

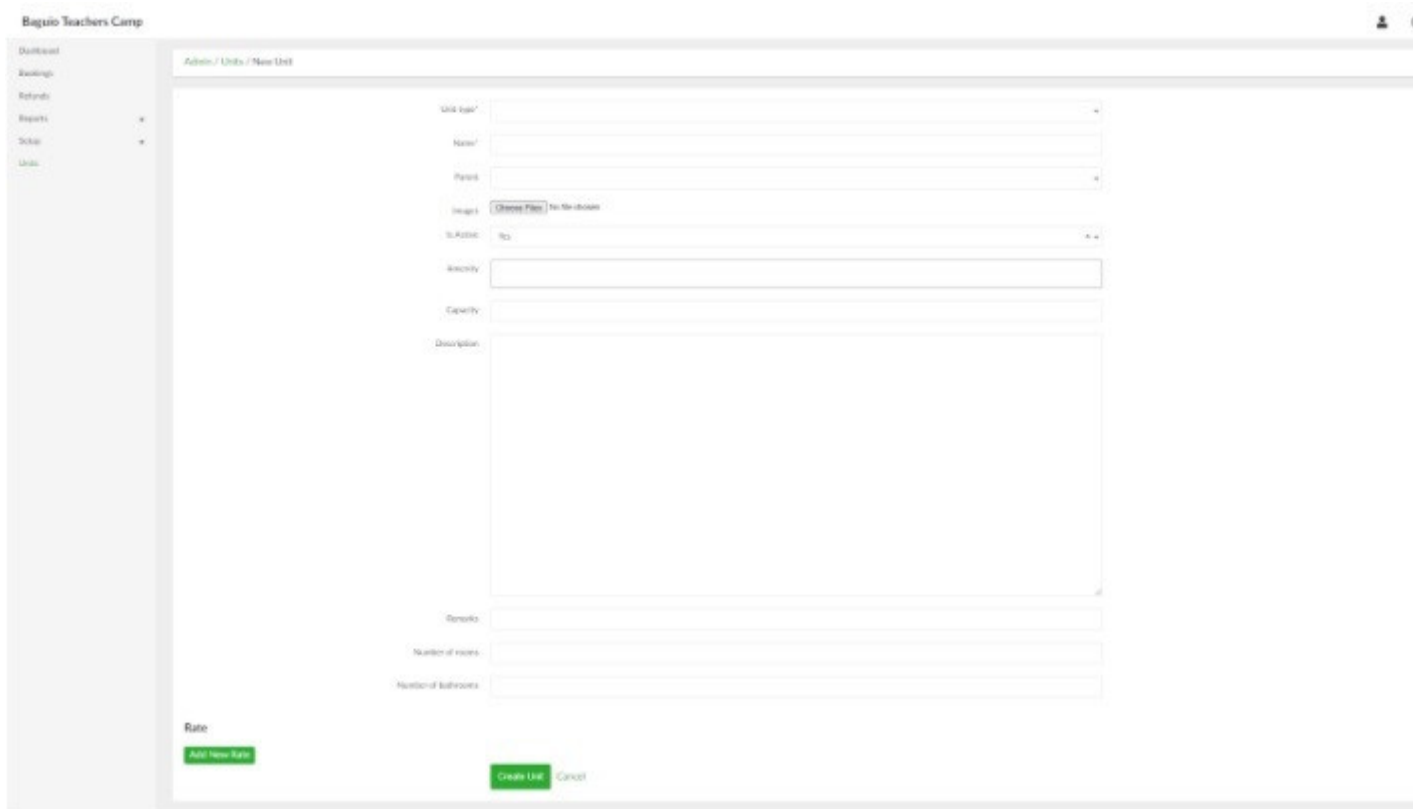
# Creating a New Unit

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# How to Create a New Unit

**Summary:** This article provides instructions on how to create a unit.

1. In the list of units page, click the New Unit button. This will open the Create New Unit page.



The screenshot shows the 'Create New Unit' page in the Baglio Teachers Camp system. The page has a sidebar on the left with navigation options: Dashboard, Settings, Reports, Schedules, and Units. The main content area is titled 'Admin / Units / New Unit' and contains a form with the following fields:

- Unit type: dropdown menu
- Name: text input field
- Period: dropdown menu
- Image: 'Choose File' button and 'No file chosen' text
- Is Active: radio buttons (Yes/No)
- Priority: text input field
- Capacity: text input field
- Description: large text area
- Remarks: text input field
- Number of hours: text input field
- Number of bathrooms: text input field

At the bottom left, there is a 'Rate' section with an 'Add New Rate' button. At the bottom right, there are 'Create Unit' and 'Cancel' buttons.

2. Provide the necessary information in their respective fields. *Note that certain information such as Unit Type and Amenities need to be created first under Setup before they can be included in creating a Unit.*

3. When done, click the Create Unit button.

# Adding Rates

Rates add specific booking information such as booking price, person per unit, duration length, start and end time (if applicable).

1. In the Create Unit page (see above), click Add New Rate button. This will show additional fields shown below:

**Rates**

Name	<input type="text"/>
Description	<input type="text"/>
Price*	<input type="text"/>
Pax per unit*	<input type="text"/>
Duration count*	<input type="text"/>
Duration unit*	<input type="text"/>
Start time	<input type="text"/>
End time	<input type="text"/>
Is Enabled	<input type="text" value="Yes"/>

- Name and Description - if applicable, labels and describes the rate.
- Price - booking price per duration (see below)
- Pax per unit - number of people included in the booking price for the unit
- Duration count - duration length covered by the booking price
- Duration unit - duration length unit (days/nights/hours)
- Start time and End time - if applicable, rate can include start and end times (follows 24-hour format)
- Is Enabled - if set to No, the rate is not viewable by the user/client.

2. To add more rates, click the **Add New Rate** button.

3. To remove a rate, click the **Remove** button.