

C. Admin Panel

Listings

Manage listings

Here you can add, edit or delete any listings available on your website. Adding a listing is nothing complex. There are only a few things to explain. The adding process is divided into 5 main steps: Overview form, Photos & Videos form, Payment form, Availability, Settings.

Overview form: you get to set the main info about the property: location, listing type, holiday type, descriptions (of the property and of the area), sleeping capacity, suitability, amenities and activities, services etc.

How to use the map: by default the script will try to adjust the map according to the selected location drop downs.

▼ Listing location

Choose property location ?

Europe ▼

Italy ▼

Emilia-Romagna ▼

Cesenatico ▼

Lat. :

44.19987

Lng. :

12.3991

Zoom :

7

Search location : ?

Search

Search results :

1. Europe

Click on results to update location's lat/lng

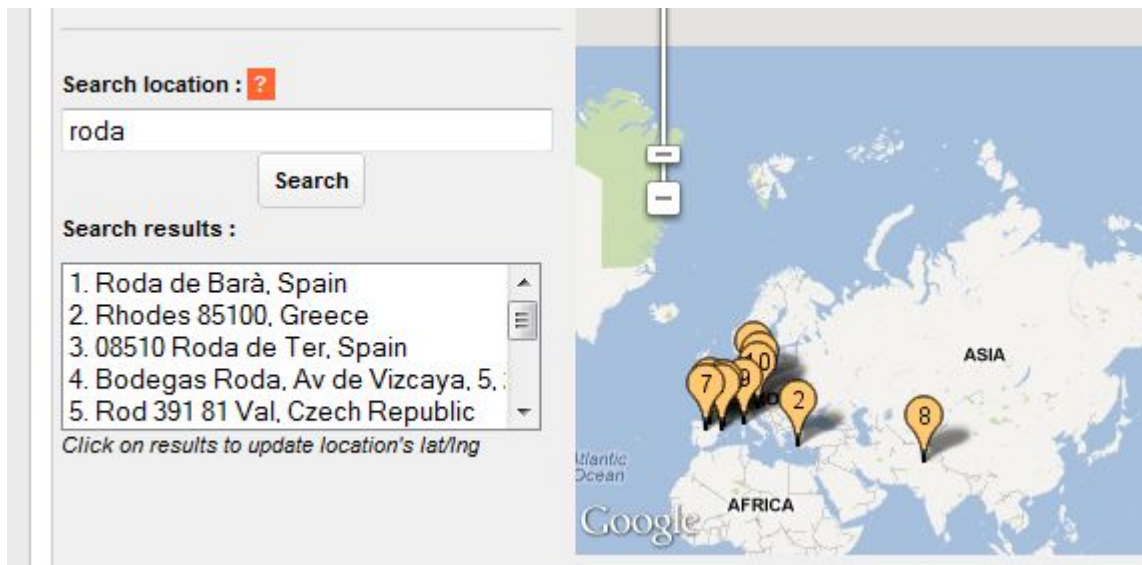
If all fine in the Google map section u'll see automatically set the latitude, longitude, map zoom and in the search results the location set.

There are special cases when the location is not found automatically by the

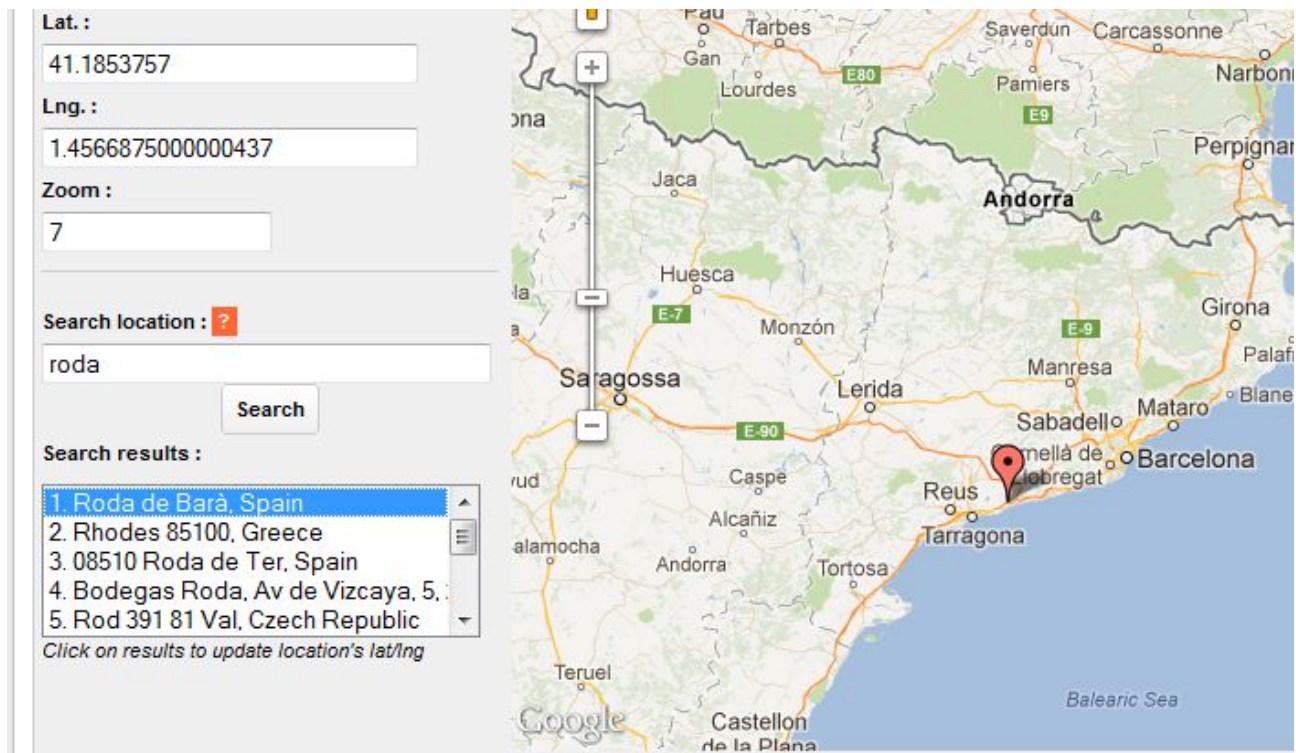
script or there are more than 1 results found.

How to solve :

- In the Search location section, fill in the desired location and click on „Search” button.



Choose from the search results the correct location. The map will update accordingly to your selection.



Double click to change the zoom, click and drag the pin till you are happy with the results.

Paid services

Listing status Active  [Make property featured/highlight](#)

you can make a property featured or highlight if you click on the link near listing status select.

Featured properties are displayed on homepage and in search results in the top slider box.

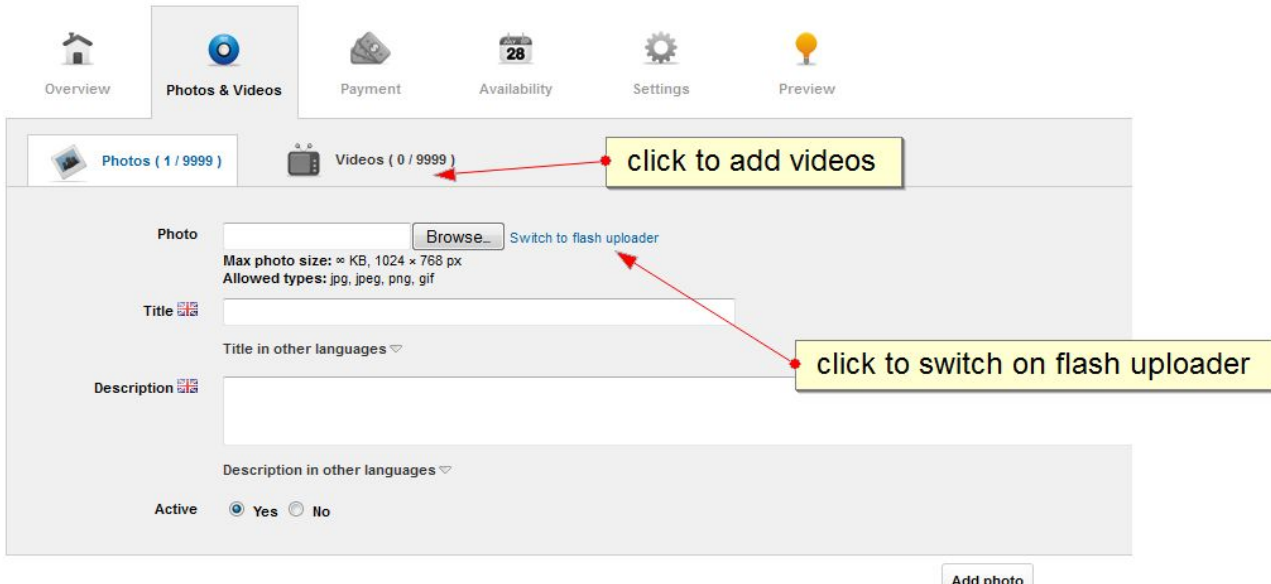
Highlight properties are displayed in the search results in a higher hierarchy and also are marked differently than the other listings.

The **Photos** form here u can upload photos. The number of photos to upload is limited to the current user's package.

[Home](#) > [Manage listings](#) > [Edit listing](#) > [Photos](#)

Edit listing: #20. Cesenatico beach property 2

[Add photo](#)



Overview **Photos & Videos** Payment Availability Settings Preview

Photos (1 / 9999) Videos (0 / 9999) **click to add videos**

Photo [Switch to flash uploader](#)

Max photo size: ∞ KB, 1024 × 768 px
Allowed types: jpg, jpeg, png, gif

Title

Title in other languages ▾

Description

Description in other languages ▾

Active Yes No

click to switch on flash uploader

Photos

0 Selected | With selected do: Action ▾

<input type="checkbox"/>	#	Active	Hierarchy	Photo	Title
<input type="checkbox"/>	64				-

Fields marked with * are mandatory

The **Videos** form here u can upload videos. The number of videos to upload is limited to the current user's package.

The **Payment / Rates** form allows you and/or your customers to add several rates based on the period of the year and with distinct prices for nightly, weekly, monthly.

Note: by default the weekly and monthly rate fields are disabled.

If the difference between start date / end date ≥ 7 the weekly rate will be enable, if the different between start date / end date ≥ 28 the monthly rate will be enabled.

Also u can set the **changeover day**. If for example Friday - Any is set the guests that want to book the property we'll be forced to set the arrival date on Fridays only.

If Friday – Friday is set the guests will be forced to set the arrival date on Friday and departure date on Friday

The **min stay** means the min number of nights a guest can book the property.

The prices can be set for a specific number of persons. Also you can set the price for each extra person.

Special offer : if this is set the rate in property details is highlighted and in the search results the rate title will be displayed in red like shown in the pictures.

Rates

	Nightly rate		Weekly	Monthly	Min. Stay	Change-over
	Week	Weekend				
Rate summary	€ 10 - € 40		€ 70	€ 300	1 Nights	-
16-May-2012 - 31-Jul-2013 All season - 20% discount	€ 10	€ 40	€ 70	€ 300	1 Nights	-



Cesenatico beach property ★★★

Europe > Italy > Emilia-Romagna > Cesenatico

Beach Property | Bedroom(s) : 2 | Sleeps : 2 | Bathroom(s) : 2 | Last update : 20-May-2012

●●●●● (0 Reviews)

All season - 20% discount

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that [Details »](#)

From € 10 / Night



Contact



Save to Wishlist

The **Payment / Add-ons** form allows you and/or your customers to add extra charges, extra fees or other paid services.

The **Payment / Discounts** form allows to set discounts for children, early booking and long stay.

The **Availability** form is used to set the property availability („blank bookings“).

The **Settings** form.

- show address: if unchecked – the property address will not be displayed
- show availability calendar: if unchecked – the availability calendar will not be displayed.
- show rates: if unchecked – the rates table will not be displayed
- allow bookings: if unchecked – the listing will not allow online bookings.

Manage bookings

Here you can review, edit or delete any booking reservations made on your website.

In admin area can be seen the „payment status“ radio button.

If this is set on „confirmed“ the booking is seen by the owner too, if this is set on „not confirmed“ the booking is seen by the admin only.

Manage inquiries

Here u can manage all the inquiries sent on your website.

Inquiries are sent when the guest contacts the owner via „Contact owner“ tab in front-end area.

By default the inquiry status is „pending” (awaiting review / moderation).

In admin area can be seen the „admin status” column. If this is on „yes” ... the inquiry is visible by owners too, if on „no”... the inquiry is visible by admin only.

When an inquiry is sent:

- the script checks the property owner package.
- If the package has „Show contact” on „no” the inquiry's „admin status” will be set „no” -> this means the inquiry is sent to admin only.
- If the package has „Show contact” on „yes” the in inquiry's „admin status” will be set „yes” -> this means the inquiry is sent to owners.

Manage reviews

Here u can manage all the reviews sent on your website.

The reviews can be added by logged in users only.

Each property can be reviewed by guests via „Write review” form in front-end area.

By default the reviews status is „pending” (awaiting moderation).

If the combination reviewer user + check in date matches the bookings database (this means the reviewer really stayed at that property) the review status is automatically changed to „active”.

The owner of the property can add a reply to the review but cannot change the review info.

Manage listing types

Here you can manage the listing types.

Important to know here :

- slug field is used for search. Should contain alpha-numeric + hyphens only (a-z,0-9,-). And also should be unique.
- Also u can set if the listing type is searchable or not. If this field is set on „no” the listing type will not appear in the „Refine search” area.

The max number of search-able fields is set to 5.

Manage bedroom options, bathroom options, access options

Here you can manage the bedrooms / bathroom / access options.

Manage holiday types

Hereu can manage the holiday types.