SAS CMS Project
Transport Reservation
Description and manual

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Version   *1.1*

Summary

Carmen CMS is responsible for creating transport reservations and forecasts. The process and the different reports are described shortly in the following sections.

Change History

Version	Author	Date	Description
1.0	Hugo Vazquez	2007-11-20	Added Transport Reservation documentation.
1.1	Hugo Vazquez	2008-02-18	New description of processes and batch jobs.

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1   Transport Reports

Carmen CMS is responsible for creating transport reservations and forecasts. The process and the different reports are described shortly in the following sections.

1.1   *Reservation/Forecast generation*

Orders and forecasts are generated automatically every day and cover the following three days. The coming day is an order while the rest is a forecast for the following two days. How are orders and forecasts generated is described later in this document. Reservations and forecasts are generated for every airport associated to every transport company for each SAS region. Transport companies with no demand receive a reservation with a message indicating that there is no demand for transport.

It is also possible to generate reservation/forecasts and performed list manually through the studio menu.

1.2   *Three Days Order Reports*

The three-day transport booking order and forecast reports are generated in PDF format. It's titled "3 Day Pick-Up List". The report contains the number of crew to be picked up for each airport and hotel (airport to hotel and hotel to airport) on each day in the coming three days in the planning period. It holds no personal information, only the number of crew to be picked up. The report is divided in three days, the first one is a transport order, and the next two are forecast. The first day has three main parts:

- *Header*: shows information about the transport company, the hotel associated to the airport which the transport must go, the customer (SAS region) and pick up dates.
- *Reservations from hotel to airport*: shows information about outgoing flights, departure time, number of crew and airport where to go.
- *Reservations from airport to hotel*: shows information about incoming flights, arrival time, number of crew to pick up and airport associated.

Next two days have the same information without the header.

Open trips are also considered, as there is no need of knowing personal data of the crew to be picked up, only the number of crew associated to the flights. If open trips are assigned, and this affects to the number of crew to be picked-up, an update occurs when the plan is saved, and an updated report is sent to the transport company. This only happens if updates occur after the order report has already been sent.

An example of the "3 Day Pick-Up List" PDF is shown below:

3 Day Pick-Up List

	Transport Co.		from/to Hotel		Customer		Reservation Info	
Company:	Trondheim Transport	Company:	Rica Hotel	Company:	SAS-Braathens AS	Pick Up dates:	03 Jul 2007
Address:	The street 70	Address:	The street 70		c/o Manpower Solutions		04 Jul 2007
	Postalcode Trondheim		Postalcode Trondheim	Department:	A 57		05 Jul 2007
Phone:	12-345678	Phone:	12-345678	Address:	S-971 74 Luleaa	Dates in Local time	
Fax:	Fax nr	Fax:	Fax nr		Sweden		
e-mail:	somemail@hotmail.com	e-mail:	somemail@hotmail.com	Contact:	OSLOP 69097 Tore Halvorsen		

Pick-up List ORDER - 03 Jul 2007

Reservations From Hotel To Airport - 03 Jul 2007

Res.No	Company	Outgoing Flight	Departure (local time)	No of Crew	to Airport
1	SKN	SK 0335	06:13	2	TRD
2	SKN	SK 4552	07:00	3	TRD
3	SKN	SK 0343	07:56	3	TRD
4	SKN	SK 4159	12:01	3	TRD
5	SKN	SK 4163	14:08	2	TRD
6	SKN	SK 0365	15:29	3	TRD
7	SKN	SK 4173	16:21	3	TRD
8	SKN	SK 4572	17:16	2	TRD

Reservations From Airport to Hotel - 03 Jul 2007

Res.No	Company	Incoming Flight	Arrival (local time)	No of Crew	from Airport
1	SKN	SK 0386	00:28	5	TRD
2	SKN	SK 4164	13:44	1	TRD
3	SKN	SK 0354	16:16	1	TRD
4	SKN	SK 4482	16:40	1	TRD
5	SKN	SK 4587	21:33	5	TRD
6	SKN	SK 0382	22:08	5	TRD

Picture [1] – 3 Day Pick-Up List, Order part

3 Day Pick-Up List

Pick-up List FORECAST - 04 Jul 2007

Reservations From Hotel To Airport - 04 Jul 2007

Res.No	Company	Outgoing Flight	Departure (local time)	No of Crew	to Airport
1	SKN	SK 0335	06:10	2	TRD
2	SKN	SK 4552	07:01	1	TRD
3	SKN	SK 0343	07:53	1	TRD
4	SKN	SK 4145	10:03	2	TRD
5	SKN	SK 0355	11:27	3	TRD
6	SKN	SK 0357	12:26	1	TRD
7	SKN	SK 4163	13:59	3	TRD
8	SKN	SK 0365	15:42	1	TRD
9	SKN	SK 0377	18:18	2	TRD

Reservations From Airport to Hotel - 04 Jul 2007

Res.No	Company	Incoming Flight	Arrival (local time)	No of Crew	from Airport
1	SKN	SK 0386	00:15	3	TRD
2	SKN	SK 0338	10:52	2	TRD
3	SKN	SK 0342	11:52	1	TRD
4	SKN	SK 0350	15:04	1	TRD
5	SKN	SK 4482	16:28	2	TRD
6	SKN	SK 0364	17:49	1	TRD
7	SKN	SK 4184	18:15	3	TRD
8	SKN	SK 0374	19:56	3	TRD
9	SKN	SK 0376	20:34	1	TRD
10	SKN	SK 4587	21:30	2	TRD

Picture [2] – 3 Day Pick-Up List, Forecast part

1.3 Updated Order Reports

Updated transport order reservations are generated in PDF format. It's titled "Pick-Up List Update". The report contains the same information as the normal order "3 Day Pick-Up List", *Header, Reservations from hotel to airport* and *Reservations from airport to hotel*. So, the layout is the same as the order report, but it clearly indicates that it is an update.

It also contains information abut *cancelled* flights or flights which number of crew to be picked up has changed. If the number of crew doesn't change, no update is sent. If it does, an updated report is sent to the transport company, only when updates occur after the order report has already been sent.

An example of the "3 Day Pick-Up List" PDF is shown below:

Picture [3] – Pick-Up List Update

1.4 Performed Reports

Transport reservation performed reports are generated in PDF format. A transport reservation performed report contains information of the number of crew to be picked up for every airport associated to every transport company for each SAS region.

The information showed is the same as in normal order reports. However, the layout is slightly different.

An example of the "Transport Reservation Performed" PDF is shown below:

Picture [4] – Transport Reservation Performed, page 1

2 Process

The coming sections describe the process behind creating transport reservations, forecasts and updates. An instruction on how to perform transport reservation runs manually is also included.

A transport reservation is created for each duty that ends away from home base, and has a transport associated to the airport. Transports used are defined in two tables which list all the transport companies.

If connection time between flights is shorter than 8 hours but more than 5 hours, hotel reservations will be made at hotel at the airport, so there is no need of a transport reservation. In order to know this, there is a table which has information about hotels and transports associated to every airport. If there is a hotel associated, but there is no transport associated, this means that the airport in that row has no transport associated. For such a hotel no transport reports will be generated.

2.1 Transport Reservation

The transport reservation process is divided in two phases.

First, the demand for transports is calculated for the entire plan for the coming three days. This includes all duties with need for transport in that period, both duties assigned to crew and currently not assigned. The calculated demand is then stored so that the data can be used to generate reports for the transports. Second, a transport reservation report is generated for each airport associated to each transport company and the reports are sent to each transport company.

The reservations are generated nightly and are automatically sent to the transport companies.
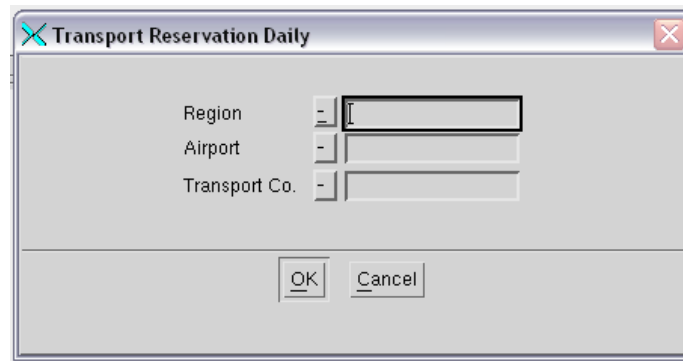
Once every hour, updates will automatically be sent to the transport companies if the changes require an update. This update process will look at all modified rosters and open trips to see if there are any differences to the currently stored hotel reservations and update the reservations so that they will correspond to the updated plan.

2.1.1 Manually create transport reservation report

Transport reservation reports are generated automatically every night, but there is also an option to generate a report from the Studio Editor. When the report is run from the menu, the report is generated for all the crew in the plan.

The report can be created from the menu option 'Transport Bookings Report…' in the menu 'Reports'. When generating the report, one needs to select for what region, airport and transport company the report should be generated for.

The report is also available in the "Assignment Object Menu", to allow for report generation for a selection of crew.

Picture [6] – Form for creating transport reservation reports

2.2   *Transport Updates*

Once every hour, updates will automatically be sent to the transport companies if the changes require an update.

2.3   *Transport Performed*

The transport performed report is automatically created at the beginning of each month and covers the last month performed. A performed report is calculated based on the current plan.