

ZIBEPLA 2.2 PROFESSIONAL

Reservation system
Documentation

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Preface

The Zibepła team wishes you much success while working with our products. In case of questions or suggestions fill in the contact form on page www.zibepła.com or write directly to support@zibepła.com. We are always aimed at extending the functionality of our products, making them user-friendly as well as improving their functionality. In order to contribute to the development of this favourably priced reservation software, send your suggestions of improvement, ideas and other with reservation system related thoughts to feedback@zibepła.com. Each your suggestion will be processed and seriously taken into consideration. Users that send us the best suggestions receive coupons for next update. We thank all for helping us with ideas and advice.

Each system created by us, according to special requests, can be extended or changed. Generally programming takes little time – some days. We guarantee you quality, security, and favourable price.

For users, that already have acquired versions 1, 2.0, 2.1 of **Zibepła Pro**, it would be easy to get acquainted with the new version. If you decide to work with **Zibepła Pro 2.2**, it is recommended to read through this documentation set.

Zibepła Pro is a tool for saving and administration of occupancy- and starting from version 2.0 – also of bookings data. By bookings data we mean such data as the arrival and the departure date, the name and the surname of the client, the number of adults and children, prepayment and some others. More precise survey of data that can be saved by establishing a reservation, you find in section „Booking Form“.

This reservation system is notable for 100% independence of representation and designation. That is, each image and each marking, whether it is a text, a row, a word or a letter, can be changed, replaced, and at will deleted. The reservation system does not depend on language, i.e., any language can be set up. English, German, Latvian and Russian are already integrated and translated.

Demo version of the reservation system **Zibepła Pro 2.2** is set on our server to illustrate the description of it. This demo version is situated on the Web page given below. You will find the word „Demo“ several times in the whole documentation text with file description and the possible parameters. Everywhere you see the word „Demo“, you can use the following URL to view corresponding cases directly on your browser:

Demo URL: <http://zbp-pro2.zibepła.com>

Example:

Demo: `index.php?id=1` – corresponds to the URL <http://zbp-pro2.zibepła.com/index.php?id=1>

Since demo version is accessible to all the readers of the documentation set, all saving possibilities are cut off. This is done to prevent chaos that might arise. To test all functions in reality, please go to the Web page of our project. There you will find the corresponding links.

New in Version 2.2

- **1-day reservations** are possible. Now in reservation system you can govern reservations where a guest or guest group arrives in the morning and departures in the evening of the same day.

- ***1 overnight stay reservations.*** Now the guests can arrive on one day and departure in the following one.
- ***Fast performance and high stability*** of software by the use of improved and simplified data base structure. Now only 6 tables are used in the system instead of 7, as it was in versions 2.0 and 2.1.
- ***Smart auto-completion*** of date fields in booking form for saving time when creating and editing a reservation. When you open the form, choose the arrival date. The departure date is automatically placed on the entered arrival date. If the departure date once has already been changed and later you want to change the arrival date, the departure date remains the same. The auto-completion is switched off when the form is being sent to an error message appears.
- ***Improved view navigation*** in booking plan. The previous navigation of year view has been supplemented with object groups. So now you can freely choose among all objects and object groups without attaching variables to the URL. URL variables still have their effect.
- ***Simplified creation of dynamic variables.*** In version 2.2 you can create new names of objects and object groups as well as user-defined variables very easily.
- ***Improved editing function of object names for international use.*** In menu item „Object properties“ you can give name to each object in all created languages. This should simplify the survey of object names over languages.
- Integrated ***editing of meta tags independently on language.*** You can assign meta tags to your booking plan. Meta tags are dynamic and can contain any variables.
- ***Page turning navigation for booking list.*** When you have too many reservations, the booking list is automatically divided into several rows. The number of rows pro page can be determined in admin account under the menu item „Settings“.
- ***More object properties and better search results.*** In version 2.2 an object has more properties. The following new object properties have been integrated:
 - ✓ Area of objects.
 - ✓ Number of rooms.
 - ✓ Minimum and maximum number of persons.
 - ✓ URL to page of details – over languages.
 - ✓ Short description of object – over languages.
 - ✓ Object thumbnail for search results.
- ***Auto-completion for URL of page of details and object name.*** In the first text field entered value will be automatically taken over. This saves typing.
- ***8 freely definable season periods.*** Under menu item „Object properties“ you can adjust up to 8 period-limited prices to each object.
- ***Auto-completion when specifying prices and choosing currency.*** In the first field entered value will be automatically taken over in all other fields. When choosing currency, first you should

choose the first field.

- **Only administrator can see errors.** From now the specific error messages of the system are shown only to the administrator.
- **The house above on the right leads to the login form.** The image of house above the booking plan is linked and leads you directly to the login form.

Update

If you already use system **Zibeppla Pro 2.0** or **2.1**, you can update it to the version **Version 2.2** without entering object and bookings data anew. Before update we advise to make backup of your data base. If you have never used Zibeppla Pro starting from version 2, please read next paragraph „Installation“. In order to update your current system take the following steps:

1. Save the current data, including scripts and data base.
2. Download the file DBSettings.php.
3. Upload the new script.
4. Upload the old script DBSettings.php in folder „includes“.
5. Set up the rights for folder "includes" on 0777.
6. Run the installation script install/install.php.
7. Set up the rights for folder "includes" on 0755.
8. Delete the folder "install" from server.
9. Download the file update_install.log and delete it from server.

In file update_install.log all SQL rows have been saved so that in case of error(s) it was possible to do backtracing. For the sake of security the file should not remain on server.

Installation

The installation of the reservation system **Zibeppla Pro 2.2** is quite simple. To install the system on your server and/or Web space, please, take the following steps:

- Upload all files on your Web space.
- Set the rights for folder "includes" on 0777.
- Run the installation script install/install.php.
- Set the rights for folder "includes" on 0755.
- Delete the folder "install" from server.

1 Booking Plan

The most important aspect of **Zibeppla Pro 2.2** is the booking plan itself. This booking plan shows the customer which objects in what days are occupied or reserved. Differences among free, occupied and reserved objects are represented by different colors, which can be changed in the admin account of **Zibeppla Pro 2.2**.. The following colors are preset:

- Orange for reserved days.
- Red for occupied days.
- Green for free days.

Bookings data are saved for each particular object separately and can be depicted in different ways. Here are two the most important representations:

- Year view for a separate object (e.g., a room).
- Month view for one or several objects (e.g., a house with several rooms).

Several objects can be put into one group. This way, for instance, 20 rooms, that you have in a house, can be joined into one group. The number of groups is not limited, and each group as well as each object may have its own name, e.g., “the Kingdom at Beach“ house or “Villa of the Golden Sand” for object groups, and “Rm 101” or “Rm 102” for objects. The choice of names is left to your own devices. Different names in each language can be adjusted to objects and object groups.

1.1 Year View

In year view of the reservation system only one object can be depicted at the same time. To display several objects in year view, use frame-technique or assign *Zibepa* programmers with the respective extensions. To see the booking plan for a single object, simply type the following URL in the address list:

Demo: `index.php?id=1` – to display object with ID 1 or

Demo: `index.php?id=2` – to display object with ID 2

To view the script previously seen in the month view, the URL has to be as follows:

Demo: `index.php?id=1&view=yearly`

Demo: `index.php?id=2&view=yearly`

In this case the „view=yearly“ switches from the month view over to the year view. It is important that all values are saved in session variables to ease the further navigation for visitors of your Web page.

The navigation in the year view shows the switching possibilities among years. In standard situation this navigation is situated in the left side below the booking plan.

The navigation reaches till the year 2037. Alternatively the years can be defined by the URL variable „year“:

Demo: `index.php?year=2010`

Demo: `index.php?id=2&year=2010`

Demo: `index.php?view=yearly&id=2&year=2010`

Starting from version 2.2 there is an alternative menu item where all objects and groups are listed. This way the visitor can choose an object or group which to display.

1.2 Month View

There are several depiction possibilities for month view of the booking plan. Month view can represent one object, several independent objects or an object group. Object groups are set up in the admin account.

To show only one object in month view, you can use the variable „objects“. Object ID must be assigned to this variable as a value. Here are several examples how you can display an object in month view:

Demo: `index.php?objects=1`

Demo: `index.php?objects=2`

To show several independent objects in month view (to form dynamic groups of objects), also use the variable „objects“. The only difference is that several successive IDs of objects must be indicated, separated by a comma each. Here are several examples how a dynamic group of objects can be displayed in month view (please, notice the sequence in index):

Demo: `index.php?objects=2,3,5,7,1`

Demo: `index.php?objects=1,2,3,5,7`

The most important and the final possibility to display objects in month view is the group view. In admin account you can create one or several groups, name it (them) and adjust definite objects to it (them). Besides, each group has a monovalent ID that can not repeat from group to group. We have set two groups in our demo system to make you the beginning more easy. Here are the examples:

Demo: `index.php?group=1` – to display the objects of Villa Königsreich and

Demo: `index.php?group=2` – to display the objects of Villa Quinns

There are two ways of navigation in month view: one is just the same as in the year view (year navigation), the second is month navigation. This navigation is situated right above the booking plan, and it switches over to the months of the chosen year. An alternative possibility to switch over the months is the URL variable „month“. Like all the others, this variable can be combined with as many variables as you like. Here are several examples:

Demo: `index.php?month=02` – only the month changes, other settings remain

Demo: `index.php?month=2` – zero before the number 2 is not crucially important

Demo: `index.php?year=2009&month=02`

Demo: `index.php?objects=1,2,3,4,5&year=2009&month=02`

Demo: `index.php?group=2&month=2`

These examples reveal only a small part of the functionality and flexibility of the system *Zibepa Pro 2.2*.

1.3 Languages

The reservation system *Zibepa Pro 2.2* is 100 % independent on language and design. Any phrase and any particular words can be created and set by the administrator in the admin account. Any number of languages can be created. To alter among languages in the booking plan, use the URL variable „lang“. The variable “lang” must be assigned with language abbreviation as a value; you can determine it for each language in admin account under “Language settings”. Then add the URL variable „lang“ to all the other languages. Once switched on, the language as well as all other URL variables remains active until the session is finished. The standard language can be changed in the admin account under the menu item „Settings“. Here are some examples for you to switch dynamically among different languages:

Demo: `index.php?lang=en`

Demo: `index.php?objects=1,3,4,5&year=2010&month=04&lang=en`

Demo: `index.php?id=2&lang=de&view=yearly`

2 Admin Account

2.1 Log In and Login Data

To the admin account of the reservation system *Zibepa Pro 2.2* you get through the script „login.php“.

There are 2 kinds of admin account. The first serves the administrator, and the other - people processing bookings data (editors). The administrator has access to much more functions than the editor (the desk clerk). Whilst an editor can administer only definite objects (establish booking entries, edit and delete some entries), the administrator can establish, edit, and delete entries for any object. The administrator also establishes accounts for editors, determines data of access and knows what objects by which editors may be modified. Besides, several editors can be adjusted to one object, and each editor can be adjusted to several objects.

Log in like this: enter the URL of your script „admin.php“ in the address list of browser or click on the image of house on the page of booking plan (above on the right):

Demo: login.php

Enter the data of access. In on-line - demo version the data of access are the following:

Login: demo

Password: demo

Finally click on the confirmation button. Next, you will be guided to the script „admin.php“. Data of access of administrator can be changed under the menu item „Settings“. After changing the data of access, you will be asked to log in anew.

2.2 Navigation of Administrator

The script „admin.php“ is appropriate for all administrative actions. In the admin account of the reservation system *Zibepa Pro 2.2* you see a list of buttons that are situated right above the booking plan. Object navigation in form of a menu selection, three buttons-images for printing the booking plan and booking list as well as a button for opening the booking form and booking list are situated below the booking plan. Further these particular navigation items are explained in detail.

2.3 Section: Booking Plan

Button „Booking plan“ leads you to the booking plan of the reservation system. In this part of admin account you can see a definite object in year view, or one or several objects in month view as well as occupancy, reservation and availability periods for each object. The available days by default are green, the reserved and the occupied are depicted orange and red respectively. The arrival and departure as well as transitional states between occupied and reserved or reserved and occupied are indicated by the corresponding triangle.

Further list of useful tools as well as button for the most important part of the reservation system – booking form – is situated below the booking plan.

2.3.1 Object Navigation

Below the booking plan on the left side you see object navigation in form of a pop-up menu. All objects, that are currently available in the system, are located there. To switch to a definite object, choose it from

the list and finally click on the button “accomplish”. Now the bookings data of the chosen object will be displayed.

2.3.2 Printing Possibilities

Farther to the right from object navigation are situated three buttons in form of a printer symbol. Each button performs its own function. The first one from the left serves to print the booking list, the second prints only the booking plan, and the third produces a combination of the former two buttons and serves for printing the booking list and the booking plan in one print-out. To make printing possible, you have to activate printing of background on your browser. Further information on the issue you will find in section „A. Further Hints“ under the item „A1 Browser Settings for Print“.

2.3.3 Booking Form

The button „Booking form” is located on the right below the booking plan. This is the most important element of the reservation system *Zibepa Pro 2.2*. A new window opens, when clicked on the button; in this window particular entries can be created, edited, and deleted. More precise description of the booking form you find in section “Booking Form”.

2.4 Section: Settings

Section „Settings“ helps the administrator of the reservation system to deal with the settings described below and to adapt many layout properties of the booking plan.

2.4.1 General Settings

- *Standard language*: Here you set a language that in standard circumstances will be used by the reservation system, if none language has been specified by the URL variable. Once a different language has been specified by the URL variable, it remains active until the end of the session.
- *Standard object ID*: Herewith is set which object will be displayed, when in current session no other object is determined by the URL Variable.
- *Administrator Login*: Here one determines with what user name the administrator can log in. After changing the administrator login, you have to log in anew, using the new data of access.
- *Administrator password*: In this field is set what secret word the administrator must enter in order to gain access to the admin account. After changing the password you have to log in anew, using new data of access. Please, do not use special characters in this field as well as in the field of login.
- *Sorting of objects*: This is a global setting. Here you determine how the objects in different object lists have to be sorted, if no other method of sorting has been applied. This way, for instance, objects on the booking list can be sorted by the object ID until any other column name is clicked on. Clicking on column names in the booking list performs a sorting involving the corresponding column.
- *Number of rows in the booking list*: This number determines how many rows pro page are displayed in the booking list (below the booking form).

2.4.2 Color Settings

These settings are valid only for the booking plan of the reservation system. Here you can customize, for example, the appearance of the booking plan to the colors of your Web page. All colors are supplied in a hexadecimal format. Particular items are briefly explained as follows:

- *Background color of a day*: here you customize what background color has the upper and the lower borders of the day list (from 1 to 31) to have. Preset value „CCCCCC“.
- *Font color of a day*: here you can change the font color of the upper and the lower borders of the day list (from 1 to 31). Preset value „000000“
- *Background color of a month*: with this setting you can change the color of the left column (month list from January to December). Preset value „CCCCCC“.
- *Font color of a month*: here you can specify the front color of the month list (from January to December). Preset value „000000“.
- *Color for free days*: here you define the color in which free days on the booking plan should be depicted. Preset value „009900“. Preset green color gamut.
- *Color for occupied days*: with this setting you specify the color in which occupied days in the booking plan should be depicted. Preset value „990000“. Preset red color gamut.
- *Color for reserved days*: with setting „color for reserved days“ you customize the color in which reserved days in the booking plan should be depicted. Preset value „FFCC00“. Preset orange color gamut.
- *Color for invalid days*: this setting is used for background color of days like, for instance, 30.02 or 31.04, consequently, for days that do not exist. Such days, according to pre-setting, are depicted gray.

2.4.3 Settings of Images

This sub-section of admin account serves to determine which images to display in the booking plan. Altogether eight images have been used in the booking plan.

- *Image of the beginning of occupancy*: This image is showed on days, on which the status of an object changes from free to occupied. By default it is represented by a conversion from green to red.
- *Image of the end of occupancy*: The image is displayed when the status of an object concerns transition stage from occupied to free. By default it is represented by a conversion from red to green.
- *Image of the beginning of reservation*: This image depicts days on which the status of an object changes from free to reserved. By default it is displayed by a conversion from green to orange.
- *Image of the end of reservation*: The image is used in transition stages of objects from reserved to free. By default it is represented by a conversion from orange to green.
- *Image of transition from occupied to reserved*: There are the so called combination stages where two different bookings meet. Thus, one entry has to be an occupancy and the other - a reservation. This image is used in representation of days which concern transition from occupied to reserved. By default it is depicted by a conversion from red to orange.
- *Image of transition from reserved to occupied*: This image, on the contrary to the previous one, is applied when the status of an object changes from reserved to occupied. By default it is displayed by a conversion from orange to red.

- *The arrival and departure day in reserved status:* This image is shown on days when two bookings (reservations) follow each other. Such days by default are depicted orange with a white circle in the middle.
- *The arrival and departure day in occupied status:* these are such days when fixed entries (bookings) meet. Such days by default are depicted red with a white circle in the middle.
- *One-day reservation in reserved status:* Path to the image for day on which a guest arrives and departures.
- *One-day reservation in occupied status:* Path to the image for day on which a guest arrives and departures.
- *Thumbnail size:* It is concerned with the size of thumbnail (small preview image) that should be displayed in search results.

2.4.4 Settings for Plan Table

By plan table we mean booking plan. Here you can determine definite size, layout and CSS of the table.

- *Table length:* determines the horizontal length of the booking plan. This value can be expressed either numerically or by percents, or be left empty. The numerical value is interpreted in pixels. Value expressed by percents means the length on comparison with the superior element (for more information see HTML-reference). An empty value means automatic length that is defined by the browser of observer. This value is automatically set on 99%.
- *Cell spacing:* This value corresponds to the HTML value „cellspacing“ and determines the spacing (in pixels) between cells in the table. Preset value is 2.
- *Internal spacing:* Spacing between cell border and cell content is determined by this value. Hereto, the spacing is measured in pixels. HTML correspondence „cellpadding“. Preset value is 1.
- *CSS class for the table:* Names of the CCS class can be entered here. This class is inserted in HTML tag „table“ and is active immediately after assignation. Accordingly, the class has to be defined in the CSS file „main.css“ in the folder „style“.
- *Table border:* here you can determine the border of the table in pixels. Preset value is 0.
- *Background color of the table:* By this value the background color of the booking plan is determined. Since individual cells are tinted, this setting is seldom used. In HTML tag „table“ a color is inserted as „bgcolor“. Preset value is „FFFFFF“.
- *Table alignment:* Here you determine how the table should be aligned. There are three preset values. Values are inserted in „align“ of the HTML tag „table“. Default value is „center“.
- *Width of the month column:* This value determines the width of the column on the left (month list from January to December). Preset value for this setting is 100.

- *Text alignment of the month column:* Here you specify alignment of text in the column on the left (month list from January to December). There are three preset values. Default value is „right“.
- *Cell height:* this value is very important and sensitive. A wrong customizing can lead to deformation of the booking plan. This value determines the height of cells (days) on the booking plan. The value has to match with background charts (arrival, departure, etc.). Default value is 22, and normally it should not be changed.
- *Cell width:* The same directions as by cell height (s. above) are valid for cell width. Default value of cell width is 17.

2.4.5 Settings of Seasons

In this section of settings you determine prices for definite periods. So your object, for instance, in summer can have different price from that in winter or spring. In order to define season periods enter the begin and end dates of the respective season in provided fields. With check-box „Use“ you determine whether to use this season or not. Used seasons are provided under “Object properties” for indication of price and in search results. Names for individual seasons can be determined under “Language settings -> Seasons”.

In the last field of this section you can specify currencies that you want to use in your system. Enter one or more currencies, separated by a semicolon. The most often used currency preferably should be placed in the first position.

2.4.6 Settings for Booking Table

These settings are valid only for the booking table. The booking table is visible when one is logged in as an administrator or an editor. The table is located right below the booking form. To view the booking list, click on the button „Booking form“ at the bottom on the right, after you have logged in.

- *Maximum number of adults:* In the booking form the person who establishes reservation can choose how many adults are to be registered. Here the value determines the maximum number. The limitation for this number is 99.
- *Maximum number of children:* It is similar to the field concerning adults (s. above), only here you enter the number of children. The limitation for this number is also 99.

2.5 Language Settings

Language settings is the biggest field in admin account of the reservation system **Zibepa Pro 2.2**. Here you can create, edit or delete a language, edit language variables (fixed, dynamic, error messages, etc.) and create dynamic variables.

- *Create a new language:* Here you can apply a new language. A language, that has been recently set up, has to be initialized before the ultimate exploitation. That is, all the values, that are connected with the language, should be translated into that language. A language has 2 characteristics: the language abbreviation and the language name. For the German language, for instance, the abbreviation would be „de“ and the name - „Deutsch“.
- *Edit language:* Here you choose the language that you want to edit. The language will be active everywhere immediately after choosing it and clicking on the confirmation button. In case of missing

- *Delete language*: Herewith a language will be irrevocably deleted from database. Please, be careful with this function. Data can not be restored after deletion.
- *Create additional dynamic variables*: This field serves to apply additional variables (object groups, object names, user-defined variables). Enter the number of variables that you want to apply, specify the type of variable and finally click on the confirmation button. The page automatically switches to the sub-section „User-defined“. At the bottom of this page you see variables with names “new_1” for user-defined, “obj_name_1” for object or “obj_group_name1” for group. These variables are just created and can be changed.

2.5.1 Meta Tags

In section „Meta tags“ you determine meta-information of your pages. Meta tags are important for search engines. In each language you can assign meta tags with different values.

2.5.2 Months

This field serves to define months in different languages. Here the entered and saved months in a particular language are afterwards displayed in the left column (the month list from January to December).

2.5.3 Error Messages

Each system and each program has its own rules. The reservation system *Zibepa Pro 2.2* also has rules, although it is so flexible. If one or more rules are violated, an error message is displayed. Error messages by default are displayed with red letters in a red rectangle. CSS classes „inputError“ and „error“ are responsible for formatting error messages. More information on CSS you find in the section “CSS formatting”.

Error messages as well as other texts of this reservation system can be defined in several languages. The number of languages is not limited, but the number of error messages is. Each error message appears in a definite situation when a user, an editor or an administrator makes a mistake.

In the form you can see what error message on what situation is displayed. Some error messages are appropriate for several situations, so, for instance, the message “You are not allowed to perform this action“ appears in different situations, however, mostly when an editor tries to modify or delete entries of other users.

Error messages, as well as names of objects and object groups, are dynamic variables. To create an error message, enter the number of messages to be produced in the form above for creating dynamic variables. Further act the same way as by creating dynamic variables with one exception. Variable names for error messages have their own format, e.g., „ERR_MESSAGE_SEARCHFORM_WORD__3“. The name consists of three elements:

„err_message _“ – variable prefix

„searchform_word“ - name of the variable where the error occurs

„__3“ - identification number of the error in this group

In sub-section „A.2 Error Messages“ you find all defined error messages of the system in the English language. With the help of this list you can translate these messages in other languages.

2.5.4 Seasons

Under „Seasons“ you can determine names for period-limited prices. Current seasons are marked.

2.5.5 Other

Variables as, for instance, words and phrases within hyperlinks or buttons, definite names or lists in some menu items are situated in section „Other“.

There are two sections in sub-section „Other“ that are separated one from another by a red line. In the first section there are common words and phrases, that are used within the system. The most important variables that are used in forms are provided in the second section. These variables are the so called variables-combinations that actually consist of several variables that are separated by a semicolon. You have to initialize these variables-combinations before creating objects. In case you have already created objects and still some items are missing in these variables-combinations, then better add them at the very end, since corresponding adjustments for existing objects have to be changed or checked. Variables-combinations „Object types“, „Services“ and „Additional annexes“ you find in object properties and by using search (search.php). The last variable-combination „Phrases Not Important“ is used only in the search form.

2.2.6 Dynamic and User-Defined Variables

By dynamic variables such variables are meant that can be integrated, edited and removed without any limits.

To understand the functionality of dynamic variables better, read this sub-section again, as soon as you have read the information about templates. In this chapter the issue of templates is introduced only briefly.

The reservation system *Zibepa Pro 2.2* consists mainly of templates. Templates are nothing else but quite usual HTML files. Here are several examples:

Demo: template.html – this is the main template, a frame, so to say.

Demo: blocks/object_settings_de.html – this is a template for object settings.

Many other templates were used in the system. As you see, these templates comprise dozens of variables. Variables look as follows: {VARIABLE}. Thus, all words and phrases that are enclosed in curly brackets are variables. In phrases (insertion of blocks and variable values in templates) these variables are replaced by the corresponding values.

A new dynamic variable is created and afterwards displayed in a page this way:

- Enter a list of variables that have to be added in „Additional dynamic variables“ under „Language settings → Dynamic variables“, e.g., 1 and click on the button „Go“ on the right from the text field. A new dynamic variable will be created. This variable first will be seen on the same page right at the bottom as „NEW_1“.

- Rename the new variable in the column „Variable“ and add its value in the corresponding column. For instance, „MY_VARIABLE_1“ as name and a string „I have created a variable“ as value.
- Take the necessary HTML file (template), e.g., „template.html“ and, where afterwards the string „I have created a variable“ should appear, insert the following: {MY_VARIABLE_1}. Mind, that all letters have to be written with capitals and the variable has to be enclosed in curly brackets.
- Load your HTML file (template) on your Web space and open the corresponding page. In the example mentioned above this would be „index.php“. Now the variable is replaced by text.

The most important advantage of dynamic variables is that any own text and help for viewers can be integrated in the reservation system in any language. Moreover, the variable does not have to be used in all languages. Each language can contain its own variables.

The deletion of variables is self-explanatory. On the right from each text field (each variable) is „delete“ button. It is enough to click on the button to delete a variable. You do not necessarily have to delete this variable from template, since all variables that have not been applied are deleted from templates automatically.

2.2.7 Objects

By objects in the reservation system *Zibepa Pro 2.2* we mean premises, that can be let individually. Object groups, on the contrary, are groups of objects as, for instance, a hotel that may contain several objects (i.e., rooms).

In sub-section „Objects“ of the section „Language settings“ you can label your objects. It is also possible to name objects in section “Object properties”. This summary of all objects in language settings should ease keeping up with the current database and renaming of objects.

Objects are given names in the following way: Object names are nothing else but dynamic variables in a specific format. For example, the variable for the object with ID 1 is „{OBJ_NAME_1}“ and for the object with ID 2 it resembles „{OBJ_NAME_2}“. Thus, an object name consists of the string „OBJ_NAME_“ and the identification number of the object 1,2,3, etc. So when you create a variable in „Dynamic variables“ and label it „OBJ_NAME_5“, then the object with ID 5 is given that name. The variable is not seen in „Dynamic Variables“ any more, since it has been removed to “Objects”. Info: to indicate object name in templates dynamically, use the following variable „{OBJ_NAME_{OBJ_ID}}“. This combined variable is already embedded in the template „template.html“.

2.2.8 Object Groups

Object groups can be, e.g., hotels or anything else that contains several premises (renting objects). So, for instance, a hotel has 20 rooms. Consequently, rooms are objects, and the hotel - object group. Object groups in the reservation system *Zibepa Pro 2.2* can be labelled without limitations. The labelling strategy is the same as with objects, only here the variable should be as follows: {OBJ_GROUP_NAME_2}, {OBJ_GROUP_NAME_2}, etc. Consequently, the last number is always the identification number of the respective group.

To display group name on the plan dynamically, use the same variable as for object names: „{OBJ_NAME_{OBJ_ID}}“. In case when a group is opened, the group name („Demo: index.php?group=1“) is displayed instead of the object name. One more possibility how to display the group names is the URL variable „group_name“ that can be used in the following way:

Demo: `index.php?group=1&group_name=invented`

Demo: `index.php?objects=1,3,4,2,5&group_name=dynamic group name`

2.3 Data of Access

By data of access are meant such data in system that editors have to enter to log in the system and to be able to work with the booking form. The reservation system does limit the number of editors, thus, they can be 2 or 1000 as well. To create one or more new editors, enter the number of editors, that you want to apply, in form „Create new editors“, and finally click on the button “Go” on the right from the input text field. After you have done this, at the bottom one or more new editors appear: „editor_1“, „editor_2“, etc. Assign each editor with login name and password. Please, do not use login names for editors containing „editor_x“ (where „x“ is a number). Later by creating other editors this might lead to error(s).

After the necessary number of editors has been applied, they have to be assigned to definite objects. Object assignation, or rather editor assignation is done under the menu item „Object properties“. You can assign several editors to one object and several objects to one editor. Moreover, an editor can not modify objects that have not been assigned to him/her and can not edit or delete objects that have been created by other editor or administrator as well. An editor has no access to such administrative functions as settings, language settings, etc.

2.4 Object Properties

Here you can adjust definite criteria to your objects, by which visitors of you Web page or reservation system can find them.

2.4.1 Global Administration

Object lists „Delete Objects“ and „Edit Objects“ contain important information about the current object. Symbol „+“ in an entry means that the object will be taken into account at search. A star „*“ means that some or all settings have been executed for the object, but it is neither occupied nor reserved. Two stars „**“ represent objects that for some time are occupied or reserved, but do not assign any settings. Three stars “***” stand for an object that is still free and no settings have been executed for it.

- *Delete objects:* With this function you can remove one or more objects from the system. It is important that by deletion of objects also the bookings data are deleted. Be careful with this feature, since there is no return function. To select several objects in the selection box, press „Ctrl“ key and click on the corresponding entries. After you have chosen the objects, click on the „Delete“ button on the right from the selection box
- *Edit object:* with this select-box you can choose which object to modify. Click on the object in the list and afterwards on the button „Go“. The corresponding data of the chosen object will be downloaded in the form; there they can be edited.
- *Create object:* By this feature it is possible to create an object. Therefore you have to enter an identification number of object in the text field and click on the “Go” button on the right. If the entered object ID is already occupied, an error message will be displayed. This field accepts only numerical values within the range from 1 to 65535 (2 bytes).

2.4.2 Object Properties

In sub-section „Object properties“ (please, no dot mix with the navigation menu item „Object properties“) you can find special settings for the chosen object. Almost all these settings are basically taken into account only at search and are of no value while disuse of the search function.

- *Object type*: Here you can set the object type. Object types can be set under „Language settings → Fixed variables“. This field appears also in the search form. By object type is mostly the spatial expansion of an object meant, e.g, 2-bedroom flat, 3-bedroom flat, house, etc.
- *Object area*: In these 2 text fields please enter the area of object in square meters and the number of rooms. The entered values will be displayed in search results.
- *Number of persons*: Here you determine for how many persons the object is meant. The minimum and maximum numbers will be needed. The number of persons will be taken into account at search and displayed in search results.
- *Service type*: Service types can be set the same way as the object type under “Language settings → Fixed variables”. By service type criteria as, e.g., full board, half-board, breakfast, etc., are meant.
- *Additional annexes*: By this are meant such annexes as, e.g., balcony, terrace, etc. This list of properties can be set under „Language settings → Fixed variables“. The chosen property will be taken into account at search.
- *Object group*: Here you choose the group to which this object is subordinated.
- *Consider at search*: Created objects do not take part in search automatically. To “tell” the object that it has to be included in search, you have to activate its control-box.
- *Editing rights*: This field has nothing to do with search. Here you can adjust one or several editors to an object. To choose several editors, press ‚Ctrl‘ key. As it was mentioned above, an editor can not modify any objects that has not been adjusted to him/her and can not edit or delete any reservations that have been created by other editor or the administrator.
- *Object name*: Object name is normally displayed in booking plan or in miscellaneous selection menus as, for example, booking form.
- *Details*: Here enter the relative or absolute path or URL to the overview page of the object. In each language you can provide different information. Determine the link text under „Language settings → Other“.
- *Brief description*: Your clients will read this description at search. The description should not be too long.
- *Thumbnail*: Here enter the absolute or relative path to the thumbnail of the object. Determine the size of images under the menu item „Settings“.

2.5 Reservation Windows

This is a heart of the whole system. A reservation window consists of a booking form, a booking list with all editing possibilities, and a filter for the booking list. Open the reservation window by switching to the booking plan and clicking on the button „Booking form”. You have to be logged in as an administrator or an editor.

2.5.1 Booking Form

The booking form has been devised for creating and editing reservations. In the reservation system *Zibepa Pro 2.2* the booking can be either a reservation or fixed (prepaid) occupancy. Reservation concerns unfixed (free) occupancy of a room. Entries ‚reservation’ and ‚occupancy’ in the system *Zibepa Pro 2.2* can be edited and deleted at any moment. By reservation the following data are gathered:

- Type of booking * (reservation or occupancy)
- Prepayment
- Name
- Surname *
- Number of adults *
- Number of children *
- Date of arrival *
- Date of departure *
- Object *
- Service
- Comment

Fields indicated by star “*” always have to be filled in or selected, all other are optional and can be ignored.

After the necessary data have been entered, click on the button „Save“ below the form. The created reservation now will be moved to the booking list. Data that you have entered remain in the form for further or re-use.

2.5.2 Booking List

In the booking list all established bookings are listed, and the booking list can be sorted by many criteria or be filtered by the filter. The sorting of entries you gain with a click on the particular column name, besides, one click is used for ascending and the other - for descending sorting. From left to right the booking list displays the following data:

RID – stands for the identification number of reservation.

Editor – displays the editor who made the reservation.

Object – object name.

Arrival – the arrival date of a person(s).

Departure – the departure date.

PR – prepayment.

S – status of reservation (reservation or occupancy).

Name – the name of the person checking-in.

Surname – the surname of the person checking-in.

AD – the number of adults.

Children – the number of children.

Service – the service type.

C - Comment

Actions – conversion, editing or deletion of a reservation.

In column ‘Status’ symbols are displayed. To economize space, we have resigned from full words. The telephone and key symbols stand for reservation and occupancy respectively.

For data in columns Editor, Object, Comment there are in JavaScript programmed tool-tips and for the column Comment there is an additional pop-up with further information on each particular data set and column. You see a tool-tip when the mouse pointer moves over the data set. A pop-up containing the same information as the tool-tip of comment opens, when clicked on the comment symbol in the comment column.

Note for tool-tips when using MS Internet Explorer: When you view a comment, all selection fields are not visible. As soon as the tool-tip is switched off, selection fields turn visible. This is essential, since all selection fields in MSIE are displayed in front of a tool-tip. This is a browser defect. The description of errors you find in corresponding page of the Internet Explorer.

- *Edit action*: this is a small rectangle symbol with an inwards arrow. Click on the symbol in order to edit the data set. Afterwards the corresponding row in the booking list will be depicted yellow in a red frame. The bookings data will be simultaneously stored in the booking form. Now you can change and save the necessary data. When the yellow marking is not used, the data set is not being edited but a new one is being created. When you have clicked on “Edit” but then change your mind, you can click on “new reservation” (above on the right) to switch off the edit mode.
- *Convert action*: A click on the small symbol with 2 running (overlapping) pages with content gives rise to conversion action. This action converts an occupancy into a reservation and vice versa, and is meant for facilitating your work.
- *Delete action*: the symbol for deletion is a red rectangle with a red cross inside. When clicked on, a reservation is irrevocably deleted.

2.5.3 Filter

With filter a useful tool for displaying only definite bookings is at your disposal. The filter can be set for the following columns: object, object group, editor, booking type, year, month. With AND or OR you can determine how definite filter settings should be combined. When you choose, for instance, an object and an editor and, in addition, choose the combination method OR, all data sets will be displayed that are performed for the chosen object or by the chosen editor. By the combination AND all data sets will be displayed that are performed for the chosen object and by the chosen editor. Thus, the main difference is between “and” and “or”.

All filter settings are saved in session variables after clicking on „Set Filter“ and are valid till you reset Filter or the session is finished.

2.6 Log Out

This button is meant for logging out of admin account. By logging out your session on server will be finished and all session variables - deleted. You should always use this function for the sake of security.

3 Editor Account

When you log in as editor with the appropriate data of access – script „admin.php“ or „login.php“, a limited range of functions of administrator is at your disposal. Read the following items to be able to work with the system *Zibepa Pro 2.2* as an editor:

- 2.2.1 Section: Booking Plan
- 2.2.6 Reservation „Windows“
- 2.2.7 Log Out

As it is described above, an editor can handle only those objects that have been adjusted to him/her by the administrator; an editor can modify or delete only his/her own objects.

4 Search for Free Objects

The reservation system *Zibepa Pro 2.2* offers you many useful functions. Among them is a function for searching free objects involving certain criteria that you can determine under “Object Settings”. The script responsible for search is „search.php“. Search form can be displayed in two different ways, or more precisely, be stored in 2 templates. Use the URL variable to specify it.

Demo: search.php

Demo: search.php?template=main – the form search_form_de.html is stored in the main template 'template.html'

search.php?template=search – the form search_form_de.html is stored in the search template 'template_search.html'

At will you can use one or another possibility to adapt the form closer to the design of your page. Search results are displayed in a table the form of which you can control by CSS.

5 Extended Possibilities of Customizing

5.1 Templates

Templates are HTML files of which the system consists. A HTML file can contain several smaller blocks that are separated by HTML comments, e.g., <!-- BEGIN MONTHS_BLOCK --> and <!-- END MONTHS_BLOCK -->. These HTML comments are not seen in browser pages. To see comments, either open the page in HTML-layouteditor or view it in the source code.

The following templates have been used when creating the reservation system *Zibepa Pro 2.2*:

Demo: admin_template.html

Demo: print_template.html

Demo: reservation_template.html

Demo: search_template.html

Demo: template.html

Demo: blocks/editors_de.html

Demo: blocks/language_de.html

Demo: blocks/object_settings_de.html

Demo: blocks/reservation_form_de.html

Demo: blocks/search_form_de.html

Demo: blocks/settings_de.html

Demo: blocks/search_results.html

Each template can be edited and changed without limitations. Templates ending with „_de“ can be created in any language, only replace „de“ by, for instance, „en“ or „fr“ and translate the texts accordingly. By translating templates you can customize the admin account of the reservation system to several languages. However, this is not imperative, since if by changing the language (s. above) one or more templates with important endings are lacking, so German templates are used alternatively.

5.2 CSS Formatting

All elements the design of which can not be customized by templates or settings in admin account, have been embedded in CSS. Here it is possible to change the style and to attune everything in the reservation system in colors or alike in order to customize the system to your own design in the best possible way. The CSS file is „main.css“, and it is located in folder „style“ – Demo: style/main.css. Brief descriptions of CSS you find in the file next to each element. Pay attention to the class names, they are often self-explanatory.

A. Further Hints

A.1 Browser Settings for Print

To print booking plans and booking lists properly, you should set up definite settings on your browser. Here are short instructions for three most popular browsers. In case of other browsers, please consult descriptions.

- In Firefox it concerns “File -> Page setup”. Here the control-box has to be activated.
- In Netscape Navigator it concerns “File -> Page setup”. Here the control-box has to be activated.
- In Internet Explorer it concerns “Tools -> Internet options -> Advanced”. Here the control-box has to be activated.

A.2 Error Messages

Here is a list of error messages. With the help of this list you can translate the errors in other languages, if necessary. Error messages are created as dynamic variables, but can not be deleted over admin account.

err_message_searchform_word__1	The arrival date is not correct or does not exist.
err_message_searchform_word__2	The departure date is not correct or does not exist.
err_message_searchform_word__3	The departure date must be after the arrival date or on the same day.
err_message_reservation_form_word__1	Creation of reservation: The field „Surname“ is empty.
err_message_reservation_form_word__2	Creation of reservation: The arrival date is not correct or does not exist.
err_message_reservation_form_word__3	Creation of reservation: The departure date is not correct or does not exist.
err_message_reservation_form_word__4	Creation of reservation: The departure date must be after the arrival date or on the same day.
err_message_reservation_form_word__5	Creation of reservation: The new time period overwrites the already existing one.
err_message_object_settings_word__1	Creation of object: The object ID must be a number from 1 to 65535.

err_message_object_settings_word__2	Creation of object: Object with ID %% already exists.
err_message_layout_word__1	Rights: You are not allowed to perform this action.
err_message_lang_settings_word__3	Language settings: The main field (language name) is empty.
err_message_lang_settings_word__4	Delete the language: The %% language is a standard language and can not be deleted.
err_message_lang_settings_word__5	Addition of dynamic variable: The field „Number of variables“ is not numerical.
err_message_lang_settings_word__6	Addition of dynamic variable: The field „Number of variables“ must be a number from 1 to 99.
err_message_lang_settings_word__1	Language settings: The first field is smaller than 2 signs.
err_message_lang_settings_word__2	Language settings: The %% language already exists.
err_message_editors_settings_word__1	Add an editor: The field is not numerical.
err_message_editors_settings_word__2	Add an editor: The field „Editor number“ has to be a number from 1 to 99.