

User Documentation

# Travel Agency Management System

Priontu Chowdhury



15

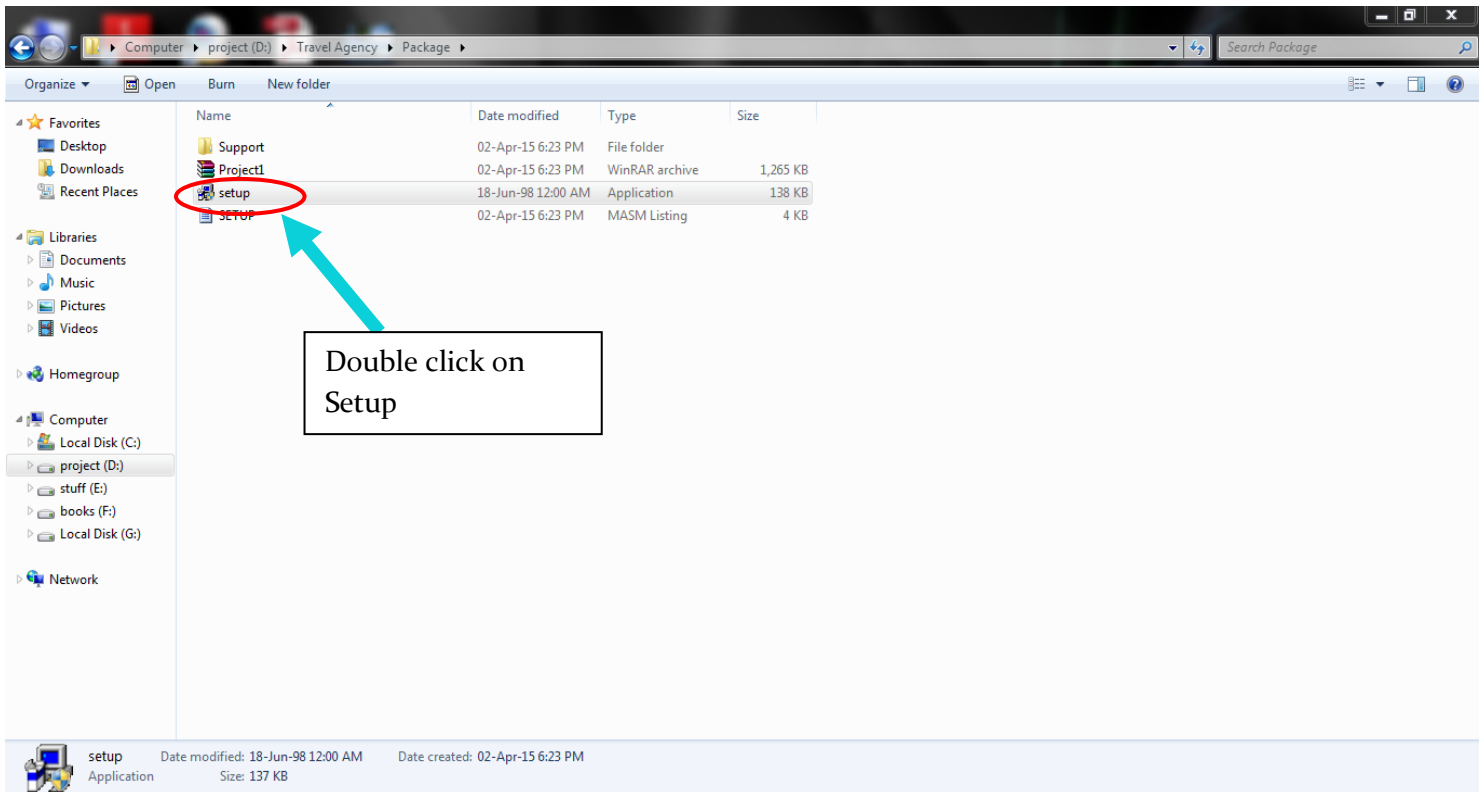
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## Installation instructions

The steps that need to be taken for the installation of the software are:

1. i. Open “Travel Agency” folder from Project (D:) drive.  
ii. Open folder named “Package”.  
iii. Double click on Setup.exe file.

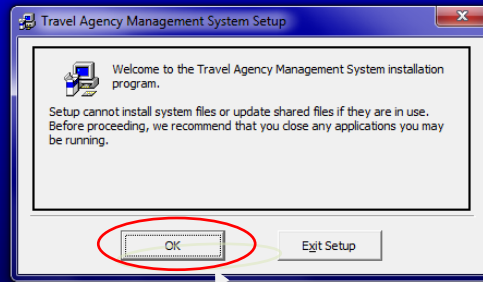


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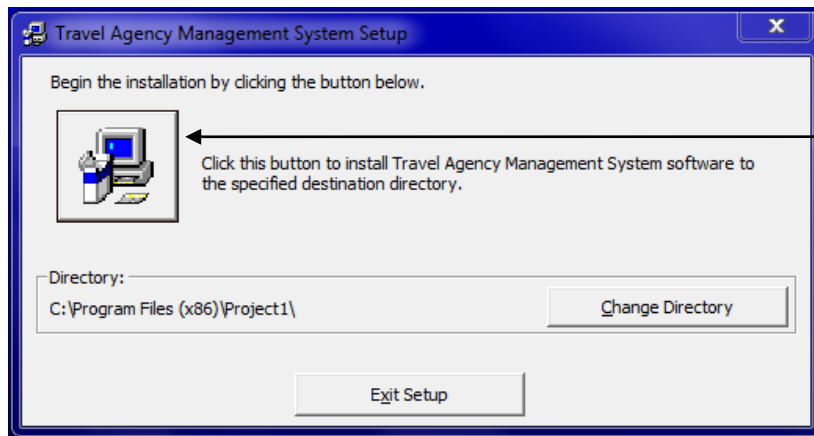
2. Click "Ok"

## ***Travel Agency Management System Setup***



Setup - Click "Ok"  
to start.

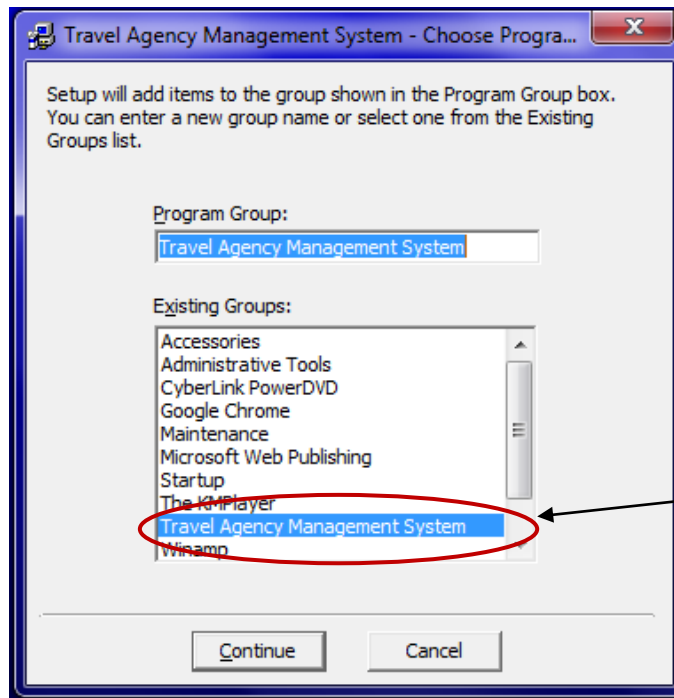
3. Click the button shown by the arrow.



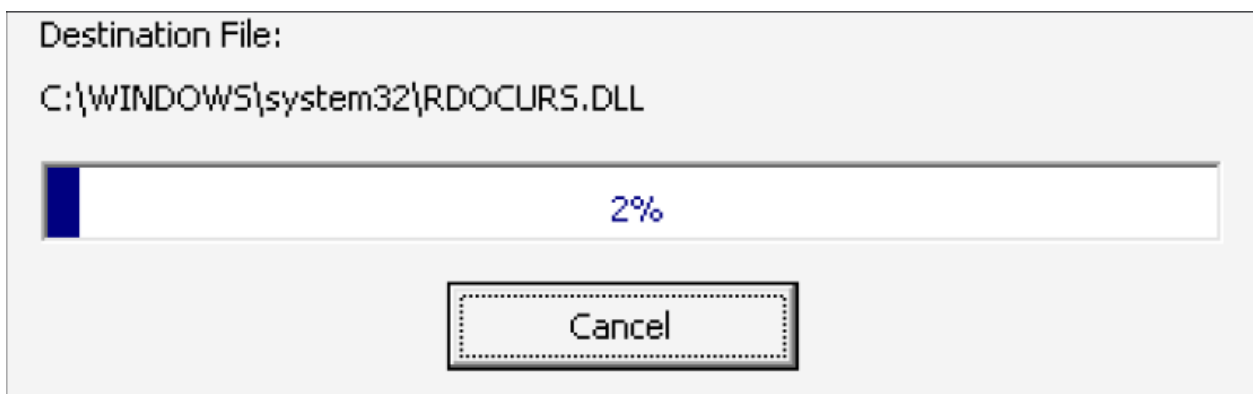
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4. Click “Continue”.



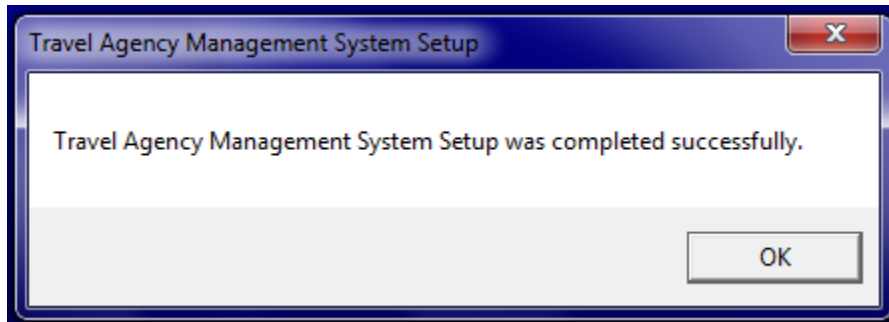
5. A progress bar is shown



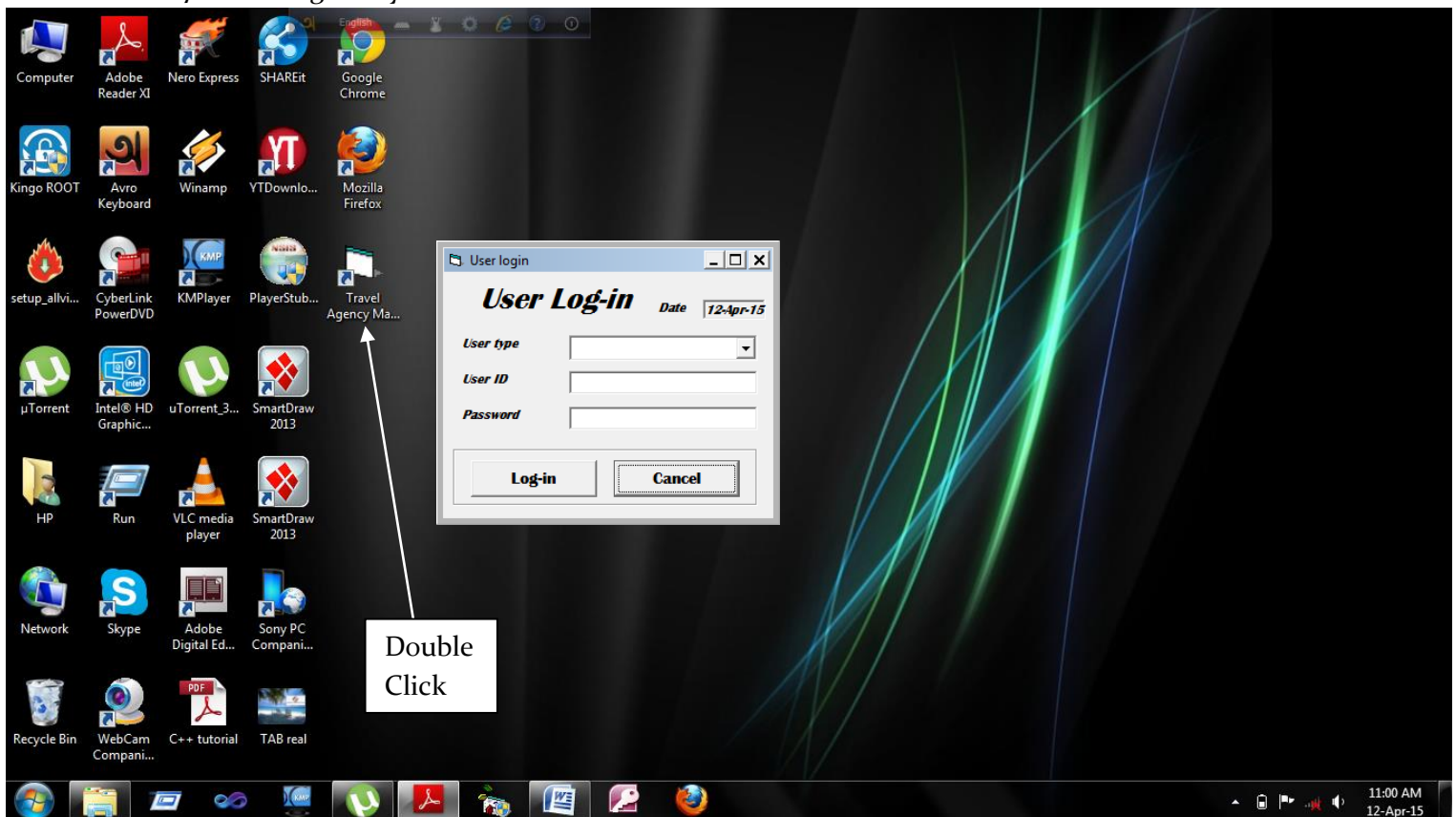
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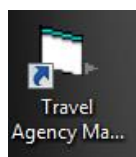
6. The installation is finished when the message shown below appears.



7. Starting the system



The Log-in form appears when the following icon is clicked from the desktop window. The access to Main Menu form can only be gained if the correct User type, User ID and Password are provided.



"Travel Agency Management System.exe" will be shown in the desktop when a shortcut of setup file is created. Double click on the icon to begin program as shown above.

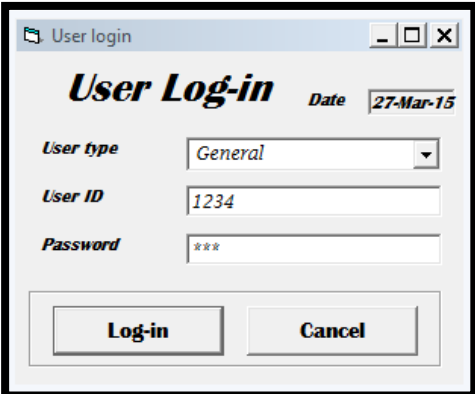
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The system basically has two parts. A part that is designed to interact with us and the other part is used to store the data we provide to the system and allow the computer system to make calculations and monitor the things happening. The part that was made to interact with the user is designed using Visual Basic 6.0 and the other part is made using Ms Access. Programming techniques have been used to link the two parts to function efficiently i.e. a connection has been set up between the database and the data environment of Visual Basic 6.0.

## Logging into the system

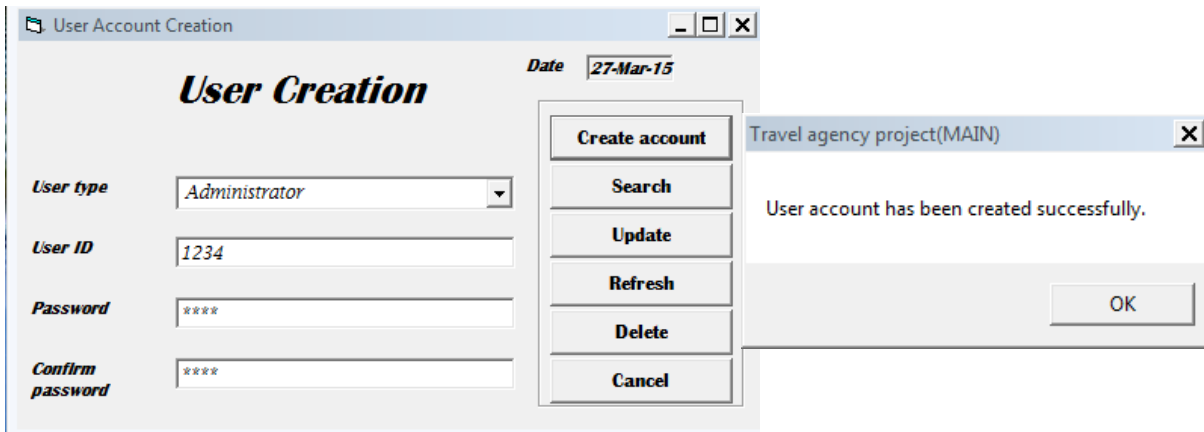
1. Enter the correct User type, User ID and Password.
2. Click Log-in
3. When the button is pressed, the Main Menu form will appear.



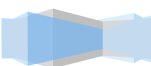
The screenshot shows a 'User login' window with a title bar. Inside, the title 'User Log-in' is displayed in a large, bold, italicized font. To the right of the title is a 'Date' field showing '27-Mar-15'. Below the title, there are three input fields: 'User type' with a dropdown menu showing 'General', 'User ID' with the text '1234', and 'Password' with masked characters '\*\*\*'. At the bottom, there are two buttons: 'Log-in' and 'Cancel'.

## Adding a new User to the system

1. Select "User Creation" form from the "User information" section of the Main Menu.
2. Enter User type, User ID, Password and Confirm Password.
3. The Password and Confirm Password must match.
4. Click "Create Account" button.
5. A message will appear that the account has been created successfully.
6. Click "Ok"



The screenshot shows two overlapping windows. The background window is titled 'User Account Creation' and has a title bar. It features the title 'User Creation' in a large, bold, italicized font, followed by a 'Date' field showing '27-Mar-15'. Below the title, there are four input fields: 'User type' with a dropdown menu showing 'Administrator', 'User ID' with the text '1234', 'Password' with masked characters '\*\*\*\*', and 'Confirm password' with masked characters '\*\*\*\*'. To the right of these fields is a vertical stack of buttons: 'Create account', 'Search', 'Update', 'Refresh', 'Delete', and 'Cancel'. The foreground window is a smaller dialog box titled 'Travel agency project(MAIN)' with a close button. It contains the message 'User account has been created successfully.' and an 'OK' button.



## Changing the Password of an existing User

1. Select “User Creation” form from the “User information” section of the Main Menu.
2. Provide User type and User ID in the User creation form.
3. Click “Search”.
4. The previous Password and Confirm password will appear.
5. Change the Password and Confirm Password both. It should be made sure that both of them match.
6. Click “Update”.
7. Confirmation message shown on successful update of data.
8. Click “Ok”.

The screenshot shows the 'User Account Creation' window. The title bar says 'User Account Creation'. The main title is 'User Creation'. The date is '27-Mar-15'. The form has fields for 'User type' (set to 'Administrator'), 'User ID' (set to '1234'), 'Password' (masked with '\*\*\*\*'), and 'Confirm password' (masked with '\*\*\*\*'). To the right of the form is a vertical button bar with 'Create account', 'Search', 'Update', 'Refresh', 'Delete', and 'Cancel'. The 'Update' button is highlighted. To the right of the 'Update' button is a small dialog box titled 'Travel agency project(MAIN)' with the message 'Record has been Updated successfully.' and an 'OK' button.

## Deleting an existing User Account

1. Select “User Creation” from the “User information” section of the Main Menu.
2. Provide User type and User ID.
3. Click “Search”.
4. Click “Delete”.
5. A confirmation message will appear for the deletion of account.
6. Click “Ok”.

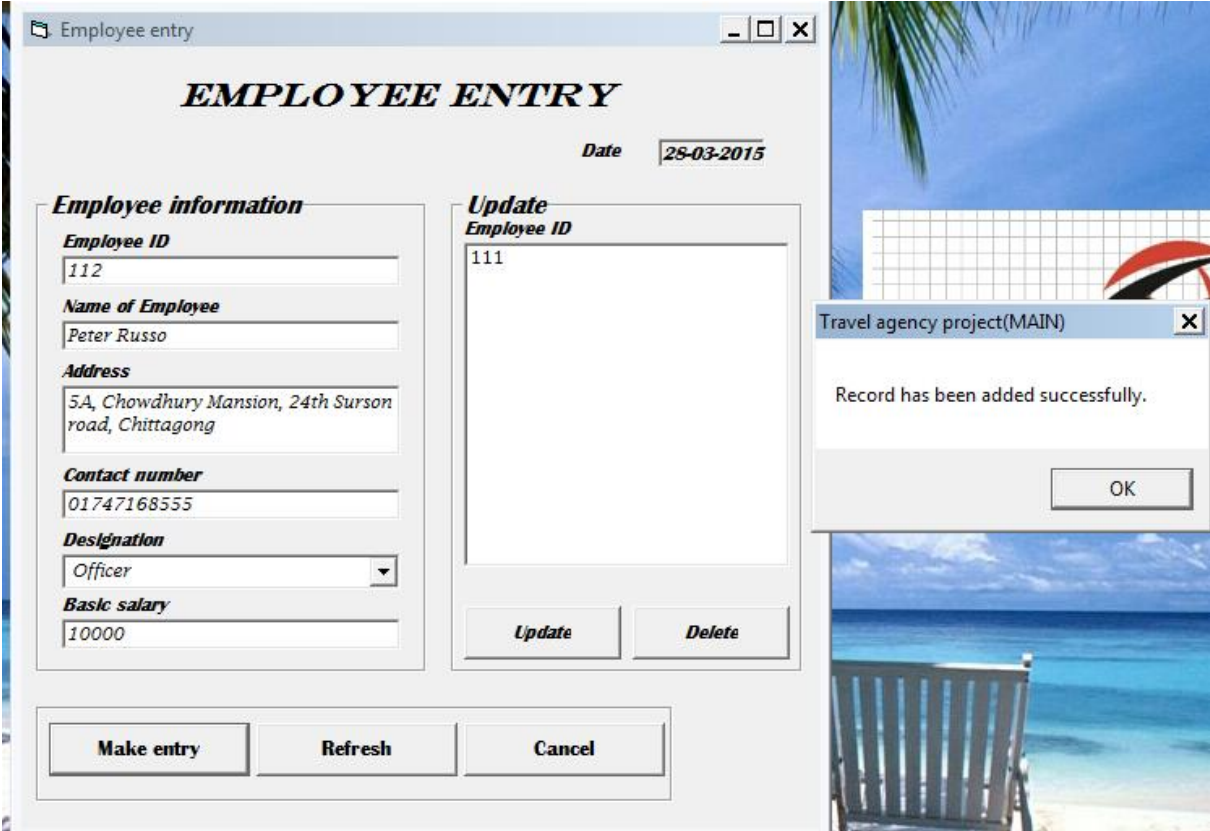
The screenshot shows the 'User Account Creation' window. The title bar says 'User Account Creation'. The main title is 'User Creation'. The date is '27-Mar-15'. The form has fields for 'User type' (set to 'Administrator'), 'User ID' (set to '1234'), 'Password' (masked with '\*\*\*\*'), and 'Confirm password' (masked with '\*\*\*\*'). To the right of the form is a vertical button bar with 'Create account', 'Search', 'Update', 'Refresh', 'Delete', and 'Cancel'. The 'Delete' button is highlighted. To the right of the 'Delete' button is a small dialog box titled 'Travel agency project(MAIN)' with the message 'The record has been deleted.' and an 'OK' button.

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## Adding a new Employee record

1. Select “Employee Entry” form from “Employee information” section of the Main Menu.
2. Enter all the Employee information.
3. Click “Make Entry”
4. Confirmation message appears for the successful addition of data.
5. Click “Ok”.



The screenshot shows a web application interface for adding a new employee record. The main window is titled "Employee entry" and contains a form with the following fields:

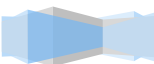
- Employee ID:** 112
- Name of Employee:** Peter Russo
- Address:** 5A, Chowdhury Mansion, 24th Surson road, Chittagong
- Contact number:** 01747168555
- Designation:** Officer (selected from a dropdown menu)
- Basic salary:** 10000

Below the form are three buttons: "Make entry", "Refresh", and "Cancel".

To the right of the form is an "Update" section with a text area containing "111" and two buttons: "Update" and "Delete".

At the top right of the form, there is a "Date" field with the value "25-03-2015".

Overlaid on the right side of the form is a confirmation message box titled "Travel agency project(MAIN)". The message reads: "Record has been added successfully." and has an "OK" button.



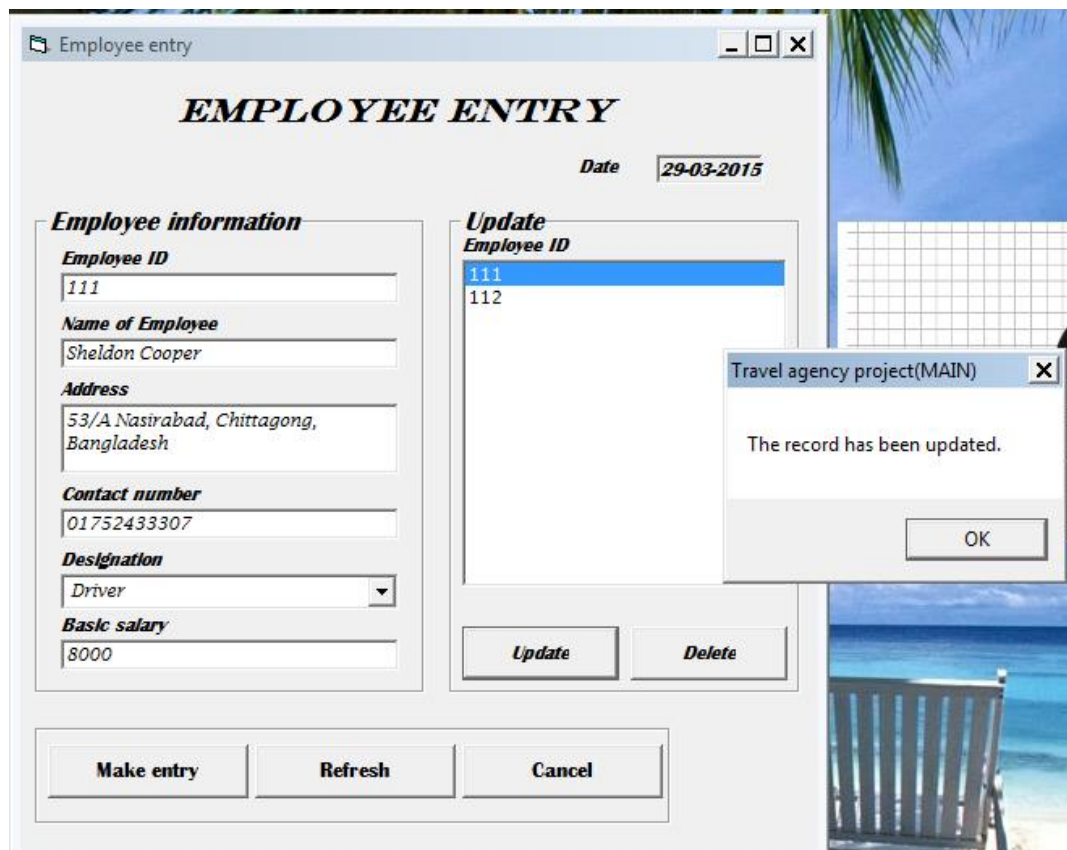


# Travel Agency Management System

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## Updating an existing Employee record

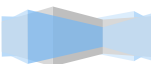
1. Select “Employee Entry” form from the “Employee information” section of the Main Menu.
2. Select an Employee ID from the “Employee ID list” of the Update section of the form.
3. Make changes to the information.
4. Click “Update”.
5. Confirmation message appears on successful update. Click “Ok”.



The screenshot displays the 'EMPLOYEE ENTRY' form. The 'Employee information' section on the left contains fields for Employee ID (111), Name of Employee (Sheldon Cooper), Address (53/A Nasirabad, Chittagong, Bangladesh), Contact number (01752433307), Designation (Driver), and Basic salary (8000). The 'Update' section on the right shows a list of Employee IDs with 111 selected. Below the list are 'Update' and 'Delete' buttons. At the bottom of the form are 'Make entry', 'Refresh', and 'Cancel' buttons. A small dialog box titled 'Travel agency project(MAIN)' is open, displaying the message 'The record has been updated.' with an 'OK' button.

## Deleting an existing Employee record

1. Select an Employee ID from the Employee ID list of the Update section of the form.
2. Click “Delete”.
3. Confirmation message appears on successful deletion of the record.
4. Click “Ok”.



# Travel Agency Management System

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## Adding a new Package

1. Select “Package Entry” form from the “Package information” section of the Main Menu.
2. Provide Package information, Number of reservations, itinerary and Package Details.
3. Click “Save”.
4. Confirmation message appears on successful addition of the record.
5. Click “Ok”.

**Package Entry** Date **29-03-2015**

**Package information**

**Package type** Multi-day

**Name of package** River run in Venice

**Package ID** 1124

**Cost per person** 25000

**Accommodation type** Normal

**Journey Date** 12-Feb-16

**Arrival time** 10:00:00 AM

**Starting time** 11:00:00 AM

**Duration** 3 Days

**Number of reservations available?** 300

**Itinerary**

12/2/16 Depart Zia Airport - Emirates  
13/2/16 Meet and Greet on arrival and transfer to hotels  
14/2/16 Sail through Venice

**Package details**

2 star hotel for 3 nights with Breakfast, International Flights, Transfers, Tour host and all options

**Update**

**Package type**

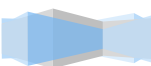
**Package Name list**

Travel agency project(MAIN)

Record has been added successfully

OK

Save Refresh Update Delete Cancel



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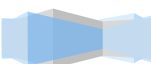
## Updating a Package

1. Select “Package Entry” form from the “Package information” section of the Main Menu.
2. Select the “Package type” from the “Update” section of the form.
3. List of Package names is loaded.
4. Select the Package name.
5. The fields on the form are filled.
6. Make required changes.
7. Click “Update”.
8. Confirmation message appears on update of information.
9. Click “Ok”

The screenshot displays the 'Package Entry' form with the following details:

- Package information:**
  - Package type: Multi-day
  - Name of package: Nights in Madagascar
  - Package ID: 1120
  - Cost per person: 20000
  - Accommodation type: Deluxe
  - Journey Date: 12-Feb-16
  - Arrival time: 10:00:00 AM
  - Starting time: 11:00:00 PM
  - Duration: 3 Days
- Update:**
  - Package type: Multi-day
  - Package Name list: Wind of Brisbane, Nights in Madagascar (selected), Sailing in Paris, River run in Venice
- Number of reservations available:** 500
- Itinerary:**
  - 12/2/16 Depart Zia Airport - Emirates
  - 13/2/16 Meet and Greet on arrival and transfer to hotels
  - 14/2/16 African Zoo - Outback Africa Dinner show
- Package details:**
  - 4 star hotel for 3 nights with Breakfast, International Flights, Transfers, Tour host and all options
- Buttons:** Save, Refresh, Update, Delete, Cancel

A confirmation message box titled 'Travel agency project(MAIN)' is displayed, stating: 'Package information has been updated successfully.' with an 'OK' button.



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## Deleting a Package

1. Select “Package Entry” form from the “Package information” section of the Main Menu.
2. Select a “Package type” from the “Update” section.
3. List of Package names is loaded. Select a Package name.
4. Package information for the Package is loaded.
5. Click “Delete”.
6. Confirmation message appears on successful deletion of the record.
7. Click “Ok”.

The screenshot displays the 'Package Entry' form with the following fields and sections:

- Package information:**
  - Package type: Multi-day
  - Name of package: Nights in Madagascar
  - Package ID: 1120
  - Cost per person: 15000
  - Accommodation type: Deluxe
  - Journey Date: 12-Feb-16
  - Arrival time: 10:00:00 AM
  - Starting time: 11:00:00 PM
  - Duration: 3 Days
- Update:**
  - Package type: Multi-day
  - Package Name list: Wind of Brisbane, Nights in Madagascar (selected), Sailing in Paris, River run in Venice
- Number of reservations available:** 500
- Itinerary:**
  - 12/2/16 Depart Zia Airport - Emirates
  - 13/2/16 Meet and Greet on arrival and transfer to hotels
  - 14/2/16 African Zoo - Outback Africa Dinner show
- Package details:**
  - 4 star hotel for 3 nights with Breakfast, International Flights, Transfers, Tour host and all options
- Buttons:** Save, Refresh, Update, Delete, Cancel

A confirmation dialog box titled 'Travel agency project(MAIN)' is overlaid on the form, displaying the message 'Record has been deleted successfully.' and an 'OK' button.



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## Booking a Package

1. Select “Package Booking” form from the “Package information” section Main Menu form.
2. Select a Package type. List of Package names is loaded. Select a Package name.
3. Check if there are any vacancies for the Package. Enter Number of People. Net total is automatically calculated.
4. Enter Customer information.
5. Click “Confirm” button.
6. Confirmation message appears on successful booking made.
7. Click “Ok”.

**Package Booking** Date: 30-03-2015

**Package Specifications**

**Package Type**  
Multi-day

**Package name**  
Wind of Brisbane  
Sailing in Paris  
River run in Venice

**PackageID**  
1122

**Cost per person**  
5000

**Number of people**  
3

**Net total**  
15000

**Information on Package**

**Itinerary**  
12/2/16 Depart Zia Airport - Emirates  
13/2/16 Meet and Greet on arrival and transfer to hotels  
14/2/16 Australia Zoo - Outback Australia Dinner show  
15/2/16 Day of leisure

**Package Details**  
3 star hotel for 3 nights  
Breakfast, International Flights, Transfers, To and all options

**Accommodation type**  
Normal

**Journey Date**  
12-Feb-16

**Arrival time**  
10:00:00 AM

**Starting time**  
11:00:00 PM

**Duration** **Number of Vacancies**  
3 Days 491

**Customer Details**

**Booking ID**  
1240

**Customer Name**  
Chris Gellar

**Address**  
25th Wolwin Heights, Chittagong

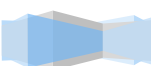
**Travel agency project(MAIN)**

Booking has been made successfully.

OK

Confirm Refresh

Cancel



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## Updating a Package

1. Select “Package Booking Update” form from the “Package information” section of the Main Menu form.
2. Provide Booking ID and click “Search” button.
3. The fields on the form are filled.
4. Make required changes.
5. Click “Update” button.
6. Confirmation message appears on successful update of record.
7. Click “Ok”.

**Package Booking Update**

Date: 30-03-2015

**Customer Details**

Booking ID: 1238

Customer Name: Tyler Crowing

Address: 25th, Bashundhara street, Chittagong

Contact number: 01819625123

**Package Specifications**

Date Booking made: 30-Mar-15

PackageType: Multi-day

Package name: Sailing in Paris

Package ID: 1123

Cost per person: 30000

Number of people: 5

Net total: 150000

**Information on Package**

**Itinerary**

12/3/16 Depart Zia Airport - Emirates  
13/2/16 Meet and Greet on arrival and transfer to hotels  
14/3/16 Eiffel tower - Outback Paris Dinner show  
15/3/16 Day of leisure

**Package Details**

3 star  
Breakfast  
Travel  
Optional

Travel agency project(MAIN)

Booking information has been Updated successfully.

OK

**Accommodation type**

Deluxe

**Journey Date**

12-Mar-16

**Arrival time**

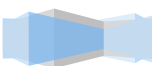
10:00:00 AM

**Starting time**

11:00:00 PM

**Duration** **Number of vacancies**

3 Days 495



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## Deleting a Booking record

1. Select “Package Booking Update” form from the “Package information” section of the Main Menu.
2. Provide Booking ID of the record to be deleted.
3. Click “Search” button.
4. All the fields on the form are filled.
5. Click “Delete” button.
6. Confirmation message appears on successful deletion of record.
7. Click “Ok”.

The screenshot displays the 'Package Booking Update' application window. The window title is 'Package Booking Update'. The main heading is 'Package Booking Update'. The date is set to '30-03-2015'. The form is divided into several sections: 'Customer Details', 'Information on Package', 'Package Specifications', and 'Package Details'. The 'Customer Details' section includes fields for 'Booking ID' (1238), 'Customer Name' (Tyler Crowing), 'Address' (24th, Bashundhara street, Chittagong), and 'Contact number' (01819625123). The 'Information on Package' section includes an 'Itinerary' (12/2/16 Depart Zia Airport - Emirates, 13/2/16 Meet and Greet on arrival and transfer to hotels, 14/2/16 Australia Zoo - Outback Australia Dinner show, 15/2/16 Day of leisure) and 'Package Details' (3 star hotel for 3 nights with Breakfast, International Flights, Transfers, Tour host and all options). The 'Package Specifications' section includes fields for 'Date Booking made' (30-Mar-15), 'Package Type' (Multi-day), 'Package name' (Sailing in Paris), 'Package ID' (1123), 'Cost per person' (30000), 'Number of people' (5), and 'Net total' (150000). The 'Information on Package' section also includes 'Accommodation type' (Normal), 'Journey Date' (12-Feb-16), 'Arrival time' (10:00:00 AM), 'Starting time' (11:00:00 PM), 'Duration' (3 Days), and 'Number of vacancies'. On the right side of the form, there are buttons for 'Search', 'Update', 'Delete', 'Refresh', and 'Cancel'. A confirmation message box titled 'Travel agency project(MAIN)' is displayed in the foreground, stating 'The Booking has been deleted.' with an 'OK' button.

**Package Booking Update**

Date: 30-03-2015

**Customer Details**

Booking ID: 1238

Customer Name: Tyler Crowing

Address: 24th, Bashundhara street, Chittagong

Contact number: 01819625123

**Information on Package**

**Itinerary**

12/2/16 Depart Zia Airport - Emirates  
13/2/16 Meet and Greet on arrival and transfer to hotels  
14/2/16 Australia Zoo - Outback Australia Dinner show  
15/2/16 Day of leisure

**Package Details**

3 star hotel for 3 nights with Breakfast, International Flights, Transfers, Tour host and all options

**Package Specifications**

Date Booking made: 30-Mar-15

Package Type: Multi-day

Package name: Sailing in Paris

Package ID: 1123

Cost per person: 30000

Number of people: 5

Net total: 150000

**Information on Package**

**Accommodation type**: Normal

**Journey Date**: 12-Feb-16

**Arrival time**: 10:00:00 AM

**Starting time**: 11:00:00 PM

**Duration**: 3 Days

**Number of vacancies**:

Buttons: Search, Update, Delete, Refresh, Cancel

Confirmation Message: Travel agency project(MAIN) - The Booking has been deleted. OK



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## Recording Package Expenses information

1. Select “Package Expenses Entry” form from the “Package information” section of the Main Menu.
2. Provide Package ID, Package name, Expenses and Amount.
3. Click “Done”. The record is added to the table in “Overall Expenses data” section of the form.
4. Repeat the process for the number of expenses present.
5. After all the expenses data have been provided, click “Calculate” button.
6. The total amount is calculated and total generated in the textbox.
7. Click “Save”.
8. Confirmation message appears for successful saving of data.
9. Click “Ok”

The screenshot displays the 'Package Expenses Entry' form with a confirmation message overlay. The form includes fields for Package ID (1122), Package name (Wind of Brisbane), Expenses (a dropdown menu), and Amount. A 'Done' button is present. Below this is the 'Overall expenses data' section, which contains a table with 5 rows of data. To the right of the table are buttons for 'Calculate', 'Save', 'Refresh', and 'Cancel'. At the bottom left of this section is a 'Total' field showing 53000. A small dialog box titled 'Travel agency project(MAIN)' is overlaid on the right, displaying the message 'The record has been saved.' with an 'OK' button.

Package ID	Expenses	Amount
1122	Transportati	5000
1122	Accommode	15000
1122	Entry fee	3000
1122	Accommode	20000
1122	Transportati	10000

Total: 53000





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## Adding a record for the information of a new Vehicle

1. Select “Vehicle Entry” form from the “Vehicle information” section of the Main Menu.
2. A Vehicle ID is generated.
3. Fill the form with all the Vehicle information.
4. Press “Submit” button
5. Confirmation message appears on addition of record to the database.
6. Click “Ok”.

The screenshot shows the 'Vehicle Entry' form with the following fields: Vehicle type (SUV), Vehicle ID (1006), Registration number (AD2589), Make (BMW), Model (X3), Number of seats (5), and Rate per kilometer (2400). The Date is set to 30-03-2015. Below the form are buttons for Submit, Refresh, and Cancel. A confirmation message box titled 'Travel agency project(MAIN)' displays 'Vehicle information has been added successfully' with an OK button.

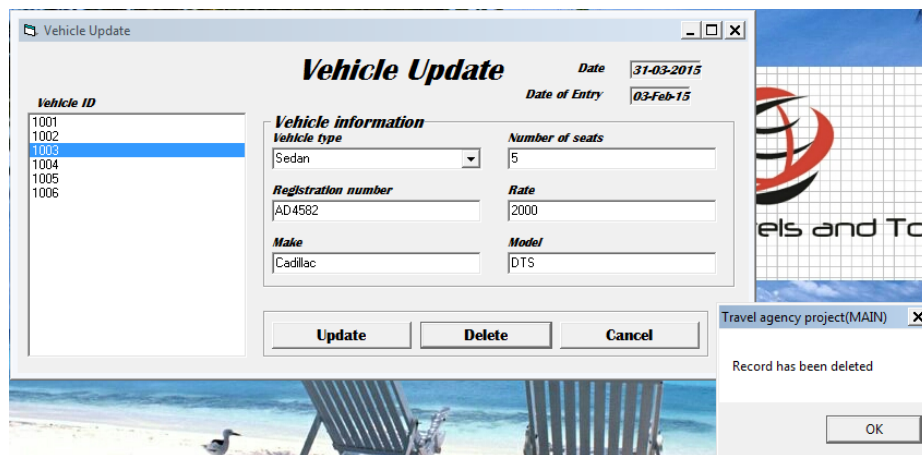
## Updating the information of a record of a Vehicle

1. Select “Vehicle Update” form from the “Vehicle information” section of the Main Menu.
2. Select Vehicle ID from the Vehicle ID list. The form is filled.
3. Make required changes.
4. Click “Update” button.
5. Confirmation message appears on successful update.
6. Click “Ok”.

The screenshot shows the 'Vehicle Update' form. On the left, a list of Vehicle IDs (1001, 1002, 1006, 1004, 1005, 1006) has 1006 selected. The 'Vehicle information' section contains: Vehicle type (Sedan), Number of seats (4), Registration number (AD4565), Rate (1800), Make (Cadillac), and Model (DTS). The Date is 31-03-2015 and the Date of Entry is 03-Feb-15. Buttons for Update, Delete, and Cancel are at the bottom. A confirmation message box titled 'Travel agency project(MAIN)' displays 'Vehicle information has been updated' with an OK button.

## Deleting a record of information on a Vehicle

1. Select “Vehicle Update” form from the “Vehicle information” section of the Main Menu form.
2. Select the Vehicle ID of the record to be deleted from the Vehicle ID list.
3. Click Delete.
4. Confirmation message appears on successful deletion of the record.
5. Click “Ok”.



## Booking a Vehicle

1. Select “Vehicle Booking” form from the “Vehicle information” section of the Main Menu form.
2. “Vehicle Booking” form appears and a Booking ID is generated.
3. Fill up the Customer information section of the form and provide Journey date and Drop-off date.
4. Select Vehicle ID from the Vehicle information section. A list of Makes appears.
5. On selection of a Make, a list of Models appears. A list of Vehicle IDs appears on selection of a Model. Finally, Registration number, Rate per kilometer and Number of seats appears on selection of a Vehicle ID
6. Enter Starting kilometer, Advance paid and Driver name.
7. Click “Confirm” button.
8. Confirmation message appears on successful booking.
9. Click “Ok”



# Travel Agency Management System

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The screenshot shows a 'Vehicle Booking' application window. The title bar reads 'Vehicle Booking'. The main title is 'Vehicle Booking' in a large, bold, italicized font. To the right of the title is a 'Date' field with the value '31 - 03 - 2015'. Below the title is a section titled 'Customer information' containing fields for 'Booking ID' (1424), 'Address' (23rd, Golpahar, Chittagong), 'Customer Name' (Helen Greene), 'Contact' (01815585664), 'Journey date' (31-Mar-15), and 'Drop off date' (09-Apr-15). Below this is a section titled 'Vehicle information' containing fields for 'Vehicle type' (SUV), 'Registration number' (AD2589), 'Make' (BMW), 'Model' (X1, X3), 'VehicleID' (1006), 'Rate per kilometer' (2400), 'Advance paid' (2500), 'Number of seats' (5), 'Driver name' (Dylan Walker), and 'Starting kilometer' (321354). At the bottom of the window are three buttons: 'Confirm', 'Refresh', and 'Cancel'. A small dialog box titled 'Travel agency project(MAIN)' is open over the 'Vehicle information' section, displaying the message 'Booking has been made successfully.' and an 'OK' button.

**Vehicle Booking** Date **31 - 03 - 2015**

**Customer information**

Booking ID: 1424 Address: 23rd, Golpahar, Chittagong

Customer Name: Helen Greene

Contact: 01815585664

Journey date: 31-Mar-15 Drop off date: 09-Apr-15

**Vehicle information**

Vehicle type: SUV Registration number: AD2589

Make: BMW Model: X1, X3 VehicleID: 1006

Rate per kilometer: 2400 Advance paid: 2500

Number of seats: 5 Driver name: Dylan Walker

Starting kilometer: 321354

Confirm Refresh Cancel

Travel agency project(MAIN)

Booking has been made successfully.

OK



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## Updating information of an existing booking

1. Select “Vehicle Booking Update” form from the “Vehicle information” section of the Main Menu form.
2. Provide Booking ID. Click “Search” button.
3. The rest of the fields on the form are filled.
4. Make changes to the information.
5. Click “Update” button.
6. Confirmation message appears on successful update of the record.
7. Click “Ok”.

The screenshot shows a web application window titled "Vehicle Booking Update". The window contains two main sections: "Customer information" and "Vehicle information".

**Customer information:**

- Booking ID: 1423
- Customer Name: Michelle Winger
- Address: 23rd, Sholoshohor, Chittagong
- Contact number: 0182554558
- Journey date: 21-Feb-15
- Drop off date: 04-Aug-15
- Booking date: 23-Jan-15

**Vehicle information:**

- Vehicle type: Sedan
- Make: Toyota
- Model: Vista
- VehicleID: 1002
- Registration number: AD8646
- Number of seats: 5
- Rate per kilometer: 1400
- Advance paid: 2500
- Driver name: Tywell Bittersman
- Starting Kilometer: 13213

On the right side of the form, there are buttons: Search, Update, Delete, Refresh, and Cancel. A "Date" field shows 31-03-2015.

A small dialog box titled "Travel agency project(MAIN)" is open in the bottom right corner, displaying the message "Booking has been updated successfully." and an "OK" button.



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## Deleting an existing booking

1. Select “Vehicle Booking Update” form from the Vehicle information section of the Main Menu form.
2. Provide Booking ID. Click “Search” button.
3. Click “Delete” button.
4. Confirmation message appears on successful deletion.
5. Click “Ok”.

The screenshot shows a web application window titled "Vehicle Booking Update". The window contains two main sections: "Customer information" and "Vehicle information".

**Customer information:**

- Booking ID: 1424
- Customer Name: Helen Greene
- Address: 23rd, Golpahar, Chittagong
- Contact number: 01815585664
- Journey date: 31-Mar-15
- Drop off date: 09-Apr-15
- Booking date: 31-Mar-15

**Vehicle information:**

- Vehicle type: SUV
- Make: BMW
- Model: X3
- VehicleID: 1006
- Registration number: AD2589
- Number of seats: 5
- Rate per kilometer: 2400
- Advance paid: 2500
- Driver name: Dylan Walker
- Starting Kilometer: 321354

On the right side of the form, there are five buttons: Search, Update, Delete, Refresh, and Cancel. The "Date" field is set to 31-03-2015.

A small dialog box titled "Travel agency project(MAIN)" is open in the bottom right corner, displaying the message "Booking has been deleted." with an "OK" button.



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## Billing a Vehicle Rental

1. Select the “Vehicle Billing” form from the “Vehicle information” section of the Main Menu form.
2. Provide Booking ID. Click “Search” button.
3. Provide “Ending kilometer”. The “Cost of travel” is calculated automatically.
4. Provide Booking charge, Driver charge, Additional Expenditures and Discount.
5. Click “Generate Bill” button.
6. Click “Save” button.
7. Click “Print” button.
8. Click “Refresh” button.

Vehicle Billing

Vehicle Billing

31-Mar-15

Customer information

Booking ID

1423

Customer Name

Michelle Winger

Contact number

01825545581

Address

23rd, Sholoshohor, Chittagong

Vehicle information

Vehicle type

Sedan

Make

Toyota

Model

Vista

VehicleID

1002

Registration number

AD8646

Driver name

Tywell Bittersman

Number of seats

5

Search

Refresh

Cancel

Billing Information

Cost of travel

Starting kilometer

13213

Ending kilometer

13220

Kilometer travelled

7

Rate per kilometer

1400

Cost of travel

9800

Dates

Booking Date

31-Mar-15

Journey date

21-Feb-15

Drop off date

29-Mar-15

Billing date

31-Mar-15

Late fine(If any)

100

Billing

Booking Charge

2000

Driver charge

4000

Cost of travel

9800

Late fine(If any)

100

Additional Expenditures

2600

Gross total

18500

(Less)

Discount(If any)

500

Advance paid

2500

Net total

15500

Generate bill

Save

Print

22

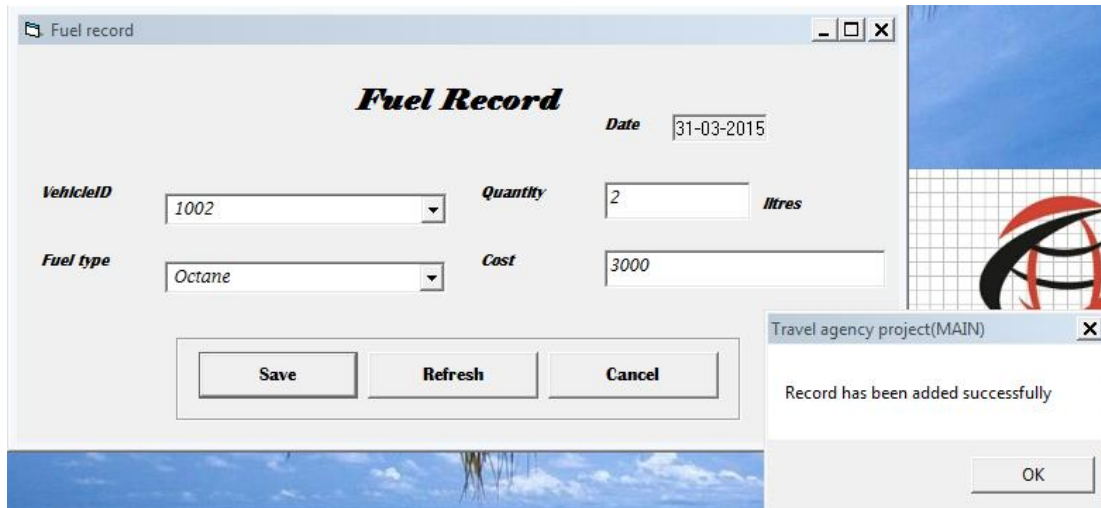
User Documentation |

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## Addition of Fuel Record data

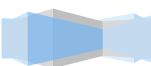
1. Select “Fuel Record” form from the “Vehicle information” section of the Main Menu form.
2. Enter Vehicle ID, Fuel type, Quantity and Amount.
3. Click “Save” button.
4. Confirmation message shown on successful addition of data to the database.
5. Click “Ok”.



The screenshot shows a web application interface for adding a fuel record. The main form, titled "Fuel Record", contains the following fields: "Date" (31-03-2015), "VehicleID" (1002), "Fuel type" (Octane), "Quantity" (2 litres), and "Cost" (3000). Below these fields are three buttons: "Save", "Refresh", and "Cancel". A small confirmation dialog box titled "Travel agency project(MAIN)" is overlaid on the bottom right, displaying the message "Record has been added successfully" and an "OK" button.

## Recording data on servicing of the Vehicles

1. Select “Vehicle Servicing” form from the “Vehicle information” section of the Main Menu form.
2. Select a Vehicle type. List of Vehicle IDs is loaded.
3. Select a Vehicle ID. Table of “Servicing History Preview” is loaded.
4. Enter “Servicing Details” and “Amount”.
5. Click “Save”.
6. The record is added to the table and the textboxes are emptied.



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Vehicle servicing

## Vehicle Servicing

Vehicle type: SUV Date: 06-Apr-15

Vehicle ID

- 1004
- 1005
- 1006

Servicing details: Engine repairs

Amount: 3000

Save Refresh Cancel

Servicing History Preview

Date	Servicing Details	Amount
06-Apr-15	Painting	500
06-Apr-15	New exhausts	1500

Vehicle servicing

## Vehicle Servicing

Vehicle type: SUV Date: 06-Apr-15

Vehicle ID

- 1004
- 1005
- 1006

Servicing details:

Amount:

Save Refresh Cancel

Servicing History Preview

06-Apr-15	Painting	5
06-Apr-15	New exhausts	15
06-Apr-15	Engine repairs	30

New record added to the table.





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## Generating Reports

1. Select the name of the reports to be viewed from the “Reports” section of Main Menu form.
2. The report is generated.



The screenshot shows the 'List of Vehicles' report window. It features the 'MAAS Travels and Tours' logo at the top center. Below the logo, the title 'List of Vehicles' is displayed. The report contains a table with the following data:

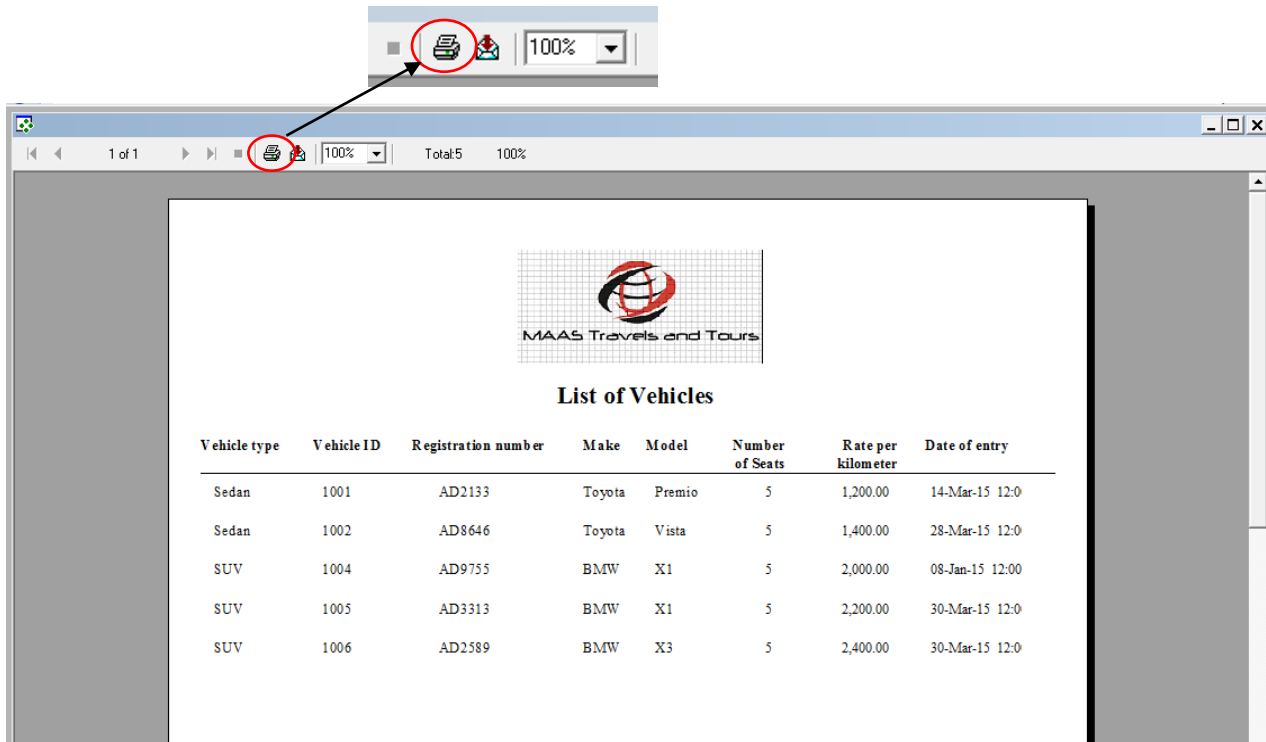
Vehicle type	Vehicle ID	Registration number	Make	Model	Number of Seats	Rate per kilometer	Date of entry
Sedan	1001	AD2133	Toyota	Premio	5	1,200.00	14-Mar-15 12:00
Sedan	1002	AD8646	Toyota	Vista	5	1,400.00	28-Mar-15 12:00
SUV	1004	AD9755	BMW	X1	5	2,000.00	08-Jan-15 12:00
SUV	1005	AD3313	BMW	X1	5	2,200.00	30-Mar-15 12:00
SUV	1006	AD2589	BMW	X3	5	2,400.00	30-Mar-15 12:00

# Travel Agency Management System

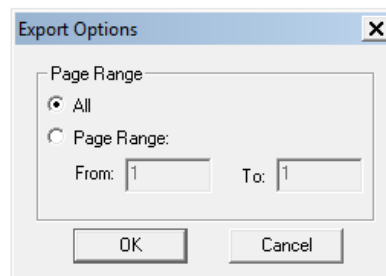
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## Printing Reports

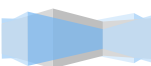
1. Select the report to be printed from the “Reports “section of the Main Menu form.
2. Click on the button highlighted below.



3. /The following window appears. Enter number of pages that need to be printed.



4. Click “Ok” to print the report.

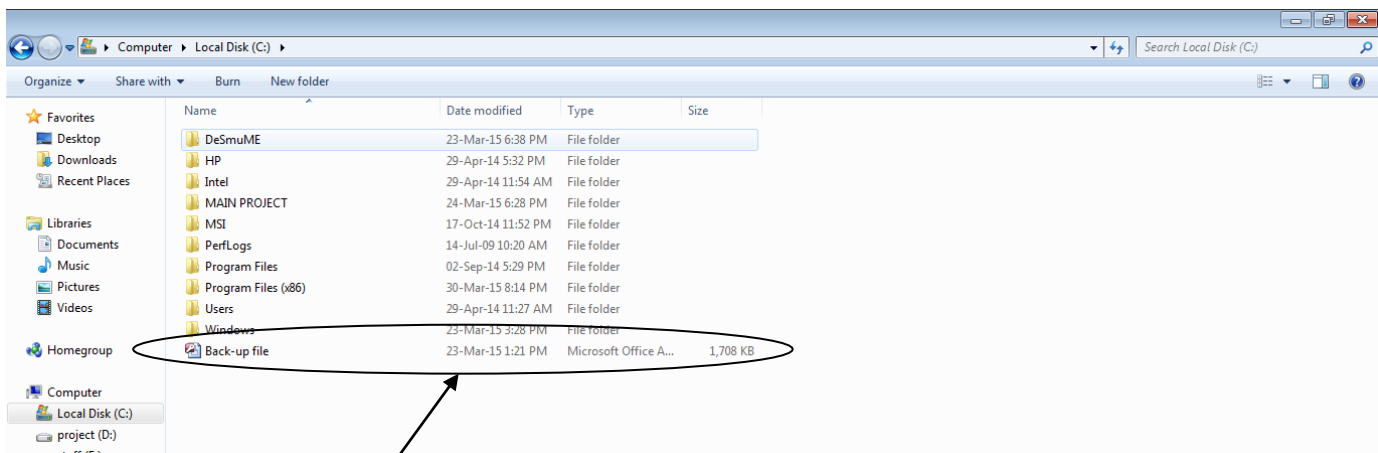
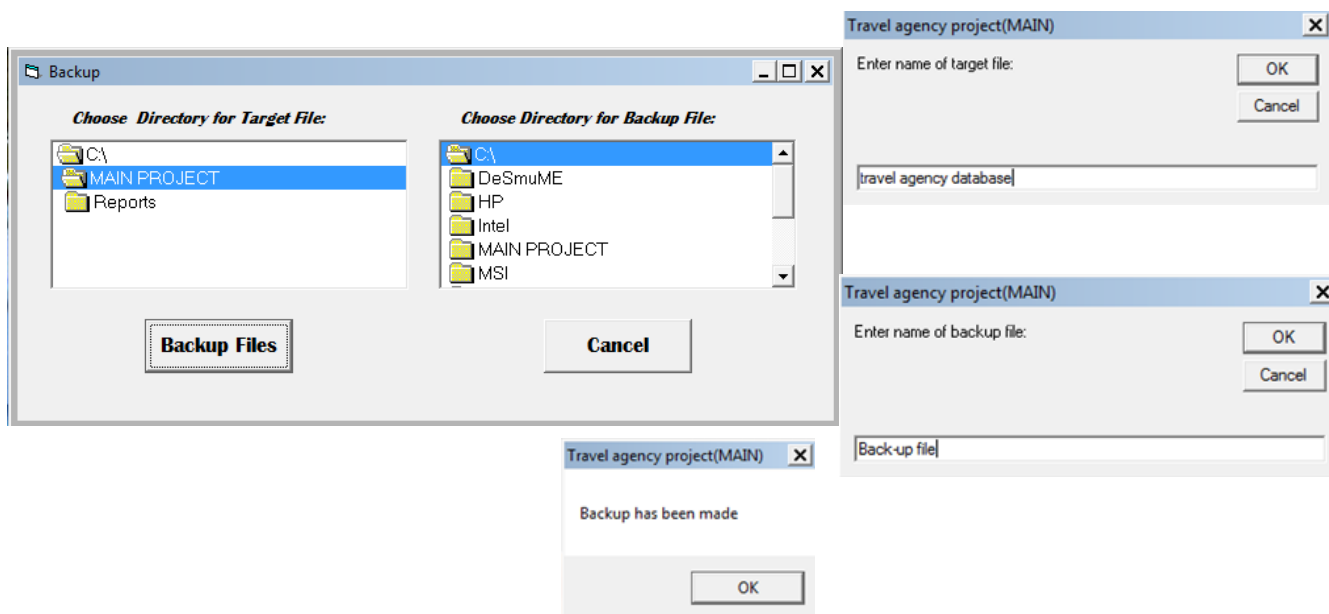


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## Creating Backup

1. Select “Backup” form from the “Tools” section of the Main Menu.
2. Select directory of target file and the directory of backup file.
3. Click “Backup files” button.
4. A window appears asking for name of target file. Enter name of target folder and click “Ok”.
5. Another window appears asking for name of backup file. Enter name of Backup file and click “Ok”.
6. Confirmation message appears on successful creation of backup file.



Back-up file has been created.

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The whole system is linked with Ms Access. All kinds of processes (such as adding, searching, editing, deleting etc.) require Ms Access to work on the background. Therefore it is an essential part for the functioning of the whole system.

## ➤ Security Measures

Since the program will include important data, it becomes crucial to take measures to keep the data safe. Special care must be taken to make sure anyone who is not authorized does not get access to the system.

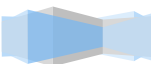
Physical protection: The computer must be shut down and locked away when it is not being used. When data is carried through flash drives they should be kept safe and measures should be taken so that they are not lost. In case portable computers (such as laptops) are being used, they should be kept safe and out of reach of other people as it is easy to snatch them and run away.

Backing up: The database information should be backed up periodically and frequently (as transactions are made on an hourly basis) to prevent loss of data and to compensate for accidental loss of data due to unforeseen reasons. It is also advisable to move the backed up information to a new storage medium regularly in case a computer system crashes. Furthermore, it is also advisable to keep a different storage media for the storage of files which could be kept away from the agency venue to allow retrieval of data in case of any unforeseen hazard (such as a fire).

Virus protection: A licensed antivirus should be installed to the system which needs to be updated periodically in order to protect files from getting infected by a virus. An infected file may be corrupted which will result in loss of data. With an antivirus comes a strong firewall that will prevent illegal access to the system and protect the files in the system.

Password and encryption: Depending on the version being used, it is possible to set a windows password (for further information, see Windows “Help”). This is highly recommended as it prevents unknown people from accessing user account of the operating system. My system is already password protected for access to only users of the system. No one can use my system without a proper User type, User ID and Password.

The data can also be encrypted so that no one can read the data even at gaining illegal access.



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## ✓ On-screen help examples

Throughout the system, on-screen help is available. Whenever the mouse pointer hovers over a control, a message appears notifying the user of the function of the control.

The screenshot shows a window titled "Vehicle Booking". At the top right, it says "Date 12 - 04 - 2015". The main content is divided into two sections: "Customer information" and "Vehicle information".

**Customer information:**

- Booking ID: 1425
- Customer Name: [text box]
- Contact: [text box]
- Journey date: 12-Apr-15 (dropdown)
- Drop off date: 12-Apr-15 (dropdown)
- Address: [text box]

**Vehicle information:**

- Vehicle type: [dropdown]
- Registration number: [text box]
- Make: [text box]
- Model: [text box]
- VehicleID: [text box]
- Rate per kilometer: [text box]
- Advance paid: [text box]
- Number of seats: [text box]
- Driver name: [text box]
- Starting kilometer: [text box]

At the bottom are three buttons: "Confirm", "Refresh", and "Cancel".

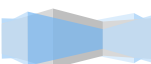
Click the button in order to confirm the booking.

When the mouse pointer is paused over the buttons, a text appears to explain the function of button.

The screenshot shows a window titled "Backup". It has two side-by-side file explorer views. The left view is titled "Choose Directory for Target File:" and the right view is titled "Choose Directory for Backup File:". Both views show a tree structure of folders: C:\, Windows, system32, 0409, 1033, and AdvancedInstallers. The "system32" folder is selected in both views.

At the bottom are two buttons: "Backup Files" and "Cancel".

Pressing the button will initiate backup process.



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Tool-tip texts are provided throughout the system. Moreover, the customer can refer to the “Help” option in the Main Menu form in case they forget the next step to be taken in the middle of a process.

- **Troubleshooting**

This section is a guide to what should be done in case any part of the system is not working as well as it should. It should help encounter small problems. However, any further problem faced requires the council of the programmer.

What should I do if my report does not print?

- ✓ *Thoroughly check if the printer is properly installed to the computer properly.*
- ✓ *If the printer is installed, check if the printer is turned on and if there are papers in the printer. Ensure proper connection of the printer to the computer.*
- ✓ *If the above does not work, reinstall the printer and try again.*

What should I do if there is no action even when I press a button on the form?

- ✓ *It is possible that the system has crashed. It is advisable to restart the computer and try again.*

What should I do if I am not able to gain access to the system due to wrong password?

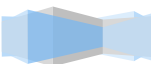
- ✓ *It is advisable to check the password provided thoroughly. Sometimes access may not be granted due to case sensitivity, or leaving “Caps Lock” activated by accident.*

I have installed the system but clicking on the icon on the screen does not start the system. What should I do?

- ✓ *Probably the system was not installed properly. It is advisable to uninstall the system (from the “Programs and features” option of the control panel) and reinstall it again.*

Pressing the power button is not turning on my computer. What should I do?

- ✓ *Check if the computer is connected to the power supply properly. If it is connected properly and still the computer does not start, the user should consult with a technician to examine the power box of the System Unit.*



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## ➤ Glossary of terms

- [Antivirus](#): Software designed to detect and deal with virus malware.
- [ASCII](#): American Standard Code of Information Interchange.
- [ASCII value](#): these are standard recognized ASCII values of different characters. For example, 'A' has an ASCII value of 65, which is taken as a standard identification of 'A' by computers. That is, when the computer receives an ASCII value of 65, it deems it as 'A'.
- [Backup](#): Copy of data stored for security reasons and used in the event of loss or corruption of live data.
- [Database](#): Collection of related data. A complete set of data is called a record, while the different types of data present in the tables are called fields.
- [Encryption](#): Process whereby a message when transmitted can only be understood by sender and receiver. The coded format cannot be understood by anyone else who reads it. For example, the number "1121" can be written as "3343", where each number is incremented by 1. The latter is the encrypted version of the former code.
- [Flash drive](#): A type of portable storage media (also known as pen drive or memory stick).
- [Malware](#): Software that has been designed for mischievous or criminal purposes; it might slow down the system or cause deletion of files etc.
- [Microsoft Access](#): database software that has been used to develop the system. It has a wide range of features that makes it efficient database software. It is compatible with Visual basic 6.o. It was made by the Microsoft Company.
- [Reports](#): Hard or soft copy outputs-usually providing summary information.
- [Tables](#): One of the many collections of data in form of fields and records which might be present in a database.
- [Tool tip text](#): A function in Visual Basic that allows a text to be displayed when the mouse is paused over a button.
- [Validation check](#): The data input to the system are checked for validity through a number of tests. These include length checks, presence checks and character type checks.
- [Virus](#): Malicious self-replicating software that can harm the computer system.
- [Visual Basic 6.o](#): An event driven programming language which has been used for the development of this program.

