Business Requirements Document

Project Name: Travista Website (Admin Panel/Dashboard)
Version: 1.0
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1. Introduction

This document outlines the business requirements for the Travista Website Admin Panel/Dashboard. The admin panel will serve as the central management tool for the travel agency, enabling efficient control over tours, packages, offers, blogs, and customer interactions.

2. Project Objectives

- Provide a centralized platform for managing all aspects of the Travista website.
- Streamline operations for tours, packages, offers, and customer requests.
- Enhance user experience for admins and support staff.

3. Stakeholders

- **Admin**: Full access to all features.
- **Marketing Team**: Manage tours, packages, and blogs.

- **Customers**: End-users interacting with the website.

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4. Functional Requirements

the admin panel should include the following modules and functionalities:

4.1 Home Page

Quick access to dashboard insights.

- Total bookings, active users, visa requests.
- payments summary (If we will integrate with Payment Gateway)
- most booked and viewed destinations and packages
- total visits, total time spent

4.2 General

Manage banners, sliders, countries, cities, and seasons.

- **Countries:** Admins can add, edit, and delete Countries.

- **Clites**: Admins can add, edit, and delete Clites.

- **Seasons**: Admins can define and manage seasonal categories. (Summer, winter, new year....)

- **Sliders:** Admins can add, edit, and delete Sliders.

  - ➢ Add New Slider
  - ➢ Edit Slider
  - ➢ Delete Slider
  - ➢ Slider Positioning
  - ➢ Slider Status(Disabled or Enabled)
  - ➢ Slider Preview
  - ➢ Slider Categories

- **Banners:** Admins can add, edit, and delete Banners.

  - ➢ Add New Banner
  - ➢ Edit Banner
  - ➢ Delete Banner
  - ➢ Banner Positioning
  - ➢ Banner Status
  - ➢ Banner Preview: Admins can preview how the banner will look on the website before publishing.
  - ➢ Content to be written on Banner
  - ➢ Banner Categories:

1. Note: Admins can categorize banners (Seasonal Offers, Hotel, Packages).
2. Note: Admins can filter banners by category for easier management.

4.3 Tour Management

Manage tours categories and packages.

- **Tour Categories**: Admins can create and manage tour categories.

- **Tours**: Admins can add, update, and remove tour details.

4.4 Package Management

Add, edit, and customize travel packages.

- **Package Categories:** Admins can create and manage Package Categories.

  (Summer, holidays, honeymoon...)

- **Packages**: Admins can create and manage all travel packages.

  (edit, update, duplicate, view, delete, Disabled or Enabled)

- **Package Templates**: Admins can save and reuse package templates.

  (Honeymoon Template, SD Template...)

The Package Templates must continue with the following details:

Main Package details to appear on the package slide

1. Add Package picture.
2. Add the Package departure date.
3. Add Package destination (Countries and cities).
   Note: The package can include multiple destinations.
4. Add total days.
5. Add total nights.
6. general notes.
7. Package price with currency.

Package details to appear on the package page

1- **Airline Ticket:**
(Airline name, Date, Route, Depart, Arrival)

Airline	Date	Route	Depart	Arrival

2- 2-Hotel Accommodation:
  (City, Nights, Hotel name, Room type(Single Room, Double Room, Triple Room) with price with currency)

City	Nights	Hotel Name	Single Room ($)	Double Room ($)	Triple Room ($)

3- Package Includes:
  a. Admins can add or delete, ==move up or move down the package including points as bullet points==

  b.

4- Package Excludes:
  a. Admins can add or delete, ==move up or move down the package Excludes points as bullet points==

  b.

5- General Notes:
  a. Admins can add or delete, ==move up or move down the package Excludes points as bullet points==

6- Daily Program

City	Day no.	Date	Day title	Description	Price
Text, EX (City name)	Text, EX (Day 01)	Date, EX (26Dec 25)	Text, EX (Arrival Day)	text, EX (bullet points)	Text, and numeric

1- ==Note: If Daily Program is blank don't show the header==

EX(1):

EX(2):

MILAN	Day 03	□ **Full Day Amalfi Tour:** ✓ Breakfast at the hotel. ✓ Pickup from hotel & heading to explore the stunning Amalfi Coast and the picturesque cliffside villages of Positano and Amalfi on this convenient day trip from Rome, it's your time to enjoy the scenic beauty of the region. ✓ Free Walking tour in the beautiful Island. ✓ Heading back to hotel ✓ Rest of the day free at leisure.	*245 EUR*

4.5 Offers:

Manage exclusive offers.

- **offers**: Admins can manage hotel and package offers.

4.6 Hotel Management:

Organize hotel categories and listings.

- **Hotel Categories:** Admins can create and manage Hotel Categories

  (Hotel Stars :3 Stars,4 Stars...) , (meals: breakfast, room only...)

- **Hotels:** Admins can create and manage Hotels

  (hotel name, city, country, Location URL, Stars...)

4.7 Visa:

Admins can manage Visa Requests.

- **Visa Categories:** (Country, Country Flag, PDF URL)
- **Visa Requests**: (Name, Phone number, country, Purpose, Invitation, Schengen Before, Travel Date, Job status, bank statement, Visa Renewal,)

4.8 Blog:

Create and manage blog posts and tags.

- **Tags**: Admins can add and manage tags for blog posts.
  - Add New Tag
  - Edit Tag
  - Delete Tag
  - Tag Categories(holydays...)
- **Posts**: Admins can create, edit, and publish blog posts.

  - ❖ **Create New Post:**

- ❖ **Edit Post**

- ❖ **Delete Post**

- ❖ **Post Categories**

- ❖ **Post Tags**

- ❖ **Post Status**

  - ➢ **Draft**: The post is not visible to the public.

  - ➢ **Published**: The post is live on the website.

  - ➢ **Scheduled**: The post will be published automatically at a specified date and time.

  - ➢ **Archived**: The post is no longer visible but remains in the system for future reference.

- ❖ **Post Preview**

  - ➢ Admins can preview how the post will look on the website before publishing.

- **Articles**: Admins can create, edit, and publish articles.

  - ❖ **Add/Edit Article Form**

    - ➢ Title
    - ➢ Content (rich text editor with formatting options)
    - ➢ Featured image upload
    - ➢ Tags and categories selection
    - ➢ Publication status (draft, published, scheduled)
    - ➢ Metadata (SEO title, meta description, keywords)

4.9 Admins & Rules:

Manage admin users and permissions.

1. Admin User Management

- **Add New Admin**:

- **Edit Admin**:

- **Delete Admin**:

2. Role Management

- **Create Role**:

- **Edit Role**:

- **Delete Role**:

3. Permission Management

- Admins can define permissions for each role, such as:
    - **Read**: View data (e.g., view bookings, read blog posts).
    - **Write**: Add or edit data (e.g., create tours, edit packages).
    - **Delete**: Remove data (e.g., delete bookings, remove posts).
    - **Manage Users**: Add, edit, or delete admin accounts.
- Admins can assign granular permissions for each module (e.g., Tours, Packages, Blog, Reports).

4. Password Policies

4.10 Reports:

View booking requests, visa applications, and analytics.

- **Users**: View and manage user-related data.
- **Contacts**: Manage customer contact information.
- **Booking Requests**: Handle tour, visa, and package bookings.
- **Customizable Trip Requests**: Manage custom trip requests.
- **Honeymoon Requests**: Handle honeymoon package requests.
- **Visa Requests**: Manage visa-related inquiries and requests.

4.11 FAQ:

Manage common customer inquiries.

- **Categories**: Manage FAQ categories and questions.
- **Settings**: Configure global settings, menus, social links, and footer content.
- **Help**: Provide support for Home, About, Contact Us, Customize Your Package, and Customize Your Honeymoon sections.

4.12 Settings

Control global settings, menu items, social links, integration settings, currencies and pricing, and UI elements.

- **General Settings**
  - **Site Title**: Admins can set the website's title, which appears in the browser tab and search engine results.
  - **Site Logo**: Admins can upload and manage the website's logo.
  - **Favicon**: Admins can upload a favicon for the website.
  - **Default Language**: Admins can set the default language for the website.
  - **Time zone**: Admins can configure the website's time zone.
- **Appearance Settings**
  - Theme,
  - Header and Footer:
  - Homepage Layout:
- **Social Media Integration (Social Media Links)**
- **Payment Gateway Integration**

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5. Non-Functional Requirements

- **Performance**: The admin panel should be loaded within 3 seconds.
- **Scalability**: Support up to 7,000 concurrent users.
- **Usability**: Intuitive and user-friendly interface for non-technical users.

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6. User Roles and Permissions

- **Admin**: Full access to all modules and settings.
- **Marketing Team**: Access to Tours, Packages, Offers, Blog modules and any social media content links, SEO.
- **Support Staff**: Access to Reports and FAQ modules.