



GUIDENET – GETTING STARTED

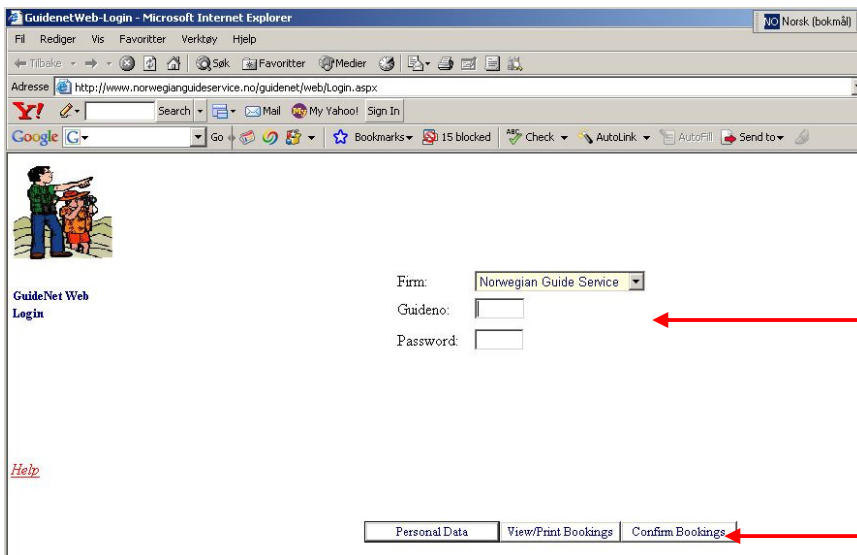
Guidenet Web is the online (internet) system we use so that all guides can view their bookings at any time, and can get further information and documents about tour details, pay, safety documents and updates on what is new at Norwegian Guide Service.

The system has been designed so guides are always up-to-date, and know which tours they are booked onto for the whole season, without waiting for a letter or phone call from us a few days before an assignment. This allows you to plan your life in advance and to prepare your tours in plenty of time. And it's simple to use!

First, you will receive an SMS from the office telling you your **Guide Number** and **Password**. You need to keep these safe because you will need them every time you log into Guidenet Web.

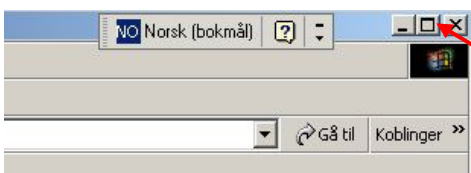
Go to www.norwegianguideservice.no and click on “**Guidenet Web**” in the main menu at the top of the page, underneath the pictures.

This is what you will see; **Figure 1**.



1) Enter your Guide Number and Password.

2) Then push “Confirm Bookings.”



3) To make the picture bigger, click on the square in the top right hand corner.

You will now see all your bookings which have changed since your last visit ie. are **New** or have been **Deleted**; **Figure 2**



Figure 2.

4) Click “Yes” for bookings you can guide on and “No” for those you cannot take. If a booking is Del (deleted), you MUST click “Yes” to show you accept the cancellation.

5) Then click “Update” (Nothing will change)
6) You can now go to “View my Bookings”

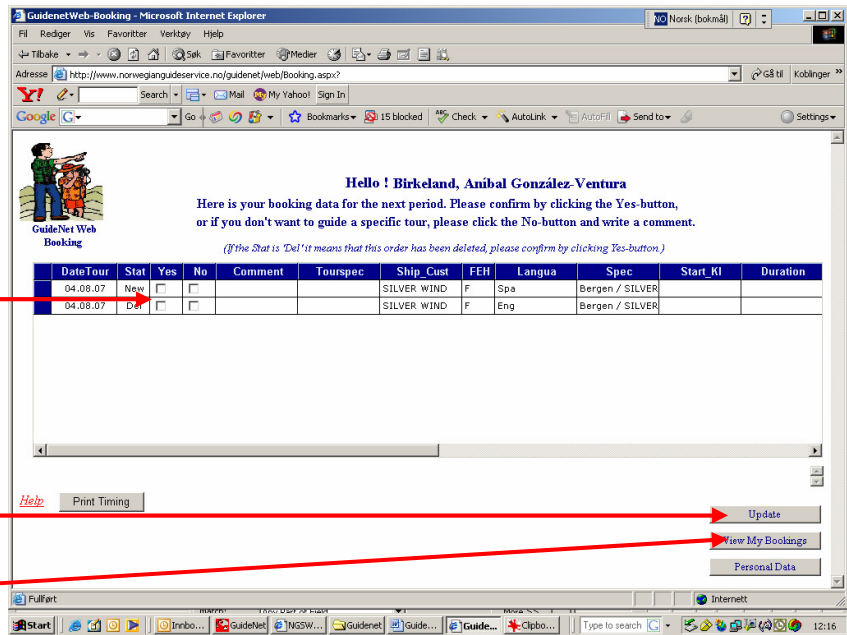


Figure 3.

7) Click on “Print Bookings” to get a Booking letter

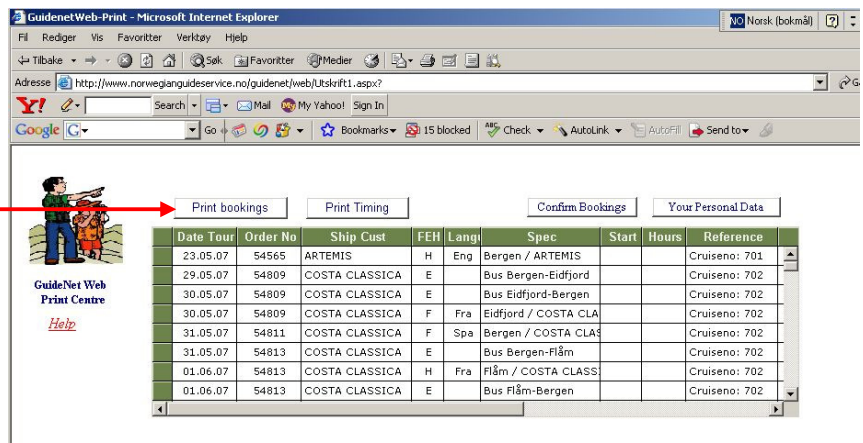


Figure 4.

The Booking letter (List) will appear underneath.

You can see how many pages of bookings there are and can move from page to page using the arrows.

Actual Bookings will be “New” and cancelled bookings “Del.” Deleted bookings come last.

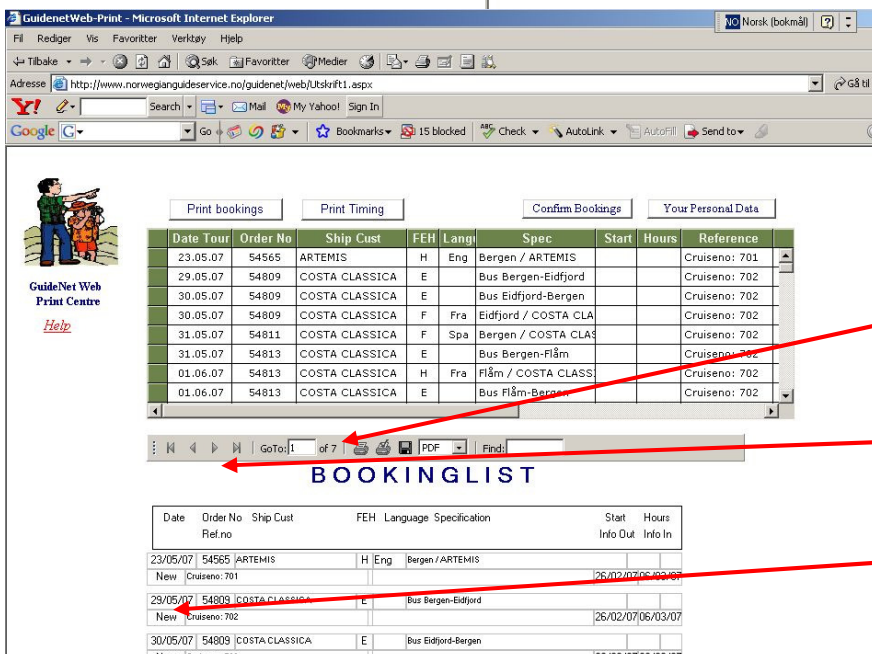




Figure 4. (copy)

8) To print out your Booking List, Click on the picture.

Print bookings Print Timing Confirm Bookings Your Personal Data

Date	Tour	Order No	Ship Cust	FEH	Lang	Spec	Start	Hours	Reference
23.05.07		54565	ARTEMIS	H	Eng	Bergen / ARTEMIS			Cruiseno: 701
29.05.07		54809	COSTA CLASSICA	E		Bus Bergen-Eidfjord			Cruiseno: 702
30.05.07		54809	COSTA CLASSICA	E		Bus Eidfjord-Bergen			Cruiseno: 702
30.05.07		54809	COSTA CLASSICA	F	Fra	Eidfjord / COSTA CLA			Cruiseno: 702
31.05.07		54811	COSTA CLASSICA	F	Spa	Bergen / COSTA CLAS			Cruiseno: 702
31.05.07		54813	COSTA CLASSICA	E		Bus Bergen-Flåm			Cruiseno: 702
01.06.07		54813	COSTA CLASSICA	H	Fra	Flåm / COSTA CLASS			Cruiseno: 702
01.06.07		54813	COSTA CLASSICA	E		Bus Flåm-Bergen			Cruiseno: 702

BOOKINGLIST

Date	Order No	Ship Cust	FEH	Language	Specification	Start	Hours
	Ref. no					Info Out	Info In
23/05/07	54565	ARTEMIS	H	Eng	Bergen / ARTEMIS		
New	Cruiseno: 701					26/02/07	06/03/07
29/05/07	54809	COSTA CLASSICA	E		Bus Bergen-Eidfjord		
New	Cruiseno: 702					26/02/07	06/03/07
30/05/07	54809	COSTA CLASSICA	E		Bus Eidfjord-Bergen		
New	Cruiseno: 702					26/02/07	06/03/07

If you only want to print out the current page, Click on the second picture.

When you go back into Confirm bookings after completing steps 1 – 6, you will see that it is empty. There are no New Bookings to confirm at the moment.

Figure 5.

Hello ! Webb, Susan

Here is your booking data for the next period. Please confirm by clicking the Yes-button, or if you don't want to guide a specific tour, please click the No-button and write a comment.
(If the Stat is 'Del' it means that this order has been deleted, please confirm by clicking Yes-button.)

Date	Tour	Stat	Yes	No	Comment	Tourspec	Ship_Cust	FEH	Langua	Spec	Start	KI	Duration
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Print Timing Update View My Bookings Personal Data

We recommend that you check for new bookings once a week throughout the season. Then just work through steps 1 – 6 to confirm the New Bookings / Cancellations you have received. As usual, you will get an SMS before **Cruise** assignments. **Other bookings** are now confirmed and are **your responsibility**. **Good luck!**