Group Booking System

UPLOAD PASSENGER

USER MANUAL

INTRODUCTION TO GROUP BOOKING SYSTEM

The public access portal designed & developed for the agent self-service in interacting with AirAsia for any group booking enquiry and review of submitted booking proposal.
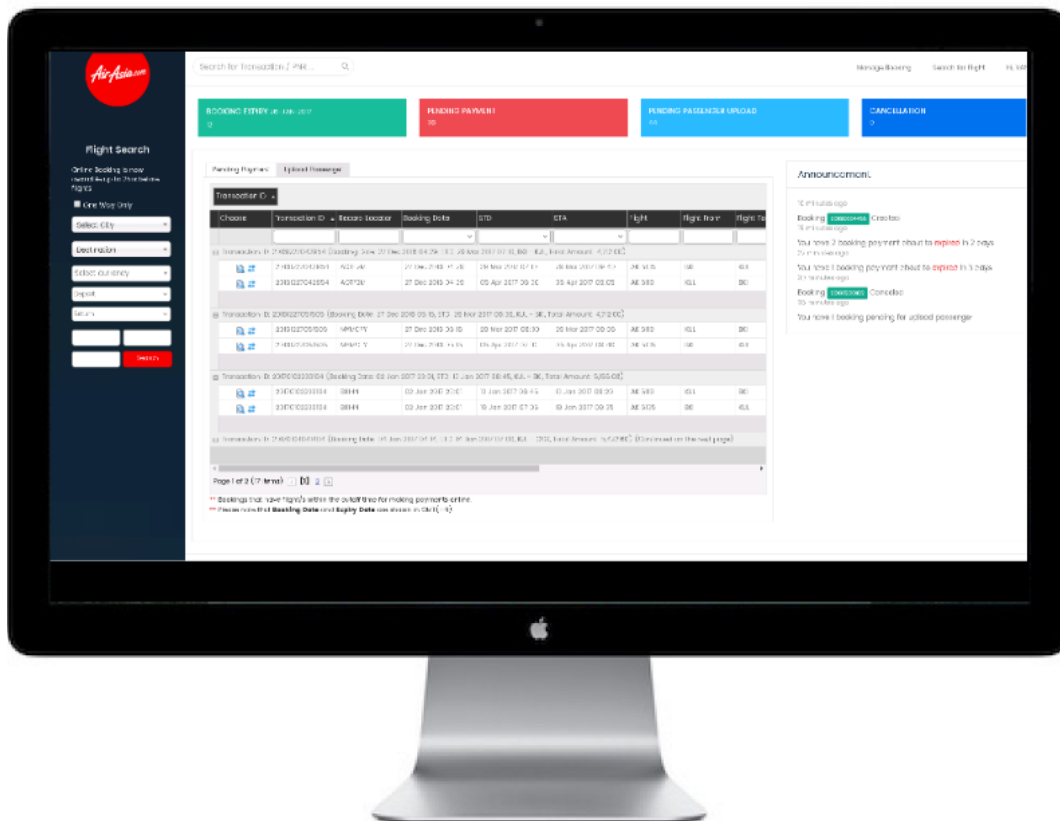

Figure 1 – Sample screen of GBS Home Page on Desktop

Passenger Upload Flow

Once user does success payment, the page will be redirected to Booking details. Click button Upload Passenger on Booking Details.

Figure 2 – Sample screen of GBS Booking Details Page

Click button [Download] to download excel file. Click button [Upload] to upload and click button [Confirm] to confirm upload passenger.

Figure 3 – Sample screen of GBS Upload Passenger Page

After click download button, need open and fill in all necessary on excel file as below.

Figure 4 – Sample screen of GBS Download Upload Passenger file

Fill in data example like below and then upload

Figure 5 – Sample screen of GBS Upload Passenger excel file

If user faces this error message, it means need to check excel value because it was invalid value.

Figure 5 – Sample screen of GBS Incorrect pop up message

Click ok then click *Download Incorrect Passenger List*

Figure 6 – Sample screen of GBS Incorrect value/format which need to amend

Figure 7 – Sample screen of Excel Incorrect value/format which need to amend

Fill in correct value and correct format from excel which downloaded before, then upload once again. For example, refers to figure above DOB and expired date should be on format Date.

Please take note excel format on .xls

Figure 8 – Sample screen of Excel Incorrect value/format which already amended

Figure 9 – Sample screen of GBS Successfully Upload

Click Ok, fill in required infant data then click Confirm button. Upload passenger is completed.

Figure 10 – Sample screen of GBS Successfully Upload and already add infant data

There are some roles when user wants to upload passenger. Adult and Child can be filled by upload excel file, but for infant user must manually fill in from the grid. The age of child maximum is 12 years old and 1 year for infant.

If user already fill passenger list name by upload or manually fill in for infant (if any) continue to click button [Confirm]. Successfully confirm will be direct to booking details.