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

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.

Then Admin click Admin Panel in the highmaastours.com column and system will redirect to backend dashboard.
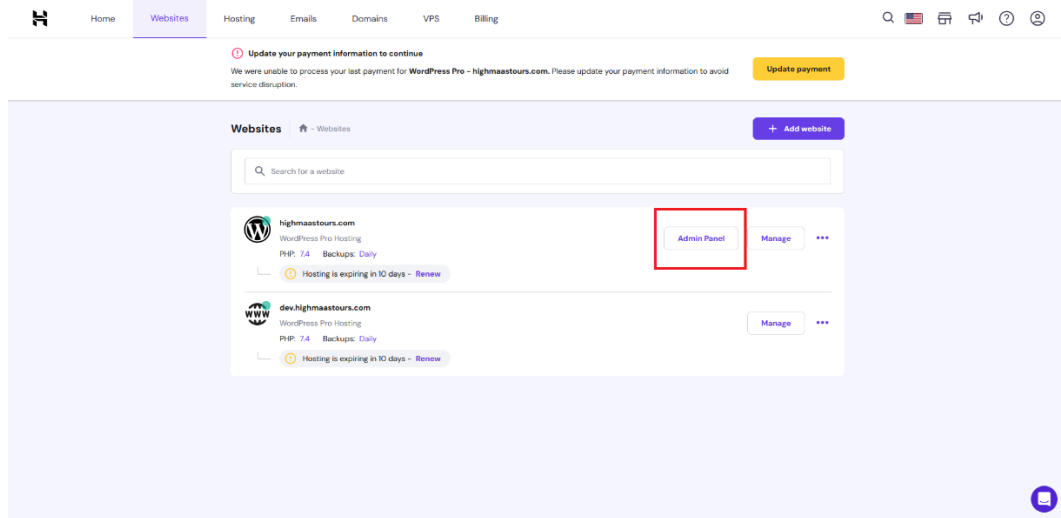
Reminder: Admin must allow pop up for the browser
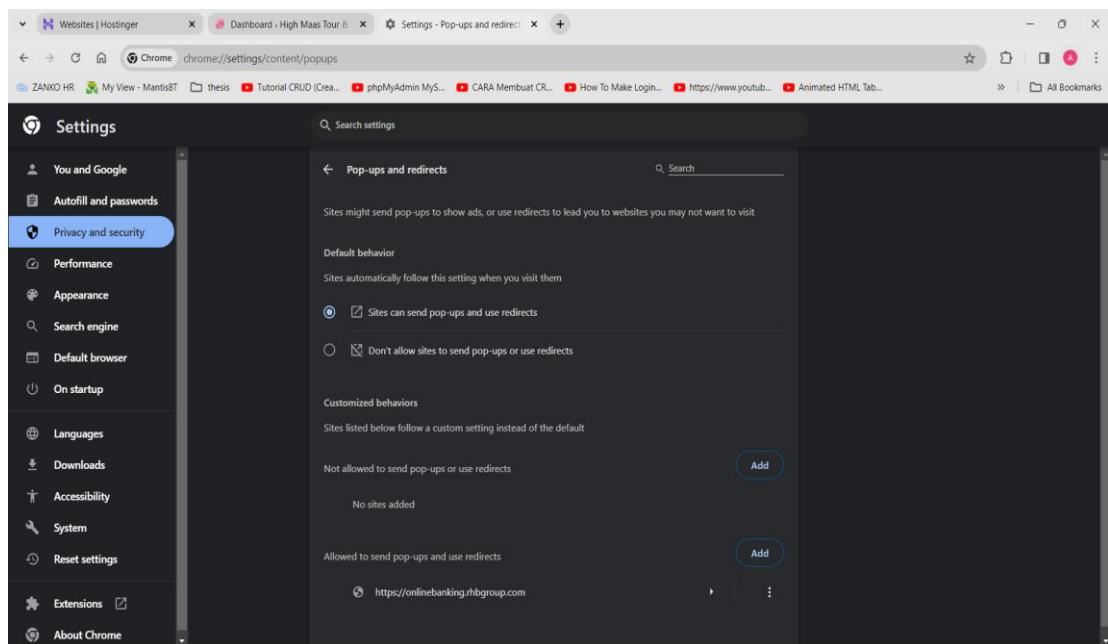
Google Chrome settings

1. **Dashboard**
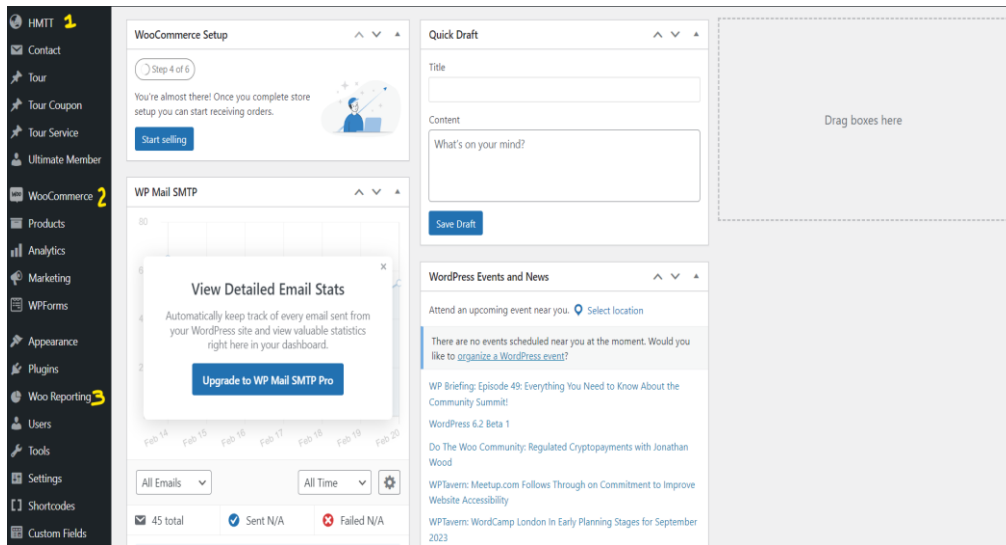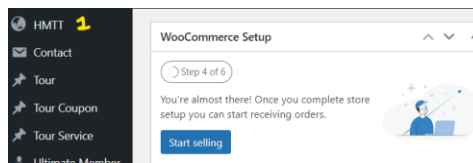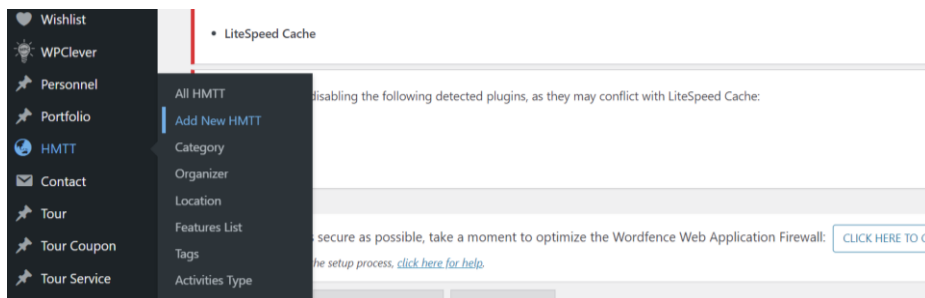   a. Once login system will redirect to admin dashboard as below

Image1: Dashboard

2. **Add / Upload New Package**
   a. Click on HMTT

   b. Choose Add New HMTT

   c. Add a details description about the tour

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.
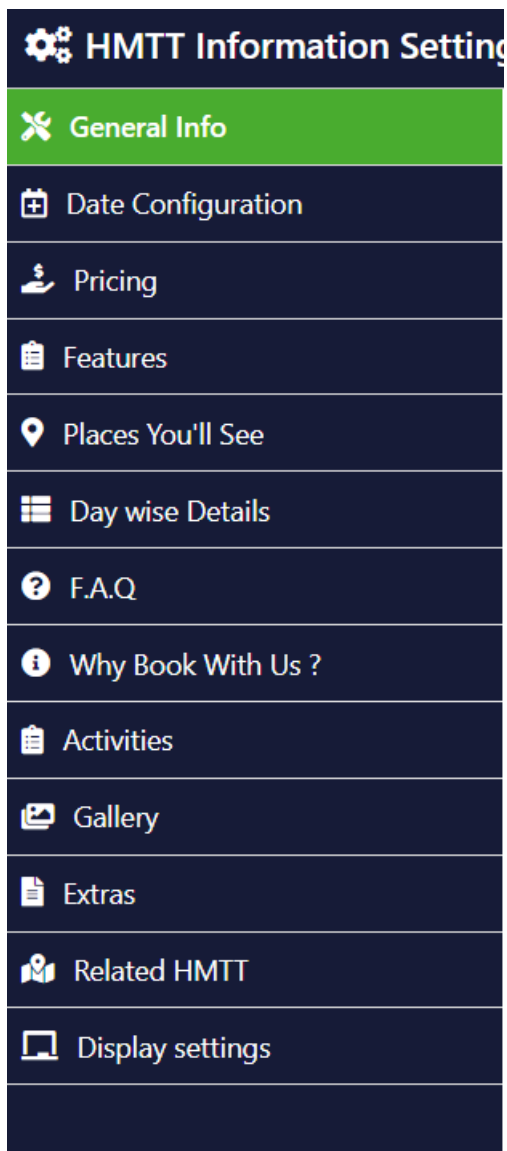
Here all the basic setting of our tour system placed.

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

Fill in General Info about the package

Set end date for Tour registration in Date Configuration

Fill in the pricing details

Fill in day wise details which includes the itinerary

Tick features to include and exclude in your package in Features

Fill in media in Gallery for tour graphic details.

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

Admin can put feature image for the package in HMTT Feature Image
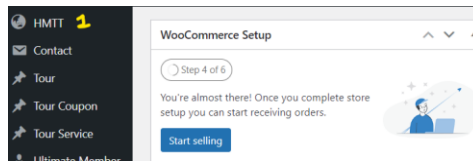
User can tick in the PublishPress Future checkbox and set end publish for the HMMT post
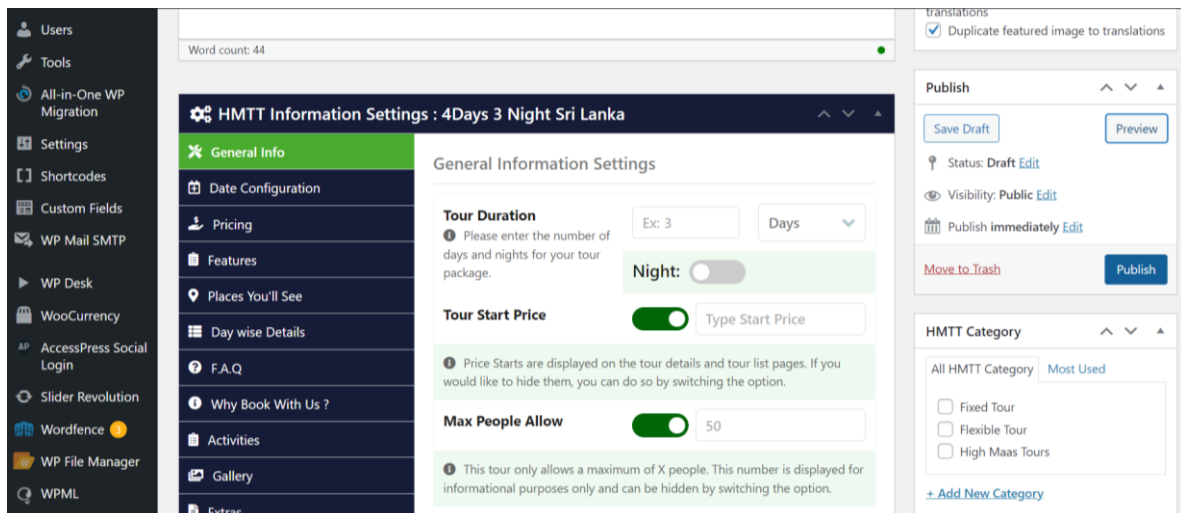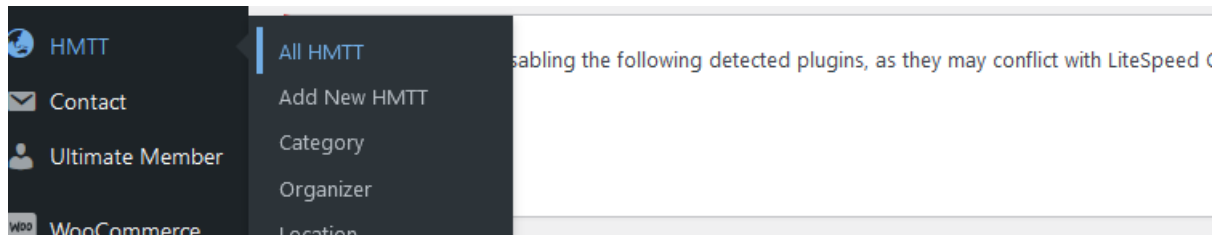

Click publish once done fill up information.

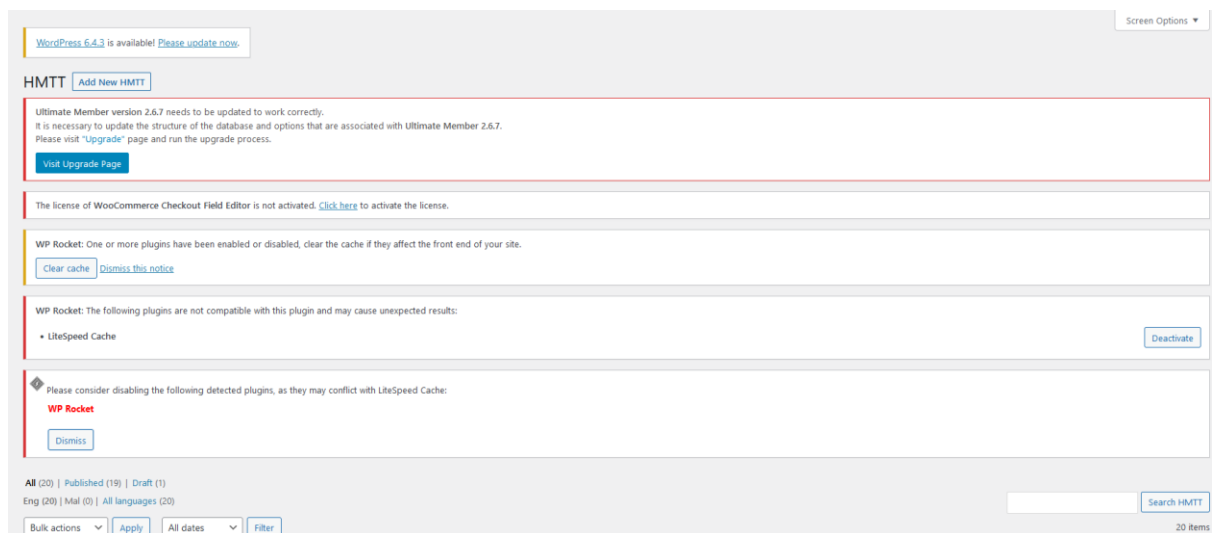### 3. All HMMT – Edit/Delete HMMT

a. Click on HMMT

b. Choose All HMMT

c. List off All HMMT Details

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

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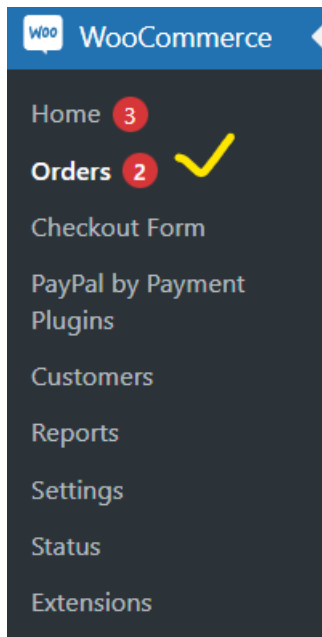f. Click Trash to deactivate the package

g. Restore package by click Undo after user click Trash

4. WooCommerce

WooCommerce

Home **3**

Orders **2** ✓

Checkout Form

PayPal by Payment Plugins

Customers

Reports

Settings

Status

Extensions

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... ×

Travellers details

Traveller First name: Ahnanthy Jothy

Traveller Last name: jothy

Passport / IC No: 8912300652234

Gender: Male

Age: 33

Billing

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

Email address:
ahnanthy@gmail.com

Phone:
0179589346

Shipping

Address:
No shipping address set.

1. Checkout Form
   a. Click Checkout Form under WooCommerce menu
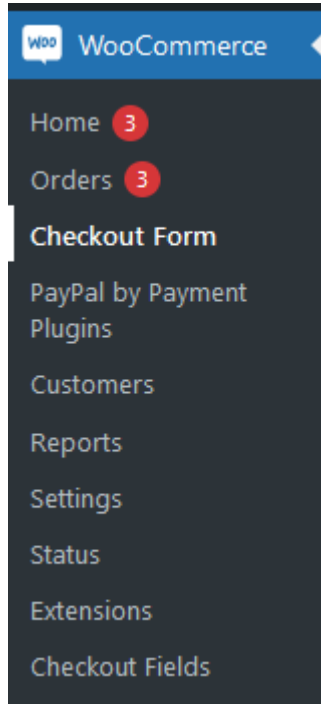
   b. Admin can add/edit/remove any fields for the Customer checkout form in Checkout Fields

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

2. Customers
   a. Click Customers in WooCommerce menu
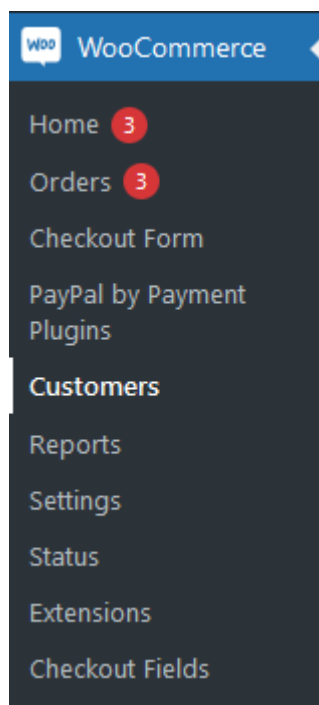
   b. Admin can view the customers list and Admin can download the list by click Download and system exports the list as CSV

3. Settings
   a. Click Settings in WooCommerce menu
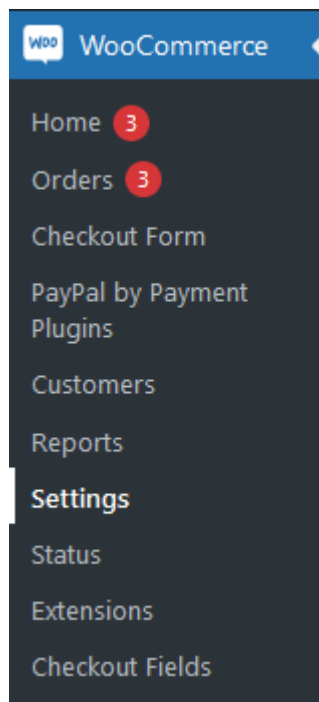
   b. Admin can set the Store details in General tab

c. Admin can set the products details in Product tab

General | Inventory | Downloadable products | Approved download directories | Advanced

Shop pages

Shop page		Shop	× ∨
		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		5813	

d. Admin can set the payment methods in Payments tab

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

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

g. Admin can set the currency in Currency tab

5. WooCommerce Invoice

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

a. User click Order option under WooCommerce
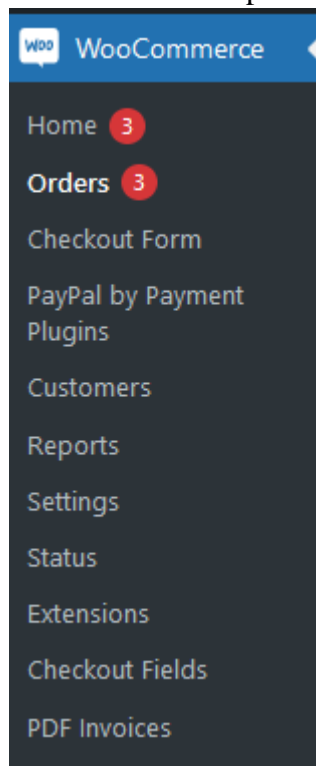
b. User can click icon highlighted in the image to see the invoice

c. Invoice example

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

INVOICE

Muthuswamy Narayanana   **Ship To:**
8404, Old Seven Locks Road   N/A
chennai
Sarawak
23456
muthuswamyid@gmail.com
08754469263

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 well useful for the all the report of orders data.
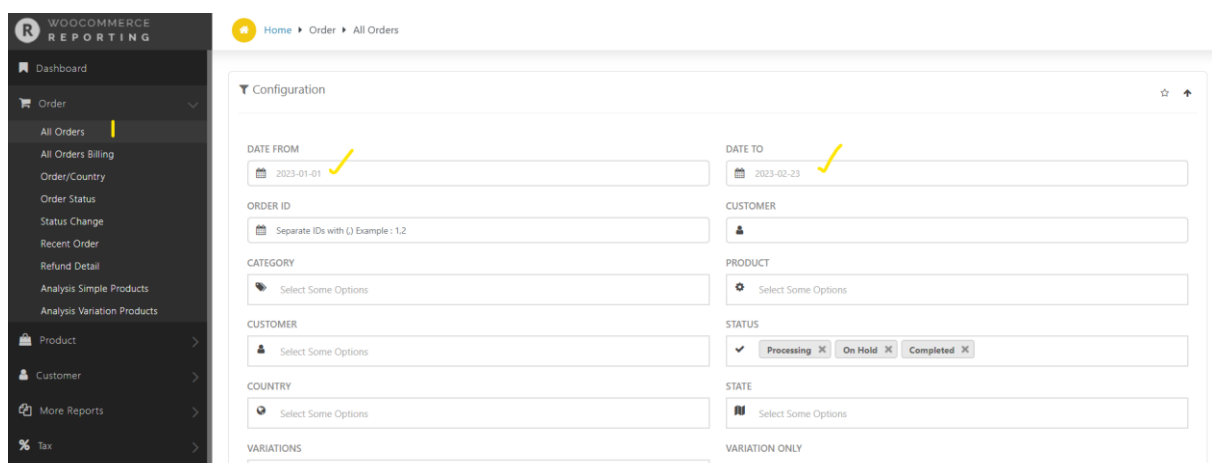
All orders section we select the date range and click the search button

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

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

Thank you