



User Manual

**For
(B2B)**

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1. Sign in/Sign Up

1.1 Registration form

- Users will be able to log in after filling up the registration form with valid information.
- Fill up the field's Agency/company Name, your First and Last name, Email Address, Phone number, Address lastly set a password.
- Input Required Documents such as Image NID (Front & Back), Trade License (mandatory/file size must be within 5 MB)

The screenshot shows the 'Get Started - Register as B2B Agent' form. It includes sections for 'Account Information' and 'Required Documents'. The 'Account Information' section has fields for Agency/Company Name, First name, Last name, email, password, confirm password, Address, Bangladesh (country), Dhaka (city), and Post Code. The 'Required Documents' section has two file upload fields: 'NID (Front & Back)' and 'Trade License (mandatory)'. A checkbox for 'I agree with sharing the above mentioned information with Take Trip.' is present, along with a 'Submit' button.

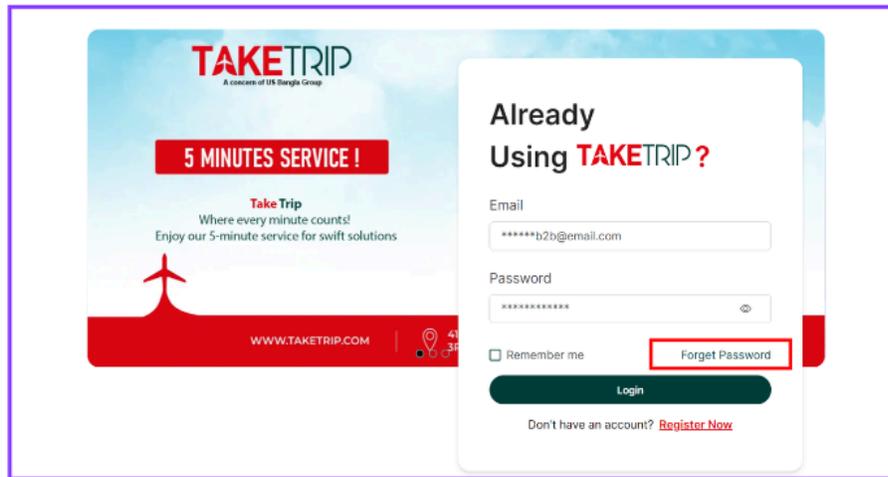
1.2 Login

- Users will be able to login to the system with a valid credential.
- If the user wants to login to the system with invalid credentials, there will be shown an error message.

The screenshot shows the 'Already Using TAKE TRIP?' login page. It features the Take Trip logo and a '5 MINUTES SERVICE!' banner. The login form includes fields for Email (with the example '*****b2b@email.com') and Password. There are checkboxes for 'Remember me' and a 'Forgot Password' link. A 'Login' button is highlighted with a red box. At the bottom, there is a link for 'Don't have an account? Register Now'.

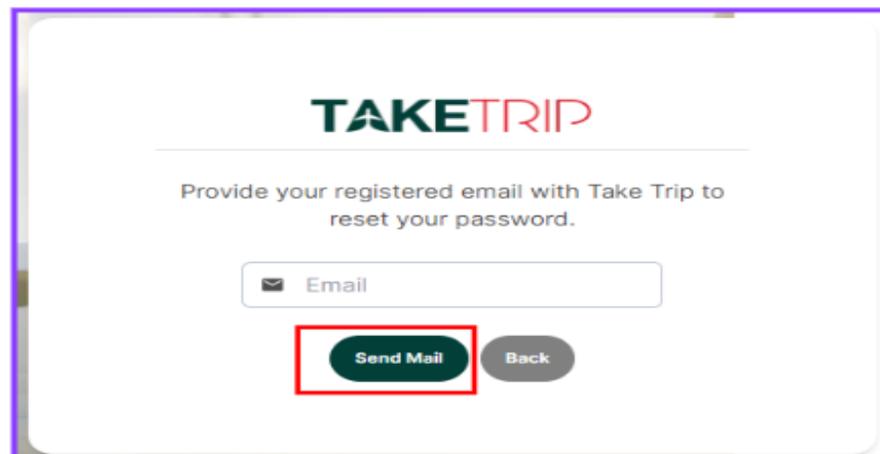
1.3 Recover Password

- To recover the password, users had to provide their registered email to reset the password.



The screenshot shows the Take Trip login interface. On the left, there is a promotional banner for '5 MINUTES SERVICE!' with the Take Trip logo and tagline 'Where every minute counts! Enjoy our 5-minute service for swift solutions'. The main login area on the right is titled 'Already Using TAKE TRIP?' and contains the following elements:

- An 'Email' input field containing '*****b2b@email.com'.
- A 'Password' input field with masked characters '*****' and a visibility toggle icon.
- A 'Remember me' checkbox.
- A 'Forget Password' link, which is highlighted with a red box.
- A green 'Login' button.
- A link for 'Don't have an account? Register Now'.



The screenshot shows the password recovery page. At the top, the 'TAKE TRIP' logo is displayed. Below it, the text reads 'Provide your registered email with Take Trip to reset your password.' There is an 'Email' input field with an envelope icon. At the bottom, there are two buttons: a green 'Send Mail' button, which is highlighted with a red box, and a grey 'Back' button.

2.Profile

2.1 Change Password:

- After fill-up all the required information, the user will be able to click on this button. After the current password, new password and confirm password authentication, this button will work and the new password will be saved.

TAKE TRIP
A member of US Travel Group

PNR / Ticket No / Booking ID

Sales Team (TT00038)

Profile	
Username	Sales TakeTrip
User Email	sales@taketrip.com
Company Email	sales@taketrip.com
Company Mobile	01777777777
Company Name	Sales Team
Company Address	Banani
Member Since	23-11-2023

Change Password

Security

Change Password

Current Password *

New Password *

Confirm New Password *

Submit

2.2 Security

- Agents can add Two-factor authentication to secure your account.

Your Account Manager

Name	ABU BAKKAR SIDDIQUE ORNOB
Email	ornob.aidstique@taketrip.com
Mobile	01627188999
Office	Banani, Mohakhali, Old DOHS, Banani DOHS, Cantonment and surrounding areas

Change Password

Security

Email Verification Status: Verified
Two Factor Authentication Status: **Disable**

Enable

NOTE: Two Factor Authentication Configuration Status: 'Auto' means, if identity verification by OTP is required for a particular login will be decided by the System. On the contrary, 'Every Time' means, you will have to verify your identity with OTP every time you login.

Two Factor Authentication Configuration Status: Auto

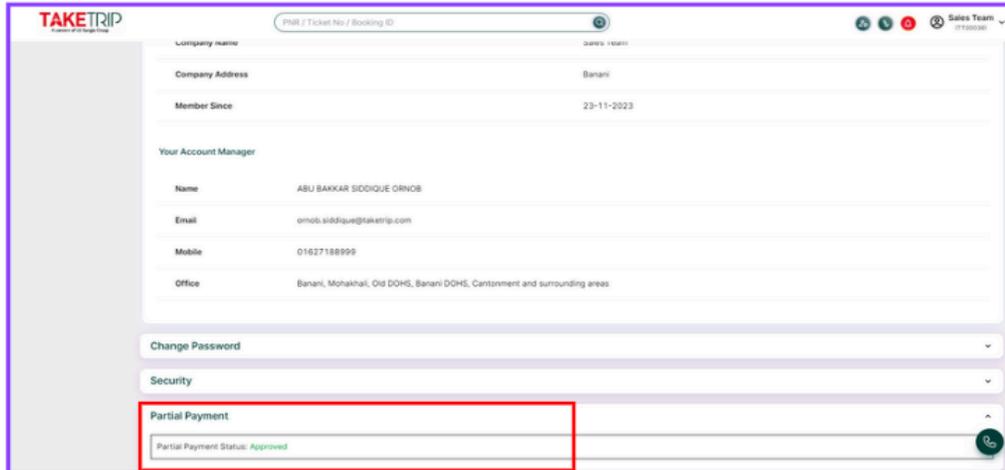
Every Time

Partial Payment



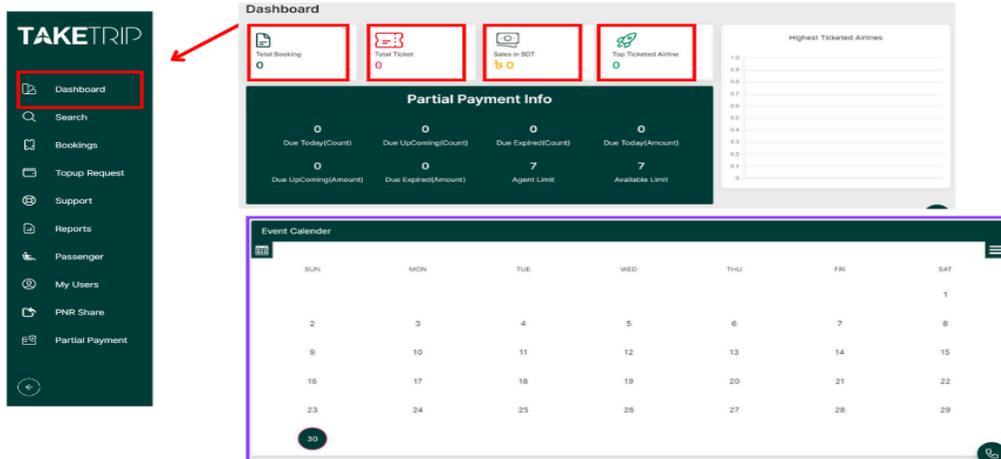
2.3 Partial Payment

- Agent can send a request for partial payment from the profile. After Approved from admin agent status will be displayed as “Approved”.



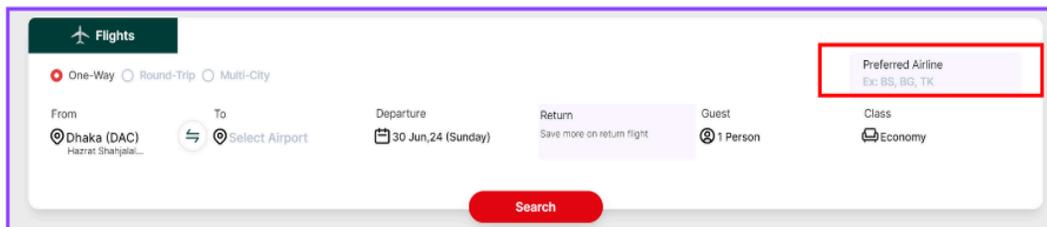
3. Dashboard

- The user will see the total booking number of the current date in the ‘Total Booking’ section. After the booking is confirmed the total booking number will be added.
- The user will see the total ticket number of the current date in the ‘Total Ticket’ section. After the ticket is confirmed, the total ticket number will be added.
- The user will see the total sales of the current date in the ‘Sales in BDT’ section. After issuing the ticket, the 'Sales in BDT' section will update.
- Which airline’s ticket will be ticketed most, that airline’s number and Airline Code will show.
- All ticketed airline's name (Airline Code) will show in the graph with the specific color code. So, users will easily recognize the highest ticketed airlines.
- The user will be able to click on a date and the user will see the ticketed details on the selected date.



4. Search

- There are three kinds of traveling types: ‘One way’, ‘Round-Trip’ or ‘Multi-City’ as per the requirements. After fill-up all the information user will be able to click on the ‘Search’ button and after that user will find ‘flights’ page. Users will be able to input the departure city’s airport name. Users will be able to input the destination city’s airport name. Users will not be able to select the same airport name in the both input fields.



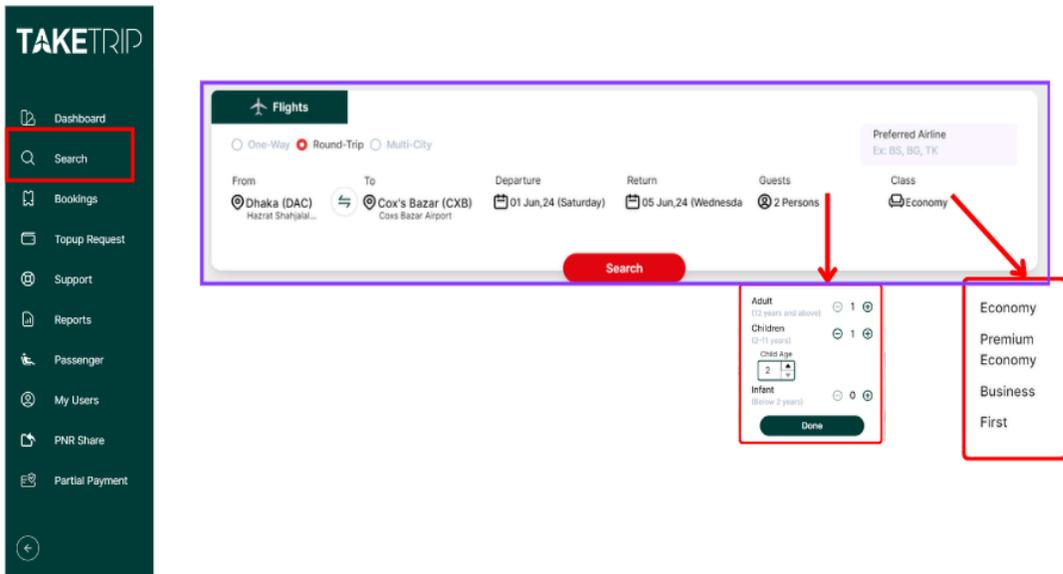
The screenshot displays a flight search form with the following elements:

- Flights** header with an airplane icon.
- Travel type selection: One-Way, Round-Trip, Multi-City.
- Preferred Airline** field with a red border, containing the text "Ex: BS, BG, TK".
- From** field: Dhaka (DAC) Hazrat Shahjalal...
- To** field: Select Airport.
- Departure** field: 30 Jun, 24 (Sunday).
- Return** field: Save more on return flight.
- Guest** field: 1 Person.
- Class** field: Economy.
- Search** button.

- Users will be able to select the date from the ‘Journey Date’ date picker. Users will not be able to select the previous date from the current date. Users will be able to select the date from the ‘Return’ date picker for Round Trip flights. Users are not able to select the previous date from the ‘Depart’ date picker.
- Preferred Airline Users will be able to input their preferable airline code like BS, BG.

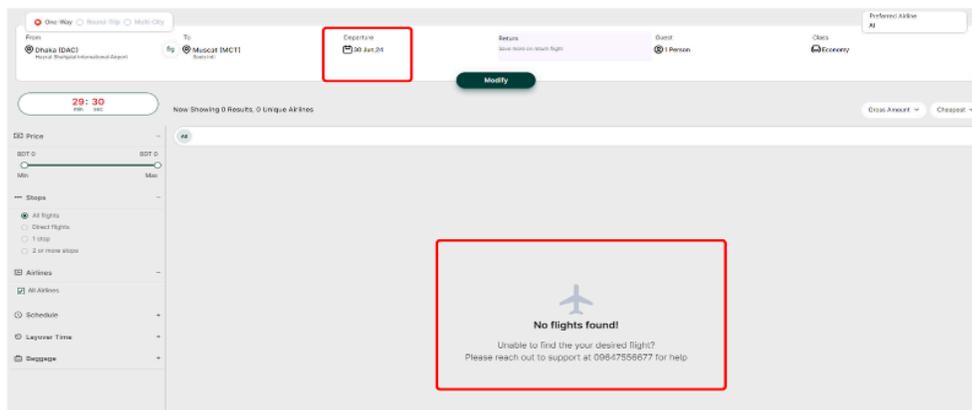
4.1 How to search a flight

- First select origin (Dhaka-DAC) choose destination Airport (Cox's Bazar-CXB)
- Choose Departure & Return (in case of round trip)
- Add Passenger Number by (Adult 1+), Children 1+ (Age 2 to 12), Infant 1+ (Age 0 to 2).
- Select Class
- Click 



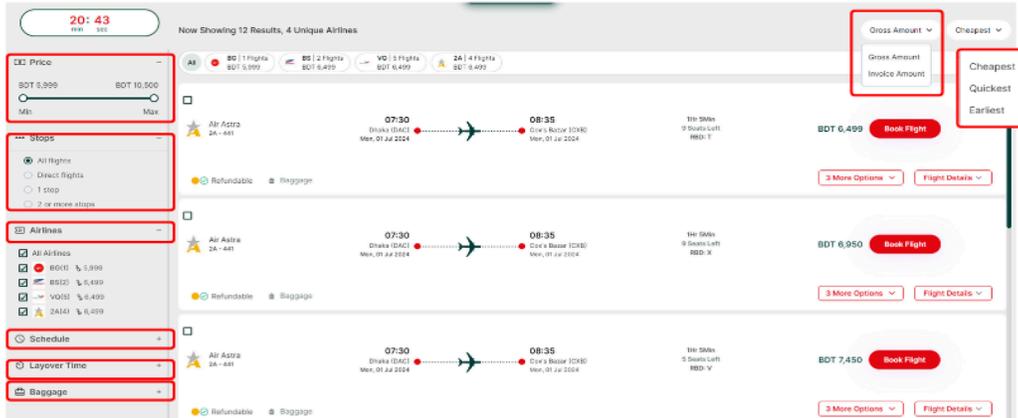
5. Flights

- After getting the 'flights' page, the user will be able to select a flight as per user's choice. Users also will be able to modify the information by clicking on the 'Modify' button and new flight search results will be updated. If there will be no flights on the search date, there will be a message showing "No flights found!".



- Price Filter Users will be able to filter prices from minimum to maximum. The user will be able to filter airlines. Users will be able to filter the schedule. Users will be able to filter 'Layover Time'. There will be 2

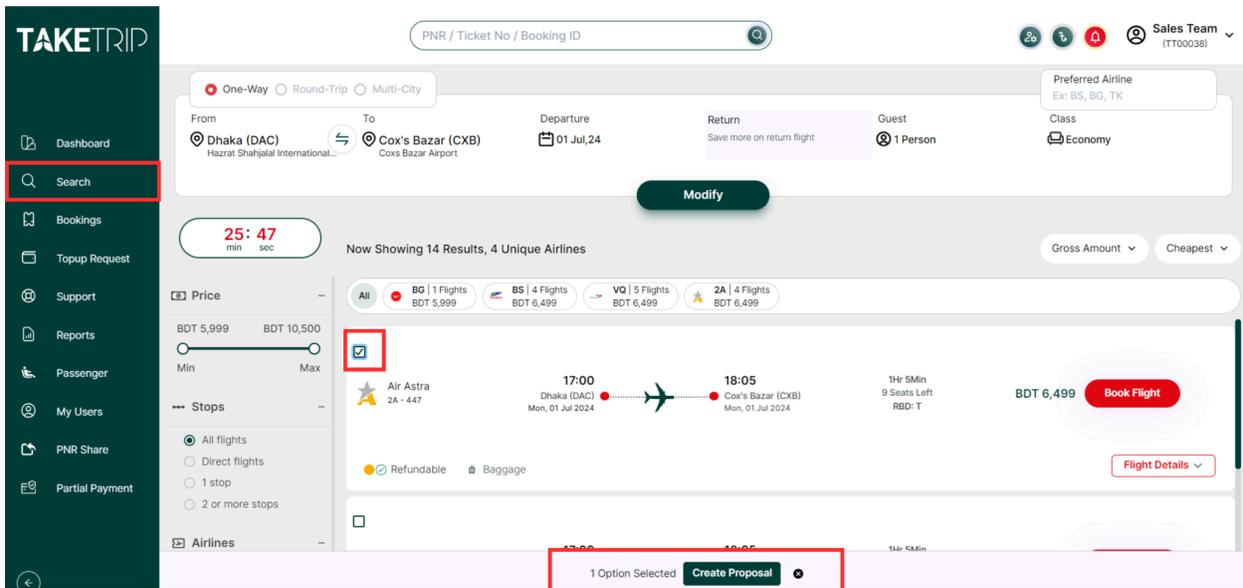
baggage options, All baggage options (By default it will work), Checked baggage included. Additionally, agents can see the gross and invoice amount as well as the cheapest, quickest and earliest flights.



- Gross Amount will show the total 'Gross Amount' of a flight. By default it will work. Invoice Amount will show discounted value, above the 'Gross Amount' value. This feature will be helpful for an agent.
- Cheapest will sort the price from lower to highest. By default it will work. Earliest will sort the 'Earliest' flights in ascending order. Quickest will sort the 'Quickest' flights in ascending order.

5.1 Create Proposal

- Agents can create a proposal to edit the fare to get more profit.
- Search a flight
- Check the square box
- Click the button that will appear below as "CREATE PROPOSAL"



- In the payment summary, you can see that the base fare is set around 5k. On the right side, you can see an action box.

PNR / Ticket No / Booking ID

Air Astra 2A - 447

17:00 Dhaka (DAC) Mon, 01 Jul 2024

18:05 Cox's Bazar (CXB) Mon, 01 Jul 2024

1Hr 5Min 9 Seats Left RBD: T

BDT 5,477.06

Refundable Baggage Edit Price

Payment Summary							Action
Type	Base	Tax	Discount	AIT	Pax	Total amount	
Adult	5,524	975	-1021.94	0	x1	BDT 5,477.06	Add amount
Total Payable						BDT 5,477.06	

Send Mail Print Download

Air Astra Flight Proposal
Please find the flight options as per your request

Flight Information
Travellers: 1 Person
Class: Economy
Trip Type: One-Way

DAC-CXB

Air Astra ATR 72
DAC Hazrat Shahjalal International Airport
01-07-2024, Mon 17:00

Non-stop

1h 5m

CXB Cox's Bazar Airport
01-07-2024, Mon 18:05

Baggage Allowance
Adult → 20 Kg

- Now, the following will guide you how you can edit the fare. On the action box, add fare for example 500. Now look at the base fare. The base fare has been updated to around 6k. The fare was also updated in the ticket as well.

PNR / Ticket No / Booking ID

Air Astra ATR 72

17:00 Dhaka (DAC) Mon, 01 Jul 2024

18:05 Cox's Bazar (CXB) Mon, 01 Jul 2024

1Hr 5Min 9 Seats Left RBD: T

BDT 5,977.06

Refundable Baggage Edit Price

Payment Summary							Action
Type	Base	Tax	Discount	AIT	Pax	Total amount	
Adult	6,024	975	-1021.94	0	x1	BDT 5,977.06	500
Total Payable						BDT 5,977.06	

Send Mail Print Download

Air Astra Flight Proposal
Please find the flight options as per your request

Flight Information
Travellers: 1 Person
Class: Economy
Trip Type: One-Way

DAC-CXB

Air Astra ATR 72
DAC Hazrat Shahjalal International Airport
01-07-2024, Mon 17:00

Non-stop

1h 5m

CXB Cox's Bazar Airport
01-07-2024, Mon 18:05

Baggage Allowance
Adult → 20 Kg

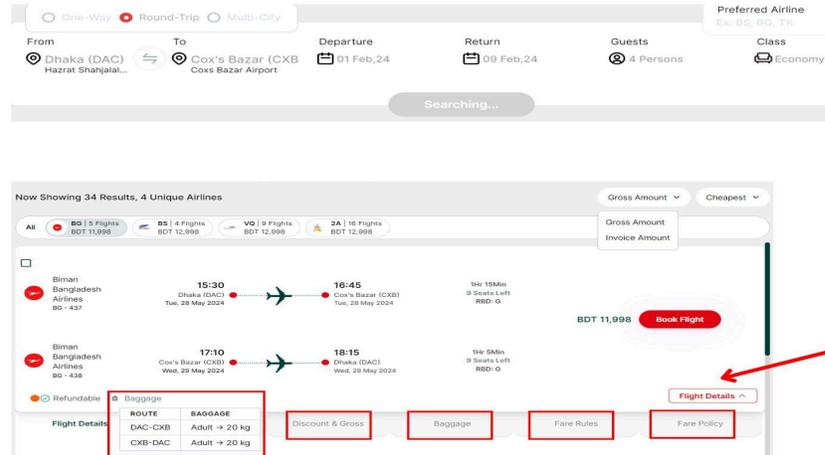
Payment Summary						
Type	Base	Tax	Discount	AIT	Pax	Total amount
Adult	6,024	975	-1021.94	0	x1	BDT 5,977.06
Total Payable						BDT 5,977.06

Office Address & Contact

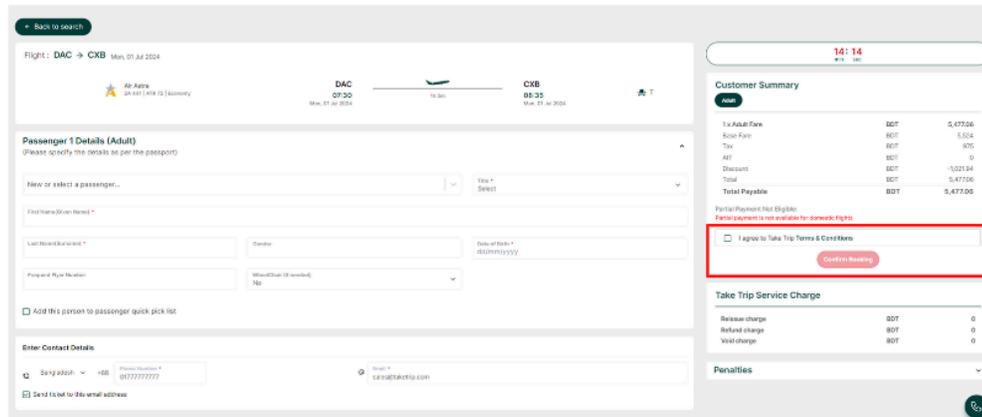
- Agents can email, download the pdf or print the pdf and then send it to the customer.

5.2 Flight Details

- After Clicking the “Search Flight” button, the user will find a ‘Flight Details’ page. On that page will show the flight details section. The user can view additional information by clicking on "Flight Details". Additional tabs include: Discount & Gross, Baggage: Shows baggage allowance, Fare Rules and Fare Policy.

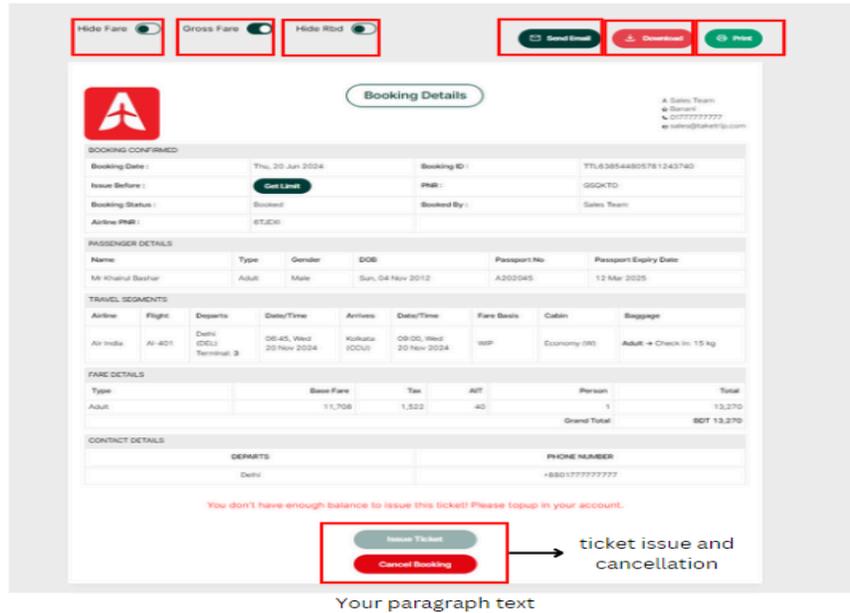


- Users will be able to input passenger information and contact details. After filling-up the required information and clicking on the checkbox of user agreement, users will be able to click on the ‘Confirm’ button.



5.3 Booking Details

- After clicking on the ‘Confirm’ button, booking will be confirmed. user will be able to issue a ticket by clicking on the ‘Issue Ticket’ button and also be able to cancel the booking by clicking on the ‘Cancel Booking’ button.
- To send the booking details in the mail by clicking on the ‘Send Mail’ button.
- To download the booking details by clicking on the ‘Download’ button.
- To print the booking details by clicking on the ‘Print’ button.
- To hide or show the fare details section by the ‘Hide Fare’ toggle.
- To hide or show the commission column by the ‘Gross Fare’ toggle.
- To hide or show the RBD by the ‘Hide Rbd’ toggle.

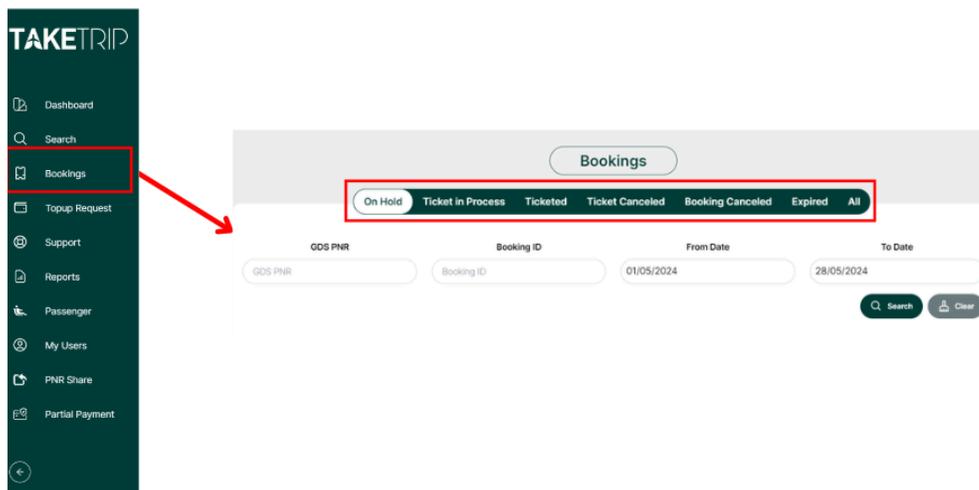


5.4 E-Ticket

- After clicking on the 'Issue Ticket' button, the ticket will be confirmed and the user will find a new page where ticket's all the information will be shown. Users will be able to edit the 'Base Fare', 'Tax' and 'Discount'. After that, users will be able to submit the data by clicking on the 'Submit' button and also be able to cancel the 'Edit' pop-up section by clicking on the 'Cancel' button. After submission, the updated price will show to the 'E-Ticket' page.

6. Bookings

- Ticketed: Which ticket will be issued by the user that ticket will be Ticketed and it will show in this tab.
- On Hold: When booking will be completed but ticket is not issued, the status will be On Hold.
- Ticket in Process: When a user clicks on the 'Issue Ticket' but, for network related problems.
- Canceled: Which ticket will be canceled and which ticket will be shown in the Canceled tab.
- Expired: Which flight will be booked but not issued, after a specific time the booked flight will expired
- All: There will show all kinds of status.



7. Share PNR

- From share pnr at first choose the supplier and select the supplier from dropdown and input the pnr. By clicking fetch data E-book can be fetched.

Share PNR

SUPPLIER *

PNR *

Fetch Data

8. Top Up Request

- To confirm a ticket, the user needs to have a specific amount of money in their account.
- After successfully logging in to their account, the authenticated user will be able to deposit the intended amount into their account via their bank account.
- There are some different types of deposits, and users will have to choose their suitable one.

TAKETRIP

PNR / Ticket No / Booking ID

Sales Team (TT00038)

TopUp Request

Submit Request Transaction My Bank Accounts Partner Bank Details Online Deposit

Deposit Type *

Cheque Bank Deposit Bank Transfer Cash Bkash Nagad

Cheque No *

Cheque Bank *

Deposit Date *

Reference *

Take Trip Bank A/C *

Amount *

Attachment * No file chosen

Submit

8.1 Cheque

- Cheque is one kind of deposit system
- To make an deposit using Cheque type, users have to give all valid credentials according to their Bank Account
- User have to give their Cheque No, Cheque Bank, Deposit Date, Remarks, Take Trip Bank A/C, Amount and Attachment
- After giving all valid credentials, the user needs to click the submit button to confirm the deposit.

The screenshot shows the TAKE TRIP web application interface. The top navigation bar includes the logo, a search bar for PNR/Ticket No/Booking ID, and user information for Sales Team (TT00038). The main content area is titled 'TopUp Request' and features a navigation menu with options: Submit Request, Transaction, My Bank Accounts, Partner Bank Details, and Online Deposit. The 'Deposit Type' section has radio buttons for Cheque, Bank Deposit, Bank Transfer, Cash, Bkash, and Nagad. The Cheque option is selected. Below this, a red-bordered form contains the following fields: Cheque No (input), Cheque Bank (input), Deposit Date (input with format dd/mm/yyyy), Reference (input), Take Trip Bank A/C (dropdown menu), Amount (input with value 0), and Attachment (file upload button labeled 'Choose File' and 'No file chosen'). A 'Submit' button is located at the bottom right of the form.

8.2 Bank Deposit

- Bank Deposit is another kind of deposit system
- To make an deposit using Bank Deposit type, users have to give all valid credentials according to their Bank Account
- User have to give their Take Trip Bank A/C, Deposit Date, Remarks, Amount and Attachment document
- After giving all valid credentials, the user needs to click the submit button to confirm the deposit.

The screenshot shows the 'TopUp Request' form in the TakeTrip application. The 'Deposit Type' section has 'Bank Deposit' selected. The form fields are:

- Take Trip Bank A/C ***: A dropdown menu with 'Select One'.
- Deposit Date ***: A text input field with the placeholder 'dd/mm/yyyy'.
- Reference ***: A text input field with the placeholder 'Reference'.
- Amount ***: A text input field with the value '0'.
- Attachment ***: A 'Choose File' button and the text 'No file chosen'.

A red box highlights the 'Take Trip Bank A/C', 'Deposit Date', 'Reference', and 'Amount' fields. A 'Submit' button is located at the bottom right of the form.

8.3 Bank Transfer

- Bank Transfer is another kind of deposit system
- To make a deposit using Bank Transfer type, users have to give all valid credentials according to their Bank Account
- User have to give their Take Trip Bank A/C, My Bank A/C, Deposit Date, Remarks, Amount and Attachment document
- After giving all valid credentials, the user needs to click the submit button to confirm the deposit.

The screenshot shows the 'TopUp Request' form in the TakeTrip application. The 'Deposit Type' section has 'Bank Transfer' selected. The form fields are:

- Take Trip Bank A/C ***: A dropdown menu with 'Select One'.
- My Bank A/C ***: A dropdown menu with 'Select One'.
- Deposit Date ***: A text input field with the placeholder 'dd/mm/yyyy'.
- Reference ***: A text input field with the placeholder 'Reference'.
- Amount ***: A text input field with the value '0'.
- Attachment ***: A 'Choose File' button and the text 'No file chosen'.

A red box highlights the 'Take Trip Bank A/C', 'My Bank A/C', 'Deposit Date', 'Reference', and 'Amount' fields. A 'Submit' button is located at the bottom right of the form.

8.4 Cash

- Cash is another kind of deposit system
- To make a deposit using Bank Transfer type, users have to give all valid credentials according to their Bank Account
- User have to give their Take Trip Bank A/C, My Bank A/C, Deposit Date, Remarks, Amount and Attachment document
- After giving all valid credentials, the user needs to click the submit button to confirm the deposit.

The screenshot displays the 'TopUp Request' form in the Take Trip application. The form is titled 'TopUp Request' and has a navigation bar with options: 'Submit Request', 'Transaction', 'My Bank Accounts', 'Partner Bank Details', and 'Online Deposit'. The 'Deposit Type' section is highlighted with a red box and includes radio buttons for 'Cheque', 'Bank Deposit', 'Bank Transfer', 'Cash', 'Bkash', and 'Nagad'. The 'Cash' option is selected. Below this, there are input fields for 'Branch Name', 'Reference', and 'Amount' (with '0' entered). The 'Attachment' section has a 'Choose File' button and 'No file chosen' text. A 'Submit' button is located at the bottom right of the form. The application header includes the 'TAKETRIP' logo, a search bar for 'PNR / Ticket No / Booking ID', and user information for 'Sales Team (TT00038)'.

8.5 Bkash

- Bkash is another kind of deposit system
- To make a deposit using Bkash, users have to give all valid credentials according to their Bkash Account
- User have to give their Take Trip Bank A/C, My Bank A/C, Deposit Date, Remarks, Amount and Attachment document
- After giving all valid credentials, the user needs to click the submit button to confirm the deposit.

The screenshot shows the 'TopUp Request' form in the TAKE TRIP system. The 'Deposit Type' is set to 'Bkash'. The form fields are as follows:

Amount *	Transaction Id *	Deposit Date *	Gateway Fee (%) *
0	Transaction Id	dd/mm/yyyy	1.53

Below these fields, there are two more sections:

Depositable Amount *	Attachment *
0	Choose File No file chosen

A red box highlights the main form area. A 'Submit' button is located at the bottom right of the form.

8.6 Nagad

- To make a deposit using Nagad, users have to give all valid credentials according to their Nagad Account
- User have to give their Take Trip Bank A/C, My Bank A/C, Deposit Date, Remarks, Amount and Attachment document
- After giving all valid credentials, the user needs to click the submit button to confirm the deposit.

The screenshot shows the 'TopUp Request' form in the TAKE TRIP system. The 'Deposit Type' is set to 'Nagad'. The form fields are as follows:

Amount *	Transaction Id *	Deposit Date *	Gateway Fee (%) *
0	Transaction Id	dd/mm/yyyy	1

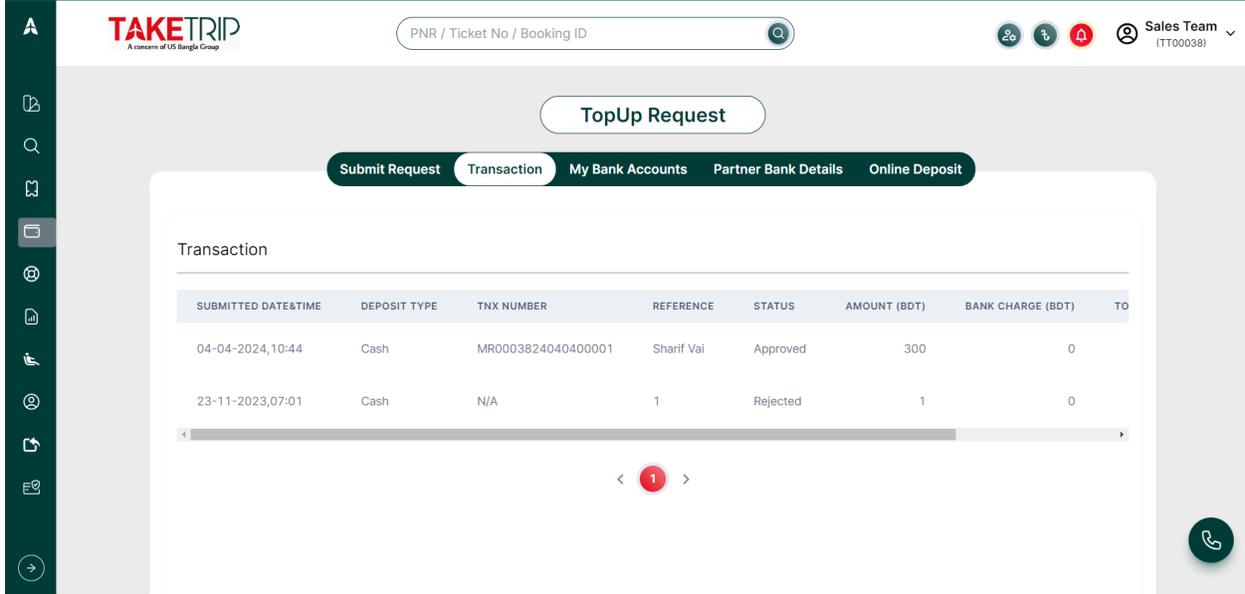
Below these fields, there are two more sections:

Depositable Amount *	Attachment *
0	Choose File No file chosen

A red box highlights the main form area. A 'Submit' button is located at the bottom right of the form.

8.7 Transaction

Users will be able to view the transaction history



The screenshot shows the 'TopUp Request' page with the 'Transaction' tab selected. The page header includes the 'TAKE TRIP' logo, a search bar for 'PNR / Ticket No / Booking ID', and user information for 'Sales Team (TT00038)'. The main content area features a navigation bar with 'Submit Request', 'Transaction', 'My Bank Accounts', 'Partner Bank Details', and 'Online Deposit'. Below this is a table titled 'Transaction' with the following data:

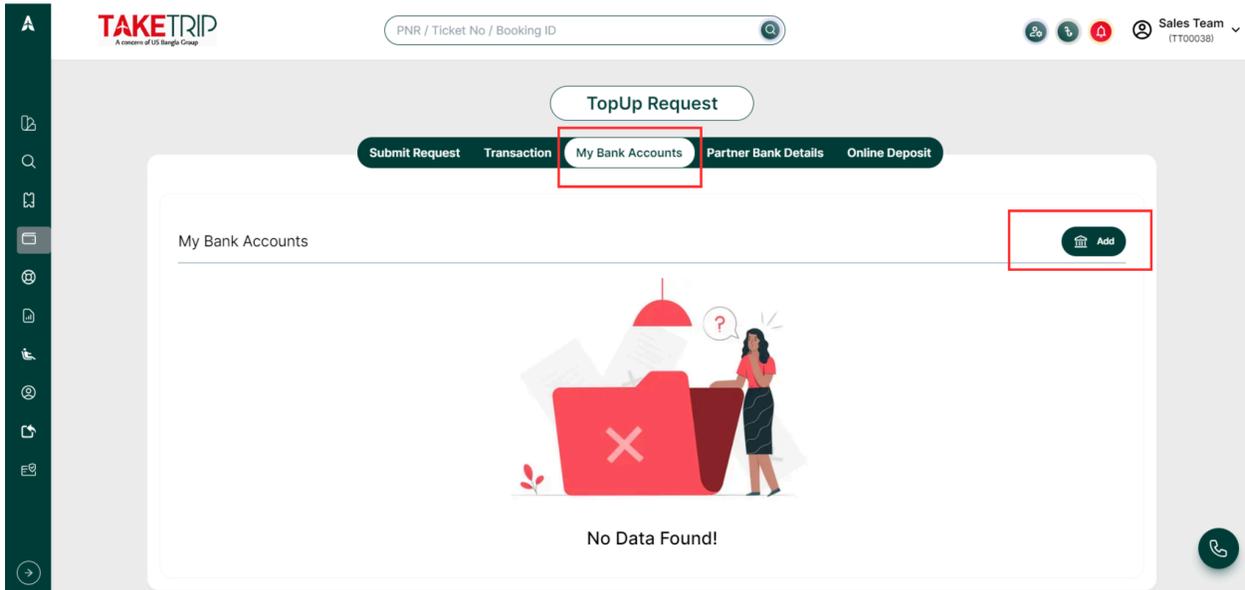
SUBMITTED DATE&TIME	DEPOSIT TYPE	TNX NUMBER	REFERENCE	STATUS	AMOUNT (BDT)	BANK CHARGE (BDT)	TO
04-04-2024,10:44	Cash	MR0003824040400001	Sharif Vai	Approved	300	0	
23-11-2023,07:01	Cash	N/A	1	Rejected	1	0	

The table includes a pagination control showing '1' of 1 items.

8.8 My Bank Accounts

Users will be able to view and add bank accounts.

- To add bank accounts users are requested to click on the add button then a pop up field will appear.

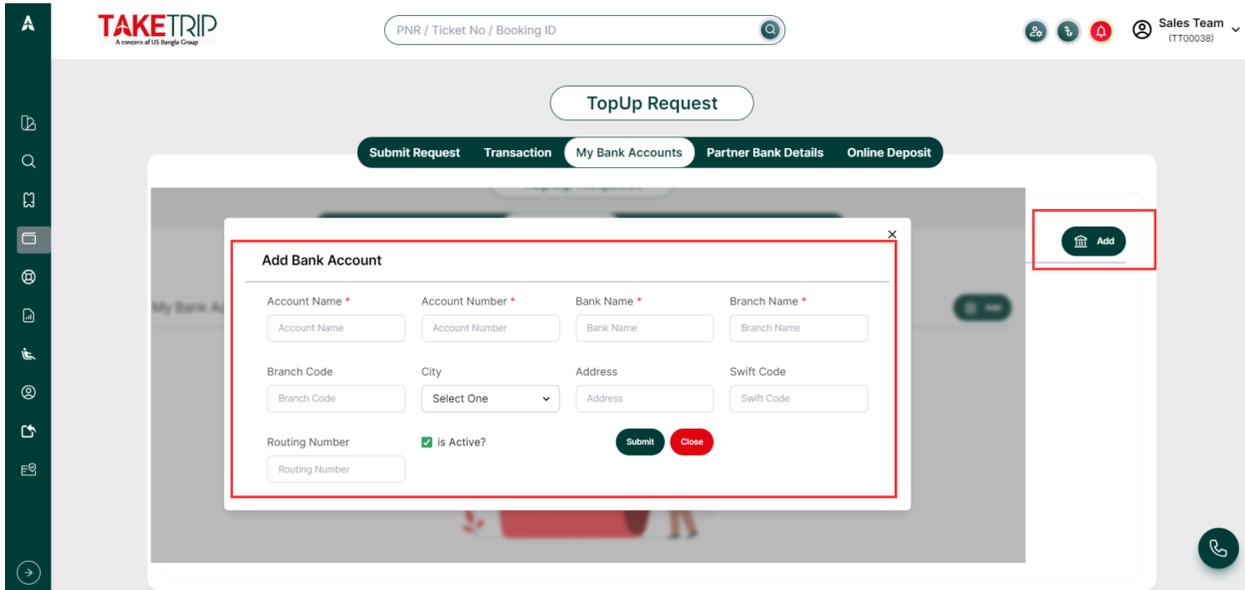


The screenshot shows the 'My Bank Accounts' page. The 'My Bank Accounts' tab is selected in the navigation bar. A red box highlights the 'Add' button in the top right corner. The main content area displays a 'No Data Found!' message with an illustration of a woman looking at a folder with a red 'X' on it.

The following pop up will appear.

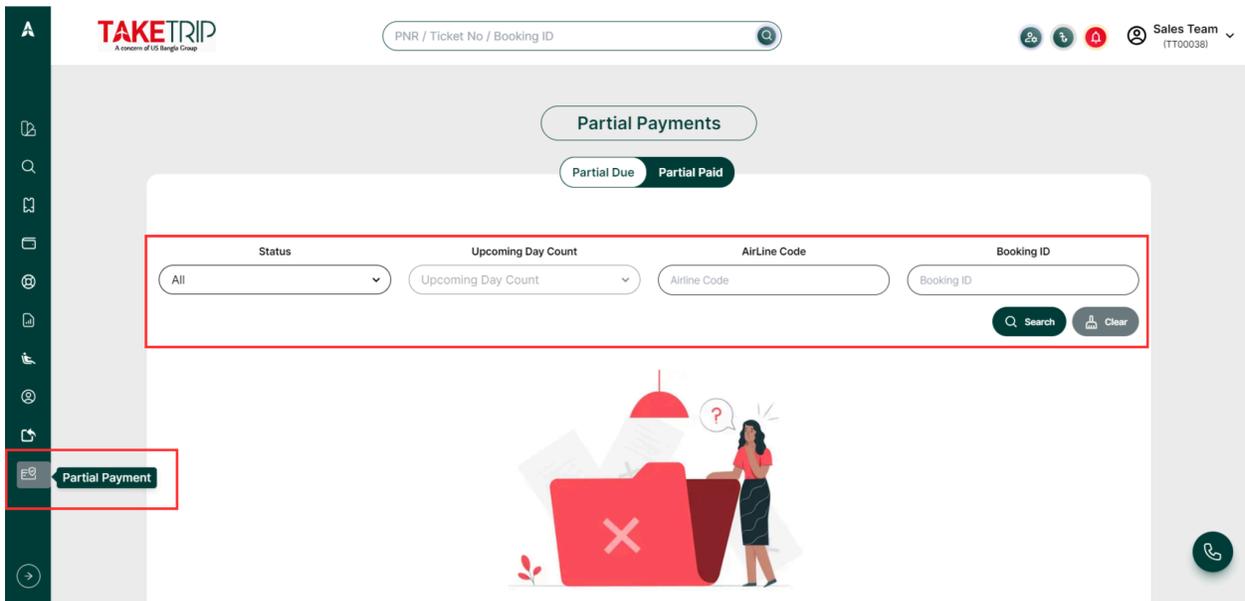
- Users are requested to fill up all the following blank fields to add a bank account. After giving all valid credentials, the user needs to click the submit button to confirm.

- After submitting the form with the required data, the user will be able to make an update by clicking on the edit icon located in the Action column.



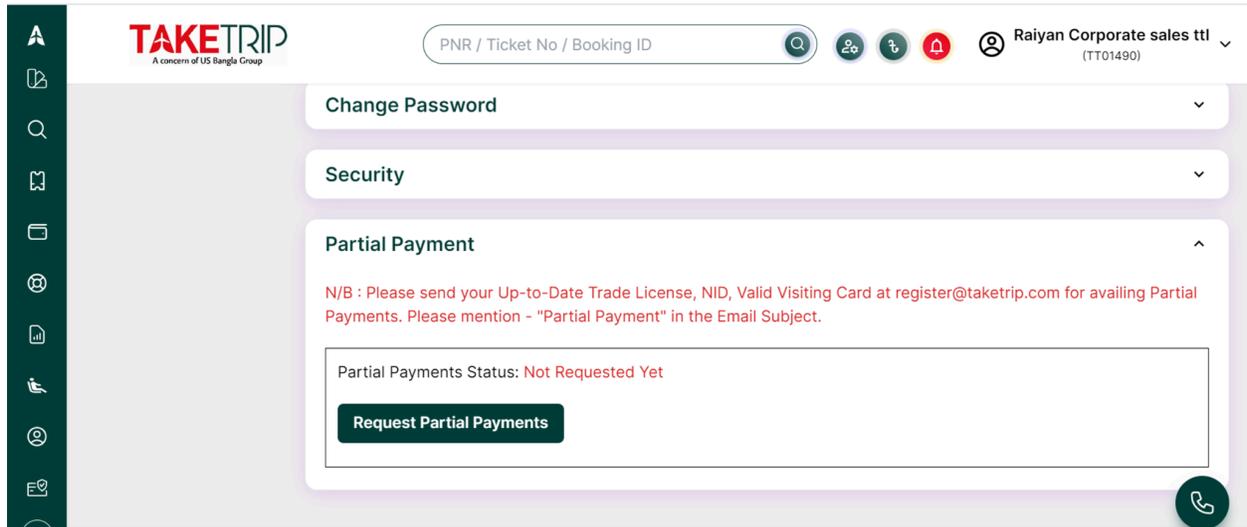
9. Partial payment

- The user can make a partial payment to issue their ticket.
- After a specific date, they have to pay the rest of the amount to confirm their flight ticket
- To make a partial payment, the user has to send a request for this from their profile section.



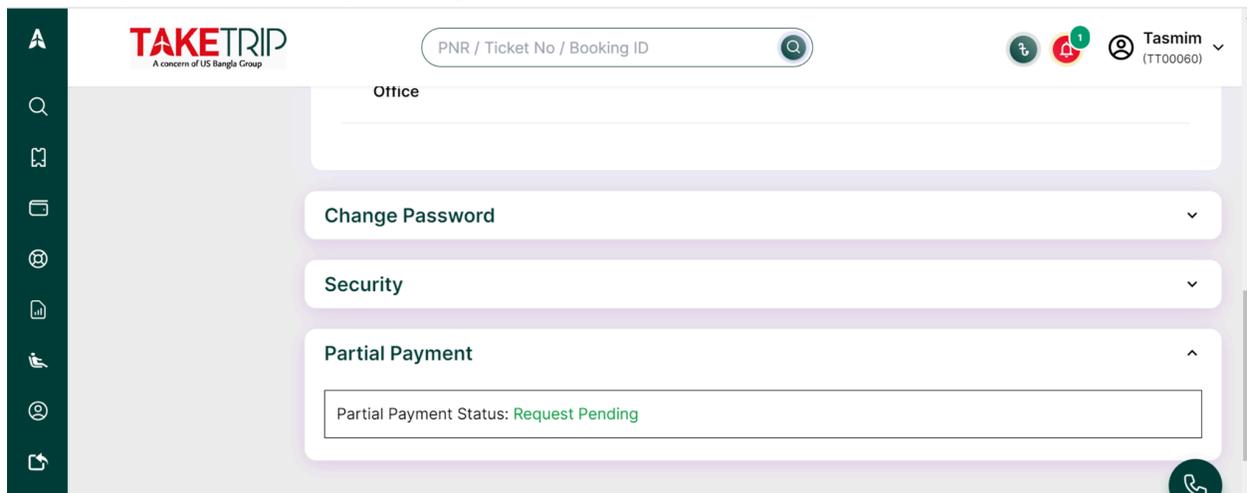
9.1 how to request for partial payment

- Go to users profile
- Scroll down to the last, you will see a option of partial payment



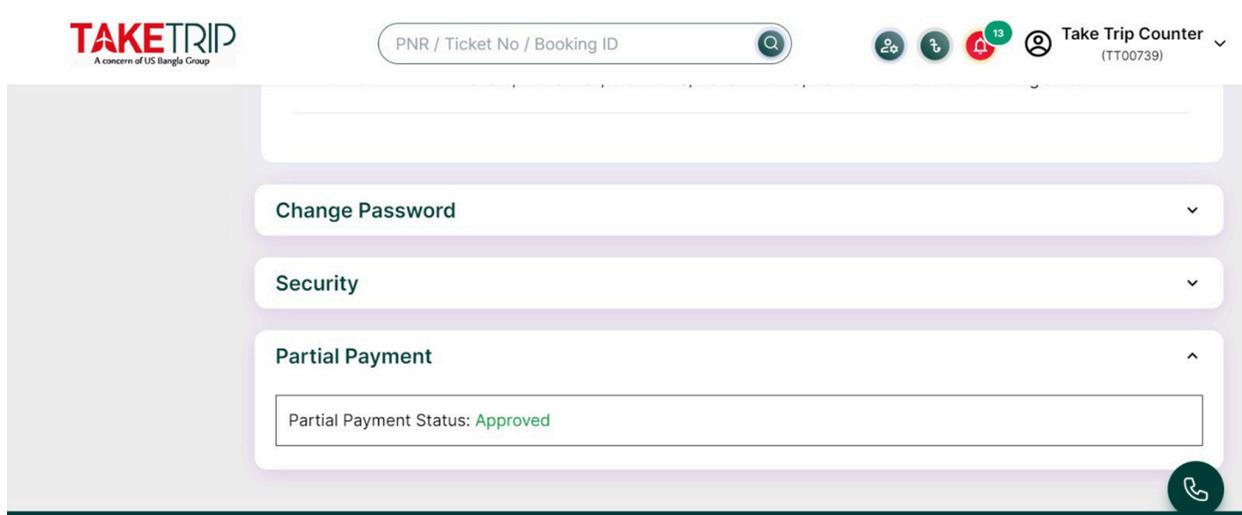
The screenshot shows the user profile page for 'Raiyan Corporate sales ttl (TT01490)'. The 'Partial Payment' section is expanded, displaying a message: 'N/B : Please send your Up-to-Date Trade License, NID, Valid Visiting Card at register@taketrip.com for availing Partial Payments. Please mention - "Partial Payment" in the Email Subject.' Below this message, the status is 'Partial Payments Status: Not Requested Yet' and there is a 'Request Partial Payments' button.

Successfully Send the Partial Payment Request



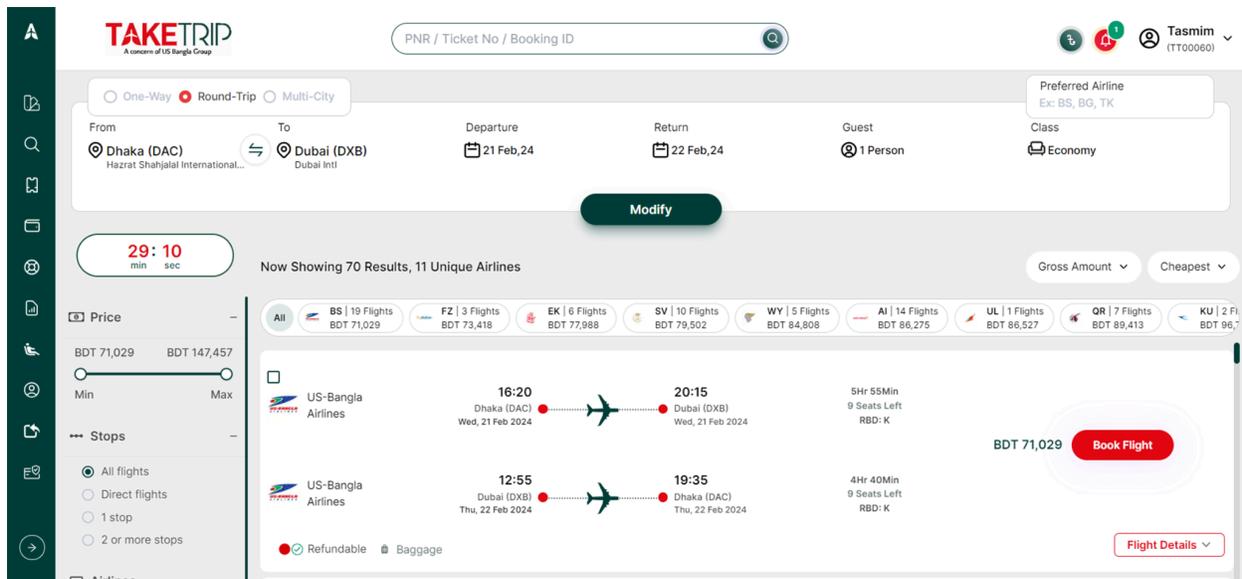
The screenshot shows the user profile page for 'Tasmim (TT00060)'. The 'Partial Payment' section is expanded, displaying the status: 'Partial Payment Status: Request Pending'.

Partial Payment Request will be approved after verifying the required Documents.



9.2 how to issue a ticket after a successful request for partial payment

- After getting approved from Admin panel, User will be able to pay a partial payment
- To make an partial payment, the user must maintain certain conditions
 - ❖ The flight must be international.
 - ❖ The flight must be refundable
 - ❖ Flights must be non-LLC carriers.
- Search and book a specific flight



- On the Booking Page Partial Amount and Due Date will be shown. Fill all the passenger details.

The screenshot shows the 'Take Trip' booking interface. At the top, there's a search bar for 'PNR / Ticket No / Booking ID' and a user profile for 'Tasmim (TT00060)'. The main content area displays two flight segments:

- Outbound:** US-Bangla Airlines, BS 341, Boeing-738, Economy. From DAC (Wed, 21 Feb 2024, 16:20) to DXB (Wed, 21 Feb 2024, 20:15), 5h 55m.
- Returning:** US-Bangla Airlines, BS 344, Boeing-738, Economy. From DXB (Thu, 22 Feb 2024, 12:55) to DAC (Thu, 22 Feb 2024, 19:35), 4h 40m.

 Below the flights is the 'Passenger 1 Details (Adult)' form, which is partially filled with 'New' profile, 'Select' title, and some name fields. To the right, the 'Customer Summary' table shows:

1 x Adult Fare	BDT	71,029
Base Fare	BDT	58,364
Tax	BDT	12,453
AIT	BDT	212
Discount	BDT	0
Total	BDT	71,029
Total Payable	BDT	71,029

 A red box highlights a 'Partial Payment' section showing 'BDT 21,308' and 'Settlement Days Sat, 10 February, 2024 (10 Days)'. Below this is a checkbox for 'I agree to Take Trip Terms & Conditions' and a 'Confirm Booking' button.

- Before Confirm Booking Partial Payment Amount And Settlement Date will be shown.
- By clicking on 'Confirm Booking', the user will be redirected to the next page, where they will be able to issue their ticket.
- The user must pay the rest of the payment by the specified date that will be visible on the navigated page.

This screenshot provides a more detailed view of the booking page. The left sidebar shows the 'Passenger Profile' for 'New' with fields for 'First Name (Given Name)' (gdfjkdfkig) and 'Last Name (Surname)' (fmmfmg). The 'Nationality' is set to 'Bangladesh' and the 'Passport Expiry Date' is '17/07/2025'. There's also an option to 'Add this person to passenger quick p...'. The 'Enter Contact Details' section shows 'Afghanistan' as the country and '01926435709' as the phone number. The main content area features:

- Flight Details:** A table showing departure from Dhaka (DAC) on Feb 21, 2024, and arrival in Dubai (DXB) at 20:15. The return flight departs from Dubai (DXB) on Feb 22, 2024, and arrives in Dhaka (DAC) at 19:35.
- Fare Details:** A table breaking down the total fare:

Type	Base Fare	Tax	AIT	Commission	Person	Total
Adult	58,364	12,453	212	0	1	71,029
Grand Total						BDT 71,029
- Payment Summary:** A red box highlights the 'Partial Payment' of 'BDT 21,308' and 'Settlement Days' of '10 Days'.
- Confirmation:** A checkbox 'I agree and confirm that, all the passenger information provided here is correct.' is checked, with 'Modify' and 'Confirm Booking' buttons below it.

- Before Issuing ticket, partners can choose partial payment.

FARE DETAILS					
Type	Base Fare	Tax	AIT	Person	Total
Adult	4,295	4,469	0	1	8,764
Grand Total					BDT 8,764

CONTACT DETAILS	
DEPARTS	PHONE NUMBER
Dhaka	+880177777777

Payments Options

- Partially Payment (Instant Pay - BDT 2,474) Full Payment (Total Pay - BDT 8,248.6)
- Last Settlement Date : 10-02-2024

You don't have enough balance to issue this ticket! Please topup in your account.

Issue Ticket

- If Partner don't have enough balance a error message will be shown

FARE DETAILS					
Type	Base Fare	Tax	AIT	Person	Total
Adult	4,295	4,469	0	1	8,764
Grand Total					BDT 8,764

CONTACT DETAILS	
DEPARTS	PHONE NUMBER
Dhaka	+880177777777

Payments Options

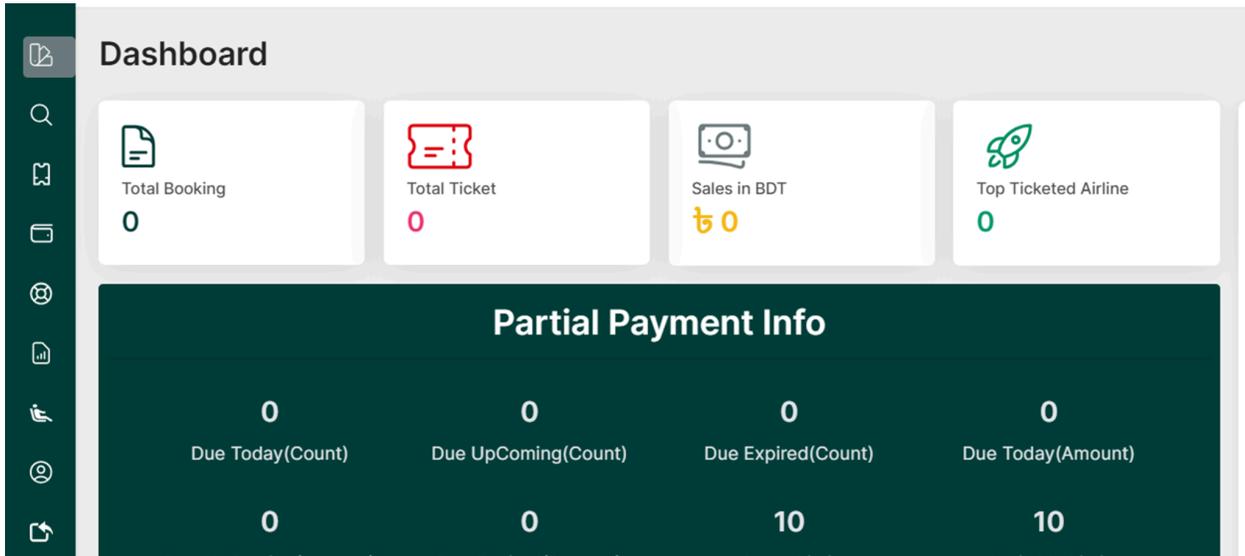
- Partially Payment (Instant Pay - BDT 2,474) Full Payment (Total Pay - BDT 8,248.6)
- Last Settlement Date : 10-02-2024

You don't have enough balance to issue this ticket! Please topup in your account.

Issue Ticket

9.3 Partial Payment Details on Dashboard

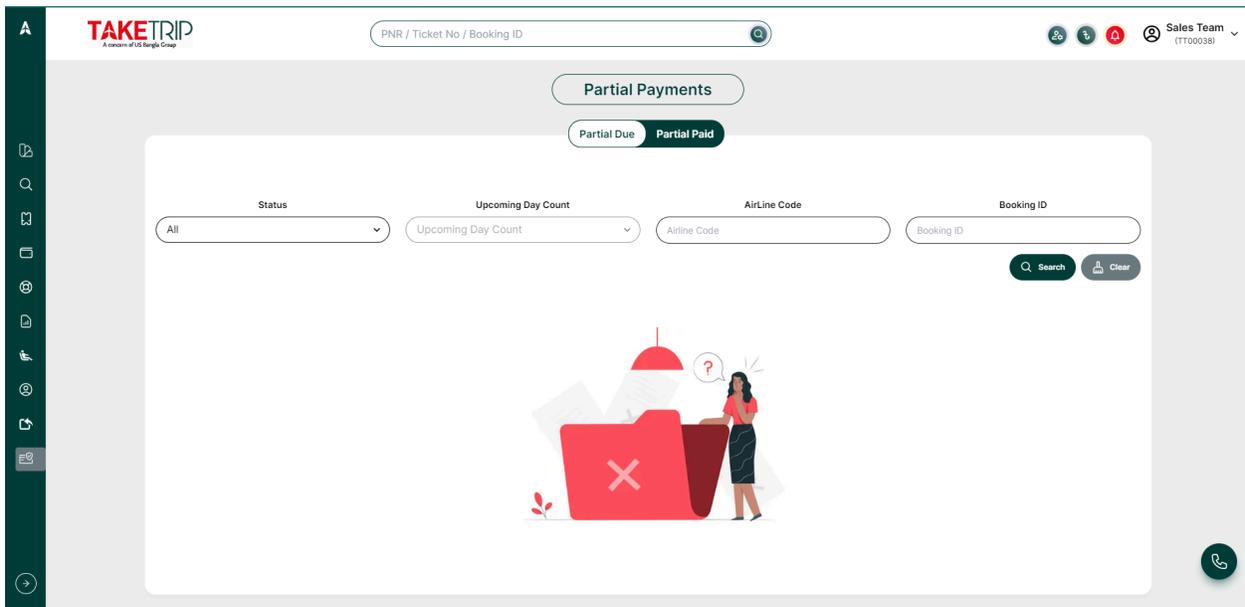
After clicking on the dashboard icon partner will successfully redirect to the Dashboard. They Will see their Due Payment details,remaining partial payments,and partial payment limits.



9.4 Partial Payment Module

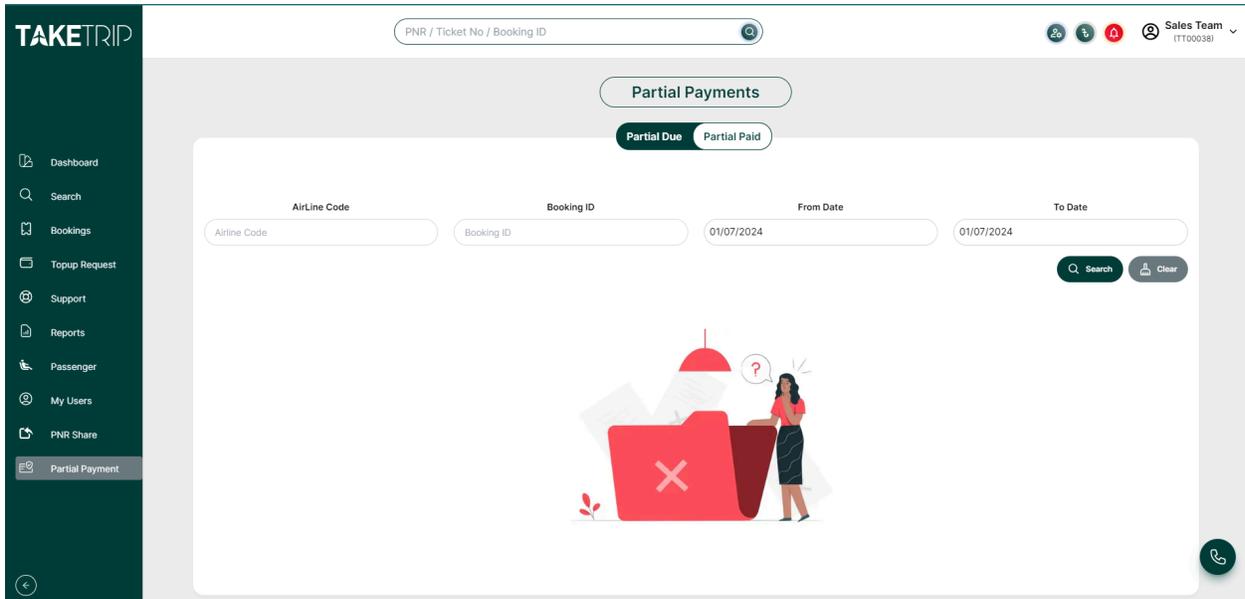
After clicking on the left side partial payment icon partner will successfully redirect to the partial payments page. Here partial paid & Partial Due Amount will be shown

Partial Due: The remaining amount after making a partial payment. Users will be able to check their due amount and paid amount after making a partial payment.



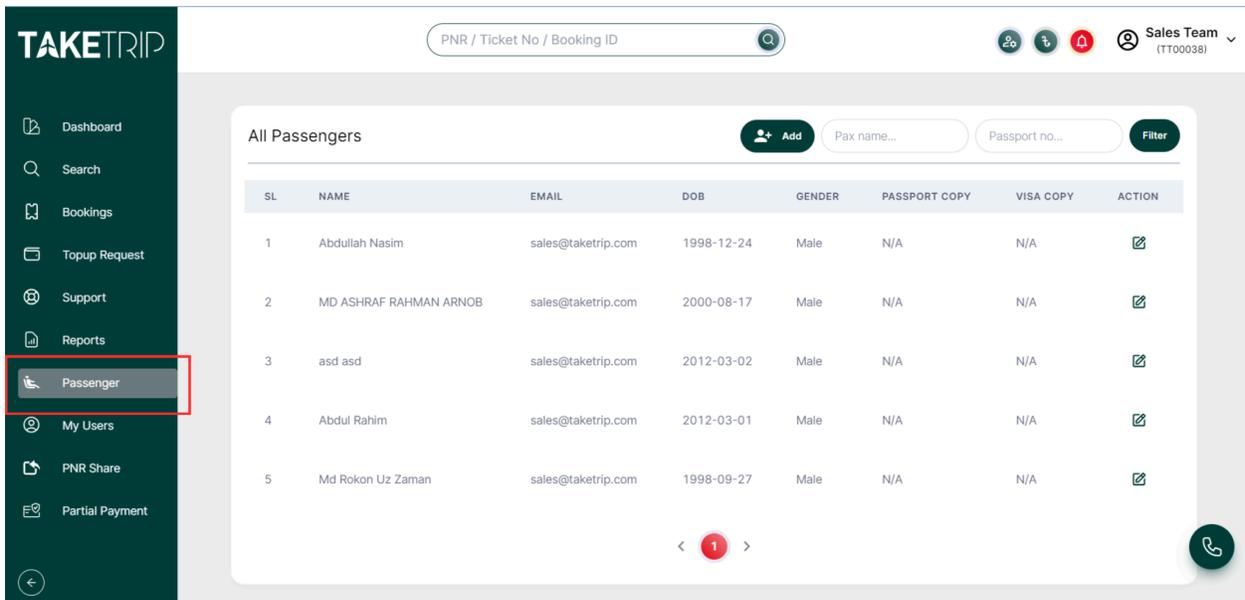
Partial Paid: The payment a user initially paid to the airlines to issue the ticket.

- To adjust the rest of the amount, the user has to click on the 'Adjust' button, which is located in the Action column.
- Clicking on the 'Submit' button will confirm the rest of the payment.



10. Passenger

You can add new passenger information here by using the Add option.



- After clicking the Add option the following page will open. You can add a new Passenger here by filling the following information.
- Then click the submit button below and the passenger will be added.

Add Passenger

Passenger Type *	Title *	First Name *	Last Name *
<input style="width: 100%;" type="text" value="Adult"/>	<input style="width: 100%;" type="text" value="Title"/>	<input style="width: 100%;" type="text" value="First Name"/>	<input style="width: 100%;" type="text" value="Last Name"/>
Gender	Email *	Date of Birth *	Nationality *
<input style="width: 100%;" type="text" value="Gender"/>	<input style="width: 100%;" type="text" value="Email"/>	<input style="width: 100%;" type="text" value="dd/mm/yyyy"/>	<input style="width: 100%;" type="text" value="Bangladesh"/>
City *	Passport Number	Passport Issuing Country	Passport Expiry Date
<input style="width: 100%;" type="text" value="Dhaka"/>	<input style="width: 100%;" type="text" value="Passport number"/>	<input style="width: 100%;" type="text" value="Passport Issuing cour"/>	<input style="width: 100%;" type="text" value="dd/mm/yyyy"/>
Passport Copy	Visa Copy		
<input type="button" value="Choose File"/> <input type="button" value="No ...sen"/>	<input type="button" value="Choose File"/> <input type="button" value="No ...sen"/>		

11. My User

In My User option you can create sub-agent id by clicking the Add option

TAKE TRIP

PNR / Ticket No / Booking ID

20
🔍
🔔
👤 Sales Team (TT00038)

- Dashboard
- Search
- Bookings
- Topup Request
- Support
- Reports
- Passenger
- My Users
- PNR Share
- Partial Payment

SL	NAME	EMAIL	MOBILE NUMBER	ADDRESS
1	Ornob Siddique	ornobb2@gmail.com	01627188997	3rd floor, Arif Plaza, 41, Kemal Ataturk Avenue, Banani, Dhaka-1
2	MD ARIF MAINUDDIN	gstusher57@gmail.com	01814485745	gstusher57@gmail.com
3	Rashed Mahamud	rgmahmud@gmail.com	01718169336	3rd floor, Arif Plaza, 41, Kemal Ataturk Avenue, Banani, Dhaka-1
4	Selim Al Razi	selim.alrazi.bd@gmail.com	01711583028	3rd floor, Arif Plaza, 41, Kemal Ataturk Avenue, Banani, Dhaka-1
5	Arnab Dam	arnabdam@gmail.com	01717737962	41 Kemal Ataturk Ave, Dhaka 1212
6	Arman	armanjahangir777@gmail.com	01893024166	41 Kemal Ataturk Ave, Dhaka 1212
7	Md. Mamunur Rashid	md.mamunurrashid0987@gmail.com	01957228553	41 Kemal Ataturk Ave, Dhaka 1212

- Next you need to add all the information according to the requirements below.
- After clicking the Submit option a new sub-agent id will be created.

✕

New User

Name *

Email *

Mobile No *

Transaction Limit *

User Address *

User Role *

Password *

Confirm Password *

Is Active? *

Submit
Close

12. Support

12.1 Filtering Support

- Users can see all types of support like Refund, Date Change, Void, Add Wheelchair etc. And can make a message conversation with the admin for a specific support. Users can filter the list by Support Type.

TAKE TRIP

PNR / Ticket No / Booking ID
🔍

👤
🔔
🔴
👤 Sales Team (TT00038) ▾

- 🏠 Dashboard
- 🔍 Search
- 📅 Bookings
- 📁 Topup Request
- 🗨️ Support
- 📄 Reports
- 👤 Passenger
- 👥 My Users
- 🔄 PNR Share
- 💳 Partial Payment

Support

Support Type ▾

- Support Type
- Date Change
- Refund
- VOID
- Add Wheel Chair
- Add VIP/CIP/MAAS
- Add Frequent Flyer
- Seat Assign Request
- Airline Ticket Copy
- Split PNR
- Other
- Extra Baggage

Create New Support

Opened
Ongoing
Closed

MESSAGE	DATE	BOOKING ID	PNR	TICKET NUMBER	ACTION

12.2 ADD Support

Users also can Create New Support by ADD button (Refund, Date Change, Void, Add Wheelchair etc.), input Booking Id/PNR, Message and attach file.

After clicking on the ADD button, the user will find a new pop-up page. Users can add Support by selecting Support Type, Booking ID, PNR, Message and File upload.

- **Submit:** After fill-up all required fields, the user will be able to click on this button. After clicking on this button, all information will be saved and the user will see it in the passenger list.
- **Close:** After clicking on this button, the pop-up page will close.

Support Type *

Select Type

Booking ID

Booking ID

PNR

PNR

Message *

Message

File

Choose File No file chosen

* You can search for your ticket number with Booking ID or PNR

Submit Close

They will show a closed support list. After closing the support from the admin or support team, that will go from the 'Ongoing' tab to the 'Closed' tab. There will show 1 action button, 'Message' button (if the last message replies by the user) or 'Reply' button (if the last message replies by the admin). After clicking on this button, the user will find a new pop-up page. In this pop-up page, users will be able to see all messages from the first message to the current message. After clicking on this button, the pop-up message will close.

13. Reports

13.1 Sales Report

In this sales report page, users will see the sales ticket information and can search sales tickets with specific Issue Date. Users can Download the Sales Report in Excel, CSV and Pdf format. It will help users to track user's sales. From Date user will be able to select date from the 'From Date' date picker. To Date user will be able to select date from the 'To Date' date picker.

- **Search:** Users will be able to search for a specific date by clicking on this button.
- **Clear:** User will be able to clear the selected date and default date will select from the date picker, by clicking on this button.
- **Download:** Users will be able to download selected From Date to To Date all data in Excel format, CSV format and PDF format by clicking on this button.
- Reports > Sales Report > Input date > Search or Clear
- Reports > Sales Report > Download

The screenshot shows a web interface for the Sales Report. At the top, there are three tabs: 'Sales Report' (selected), 'Ledger Account', and 'Refund Status'. Below the tabs, the title 'Sales Report' is displayed. There are two date pickers: '01/01/2024' and '30/01/2024'. To the right of the date pickers are two buttons: 'Search' (with a magnifying glass icon) and 'Clear' (with a trash icon). Further right is a download icon. Below this is a table with the following data:

DATE TIME	BOOKING ID	PNR	TICKET NUMBER	PASSENGER NAME	PASSENGER
29-01-2024, 10:49	TTL1848625786	068UJF	7792408309296	MR MD SHAFIQUL ISLAM	Adult
29-01-2024, 10:49	TTL1848625786	068UJF	7792408309297	MR MD ANOWAR ULLAH BHUIYAN	Adult
29-01-2024, 10:48	TTL1842174893	068U6E	7792408309316	MR MD ANOWAR ULLAH BHUIYAN	Adult

13.2 Accounts Ledger

User will be able to see all the Debit and Credit transactions list and can View Invoice Details for specific transactions. From Date user will be able to select date from the 'From Date' date picker. User will be able to select date from the 'To Date' date picker.

- Users will be able to search by selecting (All, Debit, Credit, Credit Note) and a specific date by clicking on the search button.
- Users will be able to download selected From Date to To Date all data in Excel format, CSV format and PDF format by clicking on download button.
- There is one action button, after clicking on this button the user will find a new 'Invoice' page.

Sales Report
Ledger Account
Refund Status

Ledger Account

All
01/01/2024
30/01/2024
Search
Clear
Download

DATE TIME	INVOICE NUMBER	BOOKING ID	PNR	TICKET NUMBER	DESCRIPTION
10-01-2024, 14:15	MR0073924011000001				Topup, BDT: 3500
10-01-2024, 14:18	IN0073924011000001	TTL1571172387	0055YW	6102415316270	Booking PNR: 0055

13.3 Refund Status:

Users will be able to see all the Refund Process and Refund adjusted Ticket. Refund status can be seen by date and PNR. Users will be able to download all data in Excel format, CSV format and PDF format by clicking on this button.

Reports > Refund In Process > Download

Sales Report
Ledger Account
Refund Status

Refund Status

SL	REFERENCE	PNR	AMOUNT (BDT)	CREATE DATE	ADJUSTMENT DATE	STATUS
1	TTL1518301320	064UFB	7,108.4	16-01-2024	16-01-2024	Adjusted
2	TTL1571172387	0055YW	3,634.2	10-01-2024	10-01-2024	Adjusted

<
1
>
Download

14. Logout

To log out of the portal, users should navigate to their profile, where they will find the logout option. By clicking this button, the user will be securely logged out of the system. Once logged out, all the user's operations will be saved, and no one can access another user's account without the correct email ID and password.

