



📅 Wochenzettel

📅 Wunschliste

📅 **Kästchenplan**

🛡️ Masterliste

📄 Tageszettel

🗨️ Type of tour

**ASSIGNING TOURS TO GUIDES**  
 and finalizing this is all done here in the „Kästchenplan“ view  
 (it a one single task done by one single supervisor).  
 The workflow is:  
 1. Assign all tours to guides  
 2. make correktions  
 3. when all tours are assigned, they are all finalized  
 4. wait for replies: guides accept or reject  
 5. rejected tours have to be assigned to another guide  
 start process all over again until all tours are accepted

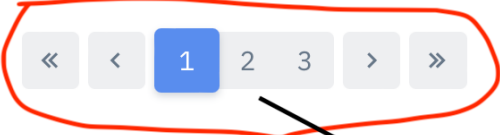
## Assign tours to

- clicking on the „Assign“-button is for preliminary and internal planning only, there will no action be taken externally, no Mail send yet.  
 - on this „Kästchenplan“-page in the overview plan above, it moves the tour from unassigned to the guide, as assigned and not confirmed  
 - next there has to be a button that finalizes the assignment (eg a button called „Finalize“)  
 - clicking this „Finalize“-button sends a mail to the guide, which offers the tour to the guide and lets the guide accept or reject (here in the app: with a pop-up to confirm the action - to prevent unintentional finalization)

DAY	TIME	AVAILABLE GUIDE	TYPE OF TOUR	LANGUAGE	STATUS	ACTIONS
Mo. 22.03.24	15:30 Uhr	Guide one		French	Assign finalize	
Di, 22.03.24	15:30 Uhr	Guide one		English	Mail Sent	
Mi, 22.03.24	15:30 Uhr	Guide one		Dutch	Accepted	
Do, 22.03.24	15:30 Uhr	Guide one		French	Rejected	

- tour goes back to un-assigned,  
 - remark rejected stays with this guide,  
 - some other guide has to be assigned

- this un-assigns a guide from a tour,  
 - if already finalized, it sends him a mail to inform him (with pop-up for confirming, to prevent unintentional action)



Part „Assign tours to Guides“:  
 please everything at one single page, for better overview