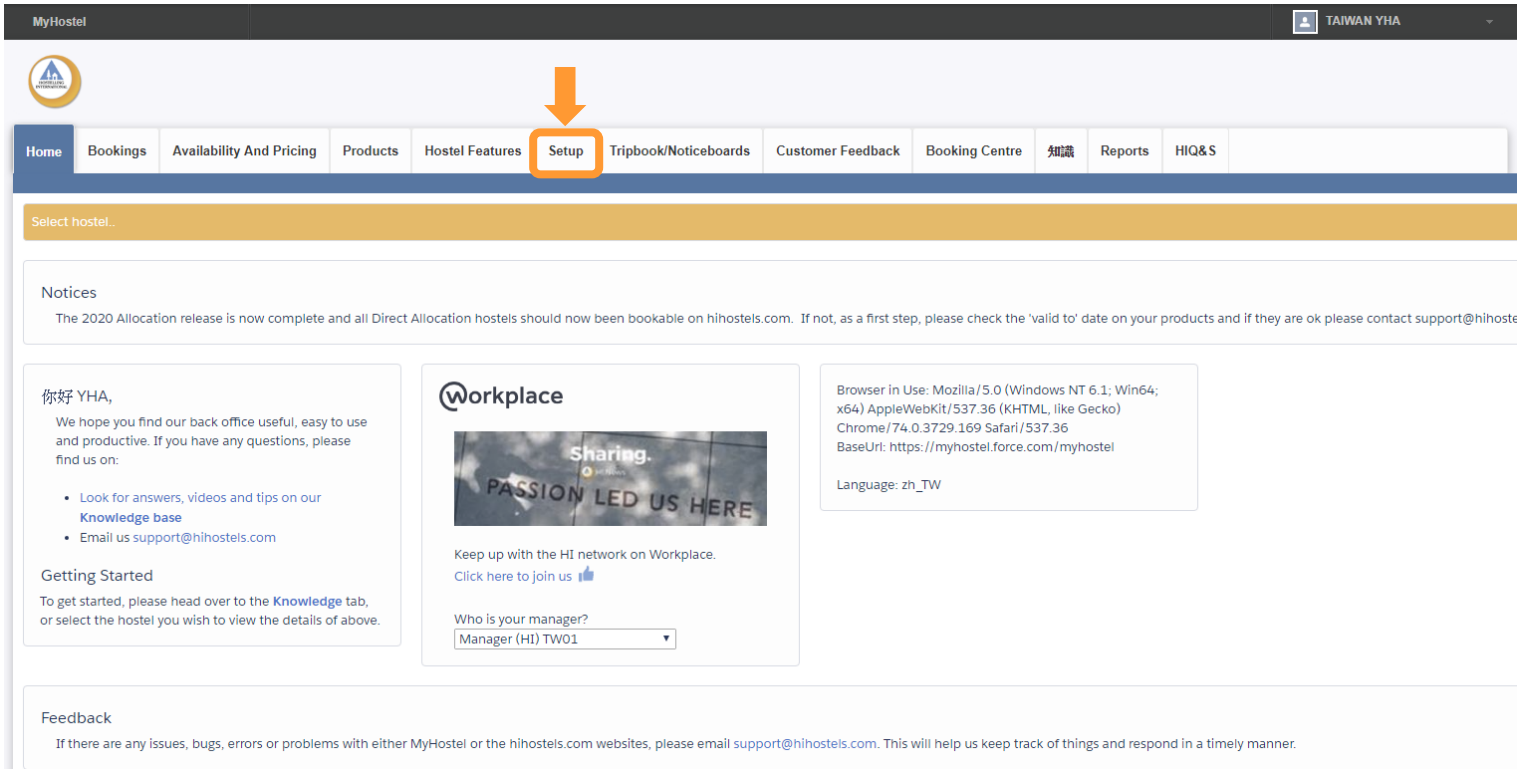
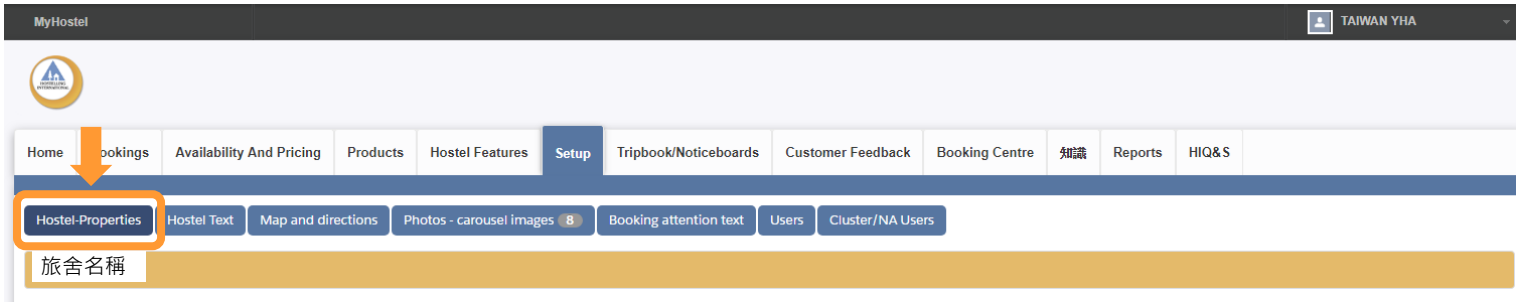
MyHostel 後台 - 設置教學

■ 基本設定

□ 先點選 set up 選項



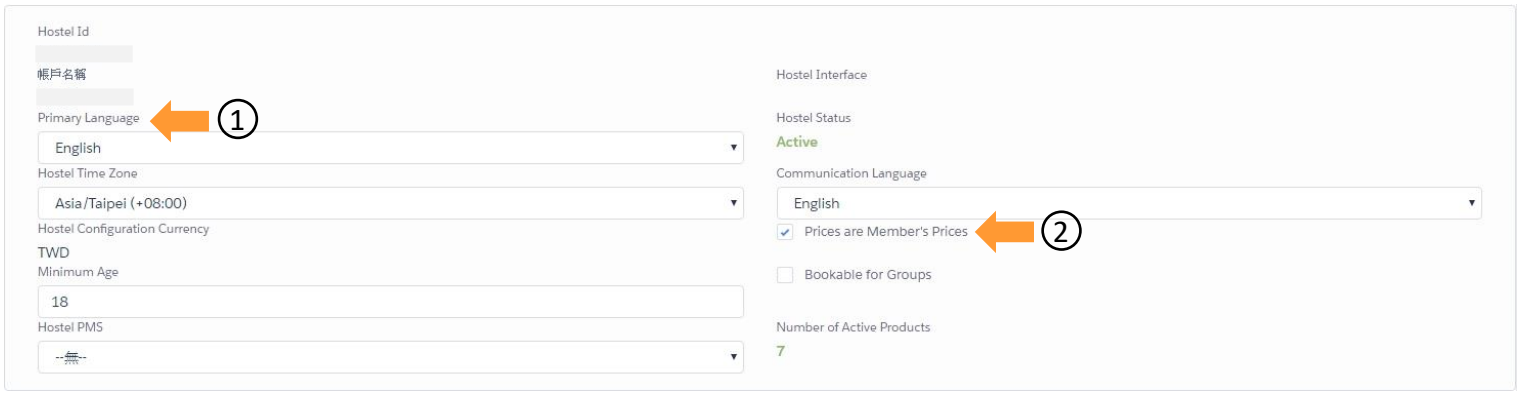
□ 設置 Hostel Properties



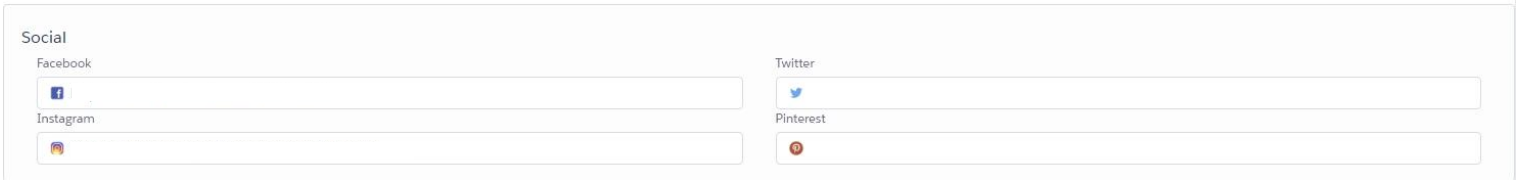
Part.1

①Primary Language：語言一律設定為 English

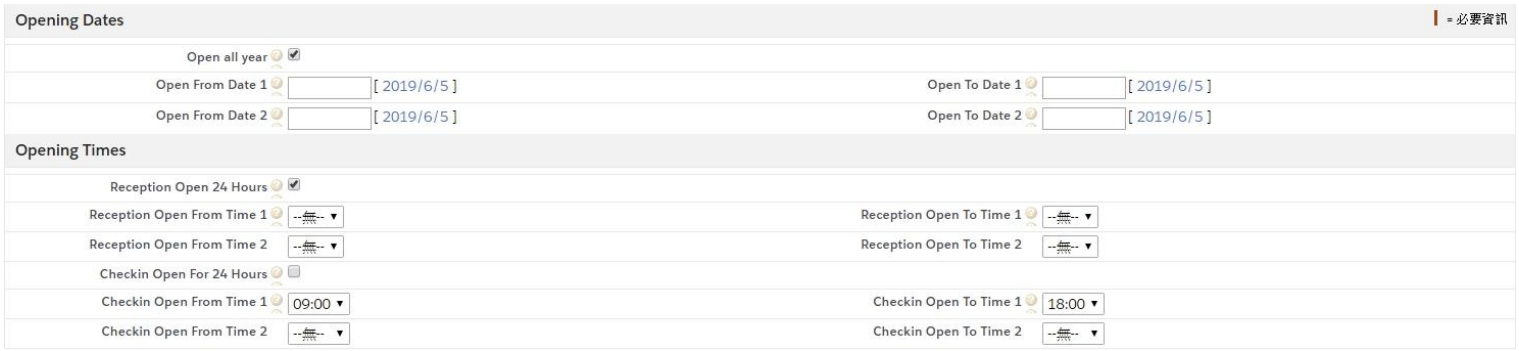
②Prices are Member's Prices：旅舍可自行決定上架之金額為會員價與否，但建議以會員價公布!



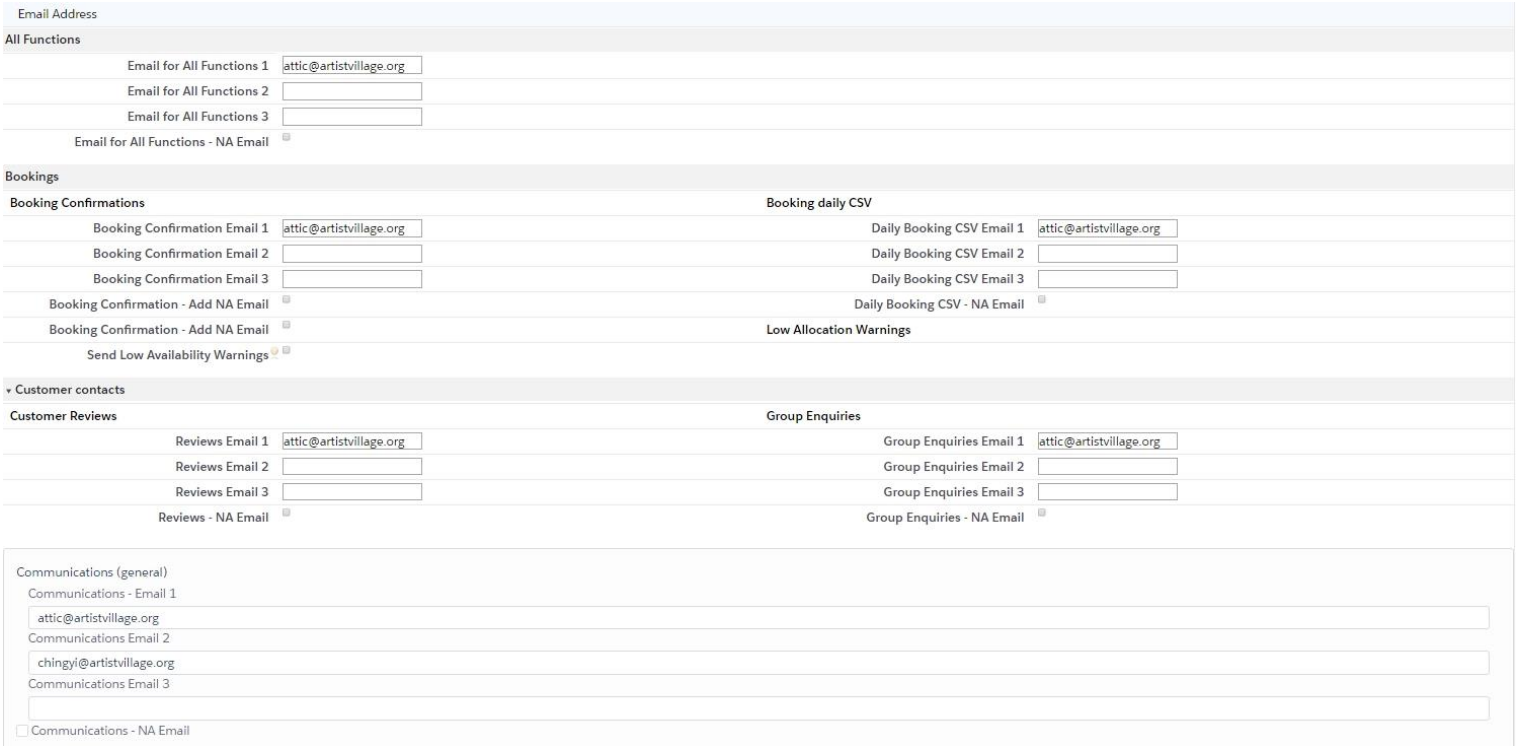
Part.2
Contact Information & Social 所有資料都要填入，國碼選 Chinese Taipei



Part.3
Opening Dates 全年無休(Open all year)或自訂起迄日期
Opening Times
①櫃檯 24 小時開放(Reception Open 24 Hours)，或自訂起迄時間
②24 小時都可 Check in(Checkin Open For 24 Hours)，或自訂起訖時間



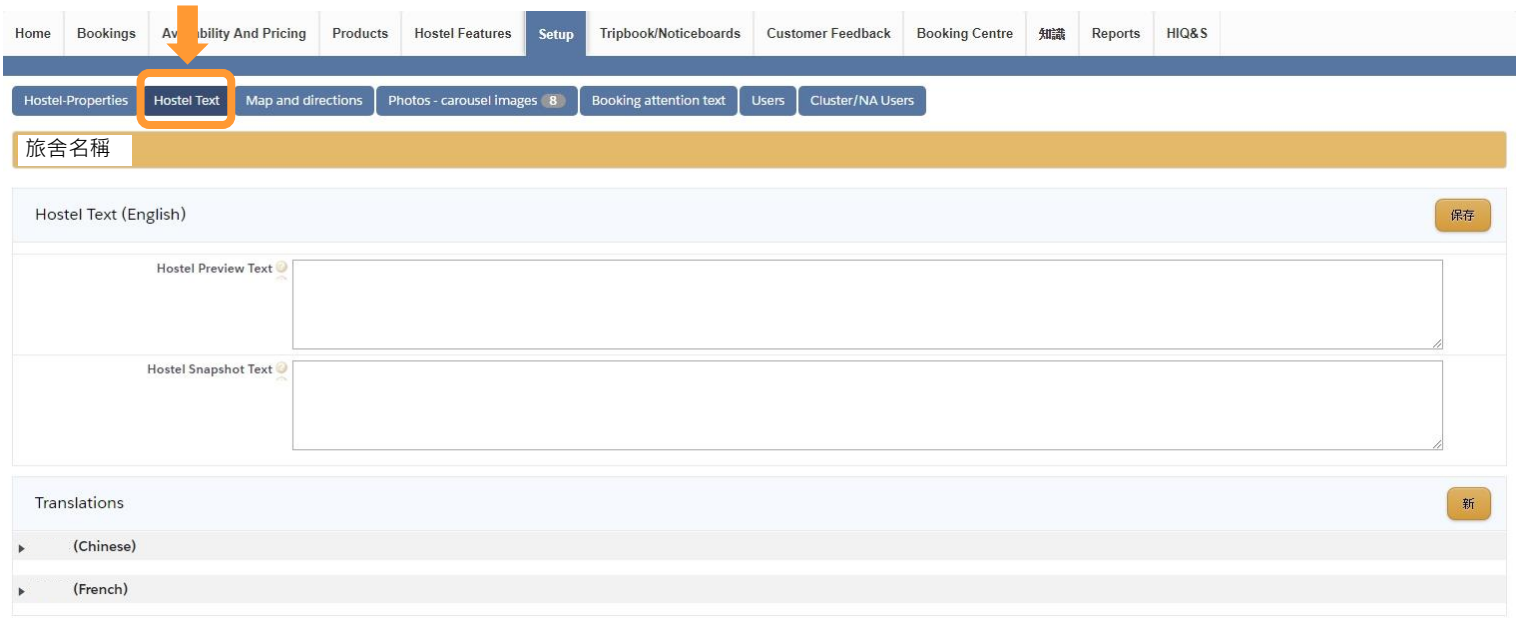
Part.4
E-mail Address 填入旅舍聯繫用 email，若有備用也可填入



※ ***設定完成記得按 Save 儲存!!***

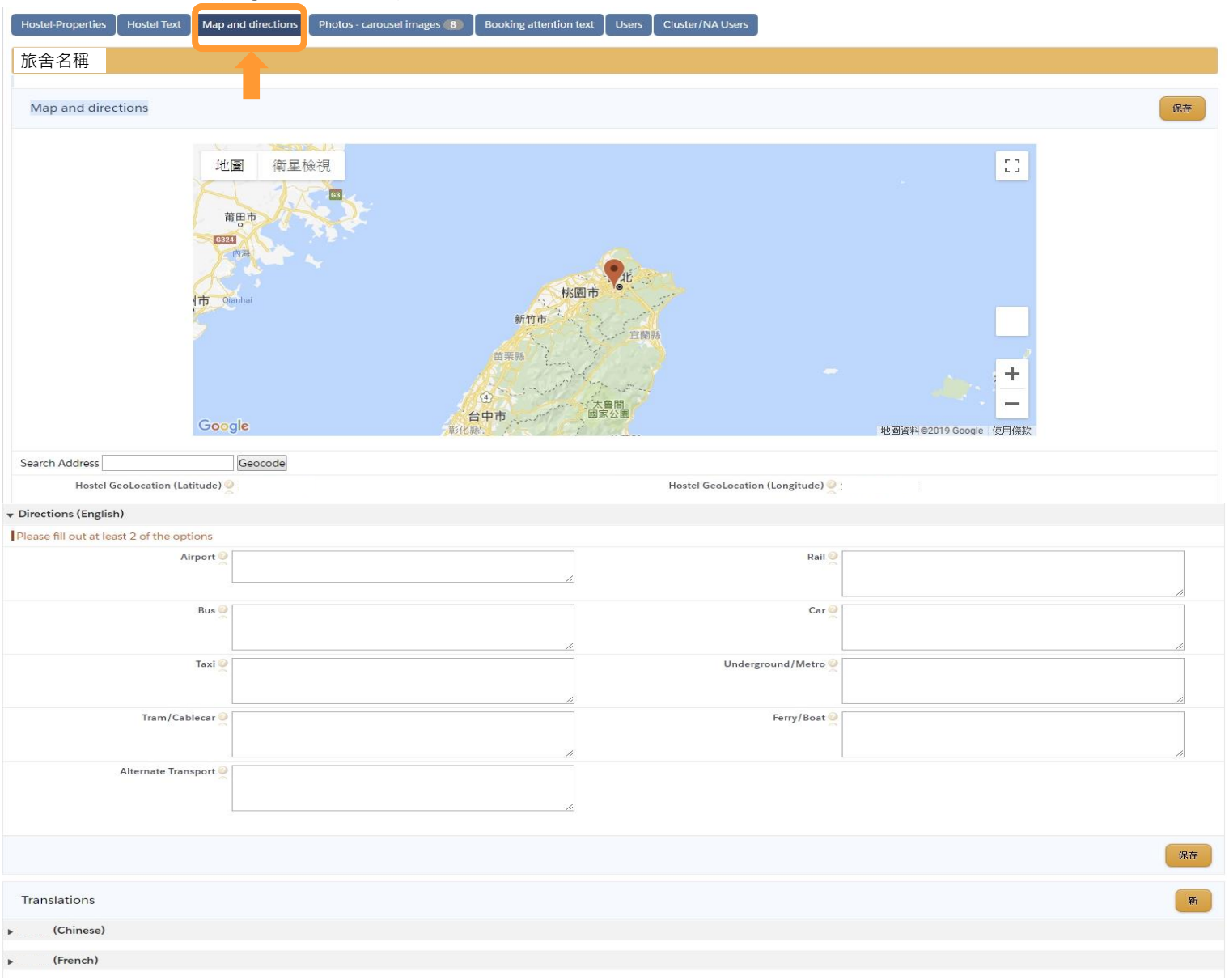
□ Hostel Text

Hostel Text (English) & Hostel Text (Chinese)
填入 Hostel Preview Text 旅館介紹、Hostel Snapshot Text 旅館形象簡短說明

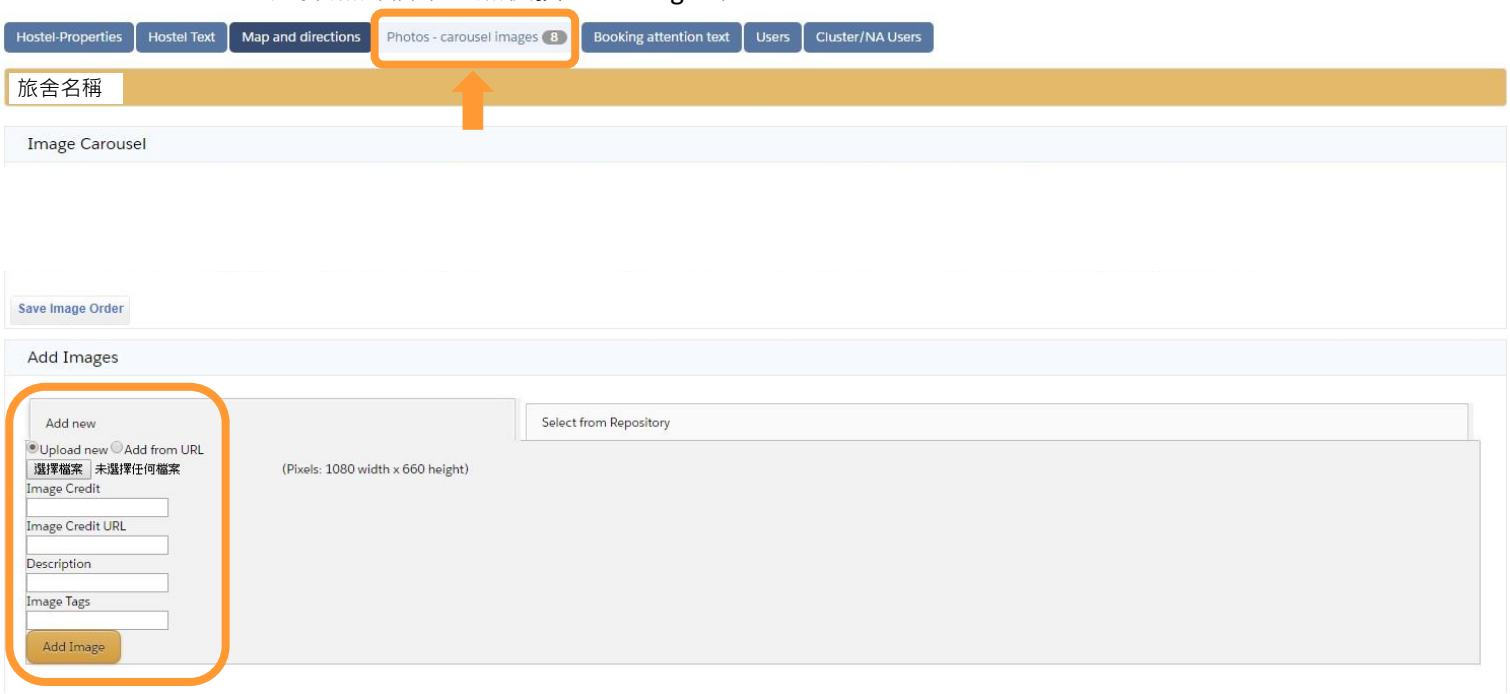


□ Map and directions

將旅舍英文地址放置 Search Address，即可取得座標定位
Directions (English & Chinese) 用英、中文說明抵達旅舍之交通方式



□ **Photo-carousel images**
Add new：選擇照片檔案，然後按 Add Image 即可

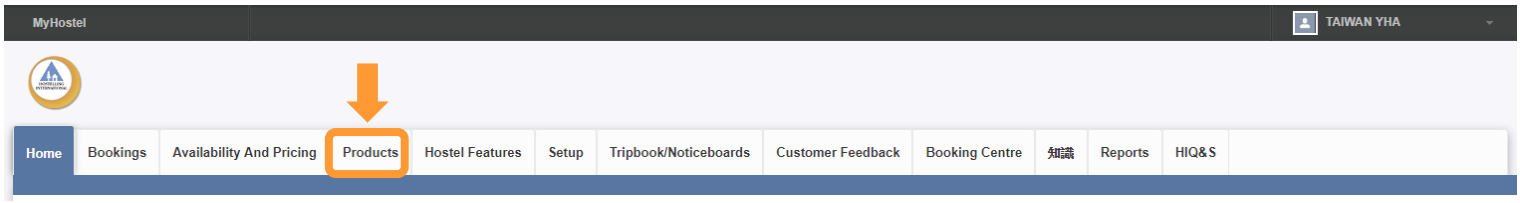


□ **Booking attention text**
預定注意事項，若有在訂房時就必須提醒的需注意事項，勾選後即會顯示於前台。

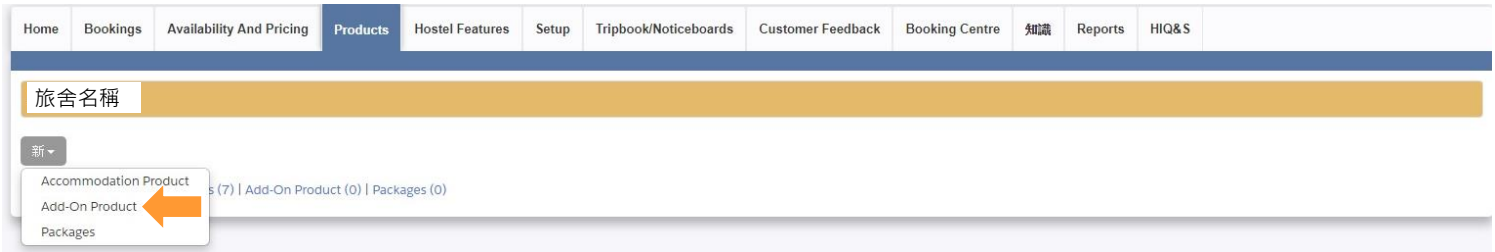
□ **Users 使用者**
User Management 點選使用者列，即可跳出使用者內容，若有需要修改處，點選 Edit，此處可設定使用者權限，可按照各旅館之工作人員辦理。

■ Product 產品

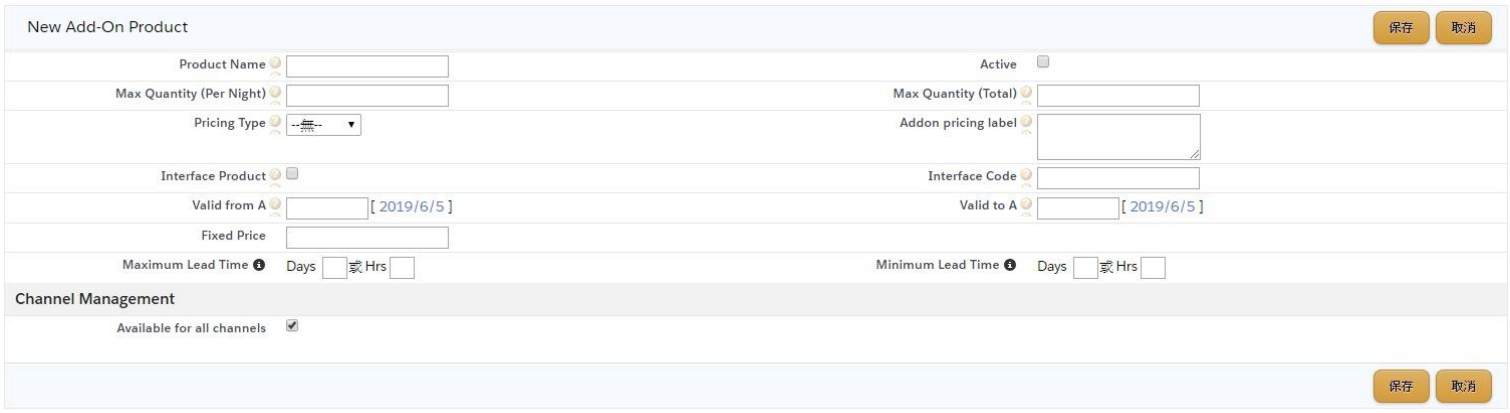
□ **點選 Products**



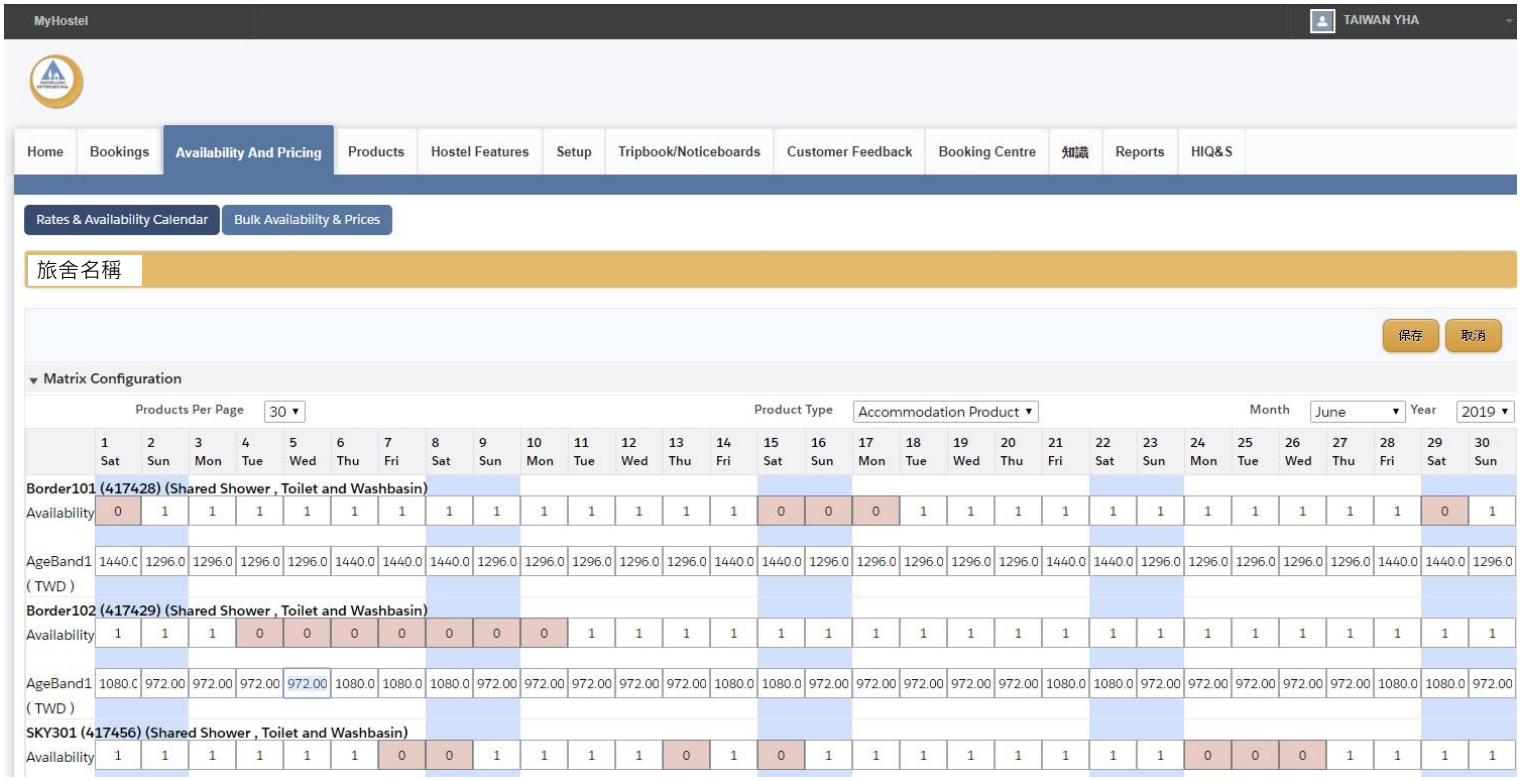
□ 點選 **New**，選擇 **Add-on product**



□ **New Add-On Product**：填入產品資訊後儲存(save)即可。
Product Name 產品名稱 Max Quantity (Per Night)最多預定晚數 Valid from A→Valid to A 產品週期



□ Availability & Pricing 產品數量與價格

Rates & Availability Calendar

可修改房間間數與價格，可按平假日調整數量與價格，修改完成記得儲存(save)