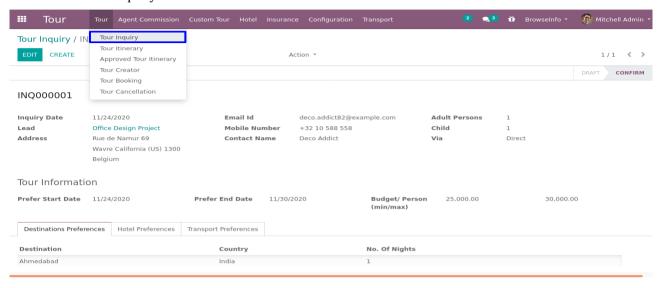# Tours-Travels Management

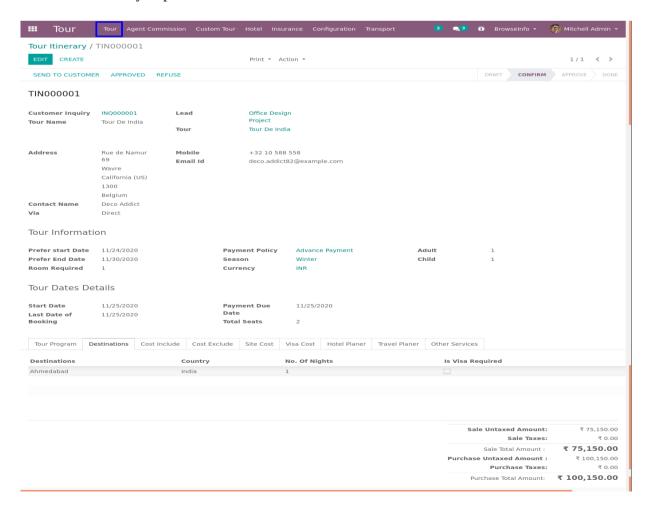## Tour Inquery

➔ Create tour inquery under Tour > Tour > Tour Inquery menu.

➔ Confirm Inquery

Tour Itinerary

➔ Create Tour Itinerary and confirm.
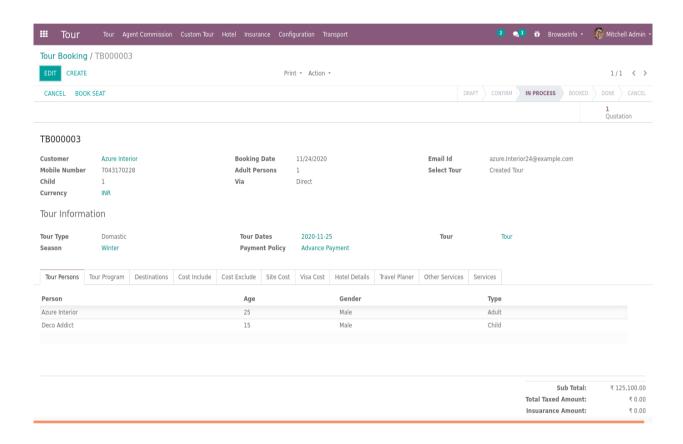➔ Send to customer and Approve.
➔ Print Itinerary Report

Create Tour

➔ Create tour and confirm.

Tour Booking

➔ Create tour booking.

➔ Confirm tour booking.

➔ Create Sales Quotations and Invoice.

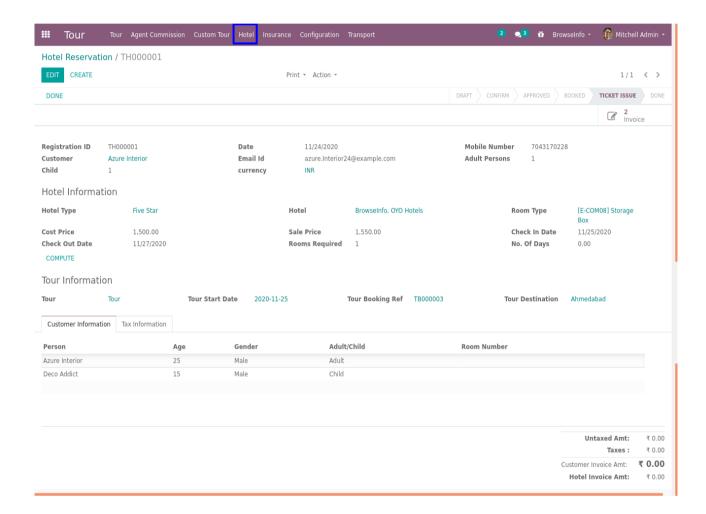➔ Print booking report.

➔ Book Seat.

Custom Tour Booking

➔ Create custome tour booking.

Tour Cancellation
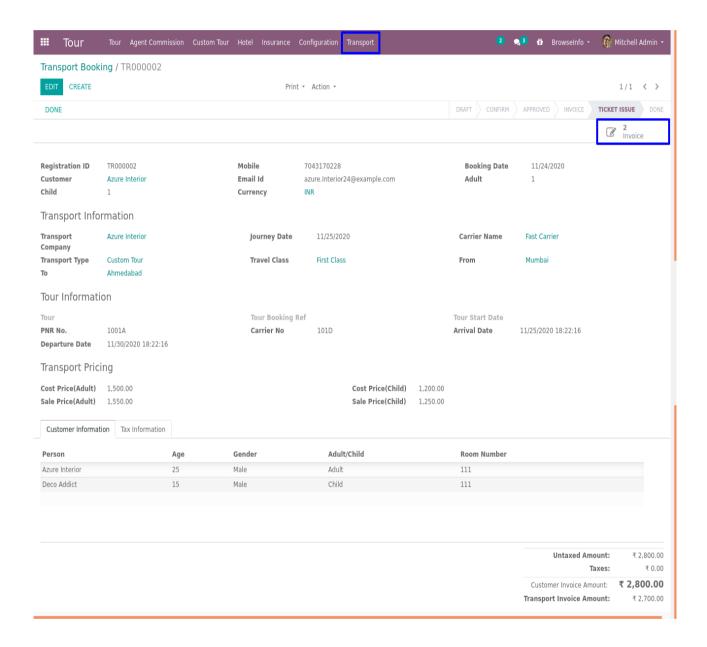
➔ Create tour cancellation

Hotel Reservation

➔ Create tour booking.

➔ Confirm booking.

➔ Send to hotel and approve from hotel. (Send Emails)

➔ Confirm Booking. (Invoice Created for customer and hotel)

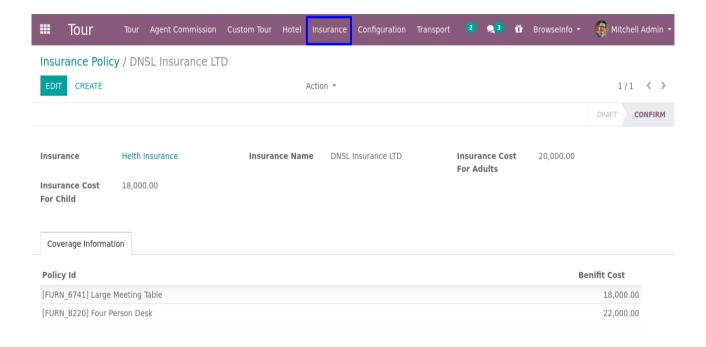➔ Issue Tickets.

➔ Print reservation report.

Transport Booking

➔ Create booking and confirm.

➔ Send to transporter. **(Email)**

➔ Approval from transportar.

➔ Confirm Booking. **(Created Invoice)**
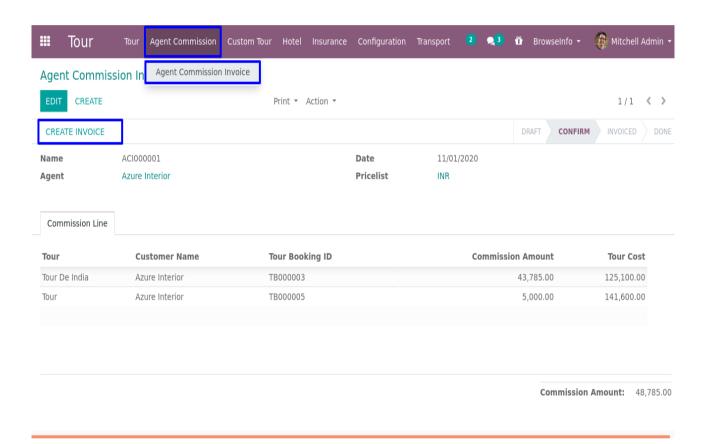
Insurance Policy

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

➔ Enter Insurance details and confirm insurance policy.

Agent Commission Invoice

➔ Create Agent Commission Invoice under Tour > Agent Commission > Agent Commission Invoice menu.

➔ Enter commision 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.

<div align="center">

Passport And Visa Management

</div>

Service Document

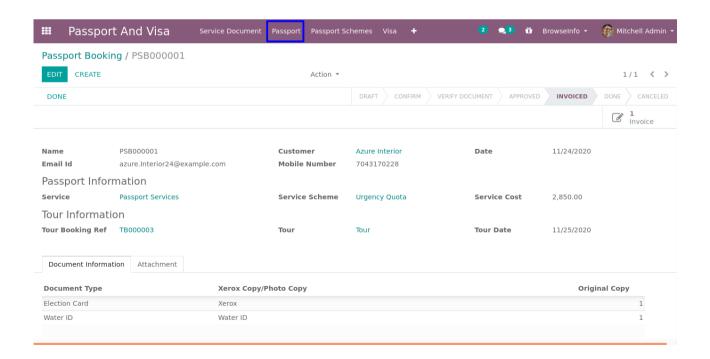Create service document under Passport and Visa > Service Document menu.

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

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.