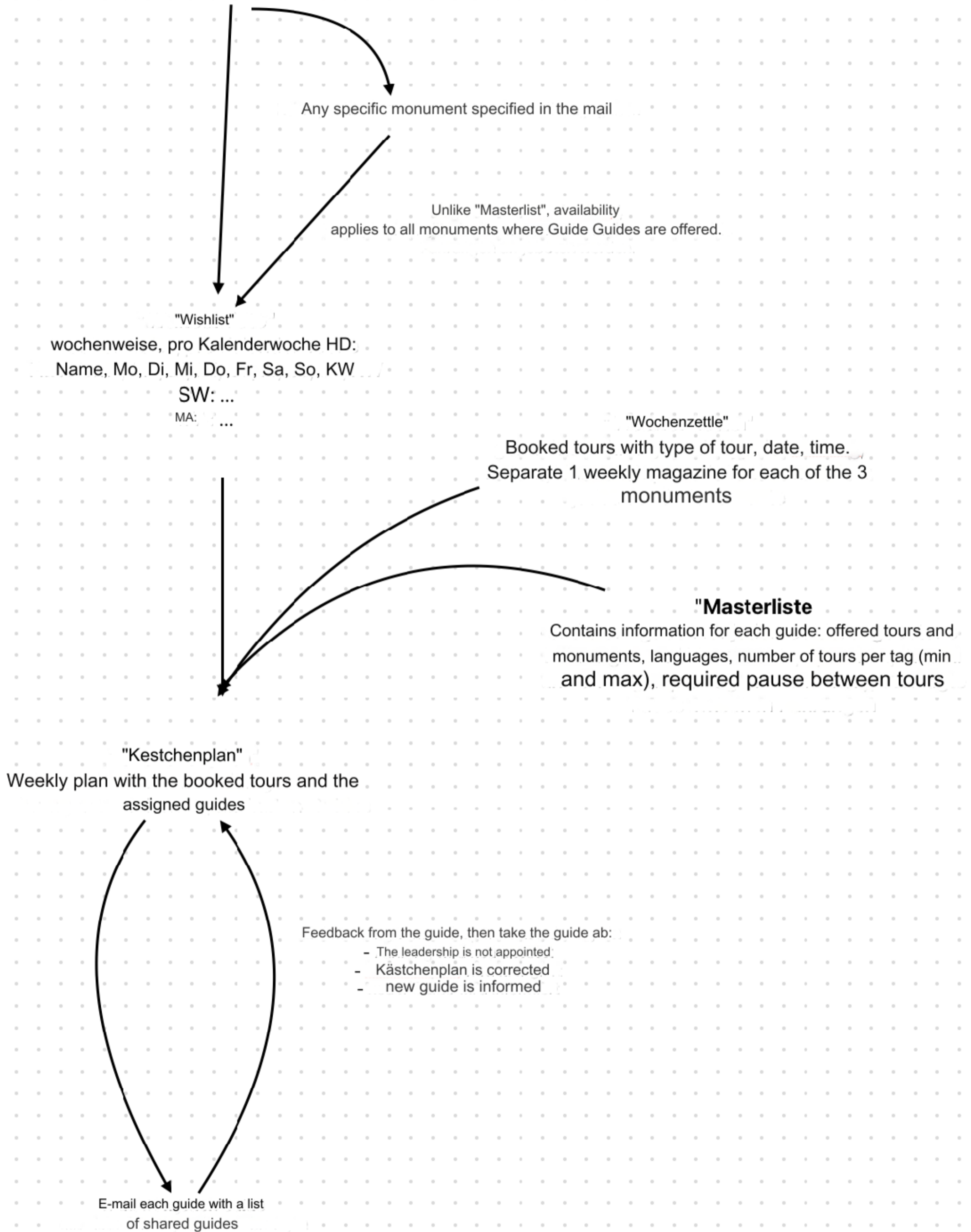


Freetext E-Mails

Availability will be extracted, watch wise (for calendar watch), for 3 monuments (HD, SW, MA)

Hint: The designations of the monuments are not uniform in the Freetext-Mails and are often abbreviated.



Availability of Guides (extracted from emails)

+

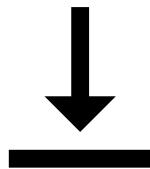
Booked tours

+

Master list of Guides

+

Availability of Guides



Updated Booked tours (Kästchenplan)

Data need to be extracted from:

1. Emails from Guides
2. Wochenzettel file (tab tours > upload file)

Documents need to be generated are:

1. Kästchenplan file
2. Wunschliste file
3. Tageszettel file

Login

Email address

Password

1. Login screen to enter in Web Application
2. Single user role - admin

Document: "Kästchenplan"

HD - Monument 1 SW - Monument 2 MA - Monument 3

We need 3 "Kästchenpläne", one for each of the 3 monuments: "HD", "SW", and "MA".

Calendar Week

The calendar week should be displayed (because plans are processed and distributed weekly per calendar week). For example selection could be primarily by calendar week, not by date. Example format: "KW 03 - (15.-21.01.24)".

	Guide 1	Guide 2	Guide 3	Guide 4	Guide 5	Guide 6	Guide 7
Monday, Date	10.00 Uhr KF1 DE	14.30 Uhr KF1 DE, EN		10.00 Uhr KF1 EN			
Tuesday	12.30 Uhr KF1 DE		9.15 Uhr KF1 EN				12.30 PM
Wednesday		9.15 Uhr KF1 DE			10.00 Uhr KF1 DE		
Thursday							
Friday							
Saturday							
Sunday							

Time slot, Type of tour and Language

Confirmed Tour Assigned but not confirmed Not Assigned

Kästchenplan can be print and download

Data in tabular form

Date / Time	Type of tour	Language	Name of the assigned Guide	Available Guide

The provided format templates for the "Wunschliste", "Kästchenplan" and "Tageszettel" should be followed when generating these lists from the app.

This file can be view in new tab

From the "Wochenzettel" (uploaded as PDF), above data should be extracted

[View Wochenzettel file](#)

- This is the admin dashboard
 - Uploaded tour data
 - Admin can upload new schedule from this screen and that would start reflecting here.
 - File format to be uploaded - pdf only. Success message should show.
 - Uploaded documents should always be viewable in their original for detail verification.
 - Example file is attached in the next screen
 - We need 3 "Kästchenpläne", one for each of the 3 monuments: "HD", "SW", and "MA". Data in calendar and in table should be load based on the monument selected.
 - Date range - For a week only, can be selected with date picker. We need to train system that a user can not select a range over a week.
 - By default date range - current week (Monday to Sunday)
 - In the calendar we need to show "Type of tour" and Language as well with time stamp.
 - Guide names should come from Emails (Emails from Guide which we need to read and extract data)
 - "Type of Tour": There are various tours offered. These tours should be labelled in the "Kästchenplan" with both the name (last column) and the abbreviation (3rd column "Bezeichnung Eventvorlage"). Example: "Märchenhaftes Schloss KF1".v. Reference file in next screen
 - From Wochenzettel file, data need to be extracted, only heads mentioned in the table above which are
 - Date
 - Time
 - Type of tour
 - Language (language which that guide can speak - from guide list) (only one can be there)
 - Name of assigned guide
 - Available guide
- ** Client - One tour can only be in one language but there can be two different tours with different languages beginning at the same time.**
- How to populate data in the calendar :
 - Check current calendar for booked tours
 - Check bookings based on monuments and Guide's availability
 - Check data from masterlist of guides in terms of language they know, breaks needed.
 - Color code -
 - Green shows that tour is accepted by guide and confirmed by admin, so it is a booked tour.
 - Blue shows availability of a guide for tour
 - Orange shows that admin has invited this guide for a tour but didn't receive any reply or not confirmed yet.
- Date and Time Format
- Time: Use the German format, not "3.30 pm" but "15:30 Uhr".
 - Date: Use the German format with the weekday. Example: "Fr. 22.03.24" (Mo/Di/Mi/Do/Fr/Sa/So. day. month. year).
- The "Kästchenplan" must be downloadable and printable**



Dashboard

Tours

Tours

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tageszettel

Type of tour

HD -Monument 1 SW - Monument 2 MA - Monument 3

Uploaded on "Date"

08/12/2024



Event	Processes	Event	Processes	Business	Processes	Mobile phone payment method	Event	Employees
Time	Number	Designation	Internal Comment		Contact... Telephone		Language	Name
14:00-15:00								
Saturday 16.03.2024 14:15-16:15	B #240226852	Little brother come dance	10 girls 8-10 Years + younger Brother 6 years		Mrs Baur	0172-9516301 Bar	German	
Saturday 16.03.2024 15:00-16:00		Standard tour					German	
Sunday 17.03.2024 11:00-12:00		Standard tour					German	
Sunday 17.03.2024 12:00-13:00		Standard tour					German	
Sunday 17.03.2024 13:00-14:00		Standard tour					German	
Sunday 17.03.2024 14:00-15:00		Standard tour					German	
Sunday 17.03.2024 14:15-16:15	B #240126418	Little brother come dance with me	Alter: 4 - 7		Frau Zhao	0151 44614279 Bar	German	
Sunday 17.03.2024 14:30-16:30		TF You built a Lock for Mannheim					German	Clemens, Barbara
Sunday 17.03.2024 15:00-16:00		Standard tour					German	

Upload New

313

SW Dienstplan vom 24.06.24 bis 30.06.24KW 26

Führer	Berger- Waldenapp	Kämmerer	Burger	Spöberg	Th Götz	Brietz	Hofmann	Koll	Maul		(?)
MO 24						^					
DI 25									HD		
MI 26											
DO 27											13.30(D) Gr eventuell 13.45(D) Gr 15.15(D) GF Gr 15.15(D) GF Gr 15.15(D) Gr
FR 28	14.30(E) Gr Viking			HD							
SA 29		10.30(D) 12(D) + 14(D) + 16(D) +	11(D) 12.30(D) 14.15(E) 15.45(E)	16.15(D) Gr TF f. Bräutigam Therese ...					HD		
SO 30	9.15(E) Gr Einblicke			HD	9.15(E) Gr Einblicke	10.30(S) 12.15(D) LBH 15(D) GF 17(D)	11(D) 12.30(D) 15(D) 16.30(D)	12(D) + 14(D) +	14.30(D) TF Peculier Wasser		

Kästchenplan file need to be generated in this format

313 2

1 **SW** Dienstplan vom 24.06.24 bis 30.06.24 KW 26

Guide >	Guide 1	Guide 2	Guide 3	Guide 4	Guide 5
3 Mo	10.00 urh DE G SK 5				
4 Di		10.00 urh EN G SK			
Mi					
Do					
Fr					
Si					
So					

1. Monument name (short form)
 2. Calendar Week
 3. Name of Guides
 4. Days of week + date
 5. Details
 - Time slots
 - Language (DE)
 - G is for Group
 - SK is abbreviation for type of tour
- File format should be PDF

Do only show G, if the tour has a Booking number in the Wochenzettel (if the second column of the Wochenzettel“ has a number filled in)

Wochenzettel file example

1	2	3	4	5	6	7	8	9
Event	Processes	Event	Processes	Business	Processes	Mobile phone payment method	Event	Employees
▲ Time	Number	Designation	Internal Comment		Contact... Telephone		Language	Name
14:00-15:00								
Saturday 16.03.2024 14:15-16:15	B #240226852	Little brother come dance	10 girls 8-10 Years + younger Brother 6 years		Mrs Baur	0172-9516301 Bar	German	
Saturday 16.03.2024 15:00-16:00		Standard tour					German	
Sunday 17.03.2024 11:00-12:00		Standard tour					German	
Sunday 17.03.2024 12:00-13:00		Standard tour					German	
Sunday 17.03.2024 13:00-14:00		Standard tour					German	
Sunday 17.03.2024 14:00-15:00		Standard tour					German	
Sunday 17.03.2024 14:15-16:15	B #240126418	Little brother come dance with me	Alter: 4 - 7		Frau Zhao	0151 44614279	Bar	German
Sunday 17.03.2024 14:30-16:30		TF You built a Lock for Mannheim					German	Clemens, Barbara
Sunday 17.03.2024 15:00-16:00		Standard tour					German	



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tageszettel

Type of tour

Guide's Availability for Tours

Document : Kästchenplan"

Guide's Name	Monument	Available Dates	Time
John Doe	Schloss Mannheim ("MA")	03/08/2024, 04/08/2024	Till 3.30 pm
Any Name	Schloss Schwetzingen ("SW")	02/08/2024	Till 12 pm

Generate Wunschliste



The generation option for "Wunschliste" should be possible for each week.

(Current week)

John Doe

Available Dates	Type of tour	Can speak languages	Tours per day	Required break time

1. Here we will display data which will be extracted from Emails, received from Guides.
2. System need to generate a wishlist based on the same data, which can be download and print so it should open in a new tab from where user can perform both actions (download and print)
3. Format - .doc file / pdf
4. Please check sample document - [\(Wunschliste\)](#)
5. Guide details and their availability can be seen here
6. Clicking on "Guide's name" admin can see detailed information for that Guide.

1. Email Parsing and Data Extraction:

- Extract availability information from free-text emails sent by tour guides.
- Handle inconsistencies in the monument names as guides often use various abbreviations (e.g., "HD" for Schloss Heidelberg, "SW" or "SWE" for Schloss Schwetzingen, "MA" for Schloss Mannheim).
- If no specific monument is mentioned, assume the availability applies to all monuments where the guide conducts tours. This information is maintained in a separate "Masterliste" document.
- Consider using the Chat-GPT API to assist in parsing and extracting data from these unstructured emails.

Wunschliste file example

SCHLOSSFÜHRER

WUNSCHLISTE

Woche
vom _____

KW _____

31

Monat _____

Name	Mo 29	Di 30	Mi 31	Do 1	Fr 2	Sa 3	So 4
S. Späringhaus		X H.O.	X H.O.			X H.O.	
Strub		X			X	X H.O.	
Roth-Bühler					X	X H.O.	X H.O.
Jriua Wedel	X H.O.	X H.O.					
Ulrike Arnold						X H.O.	X H.O.
Käumerer						X H.O.	
Munkel Horn etc			Horn Lüthy			Horn	
Proter	X			X H.O.	X H.O.	X H.O.	X H.O.
Stein							X H.O.
Miga						X H.O.	X H.O.
Hastung-Rey		X H.O.		X H.O.		X H.O.	
Rothel					X	X H.O.	X
Fachner					X H.O.	X H.O.	X
Godenir	X	X H.O.	X H.O.	X H.O.	X	X H.O.	X

Wunschliste file

Name	Mo 10.08.24	Di 11.08.24	Mi 11.08.24	Do 12.08.24	Fr 13.08.24	Sa 14.08.24	So 15.08.24
Guide Name	X HD 14.30 uhr						

1. Name : From Guide's Email
2. Col heads : Days and Dates based on week
3. x : Availability of guide
4. HD, SW, MA : Monuments
5. Available time slot

File format : Doc file



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tagszettel

Type of tour

Monument 1 Monument 2 Monument 3

Calendar Week

	Guide Name						
	Guide 1	Guide 2	Guide 3	Guide 4	Guide 5	Guide 6	Guide 7
Monday	10.00 Uhr KF1 DE	14.30 Uhr KF1 DE, EN		10.00 Uhr KF1 EN			
	12.30 Uhr KF1 DE						12.30 PM
Tuesday			9.15 Uhr KF1 EN				
Wednesday		9.15 Uhr KF1 DE			10.00 Uhr KF1 DE		
Thursday							
Friday							
Saturday							
Sunday							

Data in tabular form

Day	Time	Available Guide	Type of tour	Language	Assign Tour
Monday, date	2.30 PM	Guide one		French	<input type="button" value="Assign"/>
		Guide two		Dutch	<input type="button" value="Mail sent"/> <input type="button" value="✕"/>
	11.00 - 11.45	Guide one		English	<input type="button" value="Assign"/>
Tuesday	9.15 - 10.30	Guide three		French	<input type="button" value="Assign"/>
Wednesday	9.15 - 10.30	Guide two		French	<input type="button" value="Assign"/>

1. Here we are displaying tour data from master list and availability of guides from emails.
2. This can be seen monument wise
3. Admin can select guide and assign them tour by clicking on "ASSIGN" button
4. Clicking on "Assign" will send an email to guide with offered tour information
5. If the email is sent, system should change the status to "Mail sent" this should not be clickable.
6. Data need to be show in both calendar and tabular format. In table we have one extra column that is Language.
7. Color codes are mentioned on first screen
8. It is important that no assignments to different monuments at the same time are possible (e.g., simultaneously or shortly after in "HD" and "SW", which are over an hour apart). This is a significant and known source of error that must be avoided.

To "Guide name"

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla quam velit, vulputate eu pharetra nec, mattis ac neque. Duis vulputate commodo lectus, ac blandit elit tincidunt id. Sed rhoncus, tortor sed eleifend tristique, tortor mauris molestie elit, et lacinia ipsum quam nec dui. Quisque nec mauris sit amet elit iaculis pretium sit amet quis magna.

SEND

Text editor, user can review and make changes in the mail before sending



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tageszettel

Type of tour

Monument 1 Monument 2 Monument 3

Calendar Week

	Guide Name						
	Guide 1	Guide 2	Guide 3	Guide 4	Guide 5	Guide 6	Guide 7
Monday	10.00 Uhr KF1 DE	14.30 Uhr KF1 DE, EN		10.00 Uhr KF1 EN			
	12.30 Uhr KF1 DE						12.30 PM
Tuesday			9.15 Uhr KF1 EN				
Wednesday		9.15 Uhr KF1 DE			10.00 Uhr KF1 DE		
Thursday							
Friday							
Saturday							
Sunday							

Data in tabular form

Day	Time	Guide	Status
Monday with Date	10 AM	Guide one	<input type="button" value="Accepted"/>
	2.30 PM	Guide two	<input type="button" value="Not replied"/>
	12.30 PM	Guide one	<input type="button" value="Accepted"/>
Wednesday	10 AM	Guide five	<input type="button" value="Accepted"/>

1. Here admin can view assigned and proposed tours
 2. We can display status of accepted tours
 3. If any Guide agreed for the tour, admin can see that in status column
 4. Admin can see tour details by clicking on "EYE"
 5. How this will work :

- We need to do another round of email parsing
- Data need to be read and extracted : Acceptance from guide on assigned tour.
- If Guide accepted then change the status to Accepted (Green button)

1. In the email which we are sending to Guides, we need to have buttons for

- Accept
- Decline

Based on action performed by Guide, status would be fetched.



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tageszettel

Type of tour

Proposed Tours to John Doe

Clicking on link will open guide details below

Date	Event	Monument	Action
05/08/2024	9.15 - 10.30 am	Schloss Mannheim ("MA")	<button>Final this</button>

John Doe

Available Dates	Specilised in	Can speak languages	Tours per day	Required break time

1. Based on the replies from Guides, Admin can finalise the tours.
2. Clicking on finalise this, will send an confirmation email to Guide and update the booking calendar (Kästchenplan) as well.
3. Clicking on Guide's name, a table will open below with details of that Guide.



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tageszettel

Type of tour

Master list

Guide Name	Email Address	Type of Tour	Can speak languages	Tours per day	Required break time

Upload Masterlist

1. Details of Guides
2. Guide's data can be added with upload masterlist



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tageszettel

Type of tour

Tageszettel

08.07.24



HD -Monument 1 SW - Monument 2 MA - Monument 3

Guide Name	Type of Tour	Time	Client	Sp	Abbreviation	Remarks
	Märchenhaftes Schloss KF1					

For data of a single day



Print

Download

- The “Tageszettel” document needs to be created at the end. I will upload an example. There needs to be a “Tageszettel” for each individual day and each individual monument. The columns consist of:
 1. An abbreviation depending on the type of tour, taken from the “Wochenzettel” (which we receive as PDF).
 2. Time.
 3. Guide (previously assigned in the app).
 4. Client, taken from the “Wochenzettel” (5th column “Firma”).
 5. Language (German abbreviations with 1-2 letters, e.g.: D, E, It, Sp, F, Ru, Jp, ...).
- Client ** SP - This remains blank
6. Repeat of the abbreviation from column 1.
 7. Remarks: Here the booking number from “Wochenzettel” column 2 + type of tour from “Wochenzettel” column 3.

1. • The list under the “Tageszettel” must be included, and please note that this is different for each monument.

Tageszettel file

DATE: Tuesday, 30.07.2024

Attention: Living - History performances in the fountain hall/ at [REDACTED]
11:30/12:30 / 14:30 / 15:30, should NOT disturb normal operations. Actors' dressing room in
the glass hall

	time	Führer	Festival. Leader	Could	Sp	Per	ArtWh	Remarks
a kiss	11.00	[REDACTED]		Craft activity	D		a kiss	
F	11.00	[REDACTED]		regular	D		F	
F	11.15	S [REDACTED]		regular	AND		F	

The details on the "Tageszettel" can be entirely taken from the "Wochenzettel" with the booked tours. The only information that cannot be taken from the "Wochenzettel" is the abbreviation of the tour, which I have provided in the separate lists.

On the "Tageszettel," the following information is listed in this exact order:

1. ****First column:**** Abbreviation (from the provided list)
2. ****Second column (Uhrzeit):**** Time, start of the tour
3. ****Third column (Führer):**** Assigned guide
4. ****Fourth column (Fest. Führer):**** Remains empty
5. ****Fifth column (Kunde):**** Labeled as "Firma" on the "Wochenzettel" (col 5 in that file)
6. ****Sixth column (Sp):**** Language (abbreviated with one to two letters, German abbreviations)
7. ****Seventh column (Per):**** Remains empty
8. ****Eighth column (ArtWh):**** Abbreviation (repeat of the first column)
9. ****Ninth column (Bemerkung):**** Remains empty

Tageszettel file

Please complete and sign the form and fax it back to 06221-65888-18 Thank you!

Daily DUTY SCHEDULE

SCHLOSS MANNHEIM

Schlosskasse

DATE: Saturday, 27.07.2024

Until further notice, Plan B - Water damage

Art	Time Guide	Could	Sp	Pers	Art	(Wh)	Remarks
F	11.00 Scarce	regular	D		F		
F	12.00 Monk	regular	D		F		
F	13.00 Scarce	regular	D		F		
F	2.00pm Ferlito	regular	D		F		
TFK	14.30 Monk	Public	D				TFK Life at Court
F	14.30 Scarce	Mrs Schirmbeck	D		F		#240732763 Father's 60th birthday
F	3.00pm Ferlito	regular	D		F		

Number of tours Service Center (F):

Number of special themed tours (TF):

Number of special themed tours with costume (TFK):

Special themed tours with performance (TFA):

Number of special themed tours with performance + costume (TFAK):

Special themed tours with additional offers (TFmZ):

Number of special tours for children 2 hours (KiSo):

Number of school class tours 1 hour (SK2):

Number of school class tours 2 hours (SK4):

Number of late tours (SpF):

Unusual tours Service Center:

Datum:

Signature:

Please note for the „Tageszettel“:

- The **header** must be included, as well as the **footer list** that appears under the generated list.
- Both the header and the footer list are specific to each monument. You cannot use a single header or footer list for all "Tageszettel"; each of the three monuments must have its own corresponding header and footer.

The details on the "Tageszettel" can be entirely taken from the "Wochenzettel" with the booked tours. The only information that cannot be taken from the "Wochenzettel" is the abbreviation of the tour, which I have provided in the separate lists.

On the "Tageszettel," the following information is listed in this exact order:

- First column:** Abbreviation (from the provided list)
 - Second column (Uhrzeit):** Time, start of the tour
 - Third column (Führer):** Assigned guide
 - Fourth column (Fest. Führer):** Remains empty
 - Fifth column (Kunde):** Labeled as "Firma" on the "Wochenzettel" (col 5 in that file)
 - Sixth column (Sp):** Language (abbreviated with one to two letters, German abbreviations)
 - Seventh column (Per):** Remains empty
 - Eighth column (ArtWh):** Abbreviation (repeat of the first column)
 - Ninth column (Bemerkung):** - The field in the ninth column (Remarks) should not be left empty. Instead, it will contain the booking number from the "Wochenzettel" (second column of the Wochenzettel labeled "Number").
- **Date and Start Time:** This information is taken from the first column of the "wochenzettel" under the header "Time."
 - **Booking Number:** This is found in the second column of the "Wochenzettel" under the header "Number."
 - **Customer:** This information is located in the third column of the "Wochenzettel" under the header "Company."
 - **Language:** The language information is in the tenth column of the "Wochenzettel" under the header "Language."



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tageszettel

Type of tour

Type of tour

08.07.24



HD -Monument 1 SW - Monument 2 MA - Monument 3

Date of Upload	Time	File name	

Upload

1. Here admin user can upload "Type of tour" file
2. System will have a log of all uploaded files with date stamp
3. Admin can View. Download and Print the file.

The "type of tour" is needed to match the booked tours with the criteria of the guides. The information is obtained on the one side from the "Wochenzettel" for the booked tours and on the other side from the master list, which contains the criteria of the guides. Matching can maybe be done most efficiently via ChatGPT, but I trust you experts to determine the best implementation method.

The obsolete lists "Bezeichnungen Führungen HD-obsolete-do-not-use" are for your information only, the show the different "types of tours" we offer, as I previously shared them as reference material.

The "type of tour" is listed without the abbreviation on the "Wochenzettel", and the "Tageszettel" needs the correct abbreviations, which are given in the list. Somehow, this transfer needs to be achieved in an automated way during the process.

1. so in your example the booked tour from the „wochenzetter“ „insight into castle & garden" should use abbreviation "TF1" in the „tageszettel“



Dashboard

Tours

Upload New Schedule

Extracted Data from Guides

Assign tours to Guides

Proposed Tours

Guides

Tagszettel

Type of tour

Type of tour

08.07.24



HD -Monument 1 SW - Monument 2 MA - Monument 3

Lock	Theme	Designation Event template	DURATION	LIMIT	Designation guide	
	Children's tour	KiSo	2	30	Zop ab!	
					Little brother come dance with me	
					The Order of the Dragon	
					Expedition through the castle - a puzzle tour	
					True or false	
					Fairy tales and myths	
					Music was his passion	
					Treasure hunt	
	Mannheim		SK	2	35	The court ceremony
						Little brother come dance with me
						Give me your hand my life
						Music was his passion
						Braid off!
Themed tour		TF	1,5	30	Life at court	
			2		A passion for music	
				20 Virtual Baroque		
			2	30	The Courtly Art Business	
					Kissed by the muse: Art in the castle	
					Magnificent furnishings	
					Baroque castle exclusive	
	Dazzling personalities					
	They built a castle for MA					
	Science at the Kurpf. Court					

Upload New