

# iScripts ReserveLogic Quick Start Guide



iScripts.com

ReserveLogic, Version 2.0

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# **Welcome to the Quick Start Guide for your purchase of iScripts ReserveLogic Version 2.0 – the property management and reservation software!**

Your iScripts ReserveLogic is a feature-rich software possessing an administrative area which allows the owner to simplify and manage the online reservation process. Using the software, the site administrator can effectively showcase available beds, rooms, rentals, destinations, locations and more using 1 of the 3 operation modes. With iScripts ReserveLogic, you can provide superior search, booking and payment options to your renters, tenants and customers. The software is also completely open source which allows you to change and alter the code yourself or by using a PHP programmer.

While the administrator controls the settings and functionality of the main site, users can search for listings using a variety of search filters, Google Maps and Expedia listings (if enabled).

We have included many new features within this version for you to have the freedom to fully customize your own online reservation website. These features will also allow you to provide your clients and users with more options and ease of use.

This guide is intended to help you get your site up and running utilizing the main features. If you would like additional help, you can refer to the “Additional Support” section of this guide for support options. As with all of our software, iScripts ReserveLogic is an open source standalone solution. You do not need any extras to have a functional and appealing site, but as the software is open source, the code to be altered in the future for any needs that may arise within your new business.

If you would like to expand your site, connect an existing database, or add your own features to fit specific business needs, we also offer affordable customizations. You may contact our sales department by telephone: 800-569-5538 or email [sales@iscripts.com](mailto:sales@iscripts.com) to discuss project possibilities and receive a personal quote.

**Thank you for your purchase and please enjoy your copy of iScripts ReserveLogic!**

## **Installation**

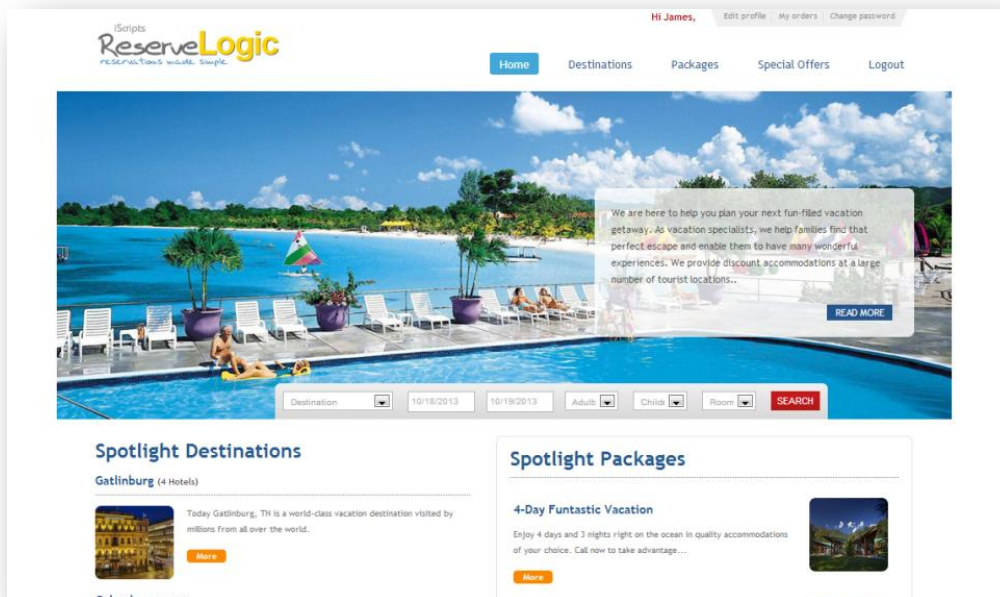
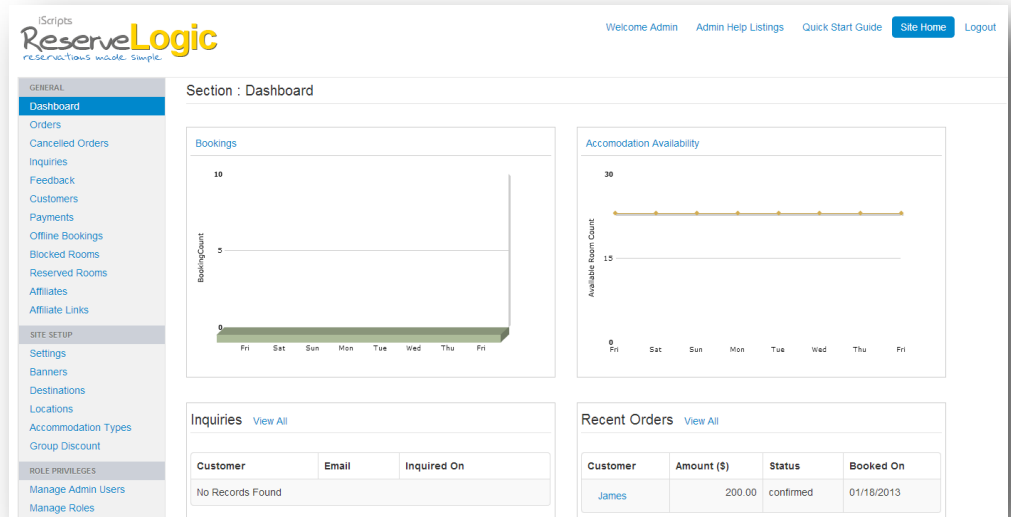
After your purchase is complete, you will be sent a link to download the software. You may install the software yourself following the “Read Me” file. If you have trouble or would like to avoid installing yourself, we have installation available to you for an additional \$50. If you would like us to install the software to a new or existing site, the process will take 1-2 business days with all communication exchanged via email. If you already have a running website, we suggest allowing time for a beta period. All server environments are different and the quality of hosting accounts also varies. Conduct a smooth transition by allowing this time to ensure the optimal performance of your site.



# Admin Panel/Main Menu

After logging in, you will be directed to the Administration (Admin) Panel. This is the Main Menu for the back-end of your website. There are 5 main sections found within the Admin Panel: General, Site Setup, Role Privileges, Reports and Contents.

Take note that within the dashboard, you have graphs that display the number of bookings, inquiries, recent orders, cancellations and current availability.



This is how users will see your home page.

You may enter your own logo and content.

You also have multiple themes to choose from.

If none of the available site designs match your idea, iScripts can customize the software based upon your idea or a template you have found elsewhere. Simply contact us for more information and a quote.



## General

After your site is setup, you will use this menu on a daily basis. These functions allow you to manage and monitor your reservation and online booking website.

Before using this menu, you will need to specify your settings by completing the functions and fields within the Site Setup section.

## Site Setup

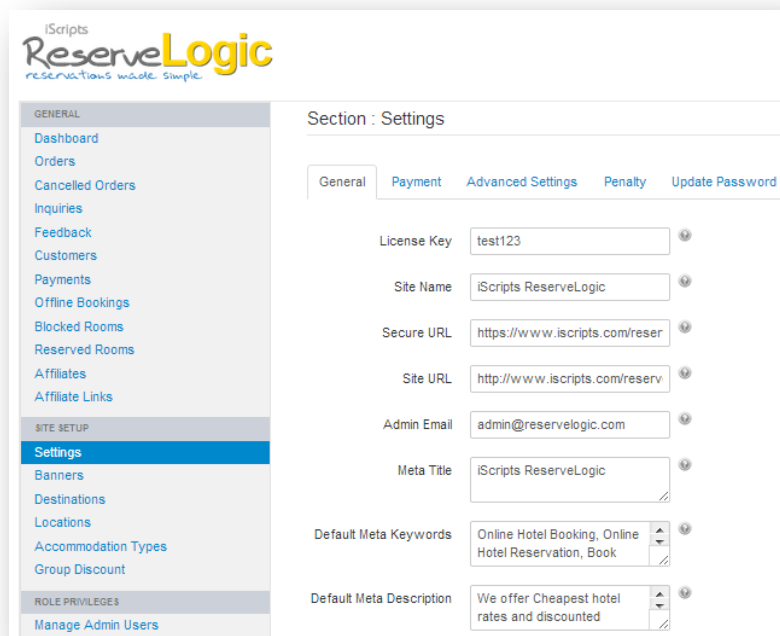
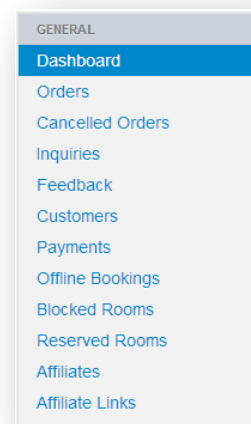
The first step in creating your site is to locate the Settings area within the Admin dashboard. This can be found under the Site Settings section within the main menu (see the image below).

Please note that any changes you make will not be saved unless you click the “Save” button.

The Settings Manager contains the major settings which control your site. Within this area, you may set your password and emails, payment types, logo, theme and name of your site.

## Settings

There are 5 sections within the Settings area: General, Payment, Advanced Settings, Penalty and Update Password.



Decide how to run your site by filling out the fields within the

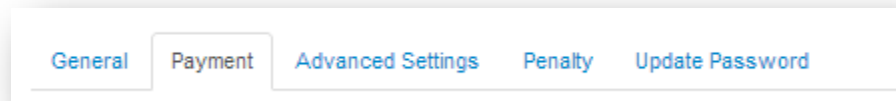


“Settings” tab. If you need assistance, follow the instructions and explanations listed for each field by clicking the question mark. Additional information for this tab is as follows:

- **Enable Social Bookmark:** By enabling this feature, users can bookmark your site. Users use social bookmarking to save links to web pages that they wish to remember or share. Enable this feature if you would like users to have the ability to bookmark your page. This is also beneficial for your Google page rank. It is suggested that you enable this feature.

- **Enable reCAPTCHA:** reCAPTCHA asks users to enter words seen in distorted text images onscreen. By presenting two words it both protects websites from bots attempting to access restricted areas.
- **Enable Google Advertisements:** Check the box if you have a Google AdSense account. If not, you can find out more information and sign up at [www.google.com/adsense](http://www.google.com/adsense). Once you are registered, you will have the information to complete the required fields.
- **Enable RSS Feed:** Users use RSS feeds to retrieve the latest information and content of websites without having to visit these websites individually.
- **Enabling Expedia:** If you would like to use Expedia listings within your site, you will need to register with Expedia as an affiliate. Once this is complete, you will have the information to add in these fields and choose your search mode. You have the option of running a site exclusively on Expedia listings, or feature listings along with your own properties, or only display Expedia listings in the event that all of your properties and listings are full. If you do not want to use any Expedia listings, do not enable this feature.

## Payment



Choose how you would like users to submit payment on your site.

Set your payment settings by selecting which payment gateways you would like to utilize. Your payment options are: PayPal, Authorize.net, Google Checkout, YourPay and WorldPay.

If you would like to enable any of these payment gateways, you may check the enable boxes, as well as set up an account for each method.

\*\*\*Note: "Test Mode" is used to test the checkout. Under sandbox mode, you may add to a cart and purchase just as a customer would, but no payments would actually be transacted. When you are ready to accept payments, you may uncheck the option for test mode and it will be disabled. If you have questions regarding these accounts or information needed, you may contact the payment gateway of your choice for obtaining required information. Technically, payments are handled by these third parties – not the software itself.



## Advanced Settings

**Enable Affiliates and Commission:** Would you like to enable affiliates for your site? If users are directed to your site from an affiliate resulting in a payment, the affiliate will receive a commission. Choose “Yes” to enable this optional feature and define a set commission for all affiliates.

**Operation Mode:** Select the operation mode suited for your business.

- **Single Destination/Single Property** – Select this option if you have one property at one location. An example would be one bed and breakfast or independently owned resort, motel or hotel.
- **Single Destination/Multiple Property** – Do you have multiple properties within one general location? For example, if you own a bed and breakfast and hotel within the Miami area, you would have two properties within a single destination.
- **Multiple Destination/Multiple Property** – This selection is for scattered properties. For example, if you have a hotel in New York and a resort located in Los Angeles, you would select this option.

**Reservation Mode:** Will reservations be free or paid? If you select “Free”, no payments will be collected from the user during online booking.

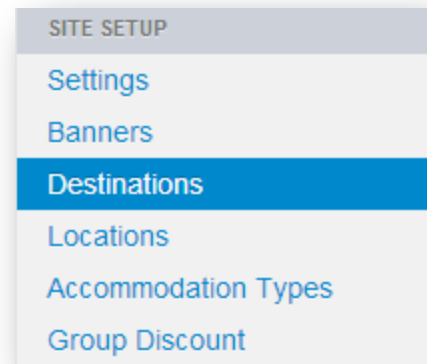
The screenshot shows the 'Advanced Settings' tab in the iScripts settings interface. It includes fields for 'Enable Affiliates' (radio buttons for Yes/No), 'Affiliate Commission' (a text box with '11' and a percentage sign), 'Operation Mode' (radio buttons for Single Destination Single Property, Single Destination Multiple Property, and Multiple Destination Multiple Property), 'Reservation Mode' (radio buttons for Free/Paid), 'Allow Online Cancellation' (checkbox), 'Cancel type' (radio buttons for Penalty/Contact Admin), a 'Manage Penalty' link, and a 'Cancellation Terms' text box. A 'Save' button is at the bottom.

**Allow Online Cancellation:** Would you like to give users the option to cancel bookings online? If so, choose whether or not this can be processed online or if they must contact the site administrator directly. Define the cancellation terms to your users within the text box provided. The “Manage Penalty” link allows you to define the monetary penalty charged to those who cancel a booking within a specified time range. Click “Add Record” to add a new penalty and click “View/Edit/Delete” within the operations column to adjust these specifications.

## Destinations

After you have completed reviewing and making changes to the Settings area, you will need to add your destination(s). You can do this by clicking “Add Record” within the Destinations section.

Enter a major city or location in the “Destination” field and describe the location. What makes this a desirable place to visit? Are there special tourist attractions nearby? Next, choose an image to represent the destination, ensure the listing is “Active” so your users will see it, and click “Save”.



## Locations

Now you may add the actual properties. While “Miami” may be the destination, the property itself will be the location.

Within the Locations area, click “Add Record” to add a location. Select the destination that corresponds with your property and add details such as an overview and the exact address. Use the WYSIWYG editor to inform users of amenities and add an appealing description. The amenities described here are for all guests. Later, you will be able to define room-specific amenities.

Section : Locations

Location	Destination	Featured	Status	Publish	SpecialOffers	Gallery	Accommodations	Reviews	Operations
Floridays Resort Orlando	Orlando	Noname	Active	Publish	0 Manage	1 Manage	1 Manage	0 Manage	View Edit Delete
Hilton Ponce Golf & Casino	Hilton Head	Featured	Active	Publish	0 Manage	1 Manage	1 Manage	1 Manage	View Edit Delete
Caribe Hilton	Hilton Head	Featured	Active	Publish	0 Manage	1 Manage	1 Manage	0 Manage	View Edit Delete
Ober Gatlinburg Ski Resort	Gatlinburg	Featured	Active	Publish	0 Manage	3 Manage	1 Manage	1 Manage	View Edit Delete
The Edison Hotels	New York	Featured	Active	Publish	0 Manage	3 Manage	5 Manage	1 Manage	View Edit Delete
Royalton New York	New York	Featured	Active	Publish	1 Manage	4 Manage	1 Manage	0 Manage	View Edit Delete
La Casa	New York	Featured	Active	Publish	0 Manage	1 Manage	1 Manage	0 Manage	View Edit Delete
Midtown Manhattan Hotel	New York	Featured	Active	Publish	0 Manage	2 Manage	1 Manage	0 Manage	View Edit Delete

Add Record

1 2 3 > Page 1 of 3

## Accommodation Types

After entering the information pertaining to Destinations and Locations, you will be able to provide the Accommodation Types. Click “Add Record” and complete the fields provided. “Type” may be “Oceanfront Suite”, “Standard 1 Bedroom”, “Deluxe King”, or any other name which will define a specific room or listing type.

The “Description” field may contain details such as “2 double beds, refrigerator, digital cable, WiFi” and more. Be sure the listing is set to “Active” so users will see it on the site. Click “Save”.





## Banners

Add your own banners to iScripts ReserveLogic by editing the Banners section. Here you can add multiple banners for your home page and/or sub pages.

Click “Add Record” to add a banner. The Target URL is where the user will be redirected by clicking on the banner. The ideal size for banners is 1366 x 500 pixels.



Section : Banners

Name  search

Name	Target URL	Location	Status	Operations
Resort Banner 1	<a href="http://www.iscripts.com/reserv">http://www.iscripts.com/reserv</a>	Home Page	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Resort Banner 2	<a href="http://www.iscripts.com/reserv">http://www.iscripts.com/reserv</a>	Home Page	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Resort Banner 3	<a href="http://www.iscripts.com/reserv">http://www.iscripts.com/reserv</a>	Home Page	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

## Group Discount

Would you like to offer group discounts on your site? Here you can define the specifics and assign each offer to a specific property or location.

## Role Privileges

Depending upon your business type, you may not be the only user accessing the backend of the site. Perhaps you have multiple locations, properties and managers. In these cases, iScripts ReserveLogic allows you to add a number of sub-admin users.

Go to “Manage Roles” to define the tiers of user types. Maybe you will be “Admin” while others will be “Sub-Admin”, “Manager” or various other titles. The “Manage Admin Users” section allows you to add and edit individual users by supplying an email and password.

Once these details are set, proceed to “Manage Privileges” in order to define specific permissions to your sub-admin users.



# Reports

Reports are automatically generated by the iScripts ReserveLogic software. A Sales Report, Booking Report, Customer Report and Inventory Report are included. Use these reports to manage records and analyze transactions, history, room popularity and more.

# Contents

## Mail Templates

When users complete specific actions through your site, they will be sent an automated email. Actions that require an auto responder include registering as an affiliate, recovering a password, booking confirmation, pending payment and many more. In total, the software comes equipped with 17 generic email templates.

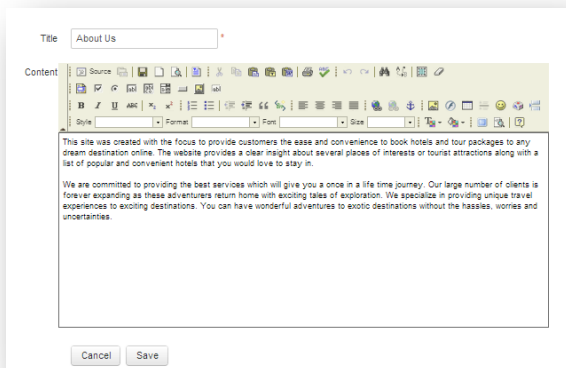
Click on “Edit” to add your company information, site name, sign off, contact info, copyright and more. You may also edit the provided text; however, be sure not to delete the HTML required to generate customer information. Before launching your site, you may wish to test these emails along with the user experience by completing these actions from the user side.

If you are technical and have basic coding knowledge, you may also edit these emails within the folders found in the code of the iScripts ReserveLogic script.

## Static Content

Within the “Contents” area, you may edit the content of your site using a WYSIWYG editor.

Use this editor similarly to Microsoft Word or Wordpad. Edit pages by clicking “Edit” found within the last blue column titled “Operations”.



Section: Contents			
Page Name			
Page Name	Display Title	Status	Operations
aboutcontent	Site Content	Active	View Edit
aboutus	About Us	Active	View Edit
terms	Terms & Conditions	Active	View Edit
whyisclo	Why iScripts Cloud?	Active	View Edit
contactus	Contact Us	Active	View Edit
privacy	Privacy Policy	Active	View Edit
homepagemacontent	Home Page Main Content	Active	View Edit
resources	Resources	Active	View Edit
disclosure	Disclaimer Notice	Active	View Edit
support	Support	Active	View Edit
pre_demo	Demo	Active	View Edit
features	Features	Active	View Edit
help	Help	Active	View Edit



# Additional Support

As a valued customer of iScripts, we provide you with many resources and avenues for support. If you have a question or an issue, there are many options within our support community available to you. Have questions answered, problems fixed, connect with programmers as well as other users, make suggestions and grow your business utilizing the following routes:

- **Check the FAQs – Frequently Asked Questions.** It's very likely that others have asked your question before! All FAQ's are updated frequently for your convenience. Please check this area first.
- You may also use the **Live Chat** to speak to an operator who may be able to answer your questions. Depending upon the issue you are experiencing, we may require more information.
- To reach the qualified programmers, iScripts has a **24 Hour Help Desk** where you can submit all technical issues. We respond to every ticket in the order it was received within 1 business day.
  - Please be clear and specific in your request for help. Entries like "Help! It doesn't work!" do not give much information and tend to take longer to fix. Explain everything that led up to your problem. Try to explain what your current problem is. Be clear about your concern and how we may be able to meet your expectations.
  - Email the Help Desk directly at [support@iscripts.com](mailto:support@iscripts.com). Within your request, please Include: Name, Email, Domain, Software Password, Your Hosting Control Panel Information and a description of your issue.
- Reach out to other software users through our [HELP FORUM](#). Chat with other users, ask questions, give advice and connect.

## Sales & Customizations

For purchasing decisions, business inquiries, customizations, quotes and sales information; contact [\(312\)423-6728](tel:3124236728) or [\(800\)-569-5538](tel:8005695538).

## Make Suggestions & Connect

SUGGESTION FORUM – Include your great idea! [iScripts IdeaLab](#)

Join our social network pages! <https://www.facebook.com/iscripts>  
<https://twitter.com/iscriptsdotcom>

Gain free exposure! Submit your website so it can be featured on the iScripts Customer Showcase!  
<http://www.iscripts.com/listshowcases.php>

