

# Viewing Lists of Unit Page

**Summary:** This article provides instructions on how to view listings of available units.

1. In the side navigation pane, click **Units**. This will open the List of Units page:

The screenshot displays the 'Admin / Units' page in the Baguio Teachers Camp system. The page features a sidebar on the left with navigation options: Dashboard, Bookings, Refunds, Reports, Setup, and Units. The main content area shows a table of units with the following columns: Name, Unit Type, Capacity, Is Active, and Remarks. A top navigation bar includes various unit categories such as All (14), Conference Halls (14), Dormitories (22), Guest Houses (16), Rector Hall (2), Quilino Hall (2), Escada (2), Staff House (2), Rivas Hall (2), Magaypay Hall (2), Hernandez Hall (2), SQ Annex (2), SQ Medical (2), Pagan Hall (2), and SQ Main (2). A green box highlights the 'View' and 'Edit' buttons for each unit row, indicating that these actions can be performed on individual units.

Name	Unit Type	Capacity	Is Active	Remarks
Alaska Hall	Conference Hall	250	Yes	
Albert Hall (L&R)	Conference Hall	25	Yes	
Albert Hall (Main)	Conference Hall	250	Yes	
Albert Hall (Right)	Conference Hall	25	Yes	
Bachloris	Secretary		Yes	
Bachloris Hall	Conference Hall	400	Yes	
Carla P. Remala	Conference Hall	250	Yes	
Colage 1	Guest House	27	Yes	
Colage 102	Guest House	31	Yes	
Colage 103	Guest House	31	Yes	
Colage 104	Guest House	31	Yes	
Colage 105	Guest House	31	Yes	
Colage 106	Guest House	31	Yes	
Colage 2 DOWN	Guest House	9	Yes	
Colage 2 UP	Guest House	34	Yes	
Colage 201	Guest House	7	Yes	
Colage 202	Guest House	6	Yes	
Colage 203	Guest House	7	Yes	
Colage 204	Guest House	5	Yes	
Colage 205	Guest House	5	Yes	
Colage 206	Guest House	5	Yes	
Colage 207	Guest House	5	Yes	
Colage 208	Guest House	5	Yes	
Colage 209	Guest House	5	Yes	
Colage 210 DOWN	Guest House	6	Yes	
Colage 210 UP	Guest House	35	Yes	

In the List of Units page:

1. Filters based on unit type can be used to narrow down the list of units.
2. Each specific unit can be viewed and edited.

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