



Secureholiday.net system V5.0 Entering Data

Connect to www.secureholiday.net/admin
Log in (Login+Password)
You are now connected to the administration page.

Part 1- Establishment information

Click on Modifications menu (orange menu on the left).
>> Extra information.

>> Establishment information

Fill in the fields.
The time limit is set on 72 hours for all Secureholiday users. You cannot change it.
Save at the bottom of the page, *Save changes*.

Establishment type and ranking

Click on *Establishment type*.
Select the establishment type in the pull down list and enter the ranking (stars, class, epis, cles and lutins >> France only).
Click on *OK* to save.

Part 2 - Accommodations

Click on *Managing tariffs* or *Updating availabilities* in the *Accommodation menu*, in the menu on the left.

Click on *New accommodation* to create an accommodation.

Step 1 Accommodation

- ✓ Select the accommodation type: Pitch / Rental / Room.
- If you have selected *Rental*, you need to select a rental type (apartment, bungalow, canvas bungalow, caravan, chalet, holiday home, house, mobile home, gipsy caravan, tent and villa).
- ✓ Leave the *Active* case ticked to have this accommodation activated.
- ✓ Enter the number of people accommodated.
- Enter only one number of people in one field if the numbers of people min. and max. are the same.
- ✓ Enter the accommodation name in the available languages.
- ✓ Enter a text for the accommodation (optional).
- ✓ *Save* at the bottom of the page.

Click on *Managing description* (in the menu on the left) to change and update information.
Accommodations can be de-activated, the number of people, name and text can be changed.
Accommodation types are not changeable (Pitch / Rental / Room).
Save at the bottom of the page.

Step 2 Grids and tariffs

- ✓ Click on *Managing tariffs*, then *New grid*.
- ✓ Select a type of grid: per night / per week in the pull down list.
- ✓ Grids are default activated. They can be activated on a set period and de-activated.
- ✓ Enter the number of people included, the minimum and maximum number of people accommodated (compulsory).
- ✓ Enter the deposit (€ / %) in ONE of the three cases and the administration fees.
- ✓ Select the visibility that will be used if the accommodation has several tariff grids:
Dual (default): results of all grids will appear.
Prevailing: only the result for this grid will appear.
Cheapest price apply: only the cheapest result will appear.

✓ The name of the grid is automatically displayed along with the type of grid. The name of the grid can be changed (Translations are to be entered manually)

WARNING ! If one accommodation has several grids, name grids with different names.

✓ Enter a text for the grid (optional).

✓ Save at the bottom of the page. New grids are available at the top of grids lists.

Step 3 Periods and tariffs

✓ Fill in dates and tariffs: first night >> last night – tariff.

Eg.: 01/04/2011 >> 01/07/2011 – €280

The first date is the first night that can be booked and the last date is the last night that can be booked.

✓ Save at the bottom of the page.

Week grids

Step 4 Duration

Once week grid is created you are re-directed to *Duration*.

Default setting is *By 7*, meaning the accommodation can be sold for 7, 14, 21, etc. nights.

Duration can be changed (eg.: >= 14 nights).

By sets a fixed multiple of nights

>= sets a minimum duration of x nights

<= sets a maximum duration of x nights

= sets a fixed duration of x nights.

You can set different days of arrivals and departures on periods.

✓ Save at the bottom of the page.

Step 5 Options

In *Managing tariffs*, click on *Add* to add options (extra fees).

✓ Tick the option(s) to be added (people related options and other options). You can use the filter device.

✓ *Validate selection* at the bottom of the page.

✓ Enter *Tariff setting*: per night / per week / per stay.

Enter the maximum quantity (if available).

Some options can be compulsory.

✓ Enter a tariff for each period. If an option is not on sale on one or several period(s), enter no tariff. If you do not want to sell an existing option, untick the case.

✓ Save at the bottom of the page

Night grids

Step 4 Options

In *Managing tariffs*, click on *Add* to add options (extra fees).

✓ Tick the option(s) to be added (people related options and other options). You can use the filter device.

✓ *Validate selection* at the bottom of the page.

✓ Enter *Tariff setting*: per night / per week / per stay.

Enter the maximum quantity (if available).

Some options can be compulsory.

✓ Enter a tariff for each period. If an option is not on sale on one or several period(s), enter no tariff. If you do not want to sell an existing option, untick the case.

✓ Save at the bottom of the page.

Step 5 Duration

✓ Once week grid is created you are re-directed to *Duration*.

Duration can be changed (eg.: >= 2 nights).

By sets a fixed multiple of nights

>= sets a minimum duration of x nights

<= sets a maximum duration of x nights

= sets a fixed duration of x nights.

You can set different days of arrivals and departures on periods.

✓ Save at the bottom of the page.

Step 6 Sales terms and conditions

- ✓ In the left menu, click on *Terms and Conditions*.
- ✓ Enter the sales terms and conditions (booking, cancellation conditions, etc.) in the languages you have. You can Copy/Paste text with keyboard shortcuts (CTRL+C to copy and CTRL+V to paste).
- ✓ Save at the bottom of the page.

Part 3 Other information

Go back to Main Menu, with *Back to Main Menu* on the left.
Click on *Modifications Menu* (orange menu on the left).

Step 1 Accommodations inventories

- In the menu *Accommodations*, click on *Inventory: Change/Add*.
- ✓ Select the accommodation. Tick and untick cases to change inventories.
 - ✓ Save at the bottom of the page.

Step 2 Accommodations pictures

- In the menu *Accommodations*, click on *Pictures: Change/Add*.
- ✓ Select accommodation.
 - ✓ To add a new picture from your computer/CD, USB key, etc. click *Browse*.
 - ✓ Select the picture, and open it.
 - ✓ Click *Transfer pictures*.
 - ✓ Each accommodation can have up to 6 pictures. Click on *See* to check pictures.
 - ✓ Click on *Save changes*.

Step 3 Methods of payment

- In the Modifications menu, click on *Sales & Bookings >> Online bookings-Methods of Payment*.
- ✓ Mail and Fax - Default payment method for clients to print an estimate and send it to the establishment if all other methods of payment have been suspended.
 - ✓ Credit card (distance sale on bank terminal) - Click on *Credit card* to activate/de-activate payment via credit card and save. To set credit card payment, you must have a payment terminal with distance sale option.
 - ✓ Bank transfer - Click on *Bank Transfer* for national and international transfers.
 - ✓ On receipt of contract - Click on *Receipt of contract*.
 - ✓ Bank cheque - Click on *Cheque (France only)*.
 - ✓ Postal Order - Click on *Postal Order*.

For further information, contact us!

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