TRAVIYO

USER MANUAL

Traviyo

Empowering Travel Agents

TABLE OF CONTENTS

1. Introduction

1.1 Background

This user manual will help you to use the application and give you complete instruction so that you can get to know all aspects of the application easily and quickly. You'll find detailed screenshots, explanations and instructions on how to manage the complete application.

After you've tried it a couple of times, you'll get more familiar with TraviYo and find it easy to use and you may not need this manual any longer, but it is here as a reference.

1.2 About TRAVIYO

TraviYo is travel automation software and end to end ERP for travel agency, Majorly TraviYo have features like Website Development, Travel CRM, Quotation Builder, Supplier Management, Payment Scheduler, Invoicing, MIS reports and Business Promotional activities.

2. TraviYo Operations

2.1 Accessing your website and Backend

You can access your website from:

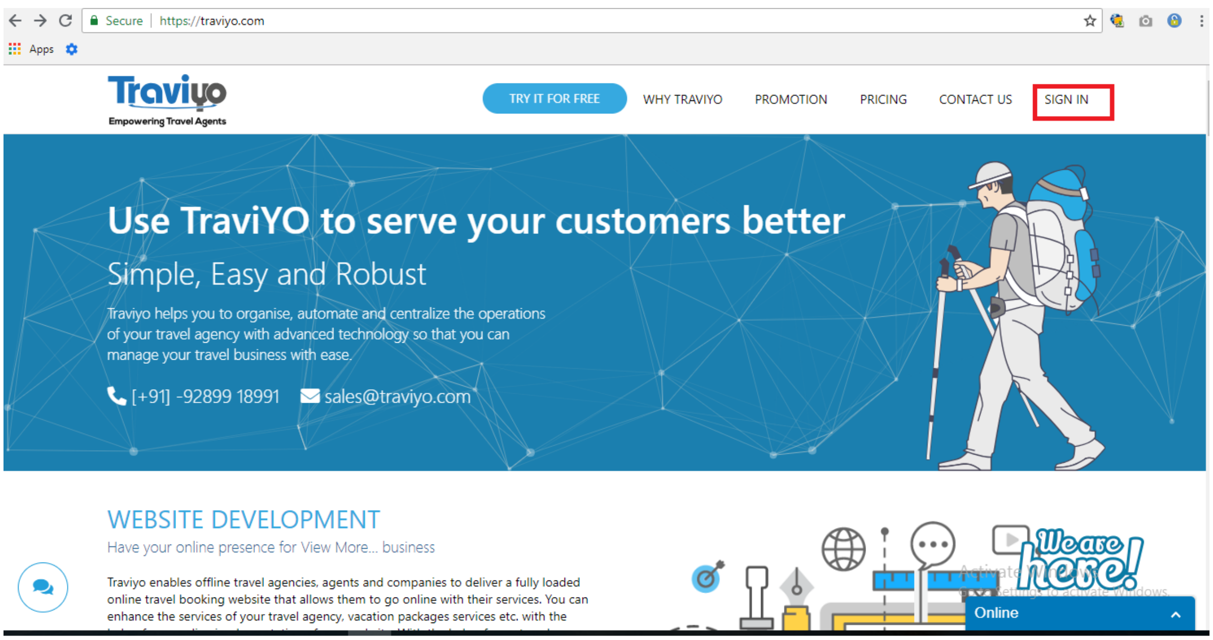
1) What your customer sees, also known as "The Front End":

http://website.traviyo.com/ or http://yourwebsitename.com

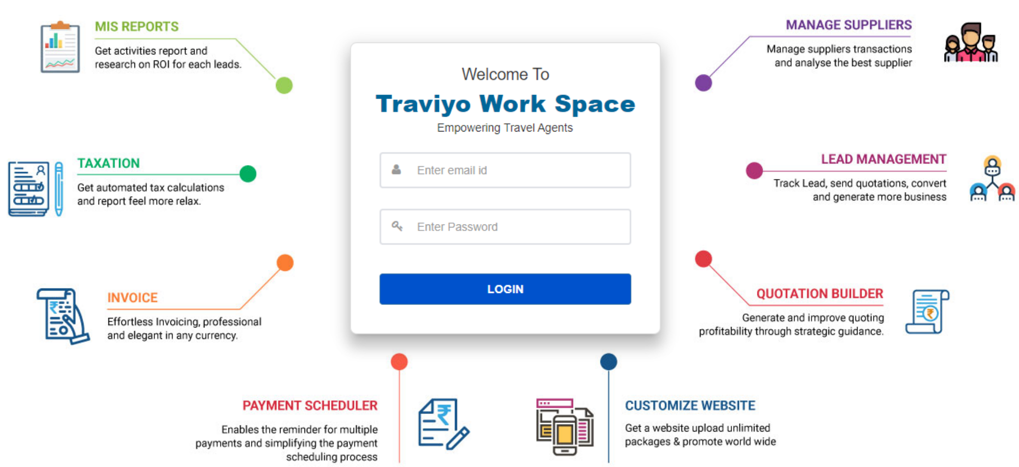
2) The backend panel, where you can manage your website, CRM and other required tools.

https://traviyo.com

This will be the TraviYo main website you will find a login button on the right top corner of the website once you click on this login button login button it's redirecting you to the login page where you will submit your credentials and hit the login button to proceed and access the backend panel.

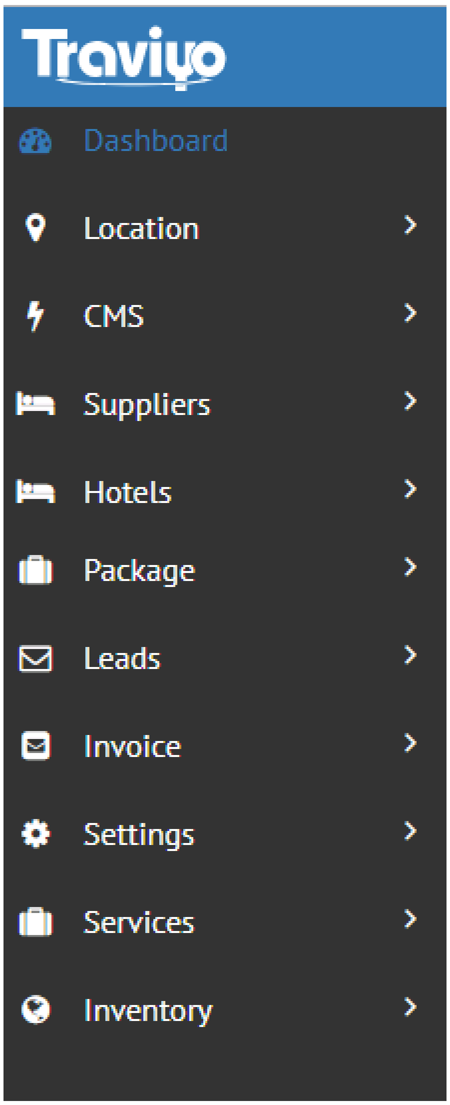


Below is your login screen entering your credentials provided by TraviYO and click on login button, it will redirect you to the dashboard work space area.

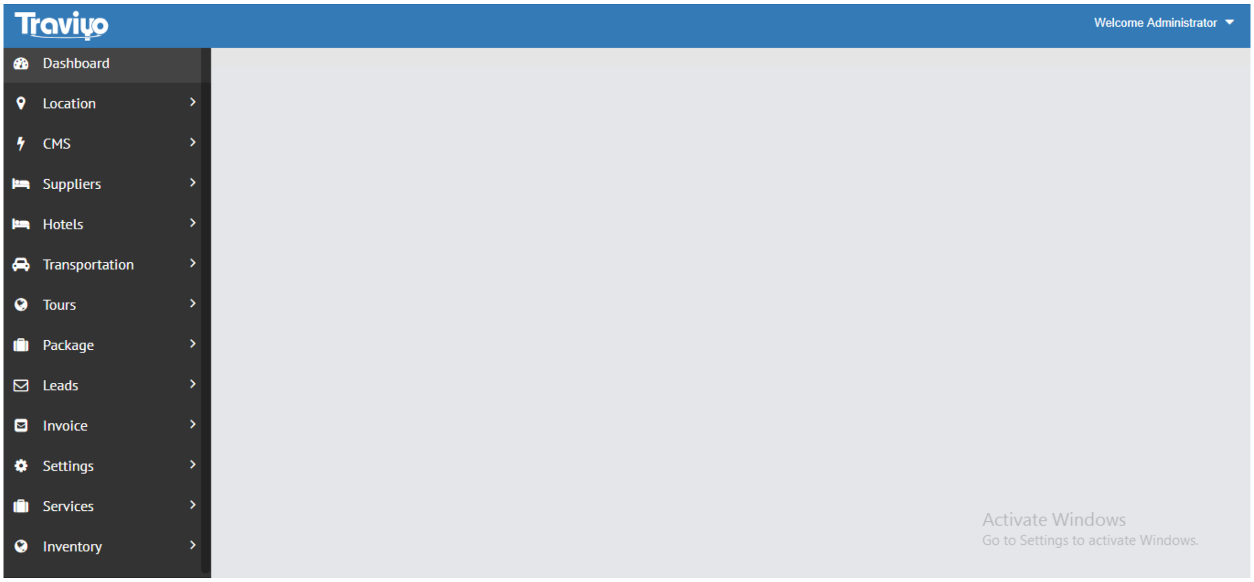


2.2 TraviYo Work Space Areas

Once you have logged in, you will see a list of administrative items on the left side of the screen. You can use these to move around the admin section.



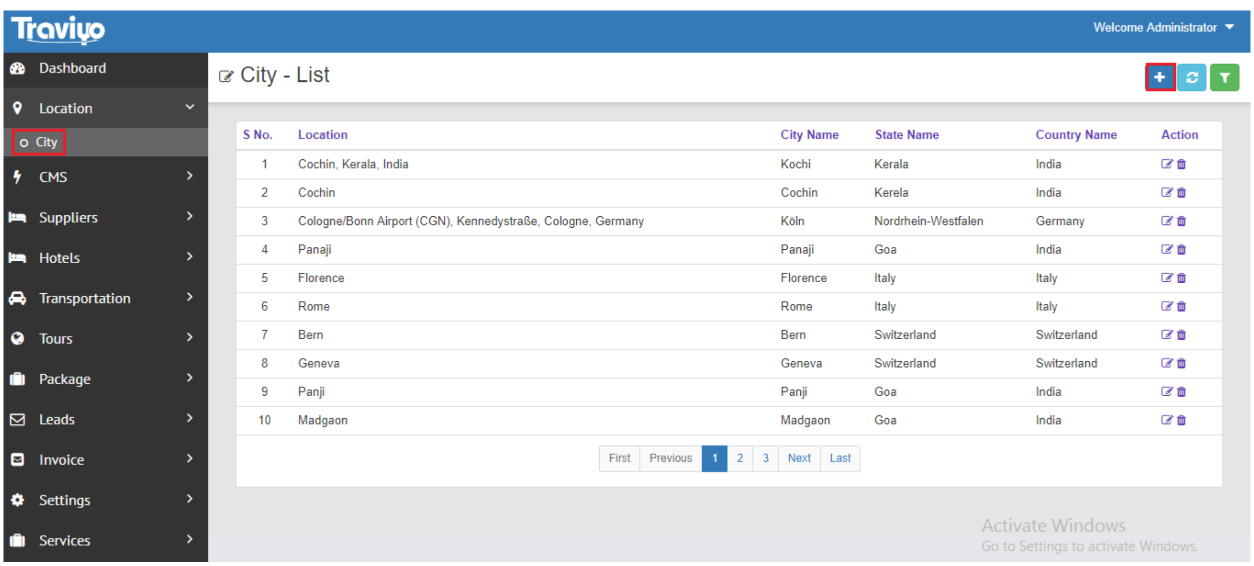
Below is your default dashboard screen which is the start page of your work space after successfully login application will land to this area.



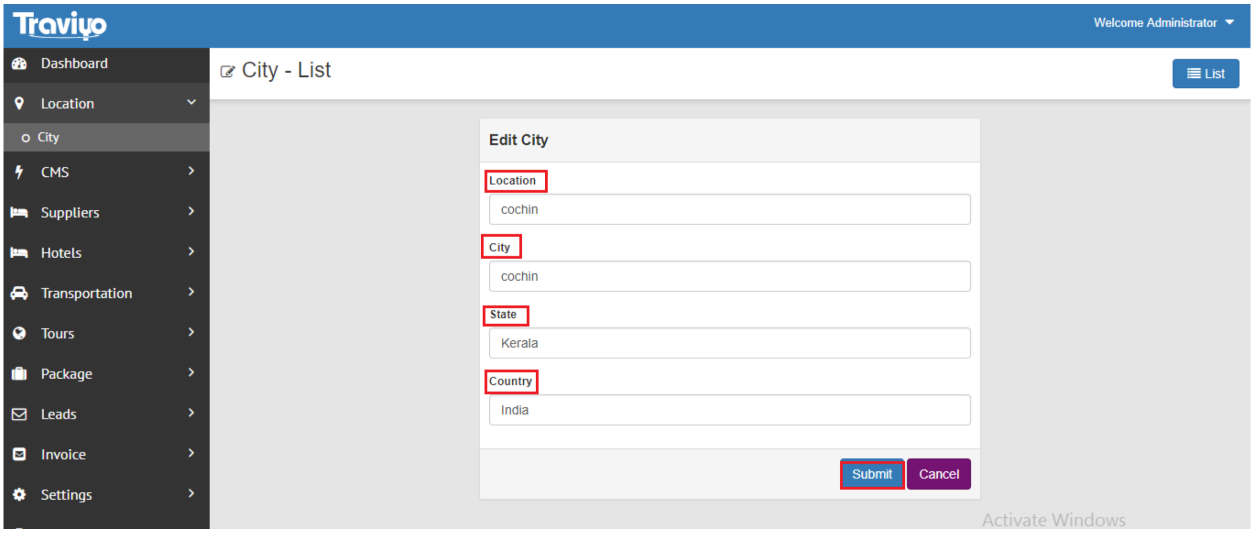
2.2.1. Manage Location

Navigate to **Location=>City** menu option to add cities for what you want to create your packages. For adding cities you will click add button which is highlighted on the below picture. After adding a city it will add to the city list which is appear in below screen.

2.2.1.1. City



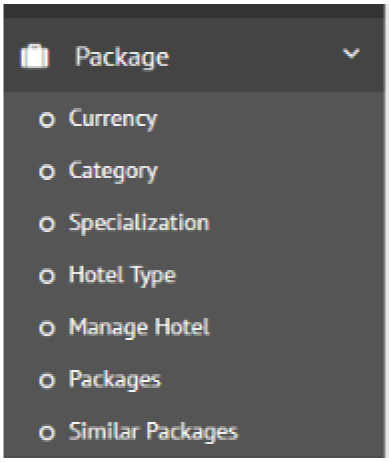
Once you will click on add button one form will open with option to add city information, you can add location, city, county and state for what you want to create your packages. But Location is for the conformation of the city. After filling all of the fields click on submit button.



2.2.2 Manage Packages for your website and quotation

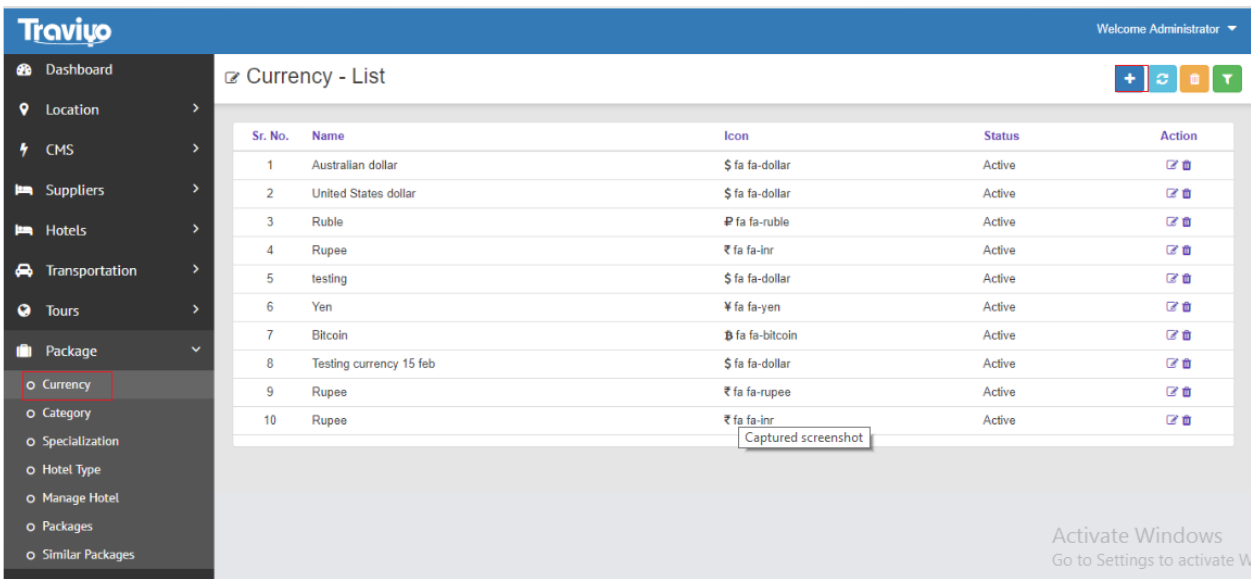
There are few set up instruction you need to follow before adding any new packages to your website, to manage those basic criteria for packages which is used for each packages we set up them in to a master setting so that you can adding them at once and use every time while you are adding any packages to your system as I defined all those master setting below.

Now click on package module after clicking on package module, sub module will display on the screen. For creating the package there are multiple sub module such as currency, category, specialization, hotel type, manage type, packages and similar packages.

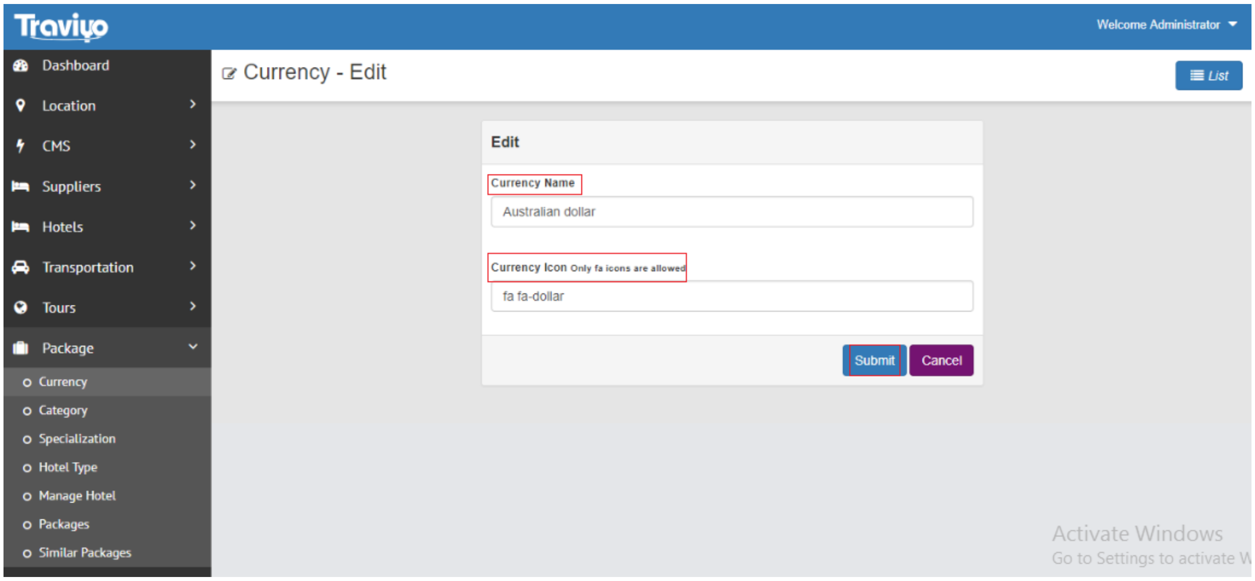


2.2.2.1 Currency

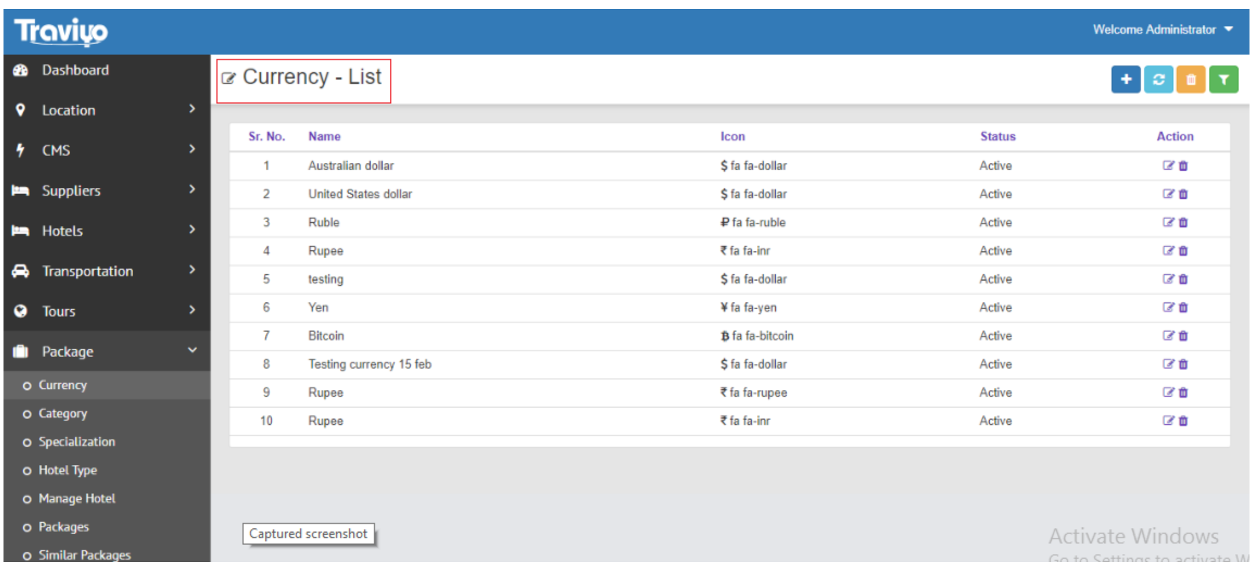
For creating package first click on currency then you will see add option on top right corner as highlighted on the picture below.



After clicking on add you can add currency name and currency icon as shown on the picture below. After adding currency name and icon click on submit.

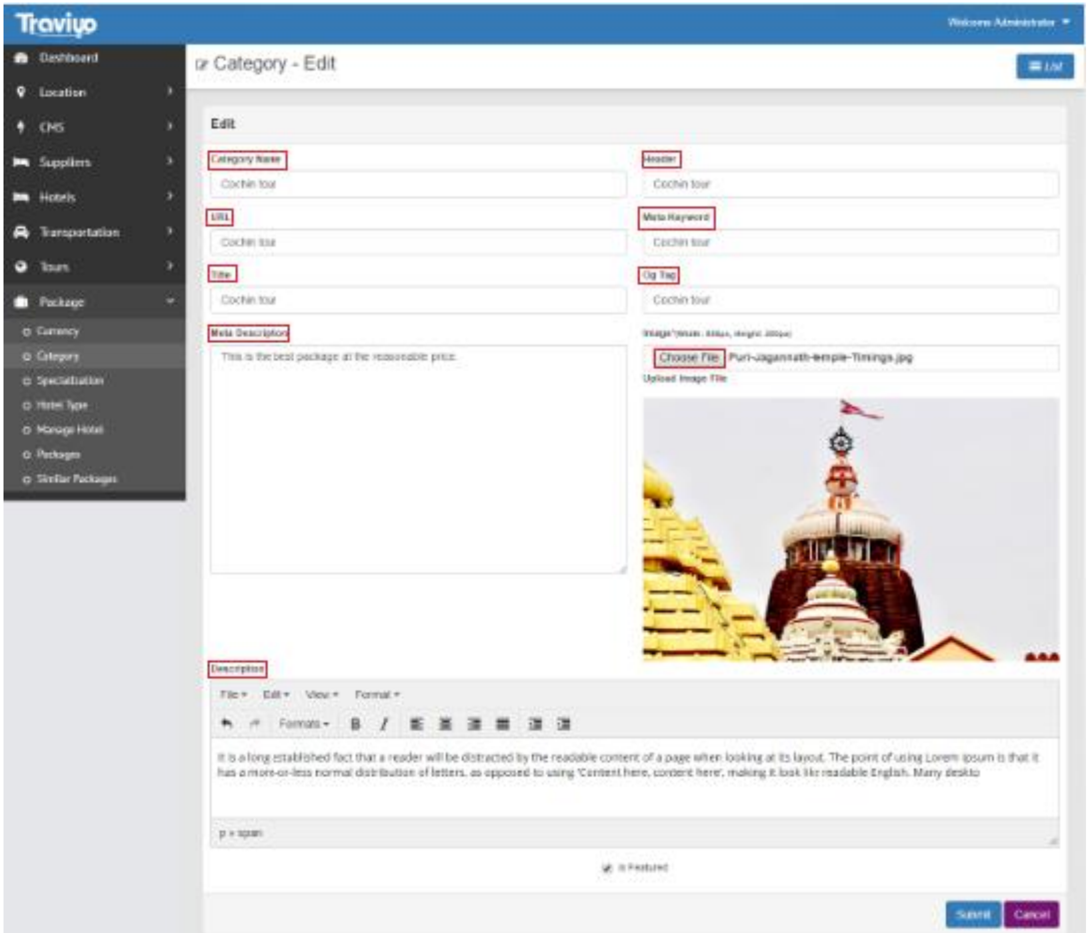


After click on submit currency list will get created as shown on the picture below. The added currency name and icon will display on the screen in currency list.

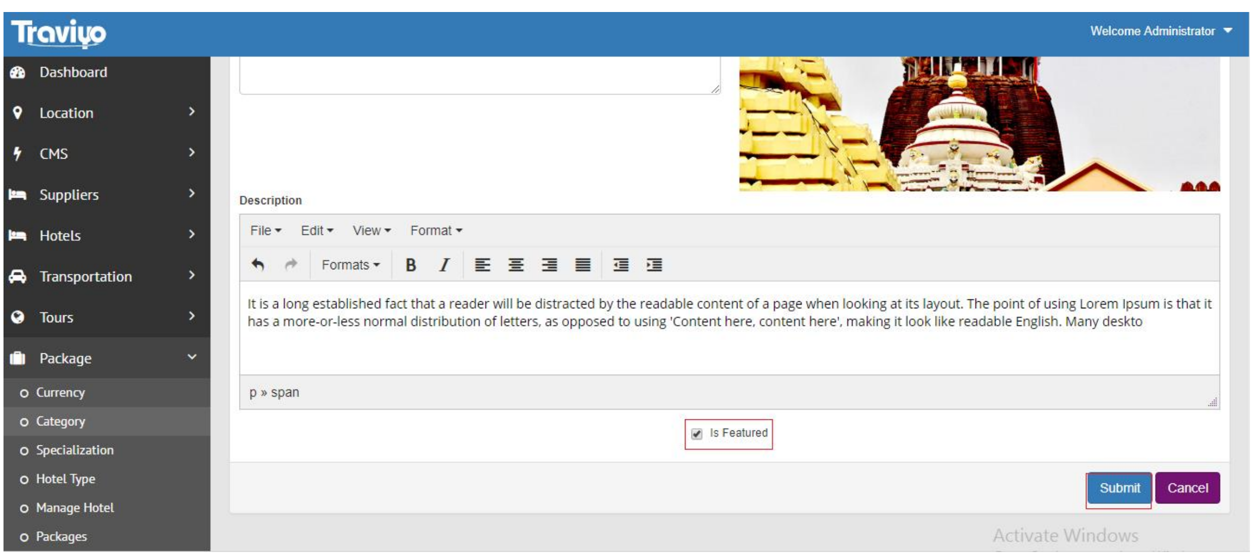


After adding currency you will need to add second sub module which is category, click on category option you will see the add option on top right corner click on that option. Once you click on add option you will see few field as show on the picture below.

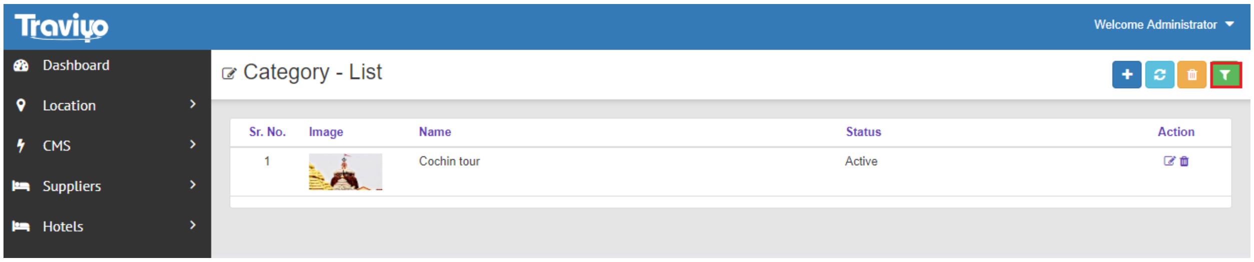
2.2.2.2 Category



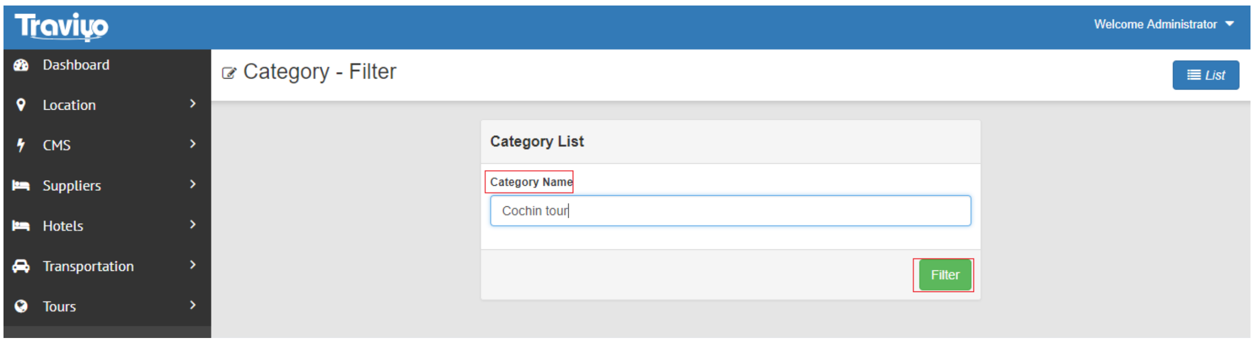
After filling all the fields you will see an checkbox " IS FEATURED", this checkbox is optional if you want to display the category on the menus of your website, check that checkbox otherwise leave it unchecked and click on submit button.



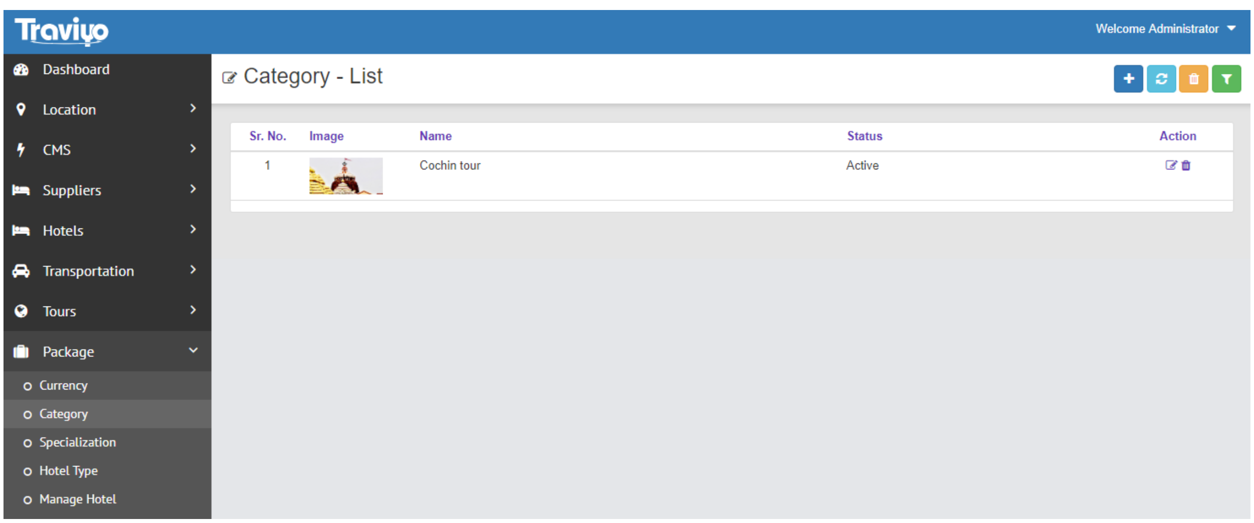
After this if you want to filter any category that you have added click on the top right corner fourth option which is filter option there you can filter your List.



After clicking on filter option below page will open on your screen fill the category name and click on filter.

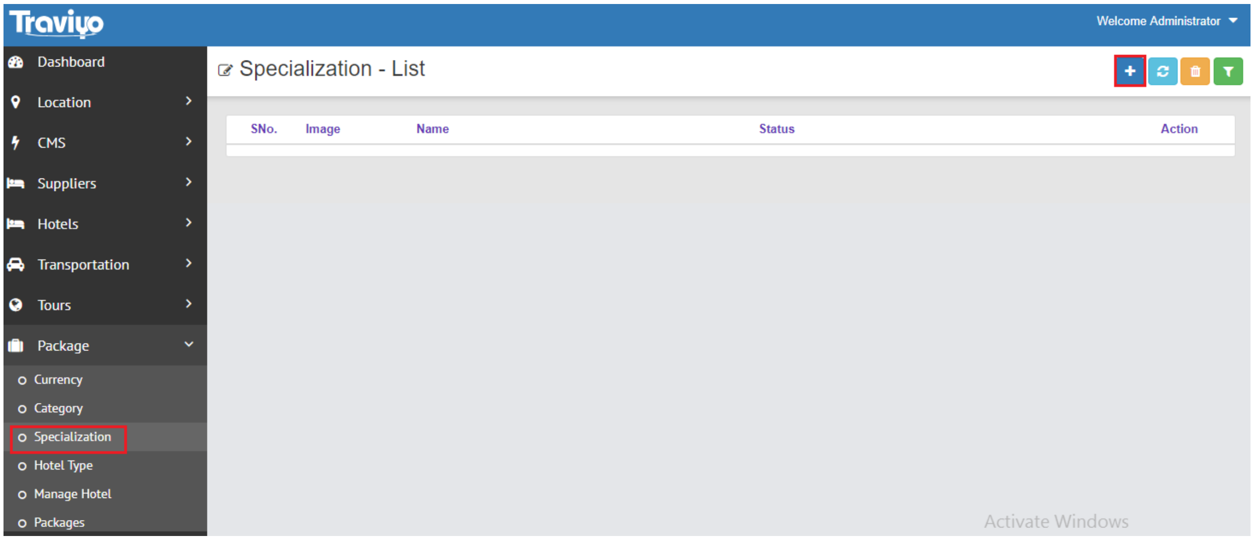


After clicking on filter that particular filtered option will reflect on your screen as shown on the image below.

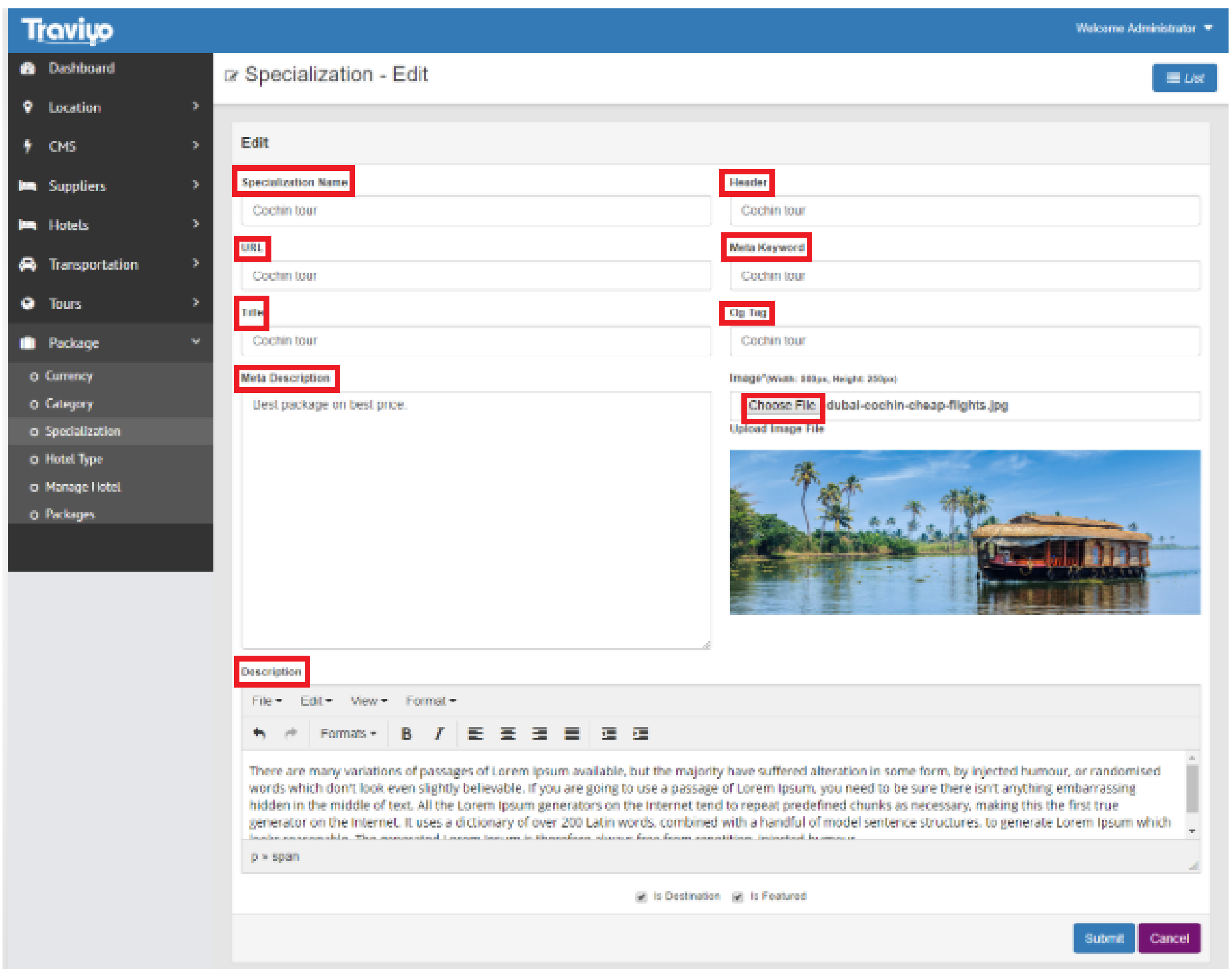


Now after adding category for your package, you need to add specialization sub module, click on specialization you will see add option on the top right corner click on add option.

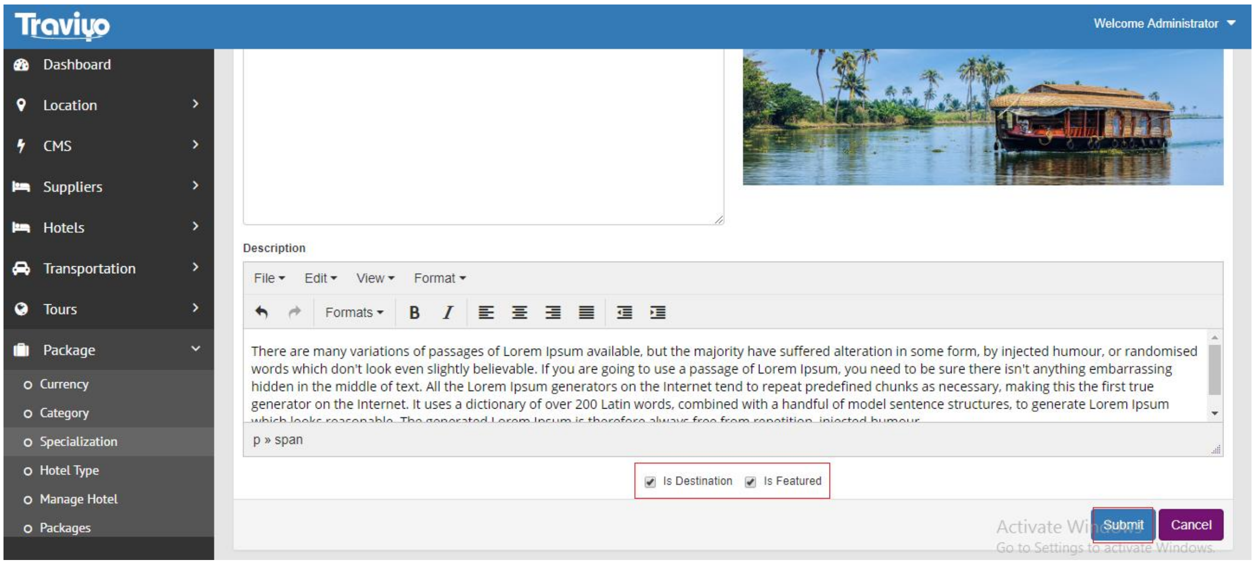
2.2.2.3 Specialization



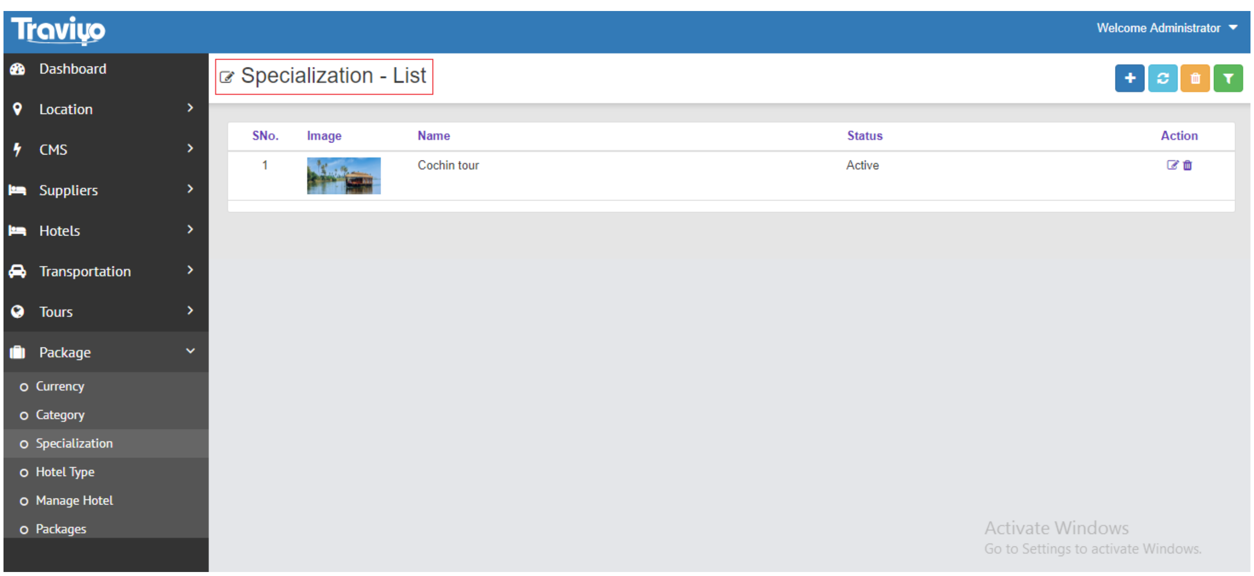
After clicking on the add option you will find few field displaying on the screen as shown in the picture below. Fill all of the fields as per your requirements.



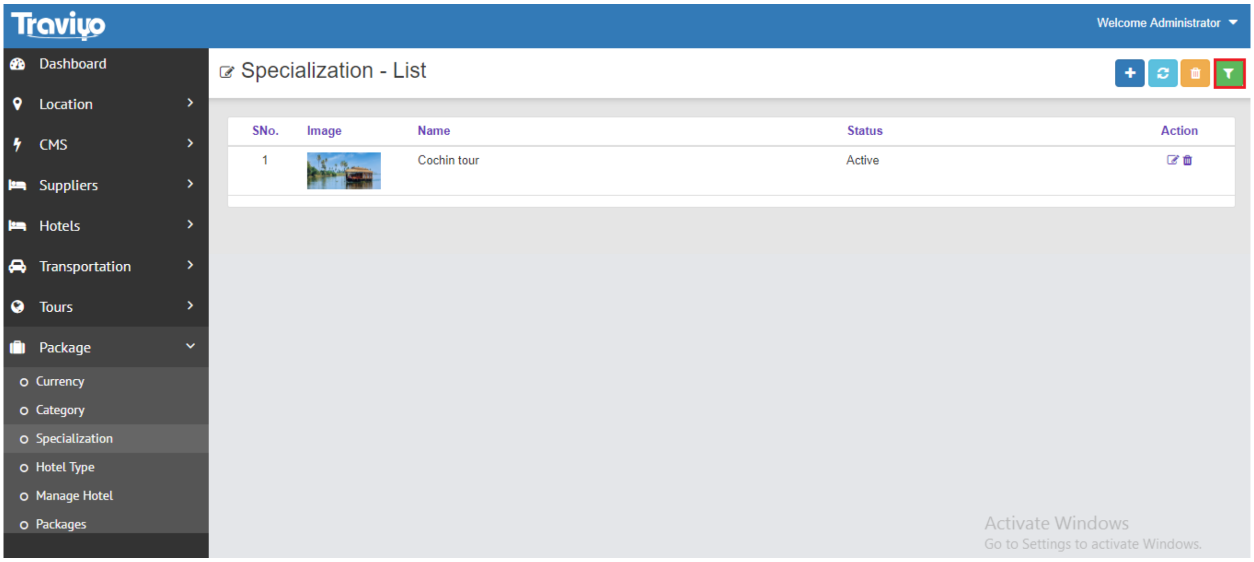
After filling all of the fields you will find two checkbox below “IS DESTINATION” and “IS FEATURED” both of the options are optional if you want to display this specialization on the menus of your website check in “IS DESTINATION” checkbox otherwise leave it unchecked similarly if you want to display this specialization on the home page of your website check in “IS FEATURED” checkbox otherwise leave it unchecked and click on submit button.



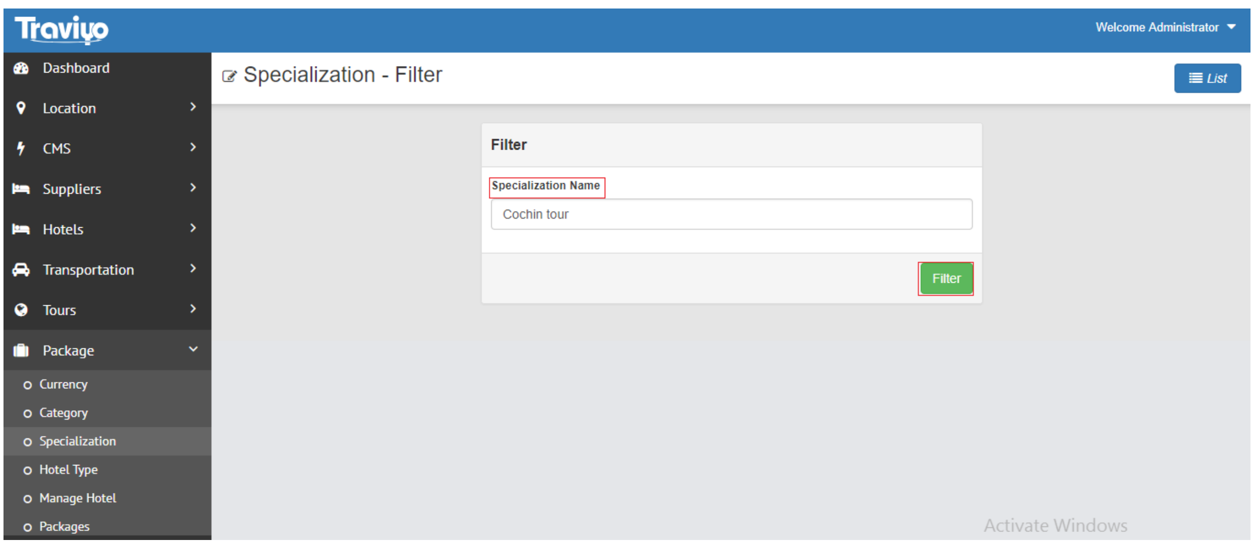
Once you will click on submit button you will see the specialization list that you have added.



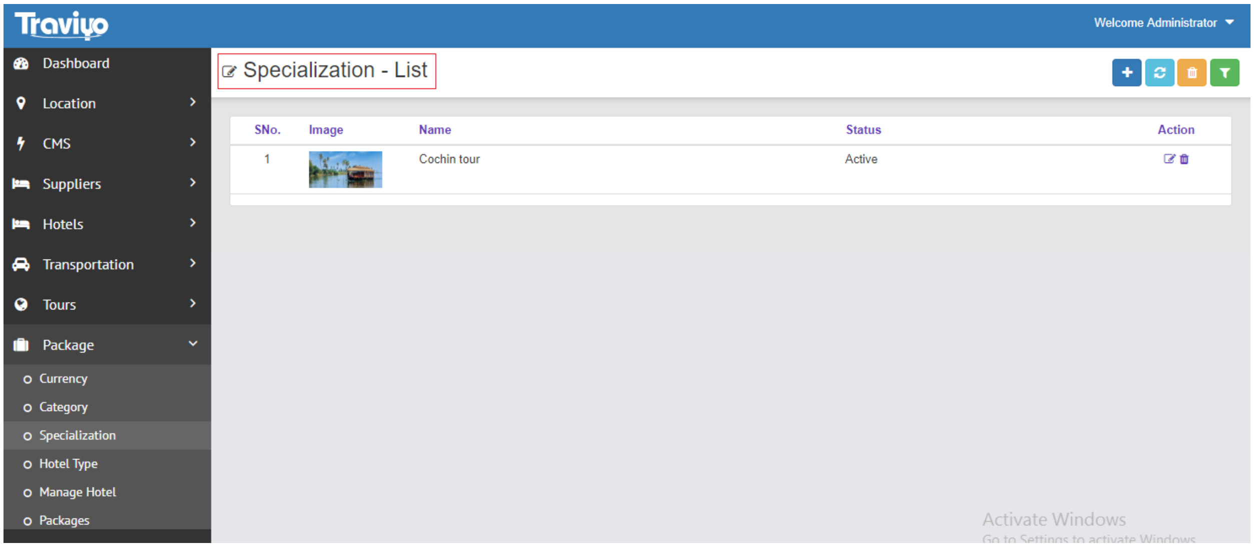
After this if you want to filter any specialization click on the top right corner fourth option which is **filter** option there you can **filter** your list.



After clicking on filter below page will reflect on your screen, add your specialization name and click on filter.

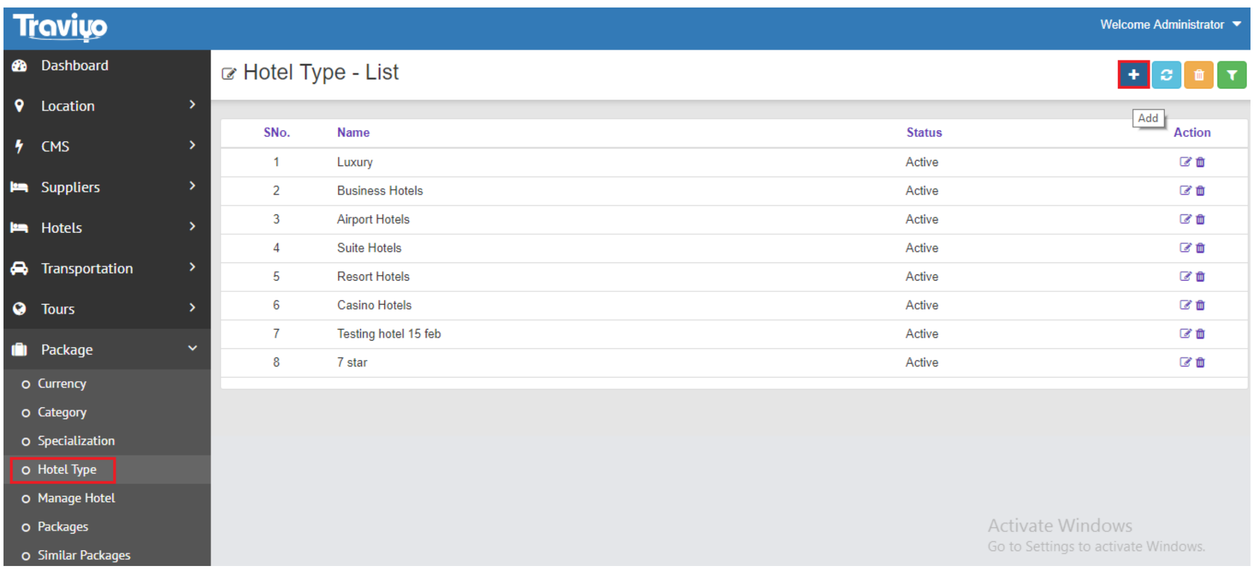


When you will click on filter option below page will reflect on your screen.

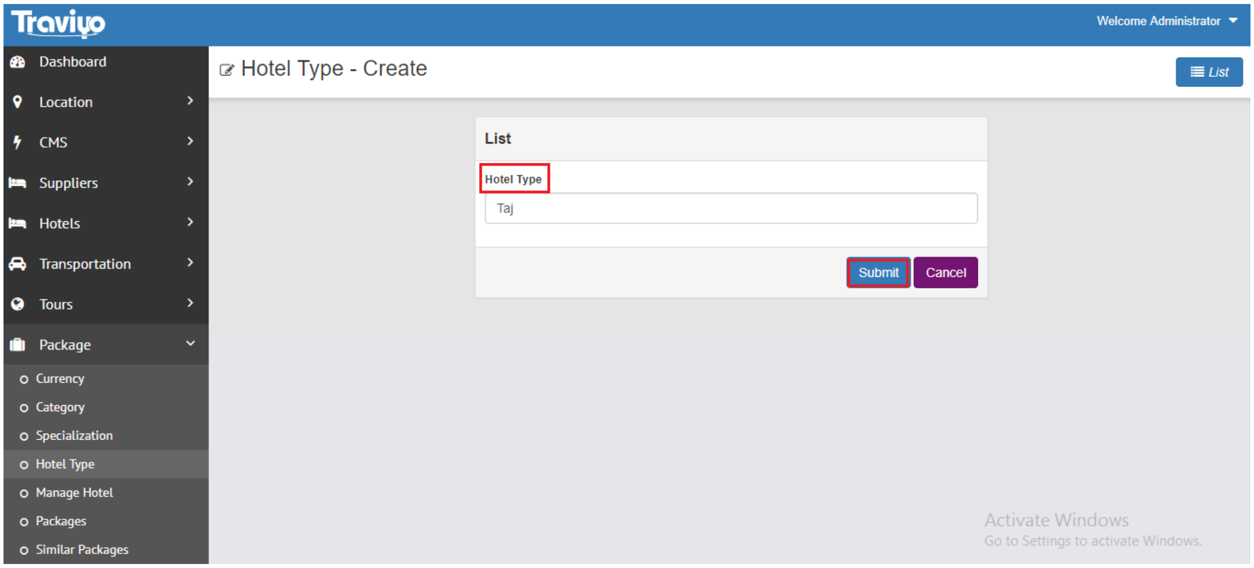


After that you need to add hotel type for creating package. To add hotel click on sub module **"Hotel Type"**, you will see add option on the top right corner click on add option.

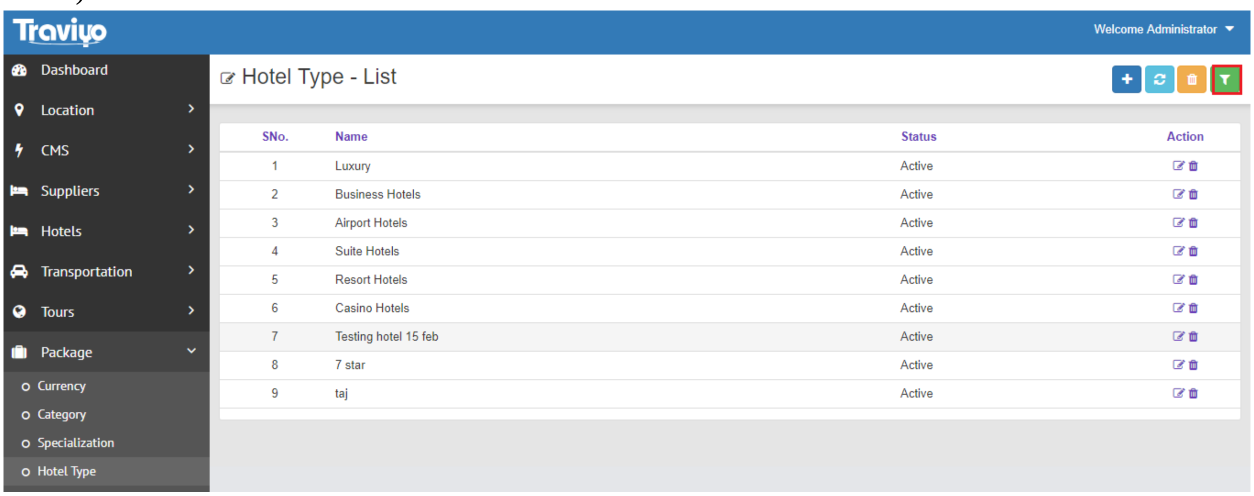
2.2.2.4. Hotel Type



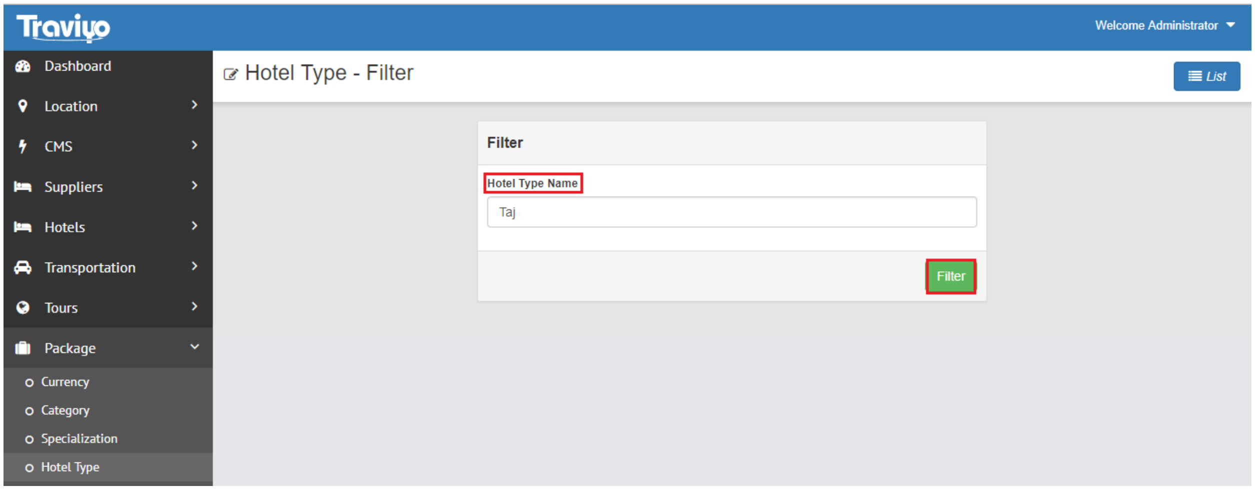
After clicking on add option you will see few fields displaying on the screen as shown in the picture given below. User need to fill out those fields and click on submit Button.



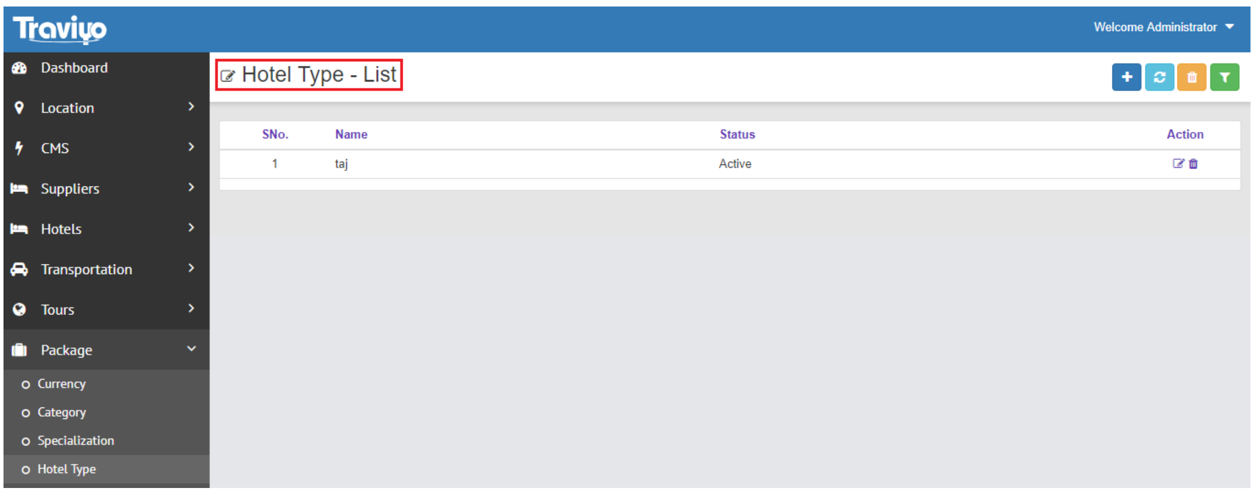
After submitting the form, user can see the added **Hotel type List**. After this if you want to filter any **Hotel Type** click on the top right corner fourth option which is filter option. (Shown on the picture below) .



After clicking on filter below page will reflect on your screen, add your hotel name and click on filter.



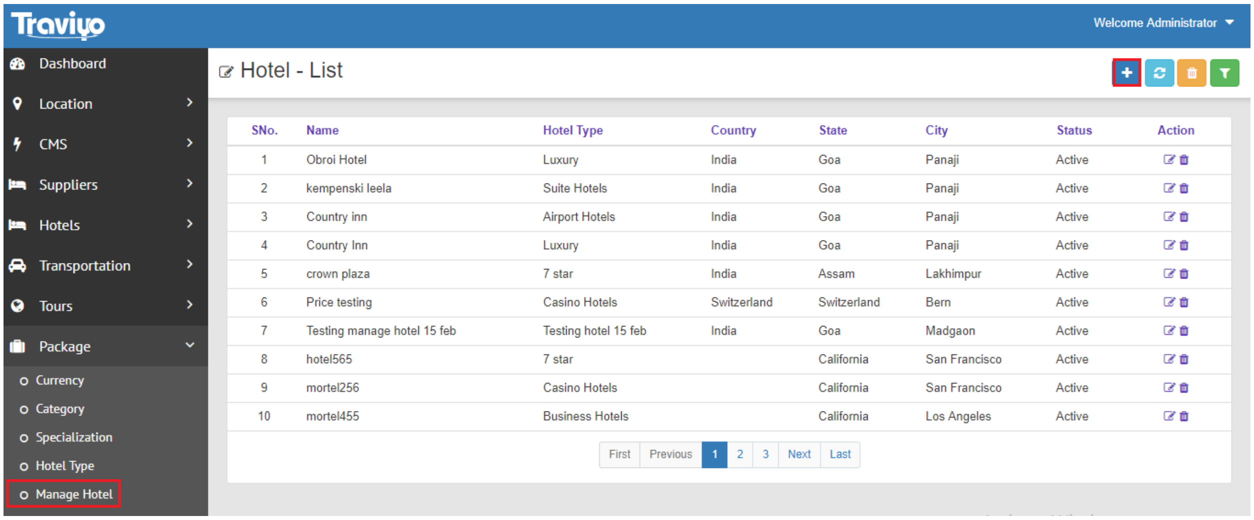
After clicking on filter your hotel will get filtered as shown in the picture below.



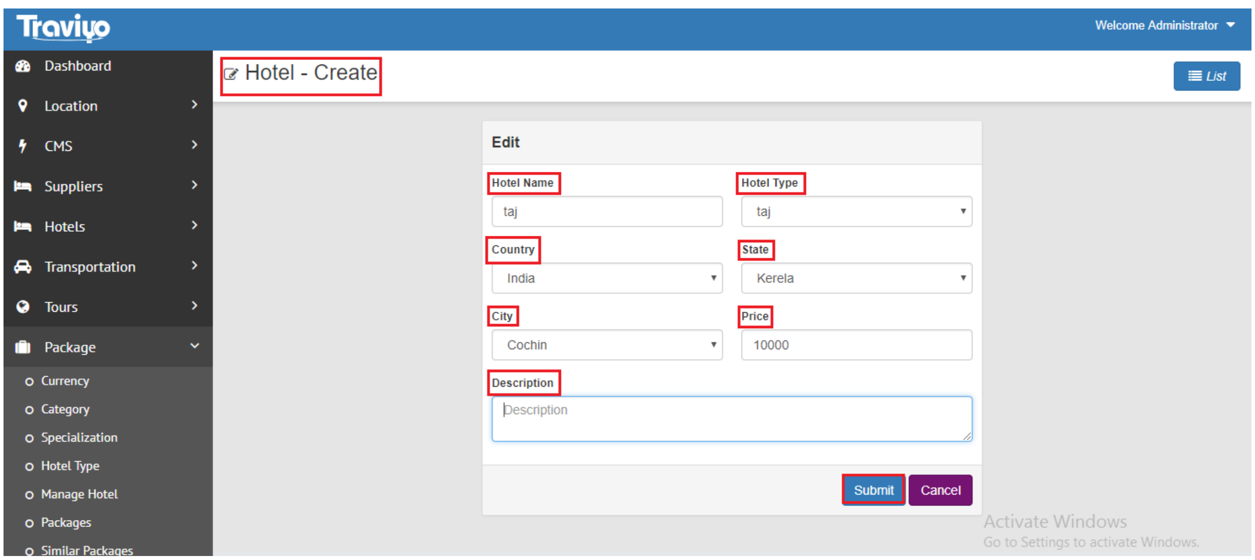
2.2.2.5. Manage Hotel

After that you need to **Manage Hotel** for creating package.

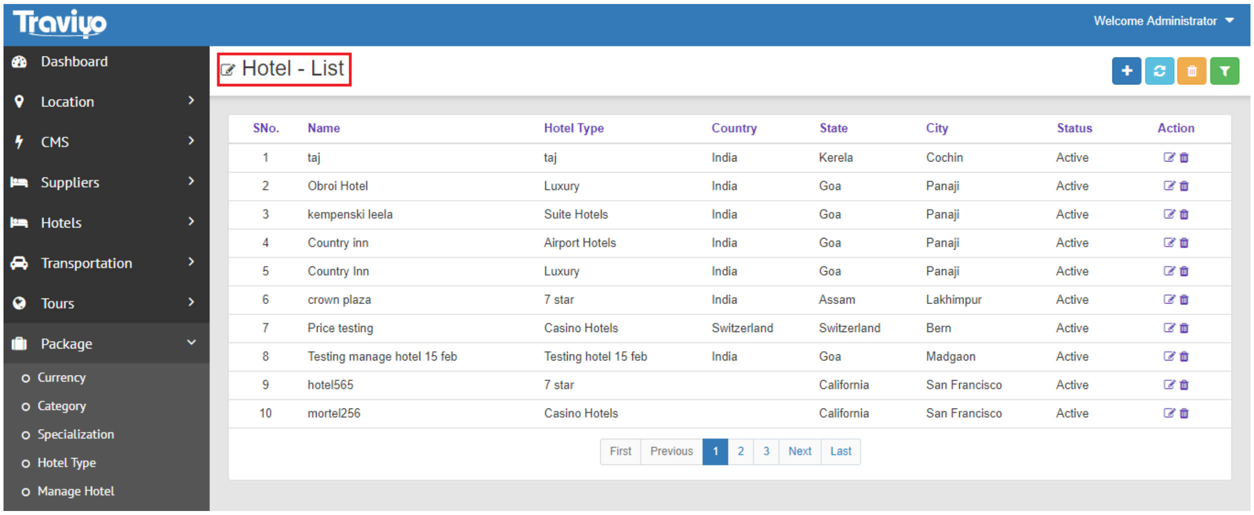
To manage hotel, click on sub module **"Manage hotel"**, you will see add option on the top right corner click on add option.



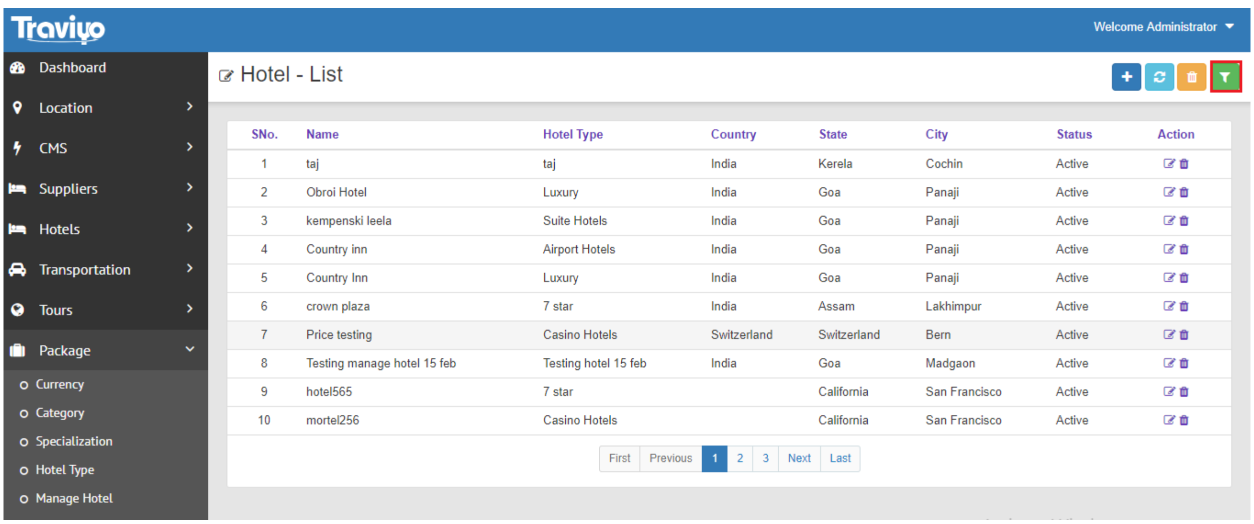
After clicking on add option you will find few fields displaying on the screen as shown in the picture below. User need to fill out those fields after filling fields click on submit option.



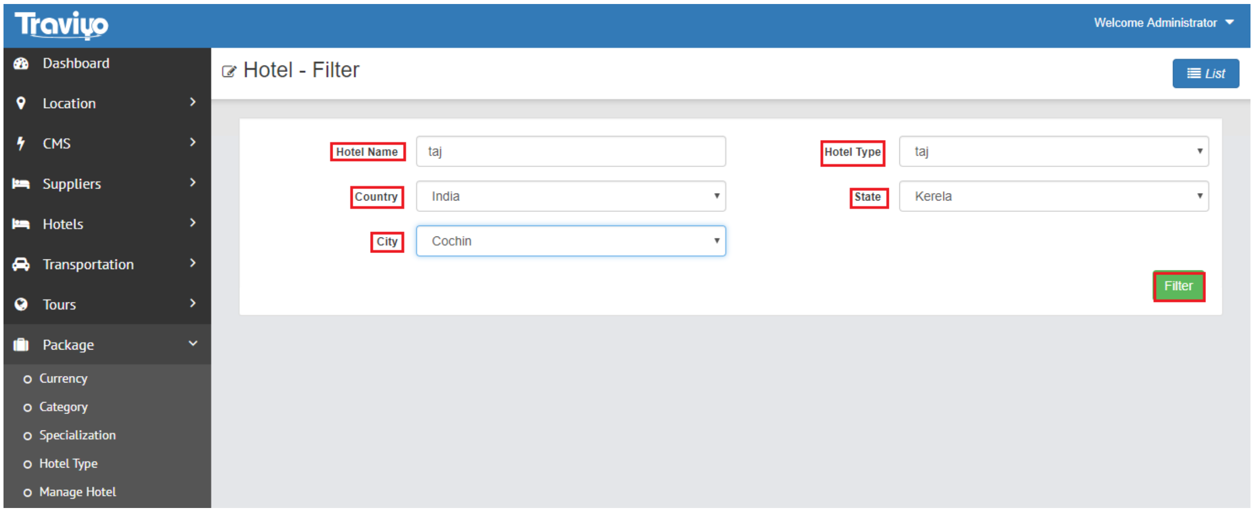
After submitting the form, User can see the managed hotel list.



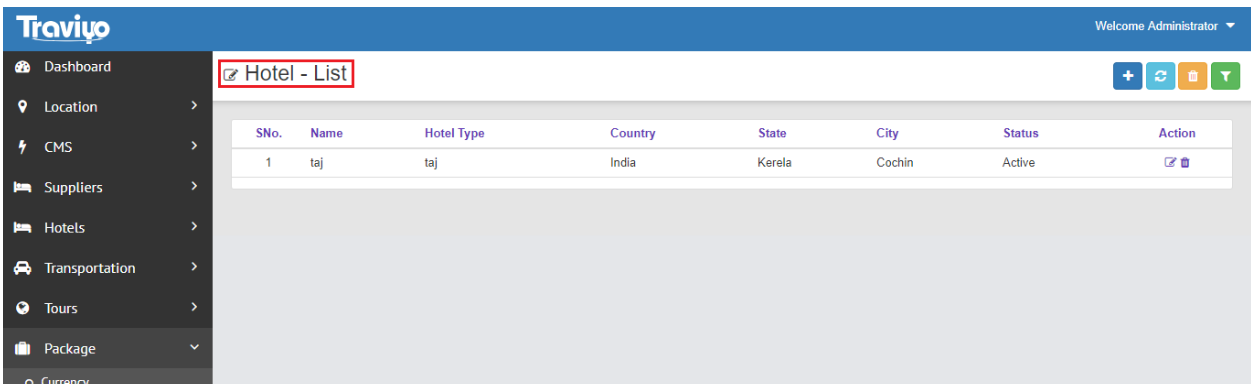
After this if you want to filter any managed hotel, click on the top right corner fourth option which is filter option there you can filter your options.



After clicking on filter below page will reflect on your screen, add your specialization name and click on filter.

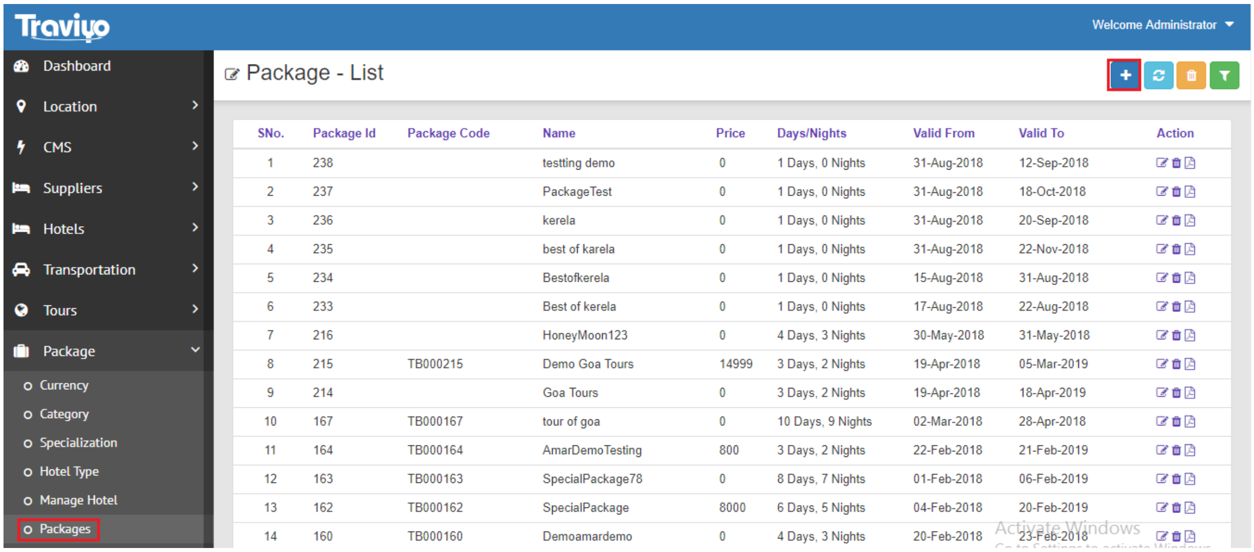


When you will click on filter option you will see filtered list on your screen as shown on the picture below.



2.2.2.6. Packages

After manage hotel now you will click on sub module **"Packages",** to add package details, after clicking on Packages you will see add option on the top right corner click on add option.

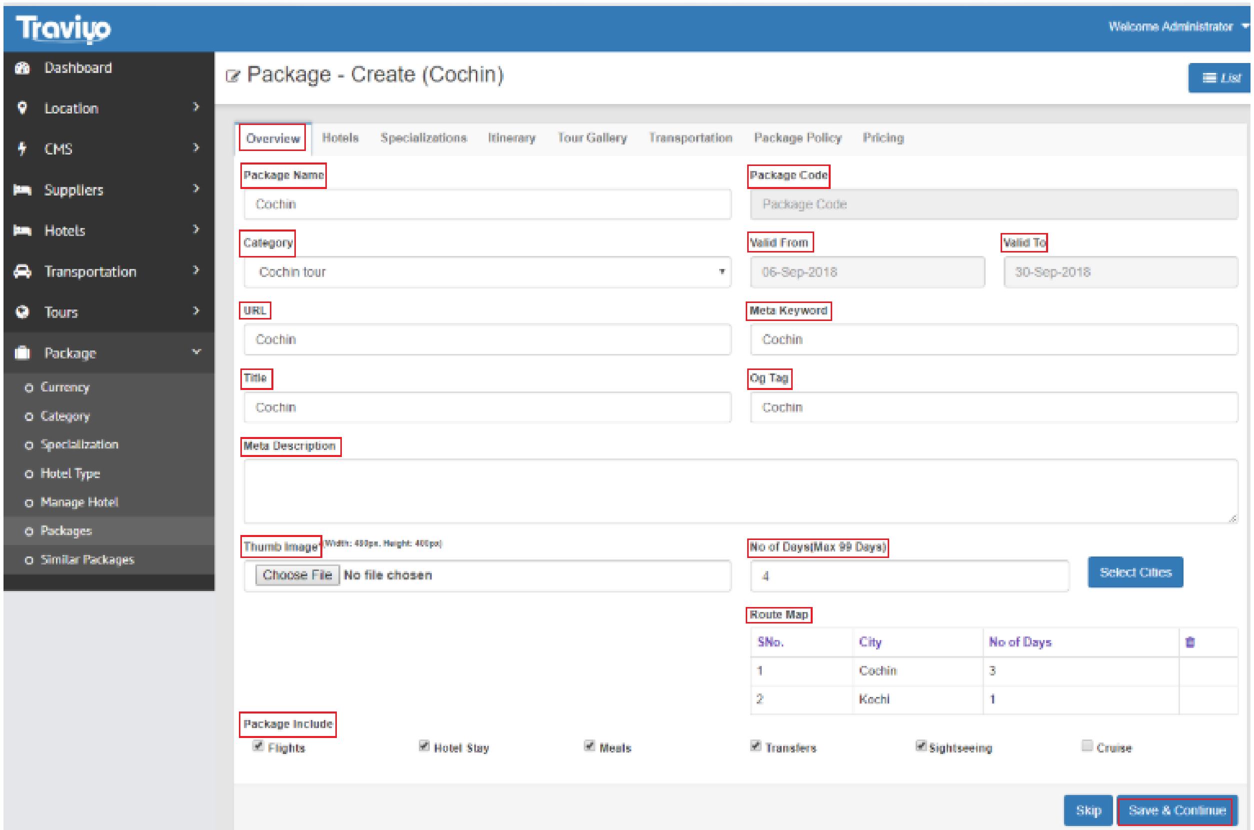


After clicking on add first option of packages will reflect on screen which is **"Overview"** option you will see few fields displaying on the screen as shown in the picture given below. User need to fill all the fields as all the options are compulsory to attempt.

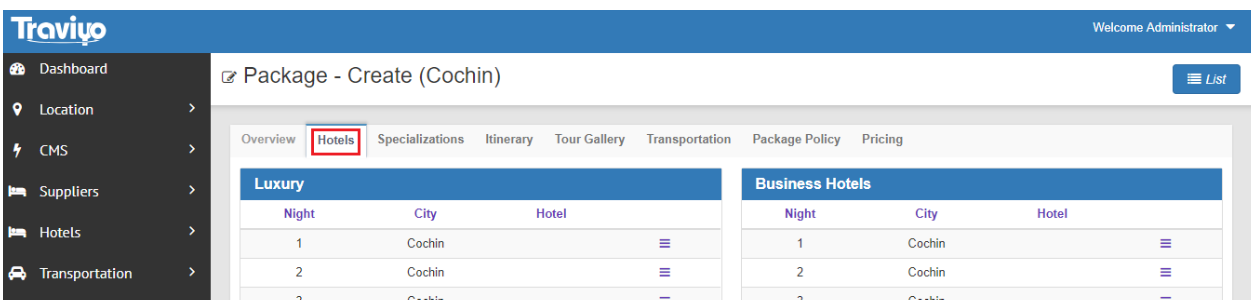
Now add **no. of days** after adding no. of days click on select city option which is highlighted on the picture above. Now add city and the no. of days (ki kitane din kon c city mai stay krne vale hai)

For eg.= You added location for Kerala there you are going to visit 2 place i.e. cochin and munnar . now you added no. of days = 4 days, then you cickd on select city option there u selected your city as Cochin and no. of day for tour in cochin you selected 2 days for cochin, then again you will asked to add city and days is that you add your city as munnar and remaining days will be added now that is 2 days.

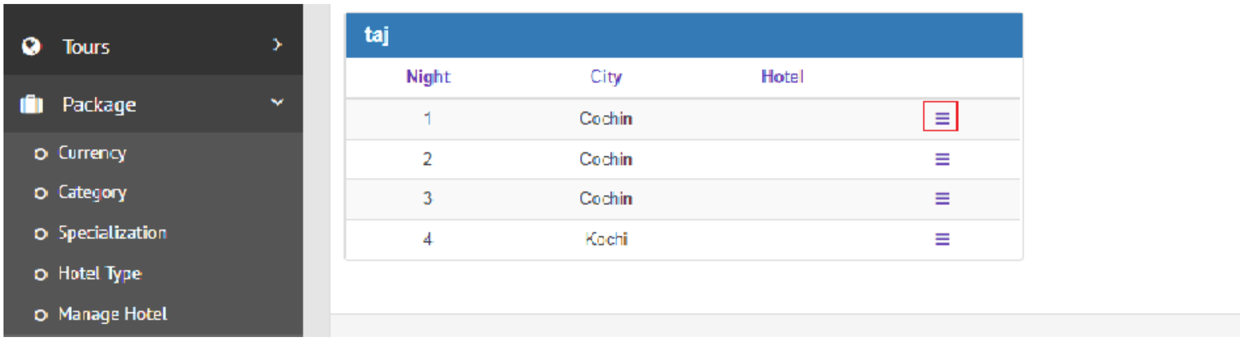
Now the list of the days will reflect on the screen below as "route Map" now fill remaining field and click on save and continue.



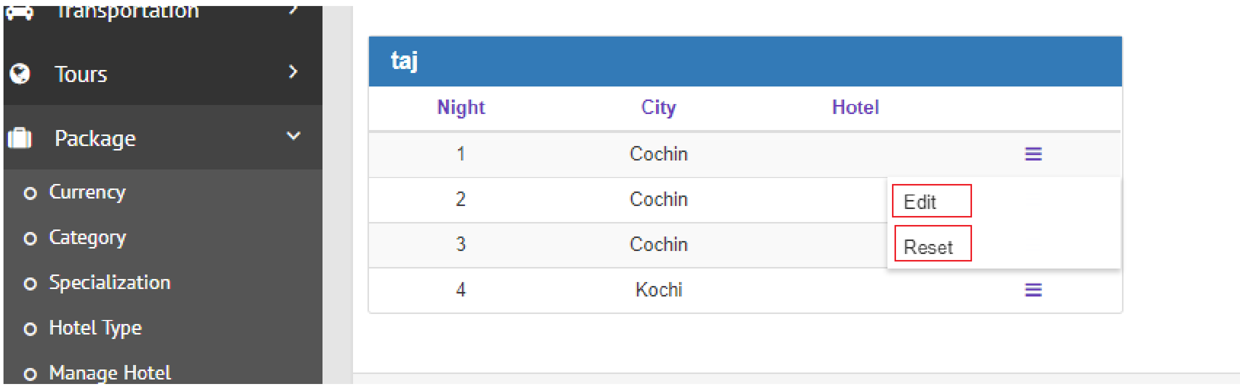
After clicking on save and continue next page will automatically open on screen that is **hotels**.



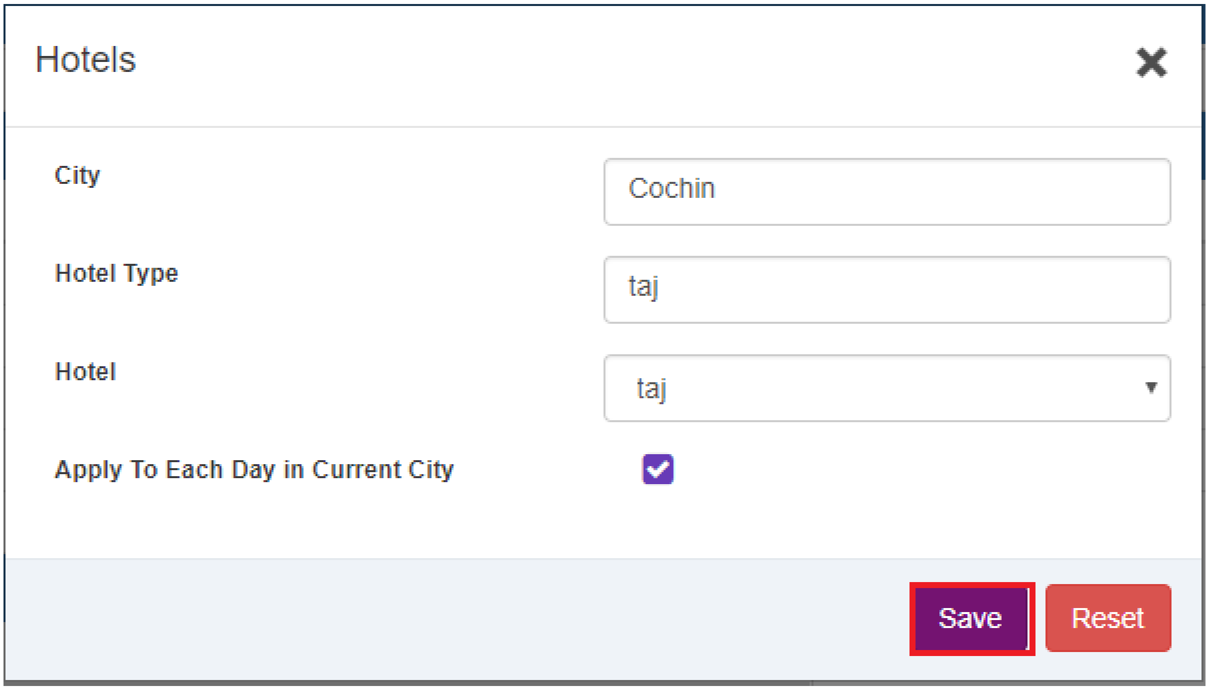
Now here you can add hotel according to city and the hotel type. For adding hotel and city you will first find that hotel you added earlier on hotel type and click on the side three horizontal lines as highlighted on the picture below.



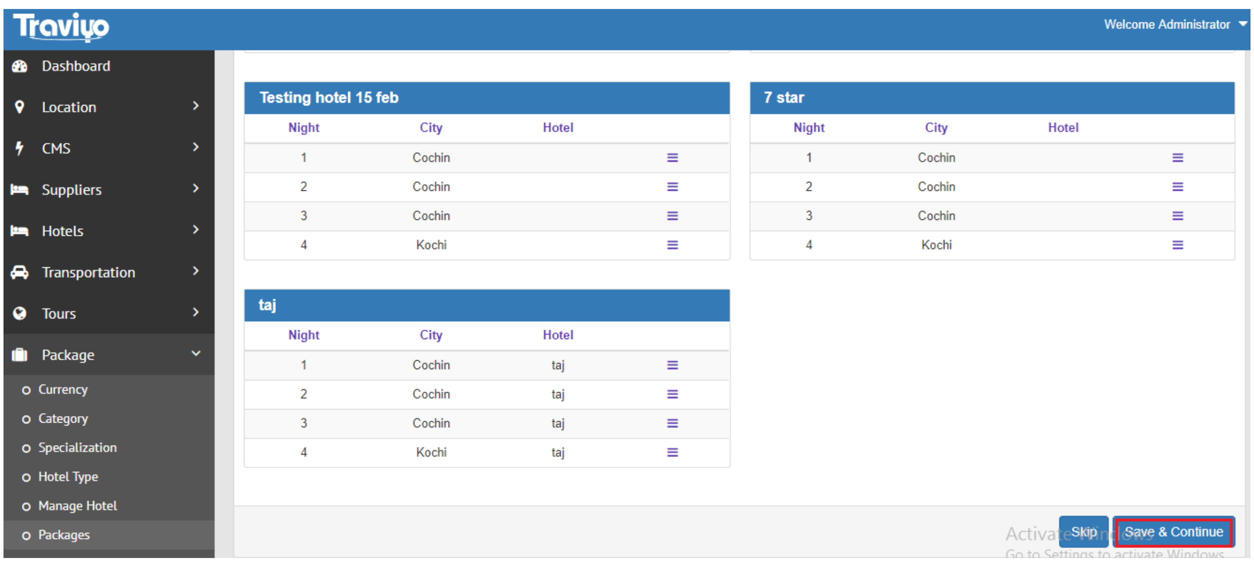
After clicking on that option you see 2 options **"Edit and Reset"** click on edit to add your hotel and your city, you can see the option highlighted below.



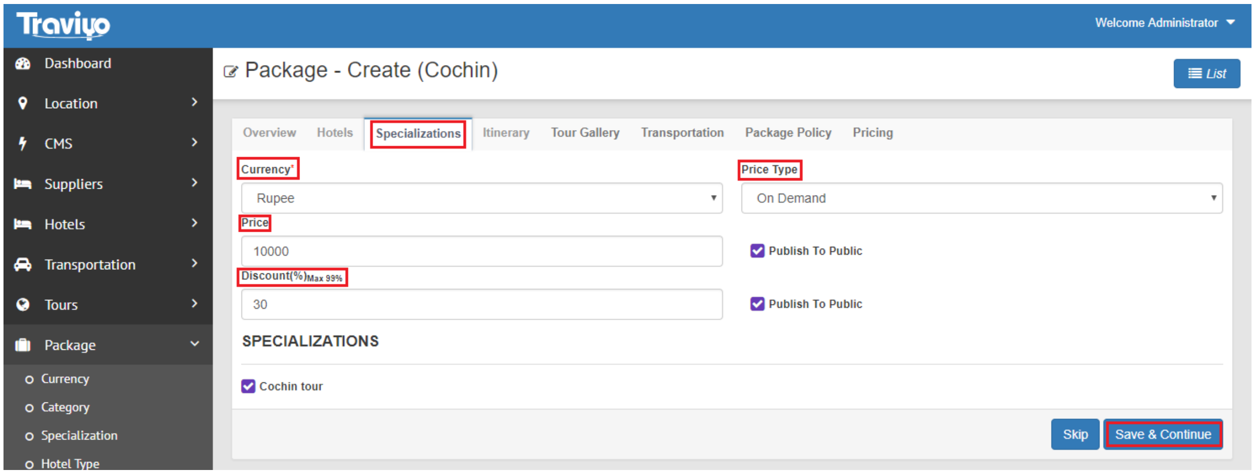
Click on Edit option to add the hotel and city below option will display on your screen, fill all of the options **(City, hotel type and hotel)** and the last option is **Apply to Each Day in Current City** if you want to add same hotel for all days then only check this option otherwise leave it unchecked. And click on **save**.



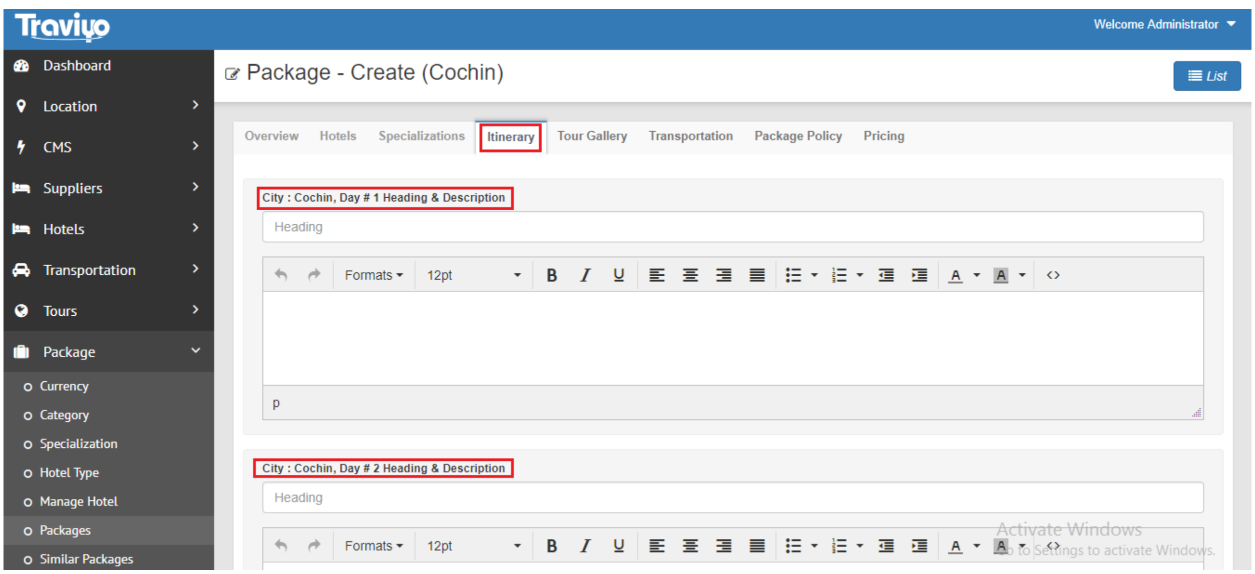
Now click on save and continue option and proceed to next option

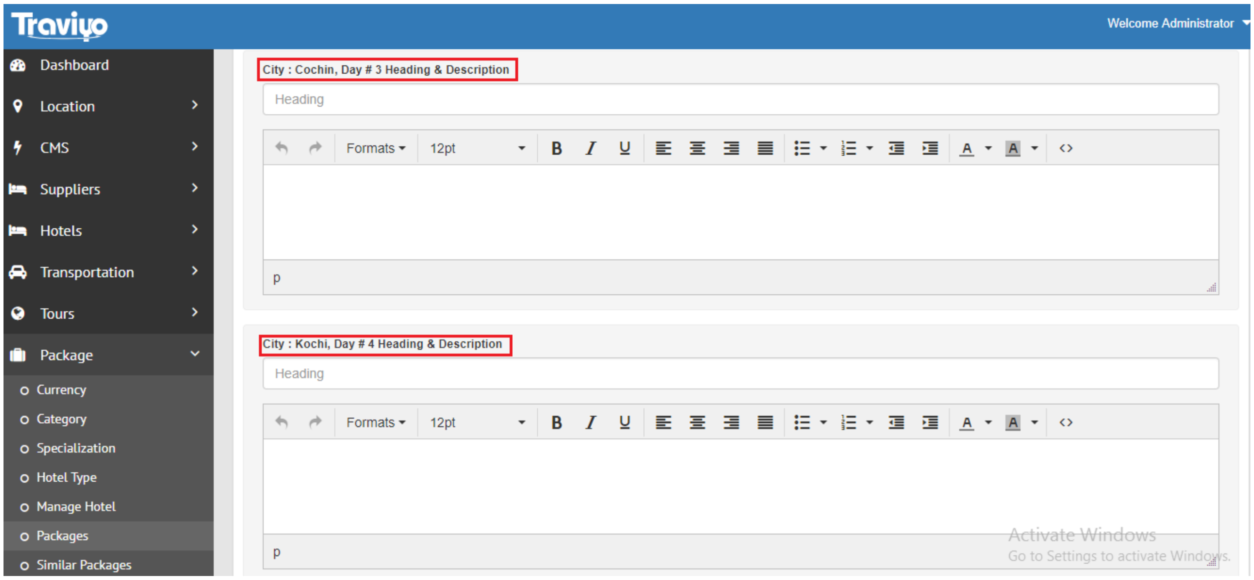


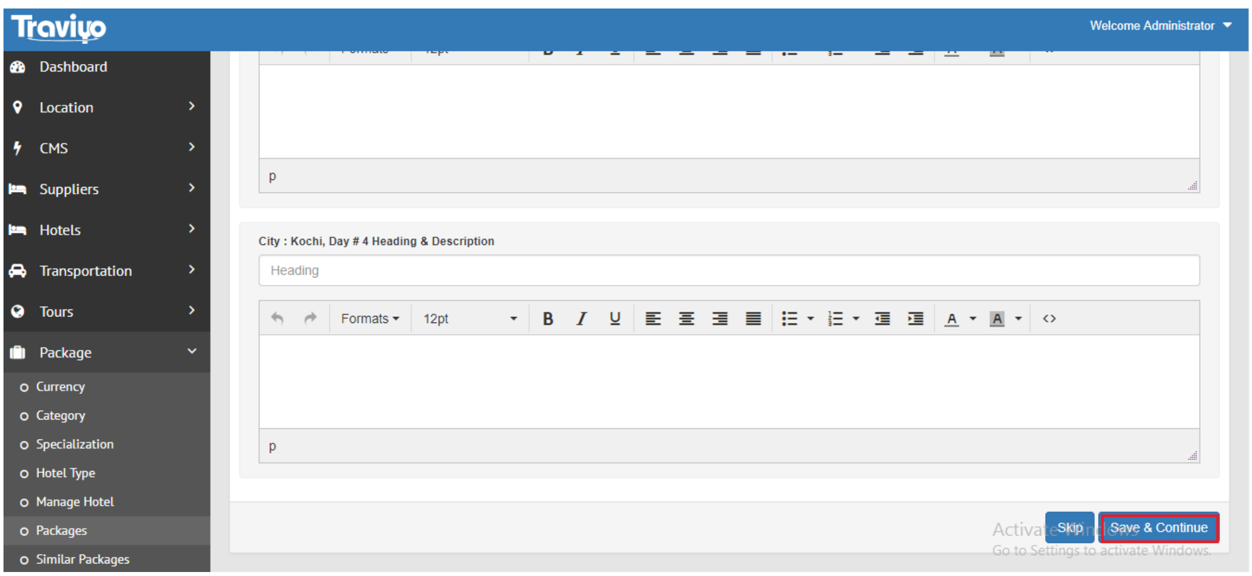
After adding hotel now next option will continue that is specialization now here fill all of the fields as per your requirements and click on **save and continue** option.



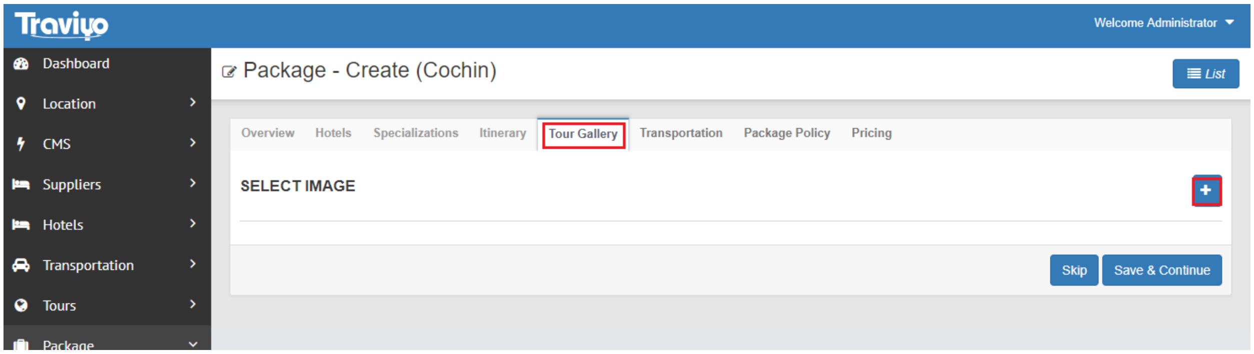
After adding specialization fields now next option will continue that is itinerary now here you can add day wise itinerary here. After adding itinerary click on **save and continue** option and proceed. You can see all the options below.



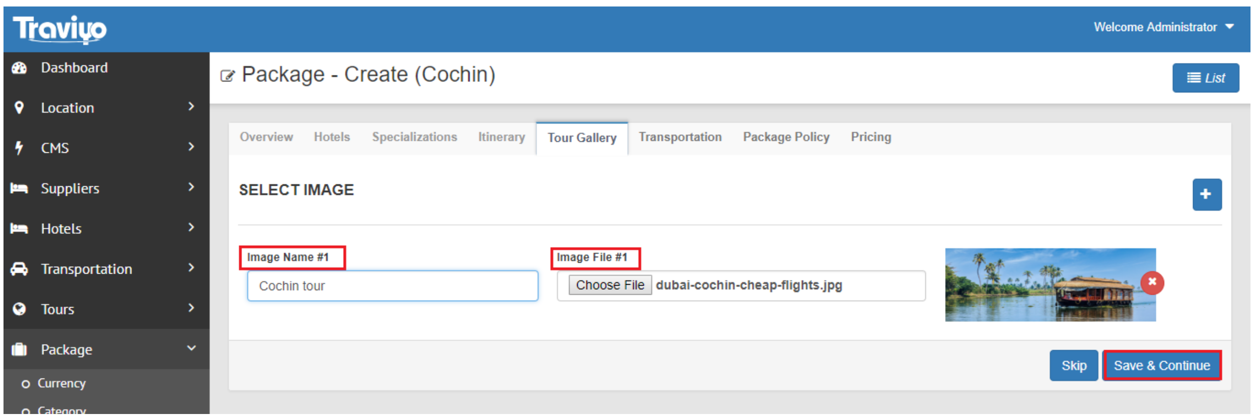




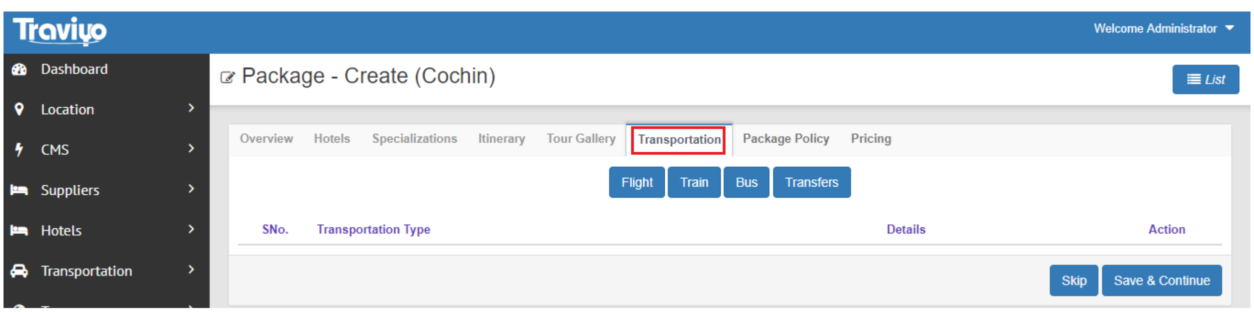
After adding itinerary next option tour gallery will reflect on your screen. Here you will see add option at right corner which is highlighted on the picture below click on that option to add image.



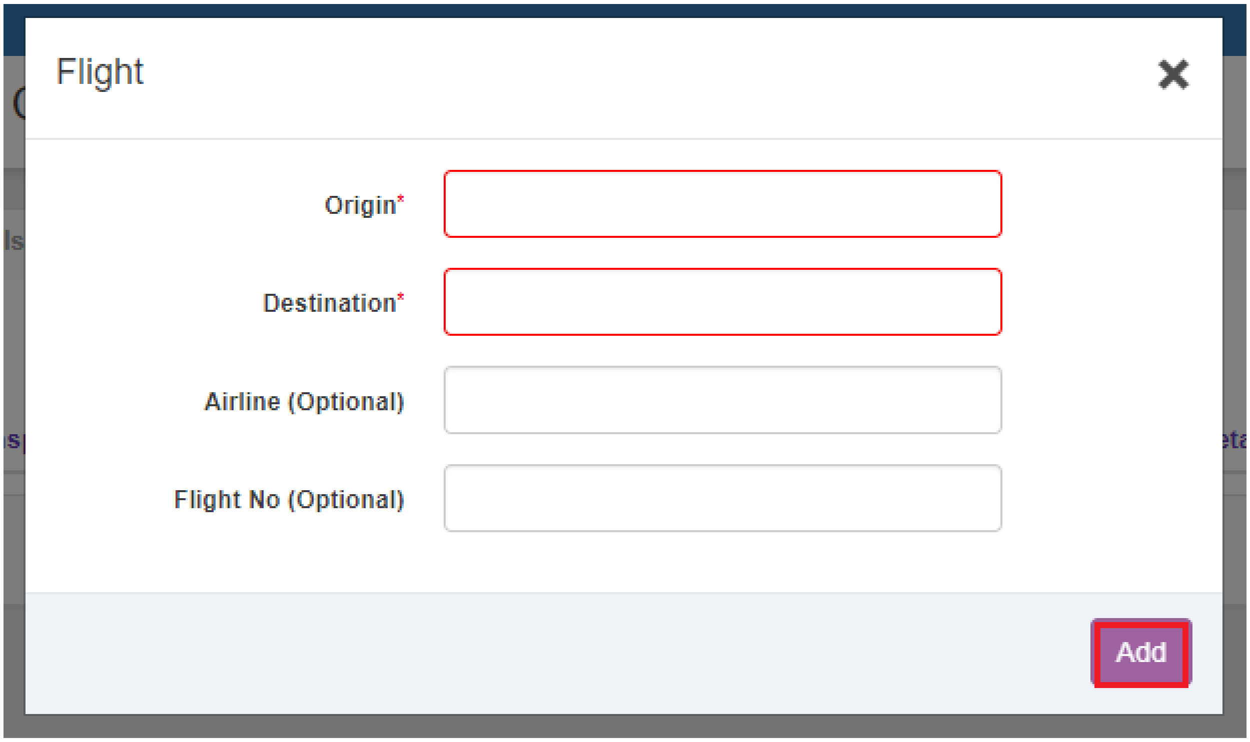
Now for adding image in your package click on **choose image** and select a suitable image for your package, also name the image in **image name** field as shown on the picture below. Now click on save and continue option.



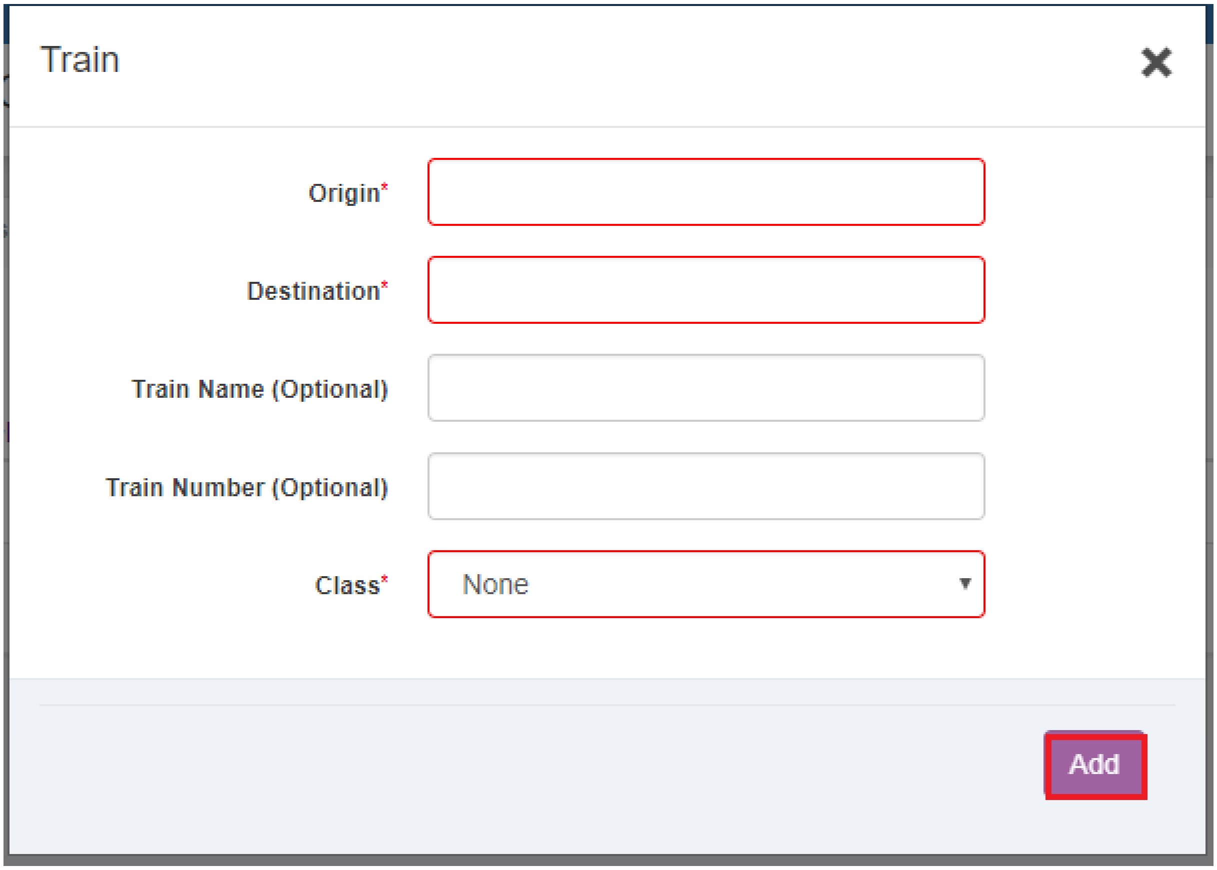
After adding tour gallery next page will continue of your package that is transportation. In this field there are four option flight, train, bus and transfers.



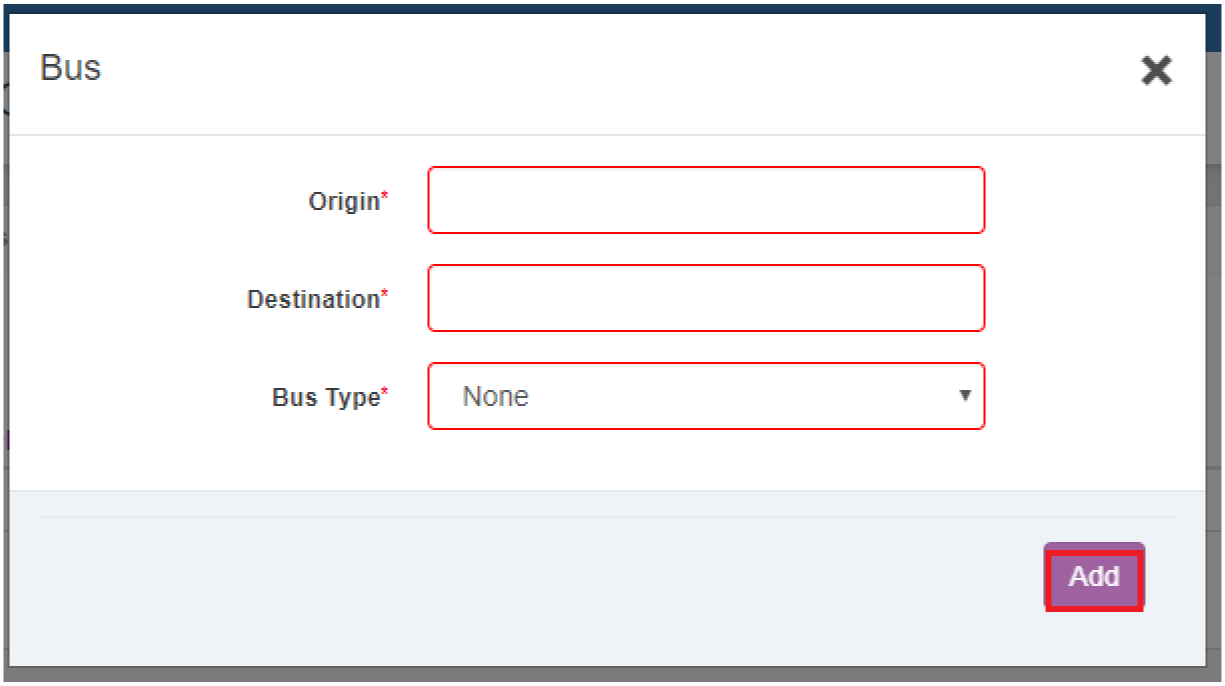
Flight: click on flight some fields will reflect on your screen those are origin, destination, and airline and flight no. Airline and flight no. is optional.



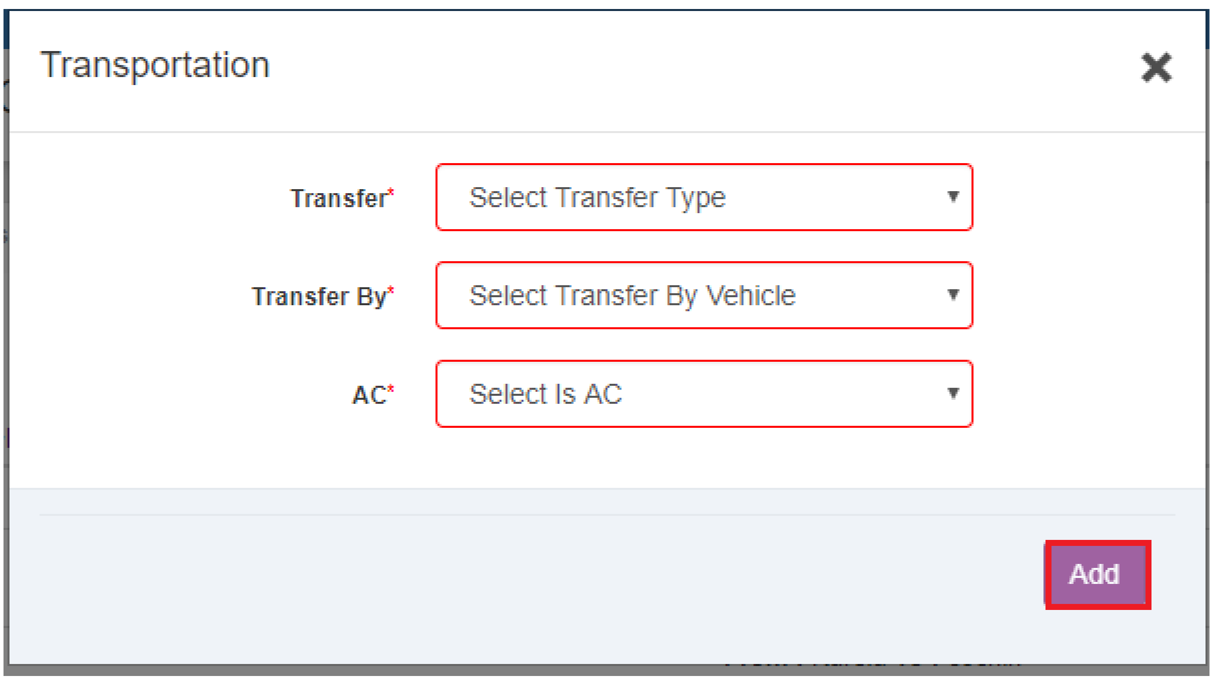
Train: Click on train few field will you see on screen as shown on the picture below. The fields are Origin, Destination, Train name, train number and class, but train name and train number is optional.



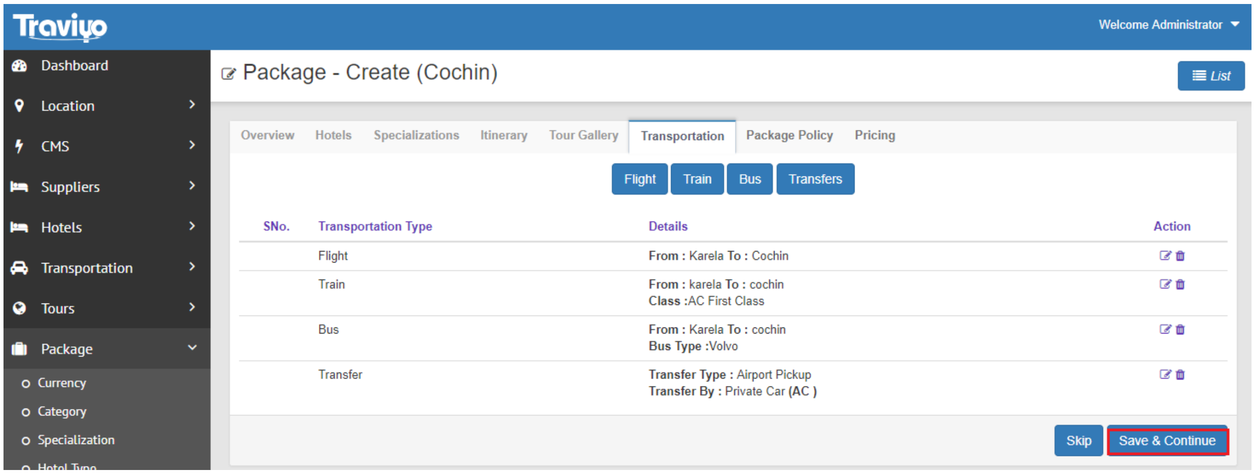
Bus: click on bus few fields will reflect on your screen that is Origin, destination and bus number in this all of the fields are compulsory to fill.



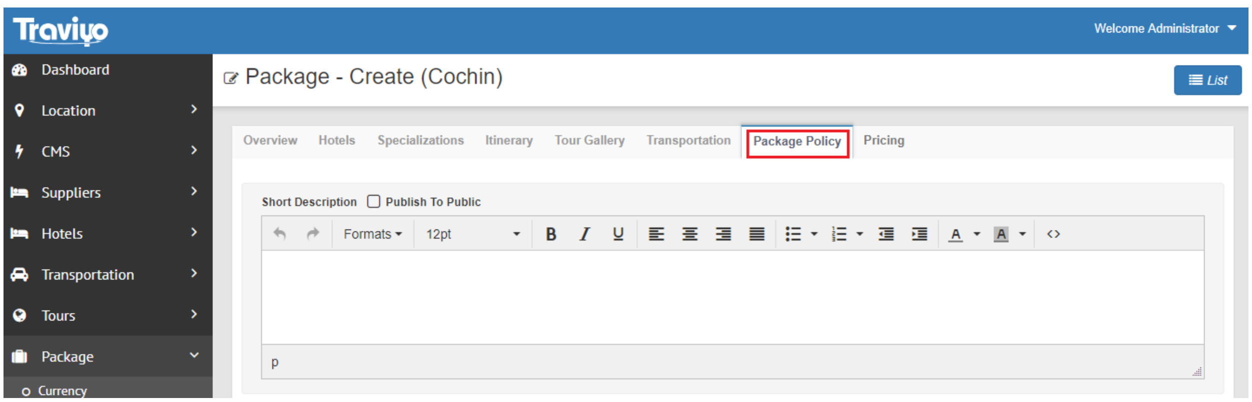
Transfer: click on transfer option in this section you will see options over there those are transfer, transfer by and AC. All of the fields are compulsory to fill.



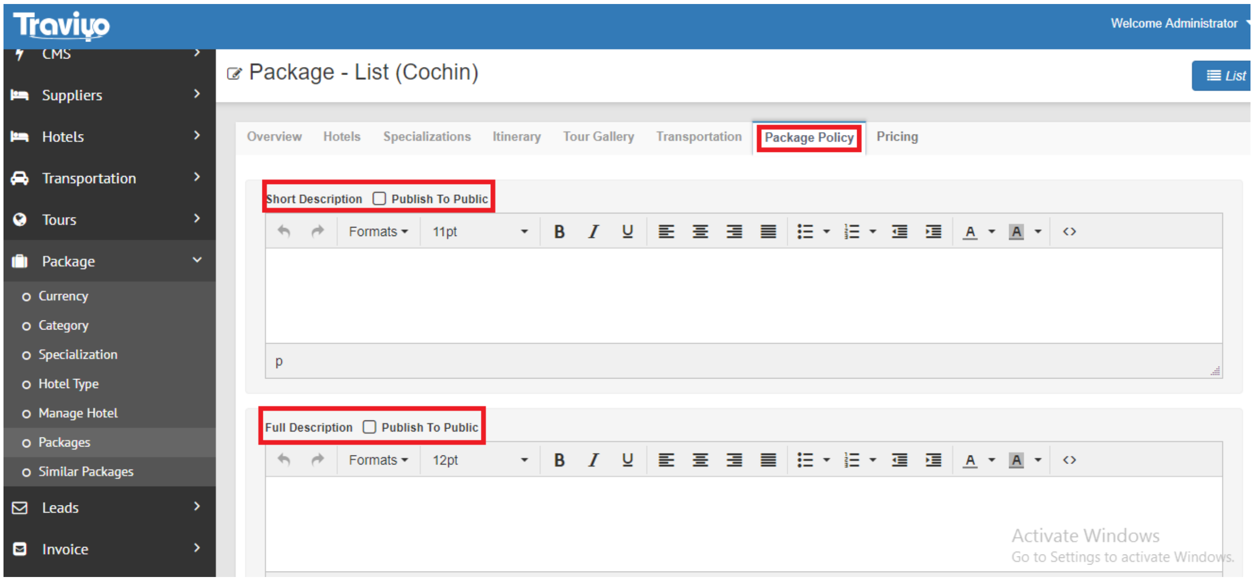
After filling all the fields in tour gallery one list will form of all the fields as shown in the picture below. And now click on save and continue option for proceeding on next option.

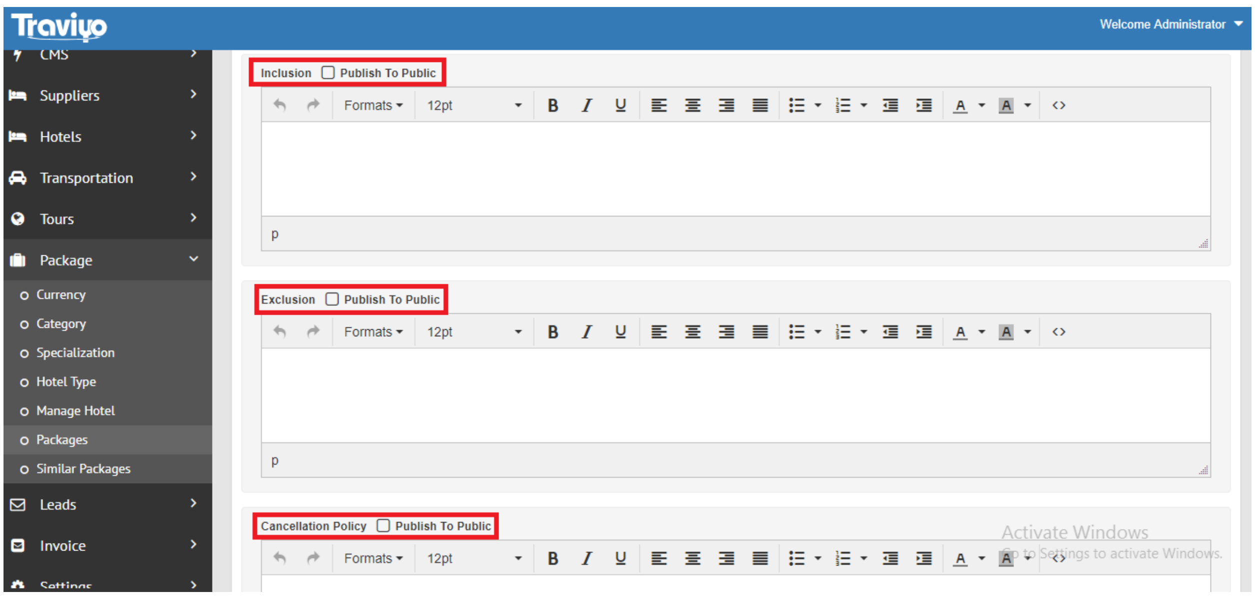


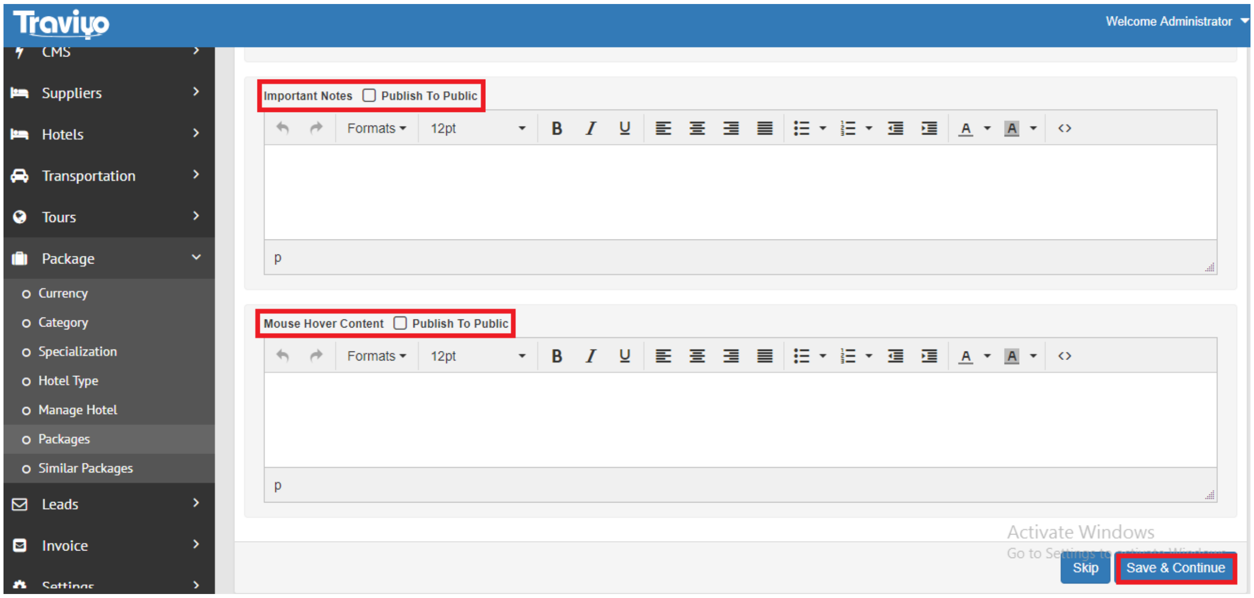
After adding transportation next page will continue that is **package policy**.



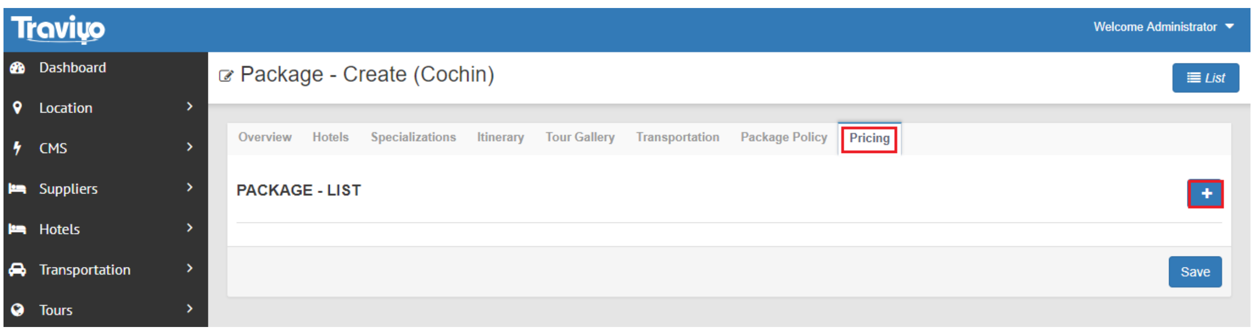
Here you will describe about your package, you can see all of the options on the picture below. And on top of the box at left corner you will see one option that is Publish to public this option is optional if you will check it, it will display on the website otherwise it will not reflect on website. And now click on save and continue option.



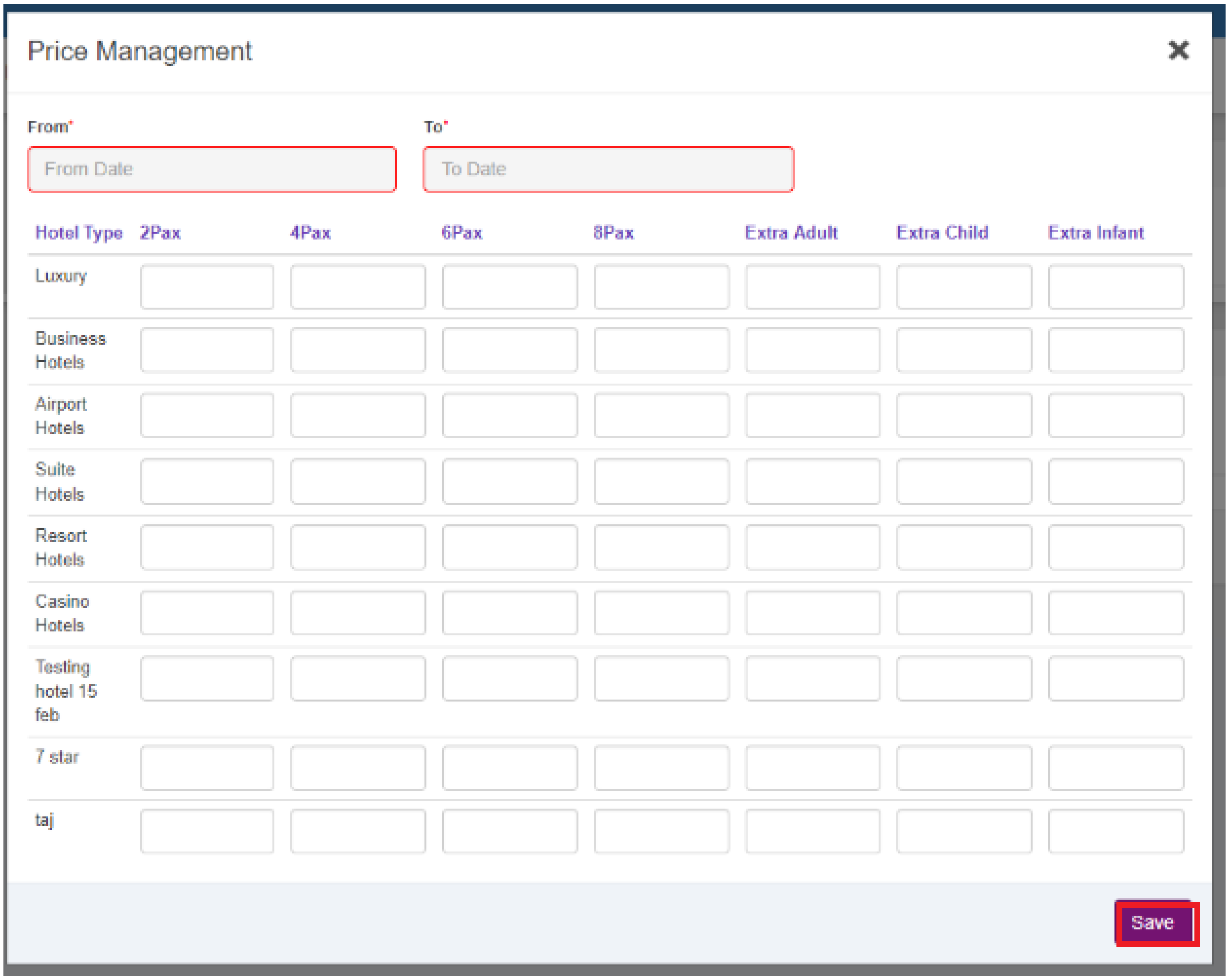




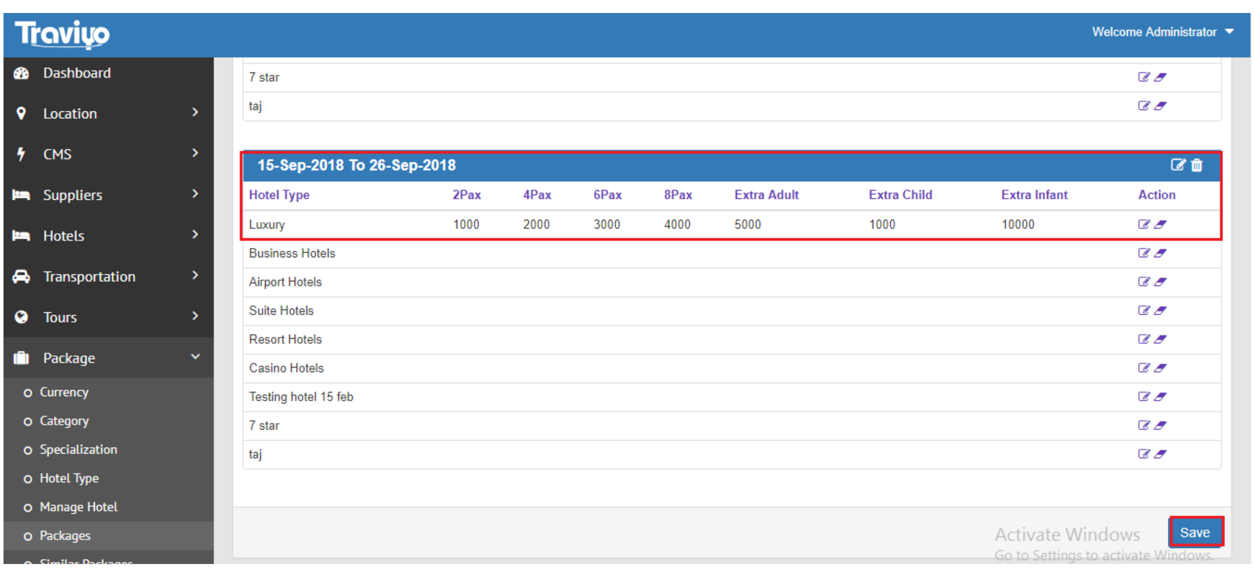
After adding package policy next page will continue that is pricing. Now you will find an add option in right corner click on that for adding price to your package.



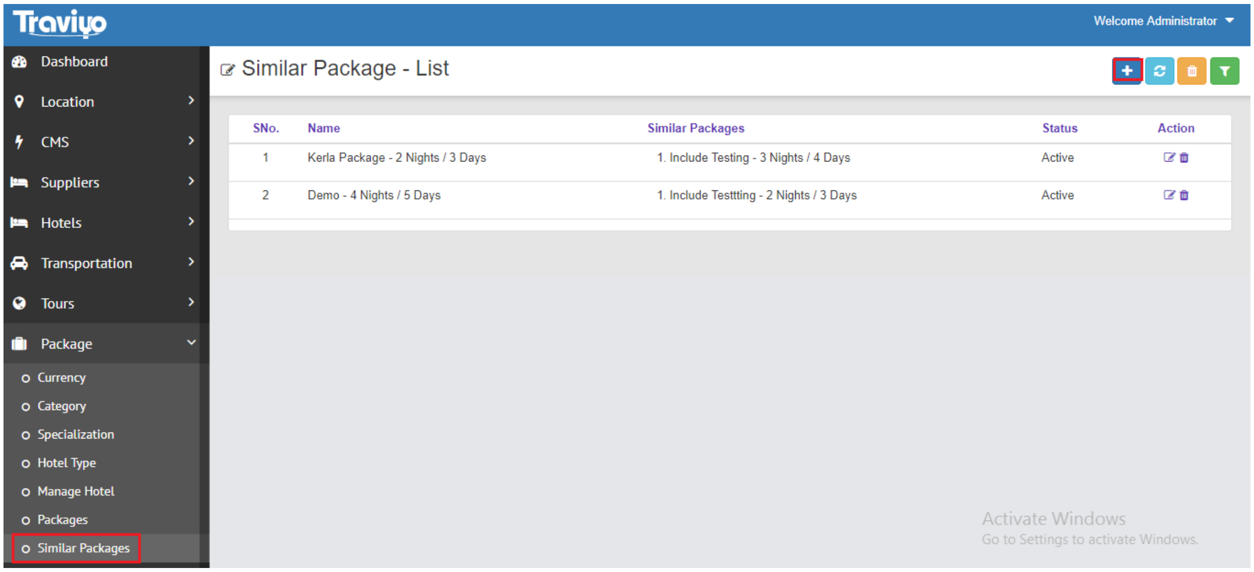
Now here you can manage price and the validity of the package according to hotel type and number of passengers, now click on **save** to add this on package.



After clicking on save option one list will form with validity date of all hotel types and its price, now again click on **save** option. You will see the list of package on the screen. Then proceed to next sub module that is **similar packages**.

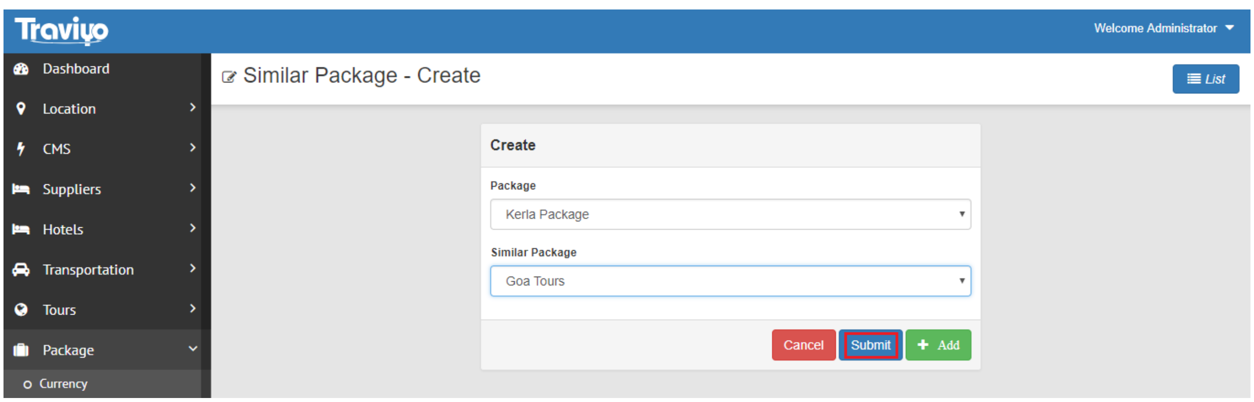


Now click on similar packages sub module here on top right corner first option will be of add you can see the same on image below click on that option. After clicking on add option you will see two fields on your screen that is **packages and similar packages** add the fields accordingly and click on submit.

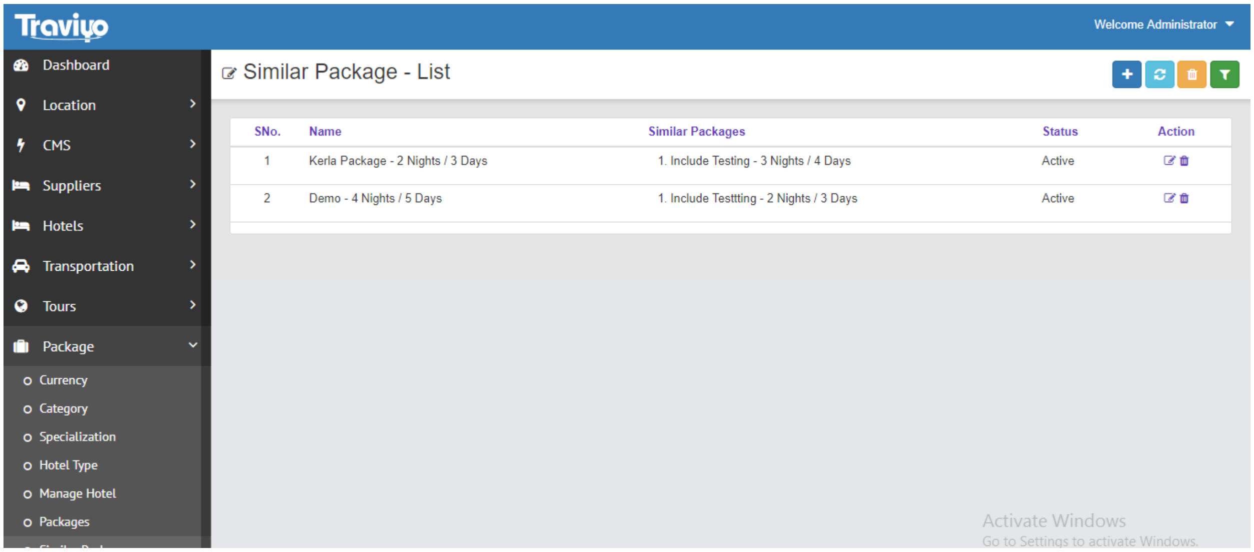


2.2.2.7 Similar Packages

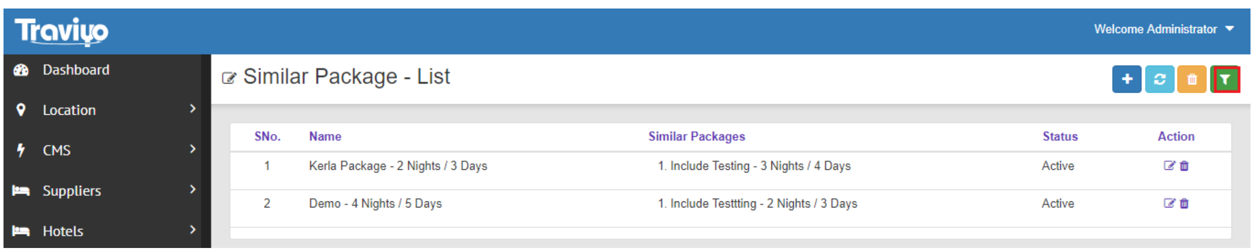
After clicking on add option you will see two fields on your screen that is **packages and similar packages** add the fields accordingly and click on submit.



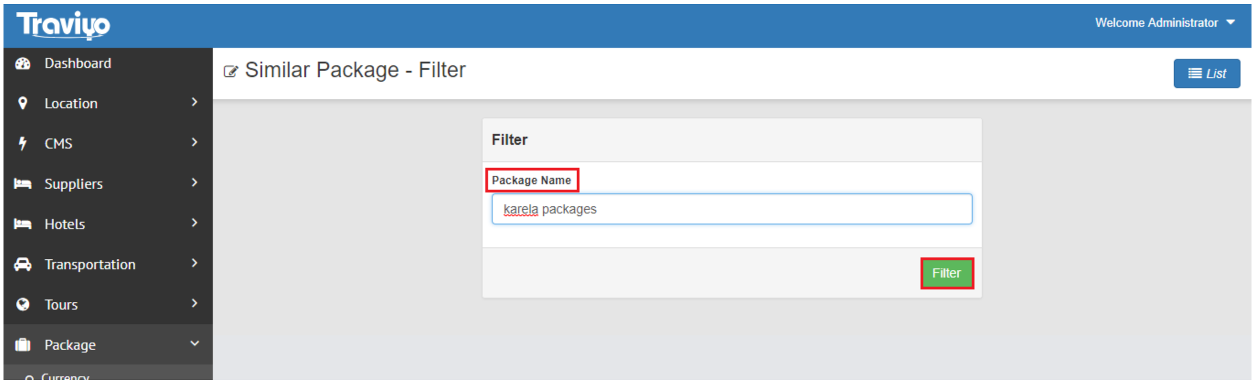
Click on submit Button. After submitting the form, User can see the added hotel type in List.



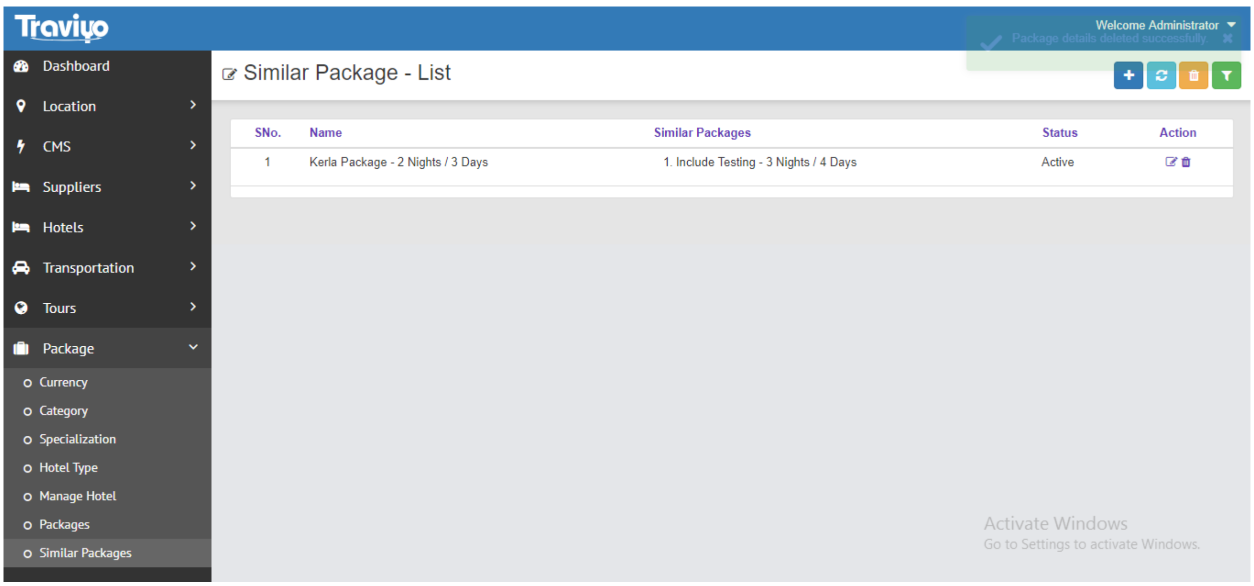
After this if you want to filter any similar packages click on the top right corner fourth option which is filter option there you can filter your similar packages.



After clicking on filter option below page will open on your screen fill the category name and click on filter.

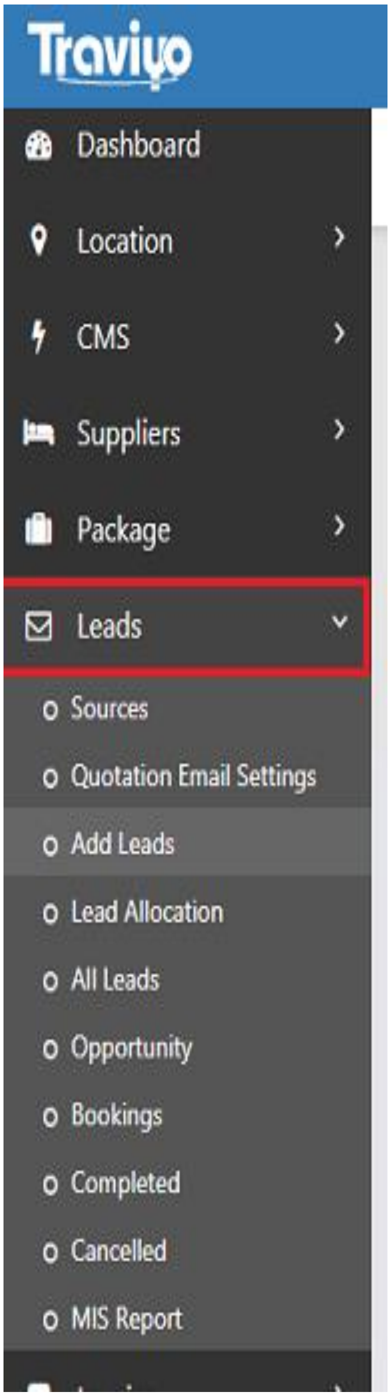


Here you can search your package for what you are looking for, as shown on the picture below.



2.2.3 Lead

From lead module we can manage lead section. It Contain nine sub module which help in add, edit and manage flow of lead. Explanation of all the sub module are as under which help in understanding the work of lead module.



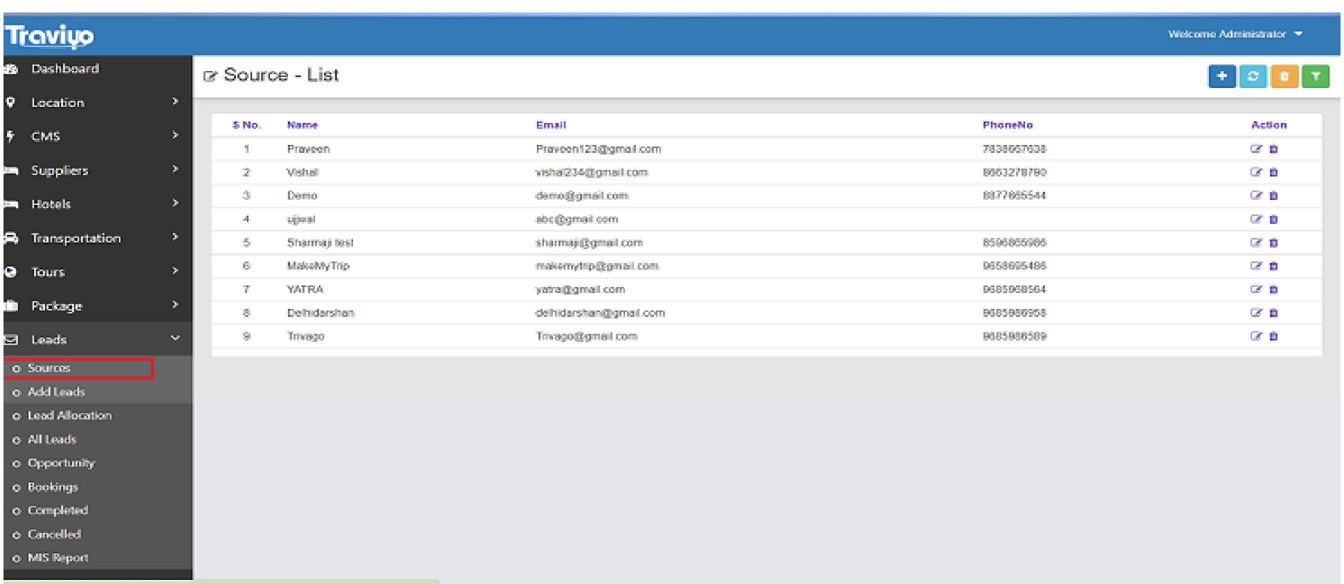
Sub module of lead are:-

a. Source:- From this sub module we can add the source which defines from where the lead came.
b. Add Lead:- Admin can add lead from backend if require.
c. Lead allocation:- In Lead allocate admin can allocate lead to the member.
d. All Lead:- All lead is display on the screen if lead requires any edition it can be performed by this sub module and forward lead to the opportunity list.
e. Opportunity:- In opportunity section admin can send mail to the customer, Select itinerary, finalize quotation and move lead to the Booking sub module.
f. Booking:- In booking section admin can manage payment ,calculate profit and loss etc.
g. Completed:- Lead which is completed will be display in this section.
h. Cancelled:- Its contain all the record of the cancel list.
i. MIS report:- Admin can examine the lead by filtering the stage ,status and also in other parameter. Which help in development of business.

Brief explanation of sub module are as follows:-

2.2.3.1 Sources

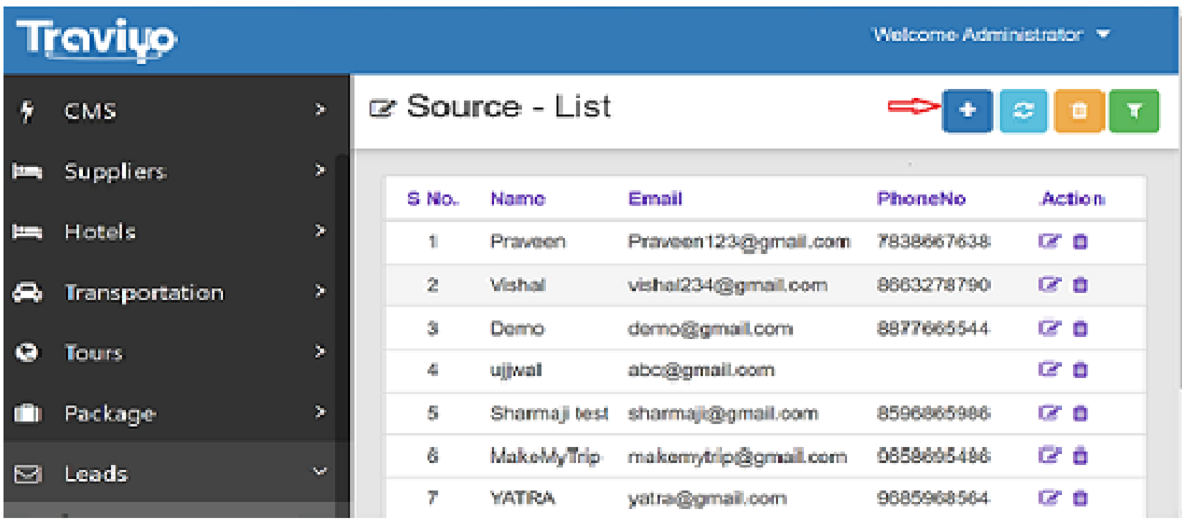
In source section we can manage (Add , Edit and delete) source where lead belongs. Some of the source list are sulekha, justdial etc.



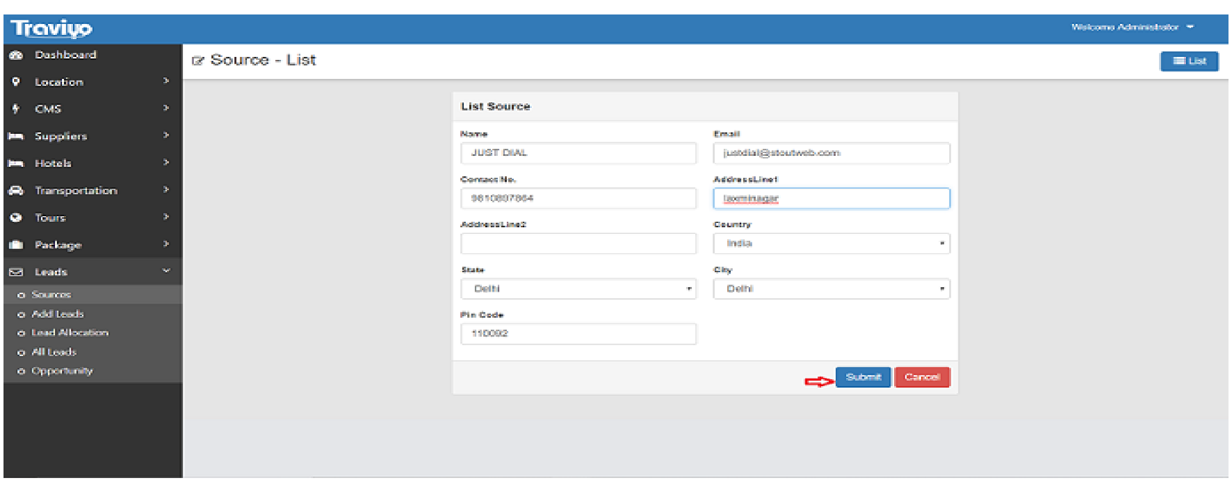
By click on the source sub module grid is display on the screen which contain source list and title menu. From source list admin can edit and delete source as be requirement. And from title menu of source list admin can add source , reset source list, reload deleted source list and filter source list.

Step for add source:-

1. Click on the Add icon from title menu.

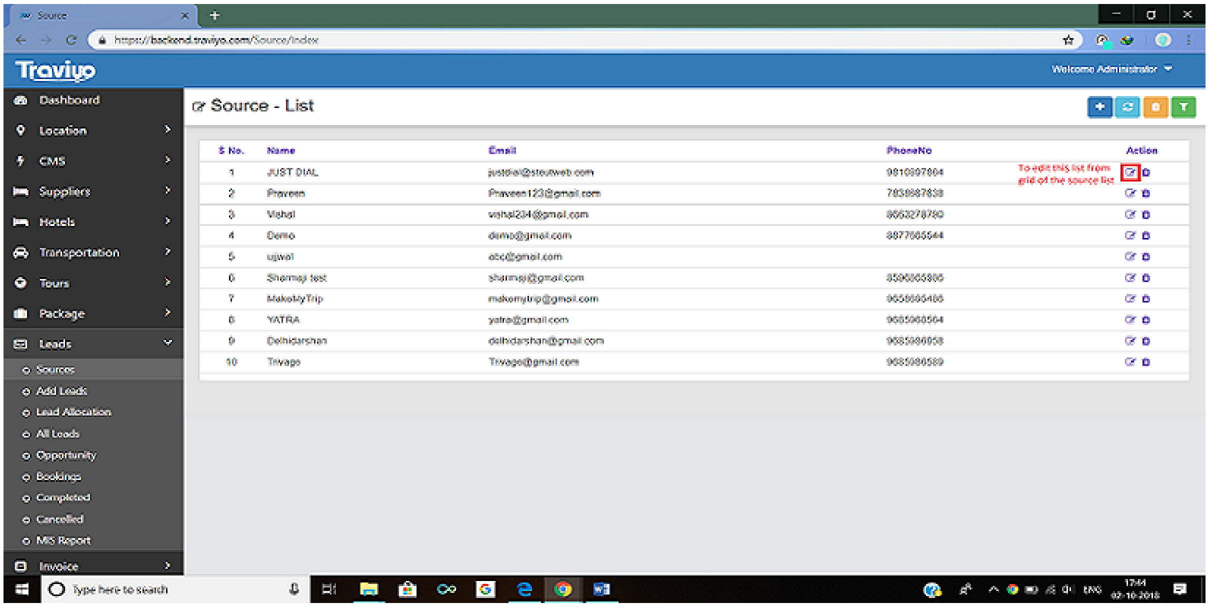


2. After click on the add icon form display on the screen from where admin can add source by filling form.

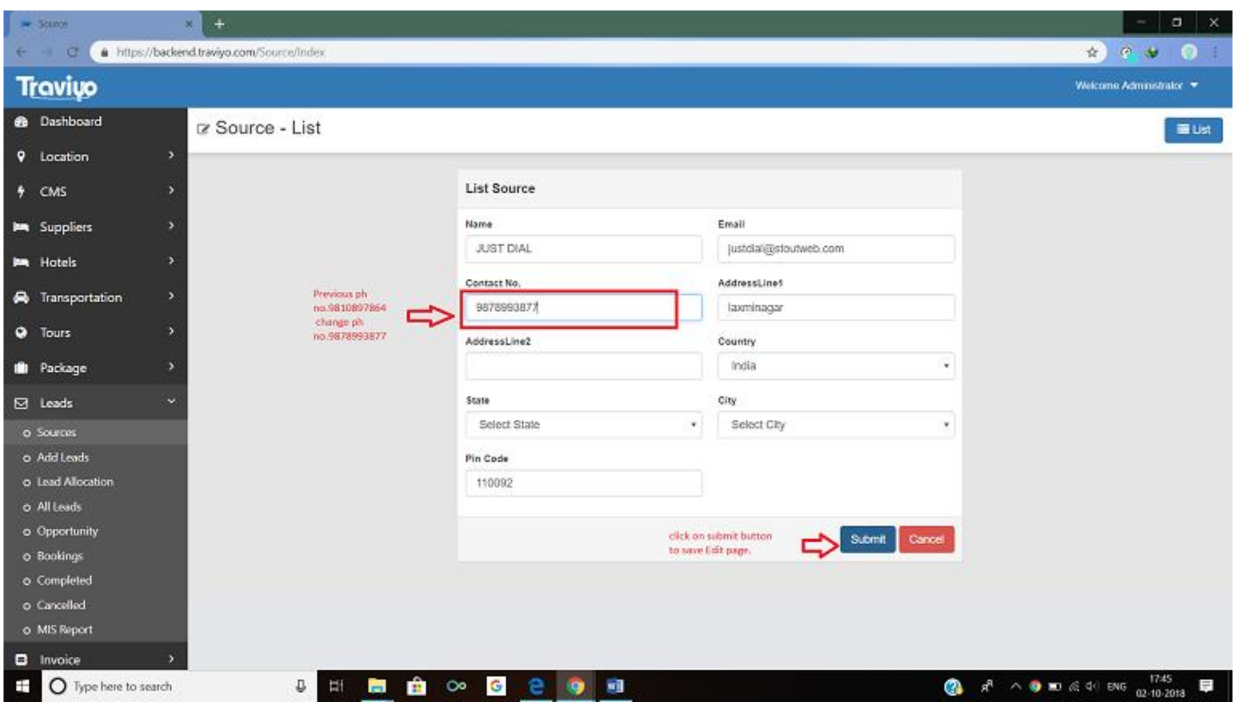


Step for Edit source:-

1. Select the Edit option of the Particular list from source list grid .

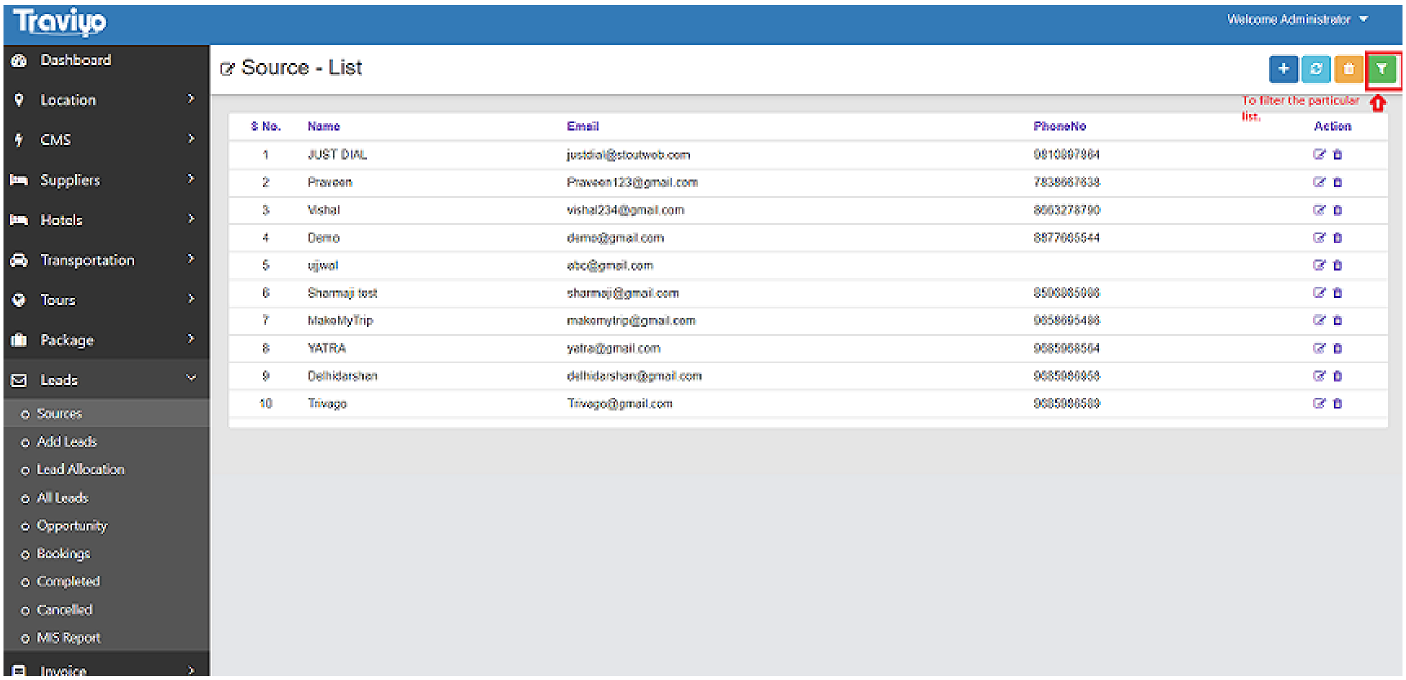


2. After edit the previous data click on the save button to save change list of the source.

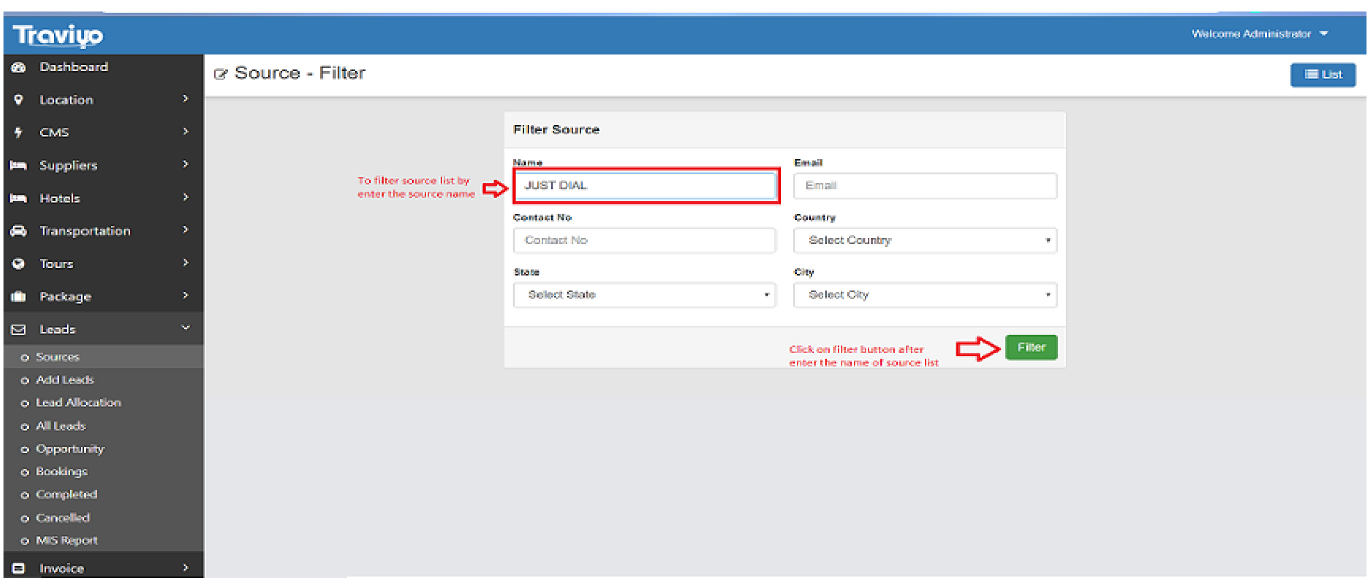


Steps for Filter source:-

1. To search particular source list from multiple source list of the grid click on filter icon .



2. By enter any of the columns of the filter form and click on filter option in the response of that particular source list will display on the screen.



2.2.3.2 ADD LEAD

From Add Lead sub module admin can add lead from backend. Admin can add lead in backend by two ways:-

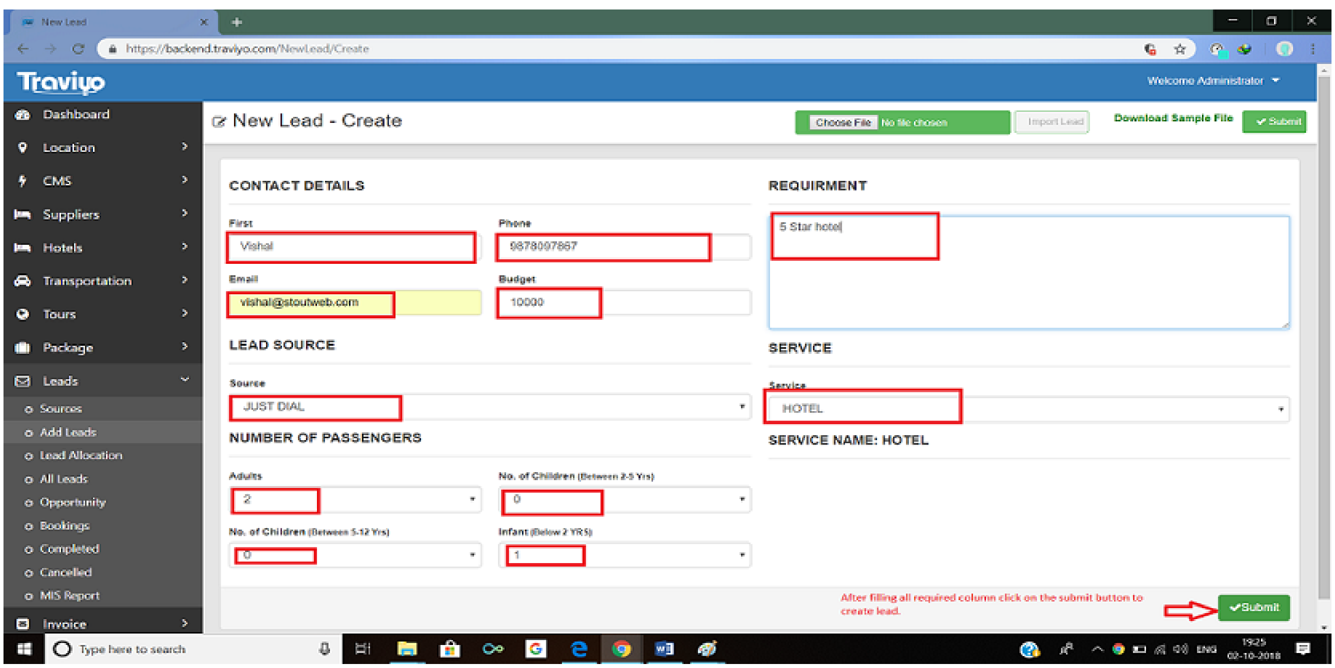
a. Multiple lead to be add by upload excel sheet.

b. Single lead add by insert data in column of the form which is display by click on the add lead sub module from side menu.

Steps for create single list:-

1. Enter all the column of the form as per data required.

2. After fill all column click on Submit button.

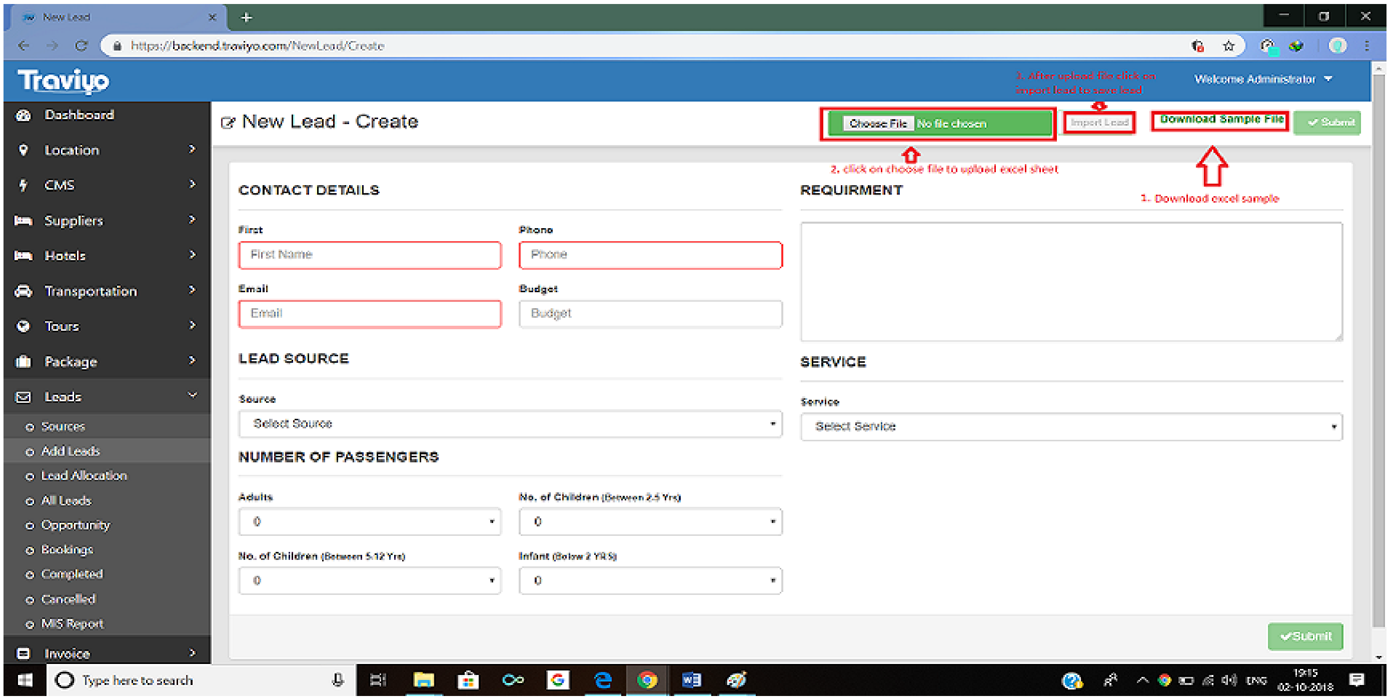


Steps for enter multiple lead by upload excel sheet:-

1. Click on download option to download sample file of the excel.

2. After filling the excel sheet upload that sheet by click on choose file from title menu.

3. After that click on the import lead to save all lead .

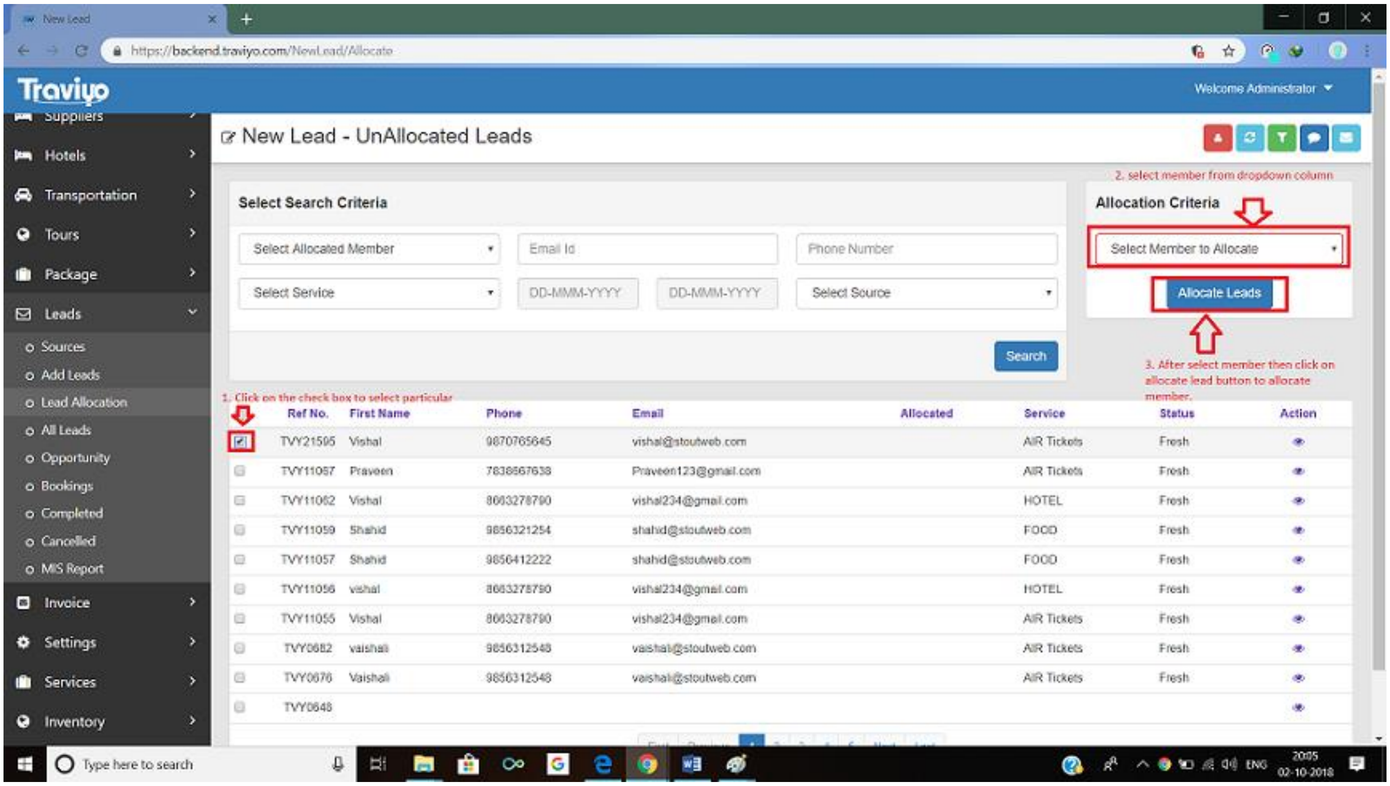


2.2.3.3 Lead allocation

Lead allocation sub module deal with the allocate member to the particular lead .

Steps for to allocate lead are as :-

1. Click on the check box of the lead which have to allocate the member.
2. Select the member from dropdown column in the Allocation Criteria section.
3. Then click on allocate leads button to allocate member.



2.2.3.4 All Leads

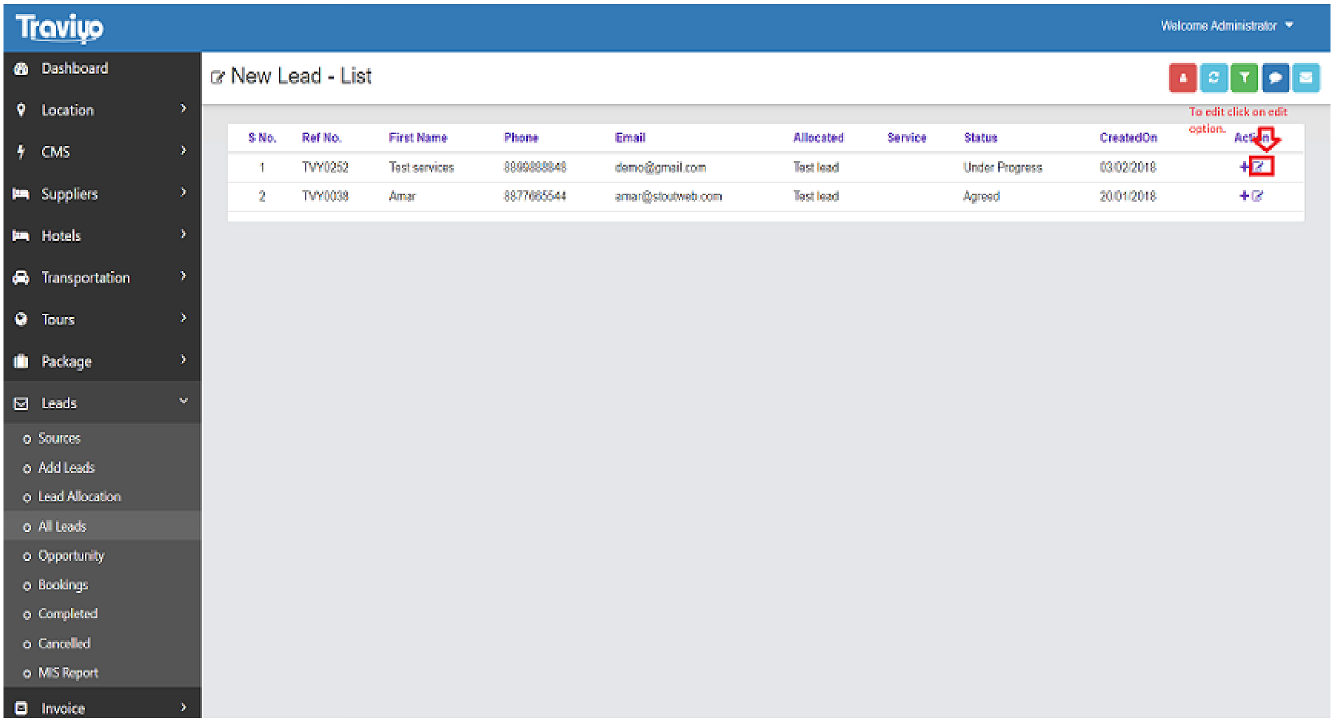
From all lead sub module admin can manage all the function of the lead such as Edit , delete , select quotation and set reminder for customer and lead admin.

Function of all lead sub module are as follow:-

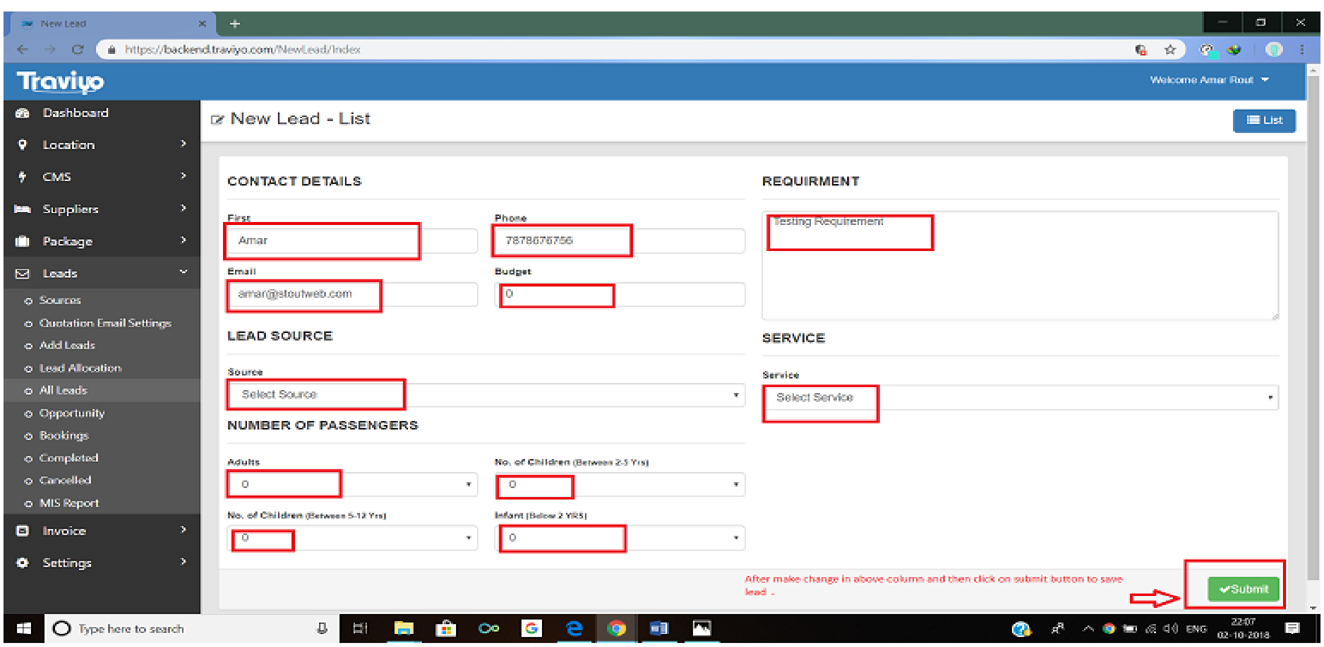
1. Edit lead.
2. To Cancel lead .
3. To Send quotation .
4. To Set reminder for customer and lead admin.
5. convert to the opportunity for process further.
6. Change lead status.

Steps for Edit lead:-

1. Click on the edit option of the particular lead .



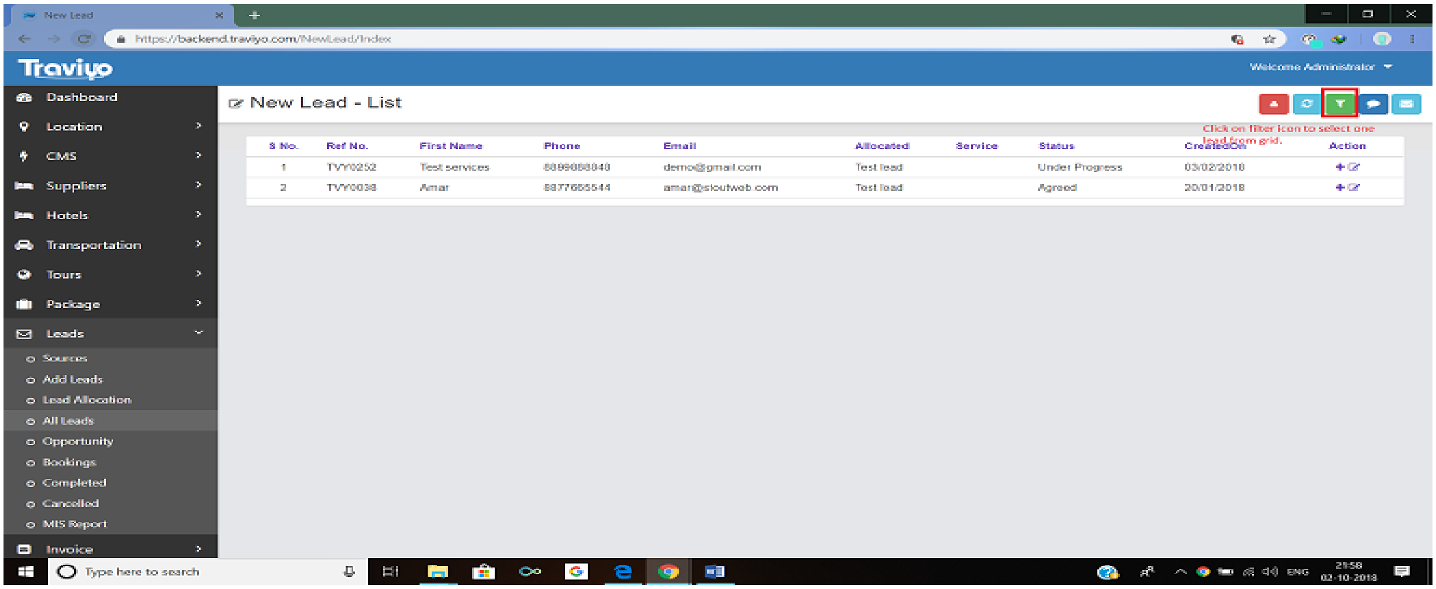
2. Make change as per required.



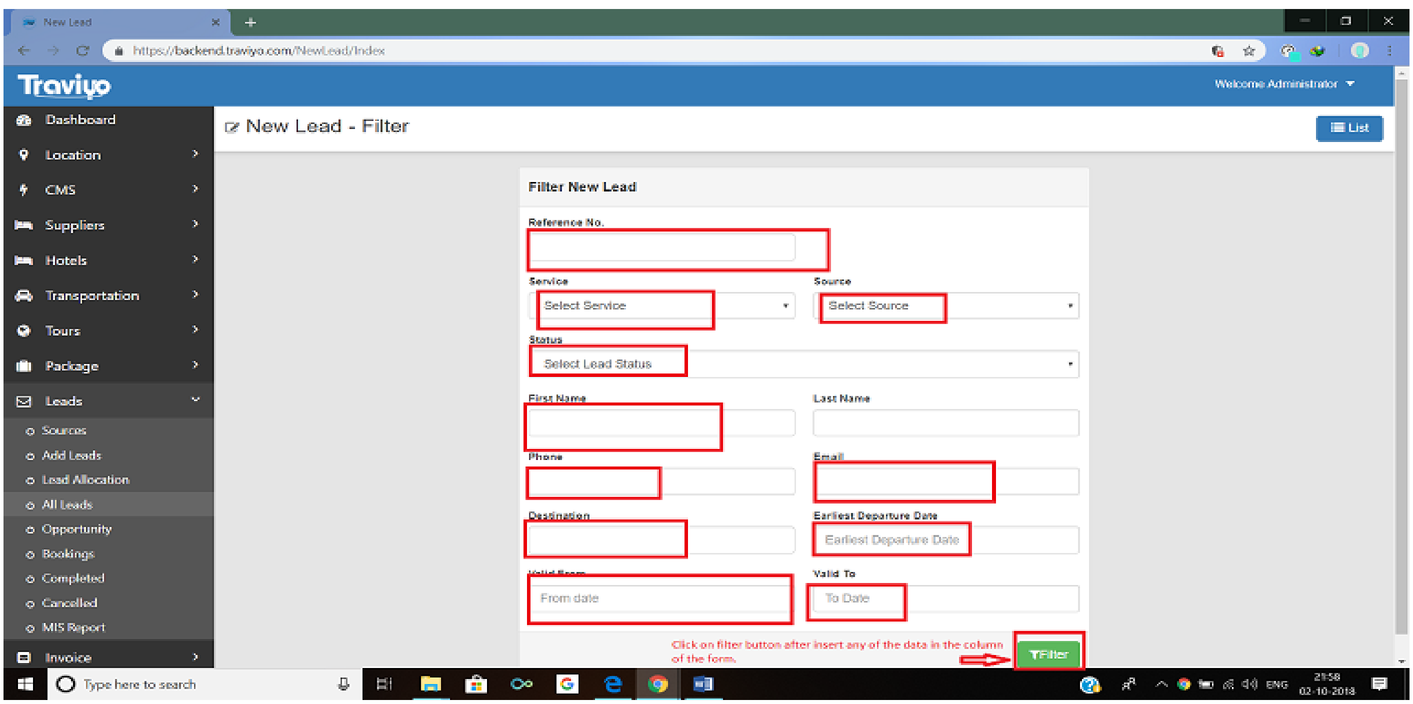
3. Tab to submit to save the changes.

Steps for filter particular lead:-

1. Click on the filter icon from the title menu.



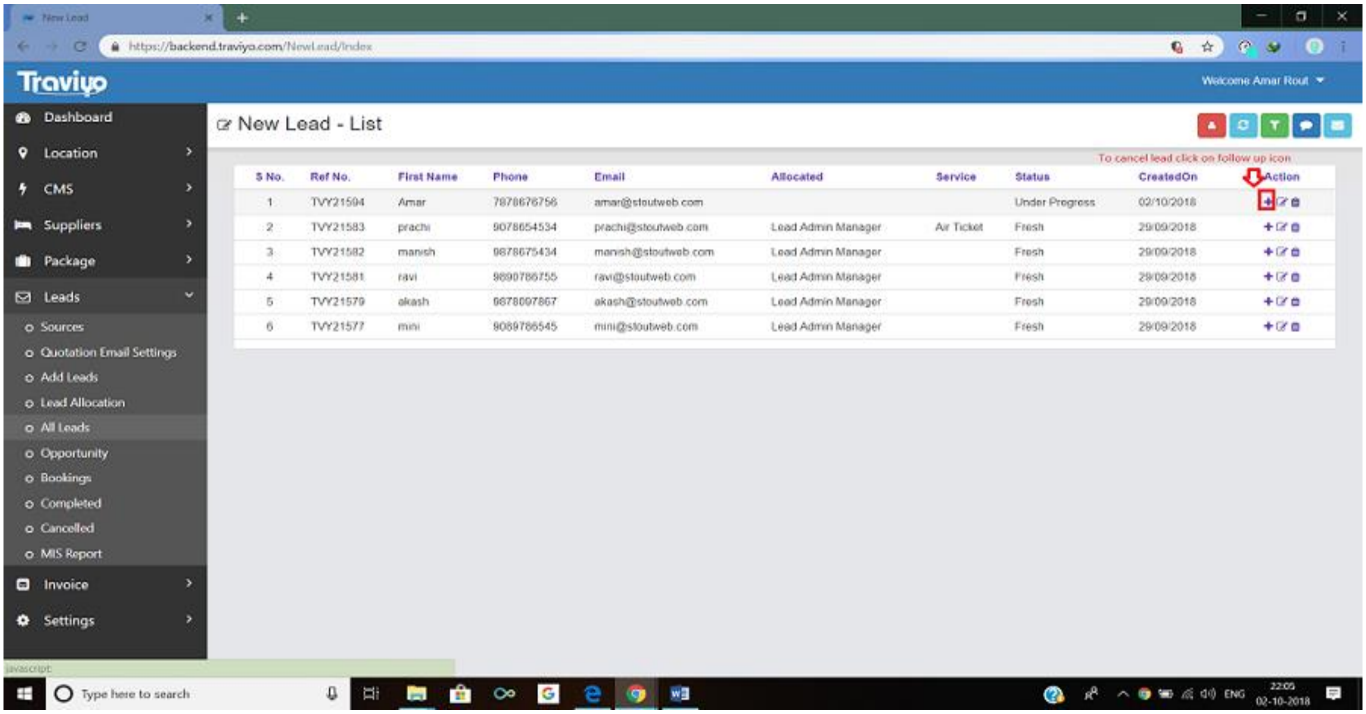
2. Enter any of the column as per choice.



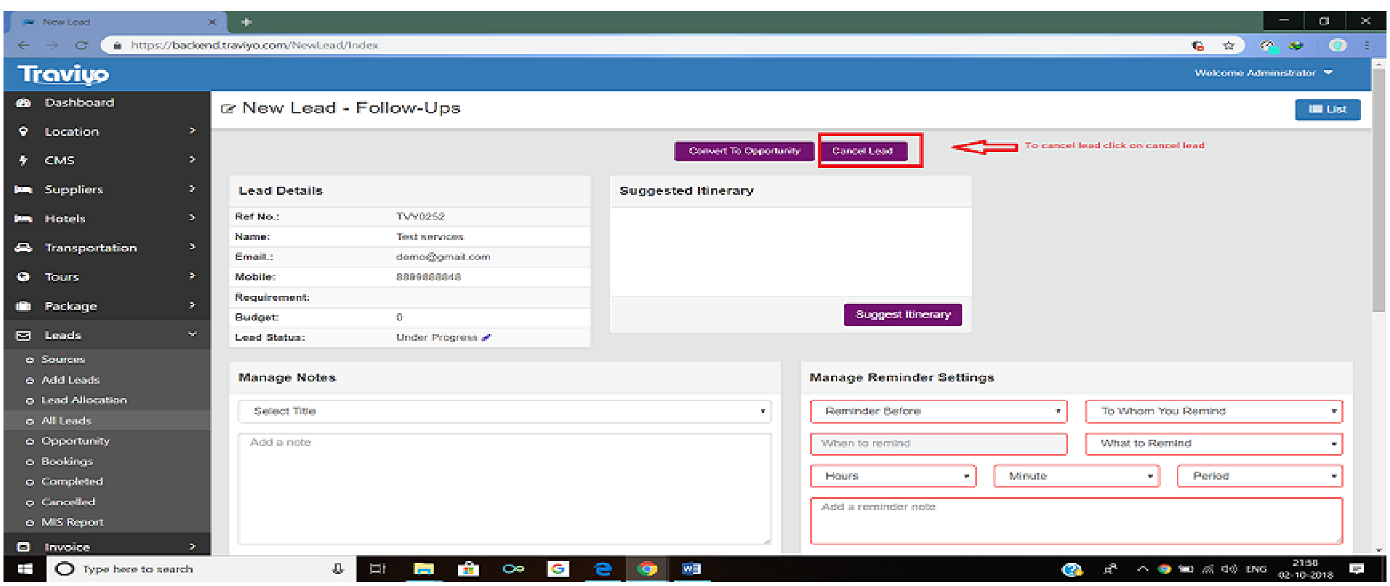
3. Tab to filter button for select the particular lead.

Steps for cancel lead:-

1. Tab to follow up icon of the lead.

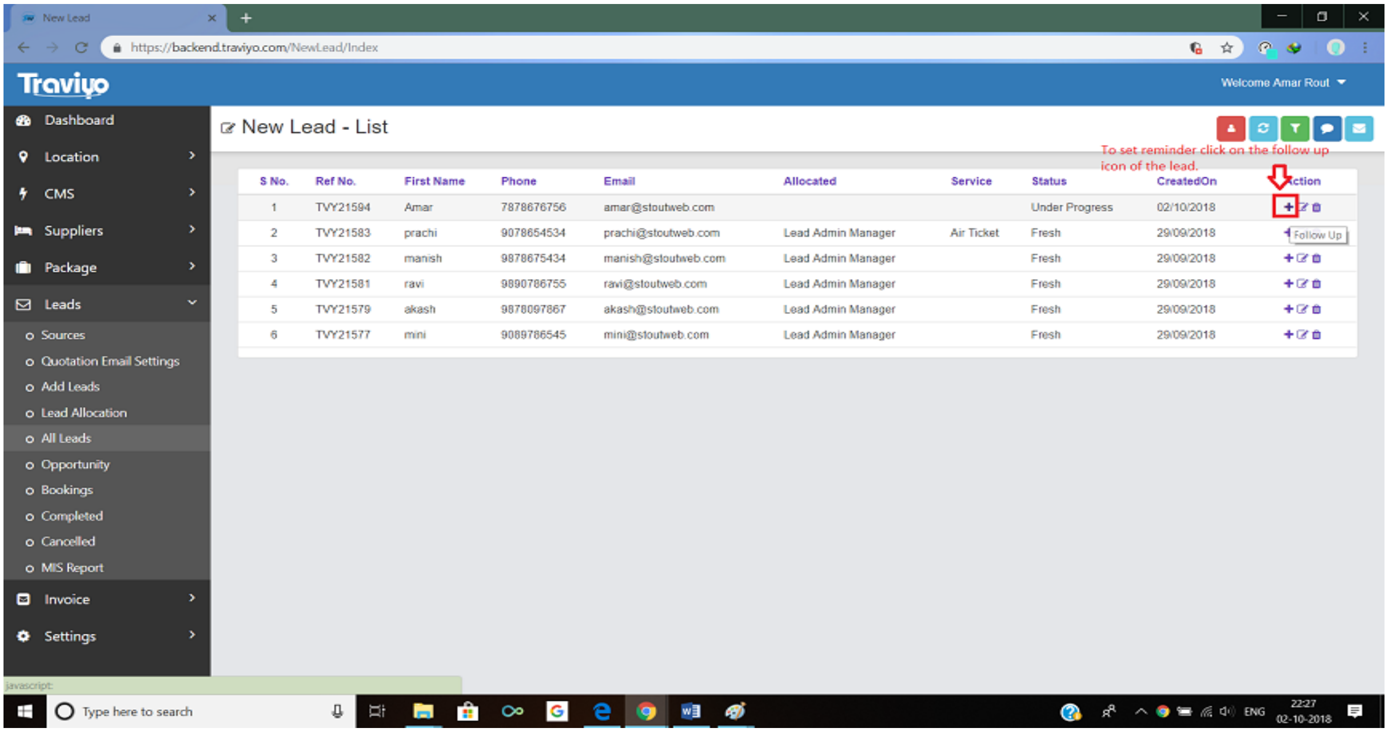


2. Tab to the cancel lead button to cancel lead.

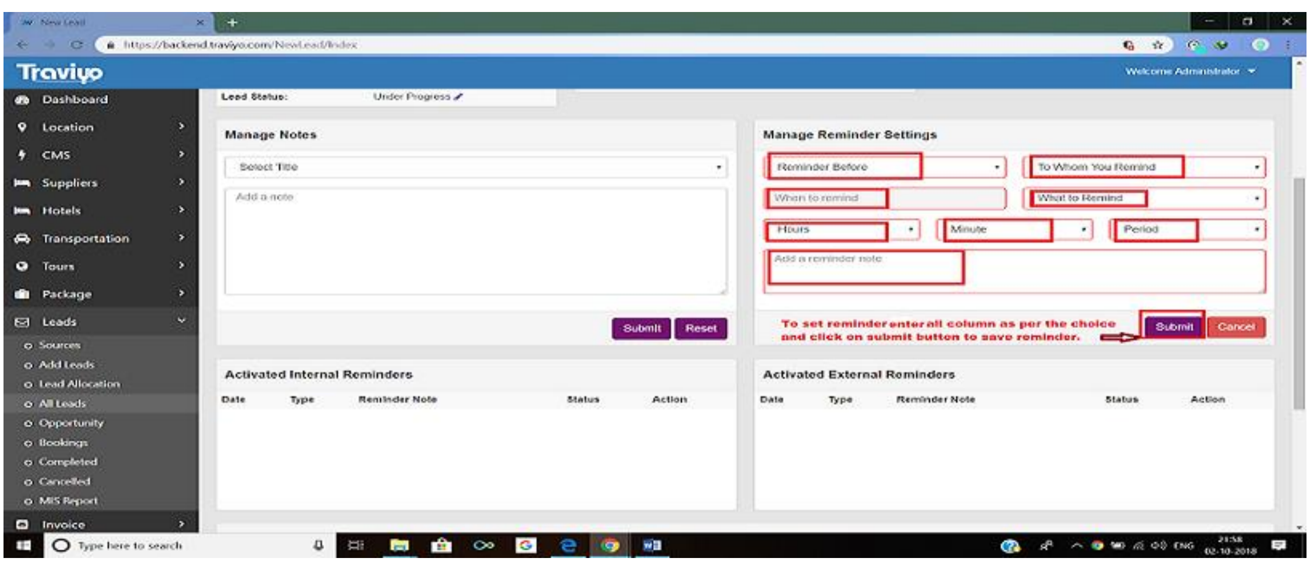


Steps for Set reminders:-

1. Tab to follow up icon of the lead.

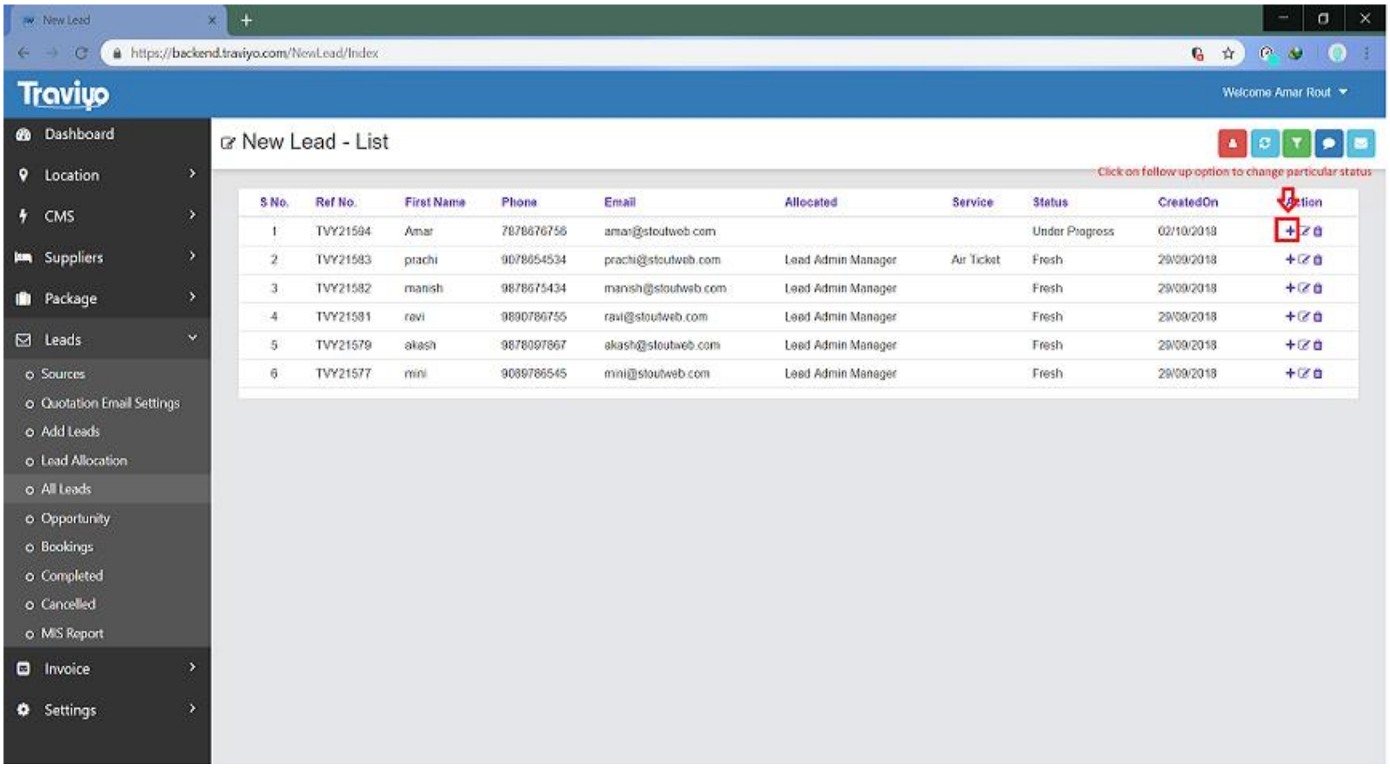


2. Go to remider section and set reminder for particular date and time.

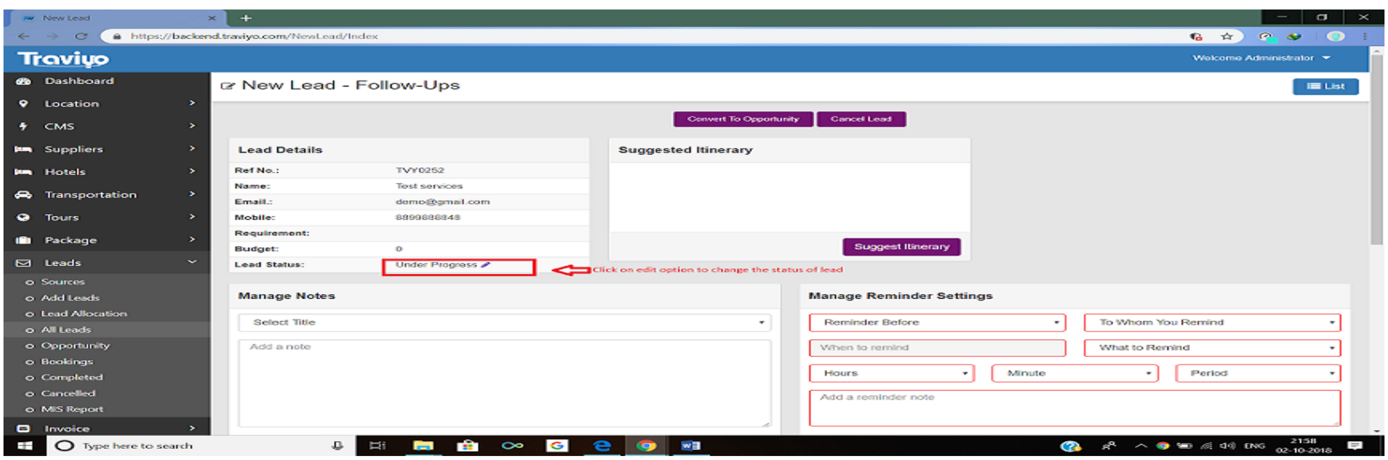


Steps for change lead status:-

1. Go to the follow up option of the particular status.



2. Then change status by select the dropdown column.

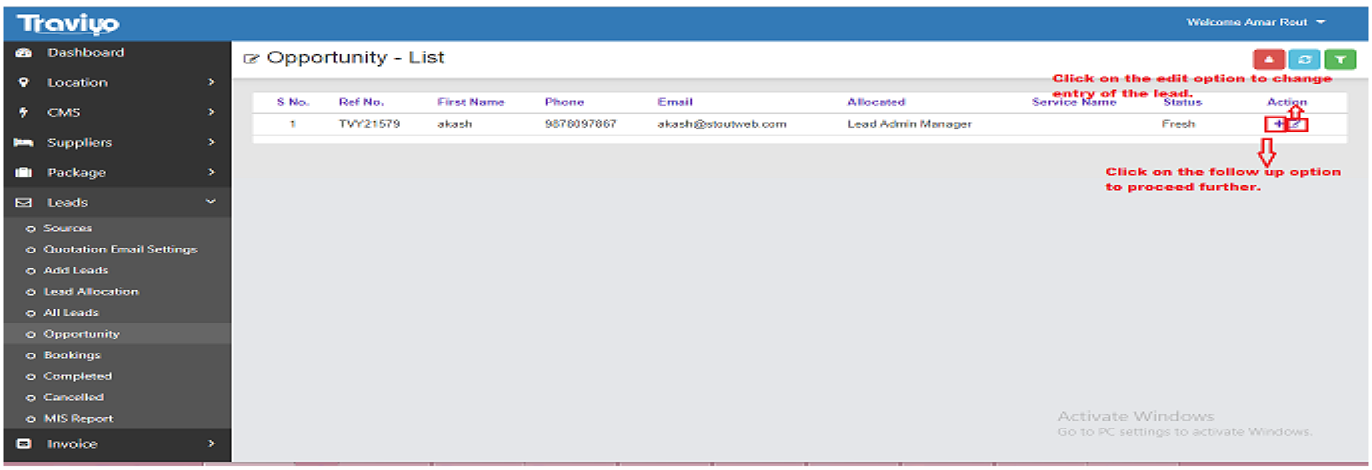


2.2.3.5 Opportunity

Moving forward to opportunity submodule admin can change lead to the booking after finalize quotation . In this sub module admin can manage note , finalize quotation, cancel query, suggest itinerary , set reminder and edit lead .

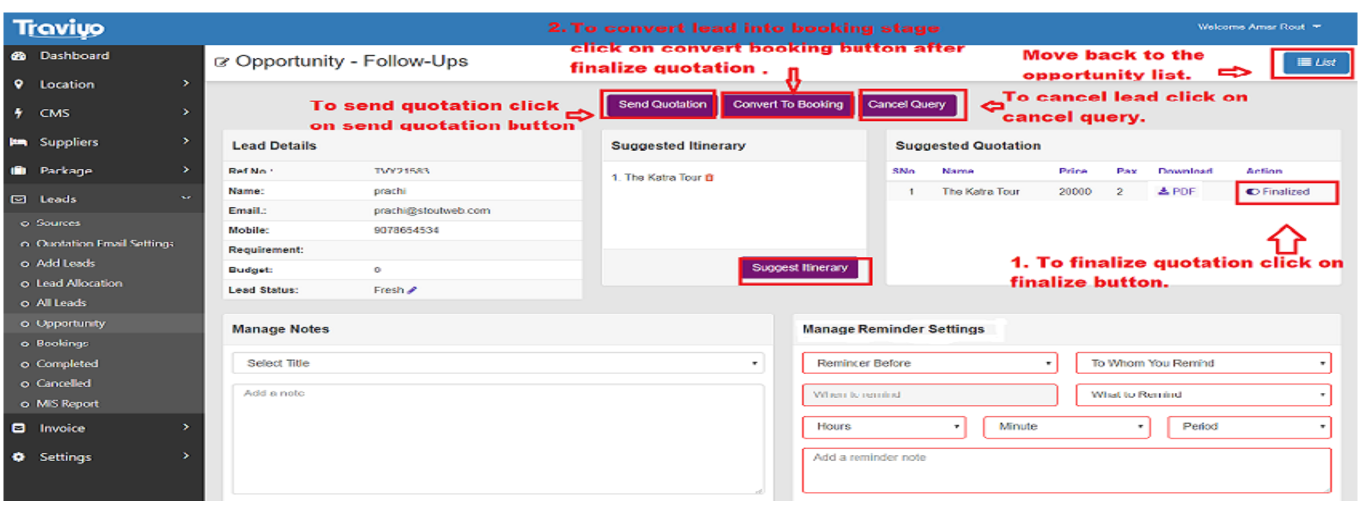
Steps for convert lead into booking :-

1. Tab on the follow up option in the grid of opportunity.



2. After click on follow up icon finalize the package in the suggested quotation section.

3. After finalize package tab to the convert into booking button for convert lead into booking status for further process.



2.2.3.6 BOOKING

From booking sub module we can manage scheduled payment, calculate profit and loss, convert into complete after all payment and cancel query.

Function of booking module are as follow:-

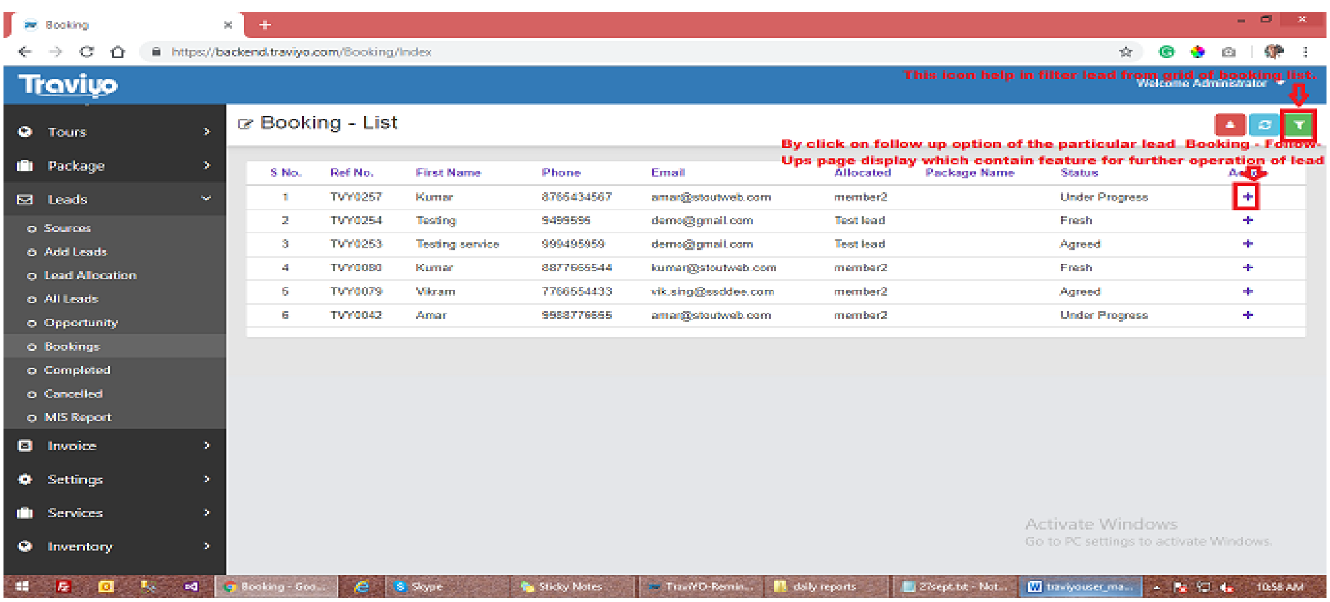
1. Manage all payment.
2. Cancel query(lead).
3. Calculate loss and profit of that particular lead.
4. After all payment from customer and after finalize quotation lead move to the complete submodule.

2.2.3.6.1 Manage suppliers and customer Payment

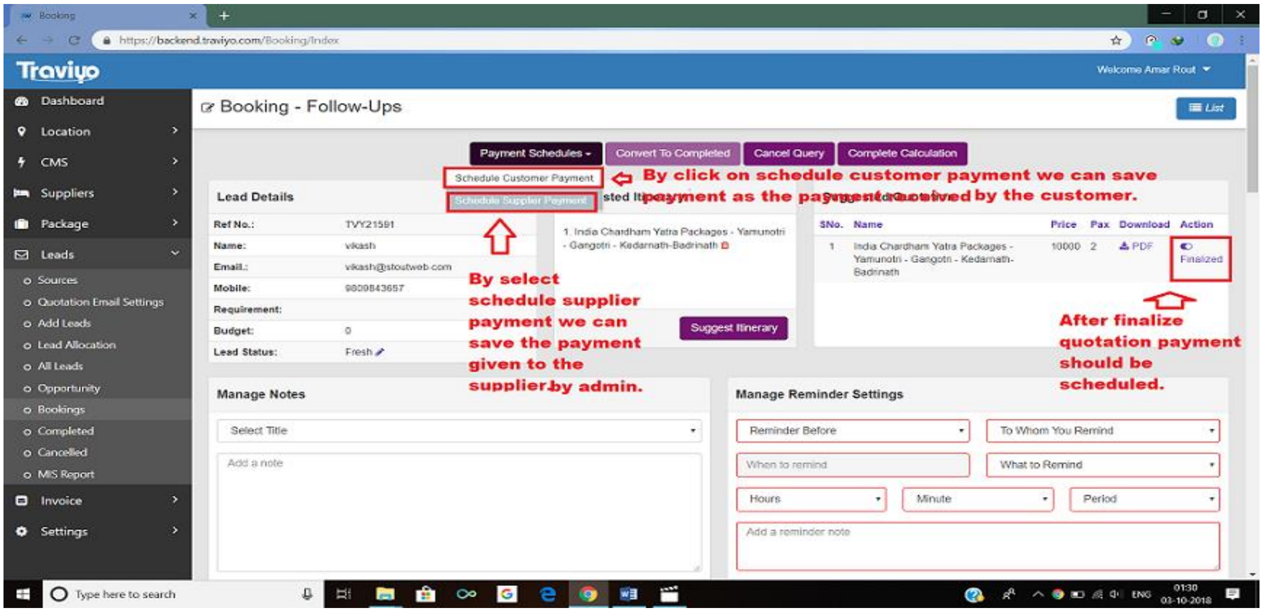
From booking sub module we can manage the payment of the lead and suppliers. We can send payment reminder to the customer and admin. And help to maintain all record of payment.

Steps for schedule payment:-

1. Tab to follow up option from booking lead list.



2. In the response of that page display on the screen to finalize quotation and scheduled payment for supplier and customer.



2.2.3.6.1.1 Scheduler customer payment

From the payment schedule option, the user can schedule the customer payment. Some of the function is as follows:-

1. Customer will get a reminder as per scheduled date and amount.

2. There should have an option to change the price of the package as per user requirement.

3. The user can update and delete the scheduled price list.

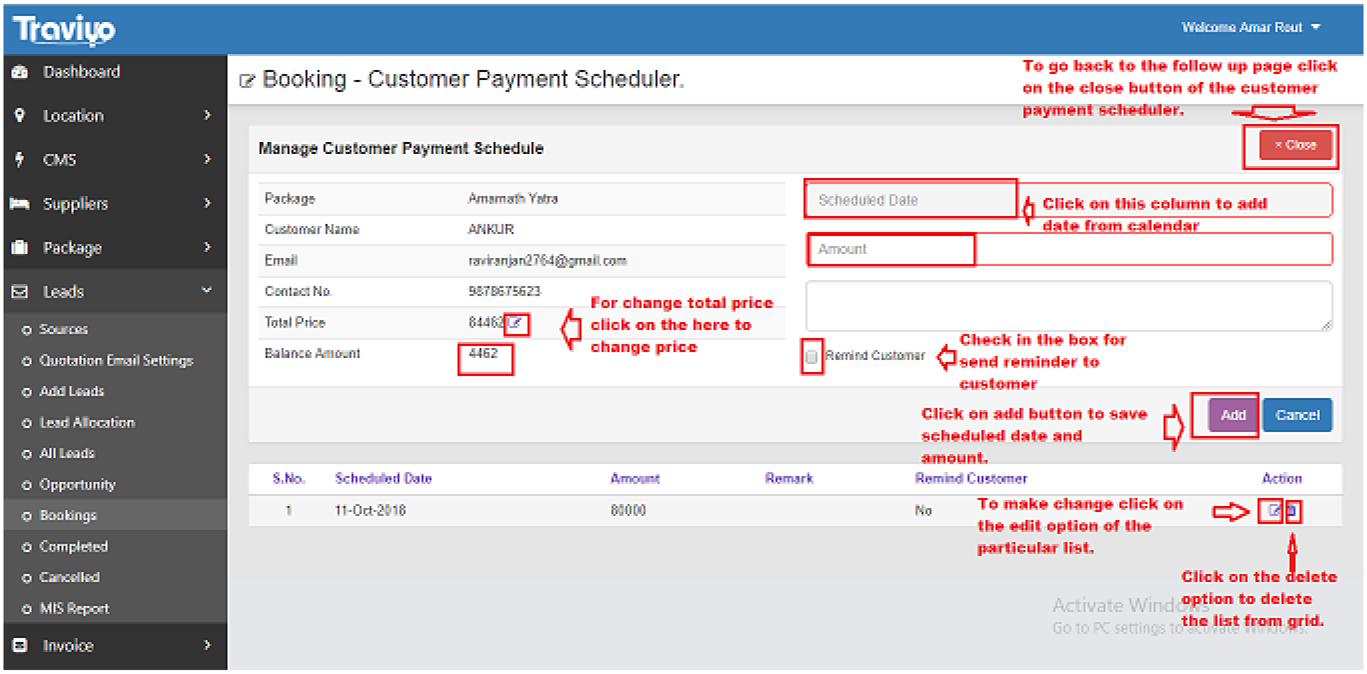
Steps for the add customer payment:-

1. Click on the scheduled customer payment from the drop-down option.

2. Insert the field as per requirement.

3. Check in the box to send a reminder.

4. Tab to the save button to save the customer payment.



2.2.3.6.1.1 Scheduler Supplier payment

From the payment schedule option, the user can schedule the Supplier payment. Some of the function is as follows:-

1. Suppliers will get a reminder as per scheduled date and amount.

2. There should have an option to change the price of the package as per user requirement.

3. The user can update and delete the scheduled price list.

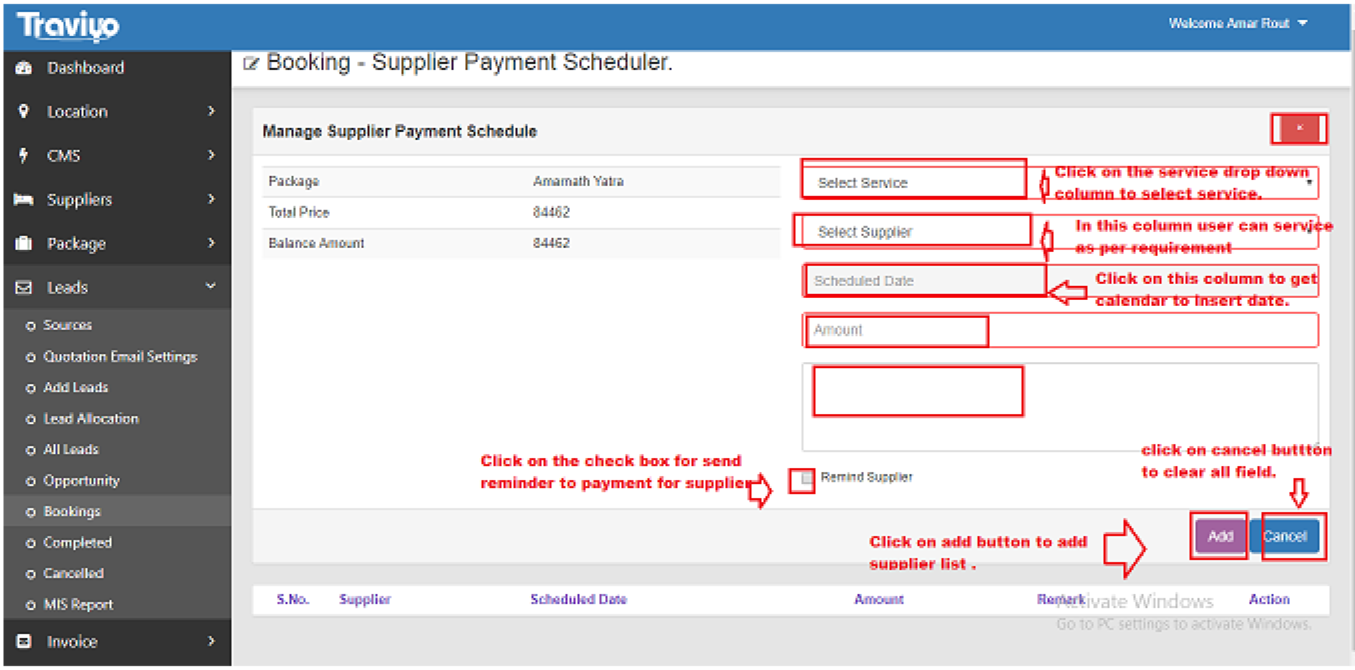
Steps for the add supplier payment are:-

1. Click on the scheduled supplier payment from the drop-down option.

2. Insert the field as per requirement.

3. Check in the box to send a reminder to the supplier.

4. Tab to the save button to save the customer payment.

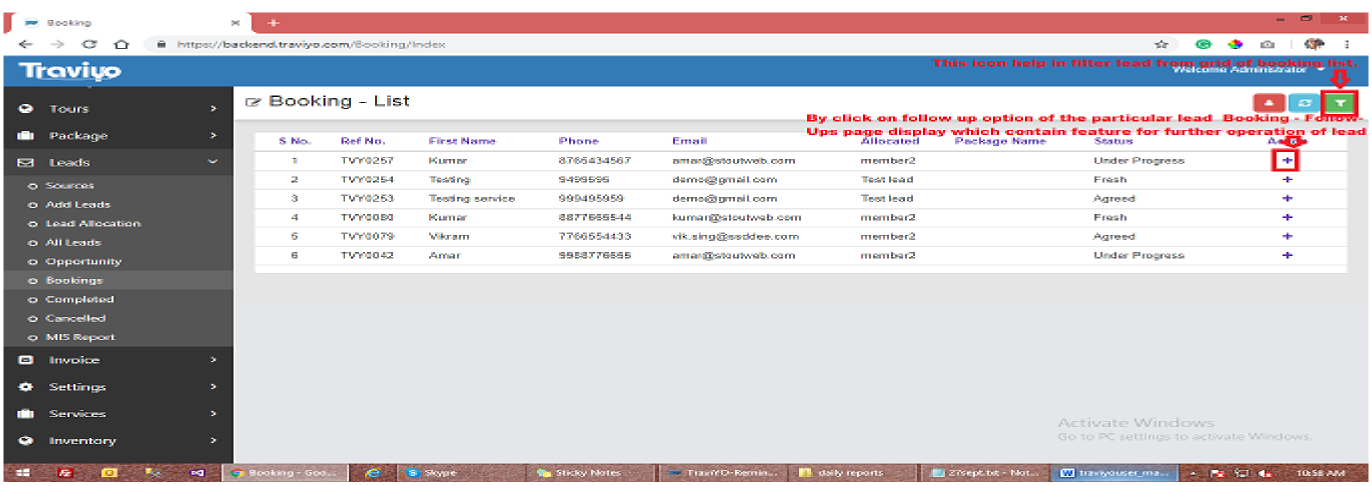


2.2.3.6.2 Cancel query

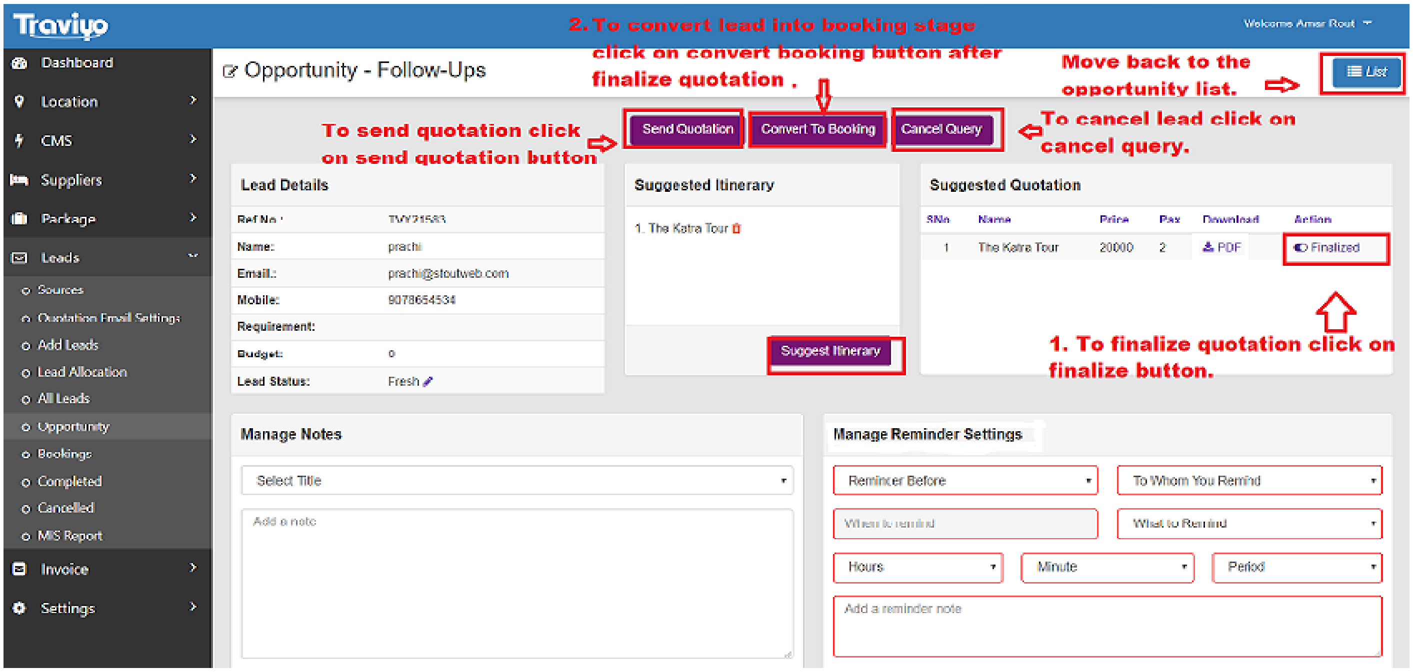
From booking module admin has a option to cancel lead. And that lead move to the cancelled sub module.

Steps for cancel lead.:-

1. Tab to follow up option from booking lead list.



2. In the response of that page open which contain cancel query button. From that page admin can cancel that lead.

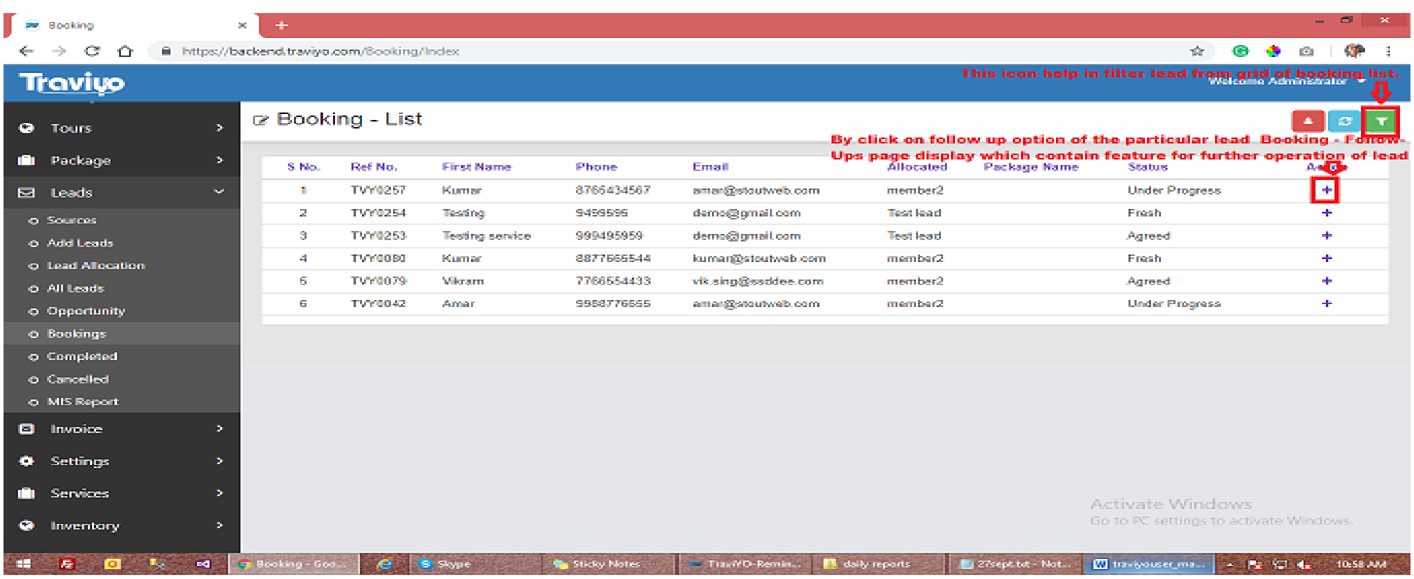


2.2.3.6.3 Complete calculation

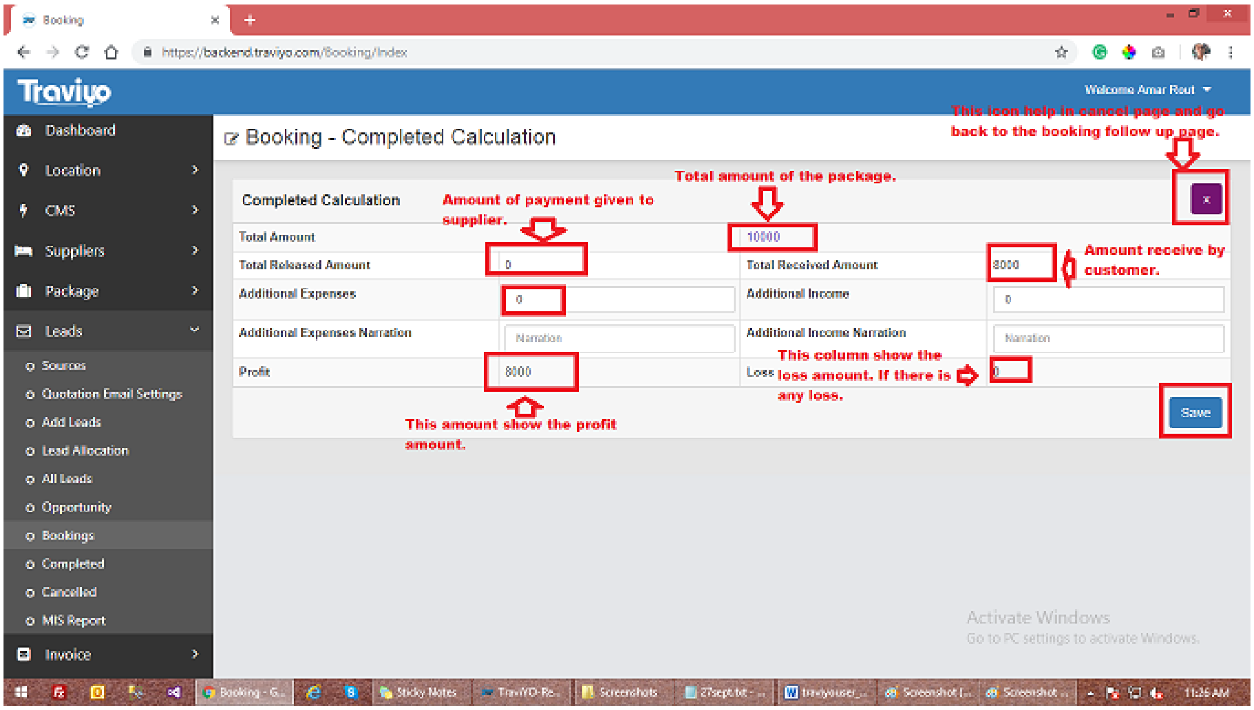
Calculate the lead profit and loss. From booking module admin has a option to check the calculation of the payment between customer and supplier.

Steps for lead calculation:-

1. Tab to follow up option from booking lead list.



4. In the response of that page open with complete calculation button . From that admin can check the payment calculation perform in that lead.

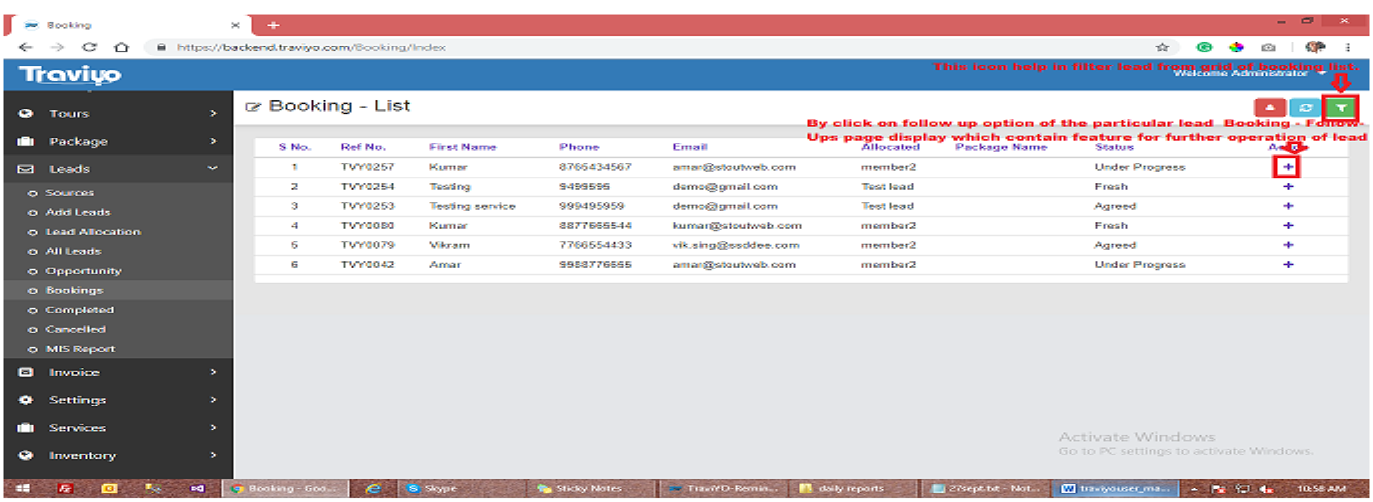


2.2.3.6.4 Convert into completed

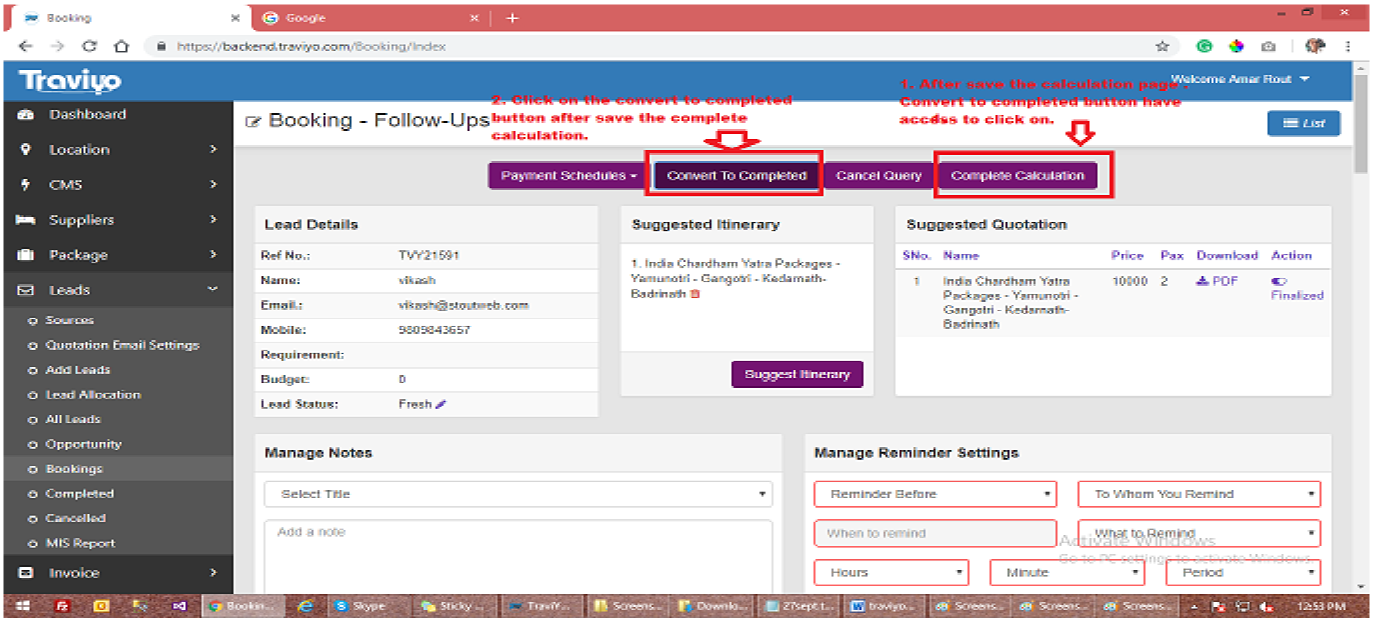
After all the process complete lead moves into the completed sub-module. By click on convert into a completed button.

Steps:-

1. Tab to follow up option from booking lead list.



1. In the response of that page open with convert into completed button . After click on the convert to completed lead move to the completed sub module.

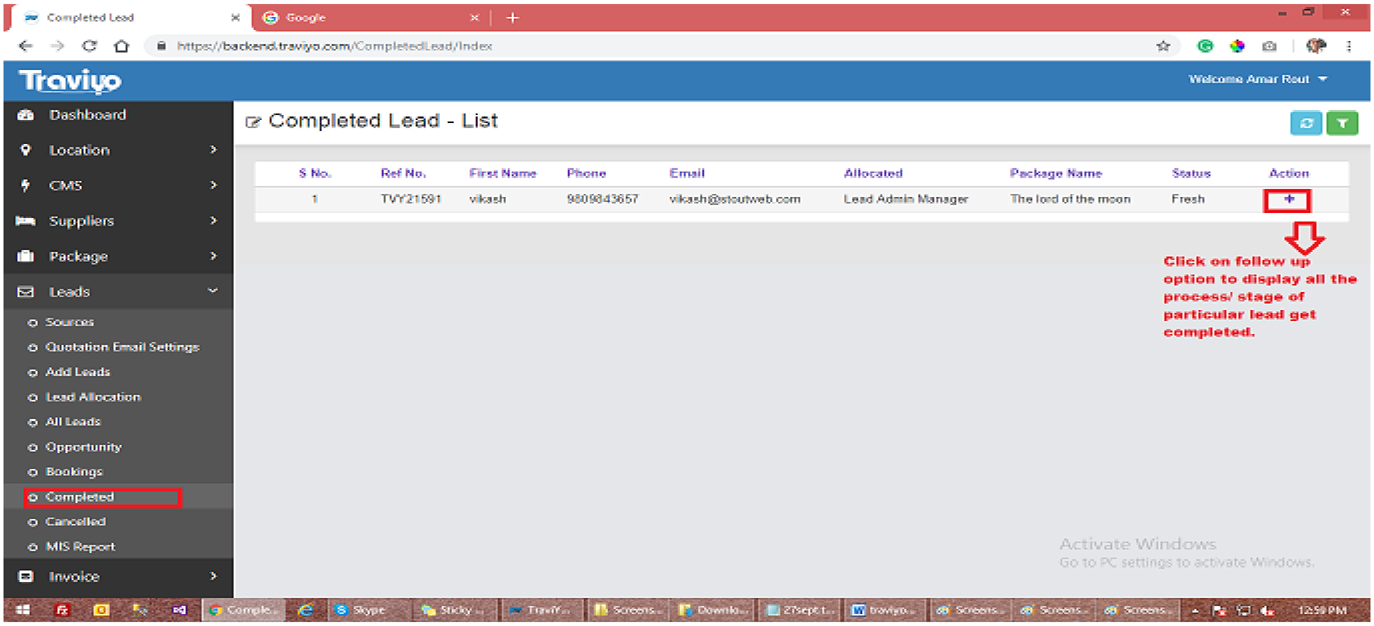


2.2.3.7 Completed

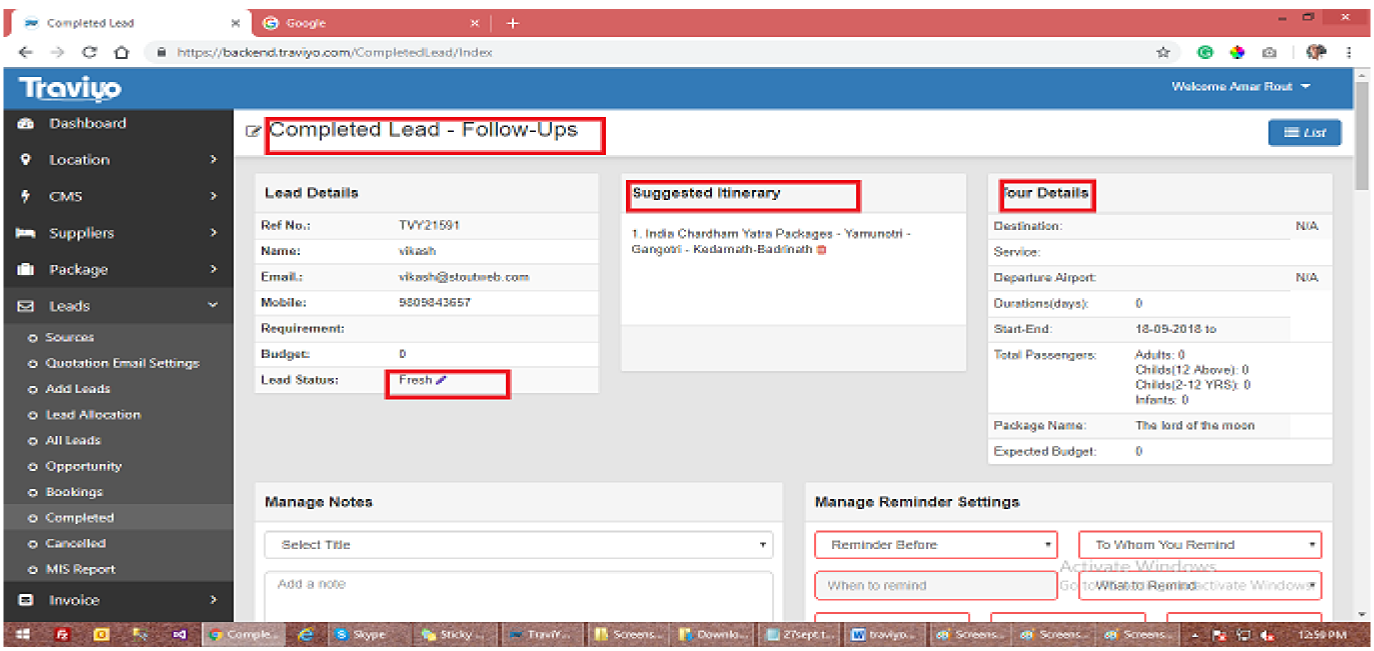
This sub module contain the list of complete lead. Once the lead comes in final stage lead save in the completed sub module.

Steps for complete lead:-

1. Tab to the completed sub module .



2. After click on follow up option all detail display on the screen.

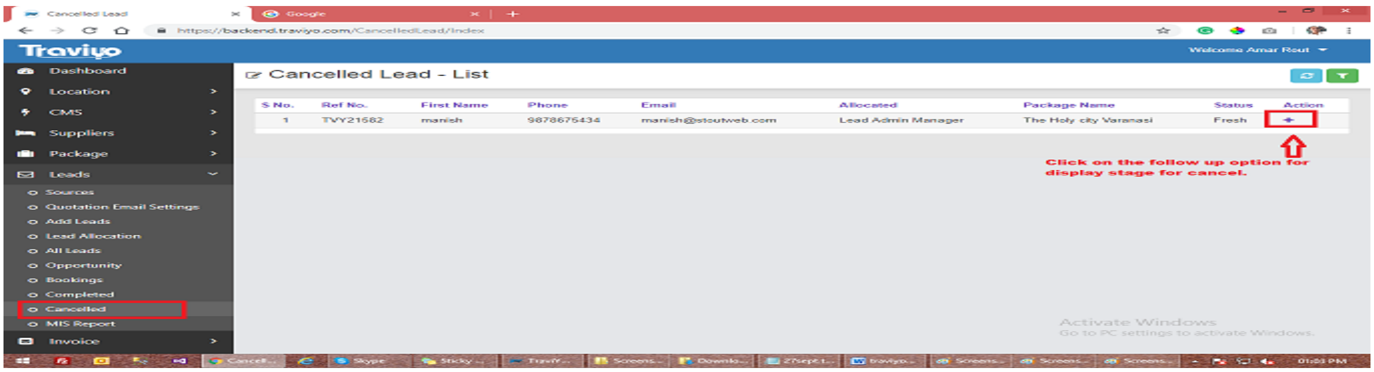


2.2.3.8 Cancelled

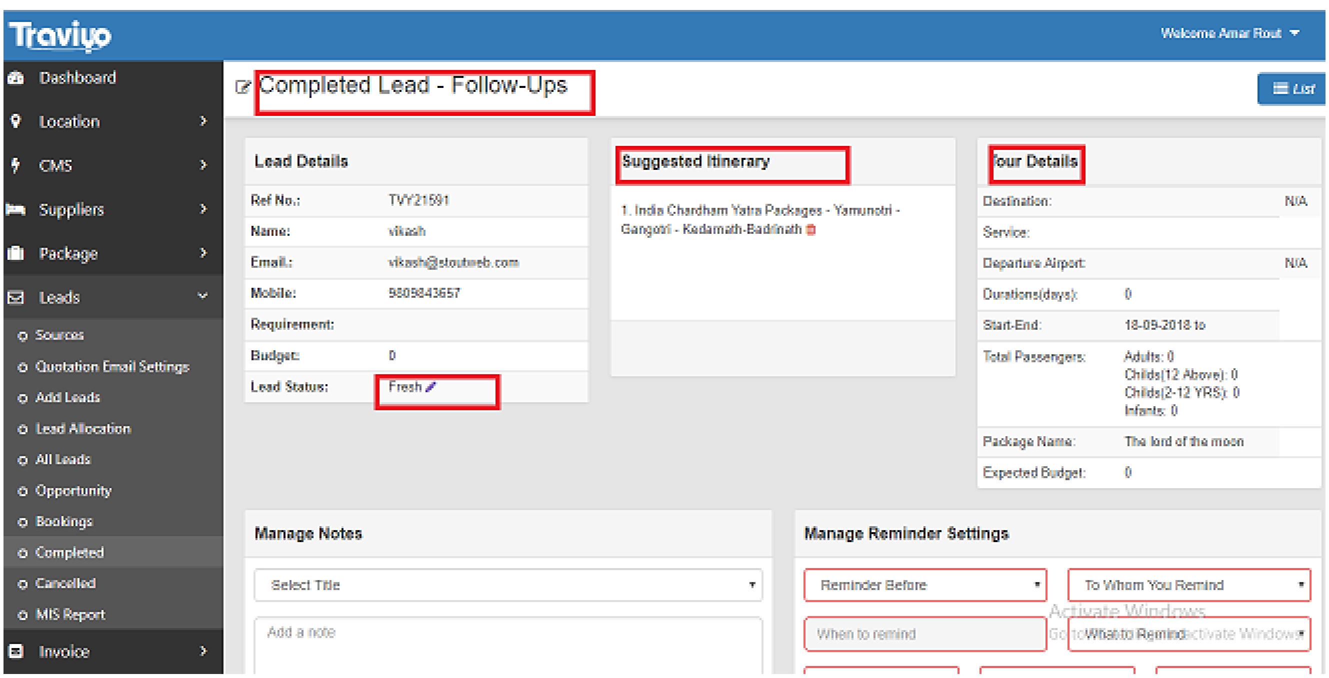
This sub module contain the list of all cancel lead. Once the lead is cancel it move to into this sub module . If admin want diagnosis all the cancel lead for improvement of the business they have to go on cancelled sub module after that they have click on the follows up option .

Steps for check detail of cancel list:-

1. Tab to the cancelled sub module.



2. After click on follow up option all detail of lead display on the screen.

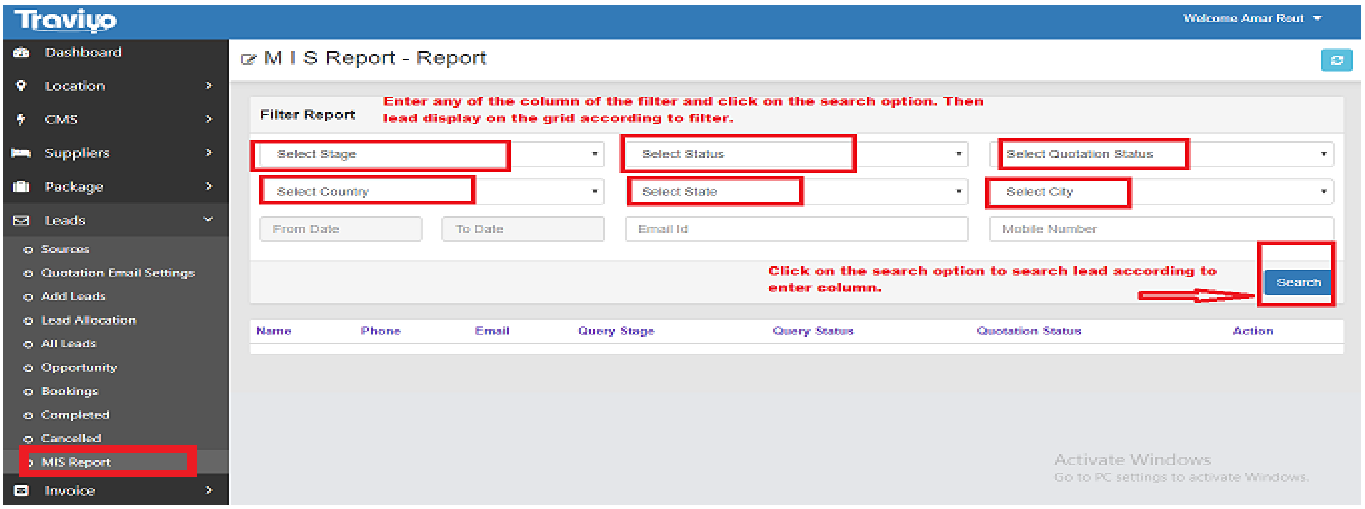


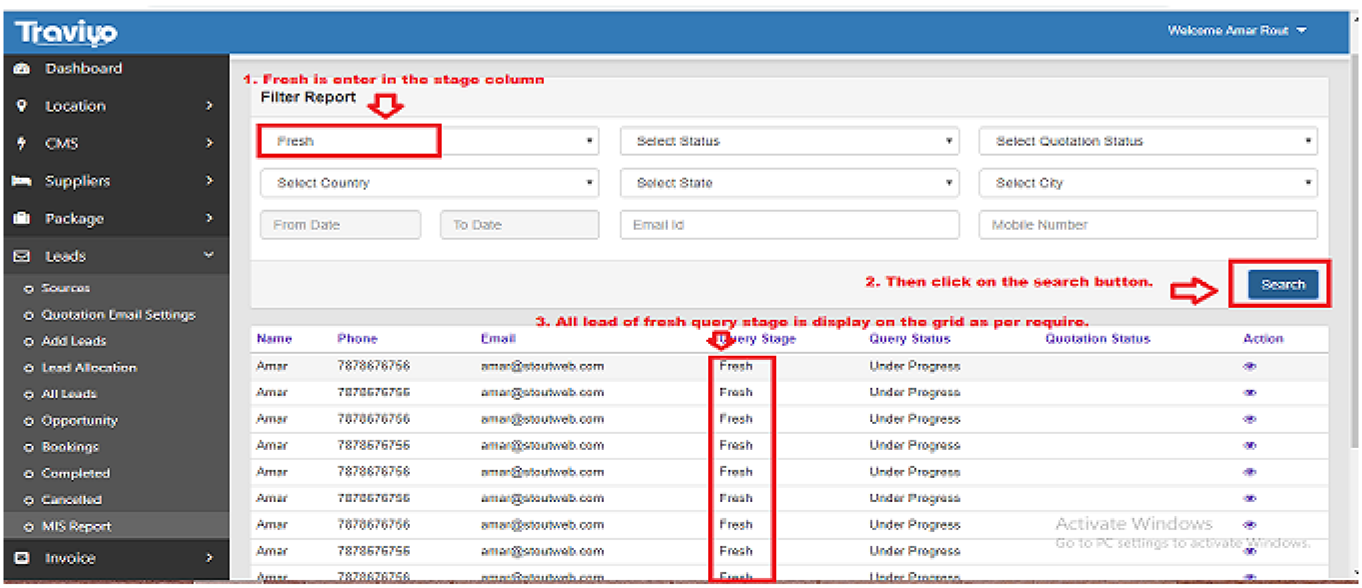
2.2.3.9 MIS Reports

From this sub module Admin can diagnosis all report as per search accordingly.

Steps for check detail of cancel list:-

1. Tab to the MIS Reports of the sub module.
2. Search as per the requirement of status ,stage and other option
.





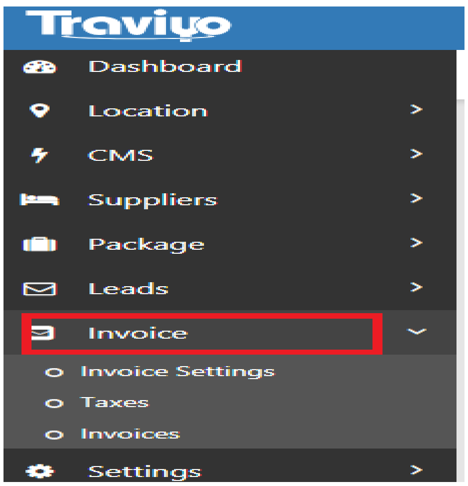
2.2.4 Invoice

From invoice module admin can manage the setting of invoice , generate and edit invoice & manage taxes. Invoice module contain three sub module.

1. Invoice settings:- From invoice setting sub module we can manage logo, note, address and business type(individual & Organization).

2. Taxes:- Admin can manage(add ,edit and delete) taxes as require.

3. Invoices:- In invoice section admin manage invoice i.e create invoice, mark as a paid and unpaid etc.



2.2.4.1 Invoice settings

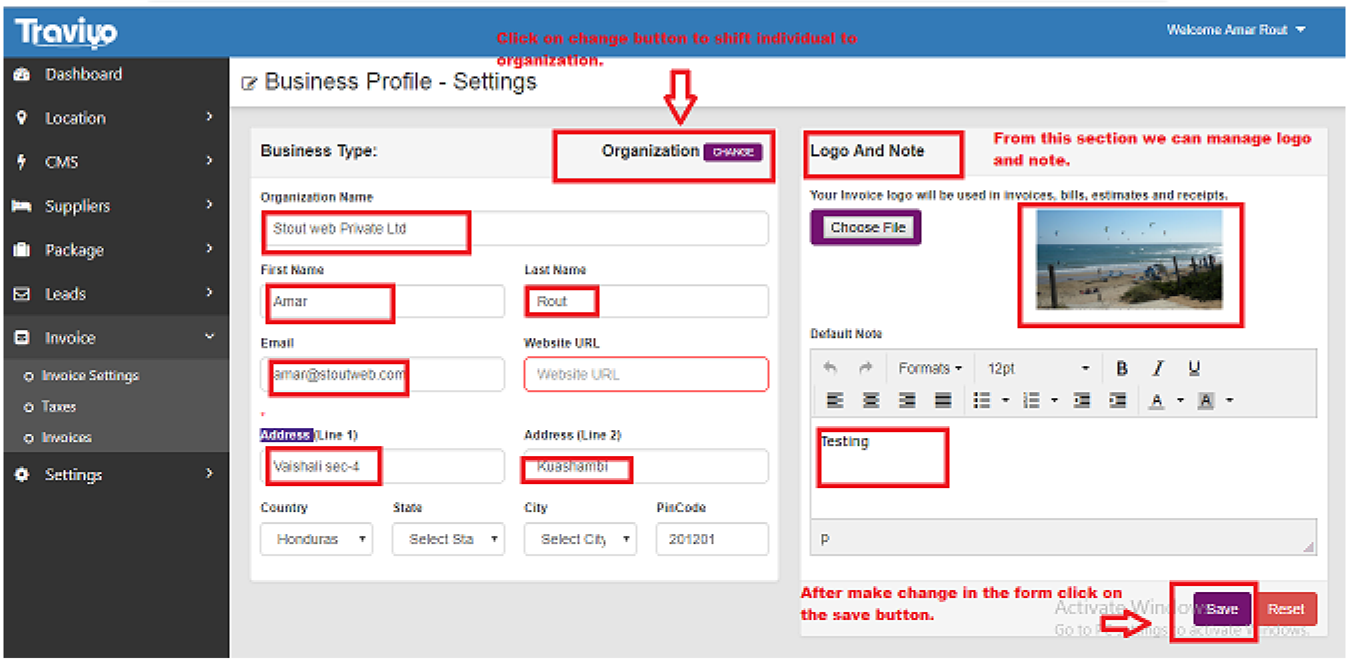
From invoice setting we can manage all the contain of invoice .

Working flow of invoice setting:-

1. Admin can change business type by click on the change button . There are two type of invoice can be generate a. individual   b. Organization.

2. Admin can change logo and note of the invoice.

4. Admin can also change all the contain such as Organization Name, First Name, Last Name, Email and Address .



2.2.4.2 Taxes

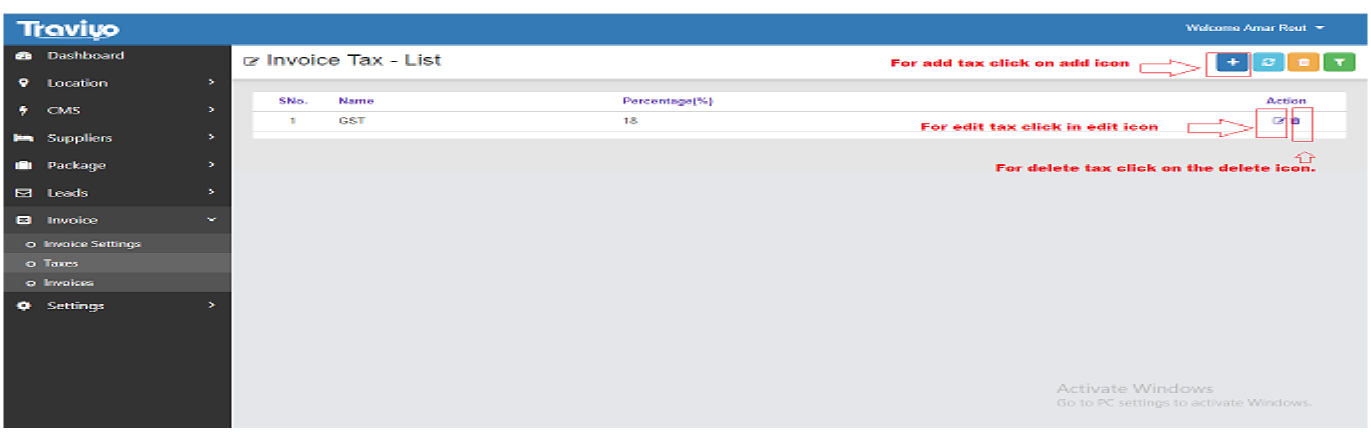
From taxes sub module admin can manage(add , edit and delete) the taxes as per require.

Flow for manage taxes:-

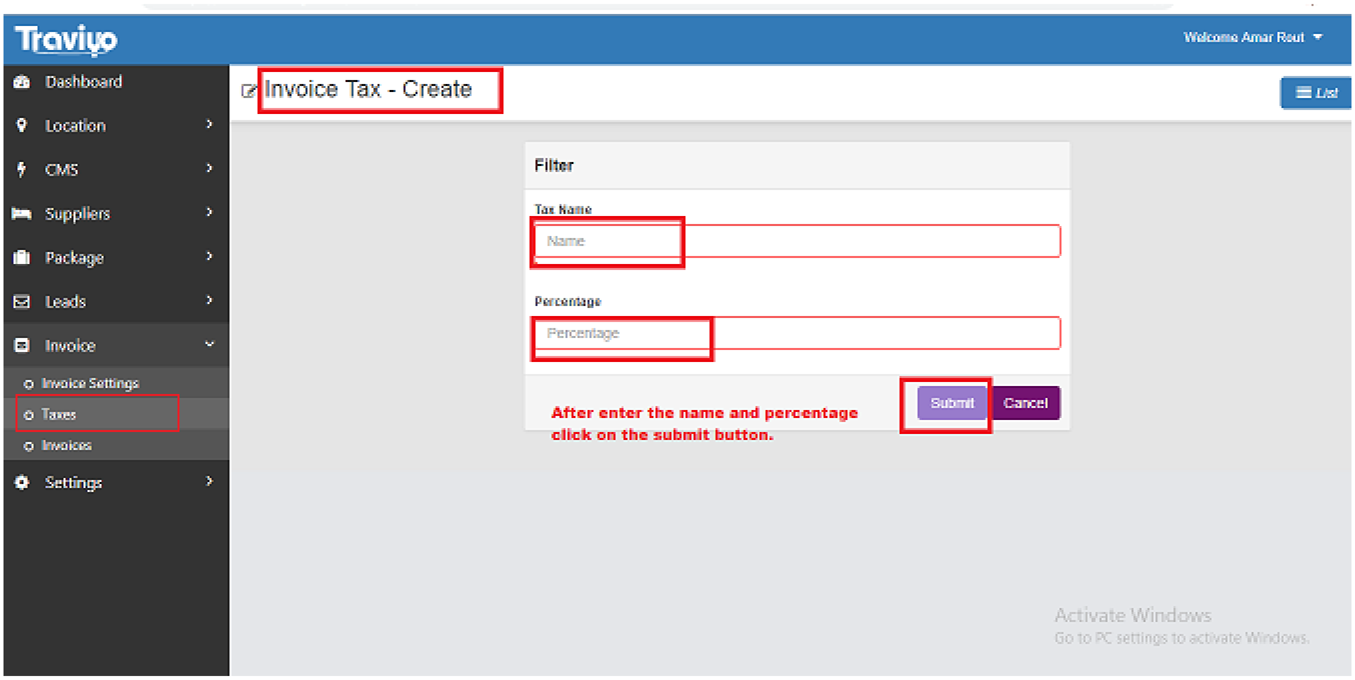
1. Add taxes.

Steps for add taxes:-

a. Click on add icon from title menu.



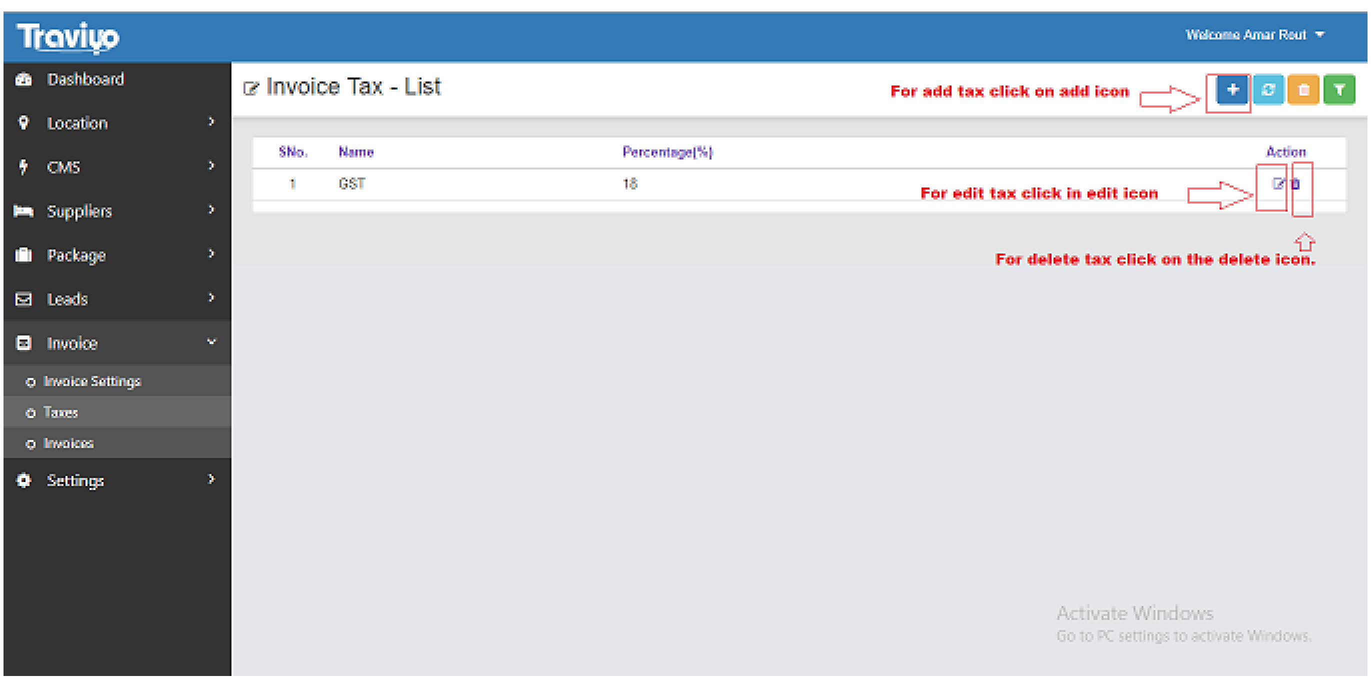
b. Fill all column and click on submit button to save taxes.



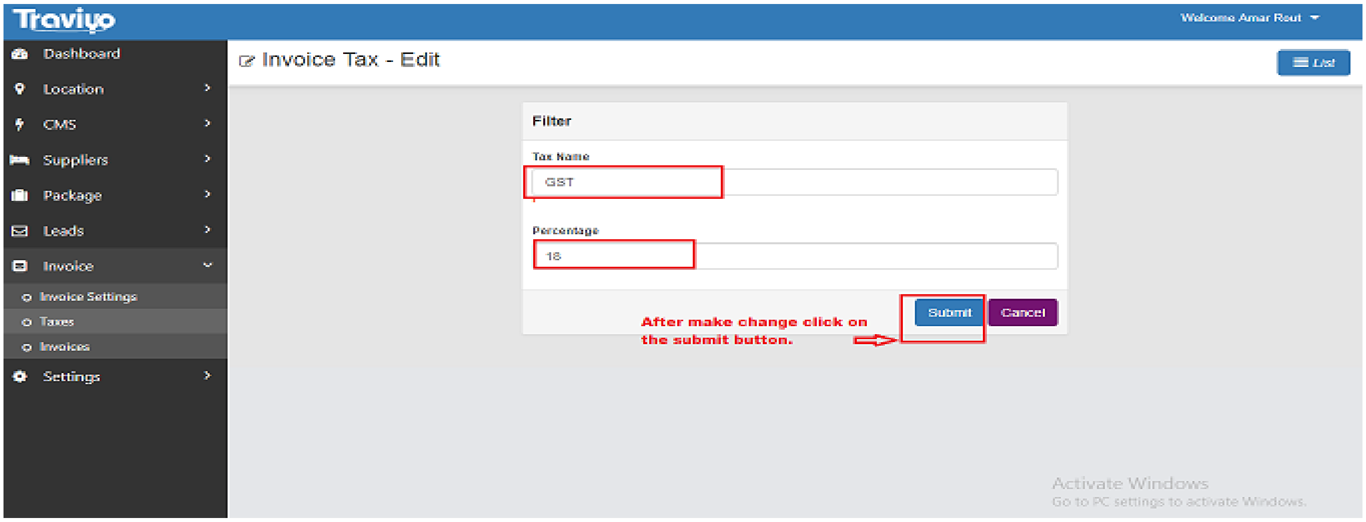
2. Edit taxes.

Steps for Edit taxes:-

a. Click on edit icon from title menu.



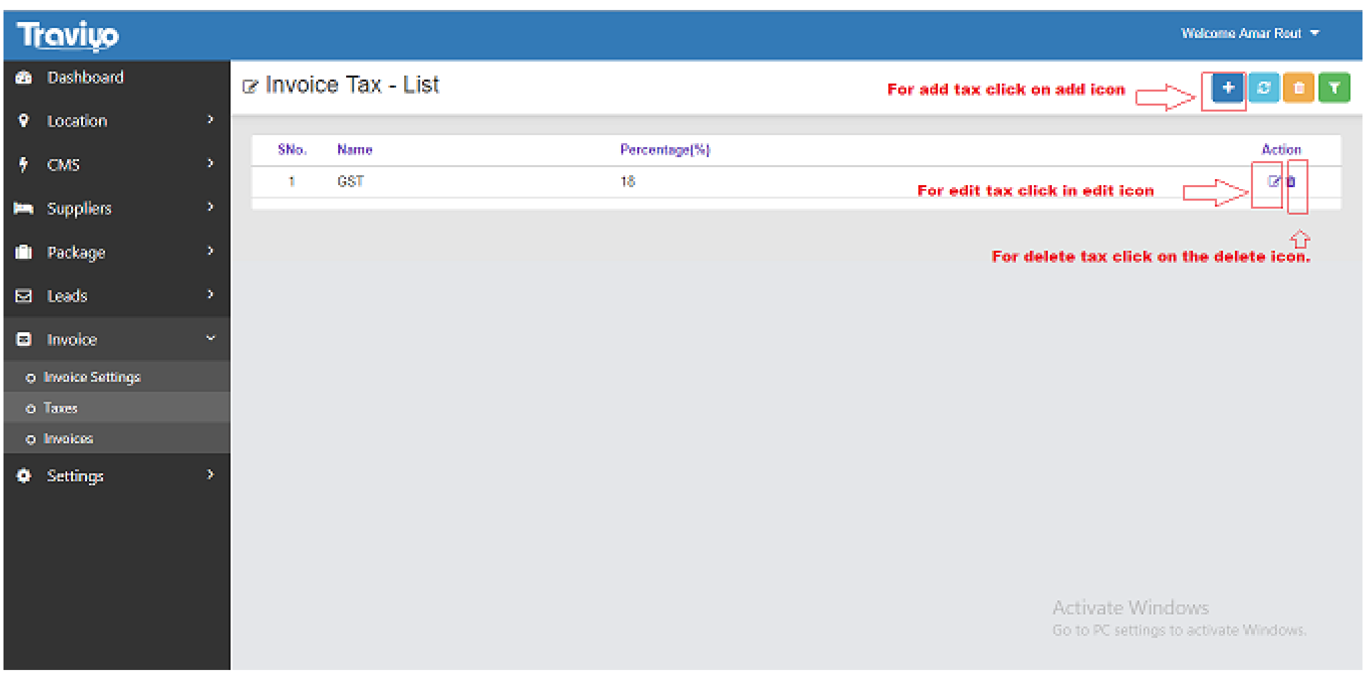
b. After make change in column click on submit button of the form to save change.



3. Delete taxes.

Steps for delete taxes:-

a. Click on delete icon for delete taxes.



2.2.4.3 Invoices

In this sub module admin can manage invoice such as create, edit , delete and view the invoice.

Some of the flow of invoice are follows:-

1. Marks as paid and unpaid.

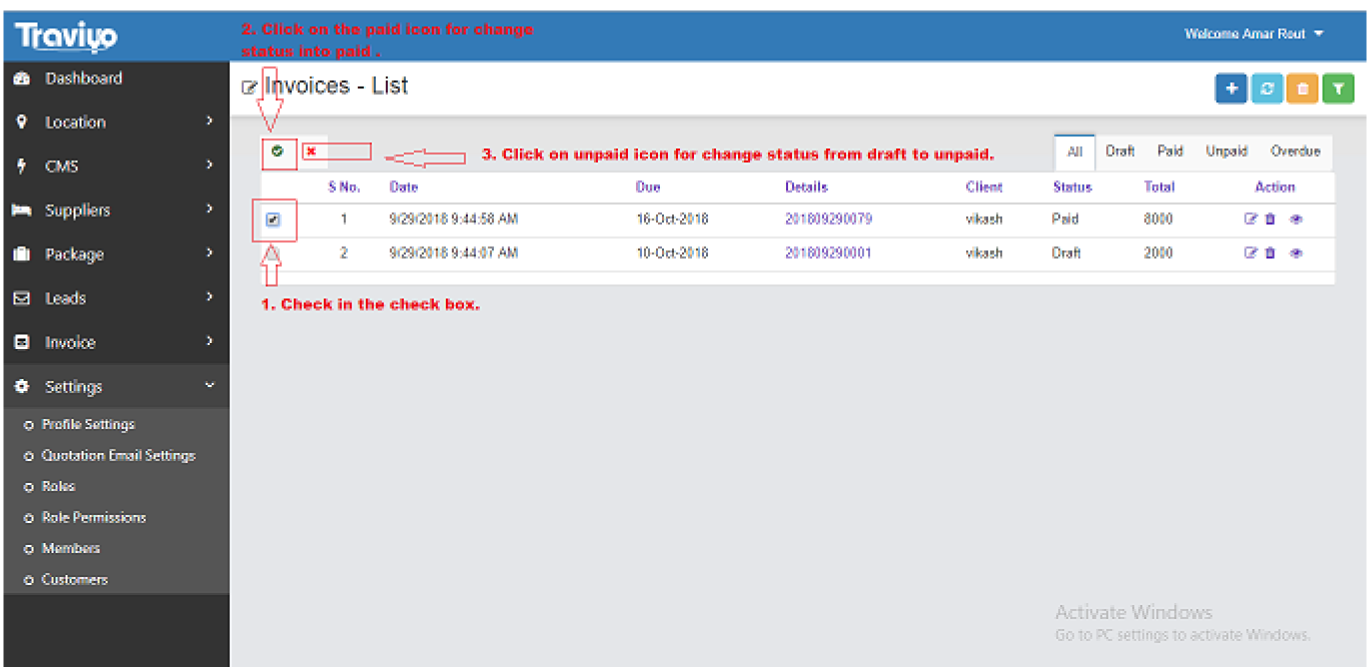
2. Create invoice.

3. Change the contain of invoice.

4. Edit , delete and view invoice as per require.

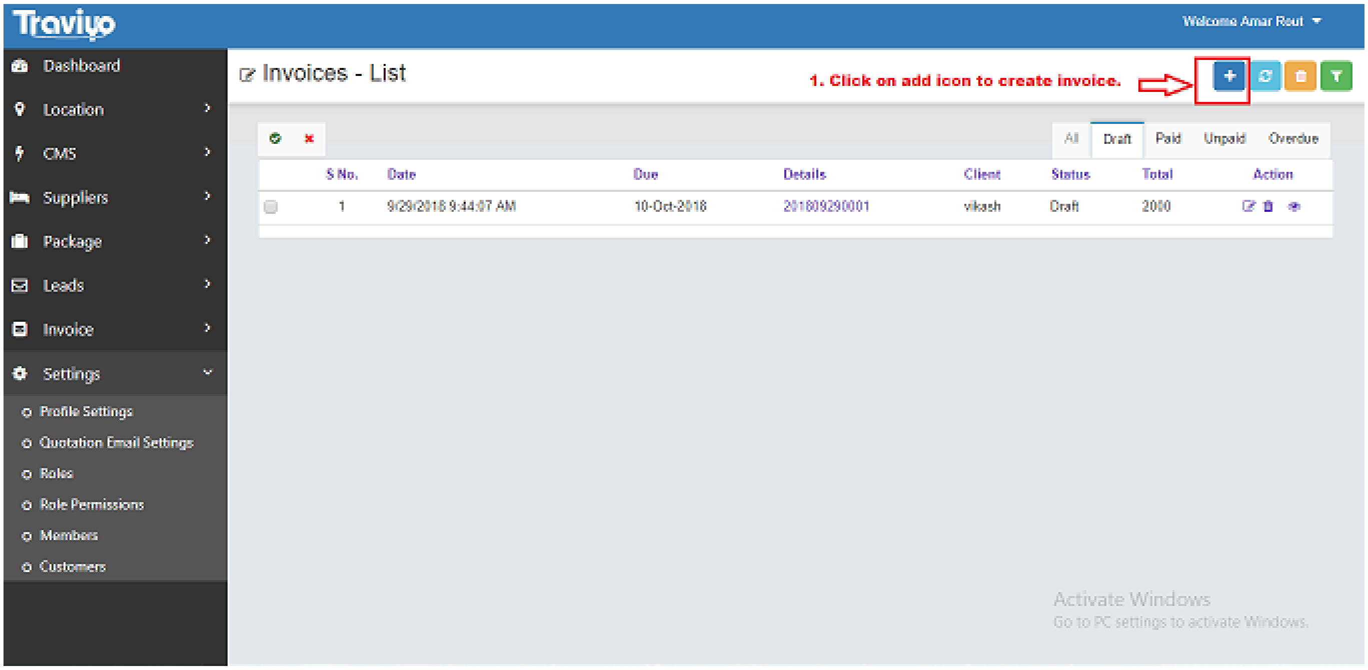
Steps for change status for paid and unpaid :-

1. Check in the check box after that click on paid .Then invoice status change as paid or unpaid.

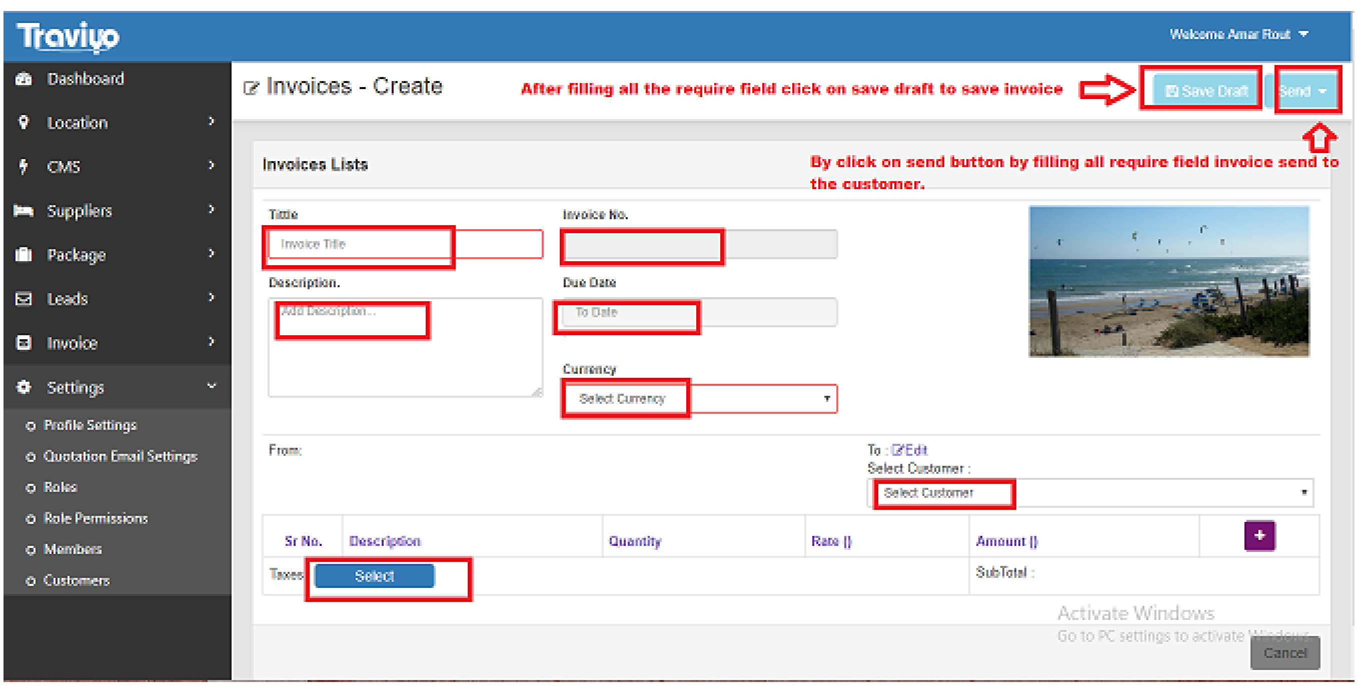


Steps for Create invoice:-

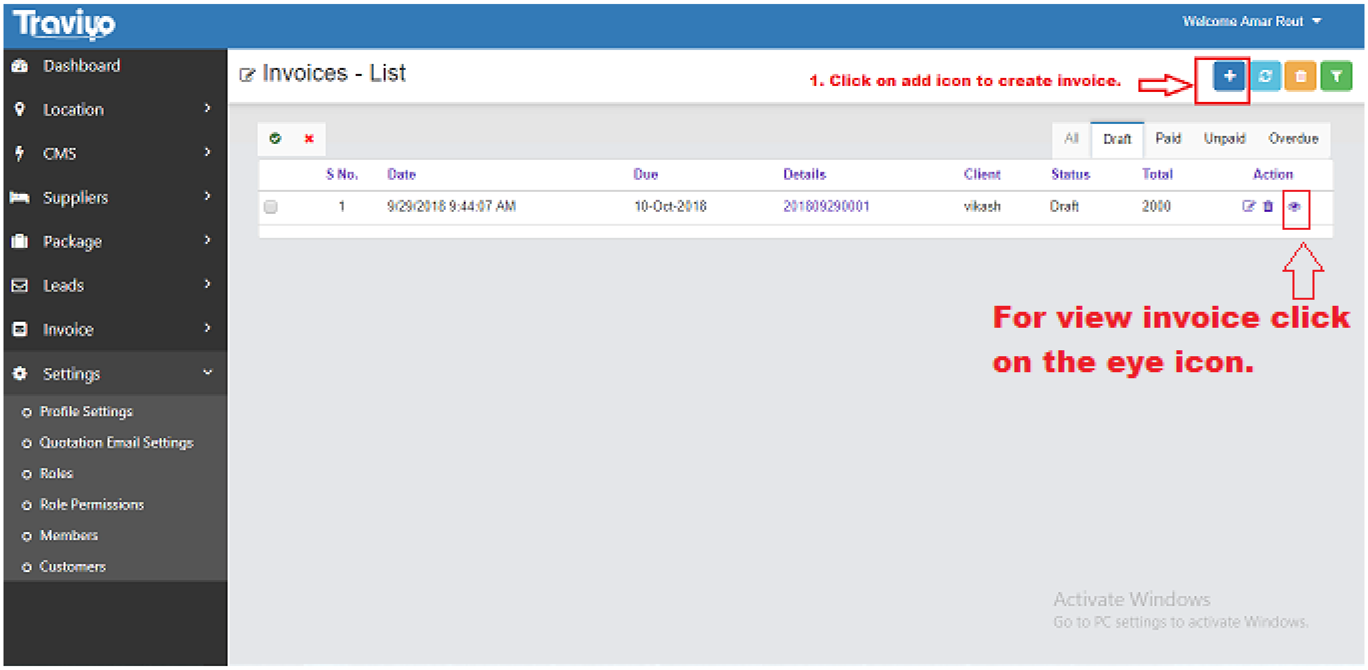
a. Click on the add icon from title menu.



b. Fill all the require field. And click on save draft or send button to save invoice.



c. For view invoice click on the eye icon of particular lead from grid.

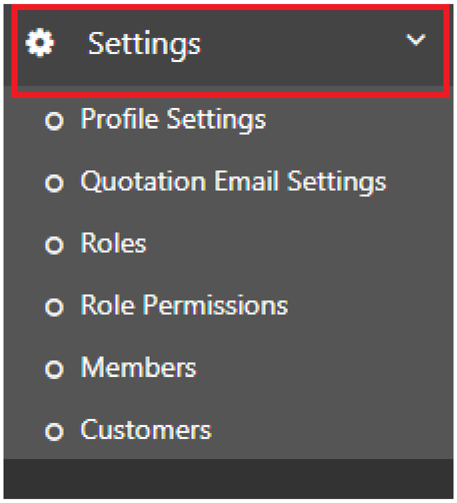


2.2.5 Setting

From setting module admin can make member, add role and give permission to the role.Setting module contain six sub module .

The sub module are as follow:-

1. Profile Setting : From profile setting admin Edit the field of profile as per require.
2. Quotation Email setting : From quotation Email setting admin can make change in contain of mail as per need i.e change from mail id , change email body and email signature.
3. Roles: In role sub module admin can manage (add, edit, delete) role.
4. Role permission: From role permission sub module admin give permission for role.
5. Members: Admin can manage the member from member sub module.
6. Customers: Admin can manage the customer from customer sub module.



2.2.5.1 Profile Setting

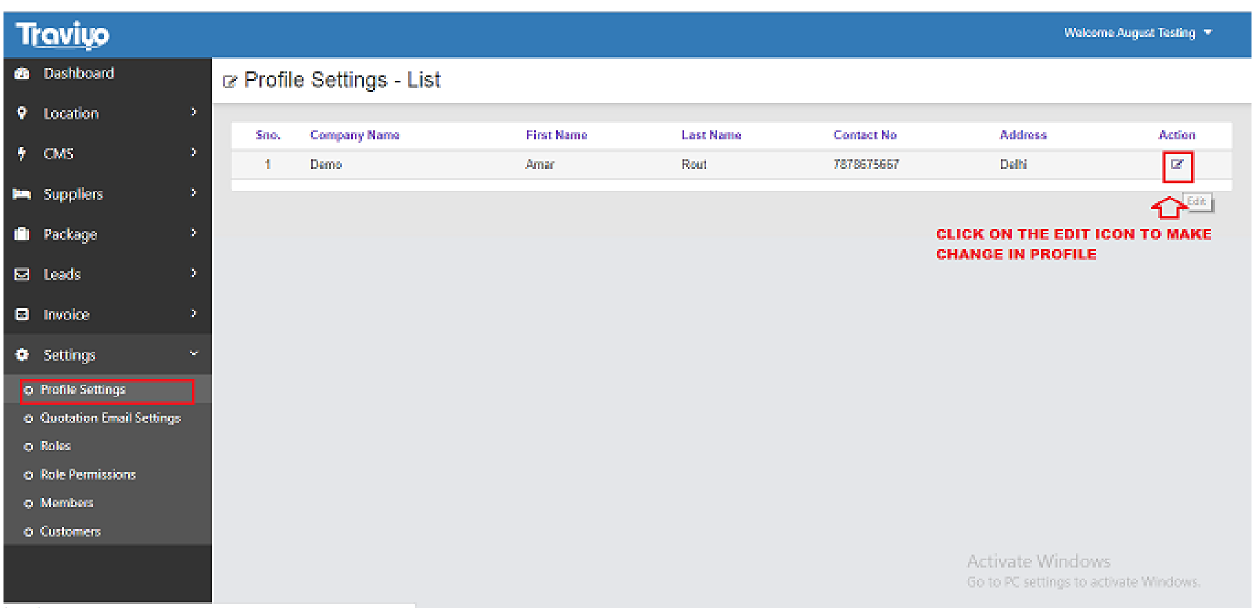
From profile setting admin can change his profile as per require.

Steps for change profile setting are as:-

1. Select setting module .

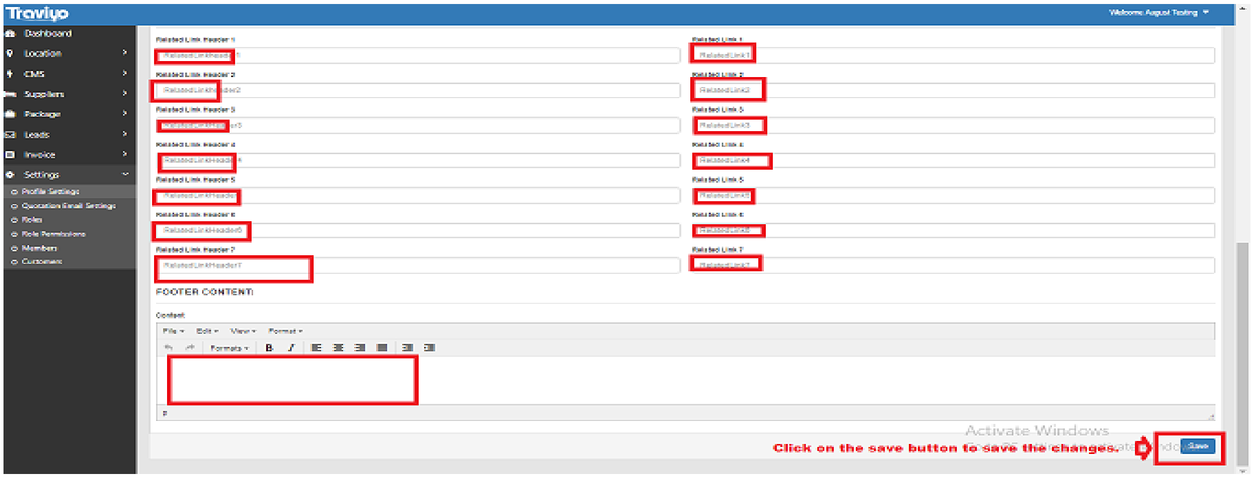
2. Tab to the profile setting sub module.

3. Click on edit option.



4. Make a change in the require field.

5. After that click on the save button to save change profile.



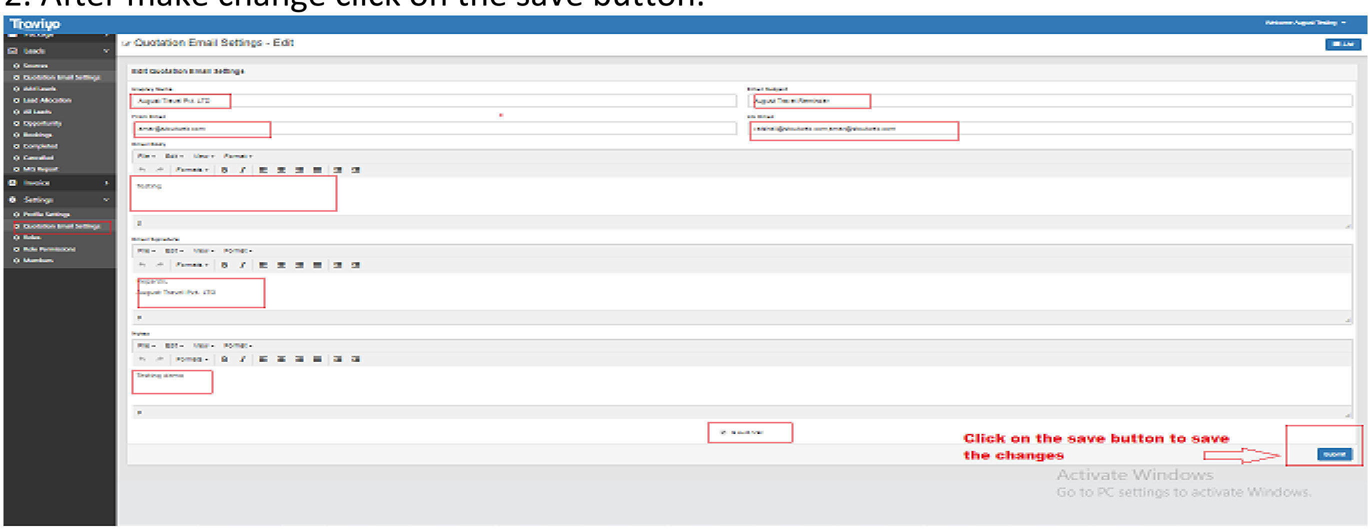
2.2.5.2 Quotation Email Setting

From Quotation email setting admin can edit name, Email subject, from email, cc email, email signature and notes.

Steps for quotation email setting are:-

1. Click on the edit option of the profile settings module.

2. After make change click on the save button.



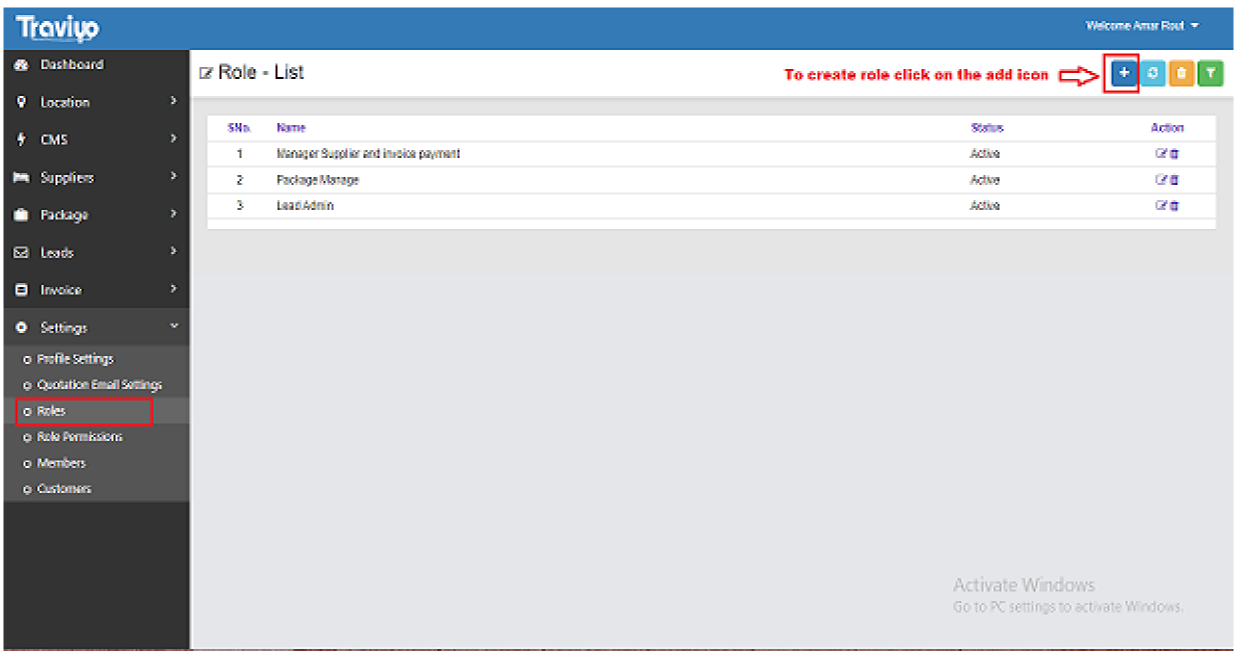
2.2.5.3 Roles

In roles sub module admin can manage role .

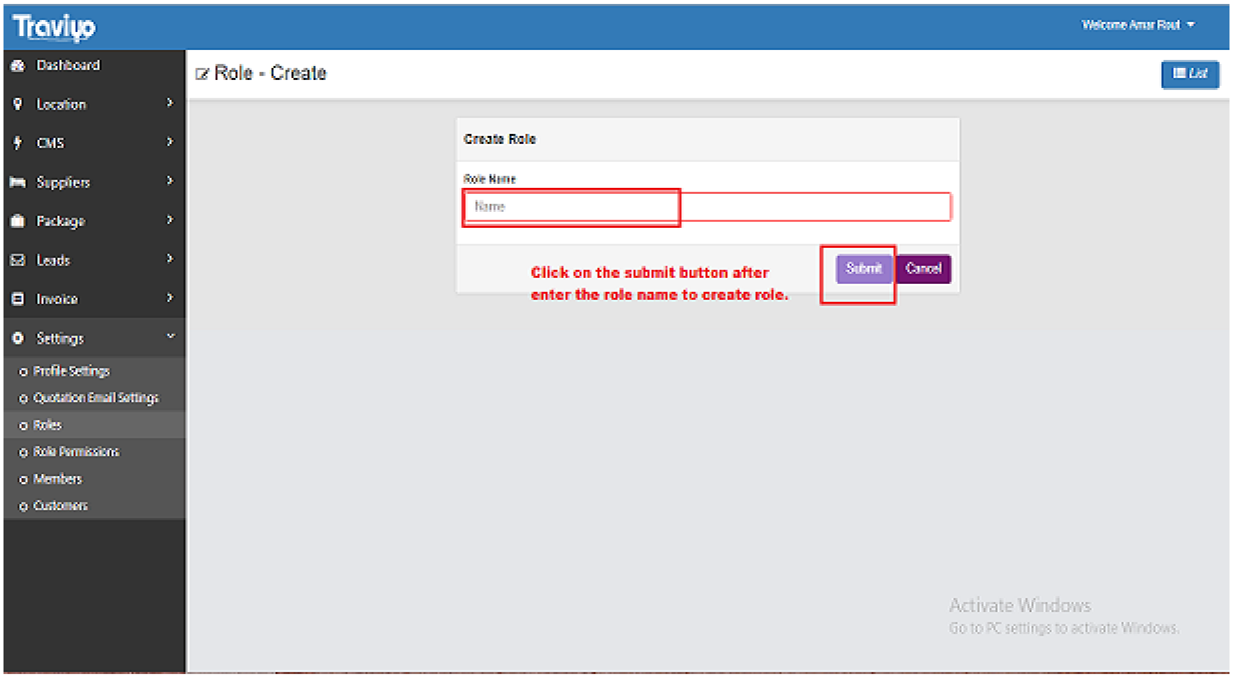
1. Create Role.
2. Edit the register Role.
3. Delete the Role.

   Steps for create Role:-

1. Select Role sub module.
2. Click on the add icon of the title menu.

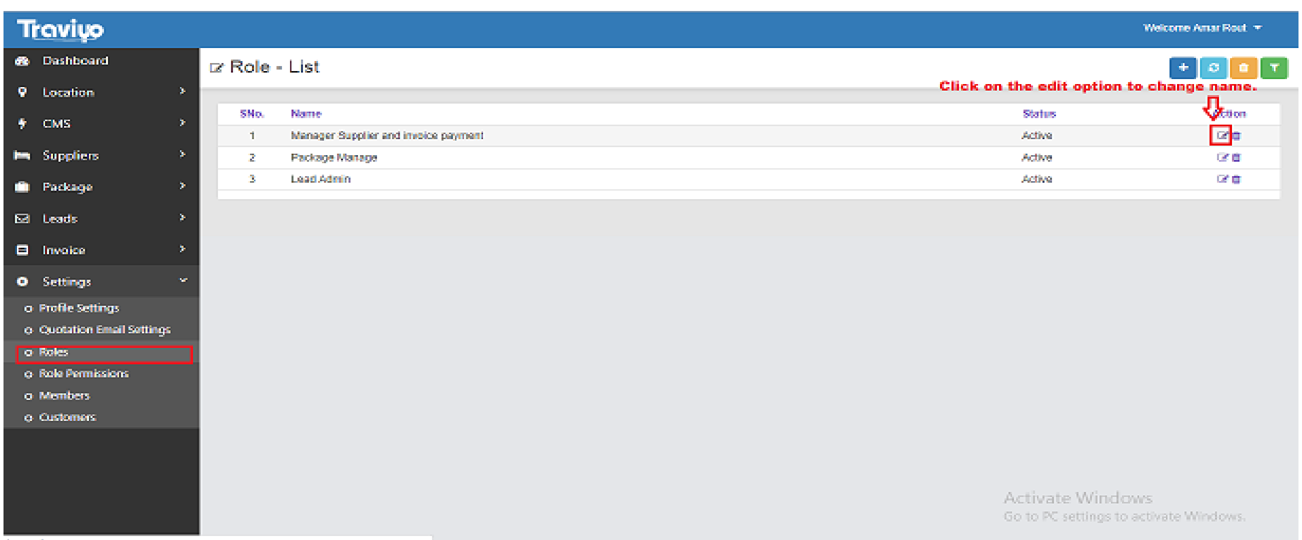


3. After filling all field click on submit button.

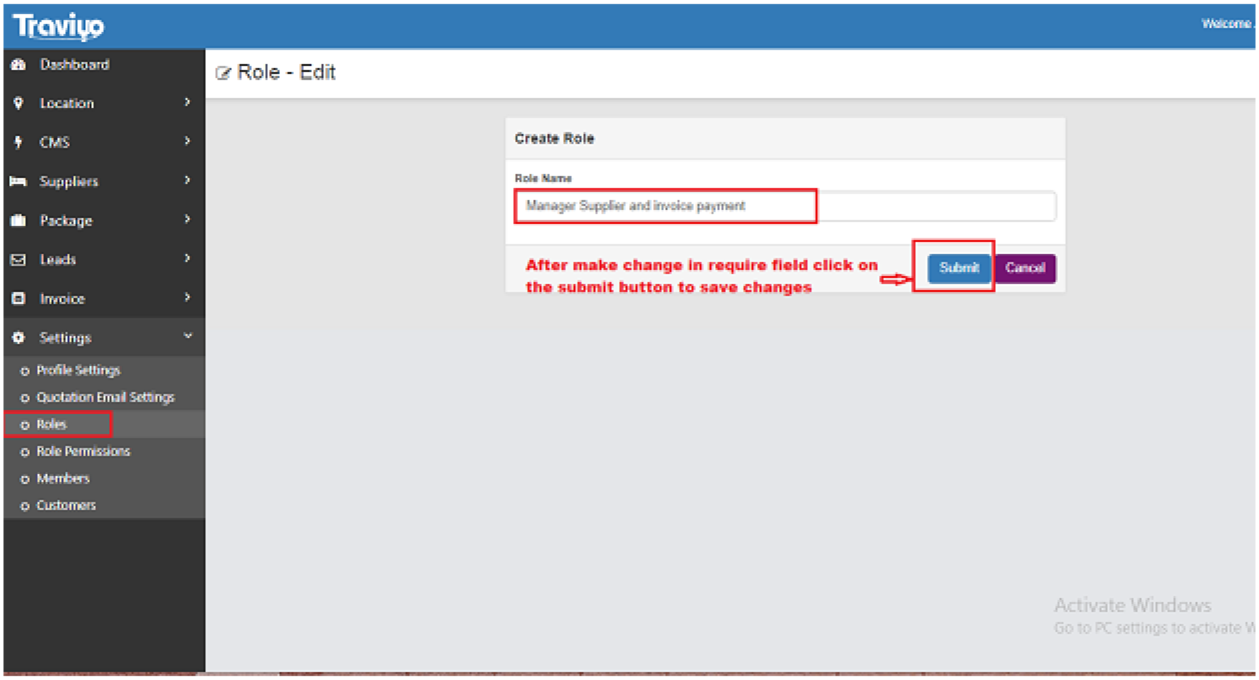


Steps for Edit Role:-

1. Select Edit option from role list.

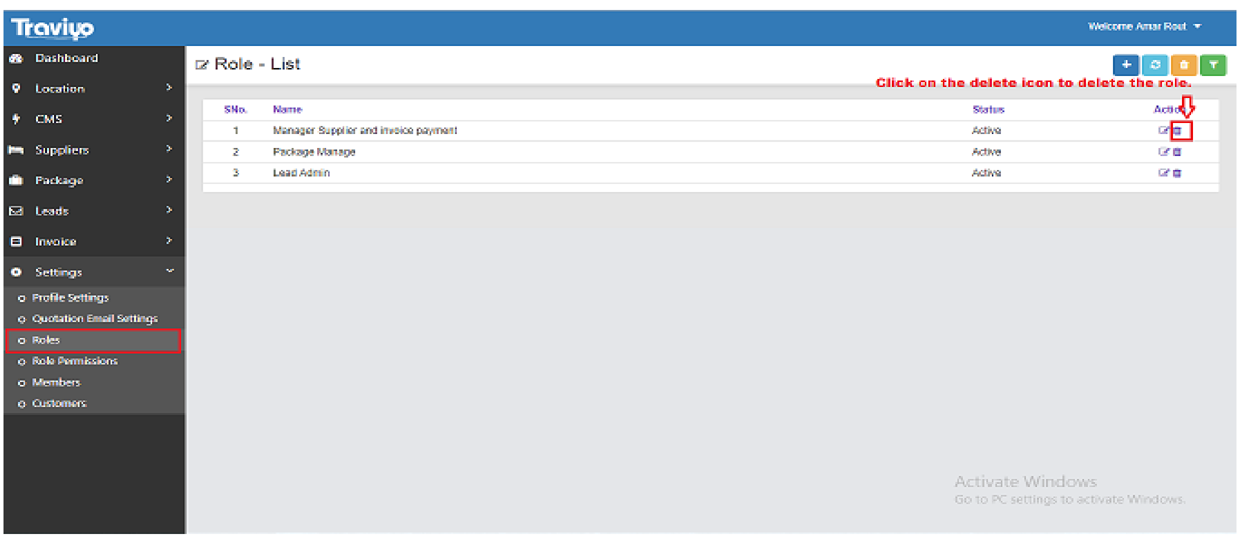


2. Click on the submit button after make change to save changes.



Steps for Delete Role:-

1. Click on the delete icon on the grid.

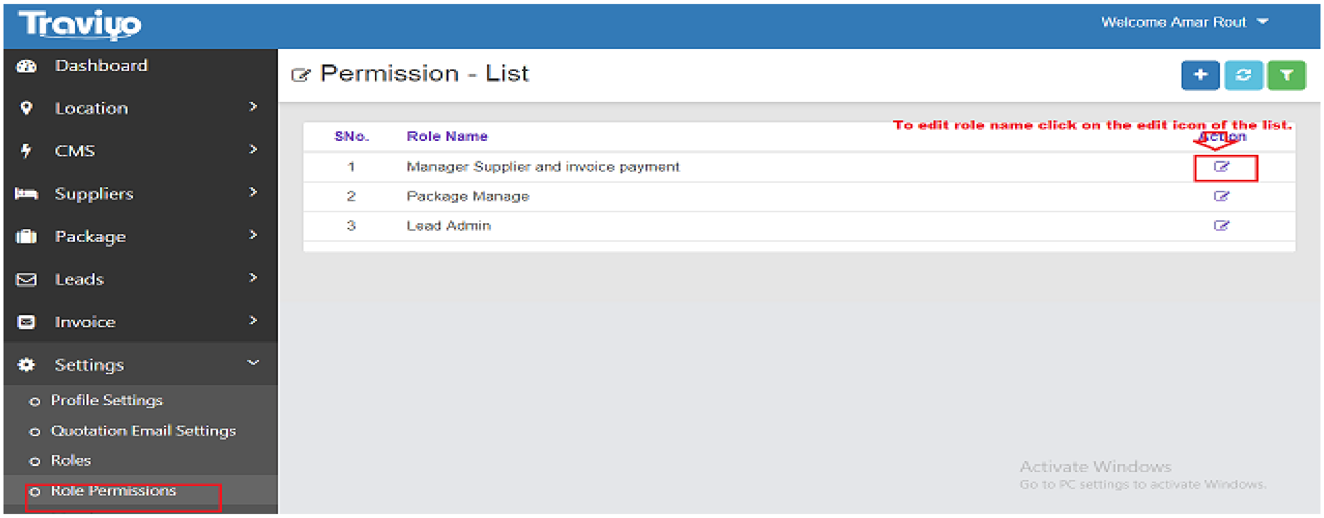


2.2.5.4 Role permission

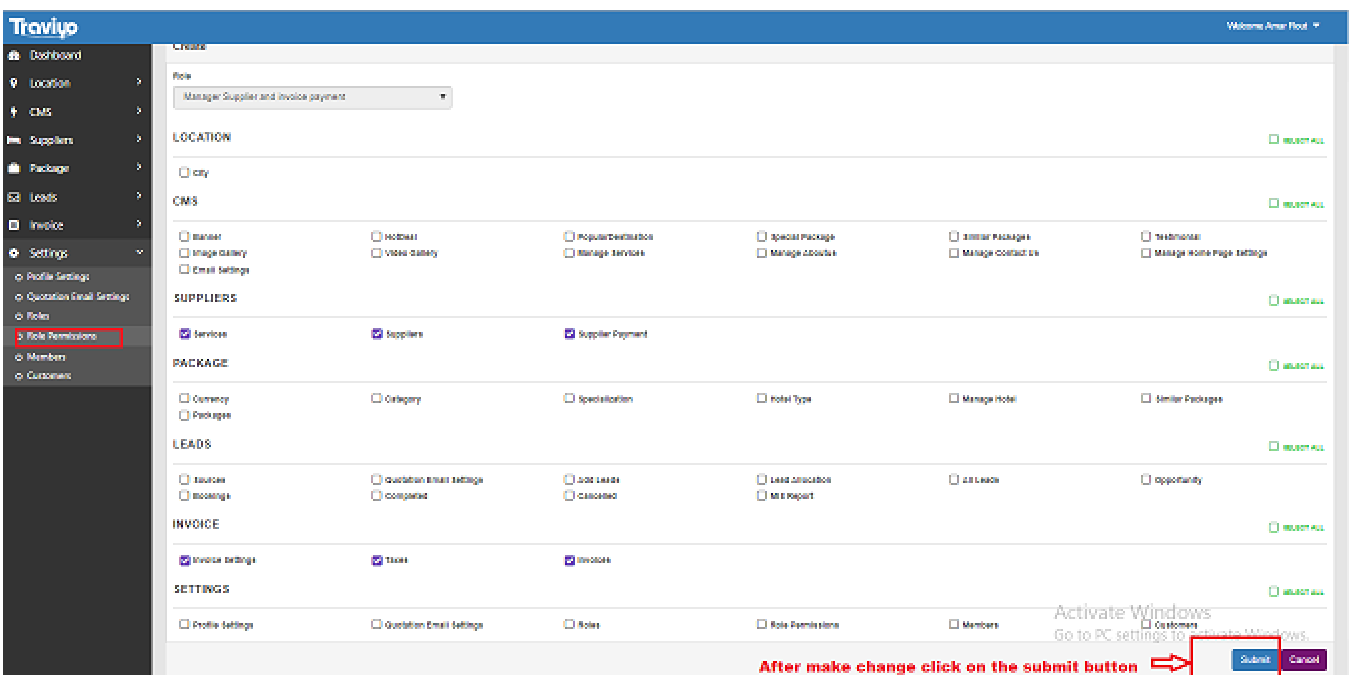
From role permission sub module admin can provide access to the particular role.

Steps for provide permission to the role:-

1. Click on the add icon from title menu.



2. Select role and check in the check box to provide permission for particular section/module.



2.2.5.5 Member

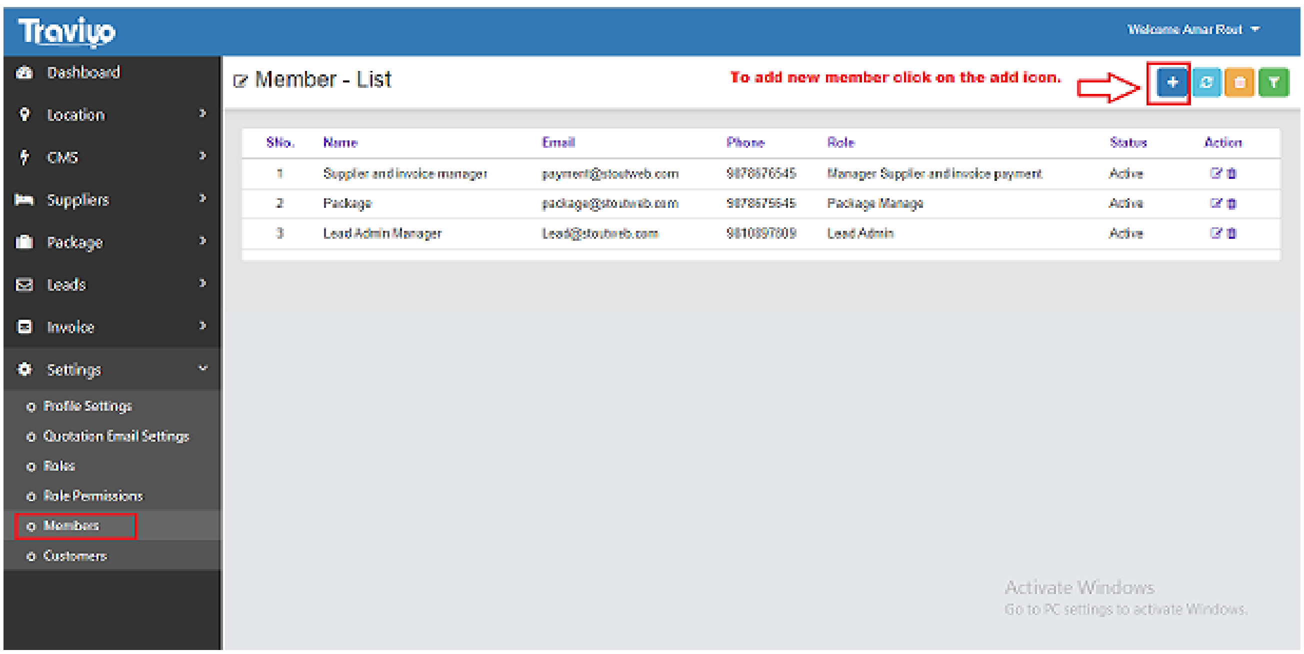
From this sub module admin can manage(add edit and delete) the member .

Work flow of the member sub module are as follow:-

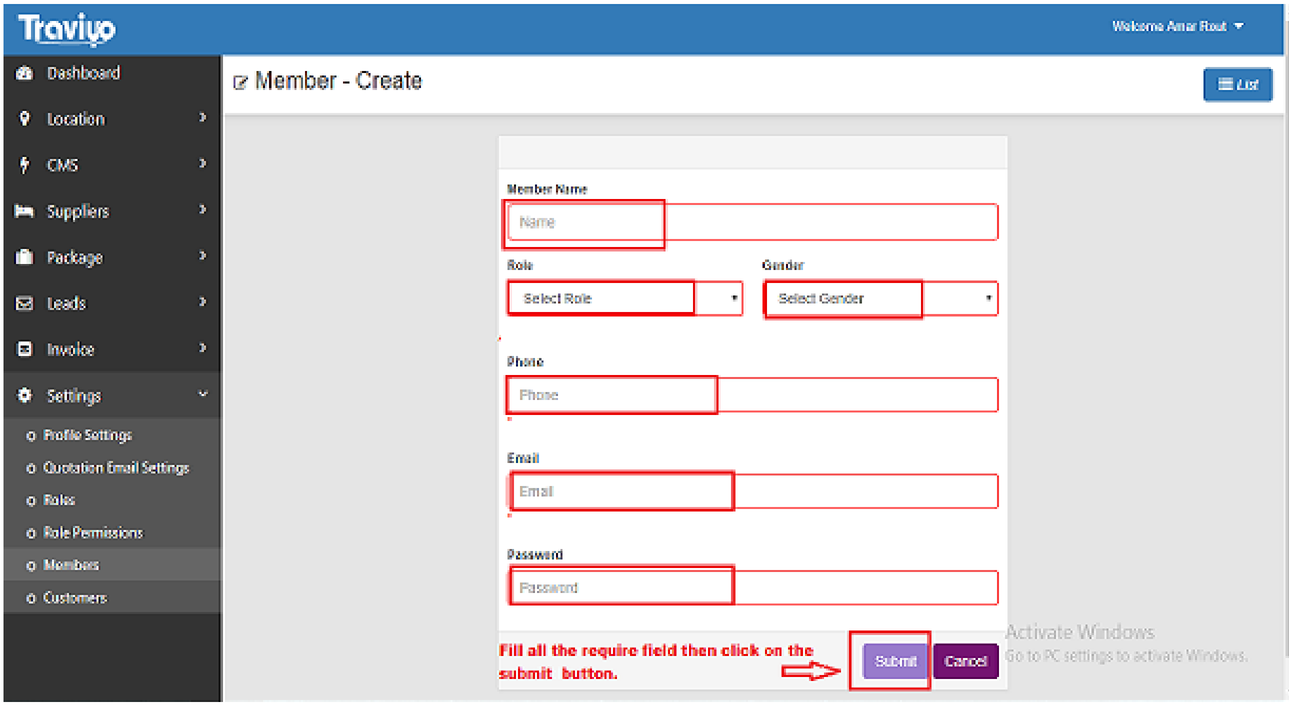
1. Create member.
2. Edit the register member.
3. Delete the member.

Steps for create member:-

1. Select member sub module.
2. Click on the add icon of the title menu.

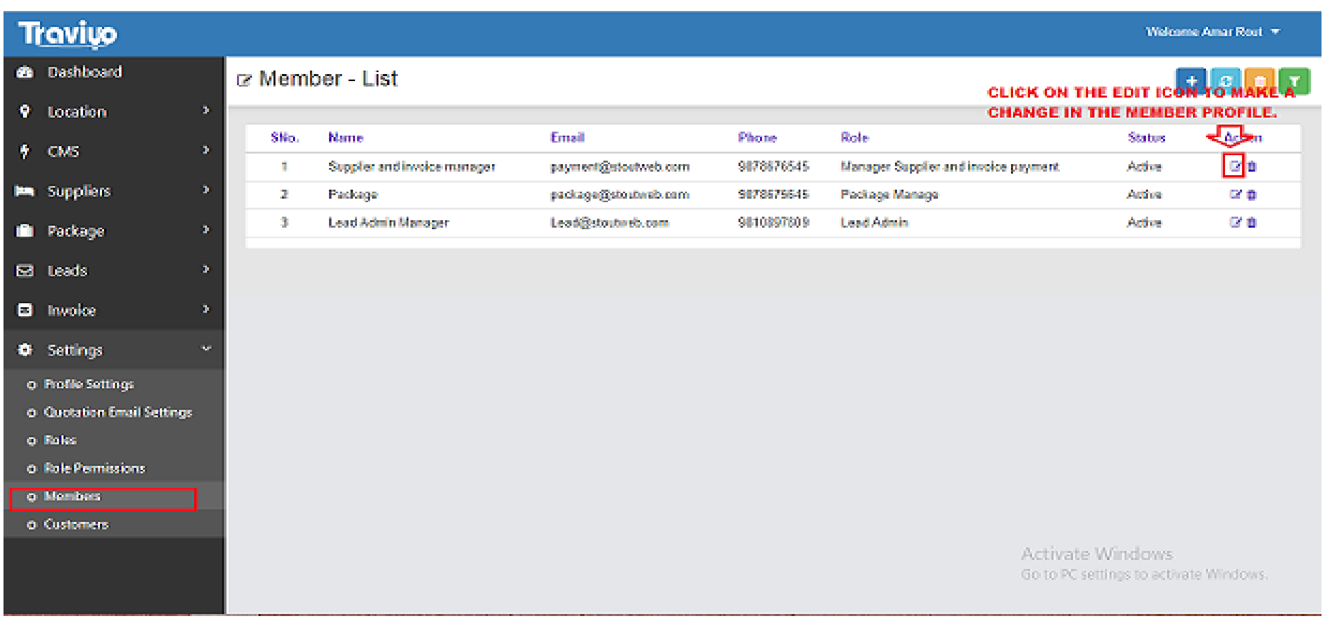


3. After filling all field click on submit button.

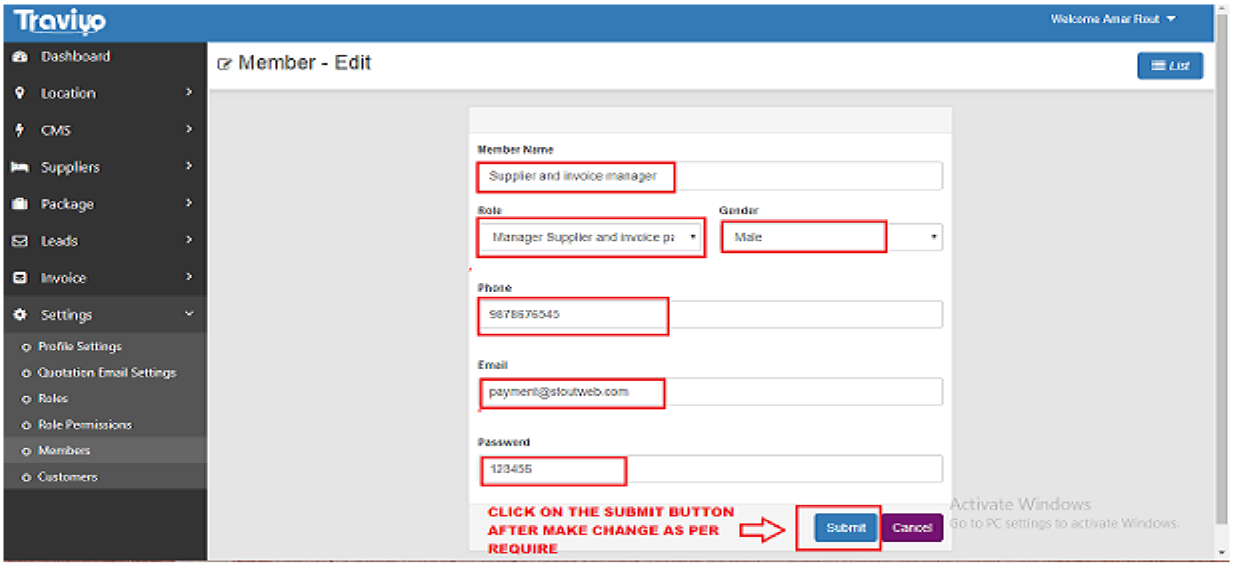


Steps for Edit member:-

1. Select Edit option from member list of the grid.

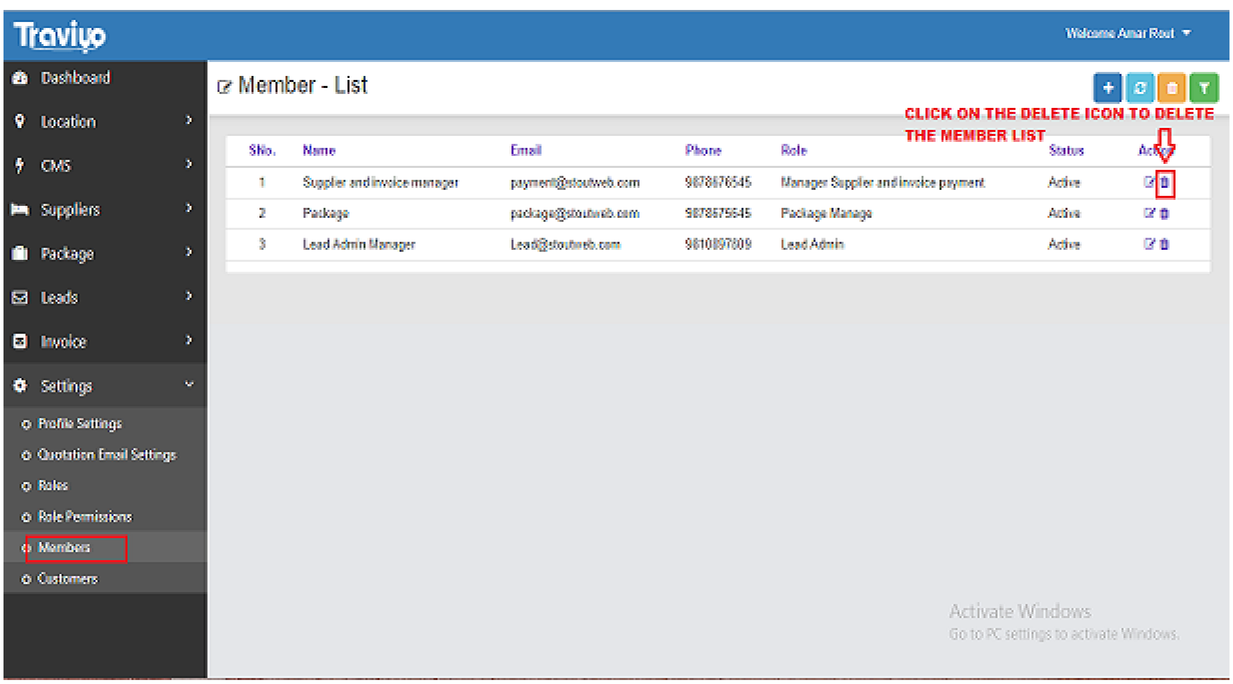


2. Click on the submit button after make change.



Steps for Delete member:-

Click on the delete icon of the grid.



2.2.5.6 Customer

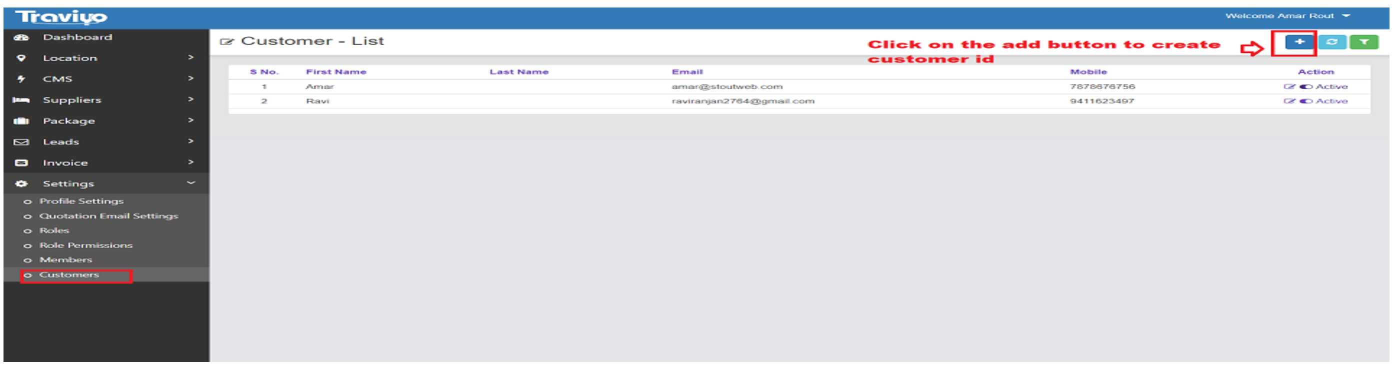
By customer sub module admin have to add , edit and delete the customer frontend login id.

Flow of the customer:-

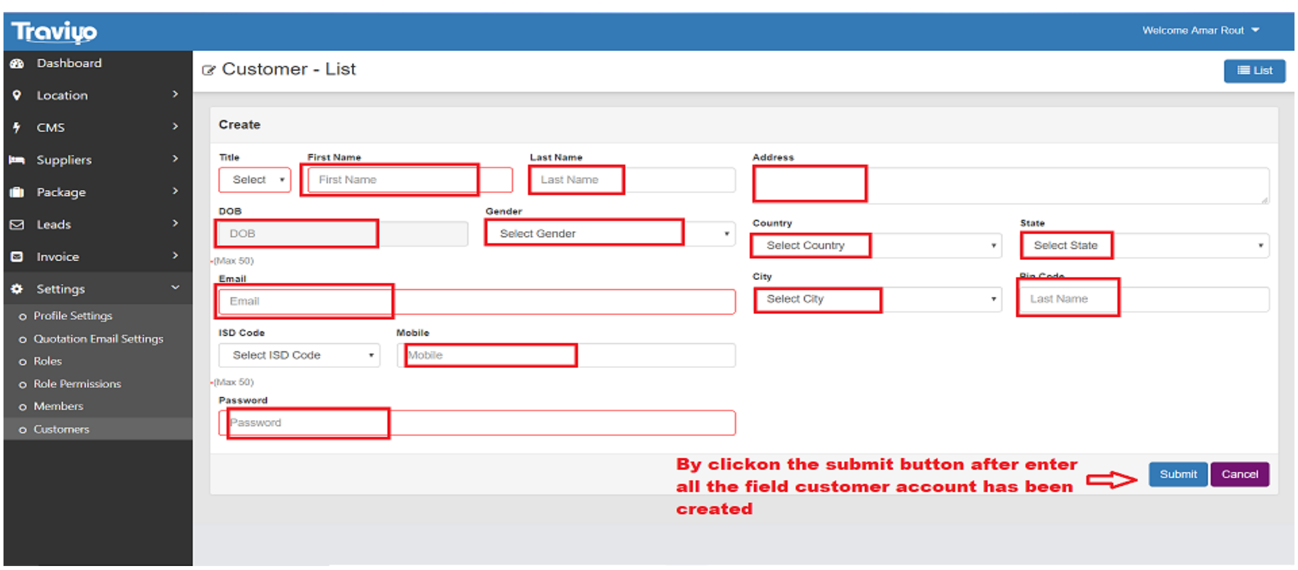
1. Create customer id.
2. Edit the register customer id.
3. Activate and deactivate the customer id

Steps for create customer :-

1. Select customer sub module.
2. Click on the add icon of the title menu.

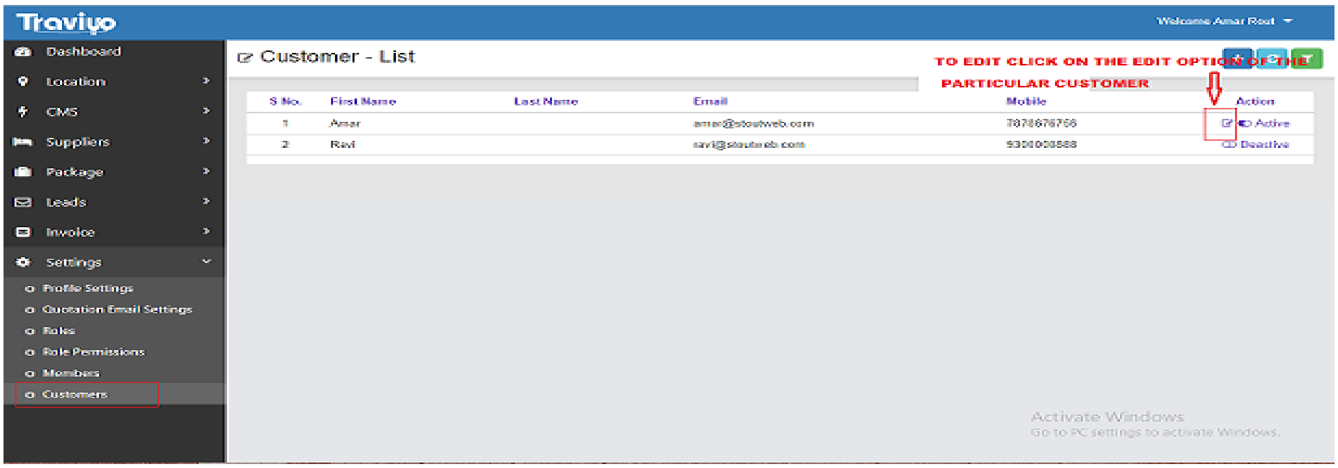


3. After filling all field click on submit button.

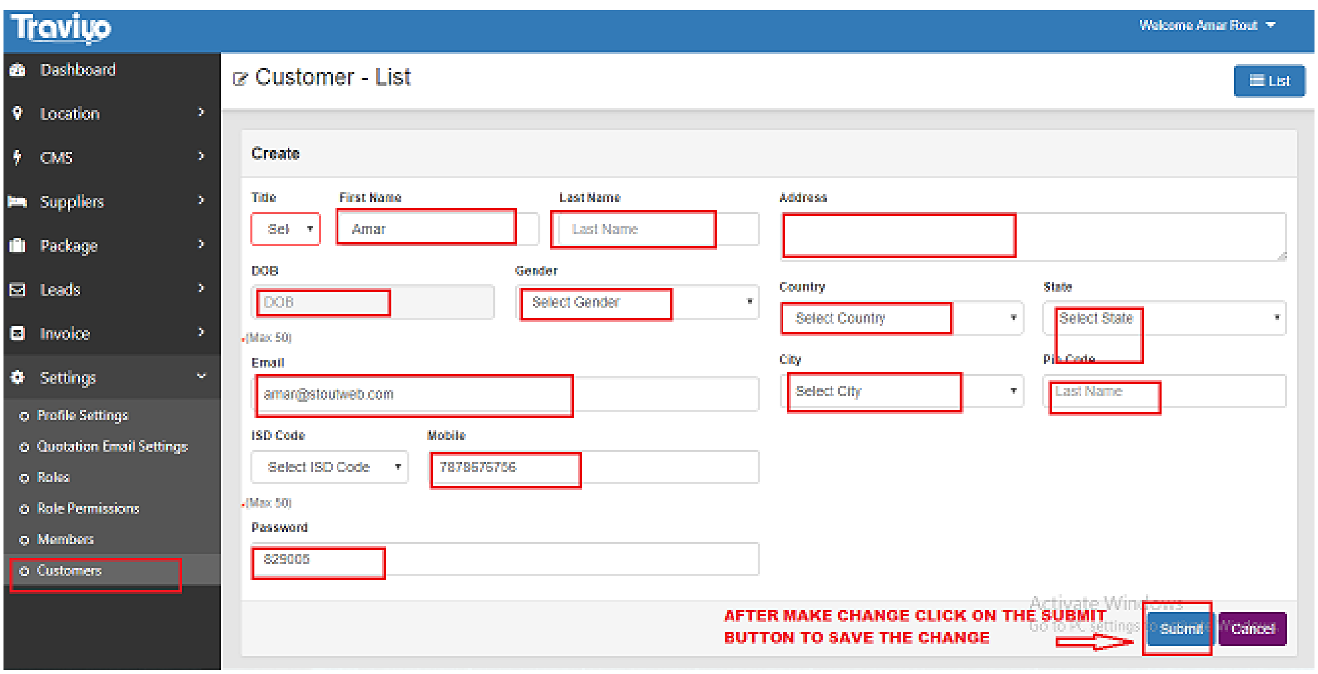


Steps for Edit Customer :-

1. Select Edit option from customer list of the grid.

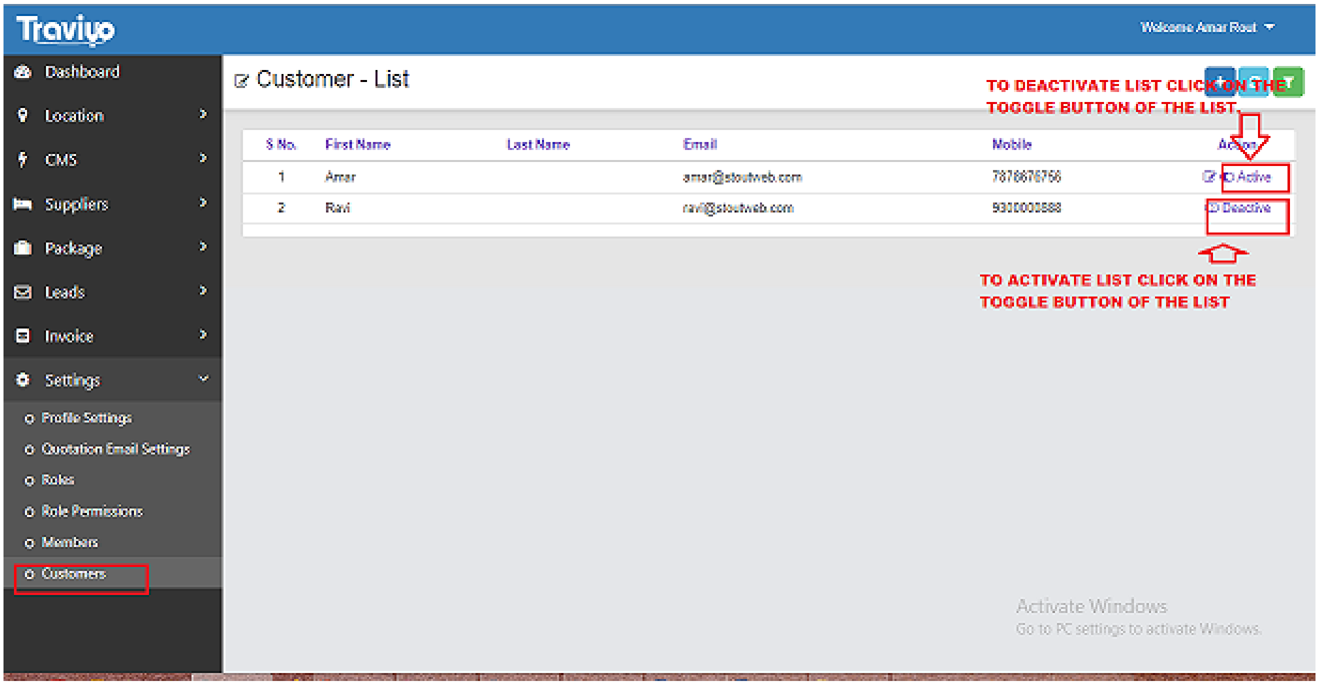


2. Click on the submit button after make change.



Steps for Active and Deactivate Customer :-

1. Click on the Activate and deactivate icon of the grid.



2.2.6 SUPPLIERS

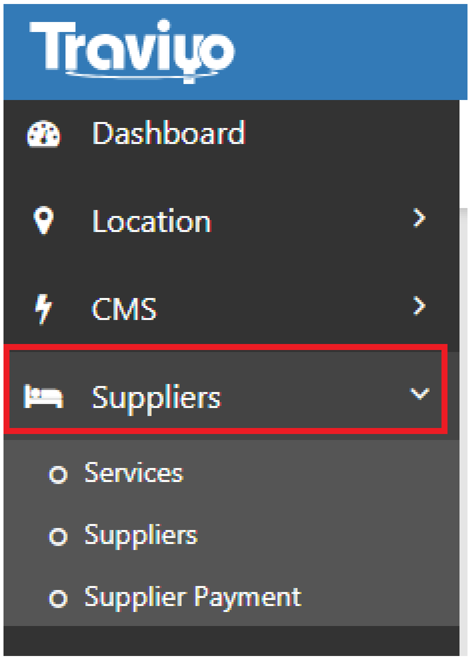
Supplier have three main function . By which admin can manage services , suppliers and payment of suppliers.

The main flow of the suppliers module is as follow:-

1. **Manage services** :- To add, edit and delete the services admin use the services sub module. All the services function are control by this module.

2. **Manage suppliers**:- To manage(Create and edit) the suppliers admin use the suppliers sub module. By this module admin can control the suppliers function .

3. **Manage suppliers payment**:- From suppliers payment admin release payment for suppliers.



2.2.6.1 Services

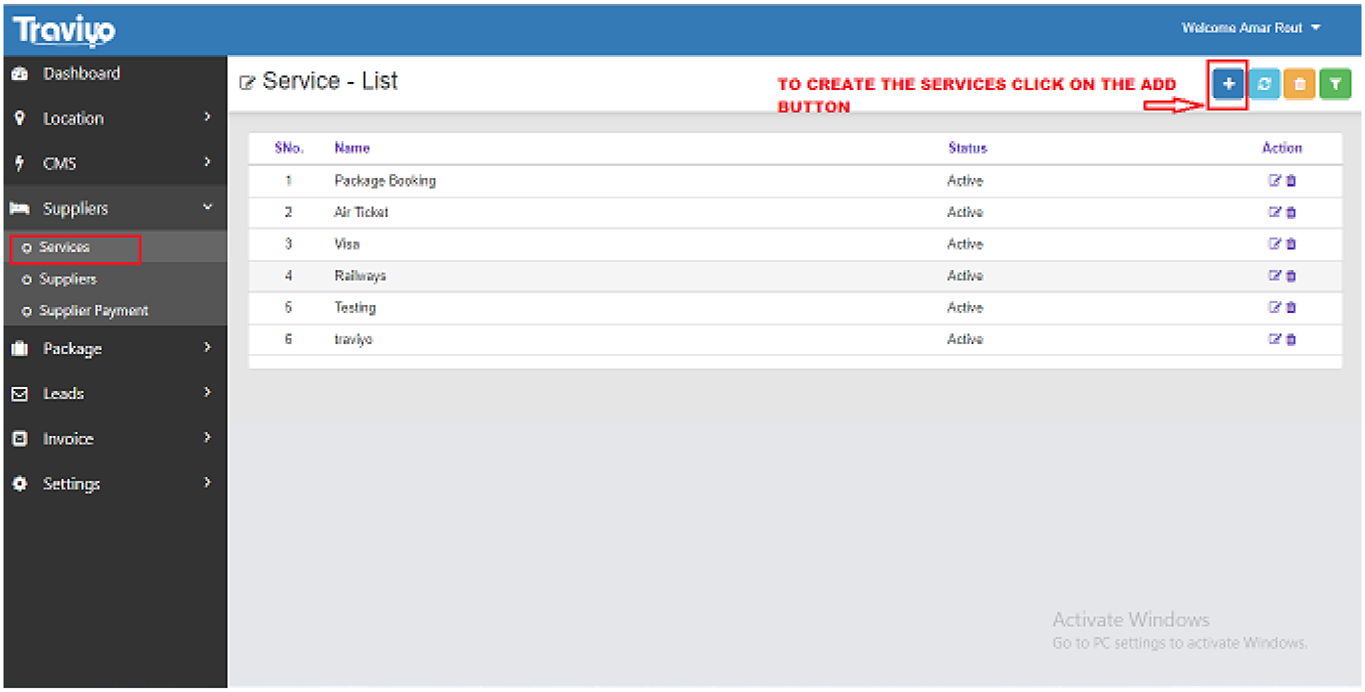
From services sub module admin can manage the flow of services.

Some of the function of services sub module are as follows:-

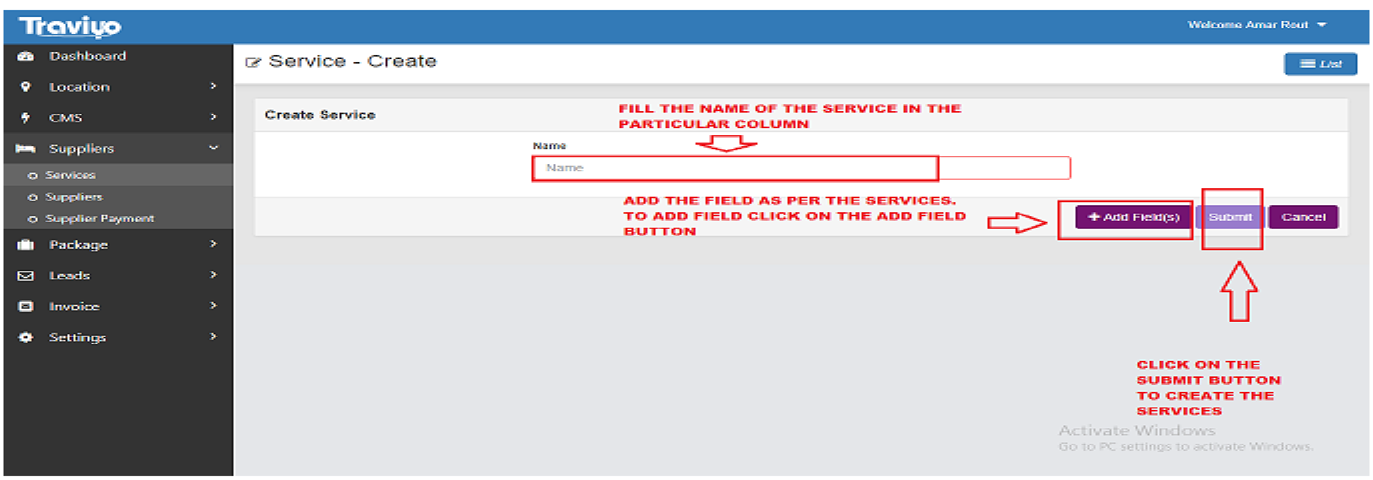
a. Create services.
b. Edit services as per the change require.
C. Delete the service if there is no requirement of services.

Steps for create services :-

1. Click on the add icon from the title menu.



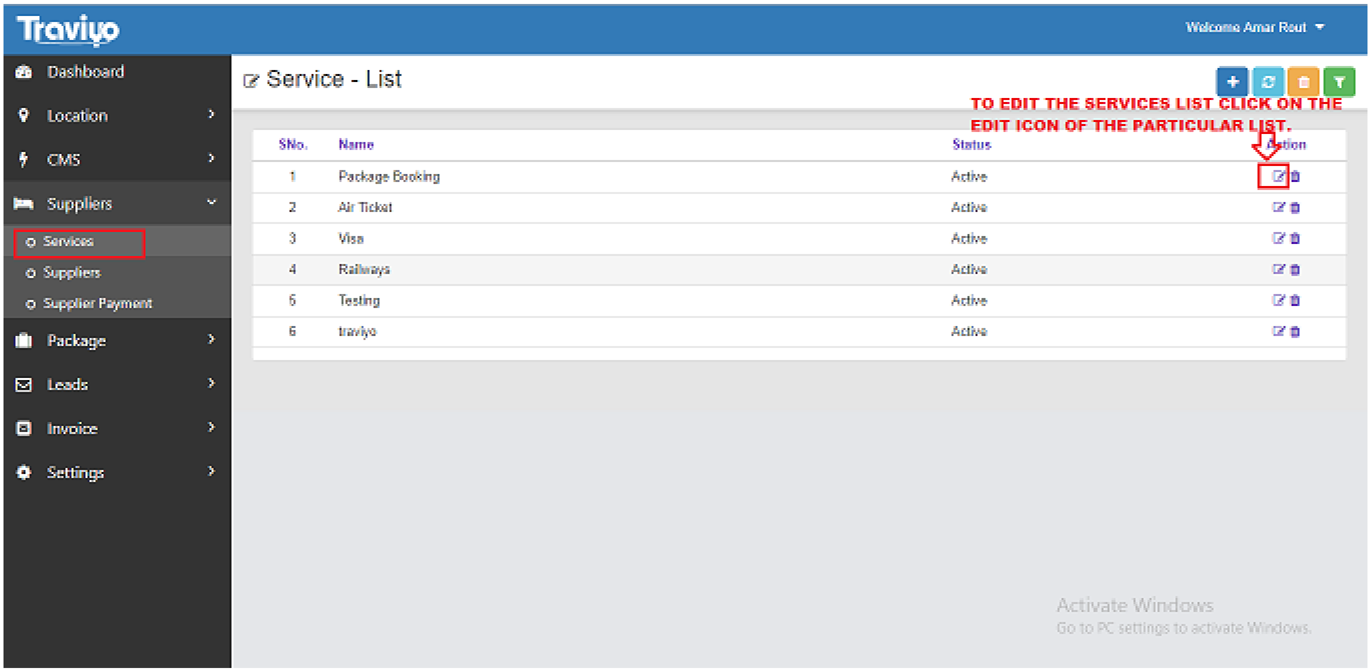
2. Fill the Require Field in the form.



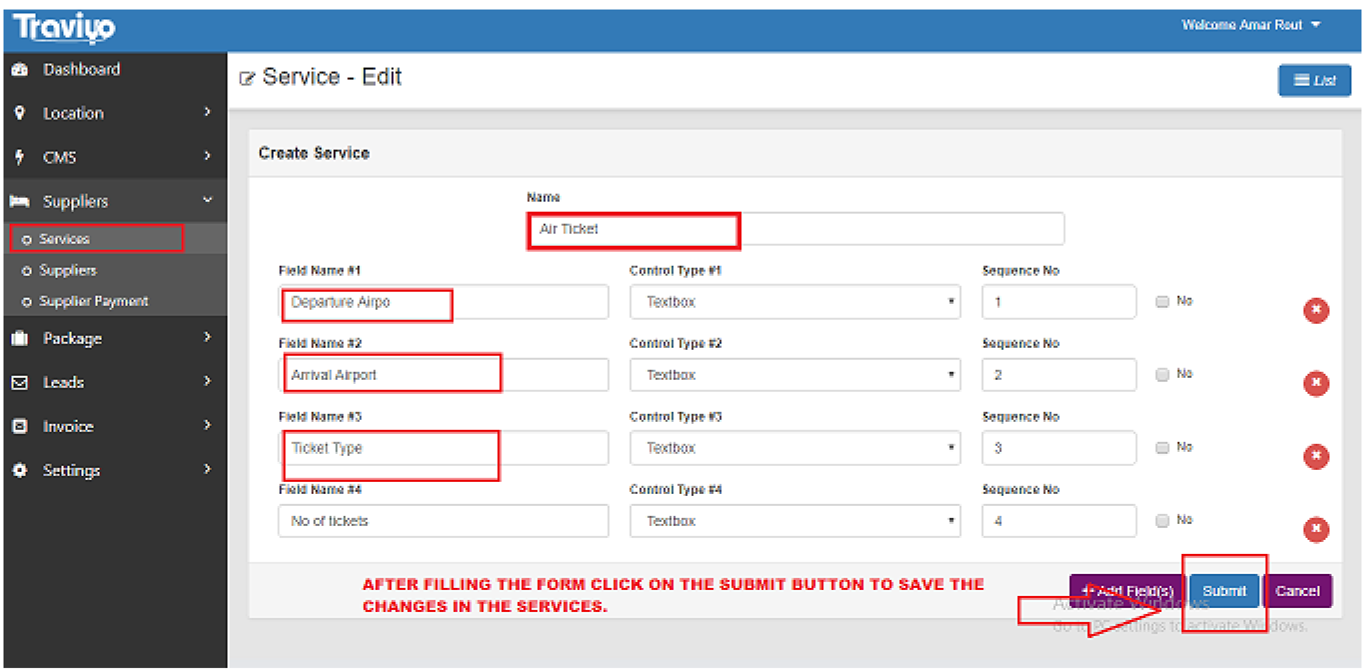
3. Click on the submit button of the form to save the services.

Steps for edit services:-

1.Click on the edit icon from the particular list of services.



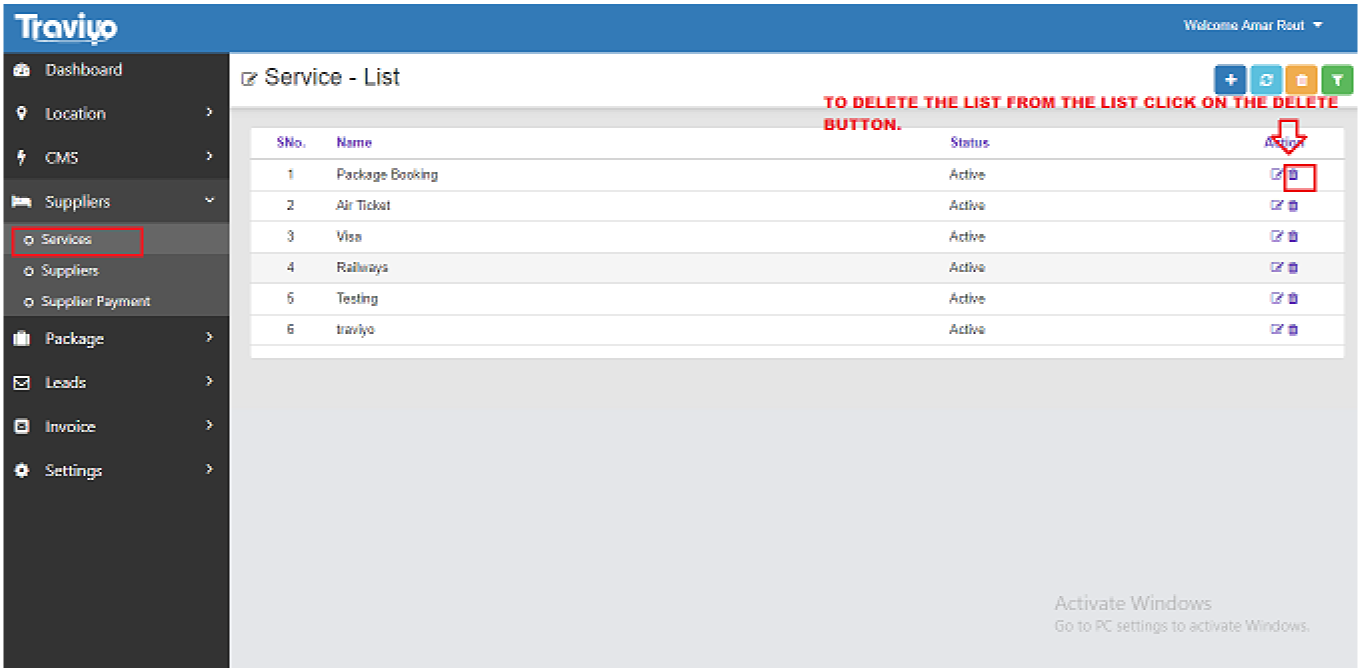
2. Change the Require Field in the form.



3. Click on the submit button of the form to save the changes in the services.

Steps for delete services:-

1. Click on the delete icon from the list of the services.



2.2.6.2 Suppliers

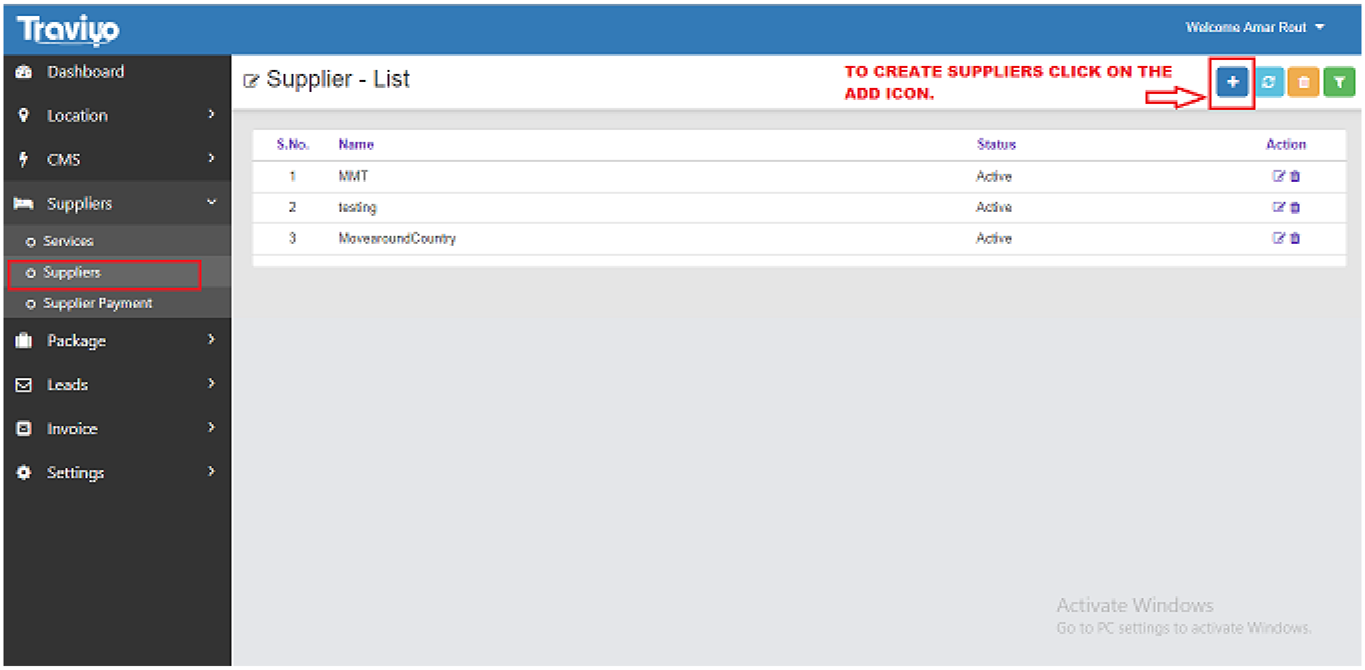
In suppliers sub module admin can manage the flow of suppliers.

Some of the function of services sub module are as follows:-

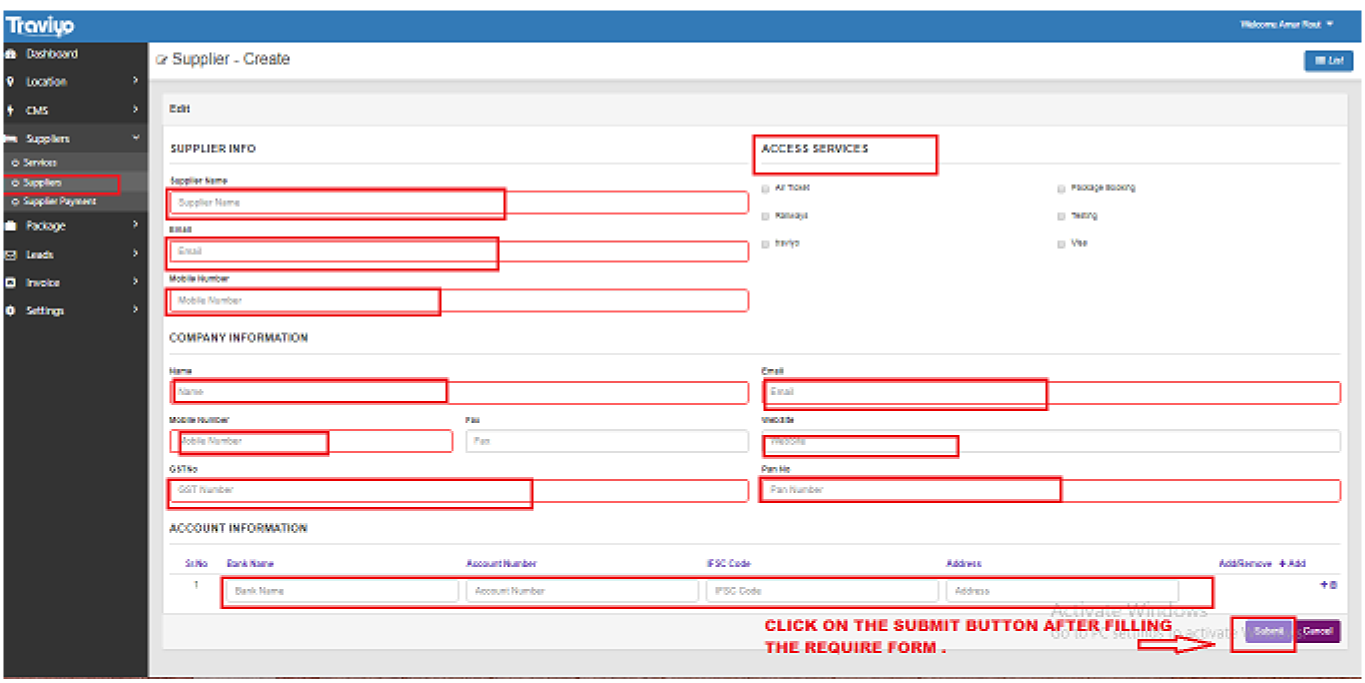
a. Create suppliers.
b. Edit suppliers as per the change require.
C. Delete the service if there is no requirement of suppliers.

Steps for create suppliers :-

1. Click on the add icon from the title menu.



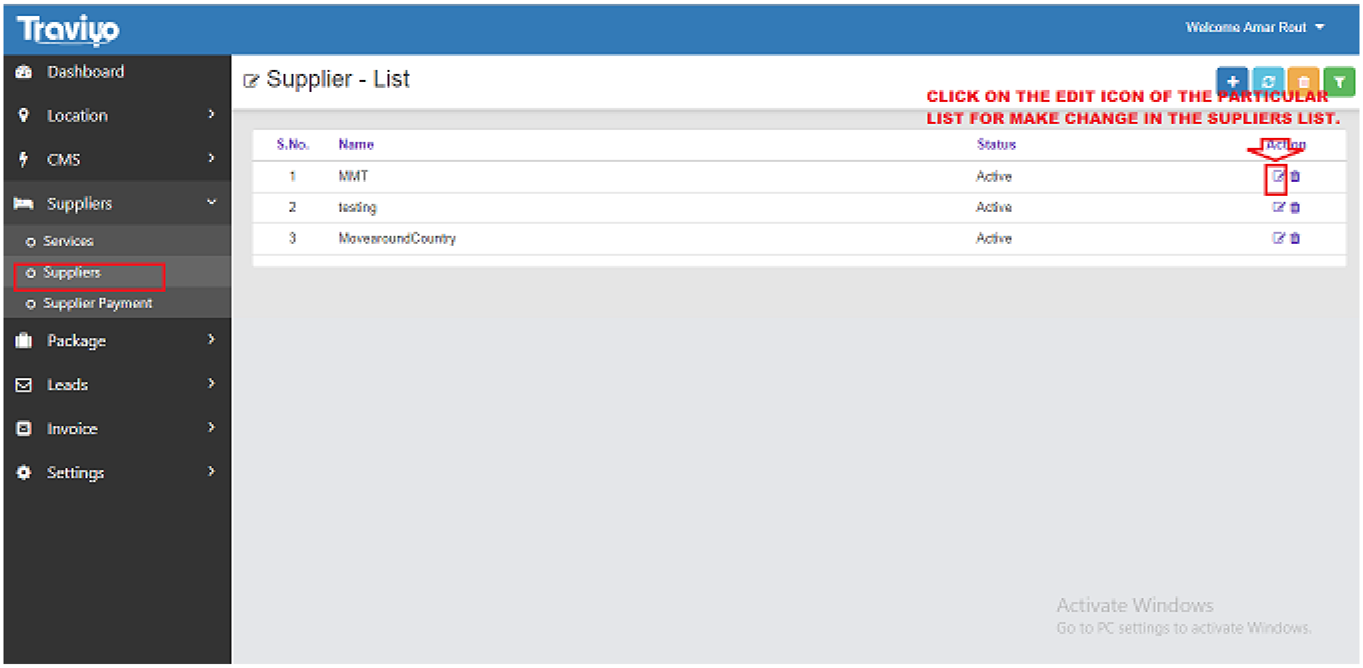
2. Fill the Require Field in the form.



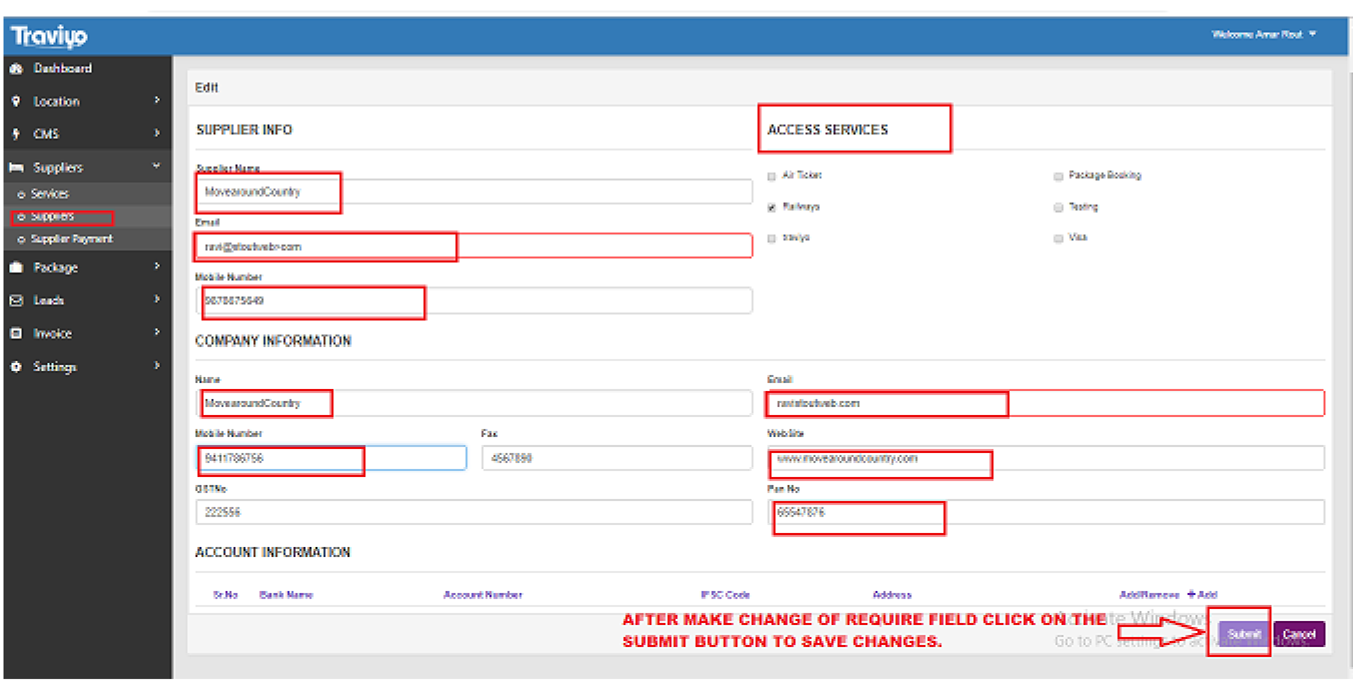
3. Click on the submit button of the form to save the suppliers.

Steps for edit suppliers:-

1.Click on the edit icon from the particular list of suppliers.



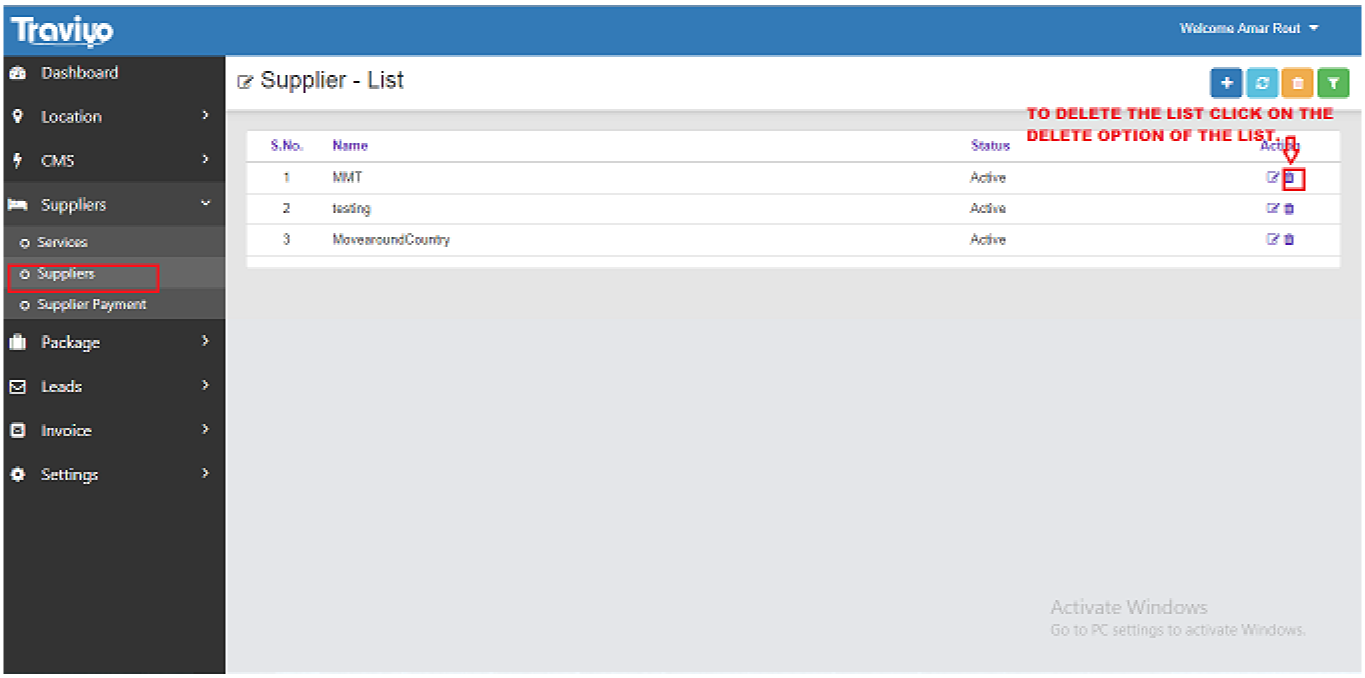
2. Change the Require Field in the form.



3. Click on the submit button of the form to save the changes in the suppliers.

Steps for delete suppliers:-

1. Click on the delete icon from the list of the suppliers.



2.2.6.3 Suppliers payment

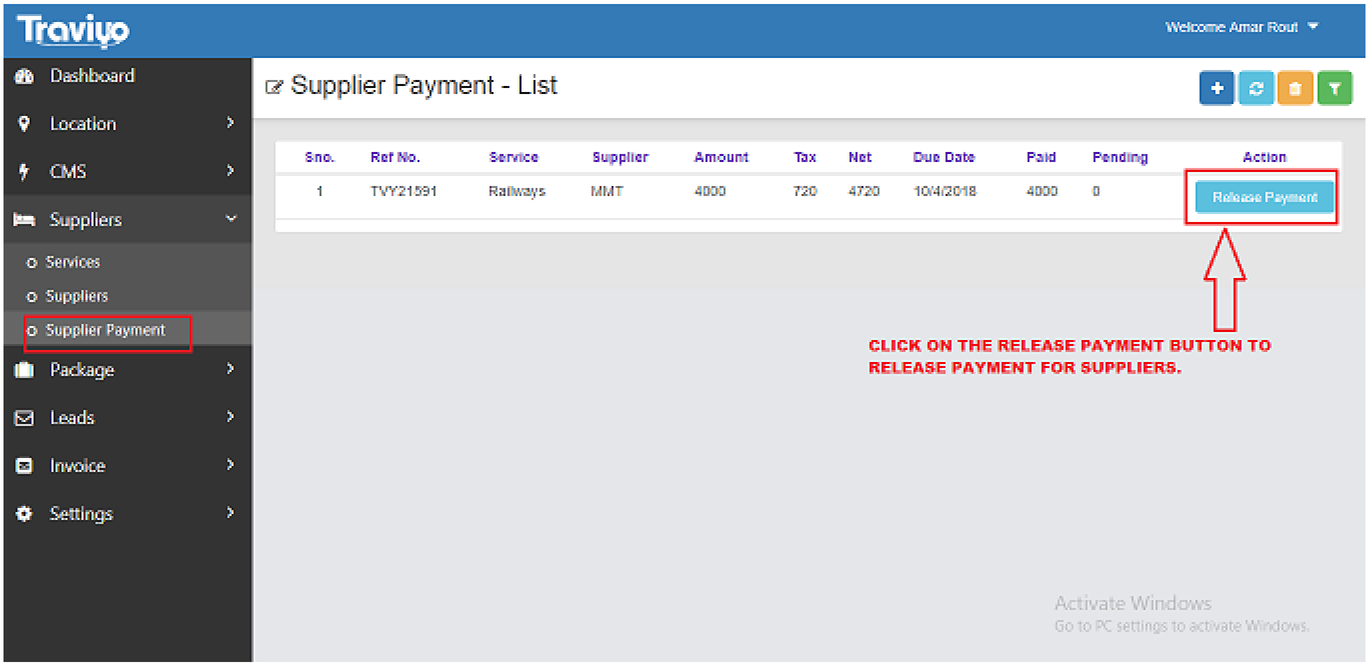
In supplier payment module admin can release the payment of the suppliers. It keeps all the record of the payment . If admin want to release payment in instalment it is possible from this sub module.

Flows of the suppliers payment:-

1. Release amount of payment.
2. Check the paid and pending payment for the suppliers.
3. Admin can also release payment in instalment as per the convenience.

Steps for the Release suppliers payment:-

1. Tab to the suppliers payment.
2. Click on the release suppliers payment to release payment for suppliers.


Traviyo
Welcome Amar Rout
Dashboard
Location
CMS
Suppliers
Services
Suppliers
Supplier Payment
Package
Leads
Invoice
Settings
Supplier Payment - List
Sno. Ref No. Service Supplier Amount Tax Net Due Date Paid Pending Action
1 TVY21591 Railways MMT 4000 720 4720 10/4/2018 4000 0
Release Payment
CLICK ON THE RELEASE PAYMENT BUTTON TO
RELEASE PAYMENT FOR SUPPLIERS.
Activate Windows
Go to PC settings to activate Windows.