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The
Internet
Reservation
Resource
BETA RELEASE

Administration Guide

Version 3.0

Administration Guide

The Internet Reservation Resource IRR123 v3.0

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About IRR123

IRR123 is an Internet based site reservation program designed for general applications requiring daily scheduling of thirty - (30) or fewer accommodations or services (**AS**). The Macromedia Flash design provides both an esthetically appealing and speedy interaction with our server side reservation database.

Integration into an existing website requires only the addition of a two WEB-Links. One link is for administrative access (known only to you,) the other is for your customers. Quick and easy customization features get you “On-Line” in less than an hour.

Features

- Seamless integration into existing web sites.
- Provides its own High-Speed server space.
- Fast and Reliable Macromedia Flash design.
- Daily reservations can be made for up to thirty individual accommodations or services.
- Each accommodation or service is provided a link allowing your visitors to view photos or associated web page. (Launched in a separate browser window)
- Visitors make “Reservation Requests: by clicking on preferred dates, selecting desired accommodations or services, and then filling out and submitting a simple form. The result is an email sent directly to you. It’s a simple “1-2-3” process.
- Actual reservations are administered by you and are immediately viewable by your customers.
- Program upgrades are automatic and **FREE**. No need to download or make changes to your existing site.
- Free One-Month trial period. Once your satisfied with the program’s performance, simply pay the introductory annual maintenance and server fee. The fee pays for product support and necessary server space.

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Installation

There are two methods to access your reservation account, administration and visitor. In administration mode you identify what accommodations or services (**AS**) are reserved for particular days and submit changes. In visitor mode, your customers can see what is available for the days they desire by selecting a date and seeing what remains available.

Access the administration mode requires a username and password. This is provided to you after filling out a simple on-line reservation account request form.

- Acquiring an account
Obtaining an account requires your filling out and submitting a simple form. Once your information is processed, you will receive an email providing your personal account information as well as specific directions on how to word links to your reservation account.

- Adding the Visitor Link –
Once you have received your account information you only need to add a single link to your existing web page. The html code is as follows:

```
<a href="http:// www.eportage.com/IRR123.htm? Abcd1 " target="_blank">  
Visit our Reservation Page  
</a>
```

- Adding the Administration Link –
The administration html code to add to your existing site is as follows:

[Provided via email after successful registration](#)

Where:

Abcd1 represents your account number – Replace this with the account number provided via the reservation-confirmation email.

Visit our Reservation Page can be any text you wish to point to your reservation area.

Note: IP address, account information and passwords will be provided once your reservation request has been completed.

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Quick Start

- **Create Account Information**
Select the “Administration Options” button and fill out pertinent account information such as name, email address, URL information, etc.
- **Enter AS Names and Links**
Select individual **AS** areas on the screen, then fill out specific information (name and web-link)
- **Perform Form/Email Test**
Switch to Visitor mode (press the “MODE” button), select a date, an AS, then fill out the form and submit. Verify you receive an email to the address specified in the Administration Option area.
- **Make Reservation Assignments**
Select date(s), select AS (click check mark) and press the “**Update Calendar**” button.

See below for specific information.

Operation

Screen Layout

- **Two month Calendar**
Monthly reservation calendars are displayed two at a time. To select a calendar, press one of the three available years displayed at the top left of the page, then the desired month. By pressing either the left or right arrow, displayed either side of the three years, three different years can be displayed. Years displayed are the current year plus two.
- **Available Accommodations or Services –(AS)**
Located in the center of the screen are listed accommodations or services (**AS**). Each **AS** is provided a 15 character identifier, selection box and camera icon-hyperlink. **AS** definitions are added, edited and deleted via the “**Administration Options**” button selection. See Administration Below.
- **Reservation request form**
The form on the right allows your visitors to provide information about themselves as well as specific comments or questions. When filled out and submitted, a dialog box appears displaying what they entered as well

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as what **AS** selection was made for which dates. The dialog box allows the visitor to identify any inconsistencies and make any changes if necessary.

- **Business / Organization Information Area**
In the lower right-hand corner is located an area where a logo and/or organization information can be placed. Logos are located on the server of your existing site, identified by a link setup in the Administration Options menu. Note: Release of the Logo feature is scheduled Summer 2004.

Administration Mode

As administrator you can make changes to options to allow direct interaction with your existing site, as well as specify information pertinent to your organization. Once your site has been configured you can proceed to normal reservation assignment tasks.

Button Definitions

Located on the bottom left side of the screen are buttons assigned specifically for administrative purposes. They are as follows:

- **Administrative Options**
Pressing this key brings up the Administration Options Dialog box. Options include names, URL and Email assignments as well password settings.
- **Mode**
This button allows the administrator to toggle between administration and visitor mode. Doing so allows easy review of changes without having to reload a page or leave your browser.

Note: This button remains visible while in the visitor mode. When selecting to return to administrative mode, you will be prompted to re-enter your username and password. All that is required is to press the submit button when presented with the login prompt.

- **Revert**
In the event changes have been made to the calendar (BUT NOT YET UPDATED VIA THE “**UPDATE CALENDAR**” button, pressing the “**REVERT**” button allows for the reset of the calendar assignments to the current stored state. This is useful when selections get too complicated

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and it's desired to start assignments over.

- **Update Calendar**
Use this button to save calendar and administrative assignments. Note: This feature must be used in order to save changes to modified administrative options.

Global Administration Options

By selecting the “Administration Options” button located at the bottom left of the screen, the operator will be taken to a customization area with the following options. Note that these fields may be pre-populated for your convenience.

- **Organization Name - field**
Located at the top and center of the screen is the name of your organization. This field populates that area.
- **Contact Name - field**
Name of the individual who will receive submitted reservation requests. A first and last name is preferred.
- **Organization URL (WEB address) – field**
Located directly above the organization logo is a string reading “**Click Here to Return.**” Enter what URL “Uniform Resource Locator” is appropriate.
Example: www.YourSite.com
- **Contact Email – field**
Submitted forms are emailed to the address specified in the field. Be sure to test the accuracy of this address by sending a test form while in Visitor mode.
- **First day of a reservation week. – field**
Depending on the needs of your organization, the first day of your calendar week may be unique. The default first day of the week is Sunday.
- **Assign username and password – fields**
For security purposes administrator's username and password can be changed. Please remember your username and password by storing it in a safe place.

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Note: a default password will be provided within your reservation email response. It is strongly recommended that this information be changed as soon as possible.

Assigning Accommodations or Services – (AS)

Located in the center of the page are listed accommodations or services available for reservation requests. IRR123 is capable of accommodating up to 30 independent **AS** areas. Each **AS** is provided a 15 character identifier, selection box and camera icon-hyperlink.

*To change information for each **AS**, move your cursor over the desired area (**AS** name location) and select it. This will bring up a form where specific information can be entered. See below:*

- **Assign a name – field**
To activate an **AS**, simply provide a 15-character name or description. Clear out the name field to remove an **AS**.
- **Assign a representative URL link – field**
In order to assist your viewers with identifying an **AS** with more specific information, a link field is provided. Enter the URL of the page or picture providing additional information for this **AS**. Hint: Use your browser to locate a photo or page you wish to use and copy the address located at the top of the browser. *Note: The camera icon next to the **AS** name will only appear if there is a hyperlink assigned.*
- **Test link – button**
Use the “Test Link” button to test the address in the URL link field.
- **Updating the system**
After **AS** information has been entered and accepted it is necessary to update the system with the new values. *This is accomplished by pressing the “Update Calendar” button located bottom left of the page. Failing to perform this task prior to existing will result in the loss of any newly entered **AS** information.*

Assigning Reservations

After receiving a reservation request and verifying the availability of an **AS** selection, it is necessary to update your system. The process is as simple as 1-2-3, all that’s required is to select a range of dates, select the desired **AS** and

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click the “**Update Calendar**” button.

- **Selecting dates**

Start by selecting the desired year followed by the month you wish to assign reservations. Keep in mind that two months will be displayed. The one you selected and following month.

- **Selecting Accommodations or Services –(AS)**

In the middle of the screen are the accommodations or services assigned in the “**Administration Options**” section above. After a date range is selected, simply click the check-mark box(s) next to the **AS** you desire. If a box is grayed-out it indicates that some, but not all, of the selected dates have this **AS** already selected.

Clicking several times in the check box will change the check mark from “gray,” to “blank” to “full check.” Clearing the box (clicking the box several times) will clear all the selected dates, which have this **AS** assigned. Setting the check box to full black will assign all the selected dates to the **AS**.

If you wish to return to the original state of each date and **AS**, select the “**Revert**” button. This will clear all selected dates as well as **AS** check marks.

- **Updating the system**

Once you are satisfied with the association between dates and **AS** selections are complete, press the “**Update Calendar**” button to make your changes permanent. Be sure to maintain a hardcopy for reference!

- **Helpful Tip**

It is suggested that reservation assignments be made in small steps. Select a small number of days and one or two **AS** selections, then submit the changes. Once you become more familiarized with the system, larger changes can be made with confidence.

Mode – Moving between Administration and Visitor Mode

This button allows the administrator to toggle between the administration and visitor view. Doing so allows easy review of changes without having to reload a page or leave your browser. (See Buttons above)

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Visitor Mode

Button Definitions

Located on the bottom left side of the screen is a single button provided for your viewers. Directly below the form, located to the right of the screen, are two additional buttons used to submit or clear the form.

- **Clear Screen**
Pressing this button will clear any selected dates and assignments allowing the viewer to re-start their selection process.
- **Submit Form**
This button will be pressed by the viewer after they have selected specific dates, **AS**, and filled out the form. Upon being pressed, the viewer is presented with either a warning message or a screen showing their information and desired dates and **AS** information. From here they can either cancel or submit this information after review it.
- **Clear**
Press this button if it is desired to clear out the form.

Requesting a reservation – Simple 1-2-3 step process

- **Select a date or sequence of dates**
Just as in the Administration Mode, the viewer selects the year and month of interest. Once displayed, moving the cursor over the days of the month may have effects on the display of the **AS** information. If a particular **AS** has been reserved and is not available, it will be removed from the center of the page. Clicking on a date where the **AS** is not present will, latch it as not be available independent of what other dates are selected.
- **Selecting accommodations of services desired.**
Once a date has been, and desired **AS** selection is displayed, the view simply clicks the check box next to the **AS** name. If there is a hyperlink assigned to the **AS**, then the camera icon will appear. Clicking on the camera will open a separate browser window, pointing to the assigned URL information.
- **Filling out and submitting the reservation request form**
After a visitor has identified dates and **AS** which they are comfortable with,

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the fill out the form located on the right side of the page. Upon pressing the “SUBMIT FORM” button, a dialog box appears asking that they review the information for accuracy. Once the final “Submit” button has been selected, an email is sent to the address assigned in the “Administration Options” described above.

Future Project Enhancements

- **Organization Logo and short phrase**
Replaces SCS information in lower right hand corner.
- **Reservation Print out**
Print out reservation status of all **AS** by date.
- **??? – Got any ideas?**

Product Liability

The business or organization utilizing the Internet Reservation Resource is responsible for maintaining an accurate backup. IRR123 is intended to provide your customers with timely availability information, but is intended as a resource only. The information provided is only as accurate as the frequency of administrative maintenance.

About Macromedia Flash

Installed on more than 97% of the Internet-enabled desktops and many popular devices, Macromedia Flash is the world’s most pervasive rich client.

Credits

SCS wishes to thank Crawford’s Camp for graciously hosting the IRR123 predecessor and beta testing the current release. They provided valuable input into the implementation and operation of the system.

Revision History

Predecessor – Development – release of Macromedia Flash version 6.0

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Current version 3.0

FAQ – Frequently Asked Questions

Customer Support

Please direct all correspondence to Tech@StCroixSites.com