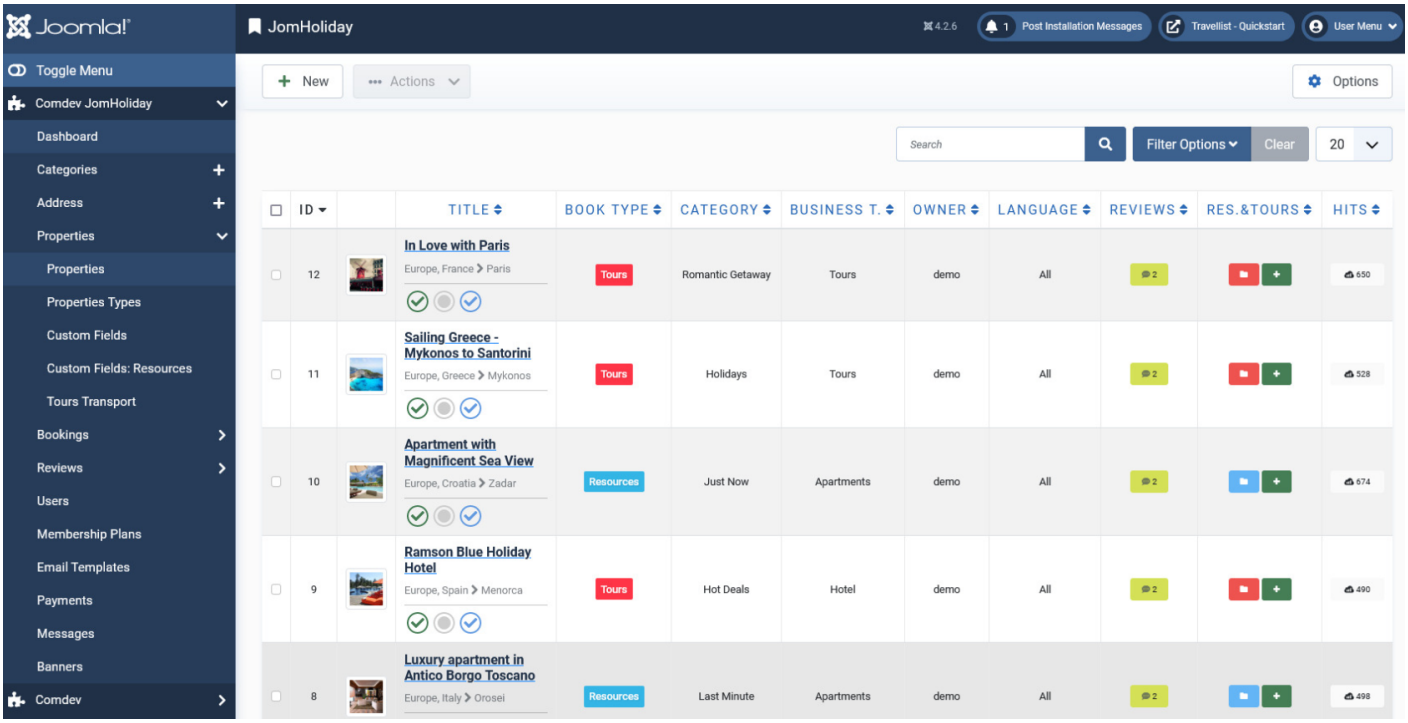
Listings

Overview

Listings are nothing but the product listings that you want to create in the site. Each listing is attached to a category. They are created in the same manner as Joomla articles, but are not related to Joomla articles in definition.

Creating A New Listing

The following image shows the Listings screen.



Screen 1: Listing screen

The following table explains the different options seen on the screen.

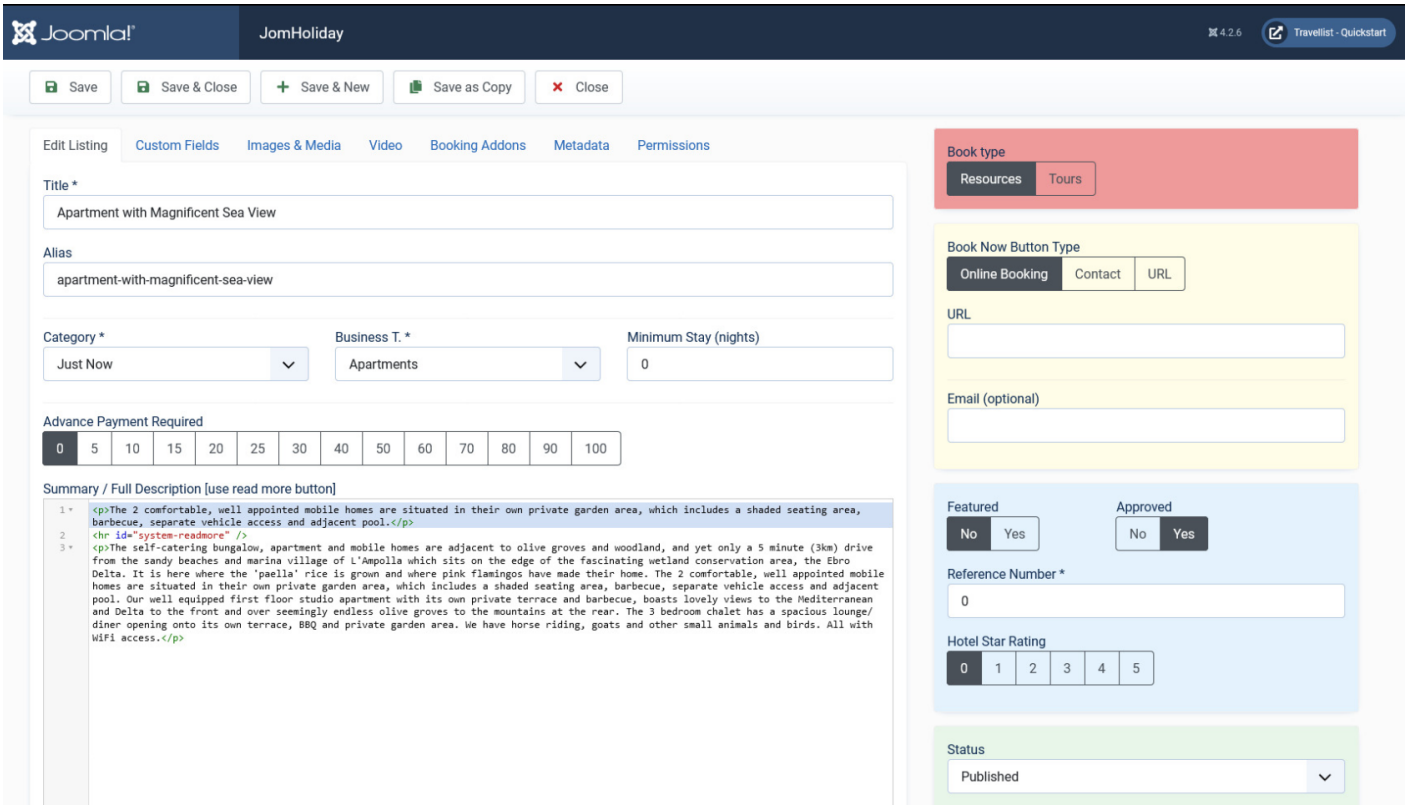
New	Creates a new Address entry. You must create separate entries for each level of depth that you need.
Edit	Provides the edit mode to make changes to the existing level or titles created.

Publish	Publishes the created address entry.
Unpublish	Removes the entry from the list of published address entries
Archive	Archives address entries that are not used anymore.
Trash	Deletes the address entry that is not required anymore.

Edit Listing

If you want to edit existing entries, you can either click the entry from the Listings screen or select the check box next to the entry, and then click Edit.

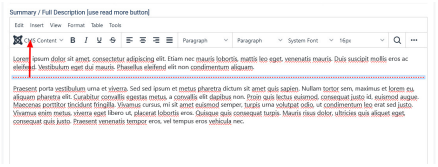
This tab provides options to add title, description, select category, and other options for the Listing as seen in the following image:



Screen 2: Edit Listing screen

The following table shows the options available:

Edit Listing area	**Title**	Title for the Listing.
	Alias	URL alias for “SEF/SEO” URL.

	Category	Category where the listing will be published.
Business Type	**Select the type of accomodation you need.**	
Advance Payment Required	**Select the percentage of advance payment required from 0 to 100 percent.**	
	Text Area	Provide a description for the listing. You can create a short description as well a long description.  In the above image, the red dotted line appears when you click **Read More**. Any content above the red line is the **short description**, while the entire content is the **long description**. Also, note that if there is no content after the **Read More** tag, the event description will be blank when users view the listing. Ensure that you have content after the **Read More** tag.
	Choose Article	Click to select a relevant article. If an article is provided, it can be seen under the Details tab in the listing.
	Page Break *Button*	Insert a page break in the displayed text.
	Toggle editor *Button*	Toggle between plain text and rich text editor
Read More	**Click to demarcate text that needs to be displayed as short description.**	
Address area	**Address**	Address of the listing
	Street, House No.	Street and house number of the listing - If both Address and Full Address specified, map location will position automatically.
Location area	**Latitude**	It utilizes the GEO-location based on Google Maps. Provide the latitude information for the location mapping.

	Maps longitude	The information provided in this field is used to map the exact location. It utilizes the GEO-location based on Google Maps. Provide the longitude information for the location mapping.
	Maps Search	Search for a specific location. Type in the location and press Enter to go to the exact location.
Sidebar	**Featured**	Enable to make the listing appear as featured listing.
	Book Type	Select if you would like to add e.g. Apartment with resource or Tours
	Book Now Type	Select an Online Booking with build in calendar or by only Contact Form, 3'rd option is a redirect to external URL
	Approved	Enable to approve the listing. Listing will not be published.
	Language	Select the language for which the listing needs to appear for. For multiple languages, you must create separate entries for each language.
	Status	Select the required status. • Published • Unpublished • Trashed • Archived
Owner	**Select the owner of the listing.**	
	Created by	Select the user who created the listing.
	Access	Provide the access level for the listing. • Guest • Public • Registered • Special
	Date created	Select the date when the listing was created. You can select a future date for publishing the listing as well.

	Start Publishing	Select a date when you want to publish the listing. Here too, you can schedule to post the listing at a future date.
	Finish Publishing	Select a date when the listing should stop being published.
	Modified Date	Select a date when the listing was modified.
	Tags	Provide the tags for the listing. Tags are integrated and maintained with Joomla Tags Component.
	ID	This is an auto-generated field.

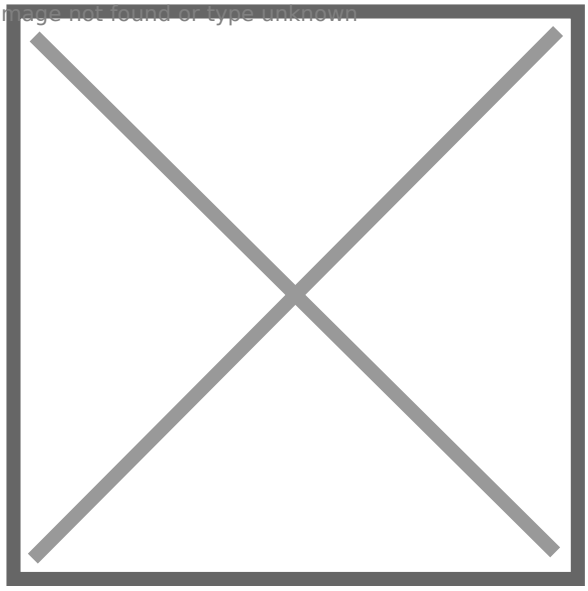
Understanding the Location area in Edit listing tab

Let us understand how to provide the address and Street/House No for providing the exact locations on the map. When you provide the address, street and House No. in the backend when creating listings, the location position automatically. If the House No. is not provided, additional location fields needs to be used.

Mapping using longitudes and latitudes

If you provide the latitudes and longitudes, and the Maps Search setting is left blank, the location mapping is done based on these parameters as shown in the following image.

Image not found or type unknown

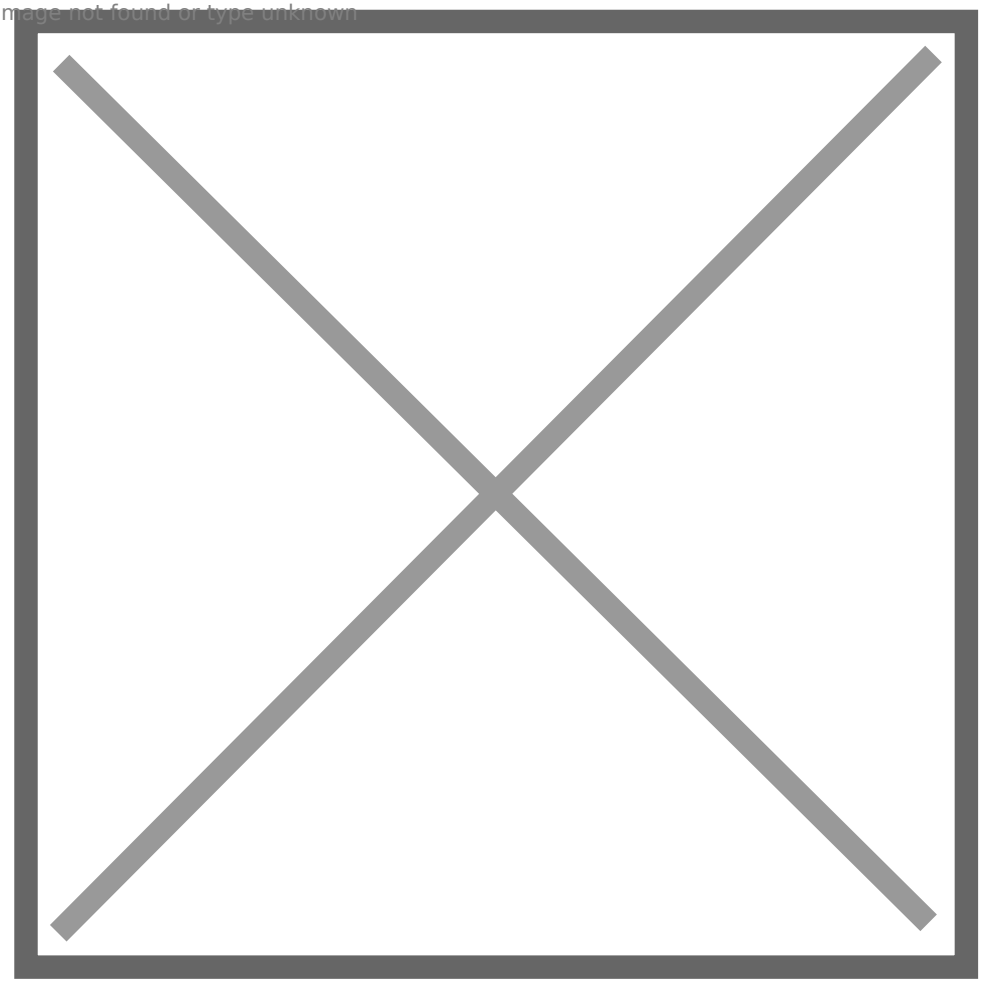


Screen 3: Map using longitudes and latitudes values

Mapping with Map Search values

If the Map Search field has a value provided to it, it takes precedence as shown in the following image. If the Map Search field value is given as “New York”, the location will map to this location.

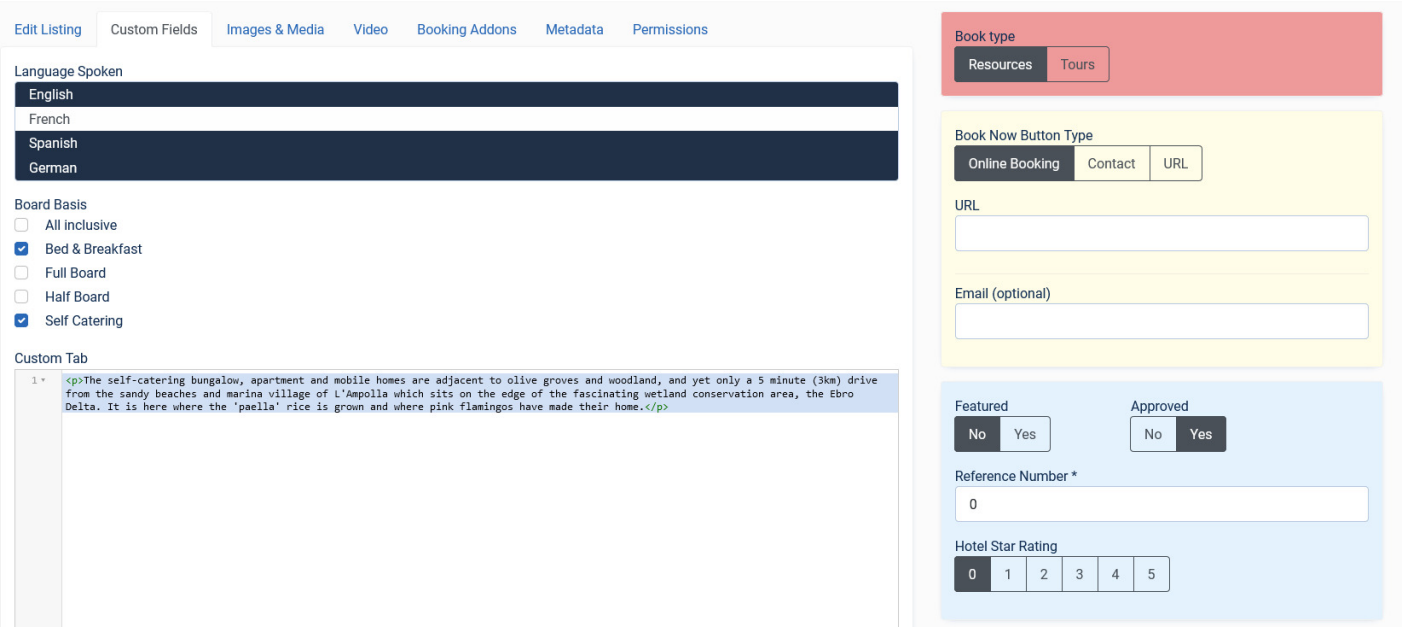
Image not found or type unknown



Screen 4: Map using Map Search Field values

Custom Fields tab

This tab includes all the custom fields created for a particular category. If the custom field is not applied to a specific category, it can be seen for all categories when creating a listing. The following image shows the Custom Fields tab screen.



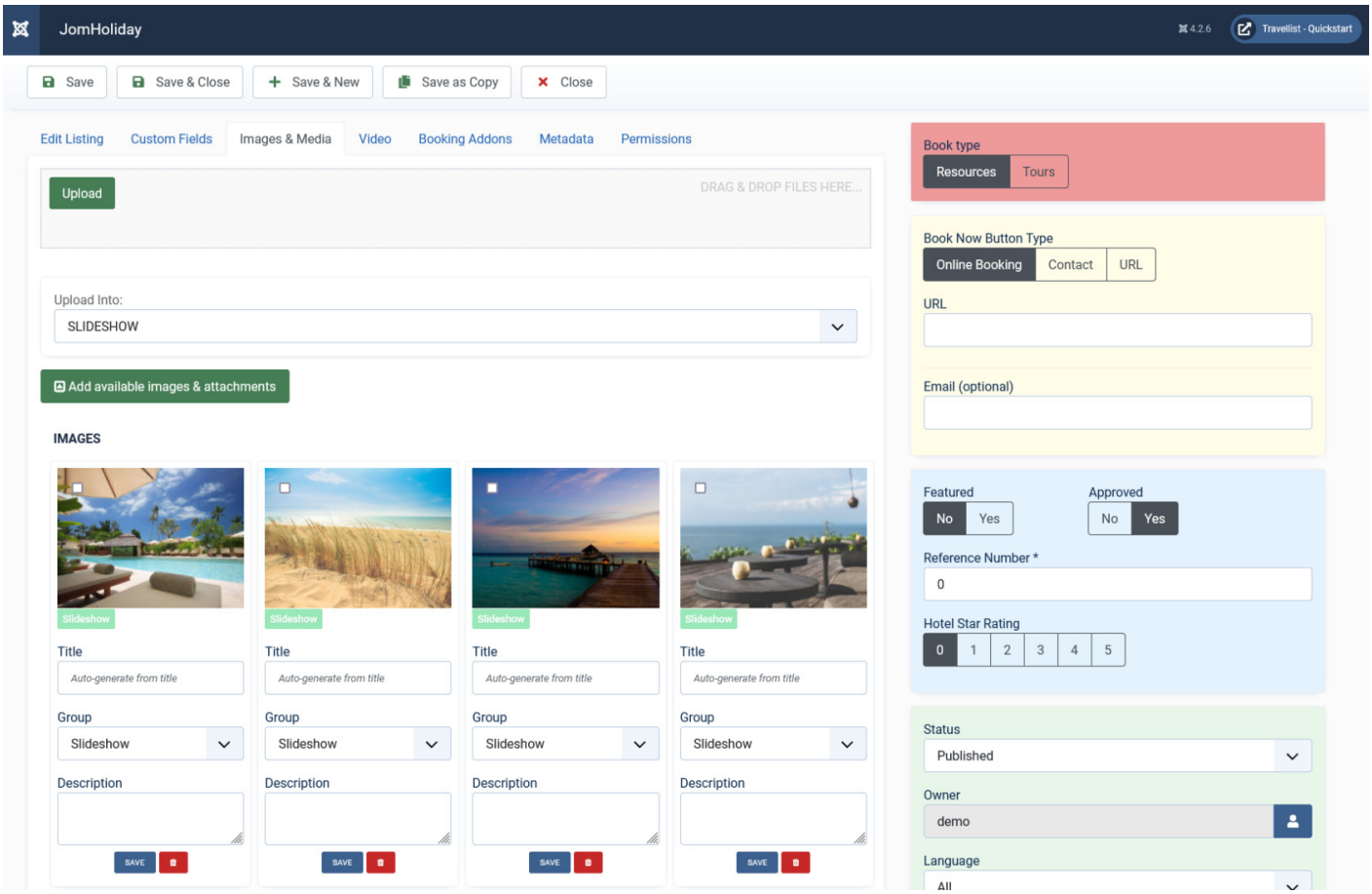
Screen 5: Custom Fields tab

For more information about creating custom fields, see Custom Fields.

Images tab

This tab includes information about images and videos attached to the listing. Before you can add images to the listing, you must save your listing at least once. This ensure that all the other data you have filled for the listing does not disappear after the images are added.

The Images tab can be seen as shown in the following image:

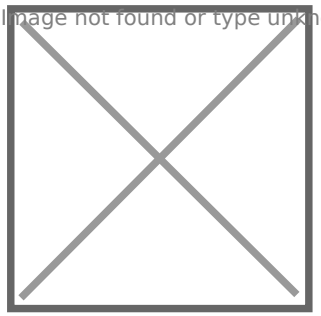
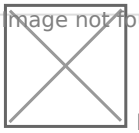
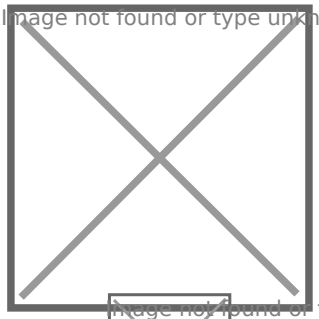
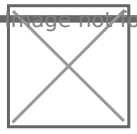


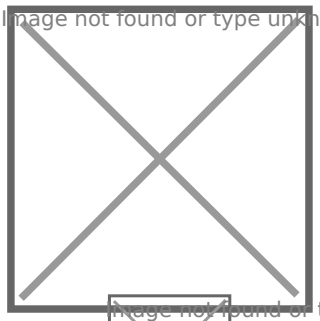
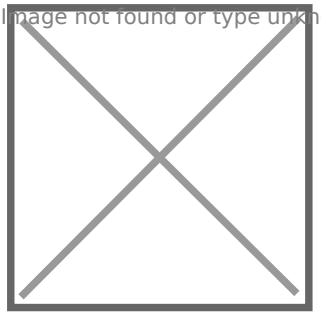
Screen 6: Images tab

To set the the Order of the images (which one displayed first) drag and drop images to switch positions.
The first image in the gallery is used as the image thumbnail for the listing.

Provide the options as shown in the following table.

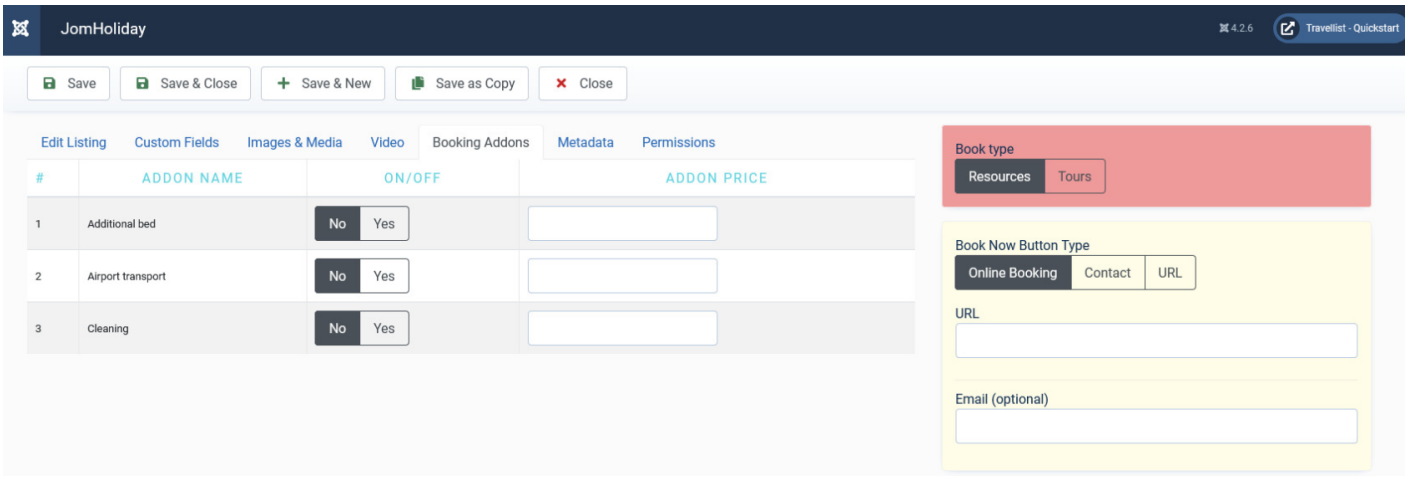
Images	**Add file area**	Add Files	Click to select the image that needs to be uploaded.
	Drag & Drop Files Here	Drag a bunch of images to this area to upload multiple images.	

	Upload Into	Select which category the image falls under: • Slideshow - detailed view main gallery • Gallery - in gallery tab • Logo - displayed in sidebar under custom fields and over the image with transparency in listings page.
	Add available images & attachments	Click to add already uploaded images and attachments to this listing.
Images area	Editing an Image  Image not found or type unknown	Click the  Image not found or type unknown Edit icon to edit the image details. The options are as seen in the following image:  Image not found or type unknown Click the  Image not found or type unknown Delete icon to delete the image.

Attachments area		Image not found or type unknown Click the Edit icon to edit an attachment that is linked to the listing. The screen is as shown here: Image not found or type unknown  Image not found or type unknown Click the Delete icon to delete the attachment. Attachments are detected automatically based on file extension that’s are allowed in Configuration .
YouTube Video	Provide the YouTube video URL in this field as shown in the following image. Image not found or type unknown 	

Booking Addons tab

This tab provides options to select additional amenities or resources that the listing provides at additional cost. These are visible when booking process is started.



Screen 7: Booking Addons tab

For each addon that is added for a listing, you must set the Addon Price. Provide the price for each addon under the **Addon Price** column.

Metadata tab

This tab includes the Meta title and Meta description for the listing

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