GDS FORMAT GUIDE

CHANGES TO DOCUMENT

It is necessary changes to this document are recorded below. This will affect the Version Control number below this table and in the footer of each page.

Update the Version Control number:
a.   Below this table.
b.   In the footer of the first page with the Version Control Number

Changes Made by:	Date Changed	Version Ctrl #	Topic Title	Summary of Changes
Laura Fortner	1-28-14	0.1	Changes to Document	Added Table for version ctrl
Laura Fortner	1-28-14	0.2	Support	Updated Sabre Password Reset Added Log In content
Laura Fortner	1-29-14	0.3	Schedule Changes	Added note about married segments
Laura Fortner	1-29-14	0.4	All	Modified order of items to match new combined training method
Laura Fortner	2-5-14	0.5	Ticketing & Invoicing-Sabre	Added full content like WS to replace Sabre Invoicing eLearning that's outdated.
Laura Fortner	4-1-14	0.6	Content fixed to fit on pages	Content on some pages went to page below incorrectly
Laura Fortner	4-21-14	0.7	Seats placement	Better training flow with Seats after Pricing
Laura Fortner	10-13-14	0.8	Modified Cover	New Look
Laura Fortner	12-29-14	0.9	Amtrak/Rail	Removed Amtrak formats and processing instead updated to latest BookingBuilder and direct book with vendor process.
Laura Fortner	12-29-14	0.10	New item	Added Divide and Clone formats
Laura Fortner	12-30-14	0.11	Macros	Updated Macros with Smartpoint method but also steps to create, copy, edit, keystrokes
Laura Fortner	2-4-15	0.12	Intl-Flight Information	Added Travel Time/Accumulated Trip Time
			Intl-Availability	Added display Additional Classes
Laura Fortner	3-4-15	0.13	Cars-WS	Info on city codes for non-airport search
Laura Fortner	5-20-15	0.14	Sabre Hotels	Added new format *SD/1 - See Details
Laura Fortner	6-15-15	0.15	Display PNR	Updated with new Enhanced PNR Search
Laura Fortner	7-6-15	0.16	Low Fare Search	Added search plus/minus days.
Laura Fortner	9-21-15	0.17	Seat Map	Removed –AN and –AC zone indicators as they are not required for Change of Gauge or Code share seat map display formats. See FF page: **stsfo003**
Laura Fortner	4-5-16	0.18	Void Service Fee (WS)	Updated to find ticket# from *DH instead of *TK like tickets as service fees not shown in *TK
Laura Fortner	4-15-16	0.19	General Remarks	Delete General remark missing line number and this was added. 54@
Laura Fortner	4-29-16	0.20	New Logo	Updated logo on cover page.
Laura Fortner	5-2-16	0.21	Cover Page	Modified cover page to grays from reds along with Exchange and Standards documents
Laura Fortner	6-27-16	0.22	Encode/Decode	Enhanced Display airport/air service
Laura Fortner	7-27-16	0.23	MS Word version .docx	Having issues with pages changing when opening earlier version of MS Word document in newer .docx version of Word
Laura Fortner	8-30-16	0.24	Sabre Red App	Added content about Sabre Red Apps to provide awareness and possible enhanced functionality options within Sabre.
Laura Fortner	8-31-16	0.25	Pricing (Sabre) Ticketing Field	Price by cabin and Change & Maximum Penalty information and filteringWPMP-I WPMPC-ANY. Display Ticket fields: *TA/*TI

Laura Fortner	9-1-16	0.26	History – Display Parts Pricing	1) Added new WSPAN *HFOP 2) Added Price with tax details 4P#VP

<u>Version Control Number 0.26</u>

Acknowledgments:
Travel Leaders regards all information contained herein as confidential
and proprietary and not for distribution outside of Travel Leaders.

TABLE of CONTENTS

GDS CREDENTIALS

WORLDSPAN	
LOG IN ID	
PASSWORD	
SINE IN (BSI)	
PASSWORD (BSI)	
KEYWORD (BSI)	
AGENT TICKETING QUEUE CATEGORY NUMBER	
DEFAULT QUEUE CATEGORY NUMBER	

SABRE	
LOG IN ID AGENT ID	
LOG IN PASSWORD	
PCC (Pseudo City Code)	
SIGN IN ID (SI*)	
SIGN IN PASSWORD	
LNIATA/TA	
QUEUE NUMBER	

GDS/BACK OFFICE AGENT SINE	
Agent Sine	
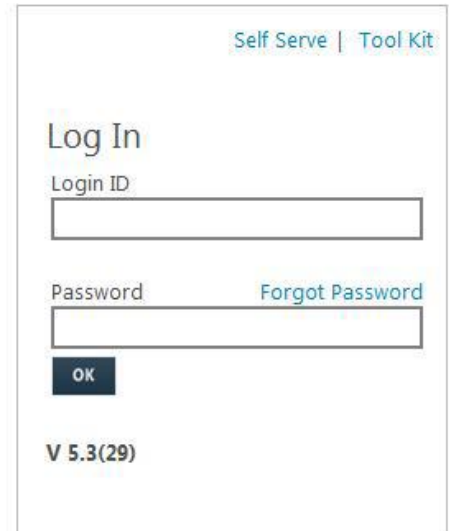
OTHER CREDENTIALS

PROGRAM	LOGON	PASSWORD	NOTES
Ask-Travelport			
Travelport Training			
Sabre Personal Trainer			
Travel Leaders Intranet			

LOG IN - WORLDSPAN

Worldspan

Enter your Login ID and Password on the login screen and click OK to launch Travelport Smartpoint.

Links on the Log In screen:
Self Serve where you can find links to download Worldspan Go! and the Travelport GDS Translator.
Tool Kit where you can access step-by-step instructions on installation and troubleshooting.
Forgot Password. If you have lost your password you can request an encrypted password be sent to the e-mail address in your Worldspan Profile.

Switching between Smart Screen and Terminal Emulator
The Terminal window area can be switched between the Smart Screen and the Terminal Emulator (TE) by clicking on the Switch view icon located at the top right hand side of the screen.
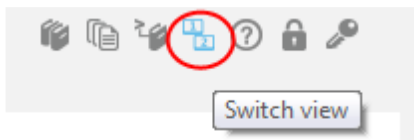
LOG OUT - WORLDSPAN

Clicking on the Logout icon will log you out of the system. The response will be the Logout Webpage Dialog Box prompting you to End or Ignore active PNRs. If you still have active PNRs, click on No to cancel the Logout and return to Smartpoint, or click on Yes to continue with the Logout.
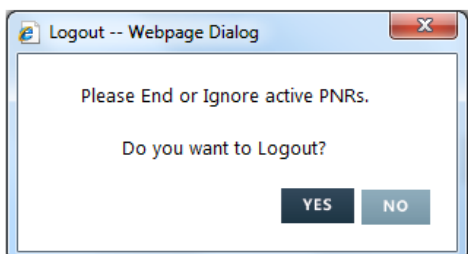
LOG IN - SABRE

Enter your Agent ID, Password and PCC and click Sign In to launch Sabre Red Workspace.

LOG OUT - SABRE

When you click Exit Sabre Red Workspace in the File menu, or close Sabre Red Workspace using the browser exit ☐ button, you will see a warning message asking you to verify that you want to exit Sabre Red Workspace. Included is a reminder to finish all of your PNRs and to sign out of the Sabre system before you close Sabre Red Workspace. This should eliminate error messages the next time you access and log in to Sabre Red Workspace, as well as accidentally leaving any unfinished PNRs in your work areas
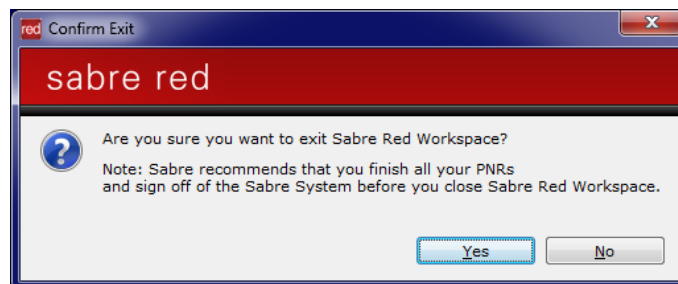
SIGN IN AND OUT

Description	Worldspan	Sabre
Sign In	BSI$XXXXYY/GS/PASSWORD	SI*XXX
Sign Out	BSO$	SO*
Display all work areas	B$	*S*
Change work area	BB, BC, BD, BA (etc)	¤A , ¤B , ¤C
Display Set Address	KGB	¥J

WORLDSPAN

Formats Do not call Worldspan support as there is a charge for just format assistance. Use HELP/INFO and Ask Travelport instead.

Technical Support
Call Assistance Center: **1-855-267-0085**   IATA #**23501844**

Password Resets
Log In
1. Click **Forgot Password** on the login (white) screen located below the Login ID section.
2. Enter your Login and your email address.
3. Travelport (Worldspan) will send you a temporary password.

Sign In (BSI):
1.   Contact your supervisor immediately and report it as it is work stoppage.

SABRE

Formats: Do not call Sabre Support or request assistance via Format Finders Quick Assist Chat feature as there
 is a charge. You must reference Format Finder for format assistance.

Technical Support (connectivity issues): **800-368-2835   Support Pin: 70506748**
For Sabre connectivity issues you can call at no charge.

Password Resets
Log In
1.   Type your agent ID and PCC and click **Forgot my password** link
2.   Answer the security questions.
3.   Type your new password and then, re-type it to confirm.
4.   Click Next. Sabre® Red™ Workspace home page appears.

Sign In (SI*)
         Agency eServices Password Management Tool (PMT)
         Note: If you have not established your security questions contact your Supervisor who can
              reset your password.

PMT allows you to reset your password if you have previously established your security questions

Closing Sabre and resetting password via the Log In screen will also work as both passwords are the same.

1. In Sabre **Open Agency eServices**
2. Click **Forgot Password**

3. Type your **Agent ID** and **PCC**
4. Mark the option **Reset my password**   **using**
5. **answers to my personal questions**
6. Click **Submit**
7. Answer the security questions
8. Type your new password
9. Type your password a second time to confirm it.
10. Click **Submit.**

Agency eServices main screen appears.

KEYBOARD - WORLDSPAN

FUNCTION	KEY	DESCRIPTION
Cancel itinerary	F2	XI
ARNK Segment	F3	0A
CLEAR ALL Windows	F4	Clear active Res windows
Input Recall	F5	Input last 50 entries
Today's Date	F6	
Move cursor to next sequential window	F7	Scroll through reservation windows
Move To Other Visible Window	F8	Move between split screen (2 Res windows)
Clear Active Window	F9	
E	F10	End transaction
MU	F11	Move up
MD	F12	Move down
MT	CTRL + F11	Move top
MB	CTRL + F12	Move Bottom
Show response in other window and stay in same window	ALT + (Window #)	(Doesn't work in Smartpoint)
Show response in other window and move to that window	CTRL + (Window #)	(Doesn't work in Smartpoint)
@	[{ left bracket	Change key
*	+ = plus/equal	Display
>	]} right bracket	SOM
#	, comma	End Item
$	; semicolon	Dollar Sign
Pause Macro Playback	~ tilde	Use on Macros to continue Macro entries
Playback Personal Macro	SHIFT + (A - Z)	
Playback Office Macro	CTRL + SHIFT + (A - Z)	
Copy OR CTRL + Insert	CTRL + C	
Paste OR SHIFT + Insert	CTRL + V	
Print Screen	CTRL + P	
4P	' apostrophe	Price fare as is
4PLF	\ back slash	Price lowest fare
4PLFB	SHIFT + \ backslash	Price lowest fare and book
Pause Scripts	CTRL + W	
Resume Scripts	CTRL + R	

WORLDSPAN – ASK TRAVELPORT

Ask Travelport is an online help resource to find clear answers about products, functionality, services, travel content and more through an information database. It contains over 4000 answers to the most frequently asked questions.

The first time you access it you need to create an account. Access in Worldspan by clicking the ⑦ on the top right of the screen or use url **www.ask-travelport.com**
- Search for Answers – enter a complete questions, keywords, or an answer ID (12098)
- Ask a Question – ask your question and Travelport will email you back with their response
- Check the Status of Your Incident – track the status and progress of any incident you raised.
- Show Screen – able to show Travelport Helpdesk your screen

TravelportMyeLearning - Training
This is where you can also access the different training opportunities including self-paced tutorials, virtual training classes and even recorded sessions. It is required to create a profile when accessing it for the first time.

WORLDSPAN – PREFERENCES / NAVIGATION

Please refer to Ask Travelport for the most current and accurate information.   **AN48564**

WORLDSPAN – FEATURES

Accumulated Responses
> This retains previous entries and responses. This is an automated feature that is always on in the GDS.

Start of Message (SOM) required to start entry
> ESC – will provide a new SOM on the next clear line
>
>]} – SOM key – will add a SOM wherever the cursor of the mouse is currently placed

Worldspan Status
> AVAIL: Worldspan connection is working correctly.
>
> FAILED: Worldspan may not be responding to your entries and can indicate it's not working correctly.
>
> First time after Worldspan loaded contact IT to troubleshoot.
>
> Any other time contact your supervisor or Worldspan to troubleshoot connectivity issues.

Insert vs. Type Over
> Indicated on the bottom middle screen and can be changed by hitting **Insert** key.
>
> OVR – Type over text. Must be used for masks to work correctly. (ex. 4/MR)
>
> INS – Insert text

WORLDSPAN – HELP AND INFO

There are help and information pages within the Worldspan system.   HELP pages assist with system inputs and formats, and INFO pages give explanations and screen examples.

ADDITIONAL REFERENCES listed at the bottom of HELP and INFO pages are a useful tool that offer suggestions to other pages that might be relevant to what you are searching for.

HELP T	Display HELP index of subjects beginning with the letter T
HELP FARES	Display HELP index for FARES
HELP 7T	Display HELP pages for format code 7T
INFO A	Display INFO index of subjects beginning with the letter A
INFO SEAT	Display INFO index for SEATS
INFO 5-	Display INFO pages for format code 5-
GR	Go Redisplay the last HELP/INFO page.

WORLDSPAN MY LINKS

Please refer to Ask Travelport for the most current and accurate information.   **Answer ID 22921**

Travel Leaders can recommend some specific useful My Link options that you may want to create as below.
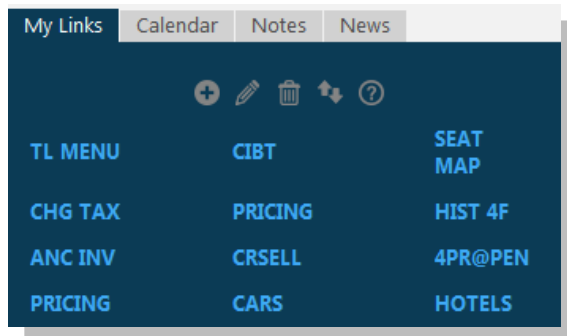
Tool	Label	TITLE	URL	Description
Script	TL MENU	CVB_MENU.CSL		Travel Leaders Main Menu of script
Web Site	CIBT		**www.cibtvisa.com/tlcorporate.com**	Web site to verify International Required Documents
Personal Macro	CHG TAX	*Personally named*		Modifies current ticketing field with today's date and PNR status freeflow
Office Macro	PRICING	A PRICING EXAMPLES		Gives typical pricing formats agents use
Office Macro	HIST 4F	A HISTORICAL FARE		To Input historical fare format
Office Macro	ANC INV	A AIRLINE MISC CHARGE		Macro to invoice Ancillary Charges
Personal Macro	CARS	Personally named		Car useful formats
Personal Macro	HOTELS	Personally named		Hotel useful formats
Personal Macro	4PR@PEN	Personally named		Format to pull fare rules from pricing response

Some keys perform the functions described below only when the "Sabre Keyboard" mode is active. If the "Windows Keyboard" option is active, some keys function as they do in all other window applications.
To configure Sabre Red Workspace keyboard type, from menu bar select: **TOOLS>OPTIONS>SABRE SYSTEM**

FUNCTION	KEY	LOCATION
¤ Change Key	[{ left bracket	Right Of Letter P
¥ Cross Of Lorraine	' apostrophe	Left of Enter
* Display	+ = plus/equal	Above Letter P
> Field Key	~ tilde	Above Tab
§ End Item	\ back slash	Above Enter
Input Recall	ALT + ↑ or ↓	Right of Enter
End of line	SHIFT+ END	
Start of line	SHIFT + HOME	
Reset Cursor	Esc or Page Down	Above Tab Below Page Up
Retransmit last input	Page Up	Above Page Down
Backspace	; semicolon ☑ Swap backspace to clear BACKSPACE ☐ Swap backspace to clear	Right of L Configure via TOOLS⇨OPTIONS ⇨SABRE SYSTEM
Clear active window	BACKSPACE ☑ Swap backspace to clear SHIFT + BACKSPACE or ALT + BACKSPACE ☐ Swap backspace to clear	Configure via TOOLS⇨OPTIONS ⇨SABRE SYSTEM
Clear all windows *plus memo area*	CTRL + BACKSPACE	
Move left to right through Work Area tabs	CTRL + TAB	
Move right to left through Work Area tabs	CTRL + SHIFT + TAB	
Enter command in opposite split screen	CTRL + ENTER	
Move between upper & lower split screens	SHIFT + ↑ or ↓	
Move between Pages 1 – 6	SHIFT + → or ←	
Execute Sabre Scripts	CTRL + A	
Pause/Un-pause scripts	PAUSE/BREAK	Above Home/End

*** Keyboard Stickers - Labels can be found on eServices under Quick References for Amadeus or Apollo to Sabre conversion links. They can then be made into stickers to place on your keyboard by printing on plain full sheet Labels (Avery 1564 labels)*

SABRE AGENCY eSERVICES

Agency eServices is the website for Sabre® global distribution system subscribers. You can also access a wealth of product information, print quick references, and sign up for virtual training classes or train at your own pace with Personal Trainer educational software.

You can access it under the Community menu option within Sabre.

SABRE RED WORKSPACE – PREFERENCES / NAVIGATION

Please refer to Agency eService and Format Finder for the most current and accurate information.

See [Training Menu]>[Training Workbooks]>[Sabre Red Workspace]> [**Introduction to Sabre Red Workspace**]

This is a 21 page document for details on how to learn how to access *Sabre® Red Workspace*, navigate and customize the *Red Workspace* screen and recognize the different booking tools available.

SABRE – FEATURES

Sabre Replay
> Sabre Replay is a Windows function that saves keystrokes and prevents the need to type the same format repeatedly.   It can play one or up to 350 entries.   CTRL + CLICK = Multiple   SHIFT + CLICK = Consecutive

Accumulated Responses
> Retains previous entries and responses. This is configurable in Sabre Red under
> *Tools > Options > Sabre System.*

Start of Message (SOM)
> No SOM is used in Sabre
> ESC – will reset cursor to accept a new format

Full/Split Screen
> Full Screen is required for scripts to read Sabre responses and pre-populate scripts and Booking Builder prompts to work properly.

Connectivity
> When Sabre is not responding to entries, Sabre could be having connectivity issues. You may try to hit ESC and re-enter the format as it may just be an intermittent issue. If not, contact your supervisor or Sabre Support to troubleshoot connectivity issues.

Insert vs. Type Over
> OVR – Sabre is always in the "OVR" mode (Type Over feature). Used when working with any mask
> (ex. Phase IV)
> INS – If you want to insert, you must hit the Insert key for as many characters as you need to insert.

Point and Click Highlighting
> Allows you to click on highlighted text instead of typing a Sabre entry.
> Configurable under *Tools > Options > Sabre System.*

Graphical Hotels with Maps and Pictures
> Hotel photos and interactive maps which allow you to easily shop for the right hotel for your client.

SABRE FORMAT FINDER

The Format Finder help system is your one stop for help on Sabre system formats and very detailed procedural information.   Access to this site is available within Sabre as format help is no longer maintained within the GDS.

Launch
You have 5 choices on how to launch Format Finder:

1. Type **HELP/(keyword) (keyword)** or **HELP/(format)** to launch and search in 1 step.
2. From Sabre Red click Format Finder on Helper Apps Application Side Bar.
3. Press **CTRL + Z**

As of 1-27-14 it is completely new and there are videos you may take.

SABRE RED APPS

You have an app for everything in your daily life... So the same should apply to your work environment.

View a video on You Tube: **https://youtu.be/UERUdSz7_sg**

What is Sabre Red Apps?
The *Sabre® Red™ App Centre* is the world's first B2B app marketplace for the travel industry, where agents can shop and request *Red Apps* that they can use to extend the capabilities of their *Sabre® Red™ Workspace*. By choosing *Red Apps*, you can create a customized environment for optimal productivity and customer service, helping you stay one step ahead.

Sabre Red Apps are optional, authorized applications that are visually and functionally integrated within the Sabre Red Workspace. Red Apps interact with the Red Workspace, providing a new level of integration. By choosing Red Apps that meet your specific business needs, and even the specific needs of each agent in your office, you will be able to create a customized environment for optimal agent productivity and customer service.
Red Apps are developed by Sabre or by Sabre Red App Certified Providers and are available to request or purchase in the Sabre Red App Centre. Sabre Red Apps prices vary and many of them are offered free of charge.

Why Use Sabre Red Apps?
Sabre® Red™ Apps are optional, authorized applications that extend the functionality of the *Sabre® Red™ Workspace*. The apps you'll find were created by *Sabre®* and leading *Sabre Red App Certified Providers* to give agencies the power to choose the tools they need.

What is the Process?
The Red Apps that Travel Leaders has are already available within Sabre Red Workspace. Anyone can browse innovative apps that help you to extend the capabilities of the *Sabre Red Workspace*. Those with *Agency eServices* administrative or ordering rights can request/purchase *Sabre Red Apps.* If you do not have these rights, encourage your agency administrator to request a Red App that could benefit your agency.

Access Sabre Red Apps from Sabre Red Workspace
Access from RED APPS within Sabre Red Workspace
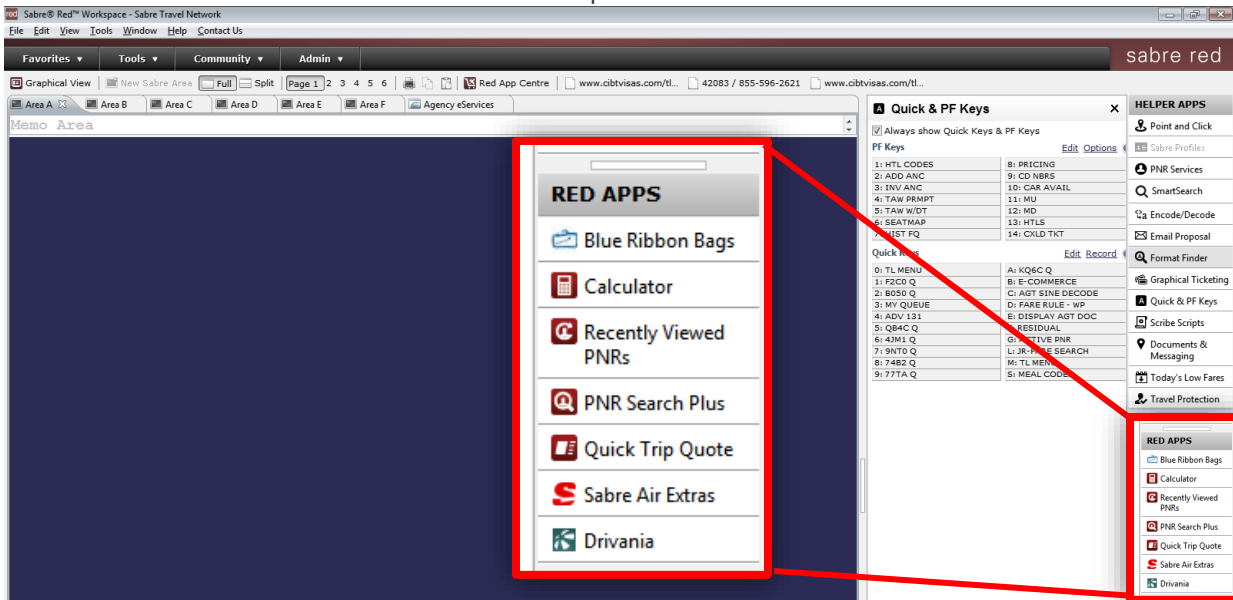
Access Sabre Red Apps Centre
Access under Products from Agency eServices
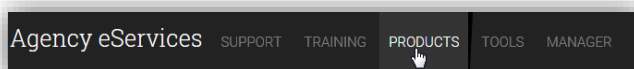
PNR Search Plus – Sabre Red App

This App gives you do a PNR search with more search options besides just the name. This App has the same search options as the newer formats for Enhanced PNR Search Sabre offers without using formats.
- Date
- Board Point and Off Point

Recently Viewed PNRs – Sabre Red App

Recently Viewed PNRs helps agents keep track of the latest PNRs that have been either been viewed, created or modified by them within Sabre Red Workspace (Classic View).

This provides the agent a list of 100 of the last records that they viewed. They can pull up the record by clicking on the locator that is highlighted. There is some configuration that you can do when you first open it up, the option includes whether you want to track only the records you edit or create.

One of the uses for this tool would be if you lose the record you worked on 3 calls ago and need to find it again.
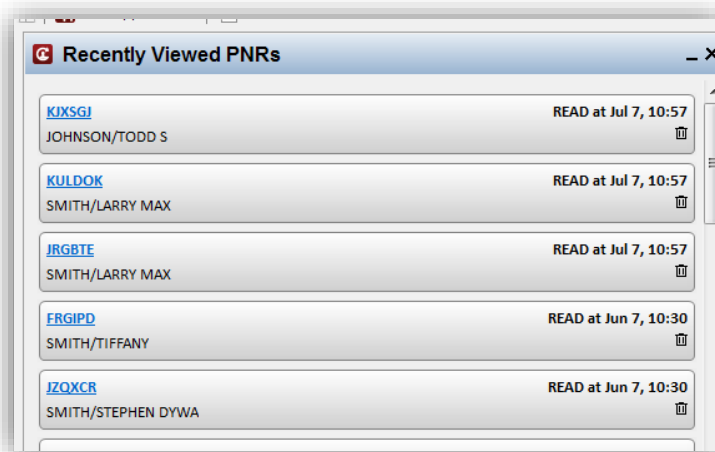
- On the bottom of the list you can do a search within the App for a name. You would click on the magnifying glass and then populate what you need to search for.

- There is another option to export the list as well that is the double paper icon.
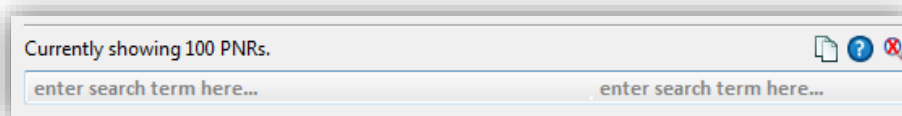
If you want to change the configuration of the App, you can do so by clicking on Tools – Options or by doing a CTRL + G.

Under Red Apps Settings, you will find the Recently Viewed PNRs and then you have the options below.

Description	Worldspan	Sabre
Display airport/air service	Nearest air service to a city: GMAPXX Y xx = state code y = first letter of city For those not listed in GMAP alternative is to display Hotel Details for AIRPORTS category showing airports near the hotel in city without city/airport code. 1.HRP- (ref point name) / .HL-DELAND 2.HL1 to display hotels near ref point 3. HD1*AIRPORTS Closest airport to an airport code: 4PLI*RAD/XXX (xxx = airport code)	10 closest airport to city by name: W/-CYCOLLINSVILLE,IL Closest airport to an airport by code: W/-ATSFB W/-SL4 (select from similar name list) (distance is based on latitude/longitude not ground or air mileage)
City-Encode	KC/PEORIA	W/-CCPEORIA
City-Decode	KD/PIA	W/*PIA
Airport-Encode	n/a use Encode City KC/DETROIT	W/-APGATWICK
Airport-Decode	KD/LGW	W/*LGW
Airline – Encode	KAC/AIR CANADA	W/-ALAIR CANADA
Airline – Decode	KAD/AC	W/*AC
Country – Encode	4C* or 4C*J (first letter of country)	HCCC/FRANCE
Country – Decode	HG*CO (list) HG*CO(first letter of country)	HCCC/FR
Car – Encode	CRCALAMO	W/-CRALAMO
Car – Decode	CRCAL	W/CR*AL
Hotel – Encode	HCOMNI	W/-HLOMNI
Hotel – Decode	HCOM	W/HL*OM
Aircraft-Encode	N/A	W/EQ-AIRBUS
Aircraft-Decode	HELP EQPAB3	W/EQ*AB3

EMULATE / TRIPLE AAA

Description	Worldspan	Sabre
Emulate to another PCC	4@E7VA 7VA = Holland	AAAF2C0 F2C0 = Coral Gables
Remove Emulation	4@EOFF	n/a

MISC

Description	Worldspan	Sabre
Display Alliance Participants	KAL-/*O O(OneWorld) A(Star) S(Skyteam)	K9LA* (all) K9LA**O (O (OneWorld) A(Star) S(Skyteam)
Minimum Connect Time	KEC*ORD	T*CT-ORD/UAUA/DD
Verify MCT for all segments	VCT (verify connect time)	VCT*
Local Time	KCD*LHR	T*LHR
Use Calculator	4C153X7/2-5#14	T¤153*7/2-5¥14
Calculate Total and US tax with Base	4F$B158.23	TXN/B158.23
Calculate Base and US tax with Total	4F$353.25	TXN/T353.25
Convert Currency	HELP 4C@ 4C* 4C*F	DC¥CAD300/USD DC*CUR
Calendar	*Under Tools menu*	MO T¤JUN MO/YR T¤JUN/12
Convert Zulu Time	HELP ZULU	T*MIA/S/2200Z (standard time) T*MIA/D/2200Z (daylight savings time)

PROFILES

Profile Line Types - Note: For Sabre, the order of the lines **must** be: Always, Optional, Never

Description	Worldspan	Sabre
ALWAYS COPY	A	A
OPTIONAL COPY	O	O
NEVER COPY	N	N
CONTINUATION	C	N/A

Profile Levels

Description	Worldspan	Sabre
Agency Profile	Level 1	Level 0
Company Profile	Level 2	Level 1
Passenger Profile	Level 3	Level 2

Profile Ignore

Description	Worldspan	Sabre
To Ignore a displayed Profile	G*I or I	NX and/or NH or I

Profile – Display and Copy/Move and Lists

Description	Worldspan	Sabre
Display Agency Profile	G*	N*¤
Display Company Profile by SID/PCC	G**COMPANY G*/ABC*COMPANY	N*COMPANY N*-ABCD-COMPANY
Display Passenger Profile by SID/PCC	G*-LAST/FIRST*COMPANY G*/20W-LAST/FIRST*COMPANY	N*COMPANY-LAST/FIRST N*-ABCD-COMPANY-LAST/F
Display Psgr Profile w/o Company profile reference by SID/PCC	G*-LAST/FIRST G*/ABC-LAST/FIRST	N/A
Display Company Profile all SIDs /PCCs	n/a	N*-XXXX-ABC
Display specific profile from similar name list	G*(line number)	N*(line number)
Redisplay last profile	G*R (only displays all levels)	N*
Redisplay all levels	G*RALL	N*
Redisplay Company Profile	G*R2	N**L1
Redisplay Passenger Profile	G*R3	N**L2
Copy/Move profile into a PNR	G*C/1$NAME	NM
Continue to Copy/Move profile after a "complete copy" error	G*CC	n/a
Copy/Move specific lines into a PNR	G*C632/642	NMO5§7
Blind move passenger profile	G*-LAST*COMPANY#C/1$NAME	N*COMPANY-LAST/FIRST§NM
Display profile lists: Company Passenger Return to Index line 1	G**#ALL G**#ALL#SP G**COMPANY#ALL , G*6/2 G**COMPANY#ALL#A G*1	NLIST/ALL NLIST/SP NUCOMPANY NUCOMPANY-S
Display Profile used to create PNR	*CPY or G*CPY	No Sabre format use **T¥** (Travel Leaders work around)

NAME FIELD

Description	Worldspan	Sabre
Add a name field	-MILLER/CAROL*ADT (PAX CODE)	-MILLER/CAROLS
Hyphenated/two first, last, middle names	-STEWART.HENSON/ANNA.MARIE	-STEWART HENSON/ANNA MARIE
Include name field remark	-SMITH/JANE@12345.AB.789@	-LEE/ED MR*12345.AB.789
Display name field remark	*NA or *CN	*N
Add/Modify name field remark	-1@/@1234.AB.789@ 1@.1/@1234.AB.789@	-1¤*12345.AB.789
Change a name field	-1@/CAROLYN (first name only)	-1.1¤CAROLYN (first name only)
	-1@MILLS/CAROLYN (last NAME)	-1¤MILLS/CAROLYN (both names)
Change Passenger Type Code	-1@.1*PTC	n/a
Delete	-2@	-2¤
View	*N	*N

FORM OF PAYMENT

Description	Worldspan	Sabre
Add a form of payment – credit card	5$CCVI4444333322221111N0618	5-*VI4444333332222211111¥06/17
Add a form of payment – check	5$CK 5$CA	5-CHECK 5-CASH
Change a form of payment	5$@#5$NEW CC	51¤-*AX1234567890123456¥06/19
Delete form of payment	5$@	53¤
View form of payment	*FP	*-

GENERAL REMARKS

Description	Worldspan	Sabre
Add a general remark	5(freeform) 5 ONLY FOR QUICK AGT NOTES	5(freeform) 5ONLY FOR QUICK AGT NOTES
Change a general remark	51@ (new info)	54¤(new info)
Delete a general remark	54@	54¤
Delete a range/multiple general remarks	51-3@ Range n/a Multiple	51-3¤ Range 51,7¤ Multiple (Max 5 lines/19 char)
Display unique remarks	*M	*P5

PHONE FIELD

A/T = AGENCY   H=HOME   B=BUSINESS   C/M= CELL/MOBILE   F= FAX

Description	Worldspan	Sabre
Add a phone	9STL314-854-3400-B / 9*314-854-3400-B	9TPA813-555-1212-B
Agency Phone w/agents name	Moved with Agency profile	Moved with Agency profile
Change	92@STL314-841-3400-H	92¤TPA813-555-1717-B
Delete	92@	92¤
Rearrange		9
View	*PP	*P9

TICKETING FIELD

Description	Worldspan	Sabre
Add a ticketing field	7TAX/00/16JAN//JOE CNFRMD TKTNG 7TAX/(category 00//DDMMM//(PNR status) **Always use category **00**	7TAWF2C016NOV123/NN BK HTL 7TAW(pcc)(DDMMM)(agt q)/(PNR status) 7TAWF2C016NOV123/8A/PNR status 7TAW(pcc)(DDMMM)(agt q)/(time)/freeflow
Indicate PNR is ticketed (Use when PNR CXLD)	7T/CXLD PER MR SMITH	7T-A/CXLD PER MR SMITH
Change ticketing field	7@TAX/00/16NOV///(PNR.status)	7¤TAWF2C016NOV123/PNR status
Delete ticketing field	7@ (never alter tkt field after ticketing (unless performing an exchange)	7¤
View ticketing field	*TK	*T or *TA (active) or *TI (inactive) or *P7

EMAIL FIELD

Description	Worldspan	Sabre
Special Characters	HELP EMAIL	HELP/EMAIL
Add an email field	5.ELSMITH@ACMECOMPANY.COM	PE¥JSMITH@GLOBAL.COM¥
Change an email field	5.E1@(new email)	PE1¤(new email)
Delete an email field	5.E1@	PE1¤
View	*UE	*PE

CUSTOMER ACCOUNT CODE/NUMBER

Description	Worldspan	Sabre DK	5X/-CN
Add customer account/code	5-CA0001234	DKCOUTBAC	5X/-CN/COUTBAC
Change customer account code	5@-CA012304	DK(new)	523¤X/-CN/new
Delete customer account code	5@-CA	n/a	5(line#)¤
Display customer acct code	*M	*PDK	*X/

UNIQUE / ALPHA CODED REMARKS

Description	Worldspan	Sabre
Add a Unique/Alpha Coded Remark	5.(letter A-Z)(freeform) 5.H ACCT SPEICFIC HOTEL RMKS	5(letter A-Z)¥-(freeform) 5H¥ACCT SPECIFIC HOTEL RMKS
Change a unique remark	5.H1@ (new info)	54¤H¥(new info)
Delete a unique remark	5.H1@	54¤
Delete a range/multiple unique	5.H2-8@ Range n/a Multiple	51-3¤ Range 51,7¤ Multiple (Max 5 lines/19 char)
Display unique remarks	*U(letter) *UH	*(letter)¥ *H¥

HISTORICAL REMARKS

Description	Worldspan	Sabre
Add a Historical remark	5.Zfreeform (to end of line)	5H-freeform
Change a Historical remark	5.Z (line number)@ new info	54¤H-(new info)
Delete a Historical remark	5.Z (line number) @	5(line number)¤
Display Historical remarks	*UZ	*P5H

CLIENT BILLING ADDRESS

Description	Worldspan	Sabre
Add Client Billing	5-CBFIRST LAST 5-CBSTREET ADDRESS 5-CBCITY STATE ZIP	5/MR JOHN SMITH §5/555 OAK ST §5/TAMPA FL 33618
Change	5(line number) @-CB NEW INFO	5(line number)¤/MRS SARA JONES
Insert	5(line number) /-CB NEW INFO	5(line number)//NEW INFO
Delete	5(line number) @-CB or 5@-CB/ALL	5(line number)¤
Display	*MA	*/

CLIENT DELIVERY ADDRESS

Description	Worldspan	Sabre
Add Client Delivery	5-CDFIRST LAST 5-CDSTREET ADDRESS 5-CDCITY STATE ZIP	5DL-JOHN SMITH §5DL-555 OAK ST §5DL-TAMPA FL 33618
Change	5(line number) @-CD NEW INFO	5(line number)¤DL-MRS SARA JONES
Insert	5(line number) /-CD NEW INFO	5(line number)/DL-NEW INFO
Delete	5(line number) @-CD or 5@-CD/ALL	5(line number)¤
Display	*MA	*DL-

AIR DEFAULT RECORD - WORLDSPAN

The **Air Default Record** is used to store frequently used options in a template. Once the template has been completed, the default options are applied to every air availability entry you make, unless overridden. There are two levels to the Availability Default Record. The options specified can either apply to all agents associated to a SID or to one individual agent.

It is recommended to change your Worldspan Air Default Record so that your air availability will show **ALL** 26 classes of service all at once without scrolling with AC2, AC3, and AC1. This is helpful when booking international travel but also for domestic travel. This will cause you to scroll more to see additional flights but scroll less to see additional classes of service.

Enter: **DEF/A**

```
>DEF/A

AVAILABILITY DEFAULT RECORD  SEE >INFO DEF/A(       >DEF/A
SID (7VA)    SINE (LF)       CTY/ARPT (....)   DEP/ARR (.)
DEP TIME (.....)      12/24 CLOCK (..)    CLASS 8/ALL (ALL)
CARRIER (..)  (..)  (..)   SPECIFIC/BOOSTED/EXCLUDE (.)
ONLINE CONNECT (.)       WAITLIST PLUS (.)       WG (.)
ELAPSED TIME (.)     CHRONOLOGICAL ORDER (.)  DEP/ARR (.)
                         CODE SHARE DISCLOSURE (Y)
TERMINAL NUMBERS (.)    BACKHAUL CONNX (.)
EXPAND GROUND TIME (.)
>
```

Once the template had been filled in, press the **<ENTER>** key. The response **UPDATE COMPLETE** will appear at the top of the template if all fields have been completed correctly.

AVAILABILITY

Description	Worldspan / HELP AVAIL			Sabre	
By departure time	A21NOVSANSFO8A			121NOVSANSFO8A	
By arrival time	A21NOVSANSFO1P/A		A1P/A	121NOVSANSFO/1P	1/1P
Reverse/Return availability	A/R30NOV5P	A/R2P	A/R7D	1R30NOV5P or 1R2P or 1R¥7	
More availability	AD			1*	
Previous availability	AU			N/A	
Elapsed Time in Availability	AE			n/a	
Last Availability	A*			1*R	
Original availability	AO (**Only original from Elapsed Time avail after AE)			1*OA	
Additional classes	AC2 , AC3, AC1			1*C	
Direct flights only	A21NOVSANSFO8A/D		A/D	121NOVSANSFO8A/D	1/D
Connecting flights only	A21NOVSANSFO8A/C		A/C	1*(at end of all direct flts for cxn's)	
Connection city	A21NOVSANSFO8A/STL		A/STL	121NOVSANSFO8ASTL	1STL
Exclude Connection city	A21NOVSANSFO8A/XCSTL		A/XCSTL	N/A	
Specific carrier	A21NOVSANSFO8A-AA-DL-UA		A-AA-DL	121NOVSANSFO8A¥AADLUA	1¥AADLUA
Exclude carrier	A21NOVSANSFO8A/XAUA-DL		A/XAUA-DL	121NOVSANSFO8A¥*WNFL	1¥*WNFL
Change back to all carriers	A-YY			1¥ALL	
Alliance carrier(s)	A21NOVSANSFO8A-/*O O (OneWorld) A(Star) S(Skyteam)		A-/*O	121NOVSANSFO8A¥/*O O (OneWorld) A(Star) S(Skyteam)	1¥/*O
Specific Class	A21NOVSANSFO8A*F*D*P		A*F*D*P	121NOVSANSFO8A-F	1-F
Change to specific time	A11A			1*11A	
From itinerary segment	A.S2/3-DL			n/a	
Search forward 7 days	AS#22DECSANHNL-UA*Q			1S22DECSANHNL9A-1Q¥UA	
Search backward 7 days	AS-22DECSANHNL-UA*Q				
Availability through link	@AA@A13MAYIADSFO9A*T			113MAYIADSFO9A¤AA	
Link availability from original	A@AA (carrier)or A@1 (line number)			1¤AA	
More link Availability	@AD			1¤*	
Return through link	@A/R10JAN3P			1¤R10JAN3P	
Schedule Display	SMCIMSY S@MCITLV S#MCITLV01DEC (direct flts conx flts within 30 days)			S17MARLASSEL/ES	
Schedule Display MD	SD			S*	
Schedule Display MU	SU			N/A	
Last schedule	S*			N/A	
Initial/Original schedule	SCR			S*OA	

SELL / CANCEL / REBOOK

Description	Worldspan	Sabre
From availability	01Y1 or 01Y1* or 01V2H3	01Y1 or 01Y1* or 01V2H3
Sell ARNK	0A or /2/0A	0A or /2A or /2/0A or 0AA (auto)
Waitlist a flight All airlines Delta	0L1Y1 or 0L1K1* (for conex) 0W1Y1 or 0W1K1*	01Y1LL 01Y1LL*
Passive sell from availability	01Y1*@TVL 01Y1*@MK (Do not use)	01Y1YK or 01Y1YK* (connection)
Change Class of Service	X2#0/F(from PNR) X2/3#0/V (from PNR) X1/2#0/F/J	WCAH All WC2H Seg 2 WC2H/3H Seg 2 to H and 3 to H
Change Date	X2#0/27DEC XA#0/27DEC	X2¥0027DEC
Cancel multiple segments	X3-5/7	X3-5/7
Cancel entire itinerary	XI	XI
Cancel air segments only	XA	XIA

INSERT

Description	Worldspan	Sabre
Insert after segment 3	/3	/3
After seg 1 insert seg 3	/1S3	/1/3

ITINEARY REMARKS

Description	Worldspan	Sabre
Add an itinerary remark that prints on the bottom of itinerary	5RM-HAVE A NICE TRIP 5IR-HAVE A NICE TRIP	5¥HAVE A NICE TRIP
Add segment associated remark that prints after segment	5S2*IR-SPECIAL MEAL REQUESTED	5¥S2(space)SPECIAL MEAL REQUESTED
Multiple Segment Association	5S1-4*IR-TEXT 5S1/3/5*RM-TEXT	n/a
Change a remark	5 (line number) @ RM- NEW INFO	51¤¥HAVE A GREAT TRIP
Change segment associated remark	53@S3*IR-NEW FREEFORM	53¤¥S2(space)SPECIAL MEAL REQUESTED
Delete itinerary remarks	52@ or 52-4@(multiple items)	52¤ or 52-4¤ or 52,5,8¤
Display itinerary remarks	*ML	*¥ or *I0
Re-associate Template	*MLX	n/a

FLIGHT INFORMATION

Description	Worldspan	Sabre
FLIFO /OPERATIONAL DETAILS		
Today's Date 　　XX = AIRLINE 　　1234 = FLIGHT NBR	@XX@21234	2XX1234
Future Date	@XX@21234/02AUG	2XX1234/02AUG
GENERAL FLT SERVICE / INFO		
From Itinerary all segments	V*	VI*
From itinerary by segments	V**3-5	VI* 1-3
From availability	V$1 (shows accumulative flight time)	VA*1-3 VA*2/3
TVL TIME / ACCUM TRIP TIME		
From availability	V$1 (single flight or conx)	VA*1/2¥T
From itinerary	VTT*1-2 (1/2 not accepted)	n/a

SSR

Description	Worldspan	Sabre 4 = AA 3 = Other airlines
Meals	3SAVGML – all segments 3S2VGML – select segment 3S2/4VGML – segments 2 and 4 3S2//4VGML – segments 2 thru 4 (HELP SSRMEAL)	3VGMLA or 4VGMLA – all segments 3VGML1 or 4VGML1 – segment select 3VGML1/DFW –COG flight w/ departure city (DU*/SPM¥DL)
Wheelchair Assistance	3SAWCHR (HELP SSRCHAIR)	3WCHR or 4WCHR
Miscellaneous	3SALANG SPEAKS ONLY GERMAN (HELP SSRMISC)	3AVIH/DOG 15LBS 60X60X50
Change	3 (line number)@SSR(new text)	3 or 4(line number)¤(new text)
Delete	3 (line number)@	3 or 4(line number)¤
View	*G	*P3 or *P4

OSI

Description	Worldspan	Sabre 4 = AA 3 = Other airlines
Complete party	3 OSI DL TCP3 1Johnson	3OSI YY TCP3 ABC123
Contact (YY = All Airlines)	3 OSI YY CTCP 616 555 1212	3OSI YY CTCP 616-555-1212
Freeform	3 OSI DL FIRST TIME FLYER	3OSI YY (freeform)
Change	3 (line number)@OSI(new text)	3 or 4(line number)¤(new text)
Delete	3 (line number)@	3 or 4(line number)¤
View	*G	*P3 or *P4

SECURE FLIGHT INFORMATION - TSA REMARKS

Description	Worldspan	Sabre 4 = AA 3 = Other airlines

Add TSA Secure Flight data	3SSRDOCS YY HK1/////13JUL71/M//LAST/FIRST/MIDDLE
	
	3SSRDOCS SSR DOCS identifier
	YY YY is to send to ALL airlines
	HK1 Holding Confirmed for 1 passenger
	///// 1 separator and 4 slashes for omitted passport data
	11MAR78/ Date of birth
	M/ Gender
	  MI / FI= Male / Female Infant
	/ Placeholder for omitted data
	LAST/ Last name
	FIRST/ First name
	MIDDLE Middle name
	-1.1 Name field in the PNR
		3DOCSA/DB/13JUL71/M/LAST/FIRST/MIDDLE-1.1
		
		3DOCS SSR DOCS identifier
		A/ Segment number or A for All
		DB/ Date of Birth identifier
		13JUL71/ DOB
		F Gender
		  MI / F I = Male / Female Infant
		LAST/ Last name
		FIRST/ First name
		MIDDLE Optional Middle/Second name
		-1.1 PNR name number

Change	3 (line number)@(new text)	3 or 4(line number)¤(new text)
Delete	3 (line number)@	3 or 4(line number)¤
View	*G#DOCS* or *G	*P3D or *P4D

KNOWN TRAVELER NUMBER – PASS ID NUMBER

Description	Worldspan	Sabre 4 = AA 3 = Other airlines
Add Known Traveler Number with Trusted Traveler member Pass ID for TSA Pre✓™ *For more information see Corporate Standards*	3SSR DOCO YY HK1//K/xxxxxx////-1.1 **3SSR DOCO** identifier SSR DOCO function **YY** Airline code **HK1/** passenger Holding Confirmed for 1 **/** one slash for omitted data **K/** Known Traveler identifier **12545123/** redress number 12545123 **////** separator and three slashes for omitted data **-1.1** Passenger number	3DOCO1//K/123456789-1.1 **3DOCO** SSR DOCO identifier **1/** Segment number or A for All **/** a slash for omitted data **K/** Known Traveler identifier **1234…/** 7 digit Redress Number **-1.1** PNR name number
Change	3 (line number)@(new text)	3 or 4(line number)¤(new text)
Delete	3 (line number)@	3 or 4(line number)¤
View	*G#DOCS* or *G	*P3D or *P4D

REDRESS NUMBER

Description	Worldspan	Sabre 4 = AA 3 = Other airlines
Add Redress	3SSR DOCO YY HK1//R/xxxxxx////-1.1 **3SSR DOCO** identifier SSR DOCO function **YY** Airline code **HK1/** passenger Holding Confirmed for 1 **/** one slash for omitted data **R/** Redress identifier **12545123/** redress number 12545123 **////** one separator and three slashes for omitted data **-1.1** Passenger number	3DOCO1//R/123456789-1.1 **3DOCO** SSR DOCO identifier **1/** Segment number or A for All **/** a slash for omitted data **R/** Redress identifier **1234…/** 7 digit Redress Number **-1.1** PNR name number
Change	3 (line number)@(new text)	3 or 4(line number)¤(new text)
Delete	3 (line number)@	3 or 4(line number)¤
View	*G#DOCS* or *G	*P3D or *P4D

FREQUENT FLYER NUMBERS

Description	Worldspan	Sabre
Add frequent flyer number	3SSRFQTVAAHK/AA1234567-1.1	FFAA1234567
Adds frequent flyer for 2nd name	3SSRFQTVAAHK/AA1234567-2.1	FFAA1234567-2.1
Add frequent flyer number of one airline to accrue mileage on another airline	3SSRFQTVDLHK/AA1234567-1.1 (Send to DL a AA FQTV#)	FFAA123456/DL-1.1 (Send to DL a AA FQTV#)
Delete frequent flyer number	31@ 3 (line # of FF) @	FF1¤
Delete all frequent flyer numbers	31-4@ 3 (line – range #'s of FF) @	FF¤ALL
Change frequent flyer numbers	31@SSRFQTVAAHK/AA933DXA0-1	FF1¤UA66558877
Display frequent flyer numbers	*GF	*FF
Display Status	@DL@*PNR (must be emulated)	n/a
Display frequent flyer cross accrual list	N/A	PT*DL

Description	Worldspan	Sabre
Name Field	-LAST/FIRST. MIDDLE	-LAST/FIRST MIDDLE
Form of Payment	5$CCCA4444333322221111N1207	5-*CA4444333322221111¥12/11
General Remarks	5 ONLY FOR QUICK AGT NOTES 5(freeflow)	5 ONLY FOR QUICK AGT NOTES 5(freeflow)
TSA Secure Flight	3SSRDOCS YY HK1/////13JUL71 /M/ /LAST/FIRST/MIDDLE	3DOCSA/DB/13JUL71/M /LAST/FIRST/MIDDLE-1.1
Known Traveler / Pass ID	3SSR DOCO YY HK1//K/xxxxxx////-1.1	3DOCO1//K/123456789-1.1
Redress Number	3SSR DOCO YY HK1//R/xxxxxx////-1.1	3DOCO1//R/123456789-1.1
Phone Field	9*STL514-234-5678-B	9MIA202-333-1234-B
Ticketing Field	7TAX/00/16JAN//JOE CNFRMD TKTNG	7TAWF2C016NOV123/NN BK HTL
Email	5.EJOHNSMITH@ABC.COM	PE¥LJOHNSMITH@ABC.COM¥
Customer Account Code	5-CA0223344 5-CAIBM	DK0223344 5X/-CN/0223344 DKIBM 5X/-CN/IBM
Unique Remarks	5.H WE PUT HTL RMKS HERE	5H¥ WE PUT HTL RMKS HERE
Historical Remarks	5.Z AGT DOC GOES HERE	5H- AGT DOC GOES HERE
Client Billing Address	5-CB(freeflow)#5-CB(freeflow)	5/(freeflow)§5/(freeflow)
Client Delivery Address	5-CD(freeflow)#5-CD(freeflow)	5DL-(freeflow)§5-DL(freeflow)
Received From and ER	6CALLERS NAME AND PHN#ER	6 CALLERS NAME AND PHN§ER
Itinerary Remarks	5IR-(freeflow) 5RM-(freeflow)	5¥(freeflow)
Segment Associated Itinerary Remarks	5S2*IR-SPECIAL MEAL REQUESTED	5¥S2(space)SPECIAL MEAL REQUESTED
OSI	3 OSI DL FIRST TIME FLYER	3OSI YY (freeform)
Add frequent flyer number	3SSRFQTVAAHK/AA1234567-1.1	FFAA1234567

ADVANCE PASSENGER INFORMATION (APIS) - PASSPORT

We have scripts to assist with entering TSA Secure Flight and passport information.

WORLDSPAN
Use script ITIN REMARKS>INTL DOC>ADD PASSPORT INFO/APIS

3SSR DOCS YY HK1/P/abc/xxxxxxxxx/abc/ddmmmyy/M/ddmmmyy/Last Name/First/Middle/H-1.1

P	Travel Document (P-Passport)
abc	Issuing Country
xxxxx	Document Number
abc	Nationality
ddmmmyy	Date of Birth
M or F	Gender
ddmmmyy	Document Expiration Date
H	Primary Passport Holder

Green Card Information (if available and applicable):

3OSIYY POCA.**A**xxxxxxxxx/Last/First.Middle   Document begins with - **A** or **C**

SABRE

Note: Advance Passenger Information (APIS) is not the same as the Secure Flight Passenger Data program. These are two separate programs and Secure Flight does not replace APIS. However, if APIS data is stored using the SSR DOCS, there is no need to store an additional SSR DOCS with the Secure Flight Passenger Data. The components of APIS data satisfy the requirements of Secure Flight.

- Some airlines only support either APIS or 3PSPT. Display **N*/APIS or N*/PSPT** to verify which to transmit.
- Use 4DOCS for American Airlines and 3DOC for all other carriers

APIS - ADVANCE PASSENGER INFORMATION   N*/APIS
3DOCSA/P/FR/xxxxxx/FR/DDMMMYYYY/M/ddmmmyyyy/LAST/FIRST/MIDDLE/H-1.1
4DOCSA/P/FR/xxxxxx/FR/DDMMMYYYY/M/ddmmmyyyy/LAST/FIRST/MIDDLE/H-1.1

A	Optional as Sabre assumes All segments unless specified	A = All segments or (1,3) for segment 1 and 3
FR	document issue country	
xxxxxxxx	Passport #	
FR	nationality country	
DDMMMYYYY	DOB	
M	Gender	
ddmmmyyyy	document expiration date	
/H	Primary passport Holder of a multiple passenger passport	

3PSPT SSR   N*/PSPT
3PSPT1,3/K123456/US/DDMMMYY/LAST/FIRSTMIDDLE/M-1.1

1,3	Optional as Sabre assumes All segments unless specified	A = All segments or (1,3) for segment 1 and 3
K123456	Passport #	
US	country of issue	
DDMMMYYYY	DOB	
M	Gender	

Description	Worldspan	Sabre
Change	3 (line number)@(new text)	3 or 4(line number)¤(new text)
Delete	3 (line number)@	3 or 4(line number)¤
View	*G	*P3D or *P4D

DISPLAYING A PNR

Description	Worldspan	Sabre
Display PNR by locator	*ABC123	*ABCEFG
Display PNR	*-SMITH	*-SMITH/JOE
Display PNR from name list	*2	*2
Display additional names	*0 (zero)	*0
Redisplay similar name list	*L	*L
Display Profile used to create PNR	*CPY or G*CPY	(TL option *T¥)
Display PNR exact spelling unknown	*-SM*	*-SM*
Display PNR by PSEUDO	*LQ4-SMITH	*-F2C0-SMITH
Display PNR from all SIDs / PCCs	*A-SMITH/JOHN	*-XXXX-SMITH/JOE
Display PNR by date	*-SMITH#26AUG *-SMITH#26AUG12	*-26AUG-SMITH/JOE (not recommended – see Enhanced PNR Search)
Display PNR by date and SID/PCC	*A-SMITH#26AUG *A-SMITH#26AUG12	*-26AUG/B050-SMITH/JOE (not recommended – see Enhanced PNR Search)
Display by flight number	N/A	*AA76/13SEP-SMITH

Overview
The Enhanced PNR Search Display improves quality and quantity of the content returned in the new PNR Name List Display, making it easier to quickly identify the PNRs you need.

- ⤴ This feature returns a list containing a maximum of 250 PNRs. If the maximum is exceeded, you will receive an error response. In order to locate the PNR, you must refine your search criteria with a combination of different parameters.
- ⤴ Applies to standard PNRs as well as Corp PNRs (C/), BSG and Associated PNRs (B/), Infant Names
- ⤴ Allows you to easily alternate between search methods; Exact Name, Similar Name, or Wildcard
- ⤴ New functionality allows you to search PNRs by phone, email address, frequent flyer number, profile index and active and cancelled status. Also you can search for PNRs across all branches using the Enhanced PNR Search and List capabilities.

Benefits
- ⤴ Improves efficiency – Enables you to speed up the PNR Search process by introducing new parameters.
- ⤴ Increased productivity – You can combine new content searches with existing search parameters to find the PNR more quickly
- ⤴ Streamline workflow – Search results are more accurate in containing the PNRs returned in the response

Description	Worldspan	Sabre
ENHANCED SIMILAR NAME SEARCH		
Enhanced Search with name	n/a	*¥-SMITH/JOE
Enhanced Search in specific branch/PCC	n/a	*¥-4JM1-SMITH/JOE
Enhanced Search across all branches/PCC	n/a	*¥-XXXX-SMITH/JOE
Enhanced Search with date & name	n/a	*¥-24JUL-SMITH/JOE
Enhanced Search with date, city pair & name	n/a	*¥-24JULDFWMIA11A-SMITH/JOE
Enhanced Search with date, branch/PCC & name	n/a	*¥-24JUL/4JM1-SMITH/JOE
ENHANCED SEARCH BY PNR STATUS		
A for Active = PNR contains at least one segment that is flagged active, with the exclusion of OTH segment if that is the only segment in the PNR.		
X for Cancelled = Contains no segments that are flagged active, All segments are OTH segments.		
Search for PNR by PNR Status	n/a	*¥-TYLER/ROBERT-A
Search for PNR by PNR Status in specific PCC	n/a	*¥-TYLER/ROBERT-A
Search for PNR by PNR Status	n/a	*¥-TYLER/ROBERT-A
ENHANCED WILDCARD SEARCH – Names that start with characters in the input		
Search with wildcard in last name	n/a	*¥-HOUS¥
Search with wildcard in first name	n/a	*¥-PLUSHENKO/GR¥
Search with wildcard in specific branch/PCC	n/a	*¥-4JM1-HOUS¥
Search with wildcard across all branches/PCC	n/a	*¥-XXXX-HOUS¥
ENHANCED SEARCH BY PHONE / EMAIL / FREQUENT FLYER NUMBER		
All PNRs with a phone nbr email FQTV #	n/a	*¥-3055551212 *¥PE¥-¥TROBERT@AOL.COM¥ *¥FF¥-QF2693921
Specific branch/PCC phone nbr email FQTV #	n/a	*¥-4JM1-3055551212 *¥PE¥-20DEC/4JM1-TYLER/ROBERT-¥TROBERT@AOL.COM¥ *¥FF¥-15DEC/9RR1-TYLER/ROBERT¥-QF2693921
All branches, date, name and phone nbr email FQTV #	n/a	*¥-20FEB/XXXX-TYLER/ROBERT-3055551212 *¥PE¥-20DEC/XXXX-TYLER/ROBERT-¥TROBERT@AOL.COM¥ *¥FF¥-15DEC/XXXX-TYLER/ROBERT¥-QF2693921

DISPLAY PORTIONS / COMBINATIONS OF A PNR

Description	WSPAN	Description	SABRE
Multiple fields at one time	*IA/IH/IC	Display multiple fields	*IA*IH*IC
Address	*MA	Client Address	*/
Air / Arc Segments Only	*IA	Air / Arc Segments Only	*IA
All Remarks	*M	All Remarks	*P5
Auxiliary Only	*IX	n/a	
Booking Time (itinerary booking time)	*IBT	Booking Date Field (itinerary amount of time since booked)	*IAB
Car Only	*IC	Car Only	*IC
TVL segments	*IT	OTH segments	*IO
Creation Information / Signature Line	*AD and/or *H	Received From / Signature Line	*P6
Customized Name Data	*NA or *CN	Name Reference Number/Statement Info	*N
Direct Response (Display Record locator)	*DR	Airline Record Locators (end of flt seg)	*IA
Document History / Transactions Issued	*DH or *DH1	Ticketing Field / Transactions Issued	*T
Document Instructions	*DI	n/a	
Form Of Payment	*FP	Form Of Payment	*-
Frequent Flyer - FQTV	*GF	Frequent Flyer - FQTV	*FF
Historical Remarks	*UZ	Historical Remarks	*P5H
Hotel Only	*IH	Hotel Only	*IH
Itinerary - All	*I	Itinerary - All	*I
Itinerary w/ segment associated remarks	n/a	Itinerary w/ segment associated remarks	*I0
Itinerary/Invoice Remarks	*ML	Itinerary/Invoice Remarks	*¥
Name Field	*N		*N
Passenger Data	*PD	n/a	
Phone Fields	*PP	Phone Fields	*P9
Queue Follow Up	*QF	Future Placement Queue Remarks	*Q-
Redisplay PNR (All data no suppressed items)	*AD	Redisplay PNR (Sabre doesn't suppress items)	*A
Reporting Fields (Travcom)	*A AND MB	Reporting Fields (Travcom)	*X/
Seat Assignments	*S	Seat Assignments	*B
Secure Flight And Passport Docs	*G#DOCS*	Secure Flight And Passport Docs	*P3D /*P4D
SSR/OSI (GFAX)	*G	SSR/OSI (GFAX)	*P3/*P4
Stored Fare Quote in PNR	*FQ	n/a	
Ticket Record (Stored Fare)	4*TR1	Price Quote Record (Stored Fare)	*PQ1
Ticketing Field (7TAW, 7TRH, 7T/)	*TK	Ticketing Field (7TAW, 7T-A)	*T
Unique Remarks	*U(ALPHA) *UC	Alpha Coded Remarks	*(ALPHA)¥ *C¥

DESCRIPTION	WSPN	Description	SABRE
Air Only	*HF	Air Only	*HIA
All History (no suppressed items)	*H	All History (Sabre doesn't suppress items)	*H
All History (with suppressed items)	*HAH	n/a	
All SSR Items	*HG	All SSR Items	*H3S / *H4S
Any History with Number Credit Lines	#NUM	n/a	
Auxiliary Segments Only (TVL segments)	*HA	n/a	
Car Only	*HC	Car Only	*HIC
Direct Response (airline record locators)	*HDR	Airline Record Locators (end of flt seg)	*HIA
Document Instructions	*HDI	n/a	n/a
Form of Payment	*HFOP		
Historical Remarks (Only Remarks Shown In History)	*HZ	Historical Remarks (Only Remarks Shown In History)	*H5
Hotel – Specific Chain	*HH-XX	n/a	
Hotel Only	*HH	Hotel Only	*HIH
Itinerary Only	*HI	Itinerary Only	*HI
n/a		Multiple fields at one time	*HIH*HIC
n/a		Phone	*H9
n/a		Name	*HN
Bv Phone And Name Fields	*HP	n/a	
Pricing Instructions	*H$I	n/a	
Queue History	*HQ	Queue History	*QH
Record Locator Items	*HL	n/a	
Seat Items	*HS	Seat Items	*HB
Secure Flight And Passport Docs	*HG#DOCS*	Secure Flight And Passport Docs	*H3D / *H4D
Stored Fare Quote Data	*H$	n/a	
Ticket Record (Stored Fare)	*H$T	Price Quote Record (Stored Fare)	*PQH
Ticketing and PTA Items	*HT	n/a	
Ticketing Time Limit	*HTT	n/a	

Worldspan:
- PNR history shows times in Zulu time.
- **HELP ZULU** to convert Zulu time shown in PNR history to determine the time action was taken in a PNR
- **HELP *HISTC** to display codes that are used in PNR history
- **HELP *HIST** to display portions of history.

Sabre:
- PNR history shows times in Central Time.

NOTES:

Basic		
Description	**Worldspan**	**Sabre**
As booked	4P	WP
Best available fare	4PLF	WPNC
Best available and rebook	4PLFB	WPNCB
Best possible regardless of availability	4PLFQ	WPNCS
Pricing Options/Qualifiers		
Securate and Published	4PFSR 4PLFB@FSR	n/a
Last Seat Availability for Access Plus airlines	4PLF@ 4PLFB@	n/a
Segment select	4PS1/2 4PFSR#S1/2 4PLFB@FSR#S1/2	WPS1/2 WPNCB¥S1/2
Contracted discount	4P#**/**@@ACCTCODE 4P#**/**@@ACCTCODE#FSR 4PLF@FSR#**/**@@ACCTCODE	WPI(SNAP / CORP ID CODE) WPI*HRB15*
Multiple contracted discounts	4PFSR#**/**@@ACCTCODE-ACCTCODE	WPI*HRB15*¥I*SNP01*
Contracted discount fare only	4PFSR#**/**@@HRB15.**AC**	WPI*HRB15*¥XC

Exclude non-changeable fares (Ex: Delta E class)	4PLF@FXD
	4PLF@FSR#FXD
		New! Dec 2015
		
		WPNCB¥MPC-ANY
		     MP = Maximum Penalty
		     C = Changeable
		     ANY=any fare

No penalty	4PFNP 4PFSR#FNP 4PLFB@FSR#FNP	WPXP WPNC¥XP
No advance purchase	4PFNA 4PFNA#FSR 4PLFB@FSR#FNA 4PLFB@FSRNPNA (multiple fare types)	WPXA WPNCB¥XA
No restrictions	n/a	WPNCB¥XR
Price lowest available fare within a specific cabin Only valid with: WSPAN: 4PLF / 4PLFB SABRE: WPNC / WPNCB WPNCS /WPNI	4PLF@FSR#.F F = First C = Business Y = Coach / Economy P = Premium First D = Premium Business W = Premium Coach / Economy 4PLFC@ / 4PLFCB@ C = All Cabins	*New! July 2016* WPNC¥TC-FB (First) FB = First BB = Business YB = Economy PB = Premium First JB = Premium Business SB = Premium Economy AB = All Cabins
Passenger Type	4PPC07 4PFSR#PC07 4PLFB@FSR#PC07	*WPPC07*
Fare Type	4PPGVT 4PFSR#PGVT 4PLF@FSR#PGVT	WPPGOV WPNC¥PGOV

Name select	4PN1.1 4PFSR#N1.1 4PLF@FSR#N1.1	WPN1.1 WPNC¥N1.1
Price with Tax Description Detail	4P#VP 4PFSR#VP 4PLFB@FSR#VP	n/a
Force connection	4P-X1/2 4PFSR#-X1/2 4PLF@FSR#-X1/2	WPX2 WPNC¥X2
Ticket designator discount	4PFEX/SC35 (system stored discnt) 4PFEX#/*@TKTDSG (tktdsg fares pricing)	WPQ/TKTDESG (input designator)

CHANGE FEE / MAXIMUM PENALTY INFORMATION AND FILTERING (WPMP)– New! From Sabre

Shopping and pricing for an airfare can be complicated, especially when it is not clear whether a fare is refundable, changeable, with or without a penalty for any changes. Low Fare Search and Air Pricing now offers additional personalization by specifying this information in the request. With these enhancements, you can quickly view whether a fare is refundable or changeable plus you can search and filter flights by fare flexibility.   For example, new optional parameters in Low Fare Search and Air Pricing provide the ability to exclude non-changeable/non-refundable fares and will filter fares with 'no penalties' and by maximum penalty amounts in the results.

Change Fee & Maximum Penalty - Information
New optional qualifier to request for change fee & refund **information/details/data** shown along with the response at air shopping and air pricing time. The responses will include new elements indicating the following:
  – If non-refundable
  – If non-changeable
  – If refundable
  – If changeable
  – If penalties apply before/after departure and penalty amounts

Change Fee & Maximum Penalty Information		
Description	**Worldspan**	**Sabre**
Request Changeable / Refundable Information *whether the fare is refundable and/or changeable, or not, with or without penalty (with non-specific penalty details) & amounts	n/a	Price: WPMP-I WPNCB¥MP-I Low Fare Search: WPNI¥MP-I

Change Fee & Maximum Penalty – Filtering
New optional qualifiers for filtering by fare flexibility and maximum penalty amounts. Provides the ability to exclude non-changeable/non-refundable fares from air shopping and air pricing results. Filtering will include the following capabilities (among others; full details in Format Finder or the Quick Reference):

Change Fee & Maximum Penalty – Filtering		
Description	**Worldspan**	**Sabre**
Changeable - Excludes non-changeable fares. Considers any fare that is changeable to be returned	n/a	Price: WPMPC-ANY WPNCB¥MPC-ANY Low Fare Search: WPNI‡MPC-ANY
Refundable - Excludes non-refundable fares. Considers any fare that is refundable to be returned	n/a	Price: WPMPR-ANY WPNCB¥MPR-ANY Low Fare Search: WPNI‡MPR-ANY
Either Changeable ~ or ~ Refundable - Excludes only fully non-changeable ~ or ~ non-refundable fares. Considers any fare that is changeable ~ or ~ refundable to be returned	n/a	Price: WPMP-ANY WPNCB¥MP-ANY Low Fare Search WPNI‡MP-ANY

ALERT!
Not all Low Fare Search options/qualifiers are included below.   Please search GDS help pages when other options/qualifiers may be beneficial to use.

Description	Worldspan HELP 4PLIACT	Sabre
Power Pricing – WS / Low Fare Search - S	4PLI	WPNI
Securate and Published	4PLIFSR	n/a
Last Seat Availability for Access Plus airlines	4PLI@	n/a
For multi airports in same city	4PLIM 4PLIM@ 4PLIM@FSR	*Sabre Default*
With 2 hour window and single connections	4PLI/W2#/XC2 4PLIFSR#/W2#/XC2 4PLIM@FSR#/W2#/XC2	WPNI/T2/K1
Segment Select	4PLI#S1/2 4PLI@S1/2#FSR 4PLIM@FSR#/W2#/XC2#S1/2	WPNI¥S1/2
Online Connections	4PLI#/OL 4PLI@FSR#/OL 4PLIM@FSR#/W2#/XC2#/OL#S1	WPNI/O
Arrival time / Arrival time range (N/A if flight dep/arr dates are different +1/-1) (The "A" qualifier must be after 4PLI)	4PLIA 4PLIA@ 4PLIA@#/M#FSR#/W2#/XC2	WPNI¥ZRA13001700
Use only airport in itinerary	*Worldspan Default*	WPNIN
Same connecting points	4PLIX 4PLIX@ 4PLIM@FSR#/W2#/XC2#/X	WPNIX
For direct flights only	4PLID 4PLID@ 4PLIM@FSR#/W2#/XC2#/D	WPNI/D
With specific airlines	4PLI/ADL-AA 4PLI/ADL-AA#FSR 4PLIM@FSR#/W2#/XC2#/ADL-AA	WPNI/ADLAA
Excluding airlines	4PLI/XADL-AA 4PLI/XADL-AA#FSR 4PLIM@#/W2#/XC2#/XADL-AA	WPNI/XDLAA
Exclude Ground Transportation	4PLI/#XG 4PLI/#XG#FSR 4PLIM@FSR#/W2#/XC2#/XG	n/a
Alliance Partners	4PLI#-/*O 4PLI#-/*O#FSR 4PLIM@FSR#/W2#/XC2#-/*O O (OneWorld) A (Star) S (Sky)	WPNI/*O O (OneWorld) A (Star) S (Sky)

Search number of days plus/minus or tomorrow/yesterday from departure		4PLI/T2 4PLI/T2#FSR 4PLIM@FSR#/W2#/XC2#/T2 4PLI/Y2 4PLI/Y2#FSR 4PLIM@FSR#/W2#/XC2#/Y2	WPNI/P2 WPNI/M2
Cabin/Class		4PLI.F 4PLI.F#FSR 4PLIM@ FSR#/W2#/XC2#.F F=First C=Business Y=Coach D= Premium Business W=Premium Coach	WPNI¥TC-FB First=FB Business= BB Economy=YB Premium First=PB Premium Business=JB Premium Economy=SB All Cabins=AB
Rebook low fare option		4PLIB2	WC¥2X (cxls all segs not just air segs)
Keep itinerary and book alternate flights		4PLIB1K	WC¥2
Combined		4PLIM@FSR#/W2#/XC2#S1/2#/@@ACCTCDE	WPNI/T2/K1¥S1/2¥ISNP01

STORE FARE - WORLDSPAN

Description	Worldspan Format
Store Fare Quote only from autoprice • Adds fare quoted to face of PNR • If only SFQ and no ticket record, Worldspan issues ticket based on current autoprice.	4PQ 4PQS1/2 4PQFNP
Create Ticket Record (TR) • Tickets issued from fare in TR not autopriced. • Fare guaranteed until midnight on date created	4P*#TR
Store Fare Quote associated to TR Single Specific Multiple Range All	4PQC 4PQC3 4PQCTR3/5 4PQCTR2-4 4PQCTRALL
Securate and Published in TR	4P*FSR#TR
Segment Select	4P*FSR#S1/2#TR
Contract Negotiated Discount in TR • Can be referred to as "ATPCO" at Travel Leaders	4P*FSR#/@@(ACCTCODE)#TR
Contracted discount fare only in TR	4P*FSR#/@@(ACCTCODE.)AC#TR
Tour Code / IT Number in TR • Referred to as "Affinity" here at Travel Leaders	4P*FSR#ITITTOURCODE#TR
Commission in TR percent amount	4P*FSR#K0#TR 4P*FSR#K$123.00
Endorsement in TR	4P*FSR#ER-VLD.UA.ONLY#TR
Carrier override in TR	4P*FSR#CUA#TR
Ticket type in TR	4P*FTP#TR
Combined Options/Qualifiers ATPCO Affinity	4P*FSR#/@@ABC#S4/5#K0#CUA#TR 4P*FSR#ITIT123#S4/5#K0#CUA#TR
Append Ticket Designator only no discount	4P*FSR/-0/TKTDSG#TR
Create Manual Price Quote	n/a (Store fare info in historical remarks/agent doc)

Displaying Stored Fare	
Description	**Worldspan Format**
Display Ticket Record and Fare Quote	*TK
Display Ticket Record	*TR All Ticket Records 4* Single TR 4*TR1 Specific TR detail
Display Fare Quote	*FQ or *F
Display Pricing Instruction - PI	*PI 4-PI2 4QPI2
Display fare history	*H$, *H$T

Delete Stored Fare	
Description	**Worldspan**
Delete Fare Quote Single Associated to TR 1-3,4 Associated to all TR's	4PQ@ 4PQ@TR1-3/4 4PQ@TRALL
Delete Ticket Record Single Specific TR All	4P*@ 4-TR@1-3/4 (Deletes the Fare Quote associated to TR) 4-TR@ALL
Delete Pricing Instructions	4-PI@ALL All PIs 4-PI@1-3/5 Range / Multiple

STORE FARE - SABRE

Description	Sabre
Store Fare in a Price Quote Record	WPRQ WPRQ¥S1/2 or 1. Price PNR 2. Type PQ
Store Fare in PQ with all pricing and ticketing qualifiers.	WP(ticketing/pricing qualifiers)¥RQ
Contracted Discount • Referred to as "ATPCO" at Travel Leaders	WPI(CORP ID CODE) ¥RQ WPI*HRB15*
Tour Code / IT Number • Referred to as "Affinity" at Travel Leaders	WPUN*TOURCODE¥RQ
Segment Select	WPS1/2¥RQ
Commission percent amount	WPKP0¥RQ WPK23.00¥RQ
Endorsement append to published override published	WPEDVLD UA..¥RQ WPEO/VLD UA..¥RQ
Validating Carrier	WPAUA¥RQ
Ticket type Paper E-tkt	WPXETR¥RQ WPETR¥RQ
Store fare with all typical options/qualifiers	WPAUA¥IABC01¥UN*TOURCODE¥KP0¥ETR¥RQ WPAUA¥UN*TOURCODE¥KP0¥ETR¥RQ
Append Ticket Designator no discount	WPQ//DP0-TKTDESG (output designator)
Create Manual PQ	PQM-(freeflow)

Displaying Stored Fare	
Description	**Sabre**

Display Price Quote Record   All PQs
                                               Specific PQ
                                                   Summary
                                                 Breakdown
	*PQ
	*PQ1
	*PQS
	*PQSB

Display fare history	*PQH

Delete Stored Fare	
Description	**Sabre**

Delete stored fare   Specific PQ
                                                      All PQs
                                                     Multiple
                                                        Range
	PQD1
	PQD-ALL
	PQD1/2
	PQD1-3

TARRIF / FARE DISPLAY

Description	Worldspan	Sabre
Display Tariff (defaults to today's date)	4FCLTSEA	FQCLTSEA
Specific travel date	4FBNALAX13JUN 4FBNALAX-DL/L13JUN/R19JUN	FQBNALAX13JUN FQBNALAX13JUN¥R19JUN-DL
Specific carrier(s)	4FBNASFO14MAY-DL-AA-UA	FQBNASFO14MAY-DL-AA-UA
Round Trip Fares	4FBNALAX.RT-DL/L13OCT/R19OCT	FQBNASFO14MAY-DL-AA-UA¥RT
Fare Basis	4FCLTSEA13JUNSRA*VE14NR-DL	FQCLTSEA13JUN¥QVE14NR-DL ¥Q(fare basis code)
Securate / Private & Published Securate Only Securate & Published Excursion Securate & Published Normal Securate & All Published	4FCLTSEA**SR** 4FCLTSEA13JUN**SC** 4FCLTSEA**SRX**-DL/L13JUN/R19JUN 4FCLTSEA**SRN** 4FCLTSEA13JUN**SRA**	*Sabre shows both private and published without additional qualifiers.*
From availability	4F.A	FQL1/2
From itinerary segment	Step1: A.S1 or A.S1/2 Step 2: 4F.A	FQS1 or FQS1/2
Historical Fares	4FMSPORD**1APR1509APR15SRA**-DL#V (**TKT DT**)(**TRAVEL DT**)	FQ**24MAY14**DFWSEA1**5JUL14**¥BV-DL (**TKT DT**) (**TVL DT**)
Update tariff display		
Do not apply/apply all validations	N/A	FQ*¥VN (Validate No) FQ*¥VY (Validate Yes)
Change date	4F*13NOV	FQ*13NOV
Change arrival	4F@ASEA	FQ*ASEA
Change boarding point	4F@DMIA	FQ*DMIA
Change fare category	4F*SRA	FQ*-GOV
Change airline	4F*-UA	FQ*-DL
Back to all airlines	4F*A	FQ*-**
Display tariff in any other currency	4F*@GBP	FQ*GBP
Redisplay fares	4F*	FQ*

FARE RULES

Display mini rule from tariff	4F.R1	n/a
Display all rules from tariff	4F.R1#ALL	RD1
Display rule menu from tariff display	4F.R1#MENU	RD1*M
Display rules specific category	4F.R1#PEN/ADV	RD1*PN/TR
Redisplay Fare Rules	4F.R*	RD* WPRD**
Display rule from pricing response	4PR then 4PR-1 (fare line)	(WPRDHELP) WPRD* WPRD*S3-4 / WPRD*Q *YUA* WPRD*M / WPRD*S3¥M WPRD*C16/2 / WPRD*S1¥C16/2
Display rule from pricing specific rule category	4PR@PEN/SEA/ADV/MIN/FLT	WPRD*PN/TR / WPRD*S3¥PN/TR

SEAT REQUESTS

** Our policy is to use the GDS Seat map and select the best seats available. **

Seats		
Description	**Worldspan**	**Sabre**
View seat map for segment 1	41* or 41* Y	4G1*
View seat map for availability line 1	41*Y , 41*C , 41*F	n/a (by flight info instead)
View seat map for change of gauge flight	Originating Portion 41234/01JANTPAIAH-UA Secondary Portion 41234/01JANIAHLAX-UA	Originating Portion 4G*UA1234F23OCTTPAIAH Secondary Portion 4G*UA1234F23OCTIAHLAX
View seat map by flight, date, cities	41234/02MAYMIAPHX-AA	4G*AA1234Y02MAYMIAPHX
Bypass Graphical Seat Maps	n/a	4G1*/O
Move Down in seat map	MD or @MD	MD or ¤MD
Sell specific seats	4RS1$25ABC	4G1/25A
Cancel seat for segment 1	4RX1	4GX1
Cancel all seats	4RX	4GXALL
Display seat assignments	*S or *SGA	*B
SSR generic requests Aisle Window Seat	3SANSSA 3SANSSW 3SANSST	3NSSA 4NSSW (4 for AA only) 3NSST
Generic seat request all segments	4RA	4GA/NA
Generic window	4RA$W 4RS1$W	4GA/NW 4G1/NW
Generic aisle	4RA$A 4RS3$A	4GA/NA

INTERACTIVE WORLDFILES (IWF) - WORLDSPAN

Worldspan uses the term World Files for profiles. Interactive World Files (**IWF**) is a supplementary database record that can be created and attached to Company (Level 2) and Traveler (Level 3) profiles.   This database record stores company and/or traveler preferences which automatically append options/qualifiers to hotel, car or even availability displays as well as when selling hotels and cars. When a World File with **IWF** is copied into a PNR, the **IWF** preferences immediately begin interacting with the Hotel, Car and Availability process.

Due to our 3rd party profile systems, we only create and maintain IWF's for Company profiles on a limited basis. Typically we only use IWF for Car and Hotel corporate discount and Hotel negotiated rate codes (/PC-)

Hotel and Car IWF Typical Options :
>   Corporate Discount (/CD-)
>   Plan Codes (/PC-)

The IWF hierarchy is as follows:
-    Manually input options
-    IWF
-    Agent Hotel Default Record
-    Agency Hotel Default Record
-    Any Worldspan defaults

Searching an accounts and /or Travel Leaders negotiated rate codes.
A maximum of 3 PC codes can be configured in IWF. The Travel Leaders standard is the Travel Leaders PC codes plus the accounts PC code is configured in the company profile.

A.   If an account has only 1 PC code, no manual entries to search both the Travel Leaders and account code is necessary.

However, if an account has more than 1 PC codes, any additional account or Travel Leaders PC codes PC codes will need to be separate searches with manual entries to include the codes in the /PC- option.

B.   When a hotel allows 3 or up to 8 plan codes in one entry you can include all codes in your format.
  (Go to INFO XXHSOURCE (XX=HTL CHAIN CODE) to verify maximum allowed per hotel chain)
>   HL……**/PC-7TL-TZE-AB1-AB2-AB3**

A.   When only a maximum of 3 plan codes are allowed in any one search, multiple searches may be required.
  1.   Search IWF plan codes by not including any /PC- option.
>   HL…….. **(no plan codes)**

  2.   Search any additional account plan codes not configured in IWF by including the /PC- option with appropriate codes.
>   HL……..**/PC-AB4-AB5-AB6**

  3.   Search the TL rates by including the /PC-option with the TL codes (7TL-TZE).
>   HL…….**/PC-7TL-TZE**

View IWF configuration:
  1.   Display profile from PNR   G*CPY
  2.   Display company profile IWF Index   G*RIM2
       Display Car IWF details   G*RICN
       Display Hotel IWF details   G*RIHN

Verify if IWF is active from a PNR
The tag below will show the first time a PNR is displayed indicating IWF is active.
>   ***INTERACTIVE WORLD FILES ACTIVE***

Type ***CPY** from a PNR to display the profiles copied into a PNR.   The letter **I** indicator will show if IWF is active.
```
CPY- 1.E I -DEAN/L**FISH T4S
1-TC/91P/01JAN/1510Z
```

GENERAL CAR INFORMATION

CRDORD/CZE	CAR POLICY BY CO/LOCATION
CRDLAX/CZE*MAKES/ALL	CAR MAKES SPECIFIC LOCATION
CRDLAX/CZE*MAKES/VICAR	CAR MAKES SPECIFIC LOC/VEHICLE TYPE
G/CAR/XXZ	CORPORATE INFO BY COMPANY
CRLSFO/CZE	CAR COMPANY LOCATIONS IN CITY
CRC	LIST OF ALL CAR VENDORS
CRCBUDGET	ENCODE CAR COMPANY
CRCZE	DECODE CAR CODE
G*/7VA*GENERAL-P/G*	TL CAR CD NUMBERS INFO
HELP CBOOK	STEPS TO BOOK CARS

OPTIONAL FIELDS: HELP CROPT

/CZE-ZI-ZL	VENDOR (up to 3)
/VICAR-FCAR	VEHICLE/CAR TYPE (up to 3)
/VI*	Wild Card (International)
/VASUV	Pseudo Car Type (INFO CRPSEUDO)
/ID-	CUSTOMER ID NUMBER............/ID-1234567
/CD-	CORP DISCOUNT NUMBER........../CD-98765
/CDZI-123-CDZL-123	MULTIPLE CORP DISCOUNT NUMBERS…..../CDZI-1234-CDZL1234
/SQ-	SPECIAL EQUIP CODE............/SQ-NVS
/FT-	FREQ TRAVEL NBRS/AIRLINE......./FT-AA12345678
05JUN07JUN	PICKUP AND DROP DATES
/D-10JUN	DROP DATE
/ARR-9A	PICK UP TIME
/DT-7A	DROP TIME
/L	NON AIRPORT LOC PICK UP......./LC07
/DO-	DROP OFF LOCATION............./DO-IAH
/QR-U	MILEAGE PLAN (U=UNL G=GTD RATES)
/EUSD	EQUIVALENT CURRENCY
/SI-	SUPPLIMENTARY INFO........../SI-RQST BLUE CAR
/PC-	PROMO COUPON OFFER............/PC-ABC123

HELP
CRLIST

CAR COMPANY CODES

CRLTPA
LIST PARTICIPATING VENDORS

HELP CRTYPE
CAR TYPE CODE MATRIX

CRG/SQ

CAR EQUIPMENT CODES

HELP CRGUIDE
CAR REFERENCE GUIDE

HELP CRAC

CRAR	MOVE RIGHT (vehicle types)
CRAL	MOVE LEFT
CRAD	MOVE DOWN IN CRA DISPLAY
CRAU	MOVE UP IN CRA DISPLAY
CRA*	REDISPLAY CAR AVAILABILITY
CRR*	REDISPLAY CAR RULES
CRD*	REDISPLAY LAST CAR DETAIL
CRDS2	CAR DETAILS FOR SEG 2
CRRS3	CAR RULES FRO SEG 3

Step 1 – Car AVAILABILITY

CRAS2/VICAR/CZE	WITH CAR TYPE AND VENDOR
CRA/VFCAR (i.e. optional field)	MODIFY CRA DISPLAY
CRASTL/D23APR30APR/ARR-9A/DT-5P/VICAR/CZI	W/OUT FLT SEGMENT

Step 2 – Car RULES or Car Policy/Details

CRR1	DISPLAY CAR RULES FROM AVAILABILITY LINE 1
CRD1	DISPLAY CAR DETAIL FROM AVAILABILITY LINE 1

MODIFY CAR AVAILABILITY

CRA/CZE	Modify Car Company
CRA/C	Remove Car Company

Step 3 – Car SELL / BOOK   (see above for sell options)

CR01	SELL CAR FROM LINE 1
CR01/ID-123456	SELL CAR WITH ID AND SPEC EQUIP

Direct SELL Car

CRNS1/VICAR/CZE/ID-	DIRECT SELL USING OB AND RTN FLIGHT
CRNMIA09MAR11MAR/ARR-9A/DT-4P/VICAR/CZI/CD-/ID-	DIRECT SELL W/O FLIGHTS

CAR MODIFY   (how to change an already booked car segment)

CR@2/D06JAN	CHANGE PUP DATE
CR@2/D-13JAN	CHANGE RETURN DATE
CR@2/D06JAN13JAN	CHANGE PUP AND RETURN DATE
CR@2/VICAR	CHANGE CAR TYPE
CR@2/ARR-10A	CHANGE ARRIVAL TIME
CR@2/DT-4P	CHANGE RETURN TIME
CR@2/SQ-CST	CHANGE OPTIONAL INFO FIELD (i.e) ADD CAR SEAT
CR@2/DO-	DELETE OPTIONAL INFO FIELD (i.e.) DROP OFF

CANCEL A CAR
X (segment #)

Car cancellation numbers appear in the OSI. Make sure the customer is given the number.

Step 1 – Display all Locations for specific company

CRLDTT	CAR LOCATIONS IN DETROIT FOR ALL VENDORS
CRLDTT/CZE	CAR LOCATIONS IN DETROIT FOR HERTZ
CRLDTT/D09NOV12NOV/ARR-9A/DT-5P/CZE	CAR LOCATIONS IN DETROIT WITH DATES AND HERTZ
CRLCHI/CZE/LC	CAR LOCATIONS IN CHICAGO /ONLY C-CITY LOCATIONS

```
** Use city codes to see non-airport locations

Encode city to find city codes:   KC/DETROIT
```

See CRG/L for Rental Location Codes

By Location Code   CRLDTT/CZE/**LT**

    A - AIRPORT / BOTH T-O
    C - CITY
    E - EAST
    H - HOTEL
    N - NORTH
    O - OFF TERMINAL
    P - PORT/FERRY
    R - RESORT
    S - SOUTH
    T - TERMINAL
    W - WEST
    X - RAIL

Step 2 – Display Availability from list

CRA3	CAR AVAILABILITY FROM CRL LINE 3
CRA3/D09NOV12NOV/ARR-9A/DT-5P	CAR AVAILABILITY FROM CRL LINE 3 WITH DATES AND TIMES

Step 3 – Sell Car
CR03/ID-/FT-

CRL*	REDISPLAY LAST CAR LIST
CRR1	DISPLAY CAR RULES FOR LINE 1
CRD2	DISPLAY CAR DETAILS FOR LINE 2

Step 4 – Verify Car Location
CRDS3 (segment number in PNR)

HOTEL DEFAULT RECORD - WORLDSPAN

The hotel default record allows an agency and/or an agent to customize any hotel list display with selected information and options. These defaults do not apply to hotel availability displays. The selections stored in the template are bypassed when the corresponding hotel option is included in the hotel list entry. / e.g. hl/dd- turns off the /dd- default/

Display Hotel Default Record to create or Modify   **H/L**
Help/Info on   **HELP/INFO HDRG**

```
         HOTEL LIST/AVAILABILITY/SELL DEFAULTS      >H/L1-
FOR CITY(7VA) SINE(LB) SECURED  N  DEFAULT TO       /RR-(Y)  -
/NP-(01) CK-IN TODAY(N) /DD-(75)C(  )A(  ) NBR NTS(   ) /FS-(N)
/C-(  -  -  )   /SC-(N)   /K-(N)                              -
/PC-(            )                                            -
/BS-(        )   MASK CD NUMBER (N)                           -
USE SECURATE TRANSLATION TABLE-(   )                         -
DISPLAY HEADERS(Y) TABS(Y) STREET ADDRESS(Y)OR CITY(N)     -
DISPLAY PROPERTY CODE (Y)                                    -
-CHAR DEFAULT TO CITY(Y) OR AIRPORT(N)                      -
AUTOMATIC CREATE OF DEFAULTS  (    (  >INFO HDRAEX( EXAMPLES
>
```

Hotel Default Record Template   **INFO HDRG**

FOR CITY (A5A = local SID)	Agency SID programmatically filled in
SINE (DS = agent sine)	Agent sine programmatically filled in
SECURED	Inhibits all users in the SID from changing **default** setting
/RR−	Rate range options.
/NP−	Number of persons
CK−IN TODAY	Check-in today option
/DD−( ) C( ) A ( )	Distance and direction option displays properties within the

specified mileage or kilometer limits. Left blank the **default** maximum distance is 40 miles, unless the City or Airport option is selected. /DD- ( ) is a general distance indicator C ( ) is for distance from the city center A ( ) is for distance from the airport

NBR NTS	Number of nights
/FS−	Fire Safety Act certified
/PC−	Specify plan code - maximum 3 codes
/BS-	Booking Source Number
MASK CD NUMBER	Mask corporate discount numbe (/CD-). **Default** is N.
/C−	Specify chain code - maximum 3 codes
/SC−	Same country option
/K−	Kilometer option - **Defaults** to miles when (N) is shown
SECURATE TRANSLATION TABLE	Use 3-letter code to indicate which Worldspan SecuRate®

translation table should be used. Current processing occurs if left blank.

DISPLAY HEADERS	Headers can be suppressed to view more lines of information.
DISPLAY TABS	Entries with tab stops can be suppressed.
STREET OR CITY ADDRESS	Show street address or city, state, and zip code
DISPLAY PROPERTY CODE	Show property codes in **hotel** list (needed for *Hotel Booking Tool*)
3-CHAR DEFAULT TO CITY OR AIRPORT	Assumes city or airport in **hotel** list or HRP area list entry

GENERAL HOTEL INFORMATION

Hotel List regardless of availability	HLLAX
Hotel Help Index	HELP HOTEL
Hotel Vendor Codes	HELP HC
Hotel Code Tables	HELP HCODE
Encode Hotel Name	HCHYATT
Decode Hotel Code	HCHY
Hotel Loyalty Participants	HC-LOYALTY
Steps to book hotels	HELP HBOOK

OPTIONAL FIELDS

Only hotels with "A" status	/A (only with multi chain entry)
Negotiated Rates	/PC-7TL-TZE-XXX (max 3-8)
Hotel Chain	/CSI-HH-HY or /C-SI-HH-HY
Hotel Name	/H-RITZ CARLTON
Northstar Crown Rating	/NTM-4
Address	/AD-Broadway
Phone Number	/PH-3102730300
Postal/Zip Code	/Z-91403
Distance/Direction	/DD-10 or /DD-10-15 or /DD-10W
Maximum Rate	/MR-100
Rate Range	/RR (rate range will show in list)
Equivalent Currency	/E-CAD
Airport Transportation	/T
Bedding Type	/B-1K
Property Type	/PR-EY
Property Amenities	/AM-
Rate Plan	/P-COR or /P-C
Number of Persons	/NP-2

PROPERTY TYPE CODES:
HG*PR

LH-Luxury
MD-Moderate
UP-Upscale
EY-Economy
MO-Motel
RE-Resort, Spa, Lodge
BB-B & B, Guesthouse
RN-Farmhouse or Ranch
HC-Historical/Castle
AP-Condos, Apt, Villas
AS-All Suites
ES-Extended Stay
CC-Convention Facilities

Amenities (Availability)
HG*AM

IA - high speed internet
NS - non smoking
BC – business center
CN – conference /meeting room
GS – golf course
TC – tennis courts
IP or OP – has pool (in/outdoor)
EF – exercise facility
RS – has restaurant
CP – children's programs
CS – casino
WA / WE – wheelchair accessible
PA – accepts pets
DP – data port in room
LM – laundry
BI – free breakfast
JZ – Jacuzzi / hot tub
KT – kitchenette
IW - high speed wireless free
IC- internet acc fee

MAX PLAN CODES
INFO XXHSOURCE
(XX = Hotel Chain

RATE CATEGORY CODES:
HELP H/P-
Defaults to ALL if not specified

C-Corporate	G-Government
P-Package	I-Travel Industry
W-Weekend	P-Promo/Package
V-Convention	S-Senior

Add/Change/Delete Qualifiers:

Change to different chain	HL/CEH
Add amenities	HL/AM-IW
Only hotels with "A" avail status	HL/A
Delete option	HL/AM-
Change to list airport reference	HL*ALAX
Rate Range Add/Delete toggle	HL/RR-
(HL only, dates mandatory, dash opt)	

Step 1 – Hotel List

Reference Itinerary Segment
HLS2/D-9SEP1**/**C-HY-EM/PC-7TL-TZE-XXX

HLS1**A**/D-9SEP1/   Search airport area location
HLS1**C**/D-9SEP1   Search city area location

Without Itinerary Segment - Airport

HLLAX/D21SEP23SEP1/C-EH-SW/PC-7TL-TZE

HL**A**LAX/D21SEP23SEP1   Search airport area location

Hotel List Down (move down)	HLD
Hotel List Up (move up)	HLU
Redisplay Last HL	HL*

Hotel Select Save (HELP HS)

HS2-3-6	Save hotel line 2, 3, 6 of HL
HS	Display saved list (saved list is gone after new HL entry)

AVAILABILITY STATUS CODES
HELP HL / INFO HINTEGRATED

A	=	Available
R	=	On Request
C	=	Closed Out/Not Available
O	=	Rate Plan Other than specified
		in request is available
Blank =		Non Integrated hotel source participants

Step 2 – Hotel Availability See HELP HAOPT

HA1	From HL display

HAP-DI09653/D21SEP23SEP1/PC-7TL-TZE   Availability by hotel property number (include /PC-, H/L defaults don't apply)

Step 3 – Hotel Description

HD	From HA
HD*(category)	From HA by category
HD 3	From Line 3 of HL
HD 3*HOTELS	From Line 3 of HL by specific keyword
HDS2	For segment 3 of itinerary
HD*ALL	Redisplay HD Menu
HD*	Redisplay Hotel Description

Misc. Hotel
Hotel Description by Property Code

HDDI09653	Days Inn 09653
HDEABENAP	Double Tree TAMPA

Step 4 – Hotel Rate Description

HR1	Display rate details by line in **HA**
HRS2	Display hotel rate details in PNR
HR*	Return to last rate rule display

Step 5 – Hotel Sell

Basic Sell   (System assumes 1 room)

Hotel Sell	H0 (line number)
	H01/ G-/(options)

Modify Hotel Segment

Modify Date(s)	H@2/D11MAY15MAY
Modify Room Type	H@2/R-A1K
Modify Optional	H@3/SI-OCEANVIEW
	H@3/G-CAX345678901234567EXP10-11

```
Hotel Sell Options ( HELP HOTPIONS)
Corporate ID Number     /CD-9876543
Frequent Guest ID       /FG-45634567
Frequent Flyer          /FT-UA12345
Extra Person            /EX-1
Rollaway                /RA-1
Crib                    /CR-1
Number of rooms         /N-
Special Information      /SI-POOLVIEW
```

```
Guarantee Options:

Credit Card     /G-CCAX3712088774445555EXP07-15

Use same CC as in hotel segment         /G-SAME

Deposit         /G-DEPCCVI46312334556677EXP07-15


        See HELP H/G- for more options
```

Availability by Reference Point - US

If exact reference point name unknown

Step 1 – Display list of reference points

HRPNY-WALL	by State
HRP-DISNEYLAND	by Worldwide Reference Point
HRPATL	by City
HKC/HOLLAND	Encode Reference Point Name

Step 2- Display Hotel List

HL1/D2SEP3SEP2/PC-7TL-RN8	From HRP list

If exact reference point name known

HLMI-HOLLAND/D2SEP3SEP1	By state code and specific reference point name
HLHOLLMI/D02SEP03SEP1/PC-7TL-TZE	by reference point code
HL-MAYO CLINIC/D02SEP03SEP1	by reference point name

Availability by Reference Point – International

If exact reference point name unknown

Step 1 – Display list of reference points

HRPCFR-A	HRPC(country code)-(first letter or name of reference point)	by Country
HRP-ARC DE TRIOMPHE	by Worldwide Reference Point	
HRPLON	by City	

Step 2- Display Hotel List

HL1/D2SEP3SEP2/PC-7TL-TZE
HL(line nbr)/D(in date)(out date)(1 or 2 adults)/options

If exact reference point name known

HLCFR-ARC DE TRIOMPHE/D2SEP3SEP1/PC-7TL-TZE
HLC(country code)-(city name)/D(in date)(out date)(1 or 2 adults)/options

HL-ARCDET/D2SEP3SEP1/PC-7TL-TZE
HL-(reference point code)/D2SEP3SEP1/PC-7TL-TZE

BOOKING CARS - SABRE

GENERAL CAR INFORMATION
CP*XXDFW   CAR POLICY BY CO/LOCATION
CP*XXCORP   CORPORATE POLICY BY COMPANY
CP*ZELAX/MAKES   CAR MAKES SPECIFIC LOCATION
CQLZESFO   CAR COMPANY LOCATIONS IN CITY
W/-CRBUDGET   ENCODE CAR COMPANY
W/CR*ZD   DECODE CAR CODE

OPTIONAL FIELDS   (USED WHEN SELLING)
-ZE,ZI,ZL   VENDOR
/ICAR,FC   CAR TYPE   (two letter category and type)
/ID-   CUSTOMER ID NUMBER............/ID-1234567
/CD-   CORP DISCOUNT NUMBER........../CD-9876
/CD-ZI123,ZL123 MULTIPLE CORP DISCOUNT NUMBERS.....CD-ZI1234,ZL1234
/SQ-   SPECIAL EQUIP CODE............/SQ-PHN
/FT-   FREQ TRAVEL NBRS/AIRLINE....../FT-AA12345678
/05JUN-07JUN   PICKUP AND DROP DATES
/-10JUN   DROP DATE
/7A-7A   PICK UP AND DROP TIMES
/-7A   DROP TIME ONLY
/PUP-   NON AIRPORT LOC PICK UP......./PUP-DFWC001
/DO-   DROP OFF LOCATION.............../DO-IAH
/UN   MILEAGE PLAN (UN=UNLIMITED / PM=PARTIAL FREE / TM=TIME+MILEAGE)
/ARR-   ARRIVAL TIME.................../ARR-9A
/RET-   RETURN TIME.................../RET-3P
/ ¥USD   CURRENCY
/SI-   SUPPLIMENTARY INFO........../SI-RQST BLUE CAR
/PC-   PROMO COUPON OFFER............/PC-ABC123
/BA-   BOOKING AGT INFO.............../BA-SMITHJ

DU*/CAR/VENDOR

CAR COMPANY CODES

CARTPA
LIST PARTICIPATING VENDORS BY CITY

CARTYPEHELP
CAR TYPE CODE MATRIX

CARTYPEPSEUDOHELP
PSEUDO CAR TYPE CODES

DU*/CAR/EQP

CAR EQUIPMENT CODES

Step 1 – Car SHOP
CF2/3/IC,FC-ZE,ZI   (must specify car type)   CAR FIND WITH CAR TYPES AND VENDORS
CF5-12JUL-7P   CAR FIND WITH ARRIVAL SEGMENT ONLY
CF*(optional field)   MODIFY CF DISPLAY
CFSTL/23APR-30APR/9A-5P/IC,FC-ZE,ZL   CAR FIND W/OUT FLT SEGMENT
CFMCO-TPA/23APR-30APR/9A-5P/IC,FC-ZE-ZL or CF2-TPA-30APR-5P   SPECIFIC DROP OFF CITY
CQ1/2ZL
CQZLSTL/23APR-30APR/9A-5P/ICAR/CD-98791   CAR QUOTE 1 COMPANY W/LOWEST AND CORP RATES

Step 2 – Car Rules or Car Policy
CF*R1   CQ*R   DISPLAY CAR RULES FROM CF or CQ
CF*P1   CQ*P   DISPLAY CAR POLICY FROM CF or CQ

MD	MOVE DOWN IN CF DISPLAY	
MU	MOVE UP IN CF DISPLAY	
CF*	REDISPLAY LAST CF RESPONSE	
CP*	REDISPLAY LAST CP RESPONSE	
CP**	REDISPLAY ENTIRE CP POLICY	

Step 3 – Car SELL   (see above for sell options)
BOOK
0C1   SELL CAR FROM LINE 1
0C1/CD-12345/ID-123456/SQ-PHN   SELL CAR WITH ID AND SPEC EQUIP
0CARZEICAR2/04SEP/RET-4P/ID-/CD-/FT-   DIRECT SELL USING OB FLIGHT
0CARZENN1MIA13AUG-15AUG/ICAR/ARR-10A/RET-10A/CD-/ID-/FT- DIRECT SELL W/O FLIGHTS

CAR MODIFY   (how to change an already booked car segment)
CM2/PD-06JAN   CHANGE PUP DATE
CM2/RD-13JAN   CHANGE RETURN DATE
CM2/PD-06JAN/RD-13JAN   CHANGE PUP AND RETURN DATE
CM2/CT-ICAR   CHANGE CAR TYPE
CM2/ARR-10A   CHANGE ARRIVAL TIME
CM2/RET-3P   CHANGE RETURN TIME
CM2/SI-PREFER TOYOTA   CHANGE SUPPLIMENTARY INFO
CM2/SQ-CST   CHANGE Special Equipment /ADD CAR SEAT
CM2/DO-   DELETE DROP OFF FIELD
CM2/SI-   DELETE SUPPLIMENTARY INFO

CANCEL A CAR
X (segment #)

Car cancellation numbers appear in the OSI. Make sure the customer is given the number.

SPECIFIC CAR COMPANY

** Use city codes to see non-airport locations
Encode city to find city codes: W/-CCDETROIT

Step 1 – Display all Locations for specific company
CQLZEDTT   Display a list of car rental locations

CQ*0	REDISPLAY LAST CQL
CP*2	DISPLAY CAR POLICY FOR LINE 2 OF CQ
CP**2/MAKES	DISPLAY SPECIFIC TOPIC FROM CQ

Step 2 – Display Availability from list
CQ*3/15JAN-16JAN/10A-10A

Step 3 – Sell Car
0C3/CD-/ID-/FT-

ALL CAR COMPANIES

Step 1 – Display all locations for all companies within a 10 mile radius of given point
CLF/S-FL/N-OCALA/7SEP-9SEP/1P-1P   Near a specified city
CLF/C-IT/N-SORRENTO/7SEP-9SEP/1P-1P

CLF/S-IL/P-SEARS TOWER/15SEP-20SEP/10A-10A   Near a point of interest
CLF/C-FR/P-EIFFEL TOWER/7SEP-9SEP/3P-3P
CLF/S-MA/N-BOSTON/A-110 HUNTINGTON AVE/27SEP-29SEP   Near a specified street address
/10A-10A
CLF/C-DE/N-FRANKFURT/A-HOCHSTRASSE 4/27SEP-29SEP
/1P-1P
CLF/S-WA/Z-98109/27SEP-29SEP/1P-1P Near a postal code
CLF/C-GB/Z-SW7 4QH/7SEP-9SEP//1P-1P
CLF/H-55581/2SEP-3SEP/1P-1P   Near hotel using property code
CLF/H-S1/13JUL-15JUL/10A-10A   Near hotel using segment number

CLF………./PRICE   Qualifier to shop by price instead of distance

OPTIONAL FIELDS

CLF*	REDISPLAY LAST CLF
CLF**	REDISPLAY CLF SIMILAR NAME LIST
CLF*P2	DISPLAY CAR POLICY FOR LINE 2
CLF*P2/MAKES	DISPLAY SPECIFIC TOPIC
CLF*R1	DISPLAY RULES FOR LINE 1

/CD-ZI123,ZL123   MULTIPLE CORP DISCOUNT NUMBERS
/D-5W   Distance/Direction
-ZE,ZI,ZL   Specify Vendor
-X-ZE,ZL   Exclude Vendor
/IC,FC   Car Type (minimum 2 characters)
/N-OCALA-MCO   Drop off
/1P-1P/ ¥USD   Specify Currency

Step 2 – Select location
CLF*2

CP*ETMSYC03	DISPLAY POLICY FOR NON-AIRPORT LOCATION
CQ*	REDISPLAY CAR QUOTE
CQ*P	DISPLAY CAR POLICY FROM CAR QUOTE
CQ*R2	DISPLAY RULES FROM CAR QUOTE

Step 3 – Sell Car
0C3/CD-/ID-/FT-

Note: Sabre offers a CLL format which can be used to locate non-airport car rental locations. Below shows a comparison of CLL and CLF.   CQL and CLF as shown above works well to book non-airport car rentals.

- CLL/CLF displays car rental locations closest to specified geographical location. CLF displays lowest total price
- CLL includes no rates but with additional steps can display rates with the ability to also sell a car.
- CLL format doesn't need to include dates/times
- CLF format does require dates/times

	CLL STEPS	CLF STEPS
Step 1:	CLL/A-6423 BRYAN BLVD/N-SUMMERFIELD/S-NC	CLF/A-6423 BRYAN BLVD/N-SUMMERFIELD/S-NC/15NOV-19NOV/5P-9A
Step 2:	CLL*1	CLF*3
Step 3:	CQ*1/15NOV-19NOV/5P-10A	0C3/CD-/ID-
Step 4:	0C3/CD-/ID-	

TRAVELLEADERS NEGOTIATED RATES **TL7 and TZE**

GENERAL HOTEL INFORMATION

Hotel List regardless of availability	HOTLAX
Hotel Availability Qualifier Help	HOTHELP
Hotel Vendor Codes	DU*/HTL/VEN
Hotel Room Types	DU*/HTL/TYP
Encode Hotel Name	W/-HLHYATT
Decode Hotel Code	W/HL*SI
Decode Hotel Loyalty Affiliates	HCL/*

OPTIONAL FIELDS

Negotiated Rates	/¥TL7¥TZE¥XXX¥XXX (max 8)
Hotel Chain	/SI,HH,HY
Hotel Name	/N-RITZ CARLTON
Northstar Crown Rating	/RT-NTM4
City Area/Address	/CA-Chesterfield (e.g. suburb)
Geocoded	/G
Address	/A-Broadway
Phone Number	/PH-310-273-0300
Postal/Zip Code	/91403 or /PC-91403
Distance/Direction	/D-10 or /D-4W
Sort by Distance	/*SD
Maximum Rate	/R-100
Minimum Rate	/R≠50
Rate Range	/R≠50/R-100
Currency	/C-CAD
Airport Transportation	/AT-H
Bedding Type	/BD-A1K
Location Code	/C

(May use /CA- or Reference Point
 instead)

Property Type	/PT-FIRST
Special Quality	/SQ-DINE,HSPD,SHTL

Rate Category   /RC-C,R or /RC-BEST

Step 1 – Hotel Availability / Hotel List

Hotel Availability Qualifier Help   HOTHELP

Itinerary Segment

HOT(segment nbr)/(out date)(1 or 2 adults)

HOT4/9SEP1**/¥TL7¥TZE¥XXX¥XXX**

Without Itinerary Segment

HOT(city code)/(in date)-(nbr of nights or out date)(1 or 2 adults)

HOTLAX/21SEP-2NT1**/¥TL7¥TZE¥XXX¥XXX**

HOTLAX/21SEP-23SEP1**/¥TL7¥TZE¥XXX¥XXX**

HOTGEOP¥49402/21SEP-23SEP1**/¥TL7¥TZE¥XXX¥XXX**

Step 2 – Hotel Description / Hotel Availability

Display Description on Line 3 of Availability Response
HOD*3

Redisplay Hotel Description
HOD*
HOD(property #)/21SEP-23SEP1

GDS Format Guide

PROPERTY TYPE CODES:

LUXRY-Luxury
MODR-Moderate
FIRST-First Class
ECON-Economy
MOTEL-Motel
RSRT-Resort, Spa, Lodge
BNBS-B & B, Guesthouse
FARM-Farmhouse or Ranch
CAST-Historical/Castle
APTS-Condos, Apt, Villas
ASTES-All Suites
EXTD-Extended Stay
CONV-Convention Facilities

Special Qualities/Amenities /SQ-CODE

HSPD-high speed internet
NSMK-non smoking
BCTR – business center
MEET – meeting room
GOLF – golf course
TENS – tennis courts
POOL – has pool
FITN – fitness center
RECR – recreational includes
GOLF, TENS, POOL, FITN
DINE – has restaurant
KIDS – children's programs
CSNO – casino
WCHR – wheelchair accessible
PETS – accepts pets
DATA – data port in room
DCLN – dry cleaning/laundry
BKST – free breakfast
JACZ – Jacuzzi
KTCN – kitchen facilities
ECOH – Eco-Certified Hotel
WFMR – Free WIFI in mtg room
WFPS – Free WIFI public spaces
WFRM – Free WIFI in room

H-Hotel Courtesy Van/Car
Y-Transportation Exists

Default is Airport 0-20 miles
C-City   11-35 from arpt
A-Airport 0-10 miles from arpt
R-Resort   S-Suburban
(using /G also is good)

RATE CATEGORY CODES:
Defaults to ALL if not specified

C-Corporate	G-Government
F-Family Plan	T-Travel Industry
W-Weekend	P-Promo/Package
V-Convention	S-Senior
I-Distressed Inventory	

Add/Change/Delete Qualifiers:

Change to Hotel within distance of airport
                              HOT/A/D-10
Change to Rate Range   HOT/R≠75/R-150
Delete address   HOT/A-
Delete Name   HOT/N-
Delete City Name   HOT/CA-
Delete Chain Code   HOT/XX

Miscellaneous:

More Hotel Availability	HOT*
Last Availability Screen	HOT**
Redisplay at Line 1	HOT*1
Move Down/Up after HOT*1	MD/MU
Add/Subtract Days (Max 99)	HOT≠3 HOT-4
All properties even not avail	HOT¥

Hotel Description Options:

Display HOD from itin seg 3	HOD¥3
Display Guarantee Info	HOD¥3*G or HOD*G
Display in a Different Currency	HOD*USD
	HOD*CAD
Selective Move Down Tip	MD/DIRECTIONS
	MD/FACILITES

Step 3 – Hotel Rate Description

Display description by rate code
HRD*WKD

Display description by HOD line number
HRD*2

Decode Rate Codes from Description
HRD**

Return to HRD
HRD*

Step 4 – Hotel Sell

Basic Sell   0H(nbr of rooms)≠(line number)
Sell with options   0H1¥4/ (options)

Modify Hotel Segment

Modify Date(s)   HOM2D/11MAY-15MAY
                       HOM3D/11MAY-2NT

Modify Optional   HOM3O/SI-OCEANVIEW
                       HOM3O/GAX3728223EXP10 05-DOE

Availability by Reference Point - US

If exact reference point name unknown

Step 1 – Display list of reference points
HCCTX*A   HCC(state)*(first letter or name of reference point)

Step 2- Display Hotel Availability
HOT*9/2SEP-3SEP2/¥TL7¥TZE¥XXX¥XXX
HOT*(line nbr)/(in date)-(out date)(1 or 2 adults)

If exact reference point name known

HOTCA-DISNEYLAND/4NOV-7NOV1/¥TL7¥TZE¥XXX¥XXX
HOT(state)-(ref pt)/(in date)-(out date)(1 or 2 adults)

Availability by Reference Point – International

If exact reference point name unknown

Step 1 – Display list of reference points
HCCC/FR*L   HCCC/(country code)*(first letter or name of reference
point)

Step 2- Display Hotel Availability
HOT*9/2SEP-3SEP2/¥TL7¥TZE¥XXX¥XXX
HOT*(line nbr)/(in date)-(out date)(1 or 2 adults)

If exact reference point name known

HOTC(country)-(ref pt)/(in date)-(out date)(1 or 2 adults)
HOTC/FR-EIFFEL TOWER/3AUG-5AUG2

Must use the 5≠S#(space) format to advise customer of room rate changes per night.

New Format 5-2015
See Details ***SD/1**
for hotel segment 1

Hotel Sell Options:

Corporate ID Number	/CD-9876543
Frequent Guest ID	/ID-MC34567
Frequent Flyer	/FT-UA12345
Extra Person	/EX-1
Rollaway	/RA-1
Crib	/CR-1
Written Confirmation	/W
Special Information	/SI-POOLVIEW

Guarantee Options:

Credit Card   /GAX3712088774445555EXP 07 05-SMITH

Deposit   /GDPSTVI46312334556677EXP 07 05-SMITH

Guarantee Copy   /GSAME or /GSAME AS 2

Deposit Copy Feature /GDPSTSAME or /GDPSTSAME AS 2

CANCEL A HOTEL
X (segment #)
Hotel cancellation numbers appear in the OSI (*P3/*P4). Make sure the customer is given the number.

HCC Options
Redisplay HCC   HCC*

Decode/Encode State Code
Encode U.S. State	HCCALASKA
Decode U.S. State	HCCAR
Encode Country	HCCC/CANADA
Decode Country	HCCC/ES

Queues		
Description	**Worldspan**	**Sabre**
Queue count (specific queue and cat)	QC/45*C30 QC/13*ALL	QC/328
Access queue	Q/9*C23 or Q/9*C23*D3	Q/9
Queue count all queues, categories	QCT*ALL	QC/
Queue count regardless if no PNRs	QC/1*ALL-A	N/A
Ignore PNR bring next PNR	I	I
Remove PNR from queue	QR	QR
Remove Duplicate PNRS	QRD	n/a (No dups in Sabre)
Place PNR on queue	QEP/20*C26	QP/20/11
Place PNR on queue and keep PNR on current queue	QEPR/20*C26	
List of Prefatory Instruction Codes	N/A	QI*SYS - Sabre PICs QI* - Agency PICs
Exit Queue	QX# I	QXI
Exit Queue, and keep PNR displayed (keeps PNR on the Queue)	QX	QXIR
Queue History	*HQ or *HQ#NUM	*QH or *QH/A
Queue Place History only	*HQP	n/a
Queue Remove History only	*HQR	n/a
Queue Follow-up / Future Placement	QF/7VA/45*C10*10SEP$(xx)	5Q-10SEP50/11
Queue Follow-up / Message Tags List	QF* (code appears after $)	QI* or QI*SYS
Follow-up Queue data in PNR	*QF	*Q-
Queue List	QLD/26*C39	Q/495/L
Queue List include Primary Name	n/a	Q/495/LN
Queue messages	QUTC or QLMTC	QBL/QBU (not used)

Description	**Worldspan**	**Sabre**
Designate printer using Printer Profile	N/A *Printer Designation is automatically configured into your login by GDS administrator*	PPS1 (Printer Profile 1)
Designate printer using printer address	N/A *Printer Designation is automatically configured into your login by GDS administrator*	W*E123456
Undesignated Printer	N/A *Printer Designation is automatically configured into your login by GDS administrator*	PPO
Display all work areas with printer designation	N/A *Printer Designation is automatically configured into your login by GDS administrator*	*S*P

Issue Ticket	Worldspan	Sabre
Issue Ticket	EZE* (pricing and ticketing qualifiers)	W¥ (pricing and ticketing qualifiers) (overrides any qualifiers in FP if one present)
Issue Ticket for specific TR / PQ	EZE*#TR1	W¥PQ1
Issue Transactions in correct SID/PCC	Append the SID's IATA #I1234567	Triple AAA into correct PCC AAAEFGH
Display Electronic Ticket Record	1. *TK 2. ETR(line#) or ETR0061234567890	1. *T 2. WETR*(line#) or WETR*T0061234567890
Display Ticketing Field	*TK	*T or *TA or *TI
Display only E-Tkt Transactions	*TK or *ETA	n/a
Display All Issued Transactions	*DH	*T

Issue Service Fee	Worldspan	Sabre
Issue Fee	EZLIM#SFT0.00	MISF¥XSF45.00 (credit card FOP)
Add Fee OTH and AC Line (not CC FOP) Note: Sabre Only - IQCX will automatically enter if fee remark present and FOP is not credit card	N/A	1. Add OTH to itinerary 0OTHXDGK1/INFORMATION(Last Travel Date)- PROCESSING FEE MAY APPEAR SEPERATELY ON INVOICE 2. Manually Add AC Line with fee ACOTH3/002098/FEE/45.00/45.00/0.00/ALL/CK/1-PC8/V2098

Issue Itinerary/Invoice	Worldspan	Sabre
Invoice	EZL#SP	DIN (all AC Lines)
Invoice (print paper)	EZL	DIN¥DP (all AC Lines)
Invoice with segment select	EZL#S1	DIN¥S1/3/6
Invoice with name select	N/A	DIN¥N2.1/4.1
Invoice with accounting line select	N/A	DIN¥A1/2
Issue Itinerary (paperless)	N/A	DIT
Issue Itinerary (print paper)	EZN	DIT¥DP

Void Ticket / Fee / Invoice	Sabre
Void a Ticket from ticketing field *T	1. WV2 2. WV2 3. 6VOID§ER
Void a Fee from ticketing field *T	1. WV2 2. WV2 3. 6VOID§ER
Void an Invoice	Can't in Sabre, Must notify accounting

Void Ticket / Fee / Invoice	Worldspan
Void Ticket from ticketing field *TK	Display ETR ticket number ETR2 or ETR012123456789 Tab to "Void Electronic Ticket" and add X and then enter
Void a Fee	Find service fee MCO that you want to void from *DH **DDV**8901234567890
Void an Invoice	Can't in Worldspan, Must notify accounting

When issuing any transaction the invoice is automatically issued and interfaced to the back office at the same time.

ARC WITH NO SERVICE FEE

```
*DH
 1 01JUN1917  1P/7VA/RF*E0068634725586 I607653 *I
    LARSEN/ROBERT.LEWIS*ADT
```
┌──┐
│ No transaction with M890 indicates no fee charged │
└──┘
```
**DOCUMENT COMMANDS**
    EZ      EZELID#BK#TK#WL#@C5THANK YOU FOR BOOKING WITH TRAVEL
            LEADERS#*R#BV#DR#FT#IR#PK#RL#RM#SP#TC#V#XCS#X$
    AGENT   EZE*#*R
    4P      4P*S1/2/6/7#FSR#K0#ITITES6IA#TR#CDL
            FARE STORED ON 01JUN 1849
            SELECTED PRICING CARRIER -DL
```

WORLDSPAN   WORLDSPAN   WORLDSPAN   WORLDSPAN   WORLDSPAN

DISPLAY ELECTRONIC TICKET RECORD

```
*DH
*DH
 1 12NOV0135  1P/7VA/UL*E0017167445831 I805365 *I
    JONES/BRYCE.KENNETH*ADT
 2 11NOV2232  1P/7VA/RF*E0167167445823 I805352 *I
    JONES/BRYCE.KENNETH*ADT
 3 11NOV2232  1P/7VA/RF*M8900567899547 I805352 *I
    JONES/BRYCE.KENNETH*ADT
```

```
*TK
T- 1.T/12NOV 0135  1P/7VA/UL DOCUMENTATION COMPLETE
ETA- ELECTRONIC TICKET ACKNOWLEDGEMENT/AUTHORIZATION
    1.UA   I 11NOV12 223216 ETR 0167167445823 - JONES/BRYCE.KEN
    2.AA   I 12NOV12 013542 ETR 0017167445831 - JONES/BRYCE.KEN
```

NON ARC INVOICE WITH SERVICE FEE

```
*DH
 1 01JUN1511  1P/7VA/SG*/NT I607530 *I
    BANNON/LOUISE.MARIE*ADT
 2 01JUN1511  1P/7VA/SG*M8900537752734 I607530 *I
    BANNON/LOUISE.MARIE*ADT
```
┌──────────────────────────────────┐
│ M890 = Indicates MCO service fee │
└──────────────────────────────────┘
```
**DOCUMENT COMMANDS**
    EZ      EZLIM#BK#I2350184#LB270.80X0.00T270.80#NT#TK#WL#@
            C5THANK YOU FOR BOOKING WITH TRAVEL LEADERS#*R#SFT26.
            00#BV#DR#FT#IR#PK#RL#RM#SP#TC#V#X$
    AGENT   EZLIM#SFT26.00#NT#LB270.80X0.00T270.
```
┌──┐
│ M   Issue Service Fee MCO   │
│ #SFT26.00   MCO total amount of $26.00   │
└──┘

IATA APPENDED

You can issue a ticket in a different SID by appending the IATA number. You do not have to emulate to the proper SID first.

```
*DH
 1 23MAY1059  1P/KQ2/RF*E0018633767758 I441044 *I
   THEO/MARY.K*ADT
 2 23MAY1059  1P/KQ2/RF*M8900537638711 I441044 *I
   THEO/MARY.K*ADT
 3 19MAY1238  1P/7VA/JF/1660742*E0018633562019 I440562 *I
   THEO/MARY.K*ADT
 4 19MAY1238  1P/7VA/JF/1660742*M8900537605032 I440562 *I
   THEO/MARY.K*ADT
```

From the *DH you can determine when transaction is issued for a different SID as IATA number is shown.

```
*DH1
**DOCUMENT COMMANDS**
   EZ      EZELIM#BK#N1.1#TK#WL#$*IET00186335620195*A/O$CCVI/RB7.
           76X0.00P150.00AT142.24/OB357.92XXT14.00XUS26.84XZP7.
           40T406.16/UPLGA4.50BOS4.50/ODT0018620280096X/
           OIMLI01DEC101660742#@C5THANK YOU FOR BOOKING WITH
           TRAVELLEADERS#*R#TR1#SFP5.00/SRPC-8V-2099#BV#DR#FT#IR#
           PK#RL#RM#SP#TC#V#X$
   AGENT   EZE*#TR1#SFP5.00/SRPC-8V-2099#*R
   4P      4P-AR#TR
           FARE STORED ON 23MAY 0931 BY RD/KQ2
           SELECTED PRICING CARRIER -AA
```

```
*DH3
**DOCUMENT COMMANDS**
   EZ      EZELIM#BK#DI1#I1660742#N1.1#TK#WL#$*IET00186202800961*
           A/O$CCVI/AB108.14X8.12P150.00T266.26/OB249.78XXT14.
           00XUS18.72XZP7.40T289.90/UPLGA4.50BOS4.50/
           ODT0018620280096X/OIDVN01DEC101660742#@C5THANK YOU
           FOR BOOKING WITH TRAVELLEADERS#*R#SFP15.00/SRPC-8V-
           2099#BV#DR#FT#IR#PK#RL#RM#SP#TC#V#X$
   AGENT   EZE*#SP#SFP15.00/SRPC-8V-2099#*R#DI1#I1660742
   4P      4P-AR#FSR#0018620280096#/@@HRB15#TR
           FARE STORED ON 19MAY 1336 BY JF/7VA
           SELECTED PRICING CARRIER -AA
           * AC HRB15
```

Only first 7 digits of IATA are entered

INVOICE ONLY WITH NO SERVICE FEE

```
*DH
 1 31MAY1627  1P/7VA/PB*/NT I607194 *I
   BLACK/THOMAS*ADT
```

No transaction with M890 indicates no fee charged

```
**DOCUMENT COMMANDS**
   EZ      EZLI#BK#FNF#LB0.00X0.00T0.00#NT#S$1/2/3/4/5#TK#WL#@
           C5THANK YOU FOR BOOKING WITH TRAVEL LEADERS#*R#BV#DR#
           FT#IR#PK#RL#RM#SP#TC#V#X$
   AGENT   EZLI#NT#LB0.00X0.00T0.00#S$1/2/3/4/5#SP#RL#*R#DI*#FNF
```

Issue MCO Service Fee not in agent entry. (M#SFT26.00)

#DI* Qualifier
If issuing an invoice only after an exchange was issued, you most likely will need to append **(#DI*)** qualifier to your entry to avoid an error.

VOIDED TICKET

```
*DH
 1 09NOV1131  1P/7VA/RF*E0167167308277 I804536 *I
   BOWMAN/CRAIG.A*ADT
 2 09NOV1131  1P/7VA/RF*M8900567884125 I804536 *I
   BOWMAN/CRAIG.A*ADT
```

```
*DH1
 BOWMAN/CRAIG.A*ADT
 **DOCUMENT COMMANDS**
   EZ      EZELIM#BK#PI1#TK#WL#@C5THANK YOU FOR BOOKING WITH
           TRAVEL LEADERS#*R#SFP10.00/SRPC-8V-2099#BV#DR#FT#IR#
           PK#RL#RM#SP#TC#V#X$
   AGENT   EZE*#PI1#SFP10.00/SRPC-8V-2099#*R
   PI      4PFSR#CUA#BO
 **INTERFACE**
   CTLNBR  3141554498
   VOID    1161555465
 **DOCUMENT**
   VOIDED 12NOV1023 1P/7VA/SG
   FOP    CCAX 3767 504081 84014N0915  143694-USD560.60
```

```
*TK
- 1.T/09NOV 1131  1P/7VA/RF DOCUMENTATION COMPLETE
ETA- ELECTRONIC TICKET ACKNOWLEDGEMENT/AUTHORIZATION
   1.UA  T 09NOV12 113110 ETR 0167167308277 - BOWMAN/CRAIG.A
   2.UA  V 12NOV12 102344 ETR 0167167308277 - 523UA52480794
```

```
ETR1
TICKET 0167167308277   BOWMAN/CRAIGA        3NVBGN/1P/7VA 2350184
CPN FROM/TO FLT       DATE     FBC          STATUS
1   BHMORD  UA5910  14NOV12 VA0KN           VOID
2   ORDBHM  UA5922  16NOV12 EA0KY           VOID

 >ETR VIEW TICKET DATA                      ( )
 >ETR VOID ELECTRONIC TICKET               ( )
 >ELECTRONIC REFUND AUTHORIZATION REQUEST ( )
 >CANCEL/REVERSE EXCHANGE TRANSACTION      ( )
 >CANCEL/REVERSE REFUND TRANSACTION        ( )
```

EXCHANGES

```
*DH
 1 01JUN1036  1P/7VA/KP*E8388634607509 I607395 *I
   NADON/JOCELYN*ADT
 2 01JUN1036  1P/7VA/KP*M8900537743440 I607395 *I
   NADON/JOCELYN*ADT
```

```
**DOCUMENT COMMANDS**
   EZ      EZELIM#BK#CWS#DI1#I2350184#KEX*$0.00#N1.1#TK#WL#$*
           IET8388632482795X*12/O$CCAX/ODT8388632482795X/
           OIGRR04MAY112350184/AB37.00X5.10P51.42T93.52/OB166.
           00XXT126.10XUS12.45XZP7.40T311.95/KO$0.00N$0.00#@
           C5THANK YOU FOR BOOKING WITH TRAVEL LEADERS#*R#TR1#
           SFP14.00/SRPC-8V-2099#BV#DR#FT#IR#PK#RL#RM#SP#TC#V#X$
   AGENT   EZE*#SP#SFP14.00/SRPC-8V-2099#*R#DI1#I2350184#TR1
   4P      4P*#TR
           FARE STORED ON 01JUN 0835
           SELECTED PRICING CARRIER -WS
```

> **DI** = Driving Instructions from Company Profile
> **DI-TK 1** = Driving Instructions from Rapid Reprice

```
*DI
DI-    *. E*#RL#V#@C5THANK YOU FOR BOOKING WITH TRAVEL LEADERS
          #PK#RM#IR#X$#WL#TC#FT#DR#BV#TK#BK#SP
DI-TK  1. #$*IET8388632482795X*12/O$CCAX/ODT8388632482795X
          /OIGRR04MAY112350184/AB37.00X5.10P51.42T93.52
          /OB166.00XXT126.10XUS12.45XZP7.40T311.95/KO$0.00N$0.00
          #KEX*$0.00#CWS#N1.1 -1NADON/JOCELYN
          T/01JUN1036  1P/7VA/KP*E8388634607509 I607395 *I N1.1
          DI1/TR1
```

```
*DH1 and then MB
AMT  AIR FARE                      CAD           198.00
     FARE -EQUIVALENT       USD           203.00
     TAX                                  127.35
     TAX-QST                               23.70
     ADMIN/PENALTY FEE                     51.42
     EXCHANGED FARE                      -311.95
     TOTAL AIR FARE                        93.52
     SERVICE FEE                           14.00
     AMOUNT CHARGED                       107.52
```

EXCHANGE WITH MCO ISSUED

```
*DH
 1 01JUN1353  1P/KQ2/CR*M8900537752767 I442549 *I
   DELIGHT/NATALIE*ADT
 2 01JUN1351  1P/KQ2/CR*E0068634436687 I442548 *I
   DELIGHT/NATALIE*ADT
 3 01JUN1351  1P/KQ2/CR*M0068156457231 I442548 *I
   DELIGHT/NATALIE*ADT
```

Can't issue both Residual Value MCO and Service Fee MCO at the same time.

Rapid will default to issue Residual Value MCO with exchange ticket.   Service Fee MCO must be issued after separately

```
**DOCUMENT COMMANDS**
   EZ     EZELIM#BK#DI1#I1660742#N1.1#TK#WL#$*IET00686329273623*
          A/O$CCVI/RB462.33X45.38P150.00AT0.00/OB549.58XXT21.
          00XUS41.22XZP11.10T622.90/UPMCO4.50LAX4.50SLC4.50/
          ODT0068632927362X/OIGRR11MAY111660742#@C5THANK YOU
          FOR BOOKING WITH TRAVELLEADERS#*R#MCRV*/MA357.71#BV#
          DR#FT#IR#PK#RL#RM#SP#TC#V#X$
   AGENT  EZE*#SP#*R#DI1#I1660742
   4P     4P-AR#0068632927362#FSR#/@@HRB15#TR
          FARE STORED ON 01JUN 1330 BY CR/KQ2

          SELECTED PRICING CARRIER -DL
```

```
*DI
DI-   *. E*#RL#V#@C5THANK YOU FOR BOOKING WITH TRAVELLEADERS#PK
          #RM#IR#X$#WL#TC#FT#DR#BV#TK#BK#SP
DI-TK *1. #N1.1#$*IET00686329273623*A/O$CCVI
          /RB462.33X45.38P150.00AT0.00
          /OB549.58XXT21.00XUS41.22XZP11.10T622.90
          /UPMCO4.50LAX4.50SLC4.50/ODT0068632927362X
          /OIGRR11MAY111660742#MCRV*/MA357.71#TR1 -1DELIGHT
          /NATALIE
          T/01JUN1351  1P/KQ2/CR*E0068634436687 I442548 *I N1.1
```

```
*DH2 and then MB
**ITINERARY/INVOICE**
AMT  AIR FARE              USD            87.25
        TAX                              27.94
        ADMIN/PENALTY FEE               150.00
        EXCHANGED FARE                  622.90
        REMAINDER ON MCO                357.71
        TOTAL AIR FARE                    0.00
        AMOUNT CREDITED                   0.00
```

Unlike other GDS systems issuing a ticket or service fee and then invoicing it can be done in separate steps in Sabre and this is how we do it here at Travel Leaders.

Sabre Accounting Lines
Accounting lines hold accounting details of document number, vendor, amounts (commission, base, tax), form of payment and more. They are used to interface transactions to the back office for accounting and reporting purposes. They are interfaced to the back office by issuing an invoice from the PNR with a DIN entry or End of Transaction.

Sabre has 4 main types of accounting lines that we typically use depending on the type of transaction. Slight variations from these are used to indicate a different type of action was taken besides just issuance. Ex: Refunds/ Exchanges.

1. **AIR**
   - Airline Ticket, Exchange and Refund (excluding WN)
   - Service Fee
   - Residual Value MCO

2. **NONARC AIR (Non-Interactive)**
   - WN tickets
   - Any ticket issued outside of Sabre.

3. **DOCUMENT**
   - Rail

4. **SUPPLIER**
   - Limo
   - Cash Service Fee

How Accounting Lines get added to a PNR

Automatically
An "AIR" type AC line is automatically added to a PNR when you issue
or refund a ticket, service fee or automated residual value MCO.

   - You may still need to manually add these or other AC lines whenever an AC line is no longer in the PNR so it can be invoiced (simultaneous changes) or when you need to adjust or add information to an AC line.

Manually
When you need to invoice Non Arc, Rail or Limo the appropriate type of manual accounting line must be added to the PNR. See AC*HELP or Format Finder for details.

Step 1   All tickets issued first.

This ensures the Fare Savings ticket reference numbers entered via scripts correlates to ticket AC lines to interface properly.

```
202.X/-RF/*1/109.40
203.X/-LF/*1/109.40
204.X/-EC/*1/5
205.X/-RF/*2/210.40
206.X/-LF/*2/210.40
207.X/-EC/*2/5
```

❖ **Must ensure to emulate/triple AAA into appropriate PCC prior to issuing transactions.**

❖ We issue tickets referencing the Price Quote records (PQ).

```
W¥PQ1
```

Step 2   Account Lines (AC Lines) are added by Sabre into PNR in preparation for invoicing.

```
*PAC«
ACCOUNTING DATA
  1.   DL/7915263344/    0.00/81.86/27.54/ONE/CXVI411111111111111
       1 1.1HENDERSON DELVONNE/1/D/E
  2.   CO/7915263345/    0.00/175.81/34.59/ONE/CXVI41111111111111
       11 1.1HENDERSON DELVONNE/1/D/E
```

Step 3 5INV remark gets added (5INV¥0123456)

Sabre pulls the next invoice number and adds an Invoice Remark (5INV¥0123456) with the invoice number after the first document is issued in preparation for invoicing.

```
190.H-/TKT/TL-LEISINV SCRIPT COMPLETED BY AGT-R8/L  FORTNER/25A
    UG
191.H-/TKT/TL-LEISINV SCRIPT COMPLETED BY AGT-R8/L  FORTNER/25A
    UG
192.¥. **************  CRUISE INFORMATION **************
193.¥WE HIGHLY RECOMMEND THE PURCHASE OF CANCELLATION INSURANCE
194.¥YOU HAVE ELECTED TO ****NOT**** PURCHASE THIS INSURANCE.
195.¥. **************  CRUISE INFORMATION **************
196.¥WE HIGHLY RECOMMEND THE PURCHASE OF CANCELLATION INSURANCE
197.¥YOU HAVE ELECTED TO ****NOT**** PURCHASE THIS INSURANCE.
198.H- ACSEA3/000/DEP/0/300.00/0/ALL/CCVI4111111111111111/1
199.INV¥0123456
```

Step 4   Service Fee(s) are issued

```
1 Sabre - (Area B)
MISF¥XSF12.00
```

Service Fee Accounting line added automatically by Sabre and code is always XD for fees.

```
  3.   XD/0526857090/  11.30/12.00/0.00/ALL/CXVI4111111111111111
       HENDERSON DELVONNE/1/D
```

Step 5 Invoice is issued

Use a DIN entries to issue one invoice for all documents. Issuing an invoice is what interfaces transactions or AC line(s) to the back office.

There are 2 ways to invoice in SABRE:

1) **DIN Entries** – Completes invoicing & Ends Transaction while allowing you to see an invoices number returned when successful or an error if not.

Invoice only AC lines 1 and 3 and segments 1 and 2	**DIN¥A1/3¥S1/2**
Invoice **ALL** AC Lines in *PAC of PNR	**DIN**

```
DIN«
CTP EDITS IN PROGRESS....PLEASE WAIT....
OK 0849 NUQZAB TTY REQ PEND
INVOICED                    - NUMBER 0526377
```

2) **End Transaction & Retrieve (ER)** – Completes invoicing yet invoice number or errors cannot be verified**.**

> **Important!   It is recommended to avoid ending a PNR after any transaction is issued to prevent unknown duplicate invoicing.**

Step 6 INV remark automatically removed by Sabre

Once any invoice is issued the INV remark is automatically removed from the PNR.

If INV remark is still present when the email module encounters a PNR it may return an error as this indicates an invoice may not have been issued successfully.

Step 7 Accounting Lines are deleted

This is done after AC lines have been invoiced to prevent duplicate invoicing.

```
*PAC«
¥NO PSGR DATA¥
```

Once deleted they will move to Accounting Line History.

Display AC line history	***HAC**
Move Bottom	**MB**

```
MB«
AAC   UA¥7917063406/   0.00/   1296.20/   0.00/ONE/CXVI4
      60064891 1.1BAUMGARTNER JENNIFER RUTH/2/F/E-0167912654566
      /1234
AAC   XD¤0526964683/19.30/       20.00/   0.00/ALL/CXVI4
      064891 BAUMGARTNER JENNIFER RUTH/1/D
F2C0  F2C0*ADK 1500/31AUG10
XAC   UA¥7912634386/    .00/   1054.00/ 396.30/ONE/CXVI48071000
      60064891 1.1BAUMGARTNER JENNIFER RUTH/1/F/E
XAC   XD¤0526441848/19.30/       20.00/   0.00/ONE/CXVI4
      064891 1.1BAUMGARTNER JENNIFER RUTH/1/D
R-    IQCX
VP0C  VP0C9AQC 1501/12AUG10
      INVOICE NBR 0522880
AAC   UA¥7912634386/    .00/   1054.00/ 396.30/ONE/CXVI4
      60064891 1.1BAUMGARTNER JENNIFER RUTH/1/F/E
AAC   XD¤0526441848/19.30/       20.00/   0.00/ONE/CXVI4
      064891 1.1BAUMGARTNER JENNIFER RUTH/1/D
R-    CTSTK
F2C0  VP0C9AQC 1457/12AUG10
```

ARC WITH SERVICE FEE

```
*IA«
 1 UA 671G 19FEB W DENLGA HK1   550P 1124P HRS /DCUA*ONLSR4 /E
 3 UA 343K 21FEB F LGADEN HK1   655A  922A HRS /DCUA*ONLSR4 /E
```

```
*HT«
AT   W‡PQ1
F2C0 VP0C*AGD 1150/05FEB14
```

We issue tickets referencing the Price Quote Records (PQ)

```
PQ 1  AUA‡ICPB02‡UN*112IR‡ED/S*CVA CRISPIN PORTER‡KP0‡RQ

       BASE FARE                    TAXES          TOTAL
       USD237.03                   39.78XT       USD276.81ADT
   XT     17.78US      8.00ZP      5.00AY        9.00XF
ADT-01  GAG14KS/8N02 KR14KN/8N02
LAST DAY TO PURCHASE 05FEB/2359
DEN UA NYC104.84UA DEN132.19USD237.03END ZPDENLGA XFDEN4.5LG
A4.5
PRIVATE FARE APPLIED - CHECK RULES FOR CORRECT TICKETING
VALIDATING CARRIER SPECIFIED - UA
CORP ID/ACCNT CODE USED: CPB02
NONREF/0VALUAFTDPT/CHGFEE
01 O DEN UA 671G 19FEB  550P GAG14KS/8N02    19FEB1419FEB14 NIL
02 O LGA UA 343K 21FEB  655A KR14KN/8N02     21FEB1421FEB14 NIL‡
MD«
    DEN                                                   ‡
COMM PCT        0
TOUR CODE-140UW
CORPID  *
FARE SOURCE - ATPC
VALIDATING CARRIER-UA
F2C0 F2C0 *AKX 1234/05FEB14                      PRICE-SYS
```

All pricing and ticketing qualifiers are stored in the Price Quote Record (PQ)

```
*PQS«
       PRICE QUOTE RECORD - SUMMARY BY NAME NUMBER

              RETAINED FARE
NAME    PQ TYPE TKT DES         CREATED      TKT TTL
 1.1    1     8N02              05FEB USD    276.81
```

```
*T«
TKT/TIME LIMIT
  1.T-05FEB-F2C0*AGD
  2.TE 0167379398915-AT COLLI/J F2C0*AGD 1250/05FEB
  3.TK 8900617127034-AT COLLI/J F2C0*AGD 1250/05FEB D
```

F2C0 indicates ticket was issued in PCC F2C0

T- = Ticketed
TE = Electronic Ticket

Service fees will always begin with **890**

SABRE

```
*PAC«
‡NO PSGR DATA‡
```

```
*HAC«
XAC  UA‡7379398915/      .00/    237.03/  39.78/ONE/CXAX37
     1971063 1.1COLLINS JULIE/1/D/E
XAC  XD¤0617127034/27.99/      29.00/   0.00/ALL/CXAX378
     71063 COLLINS JULIE/1/D
R-   COMPLEAT
F2C0 VP0C*AGD 1150/05FEB14
     INVOICE_NBR 0647173
AAC  UA‡7379398915/      .00/    237.03/  39.78/ONE/CXAX37829574
     1971063 1.1COLLINS JULIE/1/D/E
AAC  XD¤0617127034/27.99/      29.00/   0.00/ALL/CXAX37
     71063 COLLINS JULIE/1/D
F2C0 VP0C*AGD 1150/05FEB14
```

> *HAC is the only place to see invoice numbers.
>
> Can verify invoicing of transactions from *HAC.

> Amount of service fee only found in *HAC

DISPLAY ELECTRONIC TICKET RECORD

```
*T«
TKT/TIME LIMIT
  1.T-05FEB-F2C0*AGD
  2.TE 0167379398915-AT COLLI/J F2C0*AGD 1250/05FEB
  3.TK 8900617127034-AT COLLI/J F2C0*AGD 1250/05FEB D
```

```
WETR*2      or      WETR*T0167379398915


ELECTRONIC TICKET RECORD
INV:0647173          CUST:CCRISPI                 PNR:HOEQSD
TKT:0167379398915    ISSUED:05FEB14   PCC:F2C0   IATA:10539734
NAME:COLLINS/JULIE                     FF:UAJU329289
NAME REF:MLIFE.0002492                 TOUR ID:140UW
FOP: AX37_____*0315 /139186 S
CPN A/L  FLT  CLS DATE   BRDOFF  TIME  ST F/B            STAT
1   UA   671  G   19FEB  DENLGA  550P  OK GAG14KS/8N02    OPEN
2   UA   343  K   21FEB  LGADEN  655A  OK KR14KN/8N02     OPEN


NONREF/0VALUAFTDPT/CHGFEE//S*CVA CRISPIN PORTER
FARE   USD237.03 TAX   17.78US  TAX    8.00ZP  TAX    5.00AY
                 TAX    9.00XF
TOTAL   USD276.81
DEN UA NYC104.84UA DEN132.19USD237.03END ZPDENLGA XFDEN4.5LGA4.5
```

DISPLAY ELECTRONIC TICKET RECORD HISTORY

```
WETR*2/H

ELECTRONIC TICKET RECORD
COLLINS/JULIE             01673793989151           ‡USD  276.81
FP CCAXXXXXXXXXXXXX1063/0315/139186
MIA 1S GD 05FEB1750Z 999999 UA
***END OF DISPLAY***
```

NON ARC INVOICE WITH SERVICE FEE

```
*T«
TKT/TIME LIMIT
  1.T-A/INVOICED 08JAN
  2.TK 8900616040990-AT JOHNS/T F2C0*AGD 1757/08JAN D
```

```
*PQ«
               PRICE QUOTE RECORD - DETAILS


PQ 1  M-478.00 ZVQ5C5  2182423763



VALIDATING CARRIER-
F2C0 F2C0 *AMB 1738/08JAN14                         PRICE-AGT
```

```
*HT«
NO HIST
```

```
*PAC«
ACCOUNTING DATA
  1.  WN/2182423763/      0/478.00/0.00/ALL/CXVI4
      1/1/D-/PC10/V8002/POZVQ5C5/NA
  2.  XD¤0616040990/24.13/     25.00/   0.00/ALL/CCVI4
      1673991 JOHNSON TODD S/1/D
```

NON ARC INVOICE WITH SERVICE FEE (CONT'D)

```
*HAC«
XAC  WN/2182423763/       0/478.00/0.00/ALL/CXVI4312479121673991
     /1/D-/PC10/V8002/POZVQ5C5/NA
XAC  XD¤0616040990/24.13/      25.00/   0.00/ALL/CCVI4312479121
     673991 JOHNSON TODD S/1/D
R-   GDSX
F2C0 F2C0*ARF 1149/05FEB14
        INVOICE NBR 0643698
AAC  XD¤0616040990/24.13/      25.00/   0.00/ALL/CCVI4312479121
     673991 JOHNSON TODD S/1/D
F2C0 VP0C*AGD 1657/08JAN14
AAC  WN/2182423763/       0/478.00/0.00/ALL/CXVI4312479121673991
     /1/D-/PC10/V8002/POZVQ5C5/NA
R-   AC LINE ADDED BY NA PROCESS
F2C0 F2C0*AMB 1640/08JAN14
```

INVOICE ONLY WITH SERVICE FEE

DIN entry is used to issue an invoice and interface segments to the back office, along with the service fee.

Invoice only AC line 1 and segments 3 and 5   **DIN¥A1¥S3/5**

```
*I«
 1  HHL SI HK1 ATL IN17FEB M-OUT20FEB  3NT   80877 SH    /DCSI
ERATON ATLANTA PE 1B1KTLG -1/  185.88USD/CMN-C/CMT-10.0 PERCENT
 COMMISSION/TAC-10.0 PCT/AGT10523531/GAX378297597321021EXP 11 1
5-LITTLEFAIR/CD-92207/C01D/SI-CF-C281060324-
```

```
*T«
TKT/TIME LIMIT
  1.T-A/INVOICED 05FEB
  2.TK 8900617089385-AT LITTL/C 77TA*AGD 0130/05FEB D
```

```
*PQ«
‡NO PQ RECORD SUMMARY OR DETAIL EXISTS-1137‡
```

```
*HT«
NO HIST
```

```
*HAC«
XAC  XD¤0617089385/7.30/      8.00/   0.00/ALL/CXAX37
     1021 LITTLEFAIR CAROLINE/1/D
R-   COMPLEAT
77TA VP0C*AGD 0030/05FEB14
        INVOICE NBR 0007899
AAC  XD¤0617089385/7.30/      8.00/   0.00/ALL/CXAX37
     1021 LITTLEFAIR CAROLINE/1/D
77TA VP0C*AGD 0030/05FEB14
```

```
*HIH«
AS   HHL SI 17FEB SS/HK1  ATL  -OUT20FEB 3NT            /DCSI
       80877 SHERATON ATLANTA PE 1B1KTLG -1/  185.88USD/CMN-C/C
     MT-10.0 PERCENT COMMISSION/TAC-10.0 PCT/AGT10523531/GAX378
              EXP 11 15-LITTLEFAIR/CD-92207/C01D/SI-CF-C2810
     60324-
R-   CAROLINE
77TA 77TA*AWS 1215/04FEB14
```

```
*PAC«
‡NO PSGR DATA‡
```

ITINERARY AND NO SERVICE FEE

DIT Entries is used when there are no AC lines present in a PNR to interface a Car or Hotel. This happens when no service fee is charged therefore no AC line. This only issues an Itinerary instead of an invoice but does interface the itinerary segments to the back office for proper accounting and reporting purposes.

Issue an Itinerary for only car/hotel segments 3 and 5   **DIT¥S3/5**

```
*T«
TKT/TIME LIMIT
  1.T-A/ITINERARY ISSUED
```

```
*HAC«
        ITINERARY
F2C0 VP0C9AQC 0540/09SEP10
```

```
*HIH*HIC«
NO HIST
```

```
*P6«
RECEIVED FROM - MATTHEW MURPHY/7084299491
F2C0.F2C0*ARC 0530/09SEP10 ELJDPP H
```

VOIDED TICKET

```
*T«
TKT/TIME LIMIT
  1.T-14DEC-F2C09AQC
  2.TE 2797368370939-AT SMITH/C F2C09AQC 1136/14DEC
  TV 2797368370939-AT  *VOID* F2C0*AK4 0959/16DEC E
```

```
WETR*2«
ELECTRONIC TICKET RECORD
INV:0642183          CUST:GPCAPKG                    PNR:TPPSRY
TKT:2797368370939    ISSUED:14DEC13  PCC:F2C0   IATA:10539734
NAME:SMITH/CURTIS J                  FF:B62119777010
NAME REF:                            TOUR ID:C209
FOP: AX37            0515 /197274 S
CPN A/L  FLT  CLS DATE   BRDOFF  TIME  ST F/B        STAT
1   B6   203  U   14FEB  IADLGB  620A  OK UI14QE2U   VOID
2   B6   202  S   19FEB  LGBIAD  930P  OK SI21QO2C   VOID

NONREF - FEE FOR CHG/CXL
FARE   USD253.95 TAX   19.05US  TAX   7.80ZP  TAX    5.00AY
                 TAX    9.00XF
TOTAL    USD294.80

WAS B6 LGB128.37B6 WAS125.58USD253.95END ZPIADLGB  XFIAD4.5LGB4
.5

SETTLEMENT AUTHORIZATION: C2796OJLIJE5N9
```

EXCHANGE WITH MCO ISSUED

```
*IA«
 3 UA5035M 05FEB W BTVCLE*HK1   630P  814P HRS /DCUA*LPVRX5 /E
 4 UA4823M 05FEB W CLEGRR*HK1   905P 1027P HRS /DCUA*LPVRX5 /E
```

```
*T«
TKT/TIME LIMIT
  1.T-30JAN-F2C0*AGD
  2.TE 0167375011774-AT BURSL/D F2C09AQC 1932/16JAN
  3.TK 8900616388864-AT BURSL/D F2C09AQC 1932/16JAN D
  4.TE 0167378319324-AT BURSL/D F2C0*AGD 1739/30JAN
  5.TK 8900616926980-AT BURSL/D F2C0*AGD 1739/30JAN D
  6.TK 0161965987470-AT BURSL/D F2C0*ALG 1813/30JAN D
```

```
WETR*2«
ELECTRONIC TICKET RECORD
INV:0644819          CUST:1600002              PNR:QZGLXS
TKT:0167375011774    ISSUED:16JAN14  PCC:F2C0   IATA:10539734
NAME:BURSLEY/DANIELJOHN               FF:UAJQR88345
NAME REF:US CL AND D                  TOUR ID:164WG
FOP: VI4003441728394169*0515 /06535C S
CPN A/L  FLT  CLS DATE   BRDOFF   TIME  ST F/B          STAT
1   UA   3370  U  28JAN  GRRORD   108P  OK UE73FN/8D02  EXCH
2   UA   3610  PN 28JAN  ORDBTV   221P  OK UE73FN/8D02  EXCH
3   UA   3703  U  31JAN  BTVORD   648A  OK UE73FN/8D02  EXCH
4   UA   3358  U  31JAN  ORDGRR  1056A  OK UE73FN/8D02  EXCH


NONREF/0VALUAFTDPT/CHGFEE
FARE   USD588.91 TAX    44.17US  TAX   16.00ZP  TAX   10.00AY
                  TAX   18.00XF
TOTAL    USD677.08


GRR UA X/WAS UA BTV294.45UA X/CHI UA GRR294.46USD  588.91END ZP
GRRIADBTVORD XFGRR4.5   IAD4.5BTV4.5ORD4.5                    ‡


SETTLEMENT AUTHORIZATION:  001UA09203106
```

```
WETR*4«
ELECTRONIC TICKET RECORD
INV:0646577          CUST:1600002              PNR:QZGLXS
TKT:0167378319324    ISSUED:30JAN14  PCC:F2C0   IATA:10539734
NAME:BURSLEY/DANIELJOHN               FF:UAJQR88345
NAME REF:US CL AND D                  TOUR ID:164WG
FOP: VI40_____*0515 /08275C S
CPN A/L  FLT  CLS DATE   BRDOFF   TIME  ST F/B          STAT
1   UA   5035  M  05FEB  BTVCLE   630P  OK MA0FN/8D02   CKIN
2   UA   4823  M  05FEB  CLEGRR   905P  OK MA0FN/8D02   CKIN


USD588.91 NONREFUNDABLE/NONREF/0VALUAFTDPT/CHGFEE/N
FARE   USD487.72 TAX    36.58US  TAX    8.00ZP  TAX    5.00AY
                  TAX    9.00XF
TOTAL    USD546.30


BTV UA X/CLE UA GRR487.72USD487.72END ZPBTVCLE XFBTV4.5CLE4.5
ORIGINAL ISSUE: 0167375011774   16JAN14MIA
ORIGINAL FOP:  VI40_____                              ‡
MD«
EXCHANGE TKT: 0167375011774                                  ‡
ADD COLLECT AMOUNT: 200.00
```

```
*HAC«
XAC  UA/1965987470/     P0/0.00/0.00/ALL/CXVI40_____B
     URSLEY DANIEL JOHN/1/D
R-   COMPLEAT
VP0C VP0C*AGD 1725/30JAN14
     INVOICE NBR 0646589
AAC  UA/1965987470/     P0/0.00/0.00/ALL/CXVI40_____B
     URSLEY DANIEL JOHN/1/D
F2C0 F2C0*ALG 1713/30JAN14
XAC  UA‡7375011774/     .00/    588.91/  88.17/ONE/CXVI40_____
```

```
                       1.1BURSLEY DANIEL JOHN/1/D/E
XAC  XD¤0616388864/7.30/        8.00/   0.00/ONE/CXVI40
               1.1BURSLEY DANIEL JOHN/1/D
XAC  UA‡7378319324/   0.00/      200.00/   0.00/ONE/CXVI40
            1.1BURSLEY DANIEL JOHN/1/D/E-0167375011774/1234
XAC  XD¤0616926980/17.30/       18.00/   0.00/ALL/CXVI40
               BURSLEY DANIEL JOHN/1/D
R-    COMPLEAT
F2C0 VP0C*AGD 1640/30JAN14
      INVOICE NBR 0646577‡
MD«
AAC  UA‡7378319324/   0.00/      200.00/   0.00/ONE/CXVI40034417‡
      28394169 1.1BURSLEY DANIEL JOHN/1/D/E-0167375011774/1234
AAC  XD¤0616926980/17.30/       18.00/   0.00/ALL/CXVI4003441728
      394169 BURSLEY DANIEL JOHN/1/D
F2C0 VP0C*AGD 1639/30JAN14
      INVOICE NBR 0644819
AAC  UA‡7375011774/     .00/     588.91/  88.17/ONE/CXVI40
               1.1BURSLEY DANIEL JOHN/1/D/E
AAC  XD¤0616388864/7.30/        8.00/   0.00/ONE/CXVI40
               1.1BURSLEY DANIEL JOHN/1/D
R-    CTSTK
```

```
PQR 1 WFRF0167375011774‡IUTI01

BURSLEY/DANIEL  EXCH TKT 0167375011774      TTL USD   677.08
                     A/C, FEES              TTL USD   200.00

        BASE FARE                      TAXES          TOTAL
      USD487.72                        58.58XT      USD546.30
    XT       36.58US      8.00ZP       5.00AY        9.00XF
ADT-01  MA0FN/8D02
LAST DAY TO PURCHASE 31JAN
BTV UA X/CLE UA GRR487.72USD487.72END ZPBTVCLE XFBTV4.5CLE4.
5
PRIVATE FARE APPLIED - CHECK RULES FOR CORRECT TICKETING
VALIDATING CARRIER SPECIFIED - UA
USD588.91 NONREFUNDABLE
NONREF/0VALUAFTDPT/CHGFEE
NON REFUNDABLE                                          ‡
MD«
01 O BTV UA5035M 05FEB  630P MA0FN/8D02      05FEB1405FEB14 NIL‡
02 X CLE UA4823M 05FEB  905P MA0FN/8D02      05FEB1405FEB14 NIL
      GRR
CHANGE FEE 200.00
RESIDUAL AMT REFUNDABLE PER RULE 130.78
COMM AMT 0.00
COMM ON PENALTY 0.00
TOUR CODE-164WG
VALIDATING CARRIER-UA
FOP CCVI40
```

```
*PQS«
        PRICE QUOTE RECORD - SUMMARY BY NAME NUMBER


                     RETAINED REISSUE
NAME   PQR TYPE TKT DES     TYPE     CREATED    NEW TKT TTL STAT
 1.1    1                  EXCH A/C  30JAN USD       546.30   T
```

Macros	Macros are pre-record sequences of keystrokes, allowing frequently used inputs to be made quickly and accurately.
Personal Macro	Personal Macros are saved based on an employee's login password. An employee may have an unlimited number of personal macro files.
Office Macro	Office Macros are a set of commonly recorded keystrokes, stored in a single file, available to all employees with the same SID/Customer Number Group for play back.

Macro Editor Buttons

Buttons   **Description**

Open: Use the Open button to open the Macro, that will produce the File/Open Dialog box.

Record: Use the Record button to begin the record mode. All other buttons except the Stop button will be disabled.

Stop: Use the Stop button to stop the recording mode.

Play: Use the Play button to playback the Macro being recorded.

Save: Use the Save button to save the Macro that is being created or edited.
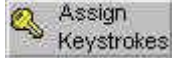
Assign Keystrokes: Use the Assign Keystrokes button to produce the Macro Key Assignment box.
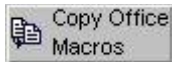
Copy Office Macros: Use the Copy Office Macros button to copy office macros to and from the Office Macro Server.

Create a new macro

1. Access 'Settings' in the top Menu

2. Access Macro Editor.

3. Click the Record icon. You are now in Record Mode, the cursor will be flashing in the Terminal Emulator (Reservations) window. All entries made are recorded and may also be viewed in the Macro Editor window.

4. When finished recording the macro, click the Stop icon

5. Click the Save icon . The Save Macro window will open.

6. In the Save in area at the top of the Save Macro window choose the desired folder using the drop down arrow.

7 In the File Name area type the name you wish to give to the Macro.

8. Click Save.

9. Answer Yes, if an Active X Control Error is received

Play Keyboard Macros

Keyboard Macros may be played back three different ways:

1. From Terminal Emulator (Reservation Window):
- Pressing the right mouse button while the mouse pointer is over the Terminal Emulator (Reservation) window will produce a list of available macros.

NOTE: An arrow appearing at the bottom of list indicates there are more macros available.
- The macros which are assigned to a keystroke will be displayed first, organized by keystroke. The remaining macros are not mapped to a keystroke, and must be played back by left clicking on the desired macro.

2. By an Assigned Keystroke - Pressing one of the Shift+(A-Z) keystroke combinations which has a macro assigned to it will cause the macro to be played back. To display the list of macros which are assigned to a keystroke, right click while the mouse pointer is over a Terminal Emulator (Reservation) window.

3. From the Macro Editor - Select Open button. Click once on the Macro you wish to play and click Open. The Macro Editor then displays for the selected macro. - Click the Play icon to play the macro.

Assign Keystrokes

This tool allows users to assign keystrokes to Macros for playback. Personal Macros may be assigned Shift+(A-Z). Office Macros may be assigned Ctrl+Shift+(A-Z).

Steps to Assign Keystrokes:

1. From Macro Editor, click Assign Keystrokes **ASSIGN KEYSTROKES**

2. Select Personal or Office.

3. Then select desired Key (Shift+Key or Ctrl+Shift+Key).

4. Click Assigned to place a checkmark in the box.

5. The Assign Personal/Office Macro window appears.

6. Click once on the Macro to assign to this keystroke.

7. Click Open.

8. The Personal/Office Macro Keystroke Assignments window redisplays.

9. The Keystroke assignment is complete.

Copy Office Macro

- Must have Office Macro Editor authority.

- Copy existing Office Macros from the Macro server to the local Macro directory for editing.

- Copy new or modified Office Macros from the local Macro directory to the Office Macro Server and make them available to the entire office.

- Delete selected Office Macros from the Office Macro Server or local Macro directory.

Clicking **Copy Office Macros** opens a dialog box displaying the following:

- Office Macro Server: Lists Macros present on the Office Macro Server

- Office Macro Directory: Lists macros present in user's local Office Macro Directory

- Download selected Office Macros.

- Download all Office Macros.

> **NOTE: When the "Copy Office Macros" function DOWNLOADS macros, it copies macros from the Office Macro Server and adds them to the local Office Macro Directory.**

- Upload selected Office Macros.

- Upload all Office Macros.

> **NOTE: When the "Copy Office Macros" UPLOADS macros, it copies macros from the local Office Macro Directory and adds them to the Office Macro Server**.

- DELETE Deletes the selected Office Macros from the Office Macro Server or Office Macro Directory. Highlight the Office Macro(s) you wish to delete from the Office Macro Server or Directory List, then click on Delete.

Edit a Macro

1. Access 'Settings' in the top Menu Tabs.

2. Access Macro Editor.

3. From the Macro Editor screen click the Open button.

4. The Open Macro box will open. Select the Macro to be edited.

5. Click Open.

6. If an ActiveX warning message appears, click Yes.

7. The selected macro will open in the Keyboard Macro edit screen. Place the cursor to left of where the edit is to be inserted or deleted. Edit the text in the same manner as in a word processor.

8. After the edits are complete, click Save.

NOTE: Keyboard mapping in the macro edit window is mapped normally. For example, the "*" key is Shift+8, not the "+/=" key as it is in the Reservations window (Terminal Emulator).

Commands

These are a sample of the typical commands used to create the Macros. There are additional commands listed in Help (located on the top right of Worldspan) and then choose Macro Keys Help.

Function	Key	Label
Start Request (SOM)	>	<SOM>
Beginning of Line	Home	<HOME>
End of Line	End	<END>
Clear Active Window	F9	<CLEARWIN>
Clear All Windows	F4	<CLEARALL>
Send Input to Worldspan	Enter	<SEND><RESPONSE>
Line Feed	Alt + Enter	<LF>
Cursor Up	Up Arrow	<UP>
Pause Macro Playback	Tilde ~	<PAUSE>
Select to End of Buffer	Ctrl + Shift + End	<SELEOB>
Select Insert of Override mode (toggle)	Insert	<INSERT_ON> <INSERT_OFF>

Our recommendation until you get used to the Macro keystrokes and the process is to start with an existing macro and edit that one for the requirements needed.

The Macro below is to pull up a Historical Fare:

<INSERT_ON><CLEARWIN>4F<LF><LF>
ENTER CITY PAIRS<UP><UP><END><PAUSE><SELEOB><DEL><LF><LF>
ENTER TKT ISSUE DAT   EX 12MAR11<UP><UP><END><PAUSE><SELEOB>

Below is the entry the Macro makes upon selection
>4F
ENTER CITY PAIRS

After you enter your city pairs, you receive the next prompt
>4FDTWCLT
ENTER TKT ISSUE DATE EX 12MAR11

PF Keys are a shortcut method of entering Sabre system formats by simply pressing a Function key (F1, F2, etc) or by clicking a label within Sabre. You can create PF Keys for routine formats that you perform many times each day or for formats that you do not use very often and are hard to remember.

- PF Keys utilize what Sabre terms the field key (^) which is the tilde (∼) key. On most keyboards it is the key located to the left of the number "1".
- You can only have 24 keys in each PF Key file.
- You can create many PF Key files that can be used for different purposes. For example, you might have different PF Key files for working different accounts or if you want to have more than 24 keys.

Create

1. Select **Quick & PF Keys** from the Sabre Red Workspace menu bar
2. Select **Edit.**   The Define PF Keys dialog displays.
3. Select the **PF Key** to be defined (1 through 24) by clicking the key number at the top of the dialog box (a) or by clicking the drop-down arrow beside the PF Key field (b).
4. Enter the label for the key in the **Label** field (maximum 10 characters). You can customize Sabre Red to have these labels appear on the right side of your Sabre system work area.
5. Enter a description for the key in the **Description** field (maximum 102 characters).
6. Enter the Sabre system command in the **Command** field. You can enter a basic Sabre system format or more advanced options are also available as shown below.
7. If you wish to program additional keys, repeat steps 3 through 6. The system automatically stores changes to each key when you select another key.
8. When you have completed programming the desired keys, click **OK**.
9. If you are creating a new file, the **Save As** dialog box displays. Type the file name that you want to assign to this PF Key file In the **File name** field. You can create as many PF Key sets/files as needed. The only limitation is your computer's hard drive space.
10. Click **Save As.** Then click **Save.** The system automatically stores the PF Key files on your computer's hard drive under the default directory of: **C:\sabre\apps\emulator\users\(agent ID)**

Commands

These are the typical commands used to create the majority of PF Keys. There are additional commands listed on Format Finder page pfkfo152.

^SR Start Request	When creating PF Keys, the **^SR** (Start Request) command is <u>not</u> required, <u>except </u>for when using the Variable command.	**^SR0OTHAAGK1BOS^V-SERVICE FEE^E** Type the date, such as 15JUN, then play the PF key
^W Wait for input	Pause (wait) the execution of the PF Key to allow for agent input. After playing the key, when it pauses, enter the data. Then press the field (^) key to complete the command.	**N*ALLSTATE-^W^E** Press the PF key, type the name of the second level Star when it pauses and then press the field (^) key.
^T Display non-transmittable text	Displays text on the screen that does not transmit to the Sabre system. The text should be preceded by ^T and followed by another field (^) key. This command is typically followed by the wait (^W) command.	**7TAW^TDATE^^W200/^E** When playing this key, DATE displays on the screen to prompt you for the ticketing date. Enter the date and press the field (^) key to continue.
^V Variable	Insert variable length information into a Sabre system format. Type the variable data before pressing the PF Key. You can also enter multiple variable commands in a single key. When using multiple variables, separate the variables with a field key (^). This tells the key where the first variable ends and the second begins. Note: Remember to include the ^SR (Start Request) command when programming a Variable command.	**^SRN*MOBIL-^V§NM^E** Type the name of the second level profile and then play the PF key **^SR^VYYZLHR^V^E** Type the date, the field key (^), the time and then play the PF key. For example 10MAY^10A
^E Enter	Adding this command behind a Sabre system format will automatically enter the format into the Sabre system when you play the PF Key. If you do not include ^E on the end of the Sabre system format, when you "play" the PF Key in the Sabre system, you will have to hit the enter key yourself. Useful when wanting a key to have several entries.	**WPNCB^E** Sabre will type format WPNCB and then automatically do an Enter.

Play Keys

Keyboard Method
- Play PF keys 1-12 by pressing the appropriate function key (**F1- F12**)
- Play PF keys 13-24 by holding down the **ALT + (**appropriate function key) **F1- F12**.

Mouse Method
1. Display the PF Key labels by selecting **Quick & PF Key** on Sabre menu bar on the right.
2. Click a PF Key label using your mouse.

You can have 36 Quick Keys 0-9 and A-Z with 1200 keystrokes in each. Quick Keys differ from PF Keys as they can be easier to program, however they cannot pause for agent input. There are several ways to use Quick Keys.

1. To record and play back keystrokes. If you are booking a 25 person group and need to GK flights for each. You can record selling the GK flights for the first PNR and then repeat Quick Key for the next 24 PNRs.

2. To display example formats and information that exceeds the PF Key maximum character limitation. This type of key may not enter a format, but is used to display an example format with explanation to assist in entering multiple format(s) manually, as a reminder of hard to remember steps or process etc.

3. In addition a Quick Key can be programmed to start a script.
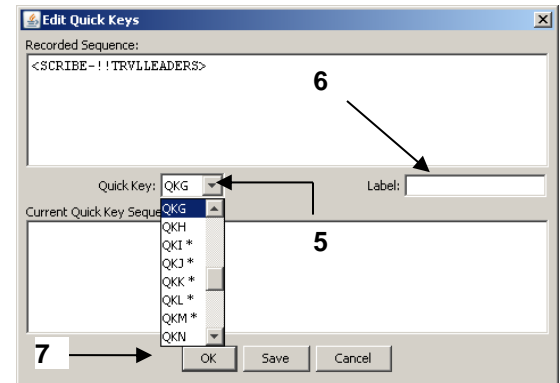
Record Keystrokes
1. Select **Keys** from the menu bar above the Sabre system work area on Sabre.
2. Select **Record Quick Key.** The bottom of the screen indicates "RECORD" to let you know that any entries you make in the Sabre system are being recorded.
3. Make the entries you want to record. Caution, type carefully as any typos will be recorded.
4. When done recording, select **Keys** from menu bar and then select **Stop Recording Quick Key.**
5. The **Edit Quick Keys** window appears. The **Recorded Sequence** area lists the entries that were recorded. You can edit this area to correct any typos you have made.
6. Click the down arrow next to the Quick Key field to display the list of Quick Keys (QK). Click to select the key that you want to assign. Quick Keys that are already assigned are indicated by an asterisk (*).
7. Type the Label you want to appear in Sabre for this key.
8. Click **OK** to finish.

Display Example Formats and Details
1. Follow steps 1-2 as above
2. Type formats and explanation you want recorded without hitting the ENTER key. Use the ESC key once to move down one line to start a new line of information
3. Follow steps 4-8 above to finish.

Start a Script
1. Select **Quick & PF Keys** from Application Side Bar
2. Select **Record** to the right of Quick Keys.   The bottom of the screen indicates "Now Recording" to let you know that any entries you make in the Sabre system are being recorded.
3. Type **CTRL + A** to display script list.
4. Click on **desired script title** or Travel Leaders Main Menu script titled "**!!TRVLEADERS**"

    The Edit Quick Keys window appears with the Recorded Sequence command that evokes a script <SCRIBE-(*script title*>.
5. Click the **down arrow next to the Quick Key** field and **select which key to assign.**

    0-9 and A-Z are available and keys already assigned are indicated with an asterisk (*).
6. Type a Label you want to appear in Sabre for this key.
7. Click OK to finis
8. Start the script by hitting **CTRL + ALT +** (letter or number assigned to Quick Key)

WORK SCHEDULE CHANGES

Description	Worldspan	Sabre
Work Sch Chg / End	EW	EW
Work Sch Chg/End/Redisplay	EWR	EWR
Work Sch Chg/SSR/Redisplay	EWGR	?
Change segment status	.3XK .1.3HK (HELP CSS) .5XK 1.3XK **Note:** You can call WS support to have them "**divorce**" married segments in order to XK one segment at a time. **See INFO MARRIED** for details on married segments can be inhibited from being cancelled separately.	.1/3HK .1/3XK

DIVIDING A PNR

Description	Worldspan		Sabre	
Step 1: Divide passenger(s)	Name 2 Name 2 and 3 Second name in name field 3	D2 D2*3 D3.2	Name 2 Name 2 and 3 Second name in name field 3	D2 D2*3 D3.2
Step 2: Make changes to divided PNR	*Regular formats*		*Regular formats*	
Step 3: File divided booking	F		F	
Step 4: End Original Booking	E		E	

CLONING A PNR

Description	Worldspan	Sabre
End and Clone itinerary	EC	EC
End and Clone itinerary and all passenger data	EC*A	ECAPD
Ignore and Clone	N/A	IC
Ignore and Clone all passenger data	N/A	ICAPD

For additional formats see:

    Worldspan: **HELP CLONE**

    Sabre: Search Format Finder for-   ***Passenger Name Record - Clone Entries***

Amtrak, Rail Europe, Rail Europe Canada and Via Rail Canada are participants and are enabled within BookingBuilder. Although Rail tickets would be considered Non-Arc if issued outside the GDS, rail has unique PNR elements compared to air Non Arc, therefore we have Rail specific processes.

Booking
- Any rail vendor who participates and is enabled within BookingBuilder should be booked using BookingBuilder.   Even though Amtrak can be booked in the GDS systems, this keeps a consistent process for all participating vendors but also keeps the process similar to the already familiar Non Arc process. Also, this eliminates the need to learn and remember rail specific formats in the GDS systems which can become cumbersome if not consistently used.

Ticketing
- The ticket can be issued while using Booking Builder to book and ticket via Amtrak's website.
- Either an eTicket will be issued, or if not available, a different method must be verified, advised and documented.
  - ∗ See information provided here or Amtrak's website for alternatives when an eTickets is not available.

Invoicing
1. All Rail passive itinerary segments should be inputted into the GDS by Booking Builder as TVL segments in WSPN and RAL segments in Sabre. We have customized Booking Builder specific to this here at Travel Leaders.

2. Manually add an OTH itinerary remark to indicate how the traveler will receive their ticket.
   (Rail Process script update to add itinerary remark pending as of 12-10-15)

   Sabre: `/3/0OTHZZGK1CTY29SEP-/***TICKET RECEIPT***/`PRINT YOUR ETKT PDF ATTACHMENT AND BRING IT ALONG OR IF A PDF CAN BE OPENED FROM YOUR SMARTPHONE,SIMPLY SHOW THE BARCODE ON YOUR SMARTPHONE SCREEN

   Worldspan: `TNZZMK1MIS29SEP/AN-***TICKET RECEIPT***/FF2-`PRINT YOUR ETKT PDF ATTACHMENT AND BRING IT ALONG`/FF3-`OR IF A PDF CAN BE OPENED FROM YOUR SMARTPHONE`/FF4-`SIMPLY SHOW THE BARCODE ON YOUR SMARTPHONE SCREEN

   A. eTicket
      "PRINT YOUR ETICKET PDF ATTACHMENT FROM YOUR EMAIL RECEIPT AND BRING IT ALONG OR IF A PDF CAN BE OPENED FROM YOUR SMARTPHONE, SIMPLY SHOW THE BARCODE ON YOUR SMARTPHONE SCREEN"

   B. Kiosk pick up
      "PRINT AND PICK UP YOUR TICKET FROM A QUIK-TRAK KIOSK. USE YOUR CREDIT CARD AND RESERVATION NUMBER OR SCAN THE BARCODE ON YOUR PRINTED CONFIRMATION PAGE OR EMAIL"

   C. Ticket-by-Mail
      "YOUR TICKET IS BEING DELIVERED BY REGULAR U.S. MAIL FROM THE RAIL VENDOR"

   D. Express Delivery
      "YOUR TICKET IS BEING DELIVERED BY EXPRESS DELIVERY FROM THE RAIL VENDOR. THIS DELIVERY WILL REQUIRE A SIGNATURE"

   E. Other (Purchasing Tickets Onboard or Picking Up Paid Tickets Onboard)
      - Add a free-flow text to advised the appropriate ticket receipt method

3. Use the RAIL PROCESS script to send the PNR to both QC and Auto-Ticketing.
   - Once QC has passed the PNR, Auto-Ticketing will process it for invoicing, fee issuance and emailing of the invoice.

> **Note:** You may use the original RAIL INVOICE script for invoicing, fee issuance, and emailing of the invoice but it should only be used when the PNR cannot get pass QC and/or be processed by Auto-Ticketing.

RAIL – VENDORS NOT IN BOOKINGBUILDER

Although Rail tickets would be considered Non-Arc if issued outside the GDS, rail has unique PNR elements compared to air Non Arc, therefore we have Rail specific processes.

Booking
- For any rail vendor that cannot be booked using Booking Builder, you can book through the normal channels of directly on the rail vendors' website or over the phone.

Ticketing
- The ticket can be issued while booking and/or ticketing via the rail vendors website or over the phone.
- Either an eTicket will be issued, or if not available, a different method of ticket receipt must be verified, advised and documented.
  - ✱ Verify ticket receipt method directly from the rail vendor.

Invoicing
1. Use the ADD TRAIN TVL SEG (Worldspan) / RAIL GK (Sabre) script to add all passive rail segments into the PNR.

2. Manually add an OTH itinerary remark to indicate how the traveler will receive their ticket.
   (Rail Process script update to add itinerary remark pending as of 12-10-15)

   Sabre: `/3/0OTHZZGK1CTY29SEP-/***TICKET RECEIPT***/`PRINT YOUR ETKT PDF ATTACHMENT AND BRING IT ALONG OR IF A PDF CAN BE OPENED FROM YOUR SMARTPHONE, SIMPLY SHOW THE BARCODE ON YOUR SMARTPHONE SCREEN

   Worldspan: `TNZZMK1MIS29SEP/AN-***TICKET RECEIPT***/`FF2-PRINT YOUR ETKT PDF ATTACHMENT AND BRING IT ALONG/FF3-OR IF A PDF CAN BE OPENED FROM YOUR SMARTPHONE/FF4-SIMPLY SHOW THE BARCODE ON YOUR SMARTPHONE SCREEN

   A. eTicket
   "PRINT YOUR ETICKET PDF ATTACHMENT FROM YOUR EMAIL RECEIPT AND BRING IT ALONG OR IF A PDF CAN BE OPENED FROM YOUR SMARTPHONE, SIMPLY SHOW THE BARCODE ON YOUR SMARTPHONE SCREEN"

   B. Kiosk pick up
   "PRINT AND PICK UP YOUR TICKET FROM A QUIK-TRAK KIOSK. USE YOUR CREDIT CARD AND RESERVATION NUMBER OR SCAN THE BARCODE ON YOUR PRINTED CONFIRMATION PAGE OR EMAIL"

   C. Ticket-by-Mail
   "YOUR TICKET IS BEING DELIVERED BY REGULAR U.S. MAIL FROM THE RAIL VENDOR"

   D. Express Delivery
   "YOUR TICKET IS BEING DELIVERED BY EXPRESS DELIVERY FROM THE RAIL VENDOR. THIS DELIVERY WILL REQUIRE A SIGNATURE"

   E. Other (Purchasing Tickets Onboard or Picking Up Paid Tickets Onboard)
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