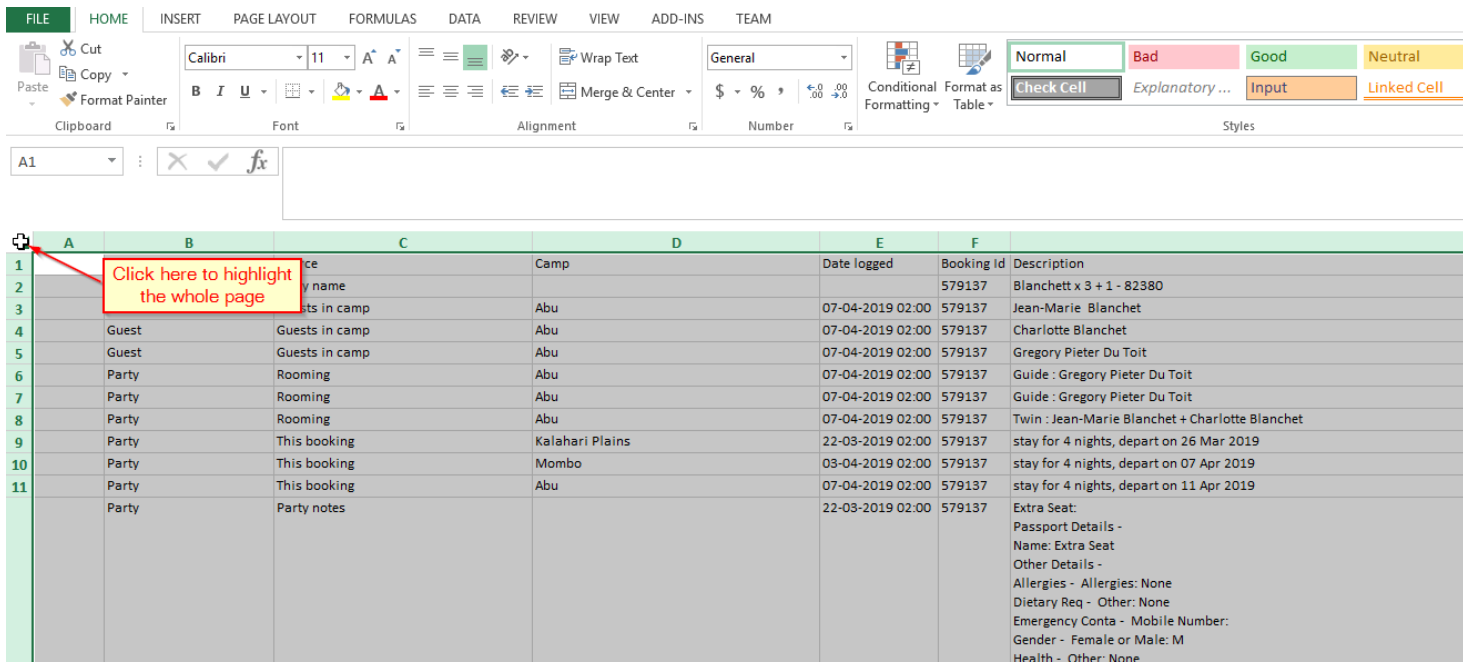




Navigating the *Quest Summary*

- You will receive the Guest Summary via email 14 days prior to guest’s arrival. Alternatively, the Guest Summary can also be pulled from the Wilderness Window.
- After opening the excel sheet, highlight the “Description” column and then click on “Format – Column Width”.
- You will see that currently the column width is very large, change the column width to 60. After the change has been made, click on “Wrap text”. Make sure that information that is now hidden is visible by enlarging the rows.
- Highlight the full page by clicking on the top left corner as below:



The screenshot shows the Microsoft Excel interface. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, ADD-INS, and TEAM. The HOME ribbon is active, showing options for Clipboard (Cut, Copy, Paste, Format Painter), Font (Calibri, size 11, bold, italic, underline, color), Alignment (Wrap Text, Merge & Center), Number (General, currency, percentage, decimal places), Conditional Formatting (Normal, Bad, Good, Neutral, Check Cell, Explanatory..., Input, Linked Cell), and Styles. The active cell is A1. Below the ribbon is a data table with columns A through F. A red box highlights the top-left corner of the table (cell A1) with the text "Click here to highlight the whole page".

| | A | B | C | D | E | F |
|----|---|-------|----------------|-----------------|------------------|------------|
| 1 | | | Guest name | Camp | Date logged | Booking Id |
| 2 | | | Guest name | | | 579137 |
| 3 | | | Guests in camp | Abu | 07-04-2019 02:00 | 579137 |
| 4 | | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 |
| 5 | | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 |
| 6 | | Party | Rooming | Abu | 07-04-2019 02:00 | 579137 |
| 7 | | Party | Rooming | Abu | 07-04-2019 02:00 | 579137 |
| 8 | | Party | Rooming | Abu | 07-04-2019 02:00 | 579137 |
| 9 | | Party | This booking | Kalahari Plains | 22-03-2019 02:00 | 579137 |
| 10 | | Party | This booking | Mombo | 03-04-2019 02:00 | 579137 |
| 11 | | Party | This booking | Abu | 07-04-2019 02:00 | 579137 |
| | | Party | Party notes | | 22-03-2019 02:00 | 579137 |

- Go to the 'Data' tab and select 'Filter'

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button is highlighted with a red box. Below the ribbon, the formula bar shows 'Guest Name'. A red box with the text 'Click here to apply filter' points to the 'Filter' button. The data table below has filter arrows on the first row headers: 'Guest Name', 'Source', 'Camp', 'Date logged', and 'Booking'. A red box with the text 'Click on these drop down buttons to apply specific filtering' points to these arrows.

| | B | C | D | E | F | |
|----|------------|----------------|-----------------|------------------|---------|--|
| 1 | Guest Name | Source | Camp | Date logged | Booking | Description |
| 2 | Party | Party name | | | 579137 | Blanchett x 3 + 1 - 82380 |
| 3 | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 | Jean-Marie Blanchet |
| 4 | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 | Charlotte Blanchet |
| 5 | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 | Gregory Pieter Du Toit |
| 6 | Party | Room | | 07-04-2019 02:00 | 579137 | Guide : Gregory Pieter Du Toit |
| 7 | Party | Room | | 07-04-2019 02:00 | 579137 | Guide : Gregory Pieter Du Toit |
| 8 | Party | Room | | 07-04-2019 02:00 | 579137 | Twin : Jean-Marie Blanchet + Charlotte Blanchet |
| 9 | Party | This booking | Kalahari Plains | 22-03-2019 02:00 | 579137 | stay for 4 nights, depart on 26 Mar 2019 |
| 10 | Party | This booking | Mombo | 03-04-2019 02:00 | 579137 | stay for 4 nights, depart on 07 Apr 2019 |
| 11 | Party | This booking | Abu | 07-04-2019 02:00 | 579137 | stay for 4 nights, depart on 11 Apr 2019 |
| | Party | Party notes | | 22-03-2019 02:00 | 579137 | Extra Seat: Passport Details - Name: Extra Seat Other Details - Allergies - Allergies: None Dietary Req - Other: None Emergency Conta - Mobile Number: Gender - Female or Male: M |

- You will then see the filter drop-down buttons on each title in the first row, by clicking on one, you can filter by the values in that column.
- For the first column, you can filter by Guest, Party, or individual guests names. So in the example below, if you only want to see information about Ms Charlotte, select her name here only, then click "OK".

The screenshot shows the 'Filter' dropdown menu for the 'Guest Name' column. The menu includes options for sorting (Sort A to Z, Sort Z to A, Sort by Color), clearing filters, and filtering by color or text. A search box is present, and a list of names is shown with checkboxes. The checkbox for 'Mr Charlotte Blanchet' is checked and highlighted with a red box. The 'OK' and 'Cancel' buttons are at the bottom.

| | B | C | D |
|---|------------|--------|-----------------|
| 1 | Guest Name | Source | Camp |
| | | | Abu |
| | | | Abu |
| | | | Abu |
| | | | Abu |
| | | | Abu |
| | | | Kalahari Plains |
| | | | Mombo |
| | | | Abu |

- As you can see, only this guest's information will show on the excel document.

| | B | C | D | E | F | |
|----|-----------------------|---------------------------------------|---|------------------|---------|--|
| | Guest Name | Source | Camp | Date logged | Booking | Description |
| 41 | Mr Charlotte Blanchet | Guest records | | | | THIS GUEST IS A REPEAT GUEST FOR WILDERNESS |
| 42 | Mr Charlotte Blanchet | Other preferences or requirements | | | | None |
| 43 | Mr Charlotte Blanchet | Health issues | | | | Allergies - None |
| 44 | Mr Charlotte Blanchet | Previous bookings | Previous trip at Shumba | 05-06-2018 02:00 | 542814 | Guest visited Shumba with party Blanchet x 2 + 1 |
| 45 | Mr Charlotte Blanchet | TAKE NOTE - Response to questionnaire | Previous trip at Shumba | 05-06-2018 02:00 | 542814 | Done |
| 46 | Mr Charlotte Blanchet | Comments left by guest | Previous trip at Shumba | 05-06-2018 02:00 | 542814 | It was Magic all out!!!! What a fabulous time we had here. Thanks to the Chef Thanks, Thanks....from the bottom of our hearts. |
| 47 | Mr Charlotte Blanchet | Comments left in guest book | Previous trip at Shumba | 05-06-2018 02:00 | 542814 | It was magic all out!!!!.What a fabulous time we had here.Thanks to the Chef Thanks, Thanks....from the bottom of our hearts. |
| 48 | Mr Charlotte Blanchet | Activities in camp | Previous trip at Shumba | 05-06-2018 02:00 | 542814 | Boating, Game Drive |
| 49 | Mr Charlotte Blanchet | Previous bookings | Previous trip at Hoanib Skeleton Coast Camp | 18-04-2018 02:00 | 549577 | Guest visited Hoanib Skeleton Coast Camp with party Blanchet x 3 + 1 |
| 50 | Mr Charlotte Blanchet | Previous bookings | Previous trip at Damaraland Camp | 15-04-2018 02:00 | 549577 | Guest visited Damaraland Camp with party Blanchet x 3 + 1 |
| 51 | Mr Charlotte Blanchet | Preferences | Previous trip at Damaraland Camp | 15-04-2018 02:00 | 549577 | Still water |
| 52 | Mr Charlotte Blanchet | Sightings | Previous trip at Damaraland Camp | 15-04-2018 02:00 | 549577 | Elephants |
| 53 | Mr Charlotte Blanchet | Activities in camp | Previous trip at Damaraland Camp | 15-04-2018 02:00 | 549577 | Am Pm drive |
| 54 | Mr Charlotte Blanchet | Special experiences given | Previous trip at Damaraland Camp | 15-04-2018 02:00 | 549577 | Boma Bush breakfast |
| 55 | Mr Charlotte Blanchet | Previous bookings | Previous trip at Desert Rhino Camp | 12-04-2018 02:00 | 549577 | Guest visited Desert Rhino Camp with party Blanchet x 3 + 1 |
| 56 | Mr Charlotte Blanchet | Special dates to remember | Previous trip at Desert Rhino Camp | 12-04-2018 02:00 | 549577 | N/A |
| 57 | Mr Charlotte Blanchet | Preferences | Previous trip at Desert Rhino Camp | 12-04-2018 02:00 | 549577 | Petit Pinotage,MAN shiraz, Beer |
| 58 | Mr Charlotte Blanchet | Sightings | Previous trip at Desert Rhino Camp | 12-04-2018 02:00 | 549577 | Rhino, Oryx Zebra and springbok |
| 59 | Mr Charlotte Blanchet | Activities in camp | Previous trip at Desert Rhino Camp | 12-04-2018 02:00 | 549577 | Rhino tracking, afternoon drive. |
| 60 | Mr Charlotte Blanchet | Special experiences given | Previous trip at Desert Rhino Camp | 12-04-2018 02:00 | 549577 | Barbeque |
| 61 | Mr Charlotte Blanchet | Previous bookings | Previous trip at Little Kulala | 08-04-2018 02:00 | 549577 | Guest visited Little Kulala with party Blanchet x 3 + 1 |

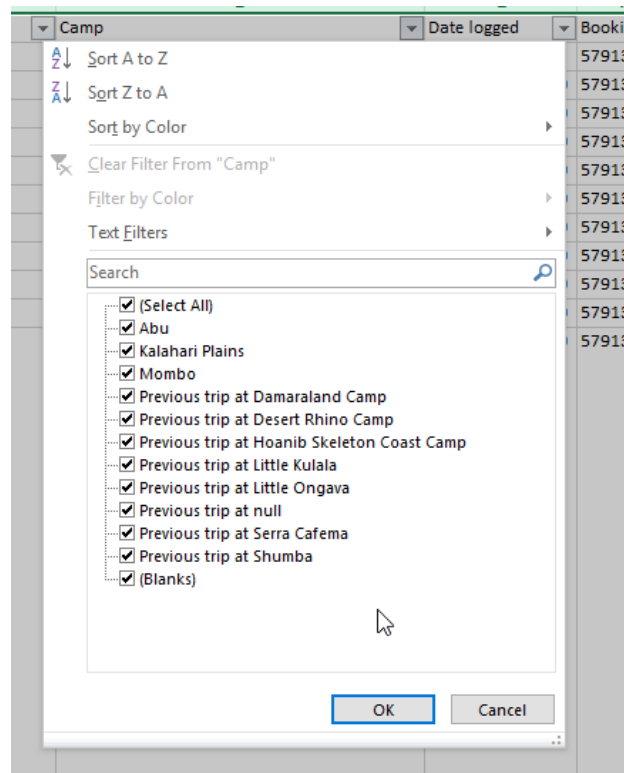
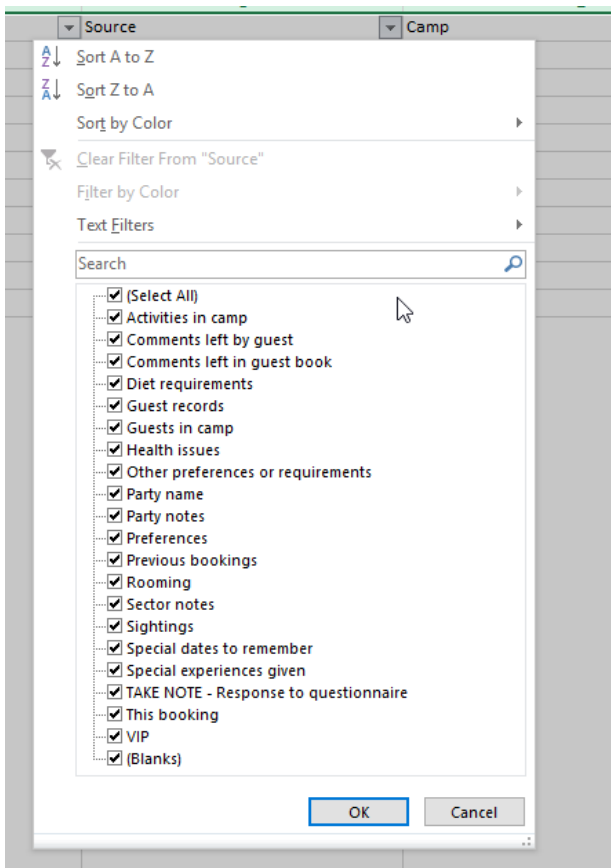
- If you filter by "Guest" rather, you will see a list of guests on the booking

| | B | C | D | E | F | |
|---|------------|----------------|------|------------------|---------|------------------------|
| | Guest Name | Source | Camp | Date logged | Booking | Description |
| 3 | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 | Jean-Marie Blanchet |
| 4 | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 | Charlotte Blanchet |
| 5 | Guest | Guests in camp | Abu | 07-04-2019 02:00 | 579137 | Gregory Pieter Du Toit |

- If you filter by "Party" you will see information that relates to the whole party, as below

| | B | C | D | E | F | |
|----|------------|--------------|-----------------|------------------|---------|--|
| | Guest Name | Source | Camp | Date logged | Booking | Description |
| 2 | Party | Party name | | | 579137 | Blanchett x 3 + 1 - 82380 |
| 6 | Party | Rooming | Abu | 07-04-2019 02:00 | 579137 | Guide : Gregory Pieter Du Toit |
| 7 | Party | Rooming | Abu | 07-04-2019 02:00 | 579137 | Guide : Gregory Pieter Du Toit |
| 8 | Party | Rooming | Abu | 07-04-2019 02:00 | 579137 | Twip - Jean-Marie Blanchet + Charlotte Blanchet |
| 9 | Party | This booking | Kalahari Plains | 22-03-2019 02:00 | 579137 | stay for 4 nights, depart on 26 Mar 2019 |
| 10 | Party | This booking | Mombo | 03-04-2019 02:00 | 579137 | stay for 4 nights, depart on 07 Apr 2019 |
| 11 | Party | This booking | Abu | 07-04-2019 02:00 | 579137 | stay for 4 nights, depart on 11 Apr 2019 |
| | Party | Party notes | | 22-03-2019 02:00 | 579137 | Extra Seat: Passport Details - Name: Extra Seat Other Details - Allergies - Allergies: None Dietary Req - Other: None Emergency Conta - Mobile Number: Gender - Female or Male: M Health - Other: None Insurance - Insurance Details: Special Req - General: None Weight - Weight: 0 Mr Gregory Pieter Du Toit: Passport Details - Name: Gregory Pieter Du Toit Number: M00058216 Nationality: South Africa Place of Issue: South Africa Issued Date: 15 Jan 2012 Expiry Date: 14 Jan 2022 Other Details - Allergies - Allergies: None Dietary Req - Other: None Emergency Conta - Mobile Number: Gender - Female or Male: M Health - Other: None Insurance - Insurance Details: Nationality - South Africa: S Special Req - General: None Weight - Weight: 0 |
| 12 | | | | | | |
| 13 | Party | Sector notes | Abu | 07-04-2019 02:00 | 579137 | /Guests preferred room config is Single rooms :1, Twin rooms :1, Staff rooms :1/ |

- In the same way, you can filter on the other columns.
- The second column – Source - will filter the type of information you want to view.



- The third column – Camp – will filter by camp, both on this trip, or from prior trips if they have travelled before.
- You can apply filters on more than one column at a time, for example, if you wanted to view all preferences for one specific guest only, you can filter on the specific guests as shown previously, and then filter on all the preferences as below (note in this case no separate drinks preferences were captured by the consultants, and we only have preferences captured during previous bookings with us).

| | B | C | D | E | F | |
|----|----------------------|---------------|-----------------------------|------------------|---------|---------------------------------|
| | Guest Name | Source | Camp | Date logged | Booking | Description |
| 42 | Mr Charlotte Blanche | Sort A to Z | | | | None |
| 51 | Mr Charlotte Blanche | Sort Z to A | s trip at Damaraland Camp | 15-04-2018 02:00 | 549577 | Still water |
| 57 | Mr Charlotte Blanche | Sort by Color | s trip at Desert Rhino Camp | 12-04-2018 02:00 | 549577 | Petit Pinotage,MAN shiraz, Beer |
| 65 | | | | | | |
| 66 | | | | | | |
| 67 | | | | | | |
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