Notifier Add-on Documentation

Updated on May 4, 2020

This add-on allows you to create and schedule conditional emails in any number of days before and after the check-in/check-out date.

Installation and Setup

1. Download a .zip archive with the [Hotel Booking Notifier add-on](#) files.
2. Install the plugin from your WordPress Dashboard via Plugins → Add New → Upload Plugin → Browse → Install Now.
3. Activate the plugin (*Note:* this add-on requires [Hotel Booking plugin](#) 3.7.1 or greater).
4. Go to Accommodation → Settings → Extensions tab → Notifier → scroll down to License to input your license key and save the changes.

General Settings

Once you've installed and activated the plugin, go to Bookings → Notifications → Add New.

Create a Notification

1. Make up a name for your notification that describes a type of notification (e.g. Key pick-up instructions).

Go to settings and configure the triggers for it:

- Choose a type of notification (as of version 1.0.0, there is only an email type).
- Set a trigger - in how many days before or after check-in/check-out the notification must be automatically sent.
- Choose recipients. Feel free to choose from the list or input custom email addresses.

The same notification can be sent to all recipients at the same time. The "Customer" notifications will be tied to the email address associated with a booking and will depend on the accommodation type booked.

If you choose any other recipient *except for* the 'Customer', the selected recipients will receive this particular notification on *each* booking. For example, this allows you to create and send notifications to the housekeeper on each booking or notify the website administrator about fresh reservations.

2. Customize the email template using available macros (code snippets that get automatically replaced with the guest's info.).

In addition to the default list of macros, you can find two new ones:
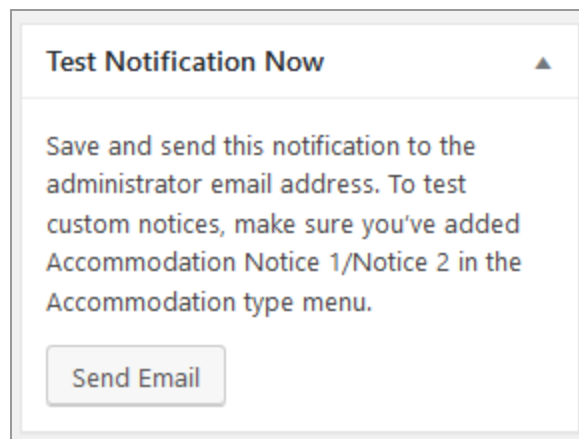
Accommodation Notice 1 - *%accommodation_notice_1%*
Accommodation Notice 2 - *%accommodation_notice_2%*

Add one or two macros into your email template if you need to include custom accommodation-type related information. You may *opt out of custom Accommodation Notices* if you need the same email to be sent unchanged to all bookings.

Please note: you can use the same macros for all other types of email templates available in the Hotel Booking plugin.

3. Save the changes.

4. Use the right menu to test how notifications work. Click "Send email" and the notification will be sent to the email address of the website administrator. A test email will use details of a random booking (you should have confirmed bookings).

5. You may manually update the status of a notification.

Add Custom Notices to the Accommodation Types

If you need *Accommodation Notice 1* and *Accommodation Notice 2 macros* in your notifications to be replaced with custom property information (e.g. provide different key pick-up instructions for different properties), go to the needed Accommodation types and update the respective fields.

Please note: if you leave these fields yet use the macros in the email template, the guest will receive an email notification with empty strings.

To see a real-time report on how many automated emails/notifications were sent and the time the next emails are scheduled for, go to the *Bookings → Notifications menu.*

Notifications   Add New

All (2) | Published (2)

Last execution was at 3:45 pm, December 28, 2019. No new emails were sent for any of the notifications.

Next execution is scheduled for — 3:38 am, December 29, 2019.

You can set up a real cron task in your server admin panel:
/booklium/wp-cron.php?action=mphb_cron_send_notifications

	Title
	Leave a review notification ▼
	Pick up your key Villa 1 ▼
	Title

Bulk Actions ▾   Apply   2 items