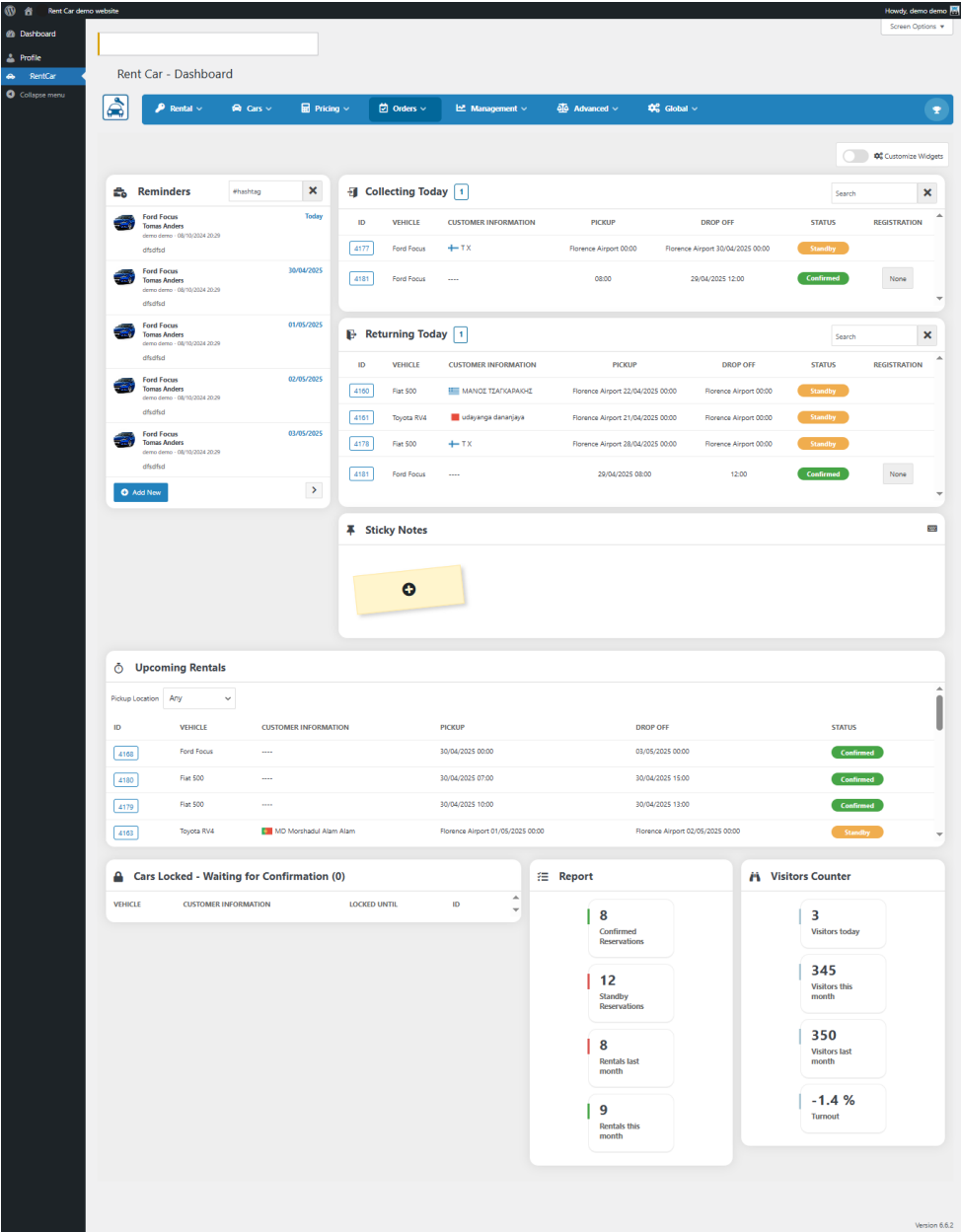
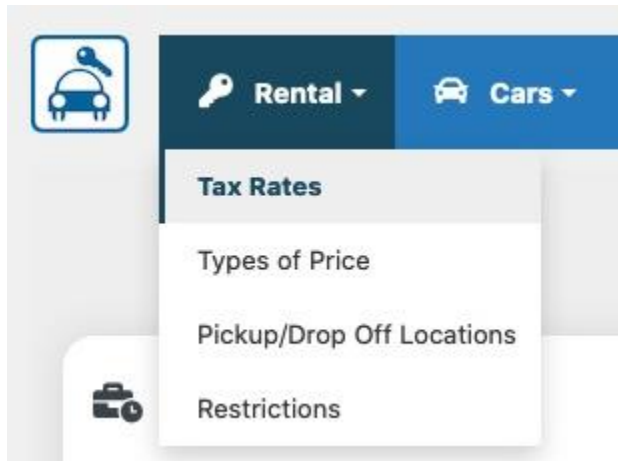


Back End



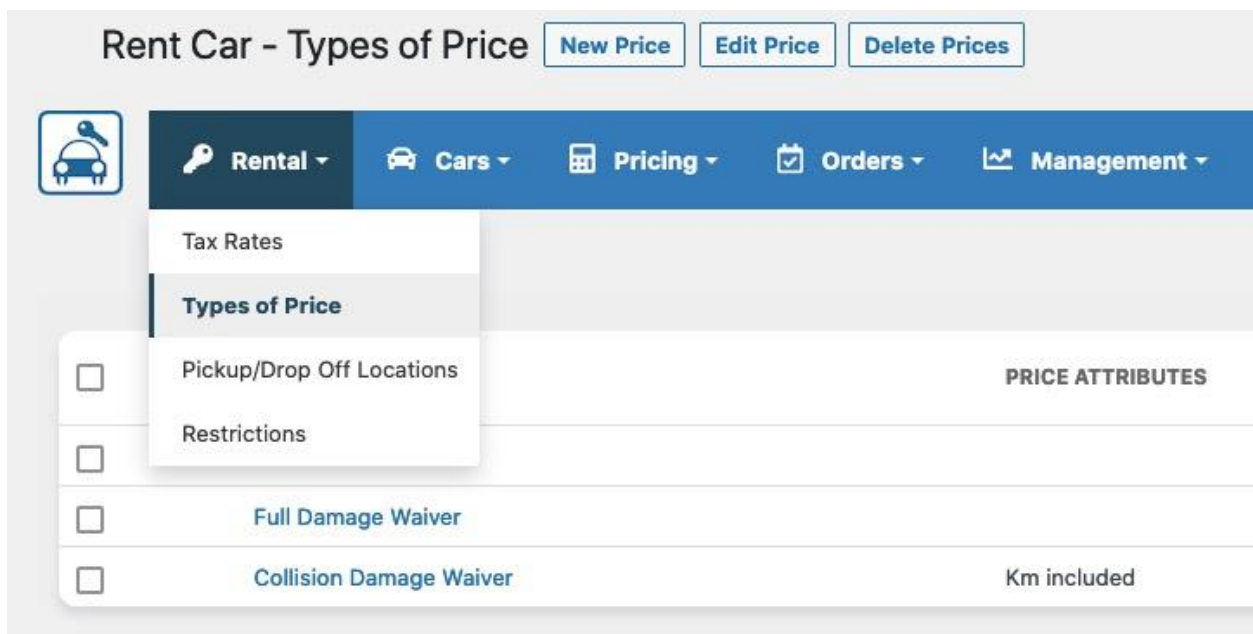
Rental

Tax Rates



From this task you can manage the tax rates that will be applied to the order total.
 By clicking on New you can create a new Tax Rate.
 A name and a percentage value are the only things that you must fill in.

Types of Prices



From this task you can manage the Prices for the vehicles.
 Each Price has a name, an optional attribute and an optional tax rate.
 An Attribute is a characteristic of the Price that can be used when inserting the fares and it can change daily.

Example:

Price Name: Standard Insurance
 Price Attribute: Miles Included

Tax Rate: (select the tax rate that should affect this price)

Then click on Save for creating the Price. It's always possible to edit the Price by clicking on the checkbox next to it and then on the Edit button from the toolbar.

In the example above, the page Fares Table will ask to specify a rental cost for each car for the type of price called "Standard Insurance", and to enter a value for each day of rent for the attribute "Miles Included", like 100 per day. If you don't need to set additional information for the attributes, then you can just leave it empty and enter only the name for your type of price.

If you would like to set different rental costs for each car, like to offer the possibility of choosing between various types of insurance, or different cancellation policies, then you should create one Type of Price for each price-choice you would like to offer. A common setup of the Types of Prices is to offer two types of insurance (price), one for a "basic insurance" and another for a more "flexible insurance" (Damage/Collision Waiver etc..).

Pickup/Drop Off Locations

| | LOCATION ADDRESS | LATITUDE | LONGITUDE | DESCRIPTION | OPENING TIME |
|--------------------------|-----------------------|-----------|-----------|-------------|---------------|
| <input type="checkbox"/> | iale Enrico Forlanini | 45.452530 | 9.276179 | | 08:00 - 20:00 |
| <input type="checkbox"/> | San Francisco Airport | | | | 06:00 - 03:00 |
| <input type="checkbox"/> | London Gatwick | | | | 09:00 - 21:00 |

From this task you can manage all the locations for Pickup and Drop Off where your offices are located.

To create a new location click on the new button from the toolbar and fill in the details of the location.

You will be asked for an optional latitude and longitude, these values will be used by the location map in the front site to place a marker on the google map. You can also set an Opening Time for this location that can be different from the other locations or from the global Store Opening Time.

Additionally, it is also possible to define a **Suggested Time**, as well as to **override the Opening Time** on some days of the week. If your location is open 24 hours, for example, but you would like the drop-down menu to pre-select 9AM, then you should set 9AM as "suggested time". With the Override Opening Time function, you can set a different opening time for specific days of the week, for example, on Sunday rather than being opened 24 hours, you could define the actual opening time for pick up and drop off.

Time Breaks: Within the function "Override Opening Time" you can add time breaks each weekday at the Location level.

Each location can also have some **Closing Days**. The closing days can be single dates of the year, or some specific weekdays, like "every Sunday".

Notice: You will need to sign up to Google Maps and receive your own API key to insert in the back end for this function to work properly. This will solve any possible "Oops! Something went wrong" problems.

Settings

Opening Time

?

From: 06 : 00

To: 20 : 00

Suggested Time

?

08

Override Opening Time

?

Sunday

Opening Time

From 07 : 00 To 19 : 30

Breaks

From 12 : 30 To 13 : 30

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Closing Days

?

Single Day

Add Date

Restrictions

The Booking Restrictions are rules that can be set up to define some limits for the orders on some dates of the year. For example, to force a minimum number of days of rent on some dates of the year, you can create a Restriction. The same thing works if only for some dates you want to set a maximum number of days of rental.

The Restrictions were built by following the Open Travel standards, and so some terms may sound like the hotel industry, because that's where they come from. For example, terms like "CTA" and "CTD" stand respectively for "Closed to Arrival" and "Closed to Departure". You should enable these parameters in your Restrictions if you would like to disable pick up (arrival) and/or drop off (departure) on some weekdays in your restriction dates.

Thanks to the Restrictions you could also force the pickup on a specific combination of weekdays or define a minimum length for the rental with a multiplier, like 7 days, 14, 21 etc.


Please notice that only one restriction can be applied on some specific dates, and a Restriction that sets just a 1 day as minimum rental period is NOT considered as a valid restriction according to the Open Travel standards. That's because 1 day is already supposed to be the minimum duration of the rental.

Cars

Categories

Rent Car - Categories List

New CategoryEdit CategoryDelete Categories



Rental ▾Cars ▾Pricing ▾Orders ▾Management ▾Advanced ▾

Categories

Car Options

Characteristics

Cars List

| <input type="checkbox"/> | CATEGORY | DESCRIPTION |
|--------------------------|----------|--|
| <input type="checkbox"/> | City Car | City cars do not take up so much fuel. |
| <input type="checkbox"/> | SUV | Big cars belong to this category. |
| <input type="checkbox"/> | Sport | |

From this task you can manage the categories to which cars belong. Categories are useful when the users are searching for cars because they can filter the results by selecting the category from the search form.

You will only be asked for the category name and for an optional description that will be shown in the view type Cars List filtered by a category.

Options

| Rent Car - Options List | | | | | | |
|--|---------------|-------|----------|--------------|---------|------------------|
| New Option Edit Option Delete Options | | | | | | |
| <div> <div> </div> <div> Rental Cars Pricing Orders Management Advanced Global </div> </div> | | | | | | |
| <div> <div> Categories </div> <div> Car Options </div> <div> Characteristics </div> <div> Cars List </div> </div> | | | | | | |
| <input type="checkbox"/> | NAME | PRICE | TAX RATE | MAXIMUM COST | PER DAY | ALLOWED QUANTITY |
| <input type="checkbox"/> | Late drop off | 20.00 | 0% | 0.00 | ✖ | 1 |
| <input type="checkbox"/> | Trailer | 45.00 | 22.00% | 0.00 | ✖ | 1 |
| <input type="checkbox"/> | Baby Seat | 10.00 | 22.00% | 0.00 | ✖ | > 1 |

From this task you can manage the options that the users may want to add to their rental orders. Options can be anything, a GPS, a baby seat, an insurance etc.

Options have a Name, an optional description, a cost, an optional tax rate, an optional image and three parameters:

daily cost: the price will be multiplied for the days of rental;

selectable quantity: if this parameter is on the user will be asked for the units desired, otherwise a checkbox will be displayed;

maximum cost: in case the option price is multiplied by the days of rental or the units, it is possible to set a maximum cost that the option can reach.

You can also force the option to be always selected; this could be useful in case you need to make the user pay for some service and list this service in the order summary as a separated cost from the rental fare.

Characteristics

| Rent Car - Characteristics List | | |
|--|--------------------|---------|
| New Characteristic Edit Characteristic Delete Characteristics | | |
| <div> <div> </div> <div> Rental Cars Pricing Orders Management Advanced Global </div> </div> | | |
| <div> <div> Categories </div> <div> Car Options </div> <div> Characteristics </div> <div> Cars List </div> </div> | | |
| <input type="checkbox"/> | CHARACTERIS | TEXT |
| <input type="checkbox"/> | A/C | ✖ |
| <input type="checkbox"/> | Manual Trasmission | |
| <input type="checkbox"/> | Start/Stop | car.png |

From this task you can manage the characteristics of the vehicles. Characteristics have a name, an optional icon and a text to be displayed in the front site.

If the configuration setting for using the Characteristics as search filter is enabled, users will be able to tick or untick certain Characteristics to filter the search results. This is supported only in page displayed after making a search.

The Characteristics must be assigned to each vehicle from their Edit page, or they won't be visible on the Views "Cars List", "Car Details", "Search Results", "Result Pricing".

Cars List

Rent Car - Cars List

New Car

Edit Car

Edit/View Fares

Cars Calendar

Delete Car

Rental

Cars

Pricing

Orders

Management

Advanced

Global

Categories

Car Options

Characteristics

Cars List

| <input type="checkbox"/> | ID | NAME | EGORY | CHARACTERISTICS | OPTIONS | LOCATION | UNITS |
|--------------------------|----|---------------------------------|-------------------|-----------------|---------|--------------------|-------|
| <input type="checkbox"/> | 12 | Audi A8 | rt Car, popular | 1 | 5 | New York ... | 2 |
| <input type="checkbox"/> | 7 | Renault Clio 2020 GPL Tce 100CV | City Car, popular | 1 | 5 | London Gatwick ... | 4 |
| <input type="checkbox"/> | 6 | Hyundai i10 | City Car | 1 | 5 | Milan Airport ... | 1 |

At this point, you are supposed to have created the locations, the prices, the options and the categories.

By clicking on New, you can create a car. You will be asked to provide some information:

the name, the main image, optionally more images to create an image gallery, the category to which the car belongs, optionally a description test.

The locations where pickup is available and the locations where the drop off is available: These values can be multiple, click on the location desired when holding the ctrl button. It is also possible to assign some of the characteristics to the vehicle by clicking on the checkbox next to them. The same thing works for the options, this way you can only assign some of the characteristics and options created before, not all of them.

Another important feature of the vehicle is the unit's field. This value will be considered when the system is checking the availability of the cars depending on the orders received.

It is also possible to add import remote iCal calendars containing reservations to sync the availability for the vehicle.

Details

Name

Mini Countryman

Available

☒

Total Units

3

Manage Distinctive Features

Image

Choose file

No file chosen

Resize Image ☐

Extra Images

Add Images

Choose file

No file chosen

Resize Images ☐

Category

City Car

Pickup Locations

Select All

Milan Airport

San Francisco Airport

Drop Off Locations

Select All

Milan Airport

San Francisco Airport

Characteristics

☒ 5 seats

☒ Bluetooth

☒ A/C

☒ Stereo

Options

☒ Late drop off €20.00

☒ Trailer €45.00

☒ Baby Seat €10.00

After clicking on Save, you will be redirected to the fares-creation page.

In this task you can create the fares for each existing type of price. To insert the fares, you must put the number of days/hours and the daily cost for each type of price.

Example:

You have two types of prices: standard insurance and full insurance. By putting from 1 to 10 days, €50 per day for the standard insurance and €60 per day for the full insurance, the system will automatically multiply the prices by the days obtaining €500 for 10 days of rental- standard insurance, €600 for 10 days of rental-full insurance.

Refer to the Fares section to find out more about the pricing system

Pricing and rental fares

Fares Table

This is the pricing table of each vehicle. Rates are expressed by duration of rental in **Days**, **Hours** or **Extra Hours**.

Here you are supposed to specify your **base rental costs** for each car, and to define a rental cost for each **Type of Price** previously configured. You will be able to modify the base rental costs on some seasons, holidays, weekends and dates of the year by creating some **Special Prices**.

Please notice that cars with no rental costs defined in the page Fares Table will not be available for booking. Also, even if you are working with hourly rentals only, the cost for 1 day of rent should always be defined, unless you work with daily rentals always greater than 1 day. In fact, if no rates are defined for the duration of the rental requested, then the cars will not be available in the search results.

Daily Fares

The system will always require having the cost for **1 day** of rental if you are willing to offer hourly rentals as well. For adding your daily costs, use the form displayed at the top of the page and make sure the vehicle selected in the drop down is the right one.

You will be able to specify a cost for each Type of Price, and it is possible to add a rate for a specific type of price only for a certain duration. For example, it is possible to add a cost for the "Full Insurance" rate plan only from 3 days of rental or more by not setting any cost for that Type of Price for 1 or 2 days.

Rates can be added by using the form like this:

- From **1** - to **3** Days: EUR **50** per day.

This will populate the rates up to 3 days of rental and 3 days will cost EUR **150**. With the current configuration, **4 days** of rental would not be allowed for this vehicle because there are no rates defined. Rates can be modified by using the input fields displayed in the grid below the creation form and then by clicking on the Update Fares button on the top-right of the grid. Rates can be removed day by day by selecting some with the checkboxes and by clicking on the toolbar button Remove Fares.

Hourly Fares

The hourly rates are applied only to rentals shorter than 24 hours. The system will calculate the exact duration of the rental from the pick-up date and time and the drop off date and time.

If there is a cost for **1 day** of rental and a cost for the calculated hours, the system will apply the cost for that amount of hours defined in the Hourly Fares tab.

If there isn't a cost for the number of hours requested, the system will apply the tariff for 1 day of rental. In case the cost for 1 day is missing, the system will raise an **error**, and the vehicle will not be bookable.

Extra Hours Charges

The Extra Hours Charges are only applied to rentals greater than 24 hours. For example, a rental lasting **2 Days and 4 Hours** can be charged for the 4 extra hours.

The system always calculates the exact duration in Days and Hours for each rental. Given the example above of 2 Days and 4 Hours, the system will check if a charge for 4 Extra Hours is defined in the Fares Table. If there is a cost for 4 hours, the system will apply the cost for 2 days of rental + the charge for 4 extra hours. If a cost for 4 extra hours hasn't been defined, the system will apply the cost for **3 days** of rental in that example.

There is a configuration setting to ponder the calculation of the days and hours of rental, it's the "**Hours of Extended Gratuity Period**". In the example of 2 Days and 4 Hours of rental, if that configuration setting was set to 3 Hours, the system will check if a charge for 1 Extra Hour is defined. If so, the system will apply the cost for 2 Days of rental plus the charge for 1 Extra Hour because 3 hours are free. Again, if that configuration setting was set to 4 hours, a rental for 2 Days and 4 Hours would be charged for just 2 Days, no matter if there are Extra Hours Charges defined.

Special Prices

The Special Prices are rules to lower or increase the rental costs for some cars on some dates or weekdays of the year.

| ID | NAME | WEEK DAYS | LOCATION | AFFECTED CARS | TYPE | PROMOTION | VALUE |
|----|--------------------|-------------------------|----------|---------------|----------|-----------|---------|
| 23 | August | 05/07/2022 - 31/07/2022 | Any | 2 | Charge | ✖ | 20.00 % |
| 19 | September discount | 26/05/2022 - 07/08/2022 | Any | 7 | Discount | ✔ | 20.00 % |

By clicking on New, the task will ask you to provide a Starting and an Ending Date for creating a Season. These values are not required, you can just select one or more days of the week to create a Special Price that will be applied every week of the year. Use a Season and select one or more days of the week to combine the filters.

In case you are creating a Season, you can decide to apply the Special Price only in case the Pickup Date is after the begin of the Season. Some companies use this policy.

It is also possible to keep the rate of the first day of rental so for example, in a rental of 7 days where only the first 4 days are affected by your Special Price "High Season", you can decide to consider the other 3 days as "High Season". This policy could be used by your company.

The special Price Name is a value that will never be shown in the front site, only in the administrator section for management purposes.

The type can be Charge or Discount and a value, percentage or absolute will be applied to the rental daily fare. The discount or charge value can be overwritten depending on the days of rental, for example, you can decrease the value for 10, 11, 12, 13, 14 days of rental. The default value will be applied in case there are no overrides for the selected days of rental.

It's required to select one or more Vehicles to apply the Special Price. The location filter is not required and can be left as Any.

When creating Special Prices with percentage values, it is possible to obtain costs with decimals. Use the function "Round to Integer" to never have prices with decimals.

Each Special Price can be applied every year, or only on the dates for the year you selected if you enable the parameter "Tied to the Year". However, the list of the current Special Prices in the back end may still display the current year if the dates are not in the past. You can use the Rates Calculator tool in the page Fares Overview to quickly check your current rental costs. This is to avoid simulating a search via front-end to see the final rental cost.

To see some complex examples of how the calculation of the Special Prices take place, please visit the Knowledge Base section of Rent Car, where you will find various examples and a longer explanation of the algorithm used, which follows the Open Travel standards.

Pickup and drop off fees

| Rent Car - Pickup Drop Off Fees | | | |
|--|-----------------------|---------|---|
| <div>New Edit Delete</div> | | | |
| <div><div><div><div><div></div></div><div><div>Rental</div></div><div><div>Cars</div></div><div><div>Pricing</div></div><div><div>Orders</div></div><div><div>Management</div></div><div><div>Advanced</div></div><div><div>Global</div></div></div><div><div>Fares Table</div></div><div><div>Special Prices</div></div><div><div>Pickup/Drop Off Fees</div></div><div><div>Out of Hours Fees</div></div><div><div>Fares Overview</div></div></div></div> | | | |
| <input type="checkbox"/> | PICKUP | | |
| <input type="checkbox"/> | → One-way Fee | € 5.00 | ✖ |
| <input type="checkbox"/> | San Francisco Airport | € 10.00 | ✔ |

From this task, you can create charges to be added to the daily rental fare depending on the pickup and drop off locations chosen by the user.

You just must select the pickup and the drop off location, insert the cost to be added to the rental fare, decide whether the cost must be multiplied by the days of rental and optionally assign this cost to a tax rate. Flag the Option "Apply if the locations are Inverted" and, in case the Drop Off Location is chosen as the Pickup and the Pickup Location of this fee is chosen as the Drop Off, the fee will be applied as well. The value can be overwritten depending on the days of rental, for example you can lower the fee for 10, 11, 12, 13, 14 days of rental.

One-way Fee: if you choose this option, this fee will include any possible combination of pickup location different from the drop-off location.

Out of Hours Fees

Details

Name

London Gatwick night

From Time

01 : 00 ▾

To Time

05 : 30 ▾

Pick Up Charge

30 ▴ ▾ €

Drop Off Charge

30 ▴ ▾ €

Max Charge

100 ▴ ▾ €

Pick up/Drop Off

Pick up and Drop Off ▾

Tax Rate

VAT-22.00% ▾

Out of Hours Fees - Weekdays

It is also possible to specify a week-day filter for the configuration of the Out of Hours Fees. This will let you create different opening times for each day of the week, and the system will apply the corresponding fee depending on the pickup or drop off date.

Some companies apply different charges on the weekend for example, if the vehicles are returned at a later or earlier time than the usual opening time.

Orders

Current Orders

Rent Car - Rental Orders [Export](#) [Generate Invoices](#) [View Order](#) [Delete Orders](#) Screen Options ▾

Rental ▾ Cars ▾ Pricing ▾ **Orders ▾** Management ▾ Advanced ▾ Global ▾

Orders List

Calendar
Overview
Dashboard

ID/Confirmation Number Customer

| <input type="checkbox"/> | ID ▾ | DATE ▾ | CUSTOMER INFORMATION | CAR ▾ | PICKUP ▾ | DROP OFF ▾ | DAYS ▾ | TOTAL ▾ | STATUS ▾ |
|--------------------------|---------------------|--------------------------|----------------------|-----------------|-------------------------|-------------------------|--------|---------|------------------------|
| <input type="checkbox"/> | 362 | 25 Jul 2022 Mon 17:03 | Mark Tylor | Mini Countryman | 31/07/2022 Sun 06:00 | 01/08/2022 Mon 06:00 | 1 | € 74.90 | Confirmed |

From this task you can manage all the orders received and the reservations created from the administrator. A list is showed and by clicking on the date of the order you can see all the details.

From this task is also possible to set an order to **Confirmed** if it is still Pending. In this case a confirmation email will be sent to the customer, and the unit of the vehicle will be considered as booked for the dates of the order.

You can use various filters and sorting options to find a specific rental order, or a group of orders that require your attention.

Rent Car - Rental Order [Back](#) [Prev](#) [Next](#)

Rental ▾ Cars ▾ Pricing ▾ **Orders ▾** Management ▾ Advanced ▾ Global ▾

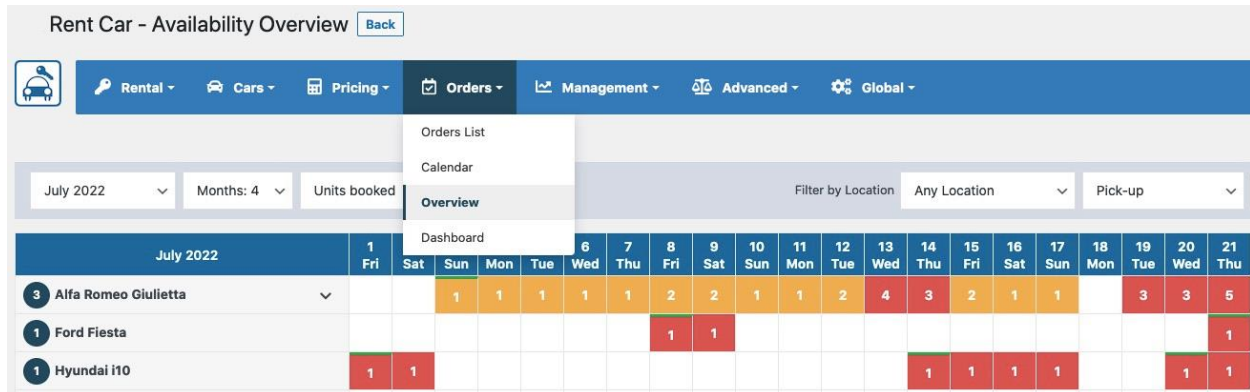
| ID | ORDER DATE | DRIVER NAME | DAYS OF RENTAL | PICKUP | DROP OFF | STATUS | REGISTRATION |
|-----|------------------|-------------|----------------|-----------------------|-----------------------|------------------------|-------------------------|
| 362 | 25/07/2022 17:03 | Mark Tylor | 1 | Sun, 31/07/2022 06:00 | Mon, 01/08/2022 06:00 | Confirmed | Terminated |

[Edit Reservation](#) [View in front site](#) [Re-Send eMail](#) [Re-send Order eMail + PDF](#)

ORDER DETAILS **ADMINISTRATION**

| | | | |
|-----------------------------|-------------------------------|---------------------------------|-------------------------|
| Name Mark | Last Name Tylor | Mini Countryman Rental Cost | EUR 43.92 |
| e-Mail test@vikwp.com | Phone +393332211000 | #1 - License Plate: 101 | |
| Address Street 01 | Zip Code 24677 | Mark Tylor | |
| City London | Country UK | Options | Late drop off EUR 20.00 |
| Date of Birth 14/04/1986 | Flight Number AV225106 | Total | EUR 74.90 |
| Notes test | Order created by User ID 1 | Request Payment | |

Is possible to register the status of the rental for each reservation. If the date of the check-in has started, you can update the status of this rental into "STARTED" mode. This will mean that the customer has picked up his car regularly. If the date of the check-out has started and the customer has returned the car, you can update the status into "TERMINATED" If the date of the check-in has started but the customer did not come to pick the car, you can update the status into "NO SHOW" You have a text area to add any notes about the updates.



From this task you can have an Overview of the availability of each vehicle for the selected month. The view can be filtered by the next 12 months. The number inside the red cells shows the units that are booked for that day.

Calendar

The page Calendar is useful to get an overview of the bookings of a certain car, as well as for **registering walk-in customers** or any kind of reservation received over the phone or offline. By creating a new reservation you will reduce the availability of a car on certain dates. The page Calendar also allows to **Close** a specific car on some dates. By closing a car, the system will book all the units of your car, by making them unavailable. This will generate a special "reservation" just meant to close the availability. The page is divided into two parts:

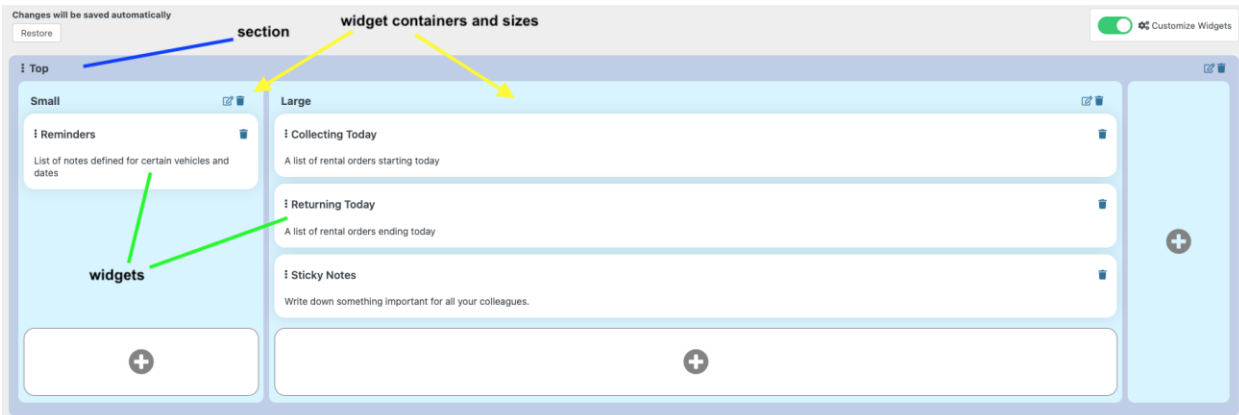
- Quick Reservation form: for lowering the availability or for registering some bookings that were not received from the website
- Availability Calendars: get a view of up to 12 months from today's date with the bookings and the availability of a car

With the Quick Reservation form you can register some bookings as well as stop the sales (close car) on some dates. If you are registering a booking for a walk-in customer then it is recommended to use the button Fill Custom Fields so that the system can retrieve the email address of the customer as well as the Nominative, the Country and the Phone Number. Instead, if you would like to close the car on some dates and stop the bookings, you should tick the checkbox "Close Car on these Dates". This action will create a special booking that will be displayed as "Car Closed" in the Order List page. For re-opening the car, it is sufficient to remove this booking.

Dashboard

Customize Widgets

It is divided in sections to host custom widgets. Clicking on the Customize Widgets button at the top-right of the page, you will open an edit side of the Dashboard. This interface will let you manage all the elements displayed in your Dashboard through Sections, Containers and Widgets.




You can add new Sections to better organize your elements, and arrange their position with drag and drop actions, and also add new Containers with a proper size to contain your widgets.

Four sizes are available for the containers:






- **Full Width** gives a 100% width to the container. Only one container of this type will fit in one row.
- **Large** gives the container a 75% width. Another small container could fit in the same row next to this size.
- **Medium** gives the container a 50% width. Another medium container could fit next to it, or even two small containers.
- **Small** gives the container a width of 25%. One row could fit up to 4 containers of this size.

This is an example of how the widget type "Reminders" looks like:

 Reminders

#hashtag

X


| | | |
|---|--|------------|
|  | Jeep renegade This is reminder title admin - 25/10/2021 12:37 To fuel in | 28/10/2021 |
|  | Alfa Romeo Giulietta Check-up admin - 25/10/2021 11:51 injured car need #maintenance | 04/11/2021 |
|  | Hyundai i10 Check-up admin - 25/10/2021 11:59 Must do a #checkup | 10/11/2021 |
|  | Renault Clio 2020 GPL Tce 100CV Recap reports admin - 25/10/2021 11:53 Full sanitized | 17/11/2021 |
|  | Mini Countryman November Maintenance 27/09/2021 11:21 This car has been scheduled for #maintenance | 23/11/2021 |

+ Add New

>

Management

Coupons

| Rent Car - Coupons New Edit Remove | | |
|--|---------------|--|
| <div>  <div> Rental Cars Pricing Orders Management Advanced Global </div> </div> | | |
| <div> <div>Customers</div> <div>Coupons</div> <div>Graphs & Statistics</div> </div> | | |
| <input type="checkbox"/> | CODE | VALID DATES |
| <input type="checkbox"/> | XMAS22-COUPON | Permanent, 15.00 % 20/12/2022 - 26/12/2022 |

The coupon system allows you to create discounts that will be applied to the order total.

A coupon has:

A code that can be any letter or number including special characters.

The type can be permanent or gift, in the first case the discount will be always applied when this coupon is used. If the type is gift, the coupon can be used only once, after that it will be removed.

The discount can be a fixed value expressed in your currency or a percentage value.

It's also possible to apply some filters to the coupons:

The coupon can be used only for some vehicles or for all the vehicles.

You can restrict the date of usage of the coupon.

You can set a minimum order total to apply the discount.

The users will be asked to enter the coupon code in the order summary page.

Advanced

Scheduled Cron Jobs

What is a Cron Job?

A Cron Job is a **task** that should be **executed repetitively** at **regular intervals**. It is an action that only your server is capable of scheduling.

Example: the website weekly-backup that most hosting companies offers to their clients, is a classic example of a **Cron Job**. The server has scheduled the backup operation on, for example, every Saturday night at 00:00.

Crons consist of a server-command that is executed at regular intervals: every day, every month, every Saturday, at midnight, every 10 minutes, every hour etc. To set up such repetitively actions, your server requires a 'Cron Utility' to be installed. One of the most popular Cron Utility for Linux Servers is **crontab**. Imagine that this utility is like a software installed on your personal computer, it's a 'daemon'/service running on your server instead.

If your server has a **Control Panel**, then you should check if a feature called 'Cron Jobs' exists. You should ask your hosting company if your server supports any **Cron utility to schedule**

Jobs.

Once you know whether your server supports such functions, you just need to find the **command** that the server should execute at regular intervals.

Statistics Tracking

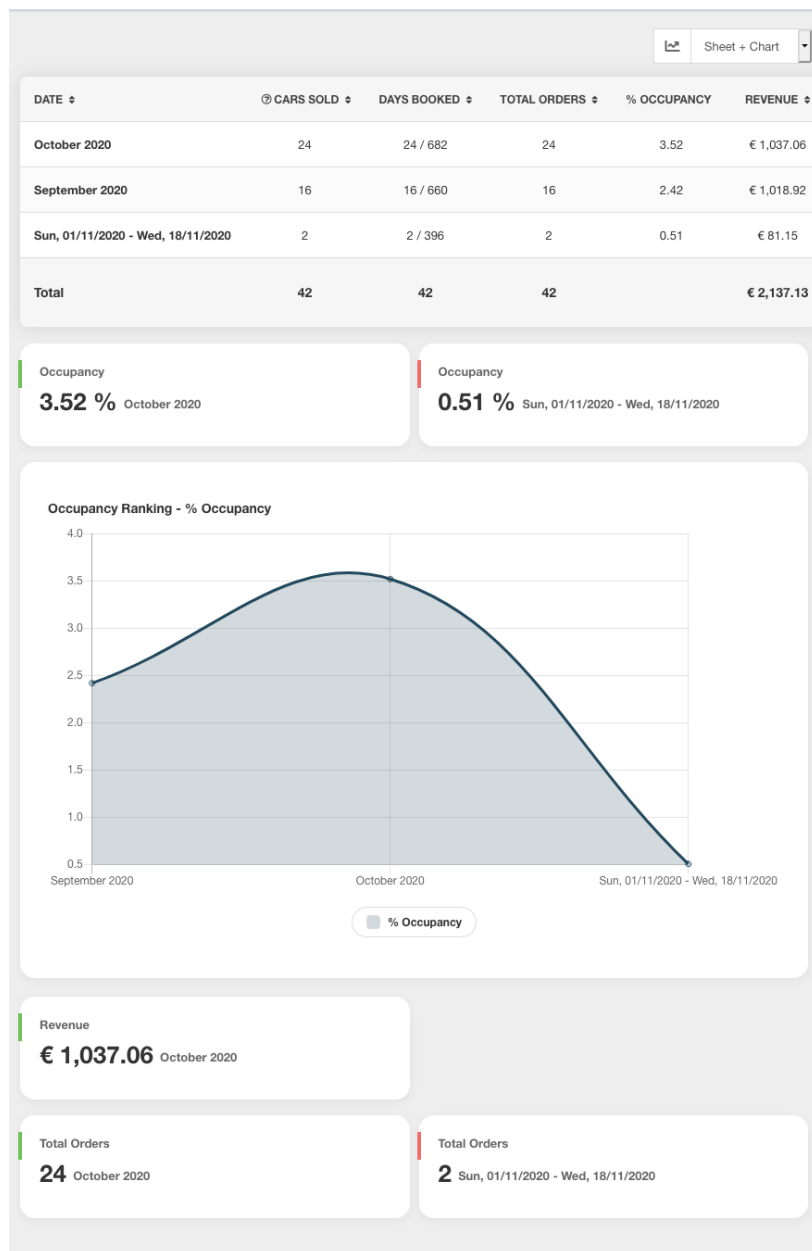
In the "Advanced" menu you will find the function "Statistics Tracking".

The function "Statistics Tracking" will calculate the conversion rates, that is the relation between visitors and confirmed orders. It will track the traffic of Visitors, Customers and the Referrals. A Referral is the web source that brings you visitors on your website. You will be able to filter the tracking results for a specific range of date, type of date, country and Referrals. Thanks to this function, you can also create custom tracking campaigns: click on the "Tracking Settings" button to specify your tracking parameter.

Report

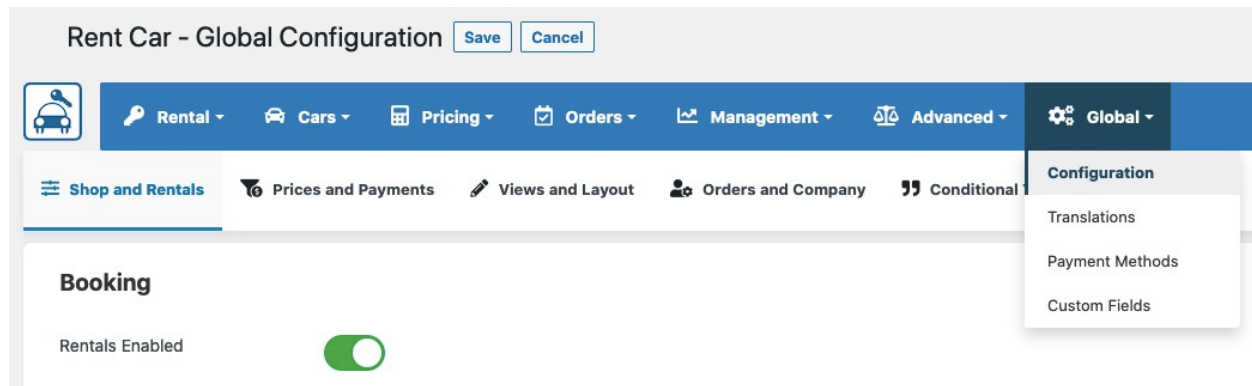
The Reports framework is a part of the system that can be extended through the creation of apposite PHP Classes that extend the parent interface. Reports are useful to obtain financial statistics as well as to produce calculations of tax/levy. By default, Rent Car is installed with several types of Reports to generate and/or export data: Revenue, Rate Plans Revenue, Occupancy Ranking and Top Countries.

In the screenshot below you can see the calculation of the Occupancy Report obtained on a specific range of dates for the rental orders received.



Global

Global Configuration



The Configuration is divided into 5 tabs.

1. Shop and Rentals
2. Prices and Payments
3. View and Layout
4. Orders and Company
5. Conditional Texts

Below you can find two examples of conditional texts:

1. You need to make a special offer only for existing customers by giving them a special coupon for their next rental.

By adding the rule of type “Days” and a rule of type “Returning Customers”, if the customer that books a car on your website meets both conditions, then he will receive this custom message.

2. You need to give additional information for a particular location, for example, in the case of cars rented in a secondary location, the reception is limited during summer days, so customers need to contact you upfront their arrival.

The screenshot shows a configuration interface for conditional rules, divided into three main panels:

- Details Panel:**
 - Conditional Text Name:** A text input field containing "contactfirst".
 - Special Tag:** A dropdown menu showing "(condition: contactfirst)". Below it, a note states: "The special tag (token) is generated automatically from the name of the conditional text. You can use it on most messages to execute all rules."
 - Debug Rules:** A toggle switch that is currently turned off. A note below says: "If enabled, the special tags will debug the execution of the rules. Use it only for testing."
 - Conditional Message:**
 - An "Add Media" button and "Visual" / "Text" tabs.
 - A rich text editor with a toolbar (Paragraph, Bold, Italic, etc.) containing the text: "During your rental dates our Reception is limited, so we invite you to contact us by phone one day before your arrival. Thanks for your cooperation and we apologize for the inconvenience."
 - A small "P" icon at the bottom left of the editor.
 - A note at the bottom: "If you would like these conditional rules to produce a message, enter it here. Leave it empty otherwise."
 - An "Add Rule" button at the bottom.
- Locations Panel:**
 - Locations:** A section with a "Select All" button and a list item "Milan Airport" with an "X" to remove it.
 - Pickup:** A toggle switch that is turned on.
 - Drop Off:** A toggle switch that is turned on.
- Rental Dates Panel:**
 - From Date:** A date picker set to "01/06/2022" with a calendar icon.
 - To Date:** A date picker set to "31/08/2022" with a calendar icon.
 - An "Add Rule" button at the bottom.

We added the rule “Locations” and selected among the list the specific location we want to give this information for. Then we add the rule "Rentals Dates" to delimit the message only to a specific season of rentals.

With this rule, any customer that will book a car for that Location and on the specified dates will receive this message.

PS. In case the context needs plain text and not HTML tags, you need to insert "[sms]" or "[plain text]" inside the body of the message (no matter in which point of the message, our plugin will strip that string). You'll specify the context of the message so that our plugin can recognize and avoid using the wpautop function for that message.

After saving, you will have the list of all your Conditional texts created.

Remember to assign this text to a precise template where you need to display it: click on the desired template name among the three proposed: “Customer E-mail”, "Customer PDF", "PDF Check-in" or “PDF Invoice”.

When you choose the template, it will be opened in an interactive way, and you can insert your custom message by simply clicking on the position you prefer. When you click on a precise point of the template, the special tag will be added.

Payments

From this task you can manage the methods of payment for your website. PayPal, Offline Credit Card and Bank Transfer are pre-installed but disabled after the installation.

The methods of payment affect the order status that can be Pending or Confirmed. You can find a parameter called "Auto-Set Order to Confirmed" on each payment option. Make sure this is disabled for those payment processors that require a server validation otherwise, if enabled, when selecting that payment option the system will apply the status Confirmed automatically without showing any payment form.

In case of all the methods of payment are disabled, each order received is considered by the system as Confirmed and the user will not be asked to select any method of payment.

Paypal is a method of payment that processes a server response, to enable this payment you must publish it and then from its Parameters you must provide the Account for Payments (usually your email address).

Bank Transfer instead doesn't need to validate any external response.

By clicking on the title of the method of payment, the edit/configuration task will be opened

The Payment Name is the title showed in the front site during the order confirmation when the user must select a method of payment.

A method of payment can apply a charge or a discount to the total order. From the setting Charge/Discount you can enter an amount, percentage or value that will be added/deducted from the order total. This can be useful if you want to give your clients a discount if they are paying by credit card.

Custom Fields

| | ID | NAME | TYPE | |
|--------------------------|----|-----------|------------------------------|---|
| <input type="checkbox"/> | 1 | Separator | Separator | |
| <input type="checkbox"/> | 2 | Name | Text Nominative | ✓ |
| <input type="checkbox"/> | 3 | Last Name | Text Nominative | ✓ |

From this task you can manage all the fields that the users will have to fill in before saving the order.