

# 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.

Welcome **demo**




User DashboardProfileSettingsLogout

DashboardListings+ Add NewMembership PlansMy BookingsMessages (0)Help

Resources

+ Insert New✓ Publish✕ Unpublish✕ Delete

SearchClearSort ByLatest15

<input type="checkbox"/>		RESOURCE TITLE	NUMBER OF RESOURCES	MAX PERSONS	BOOKINGS
<input type="checkbox"/>	✓	Double or Twin Room	1	2	
<input type="checkbox"/>	✓	De Luxe King Room	1	2	
<input 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 DashboardProfileSettingsLogout

Dashboard

Listings

+ Add New

Membership Plans

My Bookings

Messages (0)

Help

Bookings

✕ Delete✕ Back

Search

Clear

Sort ByLatest15

	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
<input type="checkbox"/>			


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

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