

# Manage Resources










## Overview

Resources are specific details about a listing. For example, in case of a Hotel, they can be the different types of rooms that the hotel offers, while in case of a property with multiple villas, it can be different types of villas that are offered. Bookings are always made against a resource type that exist for a listing.

## Editing a resource

You can edit an existing resource that belongs to the listing, or click Insert New to create a new resource. The existing resources can be seen by clicking the icon next to the listing on the Listings tab. The following screen is seen.

The screenshot displays a user dashboard for managing resources. At the top, there is a navigation bar with 'Welcome demo' and buttons for 'User Dashboard', 'Profile', 'Settings', and 'Logout'. Below this is a secondary navigation bar with 'Dashboard', 'Listings', '+ Add New', 'Membership Plans', 'My Bookings', 'Messages (0)', and 'Help'. The main section is titled 'Listings' and includes buttons for '+ Insert New', 'Publish', 'Unpublish', and 'Delete'. A search and filter section contains 'Search', 'Clear', 'Sort By Latest', '15', and 'Category All'. The main content is a table with columns for 'LISTING TITLE', 'RESOURCES/TOURS', and 'RES / STAT / COM'. Three listings are shown, each with a resource count and a set of action icons. A red box highlights the action icons for the first listing, and a red arrow points to the edit icon.

		LISTING TITLE	RESOURCES/TOURS	RES / STAT / COM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Beautiful apartments with sea and mountain views</b> Hot Deals   2018-10-12 17:16:52	Resources: 3	  
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Lovely Luxury Little Villa with Great Sea Views</b> Last Minute   2018-10-12 16:56:49	Resources: 2	  
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>In Love with Paris</b> Romantic Getaway   2018-10-12 13:52:42	Tours: 4	  

### Screen 1: Resources screen

Click on the existing resource to make edits to it. The following image shows the editing screen for the resource.

## Edit Listing

Apply Save Cancel

Title \*

Double or Twin Room

Number Of Resources \*

1

Max Persons \*

2

Kids age over

To set prices and availability hold the mouse button and drag the range on the calendar or use form below.

Start date

End date

March 2024

today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 140.00 -10% Resources left: 1	26 140.00 -10% Resources left: 1	27 140.00 -10% Resources left: 1	28 140.00 -10% Resources left: 1	29	1 140.00 -10% Resources left: 1	2 140.00 -10% Resources left: 1
3 140.00 -10% Resources left: 1	4 140.00 -10% Resources left: 1	5 140.00 -10% Resources left: 1	6 140.00 -10% Resources left: 1	7 140.00 -10% Resources left: 1	8 140.00 -10% Resources left: 1	9 140.00 -10% Resources left: 1

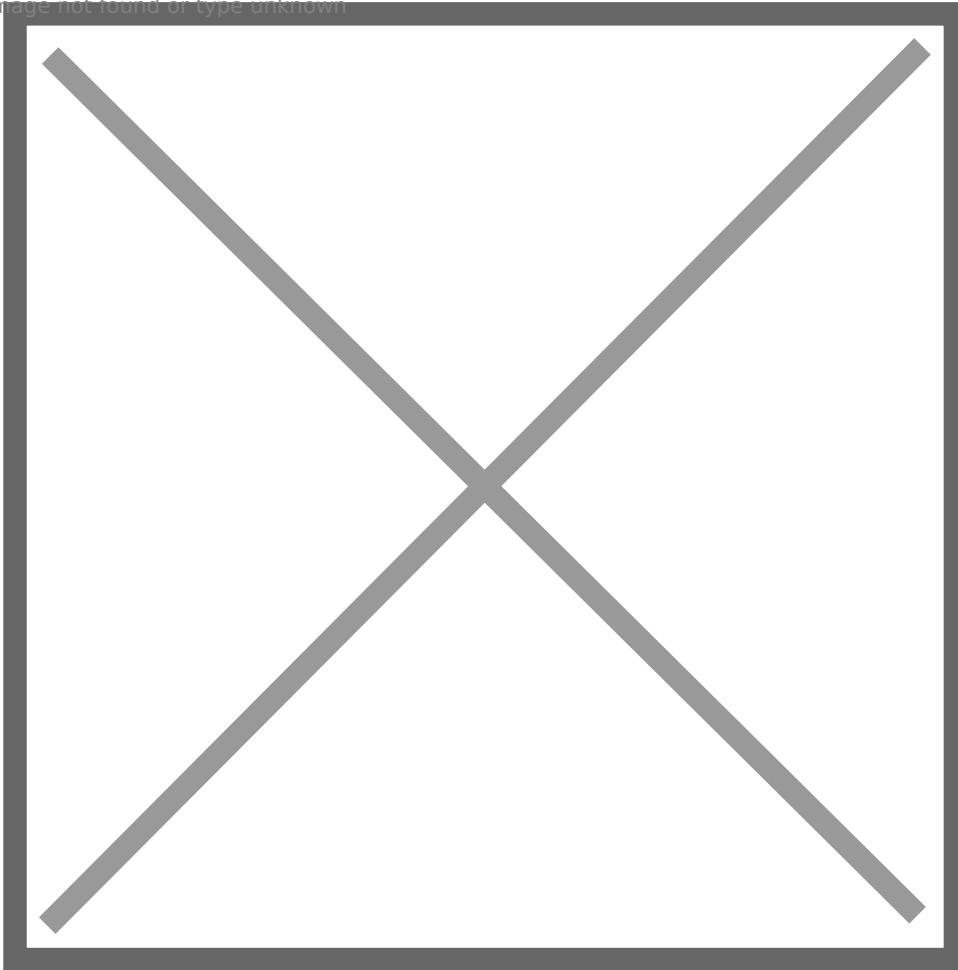
### Screen 3: Edit resources screen

For more information about each of these specific fields, see [Resources](#) documentation in the Administrative Guide.

In the calendar seen in the above image, the dates marked with black ink are booked dates. This means there are no additional resources available for those dates. While, the dates marked with red ink are dates when resources are still available. This means a guest can make bookings against these dates marked in red.

Each date shows the price of the resource on that day and how many resources are left as shown in the following image.

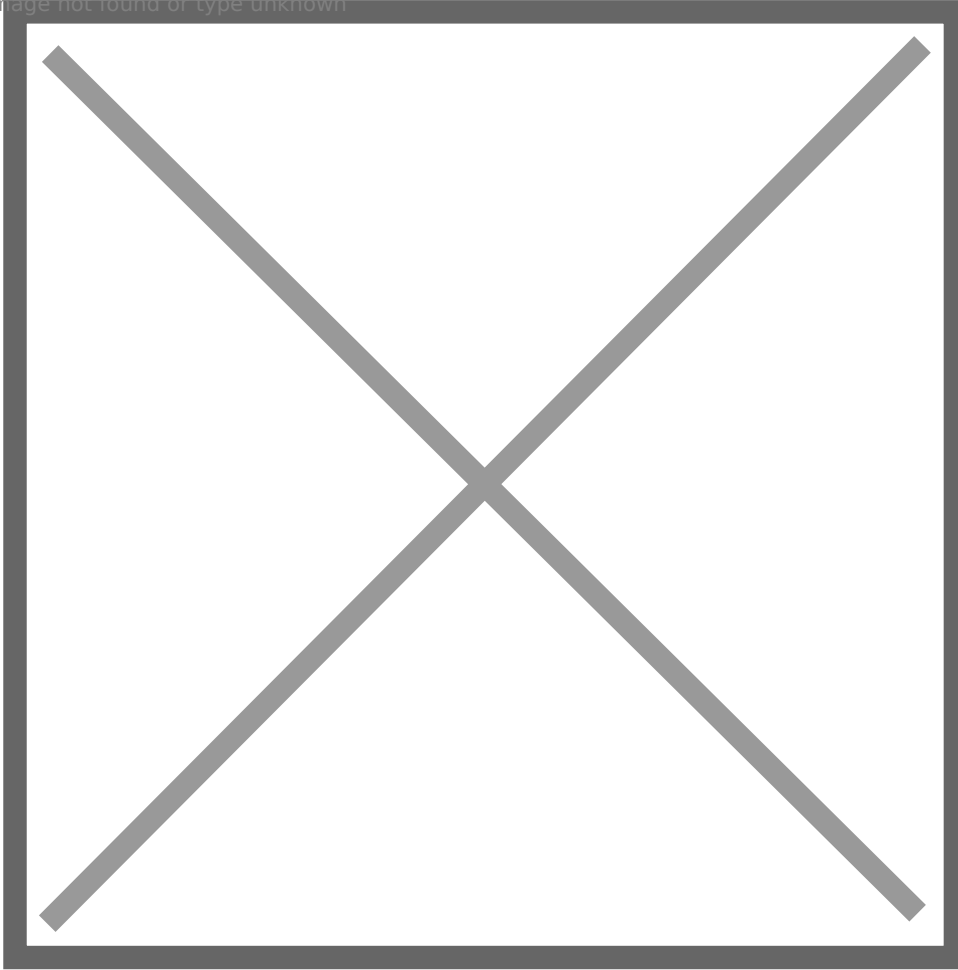
Image not found or type unknown



#### **Screen 4: Dates display**

You can modify the price for the resource on each day by clicking on the date. Provide the pricing for that day for the resource. The following image shows the price window for the resource.

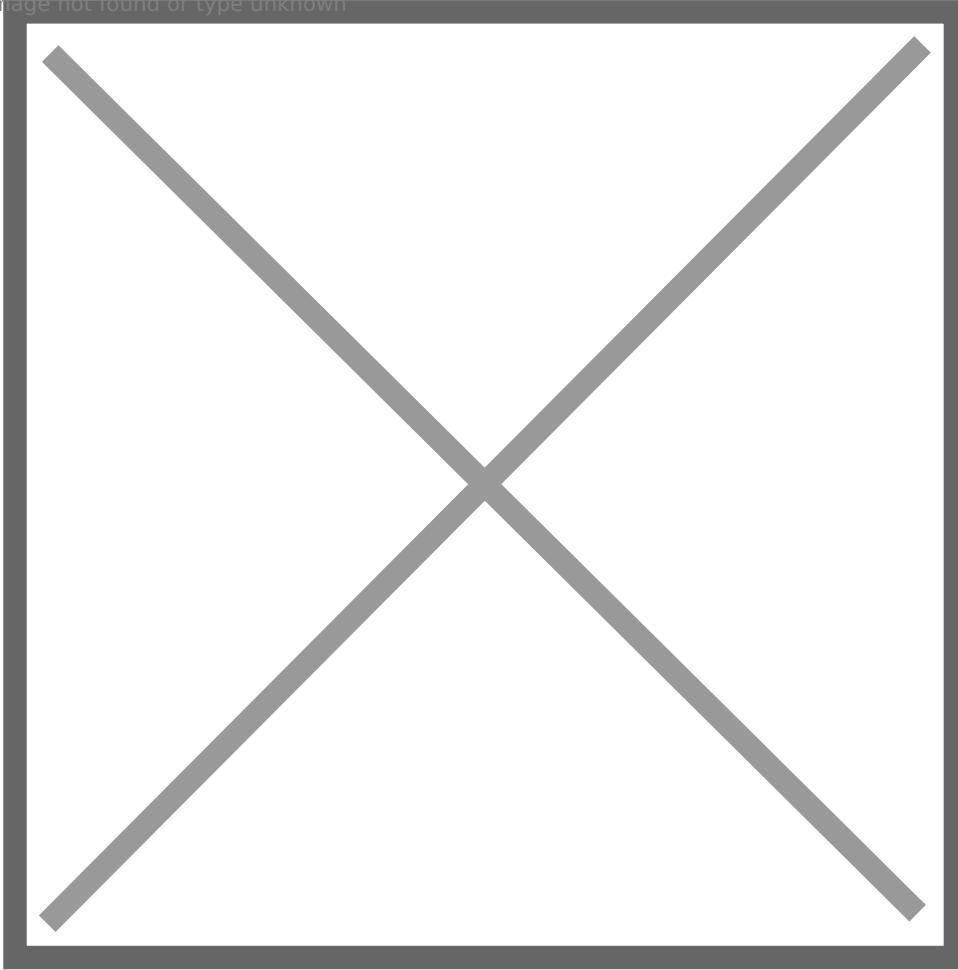
Image not found or type unknown



### **Screen 5: Price window**

You can also provide promotional discounts for the listing on specific dates. After you provide the price for a date, the promotional discount window is seen as shown in the following image. Provide a percentage value as seen here.

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## Screen 6: Promotional discount

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