Express manual for

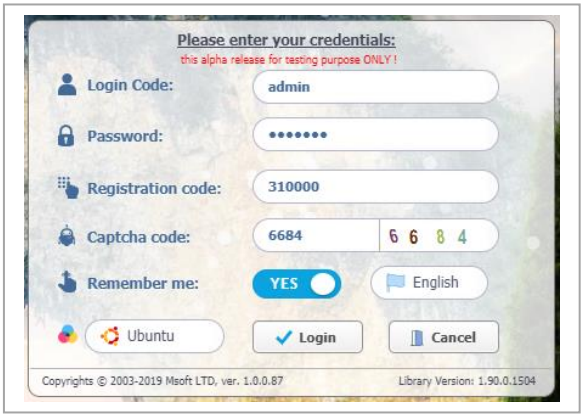
NasaOS ver. 1+

The 1st Operating system for travel agencies and tour operators

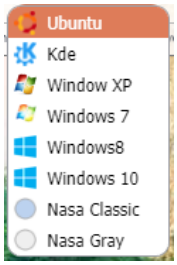
Msoft – Advanced Software Solutions

Log in

In order to access the system use the browser and navigate to: https://nasaos.net
Enter login code, password, registration code and captcha (security code), you may check 'Remember me' to let the system save login code and registration code into the browser (cookies).
Attention! If you use a temporary device to access the system we strongly recommended NOT to check the 'Remember me' button.

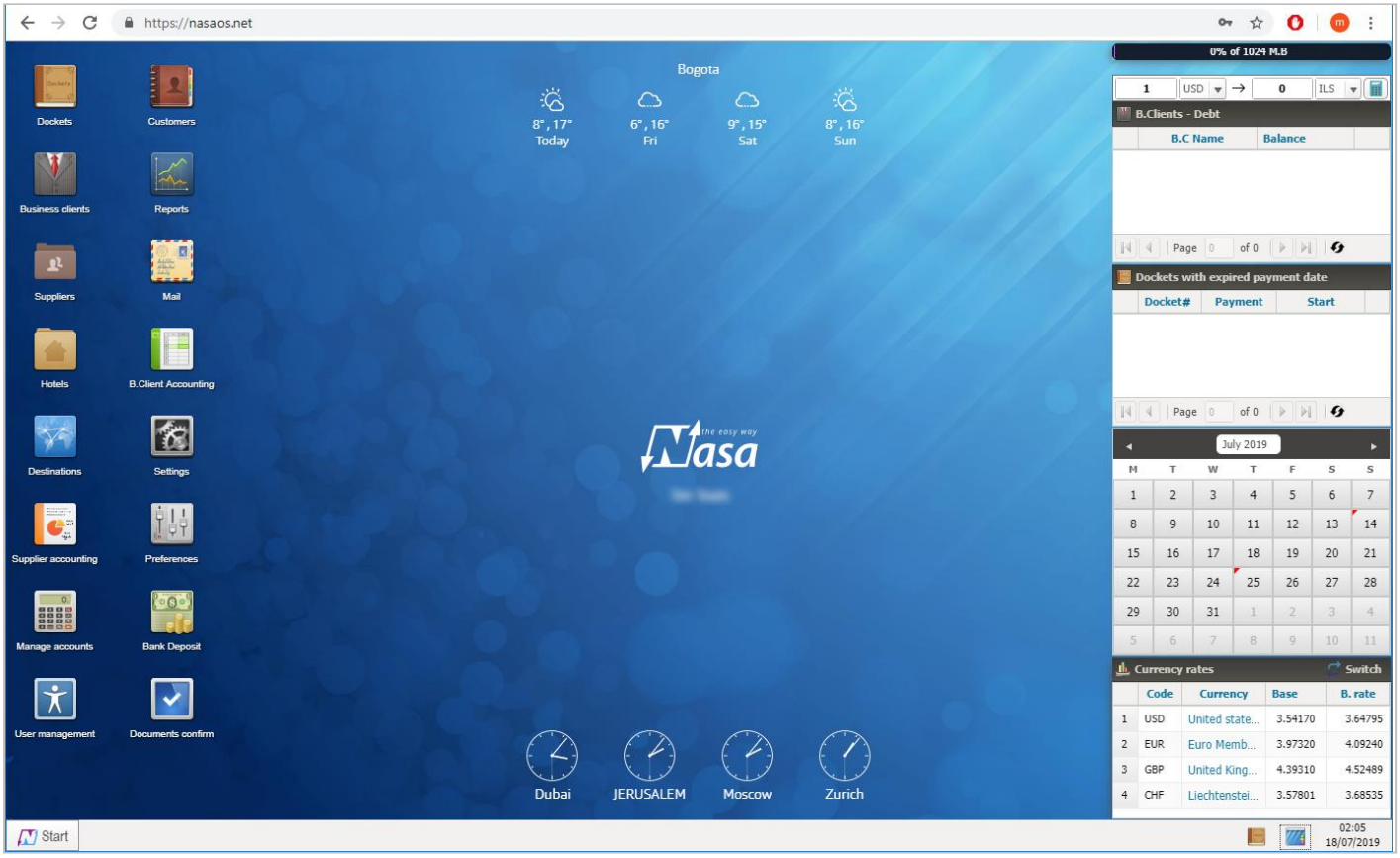


System Theme:
You can adjust the visually theme of the system from the login window.



The Desktop

The desktop of the NasaOS system is very similar to the desktop we daily use whether it is Windows, Mac, or Linux. Compatibility can be changed from the system login window, when you change the theme the system remembers you choose for future login.



Desktop window:

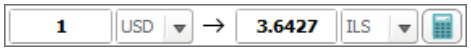
On the left side of the you can find the shortcuts to operate the various parts of the system such as: Documents, private clients, system settings, preferences, business customer accounting, supplier accounting, reports and more ... You can change the order of the shortcuts by "Drag &drop" the system will always save the order after each change, and of course you can resize the shortcut icon by clicking on the lower right button of the desktop .

And in the middle of the window at the top: the system shows the latest weather forecast for the desired destination (the destination can be changed by logging in to "Preferences" (the system displays the forecast for four days. At the bottom the system shows the world clock for 4 destinations that can be changed.

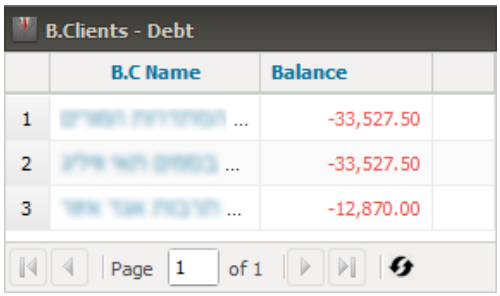
On the right side of the desktop you can find gadgets that enrich the desktop display:

- Disk Space: Each client (company, office ...) is assigned a 1 G.B space by default; the gadget displays the used space. the space allotted to the customer is for uploading files (attachments) to Dockets / Services...

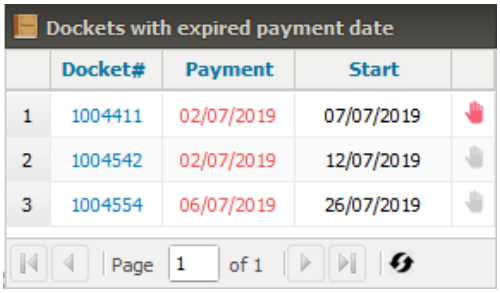
- Forex Calculator: Currency rates can be converted from any currency to any currency, the calculation done using the high rate as it appears in the system settings.



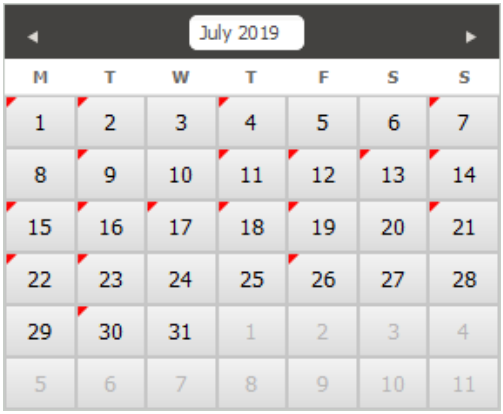
- Business customer balance: When producing a green invoice for a business customer, and setting the payment date the system will show the business customer name and show his balance.



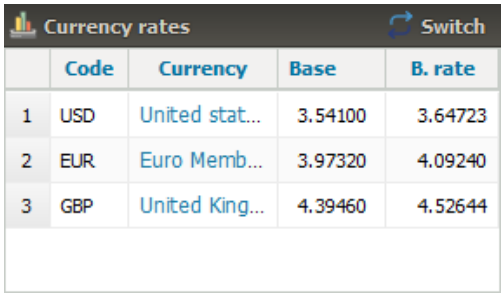
- Docket's balance: when setting the payment date inside the docket then you will see here all the dockets with expired payment date.

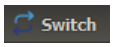


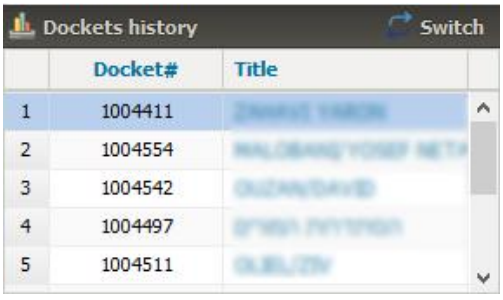
- Calendar: The system displays a visual indication for all Dockets with an start date that corresponds to the date in the calendar, clicking on any date displays the relevant docket list.



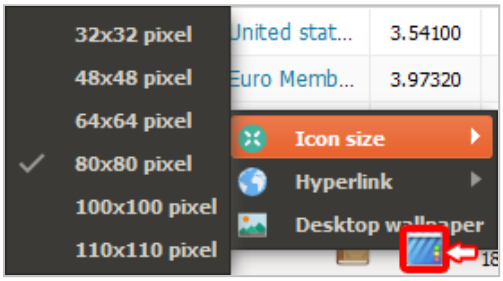
- Forex Rates: The system displays the currency rates relative to the local currency defined in the system, the system displays two columns: the base and business rate.



- Recent Dockets History: The system displays 10 recent or newly opened Dockets by pressing each "Switch" button  in the Forex Exchange window.

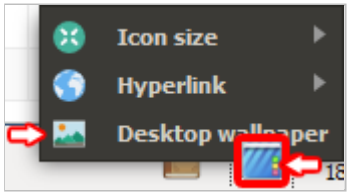


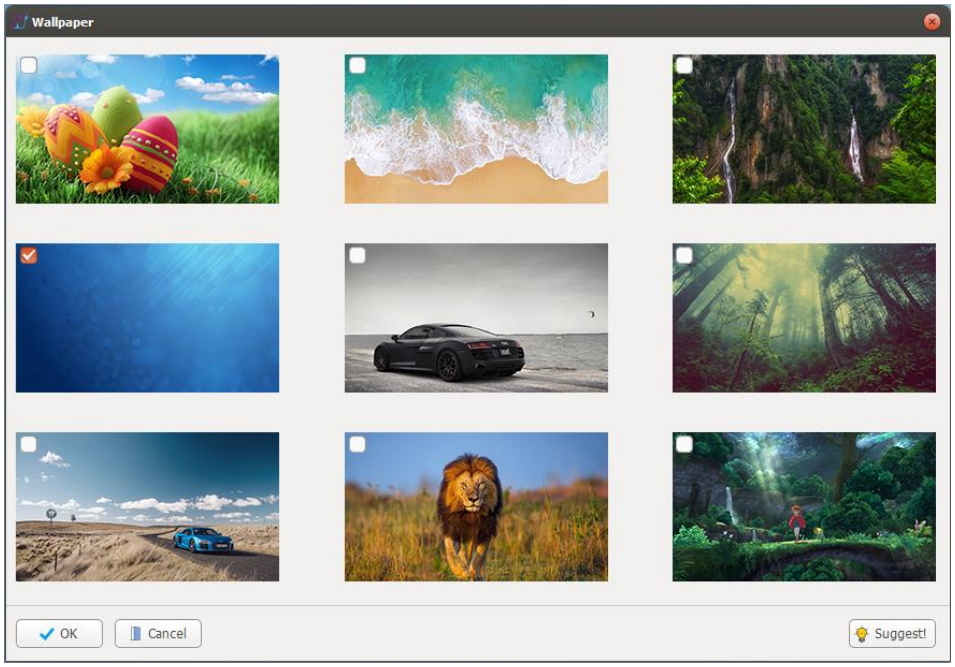
Changing icon size:



All changes are auto saved.

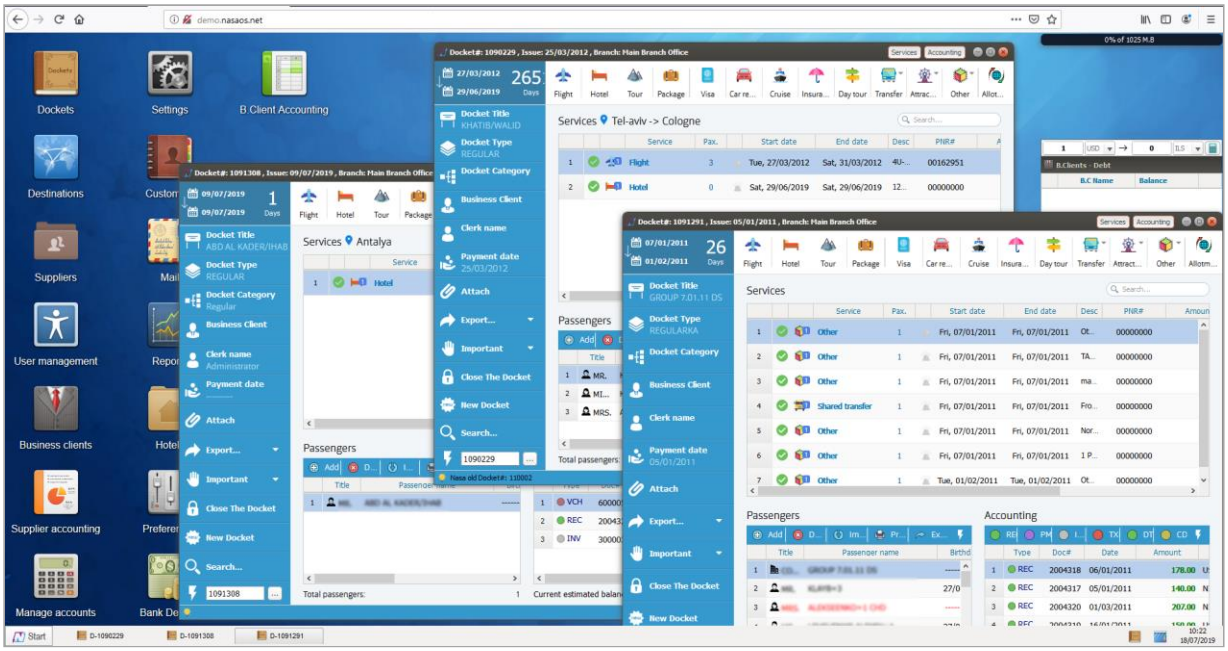
Changing desktop wallpaper:





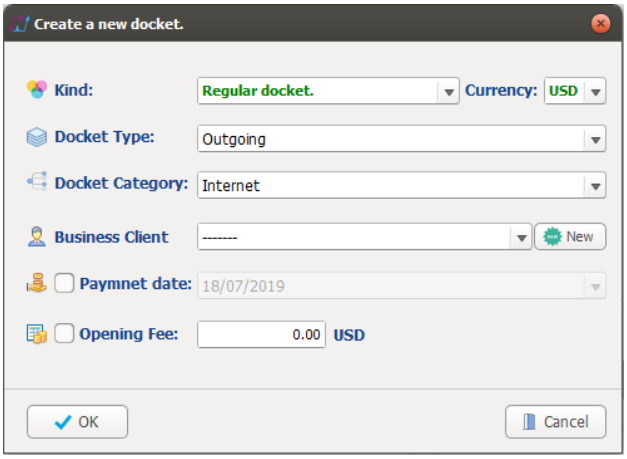
Dockets (P. File)

The Docket window (passenger file) contains the passengers list, services and accounting, you may view more than one window at the same time.

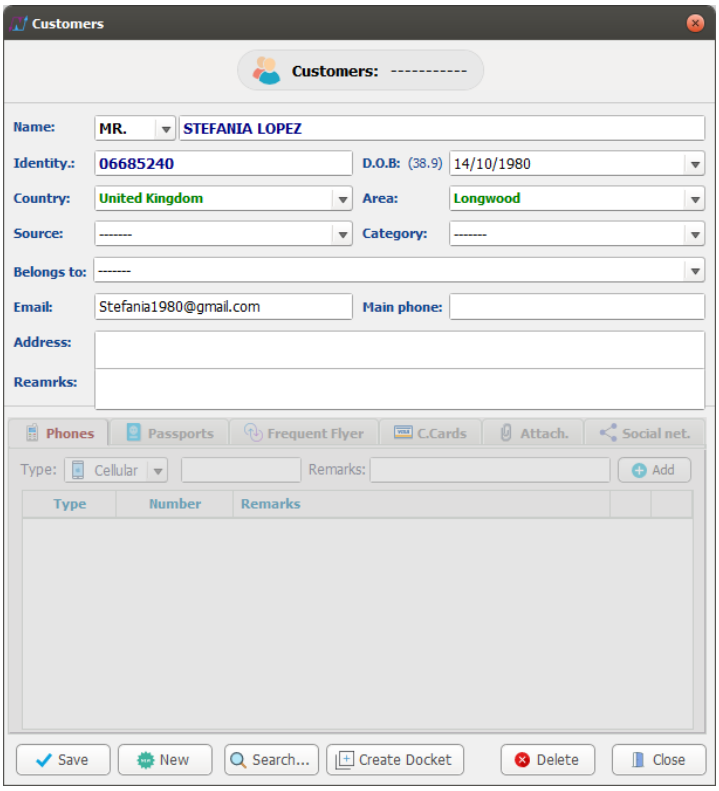


New Docket:

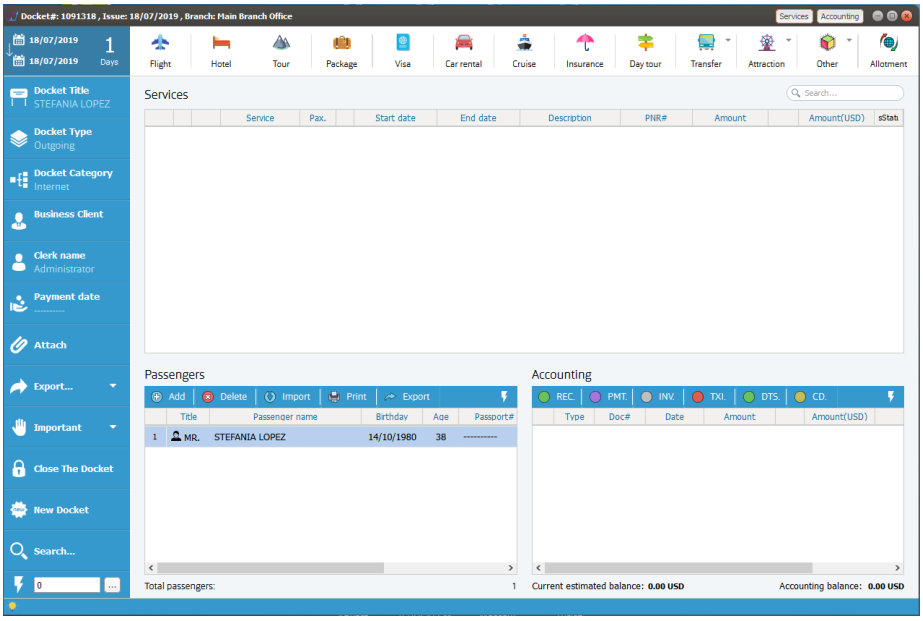
Click the "New docket…" button from the shortcut in the task bar.



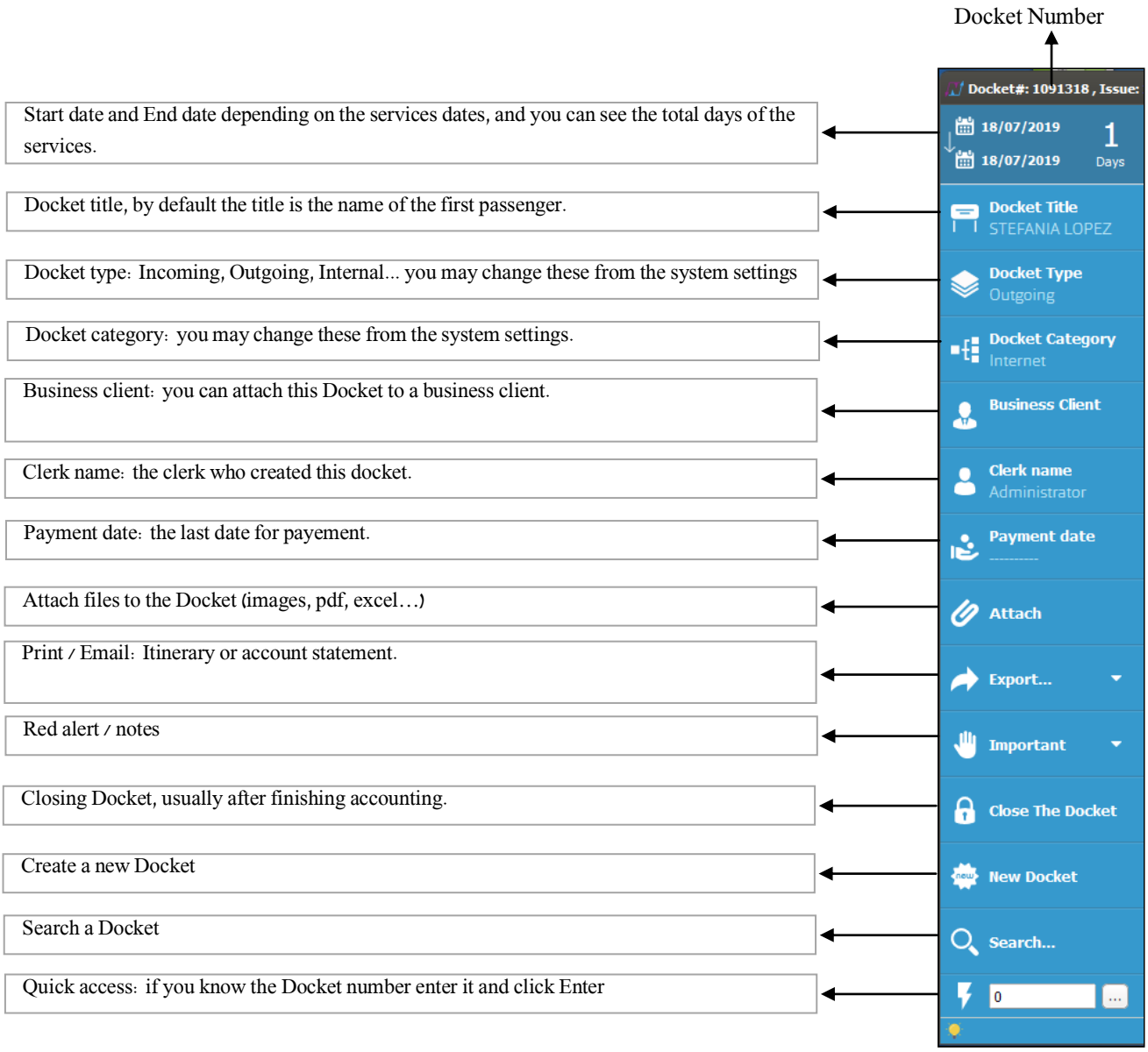
First step when working with Dockets is to add at least one passenger, here you can create a new passenger or search for existing one.



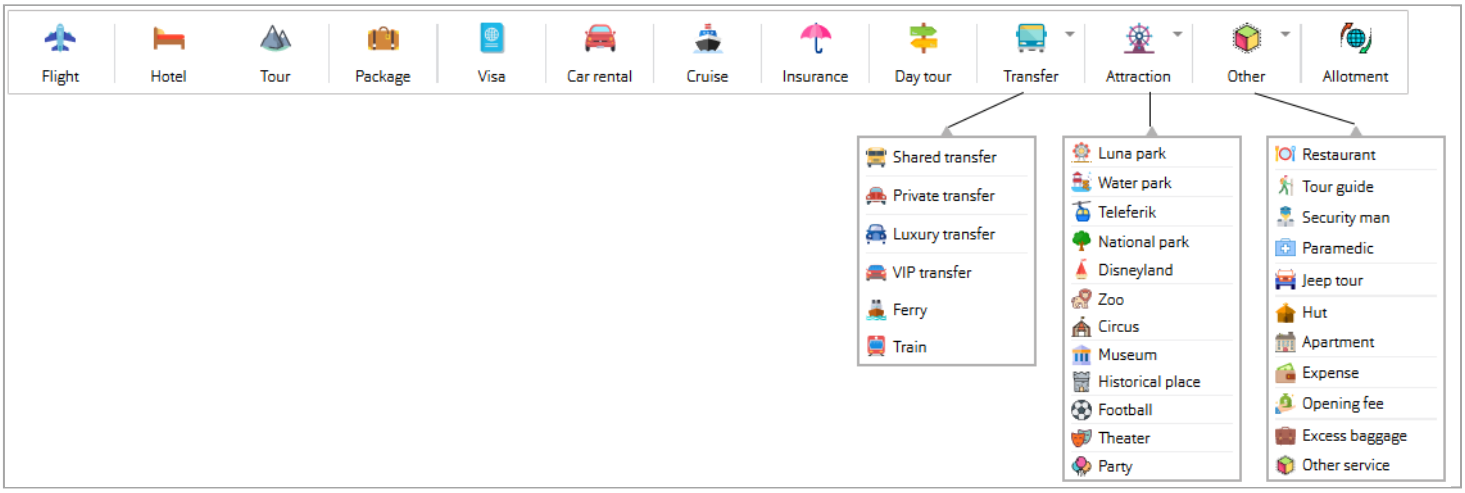
After creating a new passenger click the "save" button.



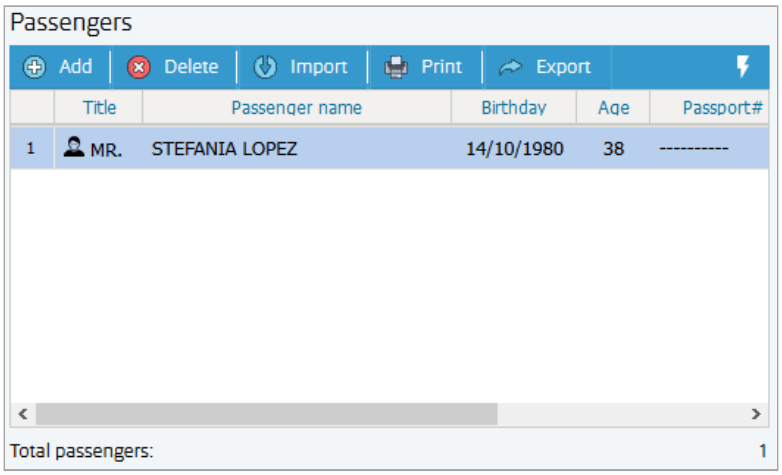
Docket's left menu:



Services might be added to the Docket:

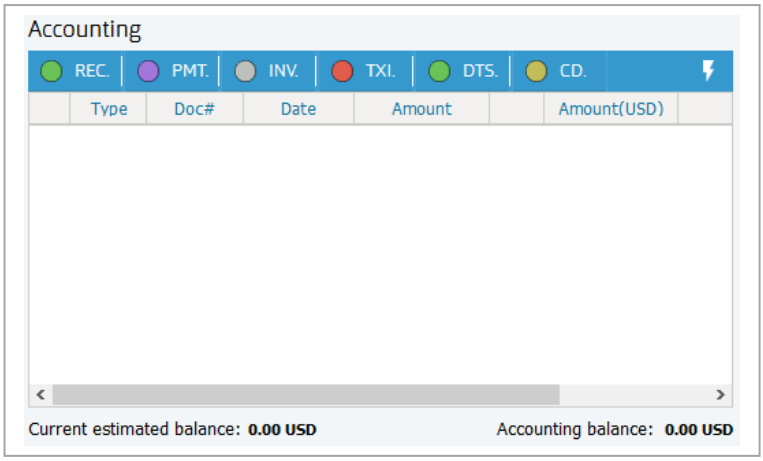


Passengers list:



You can add a passenger to a docket by clicking the "Add" button, you can delete a passenger by pressing the "Delete" button, here the system shows the important data of the passenger, if the passport expires within 6 months the line color will be orange and if it expired the line color will be red. more than one passport can be set up for the passenger.

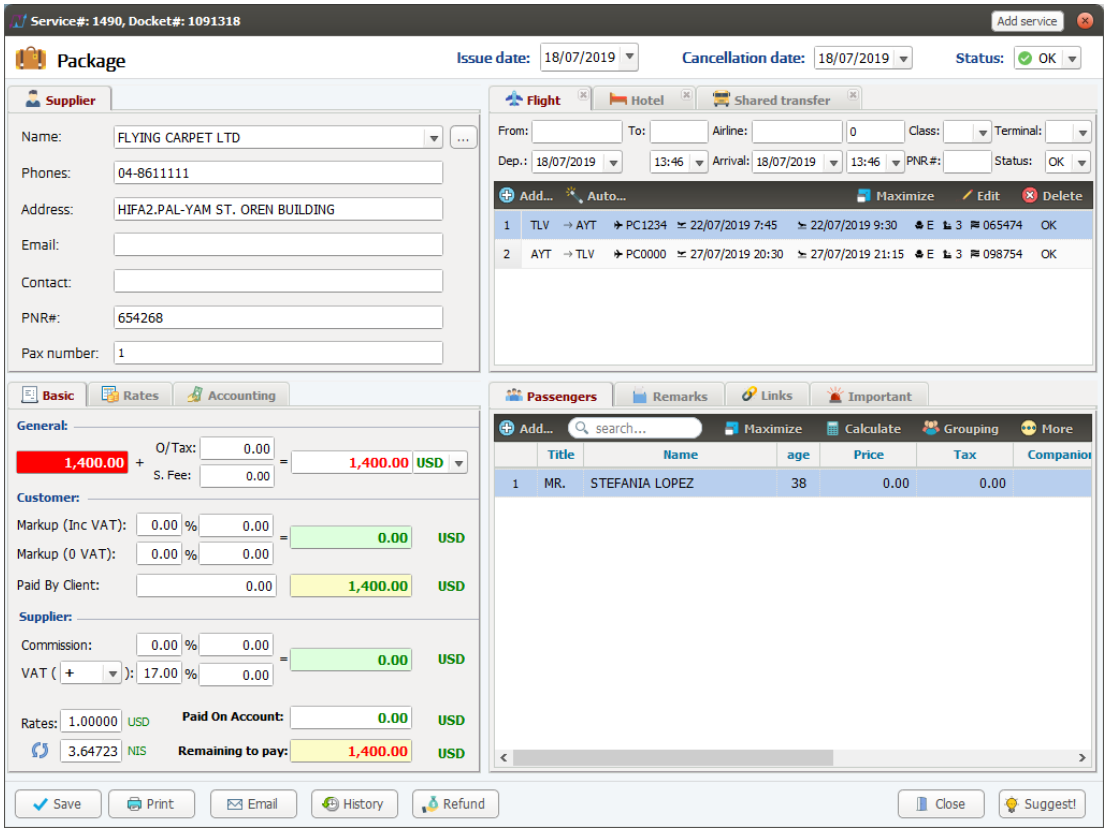
Accounting in the Docket:



Here, the system shows two balances of the Docket.: an estimated balance that sums up the debits and credits of the docket and the second balance that the system shows is the actual accounting balance of the Docket. You can issue: receipt, transaction invoice, tax invoice, payment...

Adding service to the Docket:

Let us add a package service to the Docket by clicking the appropriate button:

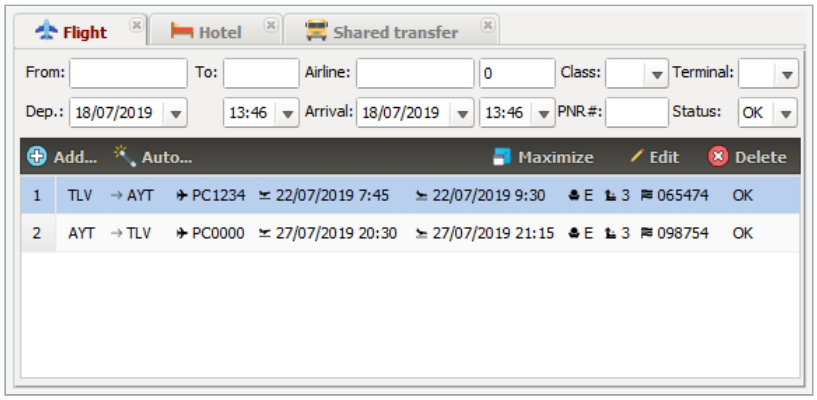


Services window:

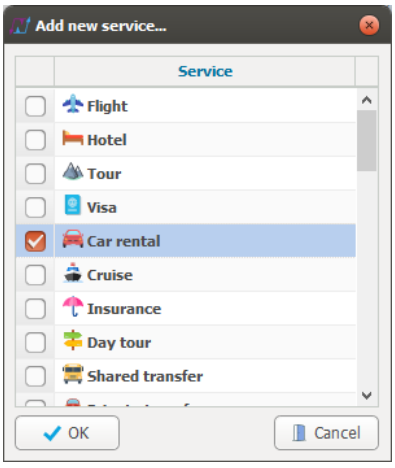
In the upper left, we find the supplier's information, if the supplier's name does not appear in the list, you can add it by clicking on: ...

And in the lower left is the service accounting data, and on the upper right is the service information (service information can contain more than one sub-service), and below it is the list of passengers associated with the service.

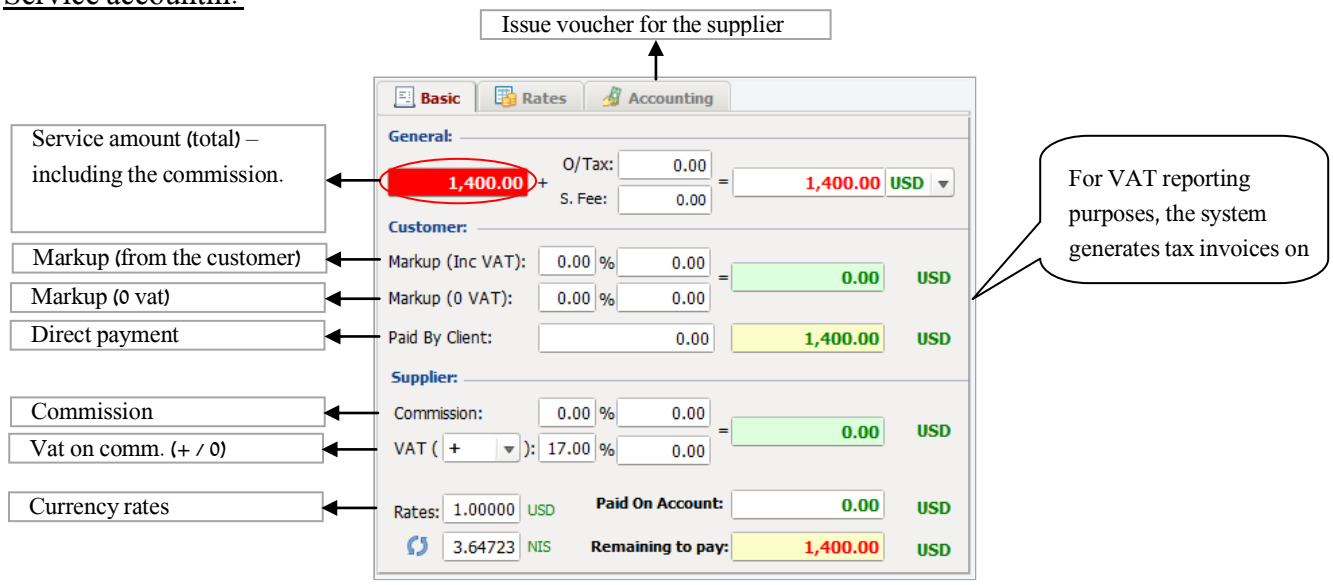
Sub-Services:

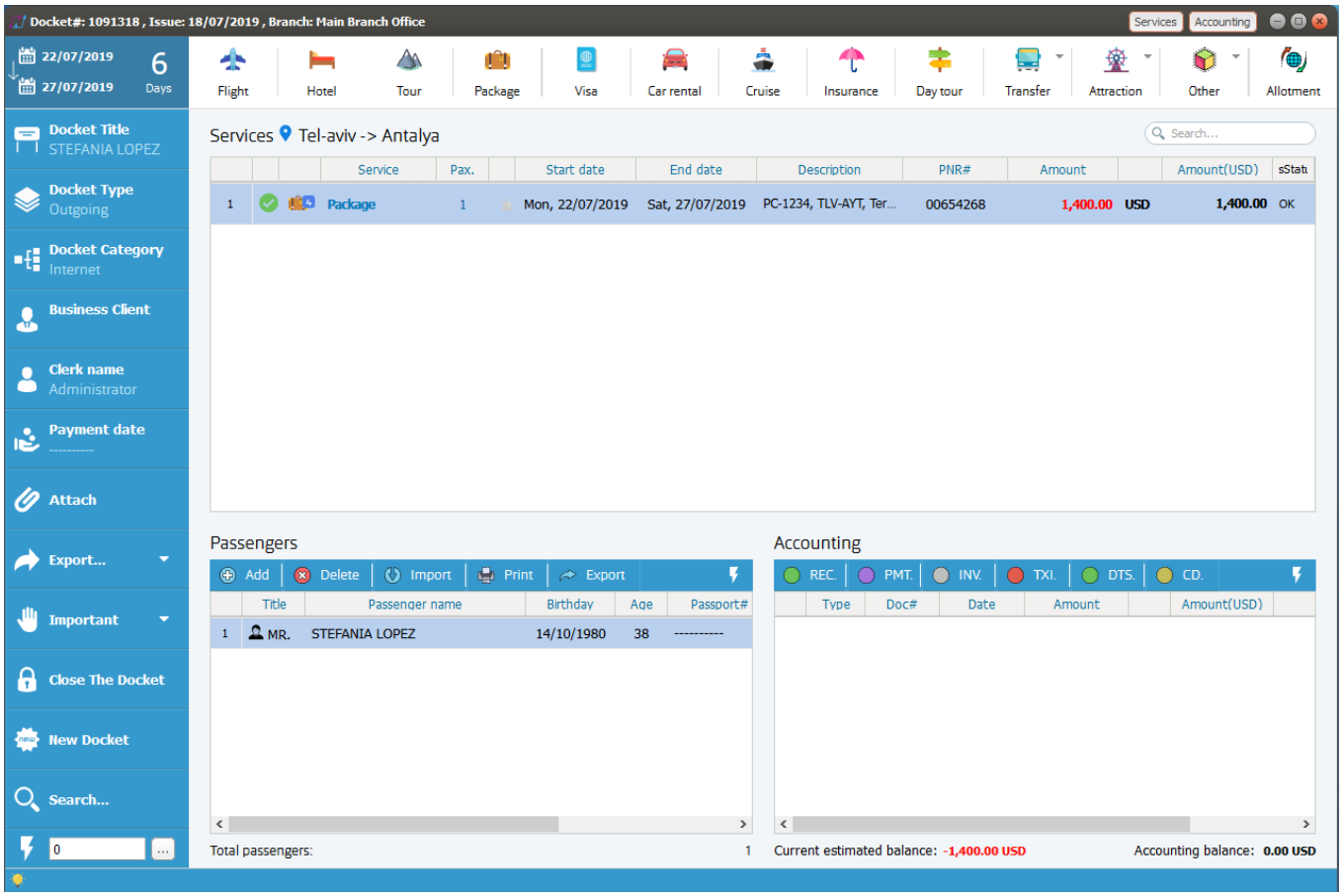


We initially chose to add a package service, the system automatically adds 3 sub-services (you may customize this using system settings): flight, hotel and transfers, ie a main service containing 3 of sub-services. Of course you can add more sub-services by clicking on the "Add a service" button from the upper right of the service window.: Add service



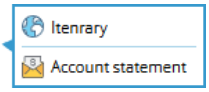
Service accountin:

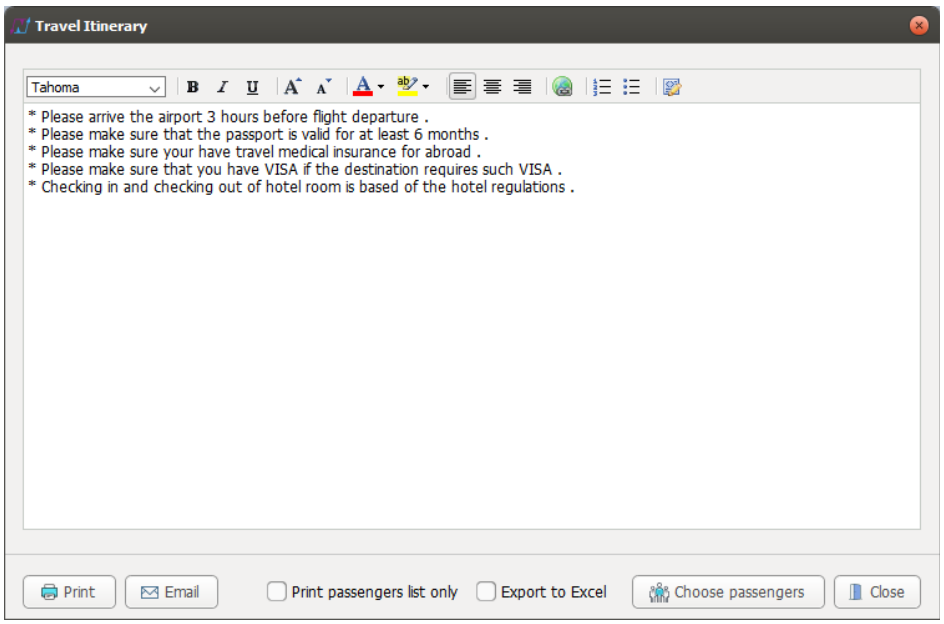




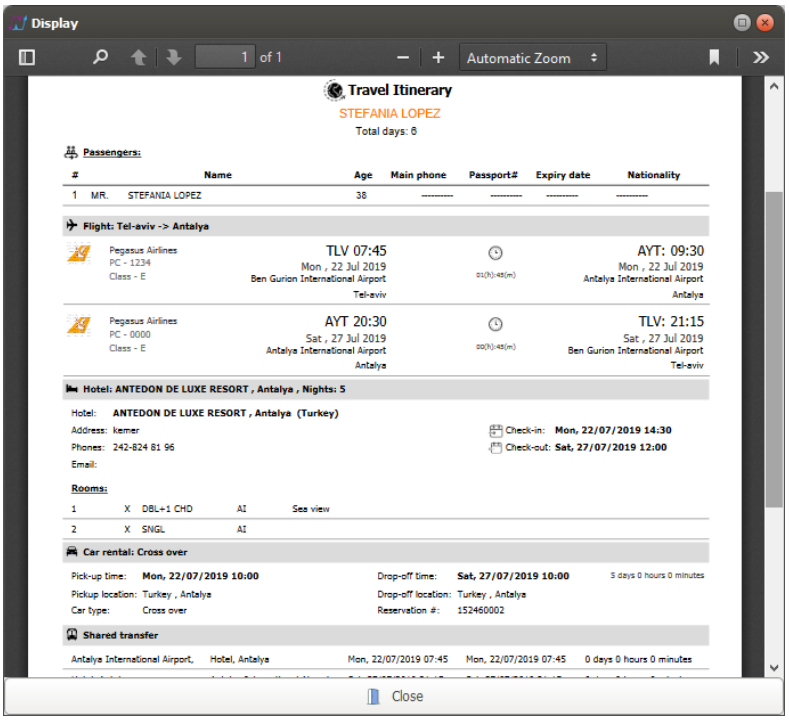
Print Itinerary:

Click the export button (left menu) and choose "Itinerary"



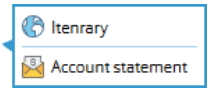


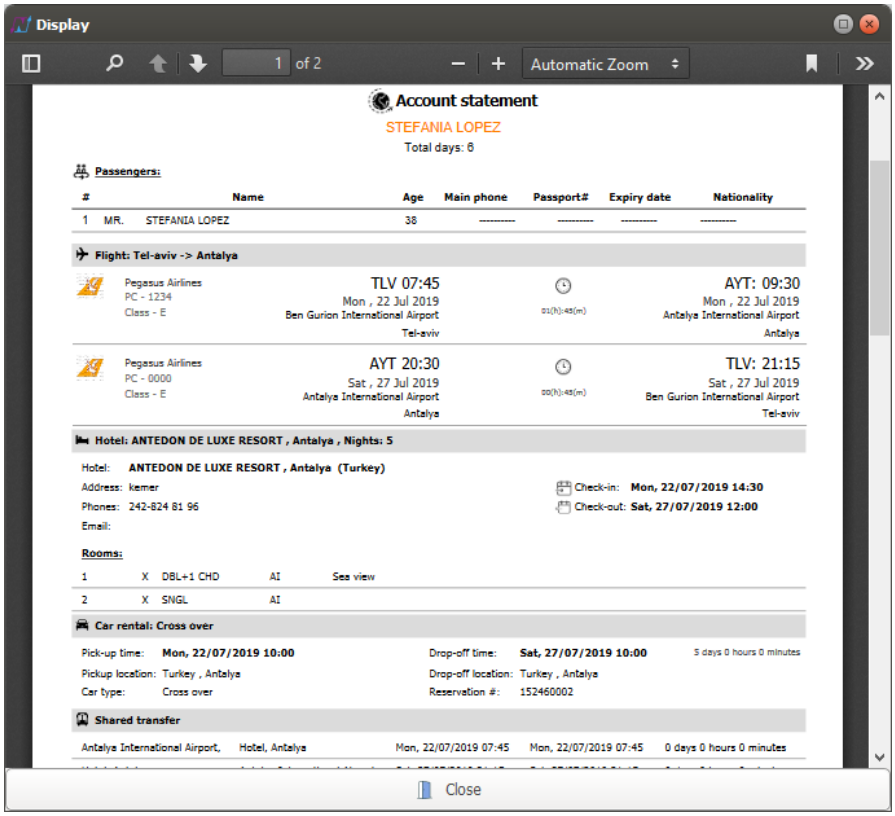
You can print (PDF document), and you can only export the passenger list, if you want to customize the passenger list then click on the "select passengers" button and from the list choose the passengers who want to be printed, please note! The system will only print relevant services to selected passengers!



Print account statement:

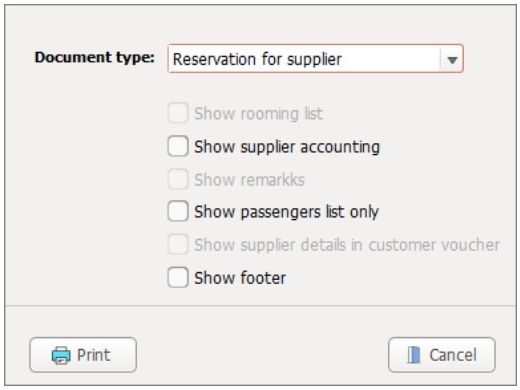
Click the export button (left menu) and choose "Account statement"

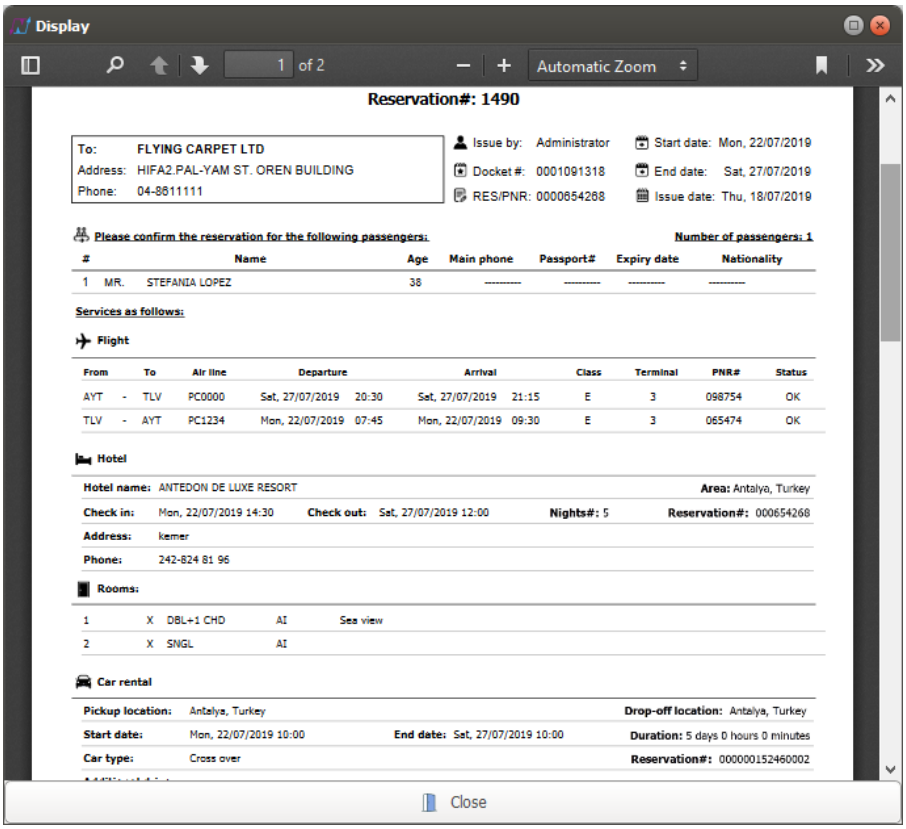




Print reservation for the supplier:

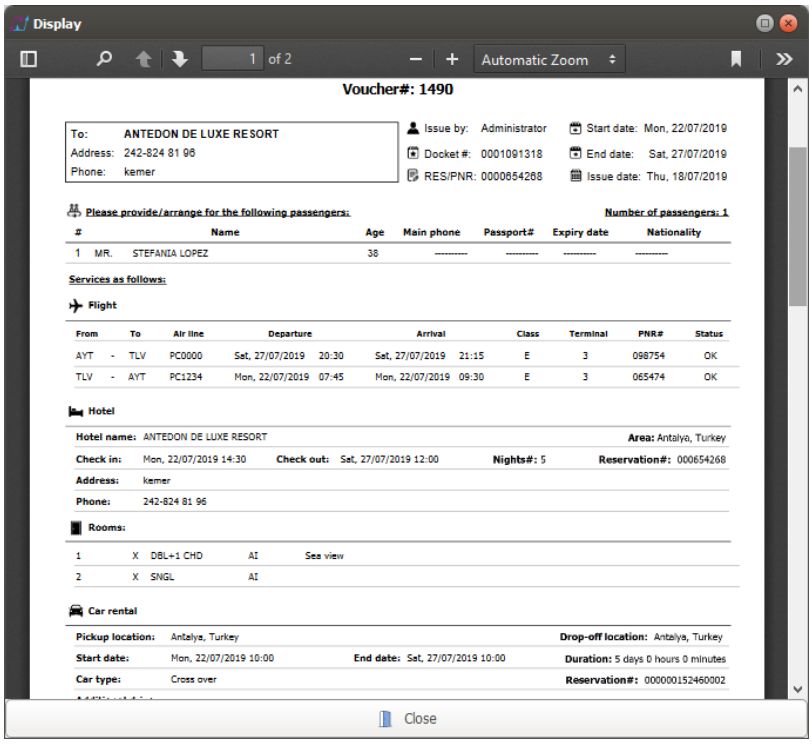
From the service window click the "Print" button and choose "Reservation for supplier".





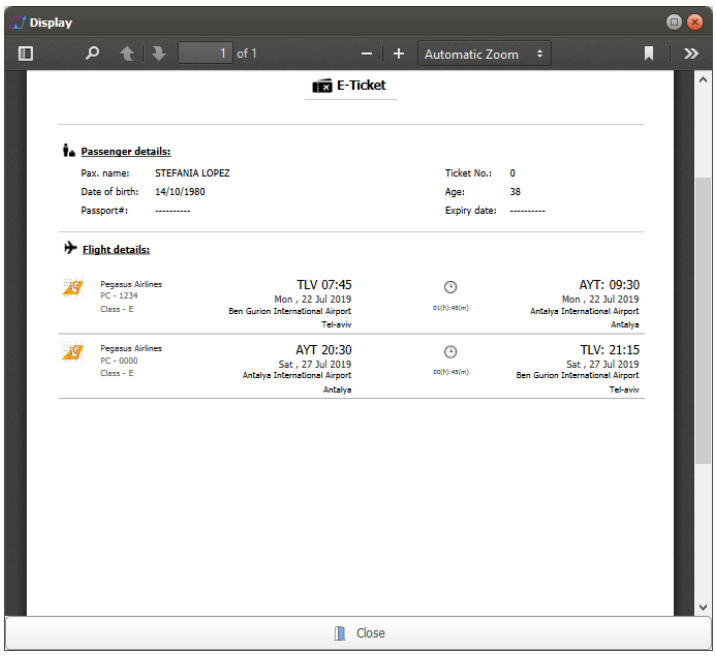
Print voucher for the customer:

From the service window click the "Print" button and choose "voucher for customer".



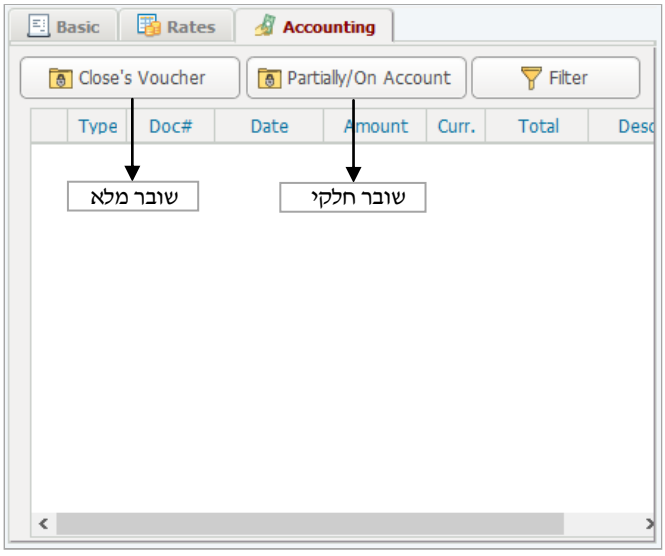
Print E-Ticket:

From the service window click the "Print" button and choose "E-Ticcket".

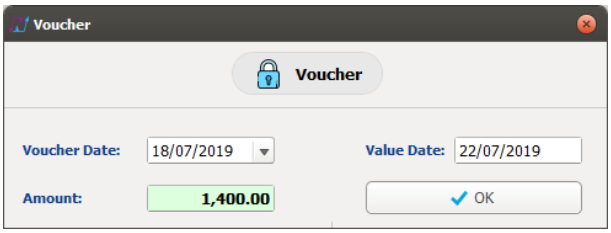


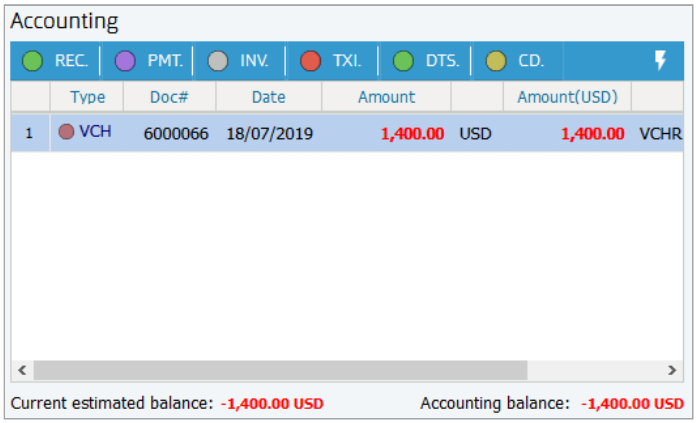
Issue voucher for the supplier:

To generate a voucher go to the "Accounting" tab in the service window and click on the appropriate "Partial or Full Voucher" button:



In our example we will issue "full voucher" to the supplier.

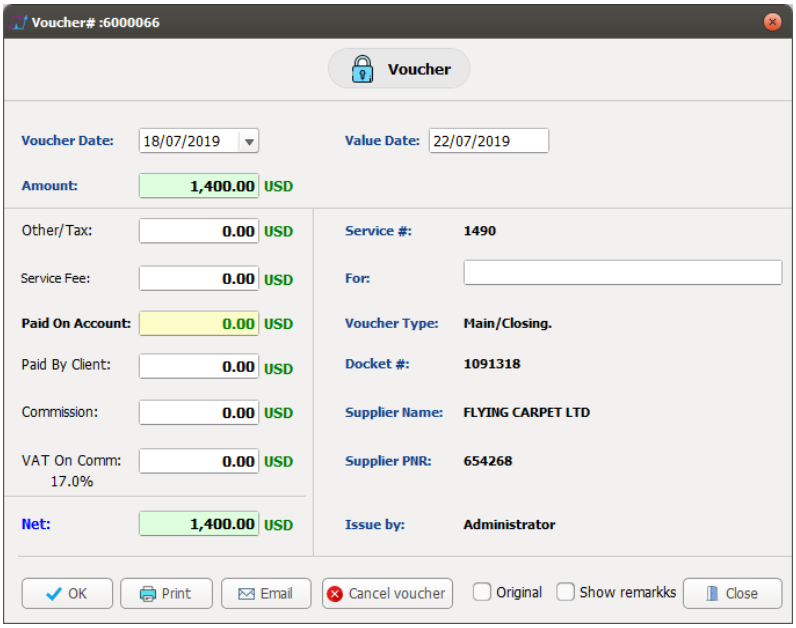


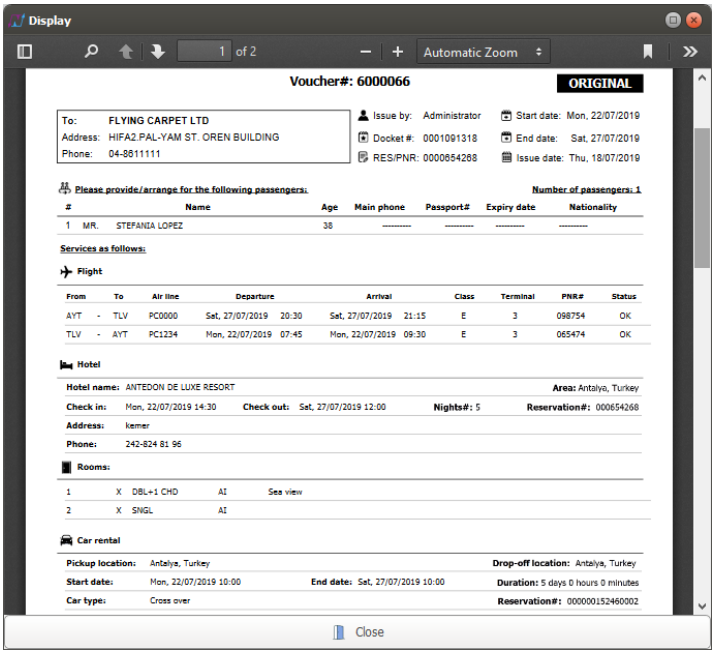


You can see that the balance was updated after issuing the voucher.

Print voucher for the supplier:

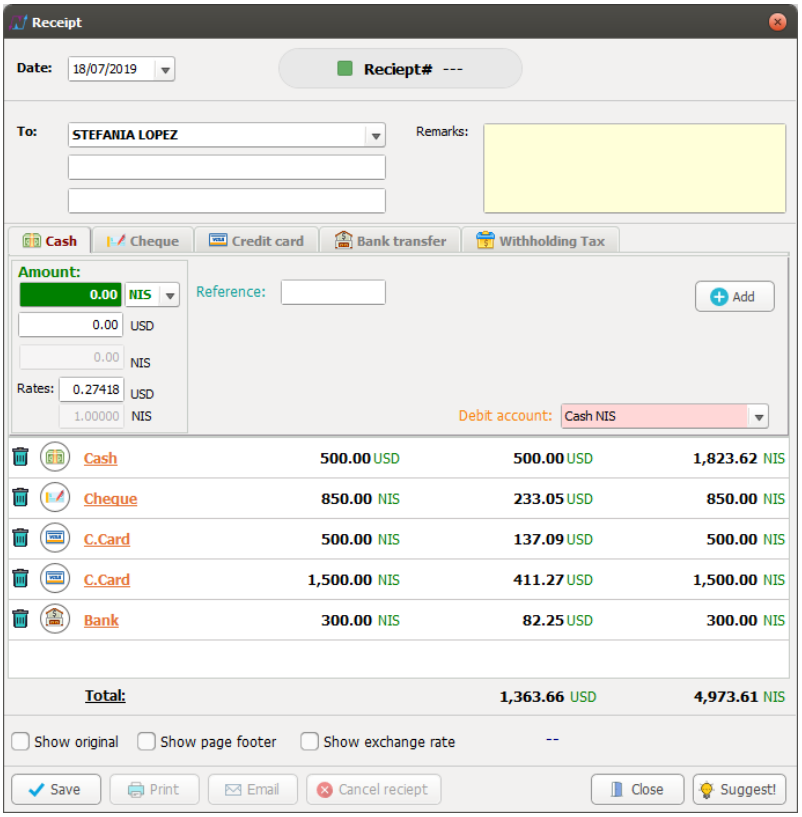
Double-clicking on the voucher row in the Docket accounting window will display the voucher details and from there click the "Print" button.





Issue Receipt – for customer:

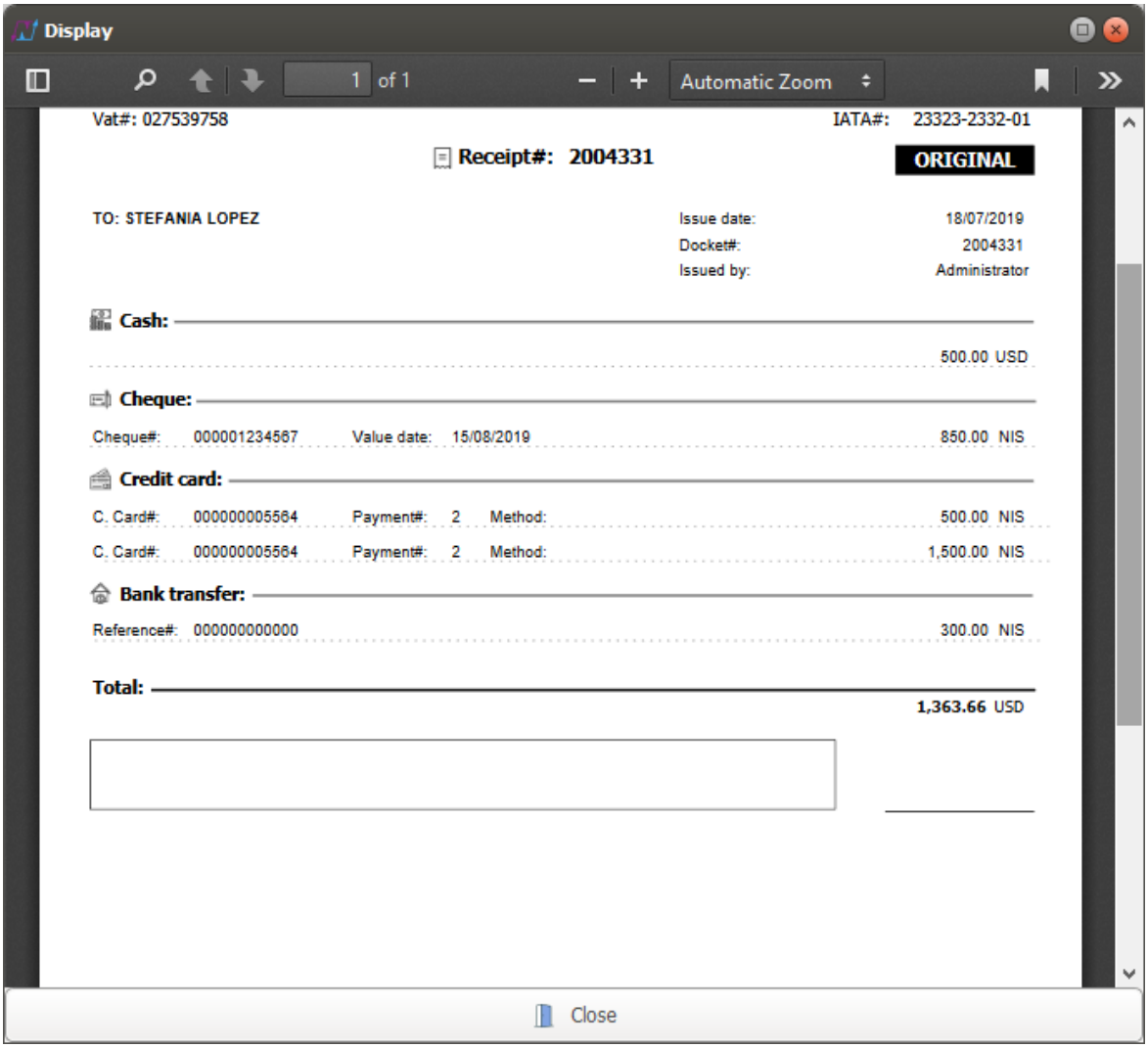
From the accounting (Docket) click the REC button: REC.



You can add more than one payment to the same payment method, for example, you can add 3 payments of cash and each payment in different currency in the same receipt, the system sums up the payments according to the currency specified in the docket and receipt's currency. the receipt also contains "withholding tax."

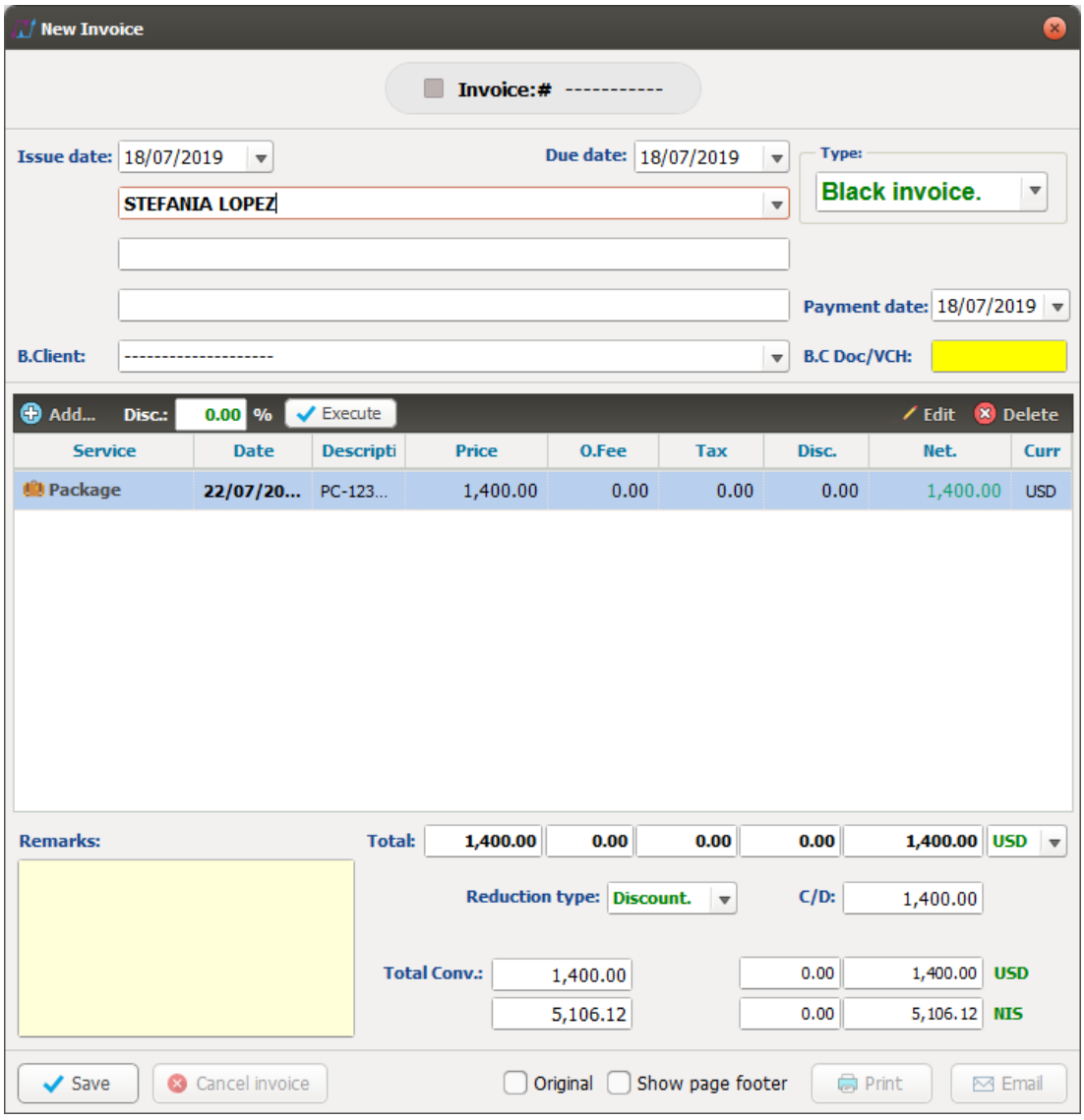
Print receipt:

To print the receipt, click on the "Print" button from the receipt window (To return to receipt after issuing, double-click the appropriate row in the accounting window in the Docket).



Issue Invoice:

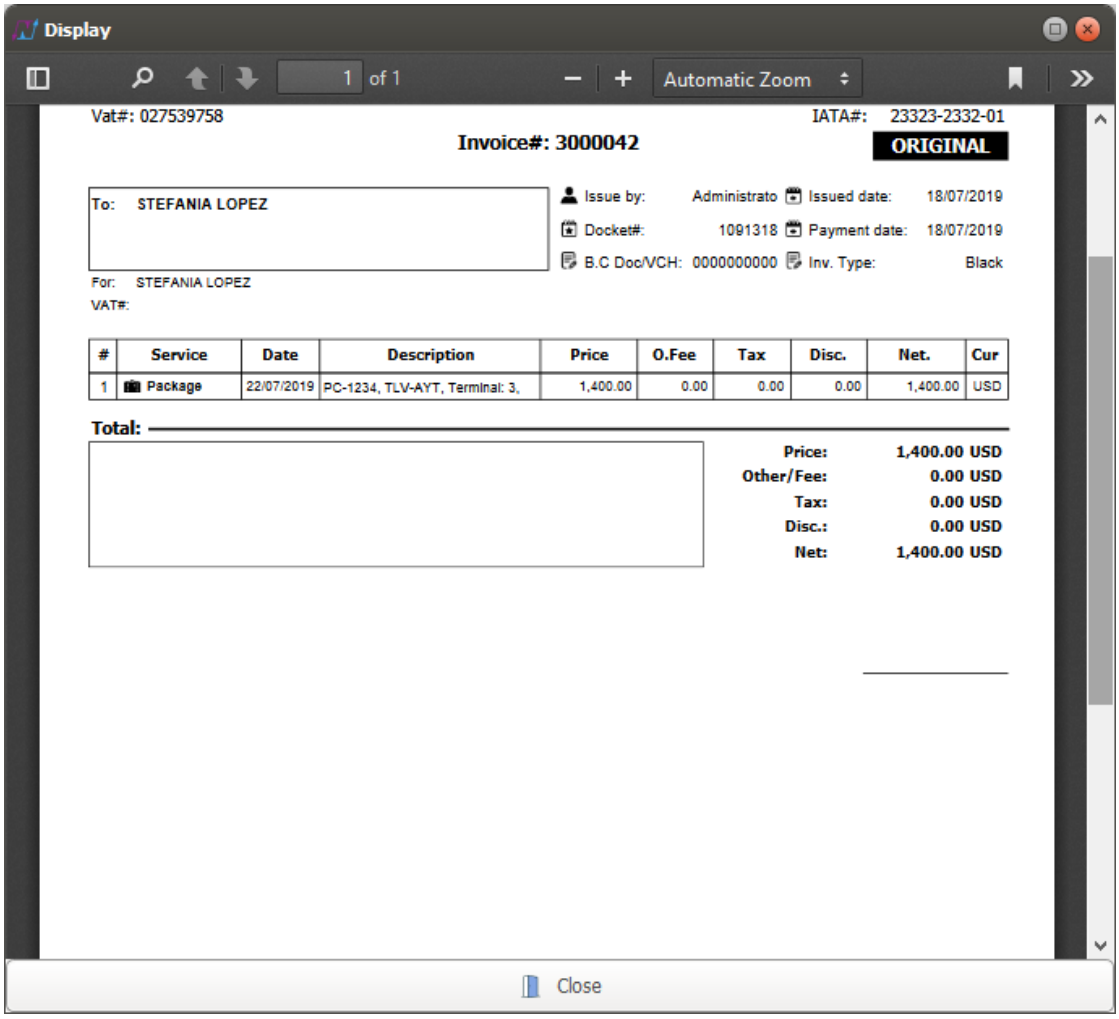
Click the INV button:



The invoice content can be edited (depending on the services , rows can be added by clicking the "Add" button, double click for editing, and lines can also be removed by marking the appropriate line and clicking the "Delete" button.

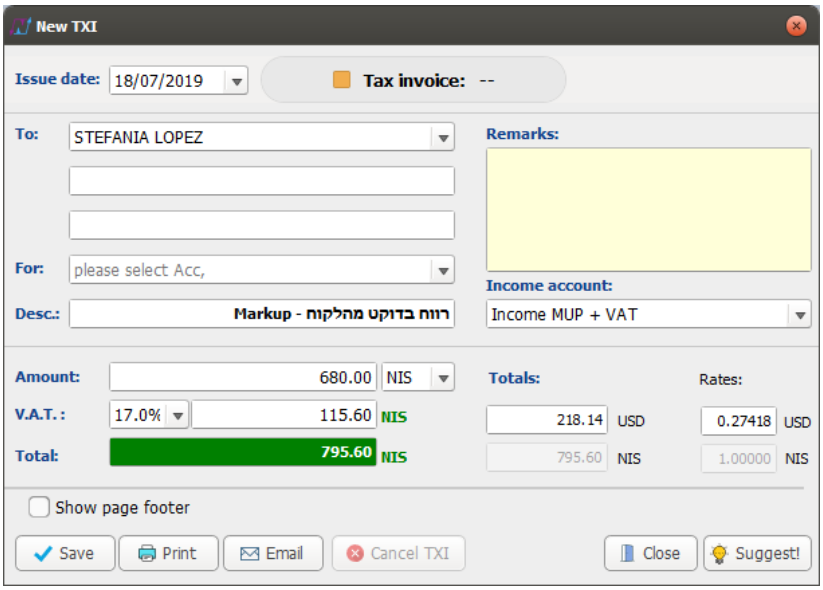
Print invoice:

To print the invoice, click on the "Print" button from the invoice window (To return to the invoice after issuing, double-click the appropriate row in the Docket accounting window).



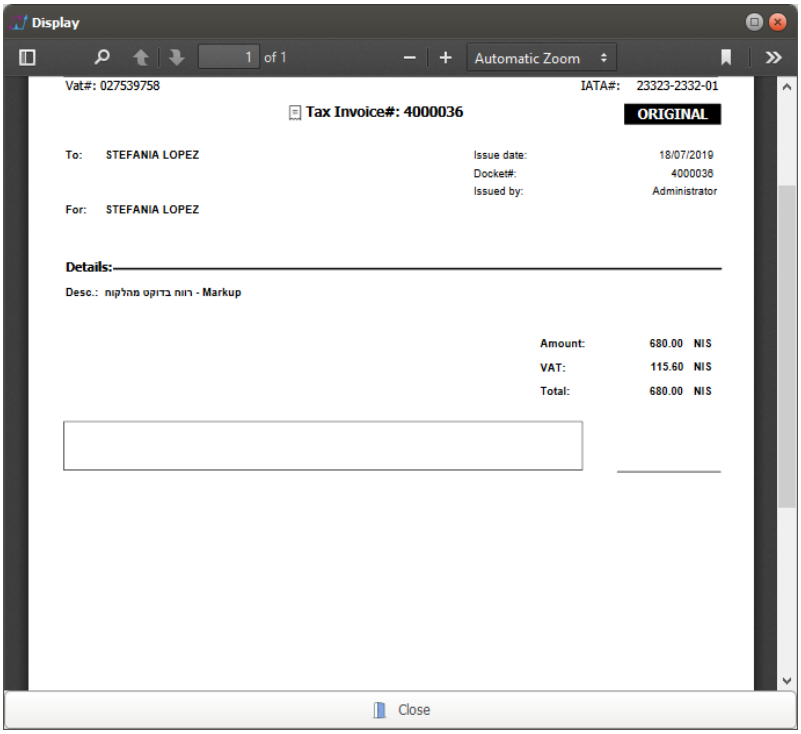
Issue Tax Invoice:

Click the TXI button from the Docket window (accounting section): TXI.

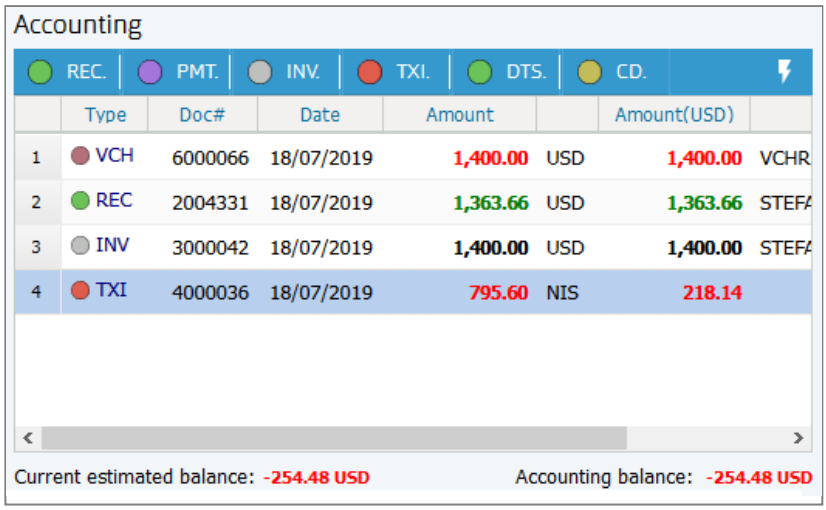


Print TXI:

To print the tax invoice, click the "Print" button from the tax invoice window (To return to the tax invoice after issuing: double-click the appropriate row in the Docket accounting window).

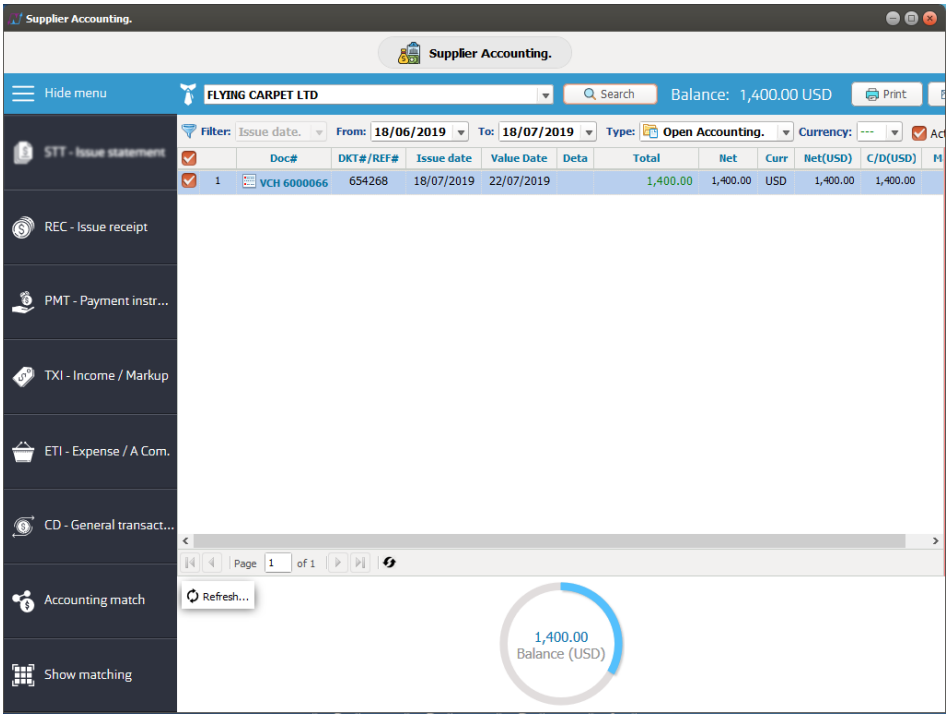


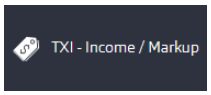
Docket accounting overview after issuing documents:

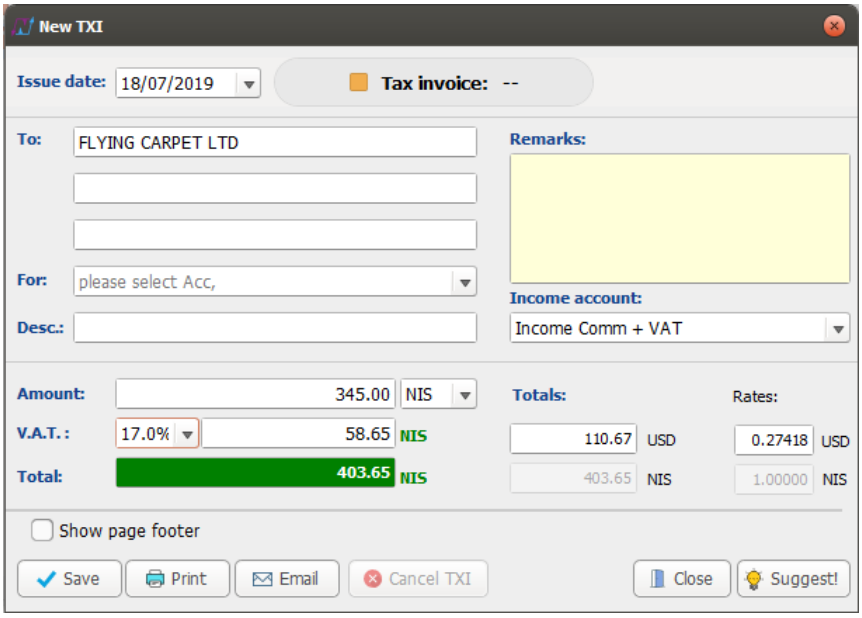


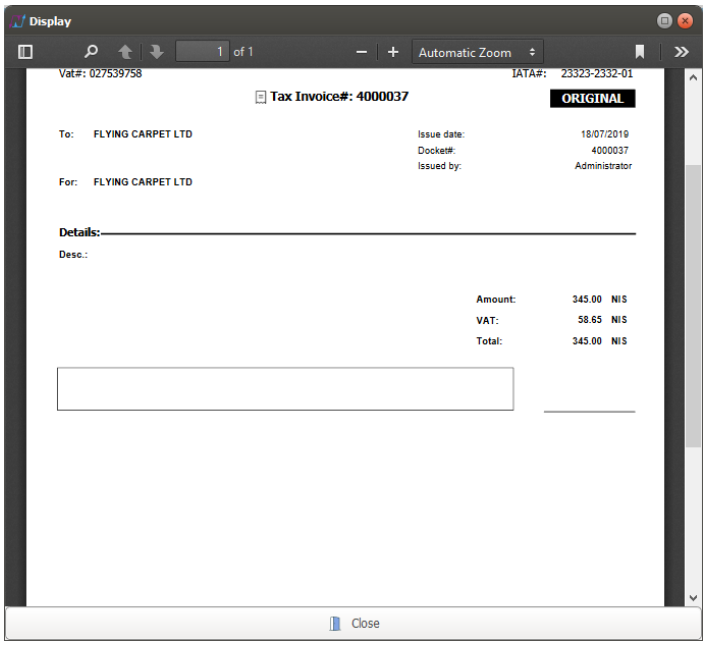
Issue comm. TXI (supplier):

From the desktop window click "Supplier accounting":



Choose the supplier and click the "TXI Income / Markup" button from left menu: 



Print the TXI:

From the TXI window, click the "Print" button, to return to the TXI details window after issuing: double-click the appropriate row.