

User Manual

Guide Management System

Prepared For
Tourism Council of Bhutan

Prepared By
Green E Solutions

www.drukhost.com

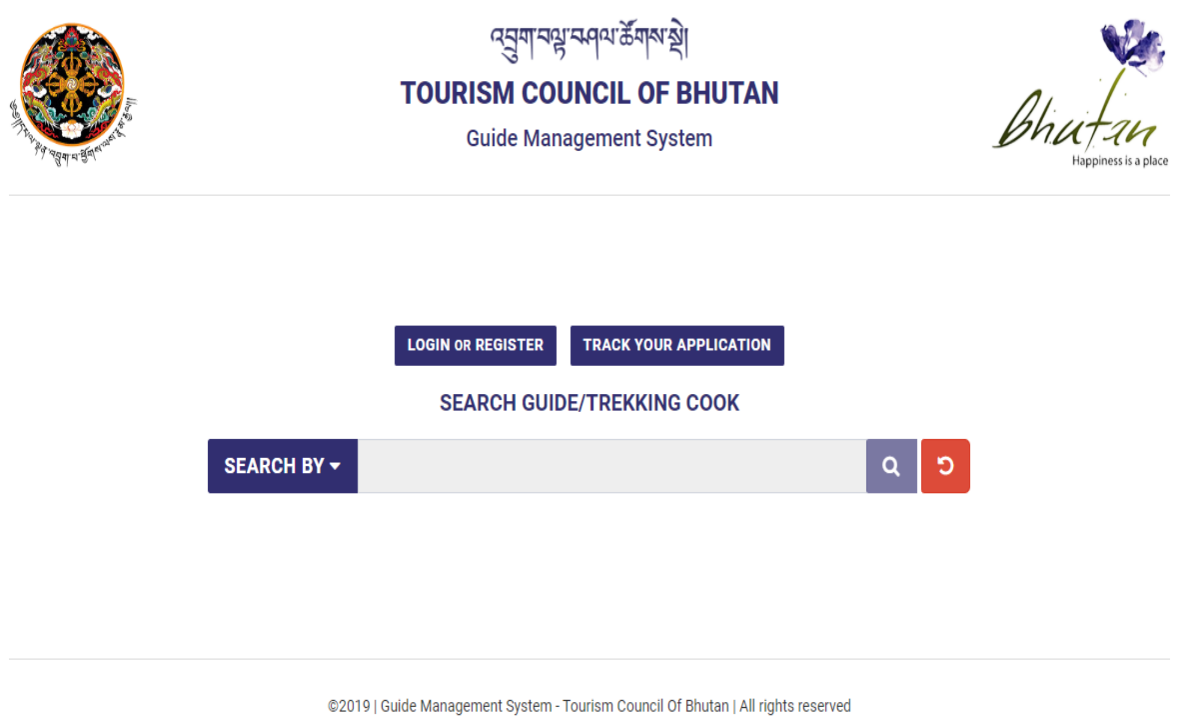
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1. Home Page

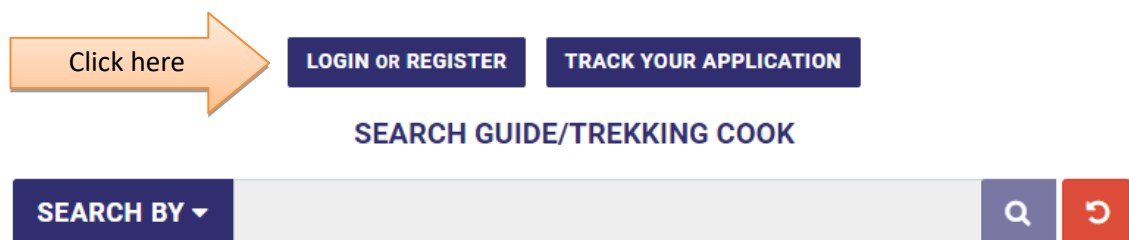
1.1. Home

You can access the Guide Management System for the Tourism Council of Bhutan by using <https://gms.tourism.gov.bt/>. The following page will be loaded.



1.2 Registration (Guide/Trekking Cook)


Any User registering for the first time must click on LOGIN or REGISTER button.




Upon clicking on the LOGIN or REGISTER button, you will be redirected to the following page.

[SEARCH GUIDE/TREKKING COOK](#) [TRACK YOUR APPLICATION](#)

LOGIN HERE

Username/Email 

Password 

SIGN IN

Remember Me [Forgot password?](#)

OR REGISTER HERE


You can register as a **GUIDE** or a **TREKKING COOK**. We will send you a confirmation email regarding your account status.


[GUIDE](#) [TREKKING COOK](#)

To register as a guide you must click on **GUIDE** button and to register as a trekking cook you must click on **TREKKING COOK** button as shown in the figure below.

[SEARCH GUIDE/TREKKING COOK](#) [TRACK YOUR APPLICATION](#)

LOGIN HERE

Username/Email 



Password 

SIGN IN

Remember Me [Forgot password?](#)


OR REGISTER HERE

You can register as a **GUIDE** or a **TREKKING COOK**. We will send you a confirmation email regarding your account status.

 [GUIDE](#) [TREKKING COOK](#) 

After Clicking on the GUIDE/TREKKING COOK button for respective actions, you will be redirected to this page shown in the figure below. The PROCEED button will only be enabled once you have filled the form with the correct 11 digit CID and your DOB.


ENTER YOUR CID NO. & DATE OF BIRTH

CID No.	
Date of Birth	

PROCEED


It is necessary to enter the correct 11 digit CID and to enter DOB to avoid possible error messages as shown below.

ENTER YOUR CID NO. & DATE OF BIRTH

11323	
* CID No. must have 11 digits	
Date of Birth	

PROCEED

ENTER YOUR CID NO. & DATE OF BIRTH

11323345434	
This field is required!	
Date of Birth	

PROCEED

⚠ You have errors in your form. Please correct them and submit again

2. Guide Registration

Upon entering the correct information you will be redirected to the pages depending on your action as shown below.

REGISTER AS A TOUR GUIDE

NAME Tshewang Tenzin	EXISTING LICENSE NO. *	LICENSE ISSUE DT. 	TRAINED FROM INSTITUTE * Select Institute
CID NO. 11501002159	EMAIL ID *	MOBILE NO. *	MARITAL STATUS * Select Marital Status
DATE OF BIRTH 27-05-1992	LICENSE TYPE * <input type="checkbox"/> Sr. Tour Guide (Cultural and Trekking) <input type="checkbox"/> Tour Guide (Cultural and Trekking) <input type="checkbox"/> Tour Guide (Cultural) <input type="checkbox"/> Tour Leader (TL)		
GENDER Male	In the event of breach of any terms and conditions hereinbefore mentioned, I am aware that the Tourism Council of Bhutan will have the right to impose applicable penalty or revoke my guide license		
FATHERS NAME Tshering Phuntsho	<input checked="" type="checkbox"/> I ACCEPT AND AGREE TO THE TERMS AND CONDITION		
MOTHERS NAME Norzom	REGISTER		
DZONGKHAG Trashigang			
GEWOG Bartsham			
VILLAGE Pangthang			

3. Trekking Cook Registration

REGISTER AS A TREKKING COOK

NAME Tshewang Tenzin	EXISTING LICENSE NO. *	LICENSE ISSUE DT. 	EMAIL ID *
CID NO. 11501002159	MOBILE NO. *	MARITAL STATUS * Select Marital Status	
DATE OF BIRTH 27-05-1992	LICENSE TYPE * <input checked="" type="checkbox"/> trekking cook		
GENDER Male	In the event of breach of any terms and conditions hereinbefore mentioned, I am aware that the Tourism Council of Bhutan will have the right to impose applicable penalty or revoke my guide license		
FATHERS NAME Tshering Phuntsho	<input checked="" type="checkbox"/> I ACCEPT AND AGREE TO THE TERMS AND CONDITION		
MOTHERS NAME Norzom	REGISTER		
DZONGKHAG Trashigang			
GEWOG Bartsham			
VILLAGE Pangthang			

After which you must fill the form with correct data. While registering for guide you will have the provision to select more than one license type if you have. Make sure to provide an in-use valid email ID to receive your LOGIN credentials upon approval of your registration from TCB. Fields marked with asterisk (*) are mandatory.

4. Email Verification

After your registration has been approved by TCB, you will receive an Email with your LOGIN credentials for user verification purpose. You can verify your registration by clicking on VERIFY button in your Email. Upon verification you can now LOGIN using the credentials. To have a clear idea, refer the figure below.

Greetings dorji

You are receiving this email because your application for registration has been approved. A user has been created for you in the Guide Management System.

Please verify your account and then use the login credentials given below to sign in. Below are your credentials. Please consider changing your password after logging in.

UserName: d@gmail.com

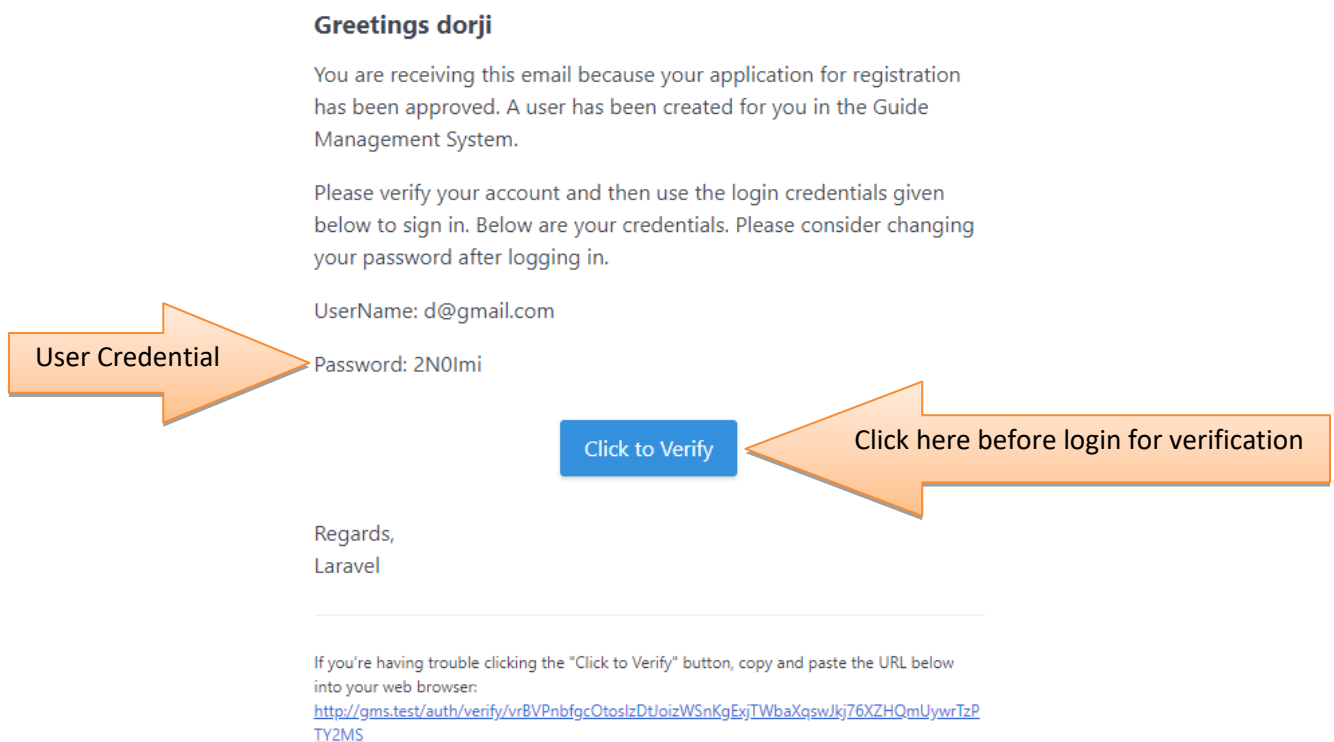
Password: 2N0Imi

Click to Verify

Click here before login for verification

Regards,
Laravel

If you're having trouble clicking the "Click to Verify" button, copy and paste the URL below into your web browser:
<http://gms.test/auth/verify/vrBVPnbfqcOtoslzDtJoizWSnKgExjTWbaXqswkj76XZHQmUywrTzPTY2MS>

A diagram illustrating the email verification process. It shows a sample email content with annotations. An orange arrow labeled 'User Credential' points to the 'UserName: d@gmail.com' and 'Password: 2N0Imi' lines. A blue button labeled 'Click to Verify' is shown below the password. Another orange arrow labeled 'Click here before login for verification' points to the 'Click to Verify' button.

5. Profile (Guide/Trekking Cook)

Once logged in, we recommend you to change your password. To change the password click on change password button on the dashboard. You will be redirected to this page. Fill the fields with appropriate input and you can update the password.

Change Password

UPDATE YOUR PASSWORD

Old Password

New Password

Confirm Password

UPDATE PASSWORD
CANCEL

The figure shown below is the dashboard. You will see the Dashboard when you login into the system.

FAMILY/EMERGENCY CONTACT INFORMATION

Father's Name	Gi	Dzongkhag
Mother's Name	Po	Gewog
Marital Status	Single	Village ded

Residing Address	Emergency Contact									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Name</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>345</td> <td>345</td> </tr> <tr> <td>2</td> <td>345</td> <td>345</td> </tr> </tbody> </table>	#	Name	Contact	1	345	345	2	345	345
#	Name	Contact								
1	345	345								
2	345	345								


OFFICIAL INFORMATION

Service Type	Guide	License
Institute	College	# Type
Highest Qualification	N/A	1 Trekking Cook
Registration Date	08-07-2019	
Approval Status	Approved	

CID No.	44455454545
Date of Birth	03-12-1995
Age Gender	24 Male
Contact	23212321
Email	d@gmail.com

On the Dashboard, you will see your profile with your details. You can edit your details by clicking on your profile, after which you will be redirected to the page as shown below.

My Profile EDIT YOUR RECORD



CID No. 44455454545
Date of Birth 03-12-1995
Age | Gender 24 | Male
Contact 23212321
Email d@gmail.com

FAMILY/EMERGENCY CONTACT INFORMATION

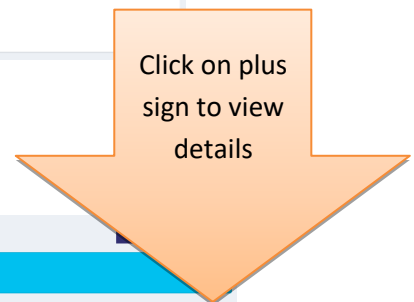
Father's Name	Gi	Dzongkhag
Mother's Name	Po	Gewog
Marital Status	Single	Village ded

Residing Address

#	Name	Contact
1	345	345
2	345	345

OFFICIAL INFORMATION


Service Type	Guide	License
Institute	College	# Type
Highest Qualification	N/A	1 Trekking Cook
Registration Date	08-07-2019	
Approval Status	Approved	



Edit Your Information

You cannot edit your general information. The information displayed are fetched from Department of Civil Registration and Census

GENERAL INFORMATION



Full Name Dorji
CID No. 44455454545
Age | Gender 24 | Male
Contact 23212321
Email d@gmail.com

REGISTRATION DETAILS +


FAMILY / EMERGENCY CONTACT INFORMATION +

After editing your profile details with the correct data, you must click on update button to save the changes.

Edit Your Information BACK TO YOUR PROFILE


You cannot edit your general information. The information displayed are fetched from Department of Civil Registration and Census

GENERAL INFORMATION



Full Name Dorji
CID No. 44455454545
Age | Gender 24 | Male
Contact 23212321
Email d@gmail.com

REGISTRATION DETAILS

Mobile No. * 23212321
Marital Status * Single
Email Id * d@gmail.com
Residing Address *
Highest Qualification Select Qualification
Current Photo 
Attach Your Photo (Max Size : 2 MB) No file chosen

FAMILY / EMERGENCY CONTACT INFORMATION

Emergency Contacts

#	Name	Contact No.
<input type="button" value="X"/>	345	345
<input type="button" value="X"/>	345	345

You can view your renewal history by clicking on Renewal List button.

Registration Renewal Lists

FILTER RECORDS +

LIST OF REGISTRATION RENEWALS

#	Reference No	Request Date	Renewed On	Amount	Payment Status	Description
1	2019/00006	08-07-2019	08-07-2019	4444.00	Received	

You can renew your license by clicking on REQUEST RENEWAL button.



Registration Renewal

REQUEST RENEWAL ↑

FILTER RECORDS +

RENEWAL REQUEST LISTS

#	Request Date	Status	Action
1	08-07-2019	Approved	Delete
2	03-12-2019	New	Delete

After requesting for renewal, you will be notified with an email that your application has been received along with an APPLICATION REFERENCE number to track your application status.

Greetings dorji

Your renewal request as a guide has been received by Tourism Council of Bhutan. We are currently processing your application. Meanwhile you can track your application using the Reference No. given below.

APPLICATION REFERENCE No. : iDPcUGCtr

Please click the button below to track your registration status.

Track Your Application

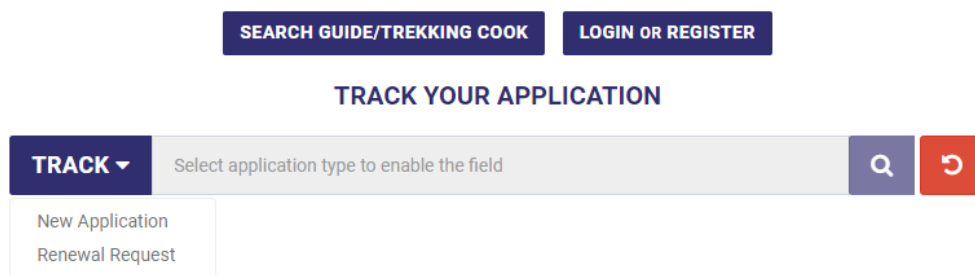
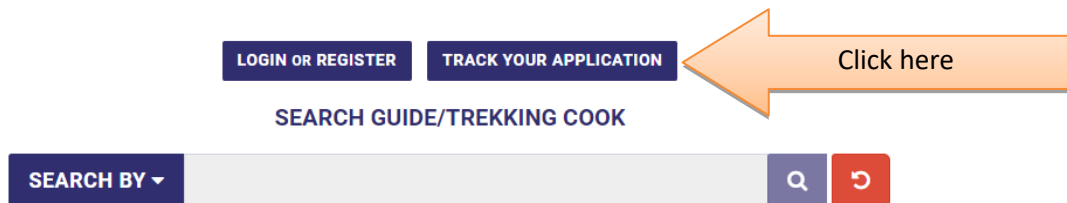
Regards,
Laravel

If you're having trouble clicking the "Track Your Application" button, copy and paste the URL below into your web browser: <http://gms.test/profile/track-application>

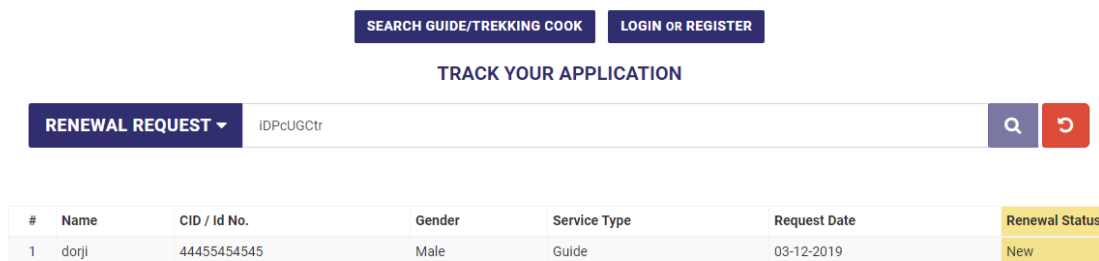
6. Track Application

6.1 Track application without logging into the system

You can track your application without having to log into the system by clicking on TRACK YOUR APPLICATION button. With this button you can track both New Application and Renewal Request.



You can track your application by copying the REFERENCE number from your Email and pasting it on the RENEWAL REQUEST field and then clicking on the search button.



6.2 Track Application by logging into the system

You can also track your application while logged into the system by typing or pasting the REFERENCE number on the SEARCH input field of the TRACK RENEWAL APPLICATION section and then by clicking on the SEARCH button.

Track Renewal Application

TRACK YOUR RENEWAL INFORMATION

#	Request Date	Approval Status	Remarks
Enter your application reference no. in the search bar to track your application			

Track Renewal Application

TRACK YOUR RENEWAL INFORMATION

#	Request Date	Approval Status	Remarks
1	03-12-2019	New	N/A

You can also register your skills with the system. Click on the Register Skill module and REGISTER SKILL button to get redirected to the page below.

Register Your Skill

Request Date *

Skills

#	Category Skill Set *	Remarks
<input type="button" value="✖"/>	Select Category Skill Set	

Attachments

#	Attachments	Remarks
<input type="button" value="✖"/>	<input type="button" value="Choose File"/> No file chosen	

After having requested for Skill Registration, you will be notified with an Email along with your Application Reference number to track your application.

Greetings dorji

Your skill registration request as a guide has been received by Tourism Council of Bhutan. We are currently processing your application. Meanwhile you can track your application using the Reference No. given below.

APPLICATION REFERENCE No. : EKlhqKg9P

Please click the button below to track your registration status.

Track Your Application

Regards,
Laravel

If you're having trouble clicking the "Track Your Application" button, copy and paste the URL below into your web browser: <http://gms.test/profile/track-skills>

You can track your skill registration request application by pasting/typing the reference number from email on the search input field in the Track Skill Registration section. Then click on search button to track your application.

Track Skill Registration

TRACK YOUR SKILL REGISTRATION INFORMATION

Application Reference No.

#	Request Date	Approval Status	Remarks
Enter your application reference no. in the search bar to track your application			

Track Skill Registration

TRACK YOUR SKILL REGISTRATION INFORMATION

EKlhqKg9P

#	Request Date	Approval Status	Remarks
1	03-12-2019	New	N/A