

# **CASSlink**



## ***User Manual for CASS Agents***

***Version 1.9***

## **Contents**

<b>Contents .....</b>	<b>2</b>
<b>1. Introduction.....</b>	<b>3</b>
1.1 CASSlink application services.....	4
1.2 Login to CASSlink application .....	4
1.3 Basic functionality and layout.....	5
<b>2. Output Service .....</b>	<b>6</b>
2.1 Output airlines and Output agents .....	6
2.2 AWB history.....	7
<b>3. Correction Service.....</b>	<b>8</b>
3.1 Add correction .....	8
3.2 View correction.....	11
<b>4. User Maintenance.....</b>	<b>13</b>
4.1 Change password .....	13

# 1. Introduction

This manual for CASSlink has been compiled in order to assist CASSlink users in the use of the system. **This manual is supposed to reflect version 1.9 of the system.**

CASSlink will provide CASS Managers, Airlines and Agents with a single point of contact where:

- AWB information can be submitted by airlines (and CASS managers)
- CASS operation (Processing information and master files) can be maintained by CASS managers
- PDF invoice information and validation reports can be accessed online as well as being distributed via e-mail.

The CASSlink back office application will process and consolidate the submitted information into billing statements and invoices in order to generate and distribute PDF output.

All communication with the CASSlink application should be done using the Internet as the media through use of the necessary access and security, like https and encryption of transmitted information.

## 1.1 CASSlink application services

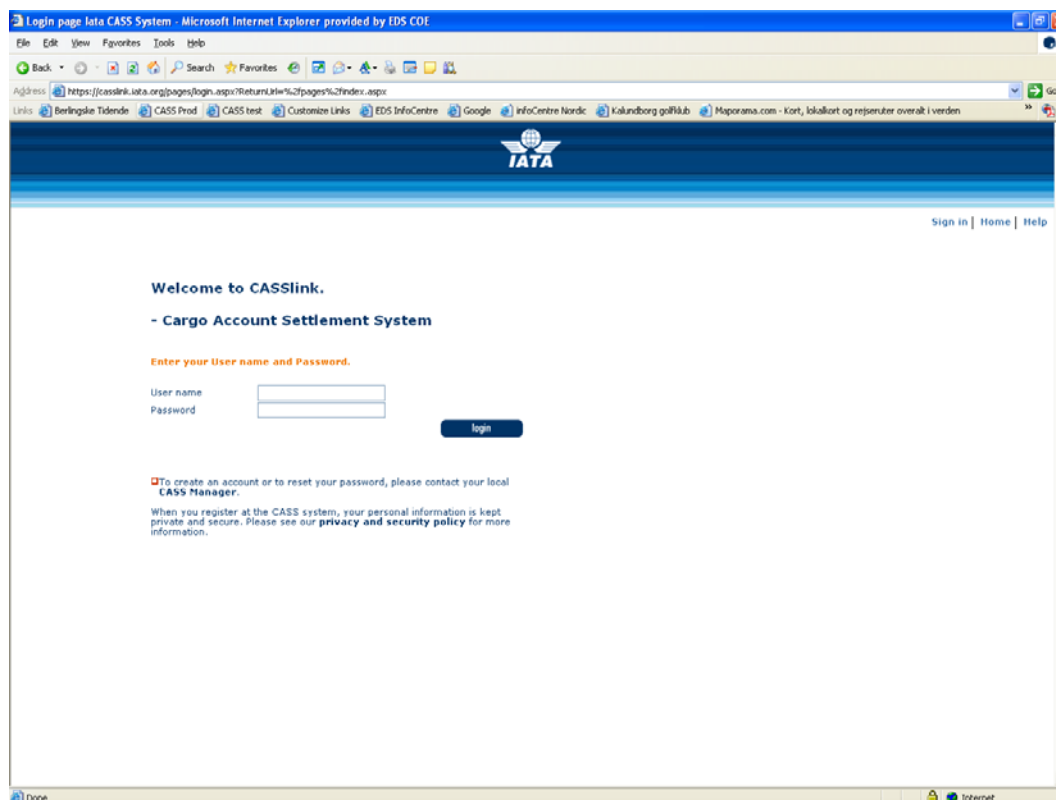
The following services are available in the CASSlink application at <https://casslink.iata.org>:

Service Components	Functionality
<b>CASS front-end</b>	
Input service	Online service to receive and handle AWB and DCM transactions submitted as billing files
Correction service	Online service to make corrections
Output service	Online service to distribute CASS output such as PDF invoice specifications and validation reports to agents and Airlines
<b>CASS back office</b>	
Master files	Online service to maintain specific CASS operation master files
Processing	Online service to view history of CASS operation processing; setup of billing and remittance periods; initiate distribution of processed data to agents and airlines.
User maintenance	Online service to maintain CASS operations user access information and to assign services to users.

## 1.2 Login to CASSlink application

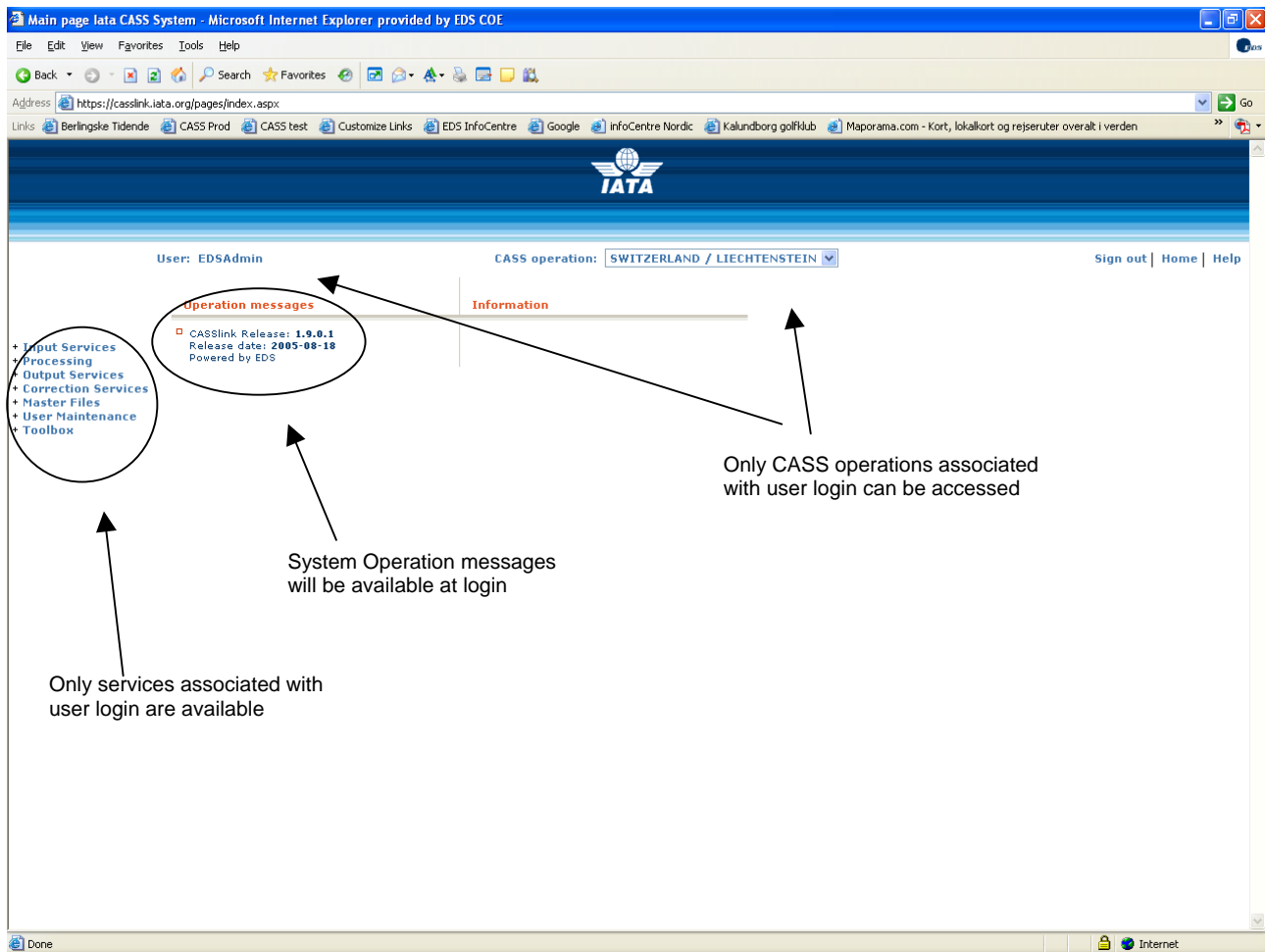
To gain access to <https://casslink.iata.org> the user has to sign in.

The following login screen enables authorized user to access the CASSlink application:



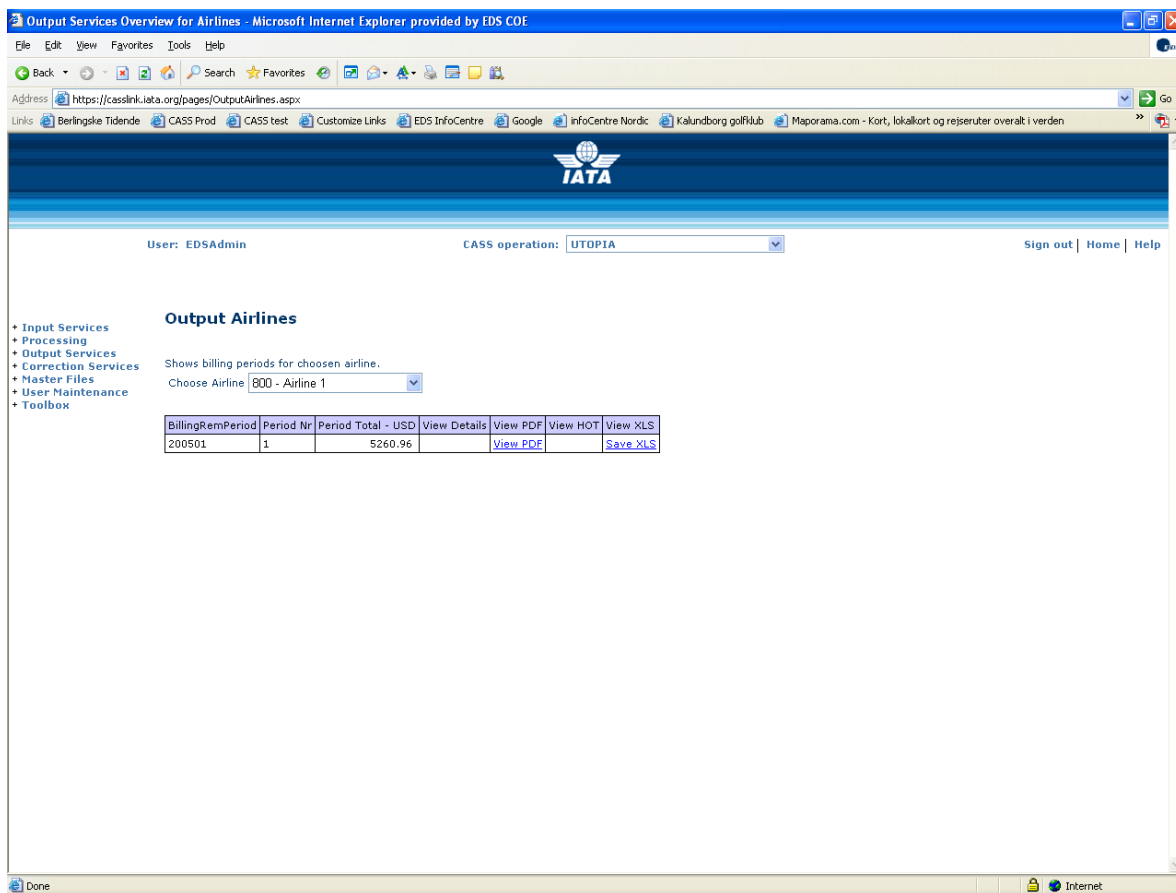
## 1.3 Basic functionality and layout

When the user has been provided with a User name and password and he is logging on to CASSlink the following screen (home page) will be available:



## 2. Output Service

### 2.1 Output airlines and Output agents



#### Output Airline and Output Agent

This service allows the user to view result of daily and final processing for current billing period.

Select the Airline or Agent required and view their output.

The PDF report will be available after the processing.

The HOT will also be available for download, provided the Airline or Agent has subscribed to the HOT option.

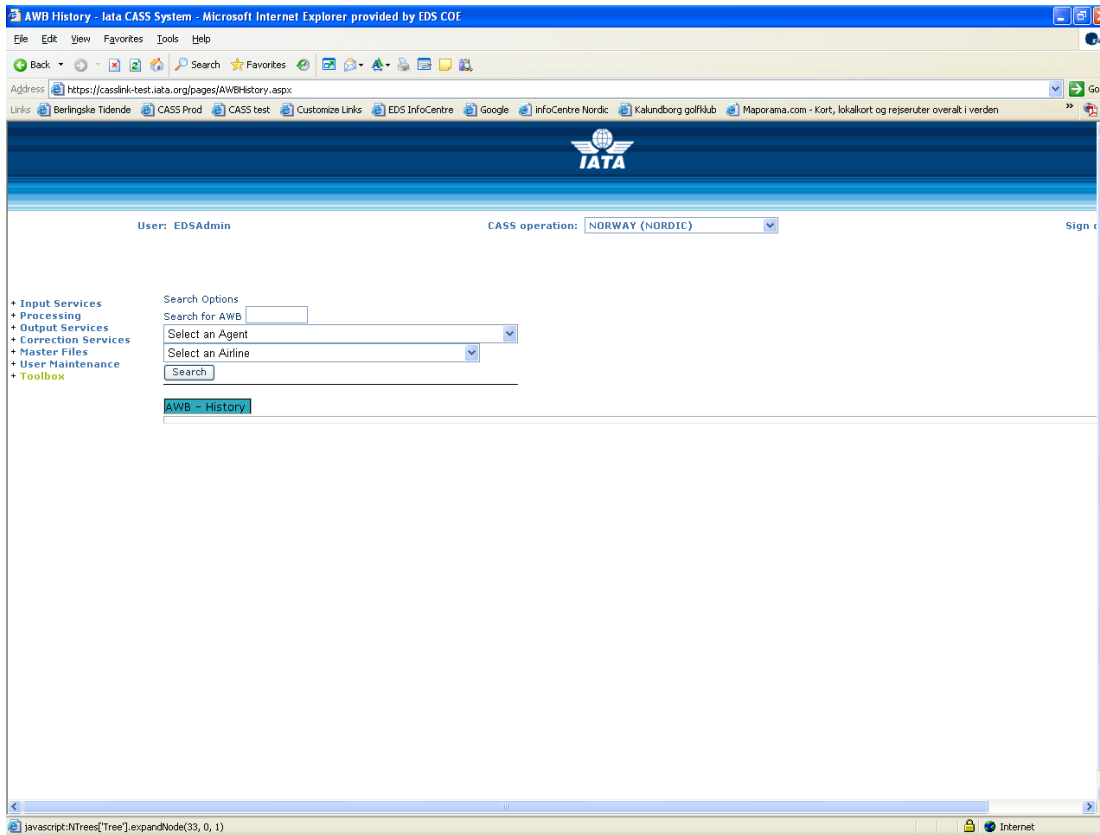
The XLS will also be available for download, provided the Airline or Agent has subscribed to the XLS option.

View Detail will only be available if the daily processing has been executed.

After the period processing the result can be seen as PDF output.

Selecting View Detail will allow the user to browse all transactions and view amounts for single records for the current billing period.

## 2.2 AWB history

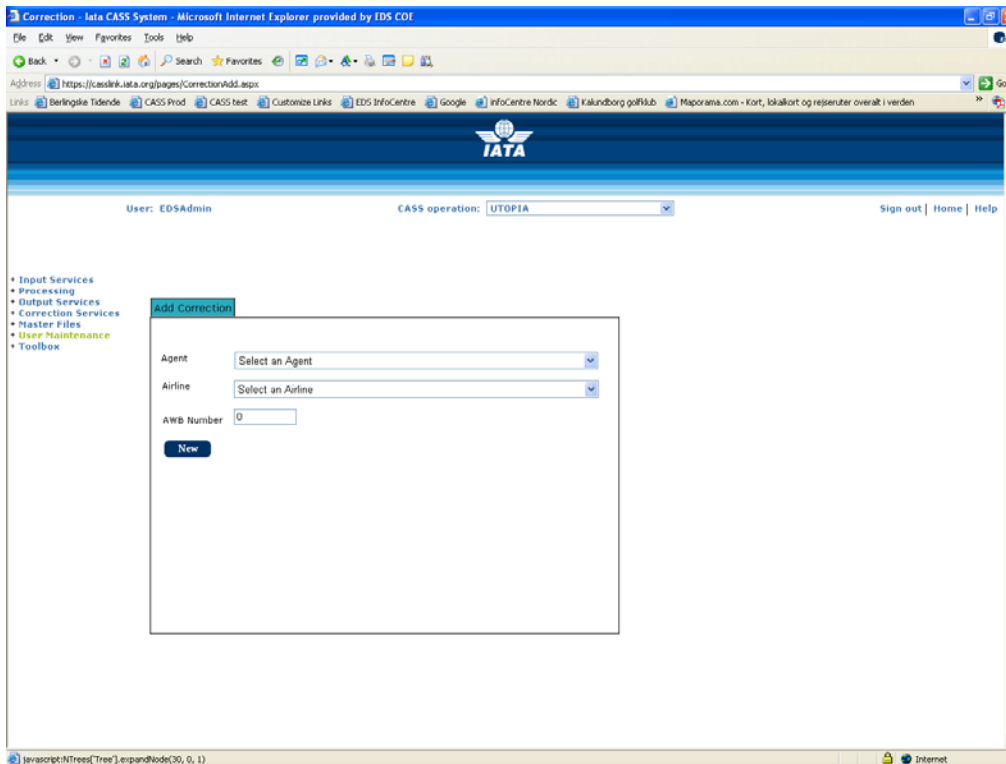


The AWB history service provides the facility to search for historical AWB data. It is possible to search by AWB-number, but selection by airline and agent is also possible.

Data is available as long as information is “live” in the system. For more information please contact your local CASS manager.

## 3. Correction Service

### 3.1 Add correction



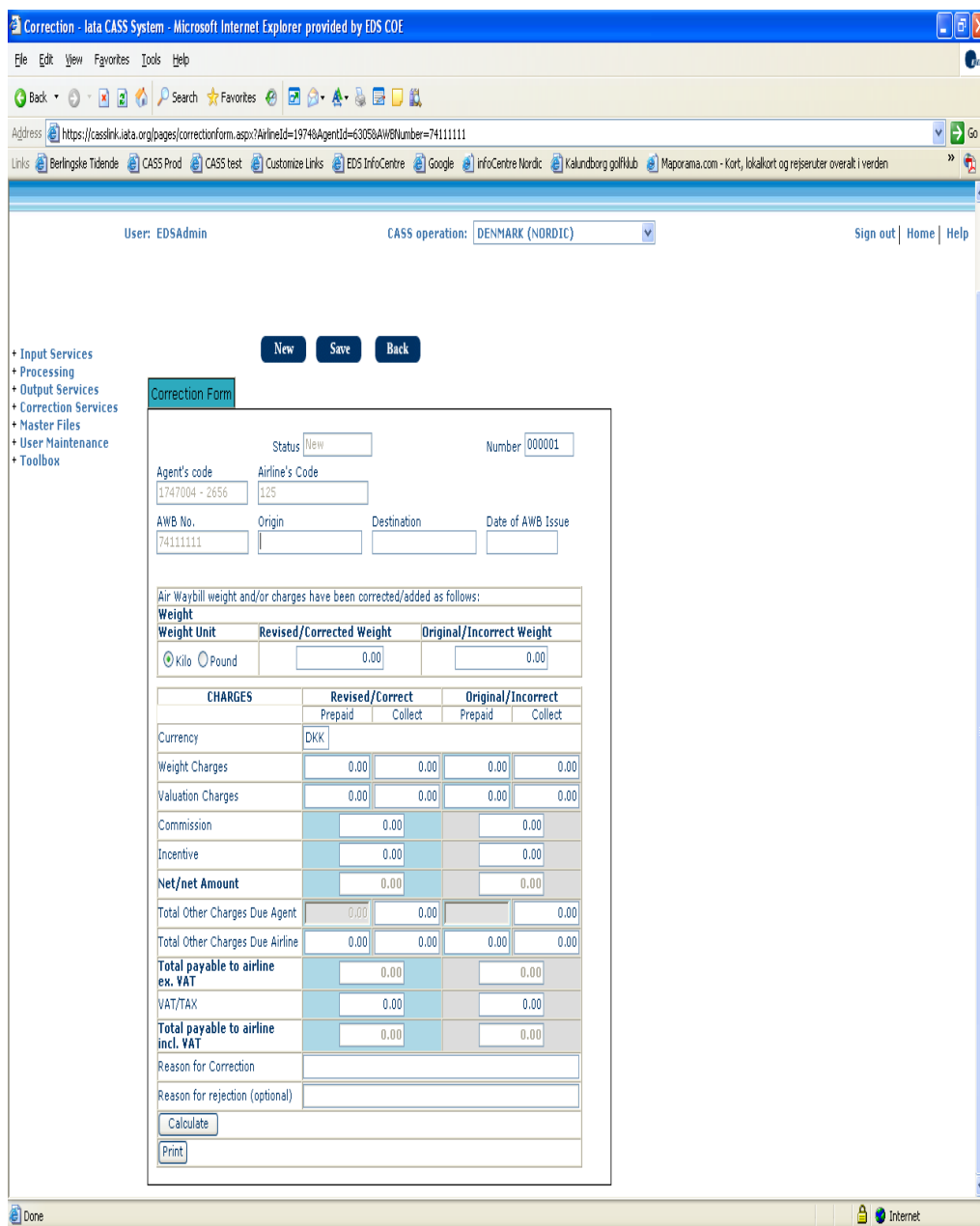
In the Add correction service agents/airlines can request or add corrections by completing this mask.

Select an Agent and Airline from the drop down menu, enter the AWB number and click "new".



A correction form will appear with the 'Original /Incorrect Charges' side pre-entered, as previously processed.

**Note: This will depend on the on-line storage time set by the CASS Operation.**



Correction - Iata CASS System - Microsoft Internet Explorer provided by EDS COE

User: EDSAdmin CASS operation: DENMARK (NORDIC) Sign out Home Help

Correction Form

New Save Back

Status: New Number: 000001

Agent's code: 1747004 - 2656 Airline's Code: 125

AWB No.: 74111111 Origin: Destination: Date of AWB Issue:

Air Waybill weight and/or charges have been corrected/added as follows:

Weight Unit	Revised/Corrected Weight	Original/Incorrect Weight
<input checked="" type="radio"/> Kilo <input type="radio"/> Pound	0.00	0.00

CHARGES	Revised/Correct		Original/Incorrect	
	Prepaid	Collect	Prepaid	Collect
Currency	DKK			
Weight Charges	0.00	0.00	0.00	0.00
Valuation Charges	0.00	0.00	0.00	0.00
Commission		0.00		0.00
Incentive		0.00		0.00
Net/net Amount		0.00		0.00
Total Other Charges Due Agent	0.00	0.00		0.00
Total Other Charges Due Airline	0.00	0.00	0.00	0.00
Total payable to airline ex. VAT		0.00		0.00
VAT/TAX		0.00		0.00
Total payable to airline incl. VAT		0.00		0.00
Reason for Correction				
Reason for rejection (optional)				
Calculate				
Print				

### **Correction raised by Agent**

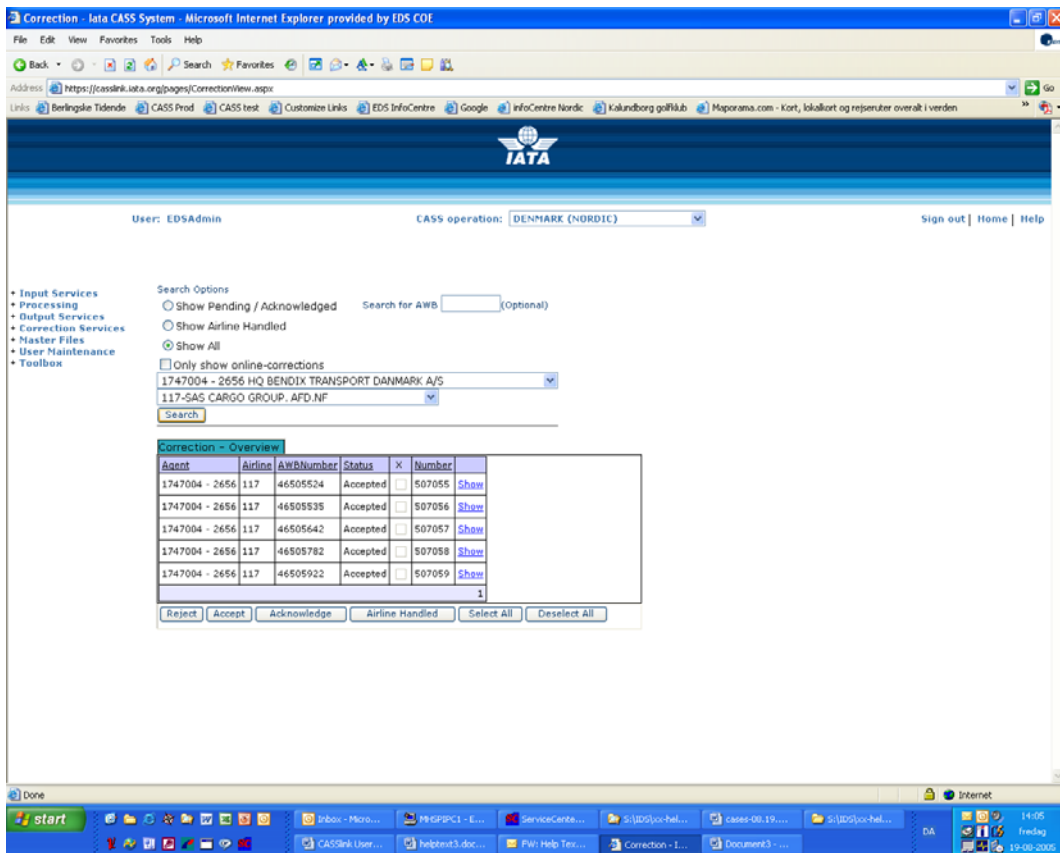
If an Agent raises a Correction and clicks the save button, it will be saved and await the Airline to action on it.

### **Correction raised by an Airline**

Corrections done by Airlines and CASS managers are automatically approved and will be loaded for processing.

If an error has been made when completing the correction, click on the BACK button of the correction form and start anew.

## 3.2 View correction



The view correction service will provide an overview of corrections. By default new corrections will be shown as top entries.  
Select "Show all" to display all corrections (including automatically loaded DCMs submitted by airlines from their in-house systems).

It is also possible to search for the AWB-Number by entering the first part of it.

New correction requests can either be Accepted, Rejected, Acknowledged, or Airline Handled.

Status Accepted:	Airline has accepted correction request
Status Rejected:	Airline has rejected correction request
Status Acknowledged:	Airline has looked at request, but will action later
Status Airline Handled:	Airline has accepted correction request, but will handle request through its in-house system

Corrections done by airlines will automatically be approved and processed.

Corrections requested by agents need action by the airline.

By selecting "Select ALL" all not accepted corrections on the screen, will be selected. This way the airline can approve multiple corrections. By selecting "Deselect ALL" all selected corrections, will be deselected.

The ACKNOWLEDGE button:

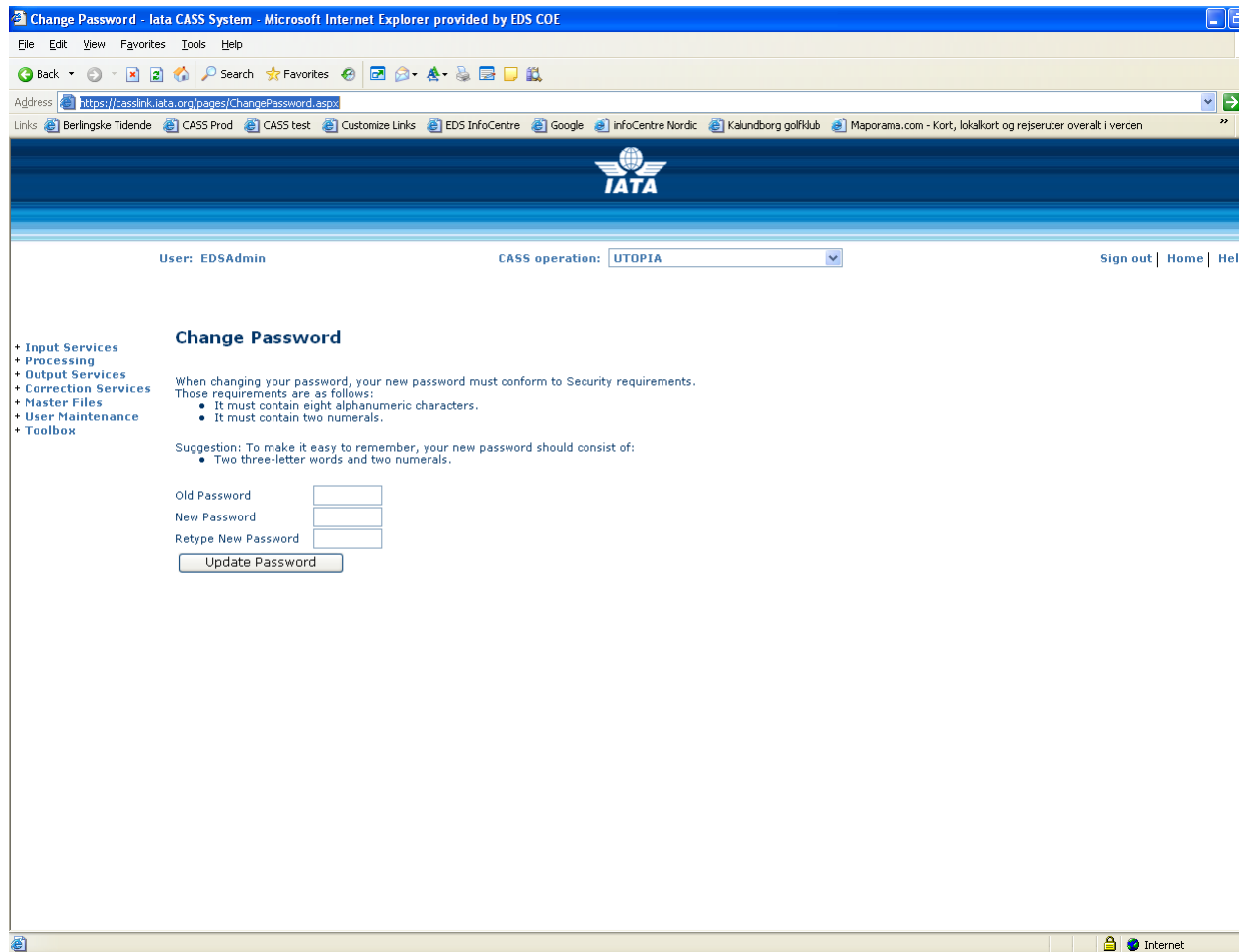
Acknowledged means, the airline has noticed the correction. Airline needs to return later to either select Accept, or Reject, or Airline Handled (see below).

The AIRLINE HANDLED button:

Airline Handled means, the airline has accepted the correction and by hitting "Airline Handled" indicates that the correction will be handled by its in-house system, via CASS billing files.

## 4. User Maintenance

### 4.1 Change password



Change Password - Iata CASS System - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://casslink.iata.org/pages/ChangePassword.aspx>

Links Berlingske Tidende CASS Prod CASS test Customize Links EDS InfoCentre Google infoCentre Nordic Kalundborg golfklub Maporama.com - Kort, lokalkort og rejseruter overalt i verden

IATA

User: EDSAdmin CASS operation: UTOPIA Sign out Home Help

### Change Password

When changing your password, your new password must conform to Security requirements. Those requirements are as follows:

- It must contain eight alphanumeric characters.
- It must contain two numerals.

Suggestion: To make it easy to remember, your new password should consist of:

- Two three-letter words and two numerals.

Old Password

New Password

Retype New Password

Update Password

#### Change the password of a user

- Enter the old password
- Enter the new password
- Re-enter the new password for confirmation
- Press the Update Password button