

**ADMIN MANUAL
Of
AL NAHDI SAFARIS
Website**

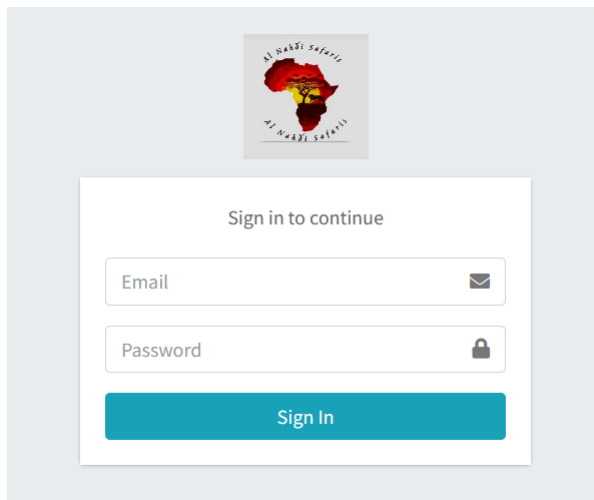
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Login Page: -

Step 1 => To get access to the Login Page, enter the correct username and password.

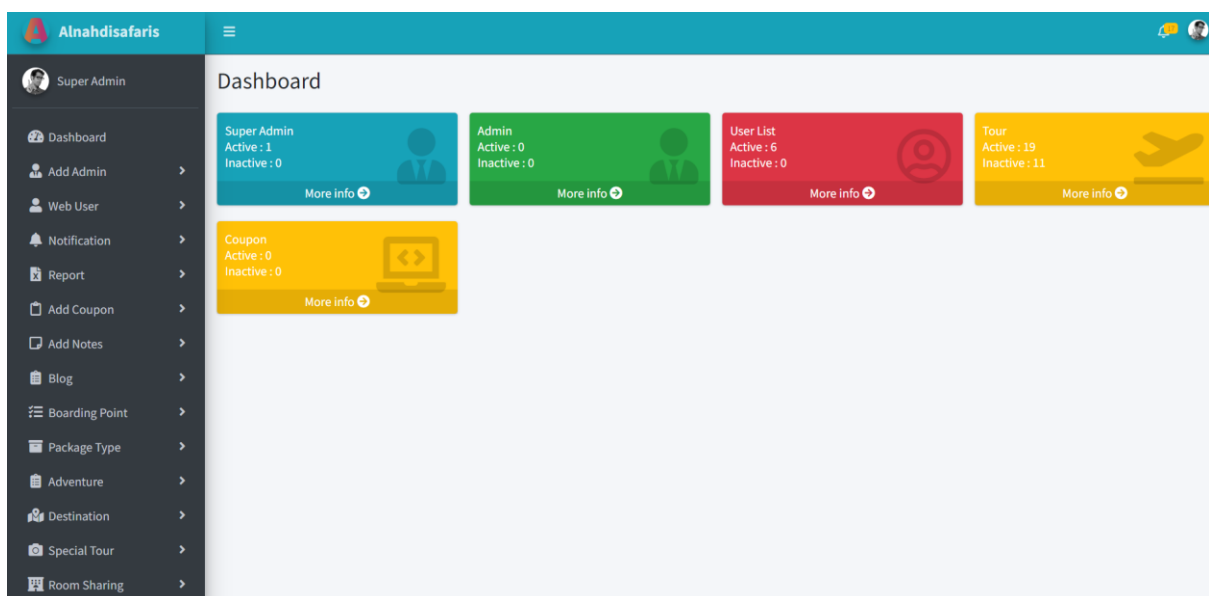


Step 2 => After Signing In, the admin is redirected to the Dashboard Page.

1 - Dashboard: -

Step 1 => This is the Dashboard Page where the admin can control all the features.

Step 2 => In the upper-right corner, we can see the notifications about the payments made or canceled. Click on the bell icon to see the notifications.



2 – Create Admin: -

Step 1 => To give access to Admin Control to a new admin, click on 'Add Admin' and then click on 'Add'.

The screenshot shows the 'Admin Create' form in the Alnahdisafaris system. The form is titled 'Admin Create' and is located in the 'Add Admin' section of the sidebar. It contains the following fields:

- First Name***: Text input field with placeholder 'Enter First Name'.
- Last Name***: Text input field with placeholder 'Enter Last Name'.
- Mobile Number***: Text input field with placeholder 'Mobile Number'.
- Email***: Text input field with placeholder 'Email'.
- Password***: Text input field with placeholder 'Password'.
- Admin Role***: Dropdown menu with 'Select Role' as the placeholder.
- Status**: A checked checkbox.

At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'.

Step 2 => Enter the necessary details and mention the 'Admin Role'.

Step 3 => There are 2 roles for Admin i.e., Admin & Super Admin.

The screenshot shows the 'Admin Create' form with the 'Admin Role' dropdown menu open. The dropdown menu displays the following options:

- Select Role
- Super Admin
- Admin (highlighted)

The 'Mobile Number' field is also visible, with a placeholder 'Mobile Number'.

****ADMIN ROLE**** = Here, we can assign specific roles to the Admin and the Admin will only be able to access the specific roles data.

Admin Create

First Name*

Last Name*

Mobile Number*

Email*

Password*

Admin Role *

☒ **Status**

☐ Web User
 ☐ Admin Registration
 ☐ Add Coupon
 ☐ Add Notes

☐ Blog
 ☐ Boarding Point
 ☐ Package Type
 ☐ Adventure

☐ Destination
 ☐ Special Tour
 ☐ Make Trip
 ☐ Other Charge

☐ Add Gallery
 ☐ Add Video
 ☐ Report
 ☐ Room Sharing

☐ Tax Details
 ☐ Landing Page Details
 ☐ Refund
 ☐ Order Pay Link

****SUPER ADMIN ROLE**** = Here, we assign the whole control of the Admin Panel, and the Super Admin can access the whole data.

2.1 – Admin List: -

Super Admin

Dashboard
 Add Admin
 Admin List
 Web User
 Notification
 Report
 Add Coupon
 Add Notes
 Blog
 Boarding Point
 Package Type
 Adventure
 Destination

Admin List

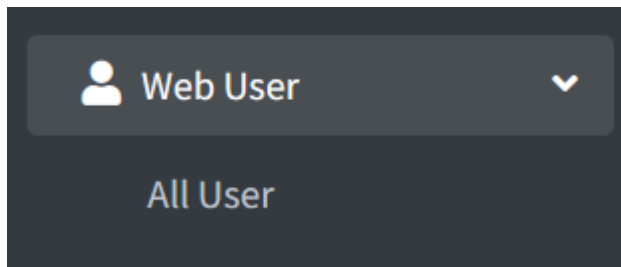
Show entries
 Search:

S. No.	First Name	Last Name	Email	Role	Status	Action
1	Super	Admin	super.admin@yopmail.com	Super Admin	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries
 First Previous Next Last

=> This is the page where we can see how many admins are having access to the Admin Panel and what role they carry with them with their status, and we can change the details as well.

3 - Web User: -



3.1 - All Users: -

=> The admins here can see how many users have booked the trip.

Website User

[Add User](#)

Copy Excel CSV PDF Print Search:

S. No.	Name	Mobile Number	Status	Action	Add Order	Order History
1	ritika yadav	7000247827	Active		Add Order	Order History
2	Anas Jain	7894561230	Active		Add Order	Order History
3	Harsh Sardiya	9131528801	Active		Add Order	Order History
4	Aman Jain	9826370020	Active		Add Order	Order History
5	Dev Vishwakarma	9826205710	Active		Add Order	Order History

Showing 1 to 5 of 5 entries

First Previous **1** Next Last

=> The admin can export this data with Excel, .csv files, and pdf and can print the data as well.



3.2 - Add User: -

=> Admins can Add Users manually according to their roles assigned.

Website User

Copy

Excel

CSV

PDF

Print

Add User

Search:

Add User

First Name*

Enter First Name

Last Name*

Enter Last Name

Mobile Number*

Mobile Number

Email*

Email

Address

Address

Gender

Select Option

DOB

dd-mm-yyyy

City

City

State*

Select State

☒ Status

Submit

Cancel

3.3 - Action: -

=> Admins can take action against active and inactive user IDs.

S. No.	Name	Mobile Number	Status	Action	Add Order	Order History
1	ritika yadav	7000247827	Active		<button>Add Order</button>	<button>Order History</button>
2	Anas Jain	7894561230	Active		<button>Add Order</button>	<button>Order History</button>
3	Harsh Sardiya	9131528801	Active		<button>Add Order</button>	<button>Order History</button>
4	Aman Jain	9826370020	Active		<button>Add Order</button>	<button>Order History</button>
5	Dev Vishwakarma	9826205710	Active		<button>Add Order</button>	<button>Order History</button>

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

3.4 - Add Order: -

=> Admin can Also add order manually when super admin allows admin to add.

=> Admin can confirm it from their side as well.

Website User

Copy

Excel

CSV

PDF

Print

Add User

Search:

S. No.	Name	Mobile Number	Status	Action	Add Order	Order History
1	ritika yadav	7000247827	Active		<div>Add Order</div>	<div>Order History</div>
2	Anas Jain	7894561230	Active		<div>Add Order</div>	<div>Order History</div>
3	Harsh Sardiya	9131528801	Active		<div>Add Order</div>	<div>Order History</div>
4	Aman Jain	9826370020	Active		<div>Add Order</div>	<div>Order History</div>
5	Dev Vishwakarma	9826205710	Active		<div>Add Order</div>	<div>Order History</div>

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

Book Tour

First Name*

ritika

Last Name*

yadav

Mobile Number*

7000247827

Email*

ritikay671@gmail.com

State*

State

Tour Name *

Plan Name

Confirm

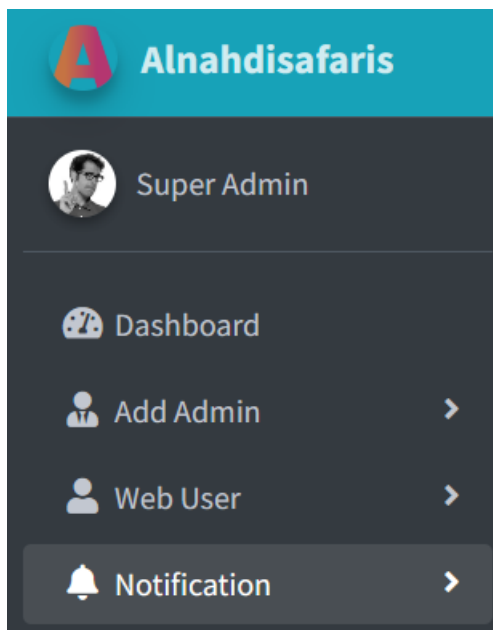
3.5 - Order History: -

=> They can also view a particular user's profile and see how many packages they have booked in the past.

Website User						
<div> <div>Copy</div> <div>Excel</div> <div>CSV</div> <div>PDF</div> <div>Print</div> </div> <div>Search: <input type="text"/></div> <div>Add User</div>						
S. No.	Name	Mobile Number	Status	Action	Add Order	Order History
1	ritika yadav	7000247827	Active		Add Order	Order History
2	Anas Jain	7894561230	Active		Add Order	Order History
3	Harsh Sardiya	9131528801	Active		Add Order	Order History
4	Aman Jain	9826370020	Active		Add Order	Order History
5	Dev Vishwakarma	9826205710	Active		Add Order	Order History
<div>Showing 1 to 5 of 5 entries</div> <div> <div>First</div> <div>Previous</div> <div>1</div> <div>Next</div> <div>Last</div> </div>						

Order History		
<div>Add Order</div>		
User Details	Voucher	Order History
First Name	Last Name	Mobile Number
ritika	yadav	7000247827
Email	Address	Gender
ritikay671@gmail.com	N/A	N/A
DOB	City	State
N/A	N/A	

4- Notification: -



=> The admin can see from the notifications about the payments made or canceled.

Notifications

Show10▼ entries

Search:

S. No.	Notification	Time	Order History
1	Aman paid paid ₹30000 for Ngorongoro National Park tour date 08/01/2023.	04/07/2023, 12:29 PM	Order History
2	Dev paid paid ₹60000 for Selous National Park tour date 07/01/2023.	28/06/2023, 12:27 PM	Order History
3	Dev paid paid ₹60000 for KILIMANJARO tour date 08/01/2023.	28/06/2023, 12:00 PM	Order History
4	Dev paid paid ₹60000 for Selous National Park tour date 07/01/2023.	28/06/2023, 11:50 AM	Order History
5	Dev paid paid ₹35000 for Ngorongoro Hiking tour date 10/10/2023.	23/06/2023, 12:03 PM	Order History
6	Harsh paid paid ₹490000 for Meru Hiking tour date 08/10/2023.	23/06/2023, 11:54 AM	Order History
7	Dev paid paid ₹120000 for Ruaha National Park tour date 08/01/2023.	21/06/2023, 12:04 PM	Order History
8	Aman paid paid ₹20000 for Tarangire National	20/06/2023, 12:19 PM	Order History

=>> The Admin can also search for the older entries as well. (notifications)

Notifications

Show entries

Search:

S. No.	Notification	Time	Order History
--------	--------------	------	---------------

4.1 - Order History: -

=> The Admin can check the order history from the previous entries.

Notifications

Show entries

Search:

S. No.	Notification	Time	Order History
1	Aman paid paid ₹30000 for Ngorongoro National Park tour date 08/01/2023.	04/07/2023, 12:29 PM	Order History
2	Dev paid paid ₹60000 for Selous National Park tour date 07/01/2023.	28/06/2023, 12:27 PM	Order History
3	Dev paid paid ₹60000 for KILIMANJARO tour date 08/01/2023.	28/06/2023, 12:00 PM	Order History
4	Dev paid paid ₹60000 for Selous National Park tour date 07/01/2023.	28/06/2023, 11:50 AM	Order History
5	Dev paid paid ₹35000 for Ngorongoro Hiking tour date 10/10/2023.	23/06/2023, 12:03 PM	Order History
6	Harsh paid paid ₹490000 for Meru Hiking tour date 08/10/2023.	23/06/2023, 11:54 AM	Order History
7	Dev paid paid ₹120000 for Ruaha National Park tour date 08/01/2023.	21/06/2023, 12:04 PM	Order History
8	Aman paid paid ₹20000 for Tarangire National	20/06/2023, 12:19 PM	Order History

Order Details

GENERAL

TRAVELLER DETAILS

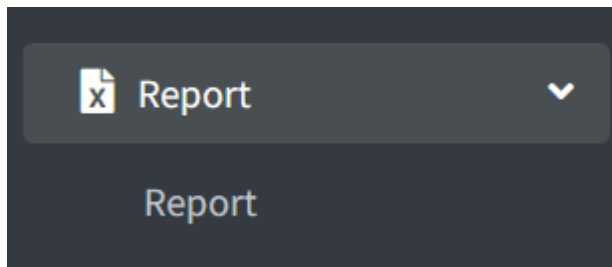
ADD-ON

First Name Aman	Last Name Jain	Order ID	Members 3 Members
Boarding Point Cairo	Date 01/08/2023-04/08/2023	Payment Status Partial	Total Amount ₹2,00,000.00
Amount Paid (Tour) ₹30,000.00	Pending Amount ₹1,70,000.00		

Note: **Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Add-ons Amount ₹0.00	Amount Paid (Add-ons) ₹ 0.00	Total Remaining Amount ₹1,70,000.00	CANCEL
--------------------------------	--	---	------------------------

5 - Reports: -



=> The Report Page where the admin can see the user details and have the option to check an individual report by giving the tour name, date, and status.

=> The Report Page where the admin can see how many users have booked a tour and what the amount of their tour is, how much amount is paid, and the remaining amount.

Tour Report

Tour Name *

Plan Name

Status *

All

Report

Copy

Excel

CSV

PDF

Print

Search:

S. No.	Name	Mobile	Tour Name	Payment Status	Date & Time	Total Amount	Amount Paid	Remaining Amount	Order History
1	Aman Jain	9826370020	Ngorongoro National Park	Partial	4/7/23, 12:29 PM	2,00,000.00	30,000.00	1,70,000.00	Order History
2	Dev Vishwakarma	9826205710	Selous National Park	Partial	28/6/23, 12:27 PM	5,80,000.00	60,000.00	5,20,000.00	Order History
3	Dev Vishwakarma	9826205710	KILIMANJARO	Partial	28/6/23, 12:00 PM	4,10,000.00	60,000.00	3,50,000.00	Order History
4	Dev Vishwakarma	9826205710	Selous National Park	Partial	28/6/23, 11:50 AM	5,80,000.00	60,000.00	5,20,000.00	Order History

5.1 - Status Reports: -

=> There are three options to see the reports, i.e., Complete, Partial, and Cancel.

Status*

All

All

Complete

Partial

Cancel

Report

- Complete Payment

Here we can see complete payments made by the user.

Tour Report

Tour Name *

Status*

Report

Copy Excel CSV PDF Print

Search:

S. No.	Name	Mobile	Tour Name	Payment Status	Date & Time	Total Amount	Amount Paid	Remaining Amount	Order History
1	Dev Vishwakarma	9826205710	Tarangire National Park	Complete	19/6/23, 1:33 PM	2,80,000.00	2,80,000.00	0.00	Order History

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- Partial Payment

Here we can see partial payments made by the user.

Tour Report

Tour Name *

Status*

Report

Copy Excel CSV PDF Print

Search:

S. No.	Name	Mobile	Tour Name	Payment Status	Date & Time	Total Amount	Amount Paid	Remaining Amount	Order History
1	Aman Jain	9826370020	Ngorongoro National Park	Partial	4/7/23, 12:29 PM	2,00,000.00	30,000.00	1,70,000.00	Order History
2	Dev Vishwakarma	9826205710	Selous National Park	Partial	28/6/23, 12:27 PM	5,80,000.00	60,000.00	5,20,000.00	Order History
3	Dev Vishwakarma	9826205710	KILIMANJARO	Partial	28/6/23, 12:00 PM	4,10,000.00	60,000.00	3,50,000.00	Order History
4	Dev Vishwakarma	9826205710	Selous National Park	Partial	28/6/23, 11:50 AM	5,80,000.00	60,000.00	5,20,000.00	Order History

- Cancel Payment

Here we can see cancel payments.

Tour Report

Tour Name *

Status *

Plan Name

Cancel

Report

Copy

Excel

CSV

PDF

Print

Search:

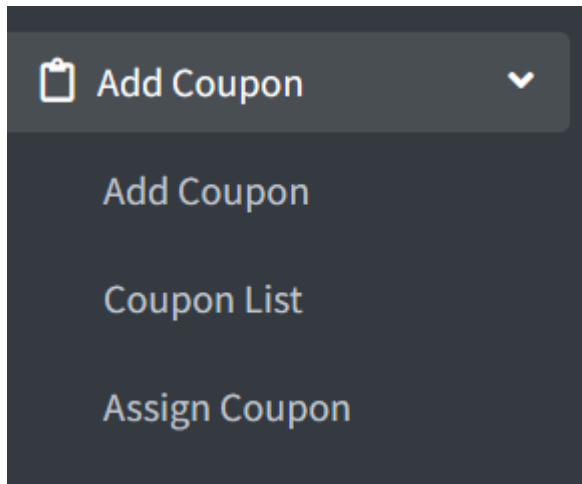
S. No.	Name	Mobile	Tour Name	Payment Status	Date & Time	Total Amount	Amount Paid	Remaining Amount	Order History
1	Aman Jain	9826370020	Tarangire National Park	Cancelled	20/6/23, 11:57 AM	1,10,000.00	1,10,000.00	0	<div>Order History</div>

Showing 1 to 1 of 1 entries

FirstPrevious1NextLast

6 - Add Coupon: -

=> There are three options to create a **coupon**, **coupon list**, and **assign coupon**.



6.1 - Add Coupon: -

=> Here we can create a coupon of our own choice and then mention the code, the coupon description, and the type of discount with the amount percentage.

Add Coupon

Tour <div>Select Tour</div>	Add New Coupon Code* <div>Add New Coupon</div>	Coupon Description* <div>Coupon Description</div>
Discount Type * <div>Select Discount</div>	Coupon Amount/ Percentage* <div>Coupon Amount/ Percentage</div>	Coupon Expiry Date* <div>dd-mm-yyyy</div>
Minimum Spend * <div>Minimum Spend</div>	Usage limit Per Coupon <div>Usage Limit Per Coupon</div>	Usage limit Per User <div>Usage Limit Per User</div>
<div><input checked="" type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Voucher</div> <div><input checked="" type="checkbox"/> Status</div>		

Submit

Cancel

6.2 - Coupon List: -

=> Here we can see the coupon list.


Coupon List						
S. No.	Coupon Code	Coupon Amount	Coupon Type	Coupon Expiry Date	Status	Action
No data!						

6.3 - Assign Coupon: -

=> Here we can assign coupons to users.

Assign Coupon	
<p>Vouchers</p> <p>Save</p>	<p>Users</p> <p>Select Users</p>

7-Add Notes: -


Add Notes

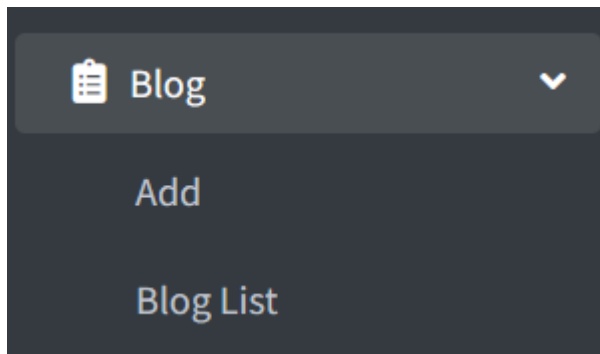
Notes List

=> Here we can see the notes list.

Notes List			
S. No.	Notes	Status	Action
No data!			

8 - Blog: -

=> Here we have two options i.e., to **create a blog** and to **view the blog list**.



8.1 - Add: -

=> Here we can create a blog with a destination of a particular place with images and content.

Create Blog

Title*

Image*

Browse

Destination *

Select Destination

▼

Content*

☒ Active

Submit

Cancel

8.2 - Blog list: -

=> Here we can see the blog list.

Blog List

Show entries

Add New Blog

Search:

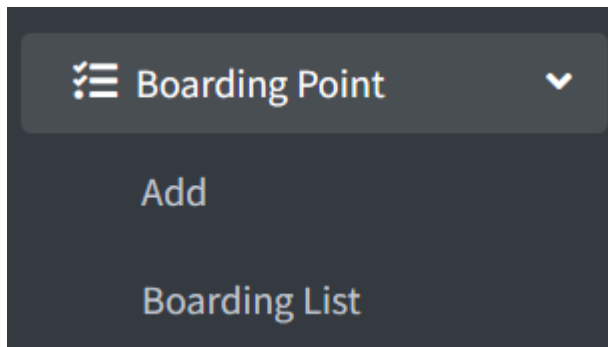
S. No.	Title	Status	Action
No data!			

Showing 1 to 1 of 1 entries

FirstPrevious1NextLast

9 - Boarding Point: -

=> The admin has the option to **add a boarding point** and **view the boarding list**.



9.1 - Add: -

=> Here we can Add a Boarding point.

Boarding Point

Boarding Point *

☒ Status

Submit Cancel

9.2 - Boarding List









=> Here we can see the Boarding list.

Bording List

Add Boarding

Show 10 entries

Search:

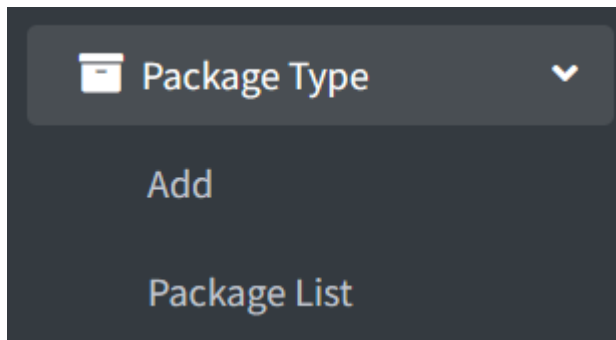
S. No.	Boarding Ponit	Status	Action
1	Giza	Active	 
2	Kinshasa	Active	 
3	Cairo	Active	 
4	Lagos	Active	 

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

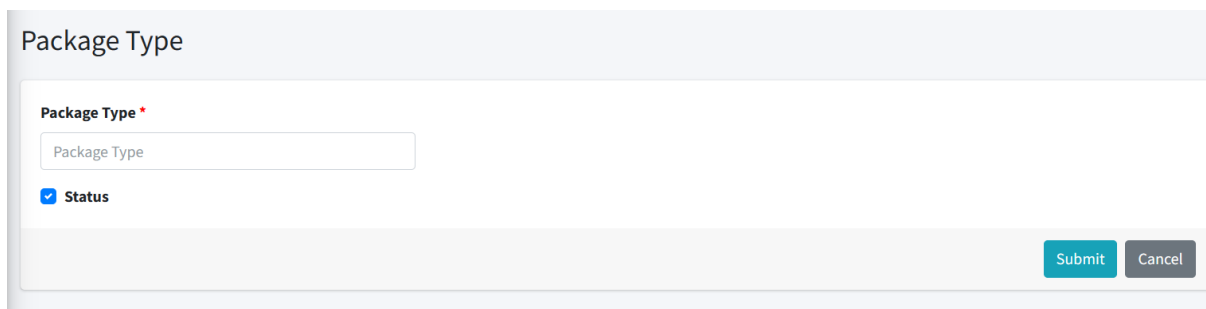
10 - Package Type: -

=> Here we have two options to **Add a package** and **view the package list**.



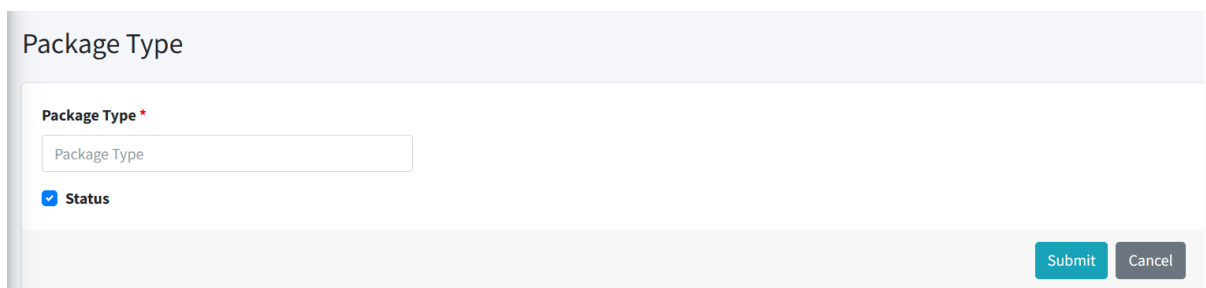
10.1 - Package

Here we can add the package.

A light-themed form titled 'Package Type'. It contains a text input field labeled 'Package Type' with a red asterisk indicating it is required. Below the input field is a checkbox labeled 'Status' which is checked. At the bottom right of the form are two buttons: 'Submit' (in teal) and 'Cancel' (in grey).

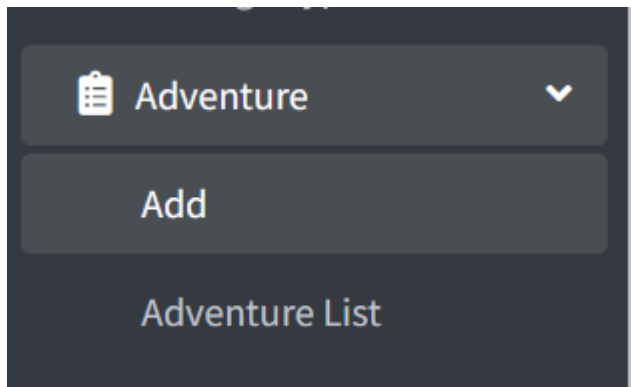
10.2 - Package list

Here we can see the package list.

A light-themed form titled 'Package Type'. It contains a text input field labeled 'Package Type' with a red asterisk indicating it is required. Below the input field is a checkbox labeled 'Status' which is checked. At the bottom right of the form are two buttons: 'Submit' (in teal) and 'Cancel' (in grey).

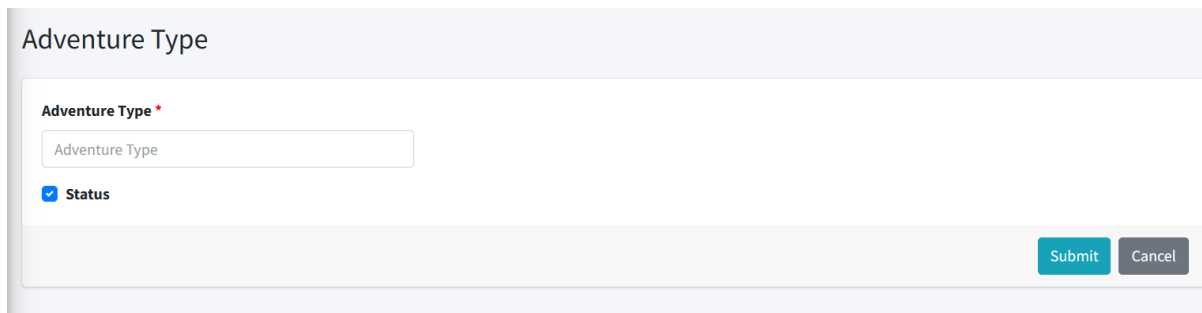
11 - Adventure: -

=> Here we have two options to **add adventure** and **view the adventure lists**.



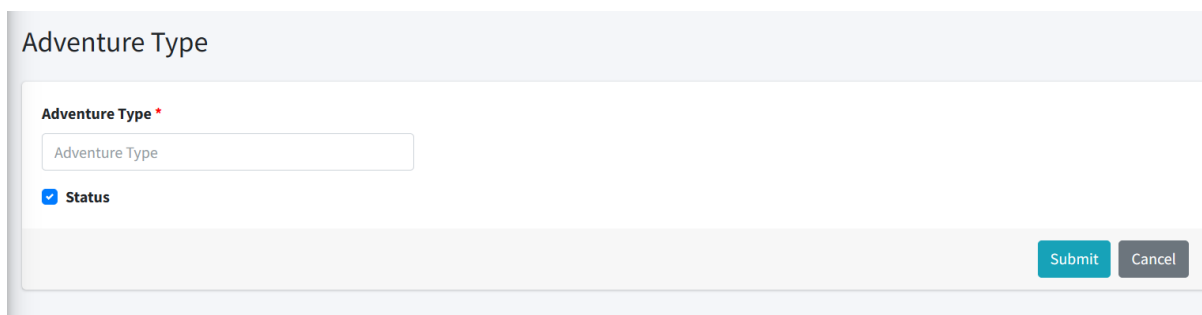
11.1 - Add: -

=> We can Add Adventure Type.

A light gray form titled "Adventure Type". It contains a text input field labeled "Adventure Type" with a red asterisk indicating it is required. Below the input is a checkbox labeled "Status" which is checked. At the bottom right are two buttons: "Submit" (teal) and "Cancel" (gray).

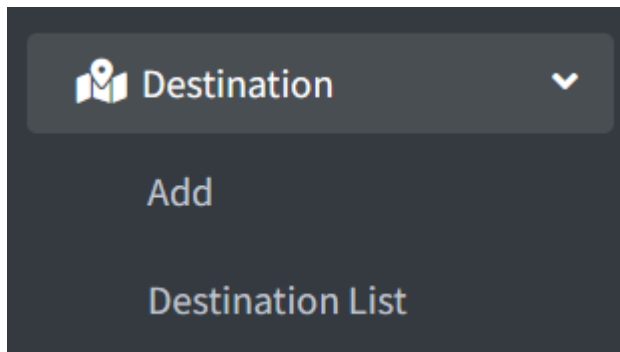
11.2 - Adventure list

=> We can see the adventure list.

This is an identical screenshot of the "Adventure Type" form shown in the previous block, featuring the same input field, checked status checkbox, and submit/cancel buttons.

12 - Destination: -

=> We have two options i.e., to **add a destination** and to **view the destination list**.



12.1 - Add: -

=> Here we can add a destination.

Destination

Destination*

☒ Status

Submit Cancel

12.2 - Destination list: -

=> Here we see the destination list.

Destination City

Show 10 entries

Add Destination

Search:

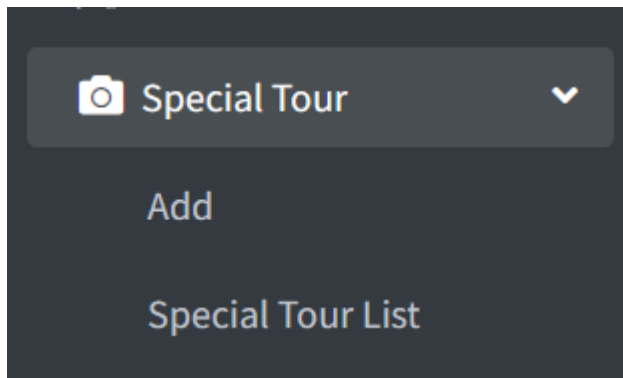
S. No.	Destination	Status	Action
1	Seychelles	Active	
2	Kenya	Active	
3	Egypt	Active	
4	Mauritius	Active	
5	South Africa	Active	

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

13 - Special Tour: -

=> We have two options i.e., to **add a special tour** and to **view the special tour list**.



13.1 - ADD: -

Here we can Add a Special Tour.

Special Tour

Add Special Tour Title*

Image*

☒ **Status**

13.2 - Special Tour list: -

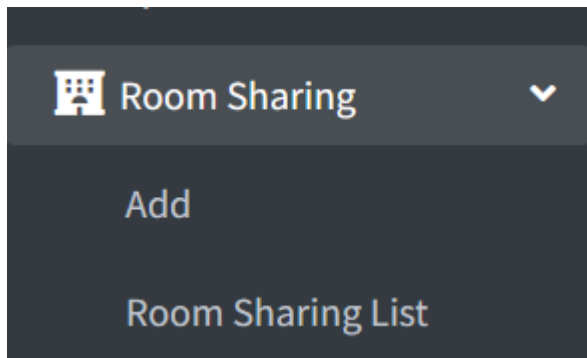
=> Here we can see the Tour list.

Special Tour list

S. No.	Title	Image	Status	Action
No data!				

14 - Room Sharing: -

=> We have two options i.e., **Add a Room** and **View the Room Sharing List**.



14.1 - Add: -

=> Here we can Add room Sharing.

Add Room Sharing

Room Name *

Room Name

☒ Status

Submit

Cancel

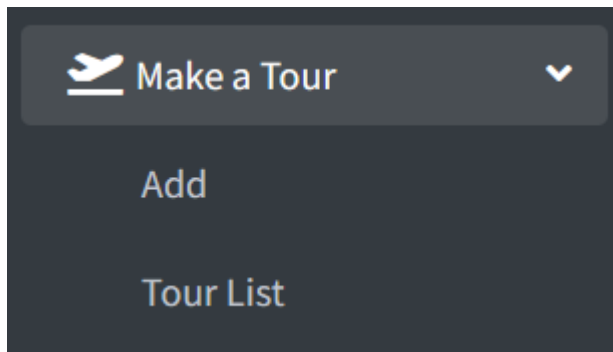
14.2 - Room Sharing List: -

=> Here we can see the room share list.

Room Sharing			
			Add Rooms
S. No.	Room Name	Status	Action
No data!			

15 - Make a Tour: -

=> Here we have two options to **add a tour** and **view the tour list**.



15.1 - Add: -

=> Here we can Add Make a Tour.

[illegible]

15.2 - Trip List: -

=> Here we can see the trip List.

Trip List

Show10entries

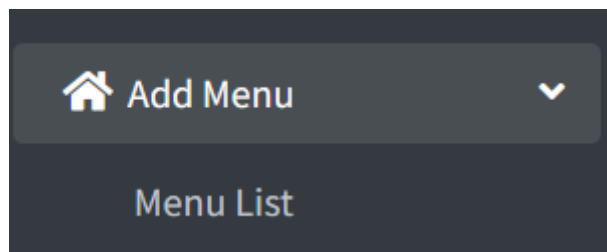
Add Trip

Search:

S. No.	Title	Booking Amount	Trip Type	Status	Action
1	Gombe National Park	50000	Trip	Active	<div><div></div><div></div><div></div></div>
2	Mikumi National Park	5000	Trip	Active	<div><div></div><div></div><div></div></div>
3	Selous National Park	10000	Trip	Active	<div><div></div><div></div><div></div></div>
4	Ruaha National Park	20000	Trip	Active	<div><div></div><div></div><div></div></div>
5	Arusha National Park	100000	Trip	Active	<div><div></div><div></div><div></div></div>
6	Serengeti National Park	50000	Trip	Active	<div><div></div><div></div><div></div></div>
7	Ngorongoro National Park	10000	Trip	Active	<div><div></div><div></div><div></div></div>
8	Lake Manyara National Park	85000	Trip	Active	<div><div></div><div></div><div></div></div>

16 - Add Menu: -

=> Here we have the option to add a menu.



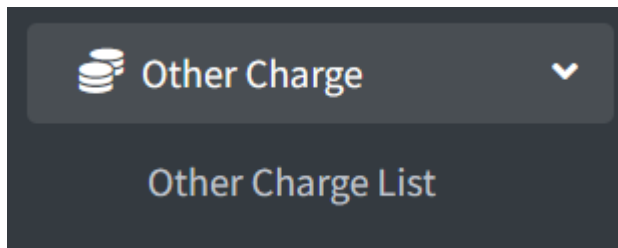
16.1 - Menu List: -

=> Here we can see the menu list.

Add Menu List			
S. No.	Menu Type	Status	Action


17 - Other Charge: -

=> Here we have Other Charge which means the add-ons charge and extra surge fees.



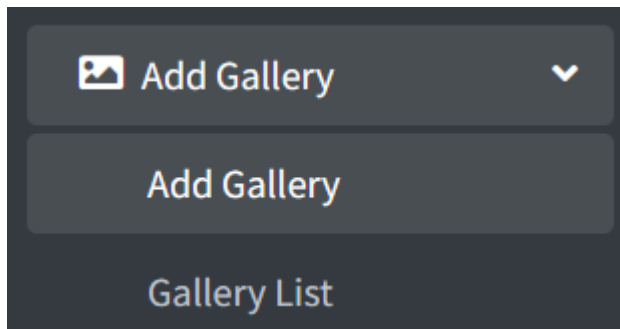
17.1 - Other Charge List: -

=> Here we can see the Other Charge list.

Other Charge List						
Show 10 entries		Search: <input type="text"/>				
S. No.	SGST %	CGST %	IGST %	Transactional Charge %	Action	
1	9	9	9	5		
Showing 1 to 1 of 1 entries				First	Previous	1 Next Last

18 - Add Gallery: -

=> The admin has two options i.e., **to add the photos in gallery** and **to view the gallery list**.



18.1 - Add Gallery: -

=> Here we can upload an Image.

Admin Media

Destination

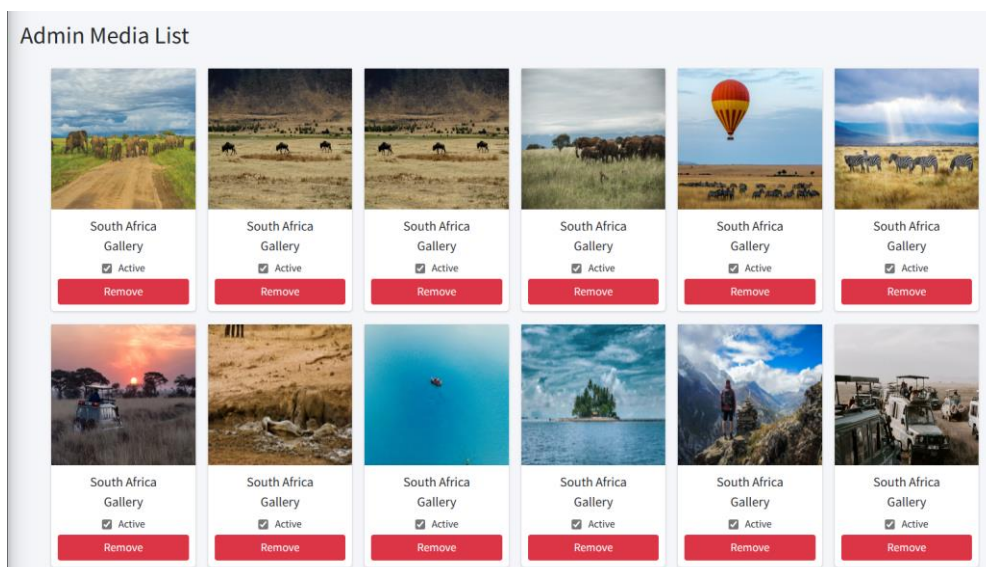
Select Destination ▼

☒ Only Tour ☐ Only Gallery ☐ Both

Choose Images or
Drag and Drop Images Here
(.jpg, .jpeg, .png)

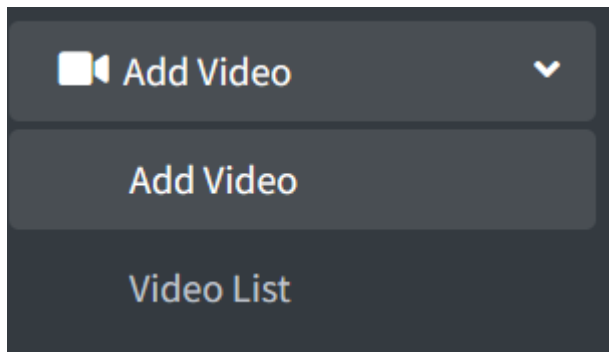
18.2 - Gallery List: -

=> Here you can see all uploaded photos.



19 - Add Video: -

=> Here we have two options to **upload a video** and to **view the video list**.



19.1 - Add Video: -

=> Here we can upload a video.

Create video

Video Name *

URL *

☒ Status

19.2 - Video list: -

=> Here we can see the video list.

Create video list

Show entries

Search:

S. No.	Video Name	Video URL	Status	Action
1	Tanzania	https://youtu.be/EIhwyRO429Y	Active	<input type="button" value="Edit"/> <input type="button" value="Check"/>
2	Serengeti National Park	https://youtu.be/OH6tv9y-iaE	Active	<input type="button" value="Edit"/> <input type="button" value="Check"/>

Showing 1 to 2 of 2 entries

First
 Previous

 Next
 Last