

HIGHMAAS TOUR AND TRAVELS

Admin Training Manual

V.2

Year - 2023



1. Web site Backend or Dashboard

Type below URL in web Browser

<https://auth.hostinger.com/login>




Username : highmaastours@gmail.com

Password: HighMaasTours123\$

After entered above URL it can be redirect to login page of website backend

HOSTINGER

Log in

OR

[Forgot password?](#)

[Not a member yet? Choose a hosting plan and get started now!](#)


We provide the credentials securely; you need to put the credentials on this page

After the proper credentials entered then press Log In. Admin will enter the Hostinger homepage then click Websites at the top bar menu.



HOSTINGER

Home **Websites** Hosting Emails Domains VPS Billing

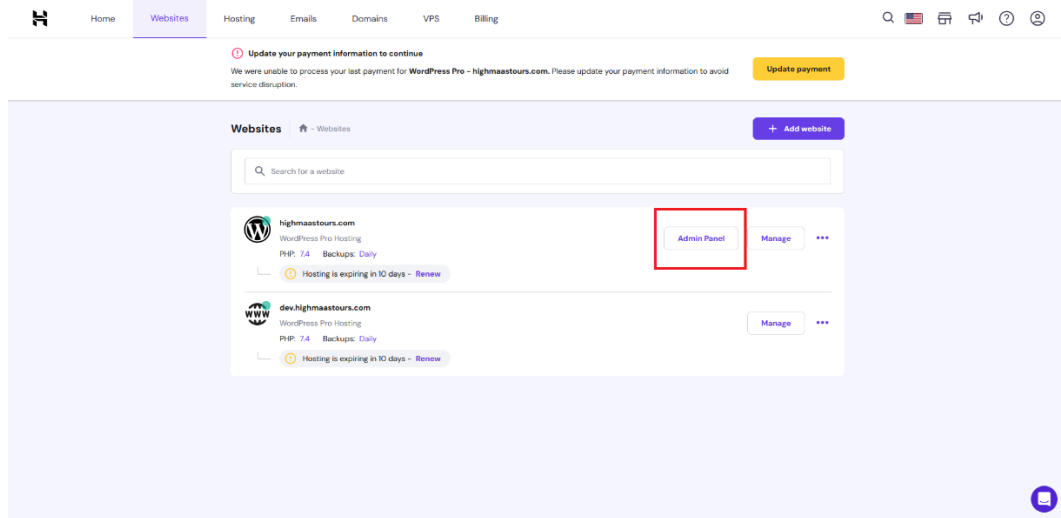
Update your payment information to continue
We were unable to process your last payment for WordPress Pro - highmaastours.com. Please update your payment information to avoid service disruption. [Update payment](#)

Websites  Websites [+ Add website](#)

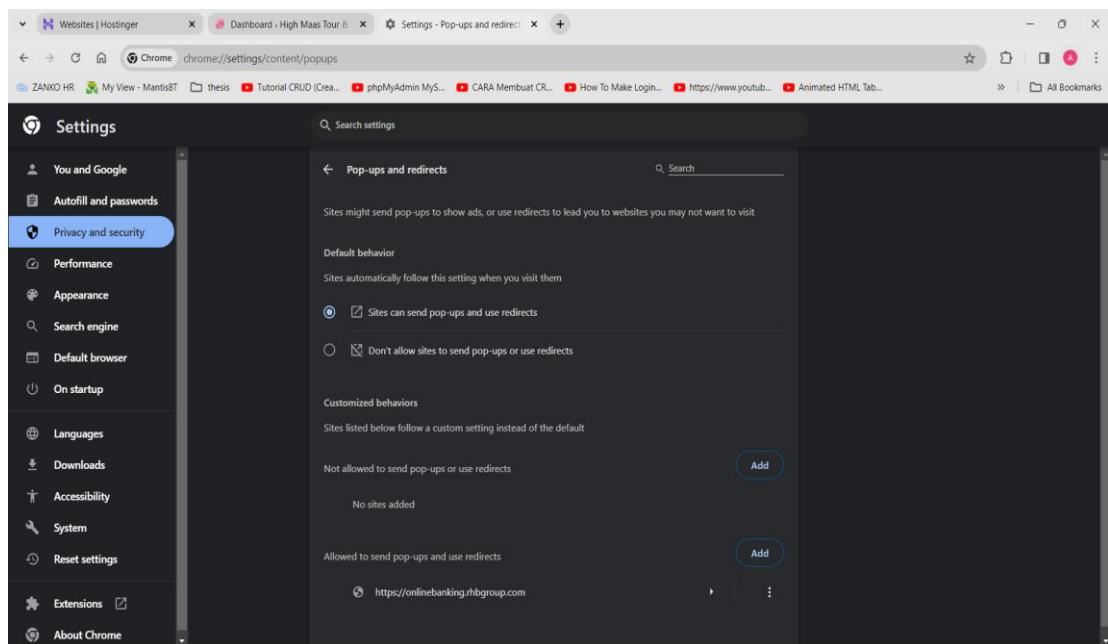
Search for a website

	highmaastours.com WordPress Pro Hosting PHP: 7.4 Backups: Daily Hosting is expiring in 10 days - Renew	Admin Panel Manage ***
	dev.highmaastours.com WordPress Pro Hosting PHP: 7.4 Backups: Daily Hosting is expiring in 10 days - Renew	Manage ***

Then Admin click Admin Panel in the highmaastours.com column and system will redirect to backend dashboard.



Reminder: Admin must allow pop up for the browser



Google Chrome settings

1. Dashboard

- a. Once login system will redirect to admin dashboard as below

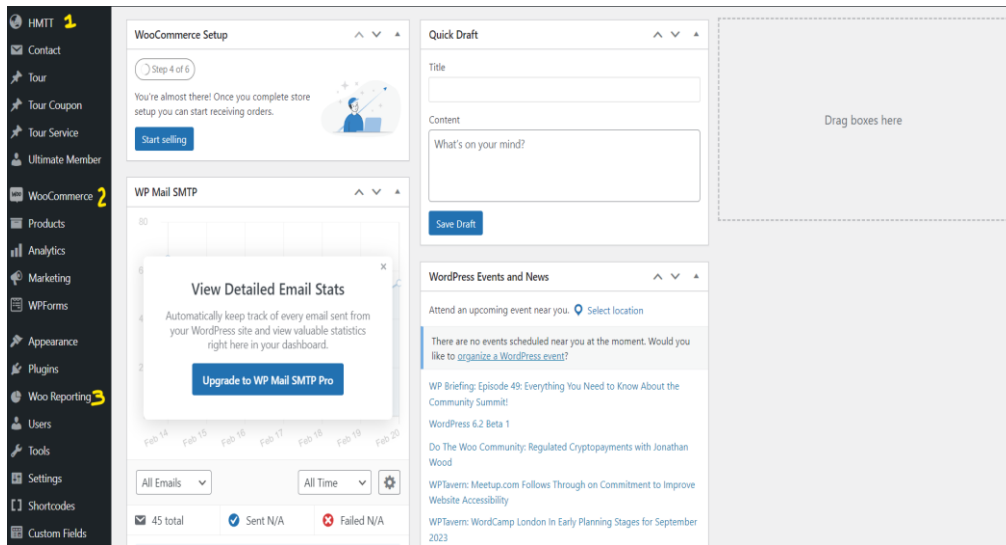
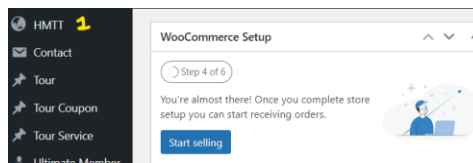


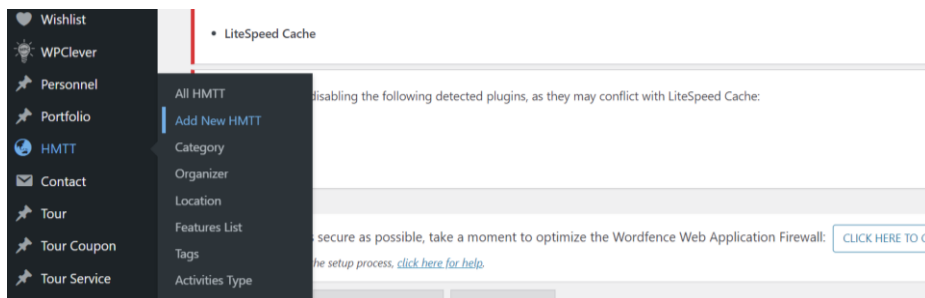
Image1: Dashboard

2. Add / Upload New Package

- a. Click on HMTT



- b. Choose Add New HMTT



- c. Add a details description about the tour

Italy & Greece 14D11N

Permalink: <https://highmaastours.com/high-maas-tour-travel/italy-greece-14d11n/> Edit

Add Media
Add Form
Insert shortcode
Visual
Text

b
i
link
b-quote
del
ins
img
ul
ol
li
code
more
close tags
Slider Revolution
✕

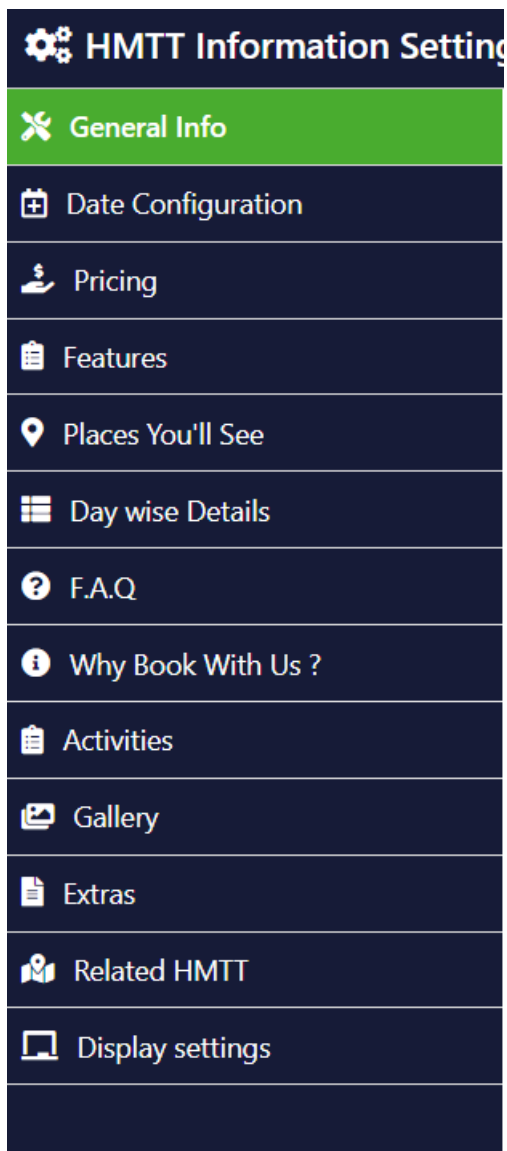
Adventure is knocking. Turn "never thought I would" into "glad I did" with a budget-friendly tour that includes all the essentials plus a great mix of included excursions and free time. We know why you travel. We know that another day in an amazing destination means more than a fancy chocolate on a pillow! Cosmos travel experts still insist that you enjoy comfortable, clean and attractive hotels; a professional Tour Director; guided sightseeing of must-see sights; and seamless transportation that makes getting there half the fun!

Tour Highlight

- ~ Rome, Italy
- ~ Leaning Tower of Pisa
- ~ Venice, Italy
- ~ Mycenae, Greece
- ~ Athens, Greece

Above is the example if we add proper title and descriptions, here we have mentioned our main descriptions with proper title.

d. Under each description we have the features of tour settings.



Here all the basic setting of our tour system placed.

1. Pricing of the ticket we assign under-pricing tab
2. Features should add tour features
3. Places if we add relevant tour places
4. Day wise details should use all day wise activity of tour

HMTT Information Settings : Auto Draft

✖ General Info

📅 Date Configuration

💰 Pricing

📋 Features

📍 Places You'll See

📅 Day wise Details

🔍 F.A.Q

📌 Why Book With Us ?

General Information Settings

Tour Duration

Ex: 3

Days

📘

Please enter the number of days and nights for your tour package.

Night:

Tour Start Price

Type Start Price

📘

Price Starts are displayed on the tour details and tour list pages. If you would like to hide them, you can do so by switching the option.

Max People Allowed

Fill in General Info about the package

HMTT Information Settings : Auto Draft

✖ General Info

📅 Date Configuration

💰 Pricing

📋 Features

📍 Places You'll See

📅 Day wise Details

🔍 F.A.Q

📌 Why Book With Us ?

📋 Activities

🖼 Gallery

📄 Extras

👤 Related HMTT

⚙ Display settings

HMTT Type

Please Select the Type

Fixed Dates

Check In Date

Please Select the Start Date

yy-mm-dd

Check in Time

Please Select the Start Time

-- :-- --

Check out Date

Please Enter the End Date

yy-mm-dd

Registration End Date

Please Select the Registration End Date

2024-04-30

Excerpt

Set end date for Tour registration in Date Configuration

Admin can choose specific activity for the package in Activities

Fill in contact details in Extras.

Tags

Add

Separate tags with commas

✕ europe

✕ italy

✕ Leaning Tower of Pisa

Choose from the most used tags

adventure tour

america

asia

asian country

Athens

belgium

British country

elizabeth

england

europe

germany

greece

Holiday

island

italy

Leaning Tower of Pisa

london

Mountain

Mycenae

queen

rome

srilanka

Switzerland

Tour

uk

united kingdom

USA

Venice


vietnam

western

Zurich

Admin can put tags for the packages

HMTT Feature Image



Click the image to edit or update

[Remove HMTT featured image](#)

Admin can put feature image for the package in HMTT Feature Image

High Maas Tour & Travel

44

New

View HMTT

7.16k

205.6k

0.5%

442k

WPForms

imgify

WP Rocket

Eng

Guide Information

Quick Setup

Status

HMTT Settings

Contact

Ultimate Member

WooCommerce

Products

Analytics

Marketing

WPForms

Appearance

Plugins

Users

Future

bringing you river cruising's only Open-Air Balcony 5th stateroom design, featuring beds with a view. Rest easy (literally) as you enjoy bigger views, more space and 24/7 access to open-air cruising. With Avalon, the award-winning views are as wide open as the possibilities.

Tour Deal

~ 33% Off for Selected 2023 Departure. Applicable Dates: Mar 19

Brbisp;

Word count: 113

Language

Language of this hmtt

Eng

Translation Priority

Optional

edit terms

Translate this Document

Move to Trash

Update

PublishPress Future

Enable Future Action

HMTT Category

All HMTT Category

Most Used

☒ High Maas Tours

☐ Fixed Tour

☐ Flexible Tour

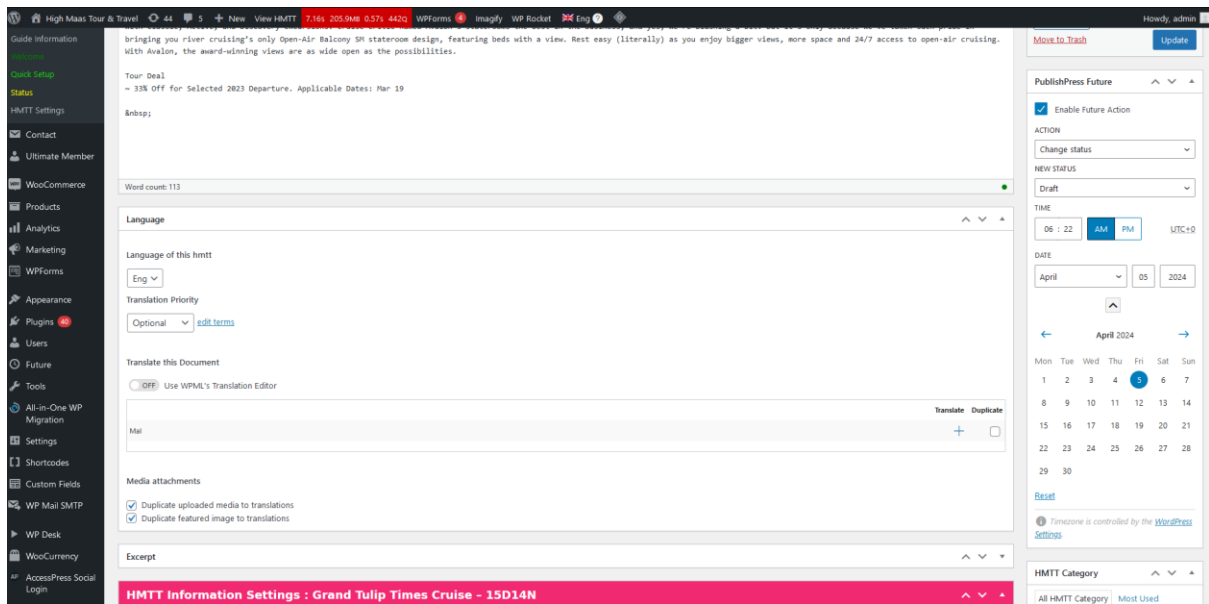
Add New Category

Organizer

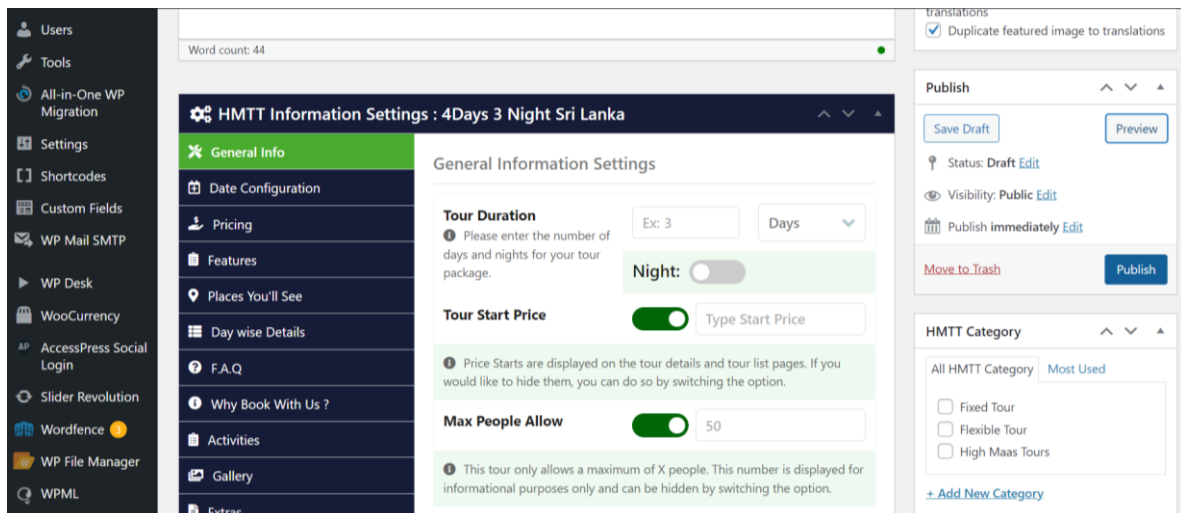
All HMTT Organizer

Most Used

☒ High Maas Tour & Travel



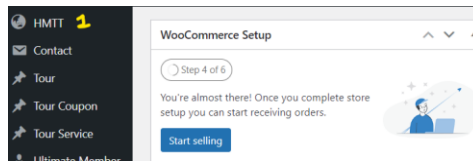
User can tick in the PublishPress Future checkbox and set end publish for the HMTT post



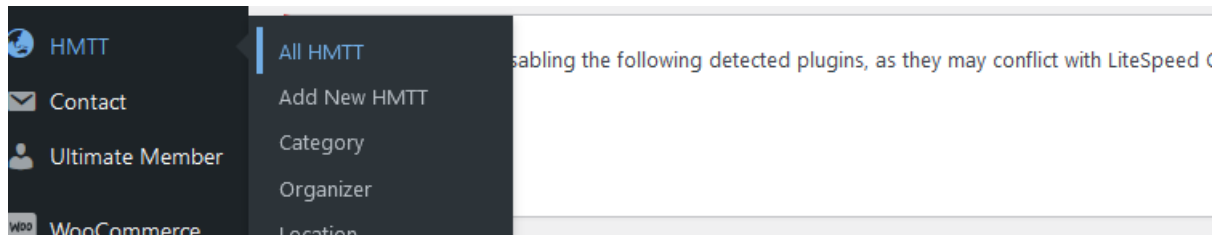
Click publish once done fill up information.

3. All HMMT – Edit/Delete HMMT

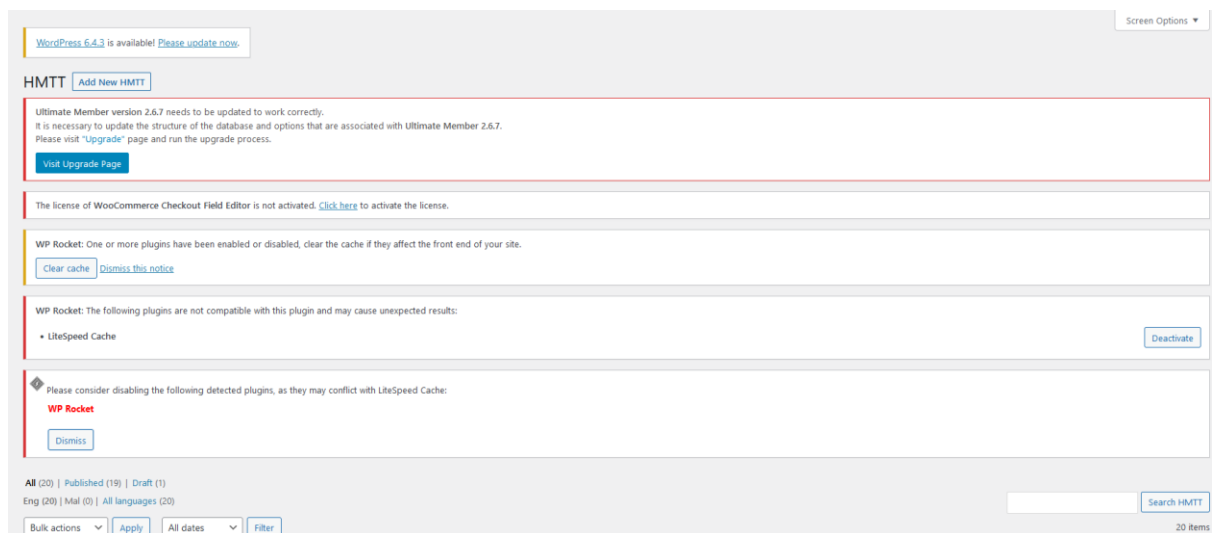
a. Click on HMMT



b. Choose All HMMT



c. List off All HMMT Details



Bulk actions ▼ Apply		All dates ▼ Filter						20 items
<input type="checkbox"/>	Title		HMTT Category	Organizer	Location	Upcoming Date	Reg. End Date	
<input type="checkbox"/>	France & Italy 7D5N	+	—	High Maas Tour & Travel	Paris	May 1, 2024	March 21, 2024	
<input type="checkbox"/>	4Days 3 Night Sri Lanka — Draft	+	—	—		Expired !	March 21, 2024	
<input type="checkbox"/>	Belmond Royal Scotsman: Clans, Castles & Isle 6D5N	+	High Maas Tours	High Maas Tour & Travel	London , United Kingdom	March 22, 2024	March 21, 2024	
<input type="checkbox"/>	Grand Tulip Times Cruise – 15D14N	+	High Maas Tours	High Maas Tour & Travel	Belgium , Belgium	Expired !	March 21, 2024	
<input type="checkbox"/>	Sri Lanka Ramayana Tour	⊗	High Maas Tours	High Maas Tour & Travel	Sri Lanka	Expired !	March 21, 2024	
<input type="checkbox"/>	Sri Lanka Tour Package (5 Days)	+	High Maas Tours	High Maas Tour & Travel	Sri Lanka	Expired !	March 21, 2024	
<input type="checkbox"/>	Gourmet Rome, Sorrento & Capri 10D7N	+	High Maas Tours	High Maas Tour & Travel	Italy , Italy	Expired !	March 21, 2024	
<input type="checkbox"/>	Italy & Greece 14D11N	+	High Maas Tours	High Maas Tour & Travel	Italy , Italy	Expired !	March 21, 2024	
<input type="checkbox"/>	Swiss Scenic Rail Adventure 5D4N	+	High Maas Tours	High Maas Tour & Travel	Switzerland , Switzerland	Expired !	March 21, 2024	
<input type="checkbox"/>	Swiss First Discovery 5D4N	+	High Maas Tours	High Maas Tour & Travel	Switzerland , Switzerland	Expired !	March 21, 2024	

- Click Edit to edit the package and system redirect to tour settings page
- Click View to view the package and system redirect to End-user package page.
- Click Trash to deactivate the package

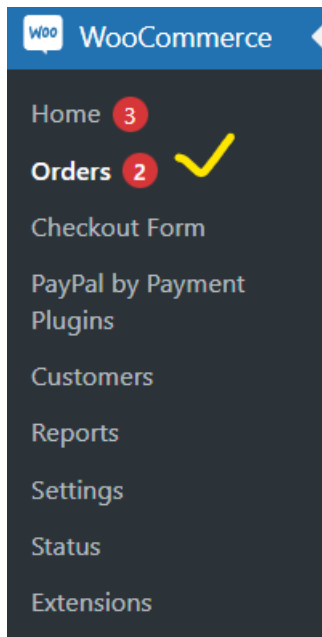
☐
France & Italy 7D5N
+

[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#) | [Clear this cache](#)

- Restore package by click Undo after user click Trash

1 post moved to the Trash. [Undo](#)

4. WooCommerce



Under WooCommerce setup you have options to cross check all the order status.

Here the admin can check all backend order details.

Example in order number 7884 I have clicked its shows the full details of the orders status.

Order #7884 details

Payment via High Maas Tour & Travel payment. Customer IP: 110.159.139.124

General

Date created:

2023-02-15

@

03

: 21

Status:

Cancelled

Customer:

[Profile →](#) [View other orders →](#)

Ahnanthy Jothy (#16 – ahnanthy@gmail.c... ×

Billing

Kodhespary Sree Ramalu

No.9 jalan u1/84d, seksyen u1, glenpark, glenmarie

Email address:

ahnanthy@gmail.com

Phone:

[0179589346](tel:0179589346)



Shipping

Address:

No shipping address set.

Travellers details

Traveller First name: Ahnanthy Jothy

Traveller Last name: jothy

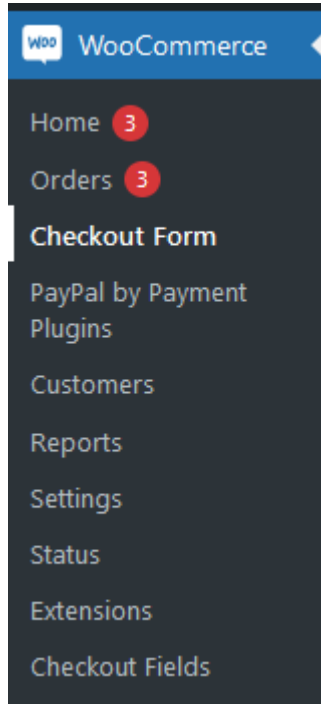
Passport / IC No: 8912300652234

Gender: Male

Age: 33

1. Checkout Form

a. Click Checkout Form under WooCommerce menu



b. Admin can add/edit/remove any fields for the Customer checkout form in Checkout Fields

Checkout Fields | Advanced Settings | Plugin License

Billing Fields | Shipping Fields | Additional Fields | Travellers details

+ Add new section

+ Add field | Remove | Enable | Disable

Reset to default fields | Save changes

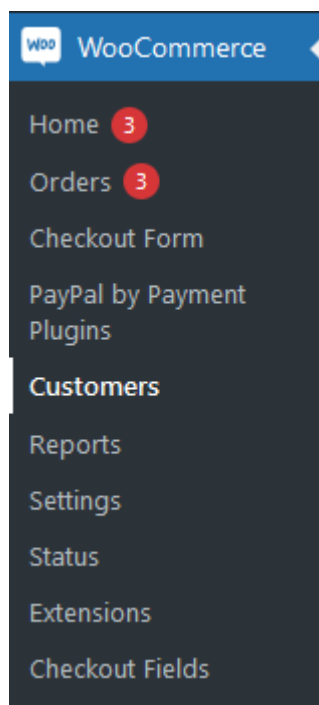
<input type="checkbox"/>	Name	Type	Label	Placeholder	Validation Rules	Required	Enabled	Actions
<input type="checkbox"/>	no_of_travellers	number				-	-	
<input type="checkbox"/>	billing_first_name	text	First name			✓	✓	
<input type="checkbox"/>	billing_last_name	text	Last name			✓	✓	
<input type="checkbox"/>	billing_travellers_name_passport_number	textarea	Travellers Name : Passport Number			-	-	
<input type="checkbox"/>	billing_company	text	Company name			-	-	
<input type="checkbox"/>	billing_country	country	Country / Region			✓	✓	
<input type="checkbox"/>	billing_address_1	text	Address	Address		✓	✓	
<input type="checkbox"/>	billing_address_2	text	Apartment, suite, unit, etc.	Apartment, suite, unit, etc. (optional)		-	-	
<input type="checkbox"/>	billing_city	text	Town / City			✓	-	
<input type="checkbox"/>	billing_state	state	State / County		state	✓	-	
<input type="checkbox"/>	billing_postcode	text	Postcode / ZIP		postcode	✓	-	
<input type="checkbox"/>	billing_phone	tel	Phone		phone	✓	✓	

- c. Admin can set advanced settings for the checkout form in Advanced Settings

The screenshot shows the 'Advanced Settings' tab for 'Checkout Fields'. It includes sections for 'Fields display position in email', 'Custom shop order columns', 'Custom Address Fields' (with fields for billing and shipping keys and a large text area for address format overrides), 'Custom validators' (with two rows of fields for Validator Name, Validator Label, Validator Pattern, and Validator Message), 'CSV Export Fields' (with a checkbox for 'Enable CSV Export support' and a field for 'CSV export columns'), and 'PDF Invoice & Packing Slip Fields' (with a checkbox for 'Enable PDF Invoice & Packing Slip support').

2. Customers

- a. Click Customers in WooCommerce menu



- b. Admin can view the customers list and Admin can download the list by click Download and system exports the list as CSV

Customers

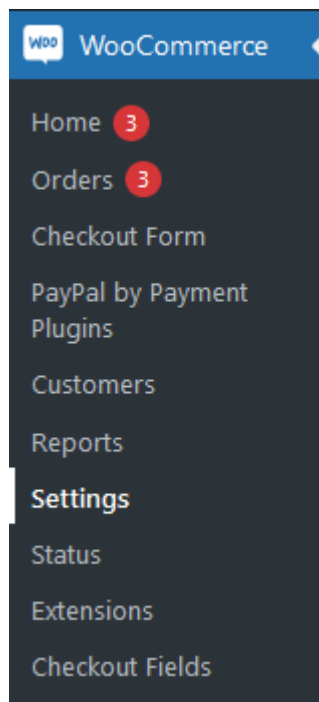
Show: All Customers

Customers 0 Download

Name	Username	Last active	Date registered	Email	Orders	Total spend	AOV	Country / Region	City	Region	Postal code
Mathewamy Narayanan	mathewamy_1	June 22, 2023	May 12, 2023	mathewamy1@gmail.com	1	RM5	RM5	MY	Chennai	SNK	23456
Mankanta Ganes	mankanta	June 15, 2023	February 6, 2023	manik645@gmail.com	0	RM0	RM0	MY	Selangor	KUL	3443
sliq jothy	sliq	May 22, 2023	April 12, 2023	ahnanthy@gmail.com	0	RM0	RM0	MY	Kuala Lumpur	Selangor	50470
White House Business Solutions Pvt Ltd	white house	May 22, 2023	May 18, 2023	sliq.sco@gmail.com	0	RM0	RM0	MY	Chennai		600003
Alfa K	admin	May 16, 2023	December 14, 2022	admin@highmaastours.com	1	RM3,000	RM3,000	MY			
Ahanthy Jothy	ahnanthy	March 31, 2023	March 7, 2023	ahnanthy@gmail.com	0	RM0	RM0	MY			
HighMaas Tour	highmaas	March 31, 2023	March 31, 2023	highmaastours@gmail.com	0	RM0	RM0	MY			
Ahanthy Jothy Sreremalu	ahnanthjothyseremalu	March 7, 2023	January 4, 2023	rossyanadia_aj@yahoo.com	0	RM0	RM0	MY			

3. Settings

- Click Settings in WooCommerce menu



- Admin can set the Store details in General tab

General Products Shipping Payments Accounts & Privacy Emails Integration Advanced Currency

Ultimate Member version 2.6.7 needs to be updated to work correctly. It is necessary to update the structure of the database and options that are associated with Ultimate Member 2.6.7. Please visit "Upgrade" page and run the upgrade process.

[Visit Upgrade Page](#)

The license of WooCommerce Checkout Field Editor is not activated. [Click here](#) to activate the license.

WP Rocket: One or more plugins have been enabled or disabled, clear the cache if they affect the front end of your site.

[Clear cache](#) [Dismiss this notice](#)

WP Rocket: The following plugins are not compatible with this plugin and may cause unexpected results:

- LiteSpeed Cache

[Deactivate](#)

Please consider disabling the following detected plugins, as they may conflict with LiteSpeed Cache:

WP Rocket

[Dismiss](#)

Store Address

This is where your business is located. Tax rates and shipping rates will use this address.

Address line 1

Address line 2

City

Country / State

c. Admin can set the products details in Product tab

General **Products** Shipping Payments Accounts & Privacy Emails Integration Advanced Currency

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Please consider disabling the following detected plugins, as they may conflict with LiteSpeed Cache:

WP Rocket

[Dismiss](#)

General | [Inventory](#) | [Downloadable products](#) | [Approved download directories](#) | [Advanced](#)

Shop pages

Shop page [x](#) [v](#)

The base page can also be used in your [product permalinks](#).

Add to cart behaviour

☐ Redirect to the cart page after successful addition

☒ Enable AJAX add to cart buttons on archives

Placeholder image

d. Admin can set the payment methods in Payments tab

General Products Shipping **Payments** Accounts & Privacy Emails Integration Advanced Currency

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WP Rocket: The following plugins are not compatible with this plugin and may cause unexpected results:

- LiteSpeed Cache [Deactivate](#)

Please consider disabling the following detected plugins, as they may conflict with LiteSpeed Cache:

WP Rocket [Dismiss](#)

Payment Methods

Installed payment methods are listed below and can be sorted to control their display order on the frontend.

Method	Enabled	Description	
Direct bank transfer	<input type="checkbox"/>	Take payments in person via BACS. More commonly known as direct bank/wire transfer.	Finish set up
Check payments	<input type="checkbox"/>	Take payments in person via checks. This offline gateway can also be useful to test purchases.	Finish set up

e. Admin can set the privacy settings in Accounts & Privacy tab

General Products Shipping Payments **Accounts & Privacy** Emails Integration Advanced Currency

Ultimate Member version 2.6.7 needs to be updated to work correctly. It is necessary to update the structure of the database and options that are associated with Ultimate Member 2.6.7. Please visit "Upgrade" page and run the upgrade process. [Visit Upgrade Page](#)

The license of WooCommerce Checkout Field Editor is not activated. [Click here](#) to activate the license.

WP Rocket: One or more plugins have been enabled or disabled, clear the cache if they affect the front end of your site. [Clear cache](#) [Dismiss this notice](#)

WP Rocket: The following plugins are not compatible with this plugin and may cause unexpected results:

- LiteSpeed Cache [Deactivate](#)

Guest checkout

☒ Allow customers to place orders without an account

☐ Allow customers to log into an existing account during checkout.

Account creation

☐ Allow customers to create an account during checkout

☐ Allow customers to create an account on the "My account" page

☒ When creating an account, automatically generate an account username for the customer based on their name, surname or email

☒ When creating an account, send the new user a link to set their password.

Account erasure requests

☐ Remove personal data from orders on request

When handling an [account erasure request](#), should personal data within orders be retained or removed?

☐ Remove access to downloads on request

When handling an [account erasure request](#), should access to downloadable files be revoked and download logs cleared?

Personal data removal

☐ Allow personal data to be removed in bulk from orders

f. Admin can set emails settings for company and customers in Emails tab

General Products Shipping Payments Accounts & Privacy **Emails** Integration Advanced Currency

Ultimate Member version 2.6.7 needs to be updated to work correctly. It is necessary to update the structure of the database and options that are associated with Ultimate Member 2.6.7. Please visit "Upgrade" page and run the upgrade process. [Visit Upgrade Page](#)

The license of WooCommerce Checkout Field Editor is not activated. [Click here](#) to activate the license.

WP Rocket: One or more plugins have been enabled or disabled, clear the cache if they affect the front end of your site. [Clear cache](#) [Dismiss this notice](#)

WP Rocket: The following plugins are not compatible with this plugin and may cause unexpected results:

- LiteSpeed Cache [Deactivate](#)

Email notifications

Email notifications sent from WooCommerce are listed below. Click on an email to configure it.

To ensure your store's notifications arrive in your and your customers' inboxes, we recommend connecting your email address to your domain and setting up a dedicated SMTP server. If something doesn't seem to be sending correctly, install the [WP Mail Logging Plugin](#) or check the [Email FAQ](#) page.

Email	Content type	Recipient(s)	
New order @	text/html	contact@highmaastours.com	Manage
Cancelled order @	text/html	contact@highmaastours.com	Manage
Failed order @	text/html	contact@highmaastours.com	Manage
Order on-hold @	text/html	Customer	Manage

- g. Admin can set the currency in Currency tab

WooCurrency 1.7.2

Currencies Options Frontend switcher Tooltip Currency converter Currency rates Custom CSS Geo IP Rules Custom Flags Custom Currencies Manual Prices

Add currency

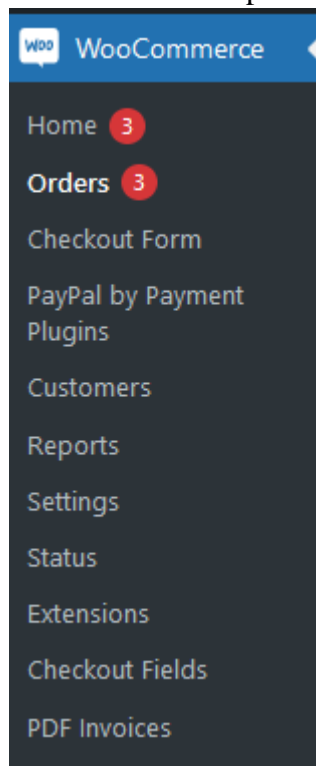
Currency code	Title	Symbol	Position	Cents	Converter Rates	Manual Rates
Main Currency	MYR	RM	left	hide cents	1	
Set as Main	USD	\$	left	hide cents	0.2349	

Save changes




















5. WooCommerce Invoice

This section is for Admin too see successful payment invoice made by customer

- a. User click Order option under WooCommerce



- b. User can click icon highlighted in the image to see the invoice

<input type="checkbox"/>	Order	Date	Status	Total	Actions
<input type="checkbox"/>	#8031 Muthuswamy Narayanana	Jun 22, 2023	Processing	RM5	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	#8022 Sam sds	Jun 15, 2023	Failed	RM50,600	 
<input type="checkbox"/>	#8013 Ahmanthy Jothy jothy	May 22, 2023	Cancelled	RM1,505	 
<input type="checkbox"/>	#8009 B44 44	May 22, 2023	Cancelled	RM26,140	 
<input type="checkbox"/>	#8007 Arun S	May 22, 2023	Cancelled	RM6,960	 
<input type="checkbox"/>	#8000 Traveller 2	May 19, 2023	Cancelled	RM7,000	 
<input type="checkbox"/>	#7996 Mani D	May 19, 2023	Cancelled	RM5,400	 
<input type="checkbox"/>	#7990 USA1 user	May 17, 2023	Cancelled	RM11,960	 
<input type="checkbox"/>	#7926 Ahmanthy Jothy jothy	May 16, 2023	Cancelled	RM4,505	 
<input type="checkbox"/>	#7923 MUTHUSWAMY Muthu	May 15, 2023	Cancelled	RM7,170	 

c. Invoice example



High Maas Tour & Travel
A-4-6, Medan Connaught, No.1 Jalan 3/144
56000 Kuala Lumpur

INVOICE

Muthuswamy Narayanan
8404, Old Seven Locks Road
chennai
Sarawak
23456
muthuswamyid@gmail.com
08754469263

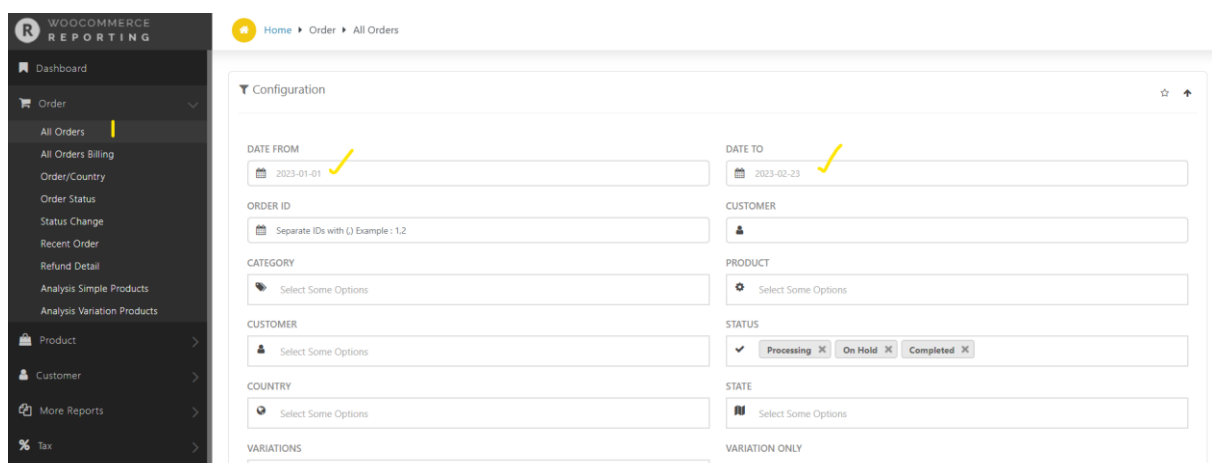
Ship To:
N/A

Invoice Number: 1
Invoice Date: June 22, 2023
Order Number: 8031
Order Date: June 22, 2023
Payment Method: Credit Card (Stripe)


Product	Quantity	Price
USA – 5D4N First Passage to the West Excursion II (XFEA / XFWA) HMTT Date: June 30, 2023 HMTT Location: USA Name: Adult Qty: 1 Price: (RM5 x 1) = RM5	1	RM5
Subtotal		RM5
Total		RM5


6. WooCommerce Analytics

This section will be useful for all the report of orders data.






All orders section we select the date range and click the search button


 RESET FORM


 SEARCH


After that all the orders are fetched under as table formate, if you want to export the data as which you want (formate) see below section

 SELECT COLUMNS 

 PRINT

 EXCEL

 CSV

 PDF

	Phone N
	0179589:

When click the export options its shows different version for data's.

Thank you