USER MANUAL

LESUIRE TOUR

Contents

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)](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

LEISURE TOURS   Home   About   Tour ▾   Policies   Contact Us   Sign In ▾   User Acount 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 (htttp)
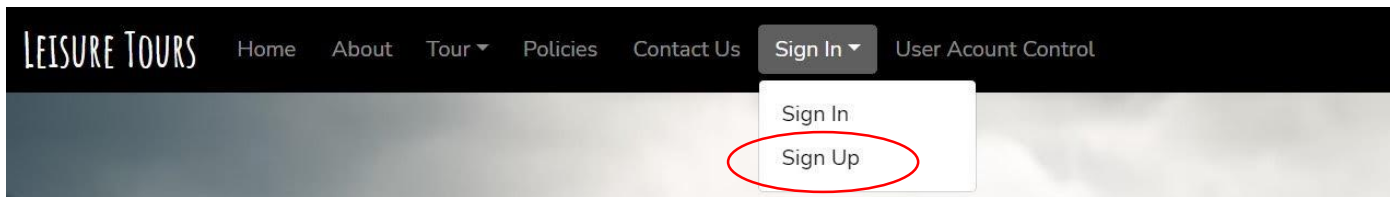
Figure 2

➢ 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

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.
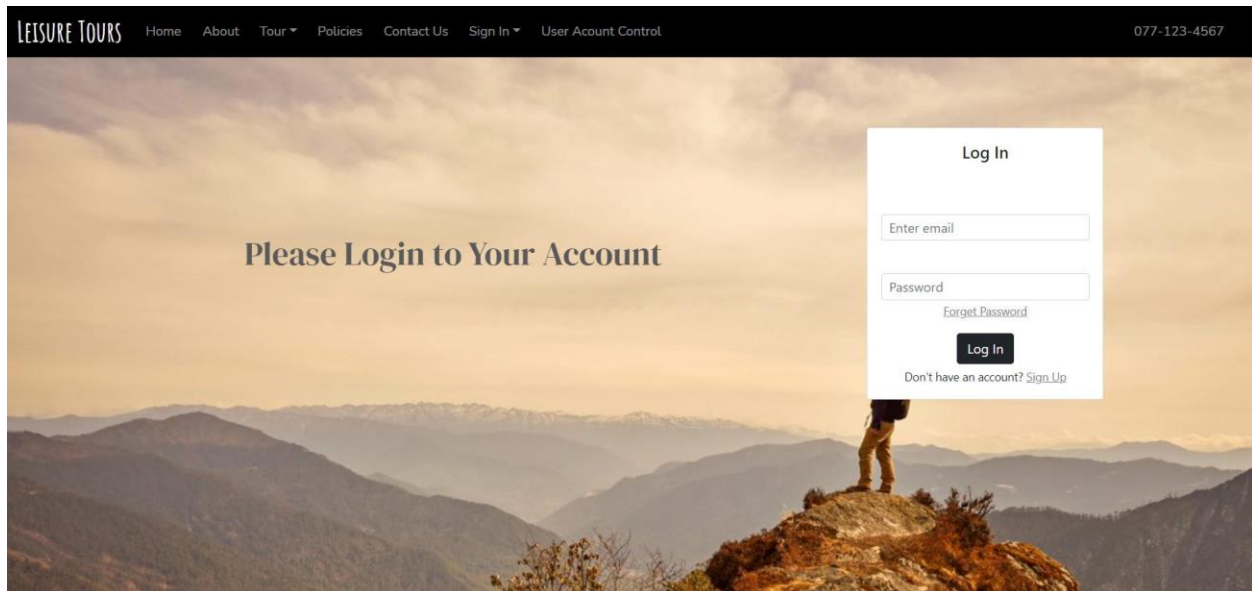
Figure 3

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.
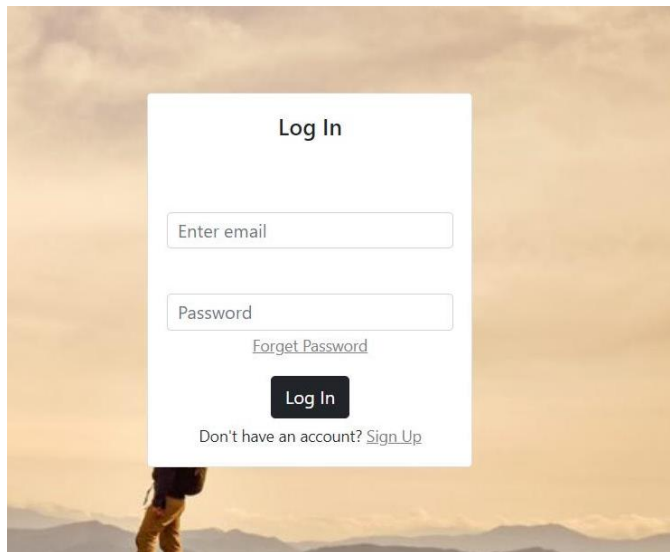
❖ Check the window as in fig 3.1

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.
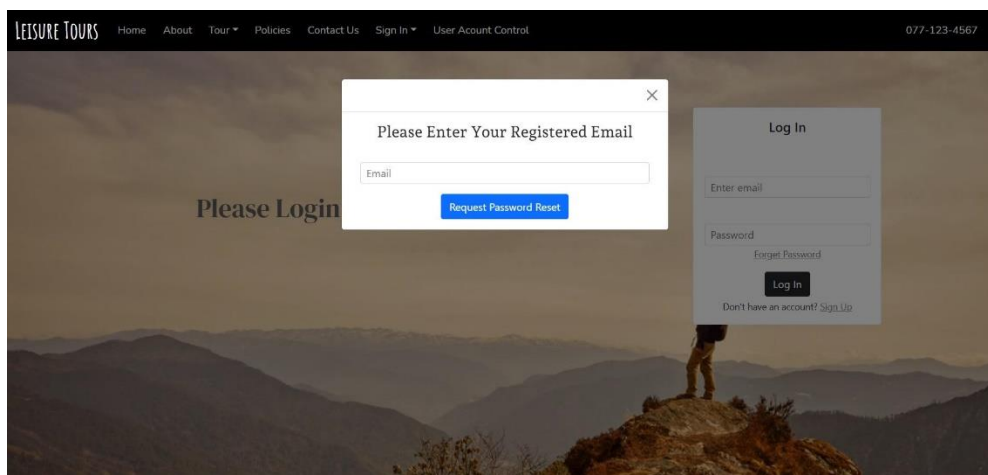
Figure 3.2

➢ Display the successfully popup message.
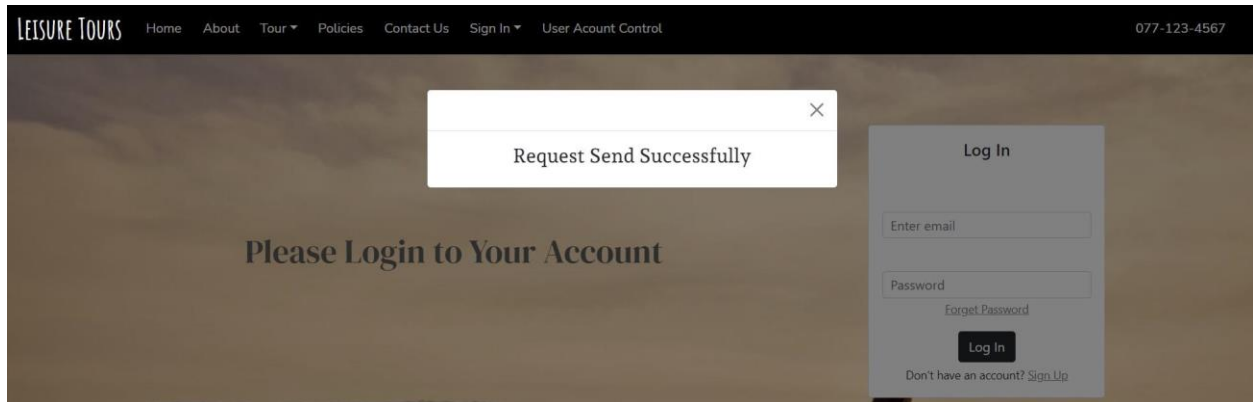
Figure 3.3

3. Home

❖ When you click the **Home button** that window will appear.

❖ Check the window as in fig 4
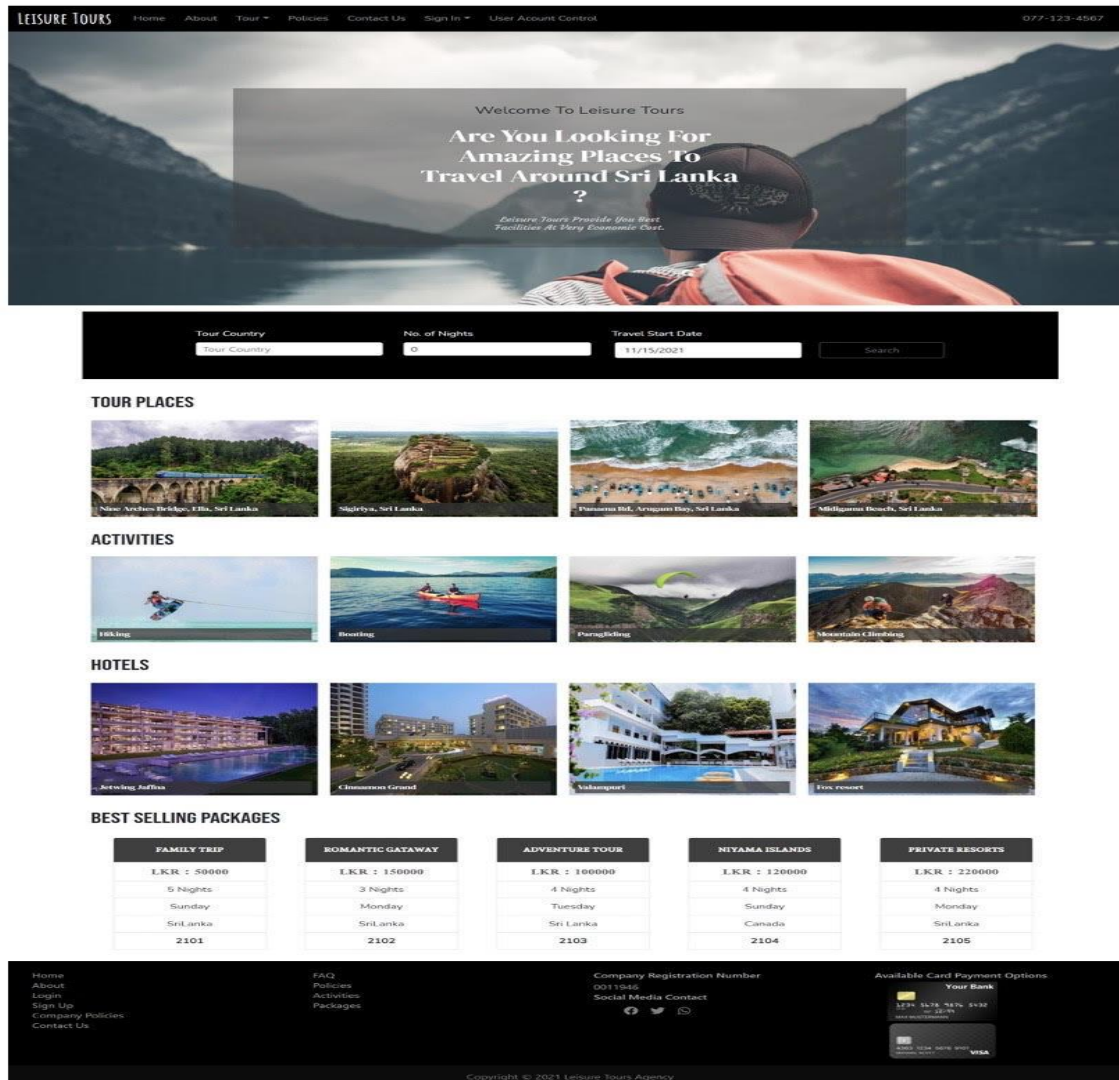
Figure 4

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
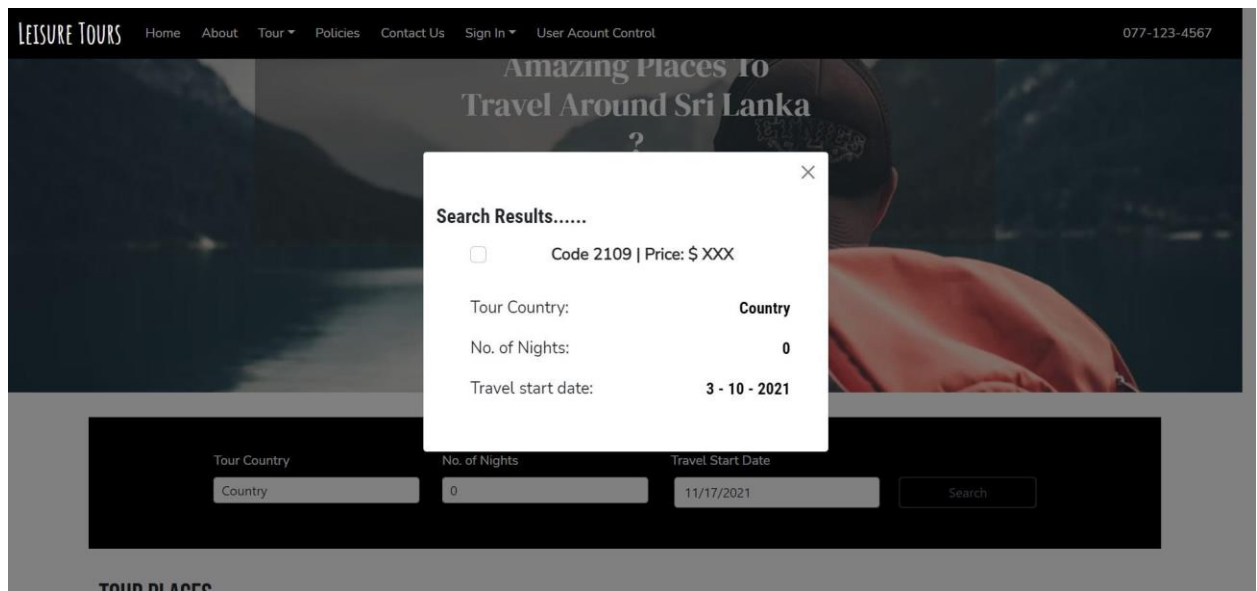
Figure 5

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.
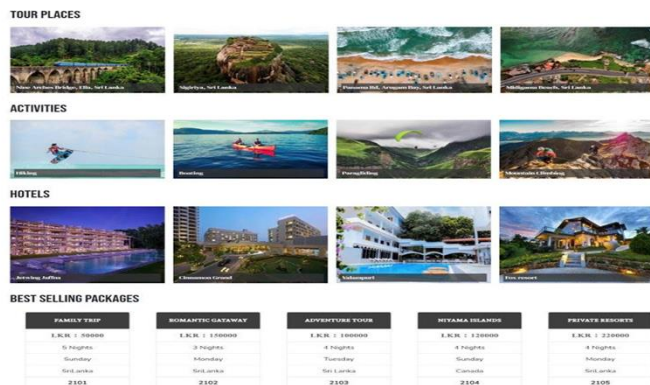
Figure 6

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
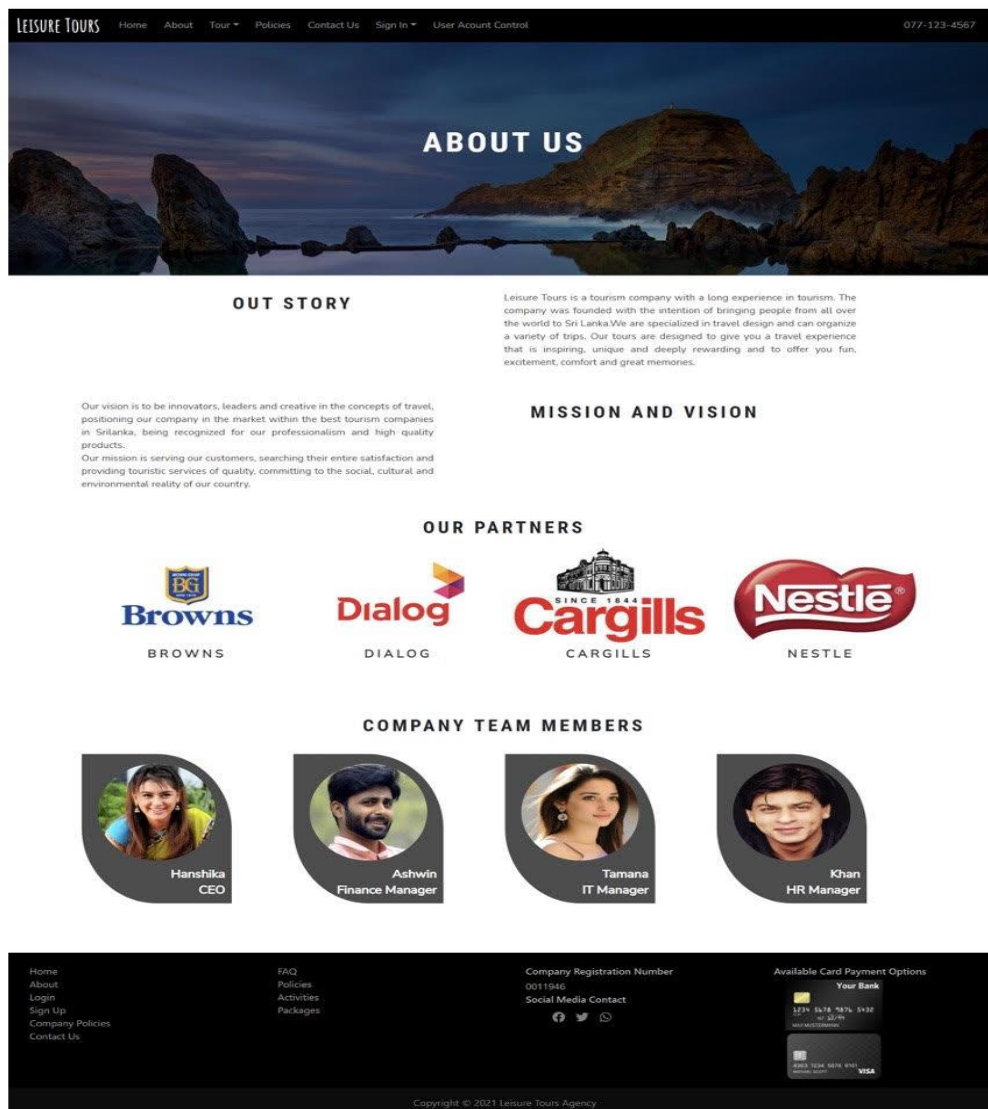
Figure 7

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
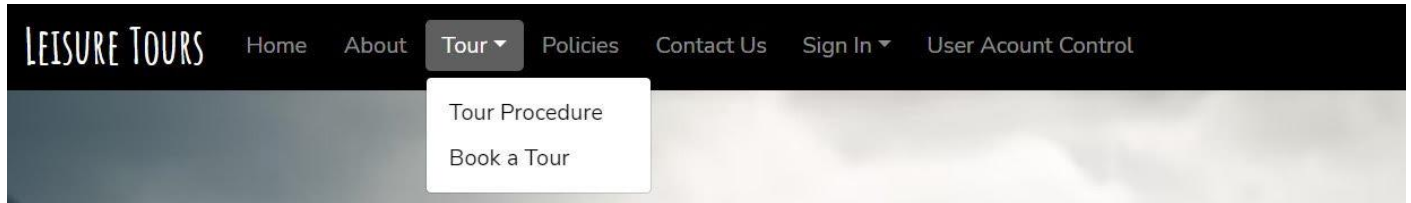
Figure 8

Tour procedures

❖ If you want see the legal requirements and visa procedures. You can select the **tour procedures**.
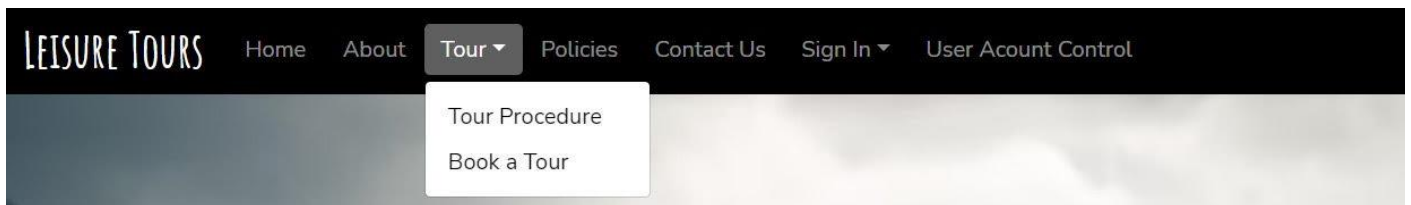
Figure 9

a. Tour procedures window will appear.

b. Click on the category for which you want to apply. [Legal Requirements or visa procedures]
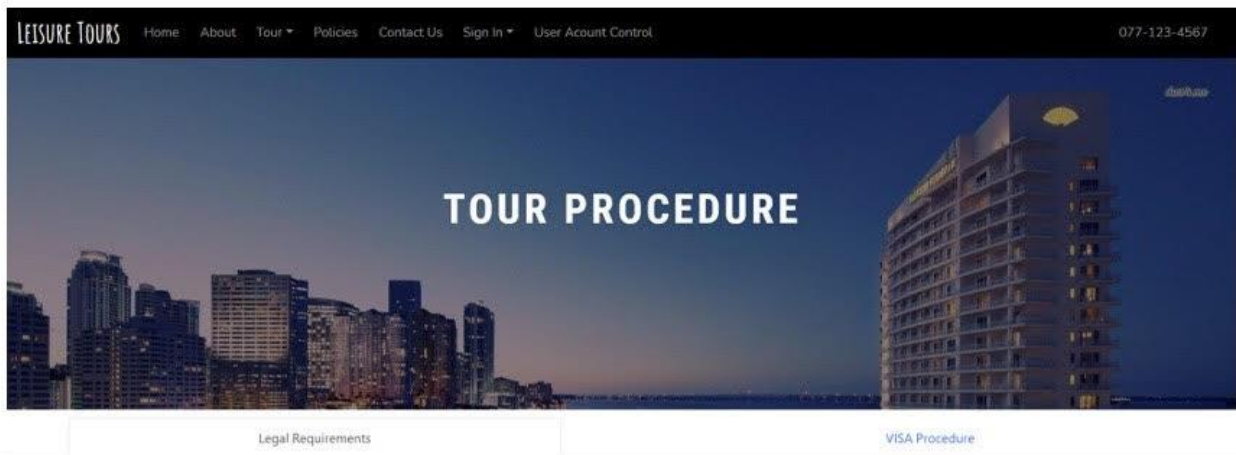
Figure 10

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

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

LEISURE TOURS   Home   About   Tour ▾   Policies   Contact Us   Sign In ▾   User Acount Control

Tour Procedure
Book a Tour
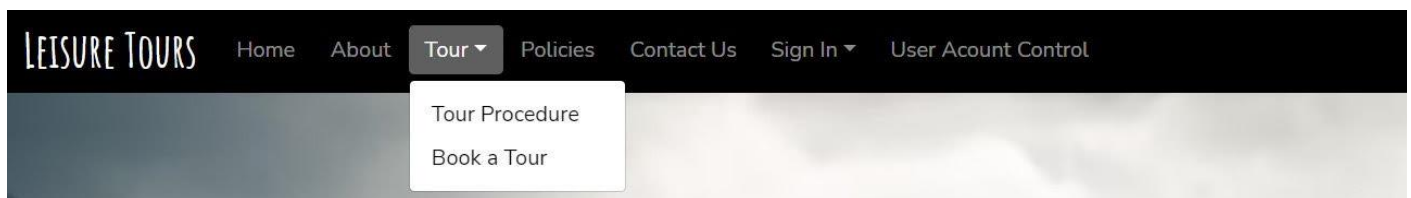
Figure 13

➢ There are in two categories which is Tour package and customized package.

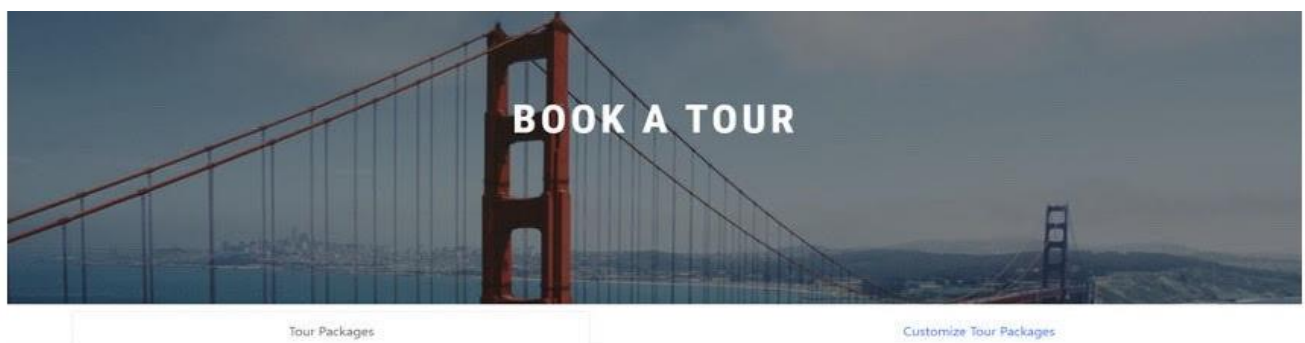➢ When you choose the Tour package, displaying the tour packages with details.

BOOK A TOUR

Tour Packages   Customize Tour Packages

Figure 14

Tour package

a. If you want to see the details you can click on the details button that **tour package** window will appear

b. You can see the Package details includes duration, weekly schedule, activities, package price.

c. Package price has to two category which is Reserve and book now.

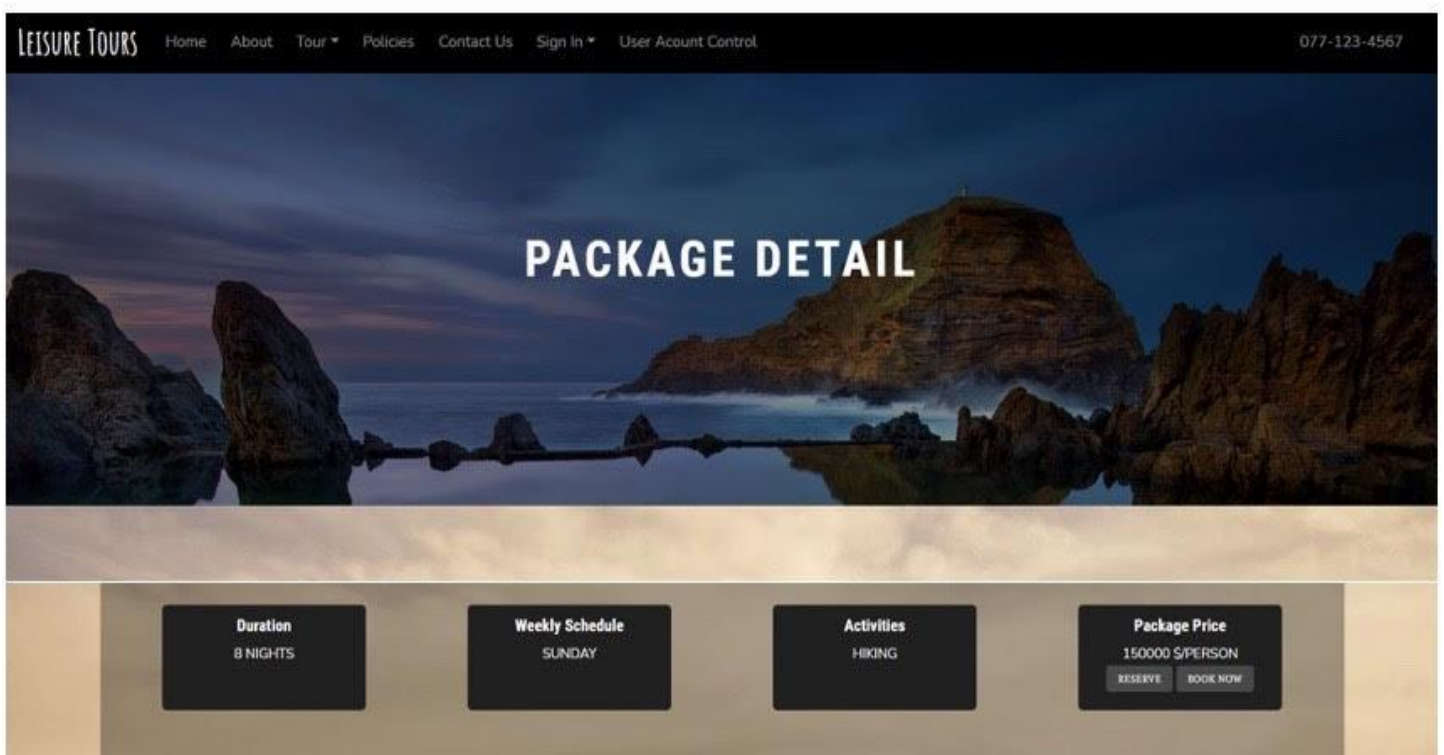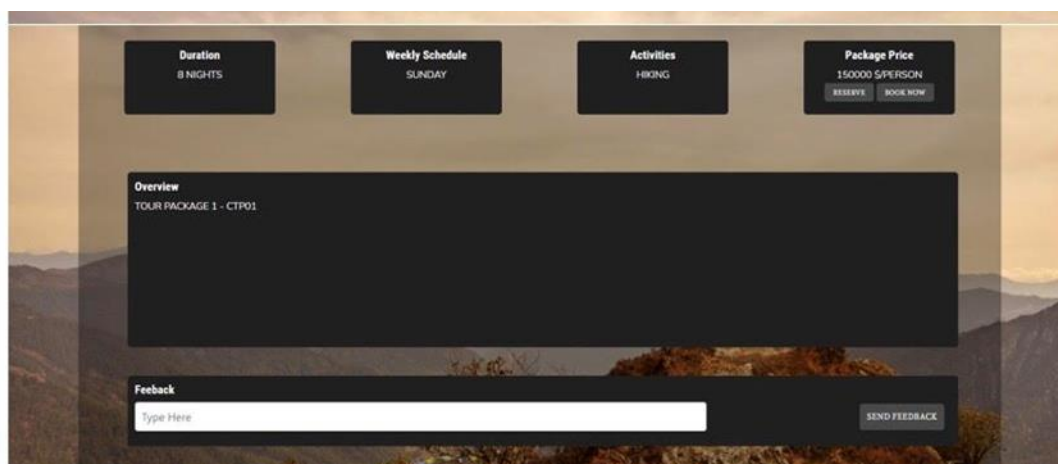d. If you want to reserve the package. You should click on the reserve button.

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.
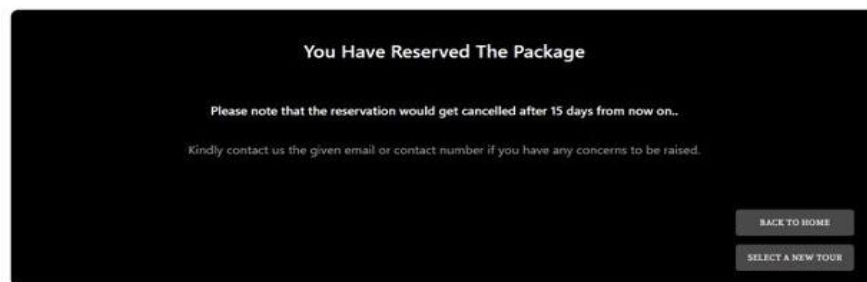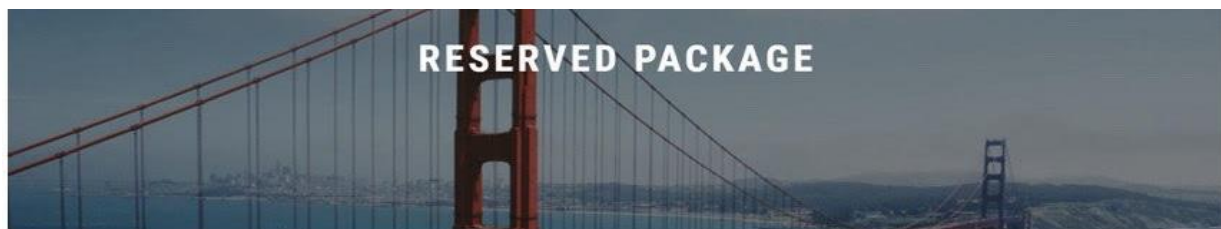
Figure 16

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

Figure 17

Book Now

a. Package price has to two category which is Reserve and book now.

b. 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.

Figure 19

Payment

    a. After, confirm and proceed that payment details will display.

    b. Select the card type from dropdown menu

    c. Enter the card number, month & year and cvc number.

    d. Also tick the option of terms and conditions.

    e. Click on confirm and pay button to pay the money.

Figure 20

➢ After, confirm the payment that payment confirmation message and booking details will appear.
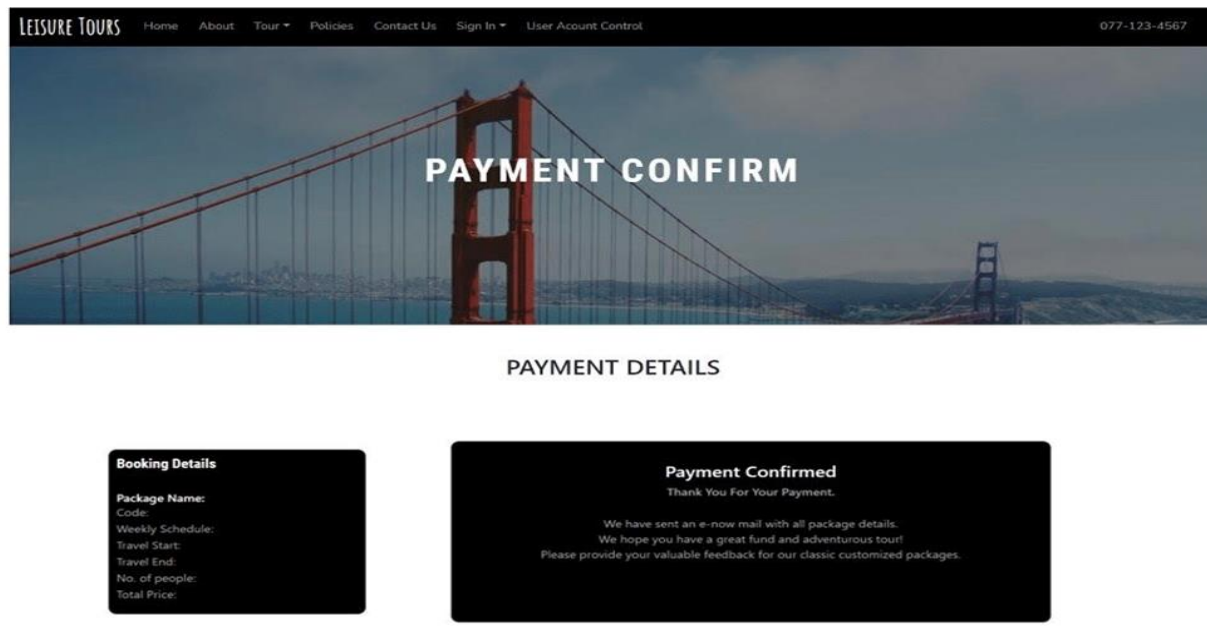
Figure 21

❖ If you want to cancel the payment. Click on the cancel payment button.
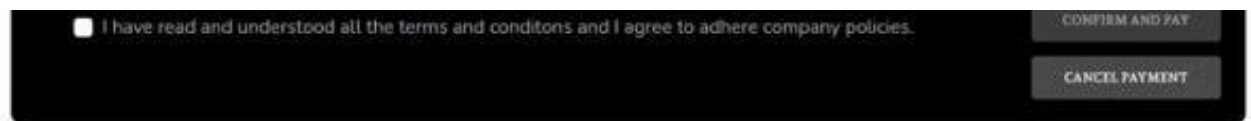
❖ Payment cancellation message window will appear.
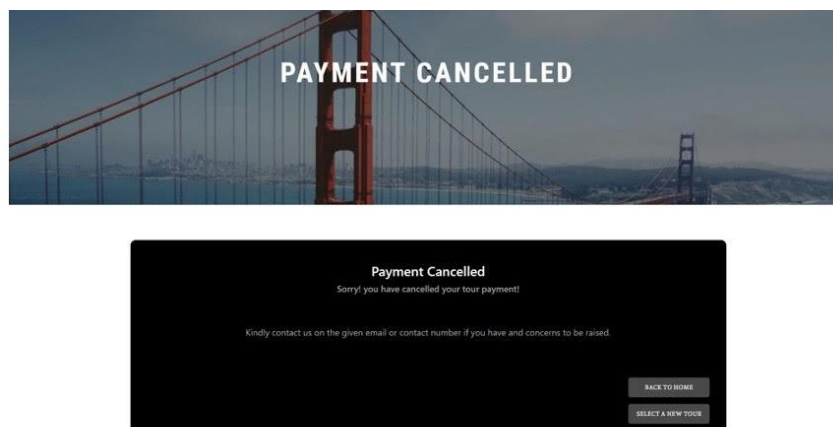
Figure 22

Customize package

a. When you select the **customize tour package**.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 are 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.

Figure 23

➢ After click the send for confirmation button the popup message will show on the window.

➢ Check the window as in fig 24
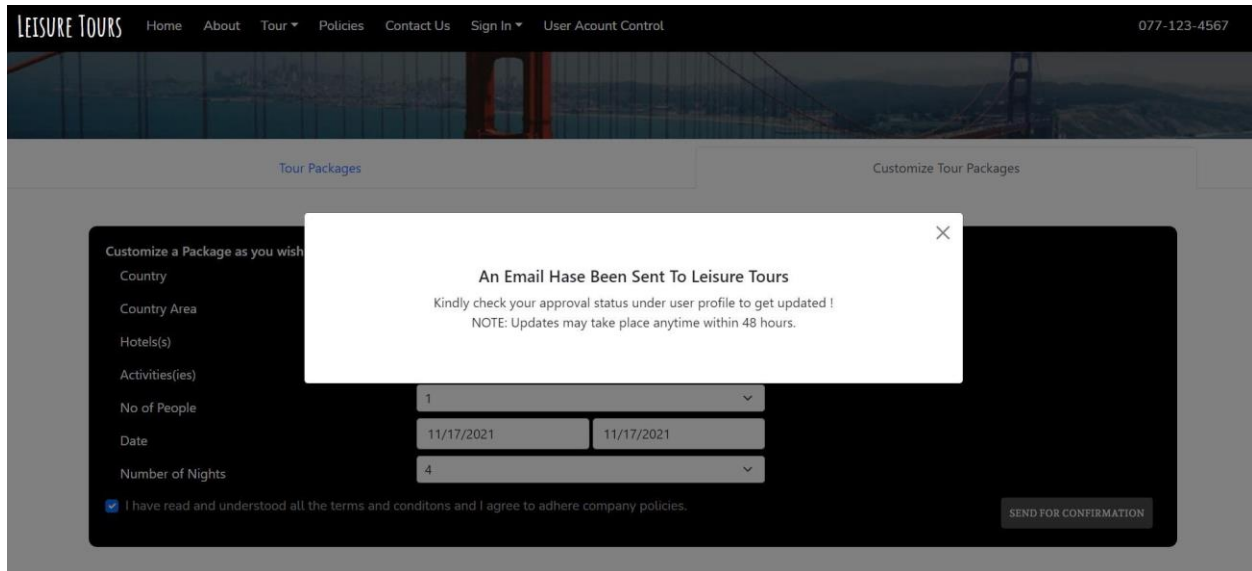
Figure 24

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
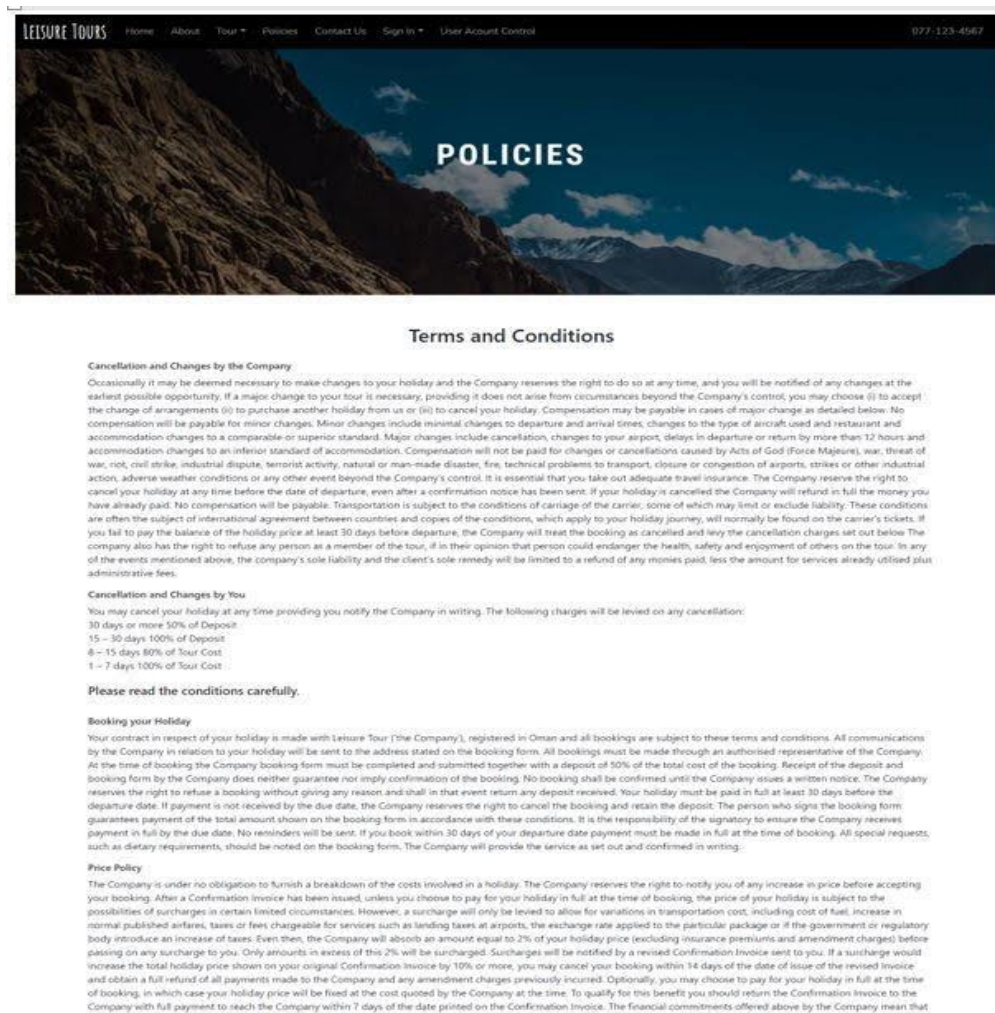
Figure 25

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.
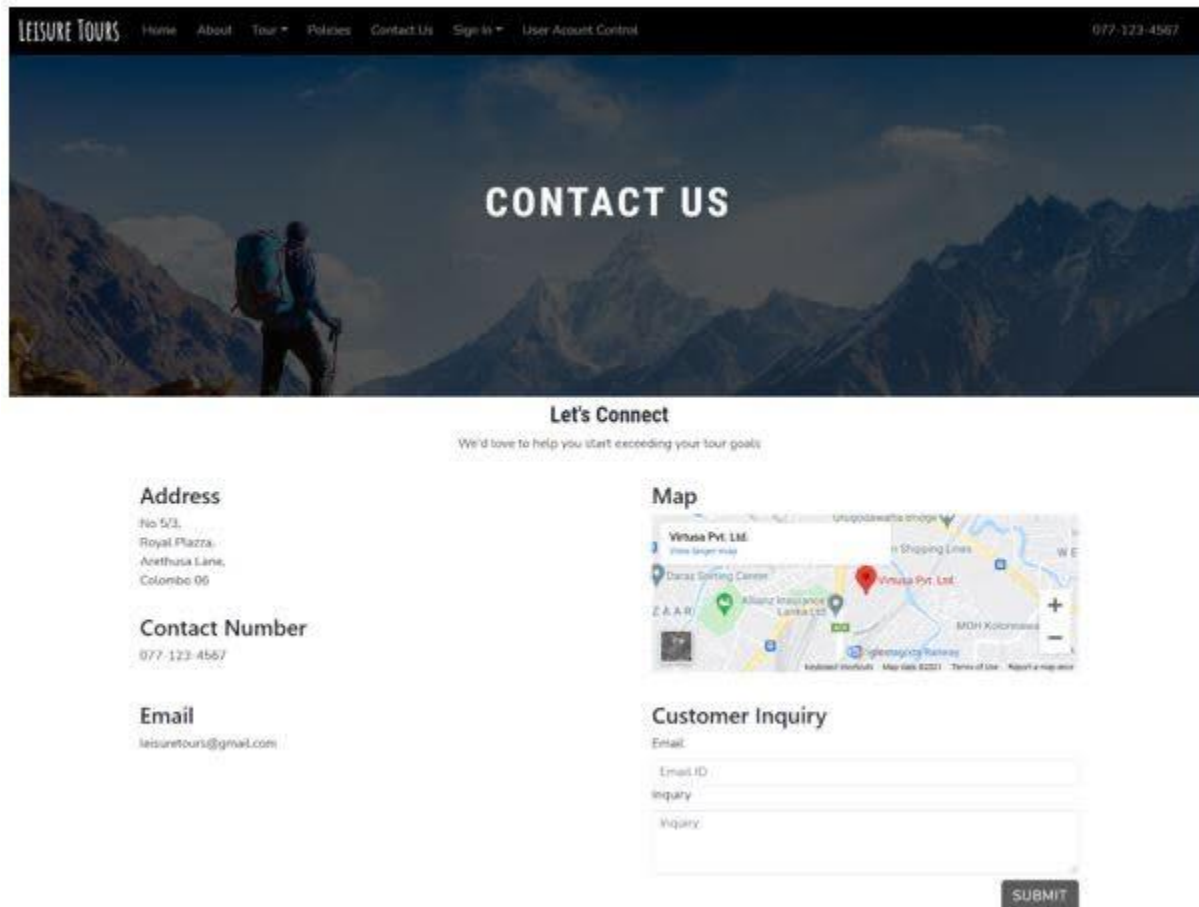
Figure 26

➢ 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.

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.
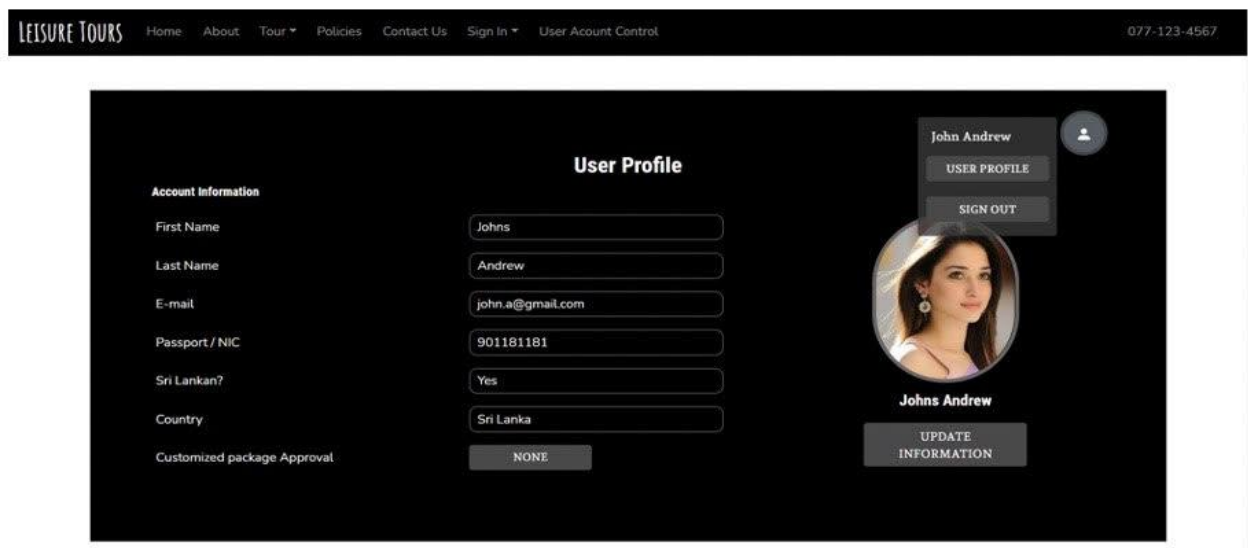
Figure 28

❖ 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.
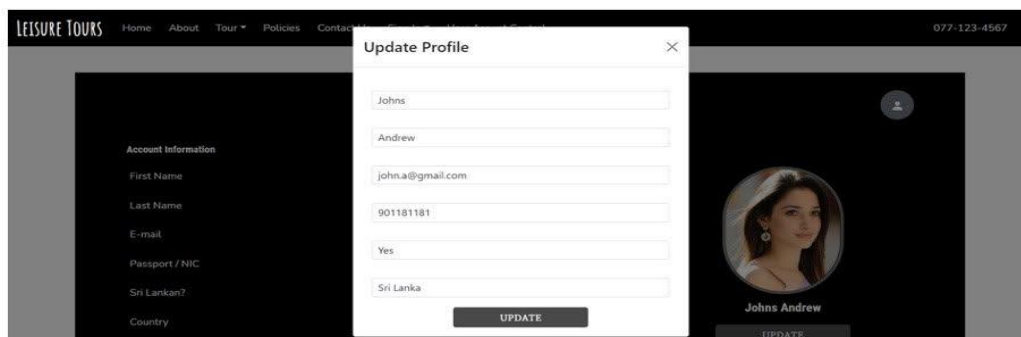
Figure 29

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.
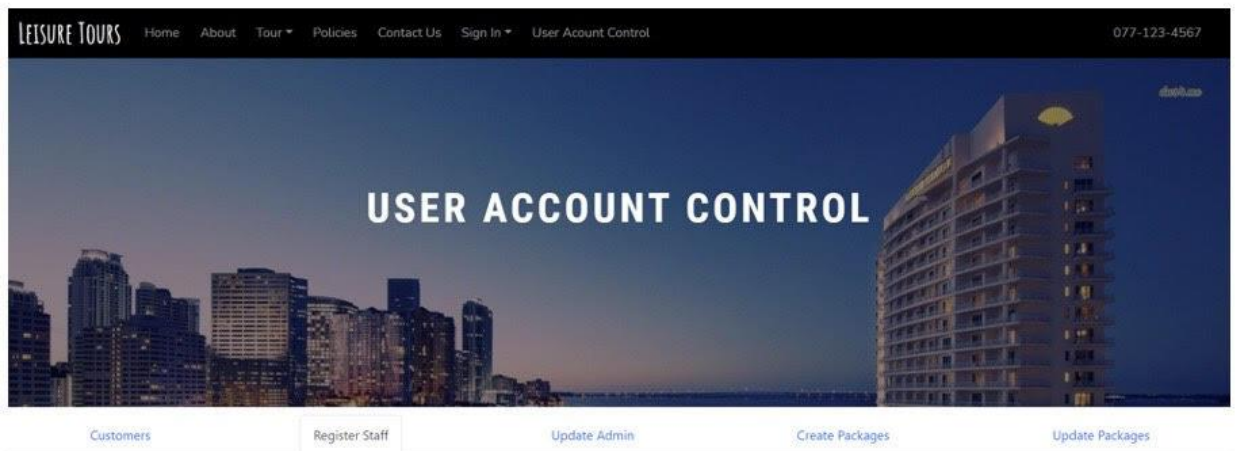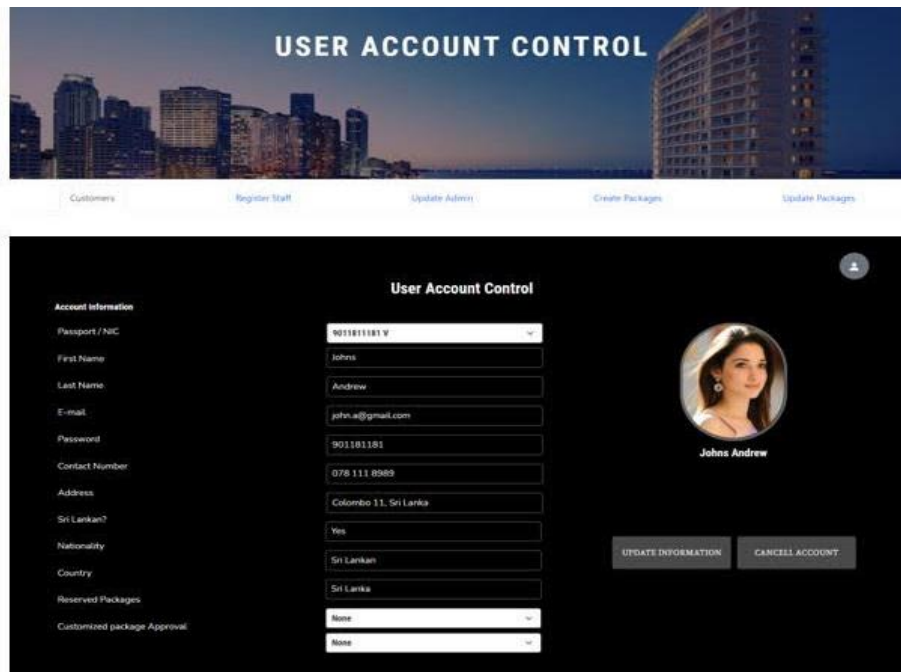
Figure 30

+ When you click the customers there will be display on customer account details.

+ Check the window as in fig 31

Figure 31

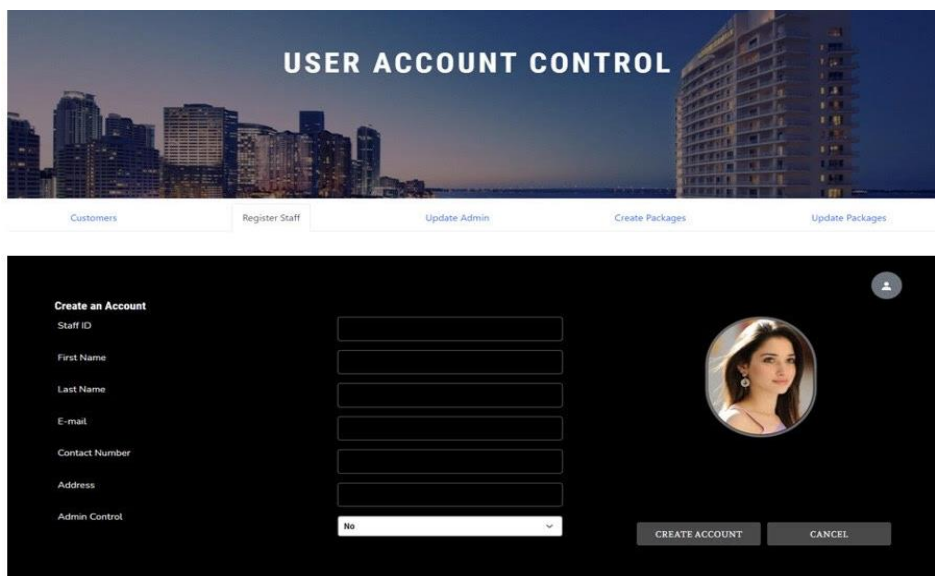➢ If you want to edit/ cancel the customer Account, click on the update information/ cancel account button.
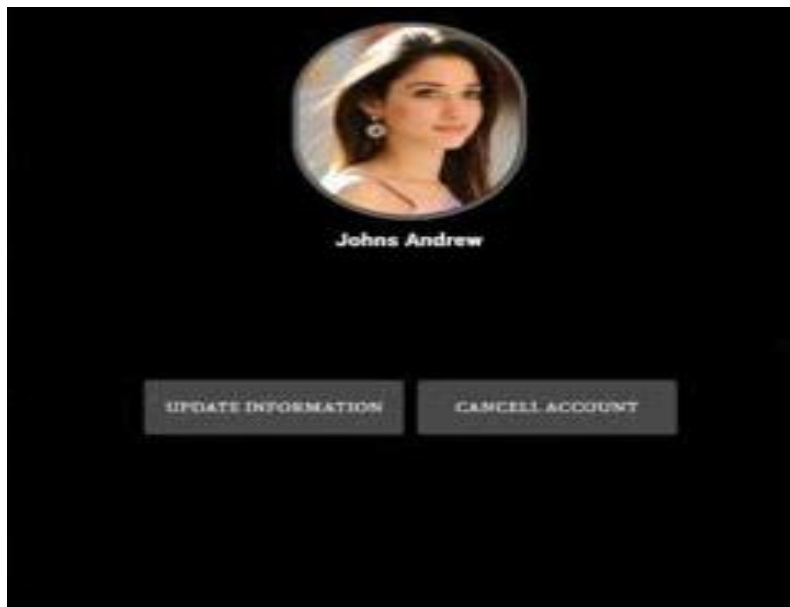
Figure 32

Registered staff

a. When you click the **Register staff button** that window will display the create account form.

b. If u want create the staff, you should fill the few general details about the staff

c. Enter the staff Id number, first name, last name, email id, contact number.

d. Then select the admin control from the dropdown menu.

Figure 33

e. Now click the **create account** button to create the staff Account.

f. Then if you want to exit you can click on the **cancel button**.
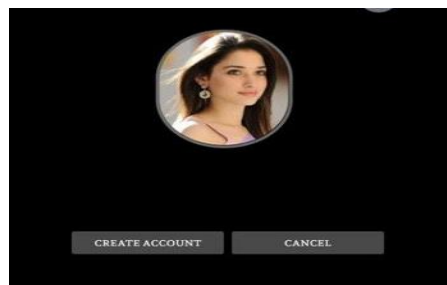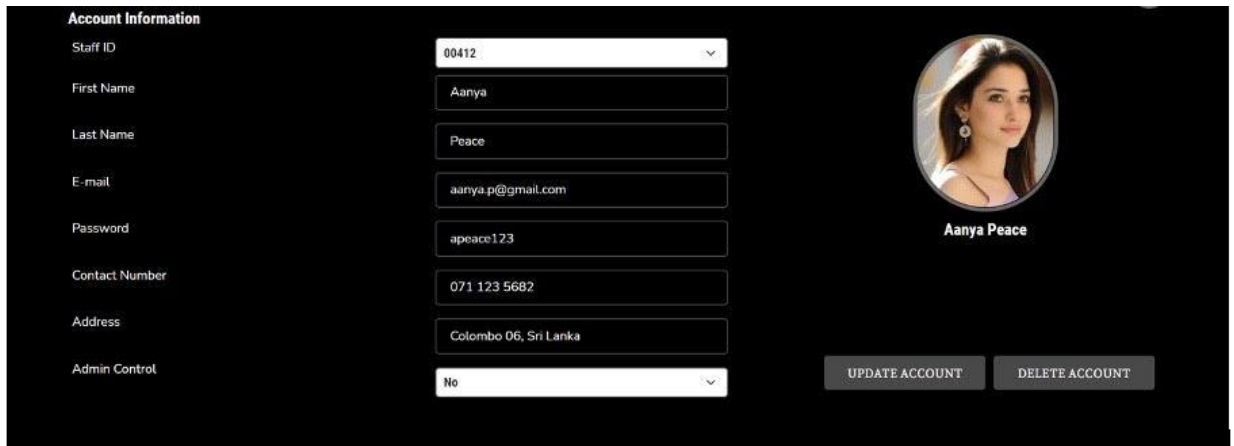
Figure 34

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.

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

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.
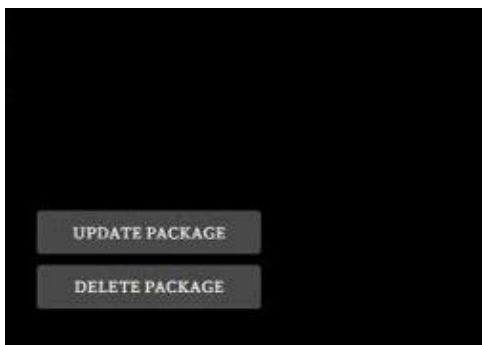- ➢ The package will be deleted.
- ➢ Check on the fig 37

Figure 37