# NIDA ROOMS CMS DOCUMENTATION

## User Management

- If  you want to manage all the users click people then you will see all the users in list. Also you can filter the user based on different filters
- For editing the user click edit link and make the changes
- Here you can change the all the values including email, password, roles etc...**Note :** Be careful when assigning the role. Because if wrongly assigning administrator role to any of the user will collapse entire system

## Slider:

Slider is a content type. Its can be used to display the home page sliders. if you want edit follow the below steps

1. Login as admin
2. Click content in top menu
3. Select the filter type "slider" and filter it.
4. Now all the slider content will be displayed. Click edit button then you modify the slider image.
5. If you want to add new slider click content->add content->slider. New form will appear. Give the title and upload the slider images and save it.

## Room Management System

Room Management system is a content type for hotel information. These contents added by operation guys. So here no need to edit and add the contents

## Booking Management System

Bookings are created by consumers. But here you can see all the bookings both success & Failure (Success in published state and Failure in Non published stare)

## Blocking Inventory

Blocking Inventory separately handling by operation guys. here you can edit the block list already added(Ex : Removing the only one date from that request)

## Promo

Promo handling by revenue peoples. No need to add and edit here

## Basic Page

Basic page contain the all the static pages like about us, promo etc...

1. Login as admin

2. Click content in top menu

3. Select the filter type "Basic Page" and filter it.

4. Now all the Basic Pages content will be displayed. Click edit button then modify the content.

**City Images:**

City Images is a content type. Its contain flip card images and top destination images. if you want modify follow the below steps

1. Login as admin

2. Click content in top menu

3. Select the filter type "City Images" and filter it.

4. Now all the city images content will be displayed. Click edit button then you modify the city image.

5. If you want to add new city image click content->add content->city image. New form will appear. Give the title and upload the city images and city id and save it.

**Testimonials**

Testimonials is a content type. it will display the testimonials content on home page.

**Tax Master**

if you want to add/edit any country tax/message you goto structure->taxonomy->tax master and edit the particular country and make the changes

**Search Listing Page City Banner**

For editing the city on banner on listing page goto structure->taxonomy and select country and click the particular city and upload the city image on bottom of the form.

**Amenities / Hotel Facilities**

For editing / adding amenities goto structure->taxonomy->Hotel Facilities

Note : For some of the pages contents there in template file. For that you have to contact developers

**Tracking / Testing Urls:**

- **http://www.nidarooms.com/location-testing**
- **http://www.nidarooms.com/booking-checking**
- **http://www.nidarooms.com/testing-users**
- **http://www.nidarooms.com/testing-hotels**

**Promo Extending**

If you want to extend/modify the promo follow the below steps.

1. Login as administrator

2. Goto content and filter the content using type "Promo"

3. Click the edit link on particular promo

4. Make your changes and save it.

5. Once you save the promo in unpublished state. So if you want publish/Activate the promo click the corresponding check box on left side and select the "publish selected content" and update it.

**Manual Booking Activation**

If you want to activate the booking follow the below steps.

1. Login as administrator

2. Click and content and filter the booking management system content

3. Click the edit option in particular booking ID

4. Now edit form will be displayed. You have to scroll down then you will find Booking User ID Field. Select the user id from that field (Ex : munnyrahzaliran@gmail.com [uid:19336] )

5. Once u got the user id and booking ID copy and paste the below url in browser
http://www.nidarooms.com/booking-activation?booking_id=MYPOW137235&check=1&uid=19336

6. Replace the Booking ID and User ID in above url and press enter

7. Now particular booking is activated and triggered the mail to customer

**Note : Y**ou have press enter after replacing the booking id and user id. Also this url only avaialable for administrator not for other user.