Training Guide

SabreSonic Check-in - Flights

Sabre Airline Solutions

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Document Revisions

Date	Section	Description
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Objectives

Item	Objective	
Objectives	By the end of the module, participants will be able to: • Know the functionality under each label • Display departing and arriving flights into a specific city • Display flight details • Display flight information • Display gate assignments • Verify flight itinerary and city pair availability • Verify minimum connecting times for a booked itinerary • Know where to go to look up FLIFO codes and definitions • Understand how to use the Inventory label • Look up a passenger check-in history	
EPR	Duty Code:	4, 5, and 8 Inventory records require 0, 1, 2, 5, 7, 8, and ‡
	Keyword:	FSGAGT, GDSPLY and SELECT
UAT	Keyword:	CONTRL or FNLBDG
Preparation	• Create record locators and ticket all passengers prior to class • Ensure flights are initialized	
Reference	Focus offers insight into the Native commands behind the Interact functionality.	

1 Overview Interact for Airport

The Interact Interface consists of five tabs with navigation labels used for airport and check-in functions.

Frequently used functions such as passenger lists, flight details, and standby functions are in multiple tabs. Examples include:

Item	Description	Tab	Label
Check-in History	History and information about passengers on a specific fight.	Flights (F1) Check-in (F2)	Check-in Hist (Shift + F12) Check-in Hist (Shift + F11)

Item	Description	Tab	Label
Flight / Gate Edit	Selected activities for flight and gate	Boarding (F3) Operations (F4)	Flight / Gate Edit (Shift + F7) Flight / Gate Edit (Shift + F5)
Flight Details	Flight information, history, gate details	Flights (F1) Check-in (F2) Boarding (F3)	Flight Details (Shift + F4) Flight Details (Shift + F12) Flight Details (Shift + F10)
Oversale	Oversale mask and report	Boarding (F3) Operations (F4)	Oversale (Shift + F9) Oversale (Shift + F12)
Passenger Details (Shift+F3)	Passenger information by seat number, name, or line number or add or remove an edit by seat number	Check-in (F2) Boarding (F3)	Psgr Details (Shift + F3) Psgr Details (Shift + F12)
Passenger Lists	Display passenger lists using filter criteria	Flights (F1) Check-in (F2)	Psgr Lists (Shift + F2) Psgr Lists (Shift + F2)
Standby	Standby clearance and transfer	Check-in (F2) Boarding (F3)	Standby (Shift + F6) Standby (Shift + F3)

Three additional tabs are used for reservation activities such as displaying PNRs, pricing, and ticketing. These tabs are explained in details in the *SabreSonic Res* documentation on the Community Portal.

F6
Reservations
F7
Pricing
F8
Ticketing
Reservations
Pricing
Ticketing
New
Shift + F1
Price & Retain
Shift + F1
Issue Ticket
Shift + F1
Existing
Shift + F2
Display Fare
Shift + F2
Res TTL ...
Shift + F2
Fares...
Shift + F3
Change Class
Shift + F3
Void Trans
Shift + F3
Edit Itinerary
Shift + F4
Delete Fare
Shift + F4
CK / CC Appvl
Shift + F4
Specific Flight
Shift + F5
Change Fees
Shift + F5
Industry Disc
Shift + F5
Add Collect
Shift + F6
Queues...
Shift + F7
Mask Selection
Shift + F7
Mask Selection
Shift + F7
Car...
Shift + F8
VCR...
Shift + F8
Hotel...
Shift + F9
Res / TTL...
Shift + F9
EMD
Shift + F9
Psgr Details...
Shift + F10
PTA
Shift + F10
PTA
Shift + F10
Pricing...
Shift + F11
Agent Pricing ...
Shift + F11
Agent Pricing ...
Shift + F11
STARs...
Shift + F12
Ticketing ...
Shift + F12
Pricing ...
Shift + F12

2 Overview - F1 - Flights

To access **Flights**, select <**F1**> from the main navigation menu:

The 12 navigation labels under the tab **F1-Flights** are:

- **List – Shift + F1** – displays a list of flights for the day.
- **Psgr Lists – Shift + F2** – displays passenger list for a flight using different criterias.
- **Select – Shift + F3** – dedicates the set to one specific flight number by selecting it .
- **Flight Details – Shift + F4** – displays flight information/details and gate information for a specific flight.
- **Verify – Shift + F5** – requests flight specifics from an itinerary, a city pair availability, or with a flight number - checks mimum connecting times for a booked itinerary.
- **Info Codes – Shift + F6** – this Focus reference gives you a list of codes used by Operations when explaining flight movements in a flight info.
- **Counts – Shift + F7** – displays baggage, catering, and passenger gender counts.
- **Inventory – Shift + F8** - lets you look at Inventory levels for a flight.
- **Refresh Sum – Shift + F9** – redisplays the Flight Summary with updated data
- **Arrival Report – Shift + F10** – displays outbound connections for arriving passengers and baggage.
- **Extra Section – Shift + F11** - displays charter flight information by date or flight range.
- **Check-In Hist – Shift + F12** – displays passenger history by using different criterias.

The lesson **Flights** is divided into sections, with each section addressing each navigation label under the tab. The label **Psgr Lists (Shift+F2)** also appears under **F2-Check-in** and is explained in details in the Check-in lesson.

3 List (Shift+F1)

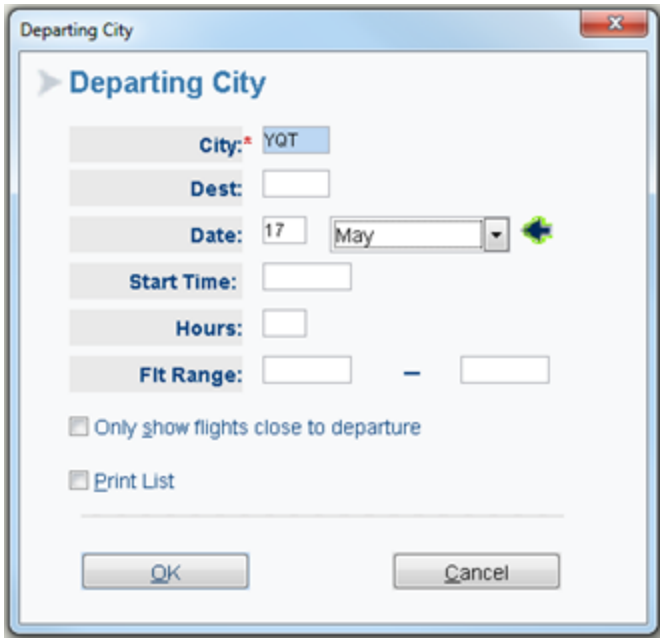
The **List** label provides a list of flights operating out of a particular station for dates during the *SabreSonic® Check-In* Check-in period.

There are two kinds of display for the flight list: a default display with the window Departing City, and a display which needs activation upon your request with the window Display Flight List.

3.1 Departing City

Departing City is the *default* display of flights.

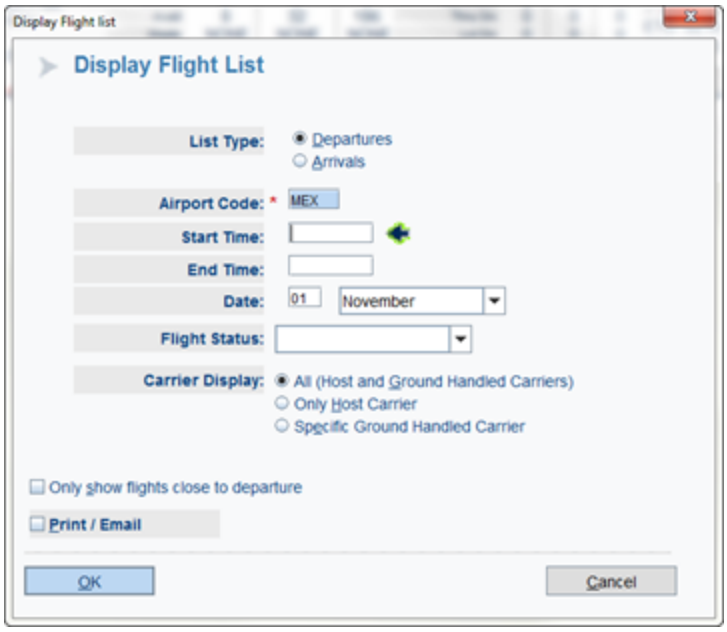
Access the list of flights by selecting **List (Shift + F1)**. The **Departing City** window displays:



Note The Departing City display is available as the default display. However no carrier is using this display. Most host carriers are opting to use the "Display Flight List" window as the starting point to request a list of flights departing a specific city. The system response to either displays is the same. We will explain the system response in detail under the option Display Flight List.

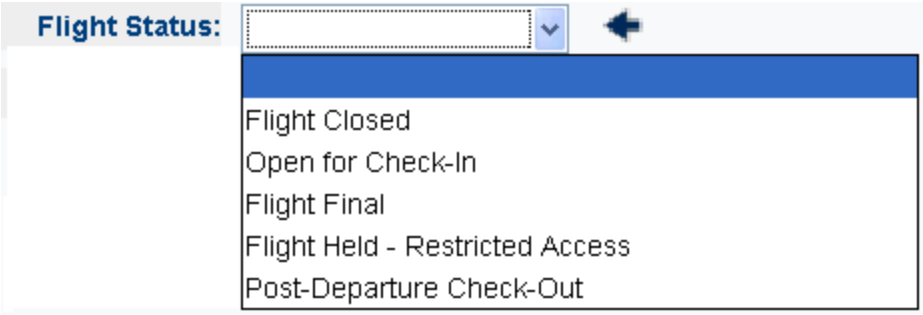
3.2 Display Flight List

Access the List of flights by selecting **List (Shift + F1)**. The Display Flight List window displays:



The fields listed on this window are:

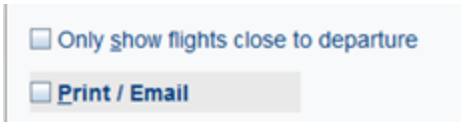
- **List Type** – select either Departures or Arrivals
- **Airport Code** – this is a mandatory field
- **Start Time**: if you specify a start time, the list will display flights starting at that time and for the next four hours. Leave the start and end time out to see a list of all flights for the day.
- **End Time**
- **Date** – auto populates by default
- **Flight Status** – this field allows you to select a display of flights with a specific flight status. Select the Flight Status from the drop down as necessary, or leave the field blank.



- **Carrier Display** – your options are

If you select Specific Ground Handled Carrier, the screen gives you the option to add the ground handled carrier code:

- Another two options are

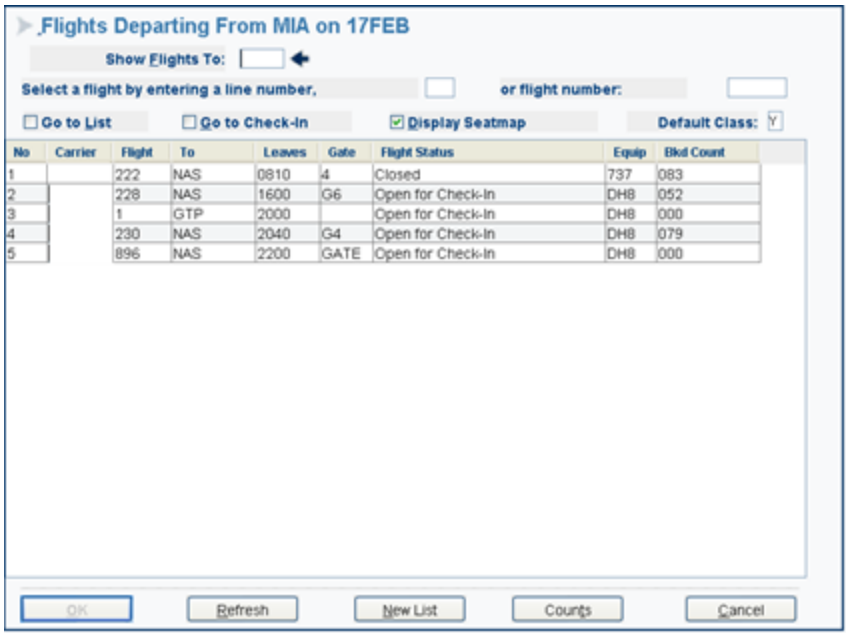


To print the Flight list, you need to designate a hardcopy printer.

To email the Flight list you need to designate the groups to receive the email in the window when you select the option Print/Email.

3.3 Display Flight List - Example Responses

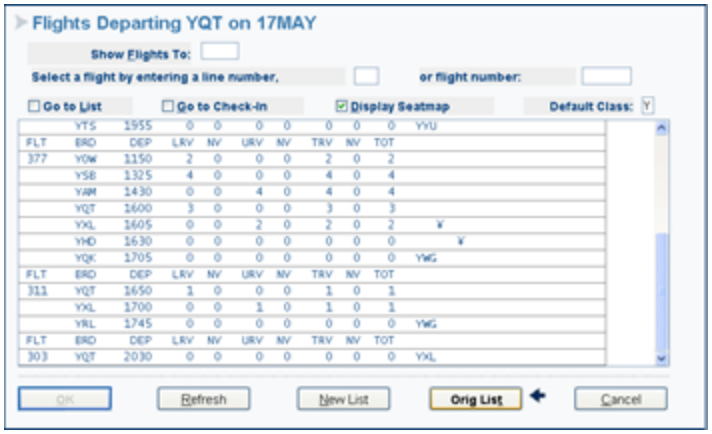
1. Example response of a list of *departing* flights:



Field	Explanation
No- Line number	
Carrier	
Flight	
To	Destination
Leaves	Scheduled time of departure

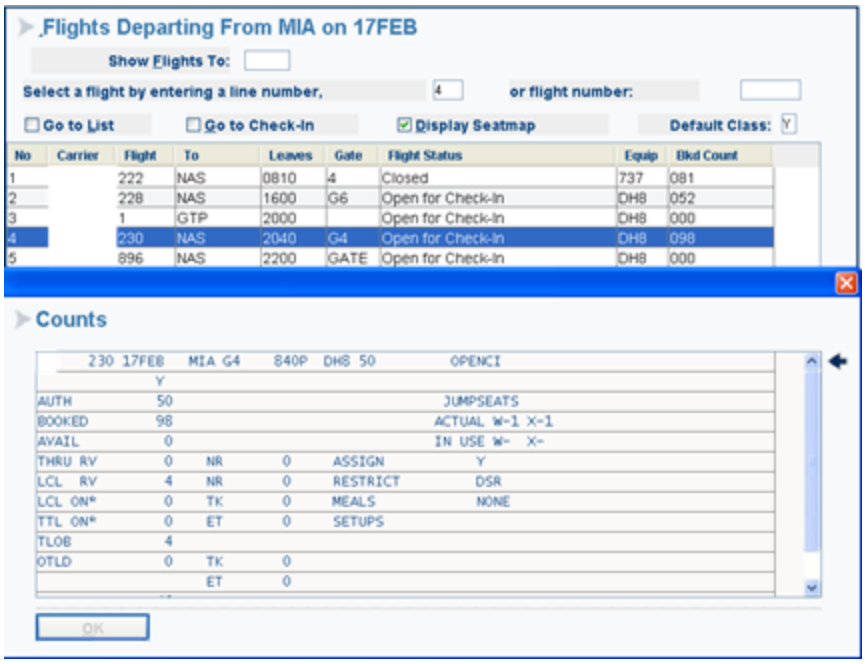
Gate	Scheduled gate of departure
Flight Status	
Equip	Equipment or aircraft type
Bkd Count	The number of passengers booked on the flight. • If you have selected the flight and then click on the button Counts at the bottom of the screen, you will get a breakdown of the booked counts for that flight.

Note If you have not selected any flight from the list and click on Counts, this is an example response screen

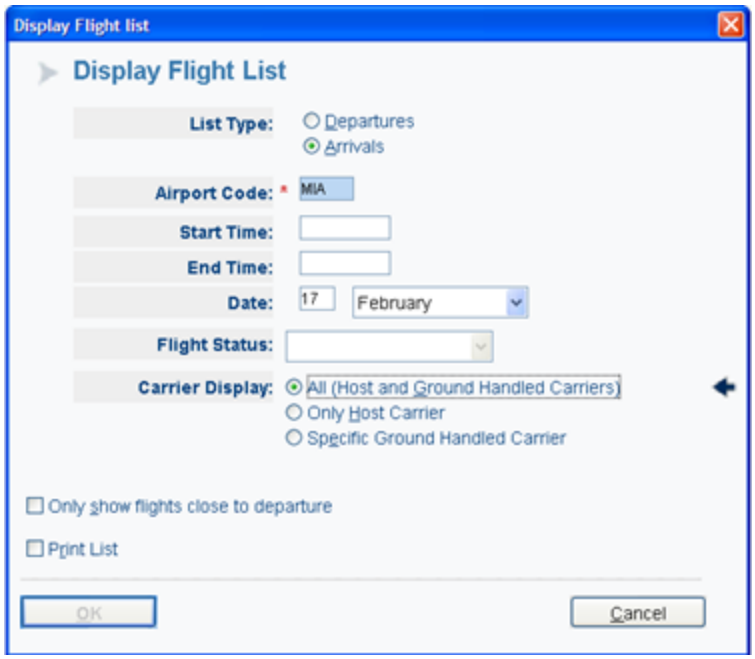


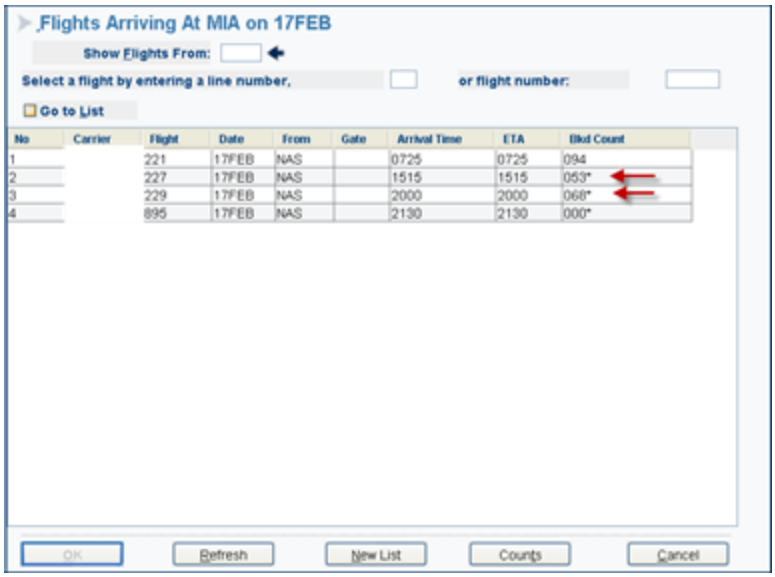
The button Counts now shows "**Orig List**", meaning you can go back to the original list display

If you have selected a flight, and then click on Counts, you will get a breakdown of the Booked count



4. Example response of a list of *arriving* flights:





The column Booked Count shows the number of passengers on the flight.

- A number shows the count of passengers onboard the flight and arriving in the station.
- A number with an asterisk * next to it shows the booked figures or counts.

4 Psgr Lists (Shift+F2)

The **Psgr Lists** label displays lists with specific characteristics using passenger displays or edit codes. These codes may be used individually or in combination to filter your search and build a variety of lists.

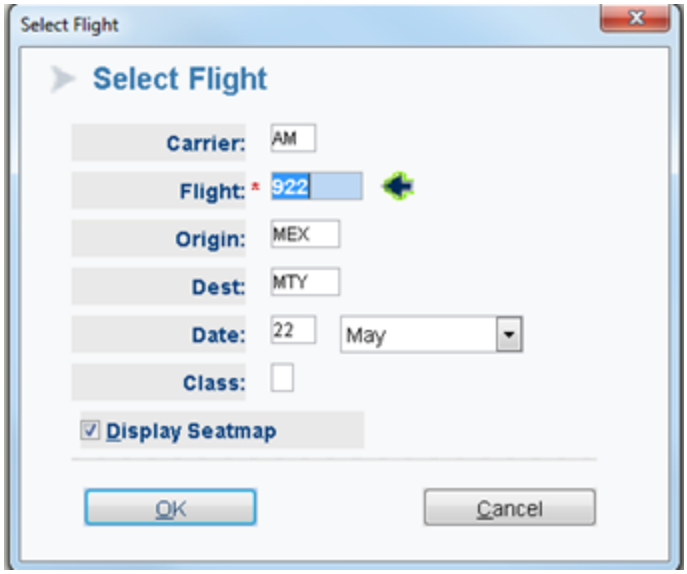
Passenger Lists are mostly used in Check-in. The same label is also under the **F2 Check-in** tab.

Please read all details about Passenger Lists in the lesson *SabreSonic® Check-in* Check-In.

5 Select (Shift+F3)

Use the **Select** label to dedicate or “select” one flight to be worked.

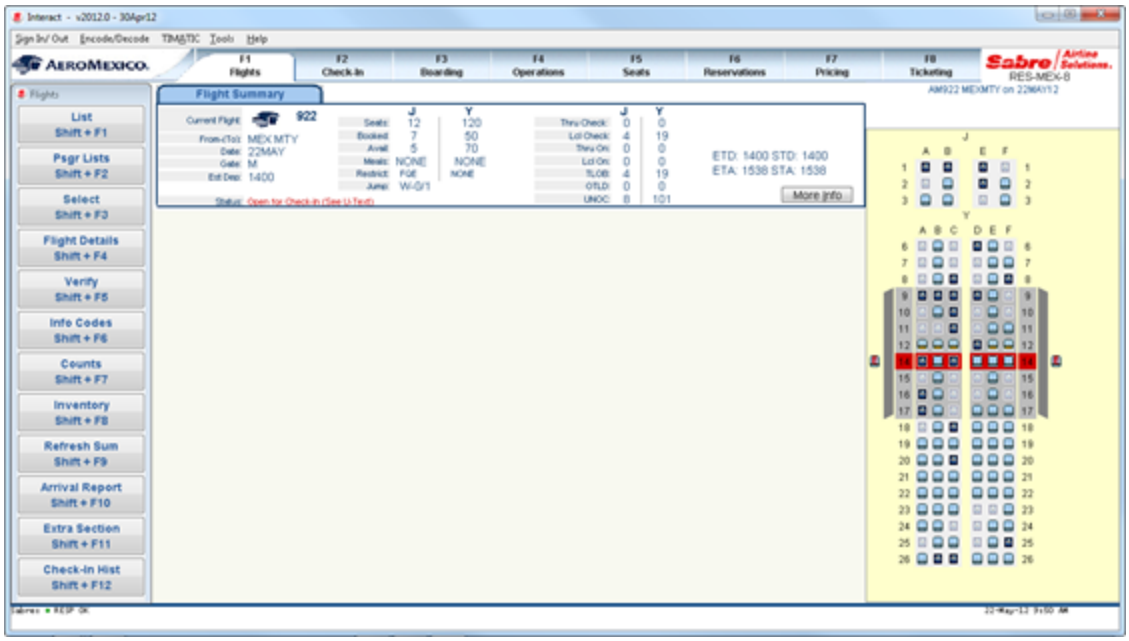
The **Select Flight** window displays:



Any field with a red * is mandatory - in this example, it is the Origin field.

Note Although the destination field is not mandatory, you must fill it in if you wish to see a graphical seat map of the flight.

The response is the flight summary and the seat map display:



5 Select (Shift+F3)

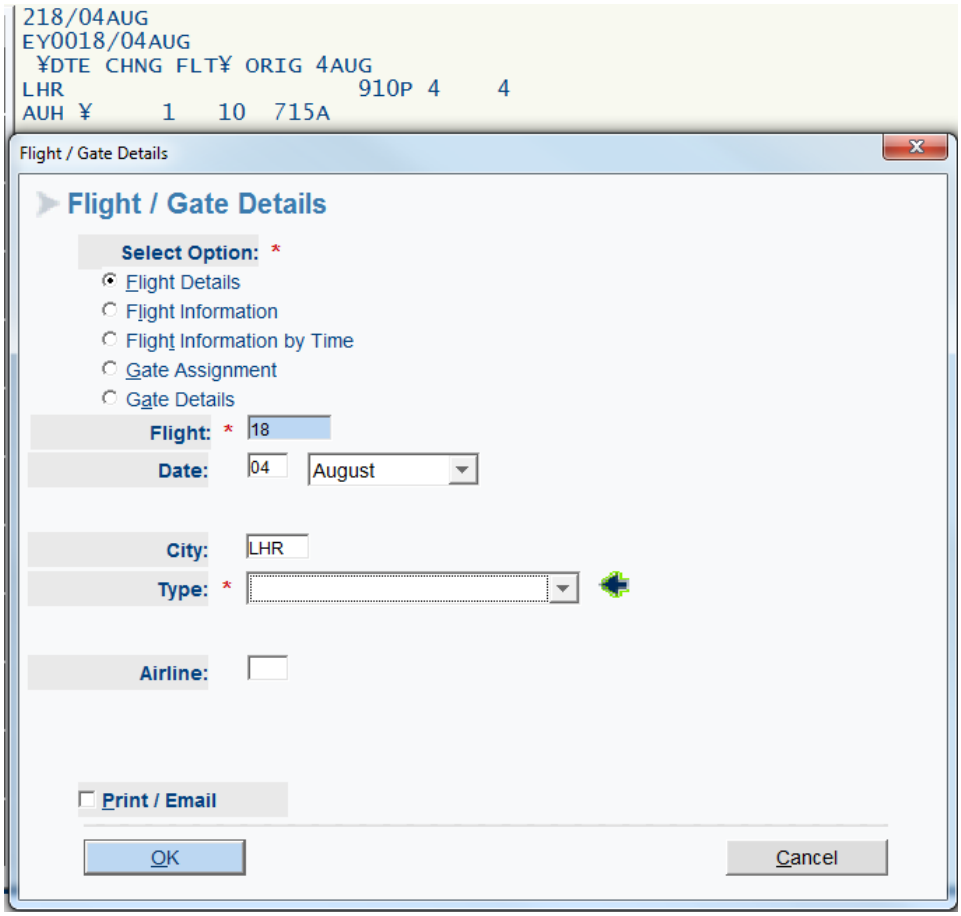
6 Flight Details (Shift+F4)

Use the Flight Details label to access information relevant to a specific flight and gate.

Note The same label Flight Details can also be found under the **F2- Check-in (Shift + 12)** and the **F3-Boarding (Shift + F10)** tabs.

To access **Flight Details**, select **(Shift + F4)**.

The **Flight/Gate Details** window and FLIFO appears on screen:

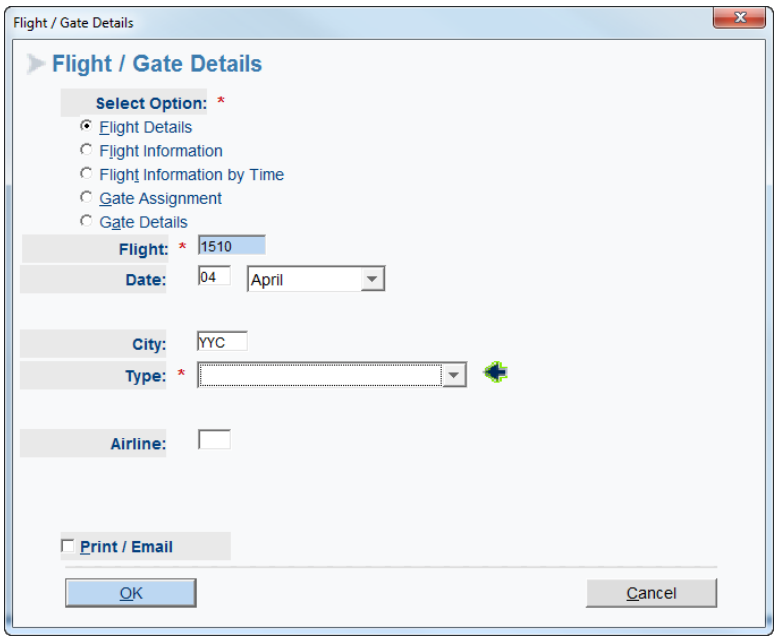


We will discuss the different options in the next pages.

6.1 Flight Details

Use the **Flight Details (FD)** option to view various detailed flight displays indicating numbers for wheelchairs, children, infants, UMNRs, TWOVs, deadheading cabin members and identifies Crew rest seats, all of which assist the airport agent in working a smooth and successful flight.

1. Select Flight Details (the default):



2. If not already populated, provide the flight. Add Date and City if necessary.
3. Select from the Type list the kind of information you want to display.
4. Select **OK**.

The Flight Details drop down gives you the following choices:

a. Flight Data

b. Flight Default Data

c. Flight History

Note A flight history displays history that pertains to the entire flight, such as equipment change. Flight status entries, etc. Information about an individual passenger or seat assignment needs to be looked at under **Check-In history (Shift + F12)**.

d. Flight History by City

e. Local Use

f. Passenger Count

g. Remarks – Bag (B text)

Note All remarks – B, F, R, O, Protection, and U are explained under the tab **F3 – Boarding**, and the label **Free Text Remarks – Shift + F6**

h. Remarks – Check-In (F Text)

i. Remarks – Flight (R Text)

j. Remarks – Oversale (O text)

k. Remarks – Protection

l. Passenger Connection Detail

m. Cancelled Passenger (U Text)

Example response of a **Flight Data** display:

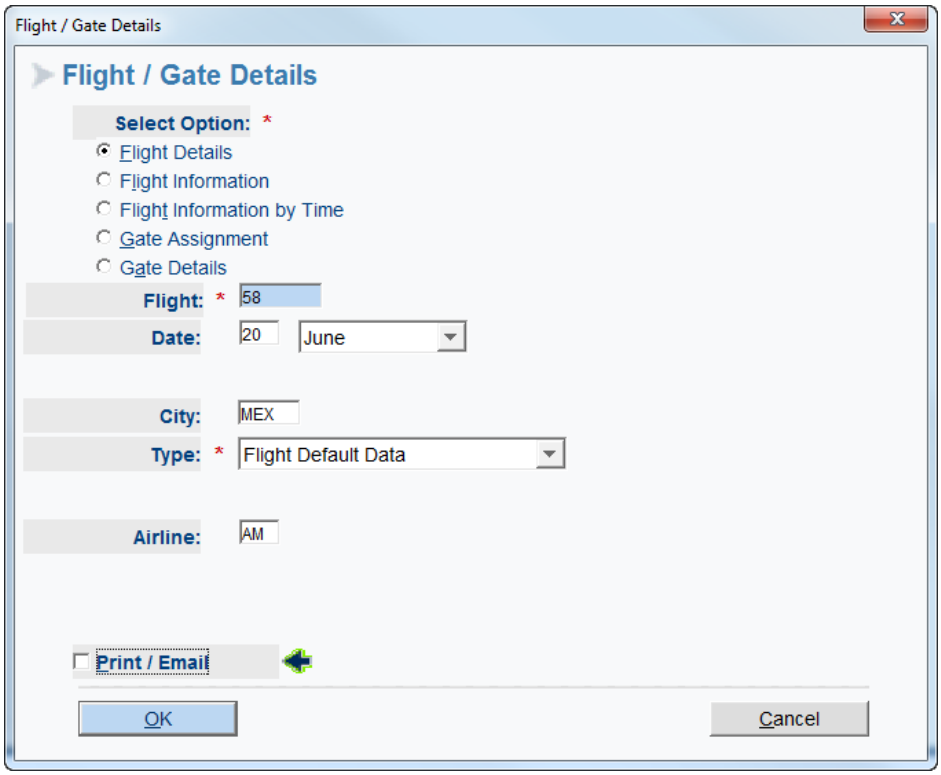
```
G*1510/26APRYYC/FD
YY   1510   26APR  YYC    GATE  1055    73W  FLIGHT DATA  OPENCI
Y
SMOKING ROWS    NO SMOKING FLIGHT
MEALS                NONE
SETUPS
SUPPS
TTL ON BD            0
FQTV MILES      LAX
COUNTS     WCHR 0   CHD 0   INF  0  UMNR  0  TWOV 0   DHD 0
```

Example of a **Flight Data (FD)** request appears here after PDC (Post Departure Control):

```
G*925/3MAR/FD«
YY    925    3MAR  MSP    B25    858A  ¤738  FLIGHT DATA  PDC

GATE AGT   MARTINS                              Y
STEVENS        SMOKING ROWS    NO SMOKING FLIGHT
SOD/MOD    WILSON         MEALS F
LEAD       SANCHEZ        SETUPS
G.S.C.     DONNELL        SUPPS
L.C.R.O.   DAVIS          TTL ON BD            92
FQTV MILES      EUG
GATE PHONE      87171
COUNTS     WCHR 0   CHD 1   INF  0  UMNR  0  TWOV 0   DHD 0
MSP   4S4 0854 LCL CLOSE Y80/SECOK-1
1    BAG CART 130 HAS 25 BAGS L/O 832
```

6.2 Flight Default Data

Example of a **Flight Default Data** display:




```
G*/AM58/20JUNMEX/D
AM      58  20JUN  MEX   GATE-K   ETA-ORIG  ETD-2340  OPENCI
ACFT-72C    CFG-03     REG-
SEATS-36/125
AUTO-ON OFF          CK-IN RULE-4   BAG-PW   HELDST-  SOM-NN
BOARDING TIME-2310                                   APP
MEX  ¥ OPENCI                2340    20JUN            D-N  T-N  A-N
TIJ    OPENCI       0105     0245    21JUN            D-N  T-N  A-N
NRT                 0645                              D-N  T-N  A-N
```

Response	**Explanation**
YY 58 ..... 20JUN..... MEX..... GATE-K..... ETA-ORIG..... ETD-2340..... OPENCI	
Header including carrier code, flight number, date, board point, gate, estimated time of arrival, estimated time of departure, and open for check-in.	
ACFT-762 ...CFG-02 ... REG-123ABC	Aircraft type, configuration type, aircraft registration number. REG- field is empty if there is no aircraft registration number.
SEATS-36/122	Seat count
AUTO-ON..... OFF CK-IN.. RULE-4..... BAG-PW .....HELDST- ......SOM-	
AUTO-ON OFF	The Auto- On indicator is turned OFF. The Auto- On indicator determines what steps are necessary to *ON* a passenger at the departure gate. **Note** At flight initialization, the default is set at OFF.

CK-IN RULE-4	The Check-in rule that applies to this flight is Rule 4. • Rule 1 – check-in only, no seat assigned, no boarding pass • Rule 2 – check-in, seat selection only, no boarding pass • Rule 3 – check-in, no seat assigned, boarding pass issued • Rule 4 – Check-in, seat selection with boarding pass issued
BAG-PW	Baggage requirement is PW – Piece and Weight P-Pieces only PW-Pieces and weight of checked bags PWC- pieces and weight of checked bags as well as carry-on weight
HELDST-	Indicator for Held Seat for partial group check-in is not active because your carrier chooses not to use the Held seat functionality.
SOM-NN	Inbound SOM (Seats Occupied Message) indicator, consisting of two letters – either Y for Yes or N for No First letter Y – Yes, station is expecting an inbound SOM Second letter Y – Yes, local check-in is inhibited until the SOM has been processed. **Note** In this example, NN means No SOM is expected and No local check-in inhibition is active. If your station works with inbound SOM, the SOM indicator usually would default to YY. **Note** The variations you can see here are YY, NN, or YN.
MEX ‡ OPENCI 2340 20JUN TIJ OPENCI 0105 0245 21JUN	Flight operating route, time and date, status
APP D-N T-N A-N	Indicator for APP- Advance Passenger Processing – APP applies to flights going to Australia, Bahrain, Kuwait, New Zealand, Oman, Qatar, Saudi Arabia, South Africa, and the United Arab Emirates. D – Departure T – Transit A – Arrival

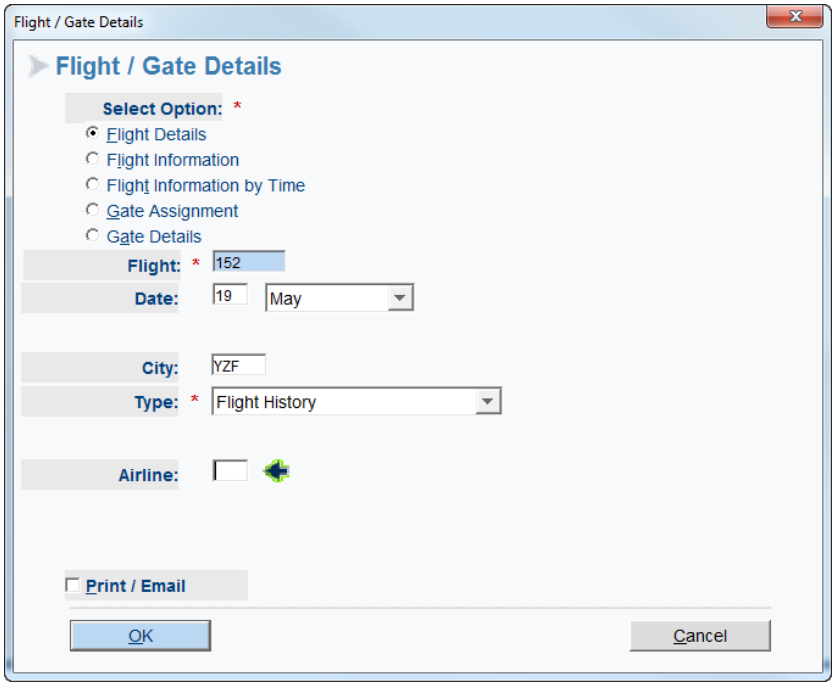
6.3 Flight History

The *SabreSonic Check-in* Flight History displays history that records changes, updates, and cancellations made to a flight during the *SabreSonic Check-in* period. Changes can be equipment change, or flight status entries, among others.

History is maintained from the time a flight is initialized until it is purged from the *SabreSonic Check-in* system.

Information about an individual passenger or seat assignment needs to be looked at under **Check-In history (Shift + F12)**

1. Select Flight History



2. Select **OK**.

Example partial system response:

```
G*123/19MAYLGB/H
CITY        AGT  DATE  TIME LNIATA HISTORY ITEM
LGB  /SYS    NFM 16MAY 0215 010000
GI/YY0240/19MAY/OOPENCI/DOPENCI  FLIGHT SUCCESSFULLY INITIALIZED
LGB  /HDQ   8FTP 18MAY 1154 24F2D2 GF123/19MAY/OPENCI
LGB  /HDQ   8FTP 18MAY 1310 24F2D2 GF123/19MAY/OPENCI
LGB  /HDQ   8FTP 18MAY 1316 24F2D2 GF123/19MAY/OPENCI
LGB  /HDQ   8FTP 18MAY 2335 24F2D3 GG¤123/19MAY/LGB/DG2
LGB  /LGB   54CO 19MAY 0752 D371E0 GMSK123/19MAY
LGB  /LGB   54CO 19MAY 0754 D371E0 GFAR23/19MAYLGB/A/C 648
LGB  /LGB   54CO 19MAY 0755 D371E0 GF¤123/19MAY/CHD6
LGB  /LGB   54CO 19MAY 0828 D371E0 GAER/YY123/19MAY
LGB  /LGB   54CO 19MAY 0828 D371E0 GF/YY123/19MAY/BOARDING
LGB  /LGB   54CO 19MAY 0830 D371E0 GF123/19MAY/BOARDING
LGB  /LGB   54CO 19MAY 0838 D371E0 GF123/19MAY/FINAL
LGB  /LGB   54CO 19MAY 0840 D371E0 GF123/19MAY/FINAL/ALL
/            SYS 19MAY 0851 000000 BAG/YY123/19MAYLGB
LGB  /       SYS 19MAY 0851 000000 PLM/YY123/19MAYLGB
LGB         54CO 19MAY 0851 D371E0
GF123/19MAY/CLOSE/LCLY99/SEC¥
```

Response	**Explanation**
CITY ..... AGT ..... DATE ..... TIME..... LNIATA .....HISTORY..... ITEM	

CITY	Station where the entry was made. /HDQ – means the home city of the person displaying the history. The field is only present when the entry city and home station are different – in this example LGB is the departure city- HDQ is the home city of the person making the entry. /SYS – means a system entry – in this example the flight was successfully initialized by the system.
AGT	The agent's sine
DATE	The date the entry was made
TIME	US Central time
LNIATA	The CRT address
HISTORY ITEM	The native entry that was performed

To understand the Flight History, you need to have an understanding of native *Sabre* system entries.

Refer to Focus for the explanation of most native entries – example: a Focus qualifier search for GF in the Multi Host Manual will give you the list of entries starting with GF.

For details on how to use Focus, please see the Training Guide Focus.

In the example response above, the codes of the native entries are highlighted in yellow.

6.3.1 Agent Entries Examples

Each action you perform in Interact which relates to the flight (such as changes, updates, and cancellations) translates to a Sabre system entry in the background, and that entry is registered in the Flight History. The actions in the History display from oldest to newest in time stamp. A few example entries are in the table below:

Entry	**Explanation**
GI	GI150/13JAN Manually initialize a flight
GF	GF447/15AUG/OPENCI Open a flight after it has been manually held.
GG	GG¤447/15AUG/YYC/AGD47 Assign, change flight and gat assignment
GMSK	GMSK1864/15AUG Update agent and gate personnel information mask – this information appears in the Flight Data display

GFAR	GFAR1864/15AUGYVR/DONE BRIEFING AT DOORS CLOSED Add R flight remarks
GFAO	GFAO0/1150 MAINT ARRIVES AT GATE...JETBRIDGE OK Add O remarks
GFDO	GFDO44/171156 CALLED CCC TO DVD NO AGT AT GATE 61 Delete O remarks
GMU	GMU138/16AUG/12-21/Z Unblock seats
GMB	GMB138/16AUG/22DEF/Q Block seats
GAER	GAER/WS1864/15AUG Gate Reader format
GFET	GFET/WS0447/15AUGYYC/ETAD15AUG/ETAT1108 Change ETD, ETA, or notify of actual in time of a flight leg, or the preliminary arriving time.

6.3.2 System Entries Examples

Within the initialization period, as well as during the flight and at PDC time, the system also generates entries automatically. Here are a few example system entries:

Entry	**Explanation**
BAG	BAG/HA0044/15AUGHNL Message regarding Baggage
PLM	PLM/HA0044/15AUGHNL System sent PLM
GIATA	GIATA/HA0044/15AUGHNL System sends pre-determined outbound teletype messages at either CLOSE or PDC, as specified in your airline IATA Control table.
FTL	FTL/KE7891/15AUGHNL System sent outbound Passenger Frequent Traveler List.
	DHSACK FLIGHT CLOSE OUT ACKNOWLEDGED Message from the DHS (Department of Homeland Security)

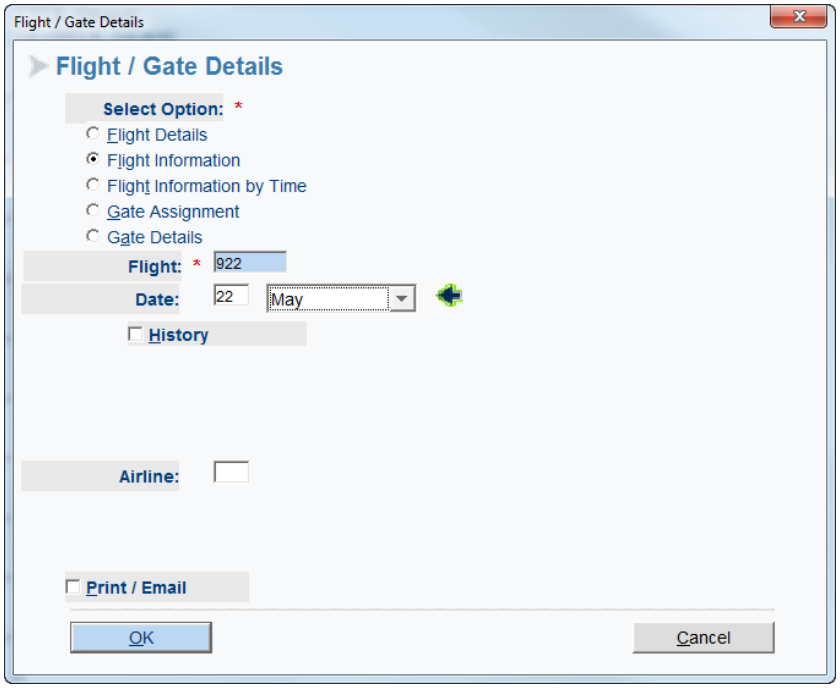
NRSA	NRSA/WS1864/15AUGYVRHNL System sent message for Non Revenue Space Available passenger types
RWL	RWL/WS1864/15AUGYVR System sent message for “Revert to Watchlist” passengers
API	API/WS1864/15AUGYVR APIS message sent to Customs

Note The tables above show a number of example entries, both agent and system generated. It is not possible to cover all entries. Contact *Customer Care* if you do not find information on any entry under F*FMH or any reference manual your airline may have created.

6.4 Flight Information

Use the Flight Information option to view FLIFO (Flight Information) on a designated flight.

1. Select Flight Information



2. Input Flight number
3. Input Date – (DDMMM) format if other than today
4. Input Airline code- if other than host carrier

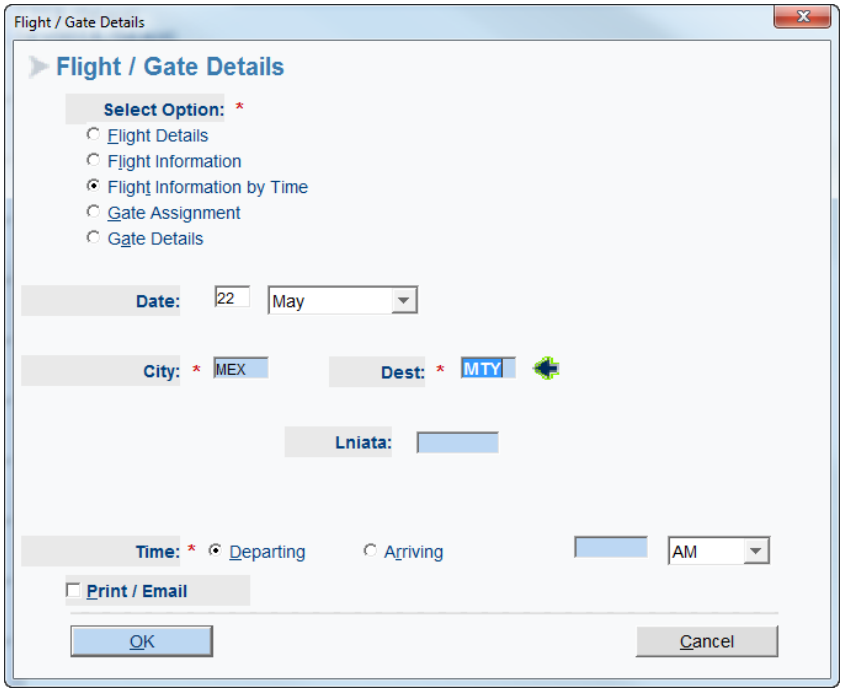
Example Sabre system response:

```
2805/03APR«
9M0805/03APR
YYE                      350P
YDQ            1  445P  530P      1
YVR          B21  730P
```

6.5 Flight Information by Time

Use this option to find a flight by time, especially when you do not know the flight number.

1. Select Flight Information by Time. The information auto populates if you have selected the flight.



2. If you have not selected a flight before displaying this window, you must enter the information manually. Fields with the read asterisk are mandatory.
3. Select **OK**.

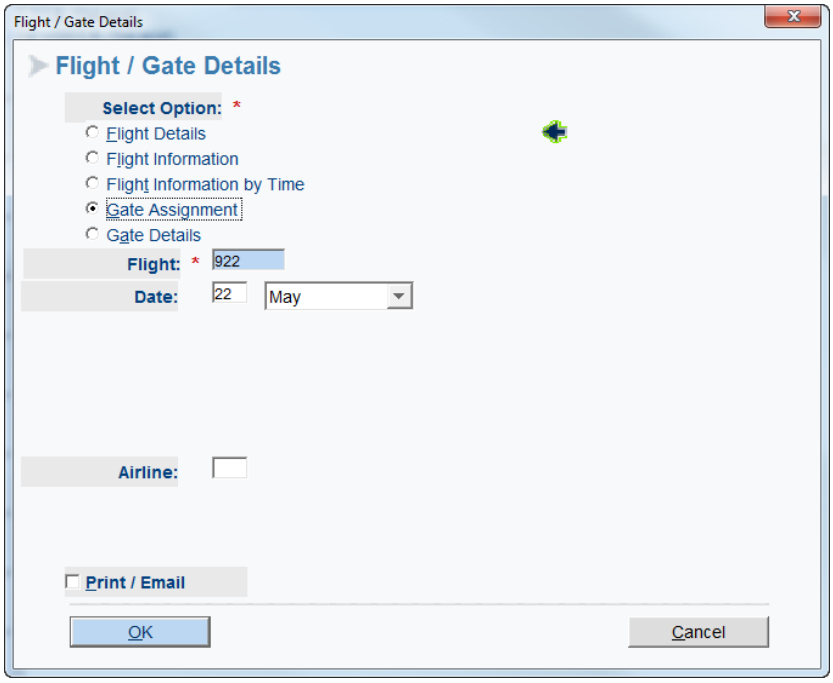
Example response:

```
2D2P/22MAYMEXMTY
FLT NBR 0922
AM0922/22MAY
MEX                      200P 2    M
MTY                338P
5MEX/OP EQP B737 MATR 842 CONF J12 Y120 *2014*HDQYBI
```

6.6 Gate Assignment

The Gate assignment option provides information regarding the gate assignment of a designated flight for a specific period of time.

1. Select Gate Assignment.



2. Input Flight number
3. Date- assumes today's date
4. Select **OK**.

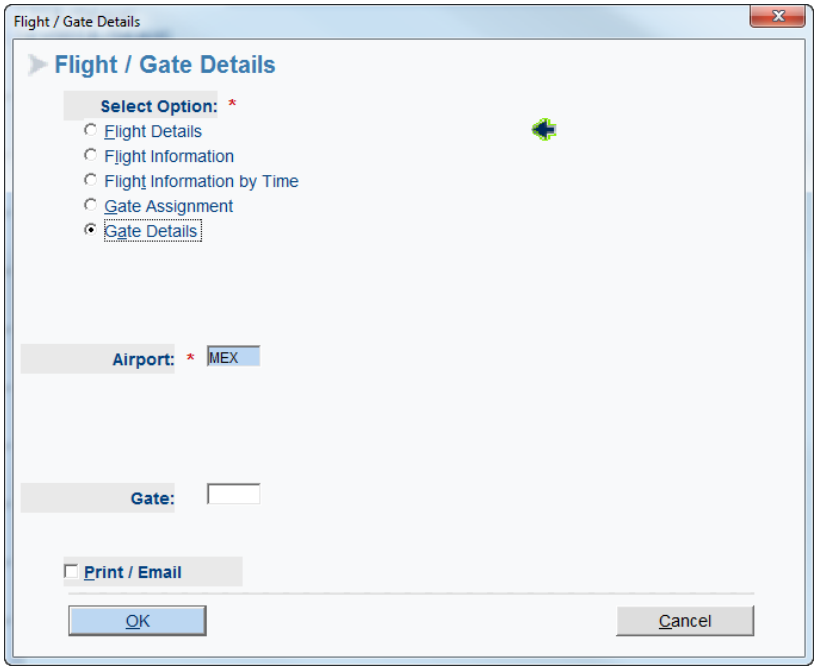
Example response:

```
GG*922/22MAY
FLIGHT       PERIOD         ARR GATE     BAG AREA     DPTR GATE
AM    922   22MAY-22MAY          /                     M    /2
```

6.7 Gate Details

The Gate Details option provides information regarding a specific gate at a particular airport.

1. Select Gate Details.



2. Provide the airport code.
3. Provide the gate number if you want to display information for a specific gate. If you leave this field blank, the system displays information for all your gates.
4. Select **OK**.

Example partial response:

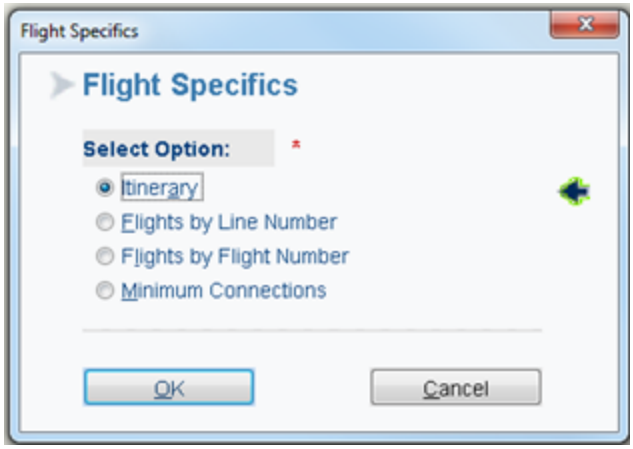
```
GC*GATE/MEX
MEX    GATE
PSG TERMINAL IDENTIFIER       2
PSG TERMINAL NAME             MEXICO CITY INTL
GATE IDENTIFIER               GATE
GATE EFFECTIVE DATE           09NOV2011
GATE DISCONTINUE DATE
GATE STATUS CODE              A
BAGGAGE CLAIM AREA
AIRPORT ZONE CODE
GATE PHONE NUMBER
JETBRIDGE PHONE NUMBER

PSG TERMINAL IDENTIFIER       2
PSG TERMINAL NAME             MEXICO CITY INTL
GATE IDENTIFIER               K
GATE EFFECTIVE DATE           11NOV2011
GATE DISCONTINUE DATE
GATE STATUS CODE              A
BAGGAGE CLAIM AREA¥
```

7 Verify (Shift+F5)

When you "verify" a flight, you are asking for more Flight specifics.

Flight specifics include the carrier and flight number, date of travel, city pair, departure and arrival times, meal service, equipment, elapsed flying time, frequent flyer miles and smoking/non-smoking designator.

Once you have selected **Verify**, the **Flight Specifics** window displays:



You can ask for Flight Specifics

- For a complete itinerary – the itinerary must be displayed and open in the work area.
- For specific line number(s) from an availability display
- For a single flight by flight number – no need for an active itinerary in the work area.
- The option Minimum Connections checks the minimum times for connections for your booked itineraries. You need to have an active itinerary in the work area.

7.1 Verify Itinerary

Display your active itinerary before verifying it. From an active PNR, **Verify** with **Shift+F5**, then select Itinerary.

Example response for Flight specifics on an active itinerary:

```
VI*
FLIGHT     DATE   SEGMENT   DPTR   ARVL     MLS   EQP   ELPD MILES SM
2 XX 286   6SEP   LGB LAS   258P   405P           320   1.07   235  N
                                ARR-TERMINAL 1
                  LAS JFK   455P 1246A¥1            4.51   2228   N
DEP-TERMINAL 1                   ARR-TERMINAL 5
```

Response explanation:

Response	**Explanation**
2	Line number in itinerary
XX 286	Airline code and flight number
6SEP	Date of departure
LGB LAS	Boarding and Off points – in this example, there are two legs - LGB-LAS is the first leg- the second leg is on the next row LAS-JFK
258P	Departure Time
405P	Arrival time 1246A¥1 – the Cross-of-Lorraine ¥1 indicates the arrival time on the next day
MLS	Meals
320	Equipment
1.07	1.07
235	Frequent Flyer miles
N	Smoking / Non smoking indicator
ARR-TERMINAL 1	Arrival terminal for the first leg
DEP-TERMINAL 1	Departure Terminal
ARR-TERMINAL 5	Arrival information for the second leg

Note When the operating carrier is different from the marketing carrier (codeshare, commuter, or two leg change of gauge with two operators), the display indicates the leg and the operating carrier.

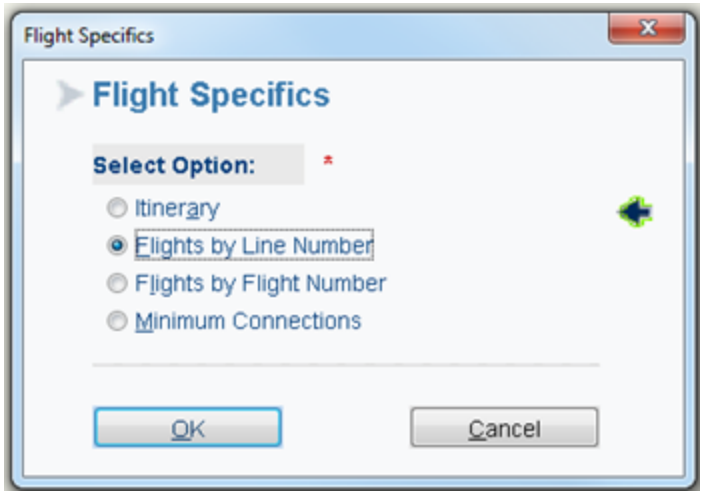
Example response for itinerary involving operating and marketing carriers:

```
VI*
  FLIGHT   DATE   SEGMENT DPTR   ARVL     MLS   EQP   ELPD MILES SM
1 XX*2181   6SEP SEA PDX   200P   250P          DH4    .50   130   N
*SEA-PDX OPERATED BY HORIZON AIR
SEA-PDX CHECK-IN WITH HORIZON AIR
2    ARNK
3 XX*2222 11SEP RDM SEA 1156A  102P          DH4   1.06   229   N
*RDM-SEA OPERATED BY HORIZON AIR
RDM-SEA CHECK-IN WITH HORIZON AIR
```

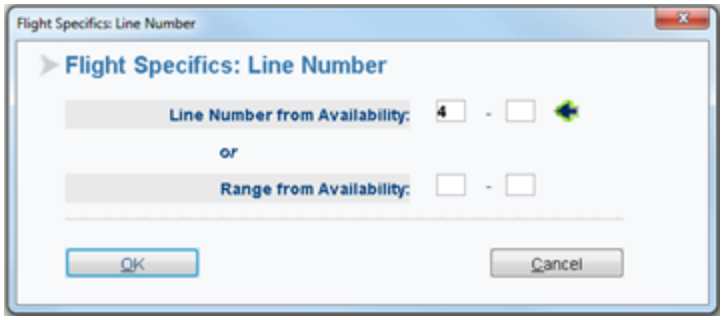
7.2 Verify Fllights by Line Number

From an availability display, you can ask for flights specifics by availability line number.

Display an availability first. Then ask for specifics, using the line number from the city pair availability display.



Select **OK** and enter the line number from availability:



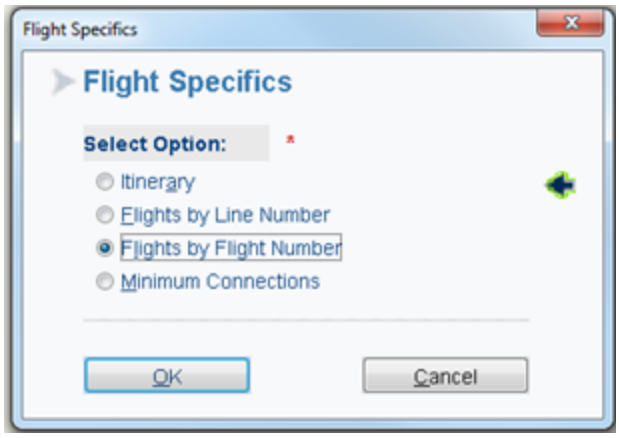
Note If you select Range from Availability, the maximum range is 3 segments.

Example response:

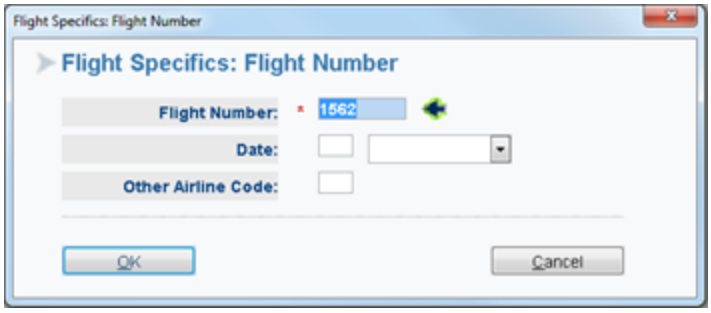
```
VA*4
06SEP  FLT SEGMENT DPTR  ARVL   MEALS    EQP  ELPD MILES SM
 4 AS  450 SEA LAX  915P 1143P  S /      738  2.28   956  N
                                ARR-TERMINAL 3
```

7.3 Verify Flights by Flight Number

If you know the flight number., you can ask for specifics for that flight number, without having to display an availability or an itinerary.



Select **OK** and enter the flight number:



- The flight number is mandatory – it has a red asterisk *
- Use a date – yesterday, today , or a future date. If you omit the date, the system defaults to today.
- Enter airline code (optional) if displaying flight information for another airline.

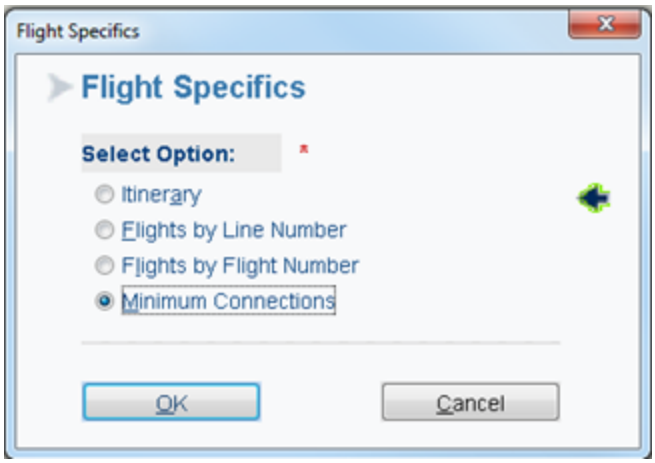
Example response:

```
V*1562
06SEP      DPTR       ARVL     MEALS     EQP   ELPD ACCUM   MILES   SM
YYC SFO M 1200N    P   147P              73W   2.47   2.47   1017    N
                           ARR-INTERNATIONAL TERMINAL
```

7.4 Verify Minimum Connections

The option Minimum Connections verifies the itinerary of a PNR to ensure that all segments meet the minimum connecting times required at the individual airports.

You must have an active itinerary in the work area.



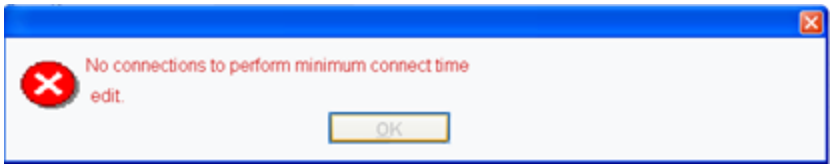
Example response if all connections meet the minimum connecting time required for that airport:

```
VCT*
MINIMUM CONNECT TIME EDIT VALID FOR ALL CONNECTIONS
```

Example response if a connection *does not* meet the minimum connecting time required for that airport:

```
VCT*«
INVALID CONNECT TIME SEGS  1 AND  2 - MINIMUM IS   50 MINUTES
VERIFY ANY REMAINING SEGS
```

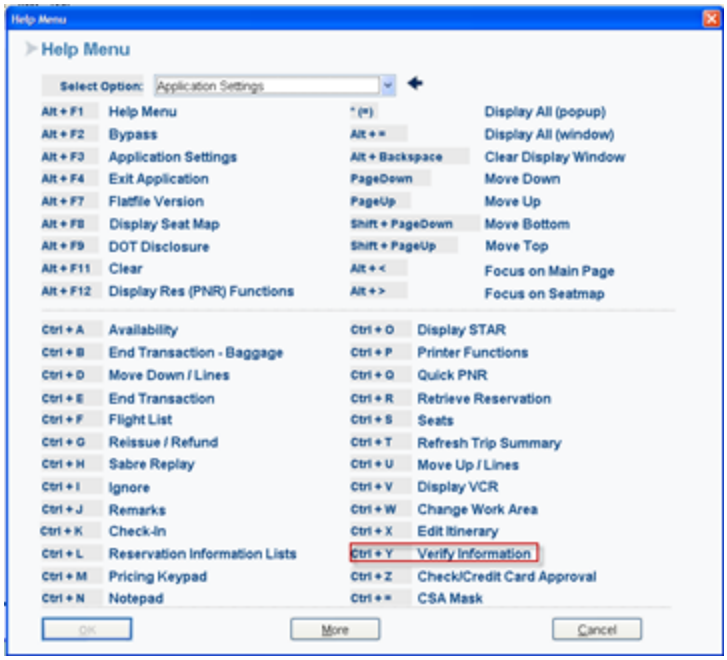
If you do not have an active itinerary displayed and wish to verify the minimum connecting times, the system gives you an error response:



7.5 Verify Using Shortcut

You can access the Verify functionality using the shortcut **CTRL+Y**

Note You must be a user of the Interact platform.


Help Menu
Help Menu
Select Option: Application Settings
Alt + F1 Help Menu
Alt + F2 Bypass
Alt + F3 Application Settings
Alt + F4 Exit Application
Alt + F7 Flatfile Version
Alt + F8 Display Seat Map
Alt + F9 DOT Disclosure
Alt + F11 Clear
Alt + F12 Display Res (PNR) Functions
* (=) Display All (popup)
Alt + = Display All (window)
Alt + Backspace Clear Display Window
PageDown Move Down
PageUp Move Up
Shift + PageDown Move Bottom
Shift + PageUp Move Top
Alt + < Focus on Main Page
Alt + > Focus on Seatmap
Ctrl + A Availability
Ctrl + B End Transaction - Baggage
Ctrl + D Move Down / Lines
Ctrl + E End Transaction
Ctrl + F Flight List
Ctrl + G Reissue / Refund
Ctrl + H Sabre Replay
Ctrl + I Ignore
Ctrl + J Remarks
Ctrl + K Check-In
Ctrl + L Reservation Information Lists
Ctrl + M Pricing Keypad
Ctrl + N Notepad
Ctrl + O Display STAR
Ctrl + P Printer Functions
Ctrl + Q Quick PNR
Ctrl + R Retrieve Reservation
Ctrl + S Seats
Ctrl + T Refresh Trip Summary
Ctrl + U Move Up / Lines
Ctrl + V Display VCR
Ctrl + W Change Work Area
Ctrl + X Edit Itinerary
Ctrl + Y Verify Information
Ctrl + Z Check/Credit Card Approval
Ctrl + = CSA Mask
OK
More
Cancel

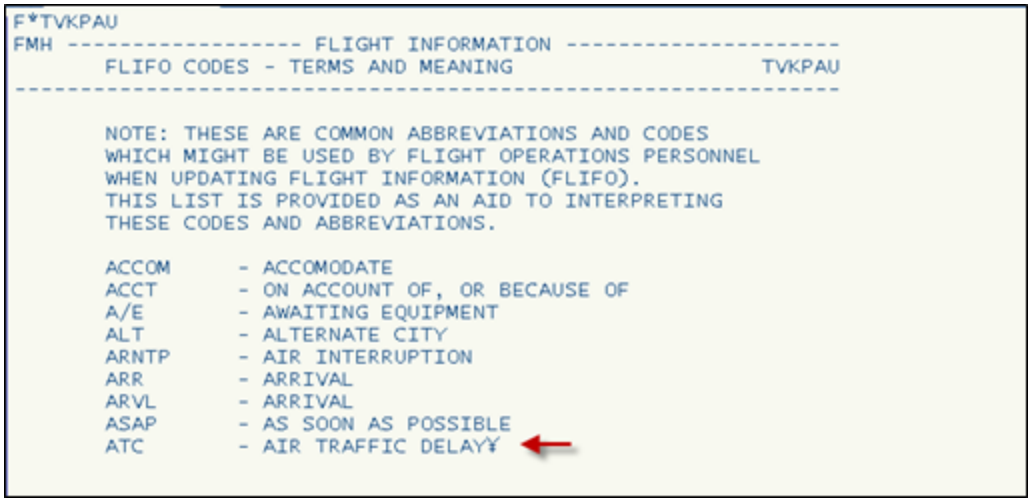
8 Info Codes (Shift+F6)

Operations use flight information codes to indicate delays, cancellations, weather, field conditions, and anything else that may affect the timely operation of a flight.

Select the label Info Codes Shift+F6:

The response is a native page in the F*FMH book, which lists the codes for flight information and their meaning.

Partial response:



- Use the <PgDn> or <PgUp>or keys to navigate to additional pages of information. The Cross-of-Lorraine at the bottom right indicates there is more text to see.
- Use the <Shift + PgUp> or <Shift + PgDn> keys to move to the 1st or last page of information
- To clear the screen, select <ALT + Backspace>

Below is the complete list of codes when you display the reference in its entirety:

```
FMH ------------------ FLIGHT INFORMATION -------------
--------
FLIFO CODES - TERMS AND MEANING
TVKPAU
------------------------------------------------------
--------

NOTE: THESE ARE COMMON ABBREVIATIONS AND CODES
WHICH MIGHT BE USED BY FLIGHT OPERATIONS PERSONNEL
WHEN UPDATING FLIGHT INFORMATION (FLIFO).
THIS LIST IS PROVIDED AS AN AID TO INTERPRETING
THESE CODES AND ABBREVIATIONS.

ACCOM     - ACCOMODATE
ACCT      - ON ACCOUNT OF, OR BECAUSE OF
A/E       - AWAITING EQUIPMENT
ALT       - ALTERNATE CITY
ARNTP     - AIR INTERRUPTION
ARR       - ARRIVAL
ARVL      - ARRIVAL
ASAP      - AS SOON AS POSSIBLE
ATC       - AIR TRAFFIC DELAY‡
AWTEQ     - AWAITING EQUIPMENT
BDNG      - BOARDING
CGOHD     - CARGO LOADING
CHG       - CHANGE
CHG GAUGE - CHANGING EQUIPMENT
CHGEQ     - CHANGING EQUIPMENT
CNCL      - CANCELLED
CNDS      - CONDITIONS
CNSLD     - CONSOLIDATED
CNTCS     - CONNECTIONS
CNX       - LATE BAGGAGE
CREW      - AWAITING CREW
CX        - CARGO
DCSN      - DECISION
DFRD      - DEFERRED
DLY       - DELAY
DPTR      - DEPARTURE
DX        - DEPARTURE CANCELLED
EDM       - EQUIPMENT DISTRIBUTION - MECHANICAL
EDWX      - EQUIPMENT DISTRIBUTION - WEATHER
ENG       - ENGINE
EQOTS     - EQUIPMENT OUT OF SERVICE
EQPTD     - EQUIPMENT DISTRIBUTION INBOUND
ETA       - ESTIMATED TIME OF ARRIVAL
ETD       - ESTIMATED TIME OF DEPARTURE
FDCND     - FIELD CONDITIONS
FLCND     - FLIGHT CONDITIONS
FLOW      - AIR TRAFFIC
FX        - FLIGHT CANCELLED
```

```
GATES     - AWAITING GATE SPACE
GDNTP     - GROUND DELAY
HDWND     - HEADWINDS
HLDG      - HOLDING
HVYLOAD   - HEAVY LOAD - LANDING TO ADD FUEL
IN        - GATE ARRIVAL TIME
INTMD     - INTERMEDIATE
IMPVMT    - IMPROVEMENT
LDNG      - LANDING
LDNG LMTS - LANDING LIMITS
LDLMT     - LANDING LIMITS
LT        - LATE
LX        - LEG CANCELLED
MECH      - MECHANICAL
MNTC      - MAINTENANCE
MX        - MECHANICAL
OFF       - TAKE OFF TIME
ON        - LANDING TIME
OPNL      - OPERATIONAL
OPTG      - OPERATING
OSO       - OFF-SCHEDULE OPERATIONS
OTS       - OUT OF SERVICE
OUT       - GATE DEPARTURE TIME
OVR       - OVERFLY
PLN       - PLAN
PLT       - INBOUND TELETYPE
PRE       - PRELIMINARY ESTIMATED ARRIVAL TIME
PSVC      - PASSENGER SERVICE
PVSLY     - PREVIOUSLY
R         - ROUTINE
RNWY      - RUNWAY (TARMAC)
RON       - REMAIN OVERNIGHT
RTN       - ROUTINE
RTRN      - RETURN
RVSD      - REVISED
SCTD      - SCATTERED
SHWR      - RAIN SHOWERS
SKED      - SCHEDULE
STUB      - SUBSTITUTION OF EQUIPMENT
SVCG      - SERVICING
TFC       - TRAFFIC
TOLMT     - TAKE OFF LIMITS
TOP OFF   - ADDING FUEL
TRM       - TERMINATE
TRDO      - CHANGE EQUIPMENT
TURBC     - TURBULENCE
TSTM      - THUNDERSTORM
VSBY      - VISIBILITY
WEA       - WEATHER
WBM       - WEATHER MINIMUMS
```

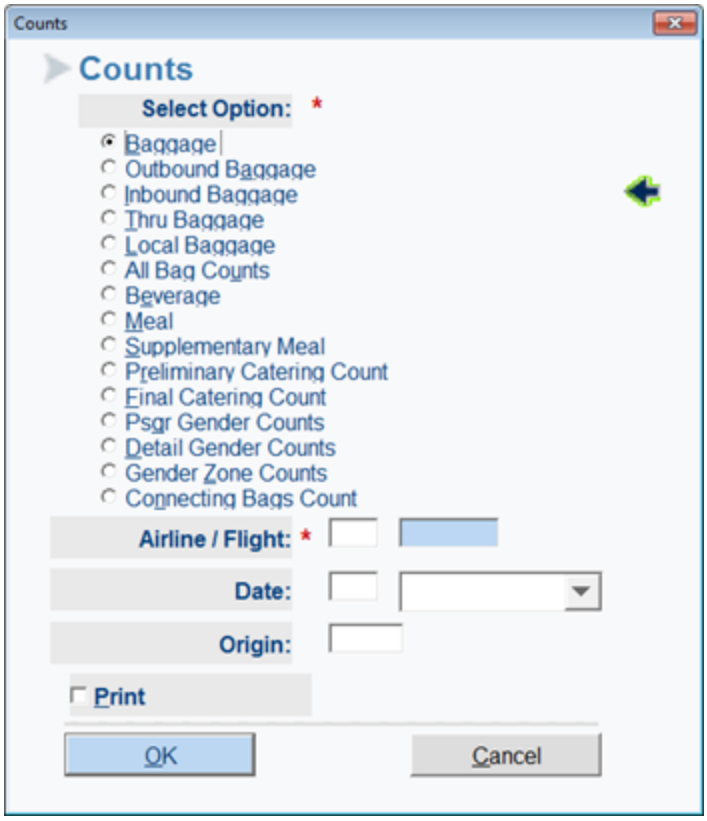
```
WL OPT     - WILL OPERATE
WX         - WEATHER
```

9 Counts (Shift+F7)

Use the **Counts** label for information related to baggage; beverage and meal service; and passenger gender counts.

Note You can enter beverage and food data, but this function only updates the counts. It does not send an order to the caterer.

To access the counts functions, click **Counts** or select **Shift+F7**.

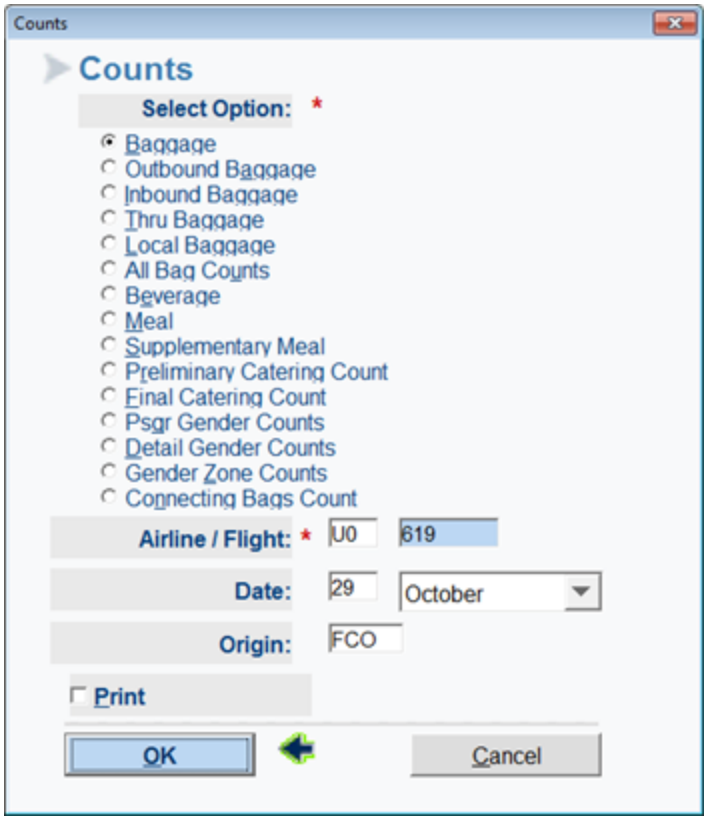


9.1 Baggage Counts

The Baggage report breaks down passengers counts for adults, children, and infants by zones on the aircraft (if your carrier creates zones when building the flight). It also gives you the total pieces (bags) and weight by destination and class, including crew or rush bags.

To view the baggage counts:

1. Select Baggage



2. Enter the airline, flight information (required), date, and origin city.

   Note If you do not enter information in all fields, the airline code defaults to your airline, the date defaults to the current day, and the city defaults to your AAA.

3. Select **OK**.

   The following is an example of a Baggage Report showing bags checked in for flight 619 (FCO-MXP-JFK):

```
G*619/29OCTFCO/PW
U0   0619 29OCT   FCO GATE  900A  772 30/263
PAX BREAKDOWN BY ZONES
        TTL       A       C       I
PA        5       5       0       0
PB        3       2       1       0
PC        5       4       1       0
PT       13      11       2       0
BAG       CLASS C      CLASS Y
STN       P      W     P      W
MXP       0      0    13    258
JFK       0      0    13    291
CREW RUSH 0      0     0      0
TTL       0      0    26    549
```

Column	Explanation
Pax Breakdown by Zones	
TTL	Total number of passengers in each zone.
A	Adult passenger
C	Child passenger
I	Infant passenger
PA	Passenger zone A
PB	Passenger zone B
PC	Passenger zone C
PT	Total passengers for each category of adult, child, and infant
Bag / Class	
STN	Station code
P	Pieces (number of bags)
W	Weight of the bags **Note** The use of pounds or kilos is set by the carrier in the ASA table.
MXP, JFK	Destinations for the flight
CREW RUSH	Crew and/or Rush bags on the flight
TTL	Total pieces and weights for bags in each class

The total piece counts and weights include:

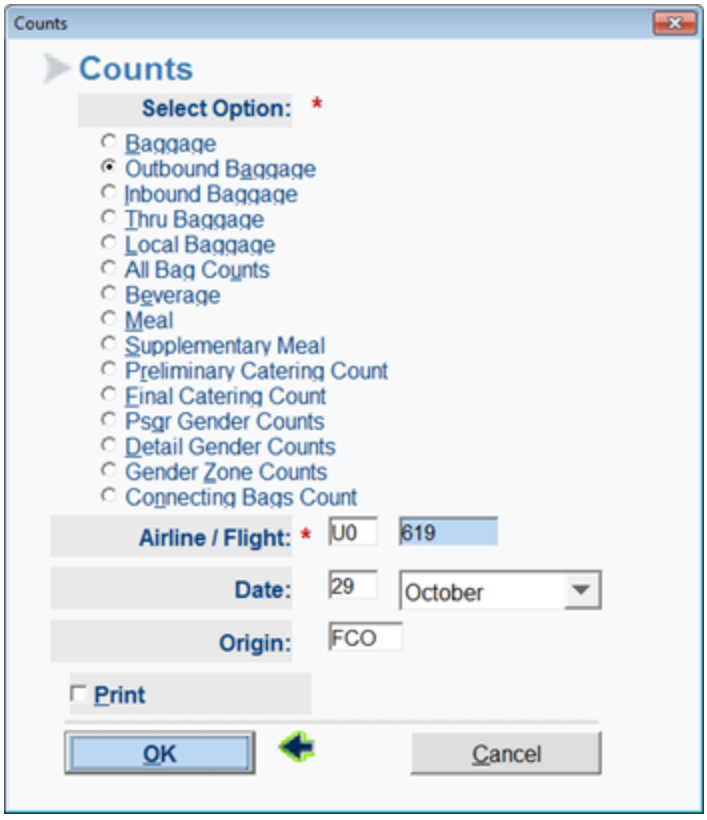
Destination, Pieces, and Weight	Explanation
MXP, 13 P, 258 W	Inbound and Outbound Bags: • 4 inbound bags at 84 kg (FCO-MXP) • 9 connecting bags at 174 kg (FCO-MXP-TXL)
JFK, 13 P, 291 W	Local Bags: • 7 thru bags at 139 kg (FCO-MXP-JFK) • 6 bags at 152 kg checked in MXP (MXP-JFK)

9.2 Counts - Outbound Baggage

The Outbound Baggage Report shows the checked bags on a flight that are connecting to outbound flights. The report includes the total number of outbound bags, their weight, and the baggage and flight information for each connecting passenger.

To view the Outbound Baggage Report:

1. Select Outbound Baggage

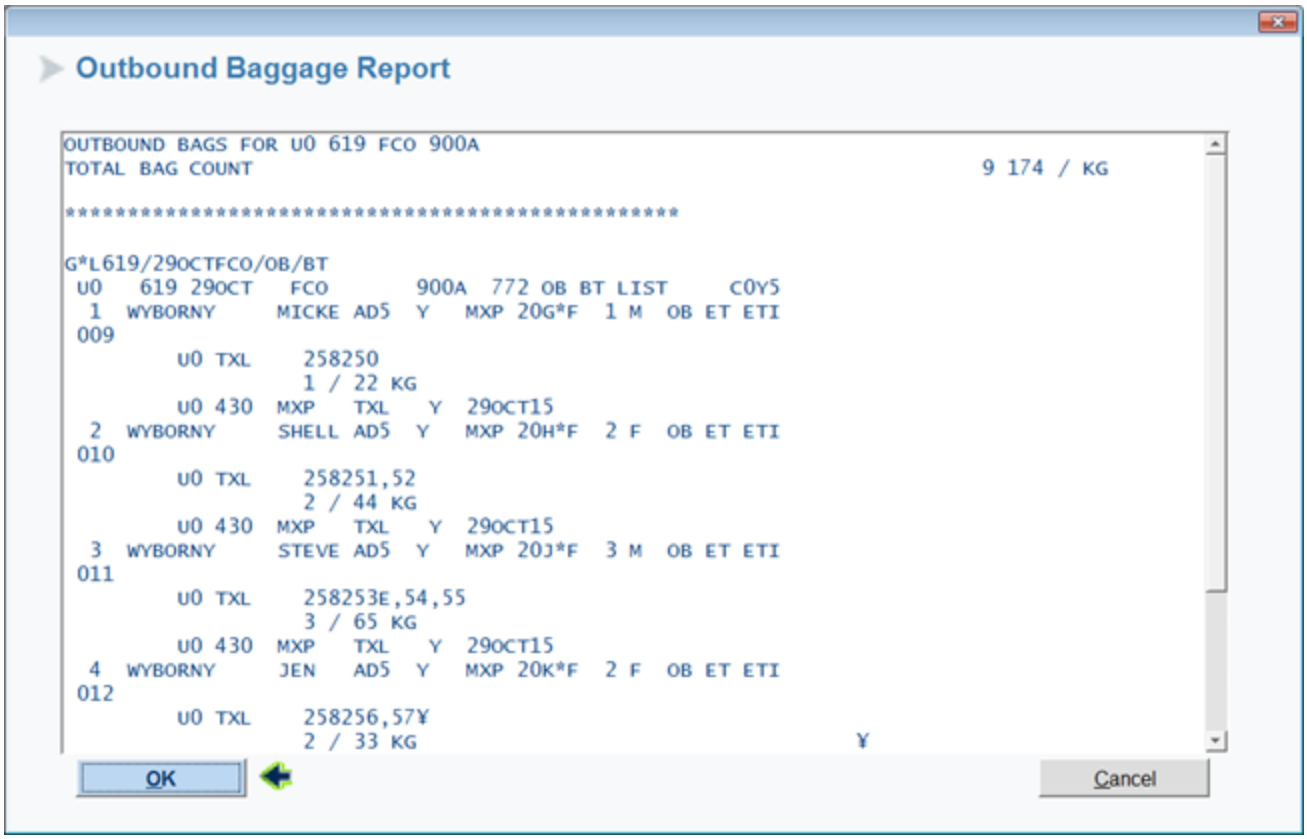


2. Enter the airline, flight information (required), date, and origin city.

   Note If you do not enter information in all fields, the airline code defaults to your airline, the date defaults to the current day, and the city defaults to your AAA.

3. Select **OK**.

The following is an example of an Outbound Baggage Report showing bags inbound on flight 619 (FCO-MXP-JFK) that are connecting in MXP to outbound flight 430 (MXP-TXL):

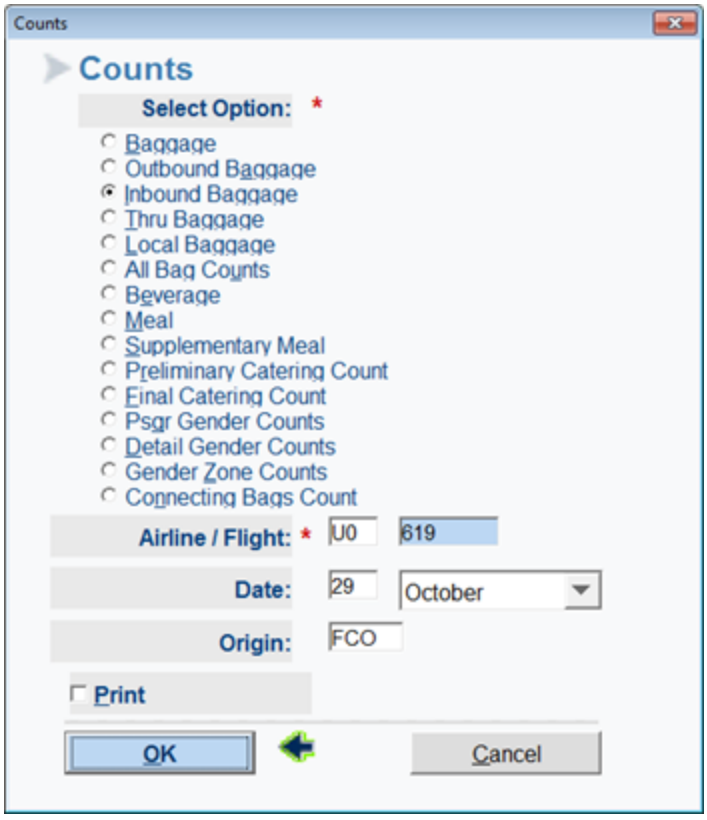


9.3 Counts - Inbound Baggage

The Inbound Baggage Report shows the checked bags on a flight that are inbound to a station. The report includes the total number of inbound bags, their weight, and the baggage information for each inbound passenger.

To view the Inbound Baggage Report:

1. Select Inbound Baggage

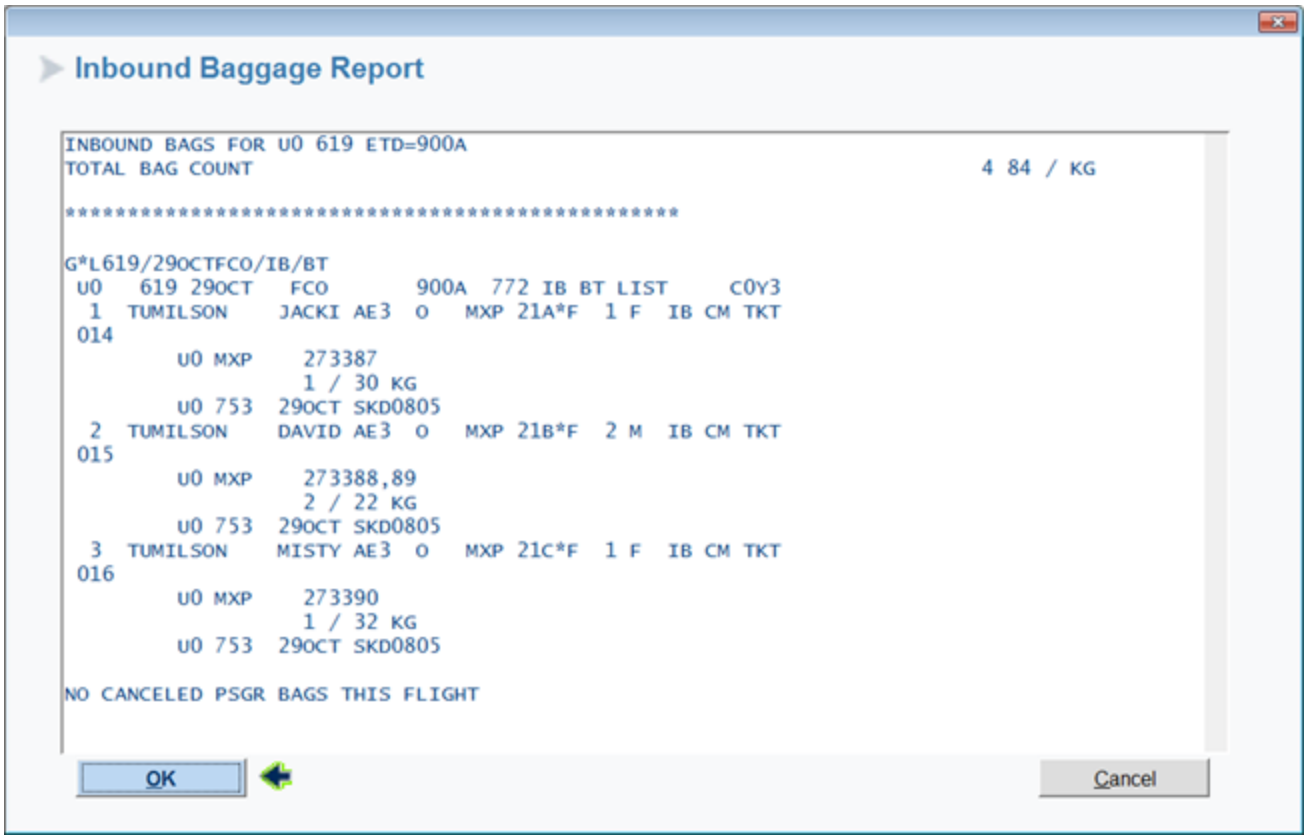


2. Enter the airline, flight information (required), date, and origin city.

   Note If you do not enter information in all fields, the airline code defaults to your airline and the date defaults to the current day.

3. Select **OK**.

The following is an example of an Inbound Baggage Report for MXP showing bags on flight 619 (FCO-MXP-JFK) that are checked to MXP:

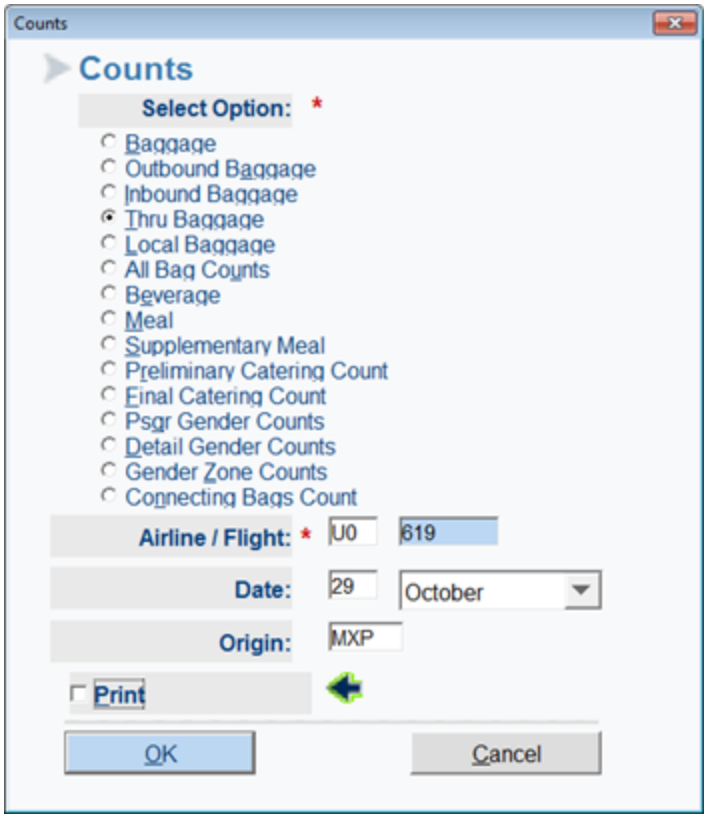


9.4 Counts - Thru Baggage

The Thru Baggage Report shows the checked bags on a flight that are inbound to a station and continuing on the aircraft to the next destination. The report includes the total number of bags, their weight, and the baggage information for each individual passenger.

To view the Thru Baggage Report:

1. Select Thru Baggage

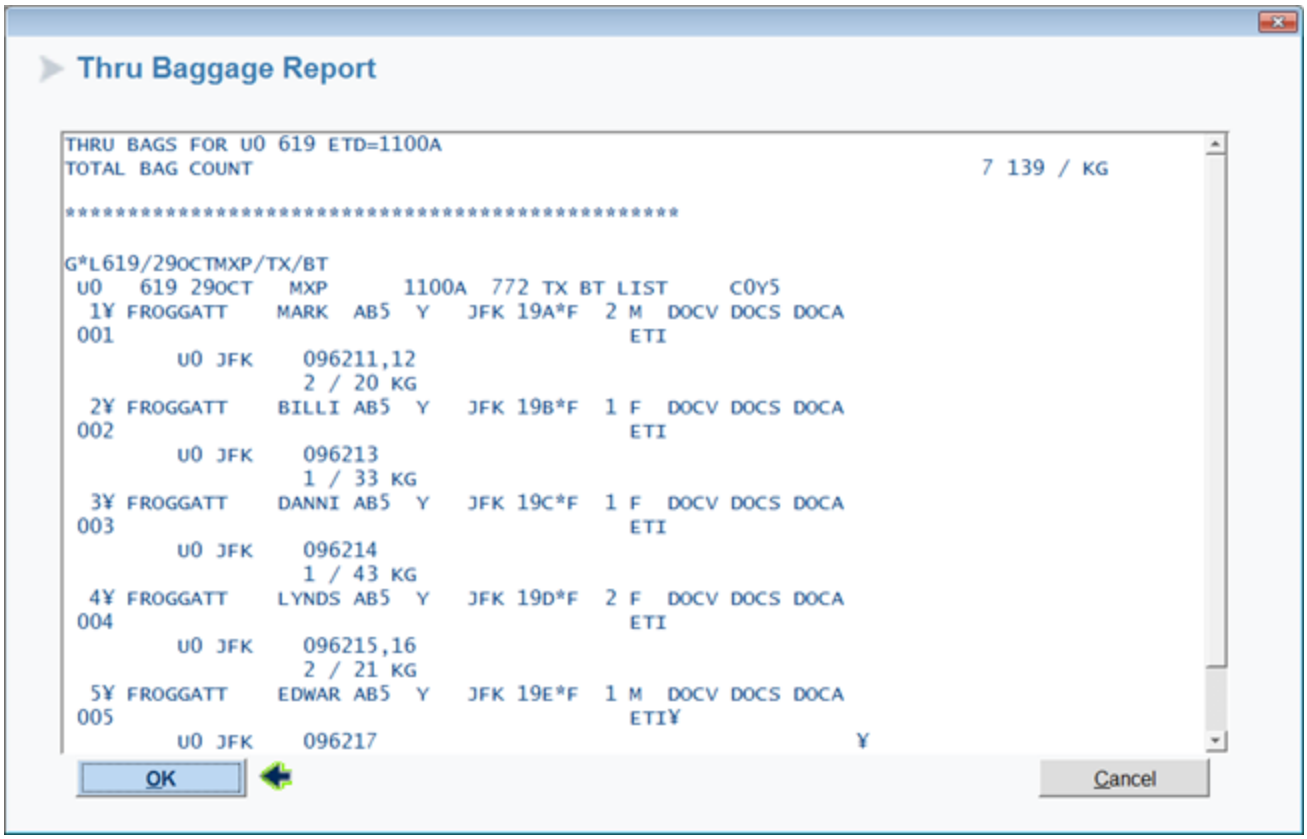


2. Enter the airline, flight information (required), date, and the origin city.

   Note Enter the thru city in the Origin field. If you do not enter information, the airline code defaults to your airline and the date defaults to the current day.

3. Select **OK**.

The following is an example of a Thru Baggage Report showing bags inbound on flight 619 (FCO-MXP-JFK) that are continuing to JFK :

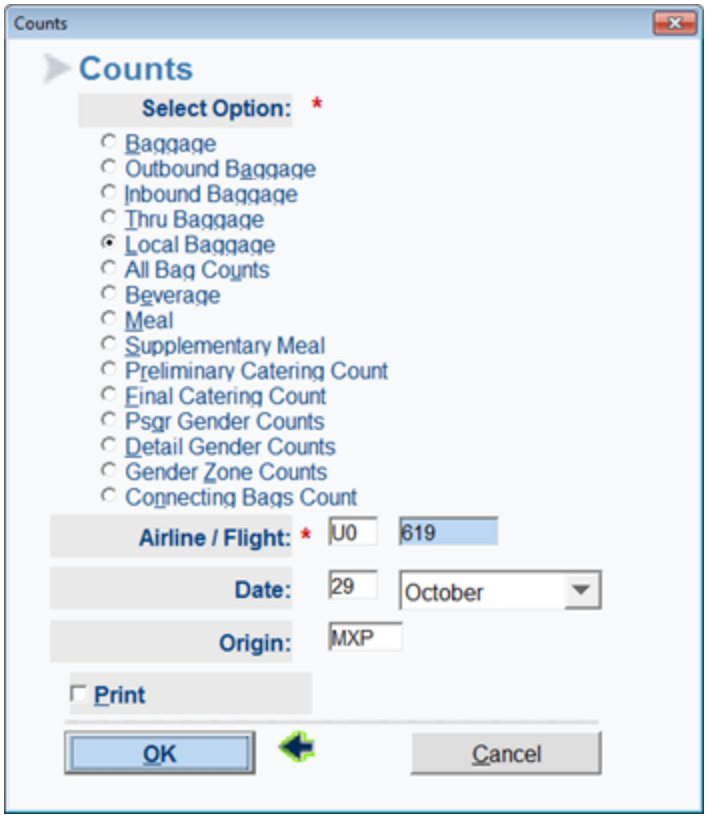


9.5 Counts - Local Baggage

The Local Baggage Report shows the total of thru bags on a flight and bags checked locally for the flight. The report includes the total number of bags, their weight, and the baggage and flight information for each individual passenger.

To view the Local Baggage Report:

1. Select Local Baggage

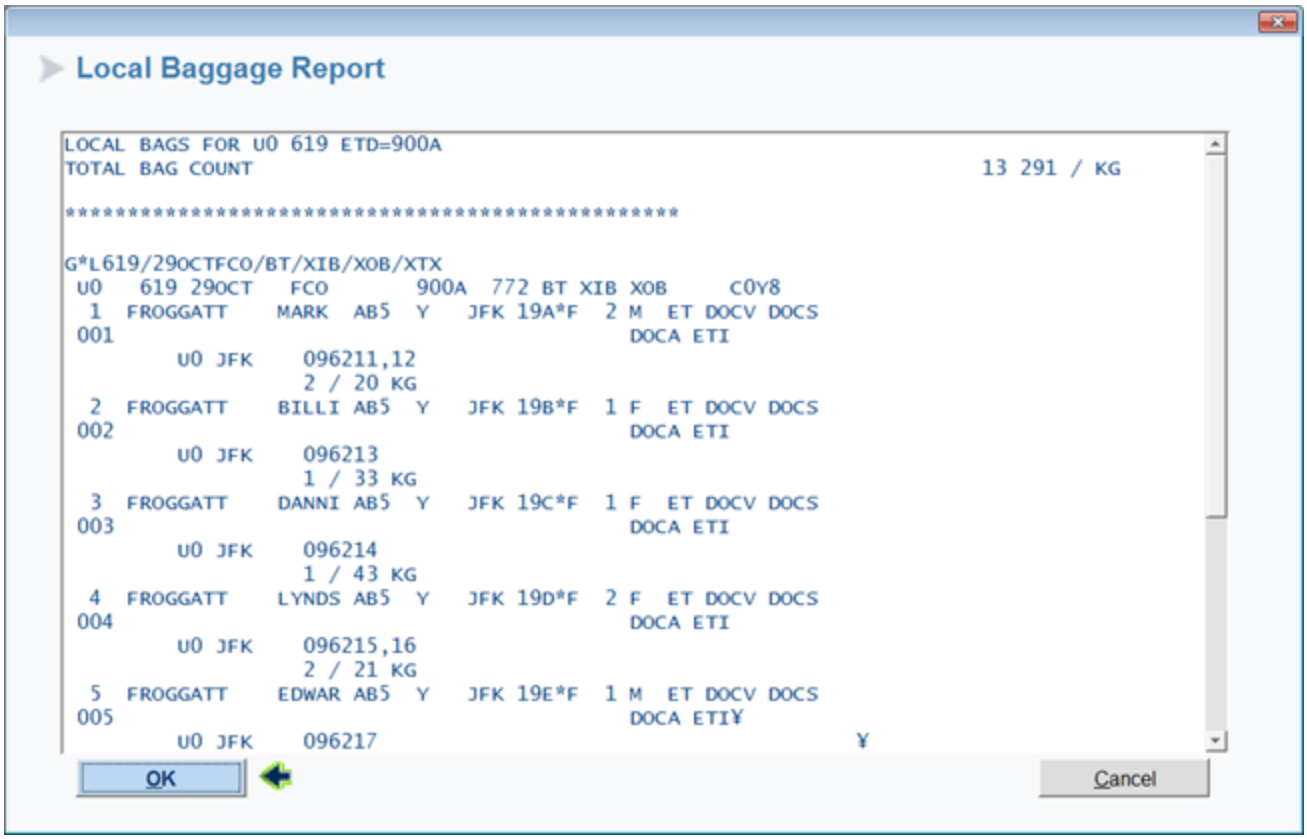


2. Enter the airline, flight information (required), date, and origin city.

   Note If you do not enter information in all fields, the airline code defaults to your airline, the date defaults to the current day, and the city defaults to your AAA.

3. Select **OK**.

The following is an example of a Local Baggage Report for MXP showing 13 pieces at 291 kg on flight 619 to JFK (7 thru bags at 139 kg and 6 bags at 152 kg checked in MXP):



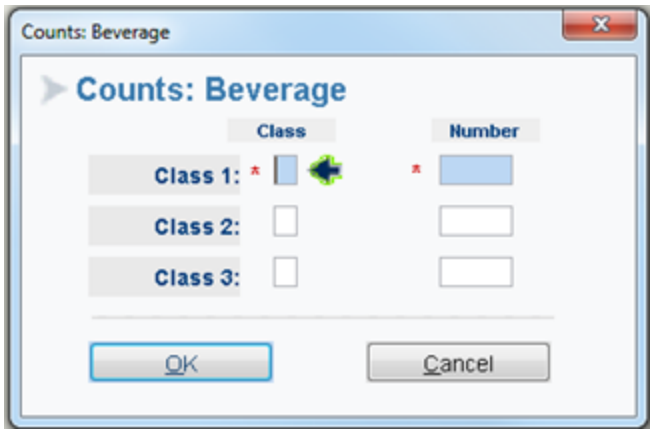
9.6 All Bag Counts

The All Bag Counts option allows you to see the Outbound Baggage, Inbound Baggage, Thru Baggage, and Local Baggage reports sequentially, rather than having to select each report individually. Click **OK** to proceed from one report to the next.

9.7 Counts - Beverage

Use this option to identify the flight as a *Beverage only* flight and to *update the number of passengers on the flight by cabin*.

1. Select Beverage.
2. Add or modify the flight information and date. The Sabre system assumes today.
3. Select OK.



Class means the cabin - First, Business, or Economy.

If the flight only has one cabin, use Cabin 1.

Number - means the number of passengers in that cabin.

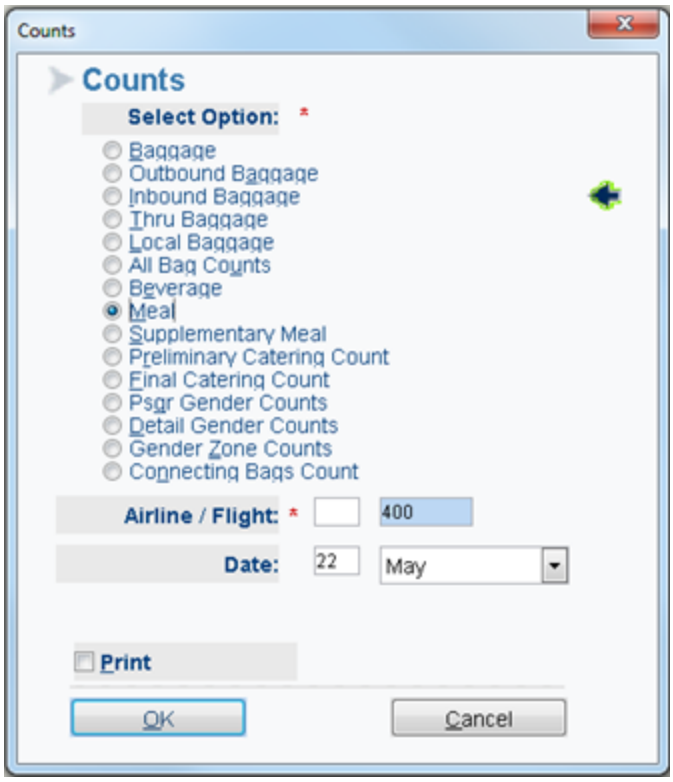
Example response for Economy class with eight passengers - the code BEV will be added in the FD (Flight Default) display area.

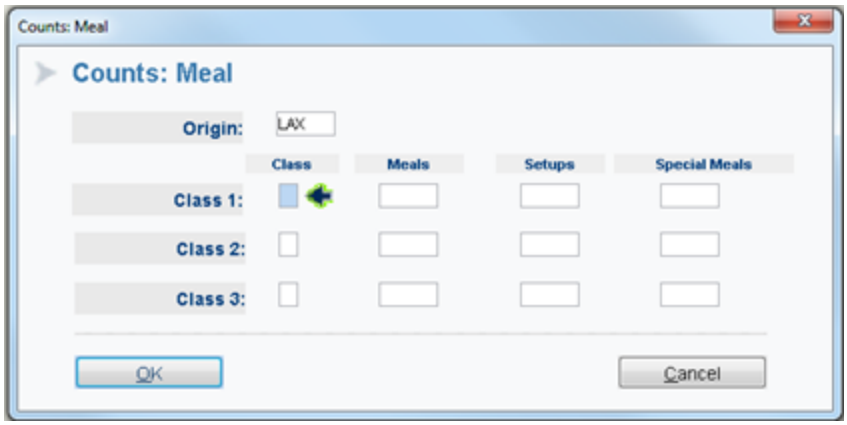
The number of beverages to be catered in Y class is 8.

```
GFB292/31AUG/Y8
YY     292   31AUG    DEN
BEVERAGES
Y-   8
```

9.8 Counts - Meal

The Meal option is a pre-flight operational item to provide the meal service information in each cabin for the caterer, designated food service representative, or operations agent.





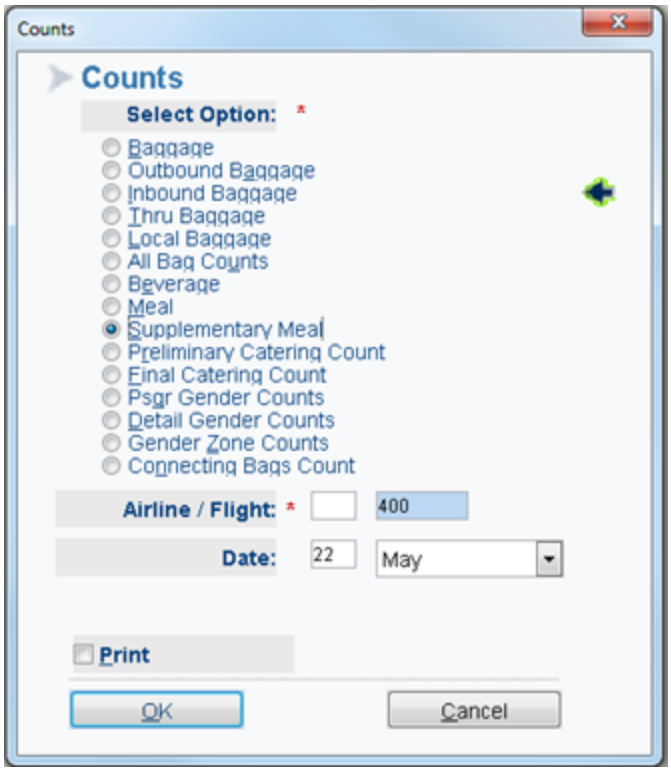
1. **Origin** auto-populates.
2. **Class** 1 (First) 2 (Business), 3 (Economy) -
3. Indicate the base class for each cabin. If host carrier has single class of service, input data into Class 1
4. Input number of **Meals**
5. Input number of **Setups**
6. Input number of **Special Meals**
7. Select **OK**.

Example response:

```
GFM93/06NOVLAX/F5Y50/SETF6Y55/SPLF1Y1
AS        93      06NOV   LAX
MEALS               SETUPS          SPECIAL MEALS
F-   5              F-   6             F-   1
Y-  50              Y-  55             Y-   1
```

9.9 Counts - Supplementary Meal

Supplementary Meals are additional meals ordered after the initial request has been submitted.



1. **Origin**- auto populates
2. Input **Class 1, 2 , 3** – (First, Business, Economy)- If host carrier has single class of service, input data into Class 1
3. Enter number of **Supplemental Meals** - number of additional meals needed for the flight
4. Enter number of **Setups** – depends on the original catering data
5. Select **OK**.

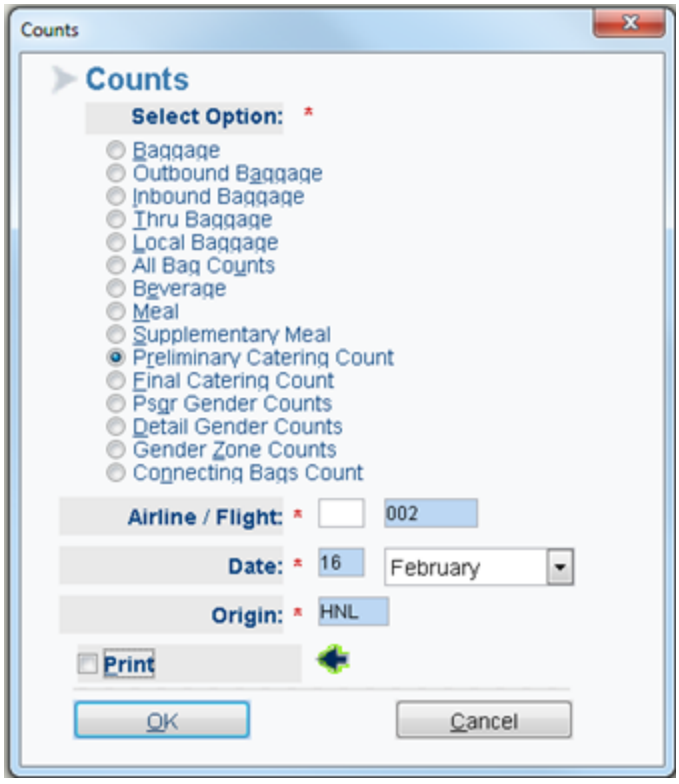
Example response:

```
GFS93/06NOV/F1Y1/SETF1Y1
AS        93      06NOV   LAX
SUPPS                SETUPS
F-   1               F-   1
Y-   1               Y-   1
```

9.10 Preliminary Catering Count

The Preliminary Catering Count is done a day or two before flight time, when the meals are ordered from the catering company. This count displays the catering numbers, including the list of any special meals requested.

Note It is your airline's decision to set the number of days prior to flight departure, when the Preliminary Catering Count can be performed.



Example response - displays the number of meals with a listing of the special meals requested for the specified flight :

```
PMMT2/16FEBHNL/P
CTR
YY0002/16FEB     PART1
PRE EST LOAD
        HYA
F CFG  18
  BKD  11
  PAD  00
Y  CFG  246
   BKD  245
   PAD  12
VGML YY 2K16FEB/HYA NN1     1.1 GUZEMAN/NICOLAS
LSML YY 2H16FEB/HYA NN1     1.1 KIDD/EDWARD JR
LSML YY 2H16FEB/HYA NN1     1.1 KIDD/EDWARD
CHML YY 2T16FEB/HYA NN1     3.1 MURRAY/EVAN  CHD
CHML YY 2H16FEB/HYA NN1     3.1 RAMSEY/CHANTIELLE
CHML YY 2H16FEB/HYA NN1     4.1 RAMSEY/PATRICIA
ENDCTR
```

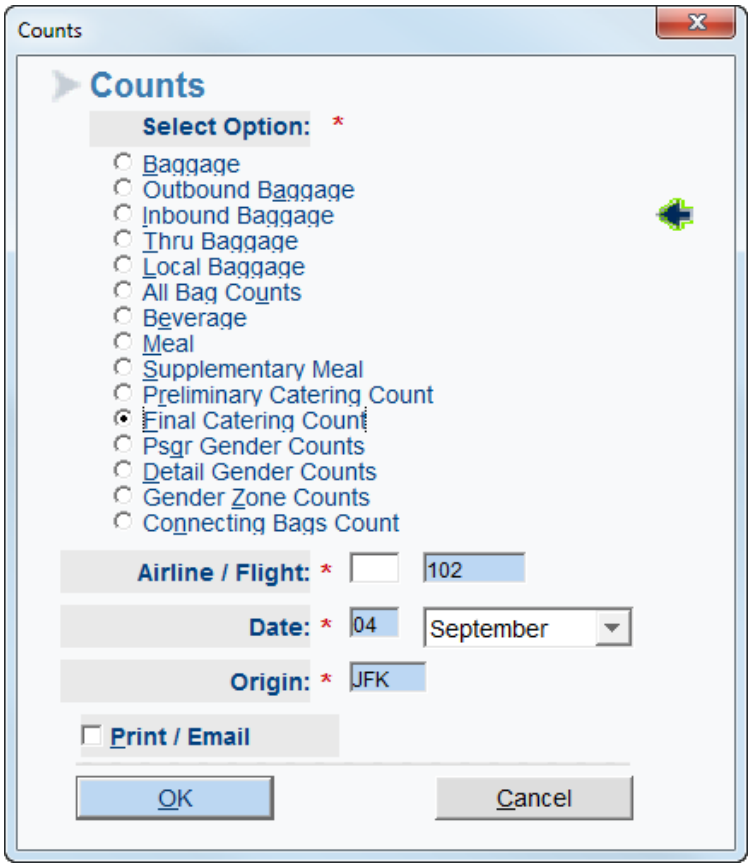
CFG - configuration of aircraft

BKD - booked passengers

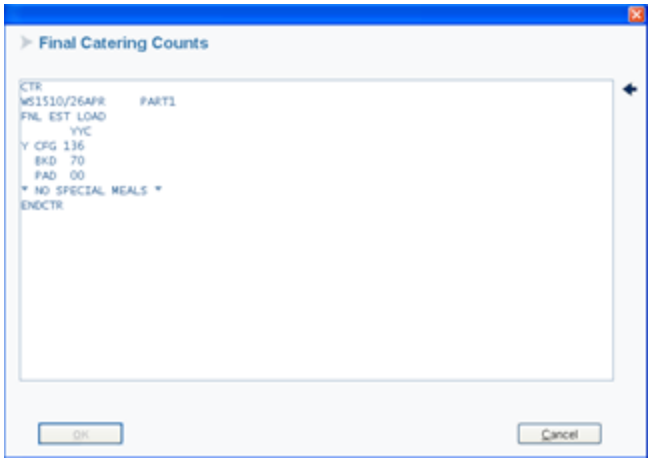
PAD – Non-Revenue Space Available passengers

9.11 Final Catering Count

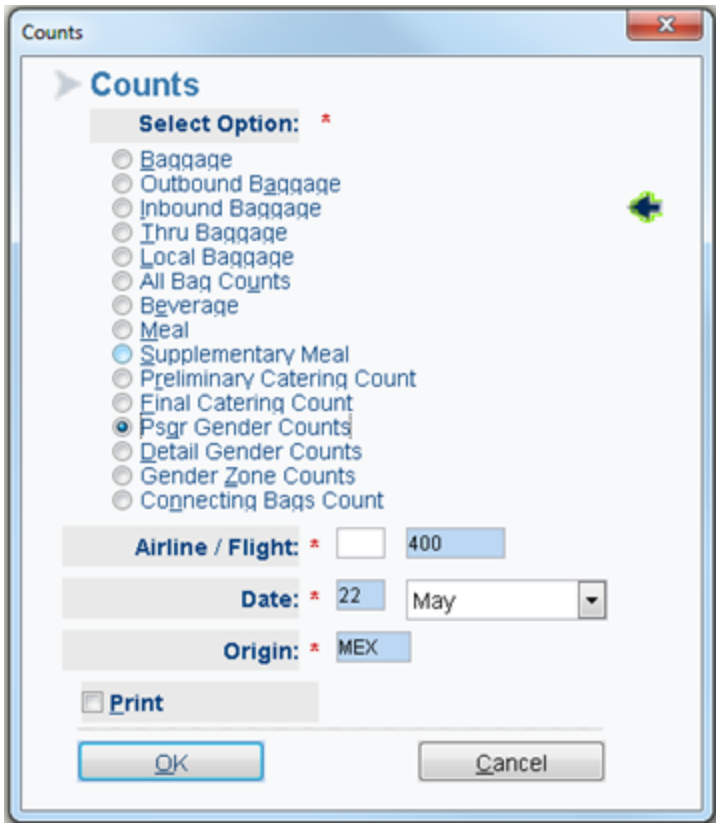
The evening before the light departure, request a Final Catering Count to show the final meal count for the flight.



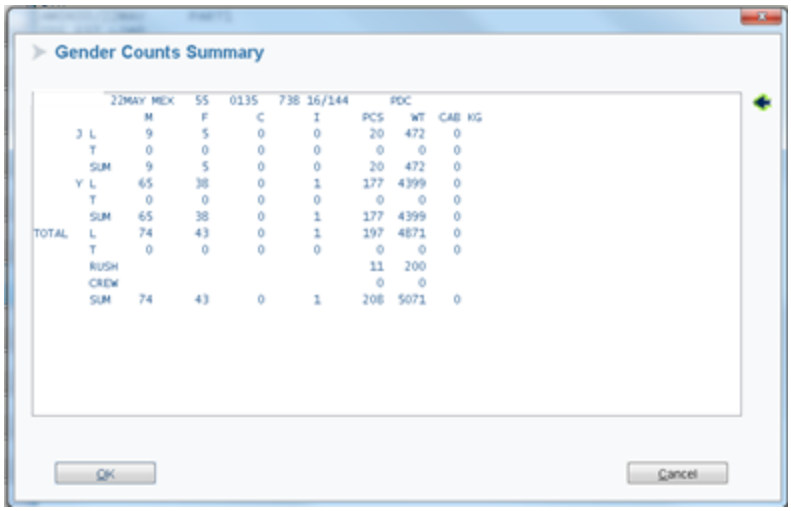
Example response:



9.12 Psgr Gender Counts



Example response:



The Counts Summary displays by gender **M**(Male), **F**(Female), **C**(Child), and **I**(Infant).

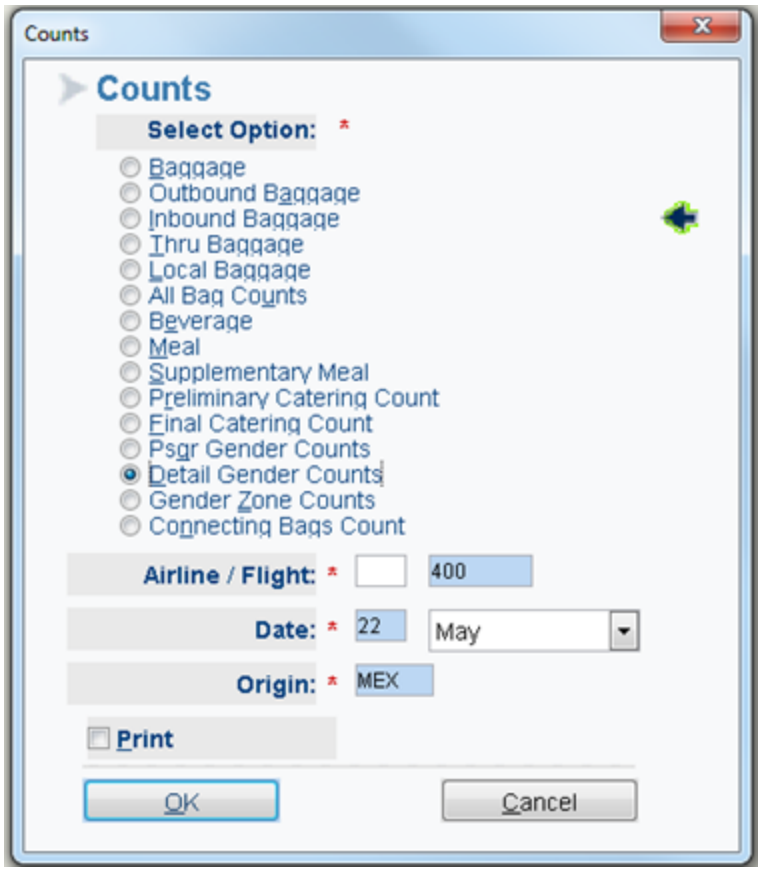
L – Local

T - Thru

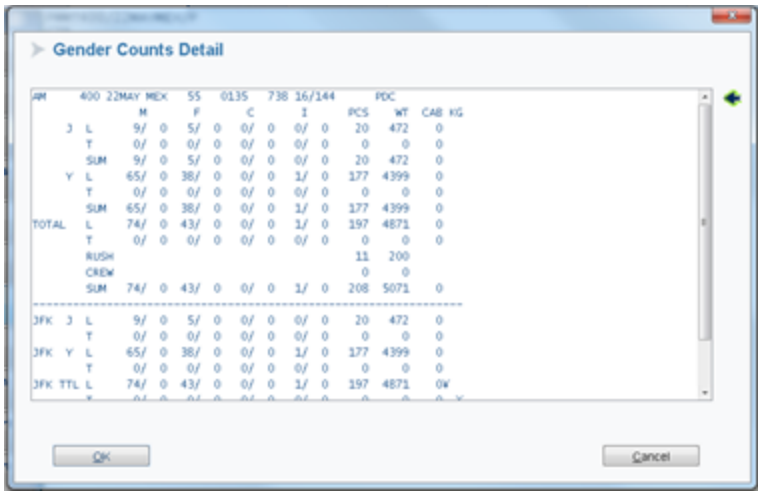
Note The gender breakdown – M, F, C, I – only applies to carriers that opt for Gender Check-In.

If you do not check-in by Gender, adult passengers (male and female) will show under M.

9.13 Detail Gender Counts

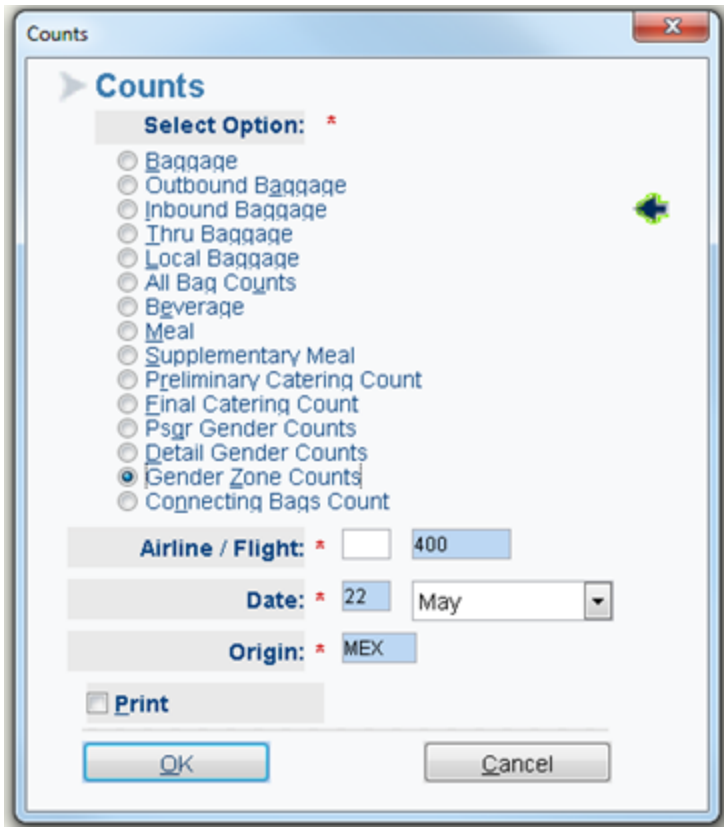


Example response:

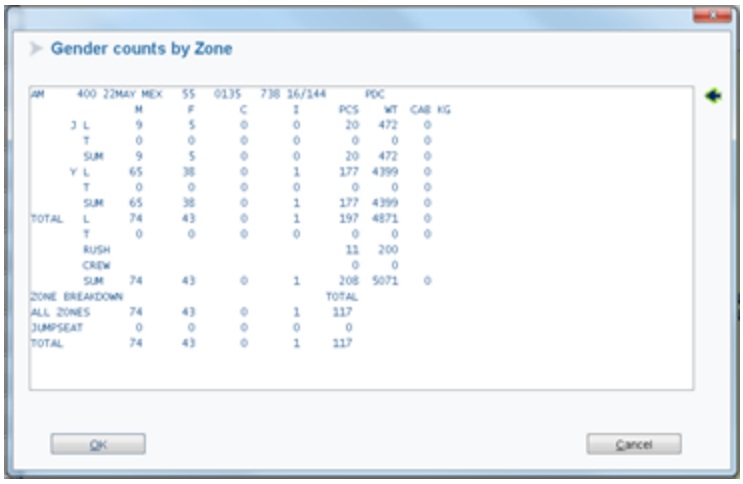


- The Gender Counts Details breakdowns the Total of passengers by gender and by status with a slash /.
- The number *in front* of the slash means full revenue, the number *after* the slash means non-revenue.
- Example: 39/4 means 39 Male revenue and 4 Male Non revenue

9.14 Gender Zone Counts



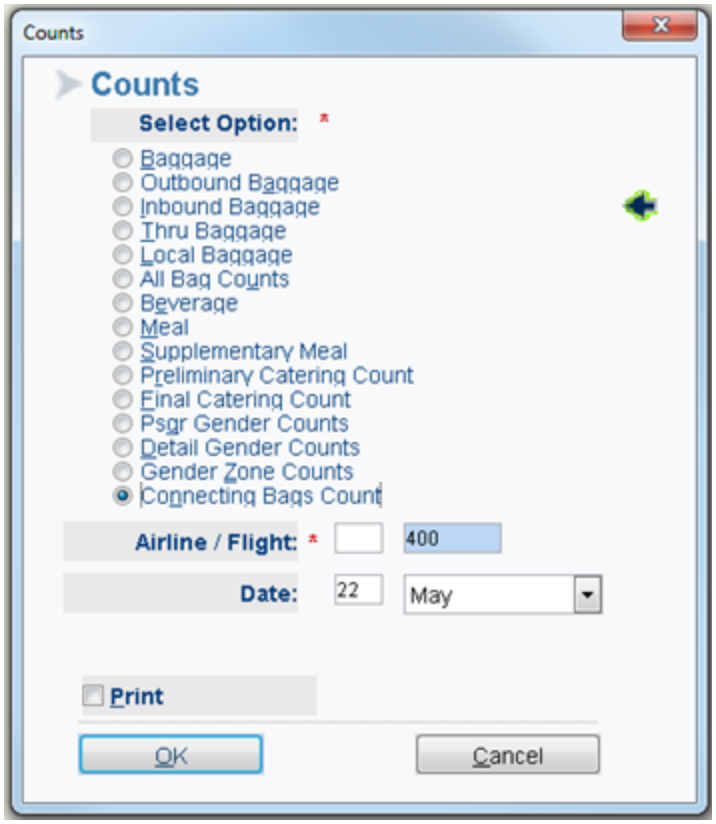
Example response:



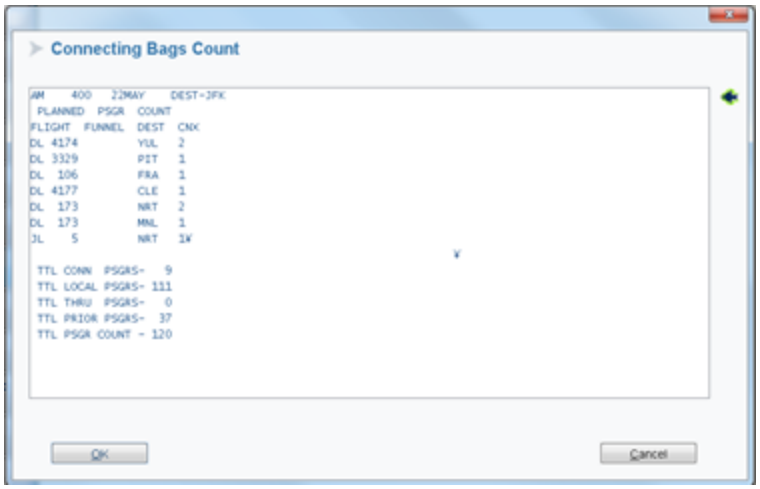
The Gender Counts by Zone summarizes *by zone* the number of passengers, the pieces of baggage, the baggage weight, and the cabin baggage weight, if applicable.

9.15 Connecting Bags Count

Use the Option Connecting Bags Count to view connecting passenger counts and destinations for departing flights. The information can help you obtain an estimate of connecting baggage for any particular flight out of your station.



Example response:



The estimate of connecting baggage information displays:

- Carrier code and flight number of the flight(s) schedules to connect from your flight – in this example AM400

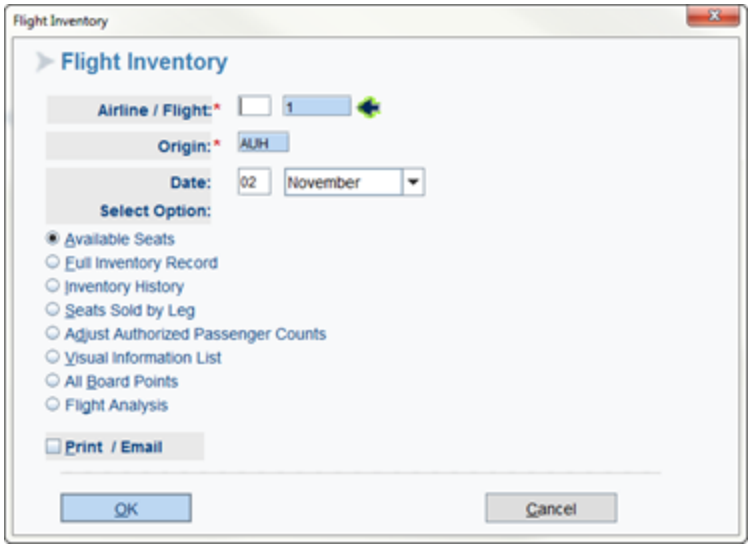
- Connecting flight(s) destination – in this example many destinations YUL, PIT, FRA, etc.
- Number of connecting passenger(s) – in this example add the number in the CNX column - 9

The totals at the bottom of the display provides –(the numbers are based on the example above):

- TTL CONN PSGRS – the total number of passengers *connecting* from your flight to another flight – 9
- TTL LOCAL PSGRS – the total number of passengers *terminating at this station* – 111
- TTL THRU PSGRS – the total number of passengers *who originated on an upline flight* – 0
- TTL PRIOR PSGRS – the total number of passengers *who have connected at one or more stations prior to this station* – 37
- TTL PSGR COUNT – the total number of passengers on the flight - 120

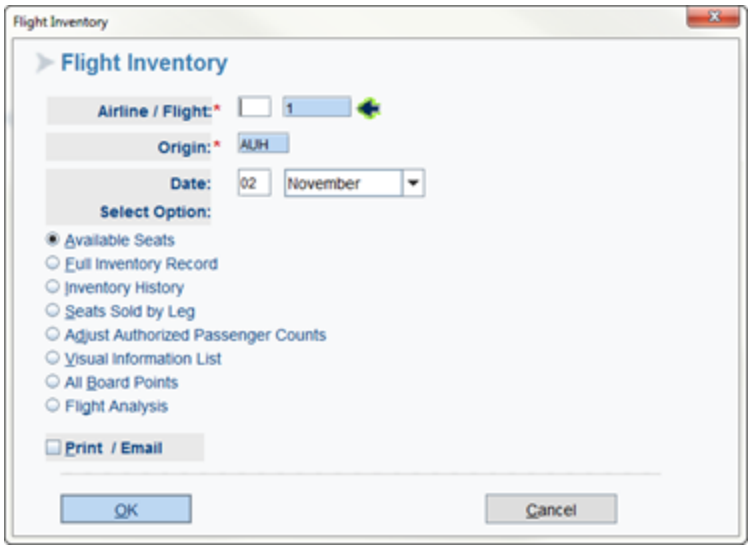
10 Inventory (Shift+F8)

Use the Inventory label to provide inventory information by Available Seats, Full Inventory Record, Seats Sold by Leg, and to Adjust Authorized Passenger Counts.

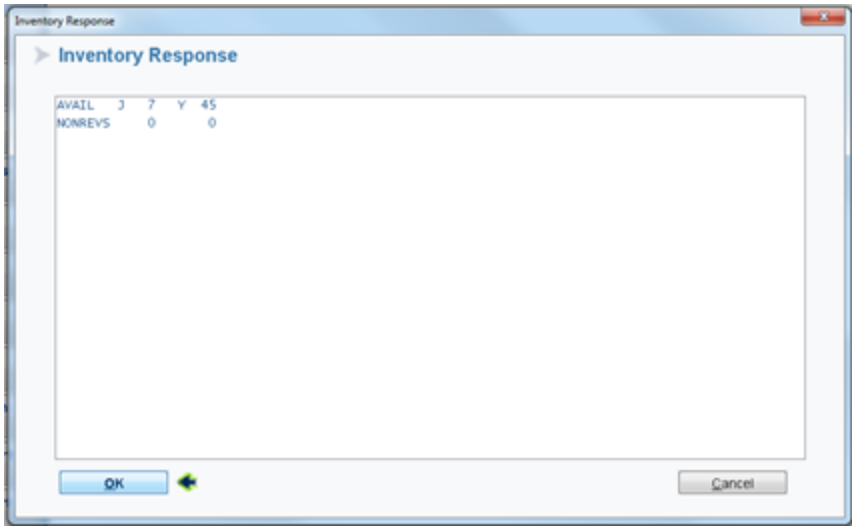


We will explain the options on the following pages.

10.1 Inventory - Available Seats

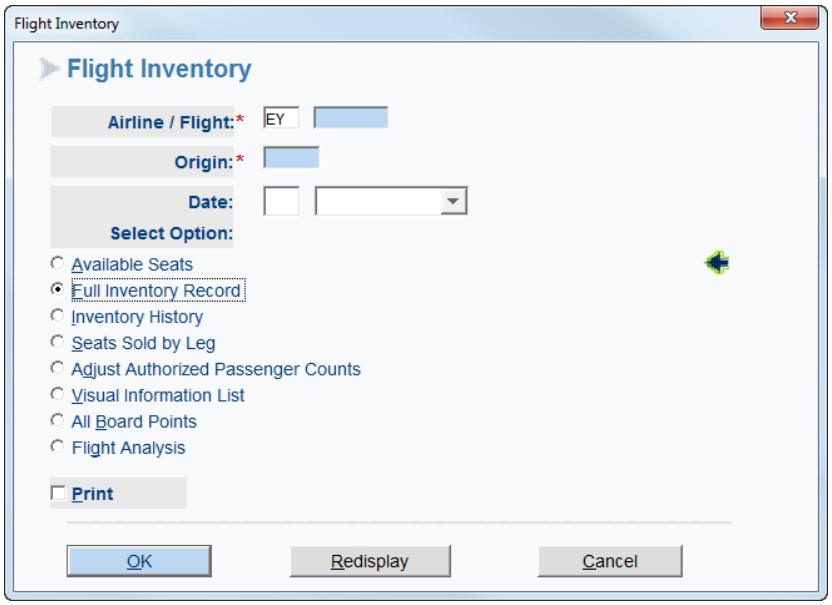


Example response:

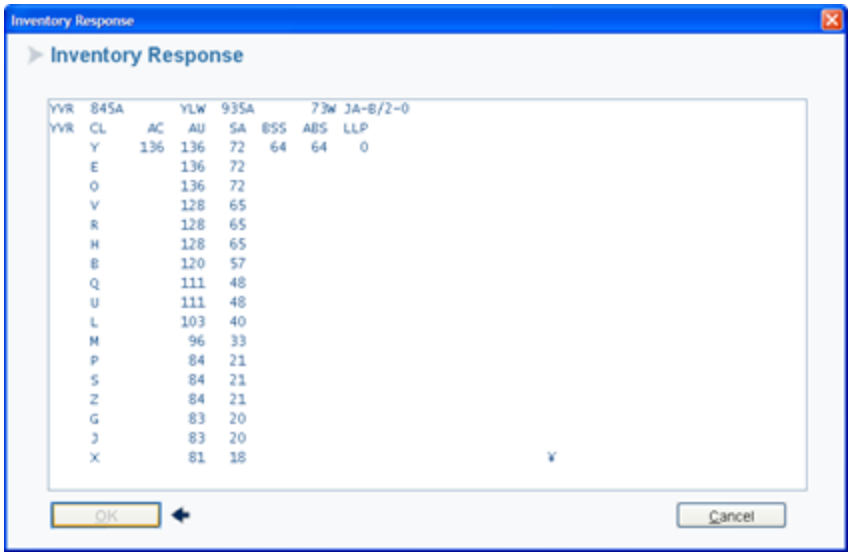


- **Avail**: The number of seats available for sale by base class of service. This information is driven from the AU booking level in inventory
- **Nonrevs**: The number of non-revenue passengers listed for that class

10.2 Inventory - Full Inventory Record



Example response:



Note The format of the response may vary from that shown above, *depending on the inventory nesting structure used by your airline*. You must have duty codes 0, 1, 2, 5, 7, 8 and ‡ to perform this function. For Virtual Nesting users, only the duty code ‡ is valid for this format.

Codes	Explanation
CL	Class of service
AC	Aircraft capacity
AU	Authorized capacity
SA	Seats available

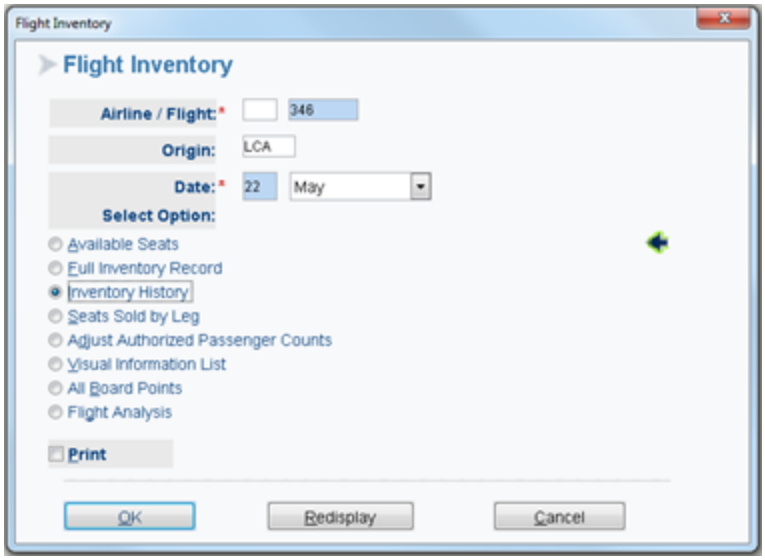
BSS	• For Threshold users, base seats sold • For Net users, seats sold for the compartment.
ABS	• For Threshold users, associated base seats sold. this field contains total count of all seats sold for the input and associated flights. • For Net users, all seats sold. this field contains the total of all the ALS for a nested group.
LLP	Large party leg counts

There are more codes that may appear in the response, depending on your inventory structure,

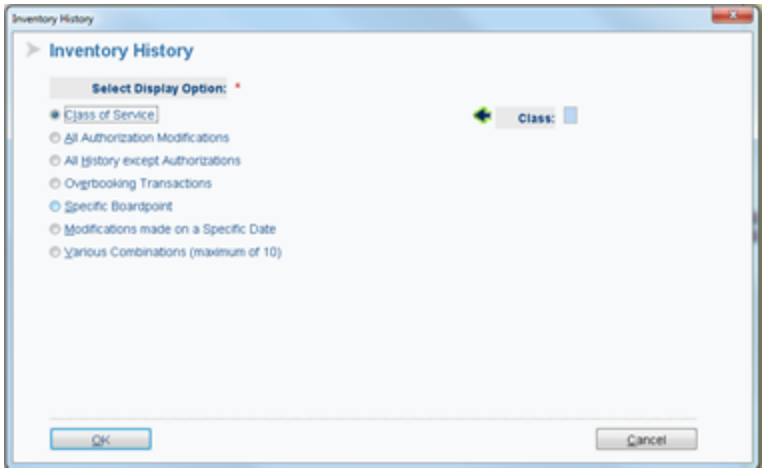
Codes	**Explanation**
JA-B/	Jumpseat authorized/booked
FLIFO	Flight information exists • Indicator will only appear if it applies to the leg displayed
WI	Waitlist clearance is inhibited • Indicator will only appear if it applies to the leg displayed
SI	Sales are inhibited • Indicator will only appear if it applies to the leg displayed
CNBRD	Leg board point cancelled • Indicator will only appear if it applies to the leg displayed
CNOFF	Leg off point cancelled • Indicator will only appear if it applies to the leg displayed
CNLEG	Leg board/off point cancelled • Indicator will only appear if it applies to the leg displayed
ALS	• For Net users, associated leg seats sold. This field contains the total count of all seats sold in this leg and compartment for the input flight as well as any associated flights. • For non associated flights, this field is the same as the BSS field.
LPS	Leg positive space NRSA (Non-Revenue Space Available) counts.
*	Indicates facts apply to that segment
¤	For Virtual Nesting, indicates meshed class
SS	Seats sold by class
WL	Segment waitlist by class
OI	Overbooking inhibited by class
LP	Segment large party counts
PS	Segment positive space NRSA counts
LS	Segment limit sales • Indicator will appear only if it has been set
C	Waitlist placement inhibited • Indicator will appear only if it has been set
TTL	The total number of passengers booked for that column – Knowing the TTL number for a flight helps in the preparation of that flight.

Note Crew rest seats will not decrement from the inventory count.

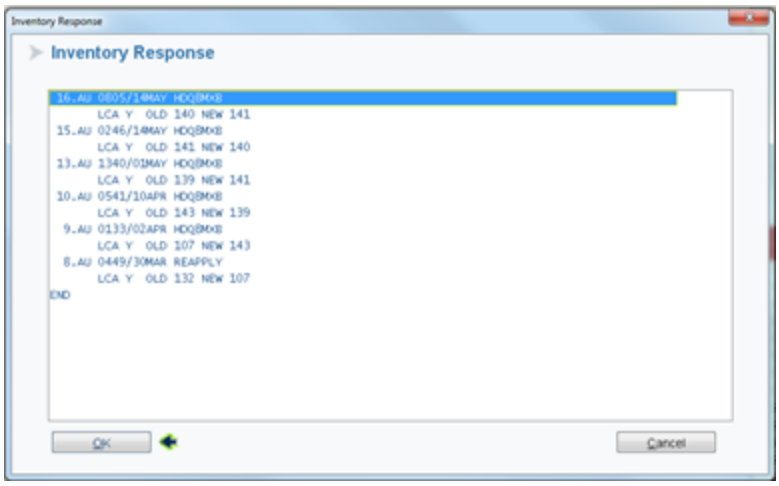
10.3 Inventory History



From the Inventory History window, select the option you wish to display:



Example system response for the display of inventory history by class of service Y:



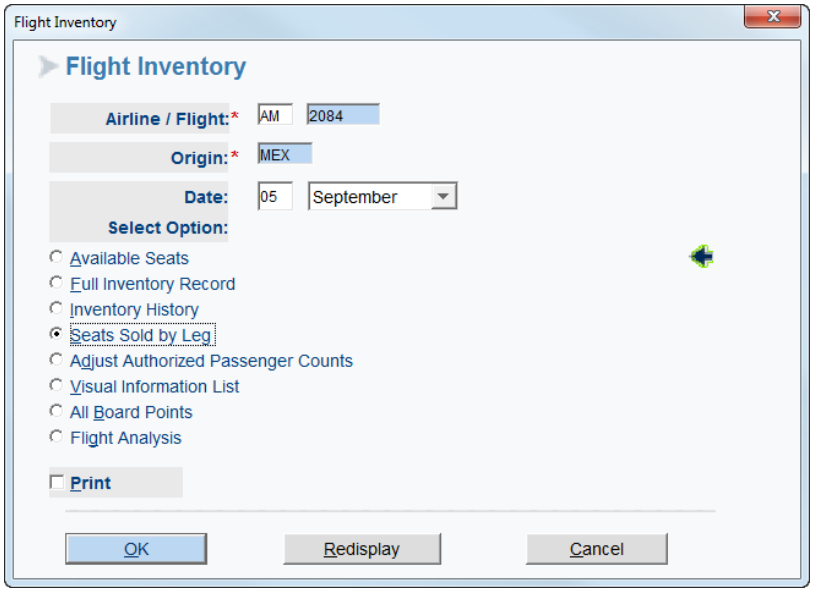
10.3.1 Definitions of codes in the Inventory History display

The following codes will appear in the history of a flight whenever a manual adjustment is made.

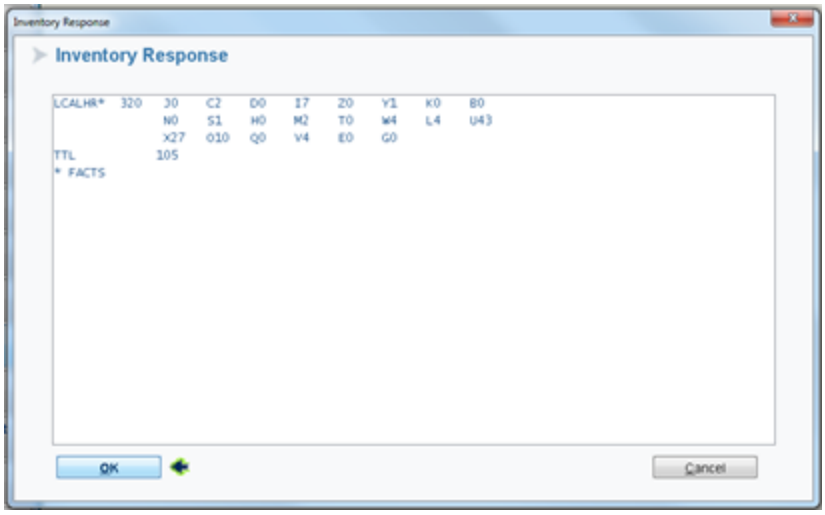
Code	Caused by entry	Definition of code
AC	VMAC	Change actual capacity
AL		Generated automatically by the Inventory Alert package when alerts are sent
AT	VMAT	Change arrival time
AU	VMAU/VNAU	Change authorization level
AV		Identifies when a class or classes is closed or reopened by AVS codeshare marketing automation. (The operating carrier generates this to the marketing carrier when their flight closes or reopens.)
BI	PBI	Planned boarding information
CS		Codeshare overbooking message. This code indicates a logging of an inbound codeshare teletype booking that has overbooked the host operating flight. When this occurs, the system automatically generates an AVS message back to the originator to let them know that the flight/class is closed.
DT	VMDT	Change departure time
EQ	VMEQ	Change equipment type
FI	VMIF	Adjust sales inhibit
FS	KFS	Flagstop entry to add new city
FV		FI displays in history when • For a codeshare marketing flight, when an AVS message from the non-Sabre operating carrier is received to modify the status of their flight. The marketed service is updated and the necessary AVS status messages sent • Somebody at your airline make a VMIS entry • There has been a schedule change re-apply.

IS	PFS	Inhibit sales
IW	VMIW	Inhibit waitlist clearance
IX		Itinerary cancel inhibited (done automatically by ACS/ACSI/manual PDC)
KK	KK	KK was done to correct an inventory discrepancy
KP		Weekly PNR/PNI index verification program found and corrected a discrepancy. This is displayed with the PNR locator.
OB	OB	Overbooking entry made on flight
OI	VMIO	Inhibit overbooking
OX		Entry made by Sabre Reservations Help Desk or by Database Group to remove name from LD list
PS	VMPS	Entry made to close/reopen sales
RC		AVS codeshare recap was received from operating carrier
SA	VSA	VSA message sent
SL	VMSL	Add/change Segment Limit Sales
SP		May be found in history, but does not apply to Sabre System Hosted carriers
SS	VMSS	Manually adjust seats sold
SW	VMSW	Manually adjust waitlist count
VC	VC	Entry was made by Sabre database group to re-detail the flight, or VC entry was made.
WL	VMWL	Inhibit waitlist placement

10.4 Inventory - Seats Sold by Leg



Example response:



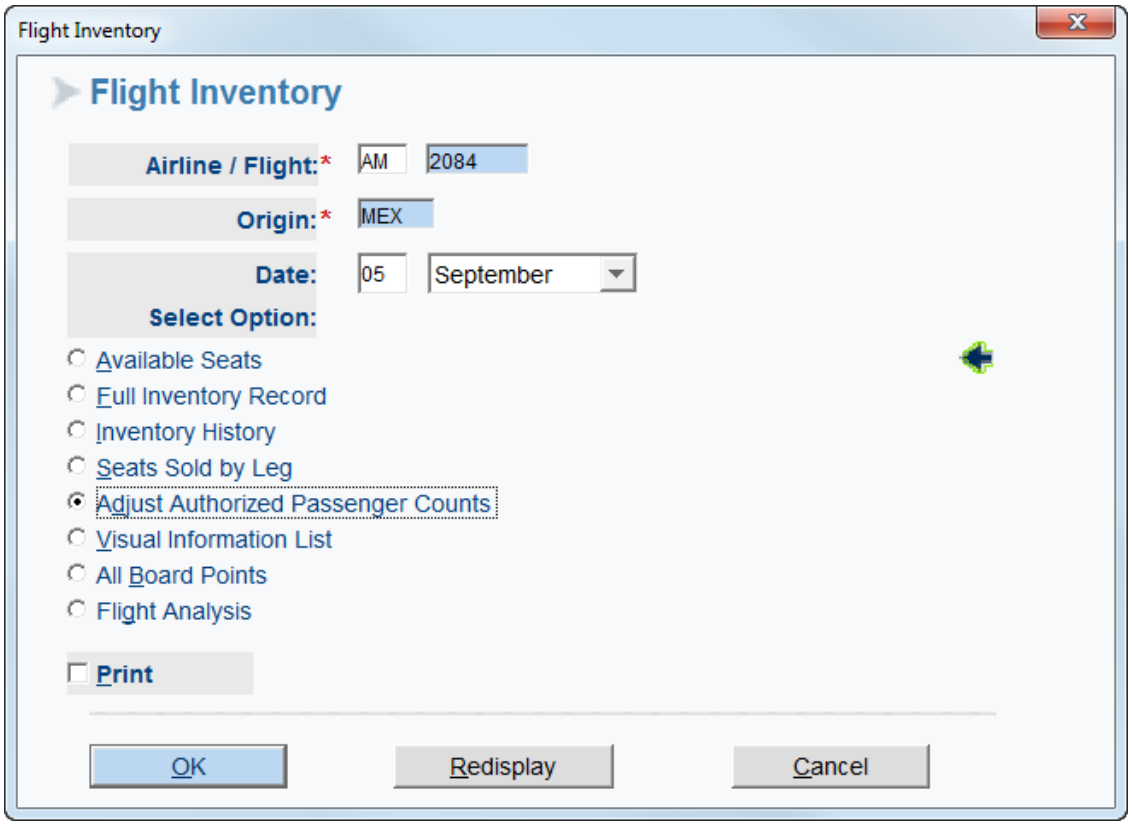
Note The response may vary from that shown above, depending on the inventory nesting structure used by your airline.

Note You must have duty code 0, 5, 7, 8, and ‡.

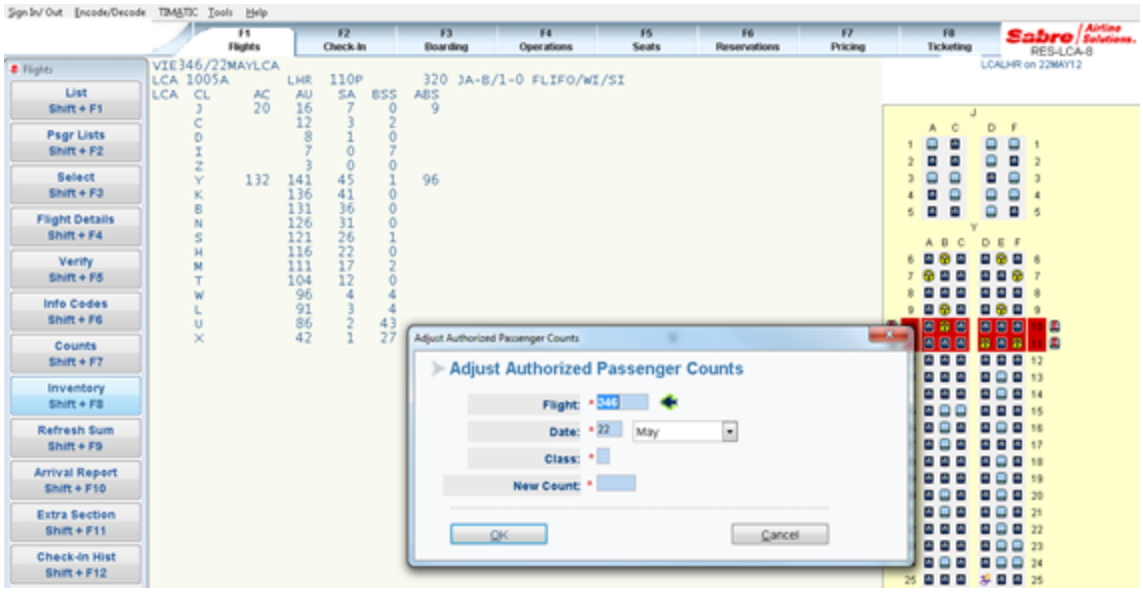
There are variances to the display of inventory for seats sold by leg. The details for more advanced display are in F*REM or in the Inventory lesson.

10.5 Adjust Authorized Passenger Counts

Use the Adjust Authorized Passenger Counts option when you have a weight and balance issue on the aircraft and you need to restrict the number of passengers allowed on the flight.



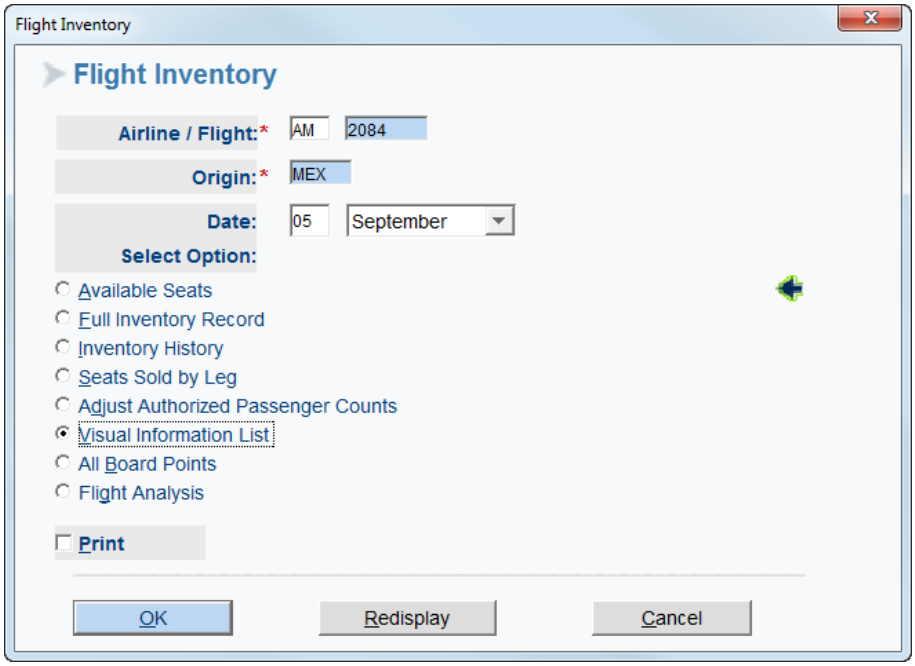
When you select this option, the Sabre system displays the response at the top of the screen, and the Adjust Authorized Passenger Counts pop-up window displays at the bottom of the screen:



If you need to adjust the count of passengers, type the new count of the box "new count".

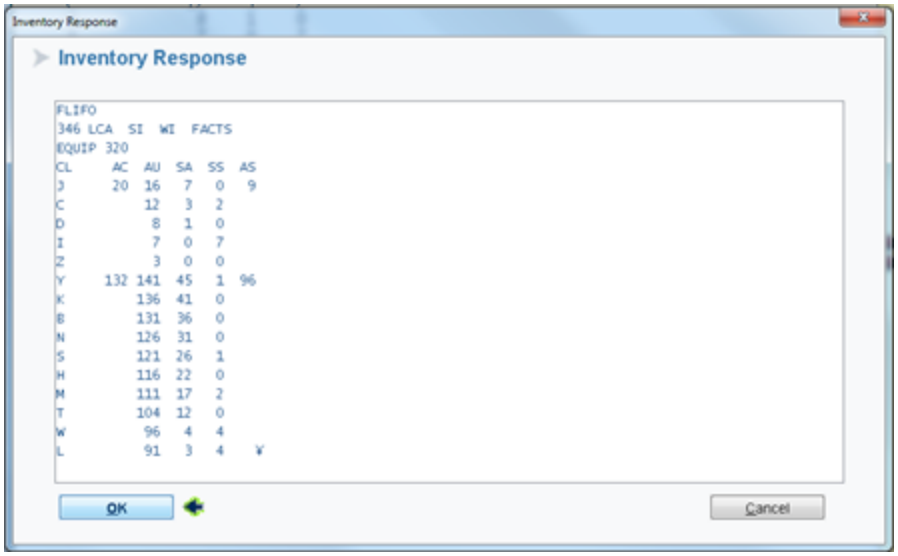
10.6 Inventory - Visual Information List

Use the Visual Information List option to display visual inventory leg data.



After selecting Visual Information List, the Sabre system displays a response similar to the one below.

Note The exact response will depend upon the inventory nesting structure of the host carrier

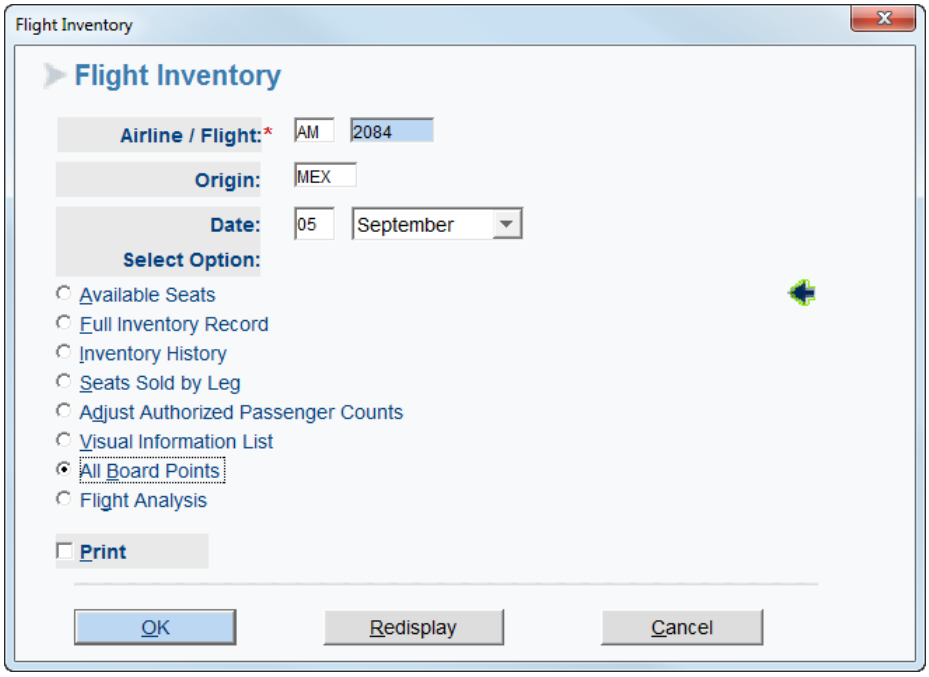


Codes	Explanation
VIL	Visual Inventory Leg data
292	Flight number
1SEP	Date

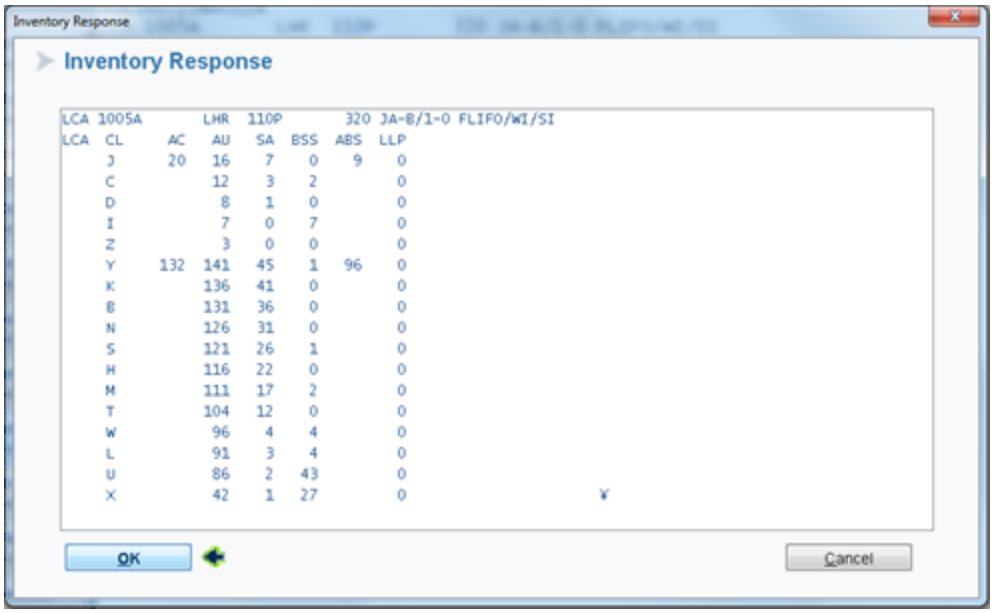
DEN	Origin City or Boardpoint
CL	Class code • For Net Limited Virtual Users, the virtual class is appended to the compartment it is nested into
AC	Actual Capacity
AU	Authorized Capacity
SA	Seats Available
SS	• For threshold users, base compartment seats sold • For net users, seats sold this class
AS	• For threshold users, Associated Seats Sold • For net users, All Seats Sold

10.7 Inventory - All Board Points

Use this option to display flight inventory information for All Board Points of a flight.



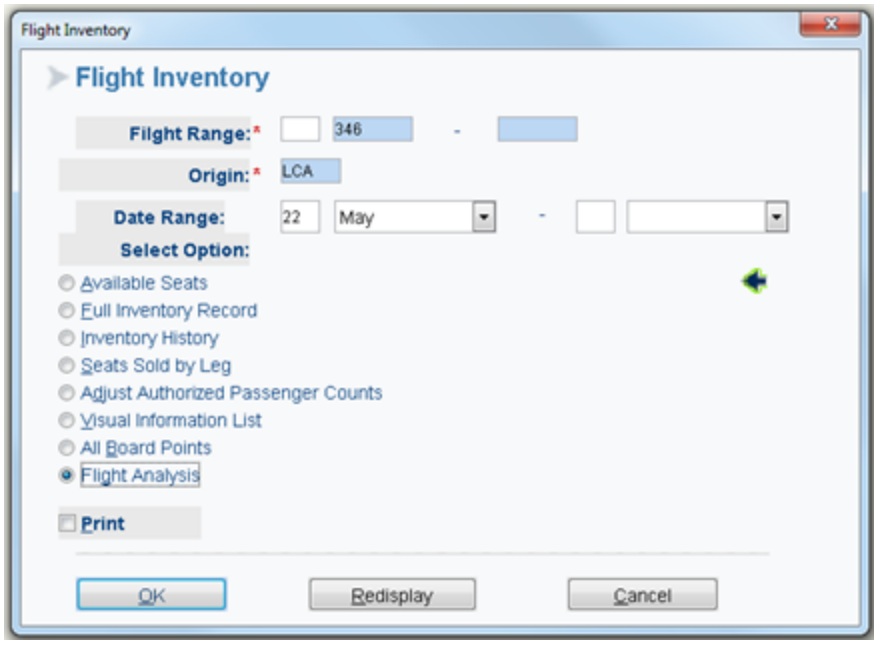
Example response:



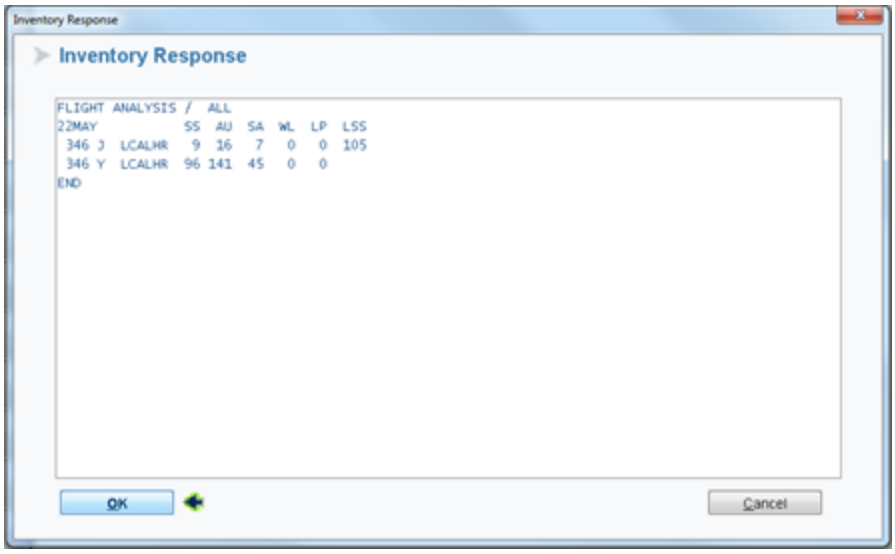
Note Use pgup (page up) and pgdn (page down) to scroll up and down the display.

10.8 Inventory - Flight Analysis

The option Flight Analysis displays the local and through passenger bookings by flight number and date.



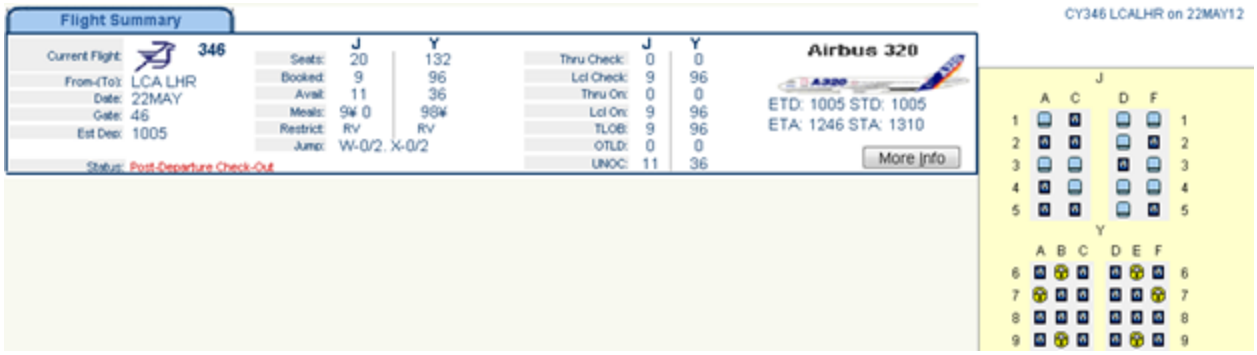
Example response:


Inventory Response
Inventory Response
FLIGHT ANALYSIS / ALL
22MAY SS AU SA WL LP LSS
346 J LCALHR 9 16 7 0 0 105
346 Y LCALHR 96 141 45 0 0
END
OK
Cancel

11 Refresh Summary (Shift+F9)

Use the **Refresh Summary** label to refresh or update the graphical Flight Summary and Trip Summary displays on the screen.

When you select **Refresh Summary (Shift+F9)**, the flight summary and graphical seat map updates with the latest changes and redisplays on the screen. The response displays similar to the following:

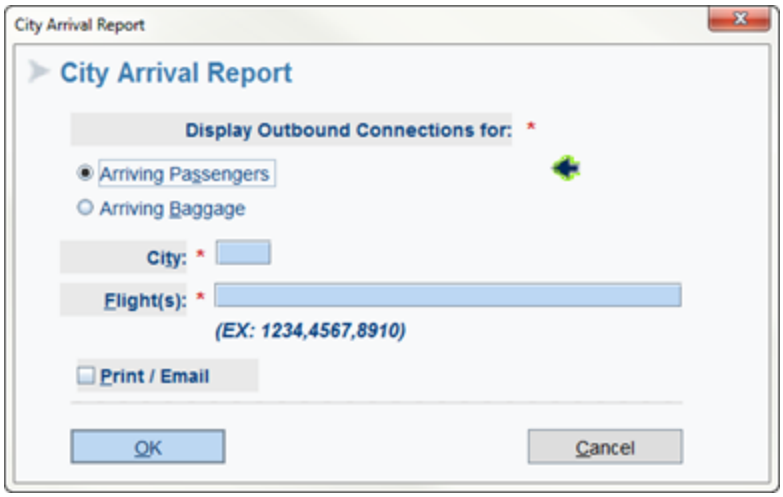


12 Arrival Report (Shift+F10)

Use the Arrival Report function to display arriving bag or passenger counts for up to 12 inbound flights, by specific city, date, and time in 24 hour clock format.

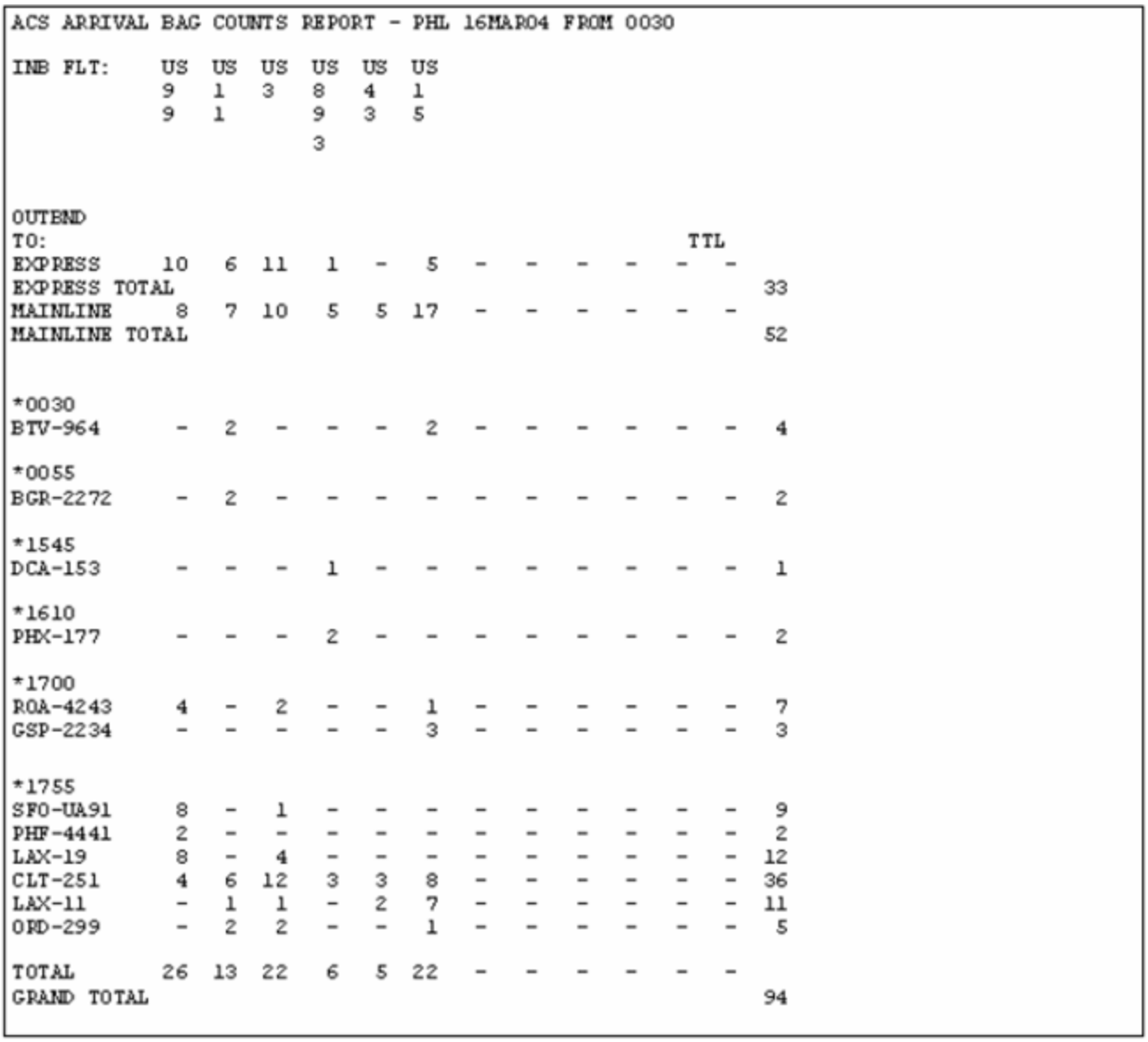
Note This function requires activation. Contact *Customer Care* to activate.

The **City Arrival Report**window displays:



1. Select Arriving Passengers or Arriving Baggage.
2. Input the arriving city code.
3. Type up to 12 flight numbers, separated by commas.
4. Select **OK**.

Example response:



```
ACS ARRIVAL BAG COUNTS REPORT - PHL 16MAR04 FROM 0030

INB FLT:    US  US  US  US  US  US
            9   1   3   8   4   1
            9   1       9   3   5
                        3


OUTBND
TO:                                                    TTL
EXPRESS     10   6  11   1   -   5   -   -   -   -   -   -
EXPRESS TOTAL                                              33
MAINLINE     8   7  10   5   5  17   -   -   -   -   -   -
MAINLINE TOTAL                                             52


*0030
BTV-964      -   2   -   -   -   2   -   -   -   -   -   -   4

*0055
BGR-2272     -   2   -   -   -   -   -   -   -   -   -   -   2

*1545
DCA-153      -   -   -   1   -   -   -   -   -   -   -   -   1

*1610
PHX-177      -   -   -   2   -   -   -   -   -   -   -   -   2

*1700
ROA-4243     4   -   2   -   -   1   -   -   -   -   -   -   7
GSP-2234     -   -   -   -   -   3   -   -   -   -   -   -   3

*1755
SFO-UA91     8   -   1   -   -   -   -   -   -   -   -   -   9
PHF-4441     2   -   -   -   -   -   -   -   -   -   -   -   2
LAX-19       8   -   4   -   -   -   -   -   -   -   -   -  12
CLT-251      4   6  12   3   3   8   -   -   -   -   -   -  36
LAX-11       -   1   1   -   2   7   -   -   -   -   -   -  11
ORD-299      -   2   2   -   -   1   -   -   -   -   -   -   5

TOTAL       26  13  22   6   5  22   -   -   -   -   -   -
GRAND TOTAL                                                94
```

- The report is sorted by time into five minute intervals, starting with the earliest outbound connection time. It includes information for all outbound connections from the input flight numbers using the local date.
- The total counts are divided by Express, Mainline, and Grand Total. Grand Total includes Express total, Mainline total, and other airline (OA) connection count.

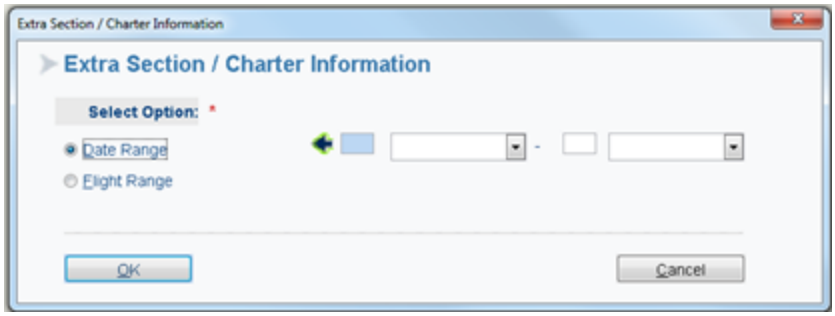
13 Extra Section (Shift+F11)

Use the Extra Section label to display all extra section and charter flights. Since charter flights do not appear in availability, this is the only display available to find a charter flight number and routing.

Extra sections or charters that have been cancelled via FLIFO or whose reference has been deleted are also displayed.

Note An agent who is authorized to handle exclusively Extra Section and Charter Flight must work with the duty code 8 and the EPR keyword EXSCTN. This person is inhibited from creating, modifying, and deleting flights in the regular flight range.

The **Extra Section / Charter Information** window displays:

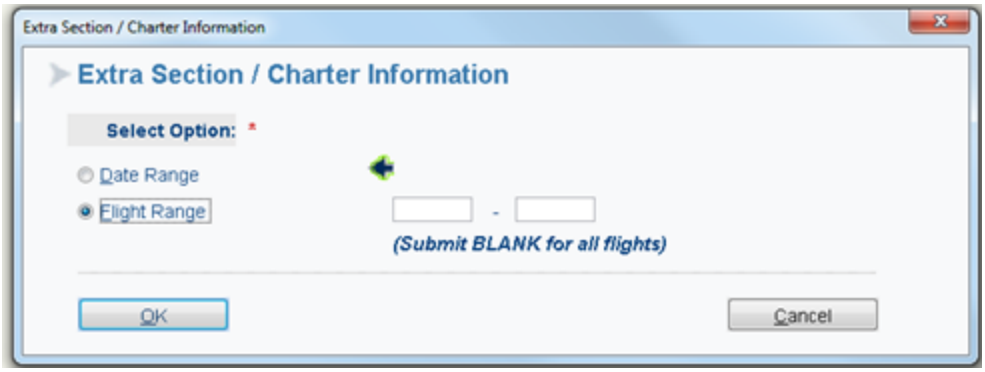


Note If you select Date range, the beginning date is mandatory and the ending date is optional.

Example response if you select a date range:

```
K*ES¥2SEP-15SEP
EXTRA SECTION SUMMARY
THIS REPORT 1547 02SEP
FLT   DATE   MARKET
    * FLT IS NOOP FLIFO
    - FLT IS NULL DATE
9028 02SEP ACA MEX
9029 02SEP ACA MEX
9054 02SEP MEX SJD
9325 02SEP MEX ACA
9326 02SEP MEX ACA
```

Example response if you select a flight range:




```
K*ES¥
EXTRA SECTION SUMMARY
THIS REPORT 1456 09SEP
FLT  DATE  MARKET
* FLT IS NOOP FLIFO
- FLT IS NULL DATE
9123-08SEP MEX LAS
9145-08SEP LAS MEX
9567 09SEP GDL TRC
9589 09SEP TRC MEX
9212-10SEP MEX MCO
9213-10SEP MCO MEX
9514 10SEP MTY MEX
9515 10SEP TRC GDL
9516 10SEP MTY PBC
9517 10SEP MEX MTY
9518 10SEP PBC MEX
8599 10SEP CAN NRT
8532 10SEP CAN NRT
9100-11SEP MEX LAS¥
```

14 Check-In History (Shift+F12)

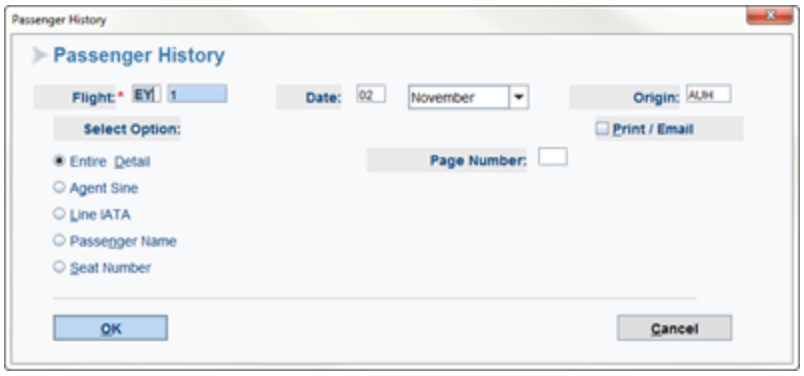
Check-in History relates to the history and information on **passengers** of a specific flight.

Note Do not confuse Check-In History with Flight History.

The options for displaying check-in history are:

- With entire detail
- By agent sine
- By Line IATA
- By passenger name
- By seat number

1. Select **Check-In History (Shift+F11)**
2. The Passenger History window displays.



3. The Flight data and date auto-populate if you have dedicated your set to a specific flight.
4. If you have not dedicated to a flight, you must enter the flight number, date and origin of flight.
5. Select which option you wish to look at.
6. Select **OK**.

14.1 Entire Detail

Use the option **Entire Detail** to display the history for the entire flight including PNR Record Locator, Passenger Name, Destination, Seat Number and edit codes.

1. Select Entire Detail
2. Select **OK**.

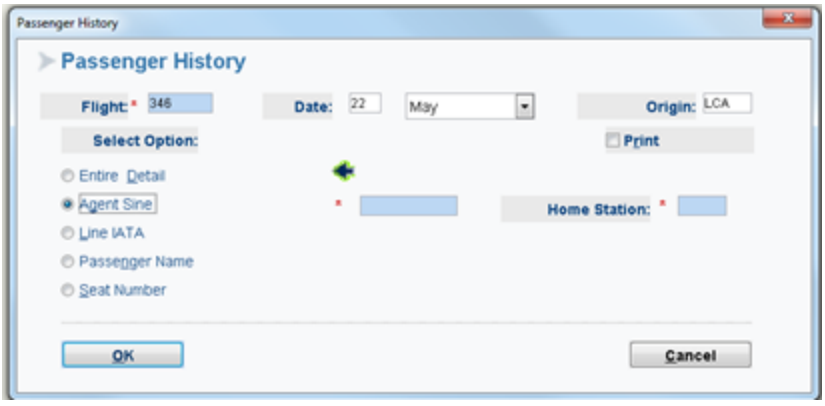
A partial response appears on screen:

```
G*H/951/30APRYZF
CITY       AGT  DATE  TIME LNIATA HISTORY ITEM
YEG  /HDQ  ¥H,O 30APR 1119 4F47E5 GI951/30APR
HBBJUY LEWIS      KARL  YRT          0  F  ES
HBBJUY LEWIS      EXST  YRT          0  F  ES Z
HBBJMA FERRIER    RONNI YRT          0  F  ES Z
LBTVYS DAVIS      KAREN YRT          0  F  ES Z  INF
                                        DOCS
LBTWZV BOWEN      DENIS YRT          0  F  ES Z  INF
                                        DOCS
LBTWZV BOWEN      BRAD  YRT          0  F  ES Z  INF
                                        DOCS M
HDQ  /HDQ  5H1U 30APR 1146 557984 RES AMEND:NEW-PNR
     HBDKIW COOPER     SAM   YRT          0
HDQ  /HDQ  5H1U 30APR 1228 557984 RES AMEND:PRS-UPDATED/AFAX-UPDATED
     HBDKIW COOPER     SAM   YRT          0  ETI
HDQ  /HDQ  5H1U 30APR 1246 557984 RES AMEND:PRS-UPDATED/AFAX-UPDATED
LBTVYS DAVIS      KAREN YRT          0  F  INF IFET DOCS¥
```

Note Use the Page up / Page down function to view the entire display. The system may divide the history display into parts. If this is the case, use the "page" option to indicate which part you want to display. History can be continued to part 2, 3, 4, etc.

14.2 Agent Sine

Use this option to display the history of all entries made by a specific agent sine for a specific flight during the Airport period.



The flight details auto-populate if your set is dedicated to a flight.

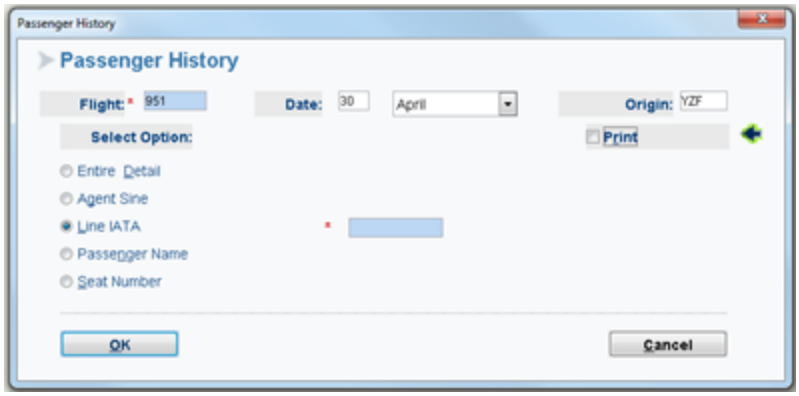
1. Add the agent sine and the agent's home station.
2. Select **OK**.

Example response:

```
*HA/933/MDW4NO
CITY        AGT   DATE   TIME LNIATA HISTORY ITEM
MDW   /MDW   54NO 03MAR 1624 DB38A0 GA2,3
     GRRMYK SPRINGER    SHANN SFO    14E*    2   IB SC TT
     GRRMYK KEE         ASHLE SFO    14F*    1   IB SC TT
```

14.3 Line IATA

The purpose of the **Line IATA** function is to view the history of all data made at a specific Line Address.



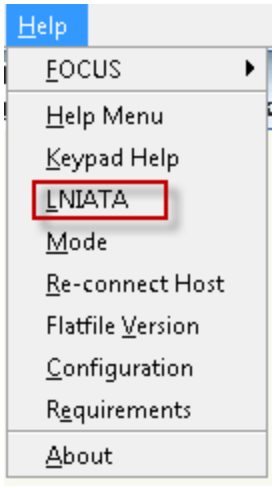
1. Select Line IATA.
2. Type the LNIATA address in the box.
3. Select **OK**.

Example response:

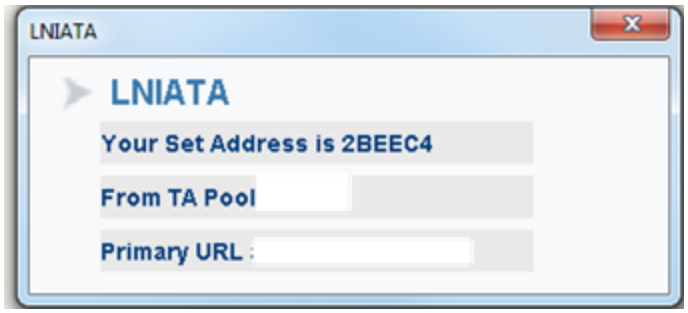
```
G*HL/951/30APRYZF/AEFF88
CITY        AGT   DATE   TIME LNIATA HISTORY ITEM
YZF   /HDQ   5MPH 30APR 1252 AEFF88 RES AMEND:PRS-UPDATED/AFAX-UPDATED
HBBJMA FERRIER     RONNI YRT           0   ETI
YZF   /HDQ   5MPH 30APR 1326 AEFF88 G4/BT/NO BAGS
LBTVYS DAVIS       KAREN YRT          NB   F   INF IFET DOCS
                                           ETI
YZF   /HDQ   5MPH 30APR 1326 AEFF88 G-4::G*L951/30APRYZF¥XON/ON
LBTVYS DAVIS       KAREN YRT   20A*   NB   F   ET INF IFET
                                           DOCS ETI
YZF   /HDQ   5MPH 30APR 1331 AEFF88 G4/INF/JONATHAN,030509
HBBJMA FERRIER     RONNI YRT           0   INF ETI
YZF   /HDQ   5MPH 30APR 1332 AEFF88 G4/BT/NO BAGS
HBBJMA FERRIER     RONNI YRT          NB   INF ETI
```

To find the LNIATA:

1. Go to Help.



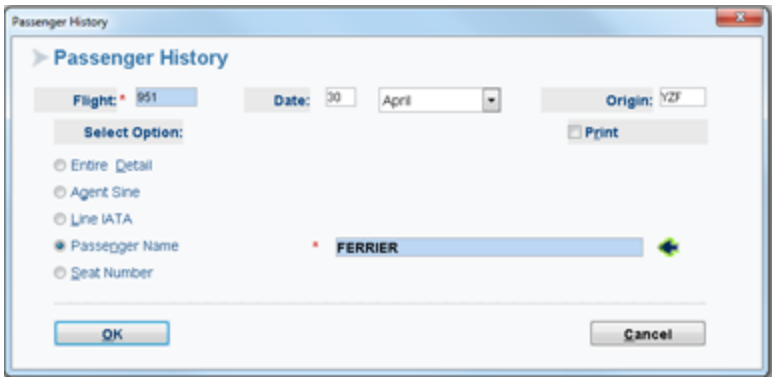
2. Select LNIATA.



3. The information will pre-populate.
4. The Set Address is your computer line address.
5. The TA pool and primary URL will pre-populate as advised by your IT department.

14.4 Passenger Name

Use the option **Passenger Name** to display the history of any edits, changes or cancellations of a passenger for a specific flight during the airport period.



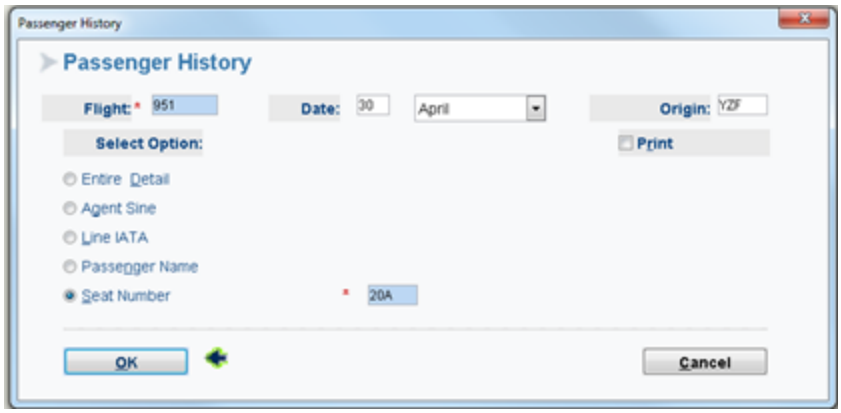
Example response:

```
G*HN/951/30APRYZF/FERRIER
CITY       AGT  DATE  TIME LNIATA HISTORY ITEM
YEG  /HDQ  ¥H,O 30APR 1119 4F47E5 GI951/30APR
HBBJMA FERRIER    RONNI YRT          0  F  ES Z
YZF  /HDQ  5MPH 30APR 1252 AEFF88 RES AMEND:PRS-UPDATED/AFAX-UPDATED
HBBJMA FERRIER    RONNI YRT          0  ETI
YZF  /HDQ  5MPH 30APR 1331 AEFF88 G4/INF/JONATHAN,030509
HBBJMA FERRIER    RONNI YRT          0  INF ETI
YZF  /HDQ  5MPH 30APR 1332 AEFF88 G4/BT/NO BAGS
HBBJMA FERRIER    RONNI YRT         NB  INF ETI
YZF  /HDQ  5MPH 30APR 1424 AEFF88 G1/BT/NO BAGS
HBBJMA FERRIER    RONNI YRT         NB  INF ETI
YZF  /HDQ  5MPH 30APR 1434 AEFF88 G2/M
HBBJMA FERRIER    RONNI YRT         NB  M  INF ETI
YZF  /HDQ  5MPH 30APR 1434 AEFF88 GB-2/1::G*L951/30APRYZF¥XON/ON
HBBJMA FERRIER    RONNI YRT   19A*   1  M  ET INF ETI
```

The check-in history for passenger FERRIER displays in time order.

14.5 Seat Number

Use the option **Seat Numbe**r to view the history and details by specifying a seat number on the flight.



Example response:

```
G*HS/951/30APRYZF/20A
CITY       AGT  DATE  TIME LNIATA HISTORY ITEM
YZF  /HDQ  5MPH 30APR 1326 AEFF88 G-4::G*L951/30APRYZF¥XON/ON
LBTVYS DAVIS      KAREN YRT   20A*  NB  F  ET INF IFET
DOCS ETI
```