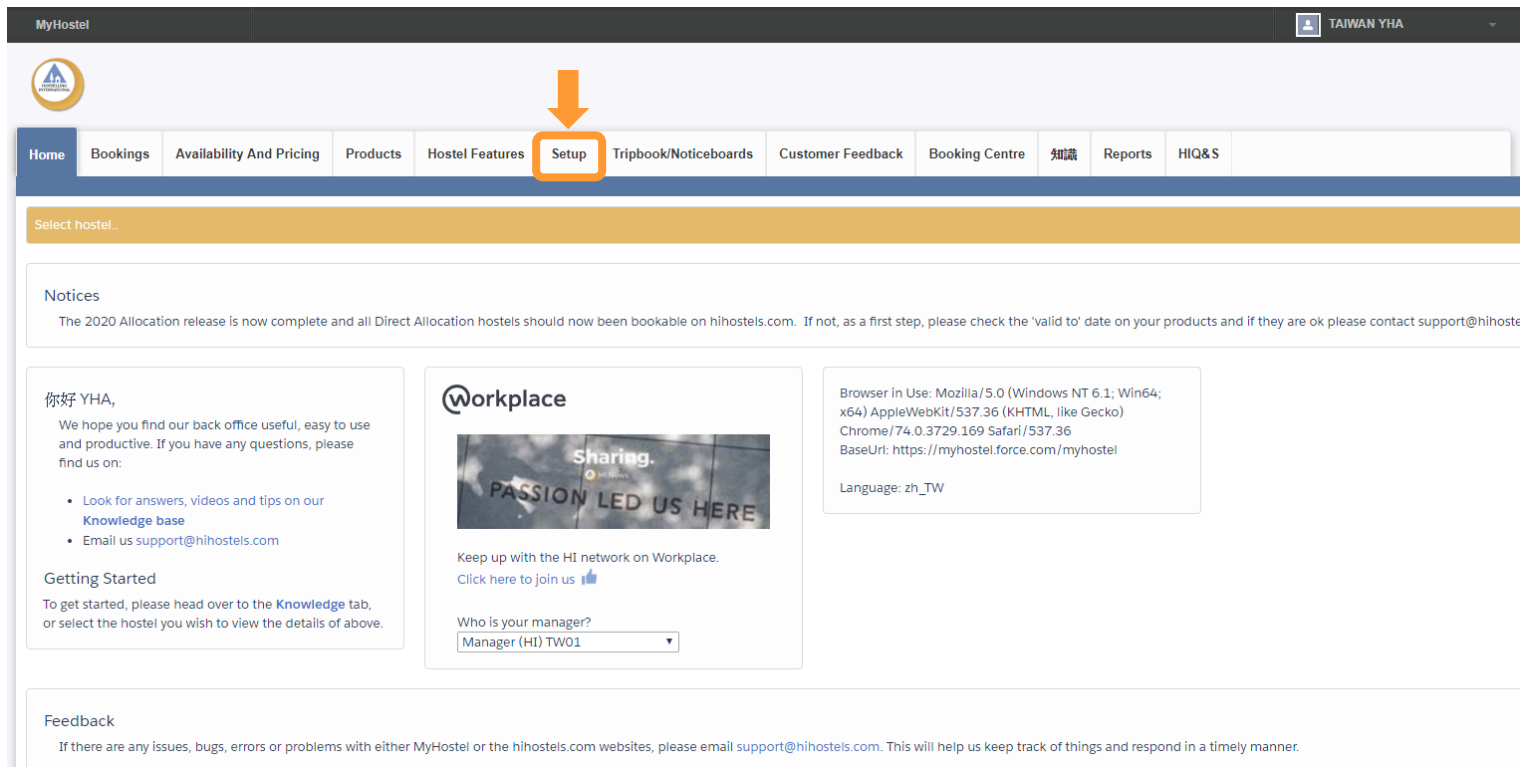


# MyHostel 後台 - 設置教學

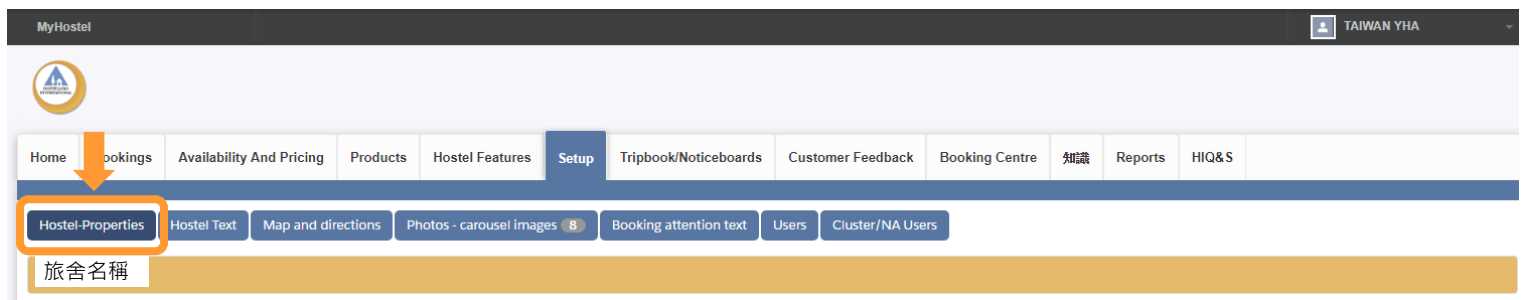
## ■ 基本設定

### □ 先點選 set up 選項



The screenshot shows the MyHostel dashboard. At the top, there is a navigation bar with the MyHostel logo and the text 'TAIWAN YHA'. Below this is a main menu with several options: Home, Bookings, Availability And Pricing, Products, Hostel Features, Setup (highlighted with an orange arrow), Tripbook/Noticeboards, Customer Feedback, Booking Centre, 知識, Reports, and HIQ&S. Below the menu is a search bar labeled 'Select hostel...'. The main content area contains several sections: 'Notices' with a message about the 2020 Allocation release; a '你好 YHA,' section with a welcome message and links to the Knowledge base and support email; a 'Workplace' section with a 'Sharing.' graphic and a link to join the HI network; a 'Feedback' section with a message about reporting issues; and a 'Browser in Use' section with technical details like 'Mozilla/5.0 (Windows NT 6.1; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/74.0.3729.169 Safari/537.36' and 'Language: zh\_TW'.

### □ 設置 Hostel Properties

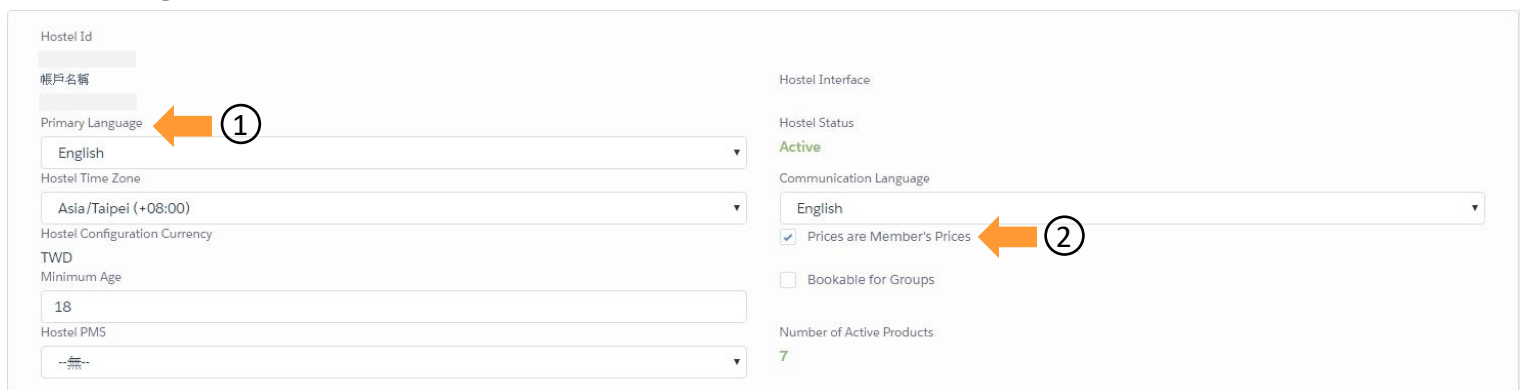


The screenshot shows the MyHostel Setup page. The 'Setup' menu item is highlighted in the top navigation bar. Below it, the 'Hostel-Properties' sub-menu is highlighted with an orange arrow. The sub-menu includes options for 'Hostel Text', 'Map and directions', 'Photos - carousel images' (with a count of 8), 'Booking attention text', 'Users', and 'Cluster/NA Users'. Below the sub-menu is a search bar labeled '旅舍名稱'.

#### Part.1

① Primary Language : 語言一律設定為 English

② Prices are Member's Prices : 旅舍可自行決定上架之金額為會員價與否，但建議以會員價公布!



The screenshot shows the configuration page for a hostel. The 'Primary Language' dropdown menu is set to 'English' and is highlighted with an orange arrow and a circled '1'. The 'Prices are Member's Prices' checkbox is checked and highlighted with an orange arrow and a circled '2'. Other visible settings include 'Hostel Time Zone' set to 'Asia/Taipei (+08:00)', 'Hostel Configuration Currency' set to 'TWD', 'Minimum Age' set to '18', 'Hostel PMS' set to '...', 'Hostel Interface' set to 'Active', 'Communication Language' set to 'English', 'Bookable for Groups' unchecked, and 'Number of Active Products' set to '7'.

## Part.2

Contact Information & Social 所有資料都要填入, 國碼選 Chinese Taipei

Contact Information	帳戶電話
帳單街道	<input type="text"/>
帳單城市	Email Address
帳單國碼	<input type="text"/>
Chinese Taipei	
帳單州/省代碼	
帳單郵遞區號	

Social	Twitter
Facebook	<input type="text"/>
Instagram	Pinterest
<input type="text"/>	<input type="text"/>

## Part.3

Opening Dates 全年無休(Open all year)或自訂起迄日期

Opening Times

① 櫃檯 24 小時開放(Reception Open 24 Hours) · 或自訂起迄時間

② 24 小時都可 Check in(Checkin Open For 24 Hours) · 或自訂起迄時間

Opening Dates	= 必要資訊
<input checked="" type="checkbox"/> Open all year	
Open From Date 1 <input type="text"/> [ 2019/6/5 ]	Open To Date 1 <input type="text"/> [ 2019/6/5 ]
Open From Date 2 <input type="text"/> [ 2019/6/5 ]	Open To Date 2 <input type="text"/> [ 2019/6/5 ]
Opening Times	
<input checked="" type="checkbox"/> Reception Open 24 Hours	
Reception Open From Time 1 <input type="text"/>	Reception Open To Time 1 <input type="text"/>
Reception Open From Time 2 <input type="text"/>	Reception Open To Time 2 <input type="text"/>
<input type="checkbox"/> Checkin Open For 24 Hours	
Checkin Open From Time 1 <input type="text"/> 09:00	Checkin Open To Time 1 <input type="text"/> 18:00
Checkin Open From Time 2 <input type="text"/>	Checkin Open To Time 2 <input type="text"/>

## Part.4

E-mail Address 填入旅舍聯繫用 email, 若有備用也可填入

Email Address
All Functions
Email for All Functions 1 <input type="text"/> attic@artistvillage.org
Email for All Functions 2 <input type="text"/>
Email for All Functions 3 <input type="text"/>
Email for All Functions - NA Email <input type="checkbox"/>
Bookings
Booking Confirmations
Booking Confirmation Email 1 <input type="text"/> attic@artistvillage.org
Booking Confirmation Email 2 <input type="text"/>
Booking Confirmation Email 3 <input type="text"/>
Booking Confirmation - Add NA Email <input type="checkbox"/>
Booking Confirmation - Add NA Email <input type="checkbox"/>
Send Low Availability Warnings <input type="checkbox"/>
Booking daily CSV
Daily Booking CSV Email 1 <input type="text"/> attic@artistvillage.org
Daily Booking CSV Email 2 <input type="text"/>
Daily Booking CSV Email 3 <input type="text"/>
Daily Booking CSV - NA Email <input type="checkbox"/>
Low Allocation Warnings
Customer contacts
Customer Reviews
Reviews Email 1 <input type="text"/> attic@artistvillage.org
Reviews Email 2 <input type="text"/>
Reviews Email 3 <input type="text"/>
Reviews - NA Email <input type="checkbox"/>
Group Enquiries
Group Enquiries Email 1 <input type="text"/> attic@artistvillage.org
Group Enquiries Email 2 <input type="text"/>
Group Enquiries Email 3 <input type="text"/>
Group Enquiries - NA Email <input type="checkbox"/>
Communications (general)
Communications - Email 1 <input type="text"/> attic@artistvillage.org
Communications Email 2 <input type="text"/> chingyi@artistvillage.org
Communications Email 3 <input type="text"/>
Communications - NA Email <input type="checkbox"/>

※ 設定完成記得按 Save 儲存!!

## Hostel Text

Hostel Text (English) & Hostel Text (Chinese)

填入 Hostel Preview Text 旅館介紹、Hostel Snapshot Text 旅館形象簡短說明

Home Bookings Availability And Pricing Products Hostel Features Setup Tripbook/Noticeboards Customer Feedback Booking Centre 知識 Reports HIQ&S

Hostel-Properties Hostel Text Map and directions Photos - carousel images (8) Booking attention text Users Cluster/NA Users

旅舍名稱

Hostel Text (English) 保存

Hostel Preview Text

Hostel Snapshot Text

Translations 新

(Chinese)

(French)

## Map and directions

將旅舍英文地址放置 Search Address，即可取得座標定位


Directions (English & Chinese) 用英、中文說明抵達旅舍之交通方式

Hostel-Properties Hostel Text Map and directions Photos - carousel images (8) Booking attention text Users Cluster/NA Users

旅舍名稱

Map and directions 保存

地圖 衛星檢視



Search Address  Geocode

Hostel GeoLocation (Latitude)  Hostel GeoLocation (Longitude)

Directions (English)

Please fill out at least 2 of the options

Airport <input type="text"/>	Rail <input type="text"/>
Bus <input type="text"/>	Car <input type="text"/>
Taxi <input type="text"/>	Underground/Metro <input type="text"/>
Tram/Cablecar <input type="text"/>	Ferry/Boat <input type="text"/>
Alternate Transport <input type="text"/>	

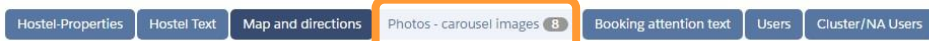
Translations 新

(Chinese)

(French)

## □ Photo-carousel images

Add new : 選擇照片檔案，然後按 Add Image 即可



旅舍名稱

Image Carousel

Save Image Order

Add Images

Add new

Upload new  Add from URL

選擇檔案 | 未選擇任何檔案

Image Credit

Image Credit URL

Description

Image Tags

Add Image

Select from Repository

(Pixels: 1080 width x 660 height)

## □ Booking attention text

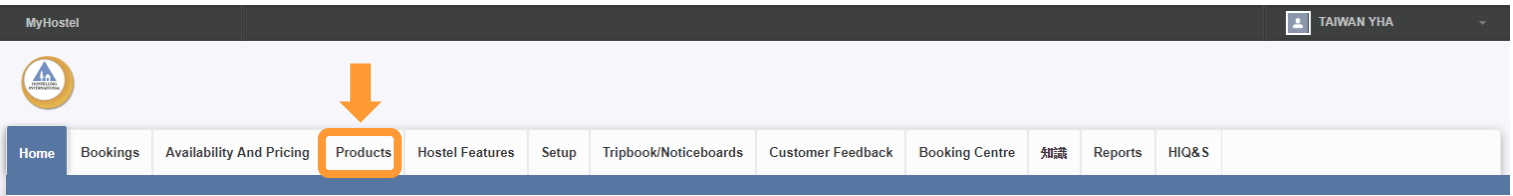
預定注意事項，若有在訂房時就必須提醒的需注意事項，勾選後即會顯示於前台。

## □ Users 使用者

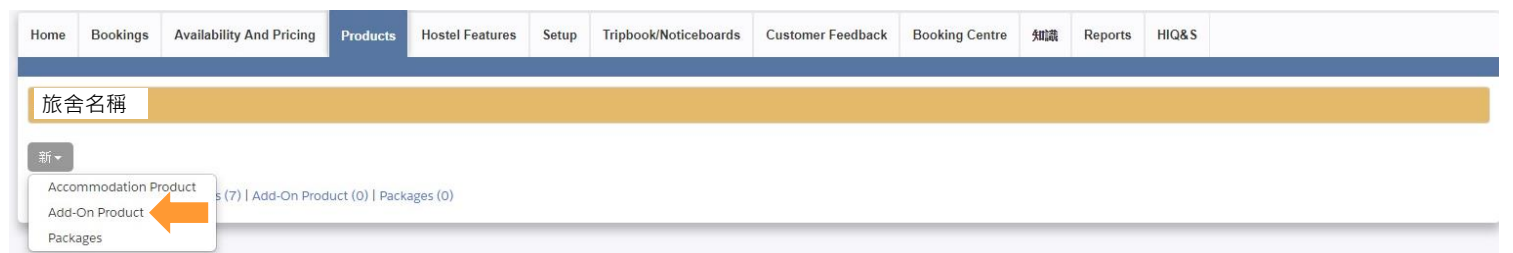
User Management 點選使用者列，即可跳出使用者內容，若有需要修改處，點選 Edit，此處可設定使用者權限，可按照各旅館之工作人員辦理。

## ■ Product 產品

### □ 點選 Products



### □ 點選 New，選擇 Add-on product



### □ New Add-On Product : 填入產品資訊後儲存(save)即可。

Product Name 產品名稱 Max Quantity (Per Night) 最多預定晚數 Valid from A → Valid to A 產品週期

New Add-On Product

保存 取消

Product Name

Active

Max Quantity (Per Night)

Max Quantity (Total)

Pricing Type

Addon pricing label

Interface Product

Interface Code

Valid from A  [ 2019/6/5 ]

Valid to A  [ 2019/6/5 ]

Fixed Price

Maximum Lead Time  Days  或 Hrs

Minimum Lead Time  Days  或 Hrs

Channel Management

Available for all channels

保存 取消

Availability & Pricing 產品數量與價格

Rates & Availability Calendar

可修改房間間數與價格，可按平假日調整數量與價格，修改完成記得儲存(save)



- Home
- Bookings
- Availability And Pricing
- Products
- Hostel Features
- Setup
- Tripbook/Noticeboards
- Customer Feedback
- Booking Centre
- 知識
- Reports
- HIQ&S

- Rates & Availability Calendar
- Bulk Availability & Prices

旅舍名稱

保存 取消

Matrix Configuration

		Products Per Page		Product Type		Accommodation Product		Month		Year																					
		30		Accommodation Product				June		2019																					
		1 Sat	2 Sun	3 Mon	4 Tue	5 Wed	6 Thu	7 Fri	8 Sat	9 Sun	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat	30 Sun
<b>Border101 (417428) (Shared Shower , Toilet and Washbasin)</b>																															
Availability		0	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	1	1	1	1	1	1	1	1	1	1	1	0	1
AgeBand1 (TWD)		1440.0	1296.0	1296.0	1296.0	1296.0	1440.0	1440.0	1440.0	1296.0	1296.0	1296.0	1296.0	1440.0	1440.0	1296.0	1296.0	1296.0	1296.0	1296.0	1440.0	1440.0	1296.0	1296.0	1296.0	1296.0	1296.0	1296.0	1440.0	1440.0	1296.0
<b>Border102 (417429) (Shared Shower , Toilet and Washbasin)</b>																															
Availability		1	1	1	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
AgeBand1 (TWD)		1080.0	972.00	972.00	972.00	972.00	1080.0	1080.0	1080.0	972.00	972.00	972.00	972.00	972.00	1080.0	1080.0	972.00	972.00	972.00	972.00	972.00	1080.0	1080.0	972.00	972.00	972.00	972.00	972.00	1080.0	1080.0	972.00
<b>SKY301 (417456) (Shared Shower , Toilet and Washbasin)</b>																															
Availability		1	1	1	1	1	1	0	0	1	1	1	1	0	1	0	1	1	1	1	1	1	1	1	1	0	0	0	1	1	1