

# USER MANUAL



## LESUIRE TOUR

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# Introduction

## **Leisure Tour is now available online!**

Leisure tour is a tourism company with a long experience in tourism. The company was founded with the intention of bringing people from all over the world to service in srilanka. The online procedure makes it easier, simpler and time saving to get for our organization. We are specialized in travel design and can organize a variety of trips. Our tours are designed to give you a travel experience that is inspiring, unique and deeply rewarding and to offer you fun excitement, comfort and great memories.

Visit Leisure Tour website (<http>) to register your profile online. All overseas tourists and local tourist can get customize booking approval or booking package. And you can now do it all online.

## Purpose of this Manual

This User Manual contains all the essential information for the user to make a complete use of online travel booking. The institution of guides is a basic component of the infrastructural requirement both for International and Domestic tourism.

The main purpose of the User Manual is to help the users to get all the required information on the subject that the user guide is on. This User Manual helps tourists to get organize a variety of trips and travel design for Leisure Tour online from the organization. This User Manual is organized and is basically set out and simple to understand.

Every user can get the step by step understanding of the online registration form from this User Manual. All tourist can learn the main purpose of the online registration which will make it easier and simpler for them to get travel guide from this website.

## Steps to online Leisure Tour website

There are easy steps to Leisure Tour online:

- Sign Up
- Sign IN
- Home
- About
- Tour
- Policies
- Contact Us
- User profile
- User Account control

Figure 1

# 1. Sign Up

- ❖ Whether you are booking tour or see the website you have make Registration here.
- ❖ To register, choose the **\_signup** option from above the Leisure tour website (<http>)

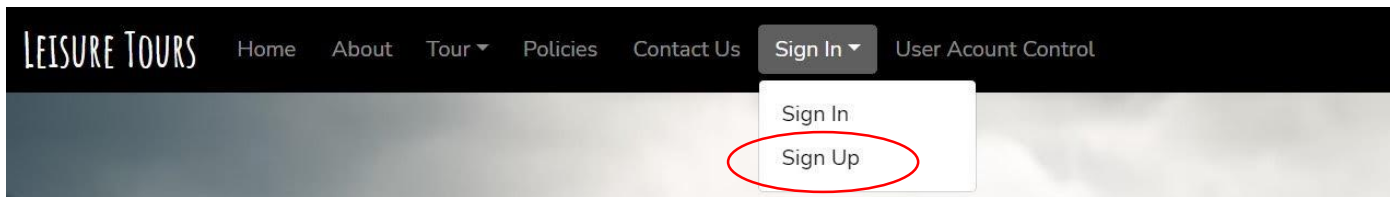


Figure 2

- When you choose signup option, a registration form will appear. The form needs to be filled with few details about you.
- A Registration form will appear like fig 2.1

A screenshot of the 'Leisure Tours' website showing the 'Sign Up' registration form. The background is a scenic mountain landscape. The form is titled 'Sign Up' and contains the following fields: First Name, Last Name, Contact Number, Email ID, Address, Are You Sri Lankan? (radio buttons for Yes and No, with Yes selected), Select Country (dropdown menu), Nationality, Passport/NIC, Password, and Confirm Password. There is a checkbox for 'I agree the terms and conditions' and a 'Sign Up' button. At the bottom, it says 'Already have an account? [Sign In](#)'.

Figure 2.1

### Filling up the Registration Form

- a. Enter the first name and last name for you are registering, along with its complete contact number, email Id, Address.
- b. Select the yes or No filed, if you are a srilankan.
- c. After providing your name, contact number, email, Address, srilankan or not option. You need to select the country from the dropdown menu.
- d. Enter the Nationality and passport or NIC number.
- e. Provide a password to confirm password for future login. **The password that you choose should be 8-15 characters in length and it must include one from a - z (small), at least one numeric and one special character.**
- f. Finally tick the option for agree the terms and conditions.
- g. After filling the complete registration form, click the sign up button to complete the Registration process.

## 2. Sign In

- a. When you choose the **sign in** option from above the website. You need to enter the email and password.
- b. Check the window as in fig 3 on Sign in.

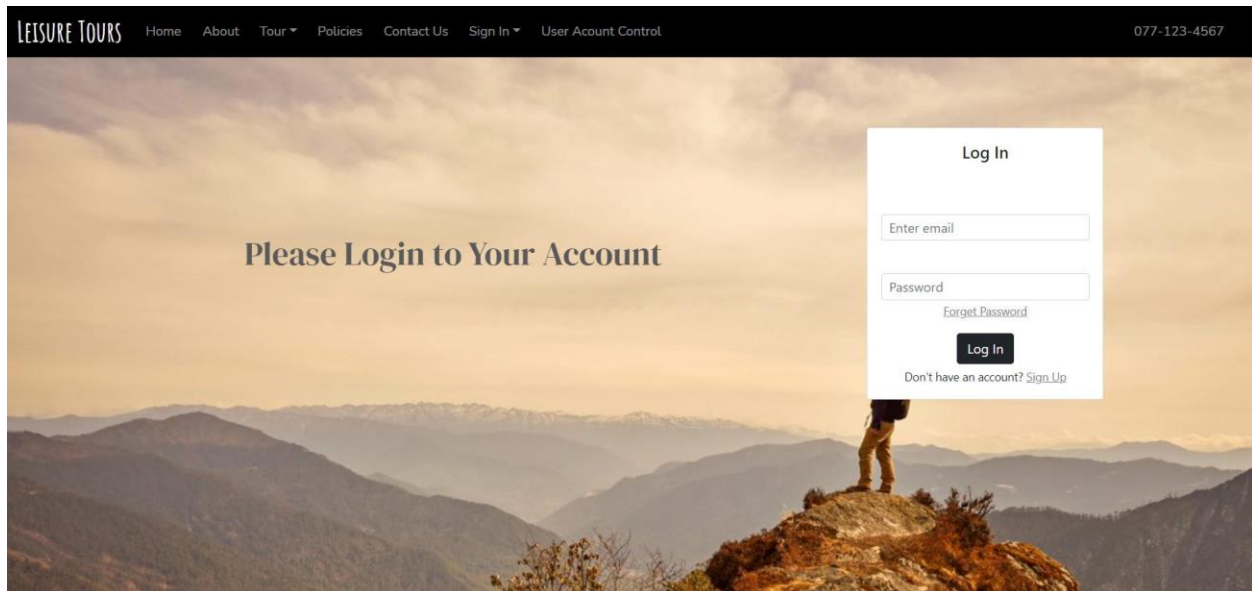


Figure 3

- c. When you login, a new window will appear, where the user profile



## Forgot password

- ❖ If you have forgotten your password, then you can generate a new password by clicking on **forgot password** option.
- ❖ Check the window as in fig 3.1

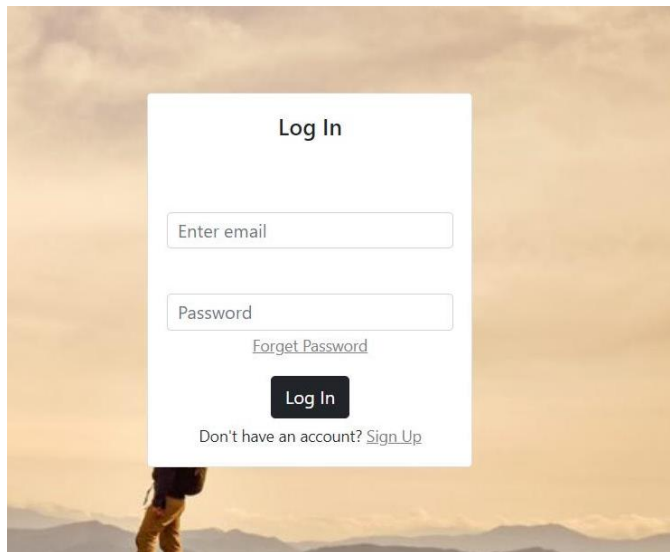


Figure 3.1

- A new window will appear which will ask the email that you filled at the time of registration. Enter the registered email id.
- Then click the Request password reset button to send the request.

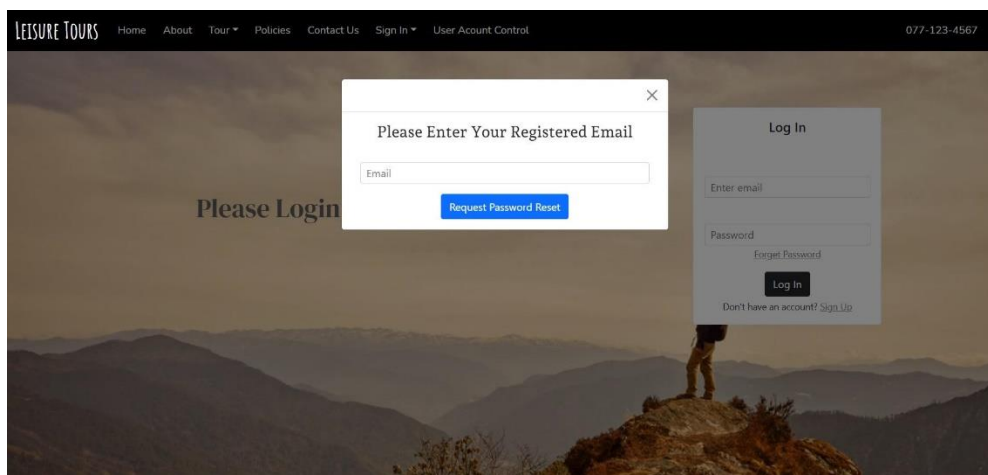


Figure 3.2

- Display the successfully popup message.

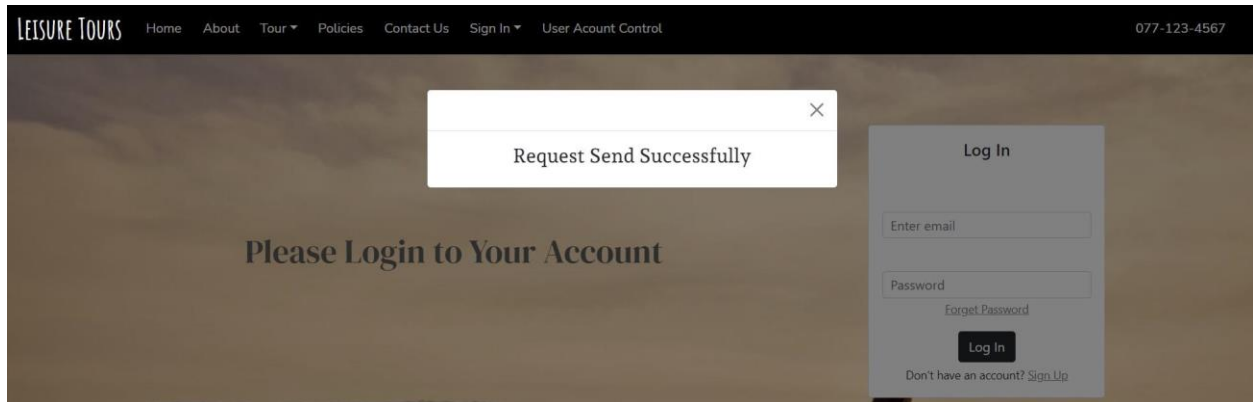


Figure 3.3

### 3. Home

- ❖ When you click the **Home button** that window will appear.
- ❖ Check the window as in fig 4

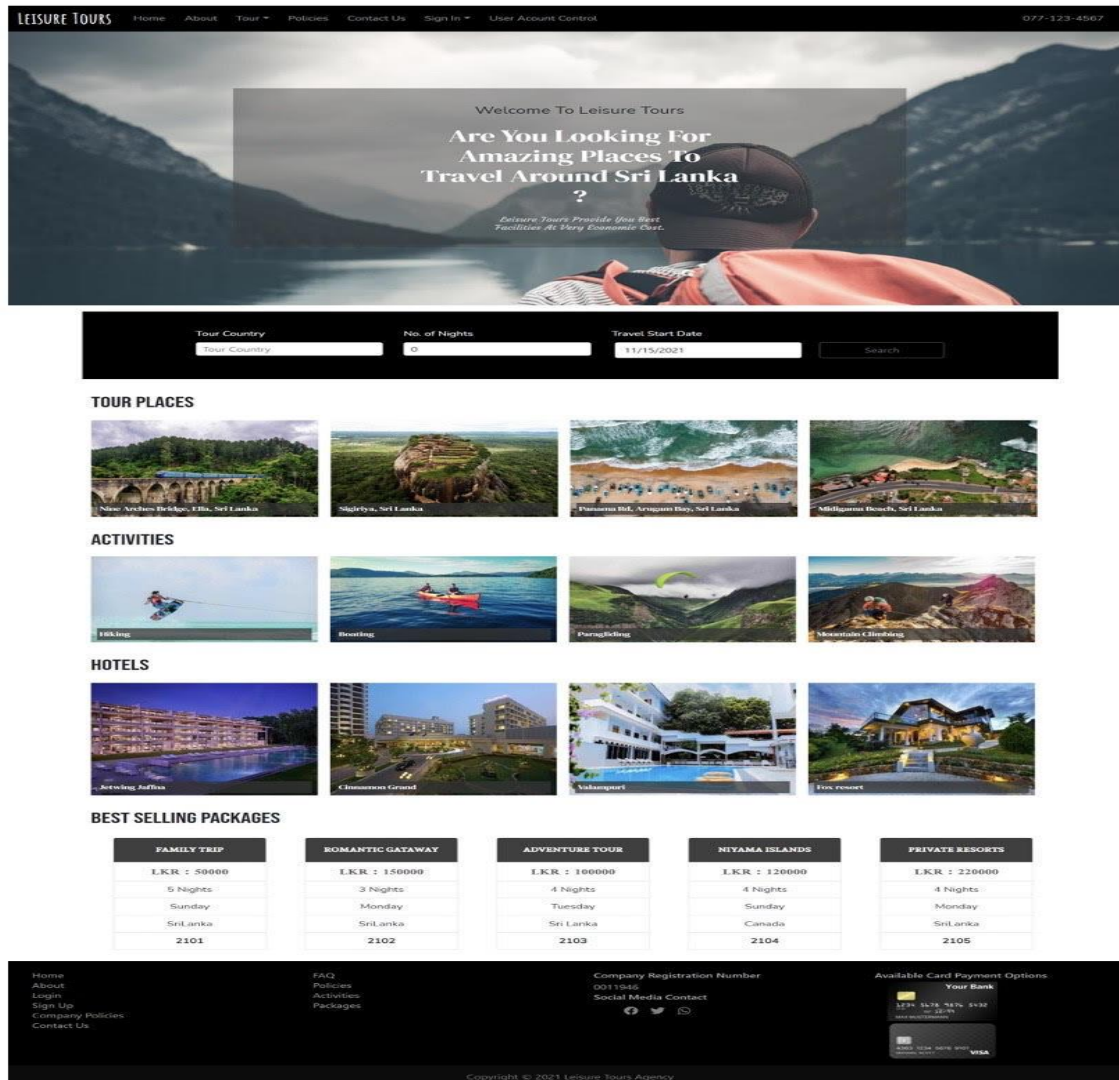


Figure 4

- a. Enter the Tour country, No of night and Travel Start date and click the search Button.
- b. Results will appear on window.
- c. Check the window as in fig 5

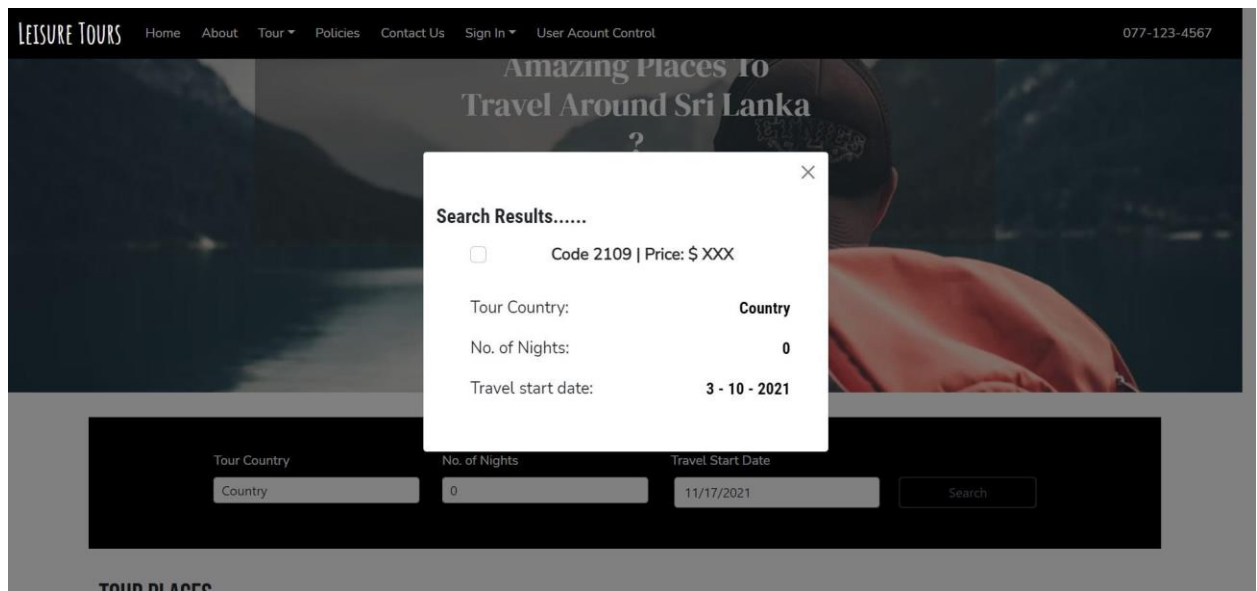


Figure 5

- d. When you scroll the home page you can see the Tour places, Activities, and Hotels Images.
- e. Finally you can see the Best-selling packages.

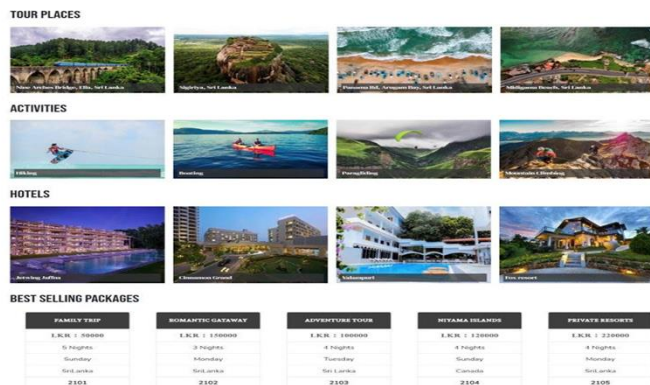


Figure 6

## 4. About

- ❖ When you click the **About Button** that window will appear. That page will shows that our organization story, vision and mission, our partners, and Company Team Members.
- ❖ Check the window as in fig 7

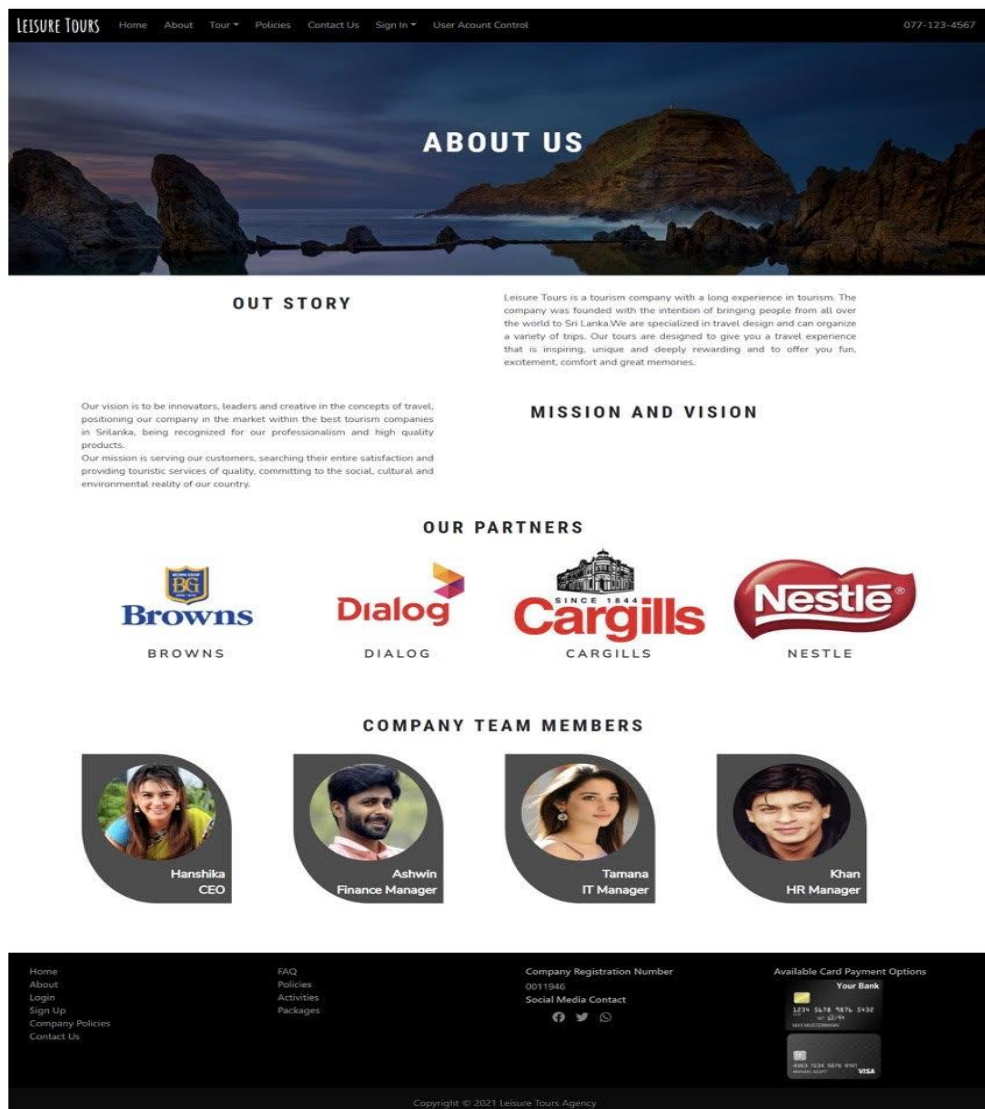


Figure 7

## 5. Tour

- ❖ When you click the **Tour**. You need to select Tour procedure or Book a tour from the drop down menu
- ❖ Check the window as in fig 8

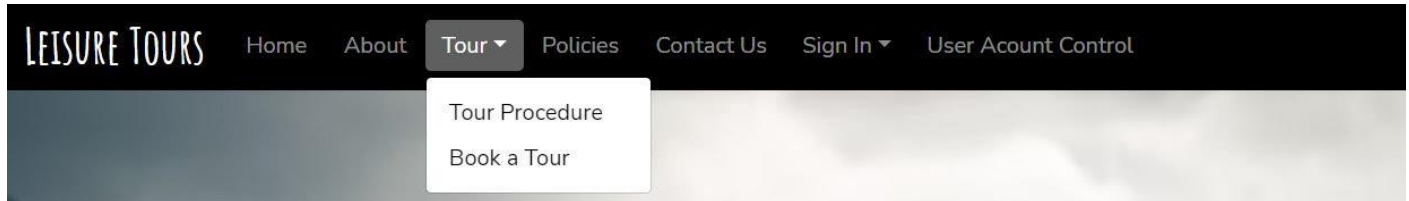


Figure 8

### Tour procedures

- ❖ If you want see the legal requirements and visa procedures. You can select the **tour procedures**.

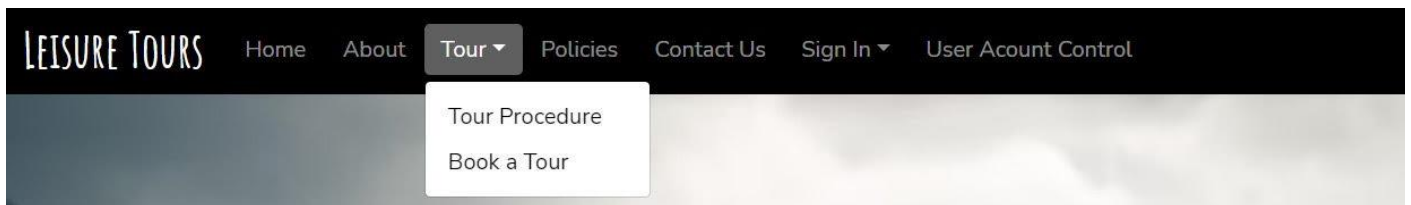


Figure 9

- a. Tour procedures window will appear.
- b. Click on the category for which you want to apply. [Legal Requirements or visa procedures]

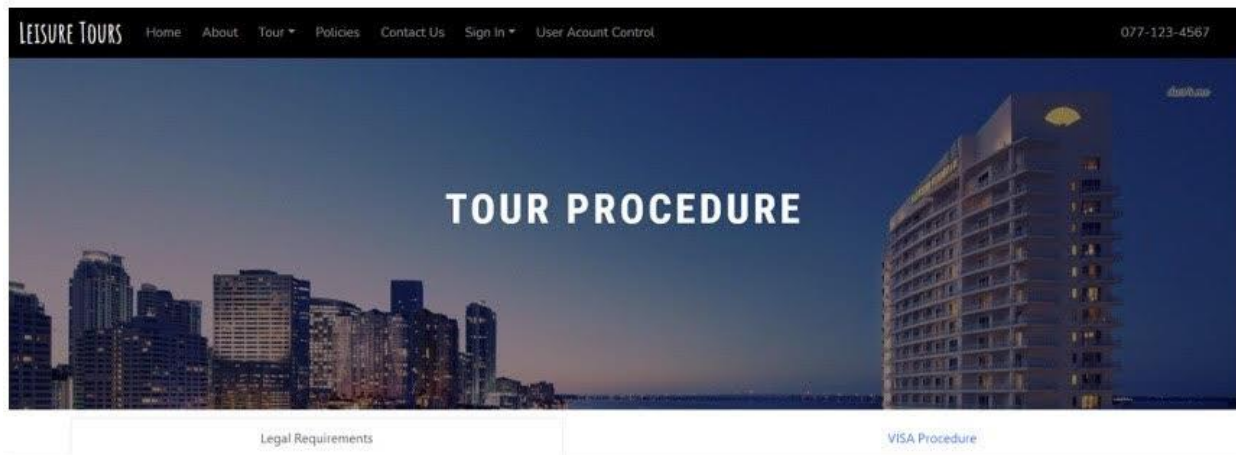


Figure 10

- c. When you select the legal requirements that page will show the overseas tourist and local tourist requirements.

### Overseas tourists

All visitors to Sri Lanka are to apply for a visa online through [eta.gov.lk](http://eta.gov.lk) prior to departure. Fully vaccinated travellers are not subject to on-arrival PCR tests or quarantine. Non-vaccinated travellers are limited to a stay not exceeding 13 nights, or 14 days.

### Local tourists

You're subject to all local laws and penalties, including those that may appear harsh by Australian standards. Research local laws before travelling. In Sri Lanka it's illegal to: cover your face in a way that prevents your identification smoke in most public places drink alcohol in most public places engage in same-sex sexual acts You must not take photos or record video in High-Security Zones (HSZ), including: military establishments some government buildings official residences Some HSZs may not be signposted. It's illegal to mistreat Buddhist images, including: having your back to Buddha posing for a photograph next to a statue of Buddha wearing tattoos, jewellery or clothing associated with Buddhism You must have legal authorisation to export certain items, such as antiquities. Contact the Sri Lankan Department of Archaeology for details.

Figure 11



- d. When you select the visa procedures that page will show the travelling to srilanka and travelling from srilanka procedures.

### Travelling To Srilanka

Entry and exit conditions can change. Details on Sri Lankan entry requirements can be found on Sri Lanka Travel. You need a visa, in the form of an Electronic Travel Authority (ETA). Tourists are unable to obtain visas on arrival. Select the correct visa category for your situation. Depending on your ETA category, you may be charged a processing fee. You will need to apply online and obtain a valid visa prior to arrival in Sri Lanka. If you engage in activities that breach your visa conditions, authorities could detain or deport you.

### Travelling From Srilanka

There should be at least six months' validity on your passport on the expected date of departure from Sri Lanka.

Figure 12

## Book a tour

- If you are booking a tour. Click on the category that **book a tour**.
- Check the window as in fig 13

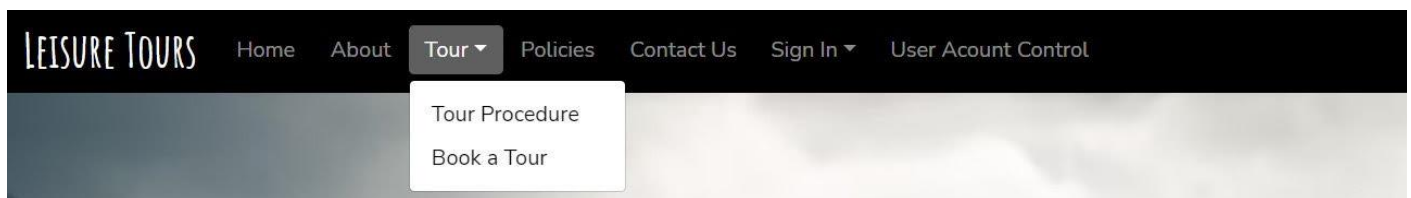


Figure 13

- There are in two categories which is Tour package and customized package.
- When you choose the Tour package, displaying the tour packages with details.

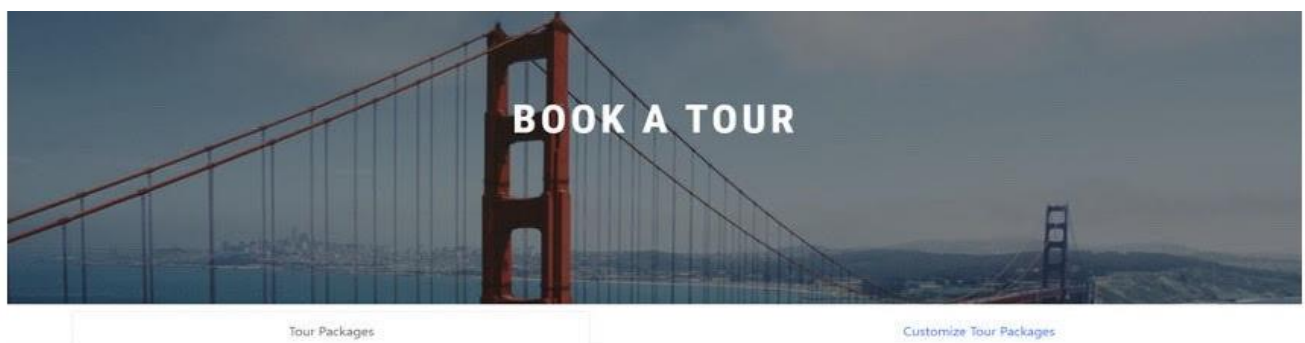


Figure 14



## Tour package

- If you want to see the details you can click on the details button that **tour package** window will appear
- You can see the Package details includes duration, weekly schedule, activities, package price.
- Package price has to two category which is Reserve and book now.
- If you want to reserve the package. You should click on the reserve button.

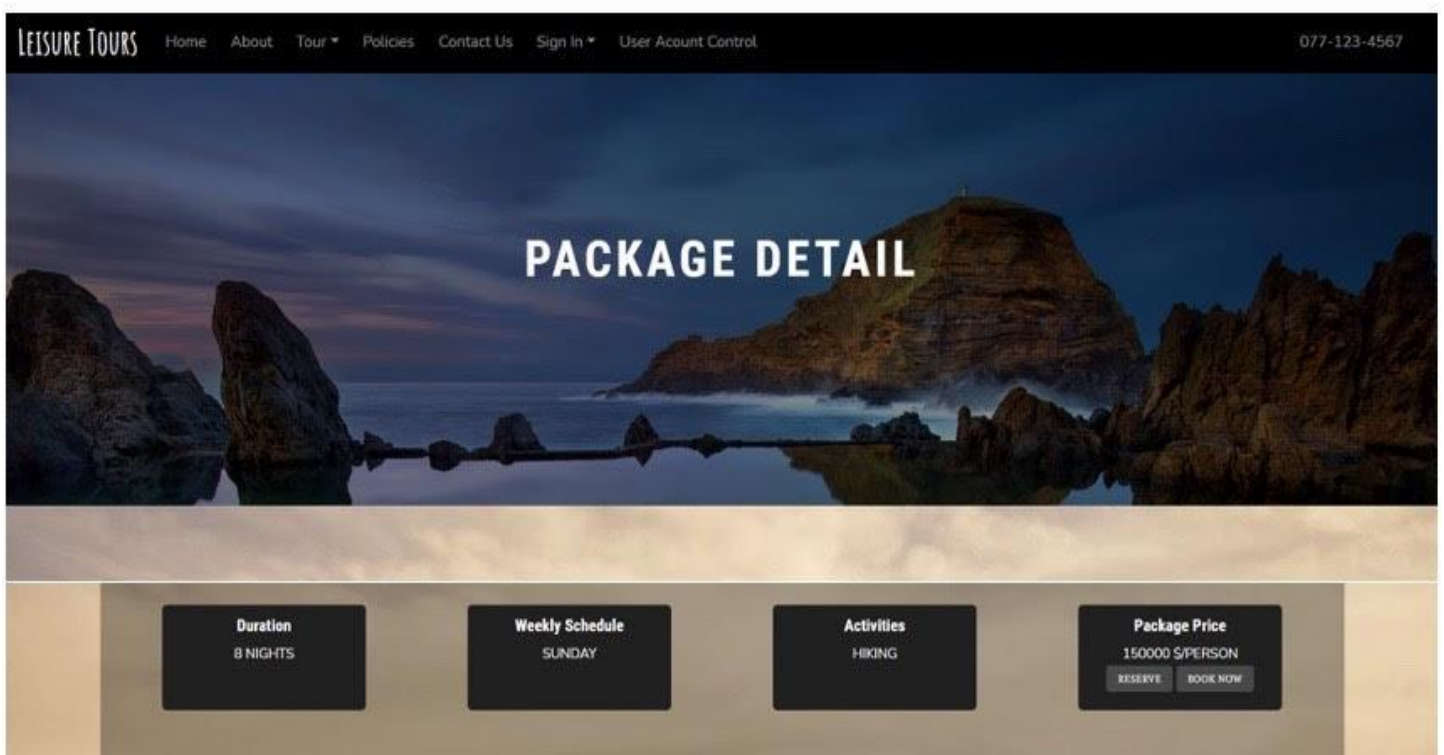


Figure 15

## Reserve

- ❖ The reserve window will appear. Check in as fig 16
- ❖ If you want to back the page click on the back to home. That window will appear the Home page.
- ❖ Or if you want to book the new tour you can click on the select a new tour button. That window will appear the book a tour page.

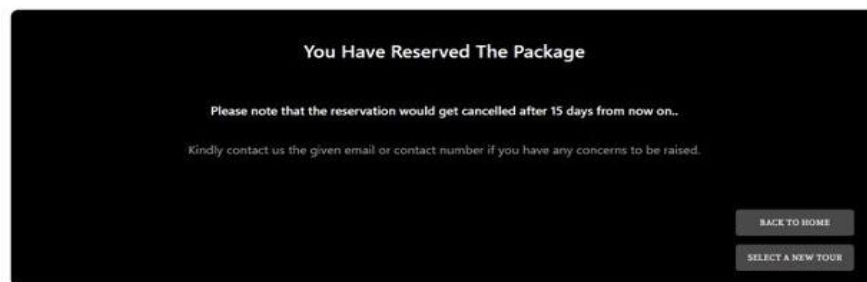
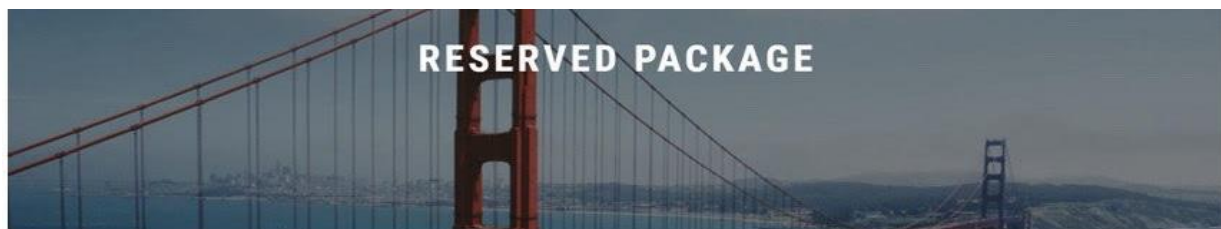


Figure 16

- ❖ Finally you can write the feedback and click on the send feedback button.

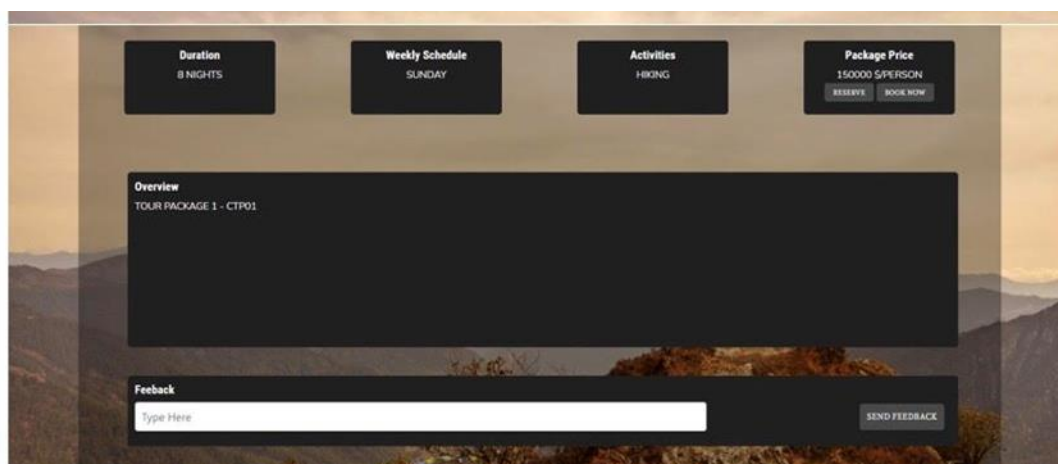


Figure 17

## Book Now

- Package price has to two category which is Reserve and book now.
- If you want to book the package. You should click on the book now button.



Figure 18

- ❖ Confirm booking window will appear. Check in as fig 19
- ❖ Whether you are confirm booking the booking details are show the display.
- ❖ Choose the check box for as an appropriate
- ❖ You can click on confirm and proceed.

LEISURE TOURS

[Home](#)
[About](#)
[Tour](#)
[Policies](#)
[Contact Us](#)
[Sign In](#)
[User Account Control](#)

077-123-4567

CONFIRM BOOKING

BOOKING DETAILS

<b>Package Name</b> Product 1	<b>Date</b> <b>Travel Start</b> 12/12/2020 <b>Travel End</b> 16/12/2020	<b>Hotel And Activity</b> <b>Allocated Hotel</b> Belgium Hotel <b>Allocated Activities</b> Hiking	<b>Total Price</b> 10000 \$ x 5 50000 \$
<b>Package Code</b> Code 1			
<b>Weekly Schedule</b> Friday			

Kindly Select One As Appropriate

☐ I am solely responsible for having Necessary VISA before travel.
 ☐ I am travelling within boundries of Sri Lanka.

CONFIRM AND PROCEED

Figure 19

## Payment

- After, confirm and proceed that payment details will display.
- Select the card type from dropdown menu
- Enter the card number, month & year and cvc number.
- Also tick the option of terms and conditions.
- Click on confirm and pay button to pay the money.

LEISURE TOURS Home About Tour Policies Contact Us Sign In User Account Control 077-123-4567

## PAYMENT PROCEDURE

### PAYMENT DETAILS

**Active Profile**  
Name:  
Contact Number:  
Address:  
Email:

**Payment Details**  
Select card  
Card Number MM/YY CVC

☐ I have read and understood all the terms and conditons and I agree to adhere company policies.

CONFIRM AND PAY  
CANCEL PAYMENT

Figure 20

- After, confirm the payment that payment confirmation message and booking details will appear.

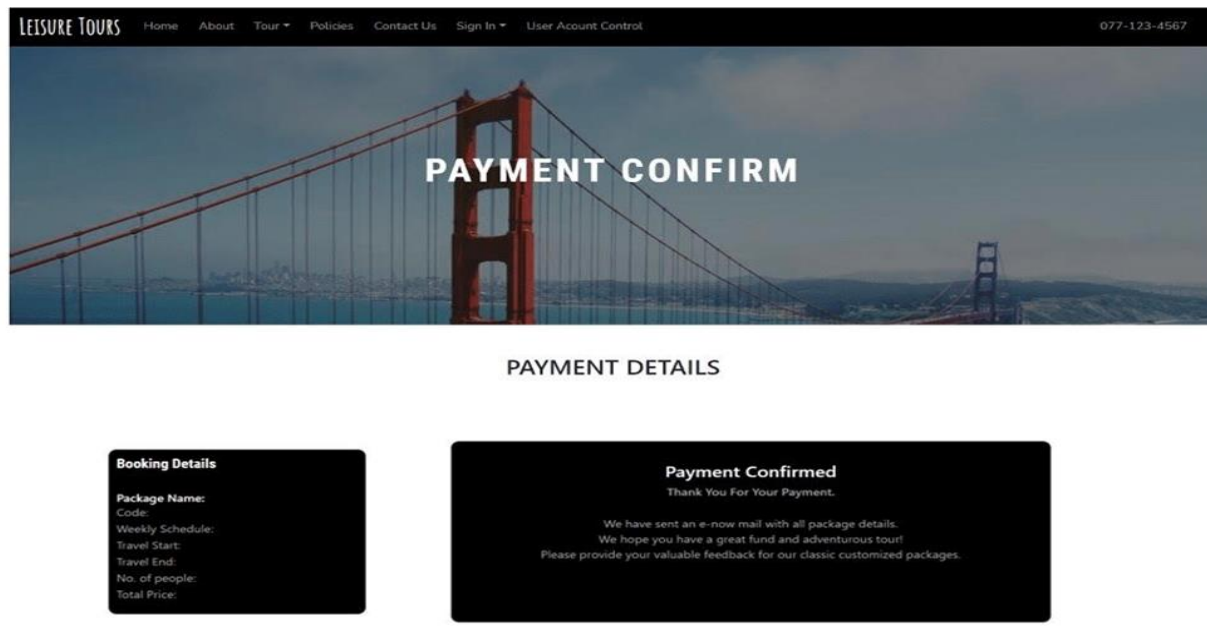
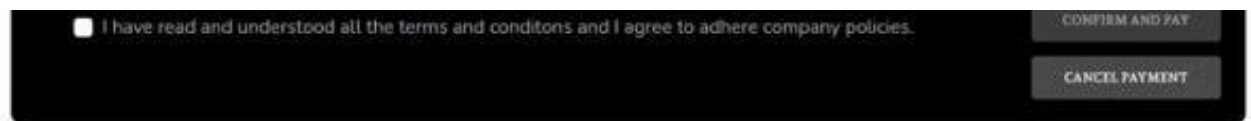


Figure 21

- ❖ If you want to cancel the payment. Click on the cancel payment button.



- ❖ Payment cancellation message window will appear.

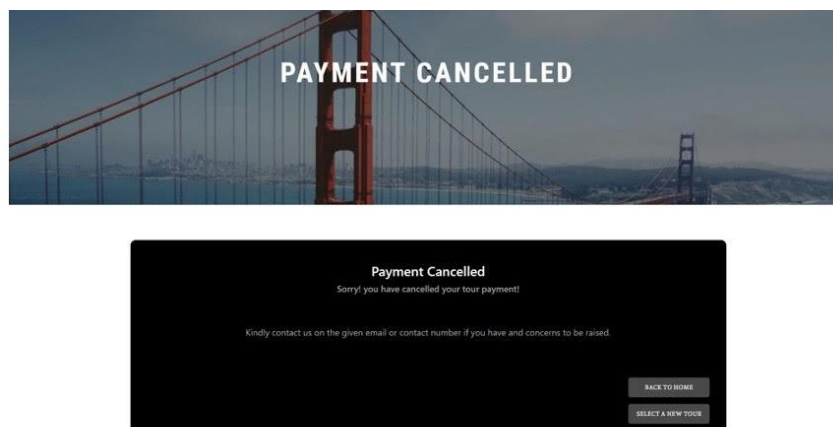


Figure 22

## Customize package

- a. When you select the **customize tour package**, the customize package page will appear.
- b. Then, choose your country and location from the down menu.
- c. Also, select the hotels and activities from the dropdown menu.
- d. Enter the No of people and when you are arriving date to end date.
- e. Select the number of nights from the dropdown menu.
- f. If you agree the company condition, Tick the option of terms and condition.
- g. Now click on send for confirmation button to approval for the customize package.

LEISURE TOURS Home About Tour Policies Contact Us Sign In User Account Control 077-123-4567

BOOK A TOUR

Tour Packages Customize Tour Packages

**Customize a Package as you wish**

Country

Country Area

Hotels(s)

Activities(ies)

No of People

Date

Number of Nights

☐ I have read and understood all the terms and conditions and I agree to adhere company policies.

SEND FOR CONFIRMATION

Figure 23

- After click the send for confirmation button the popup message will show on the window.
- Check the window as in fig 24

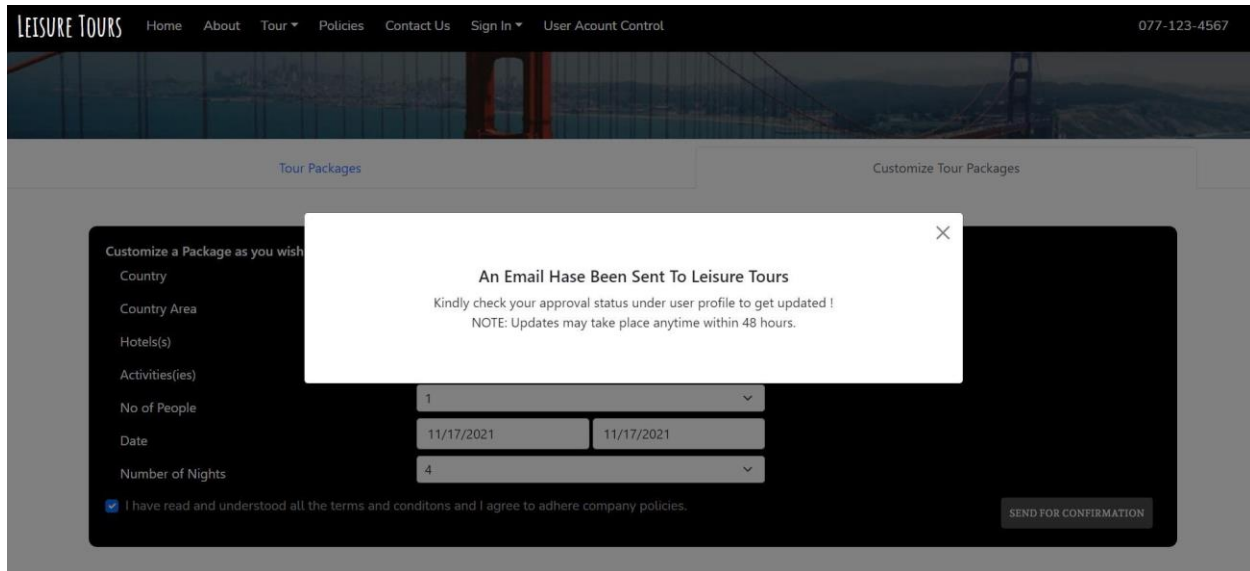


Figure 24



## 6. Policies

- ❖ When you click the **policies** button. It will display the company terms and conditions details.
- ❖ You can see conditions the cancellation and changes by company and by you, booking your holiday and price policy.
- ❖ Check the window as in fig 25

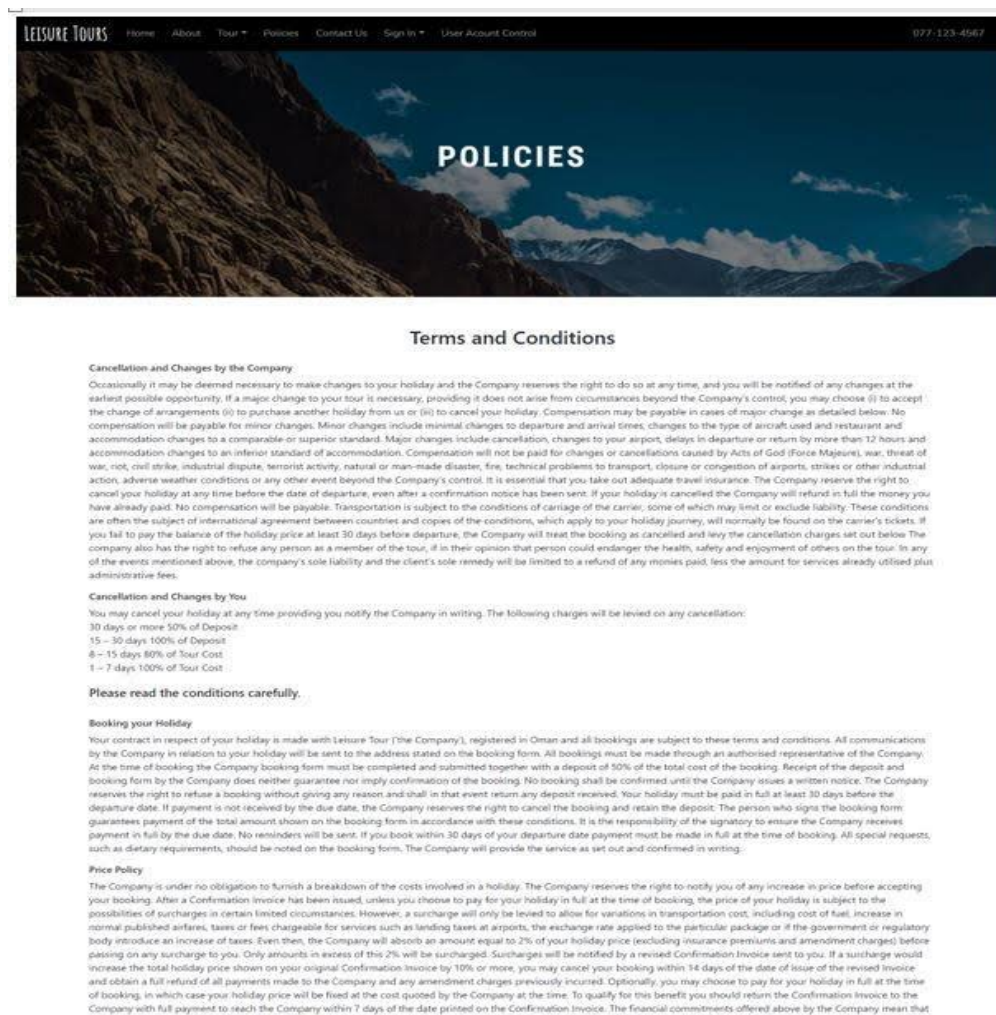


Figure 25



## 7. Contact us

- ❖ If you want to see the company contact details. Click on the **contact us** button.
- ❖ You can see the details which is Address, contact Number, map, and Email.
- ❖ Check the window as in fig 26.

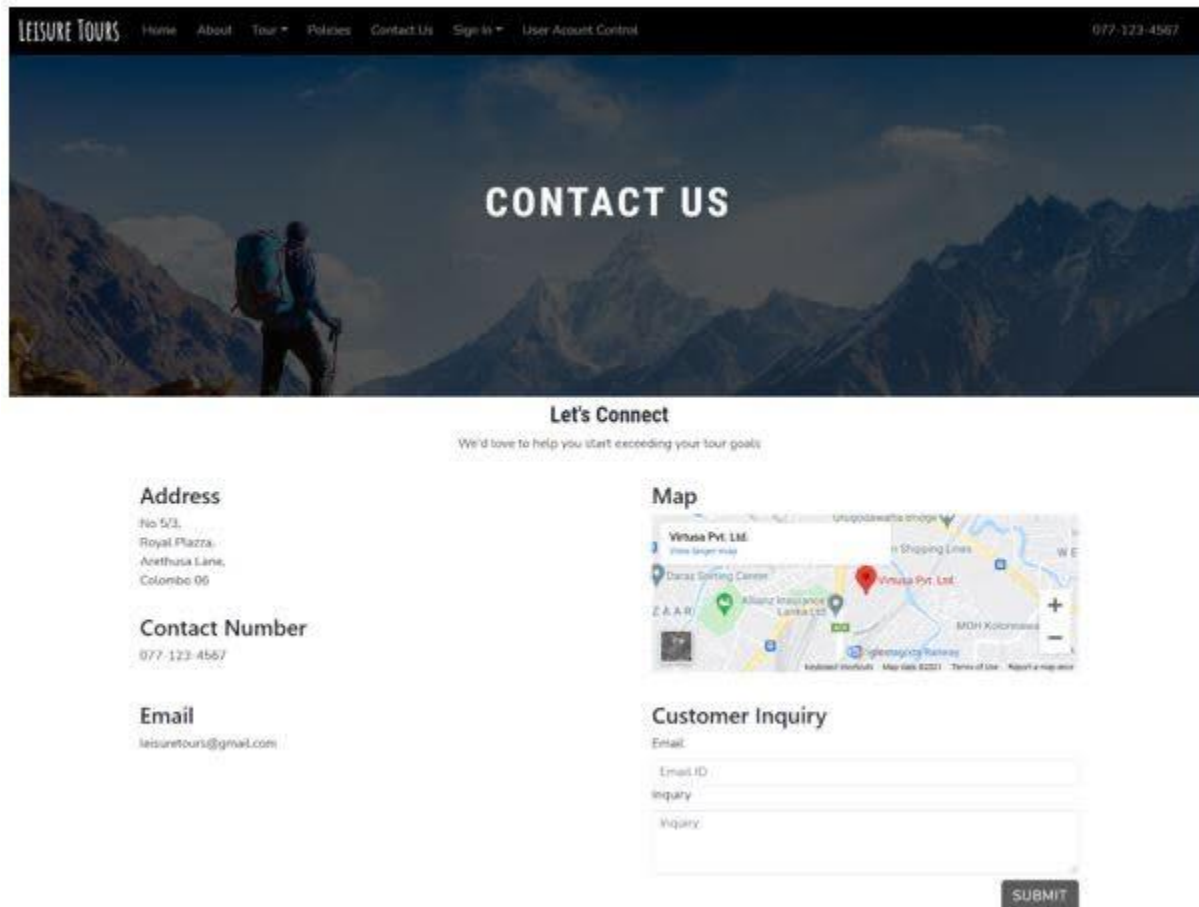


Figure 26

- If you want to ask any question from the company, you can enter the mail and type your inquiry.
- Then click on the submit button.

A screenshot of a web form titled "Customer Inquiry". The form is set against a light gray background. It contains three input fields: "Email" (a small text box), "Email ID" (a medium text box), and "Inquiry" (a large text area). Below the "Inquiry" field is a dark gray button with the word "SUBMIT" in white capital letters.

**Customer Inquiry**

Email

Email ID

Inquiry

**SUBMIT**

Figure 27

## 8. User profile

- ✚ If you want to update your profile. Click on the **user profile** that page will appear.
- ✚ You can see your account information details.
- ✚ When you update the information. Click the update information button.

The screenshot shows the 'User Profile' page of the Leisure Tours website. The page has a dark theme. At the top, there is a navigation bar with links: Home, About, Tour, Policies, Contact Us, Sign In, and User Account Control. The phone number 077-123-4567 is displayed on the right. The main content area is titled 'User Profile'. On the left, under 'Account Information', there are input fields for First Name (Johns), Last Name (Andrew), E-mail (john.a@gmail.com), Passport / NIC (901181181), Sri Lankan? (Yes), Country (Sri Lanka), and Customized package Approval (NONE). On the right, there is a user profile card for 'Johns Andrew' with a profile picture, a 'USER PROFILE' button, a 'SIGN OUT' button, and an 'UPDATE INFORMATION' button.

Figure 28

- ❖ After you click the update information page will display.
- ❖ You will get options to change any details entered by you in your profile. You can easily make the changes in any field and click on UPDATE button to save your changes.

The screenshot shows the 'Update Profile' modal form. The modal is a light gray box with a close button (X) in the top right corner. It contains input fields for First Name (Johns), Last Name (Andrew), E-mail (john.a@gmail.com), Passport / NIC (901181181), Sri Lankan? (Yes), and Country (Sri Lanka). There is an 'UPDATE' button at the bottom of the modal. The background shows the same 'User Profile' page as in Figure 28, but the modal is overlaid on top.

Figure 29

## 9. User Account Control.

- ✚ When you click the user account control. Window will appear another page.
- ✚ That window will show the 4 options which is customers, registered staff, update admin, and create packages.

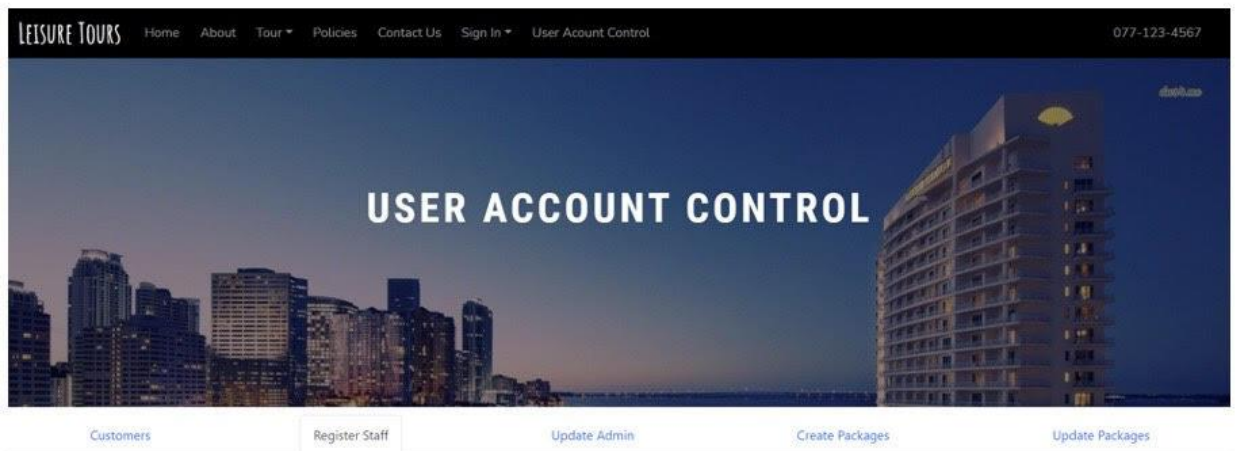
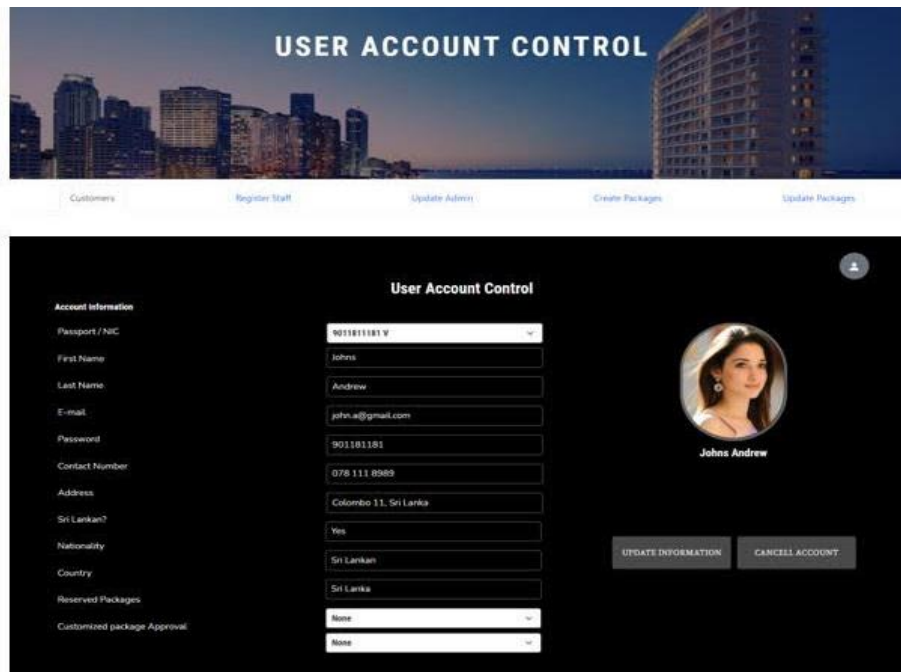


Figure 30

- ✚ When you click the customers there will be display on customer account details.
- ✚ Check the window as in fig 31



**USER ACCOUNT CONTROL**

Customers Register Staff Update Admin Create Packages Update Packages

**User Account Control**

**Account Information**

Passport / NIC	901181181 W
First Name	Johns
Last Name	Andrew
E-mail	john.a@gmail.com
Password	901181181
Contact Number	078 111 8969
Address	Colombo 11, Sri Lanka
Sri Lanka?	Yes
Nationality	Sri Lankan
Country	Sri Lanka
Reserved Packages	None
Customized package Approval	None

**Johns Andrew**

UPDATE INFORMATION CANCEL ACCOUNT

Figure 31

- If you want to edit/ cancel the customer Account, click on the update information/ cancel account button.

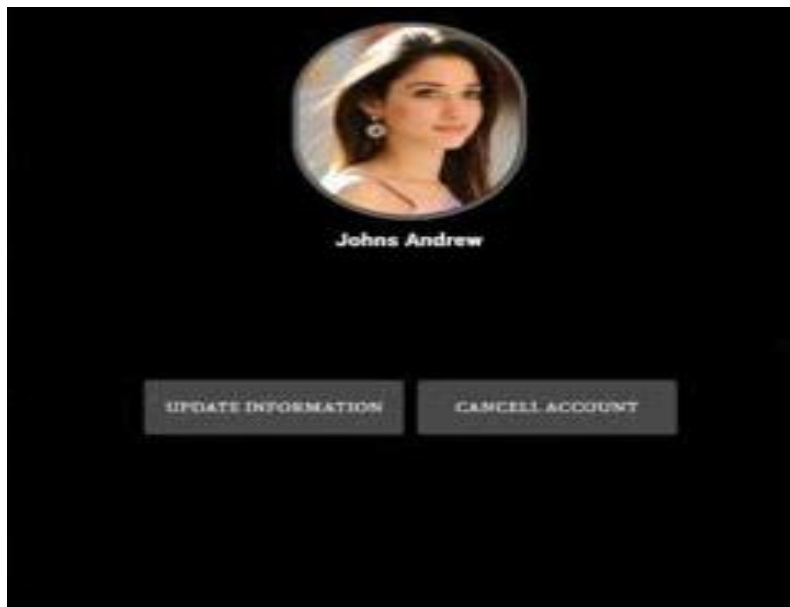
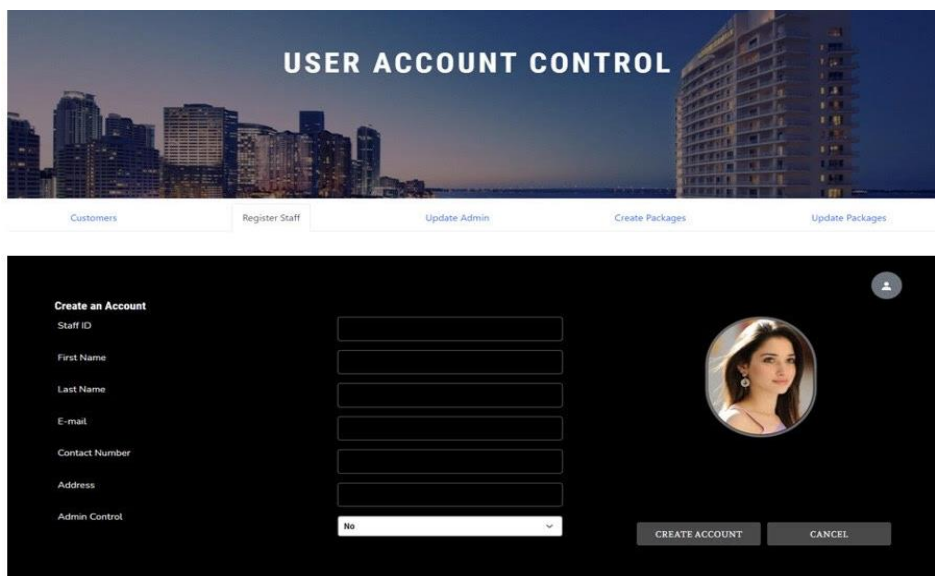


Figure 32

## Registered staff

- When you click the **Register staff button** that window will display the create account form.
- If u want create the staff, you should fill the few general details about the staff
- Enter the staff Id number, first name, last name, email id, contact number.
- Then select the admin control from the dropdown menu.



The screenshot shows a web application titled "USER ACCOUNT CONTROL" with a city skyline background. Below the title is a navigation bar with buttons: "Customers", "Register Staff", "Update Admin", "Create Packages", and "Update Packages". The "Register Staff" button is active. Below the navigation bar is a dark-themed "Create an Account" form. The form includes input fields for "Staff ID", "First Name", "Last Name", "E-mail", "Contact Number", and "Address". The "Admin Control" field is a dropdown menu currently set to "No". To the right of the form is a circular profile picture placeholder with a person's image. At the bottom right of the form are two buttons: "CREATE ACCOUNT" and "CANCEL".

Figure 33

- Now click the **create account** button to create the staff Account.
- Then if you want to exit you can click on the **cancel button**.

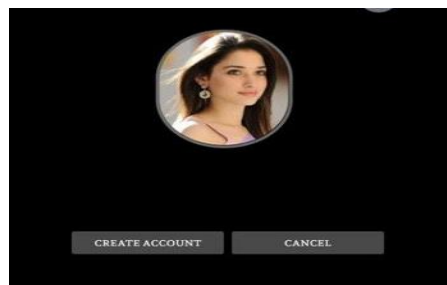
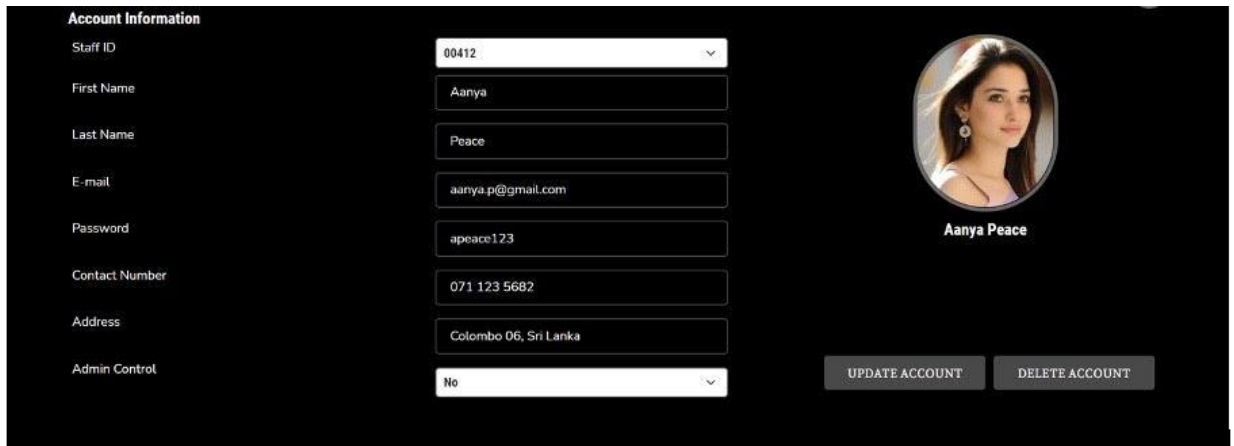


Figure 34


## Update Admin

- ✚ When you edit the staff details click on the **Update Account** to edit the entered details.
- ✚ If you want to delete the staff account, click on the **delete account button**.
- ✚ Then account will be delete.



The screenshot shows a web form titled "Account Information" for editing staff details. The form is set against a dark background. On the left, there is a list of fields: Staff ID, First Name, Last Name, E-mail, Password, Contact Number, Address, and Admin Control. Each field has a corresponding input box. The Staff ID is a dropdown menu showing "00412". The First Name is "Aanya", Last Name is "Peace", E-mail is "aanya.p@gmail.com", Password is "apeace123", Contact Number is "071 123 5682", Address is "Colombo 06, Sri Lanka", and Admin Control is a dropdown menu showing "No". On the right side of the form, there is a circular profile picture of a woman with long dark hair, wearing a purple top. Below the picture, the name "Aanya Peace" is displayed. At the bottom right of the form, there are two buttons: "UPDATE ACCOUNT" and "DELETE ACCOUNT".

Account Information	
Staff ID	00412
First Name	Aanya
Last Name	Peace
E-mail	aanya.p@gmail.com
Password	apeace123
Contact Number	071 123 5682
Address	Colombo 06, Sri Lanka
Admin Control	No

  
Aanya Peace

UPDATE ACCOUNT DELETE ACCOUNT

Figure 35

## Create package

- ❖ When you create the package, click on the **create package button**.
- ❖ Then you can fill the details about the package.
- ❖ Check the window as in fig 36

The screenshot displays the 'USER ACCOUNT CONTROL' dashboard. At the top, there's a navigation bar with links: Customers, Register Staff, Update Admin, Create Packages, and Update Packages. The main content area is titled 'Package Information' and contains the following fields:

- Package Code:** A dropdown menu with '00412' selected.
- Package Name:** A text input field.
- Country:** A text input field.
- Country Area:** Two text input fields.
- Number of Night(s):** A dropdown menu with '5' selected.
- Weekly Schedule:** A dropdown menu with 'Friday' selected.
- Date:** Two text input fields for start and end dates.
- Hostel(s):** Two text input fields.
- Activities(es):** Two text input fields.
- Overview-package (Description):** A text area containing the text: "This Package Comes As stay in two hotels city hotel and island cook hotel for 3 nights. The tourist may enjoy the activities of hiking and outdoor visits....."
- Price Per Person:** A text input field.

At the bottom right of the form, there are two buttons: 'CREATE PACKAGE' and 'CANCEL'.

Figure 36

1. Select the package code from the drop down menu.
2. Enter the package name, country name, country area given the textbox
3. Choose the no of nights and weekly schedule from the dropdown menu.
4. Enter the start date and end date.
5. Type the name of hotels, and activities.
6. Also provide the description about the overview package.
7. Then mention the price per person to the package.
8. Click on the create package to create the package for tourist.



### Update package

- ✓ If you want to edit the package details, click on the **update package button** to edit the entered details.
- ✓ Then package will be newly updated.
- ✓ Check on the fig 37

### Delete package

- When you delete the package, click on the Delete package account.
- The package will be deleted.
- Check on the fig 37

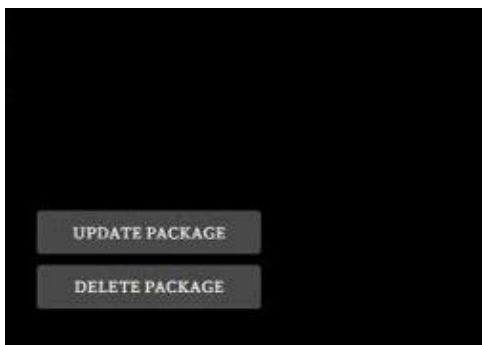


Figure 37

## FAQ

- If you want to see the FAQ question click the FAQ
- You can see the recent FAQ question

**FAQ**  
Frequently Asked Questions

**jeny@gmail.com**  
Inquiry: WHY SHOULD I USE A TRAVEL AGENT TO BOOK A VACATION?  
A travel agent takes all of the headache out of planning a trip and handles virtually all aspects of your travel, at absolutely no cost to you. The combined experience of the team and the feedback from our thousands of travelers provides an invaluable resource to the traveler planning an important trip. In recent years, the top travel vendors have empowered and trained the agency community to be even more effective and efficient go-betweens. Read more about working with a travel agent.

**sam@yahoo.com**  
Inquiry: CAN YOU WORK WITHIN A CERTAIN BUDGET?  
Yes, we work within any and all realistic budgets, and an honest sharing of ideas and goals helps us immensely when making recommendations and suggested edits to travel plans.

**sharan@hotmail.com**  
Inquiry: DOES IT COST MONEY TO GET A QUOTE?  
No, there is no fee for our vacation planning services as the travel vendors involved recognize our value and compensate us from the gross amount paid (what you would have paid even without our assistance). For those complicated international itineraries that require custom crafting and significant involvement of our international on-location partners, we do request an intent-to-travel deposit to begin the process. This deposit is applied to the reservations that are made on your behalf.

**ananth@gmail.com**  
Inquiry: WHERE CAN I FIND MY ITINERARY ONCE MY TRIP IS BOOKED?  
Your itinerary as booked by Professional Travel, a Direct Travel Company is available on our View Trip website with your specific reservation code as the login. Since we are directly connected to vendors' inventory systems (airlines, cruise lines, hotels, cars, rail, etc.), you will also be able to retrieve your information on their unique client sites, many of which offer a wealth of information to help you prepare for the trip ahead.