

Tours-Travels Management

Tour Inquiry

➔ Create tour inquiry under Tour > Tour > Tour Inquiry menu.

➔ Confirm Inquiry

Tour

Tour

Agent Commission

Custom Tour

Hotel

Insurance

Configuration

Transport

2

3

BrowseInfo

Mitchell Admin

Tour Inquiry / INQ000001

EDIT

CREATE

Tour Inquiry

Tour Itinerary

Approved Tour Itinerary

Tour Creator

Tour Booking

Tour Cancellation

Action

1 / 1

<

>

INQ000001

Inquiry Date

11/24/2020

Lead

Office Design Project

Address

Rue de Namur 69
Wavre California (US) 1300
Belgium

Email Id

deco.addict82@example.com

Mobile Number

+32 10 588 558

Contact Name

Deco Addict

Adult Persons

1

Child

1

Via

Direct

Tour Information

Prefer Start Date

11/24/2020

Prefer End Date

11/30/2020

Budget/ Person (min/max)

25,000.00

30,000.00

Destinations Preferences

Hotel Preferences

Transport Preferences

Destination

Country

No. Of Nights

Ahmedabad

India

1

Tour Itinerary

➔ Create Tour Itinerary and confirm.

➔ Send to customer and Approve.

➔ Print Itinerary Report

Tour

Tour

Agent Commission

Custom Tour

Hotel

Insurance

Configuration

Transport

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BrowseInfo

Mitchell Admin

Tour Itinerary / TIN000001

EDIT

CREATE

SEND TO CUSTOMER

APPROVED

REFUSE

Print

Action

1 / 1

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TIN000001

Customer Inquiry

INQ000001

Tour Name

Tour De India

Lead

Office Design Project

Tour

Tour De India

Address

Rue de Namur 69
Wavre California (US) 1300
Belgium

Mobile

+32 10 588 558

Email Id

deco.addict82@example.com

Contact Name

Deco Addict

Via

Direct

Tour Information

Prefer start Date

11/24/2020

Prefer End Date

11/30/2020

Room Required

1

Payment Policy

Advance Payment

Season

Winter

Currency

INR

Adult

1

Child

1

Tour Dates Details

Start Date

11/25/2020

Last Date of Booking

11/25/2020

Payment Due Date

11/25/2020

Total Seats

2

Tour Program

Destinations

Cost Include

Cost Exclude

Site Cost

Visa Cost

Hotel Planer

Travel Planer

Other Services

Destinations

Country

No. Of Nights

Is Visa Required

Ahmedabad

India

1

☐

Sale Untaxed Amount:

₹ 75,150.00

Sale Taxes:

₹ 0.00

Sale Total Amount :

₹ 75,150.00

Purchase Untaxed Amount :

₹ 100,150.00

Purchase Taxes:

₹ 0.00

Purchase Total Amount:

₹ 100,150.00

Create Tour

➔ Create tour and confirm.

Tour Booking

- ➔ Create tour booking.
- ➔ Confirm tour booking.
- ➔ Create Sales Quotations and Invoice.
- ➔ Print booking report.
- ➔ Book Seat.

Tour

TourAgent CommissionCustom TourHotelInsuranceConfigurationTransport

23BrowseInfoMitchell Admin

Tour Booking / TB000003

EDITCREATE

PrintAction

1 / 1<>

CANCELBOOK SEAT

DRAFTCONFIRMIN PROGRESSBOOKEDDONECANCEL

1 Quotation

TB000003

CustomerAzure Interior

Booking Date11/24/2020

Email Idazure.Interior24@example.com

Mobile Number7043170228

Adult Persons1

Select TourCreated Tour

Child1

ViaDirect

CurrencyINR

Tour Information

Tour TypeDomestic

Tour Dates2020-11-25

TourTour

SeasonWinter

Payment PolicyAdvance Payment

Tour Persons

Tour Program

Destinations

Cost Include

Cost Exclude

Site Cost

Visa Cost

Hotel Details

Travel Planer

Other Services

Services

Person	Age	Gender	Type
Azure Interior	25	Male	Adult
Deco Addict	15	Male	Child

Sub Total:₹ 125,100.00

Total Taxed Amount:₹ 0.00

Insurance Amount:₹ 0.00

Custom Tour Booking

➔ Create custome tour booking.

Tour Cancellation

➔ Create tour cancellation

Hotel Reservation

- ➔ Create tour booking.
- ➔ Confirm booking.
- ➔ Send to hotel and approve from hotel. (Send Emails)
- ➔ Confirm Booking. (Invoice Created for customer and hotel)
- ➔ Issue Tickets.
- ➔ Print reservation report.

Tour

TourAgent CommissionCustom TourHotelInsuranceConfigurationTransport

23BrowseInfoMitchell Admin

Hotel Reservation / TH000001

EDITCREATE

PrintAction

1 / 1

DRAFTCONFIRMAPPROVEDBOOKEDTICKET ISSUEDONE

2 Invoice

Registration IDTH000001

Date11/24/2020

Mobile Number7043170228

CustomerAzure Interior

Email Idazure.Interior24@example.com

Adult Persons1

Child1

currencyINR

Hotel Information

Hotel TypeFive Star

HotelBrowseInfo, OYO Hotels

Room Type[E-COM08] Storage Box

Cost Price1,500.00

Sale Price1,550.00

Check In Date11/25/2020

Check Out Date11/27/2020

Rooms Required1

No. Of Days0.00

COMPUTE

Tour Information

TourTour

Tour Start Date2020-11-25

Tour Booking RefTB000003

Tour DestinationAhmedabad

Customer Information

Tax Information

Person	Age	Gender	Adult/Child	Room Number
Azure Interior	25	Male	Adult	
Deco Addict	15	Male	Child	

Untaxed Amt:₹ 0.00

Taxes :₹ 0.00

Customer Invoice Amt:₹ 0.00

Hotel Invoice Amt:₹ 0.00

Transport Booking

- ➔ Create booking and confirm.
- ➔ Send to transporter. (Email)
- ➔ Approval from transportar.
- ➔ Confirm Booking. (Created Invoice)

Tour

TourAgent CommissionCustom TourHotelInsuranceConfigurationTransport

23BrowseInfoMitchell Admin

Transport Booking / TR000002

EDITCREATE

PrintAction

1 / 1

DRAFTCONFIRMAPPROVEDINVOICETICKET ISSUE

DONE

2 Invoice

Registration ID

TR000002

Customer

Azure Interior

Child

1

Mobile

7043170228

Email Id

azure.interior24@example.com

Currency

INR

Booking Date

11/24/2020

Adult

1

Transport Information

Transport Company

Azure Interior

Journey Date

11/25/2020

Carrier Name

Fast Carrier

Transport Type

Custom Tour

Travel Class

First Class

From

Mumbai

To

Ahmedabad

Tour Information

Tour

PNR No.

1001A

Departure Date

11/30/2020 18:22:16

Tour Booking Ref

Carrier No

101D

Tour Start Date

Arrival Date

11/25/2020 18:22:16

Transport Pricing

Cost Price(Adult)

1,500.00

Cost Price(Child)

1,200.00

Sale Price(Adult)

1,550.00

Sale Price(Child)

1,250.00

Customer Information

Tax Information

Person	Age	Gender	Adult/Child	Room Number
Azure Interior	25	Male	Adult	111
Deco Addict	15	Male	Child	111

Untaxed Amount:

₹ 2,800.00

Taxes:

₹ 0.00

Customer Invoice Amount:

₹ 2,800.00

Transport Invoice Amount:

₹ 2,700.00

Insurance Policy

Create insurance policy under Tour > Insurance > Insurance Policy menu.

➔ Enter Insurance details and confirm insurance policy.

Tour

TourAgent CommissionCustom TourHotelInsuranceConfigurationTransport23BrowseInfoMitchell Admin

Insurance Policy / DNSL Insurance LTD

EDITCREATE

Action

1 / 1

DRAFTCONFIRM

Insurance	Health Insurance	Insurance Name	DNSL Insurance LTD	Insurance Cost For Adults	20,000.00
Insurance Cost For Child	18,000.00				

Coverage Information

Policy Id	Benifit Cost
[FURN_6741] Large Meeting Table	18,000.00
[FURN_8220] Four Person Desk	22,000.00

Agent Commission Invoice

- ➔ Create Agent Commission Invoice under Tour > Agent Commission > Agent Commission Invoice menu.
- ➔ Enter commission line and select commission type,
- ➔ For Commission Percentage Commission will given based on “Commission Percentage(%)”.
- ➔ For Commission Amount “Commission Amount(fixed)” will commission amount.
- ➔ Confirm commission.
- ➔ Create invoice for commission.

Tour

Tour

Agent Commission

Custom Tour

Hotel

Insurance

Configuration

Transport

2

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BrowseInfo

Mitchell Admin

Agent Commission Invoice

Agent Commission Invoice

EDIT

CREATE

Print

Action

1 / 1

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CREATE INVOICE

DRAFT

CONFIRM

INVOICED

DONE

Name

ACI000001

Date

11/01/2020

Agent

Azure Interior

Pricelist

INR

Commission Line

Tour	Customer Name	Tour Booking ID	Commission Amount	Tour Cost
Tour De India	Azure Interior	TB000003	43,785.00	125,100.00
Tour	Azure Interior	TB000005	5,000.00	141,600.00

Commission Amount: 48,785.00

Passport And Visa Management

Service Document

Create service document under Passport and Visa > Service Document menu.

Passport Schemes

Under Passport And Visa > Passport Schemes menu user can create passport schemes.

Passport Booking

Under Passport And Visa > Passport > Passport Booking menu user can create passport booking request.

- ➔ Enter necessary detail and confirm request.
- ➔ Verify documents.
- ➔ Approve By Officer.
- ➔ Create invoice

Passport And Visa

Service Document

Passport

Passport Schemes

Visa

+

2

3

BrowseInfo

Mitchell Admin

Passport Booking / PSB000001

EDIT

CREATE

Action ▾

1 / 1 < >

DONE	DRAFT	CONFIRM	VERIFY DOCUMENT	APPROVED	INVOICED	DONE	CANCELED
						1 Invoice	

Name	PSB000001	Customer	Azure Interior	Date	11/24/2020
Email Id	azure.Interior24@example.com	Mobile Number	7043170228		

Passport Information

Service	Passport Services	Service Scheme	Urgency Quota	Service Cost	2,850.00
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Tour Information

Tour Booking Ref	TB0000003	Tour	Tour	Tour Date	11/25/2020
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Document Information

Attachment

Document Type	Xerox Copy/Photo Copy	Original Copy
Election Card	Xerox	1
Water ID	Water ID	1

Visa Schemes

Under Passport And Visa > Visa Schemes menu create visa schemes.

Visa Booking

Under Passport And Visa > Visa > Visa Booking menu user can create visa booking request.

- ➔ Create visa booking request and enter necessary details.
- ➔ Confirm request.
- ➔ Virify visa request documents.
- ➔ Approve request.
- ➔ Create invoice for request.

Passport And Visa

Service DocumentPassportPassport SchemesVisaVisa Schemes

23BrowseInfoMitchell Admin

Visa Booking / VSB000001

EDITCREATE

Action

1 / 1 <>

DONE

DRAFTCONFIRMVERIFY DOCUMENTAPPROVEDINVOICEDONECANCELED

1Invoice

Name

VSB000001

Email Id

azure.Interior24@example.com

Customer

Azure Interior

Date

11/24/2020

Mobile Number

7043170228

Visa Information

Country

India

Service Cost

5,500.00

Service

Visa

Service Scheme

Tourist Visa(Multiple Entry)

Tour Information

Tour Booking Ref

TB000003

Tour

Tour

Tour Date

11/25/2020

Document Information

Attachment

Document Type

Xerox Copy/Photo Copy

Original Copy

Election Card

Photo Copy

1

Water ID

Photo Copy

2