Arts & Leisure

The trip of a lifetime, everytime.

Admin Panel Tutorial

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Admin Panel URL:

admin.arts-leisure.app

Login & Account Set Up - Step 1:

An Arts & Leisure team member will set up your account on the admin panel. You will recieve your login credentials to your email where you'll be able to complete your account set up.
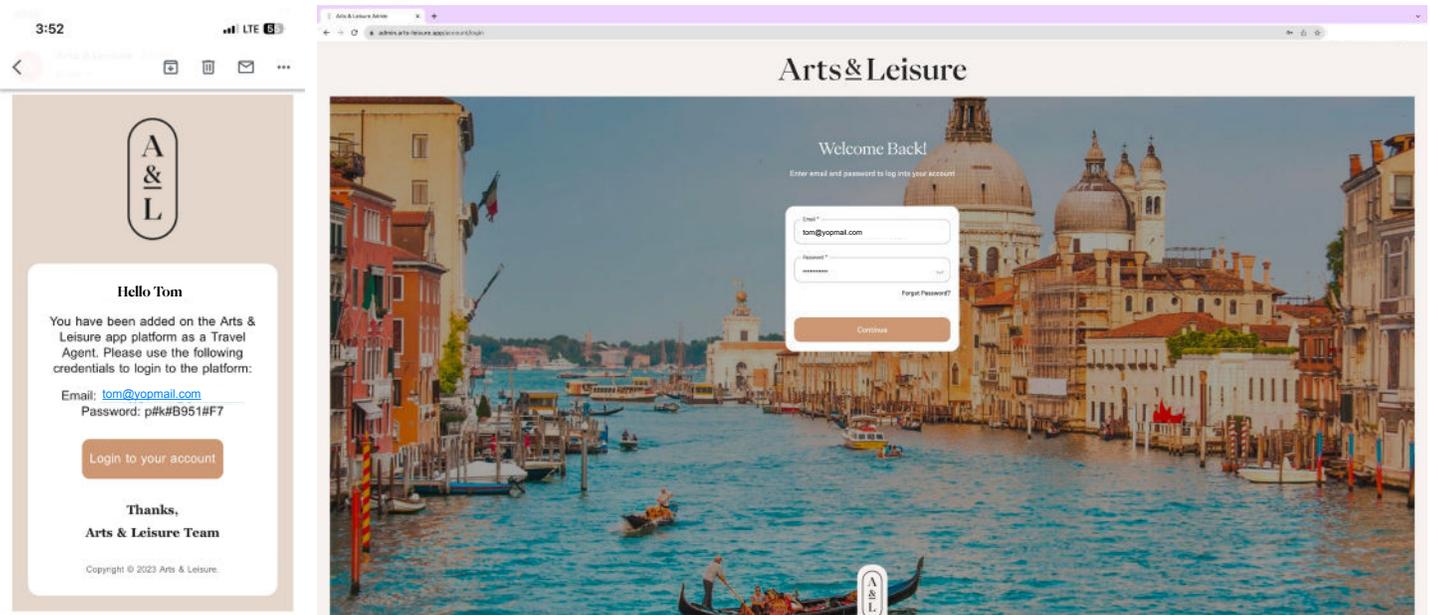
Login & Account Set Up - Login Step 2:

Follow the steps below to complete your account set up.
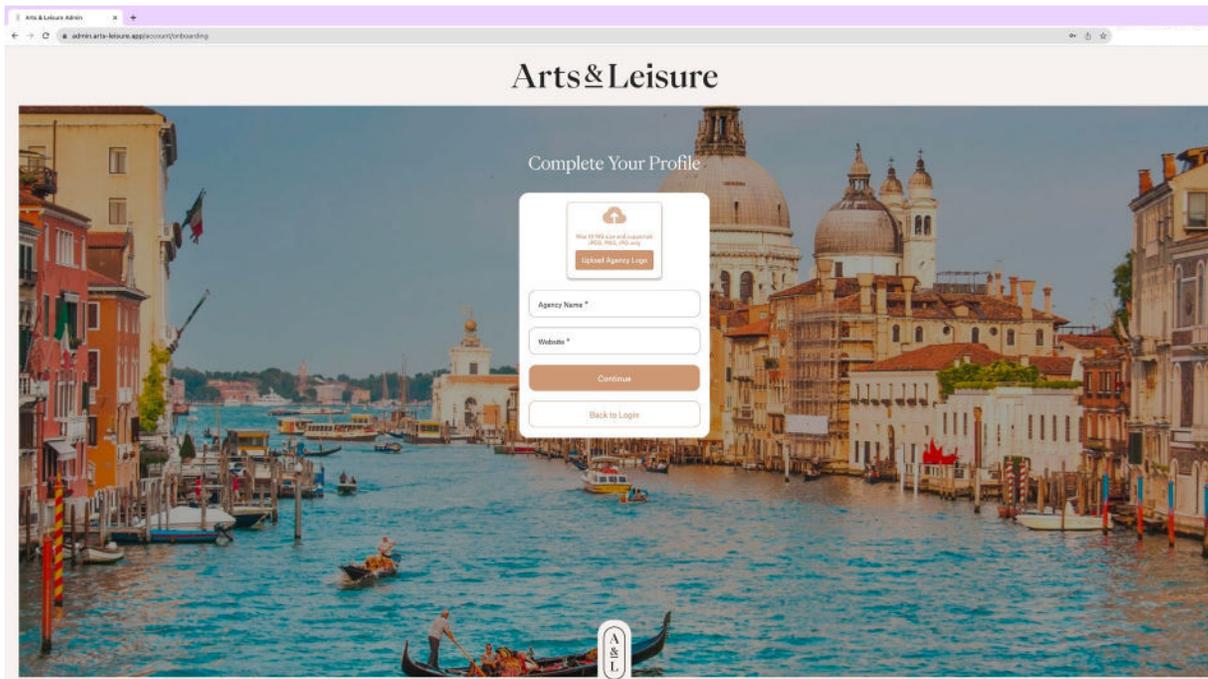
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Dashboard - Step 1:

Your dashboard will have an overview of the total amount of trips that are active. upcoming, and completed. You can also view the ratings received from travelers.

Travelers - Step 1:

Click on "Travelers" on the side panel to access your full travelers list.

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Travelers - Step 2:

Click on the + to add a new traveler.
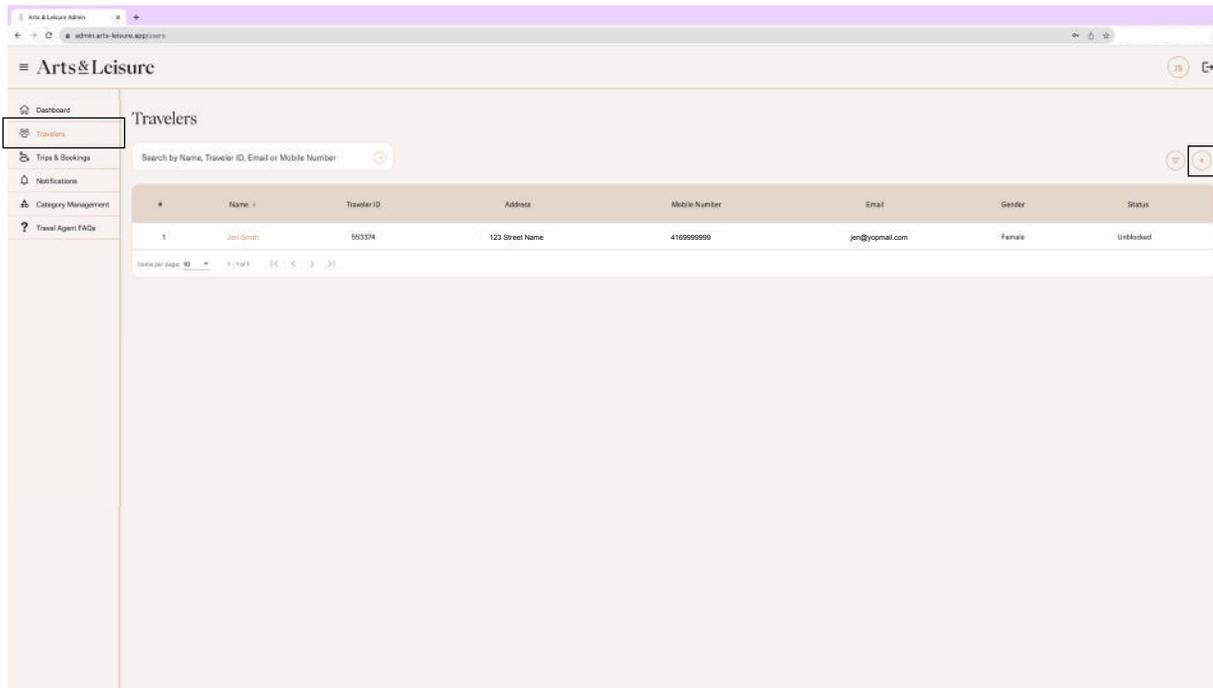
Travelers - Step 3:

Add all of the required information. **Once you click "Add" the traveler will recieve an email with their login credentials.**
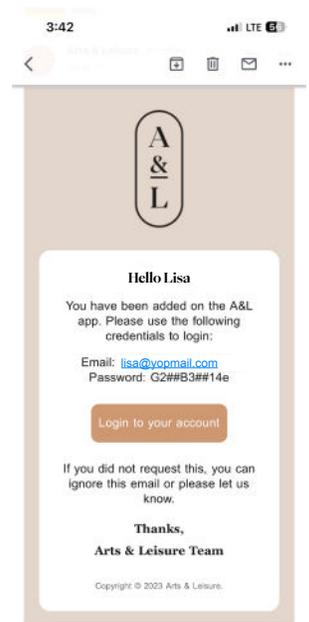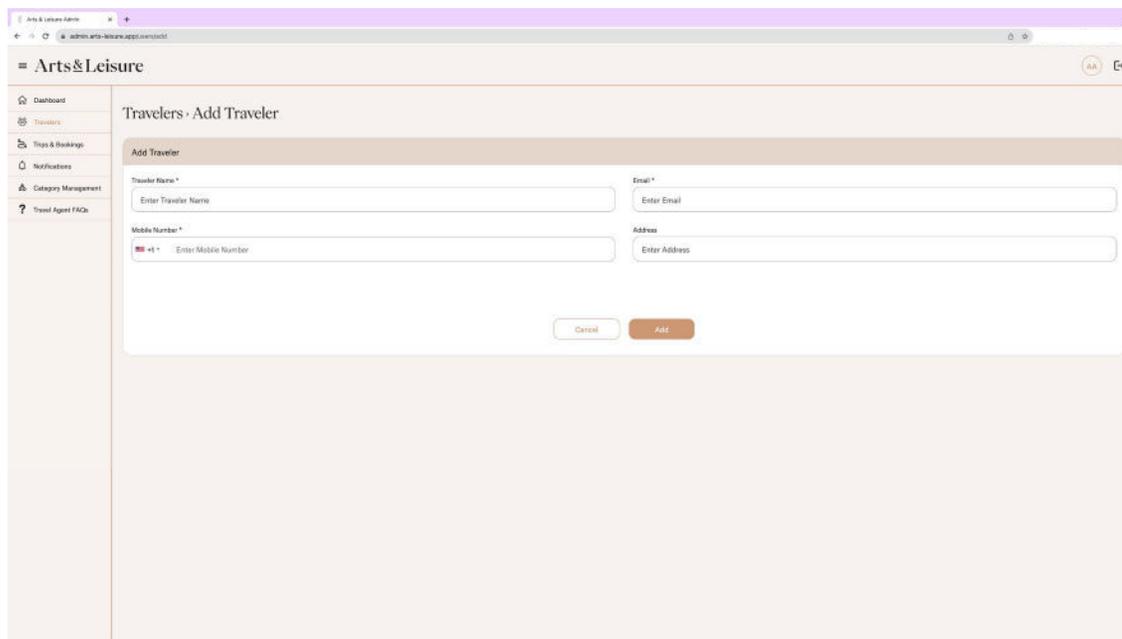
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Trips & Bookings - Step 1:

You will recieve an email once a trip has been assigned to you. Additionally if you click on "Trips & Bookings" on the side panel you will be able to access all of the trips assigned to you. Click on the booking number to access the trip.
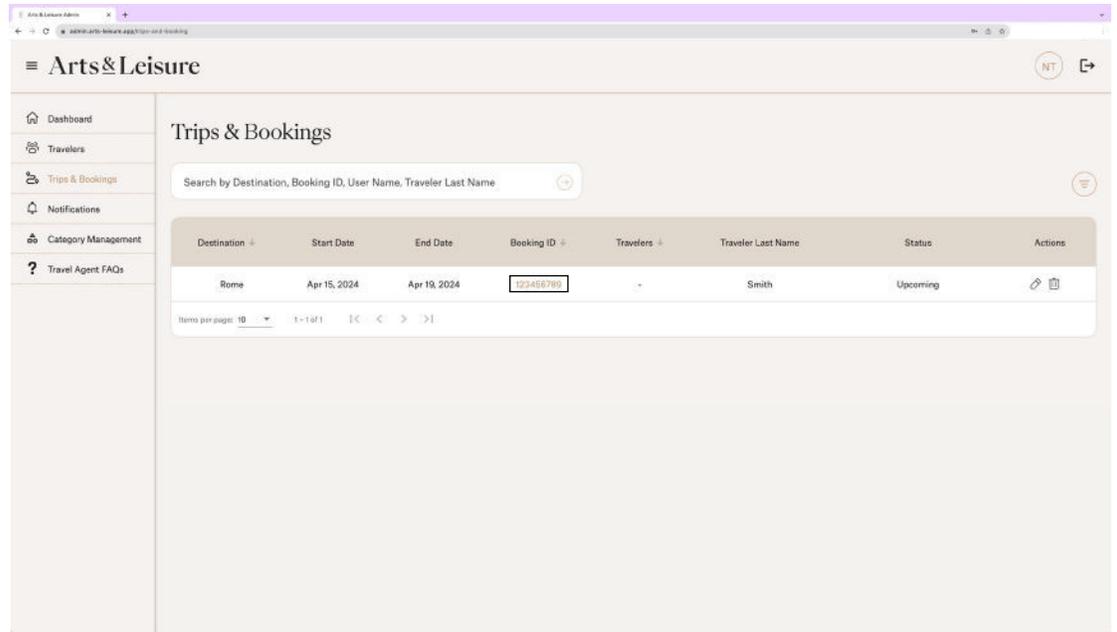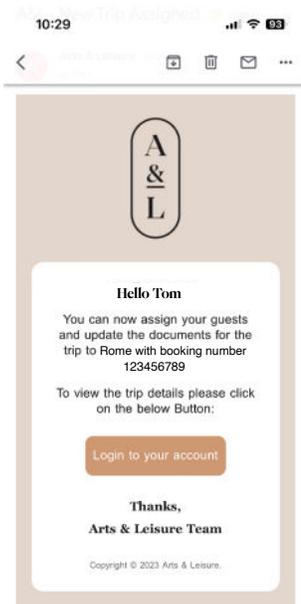
Trips & Bookings - Step 2:

Click on "Edit" to add in documents and assign trip to traveler(s).
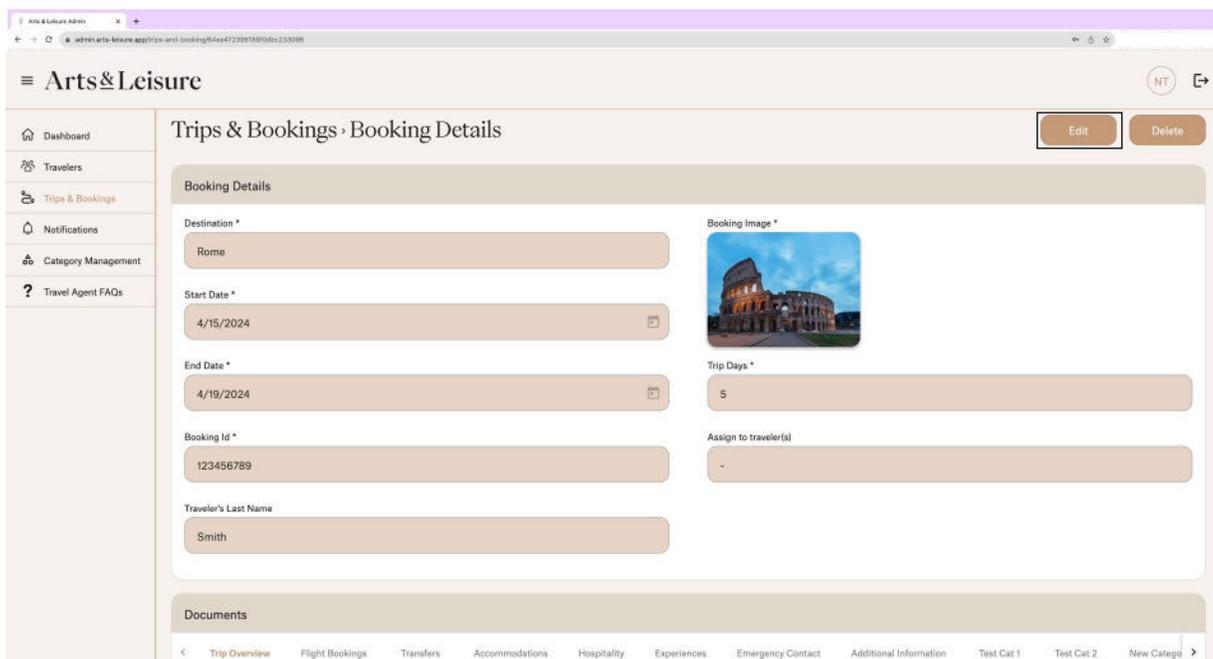
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Trips & Bookings - Step 3:

In the "Trip Overview" section click on "Add" to add in documents.
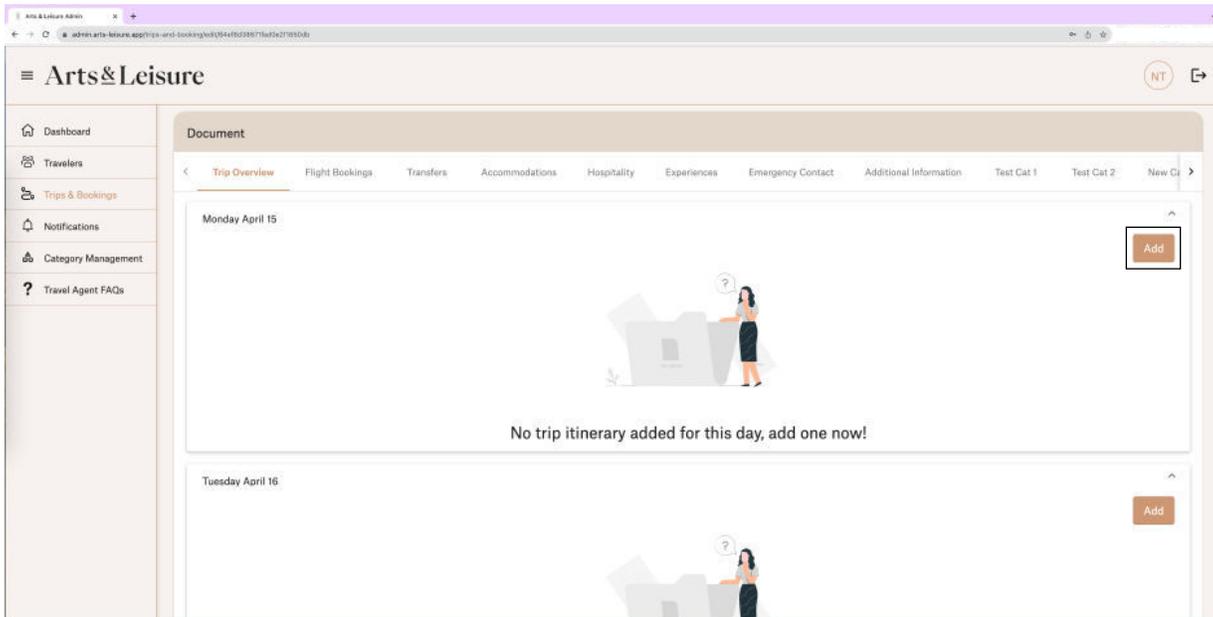
Trips & Bookings - Step 4:

Add in all of the details. You must select the timezone of where the traveler is during this time to ensure they get the notifications in the correct timezone. Click "Add" once completed.
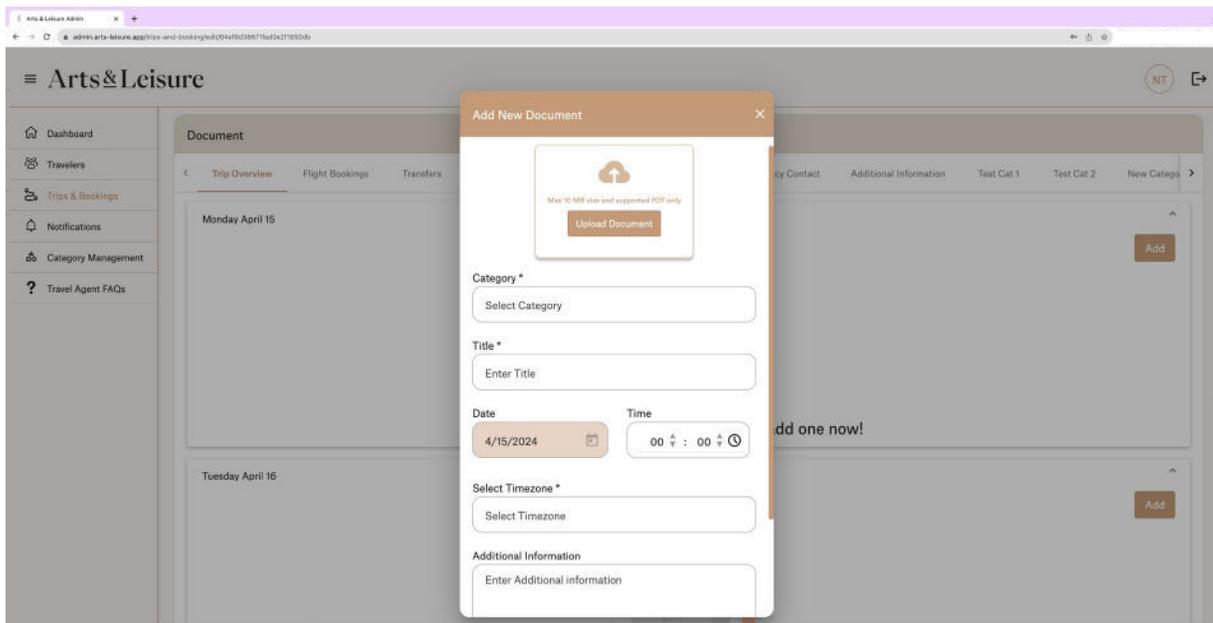
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Trips & Bookings - Step 5:

Add any documents to the "Additional Information" tab that **does not** need to fall under the "Trip Overview" section.

For example restaurant recomendations, basic language vocabulary, packing tips etc.
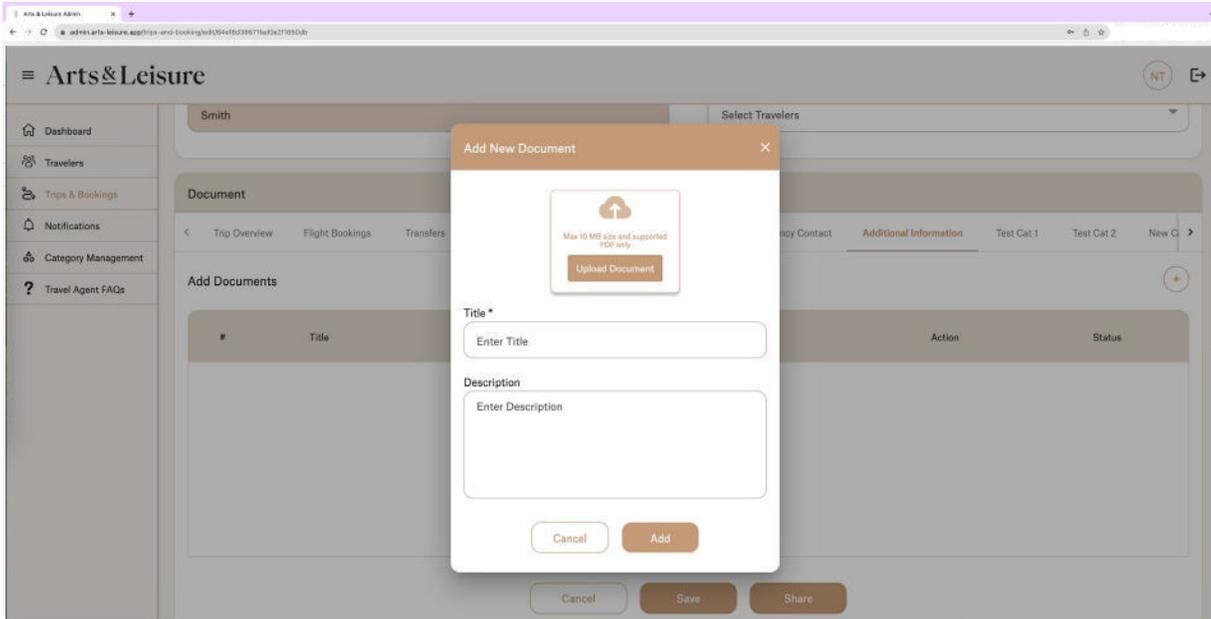
Trips & Bookings - Step 6:

To add a hotel booking click on the "Accomodations" tab and click on the "+". Add each hotel booking seperatly.
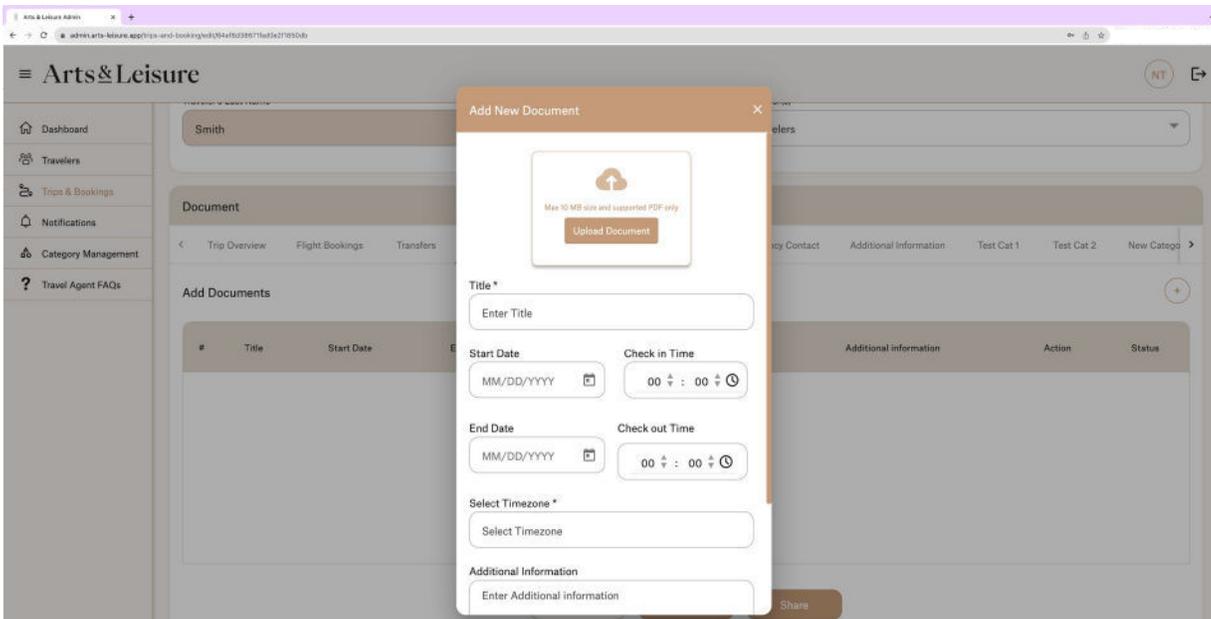
Trips & Bookings - Step 7:

Click on the "Assign to Traveler(s)" dropdown to select all of the travelers on the trip.

Trips & Bookings - Step 8:

To share the trip with traveler, click on "Save".

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Notifications - Step 1:

Click on "Notifications" on the side panel to access current and add new notifications.

Click on the + to add a new notification.
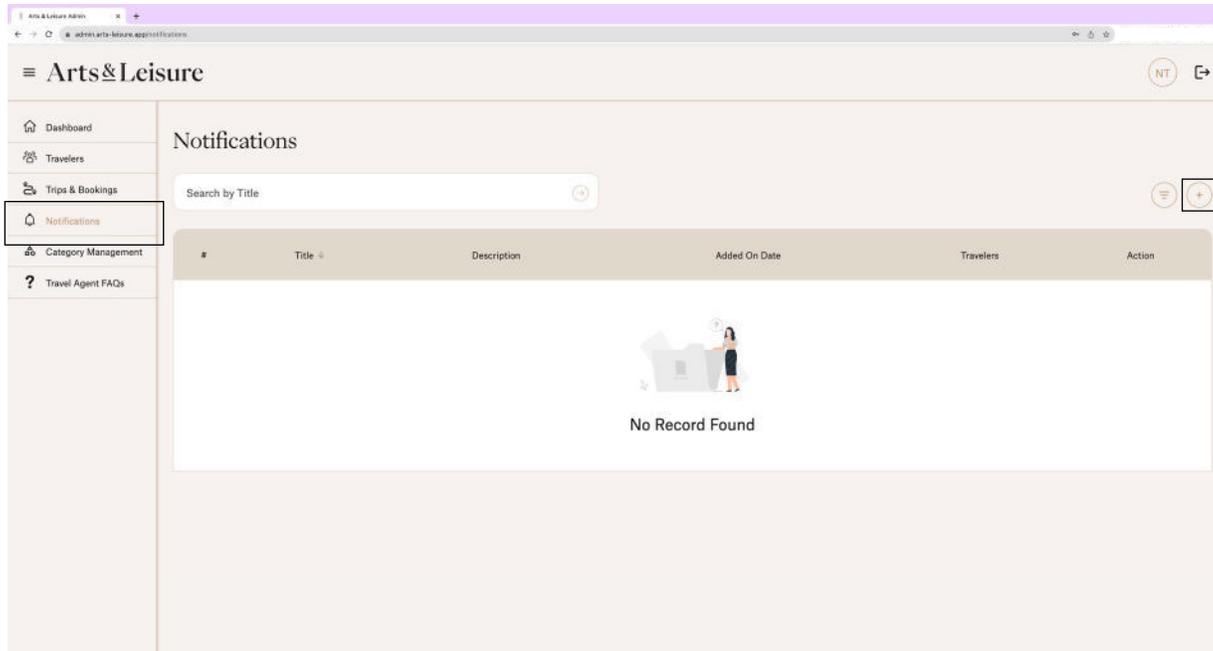
Notifications - Step 2:

Add in all of the required details. Once you click "Add" the traveler(s) will get notified.
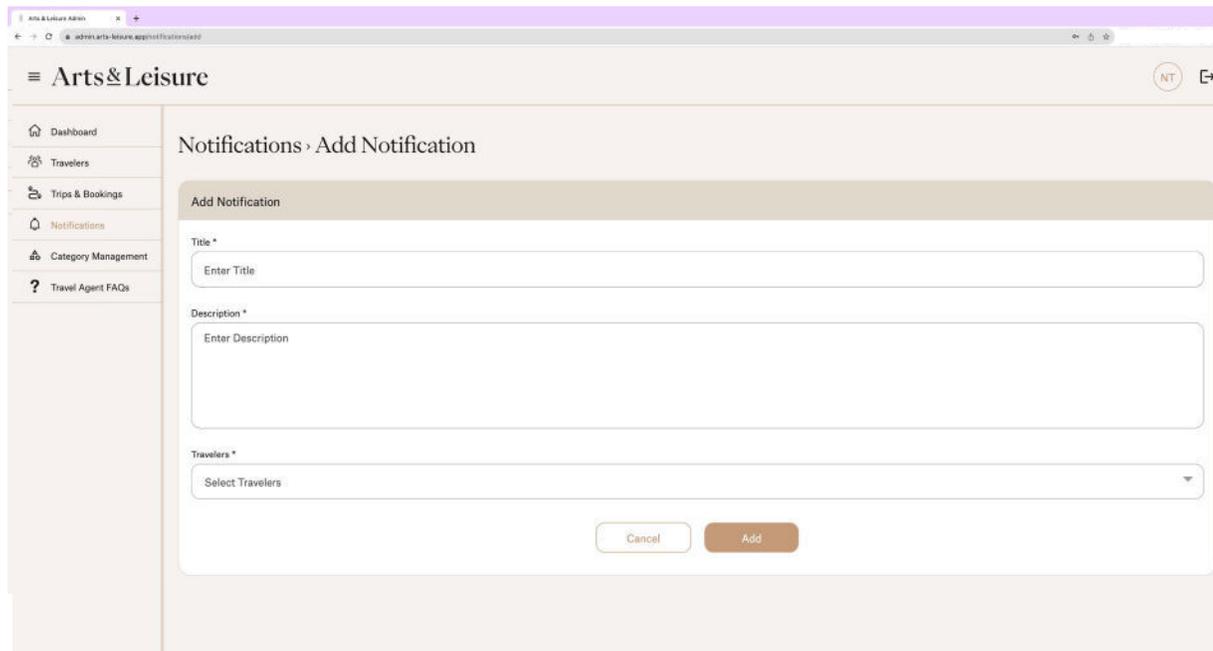
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Category Management - Step 1:

Click on "Category Management" on the side panel to access all of the categories that are listed in the "Trips & Booking" section. Click on the + to add a new category.

Categories

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Credentials Email:

Traveler will recieve an email with login credentials once the profile is created on the admin panel.
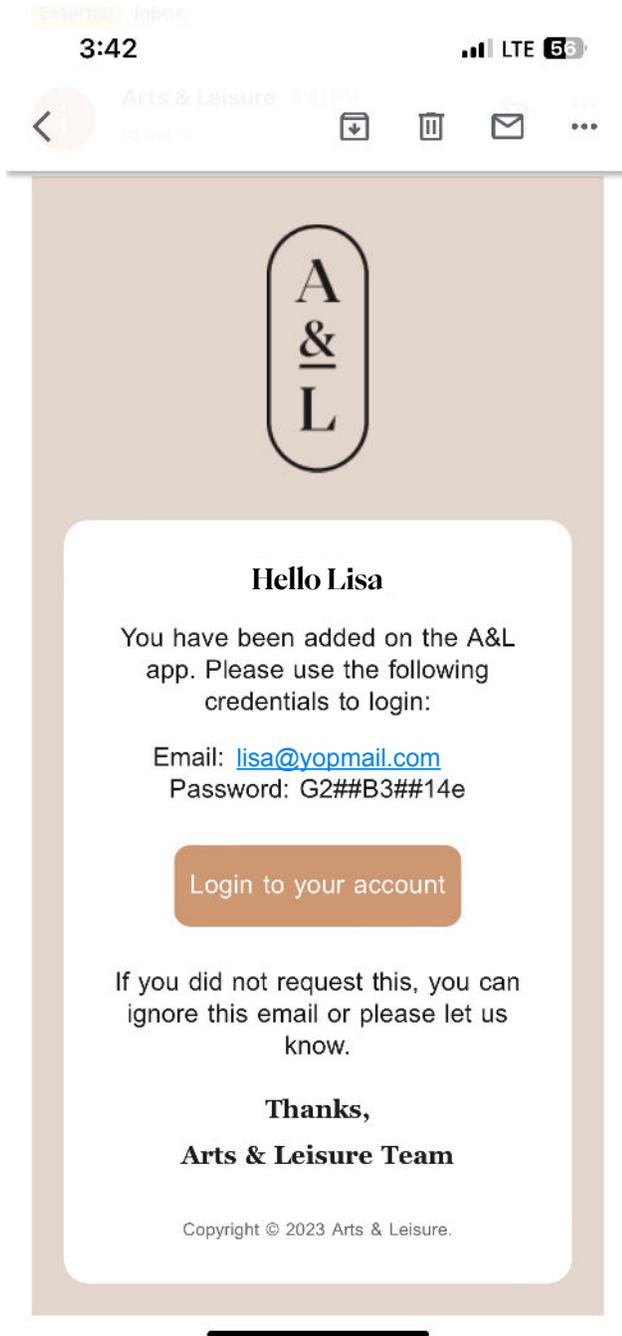
App Login:

Traveler will login with their credentials.
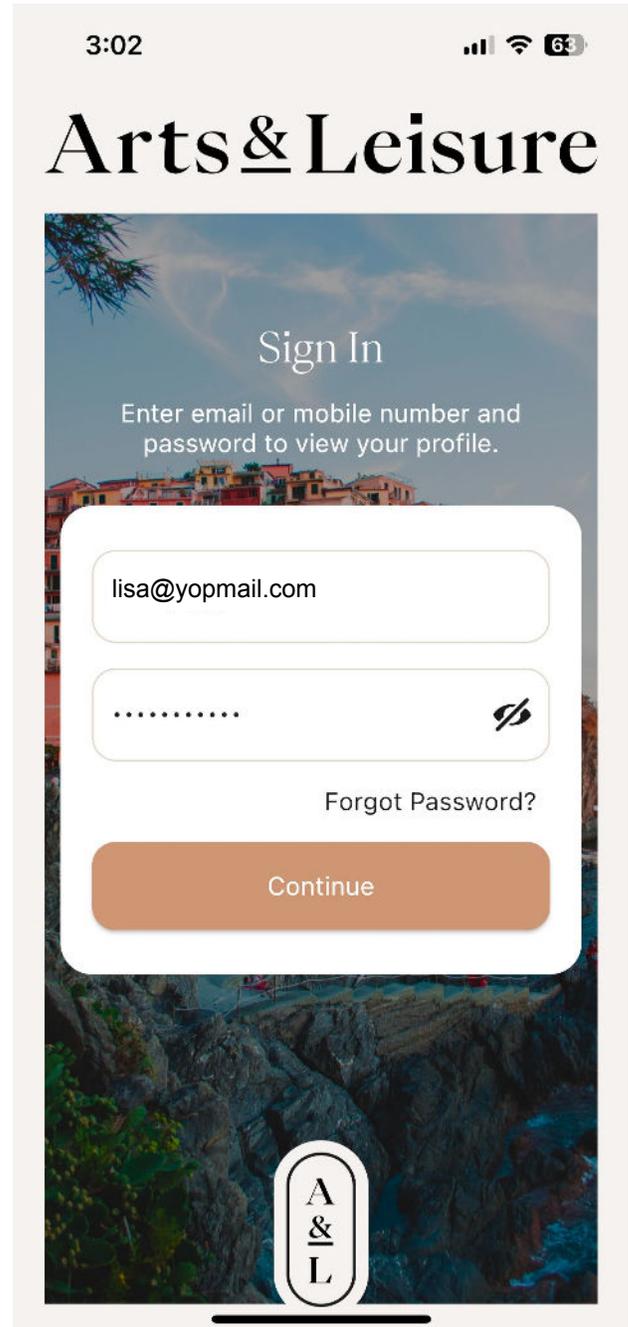
My Trips:

They will be able to see their trips under "My Trips".
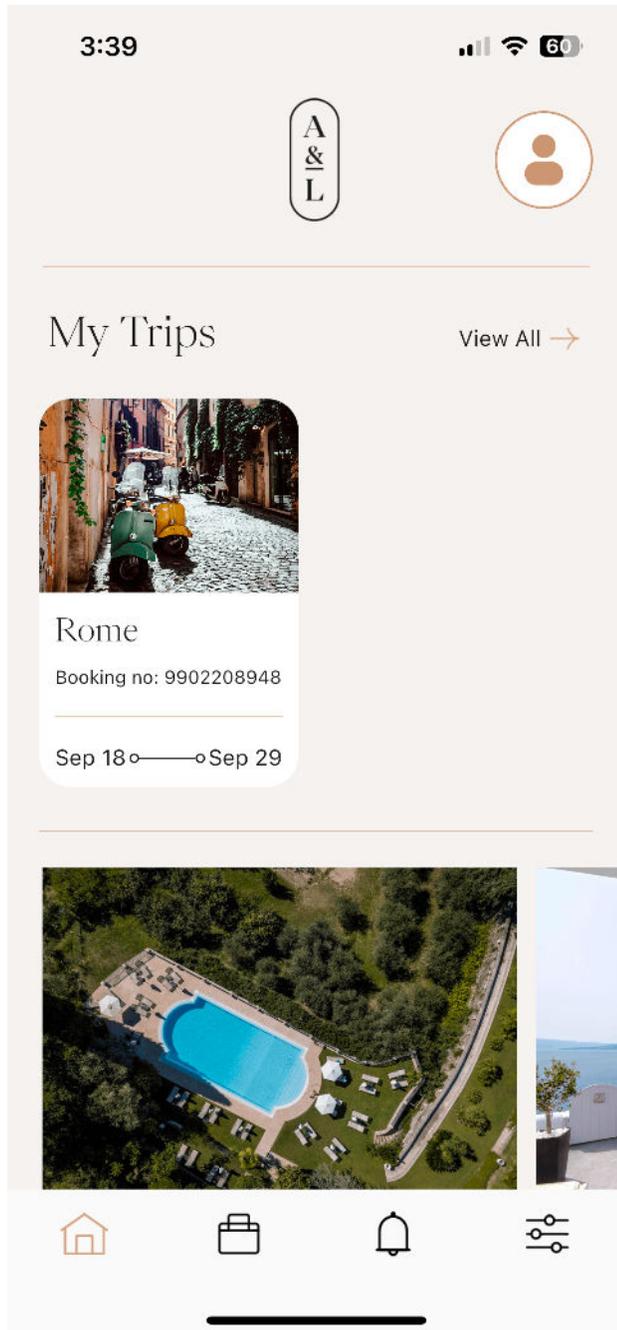
Trip Details:

Once they tap on the trip they will be able to access all uploaded documents and trip overview.

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My Trips   View All →

Rome

Booking no: 9902208948

Sep 18 o—————o Sep 29

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Rome

Booking no: 9902208948

Sep 18 o————————o Sep 29

Documents   Share

My Trip Overview   →

Flight Bookings   →

Experiences   →
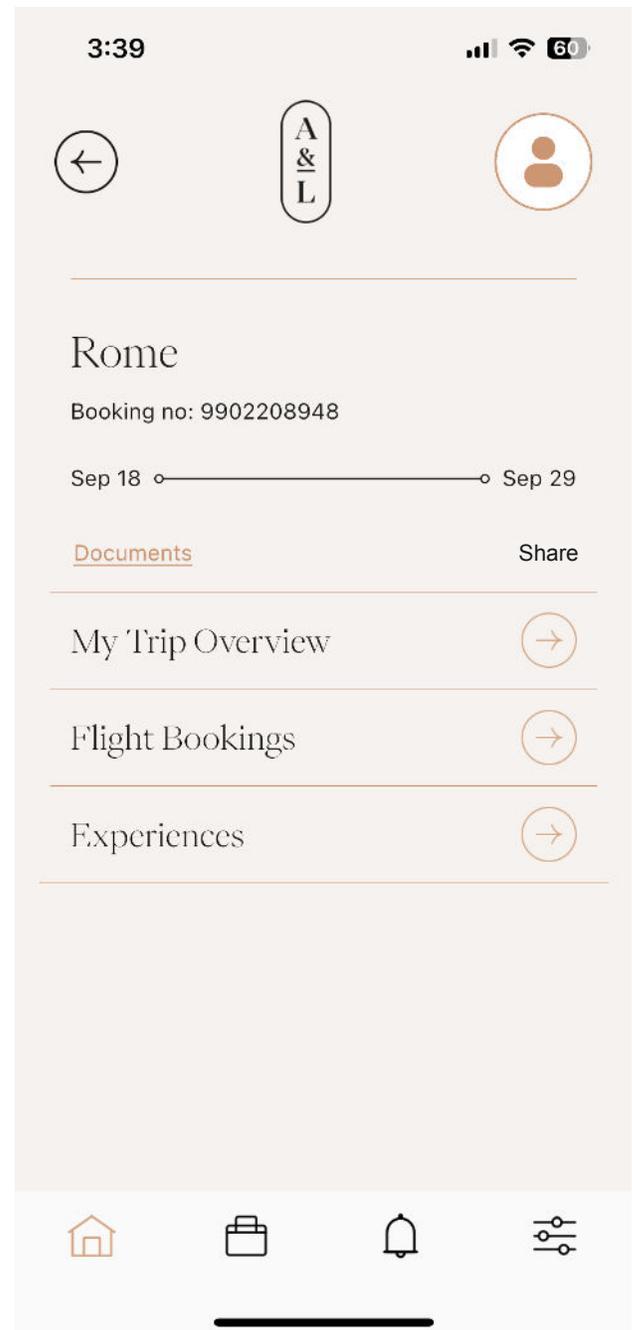
Adding Guests:

They will be able to share their trip itinerary with friends and/or family so they are able to follow along on the journey.

The guest will recieve login credentials to their email where they can then login to their account on the app and access the trip(s) they were shared on
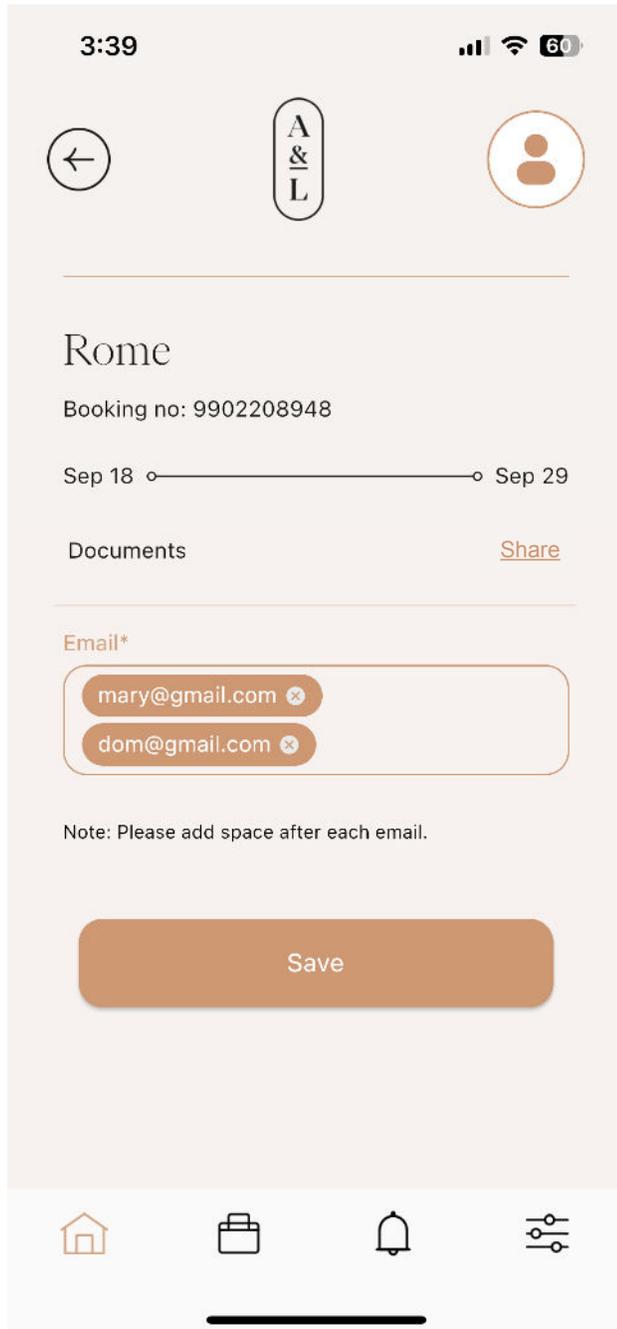
Notifications:

A traveler can view all notifications in the notification panel. They will get a notification on their home screen as well.
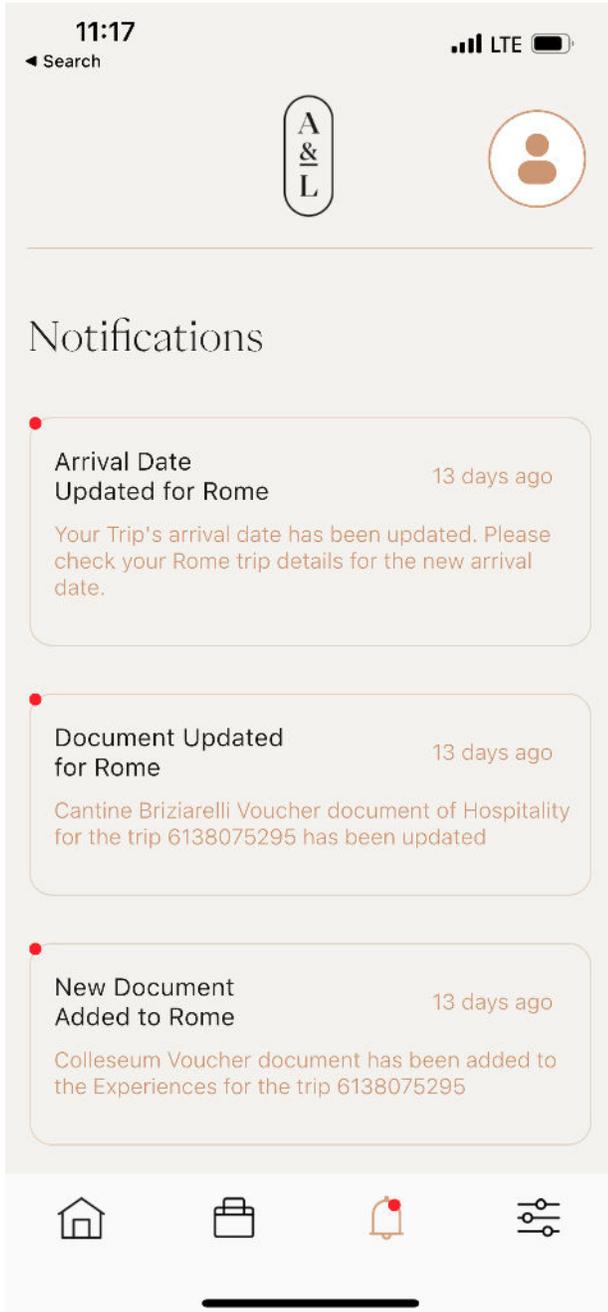
Notifications Confirmation:

A traveler must confirm when they read a notification which will the notify you once they have read it.