

Freedom To Fly
The Way You Want

Time	To	Flight	Gate	Remarks
2310	Frankfurt	LH 524	C24	Boarding
2320	London-Heath	BA 16	C16	Boarding
2325	Tokyo-Narita	NH 902	D35	Boarding
2325	London-Heath	QF 9	C13	Boarding
2340	Paris-CDG	DL 8377	C22	On Time
2345	Tokyo-Narita	AA 5832	D44	Boarding
0025	Osaka-Kansai	JL 722	D40	On Time
0055	London-Heath	QF 31	C26	On Time
0130	Beijing	CA 970	D30	On Time
0145	Moscow-Domode	UA 516	C23	On Time



Training Guide

SabreSonic Check-in - Check-in

Interact

Software version XXXX

Document Edition 1.0 (08.2014)

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Document Revisions

Date	Section	Description
September 27, 2013	All	Applied new template
November 5, 2013	Introduction	Added Introduction to Interact Airport
November 25, 2013	Check-in Scenarios	Added Block Space Codeshare check-in (BCS)
January 31, 2014	Check-in Scenarios	Bag Fees button – and collecting excess baggage fees – Bag Reso 302
February 3, 2014	Passenger List (Shift+F2) - Travel Docs button	<i>Timatic AutoCheck</i>
November 19, 2014	F1 - Shift F1- Check-in screen	Explanatory text about Short Check bags
November 25, 2014	F1-Shift F1- Check-in screen	If short-checking a passenger, type in the correct destination - also un-check the box "check-in to final destination"
April 29, 2015	Passenger List Display	Add text to sequence number
September 24, 2015	Travel Docs (DOCS / DOCA / DOCO / DOCV)	Added I - National ID Card information
November 3, 2015	Passenger Search	Add new section on how to utilize passenger search as a check-in tool.

Objectives

Item	Objective	
Objectives	<p>By the end of the module, participants will be able to:</p> <ul style="list-style-type: none"> • Recognize the Tabs and navigational Labels associated with SabreSonic Check-in • Display Passenger List <ul style="list-style-type: none"> ◦ by edit code ◦ by line number, PNR or redisplay a passenger list • Check-in a passenger <ul style="list-style-type: none"> ◦ and issue bag tags ◦ with edits ◦ and upgrade - if applicable ◦ non-revenue and positive space ◦ and place passenger on list using no-rec ◦ utilizing the psgr search button. • Print and reprint boarding passes • Issue bag tags <ul style="list-style-type: none"> ◦ automated bag tags ◦ manual bag tags ◦ issue on demand bag tag only ◦ return on demand bag tag • Offload seats 	
EPR	Duty Code:	4, 5, and 8
	Keyword:	GDSPLY . DIENBR, MUL375, and SELECT
UAT	Keyword:	CONTRL or FNLBDG
Preparation	<p>To prepare for teaching this module, make sure</p> <ul style="list-style-type: none"> • You have PNRs created with tickets issued • All printers you need for different functionality are working properly • If you use hardcopy, check the hardware to know the command to send a hardcopy to the printer • Know the printer addresses • Know the ticket print routine for your host carrier • Omit the section Upgrade if it does not apply to the carrier. 	
Reference		

Airport check-in functionality utilizes the first 5 tabs in Interact as shown below. Within each tab will be navigational labels up to 12 in all. Some of these labels can be found under different tabs based on process flow. e.g., Psgr List can be found under the tab for Flights and Check-in. Take a moment to review the Tabs and Labels.

F1 Flights	F2 Check-In	F3 Boarding	F4 Operations	F5 Seats
Flights	Check-In	Boarding	Operations	Seats
List Shift + F1	Psgr Search Shift + F1	Board Shift + F1	Update Flight Shift + F1	Display Shift + F1
Psgr Lists Shift + F2	Psgr Lists Shift + F2	Remove Shift + F2	Stub & Overfly Shift + F2	Chg / Reissue Shift + F2
Select Shift + F3	Psgr Details Shift + F3	Standby Shift + F3	Cabin Adjust Shift + F3	Block / Unblock Shift + F3
Flight Details Shift + F4	Up/Downgrade Shift + F4	Update Counts Shift + F4	Change Equip Shift + F4	Rtrn / Release Shift + F4
Verify Shift + F5	Boarding Pass Shift + F5	Gate Agent Shift + F5	Flight / Gate Edit Shift + F5	Refresh Shift + F5
Info Codes Shift + F6	Standby Shift + F6	Free Text Rmks Shift + F6	Check-in Rule Shift + F6	Airport PRS Shift + F6
Counts Shift + F7	Bag Tags Shift + F7	Flight / Gate Edit Shift + F7	Customs List Shift + F7	SOM/Blocks Shift + F7
Inventory Shift + F8	EDIFACT Shift + F8	Psgr Manifests Shift + F8	Rev Rebook Shift + F8	
Refresh Sum Shift + F9	Mask Selection Shift + F9	Oversale Shift + F9	PLM Process Shift + F9	
Arrival Report Shift + F10	CSA Shift + F10	Flight Details Shift + F10	PDC Statistics Shift + F10	
Extra Section Shift + F11	Check-In Hist Shift + F11	General Decl Shift + F11	Standby Opts Shift + F11	
Check-In Hist Shift + F12	Flight Details Shift + F12	Psgr Details Shift + F12	Oversale Shift + F12	PRS Seats... Shift + F12

There are three additional tabs that deal mostly with Reservations activities, such as Displaying the PNRs, Pricing, and Ticketing.

F6 Reservations	F7 Pricing	F8 Ticketing
--------------------	---------------	-----------------


 Reservations
New Shift + F1
Existing Shift + F2
Fares... Shift + F3
Edit Itinerary Shift + F4
Specific Flight Shift + F5
Queues... Shift + F7
Car... Shift + F8
Hotel... Shift + F9
Psg'r Details... Shift + F10
Pricing... Shift + F11
STARs... Shift + F12

 Pricing
Price & Retain Shift + F1
Display Fare Shift + F2
Change Class Shift + F3
Delete Fare Shift + F4
Change Fees Shift + F5
Mask Selection Shift + F7
Res / TTL... Shift + F9
Agent Pricing ... Shift + F11
Ticketing ... Shift + F12

 Ticketing
Issue Ticket Shift + F1
Res TTL ... Shift + F2
Void Trans Shift + F3
CK / CC Appvl Shift + F4
Industry Disc Shift + F5
Add Collect Shift + F6
Mask Selection Shift + F7
VCR... Shift + F8
EMD... Shift + F9
Agent Pricing ... Shift + F11
Pricing ... Shift + F12

The above three tabs are explained in details under Sabre Sonic Res and Ticketing on the Community Portal.

During the check-in process you will become familiar with the 12 navigation labels under the tab **F2 - Check-In**. These navigational labels include:

 Check-In
Psgr Search Shift + F1
Psgr Lists Shift + F2
Psgr Details Shift + F3
Up/Downgrade Shift + F4
Boarding Pass Shift + F5
Standby Shift + F6
Bag Tags Shift + F7
EDIFACT Shift + F8
Mask Selection Shift + F9
CSA Shift + F10
Check-In Hist Shift + F11
Flight Details Shift + F12

- **Psgr Search(Shift+F1)** - is a passenger search screen that will allow you find the passenger and directly check them in for their flight, or display a passenger list.
- **Psgr Lists (Shift+F2)** – displays passenger lists by flight for either all passengers or other options using filtered criteria.
- **Psgr Details (Shift+F3)** – displays the data for a checked-in passenger.
- **Up/Downgrade (Shift+F4)** – lets you up- or downgrade a passenger
- **Boarding Pass (Shift+F5)** – changes or swaps seats, reissue boarding passes, or Gate Passes.
- **Standby (Shift+F6)** – covers all activities regarding a standby list.
- **Bag Tags (Shift+F7)** – adds, changes, removes bag tags for passengers and for Rush and Crew.
- **EDIFACT (Shift+F8)** - is used when passenger is booked on your airline and connects to a partner airline, with whom you have EDIFACT agreement.
- **Mask Selection (Shift+F9)** – gives access to different masks such as refunds, ancillaries, exchanges, etc.
- **CSA (Shift+F10)** – is the Customer Service Authorization mask that you use when issuing automated amenities voucher to inconvenienced passengers. A specific lesson on the portal explains the CSA mask in details.
- **Check-in Hist (Shift+F11)** – display the passenger history.
- **Flight Details (Shift+F12)** – gives you flight information, gate assignment, and flight history.

The lesson is divided into sections, with each section explaining one navigation label and all its possible options. At the end of the lesson, we will address basic elements in the check-in process such as seat requests, multiple passengers baggage allowance, etc the TKT edit functionality , or how SSR Facts work in the SSCI airport system. We will also talk about peripherals such as Printers, how to designate or undesignated them.

The section “Watchlist Clearance” at the end of the lesson gives you information on how to deal with clearing a passenger from the Watchlist.

An appendix will give you a list of passenger edits that you may encounter on the Passenger List display.

Note For many functions such as check-in, re-issue a boarding pass, add a bag tag, and more, there are many different ways to carry out the function. We will show you one option to do so, using the

navigation label we are dealing with under this specific tab, but please remember that the same label may display under another tab as well.

We encourage you to experiment around on the Interact interface and find your most efficient workflow for checking-in at the airport.

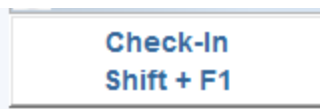
3.1 Selecting / Dedicating the Flight

Begin the check-in process by selecting the flight. Once you select the flight, your computer will default to that flight and auto-populate flight / date fields within the various check-in pop-up windows.

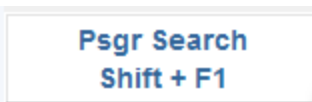
The display of Select Flight upon selecting Check-in (Shift+F1) is activated upon request only. Please contact *Customer Care* if you wish this activation.

Note Dedicating your set to a flight is not a mandatory step for check-in. If you must work many different flights at the same time, you may choose not to dedicate and manually enter flight details when displaying the check-in window or the passenger list.

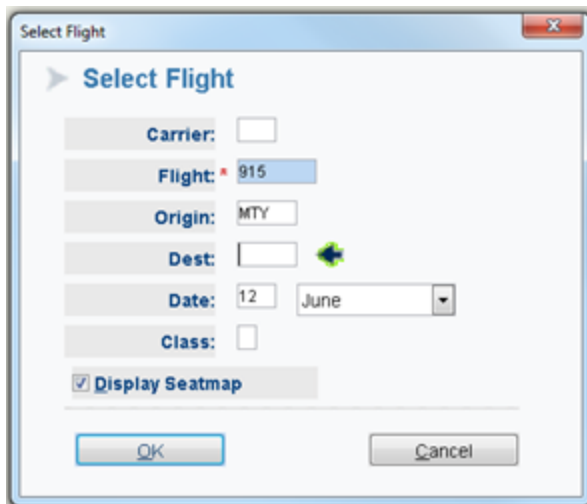
1. Select **Check-in (Shift + F1)**



Note If your Shift + F1 label appears as Psgr Search (as shown below), skip down to **Passenger Search and Check-in**.



Once the Check-in Label is selected, the **Select Flight** window appears.



A description of the different select flight options are shown below.

Options	Description
Carrier	Add the 2 letter carrier code if not your airline
Flight	The flight number you are checking your passenger on. This is a mandatory area as shown by the blue highlight and red asterisk.

Options	Description
Origin	Flight origination city.
Dest:	Flight destination city.
Date	Date of departure
Class	Class of Service indicator
Display Seatmap	Check if this box to display the seatmap. The map will display within the Trip Summary area.
OK	To continue transaction
Cancel	To cancel transaction

2. Add **Flight number**

3. Select **OK**.

Note Another way to select a flight is the standard label **Select (Shift+F3)** under **F1- Flights**. This option does not need activation.

3.1.1 Check-in Window

Once you have selected the flight and OK, the final response is the Check-in window, displaying below the Flight Summary.

Note If you have already dedicated to a specific flight, selecting **Check-in (Shift+F1)** from **F2- (Check-in)** will display the window below immediately, without asking you to select a flight. The flight number with board – and off-points pre-populate in the mask.

Item	Explanation
Airline/Fit	Auto-populates with the selected flight information

From / To / Date	Auto-populates with the selected flight information Note In the event the passenger wants to be short checked, make sure you type the correct destination in this area. Also ensure that the box "check-in to final destination" is not checked.
Check-in By	<ul style="list-style-type: none"> • Name • Standby/Staff • Passenger List
Class	Use F, B, or Y for the cabins of service
Upgrade	Select if passenger wishes an upgrade to the higher cabin If you select upgrade, the option Requested Class will need to be filled out. Note The box for upgrade can also be removed completely or inhibited. To request this functionality of inhibiting the upgrade box, please contact <i>Customer Care</i> .
Last Name(s)	Passenger's last name
Number of Psgrs	Number of passengers with the last name mentioned
Number of bags	Number of checked-in bags
Weight	Weight of checked-in bags
Seat type	Defaults to N - for Non Smoking <ul style="list-style-type: none"> • A- Aisle • W-Window
Specific seats	Specific seat passenger wishes to have
Need special bag tags	Select if the checked-in bags need a special tag such as Heavy, short-checked, etc. Note See details about "needs special bag tags" later in the lesson.
Check-in to final destination	Check this option to issue through boarding passes. If your airline has EDIFACT through check-in activated, you must have this option checked to issue the boarding passes on your EDIFACT partner at the same time you issue your boarding pass. If the boarding passes for your partner carrier does not process, use the EDIFACT (Shift+F8) label to process. Note Un-check the box if you wish to short check the passenger. However, to short check the bags, you need to go to Bag Tags.

3.1.2 Check-in Standby / Staff

When you select Standby/Staff, the box "Direct to Standby" becomes an option. This box will display by default, but if your airline chooses not to see it, you can request that it be turned off through a change in your airline configuration STAR setting.

The screenshot shows the 'Check-In' window with the following details:

- Airline/Fit:** AM 539
- From:** MEX
- To:** CUN
- Date:** 18 March
- Check-In By:** Name (selected), Standby/Staff, Passenger List
- Direct to Standby:** (highlighted with a red box)
- Orig Fit:** [Empty]
- Date:** [Empty]
- Class:** Y (selected), Upgrade
- Table:**

	Last Name(s)	Number of Psgrs	Bags	Weight	Seat Type or	Specific Seats	Priority Code	Seniority Date
1.					N			
2.								
3.								
4.								
5.								
6.								
Totals:		0	0	0				
- Need Special Bag Tags:** (Short Check, Damaged, Vol. Separation, Pets, Selectee, etc.)
- Check-In to Final Destination:**
- Buttons:** OK, Add Edits, Infant, Cancel

Checking-in a revenue passenger wishing to standby for an earlier flight on the same day – or alternate space check-in – through this window is an alternative to using the option Place on Standby List from the label **Standby (Shift + F6)**.

The box “**Orig Fit**” is meant for the original flight the passenger holds a reservation for. The date defaults to today.

For more information on Alternate Space check-in, refer to the label **Standby (Shift + F6)**.

3.1.3 Check-in Passenger List

The screenshot shows the 'Check-In' window with the following details:

- Airline/Fit:** 1864
- From:** YVR
- To:** HNL
- Date:** 05 November
- Check-In By:** Name, Standby/Staff, Passenger List (selected)
- Class:** Y (selected), Upgrade
- Table:**

	Last Name(s)	Number of Psgrs	Bags	Weight	Seat Type or	Specific Seats	Priority Code	Seniority Date
1.								
2.								
3.								
4.								
5.								
6.								
Totals:		0	0	0				
- Need Special Bag Tags:** (Short Check, Damaged, Vol. Separation, Pets, Selectee, etc.)
- Check-In to Final Destination:**
- Buttons:** OK, Add Edits, Infant, Cancel

A pop-up dialog titled "Check-In from Passenger List" is overlaid on the window. It contains:

- Title:** Check-In from Passenger List
- Text:** Check-In from Passenger List
- Last Name:** TEST
- Buttons:** OK, Cancel

When you select Passenger List from the Check-in window, a pop-up displays and asks for the passenger’s last name. Once you have entered the information, the system will take you to the Passenger List

Passenger List
1864 DEP FROM YVR ON 05NOV

Line(s): ←

Sort By:

All Passengers

No	Last Name	First Name	Op	Tx	C	Seat	Bgr	Edts	T	S
1	TEST	PERSON MR			HNL	Y				

3.1.4 Need Special Bag Tags

When you select the <Need Special Bag Tags> option, the Check-in Bags window displays. The passenger's last name and total number of bags will carry over from the Check In window.

Need Special Bag Tags- allows for Short Check, Damaged, Voluntary Separation, Pets and Selectee to be identified in the system:

Note Although the option "short check bags" appears in this window, we recommend that you go to Bag Tags to actually short check any bags.

Check-In Bags with Special Bag Tag Types

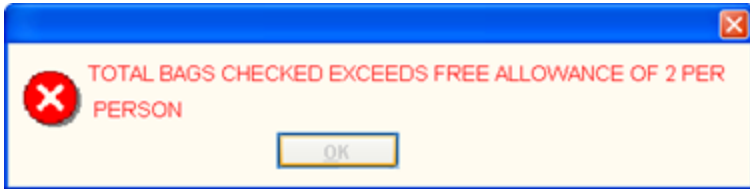
Short Check Bags

Select Bag Tag Type(s) and Number of Each Bag Type: *

Last Name(s)	Total Bags	Nbr Bags	Bag Type(s)	Nbr Bags	Bag Type(s)	Nbr Bags	Bag Type(s)
APPLE	1	<input type="text"/>	<input type="checkbox"/> Select Type	←	<input type="checkbox"/> Select Type	<input type="checkbox"/>	<input type="checkbox"/> Select Type

1. Last Name- auto-populated
2. Total Bags – auto-populated
3. Nbr Bags – Type the number of bags for the first Bag type. You can select up to three bag types.
4. Bag Type(s)- Select Type – Place a check here. A drop down menu appears and allows you to select the applicable bag type.
5. Select **OK**

Response: If excess bags are involved, the following warning displays:



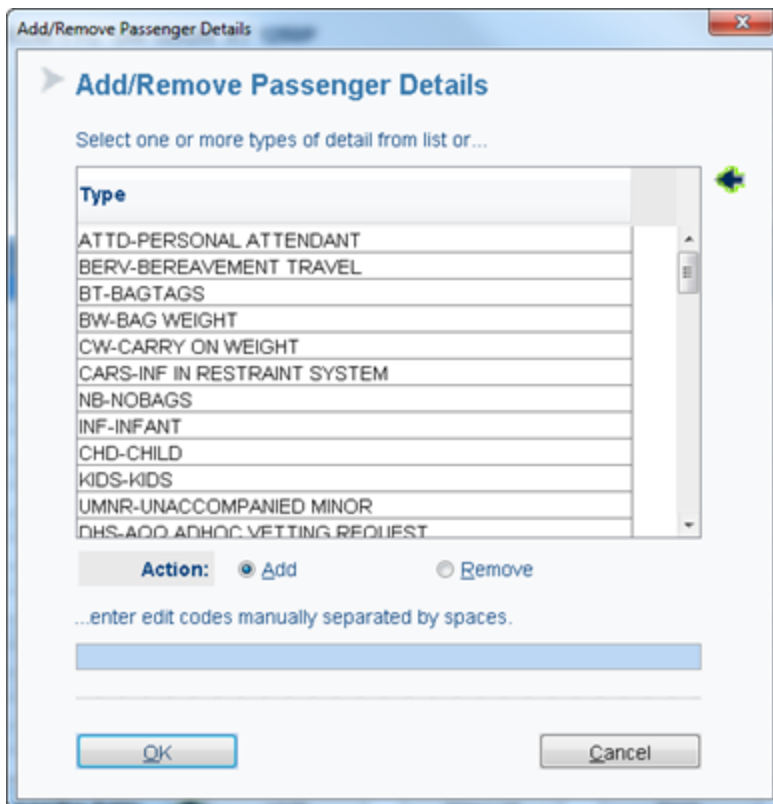
Note We will explain the excess bag mask at a later stage in the lesson.

3.1.5 Add Edits

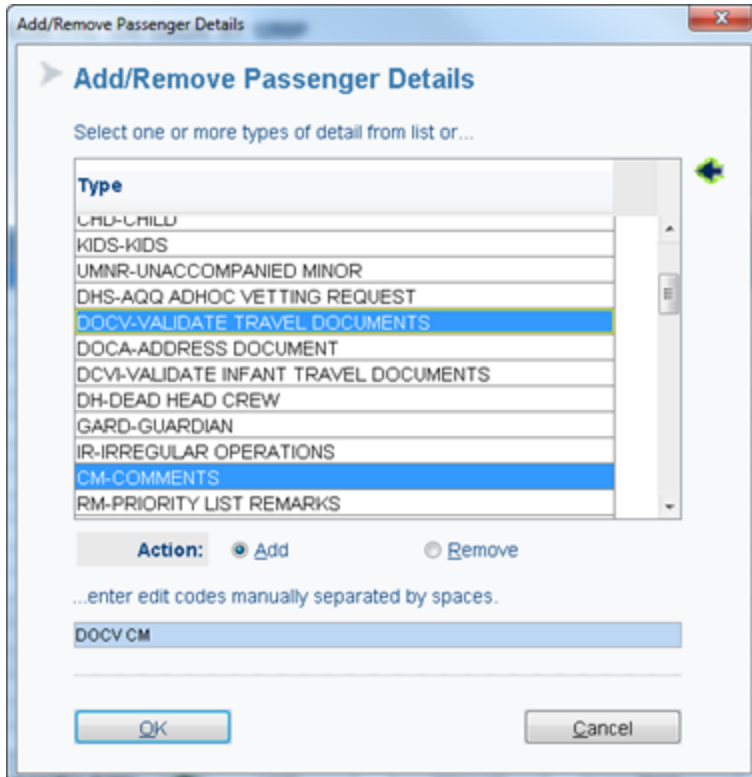
When you select Add Edits, the Add Edits window displays as shown here.



1. Last Name Auto-populates passengers' last name
2. To name 1 Select box. Defaults to name 1
3. After you make your selection, the Add / Remove Passenger Details window displays:



4. Select one or more edits. To select multiple edits, press the CTRL key while you select each edit using your mouse or the space bar. See the example below:



5. Select **OK**.

6. Some edits require additional information and another window displays.
7. Provide any addition information and select OK.
8. The system responses by showing the edit beside the passenger's name on the passenger list:

Nbr	Last Name	First Name	Grp	Ta	C	Seat	Bgr	Edits	T	S
1	FERRON	SOPHIE				10-	NB	F ET ETI	F	40
2	SELK	TYLER	A82		X	2E-	1	M WB ET ETI	F	5
3	MACDONALD	JILL	A82		X	2F-	1	F WB ET ETI	F	5
4	LABBE	CALEB DANIEL	AL2		P	3A-	1	CHD ET PRCH ETI	F	40
5	LABBE	DENIS PAUL	AL2		P	3B-	1	M ET PRCH ETI	F	47

3.1.6 Check-in by Name

Follow these steps to complete check-in by using the passenger name:

1. Make sure you have selected the flight.
2. Select **Check-in <F2>** from the main menu bar
3. Select **Check-in (Shift + F1)** from the sub-navigation label
4. Complete the Select Flight window with the flight details.
5. Select **OK**

The first line of the Check-in window is auto-populated with information from the Select Flight window.

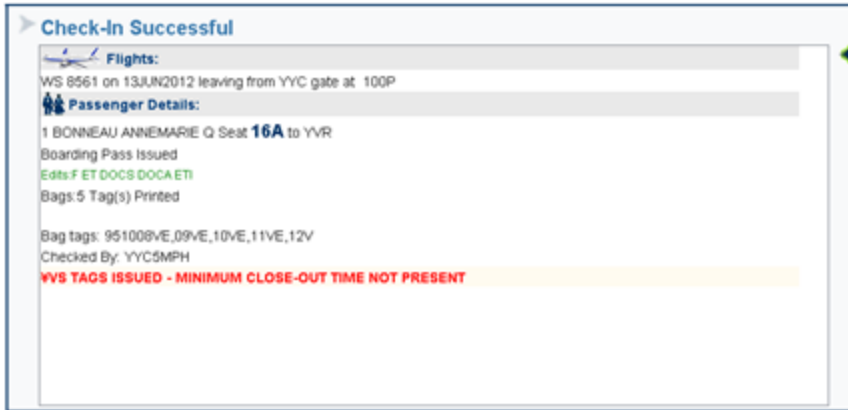
The screenshot shows a 'Check-in' window with the following sections:

- Flight Summary:**
 - Current Flight: 8561
 - From/To: YYC VVR
 - Date: 13 JUN
 - Gate: 165
 - Est Dep: 100P
 - Seats: 165
 - Booked: 1
 - Avail: 165
 - Meals: NONE
 - Restrict: IAT
 - Junet: W-0/2 X-0/1
 - Thru Check: Y
 - Lol Check: 1
 - Thru On: 0
 - Lol On: 0
 - TLOB: 1
 - OTLD: 0
 - UNOC: 165
- Check-in:**
 - Airline/Flt: WB 8561
 - From: YYC
 - To: VVR
 - Date: 13 June
 - Check-in By: Name (selected)
 - Class: Y
 - Upgrade:
- Passenger List:**

Last Name(s)	Psgrs	Bags	Seat Type	or	Mbrs
1. BONNEAU	1	2	N		
2.					
3.					
4.					
5.					
6.					
Totals:	1	0			
- Options:**
 - Need Special Bag Tags (Short Check, Damaged, Vol. Separation, Pets, Selectee, etc.)
 - Check-in to Final Destination
- Buttons:** OK, Add Edits, Infant, Cancel

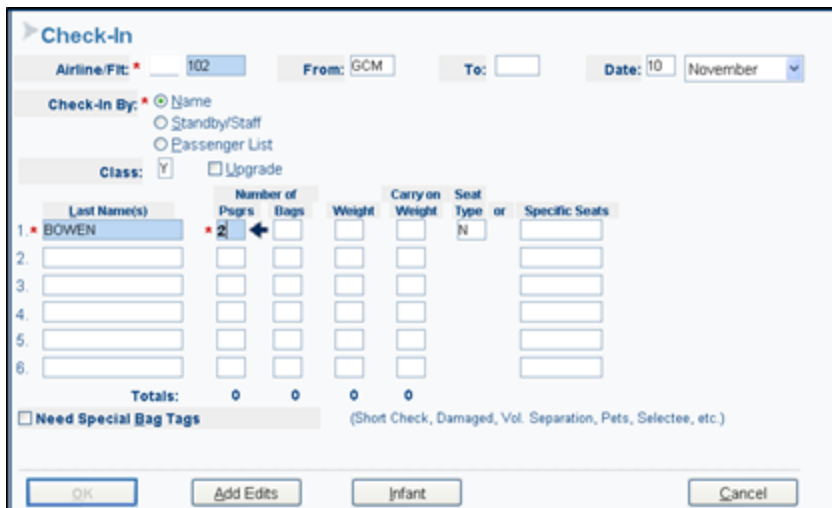
6. Last Name(s) – Input Customers' last name
7. Number of Psgrs- Input number of passengers you are checking in with same last name
8. Number of Bags- Input number of bags to check for the customer
9. Seat Type- Defaults to N for non-smoking OR -Specific Seats- customer requests specific seat numbers
10. Totals – Number of passengers and bags are automatically totaled
11. Select Need Special Bag Tags – if applicable
12. Select Check-in to Final Destination
13. Select **OK**.

Example response of a successful check-in:



3.1.7 If Your Carrier Uses Mandatory Gender

Once you input the passenger names to the Check-in by name window, the system will ask you for the gender of the passengers



Last Name(s)	Male	Female	Child	Infant	Unkwn	X-seat	Strchr	Total
BOWEN	1	1						2

- The gender edit that you enter in this window will overwrite any existing gender codes, except for passengers designated as R (Stretcher) or Z (Cabin baggage or Extra Seat). You cannot override genders R or Z.
- The total gender counts in the window must match the number of passenger being checked-in.

3.1.8 Check-in and Upgrade

You can use the Check-in window to check-in and upgrade a passenger in one step. If availability exists, the system re-books the PNR, checks the passenger in and issues a boarding pass with the new seat assignment.

Note The box for upgrade can also be removed completely or inhibited. To request this functionality of inhibiting the upgrade box, please contact Customer Care.

If your airline does not use upgrade functionality or has one cabin aircraft, continue with the following section:

Check-in Psgr Lists

Last Name(s)	Number of Psgrs	Bags	Seat Type	or Mbrs
BORO	1	0	N	

The top line auto-populates the data for Flight, From, To, Date

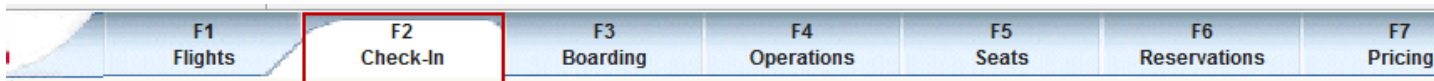
1. Check-in By: Select Name (default), Standby/Staff, or Passenger List
2. Select Upgrade if applicable.
3. Requested Class: Input Desired Class
4. Input Last Name(s)
5. Tab to Number of Psgrs- to be checked in
6. Tab to Number of Bags
7. Seats: Select Seat Type (defaults to non-smoking) OR Input Specific Seats
8. Select <Enter>

3.2 Passenger Search and Check-in

This option will allow you to search for the passenger by name in addition to other optional identifiers such as Passport, National ID, Tour Operator Code, etc., without requiring a flight number or dedicating a flight.

If your airline has switched to the new Passenger Search feature, then the traditional Check-In (Shift + F1) label under Check-In has been replaced with the Psgr Search (Shift + F1) label. This switch allows for new Check-in Search capabilities which includes a new pop-up window that can be used to both search for passengers and check-in. Additional features are available within this pop up that will be discussed shortly.

1. Select the F2 Check-in Tab.



2. Select Psgr Search Shift + F1 from the Check-in Labels.

The result will be a new Passenger Search window. This window will provide the ability to search passengers by name and/or other optional identifiers such as destination without requiring a flight number.

Take a moment to review the options available on the Passenger Search window.

Field	Description
Date	Auto fills today's date
From / To	Auto fills local city of origination, destination city is optional
Name Option	This option allows you to search by name
Last Name	Last name of the first passenger, you may enter up to 3 last names
First Name	First name of the first passenger, you may enter up to 3 first names
Document Type	Search by passport, national id or frequent flyer number.
Tour Operator Option	This option allows you to search by Tour Operator Number
Record Locator Option	This option allows you to search by Record Locator
VCR Option	This last option allows you to search by VCR Number.
Search	Once your option has been selected depress Search
List Number	The passenger number from the list will be entered once the passengers name is highlighted.
Reservation	Select to view the passenger Reservation
Psgr Details	Select to view the Psgr Details.
VCR	Select to view passengers VCR
Go to Psgr List	Select to redisplay the Psgr List
Direct Check-In	Select to check-in the passenger
Cancel	Select Cancel to cancel transaction

3.2.1 Search by Name

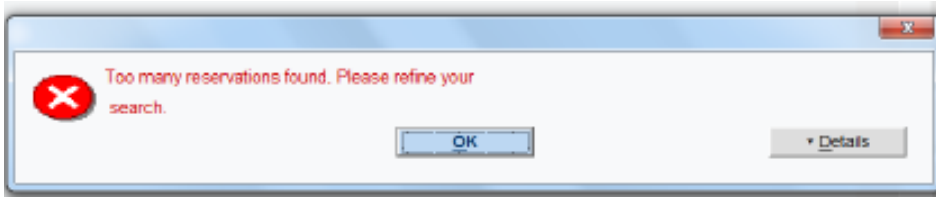
To search by name from the Passenger Search Screen, enter the last name (mandatory) and first name (optional). The date will default to the current date and the departing city will show the agents AAA City.

You would then enter the information by depressing the 'enter' key or selecting 'Search'. The system will send a trip search request and will gather all passengers matching the criteria entered and display back to you.

If a name match is found a list of PNRs along with the corresponding passengers and flight information is displayed. If more than one reservation is found, the system will list each PNR and number each passenger sequentially.

Note The first PNR has four passengers, they are numbered 1,2,3 and 4. The Second PNR has 2 passengers, the numbering continues as 5 and 6.

The numbering system allows you to easily select the passenger you will be working with. If more than 10 PNRs are found, an error message will be displayed.



If this response is received than select **OK** and redefine your search, the list is too long.

Another option is to search by Document Type. From the drop down menu, you can select either Passport, National ID or Frequent Flyer Number.

When adding document information, the system is looking for that identification to match the search criteria. Add the Document Type, the Document Number and if appropriate the Issuing Country.

If a passport, frequent flyer card or National ID is swiped, only the first and last names will be extracted from the swipe. Additional Document Information or numbers will be added manually.

3.2.1.1 Selecting an Option

Once you receive the response from your Passenger Search, you have 5 options available to you. They include:

- Reservations
- Psgr Details
- VCR
- Go to Psgr List
- Direct to Check-in

Let's take a closer look at each.

3.2.1.1.1 Reservation

To display a PNR from the Psgr Search list:

The screenshot shows a reservation list for JYWGWC. The first passenger, SINCLAIR/MARGE MRS, is highlighted in blue. A red arrow points from this passenger's name to the 'Reservation' button in the sidebar. The sidebar also contains buttons for 'Psgr Details', 'VCR', and 'Check-in to Final Destination' (checked). Below these are buttons for 'Go to Psgr List' and 'Direct to Check-in'.

Flt	Cls	From-To	Date	Times
U0 0002	M	JFK - LHR	29OCT	650P-635A 30OCT

Flt	Cls	From-To	Date	Times
U0 0002	M	JFK - LHR	29OCT	650P-635A 30OCT

1. Click to highlight the passenger name of the Reservation you want to display.

Note The **list number** to the right fills in automatically with the name number to the left of the passengers name.

2. Depress the Reservation button on the right side.

The PNR or Reservation for your passenger is displayed.

The screenshot displays the detailed reservation page for JYWGWC. The 'Names' section lists three passengers. The 'Itinerary' section shows a flight from JFK to LHR on 29OCT. The 'Ticketing/Pricing' section displays a price quote of 14000.00USD + 111.20USD (tax) = 14111.20. The 'Remarks/Facts' section includes details about the reservation and the passenger's name.

Received From - P on 29OCT15 at 1520:MDHDQ; U0 JFK AD 1122312

Buttons: OK, PNR History, More_, Classic PNR, Bag Info (L), **Cancel**

To go back to the Psgr Search List:

3. Select **Cancel**.

If you select any other button while in the passenger's PNR, it will perform current functionality.

3.2.1.1.2 Psgr Details

To display Psgr Details:

Reservation - JYWGWC

1.	SINCLAIR/MARGE MRS
2.	SINCLAIR/RALPH MR
3.	JOHNSTON/RITA MRS
4.	JOHNSTON/JOSEPH MR

Flt Cls From-To Date Times
U0 0002 M JFK - LHR 29OCT 650P-635A 30OCT

Reservation - LFOMIF

5.	SINCLAIR/PATRICK MR
6.	JOHNSTON/MARIA MS

Flt Cls From-To Date Times
U0 0002 M JFK - LHR 29OCT 650P-635A 30OCT

List Number: 1

Reservation

Psgr Details

VCR

Check-in to Final Destination

Go to Psgr List ▶

Direct to Check-in ▶

1. Click to highlight the passenger name.
2. Select Psgr Details.

Note You can only select one passenger, multiple passenger selection will respond with an error message.

Passenger Detail for **SINCLAIR MARGE MRS** Bagtags: 0

Frequent Traveler Information
 Add FQTV

Number:
 Carrier:

Primary Contact
 Modify PC

Name:
 Country:
 Relation:

Phone:
 Passenger Contact Refusal

Passenger Comments
 Add Comment

Comment:

Other Information

SEGMENT	1 U0 2 M 29OCT JFK LHR F 0 F ETI
DOCS	PI/US/K123456778/US/12JUN1960/F/11JUN2022/SINCLAIR/MARGE MRS

The passenger details screen appears. To go back to the Psgr Search select the "Cancel" options. If the "OK" option is select you will be taken to the Passenger List of the departure flight as shown below. All other functions remain the same.

3.2.1.1.3 VCR

To display a passenger's VCR.

The screenshot shows a reservation interface with two reservation blocks. The first block, 'Reservation - JYWGWC', lists four passengers: 1. SINCLAIR/MARGE MRS, 2. SINCLAIR/RALPH MR, 3. JOHNSTON/RITA MRS, and 4. JOHNSTON/JOSEPH MR. Below the names is a table with columns: Flt, Cls, From-To, Date, Times. The data row shows: U0 0002 M JFK - LHR 29OCT 650P-635A 30OCT. The second block, 'Reservation - LFOMIF', lists two passengers: 5. SINCLAIR/PATRICK MR and 6. JOHNSTON/MARIA MS, with the same flight details. On the right, a sidebar contains a 'List Number' field with '1', buttons for 'Reservation', 'Psgr Details', and 'VCR', and a section for 'Check-in to Final Destination' with a checked checkbox and buttons for 'Go to Psgr List' and 'Direct to Check-in'. A red arrow points from the 'VCR' button to the first passenger name.

1. Click to highlight the passenger name.
2. Select VCR on the right side of the screen.

Note Only one passenger's VCR can be displayed at a time. If you select multiple passengers, Sabre will respond with an error response.

The screenshot shows the 'Virtual Coupon Record' for passenger SINCLAIR/MARGE MRS. The record number is 8882120524822, created on 29OCT15, issued on 29OCT15, with PNR JYWGWC and Type ADT. A table shows the flight details: 1 passenger, class U0, 2 seats, M, 29OCT, JFK to LHR, 650P, OK, MEE, OK, FF, bags. Below the table, 'Fare Info' shows a base fare of USD 3500.00 and a total of USD 3527.80. 'Fare Calc' shows NYC U0 LON3500.00NUC3500.00END ROE1.00 XFJFK4.5. 'Form of Payment' shows FOP: CC-VXXXXXXXXXXXX1111 Exp-XXXX Auth-1234 Z. 'Issued' information shows 29OCT15 at JFKAD by JFK MDD. At the bottom, there are buttons for 'OK', 'Modify', 'Exchange', 'Refund', 'Control', 'PIR', 'History', and 'Cancel'. The 'OK' and 'Cancel' buttons are highlighted with red boxes.

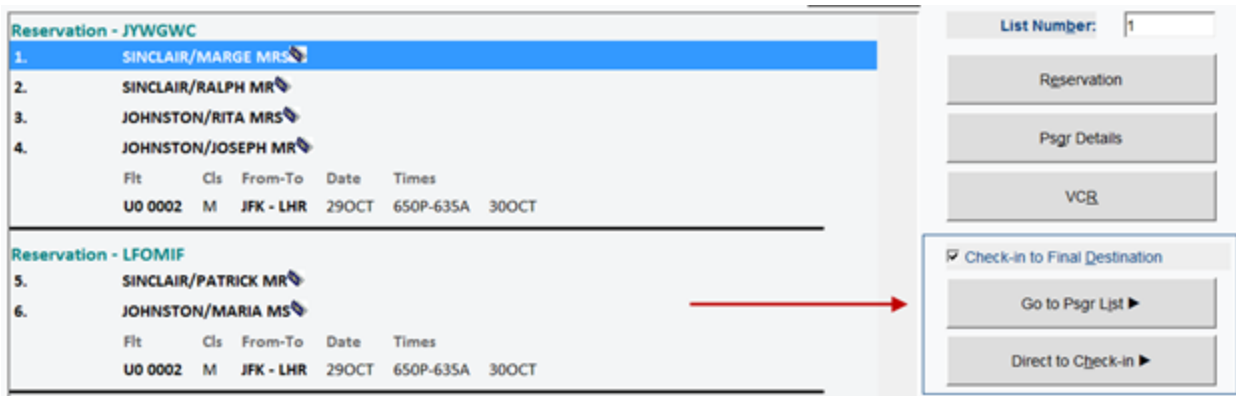
To return to the Psgr Search.

3. Click either OK or Cancel.

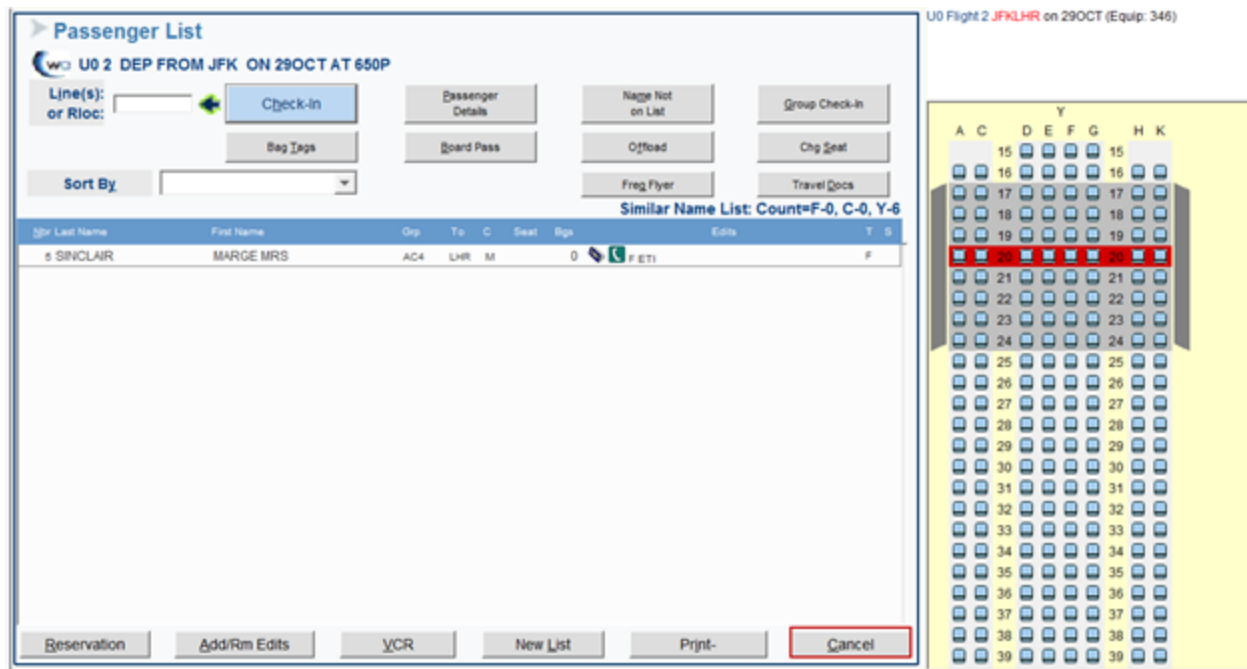
All other buttons on the VCR will work as they do today. If one of the other options on the VCR is selected, the search results will be cleared out and the agent will need to search again.

3.2.1.1.4 Go to Psgr List

This option will allow you to go to the Passenger List.



1. Click to highlight passenger name.
2. Select Go to Psgr List

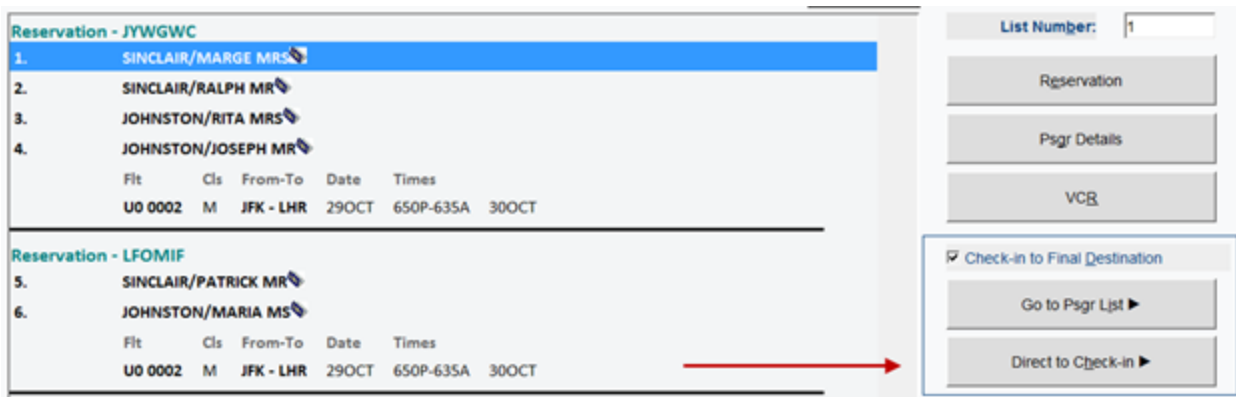


The passenger list displays, to return to the Psgr Search list.

3. Select Cancel.

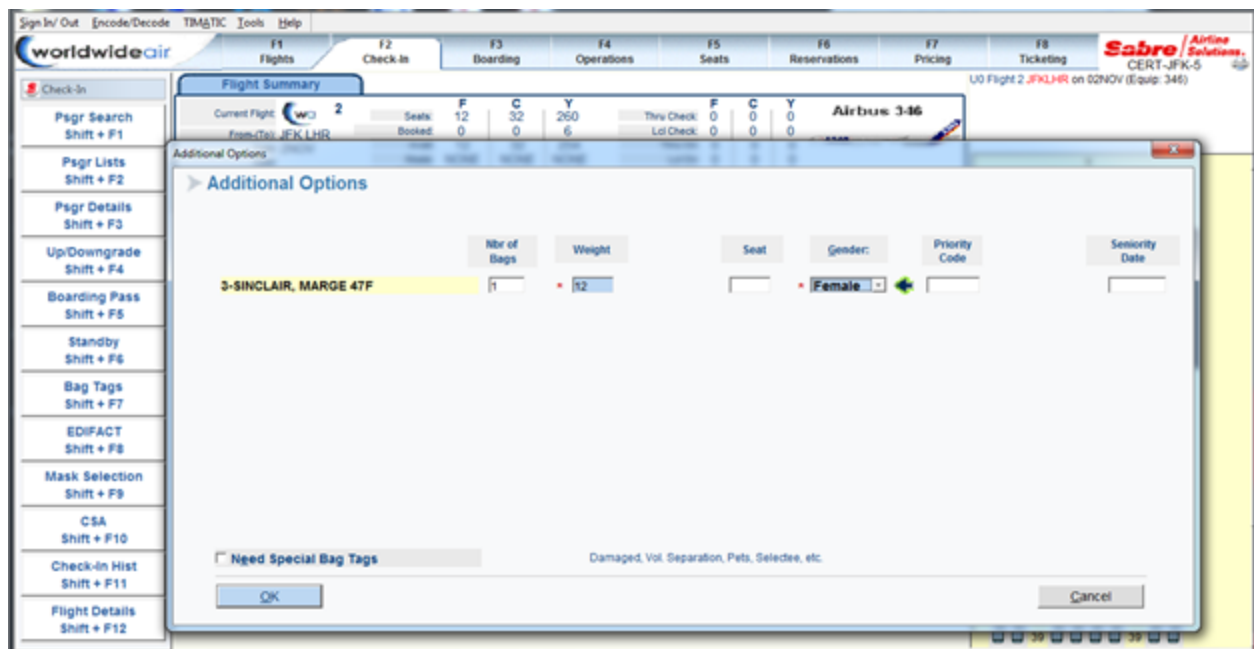
3.2.1.1.5 Direct to Check-In

The final option is Direct to Check-in. This will allow you to check-in your passenger and is the function used most frequently.

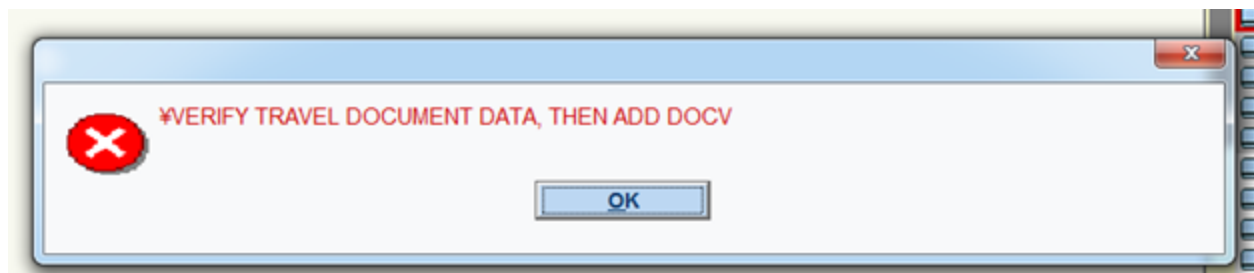


1. Click to highlight your passenger(s).
2. Select **Direct to Check-in**.

The Additional Options window appears.



3. Add **Number of Bags**
4. Total amount of **Weight**
5. Choose the Gender from the drop down menu.
6. Once completed select **OK**.



The Verify Travel Document Data informational message appears.

7. Select **OK**

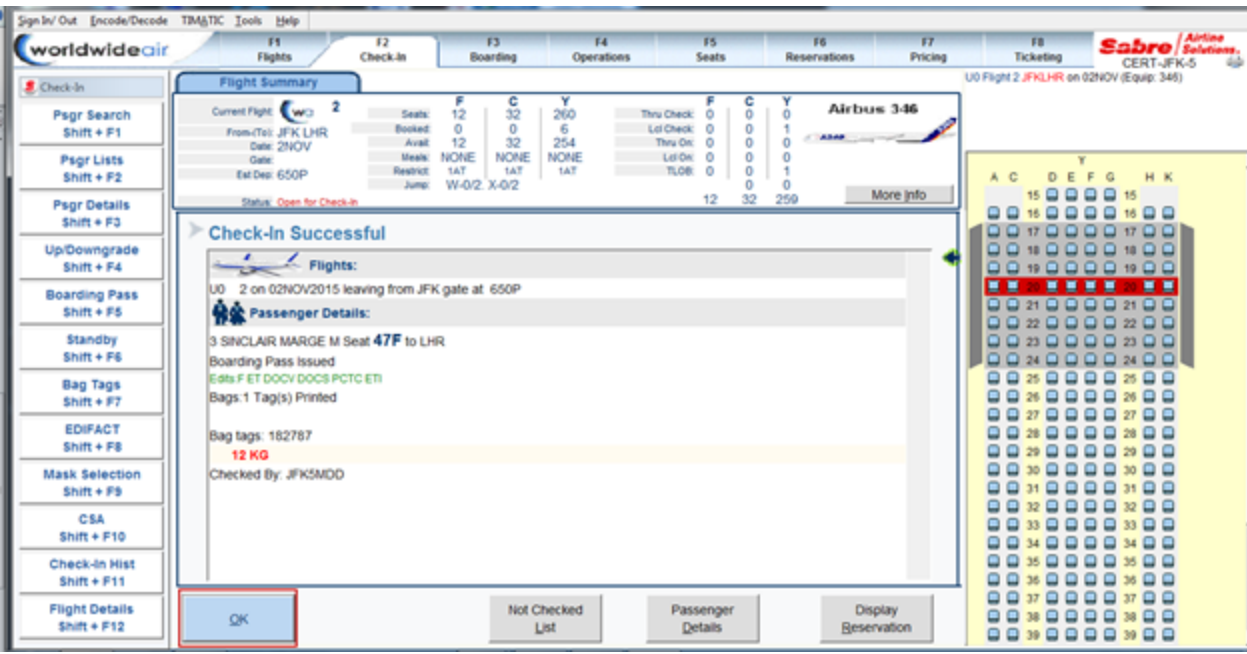
The screenshot shows a software window titled "Travel Documents" for passenger "SINCLAIR MARGE". The window is divided into several sections:

- Main Document:** Includes fields for Type (P-Passport), Issue Country (ates of America), Nbr (M234234523), Nationality (ates of America), Name (Last: SINCLAIR, First: MARGE, Mid:), Birth Date (02 November 1950), Gender (Female), and Expiration Date (01 November 2022). There are checkboxes for "Modify Main" and "Add DOCV" (which is checked and highlighted with a red box).
- Address Doc(s):** Includes checkboxes for "Add Residence" and "Add Destination". Below these are fields for Country, Street, City, St/Prov, and Zip for both residence and destination.
- Other Document:** Includes checkboxes for "Add/Modify Document". Fields include Type (2), Issue City (3), Issue Date (4) (Day, Month, Year), Number (5), Birth Place (6), and Country For (7).

At the bottom of the window, there are buttons for "OK" (highlighted with a red box), "Infant", "Psg Contact", and "Cancel".

The Travel Documents screen appears for your passenger. Verify the passenger ID, matches the passport information added.

8. Once verified, click on the **Add DOCV**.
9. Select **OK**

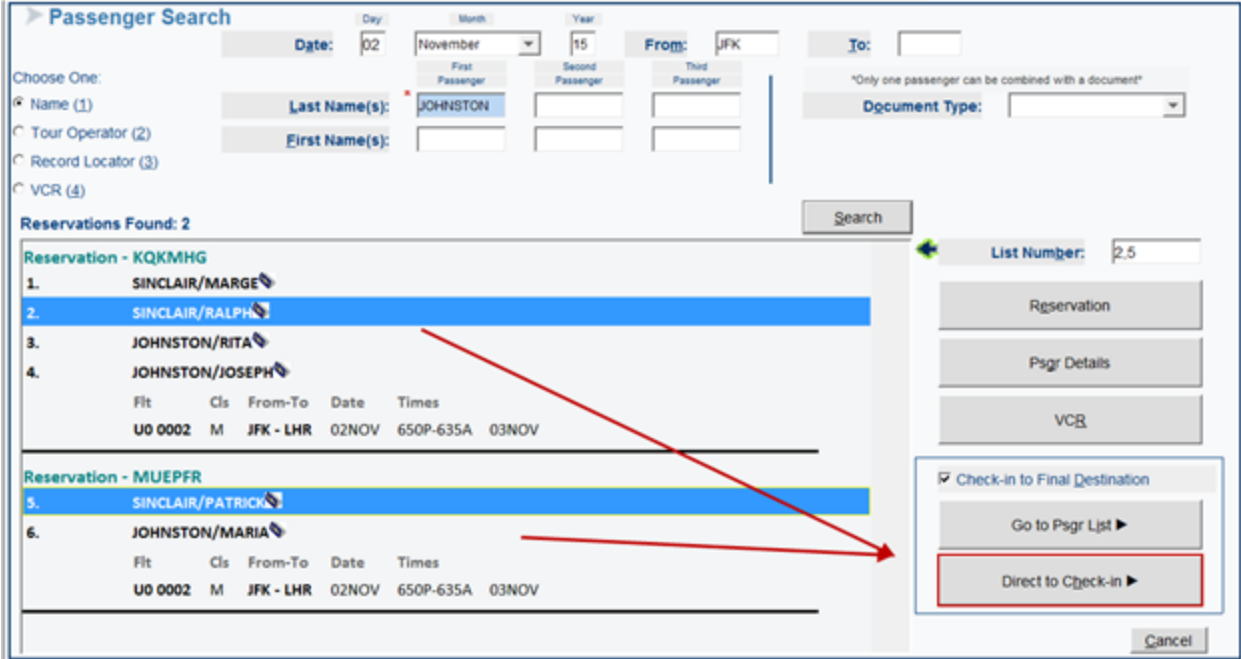


The passenger has successfully checked-in

Multiple Passenger Check-In

You can check-in multiple passenger from the Psgr Search List, even if they are in separate PNRs.

Note When checking in multiple passengers from the Psgr Search list, all AEs must have been purchased prior to check-in. If not, an error message will be shown and you will have to check-in the passenger's in separately.



In this scenario you are checking in two passengers in separate PNRs.

1. Highlight both passenger names.
2. Select **Direct to Check-in**

The Additional Options screen appears.

	Nbr of Bags	Weight	Seat	Gender:	Priority Code	Seniority Date
1-SINCLAIR, PATRICK 47A	1	10		Male		
4-SINCLAIR, RALPH 47G	1	12		Male		

Need Special Bag Tags Damaged, Vol. Separation, Pets, Selectee, etc.

OK Cancel

3. Add the number of **Bags** per passenger.
4. Total **Weight** for each passenger's bags.
5. Indicate the Gender of each passenger from the drop down.
6. Select **OK**.

VERIFY TRAVEL DOCUMENT DATA, THEN ADD DOCV

OK

The Verify Travel Document Data pop up appears.

7. Select **OK**.

Travel Documents

Travel Documents for SINCLAIR PATRICK

Modify Main
 Add DOCV

Main Document

Type: P-Passport Issue Country: States of America
 Nbr: K12345324 Nationality: States of America

Name: SINCLAIR PATRICK Birth Date: 15 February 1982
 Gender: Male Expiration Date: 14 February 2022

Address Doc(s) Add Residence Add Destination

Country: (g) Street: (w) City: (z) St/Prov: (1) Zip:
 Country: (b) Street: (b) City: (j) St/Prov: (k) Zip:

Other Document Add/Modify Document

Type: (2) Number: (5) Issue City: (3) Birth Place: (6)
 Issue Date: (4) Day Month Year Country For: (Z)

The Travel Documents for the first passenger appears. Verify their travel documents.

8. Once verified, click on the **Add DOCV** box
9. Select **OK**.

Travel Documents

Travel Documents for SINCLAIR RALPH

Modify Main
 Add DOCV

Main Document

Type: P-Passport Issue Country: States of America
 Nbr: K12345324 Nationality: States of America

Name: SINCLAIR PATRICK Birth Date: 15 February 1982
 Gender: Male Expiration Date: 14 February 2022

Address Doc(s) Add Residence Add Destination

Country: (g) Street: (w) City: (z) St/Prov: (1) Zip:
 Country: (b) Street: (b) City: (j) St/Prov: (k) Zip:

Other Document Add/Modify Document

Type: (2) Number: (5) Issue City: (3) Birth Place: (6)
 Issue Date: (4) Day Month Year Country For: (Z)

The Travel Documents screen for the second passenger appears. Follow the same procedure.

10. Verify documents and click on **Add DOCV**

11. Select **OK** to complete the check-in process.

Flight Summary

Current Flight: UO 2	Seats: 12 32 260	Thru Check: 0 0 0	Airbus 346
From-To: JFK LHR	Booked: 0 0 6	Lcl Check: 0 0 3	
Date: 2NOV	Avail: 12 32 254	Thru On: 0 0 0	
Gate:	Meals: NONE NONE NONE	Lcl On: 0 0 0	
Est Dep: 650P	Restrict: 1AT 1AT 1AT	TLOB: 0 0 3	
Status: Open for Check-in	Jump: W-0/2, X-0/2		12 32 257

Check-In Successful

Flights:
UO 2 on 02NOV2015 leaving from JFK gate at 650P

Passenger Details:

1 SINCLAIR PATRI M Seat **47A** to LHR
Boarding Pass Issued
Edits: M ET DOCV DOCS PCTC ETI
Bags: 1 Tag(s) Printed

4 SINCLAIR RALPH M Seat **47G** to LHR
Boarding Pass Issued
Edits: M ET DOCV DOCS PCTC ETI
Bags: 1 Tag(s) Printed

Bag tags: 182788
10 KG
Checked By: JFK5MDD

OK | Not Checked List | Passenger Details | Display Reservation

Both passengers have successfully checked-in.

Multiple Passenger Displays

Displaying other options are restricted to only one passenger at a time.

Passenger Search

Date: 02 November 15 From: JFK To: []

Choose One:
 Name (1)
 Tour Operator (2)
 Record Locator (3)
 VCR (4)

Last Name(s): SINCLAIR
 First Name(s): []

Only one passenger can be combined with a document

Document Type: []

Search

Reservations Found: 2

Reservation - KQKMHG

- SINCLAIR/MARGE
- SINCLAIR/RALPH
- JOHNSTON/RITA**
- JOHNSTON/JOSEPH**

Flt	Cls	From-To	Date	Times
UO 0002	M	JFK - LHR	02NOV	650P-635A 03NOV

Reservation - MUEPFR

- SINCLAIR/PATRICK
- JOHNSTON/MARIA

Flt	Cls	From-To	Date	Times
UO 0002	M	JFK - LHR	02NOV	650P-635A 03NOV

List Number: 3,4

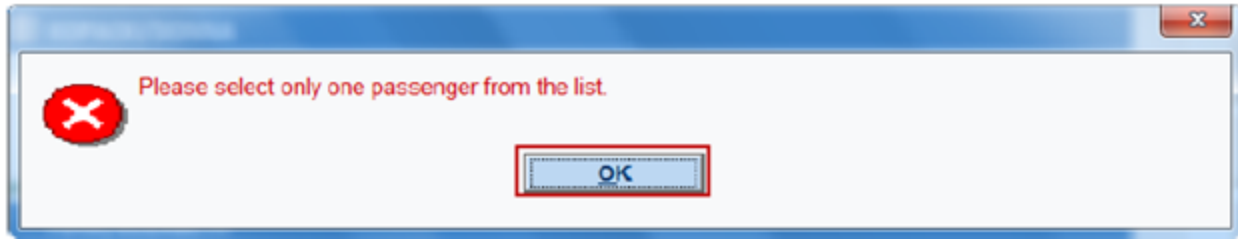
Reservation
 Psgr Details
 VCR

Check-in to Final Destination

Go to Psgr List ►
 Direct to Check-in ►

Cancel

When display the passenger Reservations, Psgr Details or VCR, you can only select one passenger at a time. If you try to display any option with multiple passengers, the following error response will be received.



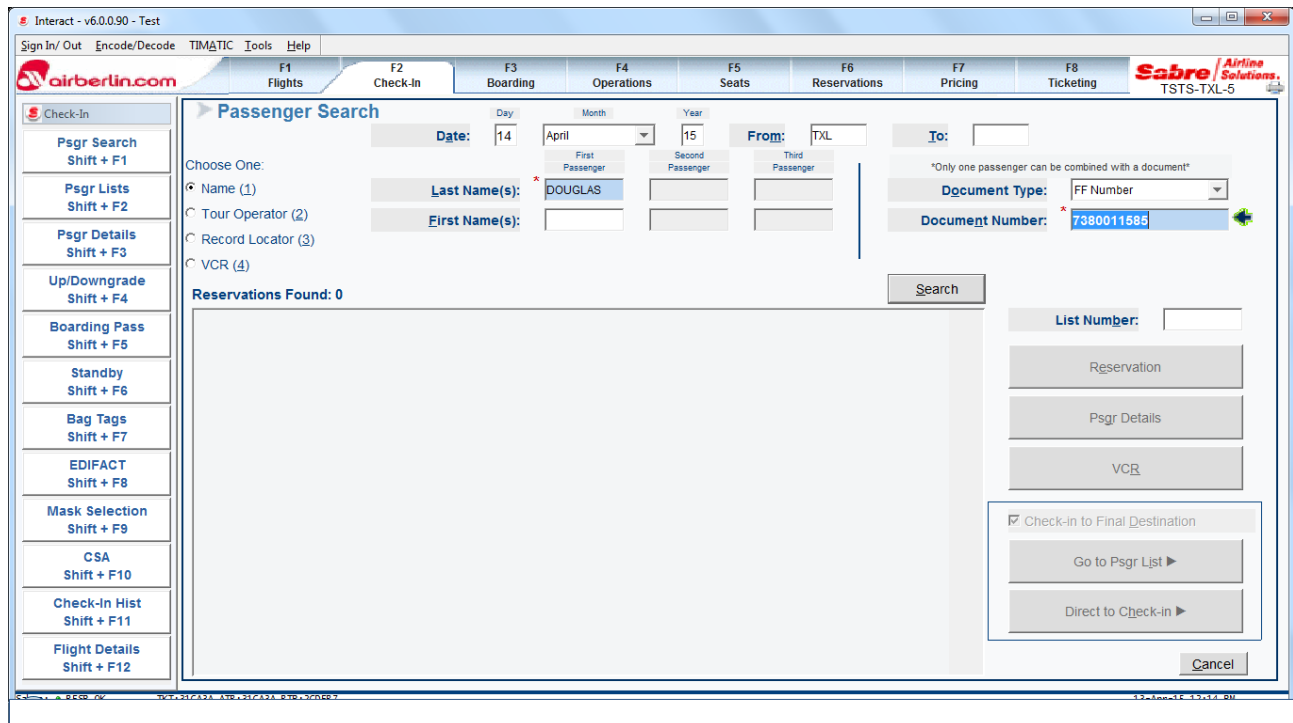
3.2.1.2 Search by Document Number

When searching for a passenger using their name and document number, the search results will return those passengers who match both the name and number. The documents that can be used would include:

- Passport
- Frequent Flyer Number
- National ID.

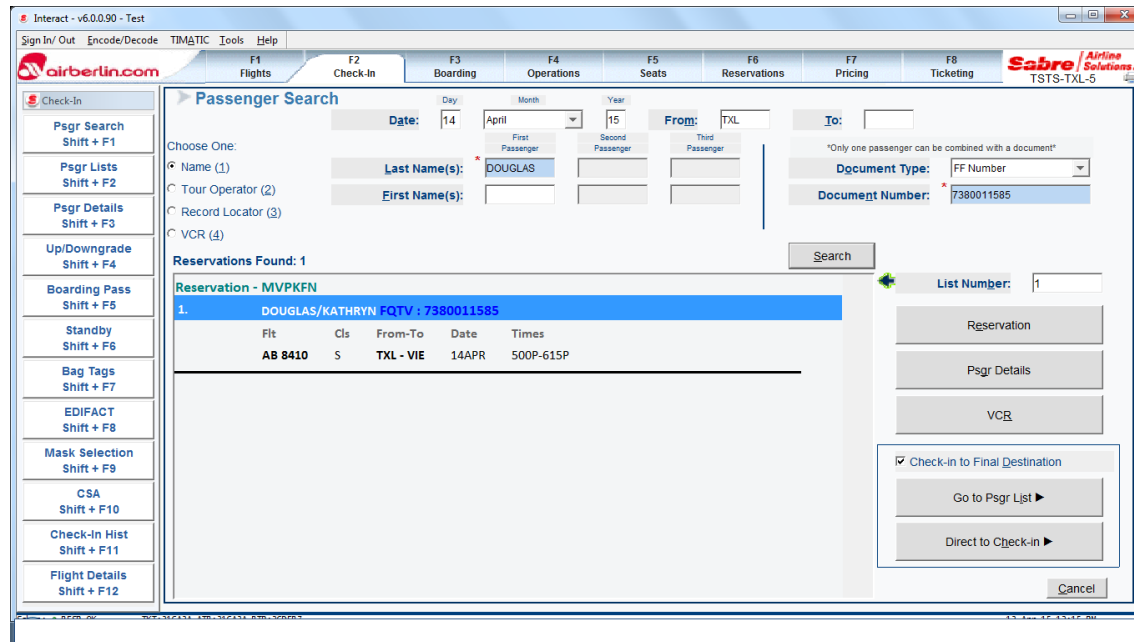
This will reduce the number of possible passenger name matches.

Note While you are able to run the document through the reader, it will only capture the passenger name. You will still have to manually enter the document information.



1. Add the passenger **Last name**
2. The **Document Type** from the drop down menu.
3. Add the **Document Number**.
4. Select **Search**.

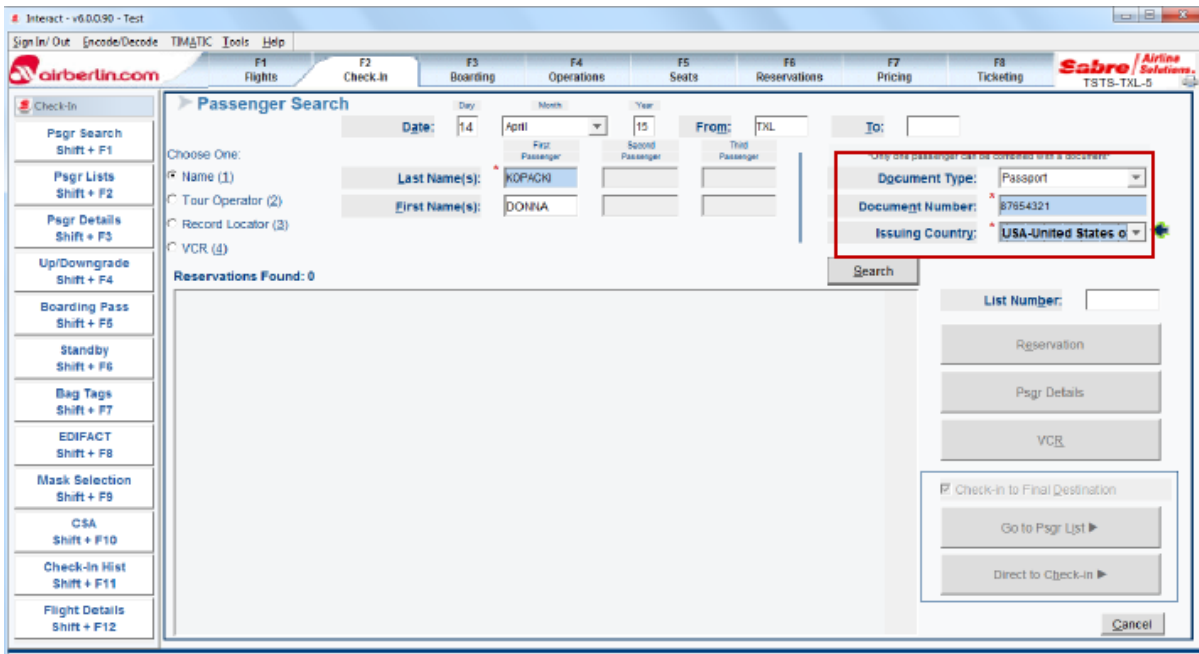
The result will be a single passenger name with the Document information noted.



For manually entered Passports or National ID, the following fields are mandatory:

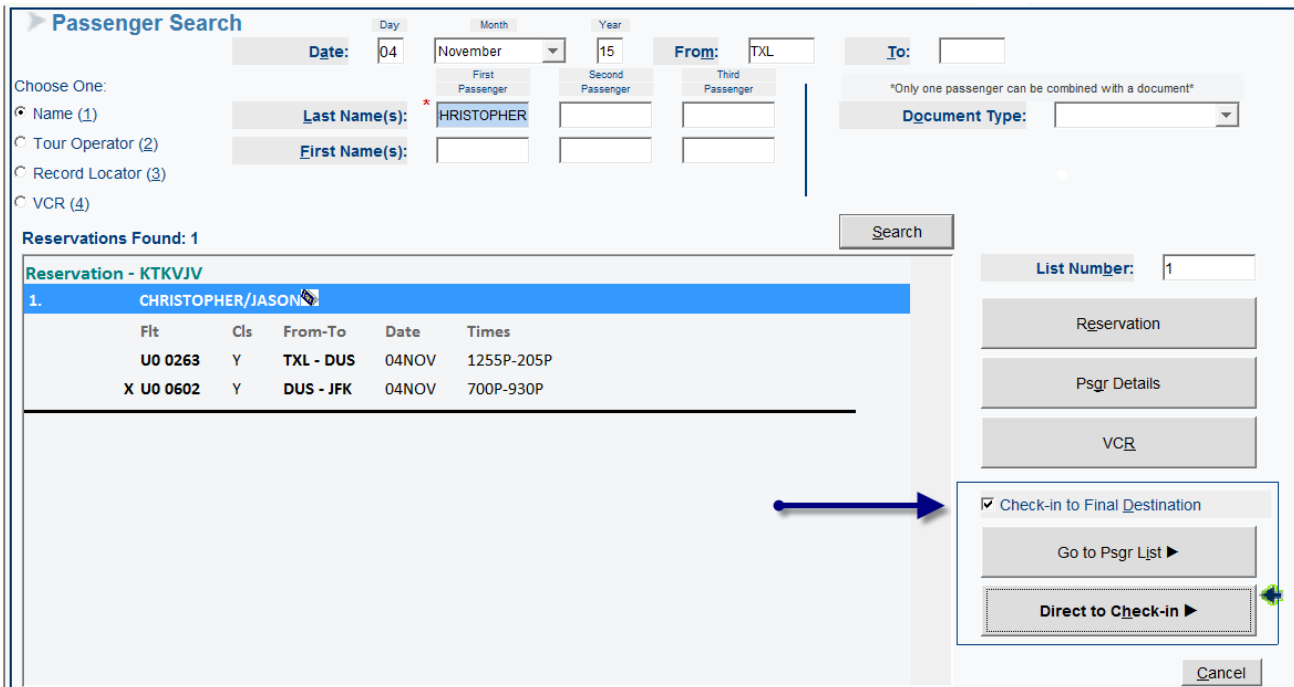
- Name
- Document Type from the drop down
- Document Number
- Country of Issuance

Example below.



3.2.1.3 Short Check

The Passenger Search window also always you to Short Check a passenger.



1. Uncheck the **Check-in to Final Destination** box.

The result will redisplay. Notice that the "Passenger Details", "VCR" and "Go to Psgr List" options have been grayed out. The only options are to Check-in or display a Reservation.

Passenger Search

Date: 04 November 15 From: TXL To: []

Choose One:

- Name (1)
- Tour Operator (2)
- Record Locator (3)
- VCR (4)

Last Name(s): CHRISTOPHER
 First Name(s): [] [] []

Document Type: []

Reservations Found: 1

Reservation - KTKVJV

1.	CHRISTOPHER/JASON			
Ft	Cls	From-To	Date	Times
U0 0263	Y	TXL - DUS	04NOV	1255P-205P
X U0 0602	Y	DUS - JFK	04NOV	700P-930P

List Number: 1

Reservation
 Psgr Details
 VCR

Check-in to Final Destination

Go to Psgr List ▶

Direct to Check-in ▶

Cancel

2. Click to highlight the passenger's name.
3. Select **Direct to Check-in**.
4. The Additional Options window appears.

Additional Options

Nbr of Bags: 0 Weight: [] Seat: [] Gender: MALE Priority Code: [] Seniority Date: []

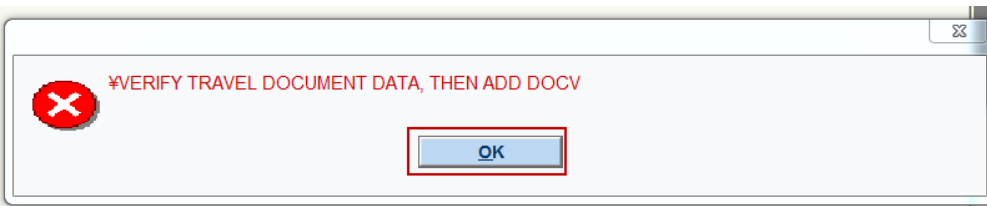
1-CHRISTOPHER, JASON MR

Need Special Bag Tags Damaged, Vol. Separation, Pets, Selectee, etc.

OK Cancel

5. Add Nbr of Bags, Weight and passenger Gender.
6. Select **OK**.

The Verify Travel Document Data pop up appears. Verify the passenger documents.



7. Select **OK**

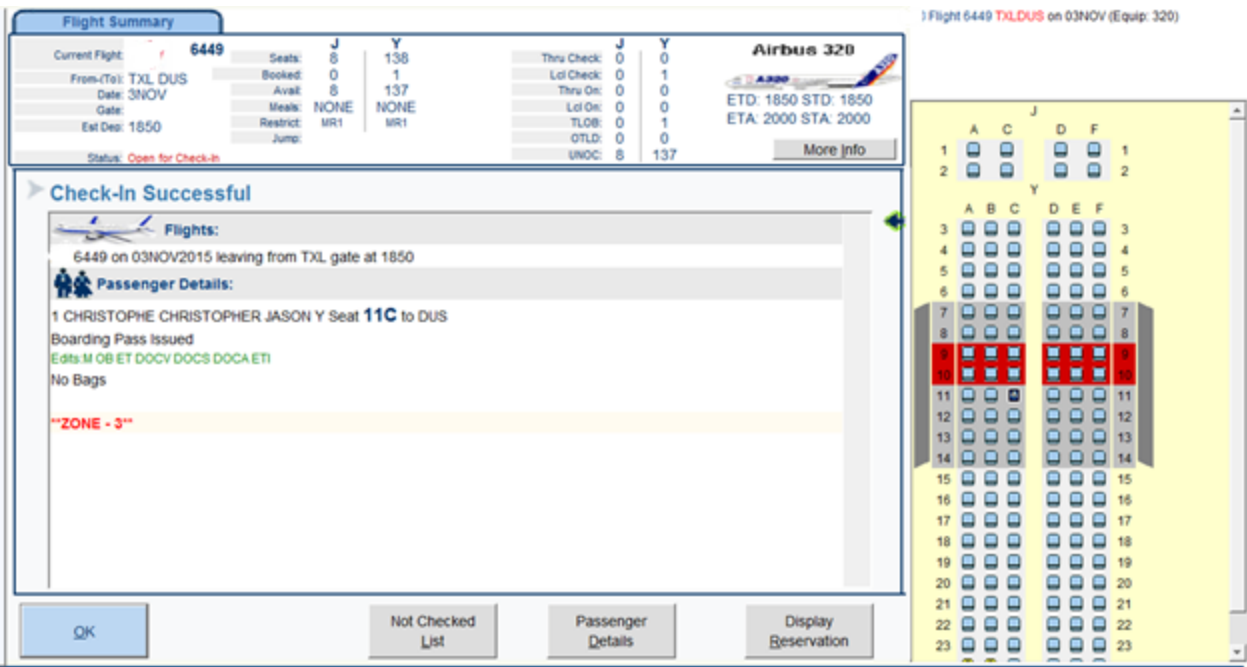
The Travel Docs screen appears.

The screenshot shows the "Travel Documents" window for "CHRISTOPHER JASON MR". The "Main Document" section contains the following data: Type: P-Passport, Issue Country: States of America, Nbr: M234293, Nationality: States of America, Name: CHRISTOPHER JASON MR, Birth Date: 12 February 1982, Gender: Male, Expiration Date: 12 February 2022. The "Address Doc(s)" section is highlighted with a red box and includes: Country: (g) USA-United States, Street: (w) 123 MAIN STREET, City: (z) NEW YORK, St/Prov: (1) NY, Zip: 10021. The "Add DOCV" checkbox is also highlighted with a red box. At the bottom, the "OK" button is highlighted with a red box.

8. Check **Add DOCV**

9. Add Address(s) if required

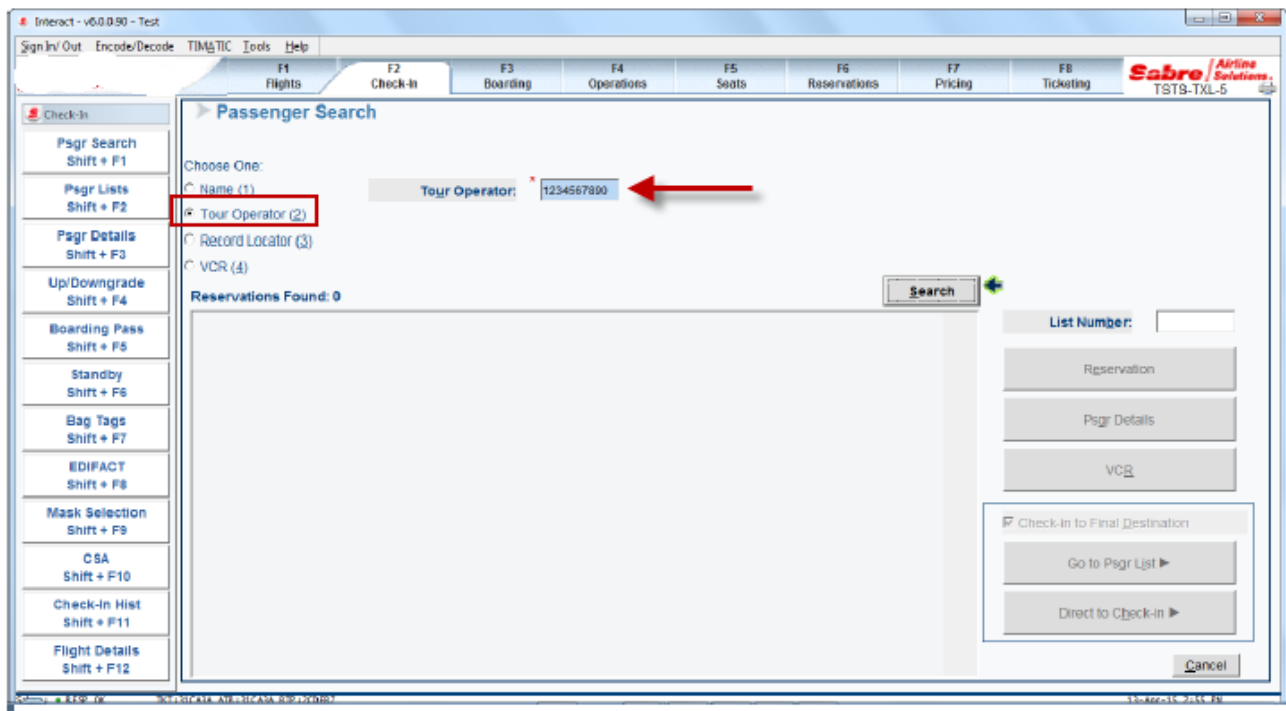
10. Select **OK**.



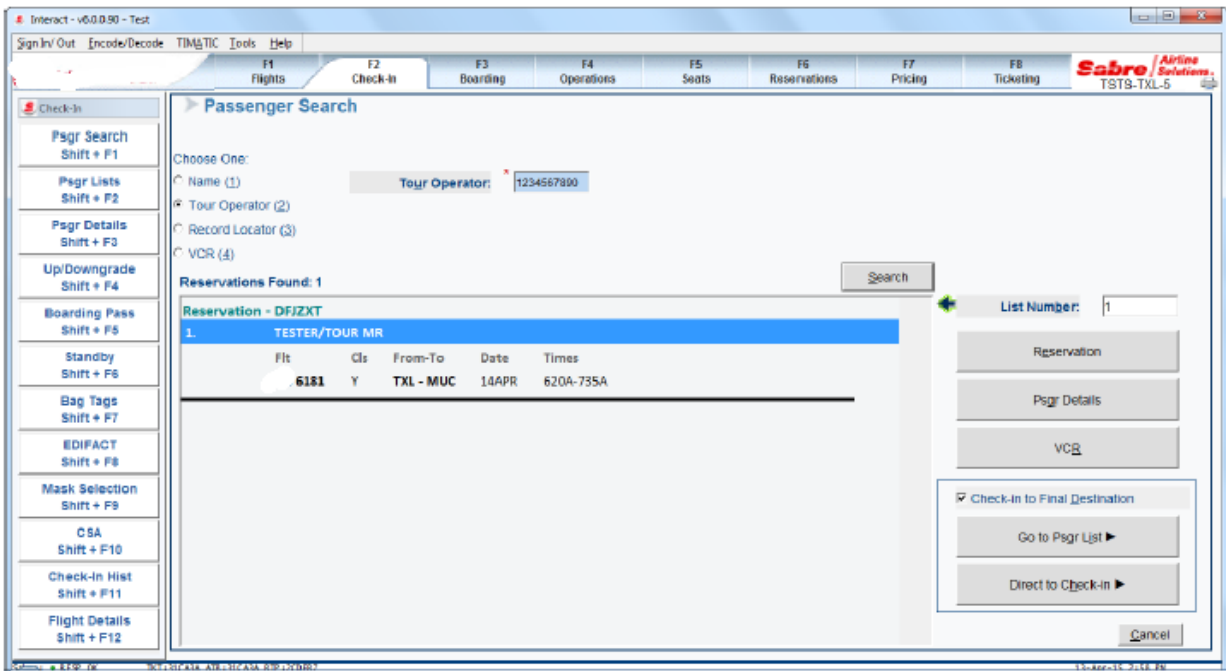
The passenger was successfully short checked to his connecting city.

3.2.2 Search by Tour Operator

You can do a Passenger Search using the Tour Operator number if known.

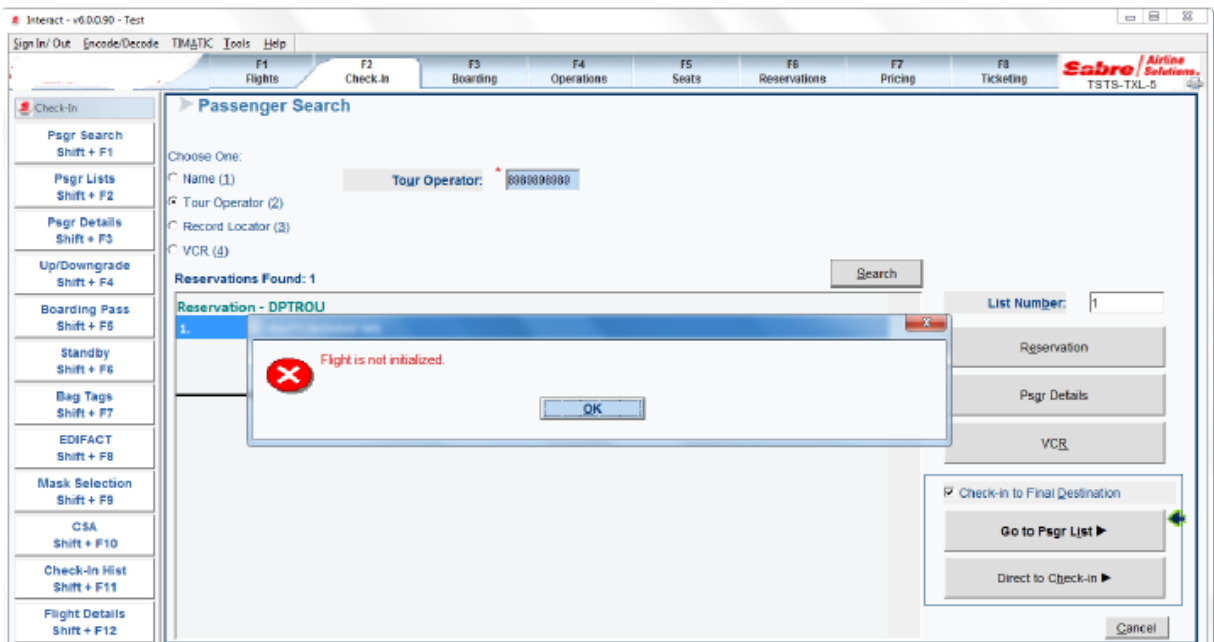


1. Click on the radio button to the left of Tour Operator.
2. Add the **Tour Operator Number** in the window provided.
3. Select **Search**.



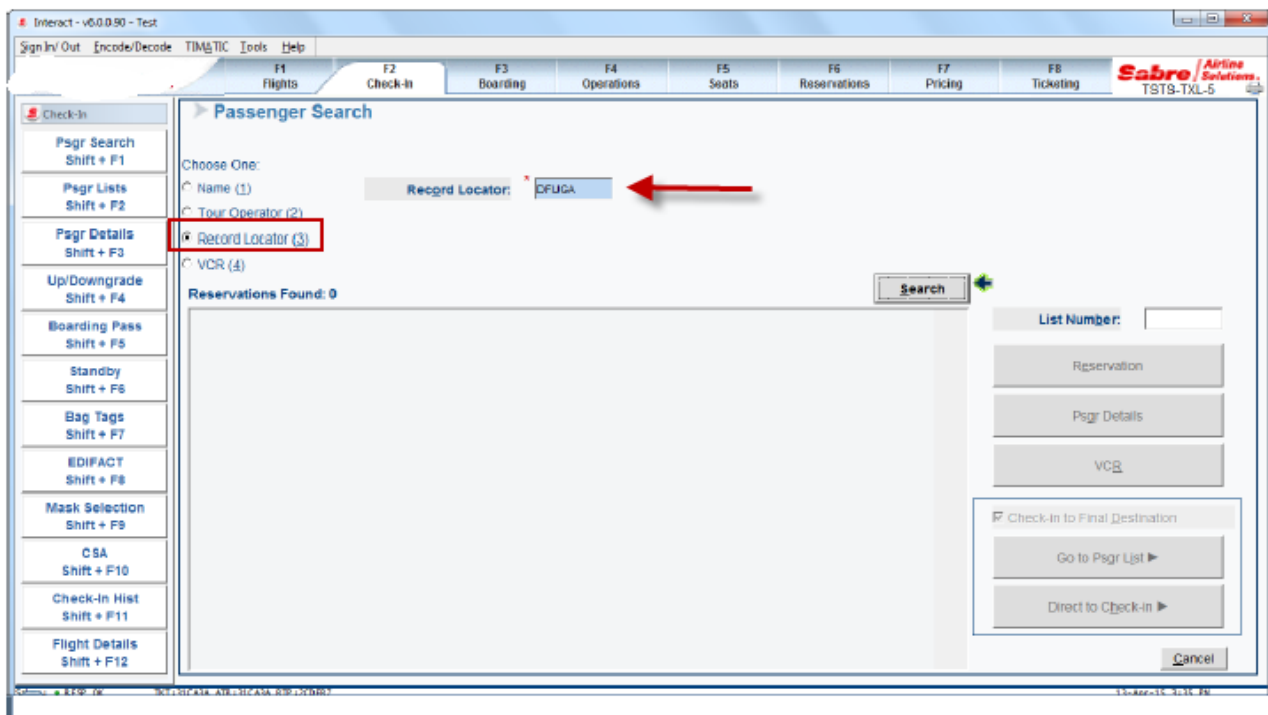
The result will be a list of passenger booked by that specific Tour Operator. You can now view their reservation, passenger details, VCR, display the passenger list or Check-in if they are within the check-in period.

If the passengers itinerary is for a future date, an error will occur when attempting to utilize those areas that are time restrictive, such as Check-in or displaying Passenger Details and Lists.

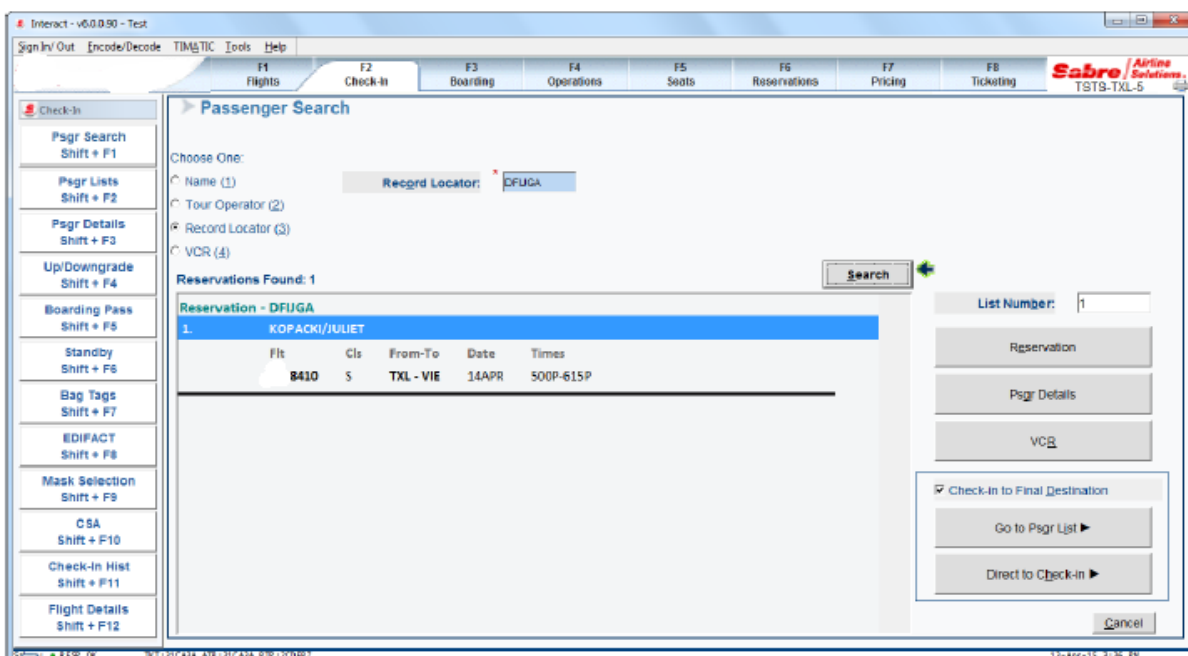


3.2.3 Search by Record Locator

You can also do a Passenger Search using the passengers Record Locator.



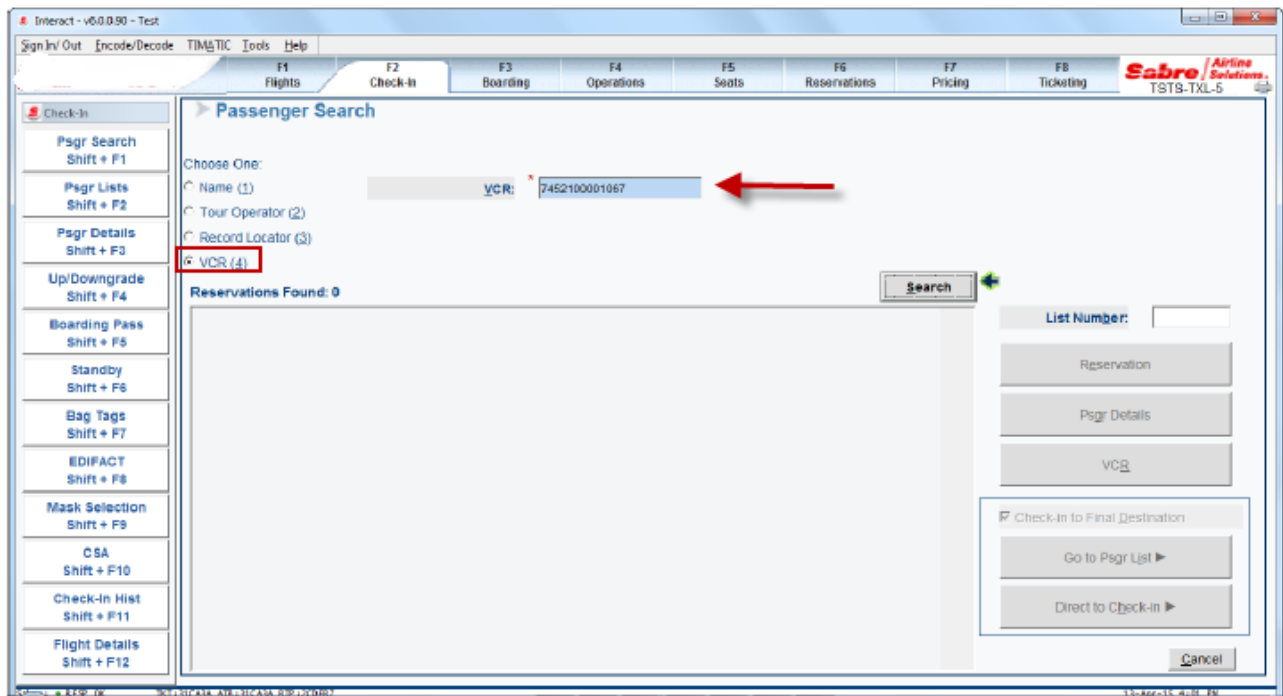
1. Click the radio button for **Record Locator**.
2. Add the **record locator** in the space provided.
3. Select **Search**.



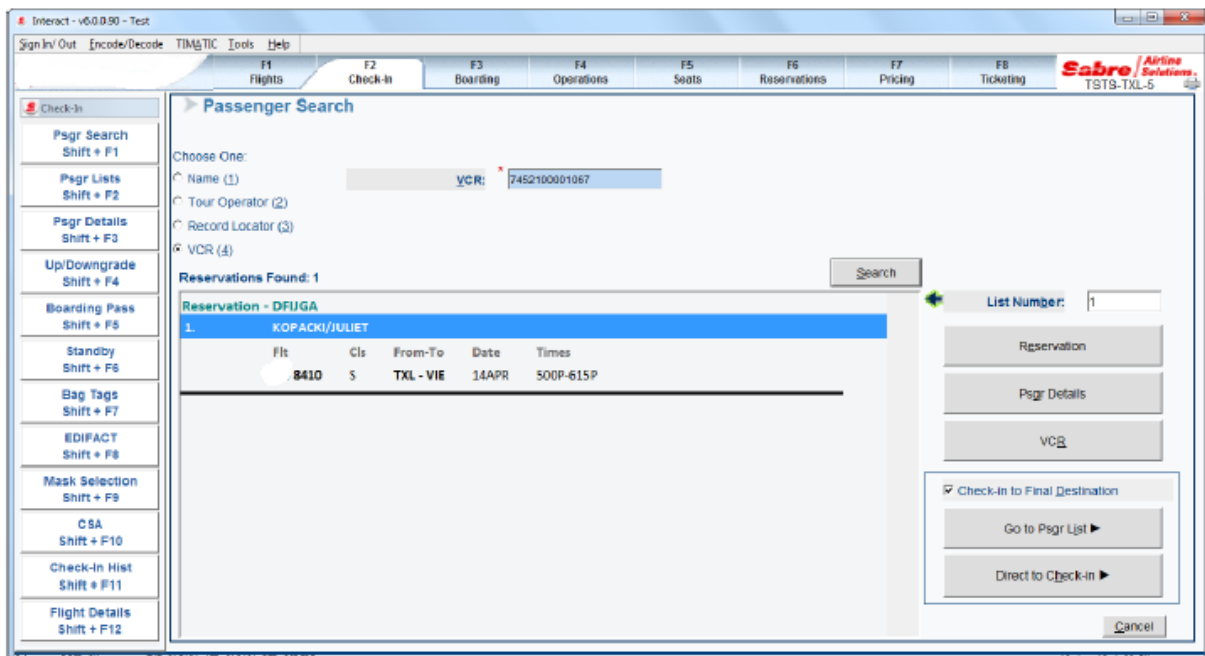
If a PNR exists for that Record Locator the passenger name(s) will appear.

3.2.4 Search by VCR Number

You may also do a Passenger Search using the passenger's VCR number.



1. Click the radio button next to **VCR**
2. Add the **VCR number** in the appropriate box.
3. Select **Search**.



If Sabre finds a match, the Psgr Search will provide the passenger information.

4

Psgr Lists (Shift+F2)

The preferred method to check-in is to display the Passenger List and check-in from that display. We recommend the display of the passenger list because the list gives you an overview of all edits that apply to the passenger you want to check-in.

The same Passenger Lists label can be found under the tab **F1- Flights**.

1. Select **Psgr Lists** with **Shift + F2**.



2. The Display Passenger List window displays.

This page allows you to display passengers by their last names – a maximum of three last names in one entry – or use any combination of criteria to choose the list type you wish to display.

Note You may choose to move around in the page with your mouse (point and click), or use the keyboard and the mnemonic that takes you to that action by depressing ALT + the specific mnemonic. Example: **Alt+S** takes you directly to the section **Class**—where the letter S is underlined, indicating the mnemonic.

Caution Mnemonics may change as Interact evolves with new commands. Please always look at the screen and use the mnemonic that you see on any particular page of the Interact version being used at your station.

4.1 Display Passenger List by Flight Information

The flight information pre-populates with the flight number, the departure date and the departure city.

- Leaving out the information under To, the seat map will default to Origin to Destination and the passenger list will display all passengers.
- For a multi-destination flight
 - Leaving out the To information will default to a seat map from origin to final destination with a passenger list of passengers to both arrival cities. In this example, the intermediate arrival city is DEN and the final destination is LAX.

Passenger List
F9 406 DEPARTING FROM IND ON 10APR AT 415P

Line(s):

Enter line nbrs and/or range of line nbrs separated by commas.
For example, 1, 3, 5-10. Or click on your selections.

All Passengers: Count=Y-10

Nbr	Last	First	Cnp	To	C	Seat	BI	Bgs	Edits	PT	Sq
1	BROWN	CHARL	AD2	DEN	Y	2A	*	0	TKT	F	7
2	LUCY	GIRL	AD2	DEN	Y	2B	*	0	TKT	F	8
3	TEST	LADY		DEN	Y	3A	*	NB	TKT	F	10
4	MAI	S		DEN	Y	3C	*	NB	TKT	F	9
5	BOWEN	DENS	AE2	LAX	D	12A	*	0	ET ETI	F	4
6	BOWEN	BRAD	AE2	LAX	D	12B	*	0	ET ETI	F	5
7	HOLLYWOOD	DWA		LAX	D	12C	*	NB	ET ETI	F	6
8	ALPHA	A	AF3	LAX	D	23A	*	0	ET ETI	F	1
9	BETA	B	AF3	LAX	D	23B	*	0	ET ETI	F	2
10	CHARUE	D	AF3	LAX	D	23C	*	0	ET ETI	F	3

Buttons:

- Fill in From departure to Final destination and the seat map will refresh and show that segment with a passenger list of passengers booked to the final destination (LAX).

Passenger List
F9 406 DEPARTING FROM DEN ON 10APR AT 550P

Line(s):

Enter line nbrs and/or range of line nbrs separated by commas.
For example, 1, 3, 5-10. Or click on your selections.

All Passengers: Count=Y-6

Nbr	Last	First	Grp	To	C	Seat	Bl	Bgs	Edits	PT	Sq
1W	BOWEN	DENIS	AE2	LAX	D	12A	*	0	ET ETI	F	4
2W	BOWEN	BRAD	AE2	LAX	D	12B	*	0	ET ETI	F	5
3W	HOLLYWOOD	DIVA		LAX	D	12C	*	NB	ET ETI	F	6
4W	ALPHA	A	AF3	LAX	D	23A	*	0	ET ETI	F	1
5W	BETA	B	AF3	LAX	D	23B	*	0	ET ETI	F	2
6W	CHARLIE	D	AF3	LAX	D	23C	*	0	ET ETI	F	3

Reservation

- Fill in From Intermediate city (DEN) to Final destination (LAX) and the seat map refreshes to show that specific segment with a passenger list of passengers booked from origin to final destination as well as from intermediate city to final destination.

Passenger List
F9 406 DEPARTING FROM DEN ON 10APR AT 550P

Line(s):

Enter line nbrs and/or range of line nbrs separated by commas.
For example, 1, 3, 5-10. Or click on your selections.

All Passengers: Count=Y-9

Nbr	Last	First	Grp	To	C	Seat	Bl	Bgs	Edits	PT	Sq
1	MARTIN	SUSAN	AG2	LAX	Y			0		F	
2	MARTIN	CRAIG	AG2	LAX	Y			0		F	
3	SMITH	JOHN		LAX	Y			0		F	
4W	BOWEN	DENIS	AE2	LAX	D	12A	*	0	ET ETI	F	4
5W	BOWEN	BRAD	AE2	LAX	D	12B	*	0	ET ETI	F	5
6W	HOLLYWOOD	DIVA		LAX	D	12C	*	NB	ET ETI	F	6
7W	ALPHA	A	AF3	LAX	D	23A	*	0	ET ETI	F	1
8W	BETA	B	AF3	LAX	D	23B	*	0	ET ETI	F	2
9W	CHARLIE	D	AF3	LAX	D	23C	*	0	ET ETI	F	3

Reservation

4.2 Display List by Passenger Name

You can select to display passengers by last name, up to three names in one request. The names can be the first three characters – example: MOR for MORTIMER.

Display Passenger Lists

Flight: JV 384 Date: 29 April From: YQT To: Class:

By Last Name(s): BOW REV APP

or

By List Type:

- All Passengers
- Priority List (PALL)
- Without Boarding Pass (XBP)
- Not at Airport, With Boarding Pass (XAA/BP)
- With Bag Tags and Not Onboard (BTX/ON)
- At Airport and Not Onboard (AA/ON)
- With Outbound Connections (OB)
- With Inbound Connections (IB)
- Confirmed Revenue (RV)
- With Seat or Boarding Pass but Not Onboard (EX LIST)
- With Bag Tag(s)

Not Applicable Not Applicable

and having all of the selected options (AND)
 having at least 1 of the selected options (OR)

Print List

OK Previous List Reservations Info Lists Cancel

Example response:

Passenger List

JV 384 DEPARTING FROM YQT ON 29APR AT 1630

Line(s): Check-in Passenger Details Name Not on List Group Check-in

Bag Tags Board Pass Offload Chg Seat

Sort By: Freq Flyer Travel Docs

Similar Name List: Count=Y-10, Y-10

Sr	Last Name	First Name	Op	Tx	C	Seat	Stg	Edg	F	S
1	APPLE	JOHN		YAM		OPN	0	M TKT	F	3
2	BOWEN	BRAD MR	AB3	YAM		OPN	0	M TKT	F	
3	BOWEN	DENISE MRS	AB3	YAM		OPN	0	F TKT	F	
4	BOWEN	MOLLY CHD	AB3	YAM		OPN	0	TKT	F	
5	REVENUE	PHILIP		YAM		OPN	0	TKT	F	

4.3 Display by List Type and Edits

There are multiple list types as presented below, and in addition to them, you can select any number of edits to further refine the display you wish to see.

You can move around on the page either by using the mouse, or by using keyboard combinations – every option has one letter or number underlined.

Example: **Alt+W** takes you directly to the option of List of passengers with Outbound connections.

Display Passenger Lists

Flight: * EY 406 Date: 10 April From: IND To: Class:

By Last Name(s):

or

By List Type:

- All Passengers (Q)
- Priority List (PALL)
- Without Boarding Pass (XBP)
- With Boarding Pass (BP)
- Not at Airport, With Boarding Pass (XAA/BP)
- With Bag Tags and Not Onboard (BT/XON)
- At Airport and Not Onboard (AA/XON)
- With Outbound Connections (OB)
- With Inbound Connections (IB)
- Confirmed Revenue (RV)
- With Seat or Boarding Pass but Not Onboard (BX LIST)
- With Bag Tag(s) (Z)

AA-PASSENGERS AT AIRPORT	XAA-NOT AT AIRPORT
AC-ADD COLLECT	XAC-WITHOUT ADD COLLECT
AE-ANCILLARIES	XAPP-ADVANCE PASSENGER PROCESSING
APP-ADVANCE PASSENGER PROCESSING	XARM-NO WEAPON CHECKED OUTSIDE THE B...

and having all of the selected options (AND)
 having at least 1 of the selected options (OR)

Edits:

Sort By (J):

Print / Email List Passport Validation (Z)

OK Previous List Reservations Info Lists (K) Cancel

The edits appear in two columns.

Display Passenger Lists

Flight: * EY 406 Date: 10 April From: IND To: Class:

By Last Name(s):

or

By List Type:

- All Passengers (Q)
- Priority List (PALL)
- Without Boarding Pass (XBP)
- With Boarding Pass (BP)
- Not at Airport, With Boarding Pass (XAA/BP)
- With Bag Tags and Not Onboard (BT/XON)
- At Airport and Not Onboard (AA/XON)
- With Outbound Connections (OB)
- With Inbound Connections (IB)
- Confirmed Revenue (RV)
- With Seat or Boarding Pass but Not Onboard (BX LIST)
- With Bag Tag(s) (Z)

AA-PASSENGERS AT AIRPORT	XAA-NOT AT AIRPORT
AC-ADD COLLECT	XAC-WITHOUT ADD COLLECT
AE-ANCILLARIES	XAPP-ADVANCE PASSENGER PROCESSING
APP-ADVANCE PASSENGER PROCESSING	XARM-NO WEAPON CHECKED OUTSIDE THE B...

and having all of the selected options (AND)
 having at least 1 of the selected options (OR)

Edits:

Sort By (J):

Print / Email List Passport Validation (Z)

OK Previous List Reservations Info Lists (K) Cancel

The first drop-down menu on the left with options is detailed below, also called **Inclusive Edits**.

The second drop-down menu on the right negates the edit on the left. These edits are also called **Exclusive Edits**.

The example below displays a list of passenger *with boarding pass but Not at airport* yet.

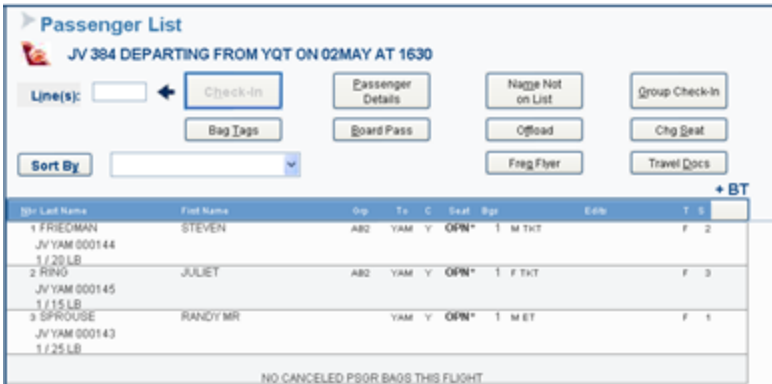
AVH-ANIMAL IN HOLD	XAA-NOT AT AIRPORT
BCS-Blocked Space Codeshare	XAC-WITHOUT ADD COLLECT
BERV-BEREAVEMENT TRAVEL	XAPP-ADVANCE PASSENGER PROCESSING
BP-WITH BOARDING PASS	XARM-NO WEAPON CHECKED OUTSIDE THE B...

and having all of the selected options (AND)
 having at least 1 of the selected options (OR)

Edits: BPXAA

Sort By (J): Name Only show selected on seatmap (4)

Note The **BT – BAG Tag** option displays/prints the weight of the bag with the tag number on the passenger list. Example:

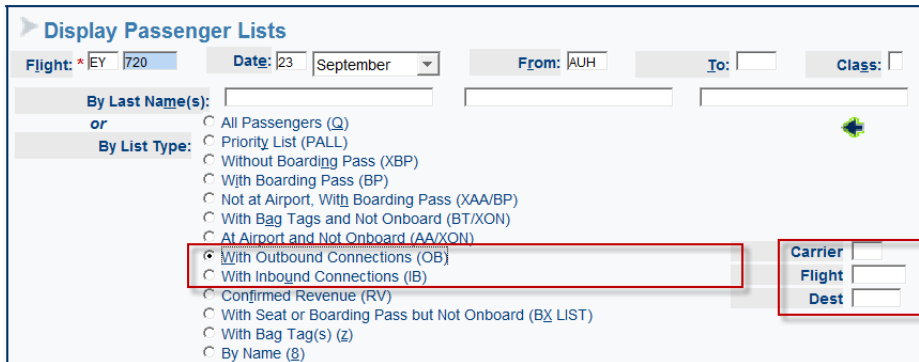


There is the option to request display of the total bag weight by destination city, up to a maximum of six downline cities. Contact *Customer Care* for activation of this additional option.

4.3.1 Edit Inbound and Outbound

Starting with Interact version 5.7, you may elect to request activation for Inbound and Outbound filtering when you display passengers with the edits "With Inbound Connections" and "With Outbound Connections". Please contact *Customer Care* and request activation of "IB/OB Filter."

Example of the display upon activation of the functionality:



4.4 Only Show Selected On Seatmap

The option “Only show selected on seatmap” displays once you have requested a list, using edits to refine it. In the following example, we want to display a passenger list with the edit CHD, or Child. If we select the option “Only show selected on seat map”, the system will display the seatmap with only the passengers who correspond to your search, in this case the Child.

Display Passenger Lists

Flight: 188 Date: 05 November From: YVR To: Class:

By Last Name(s):
or
By List Type:

AA-PASSENGERS AT AIRPORT
AC-ADD COLLECT
ALRG-ALLERGIC GUEST
APP-ADVANCE PASSENGER PROCESSING
ARMD-TRAVELING WITH WEAPON OUTSIDE
ATTD-PERSONAL ATTENDANT
AVIH-ANIMAL IN HOLD
BERV-BEREAVEMENT TRAVEL
BP-WITH BOARDING PASS
BT-BAG TAGS ISSUED
CARS-INF IN RESTRAINT SYSTEM
CF-CHANGE FEE
CHD-CHILD
CHD-CHILD
CM-COMMENTS

XAA-NOT AT AIRPORT
XAC-WITHOUT ADD COLLECT
XALRG-NOT ALLERGIC GUEST
XAPP-ADVANCE PASSENGER PROCESSI...
XARMD-NO WEAPON CHECKED OUTSIDE

and having all of the selected options (AND)
 having at least 1 of the selected options (OR)

Edits: CHD


Sort By:

Only show selected on seatmap

Print List

OK Previous List Reservations Info Lists Cancel

Example response of the seatmap as requested :

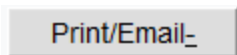
Y		A	B	C	D	E	F	
1		-	-	-	-	-	-	1
2		-	-	-	-	-	-	2
3		-	-	-	-	-	-	3
4		-	-	-	-	-	-	4
5		-	-	-	-	-	-	5
6		-	-	-	-	-	-	6
7		-	-		-	-	-	7
8		-	-	-	-	-	-	8
9		-	-	-	-	-	-	9
10		-	-	-	-	-	-	10
11		-	-	-	-	-	-	11
12		-	-	-	-	-	-	12
13		-	-	-	-	-	-	13
14		-	-	-	-	-	-	14
15		-	-	-	-	-	-	15
16		-	-	-	-	-	-	16
17		-	-	-	-	-	-	17
18		-	-	-	-	-	-	18
19		-	-	-	-	-	-	19
20		-	-	-	-	-	-	20
21		-	-	-	-	-	-	21
22		-	-	-	-	-	-	22
23		-	-	-	-	-	-	23
24		-	-	-	-	-	-	24



All seats are grayed out, except for the CHD with the icon

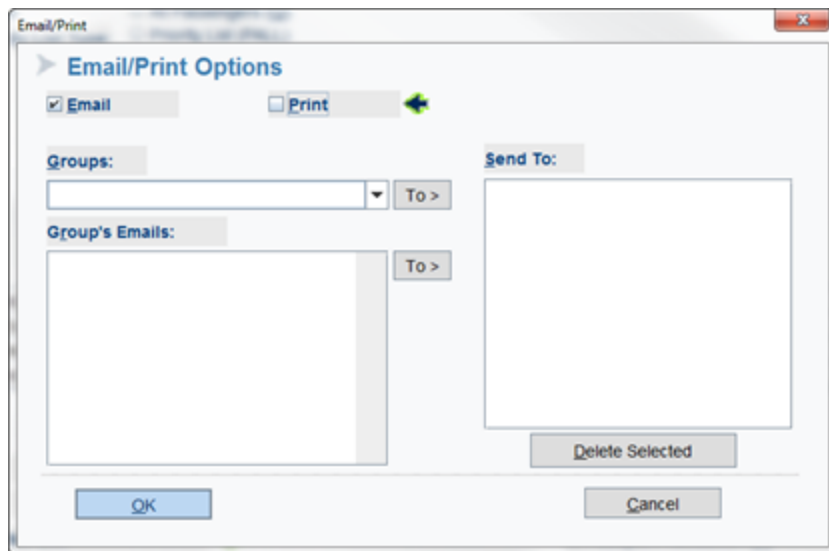
4.5 Print / Email Passenger Lists

Check the box **Print / Email List** if you wish to either print the selected list to a hardcopy printer, or send the list as an email.



In this example, you want to print / or email a list of all passengers with outbound connections.

The window **Email/Print Options** displays and lets you select the addresses you need. The e-mail addresses should pre-populate under group's emails.



Note From the display of the passenger list, you will also have the option to print or email.

4.6 Display List for Duplicate Passport Information

Passport validation is an option on the Display Passenger Lists screen that allows you to display a list of passengers who may have duplicate passport information.

You must request the Passport Validation option through *Customer Care*.

1. From the Display Passenger Lists window, select **Passport Validation (Alt+7)**

The screenshot shows the 'Display Passenger Lists' window. At the top, there are fields for Flight (EY 1), Date (23 October), From (AUH), To, and Class. Below these are search criteria sections: 'By Last Name(s):' and 'By List Type:'. The 'By List Type' section includes several radio button options, with 'All Passengers (Q)' selected. Below the radio buttons are two scrollable lists of filter codes. At the bottom, there are checkboxes for 'and' (selected) and 'or', an 'Edits' field, a 'Sort By (J):' dropdown, and a 'Print / Email List' checkbox. A red box highlights the 'Passport Validation (Z)' checkbox, which is checked. At the very bottom are buttons for 'OK', 'Previous List', 'Reservations Info Lists (I)', and 'Cancel'.

2. If there are passengers with dupe passports, you will see the list.

The screenshot shows the 'Passenger List' window for flight EY 1. It includes a header with flight details and a toolbar with buttons like 'Check-in', 'Passenger Details', 'Name Not on List', 'Group Check-in', 'Bag Tags', 'Board Pass', 'Offload', 'Chg Seat', 'Frag Flyer', and 'Travel Docs'. Below the toolbar is a table of passengers. A red box highlights the text 'DUPE PASSPORTS: Count=2' above the table. The table has columns for Line, Last Name, First Name, Op, To, Seat, Age, and Edit. Two passengers are listed: '2 TESTEST ANITE MR' and '3 TESTETS BNITE MR'. At the bottom are buttons for 'Reservation', 'Add/Rm Edits', 'YCR', 'New List', 'Print/Email', and 'Cancel'.

Line	Last Name	First Name	Op	To	Seat	Age	Edit
2	TESTEST	ANITE MR	AC2	FRA	15A*	NB	M IS TKT TIM APP
3	TESTETS	BNITE MR	AC2	FRA	0		M IS TIM APP

3. Select one passenger – the system asks you if you wish to add a DO NOT BOARD comment to that passenger. The Do NOT BOARD comment helps the boarding staff at the gate to identify the passenger and take necessary steps.

Passenger List
EY 1 DEP FROM AUH ON 23OCT AT 215

Line(s): 3 or Rloc:

Sort By:

DUPE PASSPORTS: Count=2

Ln#	Last Name	First Name	Op	To	Seat	Rge	Flags	Scale	T	S
2	TESTEST	BNITE MR	AC2	FRA	15A*	NB	M IS TKT TIM APP		F	2
3	TESTETS	BNITE MR	AC2	FRA		NB	M IS TIM APP		F	3

Would you like to add a DO NOT BOARD comment to passenger(s)?

Upon selecting Yes, the system updates the passenger detail:

Update Passenger Detail: Display

```

TESTETS BNITE H IB ON DOCV DOCS TIM APP
1. GATE DO NOT BOARD CHK FOR PSPT DUPES
*UPDATE COMPLETE*
  
```

The Passenger Details page for the selected passenger records the comment:

Passenger Detail for TESTETS BNITE MR Bagtags: 0

Frequent Traveler Information Add FQTV
Number: Carrier:

Primary Contact Modify
Name: Country: Relation:
Phone: Passenger Contact Refusal

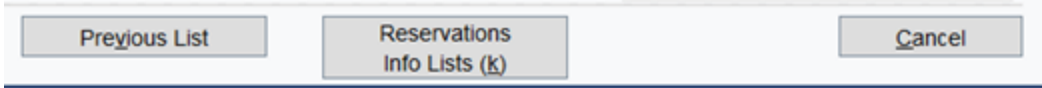
Passenger Comments Add Comment
Comment:

Other Information

DOCS	PIJ555666777AJS01JAN1970M01JAN2020TESTETSBNITE
Comment	GATE DO NOT BOARD CHK FOR PSPT DUPES
APP	AE8503B-NBOARD F DOCS OK
APP	AE8505C-NCANCELLED
APP	AE8503B-NBOARD F DOCS OK
APP	AE8505C-NCANCELLED
APP	AE8503B-NBOARD F DOCS OK
APP	AE8505C-NCANCELLED
Seq	003

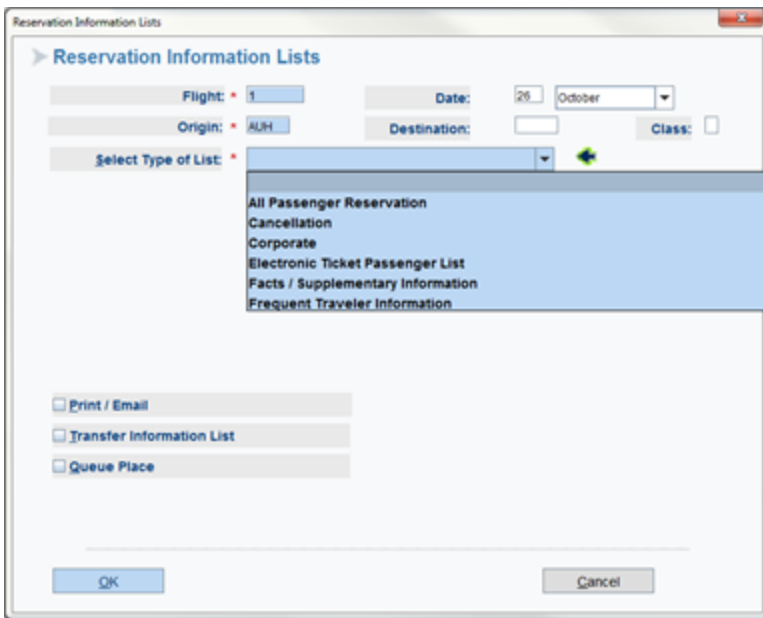
4.7 Display Passenger Lists Buttons

At the bottom of the Display Passenger Lists screen, there are three buttons.



Button	Mnemonic	Description
Previous List	Alt+V	Takes you to the last passenger list display you had requested.
Reservations Info Lists (k)	Alt+K	See more information below
Cancel	Alt+C	Cancel out of the display

4.8 Reservations Info Lists:



As the name suggests, the button Reservations Info Lists lets you look for selective reservation lists of the specific flight. The drop down for Type of List is an alphabetical list starting with All Passenger Reservation and ending with Waitlist Name(s).

The types of reservation lists that you probably use most are: large party, outbound, inbound, special meals, Cancellations, VCR Index list with VOID status, etc.

You can **Print/Email** the selected list.

You can send the list to a pre-determined **queue** of your office.

The **Transfer Information List** gives you a list of all passengers who have been transferred to another flight, using Revenue Rebook functionality. See the lesson Revenue Rebook for details.

4.9 Passenger List Display


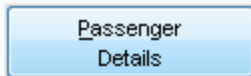
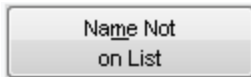
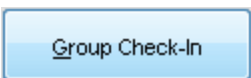
Once you have entered all filter criteria for the passenger list and you select **OK**, the Passenger List displays:



Each button at the top and bottom of the passenger list indicates a display option or an action you may take for the selected passenger. Type the line number of the passenger in the box Line(s), or select the passenger from the list. To activate the options for the selected passenger, either click on the button or use the keyboard combination of Alt + the underlined letter in the button. For example, to access Check-in, select Alt + H.

4.10 Passenger List - The Header Buttons

When you display the Passenger List, the header has ten buttons that represent different actions:

Button	Description
Check-in (Alt + H)	
Passenger Details (Alt + P)	
Name Not on List (Alt + M) Note You can have <i>Customer Care</i> inhibit this functionality. Once it is inhibited, you will get the error response "Function not allowed" when you click on the button.	
Group Check-in (Alt + G)	

Bag Tags (Alt + T)	<input type="button" value="Bag Tags"/>
Boarding Pass (Alt + B)	<input type="button" value="Board Pass"/>
Offload (Alt + F)	<input type="button" value="Offload"/>
Change Seat (Alt + S)	<input type="button" value="Chg Seat"/>
Frequent Flyer (Alt + Q)	<input type="button" value="Freg Flyer"/>
Travel documents (Alt + D)	<input type="button" value="Travel Docs"/>

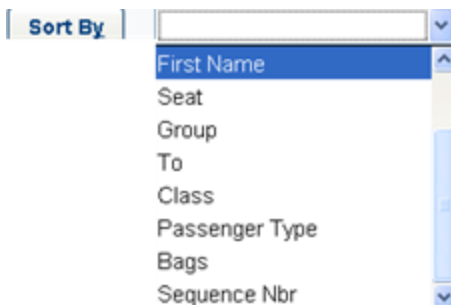
The column headers of the Passenger List are:

Nbr	Last Name	First Name	Grp	To	C	Seat	Bgs	Edits	T	S
1	PHAM	MAI MRS		YXL	Y	OPN*	NB F TKT		F	1
2	LEWIS	KARL		YXL	Y	OPN*	3 M TKT		F	2

Column Header	Definition
Nbr	Number assigned to the passenger on the list
Last Name	Passenger's last name A ‡ in front of the last name indicates a Thru (through) passenger.
First Name	Passenger's first name
Grp	Group code assigned to each group check-in
To	Destination city
C	Booking / Inventory Class
Seat	Seat number assigned
BI	Boarding pass indicator <ul style="list-style-type: none"> * (asterisk) means Boarding pass has been issued - (hyphen) means BP has been issued and passenger has boarded
Bgs	Number of bags checked-in NB means No Bag
Edits	Any applicable edits for the passenger The gender edit will always be the first edit in this column.

PT	Passenger type <ul style="list-style-type: none"> • F means Full fare • S means Standby • P means Positive Space passenger • E means Employee or Non Revenue passenger
Sq	Sequence number of check-in (used by some carriers to identify who checked-in first, in the event of involuntary bumping of passengers, etc.) <ul style="list-style-type: none"> • The sequence number is assigned at check-in time • It displays in the check-in response • It remains with the passenger even after a seat change • All passenger lists include the sequence number

The column headers coincide with the options which you can select to sort the display of the passenger list:



Above the columns is the indicator for passenger counts.

All Passengers: Count=Y-4										
Nbr	Last Name	First Name	Orig	To	C	Seat	Bgr	Edits	T	S
1	TEST	EXTRASEAT MR	AB2	YVR	G	2E*	NB	M ET ES ETI	F	3
2	TEST	EXST	AB2	YVR	G	2F*	NB	Z ET ETI	F	4
3	RETIREE	TEST MR	YVR	E		9A-	NB	M ET ETI	E	1
4	BERV	TEST MR	YVR	G		9A*	0	M ET PRCH ETI BERV	F	2

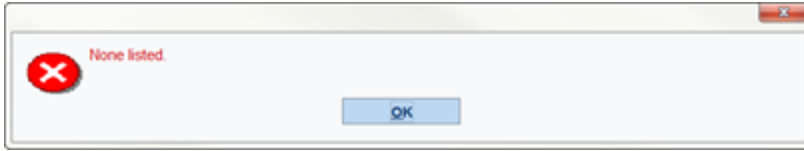
BX List										
Nbr	Last Name	First Name	Orig	To	C	Seat	Bgr	Edits	T	S
1	TEST	EXTRA	AB2	YVR		2E*	NB		F	3
2	TEST	EXST	AB2	YVR		2F*	NB		F	4
3	BERV	TEST	YVR			9A*	0		F	2

The count is the total number of passengers for the type of passenger list you have selected to display. The types of list are:

- or
- By List Type:**
- All Passengers (Q)
 - Priority List (PALL)
 - Without Boarding Pass (XBP)
 - With Boarding Pass (BP)
 - Not at Airport, With Boarding Pass (XAA/BP)
 - With Bag Tags and Not Onboard (BT/XON)
 - At Airport and Not Onboard (AA/XON)
 - With Outbound Connections (OB)
 - With Inbound Connections (IB)
 - Confirmed Revenue (RV)
 - With Seat or Boarding Pass but Not Onboard (BX LIST)
 - With Bag Tag(s) (Z)

In the above examples, the first display shows the count for All passengers, and the second display shows the count for passengers with seats or boarding pass but not onboard (BX List).

If you have selected a list type for which there is no passenger, the system returns an error



4.10.1 Check-in from Passenger List

1. Select line numbers from the displayed passenger list.
2. Select Check-in or Alt + H



3. Add the required data about the baggage and gender (if applicable) to the Additional Options window.
4. Press **Enter**.

Note The ability to perform check-in from the passenger list requires activation. Contact *Customer Care* for more information.

4.10.2 Baggage Options at Checkin

Each carrier can determine the needs of their baggage options. You will need to contact *Customer Care* to request activation for the option you want.

The baggage options are:

4.10.2.1 Pieces only - no weight

Example:

Additional Options

Additional Options

Nbr of Bags: 1-PARKS, NIK MR | 1

Seat: | Gender: * MALE | Priority Code: | Upgrade: |

Need Special Bag Tags Damaged, Vol. Separation, Pets, Selectee, etc.

OK Cancel

4.10.2.2 Pieces and total weight

Example

Additional Options

Additional Options

Nbr of Bags: 25-GHTXOUESGHXEE, YMBJQWPEIY L MIS | 1 | Weight: * 15

Seat: | Gender: * FEMALE | Priority Code: | Upgrade: | Seniority Date: |

Need Special Bag Tags Damaged, Vol. Separation, Pets, Selectee, etc.

OK Cancel

Check-In Successful

Flights:
EY 12 on 21AUG2014 leaving from LHR gate 2 at 0915

Passenger Details:
25 GHTXOUESGH GHTXOUESGHXEE YMBJQ V Seat **44K** to AUH
Boarding Pass Issued
Edits: TIM ET DOCV DOCS DOCA ETI APP
Bags: 1 Tag(s) Printed

Bag tags: 071506
15 KG

Checked By: LHR5MPH
PREMIUM CUSTOMER -- USE PREMIUM BAG TAG

Passenger Detail for GHTXOUESGHXEE YMBJQWPEIY L MISS **Bagtags: 1**

Seat(s): 44K

Frequent Traveler Information Add FQTV

Number: Carrier:

Primary Contact Add PC

Name: Country: Relation:

Phone: Passenger Contact Refusal

Passenger Comments Add Comment

Comment:

Other Information

Bag Tags	EY AUH 071506
Bag Tags	1 / 15 KG
TIM	OVERRIDE
DOCS	P/GB/5556789/GB/02JAN2008/F/02JAN2020/GHTXOUESGHXEE/YMBJQWPEIY/LWOHTCNA...
DOCA	R/GB/PICCADILLY 123/LONDON//8BR 2R1
ET	6072123085082 C03 21AUG V LHRAUH CKIN
APP	AE/8503/B-N/BOARD IF DOCS OK
Seq	003
Status	Checked-In

4.10.2.3 Pieces and individual weight for each piece

Example:

Additional Options

Additional Options

	Nbr of Bags	Weight	Seat	Gender:	Priority Code	Seniority Date
5-WTWETWE, TWTWT MS	2	*				

Need Special Bag Tags

OK

Check-In Bags

Individual Bag Weight

5-WTWETWE, TWTWT MS

Wgt

Bag 1: 10

Bag 2: 12

Total=22

OK Special BTs Cancel

Additional Options

Additional Options

	Nbr of Bags	Weight	Seat	Gender:	Priority Code	Seniority Date
5-WTWETWE, TWTWT MS	2	* 0,1.12		* FEMALE		

Need Special Bag Tags

Damaged, Vol. Separation, Pets, Selectee, etc.

OK Cancel

Check-In Successful

Flights:

VA 894 on 20AUG2014 leaving from SYD gate GATE at 2100

Passenger Details:

5 WTWETWE TWTWT T Seat **19A** to MEL

Boarding Pass Issued

Edits: F IB ET ETI

Bags: 2 Tag(s) Printed

****ZONE - 3****

Bag tags: 307193,94

22 KG

Checked By: SYD5MPH

Passenger Detail for **WTWETWE TWTWT MS** Bagtags: 2

Seat(s): 19A

Frequent Traveler Information Add FQTV

Number: Carrier:

Primary Contact Add PC

Name: Country: Relation:
 Phone: Passenger Contact Refusal

Passenger Comments Add Comment

Comment:

Other Information

SEGMENT	2 VA 894 T 20AUG SYD MEL 19A * F 2 F IB ET ETI
SEGMENT	3 VA 303 T 23AUG MEL BNE 0
SEGMENT	4 VA 175 T 23AUG BNE NAN 0
Bag Tags	VA MEL 307193.10,94.12
Bag Tags	2 / 22 KG
ET	7952113561504 C02 20AUG T SYDMEL CKIN
Seq	002 , *** , ***
Status	Checked-In

Note The individual bag weight can also be printed on the bag tag. There is a fee for the functionality, as well as an activation. Please contact your Account Director if you are interested..

4.10.2.4 Checked-in pieces and carry-on weight

Example:

Additional Options

Additional Options

	Nbr of Bags	Weight	Carry On Weight	Seat	Gender:	Priority Code	Upgrade
1-QUINTANA, MICHELLE	1	* 1.10	* 3		* FEMALE		

Need Special Bag Tags Damaged, Vol. Separation, Pets, Selectee, etc.

Check-In Successful

Flights:
PR 2853 on 20AUG2014 leaving from MNL gate TBA at 1100

Passenger Details:
1 QUINTANA MICHE Y Seat **5A** to CEB
Boarding Pass Issued
Edits: F ET ETI
Bags: 1 Tag(s) Printed

****ZONE - 5****
Bag tags: 410243
10 KG
Checked By: MNL5MPH

Passenger Detail for QUINTANA MICHELLE Bagtags: 1

Seat(s): **5A**

Frequent Traveler Information Add FQTV

Number: Carrier:

Primary Contact Add PC

Name: Country: Relation:

Phone: Passenger Contact Refusal

Passenger Comments Add Comment

Comment:

Other Information

SEGMENT	1 PR 2853 Y 20AUG MNL CEB 5A * F 1 F ET ETI
Bag Tags	PR CEB 410243
Bag Tags	1 / 10 KG
Carry on Weight	3 KG
ET	0792160469168 C01 20AUG Y MNLCEB CKIN
Cancelled Bag Tag	PR CEB 410238,39,40,41,42
Seq	003
Status	Checked-In

4.11 Passenger Details

You can access the Passenger Details page when you select the button Passenger Details from the Passenger List display.

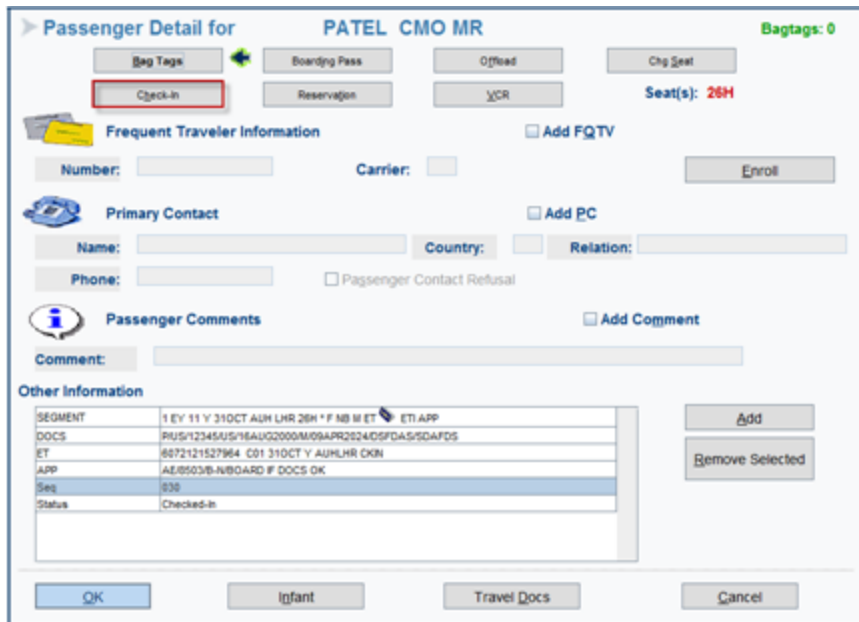
The Passenger Detail page gives you an overview of the data specific to a specific passenger. In addition to offering all the options available from the passenger list display such as Check-in, add a bag tag, re-issue a

boarding pass, offload, change a seat, display the reservation and the VCR, you have a summary of what the passenger has booked, the itinerary, and all the travel documents entered in the system for this particular passenger.

1. Highlight the passenger from the Passenger List
2. Select **Passenger Details (Alt+P)**



3. Select **OK**
4. The Passenger Detail page for this passenger displays.



We will talk about the Passenger Detail page in more details under the next navigation label **Psgr Details Shift+F3**.

4.12 Name Not on List

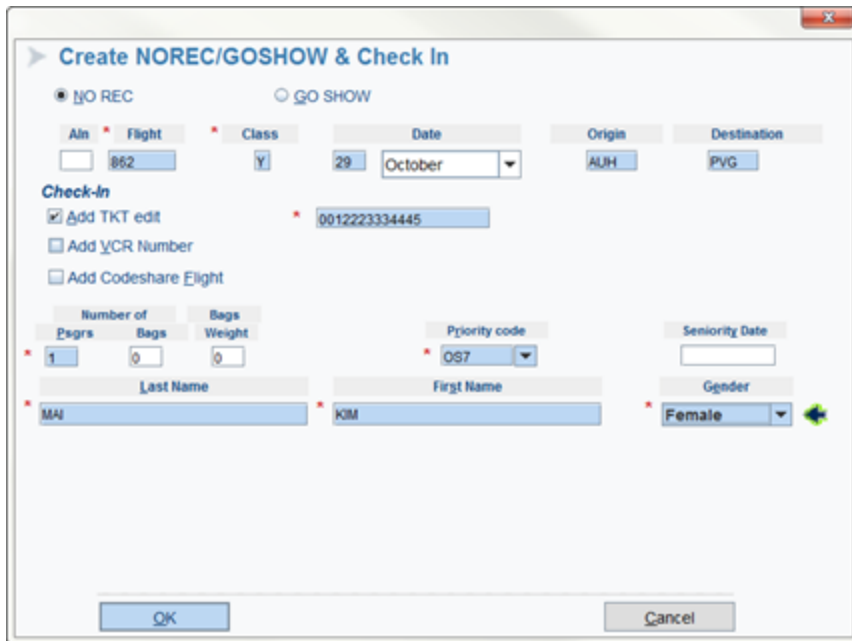
A NoRec (no Record) or a Goshow passenger is a passenger who wishes to be checked-in on your flight, but has no reservation on the flight. The passenger maybe a revenue passenger, or a non-revenue standby passenger.

Use the button Name Not on List (Alt+M) when you need to create a reservation for a Norec/Goshow passenger.

Notes

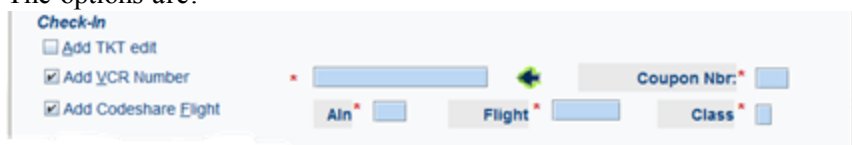
- The itinerary you book in this manner will have the segment status code DS (for a Revenue NoRec/Goshow)
- Always ensure the passenger does show a proof of purchase such as a paper ticket (TKT edit), or an electronic ticket (VCR number).
- You must be familiar with your airline’s priority codes and use the correct priority code.
- For a non-revenue staff passenger, you will also need to add the seniority date with the format DDMMYY.

1. Select Name Not on List (Alt+M). The window below displays:



2. Fill in the mandatory fields (they are marked with a red asterisk). In the example above, the passenger has a paper ticket—as a result, the ticket number is added next to the option Add TKT edit.

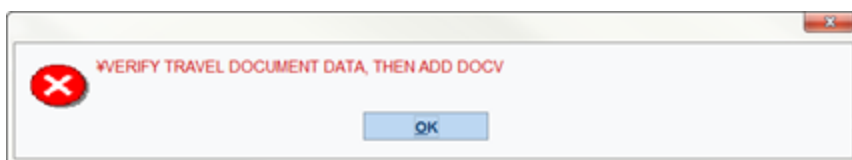
3. The options are:



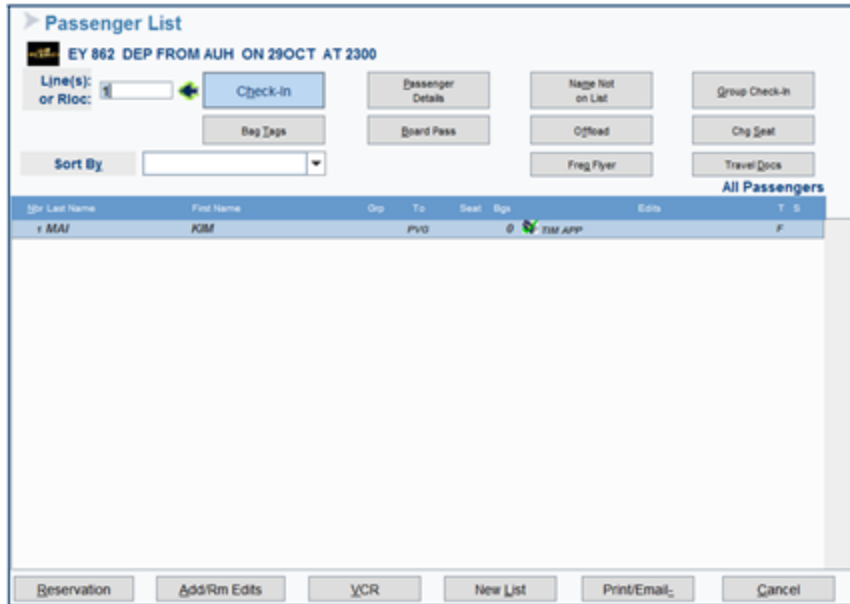
- Option Add TKT edit (Alt+A) – use for paper ticket
- Option Add VCR Number (Alt+V) – use for electronic ticket
- Add Codeshare Flight (Alt+F) – use for Codeshare flight number.

4. Once the passenger’s name has been added, with the mandatory options, select OK.

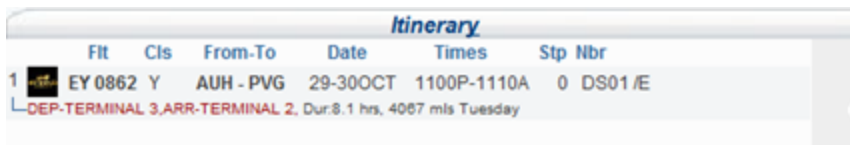
5. You may get a reminder for adding travel documents.



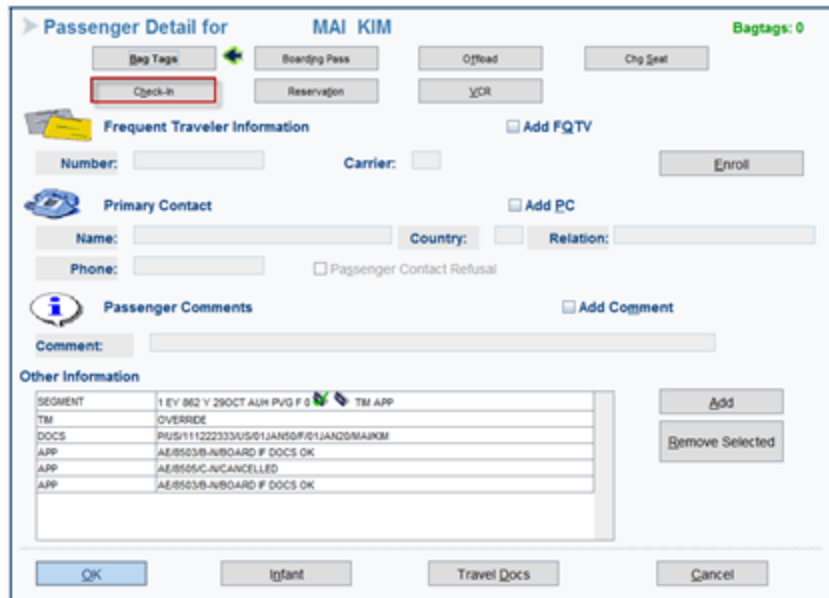
6. The passenger is placed on the passenger list after addition of the travel documents.



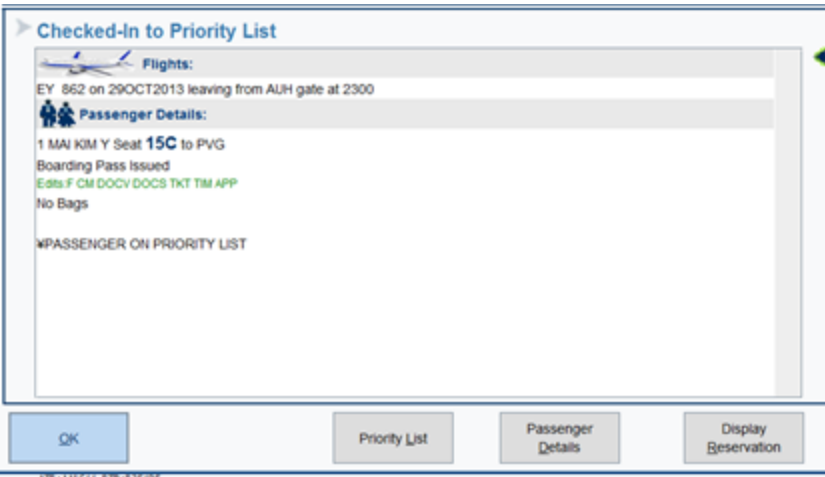
7. The itinerary shows a DS segment status:



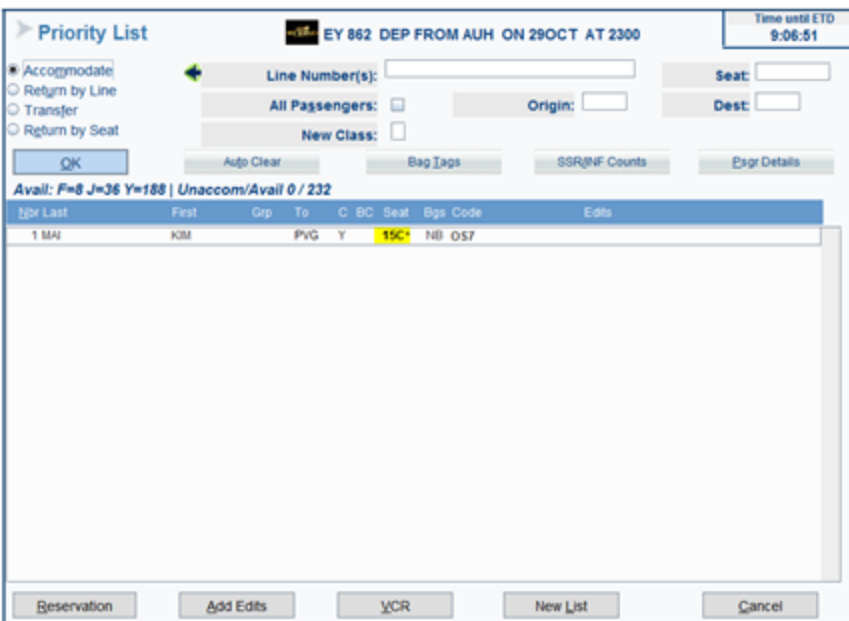
8. You may check-in from the passenger list, or from the Passenger Detail page.



9. The passenger is checked-in and placed on the priority list.



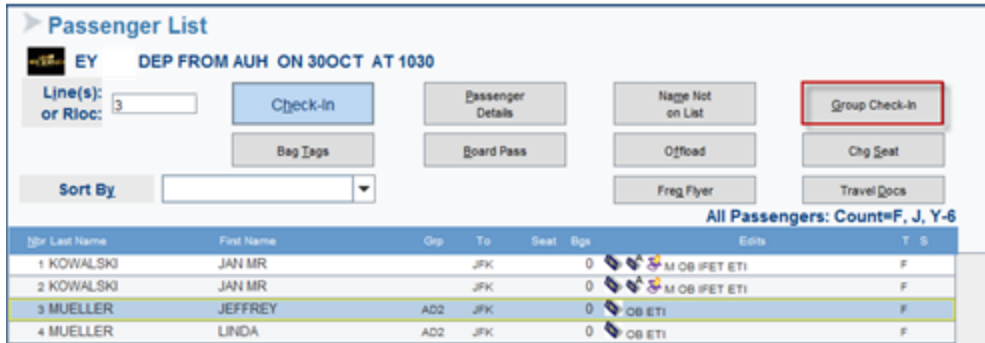
10. Display the priority list:



4.13 Group Check-in

A group is more than one passenger booked in the same reservation. The group code assigned to a group is always two letters, followed by the number of passengers – example: AB3 means group code AB with 3 passengers.

- From the passenger list, select one passenger in the group, and select **Group Check-in (Alt+G)**.



- All passengers belonging to that group now display.



- Select the passengers and check-in.

Note If the group members check-in separately at different times and at different check-in counters, display the passenger by name and check-in by line number.

4.14 Bag Tags

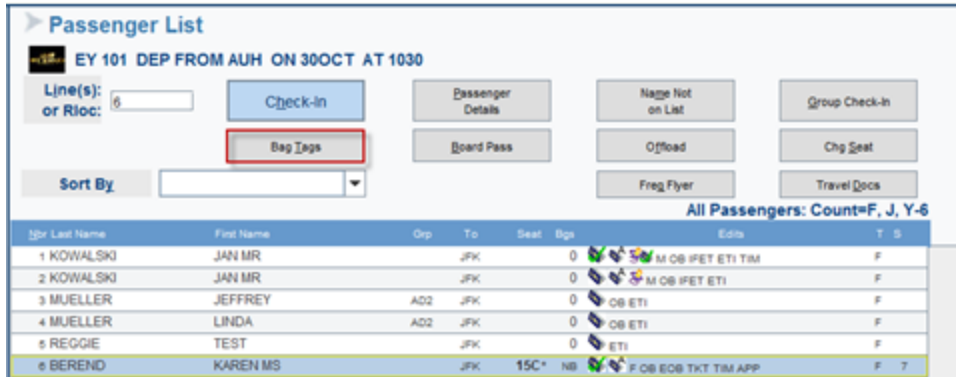
Usually, you indicate the number of bag and baggage weight at the time of check-in and the system issues automatically the bag tag(s).

Passengers who have checked-in either online or through the automated kiosks still need to come to the counter to check-in their bags.

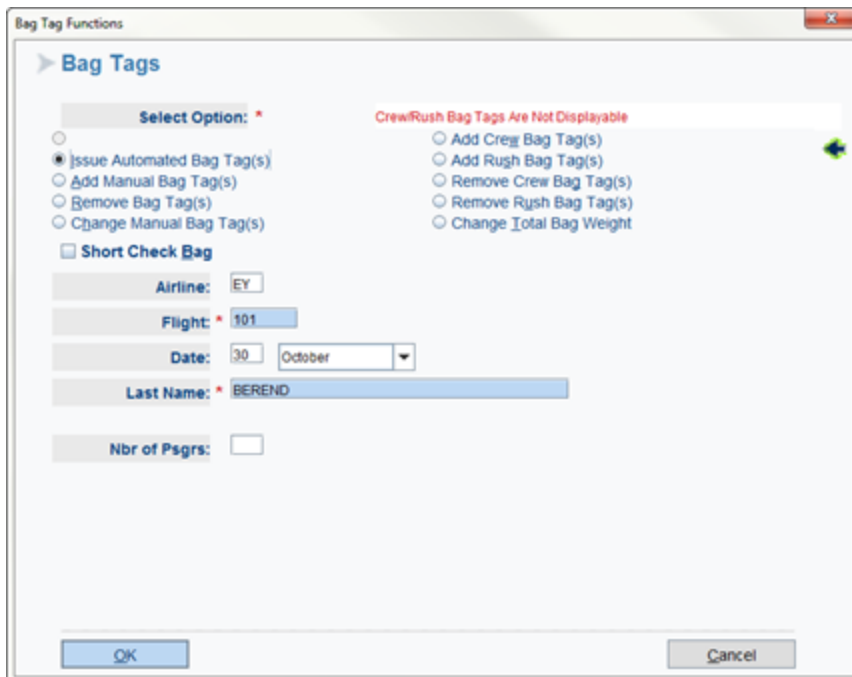
Use the function Bag Tags when you need to work only with bags. There are many options under Bag Tags.

Note Select only one passenger at a time when working with Bag Tags.

1. Select passenger and select **Bag Tags (Alt+T)**



2. The Bag Tags window displays:



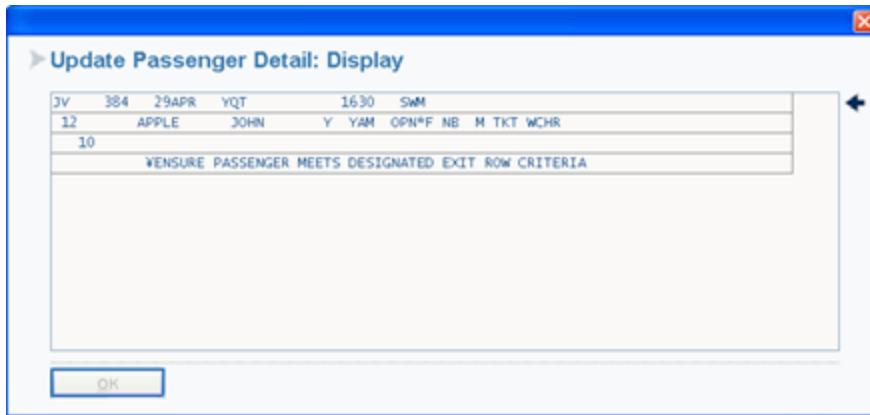
All options under Bag Tags are fully explained in the **Bag Tags (Shift + F7)** section of this training document.

4.15 Board Pass - Reprint Individual Boarding Pass

Use this function from the Passenger List window to reprint a boarding pass.



When you select **Board Pass (Alt + B)**, the system issues a new boarding pass with the original seat number and the following pop-up window displays - example:



Notes

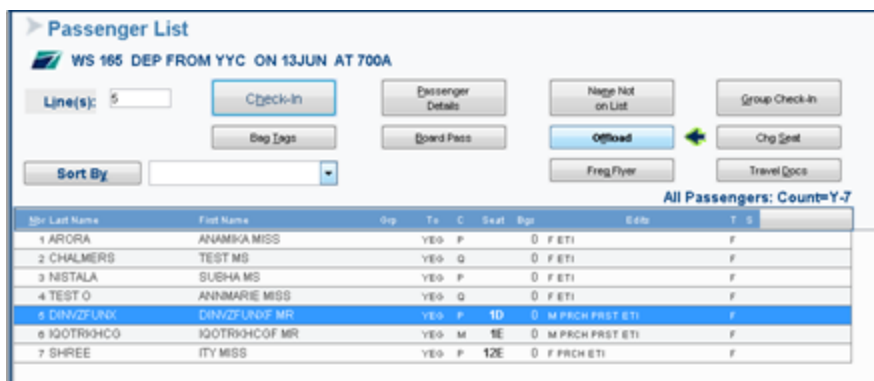
- There is no limit to the number of boarding passes you can print using this function.
- Only boarding passes for the current flight in process will be issued. Downline boarding passes will not be issued.

Caution Ensure your boarding pass printer is fully loaded before you reprint many boarding passes at the same time.

4.16 Offload

Use this function to offload confirmed or standby passengers. Several options are offered under Offload.

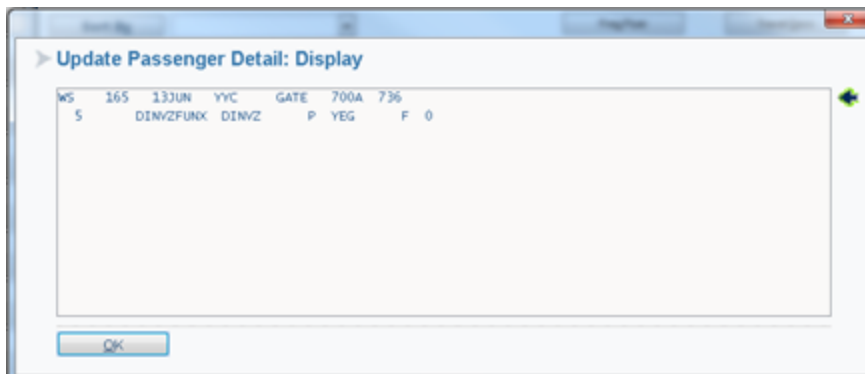
1. Display the passenger list
2. Select the line number of the passenger(s) being offloaded
3. Select **Offload** either with a single click or using the keyboard combination **Alt + F**.



4. The Offload pop up displays and the selected line number will auto-populate:



5. Select the option that applies:
 - Remove Passenger from Priority List
 - Offload Seats and Cancel Bags
 - Offload and Return all Seats Downline and Cancel All Baggage Details
 - Offload and Return all seats Downline
 - Retain Seats Override – Offload or Remove from Priority List Only
 - Checked Bag(s) Still Onboard aircraft
6. When you select OK, the passenger will be offloaded.



The offloaded passenger no longer has a seat assigned.



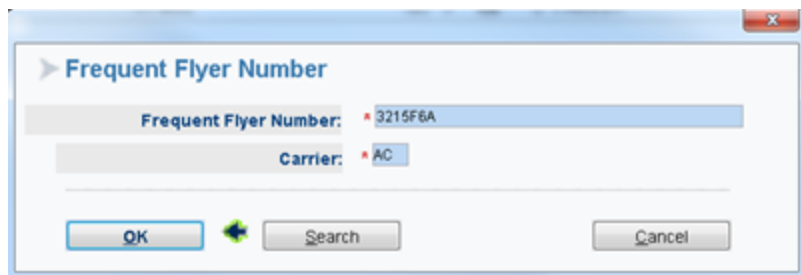
4.17 Freq Flyer

Use the Freq Flyer function to add or search for a frequent flyer number.

1. Display the passenger list
2. Select the line number of the passenger(s)
3. Select **Freq Flyer** either with a single click or using the keyboard combination **Alt + Q**.



The Frequent Flyer Number window displays:

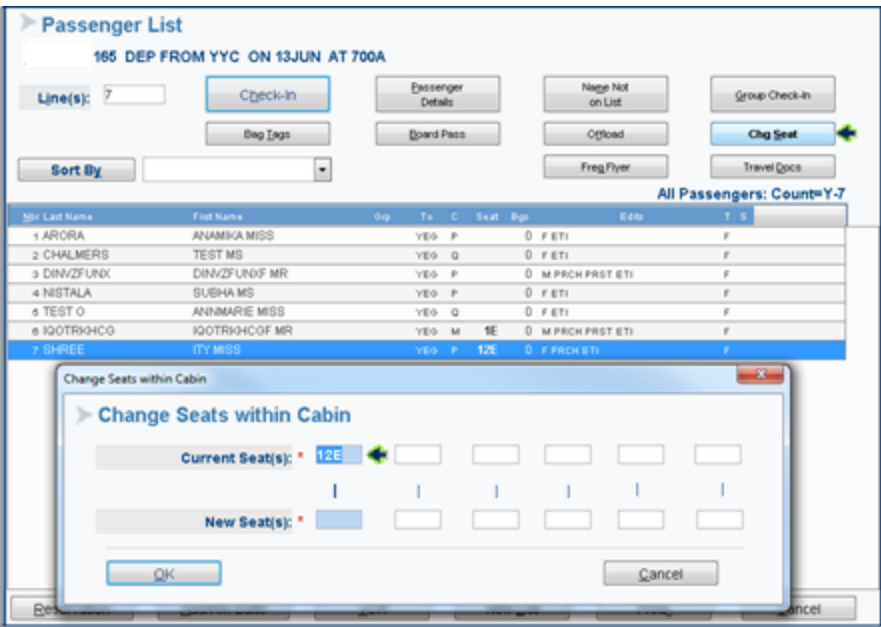


Add a Frequent Flyer number to the passenger. Input the carrier code only if the number is with another carrier that has a Frequent Flyer joint program with yours.

4.18 Chg Seat - Change Seat Within Cabin

Use the Chg Seat function to change a passenger's seat within the same cabin.

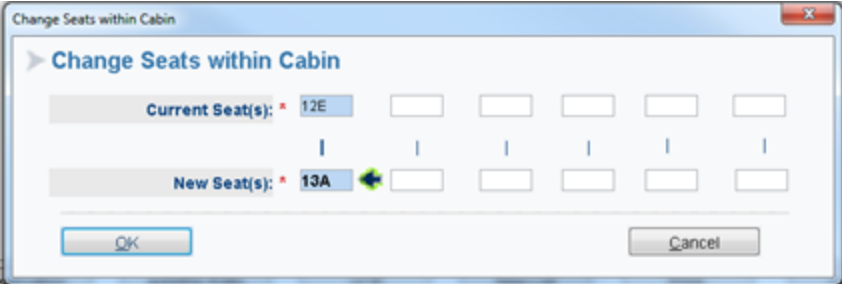
1. Display the passenger list
2. Select the line number of the passenger(s)
3. Select **Chg Seat** either with a single click or using the keyboard combination **Alt + S**.



Note Before you begin, make sure the seat map is displayed in the Trip Summary area.



4. Select a seat available on the seat map, in the same class of service.



5. Input the current seat and the desired new seat.
6. Select **OK**.
7. The graphical seat map will update automatically to show the new seat as assigned and the current seat as available.

Caution The current seat cannot be a Pre-Reserved seat. It must be the physical seat assigned to the passenger at the airport.

4.19 Travel Docs (DOCS / DOCA / DOCO / DOCV)

Use this function to add the travel document information for a passenger during check-in.

Note Swipe the passport (If your keyboard allows). After swiping, the system will automatically fill in the Travel Documents window with the passenger details from the passport.

1. Display the passenger list
2. Select the line number of the passenger(s)
3. Select **Travel Docs** either with a single click or using the keyboard combination **Alt + D**.

Passenger List
WS 547 DEP FROM YYC ON 13JUN AT 800A

Line(s): 3 Check-In Passenger Details Name Not on List Group Check-In
Bag Tags Board Pass Offload Chg Seat
Sort By Freq Flyer **Travel Docs**

All Passengers: Count=3

Ln	Last Name	First Name	Op	Ts	C	Seat	Bgr	Edtz	T	S
1	WILSON	JOHN MR	YVR	M		0	M		F	
2	WILSON	SMITH MSTR	YVR	M		0	CHD-GARD		F	
3	FINOLAY	BRENT MR	YVR	Q	13A*	NR	MET ETI		F	I

4. If your keyboard lets you swipe the passport, the system will display the name of the passenger.

Add Passport Information
For: TOWNES SHELLEY

Swipe Passport. Wait for 'Beep' or 'Green Light' - Then Hit Enter.
or
Press Enter to Manually Input Travel Documentation

OK Cancel

5. If you need to input DOCS manually, the Travel Documents window displays. You can reach each field in the window by either clicking with the mouse, or using the keyboard and combination of keys (Alt+ the

underlined letter).

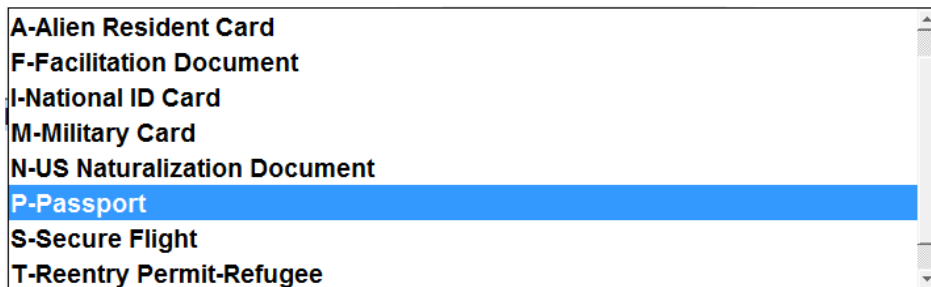
Item	Keyboard Combination
Add Main <u>u</u>	Alt+N
Add DOC <u>V</u>	Alt+V
No T <u>I</u> M	Alt+I
<u>T</u> ype	Alt+T
Iss <u>u</u> e Country	Alt+S
Number <u>u</u>	ALT+R
National <u>i</u> ty	Alt+L
<u>N</u> ame	Alt+M
Birth <u>u</u> Date	Alt+H
<u>G</u> ender	Alt+G
Expiration Date	Alt+X
Add Res <u>u</u> dence	Alt+E
Country	Alt+Q
Street	Alt+W
City	Alt+Z
St/Prov	Alt+1
Zip	Alt+I

Item	Keyboard Combination
Add <u>D</u> estination	Alt+D
Country	Alt+Y
Street	Alt+B
City	Alt+J
St/Prov	Alt+K
Zip	Alt+P
Add/Modify Docu <u>m</u> ent	Alt+U
Type	Alt+2
Issue City	Alt+3
Issue Date	Alt+4
Number	Alt+5
Birth Place	Alt+6
Country For	Alt+7

The travel document information you enter here is sent in the Customs List or APIS message, when required, at Post Departure Control (PDC).

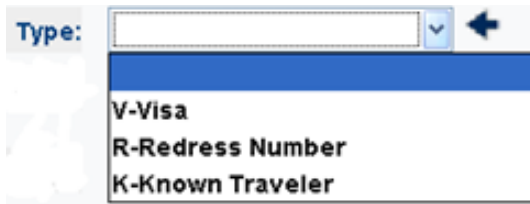
There are four main areas to this window you can check or uncheck:

- **Add Main (Document information)** – Adds DOCS SSR to the PNR. You can also display a passenger list with the DOCS display edit code. You can add document information to one passenger at a time. The default is Passport, other Document types include:



- One more Document type option is available (not shown in this screen capture), for: V-Border Crossing Card.
 - Using the I-National ID Card for documentation is an optional setting that requires activation. When this option is activated, SSCI will validate the country you input for the National ID Card against a table updated by your airline.
- **Add/ Modify Address** – Adds DOCA SSR and enables DOCA passenger list display code. If several passengers share the same residence or address, you can add that information to all passengers in one transaction.

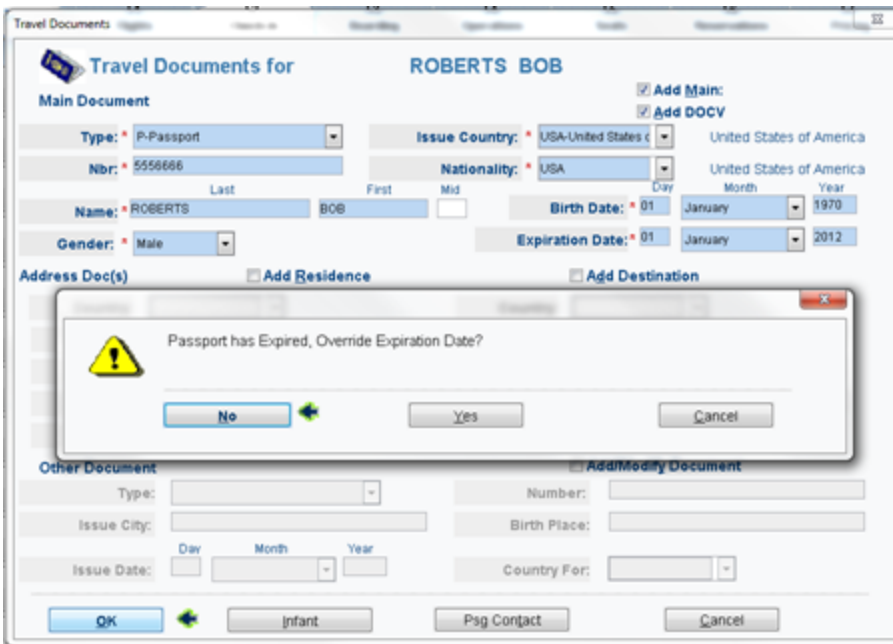
- **Add/Modify Document** – Adds DOCO SSR to the PNR and enables DOCO as a passenger list display code. The types of Other Documents are

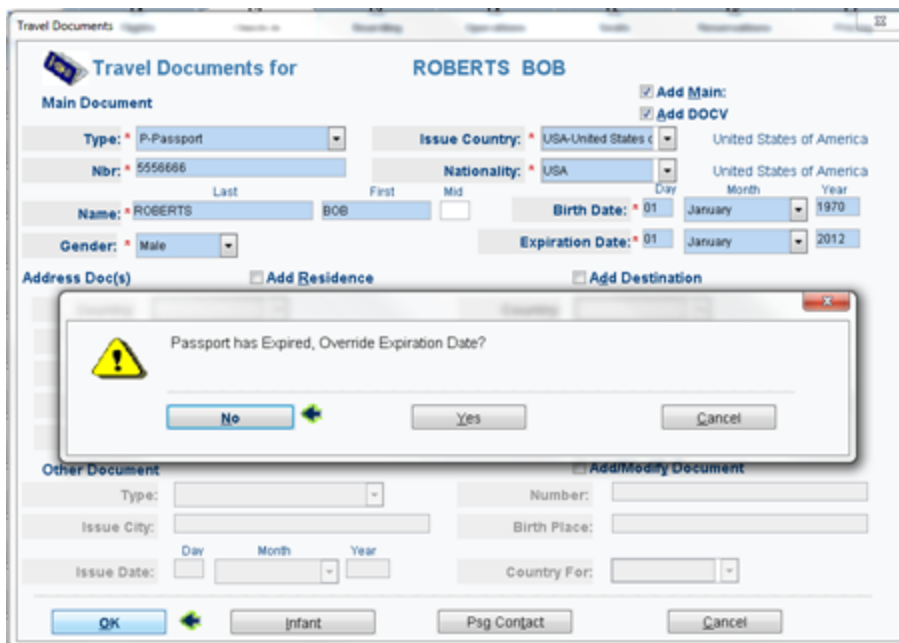


- Visa
- Redress Number / Known Traveler are only applicable for certain individuals under Secure Flight on flights within the U.S. or entering the U.S.

4.19.1 Passport has expired

When you add a passport number that has expired, Interact automatically validates the entry and informs you with a warning:





The options to select are either No or Yes.

- The default option to select is **No**.
- Selecting **Yes** means you wish to override the warning. The DOCS information is added to the PNR under Facts:



Furthermore, you may choose to have Interact configured to fully inhibit the ability to override the date and force the check-in agent to update the passport information correctly before continuing with the workflow.

The error the system will return upon an expired passport will be “Passport has Expired.”

Please contact *Customer Care* for this configuration change.

4.19.2 Adding Travel Document Information

1. Check the applicable area or areas of the travel document window. As you check the section, the items you need to complete for that section become active.
2. To add infant information, select Infant.
3. To add contact information, select Psg Contact
4. Select **OK** when complete.

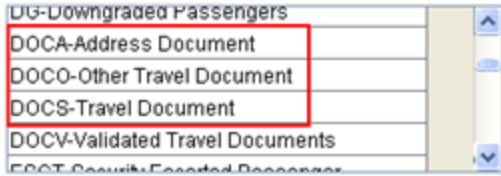
The travel document passenger edits is added to the passenger name on the passenger list:

Nbr	Last	First	Grp	To	C	Seat	Bl	Bgs	Edits	PT	Sq
1	APPLE	JOHN	AB5	DFW	W			0		F	
2	APPLE	MARY	AB5	DFW	W			0		F	

The SSR field of the PNR is updated:

```
XX FACTS
1.SSR DOCS XX HK1/P/US/999999999999/US/01JAN60/M/01JAN10/APPLE
/JOHN
2.SSR DOCA XX HK1/R/USA/123 MAIN STREET/SOUTHLAKE/TX/76092
RECEIVED FROM - PSGR
HDQ.HDQ8MDB 1506/09APR07 JCQTUN H
```

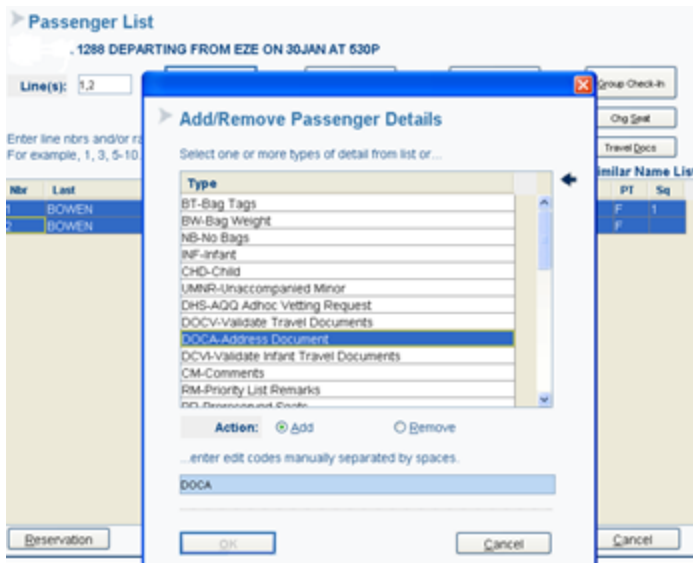
You can display the passenger list for these specific passengers by selecting the edits DOCS or DOCA.



4.19.3 DOCA / DOCR - Address and Residence Information

To add a destination address, go through Travel Docs, or add the edit DOCA.

1. Display the passenger list
2. Select the line number of the passenger(s)
3. Select Add/Rm Edits
4. Add edit DOCA.



5. Fill out the information once for address and residence

Note You can make the Residence / Destination information mandatory. Contact Customer Care for activation. If you activate this option, the system will check this information when you perform the Verify Documents (edit DOCV or DCVI) transaction.

4.19.4 DOCV / DCVI - validate Travel Documents

There are times when you need to manually validate or verify the travel documents, comparing the physical document with the information that has been entered in the computer.

Validating the travel documents results in the edit DOCV (for adults) and DCVI (for infants).

Note Your carrier has the option to activate the edit DOCV and make it mandatory for all check-in transactions on an international flight. For activation, contact *Customer Care*.

During check-in:

1. *SabreSonic Check-in* determines if APIS documentation is required based on itinerary.
2. When APIS documentation is required, *SabreSonic Check-in* determines if the DOCx data exists.
3. If your carrier requires Documents Verified (DOCV) and the edit is not present, *SabreSonic Check-in* returns an error message notifying of the DOCV requirement: “Document Verification Required for Check In”
4. Go back to Travel Docs and add Passport information.
5. Once DOCV is present, the check-in process automatically continues.

To set the DOCV/DCVI edit:

1. Select the passenger from the **Check-in (Shift+F1)** or **Passenger List (Shift+F2)**.
2. Select Add Edits
3. Select DOCV or DCVI edits as applicable

Type
CHD-Child
UMNR-Unaccompanied Minor
DOCV-Validate Travel Documents
DCVI-Validate Infant Travel Documents
CM-Comments
RM-Priority List Remarks
PR-Prereserved Seats
TKT-Ticketed
BLND-Blind
DEAF-Deaf
WCHR-Wheelchair / Can Stairs, Can Walk
WCHS-Wheelchair / No Stairs, Can Walk
WCHC-Wheelchair / Completely Immobile

Action: Add Remove

...enter edit codes manually separated by spaces.

DOCV DCVI

4. Select **OK**.

4.19.5 APIS Address for Multiple Passengers

APIS- Advanced Passenger Information System – destination address is mandatory when a *non U.S. resident* enters the United States.

At check-in time, you may add the address information for one passenger at a time, or for a group PNR with two to eight passengers, you have the option to let the system apply the same address to all passengers.

Note This functionality must be requested and configured by *Customer Care*.

Example:

1. Passenger Murzin travels on an Italian passport. You add the destination address:

2. Since passenger Murzin is booked together with another passenger, the system asks you:

3. If you select Yes, a banner will display while Interact works to accommodate the request

Update in progress: 1 passenger of 2 ... Please Wait.

4. Upon a successful update, the same address will be applied to both passengers in the same booking.

Notes

- The system applies the same destination address to those in the PNR that do not yet have a destination address in the field.
- If one passenger in the group already has a destination address, the system will leave that address and not overlay it with the new address. It only applies the address to the passengers who do not have an address field filled out yet, and who are traveling in the same PNR.

Caution Applying the same destination address – DOCA- to all passengers in the same PNR only works at check-in time. It does not work during the reservation process of the PNR.

4.19.6 TIMATIC Autocheck





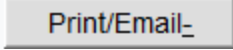
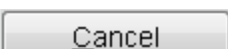
You have the option to activate the Timatic *AutoCheck* functionality. Once you have requested activation and have established a contract with service agreement directly between you and IATA, Timatic *AutoCheck* automates the document check process at check-in time, either by agent or through self service kiosks.

The call to Timatic is initiated at the moment you swipe the travel documents and / or you add the document verification edit DOCV or DCVI.

Please refer to the lesson Timatic *AutoCheck* for details.

4.20 Passenger List - The Bottom Task Bar

The bottom task bar of the Passenger List window has six buttons:

Button	Description
Reservation (Alt + R)	
Add / Remove Edits (Alt + A)	
VCR (Alt + V)	
New List (Alt + L)	
Print- (Alt + -)	
Cancel (Alt + C)	

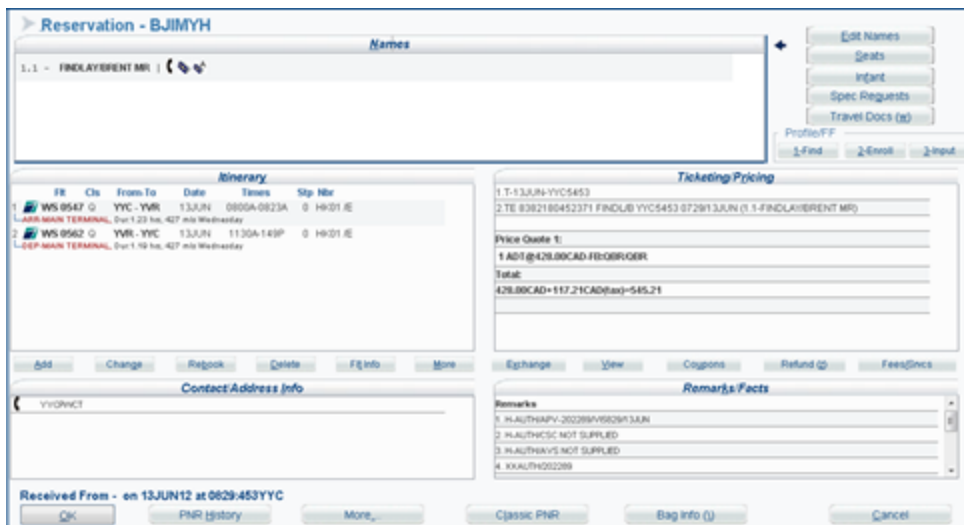
4.20.1 Reservation

With the Reservation function, you can access a passenger's reservation quickly.

1. Display the passenger list
2. Select the line number of the passenger(s)
3. Select Travel Docs either with a single click or using the keyboard combination Alt + R.



When you select Reservation from the Passenger List window (Alt + R), the PNR displays in a window:



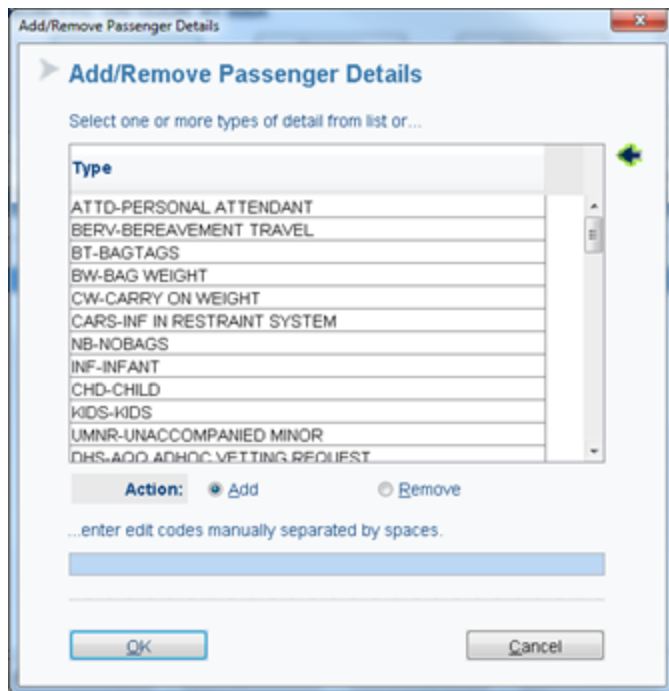
4.20.2 Add / Remove Edits

Use this function to add or remove passenger edits (Alt + A).

This is the same function that has already been discussed in the **Check-in (Shift + F1)** label.



1. When you select Add/Rm Edits, the following window displays:



2. Select the Edits
3. Ensure you have the correct action – either Add or Remove
4. Select **OK**.

4.20.3 Edits

Edits are qualifiers that apply to specific passengers.

4.20.3.1 CHD Edit

- *SabreSonic Check-in* automatically adds the CHD (child) passenger edit if a CHLD SSR message exists in the PNR. However, the addition of a CHD edit does not place the SSR in the PNR.
- The edit code CHD is automatically applied to a passenger if the passenger name in the PNR has an associated SSR INFT OS (Infant Occupying Seat).

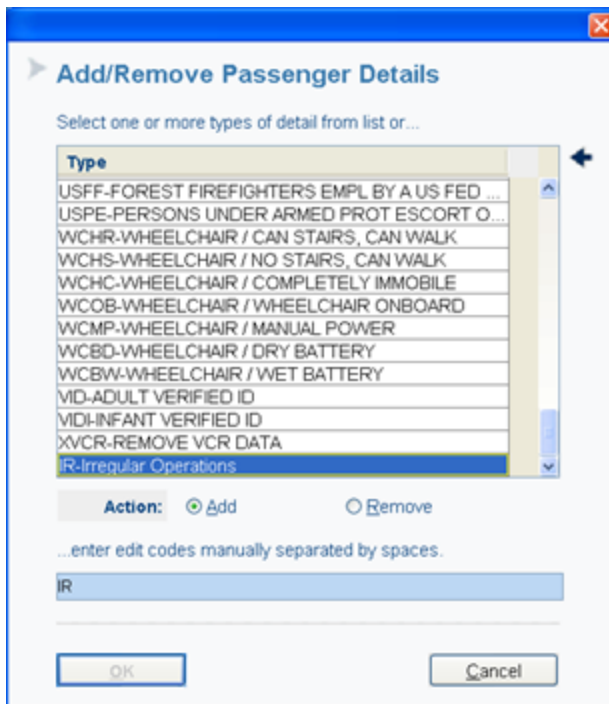
4.20.3.2 IR Edit

If your airline uses the Enhanced Synchronization of VCRs functionality (or ESV), you have the edit IR from the list of edits that can be added or removed for a specific passenger.

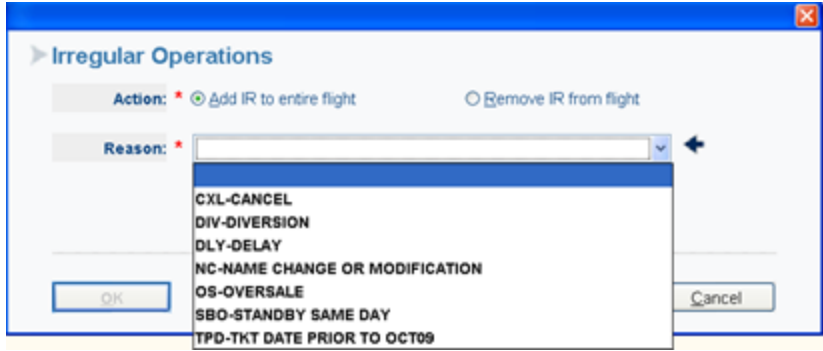
IR means Irregular Operations – you can choose to apply the edit IR to a passenger whose VCR is out of sync, and the check-in is inhibited because of it. With the edit IR, you are overriding the check-in inhibit.

Note The IR edit is restricted to users with the EPR keyword SELECT. You can further restrict it to personnel with duty code 7. Please contact *Customer Care* for activation.

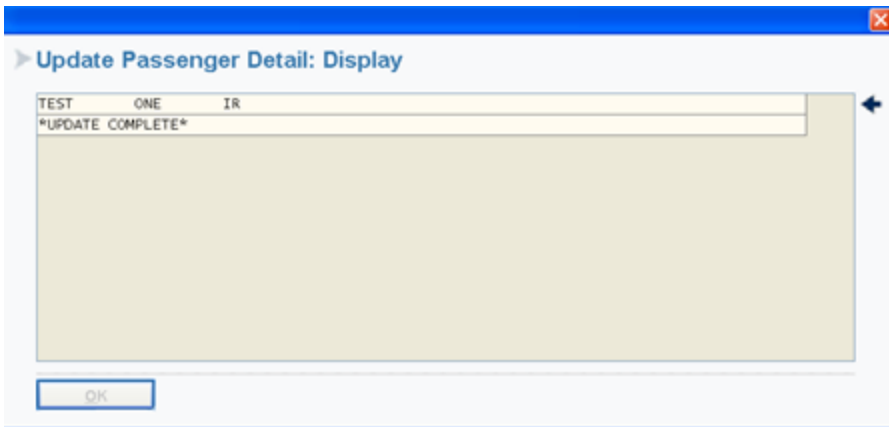
1. Select the edit IR and Add:



2. When you select OK, the drop down menu prompts you for the reason of the IR



Example of a successful transaction



And the passenger list also shows the added edit:



Note The IR edit will cascade to downline connecting segments.

For more information on ESV, please refer to the module ESV on the community portal.

4.20.4 SM Edit

The edit SM means Special Meals and needs activation.

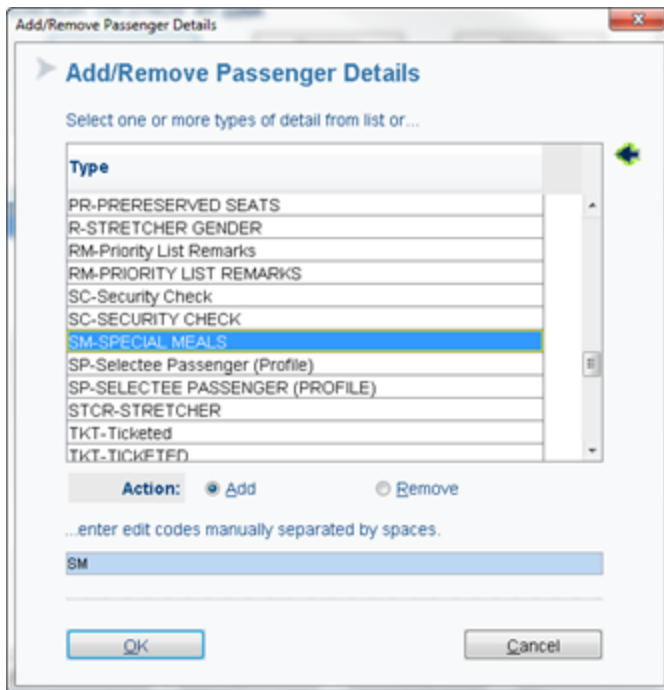
- Once you have activated the SM edit, you can use it to add a special meal request during check-in time. The information will be added to the PNRs as a SSR edit.
- You can add the SM edit code before, during or after passenger check-in, as long as the flight status is not CLOSED.

- One SM edit code is allowed per passenger. In case the passenger is traveling with an infant, you may request one extra meal for the infant, and associate the meal to the adult.
- The SM edit code is allowed for all types of passengers – F, P, S or E. The only restrictions are those established in the Meal code table with the exception of the lead time value as that value will not be considered when the request is placed via SSCIThe .
- You can add the SM edit code to a specific city or multiple cities on multi-leg flights.

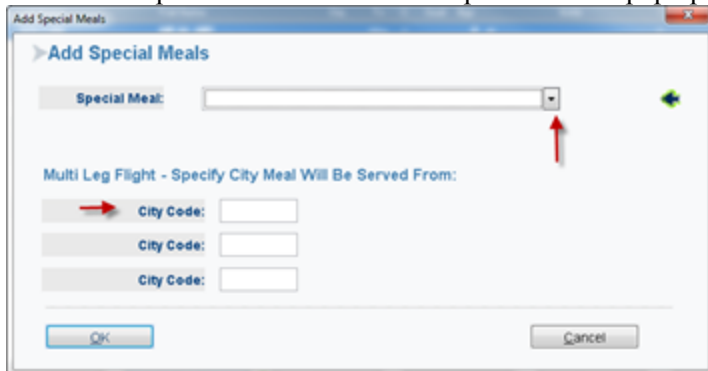
4.20.5 Steps to add the SM edit

Note You can select up to ten passengers from a passenger list and add the same SM edit to all.

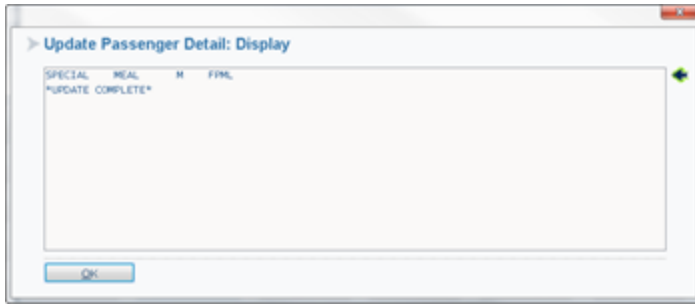
1. Select passenger from passenger list.
2. Select Add/Rm Edits



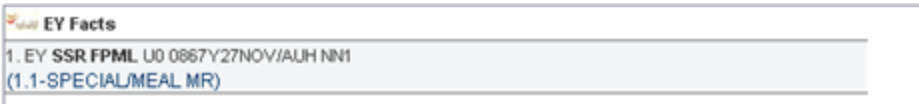
3. Select SM-Special Meals - The Add Special Meals pop up displays and asks for more information



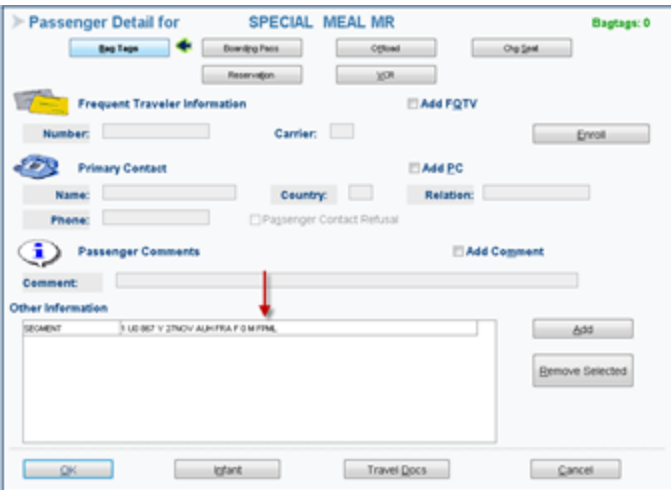
- a. From the drop down menu select the type of special meal requested.
- b. For multi-leg flights, you have the option to select the departure cities where the meal will be served from.
- c. Example of successful SM edit addition:



4. The PNR reflects the addition of the special meal:



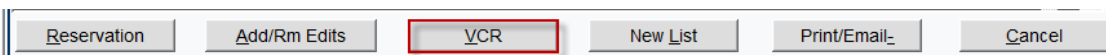
5. The Passenger Details page displays the special meal:



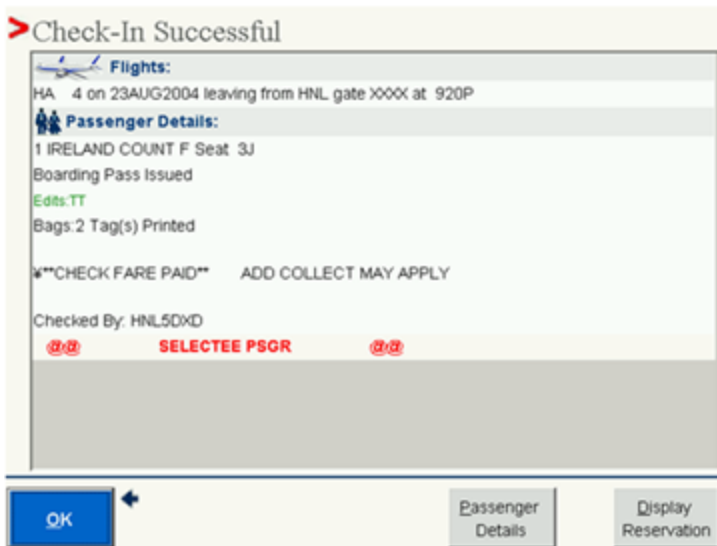
4.21 VCR

Use this function to display a passenger VCR from the passenger list.

- 1. Display the passenger list
- 2. Select the line number of the passenger(s)
- 3. Select VCR either with a single click or using the keyboard combination Alt + V.



When you select VCR (Alt + V), the VCR for the selected passenger displays:

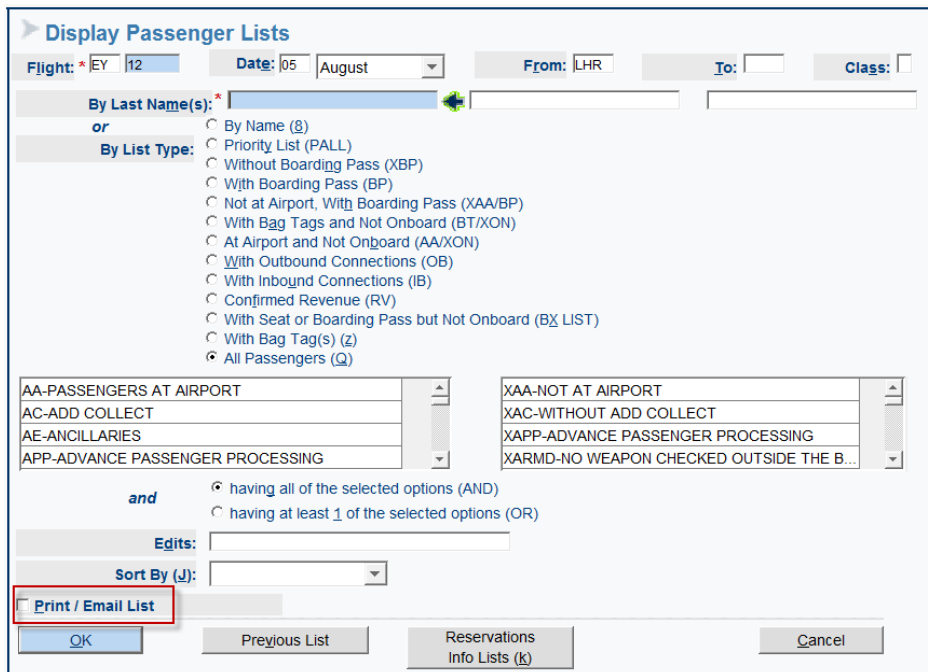


4.22 New List

Use this function to select and view a different passenger list.



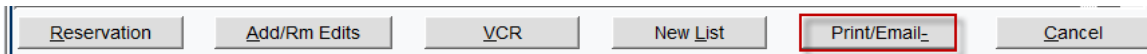
When you select this option (Alt + L), the Display Passenger Lists window re-displays so that you can select a different list.



4.23 Print

Use this function to print a hardcopy of the PNR of the selected passenger, or email the PNR to an email recipient.

Click the button Print or Alt+-:



5

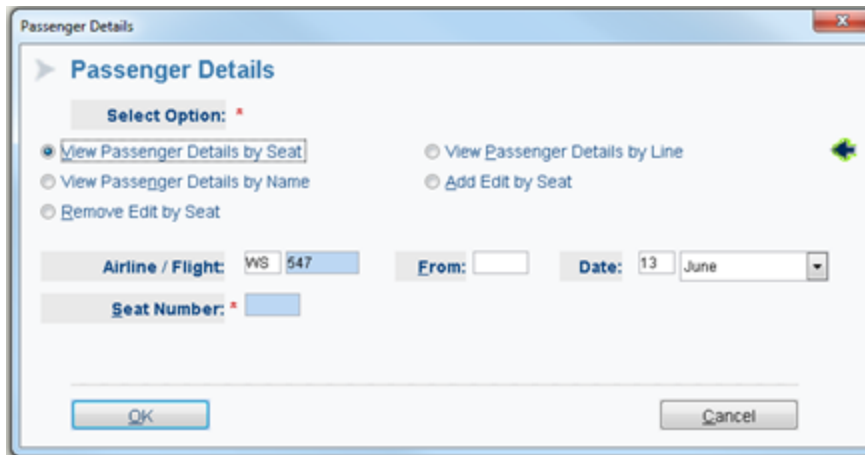
Passenger Details (Shift+F3)

Use the Psgr Details label to either display passenger information by seat number, by name, or by line number from a list, or to add or remove an edit by seat number.

To access the **Psgr Details**, select **(Shift + F3)**



The Passenger Details window displays on screen:



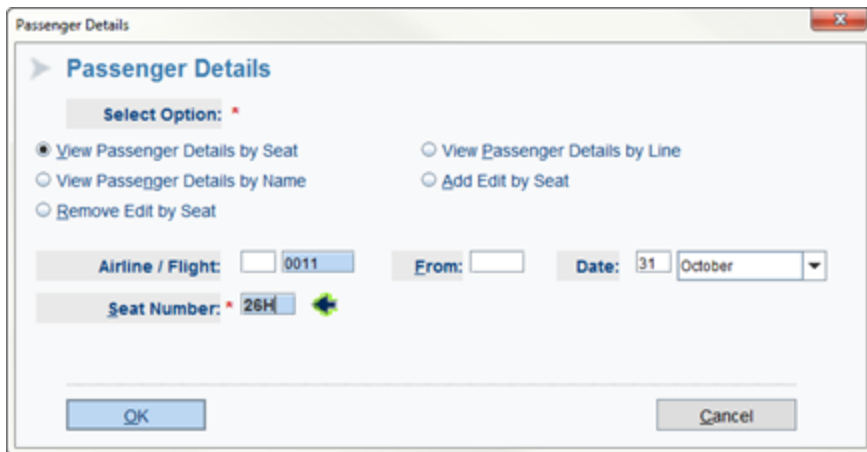
- You can select from the following options:
- View Passenger Details by Seat (default)
- View Passenger Details by Line
- View Passenger Details by Name
- Add Edit by Seat
- Remove Edit by Seat

We will discuss each option in the following pages.

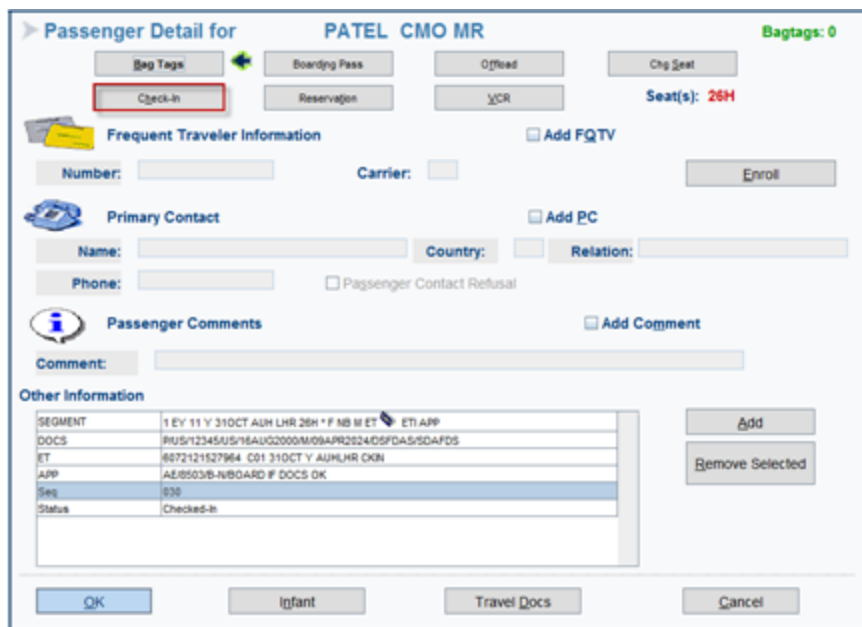
5.1 View Passenger Details by Seat

When you display passenger details by seat number, you are accessing the passenger's information page. Use this functionality when you need to look up a specific passenger –maybe check on a seat assignment, add a comment, check on baggage, etc.

1. Select View Passenger Details by Seat (the default)
2. The flight number and date auto populate, if you have dedicated your set to the flight.
3. Input Seat number
4. Select **OK**.



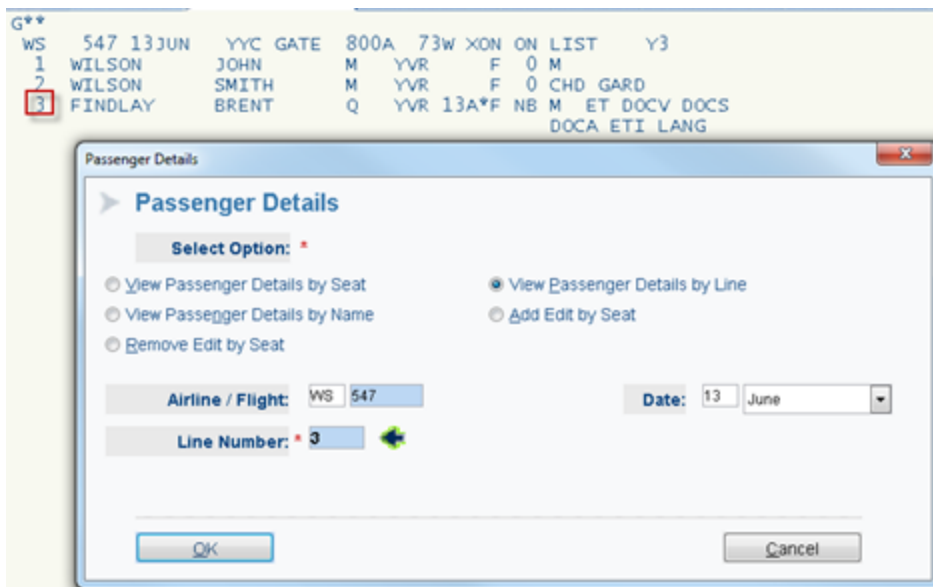
The familiar Passenger Detail for specified passenger displays on screen:



5.2 View Passenger Details by Line

When you select View Passenger Details by Line, the system displays the list of passengers in the background and you can select the line number from that list.

View Passenger Details by Line allows you to display passenger details by line number from a passenger list displayed on screen.



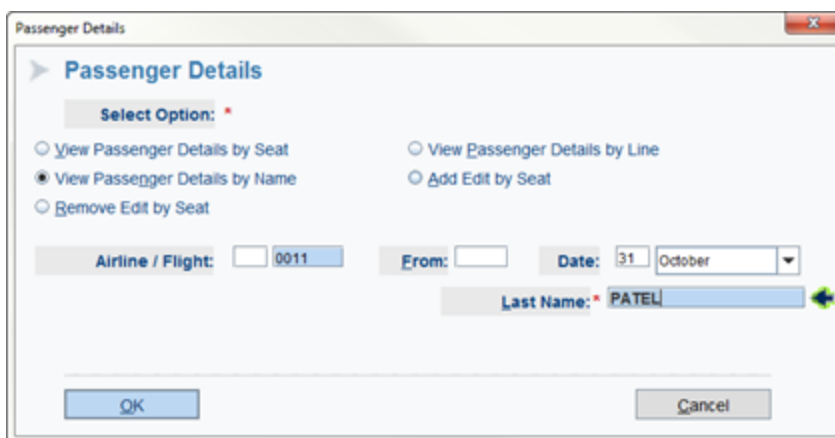
1. **Flight Number**- auto-populates from Passenger List display
2. **Date**- auto-populates from Passenger List display
3. When you tab to the **Line Number** box, Interact displays the passenger list. Input Line number from the list.
4. Select **OK**.

The response is the Passenger Detail screen for the passenger you selected.

5.3 View Passenger Details by Name

View Passenger Details by Name allows you to display passenger details by passenger name.

When selected, Seat Number changes to Last Name as shown here:



1. **Flight Number**- auto-populates from Passenger List display
2. **Date**- auto-populates from Passenger List display
3. Input **Last Name** of passenger.
4. Select **OK**.

The response is the Passenger Detail screen for the passenger you selected.

5.4 Add Edit by Seat

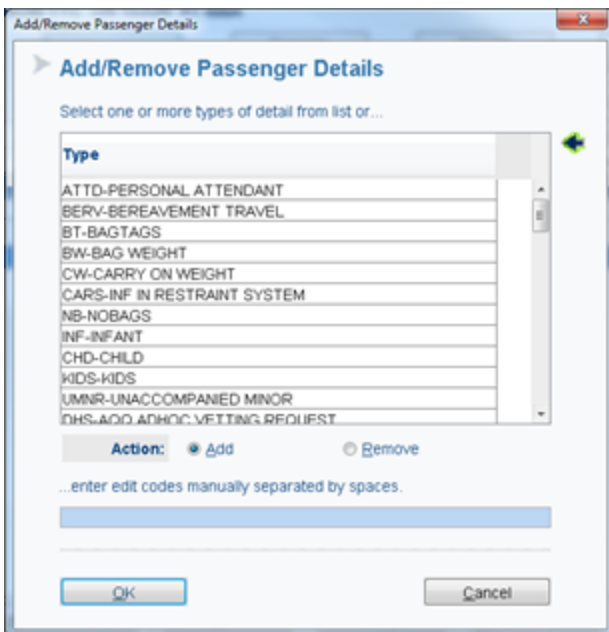
Add Edit by Seat allows you to edit passenger details by seat number from a passenger list displayed on screen.



The screenshot shows a dialog box titled "Passenger Details". It has a "Select Option:" section with four radio buttons: "View Passenger Details by Seat", "View Passenger Details by Name", "Remove Edit by Seat", and "Add Edit by Seat". The "Add Edit by Seat" option is selected. Below this, there are input fields for "Airline / Flight" (containing "WS 547"), "Date" (containing "13 June"), and "Seat Number" (containing "13A"). At the bottom, there are "OK" and "Cancel" buttons.

1. **Flight Number**- auto-populates from Passenger List display
2. **Date**- auto-populates from Passenger List display
3. Input **Seat Number**
4. Select **OK**.

The Add/Remove Passenger Details pop-up window displays:



The screenshot shows a dialog box titled "Add/Remove Passenger Details". It has a "Type" section with a list of options: "ATTD-PERSONAL ATTENDANT", "BERV-BEREAVEMENT TRAVEL", "BT-BAGTAGS", "BW-BAG WEIGHT", "CW-CARRY ON WEIGHT", "CARS-INF IN RESTRAINT SYSTEM", "NB-NOBAGS", "INF-INFANT", "CHD-CHILD", "KIDS-KIDS", "UMNR-UNACCOMPANIED MINOR", and "DHS.ADD.ADHOC.VETTING.REQUEST". Below the list, there is an "Action:" section with two radio buttons: "Add" (selected) and "Remove". At the bottom, there is a text input field with the instruction "...enter edit codes manually separated by spaces." and "OK" and "Cancel" buttons.

- Select one or more types and ENTER edit codes manually separated by spaces
- Select **OK**.

5.5 Remove Edit by Seat

Remove Edit by Seat allows you to display passenger details by seat number from a passenger list displayed on screen and remove the edit code.

When selected, Edit Code appears on screen as shown here:



The screenshot shows a dialog box titled "Passenger Details". Under the "Select Option:" section, four radio buttons are present: "View Passenger Details by Seat", "View Passenger Details by Line", "View Passenger Details by Name", and "Remove Edit by Seat". The "Remove Edit by Seat" option is selected. Below this, there are several input fields: "Airline / Flight" with the value "WS 547", "Date" with a dropdown menu showing "13 June", "Seat Number" with the value "13A", "Edit Code" with the value "CM" and a small green plus icon to its right, and an empty "Number" field. At the bottom of the dialog are "OK" and "Cancel" buttons.

1. **Flight Number**- auto-populates from Passenger List display
2. **Date**- auto-populates from Passenger List display
3. Input **Seat Number**
4. Input **Edit Code** to be removed
5. Select **OK**.



6

Upgrade / Downgrade (Shift+F4)

Note Disregard this section if your airline does not have upgrade capability on your flights. Continue to the next section on **Boarding Pass (Shift+F3)**.

The purpose of the **Up/Downgrade** label is to upgrade or downgrade a passenger on a specific flight. In addition, it will also update the booked count in the passenger counts flight display.

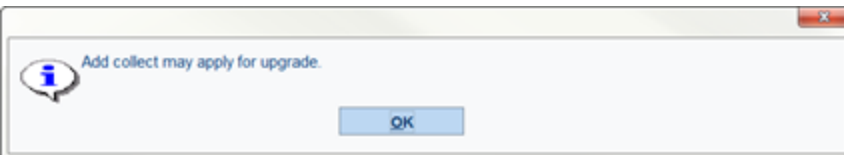
Process:

- If availability exists, the system rebooks the passenger in the new desired class, and issues a boarding pass for the new seat assignment
- If the passenger holds a pre-reserved seat or a boarding pass, the system performs a seat change and issues a new boarding pass.

1. To access the **Upgrade/Downgrade** window, select **(Shift + F4)**.



2. The "Add collect may apply for upgrade" caution pop-up window immediately displays on screen:



3. Select **OK**.
4. The **Update / Downgrade** pop-up window displays:

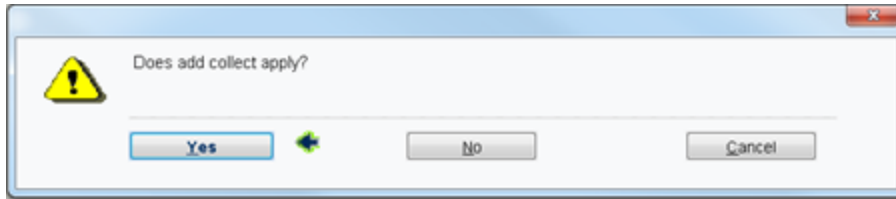
A larger window titled "Upgrade / Downgrade" with a red close button in the top right corner. The window has a light blue header and a white body. It contains several input fields with red asterisks indicating mandatory fields:

- Flight Number: VA * 11
- Current Seat(s): * 13A
- New Class: * F
- New Seat(s) or Type: * 3A
- Date: 30 January
- Origin: BNE
- Destination: [empty field]

At the bottom, there are two buttons: a blue "OK" button and a gray "Cancel" button.

5. Fill in the information – the fields with a red * are mandatory.

6. The following pop-up window displays:



If you select **No**, *Sabre* completes the upgrade and automatically displays the passenger list with the passenger in his new seat.

If you select **Yes**, the MISC Sales Mask will be launched to complete the process to collect any additional funds.

Note Your airline may select a process where the upgraded passenger first goes to the priority list, instead of getting a seat assigned immediately.

Boarding Pass (Shift+F5)

7.1 Overview

Use the **Boarding Pass** label to reissue a boarding pass for a specific flight segment.

The system will issue the boarding pass to the destination city as booked in the PNR. On multi-leg flights, you can specify the board and off points if desired, and the system generates the boarding pass between these cities.

When you select **Boarding Pass (Shift + F5)**, the **Change, Reissue, or Swap** window displays:

This pop-up is also available from the **Chg / Reissue (Shift + F2)** label on the **Seats** Tab and is fully covered in the Interact: SabreSonic Check-in Seats training document.

In this module we will cover the options Unseat/Seat from PALL, Reissue Boarding Pass and Gate Pass.

7.2 Unseat / Seat from PALL

The **Unseat / Seat from PALL** function allows you to

- Offload seats of passengers who are on the standby list (such as Non Revs) without having to first display the standby list
- Onload and accommodate passengers on the standby list without having to display the list first.

1. Select Unseat/Seat from PALL.

Change, Reissue, or Swap

Flight * 894

Date: * 19 August

Origin: MKE

Destination:

Compartment: Y

Select Option:

- Change Seat within Cabin
- Swap Seats
- Unseat/ Seat from PALL
- Reissue Boarding Pass
- Gate Pass

OK Cancel

2. Select OK.

Unseat / Seat from Priority List

Response

SY	347	18AUG	MSP	HS	800A	737	PRIORITY LIST
1	SB4	CLINTON	BILL	AD4Y	MCO	2	
2	SB4	CLINTON	HILLA	AD4Y	MCO	NB	
3	SB4	FRIEDMAN	STEPH	AE4Y	MCO	1	
4	SB4	RINO	JULIE	AE4Y	MCO	1	

Seat Number(s) to Return: * [] [] [] [] [] []

Checked Bags On Board

Line number(s):	Seat Number(s):
3	16A
4	16B

OK Cancel

7.3 Onload and Accommodate

- The top of the window shows the priority list with standby passengers
- To Onload and Accommodate passengers from the priority list, select the line numbers (from the list) and assign the desired seats. The fields “Line number(s)” and “Seat number(s)” are mandatory for onloading purposes. In this example, the line numbers are 3 and 4, and the seats are 16A and 16B.

Note Even though the field “Seat Number(s) to Return” is marked with a red asterisk, it does not apply to Onloading.

7.3.1 Offload

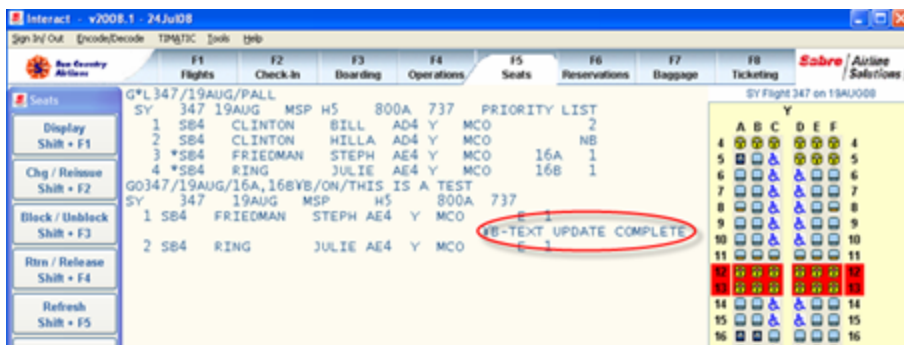
1. The top of the window shows the priority list with standby passengers.



2. Type in the seat numbers you are returning in the field “Seat Number(s) to Return”, which is marked with the red asterisk. In this example you are returning seats 16A and 16B.
3. Select “Checked Bags On Board” and input a reason in the box next to it, if you wish to keep the bags of the offloaded passengers on board the flight.

Note If you do not select the “Checked bags on board” option, the system assumes bags are being removed and adds a BT/NOTON to the end of the entry, indicating bags have been removed.

Example response:



The above screen response shows that the passengers have been removed and the B text field has been updated.

7.4 Reissue Boarding Pass

Use Reissue Boarding Pass to re-print a boarding pass.

Change, Reissue, or Swap

Flight * 1554

Date: 15 August

Origin: HNL

Destination:

Compartment: Y

Select Option:

- Change Seat within Cabin
- Swap Seats
- Unseat/ Seat from PALL
- Reissue Boarding Pass
- Gate Pass

OK Cancel

1. Fill in the exact **Origin** and **Destination** in the **Change, Reissue, Swap** window if the passenger itinerary includes more than one segment. This will ensure the passenger has all of the boarding passes required to reach the final destination
2. Select Option: Reissue Boarding Pass
3. Select <OK>.
4. The Reissue Boarding Pass window displays:
5. Select the applicable option:

Specific seat Number

```
G*L/U09/23MAYLAX/BP*S
U0 9 23MAY LAX 445P 319 BP LIST Y2
1 BYRON EDDY Y MIA 1A*F NB M TKT
2 GRANGER MILES Y MIA 9A*F NB M TKT
```

Reissue Boarding Pass

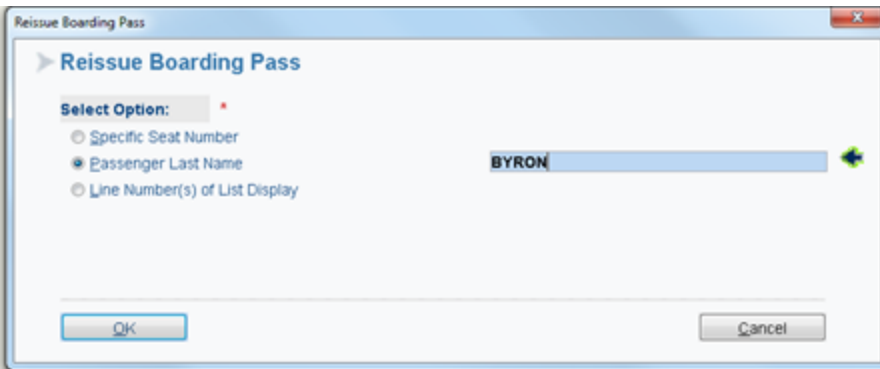
Select Option:

- Specific Seat Number
- Passenger Last Name
- Line Number(s) of List Display

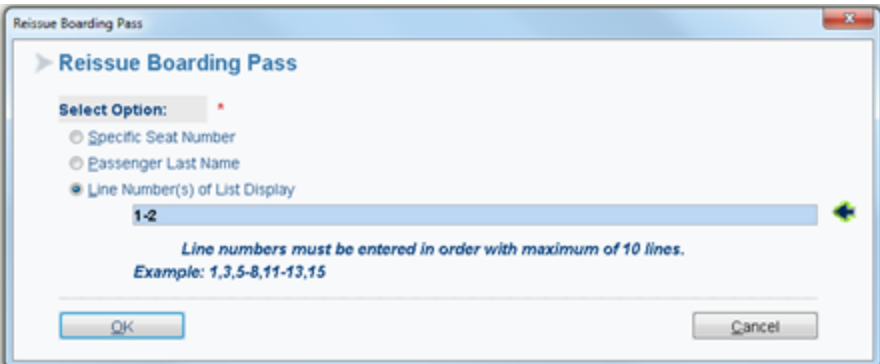
1A

OK Cancel

Passenger Last Name



Line Number(s) of List Display



6. Select <OK>.

Example response:

```
GRB/1-2
U0      9  23MAY  LAX              445P  319
1       BYRON   EDDY  ¥           Y  MIA  1A*F  NB  M  TKT
FLIGHT COUPON ATTACHED TO BOARDING PASS BY  HDQ5MPH
2       GRANGER MILES¥         Y  MIA  9A*F  NB  M  TKT
FLIGHT COUPON ATTACHED TO BOARDING PASS BY  HDQ5MPH
```

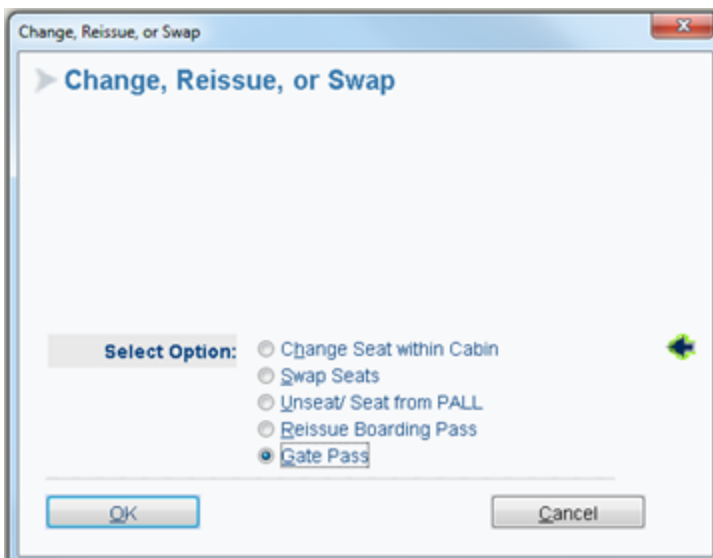
Note The reissue process is recorded in Airport Flight and Passenger history, but not in the passenger’s PNR history.

7.5 Gate Pass

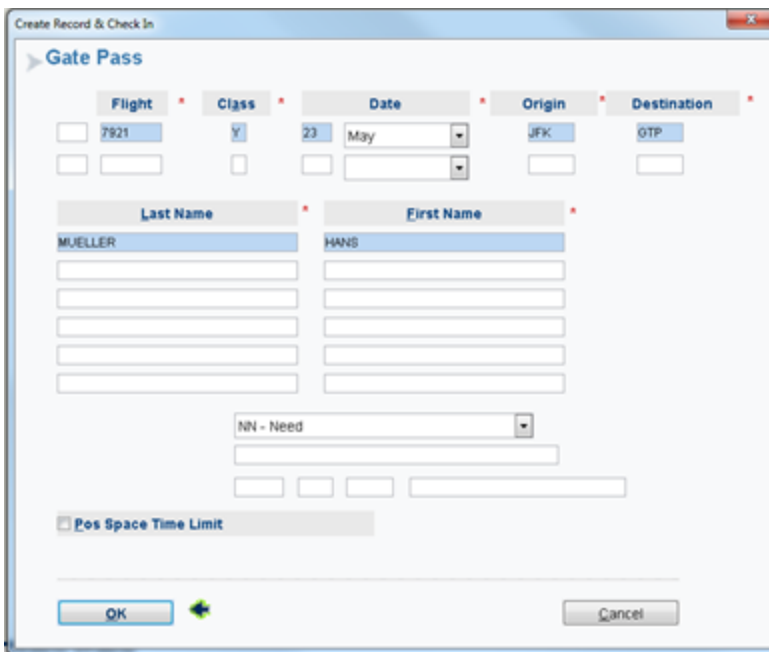
There may be times when a non-traveling person needs to accompany a passenger to the gate, for example a parent accompanying a minor, or a person accompanying a VIP or a disabled passenger.

The option **Gate Pass** allows you to print a pass for that purpose.

Note For Gate Pass to work, you must have created a pseudo-flight in your flight schedule.



Select Gate Pass and fill in the information before printing the pass:



Note Notice the flight number is a pseudo flight number with destination GTP – meaning Gate Pass. The system creates a PNR for the Gate Pass customer.

Standby (Shift+F6)

Use the **Standby (Shift + F6)** label for all activities related to Standby, such as

- Place a full revenue passenger on the standby list of another flight – this functionality is also known as Alternate Space a passenger.
- Place an employee traveler on the standby list of your flight

You can access the Standby label from **F3 – Boarding**, but also from **F2 – Check-in**.

8.1 Overview

One of the benefits *SabreSonic Check-in* presents you is the Alternate Space functionality.

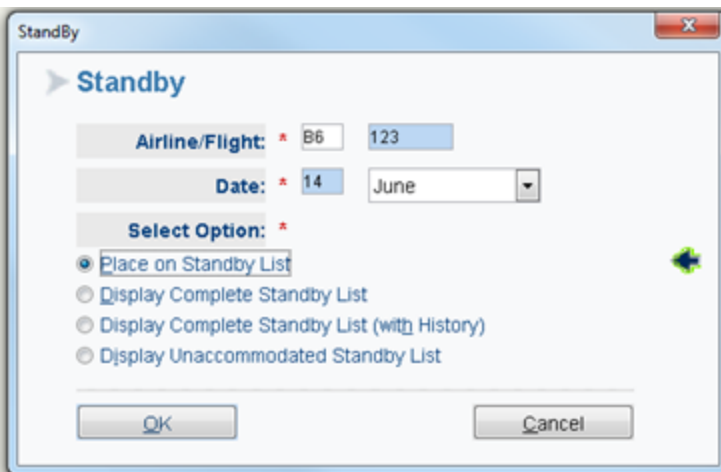
Alternate Space indicates revenue passengers who are standing by for an earlier flight, or have missed their original flight and are standing by for the next flight on the same day. Once you have accommodated the passengers standing by for an earlier flight, the system automatically utilizes and updates the original PNR at End Transaction time.

Use the option Place on Standby from the label Standby for any Alternate Space activity.

1. Select **Standby (Shift + F6)**.



2. Select from the options:



The options are:

- Place on Standby List
- Display Complete Standby List
- Display Complete Standby List (with History)
- Display Unaccommodated Standby List.

8.2 Place On Standby

Access the **Standby** label with **Shift + F6**.

The first option is Place on Standby List.

The airline code, the flight number, and the date of departure auto populate to the flight that you have dedicated your set to.

When necessary, edit the flight number to the one you are working on.

8.2.1 Employee / Non Revenue Standby

There are two important pieces of information you must have when placing a non revenue or employee passenger on the standby list:

- The **priority code** assigned to the non revenue - your airline has a list of priority codes called the PRC list. Familiarize yourself with the most common codes you may encounter at the airport. the code usually consists of 3 characters - examples: SA1, NR2, etc. The system validates the code against the PRC list.
- The **seniority date** of the non revenue - the seniority date is a required field with the format DD MMM YY or DD MMM YYYY. the system does not validate the content- it only looks at the correct format. The seniority date is the date of joining the company.

Note Seniority date is a field you need to request the activation of. If your airline does not have this field activated, you do not see it at check-in time.

When you place an employee or non revenue passenger on the standby list, you have two ways to do so.

- Check-in the passenger, using the priority code and seniority code (if applicable). the system automatically issues a boarding pass with no assigned seat and adds the passenger to the standby list. - OR -
- Fill out the **Standby: Place on Standby List** window - only the fields with a red asterisk * are mandatory - example:

Field	Explanation
Class	First, Business , or Economy (F,B,Y)
From	Departure airport
To	Arrival airport
Original Flight	Used if you are alternate-spacing the passenger
Date	Departure date of original flight
Last name	Last name of passenger
Number of passengers	Number of passenger
Priority Code	Priority code assigned
Seniority Date	Seniority date in the correct format
Bags	Checked-in bag
Weight	Weight of checked-in bag
Carry On weight	If applicable, weight of carry-on

Note Ensure you have assigned a boarding pass printer since once the mask is filled out and if everything is correct, the system will print a boarding pass.

8.2.2 Alternate Space Standby

Scenario: the passenger has missed the original flight he was booked on and is asking to be put on standby for the next available flight of the day, going to the same destination.

Note The illustrations below are for example purposes only.

Follow these steps to put the passenger on the standby list for the later flight.

1. Check that the later flight has seats available.
2. Display passengers' PNR – the segment that was originally booked is gone since the flight has departed. Book a segment on the later flight, using the segment status code SB, then end PNR.

Flight	Class	Date	Origin	Dest	Nbr Seats	Departure Time	Arrival Time
1537	Y	24 June	COR	AEP	1		

Select Sell Option:
 SB - Standby

Auto Insert ARNK

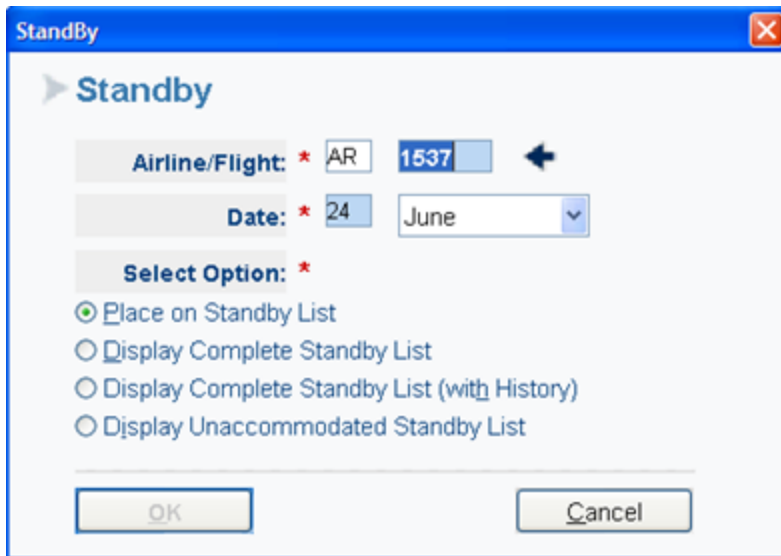
OK Cancel

Flt	Cls	From-To	Date	Times	Stp Nbr
AR 1537	N	COR - AEP	24JUN	845P-957P	0 SB01 /E

Dur: 1.12 hrs, 406 mls Thursday

Add Change Rebook Delete Flt Info More

3. Place the passenger on the standby list of the later flight.



StandBy

Standby

Airline/Flight: * AR 1537 ←

Date: * 24 June

Select Option: *

Place on Standby List

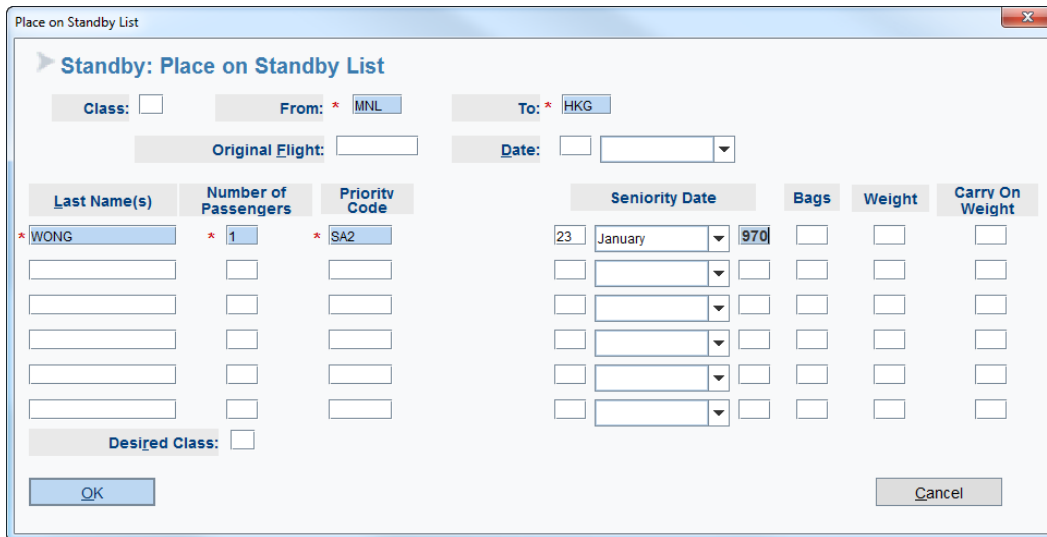
Display Complete Standby List

Display Complete Standby List (with History)

Display Unaccommodated Standby List

OK Cancel

- Fill out the Place on Standby window with class of service, passenger name, number in party, and priority code. Add baggage information as necessary.



Place on Standby List

Standby: Place on Standby List

Class: From: * MNL To: * HKG

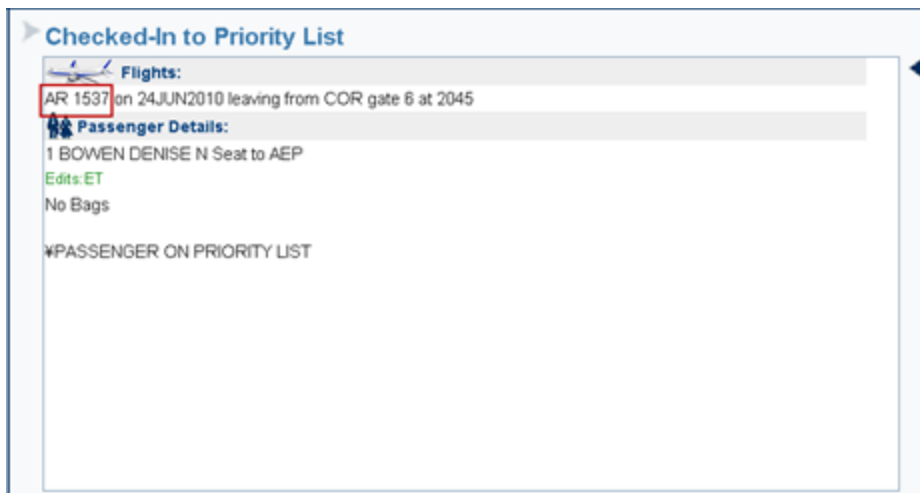
Original Flight: Date:

Last Name(s)	Number of Passengers	Priority Code	Seniority Date	Bags	Weight	Carry On Weight
* WONG	* 1	* SA2	23 January 970	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

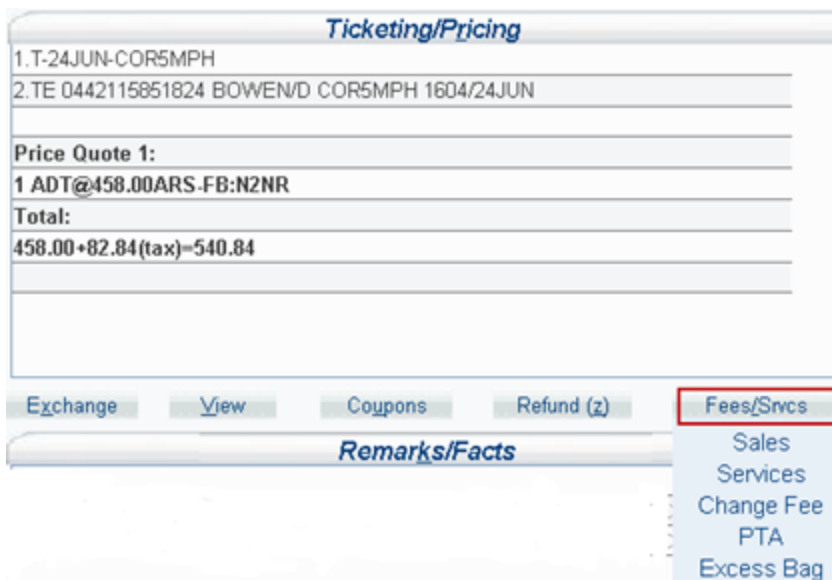
Desired Class:

OK Cancel

- Once you select **OK**, the system will check the passenger in on the priority list of the later flight and issue a boarding pass with Standby status to allow the passenger to proceed through security and to the boarding gate.



Note Should your airline request a fee for the change to later flight you can do so here.

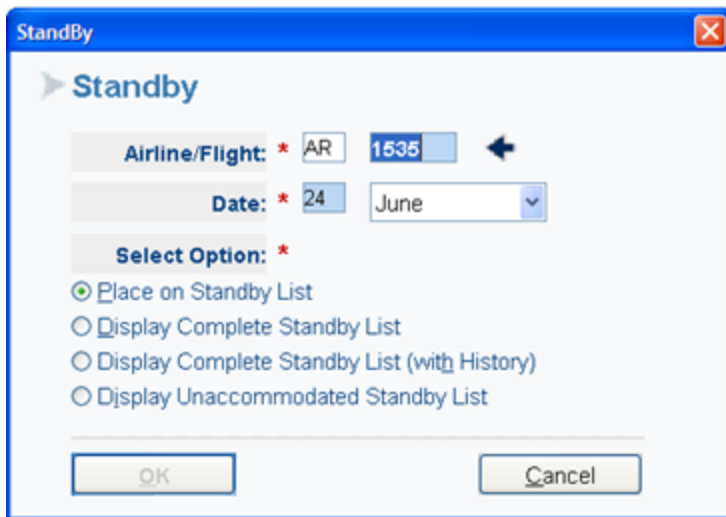


8.2.3 Alternate Space - Standby for an earlier flight

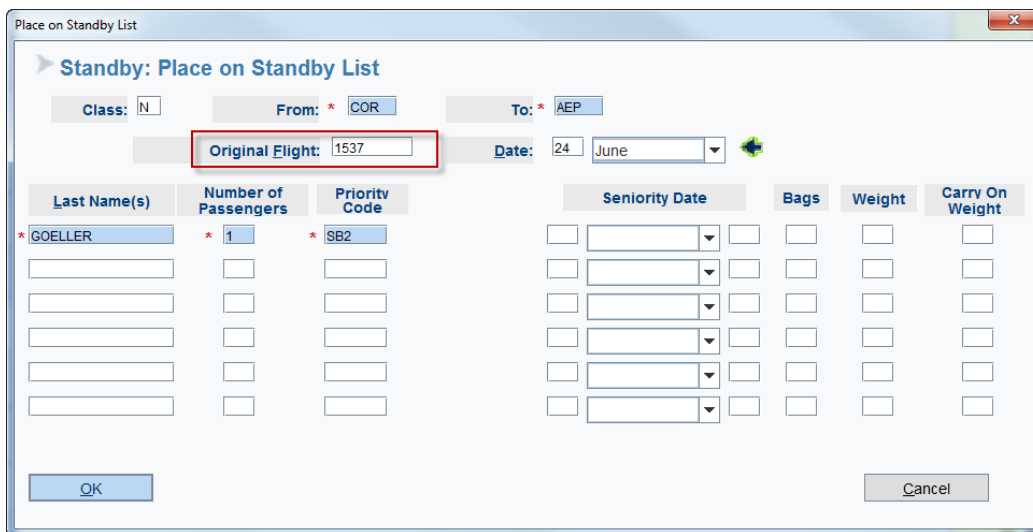
Scenario: the passenger wishes to standby for an earlier flight than the one he has originally booked.

Follow these steps to put the passenger on the standby list for the earlier flight.

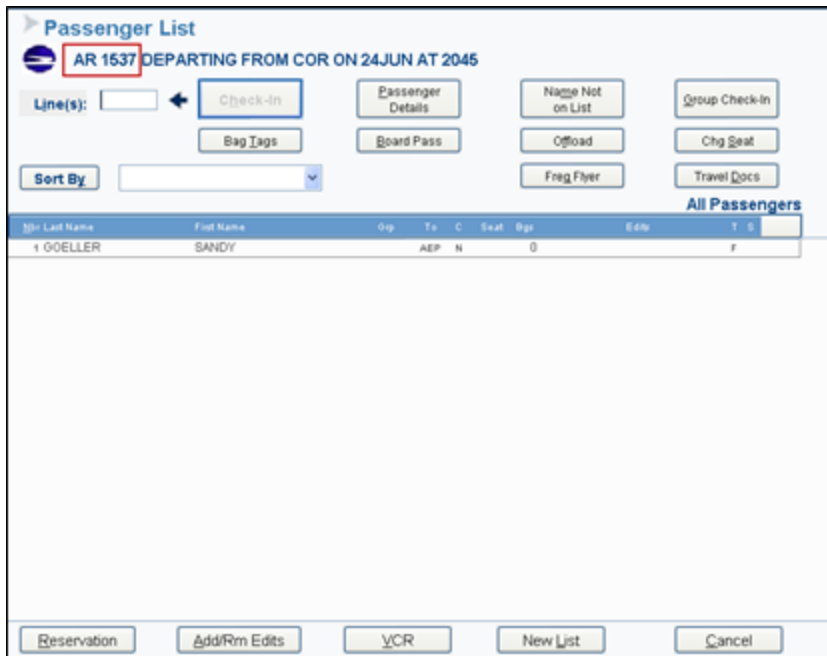
1. Check that the earlier flight has seats available and is still in open status for check-in.
2. Place the passenger on the standby list of the earlier flight.



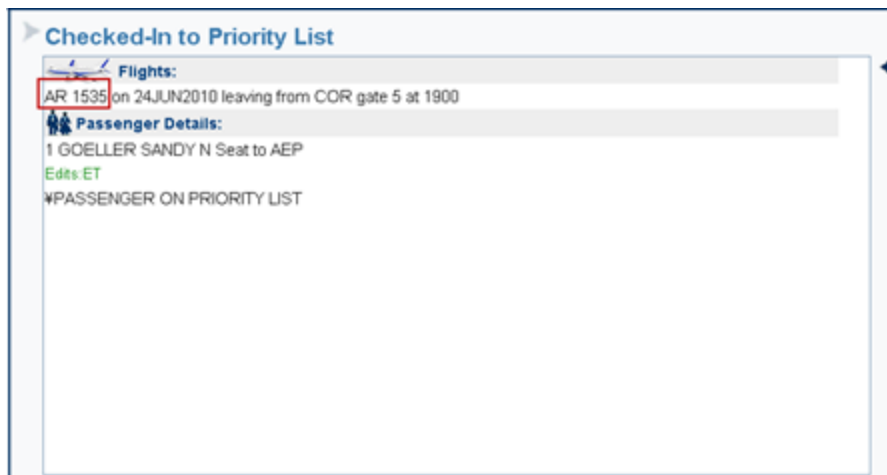
- Fill in the necessary information in the Place on Standby window – class of service, flight, name, number in party, priority code, and any baggage details. *The most important part in this window is to enter the Original Flight number, i.e. the one the passenger is confirmed on.*



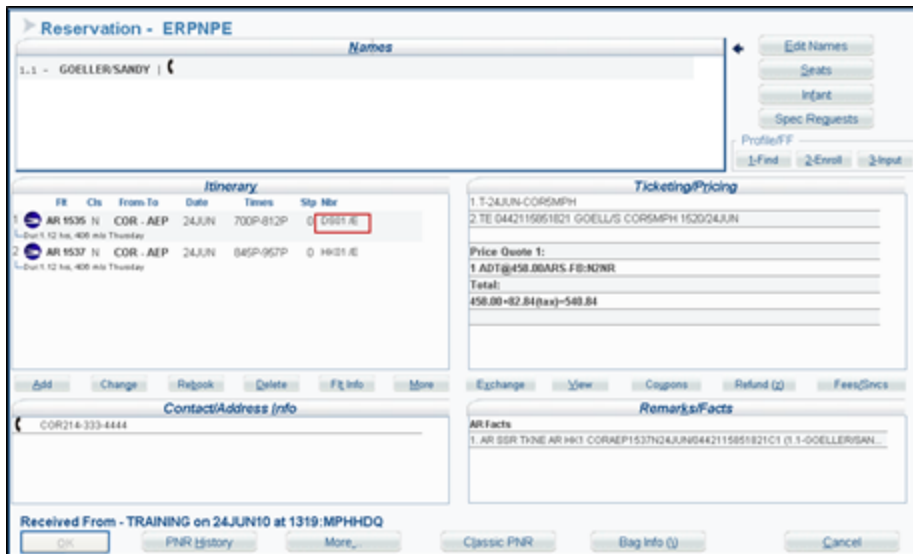
- Upon selecting OK, the system will display the passenger list of the original flight.



5. Select the passenger from the list and select Check-in.
6. The system puts the passenger on the priority list of the earlier flight.



7. At the same time, the system has added the new flight segment into the PNR with the status code DS. After the flight has gone through Post Departure Control – PDC – the DS segment will drop out of the PNR if the passenger does not get accommodated on the earlier flight, and the reservation is intact. If the passenger did make the earlier flight, the DS segment will change into the status SB, and the system will cancel the original HK segment in the PNR.



Note It is also possible to check-in a passenger for an earlier flight by using the **Check-in mask** <Shift + F1> under the **Check-in F2** tab. See the section **Check-in** for more details for this method.

8.3 How ESV (Enhanced Synchronization of VCRs) works with a DS Segment

When the system adds the DS segment to the PNR, it will cause the PNR to go out of sync and you would usually need to do an exchange to put the PNR back into sync.

If your airline uses ESV, you have two options to work with.

- **Option 1** - Use the edit code IR (Irregular Operations)

If the DS segment is not in the ESV table as an exception rule, when the passenger's original flight passenger list is displayed with that passenger's name, you need to add the IR edit code to the passenger. Select the reason for the IR code and add it to the IR window. The IR edit will cause the system to ignore the PNR going out of sync and will allow you to check-in the passenger to the priority list of the earlier flight.

Add/Remove Passenger Details

Select one or more types of detail from list or...

Type
CARS-INF IN RESTRAINT SYSTEM
NB-NOBAGS
INF-INFANT
CHD-CHILD
KIDS-KIDS
UMNR-UNACCOMPANIED MINOR
DHS-AQQ ADHOC VETTING REQUEST
DOCV-VALIDATE TRAVEL DOCUMENTS
DOCA-ADDRESS DOCUMENT
DCVI-VALIDATE INFANT TRAVEL DOCUMENTS
DH-DEAD HEAD CREW
GARD-GUARDIAN
IR-IRREGULAR OPERATIONS

Action: Add Remove

...enter edit codes manually separated by spaces.

IR

OK Cancel

Irregular Operations

Reason: * WFO-WAIVE SAME DAY CONF 75

The flight that had an irregular operation was:

Airline: * WS Flt Nbr: * 116 Date: 25 June

OK Cancel

Passenger List

WS 116 DEPARTING FROM YVR ON 25JUN AT 1815

Line(s): 1 ← Check-In Passenger Details Name Not on List Group Check-In

Bag Tags Board Pass Offload Chg Seat

Sort By: [] Freq Flyer Travel Docs

Nbr	Last Name	First Name	Op	Ts	C	Seat	Rgt	Edits	T	S
1	DAVIS	KAREN	YVC	Q				0:ET116		F

- **Option 2** - Add the DS segment to the ESV table as an exception

Note If the DS segment is in the ESV table as an exception rule, then the system will automatically bypass the need for the IR edit code and check the passenger into the priority list of the earlier flight, and leave the VCR in sync.

For more information on ESV please see the module *SabreSonic Check-in Tables* and *SabreSonic Check-in Enhanced Synchronized VCR*.

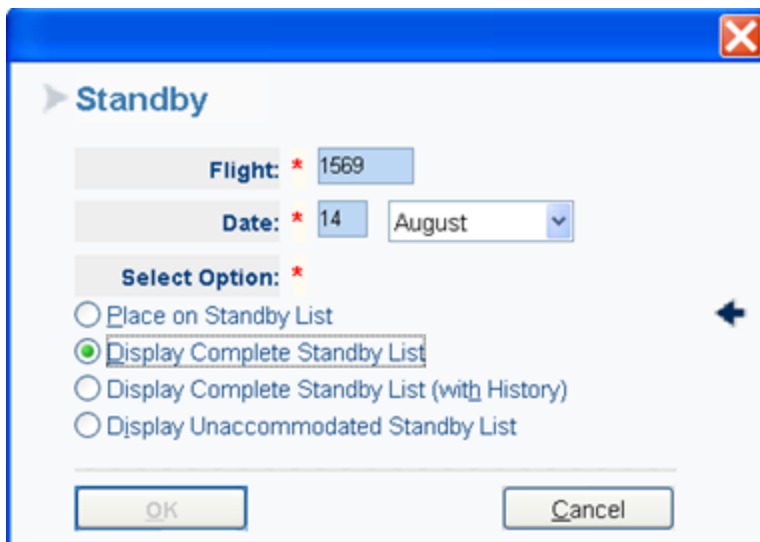
8.4 How DS Segment Works with No ESV

Without the possibility of an IR edit and the ESV exception table, the addition of the DS segment to a PNR will necessitate an exchange before you can proceed with checking the passenger in to the priority list of the earlier flight.

8.5 Display Complete Standby List

To display the complete standby list, complete the following steps:

1. Select **Standby** (Shift + F6)
2. Select Display Complete Standby List



3. Select **OK**

The Priority List gives you an overview with Total number of passengers on the list, unaccommodated passengers, and number of available seats.

The column Seat is color-coded:

- **Green** means passenger is accommodated and has boarded (note the – next to the seat number)
- **Yellow** means passenger is accommodated but has not boarded yet - note the * next to the seat number)
- **Red** means passenger has not been accommodated.

Priority List DEP FROM MEX ON 21SEP AT 1450 Time until ETD
18:08

Accommodate
 Return by Line
 Transfer
 Return by Seat

Line Number(s):
 All Passengers: Origin:
 New Class: Seat:
 Dest:

Total= 24, Unaccommodated/Available Seats=0/15

Nbr	Last	First	Grp	To	C	BC	Seat	Bgs	Code	Edits
1	SALAS	FONT	WHA	CUN	E	11A	NB	DHD	ET	
2	BRICHOLAME	PAUL		CUN	Z	20F	NB	IRP	ETAFSD 429	
3	NAVARRO	JESUS	AZ3	CUN	Z	26D*	1	IRP	ETAFSD 429	
4	NAVARRO	WHA	AZ3	CUN	Z	20E*	1	IRP	ETAFSD 429	
5	NAVARRO	JOSE	AZ3	CUN	Z	26C*	NB	IRP	ETAFSD 429	
6	DOMINGUEZ	LAURA		CUN	W	30	1	IRP	ET	
7	PETERS	CHRIST		CUN	W	14A	1	MCK	ETAFSD 577	
8	PETERS	NICHO		CUN	W	14A	1	MCK	ETAFSD 577	
9	MARTINEZ	MARTA	AP4	CUN	Y	20B	1	PLT	ET	
10	DELAHENA	RODR		CUN	V	1A*	1	PLT	ET	
11	MARTINEZ	ENRIQ		CUN	P	6D*	NB	PLT	ET	
12	SILVA	JESUS		CUN	A	30	NB	RVA	ETAFSD 577	
13	GONZALEZ	YANER	AC2	CUN	P	14E*	1	ORO	ET	
14	VEGA	RICAR	AC2	CUN	P	14E*	1	ORO	ET	
15	DESPRACEL	MONTS		CUN	W	21C	NB	RV1	ETAFSD 577	
16	BILL	KATH		CUN	S	22B	NB	RV2	ETAFSD 577	
17	HORN	CHRIST		CUN	S	22C	NB	RV2	ETAFSD 577	
18	VAROAS	EDGAR		CUN	B	21A	NB	RV2	ETAFSD 595	
19	SALAS	FERN		CUN	I	21	NB	RV2	ETAFSD 573	

OR

Priority List DEP FROM JFK ON 21SEP AT 325P Time until ETD
1:10:01

Accommodate
 Return by Line
 Transfer
 Return by Seat

Line Number(s):
 All Passengers: Origin:
 New Class: Seat:
 Dest:

Total= 25, Unaccommodated/Available Seats=2/5

Nbr	Last	First	Grp	To	C	BC	Seat	Bgs	Code	Edits
1	AB2	MCO	M	8B	1	NOEM	ET	
2	AB2	MCO	M	8B	1	NOEM	ET	
3	AD2	MCO	O	35D	1	NOEM	ET	
4	AD2	MCO	O	35E	1	NOEM	ET	
5	AH7	MCO	U	35A	NB	NOEM	ET	
6	AH7	MCO	U	35B	NB	NOEM	ET	
7	AH7	MCO	U	35C	NB	NOEM	ET	
8	AH7	MCO	U	35D	NB	NOEM	ET	
9	AH7	MCO	U	35E	NB	NOEM	ET	
10	AH7	MCO	U	35F	NB	NOEM	ET	
11	AH7	MCO	U	35G	NB	NOEM	ET	
12	MCO	O		8C	1	R	ET	
13	MCO	M		8D	NB	R	ET	
14	BH2	MCO	O		NB	R	ET	
15	BH2	MCO	O		1	R	ET	
16	MCO	N		35A	NB	S4	ET	
17	MCO	N		35B	NB	S4X	ET	
18	MCO	N		35A	NB	S4X	ET	
19	MCO	N		35B	NB	S4X	ET	

The Priority List contains the list of standby, oversales, upgraded passengers, and any passenger standing by for a jumpseat. The Priority codes and the order of display are determined by your airline and will vary between airlines according to the following criteria:

- Date
- Time of check-in
- Priority Classification Code
- Seniority

The line numbers down the left side of the priority list display always remain in sequential order.

Each time the list is displayed, the numbers are updated based on names added or removed from the list.

You can access the Priority List from two locations on the Check-in functions:

- **Psgr Lists (Shift + F2)**, then select List Type: Priority List (PALL)
- **Standby (Shift + F6)**, then select Display Complete Standby List

8.6 Accommodate from the Priority List

To accommodate passengers on the Priority List:

1. Select Accommodate (the default)
2. Enter desired line numbers separated by commas, OR you can select All Passengers
3. Indicate Seat numbers if desired, or leave blank for the system to automatically assign seats

Note A jumpseat is either 1W (for cockpit) or 1X (for cabin). Cockpit (W) and cabin jumpseats (X) show as boarded automatically when they are checked-in.

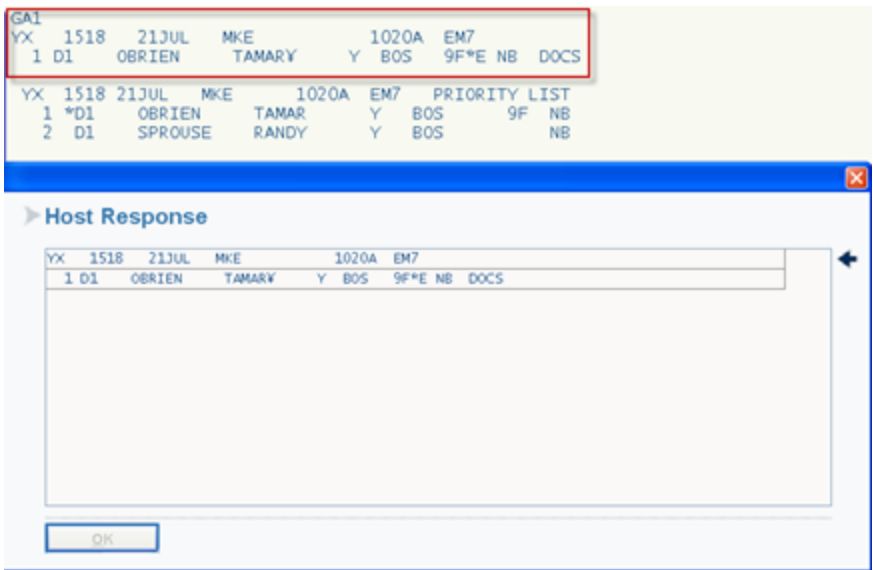
Your airline may wish to activate a functionality that inhibits the automatic ON of such seats. Once the functionality has been activated, cockpit or jumpseat passengers will need to be onboarded as any regular passenger. Board a jumpseat passenger by specific seat number, using either seta 1W or 1X. If a jumpseat rider subsequently deplanes, the jumpseat may be XON'd.

4. Select **OK**.

The screenshot shows the 'Priority List' interface. At the top, it displays 'DEP FROM MEX ON 16OCT AT 2130' and 'Time until ETD 5:36:07'. Below this, there are several options: 'Accommodate' (selected), 'Return by Line', 'Transfer', and 'Return by Seat'. There are also input fields for 'Line Number(s)', 'All Passengers' (checkbox), 'New Class', 'Origin', and 'Dest'. A 'Seat' input field is also present. Below the options, there are buttons for 'OK', 'Bag Tags', 'SSR/INF Counts', and 'Esgr Details'. A summary line reads 'Total= 2, Unaccommodated/Available Seats=0/111'. Below this is a table with columns: 'Lnr', 'Last', 'First', 'Grp', 'To', 'C', 'BC', 'Seat', 'Bgs Code', and 'Edits'. The table contains two rows of passenger data.

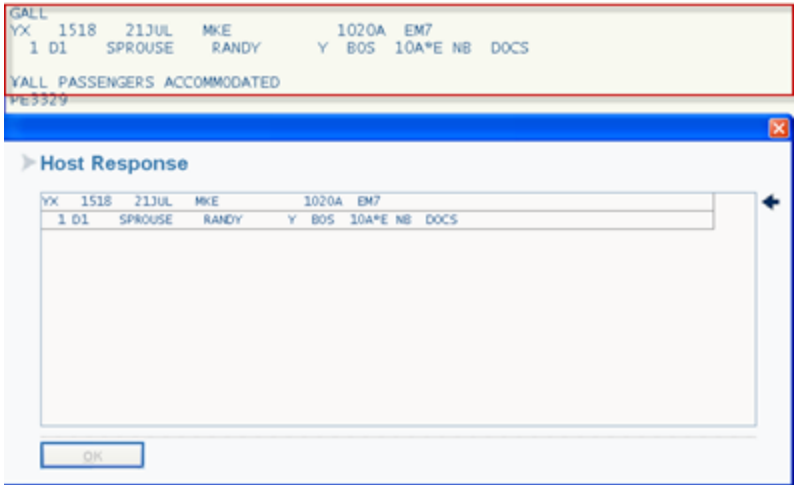
Lnr	Last	First	Grp	To	C	BC	Seat	Bgs Code	Edits
1	PVCCOLLIER	RICAR	HMO	0			11A	NB SAC	
2	WU ROS	CESAR	HMO	0				NB SAC	

Example response using **line numbers and a seat**:



The host response displays in a screen, and also in the background. Additionally, the system displays the rest of the priority list.

Example response if you select **All Passengers**:



The host response is in its own window. It repeats itself in the background. In addition, the system tells you ALL PASSENGERS ACCOMMODATED as a confirmation.

8.6.1 Priority List - Countdown Clock

At the top right corner of the Priority List pop up window, a clock will indicate the countdown to the estimated time of departure (ETD):

Time until ETD
46:58

At ten minutes before ETD, the clock turns yellow and the time starts flashing:

Time until ETD
6:47

At ETD time, the numbers turn to red and the time shows in negative amounts, indicating the number of

minutes and seconds that are past ETD: **Time until ETD -4:50** - in this example it is 4 minutes and 50 seconds past ETD.

8.7 Accommodating with the Auto Clear Button

The Auto Clear button is a functionality that you need to request activation of through Customer Care. Once the activation is completed, the button will display on the Priority List.

1. Display the Priority List:

Priority List EY 655 DEP FROM AUH ON 27AUG AT 1345 Time until ETD -2:33:49

Accommodate
Return by Line
Transfer
Return by Seat

Line Number(s): 1 Seat:
All Passengers: Origin: Dest:
New Class:

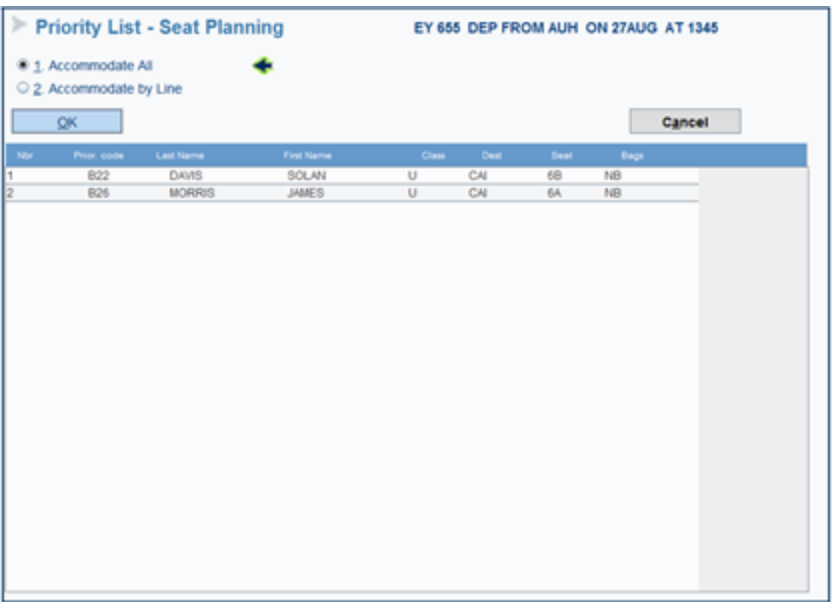
OK Auto Clear Bag Tags SSR/INF Counts Esgr Details

Avail: J=16 Y=120 | Unaccom/Avail 2 / 136

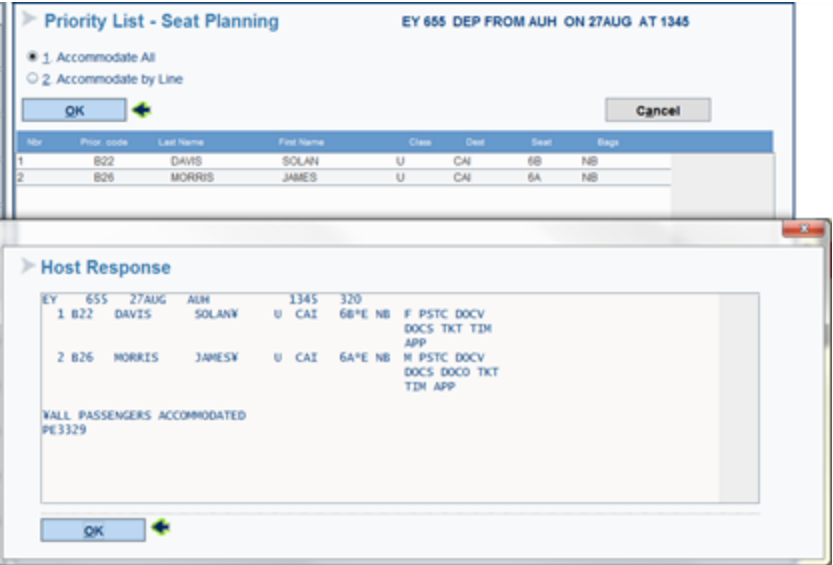
Ubr Last	First	Grp	Tc	C	BC	Seat	Bgs Code	Edits
1 DAVIS	SOLAN		CAI	U			NB 822	
2 MORRIS	JAMES		CAI	U			NB 825	

Reservation Add Edits VCR New List Cancel

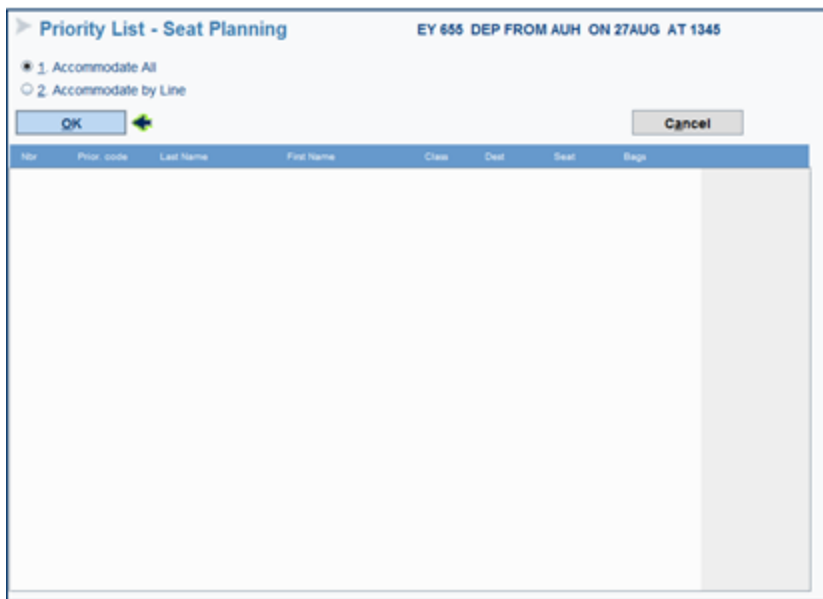
2. The button Auto Clear speeds up the accommodation process. Select Auto Clear (or Alt+T)
3. Upon selecting Auto Clear, both travelers on the list have been accommodated – in this example, they have seats 6B and 6A.



4. If you select OK, you get a Host Response in addition:



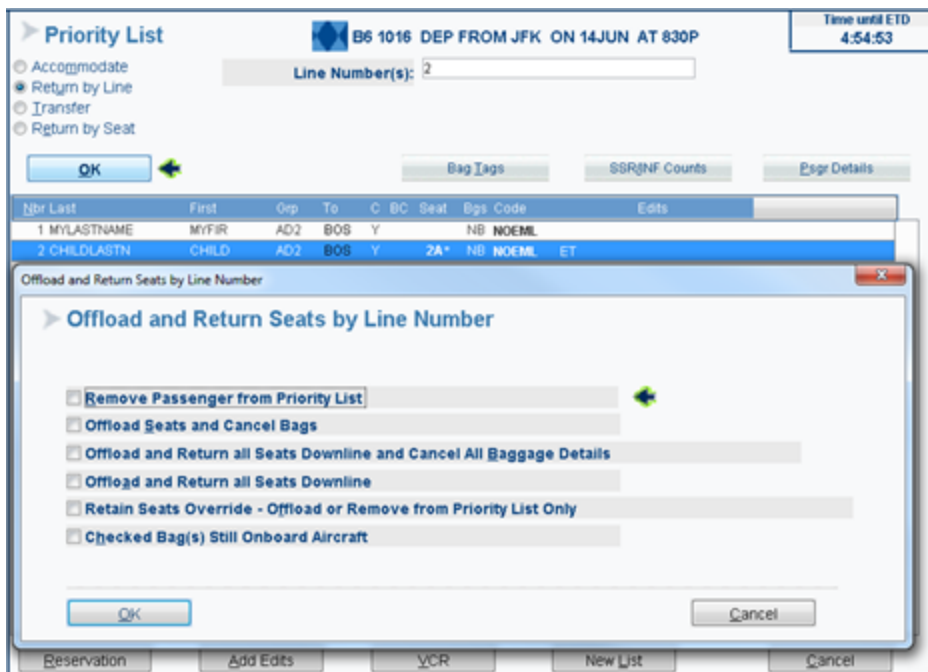
5. Then the Priority Seat Planning pop up re-displays with no names left, indicating that all names on the Priority List have been cleared.



8.8 Return by Line from the Priority List

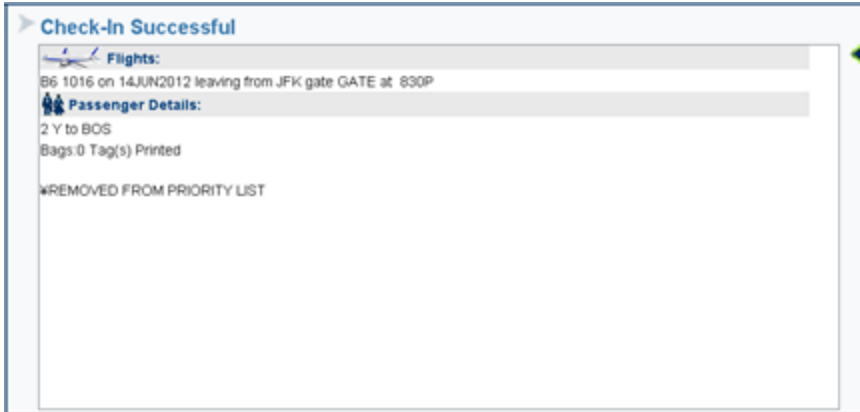
Use the Return by Line option to return a passenger's seat by selecting the Line Number from the Priority List.

1. Select Return by Line
2. Select OK - the Offload pop-up displays:



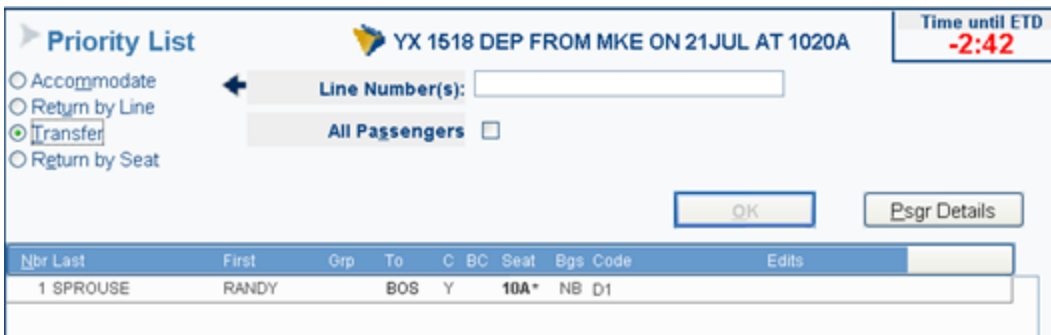
3. Indicate the Line Number or Numbers
4. Select **Remove Passenger from Priority List**
5. Select **OK**.

Example response:



8.9 Transfer the Priority List

Use the **Priority List: Transfer** option to transfer passengers to the priority list of another flight. You may need to transfer if the flight you are working is full and closed, and you wish to transfer all passengers who were not accommodated on your flight to the next one.



1. Select Transfer
2. Select **OK**.
3. The **Standby Options: Transfer** window displays:

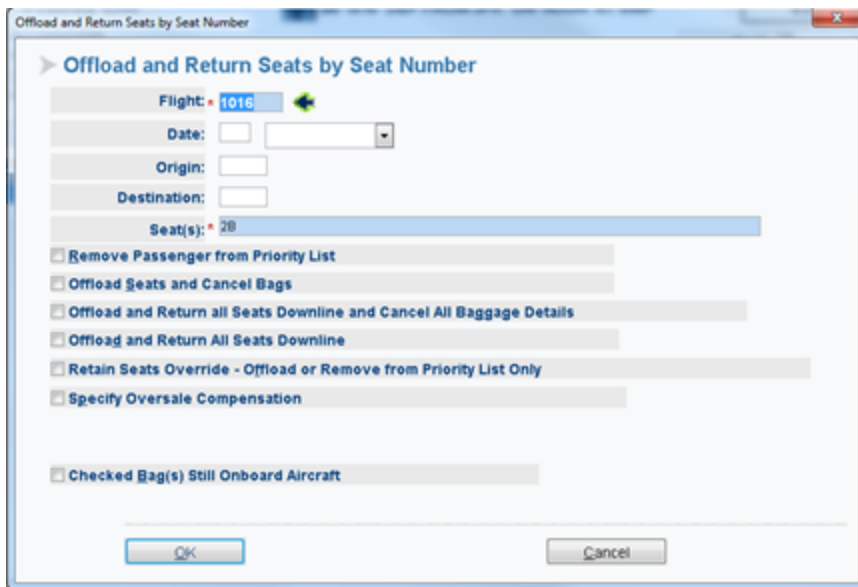
Fill in the necessary information to transfer the passenger.

8.10 Return by Seat from the Priority List

Use the **Priority List: Return by Seat** option to return the seat and/or offload the passenger from the priority list.

Nbr	Last	First	Orig	To	C	BC	Seat	Bgs	Code	Edits
1	SPROUSE	RANDY	BOS	Y			10A*	NB	D1	

1. Select Return by Seat
2. Select **OK**
3. The Offload and Return Seats by Seat Number displays on screen:



4. Provide the flight number
5. Indicate the **seats** to be off loaded

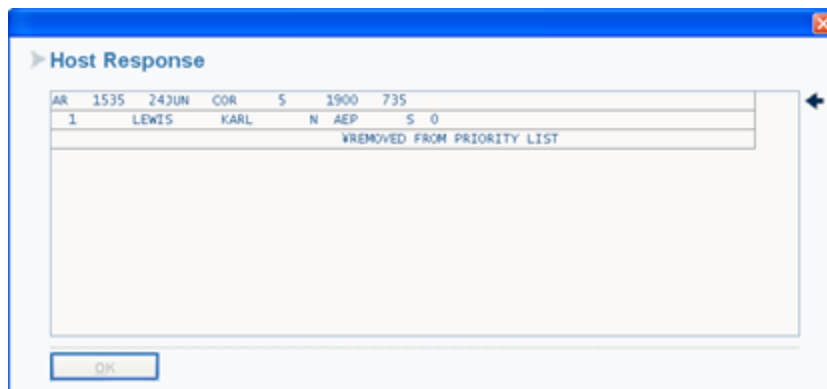
Select one of the following options:

- Remove Passenger from Priority List
- Offload Seats and Cancel Bags
- Offload and Return All Seats Downline and Cancel All Baggage Details
- Offload and Return All seats Downline
- Retain Seats Override – Offload or Remove from Priority List Only

Note Use this option when you need to change a VCR status from CKIN to OK, and at the same time you need to retain the seat that had been issued originally.

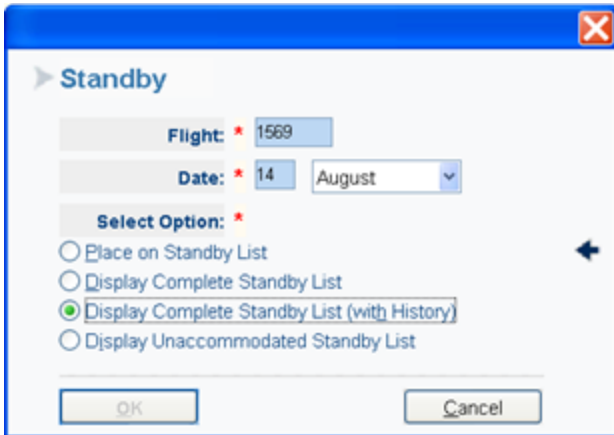
- Specify Oversale Compensation

Example response when you select Remove Passenger from Priority List:



8.11 Display Complete Standby List (with History)

Select **Display Complete Standby List (with History)**



Standby

Flight: * 1569

Date: * 14 August

Select Option: *

Place on Standby List

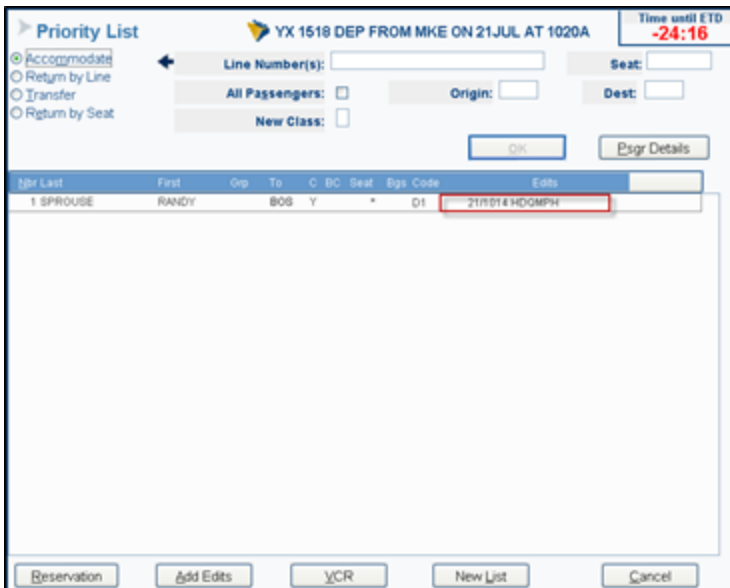
Display Complete Standby List

Display Complete Standby List (with History)

Display Unaccommodated Standby List

OK Cancel

The Standby List shows the history of the date and time that the passenger was originally listed, along with the agent's home station and sign:



Priority List YX 1518 DEP FROM MKE ON 21JUL AT 1020A Time until ETD -24:16

Accommodate

Return by Line

Transfer

Return by Seat

Line Number(s):

All Passengers: Origin: Dest:

New Class:

OK Psgr Details

Nbr Last	First	Op	To	C	BC	Seat	Egs	Code	Edits
1	SPROUSE	RANDY	BOS	Y	*	D1	21/014	HDMPH	

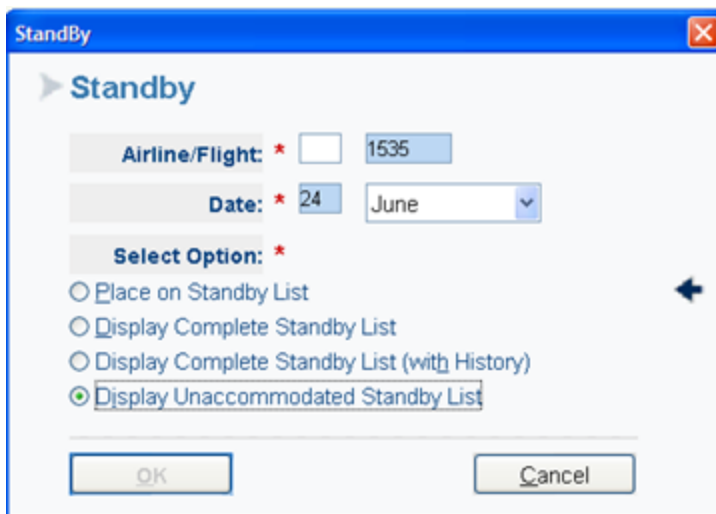
Reservation Add Edits YCR New List Cancel

8.12 Display Unaccommodated Standby List

Follow these steps to display the Unaccommodated Standby List. At PDC time, the system will send you a warning message if there are passengers who are not accommodated from the standby list.

Note For staff standby passengers, it is important that you transfer them BEFORE before you PDC your flight to ensure they will keep the priority criteria such as time of check-in, seniority, etc.

Select **Display Unaccommodated Standby List**



The response is the priority list with passengers who have not been accommodated. From here you can accommodate the passengers, or transfer them to another flight.

9

Bag Tags (Shift+F7)

9.1 Overview

Use the Bag Tags label to perform actions related to bags for passengers as well as Crew and Rush bags.

When the action is completed, the system shows the following:

- The PNR is updated automatically with the bag tag information
- The number of bags checked or NB (No Bags) displays in the Passenger Item

9.2 Two Types of Bag Tags and their corresponding characteristics:

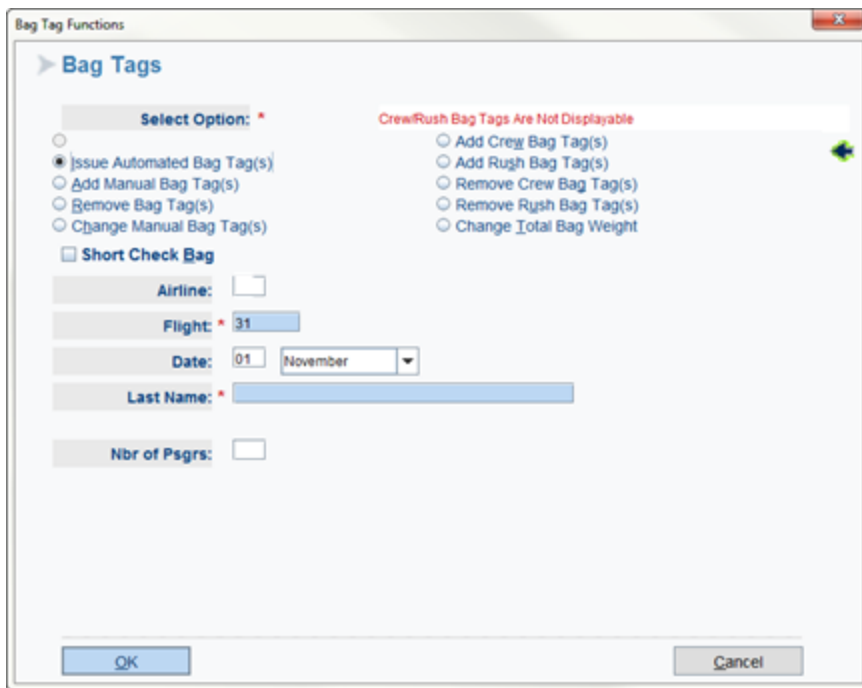
On Demand Bag Tags (ODBT)	<ul style="list-style-type: none">• ODBT are printed and given sequential numbers by the <i>Sabre</i> system• They contain specific passenger information including<ul style="list-style-type: none">◦ Routing◦ Tag Number◦ Optional information such as Pet, Voluntary Separation, Damaged Bag◦ Sine of the Issuing Agent
Manual Bag Tags	<ul style="list-style-type: none">• May be either pre-printed or generic tags – you may need to manually write the routing of the bag on the tags.• Once you add a manual bag tag, the system creates the applicable passenger edit, indicating the tag number associated with the specific passenger.

9.3 Accessing Bag Tag Functions

Select **Bag Tags Shift+F7**:



The options available are:



Passenger Bags	Crew, Rush Bags
<ul style="list-style-type: none"> • Print Existing Bag Tags (activated upon your request) • Issue Automated Bag Tags • Add Manual Bag Tags • Remove Bag Tag(s) • Change Manual Bag Tag(s) 	<ul style="list-style-type: none"> • Add Crew Bag Tag(s) • Add Rush Bag Tag(s) • Remove Crew Bag Tag(s) • Remove Rush Bag Tag(s)
<ul style="list-style-type: none"> • Short Check Bag 	<ul style="list-style-type: none"> • Change Total Bag Weight - this option applies to all bags.

9.4 Print Existing Bag Tags

Print Existing Bag Tags is an option viewable only if your airline selects to have it activated.

To have the option turned on, please contact *Customer Care*.

Note To use this option you must have the EPR keyword ACSRBT

Use the option **Print Existing Bag Tags** for the purpose of printing one or more bag tags which a passenger may have received through check-in on the web or other devices. Web check-in does not print an actual bag tag.

There are two ways to print the existing bag tags.

1. With the button Bag Tag from the Passenger List

Passenger List
WS 645 DEP FROM YYC ON 14JUN AT 700A

Line(s): 8

Buttons: Check-in, Bag Tags, Passenger Details, Board Pass, Offload, Freq Flyer, Hide Not on List, Group Check-in, Chg Seat, Travel Docs

Sort By: [Dropdown]

All Passengers: Count=Y-11

Id	Last Name	First Name	Op	To	C	Seat	Age	Eds	T	S
1	BUTTONS	NAVIGATION MR	YVR	Q		0	M	ETI	F	
2	SINCLAIR	MEGAN MS	YVR	E		0	F	ETI	E	
3	STANDBY	PARENT MR	YVR	E		NB	M	WB	ETI	E 1
4	TEST O	AN MARIEAN MARIE MR	YVR	L		0	M	ETI	F	
5	SMITH	JOHN MSTR	YVR	M		7A	0	CHD PRCH	ETI	GARD
6	SMITH	SMITH MR	YVR	M		7B	0	M PRCH	ETI	GARD
7	PRINCEGEOR	SAMM MR	YVR	Q		11A	NB	M	OB	IFET
8	FORTMCMURRY	REBEL MR	YVR	Q		11F*	S	M	OB	ET
9	WEB	ONE MR	ABQ	YVR	Q	12A*	NB	M	OB	WB
10	MOBILE	TWO MR	ABQ	YVR	Q	12F*	NB	M	OB	ET
11	MOBY DICKIE	NOVEL MR	ABQ	YVR	Q	13A*	1	M	OB	ET

2. From the Passenger's List, select Passenger Details, then Bag Tags:

Passenger List
WS 645 DEP FROM YYC ON 14JUN AT 700A

Line(s): 8

Buttons: Check-in, Bag Tags, Passenger Details, Board Pass, Offload, Freq Flyer, Hide Not on List, Group Check-in, Chg Seat, Travel Docs

Sort By: [Dropdown]

All Passengers: Count=Y-11

Id	Last Name	First Name	Op	To	C	Seat	Age	Eds	T	S
1	BUTTONS	NAVIGATION MR	YVR	Q		0	M	ETI	F	
2	SINCLAIR	MEGAN MS	YVR	E		0	F	ETI	E	
3	STANDBY	PARENT MR	YVR	E		NB	M	WB	ETI	E 1
4	TEST O	AN MARIEAN MARIE MR	YVR	L		0	M	ETI	F	
5	SMITH	JOHN MSTR	YVR	M		7A	0	CHD PRCH	ETI	GARD
6	SMITH	SMITH MR	YVR	M		7B	0	M PRCH	ETI	GARD
7	PRINCEGEOR	SAMM MR	YVR	Q		11A	NB	M	OB	IFET
8	FORTMCMURRY	REBEL MR	YVR	Q		11F*	S	M	OB	ET
9	WEB	ONE MR	ABQ	YVR	Q	12A*	NB	M	OB	WB
10	MOBILE	TWO MR	ABQ	YVR	Q	12F*	NB	M	OB	ET
11	MOBY DICKIE	NOVEL MR	ABQ	YVR	Q	13A*	1	M	OB	ET

Passenger Detail for FORTMCMURRY REBEL MR

Buttons: Bag Tags, Boarding Pass, Offload, Chg Seat, Reservation, YOR

Seat(s): 11F, 11F, 13A

Bagtags: 6

Frequent Traveler Information: Add FQTV

Primary Contact: Add PC

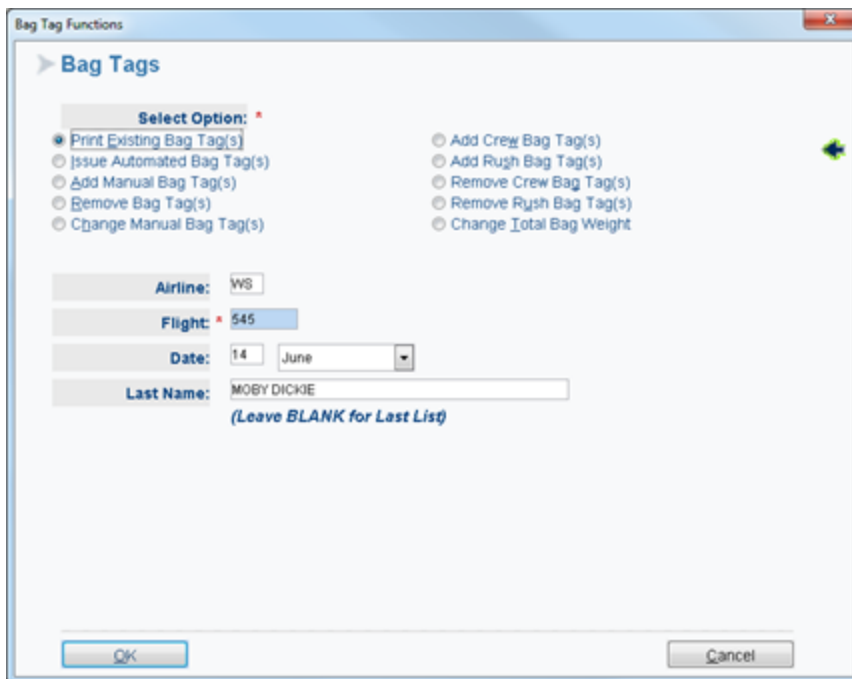
Passenger Comments: Add Comment

Other Information:

SEGMENT	1	WS 645 G 14JUN YYC YVR 11F *F 6 M OB ET ETI KS
SEGMENT	2	WS 108 G 14JUN YVR YEG 11F *F 6 M OB ET ETI KS
SEGMENT	3	WS 341 G 14JUN YEG YMM 13A *F 6 M OB ET ETI KS
Bag Tags	WS YMM 951019E,20E,21E,22E,23E,24	
ET	8382180452812 C01 14JUN G YYCYVR OKN	
Seq	001	
Status	Checked-in	

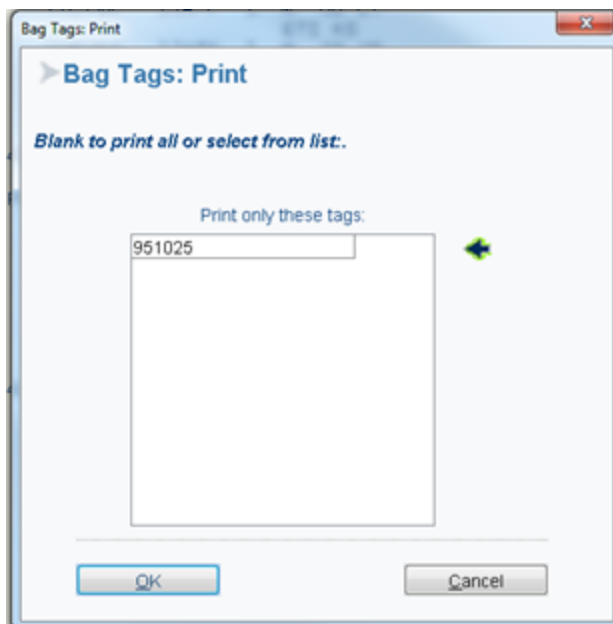
Buttons: Add, Remove Selected, OK, Infant, Travel Docs, Cancel

Both methods will take you to the Bag Tag window, with the passenger's name pre-populated:

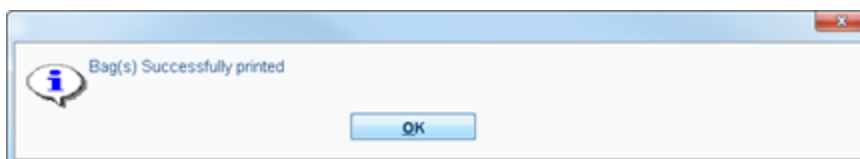


Once you select **OK**, the system acknowledges successful printing of the bag.

The passenger item displays in the background and the pop up **Bag Tags:Print** displays the existing bag tag number to be printed.



Select **OK**- the bag tag is successfully printed.



Note You can print existing bag tags for one passenger at a time only.

9.4.1 Print Existing Bag Tags for Passengers_with KS_Edit

The edit KS indicates Kiosk Check-in.

Your airline may wish to restrict the re-printing of existing bag tags only to those passengers who checked in via Kiosk and displaying the edit KS.

Once activated, only passengers with KS edit will be able to re-print the bag tags. For others, the option Print will not display.

Please contact *Customer Care* to have this option activated.

9.5 Issue Automated Bag Tags

Bag Tag Functions

Bag Tags

Select Option: *

- Issue Automated Bag Tag(s)
- Add Manual Bag Tag(s)
- Remove Bag Tag(s)
- Change Manual Bag Tag(s)
- Add Crew Bag Tag(s)
- Add Rush Bag Tag(s)
- Remove Crew Bag Tag(s)
- Remove Rush Bag Tag(s)
- Change Total Bag Weight

Crew/Rush Bag Tags Are Not Displayable

Short Check Bag

Airline: B6

Flight: 1016

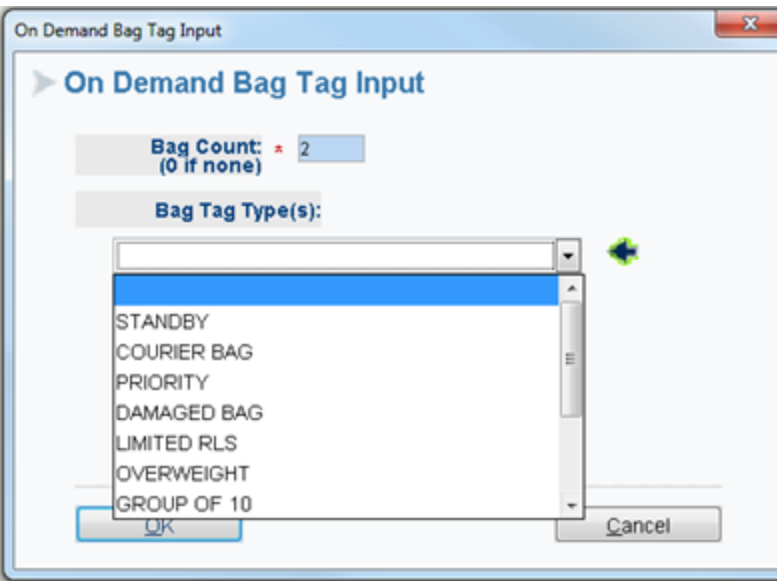
Date: 14 June

Last Name: DOE

Nbr of Psgrs:

OK Cancel

1. Select Issue Automated Bag Tags (the default)
2. Select OK



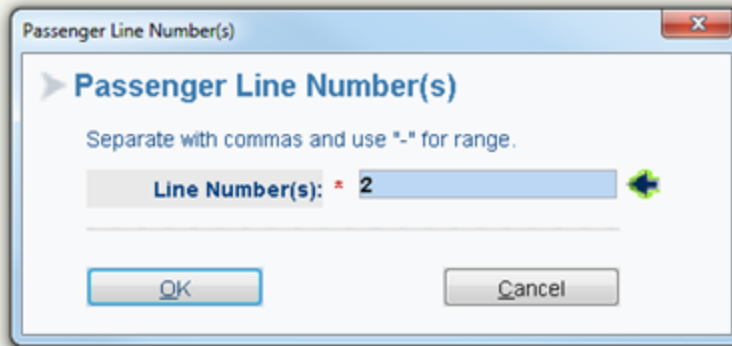
3. Input Bag Count and bag weight (if applicable)- If no bags, input 0
4. Select Bag Type: If applicable
5. Select **OK**

The passenger list displays in the background if you have similar names.

```

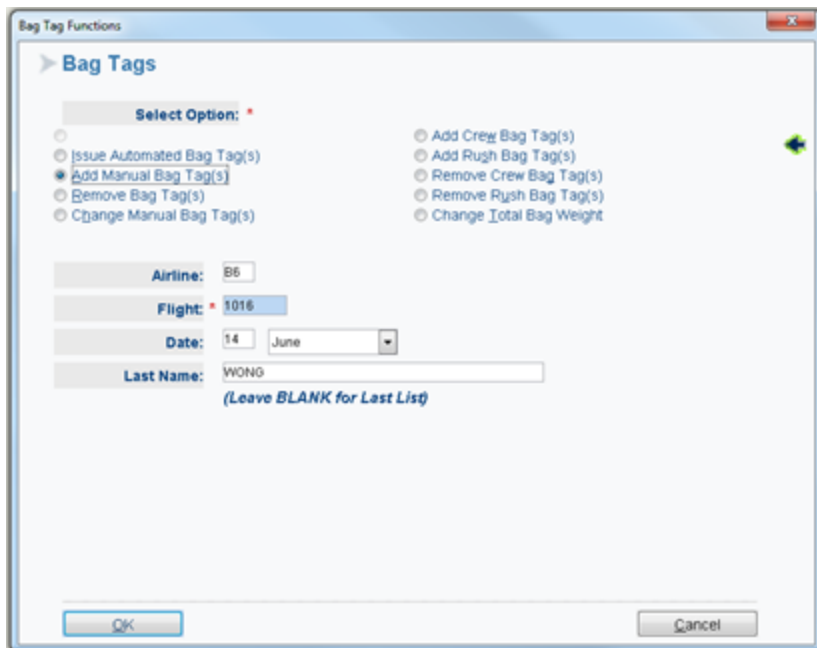
GBB61016/14JUN-WONG/1
B6 1016 14JUN   JFK GATE  830P  E90   PASSENGER LIST Y2
  1 WONG        ROBER AE2  Y   BOS   F  0 TKT
  2 WONG        SUSIE AE2  Y   BOS   F  0 TKT

```



- c. Input Line Number- of passenger
- d. Select **OK**.

9.6 Add Manual Bag Tags



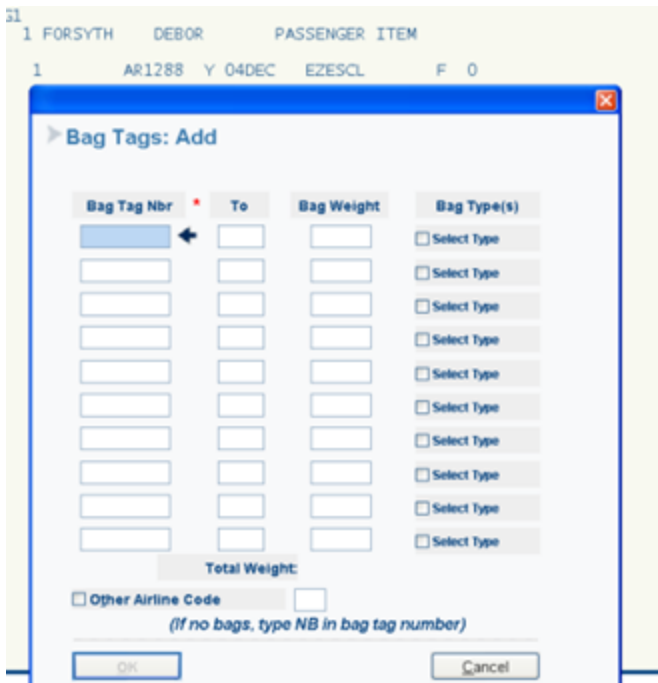
- **Flight** number auto-populates
- **Date**- auto-populates
- Input **Last Name** OR Leave Blank for Last Passenger List display

Select **OK**.

A list of all passengers with the last name indicated displays (or all passengers if no last name provided). Also the Select Passenger pop-up window displays:

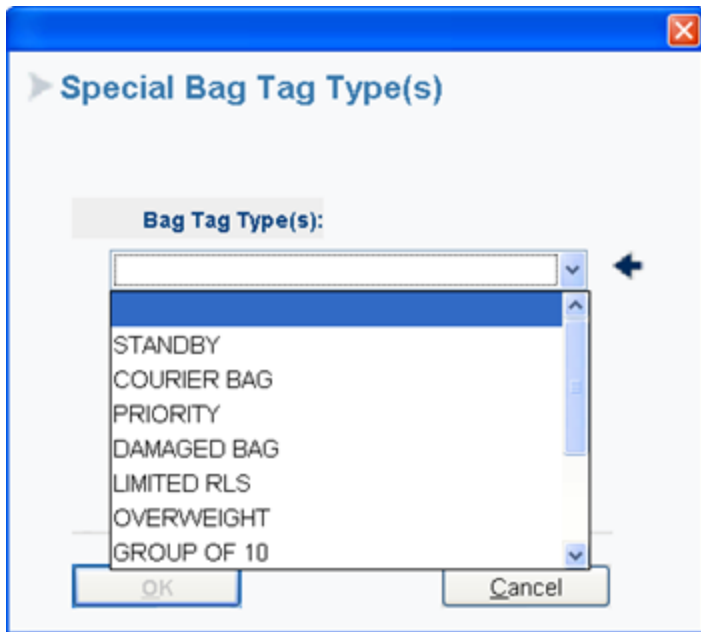
- a. Input Line Number
- b. Select **OK**.

Example response:



Note The look of the Bag tags: Add window varies according to your airline’s baggage requirements. For example, if your airline does not require bag weight, that column will not display.

- Bag Tag Number- Manually add Passenger’s bag tag number(s) or NB for No Bags
- To – Add bag destination within passenger’s line of flight.
- Bag Weight- Manually input bag weight in LBS (Pounds)
- Bag Type- if you select this option, you will get the list of Special Bag Tag



- a. If applicable, select Other Airline Code- Input 2-letter code
- b. Select **OK**

Example response:

```
G1/BT/123456
AR 1288 EZE 04DEC09

    FORSYTH    DEBOR    Y SCL    1
OKG          ADDED TAGS AR SCL 123456
```

Entry	Explanation
G1	Sabre command to display Item 2
/BT	Slash separator and Bag Tag
/123456	Slash separator, Bag Tag Number
AR ... 1288... EZE04DEC09	Airline, Flt number, Departure City, Date
FORSYTHDEBOR ...Y ...SCL... 1	Last Name, first 5 letters from First Name, Class Of Service, Destination, Number of Bags Checked
OKG ...ADDED TAGS AR SCL 123456	Bag Weight, Confirm Bag Tag(s) added, Airline Code, Destination, Manual Tag Number

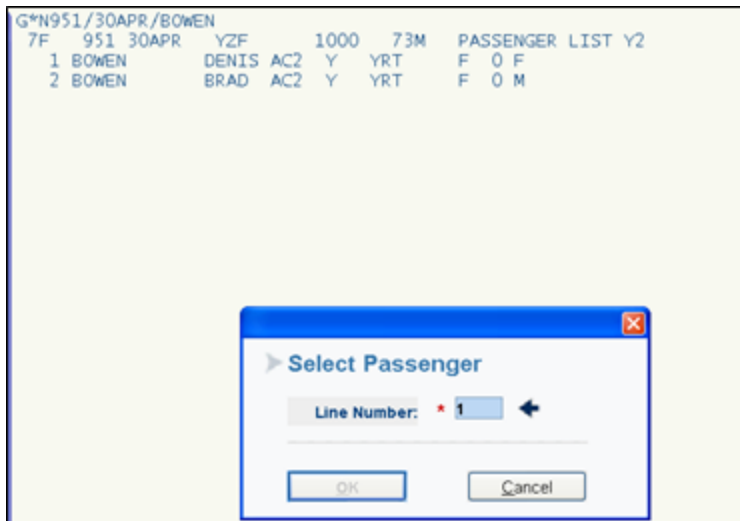
Note You can update a maximum of 3 downline flights.

Note Should the addition of the manual bag mean excess baggage, the prompt “Total Bags Checked Exceed Free Allowance” will display, followed by the miscellaneous mask for excess baggage fee.

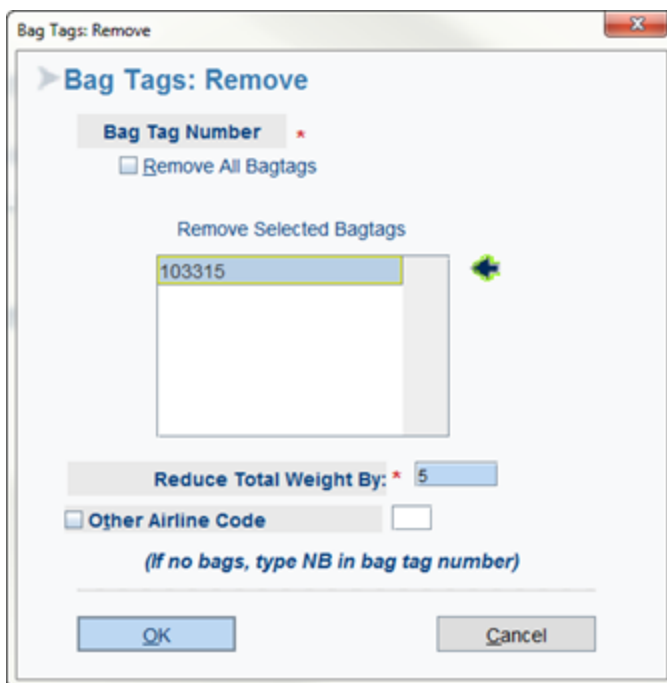
9.7 Remove Bag Tags

Use the Remove Bag Tag(s) option to return a previously issued ODBT (automated bag tag) which was issued in error, OR when the passenger is no longer traveling on the flight.

1. Select Option: Remove Bag Tag(s)
 - **Flight:** auto-populates
 - **Date:** auto-populates
 - The last name is mandatory and auto populates if you have selected the name from the passenger list display
2. Select **OK**.
3. If there are multiple passengers with the same last name, a window displays so that you can select the correct passenger. Example:



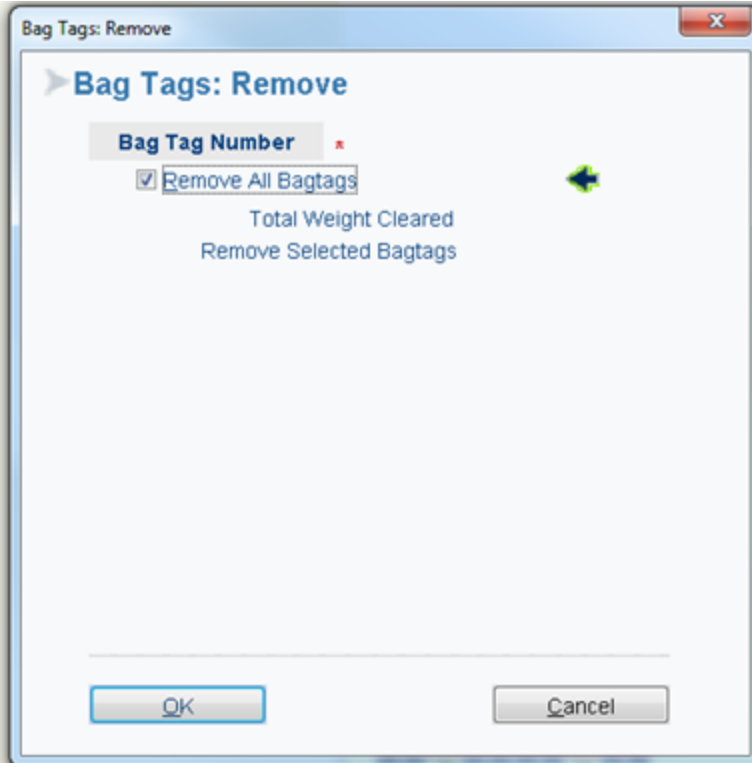
4. The passenger bag tags and Bag Tags: Remove window displays:



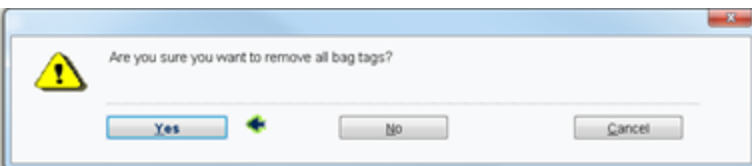
You can remove all Bag Tags, or specific bag tags.

9.7.1 Remove all bag tags

1. Check the Remove All Bagtags option.



2. Select OK- the next prompt will ask you for confirmation:



When you select Yes, the response shows the bag tag numbers cancelled:

```
GOBWS545/14JUN-FORTMCMURRY/951019,951020,951021,951022,951023,951024
WS 0545 YYC 14JUN

FORTMCMURR REBEL Y YVR 11F* 0 M OB ET
ETI KS
CANCELLED TAG NUMBERS WS 951019,WS 20,WS 21,WS 22,WS 23,WS 24
```

9.7.2 Remove Selective Bag Tags

Bag Tags: Remove

Bag Tags: Remove

Bag Tag Number *

Remove All Bagtags

Remove these Bagtags

096147				
096148				

Reduce Total Weight by:

Other Airline Code

(if no bags, type NB in bag tag number)

OK Cancel

1. Select the passenger from the passenger list display
2. Select Bag Tags
3. Select Remove Bag Tags - The automated bag tag numbers pre-populate in the pop-up window.
Caution Only input the bag tags which must be removed
4. The checked-in bag tags automatically pre-populate in the boxes under “Remove the Bagtags”.
5. It is important that you only show the Bagtags that must be removed, and NOT the ones you want to retain. In this example, if you wish to retain bag tag 096147, you must remove it from the pop up before you select OK.
6. In the box Reduce Total Weight by, enter the weight of the bag you are removing.
7. Select **OK**.

The passenger details of the passenger will confirm that the bag tag you wanted to retain is indeed retained.

9.8 Change Manual Bag Tags

Bag Tag Functions

Bag Tags

Select Option: *

Issue Automated Bag Tag(s)

Add Manual Bag Tag(s)

Remove Bag Tag(s)

Change Manual Bag Tag(s)

Add Crew Bag Tag(s)

Add Rush Bag Tag(s)

Remove Crew Bag Tag(s)

Remove Rush Bag Tag(s)

Change Total Bag Weight

Airline: WS

Flight: 545

Date: 14 June

Last Name: WEB

OK Cancel

1. Display the passenger list, select the passenger, and click on Bag Tags.
2. Select Option: Change Manual Bag Tag(s)
 - Flight – auto-populates
 - Date – auto-populates
 - Passenger last name also auto populates.
3. Select **OK**

4. Input Current Bag Tag number
5. Tab, then input New Bag Tag number
6. Select Other Airline Code (if applicable)
7. Select **OK**.

Example response:

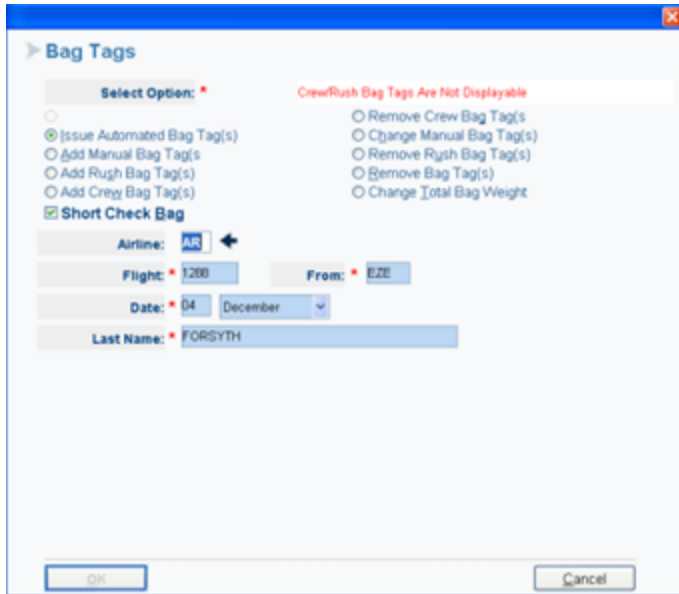
```
G1/BT/666456
WS      545   YYC   14JUN12

WEB      ONE M AB3   Y YVR   12A   1       M       OB   WB   ET ETI
OKG      ADDED TAGS WS YMM 666456
```

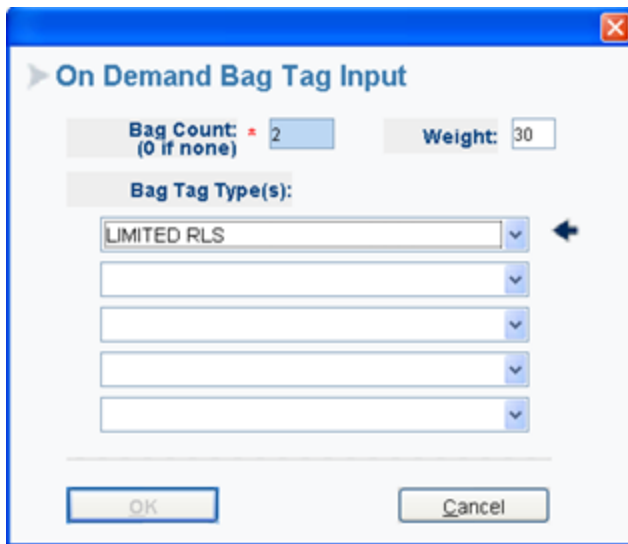
9.9 Short Check Bag

Use this option if the passenger wishes the bag to be short-checked.

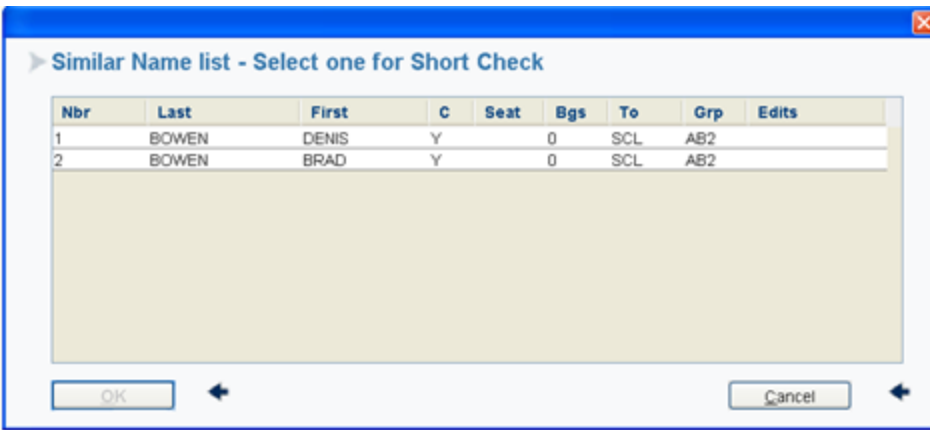
1. Select the option **Short Check Bag**



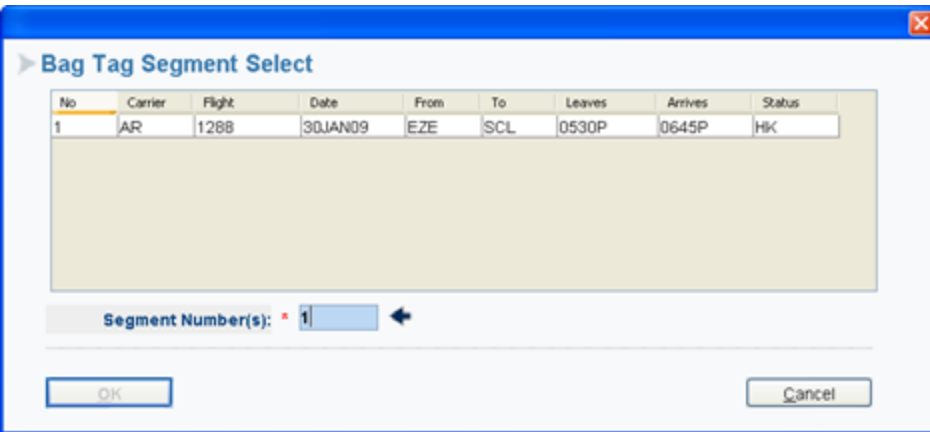
2. Upon selecting OK, you see the next pop-up, where you can add the bag count, weight and if necessary, the bag tag type.



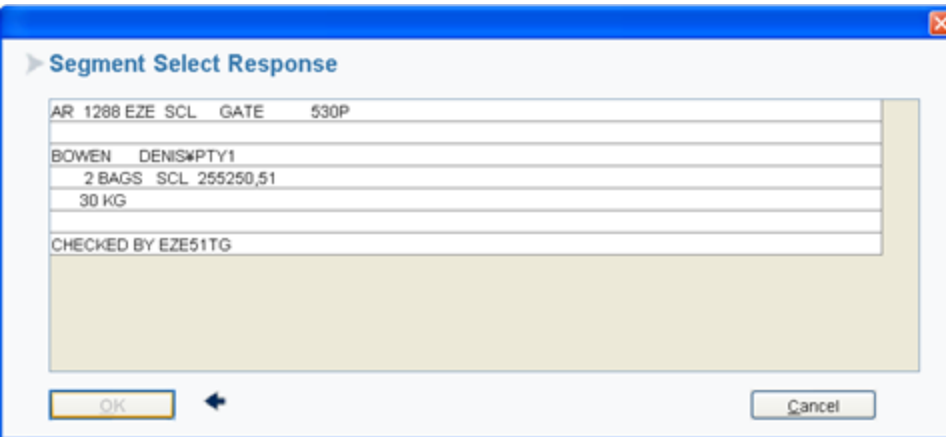
If you have similar names, the system displays the similar name list



3. Upon selecting the passenger, the system confirms the segment you are short-checking the bag to



4. Once you select **OK**, you have the system response.



9.10 Add Crew Bag Tag(s)

Use this option to add bag tags for working crew members with no PNR. The bag tag prints with the word CREW.

Bag Tag Functions

Bag Tags

Select Option:

- Issue Automated Bag Tag(s)
- Add Manual Bag Tag(s)
- Remove Bag Tag(s)
- Change Manual Bag Tag(s)
- Add Crew Bag Tag(s)
- Add Rush Bag Tag(s)
- Remove Crew Bag Tag(s)
- Remove Rush Bag Tag(s)
- Change Total Bag Weight

Crew/Rush Bag Tags Are Not Displayable

Airline: WS
 Flight: 545 From: YYC To: YVR
 Date: 14 June
 Name: SMITH

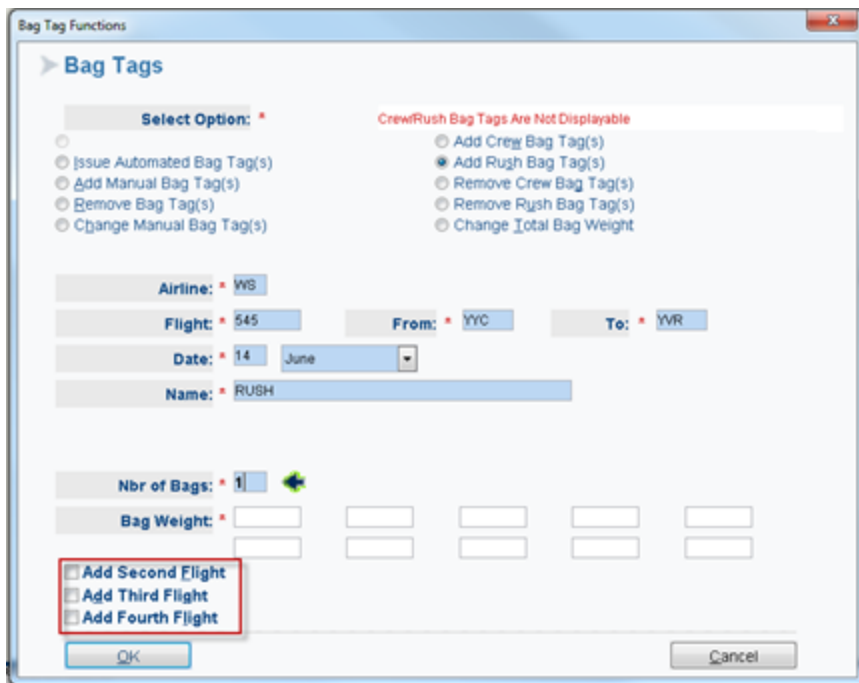
Nbr of Bags:
 Bag Weight:
 Add Second Flight
 Add Third Flight
 Add Fourth Flight

OK Cancel

1. Select Add Crew Bag Tag option.
2. If not already pre-populated, add flight information.
Note You have a maximum of four itinerary segments available.
3. Add the last name of crew member.
4. Add the number of bags.
5. Press **OK**.

9.11 Add Rush Bag Tag(s)

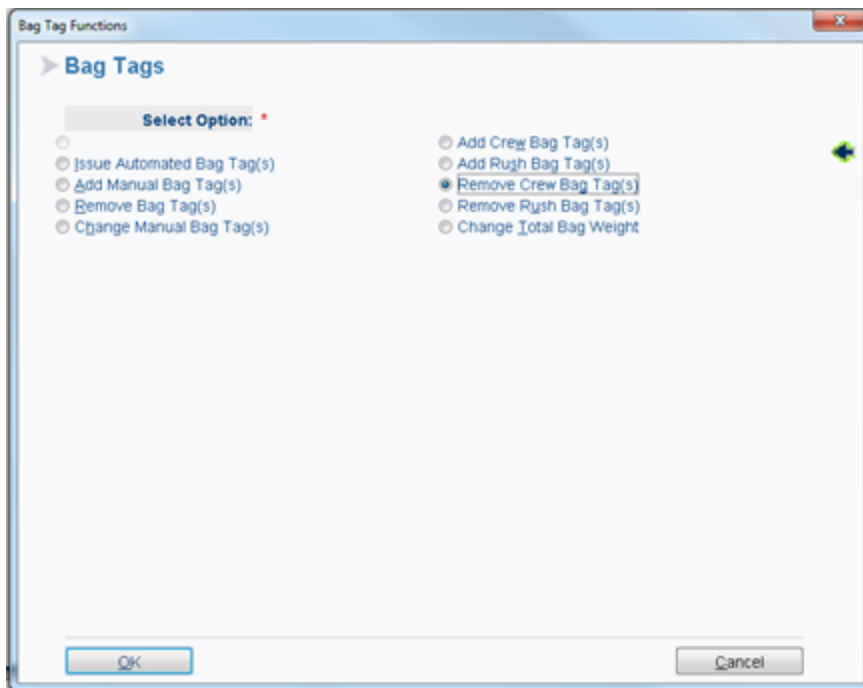
Use the Add Rush Bag Tag option to print tags for bags that have been separated from the passenger and are now being forwarded. There is no associated PNR.



1. Select Add Rush Bag Tags.
2. If not already pre-populated, add flight information.
 - Note** You have a maximum of four itinerary segments available.
3. Add the last name of passenger whose bags you are forwarding.
4. Add the number of bags.
5. Press **OK**.

9.12 Remove Crew Bag Tag(s)

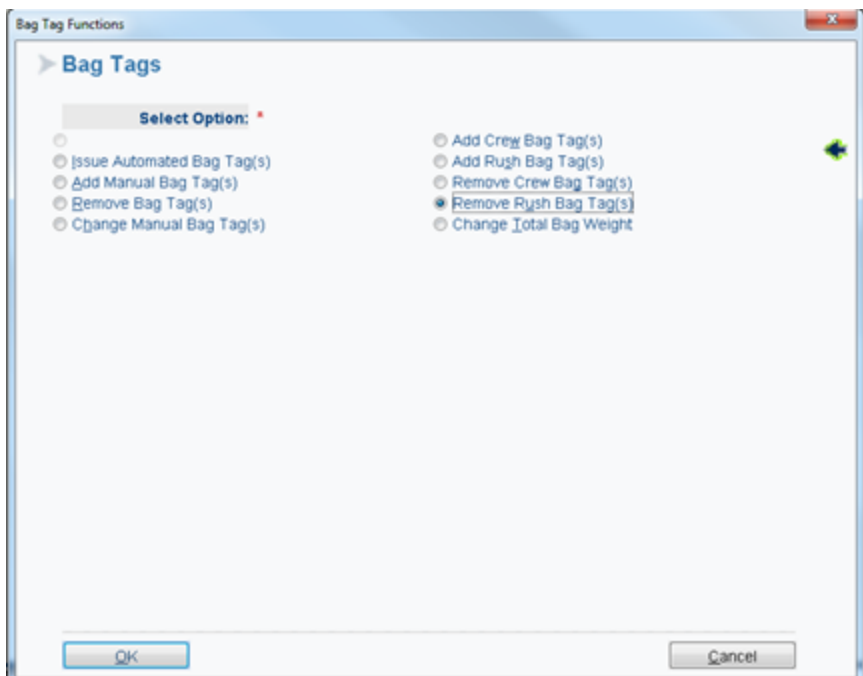
Use this option to remove a previously added Crew Bag Tag.



1. Select Remove Crew Bag Tags.
2. The following pop-up window displays:
3. Type the Offpoint and the Bag Tag Number.
4. Select OK.

9.13 Remove Rush Bag Tag(s)

Use this option to remove a previously added Rush Bag Tag.



1. Select Remove Rush Bag Tags
2. Type the Offpoint and the Bag Tag Number.
3. Select **OK**.

9.14 Change Total Bag Weight

The Change Total Weight box needs to reflect the new total weight – subtract the weight of the removed bags from the original total weight and input the remaining weight here.

1. Select passenger from the passenger list.
2. Click the button Bag Tags and select Change Total Bag Weight.

The screenshot shows a window titled "Bag Tag Functions" with a sub-section "Bag Tags". Under "Select Option:", there are two columns of radio buttons. The first column includes: Print Existing Bag Tag(s), Issue Automated Bag Tag(s), Add Manual Bag Tag(s), Remove Bag Tag(s), and Change Manual Bag Tag(s). The second column includes: Add Crew Bag Tag(s), Add Rush Bag Tag(s), Remove Crew Bag Tag(s), Remove Rush Bag Tag(s), and Change Total Bag Weight (which is selected). Below the options are input fields for Airline (YWS), Flight (545), Date (14 June), and Last Name (FORTMCMURRY). At the bottom are OK and Cancel buttons.

3. Select **OK**.

The background shows the baggage weight that was input.

```

G1
1 TEST          MAI M          PASSENGER ITEM
1          AR1288  Y 04DEC    EZESCL  25A*F  1  TKT
001
BT-AR SCL      258668
BT-           22 KG
  
```

A red arrow points to the "22 KG" value in the BT- line.

The pop-up displays to let you change the bag weight:



4. Indicate the new weight.
5. Select **OK**.

```
G1/BW/12  
AR 1288 EZE 04DEC09  
TEST MAI M Y SCL 25A 1 TKT  
12KG ←
```



10

EDIFACT (Shift+F8)

This section applies to Sabre hosted airlines that use EDIFACT Through Check-in (ETCI).

10.1 Overview

10.1.1 What is EDIFACT?

EDIFACT is the acronym for = **E**lectronic **D**ata **I**nterchange **F**or **A**dministration, **C**ommerce, and **T**ransportation

EDIFACT communications are IATA-sanctioned, specifically formatted data transmissions between computer reservations systems. Airlines who have partnership with each other can exchange information electronically, using EDIFACT messages.

10.1.2 Edifact Through Check-in

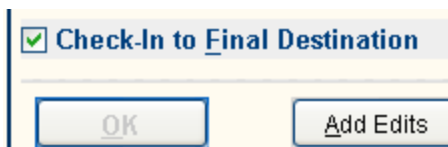
EDIFACT Through Check-in (or ETCI) is a product that allows you to interactively initiate check-in related functions in the Sabre system for a connecting flight on a partner airline, booked in the other airline's system. Agents of a partner airline can also interactively perform check-in related functions for connecting flights on your airline, while remaining in their system.

Partner airlines can be Sabre or non Sabre carriers.

The EDIFACT functions you can use in the *SabreSonic Check-in* system allow you to process passengers whose itineraries include travel on your airline and other airlines with whom you have an EDIFACT agreement.

10.2 When to Use EDIFACT Functions

Complete all EDIFACT check-in using the normal procedures on the label Check-in (Shift + F1), making sure the option "Check-in to Final Destination" is checked".



When the above option is checked, the system performs check-in for your flight as well as for your EDIFACT partner's downline flight.

Note Use the **EDIFACT (Shift + F8)** function ONLY if the check in does not process for the EDIFACT partner. *The EDIFACT functions in Interact are intended to be a secondary function only.*

10.3 Access EDIFACT

Note Before using the EDIFACT functions, the passenger MUST already be checked-in to your airline's flight.

Use the following steps to access the EDIFACT check-in functions.

1. Select **EDIFACT (Shift + F8)** from the Check-in Functions label. The EDIFACT window displays:

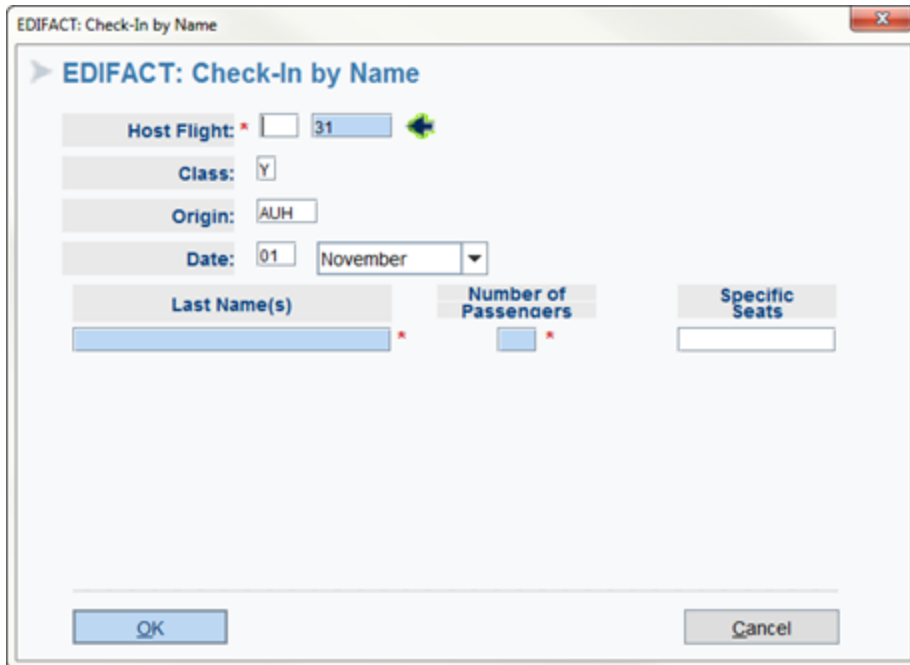
The screenshot shows a window titled "EDIFACT" with a close button (X) in the top right corner. The window content includes a header "EDIFACT" with a right-pointing arrow, followed by the instruction "Passenger Must be Checked In to Host Flight." Below this is a "Select Option:" section with a red asterisk, containing several radio button options: "Check-In by Name" (selected), "Check-In From List", "Display Seat Map", "Change Seat", "Return Seat", "Reissue Boarding Pass", "Display Passenger Details", and "Edit Passenger Details". A green arrow cursor points to the "Check-In by Name" option. Below the options are input fields for "Host Flight:" (with a red asterisk), "Date:", "Origin:" (with a red asterisk), "Destination:" (with a red asterisk), and "Compartment:". The "Host Flight:" field contains "EY" and "12". The "Date:" field contains "21" and "August". The "Origin:" field contains "LHR". The "Destination:" field contains "AUH". The "Compartment:" field is empty. At the bottom of the window are "OK" and "Cancel" buttons.

2. Select the applicable Option.
3. If not already populated, provide the requested information on **YOUR flight (HOST Flight)**. The flight number is mandatory.
4. Select **OK**.

We will discuss each EDIFACT option on the following pages.

10.4 Check-in by Name

When you select Check-in by Name, Interact displays the passenger list and the following window:



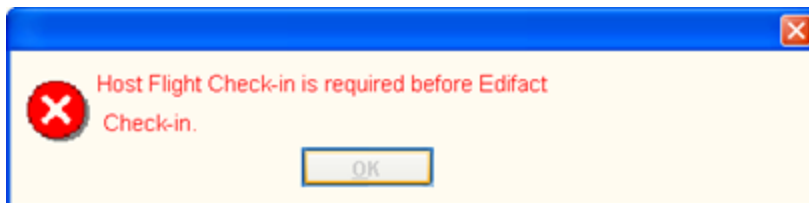
The screenshot shows a dialog box titled "EDIFACT: Check-In by Name". It contains the following fields and controls:

- Host Flight:** A text box containing "31" with a green plus icon to its right.
- Class:** A dropdown menu showing "Y".
- Origin:** A text box containing "AUH".
- Date:** A date picker showing "01" and "November".
- Last Name(s):** A text box with a red asterisk to its right.
- Number of Passengers:** A text box with a red asterisk to its right.
- Specific Seats:** A text box.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

1. If not already populated, provide the flight information for the **HOST flight (your flight)**.
2. Provide the **Last Name** of the passenger or passengers you are checking in. You can only check-in one surname at a time.
3. Indicate the number of passengers.
4. Provide desired seats if known. Leave blank for the other airlines system to assign the seat.
5. Select **OK**.

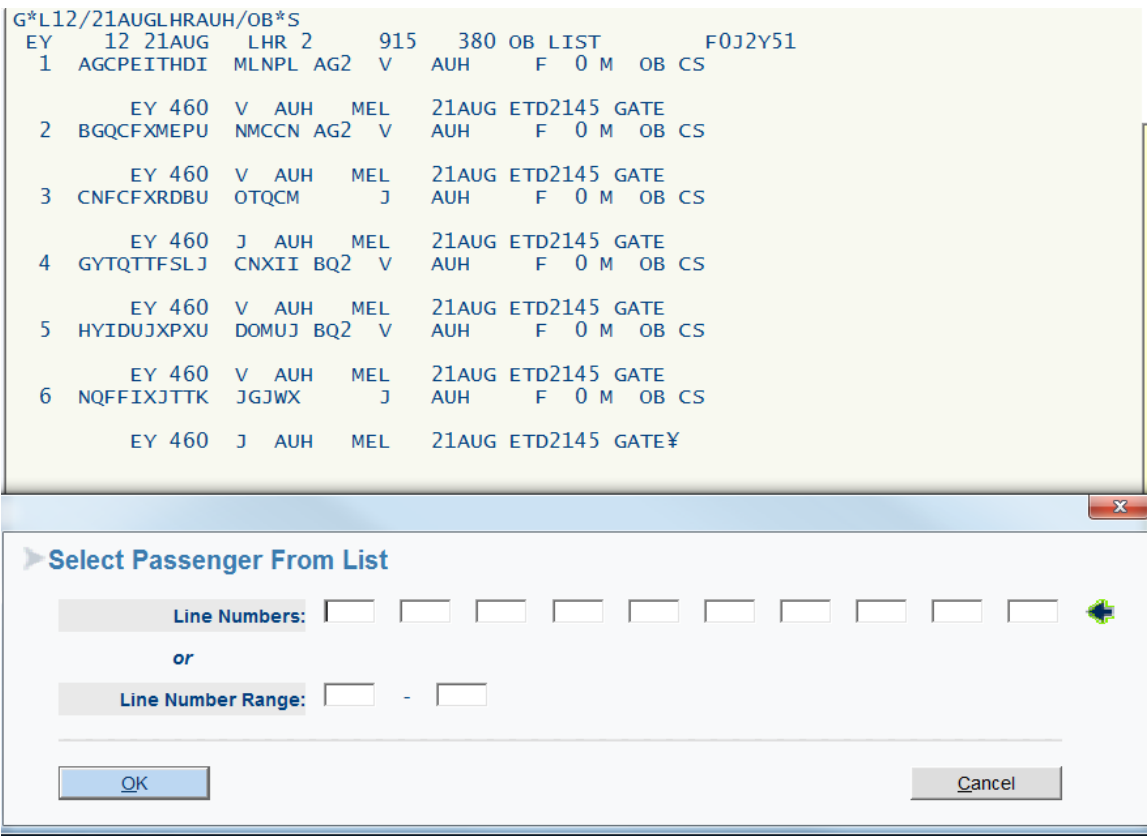
A Check-in Successful response means the EDIFACT messages have gone through.

Caution Host check-in must be completed before this function is processed otherwise the following error message displays:



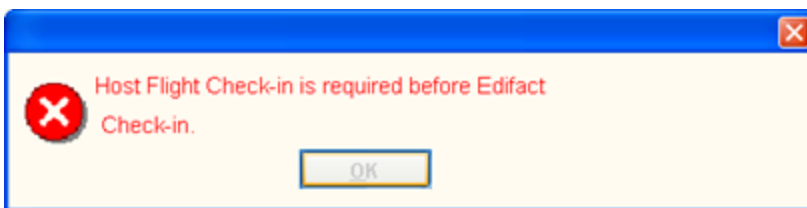
10.5 Checkin by Passenger List

When you select this function, a passenger list displays in the background and the Select Passenger From List window displays underneath.



1. Select the line number for the passengers you are checking in. Remember you can check-in only one surname at a time with EDIFACT check-in.
2. Select **OK**.
3. A Check-in Successful response means the EDIFACT messages have gone through. There is not a way to display the EDIFACT messages.

Caution Host check-in must be completed before this function is processed otherwise the following error message displays:



10.5.1 For Carriers who opt in on the Gender Check-in project

Passengers with the STCR edit code (Stretcher) or an R gender will not be allowed to be through-checked on their OA connection.

Following the details of successful check-in on the host flight, the following error message will display:

‡NOT ALLOWED TO CHECK-IN THE CONNECTING FLIGHT – STCR

10.6 Display Seat Map (of EDIFACT Partner)

Use the Display Seat Map option to view the seat map of your EDIFACT partner carrier.

Display Seatmap

Display Seatmap

OA Carrier Code: * AS

OA Flight Number: * 66

Date: * 01 November

Board Point: * ANC

Off Point: * SFO

Compartment: Y

Print / Email

OK Cancel

Provide the following information about the other airline (OA) flight:

1. OA Carrier Code
2. OA Flight Number
3. Date
4. Board Point (of OA flight)
5. Off Point (of OA flight)
6. Compartment
7. Select **OK**.

Example response:

GE*M/AS66Y29MARANCCDV										7H Flight 801 on 29MAR07									
AS 0066 29MAR Y ANC					CDV 0329P 0420P 734					Y									
A	B	C	D	E	F	A	B	E	C	D									
6	BHD	BHD	BHD	BHD	BHD	1	1	1	1	1									
7	.U	.UH	.UH	.U	.U	2	2	2	2	2									
8	.U	.	.	.U	.	3	3	3	3	3									
9	.U	.	.	.U	.	4	4	4	4	4									
10	5	5	5	5	5									
w11	.	*UH	*H	*	*U	6	6	6	6	6									
w12	*UI	*UI	*UI	*UI	*UI	7	7	7	7	7									
w13x	.I	.I	.I	.I	.I	8	8	8	8	8									
w14x	.I	.I	.I	.I	.I	9	9	9	9	9									
w15	*I	*UI	*I	*I	*UI														
w16	*	*	*	*	*														
w17	*	*	*	*	*														
18	*	*	*	*	*														
19	*	*	*	*	*														
20	*	*	*	*	*														
21	*	*	*	*	*														

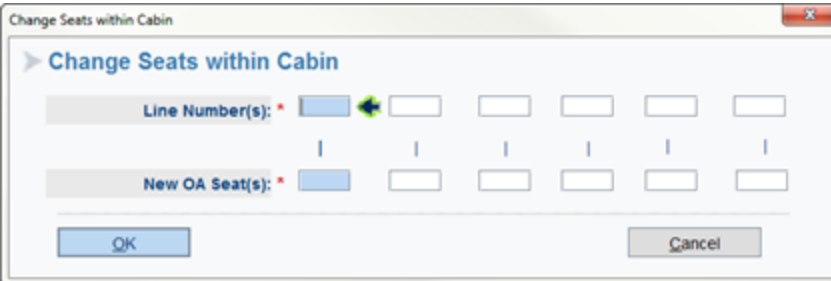
Note Your EDIFACT partner's seat map displays in the main window while your flight's seat map remains active in the Trip Summary:

10.7 Change Seat

Before using this function you must know what seats are available on your partner carrier's flight. To view the available seats select the Display Seat Map option (previously explained) to display the OA seat map.

Use this function to change the seat assignment on your EDIFACT partner's flight.

1. Select Change Seat.

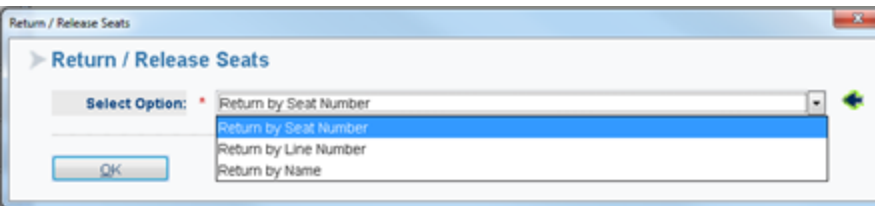


2. Provide the current **host** seats (seats on your flight).
3. Provide the New OA Seat desired and select **OK**.

10.8 Return Seats

Use this function to return seats or offload a passenger who has been checked-in on your EDIFACT partner's flight.

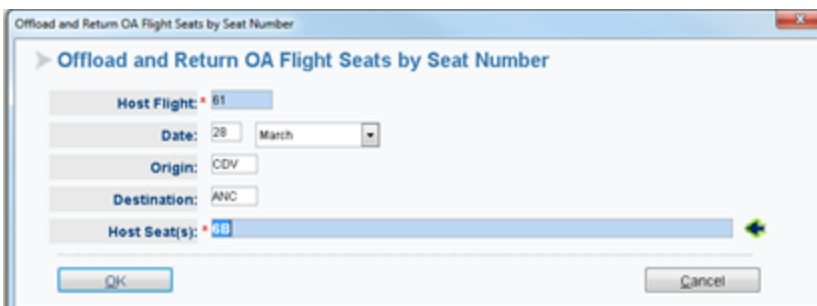
1. Select Return Seats



2. Select the applicable option: return by seat number, by line number, or by name.

10.9 Return by Seat Number

Example:



System response example:

```
GEO61/28MARCDVANC/6B
YOA OFFLOAD SUCCESSFUL - 7H 0806
7836
```

10.10 Return by Line Number



Example response:

```
GEO/1
YOA OFFLOAD SUCCESSFUL - 7H 0806
7836
```

10.11 Return by Passenger Name



Example response

```
GEO/1
YOA OFFLOAD SUCCESSFUL - 7H 0806
7836
```

10.12 Reissue Boarding Pass

Use this function to reissue a boarding pass for your EDIFACT partner's flight.

1. Select Reissue Boarding Pass.
2. Select the applicable option

10.13 Specific Host Flight Seat Nbr(s)



Reissue Boarding Pass

Reissue Boarding Pass

Select Option:

- Specific Host Flight Seat Nbr(s)
- Passenger Last Name
- Line Nbr(s) of Host Fit List Display

6F

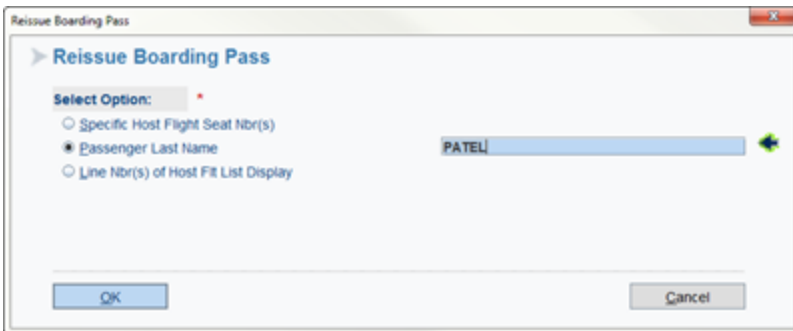
OK Cancel

Example response:

```
GERB61/28MARCDVANC/6F
7H 806 28MAR ANC L2 500P DH8
1 APPLE MARY Y VDZ 6F*F 0 IB
```

10.14 Passenger Last Name

Provide the last name of the passenger whose boarding pass you are going to reissue.



Reissue Boarding Pass

Reissue Boarding Pass

Select Option:

- Specific Host Flight Seat Nbr(s)
- Passenger Last Name
- Line Nbr(s) of Host Fit List Display

PATEL

OK Cancel

Note If there are multiple passengers with that last name you will see a list of the passengers in the background.

10.15 Line Nbr(s) of Host Fit List Display



Reissue Boarding Pass

Reissue Boarding Pass

Select Option:

- Specific Host Flight Seat Nbr(s)
- Passenger Last Name
- Line Nbr(s) of Host Fit List Display

Line numbers must be entered in order with maximum of 10 lines.
Example: 1,3,5-8,11-13,15

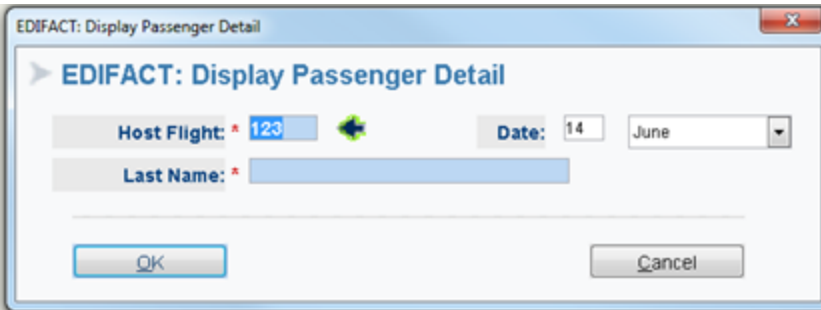
OK Cancel

Provide the line number from the list display.

10.16 Display Passenger Details

Use this function to display the passenger details on your EDIFACT partner carrier's flight.

1. Select Display Passenger Details



The EDIFACT: Display Passenger Detail window displays, along with the passenger list from your flight:

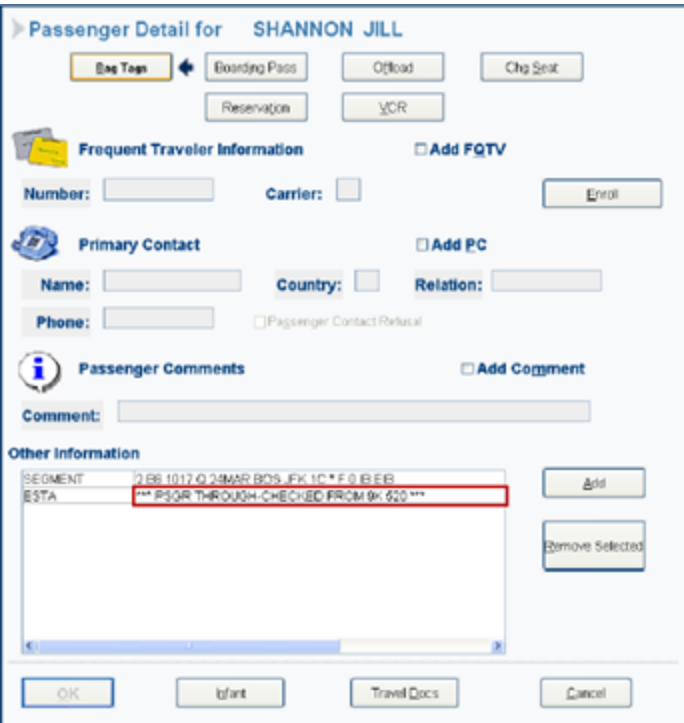
2. Type the last name of the passenger you want to display from the list above.

If there are multiple passengers with the same last name, you will see a window to indicate which passenger to display.

Example response:

```
GE*N801/KIWI
AS 66 29MAR ANC C6 329P 734 PASSENGER LIST Y1
1 KIWI MARY Y CDV 6C*F 0 IB
```

3. An ETCI checked-thru message will display in the Passenger Details page in host:



10.17 Edit Passenger Details

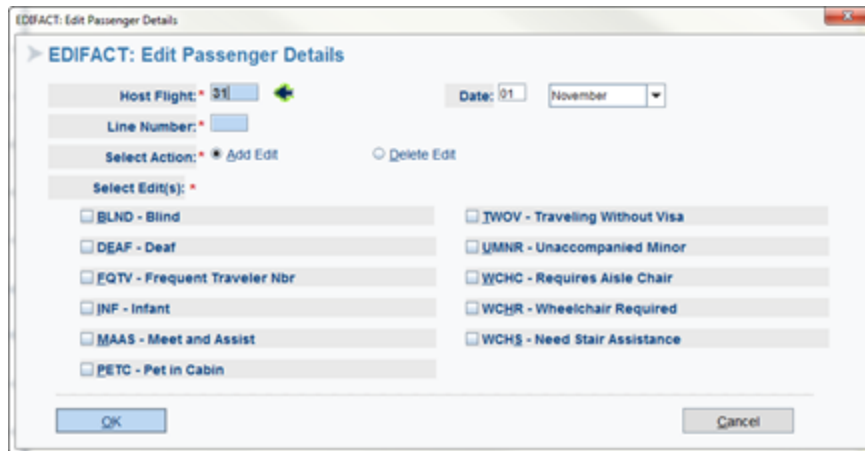
Use this function to edit passenger detail items on your EDIFACT partner carrier's flight.

Allowable edits (those with a specific EDIFACT format) are:

- Blind (BLND)
- Deaf (DEAF)
- Frequent Traveler Number (FQTV)
- Infant (INF)
- Meet and Assist (MAAS)
- Pet in Cabin (PETC)
- Traveling Without Visa (TWO)
- Unaccompanied Minor (UMNR)
- Requires Aisle Chair (WCHC)
- Wheelchair Required (WCHR)
- Need Stair Assistance (WCHS)

1. Select Edit Passenger Details

The EDIFACT: Edit Passenger Details window displays along with the passenger list from your flight.



2. Provide the seat number for the passenger on YOUR FLIGHT.

Note If the seat shows as OPN on the passenger list, you will have to provide the actual seat number the passenger holds on your flight.

3. Select the applicable action:

- Add Edit
- Delete Edit

4. Select the Edit and **OK**.

Example response:


```
G*S801/4A
1 ORANGE      KYLE  AB10  PASSENGER ITEM
1            7H801  Y 29MAR  VDZANC  4A*F NB  OB EOB ET
001
2            AS66   Y 29MAR  ANCCDV  8D*F NB
***
GES801/4A/DEAF
YOA UPDATE SUCCESSFUL - AS 0066
8804
```

• • •

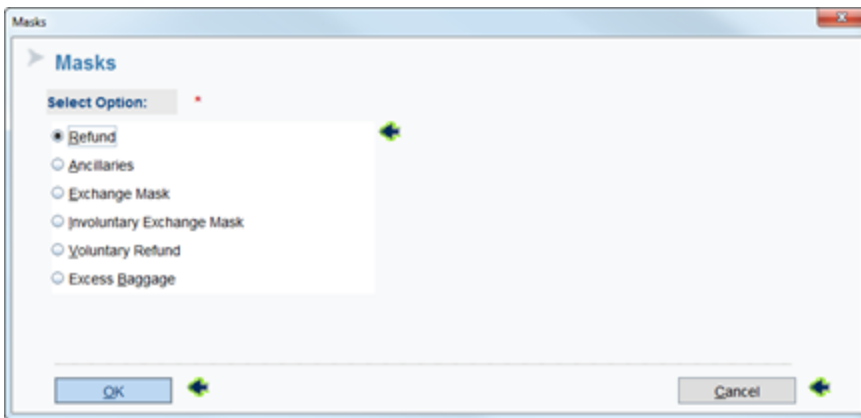
11

Mask Selection (Shift+F9)

To access the Mask Selection functions select Shift + F9.



The Masks window displays:



Each type of masks is explained in detail in the lesson **Miscellaneous Sales and Service Mask** under the section Ticketing for Interact.



CSA - Customer Service Authorization (Shift+F10)

To access the Customer Service Authorization (CSA) functions, select Shift + F10.



Customer Service Authorization (CSA) is a mask driven function that allows airline staff with duty codes 4 or 5 to issue an automated amenities voucher to inconvenienced passengers. This voucher can provide hotel, meal/snack, and ground transportation appropriate to customers during off-schedule operations.

The Customer Service Authorization mask operates from vendor information set up previously in the CSA Database. The database contains information such as hotel, car and ground transportation companies and their rates, as well as rates allowed for meals. Default data exists that applies to all stations, however, each station may make modifications to the database.

Note CSA Database updaters must be signed into their station as a 7, 8 or ¥ duty code and have the CSA authorization keyword CSADBF in their EPR.

For more information on this mask, refer to the **Customer Service Authorization** lesson under Ticketing for Interact.



13

Check-in History (Shift+F11)

Use the label Check-in History to display the history and information on *passengers* of a specific flight.

Note If you are looking for the history of a *flight*, such as equipment change, Flight status entries, etc, please refer to the option **Flight History**, under **F1-Flights, Flight Details (Shift + F4)**.

This label can also be found under the **F1-Flights** tab. Please refer to the *SabreSonic Check-in Flights* module for all details on the label Check-in History.



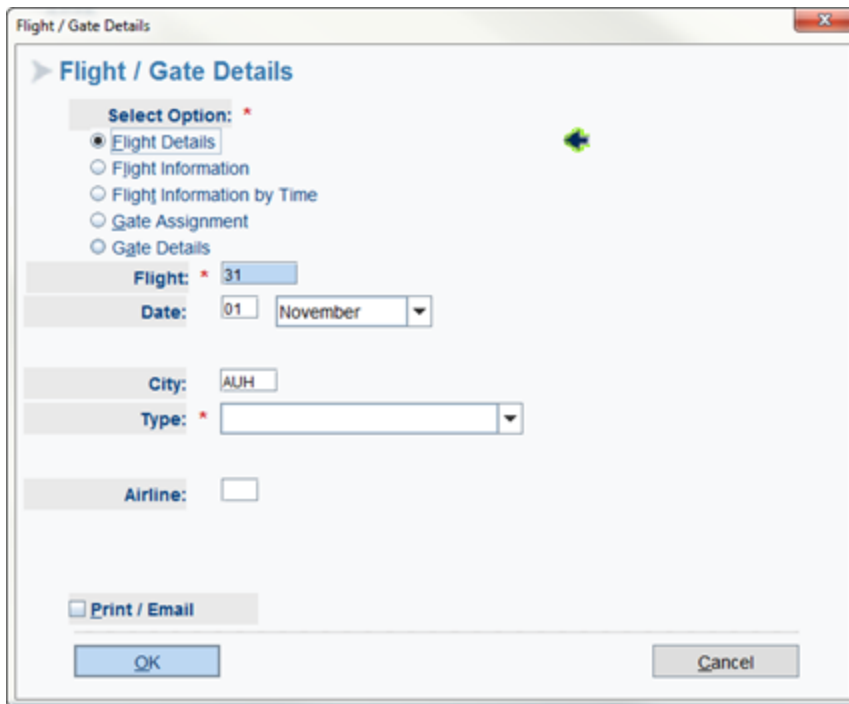
14

Flight Details (Shift+F12)

To access **Flight Details**, select (Shift + F12).



The Flight / Gate Details window displays:



The **Flight / Gate Details** window and all its functions are fully covered in the *SabreSonic Check-in Flights* module.



Check-in Extra Information

The following pages deal with extra information regarding the airport check-in process.

The topics are:

- Gender Check-in
- Auto Return
- Infant
- Block Space Codeshare edit
- Bag fee list - Baggage Reso 302

16.1 Gender Check-In

Check-in with Gender is an option that needs activation from *Customer Care*.

If you use Gender Check-in, every check-in transaction requires the gender information about the traveler. The information will be passed to the weight and balance systems for correct load and weight management.

16.1.1 General Information about Gender Edits

Common titles added to the PNR such as Mr. Mstr. Sr. Jr. (male) and Mrs. Miss Ms. (female) will automatically update check-in.

Mandatory gender check-in requires activation.

- Gender edits are M (male), F (female), C (child), U (unknown), R (stretcher), and Z (extra seat or cabin baggage).
- Titles added to a name translate into gender - example:

Title	Gender
Brother	M
Father	M
Jr.	M
Madame	F
Miss	F
Mlle	F
Mr.	M
Mrs	F
Ms	F
Mstr	M
Sir	M
Sister	F
Sr.	M
Sra	F
Srita	F

- You can add a missing gender edit before or during check-in.
- You cannot remove a gender that has already been applied to a passenger. You can only replace it with the correct one.
- The gender edit always displays as the first edit in the Edits column.
- Edits R and Z must come over from the PNR and cannot be added.
- Checking-in, transferring, reaccommodating, offloading, onboarding, or offboarding of R or Z passengers must always be in the same transaction.

16.1.2 Check-in with Gender

The following information applies only to carriers using Gender check-in. If your carrier does not use Gender check-in, you may skip this section.

1. From the Passenger List display, select the passenger and the option Check-in

Passenger List
JV 384 DEPARTING FROM YQT ON 02MAY AT 1630

Line(s): 1 [Check-in] [Passenger Details] [Name Not on List] [Group Check-In]
[Bag Tags] [Board Pass] [Offload] [Chg Seat]
[Sort By] [Frog Flyer] [Travel Docs]

All Passengers: Count=3

#	Last Name	First Name	Op	Tx	C	Seat	Rgt	Rate	T	S	
1	SPROUSE	RANDY MR				YAM	Y	OPN*	1	M ET	
2	FRIEDMAN	STEVEN				ABQ	YAM	Y	OPN*	1	M TKT
3	RINO	JULJET				ABQ	YAM	Y	OPN*	1	F TKT

2. In the check-in window, the column Gender requires you to select the appropriate gender:

Additional Options

Additional Options

Nbr of Bags (Rank for B): []

Seat Nbrs or Type: [] Gender: MALE [] Priority: [] Seniority Date: []

2-SPROUSE, RANDY

Need Special Bag Tags Damaged, Vol. Separation, Pets, Selectee, etc.

OK Cancel

3. Type in the baggage information as requested by your airline.
4. If the passenger needs a priority code and/or a seniority date(DDMMYY), you can add that information to the corresponding boxes on the Additional Options pop-up window.
5. Check-in is complete when all mandatory elements are present.

Check-In Successful

Flights:
JV 384 on 02MAY2010 leaving from YQT gate at 1630

Passenger Details:
1 SPROUSE RANDY MR Y Seat OPN to YAM

Boarding Pass Issued

Edits: M ET

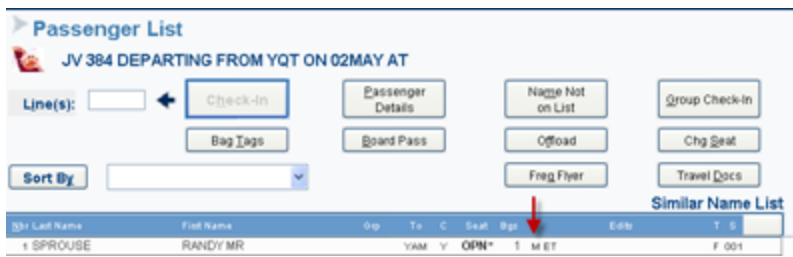
Bags: 1 Tag(s) Printed

Bag tags: 000146V
20 LB

Checked By: YQT5MPH

YVS TAGS ISSUED - MINIMUM CLOSE-OUT TIME NOT PRESENT

The gender edit (M) displays on the screen and also in the Edits column when you display the passenger list.

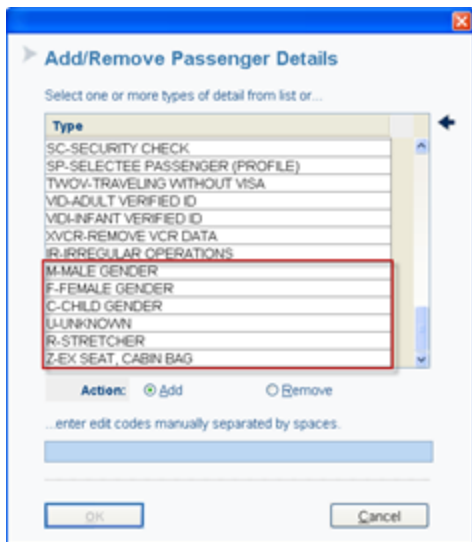


Note The gender edit is *always* the first edit in a list of multiple edits.

16.1.3 Adding Gender Edit

If the reservation does not have the gender information, you have the option to add the gender edit to the passenger before check-in.

1. From the passenger list, select the passenger and select the button Add / Rm Edits at the bottom
2. The list of edits displays on the screen – select the gender, Add and **OK**:



17.1 Auto Return Check-in

Auto Return check in is a functionality that requires host activation. If your carrier is interested in Auto Return Check-in, please contact *Customer Care* and request the activation.

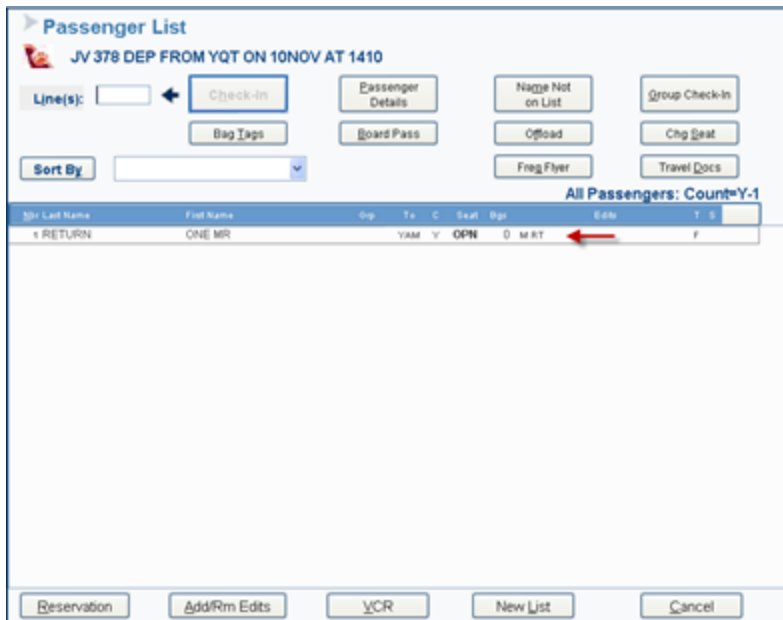
- Auto Return check-in allows the issuance of a return boarding pass when the passenger's return travel is within a pre-defined time and applies to F passenger types only (Full revenue).
- The itinerary may not include any OA space. It must be online flights only.
- The time value calculation will be based on the STA (Scheduled Time of Arrival) of the origin and the STD (Scheduled Time of Departure) of the return flight.
- The passenger can check baggage on the outbound flight. The system will issue the return boarding pass, but the baggage for the return needs to be checked-in at the return airport.
- Multiple name check-in is permitted, provided the same data is valid for all names being checked-in.
- Automatic Return Check-in does not process for a passenger traveling to or from an APP, AQQ country.
- If passports are required for the destination, the DOCV will also be appended to the return flight to issue the boarding pass.

17.1.1 Check-in with Auto Return

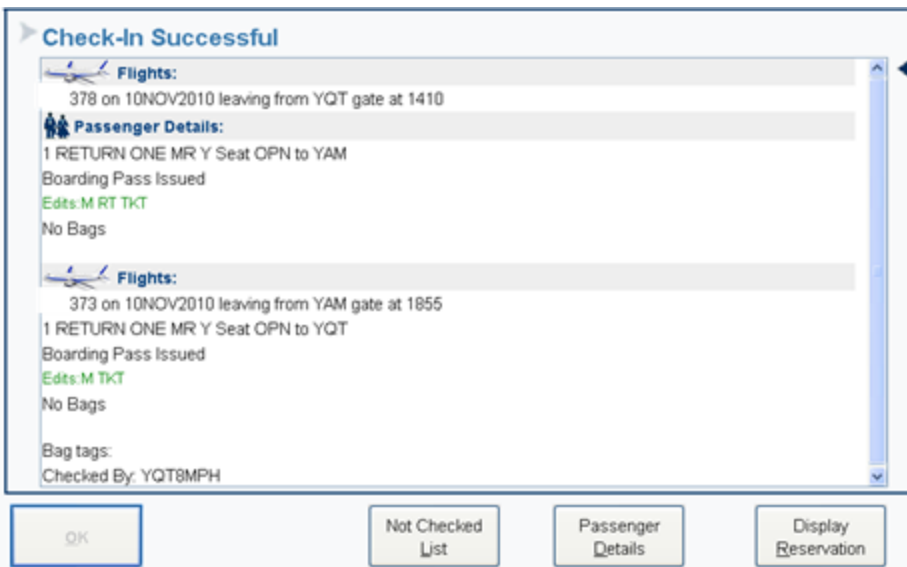
1. Display the passenger list of the flight, and select the RT edit:

The screenshot shows the 'Display Passenger Lists' window. At the top, it displays flight information: Flight JY 378, Date 10 November, From YGT, To (empty), and Class (empty). Below this, there are search filters: 'By Last Name(s):' with three empty text boxes, and 'By List Type:' with a list of radio button options. The selected option is 'RT-PASSENGERS WHO QUALIFY FOR RETU...'. Below the list type options, there are two columns of dropdown menus for filtering criteria. The first column has 'RT-PASSENGERS WHO QUALIFY FOR RETU...' selected. The second column has 'XAA-NOT AT AIRPORT' selected. Below these dropdowns, there are radio button options for 'and' (selected) and 'having at least 1 of the selected options (OR)'. There is an 'Edits:' field containing 'RT' and a 'Sort By:' dropdown menu. At the bottom left, there is a 'Print List' checkbox. At the bottom, there are four buttons: 'OK', 'Previous List', 'Reservations Info Lists', and 'Cancel'.

2. The passenger list shows passengers with the edit RT:



3. Check-in the regular way. Example of a successful return check-in response:



18.1 Check-in Infant with Electronic Ticket

Use these steps to check-in an electronically ticketed infant passenger.

- SabreSonic Check-in uses the I/ name field and SSR INFT at flight initialization to link the infant to the adult.
- When the flight initializes, the following occurs:
 - The infant information is located in the adult passenger item.
 - The infant name, age, and ticket number are present and linked to the adult.
 - The INF edit is automatically set on the adult passenger item.
- At check-in, both the adult and infant VCR coupons are updated to CKIN.
- A separate boarding pass will be issued for the infant for international flights.

Note Your airline can activate issuing a separate boarding pass for domestic flights. Contact *Customer Care* for assistance.

1. Display adult associated with the infant on the Passenger List. Notice the IFET infant electronic ticket edit in the display.

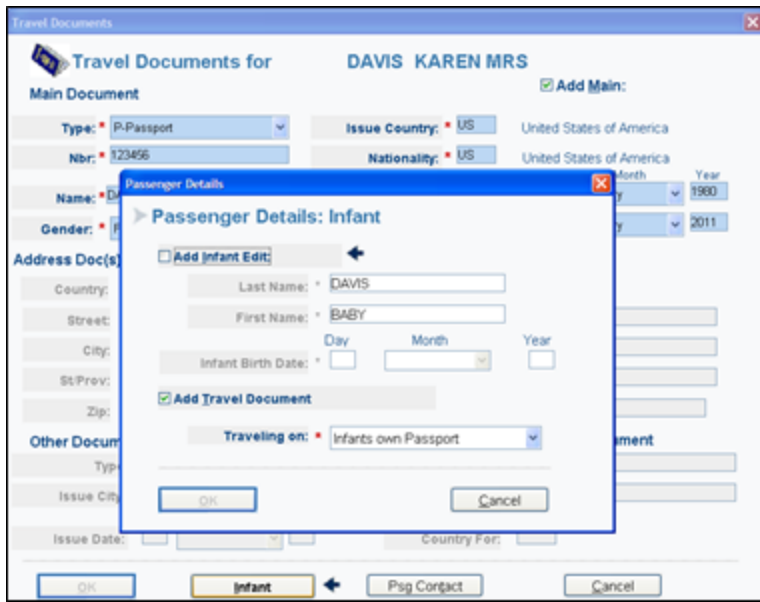
Passenger List
7F 951 DEPARTING FROM YZF ON 30APR AT 1000

Line(s): 4 [Check-In] [Passenger Details] [Name Not on List] [Group Check-In]
[Bag Tags] [Board Pass] [Offload] [Chg Seat]
[Sort By] [Freg Flyer] [Travel Docs]

All Passengers: Count=7

ID#	Last Name	First Name	Orig	To	C	Seat	Bgr	Edits	Y	S
1	BOWEN	DENISE MRS	AC2	YRT	Y		0	F		F
2	BOWEN	BRAD MR	AC2	YRT	Y		0	M		F
3	COOPER	SAM		YRT	Y		0	ETI		F
4	DAVIS	KAREN MRS		YRT	Y		0	IFET ETI		F

2. If applicable, add Travel Doc information for the adult and the infant.



3. Perform check-in for the adult.



4. Select Passenger Details button - notice that the status for the adult and infant VCR has been changed to CKIN.

Passenger Detail for **DAVIS KAREN MRS**

Add FQTV

Number: Carrier:

Add PC

Name: Country: Relation:

Phone: Passenger Contact Refusal

Add Comment

Comment:

Other Information

SEGMENT	1 7F 951 Y 30APR YZF YRT 20A * F NB F ET INF #FET ETI	<input type="button" value="Add"/>
IFET	2452103077025 C01 30APR Y YZF YR CKIN	<input type="button" value="Remove Selected"/>
DOCS	PAUS1 23456AUS118JAN1960F118JAN2011DAVISKAREN	
DCSI	PAUS555444AUS115APR2009F115APR2011DAVISBABY	
ET	2452103077024 C01 30APR Y YZF YRT CKIN	

Note If you check in the adult without the INF edit, and then try to add the edit later, you will see a response to re-check the adult.

18.1.1 Add Infant Edit at Check-in

On markets that do not require an additional ticket for an infant, there may be times when the infant is not in the reservations of the adult. At the airport and at check-in time, you will need to add an infant edit.

1. Display the adult passenger by name.
2. Select Add/Rm Edits
3. Select Infant
4. Check-in passenger.

19.1 Soft Block seats next to Adult with Infant

Your carrier may request activation of the functionality to “soft block” the seat next to an infant.

On aircraft that offer more than one cabin, it is possible to have a visual indicator of where a passenger is seated with an Infant along with the adjacent seat blocked. The seat next to the infant shows as “locked”, but the airport can use the seat if necessary.

Example:

Passenger checks-in at the airport with an infant.

The screenshot displays an airline check-in interface. On the left, a 'Flight Summary' box shows details for flight 369 from DFW to SAL on 26MAY, including cabin classes J and Y, and aircraft type AIRBUS 320. Below this, a 'Check-in Successful' message is shown for passenger KELLY LES Y, seated in 8A. To the right, a seat map for cabin Y is visible, showing rows 4 through 28. Row 8 is highlighted, with seat 8A marked as 'Used' (yellow) and seat 8B marked as 'locked' (red). Other seats in row 8 are also marked as 'Used'.

Seat 8A shows “Used” and seat 8B shows as “locked”. The equipment is a two-cabin aircraft, with cabins J and Y.

Note If the passenger holds a PRS (Pre-Reserved Seat) on the flight, the seat with Infant will also show as above with the pacifier icon, but with a lighter color, with the adjacent seat as “locked”.

20.1 Checking-in Passengers with Block Space Codeshare Edit

When your airline operates together with other airlines in codeshare agreements, passengers booked on the marketing carrier automatically get the edit code CS or BCS appended to the reservation.

There are two basic types of codeshare agreements supported by the Sabre reservations system. They are the Block Space and the Free Sale agreements.

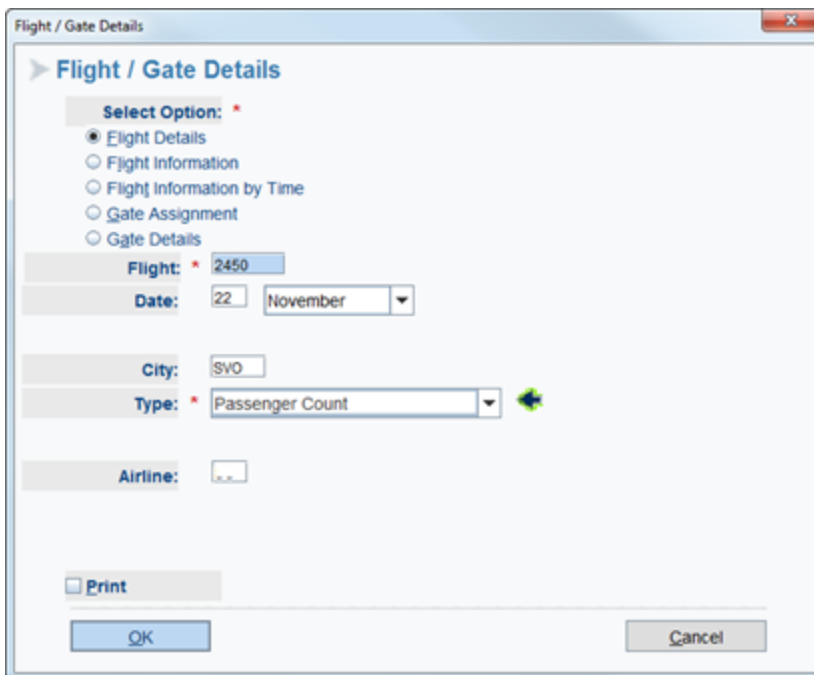
- The edit code CS indicates a passenger booked on the marketing flight using the Free sale agreement.
- The edit codes CS and BCS indicate a passenger booked on the marketing flight using the Block Space agreement.

20.1.1 The Block Space Codeshare Quota

Under the Block Space method, a *marketing* carrier is assigned a specific inventory allocation and a block of seats to sell. This block of seats is also known as a quota. This quota displays for the *operating* carrier at the airport.

The BCS table – Block Space Codeshare table – needs activation from both host and marketing carrier, once the block of seats has been agreed upon. The BCS quota displays when you look at Passenger Counts of your flight details. Example:

1. From **F1- Flights**, select **Flight Details – Shift+F4**.
2. Type in the flight data (not necessary if you have dedicated or selected the flight). Under Flight Details, select the Type Passenger Count.



The screenshot shows a window titled "Flight / Gate Details". Inside, there is a "Select Option:" section with radio buttons for "Flight Details" (selected), "Flight Information", "Flight Information by Time", "Gate Assignment", and "Gate Details". Below this are input fields: "Flight:" with the value "2450", "Date:" with "22" and a dropdown for "November", "City:" with "SVO", "Type:" with a dropdown menu showing "Passenger Count", and "Airline:" with an empty field. At the bottom, there is a "Print" checkbox, an "OK" button, and a "Cancel" button.

3. The flight details with passenger count displays:

```

G*/U02450/22NOVSVO
U0 2450 22NOV SVO GATE 0940 321 28/142 OPENCI
J Y
AUTH 28 142 JUMPSEATS
BOOKED 0 0 ACTUAL W-2 X-3
AVAIL 28 142 IN USE W- X-

THRU RV 0 0 NR 0 0 ASSIGN J Y
LCL RV 0 0 NR 0 0 RESTRICT RV RV

LCL ON* 0 0 TK 0 0 MEALS
TTL ON* 0 0 ET 0 0 SETUPS
TLOB 0 0
OTLD 0 0 TK 0 0
ET 0 0
UNOC 28 142
PLAN * *

BCS AUT 3 20
BCS CKI 0 0

```

Item	Description
BCS AUT	Block Space Codeshare authorized count – by class of service <ul style="list-style-type: none"> In this example, BCS quota is 3 in J and 20 in Y
BCS CKI	Block Space Codeshare count of checked-in passengers <ul style="list-style-type: none"> In this example, no passenger has checked-in, either in J or in Y class
<ul style="list-style-type: none"> You must have a BCS table in place and both operating and marketing airlines must activate the table. As the airport checks-in BCS passengers, the authorized and checked-in counts will automatically adjust since inventory keeps an ongoing count of all BCS passengers who have checked-in. 	

20.1.2 How the BCS Quota Works

There is one BCS quota per operating flight. The agreed upon authorized counts display at flight initialization time.

Caution After flight initialization, any update to the BCS table will not update the BCS quota for the active flight. However, authorized airport personnel can adjust the quota on day of departure for the active flight if required.

At *check-in time only*, the system reads the BCS edit code and decreases the quota accordingly. The check-in transaction goes through successfully as long as the quota in the corresponding class of service is still available.

Once the quota has been met, the check-in of a BCS passenger will fail with the system returning the error message – BLOCKSPACE AUTHORIZATION EXCEEDED.

20.1.3 BCS Check-in Scenarios

Scenario	What the system does
Group PNR with BCS edit	<ul style="list-style-type: none"> • Check-in fails for the whole group if quota has been met. • Supervisor needs to increase the quota to allow check-in
Accommodating from the priority or standby list	<ul style="list-style-type: none"> • BCS quota is not checked when you place a passenger on the priority list. • At the time of onloading, the system performs a check against the authorized BCS quota in the class of service you are accommodating the passenger into. • If quota has been met, the supervisor may increase the authorized count to allow the accommodation process.
Upgrade / Downgrade	<ul style="list-style-type: none"> • The system makes no difference whether you up/downgrade a passenger at check-in time or from the priority list. • If the quota in the desired class of service has been met, the supervisor needs to increase it to allow a successful up/downgrade.
Transferring BCS passenger from marketing flight to operating flight	<ul style="list-style-type: none"> • Delete the BCS edit – you can add or delete the BCS edit before or after check-in, but before PDC. • Deleting the BCS edit also deletes the CS edit. • Deleting the BCS edit before check-in does not affect the BCS quota. • Deleting the BCS edit after check-in results in the BCS CKI level decreasing accordingly.
Transferring passenger from operating flight to marketing flight with BCS quota	<ul style="list-style-type: none"> • Add the BCS edit – you can add or delete the BCS edit before or after check-in, but before PDC. • Adding the BCS edit also adds the CS edit. • Adding the BCS edit before check-in does not affect the BCS quota. • Adding the BCS edit after check-in results in the BCS CKI level increasing accordingly.
Revenue transfer a passenger with CS and/or BCS edit to another flight	<ul style="list-style-type: none"> • The edits CS and BCS drop once the passenger has been checked-in to the TO flight.
Alternate space BCS passenger to earlier or later flight in the same day	<ul style="list-style-type: none"> • The edits CS and BCS stay with the passenger on the original flight (the FROM flight) • Once the passenger has been checked-in to the TO flight, the edits drop from the original flight.

20.1.4 Equipment Change

At flight initialization, the BCS authorization quota for the flight is obtained from the BCS table. In the event of an equipment change for that flight, the quota figures remain the same, unless the capacity of the compartment of the new equipment is less than the quota.

In this case, the system will reset the quota to equal the capacity of the compartment of the new equipment.

For example – the original BCS quota allows 10 BCS passengers in J class. After the equipment change, if J class has a capacity of 8 seats only, the quota will be changed from 10 to 8 automatically.

Any further adjustment can be done by authorized personnel by changing the quota numbers on the active flight on departure date.

20.1.5 Creating NOREC/GOSHOW and Checking-in BCS Passengers

When you check-in a BCS passenger using the NOREC/GOSHOW mask, you must add the Codeshare flight information.

The correct codeshare flight information – airline, flight number, and class of service – results in the addition of the edit codes CS and BCS to the passenger.

Once accommodated from the priority list, the BCS quota for that flight will adjust accordingly.

1. Check-in the NOREC/GOSHOW – adding the codeshare flight information

The screenshot shows a software dialog box titled "Create NOREC/GOSHOW & Check In". It has two radio buttons: "NO REC" (selected) and "GO SHOW". Below these are fields for "Airline", "Flight", "Class", "Date", "Origin", and "Destination". The "Check-in" section contains three checkboxes: "Add TKT edit", "Add VCR Number", and "Add Codeshare Flight" (checked). The "Add Codeshare Flight" section has fields for "Airline" (AF), "Flight" (1171), and "Class" (Y). Below this are fields for "Number of Passengers", "Bags", "Weight", "Priority code" (RV), "Seniority Date", "Last Name" (NOREC), "First Name" (TIMOTHY), and "Gender" (Male). "OK" and "Cancel" buttons are at the bottom.

2. A successful check-in from this mask puts the passenger on the priority list. There is no check against the quota at this point yet.

Priority List DEP FROM SVO ON 22NOV AT 0940 Time until ETD
-2:14:58

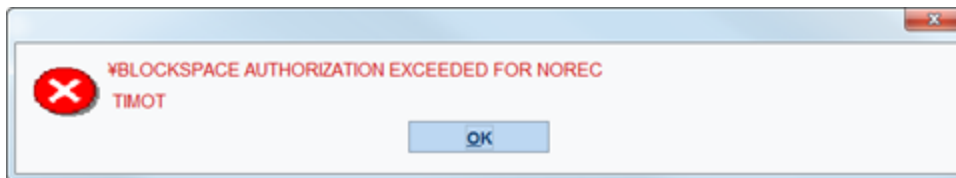
Accommodate
 Return by Line
 Transfer
 Return by Seat

Line Number(s): Seat:
 All Passengers: Origin: Dest:
 New Class:

Avail: J=24 Y=138 | Unaccom/Avail 0 / 162

Ln	Last	First	Grp	To	C	BC	Seat	Bgs	Code	Edits
1	NOREC	TIMOT		CDG	Y		10A*	NB	RV	
2	REYES	ALICI		CDG	Y		10F*	NB	RV	

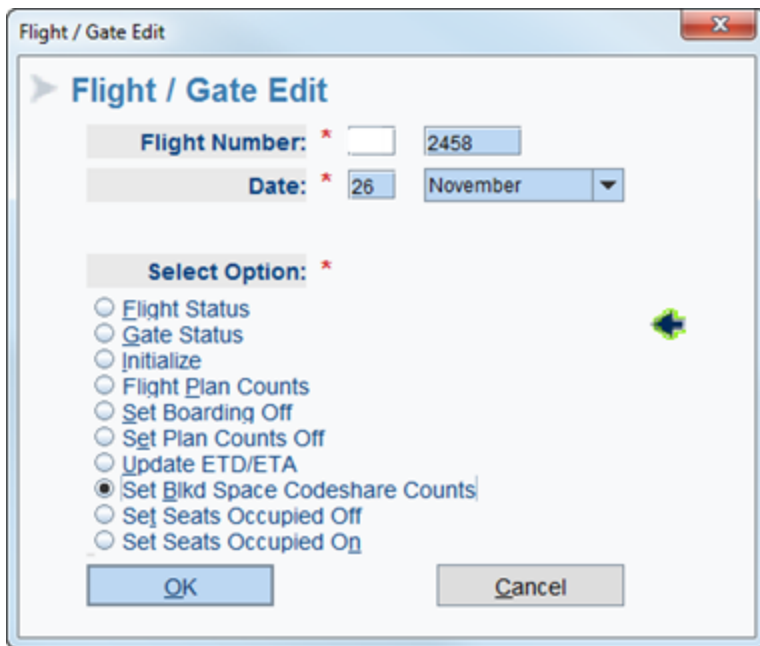
- When you accommodate the passengers from the priority list, the system will check against the authorized quota in the desired class of service.
- In the example above, both passengers wish to be accommodated in J class. You can perform the upgrade successfully if the BCS quota is available in J class.
- Should there not be enough authorized seats in J, the system returns the error, starting with passenger NOREC on line 1 of the priority list.



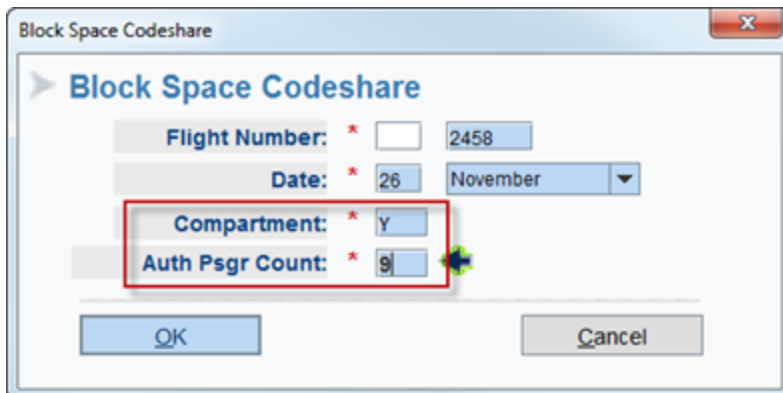
20.1.6 Updating the BCS Quota

Note You must have duty codes 8 or ‡ (cross-of-lorraine) - OR – duty codes 5 or 7 and the EPR keyword SELECT.

- From **F3- Boarding**, select **Flight/Gate Edit – Shift+F7** – OR - **F4 – Operations**, then **Flight/GateEdit – Shift+F5**, select the option Set Blocked Space Codeshare Counts.



2. The Block Space Codeshare window displays. Type in the compartment and the new authorized passenger count.



3. The system acknowledges the change in a native entry:

```
GF2458/26NOV/SET/BCS/Y9
U0      2458  26NOV  SVO

BLOCKSPACE AUTHORIZED COUNTS UPDATED TO  Y  9
```

4. Redisplay the passenger count from Flight Details:

```

G*/SU2458/26NOVSVO
SU 2458 26NOV SVO GATE 1550 319 20/96 OPENCI
J Y
AUTH 20 96 JUMPSEATS
BOOKED 0 4 ACTUAL W-2 X-1
AVAIL 20 92 IN USE W- X-

THRU RV 0 0 NR 0 0 ASSIGN J Y
LCL RV 0 4 NR 0 0 RESTRICT RV RV

LCL ON* 0 0 TK 0 0 MEALS
TTL ON* 0 0 ET 0 0 SETUPS
TLOB 0 4
OTLD 0 0 TK 0 0
ET 0 0
UNOC 20 92
PLAN * *

BCS AUT 0 9
BCS CKI 0 0

```

Notes

- You can adjust one compartment at a time. The newest information overrides the existing data.
- If the new authorized count is less than the number of BCS passengers already checked-in on the flight, you get the error NUM OF BCS CHECK-IN PSG HIGHER THAN NEW QUOTA.
- The new authorized count cannot be higher than the capacity of the compartment. If it is, the system will set the authorization count to be equal to the capacity of the compartment and will return the error BLOCKSPACE AUTHORIZED COUNTS UPDATED TO MAXIMUM.

•

20.1.7 Displaying the Passenger List with BCS Edit

You can use the BCS edit code to pull up a passenger list of only passengers with the BCS code.

Display Passenger Lists

Flight: Date: From: To: Class:

By Last Name(s):

or

By List Type:

BCS-Blocked Space Codeshare

BCS-Blocked Space Codeshare

BP-With Boarding Pass

BRTR-Barter

BT-Bag Tags Issued

CCNV-Credit Card Not Verified

CCVF-Credit Card Verification Failed

CCVO-Credit Card Verification with Override

CCVR-Credit Card Verification Required

CCVS-Passengers that have had a Credit Card Verified

CF-Change Fee

CHD-Child

CM-Comments

XAA-Not at Airport

XAC-Without Add Collect

XAE-Without Ancillaries

XAPP-All passengers without APP statuses

and

having all of the selected options (AND)

having at least 1 of the selected options (OR)

Edits:

Sort By (J):

Print List Passport Validation (Z)

Example response:

Passenger List

DEP FROM SVO ON 22NOV AT 940

Line(s):

Sort By:

+ BCS: Count=J-5, Y

Qtr	Last Name	First Name	Op	To	C	Seat	Sp	MCS	BCS	Tkt	Edits	T	S
1	MURZIN	DOM	ODD	Y-Y	2A*	NB	MCS	BCS	TKT			F	10
	AF 1171												
2	NOREC	TIMOTHY	ODD	Y-Y	1A*	NB	MCS	BCS	TKT			F	3
	AF 1171												
3	PAN	PETER	ODD	Y-Y	2C*	NB	MCS	BCS	TKT			F	11
	AF 1171												
4	REYES	ALICIA	ODD	Y-Y	1C*	NB	FCS	BCS	TKT			F	8
	AF 1171												
5	SHARMA	VIK	ODD	Y-Y	1D*	NB	MCS	BCS	TKT			F	9
	AF 1171												

Note The flight numbers are for illustration purposes only. In the above example, the operating flight is UO 2450, with the marketing flight AF1171.

21.1 Bag Fee List - Baggage Reso 302

IATA Automated Baggage Rule Resolution 302 addresses interline baggage allowances and the establishment of a Most Significant Carrier (MSC) for any given journey involving various carriers.

The Bag Fee list option is under the button Bag Tags.

Note The Bag Fee option is visible only when accessed after selection of a passenger from a Passenger List display or from a Passenger Detail page. You do not see the list if you access the Bag Tags page directly from **F2 Check-In** and **Bag Tags Shift+ F7**.

1. Display the passenger list, select the passenger
2. Select the button Bag Tags and the option Bag Fees

Bag Tag Functions

Bag Tags

Select Option: *

- Issue Automated Bag Tag(s)
- Add Manual Bag Tag(s)
- Remove Bag Tag(s)
- Change Manual Bag Tag(s)
- Bag Fees
- Add Crew Bag Tag(s)
- Add Rush Bag Tag(s)
- Remove Crew Bag Tag(s)
- Remove Rush Bag Tag(s)
- Change Total Bag Weight

Airline: VA

Flight: 908

Date: 28 January

Last Name: OLIMPIA

3. The bag fee list displays

Bag Fee List

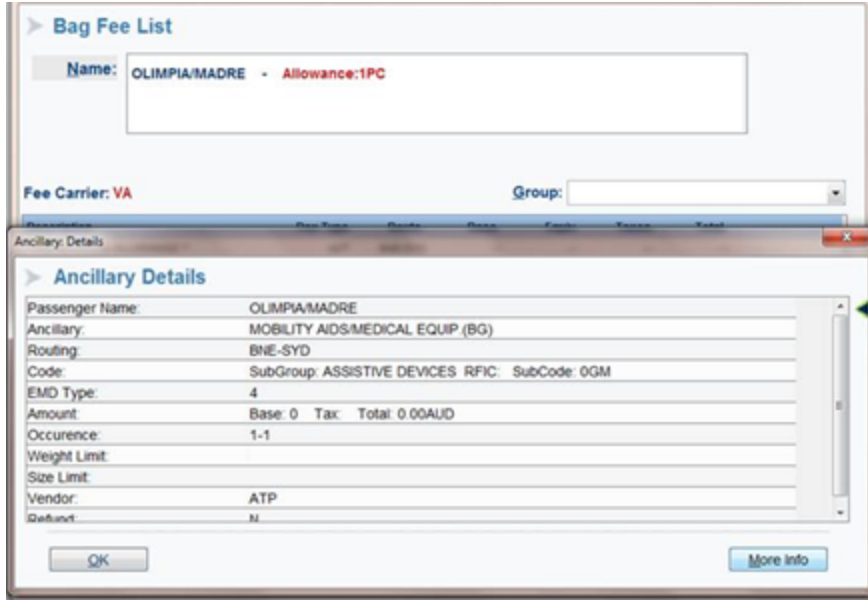
Name: OLIMPIA/MADRE - Allowance:1PC

Fee Carrier: VA Group: [Dropdown]

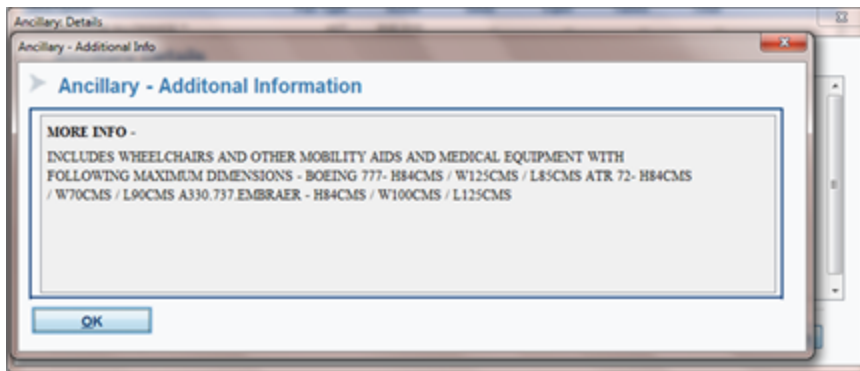
Description	Pax Type	Route	Base	Equiv	Taxes	Total
FREE BAGGAGE ALLOWANCE **	ADT	BNE-SYD	--	--	--	--
MOBILITY AIDS-MEDICAL EQUIP	ADT	BNE-SYD	0	--	--	0.00AUD
OVERWEIGHT PER KG OVER 23KG	ADT	BNE-SYD	0	--	--	0.00AUD
OVERWEIGHT PER KG OVER 23KG	ADT	BNE-SYD	0	--	--	0.00AUD
OVERWEIGHT PER KG OVER 23KG	ADT	BNE-SYD	0	--	--	0.00AUD
OVERWEIGHT PER KG OVER 23KG	ADT	BNE-SYD	30.00AUD	--	--	30.00AUD
OVERWEIGHT PER KG OVER 23KG	ADT	BNE-SYD	30.00AUD	--	--	30.00AUD

Buttons: OK, Details, Bag Allowance **, Cancel

4. Highlight the line or item from the list, and select Details to see more information



5. The button More Info explains more about the ancillary item.



Notes

- All information is displayed *exactly* as the Most Significant Carrier filed the ancillary - either distributed through ATPCO (Airline Tariff Publishing Company) or filed in *SabreSonic* ®CSS Merchandising Manager.
- The data is not changed or manipulated whatsoever.

21.1.1 Collecting MSC Baggage Fees

The MISC3 Excess Baggage mask supports obtaining the Most Significant Carrier (MSC) fees from pricing and displaying those fees in the excess baggage MISC mask. Bag fees stored by pricing filed via ATPCO or *Merchandising Manager* will display in the excess baggage screen.

After you have updated the appropriate selections on the excess baggage screen and entered the form of payment, the system issues the Excess Baggage document using the pricing filed by the MSC.

Note The MISC mask version that displays Reso 302 MSC carrier and fees is referred to as the ABR (Auto Baggage Rule pricing) mask.

There are two ways to collect MSC baggage fees:

1. For call centers and reservation offices, you open the PNR and access the Excess Bag option under Fees/Services. To see details about this method of collecting fees, please see the lesson on Miscellaneous Service Masks.
2. For airport agents, the system compares the actual baggage checked-in with the bag allowance on the specific journey and will display the ABR MISC mask automatically if you need to collect fees.

Note We will only address the way to work for airport agents in this lesson.

21.1.2 Requirements

Collecting MSC baggage fees at check-in time works only if you have two elements set up in your partition:

1. Auto EXB is active
2. The option Auto Baggage Rule Pricing (ABR) in your Ticketing options table must be turned ON and show a YES.

21.1.3 Automated Workflow

At time of bag tag issue, the system compares the number of bags checked-in against the authorized bag allowance. The bag allowance may be piece allowance, or weight allowance.

If the number of bag tags or total weight requested is equal to or less than the baggage allowance, the bag tags will automatically issue.

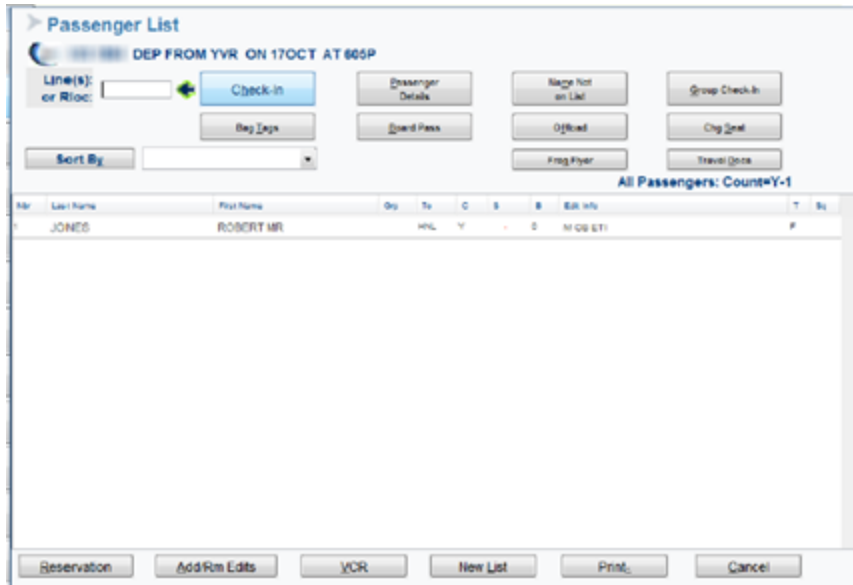
If the number of bag tags or total weight requested is more than the baggage allowance, the ABR MISC mask will automatically display. From the mask, you have the choice to either collect or waive the bag fee, or you can cancel and return to check-in. The bag tags will not issue until the bag fees have either been collected or waived.

If your carrier has both Automated Excess baggage and AE (Ancillaries)/EMD capabilities active, the system makes an additional check – it looks at the number of prepaid bag ancillaries before determining if bag fees are due.

Note The baggage allowance is found on the face of the VCR.

Automated excess bag starts with the bag tag issue, or combined boarding pass and bag tag request. The screen examples below works with the baggage piece concept.

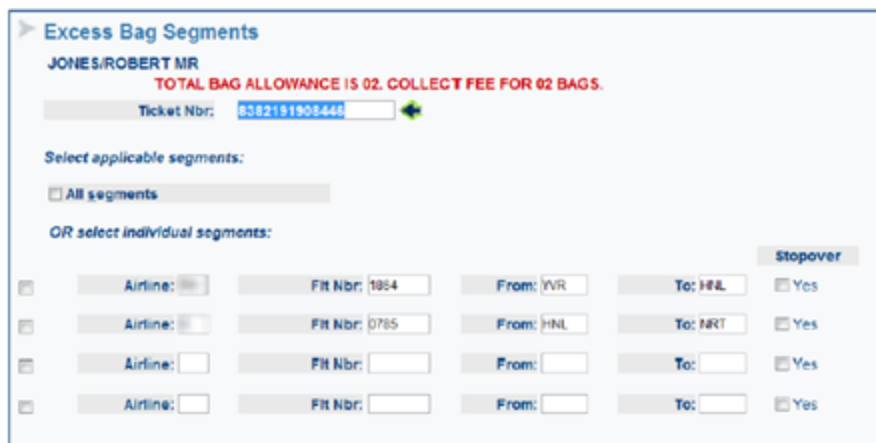
1. Select passenger from passenger list, then check-in



2. Check-in with four (4) pieces



3. The system recognizes the required bag fee collection and displays the next mask for fee collection. The ticket number, airline, and flight numbers in the journey auto-populate in the mask.



4. Select OK to see the ABR mask display

Excess Bag Charges
Apply Baggage Rules of AM
JONES/ROBERT M

Passenger Type
Adult (ADT)

Number of:	OCC	Psgr Type	USD Amount Per Piece
<input type="checkbox"/> UPTO50LB/23KG UPTO260LCM 162LI	1-1		170.00
<input type="checkbox"/> UPTO50LB/23KG UPTO260LCM 162LI	2-3		270.00
<input type="checkbox"/> UPTO50LB/23KG UPTO260LCM 162LI	4-*		320.00
<input type="checkbox"/> UPTO50LB/23KG UPTO260LCM 162LI	*-*		120.00
<input type="checkbox"/> UPTO50LB/23KG AND62LI/158LCM	1-1		50.00
<input type="checkbox"/> UPTO70LB/32KG UPTO260LCM 162LI	1-1		170.00
<input type="checkbox"/> UPTO70LB/32KG UPTO260LCM 162LI	2-3		270.00
<input type="checkbox"/> UPTO70LB/32KG UPTO260LCM 162LI	4-*		320.00
<input type="checkbox"/> HIGH VALUE/EXCESS VALUATION			

Charge by Wgt: Lbs: Kilos

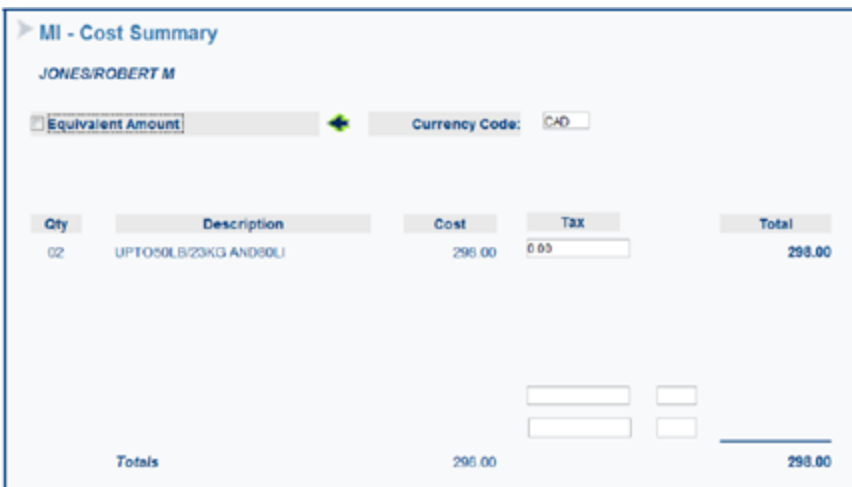
OK More Cancel

Item	Description
Number of	Input the number of bags that apply to this description
OCC	<ul style="list-style-type: none"> Occurrences This is the number allowed for this bag type Example – the first item allows one bag at this price
Psgr Tpe	<ul style="list-style-type: none"> Passenger Type Select passenger type from drop down, then select OK. If fees were filed by the MSC for the passenger type requested, they will display in the Psgr Type column. If there are no fees files by the MSC for the passenger type requested, all fees filed for Adult and Blank (no passenger type specified in filing) will display.
USD Amount	<ul style="list-style-type: none"> USD is a variable field. The currency for the point-of-sale will display per piece.
Charge by Wgt	<ul style="list-style-type: none"> Charge by Weight Select the box if you charge by weight
Lbs / Kilos	<ul style="list-style-type: none"> Type in the weight (either is Lbs or Kilos) in the corresponding box Example: 20 in the Lbs box if you are charging for 20 excess lbs In the farthest right empty box, next to Kilos, type in the price per excess lbs <p>Charge by Wgt: <input type="checkbox"/> Lbs: <input type="text"/> Kilos <input type="checkbox"/> <input type="text"/></p>
OK	<ul style="list-style-type: none"> Continues the fee collection process
More	<ul style="list-style-type: none"> Continues to the next page of ancillary fees
Cancel	<ul style="list-style-type: none"> Exit the mask

OK Sports/Other Cancel

Item	Description
Sports/Other	<ul style="list-style-type: none"> • The option Sports/Other may or may not apply to you. • The example above illustrates the fees files as lumping bag and sports articles and other fees together. • You have the option to separate bag fees from Sports articles and other fees. • The option to separate bag fees from Sports/other is controlled by the Ticketing Options table.

5. Fill out the ABR mask as necessary and select OK to see the Cost Summary Screen



MI - Cost Summary

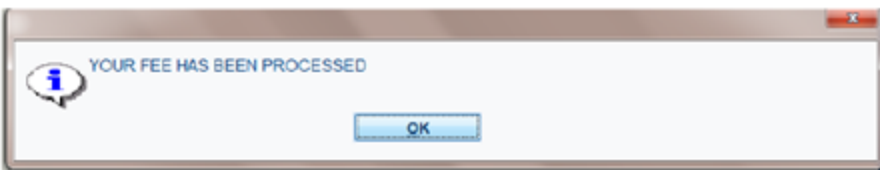
JONES/ROBERT M

Equivalent Amount Currency Code: CAD

Qty	Description	Cost	Tax	Total
02	UPTO50LB/23KG AND90LJ	298.00	0.00	298.00
Totals		298.00		298.00

6. Your last step is to fill out the form-of-payment screens and collect the money due.

7. A pop up acknowledges the successful baggage fee payment



8. Check-in continues successfully – bag tags and boarding pass are issued.



Check-In Successful

Flights:

on 17OCT2013 leaving from YVR gate 10711

Passenger Details:

1 JONES ROBER Y Seat 2A to HNL
 Boarding Pass Issued
 Edits: M OB ET DOCV DOCS DOCA ETI
 Bags: 4 Tag(s) Printed

Destination: NRT
 Bag tags: 099992VE, 93VE, 94V, 95V
 Checked By: YVR57RX

21.1.4 The EXB Document

Once you have collected the baggage fee and issued an excess baggage document, the document number displays in the ticketing field of the PNR. You can view the document, and print it if you so desire.

Ticketing/Pricing

1.T-17OCT-YVR57RX
2.TE 8382191908446 JONES/R YVR57RX 1406/17OCT (1.1. JONES/ROBERT MR)
3.TK 8382602567870 JONES/R YVR57RX 1953/17OCT

Price Quote 1:
1 ADT@5999.00CAD+78.73CAD(tax)=6077.73CAD-FB:Y2WN2B/Y2WN2B
Total:
5999.00CAD+78.73CAD(tax)=6077.73

Exchange View Coupons Refund (z) Fees/Svcs

Example of an EXB document as seen by your accounting office:

Document Image

EXB - EXCESS BAGGAGE
AGENT:HDQ7RX EMP:032838 PNR:FARTZN
TKT:8382602567870 ISSUED:17OCT13 CTY:YVR STA:21000383
NAME: JONES/ROBERT MR
FOP:CASH AMT: CAD 298.00

CPN	A/L	FLT	CLS	DATE	BRDOFF
1	WS	1864	Y	17OCT	YVRHNL
2	JL	785			HNLNRT

QTY	COD	ITEM/SVC	COST	TAX	TOTAL
02	0FB	UPTO50LB/23KG OVER80L	298.00	0.00	298.00

COST : CAD 298.00
TOTAL: CAD 298.00
ISSUED IN CONNECTION WITH: 8382191908446
END OF REPORT

OK Print Cancel

Caution The EXB document reflects the ATPCO description and sub code for the bag filing. The ATPCO sub code in the above example is 0FB – the ATPCO description is the text following the code – UPTO50LB/23KG OVER80L. *The new data on the EXB document may require changes to your airline revenue accounting systems.*

22.1 Appendix A - Passenger Edits

This is the alphabetical list of the edit codes you may see from the Passenger List Display window.

Some codes may be specific only to your airlines. Others will not appear on the list if your airline elects not to use them.

The list of edits changes as new edits are created or old edits no longer used.

Edit Code	Definition
AA	Passengers at Airport
AC	Add Collect
AE	Ancillary exists
APP	Advance Passenger Processing – APP Movement Directive
APNO	All AP passengers Not OK to Board
APOK	All AP passengers OK to Board
ARMD	Traveling with Weapon
ATTD	Personal Attendant
AVIH	Animal in Hold
BCS	Blocked Space Codeshare
BERV	Bereavement Travel
BLND	Blind passenger
BP	With Boarding Pass
BT	Bag Tag issued
BX	Passengers with PRS or BP who are not ON
BW	Baggage weight
CARS	Infant in restraint system
CCVF	Credit card verification failed
CCVI	PCC Verification infant
CCVO	Credit card verification override
CCVR	Credit card verification required

CCVS	Credit card verified
CEMM	Customer Experience Manager Memo
CF	Change Fee
CHD	Child
CL	Displays all cleared passengers- but not the manner in which they were cleared
CLD	Baggage cleared by canine search
CLE	Baggage cleared via CTX/EDS
CLP	Baggage cleared by physical search
CLT	Baggage cleared by trace detection
CM	Comments
CPI	Connecting Passenger Information
CS	CodeShare Passengers – can be Free Sale or Block Space
CSP	CAPPS Selectee Passenger List
DAA	Delivery at gate
DEPA	Accompanied Deportee
DEPU	Unaccompanied Deportee
DG	Downgraded Passengers
DHS	AdHoc Vetting Request
DHSC	DHS Cleared Passenger List
DHSI	DHS Inhibited Passenger List
DHSE	DHS Error Passenger List
DHSR	DHS Restricted Passenger List
DHSS	DHS Selectee Passenger List
DOCA	Address Document
DOCO	Other Travel Document
DOCS	Travel Document
DOCV	Validated travel Documents
EIB	Edifact inbound

EOB	Edifact outbound
ES	Passenger requesting an Extra Seat You cannot manually add this edit as it comes from the name field of the passenger when the PNR is created.
ESCT	Security Escorted Passenger
ESTA	ESTA On File
ESTB	No ESTA Application On File
ESTC	US Visa Required
ESTX	Insufficient Data
ESTZ	ESTA Not Applicable
ESTI	ESTA Inhibited
ET	Ticketless
ETI	Electronic Coupon in Synch For more details see the module Enhanced Synchronization of VCR's on the portal
ETO	Electronic Coupon Out-of-Synch For more details see the module Enhanced Synchronization of VCR's on the portal
F	Female Gender
FF	Frequent Flyer
FQTV	Frequent Traveler OA
GARD	Guardian
GRPS	Groups
GS	GoShow
HAJ	Adult HAJ
HAND	Handcuffed Passenger
HJIF	Infant HAJ

IB	Inbound Connections
IFET	Infant Electronic Ticket
INF	Traveling with Infant
IR	Irregular Operations Only applies to carriers with ESV (Enhanced Synchronization of VCR's)
KIS	KIS Status for flights departing Korea
KISC	KIS Cleared status
KISE	KIS Error status
KISN	KIS Not Cleared status
KISS	KIS Selectee status
KIST	KIS Time Out status
LIMO	Limousine service
M	Male Gender
MAAS	Meet And Assist
MEDA	Medical
MILT	Military
MPR	Missing Passenger Report
NR	No Record
NS	No Show
OB	Outbound Connection

ON	Onboard
OS	Oversales
OTHS	Other Request
OXYG	Requires additional Oxygen
P	Unaccommodated Priority List
PALL	All priority list
PALL*H	Priority List History
PC	Advanced Boarding Pass
PBU	Previous BPPR Used Passenger List
PETC	Pet in Cabin
PF	Selectee Prior to Check-in
PPOC	Personal portable oxygen
PR	Pre-Reserved Seats
PRCH	Ancillary seat
PRST	Preferred seat
PSCT	Passenger Staff travel code
PULL	Pull List
PUN	Unticketed
PW	Pieces and Weight of bags
R	Stretcher
RV	Confirmed Revenue
RV*N	Revenue Confirmed by Name
RV*S	Revenue Confirmed by Seat
RT	Auto Return
RWL	Revert to Watchlist Passenger List
SC	Security Check

SM	Special Meal
SP	Selectee Passenger (Profile)
SS	Special Services
TIM	Timatic
TKT	Ticketed The edit TKT can be applied to multiple passengers by selecting line numbers or seat numbers.
TT	Ticketless
TWOV	Traveling Without Visa
TX	Through Passengers
U	Unknown Gender
UG	Upgraded
UMNR	Unaccompanied Minor
UMRH	Umrah passenger
UPID	Unique Passenger ID
US	Unhonored Seat
USH	Unhonored Seat History
WB	Web Check-in
WBBK	Web Booked
WCHR	Wheelchair
WSP	Watchlist Selectee Passenger List
XM	Inbound Misconnect
XT	Cancelled Bag Tags Upon activation at your request, you can use the XT code to display a list of passengers with canceled bag tags, including associated canceled bag tag numbers.

Z	Extra Seat, Cabin Baggage