to confirmed new end time'
Timestamp:	2009-08-10 06:20:00	

The heart of the component is the Appointment Request.

This screen allows you to view and edit the details of a request or Appointment booking.

### *Toolbar Icons*

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

### *Edit Area*

The edit area is divided into two sections; the top is the request as it came from the user. The lower section is an Admin area where the administrator decides what to do the request.

**Name, Phone, Email:** The top fields are self explanatory.

**Use SMS:** ABPro can send reminder messages via SMS text messaging. This feature requires an account with Clickatell.com. If you have SMS enabled (see configuration for setting up SMS) the booking screen will ask the customer if they want SMS reminder messages. This will so if they said Yes or No.

**SMS Phone:** If the customer wished SMS reminders, they enter a cell phone to receive them.

**SMS Dial Code:** If the site is being run in North America the dial code is 1 and that is the default for ABPro. If the site is being run elsewhere, the configuration area lets you set an alternate default dial code. If you are running in a part of the world where your customers may come from different dial codes, you can have a dropdown list of codes displayed for the customer to choose from.

**Resource:** The resource being booked.

**Service:** The service (optional) that the customer chose.

**Comment:** This is the comment from the user and is not editable.

**Booked Seats:** This will be 1 unless 'seats per booking' is enabled by defining seat types.

**User Defined Fields (UDFs):** This area shows the values entered by the user for any UDFs you have defined. On the right shows the type of UDF and the label. UDF data is not editable in the current version of ABPro.

### Below the UDFs is the Admin area.

**Request Status:** Used as an indicator for the administrator and also by the system if duplicate bookings are not allowed. Bookings with status of Accepted OR Pending will trigger a conflict message if Prevent Duplicate Bookings is set

to Yes. Well, it is a bit more complicated that that as you *can* allow x number of duplicates, like x students booked into a class. See the resource setup screen for more details on duplicate booking options.

**Payment Status:** Change as required to indicate payment has been received. This can be set to be changed by PayPal when payment is completed.

**Current Calendar:** Read-only indicator of which 3rd party calendar you current have ABPro set to use.

**Post to Calendar:**

To have an entry added to a 3rd party calendar the following are required:

- A calendar chosen in the configure screen
- The **Request Status** set to 'Accepted'
- The **Post to Calendar** set to 'Yes'

**Calendar Category:** The 3rd party calendars require a category be specified.

**Calendar Comment:** This comment will appear in the calendar booking details. This has been pretty much superseded by the new calendar body settings in the configuration screen, calendars tab. You can now define what is to go into the calendar body using tokens so the user's data will be inserted. See Configuration, Calendars for details.

**Administrator Comment:** Administrator can enter an internal comment. Example: *'Phoned to confirmed new end time'*

**Timestamp:** read only, showing time request was entered.

Note: If you have set Calendar to 'None', the calendar related fields will not appear in this screen.

## Categories

**Resource Categories**

Categories are OPTIONAL, to disable the use of Resource Categories, do not create any!  
If ANY Resource Categories are published, that will enable the use of Resource Categories on the booking screen. When enabled, ALL resources must be assigned to some category or they will not be displayed on the booking screen.  
See Help above for more information on when and why to use categories.

ID	Name	Description	Parent Category	Order	Published
1	Cat 1	Cat 1		1	✓
2	Cat 2	Cat 2		2	✓
3	Sub Cat 1	Sub Cat 1	Cat 1	1	✓
4	Sub Cat 2	Sub Cat 2	Cat 1	2	✓

Display # 15

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The first thing to point out is that Categories are OPTIONAL - you do not need to set up any categories unless you feel they would help or be useful to you.

### What is a Category?

A category is an arbitrarily defined entity that a resource can belong, or be assigned to. Categories sit above resources in the structure hierarchy.

### Why use Categories?

Two reasons mainly;

1. You have too many resources to fit in the resource drop down list. With categories you can break the resources list into groups (or categories). The user first picks the category, then sees a smaller list of resources that you have assigned to the category.
2. Physical locations. If you have offices in two cities you can set up two categories and assign the resources in the appropriate category.

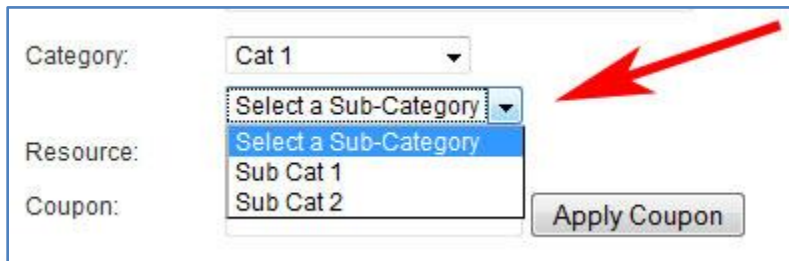
### Things to know about Categories.

There is a one to one relation between a resource and a category, you can only assign a resource to one category.

## Hierarchy

**Resource Category** -> [optional subcategory] -> Resource -> Resource Service

NEW – you can now define one level of subcategory..



Category: Cat 1  
Resource: Select a Sub-Category  
Coupon: Sub Cat 1  
Sub Cat 2  
Apply Coupon

Example:

Categories defined: Calgary Office, Edmonton Office

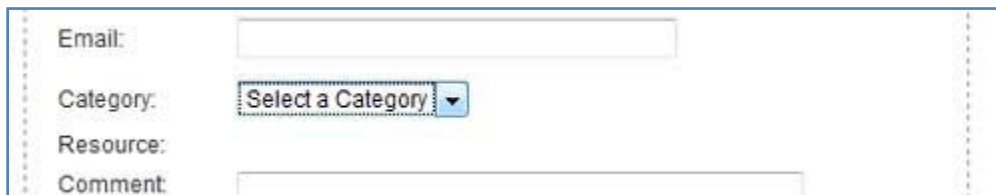
Resources:

Dr Foo - assigned Calgary Office

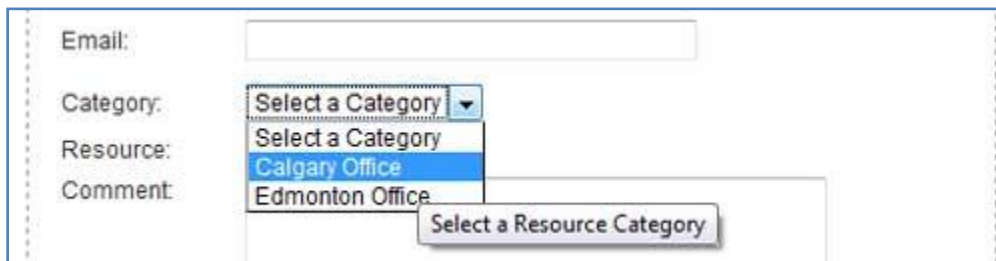
Dr Bar - assigned Edmonton Office

Mr Smith - assigned Edmonton Office

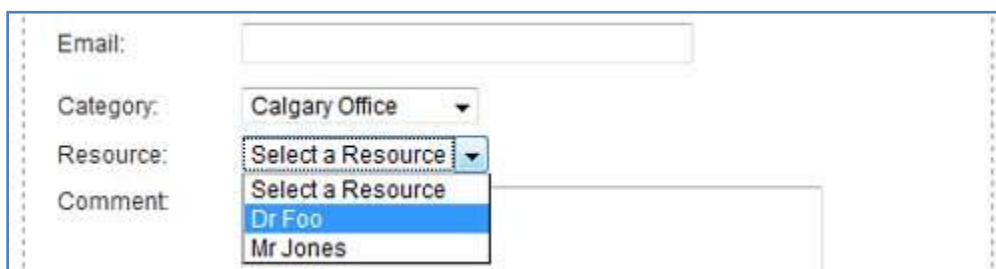
Mr Jones - assigned Calgary Office



Email:   
Category: Select a Category  
Resource:   
Comment:



Email:   
Category: Select a Category  
Resource:   
Comment:   
Select a Resource Category



Email:   
Category: Calgary Office  
Resource: Select a Resource  
Comment:   
Dr Foo  
Mr Jones



What if Dr Foo works out of both offices?

He would no doubt **not** be in both locations at the same time. Make two resources called Dr Foo and assign one to each office. Each 'Dr Foo' will need its own available dates and times.

To **DISABLE** the use of Resource Categories, **do not create any!**

If ANY Resource Categories are published, that will enable the use of Resource Categories on the booking screen. When enabled, ALL resources must be assigned to some category or they will not be displayed on the booking screen.

### *Toolbar Icons*

**Publish:** Sets one or more categories to Unpublished. Only Published categories will appear in the drop down list on the Appointment Booking screen.

**Unpublish:** Sets one or more categories to Unpublished so they will not show in the drop down list on the Appointment Booking screen.

**Remove:** Deletes one or more categories.

**Edit:** Opens the Category Edit screen to allow you to view and modify the category.

**New:** Opens the New Category screen to allow you to add a new category.

**Help:** Opens this help screen.

### *List Area*

**ID:** Unique ID for the category.

**Name:** Category name.

**Description:** Category description, for internal use, does not appear on user screen anywhere.

**Parent Category:** ABPro supports 2 level hierarchy for categories. This column shows the parent category if there is one.


**Display Order:** Order the categories will appear in the Category drop down list.




**Published:** Indicates the published state.

Click on the **Name link** to open the edit screen.

### *Category Detail*

A category is an arbitrarily define entity that a resource can belong, or be assigned to. Categories sit above resources in the structure hierarchy.


**Category Detail**

This screen is used to create or resource categories.

ID:	3
Name:	<input type="text" value="Sub Cat 1"/>
Description:	<input type="text" value="Sub Cat 1"/>
Parent Category:	<input type="text" value="Cat 1"/> ▼
Display Order:	<input type="text" value="1"/>
Published:	<input type="text" value="Yes"/> ▼

ABPro supports a 2 level hierarchy for Categories. To define a sub-category you select what the new categories parent should be.

**Note:** Ensure you do not assign a resource to a parent category that has children or you will get unpredictable booking screen results. Resources must only be assigned to sub-categories OR categories that have no sub-categories.

### Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

### Edit Area

**Name:** Name of the Category, this will appear in the drop down list on the Appointment Booking screen.

**Description:** For internal use only.

**Parent Category:** ABPro supports a 2 level hierarchy for Categories. To define a sub-category you select what the new categories parent should be.


**Note:** Ensure you do not assign a resource to a parent category that has children or you will get unpredictable booking screen results. *Resources must **only be assigned** to **sub-categories** OR **categories** that have no sub-categories.*








**Order:** This determines the order this Category will appear in the Category drop down list on the Appointment Booking screen.

**Published:** Only categories with Published set to **Yes** will appear in the drop down list on the Appointment Booking screen.

## Resources List












List of resources that can be booked by visitors.

 **Resource List**

 Publish  Unpublish  Copy Resource(s)  Remove  Edit  New  Help

[Control Panel](#) | [Appointments](#) | [Categories](#) | **[Resources](#)** | [Services](#) | [Time Slots](#) | [Book-Offs](#) | [UDFs](#) | [Configure](#) | [More..](#)

**Resource List**

	ID	Name	Description	Days	Timeslots	Category	Order	Published
	3	Res Free	Res Free	Sun Mon Tue Wed Thu Fri Sat	Global		3	
	1	Resource 1	Resource 1	Sun Mon Thu Fri Sat	Global		1	
	4	Resource 1a	Resource 1a	Sun Mon Tue Wed Thu Fri Sat	Global	Sub Cat 1	2	
	2	Resource 2	Resource 2	Sun Mon Thu Fri Sat	Global	Cat 2	2	
	6	Resource 2	Resource 2	Sun Mon Thu Fri Sat	Global	Cat 2	2	

Display # 15

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### Toolbar Icons

**Publish:** Sets one or more resources to Unpublished. Only Published resources will appear in the dropdown list on the Resource Booking screen.

**Unpublish:** Sets one or more resources to Unpublished so they will not show in the dropdown list on the Resource Booking screen.

**Copy Resource(s):** Make a duplicate copy of one or more resources.

**Remove:** Deletes one or more resources.

**Edit:** Opens the Resource Edit screen to allow you to view and modify the resource.

**New:** Opens the New Resource screen to allow you to add a new resource.

**Help:** Opens this help screen.

### List Area

**ID:** Unique ID for the resource.

**Name:** Resource name.

**Description:** Resource description that is used in the Resource dropdown list.

**Days:** Shows what days of the week this resource is available for booking.

**Time Slots:** Indicates whether this resource is set to use Global time slots or if Specific time slots have been setup.

**Display Order:** Order the resources will appear in the Resource dropdown list.

**Published:** Indicates the published state.

Click on the **Name link** to open the edit screen.

## Resource Detail

The 'Resource' is what is being booked or reserved. A resource can be anything you want, a room (meeting room, exercise room, etc), a person (doctor, hair stylist, etc) or an object (computer, golf clubs, Ferrari)



## Resource Detail



Cancel

Save

Help

A resource is who or what the appointment is being made for.

For example, an appointment to visit **doctor** or test drive a **car**. The resource would be the doctor or the car.

Resource ID:	1															
Name:	<input type="text" value="Resource"/>															
Description:	<input type="text" value="Resource (ro)"/>	This field is used in the booking screen dropdown list.														
Access:	<input type="text" value="Everyone"/>	You can set whether this resource is available to everyone or only registered users.														
Category:	<input type="text" value="Calgary Office"/>	[Optional] Resource Category. See Resource Category setup screen for more details on when/why/how to use categories.														
Cost:	<input type="text"/>	Cost is a free form text field so you can put things like '\$10/hr + \$20 deposit'. This appears in the resource dropdown list for the customer.														
Rate:	<input type="text" value="12.34"/> Rate Unit: <input type="text" value="per Hour"/>	Rate is used by the PayPal implementation. Rate is the amount you charge as a decimal number. This is used by the system to calculate total charge for PayPal. o per Hour = calculate costs as rate x hours o per Booking = flat rate charge per booking														
Email to:	<input type="text"/>	To have notifications for this resource sent to one or more special email addresses, enter them here. Example: foo@bar.com,abc.xyz.com (use comma to separate multiple addresses) If this field is left blank resource requests will be sent to the address specified in the configuration section.														
SMS Phone:	<input type="text"/>	To have SMS text message notifications sent to this resource enter a cell phone here (only one supported). This feature requires a Clickatell account be setup and configured. See the Configure screen Clickatell tab.														
Maximum Seats:	<input type="text" value="1"/>	This setting works with 'Seat Types'. If no Seat Types are defined a booking will be count as one seat and no 'seats' data entry box will be shown to the customer. If Seat Types are defined, a single booking can be for x number of seats. This setting specifies the maximum number of seats that can be booked before the timeslot is shown as unavailable. <b>0 = unlimited.</b> (Max Seats replaces the old 'Max Duplicates'.)														
Default Calendar Category:	<input type="text" value="General"/> (EventList, JEvents, JCalPro, JCalPro2)	Enter a default calendar category for this resource. This is only applicable if you are using 'auto-accept' and a 3rd party calendar (JCalPro or JEvents)														
Default Calendar:	<input type="text" value="Default"/> (JCalPro2 ONLY)	Enter a default calendar for this resource. Google and JCalPro2 ONLY														
Google Login User:	<input type="text"/> (Google only)	Required to access Google Calendar to add/change events.														
Google Login Password:	<input type="text"/> (Google only)	Required to access Google Calendar to add/change events.														
Google Calendar ID:	<input type="text"/>	Only required if you are using a calendar other than the default for this login. This is obtained on the Google Calendar 'Calendar Settings' screen, Calendar Address section.														
Resource Administrators:	<input type="text" value="Administrator"/> <input type="button" value="Add &gt;&gt;"/> <input type="button" value="Administrator"/> <input type="button" value="Remove &lt;&lt;"/>	Select one or more users to be administrators for this resource. When a resource administrator accesses the front-end control they see only requests for their resources. A user can administer one or many resources and a resource can have one or many administrators.														
Time Slots:	<input type="text" value="Resource Specific"/>	Global = use 'Global' time slots Resource specific = this resource has it's own time slots defined. Use the Time Slots screen to set time slots.														
Allow Booking on Days:	<table border="0"> <tr> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td> </tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Un-check any days you wish to be disabled on the popup calendar. To block bookings on specific dates (eg: News Years day or holidays) use the Book-Offs tab.
Sun	Mon	Tue	Wed	Thu	Fri	Sat										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
Minimum lead time:	<input type="text" value="1"/> (hours)	Enter the minimum number of hours a person can book ahead. Example: set to 1 = someone can book an appointment for 1 hour from now, set to 24 and appointments less than 24 hours from now will be blocked. Normal setting is '0' with Disable Dates Before set to 'Tomorrow' means a visitor can book anytime tomorrow.														
Disable Dates Before:	<input checked="" type="radio"/> Today <input type="radio"/> Tomorrow <input type="radio"/> 0 days from now <input type="radio"/> Specific date: <input type="text" value="Today"/>	Dates to disable on user's popup calendar and GAD grid. Today = Disable booking of dates earlier than today (allow current day booking) Tomorrow = Disable booking of dates earlier than tomorrow (normal setting) x days from now = no bookings sooner than x days from now. Specific date = disable booking of dates before the selected date														
Disable Dates After:	<input checked="" type="radio"/> Not Set <input type="radio"/> 0 days from now <input type="radio"/> Specific date: <input type="text" value="Not Set"/>	Dates to disable on user's popup calendar and GAD grid. x days from now = no bookings beyond that x days from now. Not Set = allow bookings in the future with no limits (normal setting) Specific date = disable dates after the selected date														
The <i>Specific date</i> setting above when you want to allow bookings on <b>ONLY</b> certain dates, ex: appointments during a 3 day event. Disable dates before and after the event so users can only book appointments during the event. Leave as 'Tomorrow' and 'Not Set' for day to day appointment booking on an on-going basis.																
Display Order:	<input type="text" value="1"/>	Enter a number to indicate what order this resource should appear in the dropdown list.														
Published:	<input type="text" value="Yes"/>															

## *Toolbar Icons*

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

## *Edit Area*

**Name:** A resource must have a name. ex: 'Meeting Rom A' or 'Dr. Allan Harper.'

**Description:** The description is often just set to the name but can also include more information. This is the field that will be shown in the dropdown list so keep it as short as possible.

**Cost:** Cost is a free form text field so you can put things like '\$10/hr + \$20 deposit'. This appears in the resource dropdown list for the customer.

**Rate:** Rate is used by the PayPal implementation. Rate is the amount you charge as a decimal number. This is used by the system to calculate total charge for PayPal.

- per Hour = calculate costs as rate x hours
- per Booking = flat rate charge per booking

**Email To:** To have notifications for this resource sent to **one or more** special email addresses, enter them here. Example: foo@bar.com,abc.xyz.com (use comma to separate multiple addresses) If this field is left blank resource requests will be sent to the address specified in the configuration section. The resource level overrides the component level. If you set a notification address at the resource level, the component level is ignored, if you want both you will need to add both at the resource level.

**SMS Phone:** To have SMS text message notifications sent to this resource enter a cell phone here (only one supported). This feature requires a Clickatell account be setup and configured. See the Configure screen Clickatell tab. If this field is left empty, no SMS messages will be sent to the resource.

SMS notifications are sent, to the resource, on these events :

- New booking
- User cancel from front end
- Booking status change; [status any status] -> accepted, by admin or front-end admin.
- Booking status change; [status any status] -> cancelled, by admin or front-end admin.

### **Max Seats:**

This setting works with 'Seat Types' (see Seat Types later in this guide). If no Seat Types are defined a booking will be counted as one seat and no 'seats' data entry box(s) will be shown to the customer. If Seat Types are defined, a single booking can be for x number of seats. This setting specifies the maximum number of seats that can be booked before the timeslot is shown as unavailable.

**0 = unlimited.**

(Max Seats replaces the old 'Max Duplicates'.)

**Default Calendar Category:** Enter a default calendar category for this resource. This is only applicable if you are using 'auto-accept' and a 3rd party calendar (JCalPro or JEvents)

**Resource Administrators:** Select one or more users to be administrators for this resource. When a resource administrator accesses the front-end control they see only requests for their resources. A user can administer one or many resources and a resource can have one or many administrators.

**Time Slots:** Global = use 'Global' time slots, Resource specific = this resource has its own time slots defined. Use the Time Slots screen to set time slots.

**Allow Booking on Days:** Un-check any days of the week that the resource is NOT available for booking. For specific dates off, use Book-offs. See the Book-offs section of this guide for details.

**Minimum lead time\*\*:** Enter the minimum number of hours a person can book ahead. This was added for sites allowing 'current day' booking.

Example: set to 1 = someone can book an appointment for 1 hour from now, set to 24 and attempts to book appointments less than 24 hours from now will be blocked.

*Normal setting is '0' with Disable Dates Before set to 'Tomorrow' means a visitor can book anytime tomorrow.*

**Disable Dates Before\*\*:** Dates to disable on user's popup calendar and the GAD display.

- Today = Disable booking of dates earlier than today (allow current day booking)
- Tomorrow = Disable booking of dates earlier than tomorrow (normal setting)
- Specific date = disable booking of dates before the selected date

**Disable Dates After\*\*:** Dates to disable on user's popup calendar and the GAD display.

- Not Set = allow bookings in the future with no limits (normal setting)
- Specific date = disable dates after the selected date

You can use the above two settings when you want to allow bookings on ONLY certain dates, ex: appointments during a 3 day event. Disable dates before and after the event so users can only book appointments during the event. Leave as 'Tomorrow' and 'Not Set' for day to day appointment booking on an on-going basis.

**Display Order:** Enter a number to indicate what order this resource should appear in the dropdown list.

**Published:** Only resources with Published set to **Yes** will appear in the dropdown list on the Booking screen

**\*\*** These settings do not change the Graphic Availability Display (GAD) booking screen grid but do effect the validation. That means a user may see a timeslot that shows as available but when they try to book it the validation may tell them there is not enough lead time.



## Services

The first thing to point out is that Services are OPTIONAL - you do not need to set up any services unless you feel they would help or be useful to you.

**Resource Services**

See Help above for more information on when and why to use services.

Resource: **new guy**

ID	Service Name	Description	Resource	Order	Published
12	Leap tall buildings	internal only	new guy	0	✓

Display # 15

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### What is a Service?

A Service is an arbitrarily define entity that can be associated with resource. Services sit below resources in the structure hierarchy.

### Why use Services?

If your resource can be booked to perform multiple tasks. Creating services for a resource allows your user to choose the resource AND what service is to be performed. An example would be a staff member in a Spa, she can be booked to do various services, massage, manicure, etc.

### Things to know about Services.

You can create as many services as you wish for a resource. A service is specific to a resource but you can copy services to other resources. For example, if your Spa has three staff and all do massage, you can copy the 'massage' service to the other staff members (resources).

Services and categories can be used together and have no real relation to one another.

The service selected by the user will appear in the booking detail.

### Hierarchy

Resource Service -> Resource -> **Resource Service**



The image shows a web form with the following fields:

- Email:** An empty text input field.
- Resource:** A dropdown menu currently showing "Mr Smith".
- Services:** A dropdown menu that is open, showing two options: "Leap tall buildings" (which is highlighted in blue) and "Race Speeding Train".
- Date/Time:** An empty text input field.
- Comment:** An empty text input field.

### *Toolbar Icons*

**Publish:** Sets one or more services to Unpublished. Only Published services will appear in the drop down list on the Appointment Booking screen.

**Unpublish:** Sets one or more services to Unpublished so they will not show in the drop down list on the Appointment Booking screen.

**Copy:** Select one or more services to copy to another resource.

**Remove:** Deletes one or more services.

**Edit:** Opens the Service Edit screen to allow you to view and modify the Service.

**New:** Opens the New Service screen to allow you to add a new Service.

**Help:** Opens this help screen.

### *Filter*

**Resource:** select the resource who's services you wish to see.

### *List Area*

**ID:** Unique ID for the Service.

**Name:** Service name.

**Description:** Service description, for internal use, does not appear on user screen anywhere.

**Resource:** the resource this service is for.


**Display Order:** Order the services will appear in the Service drop down list.




**Published:** Indicates the published state.

Click on the **Name link** to open the edit screen.

## Service Detail

A Service is an arbitrarily define entity that can be associated with resource. Services sit below resources in the structure hierarchy.

 **Service Detail**

This screen is used to create or edit resource services.

ID:	13
Resource:	Service Man
Service Name:	<input type="text" value="Service 1 (30 min)"/>
Description:	<input type="text" value="Service 1 (30 min)"/>
Service Rate:	<input type="text" value="20.00"/> Rate Unit: <input type="text" value="per Hour"/>
Service Duration:	<input type="text" value="30"/> Rate Unit: <input type="text" value="Minutes"/>
Display Order:	<input type="text" value="1"/>
Published:	<input type="text" value="Yes"/>

Rate is used by the PayPal implementation. Rate is the amount you charge as a decimal number. This is used by the system to calculate total charge for PayPal.  
This rate, if set, overrides the resource rate.  
o per Hour = calculate costs as rate x hours  
o per Booking = flat rate charge per booking

The service duration will let you **override the timeslot size** for the length of the booking.  
Example: If the timeslot size is 60 minutes but you set a service duration of is 30 minutes, the end time of the booking will be forced to 30 minutes after the start time.  
Set to 0 to disable service duration for this service.

**NOTES:**  
1. **Use with caution!** If enabled, bookings are not longer constrained by timeslot boundaries.  
2. **ONLY** works with GAD Booking screen

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## Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

## Edit Area

**Resource:** The resource this service will apply to.

**Name:** Name of the service, this will appear in the drop down list on the Appointment Booking screen.

**Description:** For internal use only.

**Service Rate:** Rate is used by the PayPal implementation. Rate is the amount you charge as a decimal number. This is used by the system to calculate total charge for PayPal. This rate, if set, overrides the resource rate.

**Rate Unit:**

- per Hour = calculate costs as rate x hours
- per Booking = flat rate charge per booking

**Services Duration:** The service duration will let you override the timeslot size for the length of the booking.

*Example:* If the timeslot size is 60 minutes but you set a service duration of is 30 minutes, the end time of the booking will be forced to 30 minutes after the start time.

Set to 0 to disable service duration for this service

**Rate Unit:**

- Minutes
- Hours

**NOTES:**

1. Use with caution! If enabled, bookings are **not longer constrained by timeslot boundaries** and some other features will no longer work (seats per booking for example)
2. **ONLY** works with **GAD Booking screen**

**Order:** This determines the order this service will appear in the service drop down list on the Appointment Booking screen.

**Published:** Only services with Published set to **Yes** will appear in the drop down list on the Appointment Booking screen.

### Service Copy

You can copy a service from one resource to one or more others.

Select a service in the service list, then click on Copy.

**Copy Resource Service(s)**

Copy Resource Service(s)

Destination Resource

Dr Foo  
Dr O'Bar  
Mr Jones  
Mr Smith  
new guy

Select one or more resources.

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Choose your destination resources for the copy, then click Copy Now.








## Timeslots

A Time Slot is a block of time in the day that you wish to allow visitors to book. A day can have as many time slots as you like.

The Appointment Booking component stores a booking with a start and end date and time. The time slot just allows you to specify a fixed start/end that is easy for your visitor to choose.

Note: Changing a time slot has no effect on previously created bookings.

 **Time Slots**

[Appointments](#) | [Categories](#) | [Resources](#) | [Services](#) | **[Time Slots](#)** | [Book-Offs](#) | [UDFs](#) | [Configure](#) | [PayPal Transactions](#) | [More...](#)

**Time Slots List** Resource: **Global** Day: **Monday**

<input type="checkbox"/>	ID	Resource	Day	Start	End	Published
<input type="checkbox"/>	1	Global	Monday	08:00	09:00	
<input type="checkbox"/>	2	Global	Monday	09:00	10:00	
<input type="checkbox"/>	3	Global	Monday	10:00	11:00	
<input type="checkbox"/>	4	Global	Monday	11:00	12:00	
<input type="checkbox"/>	5	Global	Monday	13:00	14:00	
<input type="checkbox"/>	6	Global	Monday	14:00	15:00	
<input type="checkbox"/>	7	Global	Monday	15:00	16:00	

Display # 15

\* Resources with their 'time slots' set to 'Global' will NOT appear in this list.  
To set resource specific timeslots for a resource you must first set the 'timeslots' setting for the resource to 'Resource Specific'

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## Toolbar Icons

**Publish:** Only Published time slots will appear in the dropdown list on the Appointment Booking screen.

**Unpublish:** Hides a time slot.

**Copy:** Copy one or more time slots to a different day.

**Remove:** Deletes one or more time slots.

**Edit:** Opens the Time Slot edit screen to allow you to change the day, start time and/or end time.

**New:** Creates a new time slot, allowing you to set the day, start and end time.

**Help:** Opens this help screen.

## Filters

**Resource:** Show only time slots for a selected resource. Resources with their 'time slots' set to 'Global' will NOT appear in this list. To set resource specific timeslots for a resource you must first set the 'timeslots' setting for the resource to 'Resource Specific'

**Day:** Show only time slots for a selected day.

## List Area

**ID:** Unique ID for the time slot.

**Day:** Day the time slot applies to.

**Start:** Start time for the time slot.

**End:** end time for the time slot.

Click on the **ID link** to open the edit screen.

Click on the icon in the Published column to toggle the published state.


Click on the ID link to open the edit screen.




## Timeslot Detail

A Time Slot is a block of time in the day that you wish to allow visitors to book an appointment. A day can have as many time slots as you like.

The Appointment Booking component stores a booking with a start and end date and time. The time slot just allows you to specify a fixed start/end that is easy for your visitor to choose.

Note: Changing a time slot has no effect on previously created bookings.

 **Time Slot Detail**



This screen is used to create or edit time slots.  
Note: The system does no validation that the time slot you create is correct.  
You must take care not to create overlapping time slots or slots with start time after end time.

ID: 7

Resource: Global (Resources with their 'time slots' set to 'Global' will not appear in this list)

Day: Monday

Start: 15 : 00 (hh:mm)

End: 16 : 00 (hh:mm)

Description:  The description is shown on the timeslot on the GAD booking screen. There is not much room so keep it brief. This would only be used if you need to provide special information about the timeslot, for example 'Morning Session'. If left blank, no description is shown and the green checkmark image is displayed.

Published: Yes

Notes:

- Changes to timeslots will have NO EFFECT on existing bookings.
- When checking for duplicate bookings, ABPro uses (starttime + 1 second) to (endtime - 1 second) so adjacent slots can be set with common end points  
Example: 9:00-9:15 next slot can be 9:15-9:20.
- Currently no support for timeslots going past midnight.

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## Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

## Edit Area

**Resource:** Select either 'Global' or a specific resource name. Resources with their 'time slots' set to 'Global' will not appear in this list.

**Day:** Choose the day you want this time slot to apply to.

**Start:** Select the **start time** for this time slot.

**End:** Select the **end time** for this time slot. Ensure the end time is after the start time.

**Description:** The description is shown on the timeslot on the GAD booking screen. If left blank, no description is shown, the green checkmark image is displayed.

There is not much room so keep it brief. This would **only be used** if you need to provide **special information** about the timeslot, for example 'Morning Session'.

**Published:** Only time slots with Published set to **Yes** will appear in the dropdown list on the Resource Booking screen

Notes:

- Changes to time slots will have NO EFFECT on existing bookings.
- When checking for duplicate bookings, ABPro uses (starttime + 1 second) to (endtime -1 second) so adjacent slots can be set with **common end points**  
Example: 9:00-9:15 next slot can be 9:15-9:20.
- Currently no support for time slots going past midnight.

## Timeslot Copy

You can copy one or more timeslots to another day. This means you can setup one day's timeslots and copy them to any other days of the week you need. You can copy from Global to a specific resource or vice versa.

## Copy Time Slots

 Copy Now  Cancel

Copy Time Slot(s)

Destination Resource

Global ▼

Destination Day(s)

Sun Mon Tue Wed Thu Fri Sat  
☐ ☐ ☐ ☐ ☐ ☐ ☐  
Check all days that wish the time slots copied to.

- Copying timeslots will have NO EFFECT on existing bookings.
- Resources with their 'time slots' set to 'Global' will NOT appear in this list.
- To set resource specific timeslots for a resource you must first set the 'timeslots' setting for the resource to 'Resource Specific'

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## Book-Offs

A Book-Off is a specific date or dates that you do not want to allow bookings for a resource. Examples would be holidays, vacation days, etc. As of version 1.4.3 you can specify a range of hours if you do not want to book-off the full day.

For blocking days of the week (ie: only book Mon, Wed, Fri) - use Resource setup, Basic Setup tab, 'Allow Booking on Days'



## Book-Offs

 Publish  Unpublish  Copy Book-Off(s)  Remove  Edit  New  Help

Control Panel | Appointments | Categories | Resources | Services | Time Slots | **Book-Offs** | UDFs | Configure | More..

### Book-Offs List

Resource: Resource (ro) ▼

Use this to screen specify specific dates that you do not want to allow bookings (book-off, holidays, vacation, etc).

For blocking days of the week (ie: only book Mon, Wed, Fri) - use Resource setup, Basic Setup tab, 'Allow Booking on Days'

<input type="checkbox"/>	ID	Resource	Date Off▲	Full Day	Hours	Description	Published
<input type="checkbox"/>	1	Resource	Wednesday August 5, 2009	No	07:00-12:00	Golfing	✓
<input type="checkbox"/>	2	Resource	Thursday August 20, 2009	Yes	00:00-00:00	Out of Town	✓
<input type="checkbox"/>	3	Resource	Thursday December 24, 2009	Yes	00:00-00:00	Christmas	✓
<input type="checkbox"/>	4	Resource	Friday December 25, 2009	Yes	00:00-00:00	Christmas	✓
<input type="checkbox"/>	5	Resource	Saturday December 26, 2009	Yes	00:00-00:00	Christmas	✓
<input type="checkbox"/>	6	Resource	Sunday December 27, 2009	Yes	00:00-00:00	Christmas	✓
<input type="checkbox"/>	7	Resource	Monday December 28, 2009	Yes	00:00-00:00	Christmas	✓

Display # 15 ▼

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## *Toolbar Icons*

**Publish:** Only Published book-offs will affect the popup calendar in the Resource Booking screen.

**Unpublish:** Only Published book-offs will affect the popup calendar in the Resource Booking screen.

**Copy:** Copy a book-off to a different resource.

**Remove:** Deletes one or more book-offs.

**Edit:** Opens the Book-Off edit screen to allow you to change the date or description\*.

**New:** Creates a book-off, allowing you to set the resource, date and description\*.

**Help:** Opens this help screen.

\*Description is for internal use only and is not shown to the public.

## *Filters*

**Resource:** Show book-offs for a selected resource.

## *List Area*

**ID:** Unique ID for the book-off record.

**Resource:** Resource the book-off applies to.

**Date Off:** Date of book-off.

**Full Day:** Yes or No

**Hours:** If not Full Day, shows what hours are booked-off.

**Description:** Text entered here will appear in booking screen.

Click on the **ID link** to open the edit screen.

Click on the icon in the Published column to toggle the published state.


Click on the ID link to open the edit screen.




## **Book-Off Detail**

A Book-Off is a specific date or dates that you do not want to allow bookings for a resource. Examples would be holidays, vacation days, etc.



Detail for Edit:




**Book-Off Detail**

This screen is used to create or edit book-offs.

ID:	1			
Resource:	Resource			
Date:	2009-08-05			
Full Day:	No		<p>If <b>Full Day = No</b>, use the start/end times to determine the booking start and ending times. These times are ignored if you set Full Day = Yes. You <b>must</b> set the bookoff range to match timeslot boundaries. For example if you have a timeslot that runs from 10:00-11:00 do not start you book-off at 10:30.</p>	
Start:	07	: 00		(hh:mm)
End:	12	: 00		(hh:mm)
Description:	Golfing		Text entered here will be displayed in the book-off area on the GAD booking screen.	
Published:	Yes			

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Detail for add NEW has a 'To' date box for creating a group of book-offs between two dates:


**Book-Off Detail**





This screen is used to create or edit book-offs.

ID:				
Resource:	Resource			
Date:		To: 		
Full Day:	Yes		<p>If <b>Full Day = No</b>, use the start/end times to determine the booking start and ending times. These times are ignored if you set Full Day = Yes. You <b>must</b> set the bookoff range to match timeslot boundaries. For example if you have a timeslot that runs from 10:00-11:00 do not start you book-off at 10:30.</p>	
Start:	00	: 00		(hh:mm)
End:	00	: 00		(hh:mm)
Description:			Text entered here will be displayed in the book-off area on the GAD booking screen.	
Published:	No			

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### Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

## Edit Area

**Resource:** In edit mode this will show the name of the resource owning this book-off record. In Add New mode, you select the specific resource name.

**Date:** Date for the Book-Off, use the popup calendar to choose a date.

**Full Day & start/end:** If Full Day = No, use the start/end times to determine the booking start and ending times. These times are ignored if you set Full Day = Yes.

You must set the book-off range to match timeslot boundaries. For example if you have a timeslot that runs from 10:00-11:00 do not start your book-off at 10:30.

**To:** (only for add new) Book-offs are stored as individual dates, NOT date ranges. This screen will create a series of book-offs between two dates. To edit or remove the book-off you must deal with them as individual dates.

**Description:** Description of the book-off is for internal use only and is not shown to the public.

**Published:** Only Book-Offs with Published set to **Yes** will affect the popup calendar.

## Copy Book-offs

You can copy a book-off from one resource to one or more others.

Select a book-off in the book-off list, then click on Copy.

### Copy Book-Off(s)

Copy Book-Off(s)

Destination Resource

Dr Foo

Dr O'Bar

Mr Jones

Mr Smith

new guy

Select one or more resources.

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Choose your destination resources for the copy, then click Copy Now.

## UDFs

The UDF system within ABPro allows you to add any number of additional data entry fields to your booking screen. You can add textboxes, checkboxes, dropdown lists or radio buttons to your screen. The values entered by the user will be displayed in the appointment detail screen.

**Appointment Booking**

Enter header text here - clear for no header

Your Name:

Phone:

Email:

Favorite Fruit: ☒ Apples ☐ Oranges ☐ Bananas

Sex:  help here


Meaning of life:

Category:







Resource:

Enter footer text here - clear for no footer

powered by AppointmentBookingPro.com v 1.4








# User Defined Fields

 Publish
  Unpublish
  Remove
  Edit
  New
  Help

[Appointments](#)
[Categories](#)
[Resources](#)
[Services](#)
[Time Slots](#)
[Book-Offs](#)
[UDFs](#)
[Configure](#)
[PayPal Transactions](#)
[More...](#)

## User Defined Fields

<input type="checkbox"/>	ID▲	Screen Label	Type	Required	User Help	Order	Published
<input type="checkbox"/>	1	Refreshments	Textbox	No	(ex: coffee for 101)	1	
<input type="checkbox"/>	2	Accept Terms	Checkbox	No	Do you need a projector	3	
<input type="checkbox"/>	4	Favorite Fruit	Radio	—	help here	2	
<input type="checkbox"/>	10	Meaning of life	Textarea	No	o'boy	6	
<input type="checkbox"/>	12	Sex	List	—		5	

Display # 15 ▼

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## Toolbar Icons

**Publish:** Only Published UDFs will appear in the booking screen.

**Unpublish:** Only Published UDFs will appear in the booking screen.

**Remove:** Deletes one or more UDFs.

**Edit:** Opens the UDF edit screen to allow you to change the UDF's information.

**New:** Creates a new UDF.

**Help:** Opens this help screen.

### *List Area*

**ID:** Unique ID for the UDF record.

**Screen Label:** The label for the UDF on the booking screen.

**Type:** Textbox, Checkbox, List or Radio Button.

**Required:** You can set any Textbox UDFs to be a required field.

**User Help:** You can define help text that will appear below the UDF on the booking screen. This is intended to assist the user in filling in the box.


**Order:** The order in which the UDFs are presented on the booking screen.

Click on the **ID link** to open the edit screen.




Click on the icon in the Published column to toggle the published state.

## UDF Detail

The UDF system within ABPro allows you to add any number of additional data entry fields to you booking screen. You can add textboxes, checkboxes or radio buttons to you screen. The values entered by the user will be displayed in the appointment detail screen.



### User Defined Field Detail



CancelSaveHelp

This screen is used to create or edit User Defined Fields.

ID:	3
Screen Label:	<input type="text" value="Cell phone"/>
Type:	<input type="text" value="Textbox"/>
Size:	<input type="text" value="40"/> (only applies if control type = Textbox)
Rows:	<input type="text" value="2"/> (only applies if control type = Textbox)
Columns:	<input type="text" value="40"/> (only applies if control type = Textbox)
Radio Buttons or List Items:	<input type="text"/> <small>Comma separated radio button or dropdown list values, use "(d)" to indicate default selection. Example: "Apples, (d)Oranges, Bananas". MAX 255 characters</small>
Required Field:	<input type="text" value="No"/> (only applies if control type = Textbox, Textarea or Checkbox)
Help Text:	<input type="text"/>
Tooltip:	<input type="text"/>

You can assign this UDF to one or more resources. If NOT assigned, it will be shown for ALL.

Resources:

Select one or more resources that this UDF applies to. If you wish this UDF to be shown for ALL resources, do not select any.

Empty = ALL

---

If you are using Community Builder and wish to populate an ABPro UDF field from a CB profile field, set the field mapping here.  
Only Textbox or Textarea fields can pre-fill from Community Builder.

CB Profile Field:	<input type="text" value="Select a CB profile value"/>
Read Only:	<input type="text" value="No"/> Set to Yes if you do not want visitor to change the value. <small>Note: Changes, if allowed, are never written back to CB. Changes are only stored in the ABPro booking.</small>

---

If you are using JomSocial and wish to populate an ABPro UDF field from a JS profile field, set the field mapping here.  
Only Textbox or Textarea fields can pre-fill from JomSocial.

JS Profile Field:	<input type="text" value="Land phone"/>
Read Only:	<input type="text" value="Yes"/> Set to Yes if you do not want visitor to change the value. <small>Note: Changes, if allowed, are never written back to JS. Changes are only stored in the ABPro booking.</small>

---

Display Order:	<input type="text" value="1"/>
Published:	<input type="text" value="Yes"/>

Notes: All text fields can accept a maximum of 255 characters.

## Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

## Edit Area

**Screen Label:** The label for the UDF on the booking screen.

**Type:** Textbox, Textarea, List, Checkbox or Radio Button.

**Size:** You can set the size that textboxes will be shown on the booking screen. The size of the textbox does not limit the amount of text that can be entered, just the on-screen size of the box. The max text allowed is 255 characters.

**Rows:** This will set the number of rows if the 'Type' is textarea. The size of the textbox does not limit the amount of text that can be entered. The max text allowed is 255 characters.

**Columns:** This will set the number of columns if the 'Type' is textarea. The size of the textbox does not limit the amount of text that can be entered. The max text allowed is 255 characters.

**Radio Buttons or List Items:** Enter a comma separated list of words or phrases that are to be used as the radio button labels or listbox items. You can specify one to be initially selected by adding a "(d)" (to indicate default selection). Example: "Apples, (d)Oranges, Bananas", will open the booking screen with the Oranges selected.

**Required Field:** You can set any Textbox, or Textarea, UDFs to be a required field. This setting is ignored for non-Textbox/Textarea UDFs.

**Help Text:** You can define help text that will appear below the UDF on the booking screen. This is intended to assist the user in filling in the box.

**Tooltip Text:** You can define tooltip text that will appear when the user puts the mouse over the UDF on the booking screen.

**Resources:** By default UDFs show for all resources. You can set a UDF to only show for one or more specific resources.

For UDFs set to show for ALL resources, they appear above the resource dropdown, resource specific below.

### Appointment Booking

Enter header text here - clear for no header

Your Name:

Phone:

Email:

Refreshments:   
(ex: coffee for 101)

City:

Category:

Resource:

Favorite Fruit: ☒ Apples ☐ Oranges ☐ Bananas  
[help here](#)

Grid Start Date:

Grid Start:  End:

	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM
Fri 15-May-2009	✓	✓	✓	✓		✓		✓	

UDFs for ALL resources

UDFs for specific resources

To have a UDF show for a specific resource select the resource from the left list and 'Add' to the right.

You can assign this UDF to one or more resources. If NOT assigned, it will be shown for ALL.

Resources:

Empty = ALL

Select one or more resources that this UDF applies to. If you wish this UDF to be shown for ALL resources, do not select any.

To have a UDF appear for ALL resources, do not 'Add' any.

**Community Builder:** You can map UDF textboxes to Community Builder profile data. See 'Community Builder and ABPro' for details.

**JomSocial:** You can map UDF textboxes to JomSocial profile data. See 'JomSocial and ABPro' for details.

**Order:** The order in which the UDFs are presented on the booking screen.

**Published:** Only Published UDFs will appear in the booking screen.



## Configuration

The configuration screen is made up of several tabs.

### Basic Setup

**Component Configuration**

Control Panel | Appointments | Categories | Resources | Services | Time Slots | Book-Offs | UDFs | **Configure** | More..

**Appointment Booking Configuration**

Basic Setup | Calendars | Graphic Availability Display | Messages | PayPal | Clickatell

Send email notifications TO:   
(multiple recipient example: joe@abc.com,frank@xyz.com)

Email notification FROM address:

Email notification SUBJECT:

HTML email: Yes

Login Required: No

Phone: Optional [optional] Fetch data from CB profile: Select a CB profile value Read Only: No   
[optional] Fetch data from JS profile: Mobile phone

Email: Optional

Hide logo: No

Use DIV Calendar: Yes

Date Picker Start Day: Sunday

Limit User's Daily Bookings: 2

Auto-Accept Bookings: Yes

No up to 4 hours before booking. Absolute hours, not range hours.

Allow Cancellation: Note: This system does not do PayPal refunds so if you have PayPal enabled AND you 'Allow Cancellation' you must manually refund payments.

Time Format: 12 hour AM/PM

Activity Logging: Off

Header Text:

Footer Text:

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**Send email notifications TO:** When a new booking request is created by the front-end screen, a notification is emailed to the address specified here. Note this can be overridden at the resource level, so different resources can send notifications to different addresses.

**Email notification FROM address:** Any emails sent from the component must have a FROM address. This should be the same domain as you web site. Example: if your web site is **abc.com**, the FROM must be **somebody@abc.com** or else you mail server may reject the outgoing mail as 'relayed' or spam.



**Email notification SUBJECT:** This will be the subject used in email notifications

**HTML email:** Yes = send HTML formatted email, No = send plain text emails.

**Login Required:** If set to Yes only registered users will be allowed to submit a booking.

**Phone:** Make the phone number a required input field, optional field or hide altogether. You can also map the phone number to either Community Builder or JomSocial. See the appropriate sections later in the guide.

**Email:** Make the email address a required input field, optional field or hide altogether.

**Hide logo:** Hide the AppointmentBookingPro.com link on the front-end screen.

**Use DIV calendar:** If set to Yes, the popup calendar used by the booking screens will be a CSS div based object, if No it will be a popup window.

**Date Picker Start Day:** The date picker popup calendar can be set to start the week with Sunday or Monday.

**Limit User's Daily Bookings:** You can limit the maximum number of booking a user can make in a day. This requires the user to be logged in.

**Auto-Accept Bookings:** Normally a booking 'request' is created, with the status of 'new', and notification is send to the address specified above. A designated administrator would make the decision to accept or decline the booking request. With Auto-Accept = Yes, the 'new' status is skipped and the booking as added with the status of accepted. Bookings with status of 'new' do not lock the timeslot. Only 'accepted' bookings do that. You can have any number of 'requests' for the same timeslot but only one can be accepted. With Auto-Accept enabled the first booking locks the slot to prevent duplicates. (Unless multiple duplicates are allowed – see resource set for details)

**Allow Cancellation:** If set to 'Yes', a system generated, unique, code is created and added to the booking. You can add this code to the confirmation sent to the user via tokens (see Tokens on the Messages tab). With Allow Cancellation = Yes, a section will be shown, at the bottom of the booking screen, where the user can enter their cancellation code and have their booking cancelled. This does not remove the booking, it just changes the status to 'cancelled' It will remove the booking from the calendar if one is in use.

Note: PayPal refunds are not handled by ABPro so if you allow cancellation and are using PayPal you will need to manually refund as required.

**up to x hours..:** You can set a minimum time, before the booking, that cancellation will be accepted. For example, if you set it to 24 hours and the customer attempts to cancel 4 hours before, they will get a message saying cancellations are only allowed up to x hours before the booking starts. See Messages tab for setting the exact wording you want.


**Time Format:** You can specify the time format to be used on the front-end screen, either 24 hour or 12 hour +AM/PM. All internal times and administrator screens are in 24 hour format.

**Activity Logging:** You can have ABPro log admin activity. This is useful when you have front desk staff making changes to bookings. You can see who did what and when. In Max mode it generates a lot of data and should be used with caution. The results can be viewed via the 'Activity Logging' link in the ABPro control panel.



**Header Text:** Enter any information text that you would like to be displayed above the input fields of the booking screen.

**Footer Text:** Enter any information text that you would like to be displayed above the input fields of the booking screen.

## Calendars



### Component Configuration



[Control Panel](#) | [Appointments](#) | [Categories](#) | [Resources](#) | [Time Slots](#) | [Services](#) | [Book-Offs](#) | [UDFs](#) | [Configure](#) | [More...](#)

#### Appointment Booking Configuration

[Basic Setup](#) | **Calendars** | [Graphic Availability Display](#) | [Messages](#) | [PayPal](#) | [Clickatell](#)

Choose which optional 3rd party Calendar you want the Appointment Booking System to talk to.

- ☐ None
- ☐ EventList ([click here for more information about EventList](#))  
This one is not a actualy calendar but some people really like it.
- ☒ Google ([click here for more information about Google Calendar](#))  
Requires an account with Google and Zend Google Data Client Libraries installed on your server.
- ☐ JCalPro ([click here for more information about JCalPro](#))  
JCalPro has chosen to store times in the database as GMT or UTC-0 rather than the time entered. Then they convert back to local time when displaying the calendar. This version of ABPro now works with the latest JCalPro v1.5.9 build 383. Before saving an entry to the JCalPro data tables, the times are adjusted based on your time zone set in Joomla's Global settings. Changing your Joomla's Global time zone will effect the JCalPro times for bookings already saved.
- ☐ JCalPro2 ([click here for more information about JCalPro](#))  
JCalPro version 2 and above.
- ☐ JEvents ([click here for more information about JEvents](#))  
Version 1.4.3 for Joomla 1.5.x legacy mode only. Remember to create and publish a calendar category in JEvents.
- ☐ Thyme Calendar ([click here for more information about Thyme](#))  
Not simple to implement but very powerful. This is a non-Joomla calendar that comes with a utility to integrate with Joomla as a normal component. A bit of a learning curve to set it up but it is very versatile. Note: When installing Thyme, you must install into the Joomla database with the table prefix 'thyme\_'

---

Calendar Fields:

Event Title:  This is the value that will appear in the calendar view on the day cell.  
resource.name = the name of the resource being booked  
request.name = the person making the booking  
UDFs, the screen labels for published UDFs of type textbox, radio or list, will be in the list also. If you select one of those, the user's choice or text entry will be used as the calendar entry title. Use caution with textbox types as anything the user enters will appear in the calendar.

Event Body:  This will appear in the calendar detail area. You can use the tokens as listed on the 'Messages' tab.

Daylight Savings Time:  ABPro stores times in local time but some 3rd party calendars store in UTC (or GMT) and ABPro needs to convert local to UTC by using the Joomla time zone setting. Not everywhere in the world implements DST. This setting lets you tell ABPro if it should apply DST when converting to UTC.

Appointment Booking Pro can be set to work with several 3rd party calendars, Google, JCalPro, JEvents, EventList or Thyme.

There is no direct connection between ABPro and the calendars; ABPro just adds/removes data from the calendar's tables. This means the communication is one-way, ABPro knows about the calendar but the calendar has no knowledge of ABPro. You cannot initiate a booking from the 3rd party calendar and have it talk to ABPro.

When a calendar is chosen, a section dealing with the calendar will appear in the booking details screen.

Request Status: 

Accepted

Current Calendar: JCalPro

Post to Calendar: 

Yes

Calendar Category: 

General

Calendar Comment:

**None:** do not use a 3rd party calendar

**EventList:** Use EventList

**Google:** Use Google calendar. See ‘Google Calendar and ABPro’ later in this guide for details.

**JCalPro/JCalPro2:** Use JCalPro or JCalPro2

Etc.

**Calendar Fields:** 3rd party calendars have a 'title' and 'body' area. The title is what appears in the calendar cell, the body is what appears when you open a calendar date for details on the event. You can tell ABPro which field to put in which area.

**Event Title:** Choose either resource.name (name of the resource) or request.name (name of the requestor)

**Event Body:** This is what will be placed in the calendar body area. You can use tokens too insert booking information.

These are the **tokens available**:

Token	Will be replaced with	Token	Will be replaced with
[resource]	name of the resource being booked	[resource_category]	the resource category
[requester name]	the name of the requester	[resource_service]	the resource service
[startdate]	start date of the booking	[phone]	the phone number of the requester
[starttime]	start time of the booking	[email]	the email address of the requester
[enddate]	end date of the booking	[cancellation_id[]]	the system generated cancellation_id3
[endtime]	end time of the booking		

for UDFs

UDF example

[screen label] the UDF label

[Favorite Fruit] value entered by user for Favorite Fruit

Example:

Calendar Fields:

Event Title:  This is the value that will appear in the calendar view on the day cell.  
resource.name = the name of the resource being booked  
requester.name = the person making the booking

Event Body:  This will appear in the calendar detail area. You can use the tokens as listed on the 'Messages' tab.

Yields (show using JCalPro but they all work the same)..

search...

Monthly View Flat View Weekly View Daily View Categories Search

Event: 'Safety'

General  
This is the default category.

Date: Thursday, March 05, 2009 At 09:00 AM  
Duration: 1 Hour 30 Minutes

Meeting Room Name Meeting Room D  
Date and Time [Thursday March 5, 2009:9:00 AM - Thursday March 5, 2009:10:30 AM  
Contact Rob Stevens  
Contact Email rob.stevens@softventures.com  
[req id:237]

Back




Search Calendar  
Type in some keywords... Go

Powered by JCal Pro Calendar 1.9

Note: The 3<sup>rd</sup> party calendar is optional. Some offices like to use one for getting different views of upcoming appointments. If you make the calendar available to the public, it is not recommended that you display email addresses like in the sample above.

**Daylight Savings Time:** ABPro stores times in local time but some 3rd party calendars store in UTC (or GMT) and ABPro needs to convert local to UTC by using the Joomla time zone setting. Not everywhere in the world implements DST. This setting lets you tell ABPro if it should apply DST when converting to UTC.

## Graphic Availability Display

 **Component Configuration**  

Control Panel | Appointments | Categories | Resources | Services | Time Slots | Book-Offs | UDFs | **Configure** | More..

**Appointment Booking Configuration**

Basic Setup | Calendars | **Graphic Availability Display** | Messages | PayPal | Clickatell

These settings are used for the Graphic Availability Display booking screen only.

Default Grid Start Time:	8:00	
Default Grid End Time:	17:00	
Hide Grid Start/Stop controls:	No	Yes=Do not show the grid start/end dropdown lists on the GAD screen. The grid will be fixed at the values above.
Grid Start Day:	<input type="radio"/> Today <input checked="" type="radio"/> Tomorrow <input type="radio"/> Monday <input type="radio"/> 1 days from now <input type="radio"/> Specific date: Tomorrow	Today = Grid will start with today's date Tomorrow = Grid will start with tomorrow's date x days from now = Grid will start at x days from now. Specific date = Grid will start at the selected date
Grid Width:	700	You may need to adjust this to work with your template. It cannot be a % as the system must calculate a ratio of pixels to grid minutes for resizing grid. (default is 700)
Name Width:	100	This is the with of the Y-Axis for the availability table. Either date or name. (default is 100)
Available Time Slot image:	/administrator/images/tick.png	Path to image, example.. /administrator/images/tick.png
Booked Time Slot image:	/administrator/images/publish_x.png	Path to image, example.. /administrator/images/publish_x.png
Number of days to show:	7	When viewing by resource, this sets the number of days to show in the grid. Default is 7. More days = longer screen and slower response as more days need to be calculated and added to the grid.
Show Seats Available:	No	Instead of a checkmark indicating a free timeslot, show the number of available seats.

Appointment Booking Pro Ver. 1.4.5 - Copyright 2008-2010 - Soft Ventures, Inc.

These settings are used for the Graphic Availability Display (GAD) booking screen only.

This display presents an alternate booking screen in which the user chooses a timeslot from a table of available slots.

**Default Grid Start Time:** The user can adjust the grid or table of timeslots to display an appropriate range of hours. This setting is the default when the screen opens.

**Default Grid End Time:** The user can adjust the grid or table of timeslots to display an appropriate range of hours. This setting is the default when the screen opens.

**Hide Grid Start/Stop controls:** If you do not need or want your visitors to change the grid range you can turn off the controls. If you use many small timeslots the grid start/stop gives the visitor the ability to zoom in on a block of time to better see small timeslots.

**Grid Start Day:** Set what day the grid opens on.

**Grid Width:** This is the width of the timeslots grid. You may need to adjust this to work with your template. This must be a number of pixels, not a percentage, as the system must calculate a ratio of pixels to grid minutes for resizing grid. (default is 700)

**Name Width:** This is the width of the Y-Axis for the availability table. Either date or name. Again, it must be a number of pixels not a %. (default is 100)

**Available Time Slot image:** You can specify an image to be shown in the available timeslots. This is a path to image, example: `"/administrator/images/tick.png"`


**Booked Time Slot image:** You can specify an image to be shown in the booked or unavailable timeslots. This is a path to image, example: `"/administrator/images/publish_x.png"`



**Number of days to show:** This setting determines the number of days to display in the availability grid. Default is 7.

The colors for this screen are set in the css file and can be tailored to you site. See the section on CSS elsewhere in this guide.



## Messages

 **Component Configuration**

Appointments | Categories | Resources | Services | Time Slots | Book-Offs | UDFs | **Configure** | PayPal Transactions | More..

**Appointment Booking Configuration**

Basic Setup | Calendars | Graphic Availability Display | **Messages** | PayPal | Clickatell

These messages are used for both email and screen display.

Booking Complete:	<code>&lt;b&gt;Thank you for your order.&lt;/b&gt; &lt;br/&gt; &lt;br/&gt;&lt;b&gt;[resource], [resource_service]&lt;/b&gt; has been booked for &lt;b&gt;&lt;i&gt; [requester name]&lt;/i&gt;&lt;/b&gt; for this date/time:&lt;br&gt; &lt;b&gt;[startdate] [starttime]&lt;/b&gt;to &lt;b&gt;[enddate] [endtime]&lt;/b&gt;&lt;br&gt; &lt;/b&gt;&lt;br/&gt;Your Cancellation ID is &lt;b&gt;[cancellation_id]&lt;/b&gt;&lt;br/&gt; To cancel your booking enter this code into the booking screen. &lt;br/&gt;&lt;i&gt;[resource_category]&lt;/i&gt;</code>	This is the confirmation of request processing completion.
SMS Booking Complete:	<code>[resource] has been booked for [requester name] for: [startdate] [starttime] to [enddate] [endtime]</code>	This is the booking notification sent as a text message if Clickatell is enabled and the resource has an SMS phone number set. <b>MAX 160 characters</b> for a text message.
Booking In-Progress:	<code>Thank you, [requester name]. &lt;br&gt;Your request in will be reviewed shortly.</code>	When not running with auto-accept enabled, new bookings go in with a status of 'new'. This is the generic 'Thank you' message. You might want to tell the user their request is being reviewed.
SMS In-Progress:	<code>Thank you, [requester name]. &lt;br&gt;Your request in will be reviewed shortly.</code>	This is the booking notification sent as a text message if Clickatell is enabled and the resource has an SMS phone number set. <b>MAX 160 characters</b> for a text message.
Cancellation:	<code>Your booking for [resource] on [startdate] has been cancelled, thank you.</code>	This is the confirmation message for user initiated cancellation.
SMS Cancellation:	<code>Your booking for [resource] on [startdate] has been cancelled, thank you.</code>	This is the cancellation notification sent as a text message if Clickatell is enabled and the resource has an SMS phone number set. <b>MAX 160 characters</b> for a text message.
Too late to Cancel:	<code>Cancellation is only accepted up to 24 hours before your booking.</code>	This message tells the user trying to cancel that it is too close to the booking time.

Several important messages produced by the system are represented here for you to edit.

There are two types of most messages, an email message and an SMS text message. SMS text messages are limited to 160 characters in length so we need essentially a short version and a long version.

**Booking Complete:** This message is used when the booking is complete. You can use the tokens listed at the bottom of the screen in this message.

Example:

Booking Complete:

```

<b>Thank you for your order.</b>
<br><br><b>[resource]</b> has been booked for <b><i>[requester name]
</i></b> for this date/time:<br>
<b>[startdate] [starttime]</b><br>to <b>[enddate] [endtime]
</b><br><br>Your Cancellation ID is <b>[cancellation_id]</b><br>
To cancel your booking enter this code into the booking screen.

```

## Appointment Booking

Thank you for your order.

Dr Bar has been booked for *Rob Stevens* for this date/time:  
**Monday October 27, 2008 3:00 PM**  
to **Monday October 27, 2008 4:00 PM**

Your Cancellation ID is **c42124feb2766ab2b1457c9e9eae146c**  
To cancel your booking enter this code into the booking screen.

**In Progress** is used when Auto-Accept is set to No, or when using PayPal and the visitor gets back to the site, from PayPal.com, before the PayPal ipn has confirmed payment.

**Cancellation:** This is the confirmation message for user initiated cancellation. It appears on the booking screen so best to keep it short and sweet ;-)

☐ Copy me on the email request

Cancel Code:

Your booking has been cancelled.  
Thank you.

Enter footer text here - clear for no footer

**Too late to Cancel:** You set the number of hours before a booking that you will allow a cancellation. (See basic setup)  
This is the message the user will get if they try to cancel too close to the booking time. This is also on the booking screen so it should be kept brief.

☐ Copy me on the email request

Cancel Code:

Cancellation is only accepted up to 24 hours before your booking.  
Please call our office at 403-555-1212.

Enter footer text here - clear for no footer

**Reminder:** This message can be sent by Admin.



These are the **tokens available**:

Token	Will be replaced with	Token	Will be replaced with
[resource]	name of the resource being booked	[resource_category]	the resource category
[requester name]	the name of the requester	[resource_service]	the resource service
[startdate]	start date of the booking	[phone]	the phone number of the requester
[starttime]	start time of the booking	[email]	the email address of the requester
[enddate]	end date of the booking	[cancellation_id]	the system generated cancellation_id3
[endtime]	end time of the booking	[booking_total]	Total cost

---

for UDFs	UDF example
[screen label] the UDF label	[Favorite Fruit] value entered by user for Favorite Fruit

## New tokens

### For Seats: [enter seat type]

Example confirmation message:

```
<b>Thank you for your order.</b>
<br/>
<br/><b>[resource], [resource_service]</b> has been booked for <b><i>[requester name]</i></b> for this
date/time:<br>
<b>[startdate] [starttime]</b><br>to <b>[enddate] [endtime]</b><br/><br/>
Seats Booked:<br>
Adult seats: [Adult]<br>
Youth seats: [Youth]<br>
Child seats: [Child]<br>
```

Where your seat types you have created are 'Adult', 'Youth' and 'Child'.

**Seat Types**

Control Panel | Appointments | Categories | Resources | Services | Time Slots | Book-Offs | UDFs | Configure | More..

**Seat Type List**

Seats are optional and should only be used if you are allowing multiple seats per timeslot. For sites booking individuals to appointments DO NOT use seats. To disable the seats/booking capability, do not publish any seat types.

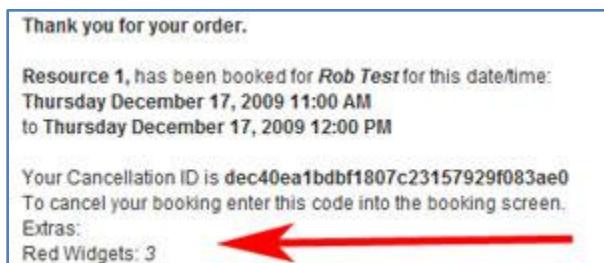
<input type="checkbox"/>	ID	Seat Type	Price	Group Pricing	Order	Published
<input type="checkbox"/>	1	Adult	10.00	No	1	✓
<input type="checkbox"/>	2	Youth	5.00	No	2	✓
<input type="checkbox"/>	5	Child	0.00	No	3	✓

## For Extras: [Screen Label]

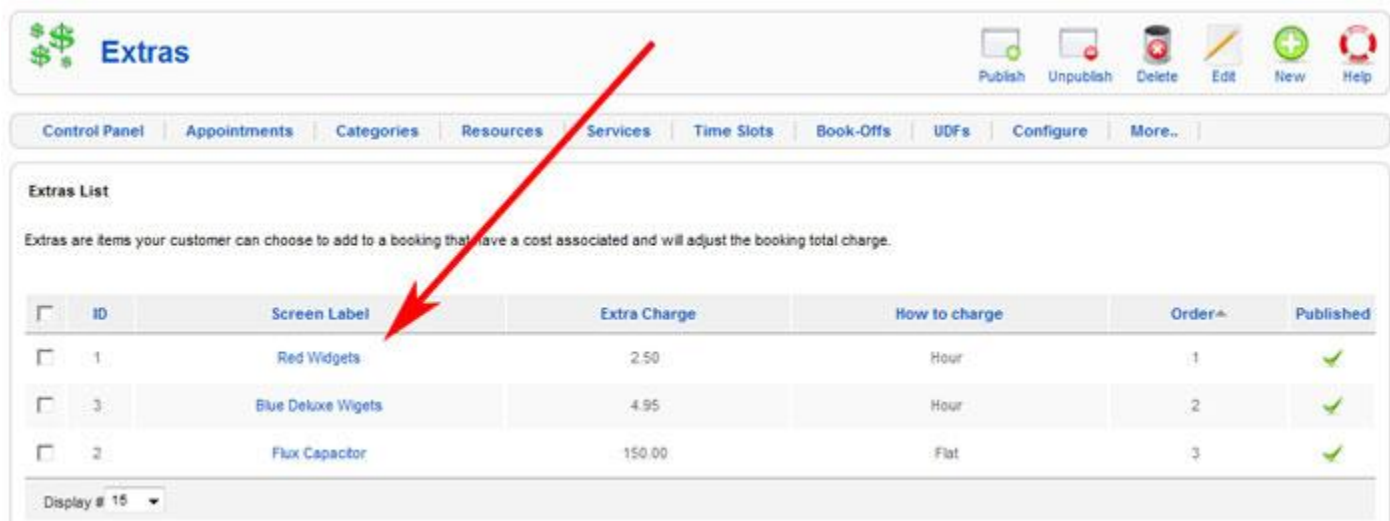
Example confirmation message:

```
<b>Thank you for your order.</b>
<br/>
<br/><b>[resource], [resource_service]</b> has been booked for <b><i>[requester name]</i></b> for this
date/time:<br>
<b>[startdate] [starttime]</b><br>to <b>[enddate] [endtime]</b><br><br>Your Cancellation ID is
<b>[cancellation_id]</b><br>
To cancel your booking enter this code into the booking screen.
<br>Extras:<br>
Red Widgets: <i>[Red Widgets]</i>
```

Yields..



Where..



## PayPal

The screenshot shows the 'Component Configuration' window for 'Appointment Booking Pro'. The 'PayPal' tab is selected, displaying various configuration options. The 'Enable PayPal' dropdown is set to 'Optional'. The 'Accept booking when Paid' is set to 'Yes'. The 'Additional Fee' is set to '1.00' with a 'Fixed' type. 'Enable Coupons' is set to 'Yes'. The 'PayPal button image URL' is set to 'https://www.paypal.com/en\_US/vbtn/btn\_buynowCC\_LG.gif'. The 'Currency Code' is set to 'CAD - Canadian Dollar'. The 'PayPal Account' is 'rob.stevens@softventures.com'. The 'PayPal Sandbox URL' is 'https://www.sandbox.paypal.com/us/cgi-bin/webscr'. The 'PayPal Production URL' is 'https://www.paypal.com/us/cgi-bin/webscr'. 'Use PayPal Sandbox' is set to 'Yes'. The 'Your Logo image' field is empty. The 'Item Name' is '[resource]: [startdate] [starttime]'. There are four sets of 'Optional Field Name' and 'Optional Field Value' fields. The first set has 'ADULT\_SEAT\_PAYPAL\_LABEL' and '[ADULT\_SEAT]'. The second set has 'CHILD\_SEAT\_PAYPAL\_LABEL' and '[CHILD\_SEAT]'. The third and fourth sets are empty.

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*Your customers **do not need a PayPal account** to purchase via PayPal.*

Appointment Booking Pro 1.4 can be set to:

- **Not use PayPal** - no PayPal payment is invoked.
- **Only use PayPal** - the user can **only** make a booking if they pay.
- **Offer both PayPal and non-PayPal** - you can give the user the choice, two buttons one for PayPal, one for non-PayPal (pay later)

With PayPal enabled, the booking screen will show the calculated cost at hours x rate, or flat rate depending on how you set it up.

The other main difference when enabling PayPal, is that a new request will get inserted with a status of 'pending' rather than 'new'. The user is sent to PayPal to make their payment. They are sent back to your site. In a separate thread, PayPal processes the payment and sends an IPN (Instant Payment Notification) message to your site. This IPN is really not 'instant' and your customer may have been returned to your site before the IPN arrives. In this case the in-progress message is shown to the customer. When PayPal completes the payment processing, they send the customer an email

and send your site an IPN message. When the customer comes back to your site; the return page checks to see if the transaction has completed. If it has, it displays the confirmation message, if not it displays the in-progress message. These messages are set in the 'Messages' tab.

There is a possibility that the customer may abandon the booking after being sent to PayPal. In this case the booking will stay in 'pending' and need to be cleared manually. If the customer elects to 'Cancel' the payment in PayPal, the IPN will reflect that and ABPro will set the request from 'pending' to 'cancelled'.

---

The relation between ABPro's '*Auto-Accept*' and '*PayPal Enabled*' is show below.

**PayPal = No** (no PayPal submit button)

**Auto-Accept = Yes**

New booking status = 'Accepted' (timeslot locked)

**Auto-Accept = No**

New booking status = 'New' (timeslot not locked)

**PayPal = Yes** (ONLY PayPal submit button shown)

**Auto-Accept = Yes**

New booking status = 'Pending' -> goes to 'Accepted' on IPN ok (Pending locks appointment)

**Auto-Accept = No**

New booking status = 'New'

Accept on Payment = Yes -> goes to 'Accepted' on IPN ok

**PayPal = Optional** (both submit buttons shown)

non-PayPal Submit

**Auto-Accept = Yes**

New booking status = 'Accepted'

**Auto-Accept = No**

New booking status = 'New'

PayPal Submit

**Auto-Accept = Yes**

New booking status = 'Pending' -> goes to 'Accepted' on IPN ok (Pending locks appointment)

**Auto-Accept = No**

New booking status = 'New'

Accept on Payment = Yes -> goes to 'Accepted' on IPN ok

## ***Important!!***

When a booking is made with status 'Pending', the timeslot is locked just as if it were accepted. The display GAD display will show a dashed border so you can see what timeslots are 'Pending'. Normally a slot should only be 'Pending' for a few minute (seconds?) while PayPal is processing the payment. If the user aborts out of PayPal without paying, the slot will stay 'Pending' (and locked) until admin deletes it.

---

**Enable PayPal:** Enable ABPro to use PayPal - see above.

**'Accept' booking when Paid:** If the IPN message coming back from PayPal indicates payment complete, the request status skips the 'new' state and goes to 'accepted'

**Additional Fee:** You can optionally add an additional fee to the PayPal transaction. This can be either a fixed fee or percentage for the total. An example may be a processing fee you wish to charge.

**PayPal button image URL:** This is the location used to fetch the PayPal button image. For other images, use PayPal to 'create a buy now button' then cut&paste the button URL.

**Currency Code:** What currency you wish to charge in.

**PayPal Account:** Enter your PayPal business account, normally your email address.

**PayPal Sandbox URL:** Use of the PayPal sandbox for testing is recommended but not mandatory. How to use the sandbox is beyond the scope of this help file.

**PayPal Production URL:** This is the URL to access PayPal, it was made editable as it may change for non-North American PayPal accounts(?).

**Use PayPal Sandbox:** If set to 'Yes', the buy-now button will be send you to the PayPal sandbox URL rather than the production URL.

**Logo Image PayPal:** You can display your logo on the PayPal screen. Enter a URL here.

**Item Name:** You can modify the item name, this is what PayPal shows as the thing being purchased.

**Optional Fields (0-3):** You can specify additional information to be show on the PayPal screen.

## PayPal Optional Fields Example

Single Language (ie: not using language file keys)

In this example we will define an Extra call 'Red Pencil' and show how many were ordered in the PayPal screen.

First define the Extra..

Now set the PayPal optional field.

The Name is whatever text you want to display on the PayPal screen for this optional item.

The Value is a token ABPro will replace with the number the customer chose. For Extras, Seat and UDFs you use the screen label as the token. In our case the screen label is "Red Pencil" so the token is [Red Pencil].

In the booking screen...

enter your comment here:

Resource:

Adult:  \$10.00 (whatever text you want here ;-)

Child:  Free (under 12 yrs - must be accompanied by an Adult)

Total Seats: 1

Extras:

Red Pencil:  Writes in red!

Appointment Selection: **City Tour - Fri 18-Dec-2009 - 10:00 AM - 11:00 AM**

Grid Start Date: 2009-12-18

I choose 3 pencils.

In the PayPal screen..


Description	Unit Price	Quantity	Amount
City Tour: Friday December 18, 2009 10:00	\$11.75	1	\$11.75
Red Pencil count in your order: 3			
		Item total:	\$11.75
		Total:	\$11.75 CAD



PayPal is the safer, easier way to pay

PayPal Secure Payments

PayPal securely processes payments for rob.stevens@softventures.com. You can finish paying in a

## Clickatell

 **Component Configuration**

Appointments | Categories | Resources | Services | Time Slots | Book-Offs | UDFs | **Configure** | PayPal Transactions | More..

**Appointment Booking Configuration**

Basic Setup | Calendars | Graphic Availability Display | Messages | PayPal | **Clickatell**

To use [Clickatell.com](http://Clickatell.com) you need to have an HTTP/S account with them. The values below will be found on your Clickatell.com 'Manage My Products' screen.

Enable Clickatell:	<input type="text" value="No"/>	Yes = Messages will be sent via sms text messaging through your Clickatell.com account. No = No text messaging reminders.
Login User:	<input type="text"/>	Your Clickatell.com login so ABPro can connect and send SMS reminders.
Login Password:	<input type="text"/>	Your Clickatell.com login so ABPro can connect and send SMS reminders.
API_ID:	<input type="text"/>	This ID will be supplied by Clickatell.com when you open an HTTP/S account.
Default Dialing Code:	<input type="text" value="USA - 1"/>	This is your international dialing code. Example: Anywhere in Canda or USA = 1
Show Code List:	<input type="text" value="No"/>	Yes=Show the dropdown list of country dial codes on the booking screen. You would only do this if your customer might be outside your dialing code. (country code, not area code)

To test your Clickatell.com account copy this to your browser:  
[http://api.clickatell.com/http/sendmsg?user=&password=&api\\_id=&to=\[your cell number\]&text=Test\\*from\\*ABPro](http://api.clickatell.com/http/sendmsg?user=&password=&api_id=&to=[your cell number]&text=Test*from*ABPro)  
Note: your cell number must include the coutry dialing code, for example add '1' in front of your number for USA and Canada - 14035551212 (no dashes)

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This screen is where you set ABPro to use Clickatell.com for sending SMS text messages.

The data for this screen comes from your Clickatell.com account's 'Manage My Products' page.

You should ensure you account is functioning properly before incorporating it into ABPro.



## PayPal Transactions

**PayPal Transactions**

Remove View Export/CSV Help

Appointments Categories Resources Services Time Slots Book-Offs UDFs Configure **PayPal Transactions** More...

<input type="checkbox"/>	PayPal txnID	Request ID	Buyer's Name	E-mail	Date	Status	Total	Fee	Tax	Timestamp
<input type="checkbox"/>	3371440890425034W	320	User, Test	testus_1221171528_per@softventures.com	18:31:44 Jan 07, 2009 PST	Completed	6.48	0.49	0.00	2009-01-07 19:31:23
<input type="checkbox"/>	66Y3971638246843W	150	User, Test	testus_1221171528_per@softventures.com	14:32:11 Jan 13, 2009 PST	Completed	6.25	0.48	0.00	2009-01-13 15:31:59
<input type="checkbox"/>	8HD80451MV998604G	353	User, Test	testus_1221171528_per@softventures.com	14:01:43 Feb 08, 2009 PST	Completed	6.25	0.48	0.00	2009-02-08 15:01:28
<input type="checkbox"/>	80T24963888655727	319	User, Test	testus_1221171528_per@softventures.com	13:50:49 Jan 07, 2009 PST	Completed	6.48	0.49	0.00	2009-01-07 14:50:34
<input type="checkbox"/>	56Y917595R596231P	318	User, Test	testus_1221171528_per@softventures.com	11:48:49 Jan 07, 2009 PST	Completed	6.25	0.48	0.00	2009-01-07 12:48:43

Display # 15

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Your customers *do not need a PayPal account* to purchase via PayPal.

Appointment Booking Pro 1.4 can be set to:

- **Not use PayPal** - no PayPal payment is invoked.
- **Only use PayPal** - the user can **only** make a booking if they pay.
- **Offer both PayPal and non-PayPal** - you can give the user the choice, two buttons one for PayPal, one for no-PayPal (pay later)

With PayPal enabled, the booking screen will show the calculated cost at hours x rate, or flat rate depending on how you set it up.

The other main difference when enabling PayPal, is that a new request will get inserted with a status of 'pending' rather than 'new'. The user is sent to PayPal to make their payment. They are sent back to your site. In a separate thread, PayPal processes the payment and sends an IPN (Instant Payment Notification) message to your site. This IPN is really not 'instant' and your customer may have been returned to your site before the IPN arrives. In this case the in-progress message is shown to the customer. When PayPal completes the payment processing, they send the customer an email and send your site an IPN message. When the customer comes back to your site; the return page checks to see if the transaction has completed. If it has, it displays the confirmation message, if not it displays the in-progress message. These messages are set in the 'Messages' tab.

There is a possibility that the customer may abandon the booking after being sent to PayPal. In this case the booking will stay in 'pending' and need to be cleared manually. If the customer elects to 'Cancel' the payment in PayPal, the IPN will reflect that and ABPro will set the request from 'pending' to 'cancelled'.

### Toolbar Icons

**Remove:** Deletes one or more booking requests.

**View:** Opens the PayPal Transactions screen to allow you to view the details as received from PayPal.

**Export/CSV:** Exports request details for one or more PayPal Transactions to a csv file. The csv file can be read into Excel for reporting purposes.

**Help:** Opens this help screen.

### *List Area*

**PayPal txnID:** Unique identified generated by PayPal for the transaction.

**Request ID:** The ABPro request to which this PayPal transaction refers.

**Buyer`s Name:** Name of the person who made the PayPal transaction. This may not be the same name as on the booking request.

**Email:** Email address of the person who made the PayPal transaction. This may not be the same name as on the booking request.

**Date:** Date and time of the PayPal transaction.

**Status:** PayPal status.

**Total:** Total amount of transaction.

**Fee:** Fee if any

**Tax:** Tax if any

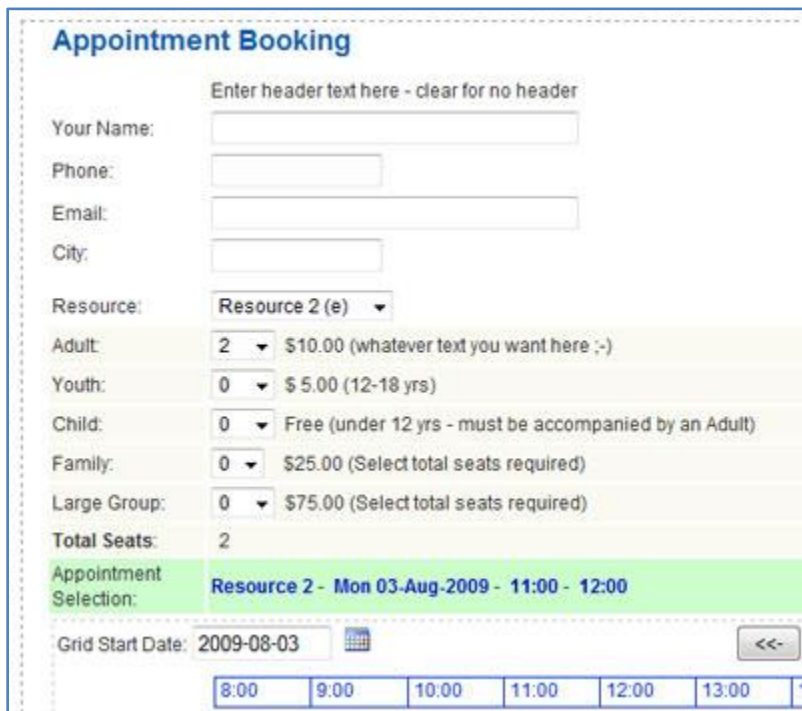
**Timestamp:** Date and time PayPal IPN was received by ABPro.

Click on the **PayPal Txn** link to view the details of the PayPal transaction (read only)

## Seat Types

ABPro was originally designed for individuals to book appointments. With version 1.4.3 the concept of 'seats per booking' was added. You can set 'maximum seats' for a resource (normally 1 for individual appointments) and customers can select how many seats they want to book. This allows ABPro to be used for booking seats in a class or on a tour

Seats are **optional** and should only be used if you are allowing multiple seats per timeslot. For sites booking individuals to appointments DO NOT use seats.



The screenshot shows the 'Appointment Booking' form. It includes fields for 'Your Name:', 'Phone:', 'Email:', and 'City:'. Below these is a 'Resource:' dropdown menu set to 'Resource 2 (e)'. A section for seat counts and prices follows: 'Adult:' (2 seats, \$10.00), 'Youth:' (0 seats, \$5.00), 'Child:' (0 seats, Free), 'Family:' (0 seats, \$25.00), and 'Large Group:' (0 seats, \$75.00). The 'Total Seats:' is 2. The 'Appointment Selection:' is 'Resource 2 - Mon 03-Aug-2009 - 11:00 - 12:00'. At the bottom, there is a 'Grid Start Date:' of '2009-08-03' and a time slot grid showing 8:00 to 13:00 with a '1' in the 13:00 slot.

To disable the seats/booking capability, do not publish any seats types.


When in use, seat types appear in the booking details screen to show what types of seats the customer requires.









The screenshot shows the booking details screen. It includes fields for 'Start time:', 'End Date:', 'End Time:', and 'Booked Seats:'. Below these is a table showing 'Type' and 'Number' of seats: 'Adult' (2) and 'Child' (1). A red arrow points to the 'Type' column header. At the bottom, there is a 'Comment:' field and a 'User Defined Fields' section with a table showing 'Label', 'Value', and 'Type'.

Type	Number
Adult	2
Child	1

The Seat Type screen is accessed via the **Seats/Booking** control panel icon or **More | Seats/Booking**.

 **Seat Types**

[Control Panel](#) | [Appointments](#) | [Categories](#) | [Resources](#) | [Services](#) | [Time Slots](#) | [Book-Offs](#) | [UDFs](#) | [Configure](#) | [More..](#)

**Seat Type List**  
Seats are optional and should only be used if you are allowing multiple seats per timeslot. For sites booking individuals to appointments DO NOT use seats. To disable the seats/booking capability, do not publish any seats types.

<input type="checkbox"/>	ID	Seat Type	Price	Group Pricing	Order▲	Published
<input type="checkbox"/>	1	Adult	10.00	No	1	✓
<input type="checkbox"/>	2	Youth	5.00	No	2	✓
<input type="checkbox"/>	5	Child	0.00	No	3	✓
<input type="checkbox"/>	3	Family	25.00	Yes	4	✓
<input type="checkbox"/>	4	Large Group	75.00	Yes	5	✓

Display # 15 ▼

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### Toolbar Icons

**Publish:** Sets one or more seat types to Unpublished. Only Published seat types will appear on the Appointment Booking screen.

**Unpublish:** Sets one or more seat types to Unpublished so they will not show in the Appointment Booking screen.

**Delete:** Deletes one or more seat types.

**Edit:** Opens the Seat Type Edit screen to allow you to view and modify the seat type.

**New:** Opens the New Seat Type Edit screen to allow you to add a new seat type.

**Help:** Opens this help screen.

### List Area

**ID:** Unique ID for this seat type.

**Seat Type:** Seat Type name. This will become the booking screen label for the seat type.

**Price:** Price, per hour or per booking, for this seat type.





**Group Pricing:** Group Pricing allows you to define a fixed price for a group of up to x seats.

**Order:** Order the seat types will appear in the booking screen.

**Published:** Indicates the published state.

Click on the Seat Type to open the edit screen.


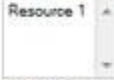

## Seat Type Detail

 **Seat Type Detail**   

Use this screen to add/edit a seat type.  
Seats are **optional** and should only be used if you are allowing multiple seats per timeslot. For sites booking individuals to appointments DO NOT use seats.  
To disable the seats/booking capability, do not publish any seats types.  
Seats per Booking is NOT compatible, and DOES NOT work with, with service based duration.

ID:	1	
Seat Type:	Adult (R1)	This will be the label used on the booking screen for the seat type.
ToolTip:	Select the number of Adult seats you wish to c	This text will appear when the customer hovers over the type.
Seat Cost:	\$ 10.50	This will be the amount charged <b>per seat</b> of this type. Exception; in the case of 'group pricing' the price is charged <b>per booking</b> regardless of how many seats.
Help Text:	\$10.00 (whatever text you want here :))	This text appears to the right of the dropdown list where the user selects how many seats of this type they want.
Group Seat Type:	No	If set to Yes, this seat type is a 'group seat' an the charge will be fixed regradless of how many seats a chosen. See Help for more deatils on group seating prices.
Max Group Size:	10	Maximum number in the group price, example: Family rate max may be 5. This will allow a family of up to 5 seats for the fixed Family rate. This is aslo used as the max number of seats in the dropdown list for this seat type.

You can assign this Seat Type to one or more resources. If NOT assigned, it will be shown for ALL.

Resources:	Resource 1	  	Select one or more resources that this Seat Type applies to. If you wish this Seat Type to be shown for ALL resources, do not select any.
		Empty = ALL	

Order	1
Published	Yes

Use this screen to define details of a seat type.

### Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

### Edit Area

**Seat Type:** Seat Type name. This will become the booking screen label for the seat type.

**Tool Tip:** This text will appear when the customer hovers over the dropdown list for this seat type.

**Seat Cost:** This will be the amount charged **per seat** of this type. Exception; in the case of 'group pricing' the price is charged **per booking** regardless of how many seats.

**Help Text:** This text appears to the right of the dropdown list where the user selects how many seats of this type they want. **Example:** *Child (12 years or under)*

**Group Seat Type:** If set to Yes, this seat type is a 'group seat' and the charge will be fixed regardless of how many seats are being booked (to max group size). Example: Family price, \$x for a family of 5.

**Max Group Size:** Maximum number in the group price, example: Family rate max may be 5. This will allow a family of up to 5 seats for the fixed Family rate. This is also used as the max number of seats in the dropdown list for this seat type.

**Resources:** You can assign this seat type to one or more resources. **If NOT assigned, it will be shown for ALL.** Select one or more resources that this seat type applies to. If you wish this seat type to be available for ALL resources, do not select any.

**Order:** This determines the order this Category will appear in the Category drop down list on the Appointment Booking screen.

**Published:** Only seat types with Published set to **Yes** will appear in the Appointment Booking screen.

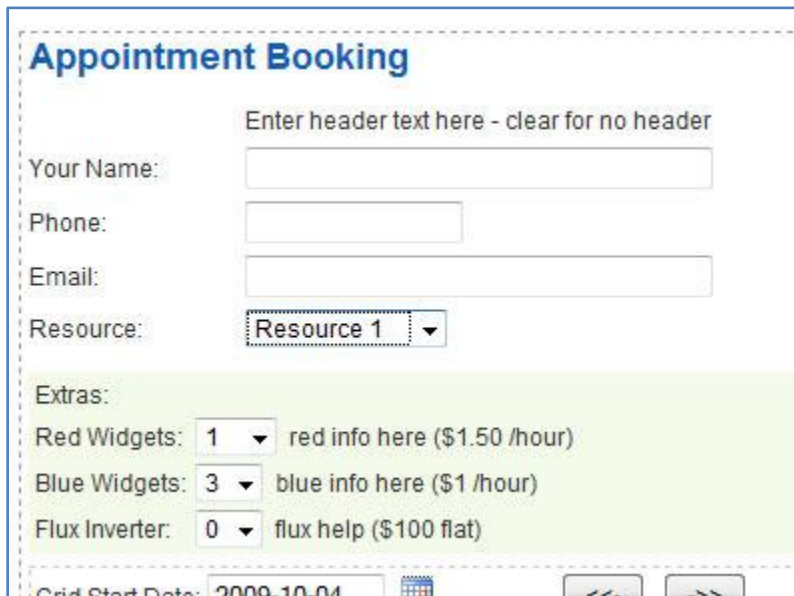
## Extras

Add in version 1.4.4, you can define any number of extra items that the user can add to a booking. These 'Extras' can have a cost associated with them and the booking total will be adjusted based on the user's choices.

Extras are **optional** you do not need to set up any extras.

Extras can be used in conjunction with PayPal and the appropriate totals will be calculated.

**To disable** the Extras capability, **do not publish any Extras**.



The screenshot shows a web form titled "Appointment Booking". At the top, there is a header text field with the placeholder "Enter header text here - clear for no header". Below this are input fields for "Your Name:", "Phone:", and "Email:". A "Resource:" dropdown menu is set to "Resource 1". A section titled "Extras:" is highlighted with a light green background. It contains three rows: "Red Widgets: 1" with a dropdown arrow and the text "red info here (\$1.50 /hour)", "Blue Widgets: 3" with a dropdown arrow and the text "blue info here (\$1 /hour)", and "Flux Inverter: 0" with a dropdown arrow and the text "flux help (\$100 flat)". At the bottom, there is a "Grid Start Date:" field with the value "2009-10-04" and a calendar icon.

When in use, extras appear in the booking details screen.



The screenshot shows a "booking details screen" with various fields. "End Time:" is set to "09 : 00 (hh:mm)". "Booked Seats:" is "1". "Adult (R1):" is "1" and "Youth:" is "0", both with dropdown arrows. A red arrow points from the "Extras:" section to the "Adult (R1)" dropdown. The "Extras:" section is highlighted with a light gray background and shows "Red Widgets: 2" and "Blue Widgets: 3". Below this is a "Comment:" field and a "User Defined Fields" section.



The Extras screen is accessed via the **Extras** control panel icon or **More | Extras**.

### *Toolbar Icons*

**Publish:** Sets one or more extras to Unpublished. Only Published extras will appear on the Appointment Booking screen.

**Unpublish:** Sets one or more extras to Unpublished so they will not show in the Appointment Booking screen.

**Delete:** Deletes one or extras.

**Edit:** Opens the Seat Type Edit screen to allow you to view and modify the extra.

**New:** Opens the New Seat Type Edit screen to allow you to add a new extra.

**Help:** Opens this help screen.

### *List Area*

**ID:** Unique ID for this extra.

**Screen Label:** This is the booking screen label for the extra.

**Extra Charge:** Charge, per hour or flat rate per booking, for this extra.

**How to Charge:** Charge this extra item per hour of the booking or as a flat rate or fixed charge.

**Order:** Order the extras will appear in the booking screen.

**Published:** Indicates the published state.

Click on the **Screen Label** to open the edit screen.



## Extra Detail

Use this screen to define details of an extra.

### Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

### Edit Area

**Screen Label:** This is the booking screen label for the extra.

**Tool Tip:** This text will appear when the customer hovers over the dropdown list for this extra.

**Extra Charge:** Charge per hour or per booking, for this extra. How to charge; per Hour or flat rate per booking.

**Help Text:** This text appears to the right of the dropdown list where the user selects how many extras of this type they want.

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**Maximum Number:** This sets the maximum number in the dropdown list. This should be kept between 1 and 10 to keep the dropdown list size from being too large. For extras where you need large numbers you can define packages (example: 'Package of 10'). If combined with individuals and the customer wanted 32, he could specify 3 'Package of 10' and 2 individuals. The dropdown list starts from 0 so the **user can specify they do not want any by choosing 0**.

**Default Number:** This number is the default the booking screen will open with.

**Resources:** You can assign this Extra to one or more resources. If NOT assigned, it will be shown for ALL. Select one or more resources that this Extra applies to. If you wish this Extra to be available for ALL resources, do not select any.

**Order:** This determines the order this Extra will appear in the booking screen.

**Published:** Only extras with Published set to **Yes** will appear in the booking screen.

## Coupons

The coupon system allows you to create coupon codes, assign discount levels and expiry dates to them and give them to customers. With the coupon system enabled (done in the Configure/PayPal screen) the booking screen will show a coupon entry box. When the customer enters a code, it is validated and the discount applied to the total cost.

Coupons are only meaningful when PayPal is enabled.

**Component Configuration**

Control Panel | Appointments | Categories | Resources | Services | Time

**Appointment Booking Configuration**

Basic Setup | Calendars | Graphic Availability Display | Messages | **PayPal** | Clickatell

Enable PayPal: Optional ⓘ

'Accept' booking when Paid: Yes ⓘ

Additional Fee: 1.00 ⓘ Fixed ⓘ

Enable Coupons: Yes ⓘ

Coupon: 1234 ⓘ Apply Coupon

10% off

Resource Rate	Hours	Total
\$ 20.00	1.00	\$ 20.00
Additional Fee:		1.00
Discount:		(2.10)
Total:		\$ 18.90

To offer a FREE booking set **Value = 100** and the **Type = Percent**.

If the PayPal total after discount is \$0, no trip to PayPal is made and the booking is placed immediately.

The Booking detail will show a coupon code is one was used in the booking.

The Coupons screen is accessed via the **Coupons** control panel icon or **More | Coupons**.

The screenshot shows the 'Coupons' control panel. At the top, there is a toolbar with icons for Publish, Unpublish, Delete, Edit, New, and Help. Below the toolbar is a navigation menu with links: Control Panel, Appointments, Categories, Resources, Services, Time Slots, Book-Offs, UDFs, Configure, and More.. The main content area is titled 'Coupon List' and contains a table with the following columns: ID, Description, Coupon Code, Value, Type, Expiry Date, and Published. The table lists two coupons: ID 1 with a 10% off discount, and ID 2 with a \$5.00 OFF discount. Both coupons are set to expire on Wednesday, September 30, 2009, and are marked as Published. Below the table, there is a 'Display # 15' dropdown menu. At the bottom of the interface, a footer line reads 'Appointment Booking Pro Ver. 1.4.3 - Copyright 2008-2009 - Soft Ventures, Inc.'

ID	Description	Coupon Code	Value	Type	Expiry Date	Published
1	10% off	1234	10	percent	Wednesday September 30, 2009	✓
2	\$5.00 OFF	1122	5	fixed	Wednesday September 30, 2009	✓

### Toolbar Icons

**Publish:** Sets one or more coupons to Unpublished. Unpublished coupons will return 'Invalid Coupon' on the Appointment Booking screen.

**Unpublish:** Sets one or more coupons to Unpublished.

**Remove:** Deletes one or more coupons.

**Edit:** Opens the Coupon Edit screen to allow you to view and modify the coupon.

**New:** Opens the New Coupon screen to allow you to add a new coupon.

**Help:** Opens this help screen.

### List Area

**ID:** Unique ID for the coupon.

**Description:** This text appears on the booking screen.

**Coupon Code:** The Coupon Code is what the customer enters to get the discount. When the user enters a coupon code it is validated by the system and the appropriate discount is applied. This code is stored in the booking so you can tell a customer used a coupon with the order.

**Value:** This is the amount that will be discounted.


**Type:** This tells what type of discount will be applied, fixed amount or percentage.

**Expiry:** This tells when the coupon will expire. An expired coupon will return 'Coupon Expired' when the user attempts to use it.




**Published:** Indicates the published state.

Click on the **ID** to open the edit screen.


## Coupon Detail



### Coupon Detail



Use this screen to add/edit a coupon.

ID:	1	
Description:	<input type="text" value="10% Discount"/>	This text will appear on the booking screen when the coupon has been validated. Example: 5% seniors discount
Coupon Code:	<input type="text" value="1234"/>	Enter a alphanumeric string of characters to be the coupon code given to users to enter in order to receive the discount. Example: ABC123
Value:	<input type="text" value="10"/>	
Type:	<input type="text" value="Percent"/>	
Max User Usage:	<input type="text" value="0"/>	This is the maximum times an <i>individual user</i> can use this coupon. Only works if booking requires login. <b>Set to 0 for no limit.</b>
Max Total Usage:	<input type="text" value="0"/>	This is the maximum times the coupon be used in total (by all users) <b>Set to 0 for no limit.</b>
You can assign this Coupon to one or more resources. If NOT assigned, it will be available for ALL resources.		
Resources:	<div><input type="text" value="Resource 1"/><input type="button" value="Add &gt;&gt;"/><input type="button" value="Remove &lt;&lt;"/></div> <div>Empty = ALL</div>	Select one or more resources that this Coupon applies to. If you wish this Coupon to be available for ALL resources, do not select any.
Expiry	<input type="text" value="2009-07-24"/> 	After this date, the coupon will not be accepted.
Published:	<input type="text" value="Yes"/>	

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### Toolbar Icons

**Cancel:** Abort changes and return to the previous screen.

**Save:** Save changes and return to the previous screen.

**Help:** Opens this help screen.

### Edit Area

**Description:** This text appears on the booking screen when the user enters a coupon code it is validated by the system. Examples: '10% OFF', 'Summer Special'

**Coupon Code:** The Coupon Code is what the customer enters to get the discount. This code is stored in the booking so you can tell a customer used a coupon with the order.

**Value:** This is the amount that will be discounted. Must be a number.

**Type:** This tells what type of discount will be applied, fixed amount or percentage.

**Max User Usage:** This is the maximum times an individual user can use this coupon. Only works if booking requires login. Set to 0 for no limit.

**Max Total Usage:** This is the maximum times the coupon be used in total (by all users)Set to 0 for no limit.  
If non-0 Max Total must be equal to or greater than Max User.


**Resources:** You can assign this coupon to one or more resources. If NOT assigned, it will be available for ALL. Select one or more resources that this coupon applies to. If you wish this coupon to be available for ALL resources, do not select any.

**Expiry:** This tells when the coupon will expire. And expired coupon will return 'Coupon Expired' when the user attempts to use it.

**Published:** Indicates the published state.

## More

The following menus are accessed via the 'More..' menu item

 **Utilities**

Appointments | Categories | Resources | Services | Time Slots | Book-Offs | UDFs | Configure | PayPal Transactions | **More..**

**Utilities**

<a href="#">Edit Files</a>	Use this to edit the css and language files
<a href="#">Backup/Restore</a>	Back and Restore system data when upgrading from one version of ABPro to the next
<a href="#">Error Log</a>	Logs errors, mostly PayPal IPN stuff that cannot be seen by humans
<a href="#">Reminder Log</a>	Log of booking reminders sent out, both email and SMS
<a href="#">About</a>	About and License Information

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## More | Edit Files

This screen allows the administrator to change the component's CSS and/or language file from within the Administrator area.

The language file can be used for translation of the component's front-end to another language or merely to **change labels on front-end screens**. The language file **ONLY** relates to front-end screens not the administrator screens.

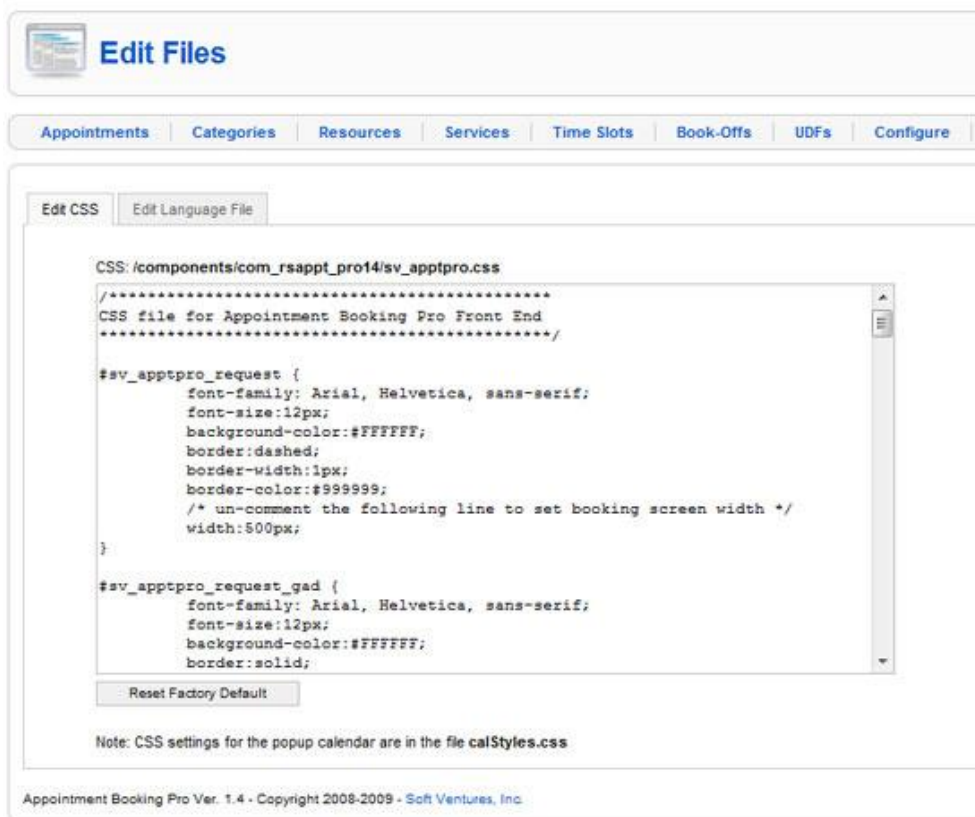
### Toolbar Icons

**Save:** Save changes.

**Help:** Opens this help screen.

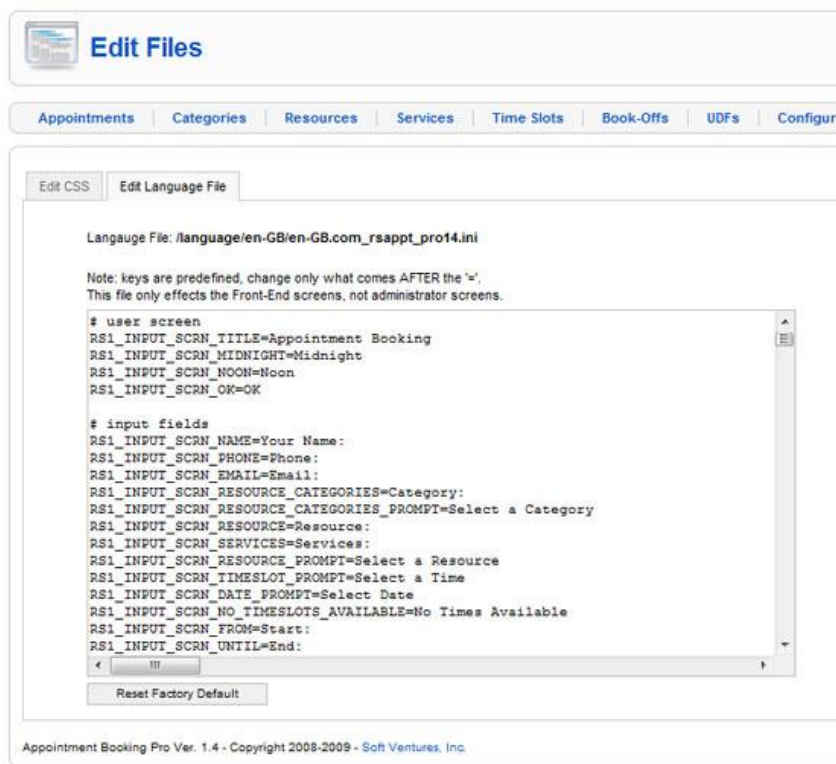
## Tabs

**Edit CSS :** This tab displays the component CSS file. Make changes as desired then click on 'Save'.



**Edit Language File:** This tab displays the component's English language file. Make changes as desired then click 'Save'.





The file format is [key]=[value]

Change ONLY the value, or, the text AFTER the "=".

On both screens the 'Reset Factory Default' button will load the original CSS or Language files into the screen. You must click on 'Save' to have the defaults written out to disk.

## More | Backup/Restore

The Backup and Restore functions built into the Appointment Booking component are primarily intended for use when upgrading from one version to another. All component data is saved to backup tables in the database. Old backup tables are removed before new ones are created.

**Backup/Restore**

Appointments Categories Resources Services Time Slots Book-Offs UDFs Configure PayPal Transactions More...

The Backup and Restore functions built into the Appointment Booking component are primarily intended for use when upgrading from one version to another. All component data is saved to backup tables in the database. Old backup tables are removed before new ones are created.

The sequence of actions to upgrade from one version to another is this:  
**Backup data -> Uninstall RB component -> Install new version -> Restore data**

**Backup Now!**

☐ Include Error Log\* in Backup  
☐ Include Reminder Log\* in Backup  
☐ Include Language File\*\* in Backup

**Restore Now!**

☐ Include Error Log\* in Restore  
☐ Include Reminder Log\* in Restore  
☐ Include Language File\*\* in Restore

\* The error and reminder log files can be very large and should only be backed up if you really need the information brought to the new version.

\*\* Not recommended unless you have made a lot of changes to the standard language file. If you are installing a new version of the component that has additional language file keys you will need to manually add them.

/language/en-GB/en-GB.com\_rsappt\_pro14.ini

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The sequence of actions to upgrade from one version to another is this:

**Backup data -> Uninstall RB component -> Install new version -> Restore data**

With database tables you can merge old data into new table structures. This cannot be done with the language file because it is a plain text file. If you are doing a backup/restore because you are moving from one ABPro version to the next, the new version will have a new language file with, possibly, new language keys defined. If you choose to backup/restore the language file it will overwrite the new file with your old one. That will keep all your old modifications but it will also remove any new language keys. You will need to manually re-apply these keys.

## Toolbar Icons

**Help:** Opens the help screen.

## Actions

**Backup Now!** : This will create backup database tables and copy your current settings to them. If the backup tables already exist, they will be overwritten. If a table has no data it will not be copied. This is to prevent accidentally backing up empty tables over your real backup.

**Restore Now!** : This will look to see if there are backup tables and if there are, it will replace the contents of the production tables with the contents of the back tables. If a backup table has no data in it it will not be copied. This is to prevent accidentally restoring up empty tables over your production tables.

**Include Error log in Backup/Restore:** These can get large and may be of little value brought forward on an upgrade.

**Include Reminder log in Backup/Restore:** These can get large and may be of little value brought forward on an upgrade.

**Include Language File in Backup :** Make a backup copy of your English language file.

**Include Language File in Restore** : Restore a previously created English language file backup.

## More | Error Log

Check here if you are experiencing problems. This is also a good place to look if PayPal does not work correctly.

## More | Reminder Log

Originally added as a way to keep track of reminders sent, especially by automated cron jobs, it is also used now for logging SMS text messages.

Reminder Log

Remove

AppointmentsCategoriesResourcesServicesTime SlotsBook-OffsUDFsConfigurePayPal TransactionsMore...

Reminder Log

<input type="checkbox"/>	Req ID	User ID	Name	Description	Time
<input type="checkbox"/>	354	-1	Rob	New booking: No SMS phone number set for resource	07:19 - Feb 11
<input type="checkbox"/>	351	0		User Cancellation of booking: ID: 0da1a5e59529723d841557c99fe5acc	15:32 - Feb 08
<input type="checkbox"/>	352	62	Dave Lister	Booking set to accepted status ID: c4de1446014888afe5e8ecce7d12faea	15:31 - Feb 08
<input type="checkbox"/>	352	0		User Cancellation of booking: ID: doe88021ec1b8de992ff2dbbf5991d5	15:30 - Feb 08
<input type="checkbox"/>	352	0		User Cancellation of booking: ID: 07e9e9493b403953a3a348909396d125	15:28 - Feb 08
<input type="checkbox"/>	352	-1	Dave Lister	New booking: ID: 6924427ae9b9facb9a75e1f83eb7e4d7	14:52 - Feb 08
<input type="checkbox"/>	351	62	Administrator	New booking: ID: a1d1b09af5db86feba19c56b36b3a5b9	14:50 - Feb 08
<input type="checkbox"/>	321	62	Administrator	Booking set to cancelled status ID: a229ea1be819f2fe81af8127c122a8f	14:39 - Feb 08
<input type="checkbox"/>	321	62		Booking set to accepted status ID: ed481a214189906b926db102ff9c1c73	14:35 - Feb 08

Display # 15

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It can get big and should be emptied when it does.

**Req ID:** The booking that this entry refers to.

**User ID:** The user doing the activity, example a resource administrator sending reminders interactively. A '-1' indicates no user can be determined.

**Name:** Name from the booking request.

**Description:** Description of the entry.

**Time:** When it happened.

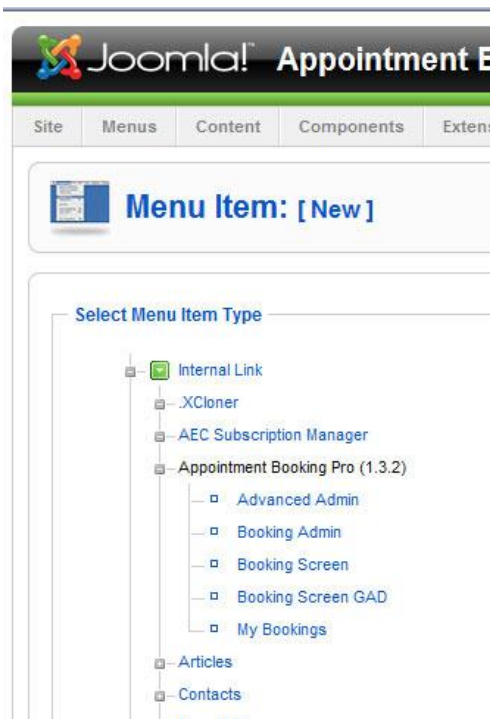
## More | About

License information

## Front End Screens

To access front end screen you need to assign a menu to them.

Normally the booking screen(s) would be on the Joomla 'Main Menu' and the others would be on the 'User Menu' (only accessible after login)



## Booking Screen

The booking screen's appearance will vary greatly depending on what options you have configured in. The screen here is fairly basic, it has a few UDFs and uses categories.

The screenshot shows a web form titled "Appointment Booking". At the top, there is a header text area with the placeholder "Enter header text here - clear for no header". Below this are several input fields: "Your Name:", "Phone:", "Email:", and "Refreshments:". The "Refreshments" field has a small example text "(ex: coffee for 101)". Below these is a "Favorite Fruit" section with three radio button options: "Apples" (selected), "Oranges", and "Bananas". There is a "Sex:" label with a dropdown menu currently showing "Male" and a small "help here" link. Below the sex dropdown is a "Category:" label with a dropdown menu showing "Select a Category". Below that is a "Resource:" label. At the bottom of the form is a "Submit Request" button. At the very bottom, there is a footer text area with the placeholder "Enter footer text here - clear for no footer". The text "powered by AppointmentBookingPro.com v1.4" is visible at the bottom left.

Select a Category to fetch Resources..

This screenshot shows the "Category:" dropdown menu open. The menu lists "Select a Category" at the top, followed by "Calgary Office" (which is highlighted in blue) and "Edmonton Office". To the right of the dropdown is a button labeled "Select a Resource Category". Below the dropdown is a footer text area with the placeholder "Enter footer text here -". The text "powered by AppointmentBookingPro.com v1.4" is visible at the bottom left.


This screenshot shows the "Resource:" dropdown menu open. The menu lists "Select a Resource" at the top, followed by "Select a Resource", "Dr Foo", "new guy" (which is highlighted in blue), "Mr Smith", and "Dr O'Bar". To the right of the dropdown is a footer text area with the placeholder "Enter footer text here -". The text "powered by AppointmentB" is visible at the bottom left.

Then it fetches the available dates..

Sex:

Category:

Resource:

Date/Time:  

<< February 2009 >>

S	M	T	W	T	F	S
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	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Today

Enter footer text here - clear for n


powered by

Finally choose available timeslot..

Sex:

Category:

Resource:

Date/Time:  

Enter footer text here - clear

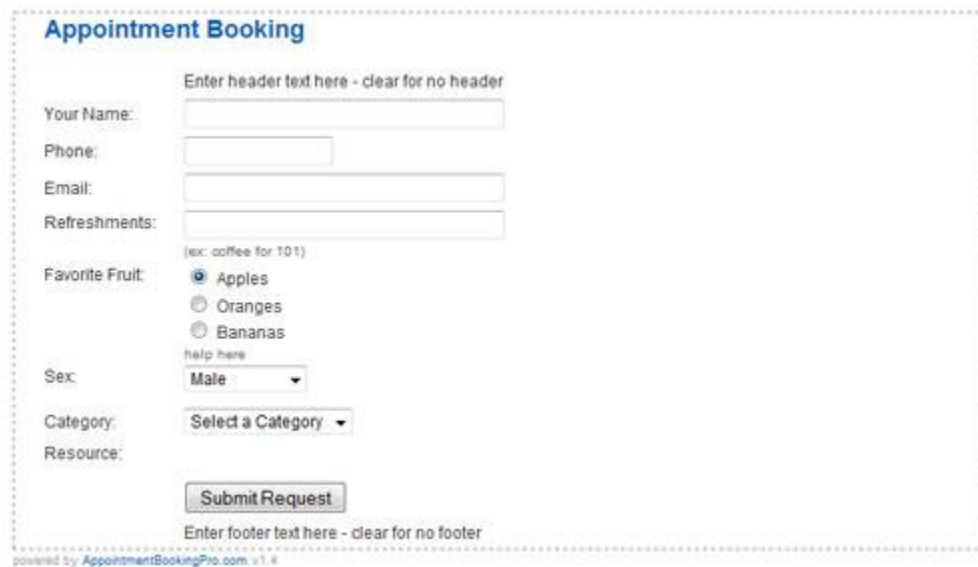
powered by AppointmentBookingPro.com v1.4

Select a Time

- Select a Time
- 8:00 AM - 9:00 AM
- 9:00 AM - 10:00 AM
- 10:00 AM - 11:00 AM
- 11:00 AM - 12:00 PM
- 1:00 PM - 2:00 PM
- 2:00 PM - 3:00 PM
- 3:00 PM - 4:00 PM

## GAD Booking Screen

The booking screen's appearance will vary greatly depending on what options you have configured in. The screen here is fairly basic, it has a few UDFs and uses categories.



**Appointment Booking**

Enter header text here - clear for no header

Your Name:

Phone:

Email:

Refreshments:

(ex: coffee for 101)

Favorite Fruit: ☒ Apples ☐ Oranges ☐ Bananas

Sex:

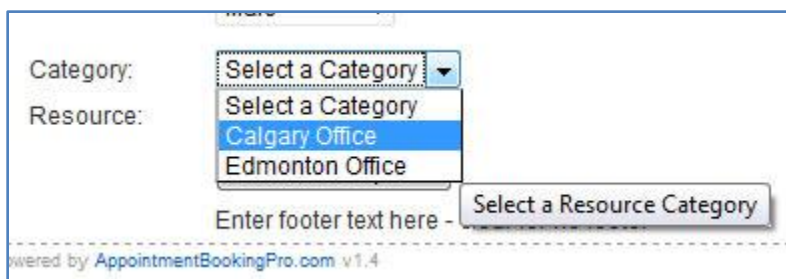
Category:

Resource:

Enter footer text here - clear for no footer

powered by AppointmentBookingPro.com v1.4

Again, category..



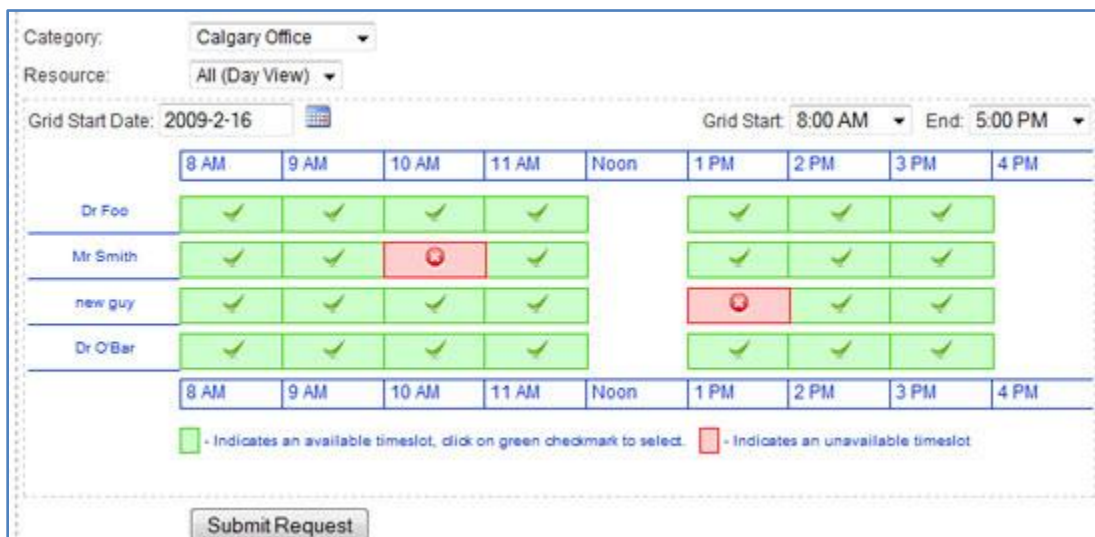
Category:

Resource:

Enter footer text here -

powered by AppointmentBookingPro.com v1.4

If you have multiple resources it will show in day mode – all resources for one day.



Category:

Resource:

Grid Start Date: 2009-2-16

Grid Start: 8:00 AM  End: 5:00 PM

	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM
Dr Foo	✓	✓	✓	✓		✓	✓	✓	
Mr Smith	✓	✓	✗	✓		✓	✓	✓	
new guy	✓	✓	✓	✓		✗	✓	✓	
Dr O'Bar	✓	✓	✓	✓		✓	✓	✓	

☒ - Indicates an available timeslot, click on green checkmark to select. ☐ - Indicates an unavailable timeslot



Things to note; the grid date selectable by the customer as is the time range.

Available timeslots are green and clickable (can be changed in css).To select a timeslot click a green box.

## My Bookings

IF you have Require Login = Yes, a booking can only be made by a registered user. If a logged in user makes a booking, ABPro will record the UserID with the booking. This means you can offer them a 'My Bookings' screen if you like.

Resource	Date	From	Until	Status
new guy	Wed Feb 18, 2009	11:00 AM	12:00 PM	accepted
Mr Smith	Thu Feb 19, 2009	2:00 PM	3:00 PM	accepted

The 'Cancel Now' link will only appear if you have 'Allow Cancel'=Yes, see the Configuration section of this guide.

## Front End Admin

You can delegate administration duties to other users. Rather than having to give them access to the Joomla Admin back end, which can be intimidating, ABPro offers two front-end admin screens.

To use these a user must be designated as a 'Resource Administrator', see the Resource setup for details on how to do that.

The simple Admin screen has very basic capabilities.

Name	Email	Resource	Date/Time	Service	Status
RBPro (1.3.3)	rob.stevens@softventures.com	Mr Smith	Mon Feb 16 10:00		accepted
Res Admin	rob.stevens@shaw.ca	Mr Smith	Thu Feb 19 14:00		accepted

This screen offers only the ability to see bookings and process them.

Only bookings for resources that they are set as 'Resource Administrator' for will be shown here.

Screen filtering works like the back end. Click on the email address to send a message.



Click on the name to open the booking detail screen.

## Appointment Booking Admin - Booking Detail

Save Changes

Cancel

Name:\*

Res Admin

Unit Number:

Phone:

Email:

Resource:

Mr Smith

Service:

Start Date:

2009-02-19

Start Time:

14 : 00 (hh:mm)

End Date:

2009-02-19

End Time:

15 : 00 (hh:mm)

Comment:

User Defined Fields

Label	Value	Type
Refreshments		Textbox
Favorite Fruit	Apples	Radio
Sex	Male	List

Request Status:

Accepted

Payment Status:

Pending

Current Calendar:

JCalPro

Post to Calendar:

Yes

Calendar Category:

General

Calendar Comment:

Admin Comment:

Timestamp:

2009-02-13 06:49:11

These fields are from the booking request. They can be modified by the administrator. An example might be where a requested date is not available so the administrator phones the requester and agrees on a new date or time. The Administrator would then change the date here.

Set request to Accepted, Declined or Canceled. Email messages will be sent when changing to 'Accepted' or 'Cancelled'.

Administrator can indicate payment has been received.

Yes or No

Select what calendar category this request will be add into.

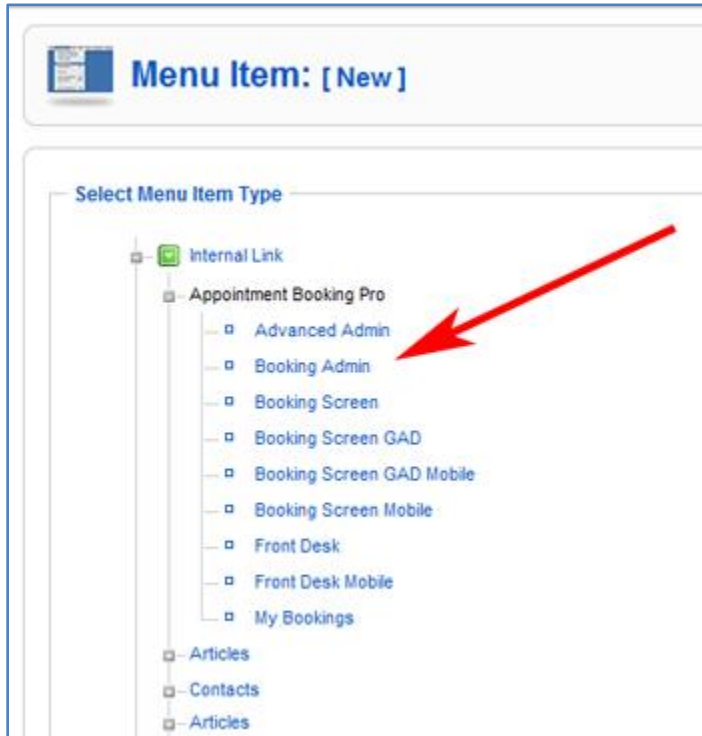
This comment will appear in the calender booking details. Examples: who the resource is booked to, what for, etc.

Administrator can enter an internal comment. Example: 'Phoned to confirmed new end time'

Appointment Booking Pro Ver. 1.4 - Copyright 2008-2009 - Soft Ventures, Inc.

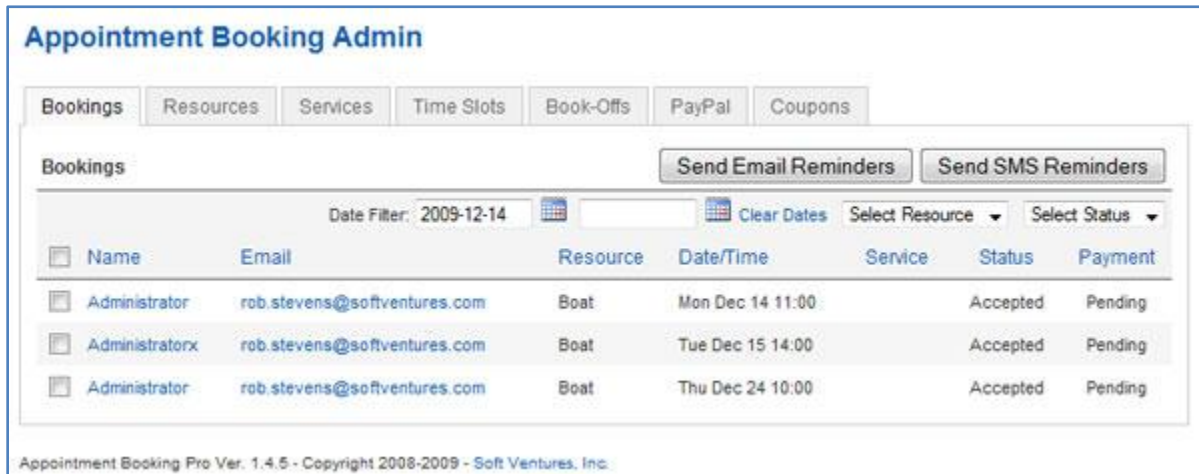
See the Appointment Detail section of this guide for information of what the various fields mean.

The Front End Admin screen is activated by a menu call...



## Front End Advanced Admin

If you wish to give your resources more control, such as setting timeslots and book-off for the resources they administer, you can give them access to the Advanced Admin screen.



The screenshot shows the 'Appointment Booking Admin' interface. At the top, there are tabs for 'Bookings', 'Resources', 'Services', 'Time Slots', 'Book-Offs', 'PayPal', and 'Coupons'. The 'Bookings' tab is active. Below the tabs, there are buttons for 'Send Email Reminders' and 'Send SMS Reminders'. A 'Date Filter' is set to '2009-12-14'. Below this is a table with columns: Name, Email, Resource, Date/Time, Service, Status, and Payment. The table contains three rows of booking data. At the bottom, there is a copyright notice: 'Appointment Booking Pro Ver. 1.4.5 - Copyright 2008-2009 - Soft Ventures, Inc.'

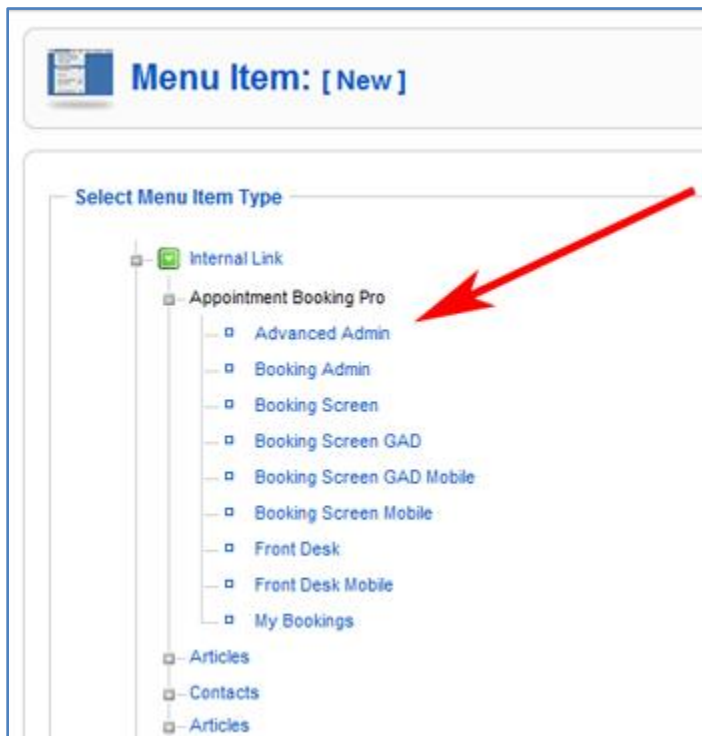
Name	Email	Resource	Date/Time	Service	Status	Payment
Administrator	rob.stevens@softventures.com	Boat	Mon Dec 14 11:00		Accepted	Pending
Administratorx	rob.stevens@softventures.com	Boat	Tue Dec 15 14:00		Accepted	Pending
Administrator	rob.stevens@softventures.com	Boat	Thu Dec 24 10:00		Accepted	Pending

This allows the resource administrator to manage the day to day operations.

Each tab corresponds to the respective back end administration function but is limited, where applicable, to only the resources this user has been assigned to administer.

Note; Categories is not available here as category is above resource in the hierarchy and can only be managed by the back end administrator.

The Advanced Admin front end screen is activated by a menu call...



The screenshot shows the 'Menu Item: [New]' screen. It has a section titled 'Select Menu Item Type' with a tree view. The tree view has a root node 'Internal Link' which has a sub-node 'Appointment Booking Pro'. Under 'Appointment Booking Pro', there are several sub-items: 'Advanced Admin', 'Booking Admin', 'Booking Screen', 'Booking Screen GAD', 'Booking Screen GAD Mobile', 'Booking Screen Mobile', 'Front Desk', 'Front Desk Mobile', and 'My Bookings'. A red arrow points to the 'Advanced Admin' item. Below the tree view, there are links for 'Articles', 'Contacts', and 'Articles'.



## Front Desk

This screen is new in version 1.4 and offered the resource administrator 3 views of the upcoming appointments.

The front desk screen is for staff to use and should not be shown to the public.

You must be a resource administrator to use the Front Desk. Only bookings for resources that you are designated as resource administrator will appear in the screens. Use the resource setup screen to set who is a resource administrator.

## Month View

The screenshot shows the 'Reception Desk' interface for February 2009. The header includes the 'SV Soft Ventures' logo, navigation links (Home, Downloads, Support Forum, Soft Ventures, Inc., Resource Booking Pro), and a '20 Years 1988 - 2008' badge. The main content area displays a calendar grid for February 2009, with appointments listed for each day. The calendar is titled 'February 2009' and includes navigation buttons for previous and next months. The appointments are listed in a table format, with columns for Sun, Mon, Tue, Wed, Thur, Fri, and Sat. The appointments are listed in a table format, with columns for Sun, Mon, Tue, Wed, Thur, Fri, and Sat. The appointments are listed in a table format, with columns for Sun, Mon, Tue, Wed, Thur, Fri, and Sat.

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 11:00 gfd rer 13:00 yosmor	2 08:00 Andy Jones 09:00 John Cameron 11:00 Noooooooooooooooooooooole 13:00 jeff	3 08:00 jorge 09:00 wvwerwe 10:00 Cinhmong 10:00 deneme 15:00 XD	4 10:00 Gwen 10:00 PSem 11:00 bob Jones 13:00 Jane Doe 15:00 dion	5 08:00 gthfgh 09:00 zazamanga 10:00 benito castellanos 11:00 test 11:00 nielly 12:00 Dick Johnson 16:00 ifixx	6 09:00 peter 10:00 asdfsad 13:00 Greg Dorr 13:00 oli	7 08:00 awfdf 09:00 yeuoliu
8	9 08:00 Alan 09:00 jonso 10:00 Mark Kelava 11:00 Jono 15:00 asdD	10 11:00 test 14:00 Amanda Chamberland	11 09:00 Ashley 10:00 yeudiel 13:00 Mike J	12 09:00 j 10:00 Gordon Holtslander 10:00 Dave Dunlop 12:00 test	13 08:00 Bob 09:00 Nevio 11:00 test 15:00 Kim C. Gibson	14 08:00 bob smith 09:00 mm 10:00 aa 11:00 Berth Andersson 13:00 Stacey Steinman
15 13:00 testing	16 10:00 claudia 10:00 Jane Smith 13:00 D M 14:00 rayoolilazo	17 09:00 test 10:00 xxxx xox	18 10:00 anne 11:00 anne2 13:00 gregorcy	19 08:00 Ronald van de Ven 09:00 ralph 10:00 Luke 16:00 test	20	21
22	23	24 14:00 JOhn	25 09:00 df asdf	26	27 11:00 Demo	28

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## Day View

The screenshot shows the 'Reception Desk' interface for 'Soft Ventures'. At the top, there's a navigation bar with links: Home, Downloads, Support Forum, Soft Ventures, Inc., and Resource Booking Pro. A search bar is on the right. Below the navigation bar, the 'Reception Desk' title is followed by a 'Day View' dropdown menu. To the right of the dropdown are links for 'Send Email Reminders' and 'Send SMS Reminders', and a 'Select Resource' dropdown menu. The main area displays a calendar for 'February 05, 2009'. The calendar shows a list of bookings with columns for time, resource, name, email, and status. All bookings are marked as 'accepted'.

Time	Resource	Name	Email	Status
08:00	Joe Banker	gfhfgh	tdk1710@gmail.com	accepted
09:00	Joe Banker	zazamanga	zazamanga@hotmail.it	accepted
10:00	Joe Banker	benito castellanos	arocabea@hotmail.com	accepted
11:00	Dr Bar	test	1@gmail.com	accepted
11:00	Joe Banker	nielly	ceo@amacamarketplace.com	accepted
12:00	Joe Banker	Dick Johnson	dickjohnson2005@gmail.com	accepted
16:00	Joe Banker	ifixx	ifix70@hotmail.it	accepted

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In each view, clicking on a specific booking will open the booking detail screen.

The resource administrator can also send email and sms reminders from the week or day views by selecting one or more bookings then clicking the appropriate reminder link.

## Front Desk Booking

Version 1.4.3 added an **Add Booking** button to the front desk screens for making bookings.



The booking screen is similar to the normal GAD booking screen but with some enhancements for a staff to making phone bookings.



## Reception Desk Booking

Select a User: Administrator ▼

Your Name: Administrator

Phone: 555-1212

Email: rob.stevens@softventures.com

City: Calgary

Resource: Resource 2 (e) ▼

Adult: 0 ▼ \$10.00 (whatever text you want here ;-)

Youth: 0 ▼ \$ 5.00 (12-18 yrs)

Child: 0 ▼ Free (under 12 yrs - must be accompanied by an Adult)

Family: 0 ▼ \$25.00 (Select total seats required)

Large Group: 0 ▼ \$75.00 (Select total seats required)

Total Seats: 0

Grid Start Date: 2009-08-05



	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM
Wed 05-Aug-2009	10	10	10	10		10	7	10	
Thu 06-Aug-2009									
Fri 07-Aug-2009	10	10	10	10		10	10	10	
Sat 08-Aug-2009	10	10	10	10		10	10	10	
Sun 09-Aug-2009									
Mon 10-Aug-2009	10	10	10	10		10	10	10	
Tue 11-Aug-2009	10	10	10	10		10	10	10	
	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM
<div> <div></div> - Indicates an available timeslot, click on green checkmark to select.           <div></div> - Indicates an unavailable timeslot         </div>									

Coupon:

Apply Coupon

Booking Status: Accepted ▼

Payment Status: Pending ▼

Confirmation: ☒ Send an email confirmation

Book Now

Cancel

powered by AppointmentBookingPro.com v1.4.3



### Special Functionality

**Select A User:** This is a drop down list of all registered users on the site. The operator can select a user to make the booking for.

**Booking Status:** The operator can select what status the booking should be added with.

**Payment Status:** The operator can select what payment status the booking should be added with.

**Confirmation:** The operator can decide to send a confirmation email or not.

PayPal is never called from this screen.

### Passenger Manifest or Class List

In scenarios where you are allowing multiple seats per booking, such as a tour or class, it is often handy to have a list of passengers, students, etc. The manifest offers that.

Another feature that works well with the manifest is the 'Show Seat Totals' option on the front desk day view.

The screenshot shows the 'Reception Desk' interface. At the top right, it says 'Administrator'. Below this are links for 'Send Email Reminders' and 'Send SMS Reminders'. On the left, there is a 'Day View' dropdown menu and an 'Add Booking' button. In the center, there is a 'Show Seat Totals' checkbox, a 'Select Resource' dropdown, and a 'Select Status' dropdown. The main area displays a list of bookings for 'December 17, 2009'. Each row includes a checkbox, a time, a resource name, a quantity, a user name, an email address, and a status.

December 17, 2009						
<input type="checkbox"/>	9:00 AM	City Tour	3	Administrator	rob.stevens@softventures.com	Accepted
<input type="checkbox"/>	10:00 AM	City Tour	4	Jane Doe	janed@hotmail.com	Accepted
<input type="checkbox"/>	10:00 AM	City Tour	1	Rob Test	rob.stevens@softventures.com	Accepted
<input type="checkbox"/>	10:00 AM	City Tour	3	Joe Customer	joe@foobar.com	Accepted
<input type="checkbox"/>	10:00 AM	City Tour	2	Administrator	rob.stevens@softventures.com	Accepted
<input type="checkbox"/>	11:00 AM	City Tour	4	Administrator	rob.stevens@softventures.com	Pending
<input type="checkbox"/>	1:00 PM	City Tour	3	Rob Test	rob.stevens@softventures.com	Pending

Reception Desk

Administrator

[Send Email Reminders](#) | [Send SMS Reminders](#)

Day View ▾

Add Booking

☒ Show Seat Totals
 

Select Resource ▾

Select Status ▾

<<

December 17, 2009

>>

<input type="checkbox"/>	9:00 AM	City Tour	3	Administrator	rob.stevens@softventures.com	Accepted
			Total Seats Booked:	3		
<input type="checkbox"/>	10:00 AM	City Tour	4	Jane Doe	janed@hotmail.com	Accepted
<input type="checkbox"/>	10:00 AM	City Tour	1	Rob Test	rob.stevens@softventures.com	Accepted
<input type="checkbox"/>	10:00 AM	City Tour	3	Joe Customer	joe@foobar.com	Accepted
<input type="checkbox"/>	10:00 AM	City Tour	2	Administrator	rob.stevens@softventures.com	Accepted
			Total Seats Booked:	10		
<input type="checkbox"/>	11:00 AM	City Tour	4	Administrator	rob.stevens@softventures.com	Pending
			Total Seats Booked:	4		
<input type="checkbox"/>	1:00 PM	City Tour	3	Rob Test	rob.stevens@softventures.com	Pending
			Total Seats Booked:	3		

Click on a timeslot's start time link to open the manifest for that timeslot. You can Print this and use the side checkboxes to tick-off for a paper attendance record.

Manifest

[Print](#) | [Cancel](#)

This is the Manifest header area. Put instructions or comments here

City Tour

Thursday, December 17 2009 / 10:00 AM - 11:00 AM

	Name	Phone	Email	Status	Payment	Seat	#
<input type="checkbox"/>	Administrator		rob.stevens@softventures.com	Accepted	Pending	Adult	2
<input type="checkbox"/>	Jane Doe		janed@hotmail.com	Accepted	Pending	Adult	1
						Child	3
<input type="checkbox"/>	Joe Customer		joe@foobar.com	Accepted	Pending	Adult	2
						Child	1
<input type="checkbox"/>	Rob Test		rob.stevens@softventures.com	Accepted	Pending	Adult	1

This is the Manifest footer area. Put instructions or comments here

## CSS

The CSS file for the front end booking screens is editable via the Edit Files menu. See the Edit Files section for more information.

The CSS file can be edited from within ABPro's admin screens under menu ***More | Edit Files***

## Language file

The language file for the front end booking screens is editable via the Edit Files menu. See the Edit Files section for more information.

This is used to translation of the front end to another language and also for changing the screen labels.

The language file can be edited from within ABPro's admin screens under menu ***More | Edit Files***

# Email Reminders cron module

## Overview

Web applications are driven by people requesting pages so they cannot wake up in night and automatically send out reminders.

However, the operating system that Joomla is running under does support that sort of thing via what is called cron jobs, or scheduled tasks.

I have made a module that uses cron to send automated reminders. This requires cron be available from you hosting company, most allow the use of cron jobs but some do not.

The module mod\_sv\_reminders, an add-on to ABPro, does not do automated email reminders by itself.

It installs a file, reminders\_cron.php, that can be called by your server's cron facility and when it is, it will look at the module parameters and send email reminders to accepted bookings. The module needs to be 'Published' but need not appear on any site page. It is really just a way to let you set parameters for the reminders\_cron.php to read at runtime.

## Installation, setup and test

### Step 1 Download and install the module

Download from link above then install as with any other module - nothing special here.

---

### Step 2 Module Setup

Set **Enabled** = **Yes**  
and **Show Title** = **No**

**Details**

Module Type:	<b>mod_sv_reminders</b>
Title:	Email Reminders for ABPro and RE
Show Title:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Enabled:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Position:	left ▼
Order:	0::Main Menu ▼
Access Level:	Public Registered Special
ID:	64
Description:	Reminder Module for ABPro and RBPro. This module is used in conjunction with your server's cron facility to send out automated email reminder messages.

You can set the Menus to None as it does not need to appear on any page.

## Parameters

**Parameters**

▼ **Module Parameters**

Days Before Booking	3
Component	ABPro ▼
Version	1.3 ▼
Email Results To	
Test Mode	<input checked="" type="radio"/> No <input type="radio"/> Yes

### Days Before Booking:

Enter a number days in advance of the booking time that you wish the email to be sent.

You can have multiple days separated by comma.

Example: 3 = send a reminder 3 days before the booking.

Example: 5,3 = send a reminder 5 days before AND send a reminder 3 days before

This field must be integer value(s) - no 3.5 days.

### Component:

Select either ABPro or RBPro

### Version:

For future use, currently only supports version 1.3 of each component.

### Email Results To:

You can enter an email address that will receive a status report after each cron run.

If left blank the report will be sent to the email address in the component's (ABPro or RBPro) Configure / MailTO setting.

#### **Test Mode:**

For testing, see below.

---

### **Step 3**   Cron Setup

After you have the module installed and configured, your next step is to setup or schedule the cron job at your webserver. Each hosting provider will have their own unique process for exactly how to do this. But in each case, you need to create and name a new Cron job, define how often the Cron job should run (this should be once per day), and point the Cron job to the correct path to the reminders\_cron.php file. Below are 2 video tutorials that will demonstrate the setup procedures for common hosts.

You need to know the physical path, on the server, to the file reminders\_cron.php

There is a file included in the module to do this for you. From your browser issue the request:

[http://yoursite.com/modules/mod\\_sv\\_reminders/show\\_path.php](http://yoursite.com/modules/mod_sv_reminders/show_path.php)

You will get back a screen like this..

```
Path for cron job: /home/content/██████████/html/test_J15N/modules/mod_sv_reminders/reminders_cron.php
CPanel cron command: /usr/bin/php '/home/content/██████████/html/test_J15N/modules/mod_sv_reminders/reminders_cron.php'
Note: some hosts may have different path for php, ie: something other than '/usr/bin/php'
```

Cron setup tutorials

Hosting sites that use [CPanel](#)

Setup on [GoDaddy.com](#)

---

### **Step 4**   Testing

The file reminders\_cron.php has some code at the beginning to prevent it from being called interactively by a malicious user.

For testing you can set 'Test Mode' (above) to Yes and call reminders\_cron.php from your browser like:

[http://yoursite.com/modules/mod\\_sv\\_reminders/reminders\\_cron.php](http://yoursite.com/modules/mod_sv_reminders/reminders_cron.php)

When calling as above, you will just get a blank screen and the results will be emailed out.

## Google Calendar and ABPro

This section covers the requirements and setup for using Google Calendar with ABPro.

### Requirements

- A Google Account for creating and using Google Calendars.
- PHP 5.1.4 or higher
- Google Data PHP Client Library (from Zend)
- ABPro 1.4.1 beta 5 or higher

### Setup GData library

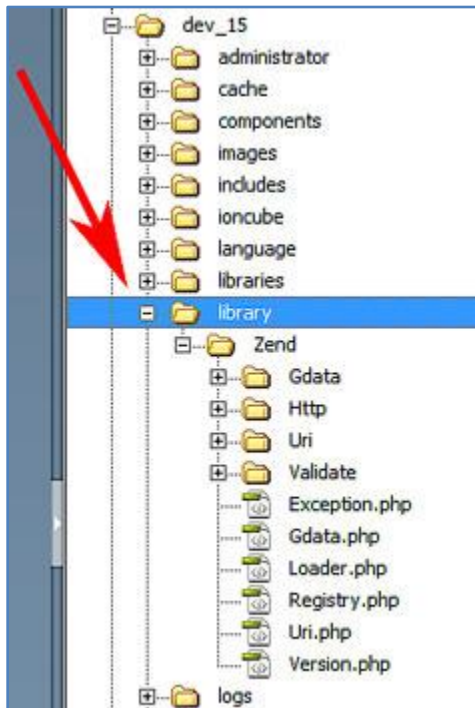
You will need to download the Google Data PHP Client Library and upload it to your server. The Google Data PHP Client Library is part of the Zend Framework but can also be installed standalone.

First get the Google Data PHP Client Library from:

<http://framework.zend.com/download/gdata/>

The download contains several folders but the only one you need is the **/library** one. Extract the 'library' folder from the downloaded zip file and **ftp it up to your server**. You **MUST** put the /library folder in the top level Joomla directory. This is because rather than trying to change your php include\_path with php.ini or .htaccess, ABPro will just look in that location.

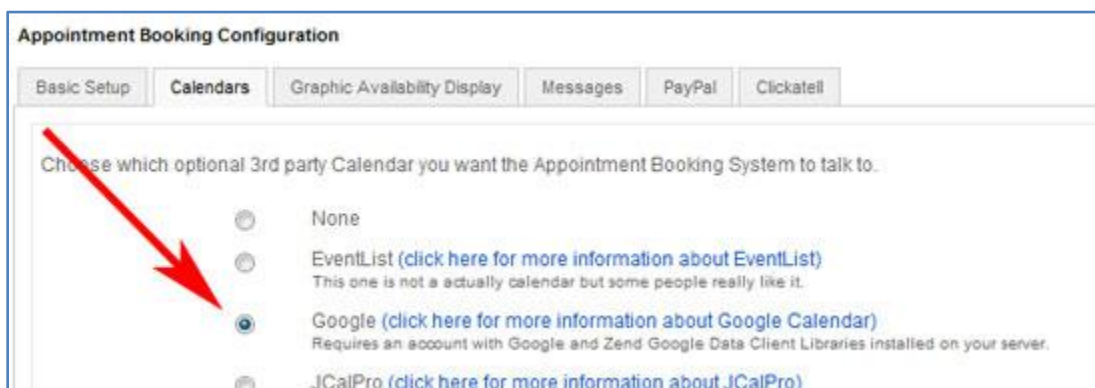




## Setup ABPro

You need to do two things; tell ABPro you want to use Google Calendar and set each resource so it can access a Google Calendar.

Choose **Google Calendar** in ABPro Admin Configure / Calendars



Now **for each ABPro resource** set what Google Calendar you want bookings added to.

In the Resource setup screen enter Google Login information and calendar ID.

Default Calendar Category:  (EventList, JEvents, JCalPro, JCalPro2) Enter you a

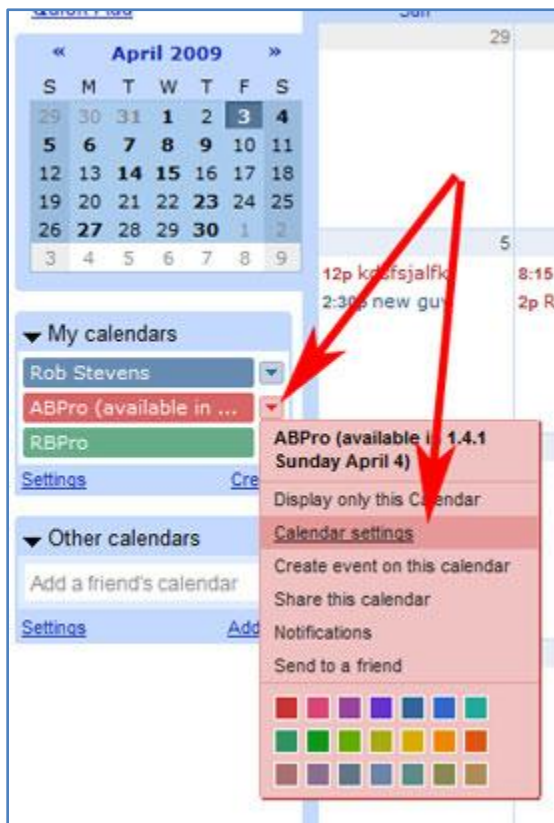
Default Calendar:  (JCalPro2, JCalPro, JCalPro2, JCalPro2) Enter

Google Login User:  rob.stevens@softventures.com (Google only) Requ

Google Login Password:  ..... (Google only) Requ

Google Calendar ID:  913gcejc0mfqkd7i2uu194qfg@group.calendar Only login Cale

To get the Calendar ID, open the Calendar settings screen in Google.



In the Calendar Settings screen near the bottom you will see the Calendar Address section and on the right the Calendar ID. For your primary Google Calendar this will be the same as your Google login ID but for secondary calendars it will be a long cryptic value.

on the Customize Link

40group.calendar.google.com&ctz=America/Edmonton" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>

Calendar Address: [XML](#) [ICAL](#) [HTML](#) (Calendar ID: 913gcejc0mfqkd7i2uu194qfg@group.calendar.google.com) This is the address for your calendar. No one can use this link unless you have made your calendar public.

[Learn more](#) [Change sharing settings](#)

Private Address: [XML](#) [ICAL](#) [HTML](#) [Reset Private URLs](#)

Now new bookings for this resource will be added to your Google Calendar.

As with all 3rd party calendars the communication is one-way only. Changes made in your Google Calendar will have no effect on ABPro.

## Adding a Google Calendar Menu Item

A simple way to display your Google Calendar is with a 'Wrapper'.

Add a new menu item of the type Wrapper.



In the Wrapper setup screen enter the HTML link from Google into the 'Wrapper URL' field.

You get the link URL from your Google Calendar, Calendar Settings page.



8am Test test	8am Test 10am tom	8am ammr al fak 8am XCZXCZXC	8am lkök 9am ttttt	8am Garth 9am Test Name
------------------	----------------------	---------------------------------	-----------------------	----------------------------

### Rob Test

**When** Mon, November 30, 9:00am – 9:30am

**Description** Resource (ro), Service 1 (30 min) has been booked for **Rob Test** for this date/time:  
**Monday November 30, 2009 10:00**  
**to Monday November 30, 2009 10:30**  
Adult:1  
Child:2

[more details»](#) [copy to my calendar»](#)

11am George +3 more	11am gorg grgr +8 more	11am Jerome +5 more	10am Nitin +9 more
------------------------	---------------------------	------------------------	-----------------------

29 n john	30 9am Aldi n john	31 10am andreas	1 9am kukkj	2 8am Vallagrupper
--------------	--------------------------	--------------------	----------------	-----------------------

And for Extras ..

Event Body:

[resource] has been booked for [requester name]

<br/>Blue Widgets:<i>[Blue Widgets]</i>

This will appear in the calendar detail area. You can use the tokens as listed on the 'Messages' tab.

Daylight Savings ☐

Will produce..

17 Liliana	18 Munil	19 dfgd	20 Marc
---------------	-------------	------------	------------

### Administrator

**When** Wed, December 2, 12pm – 1pm

**Description** Resource 1 has been booked for Administrator  
Blue Widgets:3

[more details»](#) [copy to my calendar»](#)

Dec 1 n andreas	2 9am kukkj n Mike Smith	3 9am Vallagrupper 10am K	4 10am Mike 1pm abcd
--------------------	--------------------------------	---------------------------------	----------------------------

### Limitation

The technique for doing this is very simple and has no logic for limiting inserts based on resource.

That means that if you have 3 *different* 'Adult' seat types for 3 different resources, the insert cannot show only the Adult seats for the resource the customer chose, it must show all.




## Community Builder and ABPro

### Overview

ABPro can be set to pull user information from their CB profile, into a booking screen.

This is done by setting up ABPro UDFs (user defined fields) for your booking screen and telling ABPro to pre-fetch data for these fields from the user's CB profile.

### UDF Settings for CB

 **User Defined Field Detail**

This screen is used to create or edit User Defined Fields.

ID:	10
Screen Label:	<input type="text" value="City"/>
Type:	<input type="text" value="Textbox"/>
Size:	<input type="text" value="40"/> (only applies if control type = Textbox)
Rows:	<input type="text" value="2"/> (only applies if control type = Textbox)
Columns:	<input type="text" value="40"/> (only applies if control type = Textbox)
Radio Buttons or List Items:	<input type="text"/> Comma separated radio button or dropdown list values, use "[d]" to indicate default selection. Example: "Apples, [d]Oranges, Bananas", MAX 255 characters
Required Field:	<input type="text" value="No"/> (only applies if control type = Textbox, Textarea or Checkbox)
Help Text:	<input type="text" value="Enter your city"/>
Tooltip:	<input type="text"/>

If you are using Community Builder and wish to populate an ABPro UDF field from a CB profile field, set the field mapping here. Only Textbox or Textarea fields can pre-fill from Community Builder.

CB Profile Field:	<input type="text" value="city"/>
Read Only:	<input type="text" value="Yes"/> Set to Yes if you do not want visitor to change the value. Note: Changes, if allowed, are <b>never</b> written back to CB. Changes are only stored in the ABPro booking.

Display Order:	<input type="text" value="6"/>
Published:	<input type="text" value="Yes"/>

Notes: All text fields can accept a maximum of 255 characters.

Appointment Booking Pro Ver. 1.4.2 - Copyright 2008-2009 - Soft Ventures, Inc.

If you are using Community Builder and wish to populate an  
Only Textbox or Textarea fields can pre-fill from Community

CB Profile Field:

Read Only:

Display Order:

Published:

Notes: All text fields can accept :

Appointment Booking Pro Ver. 1.4.2

city  
Select a CB profile value  
address  
city  
company  
country  
fax  
firstname  
interests  
lastname  
location  
middlename  
name  
occupation  
phone  
state  
username  
zipcode

Select the CB Profile field from the dropdown list. This list is created from your CB profile table and will only be populated if you have CB installed.

You can also set the field to be read only if you do not want the person doing a booking to be able to change the values.

**Note:** Changes, if allowed, are **never written back to CB**. Changes are only stored in the ABPro booking.



# JomSocial and ABPro

## Overview




ABPro can be set to pull user information from their JomSocial profile, into a booking screen.

This is done by setting up ABPro UDFs (user defined fields) for your booking screen and telling ABPro to pre-fetch data for these fields from the user's JomSocial profile.

## UDF Settings for JomSocial



User Defined Field Detail



This screen is used to create or edit User Defined Fields.

ID:	3
Screen Label:	Cell phone
Type:	Textbox
Size:	40 (only applies if control type = Textbox)
Rows:	2 (only applies if control type = Textbox)
Columns:	40 (only applies if control type = Textbox)
Radio Buttons or List Items:	<div></div> <div>Comma separated radio button or dropdown list values, use "(d)" to indicate default selection. Example: "Apples, (d)Oranges, Bananas", MAX 255 characters</div>
Required Field:	No (only applies if control type = Textbox, Textarea or Checkbox)
Help Text:	
Tooltip:	

You can assign this UDF to one or more resources. If NOT assigned, it will be shown for ALL.

Resources:

Resource 1

Add >>

<< Remove

Empty = ALL

Select one or more resources that this UDF applies to. If you wish this UDF to be shown for ALL resources, do not select any.

---

If you are using Community Builder and wish to populate an ABPro UDF field from a CB profile field, set the field mapping here.  
Only Textbox or Textarea fields can pre-fill from Community Builder.

CB Profile Field:	Select a CB profile value
Read Only:	No Set to Yes if you do not want visitor to change the value. Note: Changes, if allowed, are never written back to CB. Changes are only stored in the ABPro booking.

---

If you are using JomSocial and wish to populate an ABPro UDF field from a JS profile field, set the field mapping here.  
Only Textbox or Textarea fields can pre-fill from JomSocial.

JS Profile Field:	Land phone
Read Only:	Yes Set to Yes if you do not want visitor to change the value. Note: Changes, if allowed, are never written back to JS. Changes are only stored in the ABPro booking.

---

Display Order:	1
Published:	Yes

Notes: All text fields can accept a maximum of 255 characters.

Changes are only stored in the ABPro booking.

If you are using JomSocial and wish to populate an ABPro UDF field from a JS profile field, Only Textbox or Textarea fields can pre-fill from JomSocial.

JS Profile Field:	Land phone
Read Only:	<input type="checkbox"/>
Display Order:	
Published:	<input type="checkbox"/>
Notes: All text fields can contain up to 255 characters.	

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Select the JomSocial Profile field from the dropdown list. This list is created from your JomSocial profile table and will only be populated if you have JomSocial installed.

You can also set the field to be read only if you do not want the person doing a booking to be able to change the values.

**Note:** Changes, if allowed, are **never written back to JomSocial**. Changes are only stored in the ABPro booking.

## How to setup Single Resource or Category Modes

To set ABPro into single resource or single category mode you need to be able to tell it what resource or category to display.

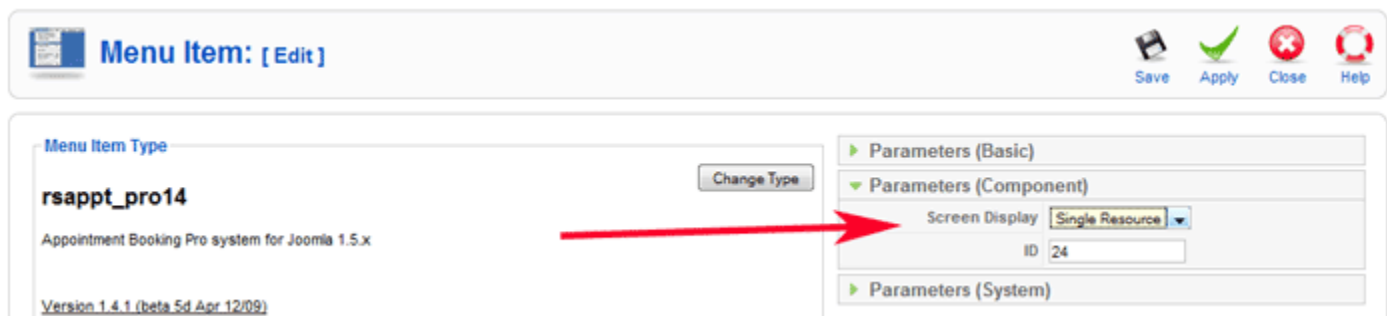
The booking screens support two methods of doing this.

1. Called by Menu
2. Called by URL

---

### Called by Menu

When you create a menu item to call ABPro there are some menu parameters; Screen display and ID.



The screenshot shows the Joomla! administrator interface for editing a menu item. The menu item is titled 'rsappt\_pro14' and is of type 'Appointment Booking Pro system for Joomla 1.5.x'. The 'Parameters (Component)' section is expanded, showing 'Screen Display' set to 'Single Resource' and 'ID' set to '24'. A red arrow points from the 'Change Type' button to the 'Screen Display' dropdown menu. The interface includes a top bar with 'Menu Item: [Edit]' and icons for Save, Apply, Close, and Help. The left sidebar shows the menu item type and version information.

Screen display can be set to Single Resource or Single Category.

ID is the resource or category id that you want the booking screen to display.

---

### Called by URL

If you are calling from a content page, you can use a querystring parameter on the URL.

You simply take the URL and add '&res=x' or '&cat=x' where x is the appropriate resource or category id.

[http://YourSite.com/index.php?option=com\\_rsappt\\_pro14&view=Booking%20Screen%20GAD&Itemid=96](http://YourSite.com/index.php?option=com_rsappt_pro14&view=Booking%20Screen%20GAD&Itemid=96)

[http://YourSite.com/index.php?option=com\\_rsappt\\_pro14&view=Booking%20Screen%20GAD&Itemid=96&res=18](http://YourSite.com/index.php?option=com_rsappt_pro14&view=Booking%20Screen%20GAD&Itemid=96&res=18)

[http://YourSite.com/index.php?option=com\\_rsappt\\_pro14&view=Booking%20Screen%20GAD&Itemid=96&cat=4](http://YourSite.com/index.php?option=com_rsappt_pro14&view=Booking%20Screen%20GAD&Itemid=96&cat=4)

## Querystring parameters

Normally you would use the 'Configure' screen to set your GAD grid to open on; 'Today', 'Tomorrow', etc.

If you need to dynamically change that you can use a link from a content page and pass information telling ABPro how you want it to open. You can use querystring parameters to control *what date* the GAD screen opens on and also the *time range*.

### **Mygridstarttime / mygridstarttime**

You can call the booking screen via a URL with a querystring parameter tacked on the end, like:

[www.mysite.com/index.php?option=com\\_rsap...20GAD&Itemid=114&mygridstarttime=9:00&mygridendtime=13:00](http://www.mysite.com/index.php?option=com_rsap...20GAD&Itemid=114&mygridstarttime=9:00&mygridendtime=13:00)

This might be used where you want to open the grid only showing the morning in one case and only the afternoon in another.

### **mystartdate**

You can call the booking screen via a URL with a querystring parameter tacked on the end, like:

[www.mysite.com/index.php?option=com\\_rsap...20GAD&Itemid=114&mystartdate=2009-09-14](http://www.mysite.com/index.php?option=com_rsap...20GAD&Itemid=114&mystartdate=2009-09-14)

This could be used if you were booking for events in the distant future and wanted a link for the event detail screen to the booking screen with the booking screen opening on the event date or week.

See the previous section for how to call specific resource or category via URL.

## Multi-Language Operation (New in 1.4.5)

### Overview



Version 1.4.5 is the International version with support for UTF-8, all elements (resources, categories, services, messages, etc) will support language file keys.

For example, rather than entering a confirmation message into the ABPro message box, you can enter a language file key. Create your confirmation message(s) in whatever language files you support and ABPro will send the language specific confirmation message

While ABPro does not support Joom!Fish, they can co-exist and work together nicely.

### Limitations

- Admin messages are sent in language of admin side. An example of this would be if back-end Admin sets the booking to 'Accepted' the confirmation will go in whatever language the back-end Admin is running. In the case of auto-accept where the confirmation is generated at booking time, it goes in the current front-end language the user has selected.
- Date format is not changeable. Any expanded dates are translated (ex: mar. 15-déc.-2009) but the date picker fields will show YYYY-MM-DD format.
- Currency format does not adjust the ',' and '.' so all currencies show as ##,###.##. The currency symbol is set in the language file so it can be translated to \$, €, £, etc.
- Language changes by the user **may** need screen refresh. This is because ABPro uses many asynchronous AJAX calls and it is possible that immediately after a language change, if you are on an ABPro screen when doing the change, the screen may show part in the new language and part in the old. A refresh will clear this.

### Windows Servers

**Not supported on Windows servers.**

From PHP docs: "If you are running PHP on a multithreaded server API like IIS or Apache on Windows, you may experience sudden changes in locale settings while a script is running"... that means **on windows servers** dates ~~may~~ will sometimes switch to English part way through the GAD grid.

For Windows servers (if you want to run in spite of the above warning) you will need to edit file *rsappt\_pro14.php*

Find:

```
define("WINDOWS", false);
```

Change to:

```
//define("WINDOWS", false);
```

## Using Language file Keys

ABPro uses Joomla's built in translation capabilities. When rendering text it checks to see if a language file entry has been defined for the text, if so it uses the language file text, if not it renders the text directly.

For example:

If you define the resource as "Boat", the screen will show "Boat"

If you define the resource as "RES\_BOAT" **and** define keys in the language file like..

- In the English file: RES\_BOAT=Boat
- In the French file: RES\_BOAT=Bateau
- In the Spanish file: RES\_BOAT=Lancha


The screen would display the appropriate translation depending on the user's choice of front-end language.

## Resources, Categories, etc

Any entities you define to be show on screen can use language file keys. This would be resource, categories, services, extras, etc.


Example setting up a Resource:

For single language sites you can enter Resource name and description directly.



## Resource Detail





A resource is who or what the appointment is being made for.  
For example, an appointment to visit **doctor** or test drive a **car**. The resource would be the **doctor** or the **car**.

Resource ID:	2
Name:	<input type="text" value="Boat"/>
Description:	<input type="text" value="Boat"/>
Address:	<input type="text" value="Boat"/>

**This field is used in the booking screen dropdown list.**

You can set wheather this resource is available to everyone or only

The screen will show..

### Appointment Booking

Enter header text here - clear for no header

Your Name:

Phone:

Email:

Comments:

Enter your comment here:


Resource:

For **Multilanguage sites** you need to enter a language file key.



## Resource Detail





A resource is who or what the appointment is being made for.  
For example, an appointment to visit **doctor** or test drive a **car**. The resource would be the **doctor** or the **car**.

Resource ID:	2
Name:	<input type="text" value="RESOURCE_BOAT"/>
Description:	<input type="text" value="RESOURCE_BOAT"/>
Address:	<input type="text" value="Boat"/>

**This field is used in the booking screen dropdown list.**

You can set wheather this resource is available to everyone or only

In this case I made the key '**RESOURCE\_BOAT**'.

You can define the key as **any text you like** with these limitations:

- All upper case
- No spaces



- Unique in ABPro.

Now in the language files you add translations for RESOURCE\_BOAT..

```
SERV_2=Island Tour
BOOKING_COMPLETE=Thank you for your order.[resource], [resource_service] has bee
CANCEL_MSG=Your booking for [resource] on [startdate] has been cancelled, thank
```

C:\xampp\htdocs\dev\_15\_5\language\en-US\en-US.com\_rsappt\_pro14.ini

```
RS1_INPUT_SCRN_VALIDATION_FAILED=Validation Failed:
RS1_INPUT_SCRN_VALIDATION_OK=Validation OK

RS1_ADMIN_SCRN_TIMESLOT_DETAIL_DESC=Description
RS1_ADMIN_SCRN_RES_NON_WORK_HIDE=Hide non-Booking days:
RS1_ADMIN_SCRN_RES_NON_WORK_HIDE_HELP=If set to Yes days unchecked above will no

RS1_INPUT_SCRN_ALREADY_CANCELED=Booking already cancelled.

# v 1.4.5 stuff
RS1_ADMIN_SCRN_BOOKING_LANGUAGE=Language Code

# my translations
RESOURCE_1=Resource 1
RESOURCE_BOAT=Boat
RESOURCE_CAR=Car
HEADER_TEXT=Enter header text here - clear for no header
FOOTER_TEXT=Enter footer text here - clear for no footer
CAT_1=North
CAT_2=South
```

C:\xampp\htdocs\dev\_15\_5\language\es-ES\es-ES.com\_rsappt\_pro14.ini

```
RS1_INPUT_SCRN_ALREADY_CANCELED=reservas ya canceladas.

# Cosas v 1.4.5
RS1_ADMIN_SCRN_BOOKING_LANGUAGE=Language Código

# my translations
UDF_COMMENTS =Comentarios
RESOURCE_1=Recurso 1
RESOURCE_BOAT=Lancha
RESOURCE_CAR=Coche
HEADER_TEXT=Introduzca el texto de cabecera aquí - claro para no tener ninguno
FOOTER_TEXT=Introduzca el texto de pie de página aquí - claro para no footer
CAT_1=Norte
CAT_2=Sur
SUB_CAT_1=Este
SUB_CAT_2=Oeste
SERV_1=Short puerto de Tour
SERV_2=Tour de la Isla
BOOKING_COMPLETE= Gracias por su solicitud. [resource], [resource_service]
CANCEL_MSG=Su reserva de [resource] de [startdate] ha sido cancelada, gracias.
```

C:\xampp\htdocs\dev\_15\_5\language\fr-FR\fr-FR.com\_rsappt\_pro14.ini

Which yields (when Spanish is selected as front-end language)..



**Haga una cita**

Introduzca el texto de cabecera aquí - claro para no tener ninguno

Su nombre:

Teléfono:

Email:

Comentarios:

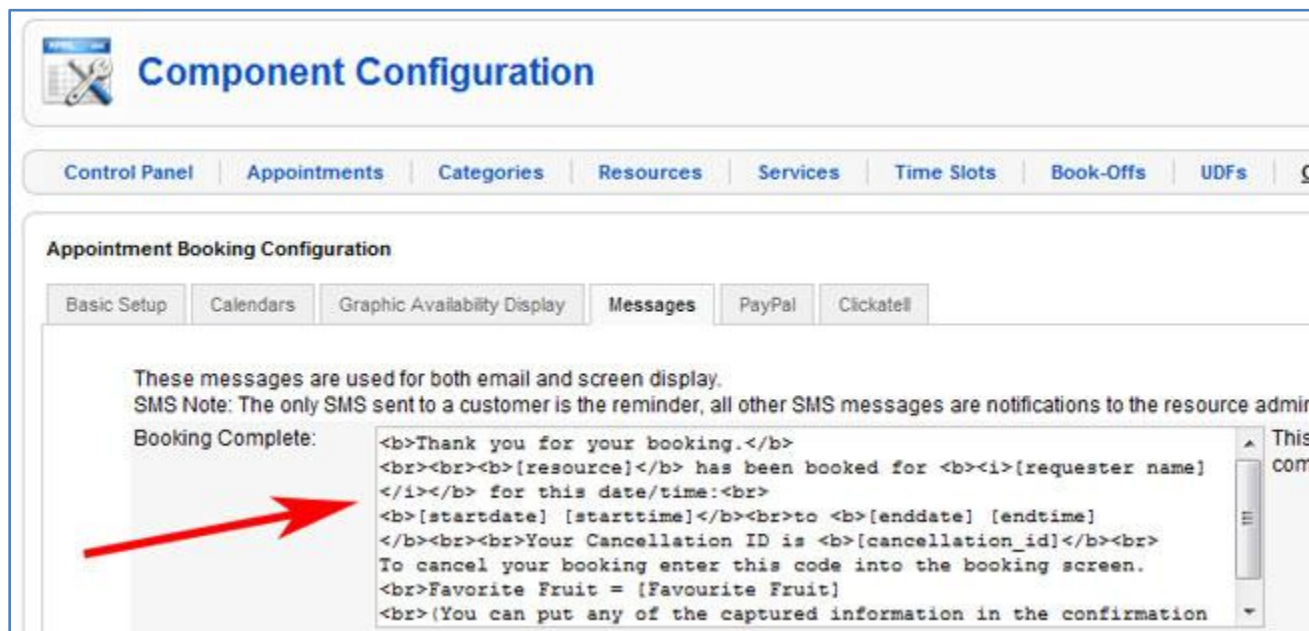
Escribe tu comentario aquí.

Recurso:

The same procedure is used to define multi-language services, categories, etc.

## Messages

If you are running a single language site you can enter message text directly into the configure screen.



**Component Configuration**

Control Panel | Appointments | Categories | Resources | Services | Time Slots | Book-Offs | UDFs | C

**Appointment Booking Configuration**

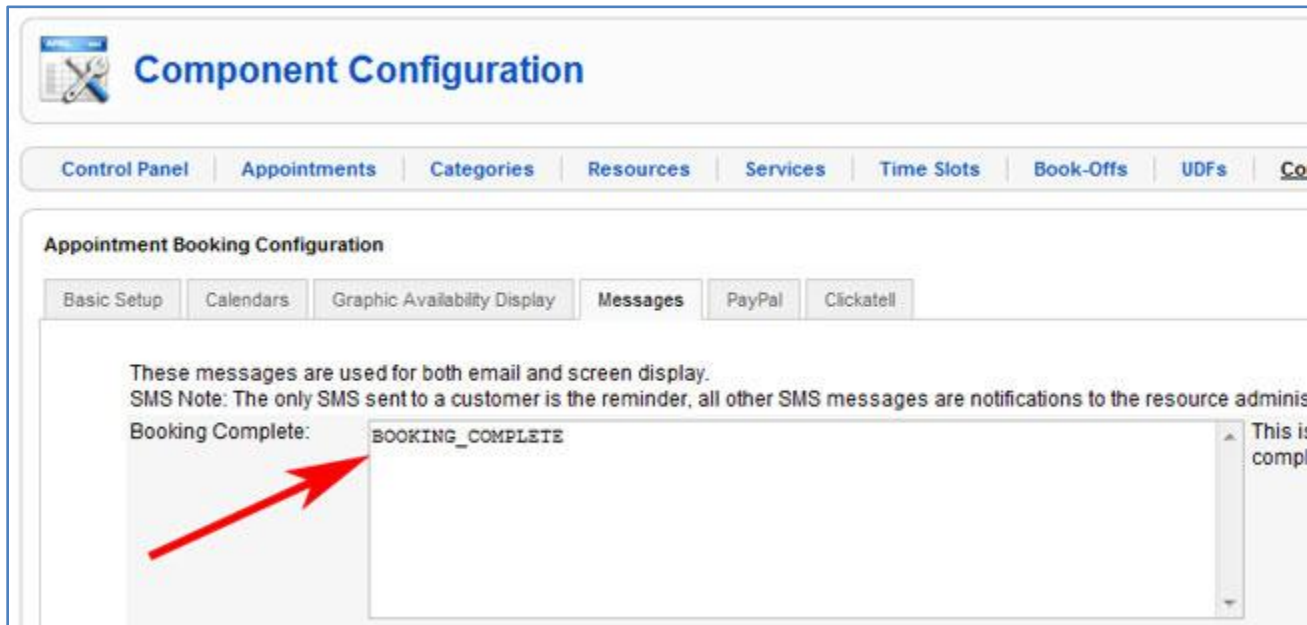
Basic Setup | Calendars | Graphic Availability Display | **Messages** | PayPal | Clickatell

These messages are used for both email and screen display.  
SMS Note: The only SMS sent to a customer is the reminder, all other SMS messages are notifications to the resource administrator.

Booking Complete:

```
<b>Thank you for your booking.</b>
<br><br><b>[resource]</b> has been booked for <b><i>[requester name]
</i></b> for this date/time:<br>
<b>[startdate] [starttime]</b><br>to <b>[enddate] [endtime]
</b><br><br>Your Cancellation ID is <b>[cancellation_id]</b><br>
To cancel your booking enter this code into the booking screen.
<br>Favorite Fruit = {Favourite Fruit}
<br>(You can put any of the captured information in the confirmation
```

For a multi-language site you can define a language file key..



And now add a BOOKING\_COMPLETE key to each language file. (see below)

Note the tokens are not translated. If you want to insert the user's selected service you use the normal token [resource\_service]

For UDFs, Seats or Extras where the screen label is being translated, you use the key.

```
RS1_INPUT_SCRN_RESOURCE_PROMPT=Select a Resource
RS1_INPUT_SCRN_TIMESLOT_PROMPT=Select a Time
RS1_INPUT_SCRN_DATE_PROMPT=Select Date
RS1_INPUT_SCRN_NO_TIMESLOTS_AVAILABLE=No Times Available
RS1_INPUT_SCRN_FROM=Start:
RS1_INPUT_SCRN_UNTIL=End:
```

C:\xampp\htdocs\dev\_15\_5\language\en-US\en-US.com\_rsappt\_pro14.ini

```
RESOURCE_1=Resource 1
RESOURCE_BOAT=Boat
RESOURCE_CAR=Car
HEADER_TEXT=Enter header text here - clear for no header
FOOTER_TEXT=Enter footer text here - clear for no footer
CAT_1=North
CAT_2=South
SUB_CAT_1=East
SUB_CAT_2=West
SERV_1=Short Harbour Tour
SERV_2=Island Tour
BOOKING_COMPLETE=Thank you for your order.[resource], [resource_service] has bee
CANCEL_MSG=Your booking for [resource] on [startdate] has been cancelled, thank
BOOKING_IN_PROGRESS=Thank you, [requester name].Your request will be reviewed sh
ADULT_SEAT=Adult
ADULT_SEAT_TOOLTIP=Select the number of Adult seats you wish to order.
ADULT_SEAT_HELP=$10.00 (whatever text you want here ;-)
CHILD_SEAT=Child
CHILD_SEAT_TOOLTIP=Select the number of Child seats you wish to order.
CHILD_SEAT_HELP=Free (under 12 yrs - must be accompanied by an Adult)
```

C:\xampp\htdocs\dev\_15\_5\language\es-ES\es-ES.com\_rsappt\_pro14.ini

```
UDF_COMMENTS =Comentarios
RESOURCE_1=Recurso 1
RESOURCE_BOAT=Lancha
RESOURCE_CAR=Coche
HEADER_TEXT=Introduzca el texto de cabecera aquí - claro para no tener ninguno
FOOTER_TEXT=Introduzca el texto de pie de página aquí - claro para no footer
CAT_1=Norte
CAT_2=Sur
SUB_CAT_1=Este
SUB_CAT_2=Oeste
SERV_1=Short puerto de Tour
SERV_2=Tour de la Isla
BOOKING_COMPLETE= Gracias por su solicitud.[resource], |[resource_service] ha si
CANCEL_MSG=Su reserva de [resource] de [startdate] ha sido cancelada, gracias.
BOOKING_IN_PROGRESS=Gracias, [requester name]. Su solicitud será revisada en br
ADULT_SEAT=Adultos
ADULT_SEAT_TOOLTIP=Selecciona el número de asientos para adultos que quiere pedi
ADULT_SEAT_HELP=$ 10,00 (el texto que queremos aquí ;-)
CHILD_SEAT=Niño
```

C:\xampp\htdocs\dev\_15\_5\language\fr-FR\fr-FR.com\_rsappt\_pro14.ini



## UDFs (User Defined Fields)

If you are running a single language site you can enter UDF text directly into the UDF setup screen.

**User Defined Field Detail**

This screen is used to create or edit User Defined Fields.

ID: 1

Screen Label: Pet's Name

Type: Textbox

Size: 30 (only applies if control type = Textbox)

Rows: 2 (only applies if control type = Textbox)

Columns: 40 (only applies if control type = Textbox)

Radio Buttons or List Items:

Comma separated radio button or dropdown list values, use "(d)" to indicate default selection. Example: "Apples, (d)Oranges, Bananas", MAX 255 characters

Required Field: No (only applies if control type = Textbox, Textarea or Checkbox)

Help Text: ^ Sample user defined field (UDF)

Tooltip: As many user defined fields as you want

You can assign this UDF to one or more resources. If NOT assigned, it will be shown for ALL

Here showing a UDF textbox with the screen text 'Pet's Name'.

For a multi-language site you can define a language file keys..

**User Defined Field Detail**

This screen is used to create or edit User Defined Fields.

ID: 1

Screen Label: UDF\_COMMENTS

Type: Textarea

Size: 40 (only applies if control type = Textbox)

Rows: 2 (only applies if control type = Textbox)

Columns: 40 (only applies if control type = Textbox)

Radio Buttons or List Items:

Comma separated radio button or dropdown list values, use "(d)" to indicate default selection. Example: "Apples, (d)Oranges, Bananas", MAX 255 characters

Required Field: No (only applies if control type = Textbox, Textarea or Checkbox)

Help Text: UDF\_COMMENTS\_HELP

Tooltip: UDF\_COMMENTS\_TOOLTIP

You can assign this UDF to one or more resources. If NOT assigned, it will be shown for ALL

Here showing a textarea for comments.

Now add language file keys..

```
RS1_INPUT_SCRN_DATE_PROMPT=Select Date
RS1_INPUT_SCRN_NO_TIMESLOTS_AVAILABLE=No Times Available
RS1_INPUT_SCRN_FROM=Start:
RS1_INPUT_SCRN_UNTIL=End:
```

C:\xampp\htdocs\dev\_15\_5\language\en-US\en-US.com\_rsappt\_pro14.ini

```
SUB_CAT_2=West
SERV_1=Short Harbour Tour
SERV_2=Island Tour
BOOKING_COMPLETE=Thank you for your order. [resource], [resource_service] has bee
CANCEL_MSG=Your booking for [resource] on [startdate] has been cancelled, thank
BOOKING_IN_PROGRESS=Thank you, [requester name]. Your request will be reviewed sh
ADULT_SEAT=Adult
ADULT_SEAT_TOOLTIP=Select the number of Adult seats you wish to order.
ADULT_SEAT_HELP=$10.00 (whatever text you want here ;- )
CHILD_SEAT=Child
CHILD_SEAT_TOOLTIP=Select the number of Child seats you wish to order.
CHILD_SEAT_HELP=Free (under 12 yrs - must be accompanied by an Adult)
EXTRA_1=Red Pencil
EXTRA_1_TOOLTIP=Select how many you want.
EXTRA_1_HELP=Writes with red ink.
UDF_COMMENTS=Comments
UDF_COMMENTS_TOOLTIP=Max 255 characters
UDF_COMMENTS_HELP=Enter your comment here.
COUPON_5_OFF=$5.00 OFF
```

C:\xampp\htdocs\dev\_15\_5\language\es-ES\es-ES.com\_rsappt\_pro14.ini

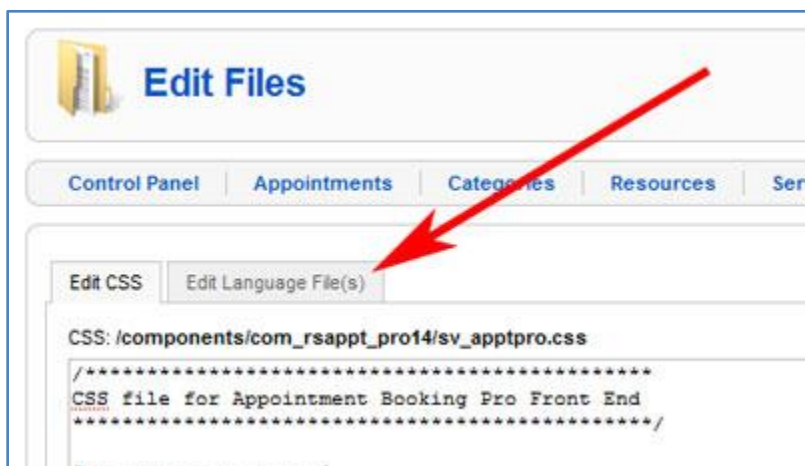
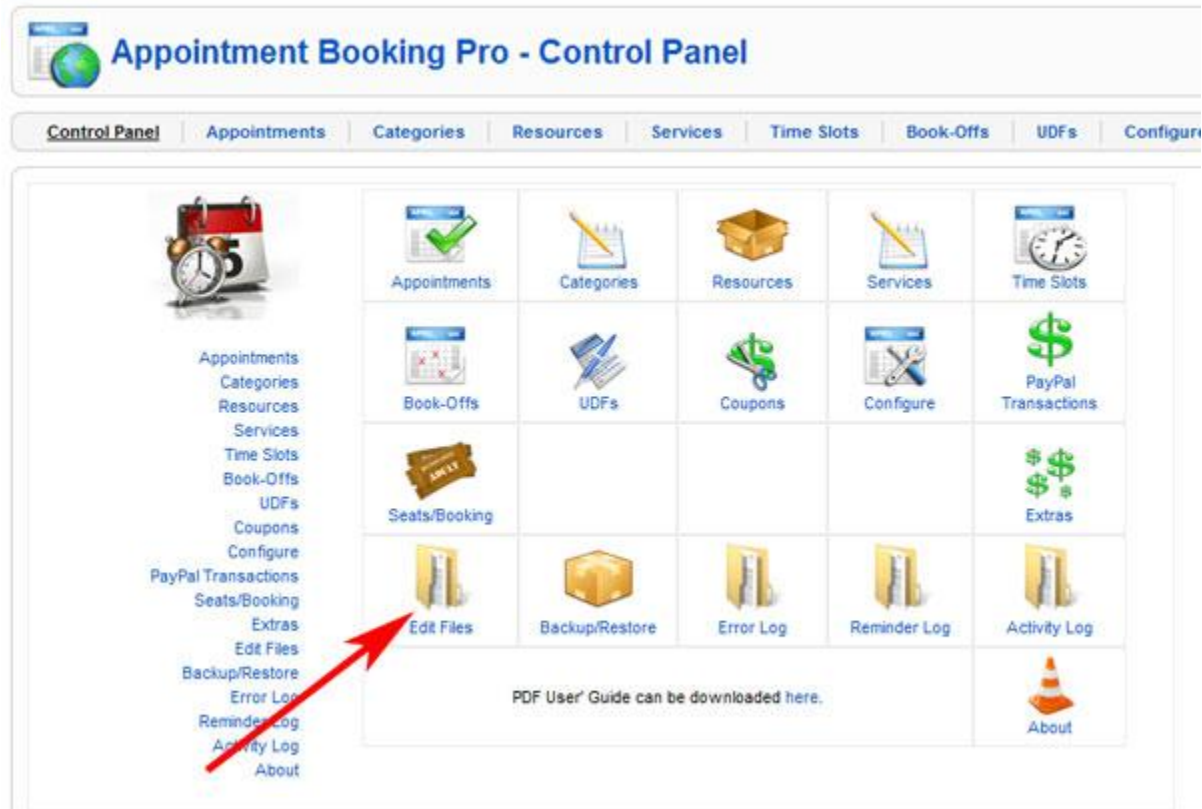
```
SUB_CAT_2=Oeste
SERV_1=Short puerto de Tour
SERV_2=Tour de la Isla
BOOKING_COMPLETE= Gracias por su solicitud. [resource], [resource_service]
CANCEL_MSG=Su reserva de [resource] de [startdate] ha sido cancelada, gracias.
BOOKING_IN_PROGRESS=Gracias, [requester name]. Su solicitud será revisada en br
ADULT_SEAT=Adultos
ADULT_SEAT_TOOLTIP=Selecciona el número de asientos para adultos que quiere pedi
ADULT_SEAT_HELP=$ 10,00 (el texto que queremos aquí ;- )
CHILD_SEAT=Niño
CHILD_SEAT_TOOLTIP=Selecciona el número de asientos del niño que quiere pedir.
CHILD_SEAT_HELP=gratis (menores de 12 años - deben ir acompañados por un adulto)
EXTRA_1=Rojo Lápiz
EXTRA_1_TOOLTIP=Selecciona el número que desee.
EXTRA_1_HELP=Escribe con tinta roja.
UDF_COMMENTS =Comentarios
UDF_COMMENTS_TOOLTIP=Máximo 255 caracteres
UDF_COMMENTS_HELP=Escribe tu comentario aquí.
COUPON_5_OFF=la reducción de 5.00
```

C:\xampp\htdocs\dev\_15\_5\language\fr-FR\fr-FR.com\_rsappt\_pro14.ini

## Editing Language File(s)

Prior to version 1.4.5, ABPro only supported edit of a single language file from in the Admin area.

ABPro will now look through your language files and allow you to edit all ABPro language files at one time.





Edit CSS   Edit Language File(s)

C:\xampp\htdocs\dev\_15\_5\language\de-DE\de-DE.com\_rsappt\_pro14.ini

```
# Benutzeroberfläche
RS1_INPUT_SCRN_TITLE=Terminreservierung
RS1_INPUT_SCRN_MIDNIGHT=Midnight
RS1_INPUT_SCRN_NOON=Noon
RS1_INPUT_SCRN_OK=OK

# Eingabefelder
RS1_INPUT_SCRN_NAME=Ihr Name:
RS1_INPUT_SCRN_PHONE=Telefon:
RS1_INPUT_SCRN_EMAIL=E-Mail:
RS1_INPUT_SCRN_RESOURCE_CATEGORIES=Kategorie:
RS1_INPUT_SCRN_RESOURCE_CATEGORIES_PROMPT=Wählen Sie eine Kategorie
RS1_INPUT_SCRN_RESOURCE=Ressource:
RS1_INPUT_SCRN_SERVICES=Dienstleistungen:
RS1_INPUT_SCRN_RESOURCE_PROMPT=Wählen Sie eine Ressource
RS1_INPUT_SCRN_TIMESLOT_PROMPT=Wählen Sie einen Time
RS1_INPUT_SCRN_DATE_PROMPT=Datum wählen
RS1_INPUT_SCRN_NO_TIMESLOTS_AVAILABLE=Nein jederzeit zur Verfügung
RS1_INPUT_SCRN_FROM=Start:
RS1_INPUT_SCRN_UNTIL=Ende:
```

C:\xampp\htdocs\dev\_15\_5\language\en-GB\en-GB.com\_rsappt\_pro14.ini

```
# user screen
RS1_INPUT_SCRN_TITLE=Appointment Booking
RS1_INPUT_SCRN_MIDNIGHT=Midnight
RS1_INPUT_SCRN_NOON=Noon
RS1_INPUT_SCRN_OK=OK

# input fields
RS1_INPUT_SCRN_NAME=Your Name:
RS1_INPUT_SCRN_PHONE=Phone:
RS1_INPUT_SCRN_EMAIL=Email:
RS1_INPUT_SCRN_RESOURCE_CATEGORIES=Category:
RS1_INPUT_SCRN_RESOURCE_CATEGORIES_PROMPT=Select a Category
RS1_INPUT_SCRN_RESOURCE=Resource:
RS1_INPUT_SCRN_SERVICES=Services:
RS1_INPUT_SCRN_RESOURCE_PROMPT=Select a Resource
RS1_INPUT_SCRN_TIMESLOT_PROMPT=Select a Time
RS1_INPUT_SCRN_DATE_PROMPT=Select Date
RS1_INPUT_SCRN_NO_TIMESLOTS_AVAILABLE=No Times Available
RS1_INPUT_SCRN_FROM=Start:
RS1_INPUT_SCRN_UNTIL=End:
```

C:\xampp\htdocs\dev\_15\_5\language\en-US\en-US.com\_rsappt\_pro14.ini

```
# user screen
RS1_INPUT_SCRN_TITLE=Appointment Booking
RS1_INPUT_SCRN_MIDNIGHT=Midnight
```



## Using the Mobile Views

There are several new views with version 1.4.3 that support access via a mobile device like a smart phone or pda.

See online information at

[http://www.appointmentbookingpro.com/index.php?option=com\\_content&view=article&id=97&Itemid=143](http://www.appointmentbookingpro.com/index.php?option=com_content&view=article&id=97&Itemid=143)

## Using Android, iPhone and BlackBerry native applications

See online information at

[http://www.appointmentbookingpro.com/index.php?option=com\\_content&view=article&id=103&Itemid=150](http://www.appointmentbookingpro.com/index.php?option=com_content&view=article&id=103&Itemid=150)

## Issues and Limitations

### Limitations

#### No Automated Repeat Bookings

ABPro does not support automatic repeat bookings.

The problem with repeat scheduling is conflicts.

I want to book the same spot every day for a year. That means those spots must be booked now, what does the system do if the a timeslot is already taken 3 months from now?

Or if it tries to add 50 slots and there are conflicts in 10?

What if 3 fall on stat holidays?

What if some fall on resource vacation days.

Someone will want the 3rd Mon of each month, another challenge.

Time slots can be changed by admin, what happens to dozens of bookings in the future when admin restructures timeslots - they no longer match bookings.

Automated systems trying to see into the future AND avoid conflicts can be very complex.

The plan now is to re-visit this later in the year and add repeat booking to a later release. (will not be in 1.4)

#### No multi-slot booking, No variable length booking

With ABPro you can

- make timeslot any length.
- have as many timeslots, in a day, as you want (or, as will fit - no overlaps).
- have any resource use global timeslots or you can define specific timeslots for a resource.

Limitation:

One booking = one timeslot.

ABPro does not support a single booking covering multiple timeslots.

If you want your customer to be able to choose a 30 min \_or\_ a 45 min booking at 8:00 with resource 'A' - it is not possible as designed. You must assign one timeslot to 8:00 and decide what length of booking it will be.

The plan now is to re-visit this later in the year and add either variable length or multi-timeslot bookings to a later release. (will not be in 1.4)

#### No Multi-Language Sites

You **can** translate the front end to a different language.

Multi-language site is not possible.

Outgoing messages and user defined fields are only stored once so you cannot have multiple languages for them.

## Issues

### SEO

ABPro does lots of AJAX calls to the server and since most SEO plug-ins mess with URLs this can cause ABPro to not work.

ABPro **will work** with Joomla's built in SEO settings:

Search Engine Friendly URLs = Yes

Use Apache mod\_rewrite = Yes

ABPro is NOT compatible with sh404SEF but you can tell sh404SEF to **ignore ABPro**.

QUOTE:

SH404SEF Configuration

By Component

Select ABPro and Select Skip in the first column

When saving ensure you say yes to clear cache and navigate via home page when testing (the first time) to ensure you have refreshed the links

### Level of support

This entry is for setting expectations.

I am a one-man-operation and that may have an effect on you, the customer.

Things to be aware of before ordering ABPro:

- I endeavour to give the best support possible. I feel support can make or break a product.
- Support is NOT 24/7 - I am typically around 6:00AM to 6:00PM, Mountain Time (GMT-7) Mon-Fri. (I am often around on weekends also, but non guarantee)
- **I do not offer telephone support** - Forum is first choice, email is second.

The order system is automated so access to the component is immediate upon purchase, 24x7.