# Present tour

All tours can be found in the menu - **TOURS**. Select the product you are interested in by clicking on the eye icon next to it.



By selecting the tour for the day you can see details about it, such as the number of bookings, whether they were made through external systems or owe cash payment.



While waiting for tourists from a reservation, it is in red color. Through the button with a tick you mark the tourists from this reservation that they have arrived. If there is a telephone handset on the reservation, then you can contact the reservation holder by telephone.

Once you mark a booking as "appeared", it turns green and the tick becomes an X. Through the hix you can cancel the action if it was in error.

If a booking is paid on spot and you need to collect cash from tourists, this is marked with a green tick and an amount due Collect: €350.00. When you mark them as arrived or paid, the amount at the top changes.

When you open a booking you see for each tourists *Fees* - these are fees collected from tourists for visiting sites - for example entrance fee to Boyana Church. Out of a group of 10 tourists in a booking not everyone may want to pay this fee, so you only need to note the number of tourists who have given you the amount. Use the tick in the Used box to mark when these fees have been used.



At the bottom of all tour bookings there are additional **Fees** and **Income**.

Under Fees you can add various expenses and fees such as parking. You must have a fiscal document for these expenses to provide when reporting.

! All amounts in the system must be in Euros!

Adding is done via the + button in the right corner of the table. You can edit or delete an entry via the pencil icon . This also applies to Fees and Revenue.



In the **Incomes** tab you add additional income that changes the total at the top.

Revision #3
Created 10 March 2025 10:24:21 by Lilly Stanoeva
Updated 10 March 2025 12:37:30 by Lilly Stanoeva