

## Bookalet User Guide

- 1) Sawday's are working with a partner company, PropSync, to manage synchronisations with other channels.

First log in to your Bookalet account and make your way to the 'Chanel Management' tab on the left. Scroll down through the channels and you will then see 'Prop-Sync' with the options to Import & Export.

The screenshot displays the 'Channel Management' section of the Bookalet interface. On the left is a navigation menu with 'Channel Management' circled in red. The main area shows a grid of channel cards. The 'PropSync' card is highlighted, showing 'Import' and 'Export' buttons. Other cards include 'Other', 'OwnersDirect', 'Pitchup', and 'Quality Cottages', each with their respective logos and 'Import' or 'Export' buttons. The status 'Last imported: Never' is visible for each channel.

- 2) Click on the 'Export' button under the Prop-Sync channel, this will then direct you to the screen displayed below. You can now see your 'iCal URL' on this page, copy this link.

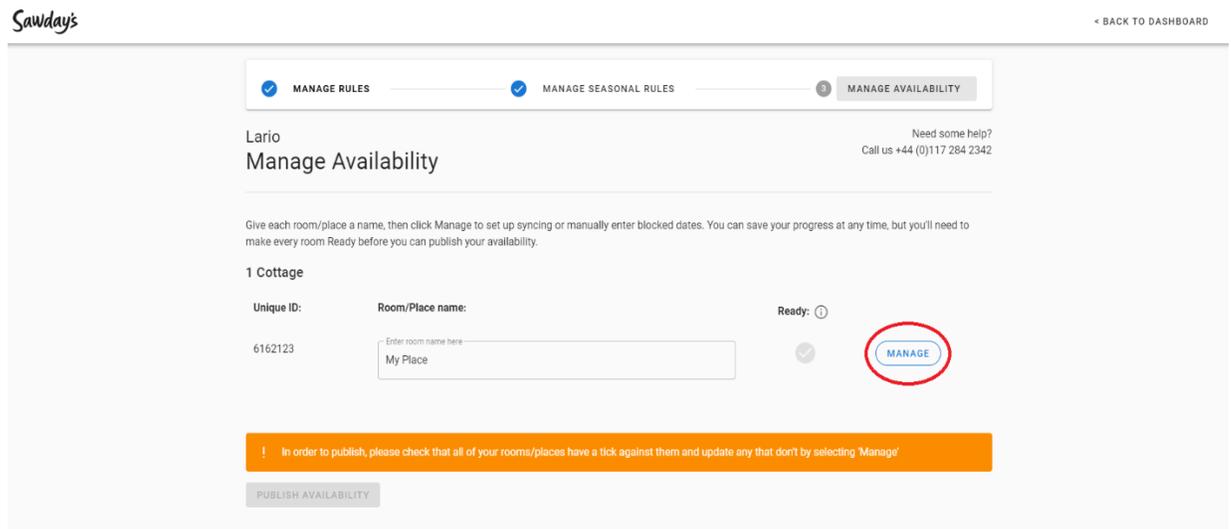
This screenshot shows the 'Channel Management' page for the 'PropSync' channel. The page header includes the Bookalet logo and a 'Log Out (Emily Leeson)' button. A blue banner reads 'Welcome back to bookalet'. The left navigation menu is visible. The main content area shows a green notification: 'This channel is currently enabled for exporting (Disable)'. Below this, the 'Property Name' is listed as 'Emily's Cottage'. The 'iCal URL' field is circled in red and contains the link: <http://api.bookalet.co.uk/v1/4610/propsync-66185/10940.ics>.

**NOW GO TO YOUR SAWDAY'S MEMBER AREA**

- 3) Once logged into the Member Area, make sure you have added your Booking Rules first under 'Manage Rules'. Once complete, go to 'Manage Availability'.

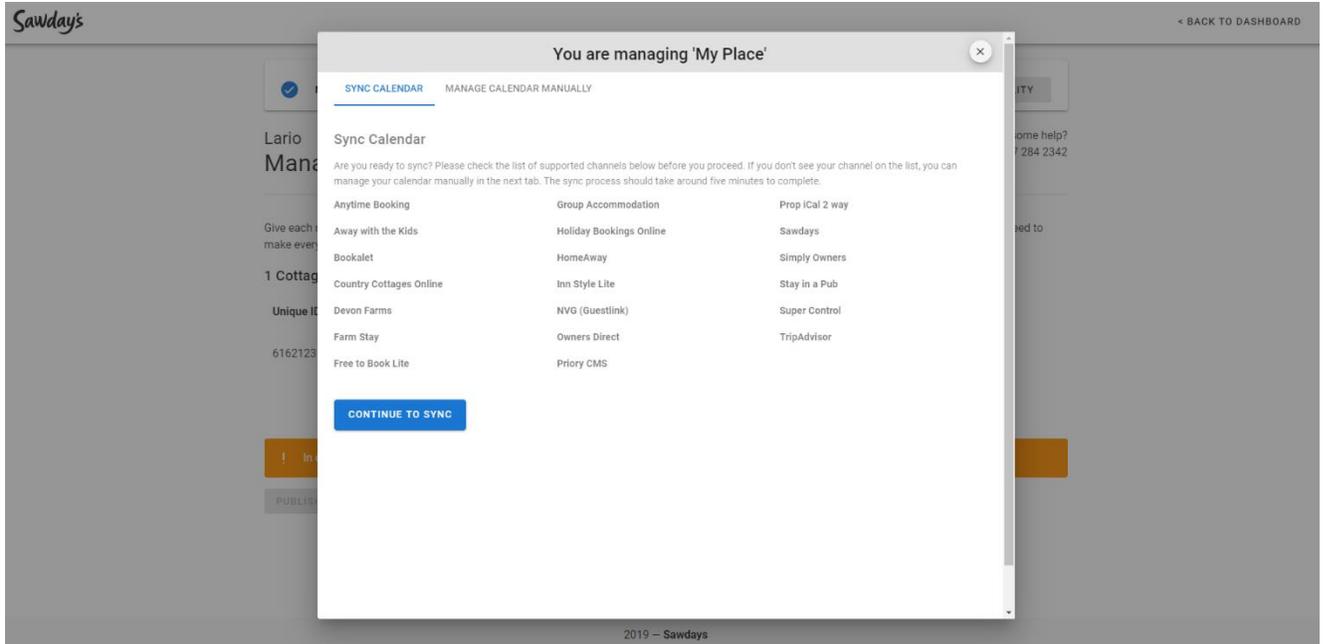
Each of your rooms/places will be shown in the list in 'Manage Availability'. First, re-name each room/place to something more memorable.

Then, select 'Manage'.

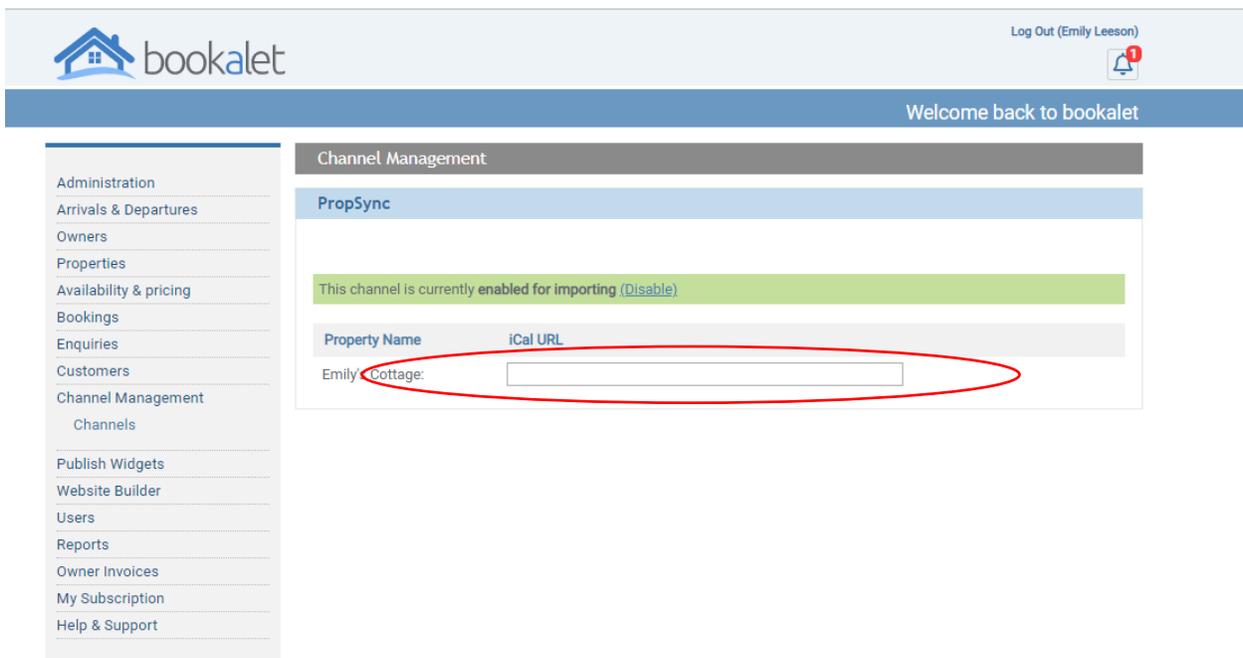


- 4) Check the list of channels we support – if your channel is listed, click 'Continue to Sync'. If your channel is not listed, you can go to the tab titled 'Manage Calendar Manually'.

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- 5) Confirm you're ready to start synchronisation by clicking 'Confirm', then click ADD next to Bookalet in the channel list titled 'Available Calendar Syncs'. You will be prompted to paste in the Export url from Bookalet. Hit the 'Sync' button once you have pasted the URL in to the box provided.
- 6) Once you have added the Export URL, you will be provided with a PropSync URL. Copy this, ready to be pasted into your Bookalet account.
- 7) Now navigate your way back to the 'Bookalet Channel Management' tab. Scroll down through to 'Prop-Sync', this time clicking 'Import'. This will then redirect you back to this page below where you can then paste the PropSync URL.



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- 8) Once the Export and Import URLs have been added successfully, your synchronisation with Bookalet is ready. Bookalet will now show in the list titled 'My Calendar Syncs'.

You will be able to see any unavailable dates from Bookalet in the tab titled 'Manage Calendar Manually', under 'Blocked dates from other channels'.

Now that synchronisation is set up, any dates blocked on either Bookalet or Sawday's will be reflected on all calendars.

- 9) If you use Bookalet as your master system to manage availability and bookings, don't forget to select this as the 'Primary', in case of any synchronisation issues.