

Unit Setup

Unit Setup

Individual Units can be configured to reflect the unique settings of the unit.

1 Unit

To change the Unit #:

- Expand out the **Unit Type** from the Tree List and select the Unit Type. Click on the Unit within the list to enter in the Unit #/label.
- Name:** #/label that will appear on the Availability Grid.
- Long Name:** #/label that will appear on Online Bookings, Reports and Client correspondence.
- Alternatively, click on the **Unit Type** and click **Edit All**. This will allow you to edit **ALL** units within the Unit Type.

Unit Type: Displays the Unit Type for the Unit.

2 Unit Description

A description can be entered into the Unit Description i.e. shady site near the lake. This description will display within the **Upcoming Bookings & Pencil In** drop down when that Unit is clicked on the Availability Grid.

3 Open/Close Date

When the Unit is no longer available i.e. permanently closed, adjust the **Close Date** to the last date the unit is available for.

Any **Closed** units will disappear off the Availability Grid after the Closed date.

Check In & Check Out: This is locked based on the Unit Type configuration.

4 Unit Images

Images can be uploaded to display on the Online Booking page.

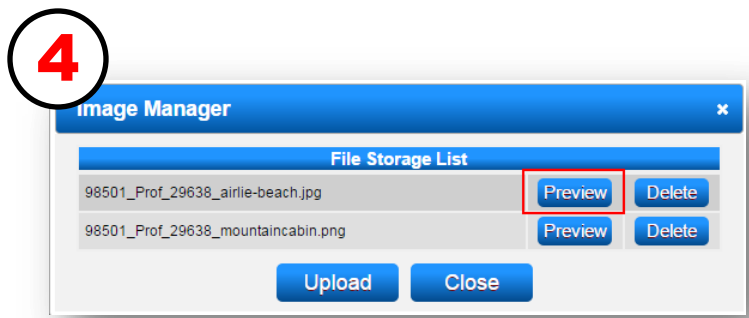
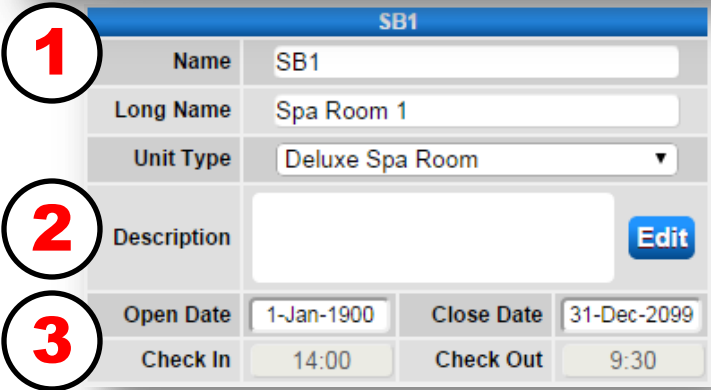
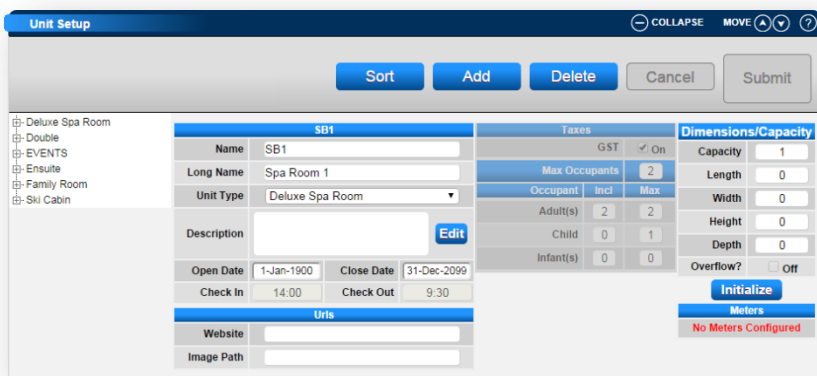
Click **Modify Image List**.

Within the **Image Manager** box, click **Upload**.

Click **Upload a file** and select the image from your Computer files.

Once uploaded, you can **Preview** the image by clicking **Preview** next to the image.

Guests can now view these images on your Online Booking page when selecting the Unit Online.



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Unit Setup contd...

5 Unit Dimensions/Capacity

Capacity: You can configure appropriate units with multiple capacities so more than a single person or group can book them. For example, dorm rooms can be configured with 8 beds.

Length: If your units' lengths differ from the maximum length entered in Unit Type setup, enter in the specific length of the unit. This length will display on the Availability Grid and will restrict vehicles exceeding that length being checked in to that unit #.

Width/Height/Depth: Enter the width, height or depth for the unit here. Used at Marinas and Camping businesses where there is a size restrictions on berths/sites.

6 Meters

If the Meters set for this Unit Type, in Unit Type Setup, do not apply to this individual Unit, unselect the Meter flag.

If Meters apply to this unit, click **Initialize** to enter in the Opening Reading for the Units.

5 **Dimensions/Capacity**

Capacity	<input type="text" value="1"/>
Length	<input type="text" value="0"/>
Width	<input type="text" value="0"/>
Height	<input type="text" value="0"/>
Depth	<input type="text" value="0"/>
Overflow?	<input type="checkbox"/> Off

6 **Meters**

Power	<input type="checkbox"/> Off
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