

TicTas System Automation Ltd



2 Day Reservation Course

(Version Sep 2013)

Help Desk : 2868 1177 email : helpdesk@tictas.com

TicTas System Automation Ltd.

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Course Contents

<u>Day 1</u>

Introduction

Worldspan's Industry First

GO! Res Installation Steps

Login GO ! Res

Use of MyLink / Tools / Macros

Sign-In Worldspan

Availability

PNR creation steps

Seat Map

<u>Day 2</u>

PNR Modification

Divide / Reduce PNR

Queue Handling

Worldspan Fare Package

ePricing

4 Easy steps to book Hotel / Car

Itinerary – Web / MTAM / DYO

Global Learning Centre

Cue Card





Travel Technology So Advanced, It's SimpleSM



Worldspan is pleased to be a part of the Travelport family of travel services. Visit <u>www.travelportworld.com</u> for the most up to date acquisition information. At Travelport, our mission is to be the world's leading provider of informed travel choice. Welcome to a new world of options!

Travelport's approach to travel technology is unique. We're in the business of creating versatile ways to connect travel data with booking capabilities. Whether you're a buyer, seller, or manager of travel, Travelport GDS makes it happen for you.



Worldspan Industry Firsts



TicTas System Automation Ltd.

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Count on us – Our facts and figures



System participation amongst the world's leading suppliers

Airlines

- 430 participating airlines, including more than 70 low-cost carriers
- 4 billion+ stored airfares
- 46 million daily fare searches
- Annual bookings representing USD\$84 billion

Hotels and resorts

- 87,000 properties worldwide
- 280 hotel chains
- 20 million hotel room nights booked annually
- Annual bookings representing USD\$7.5 billion

Car rental companies

- 30,000 locations worldwide
- 25 car rental suppliers
- 17 million annual car rentals booked annually
- Annual bookings representing USD\$3.8 billion

Rail operators

- 13 major domestic and international rail networks
- 8 million European rail tickets booked annually

Tour and cruise operators

400 tour/vacation operators and cruise lines



342 airlines including...





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Travelport Hotel Content



91,000

Hotel properties

308 Hotel chains DIRECT

AGGREGATED

375,000

Hotel properties

23 Wholesalers and OTAs





Travelport Smartpoint App for Worldspan Go !

http://go.worldspan.com

Please visit the following link to access Installation Guide http://download.tictas.com/Worldspan/Installation%20Guide%20(03Apr07).pdf

We support Win XP/ Win7/ Win 8 /IE 7,8,9,10

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Worldspan Go!™	Travelport Smartpoint App"
Travelpo	rt
Click here to access the previous version of the Worldspan Go! are Worldspan Go!™ now featuring Travelport Smartpoint App™ technology. Access and go. It's as easy as 1/ 2/ 3/	pplication.This link will be available until 30 June 2013. Login Login Id < >Go! Self Serve >> Go! Tool Kit Password Go! V 5.0.0.2(25) © 1998-2013 Travelport. All Rights Reserved.

Hints to choose a password

- Select Tool \rightarrow My Preference \rightarrow Change password
- Choose a password with at least 8 characters containing both Alpha and Numeric characters
- Passwords will expire after 90days
- Same password cannot be repeated
- Case sensitive





Worldspan has 6 working area : A,B, C, D, E, F.

SINE In all areas: BSI\$8822AB/GS/HAPPY001Change Sine In Password: BSIP/NEWpassword/NEWPasswordCreate Keywords: BSIK/HELP/HELPMove from area A to C: BCDisplay multiple work area: B\$SINE Out all areas: BSO\$

Worl	dspan	*	Expres	ss Off	Work	cing I	Fran	ne N	ly So	ript	My Li	nks	Scr	ipt Inc	lex	Tool	s H
	1 1A	A 2 Res	3 Res 4 f	Res 5 F	les 6	BRes	7 Be	es 8	2ND 3V	√P 97	7EZ 10	DXR					
>B\$																	
LNI	ATA -	C77DOE	CITY -	OXR													
AAA	STAT	AC	TIVITY		QUE	CAT	ID	DTY	EMU	NET							
A	SUSP	PARTIAL	PNR				AA	GS									
В	SUSP	08Z2X0/	1CHAN/PE	TER*A			AA	GS									
C .	SUSP	4CQ5NZ/	1HO/MONA	.MS*A	0	0	AA	GS									
D	ACT						AA	GS									
E	SUSP	L34N63/	1NG/KA.K	CEI.MR			AA	GS									
F	SUSP						AA	GS									
>																	



Special Keys





Function Keys

- >F2 XI (CANCEL ITINERARY)
- >F3 ARNK
- >F4 CLEAR ALL RES WINDOWS
- >F5 INPUTS RECALL (50 PREVIOUS INPUTS)
- >F6 CURRENT DATE
- >F7 NEXT WINDOW
- >F8 SWITCH BETWEEN SPLIT WINDOW
- >F9 CLEAR ACTIVE RES WINDOWS
- >F10- ET (END TRANSACTION)
- >F11 MU
- >F12 MD

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Travelport Smartpoint App¹ Worldspan Go!™ 🗥 🔍 🦮 🎽 🔒 🕜 Logo Reservations World Files Fares & Pricing Docum entation Information Smart Tools Settings 3 Res 5 Res 7 Res 97EZ PNR Viewer Smart Panel History . My Last 10 Scripts Top 10 Go! Scripts Display Ticket Car Booking Tool MyTrip **Currency Conversion** Custom Itin Custom Itinerary DDL(Daily Document Log) Report Seat Maps Ticket Exchange Plus ePricing ePricing FastClip Hotel Interactive Maps Hotel Booking Tool Manual Credit Card Approval Ticket Exchange Plus El Al Corp Seat Map • T 2Res 4 Res 6 testing 82NE 3WP 100XR My Links Calendar Notes News 0 / 🗢 🔹 🕜 SINE IN Booking PNR PRT ITIN PRT MATM WebITIN 7@出 TKT SCPT SeatMap CHD AGE **INFT AGE** FQTV FOID(ID) 5-CP 5@-CP CX/KA RO TAIR EZEL 4-DI **RP ETKT** Queue MCO epricing ADD \$P NEW Q7 NEW Q1 Encode DYO **MIN STAY** TIMATIC Qsort QCT*ALL FOID(PP)





Settings

Host Print Manager

Keyboard Mapping

Get Office Macros

Macro Editor

My Preferences

Manage Host Connections

Select a font	for all windows:	
Courier Nev	v	-
Font size:	12 point	-
Window:	Window 1	•
Background:	Black	•
Host input:	Red	•
Host output:	Olive	•
SAMPLE HOST	INPUT TEXT	
SAMPLE HOST	OUTPUT TEXT	
Apply Settin	ngs Restore Defaul	lt -

Refresh Settings Submit Settings

Manage your screen colour

& Fonts

Manage your password

PNR Viewer	Smart Pane	History	1	
My Prefere	nces			
Authorities	Res W	indows	Mapping	
First name:	TRN			
Last name:	А			
Login ID:	0XRTR	N1		
E-mail Addre	ess: cse@ti	ctas.com		
ScriptPro Re	f No: 000			
	Change	Password		



Update your Macros

Settings	PNR Viewer Smart Panel History
Host Print Manager	
Keyboard Mapping	Name: FOID_ID.wsm
Get Office Macros	Type: Personal Modified? No
Macro Editor	<insert off=""></insert>
My Preferences	<clearwin> 結驗2 所需由期之前效公司 自份證明文件報准改案上新報(CRSZORS</clearwin>
Manage Host Connections	Eg:3SSRFOIDCAHK1/NIZ9581682-1.1 <cr><cr></cr></cr>
Manage User Access	>3SSRFOIDXXHK1/NDXXXXXXXX X.X <left> <left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left></left>
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ScriptPro Editor	I
Script Download	
System	Assign Copy Office Keystrokes Macros
System Diagnostics	Get Standard Macros
Worldspan Files	



GRS – GLOBAL REFERENCE SYSTEM

DAILY BRIEFING	– GDAY13OCT
AIRLINE INFO	-G/AIR/AFO
HOTEL	- G/HTL/SIQ
CAR	– G/CAR/ZEZ
TAX INFO	- GTAX CANADA or GTAXSW

**Useful Tips: You could access Airline Reservation number from Airline Info Page, e.g. @CX@G/CXOFFICE

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HELP – provides entries and example

e.g. HELP AVAIL

HELP DOCS

HELP EQP CR7

INFO – provides detailed information for entries and formats

e.g. INFO FARES

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HELP/INFO

Useful HELP/INFO page

E-Ticketing Point of Sales Direct Access Participating Carriers Direct Response Airlines Accessplus

INFO ET POS HELP DA HELP AIRLIST C HELP DR AIR *HELP GAO*



Encode/Decode

CITY (Help KC/KD) >KC/TORONTO >KC/TO* (ALL CITY NAME WITH TO) >KD/DPS

TIME DISPLAY
>KCD*NYC
>KCD*NYC/HKG
>KCD*5PNYC/HKG

(Help KCD)

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Encode/Decode

COUNTRY

(Help Decode/Encode)

>4C*

>4C*F (F = ALPHABETICAL LIST)

>4C*FRANCE

STATE

>KC/SAN-C (SAN FRANCISCO) (MIN 3 LETTERS)

>HG*ST (list all State Code of USA)

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Encode/Decode (Help KAD/KAC)

AIRLINE

>KAD/MH

>KAD/001

>KAC/HONG KONG AIR

>KAL-/*A (DISPLAY BY STAR ALLIANCE CODE ONLY)

>KAL-/*O (DISPLAY BY ONE WORLD CODE ONLY)

>KAL-/*S (DISPLAY BY SKY TEAM MEMBERS ONLY)

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Encode/Decode

HOTEL >HC HILTON >HC HI >HKC/GREAT WALL CAR

(Help CRC)

(Help HC)

>CRC AVIS

>CRC ZE

**Useful Tips: You could list the hotel by reference code, i.e. HLGREATW/DD-5 Hotel close to Great Wall in China will be shown





CURRENCY (Help 4C) >GCUR JAPAN >4C@1000/JPY (I.E. HKD1000 = JPY14800) >4C@JPY/1000 (I.E. JPY1000 = HKD70) >4C@JPY/1000#GB (I.E. JPY1000 = GBP4.00) >4C*GB#HK (I.E. Exchange Rate between GBP & HKD 1:13.73)

**Useful Tips: Exchange Rate is BSR and updated every Tuesday according to SCMP 23



Connecting Time/Points

- MINIMUM CONNECTING TIME (Help KEC/VCT)
- >KEC*BKK
- >KEC*CDG-AF
- >VCT*1-3 (for segment 1 to 3)
- >VCT\$1 (from availability)

CONNECTING POINTS(Help KCP)>KCP/HKGNAN

**Useful Tips: Minimum Connecting time in KEC page is showing in minutes

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Conversion

DATE CALCULATOR(Help 4F.CD)>4F.CD15MAR/A35(Advance Purchase for 35 Days)>4F.CD15MAR/7/30(7 days Min Stay / 30 days Max)>4F.CD15MAR/7(7 days Min Stay)>4F.CD15MAR/30(30 days Max Stay)>4F.C1#01MAY(From Fare Display)





TIMATIC - A comprehensive travel information system that offers you information about

LIST OF CITIES >TIRCC/ROM >TILCC/CANADA OR CA (Help TIMATIC)

- Search by city code

- Search by county code

VISA & HEALTH INFORMATION

>TIFV	- VISA information
>TIFH	- HEALTH information
>TIFA	- VISA & HEALTH information

**Useful Tips: Information will be updated by TIMATIC System



Т

TicTas

IMATIC		Main Menu	L			×		
MISSUORT	⊻ isa Information	<u>H</u> ealth In	formation	Visa/Health <u>C</u> ombined				
T	<u>Eull T</u>	ext <u>D</u> ecode	<u>N</u> ews	<u>R</u> ules	E <u>x</u> it			
	TIMATIC - Visa Info	rmation			240100		X	
	Nation BD Ban BB Ban BB Ban BB Ban BB Ban BB Ban BB Ban BB Ban BZ Ben BJ Ben BJ Ben BM Ben Transi US Ame CA Can AF Afg AL Alb DZ Alg AS Ame	ality gladesh bados arus gium ize in muda t Point(s) (Ma rica (USA) ada hanistan ania eria eria prican Samoa	▲ ▼ 3) ▲		Destinati IQ Iraq IE Irelar IL Israel IT Italy JM Jamaic JP Japan JO Jordar Resident US Americ CA Canada AF Afghar AL Alban DZ Algeri AS Americ	.on(s) (nd L Ca n Alien ca (USA) a nistan ia ia can Samoa	Max 3)	
	🗖 Merchant Sear	nan		<u>0</u> K	<u>U</u> ndo	<u>M</u> enu	Exit	
	🗖 Set default nat	ionality to curren	t selection				z4tim02	

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TIMATIC

>TIFV

AR

```
>TTRV
NA HKG - Pax Nationality
      - Alien Residents
DE DEL - Destination Points
    - Transit Points Via other Countries
ΤR
                     VD/2
                     TIMATIC-3 / 25JUN10 / 1113 UTC
                     NATIONAL HONG KONG (SAR CHINA) (HK)
                     DESTINATION INDIA (IN)
                     VISA DESTINATION INDIA (IN)
                     ..... NORMAL PASSPORTS ONLY .....
                     PASSPORT REQUIRED.
                     - PASSPORT AND/OR PASSPORT REPLACING DOCUMENTS MUST BE VALID
                       ON ARRIVAL.
                     VISA REQUIRED, EXCEPT FOR THOSE HOLDING A PIO (PERSON OF
                     ) > TIPN
                                  TIPN to move down to next page
                     VD/0
                     INDIAN ORIGIN) CARD. NOTE: THE PIO MUST NOT BE CONFUSED WITH
                     THE OVERSEAS CITIZEN OF INDIA (OCI) CARD (SEE NOTE 35024) .
                     >TIDFT/IN/VI/VS/ID23801
```

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FTA

AUSTRALIA ELECTRONIC VISA

ETAS processing commands

- TI ETA R ETA Request for application screen
- TI ETA Q ETA enQuiry screen
- **TI ETA H ETA History** screen with transaction reversal option
- TI ETA C ETA Check-in screen
- TI ETA S- ETA Help page
- TI ETA S6 display Eligible Nationality
- TI PN Page down

Australian Consulate – General Hong Kong

Address: 23/F Harbour Centre, 25 Harbour Road, Wanchai, Hong Kong

Tel: 2827 8881 Fax: 2585 4557

http://www.hongkong.china.embassy.gov.au/hkng/home.html





> TI ETA S6 to display	y eligible p	assports EI	ΓA
Andorra	AND	 Malaysia 	/IYS
Austria	AUT	Malta	/LT
Belgium	BEL	 Monaco 	/ICO
Brunei	BRN	Netherlands	ILD
Canada	CAN	 Norway 	IOR
Denmark	DNK	Portugal F	'RT
Finland	FIN	 Republic of San Marino 	SMR
France	FRA	Singapore	GP
Germany	D	South Korea	(OR
Greece	GRC	• Spain E	SP
 Hong Kong (SAR) 	HKG	• Sweden S	SWE
Iceland	ISL	Switzerland	CHE
Ireland	IRL	• Taiwan T	WN
Italy	ITA	UK-Brit Citz	∂BR
• Japan	JPN	• UK-BNO G	BN
Liechtenstein	LIE	United States	JSA
Luxembourg	LUX	Vatican	/AT

** Please always refer Australian Consulate for latest information (Updated 18 Jul 11)



ETA

TI ETA R

>TIETAA	ETA APPLIC	CATION
PASSPORT NUMBER	(H90040401	FROM PASSPORT TITLE PAGE
NATIONALITY	(HKG	1-3 CHARACTER CODE
DATE OF BIRTH	(240CT1988	DDMONYYYY/MONYYYY/YYYY
SEX	(M	M/F
COUNTRY OF BIRTH	(CHN	1-3 CHARACTER CODE
EXPIRY DATE	(14MAR2015	DDMONYYYY
FAMILY NAME	(CHAN	FULL NAMES-NO TITLES
GIVEN NAMES	(SIU FAI PETER	SPACE BETWEEN NAMES
TYPE OF TRAVEL	(V .	V/BL/BS



ETA

VD/3						
>TIETAG		ETA APP	LICATION			
ISSUING STA	ATE (hkg	DATE OF	ISSUE(12D	EC2007	DDMONYYYY	
ISSUING AUT	THORITY					
(HONG KONG						• • • •
DOES APPLIC	CANT HOL	D CITIZENSH	IP OF OTHE	R COUNTRI	ies (n y	/N
IF YES EN	ITER COD	ES OF OTHER	COUNTRIES	((.	(
HOME	(ROOM 50	3 KIN KIN H	OUSE OI MA	N ESTATE	•••••	
ADDRESS OF	(
APPLICANT	(
TELEPHONE	HOME CC	UNTRY (0852	AREA (00000	NUMBER (6111111	
OF	BUS CC	UNTRY (AREA (NUMBER (
APPLICANT	MOB CC	UNTRY (NUMBER(•••••	• • • •	



ETA

VD/3

>TIETAP

CAP ETA APPLICATION RE-ENTER TO VALIDATE PASSPORT DETAILS DETAILS MUST MATCH PREVIOUS SCREEN

PASSPORT NUMBER	(H90040401	FROM PASSPORT
NATIONALITY	(HKG	1–3 CHARACTER
FAMILY NAME	(CHAN	••••
FIRST GIVEN NAME	(SIU	
SECOND GIVEN NAME	(FAI	••••
OTHER GIVEN NAME(S)	(PETER	





ETA

VD/3 ETA APPROVAL 14JUN10/1916 > FAMILY NAME CHAN AUSTRALIAN GOVT GIVEN NAMES STU FAT PETER..... H9004041.... HKG PASSPORT EXPTRY DATE 14MAR2015 240CT1988 SEX M COB HKG DATE OF BIRTH V VISITOR ETA..... TYPE OF TRAVEL UD/976 ETA VISITOR (SHORT)..... ENTRY STATUS AUTHORITY TO ENTER AUSTRALIA VALID TO..... 14JUN2011. PERIOD OF STAY 03 MTHS..... MULTIPLE ENTRY.....EMPLOYMENT PROHIBITED.







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AIR

WORLDSPAN ACCESS PLUS (Help APAIR)

- AIRLINE SOURCE #
- DIRECT SELL \$
- DIRECT ACCESS *
- REGULAR PARTICIPANT -

**Useful Tips: Correct entry should be used for different access level of airlines




**Useful Tips: (INFO AVAILEXPL)

Access Level : # \$ * symbol precedes to the airline code

Alliance Code: *O = One World member, *A = Star Alliance Member, *S = Sky Team

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AIR

AIRLINE SOURCE - # - (INFO ASOURCE)

- -Real time and last seat availability
- -Seat deducted at the time of booking
- -Sales guaranteed
- -RLOC Return (*DR to Display)





AIR

DIRECT SELL - <u>\$</u> - (INFO DS)

- -Fully secured sell
- -Link with airline, seats sold in airline system
- -Inventory reduced when segments are sold
- -Booking is guarantee at End Transaction with Rloc return



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AIR

DIRECT ACCESS - * - (INFO DS)

- -A second display is necessary
- -All sales guarantee when booking from Direct Access Avail
- (i.e. A@1 OR A@AI)
- -Seat reduced at End of Transaction



**Useful Tips: Must direct access to the airline system and use @AD @AU to move up and down in the secondary display.

If Fail to use direct access, segment will show "P" = pending





AIR

REGULAR PARTICIPANT

- Schedule update twice a week
- TTY message will be transmit to airline after end of transaction
- Airline guarantee reply within 12 hours with status :

KK, UN, UC

**Useful Tips: use .1NN could force airline to reply your seat status





Availability WORLDSPAN AVAILABILITY (HELPAVAIL)

>AHKGBKK

>A23NOVHKGTPE1200

>A23NOVHKGNYC-CX-UA (Max. 3 Airlines)

>A23NOVLAXHOU@ (display all Houston airports)

>A23NOVHKGYTO/O-DL (online NW flights only)

>A23NOVHKGLHR/SIN–SQ (connecting point)

**Useful Tips: Multiple Options could be combined in one entry



E 1	BKK ALTERNATE DMK (b) *A\$TG 603 J2 C4 D4 Y4 B4 M4 H4 Q4 HKGBKK 0755 0940 0 2.45 Availability *A\$TG 603 J2 C4 D4 Y4 B4 M4 H4 Q4 HKGBKK 0755 0940 0 2.45 Availability	V				
2	#CX 713 J9 C9 D9 I9 Y9 B9 H9 K9 HKGBKK 0910 1100 0 2.50					
3	SCI 641 R4 J4 C4 D4 W4 Y4 B4 M4 HKGBKK 1140 1325 0 2.45					
4	*A\$TG 601 P2 F4 A4 J2 C4 D4 Y4 B4 HKGBKK 1245 1430 0 2.45					
5	6 #CX 751 J9 C9 D9 I9 Y9 B9 H9 K9 HKGBKK 1425 1620 0 2.55					
(c)	(d) (e) (f) (g) (h) (i)					
(a)	Departure date, day of the week, departure / arrival airports and time zone					
(b)	Alternative Airports					
(d)	d) Line Number and Alliance - (*O) Oneworld, (*S) Skyteam, (*A) Star					
(e)) Level of participation - (#) Airline Source (\$) Direct Sell (*) Direct Access					
(f)) Airline code and flight number					
(g)	Class of service and level of availability.					
	1, 2, 8, 9 - there is at least this amount of available seats					
	0 - the class is sold out but may be waitlisted					
	- the class is not available and the waitlist is closed					
	the class is on request basis only.					
(h)	Origin and destination city / airport codes					
(i)	Departure and arrival times. (#) indicates arrival next day; (-) indicates arrival previous day					
(j)	Intermediate stopovers and Elapse Time	4,				

3



Availability

SHORT CUT AVAILABILITY CHANGE (HELP ACONT)

>AD	- Availability Down
>AU	- Availability Up
>AT	- Tomorrow
>AY	- Yesterday
>A/NRT	- Change transit point
> A @1	- Direct Access to Line no. 1
>A@MU	- Direct Access to MU
>AS#21JULHKGCTS/D-CX*H	- 7 Day onward search
>AS-21JULHKGCTS/D-CX*H -	7 Day backward search

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>A7D

>A-CX

>A/R15JAN

Availability

SHORT CUT AVAILABILITY CHANGE (HELP ACONT)

- >A* (Redisplay the Availability)
- >A@DSFO (Change Departure Port)
- >A@ASYD (Change Arrival Port)
- >A@BKKSIN (Change both)
- >A2NOV (Change Date)
 - (Change to 7 Days later)
 - (Change return day to 15Jan)
 - (Change to Airline)



Availability

DIRECT ACCESS AVAILABILITY

>@MU@A10DECHKGSHA1000

>@AD

>@AU

>@A/R20DEC

FROM WORLDSPAN AVAILABILITY: >A@MU or A@1

**Useful Tips: Secondary Display will be from line No. 11 You could use Direct Access to ALL carriers except Regular Participants

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Flight Info

FLIGHT SERVICE INFORMATION (Help V*)

>V * CX530/23NOV	 By Flight Number
>V *	- From a PNR
>V * * 3	- From Segment Number
>V \$ 2	- From availability display

V\$2							
FLT.NO	LEG	DAY	DEP	TR ARRIVA	L TR MEAL	EQP S	VC
#CX 751	HKG BKK	TU	1425	1 1620	RR	330	
				MILES	GROUND EI	APSED	ACCUM
				1049		2.55	2.55
	. NON-SMOK	ING					
	LEG	DAY	DEP	TR ARRIVA	L TR MEAL	EQP S	vc
	BKK DEL	TU	1735	2040	2 RR	330	
				MILES	GROUND EI	APSED	ACCUM
				1815	1.15	4.35	8.45
.NON-SMOKING							

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Flight Info (Info 2G)

>This function is for **DL** flights only

>2 DL42 / 12JUL

FLIGHT INFORMATION

>2 DL42

>2DL	638/1:	1MAY											
FLT	INFO	638/	11MAY										
LOF	AI	RR	DEP	ETA	ON	IN	ETD	OUT	OFF	ACF	ELPD	ACCUM	MILES
HKG			805A							333			
NRT	12	25P	740P							744	4.20		1827
HNL	7:	35A									6.55	17.30	3818
FACT	s-												
MEAL	S/CPT	С	Y										
НК	GNRT	В	В										
NR	THNL	D	D										

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PNR Creation Help SKD

Display current date schedule of Direct Flights >S 15MAYHKG YVR 7A – CX

Display current date schedule of connecting/code share flights >S@ 15MAY HKG MEX 7A –DL

Display schedule of connecting / code share flights effective within 30 days of input date

>S# 15MAY HKGPRG 4P-AF

Schedule Display

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PNR Creation

Schedule Display – Screen capture

11MAY-TU-0001 HKGNRT (HKGTYO) ** **							
NRT AL	TERNATE HND						
1.DLY	#DL 638 J D	SIYB	мн	HKGNRT	0805 1325	333 BB0	
	QK	LUT					
	EFF 09MAY	DIS 31MA	Y				
2.27	#DL 638 J D	SIYB	мн	HKGNRT	0805 1330	332 BB0	
	QK	LUT					
	EFF 01JUN	DIS 08JU	N				
3.X27	#DL 638 J D	SIYB	мн	HKGNRT	0805 1330	332 BB0	
	QK	LUT					
	EFF 02JUN	DIS 16AU	G				

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PNR Creation

PNR (Passenger Name Record)

Four Mandatory Field: PINT (Help PNR)

- P PHONE FIELD (9)
 - ITINERARY (0)
- N NAME (-)
- T TICKET FIELD (7)
- **3OSI Agency Contact (3)**



PNR Creation

ITINERARY

Sell from Availability Screen (Help 0Avail)					
>01Y3	Sell 1 Y seat from line no. 3 of	availability			
>01Y3*	Sell connecting flights				
>01Y1K2	Sell connecting flights with di	ff. classes			
>0L1Y3	Sell a seat on waitlist status				
Manual Sell		(Help 0Man)			
>0DL621Y15JULATLMCINN1					
>0KA864W30NOVHKGPVGLL2 (waitlist)					

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DUMMY SELL PNR Creation

Memo Segment (For Pricing and Ticketing Purpose)

- >01Y1@MK Sell from Availability
- >01Y1*@MK
- >0DL955F29JUNJFKATLMK1 / XXXXXX (airline rloc)
- **Useful Tips: Use .1XK to remove MK segments

 Passive Segment (For Itinerary Printing Purpose)

 >01Y2@YK
 Sell from Availability

 >0CX2700Y10JULBKKHKGYK1

**Useful Tips: YK status - no outgoing message.



PNR Creation (Help OPEN)

OPEN SEGMENT

>0CXOPENYHKGTPEPS1

>0CXOPENY12JANHKGTPEPS1

(Date is recommended)

INFORMATION SEGMENT (Help 0A)

>0A (ARNK)

>/2/0A (insert ARNK after seg.2)

Rearrange Segment No.

>/2S4 > insert seg. 4 after seg. 2



Married Segment



Married segment logic allows participating airlines to control inventory on a -tripor -related segment- basis. When air segments are sold- a marriage can be established by the airline between two or three segments- requiring the segments to be processed as a unit.

When air segments are sold- if the airline chooses to *marry* the segmentsmarriage indicators are appended to the segments to identify them as

a single unit- married segment indicator

- j

two-digit marriage number

- 01 to 99



Useful Tips: the segments must be sold or cancelled together. You cannot just cancel segment 1 or 2



PNR Creation 1 of 3

After the flights are sold, a new PNR will be created as follow.

-NO NAMES – remind you to input passengers

-TKG FAX-NOT PRICED FARE TYPE EX – remind you to quote the fare or

input ticket info ie 7T/

NO	NAN	ÆS									
1	SQ	1Y	09NOV	TU	HKGSIN	SS3	0810	1200	/0 \$	J01 E	
2	SQ	318Y	09NOV	TU	SINLHR	SS3	1255	1855	/X \$	J01 E	
3	SQ	317Y	21NOV	SU	LHRSIN	SS3	1055	0735	#1/0	\$ J02	E
4	SQ	860Y	22NOV	MO	SINHKG	SS3	0830	1215	/X \$	J02 E	
TKO	G FZ	X-NO	PRICE	D	FARE TY	(PE E)	ĸ				





NAME FIELD(Help NAME)

>-CHAN/MAY.MS

>-HO/KIT.LEUNG.MSTR *CNN

>-HO/SUSAN.MS *INF

>-LO/DAVID.MR # -CHOI/A.MS # -LEE/B.MR

>- MAK/KWOK.MAN.MR@19JAN31@

**Useful Tips: Name field characters - min 2 and max 69 Use "." between the title and name field Use *NA to re-display the @19JAN31@ data



MODIFICATION

NAME CHANGE

(Help -@)

>-1@ NELSON/C. MR >-2@.1/ JOHN. MR >-3@.1/ *CNN >-2@ >-2@.1/ @28JUN1945@ (*NA to redisplay)

**Useful Tips: Obtain airline authorization before any modification



PNR Creation

AGE REPORTING Report Child age by SSR (Help CHLD) >3 SA N2.1 CHLD / 01AUG08

Report Infant age by SSR(Help INFT)>3 SA N1.1 INFT -3.1 / 01AUG10

N1.1 is the adult / -3.1 is the infant

Useful tips: Date of Birth is a must for child and infant

Help Desk : 2868 1177 email : helpdesk@tictas.com



PNR Creation 2 of 3

- 1.1WONG/SUK.KI.MISS*CNN 2.1WONG/POK.MAN.MSTR*INF 3.1CHAN/LAI.LING.MS@*ADT 4.1WONG/KWOK.LEUNG.MR*ADT 1 SQ 1Y 09NOV TU HKCSIN SS3 0810 1200 /0 \$ J01 E 2 SQ 318Y 09NOV TU SINLHR SS3 1255 1855 /X \$ J01 E 3 SQ 317Y 21NOV SU LHRSIN SS3 1055 0735 #1/0 \$ J02 E 4 SQ 860Y 22NOV MO SINHKG SS3 0830 1215 /X \$ J02 E TKG FAX-NOT PRICED FARE TYPE EX G- 1.SSRCHLDSQHK1/19JAN06- 1.1 2.SSRINFTSQNN1HKGSIN0001Y09NOV- 4.1 .WONG/POKMANMSTR 04DEC09 3.SSRINFTSQNN1SINLHR0318Y09NOV- 4.1 .WONG/POKMANMSTR 04DEC09 4.SSRINFTSQNN1LHRSIN0317Y21NOV- 4.1 .WONG/POKMANMSTR 04DEC09
 - 5.SSRINFTSQNN1SINHKG0860Y22NOV- 4.1 .WONG/POKMANMSTR 04DEC09

**** ITEMS SUPPRESSED ****/CN

Useful Tips:)>*CN -→ to display Pax Data CN-@13JAN31@ -1CHAN/LAI.LING.MS

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PNR Creation

PHONE FIELD (Help 9)

>9- BETTY

><mark>9*28683377 – B</mark>

>9*28683377 - B / 28683388 - H

Modify the phone contact

>92@1234-5678-H

**Useful Tips: Use OSI to report phone number if more than ONE carrier

The 3rd phone number is confidential phone field

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PNR Creation

TICKET FIELD (Help 7)

>7TAW/00/12NOV

>7T/

>7@TAW/00/13NOV

> 7@T/

**Useful Tips: PNRs with be placed on Queue 9 on the day specified.



MODIFICATION (Help @PNR)

PNR MODIFICATION

Itinerary modification

>X4	(<i>Canx</i> seg. 4)
>X	(<i>Canx</i> itinerary)
>X4#0/M	(Canx seg. 4 & rebook M class)
>X4#0/10MAY	(Canx seg. 4 & rebook 10May)
>X4#0/M10MAY	(<i>Canx</i> seg. 4 & rebook M class on 10May)

Useful tips: *GX to check cancelled SSRS (before E)



OPTIONAL FIELDS (Help OSI) **OTHER SERVICE INFORMATION** > 30SI YY CTCT HKG WORLDSPAN 28681177 AMY > 30SI CI CTCP TPE HYATT HOTEL 2556 3366 > 30SI CI CTCM TPE 886-0912345678 MR HO (Mobile#) > 3OSI CI CTCE TPE sylvia.chan//tictas.com (email account (use // instead of @) >30SI MH TCP4 SMITH/PAUL RLOC 34XABX

>30SI CX ET

>30SI QF CCRD.VI XXXXXXXXXXX1234 EXP0110 CH SURNAME (for requesting QF pre-reserved Seats)

Useful Tips: OSI field max accept 63 characters

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Special Service Request	
>3 SA VGML	HELP MEAL
>3SA N1.1 BBML	
>3 <mark>S2//4</mark> N3.1 <mark>SPML</mark> - NO EGG	(for seg. 2 to 4)
>3SAN2.1WCHR	HELP CHAIR
>3SAN1/3NSSW	
>3SANSST SEAT TOGETHER	
>3SSR OTHS CX – free text	
>3SSR OTHS CX NN1 PLEASE CONFIRM WAITLIST SEGM	ENT KA800 Y 24JUN HKGHKT
>3SSR FOID XX HK / NI US1114576376-1.1	

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MODIFICATION

PNR MODIFICATION(Help @PNR)

SSR / OSI & ticket field modification

Update OSI field >31@OSI YY TCP3 WITH RLR 308NGB

Remove OSI field>32@

Cancel SSR >32.XX (change status from HK to XX)



1P- OEYQQH	DND Creation 2 of 2						
1.1WONG/SUK.KI.MISS*CNN 2.1WONG/POK.MAN.MSTR*INF	PINK Creation 5 of 5						
3.1CHAN/LAI.LING.MS@*ADT 4.1WONG/KWOK.LEUNG.MR*ADT							
1 SQ 1Y 09NOV TU HKGSIN HK3 0810 1200 /O \$ J01 E							
2 SQ 318Y 09NOV TU SINLHR HK3 1255 1855 /X \$ J01 E							
3 SQ 317Y 21NOV SU LHRSIN HK3 1055 0735 #1/O \$ J02 E							
4 SQ 860Y 22NOV MO SINHKG HK3 0830 1215 /X \$ J02 E							
P- 1.0XR HKG 2868 1177 PILOT TRAVEL C/O SYLVIA							
T- 1.T/	T- 1.T/						
TKG FAX-NOT PRICED FARE TYPE EX							
G- 1.SSRCHLDSQHK1/19JAN06- 1.1							
2.SSRINFTSQNN1HKGSIN0001Y09NOV- 4.1 .WONG/POKMANMSTR 04DEC09							
3.SSRINFTSQNN1SINLHR0318Y09NOV- 4.1 .WONG/POKMANMSTR	04DEC09						
4.SSRINFTSQNN1LHRSIN0317Y21NOV- 4.1 .WONG/POKMANMSTR	04DEC09						
5.SSRINFTSQNN1SINHKG0860Y22NOV- 4.1 .WONG/POKMANMSTR	04DEC09						
6.SSRCHMLSQKK1HKGSIN0001Y09NOV- 1.1							
7.SSRCHMLSQKK1SINLHR0318Y09NOV- 1.1	Useful lips:						
8.SSRCHMLSQKK1LHRSIN0317Y21NOV- 1.1 $1 \times (N) \rightarrow to display Pax Nata$							
9.SSRCHMLSOKK1SINHKG0860Y22NOV- 1.1	1. Or V To display tax bara						
10.SSRADTK1HTOSQ BY 30SEP HKG 1800LT ELSE WILL BE XXLD	2.*DR \rightarrow to display airline locator						
AAAA ITEMS SUPPRESSED */ CN/DR>	3. EWGR to update the KK status						
	1 ADTK - ainling deadling						
	 3. EWGR to update the KK status 4. ADTK - airline deadline 						

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SEAT MAP DISPLAY

>**4** 1*

>4 2* Y

>4 18/2AUGNRTJFK-NW

>4 922F1MAYSLCCVG-DL

>@BA@ 4 117Y11AUGLHRJFK

(Help STMAP)

(From PNR)

(From Availability)

(By flight number)

(By flight number)

(By Direct Access)

**Useful Tips: You could easily Point & Click the SeatMap Go!



Worldspan Go![®] Desktop Product



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SEAT RESERVE	(Help SEAT)
>4RS1 <mark>\$</mark> 12A13B	
>4RS1 <mark>\$</mark> 25ABC	
>4RS1-1\$23A	Reserve 23A for Pax 1 seg 1
>4RX1-1	Cancel seat reserved for Pax 1 seg.1

QF Pre-paid seat program

30SI QF CCRD.VI XXXXXXXXXXX1234 EXP0115 CH SURNAME

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REMARKS FIELD	(Help 5)
CONSOLIDATOR PNR	5-CP
> Authorizes the PNR retrieve by SID-7EZ	5-CP-7EZ
Remove authorization	5@-CP
1P- NBAREP 1.1CHAN/PETER*ADT 1 AF 183A 100CT SU HKGCDG HK1 1025 1715 / 2 AF 184A 180CT MO CDGHKG HK1 1345 0720 # P- 1.0XR HKG 2868 1177 WORLDSPAN C/O PETER C 2.0XR ************************************	0 \$ E 1/0 \$ E HAN 000000

Useful Tips: Worldspan Wholesale Agent list http://www.tictas.com/helpdesk.do

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REMARKS FIELD

(Help 5)

GENERAL REMARKS

>5 FREE TEXT

>5 S2N2.1PAX REQUIRES BROUCHURE

ITINERARY REMARKS

>5 RM - FREE TEXT

>5S1*RM-FREE TEXT

>5N3.1*RM-FREE TEXT

ADDRESS REMARK

>5-CDFREE TEXT (Place in the left top of itinerary)

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PNR MODIFICATION(Help @PNR)

Remarks & Itinerary remarks modification

General Remarks >52@REMIND PAX TO ISSUE TKT

Itinerary Remarks >51@S3N3.1*RM – ITIN REMARK

Address Remarks > 54@ - CD free text



APIS (Advance Passenger Information System) *PSI (HELP DOCS) (INFO DOCS)

>*PSI#N3.1

```
**** PAX SUPPLEMENTAL INFO - PAX 003 OF 005 ****
>VIEW
1.1 PNR-NM CHAN/PETER
GENDER (M) DOB (24OCT68) COUNTRY OF RESIDENCE (HKG)
DOCS-(1) TYPE (P) NBR (G1223451 )
ISSUED BY (HKG) NATIONALITY (HKG) EXPIRES (10OCT14)
DOC-NM (.....)
DESTINATION ADDR STREET (....)
CITY (....) STATE (...)
COUNTRY (...) ZIP CODE (....)
ACTION (ER.....) CURR OPTION- FULL
E/ER TO UPDATE I/IR TO IGNORE H/HELP MU/MD/MT/MB
VIEW OPTIONS - DOCS ADDR FOTV PCTC APIS RORD
```



*PSI (HELP DOCS) (INFO DOCS)

		輸入方法
GENDER	客人性別	M - 男,F - 女
DOB	出生日期 (日月年)	240CT68
COUNTRY OF RESIDENCE	居住國家	香港 - HKG, 中國大陸 - CHN
TYPE	證件總類	P - Passport, C - 回鄕証
NBR	證件編號	G1223451
ISSUED BY	發証國家	香港 - HKG, 中國大陸 - CHN
NATIONALITY	國籍	香港 - HKG, 中國大陸 - CHN
EXPIRES	證件有效日期	100CT09
DOC-NM	證件上的姓名	CHAN/PETER
ACTION	儲存所輸入的資料	ER

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FREQUENT FLYER MEMBERSHIP (Help FQTV)

>3SSR FQTV CX HK / CX1234567-2.1

>3SSR FQTV CX HK / BA12345678-3.1



**Useful Tips: Use FQTV Script could save your keystrokes

Abbreviated format for EK and MH : 3S1N1FQTV EK 1111111



TRANSMIT TICKET NUMBER(Help TKNM)

>KTN*XX (XX = AIRLINE CODE)	identify OSI or SSR will be accepted by airlines
>3S1N2.1TKNM1601234567890	report ticket no. by SSR
>3SAN3.1TKNM1601234567890	
>3SAN1.1TKNM1601234567890- 891	
>3OSIXXTKNM 1601234567890 TO 891	Report ticket no. by OSI





TICKET NUMBER SCRIPT

Enter ticket number data	X
Select a name: 1.1 WONG/DANNY.MR*ADT	
e.g.: 1/2/3/4/5 Segment Select: Ticket Nbr:160555555555 Conjuncted Tkt Nbr:	
<u>O</u> K <u>Exit</u> <u>H</u> elp	tktnmb3

**Useful Tips: MUST input segment number from the 3rd airline

Remember to end transaction (E) after the script run.





>E >E >ER >EWGR (End and Update Itinerary and GFAX status) >I >I

**Useful Tips: Utilize EWGR to update HX/NO/UC/UN/US/TK/TL/WK/WL status





Retrieve PNR by

>*3BAHCE	Retrieve by 1P rloc
>*-SMITH	Retrieve by surname
>*A-SMITH	Retrieve surname Smith from all branches
>*-CH*	Retrieve by surname beginning with CH
>*R or *A	Redisplay the PNR
>*AD	Display suppressed item
>*DR	Display airline Reference
>*S	Display Seat Reserved

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View PNR > @SQ@*JGYCSY to display airline system record



**Useful Tips: Use HELP MU0 to display Direct Access Function provided by airline (ie. BR, CA, CI, CZ, MH, MU, OZ, SQ.....)

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DIVIDE PNR (Help DIVIDE)

- Step 1 >D2 (divide Pax 2) or >D1 * 3 (divide Pax 1 & 3)
- Step 2 >F (file the change)
- **Step 3** >**E** (End transaction)
- **Step 4** > Check airline return new rloc

**Useful Tips: Make sure airline return new rloc for the divided PNR.



COPY PNR (Help COPY)

- >EC (Copy Itinerary)
- >EC * A (Copy Itinerary / name /phone / remarks)
- >EC2 (Copy Itin and Change No. of seat)
- >ECCF (Copy & Change to F Class)
- >ECX2/3 (COPY whole itin except seg 2 & 3)
- > ECX I # * A (all PNR fields except itinerary)





ITINERARY PRINT

ITINERARY

 Option 1 : Itinerary Print
 (Help EZN)

 >EZN # DR # RL # RM # TC # HV # V # WL # *CC # *CL# BK-MARY

Option 2 : Web Itinerary www.tictas.com (→ Web ITIN)

Option 3 : My Trip and more – www.mytripandmore.com (\rightarrow MTAM)

**Useful Tips: for Option 1, please use ITIN PRN from MyLink



HOME NEWS PRODUCTS HELPDESK TRAINING LINKS DOWNLOADS FAQ CONTACT Image: Contract of the product	Travelport 🔷 🛛 Wo	rldspan	We	b Iti	nera	ary	1	TicTas
Web Itinerary RLC: Sp: ○ 繁體中文 ○ 繁體中文 ○ 首体中文 ○ 正言語 Submit	HOME	NEWS PRODUCTS	HELPDESK	TRAINING	LINKS	DOWNLOADS	FAQ	CONTACT
Web Itinerary Welcome to TicTas RLOC:		*				N RIS CH		
RLOC:	Web Itinerary	Welcome to T	icTas					_
Submit Industry know-how We understand travel agencies' needs because we come	RLOC: SID: の繁體中文 の简体中文 の日本語 のEnglish	Established in 199 Marketing Compar travel industry. Ti solutions to local commerce, loyalty	1, TicTas Sys ny of Worldsp cTas pioneer travel industr / / database r	tem Automa an GDS and ed in introd y. We provi- marketing ar	ation Ltd a total II uction o de front nd CRM s	is currently th Solution prov f system autor / back office, olutions.	ie Natio ider for mation e-	n al
 Industry know-how We understand travel agencies' needs because we come 	Submit	ficials key compe	entive edges	include,				
from travel agencies. We have full-range travel agency experience from		 Industry knd from travel a 	agencies. We	iderstand tra have full-ran	vel agenc ge travel	ies' needs beca agency experie	nce from	come 1





🎒 Tic Ta	s Itinerary - Mic	crosoft Internet Exp	plorer		Web) Itin	erar	V.	_0
檔案①	編輯(E) 檢視	.(V) 我的最愛(A)	工具(<u>T</u>) 説明(<u>H</u>)					/	
-± 📀	-頁 • 🕥 • [× 💈 🏠 🍃	🔎 搜尋 我的最多	Ð 🍕	3 🔗 - 😂 I	W • 📃 🗸	3		
網址①	🕘 http://www.tict	as.com/itinerary/search	PNR.do?pnrRLoc=O3LJX	8&SII	D=0xr&localeString=en	L_HK		>	移至 連結
	TICTAS SYST RM 904-5, MAN YEE BUI 68 DES VOEU CENTRAL, HO TELEPHONE FAX EMAIL SERVICE/DAT British Air	TEM AUTOMATION ILDING JX ROAD DNG KONG : 2868 1177 : 2810 0366 : helpdesk@ti TE FROM rways - BA 002	N LTD - TRAINING ctas.com 26	ТО	DATE BOOKING REF SID PAX NAME	:07 DEC 2 :03LJX8 :0XR :WONG/SIU MA/SIULI WA/YINGH CHAN/SIU	005 FU NG (CHIL UNG (SEN FAI (INF DEPART	.D) (IOR CITI (ANT) ARRIVE	ZEN)
	20 JAN (FRI) NON-STOP	Hong Kong Hong Kong Airport Hong Kong (HKG) RESERVATIO ON BOARD: EQUIPMENT:	International N:ECONOMY CLASS Meal Service BOEING 747-40	Lon Hea Uni (LH TER Y - 0 (7	don throw Airport ted Kingdom R) MINAL 1 CONFIRMED 44)		23:25 DURATION	04:50 21 JAN 13.25	
	25 JAN (WED)	London Heathrow A	irport	Bue: Min:	nos Aires istro Pistarin	ni	21:10	09:20 26 JAN	

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My Links Calendon SINE IN Bookin ITIN PRT MTAM	dar Notes N	Worldspan Go!** Reservations World Files Fares & Pricing Documentation Information Smart Tools Settings	Travelport Smartpoint App
7@出 CHD AGE INFT A FOID(ID) 5-CP CX/KA RQ TAIR Queue 4-DI	PT SeatMap GE FQTV 5@-CP EZEL RP ETKT	Image: Press Stress & Ress & Res & Ress &	hang - April 05



Travelport Vie	ewTrip™				Ā	Pilot Travel Age	ncy Ltd
Itinerary e-Ticket	Expense	Travel Tools	•	Travel Information	•	Travelport View Trip	
Welcome! sign up son in							🖂 📷
Worldspan Reservation ID		ЗСW	HRM				
Traveler							
TAK MING MR CHANG							

Access trip updates on your mobile!

sign up Already have it? sign in

🛪 Flight - Garuda Indon	lesian			Friday, April 5, 2013
Flight Number:	GA0857	Confirmation Number:	J253RD	
Class:	COACH			
Depart:	Hong Kong Int'I Arpt Hong Kong CN Terminal 1			15:45 Friday, April 5
Arrive:	Denpasar Bali Ngurah Rai Arpt Denpasar Bali ID Terminal I			20:55 Friday, April 5
Seat:	Not Assigned	Stopovers:	0	
Meal:	Meal	Mileage:	2148	
Aircraft:	Boeing 737-800	Travel Time:	5:10	
				Maps / Driving Directions



How to read your e-ticket

- 1P- 3LMY3L
- 1.1HO/MONA.MS*ADT
- 1 NH 910W 01AUG SU HKGNRT HK1 1510 2020 /O \$ E
- 2*NH 911W 05AUG TH NRTHKG HK1 1910 2250 /O \$ E
- P-1.0XR HKG 2868 3377 PILOT TRAVEL / SYLVIA
- T- 1.T/09JUN1139 1P/0XR/AA*E2059010789133 1000000 *I 5.SSRTKNENHHK1HKGNRT0910W01AUG- 1.1 .2059010789133C1
- 6.SSRTKNENHHK1NRTHKG0911W05AUG- 1.1 .2059010789133C2
- **** ITEMS SUPPRESSED ****/DH/ETA/DR







PRINT PNR

PNR Print>JT SID RR / *AD(Print PNR)>JT SID RR/ *DR(Print Rloc)>JT SID RR/ * H(Print History)



Screen print

LKINI LNK

- **1. Highlight the area you need to print**
- 2. Type >Ctrl P

3. Select printer to print

Worldspan Transford Express Off Working	Frame My Script My Links	Script Index Tools Help
1AA 2Res 3Res 4Res 5Res 6Res 1P- NWVN2Q 1.1CHAN/PETER*ADT 1 SA 22D 10AUG TU JNBHRE HK1 102(7) 2 QM 201Y 24AUG TU LLWJNB HK1 070(7) P- 1.0XR HKG 2868 1177 WORLDSPAN C/(7) 2.0XR ************************************	7 Res 8 2ND 3WP 9 7EZ DDXE 印 印表機 - - 「印表機 - - - 名稱(M): RICOH Aficio MP C3000 PCL 6 - 狀態: CutePDF Writer - LAN-Fax M8 - - 類型: RICOH Aficio MP C3000 PCL 6 - 正 - - - 其解: - - - 其報: - - - 類型: - - - 計解: - - - 計解: - - - 1 - - - 1 - - - 1 - - - 1 - - - 1 - - - 1 - - - 1 - - - 1 - - - 1 - - - 1 - -	▲ Ho ?× ▼ 内容(P)
**** ITEMS SUPPRESSED ****/DR	 列印範圍 ○ 全部(Δ) ○ 頁(G) 從(D): 到(D): [] ○ 選擇範圍(S) 	份數 份數(C): 1 : 1 ^{2³} 1 ^{2³ ✓} 自動分頁(O) 確定 取消

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PNR HISTORY (Help HISTORY)

- >*H (Whole history)
- >*HF (History of flight segments)
- >*HDR (History of direct response)
- >*HG (History of SSR items)



QUEUE

TicTas

QUEUE HANDLING (Help QUEUE)

- >Q/8 * C0 * D1 (Access Q8, C0 with Date Range 1)
- >QR (Remove current PNR from Q)
- >I (Place PNR to the bottom of Q)
- >QX # I (Exit Q and Ignore PNR)
- >QR 86 (Check dupe/Un-ticket PNR)

> LD # AF.133/10DECHKGCDG (Display Pax name list)



QUEUE Table

1125 09.TIIN						
OXR PREF						
OUEUE	CA'	г		D/R	O/TTL	IW
0 MISC	С	0	GENERAL	-,	87	13237
1 STATUS	С	0	STATUS	D1	11	414
				D2	4	234
				D4	22	3193
7 SCHEDULE	С	0	CHANGE		3	32
8 TKT DL	С	0	TKT DL		21	2239
9 TICKETING	С	0	TKT DL		18	1893
31 JOANNA	С	0	GEN		336	1439
	С	1	STATUS		351	562
	С	7	SCHEDULE		15	19
	С	9	TAW		2	10
32 VINNI	С	0	GEN		92	487
	С	1	STATUS		232	0
	С	7	SCHEDULE		13	0
Queue – Queue No. Q/TTL – total PNRs placed on Q						
CAT – Category IW - total PNRs worked						
D/R - Date Rang	Je					

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Status code

CHANGE STATUS CODE (Help ACTIONCODES)

>.1 HK - Change to confirm

>.1 RR - Reconfirm

EWGR - u	 update segment and Gfax Statu 				
Confirmed	: KK, KL, TK	→ HK			
Waitlisted	: US, UU, TL	→HL			
Waitlisted	: HN, TN	→HL			
Unable to confirm	m : NO, UC, UN, H	IX → remove segments			



Status code

FLIGHT RECONFIRMATION

Display Reconfirmation (RR) participating airlines > . **DISP***

Check specific Airline

> . DISP * CI

>.DISP*CI	
	RECONFIRMATION (RR) DATA ENTRY
(CI)	AIRLINE CODE
(31JAN03)	EFFECTIVE DATE
(OPEN)	DISCONTINUE DATE
(332)	MAX DAYS IN ADVANCE
(0)	MAX HOURS IN ADVANCE
(0)	MIN DAYS IN ADVANCE
(0)	MIN HOURS IN ADVANCE
(HK) (KK)	(KL) (TK) () () () () () ACT CODES

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The Best Low Fare Success Rate



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FARE PACKAGE

(Help FARE)

>4F ·	 Fare Display 	(Help 4F)
-------	----------------------------------	-----------

- >4 - Power Quote (Help 4I)
- >4P PNR Pricing
- >\$P - Power Shopper

(Help 4P)

(Help \$P)





FARE DISPLAY	(Help 4F)
>4F HKGBKK	
>4F BOSLAX–UA	(max. 5 airlines)
>4F HKGLON#B	(specific class)
>4F HKGLON@N-BA	(Amount in NUC)
>4F HKGFRA/L2AUG/R20AUG	
>4F HKGBKKADT/CNN/INF	(Help PTC)
>4F HKGHKGRW-BA	(Help FTC)
>4F HKGZRH <mark>SR</mark> -LX	(Display GDS fare)





4F continue	(Help 4FOPT)
> 4F *	Display last fare
> 4F. <mark>R</mark> 6	Display rules for the 6 th fare
> 4F. <mark>B</mark> 6	Display booking class
options	
> 4F*-CX-LH	Request multiple carriers fare
> 4F*R	Reverse city pair
> <u>4F*@GBP</u>	Specific currency
> @UA@4FDENORD	Accessplus Fare



Fare display details

>4FHKGBKK-TG

4FHKGBKK-TG NLX	(FARES
-----------------	---------

//МРМ-ЕН 1258//

HKGBKK-TG 19SEP11 AI BI CA CI CX CZ EK ET EY GA HX JL KA KE KQ MH MI MU OZ PG PK PR QF RJ SG SQ UL UO VN YY

5J

ADD TAXES * FOR OTHER APPLIC FARES SEE >4F*-YY*TG(

LINE	E FARE	RT	FARE	TRAVEL	DATES	TKT DTE	RTG A	AP	MI	N/	/	BKG
NBR	CODE	OW	HKD	EFF	DISC	FST/LST	NBR I	ЭT		N	IAX	CDE
1	WLE1MHKE	P R	1800	6JAN1	31MAR2	L30SEP	13	_	_	/	1M	W
2	VLE1MHKE	P R	2100	6JAN1	31MAR2	L30SEP	13	_	_	/	1M	V
3	VLE3MHKE	P R	2160	6JAN1	31MAR2	L30SEP	13	_	-	/	ЗM	V
4	QLE3MHKE	P R	2400	6JAN1	31MAR2	L30SEP	13	_	_	/	ЗM	Q



Fare rules

)>4F.R1

HKGBKK-TG 19SEP	11	*RULE D	ISPLAY*	TARIFF (0008 RU	LE O	1HK
* ADD APPLICABL	E TAX *	FED INS	P FEES *				
001-FARE BASIS		HKD	NUC		PTC	FΤ	GI
WLE1MHKP	R	1800	231.34		ADT	NL	ΕH
WLE1MHKP/CH25	R	1350	173.50		CNN	NL	ΕH
WLE1MHKP/CH25	R	1350	173.50		INS	NL	ΕH
WLE1MHKP/IN80	R	360	46.26		INF	NL	ΕH
BOOKING CODES	W						
FIRST TRAVEL	- 6JANI	11	LA	ST TRAVEL	-31	MAR1	2
LAST TICKETING	-30sepi	11					
SEASONS - 0	6JAN11-()1FEB11					
D	EPARTURI	E FIRST	INTERNATI	ONAL SECTOR	R		
0	6FEB11-2	20APR11					



POWER QUOTE (Help 4I)

>4I # HKG BKK HKG or 4I # HKG BKK # M (mirror) >4I # HKG # CCX LAX # CUA HKG >4I # HKG15MAR # CCX # DY LAX18APR # CUA # DC HKG >4I # HKG01APR # CCXTPE // KHH15APR # CKA HKG >4I # HKGLHRHKG # OCBA # PADT/CNN/INF >4IQ1 (Ticket Image from Line no.1) (Tax breakdown) >4IT1 >4IR1 (Fare Rule Display) >4IM (Redisplay Fare Quote)

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ITINERARY PRICING (Help 4P)

GDS fare: 4PSecuRate Fare (Private fare) : 4P FSR

Options	
4 P	Itinerary Pricing
4PS3	Single segment select
4PS1/2	Multiple segments select
4 PS1/4 # FSR	Segment select with SecuRate
4P # C MH	Validating Carrier

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BAGGAGE ALLOWANCE 1P

	20
	145
_	

1P- 25ZC5	5D				
1.1LAU/9	SIU.MING.MR*ADT				
1 UO 452	20 250CT TU HKGCTU	HK1 2115	2340 /0 \$	E	
2 UO 453	зо зоост ви стинка	HK1 0730	0950 /0 \$	ÈE	
P- 1.0XR	HKG 2868 3377 PIL	OT TRAVEL /	sc		
>4P					
>4P(
ERR98 -	BOOKED CLASS INVL	D - FULL FAT	RE GIVEN	TRY >4PLF0(5
PNR PRIC	CED 19SEP FOR TKTG	19SEP			
* SUBJ TO	O REF CHRG HKD250				
* PRICING	G RULES VALIDATING	CARRIER DE	FAULT UO		
* SURCHAN	RGE APPLIED *				
TICKET	BASE HKD	TX.	FEE HKD	TKT TTL H	IKD
ADTO1	5220		661	58	81
*TTL	5220		661	58	81
FBC ADT N	YRT				
ADT HKG U	JO CTU Q4.24 332.8	900 нкс 332	.89NUC670.	02END ROE7.780)31
00					
TX 120H	K 111CN 430YR				

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>4P(PNR PRICED ON 19SEP FOR TKTG ON 19SEP * NONREF/VALD OF/BA ONLY/FLT/DTE CHNG PENALTY APPLY * PRICING RULES VALIDATING CARRIER DEFAULT BA * SURCHARGE APPLIED * ** O9NOV DEPARTURE DATE: 04OCT IS LAST DATE TO TICKET * FARE MAY CHANGE UNLESS TICKETED *

TICKET	BASE HKD	TX/FEE HKD	TKT TTL HKD
ADTO1	8350	3518	11868
*TTL	8350	3518	11868

FBC ADT VLRCEA

- ADT HKG BA LON Q4.24 534.04BA HKG 534.04NUC1072.32END ROE 7.78031BA XT381UB2084YQ
- TX 120HK 933GB 381UB 2084YQ

BAGGAGE ALLOWANCE 1PC

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PNR PRICING



Lower fare Finder : 4PLF

- 4PLF Price only
- 4PLF@ Price only via accessplus
- 4PLFB Rebook
- 4PLFB@ Rebook via accessplus
- 4PLFQ Quoting an itinerary with the lowest possible fare regardless of whether the class of service is available


>4PLF

>4PLF(

- * SUBJ TO REF CHRG HKD250
- * PRICING RULES VALIDATING CARRIER DEFAULT UO
- * SURCHARGE APPLIED *
- ** 250CT DEPARTURE DATE/ 250CT IS LAST DATE TO TICKET

TICKET	BASE HKD	TX/FEE 1	HKD TKT	TTL HKD
ADT01	5220		661	5881
*TTL	5220		661	5881

*LOWEST FARE

FBC ADT YRT

ADT HKG UO CTU Q4.24 332.89UO HKG 332.89NUC670.02END ROE7.78031 UO

TX 120HK 111CN 430YR

* REBOOK 01/Y 02/Y *USE 4PLFB



F	Rules Display				(Help 4PR	!)
4PR			- display fare rules			
4	PR-1		- display fai	re ru	les for fare component	1
4	PR PAD	- 1	- specific P	TC f	or fare component 1	
4PR						
MUST	SPECIF	Y FARE	COMPONENT	IN	ENTRY	
PTC	FARE	FARE	FARE		CITY PAIR	CXR
	COMP	USED	BASIS			
ADT	01	ADT	VLRCEA		HKG LON	BA
	02	ADT	VLRCEA		LON HKG	BA

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Fare Rules display – must read items

1.	PTC – Passenger Type Code
2.	Booking Code
3.	Min / Max Stay
4.	Advance Reservation Ticketing
5.	Penalty / Cancellation



Fare Rules display – continues INFO 4F	.R1
HKGJKT-CX 12JAN10 *RULE DISPLAY* TARIFF 0008 RULE C * ADD APPLICABLE TAX * FED INSP FEES * 001-FARE BASIS HKD NUC BDGLART R 8160 1052.84 DTC FT BOOKING CODES B FIRST TRAVEL - 9DEC09 SEASONS - NO RESTRICTION PENALTIES - CANCEL- CHANGE-	XOB GI EH
CHANGE-NO CHANGE TO RES FOR ALL CONDITIONS SEE TEXT RULE >4F.R1#PEN DAY/TIME - NO RESTRICTION	(
ADV RES/TKT - SEE TEXT RULE >4F.R1#ADV MIN STAY - RETURN AFTER 5 DAYS AFTER	(
DEPARTURE FIRST INTERNATIONAL SECTOR >4F.R1#MIN MAX STAY - 2 MONTHS AFTER DEPARTURE FROM ORIGIN	(
>4F.RI#MAX BLACKOUTS - NO RESTRICTION SURCHARGES - NONE STOPOVERS - NOT REPAITTED DEPARTURE FROM OPICINS/F P1#STO	(
STOLOVERS- NOT PERMITTED DEFARTORE FROM ORIGIN/4F.RI#STOTRANSFERS- NOT PERMITTED>4F.R1#TRA	(

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Fare Rules display – continues

<	FLT APPLIC - ANY CX FLIGHT MUST BE DIRECT	→4F.R1#FLT	(
	CHILD DISC NO CHD DISCOUNT		
	OTHER DISC - NO OTHER DISCOUNTS PERMITTED.	>4F.R1#OTH	(
	COMBINABLTY - SEE TEXT RULE	>4F.R1#COM	(
	ELIGIBILITY - LBR-LABORER FARE LBR-LABORER FARE	>4F.R1#ELI	(
	ACCOM PSGR - NO RESTRICTION		
	TRVL RESTR - NO RESTRICTION		
$\boldsymbol{\langle}$	SALES RESTR – TKT ON/AFTER 15DEC09		
	SEE TEXI RULE	>4F.R1#SLS	(
	NEGOTIATED - NO RESTRICTION		
	TKT ENDORSE - NO RESTRICTION		
	APPLICATION - SEE TEXT RULE	>4F.R1#APL	(
	HIPS - SEE TEXT RULE	>4F.R1#HIP	(
	TOUR DISC – SEE TEXT RULE	>4F.R1#TCD	(
	AGENT DISC – SEE TEXT RULE	>4F.R1#AGT	(
	MISC TAGS – SEE TEXT RULE	>4F.R1#MIS	(
	MPM – EH 2434 VIA EASTERN HEMISPHERE		



Fare Rules display – continues

4F.R1#ADV

ADVANCE RES/TKTG

RESERVATIONS AND TICKETING ARE REQUIRED AT LEAST 7 DAYS BEFORE DEPARTURE.

OPEN RETURNS PERMITTED.

OR - TICKETING MUST BE COMPLETED WITHIN 24 HOURS AFTER RESERVATIONS ARE MADE.

OPEN RETURNS PERMITTED.

NOTE –

24 HOUR TICKETING IS APPLICABLE TO RESERVATIONS MADE LESS THAN 7 DAYS PRIOR TO DEPARTURE.

**Useful Tips: Most restrictive rule will be applied.







•Search for LOW FARE alternatives for a domestic and / or international trip

•Adding the @ key to the \$P entry and optional entries will ensure Worldspan checks last seat availability for Access Plus airlines.

EXPLANATION	ENTRY	
Basic Entry	<u>\$P04SEPHKGZRH / R21SEP</u>	
Direct & Non-stop Flights	<u>\$P04SEPHKGZRH / R21SEP</u> #D	
Specific Airline	\$P04SEPHKGZRH / R21SEP #/ALX *	
Two Seats	<pre>\$P04SEPHKGZRH / R21SEP #P2 # / \$</pre>	
Adult & Child, Price Break Down	<u>\$P04SEPHKGZRH</u> / R21SEP #P2ADT/1CNN #/\$	
Surface Sector (Open Jaw)	<u>\$P04SEPHKGZRH / R29SEPFRA</u> HKG	
List 15 Alternatives	\$P04SEP HKG ZRH /R21SEP1P# ALT15	
Multiple routings (max 6)	<u>\$P04SEPHKGZRH</u> /R15SEPZRHFRA /R7OCT LONBKK /R10OCT BKKHKG	1

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E-Pricing Script

Gen High	Full Versi			
e-Pricing Product	1417014			
Power Shopper C Flex Shopping C Power Pricing	O Power Flight Search			
Search For				
C Round Trip C One-Way Multiple Desti	nations			
Departure Airport Code/Name*	Date* Time			
HKG	19NOV -			
Arrival Airport Code/Name"				
Trip 2:	2000			
Departure Arport Code/Name*	Date* Time			
JZRH				
Arrival Airport Code/Name* LHR				
Trip 3:				
Departure Airport Code/Name*	Date* Time			
LHR	28NOV -			
Arrival Airport Code/Name*				
Miscellaneous Search Options				
Number of Passengers*	Class of Service*			
1 🗾 Adults	Economy/Coach			
0 T Children				
	Nonstop/Direct Flights only			
	Include Penalty Fares			
0 🔽 PTC 🥙	Use Direct Access			
	Instante Marki Alexante			
Time Window				
<u> </u>	Online Connections Only			
Airlines	Form Of Payment			
C Specific C Preferred/Exclude				

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4-Easy Steps to Book Hotel

Step 1. List of hotels in a chosen city >HLCSFO/D21APR23APR/NP-2 > HLS1/NP2/DD-5 (from PNR segment)

Step 2. Rooms availability with rates, from an hotel list > HA2

Step 3. Rules from a room rate > HR4

Step 4. Book the hotel room from rule display > H02/G-CCAX3724111222333EXP09-11 > H02/G-DEPCCCA321456987452EXP09-11

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4-Easy Steps to Book Car

Step 1 List of car availability with rates > CRASFO23APR26APR/ARR-0900/DT-1800/DO-LAX Step 2 Rate rules > CRR2 Step 3 Car details by car availability > CRD4 Step 4 Car sell by availability > CR01

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RESERVATION GUIDE

SIGN IN & SIGN OUT			HELP SINE	
Sign in all work areas	BSI\$1234PM/GS	Move to work area C	BC	
Sign in work area A	BSIA1234PM/GS	Display multiple work areas	в\$	
Sign out current work area	BSO	Sign out all areas	BSO\$	
ENCODE & DECODE			HELP ENCODE	
Encode airline	KAC/DR	AGONAIR		
Decode airline	KAD/ <u>KA</u>	KAD/KA or $KAD/043$ (KA or $043 = airline code$)		
Display alliance code table	KAL-/*O			
	$(* \circ = \circ)$	TEWORLD / *A = STAR ALLIA	MCE / *S = SKYTEAM)	
Encode City	KC/CHIC	CAGO (CHICAGO = city n	ame)	
Decode City	KD/ICN	(ICN = city code)		
Display country and currency co	ode starting with F4C*	F (F = first letter of co	untry)	
<u>4C@JPY/1000</u>	Convert J	PY1000 to HKD		
<u>4C@1000/JPY</u>	Convert H	IKD1000 to JPY		
Encode hotel name	HC <u>HILT</u>	<u>ON</u> (HILTON = hotel na	me)	
Decode hotel chain code	HC <u>HI</u>	(HI = hotel chain coo	de)	
Encode specific car associate	CRC <u>AVI</u>	<u>S</u> (AVIS = car associat	te name)	
Decode car associate	CRCZE	(ZE = car associate d	(ZE = car associate code)	





Flight Schedule Timetable	HELI	P SCHEDULE	
Display schedule for a specific d	ate & carrier	S11JULHKGNYC-CX	
Display 30-day schedule with a s	pecific date	S#01MAYHKGSYD	
Display schedule of connecting f	ight	S@NYCDEN	
Continuation Entries (Flight S	chedule Timetable	e)	
Move to previous schedule	SU	Change date	S05MAY
Additional Schedule	SD	Specific carrier	S-QF
Redisplay schedules	S*	Return with a specific date	S/R25MAY
AVAILABILITY		HELP AVAIL	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
General availability		A01JANHKGTPE	
Specify date & time		A11FEBHKGBKK1600	
Specify carrier		A20APRHKGNRT-CX	
Specify participating alliance (Or	ne World)	A30MAYDENSFO-/*O	
Specify connection point		A30MAYHKGAMS/LON	
Specify connection point & carrie	er	A170CTHKGLHR/SIN-SQ	



RESERVATION GUIDE

Continuation Entries (Availability)				
Move up	AU	Return flight availability	A/R01JUL	
Move down	AD	Change departure city	A@DSFO	
Change date	A01JUN	Change arrival city	a@asyd	
Change previous airline request	A-CX	Change departure & arrival cities	A@SFOS YD	
Specify connecting city	A/NRT	Availability 7 days forward	A7D	
Availability for tomorrow	AT	Redisplay previous availability	A*	
Availability for yesterday	AY			

DIRECT ACCESS AVAILABILITY	HELP ACONT
Direct Access basic availability	@AI@A14JULDELFRA0600
Direct Access by line number 2	Ā@2
Move up	@AU
Move down	@ad
Direct access return flight	@A/R20JUL





SELL FROM AVAILABILITY	HELP 0AVAIL
Single segment	03H1
Waitlist from availability all airlines	0L1B1
Connection segments	01V2*
Connecting flights with different class codes	01V2W3
Manual single segment sell	0QF98Y18JUNHKGBNENN1
Manual single segment sell (waitlist)	0QF98Y18JUNHKGBNELL1
Memo segment sell (YK)	0CX2700Y10JULBKKHKGYK1
-	

OTHER SELLING ENTRIES	HELP OPEN		
Open segment sell with date	0CXOPENB3	0JUNHKGSYDPS1	
Open segment sell	0CXOPENYHKGTPEPS1		
Direct Sell Passive Segment	0CX293Y20J	ULHKGFCOMK1	
Create ARRIVAL UNKNOWN segment	0A		
Insert ARRIVAL UNKNOWN segment	/2/0A	(Insert ARNK after segment 2)	

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SEGMENT MODIFICATION (Cancellation ar	nd Change) H	ELP @PNR
Cancel entire itinerary	IX	
Cancel single or multiple segments	X3 or X2/3	
Cancel range of segments	X2-4 (Cxl segments 2 to 4)	
Move single segment 4 after 2	/2S4	
Updates and redisplays the PNR	EWGR	
Change booking class	X1#0/M (Cxl segment 1 and reboo	ok to M-class)
Change date of departure	X1#0/10MAY (Cxl segment 1 and reboo	ok on May 10)
Change booking class and date of departure	X1#0/M10MAY(Cxl segment 1 and reboo	ok on May 10, M-class)
÷		
NAME FIELD		HELP NAME
Adult Name	-WONG/MAY.MS	
Child Name	-CHAN/KEUNG.MSTR*CNN	
Infant Name	-HO/SUSAN.MS*INF	
Same Surname	-LO/DAVID.MR/MARY.MS	
Different Surname	-NG/PETER.MR#-CHOI/K.AM.MS	
Infant DOB	3SAN1.1INFT-2.1/04OCT07	
Child DOB	3SAN2.1CHLD/24OCT03	
Change passenger name	-1@NELSON/C.MR	
Change name for a specific passenger	<u>-2@.1/JOHN.MR</u>	

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RESERVATION GUIDE

PHONE FIELD			HELP 9
Agency phone field Passenger 's business contact nur Multiple contact numbers Change phone field from item 2	nber	9-BETTY 9*28681177-B 9*28683377-B/28683388-H 92@28683377-H	9-(agents name) 9*(contact number)-B B-Business H- HOME 92@(contact number)-H
			HELP 7
Create an option date ticketing fi Create a ticketing field for a ticke Modify Ticketing Date	eld on Nov 12 ted passenger	7TAX/00/12NOV 7T/ 7@TAX/00/20FEB	or 7@T/
END OR IGNORE A PNR			
End transaction End & Redisplay PNR	E	Ignore transaction Ignore and Redisplay PNR	I





SEAT MAP REQUEST (SEAT ASSIGNMENT)	HELP SEAT
Display seatmap for segment 1 on a PNR	41*
Display seatmap from line 2 of availability / economy class	42*Y
Reserve specific seats on segment 1	4RS1\$12A13B
Reserve specific seat on segment 1 (one name field)	4RS1-1\$16A
Reserve multiple seats on segment 1	4RS1\$25ABC
Cancel seat assignment on segment 1	4RX1
Change reserved seat to a specific seat	<u>4R@1\$14B</u>
Display seat fax	*S
SPECIAL SERVICE REQUEST (SSR)	HELP SSR
SSR codes index	HELP SSR CODE
Request Vegetarian Meal for all segments	3SAVGML
Request Vegetarian Meal for a specific passenger	3SAN1.1VGML
Specific segments and passenger	3S2//4N3.1VGML
Special Meal for specific segments & passenger	3S2//4N3.1SPML-NO BEEF
Request wheelchair for all segments for passenger 2.1	3SAN2.1WCHR
Request non-smoking window seat for passengers 1 & 3	3SAN1/3NSSW
Request non-smoking seat for all segments	3SANSST SEAT TOGETHER
Delete single SSR	32@
Cancel single SSP	22 22



FREQUENT FLYER (FQTV) / FORM OF IDENTIFIC.	ATION (FOID)
Input Frequent Flyer number for a specific passenger	3SSRFQTVCXHK/BA1234567-2.1
Name selection	3SAN2.1FQTVEK111111
Form of identification	3SSR FOID CA HK1/NIG1234567-1.1
Advance Passenger Information	*PSI
TRANSMIT TICKET NUMBER MANUALLY	
Display TTN Table for a specific airline	KTN*CX
Using SSR to report ticket number for a specific segment	3S1N2.1TKNM16012345678901
Using SSR to report ticket number for all segments	3SAN3.1TKNM16012345678901
Using SSR to report conjunctive ticket numbers	3SAN1.1TKNM16012345678901-8902
Using OSI to manually report the ticket numbers	30SITGTKNM9991234567890 to 891
REMARKS FIELD	
Remarks entry (will not be shown on itinerary)	5FREE TEXT
Change remarks (will not be shown on itinerary)	52@FREE TEXT
Input itinerary remarks (will be shown on itinerary)	5RM-FREE TEXT
Remarks for specific segment (will be shown on itinerary)	5S1*RM-FREE TEXT
Remarks for specific passenger (will be shown on itinerary)	5N3.1*RM-FREE TEXT
Change remarks for specific line and passenger	51@N3.1*RM-FREE TEXT
Delete a single remark	51@



RESERVATION GUIDE		
RETRIEVING A PNR		
Using Worldspan record locator	*DG56E5	
Using passenger's name	*-CHAN	
Display all names beginning with the letters CH	*-CH *	
Display list	*L	
Redisplay PNR	*R	
Display Direct Response acknowledgements	*DR	
Display Seat Fax	*S	
Display name from all branches	*A-CHAN	
DIVIDE PNR		
Divide PNR for a specific passenger	D2	
Divide PNR for multiple passengers	D1*3	
File the divided PNR	F	
Endtransaction	E	
COPY A PNR		
Copies the entire itinerary	EC	
Copies the itinerary for a higher number of passengers	EC2	
Copies the itinerary and changes the class of service	ECCF	
Copies the itinerary segments except 2 & 3	ECX2/3	
Copies all fields except the itinerary	ECXI#*A	



RESERVATION GUIDE

HISTORY	
Entire History Display	*H
Historical Fares Display - Past date	*HF
Hotel Default Record	*HDR
Display General Codes – Hotel Select Entries	*HG
Display time of reservation was made	*BT

MINIMUM CONNECTING TIME (MCT	<u>[]</u>
Display Standard Minimum Connecting Time	e KEC*BKK
Display MCT for a specific airline	KEC*JFK-AA

Display MCT for a specific airline Display MCT from specific segments in a PNR Display MCT from availability line

CONNECTION POINTS DISPLAY

Display Connection Points for a city pair

KCP/HKGNYC

VCT*1-3

VCT\$1

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RESERVATION GUIDE

FLIGHT SERVICE INFORMATION			~~~~~	
View flight service info for a specific date &	è flight	V*CX530/23J	UN	
View flight service info for entire itinerary		ν*		
View flight service info for a specific segme	ent	V**3		
View flight service info from availability		V\$1		
TIME DISPLAY				
Display local time		KCD*NYC		
Display time difference between two cities		KCD*NYC/BI	KK	
Display time difference with specific tir	ne	KCD*5PNYC	/HKG	
WEATHER				
Displays the local weather	GWEALON	OR	GWEALONDON	
DATE CALCULATOR				
Advance purchase		4F.CD15MAY	7/A35	
Minimum and Maximum Stay		4F.CD15MAY	7/7/30	
Calculate number of <u>days</u>		4F.CD15MAY	7/20MAY	

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RESERVATION GUIDE				
PNR PRINT				
Print record locator	JT <u>SID</u> RR/*DR	(SID = Subscriber ID)		
Includes suppressed items	JT <u>SID</u> RR/*AD	(SID = Subscriber ID)		
ITINERARY PRINTING				
Print itinerary EZ	N#DR#RL#RM#TC#HV#V#WL;	#*CC#*CL#BK- <i>AGENT NAME</i>	1	
ELECTRONIC TRAVEL AUTH	ORITHY (ETA)			
Display ETA application template	TIETAR			
Visa enquiry template	TIETAQ			
ETA history display	TIETAH			
Displays a specific topic on ETA	TIETAS6			
QUEUES				
HELP QUEUE				
Display Queue Count	QCT*ALL			
Specific Queue	Q/8*C0*D1			
Remove from Queue	QR			
Ignore PNR from queue and move to	othe next I			
Exit Queue and ignore	QX#I			

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Display Worldspan Moneysaver Fares (non-itinerary pricing)		
Basic fare display entry	4FHKGBKK	
Specific airline	4FBOSLAX-UA	
Booking class	4FHKGLON#B	
Specific departure and return dates	4FHKGFRA/L2AUG/R9AUG	
Multiple Passenger Type Codes	4FHKGBKKADT/CNN/INF	
Published Round-The-World	4FHKGHKGRW-BA	

Moneysaver fares (non-itinerary pricing) – continuation entries		HELP 4FOPT
Redisplay fares	4F*	
Specific airline(s)	4F*-CX-LH	
Reverse city pair	4F*R	
Change currency	4F*@GBP	
Mileage computation	4F/SINAMSFRACDG	
Calculate mileage of each section	4F/SIN/AMS/FRA/CDG	
Display mileage of a segment range on a PNR	4F/S1-5	
Display mini fare rule	4F.R6	
Display booking class from fare display line	4F.B5	
Display taxes applied by country	G TAX GB	



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Power Quote (non-itinerary pricing)	
Display Power Quote fare with overriding airline	4I#HKGBKKSIN#OCCX
With mirror return (#M)	4I#HKGSYDAKL #OCQF #M
Multi-carrier (#C)	4I#HKG #CCX SIN #CSQ HKG
Specific date	4I#HKG 100CT LAX 200CT HKG
Specific booking class (#D)	4I#HKG15MAR#CCX #DY LAX
With surface sector	4I#HKG#CCXTPE // KHH#CKAHKG
With Passenger Type Codes (#P)	4I#HKGLHRHKG#OCBA#PADT/CNN
Power Quote continuation entries	
Display fare quote screen line 1	4IQ1
Display taxes from fare quote line	4IT1
Display rules from fare quote	4IR1
_Specific Passenger Type Code	4IP/CNN
Itinerary Pricing	
Basic itinerary pricing	4P
Price and create ticket record	4P*
Specific airline	4P*#CCX
Specific Passenger Type	4PPINF
Non-penalty fare pricing	4PFNP
Lowest possible fare quote	4PLFQ
Price via Access Plus	4PLF@
Rebook via Access Plus	4PLFB@
Display a fare rule from a priced PNR	4PR
Add specific tax to each PTC on a PNR	4P-TAX
Delete ticket record	4P*@

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