



Arts & Leisure

The trip of a lifetime, everytime.

Admin Panel Tutorial

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Page 1 Login & Account Set Up

Page 2 Dashboard

Page 2-3 Travelers

Page 4-7 Trips & Bookings

Page 8 Notifications

Page 9 Category Management

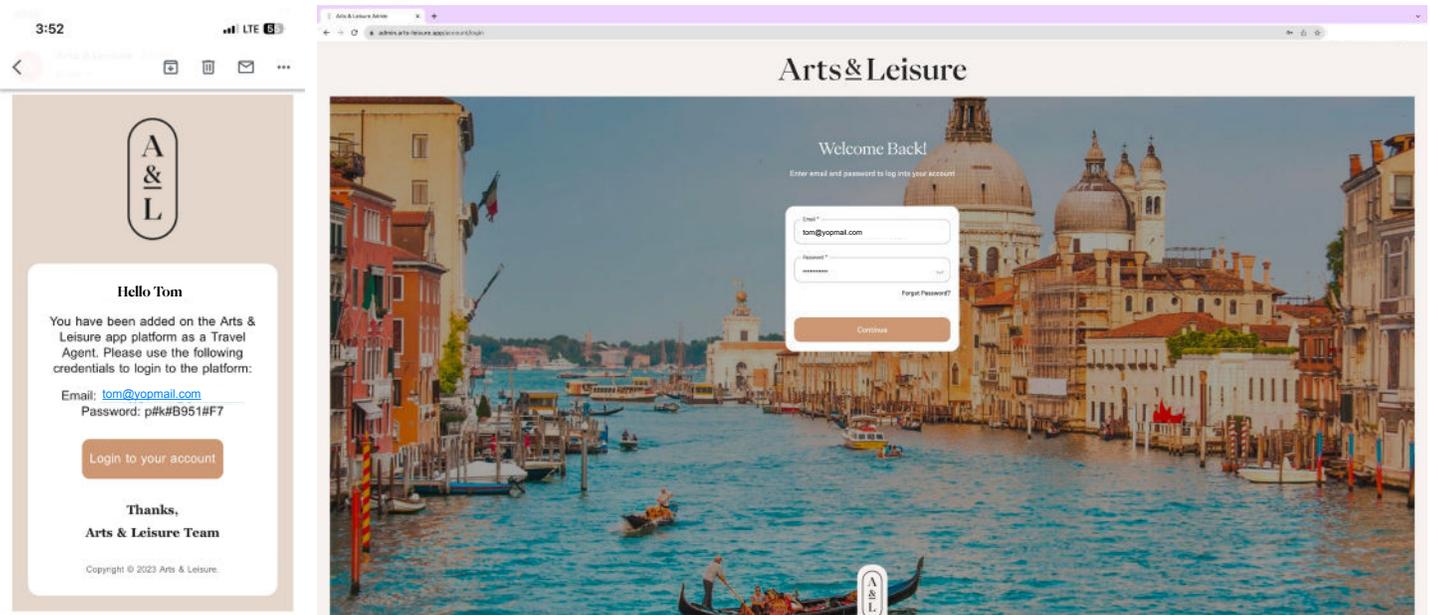


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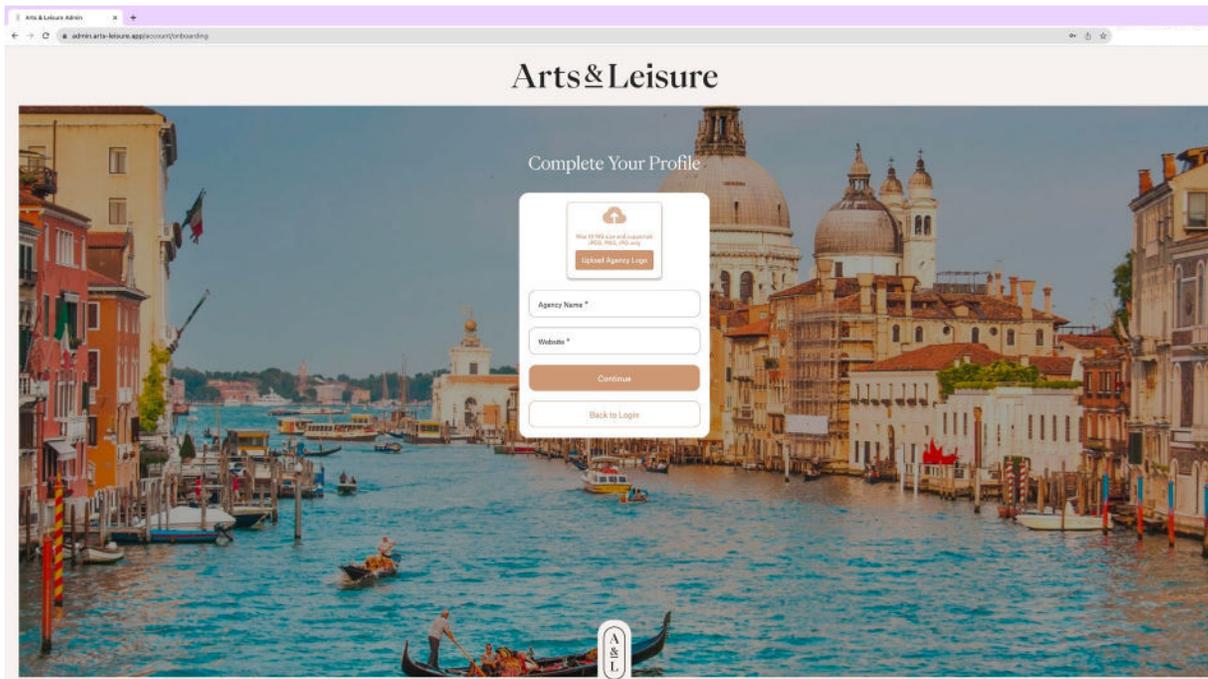
Login & Account Set Up - Step 1:

An Arts & Leisure team member will set up your account on the admin panel. You will receive 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.

The screenshot shows the Arts & Leisure Admin Panel Dashboard. The top navigation bar includes the logo and a user profile icon. The left sidebar contains menu items: Dashboard, Travelers, Trips & Bookings, Notifications, Category Management, and Travel Agent FAQs. The main content area is titled 'Dashboard' and features a 'Total Trips' section with four cards: Active (0), Upcoming (0), Completed (0), and Draft (0). Below this is a 'Ratings' section with a search bar and a table with columns: Booking ID, Rated By, Overall Rating, Flight Bookings, Transfers, Accommodations, Hospitality, Experiences, Emergency Contact, Additional Information, and Test Cat 1. The table is currently empty.

Travelers - Step 1:

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

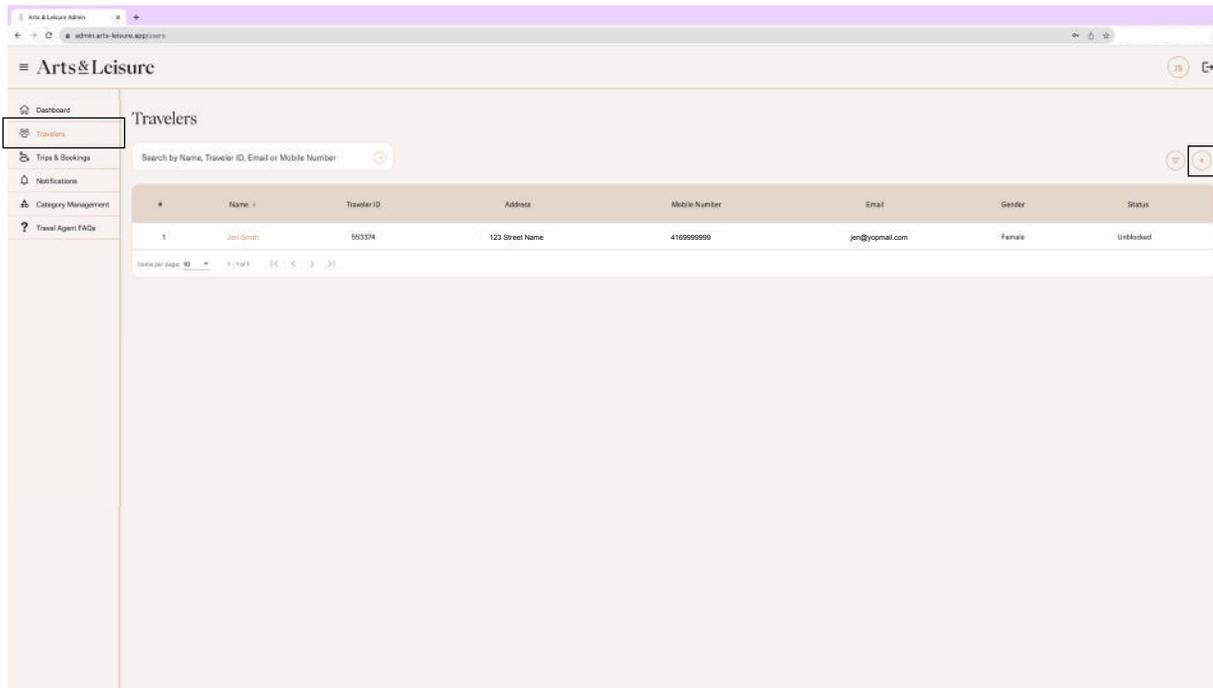
The screenshot shows the Arts & Leisure Admin Panel Travelers page. The left sidebar has the 'Travelers' menu item highlighted. The main content area is titled 'Travelers' and features a search bar. Below the search bar is a table with columns: Name, Traveler ID, Address, Mobile Number, Email, Gender, and Status. The table contains one entry for Jen Smith.

#	Name	Traveler ID	Address	Mobile Number	Email	Gender	Status
1	Jen Smith	553374	123 Street Name	4169999999	jen@ycpmail.com	Female	UnBlocked

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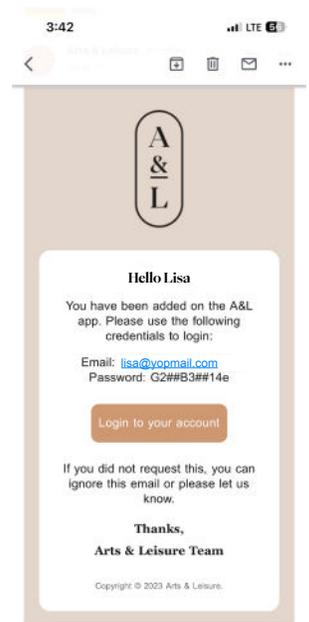
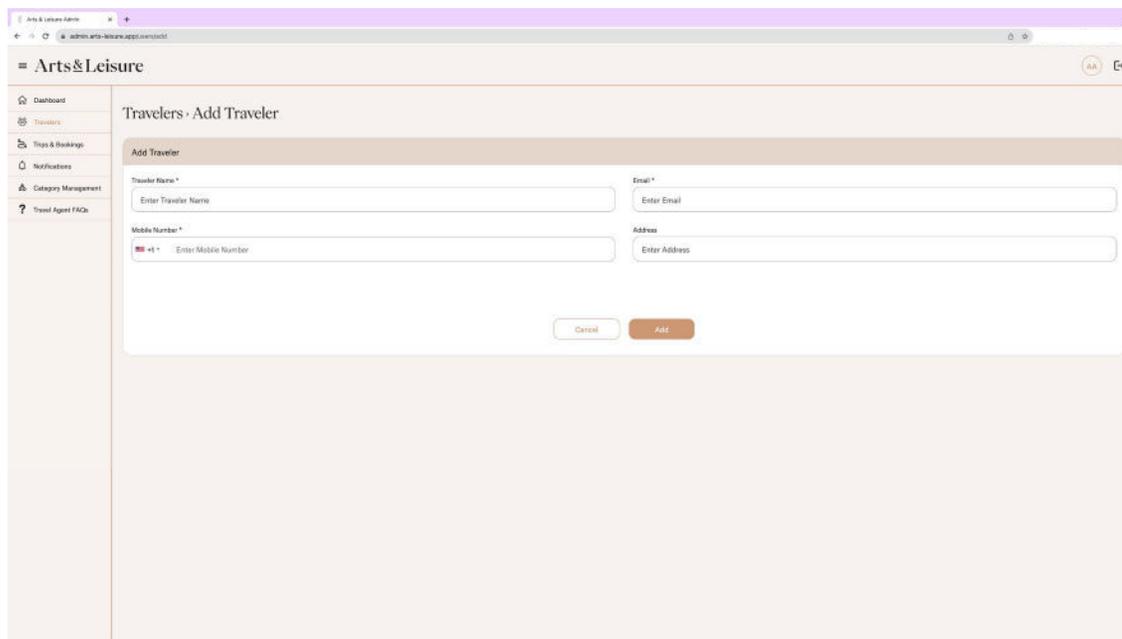
Travelers - Step 2:

Click on the + to add a new traveler.



Travelers - Step 3:

Add all of the required information. **Once you click "Add" the traveler will receive an email with their login credentials.**

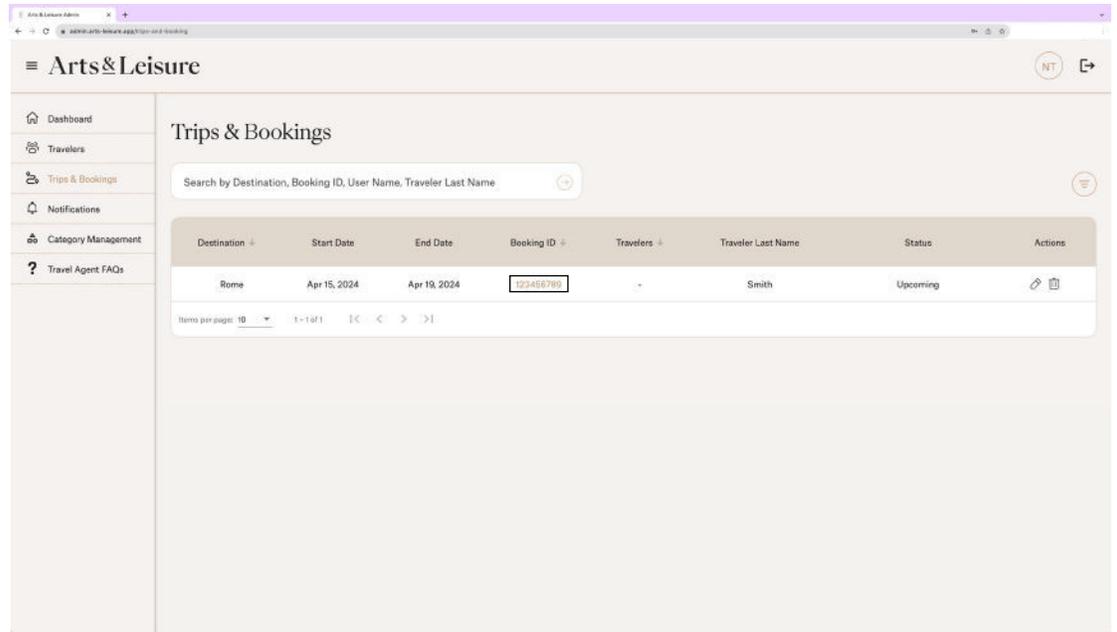
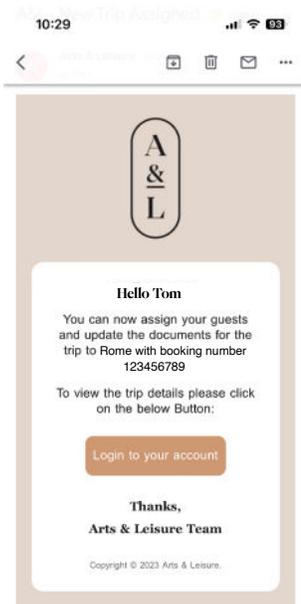


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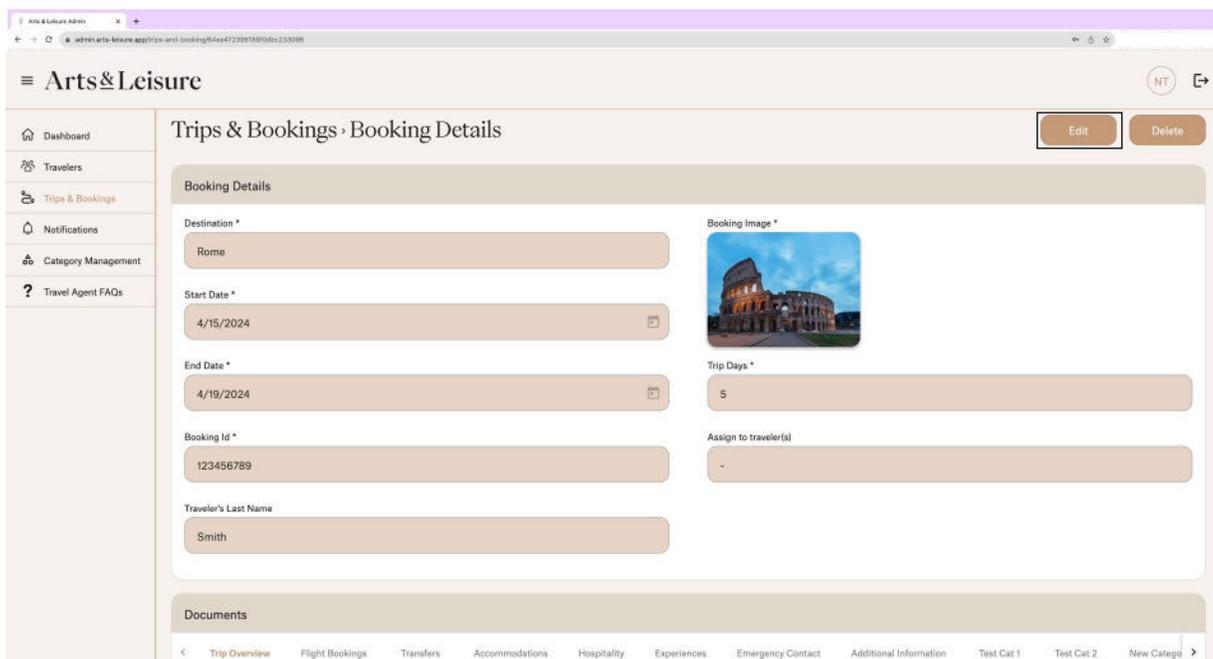
Trips & Bookings - Step 1:

You will receive 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).

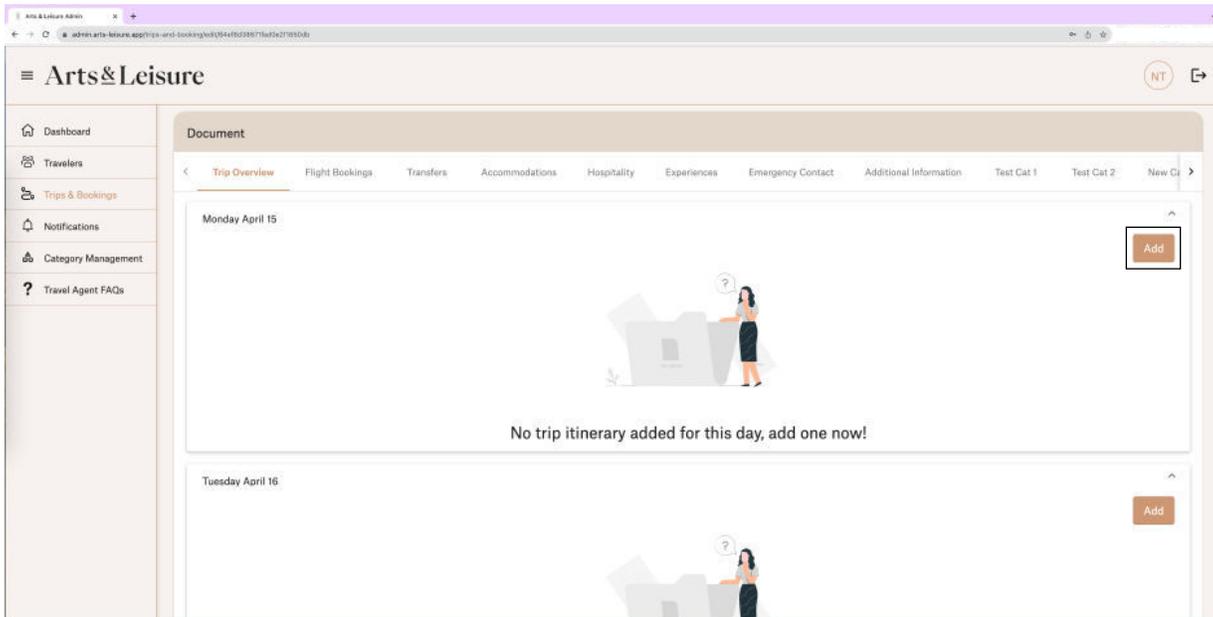


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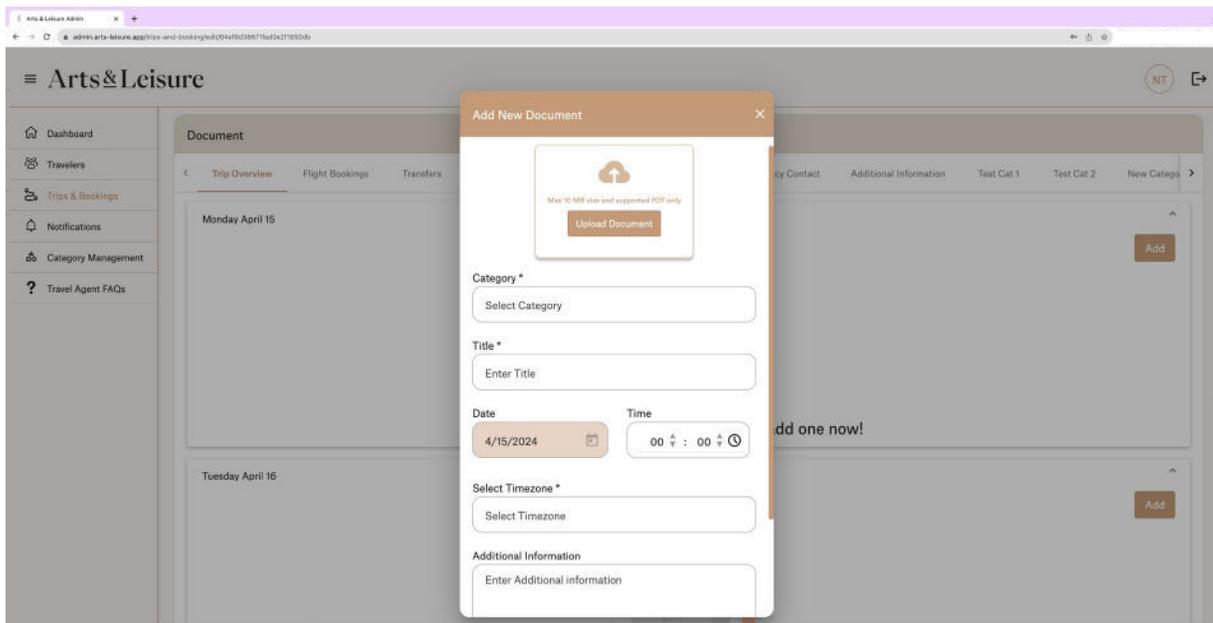
Trips & Bookings - Step 3:

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.

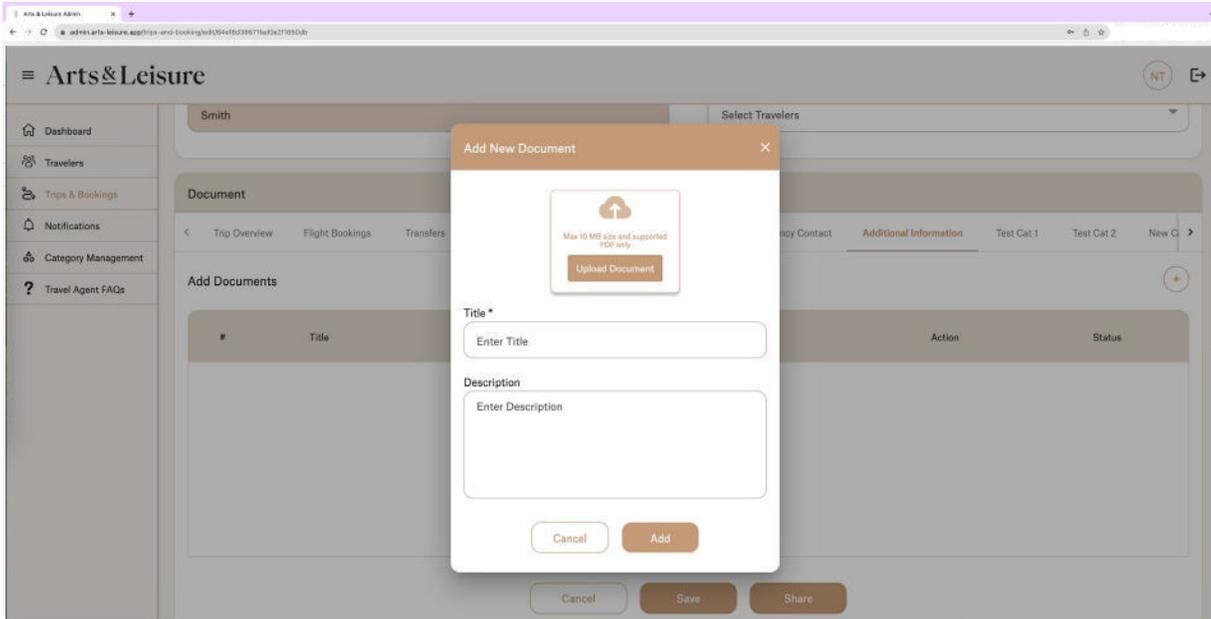


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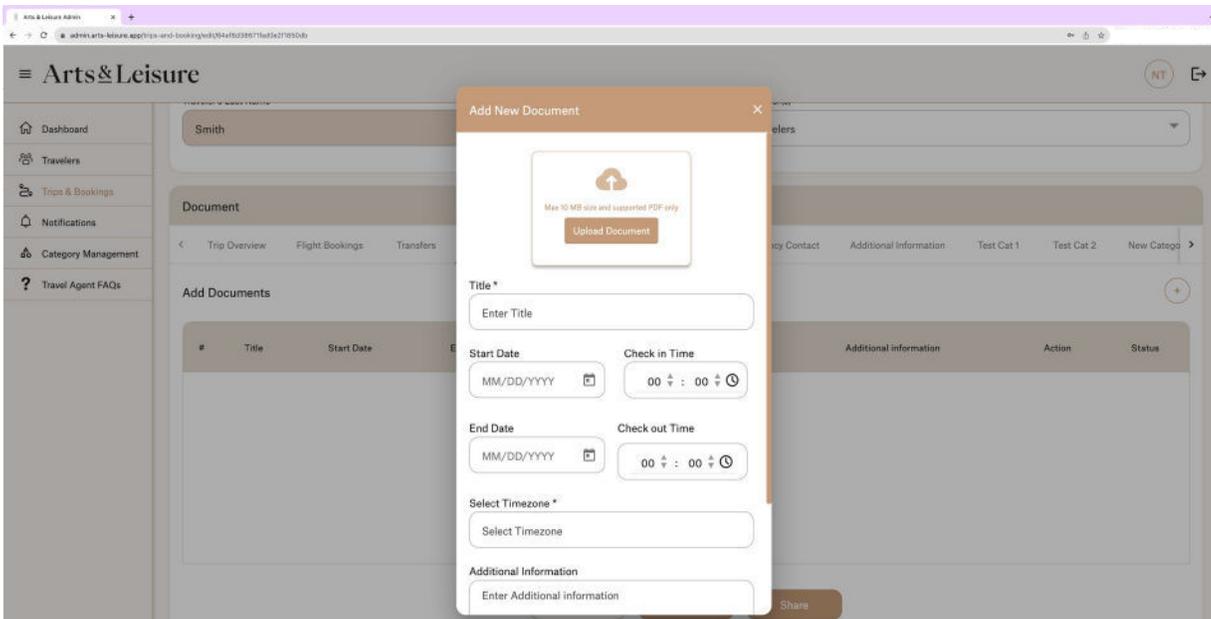
Trips & Bookings - Step 5:

Add any documents to the “Additional Information” tab that **does not** need to fall under the “Trip Overview” section. For example restaurant recommendations, basic language vocabulary, packing tips etc.



Trips & Bookings - Step 6:

To add a hotel booking click on the “Accommodations” tab and click on the “+”. Add each hotel booking separately.



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Trips & Bookings - Step 7:

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

The screenshot shows the 'Edit Details' form for a trip. The form includes fields for Destination (Rome), Start Date (4/15/2024), End Date (4/19/2024), Trip Days (5), and Traveler's Last Name (Smith). A 'Booking Image' field shows a photo of the Colosseum. The 'Booking Id' is 123456789. The 'Assign to Traveler(s)' dropdown is open, showing a search bar and a list of travelers, with 'Lisa Smith (lisa@yopmail.com)' selected. The 'Document' section at the bottom shows a navigation menu with options like Trip Overview, Flight Bookings, Transfers, Accommodations, Hospitality, Experiences, Emergency Contact, Additional Information, Test Cat 1, Test Cat 2, and New Cl.

Trips & Bookings - Step 8:

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

The screenshot shows the 'Add Documents' section of the form. The 'Traveler's Last Name' field is set to 'Smith' and the 'Assign to Traveler(s)' dropdown is set to 'Select All'. The 'Document' section shows a navigation menu with options like Trip Overview, Flight Bookings, Transfers, Accommodations, Hospitality, Experiences, Emergency Contact, Additional Information, Test Cat 1, Test Cat 2, and New Category. The 'Add Documents' section is empty, displaying a 'No Record Found' message. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Share'. The 'Save' button is highlighted with a red box.

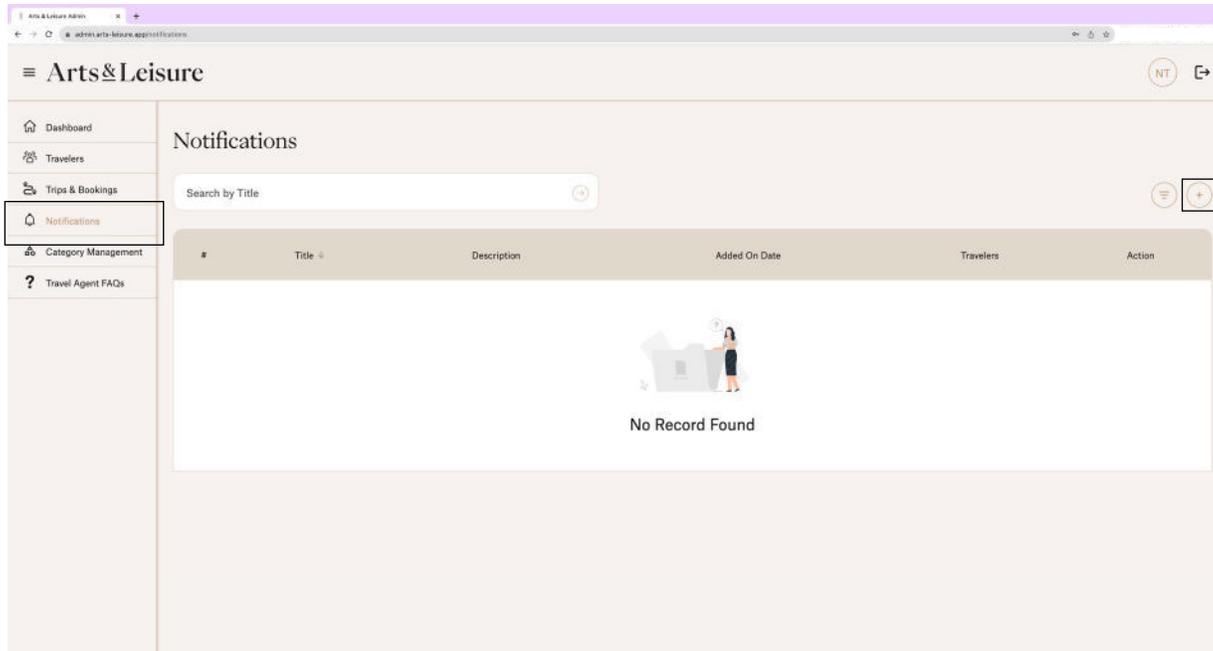
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Notifications - Step 1:

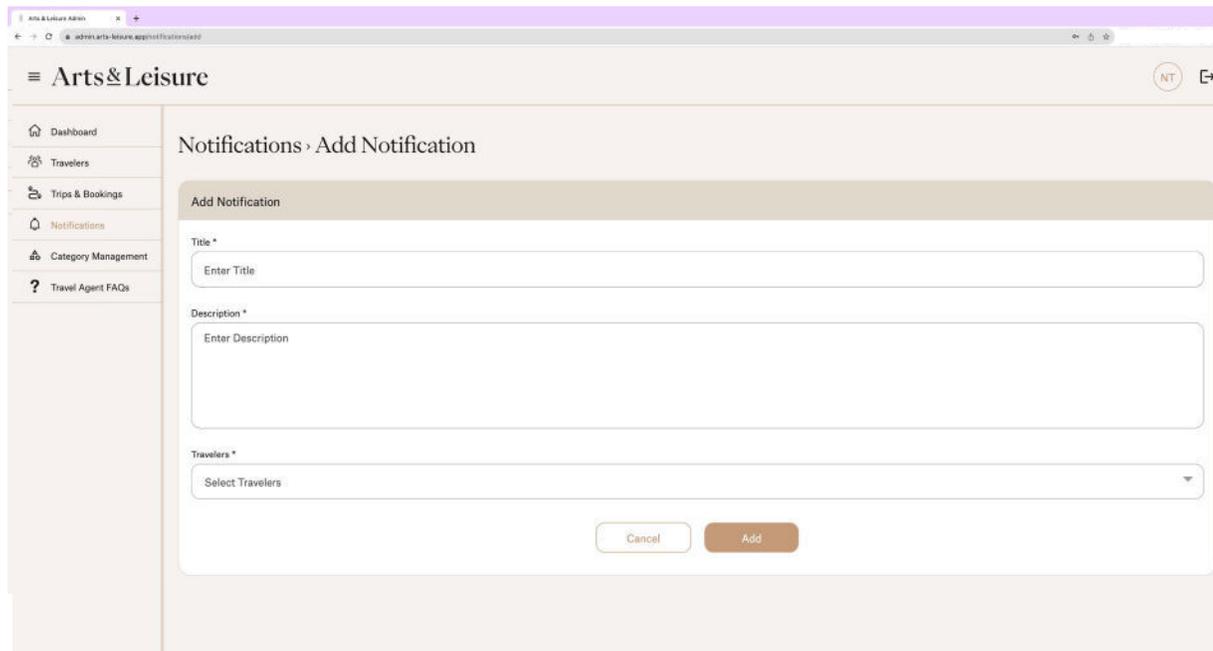
Click on "Notifications" on the side panel to access current and add new notifications.

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.

The screenshot displays the Arts & Leisure Admin Panel interface. The sidebar on the left contains navigation items: Dashboard, Travelers, Trips & Bookings, Notifications, Category Management (highlighted with a red box), and Travel Agent FAQs. The main content area is titled "Category Management" and features a search bar labeled "Search by Title". Below the search bar is a table with the following data:

#	Title	Added On Date	Actions
11	Test Cat 1	Sep 14, 2023	<input checked="" type="checkbox"/> Edit
12	Additional Information	Aug 17, 2023	<input checked="" type="checkbox"/>
13	Emergency Contact	Jul 31, 2023	<input checked="" type="checkbox"/> Edit
14	Experiences	May 29, 2023	<input checked="" type="checkbox"/> Edit
15	Hospitality	May 29, 2023	<input checked="" type="checkbox"/> Edit
16	Accommodations	May 29, 2023	<input checked="" type="checkbox"/>
17	Transfers	May 29, 2023	<input checked="" type="checkbox"/> Edit
18	Flight Bookings	May 29, 2023	<input checked="" type="checkbox"/> Edit
19	Trip Overview	May 29, 2023	<input checked="" type="checkbox"/>

At the bottom of the table, there is a pagination control showing "Items per page: 10" and "11 - 19 of 19". On the right side of the main content area, there is a "+" icon in a square button. A red box highlights this icon, and a line points to a modal window titled "Add New Document". The modal window contains a "Select Category" dropdown menu with the following options: Transfers, Hospitality, Flight Bookings, Experiences, and Accommodations. Below the dropdown are "Cancel" and "Add" buttons. The word "Categories" is written below the modal window.



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Travel App Tutorial



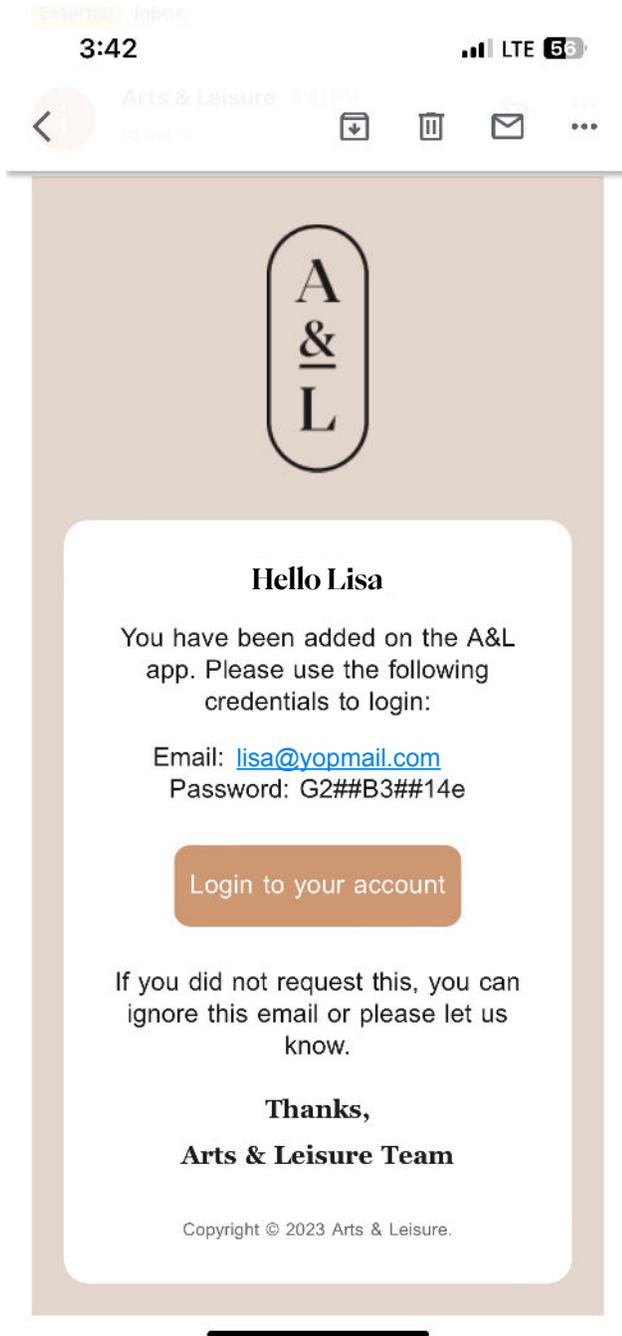
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Arts & Leisure Travel App



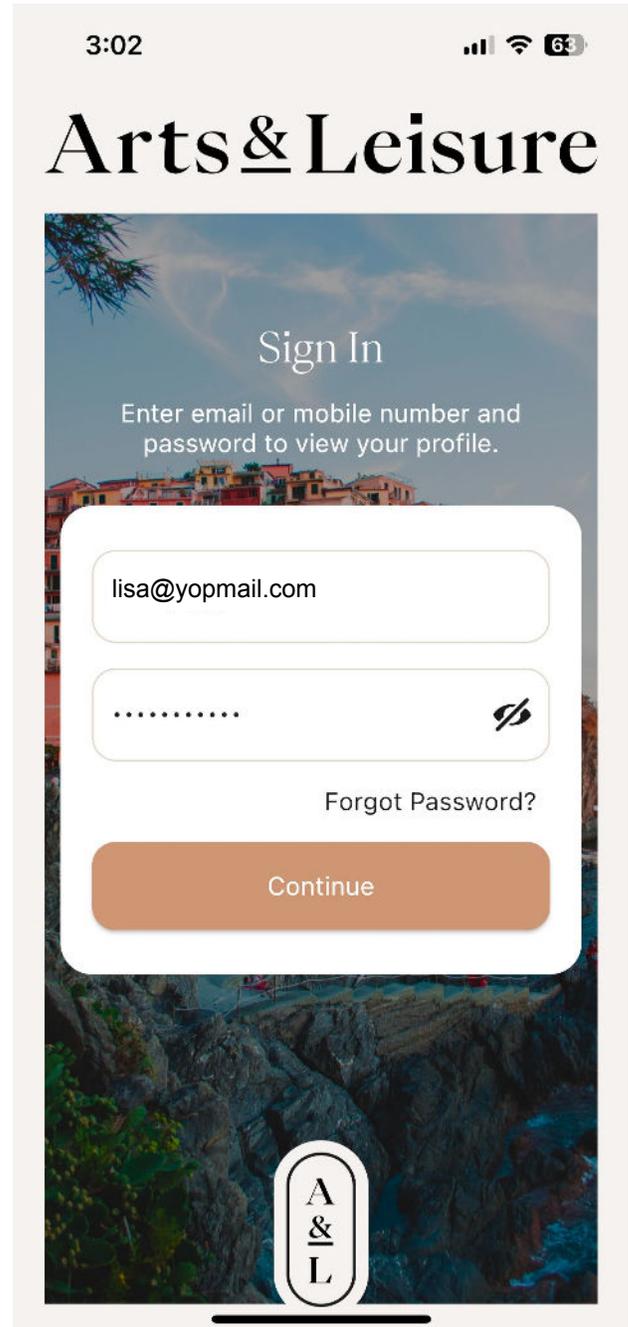
Credentials Email:

Traveler will receive an email with login credentials once the profile is created on the admin panel.



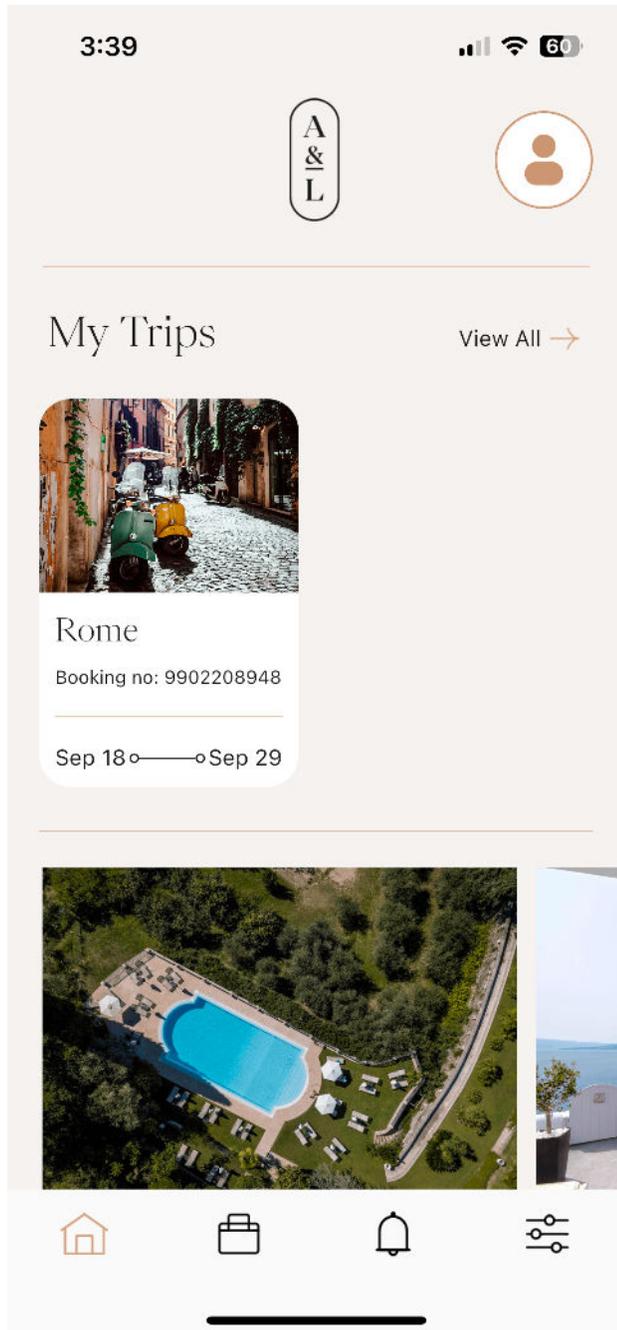
App Login:

Traveler will login with their credentials.



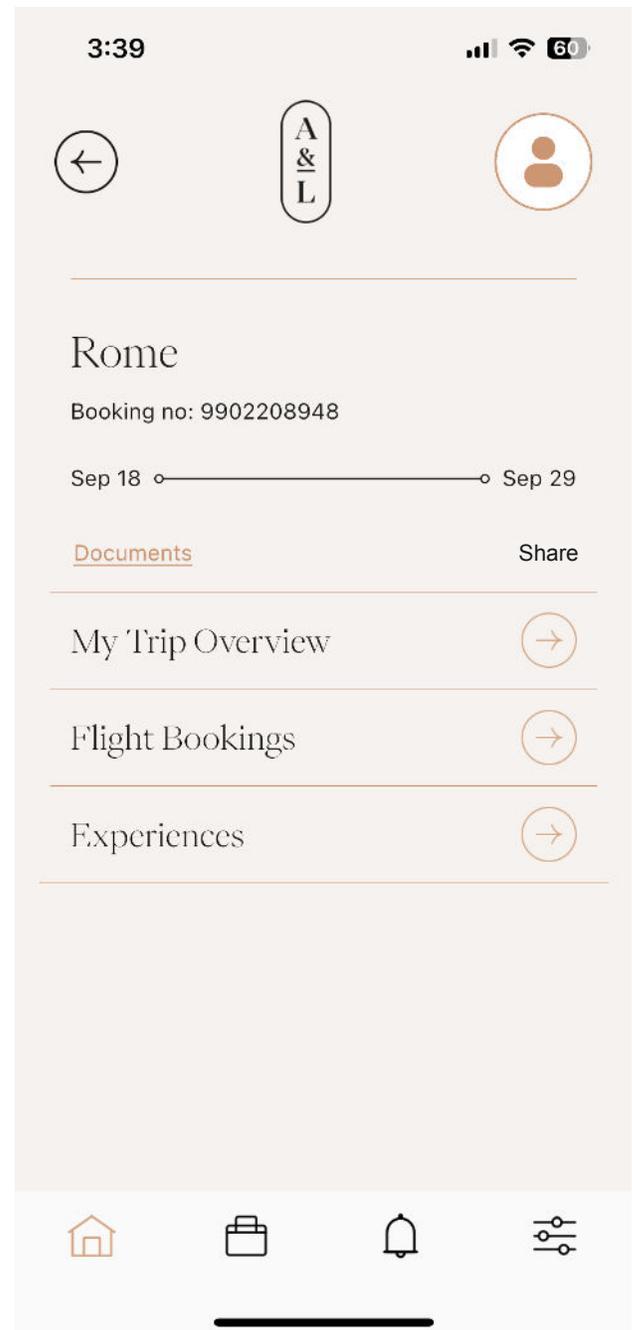
My Trips:

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



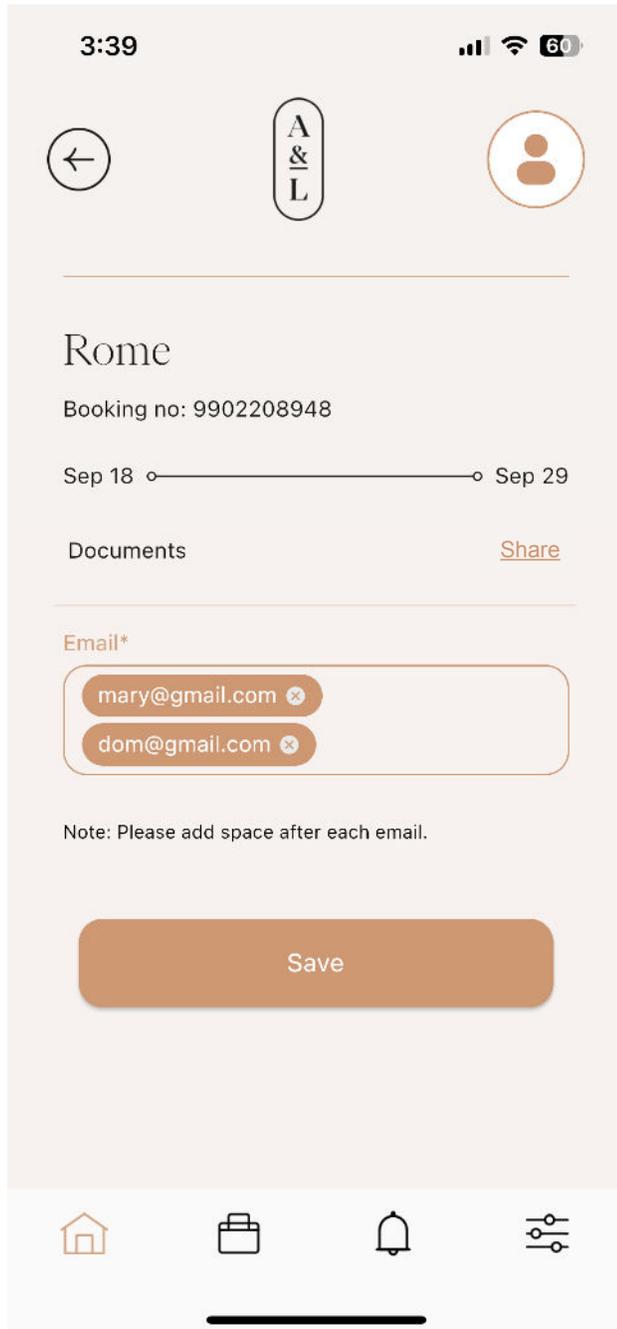
Trip Details:

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



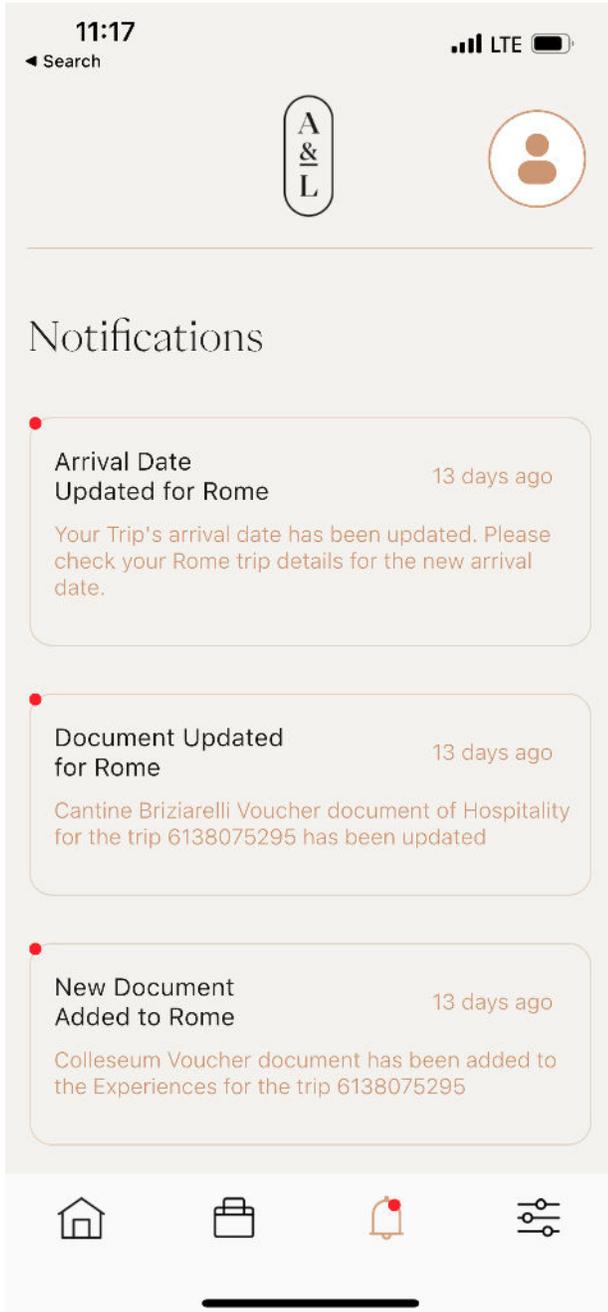
Adding Guests:

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 receive 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.

