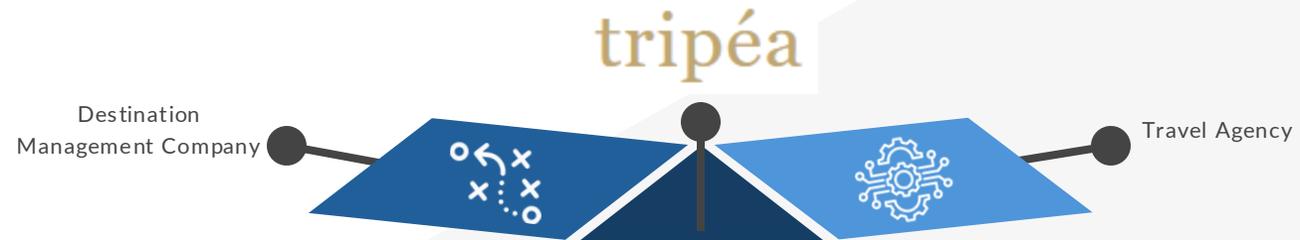


# Tripea Documentation

Destination Management Company

# ABOUT TRIPEA

**TRIPEA** sits at the forefront of the travel ecosystem, connecting Destination Management Companies and Travel Agencies on one unified platform. It combines matchmaking with operational enablement, bringing together the local expertise of DMCs and the global reach of TAs to unlock business value for both sides.



At **TRIPEA**, we were founded on a simple but powerful belief: the interests of our partners, both DMCs and TAs, always come first.

By joining **TRIPEA**, you gain access to a thoughtfully designed ecosystem that enables both DMCs and TAs to achieve their goals sustainably, efficiently, and with future growth in mind.

We go above and beyond to ensure our partners experience tangible benefits from every connection and collaboration on the platform.

Layer 1:  
Destination  
Management  
Company

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# Epic 1: Registration & Authentication

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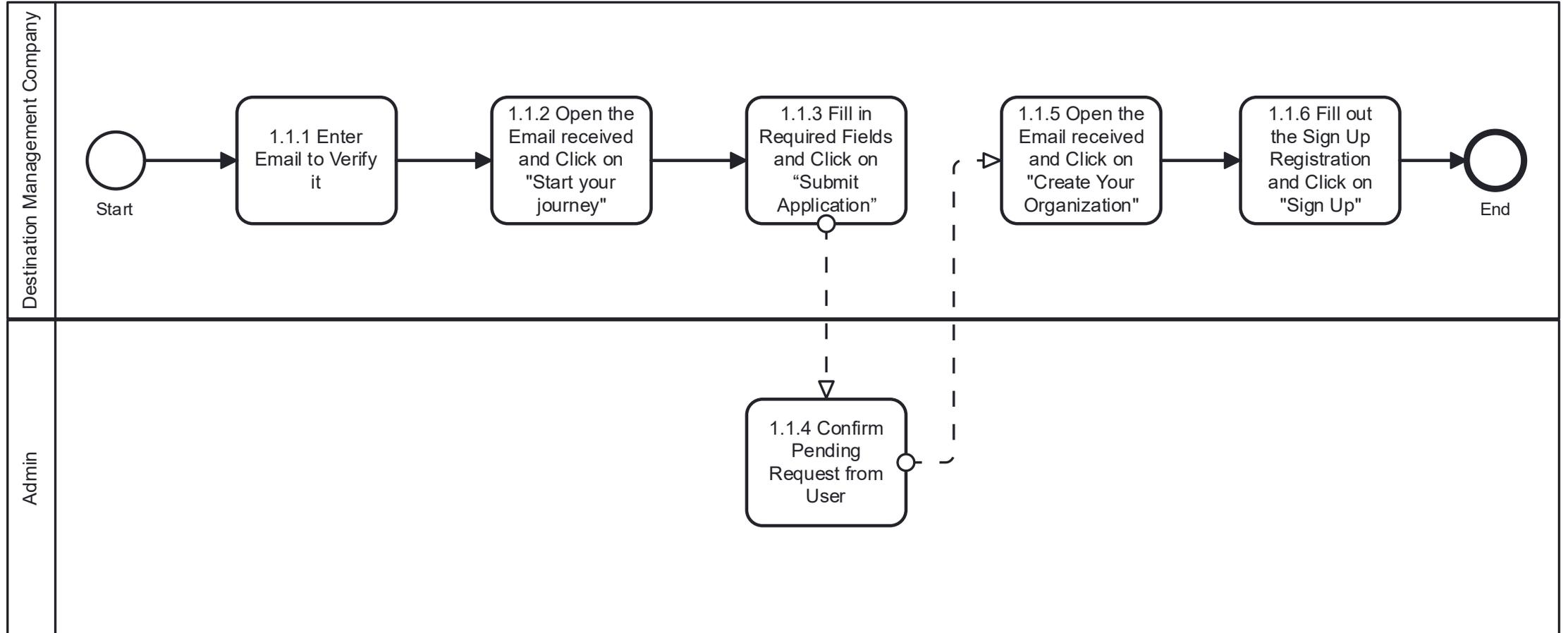
- ❖ 1.1 Registration
- ❖ 1.2 Email Confirmation
- ❖ 1.3 Login
- ❖ 1.4 Forgot Password
- ❖ 1.5 Logout

# Epic Name

# Registration & Authentication

## Story

## 1.1 Registration



<b>Epic Name</b>	<b>Registration &amp; Authentication</b>
<b>Story</b>	1.1 Registration

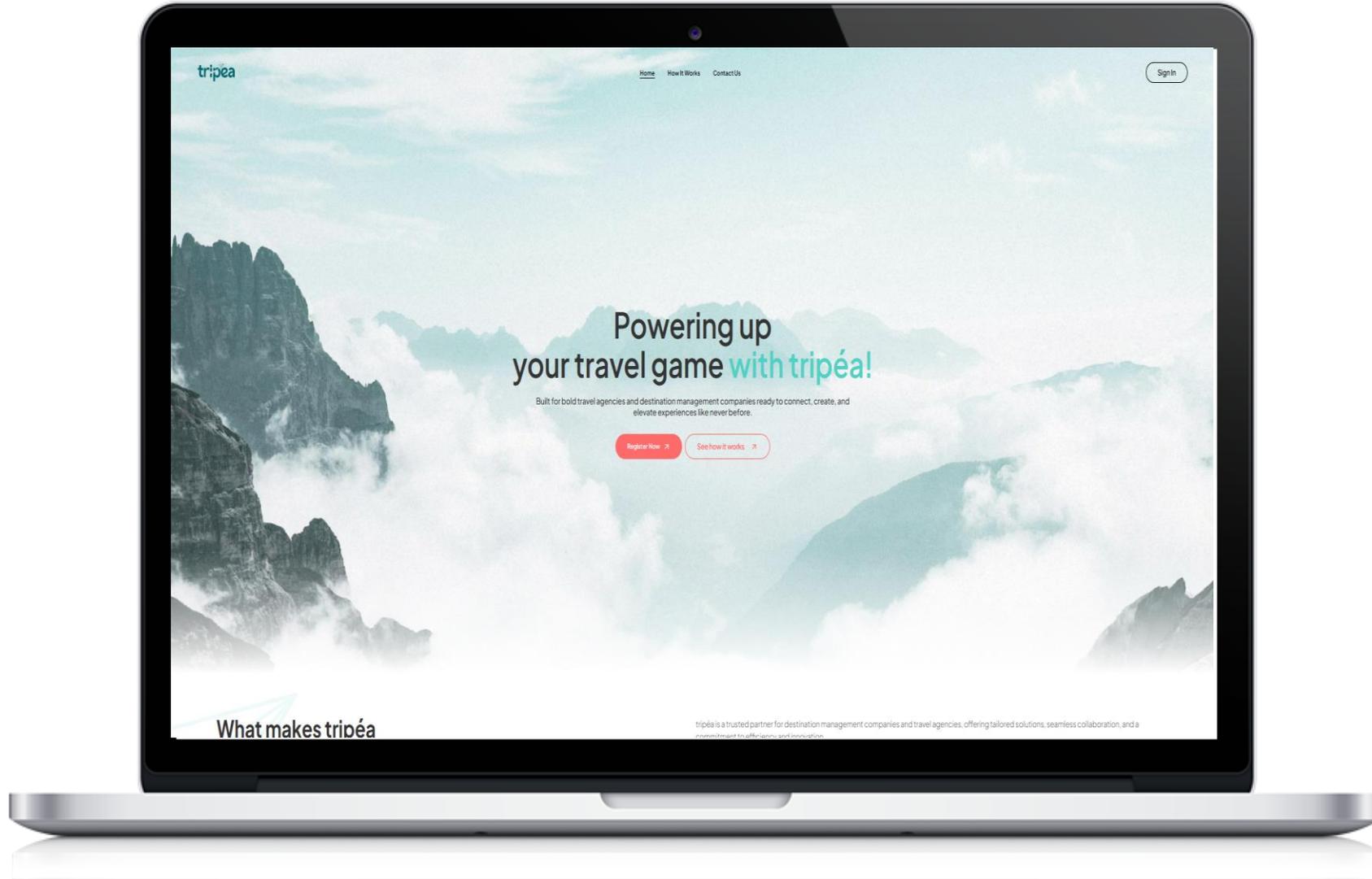
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
1.1.1	Enter Email to Verify it	Enter email address to initiate verification from admin.
1.1.2	Open the Email received and Click on "Start your journey"	After receiving a verification email, open it and click the "Start your journey" link to proceed.
1.1.3	Fill in Required Fields and Click on "Submit Application"	Fill in the entire registration form, starting with the Basic Info section and five main sections: Company Information, Business Details, Destinations & Services, Key Contacts, and Additional Information.
1.1.4	Confirm Pending Request from User	An admin logs into the admin dashboard to review and confirm the pending email verification request submitted.
1.1.5	Open the Email received and Click on "Create Your Organization"	Once approved, the user receives another email. Click "Create organization" to proceed with setting up the account.
1.1.6	Fill out the Sign Up Registration and Click on "Sign Up"	The user completes the full registration form by entering the following: Email, Phone Number, First Name, Last Name, Password, Organization Name, Partnership Type (DMC or TA), Locations where the organization has offices and operates Finally, Click "Sign Up" to complete the process.

## Story Step

### 1.1.1 Enter Email to Verify it

## Description

Enter email address to initiate verification from admin.

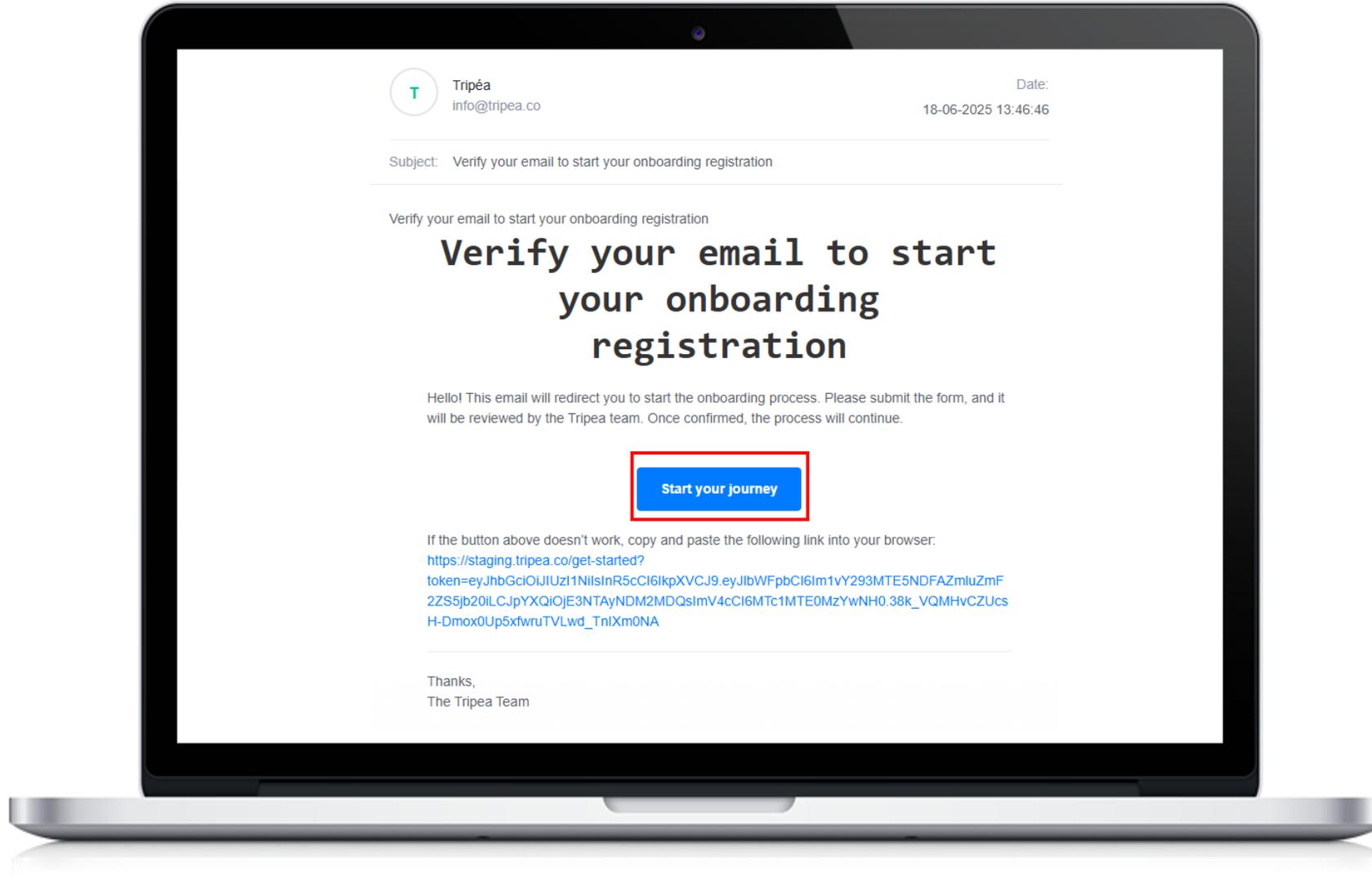


## Story Step

1.1.2 Open the Email received and Click on "Start your journey"

## Description

After receiving a verification email, open it and click the "Start your journey" link to proceed

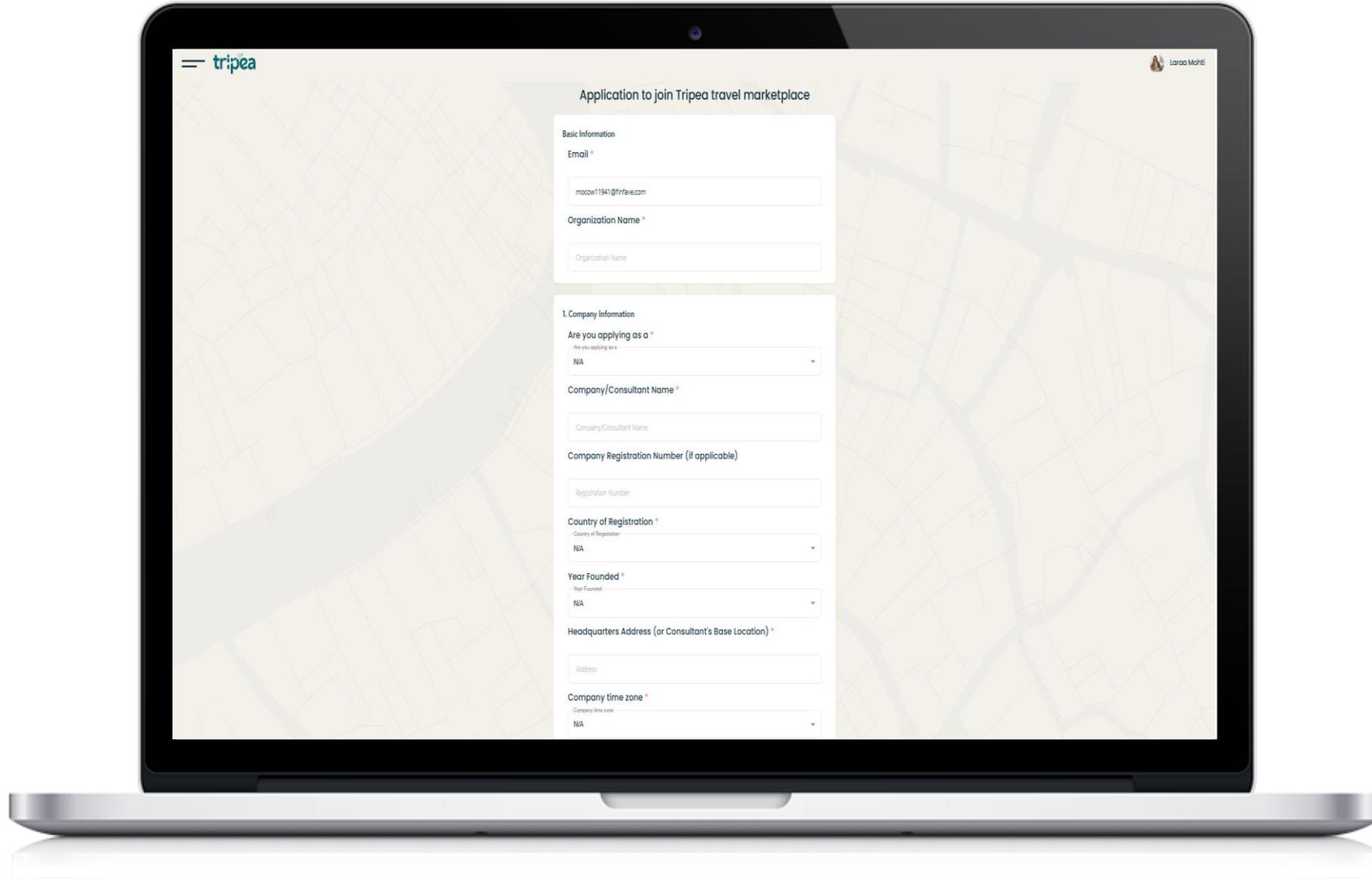


## Story Step

### 1.1.3 Fill in Required Fields and Click on “Submit Application”

## Description

Fill in the entire registration form, starting with the Basic Info section and five main sections: Company Information, Business Details, Destinations & Services, Key Contacts, and Additional Information.



The image shows a laptop screen displaying a registration form for Tripea. The form is titled "Application to join Tripea travel marketplace" and is set against a background of a faint map. The form is divided into several sections:

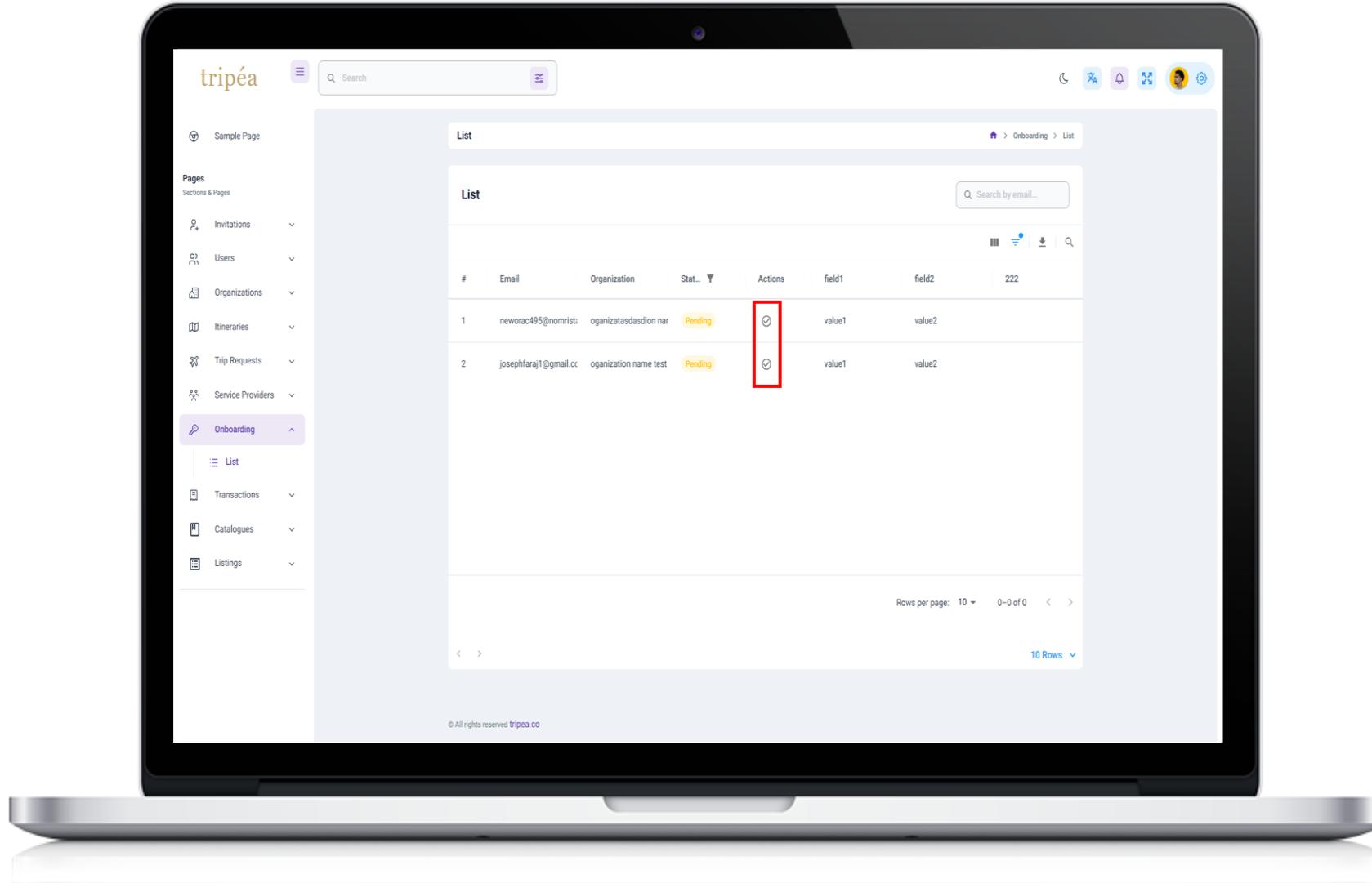
- Basic Information:**
  - Email \* (Input: mocow11941@firfire.com)
  - Organization Name \* (Input: Organization Name)
- I. Company Information:**
  - Are you applying as a \* (Dropdown: NIA)
  - Company/Consultant Name \* (Input: Company/Consultant Name)
  - Company Registration Number (if applicable) (Input: Registration Number)
  - Country of Registration \* (Dropdown: NIA)
  - Year Founded \* (Dropdown: NIA)
  - Headquarters Address (or Consultant's Base Location) \* (Input: Address)
  - Company time zone \* (Dropdown: NIA)

## Story Step

### 1.1.4 Confirm Pending Request from User

## Description

An admin logs into the admin dashboard to review and confirm the pending email verification request submitted.

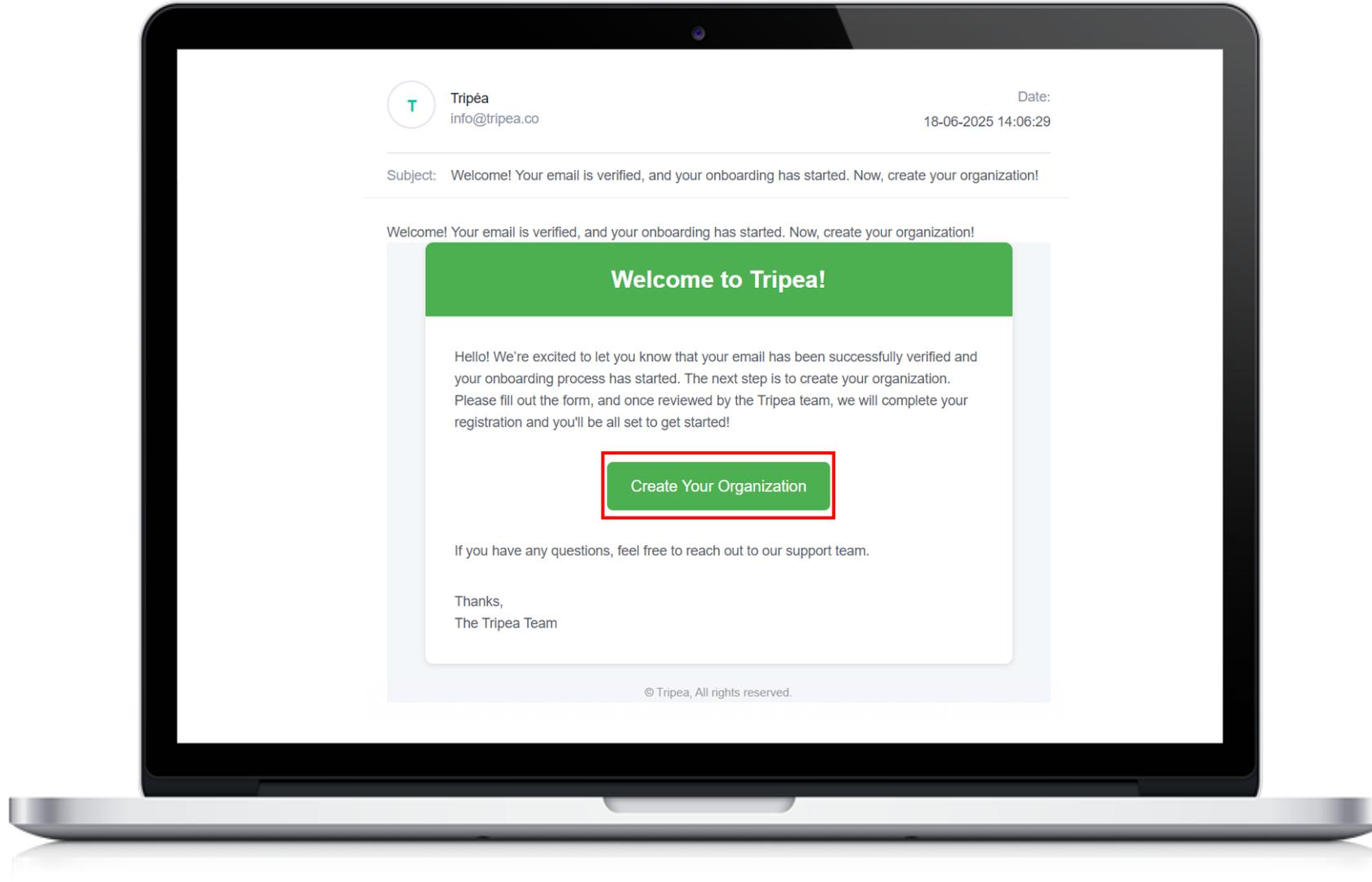


## Story Step

### 1.1.5 Open the Email received and Click on "Create Your Organization"

## Description

Enter email address to initiate verification from admin.



## Story Step

### 1.1.6 Fill out the Sign Up Registration and Click on "Sign Up"

## Description

The user completes the full registration form by entering the following: Email, Phone Number, First Name, Last Name, Password, Organization Name, Partnership Type (DMC or TA), Locations where the organization has offices and operates. Finally, Click "Sign Up" to complete the process.

The image shows a laptop screen displaying a registration form titled "Create Your Account". The form is set against a dark blue background. The fields are as follows:

- Email:** moccw11941@finfave.com
- Phone Number:** +961
- First Name:** Enter Your Firstname
- Last Name:** Enter Your Lastname
- Password:** (empty field)
- Organization Name:** DMC Org
- Select Partnership Type:** None
- Where Are You Based?:**
  - Location:** (empty field)
  - Select Locations:** (empty field)

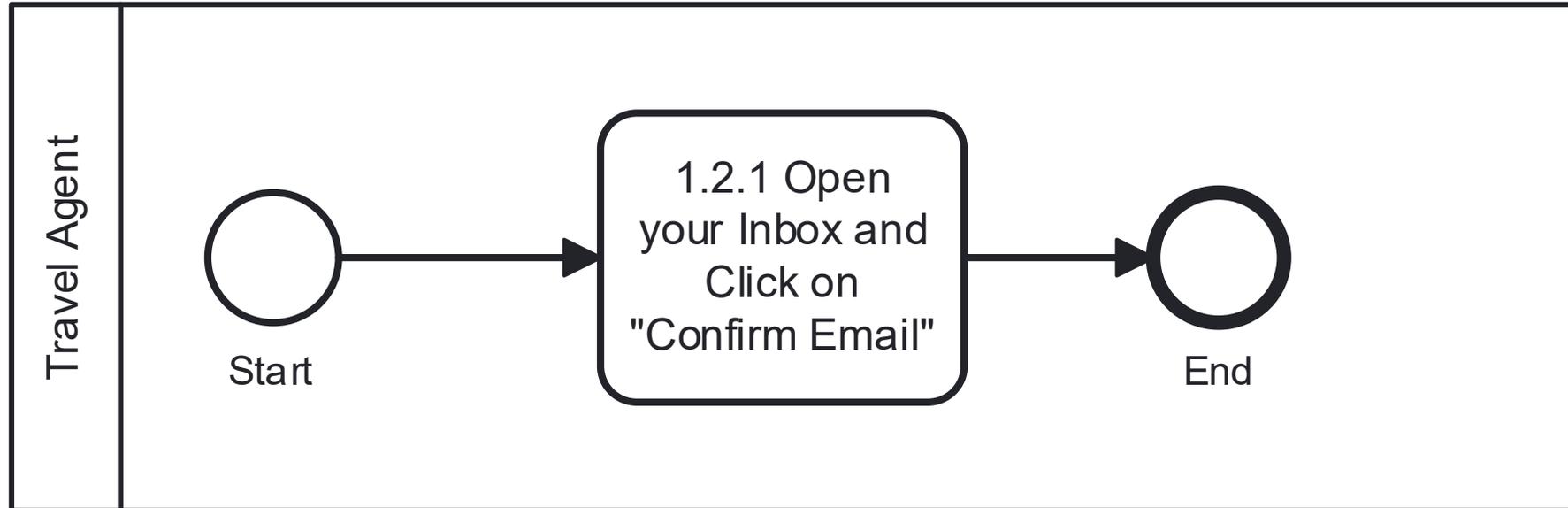
A yellow "Sign Up" button is located at the bottom of the form, highlighted with a red rectangular border.

Epic Name

Registration & Authentication

Story

1.2 Email Confirmation



<b>Epic Name</b>	<b>Registration &amp; Authentication</b>
<b>Story</b>	1.2 Email Confirmation

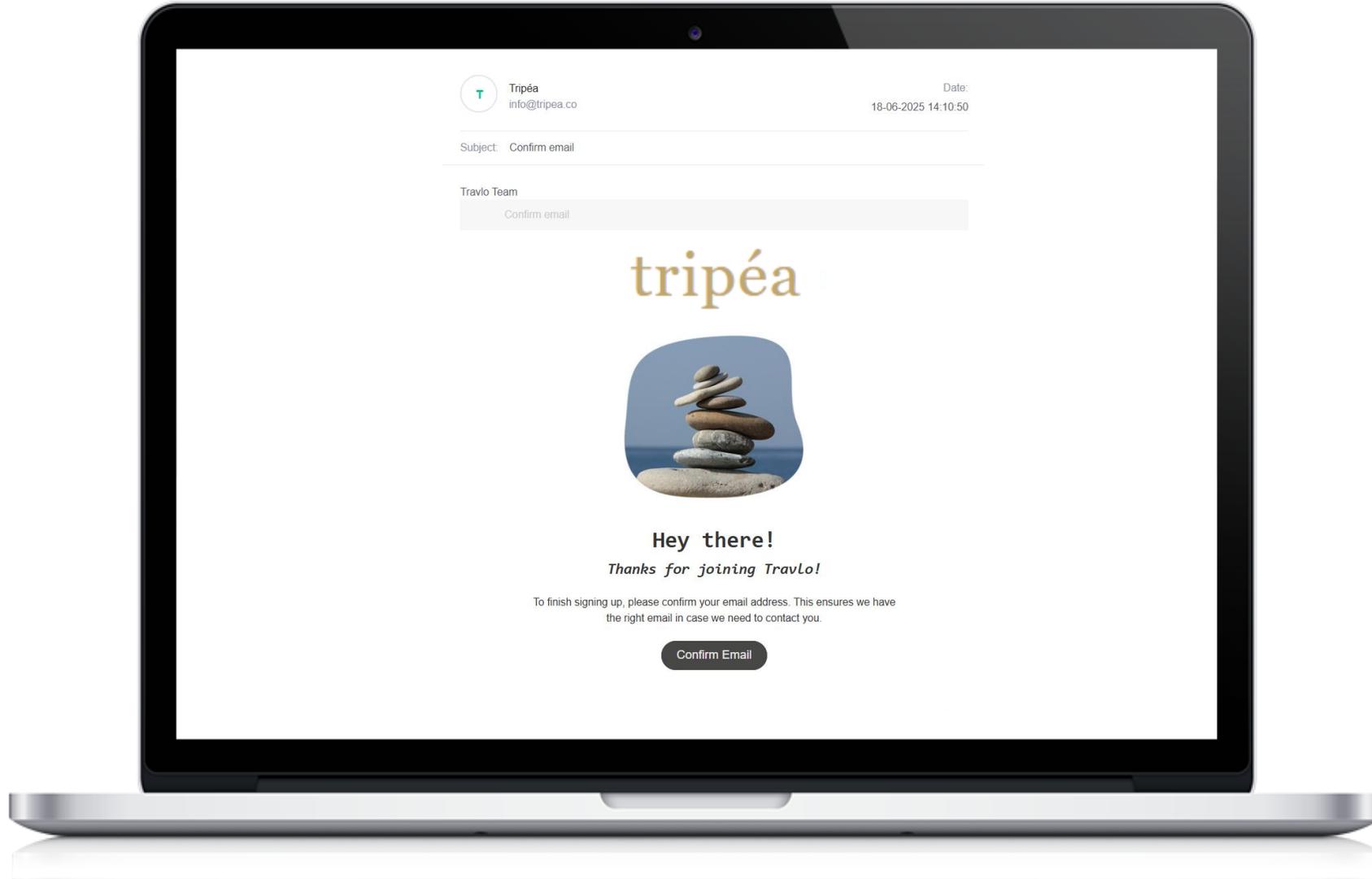
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
1.2.1	Open your Inbox and Click on "Confirm Email"	Check your inbox for a verification email. Open the email and click on the "Confirm Email" button. This will verify your account and redirect you to the login page, where you can sign in and start using the application. If you don't see the email, check your spam or junk folder.

## Story Step

### 1.2.1 Open Email Received and Click on “Confirm Email”

## Description

Check your inbox for a verification email. Open the email and click on the "Confirm Email" button. This will verify your account and redirect you to the login page, where you can sign in and start using the application. If you don't see the email, check your spam or junk folder.

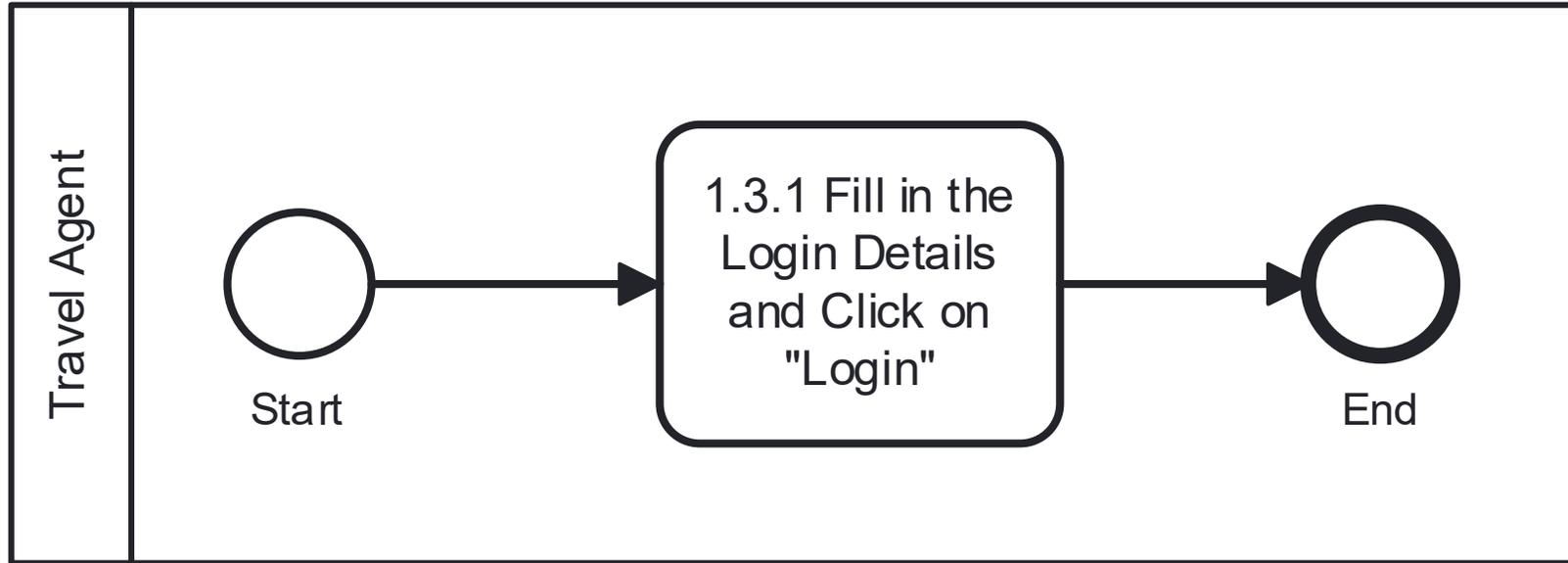


Epic Name

Registration & Authentication

Story

1.3 Login



<b>Epic Name</b>	<b>Registration &amp; Authentication</b>
<b>Story</b>	1.3 Login

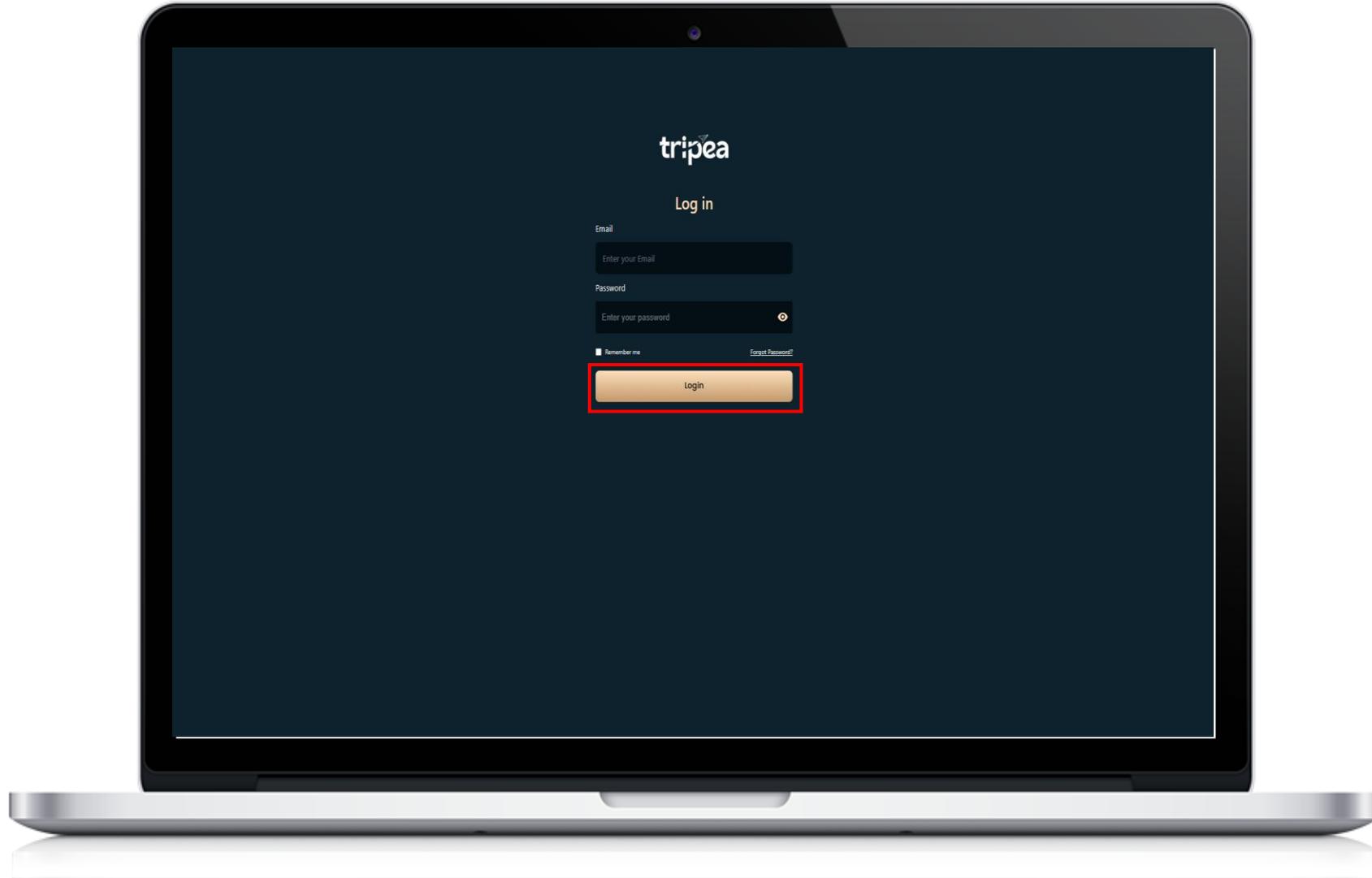
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
1.3.1	Fill in the Login Details and Click on "Login"	On the login page, enter your correct email and password, then click Login. You can also select "Remember Me" if you want your device to save your login details for future access. Click on 'Login' to access your account securely.

## Story Step

### 1.3.1 Fill in the Login Details and Click on "Login"

## Description

On the login page, enter your correct email and password, then click Login. You can also select "Remember Me" if you want your device to save your login details for future access. Click on 'Login' to access your account securely.

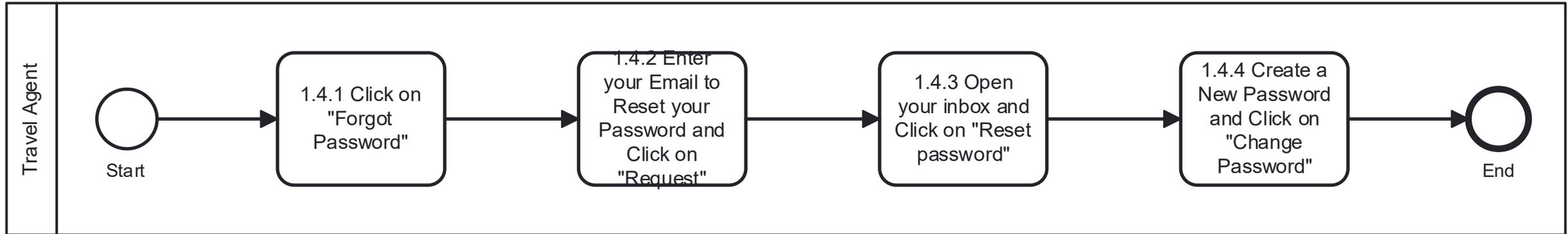


Epic Name

Registration & Authentication

Story

1.4 Forgot Password



<b>Epic Name</b>	<b>Registration &amp; Authentication</b>
<b>Story</b>	1.4 Login

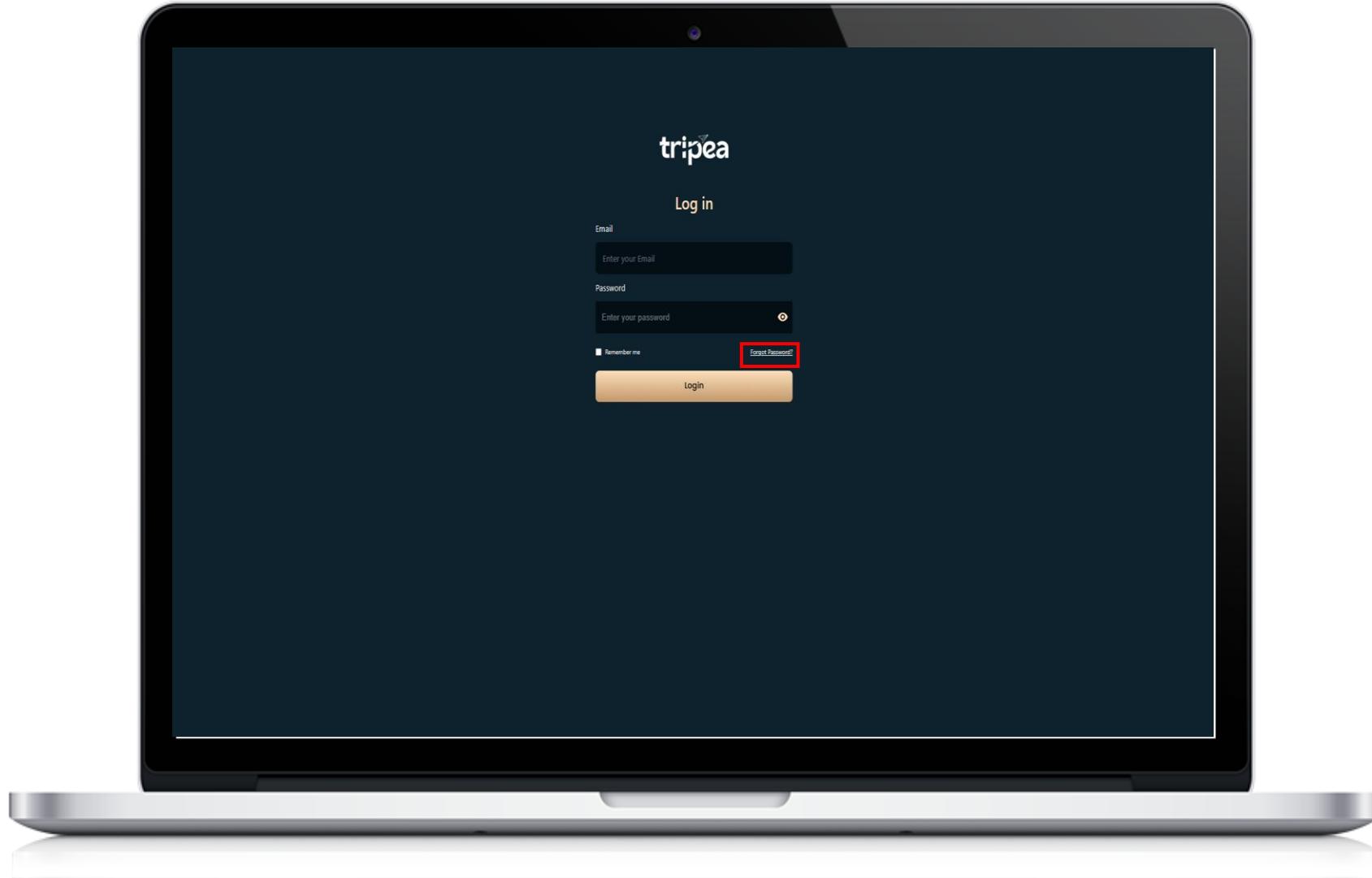
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
1.4.1	Click on "Forgot Password"	Clicking on 'Forgot Password' allows you to reset your password by verifying your identity through email or phone. Follow the prompts to regain access to your account securely
1.4.2	Enter your Email to Reset your Password and Click on "Request"	If the password was forgotten, click "Forgot Password" and enter your email address. You will receive an email with instructions to reset your password.
1.4.3	Open your inbox and Click on "Reset password"	You will receive an email with a "Reset Password" link. Click it to be redirected to change your password.
1.4.4	Create a New Password and Click on "Change Password"	On the Reset Password page, create a new password, confirm it by typing it again, and click "Change Password" to save your new credentials. Login again with your new password

## Story Step

### 1.4.1 Click on "Forgot Password"

## Description

Clicking on 'Forgot Password' allows you to reset your password by verifying your identity through email or phone. Follow the prompts to regain access to your account securely

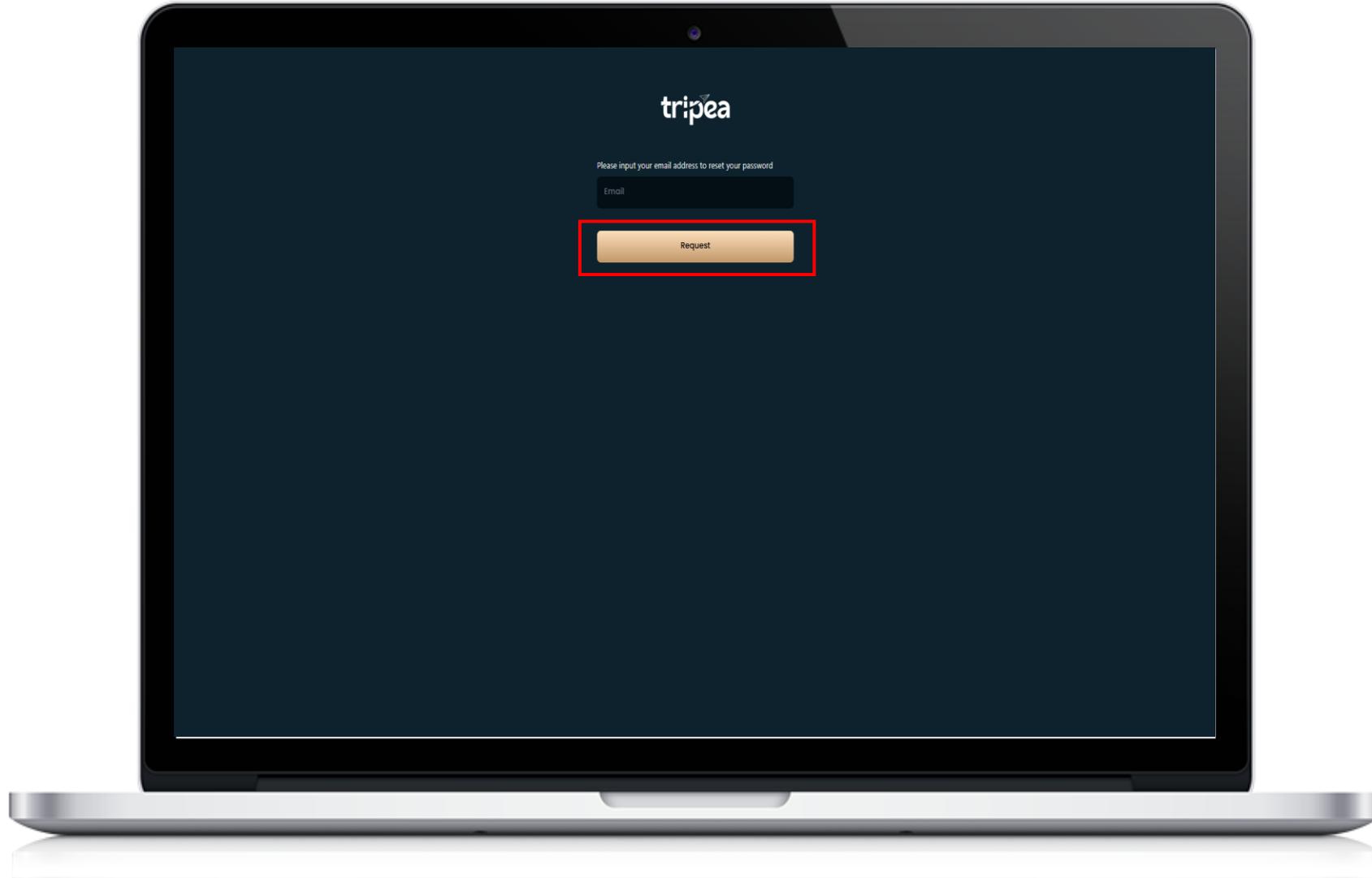


## Story Step

### 1.4.2 Enter your Email to Reset your Password and Click on "Request"

## Description

If the password was forgotten, click "Forgot Password" and enter your email address. You will receive an email with instructions to reset your password.

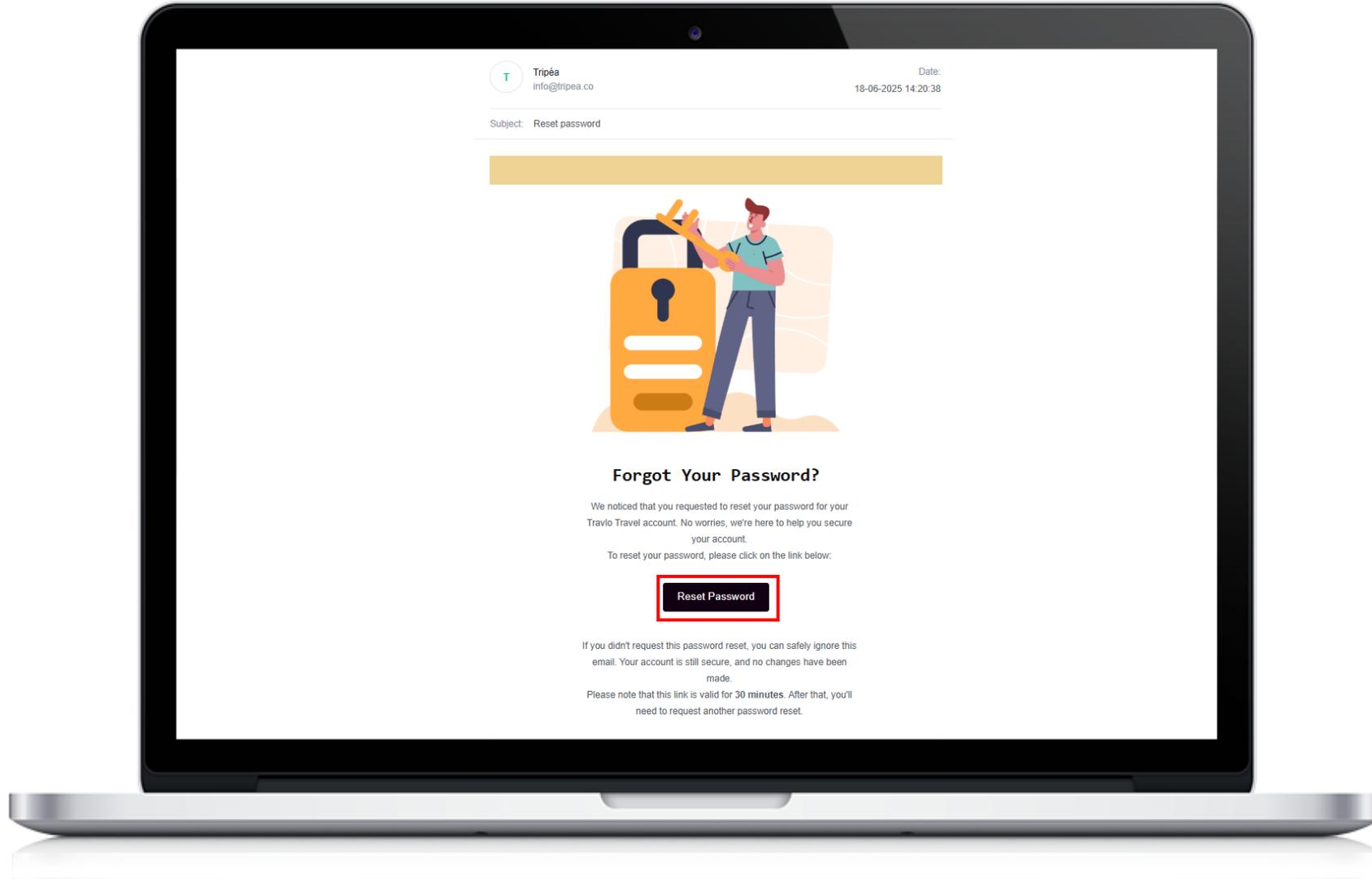


## Story Step

### 1.4.3 Open your inbox and Click on "Reset password"

## Description

You will receive an email with a "Reset Password" link. Click it to be redirected to change your password.

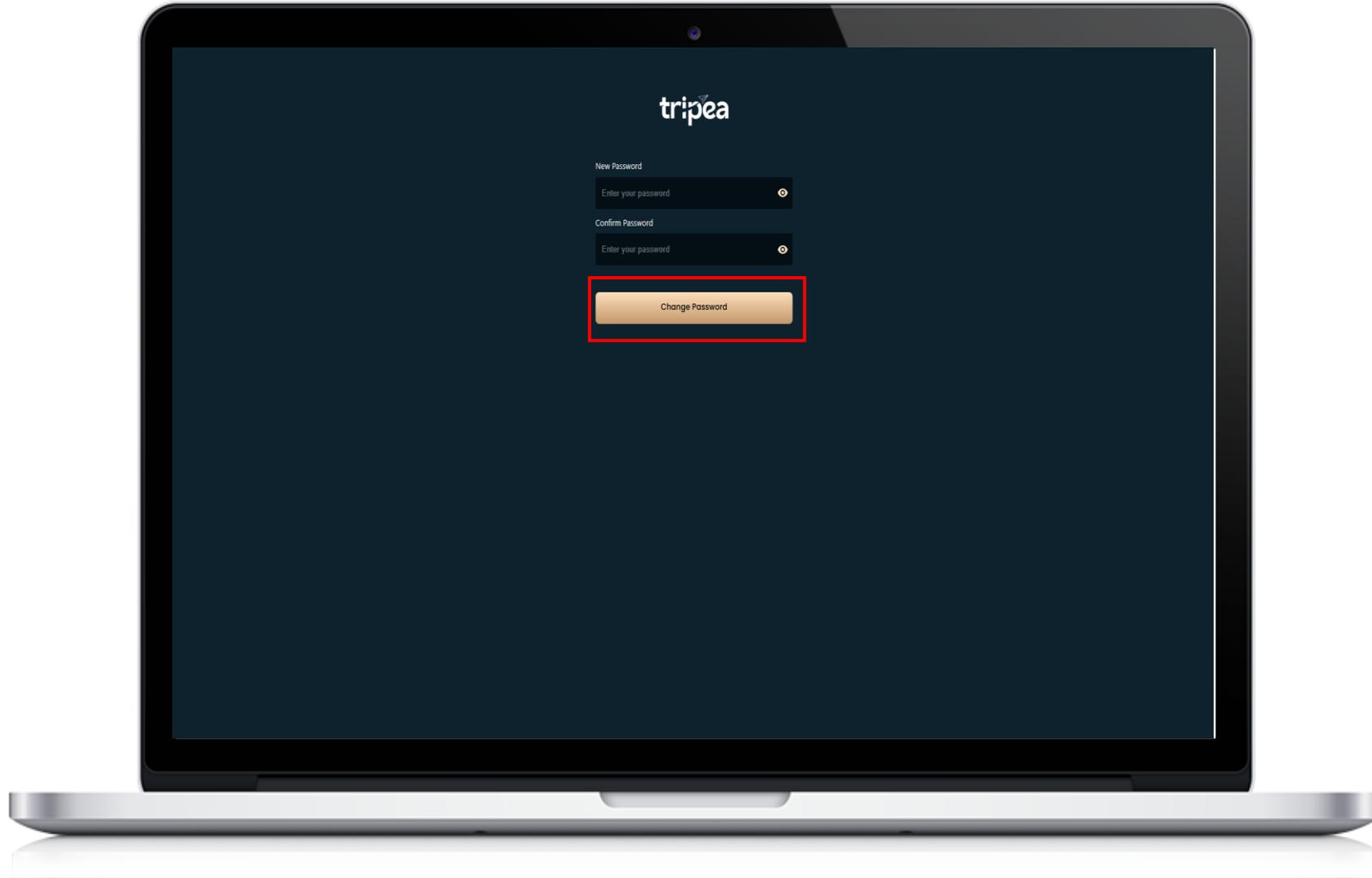


## Story Step

### 1.4.4 Create a New Password and Click on "Change Password"

## Description

On the Reset Password page, create a new password, confirm it by typing it again, and click "Change Password" to save your new credentials. Login again with your new password

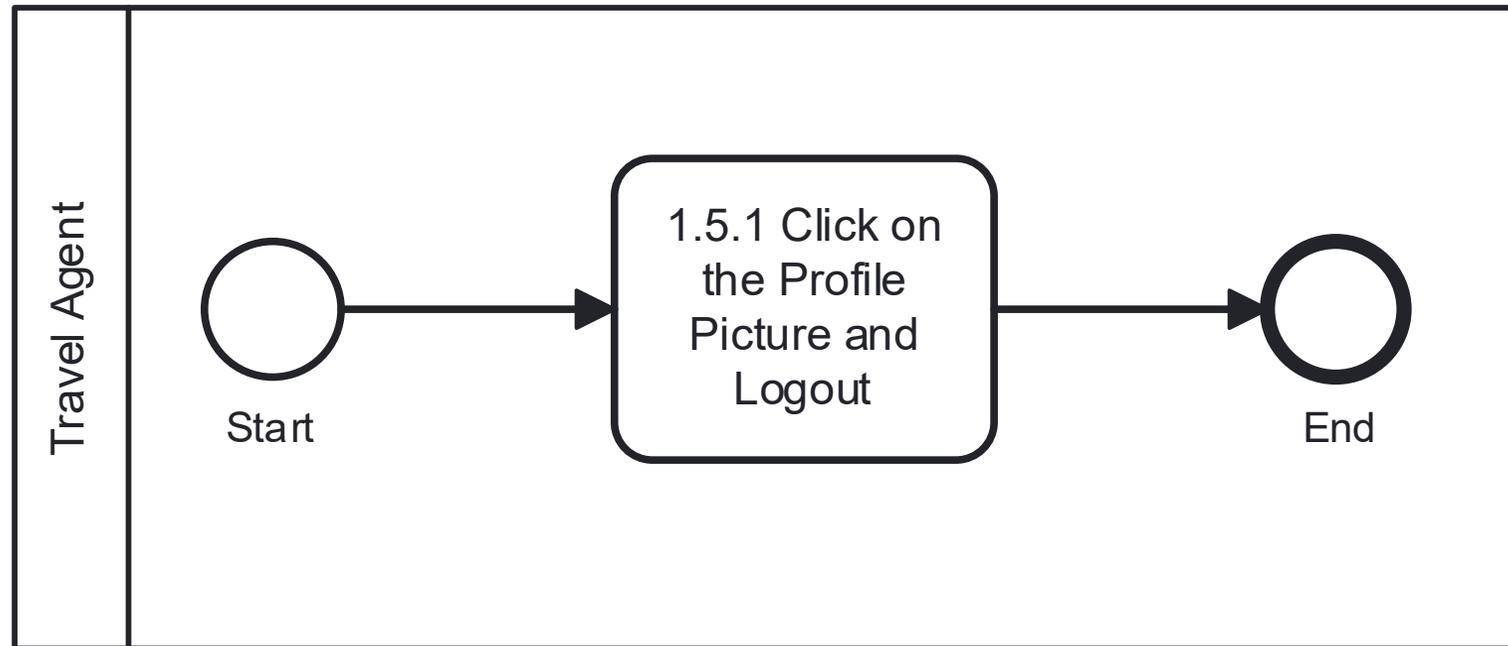


Epic Name

Registration & Authentication

Story

1.5 Logout



<b>Epic Name</b>	<b>Registration &amp; Authentication</b>
<b>Story</b>	1.5 Logout

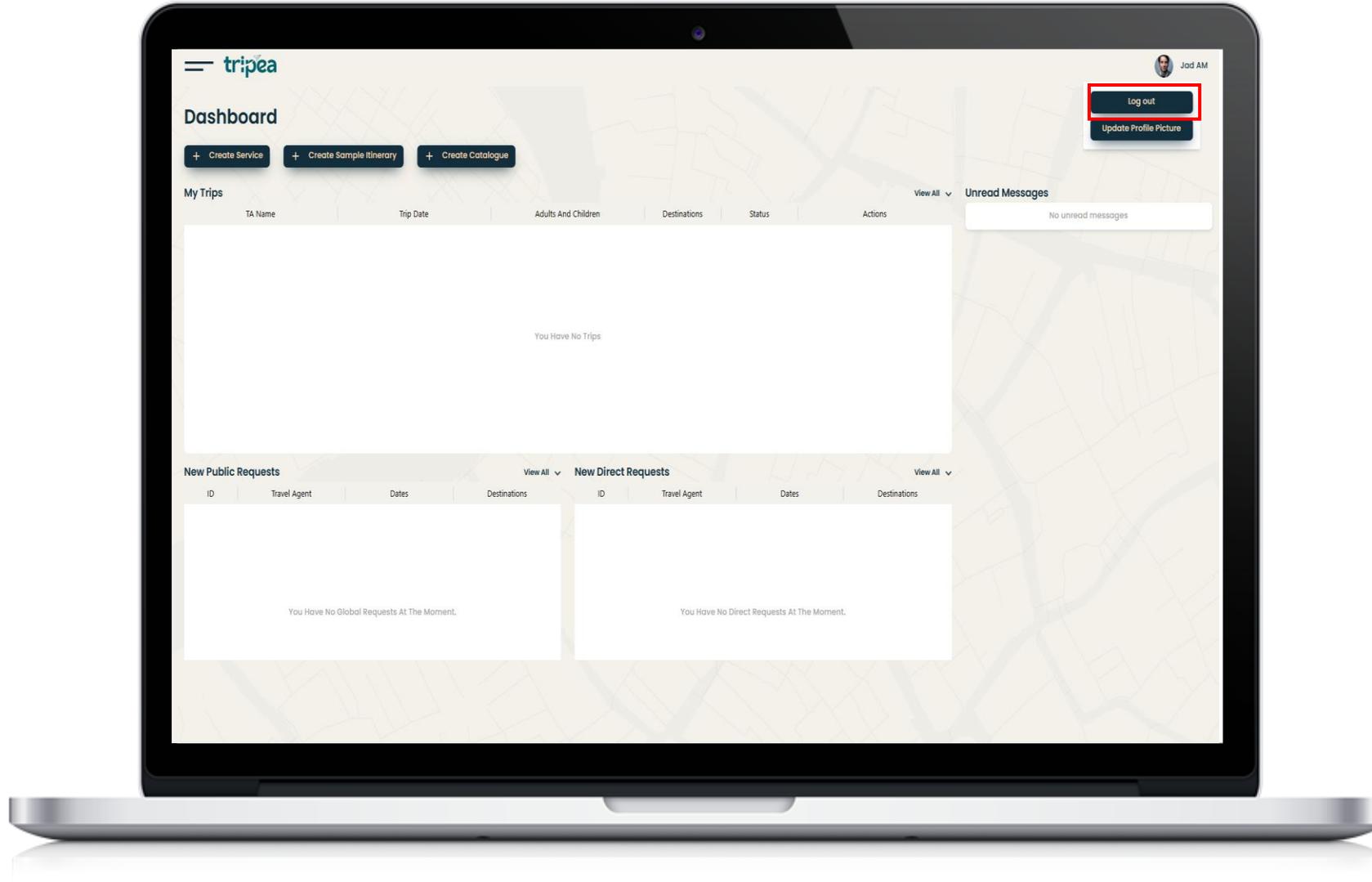
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
1.5.1	Click on the Profile Picture and Logout	Click on the Profile Picture and select Logout to securely exit your account and end the session.

## Story Step

### 1.5.1 Click on the Profile Picture and Logout

## Description

Click on the Profile Picture and select Logout to securely exit your account and end the session.



# Epic 2: Onboarding

## **Stories:**

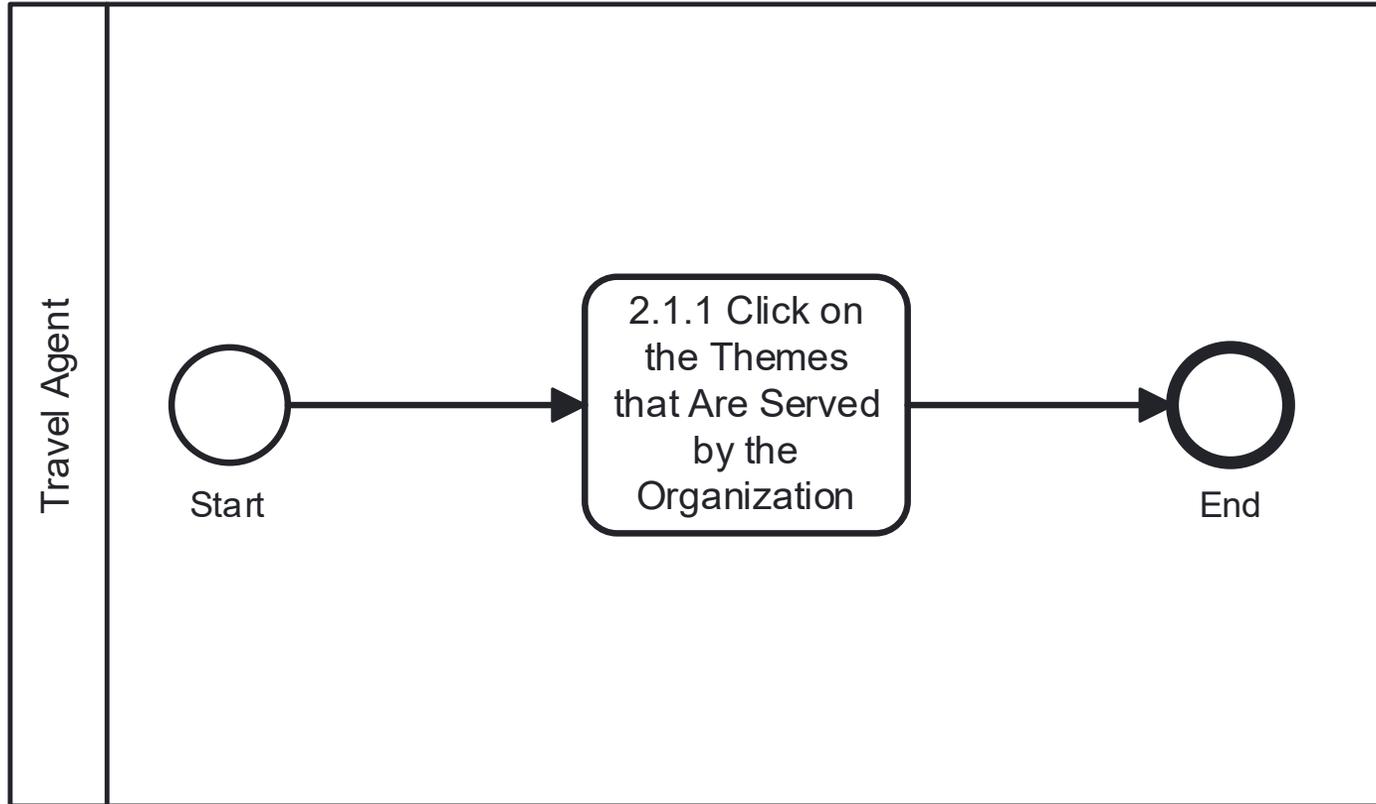
- ❖ 2.1 Select Themes
- ❖ 2.2 Select Destinations

Epic Name

Onboarding

Story

2.1 Select Themes



<b>Epic Name</b>	<b>Onboarding</b>
<b>Story</b>	2.1 Select Themes

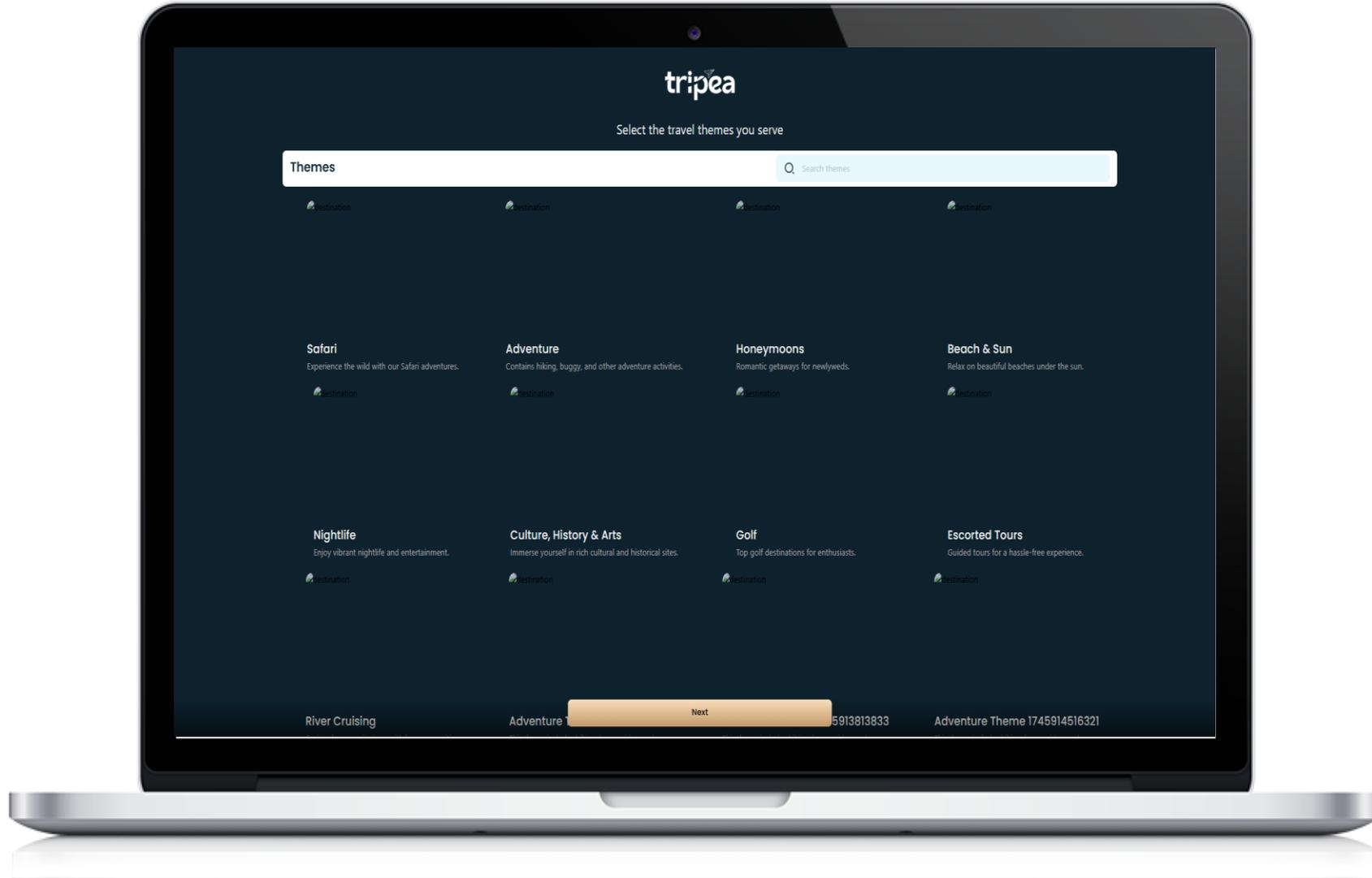
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
2.1.1	Click on the Themes that are Served by the Organization	Search for desired themes using the search bar then select them. Click on the "Next" button to progress.

## Story Step

### 2.1.1 Click on the Themes that are Served by the Organization

## Description

Search for desired themes using the search bar then select them. Click on the "Next" button to progress.

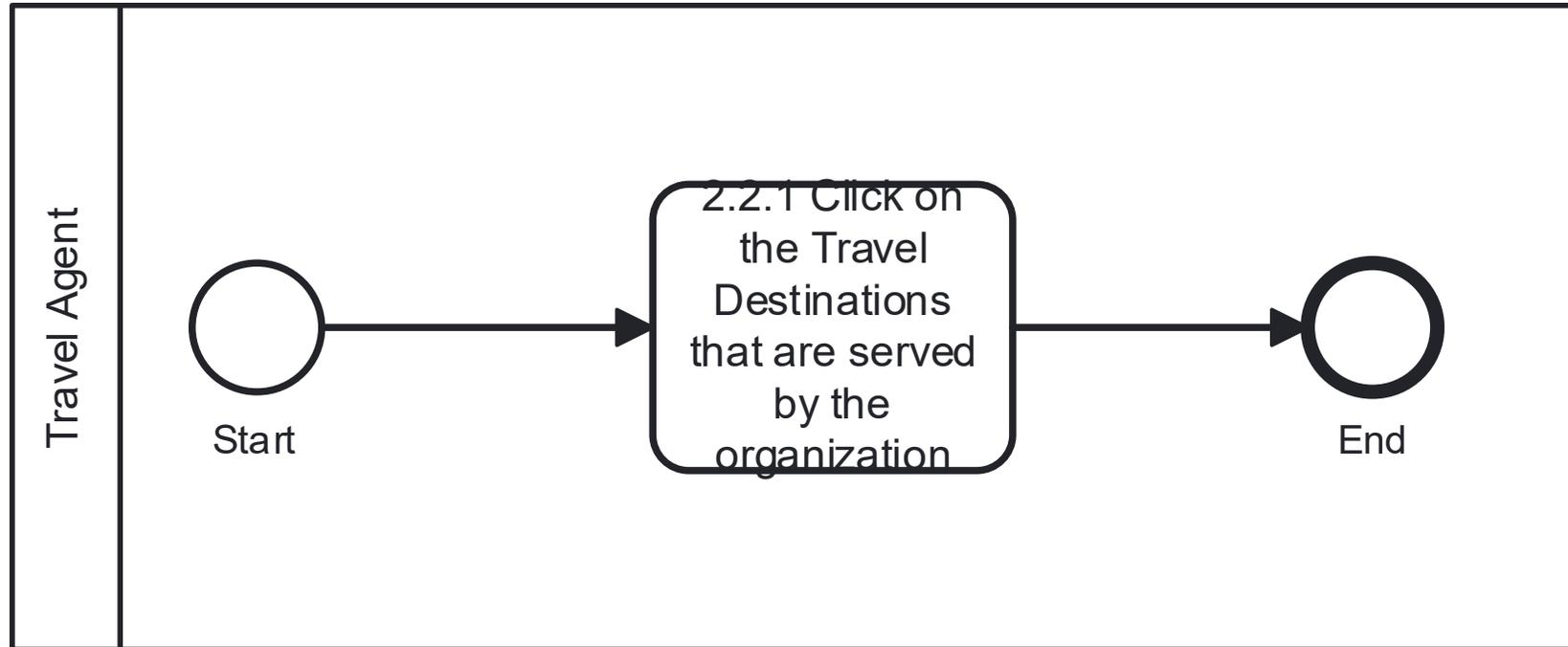


Epic Name

Onboarding

Story

2.2 Select Destinations



<b>Epic Name</b>	<b>Onboarding</b>
<b>Story</b>	2.2 Select Destinations

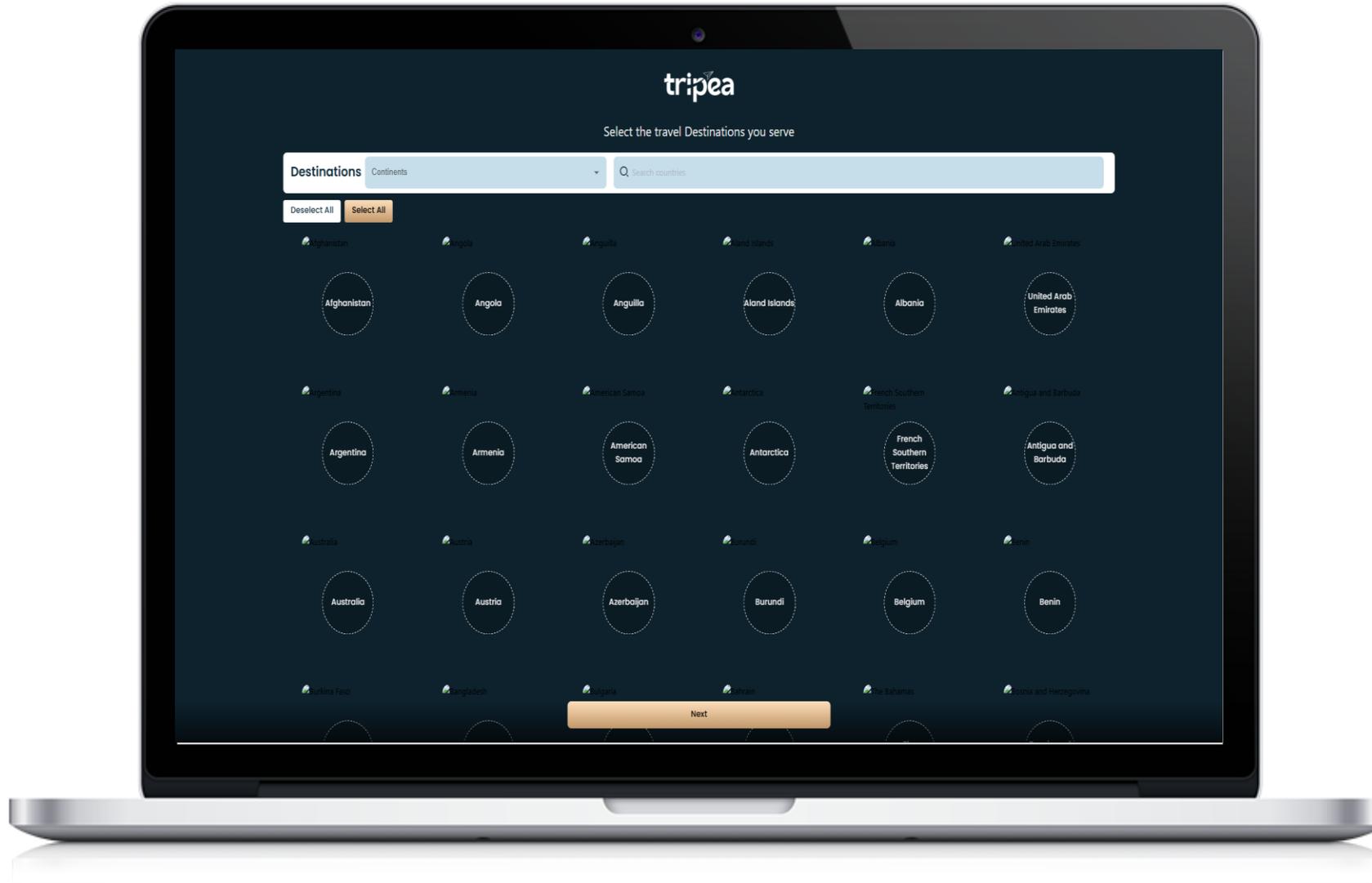
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
2.2.1	Click on the Travel Destinations that are Served by the Organization	Select the desired destinations by searching in the search bar or sorting them by continent. It is also possible to Select or Deselect all destinations. Click on the "Next" button to progress.

## Story Step

### 2.2.1 Click on the Travel Destinations that are Served

## Description

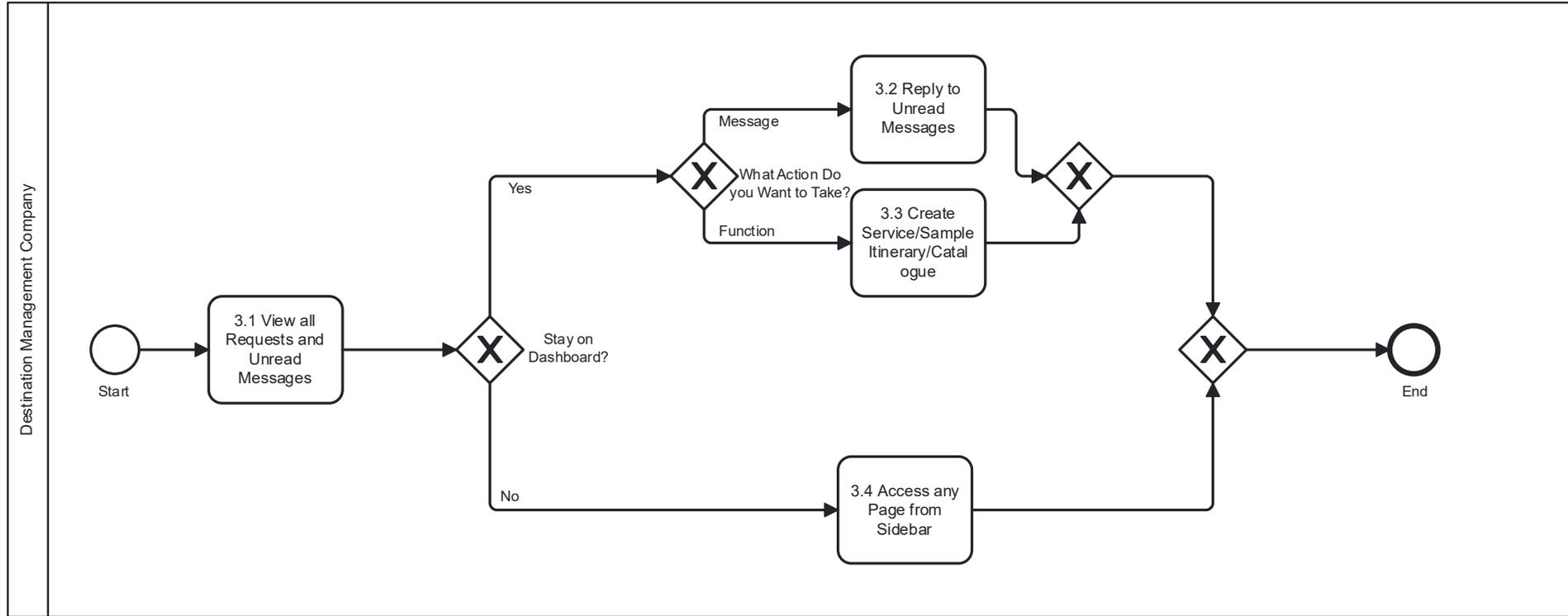
Select the desired destinations by searching in the search bar or sorting them by continent. You can also Select or Deselect all destinations.



# Epic 3: Dashboard

## **Stories:**

- ❖ 3.1 DMC Dashboard



<b>Epic Name</b>	<b>Dashboard</b>
<b>Story</b>	3.1 DMC Dashboard

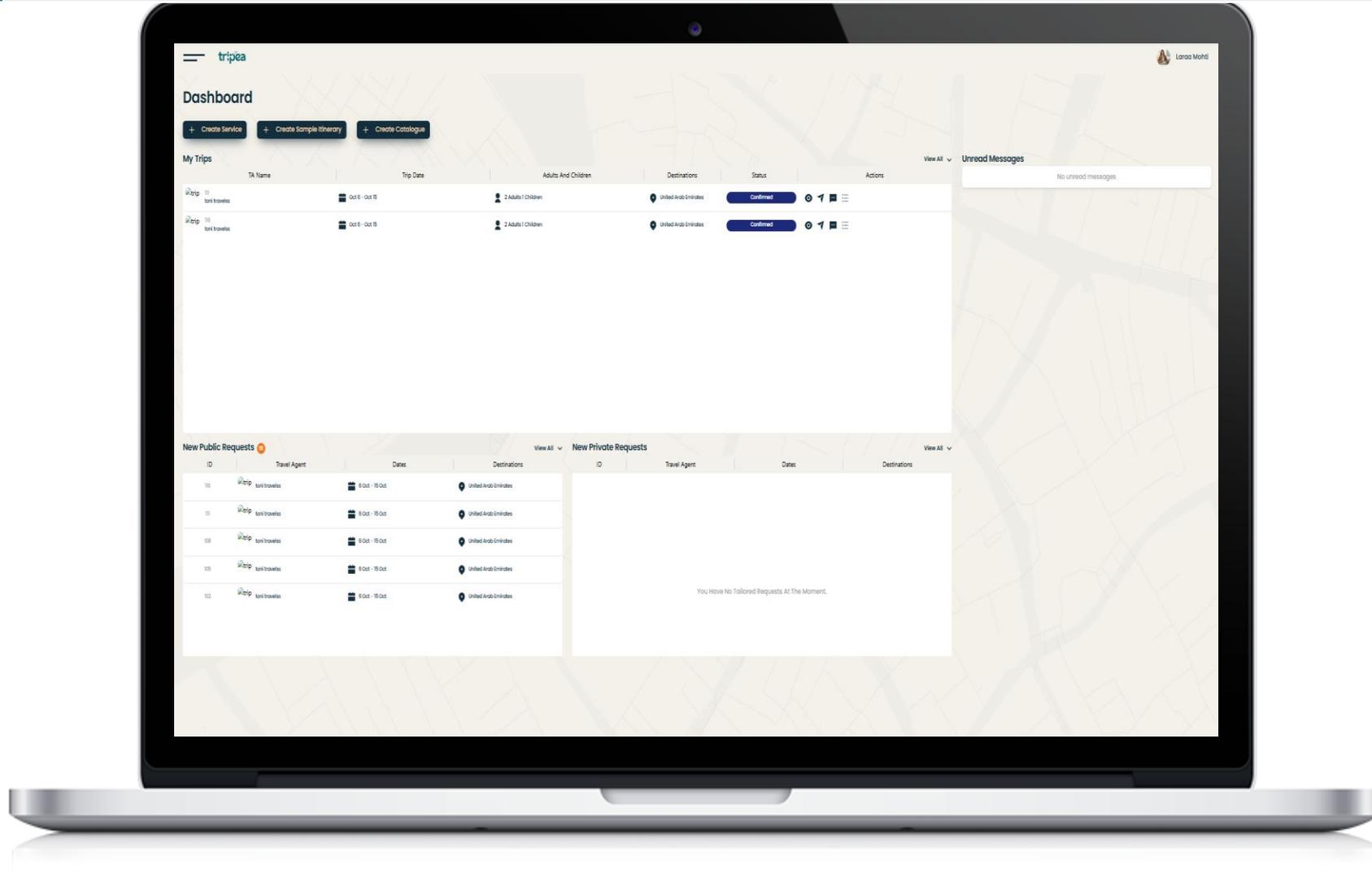
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
3.1.1	View all Requests and Unread Messages	View all essential details on the Dashboard, including trip details (TA name, trip date, number of adults and children, destinations, status, and actions). Additionally, access new public and private requests with request ID, travel agent, dates, and destinations, along with a chat tab for unread messages. A notification count will be present in an orange circle next to each of the following sections: New Public Requests, New Private Requests, Unread Messages.
3.1.2	Reply to Unread Messages	Reply to messages from the Travel Agent to discuss trip details, ask questions, or provide updates, ensuring smooth and efficient communication. The trip number, trip status, and the date on which the message was sent will be shown as well.
3.1.3	Create Service/Sample Itinerary/Catalogue	From the Dashboard, create a Service, Sample Itinerary, or Catalogue to organize and manage trip offerings efficiently, tailoring them to TA needs.
3.1.4	Access Desired Page from Sidebar	Access any page from the Sidebar by clicking on the desired option to navigate seamlessly to the page of choice.

## Story Step

## Description

### 3.1.1 View all Requests and Unread Messages

View all essential details on the Dashboard, including trip details (TA name, trip date, number of adults and children, destinations, status, and actions). Additionally, access new public and private requests with request ID, travel agent, dates, and destinations, along with a chat tab for unread messages. A notification count will be present in an orange circle next to each of the following sections: New Public Requests, New Private Requests, Unread Messages.

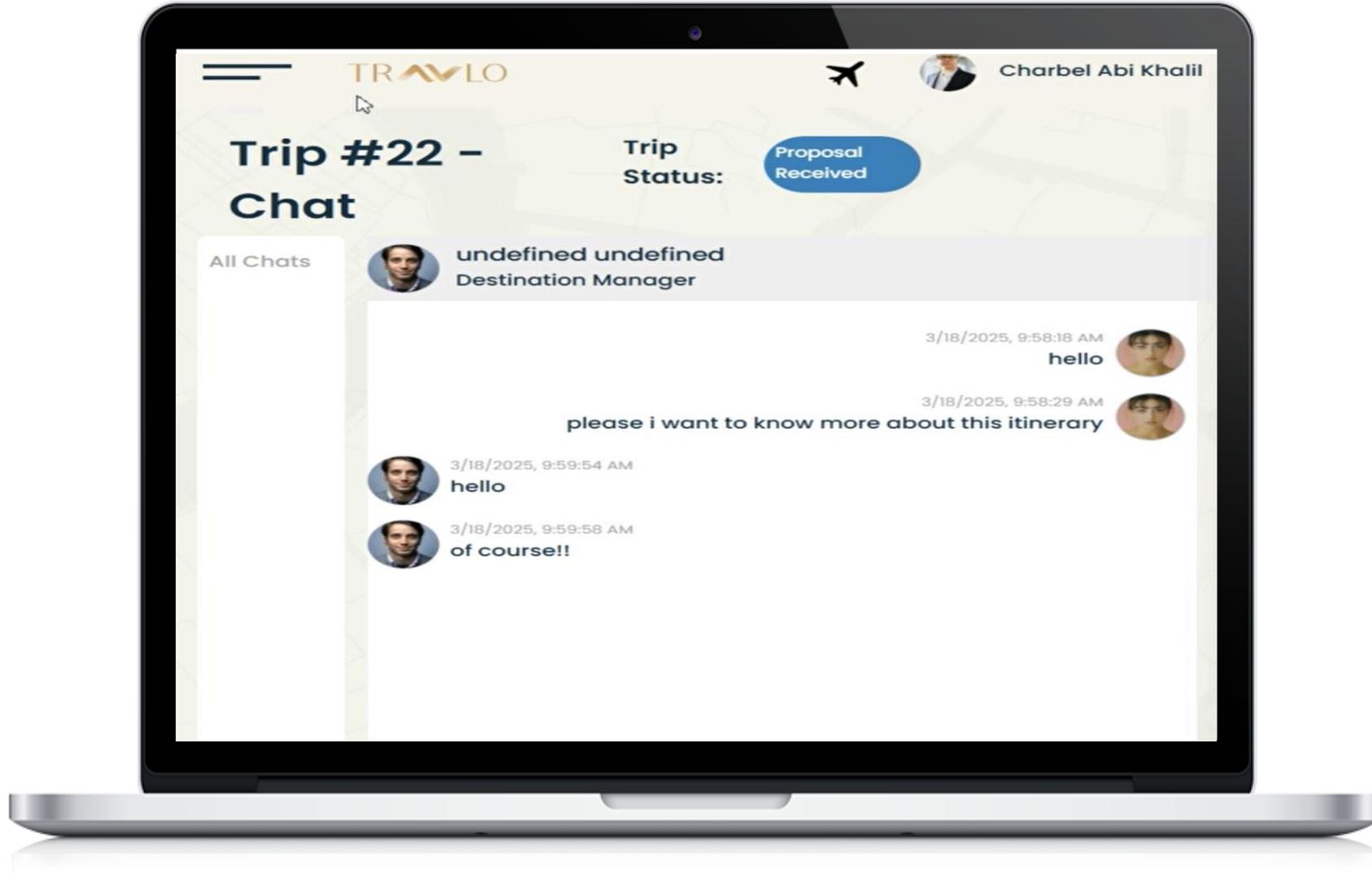


## Story Step

### 3.1.2 Reply to Unread Messages

## Description

Reply to messages from the Travel Agent to discuss trip details, ask questions, or provide updates, ensuring smooth and efficient communication. The trip number, trip status, and the date on which the message was sent will be shown as well.

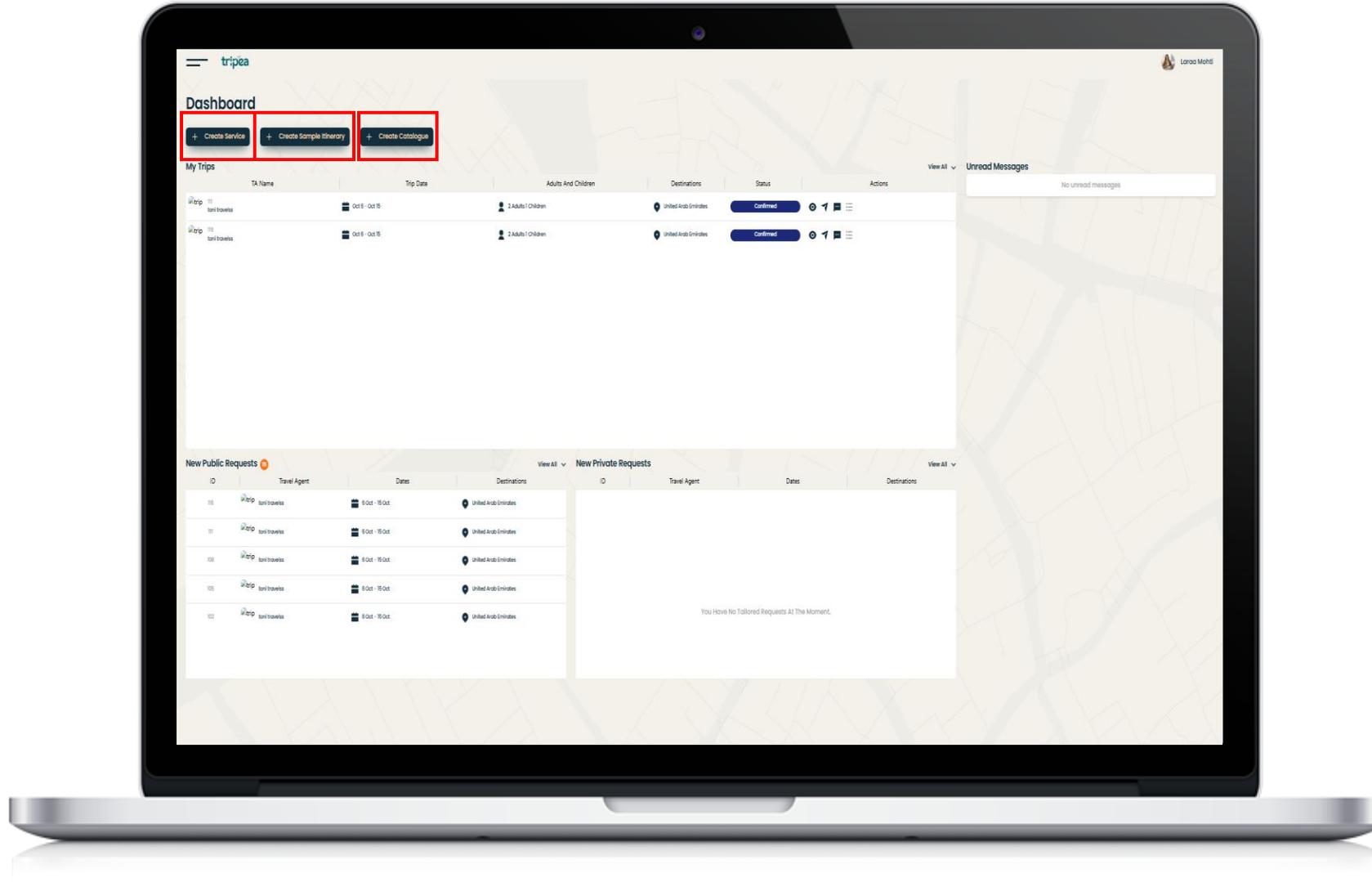


## Story Step

## Description

### 3.1.3 Create Service/Sample Itinerary/Catalogue

From the Dashboard, create a Service, Sample Itinerary, or Catalogue to organize and manage trip offerings efficiently, tailoring them to TA needs.

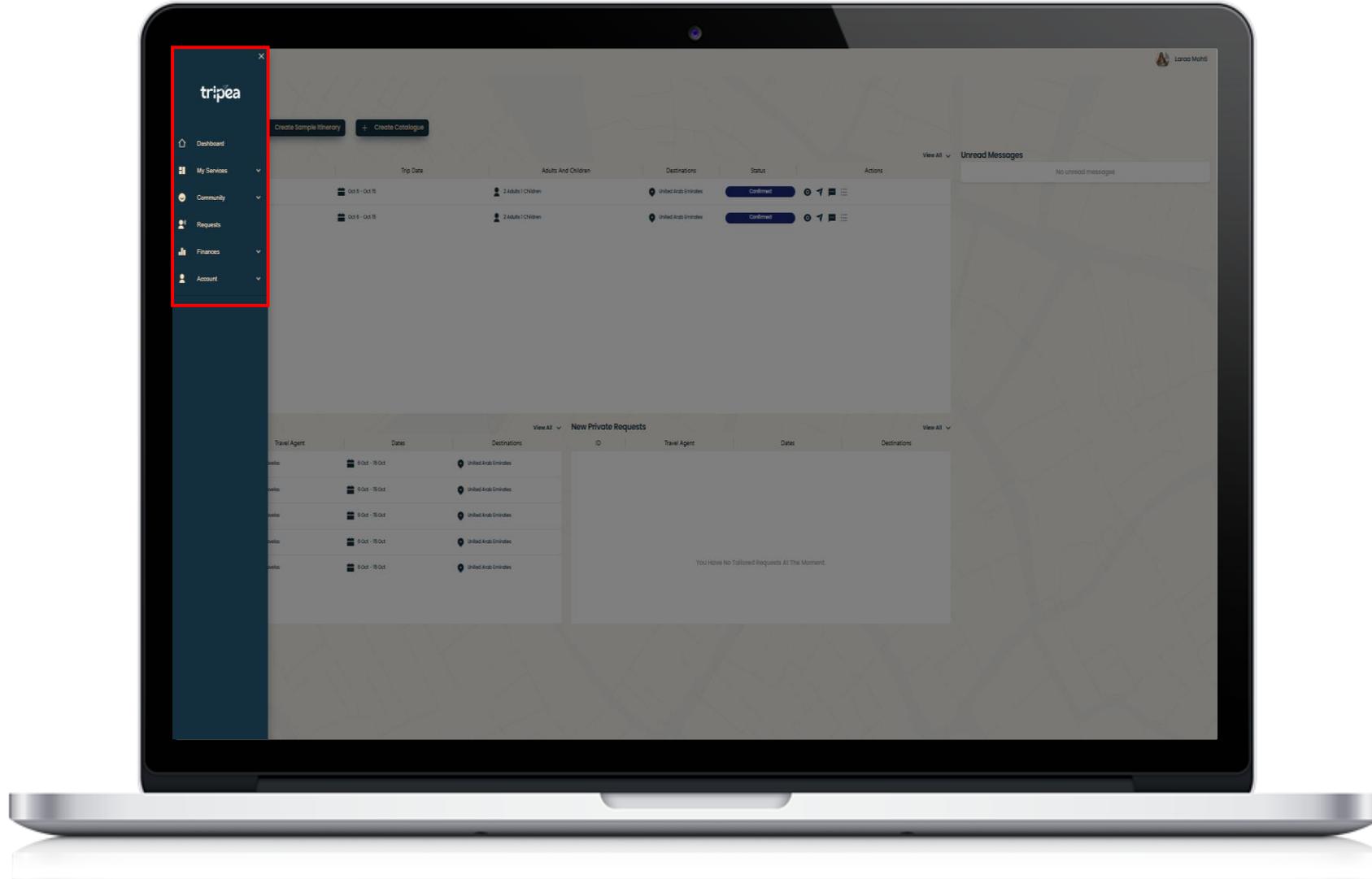


## Story Step

### 3.1.4 Access any Page from Sidebar

## Description

Access any page from the Sidebar by clicking on the desired option to navigate seamlessly to the page of choice.



# Epic 4: Service Providers

## **Stories:**

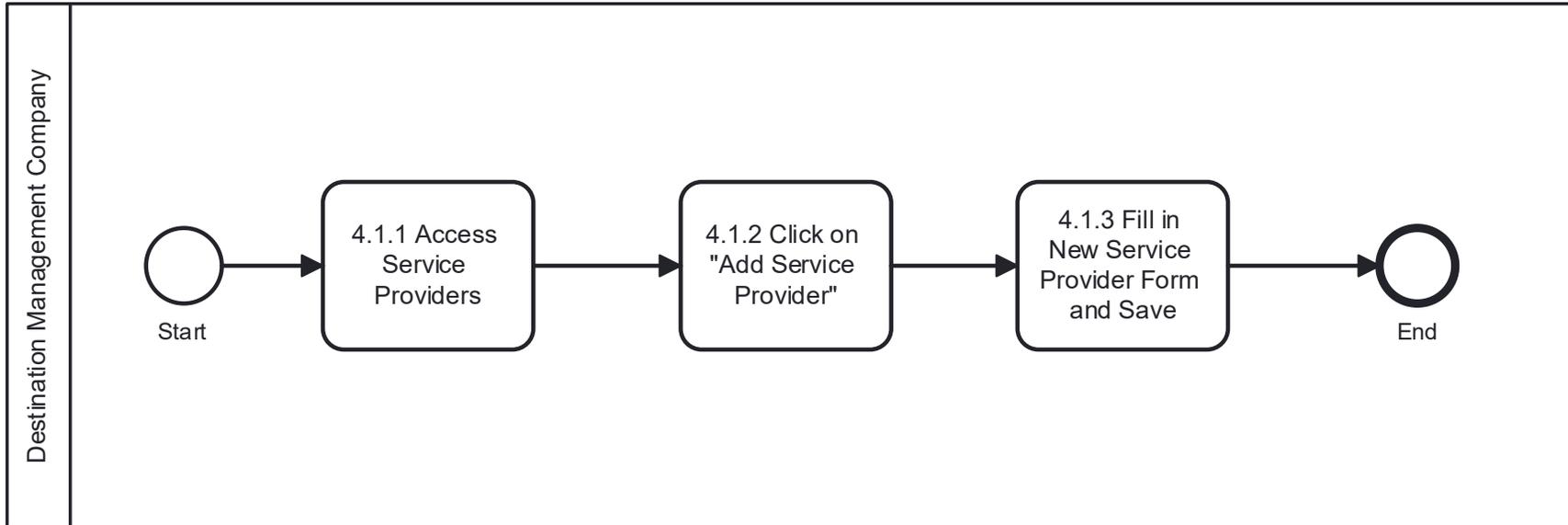
- ❖ 4.1 Create a New Service Provider
- ❖ 4.2 Edit Service Provider
- ❖ 4.3 View Existing Table

Epic Name

Service Providers

Story

4.1 Create a New Service Provider



**Epic Name****Service Providers****Story**

4.1 Create a New Service Provider

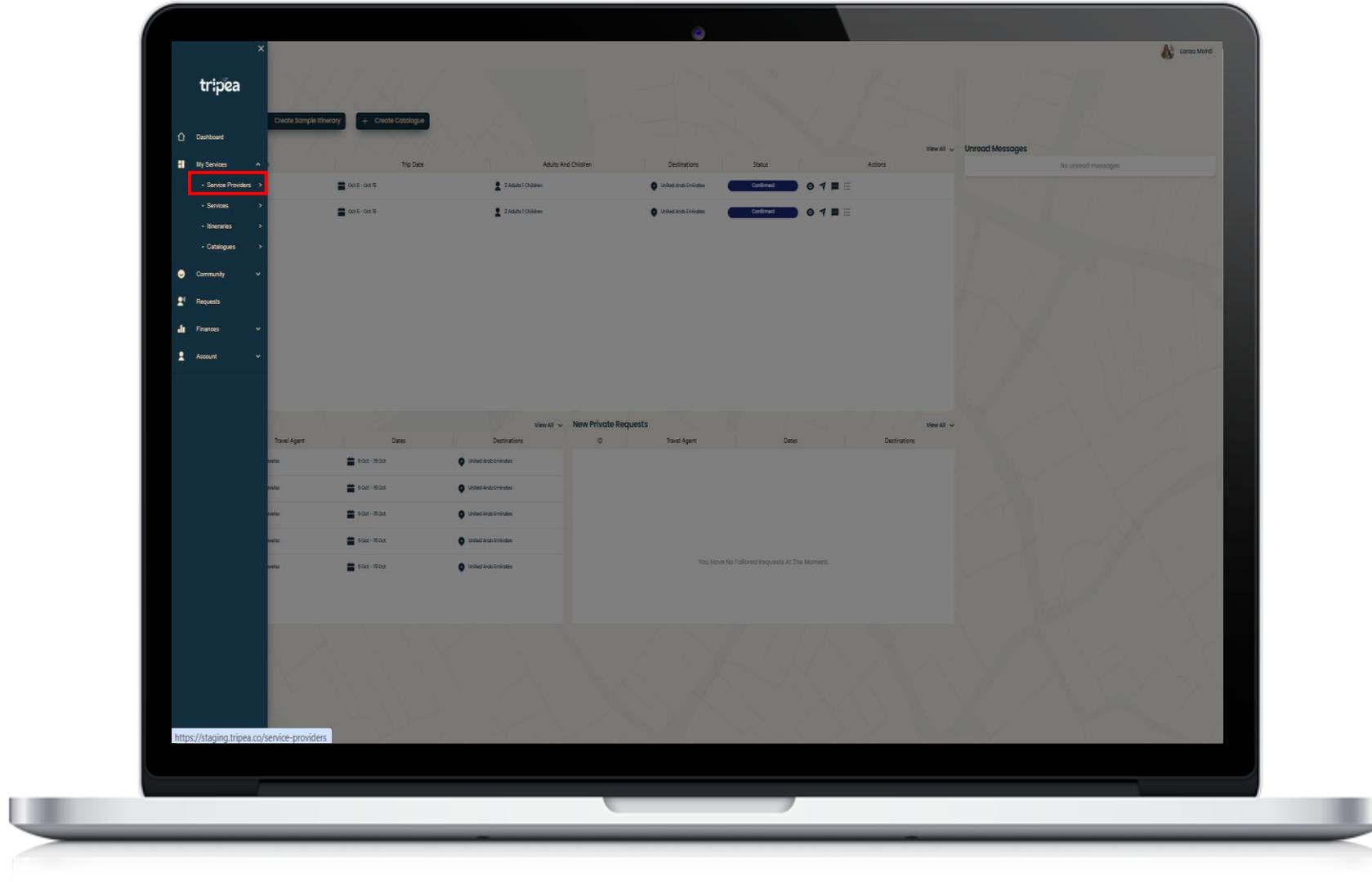
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
4.1.1	Access Service Providers	From the sidebar, click on "Service Providers"
4.1.2	Click on "Create Service Provider"	On the "Service Providers" page, click on "Create Service Provider"
4.1.3	Fill in New Service Provider Form and Save	Fill in all the required fields which include service provider name, phone number, email, service category, and a description. Click on "Create Service Provider" to confirm its addition.

## Story Step

### 4.1.1 Access Service Providers

## Description

From the sidebar, click on "Service Providers"

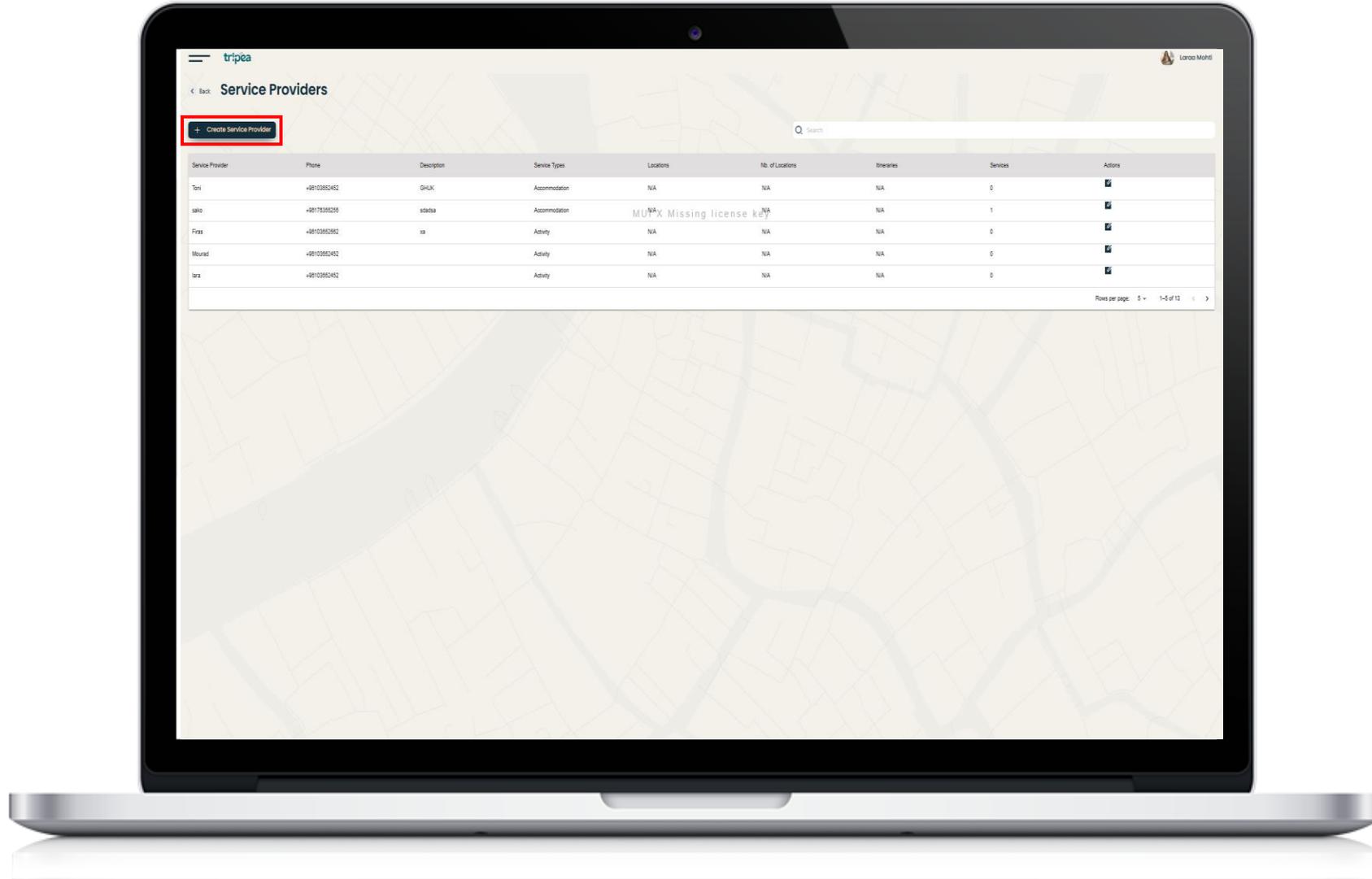


## Story Step

### 4.1.2 Click on "Create Service Provider"

## Description

On the "Service Providers" page, click on "Create Service Provider"

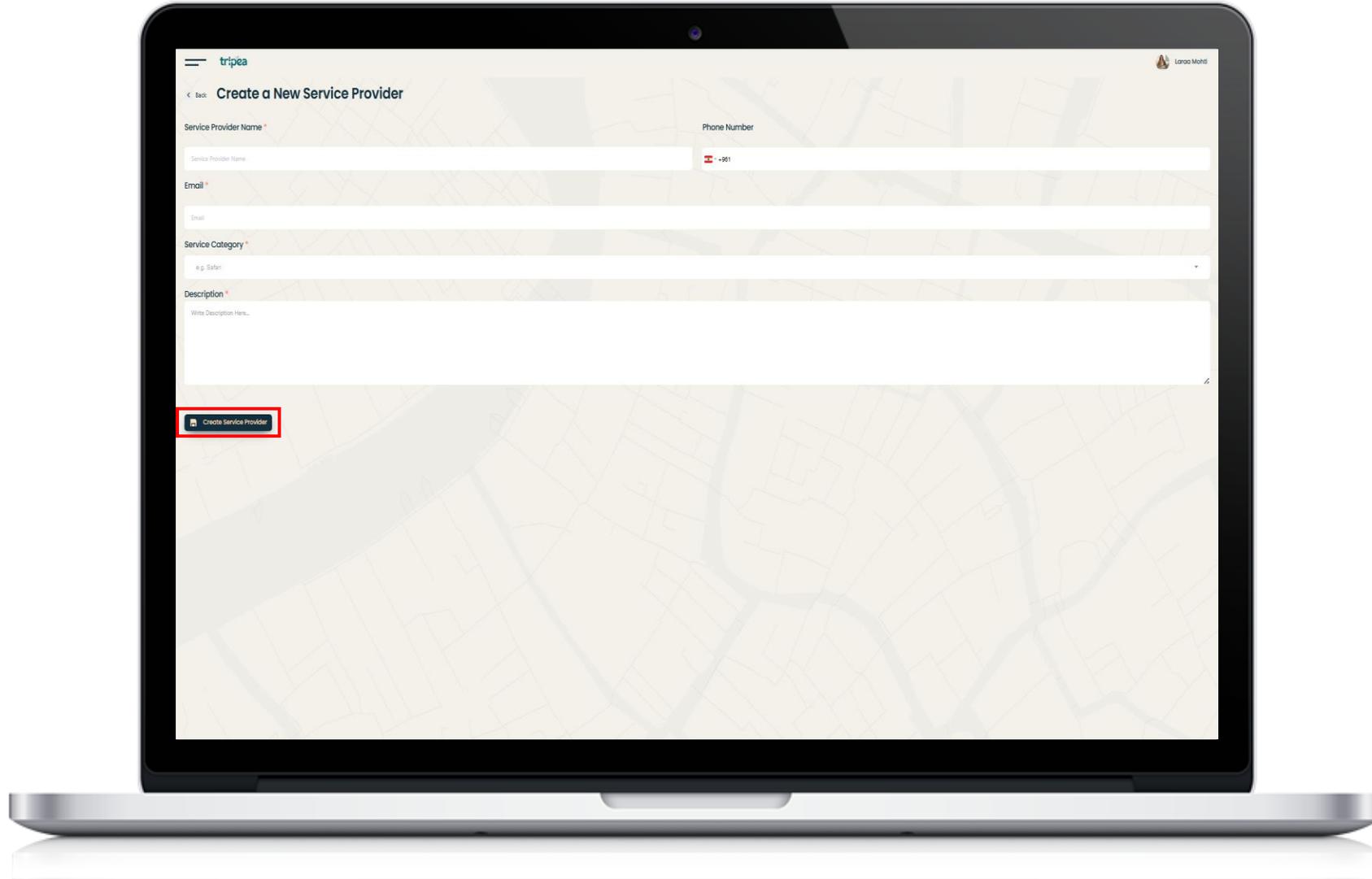


## Story Step

### 4.1.3 Fill in New Service Provider Form and Save

## Description

Fill in all the required fields which include service provider name, phone number, email, service category, and a description. Click on "Create Service Provider" to confirm its addition.

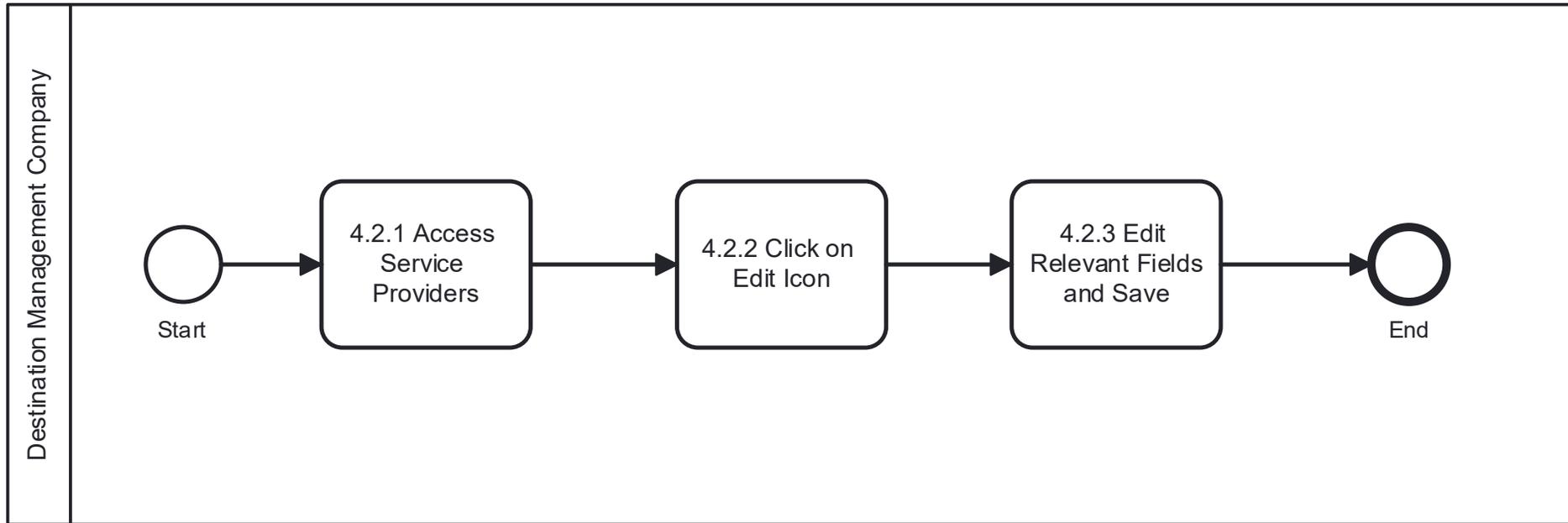


Epic Name

Service Providers

Story

4.2 Editing a Service Provider



**Epic Name****Service Providers****Story**

4.2 Editing a Service Provider

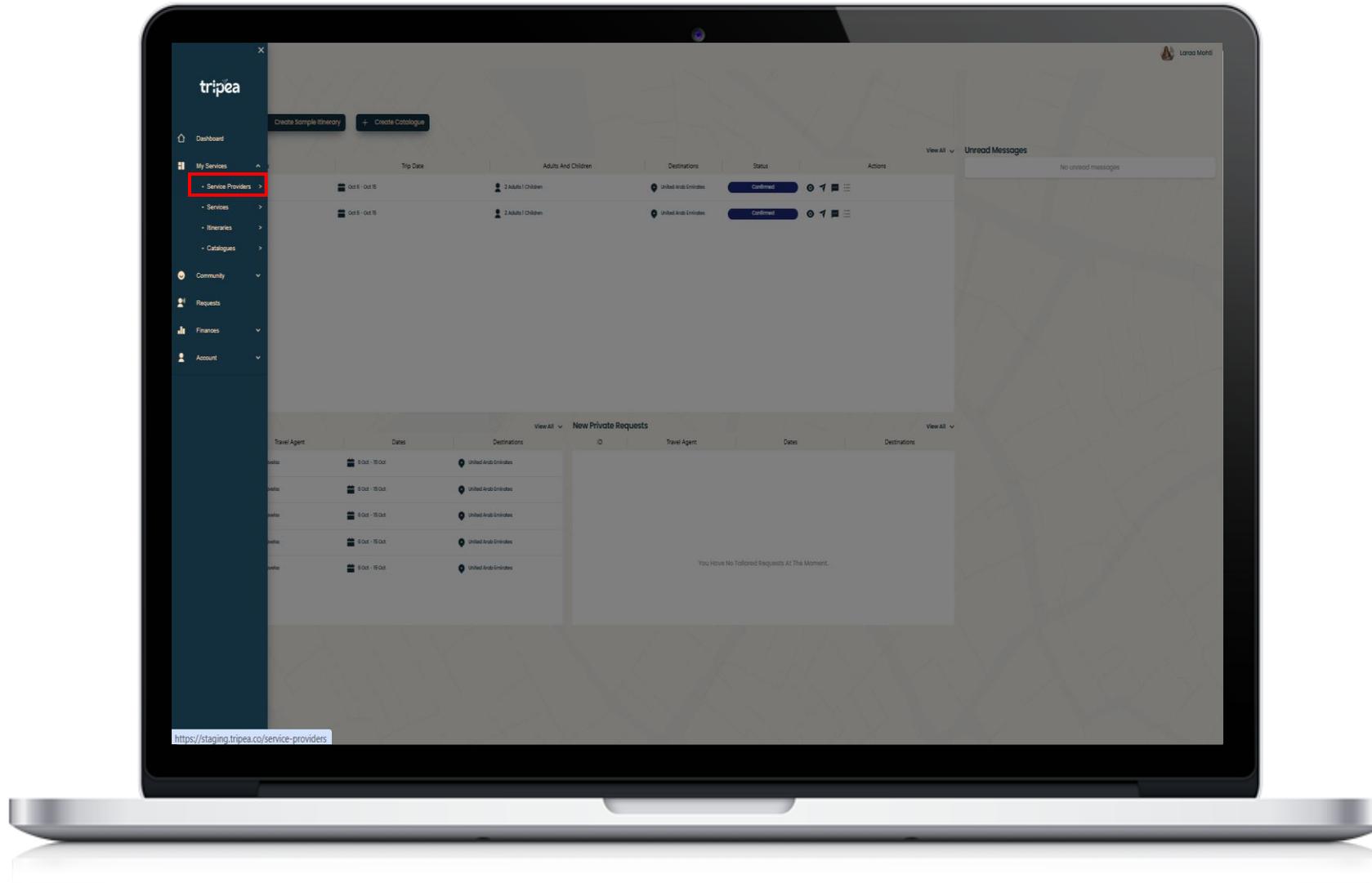
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
4.2.1	Access Service Providers	From the sidebar, click on "Service Providers"
4.2.2	Click on Edit Icon	If the service provider needs to be edited, in the list of existing service providers click on the edit icon.
4.2.3	Edit Relevant Fields and Save	Edit the fields that need to be changed and ensure that all fields are valid when submitting changes. Click on "Submit Changes" to confirm modifications.

## Story Step

### 4.2.1 Access Service Providers

## Description

From the sidebar, click on "Service Providers"

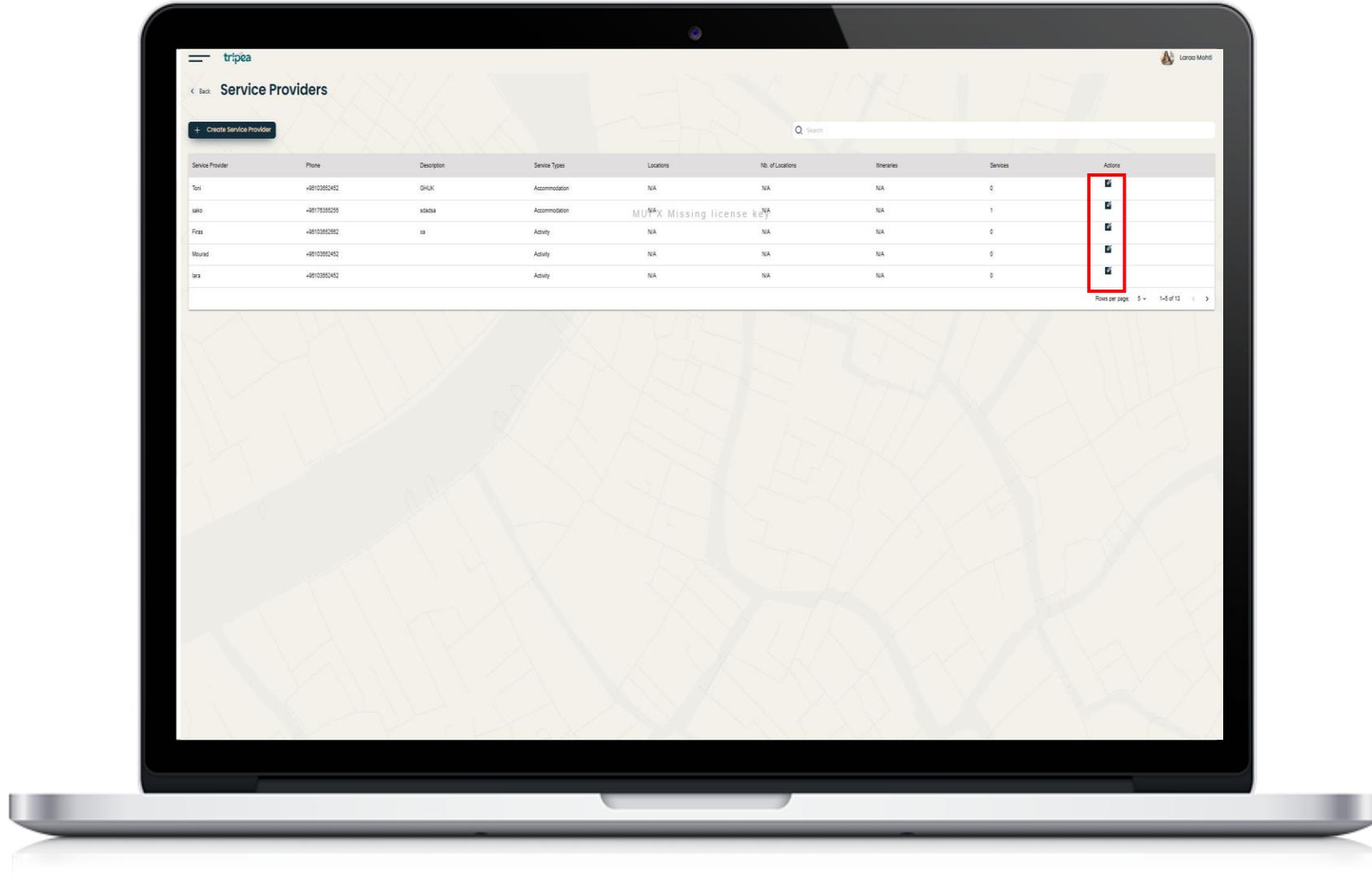


## Story Step

### 4.2.2 Click on Edit Icon

## Description

If the service provider needs to be edited, in the list of existing service providers click on the edit icon.

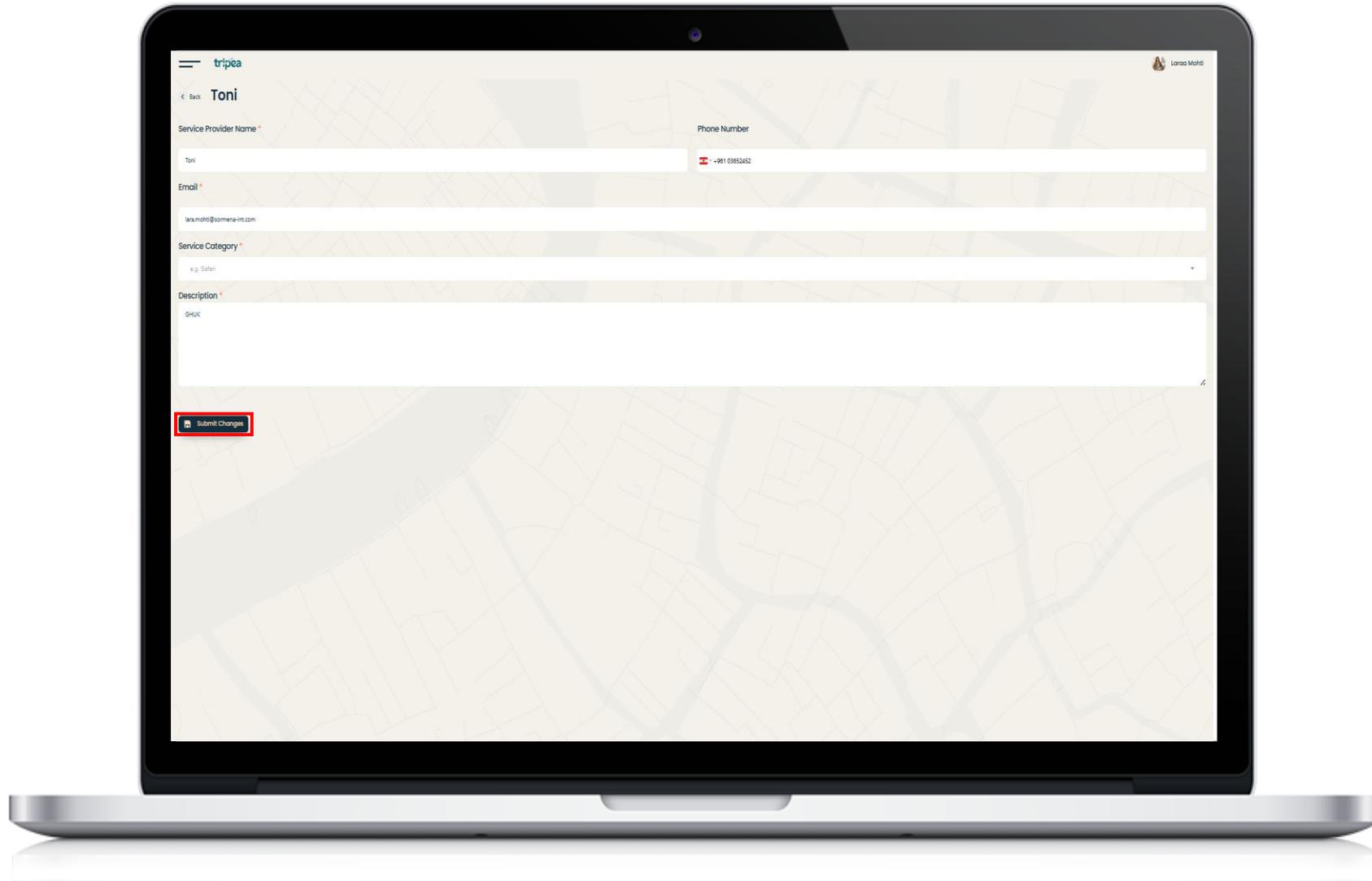


## Story Step

### 4.2.3 Edit Relevant Fields and Save

## Description

Edit the fields that need to be changed and ensure that all fields are valid when submitting changes. Click on "Submit Changes" to confirm modifications.

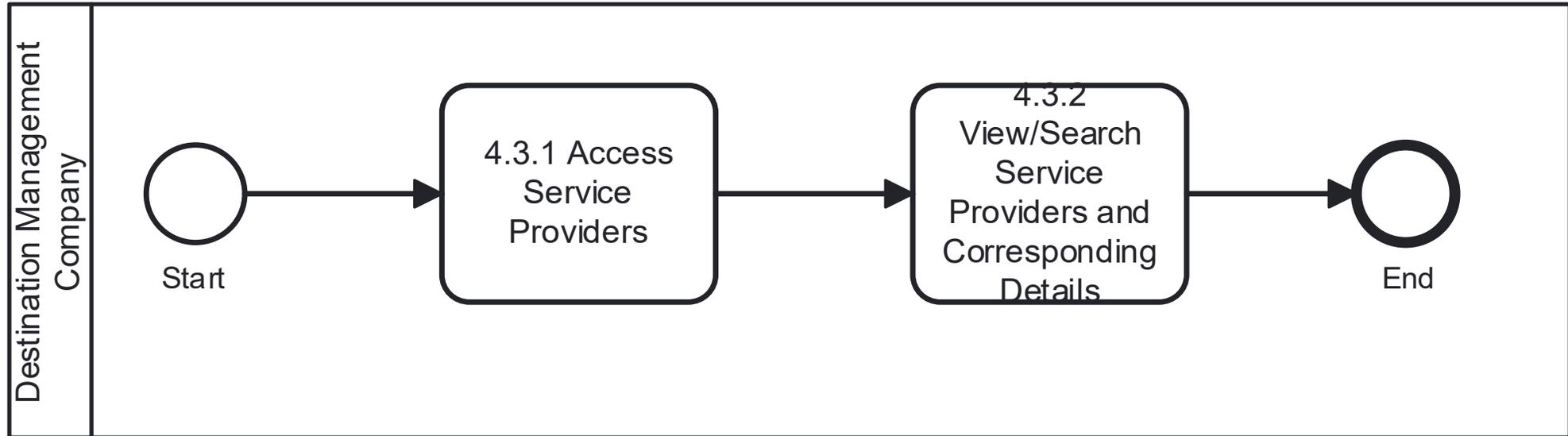


Epic Name

Service Providers

Story

4.3 View Existing Service Providers



**Epic Name****Service Providers****Story**

4.3 View Existing Service Providers

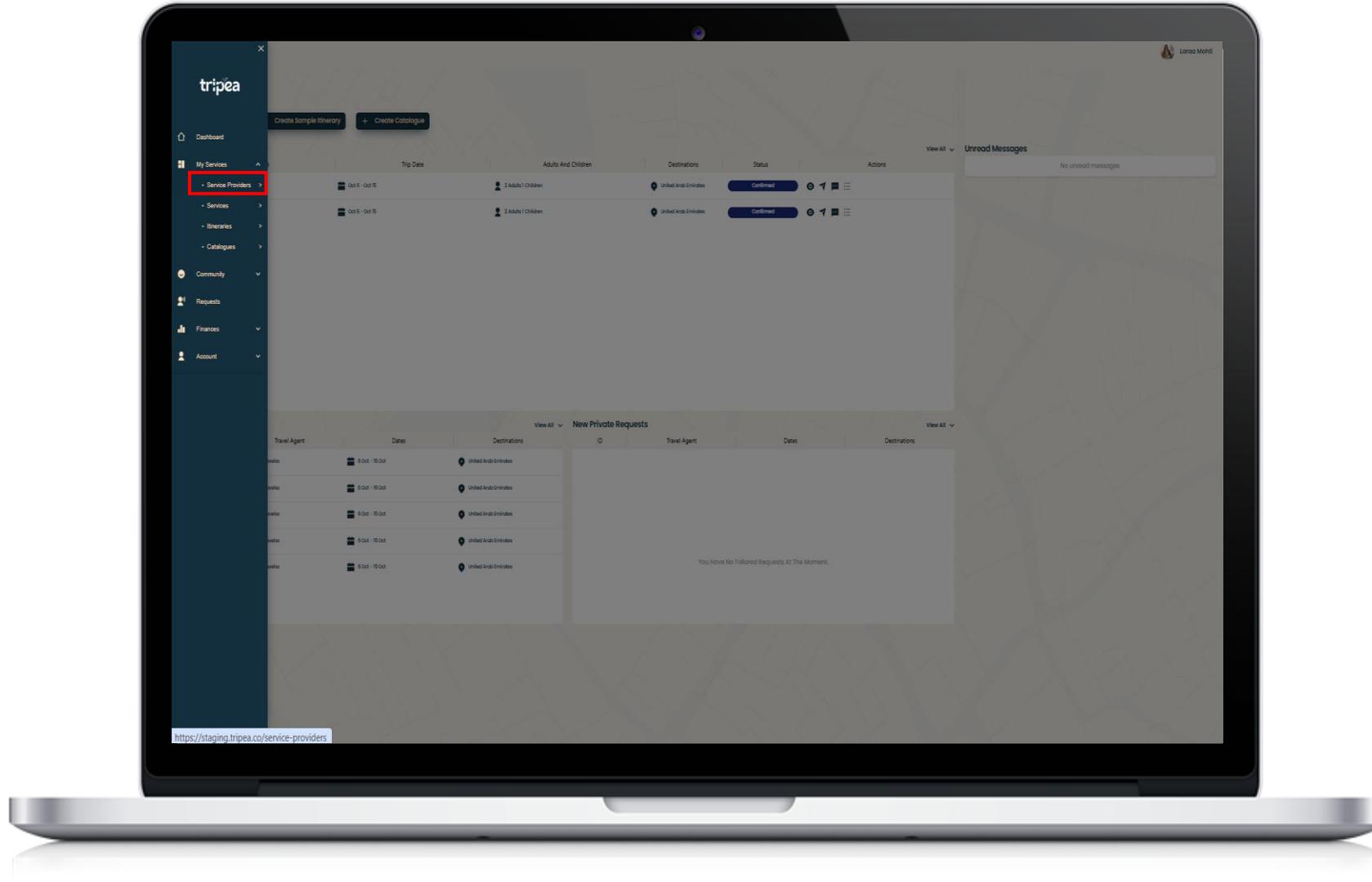
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
4.3.1	Access Service Providers	From the sidebar, click on "Service Providers"
4.3.2	View/Search Service Providers and Corresponding Details	The View/Search Service Providers feature allows users to browse and search for service providers based on specific criteria such as location, category, ratings, and availability. It provides detailed information about each provider, including contact details, service offerings, pricing, and customer reviews, enabling users to make informed decisions when selecting a service.

## Story Step

### 4.3.1 Access Service Providers

## Description

From the sidebar, click on "Service Providers"

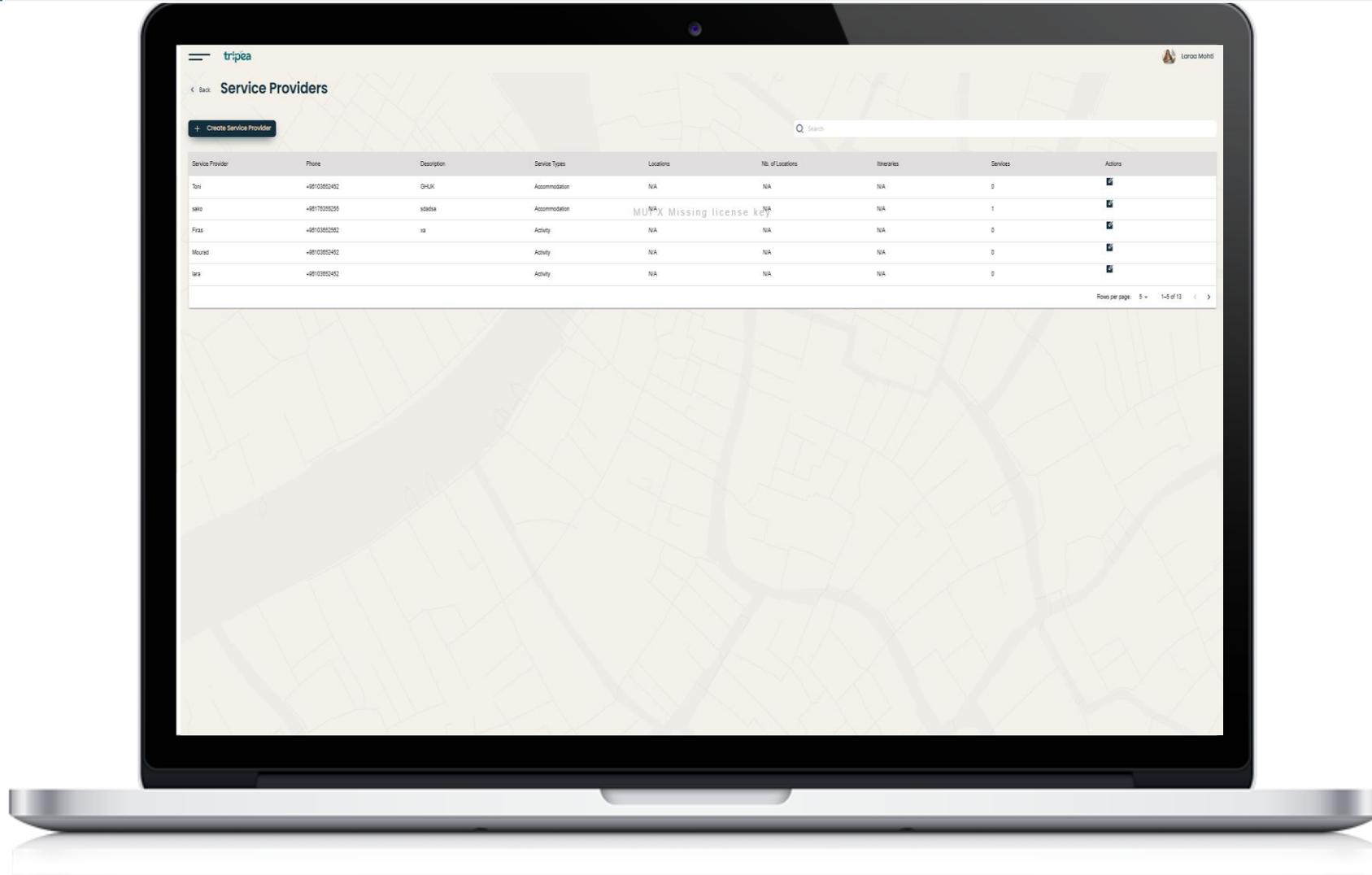


## Story Step

## Description

### 4.3.2 View/Search Service Providers and Corresponding Details

The View/Search Service Providers feature allows users to browse and search for service providers based on specific criteria such as phone, description, service types, locations and itineraries. It provides detailed information about each provider, including contact details, service offerings, pricing, and customer reviews, enabling users to make informed decisions when selecting a service.



# Epic 5: Services

## **Stories:**

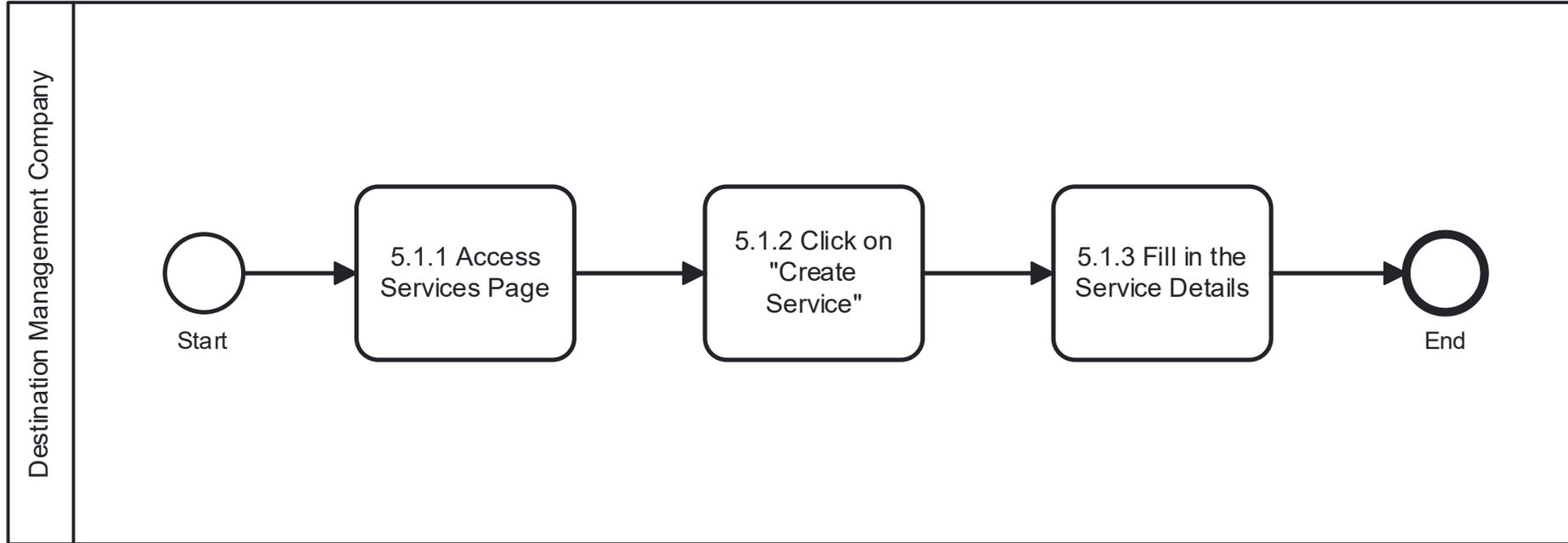
- ❖ 5.1 Create Service
- ❖ 5.2 Edit/Delete Service
- ❖ 5.3 Service Provider Linking
- ❖ 5.4 View Existing Services

Epic Name

Services

Story

5.1 Create Service



<b>Epic Name</b>	<b>Services</b>
<b>Story</b>	5.1 Create Service

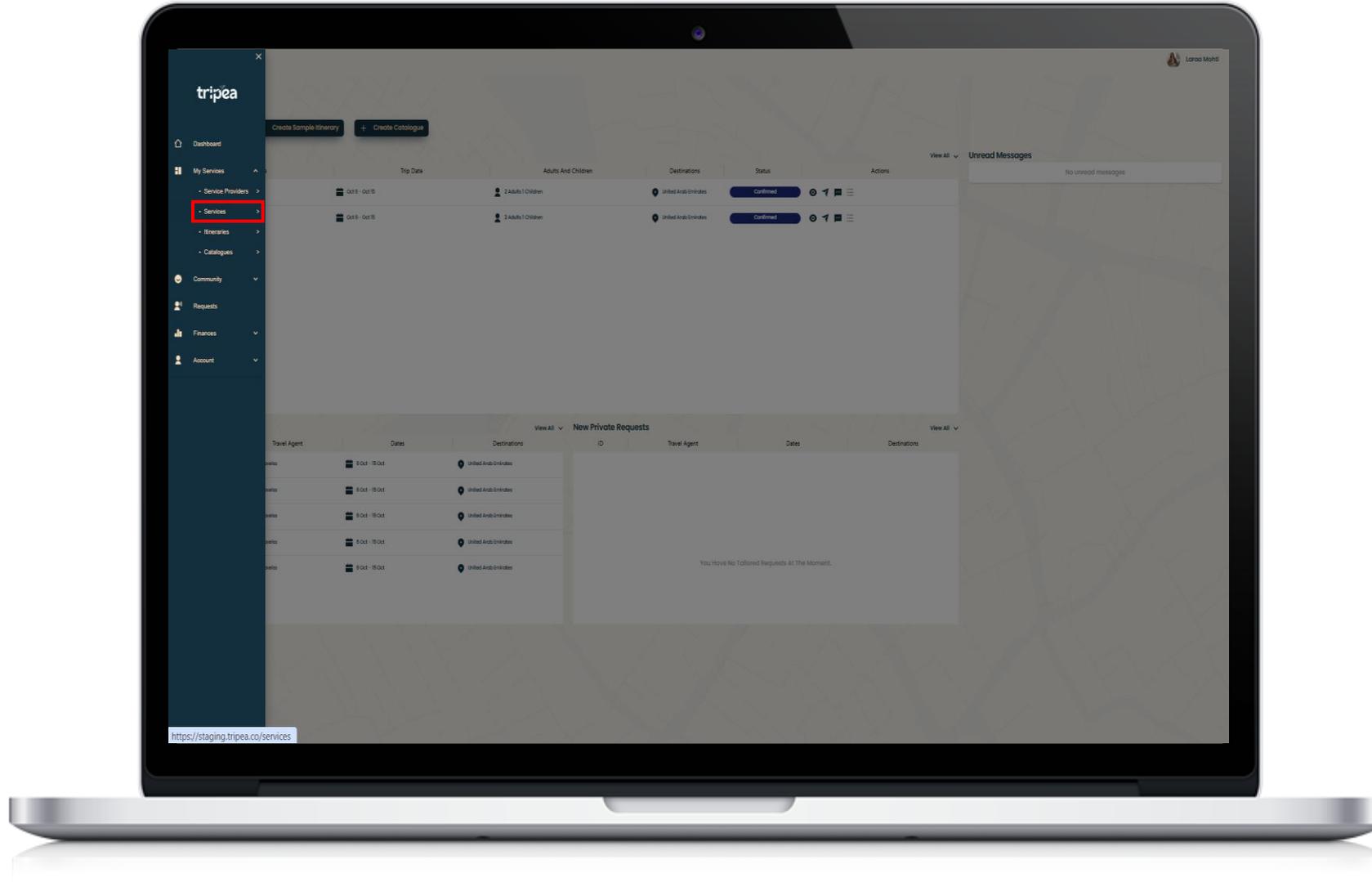
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
5.1.1	Access Services Page	To access the services, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.
5.1.2	Click on "Add Service"	On the "Services" page, click on "Add Service"
5.1.3	Fill in the Service Details Form	To complete the Create/Edit Service form, enter the service name, location, and select a category. Choose the service type and subtype, specify validity (in months), and select "Select All" for year-round availability. Set the minimum age, service duration, and price per person. Add a brief description and attach relevant pictures. Save the service to have it appear in your services dashboard.

## Story Step

### 5.1.1 Access Services Page

## Description

To access the services, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.

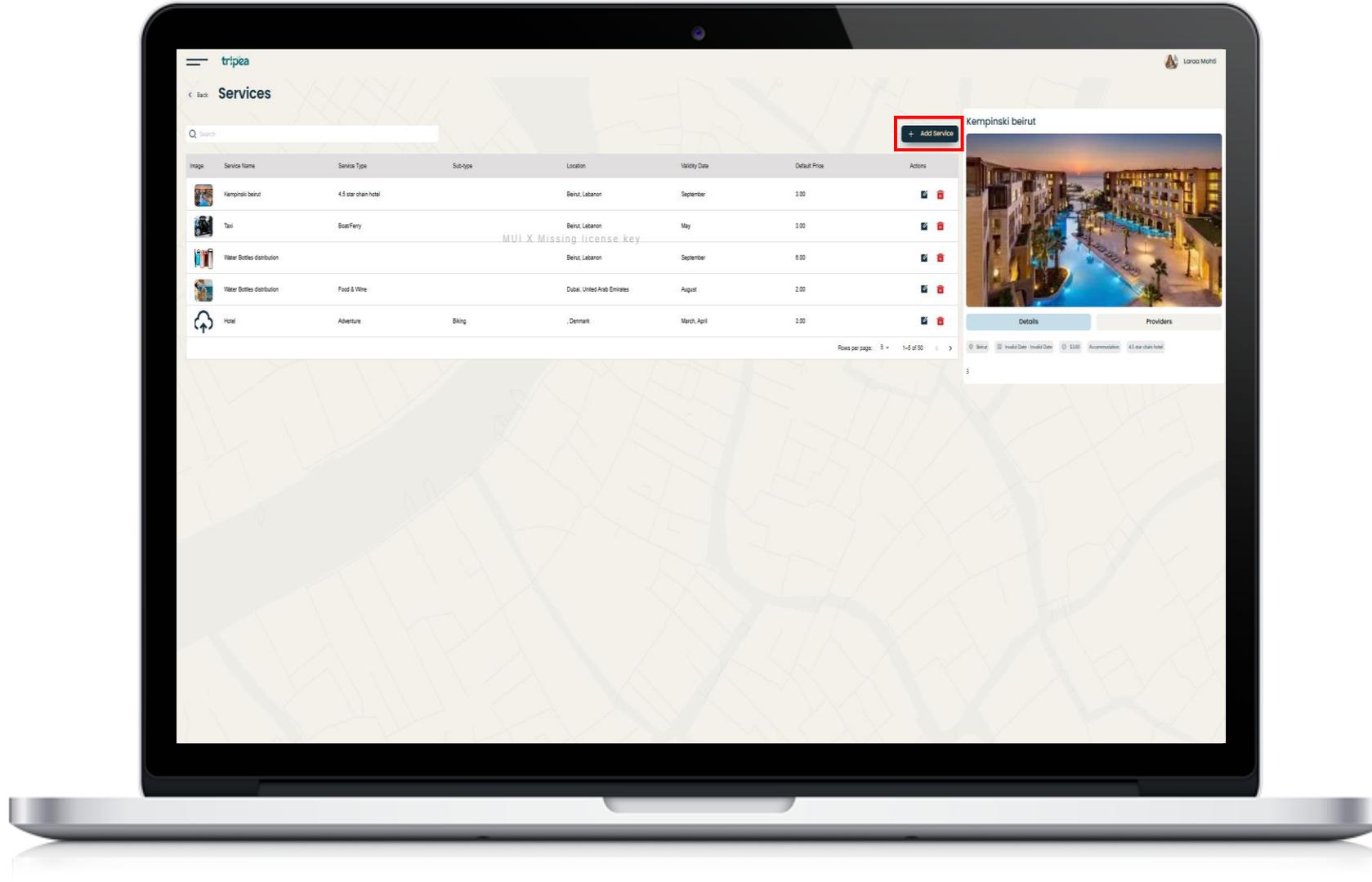


## Story Step

### 5.1.2 Click on "Add Service"

## Description

On the "Services" page, click on "Add Service"



## Story Step

## Description

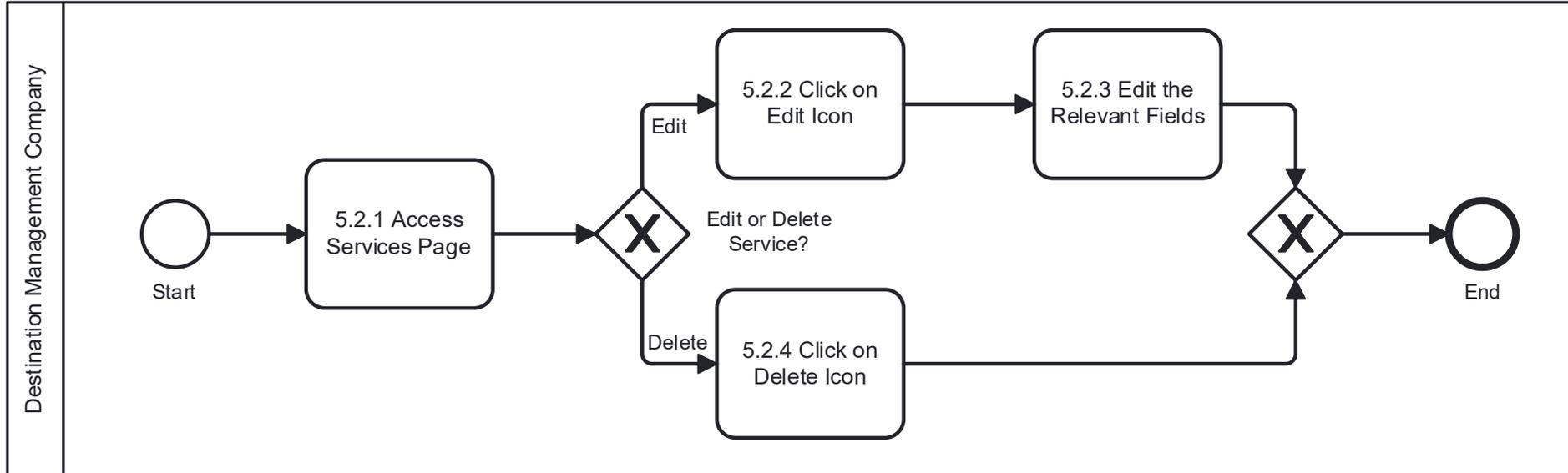
### 5.1.3 Fill in the Service Details Form

To complete the Create/Edit Service form, enter the service name, location, and select a category. Choose the service type and subtype, specify validity (in months), and select "Select All" for year-round availability. Set the minimum age, service duration, and price per person. Add a brief description and attach relevant pictures. Save the service to have it appear in your services dashboard. Once all the details are added, click on "Save Service" to finalize the changes.

The screenshot shows a laptop displaying the 'Create / Edit Service' form on the 'tripea' website. The form is titled 'Create / Edit Service' and has a 'Service Details' tab selected. The form fields are as follows:

- Service Name \***: A text input field with a placeholder 'Service Name'.
- Location \***: A text input field with a placeholder 'Select a Location'.
- Select Category \***: A dropdown menu.
- Service Type \***: A dropdown menu.
- Select Subtype \***: A dropdown menu.
- Validity Months \***: A dropdown menu with a 'Select All' checkbox.
- Minimum Age**: A text input field with a placeholder 'Minimum Age'.
- Duration (hours)**: A text input field with a placeholder 'Hours'.
- My Default Selling Price (USD/person)**: A text input field with a placeholder '0'.
- Description**: A text area with a placeholder 'Description'.

At the bottom of the form, there are two buttons: 'Save Service' (highlighted with a red box) and 'Cancel'.



<b>Epic Name</b>	<b>Services</b>
<b>Story</b>	5.2 Edit/Delete Service

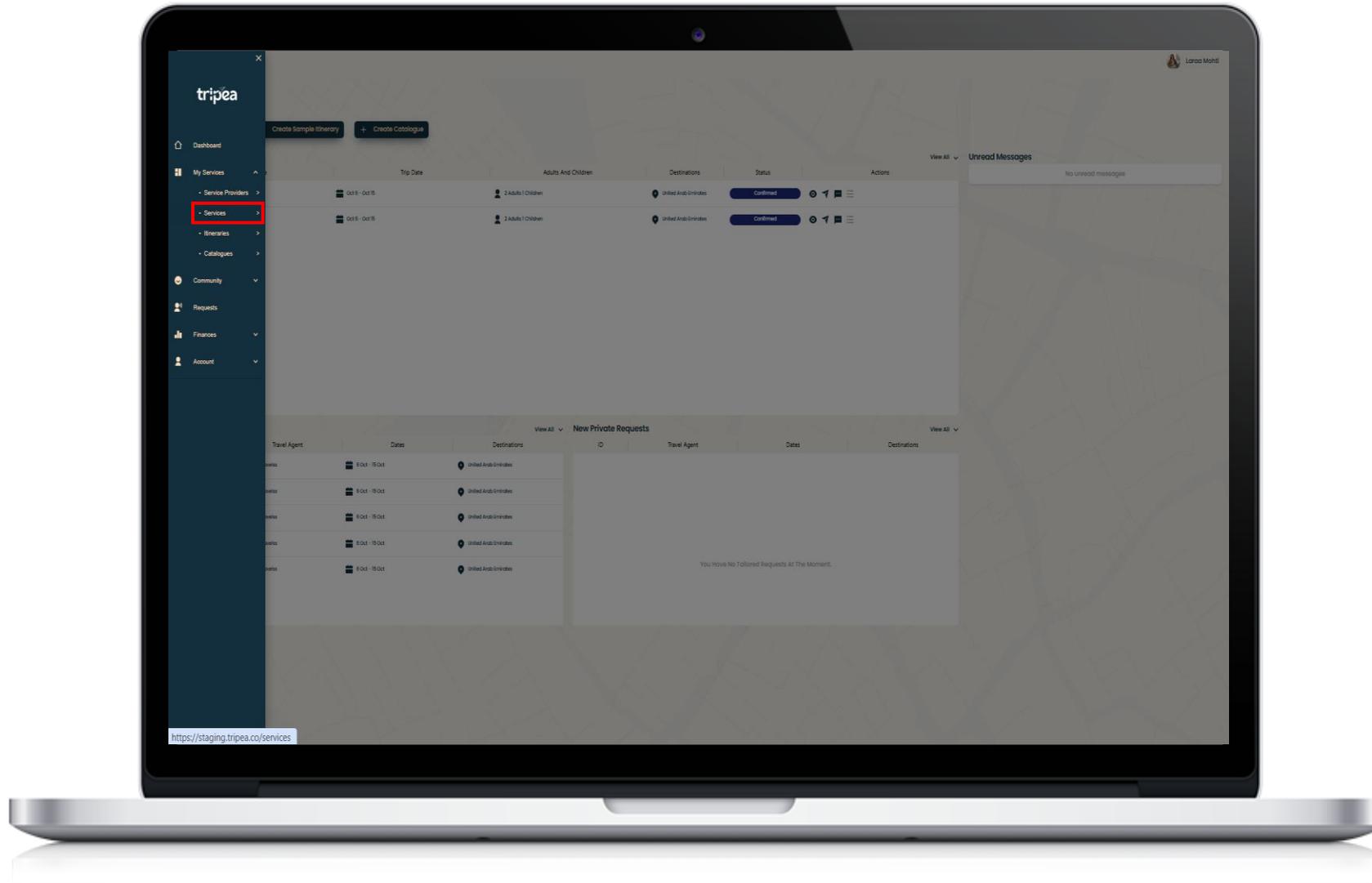
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
5.2.1	Access Service Page	To access the services, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.
5.2.2	Click on Edit Icon	To edit a service, click on the pen and paper navy icon next to the service you want to edit.
5.2.3	Edit the Relevant Fields	After clicking on the edit icon, you will be redirected to the service details form, where you can modify any information as needed. Click on "Save Service" when the adjustments are made.
5.2.4	Click on Delete Icon	To delete a service, go to the services dashboard and find the service you want to remove. Click on the red trash can icon next to that service. A confirmation message will appear, press "Delete" to permanently remove the service or "Cancel" to stop the action of deleting the service .

## Story Step

### 5.2.1 Access Service Page

## Description

To access the services, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.

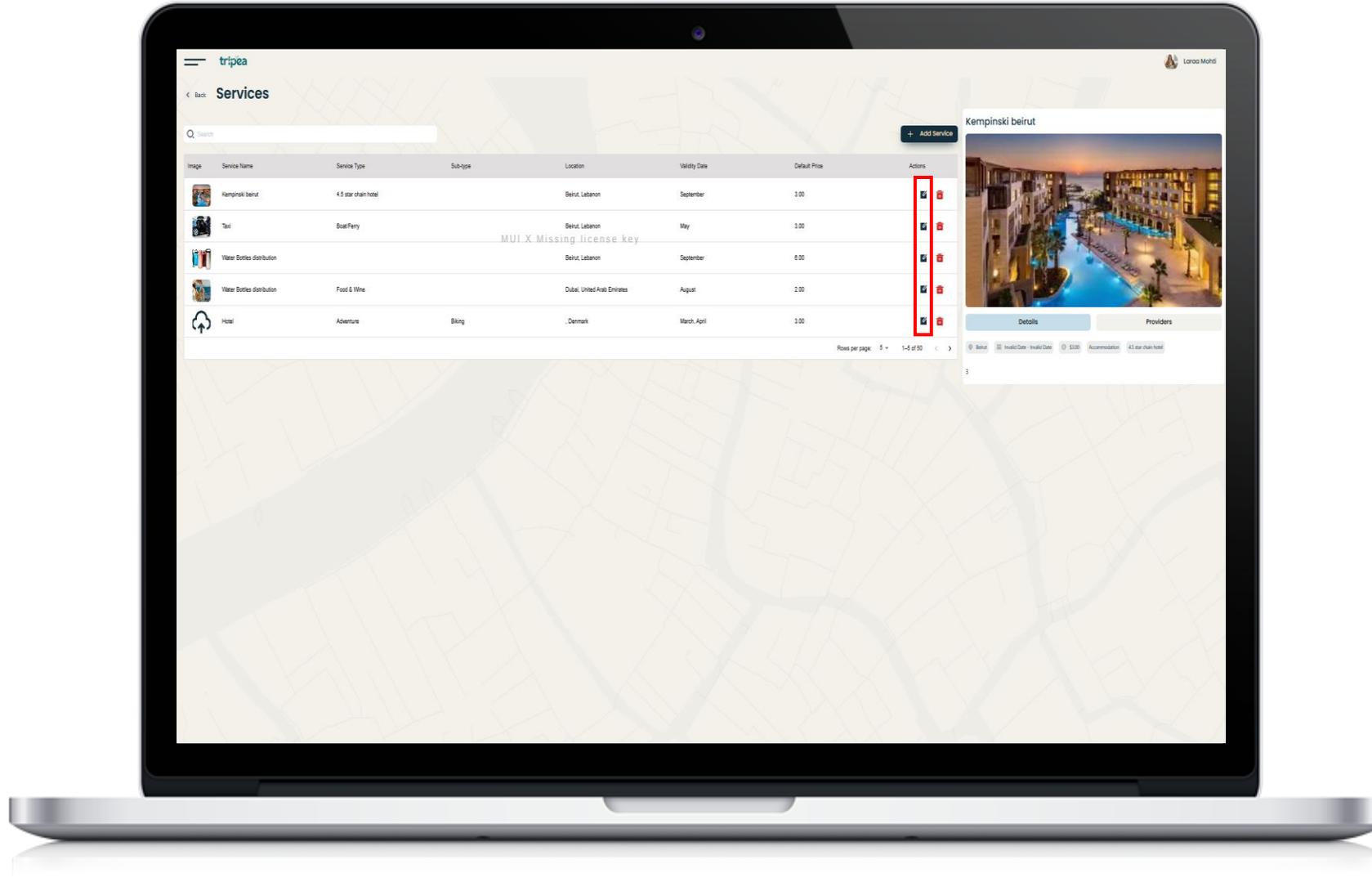


## Story Step

### 5.2.2 Click on Edit Icon

## Description

To edit a service, click on the pen and paper navy icon next to the service you want to edit.

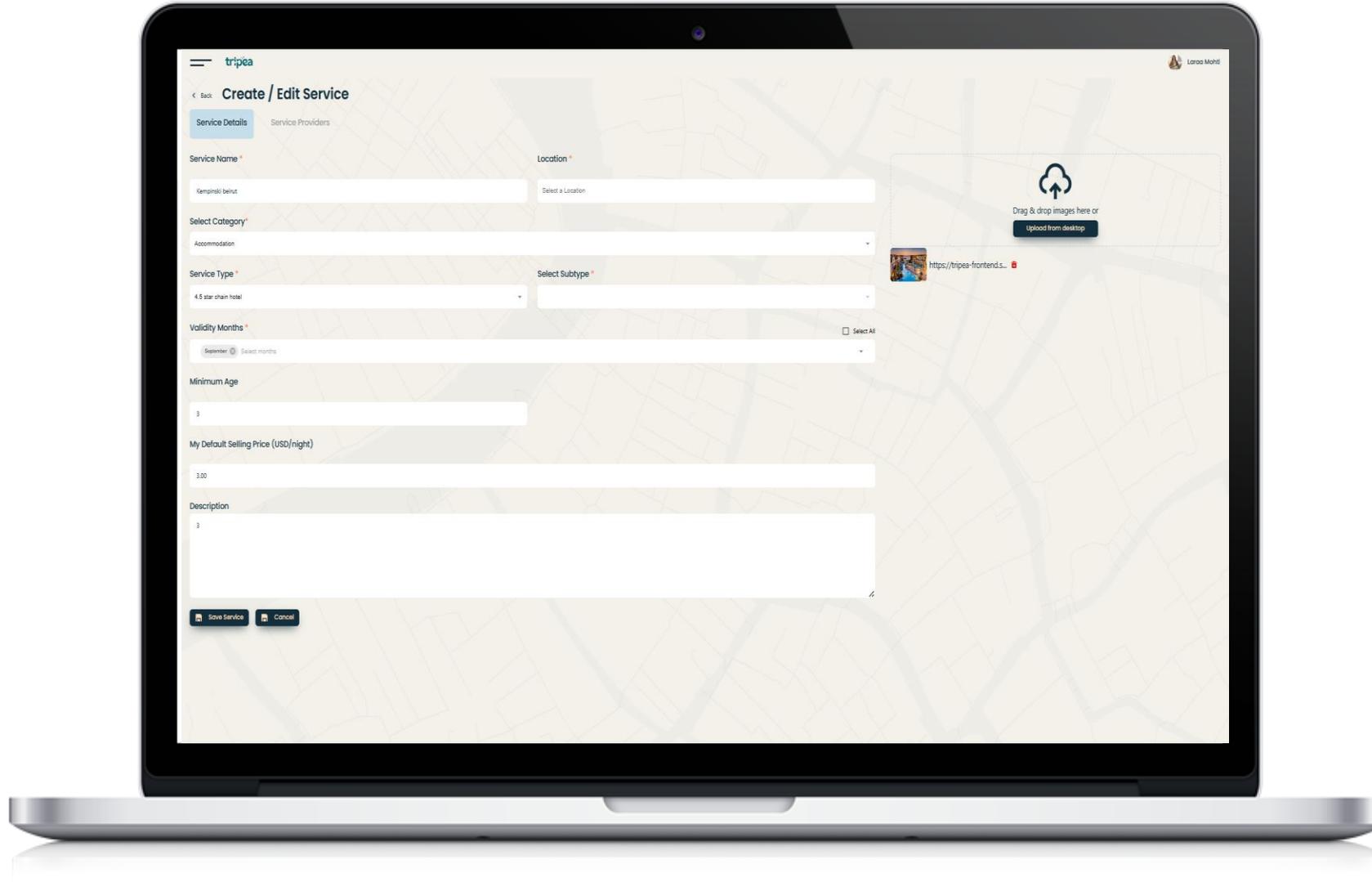


## Story Step

### 5.2.3 Edit the Relevant Fields

## Description

After clicking on the edit icon, you will be redirected to the service details form, where you can modify any information as needed. Click on “Save Service” when the adjustments are made.

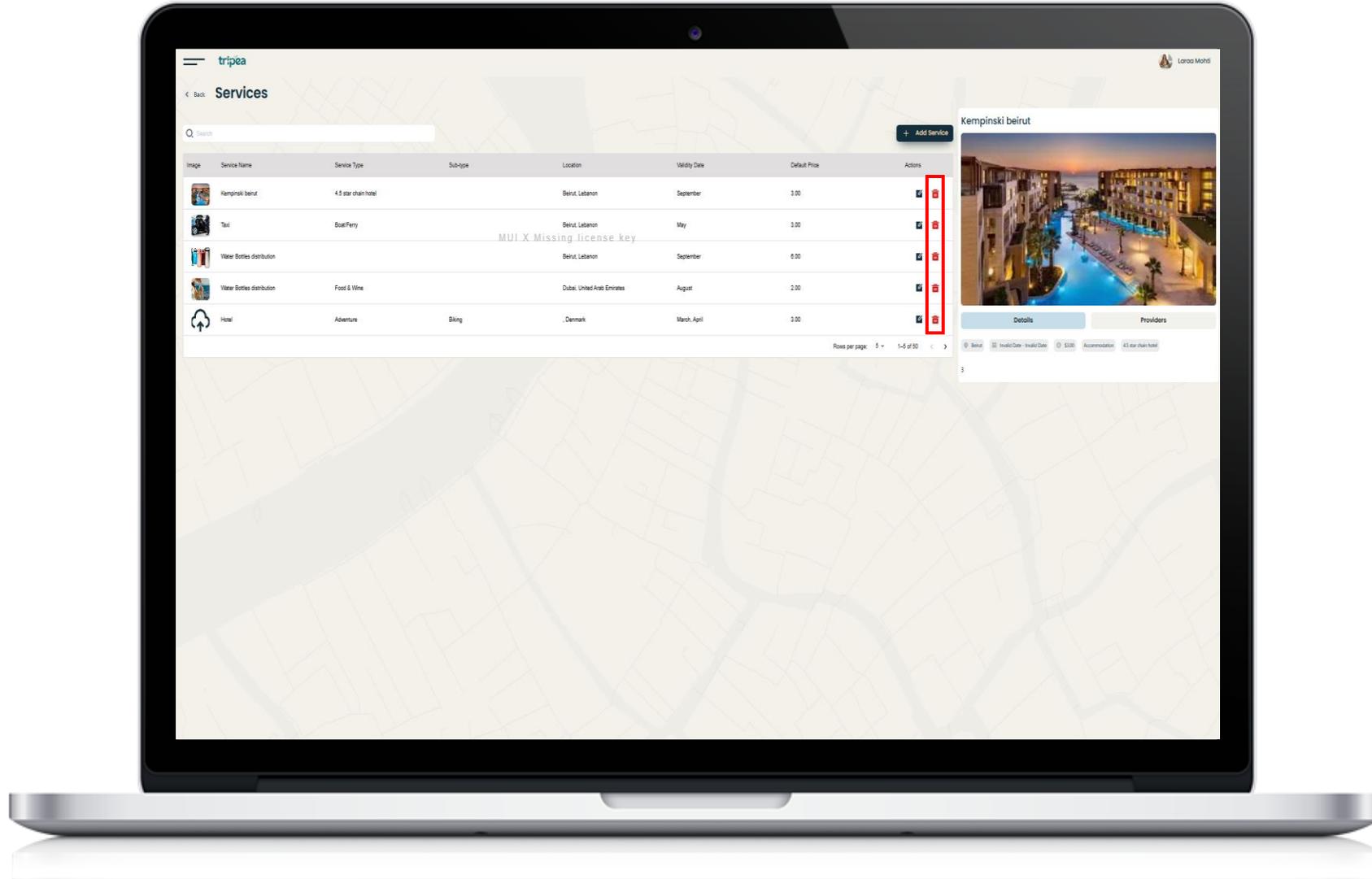


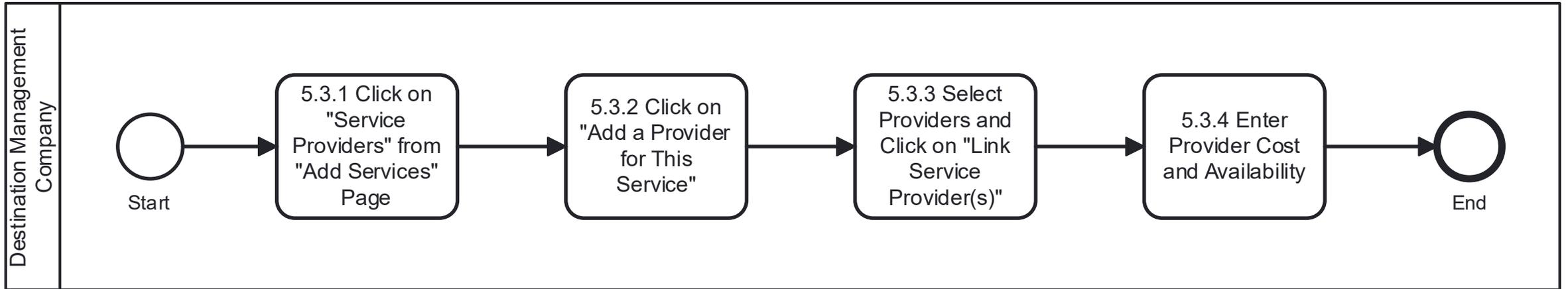
## Story Step

### 5.2.4 Click on Delete Icon

## Description

To delete a service, go to the services dashboard and find the service you want to remove. Click on the red trash can icon next to that service. A confirmation message will appear, press "Delete" to permanently remove the service or "Cancel" to stop the action of deleting the service .





<b>Epic Name</b>	<b>Services</b>
<b>Story</b>	5.3 Service Provider Linking

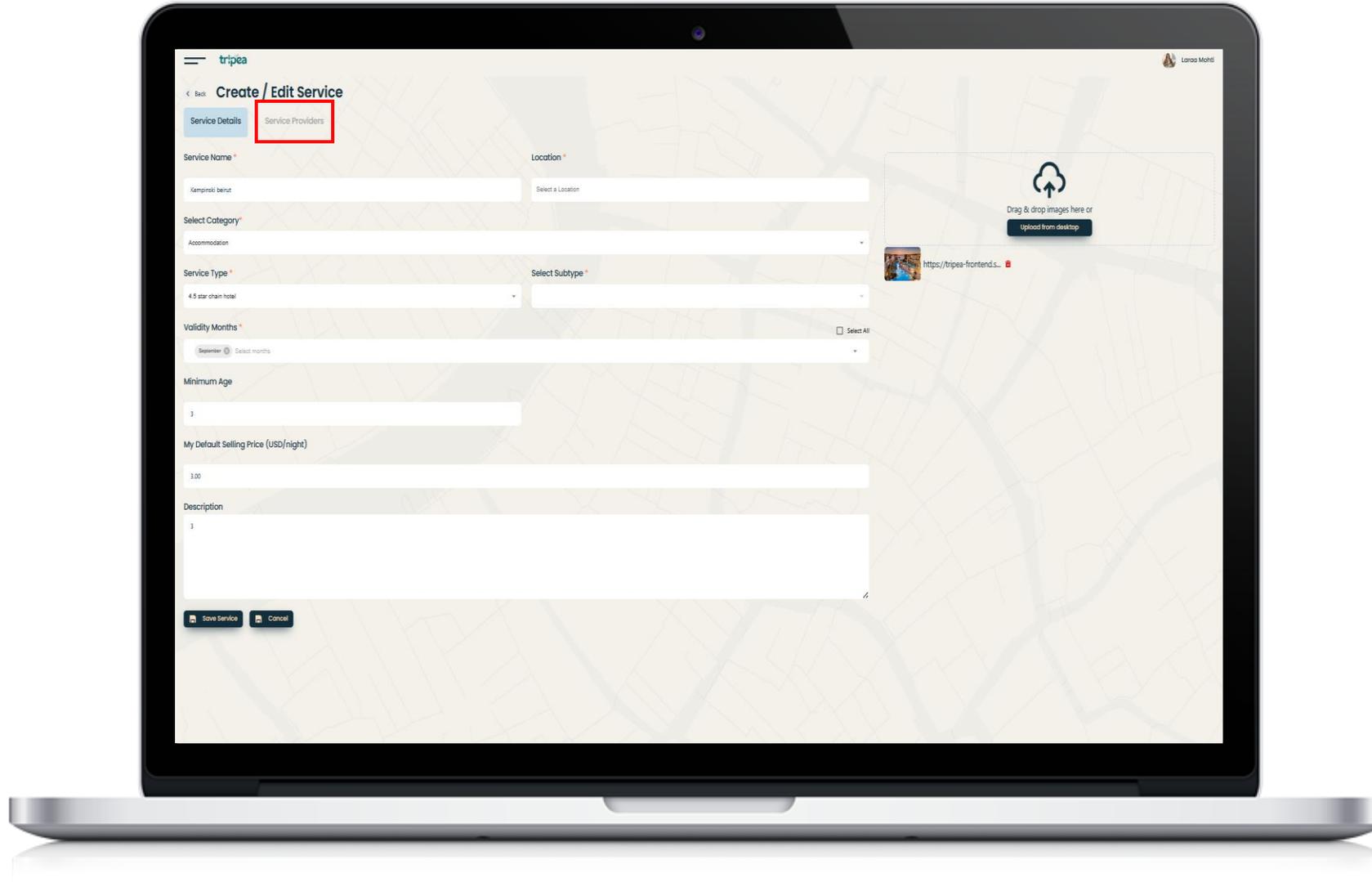
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
5.3.1	Click on "Service Providers" from "Add Services" Page	In the service details form, next to "Service Details," you will see a "Service Providers" tab. Click on it to link or update the service providers associated with the service.
5.3.2	Click on "Add provider for this service"	In the "Service Providers" tab, click on "Provider for this service" to link an existing service provider from the database. You can use the search bar to find a specific name. If you need to create a new service provider, click on "Add New Provider." To link a provider, check the boxes next to their names.
5.3.3	Select Providers and Click on "Link Service Provider(s)"	Once you're done selecting service providers by ticking the boxes, click on "Link Service Providers" to proceed.
5.3.4	Enter Provider Cost and Availability	After linking the service provider, enter the cost and their available times per day and hour for providing the service. If no timings are entered, default hours from 8 AM to 5 PM will be used. To remove a service provider, click the red trash can icon next to their name. Click on "Save Service" when done.

## Story Step

### 5.3.1 Click on "Service Providers" from "Add Services" Page

## Description

In the service details form, next to "Service Details," you will see a "Service Providers" tab. Click on it to link or update the service providers associated with the service.

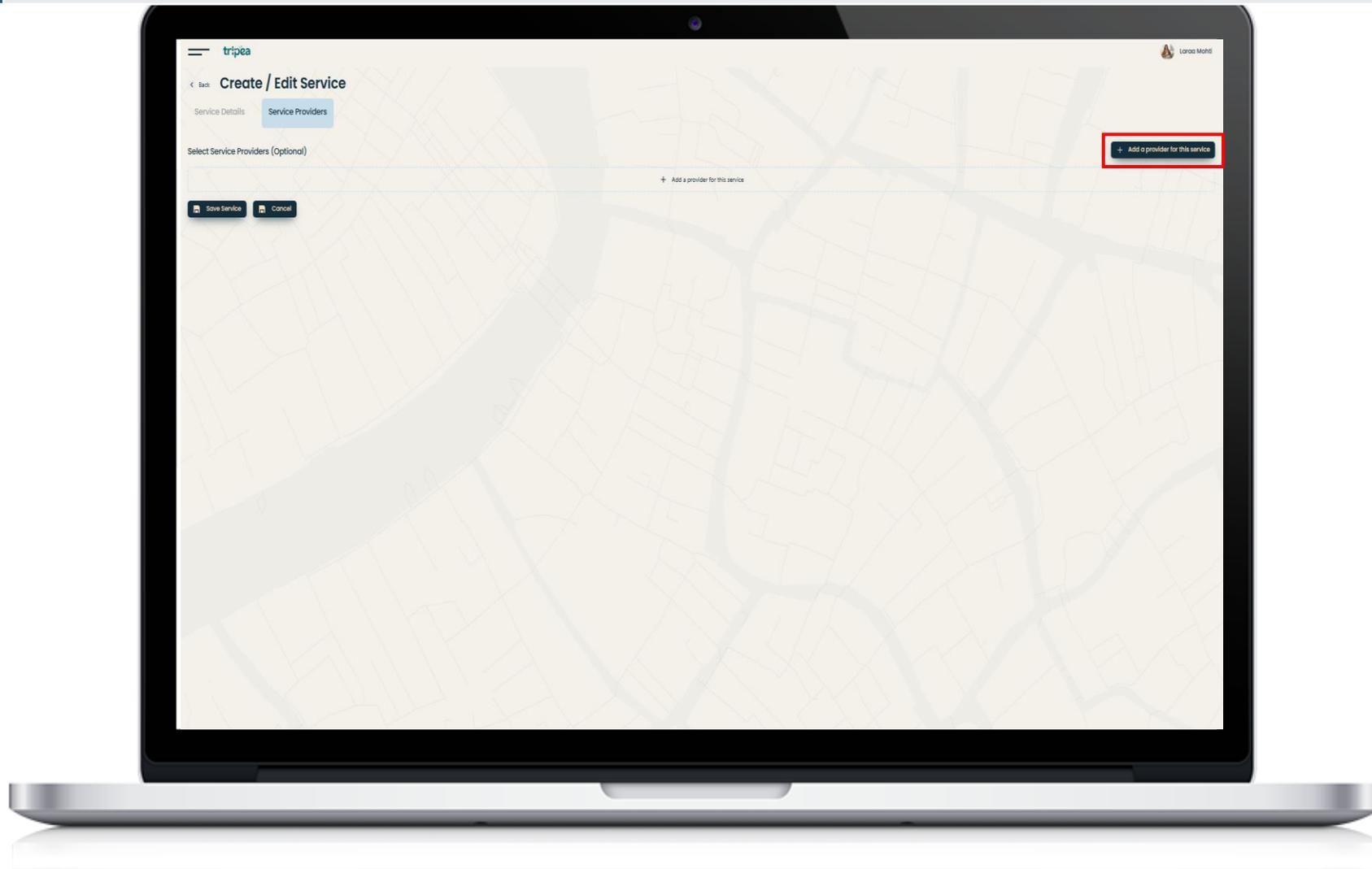


## Story Step

### 5.3.2 Click on "Add a provider for this service"

## Description

In the "Service Providers" tab, click on "Provider for this service" to link an existing service provider from the database. You can use the search bar to find a specific name. If you need to create a new service provider, click on "Add New Provider." To link a provider, check the boxes next to their names.

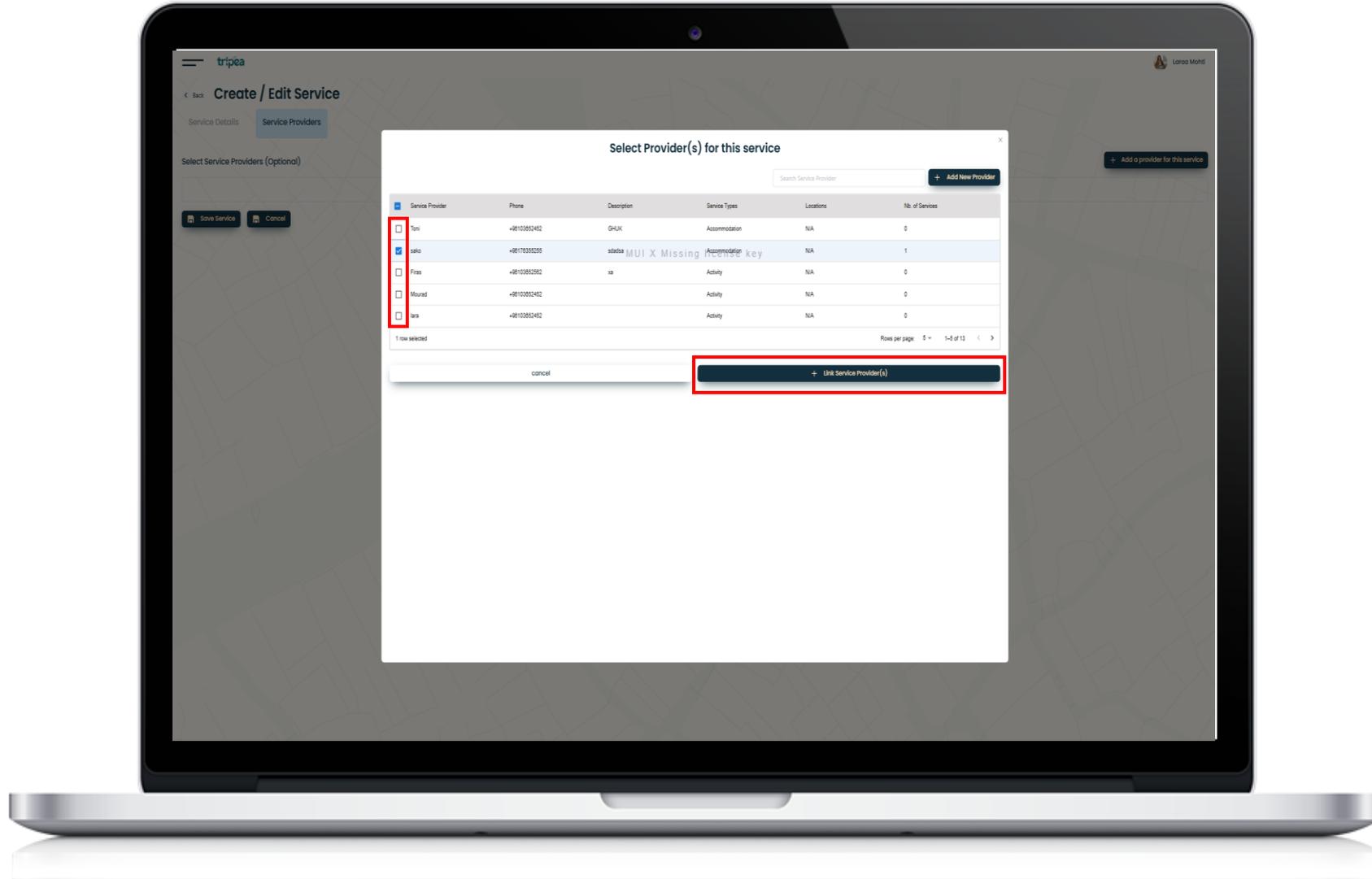


## Story Step

### 5.3.3 Select Providers and Click on "Link Service Provider(s)"

## Description

Once you're done selecting service providers by ticking the boxes, click on "Link Service Provider(s)" to proceed.



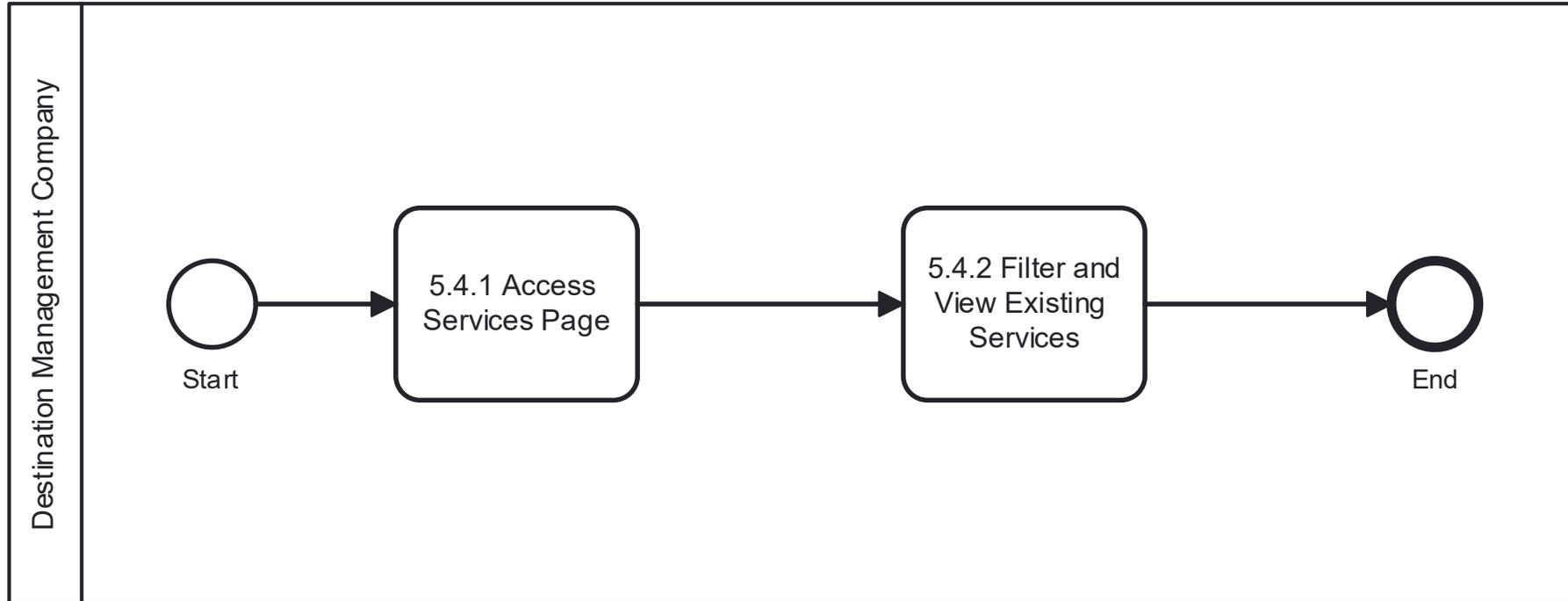


Epic Name

Services

Story

5.4 View Existing Services



<b>Epic Name</b>	<b>Services</b>
<b>Story</b>	5.4 View Existing Services

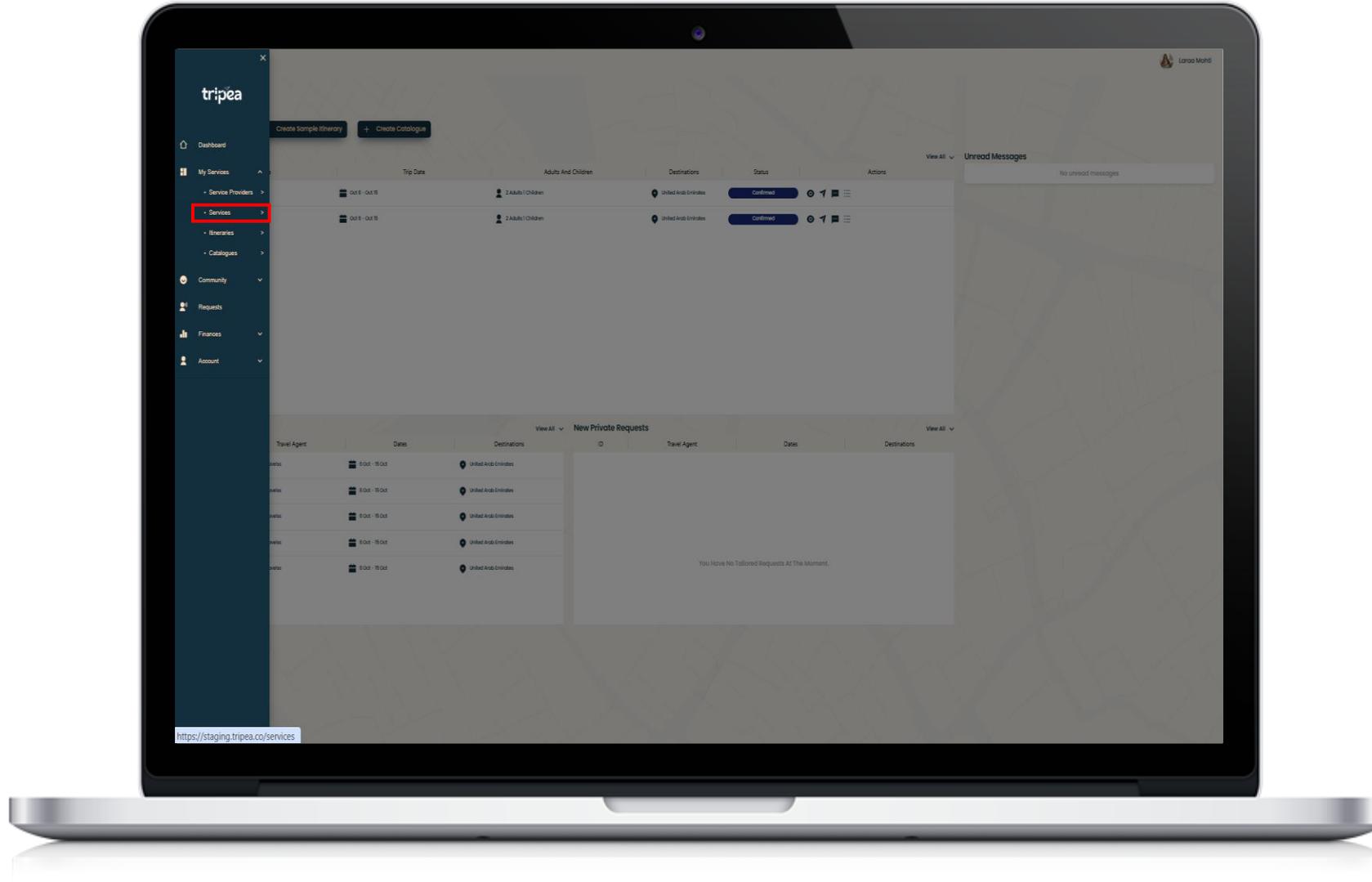
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
5.4.1	Access Services Page	In the service details form, next to "Service Details," you will see a "Service Providers" tab. Click on it to link or update the service providers associated with the service.
5.4.2	Filter and View Existing Services	Sort and navigate the table with existing Services data by using the search bar or choosing page number and number of rows per page. For each service, its details are shown when clicked along with its providers and availability times.

## Story Step

### 5.4.1 Access Service Page

## Description

To access the services, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.

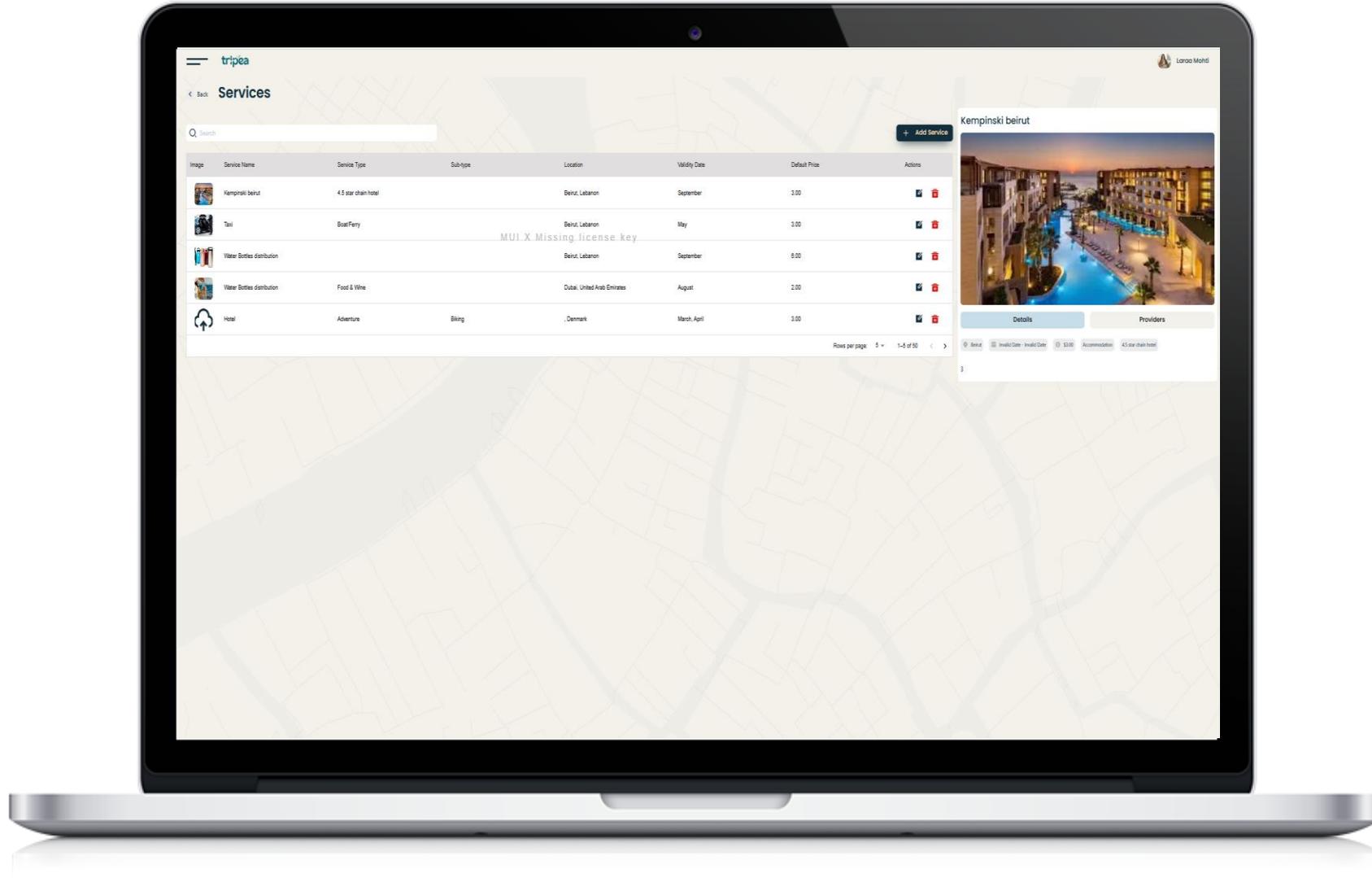


## Story Step

### 5.4.2 Filter and View Existing Services

## Description

Sort and navigate the table with existing Services data by using the search bar or choosing page number and number of rows per page. For each service, its details are shown when clicked along with its providers and availability times.



# Epic 6: Itineraries

## **Stories:**

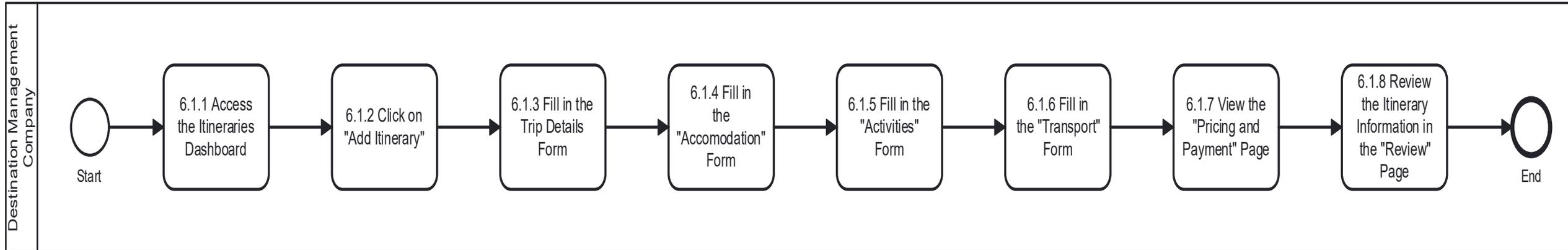
- ❖ 6.1 Create Itinerary
- ❖ 6.2 Edit Itinerary
- ❖ 6.3 View Itineraries

Epic Name

Itineraries

Story

6.1 Create Itinerary



<b>Epic Name</b>	<b>Itineraries</b>
<b>Story</b>	6.1 Create Itinerary

<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
6.1.1	Access the Itineraries Dashboard	To access the itineraries, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.
6.1.2	Click on "Add Sample Itinerary"	Click on "Add Sample Itinerary" to create and include a new itinerary to the repository
6.1.3	Fill in the "Trip Details" Form	Fill in the "Trip Details" form by entering the Itinerary Name, Validity Dates, Themes, Seasonalities, Trip Length, and Description, and upload a picture to create a well-structured itinerary.
6.1.4	Fill in the "Accommodation" Form	Fill in the Accommodation Form by clicking the "+" button to add an accommodation. Complete the popup with details like basis, check-in and check-out dates, room type, room configuration, if an extra bed is needed, and price (\$/night). Click "Save" to save the accommodation or "Add Room" to include additional rooms for more guests. You can also add a note under each day of the trip.
6.1.5	Fill in the "Activities" Form	Fill in the "Activities" Form by clicking the "+" button to add an activity, selecting the trip day(s), and entering details such as experience method (dropdown list), price, timeslot, and customization info. Click Save once done. Use the Map View option to visualize the activity's location.
6.1.6	Fill in the "Transport" Form	Fill in the Transport Form by clicking the "+" button to add transport details, specifying the trip day(s), pickup and drop-off locations, price, and customization info. Use the map view to visualize the route. Click Save when done.
6.1.7	View the "Pricing and Payment" Page	View the Pricing and Payment page to see a detailed breakdown of services like accommodation, transportation, and activities, including name, location, method, duration, timeslot, and price (\$). Below, a totals section summarizes costs per category and provides the overall trip total. You can also hide the total price by clicking on the Eye Icon.

<b>Epic Name</b>	<b>Itineraries</b>
<b>Story</b>	6.1 Create Itinerary

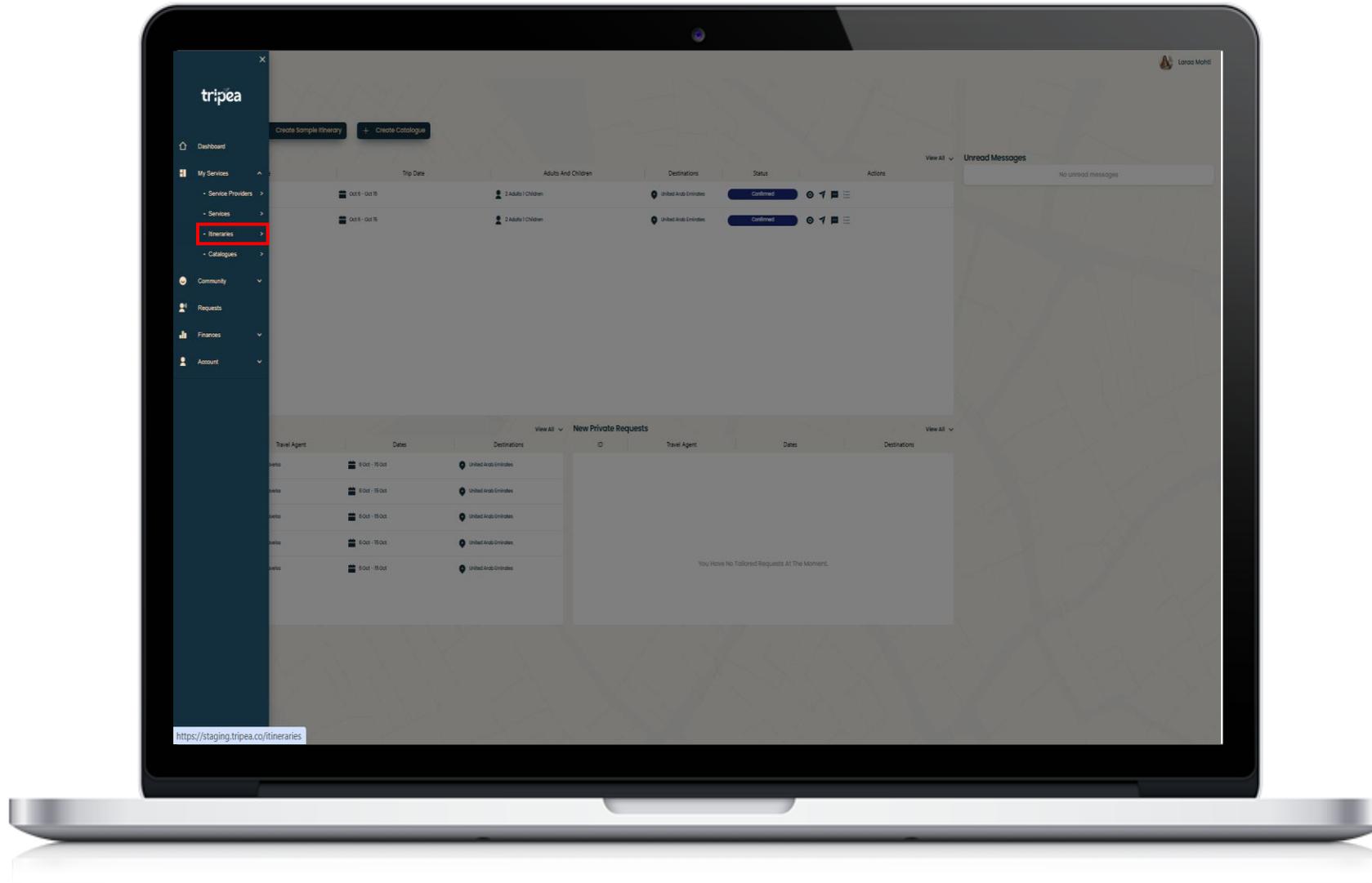
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
6.1.8	Review the Itinerary Information in the "Review" Page	Go to the "Review" Page to review all the itinerary information you previously entered, ensuring accuracy before finalizing the details.

## Story Step

### 6.1.1 Access the Itineraries Dashboard

## Description

To access the itineraries, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.

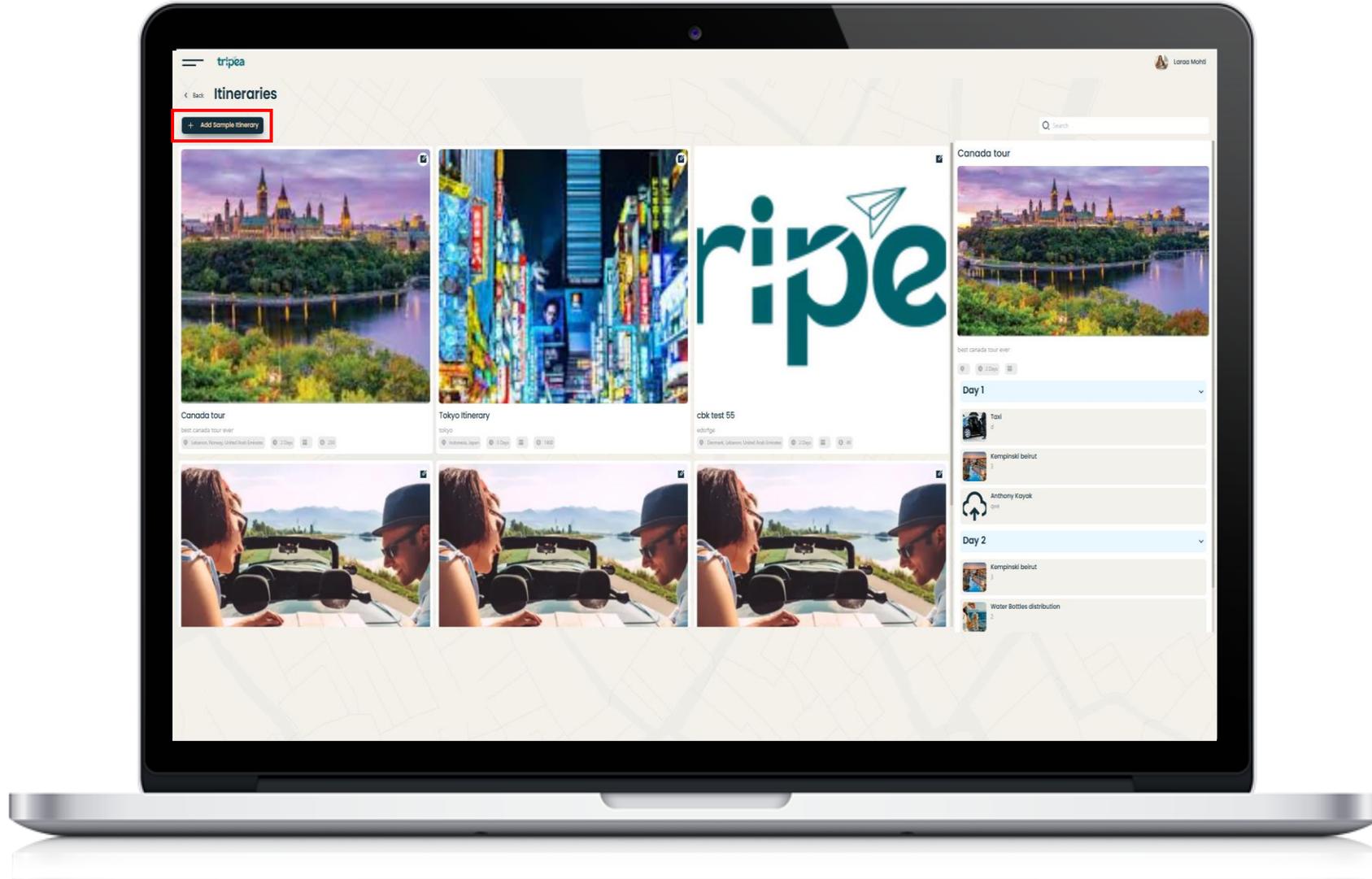


## Story Step

### 6.1.2 Click on "Add Sample Itinerary"

## Description

Click on "Add Sample Itinerary" to create and include a new itinerary to the repository



## Story Step

### 6.1.3 Fill in the "Trip Details" Form

## Description

Fill in the "Trip Details" form by entering the Itinerary Name, Validity Dates, Themes, Seasonality, Trip Length, and Description, and upload a picture to create a well-structured itinerary.

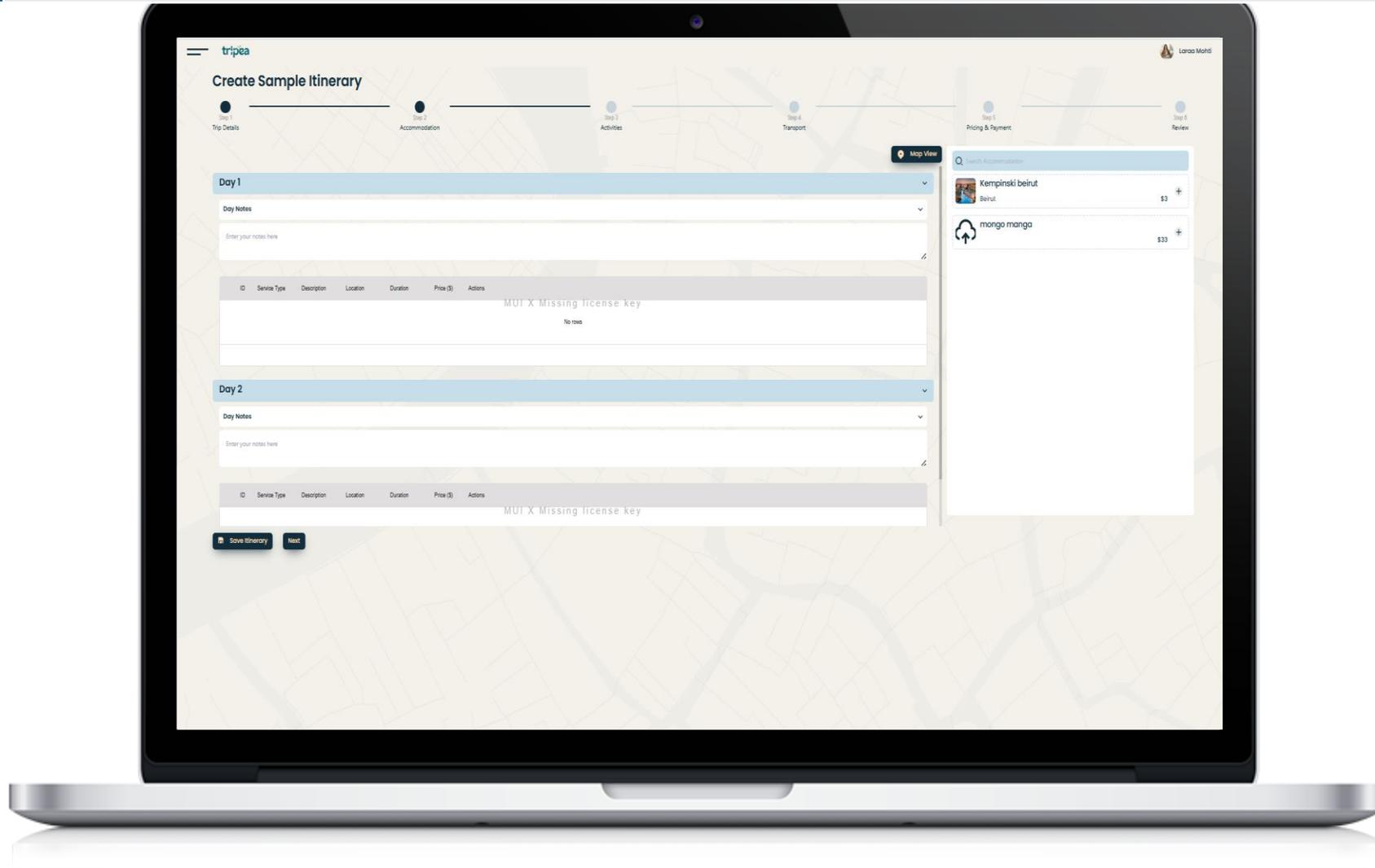
The screenshot shows a laptop displaying the 'Create Sample Itinerary' form on the 'tripea' website. The form is titled 'Create Sample Itinerary' and is part of a multi-step process. The current step is 'Step 1: Trip Details'. The form fields include: 'Itinerary Name' (text input), 'Validity Months' (date range selector with 'Select All' and 'X' options), 'Themes' (dropdown menu), 'Seasonalities' (dropdown menu), 'Trip Length (In days)' (text input with '2' entered), and 'Description' (text area). There is also an image upload area with a 'Drag & drop images here or upload from desktop' button. At the bottom, there are 'Save Itinerary' and 'Next' buttons. The background of the form is a light-colored map.

## Story Step

## Description

### 6.1.4 Fill in the "Accommodation" Form

Fill in the Accommodation Form by clicking the "+" button to add an accommodation. Complete the popup with details like basis, check-in and check-out dates, room type, room configuration, if an extra bed is needed, and price (\$/night). Click "Save" to save the accommodation or "Add Room" to include additional rooms for more guests. You can also add a note under each day of the trip.

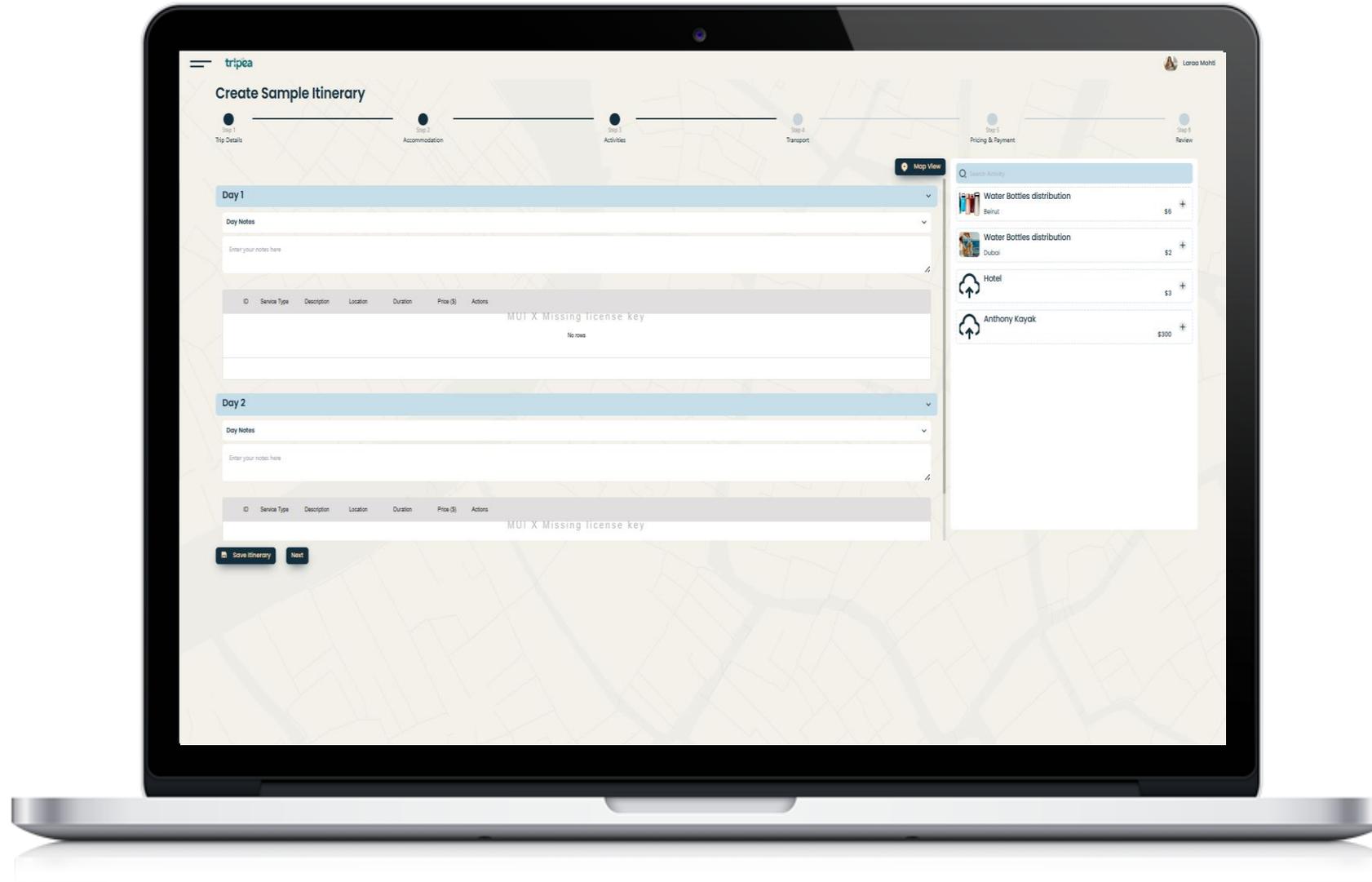


## Story Step

## Description

### 6.1.5 Fill in the "Activities" Form

Fill in the "Activities" Form by clicking the "+" button to add an activity, selecting the trip day(s), and entering details such as experience method (dropdown list), price, timeslot, and customization info. Click Save once done. Use the Map View option to visualize the activity's location.

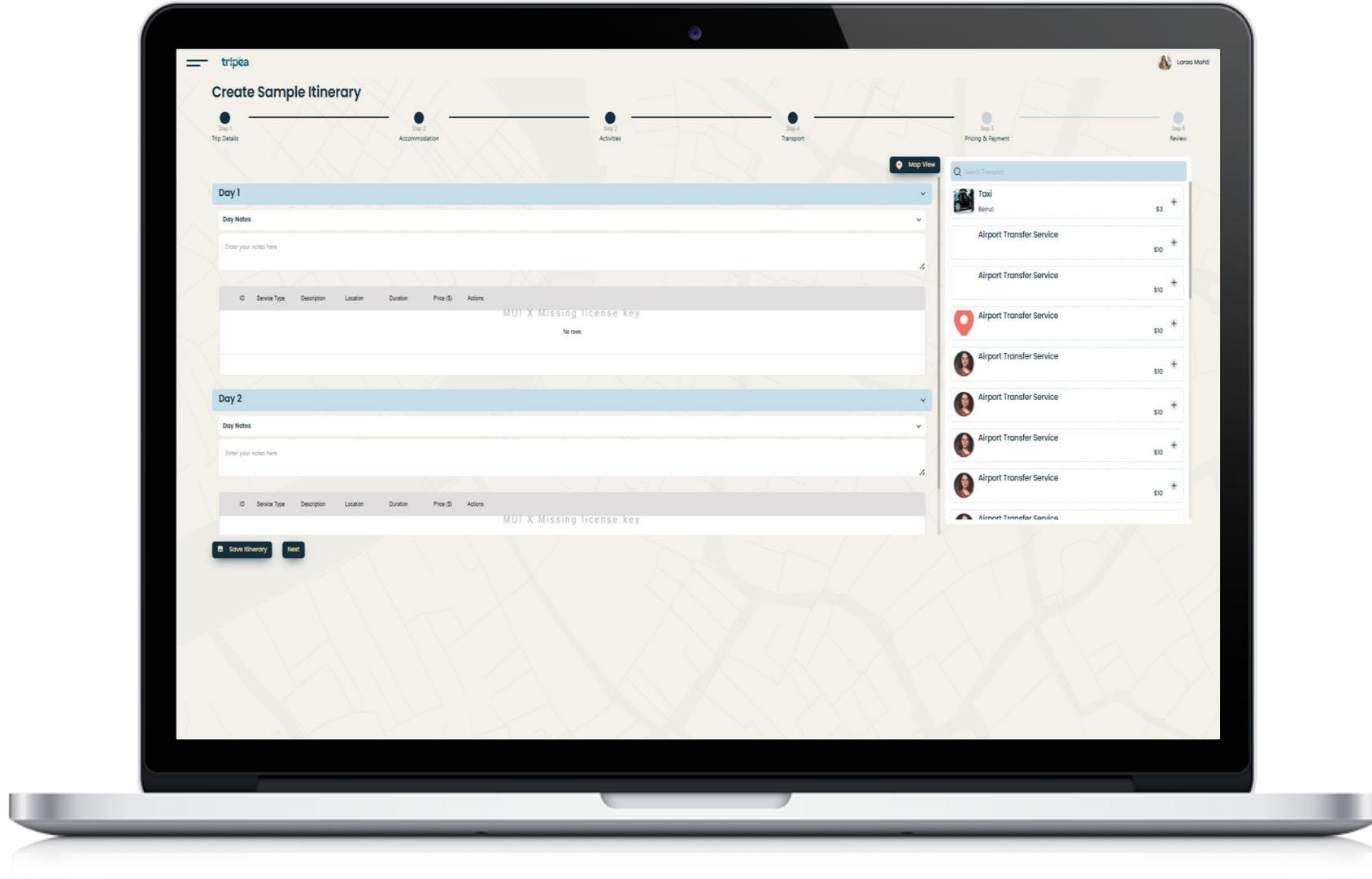


## Story Step

### 6.1.6 Fill in the "Transport" Form

## Description

Fill in the Transport Form by clicking the "+" button to add transport details, specifying the trip day(s), pickup and drop-off locations, price, and customization info. Use the map view to visualize the route. Click Save when done.

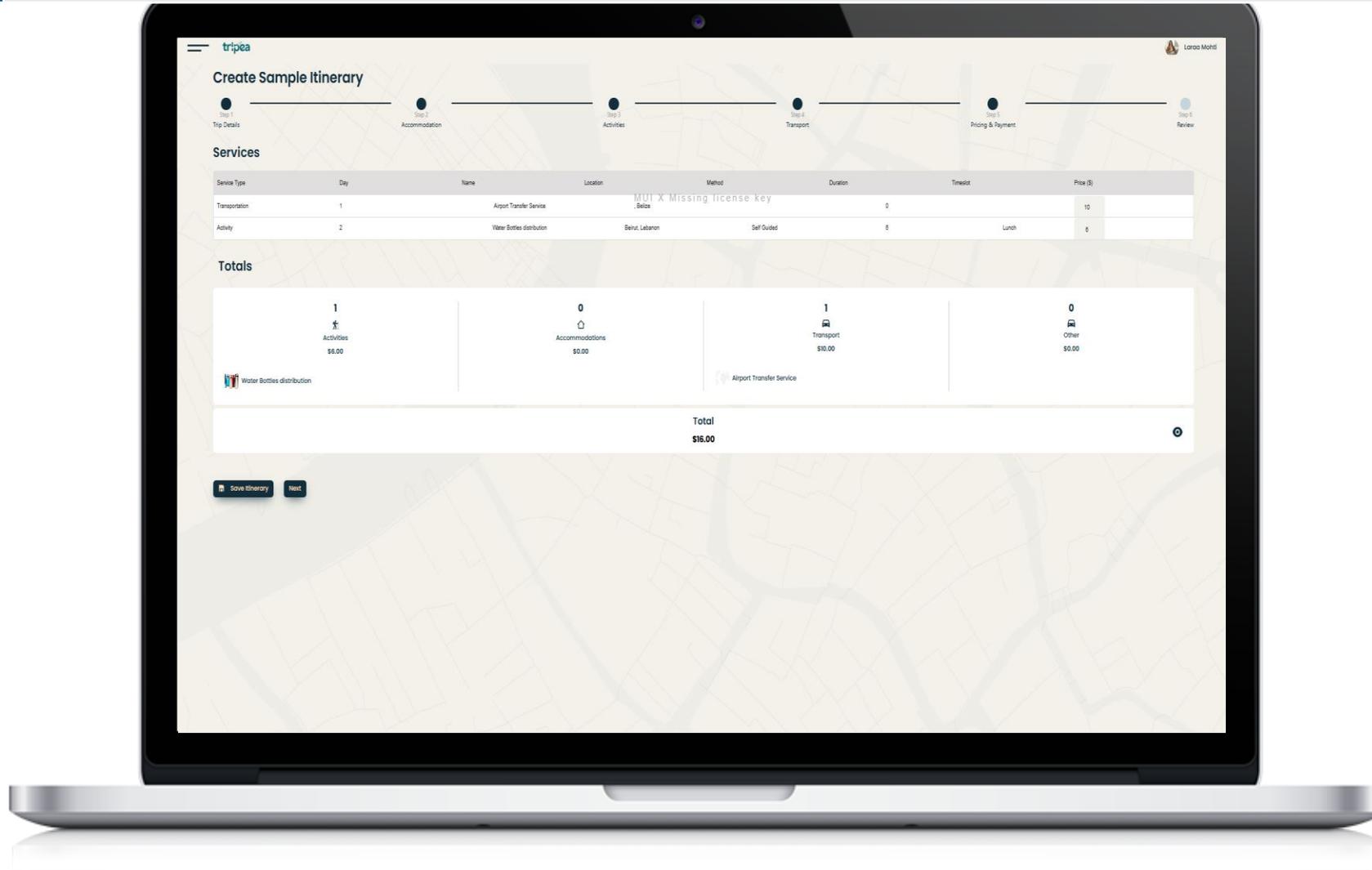


## Story Step

## 6.1.7 View the "Pricing and Payment" Page

## Description

View the Pricing and Payment page to see a detailed breakdown of services like accommodation, transportation, and activities, including name, location, method, duration, timeslot, and price (\$). Below, a totals section summarizes costs per category and provides the overall trip total. You can also hide the total price by clicking on the Eye Icon.

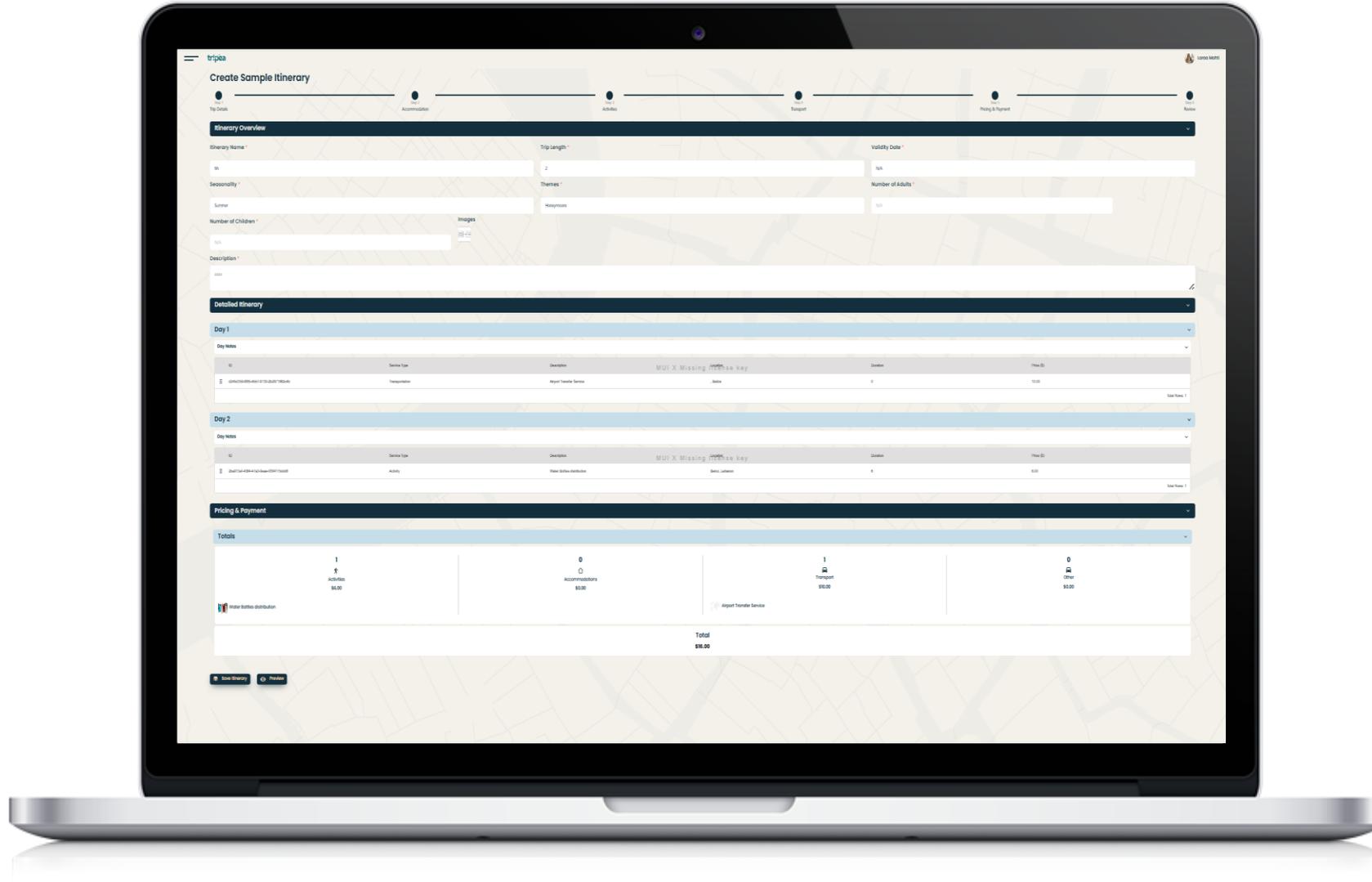


## Story Step

### 6.1.8 Review the Itinerary Information in the "Review" Page

## Description

Go to the "Review" Page to review all the itinerary information you previously entered, ensuring accuracy before finalizing the details.

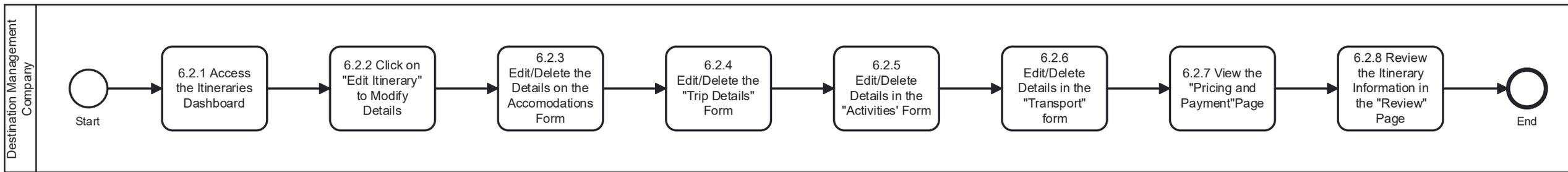


Epic Name

Itineraries

Story

6.2 Edit Itinerary



<b>Epic Name</b>	<b>Itineraries</b>
<b>Story</b>	6.2 Edit Itinerary

<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
6.2.1	Access the Itineraries Dashboard	To access the itineraries, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.
6.2.2	Click on "Edit Itinerary" to Modify Details	Click on "Edit Itinerary" to modify the details of an itinerary. Simply click the pen and paper icon to access the edit page and make necessary changes.
6.2.3	Edit/Delete the "Trip Details" Form	View, edit, or delete the "Trip Details" Form to update or remove information such as trip dates, destinations, number of adults and children, and other relevant details as needed.
6.2.4	Edit/Delete Details on the "Accommodation" Form	View, edit, or delete details on the "Accommodation" Form to manage accommodation information, ensuring it aligns with the trip requirements or preferences.
6.2.5	Edit/Delete Details the "Activities" Form	View, Edit, or Delete details in the "Activities" Form to manage and update the information related to specific activities.
6.2.6	Edit/Delete Details on the "Transport" Form	View, Edit, or Delete details on the Transport Form to manage and update transportation information for the trip.
6.2.7	View the "Pricing and Payment" Page	View the Pricing and Payment page to see a detailed breakdown of services like accommodation, transportation, and activities, including name, location, method, duration, timeslot, and price (\$). Below, a totals section summarizes costs per category and provides the overall trip total. You can also hide the total price by clicking on the Eye Icon.

<b>Epic Name</b>	<b>Itineraries</b>
<b>Story</b>	6.2 Edit Itinerary

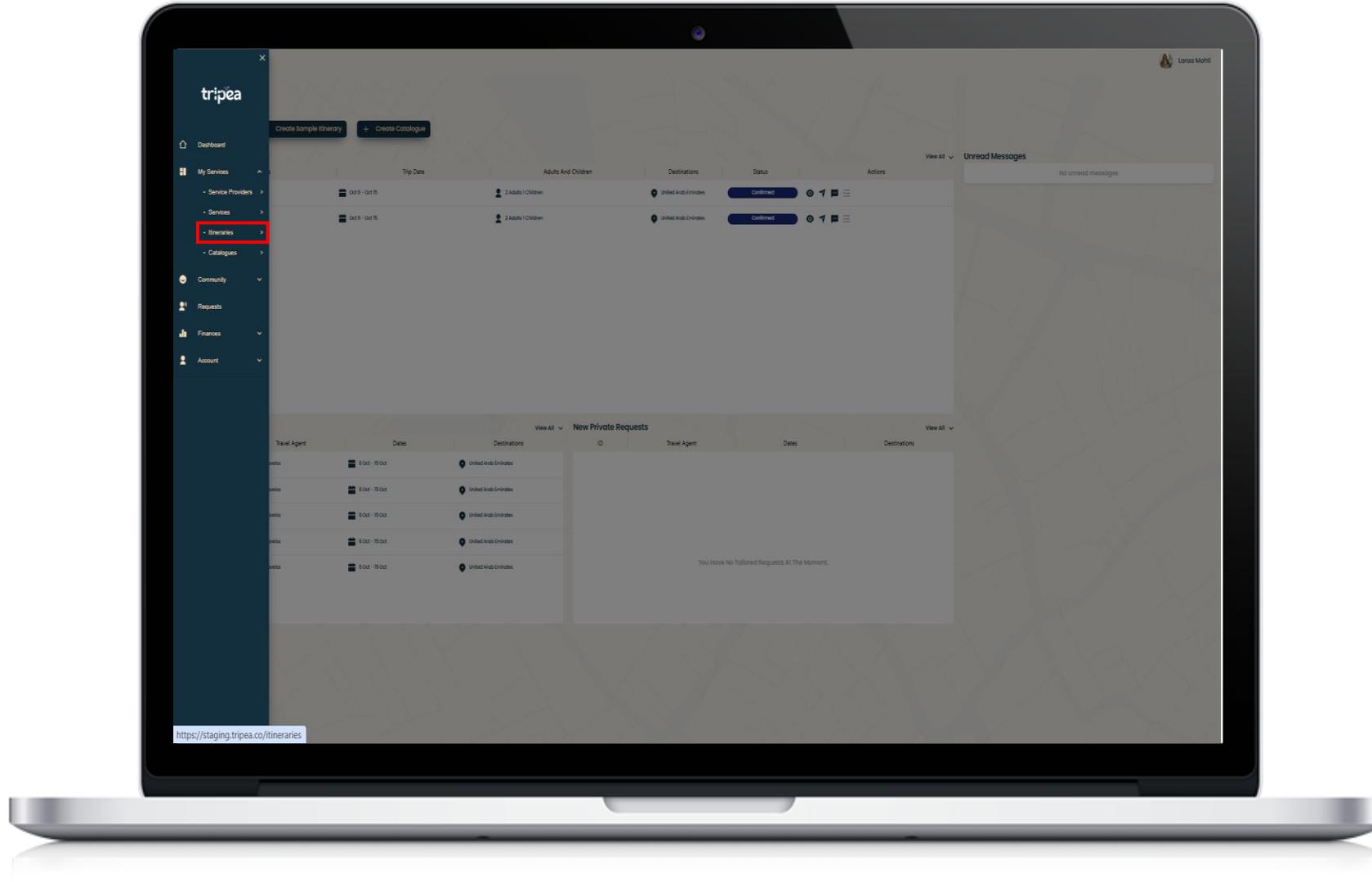
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
6.2.8	Review the Itinerary Information in the "Review" Page	Go to the "Review" Page to review all the itinerary information you previously entered, ensuring accuracy before finalizing the details.

## Story Step

### 6.2.1 Access the Itineraries Dashboard

## Description

To access the itineraries, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.

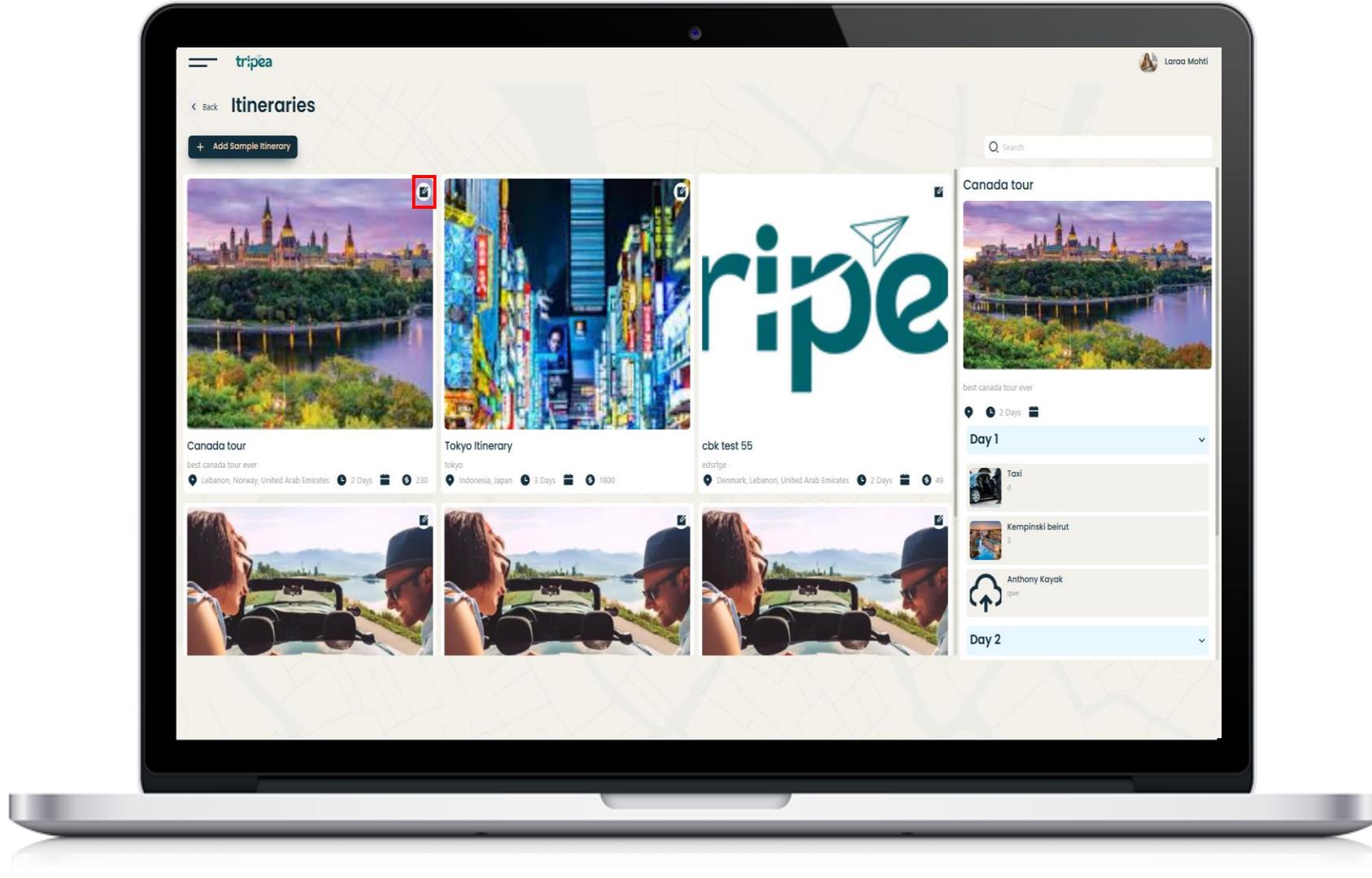


## Story Step

## 6.2.2 Click on "Edit Itinerary" to Modify Details

## Description

Click on "Edit Itinerary" to modify the details of an itinerary. Simply click the pen and paper icon to access the edit page and make necessary changes.

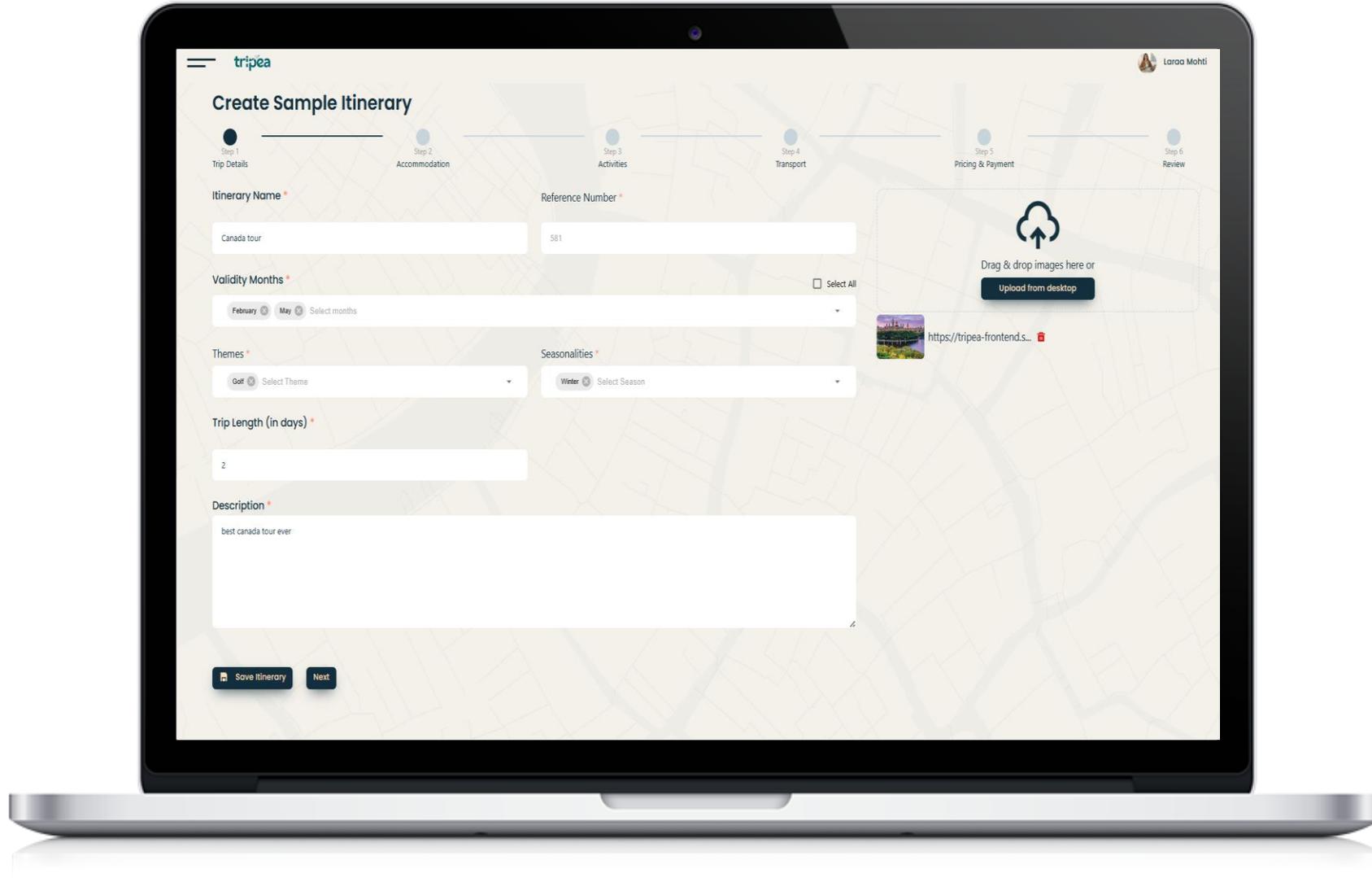


## Story Step

### 6.2.3 Edit/Delete the "Trip Details" Form

## Description

View, edit, or delete the "Trip Details" Form to update or remove information such as trip dates, destinations, number of adults and children, and other relevant details as needed.

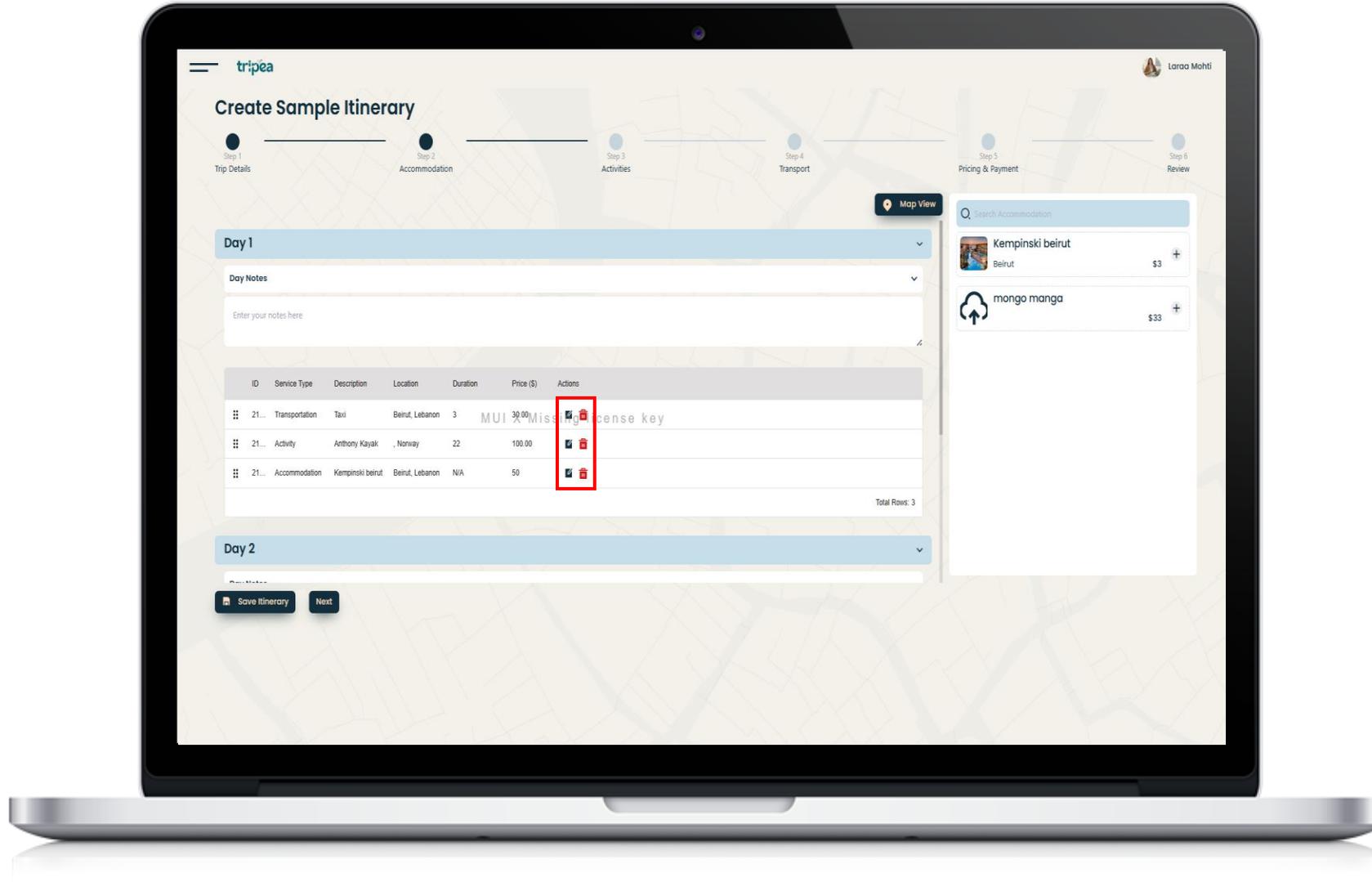


## Story Step

### 6.2.4 Edit/Delete the Details on the "Accommodation" Form

## Description

View, edit, or delete details on the "Accommodation" Form to manage accommodation information, ensuring it aligns with the trip requirements or preferences.

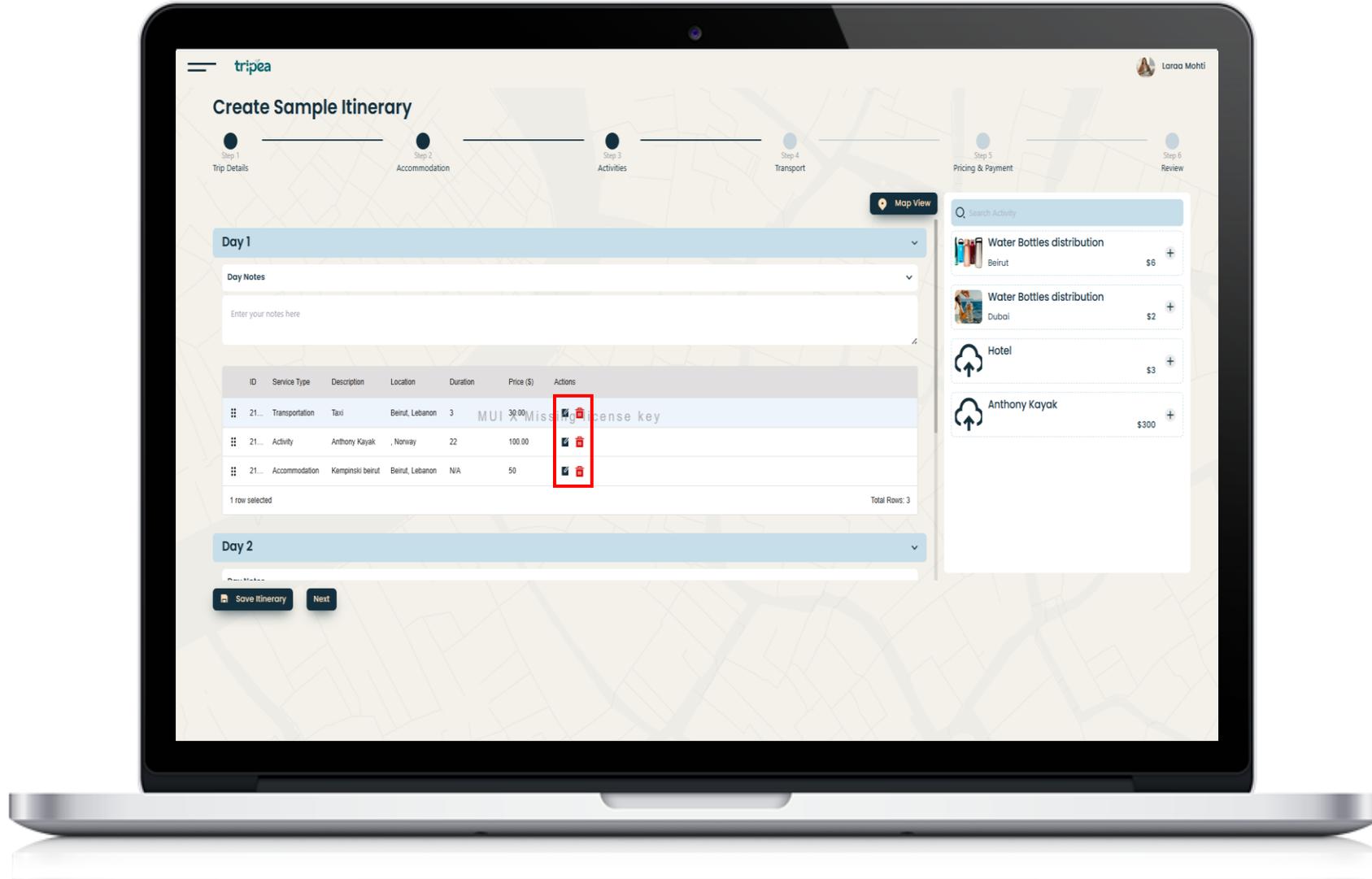


## Story Step

## 6.2.5 Edit/Delete Details the "Activities" Form

## Description

View, Edit, or Delete details in the "Activities" Form to manage and update the information related to specific activities.

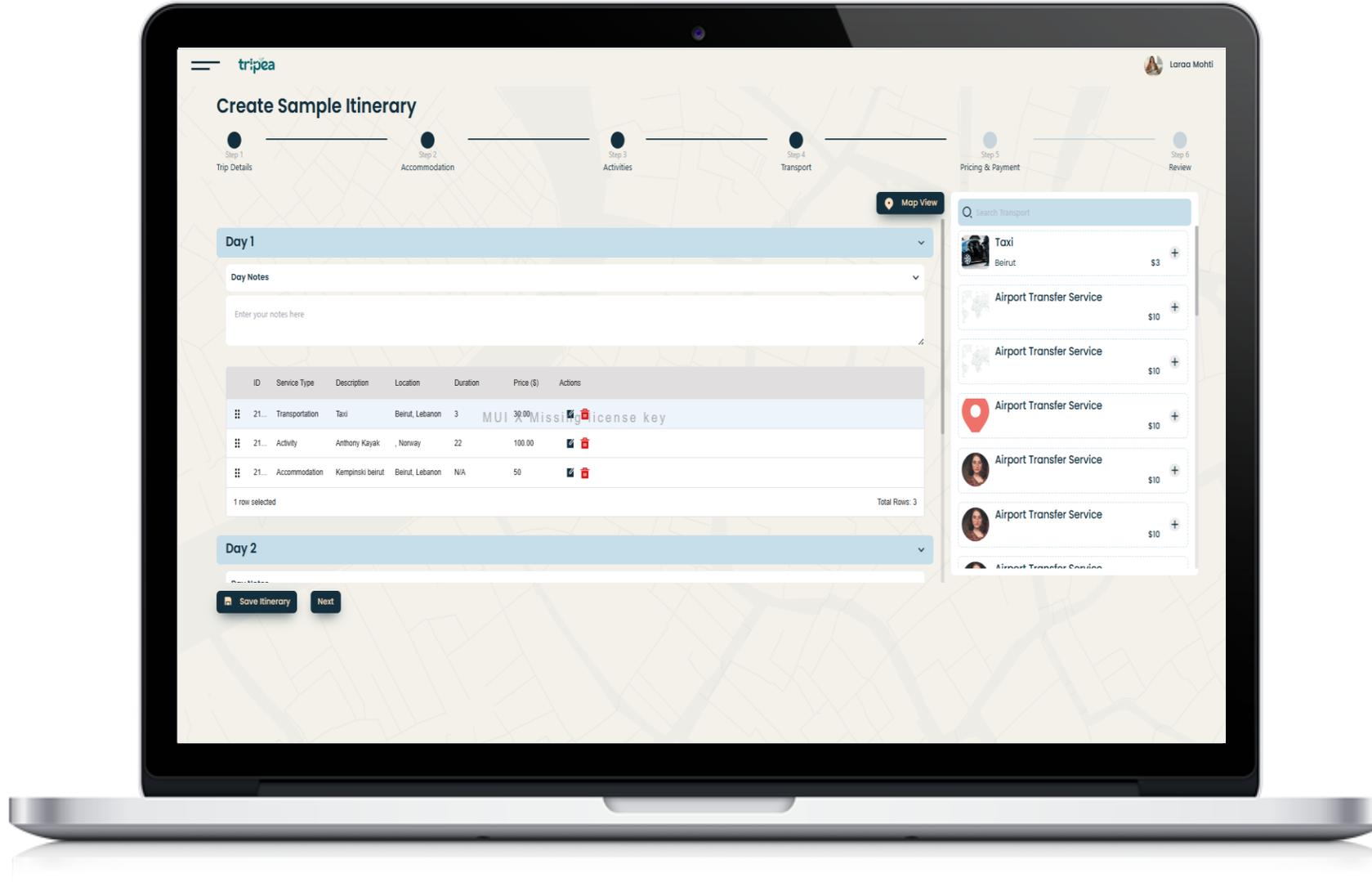


## Story Step

## 6.2.6 Edit/Delete Details on the "Transport" Form

## Description

View, Edit, or Delete details on the Transport Form to manage and update transportation information for the trip.

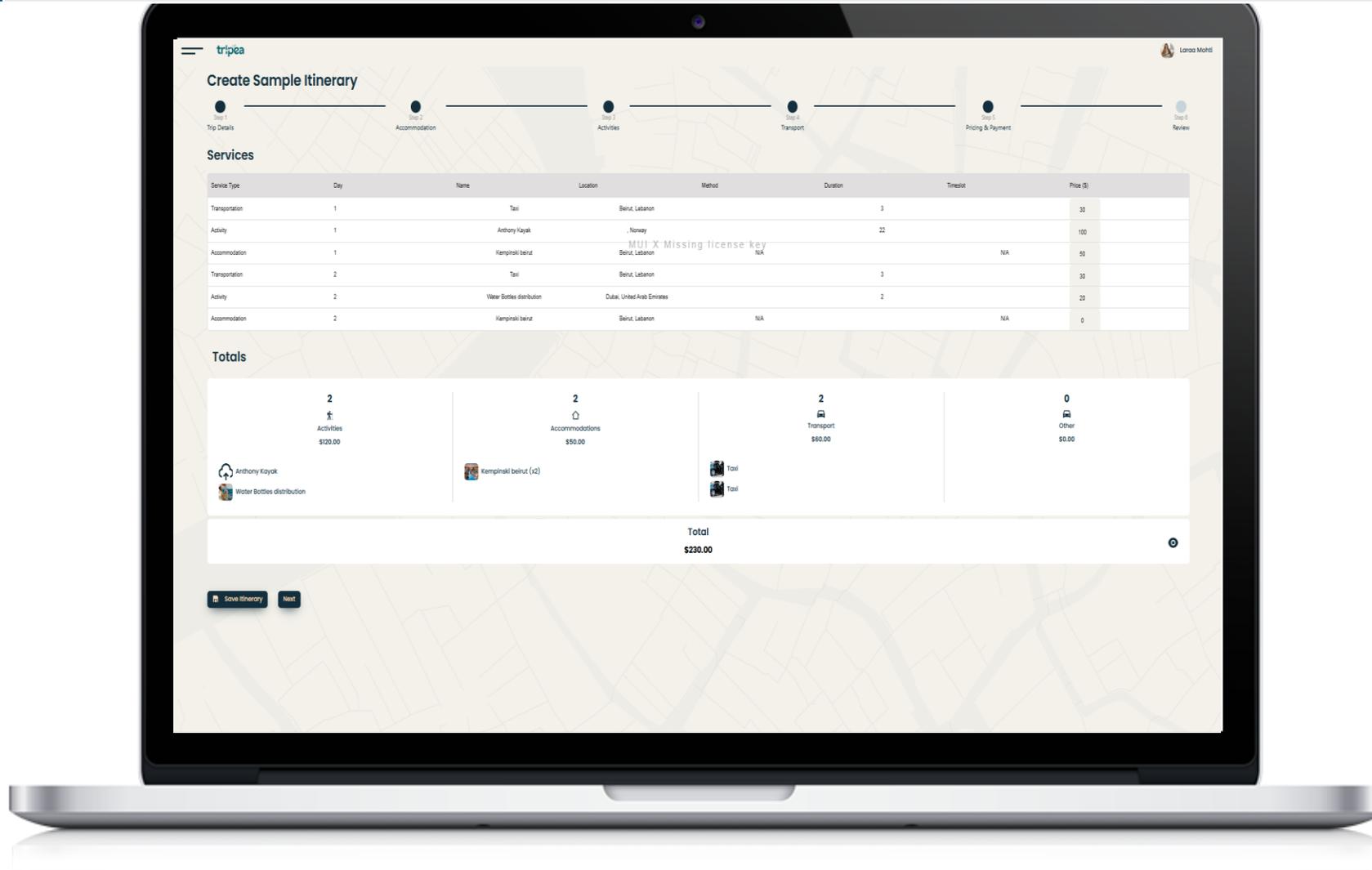


## Story Step

## Description

### 6.2.7 View the "Pricing and Payment" Page

View the Pricing and Payment page to see a detailed breakdown of services like accommodation, transportation, and activities, including name, location, method, duration, timeslot, and price (\$). Below, a totals section summarizes costs per category and provides the overall trip total. You can also hide the total price by clicking on the Eye Icon.



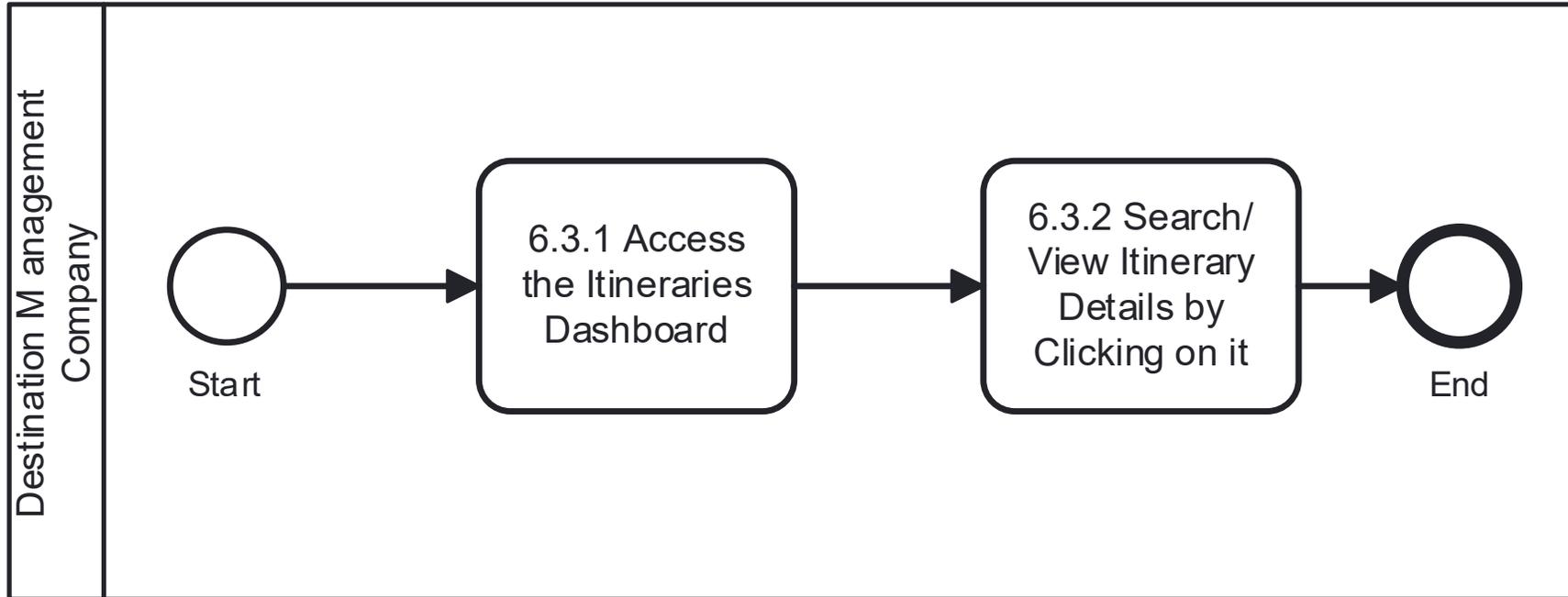


Epic Name

Itineraries

Story

6.3 View Itinerary



<b>Epic Name</b>	<b>Itineraries</b>
<b>Story</b>	6.3 View Itinerary

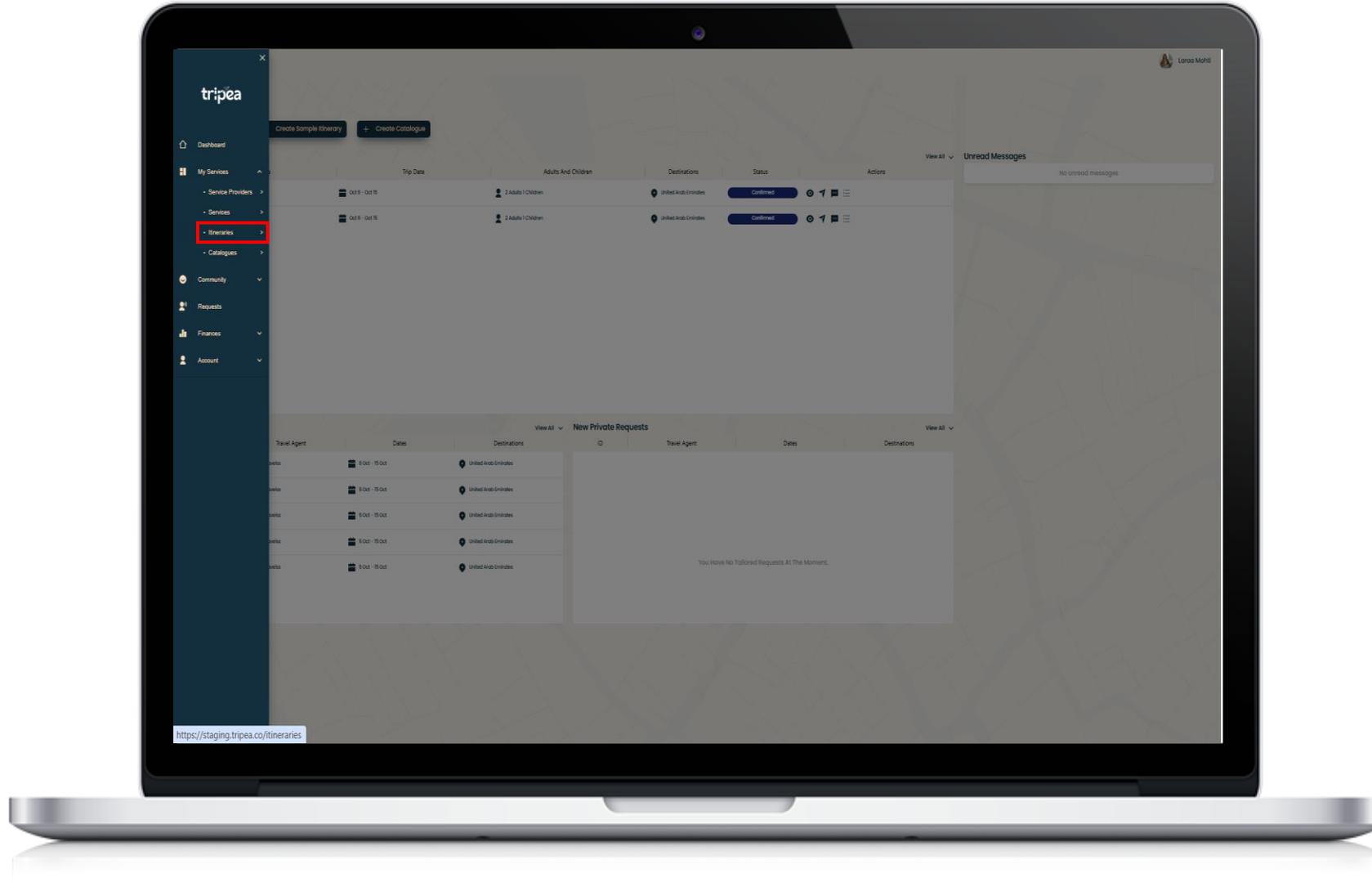
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
6.3.1	Access the Itineraries Dashboard	To access the itineraries, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.
6.3.2	Search/ View Itinerary Details by Clicking on it	Click on an itinerary to view its full details in a side tab on the right. The tab will display comprehensive trip information, including accommodation, activities, services, service providers, and pricing.

## Story Step

### 6.3.1 Access the Itineraries Dashboard

## Description

To access the itineraries, click on the sidebar menu, then scroll down to My Services and click on it. Next, scroll down to the Services section and click on it to view the available options.

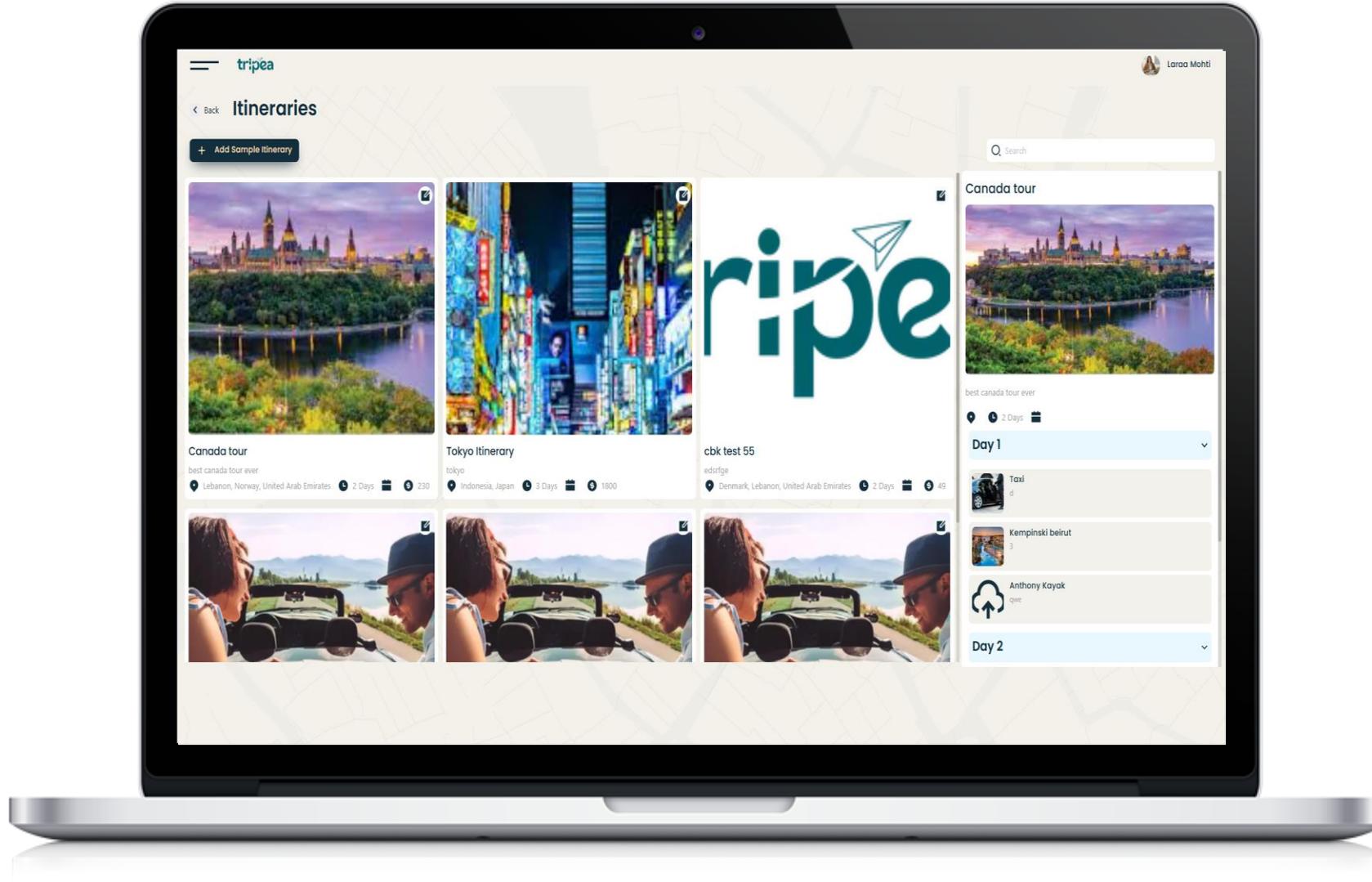


## Story Step

## Description

### 6.3.2 Search/ View Itinerary Details by Clicking on it

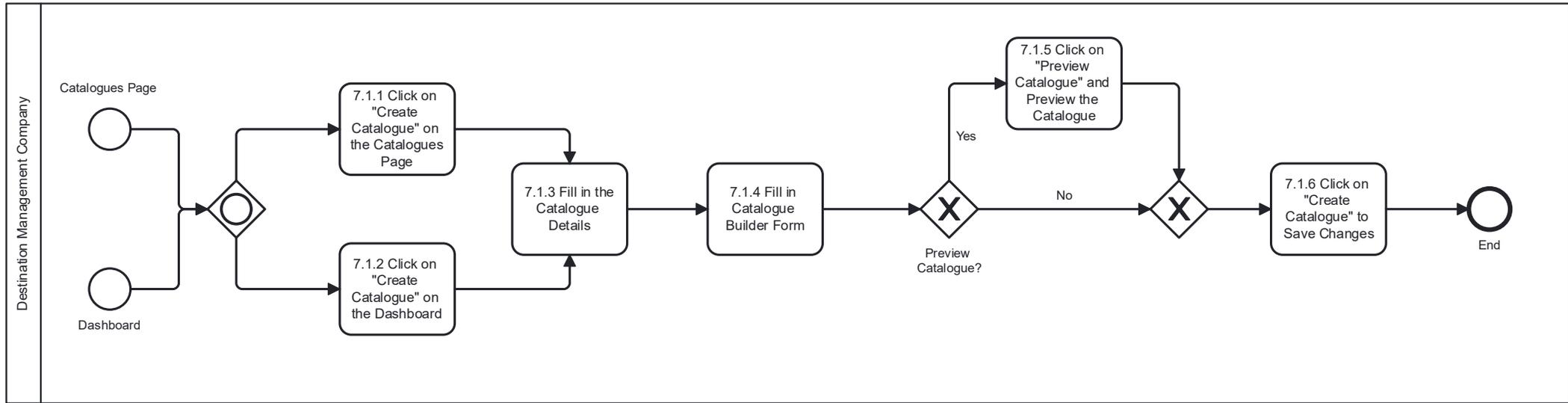
Search and click on an itinerary to view its full details in a side tab on the right. The tab will display comprehensive trip information, including accommodation, activities, services, service providers, and pricing.



# Epic 7: Catalogue

## **Stories:**

- ❖ 7.1 Create Catalogue
- ❖ 7.2 Edit Catalogue
- ❖ 7.3 View Catalogues
- ❖ 7.4 View Single Catalogue
- ❖ 7.5 Publish Catalogue



<b>Epic Name</b>	<b>Catalogue</b>
<b>Story</b>	7.1 Create Catalogue

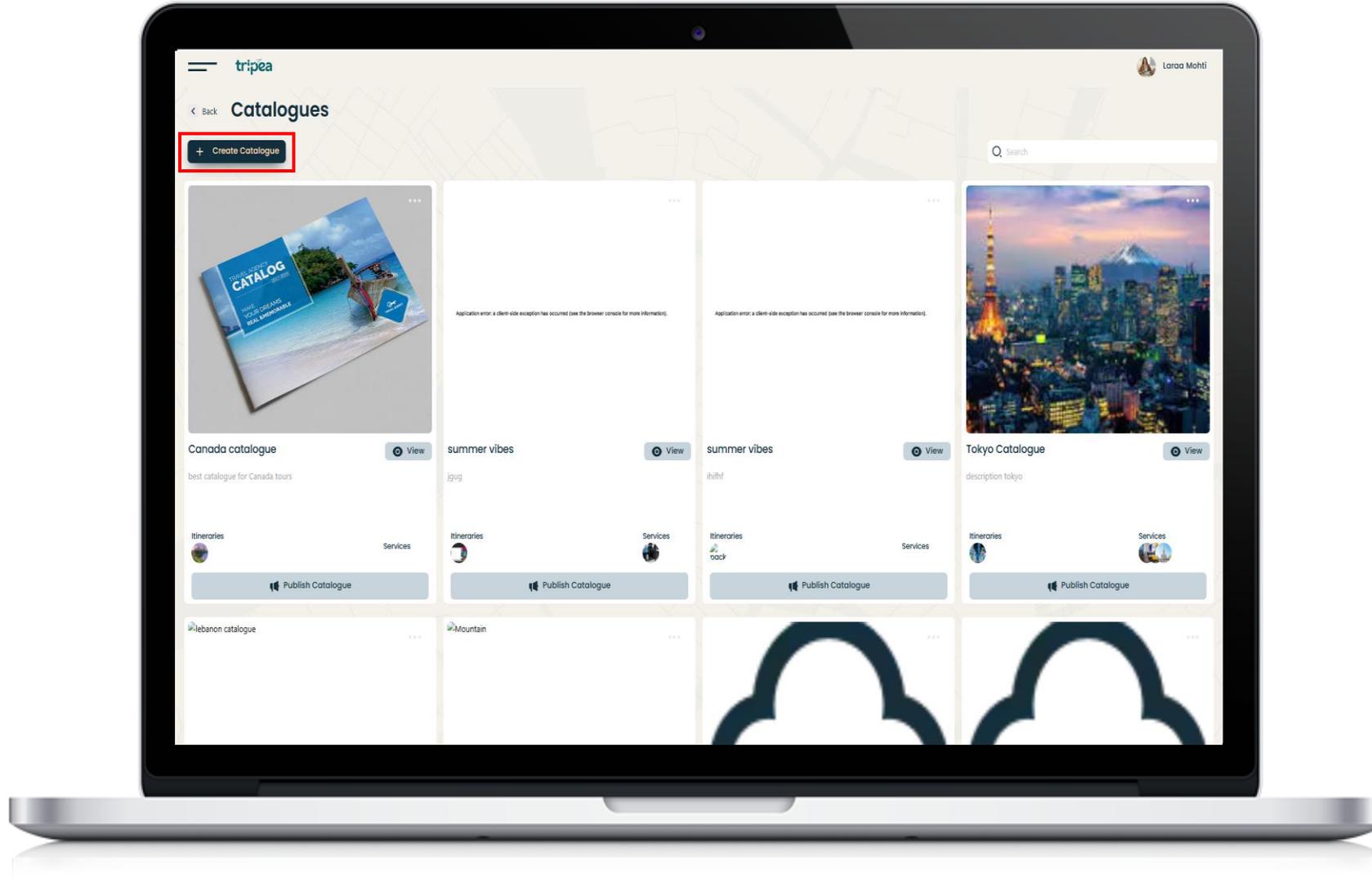
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
7.1.1	Click on "Create Catalogue" on the Catalogues Page	Click on "Create Catalogue" on the Catalogues Page to initiate a new catalogue creation process, allowing you to define and structure interactions within the selected catalogue.
7.1.2	Click on "Create Catalogue" on the Dashboard	Click on "Create Catalogue" on the Catalogues Page to initiate a new catalogue creation process, allowing you to define and structure interactions within the selected catalogue.
7.1.3	Fill in the Catalogue Details	Fill in the Catalogue Details by inputting information such as name, description, and adding a picture to the front cover of the Catalogue.
7.1.4	Fill in the Catalogue Builder Form	Use the Catalogue Builder Form to input itineraries or services by clicking their corresponding tabs and then "+" to add them to the catalogue, structuring them to create a well-organized and comprehensive catalogue.
7.1.5	Preview the Catalogue	Click on "Preview Catalogue" to review the catalogue layout and contents before finalizing it.
7.1.6	Click on "Create Catalogue" to Save Changes	Click on "Create Catalogue" to finalize and save your catalogue with the added itineraries or services.

## Story Step

### 7.1.1 Click on "Create Catalogue" on the Catalogues Page

## Description

Click on "Create Catalogue" on the Catalogues Page to initiate a new catalogue creation process, allowing you to define and structure interactions within the selected catalogue.

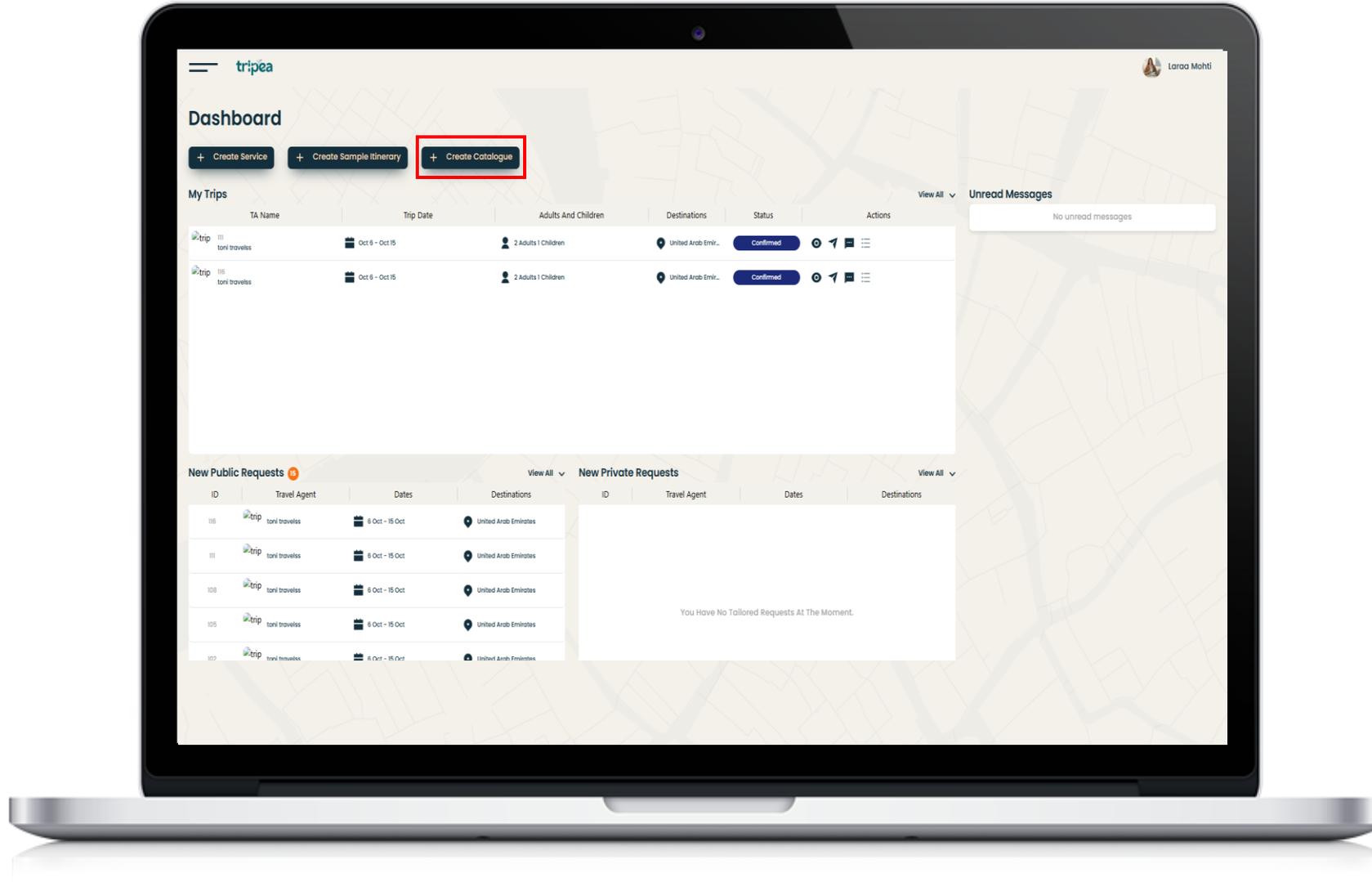


## Story Step

## 7.1.2 Click on "Create Catalogue" on the Dashboard

## Description

Click on "Create Catalogue" on the Catalogues Page to initiate a new catalogue creation process, allowing you to define and structure interactions within the selected catalogue.

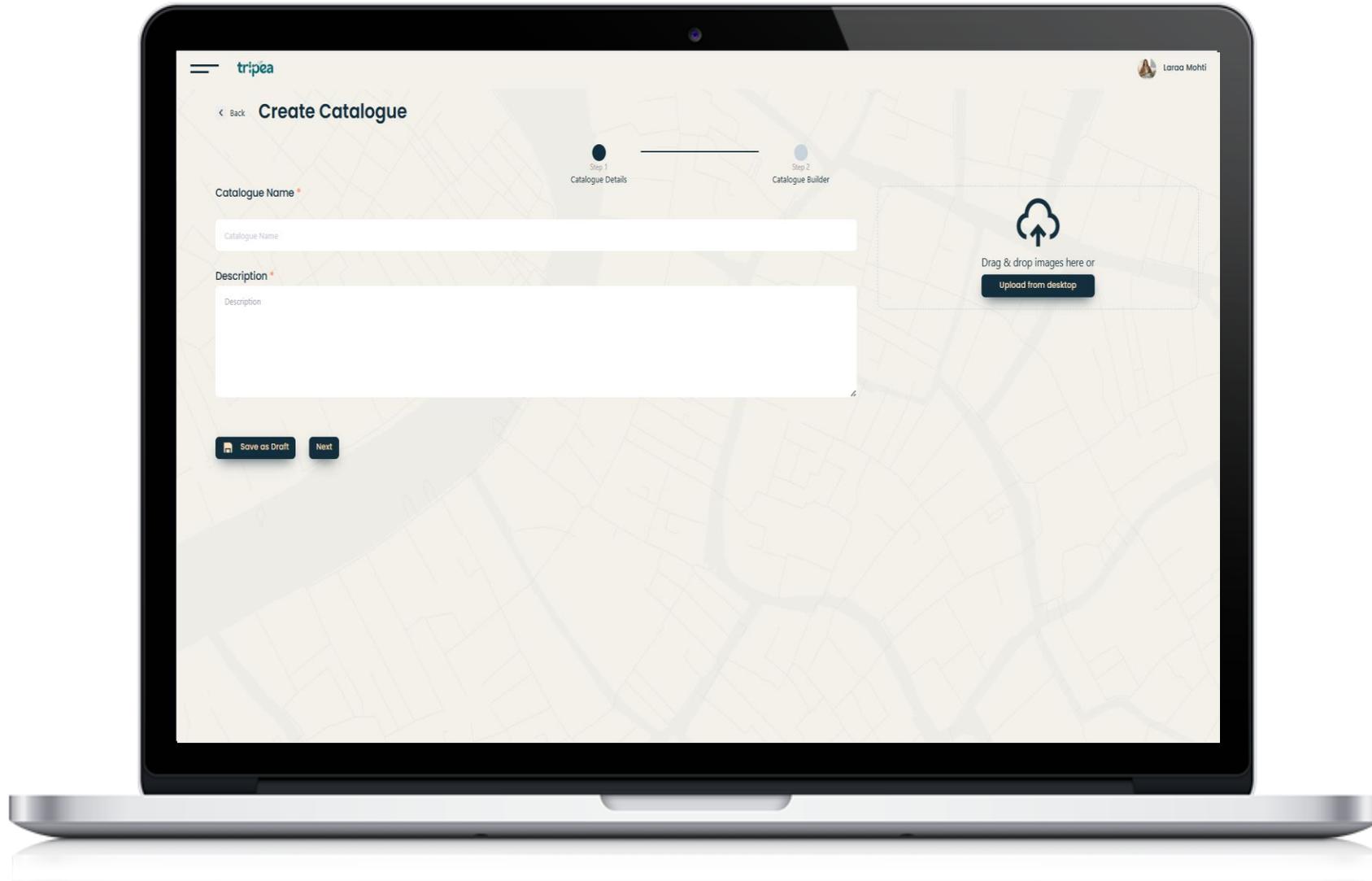


## Story Step

### 7.1.3 Fill in the Catalogue Details

## Description

Fill in the Catalogue Details by inputting information such as name, description, and adding a picture to the front cover of the Catalogue.

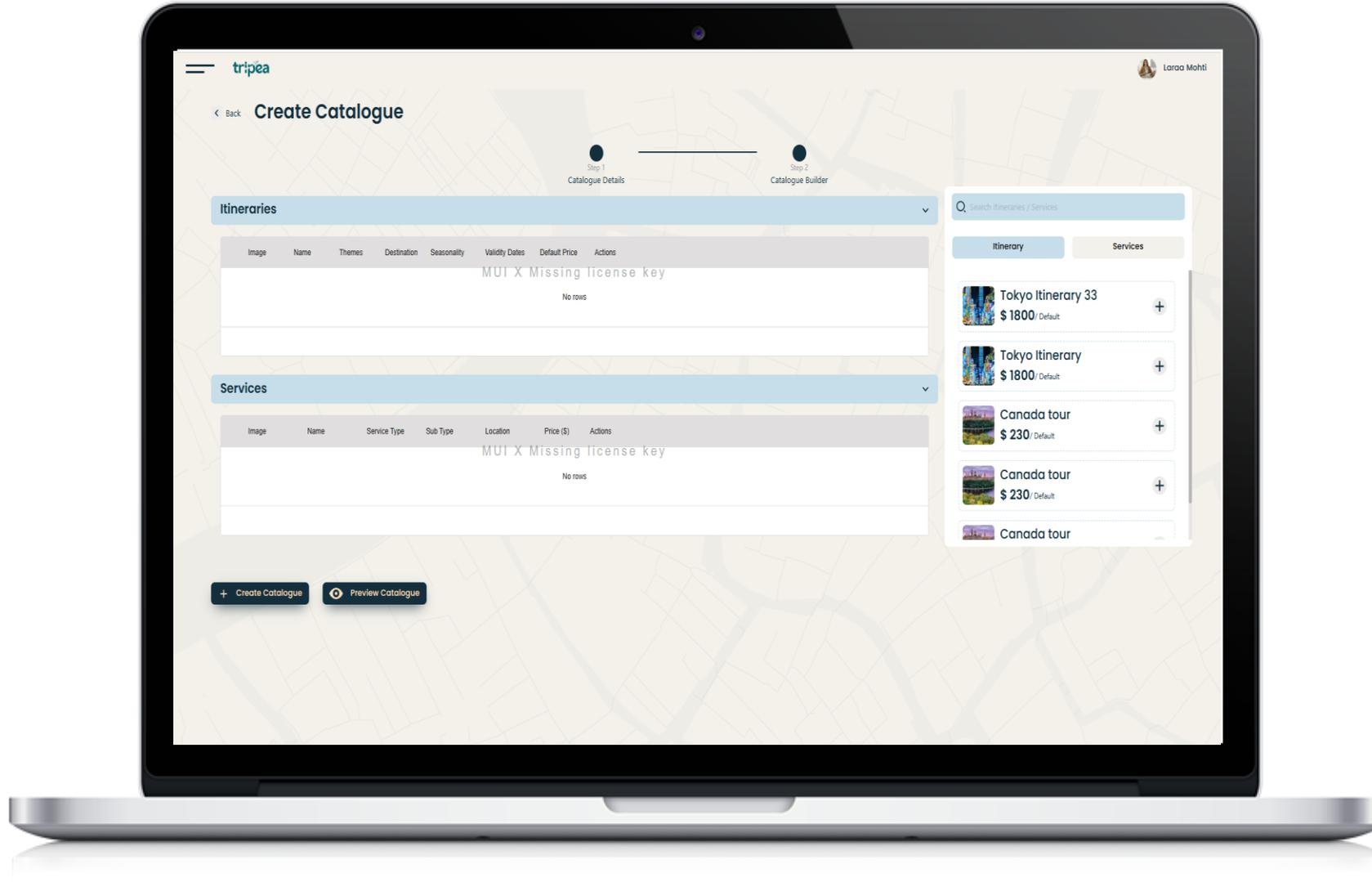


## Story Step

### 7.1.4 Fill in the Catalogue Builder Form

## Description

Use the Catalogue Builder Form to input itineraries or services by clicking their corresponding tabs and then "+" to add them to the catalogue, structuring them to create a well-organized and comprehensive catalogue.

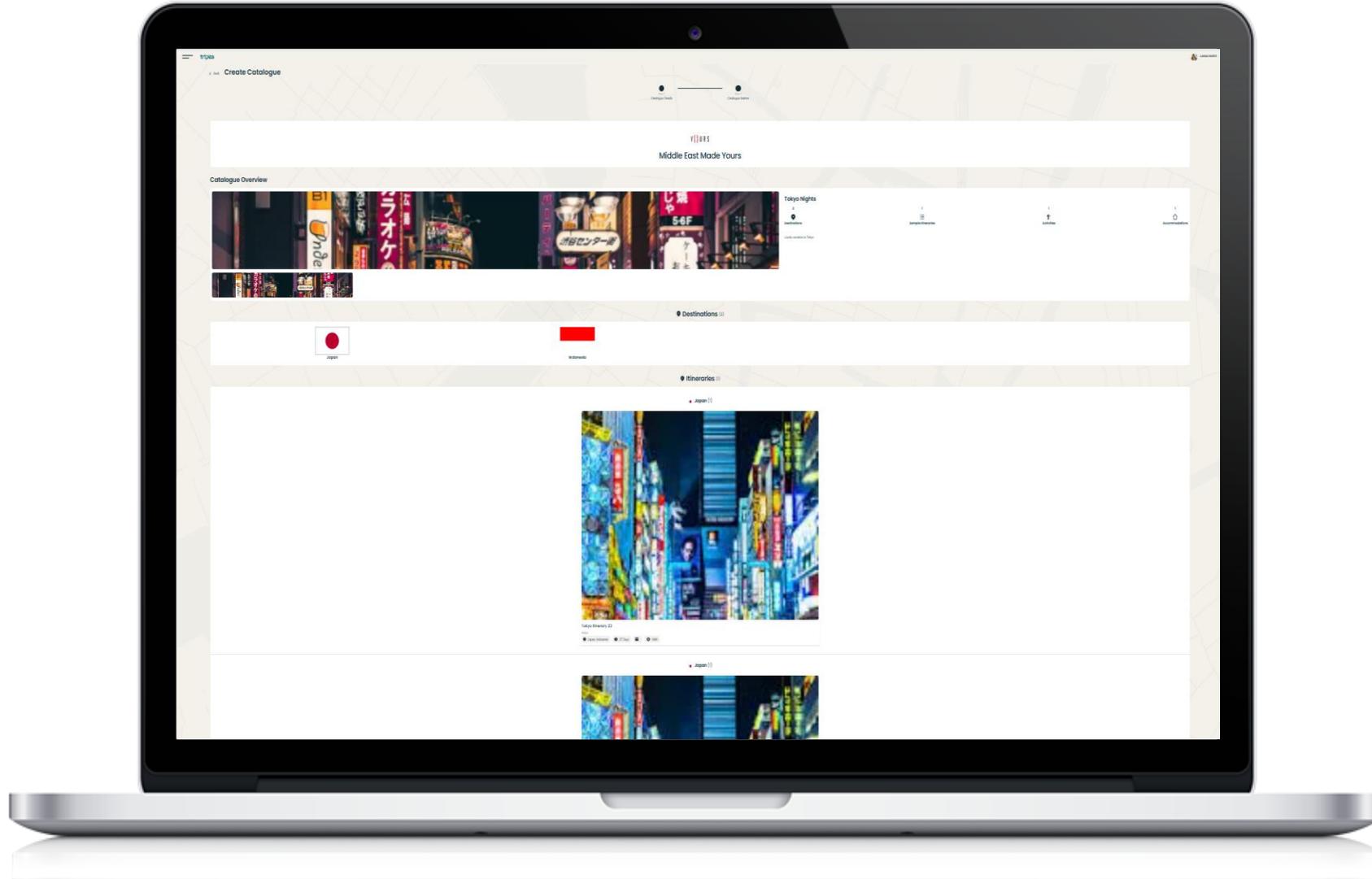


## Story Step

### 7.1.5 Preview the Catalogue

## Description

Click on "Preview Catalogue" to review the catalogue layout and contents before finalizing it.

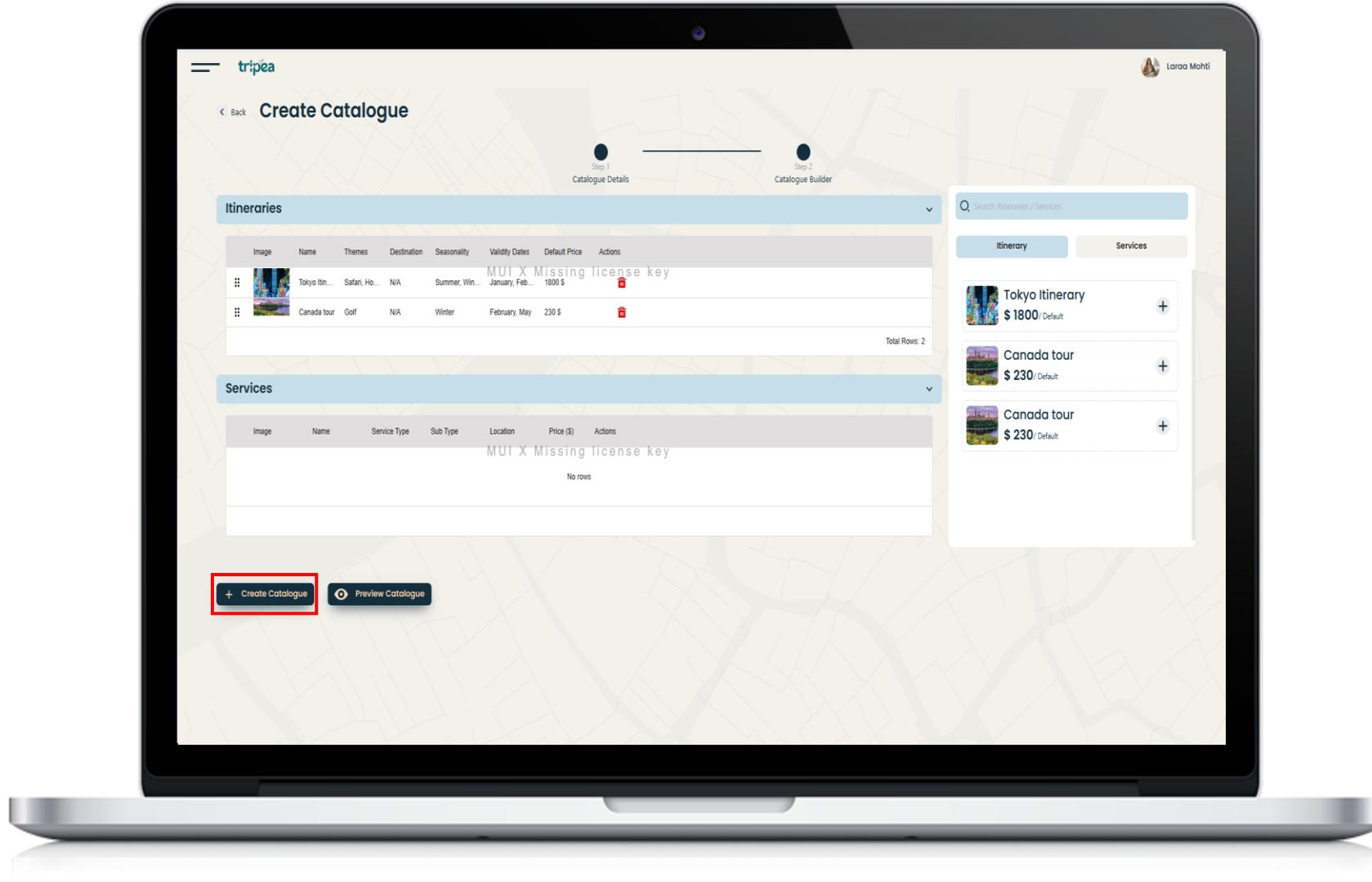


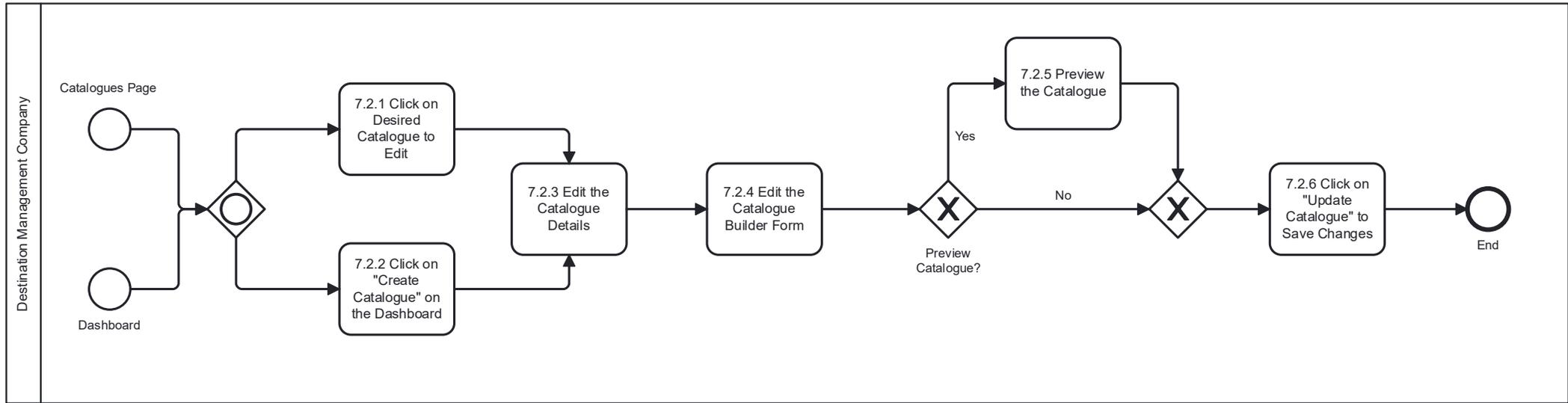
## Story Step

## 7.1.6 Click on "Create Catalogue" to Save Changes

## Description

Click on "Create Catalogue" to finalize and save your catalogue with the added itineraries or services.





<b>Epic Name</b>	<b>Catalogue</b>
<b>Story</b>	7.2 Edit Catalogue

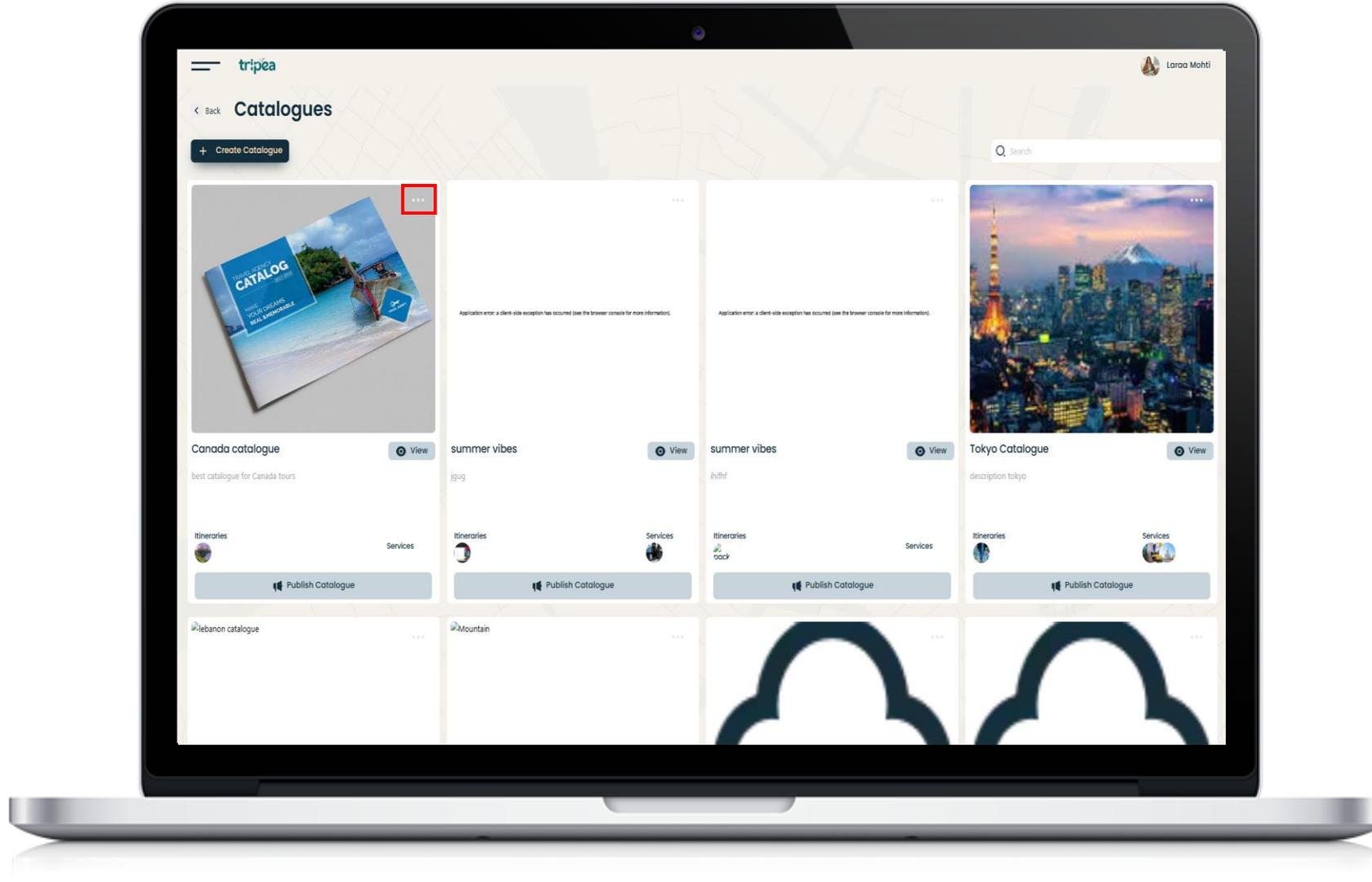
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
7.2.1	Click on Desired Catalogue to Edit	The DMC clicks on the catalogue they wish to edit on the Catalogues Page.
7.2.2	Click on "Create Catalogue" on the Dashboard	Click on "Create Catalogue" on the Catalogues Page to initiate a new catalogue creation process, allowing you to define and structure interactions within the selected catalogue.
7.2.3	Edit the Catalogue Details	Fill in the Catalogue Details by inputting information such as name, description, and adding a picture to the front cover of the Catalogue.
7.2.4	Edit the Catalogue Builder Form	Use the Catalogue Builder Form to input itineraries or services by clicking their corresponding tabs and then "+" to add them to the catalogue, structuring them to create a well-organized and comprehensive catalogue. Itineraries/services cannot be left empty, at least one must be added.
7.2.5	Preview the Catalogue	Click on "Preview Catalogue" to review the catalogue layout and contents before finalizing it.
7.2.6	Click on "Update Catalogue" to Save Changes	Click on "Update Catalogue" to finalize and save your catalogue with the added itineraries or services.

## Story Step

## 7.2.1 Click on Desired Catalogue to Edit

## Description

The DMC clicks on the catalogue they wish to edit on the Catalogues Page.

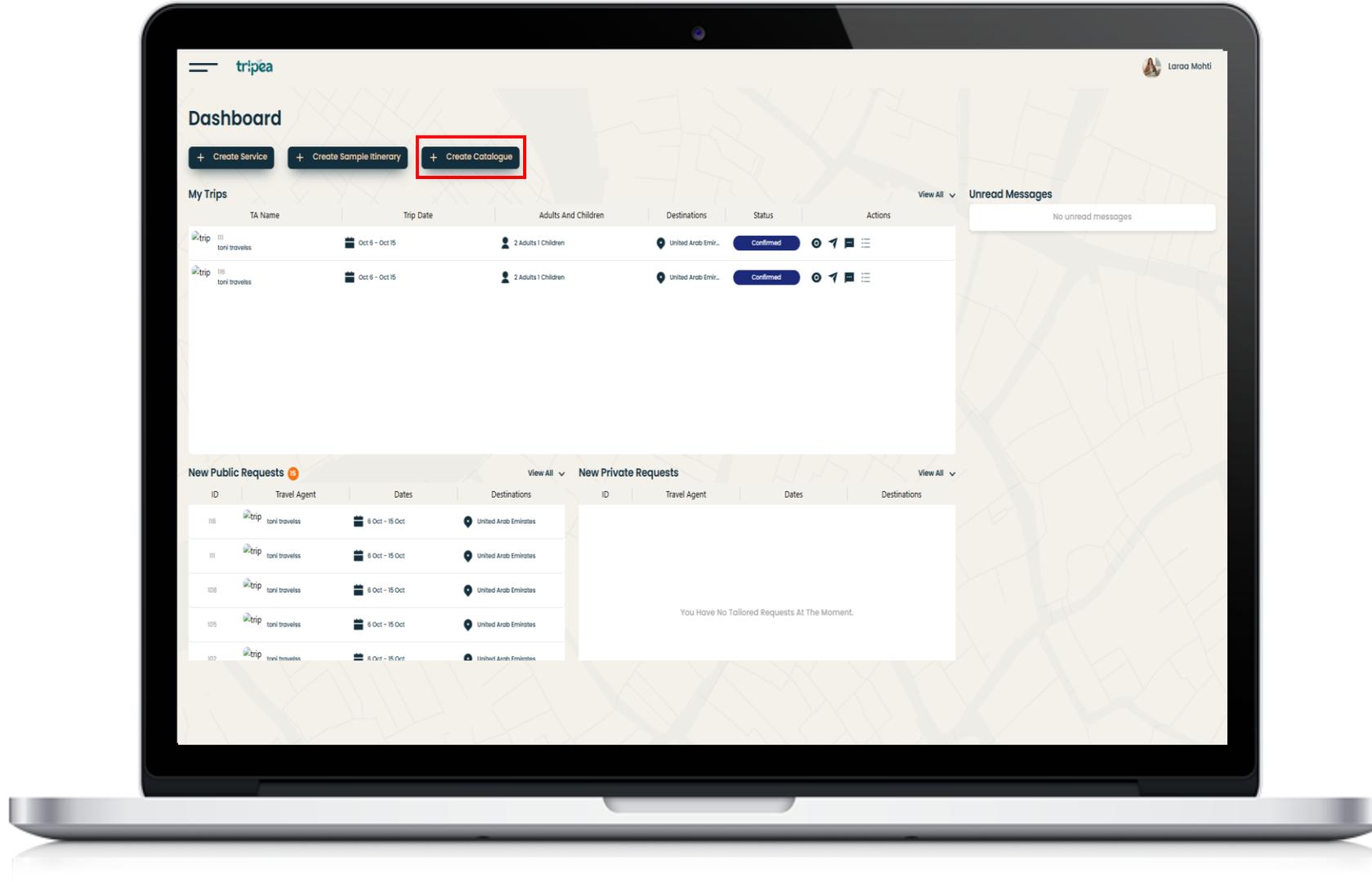


## Story Step

## 7.2.2 Click on "Create Dialogue" on the Dashboard

## Description

Click on "Create Catalogue" on the Catalogues Page to initiate a new catalogue creation process, allowing you to define and structure interactions within the selected catalogue.

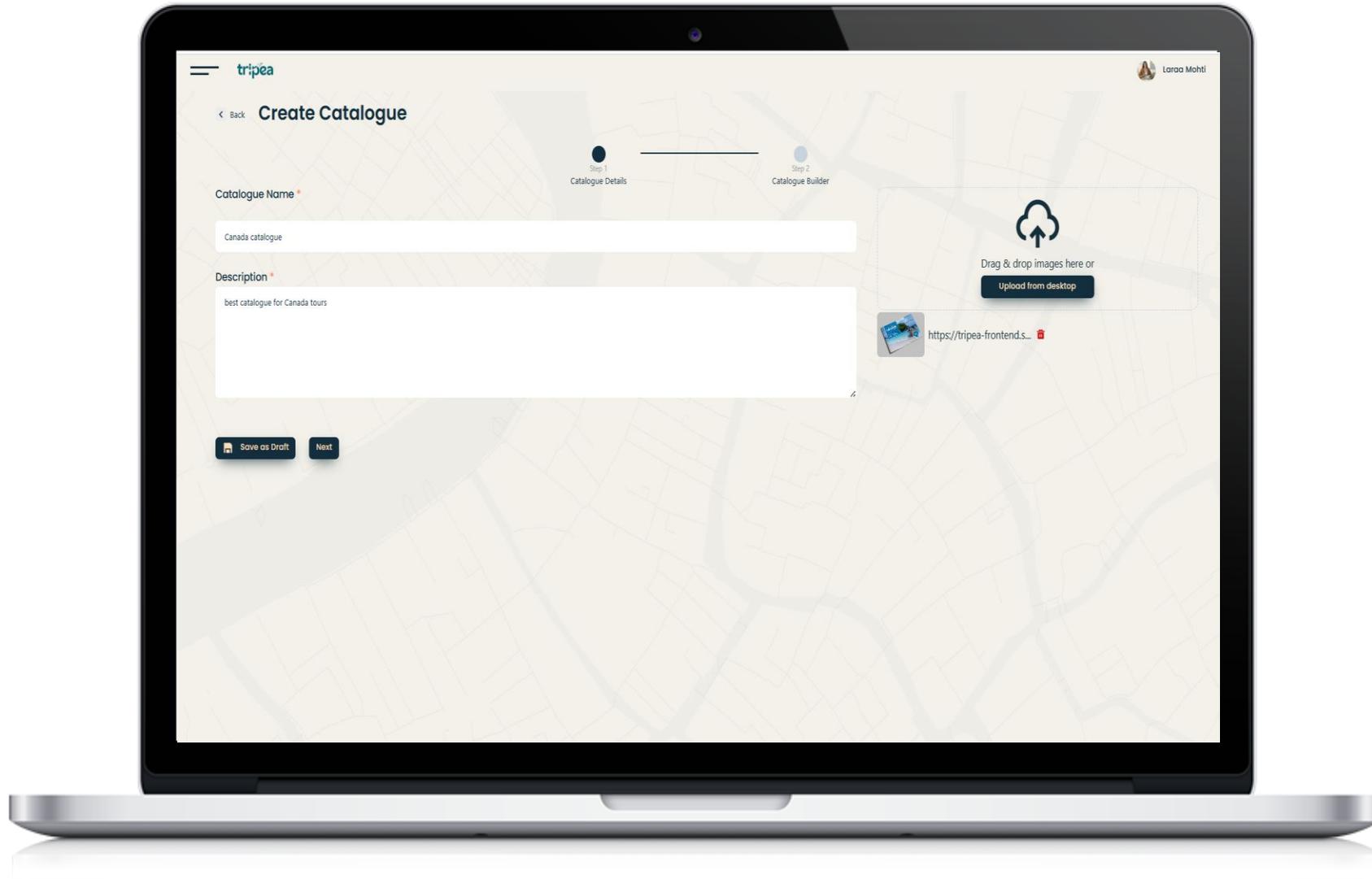


## Story Step

### 7.2.3 Edit the Catalogue Details

## Description

Fill in the Catalogue Details by inputting information such as name, description, and adding a picture to the front cover of the Catalogue.

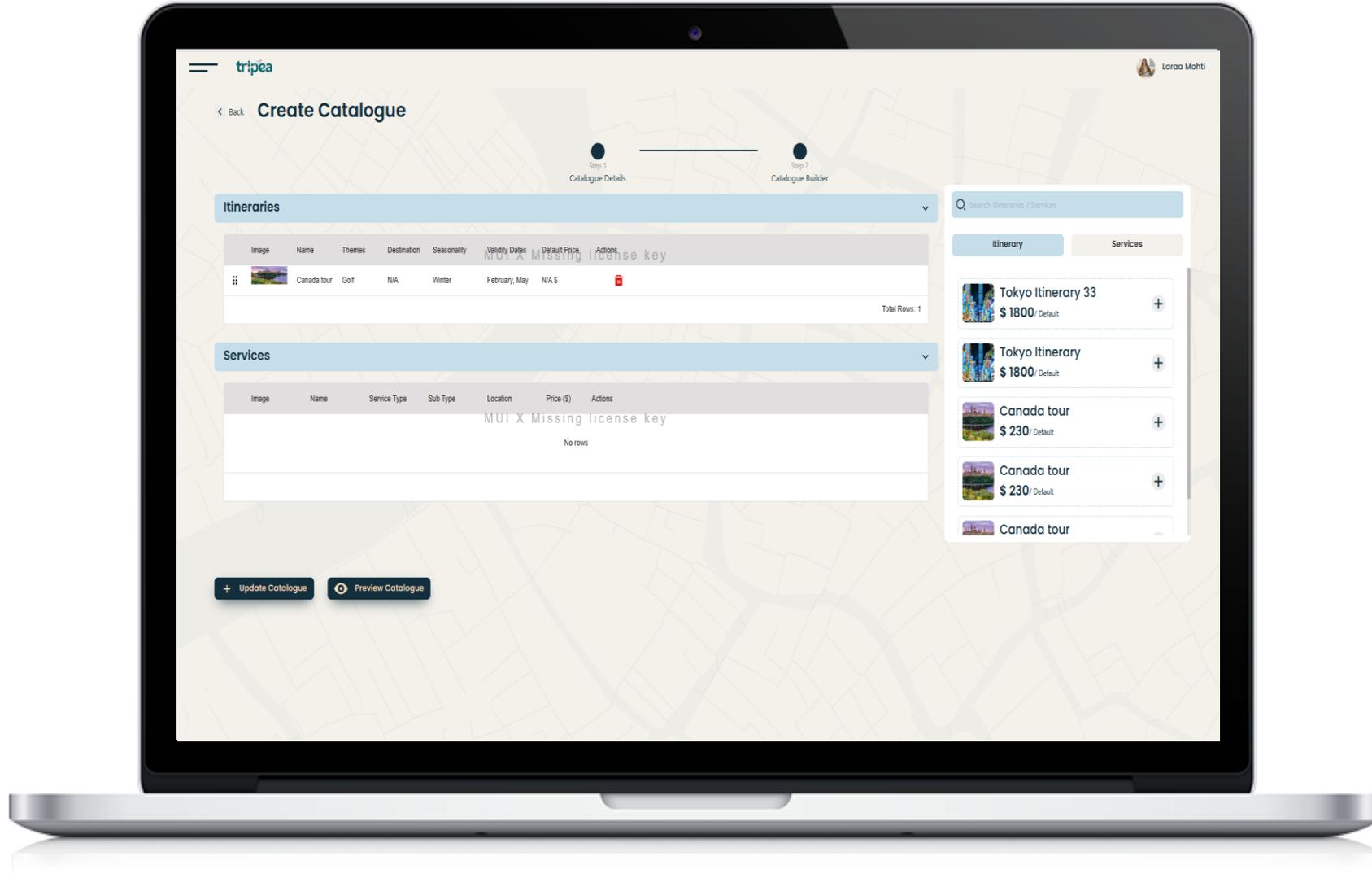


## Story Step

## 7.2.4 Edit the Catalogue Builder Form

## Description

Use the Catalogue Builder Form to input itineraries or services by clicking their corresponding tabs and then "+" to add them to the catalogue, structuring them to create a well-organized and comprehensive catalogue. Itineraries/services cannot be left empty, at least one must be added.

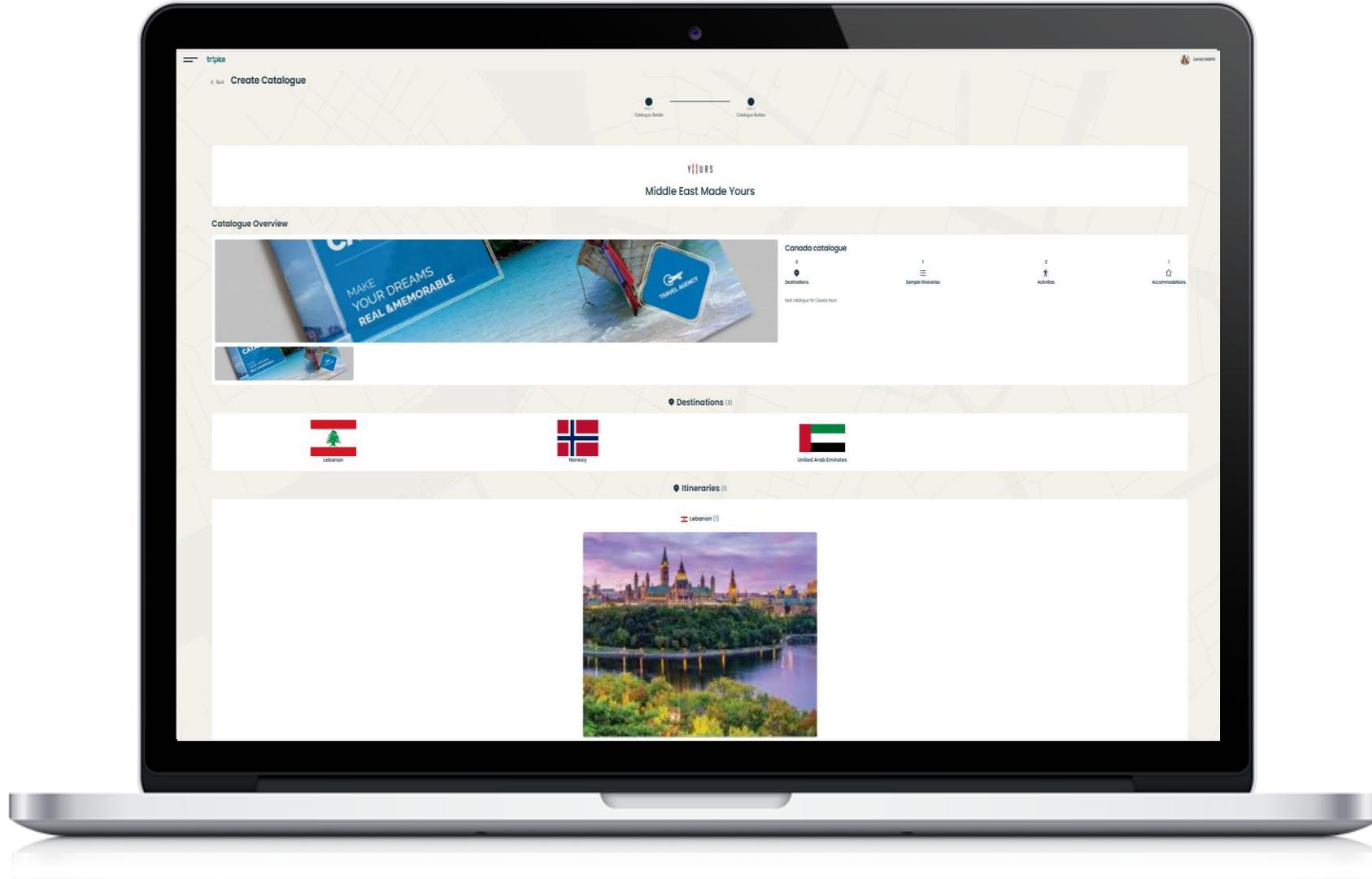


## Story Step

## 7.2.5 Preview the Catalogue

## Description

Click on "Preview Catalogue" to review the catalogue layout and contents before finalizing it.

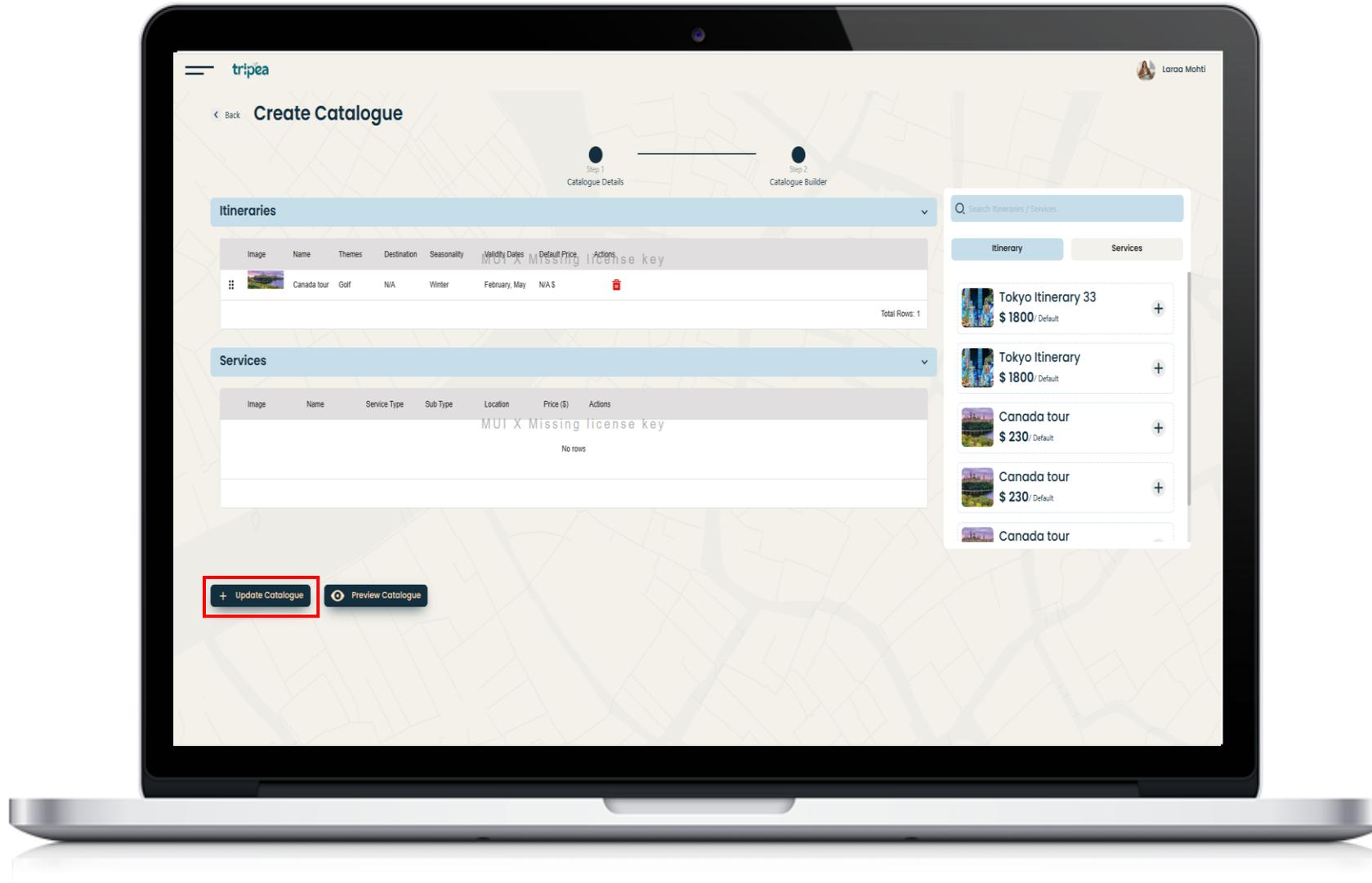


## Story Step

## 7.2.6 Click on "Update Catalogue" to Save Changes

## Description

Click on "Update Catalogue" to finalize and save your catalogue with the added itineraries or services.

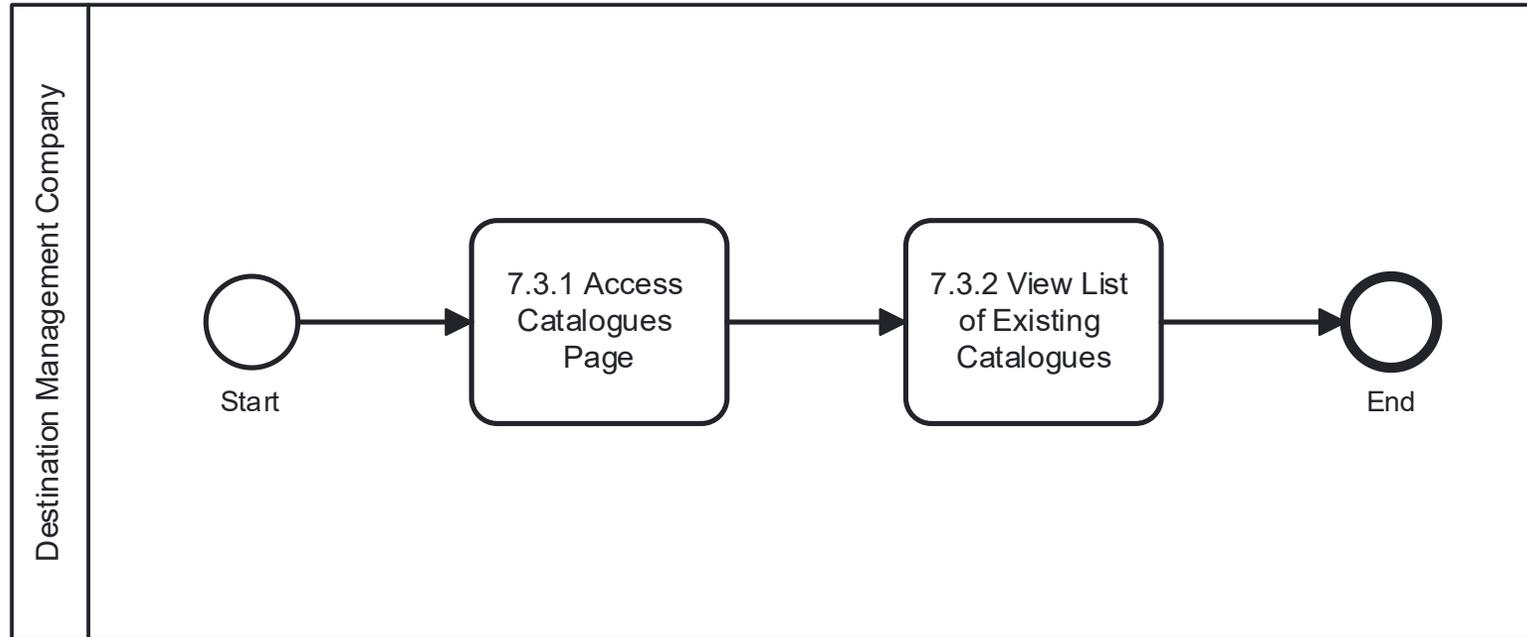


Epic Name

Catalogue

Story

7.3 View Catalogues



<b>Epic Name</b>	<b>Catalogue</b>
<b>Story</b>	7.3 View Catalogues

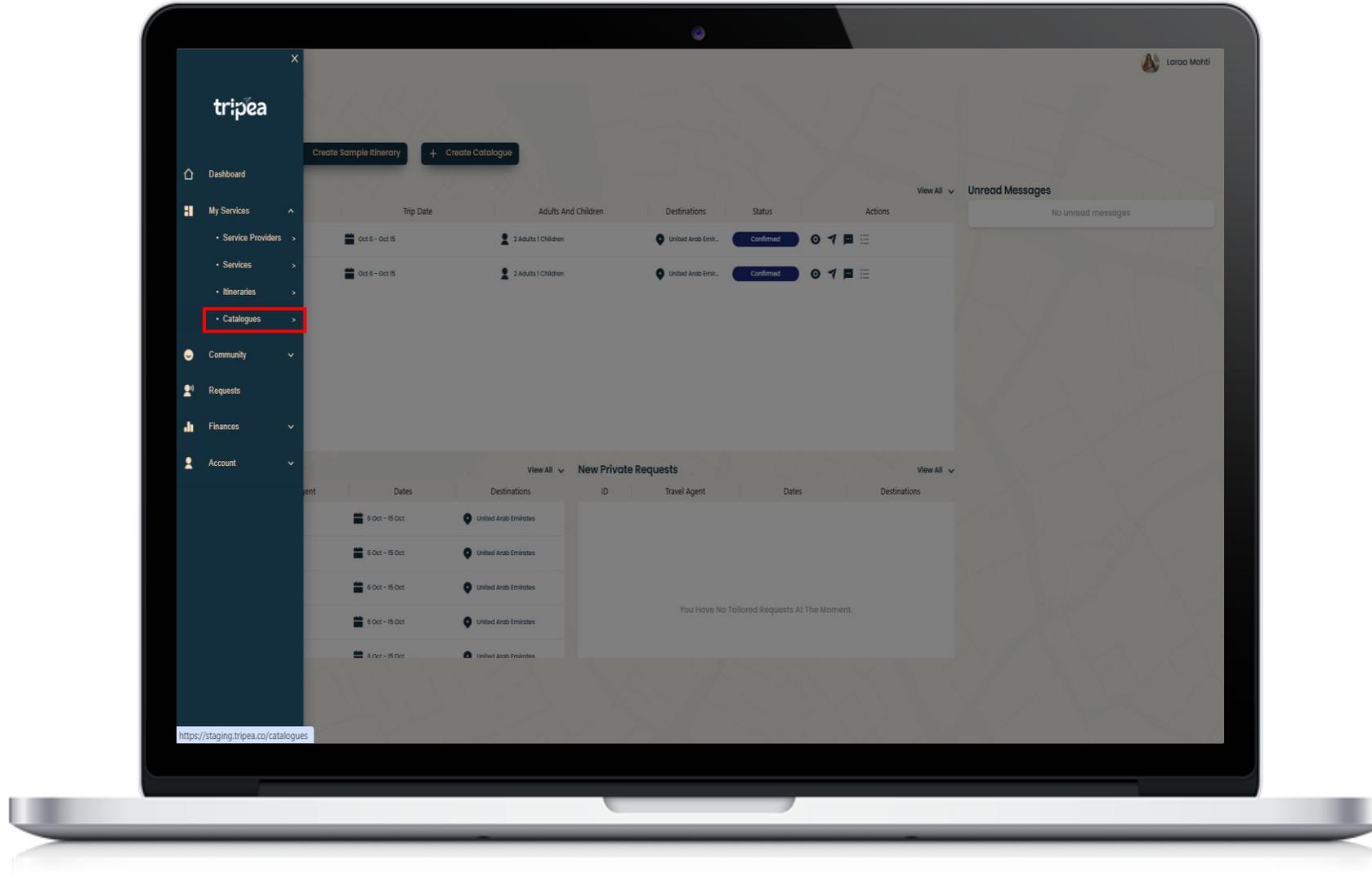
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
7.3.1	Access Catalogues Page	After opening the sidebar, click on "Catalogues" to access the catalogues page.
7.3.2	View List of Existing Catalogues	View the list of catalogues that have already been made.

## Story Step

### 7.3.1 Access Catalogues Page

## Description

After opening the sidebar, click on "Catalogues" to access the catalogues page.

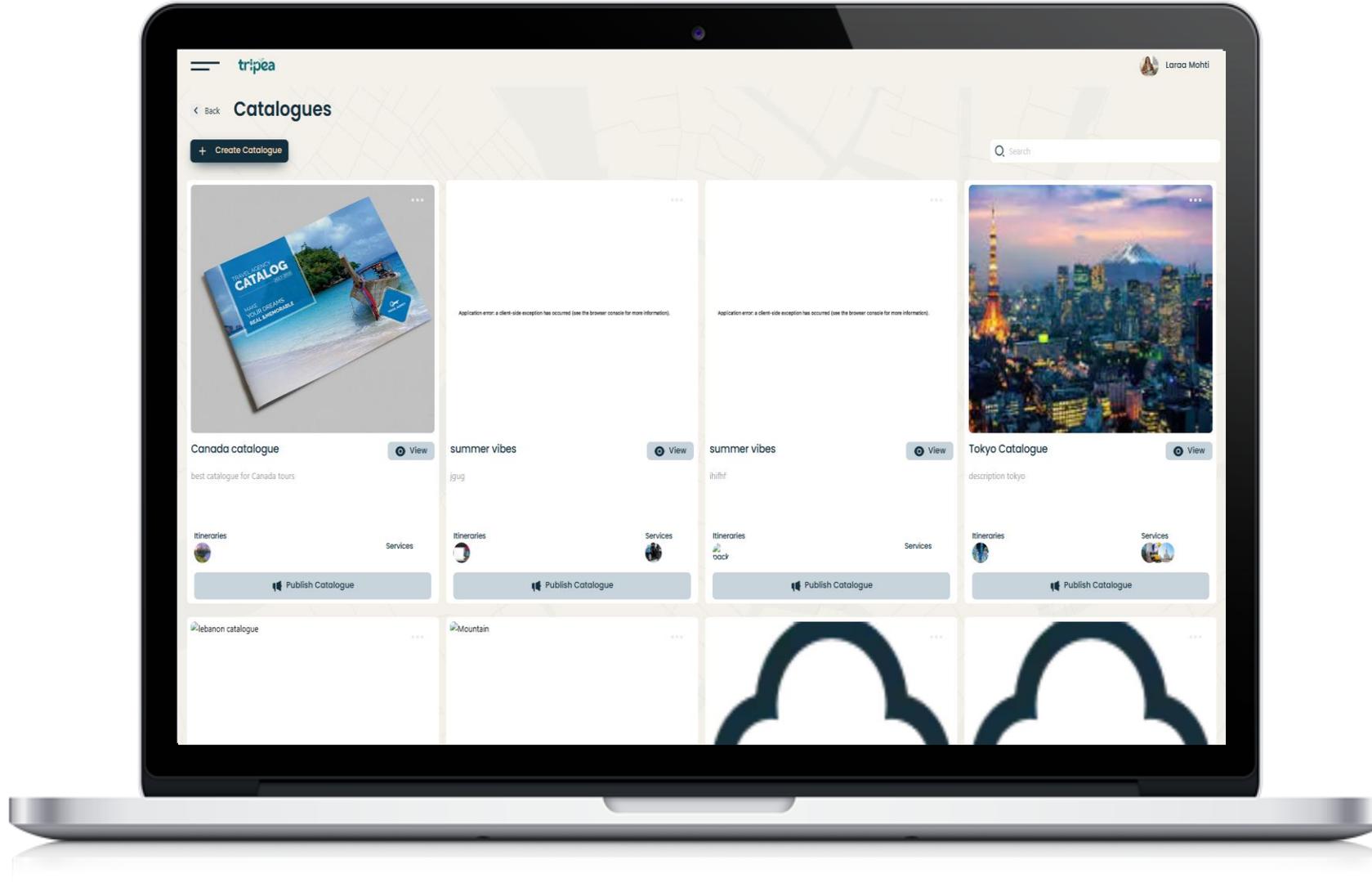


## Story Step

## 7.3.2 View List of Existing Catalogues

## Description

View the list of catalogues that have already been made.

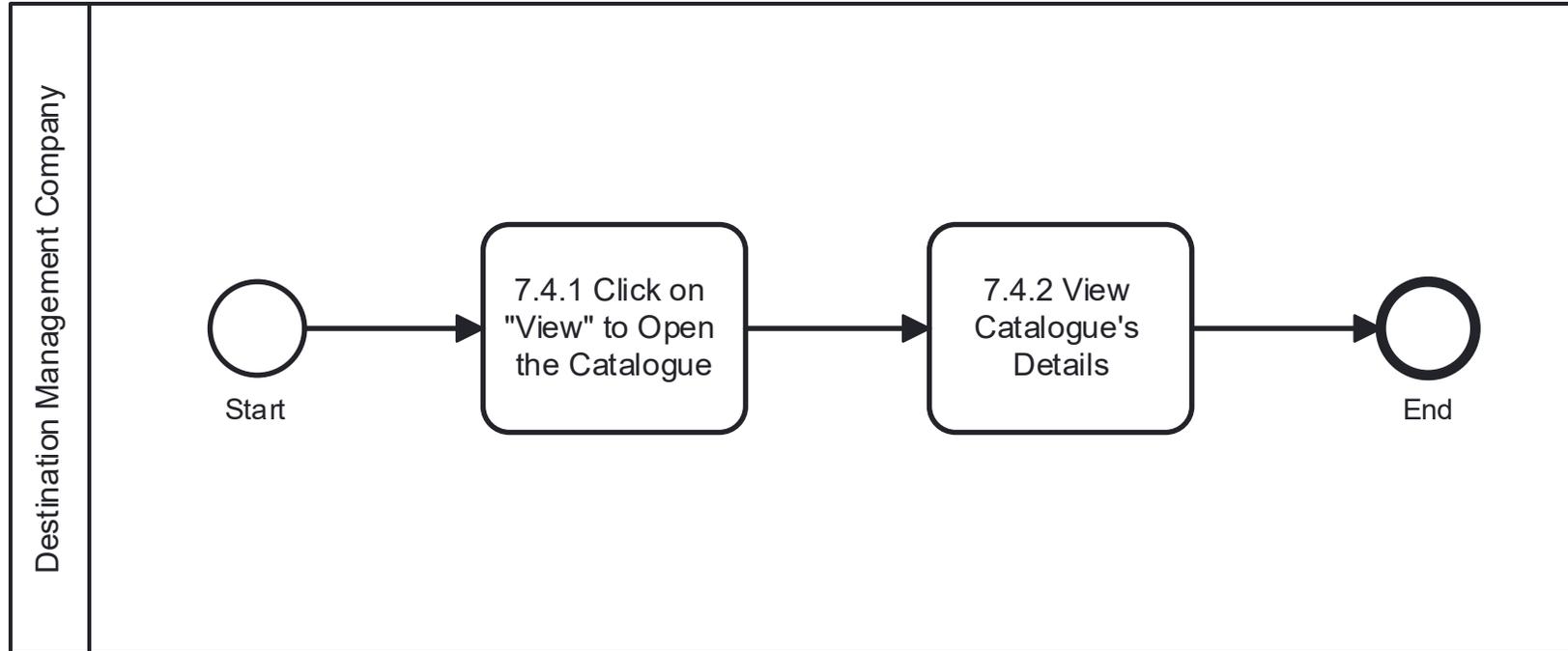


Epic Name

Catalogue

Story

7.4 View Single Catalogue



<b>Epic Name</b>	<b>Catalogue</b>
<b>Story</b>	7.4 View Single Catalogue

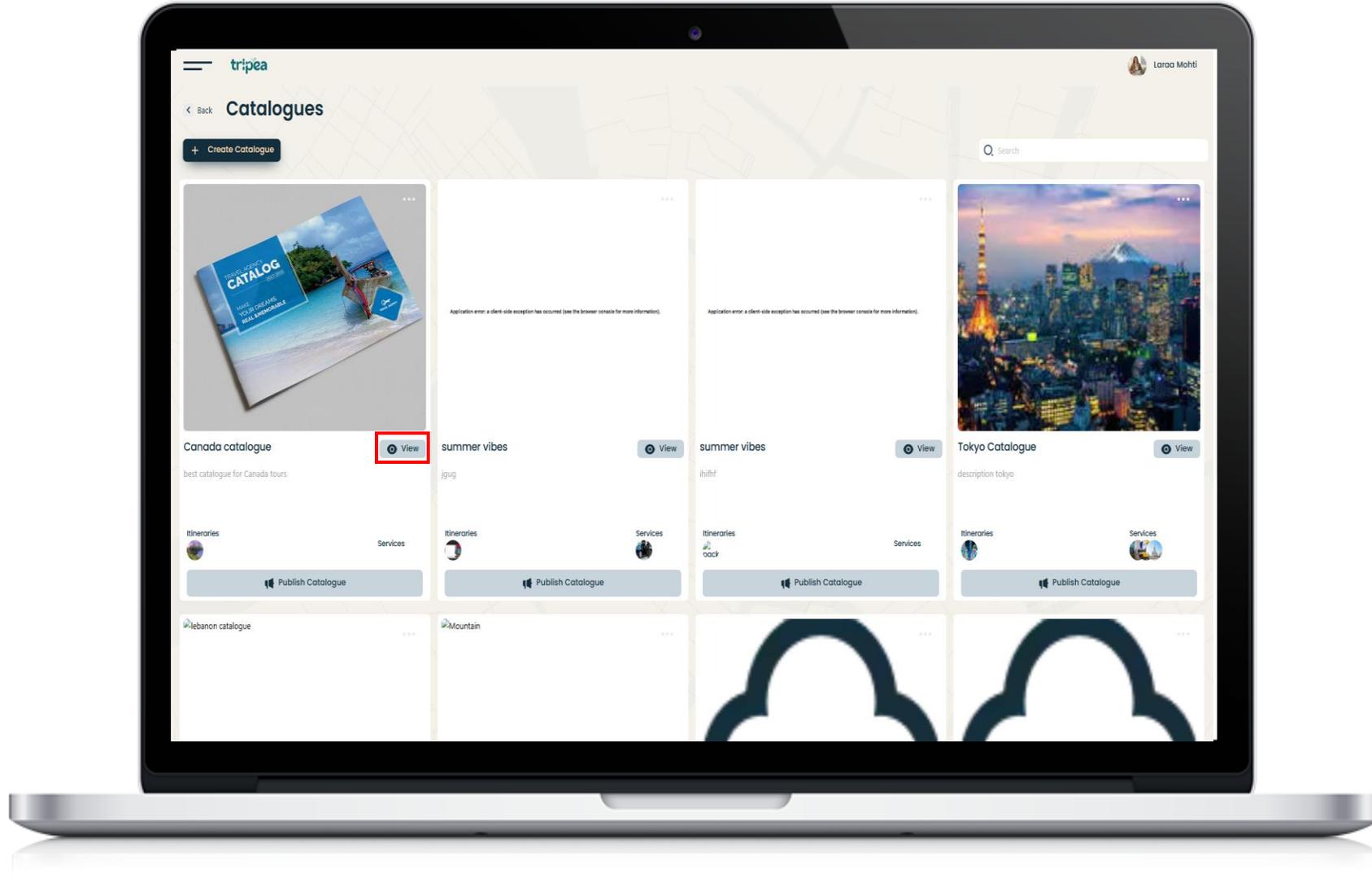
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
7.4.1	Click on "View" to Open the Catalogue	After landing on the catalogues page and viewing the list of existing catalogues, the DMC can click on the "View" button to open a specific catalogue.
7.4.2	View Catalogue's Details	Details about the catalogue can be seen which include itineraries, activities, accommodations, location.

## Story Step

### 7.4.1 Click on "View" to Open the Catalogue

## Description

After landing on the catalogues page and viewing the list of existing catalogues, the DMC can click on the "View" button to open a specific catalogue.

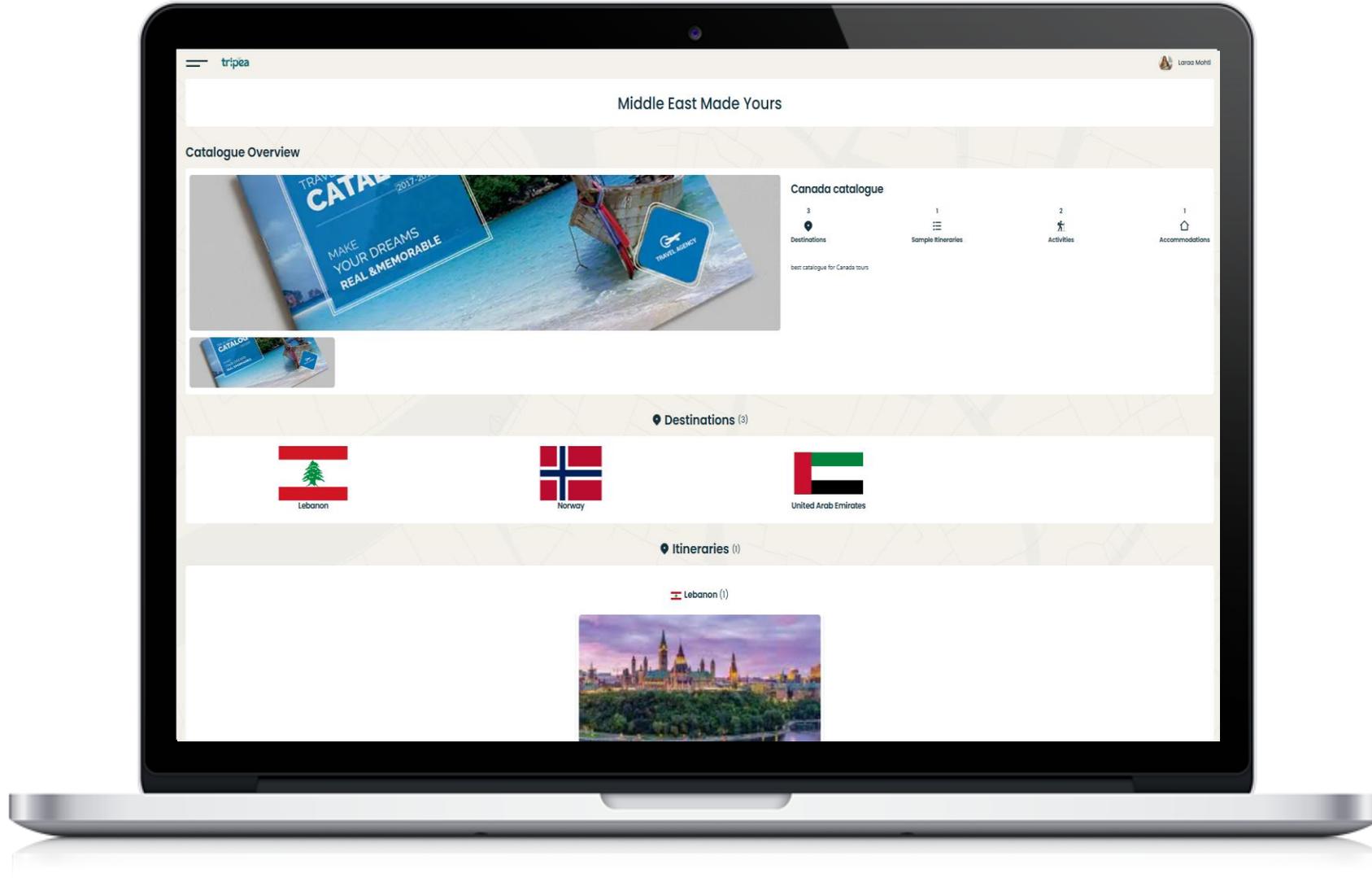


## Story Step

## 7.4.2 View Catalogue's Details

## Description

Details about the catalogue can be seen which include itineraries, activities, accommodations, location.

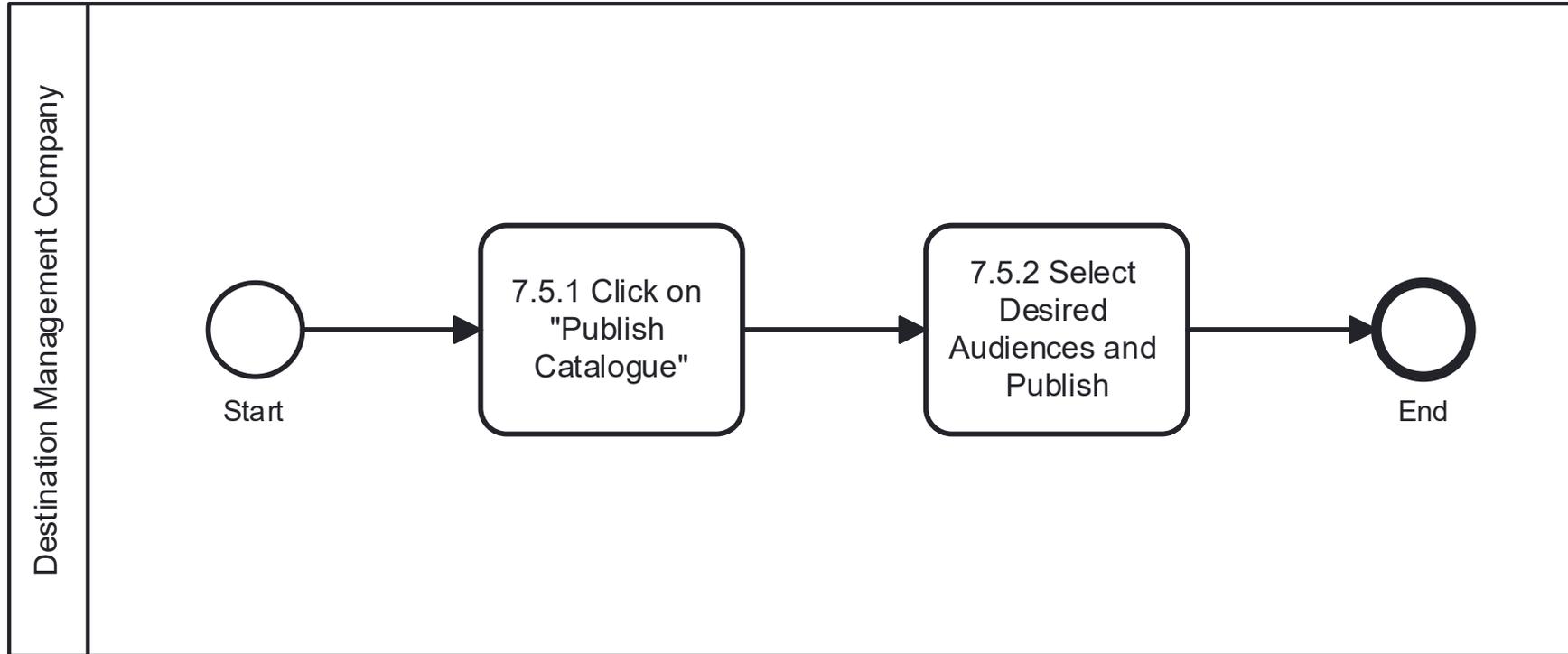


Epic Name

Catalogue

Story

7.5 Publish Catalogue



<b>Epic Name</b>	<b>Catalogue</b>
<b>Story</b>	7.5 Publish Catalogue

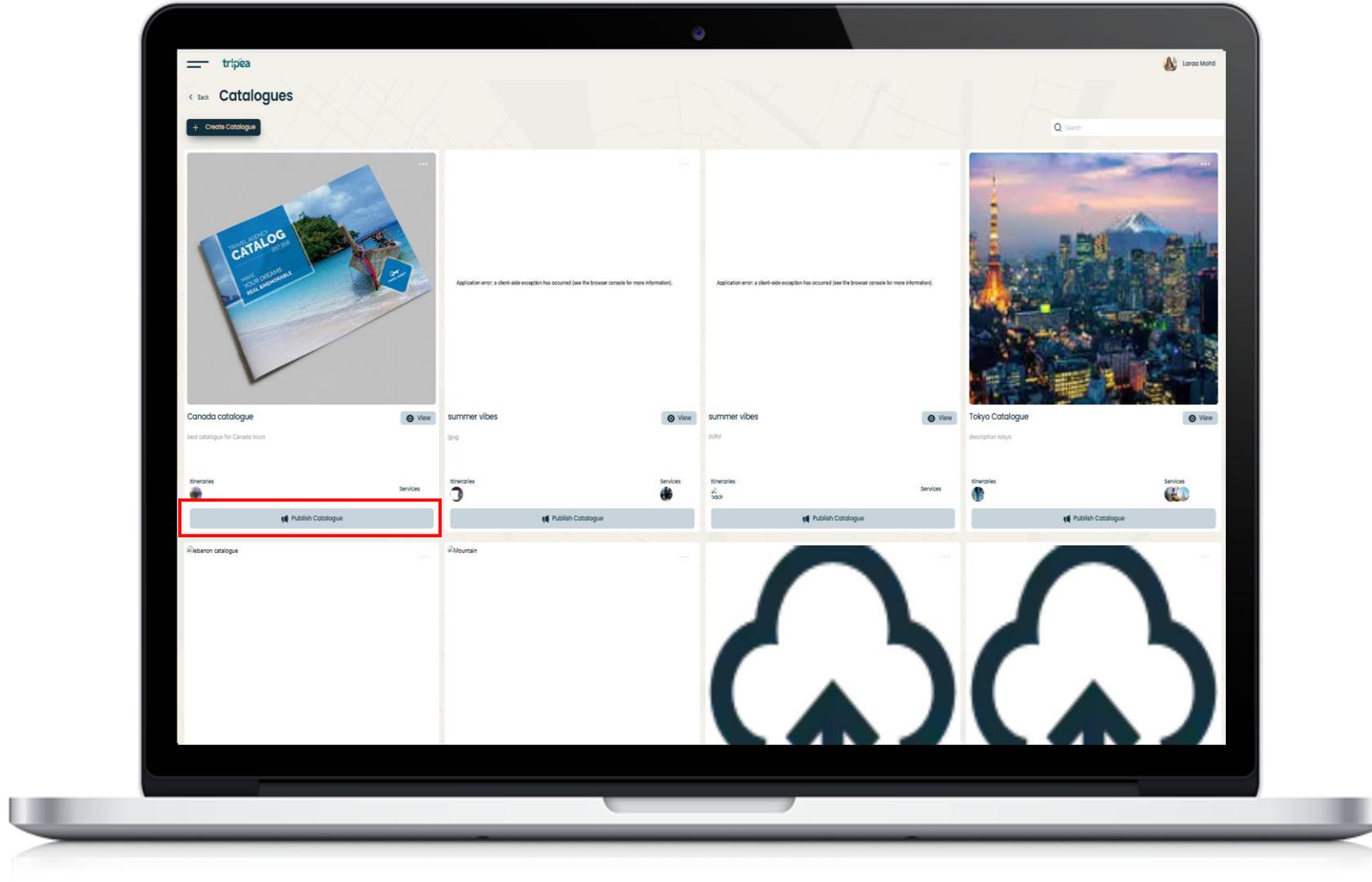
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
7.5.1	Click on "Publish Catalogue"	After deciding which catalogue to publish, the DMC clicks on the "Publish Catalogue" button.
7.5.2	Select Desired Audiences and Publish	The DMC is prompted to select which audiences they wish to publish the catalogue. After selecting the desired audiences, the "Publish Catalogue" button is clicked to successfully publish the catalogue.

## Story Step

### 7.5.1 Click on "Publish Catalogue"

## Description

After deciding which catalogue to publish, the DMC clicks on the "Publish Catalogue" button.

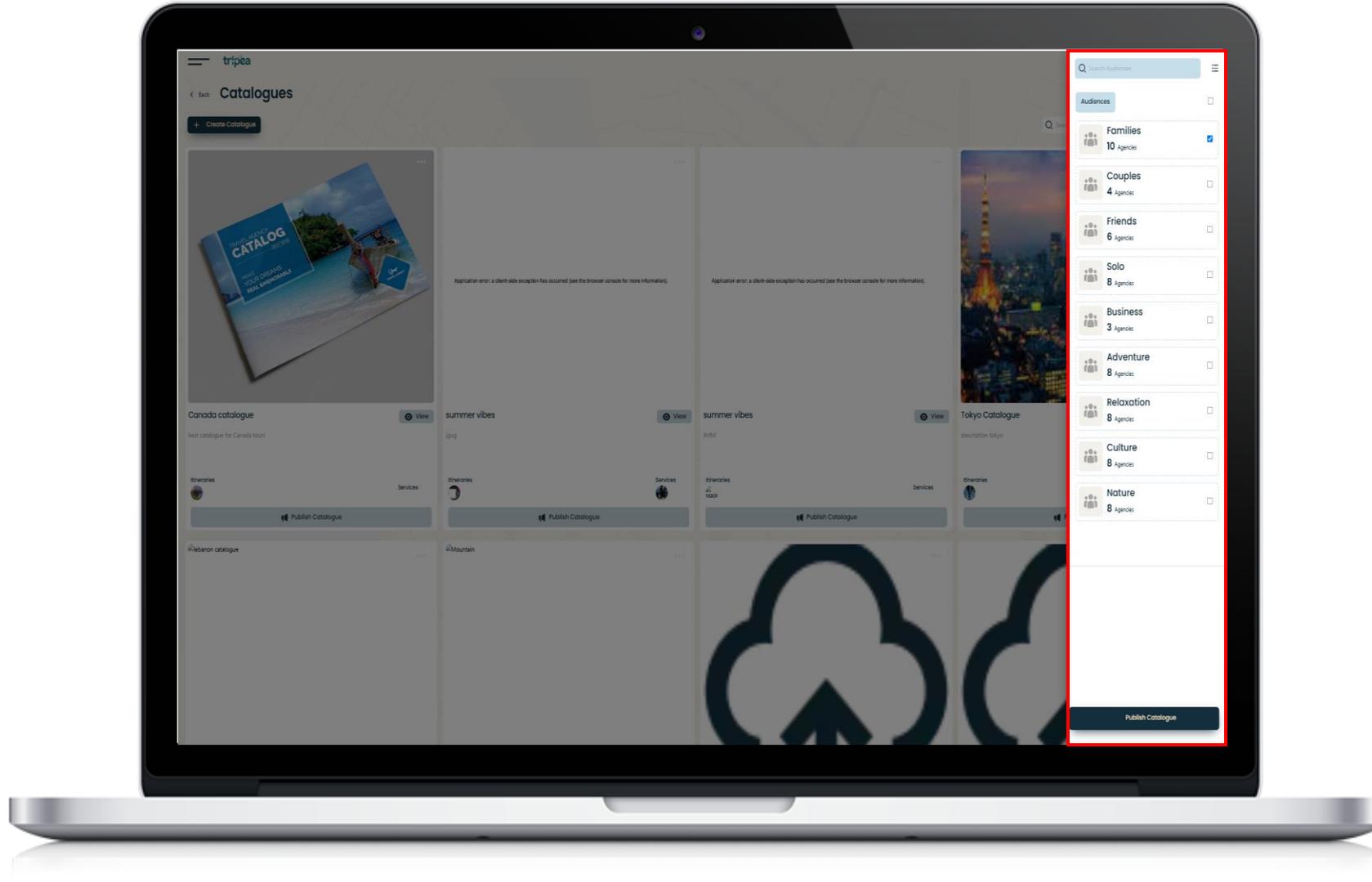


## Story Step

### 7.5.2 Select Desired Audiences and Publish

## Description

The DMC is prompted to select which audiences they wish to publish the catalogue. After selecting the desired audiences, the "Publish Catalogue" button is clicked to successfully publish the catalogue.



# Epic 8: Listings

## **Stories:**

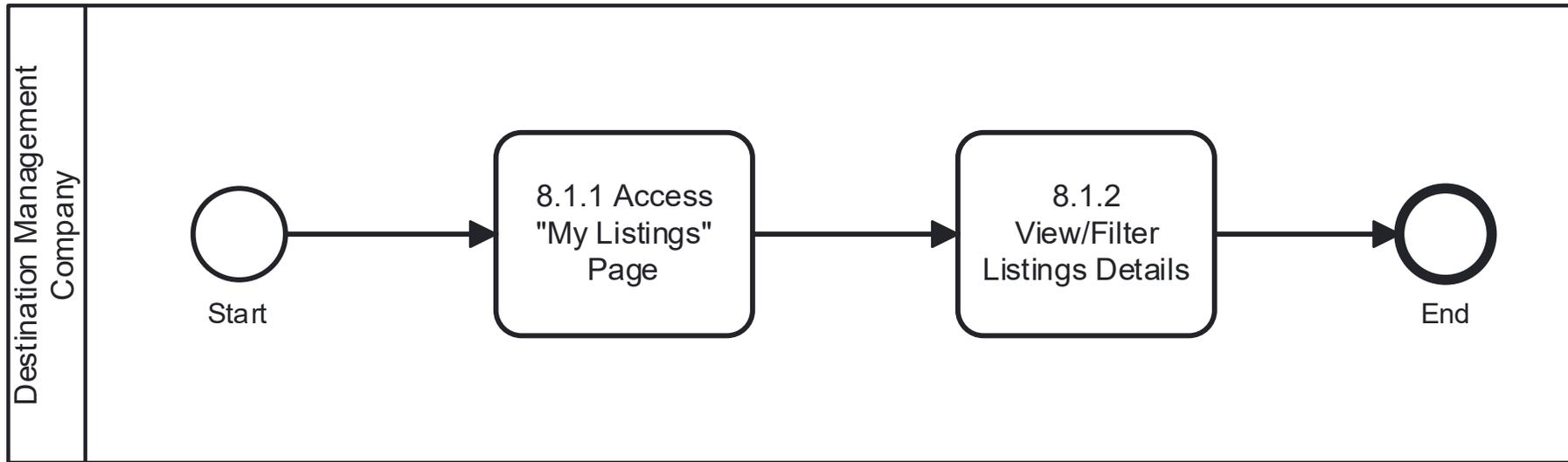
- ❖ 8.1 View Listings
- ❖ 8.2 Unpublish a Listing
- ❖ 8.3 Delete a Listing

Epic Name

Listings

Story

8.1 View Listings



<b>Epic Name</b>	<b>Listings</b>
<b>Story</b>	8.1 View Listings

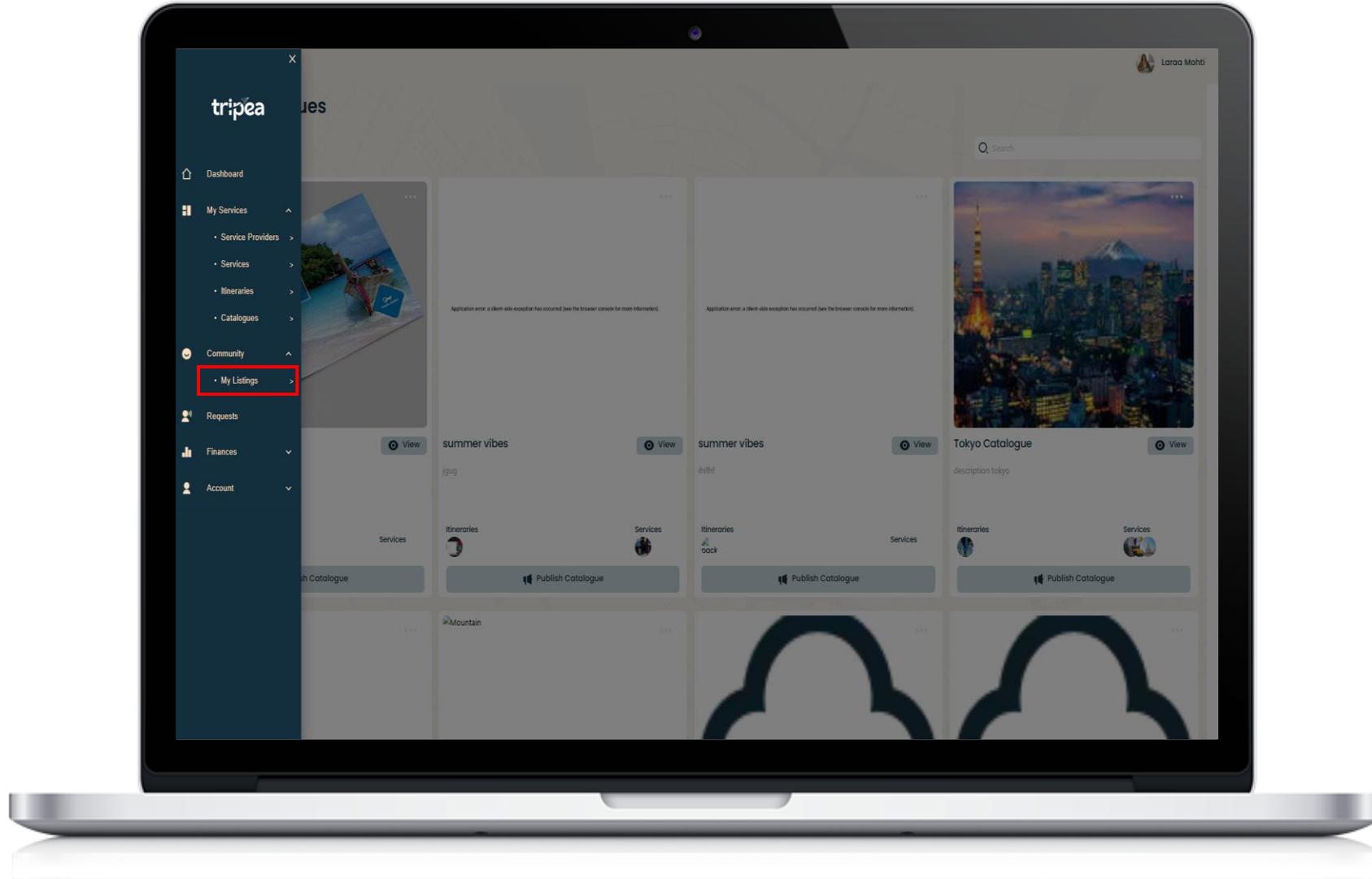
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
8.1.1	Access "My Listings" Page	Open the sidebar and click on "My Listings" to access the page.
8.1.2	View/Search/Filter Listings Details	Users can search, view and filter listings based on various criteria, including catalogue, description, destinations, publishing date, publisher, and status. Users can quickly narrow down listings to find relevant information efficiently.

## Story Step

### 8.1.1 Access "My Listings" Page

## Description

Open the sidebar and click on "My Listings" to access the page.

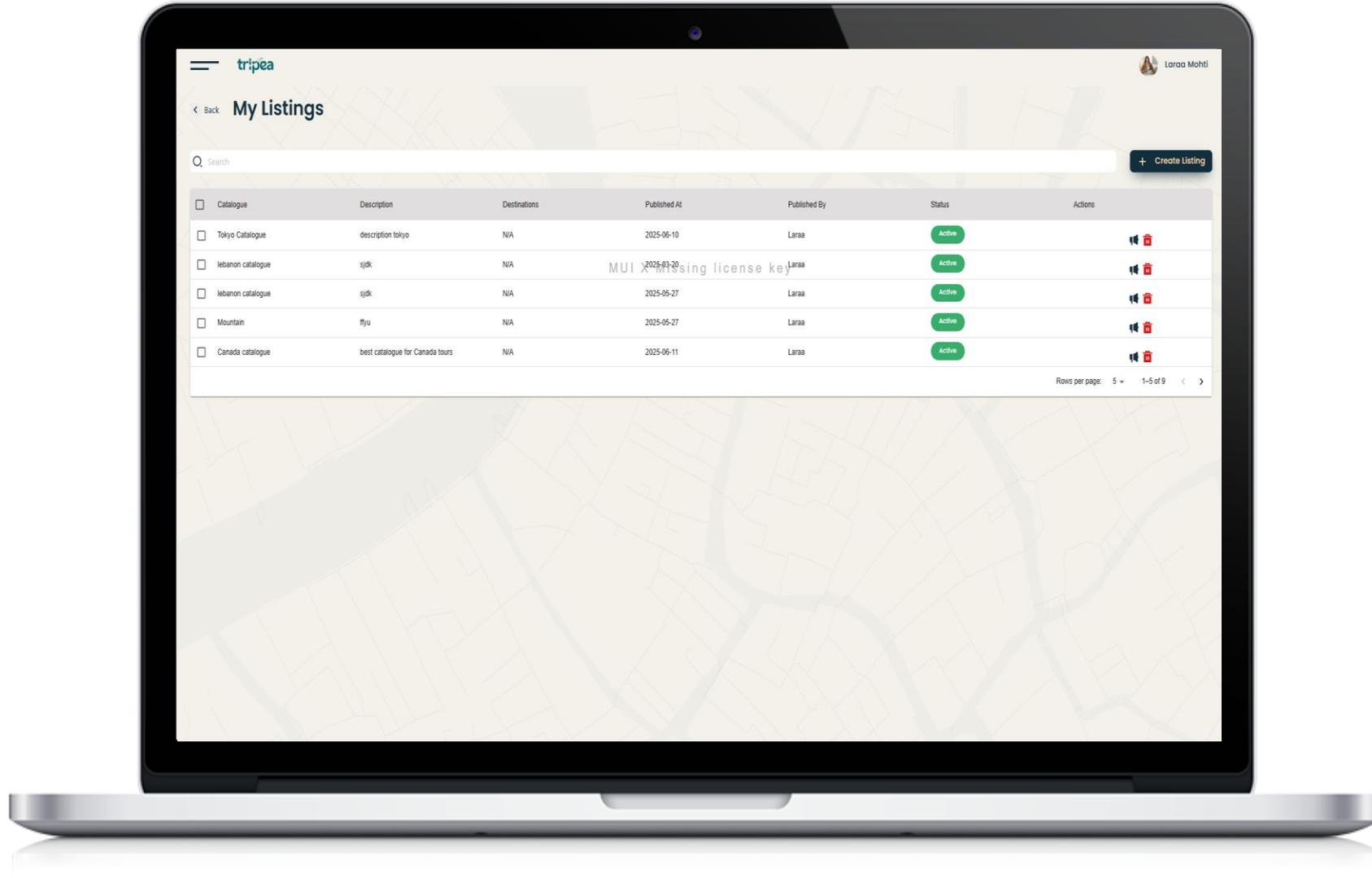


## Story Step

### 8.1.2 View/Search/Filter Listings Details

## Description

Users can search, view and filter listings based on various criteria, including catalogue, description, destinations, publishing date, publisher, and status. Users can quickly narrow down listings to find relevant information efficiently.

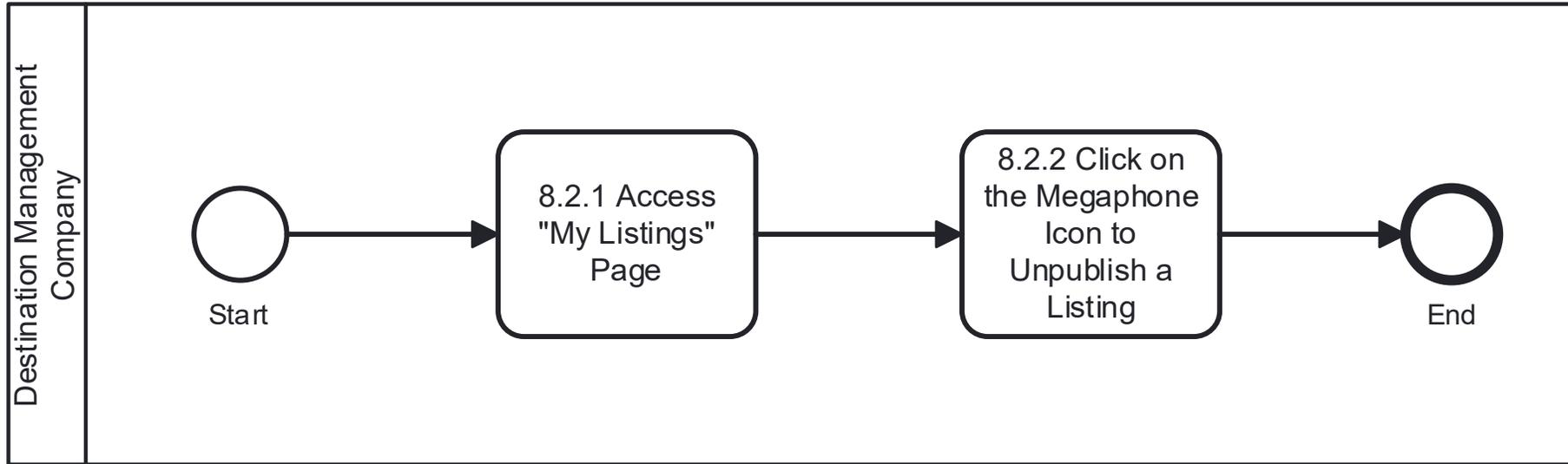


Epic Name

Listings

Story

8.2 Unpublish Listings



<b>Epic Name</b>	<b>Listings</b>
<b>Story</b>	8.2 Unpublish a Listing

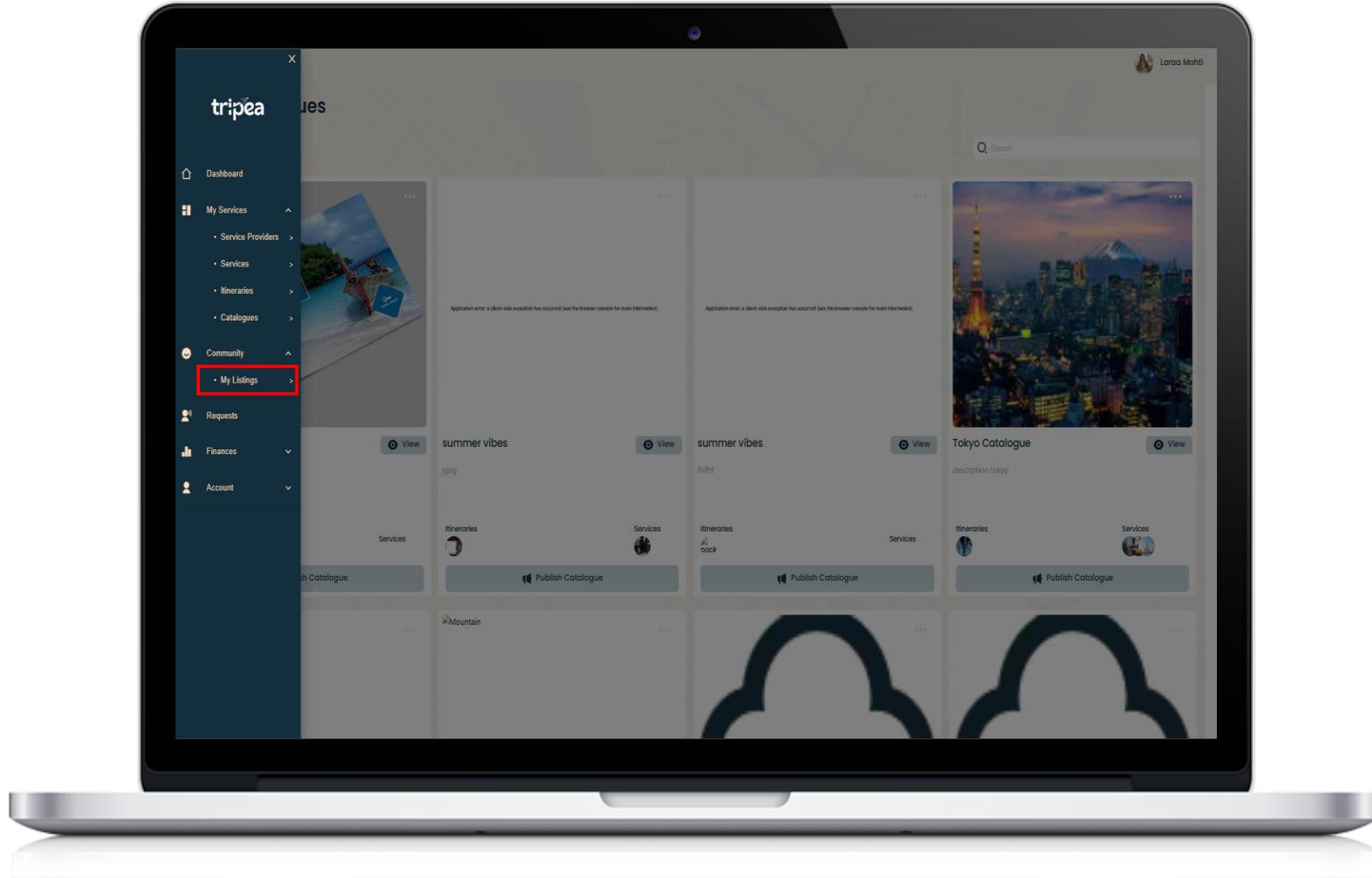
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
8.2.1	Access "My Listings" Page	Open the sidebar and click on "My Listings" to access the page.
8.2.2	Click on the Megaphone Icon to Unpublish a Listing	Click on the Megaphone icon to change the listing's status from published to unpublished. This action will remove the listing from public view while retaining its details for future edits or republishing.

## Story Step

### 8.2.1 Access "My Listings" Page

## Description

Open the sidebar and click on "My Listings" to access the page.

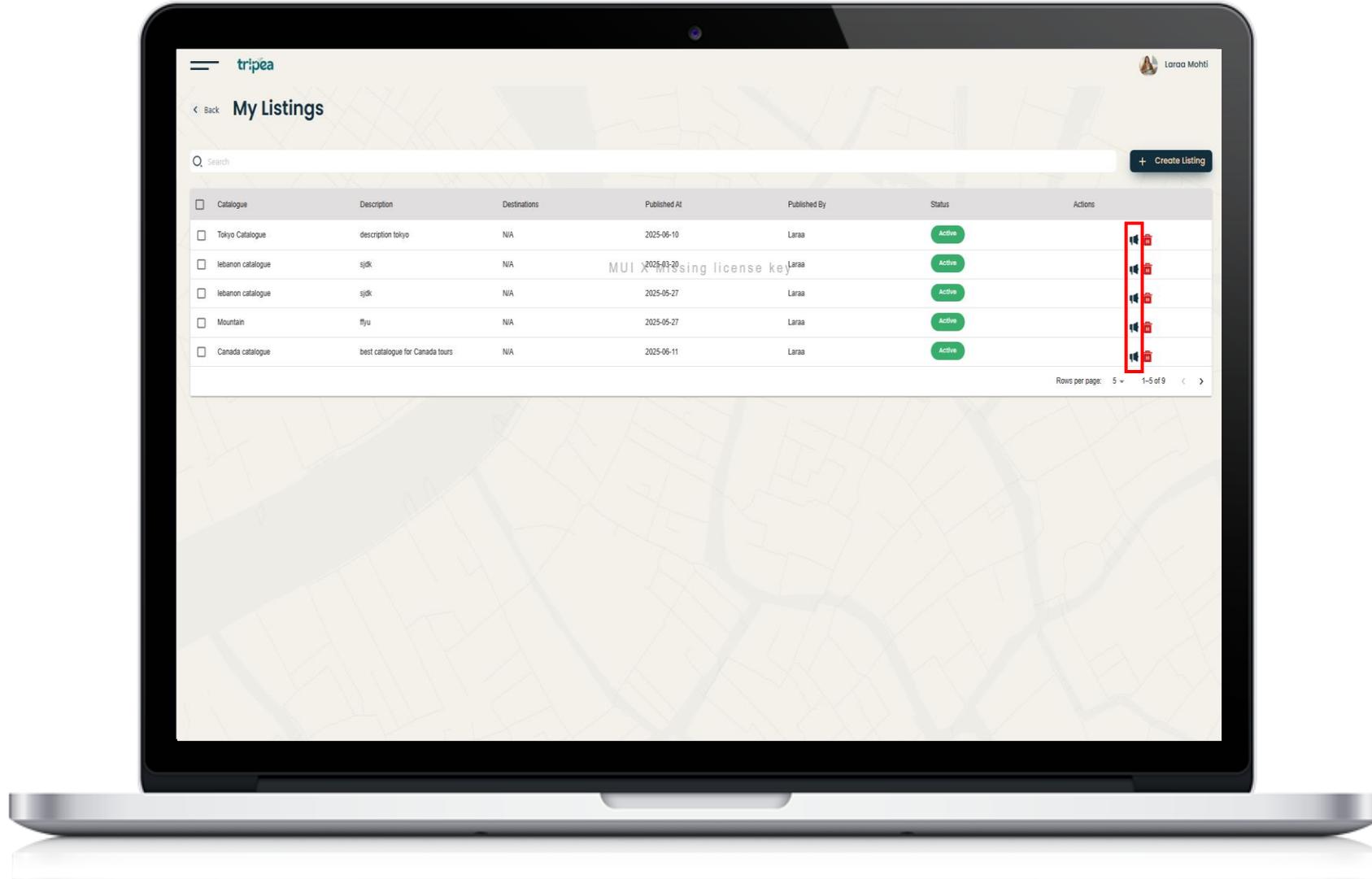


## Story Step

## 8.2.2 Click on the Megaphone Icon to Unpublish a Listing

## Description

Click on the Megaphone icon to change the listing's status from published to unpublished. This action will remove the listing from public view while retaining its details for future edits or republishing.

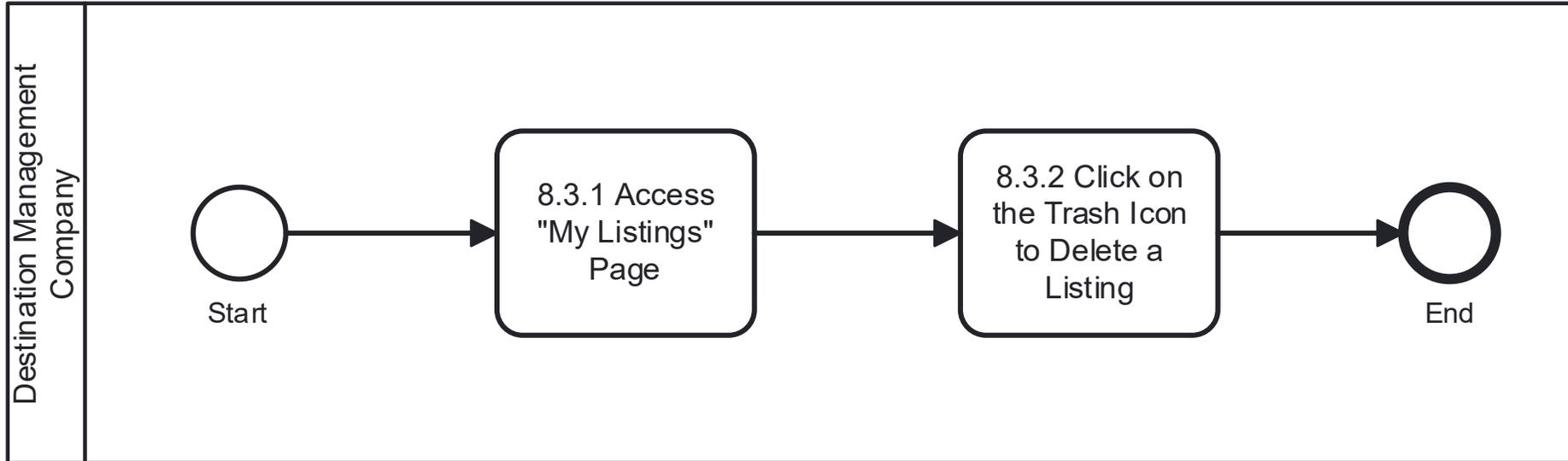


Epic Name

Listings

Story

8.3 Delete a Listing



<b>Epic Name</b>	<b>Listings</b>
<b>Story</b>	8.3 Delete a Listing

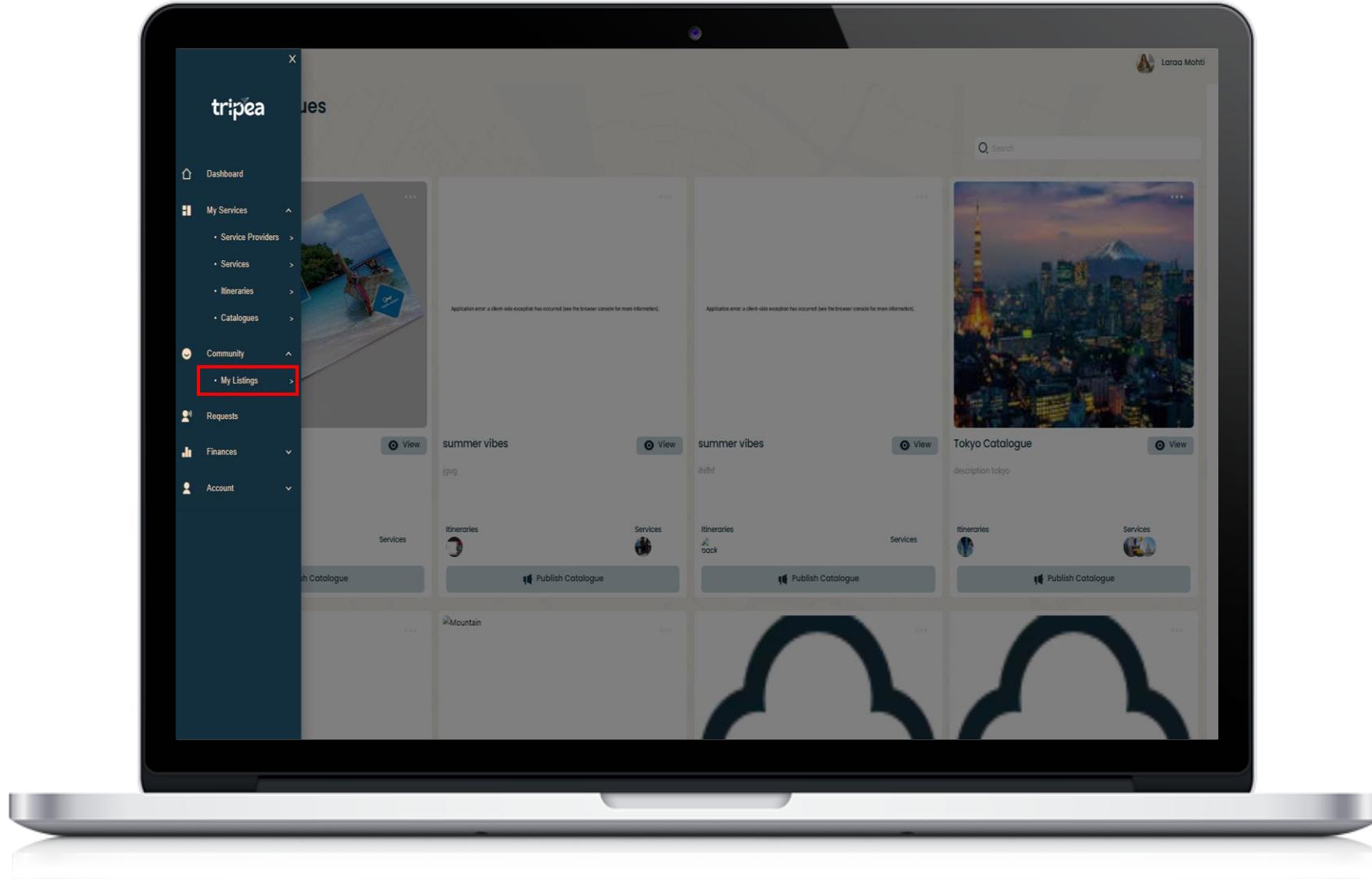
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
8.3.1	Access "My Listings" Page	Open the sidebar and click on "My Listings" to access the page.
8.3.2	Click on the Trash Icon to Delete a Listing	Click on the Trash icon to delete the listing. This action will remove the listing permanently.

## Story Step

### 8.3.1 Access "My Listings" Page

## Description

Open the sidebar and click on "My Listings" to access the page.

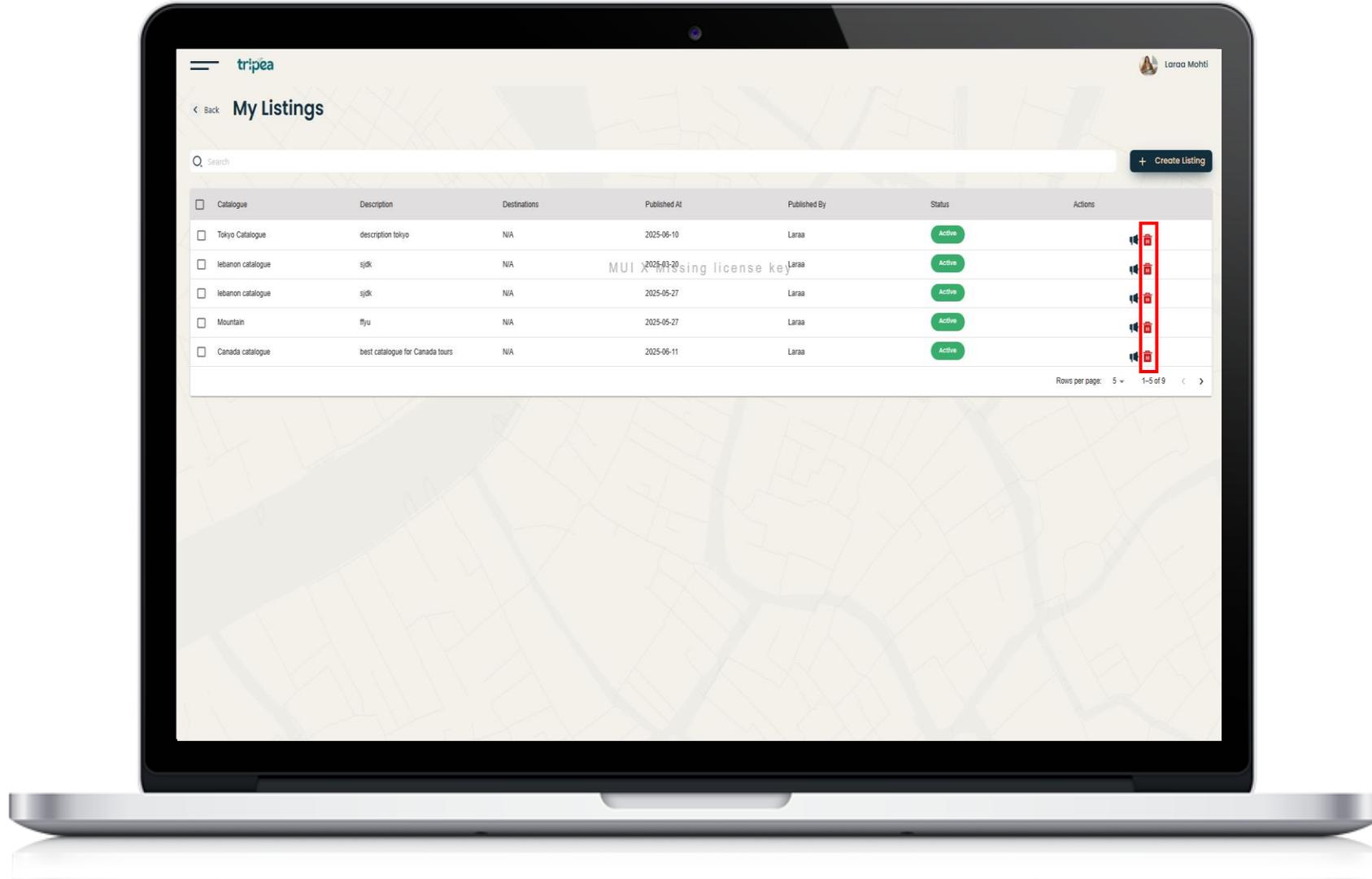


## Story Step

### 8.3.2 Click on the Trash Icon to Delete a Listing

## Description

Click on the Trash icon to delete the listing. This action will remove the listing permanently.



# Epic 9: Requests

## **Stories:**

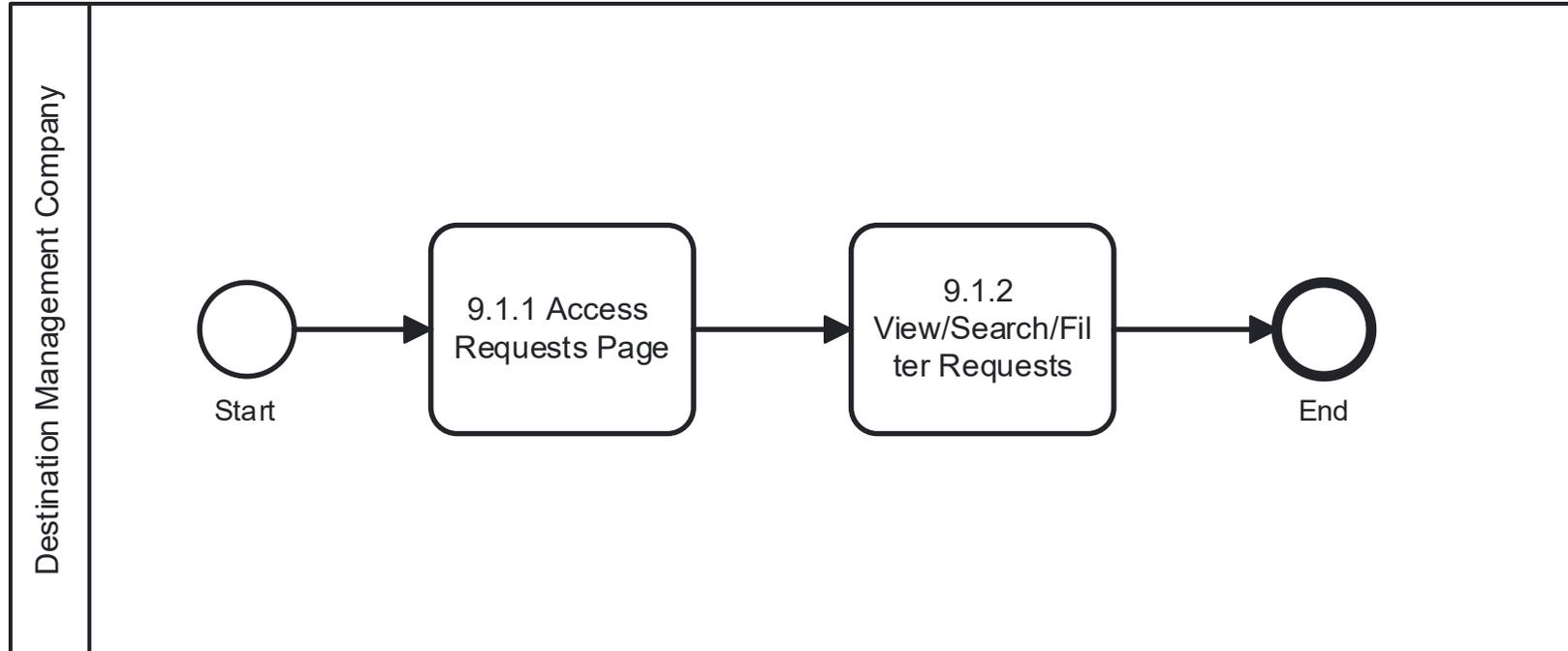
- ❖ 9.1 View Requests
- ❖ 9.2 View Single Request

Epic Name

Requests

Story

9.1 View Requests



<b>Epic Name</b>	<b>Requests</b>
<b>Story</b>	9.1 View Requests

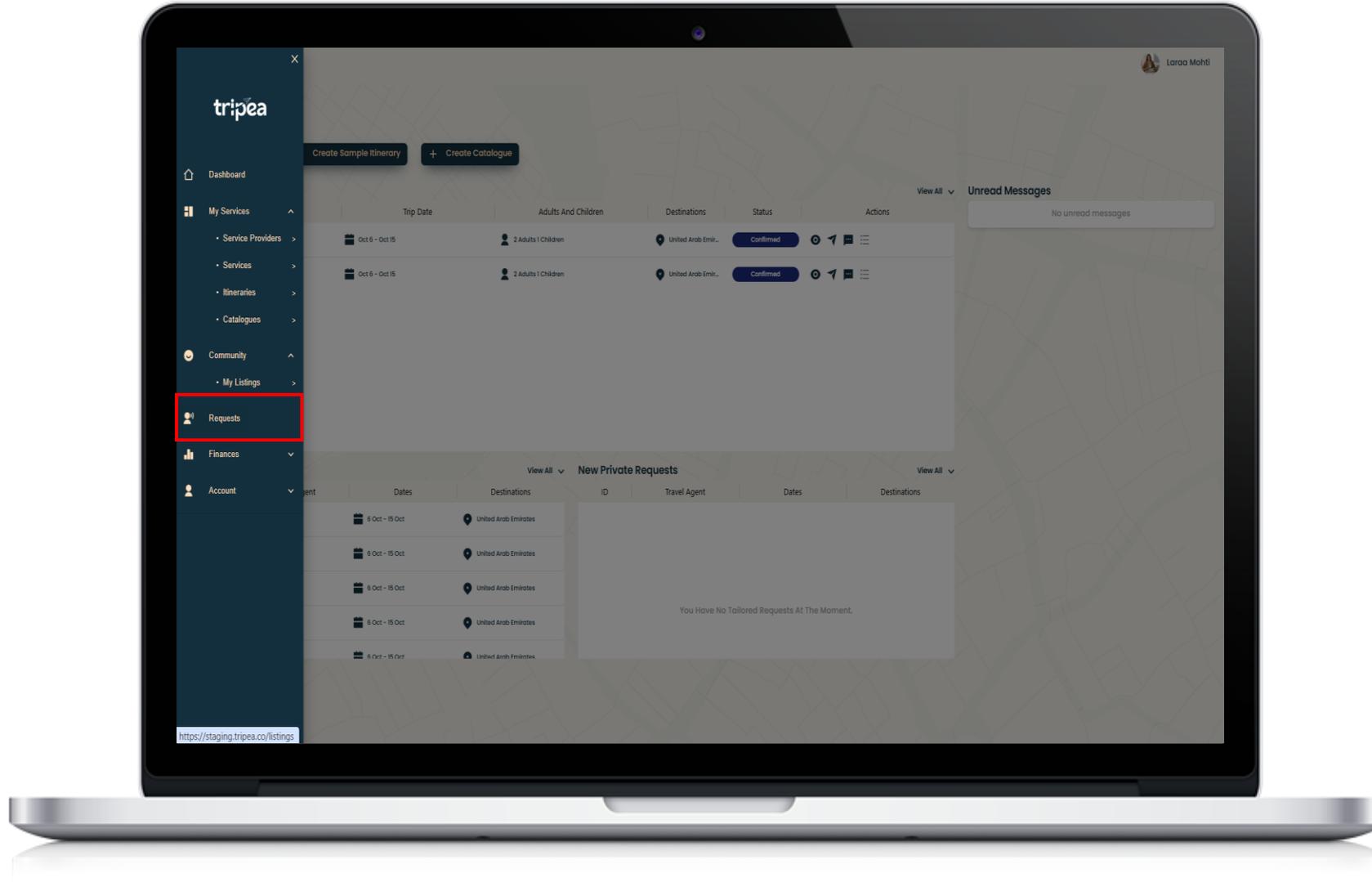
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
9.1.1	Access Requests Page	Access the Requests Page by navigating to the sidebar and clicking on Requests to view and manage all pending access private or public requests.
9.1.2	View/Search/Filter Requests	Users can search, view and filter requests, either private or public. Users can quickly narrow down listings to find relevant information efficiently.

## Story Step

### 9.1.1 Access Requests Page

## Description

Access the Requests Page by navigating to the sidebar and clicking on Requests to view and manage all pending access private or public requests.

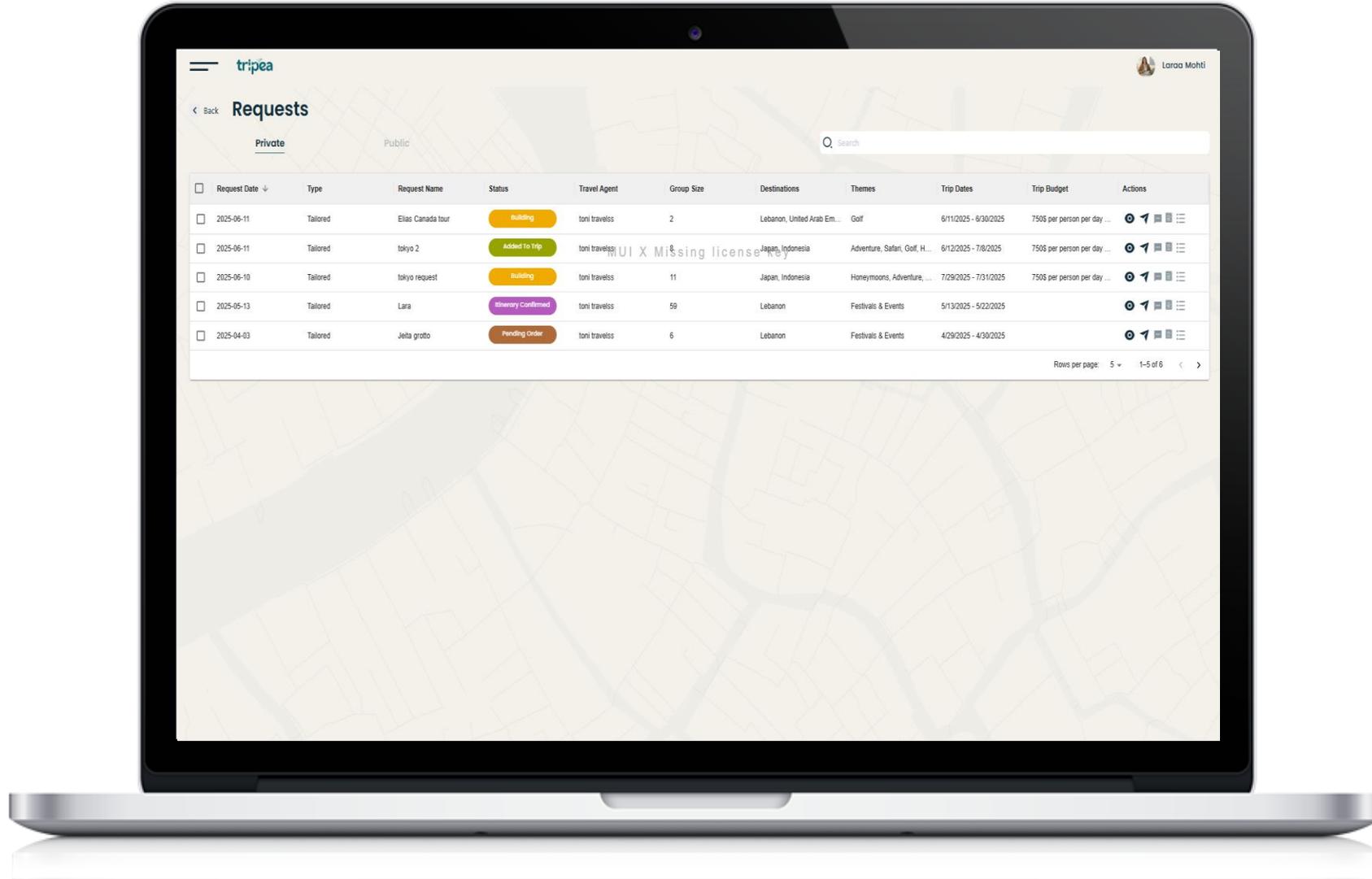


## Story Step

### 9.1.2 View/Search/Filter Requests

## Description

Users can search, view and filter requests, either private or public. Users can quickly narrow down listings to find relevant information efficiently.

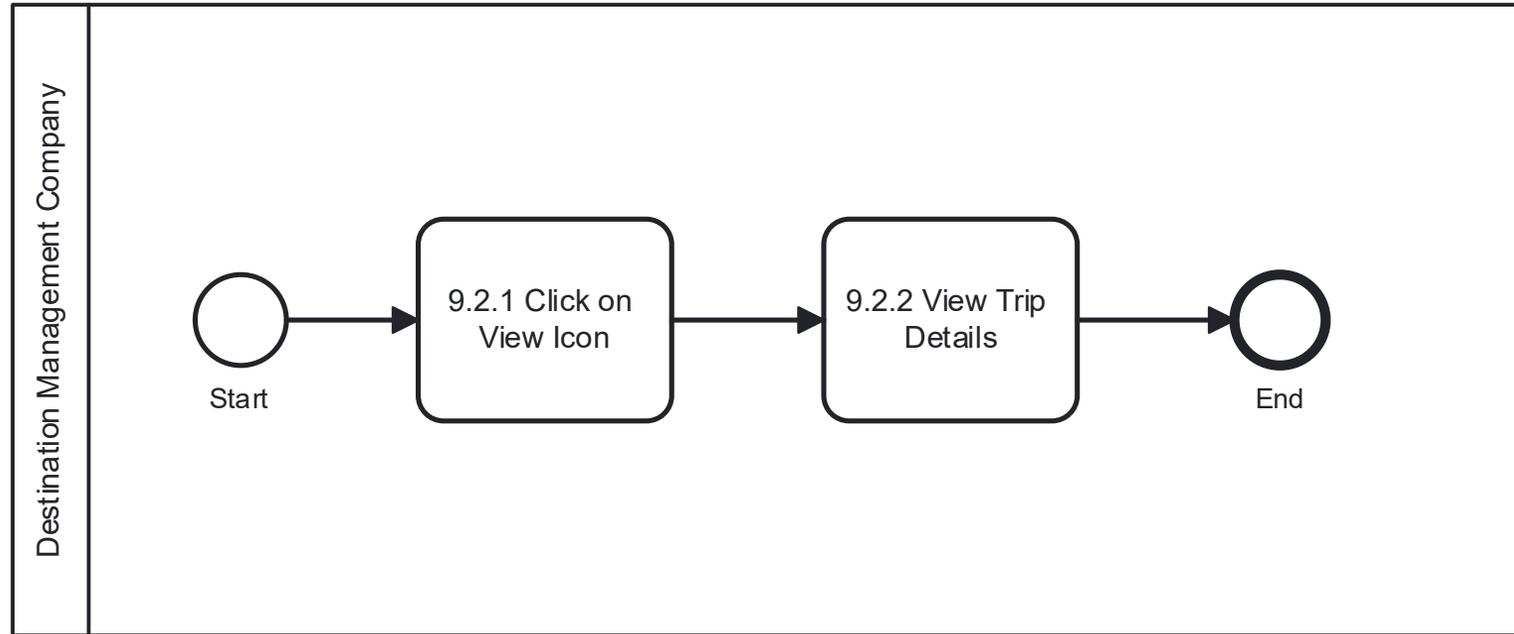


Epic Name

Requests

Story

9.2 View Single Request



<b>Epic Name</b>	<b>Requests</b>
<b>Story</b>	9.2 View Single Request

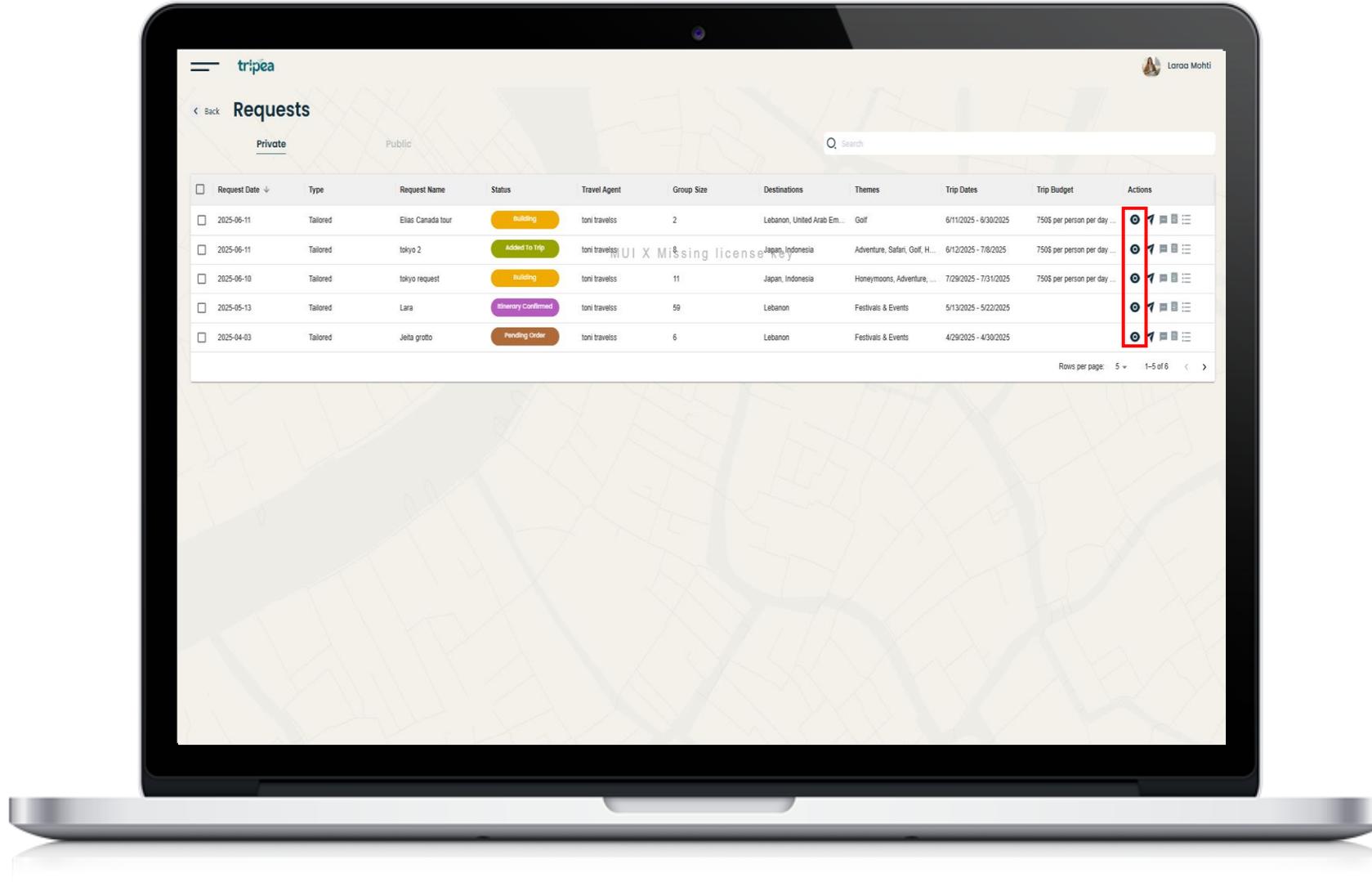
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
9.2.1	Click on View Icon	Access the Requests Page by navigating to the sidebar and clicking on Requests to view and manage all pending access private or public requests.
9.2.2	View Trip Details	View Requests to access all trip details, including dates, budgets, destinations, number of adults and children, descriptions, itineraries, and client preferences. You can also share a sample itinerary, build a personal itinerary, or chat with the client directly from this page.

## Story Step

### 9.2.1 Click on View Icon

## Description

Access the Requests Page by navigating to the sidebar and clicking on Requests to view and manage all pending access private or public requests.

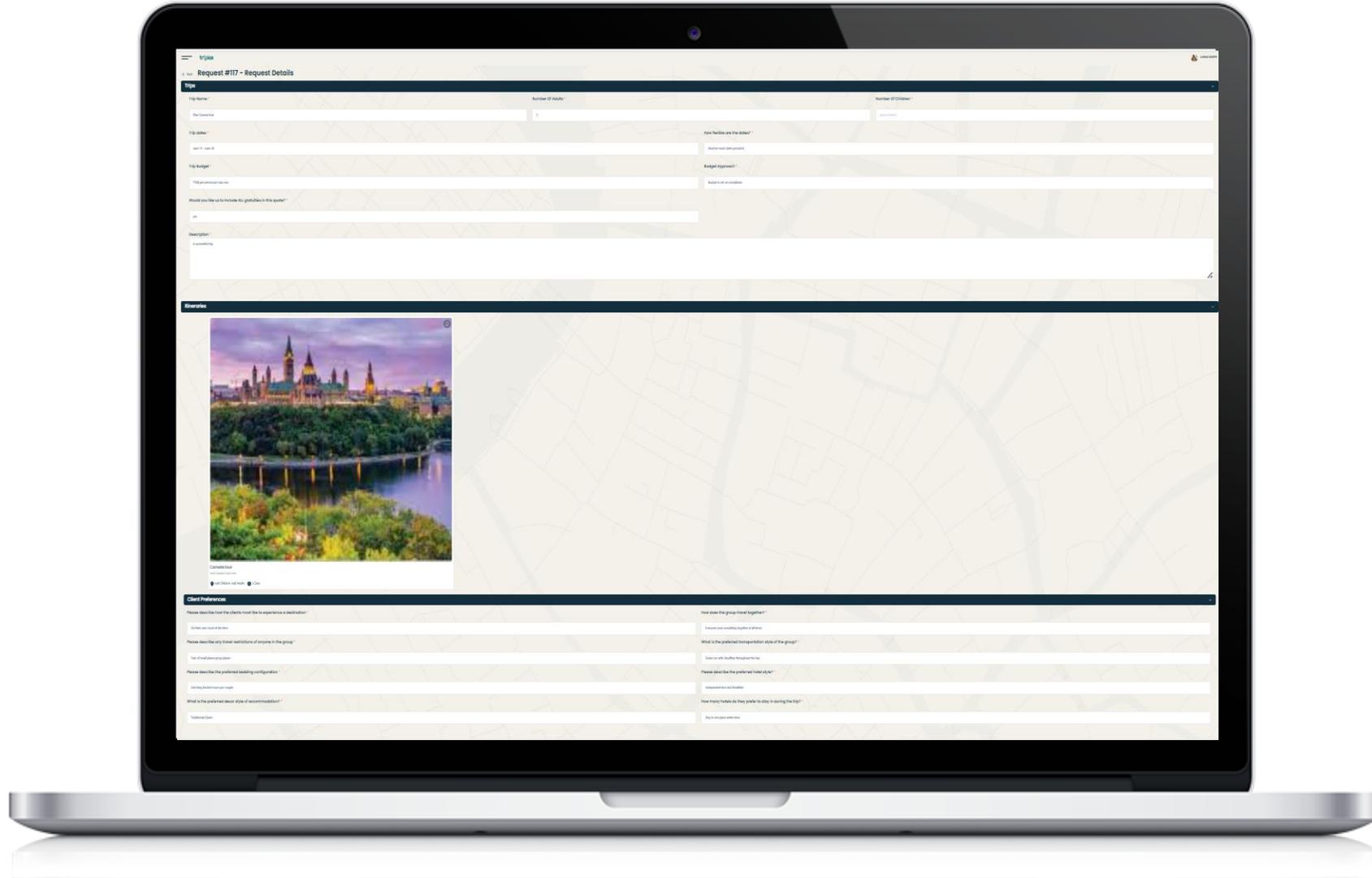


## Story Step

## Description

# 9.2.2 View Trip Details

View Requests to access all trip details, including dates, budgets, destinations, number of adults and children, descriptions, itineraries, and client preferences. You can also share a sample itinerary, build a personal itinerary, or chat with the client directly from this page.



# Epic 10: Proposals

## **Stories:**

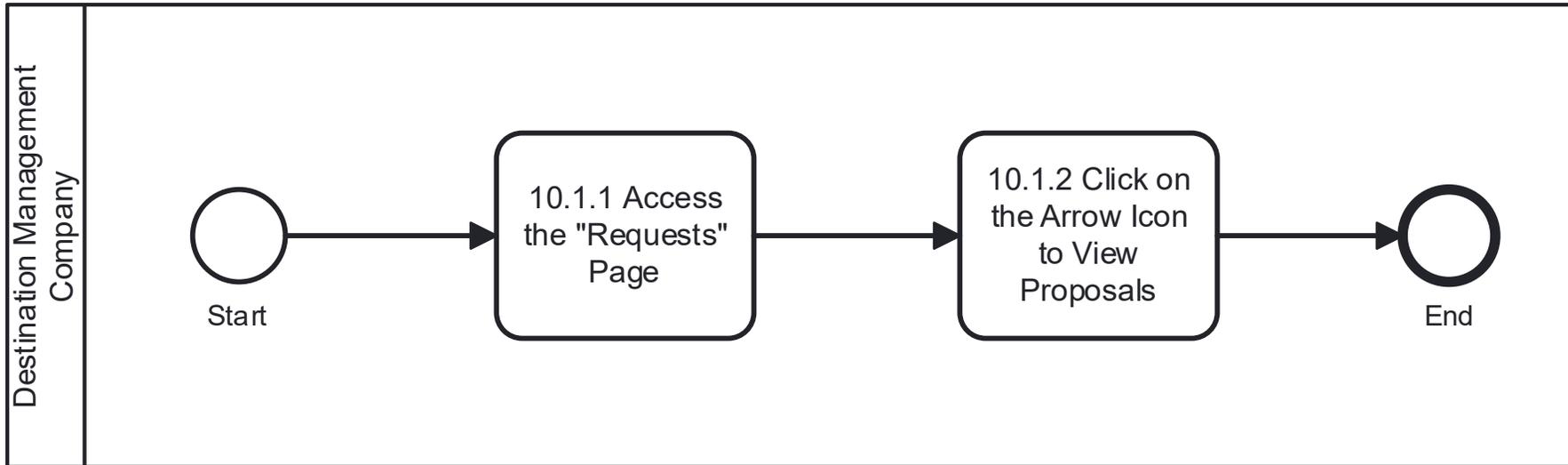
- ❖ 10.1 View Proposals

Epic Name

Proposals

Story

10.1 View Proposals



<b>Epic Name</b>	<b>Proposals</b>
<b>Story</b>	10.1 View Proposals

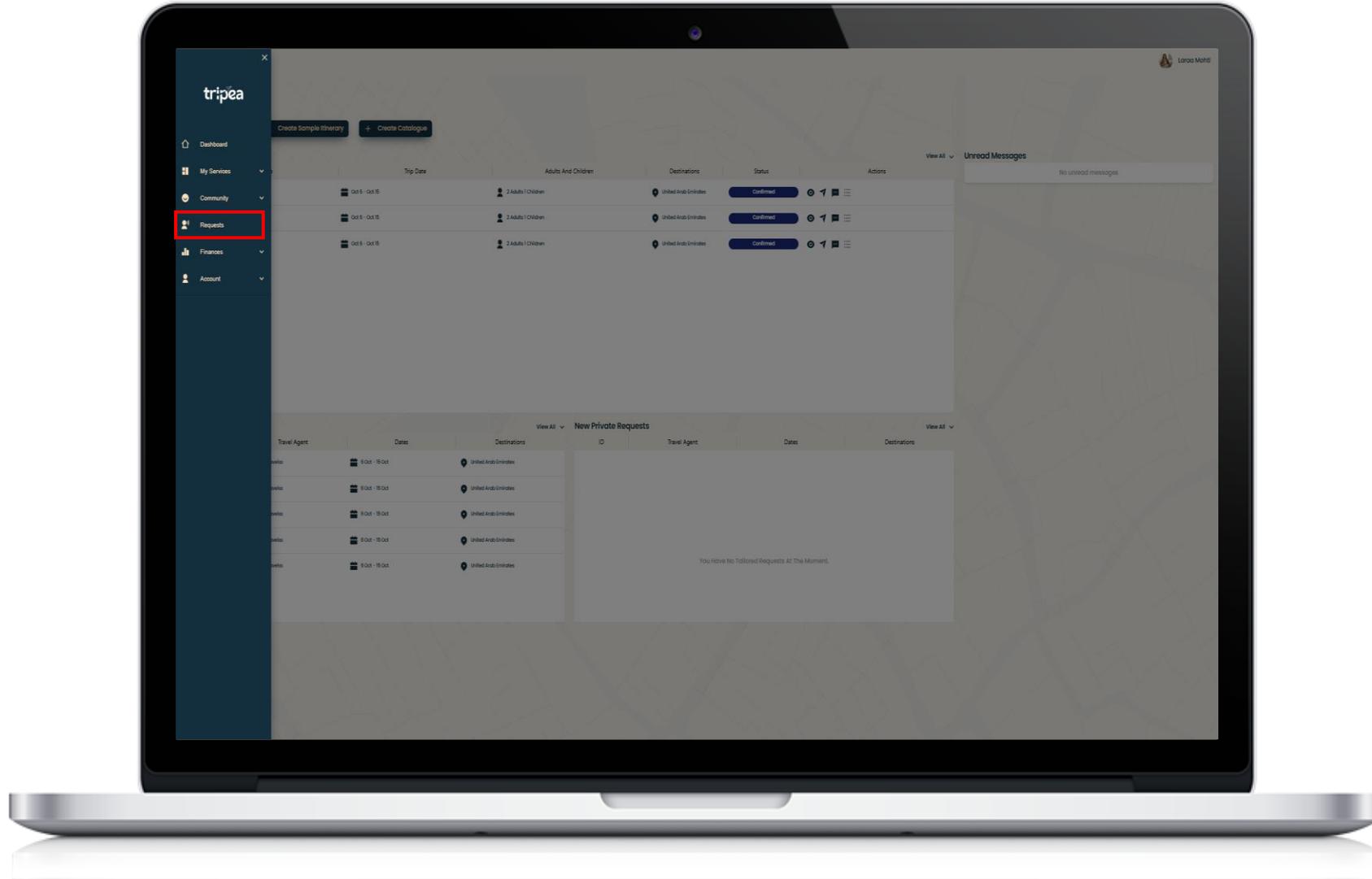
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
10.1.1	Access the "Requests" Page	Open the sidebar and click on "Requests" to access the page.
10.1.2	Click on the Arrow Icon to View Proposals	Click the arrow icon to expand and view available proposals and share a sample itinerary or build a personal itinerary.

## Story Step

### 10.1.1 Access "Requests" Page

## Description

Open the sidebar and click on "Requests" to access the page.

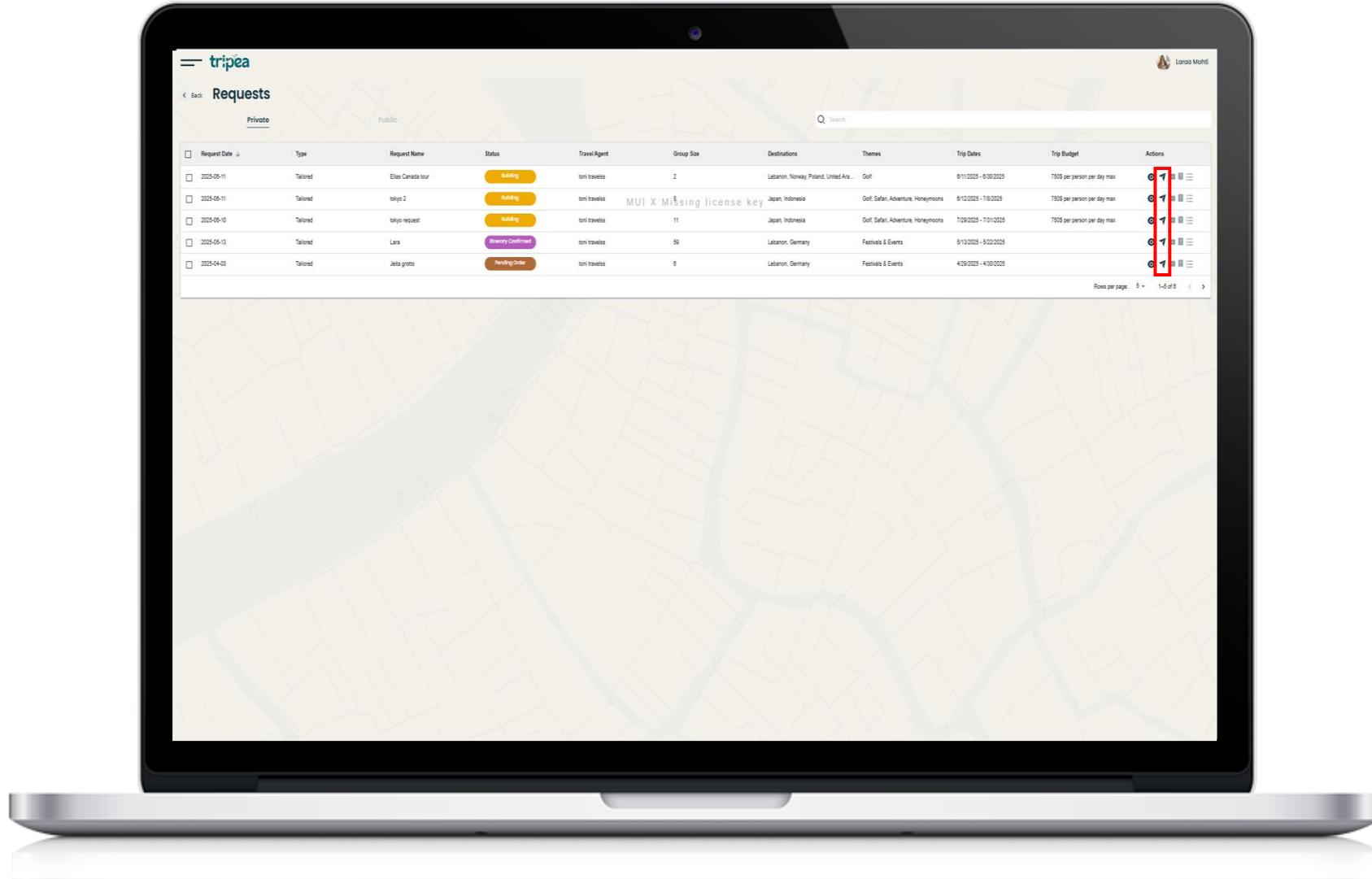


## Story Step

### 10.1.2 Click on the Arrow Icon to View Proposals

## Description

Click the arrow icon to expand and view available proposals and share a sample itinerary or build a personal itinerary.

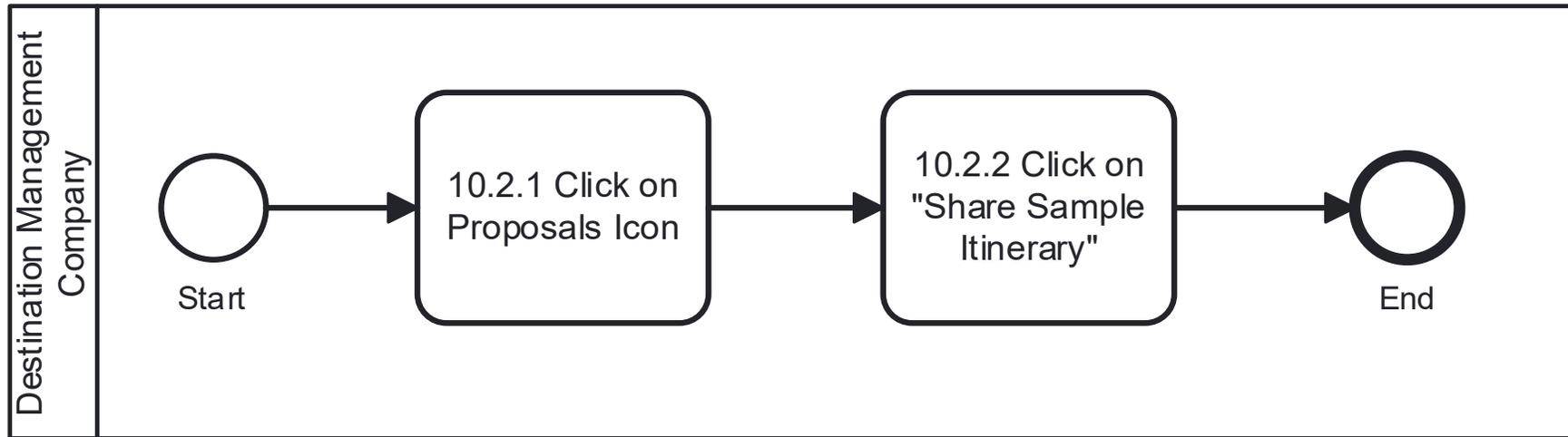


Epic Name

Proposals

Story

10.2 Share Sample Itinerary



<b>Epic Name</b>	<b>Proposals</b>
<b>Story</b>	10.2 Share Sample Itinerary

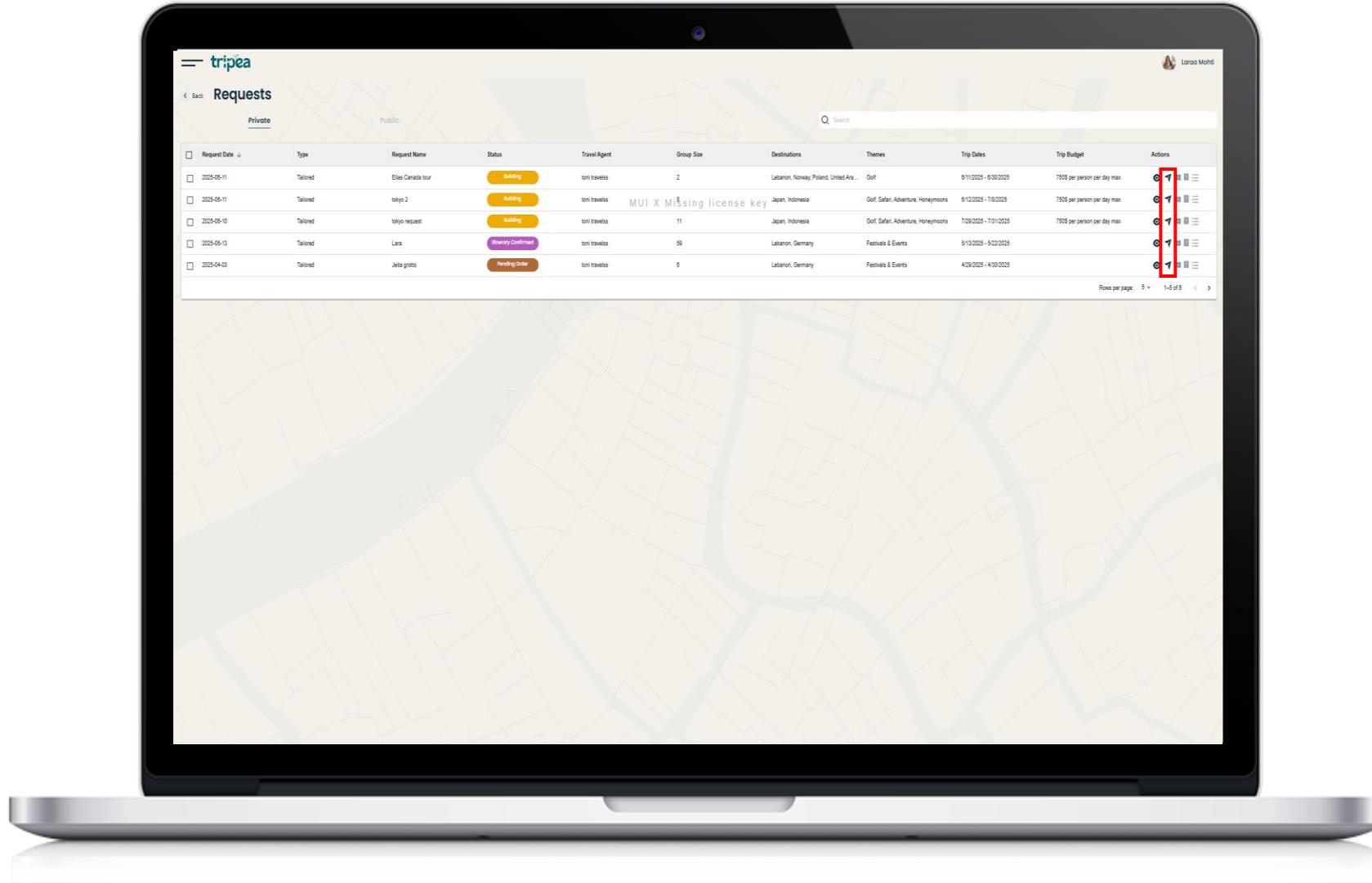
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
10.2.1	Click on Proposals Icon	In order to see the proposals within a request, click on the proposals icon.
10.2.2	Click on "Share Sample Itinerary"	After viewing the "Shared Proposals" page, click on "Share Sample Itinerary".

## Story Name

## 10.2.1 Click on Proposals Icon

## Step

In order to see the proposals within a request, click on the proposals icon.

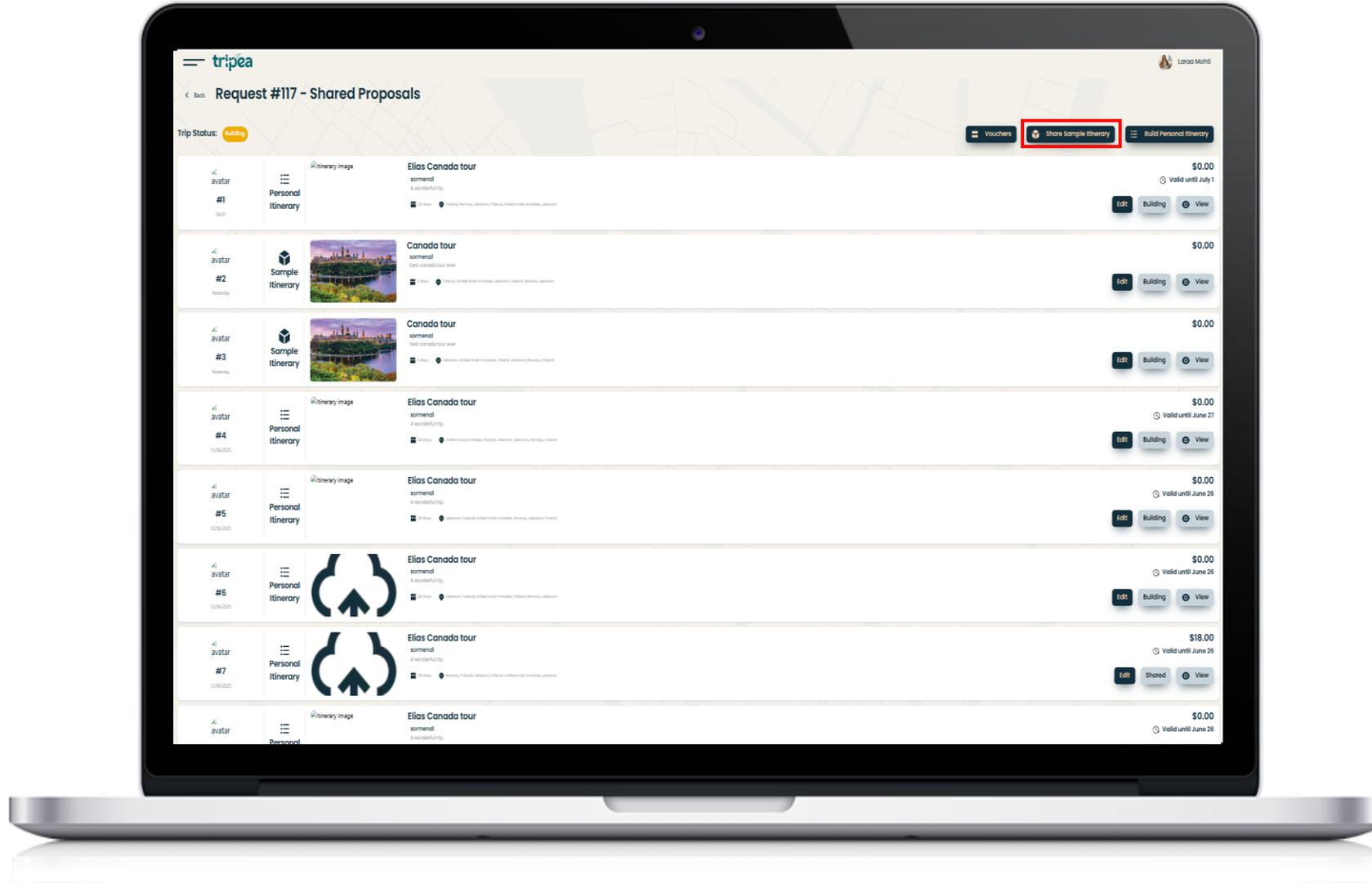


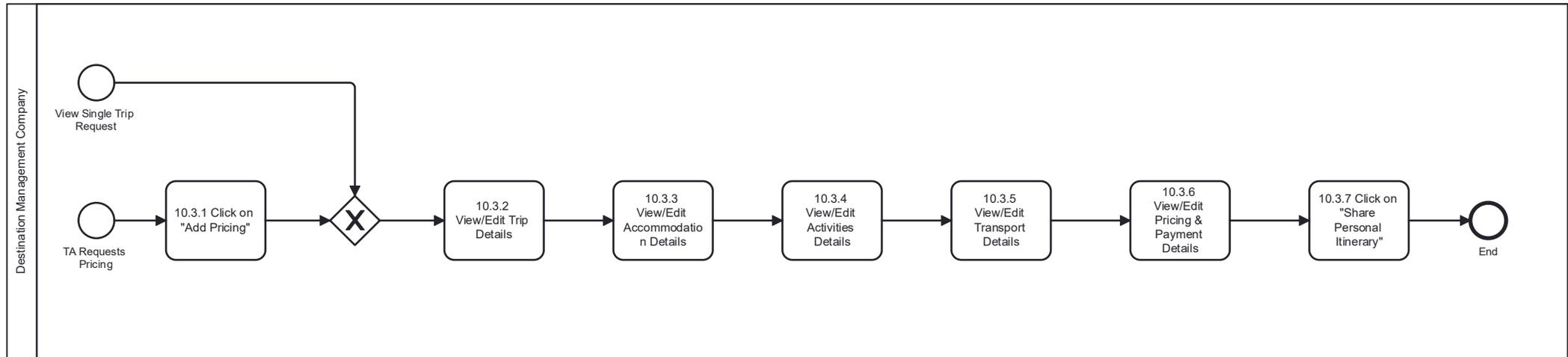
## Story Name

10.2.2 Click on "Share Sample Itinerary"

## Step

After viewing the "Shared Proposals" page, click on "Share Sample Itinerary".





<b>Epic Name</b>	<b>Proposals</b>
<b>Story</b>	10.3 Build Personal Itinerary

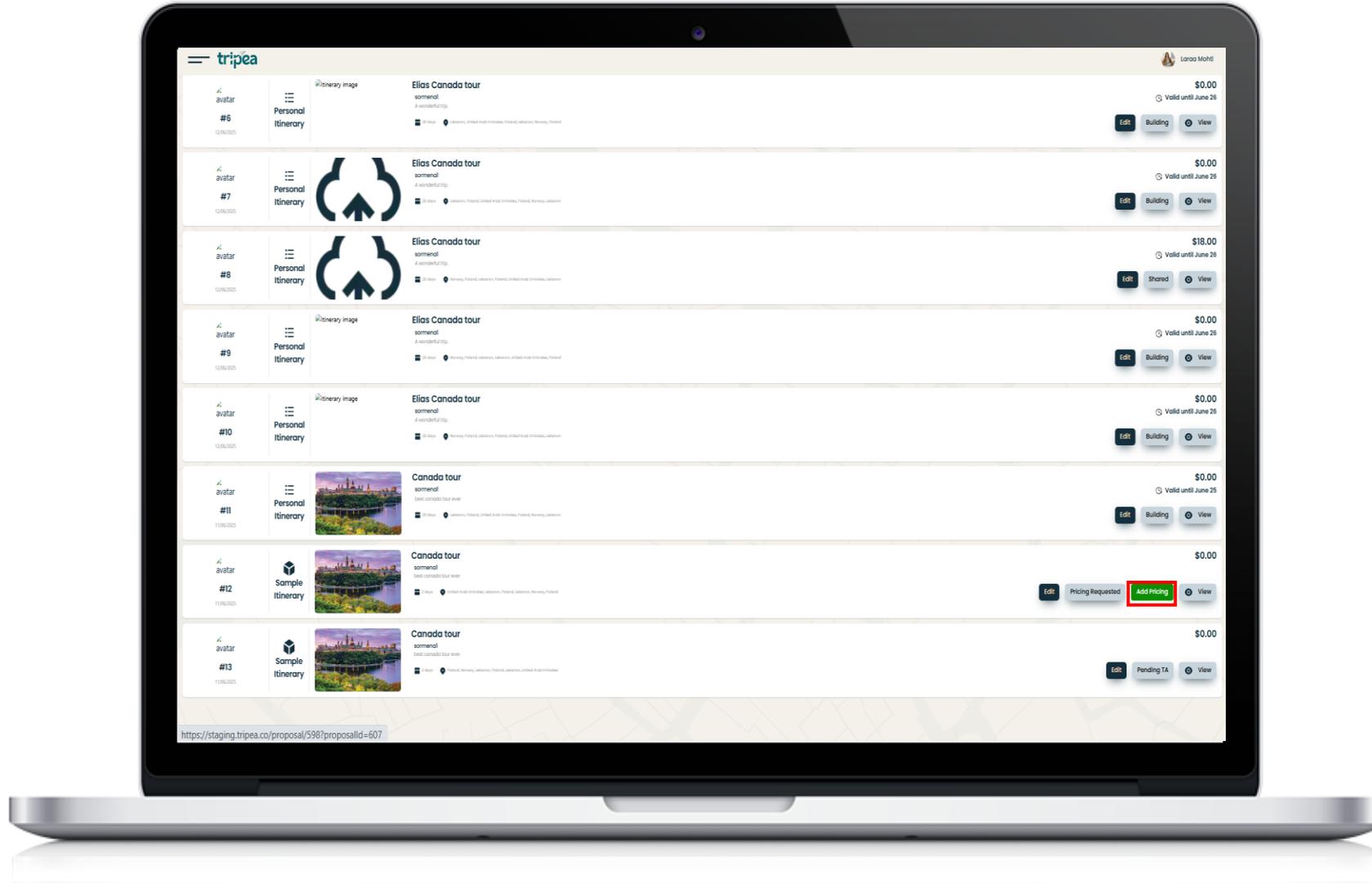
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
10.3.1	Click on "Add Pricing"	After the TA requests pricing, the DMC can add pricing details to the request.
10.3.2	View/Edit Trip Details	The DMC is able to edit any trip details he deems necessary which include itinerary name, reference number, start and end dates, etc.
10.3.3	View/Edit Accommodation Details	The DMC is able to edit any accommodation details he deems necessary which include number of rooms, room type, check-in and check-out days, etc.
10.3.4	View/Edit Activities Details	The DMC is able to edit any necessary activities details which include experience method, timeslot, price, etc.
10.3.5	View/Edit Transport Details	The DMC is able to edit any necessary transport details which include price, drop off location, etc.
10.3.6	View/Edit Pricing & Payment Details	The DMC must outline pricing, including service providers' costs, payment terms, taxes, fees, commissions, and cancellation terms based on the gross total.
10.3.7	Click on "Share Personal Itinerary"	Once all the details are filled and finalized click on "Share Personal Itinerary". Now the itinerary is shared as a "personal" itinerary and the status will be shared.

## Story Name

## 10.3.1 Click on "Add Pricing"

## Step

After the TA requests pricing, the DMC can add pricing details to the request.

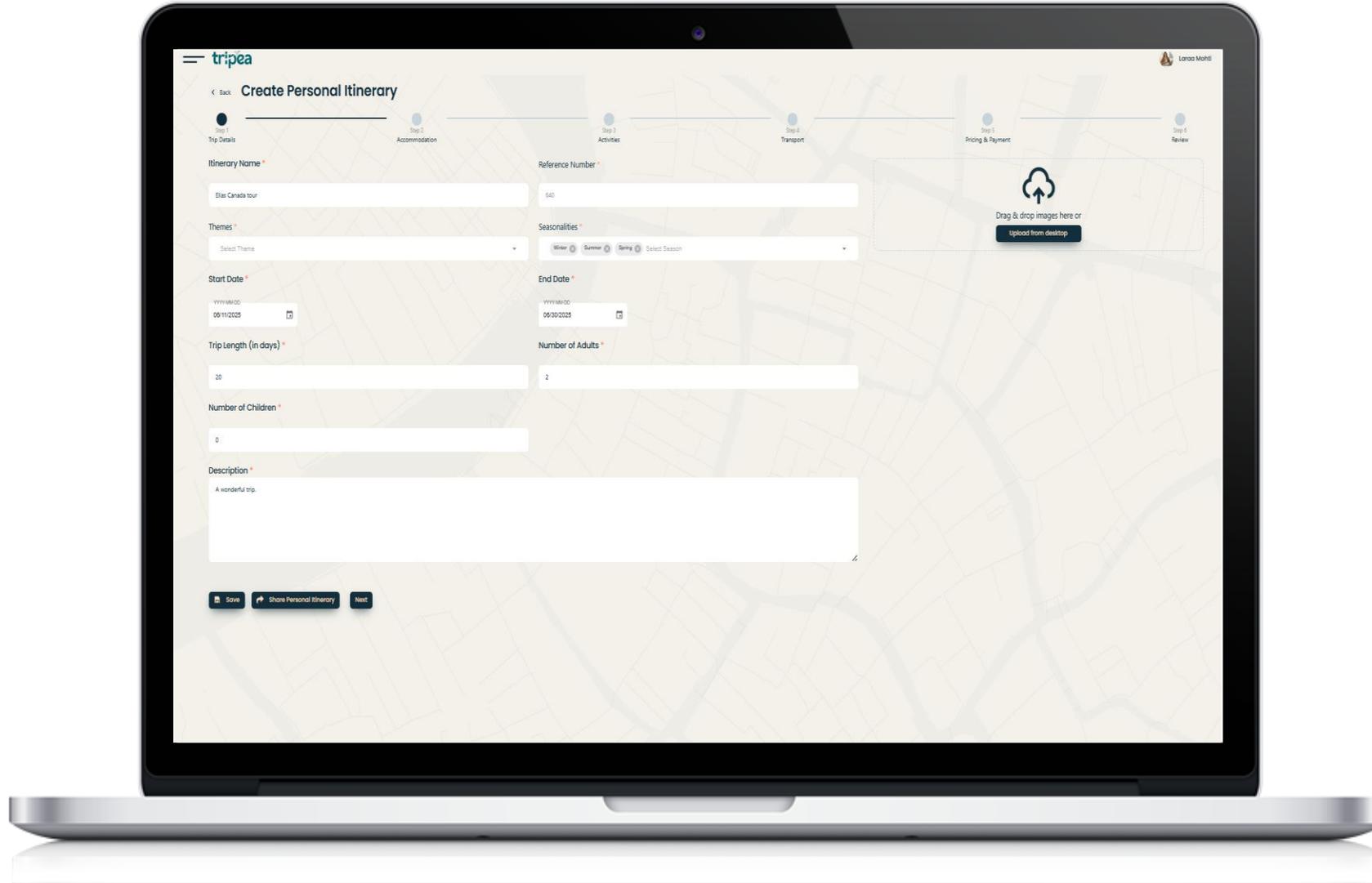


## Story Name

## 10.3.2 View/Edit Trip Details

## Step

The DMC is able to edit any trip details he deems necessary which include itinerary name, reference number, start and end dates, etc.

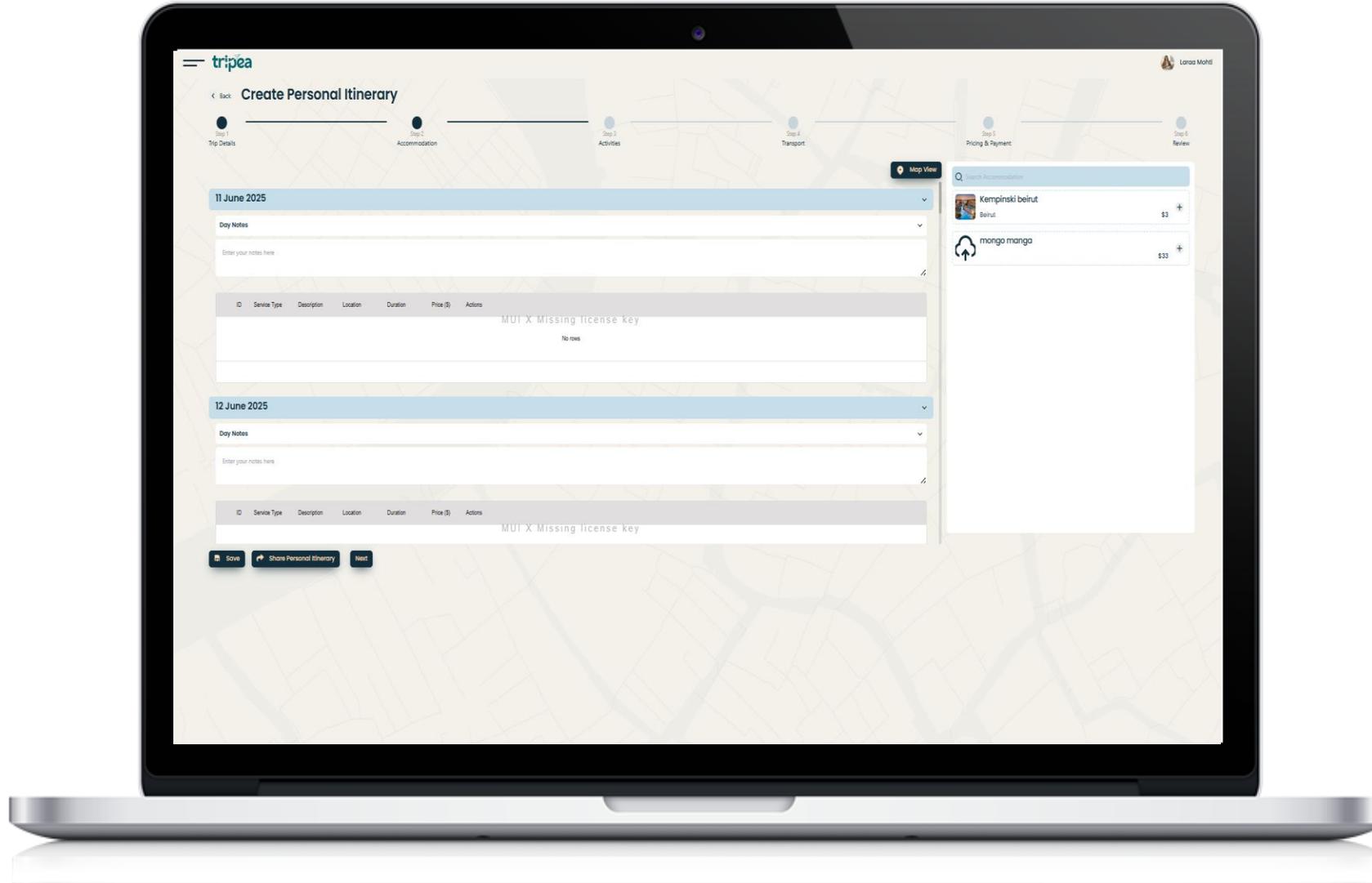


## Story Name

## 10.3.3 View/Edit Accommodation Details

## Step

The DMC is able to edit any accommodation details he deems necessary which include number of rooms, room type, check-in and check-out days, etc.

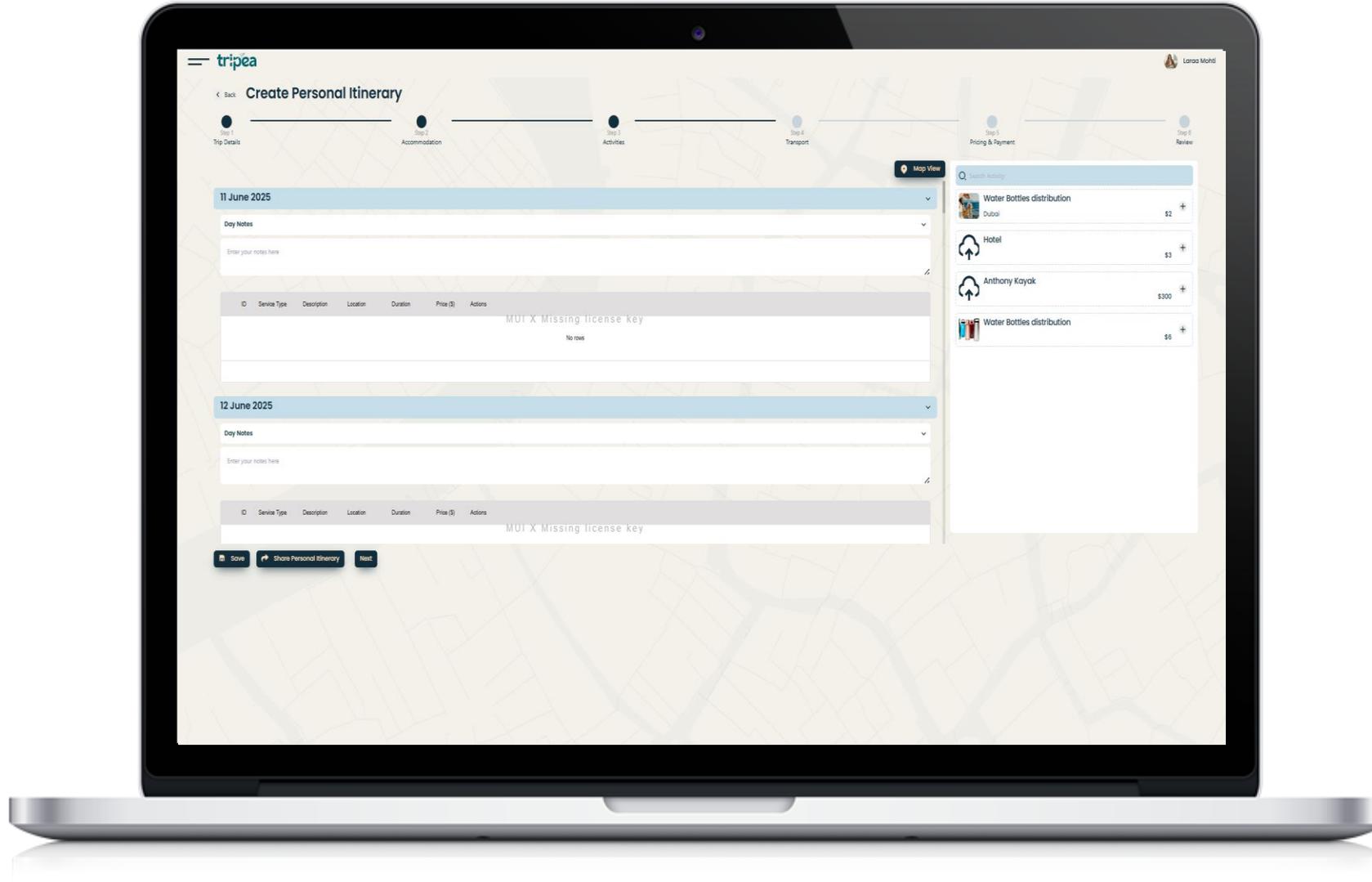


## Story Name

## 10.3.4 View/Edit Activities Details

## Step

The DMC is able to edit any necessary activities details which include experience method, timeslot, price, etc.

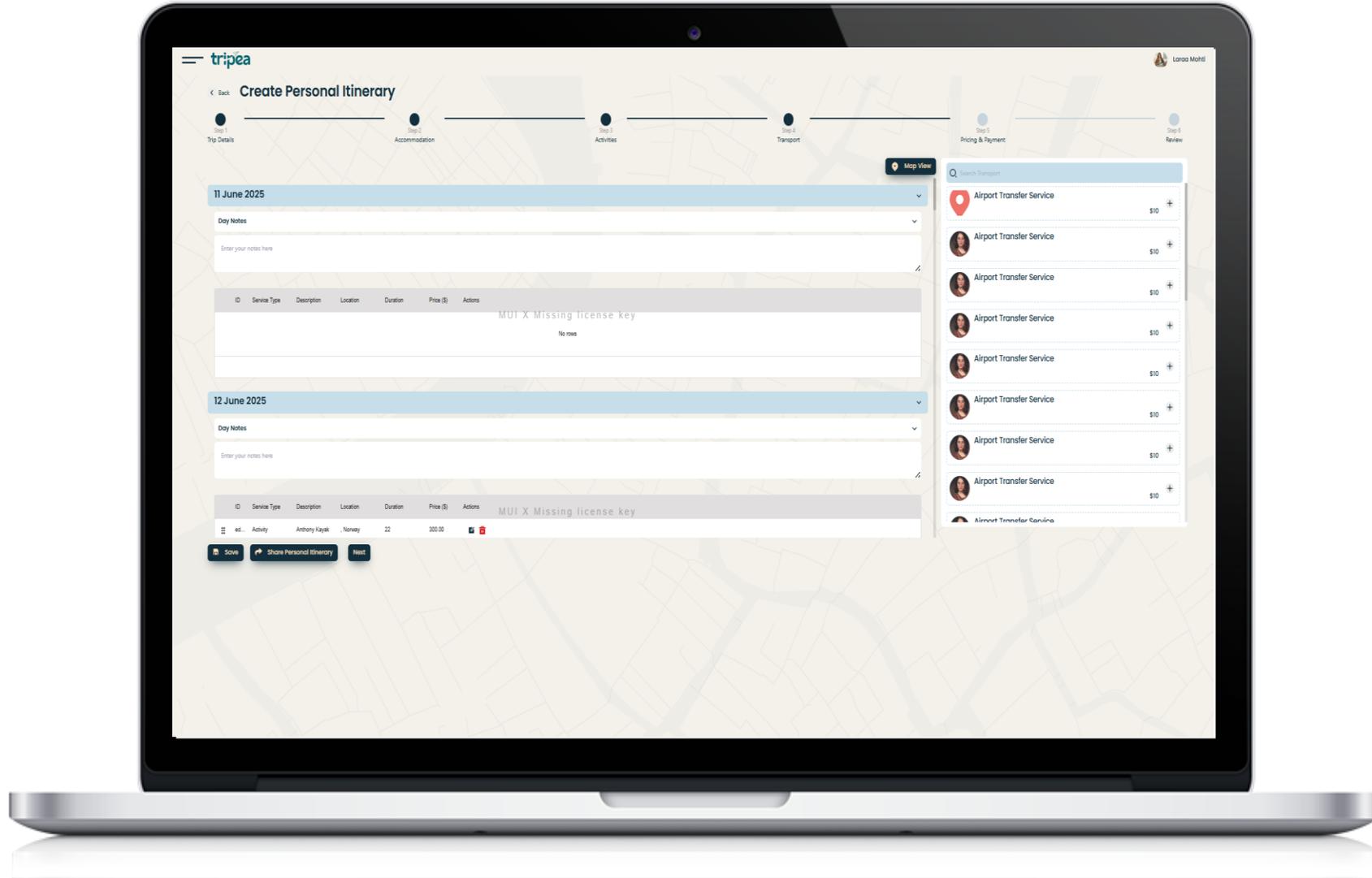


## Story Name

## 10.3.5 View/Edit Transport Details

## Step

The DMC is able to edit any necessary transport details which include price, drop off location, etc.

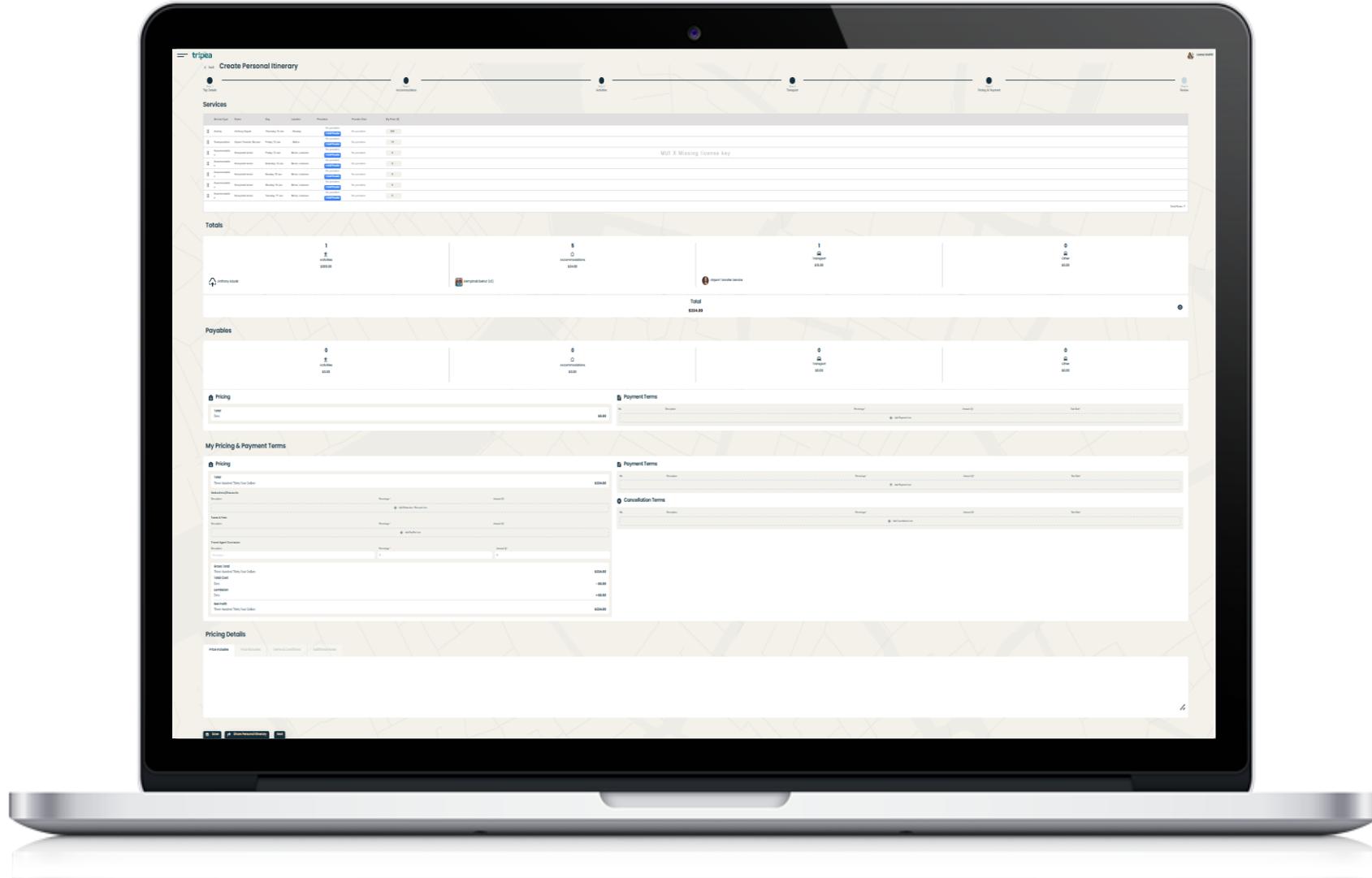


## Story Name

## 10.3.6 View/Edit Pricing & Payment Details

## Step

The DMC must outline pricing, including service providers' costs, payment terms, taxes, fees, commissions, and cancellation terms based on the gross total.

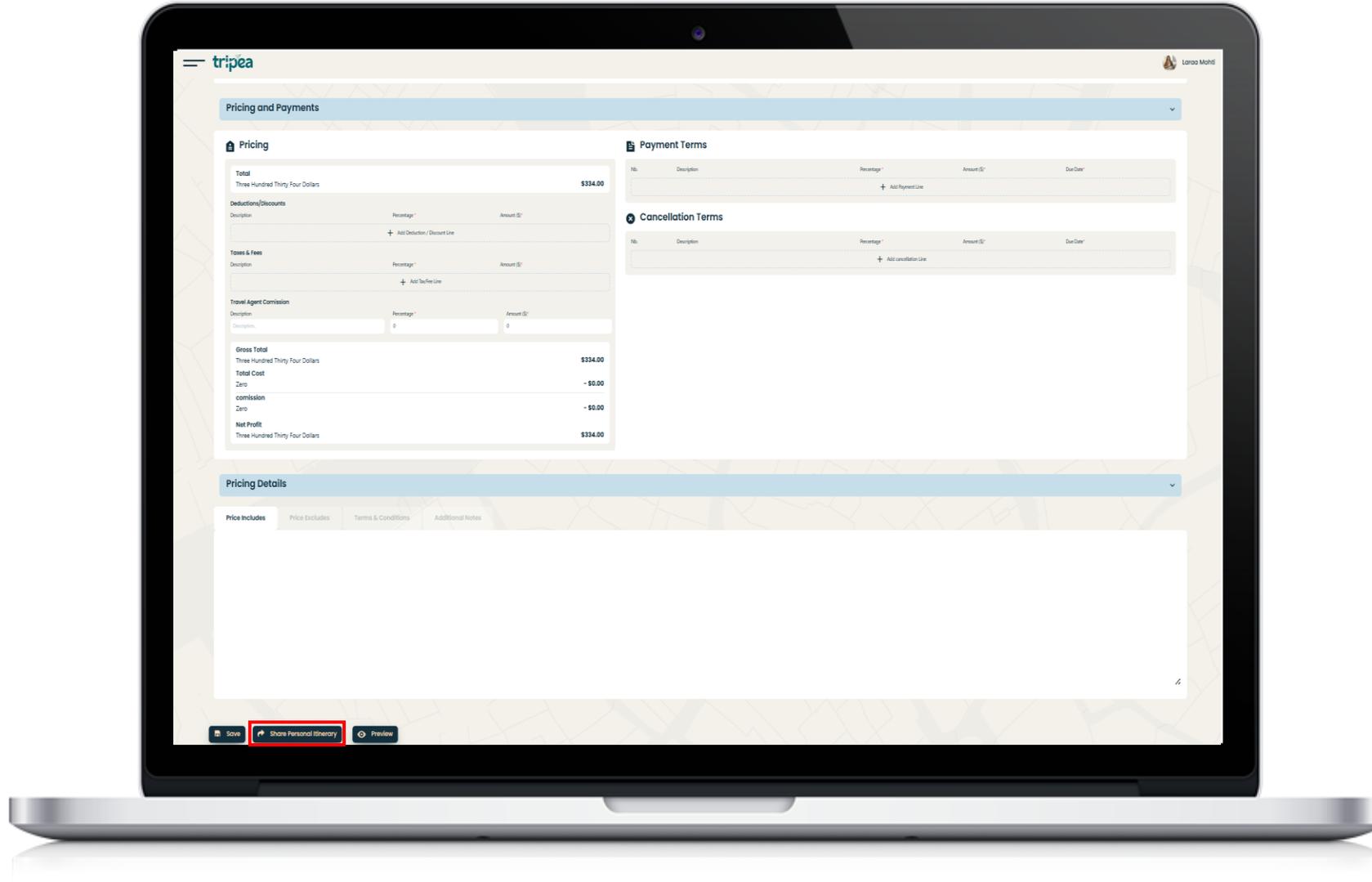


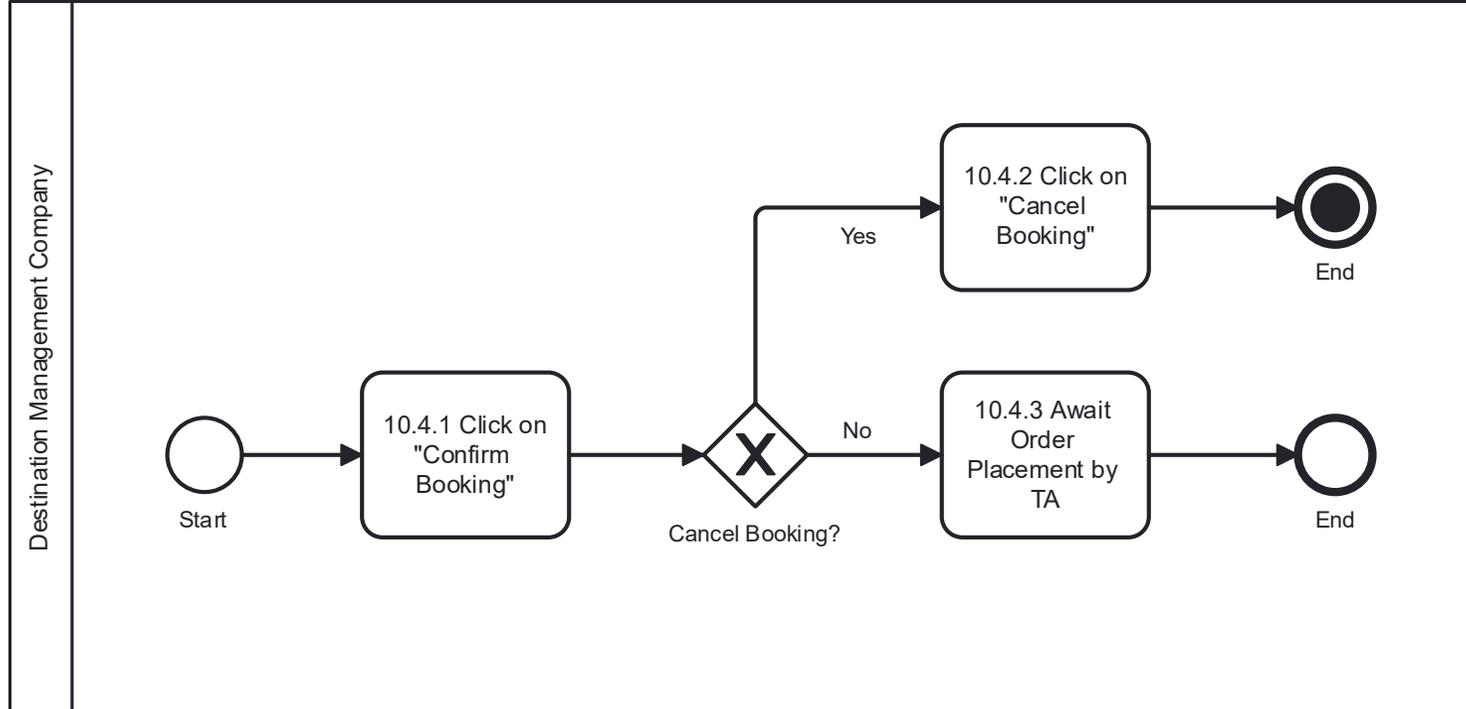
## Story Name

## 10.3.7 Click on "Share Personal Itinerary"

## Step

Once all the details are filled and finalized click on "Share Personal Itinerary". Now the itinerary is shared as a "personal" itinerary and the status will be shared.





<b>Epic Name</b>	<b>Proposals</b>
<b>Story</b>	10.4 Confirm/Cancel Booking DMC

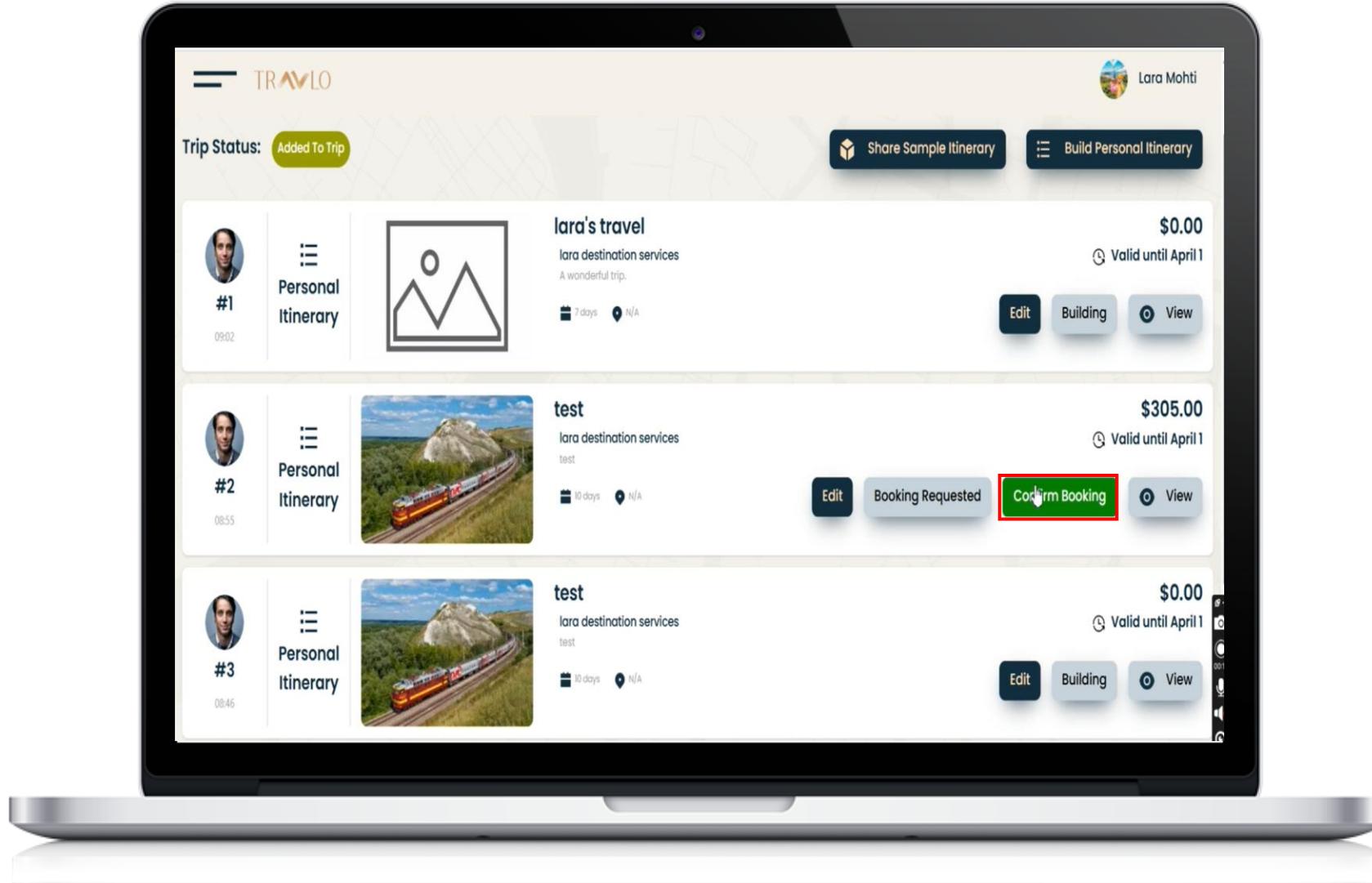
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
10.4.1	Click on "Confirm Booking"	The DMC receives the booking from the TA and clicks on "Confirm Booking"
10.4.2	Click on "Cancel Booking"	If the DMC decides to cancel the booking, "Cancel Booking" is clicked.
10.4.3	Await Order Placement by TA	Once the DMC confirms the booking, they await the TA to place an order.

## Story Name

10.4.1 Click on "Confirm Booking"

## Step

The DMC receives the booking from the TA and clicks on "Confirm Booking"

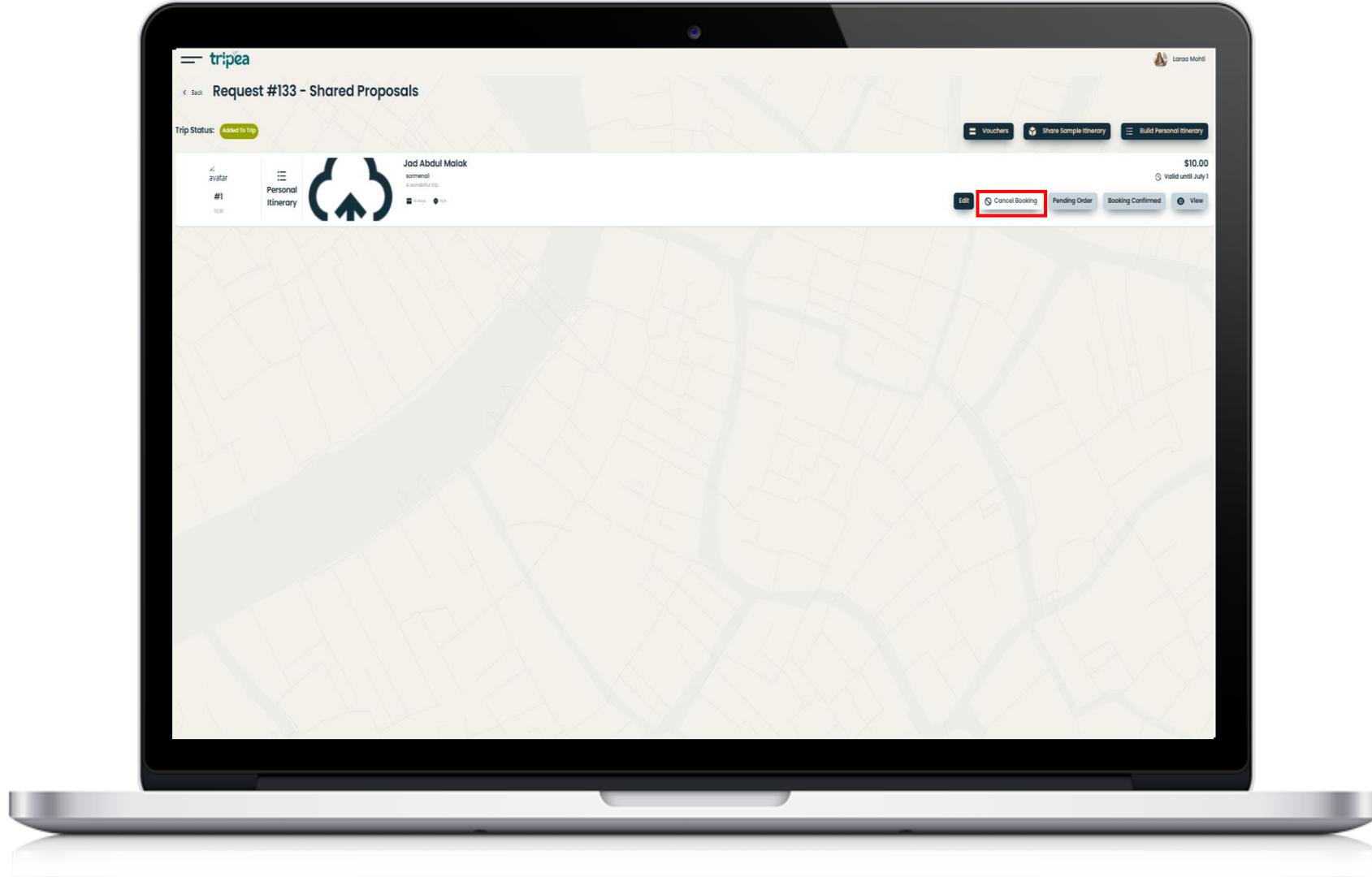


## Story Name

10.4.2 Click on "Cancel Booking"

## Step

If the DMC decides to cancel the booking, "Cancel Booking" is clicked.

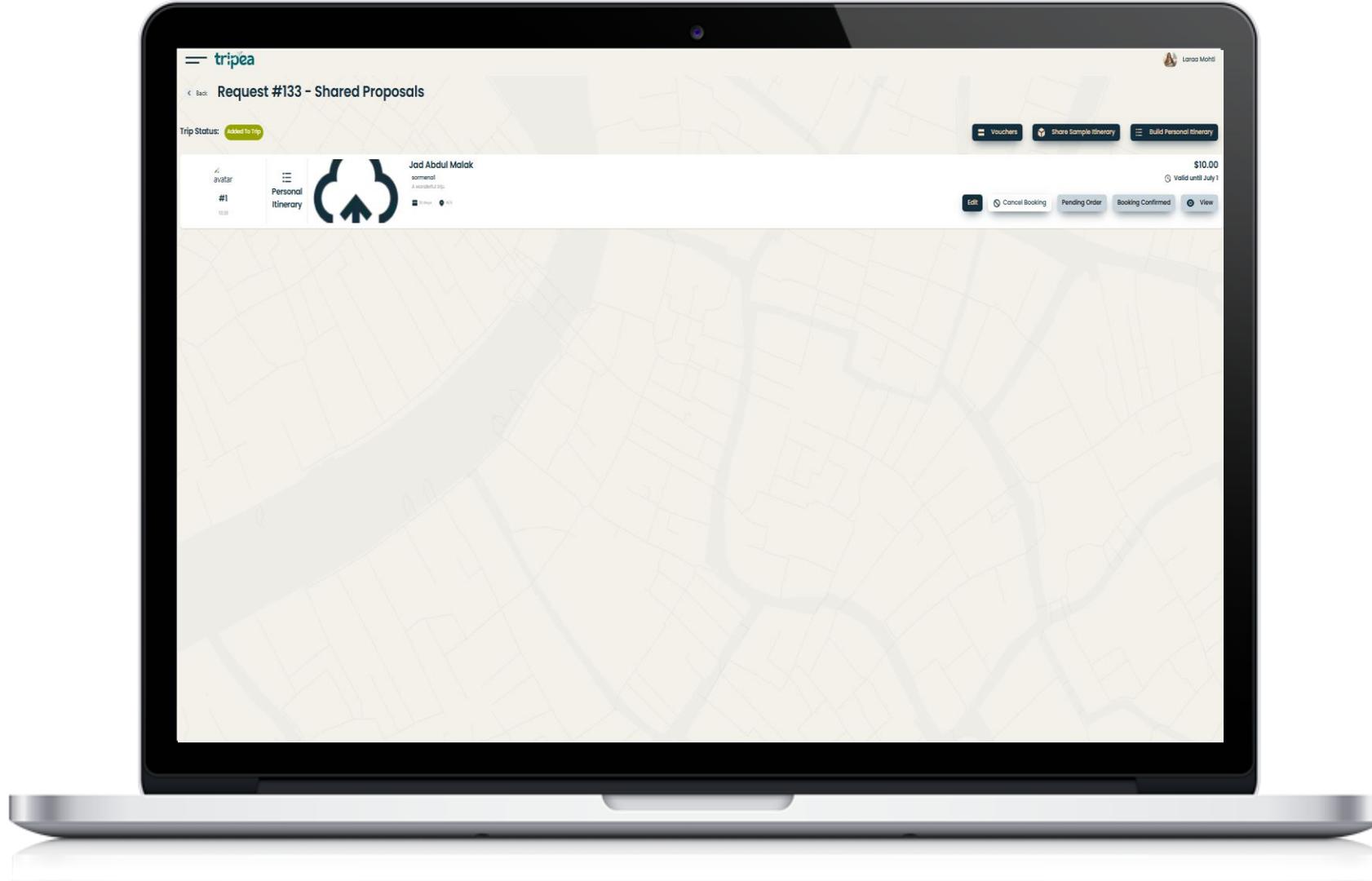


**Story Name**

10.4.3 Await Order Placement by TA

**Step**

Once the DMC confirms the booking, they await the TA to place an order.



# Epic 11: Vouchers

## **Stories:**

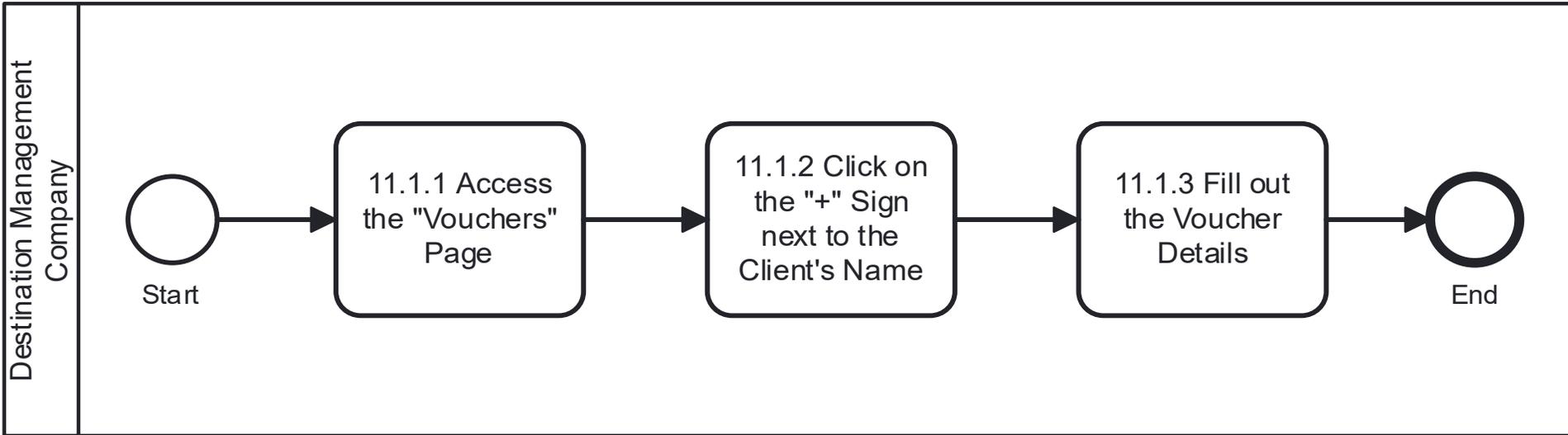
- ❖ 11.1 Create Individual Vouchers
- ❖ 11.2 Create Group Vouchers
- ❖ 11.3 Edit Vouchers
- ❖ 11.4 Show/Hide Toggle
- ❖ 11.5 Add Clients to Trip

Epic Name

Vouchers

Story

11.1 Create Individual Vouchers



**Epic Name****Vouchers****Story**

11.1 Create Individual Vouchers

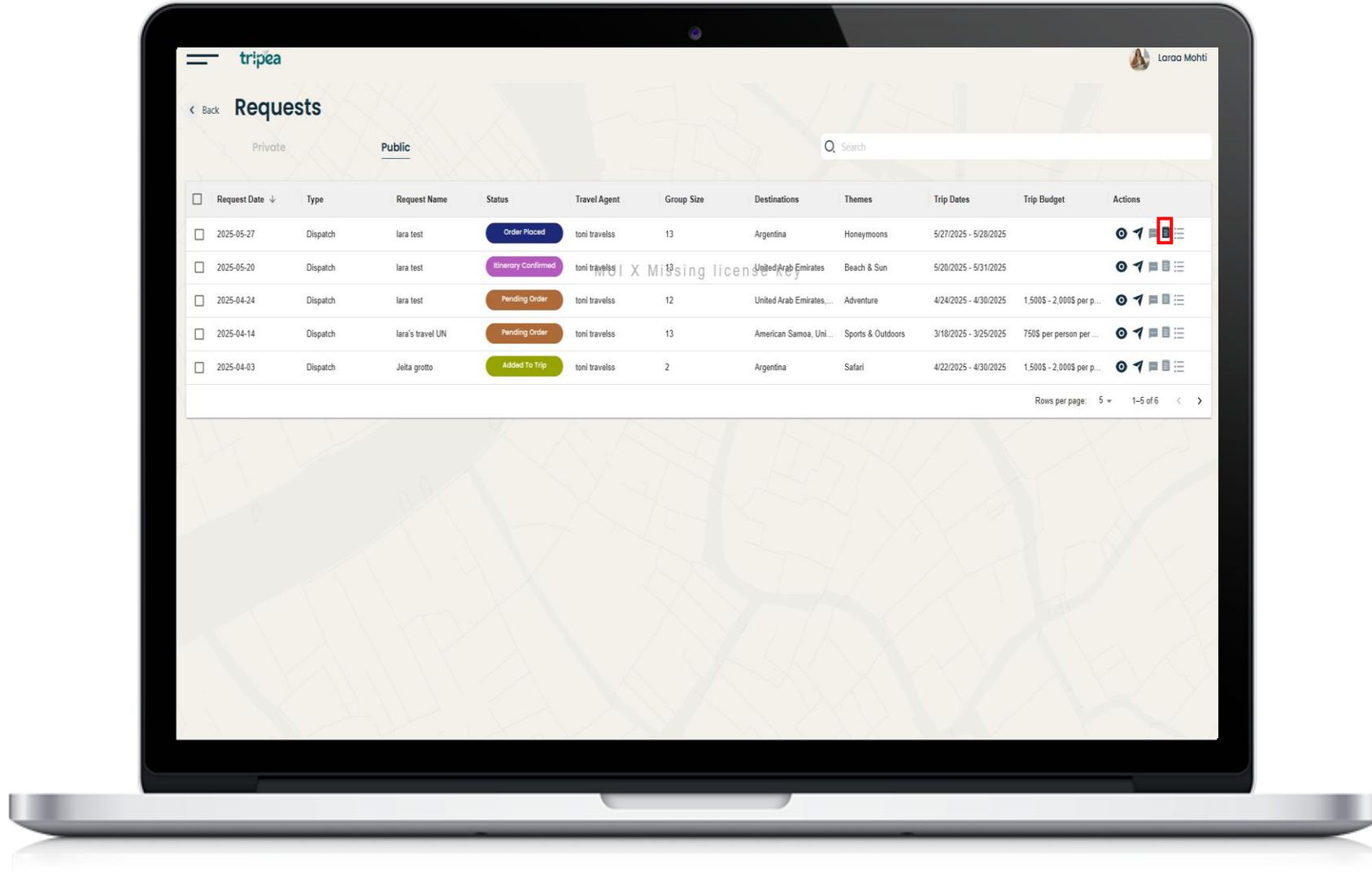
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
11.1.1	Access the "Vouchers" Page	To access the vouchers page, navigate to the “Requests” section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.
11.1.2	Click on the "+" Sign next to the Client's Name	First, choose between Accommodation, Activity, or Transportation. Make sure the Group Voucher toggle is turned off. Then, click the "+" sign again next to the specific client to create an individual voucher.
11.1.3	Fill out the Voucher Details	Fill out the voucher reference number, emergency contact number, and upload any relevant documents. You can also add custom fields to include any specific details or notes needed for the voucher. Click on the “Save” button once it’s completed.

## Story Step

### 11.1.1 Access the "Vouchers" Page

## Description

To access the vouchers page, navigate to the "Requests" section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.

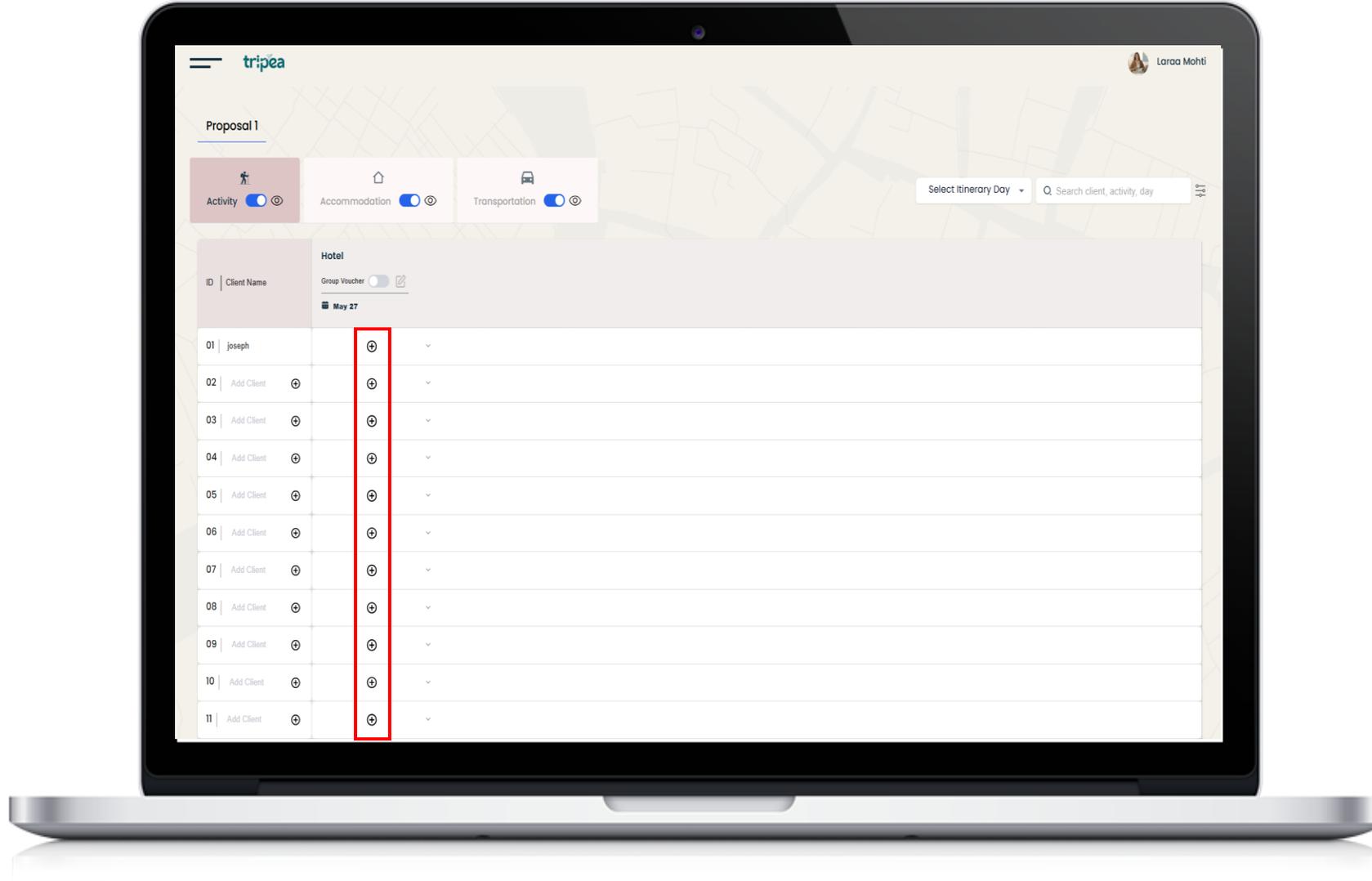


## Story Step

### 11.1.2 Click on the "+" Sign next to the Client's Name

## Description

First, choose between Accommodation, Activity, or Transportation. Make sure the Group Voucher toggle is turned off. Then, click the "+" sign again next to the specific client to create an individual voucher.

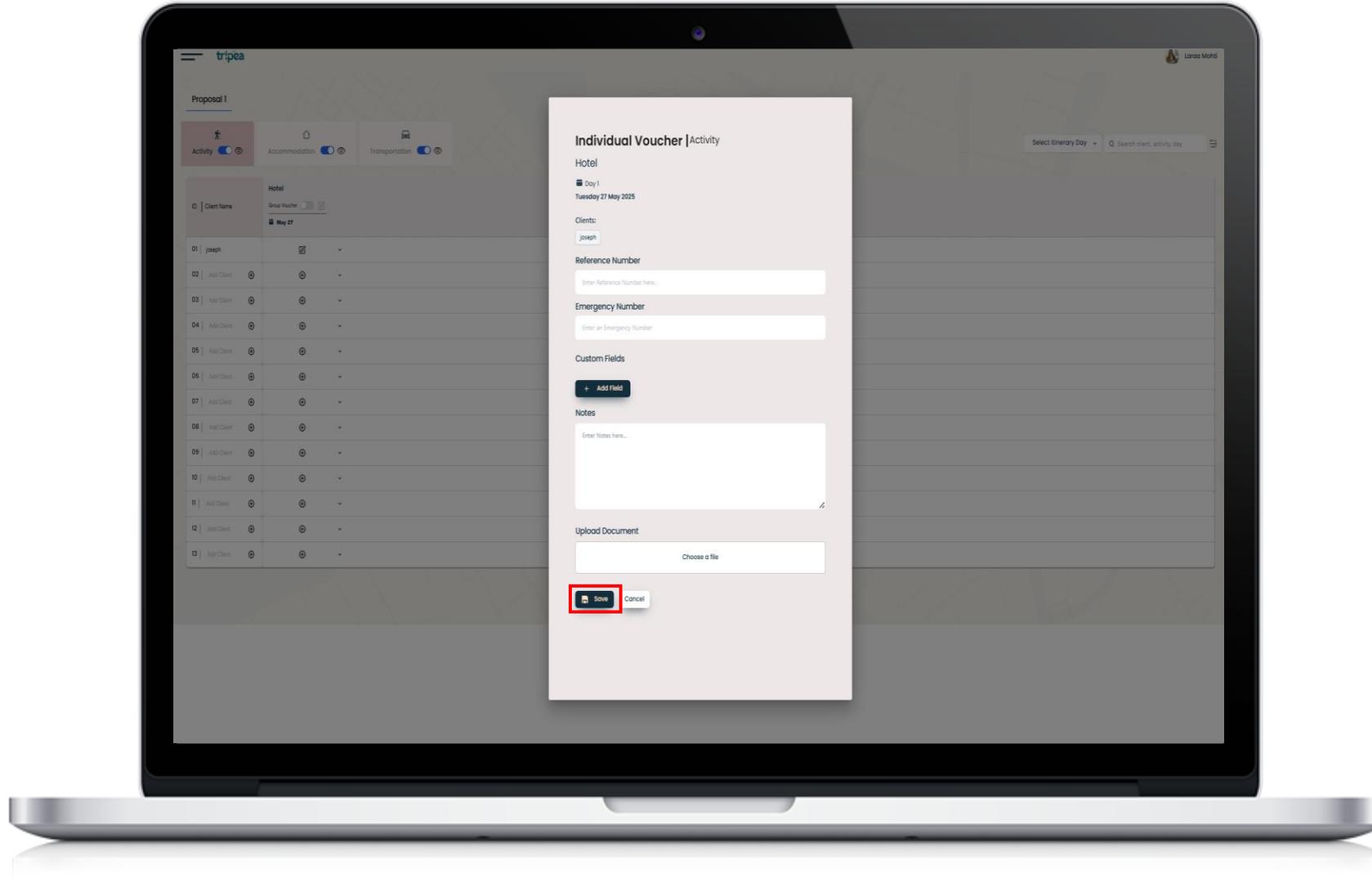


## Story Step

### 11.1.3 Fill out the Voucher Details

## Description

Fill out the voucher reference number, emergency contact number, and upload any relevant documents. You can also add custom fields to include any specific details or notes needed for the voucher. Click on the “Save” button once it’s completed.

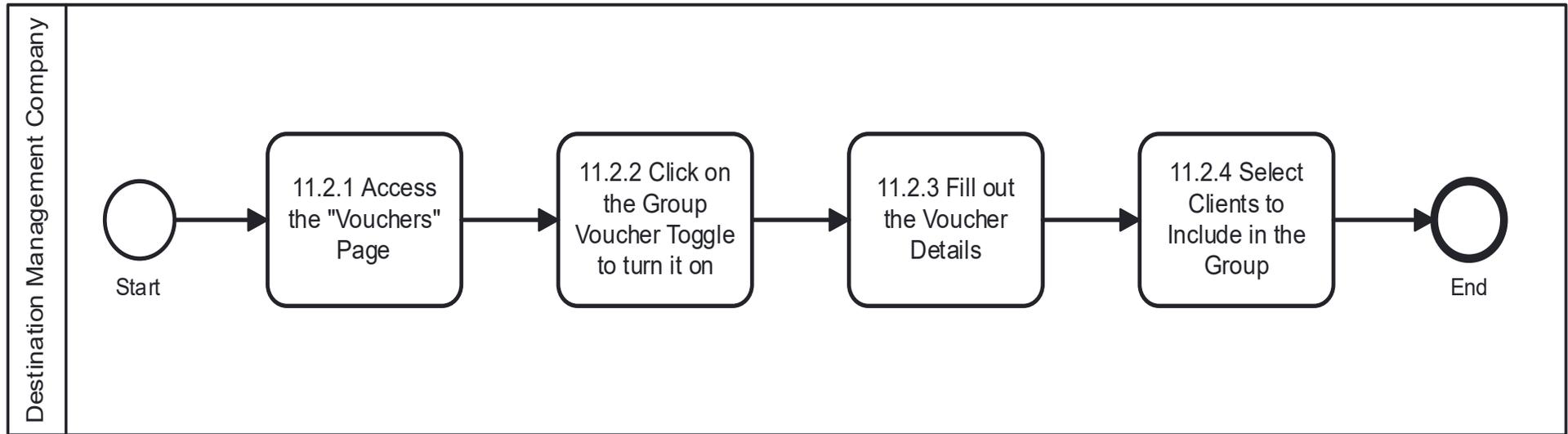


Epic Name

Vouchers

Story

11.2 Create Group Vouchers



**Epic Name****Vouchers****Story**

11.2 Create Group Vouchers

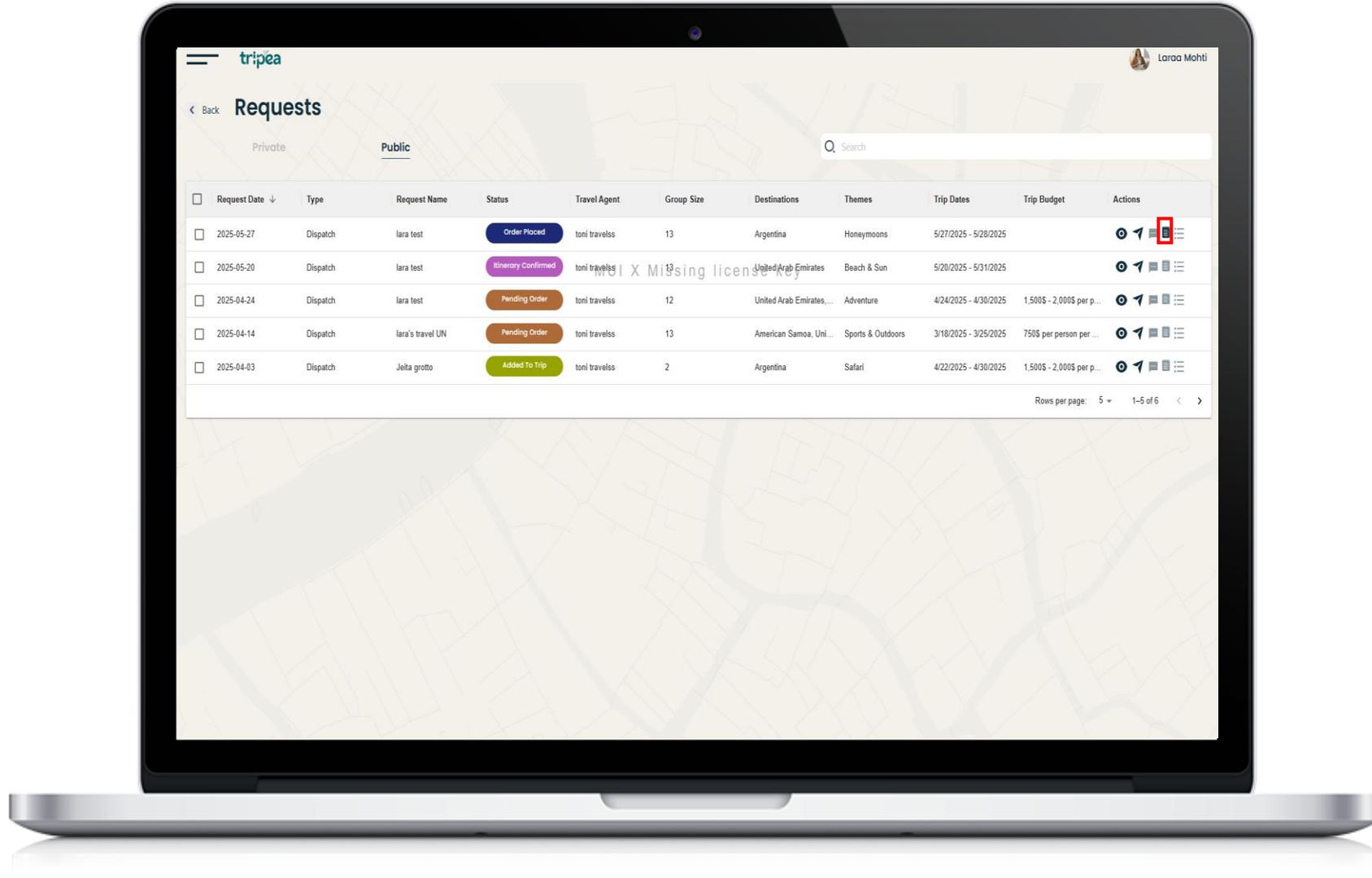
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
11.2.1	Access the "Vouchers" Page	To access the vouchers page, navigate to the “Requests” section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.
11.2.2	Click on the Group Voucher Toggle to turn it on	First, choose between Accommodation, Activity, or Transportation. Make sure the Group Voucher toggle is switched on. A pop up message will show up as a warning, proceed by clicking “Ok” to move forward.
11.2.3	Fill out the Voucher Details	Fill out the voucher reference number, emergency contact number, and upload any relevant documents. You can also add custom fields to include any specific details or notes needed for the voucher. Click on the “Save” button once it’s completed.
11.2.4	Select Clients to Include in the Group	To include clients in a group voucher, simply check the boxes next to the names of the clients you want to add. Only the selected clients will be included in the group voucher.

## Story Step

### 11.2.1 Access the "Vouchers" Page

## Description

To access the vouchers page, navigate to the "Requests" section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.

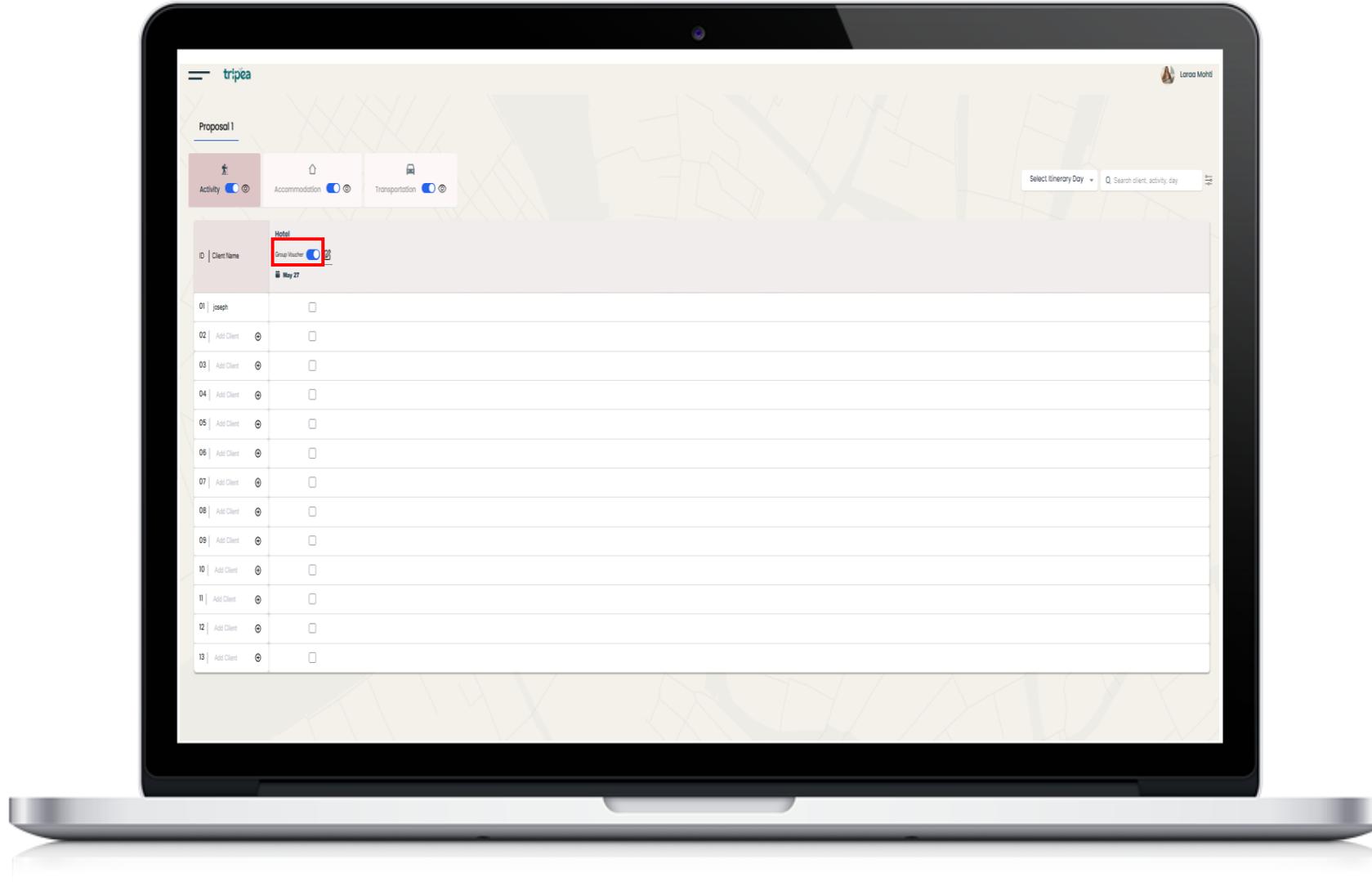


## Story Step

### 11.2.2 Click on the Group Voucher Toggle to turn it on

## Description

First, choose between Accommodation, Activity, or Transportation. Make sure the Group Voucher toggle is switched on. A pop up message will show up as a warning, proceed by clicking “Ok” to move forward.

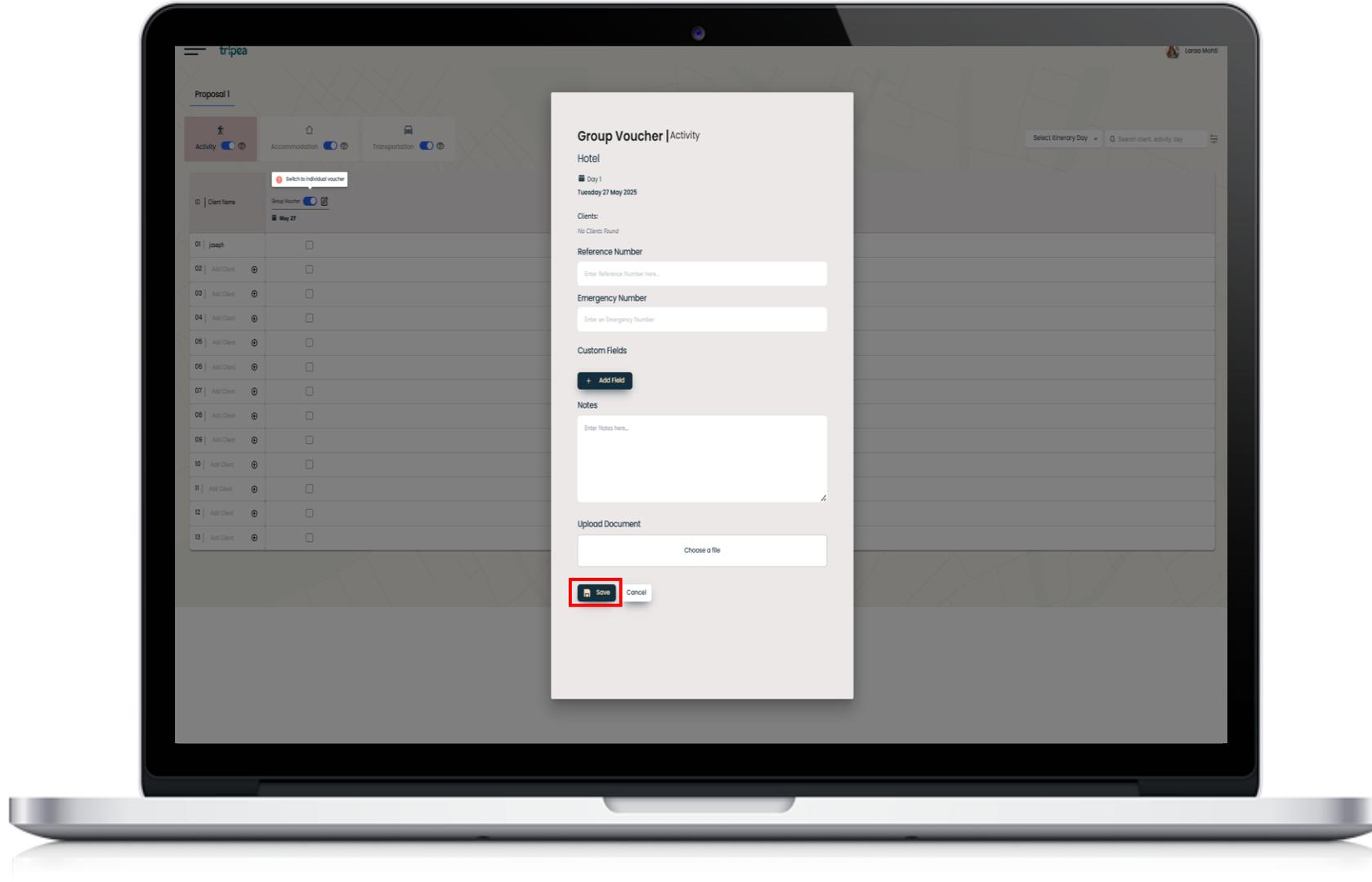


## Story Step

### 11.2.3 Fill out the Voucher Details

## Description

Fill out the voucher reference number, emergency contact number, and upload any relevant documents. You can also add custom fields to include any specific details or notes needed for the voucher. Click on the “Save” button once it’s completed.

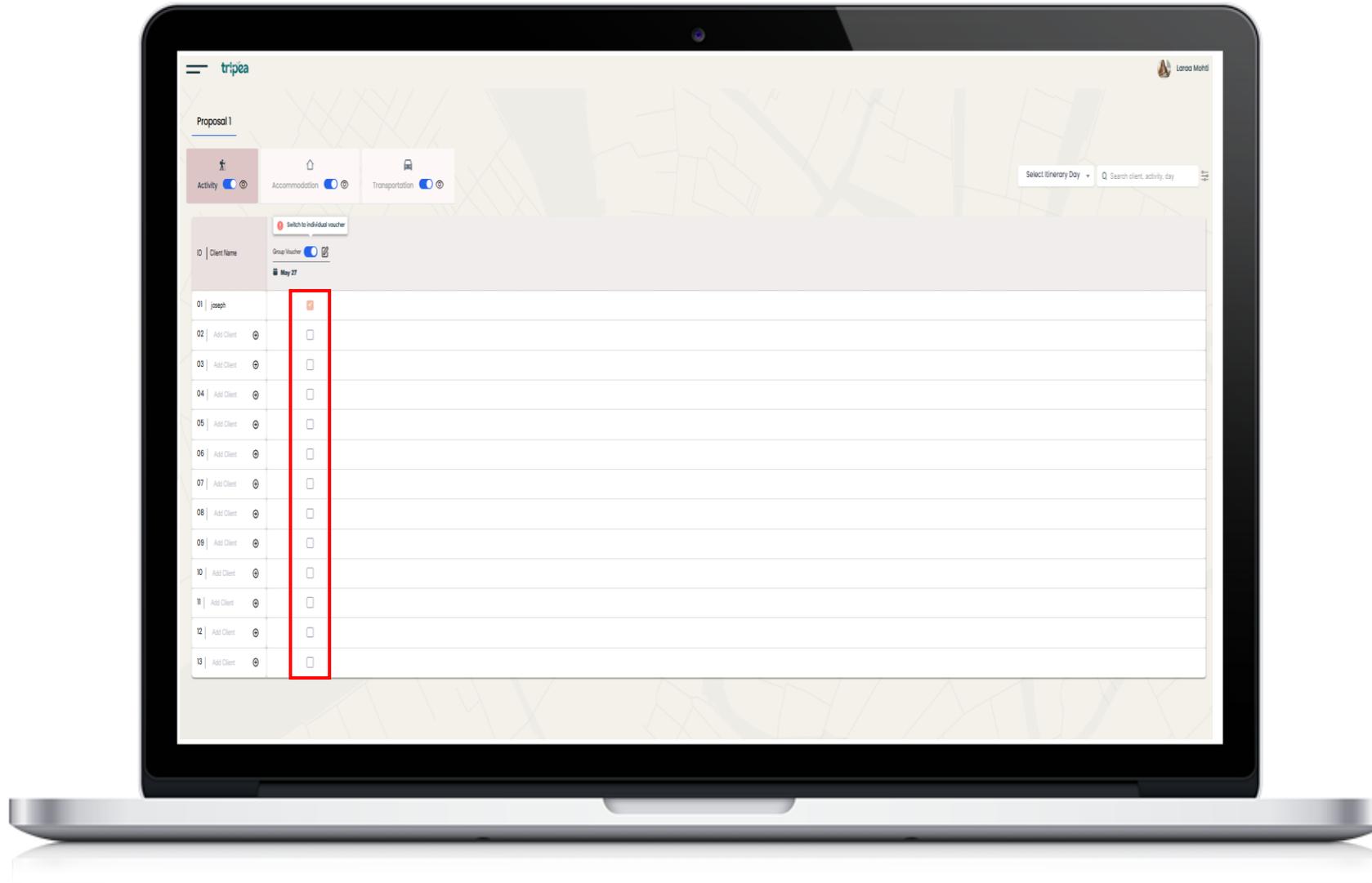


## Story Step

### 11.2.4 Select Clients to Include in the Group

## Description

To include clients in a group voucher, simply check the boxes next to the names of the clients you want to add. Only the selected clients will be included in the group voucher.

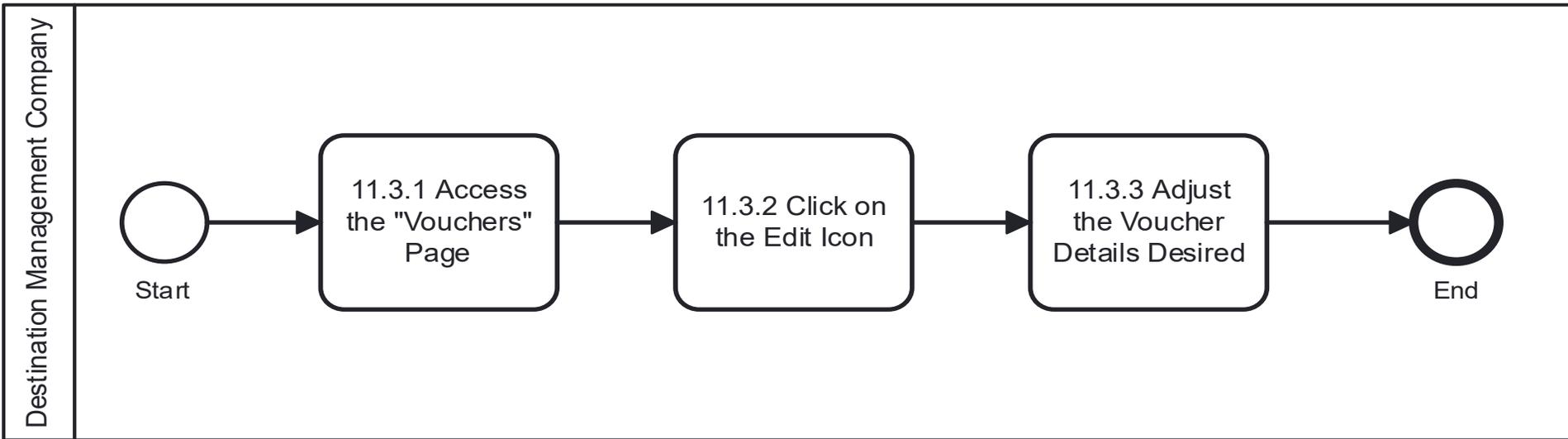


Epic Name

Vouchers

Story

11.3 Edit Vouchers



<b>Epic Name</b>	<b>Vouchers</b>
<b>Story</b>	11.3 Edit Vouchers

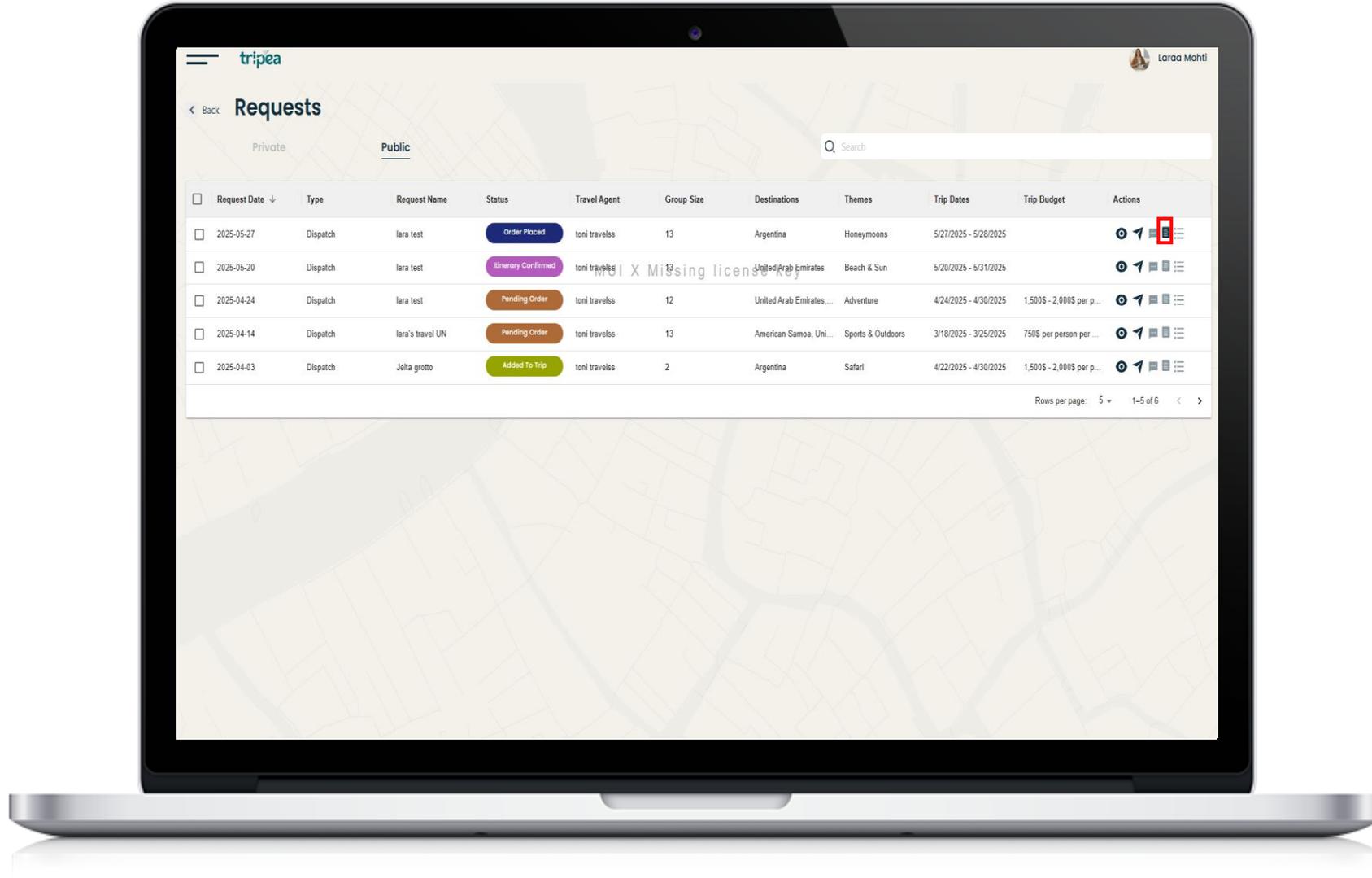
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
11.3.1	Access the "Vouchers" Page	To access the vouchers page, navigate to the “Requests” section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.
11.3.2	Click on the Edit Icon	First, choose between Accommodation, Activity, or Transportation. Also, choose also between group voucher or individual voucher. Then, click on the Edit Icon (next to the group voucher toggle or next to the individual client). Click on the arrow facing down next to it to duplicate the voucher for another individual.
11.3.3	Adjust the Voucher Details Desired	Adjust the desired fields such as voucher reference number, emergency contact number, and upload any relevant documents. You can also add/adjust custom fields to include any specific details or notes needed for the voucher. Click on the “Save” button once it’s completed.

## Story Step

### 11.3.1 Access the "Vouchers" Page

## Description

To access the vouchers page, navigate to the "Requests" section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.

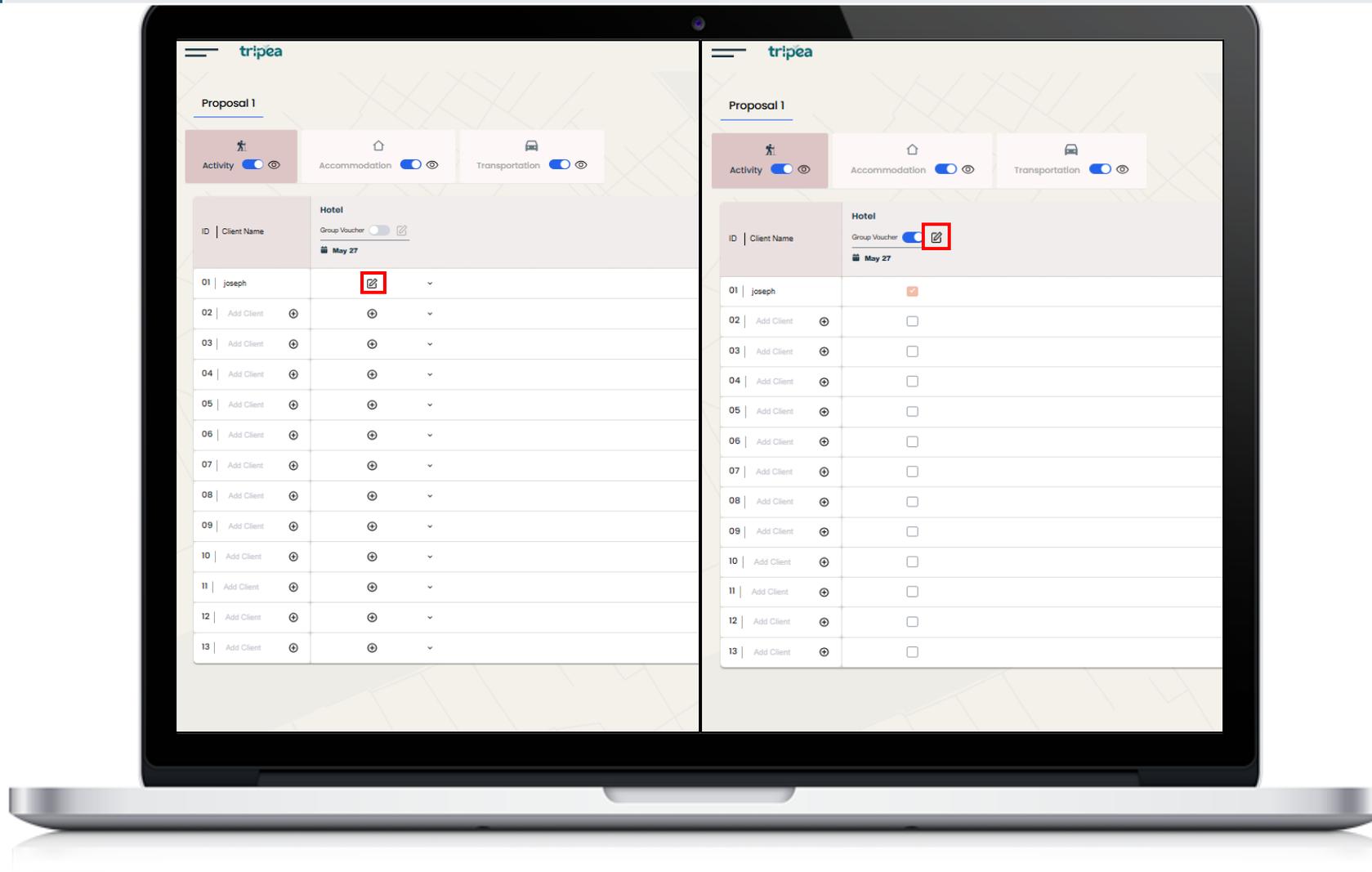


## Story Step

### 11.3.2 Click on Edit Icon

## Description

First, choose between Accommodation, Activity, or Transportation. Also, choose also between group voucher or individual voucher. Then, click on the Edit Icon (next to the group voucher toggle or next to the individual client). Click on the arrow facing down next to it to duplicate the voucher for another individual.

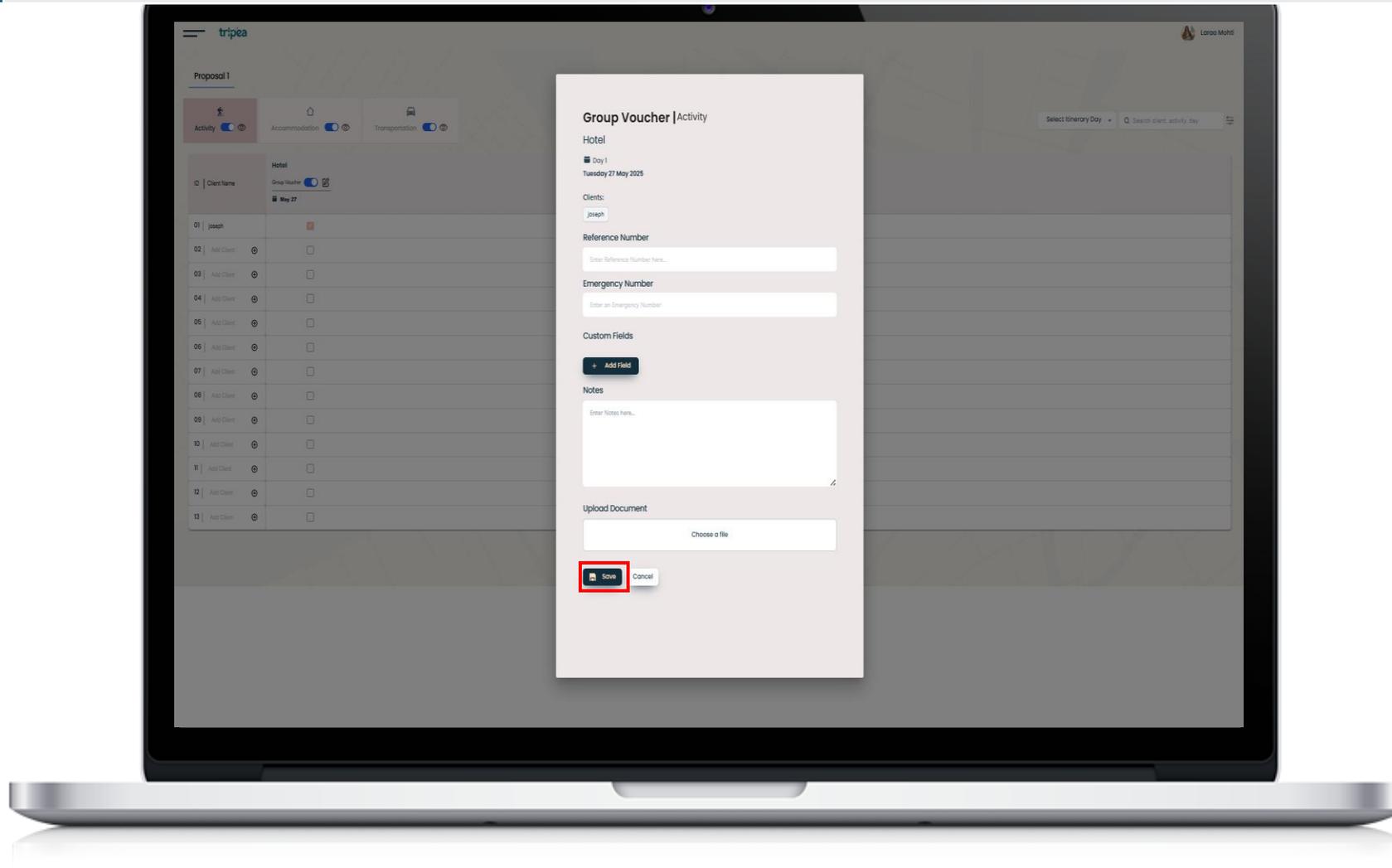


## Story Step

### 11.3.3 Adjust the Voucher Details Desired

## Description

Adjust the desired fields such as voucher reference number, emergency contact number, and upload any relevant documents. You can also add/adjust custom fields to include any specific details or notes needed for the voucher. Click on the “Save” button once it’s completed.

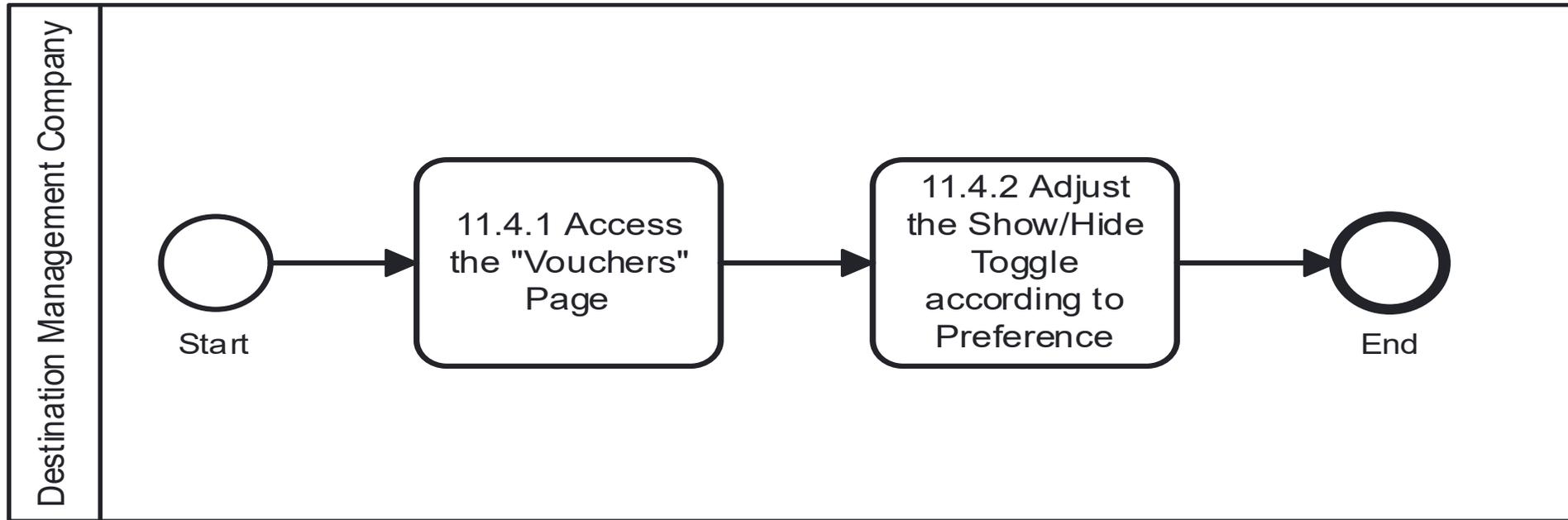


Epic Name

Vouchers

Story

11.4 Show/Hide Toggle



<b>Epic Name</b>	<b>Vouchers</b>
<b>Story</b>	11.4 Show/Hide Toggle

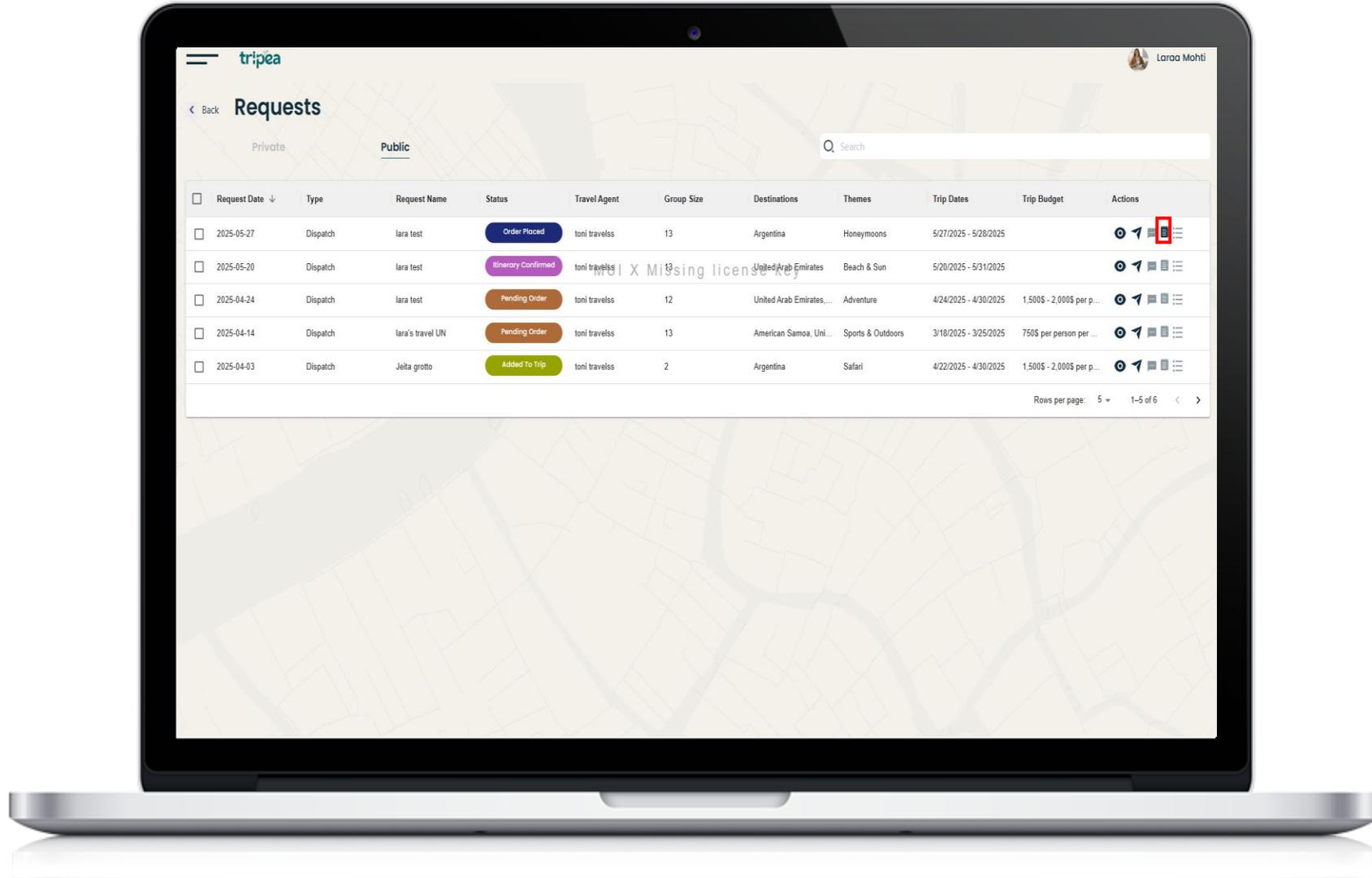
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
11.4.1	Access the "Vouchers" Page	To access the vouchers page, navigate to the “Requests” section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.
11.4.2	Adjust the Show/Hide Toggle according to Preference	Use the Show/Hide (On/Off) toggle to control what voucher information (Activities, Accommodation, or Transportation) is visible to the TA. You can also hide an itinerary day if you want to keep it private or continue working on it later.

## Story Step

### 11.4.1 Access the "Vouchers" Page

## Description

To access the vouchers page, navigate to the "Requests" section. Locate any trip with the status "Order Placed". For these trips, you will see a voucher icon, click on it to open the vouchers page.

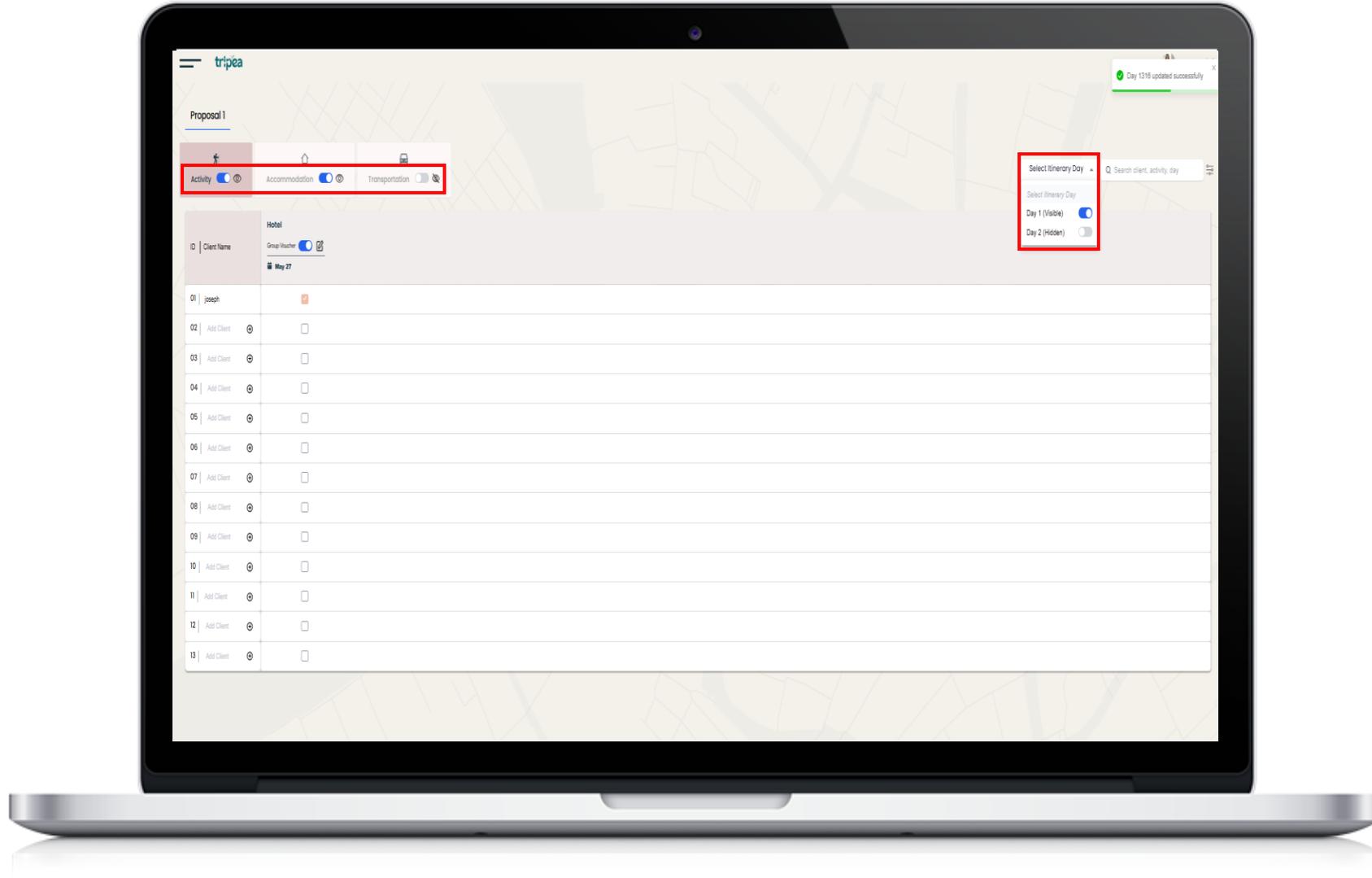


## Story Step

### 11.4.2 Adjust the Show/Hide Toggle according to Preference

## Description

Use the Show/Hide (On/Off) toggle to control what voucher information (Activities, Accommodation, or Transportation) is visible to the TA. You can also hide an itinerary day if you want to keep it private or continue working on it later.



**Epic Name**

**Vouchers**

**Story**

11.5 Add Clients to Trip

# Epic 12: Transaction

## **Stories:**

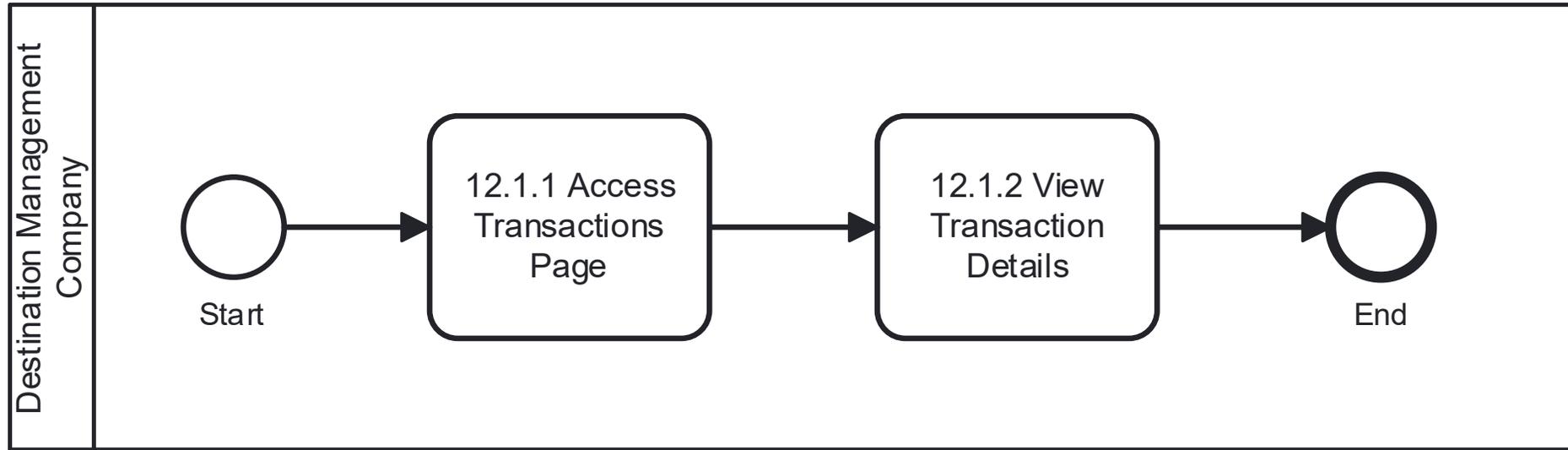
- ❖ 12.1 View Transactions
- ❖ 12.2 Settle Payments

Epic Name

Transactions

Story

12.1 View Transactions



<b>Epic Name</b>	<b>Transactions</b>
<b>Story</b>	12.1 View Transactions

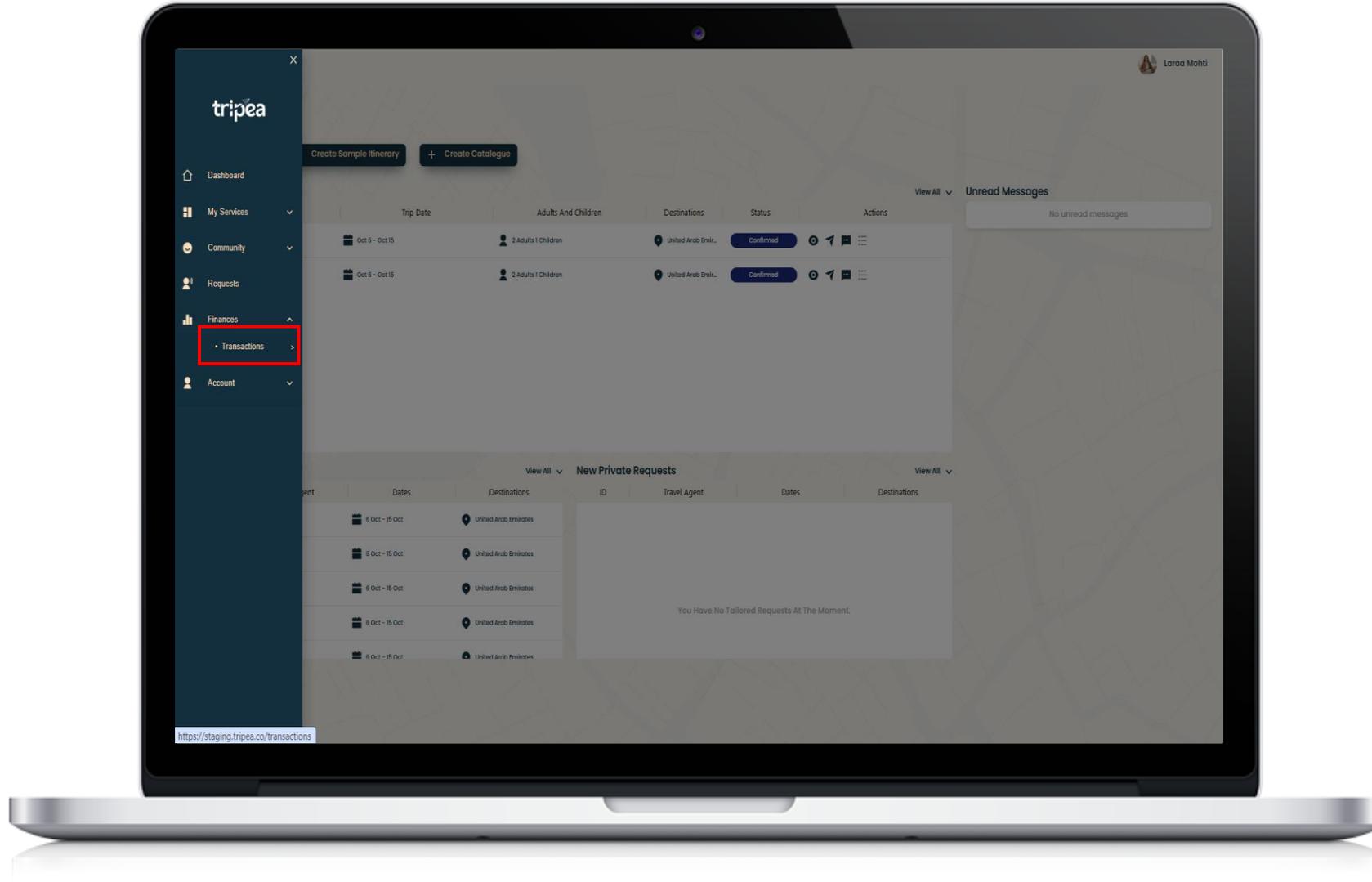
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
12.1.1	Access Transactions Page	Access the Transactions Page by navigating to the sidebar, clicking on Finances, and then selecting Transactions.
12.1.2	View Transaction Details	All transaction details can be viewed, including ID, date issued, trip ID, invoice number, description, type, due date, status, partner type, partner name, amount, settled by, and available actions such as settling payments.

## Story Step

### 12.1.1 Access Transactions Page

## Description

Access the Transactions Page by navigating to the sidebar, clicking on Finances, and then selecting Transactions.

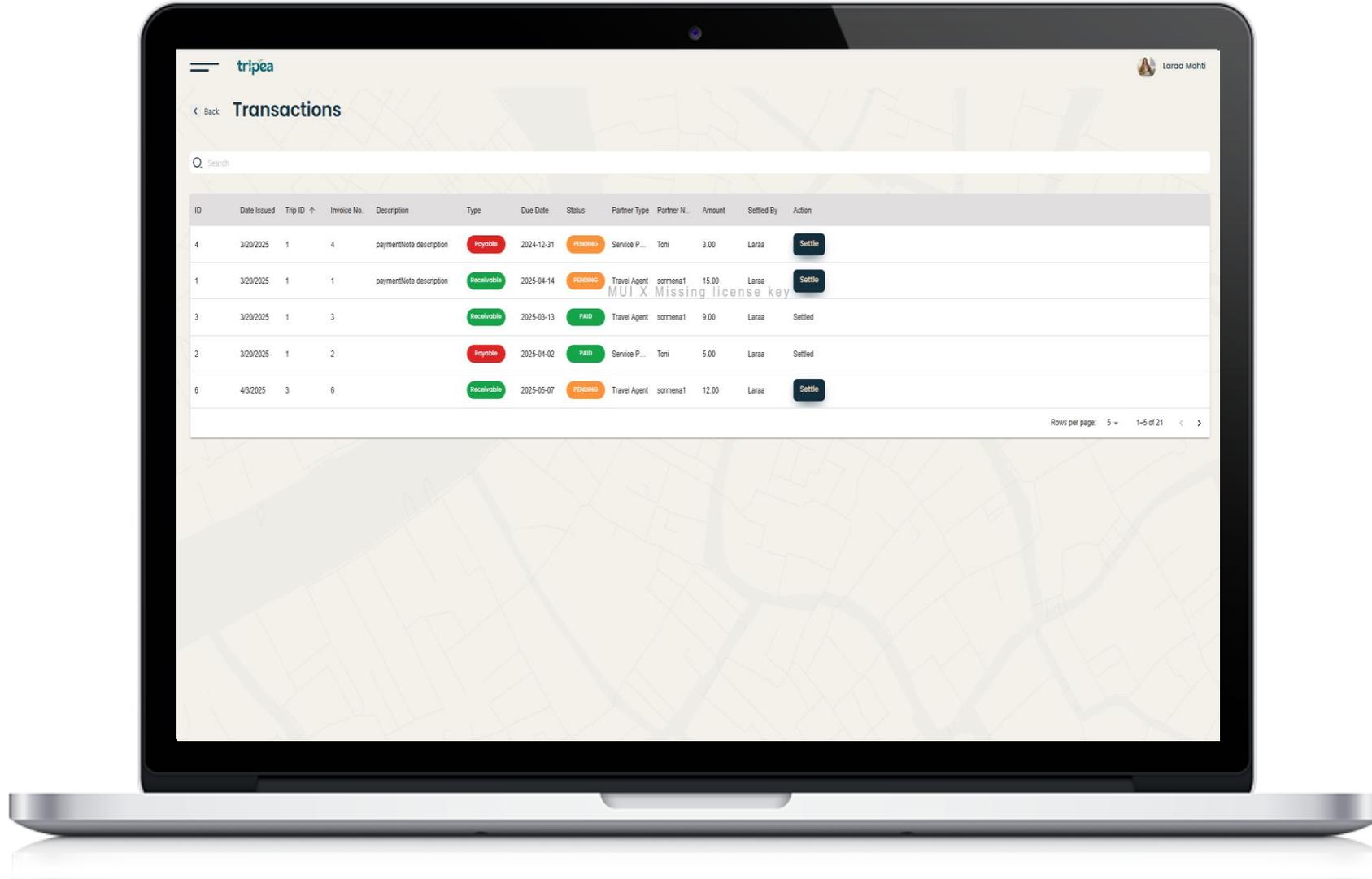


## Story Step

## 12.1.2 View Details

## Description

All transaction details can be viewed, including ID, date issued, trip ID, invoice number, description, type, due date, status, partner type, partner name, amount, and who is it settled by.

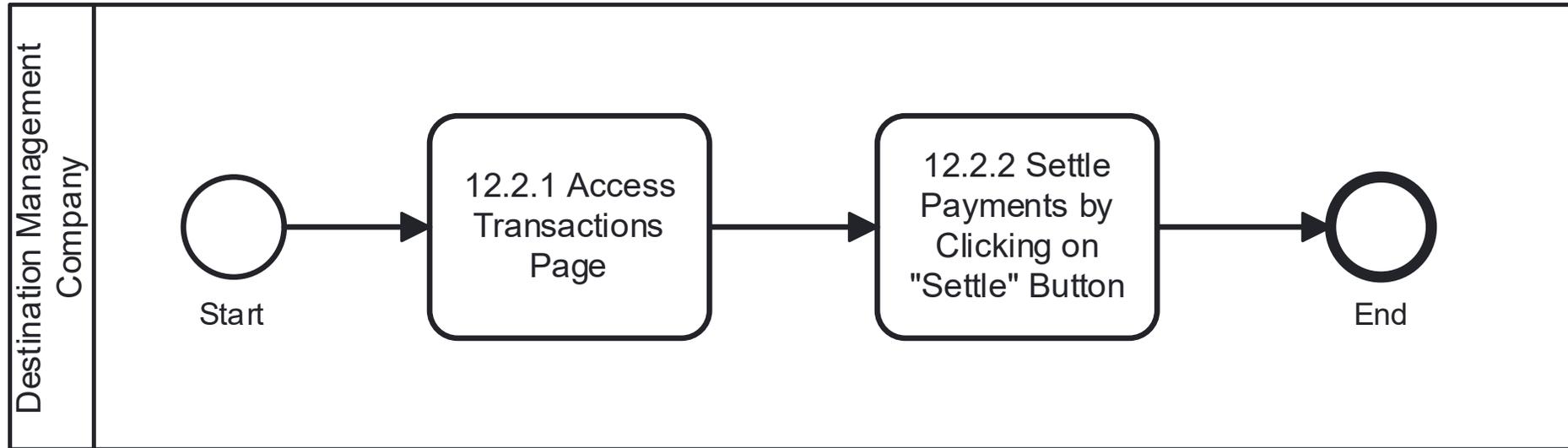


Epic Name

Transactions

Story

12.2 Settle Payments



<b>Epic Name</b>	<b>Transactions</b>
<b>Story</b>	12.2 Settle Payments

<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
12.2.1	Access Transactions Page	Access the Transactions Page by navigating to the sidebar, clicking on Finances, and then selecting Transactions.
12.2.2	Settle Payments by clicking on "Settle" Button	To settle payments, simply click the "Settle" button for any outstanding payments that need to be processed.

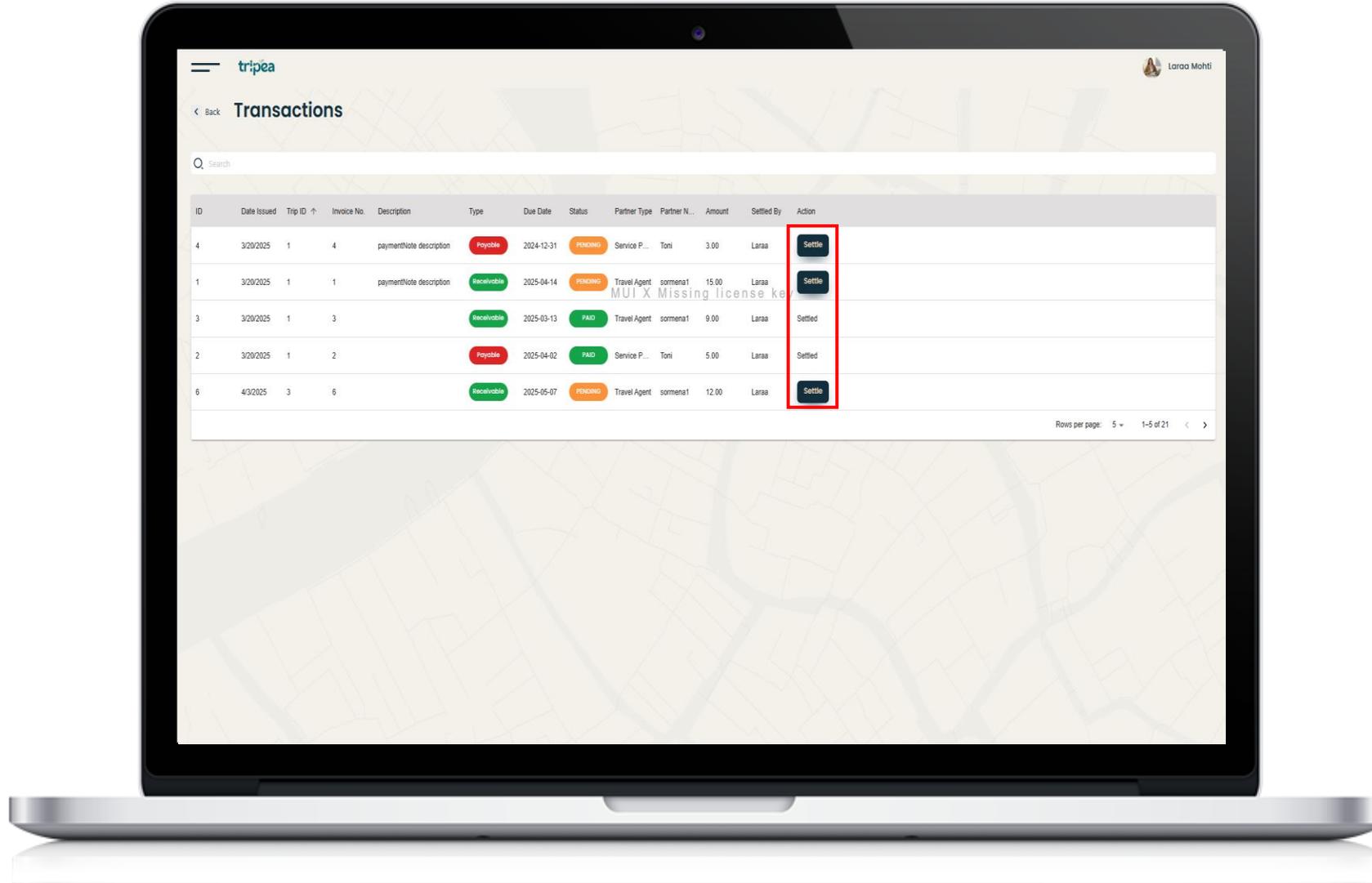


## Story Step

## 12.2.2 Settle Payments by clicking on "Settle" Button

## Description

To settle payments, simply click the "Settle" button for any outstanding payments that need to be processed.



# Epic 13: General Settings

## **Stories:**

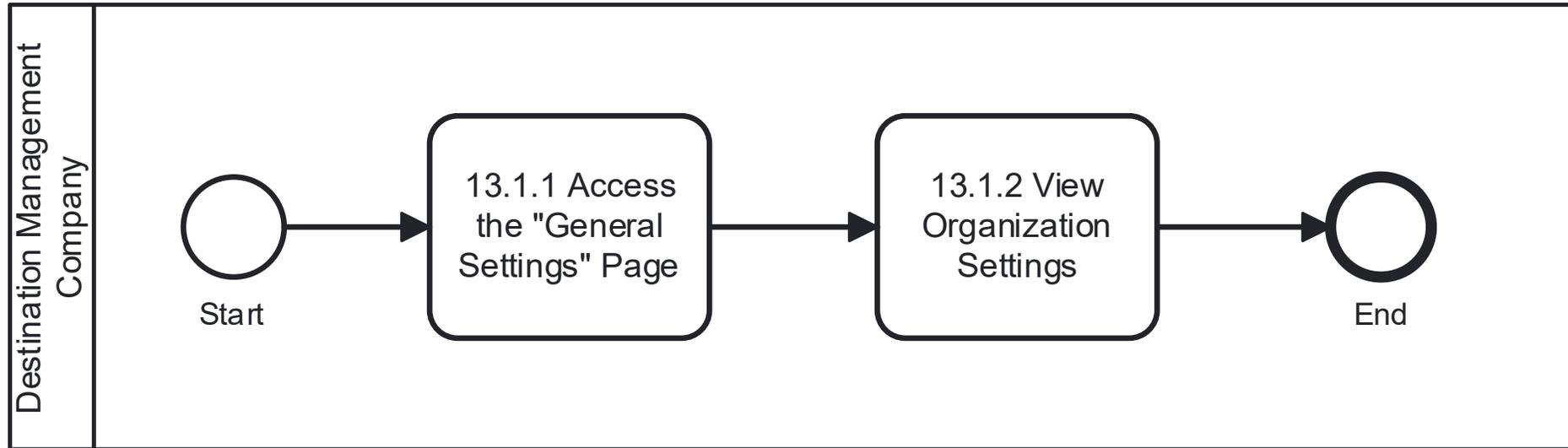
- ❖ 13.1 View General Settings
- ❖ 13.2 Edit Account Details
- ❖ 13.3 Create Sub-Organization

Epic Name

General Settings

Story

13.1 View General Settings



<b>Epic Name</b>	<b>General Settings</b>
<b>Story</b>	13.1 View General Settings

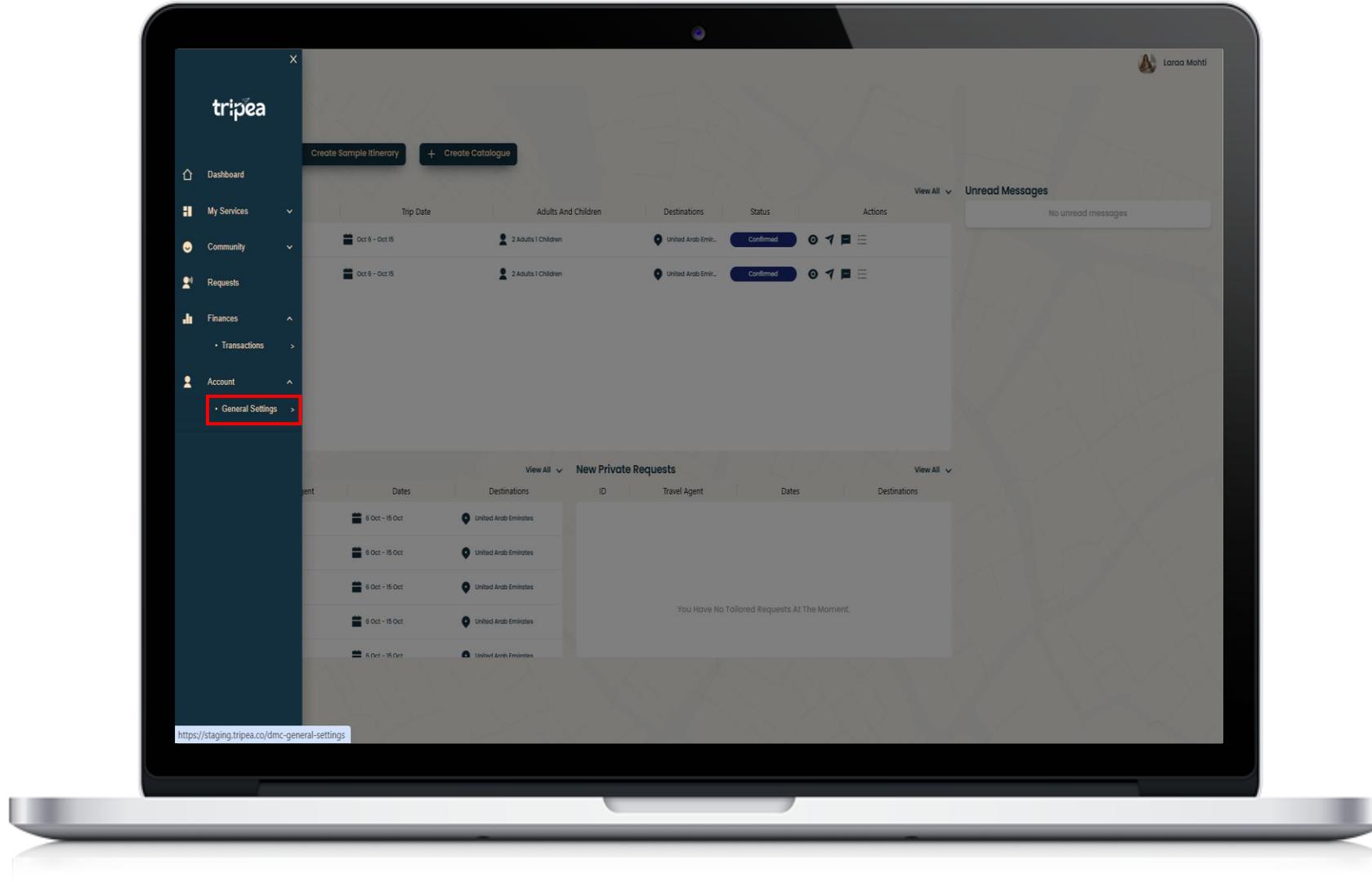
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
13.1.1	Access "General Settings" Page	Open the sidebar and click on "General Settings" to access the page.
13.1.2	View Organization Settings	Send/Reply to a Message allows users to compose and send messages or respond to received ones. This feature ensures communication by enabling quick replies.

## Story Step

### 13.1.1 Access "General Settings" Page

## Description

Open the sidebar and click on "General Settings" to access the page.

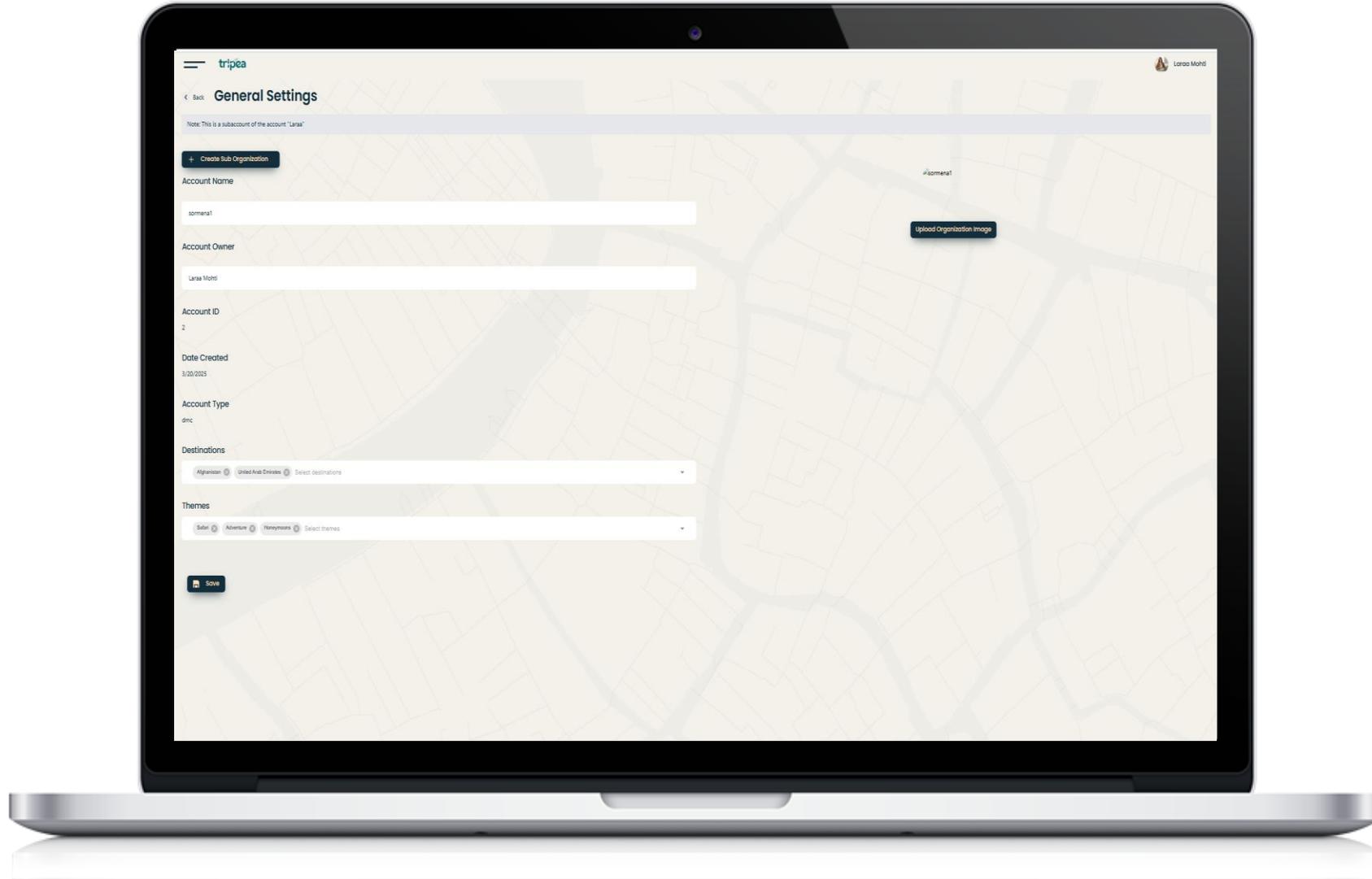


## Story Step

## 13.1.2 View Organization Settings

## Description

View the general settings allows users to view key configurations for the organization.

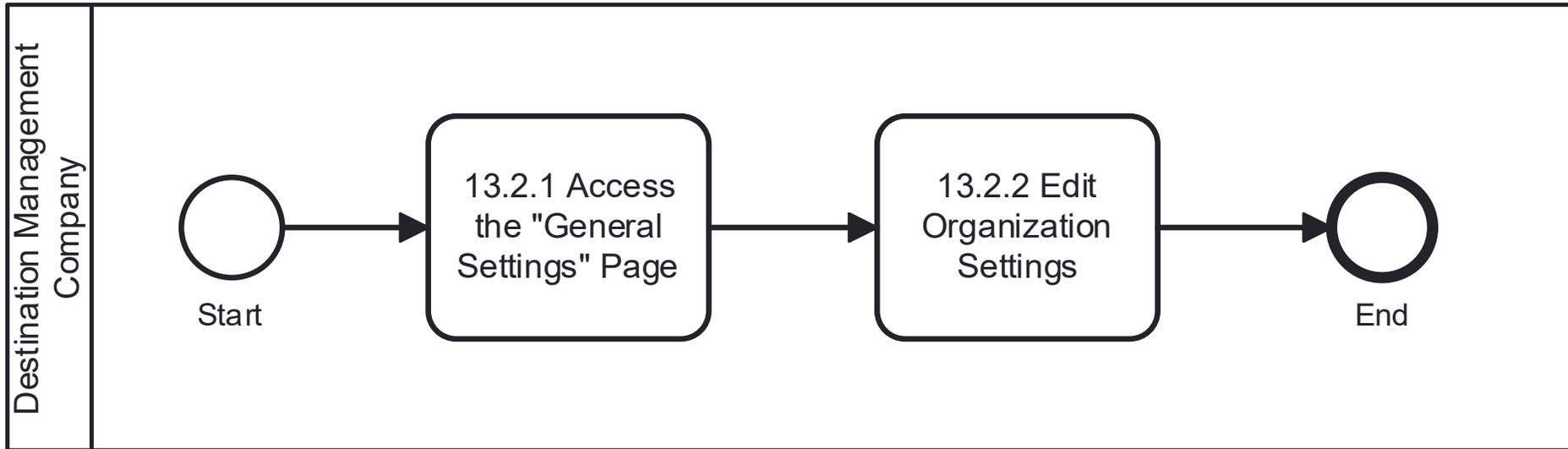


Epic Name

General Settings

Story

13.2 Edit General Settings



<b>Epic Name</b>	<b>General Settings</b>
<b>Story</b>	13.2 Edit General Settings

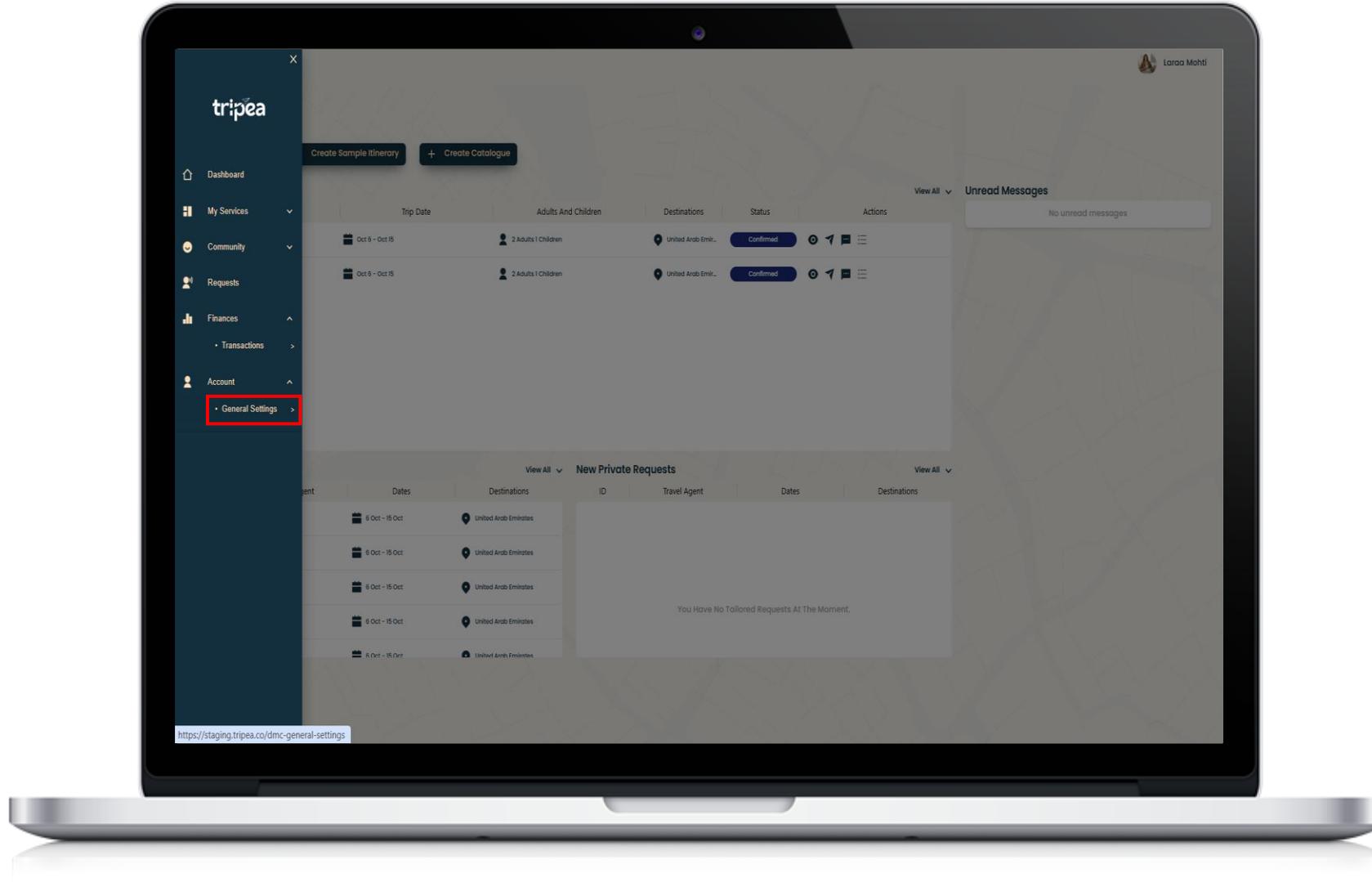
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
13.2.1	Access "General Settings" Page	Open the sidebar and click on "General Settings" to access the page.
13.2.2	Edit Organization Settings	View the general settings allows users to edit key configurations for the organization.

## Story Step

### 13.2.1 Access "General Settings" Page

## Description

Open the sidebar and click on "General Settings" to access the page.

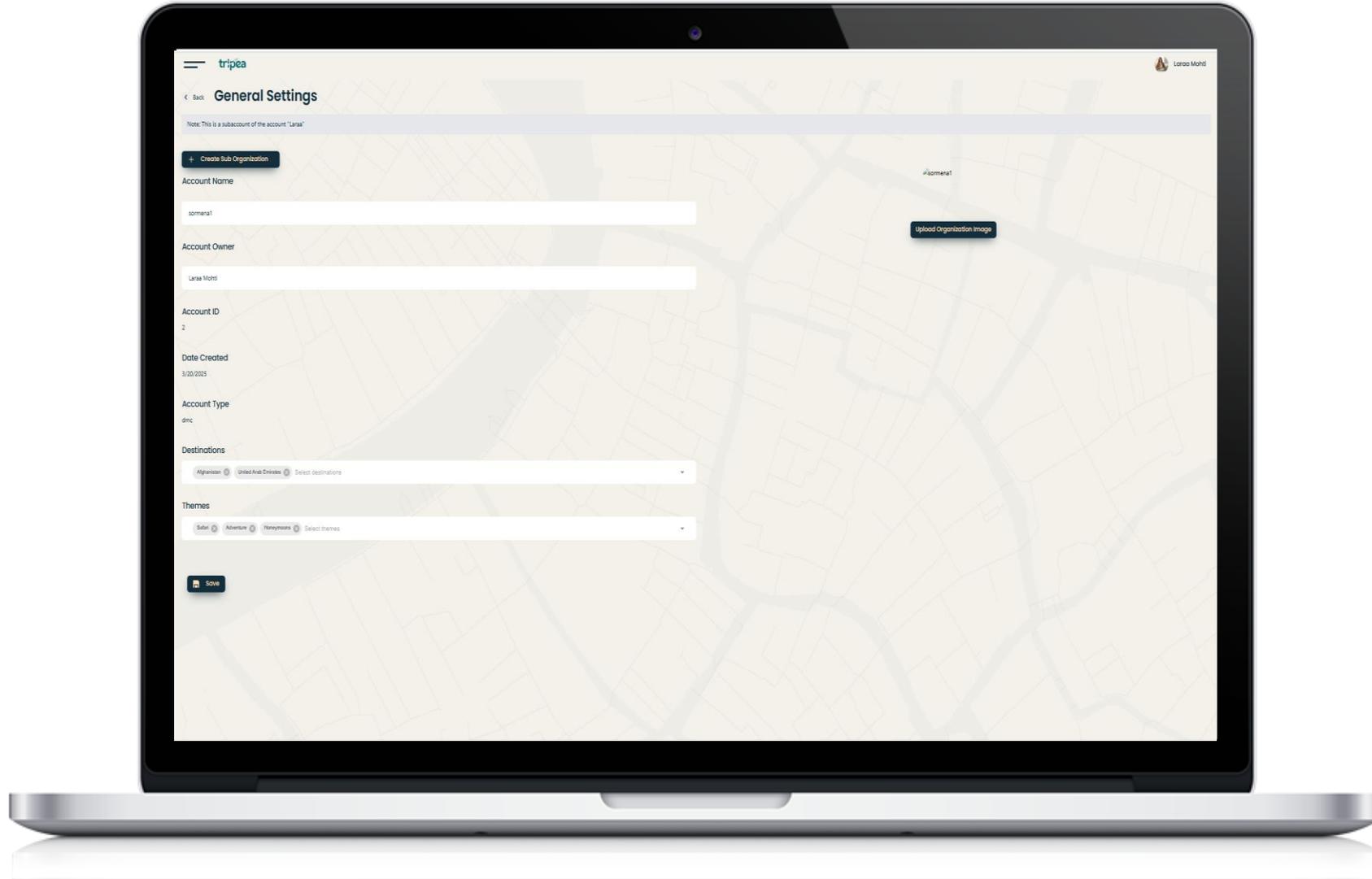


## Story Step

## 13.2.2 Edit Organization Settings

## Description

Edit the general settings allows users to view key configurations for the organization.

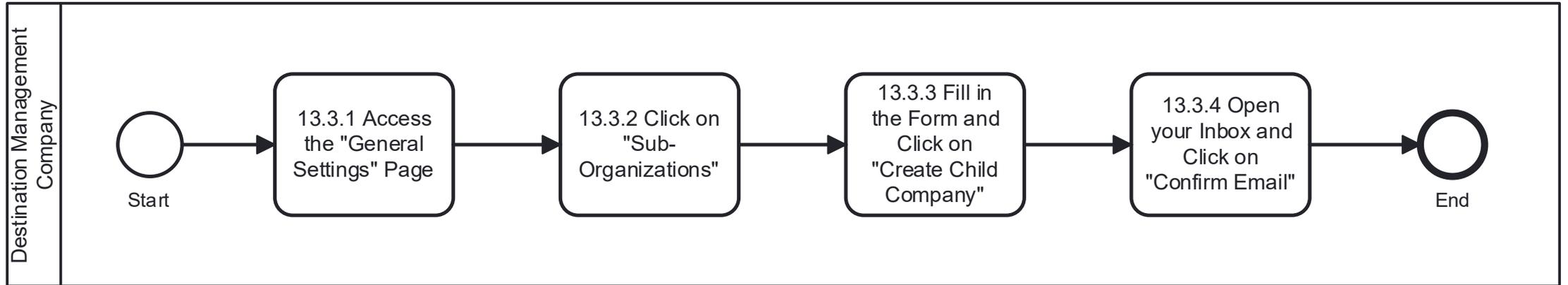


Epic Name

General Settings

Story

13.3 Create Sub-Organizations



<b>Epic Name</b>	<b>General Settings</b>
<b>Story</b>	13.3 Create Sub-Organizations

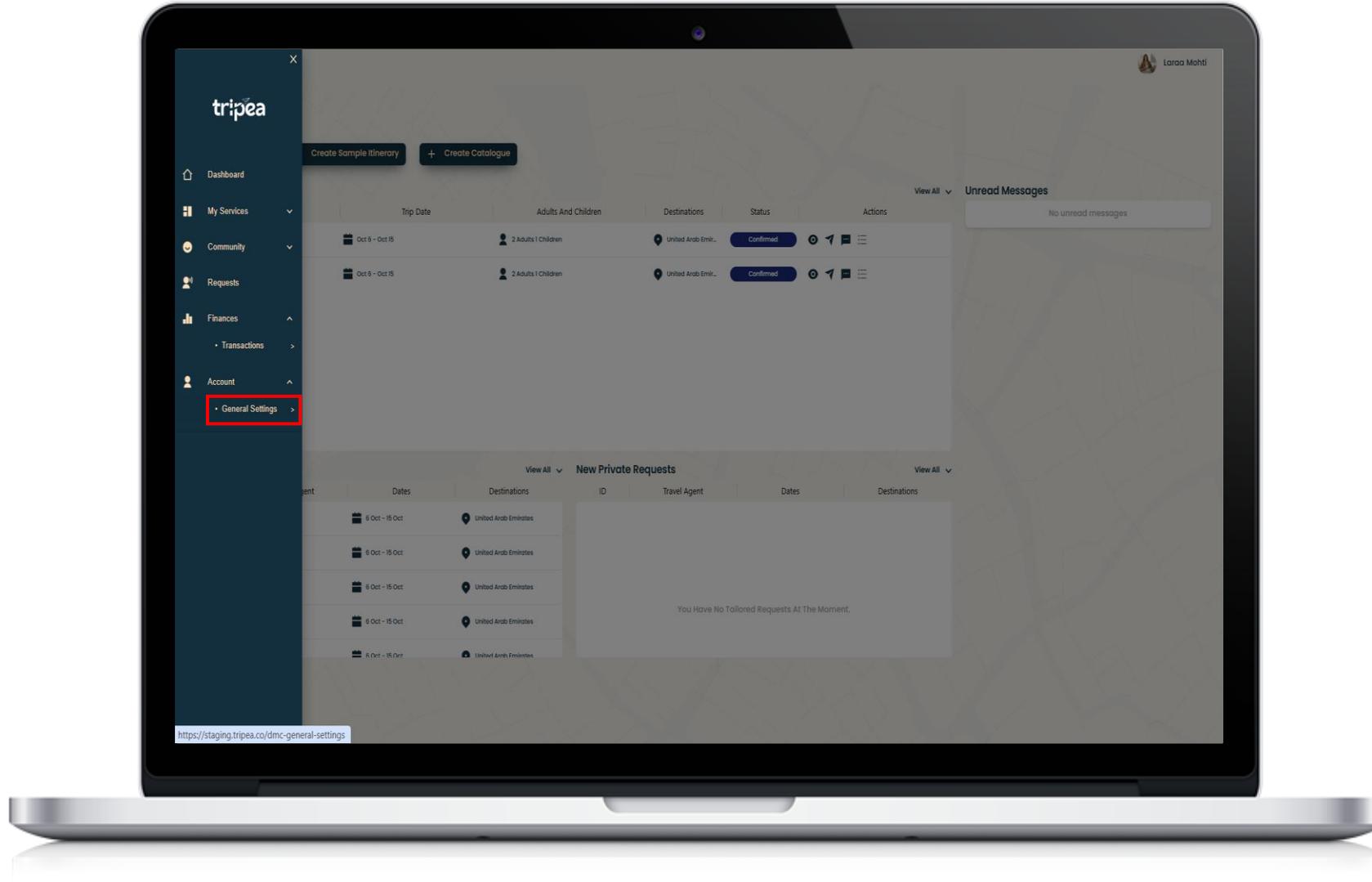
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
13.3.1	Access "General Settings" Page	Open the sidebar and click on "General Settings" to access the page.
13.3.2	Click on "Sub-Organizations"	Click on "Create Sub-Organizations" to add and manage subordinate entities within the organization.
13.3.3	Fill in the Form and Click on "Create Child Company"	Fill in the form with your email, phone number, first name, last name, password, organization name, partnership type, and the cities where you have offices, then click on "Create Child Company" to proceed.
13.3.4	Open your Inbox and Click on "Confirm Email"	Check your inbox for a verification email. Open the email and click on the "Confirm Email" button. This will verify your account and redirect you to the login page, where you can sign in and start using the application. If you don't see the email, check your spam or junk folder.

## Story Step

### 13.3.1 Access "General Settings" Page

## Description

Open the sidebar and click on "General Settings" to access the page.

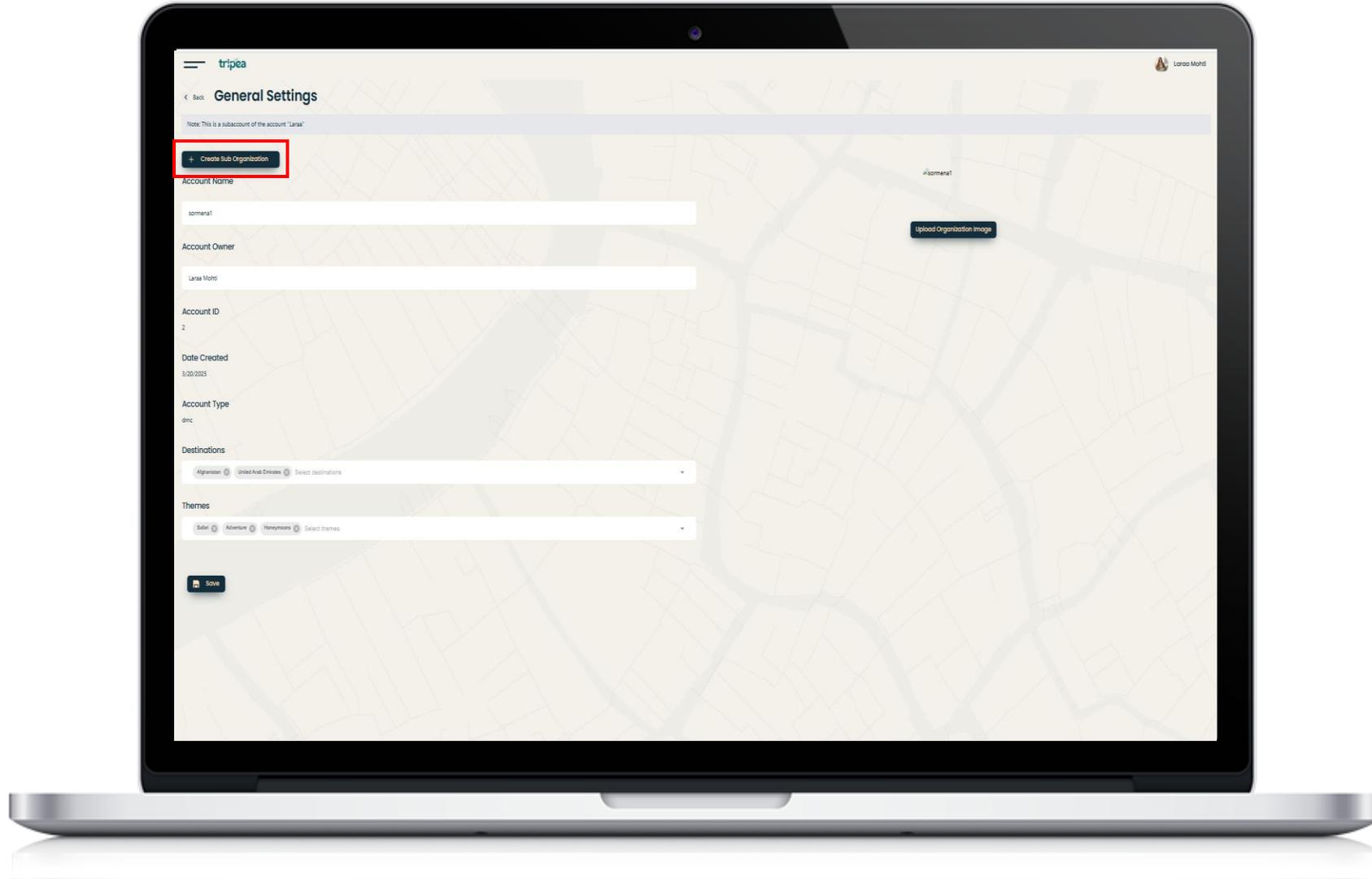


## Story Step

### 13.3.2 Click on "Sub-Organizations"

## Description

Click on "Create Sub-Organizations" to add and manage subordinate entities within the organization.

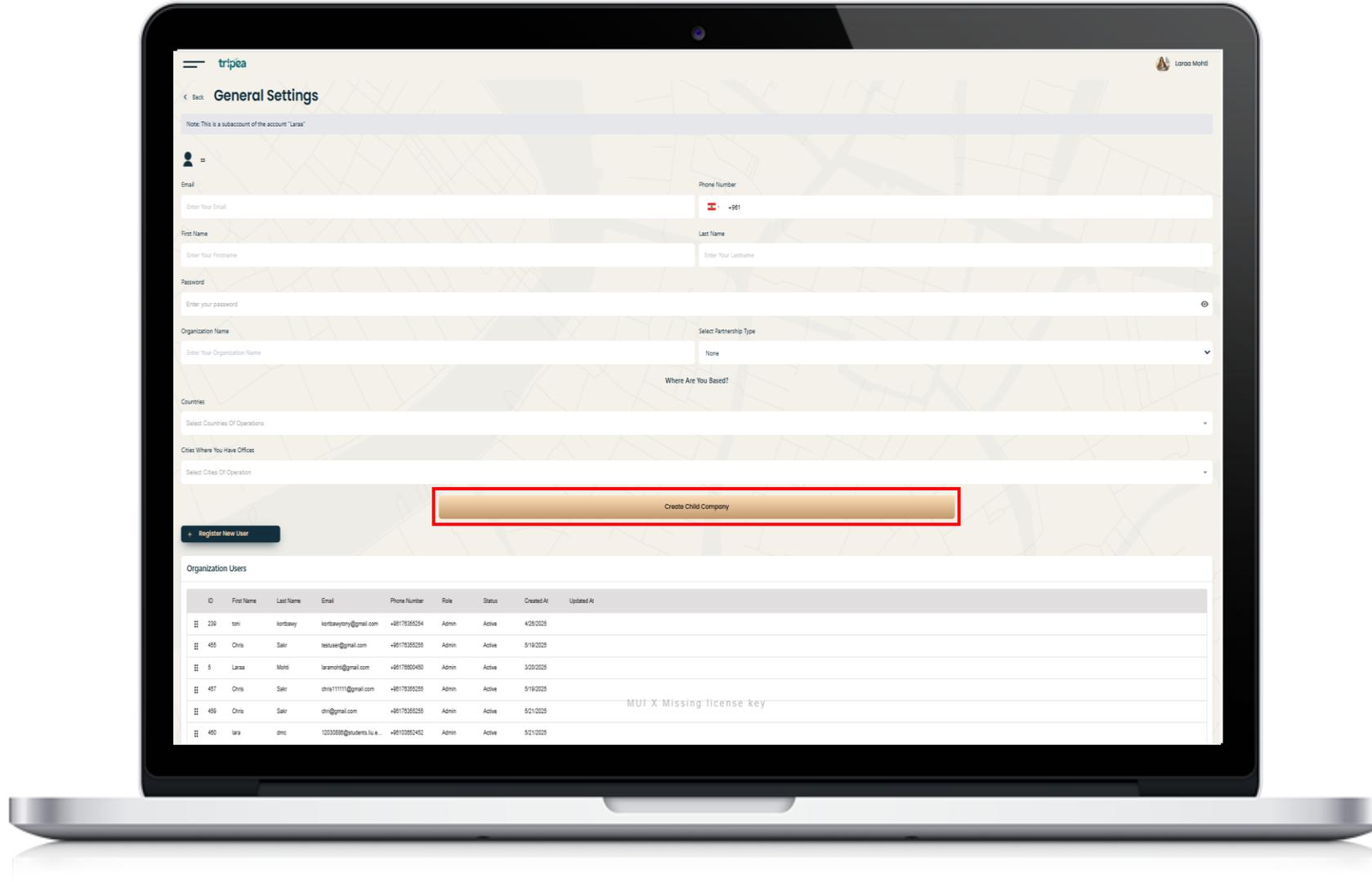


## Story Step

### 13.3.3 Fill in the Form and Click on "Create Child Company"

## Description

Fill in the form with your email, phone number, first name, last name, password, organization name, partnership type, and the cities where you have offices, then click on "Create Child Company" to proceed.

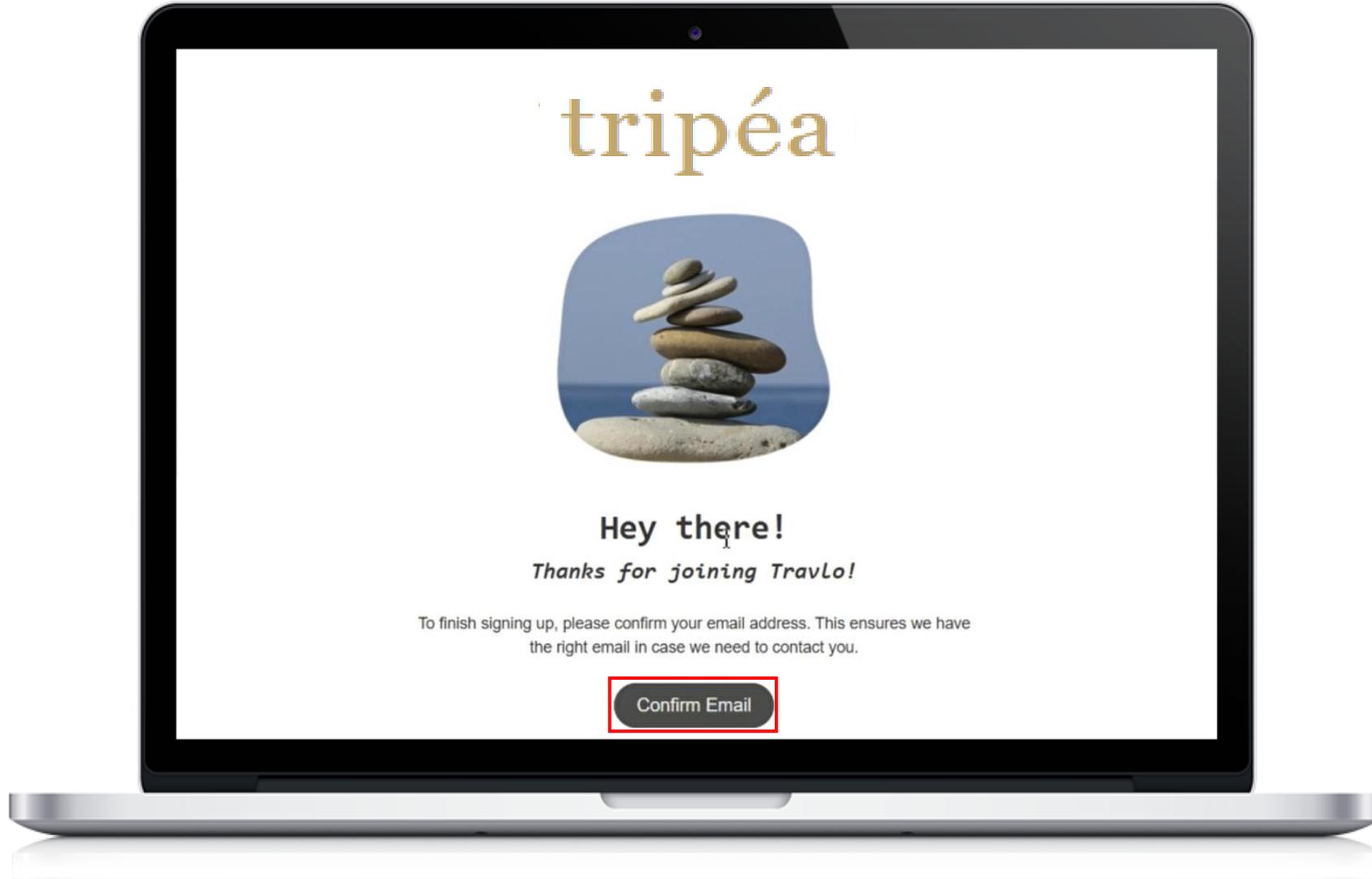


## Story Step

### 13.3.4 Open your inbox and click on "Confirm Email"

## Description

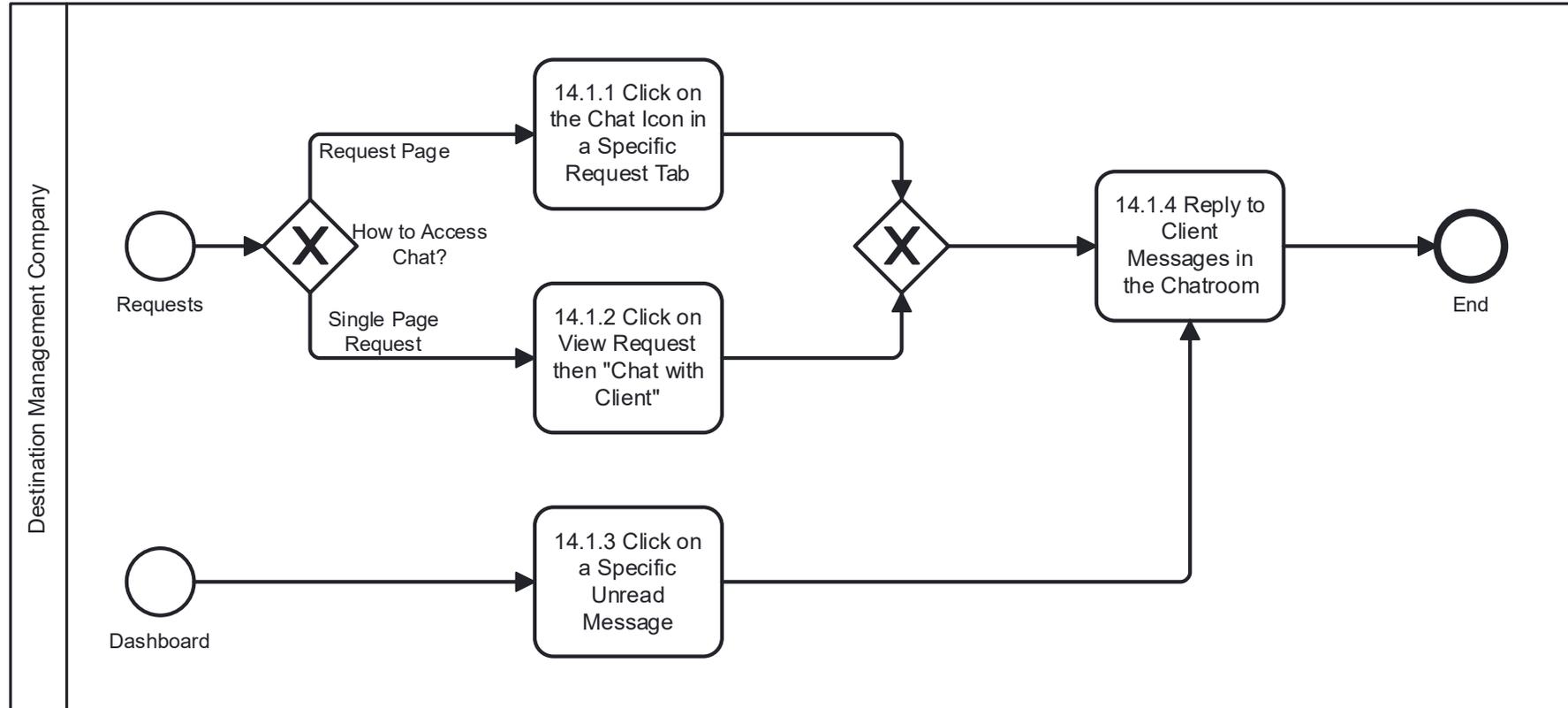
Check your inbox for a verification email. Open the email and click on the "Confirm Email" button. This will verify your account and redirect you to the login page, where you can sign in and start using the application. If you don't see the email, check your spam or junk folder.



# Epic 14: Chat

## **Stories:**

- ❖ 14.1 Send a Message



<b>Epic Name</b>	<b>Chat</b>
<b>Story</b>	14.1 Send a Message

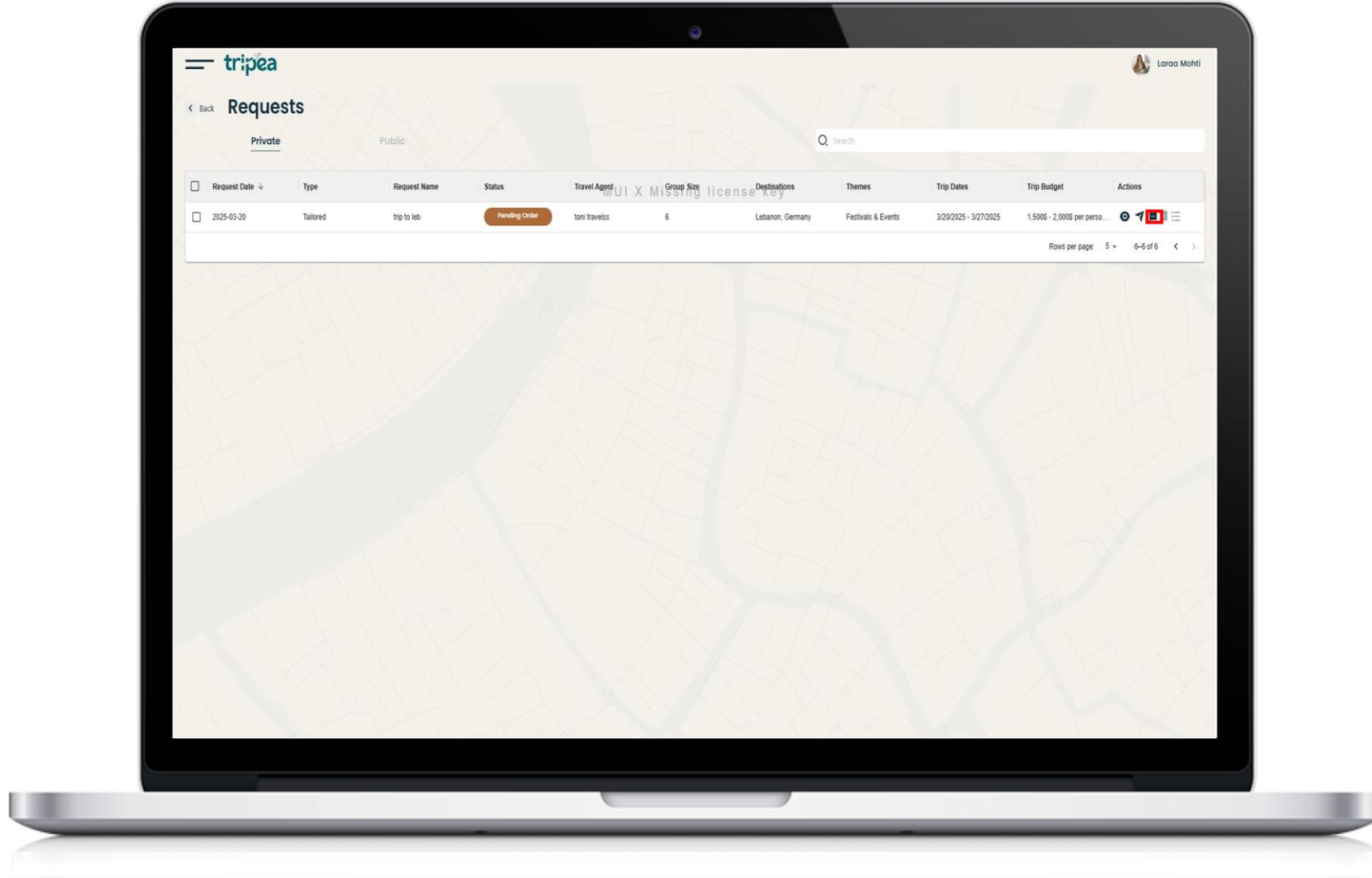
<b>Code</b>	<b>Operation Name</b>	<b>Description</b>
14.1.1	Click on the Chat Icon in a Specific Request Tab	Click on the chat icon in the specific request tab to get more information related to the request. This will allow an easy connection and interaction with support or services tailored to the client's needs.
14.1.2	Click on View Request then "Chat with Client"	Click on 'View Request' to access the details of the specific request, then select 'Chat with Client' to discuss the request further with the Travel Agent.
14.1.3	Click on a Specific Unread Message	Click on a Specific Unread Message in the inbox. This action opens the message for viewing and allowing the user to reply.
14.1.4	Reply to Client Messages in the Chatroom	Respond to client messages in the chatroom. Address inquiries, provide updates, and resolve issues and maintain a helpful tone to foster good client interactions

## Story Step

### 14.1.1 Click on the Chat Icon in a Specific Request Tab

## Description

Click on the chat icon in the specific request tab to get more information related to the request. This will allow an easy connection and interaction with support or services tailored to the client's needs.

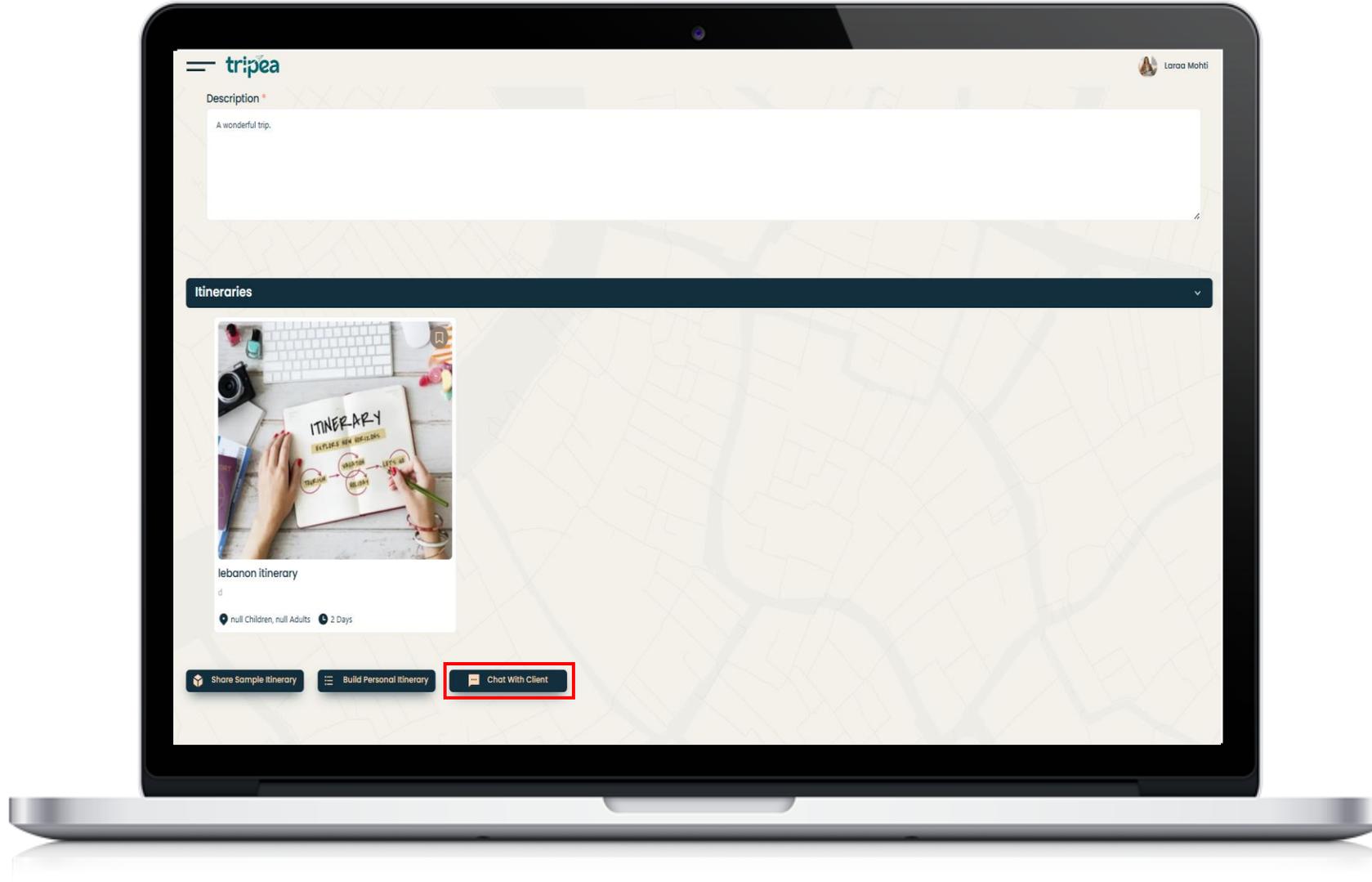


## Story Step

### 14.1.2 Click on View Request then "Chat with Client"

## Description

Click on 'View Request' to access the details of the specific request, then select 'Chat with Client' to discuss the request further with the Travel Agent.

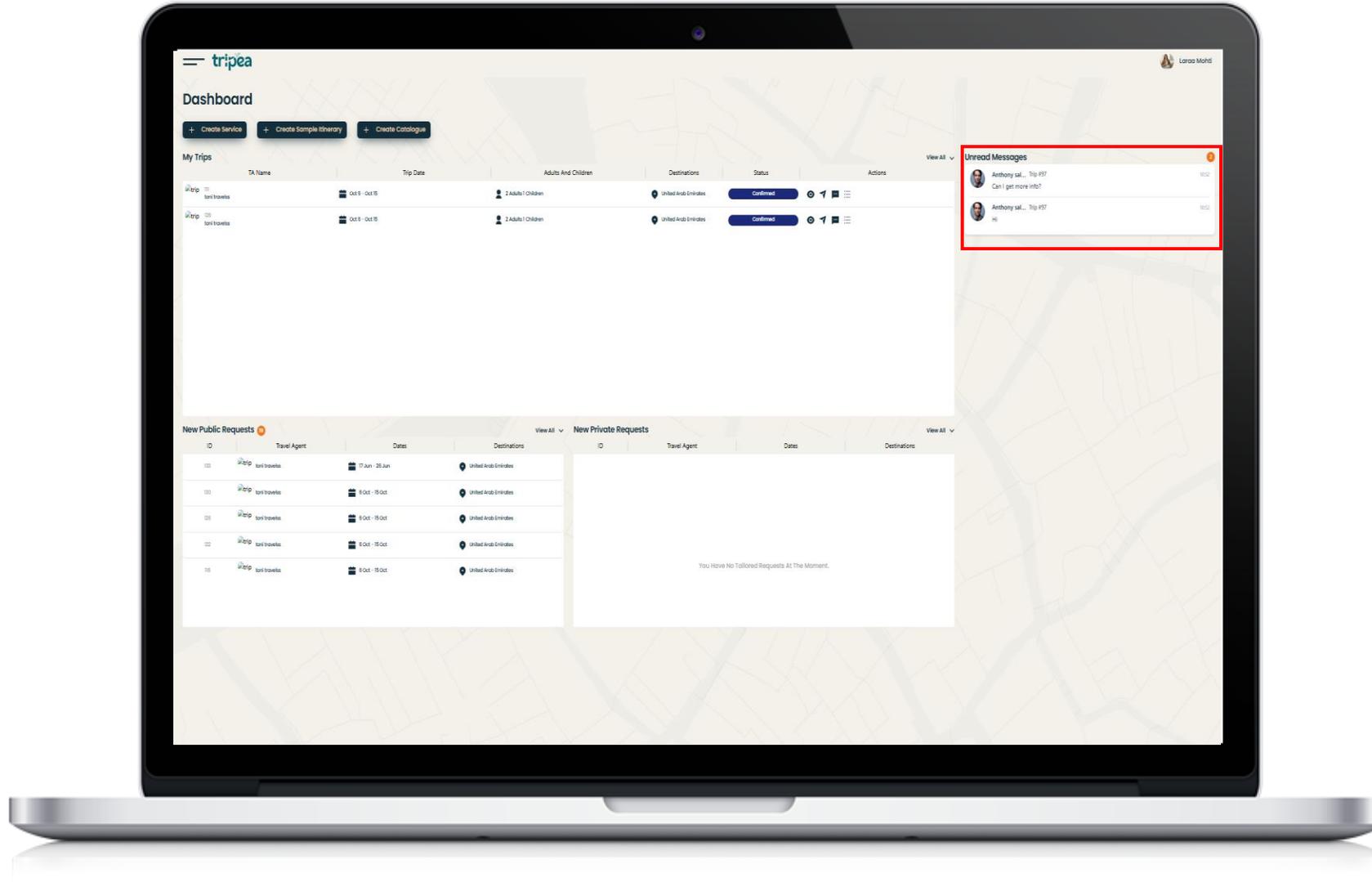


## Story Step

### 14.1.3 Click on a Specific Unread Message

## Description

Click on a Specific Unread Message in the inbox. This action opens the message for viewing and allowing the user to reply.



## Story Step

### 14.1.4 Reply to Client Messages in the Chatroom

## Description

Respond to client messages in the chatroom. Address inquiries, provide updates, and resolve issues and maintain a helpful tone to foster good client interactions

