Karnataka Tourism Trade Facilitation
User Manual

Dec, 2021

Ver 1.0

Submitted to:
KTTF

Submitted by:
Globals ITES Pvt Ltd.,
5th Floor, Samanvitha Complex, 12, Mayura Street, Hebbal, Bengaluru, Karnataka 560092
**Notice to the reader**

This document is confidential being for the use of only the persons / firm to whom it is submitted to. It must not be copied, disclosed or circulated, or referred to in correspondence or discussion either in full or part with any person except the person/firm, to whom it is submitted, without prior consent of Globals ITeS Pvt. Ltd (referred as “ Globals” in the rest of the document). All logos/ trademarks that have been used in these Proposals are owned by the respective owners and Globals has used the same solely for illustration purposes.

This material submitted by Globals is solely for the purpose of providing select information on a confidential basis.

This document is intended for review through mutual discussions to understand and appreciate the whole contents.
Introduction

The Application Management System is the extensive solution for the KTTF to manage the application forms efficiently

The purpose of this application is to reduce the paper work of the officers in the KTTF. Using this User Interface we can able to get all the application form details which are providing by the KTTF.

The Process of User login they are following steps follows:

- Registration
- Login
- Forgot Password

1. Registration:

The first step is the user needs to create an account in KTTF. In that the use needs to Use the details Username, Email, Set new password and Phone Number. The user enters those details on the following Screen below.

Note: The Password must contain:

1. A lower case letter
2. A capital (uppercase) letter
3. A number
4. Minimum 8 characters
After entering all required details click on Register now button, the user gets an activation mail from “support@karnatakatourism.org”. The user will login that registered mail click on to the “Activation Link”.

Dear Siva Prasad Reddy,

You have Successfully Registered in ‘Karnataka Tourism Trade Facilitation’. Please Check the Below Link to Activate your Account.

Click Here to Activate

User Name: [redacted]
Password: [redacted]

Regards,
Karnataka Tourism Trade Facilitation.
2. Login:

After getting Activation mail. The user getting login credentials, the user can use those credentials for further purpose.

3. Forgot Password:

Forgot password is the action of invalidating the current password for an account on a website, service, or device, and then creating a new one… If you need your password reset.
User Work Flow of the registration to Application:

After getting the login credentials the user enter in to the Application form. As of now in KTTF there are 6 products available in the application. The user gets to know which category they are based on that category the user needs to choose the product and start to fill the Application.

The Process of applying the product we needs go with those steps:

1. Enter the login credentials the user get the below screen
2. After login the user enters in above Dashboard. In this page he needs to click on select new product button.
3. In this the user needs to select products as of now we have 6 products those are:

a. Travel Agent/ Tour Operator
b. Tourist Transport Operator
c. Caravan Tourism
d. Hotel/Resort
e. Restaurant
f. Amusement Park

4. After select product the use click on to the Apply button. He will get Terms and Conditions.

5. The next step is to accept the terms and conditions, The Continue button will appear click on that button to move forward.

In that Form there are 4 steps involves in the form those are:

i) General Information
ii) Documents
iii) Other details
iv) Payment
i) General Information:

In this the user needs to fill the all fields carefully. And all are mandatory fields. After filling all the details then only the user will go to next page.

ii) Documents:

In documents section the user needs to upload the required documents. The File size should be in within 2MB only.
iii) Other details:

After uploading all required documents. The user enters the third section. The form is below. The user enter the details and the user click on payment option “Yes” then only the payment button will activate and allow to next page.
iv) **Payment:**

After clicking on payment button. The payment screen will come in the below screen. The payment is 500

The payment is different methods the user can choose they convenience.
This is the process of applying KTTF application. After making payment the user gets payments receipt.
After Payment the application will send AD. The user will get to know the application status in the Dash board.

**Final stage:**

After send the Application from user to AD level for field verification. The AD will check the application. If there is no issue in that documents. The AD will send the JD level. If any documents are missing the AD wool send back application to the user for Resent for Clarification. The user must be add those documents and Resent for Verification. The AD will check all documents he will send to JD. The JD will check and issue the certificate.
The user get View certificate the user get the certificate shown below:
The final certificate will be shown below after getting sign with JD. He will upload the final certificate: This final certificate will get the user. This is valid for 5 years.