



# Logistics



# Table of contents

**Introduction**

**Expectations**

**Before Tour**

**How to Lodge Tour**

**During Tour**

**Duty Room**

**After Tour**



## **Introduction**

Welcome to Logistics. As a member of this division, you are responsible for conducting professional and informative tours for Special Visitors and VIP guests.

Within the base, there is a designated Logistics Desk where members or visitors can request a guided tour. When a request is made, it is your responsibility to respond promptly, greet the individual politely, and prepare them for the tour session.



## Before tour

- Ensure you have the correct badge (Logistics+)
- Have your script ready
- Confirm trainees completed Basic Training
- Ask trainees to stay silent, attentive, and follow you
- Make sure the group is organised before starting





# During Tour

## Starting the Tour

- Introduce yourself clearly
- Set expectations (no wandering, questions when prompted)
- Ensure all trainees are together and paying attention

## During the Tour

- Move section by section
- Walk first, then stop and explain
- Do not rush or skip any sections
- Keep the group together at all times
- Ask for questions at appropriate moments
- Speak clearly and maintain a steady pace



# End of Tour

## Ending the Tour

- Deliver the closing message clearly
- Ask for final questions
- Ensure trainees understand next steps
- Confirm tour completion
- Log the tour on portal

## Key Reminders

- Keep control of the group
- Do not skip any part of the script
- Handle disruptions professionally
- Represent DEA professionally at all times



# Expectations

## Managing Issues

- Pause if trainees are not following
- Call them back before continuing
- Give a warning if someone is trolling
- If behaviour continues, request RR or a High Rank via Discord
- Re-explain briefly if trainees are confused

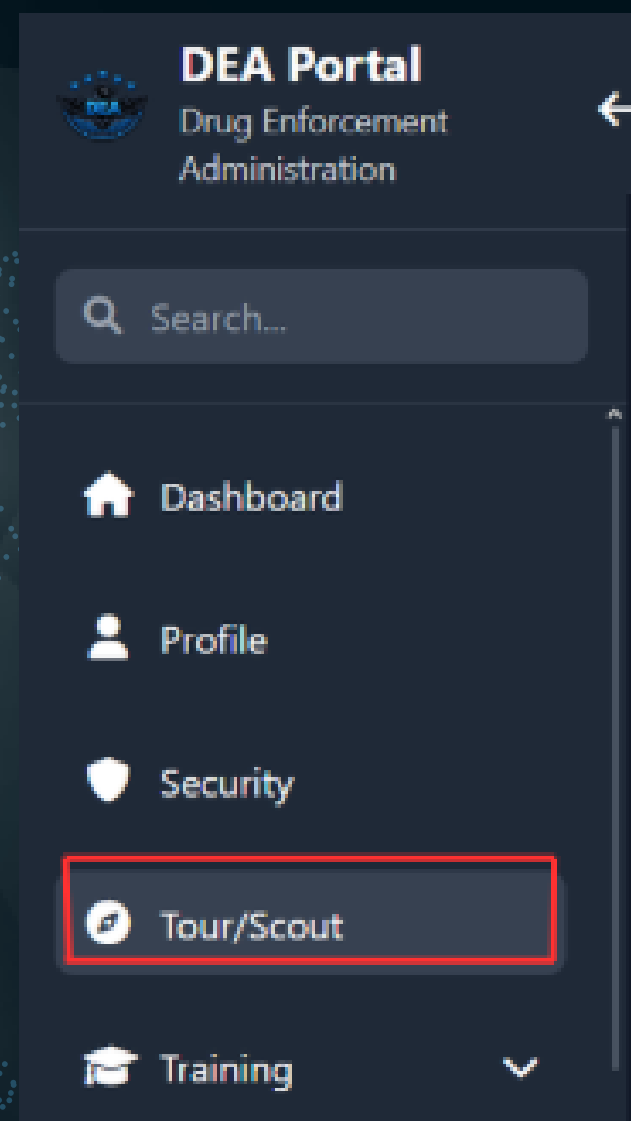
## Professional Conduct

- Stay calm, respectful, and in control
- Do not argue or show frustration
- Maintain a professional tone throughout



# How to Lodge Tour

Step 1 : Login to Portal and navigate to 'tour/scouts'



Step 2: Navigate to add activity

Activity Management

Show 10 entries Search:

| TOUR GUIDE | TYPE | TOURIST NAMES | DESCRIPTION                 | PARTICIPANTS | DATE & TIME          | ACTIONS |
|------------|------|---------------|-----------------------------|--------------|----------------------|---------|
| lorena-    | Tour | IIIVIXIV      | SV / EA tour                | 1            | Mar 4, 2026 02:02 AM |         |
| _Elaine    | Tour | Toji.         | Tour after Recurit Training | 1            | Mar 2, 2026 02:00 AM |         |

Fill out all sections accurately, then click add activity to lodge tour

Add New Activity

Tour Guide Habbo Name  
zarelle

Activity Type  
Tour

Tourist Names  
[YOUR USERNAME]

Description

Number of Participants  
1

Cancel Add Activity



# Duty Room



