



Lodgit Desk – Online Systems Documentation

The Lodgit Online Systems allow you to easily display your availabilities on your website. Let your visitors book their stay in your hotel on your website or just show them quickly and comfortably whether there are any vacancies in their desired time frame.

In this PDF you'll find information about:

- ✓ [Requirements](#) for the Lodgit Online Systems,
- ✓ [Required data](#) you'll have to enter into the system,
- ✓ The [preferences and settings](#) you can define in the Online Systems and where you'll find the links,
- ✓ Answers to the [frequently asked questions](#).



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The Lodgit Online Systems

The Lodgit Online Systems are an optional additional module for the hotel software Lodgit Desk, which allows you to easily display your vacancies on your own website. Your reservation schedule is synchronized either automatically in set intervals or manually to keep the risk of overbookings as small as possible. During each synchronization, the incoming bookings will be imported into your Lodgit Desk installation and the guest will be added to your files.

Trial for the Online Booking System

The Online Booking System –which is the heart of the Online Systems– can be tested by every user **with a personalized demo license or a full Lodgit Desk license.**

Simply switch into the demo database and go to *File > Synchronize...* You'll have to synchronize twice the first time around: During the first synchronization, the system is activated and during the second synchronization, your objects, rentable units and occupancy status are transferred.

After the objects, rentable units and occupancy data were transferred, you'll automatically be informed by a pop-up window that there some details that you still have to fill in before you can use the system. Among these are payment methods as well as general terms and conditions and your cancellation policy. Click on the button *Configure...* to be forwarded to your account on www.lodgit.com and log in.

After you have entered the required information ([see next chapter](#)) you can try out the Online Booking System.

Please note for the trial mode: The links to your Online Booking System will only be active while you are logged into your account and booking data will not be displayed fully in Lodgit Desk! Once you set up your actual data, the demo systems will be deleted!



Requirements for using the Online Systems

- ➡ You can add the additional module Online Systems to your existing Lodgit Desk license in our online shop at www.lodgit.com/shop. The module is available for **a small monthly fee per rentable unit**. The term for the module is the same as the remaining term of your Lodgit Desk license and the fees will be billed in one go.

Other costs, such as commissions for incoming bookings, do not accrue!

Tip: You don't have to make all of your rentable units available online. If you have lots of units of the same type and price (e.g. 10 single bedrooms), you can also synchronize only a few of them and then move the incoming bookings into a different unit in your backend.

- ➡ You will need an **internet connection** for the synchronization or your occupancy status cannot be sent to the server.

Tip: If you only have a slow internet connection, we'd recommend setting the synchronization interval to less often (e.g. every 1 or 2 hours) to save some bandwidth. Please note that this will heighten the risk for overbookings.

- ➡ Using the Online Booking System also requires an **additional agreement** that regulates the conditions for receiving incoming online bookings. You can download this agreement [in your Lodgit account](#) and send a signed copy back to us.

Got everything? Then we can get started!



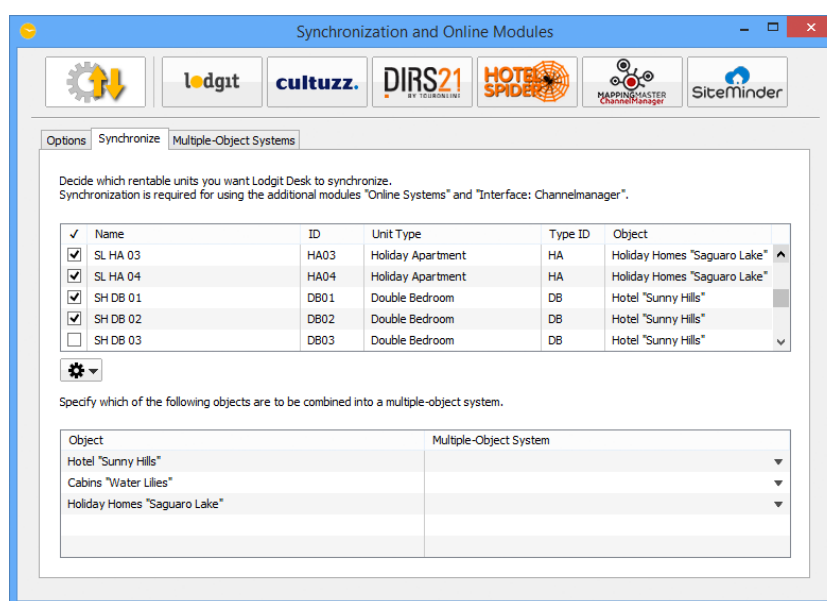
Preparing the units for the first synchronization

Which units will be synchronized?

You've fulfilled all the requirements and now you're ready to set everything up. What now?

First, you have to decide which units you want to synchronize. To do that, go to

Administration > Synchronization and Online Modules then go to the tab *Synchronize*:



Only units that have a checkmark in the first column will be synchronized.

Important: The default synchronization setting for newly created units is always OFF. This helps make sure that you don't accidentally exceed your allotment by adding a new unit later on. Whenever you add a new unit that you also want to synchronize, make sure to activate it for synchronization in this window.

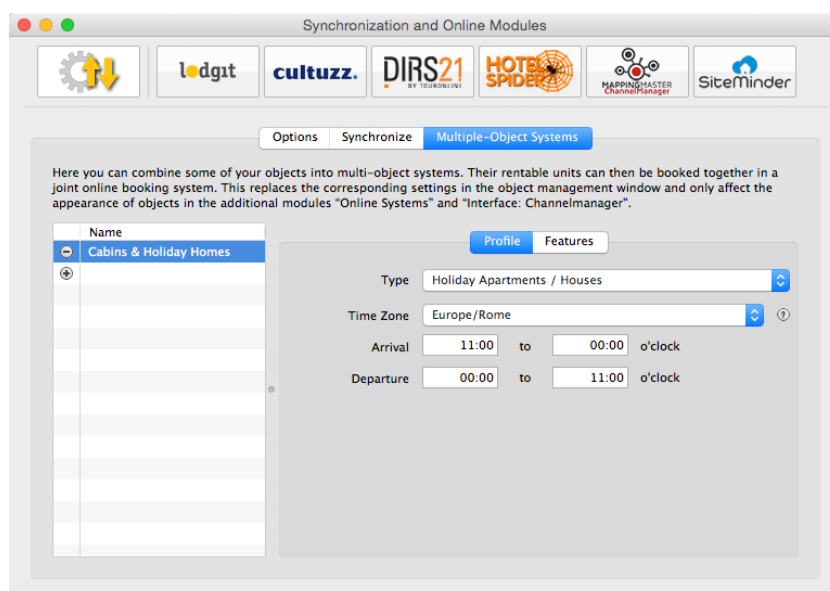
Multi-Object Systems (optional)

In Lodgit Desk you can sort your units into several objects. This will keep them separate in the Statistics so that it's easier for you to distinguish between different houses or unit types. The Online Booking System can only be generated for an object or a single unit. With the **multi-object system** you'll be able to **display more than one object in one and the same Lodgit Online Booking System**.



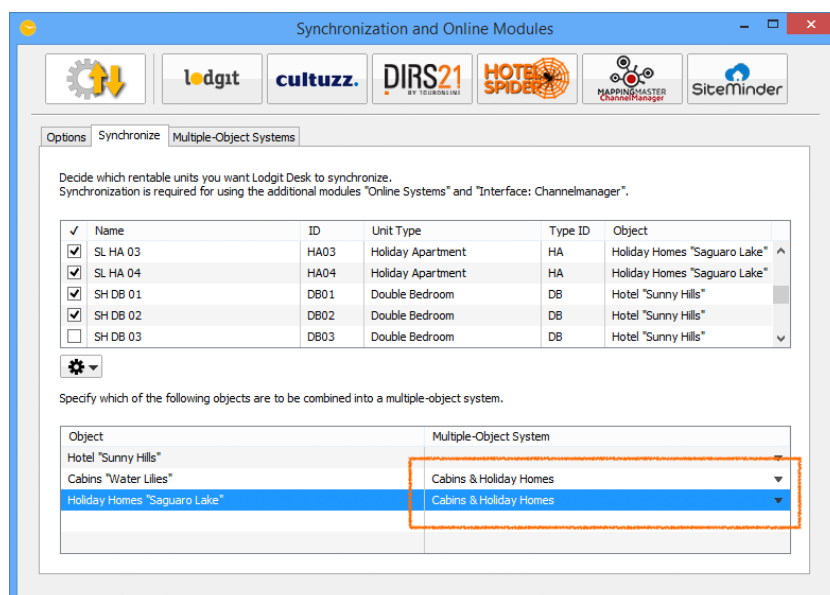
Guests will be able to book several units over these objects and they will see all available units during their search time frame. In the backend of Lodgit Desk however, these objects and statistics will continue to be kept separate.

If you want to create one of more multi-object systems, go to *Administration > Synchronization and Online Modules* and click the tab *Multi-Object Systems*:



Use the plus button in the list on the left to create a new multi-object system. You will have to enter some of the profile information: accommodation type, time zone, arrival and departure times as well as the features of the object.

After you have finished setting this up, you can go back to the tab *Synchronize* and take a look at the lower table. In the right column, you can select if an object you created belongs to a multi-object system:



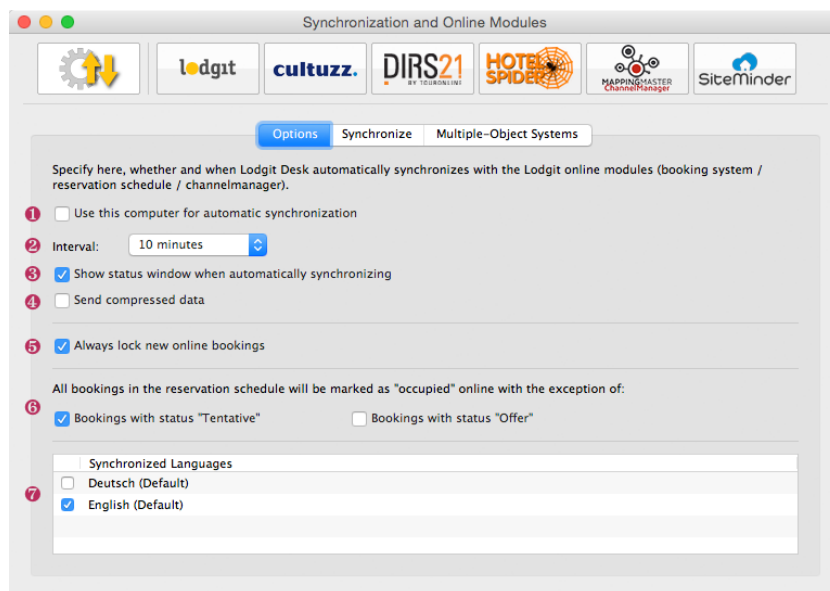
If you don't select anything in the right column here, the object will be treated the same way as you've originally set it up in the Object Management.

Important Note: The Lodgit Online Booking System allows your guests to book multiple units in one go (group bookings). If you've set up a multiple-object system, your guests will naturally be able to book several units across all objects contained in the system. Please make sure this is something you want the guests to be able to do. If you're uncomfortable with that prospect, please offer the units in separate Online Booking Systems.

Settings for the Synchronization

After you have set up which rentable units you want to synchronize and in which objects / systems they are to appear online, you can now head over to the general settings for the synchronization process.

Switch to the tab *Options*, or if you closed the window, go to *Administration > Synchronization and Online Modules* and then click the tab *Options*. Here, you'll be able to get to those general synchronization settings:



Here you can decide:

1. ... whether the computer should **synchronize automatically**. If you're using the database server you can do this separately for each computer so you may select the computer with the best internet connection for the synchronization process.
2. ... in which **interval you want to synchronize**. You can choose between every 10 minutes up until once per day.
3. ... whether during the synchronization **a status window is displayed**. If you synchronize often, this window may annoy you and can be disabled here.
4. ... whether the **data should be sent compressed**.
5. ... whether **new online bookings are automatically locked**. This is a safety measure to prevent you from accidentally moving the booking around. You can always unlock a booking in the upper left corner of the respective booking window (double-click on the booking). If you don't want the bookings to be automatically locked, you can turn that feature off here.



6. ... whether some **booking statuses are shown online as 'vacant'**. Units with bookings 'Tentative' and/or 'Offer' can still be booked online if you check the boxes in this area.
7. ... what **languages** you want to synchronize. You always have to synchronize at least one language; but you may synchronize all of the ones you added as well. The guest will be able to select the language via a drop down menu or you can set up a [link attribute](#) to use a preset.

The first Synchronization

Now you can send the data from your Lodgit Desk installation to the server for the first time. Go to *File > Synchronize...* You'll have to synchronize twice the first time around: During the first synchronization, the system is activated and during the second synchronization, your objects, rentable units and occupancy status are transferred.

After the objects, rentable units and occupancy data were transferred, you'll automatically be informed by a pop-up window that there some details that you still have to fill in before you can use the system:



Among these are payment methods as well as general terms and conditions and your cancellation policy. Click on the button *Configure Now* to be forwarded to your account on www.lodgit.com and log in.

Please note: *If you've tried out the Online Systems with your demo database before, that demo data will now be replaced with your actual data.*



Setting up the Online Systems: Required Data

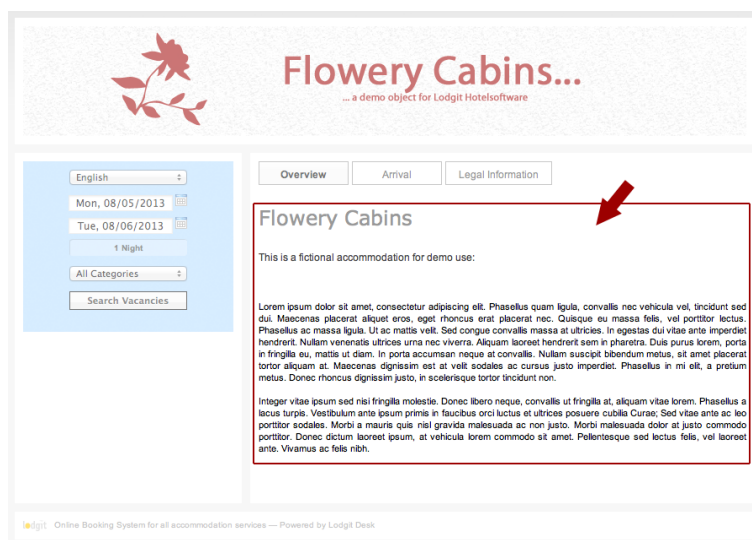
Before you can use the Online Systems, you must first enter some minimal required information. But don't worry: You can later edit all that information at any time.

General Terms and Conditions

These terms and conditions must be accepted by your guest before they can complete their booking. You can use this area to input any important house rules as well. The GTC will be displayed on the last page before the booking can be completed as well as on the front page of your system under "Legal Information".

Object Description

The object description is shown on the front page of your Online Booking System:



Here you can give a brief introduction to your accommodations.

Payment Methods

Select here which payments methods you want to make available to your guests. Please note that you are responsible for processing the payments yourself. Lodgit does not receive any kind of payments from your guests!



The Online Booking System offers the payment methods **Debit from the guests bank account, credit card, wire transfer to your bank account, PayPal, HeidelPay and payment on site.**

All payment methods except “payment on site” require a deposit of at least 5% to be paid to you. You can set a time restriction to each payment method and use that to allow wire transfer only up until 15 days before the arrival date, for example.

Contact Information

The contact information you list here will be shown to your guests on the confirmation page as well as in the confirmation email they receive after completing the booking.

Cancellation Policy

The cancellation policy will be shown to your guest on the page before the booking is completed as well as on the front page under “Legal Information”.

For legal and security reasons, you cannot activate the Online Booking System(s) or the Booking Calendar(s) for the public until you have entered all this required information. After you’ve finished setting it up you can focus on the other, often optional, settings.



Setting up the System: Options

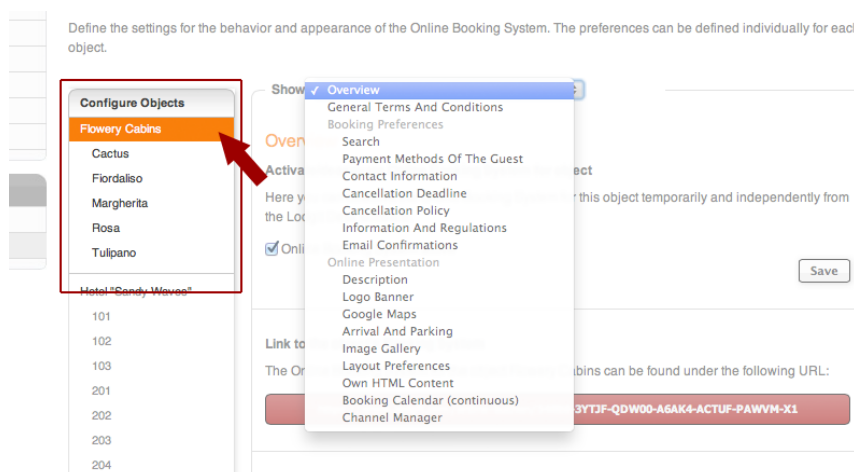
Aside from the required information there are several other options for the Online Systems. These help making the Online Booking System and/or Booking Calendar fit into your website as neatly as possible.

Please note that most of the settings can and must be defined globally for each object, but there are also some settings you can define for each rentable unit individually (e.g. the [Image Gallery](#)).

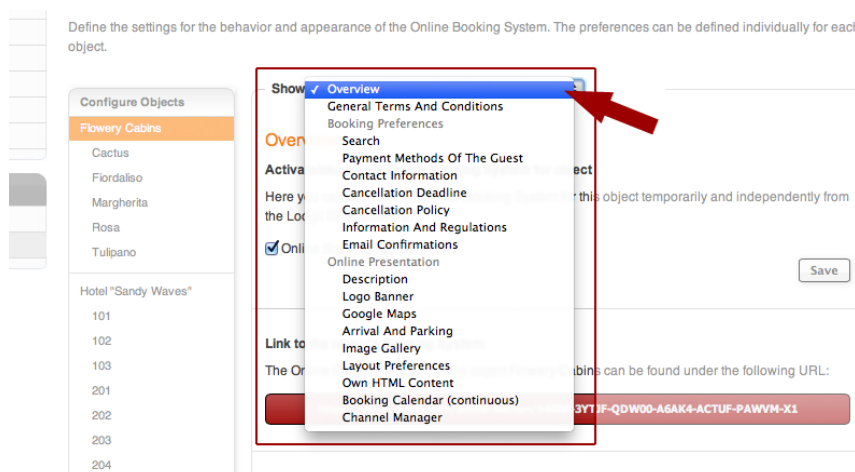
IMPORTANT: Because you can create an Online Booking System and Online Calendar for each object and rentable unit, you can (and must) define these settings for each of these generated systems and calendars individually!

Select Object or Rentable Unit

First, go to the *Settings* area and then select the object or the rentable unit for which you want to configure the Online Systems. In the example below, we want to define the settings for the entire object “Flowery Cabins”:



You can switch to a different object or rentable unit by clicking on it. In the drop down list “Show” you’ll find all the options you can define:



There, you'll also find the require minimum data that you had to enter at the beginning. You can edit these at any time in the respective fields.

Global and Object Options

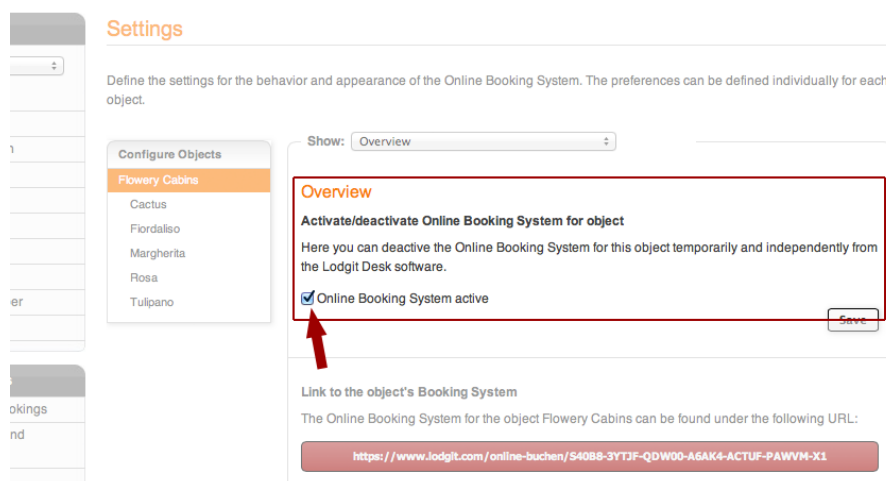
Here you'll find information about all the global options and settings, such as payment methods, contact address, general terms and conditions, etc. for the rentable object. If you enter any texts here, they will most often be shown somewhere on the front page of the Online Booking System. There are also additional [settings and options for each rentable unit](#) you can define.

Overview

In the *Overview* area you'll find the **link for the Online Booking System** as well as **the settings imported from the Lodgit installation**: synchronized languages, time zone, minimum booking duration and defined arrival and departure dates as well as the features of the object.

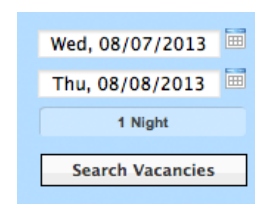
This is also the place to **activate and deactivate** the Online Booking System.

Important: Please make sure that you have checked the activation box if you want to use the Online Booking System for this object!



Here you also find the **settings, links and code example (iframe) for the quick search**.

The quick search (see right image) can easily be integrated into your website design with an iframe, e.g. in your sidebar. Put it in an obvious position on your site and make it even easier for your guests to book their stay online. The *Overview* allows for a few basic options: whether the button “Search” will only forward the guest to the Online Booking System or perform the search right away, whether categories can be selected in the quick search and what language the quick search should be displayed in.



Below that, you can see what settings were imported from Lodgit Desk (e.g. arrival and departure days, synchronized languages, etc.).

General Terms and Conditions

This is where you can edit and publish your General Terms and Conditions. The GTC are part of the required information you had to add at the very beginning.

Booking Preferences: Search

The *Search* area lets you define how you want the rentable units to be sorted when the search results are displayed, whether the name of the rentable unit will be listed and what could happen if there are no vacancies in the chosen time frame.



Configure Objects

Flowerly Cabins

- Cactus
- Fiordaliso
- Margherita
- Rosa
- Tulipano

Show: Search

Search

Please decide here whether the rentable units found in the search are to be shown separately or in categories.

☒ Separately, best for holiday homes and guesthouses
This shows the search results listing every single unit separately. This way, guests can book a certain rentable unit directly.

☐ Categories, best for hotels
This shows the search results in unit categories (e.g. single bedrooms).

Show name of the unit

☐ Search results (single unit mode)

Separately means that each unit is listed in the search results individually, which is best if your units all have individual pricing and features. *Categories* mode means that units you have defined to be in the same category in Lodgit Desk will be grouped together, which is best if you have a lot of units of the same type/price/features.

Categories, best for hotels

This shows the search results in unit categories (e.g. single bedrooms).

Show name of the unit

☒ Search results (single unit mode)

☐ Shopping cart

☐ Options: discounts for children

☐ Options: packages / arrangements

☒ End: booking overview

☒ Confirmation email

Options

☒ Show unit details when double-clicking on the preview image

The name of the rentable unit can be displayed in several areas of the Online Booking System. Simply check the areas you want it to be displayed or uncheck all, if you don't want it listed anywhere.

☐ Confirmation email

Options for package groups of optional extra items

☐ Show name of the group as heading

Options

If you allow your [guests to book extra items and/or services](#) along with their stay, you're able to put two or more in a selective group: Guests can only choose one of the items in the group, not all of them. The name of the group can be displayed as a heading for when they're



displayed in the booking process, in case you want to make sure your guests know what they're selecting from.

A screenshot of the Lodgit software settings interface. At the top, there is a checkbox labeled "Confirmation email" which is checked. Below this is a section titled "Options" with two checked checkboxes: "Show unit details when double-clicking on the preview image" and "Show free capacities in case of negative search results". Under the "Options" section is a "Map section" with three input fields: "Entered arrival date minus" with a dropdown set to "4" and the unit "days", "Entered departure date plus" with a dropdown set to "4" and the unit "days", and "Filter view to a maximum of" with a dropdown set to "30" and the unit "days". A "Save" button is located at the bottom right of the form.

You can allow the guest to click on the icon next to the rentable unit to display further information (which you can enter in the [settings for the rentable units](#)). Uncheck this box if you don't want to allow this. Not that if you haven't uploaded descriptions or images for the rentable unit, the icon will not be clickable by default.

Should you not have any vacancies during the time a guest wants to book a stay, you can **offer them a calendar so that they can pick a different time** for their stay if they want. Define the options for the calendar with the drop down menus.

Booking Preferences: Payment Methods of the Guest

The payment methods are part of the information required to run the Online Systems. Please select at least one of the payment methods offered: **Debit from the Guest's bank account, Credit Card, Credit Card via Heidelpay, Wire Transfer to Your bank account, PayPal, Moneybookers (Skrill) or Payment on Site.**

Important: Lodgit does not receive any kind of payment from your guests! You are responsible for processing the payments based on the information you receive. Please make sure to only select payment methods you can actually process!

A screenshot of the Lodgit software's payment settings interface. At the top, there is a radio button labeled "Guest must pay the full amount" which is currently selected. Below this, a red rectangular box highlights the "Transfer to your bank account" section. This section includes a checked checkbox, a note about IBAN requirements, and several input fields: "Account Holder" (John Smith), "IBAN" (GB29 NWBK 6016 1331 9268 19), "SWIFT/BIC", "Bank" (Great Bank of Britain), "Account Number", and "Bank Code". It also features an "Available until" dropdown set to "15 days before arrival", a "Default payment period" section with radio buttons for "10 Days", "after booking", and "before arrival" (which is selected), and a "Deposit" section with radio buttons for "in the amount of 10 % required" (selected) and "Guest must pay the full amount". Below the red box, there is an unchecked checkbox for "PayPal payments to your account" and an "Account (Email)" input field.

The option **Available until** lets you define how many days before the arrival date a guest must book to be able to use this payment method.

Default payment period means the term during which you want to receive the deposit payment as a confirmation for the booking. You can set this as a time period of x days in reference to either the day of the booking or the day of arrival.

For your own protection, a deposit payment of at least 5 % is required for almost all payment methods. The only exception is **Payment on Site**, which doesn't have options for deposit payments. However, you can offer it to only those last minute guests that want to book a stay when no other payment method is available anymore (due to the availability settings). Simply check the box **Online available if no other payment method is offered anymore, because the date is too close to the arrival:**

A screenshot of a web-based configuration form for "Payment on site". The form is enclosed in a red rectangular border. At the top left, there is a checked checkbox labeled "Payment on site". To its right, under the heading "Availability", is another checked checkbox with the text "Only available if no other payment method is offered any more, because the date is too close to the arrival." Below this, a line of text reads "Tell your guests about the conditions for payment on site." This is followed by a "Language version:" label and a dropdown menu currently set to "English", with a note "Please enter text for each language!". The form then has two text input areas. The first is labeled "During order process:" and contains the text: "If you want to pay on site, we will be happy to reserve your room until 6pm on your day of arrival. After that, the reservation expires. If you want a guaranteed reservation with an arrival time later than 6pm, please use a different payment method." The second is labeled "In the reservation confirmation:" and contains the text: "We will reserve your room until 6pm on the day of arrival for you. After that, the reservation expires." Both text areas have a small icon in the bottom right corner, likely for a rich text editor. At the bottom right of the form, there is a "Save" button.

Booking Preferences: Contact Information

Here you can enter and edit your contact information. The contact information will be shown in the non-binding booking confirmation email the guest receives upon completion of the booking.

Booking Preferences: Cancellation Deadline

This is where you can define the deadline for a free cancellation. This will be displayed in the confirmation email with the exact date and time. If the deadline has already passed (because the arrival date is too close to the booking date), no information about a free cancellation is listed.

Booking Preferences: Cancellation Policy

The cancellation policy is part of the required information you had to add at the beginning. This is where you can edit it later on at any time. The cancellation policy will be shown to the guest on the last page before the booking is completed as well as on the front page under "Legal Information".

IMPORTANT: Before you publish your texts, make sure you have added the texts in all languages. Once you hit the button "Publish", all currently valid cancellation policies will automatically become invalid and be overwritten.

Booking Preferences: Information and Regulations

Any additional information you add here will be shown to the guest in the non-binding booking confirmation email they receive. You can use this to answer frequent questions and



concerns (“What to do when there’s nobody at the front desk?”) or leave a note about future correspondence (“You will receive a binding confirmation within 24h after we have received the deposit payment.”).

Booking Preferences: Email Confirmations

To be notified about new incoming bookings you can have **a copy of the confirmation email sent to your email account**.

The screenshot shows a web interface for configuring email confirmations. On the left is a sidebar titled "Configure Objects" with a list of items: "Flowery Cabins" (highlighted in orange), "Cactus", "Fiordaliso", "Margherita", "Rosa", and "Tulipano". The main area has a "Show:" dropdown menu set to "Email Confirmations". Below this is the "Email confirmations" section, which includes a paragraph explaining that guests receive a non-binding email confirmation and a checkbox labeled "Receive booking confirmations" (checked). To the right of the checkbox is a red note: "<-- to email address listed in contact information". Below this is the "Email addresses" section, which contains a text box with the instruction: "Enter at least one email address that is supposed to receive a booking confirmation. Separate email addresses with line breaks." The text box contains two example email addresses: "john@lodgit.com" and "jane@emailaddress.com". At the bottom of the text box is a red link: "↑ to other email addresses of your choice" and a "Save" button.

If you want to receive such a copy, check the field **Receive booking confirmations**. This will automatically send a copy to the email address listed in the [Contact Information](#). If you want to receive the copy on other email accounts as well, add them into the field below. Separate email addresses with a line break.

Online Presentation: Object Description

Here you can edit the object description you had to enter at the beginning at any time. It will be displayed on the front page of your Online Booking System.

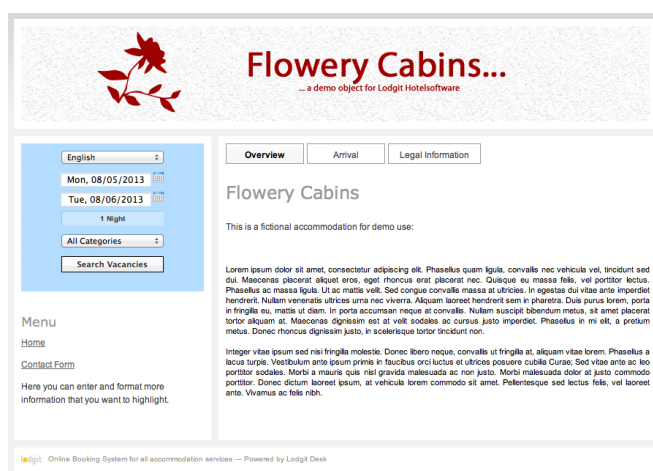
IMPORTANT: Before you publish your texts, make sure you have added the texts in all languages. Once you hit the button “Publish”, the current object description(s) will automatically become invalid and be overwritten.



In order to add a description to each rentable unit, please select the unit in the left list and then select the area [Description](#).

Online Presentation: Logo Banner

You can upload a banner that will be shown in place of the default header:



The banner should be 860px x 130px in size. Make sure that the banner can work for all the languages you offer your Online Booking System in, because **it cannot be customized for each language**.

If you don't want any banner for your Online Booking System, you can go to [Layout Preferences](#) and select the design without the header.

Online Presentation: Google Maps

To make it easier for your guests to find your house, you can place a map in your Online Booking System. It also has a route planner function and will be displayed on the front page under "Arrival".

Online Presentation: Arrival and Parking

Other arrival information, e.g. times for checking in, train connections or route descriptions you can add here. It will be displayed on the front page under "Arrival" above [the map](#) (if you choose to add that).



Online Presentation: Image Gallery

You can upload up to 10 images to the gallery and allow your guests a sneak peek into your establishment. The image gallery will be displayed on the front page under “Images”.

You can set one image to be the default image and it will be displayed on the front page next to the object description.

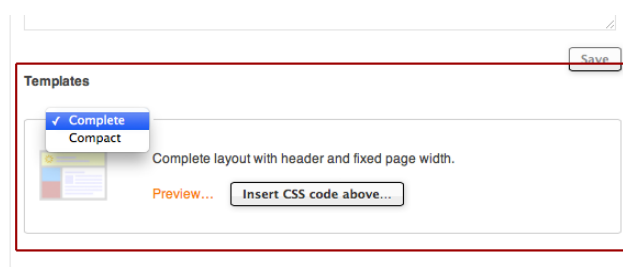
In addition to the gallery of the object on the front page, you can also [add an individual gallery for each rentable unit](#) which will be displayed when the guest clicks on the unit’s icon in the search results.

Online Presentation: Layout Preferences

In the *Layout Preferences* you can adjust the look of the Online Booking System and the [Quick Search](#) individually with CSS to make it fit seamlessly into your website. Since [we recommend linking to the Online Booking System instead of integrating it](#), you can use these settings to emulate your website design as closely as possible.

Important: Please note that only an experienced web designer should change the CSS settings because unsuitable CSS styles can compromise the functionality of the Online Booking System!

Should you not have a web designer on hand, feel free to contact us and we’ll make you an affordable offer for the adjustments you need.



Select, which design template you want to use and edit.

The **complete** design has a header and fixed page width. The **compact** design does not have a header and a flexible page width.



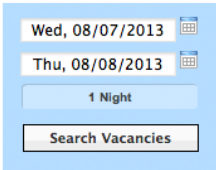
Please note that by default, all CSS styles are deactivated to avoid unwanted or accidental changes. If you want to activate the styles just remove the characters `/*` before and `*/` behind each line.

Changes you can make are, for example, the background color of the quick search:

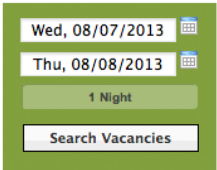
Different CSS code for the quick search box

```
body {
  /*background: #f1f1f1;*/
  /*color: #444;*/
  /*font-family: Arial,Helvetica,sans-serif;*/
}

#search_form {
  background-color: #829f43;
}
```



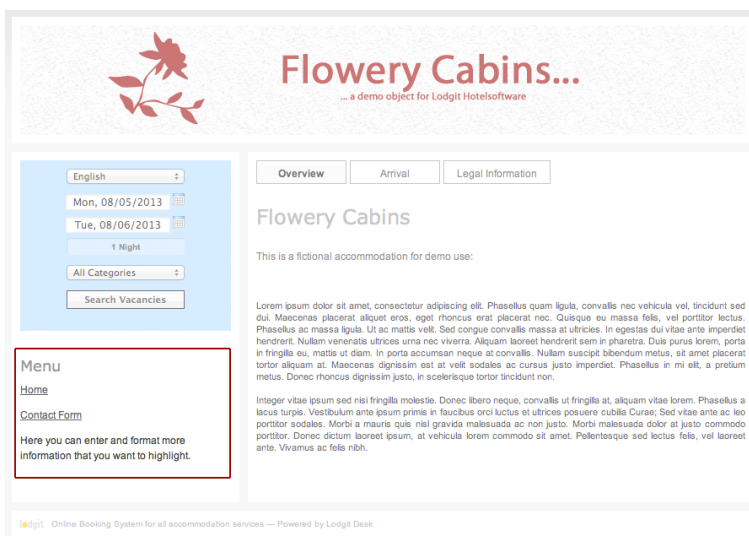
Default



Background #829f43

Online Presentation: Own HTML Content

You can add additional texts and information to the sidebar of the Online Booking System to make them better visible to your guests. For example, you could add information about slow email responses due to company holidays or links back to your website:



Flowery Cabins...
... a demo object for Lodgit Hotelsoftware

English
Mon, 08/05/2013
Tue, 08/06/2013
1 Night
All Categories
Search Vacancies

Menu
[Home](#)
[Contact Form](#)
Here you can enter and format more information that you want to highlight.

Flowery Cabins
This is a fictional accommodation for demo use:
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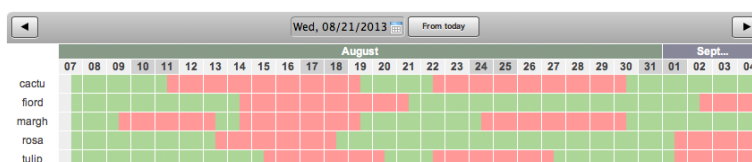
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IMPORTANT: Before you publish your texts, make sure you have added the texts in all languages. Once you hit the button "Publish", the current HTML content text(s) will automatically become invalid and be overwritten.

Online Presentation: Booking Calendar (continuous)

The continuous Booking Calendar displays the vacancies in an object (with all its rentable units) with a time line:



Vacancies are green, occupancies are red and everything in the past is grey. You can link to the continuous Booking Calendar or integrate it into your website in an iFrame with the code snippet provided.

For individual units you can also generate a [monthly calendar view](#) to integrate in your website.

IMPORTANT: Please make sure that the activation box is checked if you want to use the continuous Booking Calendar!

ics Feed

Here you can manually update all activated ics feeds of the object. Feeds must be activated [individually for each unit](#).

Rentable Unit Options

There are some options that you can define individually for each rentable unit. General information or options that concern the entire object, such as payment methods, route planer oder terms and conditions, can be defined in the [Global and Object Options](#).

Overview

This is where you can find a link for this unit's booking tool and check which feature settings were imported from Lodgit Desk.



Description

Here you can add a description and an icon for each rentable unit. The icon will be displayed next to the unit in the search results:

The screenshot shows the Lodgit interface. On the left, there's a search filter section with a date picker set to 09/14/2013, a dropdown for '4 Nights', a category dropdown set to 'All Categories', and a 'Search Vacancies' button. Below this is a 'Menu' section with links to 'Home' and 'Contact Form', and a note: 'Here you can enter and format more information that you want to highlight.' The main area displays a table of accommodations with the heading 'can select different accommodations which will then be booked together (group reservation)'. The table has columns: 'Description', 'Additional services', and 'Please Select'. The 'Please Select' column includes radio buttons for 'not selected' and guest counts, along with pricing. The 'Cabin' unit (2-6 Guests, 4 Nights) is highlighted with a red border. It features a sunflower icon and a price table for 2 to 6 guests.

Description	Additional services	Please Select
Holiday Apartment 1-2 Guests 4 Nights		<input checked="" type="radio"/> not selected <input type="radio"/> 1 Guest, total: £232.14 <input type="radio"/> 2 Guests, total: £464.29
Holiday Home 1-4 Guests 4 Nights		<input checked="" type="radio"/> not selected <input type="radio"/> 1 Guest, total: £250.00 <input type="radio"/> 2 Guests, total: £500.00 <input type="radio"/> 3 Guests, total: £750.00 <input type="radio"/> 4 Guests, total: £1,000.00
Cabin 2-6 Guests 4 Nights		<input checked="" type="radio"/> not selected <input type="radio"/> 2 Guests, total: £276.00 <input type="radio"/> 3 Guests, total: £386.00 <input type="radio"/> 4 Guests, total: £496.00 <input type="radio"/> 5 Guests, total: £341.71 <input type="radio"/> 6 Guests, total: £341.71
Cabin 1-5 Guests 4 Nights		<input checked="" type="radio"/> not selected <input type="radio"/> 1 Guest, total: £278.57 <input type="radio"/> 2 Guests, total: £557.14

Clicking on the icon will open a small window with the description and the [image gallery of the rentable unit](#).

Limit Child Discounts

Some units may have discounts for children with a certain percentage of the full price (e.g. children up to 13 years pay only 50%). Here, you can decide how many full paying guests have to stay in the unit to allow those discounts to be attributed to other guests.

Image Gallery

Here you can upload up to 10 images of the rentable unit and set one of them as the default picture. The default picture is displayed next to the description of the unit (in a new window that opens when the [icon](#) is clicked). The other images can be seen in a little gallery under "Images".

Booking Calendar (monthly)

For individual units, you also have a monthly display of the Booking Calendar:



August 2013							September 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Vacancies are green, occupancies are red and everything in the past is grey. You can link to the monthly Booking Calendar or integrate it into the website in an iFrame with the code snippet provided.

IMPORTANT: Please make sure that the activation box is checked if you want to use the monthly Booking Calendar!

ics Feed

This is where you find the address of the feed, activate and deactivate it. You can also manually update it here, although it's not necessary: The feed will update itself automatically in regular intervals.

When connecting the feed with another channel such as airBnB or 9flats, make sure **to connect it as a ics or Other feed**. This is **NOT an ical feed** that pushes changes to the channel. Rather, the channel has to call the data from the feed, which it will only do when you've connected it properly.



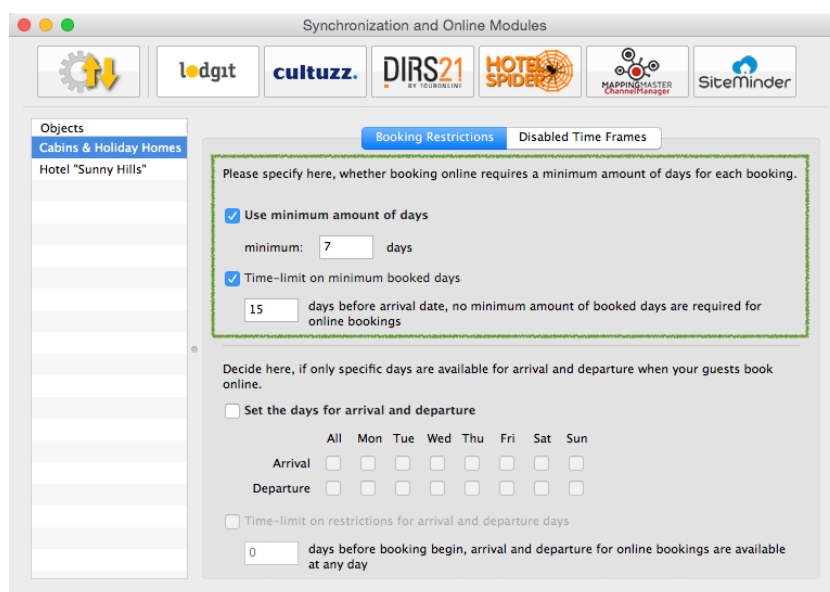
Other Settings In Lodgit Desk

Booking Restrictions

The Lodgit Online Booking System allows you to set a minimum length of stay (MinLOS) as well as specific arrival and departure days.

Minimum Length of Stay (MinLOS)

In order to set a MinLOS for Lodgit online bookings, open Lodgit Desk and go to *Administration > Synchronization and Online Modules* and then click the *lodgit*-Button in upper line:



You can set a minimum number of days for each booking. If you want short notice bookings to not have to abide by those rules, you can set a time-limit for that restriction.

In the example above, the minimum length of stay is seven days. If the guest books 15 or less days before the arrival, however, then the restriction of MinLOS no longer applies.



Set Arrival and Departure Days

In order to set a specific arrival and departure weekdays for Lodgit online bookings, open Lodgit Desk and go to *Administration > Synchronization and Online Modules* and then click the *lodgit*-Button in upper line:

Allowing only specific weekdays for arrival and departure of guests can also simulate a MinLOS of sorts. Select the dates you want to allow arrivals and departures. If you want short notice bookings to not have to abide by those rules, you can set a time-limit for that restriction.

In the example above, guests can only arrive on Saturdays and leave on Fridays. This doesn't change for guests, even if they're 'last minute' bookers.

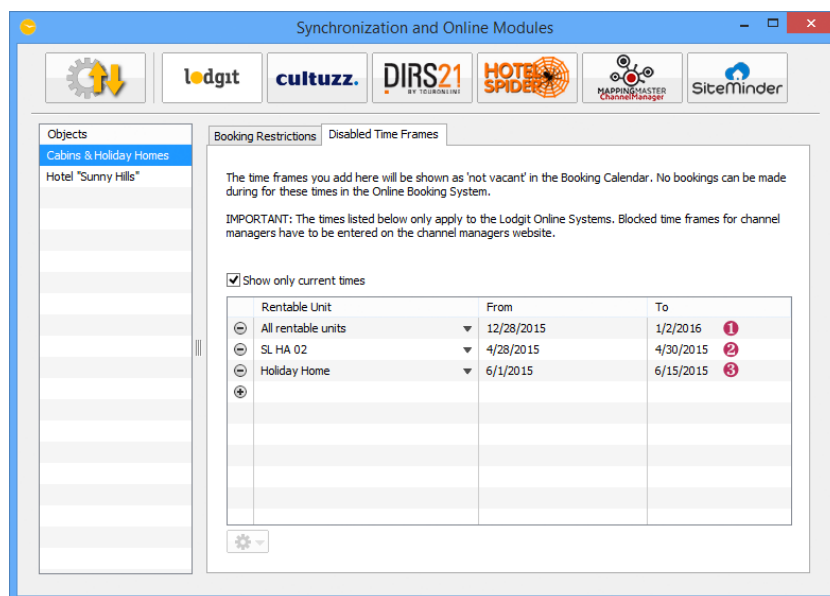
Stop Sell / Disabled Time Frames

As a general rule, all units that have bookings in them will count as 'occupied' online. Exceptions are bookings with the status 'Checked Out' and 'Cancelled Online Booking' as well as the statuses you [exempted from being shown as occupied](#). But you can also block single units, an entire unit category or your entire object from being booked online in a certain



time frame, e.g. because it's the low season and you'd rather take bookings over the phone or via email.

In order to set up a stop sell (disabled time frames) for units, open Lodgit Desk and go to *Administration > Synchronization and Online Modules*, then click the *lodgit*-Button in upper line and then switch to the tab *Disabled Time Frames*:



Use the plus button to add a new entry. In the column *Rentable Unit* you can select the unit(s) you want to block online. In the columns *From* and *To* enter the dates for the stop sell. You can block either *All rentable units* (1), *one specific unit* (2) or *all units of a certain category type* (3).

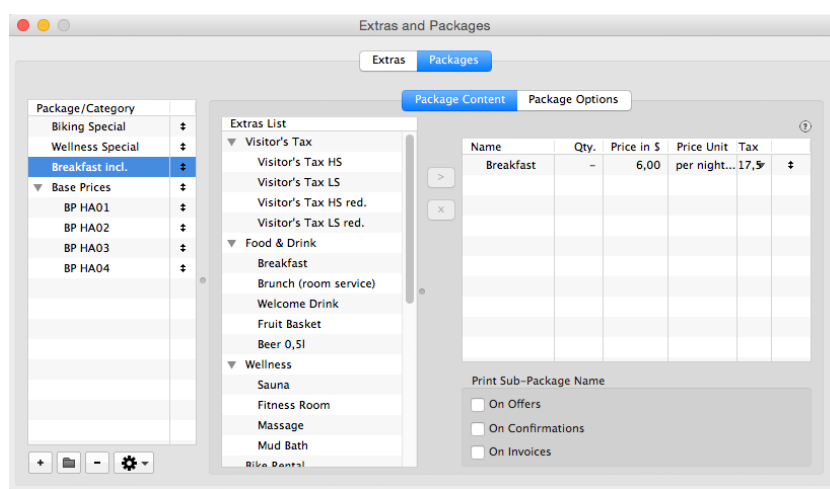
If you select an entry you can quickly duplicate it via the right-click or Actions menu in the lower left corner to make subsequent entries easier.

Synchronized extra items

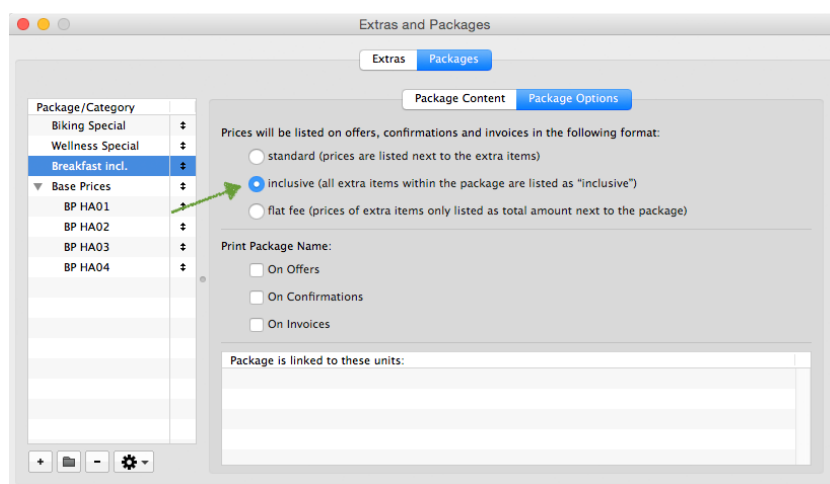
With the Lodgit Online Booking System, you can make as many of your extra items available online so that guests may book them directly when they book their stay with you.



First, you have to go to *Administration > Extras and Packages* and then switch to the tab *Packages*. Here you'll have to create a package for each extra item and/or each combination of extra items that you want to offer online:



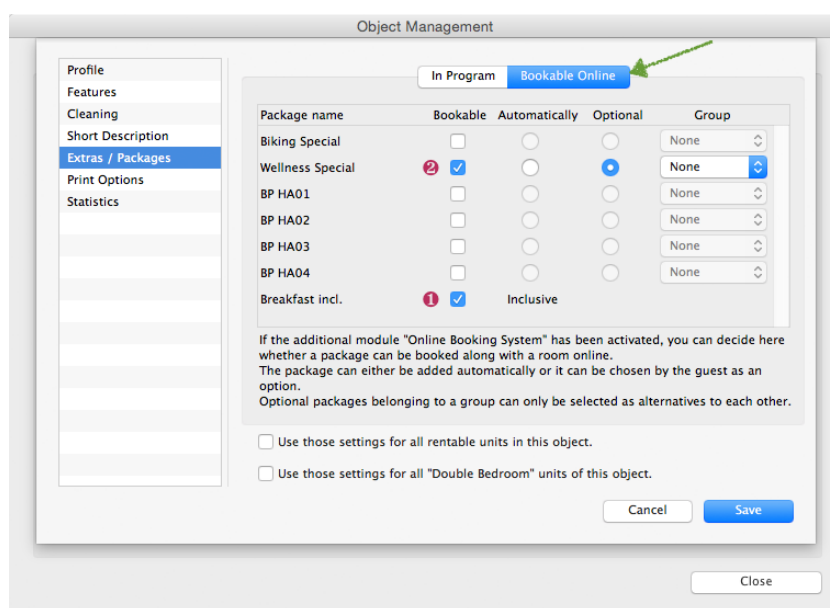
In this example, we've added the extra item 'Breakfast' to the package "Breakfast incl.". In the tab *Package Options* you can now make sure that the package is inclusive:



Tip: If you have a package that contains more than one extra item, it's best to select "Print Package Name on Offers". This way, the package's name will also be displayed in the Online Booking System.



Now go over to *Administration > Objects and Rentable Units > Rentable Units*. Open the rentable unit that you want to add the package to by double-clicking on it and then go to the area *Extras / Packages*:




Go to the tab *Bookable Online* to decide which packages you want to offer online. Check the box in the column *Bookable* to activate them.

If the package has the attribute "inklusive", it will always be added automatically to the booking (see 1). Otherwise you have the option to decide whether it is automatically added or an option for the guest (see 2).

You can also sort packages into a *Group*. The packages within such a group cannot be added to the same booking. This can be used to offer different food options (breakfast only, half-board or full-board) or transfer options from and to the guest's destinations (from/to the airport, from/to the train station or from/to the port). Put these packages into a group via the menu in the far right column and the guest can choose between them or select none.



Description	Options
 Double Bedroom 2 Guests 3 Nights	Incl. Breakfast in restaurant 1
	Optional: 2
	<input type="checkbox"/> Wellness Special (\$100.00) Massage, Mud Bath
	<div style="border: 1px solid #add8e6; padding: 5px;"> <input type="checkbox"/> Transfer from Airport (\$25.00) <input type="checkbox"/> Transfer from Train Station (\$20.00) 3 <input type="checkbox"/> Transfer from Port (\$30.00) </div>

[Continue](#)

The extra items can be booked by the guest after they've entered the ages of the guests (if applicable due to child discounts):

Automatically added inclusive extra items are listed at the very top without their price (see 1). Optional packages are listed below that and can be selected by checking the respective box (see 2). And below that you'll find the packages that belong to a group; if you offer more than one group, each group has a small border drawn around it so guests know which they can choose from (see 3). The [title of the group can be displayed as a heading for each box](#).



Frequently Asked Questions

Do you have problems with or questions about configuring the Online Systems? Here, you'll find answers!

Can I integrate the Online Booking System directly through an iFrame into my website?

While it's theoretically possible, we don't recommend it (anymore). The default settings of newer browser prohibit cookies from third party sites (e.g. advertisements). The Online Booking System runs on our servers, so if you were to integrate it through an iFrame, we would be a third party provider and the Online Booking System may not be displayed correctly, if at all, to your guests. That is why we recommend to link to the Online Booking System instead and use the options for [CSS](#), [HTML Contents](#) and [Banners](#) to make it look as closely as possible to your website design.

The Booking Calendar, however, can be integrated into your website with an iFrame without any problems because it doesn't require any cookies.

I've added all the required information but the Online Booking System / Booking Calendar still can't be accessed!

Please make sure that the Online Booking System or Booking Calendar is actually activated for the object or unit. Always remember: The box on the page where you take the link from must be checked.

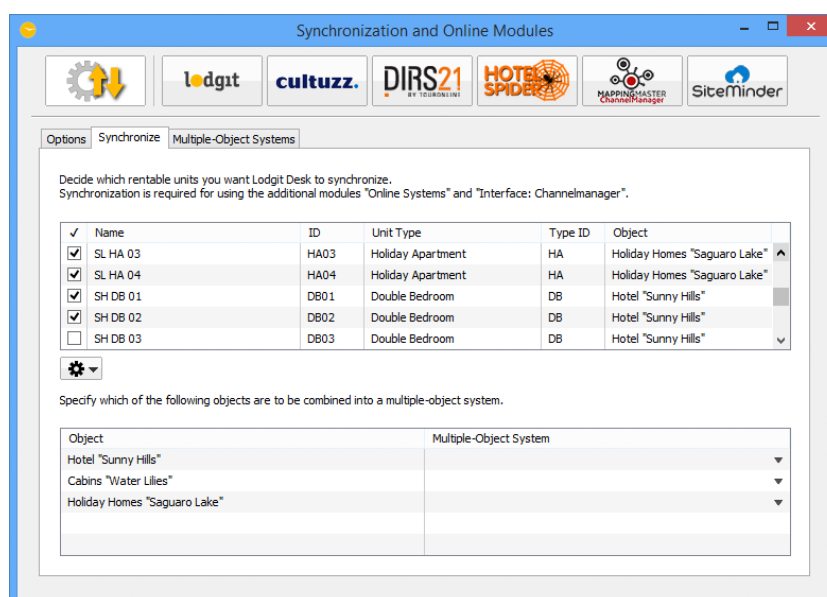
I've edited the CSS styles, but the changes aren't reflected in my Online Booking System!

All CSS styles are first deactivated to avoid unwanted or accidental changes. To activate them, simply remove the characters `/*` before and `*/` after the line you want to activate. Likewise, if you want to quickly undo changes, add those characters in to deactivate a line.



I have synchronized multiple times but my units are still not available in my Lodgit account!

Lodgit Desk allows you to decide for yourself, which rentable units you want to make available online. You can define that within the software under *Administration > Synchronization and Online Modules > Synchronize*:



Make sure that every unit you want to synchronize is checked. Changes made to this list will be reflected after the next synchronization.

Whenever I synchronize, I'm told that I have exceeded my allotment!

The allotment for the Online Systems is not the same as the allotment for Lodgit Desk itself. So while you can, for example, manage up to 20 units in Lodgit Desk at a flat rate, the Online Systems require a small monthly fee for each rentable unit you want to put online. So you are free to only make a few of the units you manage available in your Online Booking System. Go to *Administration > Synchronization and Online Modules > Synchronize* and make sure that only the units you want to synchronize are checked. If you have checked more than you've unlocked for the Online Systems you can either uncheck some or extend your allotment in our online shop at www.lodgit.com/shop.



Whenever a new online booking is imported, it has a little lock in the reservation schedule and I can't move it!

New online bookings are 'locked' automatically by default as soon as they're imported into the reservation schedule. That is a feature meant to keep you from accidentally moving, shortening or extending the booking before you've created a confirmation for it. You can always unlock a booking through its booking window:

The image is a screenshot of the Lodgit booking interface. It is divided into two main sections: 'Stay' on the left and 'Main Contact' on the right. In the 'Stay' section, there are fields for 'Arrival' (01/05/2015, 12:00 o'clock), 'Departure' (05/05/2015, 11:00 o'clock), 'Nights' (4), 'Guests' (2, max. 2), and a 'Lock' checkbox which is checked. A green arrow points to this checkbox. In the 'Main Contact' section, there is a search bar with 'Anders, Tim' and address 'US-98034 Kirkland, 3876 Main Street'. Below this are checkboxes for 'Is a Guest' (checked) and 'Group Reservation' (unchecked). There are also dropdown menus for 'Language' (English (Default)), 'Agent Commission' (None), and a 'Booking Status' dropdown showing 'New Online Booking' with a yellow icon.

Uncheck the box that says *Lock* and then you can move, shorten and lengthen the booking as usual. You can also decide that online bookings shouldn't be automatically locked, see the [Settings for the Synchronization](#).



Still got questions?

- ✓ You couldn't find all the information you were looking for?
- ✓ You still have questions about setting up the Lodgit Online Systems?
- ✓ You have encountered a problem that you couldn't find a solution to in here?

We're happy to answer your questions through our [email ticket system](#), through Skype via *lodgit* or on the phone under +49 341 4206944!

Your Lodgit Team