



Dashboard

Wochenzettel
Wunschliste
Kästchenplan

Masterliste

Tageszettel

Type of tour

Document: "Kästchenplan" the shown document below ist the "Wochenzettel" , not the "Kästchenplan"

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

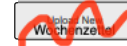
Uploaded on "Date" **Wochenzettel!**

Event	Processes	Event	Processes	Processes	Event	Employee...		
Time	Number	Designation	Internal Comment	Business	Contact... Telephone	Mobile phone payment method	Language	Name
14:00-15:00								
Saturday	B #240228502	Little brother come alone	35 girls 9-10 Years + 4 younger brother 6 years		Mrs Baur	0177-9516301 Bar	German	
16:00-20:00								
14:15-16:15		Standard tour					German	
Saturday								
16:00-20:00								
15:00-16:00		Standard tour					German	
Sunday								
17:00-20:00								
11:00-12:00		Standard tour					German	
Sunday								
17:00-20:00								
12:00-13:00		Standard tour					German	
Sunday								
17:00-20:00								
13:00-14:00		Standard tour					German	
Sunday								
17:00-20:00								
14:00-15:00		Standard tour					German	
Sunday	B #240228418	Lilli brother come alone with me	Alber 4-7		Frau Zhao	0151 4804279 Bar	German	
17:00-20:00								
14:15-16:15								
Sunday		TF You built a					German	Clemens, Barbara
17:00-20:00		Lake by						
14:30-16:30		Mooreham						
Sunday							German	
17:00-20:00		Standard tour						
15:00-16:00								

Upload Wochenzettel KW 01 (01.-07.01.2024)

Upload Wochenzettel KW 02 (08.-14.01.2024)

Upload Wochenzettel KW 03 (15.-21.01.2024)



and so on... (mabe use a date selector)

- the „Wochenzettel“ wil be upoaded weekly, it gives the tour data
- Admin can upload new schedule from this screen
- File format to be upoaded - pdf only. Success message should show.
- Upoaded documents should always be viewable in their original for detail verification.
- Example file see above
- From Wochenzettel file, data need to be extracted:
 1. column: Date
 1. column: Time
 2. column: Number (if available)
 3. column: Type of tour
 5. column: Customer (if available)
 10. column: Language
 11. column: pre-assigned guide (if available)

Wunschliste file

please show the „Calendar Week“
(number of the week in the year)

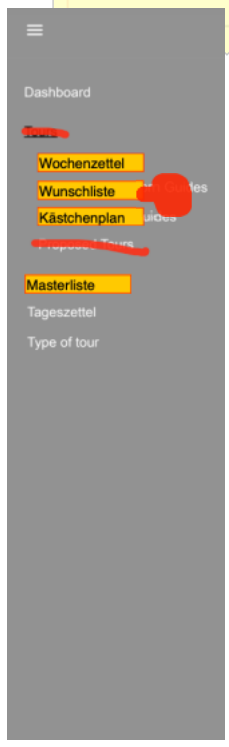


Name	Mo 10.08.24	Di 11.08.24	Mi 11.08.24	Do 12.08.24	Fr 13.08.24	Sa 14.08.24	So 15.08.24
Guide Name	✗ HD 14.30 urh						

Very good! And please use the German time format,
example: „15:30 Uhr“.

good!

- 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
- show the Calendar Week
- File format : Doc file



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 HO	X HO			X HO	
Strub		X			X	X HO	
Roth-Bühler					X	X SW	X FR
Jrina Wedel	X SW	X					
Ulrike Arnold						X SW	X
Kammerer						X SW	
Munk ^{Mord etc}			^{Hand Lüky}			^{Hand Mord}	
Pfister	X			X SW	X FR	X SW	X SO
Stein							X FR
Miga						2-11 11-13 13-15	3-11 11-13 13-15
Hartung-Rey		X HO		X HO		X SW	?
Rathel					X	X FR	X
Fuchner					X SW	X HO	X
Godenir	X	X SW	X FR	X FR	X	X HO	X

This is the „Kästchenplan“! It gives an overview.

Heidelberg Schwetzingen Mannheim

We need 3 "Kästchenpläne", one for each of the 3 monuments.

Download Kästchenplan

Calendar Week 08.07.24 Go

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)".

please show the „Calendar Week“ (number of the week in the year)

	Guide 1	Guide 2	Guide 3	Guide 4	Guide 5	Guide 6	Guide 7	not assigned tours
Monday	10.00 Uhr KF1 G DE, EN	4.30 Uhr KF1 DE, EN		10.00 Uhr KF1 G DE, EN				
Tuesday	1.30 Uhr KF1 G DE, EN		9.15 Uhr KF1 DE, EN				12.30 PM	
Wednesday		9.15 Uhr KF1 DE, EN			10.00 Uhr KF1 G DE, EN			
Thursday								
Friday								
Saturday								
Sunday								

one tour can only be in one language. in this example: not DE and EN - it would be either DE or EN. (but there can be two different tours with different languages beginning at the same time)

Time slot, Type of tour and Language

Assign Guides here

Data in tabular format: 1. day (with date), 2. time, 3. available guide, 4. type of tour, 5. language, 6. button 1 (assign, send mail, mail sent, accepted / denied), button 2: cancel assignment

Day	Time	Available Guide	Type of Tour (taken from the „Wochenzettel“)	Language	Assign Tour
Monday	2.30 PM	Guide one	tour x	French, English	1. Assign
		Guide two	tour y	Dutch	2. send Mail (manually review and edit the mail before sending!)
	11.00 - 11.45	Guide one	standard tour	English	3. Mail sent
Tuesday	9.15 - 10.30	Guide three	tour z	French, English	4.1. accepted or 4.2. declined
Wednesday	9.15 - 10.30	Guide two		French	second button: cancel assignment

- 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).

needs to include a manual trigger to send the emails. In the first step, the guides are assigned, and then in the next step, the sending of the emails is triggered manually, after being reviewed and edited manually.

the process should also include the ability to make corrections, such as unassigning a guide or changing the assignment

include buttons in the first email sent to the guide, allowing them to either accept (German: „annehmen“) or decline (German: „ablehnen“) the offered tours.

- Here we are displaying tour data from master list and availability of guides from emails.
- This can be seen monument wise
- Admin can select guide and assign them tour by clicking on "ASSIGN" button
- Clicking on "Assign" will send an email to guide with offered tour information
- If the email is sent, system should change the status to "Mail sent" this should not be clickable.
- Data need to be show in both calendar and tabular format. In table we have one extra column that is Language. also in the calendar view, it needs to show the language
- Color codes are mentioned on first screen
- 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.

Kästchenplan file need to be generated in this format

3/3 2

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

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

Home - Profil „Wochenplan“

Event	Vorgänge	Event	Vorgänge	Firma	Vorgänge	Event	Mitarbeiter
Zeit	Bezeichnung	Interne	Interne	Ansprechpa...	Telefon	Mobiltelefon	Zahlart
Dienstag 05.03.2024 03:30-09:30	Keine RST...	SK					
Dienstag 05.03.2024 12:15-12:15	1. Klasse Achtung: Holzreihenortell nur im Treppenhaus ok, nicht in RST	RG		Realschule Rüppurr	Frau Kirchenbauer	0176-51308519	Bar
Mittwoch 06.03.2024 08:30-09:30	Plan B ab 17 Uhr						Deutsch

O n o G

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

Use the German time format, example: „15:30 Uhr“.

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

note that „SK“ is only an example. Find the correct abbreviations for each type of tour in the „type of tours“-list (shown at the end of this document)



Master list

The availability will be retrieved from the "Wunschliste" file parsed from the emails.

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

Upload Masterlist

1. Details of Guides

2. New guides can be added in the system via admin panel

3. Guide's data can be added with upload masterlist

import via masterlist, not manually



Dashboard

Tours

Wochenzettel

Wunschliste

Kästchenplan

Proposed Tours

Masterliste

Tageszettel

Type of tour

Tageszettel

Please ensure to follow the format, order, and German labels from the original sample document below.

08.07.24

Heidelberg

Schwetzingen

Mannheim

„Art“ (abbreviation - taken from list „type of tours“)	„Uhrzeit“ (Time - taken from „Wochenzettel“, first column)	„Führer“ (- assigned in this app)	„Kunde“ (Customer - taken from „Wochenzettel“ 5th column „Firma“, if available)	„Sp“ (Language - taken from „Wochenzettel“ 10th column. Use German abbreviations with 1-2 letters, e.g.: D, E, It, Sp, F, Ru, Jp, ...)	„Per“ - stays empty!	„Art Wh“ - repeat of 1st column	„Bemerkungen“ - booking number from „Wochenzettel“ 2nd column + type of tour from „Wochenzettel“ 3rd column, if available
Example:							
KiSo	15:30 Uhr	Max Müller	Fa. Muster	D		KiSo	#93465078826, Abenteuer im Schloss

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:

- Art** 1. An abbreviation depending on the type of tour, taken from the "Wochenzettel" (which we receive as PDF).
- Uhrzeit** 2. Time.
- Führer** 3. Guide (previously assigned in the app).
- Kunde** 4. Client, taken from the "Wochenzettel" (5th column "Firma").
- Sp** 5. Language (German abbreviations with 1-2 letters, e.g.: D, E, It, Sp, F, Ru, Jp, ...).
- Art Wh** Repeat of the abbreviation from column 1. **Per**, this column stays empty
- Bemerkungen** marks: 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

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 Munk	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

Wochenzettel chedule

Wunschliste om Guides

Kästchenplan uides

Masterliste




Tageszettel

Type of tour

Type of tour ✓

08.07.24

- Heidelberg
 Schwetzingen
 Mannheim

Date of Upload	Time	File name	
			  

Upload

~~1. Here admin user can upload "Tageszettel" file~~ this is not the „Tageszettel“!

2. System will have a log of all uploaded tageszettel files with date stamp

3. Admin can View, Download and Print the file. I think you mean the „type of tour“ list, this will be uploaded

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~~

Wochenzettel Schedule

Wunschliste from Guides

Kästchenplan Guides

~~Proposed tours~~

Masterliste

Tagszettel

Type of tour

Type of tour

this document is outdated, do not use it. it just gives an idea of the correlation between „type of tour“ and abbreviation

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
		SK	2	35	The court ceremony Little brother come dance with me Give me your hand my life Music was his passion Braid off!
	Mannheim	TF	1,5	30	Life at court
			2		A passion for music
	Themed tour	TF	2	30	20 Virtual Baroque 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