

# Manage Resource Bookings

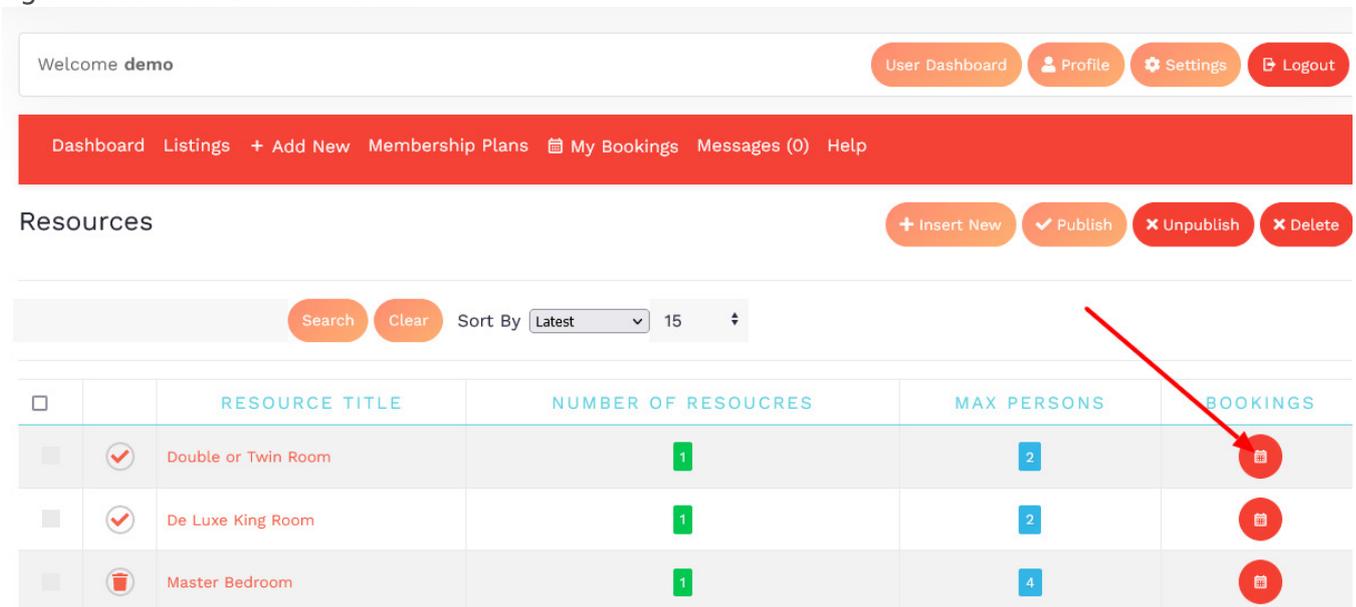
## Overview

Each user that is logged in to the front admin can create listings. Whenever a guest makes a booking against the listing created by the user, the booking details can be seen by navigating to the Listings tab.

## Viewing the bookings

To view bookings against a listing, do the following:

1. From Front Admin, click the Listings tab.
2. Click the icon to view the resources associated with the listing
3. Click the icon from the resources listings as shown in the following image. All the resources that are available for that listing will be seen here. The bookings are made against each of the resource.



The screenshot shows the Front Admin interface. At the top, there is a navigation bar with 'Welcome demo' and buttons for 'User Dashboard', 'Profile', 'Settings', and 'Logout'. Below this is a red navigation bar with 'Dashboard', 'Listings', '+ Add New', 'Membership Plans', 'My Bookings', 'Messages (0)', and 'Help'. The main content area is titled 'Resources' and has buttons for '+ Insert New', 'Publish', 'Unpublish', and 'Delete'. Below the title is a search bar with 'Search', 'Clear', 'Sort By Latest', and '15' items. The table below has the following data:

<input type="checkbox"/>		RESOURCE TITLE	NUMBER OF RESOUCRES	MAX PERSONS	BOOKINGS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Double or Twin Room	1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	De Luxe King Room	1	2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Master Bedroom	1	4	

The bookings can be seen as shown in the following image. To delete a booking, select the check box next to the booking and click Delete.

Welcome **demo**

User Dashboard

Profile

Settings

Logout

Dashboard Listings + Add New Membership Plans My Bookings Messages (0) Help

## Bookings

Delete

Back

Search

Clear

Sort By Latest

15

<input type="checkbox"/>	LISTING / RESOURCE	BOOKING DATES	PERSONS
<input type="checkbox"/>	Beautiful apartments with sea and mountain views - Double or Twin Room	24 February 2023 - 04 March 2023	1
<input type="checkbox"/>	Beautiful apartments with sea and mountain views - Double or Twin Room	01 May 2023 - 10 May 2023	2
<input type="checkbox"/>	Beautiful apartments with sea and mountain views - Double or Twin Room	10 April 2023 - 19 April 2023	2
<input type="checkbox"/>	Beautiful apartments with sea and mountain views - Double or Twin Room	09 March 2023 - 13 March 2023	2

### Screen 1: Bookings list

# Editing a booking

As the owner of the listings, you can provide additional notes to the bookings by editing the booking information. Otherwise you can see details of the booking.

## My Bookings

### Beautiful apartments with sea and mountain views - Double or Twin Room

📍 Europe, Greece Stalos

Booking Status: Pending From: **2023-02-24** To: **2023-03-04** Nights: **8** Persons: **1**

#### Payment Summary

Payment Summary: 1.120,00 EUR

Total: 1.008,00 EUR

#### CHECKOUT DETAILS

Name:	Maria
Surname:	Smith
Birth Date:	1996-07-29
Street, House No.:	2461HallStreet
City:	USA
Postcode:	89101
Country:	USA
Phone	702-480-0565
Special Requests:	

#### Bank Payment Information

Total 1.008,00 EUR

## Screen 2: Edit screen

Revision #1

Created 6 March 2024 10:59:59 by Comdev\_Wiki

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