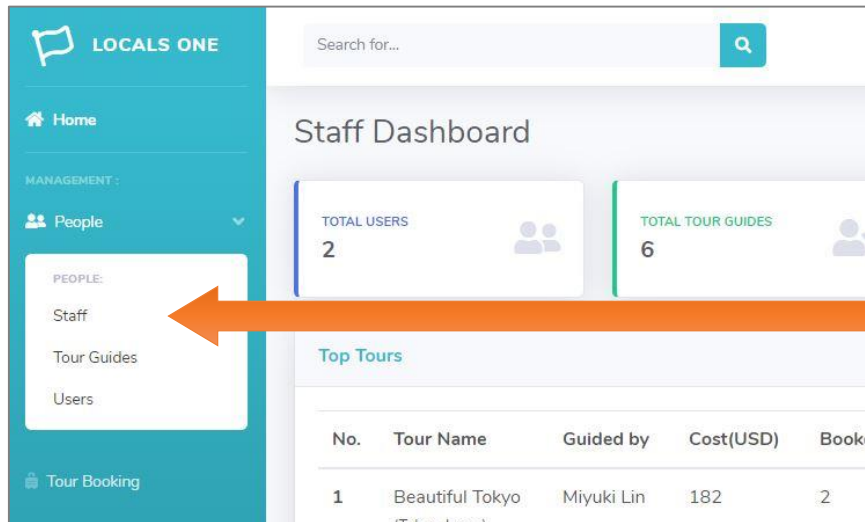


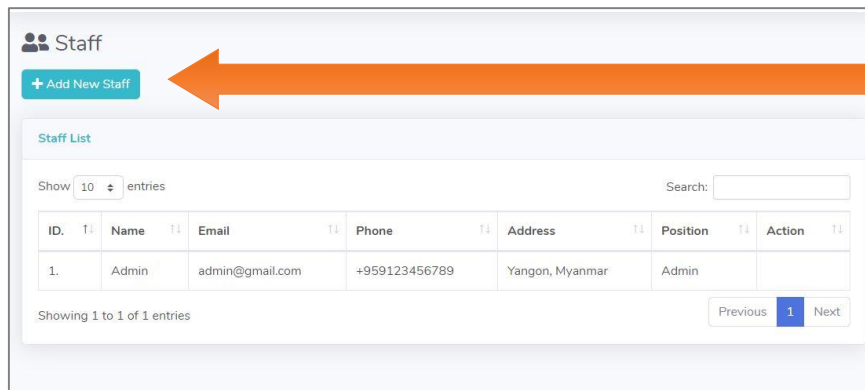
Staff User Manual

1. Register Staff



1

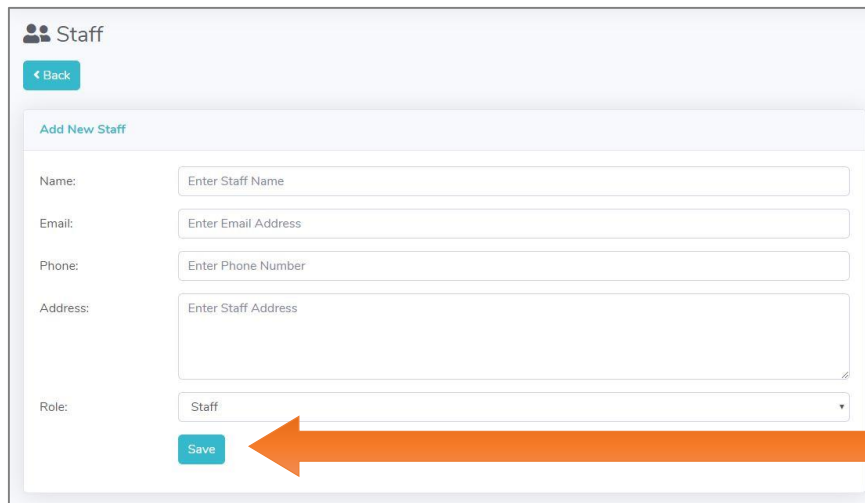
- Select Staff from side navigation



2

- Click Add New Staff to add

3

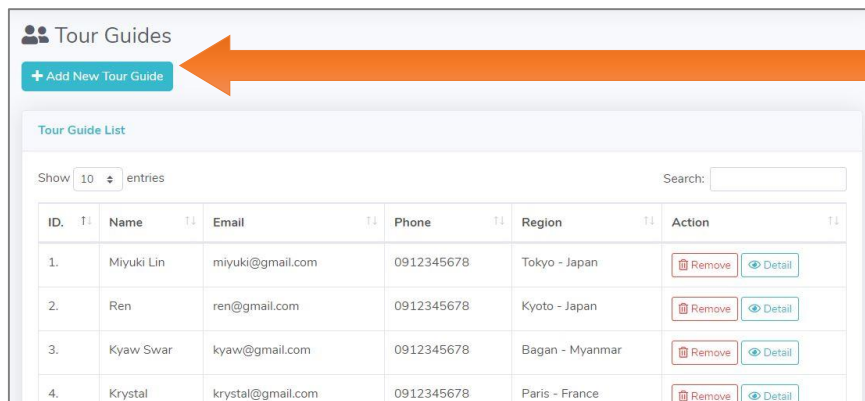


The screenshot shows a web form titled "Staff" with a "Back" button. Below it is a section titled "Add New Staff" containing input fields for Name, Email, Phone, Address, and a Role dropdown menu (set to "Staff"). A "Save" button is at the bottom left. A large orange arrow points from the right towards the "Save" button.

- Fill the form and click Save button

2. Register Tour Guide

1



The screenshot shows a web page titled "Tour Guides" with an "Add New Tour Guide" button. Below is a "Tour Guide List" table with columns for ID, Name, Email, Phone, Region, and Action. The table contains four entries. A large orange arrow points from the right towards the "Add New Tour Guide" button.

ID	Name	Email	Phone	Region	Action
1.	Miyuki Lin	miyuki@gmail.com	0912345678	Tokyo - Japan	Remove Detail
2.	Ren	ren@gmail.com	0912345678	Kyoto - Japan	Remove Detail
3.	Kyaw Swar	kyaw@gmail.com	0912345678	Bagan - Myanmar	Remove Detail
4.	Krystal	krystal@gmail.com	0912345678	Paris - France	Remove Detail

- Click Add New Tour Guide to add

2

Add New Tour Guide

Name:

Gender: ☒ Male ☐ Female

Email:

Phone:

Address:

Region:

Level:

Experience:

Fees per Day (USD):

Registered by:

Save

- Fill the form and click Save button

3. Approve Tour

1

LOCALS ONE

Search for...

Staff Dashboard

TOTAL USERS: 2

TOTAL TOUR GUIDES: 6

Top Tours

No.	Tour Name	Guided by	Cost(USD)	Bo
1	Beautiful Tokyo	Miyuki Lin	182	2

Tours

- Select Tours from Navigation

2

Tour

[See All Tour Guides](#)

All Tours

Show 10 entries Search:

No.	Tour_ID	Tour_Name	Tour Type	Created_by	Created_at	Status	Action
1.	#7	"Tokyo Private Tour"	Private Tour	Kageyama	13 May, 2020	appending	✓ Approve 🔍 Detail
2.	#6	"First Trip in Paris"	Private Tour	Krystal	13 May, 2020	approved	🔍 Detail

- Click Detail button to check the tour

3

I only give my service in English & Japanese.

Confirm Info

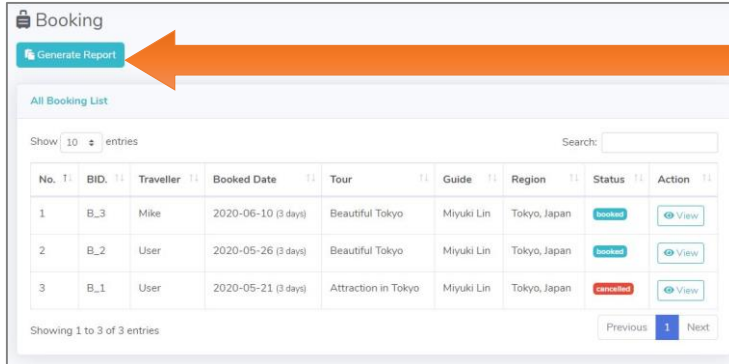
Status: appending

Approved by:

[Approve Now](#)

- Click Approve Now button to complete

4. Report



The screenshot shows the 'Booking' page with a 'Generate Report' button highlighted by an orange arrow. Below the button is the 'All Booking List' section, which includes a search bar, a table of bookings, and pagination controls.

Booking

Generate Report

All Booking List

Show 10 entries Search:

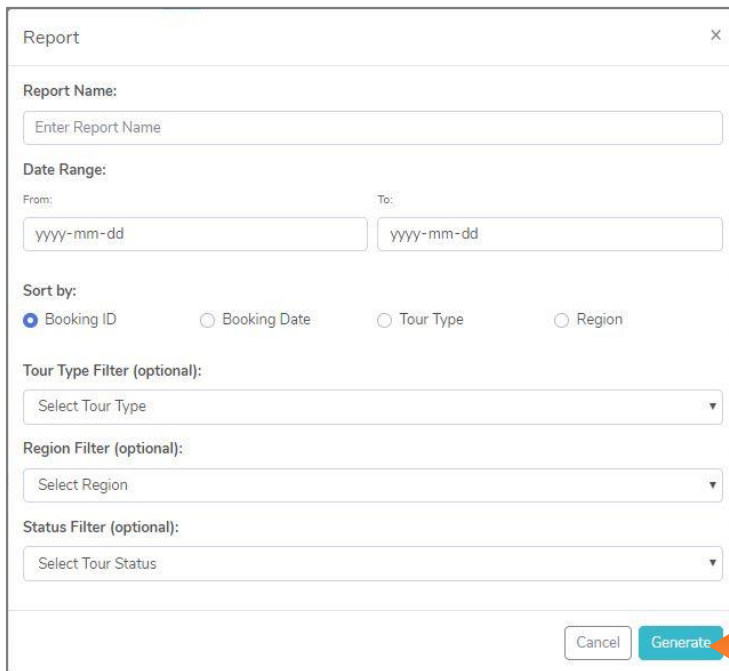
No.	BID.	Traveller	Booked Date	Tour	Guide	Region	Status	Action
1	B_3	Mike	2020-06-10 (3 days)	Beautiful Tokyo	Miyuki Lin	Tokyo, Japan	booked	View
2	B_2	User	2020-05-26 (3 days)	Beautiful Tokyo	Miyuki Lin	Tokyo, Japan	booked	View
3	B_1	User	2020-05-21 (3 days)	Attraction in Tokyo	Miyuki Lin	Tokyo, Japan	cancelled	View

Showing 1 to 3 of 3 entries

Previous 1 Next

1

- Click Generate Report button



The screenshot shows the 'Report' form with fields for Report Name, Date Range, Sort by, and various filters. The 'Generate' button is highlighted by an orange arrow.

Report

Report Name:

Enter Report Name

Date Range:

From: To:

yyyy-mm-dd yyyy-mm-dd

Sort by:

☒ Booking ID ☐ Booking Date ☐ Tour Type ☐ Region

Tour Type Filter (optional):

Select Tour Type

Region Filter (optional):

Select Region

Status Filter (optional):

Select Tour Status

Cancel Generate

2

- Enter report name, filter and sorting option



The screenshot shows the 'Tour Booking: Monthly Report' page with a table of bookings and a 'Print' button highlighted by an orange arrow.

Tour Booking: Monthly Report

Locals One Tour Guide Agency

Date: From : 2020-05-01 | To : 2020-05-31

Sorted by: Booking ID

Filter: No filter is used.

Reported by: Admin

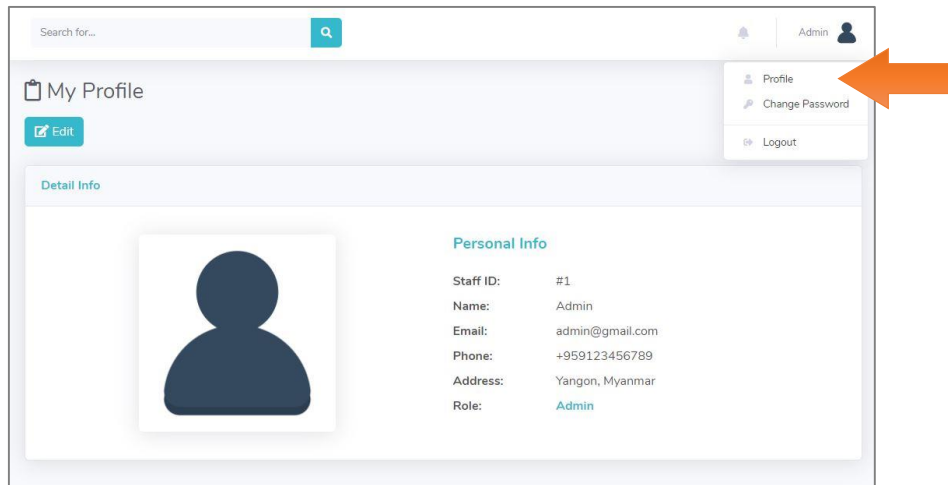
Reported Date: 14 May, 2020

BookingID	Traveller	Booked Date	Tour Name	Tour Type	Tour Guide	Region	Cost	Status
B_1	User	21 May, 2020 (3 days)	Attraction in Tokyo	Private Tour	Miyuki Lin	Tokyo, Japan	USD.120	cancelled
B_2	User	26 May, 2020 (3 days)	Beautiful Tokyo	Local Experience	Miyuki Lin	Tokyo, Japan	USD.182	booked

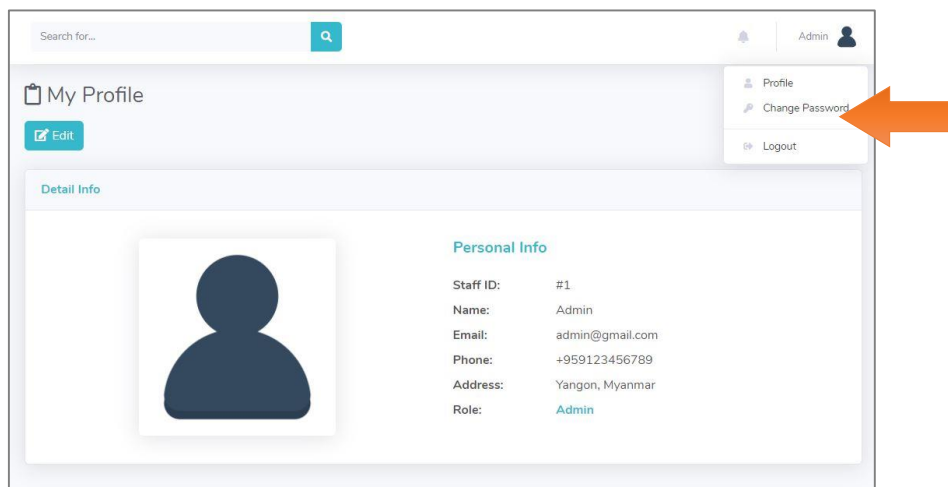
Print

3

5. Profile



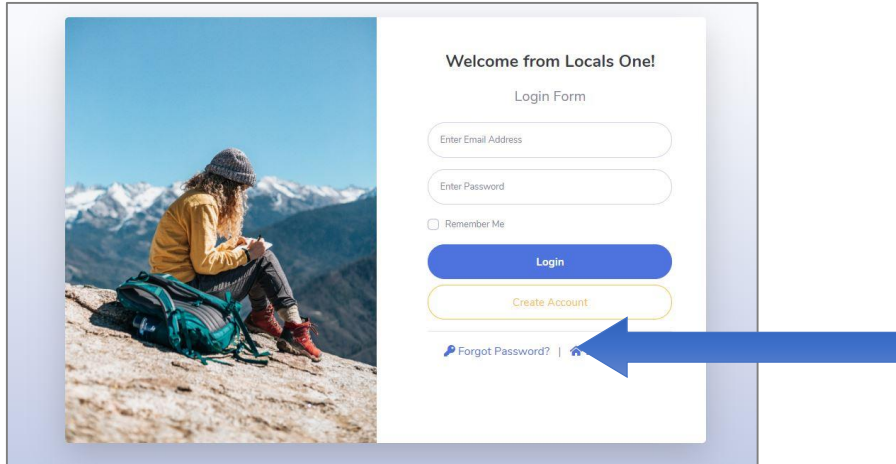
- Enter Profile from top navigation to view profile



- Enter Change Password from top navigation to change password

6. Forget Password

1



Welcome from Locals One!

Login Form

Enter Email Address

Enter Password

☐ Remember Me

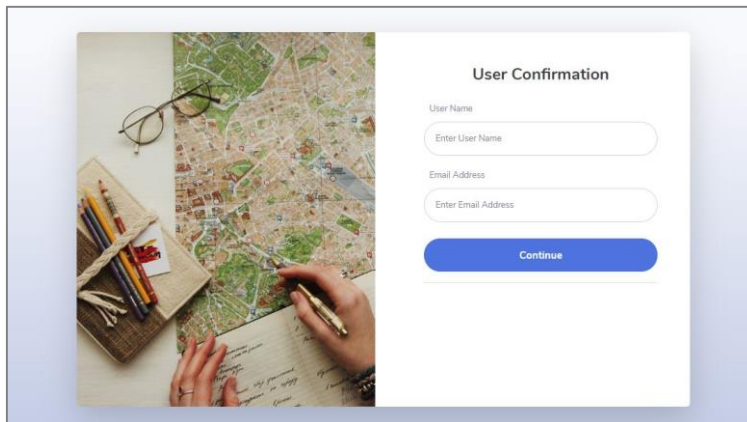
Login

Create Account

[Forgot Password?](#)

- Click Forget Password link from Login

2



User Confirmation

User Name

Enter User Name

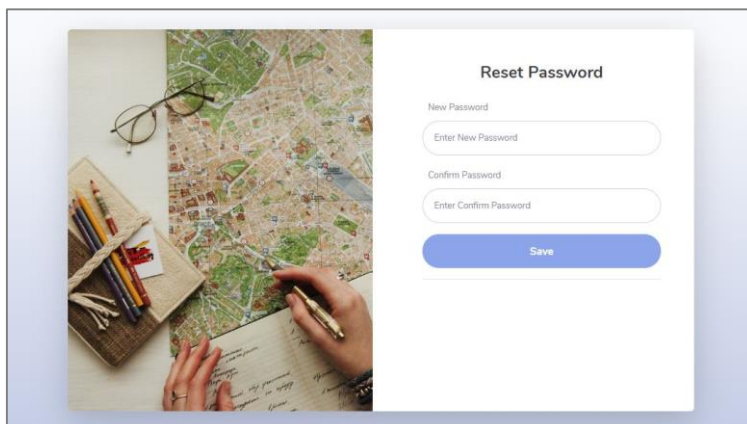
Email Address

Enter Email Address

Continue

- Enter your name and email address to confirm user

3



Reset Password

New Password

Enter New Password

Confirm Password

Enter Confirm Password

Save

- Enter new password and click on Save button