

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 displays the 'Create New Unit' page within the Baguio Teachers Camp system. The page title is 'Admin / Units / New Unit'. On the left, there is a sidebar menu with options: Dashboard, Bookings, Reports, Schedules, and Units. The main content area contains a form with the following fields:

- Unit Type: A dropdown menu.
- Name: A text input field.
- Period: A dropdown menu.
- Image: A field with a 'Choose File' button and 'No file chosen' text.
- Location: A dropdown menu.
- Capacity: A text input field.
- Description: A large text area.
- Remarks: A text input field.
- Number of rooms: A text input field.
- Number of Bedrooms: A text input field.

At the bottom left, there is a 'Rate' section with an 'Add New Rate' button. At the bottom center, 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.

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