

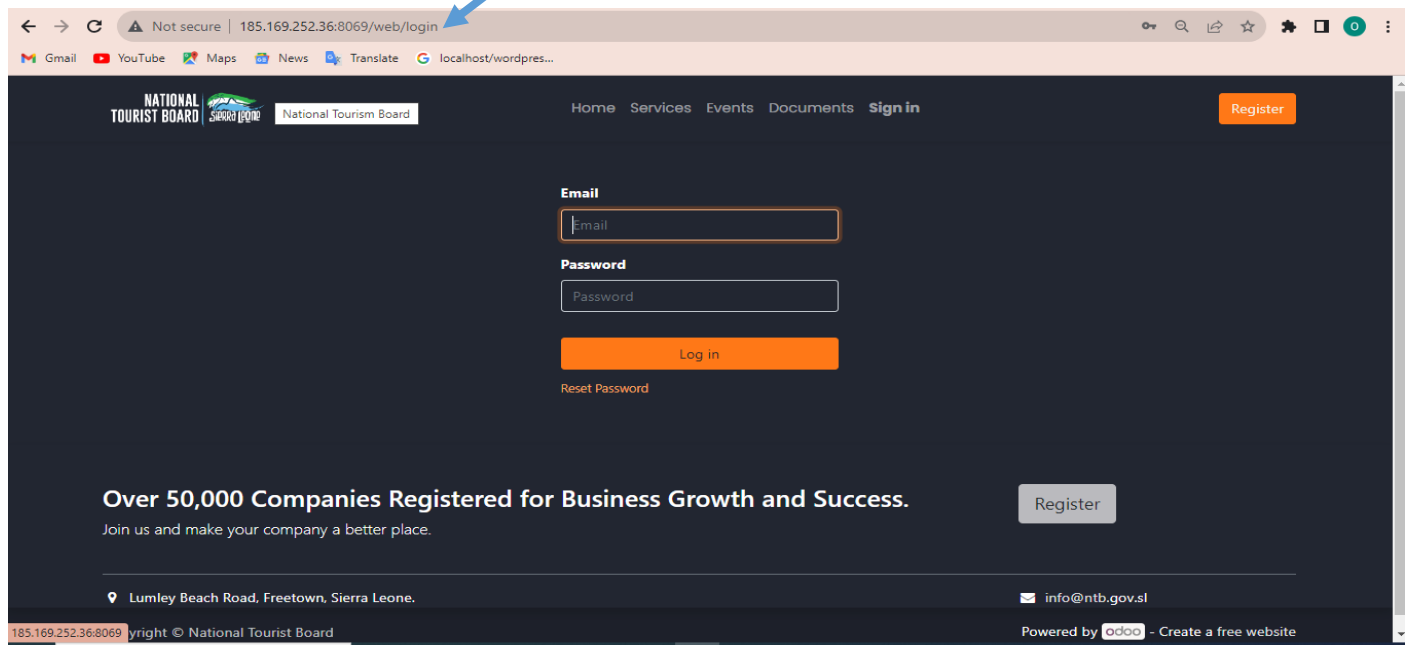
TOURISM PORTAL END USER MANUAL

Prepared by
OKOM KAMARA
For IDT LABS

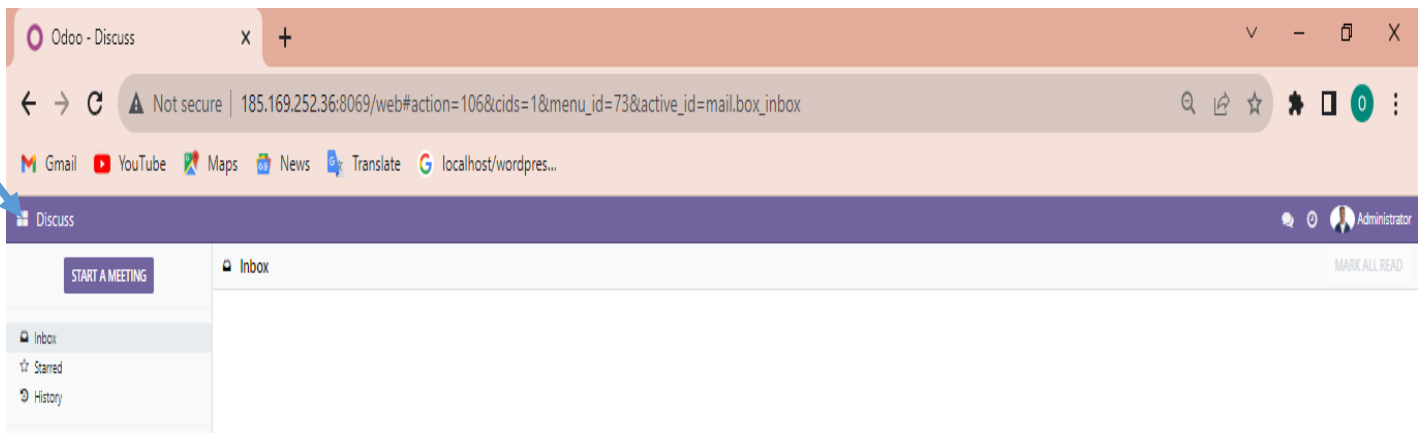
Contents

HOW TO LOGIN.....	3
2.0 DISCUSS MODULES.....	4
2.1 Inviting or Adding Employees/ Users to channel.....	6
2.1 Inviting or Adding Members/Employees to Meeting	8
2.2 How to send messages in a channel	10
3.0 DOCUMENT MODULE	11
3.1 Configuring the Document Module	11
3.1.1 Configuring Document Categories.....	11
3.1.2 HOW TO CREATE DIRECTORIES.....	12
3.2.0 HOW TO CREATE FILE	14
3.2.4 HOW VIEWERS /ORDINARY USERS SEE DOCUMENT/ FILE.	15
4.0 THE CUSTOMER RELATIONSHIP MANAGEMENT(CRM)	17
4.0.1 Configuring Tourism Category	17
4.0 6. HOW TO CREATE TOURISM SERVICE.....	19
4.0.7 Adding Tourism Service.....	19
4.0.8 HOW TO REGISTER SERVICES.....	20
4.0.9 Adding Register Service	21
5.0.0 HOW TO CREATE EVENT.....	22
5.01 How to configure event.....	22
5.0.2 Adding Tourism Event	22
5.0.6 HOW TO VIEW EVENT CREATED	24
6.0.0 HOW TO CREATE USERS ACCESS.....	24
6.0.1 How to Assign User Password	26
6.0.3 How to Reset Password.....	27

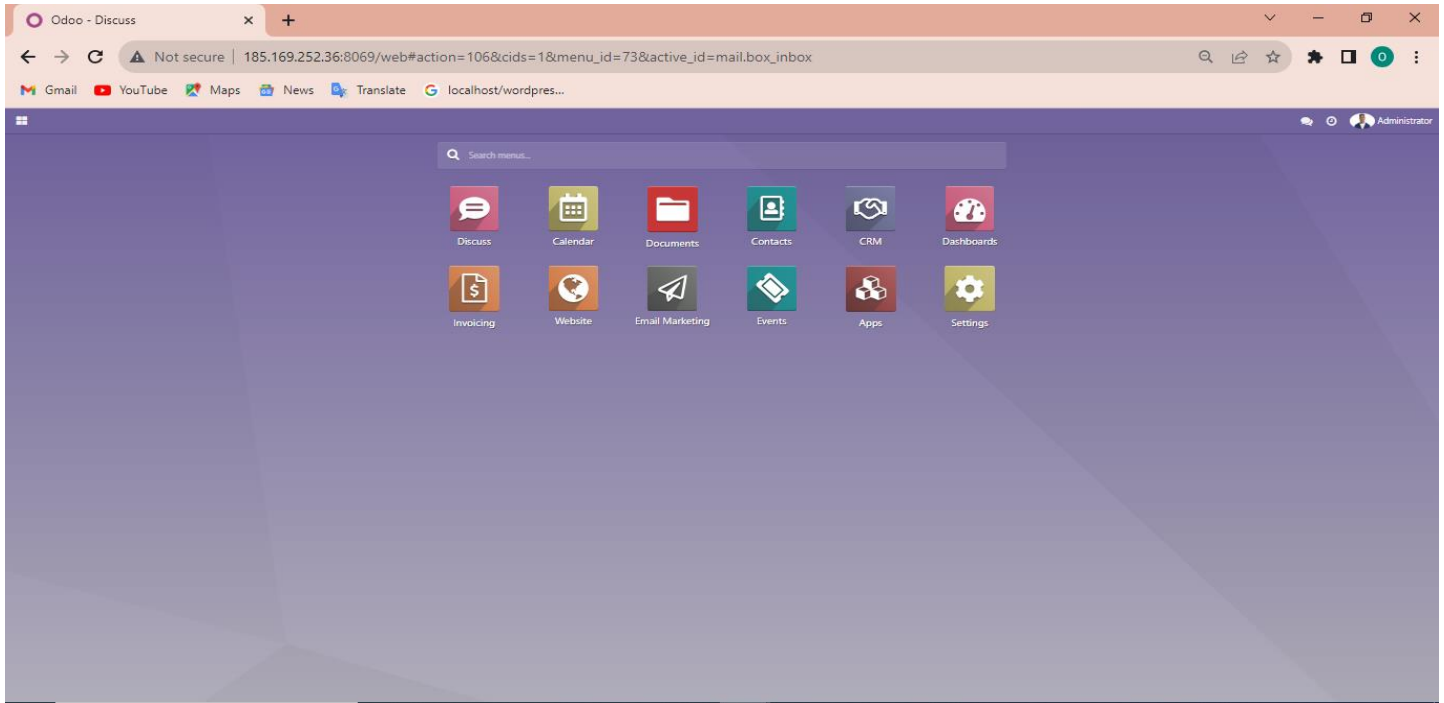
HOW TO LOGIN



- Type in the Uniform Resource Locator /URL or IP address that is provided to you by the client in the search bar of your web browser and click enter
- Enter your email and password
- Click login



- After logging in, the screen you see will be based on your user access rights.
- To see all the modules/ application of the system, click the grid button at the top right hand corner of the screen.



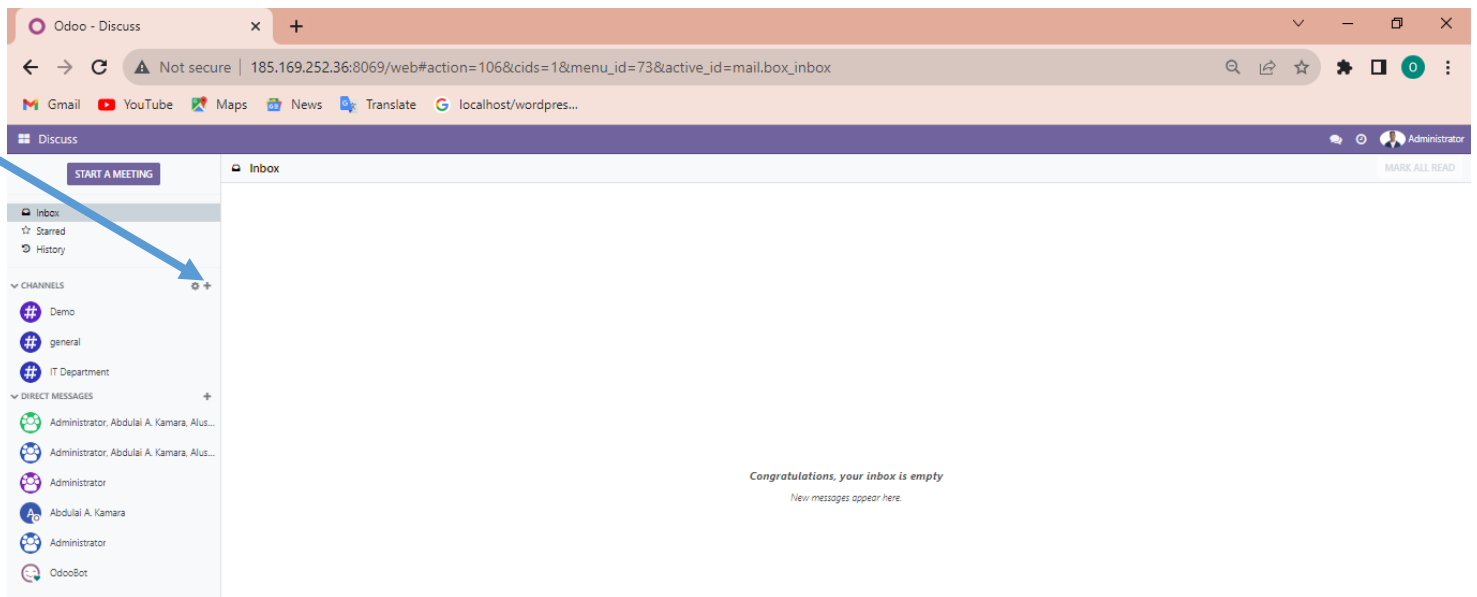
You will see all the modules of the system and you can click on which one you want to work with.

We will now take an in-depth look for each of the modules.

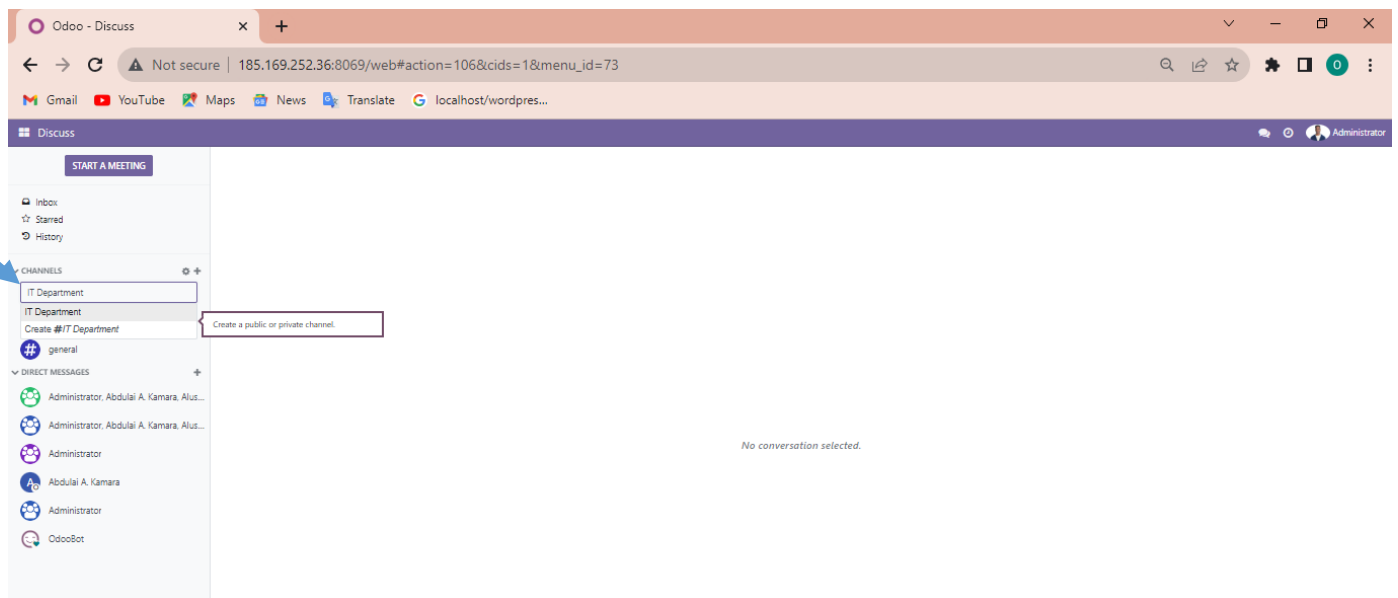
2.0 DISCUSS MODULES

The discuss module is a messaging app in the Tourism system that allows users to create channels and groups and also direct chats with fellow employees. The following is involving in using the discuss module:

- Click on '**Discuss**' module.
- After clicking the discuss module, a dashboard page will appear as shown below.

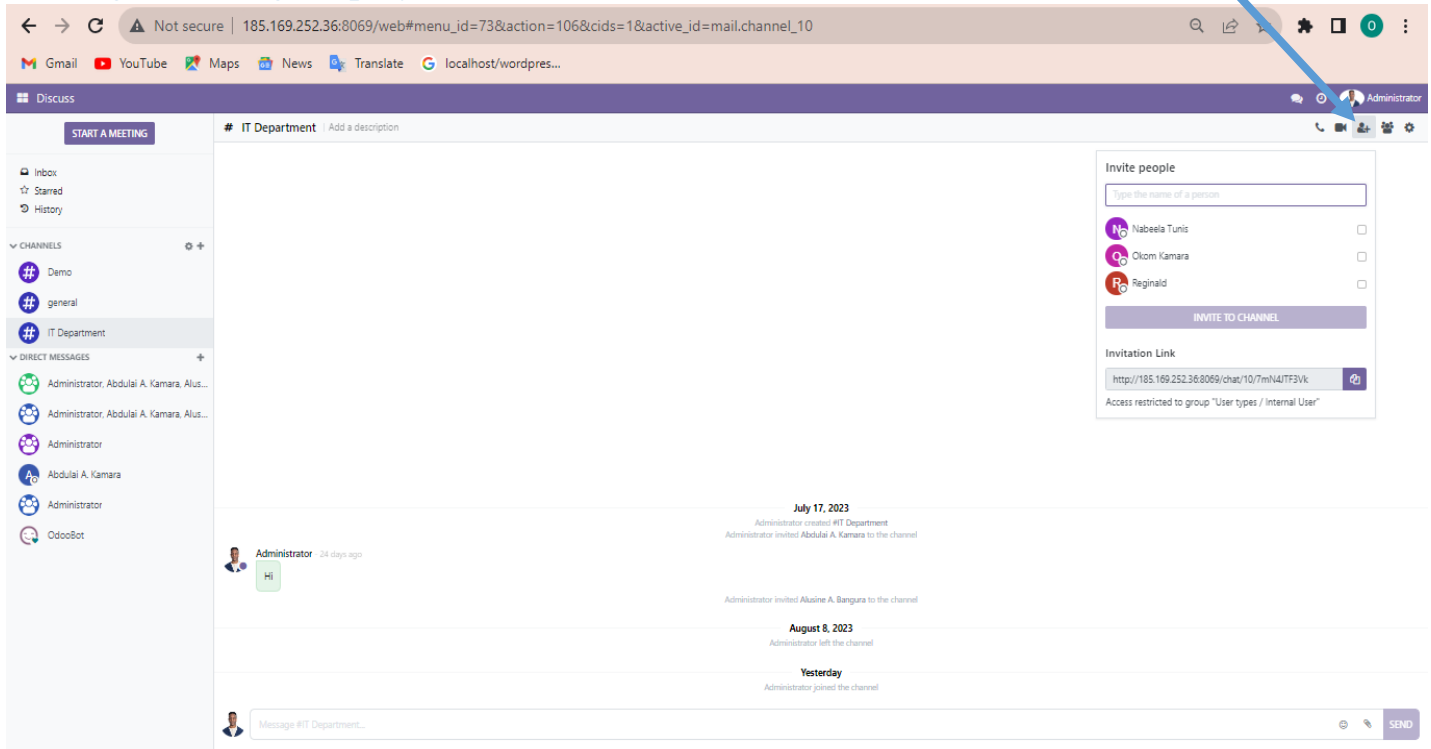


- Click the plus button adjacent to channels to create a channel (a channel can be created for departments or for the entire organization).

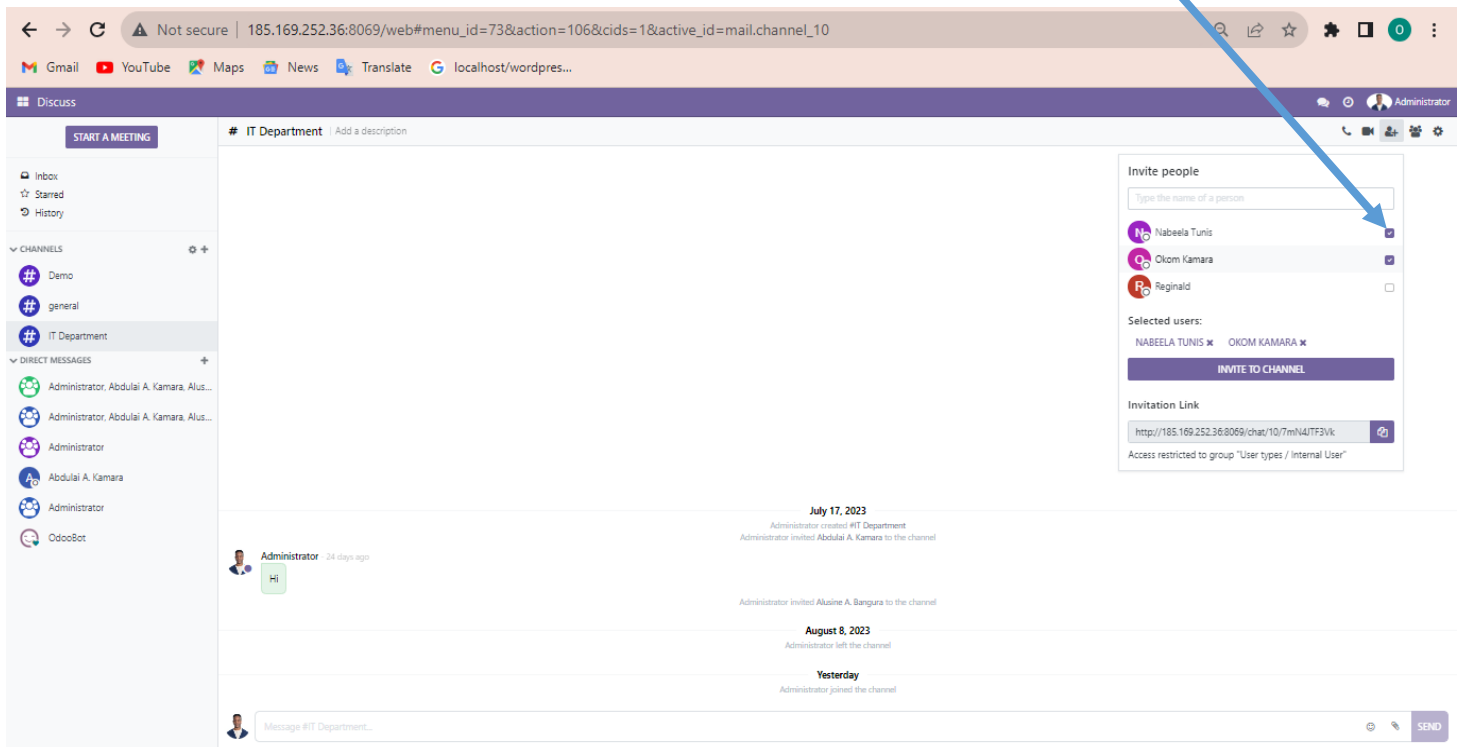


- Type in the name of the channel you want to create (You are at liberty to name the channel as per department or you can give it any name that suits you).
- Click create for the channel to be created or saved.

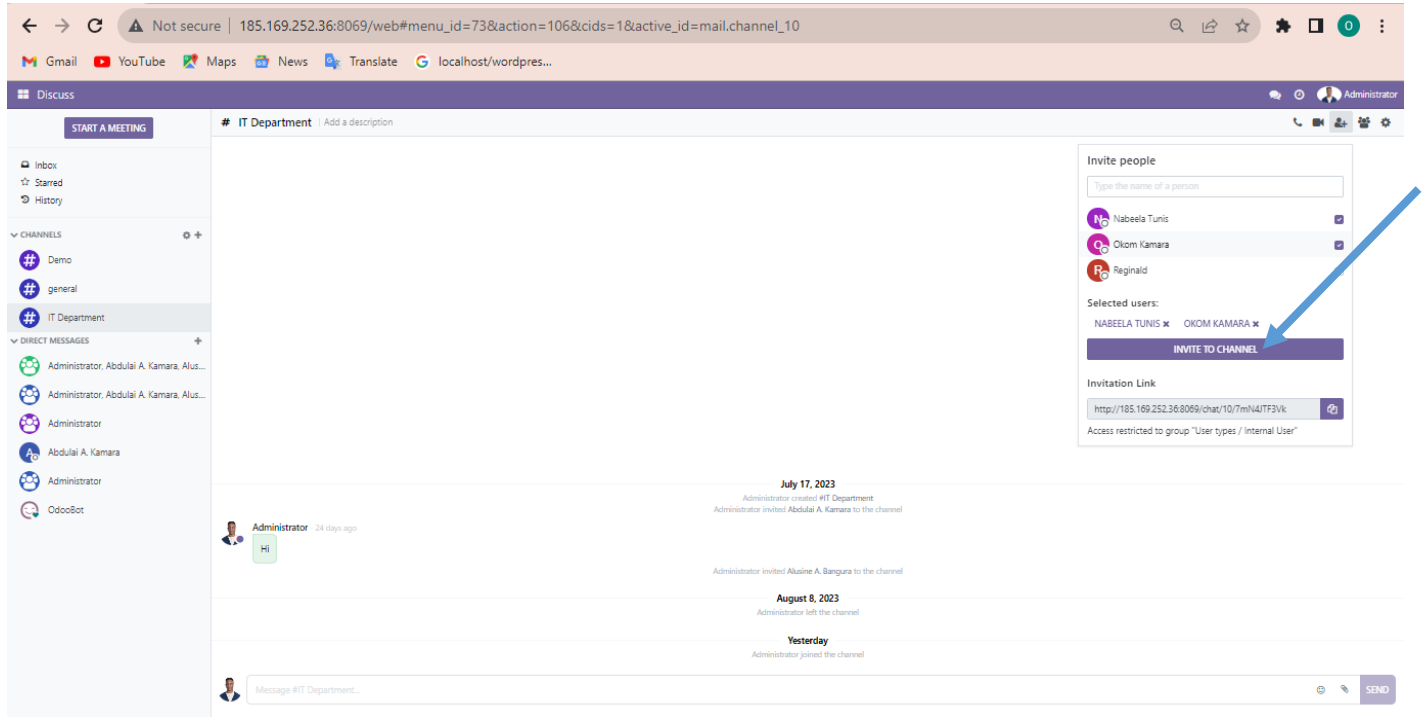
2.1 Inviting or Adding Employees/ Users to channel



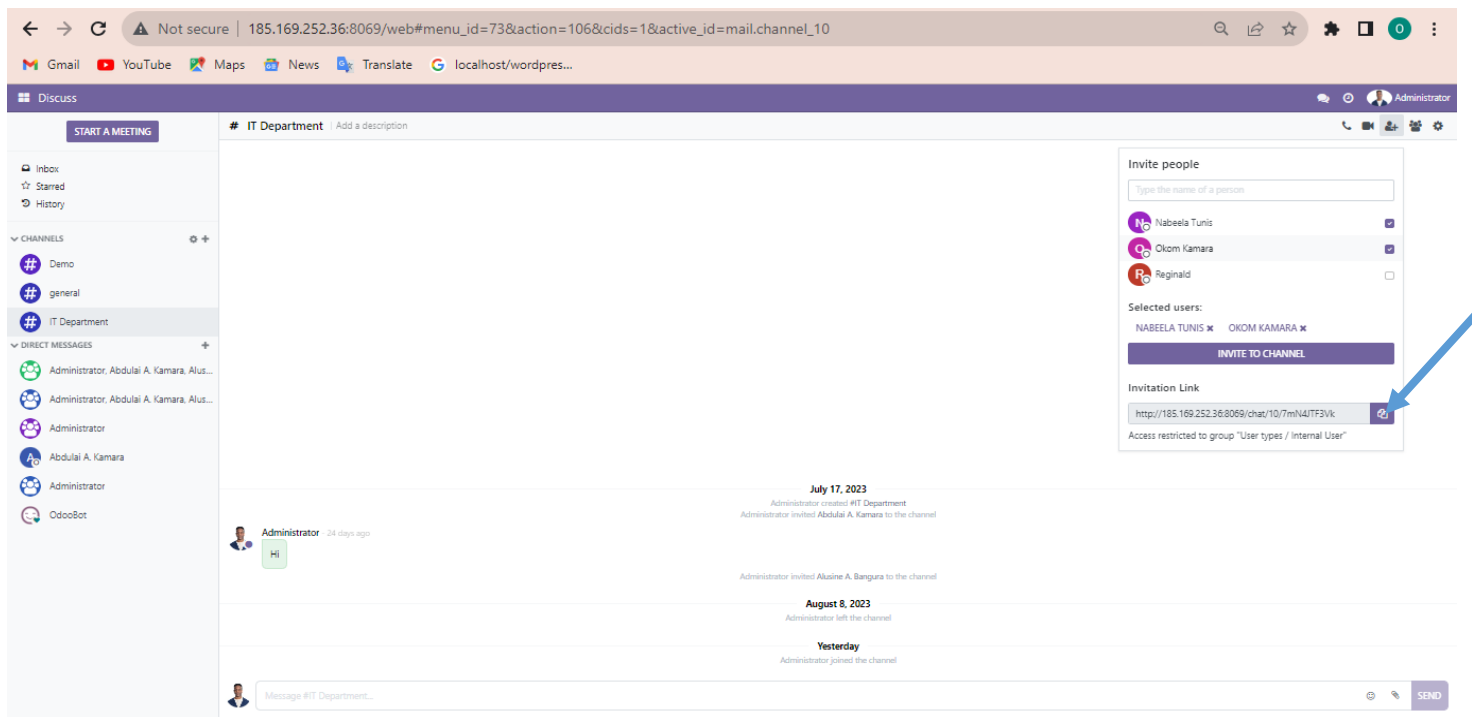
- Click open the channel you have created from the channel list.
- Click the add users button at the top right corner of the screen to add members.

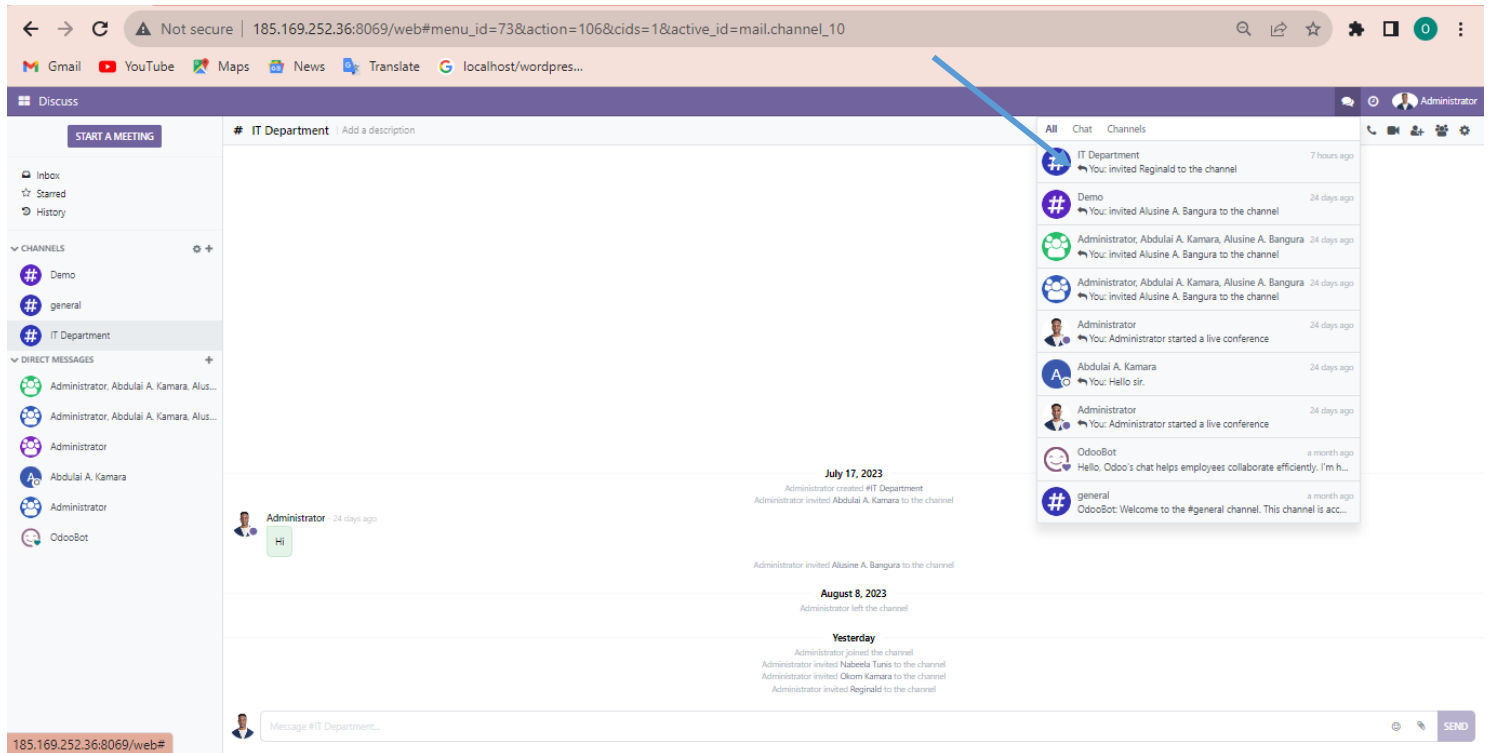


- Click the check box to add members to the channel (You can check more than one user in the invite box).
- Next click 'INVITE TO CHANNEL' which will add the members/employees to the channel.



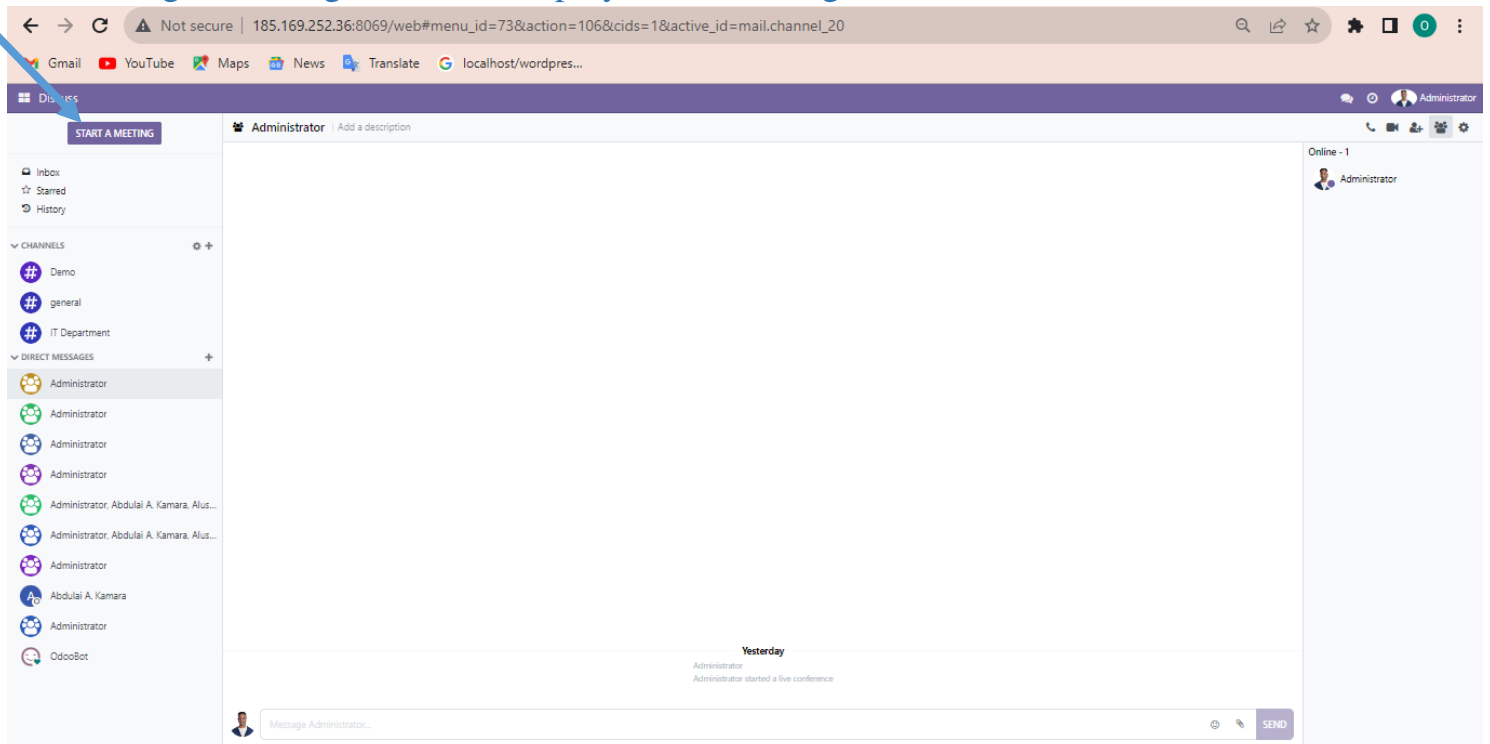
- You can also send Invitation link to members/employees to the channel



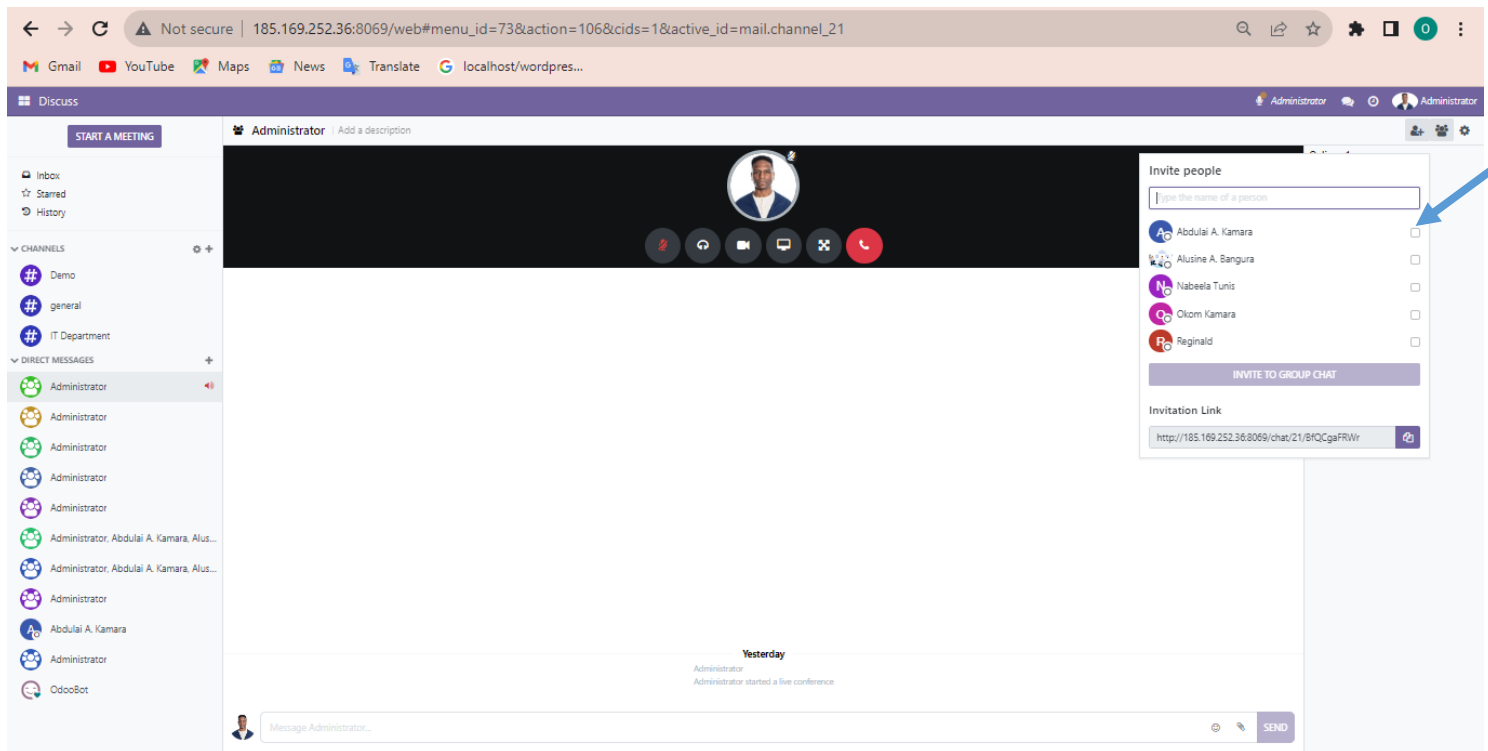


- After clicking ‘INVITE TO CHANNEL’ you will get a notification that you have added employees/ users to the conservation (channel).
- The member will also receive a notification that he/she has been added to a channel which the admin has added him/ her.

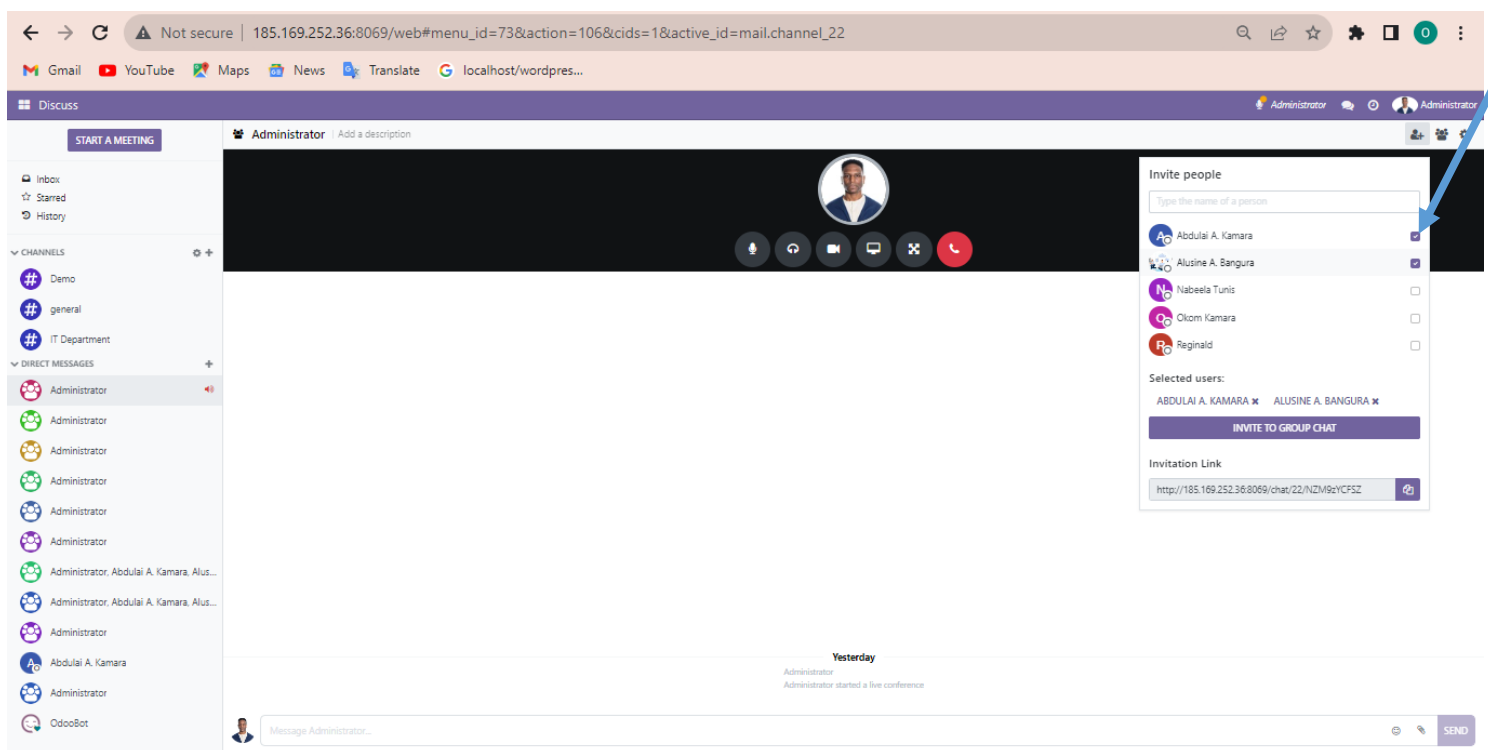
2.1 Inviting or Adding Members/Employees to Meeting



- Click **'START A MEETING'** at the top left corner of the screen to add memers



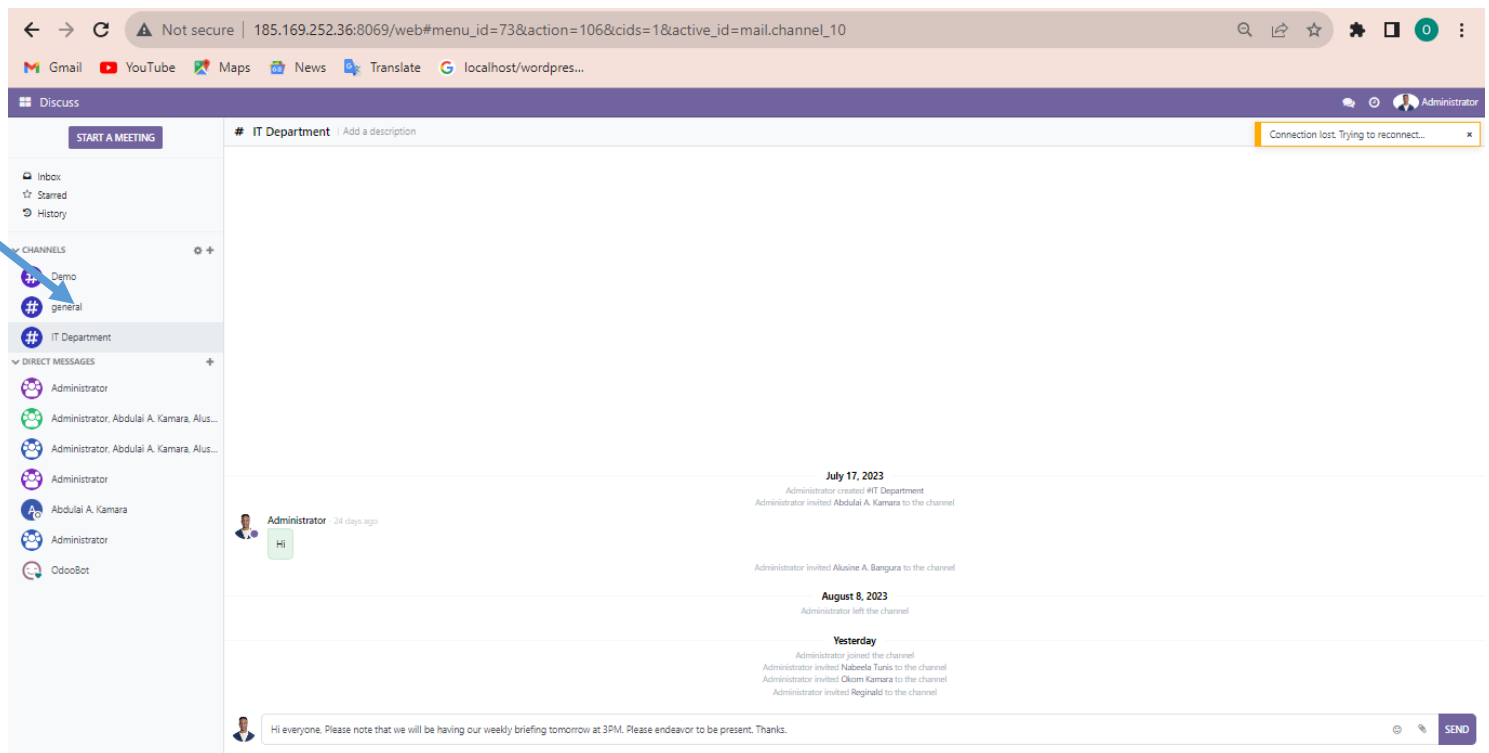
- Click the check box to add members to the meeting.



- Next click ‘INVITE TO GROUP CHAT’ which will add the members/employees to the meeting.
- After clicking ‘INVITE TO GROUP CHAT’ you will get a notification that you have added employees/ users to the meeting.
- The member will also receive a notification that he/she has been added to the meeting to which the admin has added him/ her.

2.2 How to Send Messages in a Channel

- Open the channel in which you want to send a message.



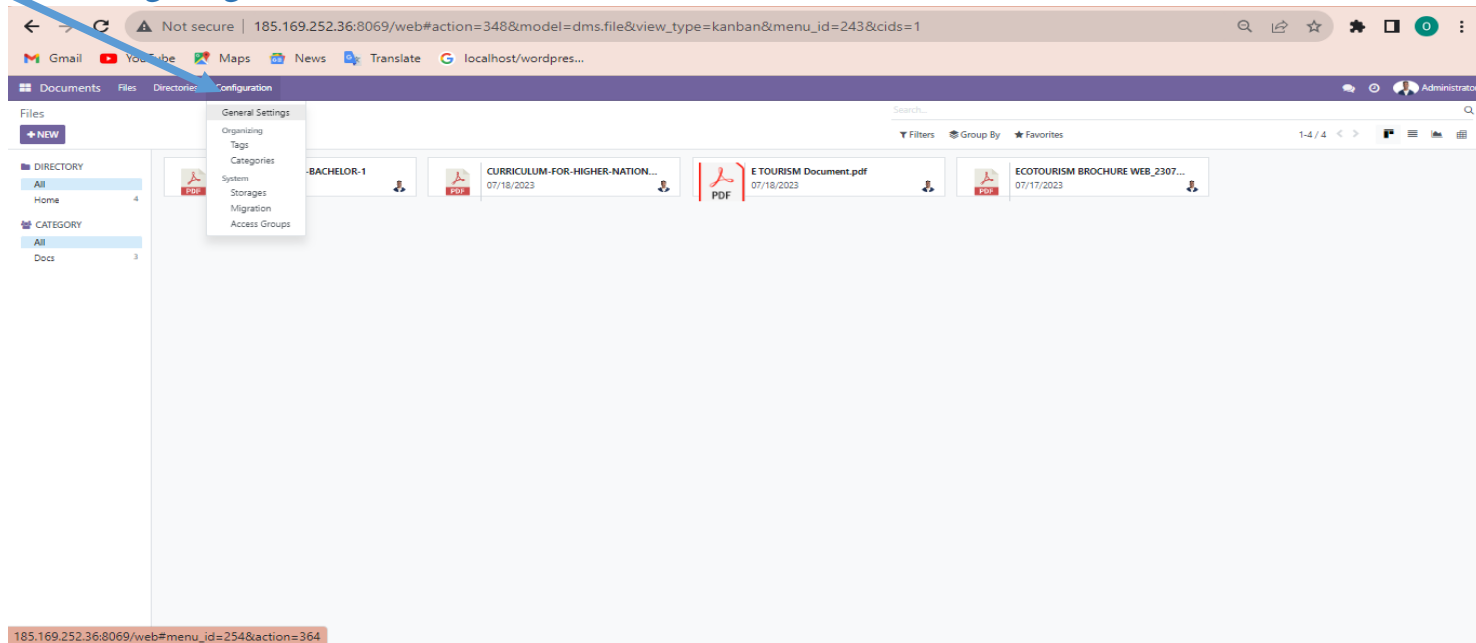
- Type in your message in the space provided at the bottom of the screen.
- To upload an attachment click the attachment icon at the bottom right of the screen after clicking the attachment icon you will be taken to your file manager and you have to select the path where the file you want to attached is located.
- Once locate the file, double click the file to load in the attachment section.
- Click ‘Send’ .
- Every member/employee in the channel will receive the message.

NOTE: You can also send messages following the same steps.

3.0 DOCUMENT MODULE

The document module is the module that handle documents and files electronically. It allows employees or users to manage all files related. To use the document module it first need to be configured.

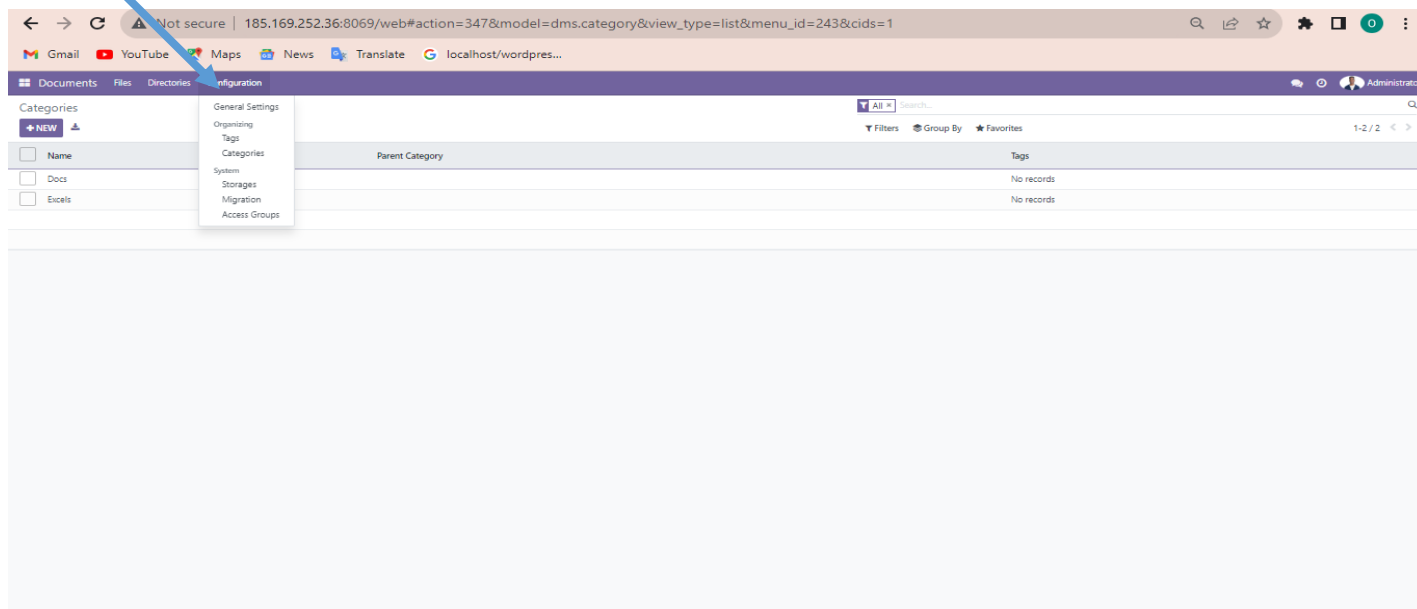
3.1 Configuring the Document Module



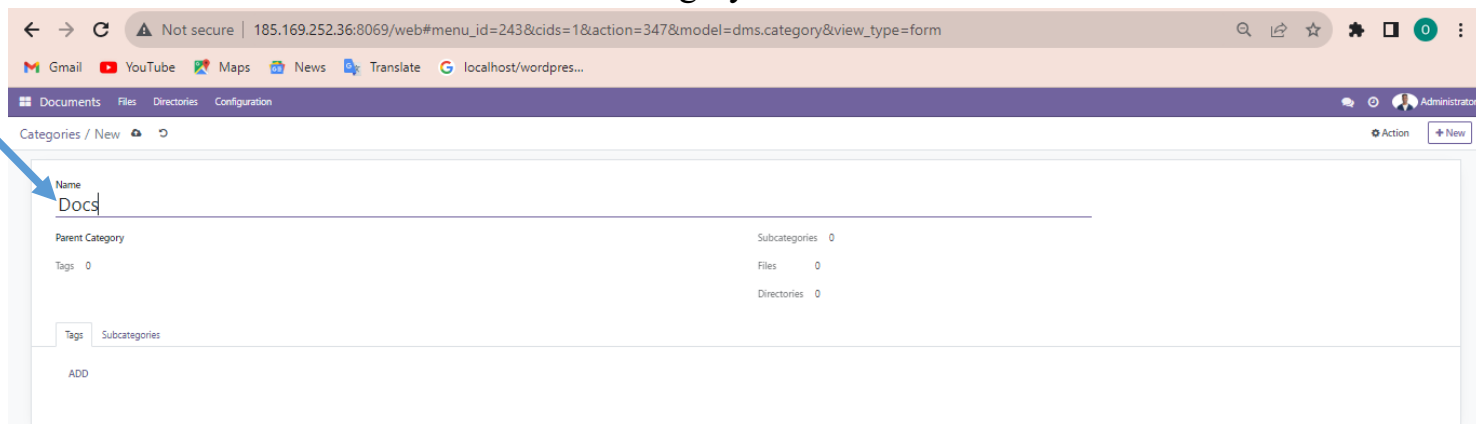
- Click on the ‘Configuration’ menu at the top left of the screen.

3.1.1 Configuring Document Categories

- From the configuration menu, click ‘Categories’



- Click the 'New' button to add file category.



Categories / New

Name: Docs

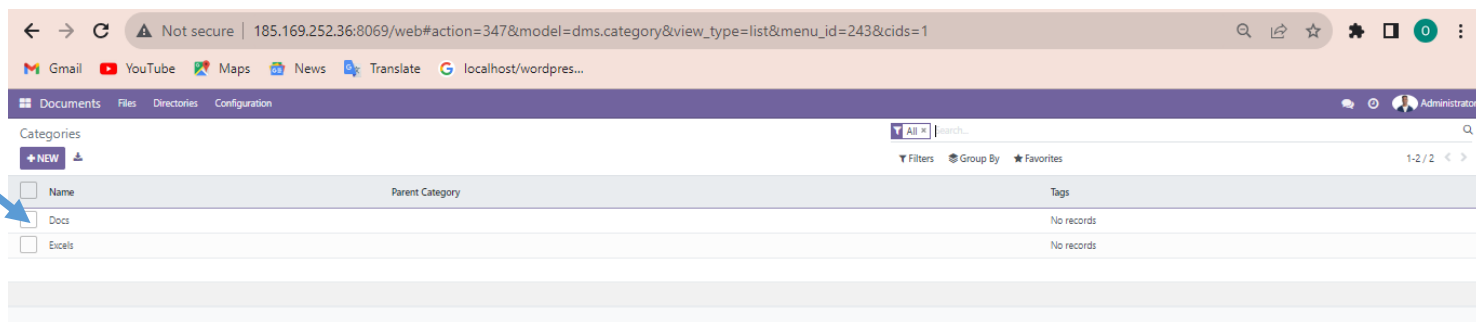
Parent Category: Subcategories: 0

Tags: 0 Files: 0 Directories: 0

Tags Subcategories

ADD

- Type in Category name
- Click save



Categories

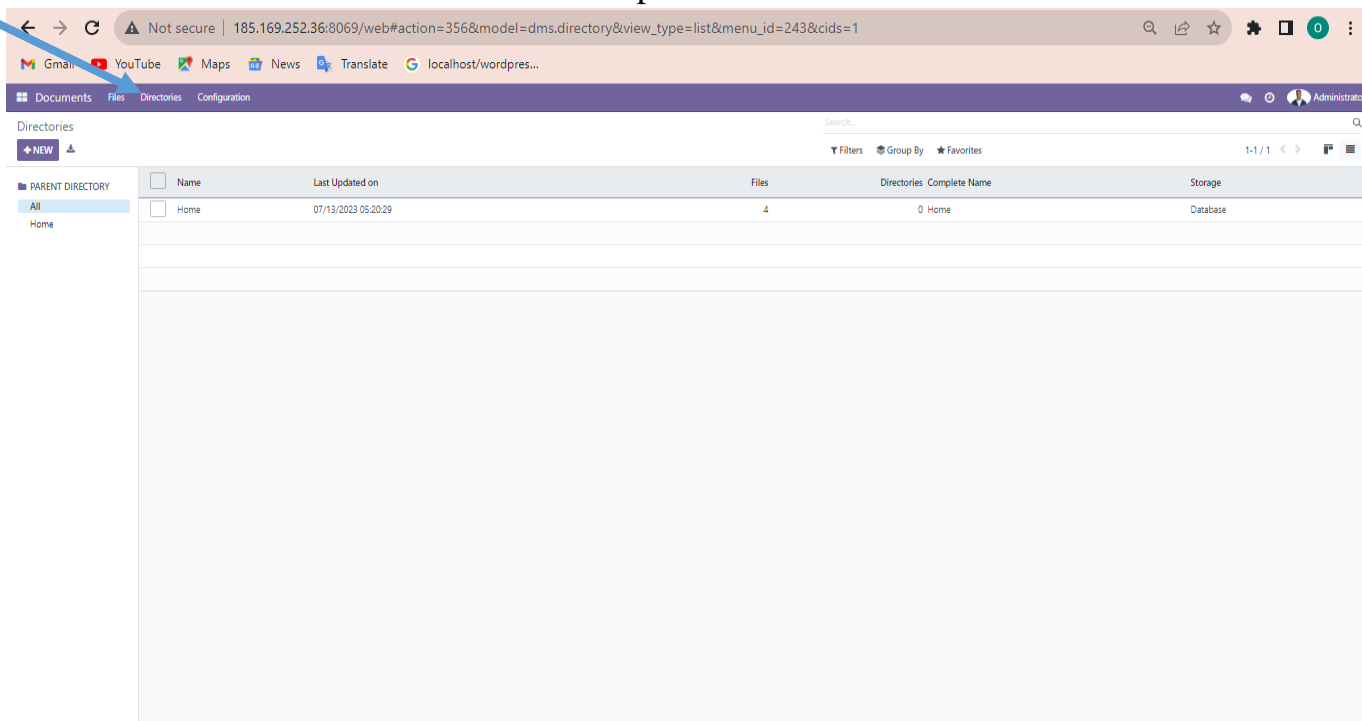
NEW

Name	Parent Category	Tags
Docs		No records
Excels		No records

- From the categories list below you will see that category has been added.

3.1.2 HOW TO CREATE DIRECTORIES

- Click on Directories sub menu at the top left corner of the screen.



Directories

NEW

PARENT DIRECTORY	Name	Last Updated on	Files	Directories	Complete Name	Storage
All	Home	07/13/2023 05:20:29	4	0	Home	Database

- Click the ‘New’ button to add a directory.

Directories / New

SHARE

Name: Documents

Is Root Directory? ☐

Inherit Groups ☒

Storage

Size: 0

Elements: 0

Parent Directory

Category: Internal / Human Resource

Tags: Tags...

Starred: Add to Favorites

Subdirectories | Files | Meta Information | Access Information | Groups | Complete Groups | Email Alias

Name	Directories	Files	Size

Administrator
Creating a new record...

- Type in the Directories name.
- Then click the check box under ‘is Root Directory’ to locate the root directory.

Directories / New

SHARE

Name: Documents

Documents
Is Root Directory? ☒

Inherit Groups ☒

Storage

Size: 0

Elements: 0

Parent Directory

Category: Internal / Human Resource

Tags: Tags...

Starred: Add to Favorites

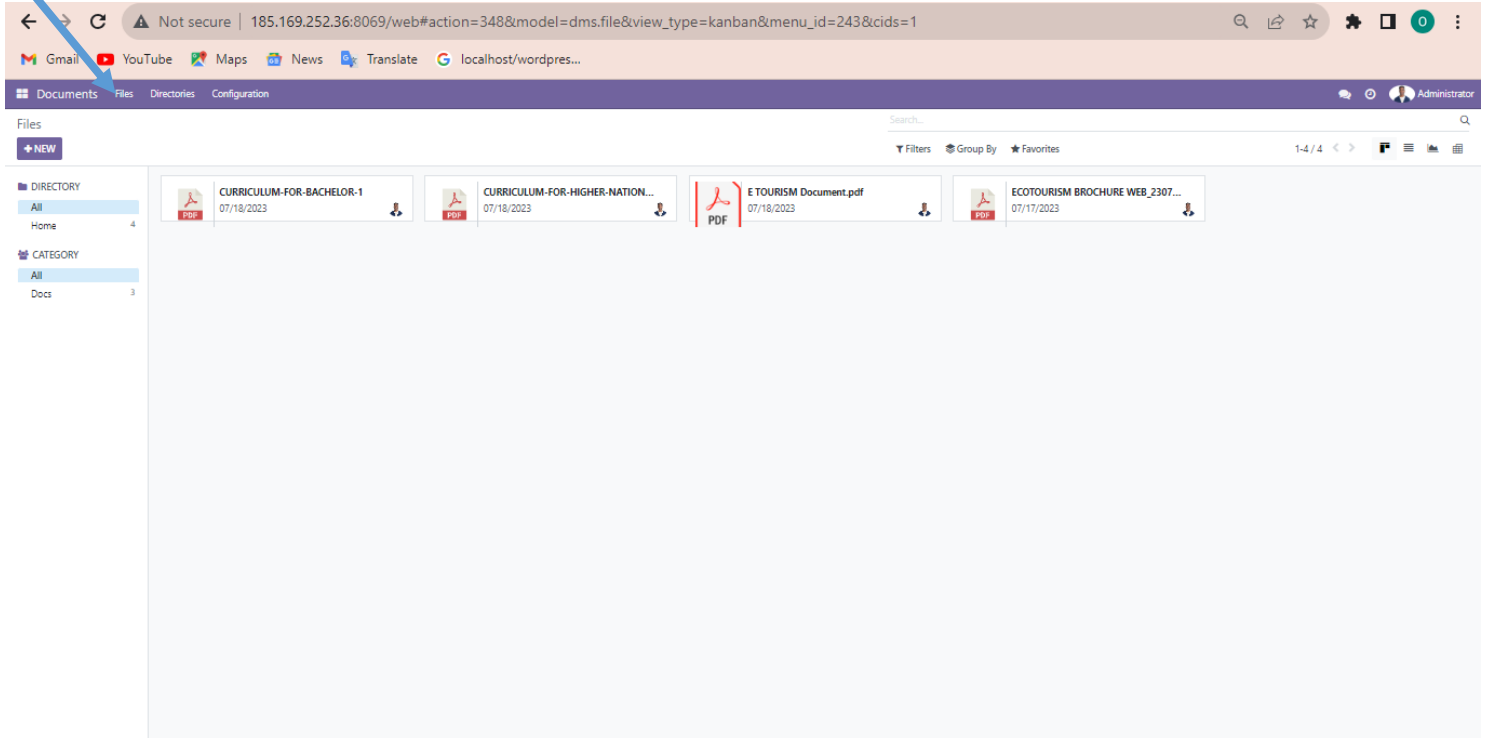
Subdirectories | Files | Meta Information | Access Information | Groups | Complete Groups | Email Alias

Name	Directories	Files	Size

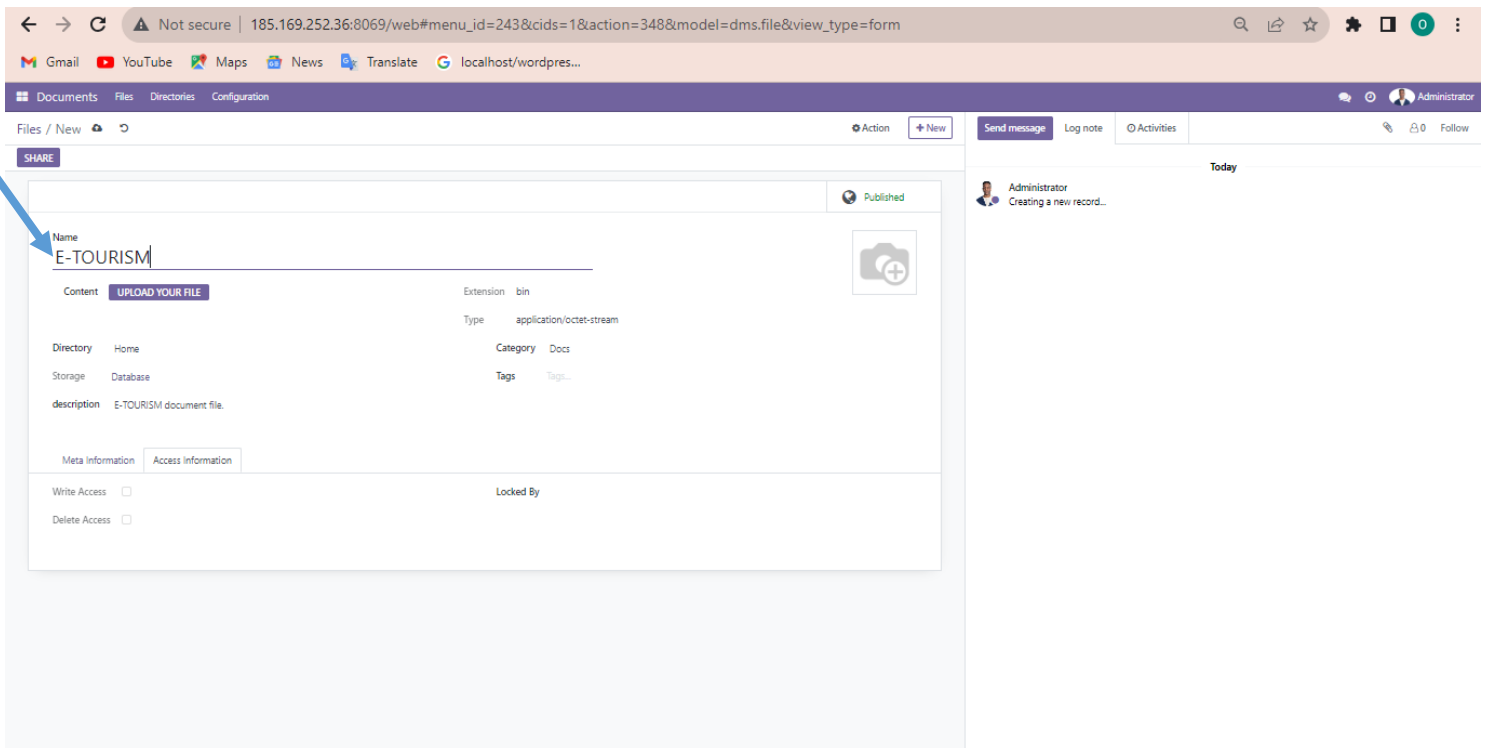
Administrator
Creating a new record...

3.2.0 HOW TO CREATE FILE

- Click on 'Files' sub menu at the top left corner of the screen.



- Click the 'New' button to add file.

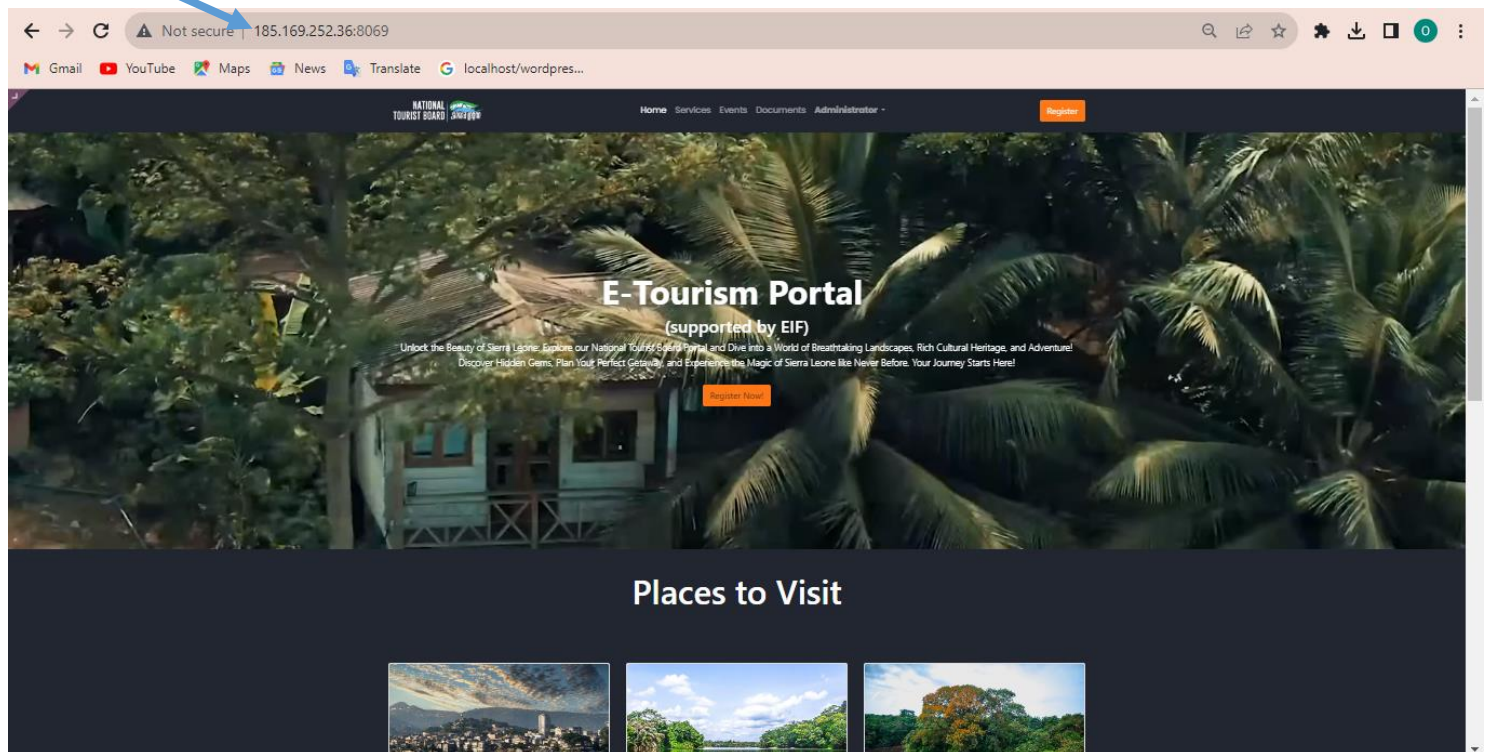


- Type in the name of the file e.g E-TOURISM.
- To upload an attachment click the ‘UPLOAD YOUR FILE’ button at the top left corner of the screen after clicking the attachment button you will be taken to your file manager and you will have to select the path where the file you want to attached is located.
- Once you locate the file, double click the file to load the attachment section.

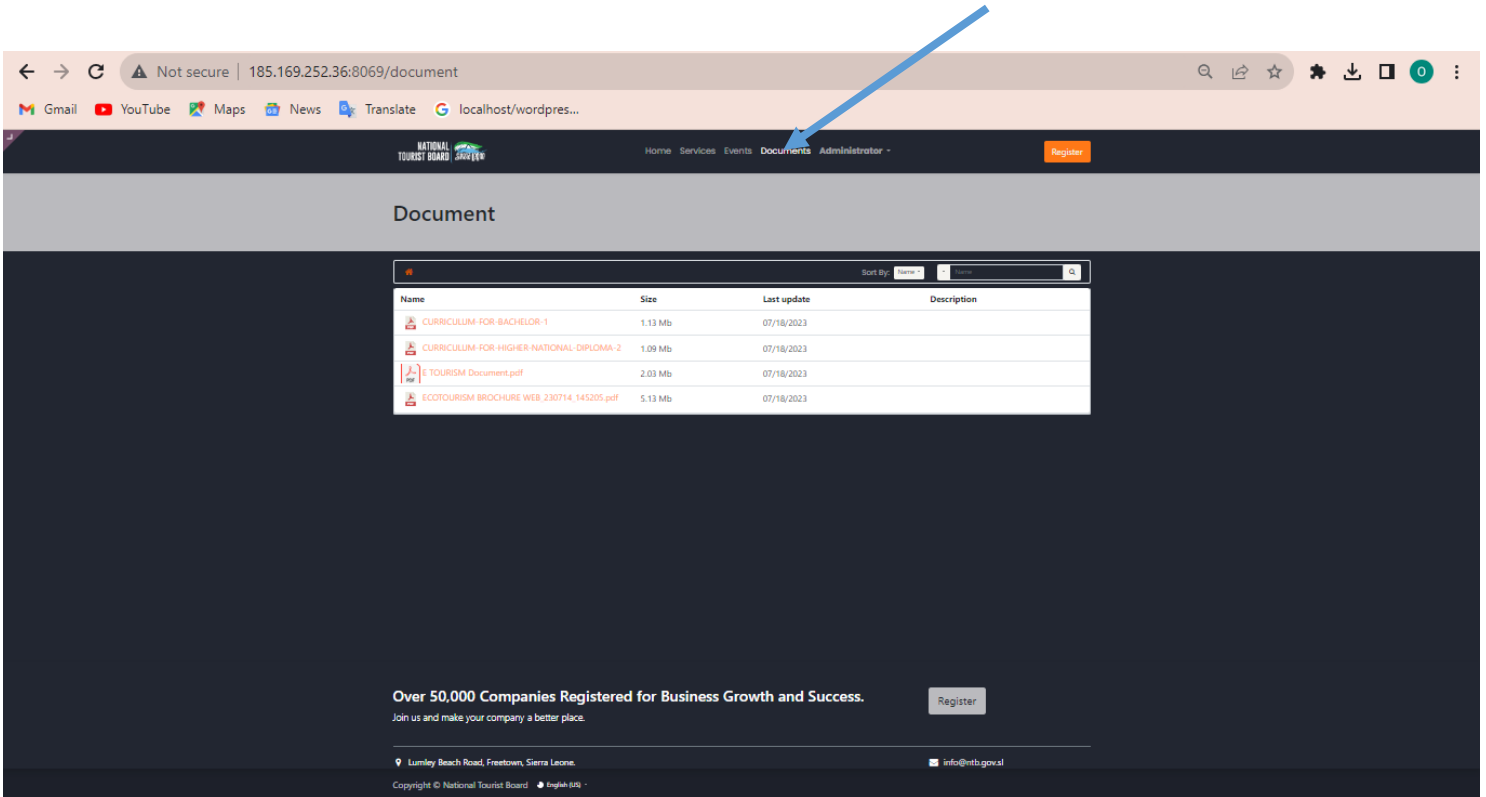
- Select the directory where you want the file to be located since you have configured that direcotry.
- Also select the category of the file from the drop down under category.
- Click save.
- Then click ‘Publish’ so that members/viewers can see the file in the viewers screen.

3.2.4 HOW VIEWERS /ORDINARY USERS SEE DOCUMENT/ FILE.

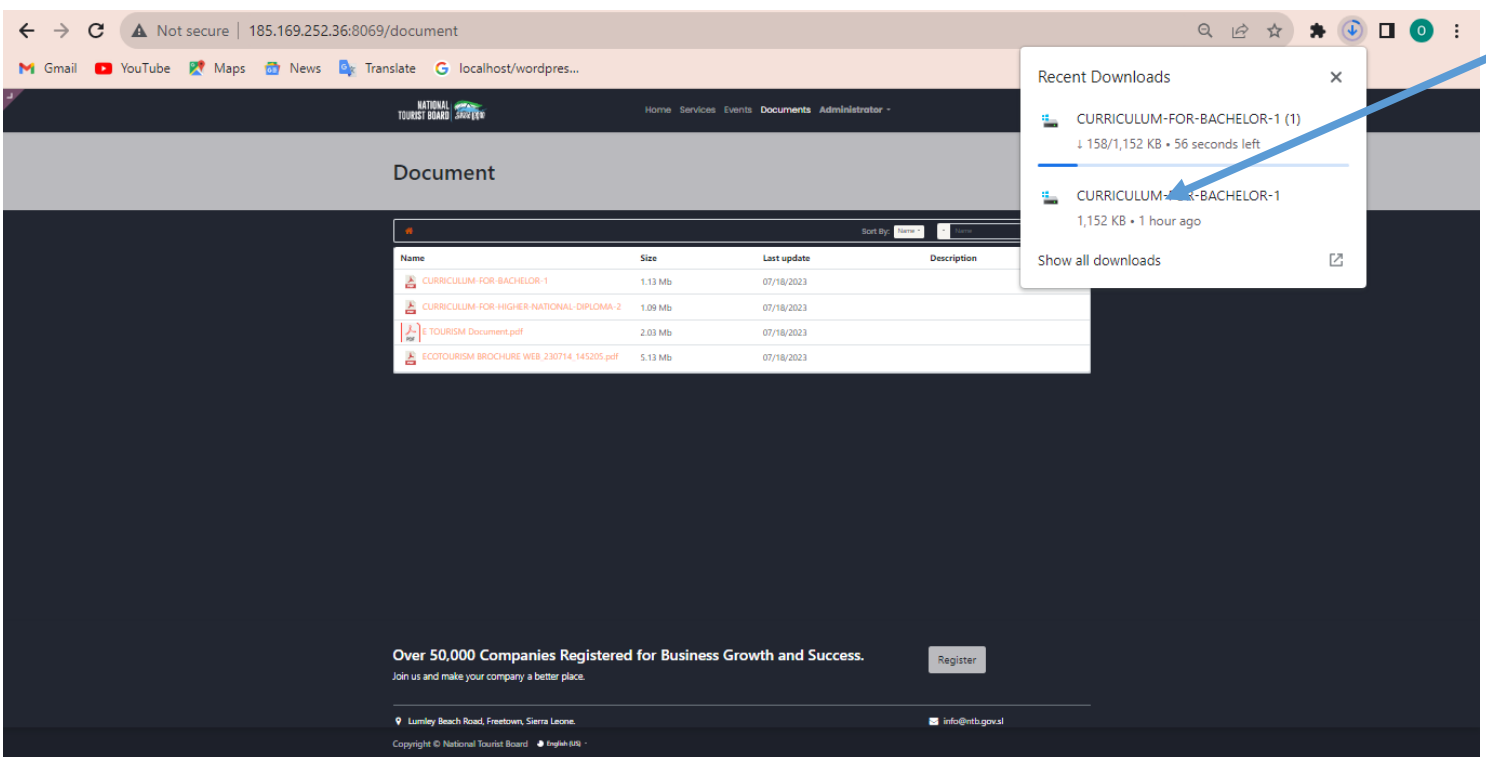
- After typing the Uniform Resource Locator/URL or IP address this is provided to you by the client in the search bar of your web browser and click enter.



- Click the ‘**Documents**’ section at the top of the screen so that viewers can see the files published.



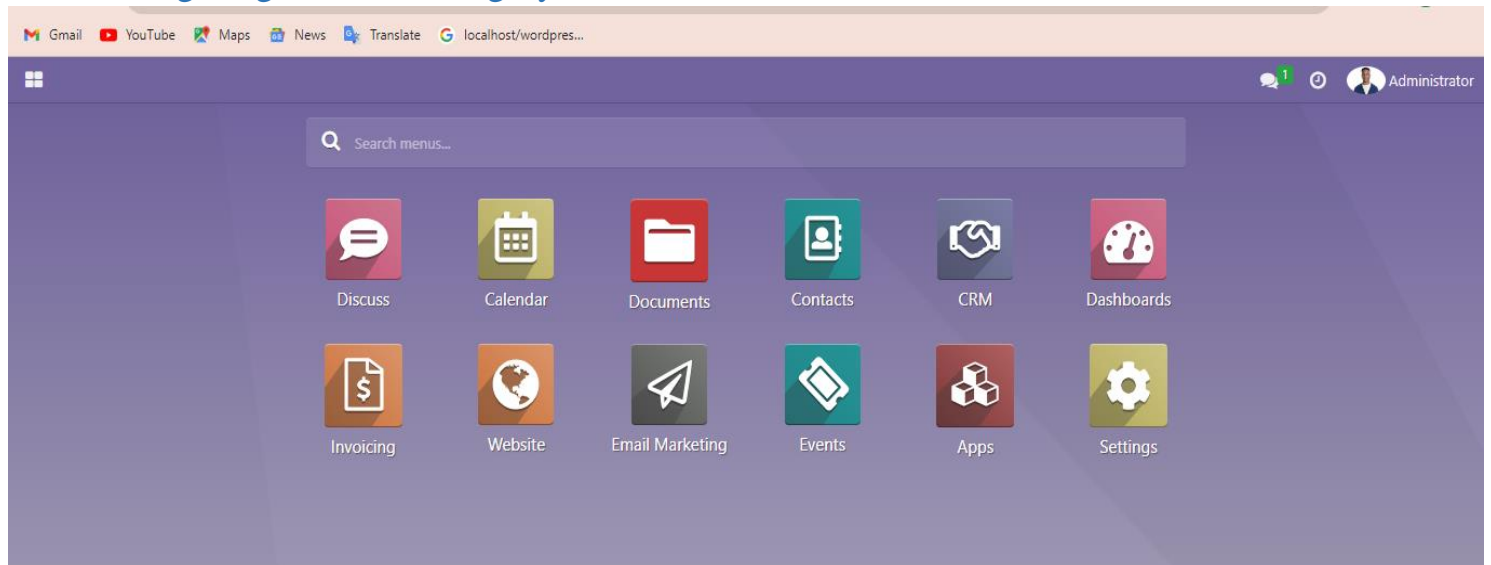
- After clicking the ‘**Documents**’ at the top of the screen then you will see all the files published from the users.
- Then you can download the file you want.



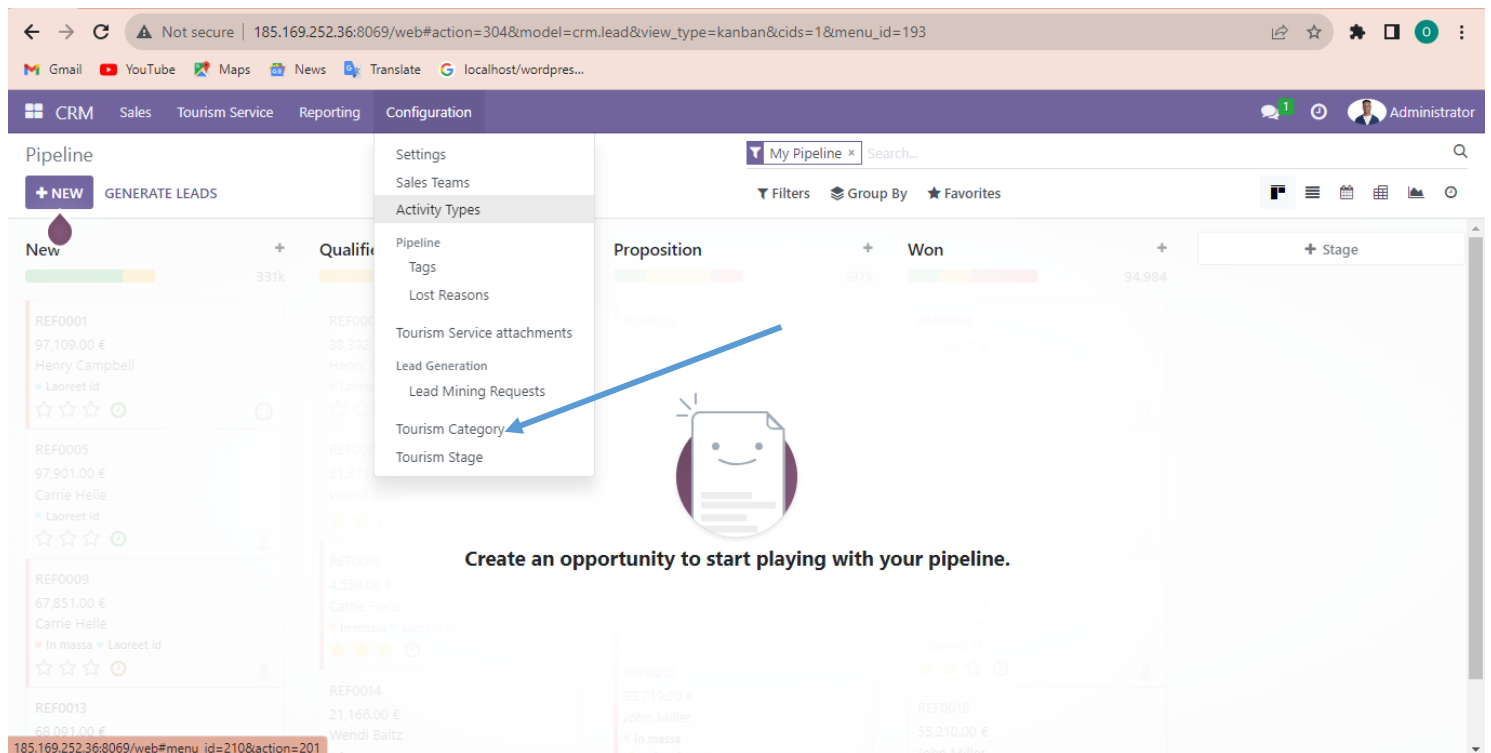
4.0 THE CUSTOMER RELATIONSHIP MANAGEMENT(CRM)

The CRM module encompasses a wide range of offerings provided to travellers to enhance their travel experience and meet their various needs. It let you track all services and sales that are created by users. Like all other modules, the CRM module also has to be configured before you can using it.

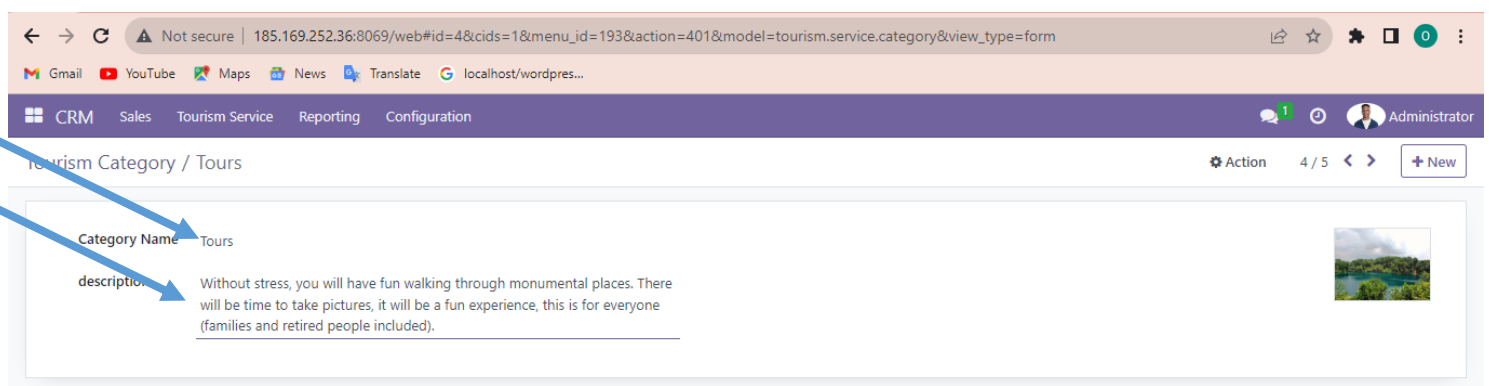
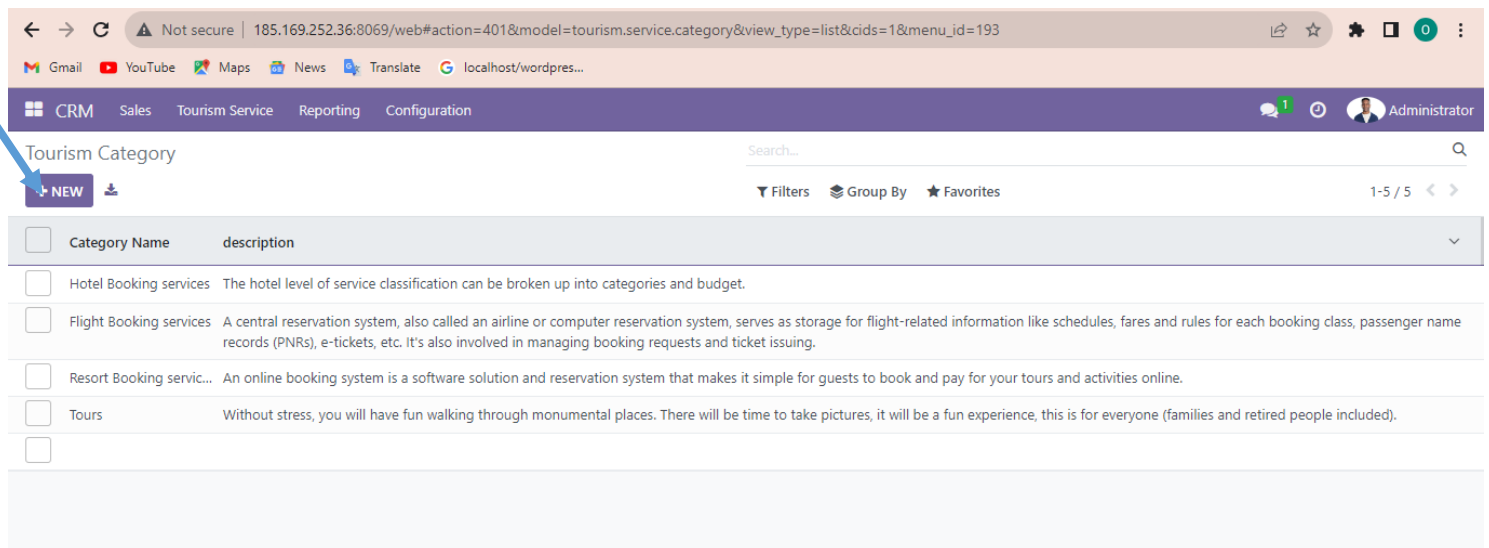
4.0.1 Configuring Tourism Category



- Click ‘CRM’ on the home screen



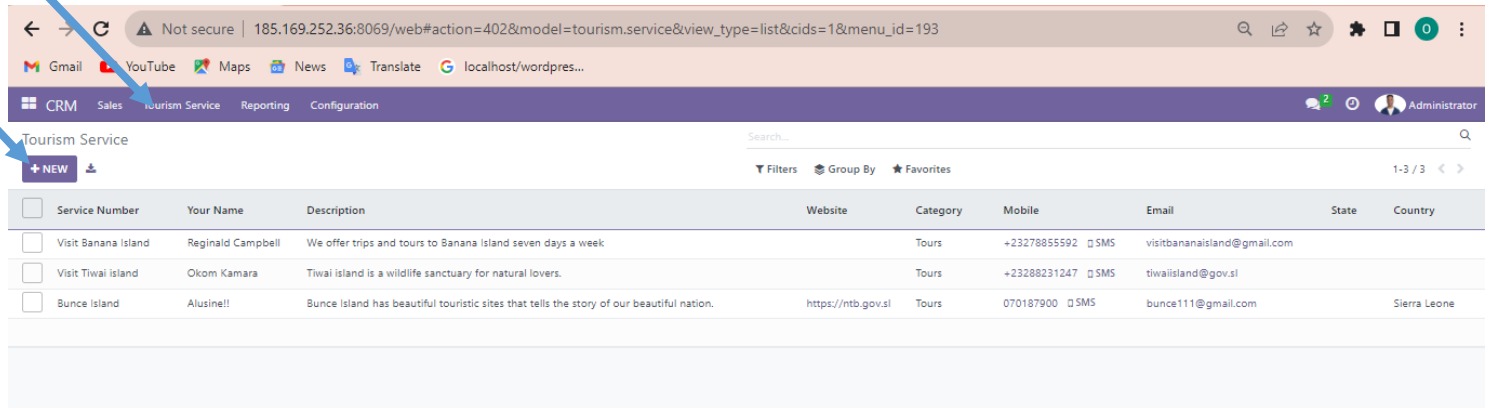
- From the configuration menu select ‘Tourism Category’.
- Click the ‘New’ button to add a Tourism Category.



- Type in name of Tourism Category.
- Give descripton of the Category name you have created.
- Also you can also add image to the Tourism service you have created at the top right corner.
- Click ‘Save’ for the Tourism Category name to be added.

4.0 6. HOW TO CREATE TOURISM SERVICE

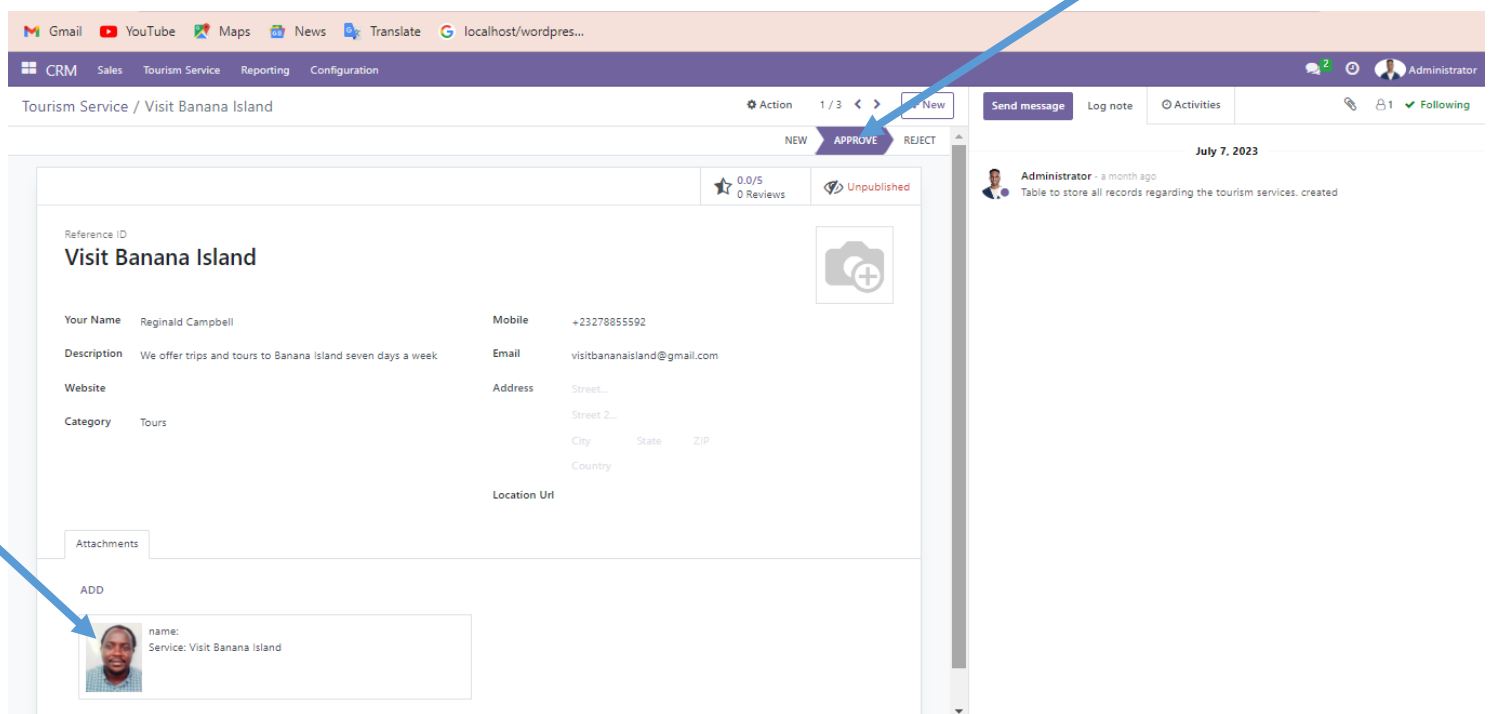
- Click the **'Tourism Service'** sub menu at the top left corner of the screen.



- Then you will see list of all **'Tourism Services'** they have created.

4.0.7 Adding Tourism Service

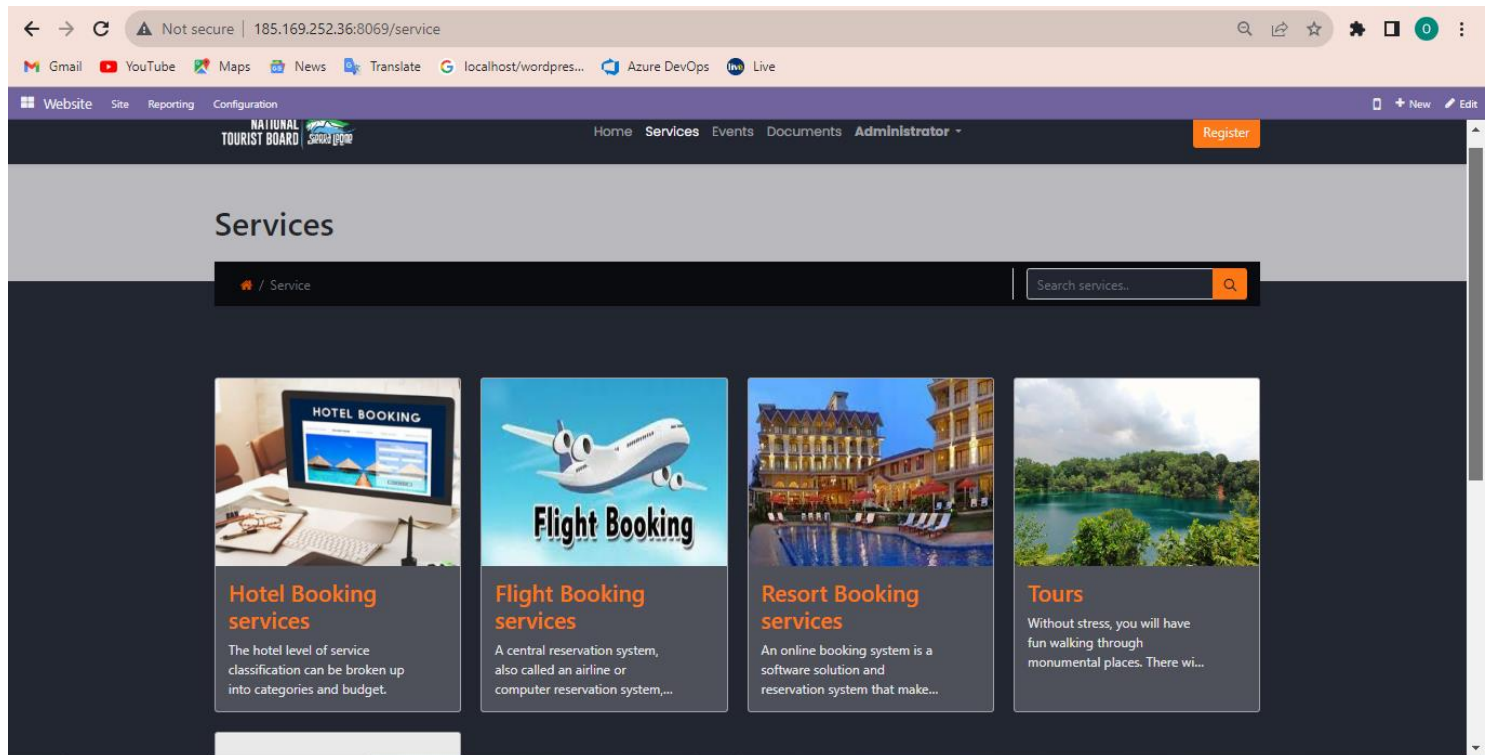
- Click the **'New'** button to add Tourism service among the list of services created by employees or users.



- Under **'Reference ID'** field type the service place to visit e.g **'Visit Banana Island'**.
- Type the admin name or the one in charge of the service to visit.
- In the field **'Description'** write down description of the service to visit.
- Website of the tourist service that you are creating if there is any.
- Click the field under **'Category'** to select the category that have created under tourism category.

- Mobile contact of the service.
- Work email address of the tourist service to be contacted.
- Type in the name of the street address of tourist service that you are creating.
- In the address type the city of the tourist service.
- Select the state of the service with the field drop down.
- Select the country where the service is located.
- Under attachment click the ‘**ADD**’ button to add file image and name of the file.
- Next click save button.

4.0.8 HOW TO REGISTER SERVICES



- Click the ‘**Website**’ module from the list in the Tourism portal.
- After that click the ‘**Services**’ submenu at the top of the screen.
- Then you see the various list of services register.

4.0.9 Adding Register Service

- Click the '**Register**' button at the top right corner or bottom of the page.

The screenshot shows a web browser window with the URL `185.169.252.36:8069/register`. The page is titled "Register" and features a form for adding a new service. The form fields are as follows:

Field	Value
Service Category *	Hotel Booking services
Person Name *	Administrator
Phone Number *	+23277770004
Email *	admin@tourism.gov.sl
Website *	www.google.com
Address *	11d wellington
Entity Name *	loltabs.xyz
Subject *	hotel service
Description *	The hotel level of service classification can be broken up into categories and budget.

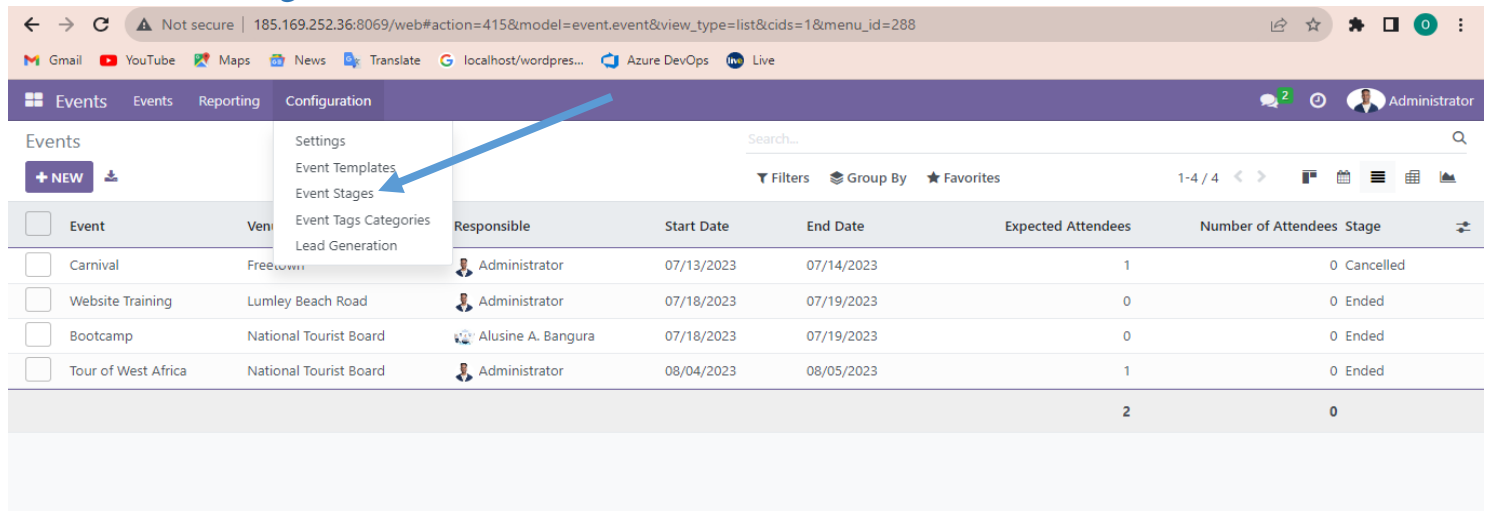
A "Submit" button is located below the form. At the top right of the page, there is a "Register" button. At the bottom right, there is another "Register" button. Blue arrows point to these buttons.

- Select the Service Category from the list of categories created.
- Type the Person name or admin that is registering the service.
- The phone number of the admin
- The email of the service or admin of the service.
- The website of the service that is being crated.
- Type the address of the service
- The entity name that is creating the Service.
- Type a subject for the service that is being created.
- Give description of the service that is created.
- Next click the Subject button at the buttom.

5.0.0 HOW TO CREATE EVENT

The event module allows you to manage all events that attract visitors , create memorable experiences that are created by employees or users.

5.01 How to configure event

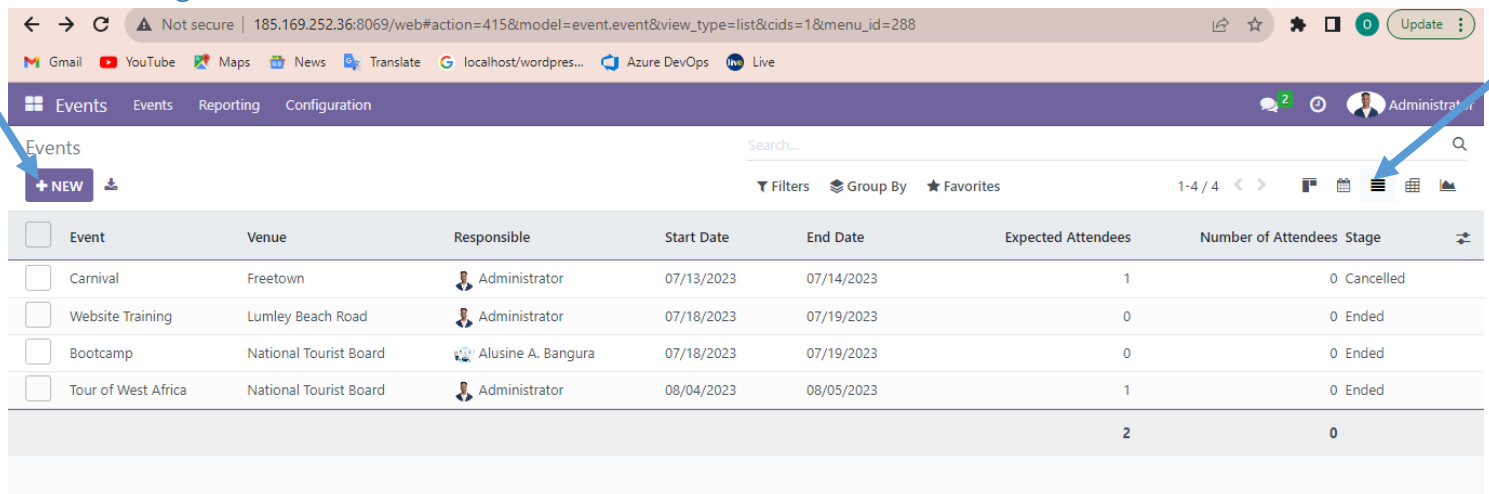


The screenshot shows the 'Events' module interface. The 'Configuration' menu is open, and a blue arrow points to the 'Event Stages' option. The main table displays a list of events with columns: Event, Venue, Responsible, Start Date, End Date, Expected Attendees, Number of Attendees, and Stage.

Event	Venue	Responsible	Start Date	End Date	Expected Attendees	Number of Attendees	Stage
<input type="checkbox"/> Carnival	Freetown	Administrator	07/13/2023	07/14/2023	1	0	Cancelled
<input type="checkbox"/> Website Training	Lumley Beach Road	Administrator	07/18/2023	07/19/2023	0	0	Ended
<input type="checkbox"/> Bootcamp	National Tourist Board	Alusine A. Bangura	07/18/2023	07/19/2023	0	0	Ended
<input type="checkbox"/> Tour of West Africa	National Tourist Board	Administrator	08/04/2023	08/05/2023	1	0	Ended
					2	0	

- From the configuring menu select the ‘Event Stages’.
- Type the name of event stage to be created.
- Next click save.

5.0.2 Adding Tourism Event



The screenshot shows the 'Events' module interface. A blue arrow points to the '+ NEW' button in the top left corner. Another blue arrow points to the list view icon in the top right corner. The main table displays a list of events with columns: Event, Venue, Responsible, Start Date, End Date, Expected Attendees, Number of Attendees, and Stage.

Event	Venue	Responsible	Start Date	End Date	Expected Attendees	Number of Attendees	Stage
<input type="checkbox"/> Carnival	Freetown	Administrator	07/13/2023	07/14/2023	1	0	Cancelled
<input type="checkbox"/> Website Training	Lumley Beach Road	Administrator	07/18/2023	07/19/2023	0	0	Ended
<input type="checkbox"/> Bootcamp	National Tourist Board	Alusine A. Bangura	07/18/2023	07/19/2023	0	0	Ended
<input type="checkbox"/> Tour of West Africa	National Tourist Board	Administrator	08/04/2023	08/05/2023	1	0	Ended
					2	0	

- Click the ‘Event’ submenu at the top left corner of the page.
- Click the list view at the top right corner to see the lists of events
- Click the ‘New’ button to add an events to the list of events.

Not secure | 185.169.252.36:8069/web#id=1&cids=1&menu_id=288&action=415&model=event.event&view_type=form

Gmail YouTube Maps News Translate localhost/wordpress... Azure DevOps Live

Events Events Reporting Configuration Administrator

Events / Carnival

Print Action 1 / 4 + New

INVITE CONTACT ATTENDEES NEW BOOKED ANNOUNCED ENDED CANCELLED

Registration St... 1 Attendees Go To Website

Event Name
Carnival

Date 07/13/2023 07:00:00 → 07/14/2023 07:00:00 Organizer National Tourist Board

Timezone Africa/Freetown Responsible Administrator

Template Venue Freetown

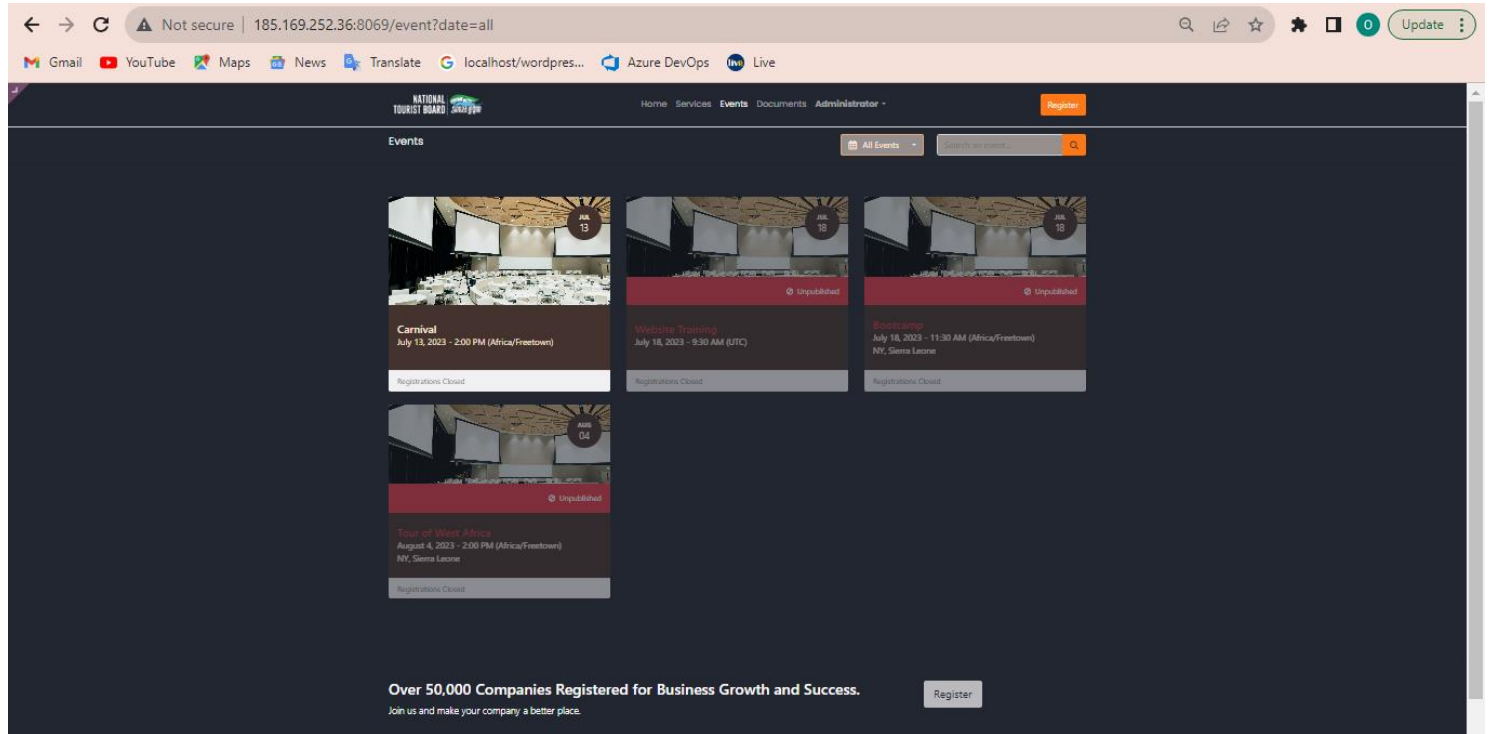
Tags Limit Registrations ☐ Autoconfirmation? ☐

Tickets Communication Notes

Name	Registration Start	Registration End	Maximum	Confirmed	Unconfirmed
Registration for Carnival	05/10/2023 11:40:42	08/15/2023 11:40:58	500	0	0
Add a line					

- After that type the name of the event e.g carnival.
- Enter the start and end date of the event.
- Select the timezone of the event like Africa/Freetown but the system have pre-configured timezone.
- Click the dropdown to select the organizer of that particular event e.g National Tourist Board or create new organizer.
- Click the dropdown to select the one responsible for the event.
- Click the dropdown to select the venue of the event or create new event venue.
- Click the checkbox to assign the number of limited registration to take for the event.
- At the bottom click on ticket to add price for the event.
- Then click the save button.

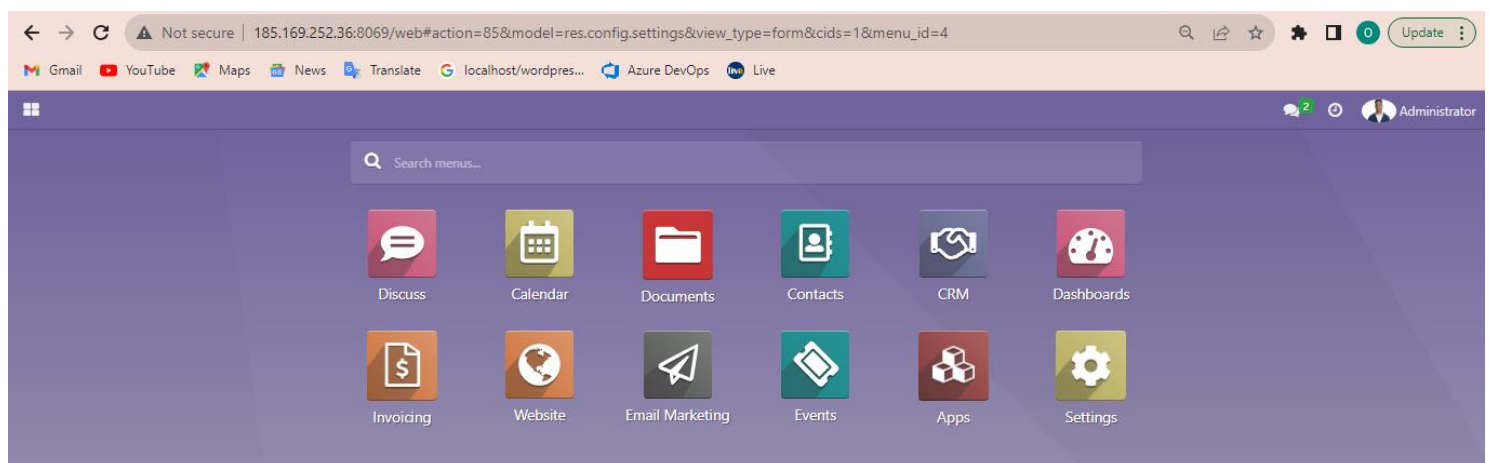
5.0.6 HOW TO VIEW EVENT CREATED



- Click the '**Website**' module from the list in the Tourism portal.
- After that click the '**Events**' submenu at the top of the screen.
- Then you see the various list of events created.

6.0.0 HOW TO CREATE USERS ACCESS

For employees to have access to the system they must be provided with user access rights. Below is how you can give an employee access to the system.



- Click the setting module on the home screen.

Not secure | 185.169.252.36:8069/web#action=70&model=res.users&view_type=list&cids=1&menu_id=4

Gmail YouTube Maps News Translate localhost/wordpress... Azure DevOps Live

Settings General Settings Users & Companies Administrator

Users Internal Users Search...

+ NEW Filters Group By Favorites 1-24 / 24

<input type="checkbox"/>	Name	Login	Language	Latest authentication	Status
<input type="checkbox"/>	Abdulai A. Kamara	akamara@ntb.gov.sl	English (US)	07/18/2023 06:06:04	Confirmed
<input type="checkbox"/>	Abraham S.Turay	aturay@ntb.gov.sl	English (US)	08/21/2023 05:46:54	Confirmed
<input type="checkbox"/>	Administrator	admin	English (US)	08/18/2023 02:27:46	Confirmed
<input type="checkbox"/>	Alusine A. Bangura	abangura@idtlabs.xyz	English (US)	08/21/2023 05:07:14	Confirmed
<input type="checkbox"/>	Artmon Chea	achea@ntb.gov.sl	English (US)	08/21/2023 04:46:57	Confirmed
<input type="checkbox"/>	Bashiru Koroma	bkoroma@ntb.gov.sl	English (US)	08/21/2023 06:44:45	Confirmed
<input type="checkbox"/>	Cyrellia Wilson	cwilson@ntb.gov.sl	English (US)	08/21/2023 05:06:04	Confirmed
<input type="checkbox"/>	Fatmata Mida Carew	fcarew@ntb.gov.sl	English (US)	08/16/2023 06:32:17	Confirmed
<input type="checkbox"/>	Fatu Stella Pratt	fspratt@ntb.gov.sl	English (US)	08/21/2023 04:24:46	Confirmed
<input type="checkbox"/>	Ibrahim B. Kamara	ikamara@ntb.gov.sl	English (US)	08/21/2023 04:27:54	Confirmed
<input type="checkbox"/>	Jeffrey M. Mojueh	jeffreymojueh1969@gmail.com	English (US)	08/16/2023 06:53:58	Confirmed
<input type="checkbox"/>	Lucinda Kargbo	lkargbo@ntb.gov.sl	English (US)	08/18/2023 08:49:46	Confirmed
<input type="checkbox"/>	Mariama Dalanda Jalloh	mjalloh@ntb.gov.sl	English (US)	08/22/2023 03:40:30	Confirmed
<input type="checkbox"/>	Marion Williams	mwilliams@ntb.gov.sl	English (US)	08/21/2023 07:06:34	Confirmed
<input type="checkbox"/>	Morie Foday	mfoday@ntb.gov.sl	English (US)	08/21/2023 05:53:25	Confirmed

- Click ‘Users & Companies’ at the top left to see the list of users.
- Click the ‘New’ button to create users or employees into the system.

Not secure | 185.169.252.36:8069/web?db=tourism_16&token=G0gAPMDUwAYOCpLokQe#cids=1&menu_id=4&action=70&model=res.users&view_type=...

Gmail YouTube Maps News Translate localhost/wordpress... Azure DevOps Live

Settings Users & Companies Okom Kamara

Users / New Action + New

NEVER CONNECTED CONFIRMED


Name

Mary Sesay

Email Address ?

marysesay@ntb.gov.sl

Access Rights Preferences



SALES

Sales ? Administrator

WEBSITE

Website Editor and Designer

ADMINISTRATION

Administration Access Rights

ACCOUNTING

Invoicing ? Billing Administrator

MARKETING

Events ? Administrator

Email Marketing ? User

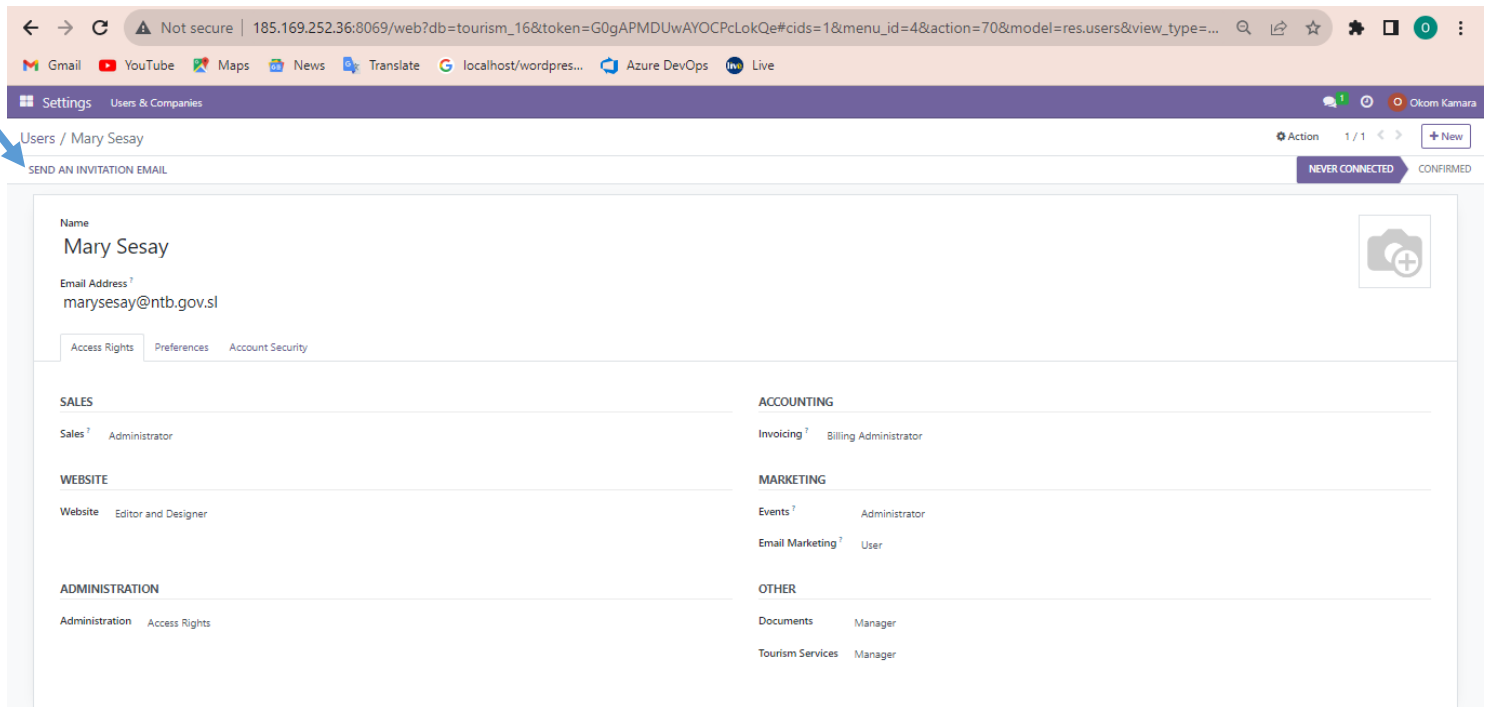
OTHER

Documents Manager

Tourism Services Manager

- Type the name of the employee you want to give access.
- The email of the employee either administrative or personal email.

- Other fields are based on user access right into the system.
- Then click save to assign user or employee into the system.



Not secure | 185.169.252.36:8069/web?db=tourism_16&token=G0gAPMDUwAYOCpCkLokQe#cids=1&menu_id=4&action=70&model=res.users&view_type=...

Settings Users & Companies

Users / Mary Sesay

SEND AN INVITATION EMAIL

NEVER CONNECTED CONFIRMED

Name
Mary Sesay

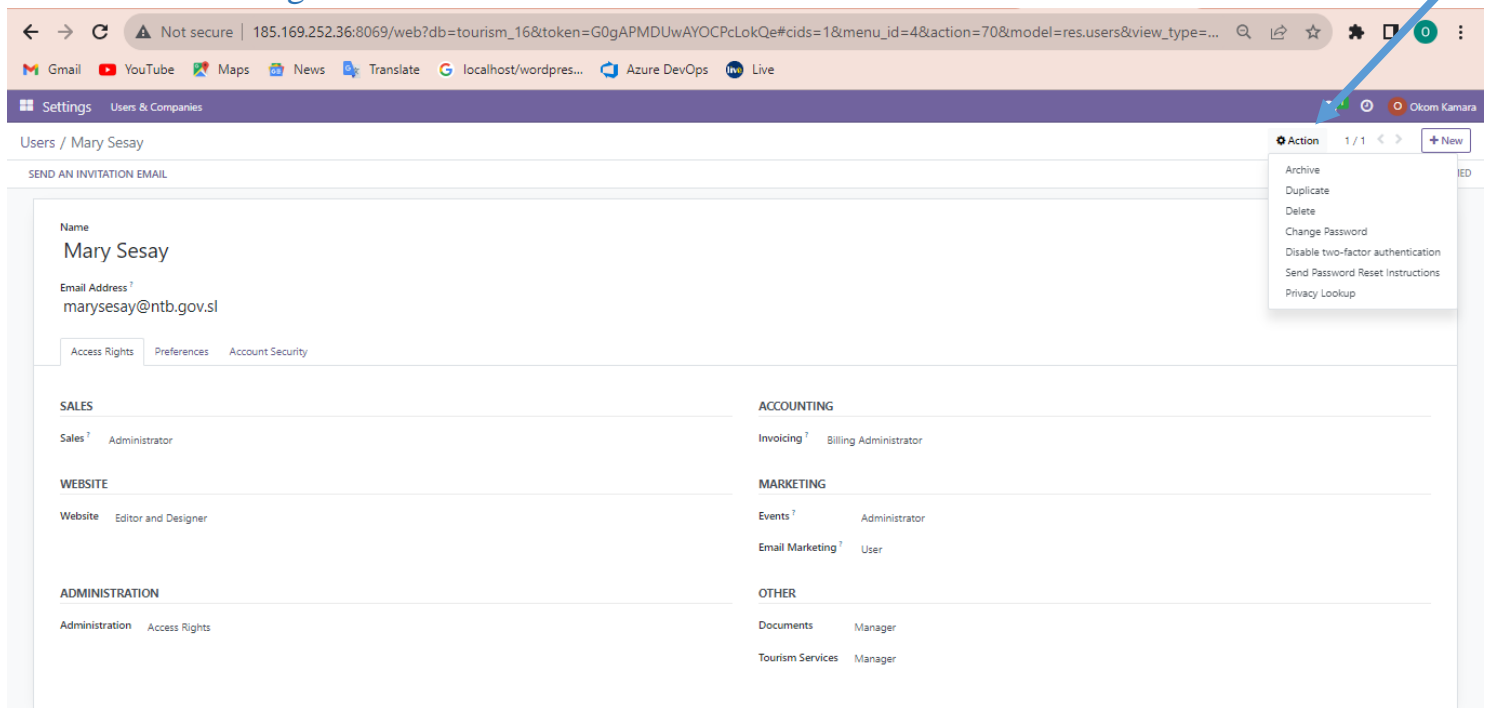
Email Address ?
marysesay@ntb.gov.sl

Access Rights Preferences Account Security

SALES	ACCOUNTING
Sales ? Administrator	Invoicing ? Billing Administrator
WEBSITE	MARKETING
Website Editor and Designer	Events ? Administrator
	Email Marketing ? User
ADMINISTRATION	OTHER
Administration Access Rights	Documents Manager
	Tourism Services Manager

- Click the ‘SEND AN INVITATION EMAIL’ to invite the user into the system.

6.0.1 How to Assign User Password



Not secure | 185.169.252.36:8069/web?db=tourism_16&token=G0gAPMDUwAYOCpCkLokQe#cids=1&menu_id=4&action=70&model=res.users&view_type=...

Settings Users & Companies

Users / Mary Sesay

SEND AN INVITATION EMAIL

NEVER CONNECTED CONFIRMED

Name
Mary Sesay

Email Address ?
marysesay@ntb.gov.sl

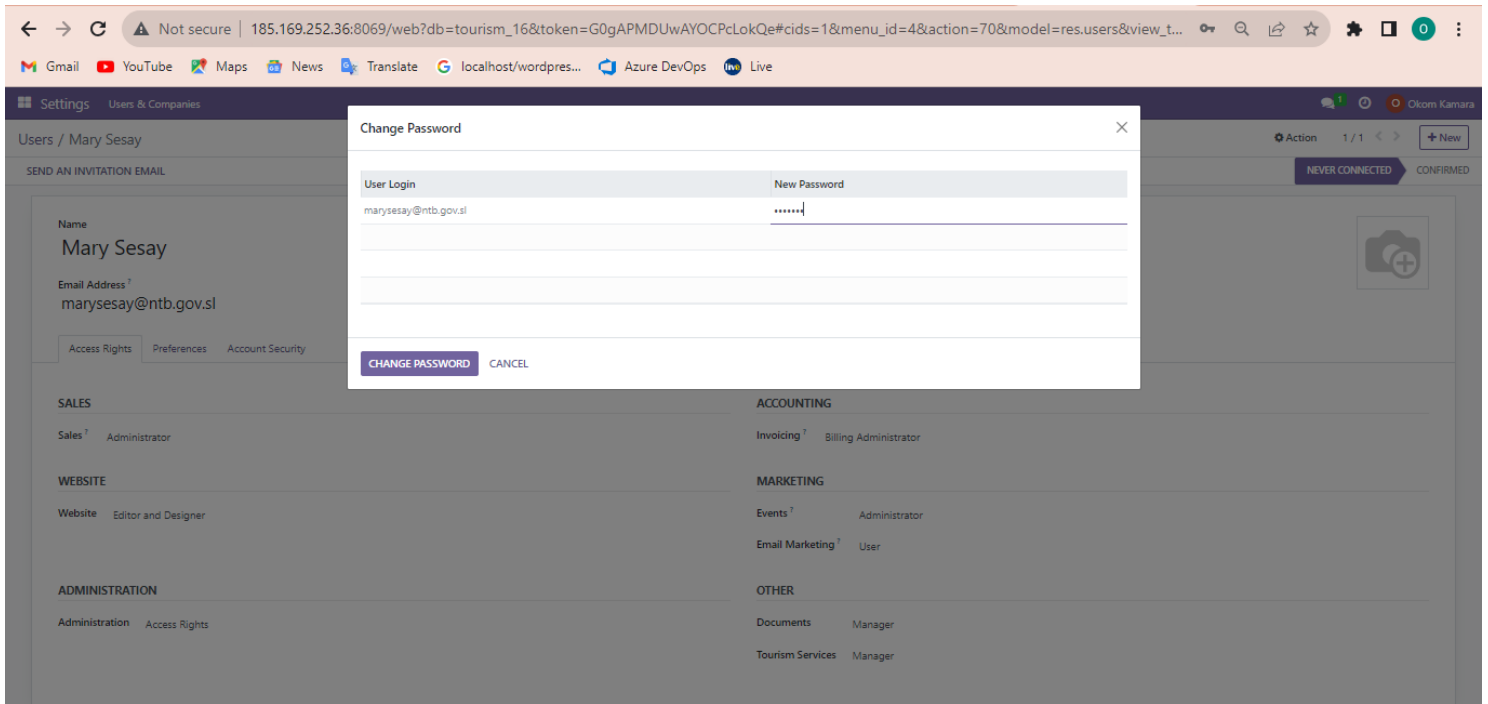
Access Rights Preferences Account Security

SALES	ACCOUNTING
Sales ? Administrator	Invoicing ? Billing Administrator
WEBSITE	MARKETING
Website Editor and Designer	Events ? Administrator
	Email Marketing ? User
ADMINISTRATION	OTHER
Administration Access Rights	Documents Manager
	Tourism Services Manager

Action 1/1 < > + New

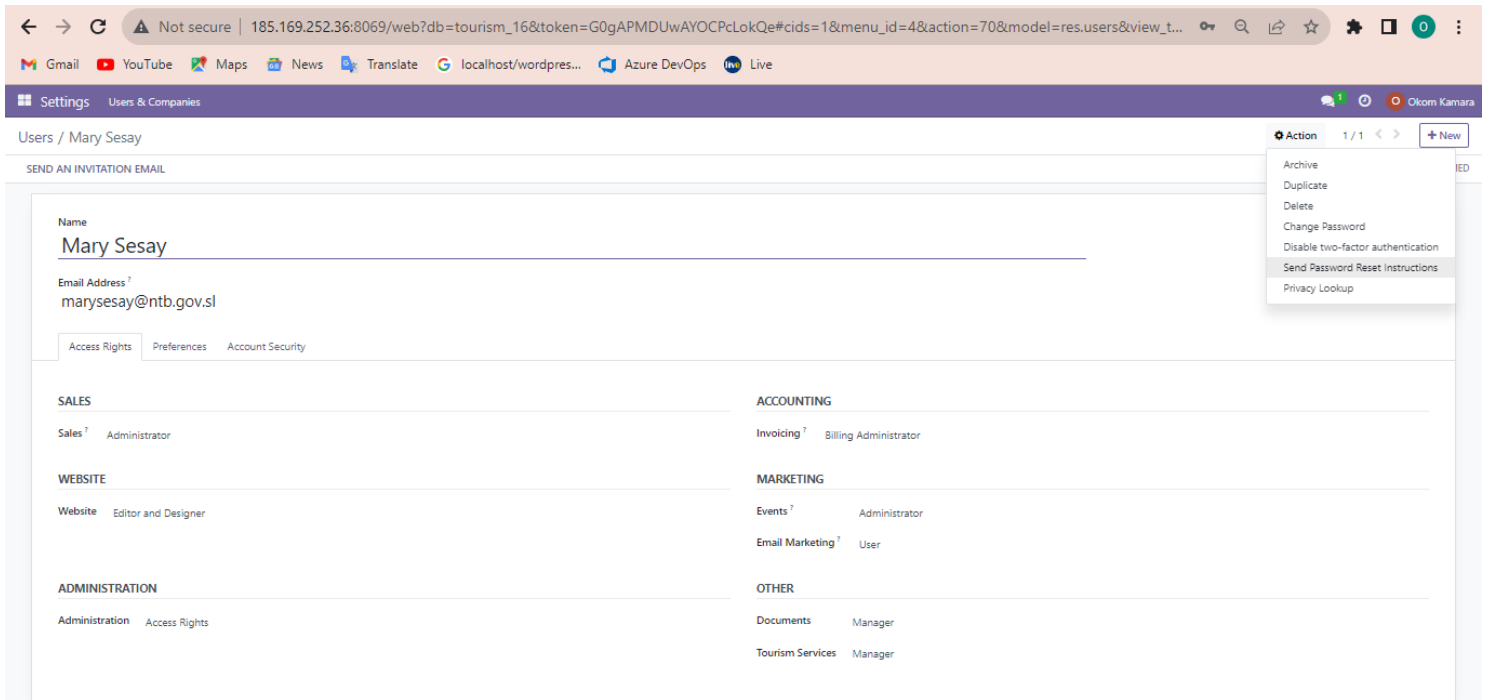
- Archive
- Duplicate
- Delete
- Change Password
- Disable two-factor authentication
- Send Password Reset Instructions
- Privacy Lookup

- After assigning access right click the ‘Action’ button

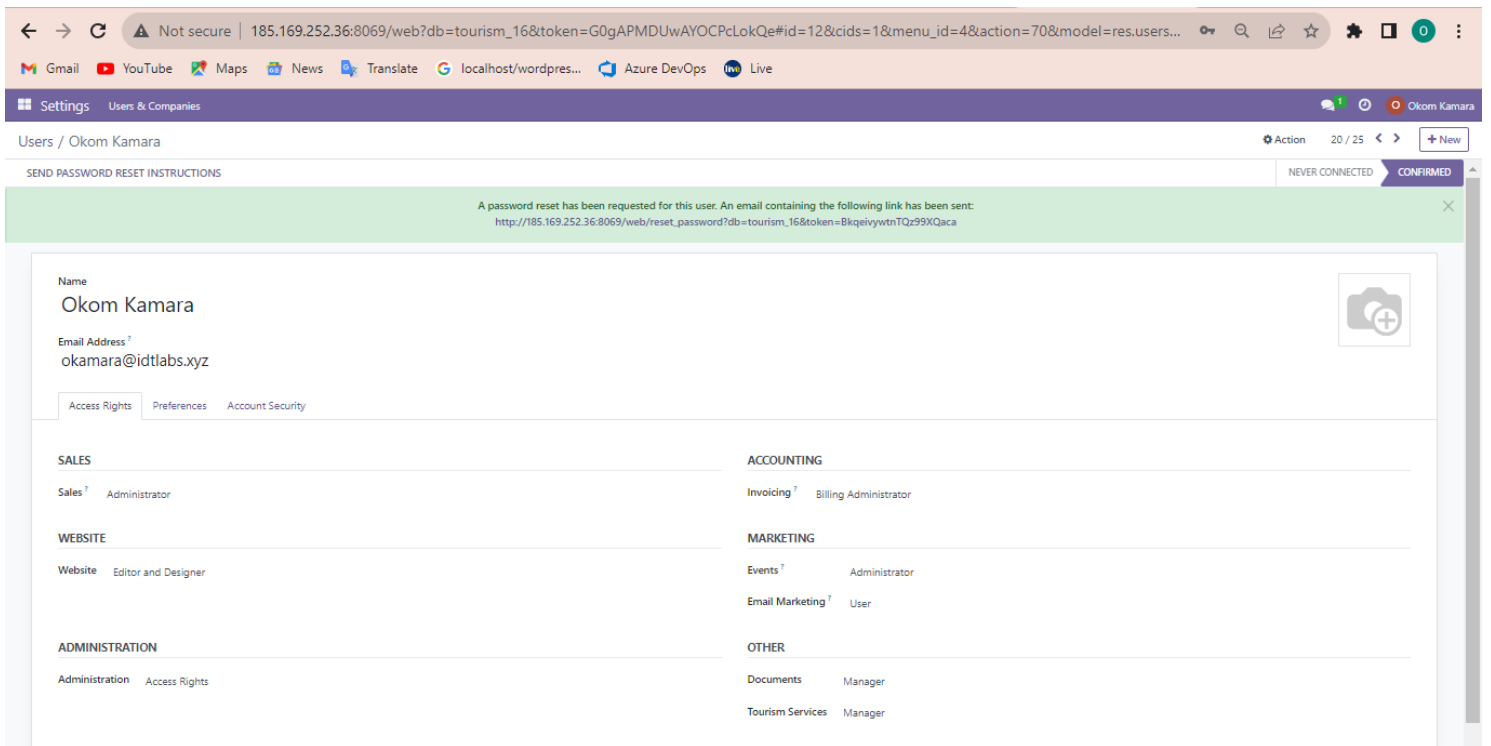


- Enter any password you want to assign to the user in the ‘**New Password**’ field.
- Click ‘**CHANGE PASSWORD**’ button.

6.0.3 How to Reset Password



- Click on the top right hand corner of the screen where the ‘**Action**’ button is shown and select ‘**Send Password Reset Instructions**’.



- An email will be sent to the user or employee.
- Enter the new password you want to use.
- Confirm the new password
- Click '**Change Password**'.
- You will be logged out of the system and would have to sign in with new password.

