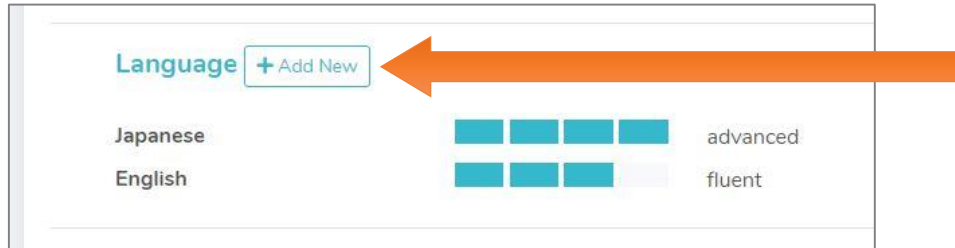


Tour Guide User Manual

1. Add Language



1

- Click Add New button to add language

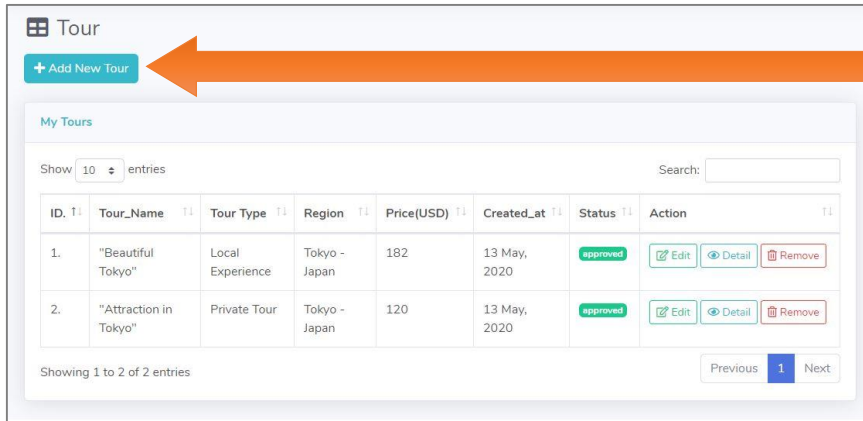


2

- Choose the language and your level
- Click Save to complete

2. Create Tour

1

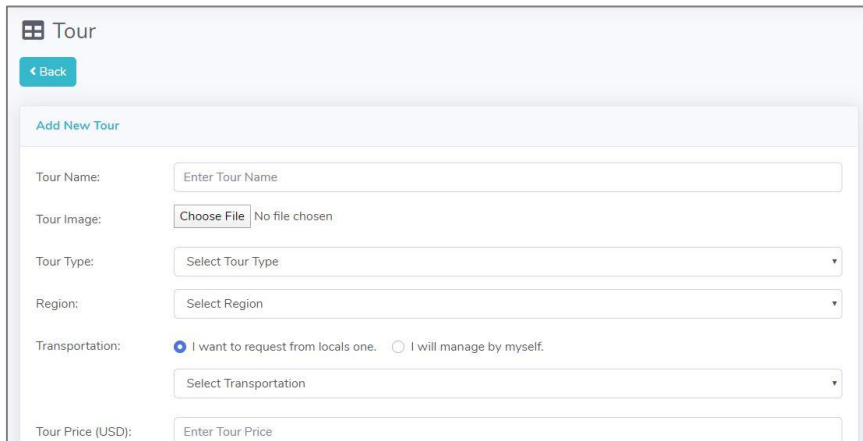


The screenshot shows a web application interface for managing tours. At the top, there's a header with a grid icon and the word 'Tour'. Below the header, there's a button labeled '+ Add New Tour' which is highlighted by a large orange arrow pointing from the right. Underneath, there's a section titled 'My Tours' containing a table of existing tours. The table has columns for ID, Tour Name, Tour Type, Region, Price(USD), Created_at, Status, and Action. Two tours are listed: 'Beautiful Tokyo' and 'Attraction in Tokyo'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and there are 'Previous', '1', and 'Next' navigation links.

ID	Tour Name	Tour Type	Region	Price(USD)	Created_at	Status	Action
1.	"Beautiful Tokyo"	Local Experience	Tokyo - Japan	182	13 May, 2020	approved	Edit Detail Remove
2.	"Attraction in Tokyo"	Private Tour	Tokyo - Japan	120	13 May, 2020	approved	Edit Detail Remove

- Click Add New Tour button

2

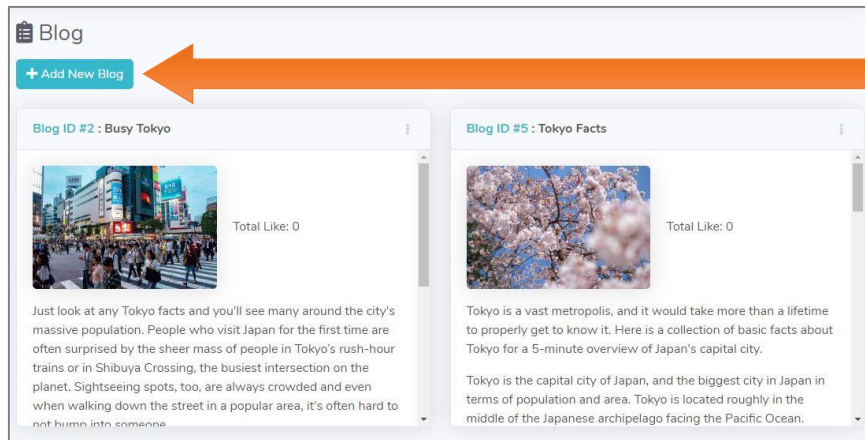


The screenshot shows the 'Add New Tour' form. It has a header with a grid icon and the word 'Tour', and a '< Back' button. The form fields are: 'Tour Name' (text input), 'Tour Image' (file upload button labeled 'Choose File' and 'No file chosen'), 'Tour Type' (dropdown menu), 'Region' (dropdown menu), 'Transportation' (radio buttons for 'I want to request from locals one.' and 'I will manage by myself.', followed by a dropdown menu), and 'Tour Price (USD)' (text input).

- Fill the tour form and click Save button

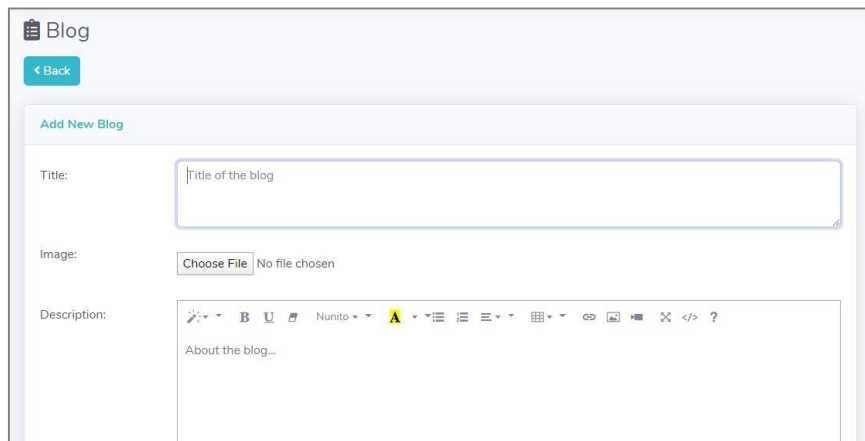
3. Create Blog

1



- Click Add New Blog button

2



- Write blog and Click Save button

4. Bookings

Booking

Booking List

Show 10 entries Search:

No.	Booking_ID	Tour_Name	Traveller_Name	Tour_Date	Total_People	Status	Action
1.	B_3	Beautiful Tokyo	Mike (+959123456789)	From: 10 Jun, 2020 To: 12 Jun, 2020	2	booked	View
2.	B_2	Beautiful Tokyo	User (+959123456)	From: 26 May, 2020 To: 28 May, 2020	2	booked	View
3.	B_1	Attraction in Tokyo	User (+959123456)	From: 21 May, 2020 To: 23 May, 2020	3	cancelled	View

Showing 1 to 3 of 3 entries

Previous 1 Next

- Select Bookings from side navigation
- Click View button from booking list

LOCALS ONE

Search for...

Miyuki Lin

Home

MANAGEMENT

Booking

Request

My Tours

PROFILE AND BLOG

My Profile

My Blogs

HELP

Help

Booking ID #B_3

Back

Detail

Traveller Info

Traveller Name: Mike

Contact Info: +959123456789 | mike@gmail.com

From: United Kingdom

Travel To: Tokyo - Japan

Booking Info

Booking ID: B_3

Booked Date: 13 May, 2020

Total People: 2

Guided by: Miyuki Lin

Tour Information

Tour Name: Beautiful Tokyo

Tour Type: Local Experience

Duration: 3 days From: 10 Jun, 2020 To: 12 Jun, 2020

Tour Price (USD): 182

Start Time & Place: 09:30 AM (Hotel, Airport (we will pick you up!))

Transportation: Walk, Public Transport

Tour Route: Firstly, Harajuku and Shibuya
At Shibuya, we will go to see the famous Shibuya Scramble
Then, Kabukicho and Golden Gai
Along the tour, I will introduce you famous food and restaurants

Restriction: I am not a driver. I can accompany you in your vehicle or I can arrange for a separate car and driver.

Remark by Traveller: I don't eat beef

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1

2

5. Requests

Request

Request List

Show 10 entries Search:

No.	Request ID	Traveller Name	Phone	Tour Date	Total People	Contacted Date	Status	Action
1.	R_2	User (from Japan)	+959123456	From: 16 May, 2020 To: 17 May, 2020	4	13 May, 2020	cancelled by user	View
2.	R_1	Mike (from United Kingdom)	+959123456789	From: 27 Apr, 2020 To: 29 Apr, 2020	5	23 Apr, 2020	completed	View

1

- Select Requests from side navigation
- Click View button from request list

LOCALS ONE

Search for...

Request ID #R_1

[Back](#)

Detail

Traveller Info	Tour Guide Info
Traveller Name: Mike	Request ID: R_1
Contact Info: +959123456789 mike@gmail.com	Contacted Date: 23 Apr, 2020
From: United Kingdom	From: Kyoto - Japan
Travel To: Kyoto - Japan	Guided by: Ren

Tour Information

Duration:	3 days	From: 27 Apr, 2020	To: 29 Apr, 2020
Total People:	5		
Tour Description:	I would like to go Sanjusangendo Temple, Fushimi Inari Shrine, Silver Pavilion.		
Message:	We already have a car. But for lunch break, I would like you to recommend.		

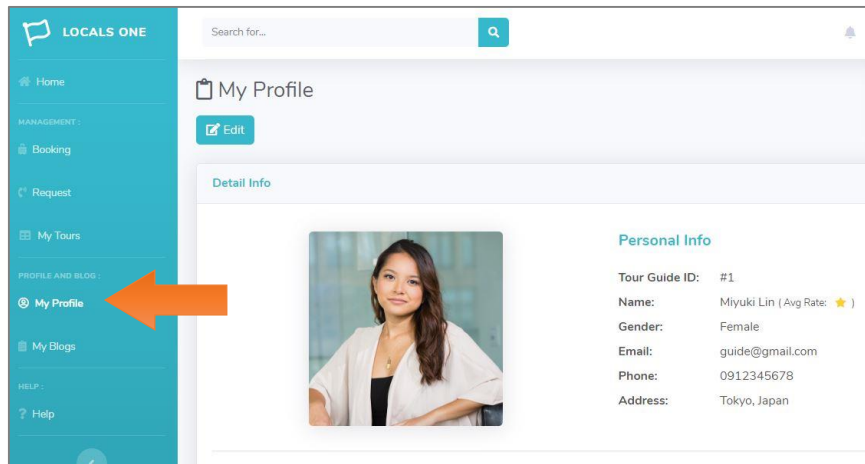
My Reply

Tour Status:	Cancelled
Reply:	Okay, I will plan detail for you.

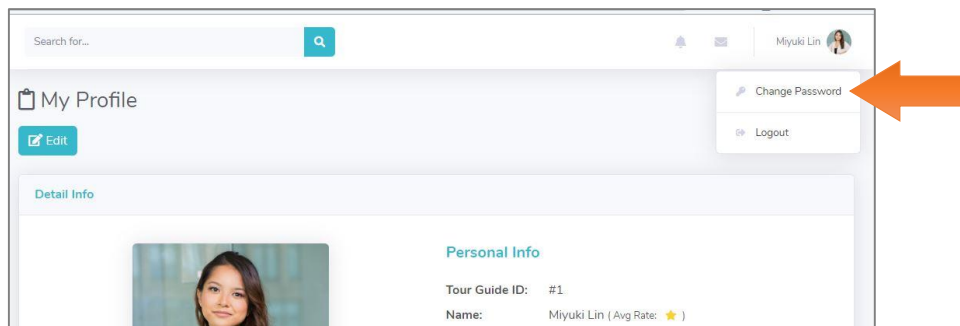
Copyright © Locals One Tour Guide Agency 2020

2

6. Profile



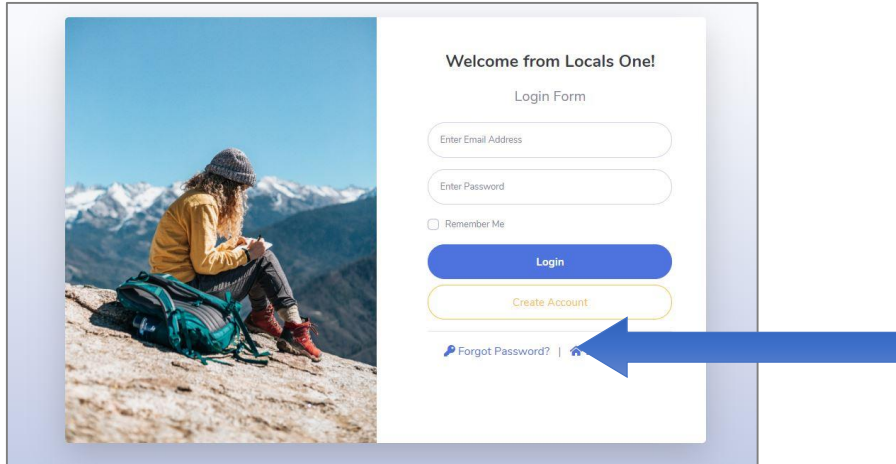
- Enter My Profile from side navigation to view profile



- Enter Change Password from top navigation to change password

7. Forget Password

1



Welcome from Locals One!

Login Form

Enter Email Address

Enter Password

☐ Remember Me

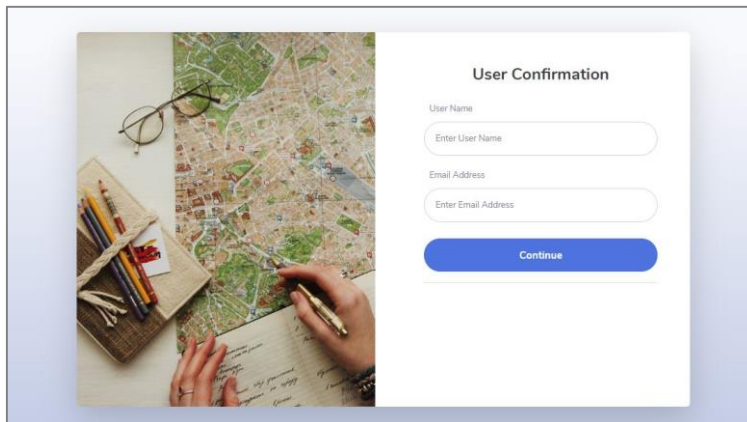
Login

Create Account

[Forgot Password?](#)

- Click Forget Password link from Login

2



User Confirmation

User Name

Enter User Name

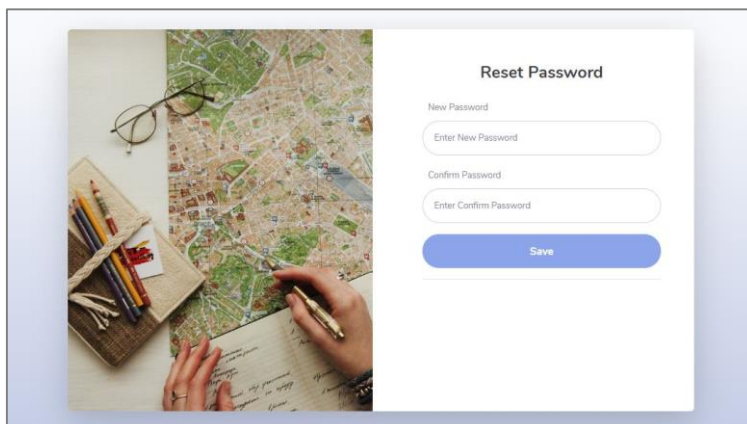
Email Address

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