

Travel Management System - User Manual

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1. Introduction

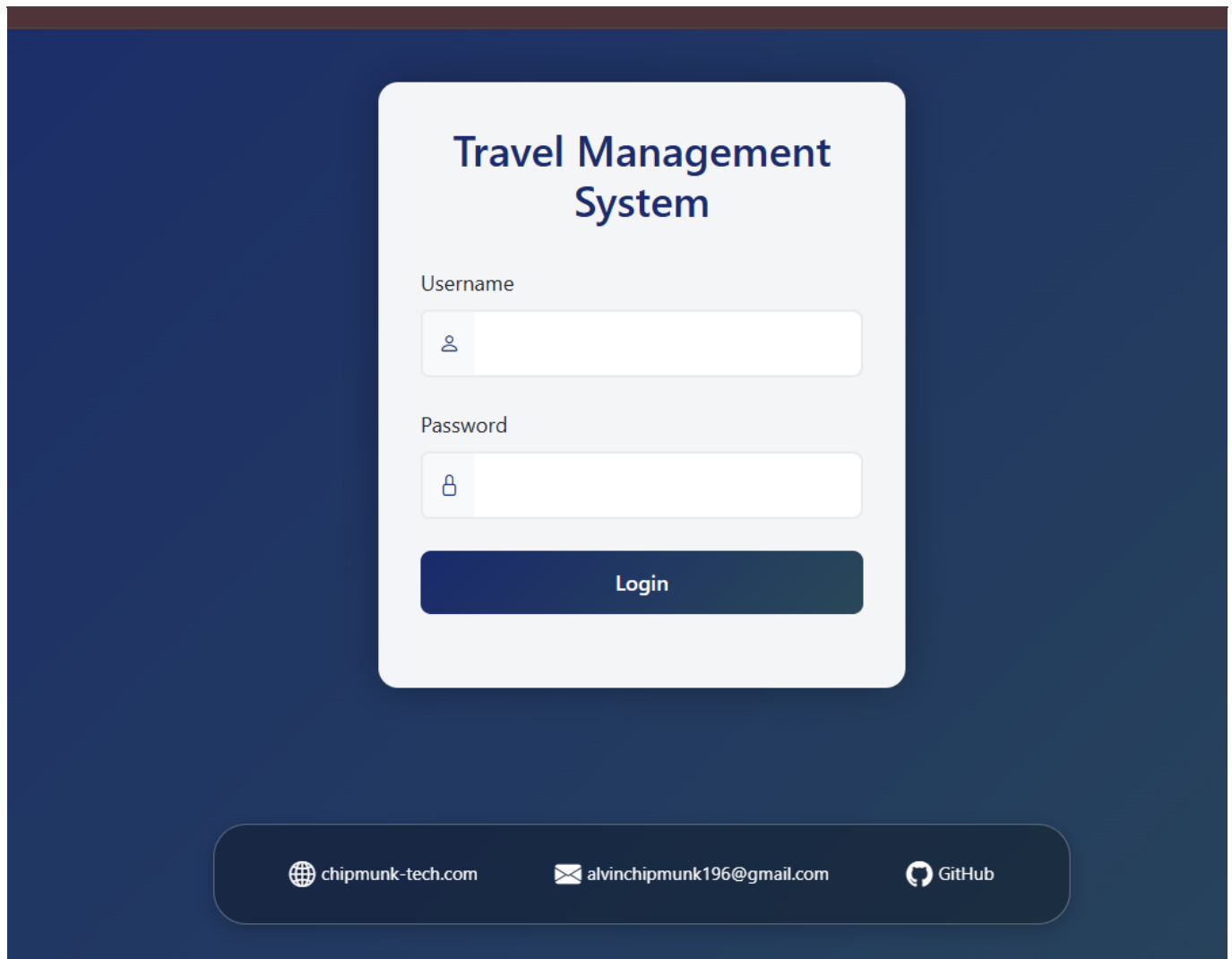
The Travel Management System is a web-based solution designed for managing travel itineraries and guide assignments. This system helps streamline the process of managing group travels and guide assignments.

Key Benefits

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

2. System Overview

Login Page

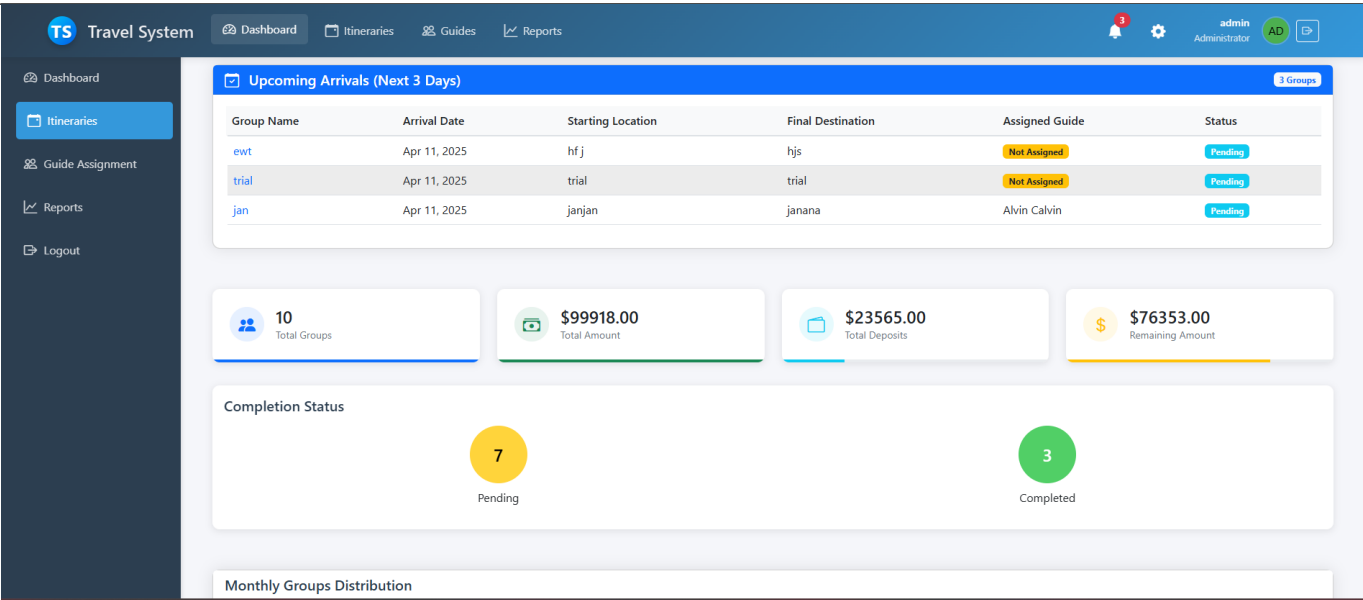


The secure login page provides access to authorized administrators only. Features include:

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

Dashboard

Travel Management System Documentation



The 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

Travel Management System Documentation

Month: All Months | Status: All Status | Group Name: Search by group name | Apply Filters | Reset

ITINERARY TABLE | + Add New Itinerary

Show 10 entries | Search:

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

GUIDES MANAGEMENT | + Add New Guide

Show 10 entries | Search:

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

Showing 1 to 1 of 1 entries | Previous 1 Next

GUIDE ASSIGNMENTS | + Add New Assignment

Show 10 entries | Search:

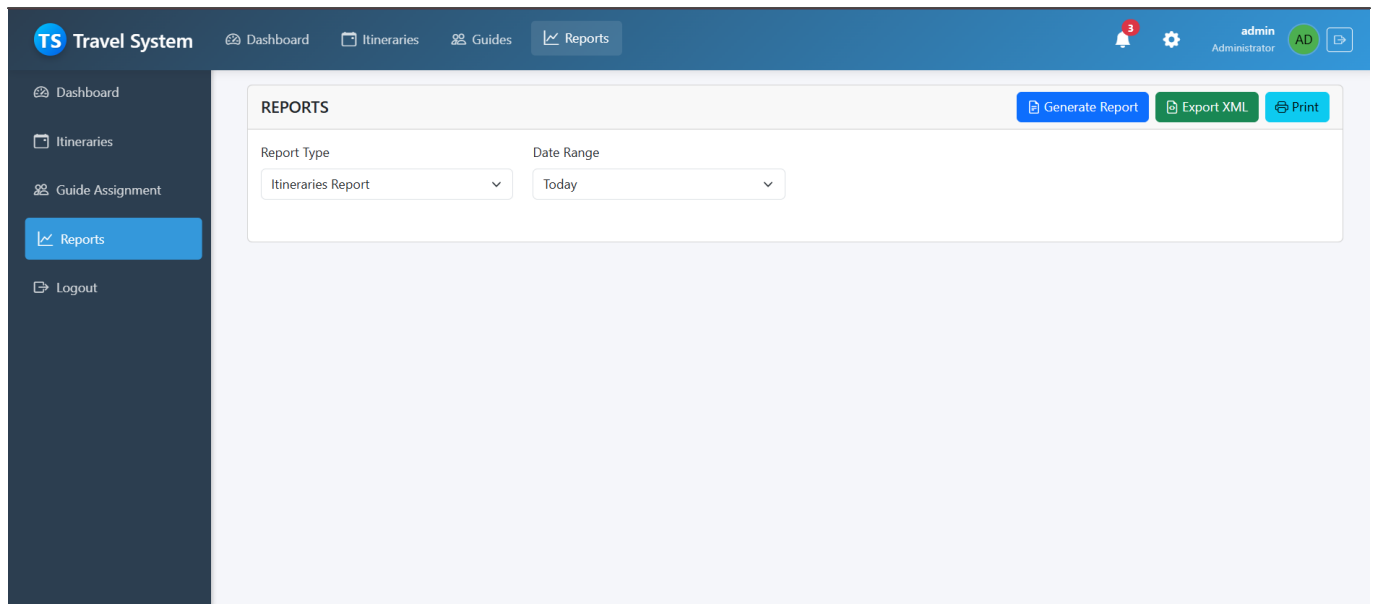
Guide Name	Itinerary Group	Assignment Date	Status	Notes	Actions
Alvin Calvin	jan	4/19/2025	completed	jkj	Edit Delete

Showing 1 to 1 of 1 entries | Previous 1 Next

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

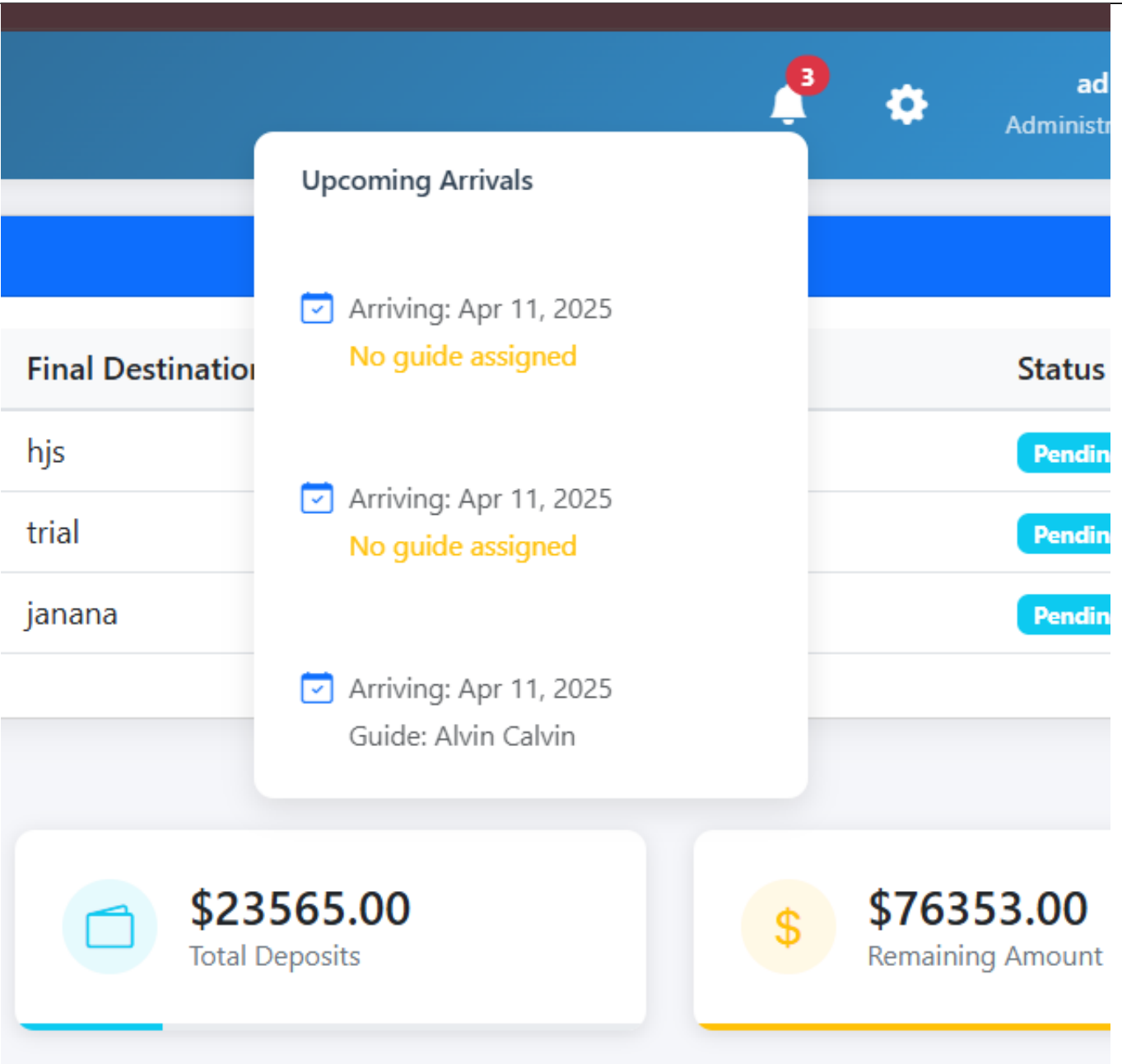
4.3 Reports

Travel Management System Documentation



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

4.4 Notification System



- 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

- 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.