

TRAVEL AGENCY SYSTEM WEB-BASED APPLICATION

The logo consists of the letters 'T.A.S' in a white, bold, sans-serif font, centered within a dark blue rectangular background.

T.A.S

USER GUIDE

Powered By:



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Introduction

This system is Web-based The Travel Agency System. Users can able to manage suppliers and customers. Customers and suppliers relating to the Exchange order. Exchange Order as well as the order which wants to contain order information and passenger information. User can able to manage many passengers into one order. Each and Every order / Exchange order directly connected by invoice. Receipt and Payment Voucher are separate there are no relations.

If you use the travel Agency System, Users must create / login their accounts. Every user directly connected to order. This is the system user's types two.

1. Standard User
2. Administrator

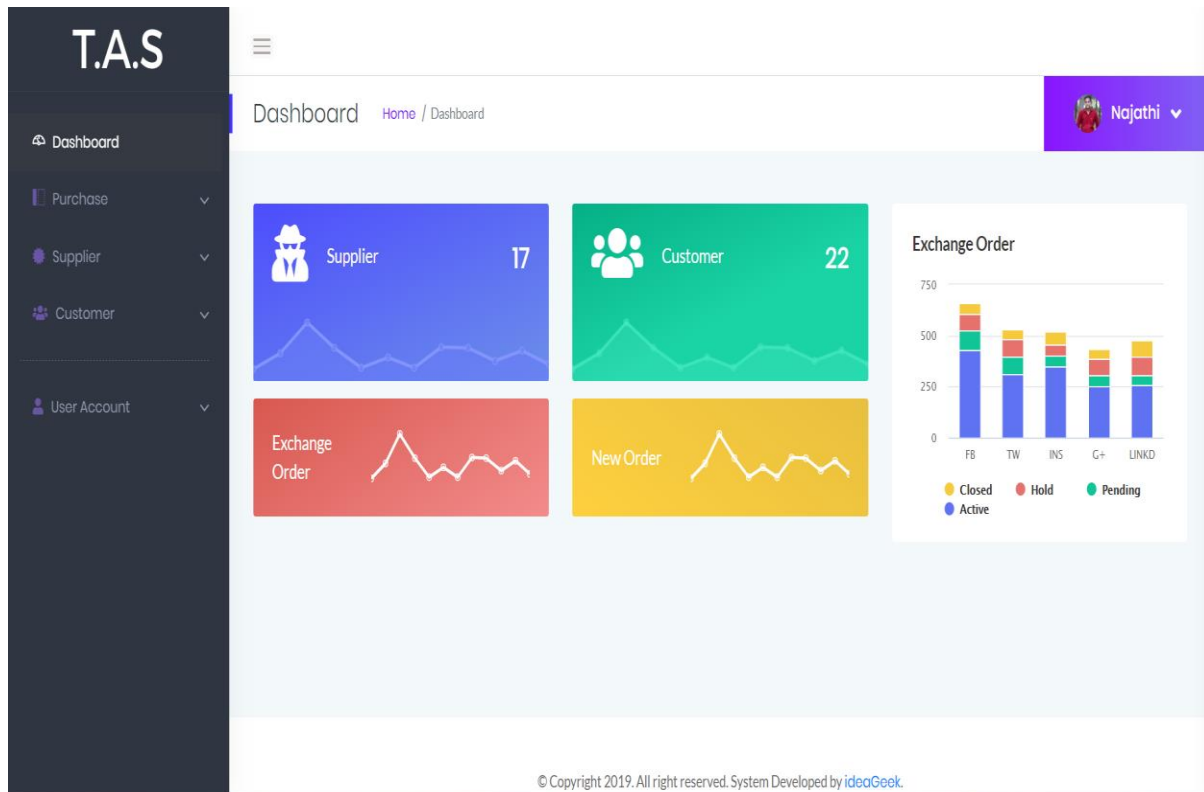
Standard user facilitates is limited. They can't manage customers, suppliers, user's information but they can manage Exchange order, invoice, receipt, and payment voucher.

Administrator user facilities all features there are no limitations. The administrator is able to manage suppliers, customers, orders, invoices, receipts, payment vouchers, and user controls and so on.

User control is one feature of the travel agency system which able to manage user's accounts. Admin user only accesses them.

For more information about TAS please go to <http://tas.thetravelportal.lk/>

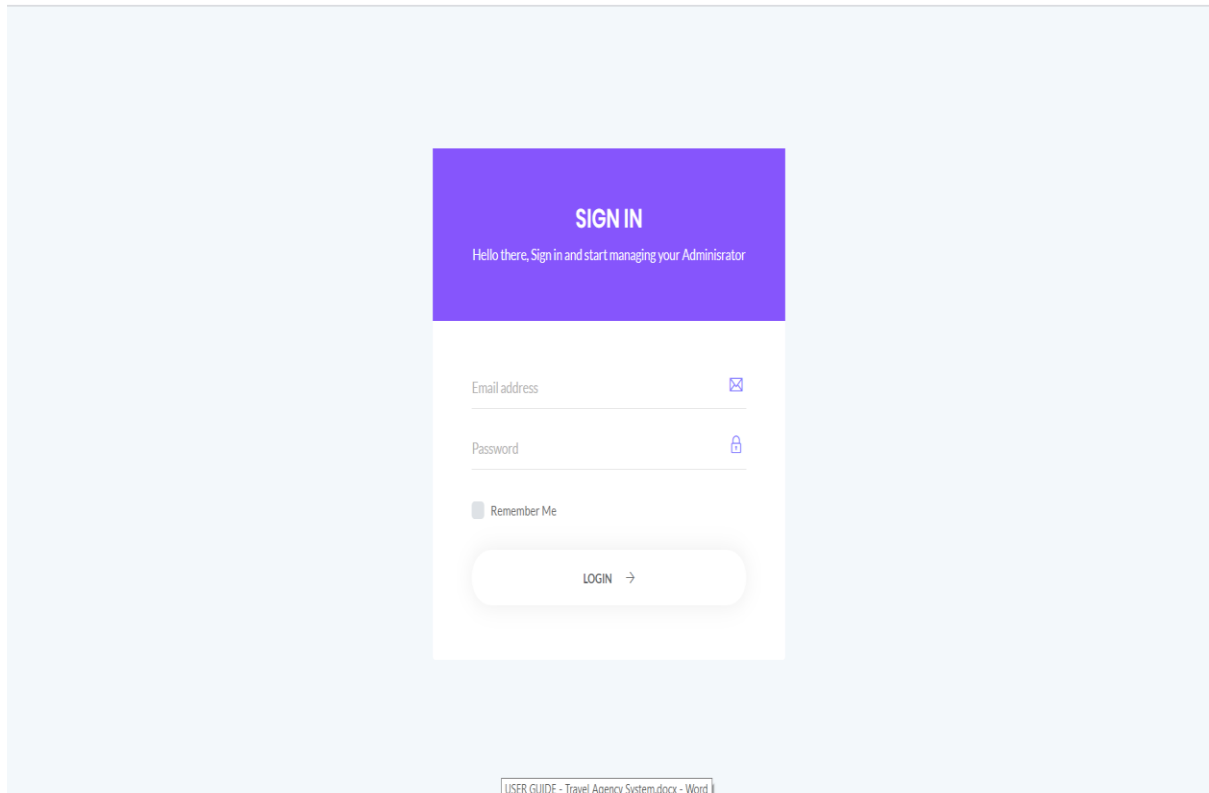
Home Page



Home Page

This is the home page of the travel agency system which contains suppliers, customers, orders, and newly added order's pieces of information.

Login Page



The screenshot shows a login page with a light blue background. In the center is a white card with a purple header. The header contains the text "SIGN IN" in white, bold, uppercase letters, followed by a smaller line of text: "Hello there, Sign in and start managing your Administrator". Below the header, the card has two input fields: "Email address" with an eye icon on the right, and "Password" with a lock icon on the right. Below these fields is a checkbox labeled "Remember Me". At the bottom of the card is a rounded button with the text "LOGIN" and a right-pointing arrow. At the very bottom of the page, there is a small footer text: "USER GUIDE - Travel Agency System.docx - Word".

Login Page

This system user as well as company staff. All staff can't register their accounts themselves. Admin can able to create the user account. After the user can change the password.

Add Customer

T.A.S

Dashboard

Purchase

Supplier

Customer

User Account

Add Customer

Here add new customer of *Customer Information*.

Customer A/C Code

000026

Name

Customer Name

Phone No.

Phone Number

Email Address

Email

Address Line 1

Address Line I

Address Line 2

Address Line II

Add Customer

Add Customer

Staff can add new customers to this system.

Search Customer

T.A.S

Dashboard

Purchase

Supplier

Customer

Add Customer

Search

User Account

Search

Home / Customer Search

Najathi

Customer

Show 10 rows

Copy

Excel

CSV

PDF

Search: Search Details

CUSA/C CODE	NAME	PHONE NO.	EMAIL	ADDRESS	DATE & TIME	ACTION
000025	8687686	868686868	6868@hrhrtrrh	rhrrrh rhrrh	2019-11-13 23:48:31	
000024	76766	767	767676@tjtjt	jtjtjt tjtj	2019-11-13 23:47:51	
000023	686868	88686868	6868@hr.rjtjy	68 6868	2019-11-10 15:15:08	
000022	grgrg	rgrrr	grgrgrg@HG.KK	rgrrgrg rgrr	2019-09-01 12:51:23	
000020	vdvdvd	ddfdfdf	highths	ghj hjhjhjh	0000-00-00 00:00:00	
000019	frfrh	ddfdfdf	highths	ghj hjhjhjh	0000-00-00 00:00:00	

Search Customer page

This is not only the customers' search page but also view, update customers, generate the pdf file, an excel file, CSV file, and Copy to Clipboard according to the customers' table.

Add Supplier

T.A.S

Dashboard

Purchase

Supplier

Add Supplier

Search

Customer

User Account

Add Supplier

Here add new Supplier of [Supplier Information](#).

Supplier ID

000019

Name

Supplier Name

Phone No.

Phone Number

Email Address

Email

Address Line 1

Address Line I

Address Line 2

Address Line II

Add Supplier

Staff can add new suppliers to this system.

Search Supplier

T.A.S	
Dashboard	
Purchase	
Supplier	
Customer	
User Account	

Supplier						
🔄						
Show 10 rows	Copy	Excel	CSV	PDF	Search: Search Details	
SUPPLIER ID	NAME	PHONE NO.	EMAIL	ADDRESS	DATA & TIME	ACTION
000018	88888888888888888888	686	686@4386866	868686 86868	2019-11-10 22:33:45	🔗
000017	evefef	efe	fef@3gegege	gege gege	2019-11-10 15:32:57	🔗
000016	767676	7676	76@7678676	676 7676	2019-11-10 15:27:05	🔗
000015	767676	7676	76@7678676	676 7676	2019-11-10 15:26:17	🔗
000013	viefeg	fiefefeg	fiefeg	fief	2019-08-18 20:23:21	🔗
000012	fiefef	gfefgf	gfefeg	fiefefeg	2019-08-18 20:07:35	🔗
000011	Nazzaha	fiefef	gfef	gfefeg	2019-08-18 20:07:35	🔗
000010	fiefefeg	fegfeg	fiefeg	gfefgfeg	2019-08-18 20:07:35	🔗
000009	thahlan	gfefeg	fiefef	gfeg	2019-08-18 20:07:35	🔗
000008	ghghg	hghgh	ghghg	hghghg hy5rthij	2019-08-18 19:05:08	🔗

Showing 1 to 10 of 17 entries (filtered from 10 total entries) [Previous](#) [1](#) [2](#) [Next](#)

Search Supplier page

This is not only a supplier search page but also view, update suppliers, generate the pdf file, an excel file, CSV file, and Copy to Clipboard according to the supplier's table.

Exchange Order

T.A.S

Dashboard

Purchase

Exchange Order

Search

Invoice

Receipt

Payment Voucher

Supplier

Customer

User Account

Exchange OrderHome / Exchange Order

Najathi

Order Information

Here are want to add Order Information of Exchange Order.

XO No.

000034

XO Date

01/05/2020

Customer

Direct Customer selected

Counter Staff

Najathi

Supplier

Please Select the Supplier

Remark

Exchange Order page 1

T.A.S

Dashboard

Purchase

Exchange Order

Search

Invoice

Receipt

Payment Voucher

Supplier

Customer

User Account

+

Passenger #1

Ticket Information

Here are want to add Ticket Information of Exchange Order.

Passenger Name

Ticket No.

Ticket Date

mm/dd/yyyy

Booking Reference

Fare Section

Here are want to add Fare Section of Exchange Order.

Basic (0.00)

yq (0.00)

yr (0.00)

Tax-3 (0.00)

Tax-4 (0.00)

Total Tax (0.00)

0.00

Supplier Charge (0.00)

Service Amount (0.00)

Net Profit (0.00)

0.00

Net Due (0.00)

0.00

Net to Supplier (0.00)

0.00

Coupon Information

Here are want to add Coupon Information of Exchange Order.

From → To

Class Code

Airline Code

Flight No.

Departure Date

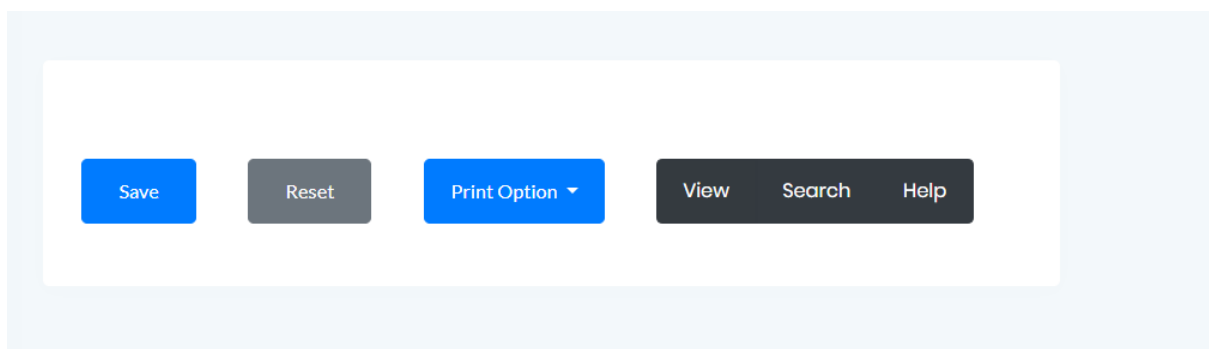
mm/dd/yyyy

Exchange Order 2

This is the Exchange Order page. This page has order and passenger information. Customers and suppliers relating to the Exchange order. Exchange Order as well as the order which wants to contain order information and passenger information. User can able to manage many passengers into one order.

Features:

- If you want many passengers, you can add them.
- Every passenger “Fare Section” facilitates auto calculation. When you type that will calculation that fields automatically.
- Easy to select the customer and supplier
- You can save different way on this page
 - Save the order to the database directly (Save)
 - The reset button is reset the input fields. (Reset)
 - Save and view the supplier copy(PDF file) (print option -> Supplier Copy)
 - Save and view the Accounts copy(PDF file) (print option -> Accounts Copy)
 - View each passenger “Fare Section”. (View)
 - Search all exchange order information. (Search)
 - User’s Help (Help)



Bottom of the exchange order page

Search Exchange Order

T.A.S

Dashboard

Purchase

Supplier

Customer

User Account

Exchange Order

Show 10 entries

Search: Search Details

#	XO DATE	CUSTOMER	SUPPLIER	ACTION	PRINT
000033	2019-11-21	000001	000006	View Edit Delete	Print PDF
000032	2019-11-21	000001	000002	View Edit Delete	Print PDF
000031	2019-11-21	000001	000011	View Edit Delete	Print PDF
000030	2019-11-21	000001	000005	View Edit Delete	Print PDF
000029	2019-11-21	000001	000008	View Edit Delete	Print PDF
000028	2019-11-21	000001	000011	View Edit Delete	Print PDF
000027	2019-11-21	000001	000011	View Edit Delete	Print PDF
000026	2019-11-14	000001	000008	View Edit Delete	Print PDF
000025	2019-11-14	000001	000005	View Edit Delete	Print PDF
000024	2019-11-13	000001	000010	View Edit Delete	Print PDF

Showing 1 to 10 of 21 entries (filtered from 10 total entries)

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

Search Exchange Order

The search exchange order page can manage the orders and order's passengers.

Features:

- Staff can view, edit and delete the order. If you delete the order, passengers of the order also will be deleted.
- You can print and view the pdf files. Pdf files are two files. Pdf files contain order and order's passengers' information.
 - Supplier Copy (PDF)
 - Accounts Copy (PDF)
- Order view button: It shows orders information and order's passenger information. You can manage the passenger of the order individually.

T.A.S

- [Dashboard](#)
- [Purchase](#)
- [Supplier](#)
- [Customer](#)
- [User Account](#)

View - Exchange Order
X

Ex-Order Information

XO No	000009
XO Date	2019-11-08
Customer	000007
Counter Staff	22
Counter Staff	000006

Passengers Information (2)

Passenger #1 +

Passenger #2 +

ACTION	PRINT
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄
🔍 📄 🗑️	🖨️ 📄

Order's Passengers

pdf_supplier_copy
1 / 1
🔄 ⬇️ 🖨️

THE TRAVEL PORTAL
Private Limited

The Travel Portal Pvt Ltd
No: 996/A, Main Street,
Kalmunai - 14,
SRI LANKA.

Phone : (067) 434-4400
Email : info@thetravelportal.lk

ghghg
hghghg
hy5rhthj
hghgh
ghghg

XO No. : 000021
XO Date : November 10, 2019

Supplier Copy
Exchange Order

Details as follows :

Pax Name	Sector	Flt Detail Is	Cls	Travel Date	Ticket / Booking Ref	Basic	Total Tax	Supp. Chrg	Net Supplier
767767	7676	767	7676	2019-11-20	76767	67.00	21,886.00	6,767.00	28,720.00
Total :									28,720.00

LKR : 28,720.00 in words TWENTY-EIGHT THOUSAND, SEVEN HUNDRED AND TWENTY ONLY.

Remarks:

25
19

+

-

PDF View of Order and Order's passengers

T.A.S

Dashboard

Purchase

Supplier

Customer

User Account

Passengers Information (1)

Passenger #1

Ticket Information

Passenger No	000036
Passenger Name	767767
Ticket No.	676
Ticket Date	2019-11-27
Booking Reference	76767

Fare Section

Basic	67.00
-------	-------

ACTION

PRINT

Passenger Info

Invoice

T.A.S

Dashboard

Purchase

Supplier

Customer

User Account

Invoice

Show 10 entries

Search: Search Details

#	XO NO	XO DATE	CUSTOMER	SUPPLIER	ACTION
000024	000033	2019-11-21	000001	000006	<button>Make Invoice</button>
000023	000032	2019-11-21	000001	000002	<button>Make Invoice</button>
000022	000031	2019-11-21	000001	000011	<div><div></div><div></div><div></div></div>
000021	000030	2019-11-21	000001	000005	<div><div></div><div></div><div></div></div>
000020	000029	2019-11-21	000001	000008	<button>Make Invoice</button>
000019	000028	2019-11-21	000001	000011	<button>Make Invoice</button>
000018	000027	2019-11-21	000001	000011	<button>Make Invoice</button>
000016	000025	2019-11-14	000001	000005	<button>Make Invoice</button>
000015	000024	2019-11-13	000001	000010	<button>Make Invoice</button>
000011	000021	2019-11-10	000001	000008	<button>Make Invoice</button>

Showing 1 to 10 of 15 entries (filtered from 10 total entries)

Previous

1

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Next

Invoice

This is orders information. You see this picture. If the “Make Invoice” button is enabled, Invoice is not created. If the button is disabled, the invoice is already created.

How to create an invoice?

Click the “Make Invoice” button. An invoice will be created.

Features:

- You can view the invoice, delete the order and cancel the invoice

View Invoice

View - Invoice

X

INVOICE

#000022

INVOICED TO

Direct Customer

Invoice Date : 2020-01-05

Due Date : 2019-11-21

Pax Name	Ticket No.	Sector	Travel Date	Amount
836863868	6868	8686	2019-11-20	78,112.00
TOTAL BALANCE :				78,112.00

Print Invoice

Close

0000110000212019-11-10000001000008

Make Invoice

Showing 1 to 10 of 15 entries (filtered from 10 total entries)

Previous12Next

View Invoice

pdf_invoice

1 / 1

THE TRAVEL PORTAL

Private Limited

The Travel Portal Pvt Ltd

No: 996/A, Main Street,

Kalmunai - 14,

SRI LANKA.

Phone : (067) 434-4400

Email : info@thetravelportal.lk

Invoice No

:

000022

Date

:

2020-01-05

INVOICE

Direct Customer

Pax Name	Ticket No.	Sector	Travel Date	Total
836863868	6868	8686	2019-11-20	78,112.00
Bill Amount :				78,112.00

PREPARED BY

AUTHORIZED BY

RECEIVER'S SIGNATURE

Waiting for tas_updates.test...

42

+

-

PDF Invoice

Receipt

The screenshot shows the T.A.S. Receipt management interface. On the left is a dark sidebar with the T.A.S. logo and navigation links: Dashboard, Purchase, Supplier, Customer, and User Account. The main header area includes a hamburger menu, the title 'Receipt', a breadcrumb 'Home / Add Or Search Receipt', and a user profile 'Najathi'. The main content area is titled 'Receipt' and features a '+ Add' button, a refresh icon, and search filters for 'Show 10 entries' and 'Search: Search Details'. Below this is a table with columns: #, CUSTOMER, TELEPHONE, MODE OF PAYMENT, AMOUNT, DATE, ACTION, and PRINT. A single entry is shown with ID 000001, Customer 000003, Telephone 45454, Mode of Payment Cash, Amount 20000.00, and Date 2019-11-11 21:21:26. The table indicates 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' navigation links.

#	CUSTOMER	TELEPHONE	MODE OF PAYMENT	AMOUNT	DATE	ACTION	PRINT
000001	000003	45454	Cash	20000.00	2019-11-11 21:21:26		

Receipt

This page is receipt information, you can add, view, edit, delete and print the receipt. A receipt is not related to any order/exchange order. So Receipt works separately.

The screenshot shows the 'View - Receipt' modal window. It displays the following information:

- Company Info:** The Travel Portal Pvt Ltd, No: 996/A, Main Street, Kalmunai, SRI LANKA. Phone: (213) 484-6829, Email: sample@email.com.
- Date:** 2019-11-11 21:21:26
- Receipt #:** 000001
- Customer Table:**

Customer	Mode of Payment	Total
MHM, Nahani	Cash	20000.00
Subtotal:		20000.00
Total:		20000.00

Payment Details: 21245

The modal also includes a 'Close' button at the bottom right.

View Receipt



THE TRAVEL PORTAL
Private Limited

THE TRAVEL PORTAL PVT LTD
No: 996/A, Main Street,
Kalmunai - 14,
SRI LANKA.

Phone : (067) 434-4400
Email : info@thetravelportal.lk

Date : November 11, 2019

Receipt No : #000001

Cash Receipt

Payee Details :

MHM. Nahami

Telephone : 45454

Fax : 54545

Mode of Payment	Details of Payments	Amount-LKR
Cash	21245	20,000.00

LKR: TWENTY THOUSAND ONLY.



View Receipt

Payment Voucher

T.A.S

Dashboard

Purchase

Supplier

Customer

User Account

Payment Voucher

+

↺

Show

10

entries

Search:

Search Details

#	PAY TO	TELEPHONE	MODE OF PAYMENT	AMOUNT	DATE	ACTION	PRINT
000056	njkhjhj	kjkkjkk	Cheque	4.00	2020-01-05 13:42:09	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000054	867676	76767	Cheque	67676.00	2019-11-13 14:52:00	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000053	445	445545	Cheque	2154.00	2019-11-13 14:24:36	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000048	Mohamed Haneefa	06767767	Cheque	100000.00	2019-10-22 19:10:07	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000047	hhhhhhhhhhhhhhhhhh	jhhjhjhjhjhjhjhjhjh	ghj	1265453.99	2019-10-21 19:35:48	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000046	MHM. Najathi	0754141331		10000.00	2019-10-20 21:28:15	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000045	565565656	6565	5656	5656565.00	2019-10-20 10:51:13	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000043	8678686	8686	686	86868.00	2019-10-20 00:21:55	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000041	767676	7676	676	676767.00	2019-10-20 00:17:21	<div>🔍 📄 🗑️</div>	<div>🖨️</div>
000039	6767676	76767	7676	676767676.00	2019-10-20 00:14:53	<div>🔍 📄 🗑️</div>	<div>🖨️</div>

Showing 1 to 10 of 43 entries (filtered from 10 total entries)

Previous

1

2

3

4

5

Next

Payment Voucher

This page is Payment Voucher information, you can add, view, edit, delete and print the Payment Voucher. Payment Voucher is not related to any order/exchange order. So Payment Voucher works separately.

T.A.S

Dashboard

Purchase

Supplier

Customer

User Account

Payment Voucher

View - Payment

The Travel Portal Pvt Ltd

No: 996/A, Main Street,
Kalmunai - 14,
SRI LANKA.

Phone: (067) 434-4400
Email: info@thetravelportal.lk

Date: 2020-01-05 13:42:09

Payment Voucher #: 000056

Pay To

Mode of Payment

Total

njkhjhj

Cheque

4.00

Subtotal:

4.00

Total:

4.00

Payment Details: kldgirkjhkrjhtjhk

Close

Showing 1 to 10 of 43 entries (filtered from 10 total entries)

Previous

1

2

3

4

5

Next

View Payment Voucher



THE TRAVEL PORTAL
Private Limited

THE TRAVEL PORTAL PVT LTD
No: 996/A, Main Street,
Kalmunai - 14,
SRI LANKA.

Phone : (067) 434-4400
Email : info@thetravelportal.lk

Date : January 5, 2020
Receipt No : #000056

Payment Voucher

Pay to :

njkjhjhj

Telephone : kjijjkk

Fax : mrijgkjgk

Mode of Payment	Details of Payments	Amount-LKR
Cheque	kddgjrkjhkrjhjhk	4.00

LKR: FOUR ONLY. 4.00

Print the Payment Voucher

Users Control

T.A.S

Dashboard

Purchase

Supplier

Customer

User Account

User Account

+

Refresh

Show 10 rows

Search:

NAME	EMAIL	GENDER	USER TYPE	DATE & TIME	ACTION
Haniiffa Hizam	ttpplmd@gmail.com	Male	Administrator	2019-11-20 20:41:12	<div><div></div><div></div></div>
Mohamed Masnoon	mmanasnoon@gmail.com	Male	Administrator	2019-11-15 16:28:35	<div><div></div><div></div></div>
Mohamed Naharni	naharni@gmail.com	Male	Standard User	2019-07-21 12:26:09	<div><div></div><div></div></div>
Mohamed Najathi	najathi@live.com	Male	Administrator	2019-07-21 12:04:10	<div><div></div><div></div></div>

Showing 1 to 4 of 4 entries [Previous](#) [1](#) [Next](#)

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Users Control

This is a user's control page that manages user's accounts. Every administrator can able to add, edit, edit the user's role and delete users. Admin can change the user's role as a standard or admin account.

Naharni

Mohamed Najathi

g 1 to 4 of 4 entrie

Gender

Male

User's Role

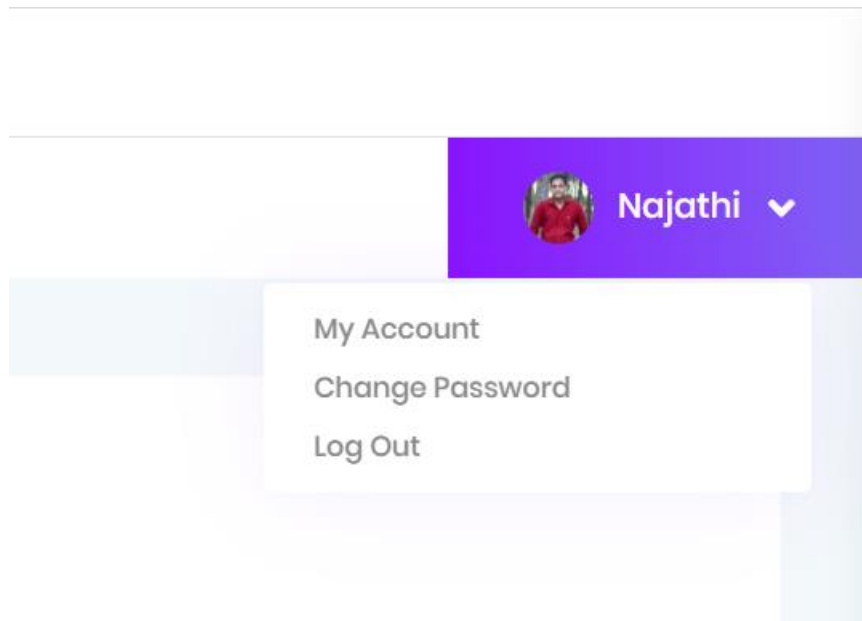
Administrator

Close

Update

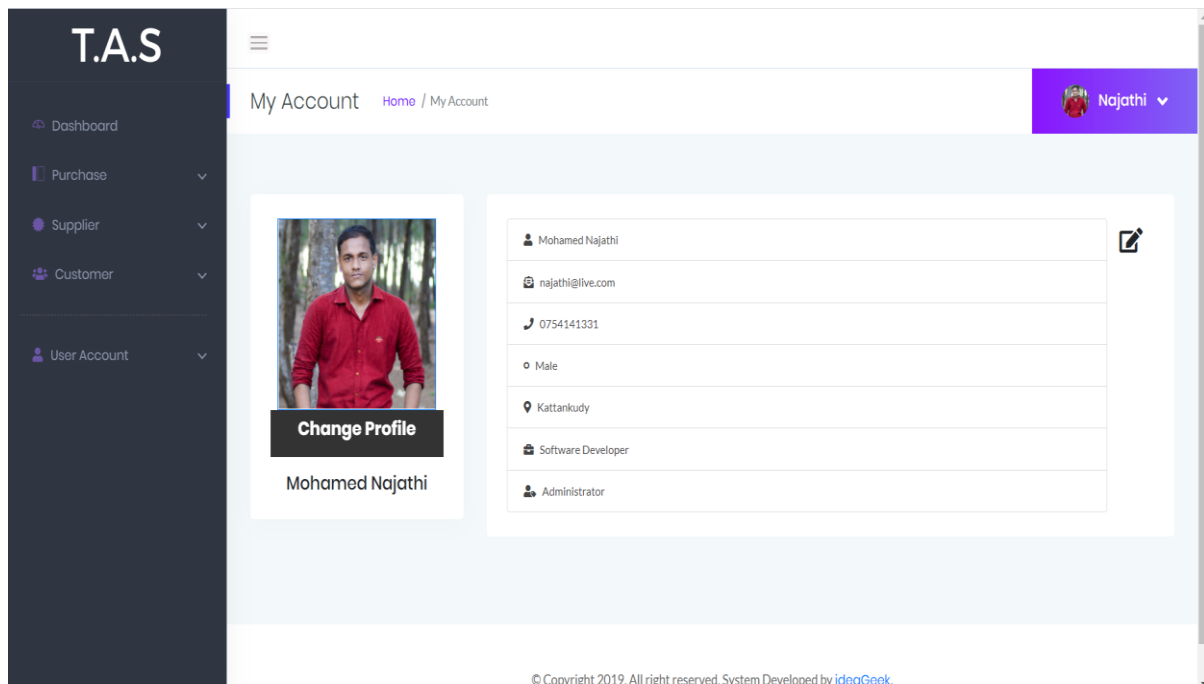
Edit the user's role

User Control Option



User Control Options

Every each user can manage their account separately. They can Change password and logout their accounts.



My Account Page

Change Password

Here want to change password of your account.

Current Password

New Password

Confirm Password

Change

Change the Password