Odyessy Sample Solutions

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Introduction

I have put together some sample solutions to the Excel issues as listed in email from Kleri on Thu 15th Feb 2018. I hope they give you an idea how you can improve your Excel skills and put together better travel admin spreadsheets.

Example 1 : Arr_Dep- we receive arrival and departure times and flight manifests. We don't always receive in the same format but the information is essentially the same
Out of such lists we edit the information we need and create a list similar to the second document (1. Arrivals Odyssey).

At the moment we work the lists manually but I know there are ways for Excel to filter and group the information together as we need. It.
Also there is a way to compare the two lists and see if there are differences (eg. if a name is missing). Basically learn to use formulas and functions such as IF functions and VLOOKUP

Solution 1:

I think that when you transfer information from one spreadsheet to another, there is the possibility for manual errors. So I thought it would be better to use the master Arr_Dep received 4.04.16 as a starting point and create reports using Pivot tables and Data Slicers within workbooks in the master spreadsheet which you receive.

Before I created the Pivot table, I needed to make some minor formatting changes to your master data but they were not significant or time consuming.

Here is one I created as a possible approach…

Figure: Arrivals Report workbook in spreadsheet Arr_Dep received 4.04.16 - updated by BT

The Arrivals Report above is grouped by Arrival Date/Time as I thought that it was key information that made it easier to see at a glance the people arriving on a particular day. The report you create i.e Arrivals American Amicable in spreadsheet Arrivals Odyssey 10.05, is in ascending order of Arrival Date/Time so I have just made in more easy to see at a glance.

As you can see, there are Slicers to the right of the Pivot table for Arr Airport, Airline and Arr Date/Time. Slicers are simply easy to use Filters and they make it easy to analyse the arrivals and gain insights that might be otherwise difficult to deduce from your current Arrivals spreadsheet. Each individual view can be copied easily and possibly sent to each member of your hosting and welcoming team. It can also be easily refreshed if you make changes to the master data. It took me a while to get it right but I could easily show your team how to create it.

As well as the Arrivals Report above, I also put together a sample Arrivals Summary…

	Arr Date	Arr Airpo	Arr Time	Flt #	Dep Airport	Notes	Count of First
2	11/06/2016	Dublin	07:50:00	152	Shannon	No arr transfers	2
3	15/06/2016	Dublin	08:45:00	722	Dublin	No arr transfers	2
4	16/06/2016	Dublin	06:35:00	724	Shannon	No arr transfers	2
5			10:25:00	126	Dublin	No arr transfers	2
6	17/06/2016	Dublin	05:05:00	136	Dublin	No arr transfers	2
7			06:35:00	724	Dublin	No arr transfers	2
8			07:25:00	92	Shannon	(blank)	6
9			08:15:00	176	Dublin	No arr transfers	2
10			08:45:00	722	Shannon	Private VIP transfers	2
11						(blank)	8
12			10:40:00	1908	Shannon	Private VIP transfers	2
13	18/06/2016	Dublin	05:05:00	136	Dublin	no dep transfer	8
14						no transfer-one extra	2
15						(blank)	4
16					Shannon	(blank)	6
17			05:10:00	104	Dublin	no dep transfer	1
18			05:15:00	122	Dublin	no dep transfer	2
19			05:17:00	635	Dublin	(blank)	2
20			05:25:00	118	Dublin	(blank)	2
21			05:30:00	104	Dublin	(blank)	2
22			06:10:00	724	Shannon	(blank)	2
23			06:35:00	724	Belfast	no dep transfer	2
24					Dublin	no dep transfer	7
25						(blank)	35
26					Shannon	(blank)	20
27			06:36:00	724	Dublin	(blank)	2
28			06:50:00	290	Belfast	no dep transfer	1
29					Shannon	(blank)	2
30			07:05:00	23	Dublin	(blank)	2
31					Shannon	no dep transfer	4

Arr Airport
Atlanta
Dublin
Shannon

Master Data | Arrivals Report | **Arrivals Summary** | Master Data + New Fields

Figure: Arrivals Summary workbook in Arr_Dep received 4.04.16 - updated by BT

Example 2 : Using the Departure time included in the first document we would like to be able to add 2 columns that will state the check in time and departure time from the hotel. Maybe an IF Function, like :
IF departure time is 9:15 am, check in time should be 2.5 hours before this time (in our example at 06:45am) and departure time from the hotel should be 3 hours before this time (in our example 06:15am).

At the moment we do this manually but we would like to be able to give excel an instruction so this happens automatically

Solution 2:
I added the two columns Hotel Depart and Check-in Time (as shown in red) on the screenshot below. It wasn't necessary to use an IF statement as it can be calculated by the following formula: Q2-2.5/24 and P2-0.5/24. These formulas simply subtract the hours in decimal from the Departure time and divide by 24. As the Hotel Depart and Check-in Time may be different for each Departure Airport, I could add a parameters table to make the solution more flexible.

Arr Date	Arr Airport	Arr Time	Flt #	Airline	Dep Date	Dep Airport	Hotel Depart	Check-In Time	Dep Time	Flt#	Arr Airport	Airline3	Notes
11-Jun-16	Dublin	7:50 AM	152	United	24-Jun-16	Shannon	6:15 am	6:45 am	9:15 am	67	Chicago	United	No arr transfers
11-Jun-16	Dublin	7:50 AM	152	United	24-Jun-16	Shannon	6:15 am	6:45 am	9:15 am	67	Chicago	United	No arr transfers
13-Jun-16	Shannon	7:20 AM	66	United	24-Jun-16	Shannon	6:15 am	6:45 am	9:15 am	67	Chicago	United	No arr transfers
13-Jun-16	Shannon	7:20 AM	66	United	24-Jun-16	Shannon	6:15 am	6:45 am	9:15 am	67	Chicago	United	No arr transfers
15-Jun-16	Dublin	8:45 AM	722	American	22-Jun-16	Dublin	8:20 am	8:50 am	11:20 am	723	Philadelphia	American	No arr transfers
15-Jun-16	Dublin	8:45 AM	722	American	22-Jun-16	Dublin	8:20 am	8:50 am	11:20 am	723	Philadelphia	American	No arr transfers
16-Jun-16	Dublin	6:35 AM	724	American	24-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	No arr transfers
16-Jun-16	Dublin	6:35 AM	724	American	24-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	No arr transfers
16-Jun-16	Dublin	10:25 AM	126	United	22-Jun-16	Dublin	9:25 am	9:55 am	12:25 pm	127	Washington	United	No arr transfers
16-Jun-16	Dublin	10:25 AM	126	United	22-Jun-16	Dublin	9:25 am	9:55 am	12:25 pm	127	Washington	United	No arr transfers
17-Jun-16	Dublin	5:05 AM	136	Aer Lingus	22-Jun-16	Dublin	8:50 am	9:20 am	11:50 am	137	Boston	Aer Lingus	No arr transfers
17-Jun-16	Dublin	5:05 AM	136	Aer Lingus	22-Jun-16	Dublin	8:50 am	9:20 am	11:50 am	137	Boston	Aer Lingus	No arr transfers
17-Jun-16	Dublin	6:35 AM	724	American	22-Jun-16	Dublin	8:20 am	8:50 am	11:20 am	723	Philadelphia	American	No arr transfers
17-Jun-16	Dublin	6:35 AM	724	American	22-Jun-16	Dublin	8:20 am	8:50 am	11:20 am	723	Philadelphia	American	No arr transfers
17-Jun-16	Dublin	7:25 AM	92	American	26-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	
17-Jun-16	Dublin	7:25 AM	92	American	26-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	
17-Jun-16	Dublin	7:25 AM	92	American	24-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	
17-Jun-16	Dublin	7:25 AM	92	American	24-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	
17-Jun-16	Dublin	7:25 AM	92	American	26-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	
17-Jun-16	Dublin	8:15 AM	176	Delta	22-Jun-16	Dublin	7:10 am	7:40 am	10:10 am	177	Atlanta	Delta	No arr transfers
17-Jun-16	Dublin	8:15 AM	176	Delta	22-Jun-16	Dublin	7:10 am	7:40 am	10:10 am	177	Atlanta	Delta	No arr transfers
17-Jun-16	Dublin	8:45 AM	722	American	24-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	
17-Jun-16	Dublin	8:45 AM	722	American	24-Jun-16	Shannon	8:35 am	9:05 am	11:35 am	777	Philadelphia	American	

Master Data | Arrivals Report | Arrivals Summary | Master Data + New Fields

Figure: Worksheet Master Data + New Fields in spreadsheet Arr_Dep received 4.04.16 - updated by BT

Example 3: explain how we should set up excel tables properly in order to be able to mail merge (letter or email) the information. Again in the example of a departure list to be able to send a letter to the person to advise them of departure time   I have attached a sample of such a letter (Sample DN..) to show the information we would like to "pull" from the relevant departure list

Solution 3:

I added a new column called Email Address to Master Data + New Fields workbook in spreadsheet Arr Dep received 4.04.16 - updated by BT. I then started the mail merge in Word document Sample DN American Amicable.docx. As part of that feature, I specified the spreadsheet/workbook above as the data source. It was then a simple matter of just running the Email Merge process which sends the emails like sample below (see 3 circled fields which came from spreadsheet)
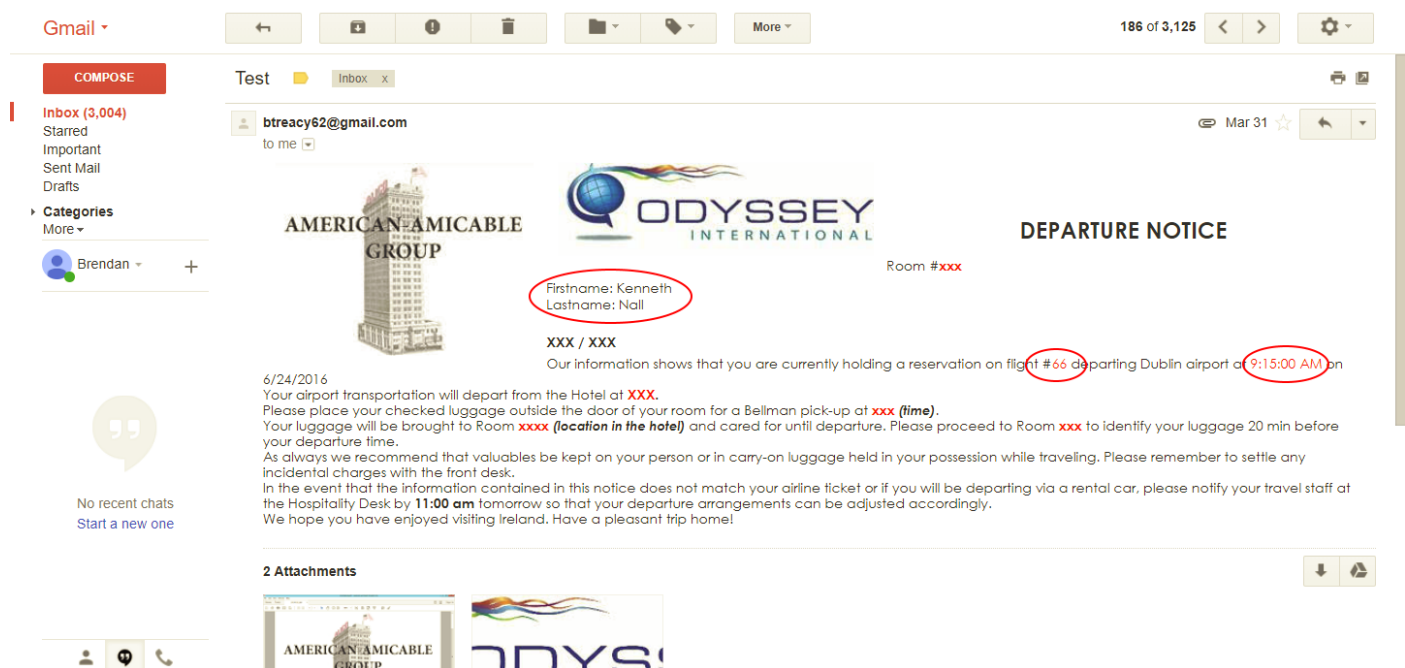

Figure: Sample Email sent from Word Doc Sample DN American Amicable.docx

Solution 4:

I thought that the best solution to this was to add a column (in red) for each of the activities for both the main guest and their partner/friend. So as you find out what activities each pair of guests decide to do, the relevant activity can then be set to 'Yes' using a drop down list. You may also notice that I had to expand the Guest column as two separate columns (in green) containing both the First and Last name. I now realise that this splitting of the Guest column may not be necessary for this solution and was done for an earlier solution.

	Ref No1	First	Last	ebikes1	Golf1	Guest First	Guest Last	ebikes2	Golf2	Room Type	Arr Date	Dep Date	Co. nites	CC# nites
2	1	Greg	Anders			Deborah	Anderson			Run of House	22/06/2016	24/06/2016	2	
3	2	Alexandria	Barban			Kevin	Gundy			Stateroom	22/06/2016	24/06/2016	2	
4	3	Erniece	Blunt			Maxsamillion	Blunt	Yes		Run of House -2 beds	22/06/2016	24/06/2016	2	
5	4	Yvon	Charest			Helene	Charest			Exec. Suite	22/06/2016	25/06/2016	3	
6	5	Rainier	Dela Fuente			Minerva	Dela Fuente			Run of House	22/06/2016	24/06/2016	2	
7	6	Joe	Dunlap		Yes	Cynthia	Dunlap			Stateroom	22/06/2016	24/06/2016	2	
8	7	Aaron	Eidson			Bernadette	Eidson			Run of House	22/06/2016	24/06/2016	2	
9	8	Scotty	Elliott		Yes	Alana	Elliott			Run of House	22/06/2016	24/06/2016	2	
10	9	Brandon	Ellison			Meredith	Ellison			Run of House	22/06/2016	24/06/2016	2	
11	10	Scott	Glanton			Erin	Glanton			Run of House	22/06/2016	24/06/2016	2	
12	11	Roger	Gonsalves			Neda	Gonsalves			Run of House	22/06/2016	24/06/2016	2	
13	12	Phillip	Gonsalves	Yes		Vanessa	Lopez	Yes		Run of House	22/06/2016	24/06/2016	2	
14	13	Alia	Gonsalves	Yes		Lygia	Roquette			Run of House	22/06/2016	24/06/2016	2	
15	14	Ramiz	Hakim			Rachel	Hakim			Run of House	22/06/2016	24/06/2016	2	
16	15	Darren	Hancock			Sandra	Hancock			Run of House	22/06/2016	24/06/2016	2	
17	16	Holly	Homant			Rebecca	Cates			Run of House	22/06/2016	24/06/2016	2	
18	17	Damon	Hudson	Yes		Chaunta	Marshall			Run of House	22/06/2016	24/06/2016	2	
19	18	Jacque	Huggins			Richard	Huggins			Stateroom	22/06/2016	24/06/2016	2	
20	19	Karie	Huggins			Ricky	Huggins			Run of House	22/06/2016	24/06/2016	2	
21	20	Mark	Johnson			Katrina	Valera			Run of House	22/06/2016	24/06/2016	2	
22	21	Ashley	Tarr	Yes		Melissa	Balas	Yes		Run of House	22/06/2016	24/06/2016	2	
23	22	Ben	Lontok			Lynn	Lontok			Run of House	22/06/2016	24/06/2016	2	
24	23	David	Lutz			Lyn	Lutz			Run of House	22/06/2016	24/06/2016	2	
25	24	Ken	Nall			Carolyn	Nall			Run of House	22/06/2016	24/06/2016	2	
26	25	Gena	Owens			Clinton	Jump			Run of House	22/06/2016	24/06/2016	2	

Sheets: Main Data | cliffs of moher e-bikes | cliffs of moher - pivot | Dromoland Golf

Figure: Main Data worksheet from Rooming List Dromoland-rcved 19.05.16 - method 2 update main list and generate activity list

	A	B	C	D	E	F	G
1	Last ▼	First ▼	ebikes1 ▼	Guest First ▼	Guest Last ▼	ebikes2 ▼	
2			>""				
3						>""	
4							
5	Last ▼	First ▼	ebikes1 ▼	Guest First ▼	Guest Last ▼	ebikes2 ▼	
8	⊟Blunt	⊟Erniece	⊟	⊟Maxsamilli	⊟Blunt	Yes	
16	⊟Gonsalves	⊟Alia	⊟Yes	⊟Lygia	⊟Roquette		
17		⊟Phillip	⊟Yes	⊟Vanessa	⊟Lopez	Yes	
22	⊟Hudson	⊟Damon	⊟Yes	⊟Chaunta	⊟Marshall		
33	⊟Pope	⊟Brian	⊟Yes	⊟Gerilee	⊟Pope	Yes	
36	⊟Redlich	⊟Scott	⊟Yes	⊟Vonn	⊟Redlich	Yes	
45	⊟Tarr	⊟Ashley	⊟Yes	⊟Melissa	⊟Balas	Yes	
51							
52							

Figure: cliffs of moher – pivot worksheet in same spreadsheet as figure above

When the time comes to forward the Activity list to the Activity organiser, it can be generated with a Pivot table using an OR Filter techniques as shown above. I need to look into how additional data can be added like a golfer being right/left handed and also how to record cancellations.

Example 5 : VAT calculation. In document "sample costs for VAT" we need to learn to add a column with a drop down menu of VAT percentages, so that Excel calculates the VAT amount of the total sales cost automatically

Solution 5:
This solution involves adding a drop down list for the required VAT % and then applying the VAT to the Total Sales Cost.

Conclusion

I hope these sample solutions above are an improvement on the way you currently produce your Excel travel admin spreadsheets. Pivot tables in particular can take a bit of time to get used to, but I think they are worth the effort as they can produce good summary reports.

Come back to me if you would like to proceed with project where I would show you how to put the above solutions into daily use in your company.