

Travel Management System - User Manual

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1. Introduction

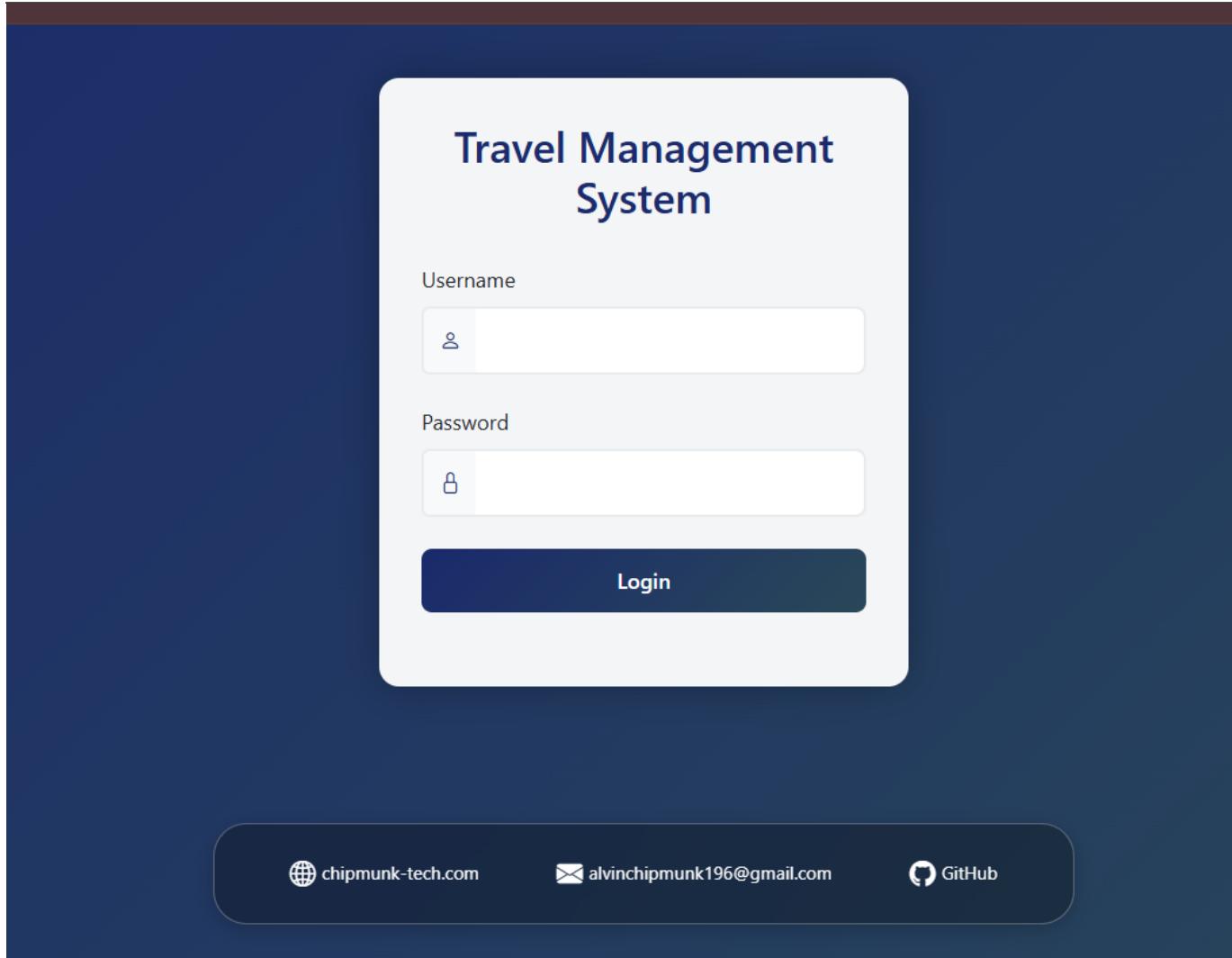
The Travel Management System is a web-based solution designed for managing travel itineraries and guide assignments. This system helps streamline the process of managing group travels and guide assignments.

Key Benefits

- Efficient itinerary tracking
- Real-time notifications for upcoming arrivals
- Guide assignment management
- Financial tracking
- User-friendly interface

2. System Overview

Login Page



The secure login page provides access to authorized administrators only. Features include:

- Secure authentication
- Password protection
- Professional design with navy blue gradient
- Responsive layout for all devices

Dashboard

Travel Management System Documentation

The screenshot shows the Travel Management System dashboard. On the left sidebar, there are links for Dashboard, Itineraries (which is selected and highlighted in blue), Guide Assignment, Reports, and Logout. The main content area has a header "Upcoming Arrivals (Next 3 Days)". Below it is a table with columns: Group Name, Arrival Date, Starting Location, Final Destination, Assigned Guide, and Status. Three rows are listed: "ewt" (Arrival Date Apr 11, 2025, Starting Location hfj, Final Destination hjs, Assigned Guide Not Assigned, Status Pending), "trial" (Arrival Date Apr 11, 2025, Starting Location trial, Final Destination trial, Assigned Guide Not Assigned, Status Pending), and "jan" (Arrival Date Apr 11, 2025, Starting Location janjan, Final Destination janana, Assigned Guide Alvin Calvin, Status Pending). Below the table are four summary boxes: "Total Groups" (10), "Total Amount" (\$99918.00), "Total Deposits" (\$23565.00), and "Remaining Amount" (\$76353.00). Under "Completion Status", there are two circles: one yellow circle labeled "7" for "Pending" and one green circle labeled "3" for "Completed". At the bottom, there is a section titled "Monthly Groups Distribution".

The main dashboard provides:

- Upcoming arrivals notifications (next 3 days)
- Total active bookings
- Financial summaries
- Quick access to all features

3. User Roles

Administrator

- Full system access
- Manage itineraries
- Assign guides
- View reports
- Monitor upcoming arrivals

4. System Features

4.1 Itinerary Management

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The screenshot shows the 'Itineraries' section of the Travel Management System. At the top, there are filters for 'Month' (All Months), 'Status' (All Status), and 'Group Name' (Search by group name). Below is a table titled 'ITINERARY TABLE' with the following data:

Group Name	Starting Location	Final Destination	Arrival Time	Departure Time	Trip Types	Completion Status	Total Amount	Deposit Amount	Remaining Amount	Notes	Safari Days
jan	janjan	janana	4/11/2025, 3:49:00 PM	4/11/2025, 9:43:00 PM	Safari Zanzibar	Pending	\$14121.00	\$23232.00	-\$9111.00	janajha	janakh d
ewt	hf j	hjs	4/11/2025, 1:02:00 PM	4/11/2025, 6:58:00 PM	Safari Kilimanjaro Climbing	Pending	\$232.00	\$333.00	-\$101.00	fkjeg	korg
feb	feb	feb	4/11/2025, 3:49:00 PM	5/2/2025, 3:50:00 PM	Safari Kilimanjaro Climbing	Completed	\$232.00	\$0.00	\$232.00	feb	feb
Mis Xiaoxiao	arusha	arusha	4/11/2025, 2:16:00 PM	4/11/2025, 7:11:00 PM	Safari Kilimanjaro Climbing Day Trip Zanzibar	Pending	\$3222.00	\$0.00	\$3222.00	weew	324r

- View all itineraries
- Track group details
- Monitor payment status
- Update trip status
- Record starting and final destinations
- Manage arrival and departure times

4.2 Guide Assignment

The screenshot shows the 'Guides' section of the Travel Management System. It includes a 'GUIDES MANAGEMENT' table and a 'GUIDE ASSIGNMENTS' table.

GUIDES MANAGEMENT:

First Name	Last Name	Phone Number	Email	Car Plate Number	Status	Actions
Alvin	Calvin	0628030877	alvinchipmunk196@gmail.com	T544 dqq	active	

GUIDE ASSIGNMENTS:

Guide Name	Itinerary Group	Assignment Date	Status	Notes	Actions
Alvin Calvin	jan	4/19/2025	completed	jkj	

- View all guides
- Manage guide information
- Track guide assignments
- Update guide status
- Record vehicle information

4.3 Reports

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The screenshot shows the 'Reports' section of the Travel Management System. The left sidebar has a blue header 'Travel System' with icons for Dashboard, Itineraries, Guide Assignment, and Reports (which is selected and highlighted in blue). Below these are Logout and Help links. The main content area has a title 'REPORTS' and two dropdown menus: 'Report Type' set to 'Itineraries Report' and 'Date Range' set to 'Today'. On the right are three buttons: 'Generate Report' (blue), 'Export XML' (green), and 'Print' (light blue).

- View financial summaries
- Track payments and deposits
- Monitor booking trends
- View completion status

4.4 Notification System

The screenshot shows the TMS dashboard with a sidebar on the left containing 'Final Destination' dropdowns with placeholder values 'hjs', 'trial', and 'janana'. A central modal window titled 'Upcoming Arrivals' displays three entries:

- Arriving: Apr 11, 2025
No guide assigned
- Arriving: Apr 11, 2025
No guide assigned
- Arriving: Apr 11, 2025
Guide: Alvin Calvin

Below the modal, two summary boxes are visible:

- Total Deposits:** \$23565.00
- Remaining Amount:** \$76353.00

- Real-time upcoming arrival alerts
- Shows next 3 upcoming groups
- Displays guide assignment status
- Quick access to itinerary details

Daily Operations Guide

1. Check Dashboard
 - Review upcoming arrivals
 - Monitor notifications
 - Check guide assignments

2. Manage Itineraries

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- Update itinerary status
- Record payments
- Confirm travel details

3. Guide Management

- Update guide assignments
- Check guide availability
- Record vehicle details

4. Reports

- Itinerary Report
- Guide Assignment Report
- Financial Report

Contact Information

For technical support:

- Email: alvinchipmunk196@gmail.com
- Website: <https://github.com/chipmunk-tech>

Note: This manual reflects the current system features and will be updated as new features are added.