Dateblocker manual

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We hope you like our easy-to-use calendar - Dateblocker. In case you need any guidance, let us kindly inform you how the calendar works.

I) How to create a new account

a) to create an account, please click on the '**new user registration'** in the top left corner of the website: www.dateblocker.com,
b) provide personal details like name, surname, your email address, the log-in and the password,
c) please, choose a simple password to make sure you will not lose it, preferably, written in small letters.
d) the system will ask you if you use any other calendar from the ones listed, if you do, please click '**yes**'.
e) the system asks you if you have separate villas or apartments or hotels with similar rooms and manage them collectively. Choose the right option.
f) please, provide three email addresses of your friends in the rental business to recommend them the calendar, read and accept the terms and conditions of using Dateblocker and click '**register'**. You will be directed to your personal account.

1) In case you don't use any other calendar

If you don't use any other calendar, you will be asked to add your properties/hotels.

2) In case you use other calendars

if you use some other calendars, the system will direct you to '**external system settings**':
a) please, tick the third party systems that you use and put the passwords and the logins you use with the systems
b) go to the bottom of the screen and select from the drop-down menu the system which you keep best updated, where you have all your properties added and click '**save**'. Dateblocker will download the properties and the availability data from the system that you choose. Now you will not have to add your properties/hotels as they will be downloaded from the external system. If you have different names for your properties with different systems, Dateblocker will ask you to choose the name of each property.

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II) How to add

1) How to add your properties (if you have separate villas or apartments)

a) Please, log in to your account: go to our website www.dateblocker.com, put your log-in and password (the top left corner of the screen) and you will be automatically directed to your personal acount;
b) click on the button' **add new property'** on the left side of the screen,

c) put the name of the property and the price per night (this is only necessary if you use also booking.com calendar)
d) and click '**Add**'. You will be directed to the already generated calendar for this property where you can block the dates which are booked, pending or even mark special offer periods.

2) How to add your hotels (if you have hotels and manage them collectively)

a) Please, log in to your account: go to our website www.dateblocker.com, put your log-in and password (the top left corner of the screen) and you will be automatically directed to your personal acount;
b) click on the button' **add new hotel'** on the left side of the screen,
c) put the name of the hotel,click save,
d) you will be directed to '**external system settings**' where you can integrate Dateblocker with one of the systems that cooperate with us; please, tick the systems that you use and put the passwords and the logins you use with the third party systems. Please, see I.1)
e) if you do not use any of those systems, please click '**my hotels**' on the left side of the screen,
f) click '**add room type**' under the name of the added hotel,
g) add the types of rooms that are available in this hotel (you can put also the name of the hotels in the brackets if you want to make it clear in which hotel the rooms are located),
h) you will be directed to the calendar for this type of rooms in this particular hotel,
i) to add new type of rooms in the same hotel, please go to '**my hotels**', click '**edit room type**' and then **'add new property'** at the bottom of the page.

III) How to edit the availability

1) To edit the availability (for villas and apartments)

a) go to the calendar of your property (click the button '**my properties**' on the left side of the screen, then you will see the list of your properties with three buttons under each, please select ' **edit availability**' under the property you want to edit),

b) edit the availability; you can use the drop-down menu on the top of the screen to select '**pending**', '**not available**', or '**special offer**'. For example, for a pending reservation from 04/10/07 to 07/10/07, select '**pending**', choose the dates from 04/10/2007 to 07/10/2007 and click '**save**'.

If you want to block the dates which are booked, you can also click on the calendar to block the dates and save the bookings.

2)To edit the availability (for hotels)

a) go to the calendar of your property (click the button '**my hotels**' on the left side of the screen, then you will see the list of your hotels with three buttons under each, please select ' **edit availability**' under the type of room you want to edit),

b) here the system asks you to specify how many rooms of a certain type you have for a particular period. For example, if you have only 2 two-people rooms available for the period 23-24/09/2007, then you put the information in the calendar : for this period, the number of rooms available: 2 (choose dates '**from**' and '**to**', specify the number of available rooms and click '**save**'). If someone books another 2-people room for this period, you change number of rooms available to: 1.

Please, remeber that you can always insert some comments about each reservation: see the top of the calandar page.

Let me kindly inform you that the reservations you put in you calendar on our website: www.dateblocker.com, will be updated also on your website (you just need to remember about saving the changes and refreshing your website).

IV) How to customize the calendar for each property

- kindly choose the name of the property from the drop-down menu at the top of the screen page,
- personalise the settings, (decide how many months in a row should be shown, if you want to show the flag headers, the name of the property, choose the colour of the background, the fonts etc.)
- generate the new HTML link,
- then click on the '**PREVIEW**' button to see how the calendar looks like and paste the generated HTML link into your website; then the calendar (customised and showing the availability) will be visible to your clients.

V) How to display an interactive map on your page

a) go to '**interactive map on your page**'

b) use the marker that is set in the middle of the map in the default settings, kindly put it in the place where your property is located and the Longitude and Latitude data will change automatically. You can also change the zoom by moving the 'zip' on the left-hand side of the screen.
c)Please, click '**Save chosen settings**',
d) then you will have the opportunity to see how the map will look like by clicking on '**preview**',
e) paste the generated HTML code into your web page,

VI) How to use free request form from your website

1) To add it to your website

a) go to **'request form generator'**,
b)customise the interface of the request form (choose the colours, the fonts, etc.)
c) choose the name of the property for which you are creating the request (you can change the request form for individual properties),
d) generate HTML code and paste it into your website (you can always click '**preview**' to see how it will look like); your clients will be able to send requests from your site for selected property and dates,

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2) What to do with a request from a client

a) a few seconds after a customer sends a request from your site, you will receive an email (to the email address you put while creating your account in Dateblocker) with the name of the client, the phone number and email address, the dates of the stay and the number of people,
b) please, click on the link in the email to see the request in Dateblocker panel,
c) from here you can instantly confirm the reservation, delete the request or contact the client to discuss details,
d) if you confirm the reservation, it will be automatically uploaded to Dateblocker calendar; e) to see the requests from you site, you can always log in to your account and go to '**requests from my site**' (the menu on the left side of the screen).

VII) Searching for available properties

a) please log in to your account,
b) above the menu, you will find a box '**Quick Search'**, here you can look for your properties which are available for a specific period of time, this will allow you to respond to your clients' requests quciker,
c) the list of properties available for the chosen dates will be displayed on the right side of the screen.

VIII) XML Services

To be added

You're always welcome to write to us with any comments, questions or suggestions. Whenever you have any problems or simply do not know how it works, just post on our forum: http://forum.dateblocker.com, write to us feedback@dateblocker.com or skype us (for this, please, see the website: www.dateblocker.com).