#### F.Q.A - FREQUENTLY ASKED QUESTIONS

What is the header? The header contains notifications and







messages.

**What is the left side bar?** In the left slide bar, You can check dashboard, view your profile, view messages and manage users, manage rooms and manage restaurant.



## How can I view message & notifications?

You can click on "Message" in the left side bar or you can click on notifications and messages symbol in the header of the page

# How can I manage users? How can I manage rooms? How can I manage restaurant?

You can click on "Manage Users", "Rooms & Bookings", "Restaurant & Services" in the left side bar

#### How can I edit profile?

You can click on the "profile" in the left side bar and input information to edit then submit

#### How can I change my password?

You can click on the "profile" in the left side bar and input current password, new password and confirm to change password

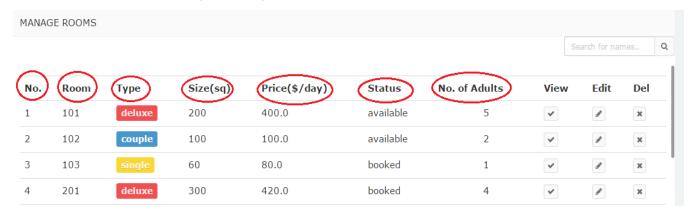
#### How can I ban a user?

If the users spam or they are hackers. You can ban them by clicking on ban button

No.	User	Resgiter Time	Full Name	Phone	Address	View	Del	Ban
1	cuongvip12101995@gmail.com	Tue Aug 01 11:59:31 ICT 2017	Đỗ Hùng Cường	0908998923	24 đường 7 Phường Bình An Quận 2	~	×	0
2	cuongvip1295@gmail.com	Tue Aug 01 21:24:56 ICT 2017	Hùng Cường	0908998923	24 đường 7 Phường Bình An Quận 2	•	×	0
3	cuongvip1295@yahoo.com.vn	Wed Aug 02 17:17:29 ICT 2017	Cường	0908998923	24/7 Bình An Quận 2	~	×	0
4	cuongpro1295@gmail.com	Thu Aug 03 09:16:57 ICT 2017	Hùng Cường	0908998923	24 đường 7 Phường Bình An Quận 2	•	×	0
5	cuongvipro1295@gmail.com	Fri Aug 04 14:05:29 ICT 2017	Cường	0908998923	24 đường 7 Phường Bình An Quận 2	•	×	0

### How can I sort a table?

You can sort the table by clicking on the title of each column



For example if you want to sort the "Manage Rooms" table by Price You can click on the title "Price(\$/day)". Then the table will automatically sort

No.	Room	Туре	Size(sq)	Price(\$/day)	Status	No. of Adults	View	Edit	Del
3	103	single	60	80.0	booked	1	~		×
7	204	single	60	80.0	available	1	•		×
10	302	single	60	80.0	booked	1	•		×
17	404	single	60	80.0	available	1	•		×
2	102	couple	100	100.0	available	2	•		×
5	202	couple	100	100.0	booked	2	•		×
6	203	couple	100	100.0	booked	1	•		×