

WooCommerce Booking & - Reservation Plugin

Extendons

- by: Extendons
- extendons.com/
- email: info@extendons.com

1 Installation Guide

This is a quick guide on installation, and updating.

1.1 Plugin Installation

To install WooCommerce Product plugin you must have a working and latest version of WordPress and WooCommerce plugin already installed. For information on installing the WordPress , please see the [WordPress Codex - Installing WordPress](#). For installing the WooCommerce and configure the shop please visit the following link [WooThemes - Installing WooCommerce](#).

- Now the next step is the **WooCommerce Booking & Reservation Plugin**. In the full .ZIP archive you have downloaded from Codecanyon.net. This file is the installable .ZIP archive you can install via WordPress.

Now is time to install **WooCommerce Booking & Reservation Plugin**, please read these steps carefully.

Installing from WordPress

Follow the steps bellow to install from WordPress Admin Dashboard

- Navigate to Plugins
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the .ZIP on your computer and click Install Now
- When installation is done please click Activate to activate plugin

Installing using FTP

Follow the steps bellow to install using FTP

- Unzip the provided .ZIP file to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory
- Locate the local directory where you have unzipped the archive
- Upload local folder to remote /wp-content/plugins/
- To activate the newly installed plugin navigate to Plugins and click the Activate button within the **WooCommerce Booking & Reservation Plugin**

1.2 Plugin Updates

Update from WordPress Admin

Follow the steps bellow to update from WordPress Admin Dashboard

- Navigate to Plugins
- Find the currently installed **WooCommerce Booking & Reservation Plugin** and click Deactivate
- After deactivation click Delete to remove the old version (your saved setting will not be lost)
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the new version archive .ZIP file on your computer and click Install Now
- When installation is done please click Activate to activate plugin

Update using FTP

Follow the steps bellow to update using FTP

- Unzip the new version archive .ZIP file to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory and delete the current plugin folder
- Locate the local directory where you have unzipped the new version archive .ZIP file
- Upload local folder to remote /wp-content/plugins/

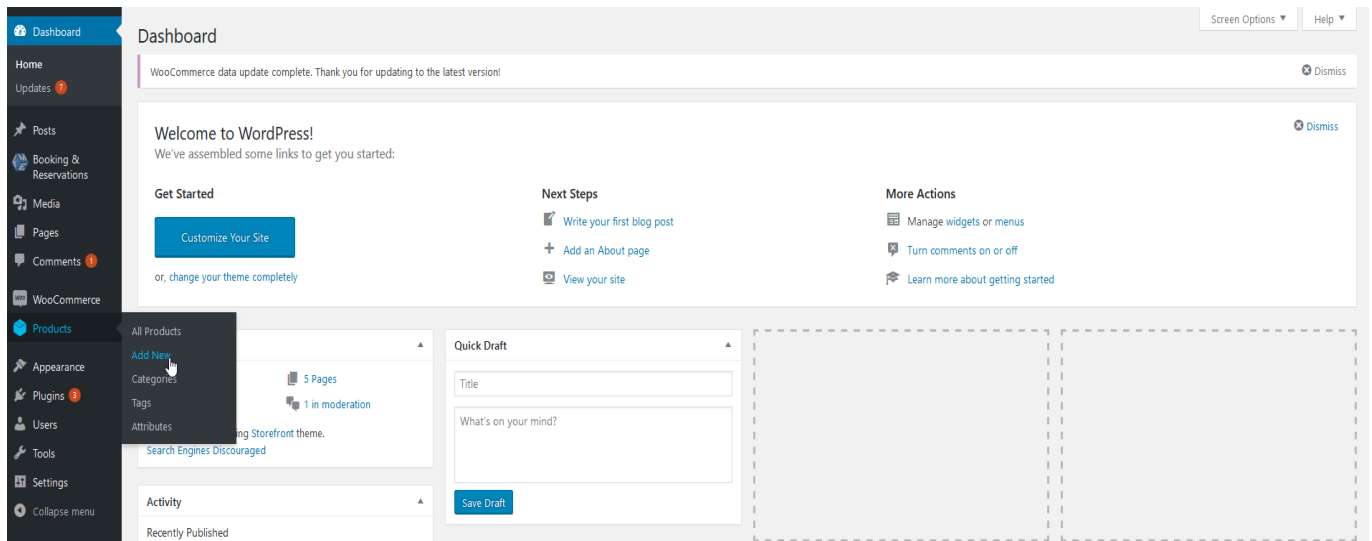
2 User Guide

After installation of plugin, login to admin panel and flush your cache storage.

2.1 How to Create a Bookable Product

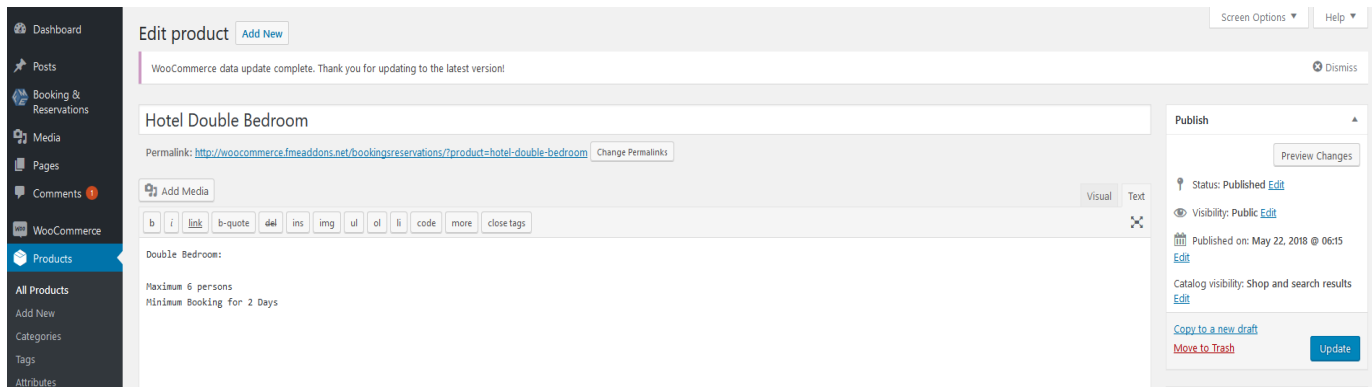
Step 1: Go to Add New at the Backend

At the backend got to "Add New" at the backend. You can go there from the Products tab.



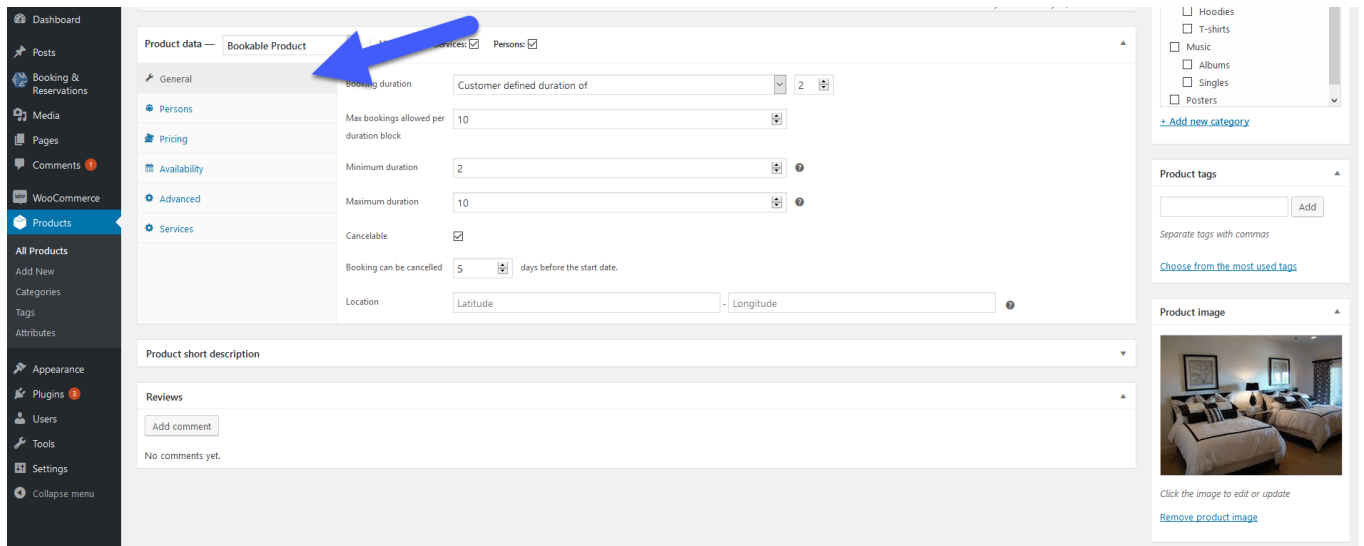
Step 2: Fill Product Information

Fill your bookable products required information. For the purpose of the demo we have added the following.



Step 3: Fill Product Information

Scroll down and you will find all your bookings and reservations information. Each tab highlighted will have booking options. For the purpose of this demo we have added the following. Also we have assigned an image for the product as well.



Step 4: Frontend

Now at the frontend we will find the following. You can always go back and edit this information.



Hotel Double Bedroom

\$800.00

Check-in:

Check-out:

Persons

Services

Paid services:

Extra Parking

Complementary Services

Free Breakfast

Free Wifi Internet

Free Parking for One Car

Stay duration

From To

[Book Now](#)

Recent Posts

[Hello world!](#)

Recent Comments

[Mr WordPress](#) on [Hello world!](#)

Archives

[September 2015](#)

Categories

[Uncategorized](#)

Meta

[Site Admin](#)

[Log out](#)

[Entries RSS](#)

[Comments RSS](#)

[WordPress.org](#)

2.2 How to Manage Bookings & Reservations

Step 1: Frontend

At the frontend go to any bookable product and purchase it as shown below.



Hotel Double Bedroom

Search ...

\$1700.00

Recent Posts

Check-in: 9:00 AM

Check-out: 9:00 AM

[Hello world!](#)

Persons

4

Recent Comments

Services

Paid services:

Extra Parking

[Mr WordPress on Hello world!](#)

Complementary Services

Free Breakfast

Free Wifi Internet

Free Parking for One Car

Archives

[September 2015](#)

Stay duration

From 2018-06-12 To 2018-06-14 2 day(s)

Categories

[Uncategorized](#)

Meta

[Site Admin](#)

[Log out](#)

[Entries RSS](#)

[Comments RSS](#)

[Book Now](#)

Step 2: Go to Orders

Now at the backend go to Orders. Here you will find all the bookings by your customers. Click on the booking that you created at the frontend store to continue.

Orders [Add order](#)

All (9) | Processing (2) | On hold (5) | Cancelled (2)

Bulk Actions Apply All dates Search for a customer... Filter

<input type="checkbox"/>	Order	Date	Status	Type	Total
<input type="checkbox"/>	#521 User Guide	1 min ago	Processing		\$1,700.00
<input type="checkbox"/>	#520 Raja Usman Mehmood	9 mins ago	Processing		\$1,700.00

Step 3: Booking Information

Now here you have all your customers booking information. You can edit it as per your requirement.


The screenshot shows the 'Edit order' page for Order #521 in the WordPress admin dashboard. The page is divided into several sections: a top navigation bar, a left sidebar menu, a main content area, and a right sidebar with actions and notes.

Order #521 details
Payment via Cash on delivery. Customer IP: 115.186.155.133

General
Date created: 2018-05-28
Status: Processing
Customer: admin (#1 - kamran.malik@unitedsol.net)

Billing
User Guide
FIVE
19/2
City
State
44000
Anguilla
Email address: user.guide@fmeaddons.com
Phone: +12345678

Shipping
Address:
No shipping address set.

Item	Cost	Qty	Total
 Hotel Double Bedroom from: 2018-06-12 to: 2018-06-14 duration: 2 Day(s) persons: 4 services: Extra Parking complementary services: Free Breakfast, Free Wifi Internet, Free Parking for One Car	\$1,700.00	x 1	\$1,700.00
Total:			\$1,700.00

Order actions
Choose an action...
[Move to trash](#) [Update](#)

Order notes
Payment to be made upon delivery. Order status changed from Pending payment to Processing.
added on May 28, 2018 at 6:38 am [Delete note](#)

Add note

[Private note](#) [Add](#)

[Refund](#) This order is no longer editable.