Training Guide

SabreSonic Check-in - Operations

Interact

Sabre Airline Solutions

Software version 6.3

Document Edition 1.0 (11 2015)

Table of Contents

Document Revisions

Date	Section	Description
7/7/2013	Customs List	Added Crew APIS – also applied new template to the lesson.
11/05/2013	Introduction	Added Overview Interact Airport.
07/29/2014	All	Overall edit of text
08/05/2014	Rev Rebook	Add caution for risk of overbooking if you choose specific "Transfer TO" flight
11/3/2015	IATA Teletype Messages	• Updated the IATA Teletype Messages image to include the following: ◦ New mnemonic (Alt + Q) for the Request List Message ◦ Industry Discount Message option ◦ Ancillary Service List option • Updated the wording and image to include "or display" in the *Do You Want to Send or Display Additional IATA Teletype Messages?* window.

Objectives

Item	Description
Objectives	By the end of the module, participants will be able to: • Know what the twelve labels of Operations are • Remember what flight status options are offered in the drop down menu of Update Flight Status • Identify the steps necessary when changing an equipment • Edit gate information • Create PNRs for the working crew • Understand what is involved when revenue rebooking passengers • Use the correct options to display PDC statistics • Change the restriction class for standby passengers on any flight • Deal with Oversale situations
EPR	Duty Code: 5, 7, 8
	Keyword: SELECT, GDSPLY
UAT	Keyword: SELECT, GDSPLY
Reference	For more information, refer to Focus.

1 Overview Interact for Airport

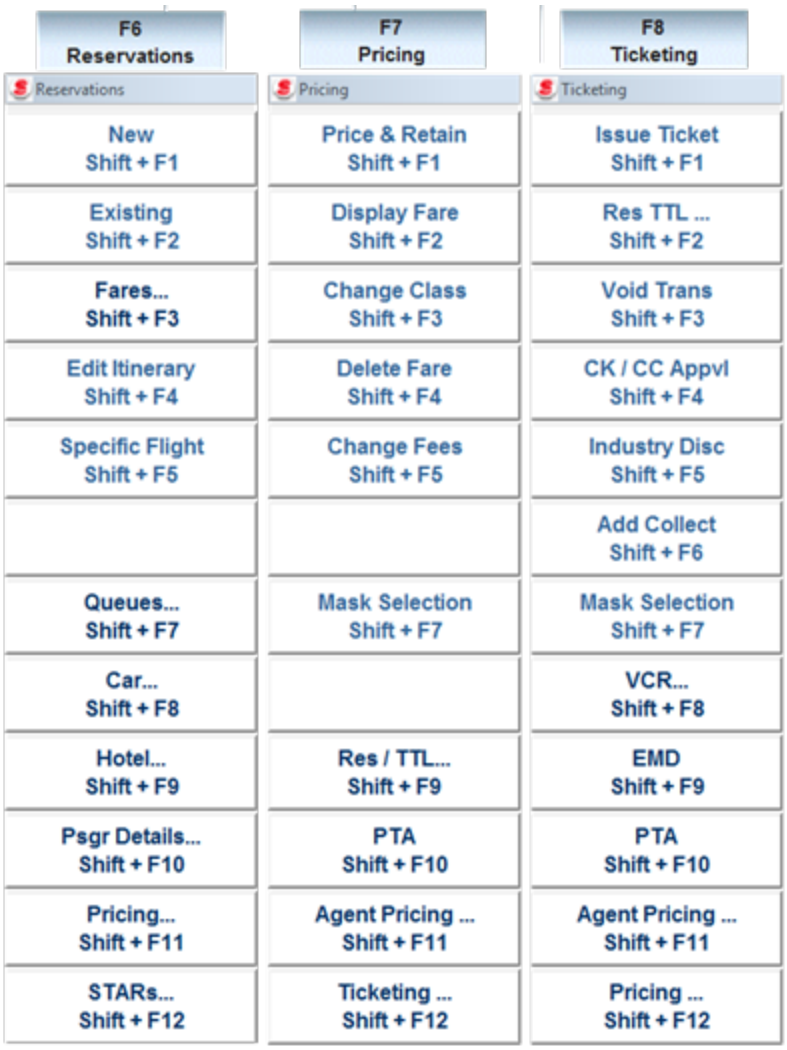
The Interact Interface consists of five tabs with navigation labels used for airport and check-in functions.

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 - F4 - Operations

To access the Operations tab, select F4.

The 12 navigation labels under the tab F4 – Operations – are:

Update Flight (Shift+F1) – updates flight and gate status, flight progress, adhoc vetting request. IATA teletype message, APP waive, etc.

Stub & Overfly (Shift+F2) – lets you specify the airports on an overfly flight, or the aircraft type and configuration necessary for a stub

Cabin Adjust (Shift+F3) – re-designates the class of service on a seat map during Airport check-in.

Change Equip (Shift+F4) – lets you specify a change of equipment.

Flight / Gate Edit (Shift+F5) – edits the flight and gate status, sets boarding option on or off, work with the inbound SOM,and update ETD/ETA.

Check-In Rule (Shift+F6) – allows you to change the check-in rule for a specific flight.

Customs List (Shift+F7) – manually sends a customs list for passenger and /or working crew.

Rev Rebook (Shift+F8) – transfers revenue passengers to other host flights.

PLM Process (Shift+F9) – manually creates or displays the PLM (Passenger Load Manifest).

PDC Statistics (Shift+F10) – collects the statistics for the PDC activity of your station, by date, for current month, or for previous month.

Standby Opts (Shift+F11) – allows you to stop the waitlist clearance, to change, or remove the restriction code that appears in the flight summary.

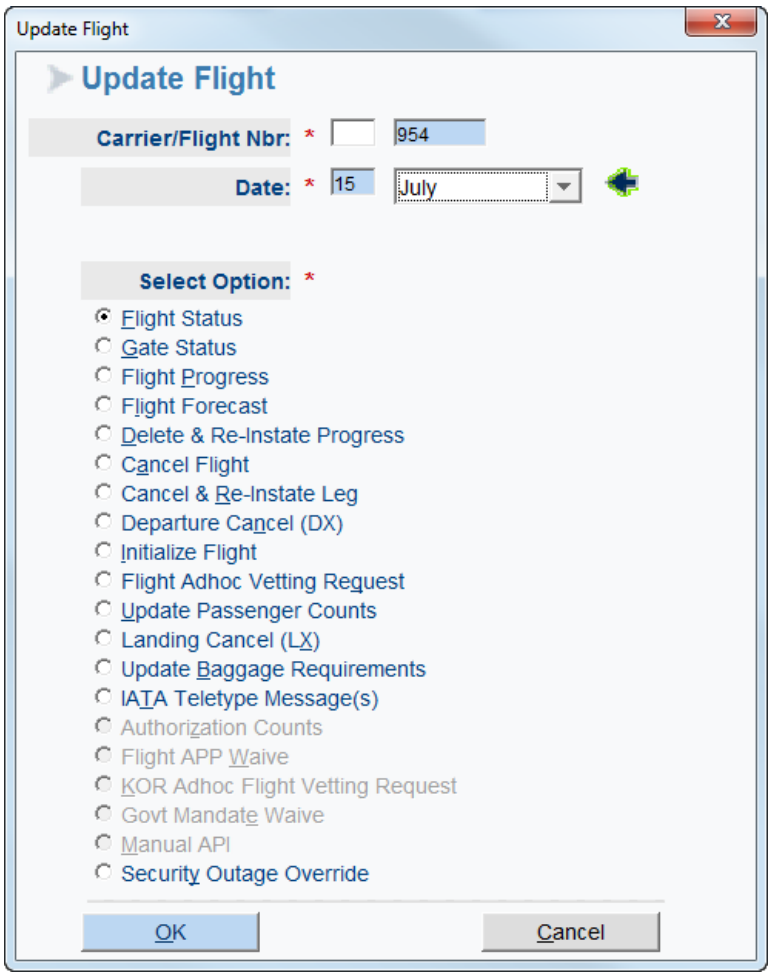
Oversale (Shift+F12) – gives access to to the oversale mask or an oversale report.

3 Update Flight (Shift+F1)

Use the **Update Flight** label to record the actual operating times, estimated operating times, gate information, reasons for delays and forecast information into the ***Stored Flight Information Record***.

Note To make flight progress entries you must have duty code 5, 7, or 8 – and for some of the options your EPR must have the keyword DSPTCH.

1. Select **Update Flight (Shift + F1)**. The Update Flight window displays:



2. Input Flight Number
3. Input Date
4. Select the applicable option and **OK**.

We will discuss each option on the following pages.

3.1 Flight Status

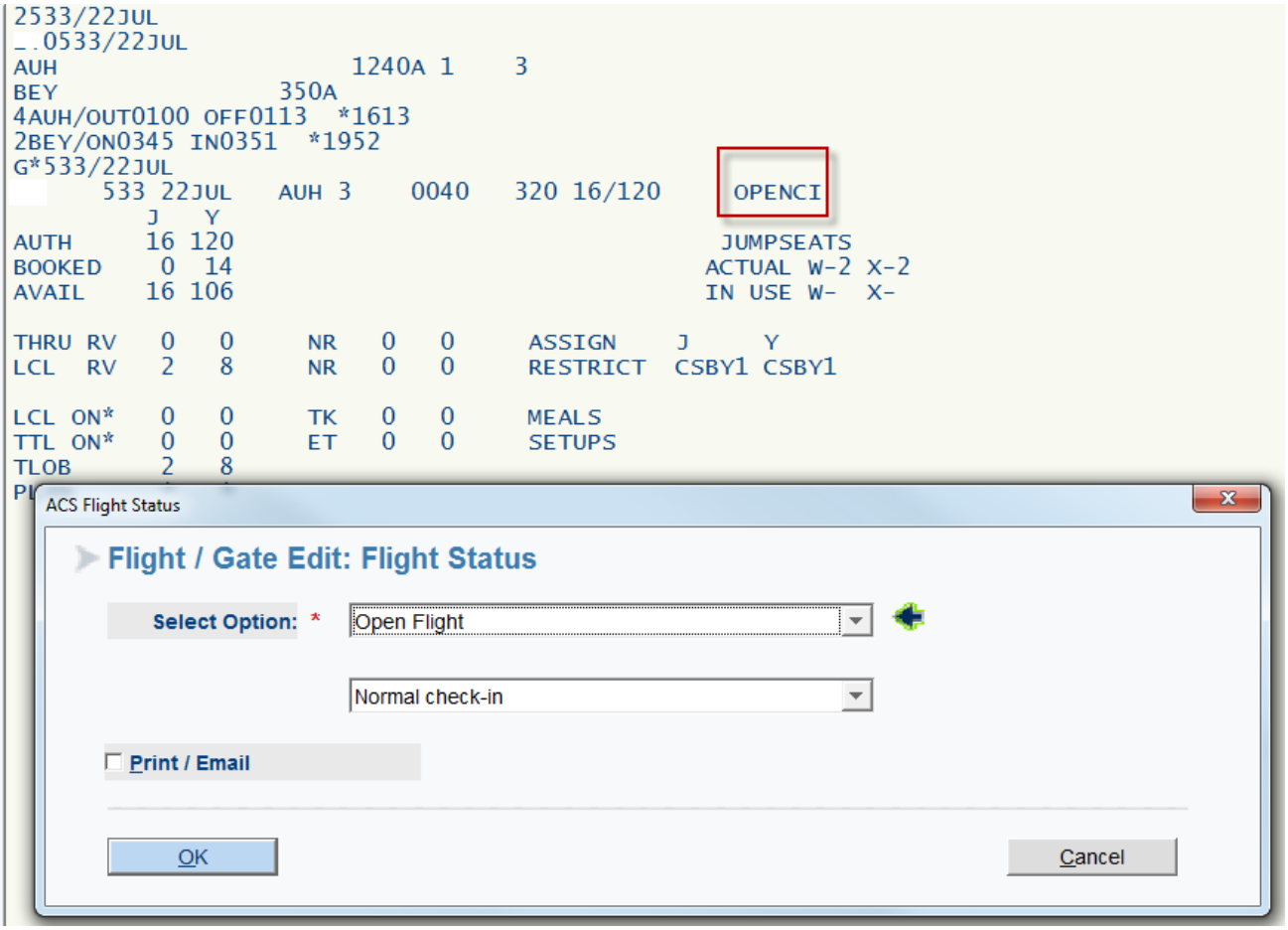
Use the Flight Status option to update the status of a flight.

Note You must be signed in with a duty code of 5, 7 or 8 and the working station you are signed in must have the UAT keywords CONTRL or FNLBDG.

When you select Flight Status, the system response is a Native Sabre display of the flight information and the Flight Data in the background, with the present status at the top right corner of the screen, and in the foreground you have the window Fight / Gate Edit: Flight Status with a drop down menu for the flight status options.

Example response:

The top right corner of the screen shows the current flight status - in this example: OPENCI , indicating that the flight has been initialized and the flight status is Open for Check-In



3.1.1 Flight Status Options

The options from the Flight Status drop down menu are:

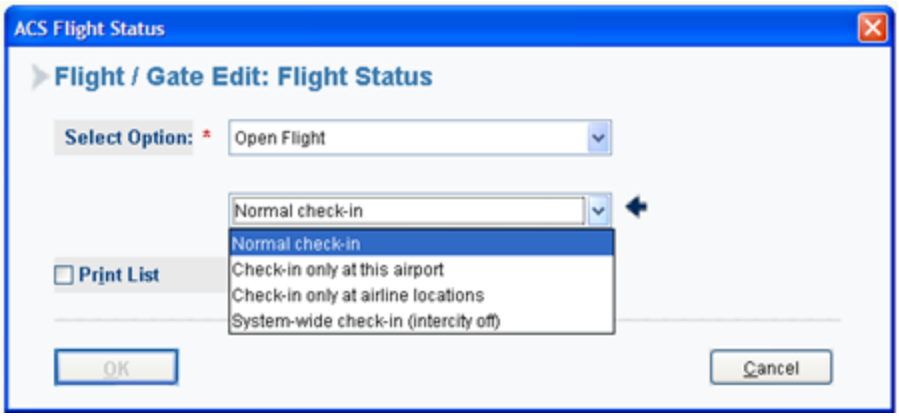
Flight Status	Explanation
Open Flight	Generally speaking, the flight is ready for check-in. The different options for Open further define where that check in activity can take place: at the city, airport, or inter-city level.
Set Boarding On	Use the Set Boarding On option to set the flight status of a specific flight to BOARDING to indicate that passengers are now boarding the aircraft.
Held Status – Current City Only	Use the Held Status – Current City Only option to place the flight on hold (for check-in entries) at your own station. This entry will inhibit all non-control sets from check-in access to a specific flight leg.
Held Status – All Cities	Use the Held Status- All cities to place the flight on hold for all stations for a multi-leg flight.
Final	When you put the flight status to Final, it means you restrict the check-in activity for that flight to the set you are working at. The set you are working at must also have the UAT keywords FNLBDG and CONTRL, and it is usually located at the departure gate.
Final, Release All Seats	this status will release all blocked seats, with the exception of broken seat blocks.
Close Flight	You close a flight to make it unavailable for check-in. The status Close is the initial phase of the departure procedure. You can change a flight to Close only if the flight has a current status of Open or Final.
DHS Manual Flight Close Out Message	Use the option DHS Manual Flight Close Out Message to manually send to The Department of Homeland Security (DHS) a complete list of passengers on the plane at time of departure. The list excludes passenger names EXST, CBBG and STCR. The message contains the actual date and time of departure of the flight.
PDC Flight	Post Departure Control (or PDC): PDC is a status you must apply to every flight once it has gone “wheels up”. PDC status is the pre-requisite for all auto updates of passenger and flight records such as VCR coupon and/or PNR status changes.
PDC Flight with XM	This option is similar to PDC Flight. However, PDC Flight with XM will protect the No-Shows as misconnects. The status code will be set as an XM in the PNRs and will also protect downline and return segments.
Mass Override (CFOFF)	Use the Mass Override option to override the *SabreSonic Check-in*/Change Fee owed by all passengers boarding a specific flight at a specific city.
Cancel	Use the Cancel Flight Status option to inhibit further check-in on a flight that will no longer operate.
Return	Return to gate allows a flight to be reopened following agent PDC (PDC1) but prior to Final PDC (PDC2).
PDC Supervisor	After a regular PDC of the flight, any update to FLIFO would generate a PDC2 status. There may be times when an update to FLIFO does not generate PDC2 status. Use the PDC Supervisor function to simulate a “wheels up” situation, and manually put the flight in PDC2 status. At this time the system sends off all offline files and changes the status of the VCR coupons of boarded passengers to USED.

Registration Number	Use this option to add or delete an aircraft registration number.
Irregular Operations	This is an option that is active only if your carrier has activated the functionality for Enhanced Synchronization of VCRs – or ESV. Use the option Irregular Operations if you wish to add the edit IR to an entire flight
KOR Manual Flight Close Out Message	For flight departures out of Korea, the system automatically sends at Flight Close a message with the information for APP (Advance Passenger Processing) to the countries in the line of flight. When the automatic send of the message does not work, you have the option to send the message manually.

3.1.2 Open Flight

The status Open Flight means the flight is ready for check-in activity in general. The different options for Open further define where that check in activity can take place: at the city, airport, or inter-city level.

A second drop down menu lists the options for the status Open.



3.1.2.1 Open status codes

You open a flight to begin check-in activity at the city, airport or intercity level. This opens the flight for one leg only.

When you initializa a flight, all cities in the flight leg are in Open inter-city status.

You can change a flight to Open status only when the flight has a current status of Held, Final, Closed, Canceled, or any other Open status. For example, when you carry out a Change of Equipment, the system puts the flight on status Held automatically. Once the equipment change has finished, you must switch the status to Open again, in order to continue check-in activity.

The valid Open status codes are:

Item	Description
OPENA – Check-in only at this airport	Valid for check-in only at this airport; a flight leg is open for check-in and seat selection at the departure city airport only.

OPENAI – Check-in only at airport locations	Valid for check-in only at airline locations; a flight leg is open for check-in and seat selection at any airline location.
OPENC – System-wide check-in (intercity off)	Open system-wide (with inter-city check-in off); a flight leg is open for check-in and seat selection at any location using either the SabreSonic® Check-In system or ACI (Advance Check-in) entries. ACI applies until two hours before departure, at which time, only SabreSonic Check-in entries are valid. Automatic issuance of inter-city boarding passes from an upline location is not available.
OPENCI – Normal Check-In	Open system-wide (with inter-city check-in on); a flight leg is open for check-in and seat selection at any location using either the SabreSonic Check-in system or ACI (Advance Check-in) entries. ACI applies until two hours before departure, at which time, only SabreSonic Check-in entries are valid. Automatic issuance of inter-city boarding passes from an upline location is available. This is the default status when a flight is initialized.

Example response:

```
GF951/30APR/OPENCI
7F .. 951. 30APR . YZF 1000 73M 60....... OPENCI
..............Y
AUTH.......... 60...................... JUMPSEATS
BOOKED......... 9 ..................... ACTUAL W-0 X-0
AVAIL ........ 51..................... IN USE W- X-

THRU .RV....... 0.. NR 0 .. ASSIGN......... Y
LCL ..RV ...... 7.. NR 0 ...RESTRICT ...... NONE

LCL ON* ....... 4.. TK 2 .. MEALS
TTL ON* ........4.. ET 2 .. SETUPS
TLOB........... 7
OTLD ...........0 ..TK 0
..................ET 0
UNOC ..........53
PLAN .......... *
```

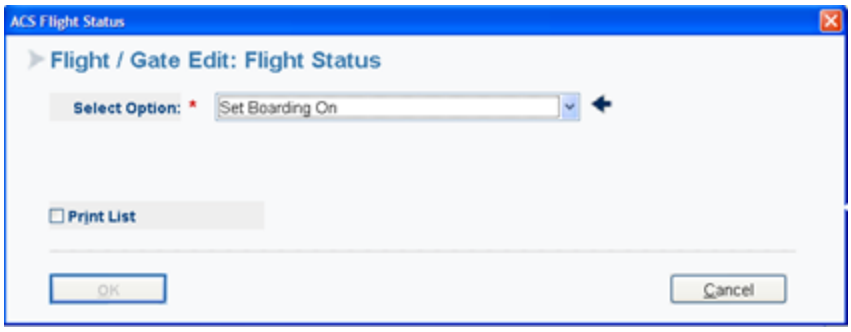
3.1.3 Set Boarding On

Use the Set Boarding On option to set the flight status of a specific flight to BOARDING to indicate that passengers are now boarding the aircraft.

Boarding updates are not allowed if:

- The Flight Status is CLOSED
- The Flight Status is CANCELLED
- The Flight is in PDC Status

Note You must be in the AAA city of the originating departure city.

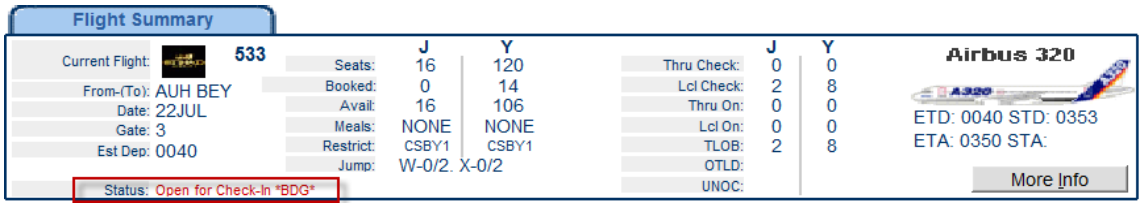


The response to the status Set Boarding On is a Native Sabre display and an update to the Flight Summary screen.

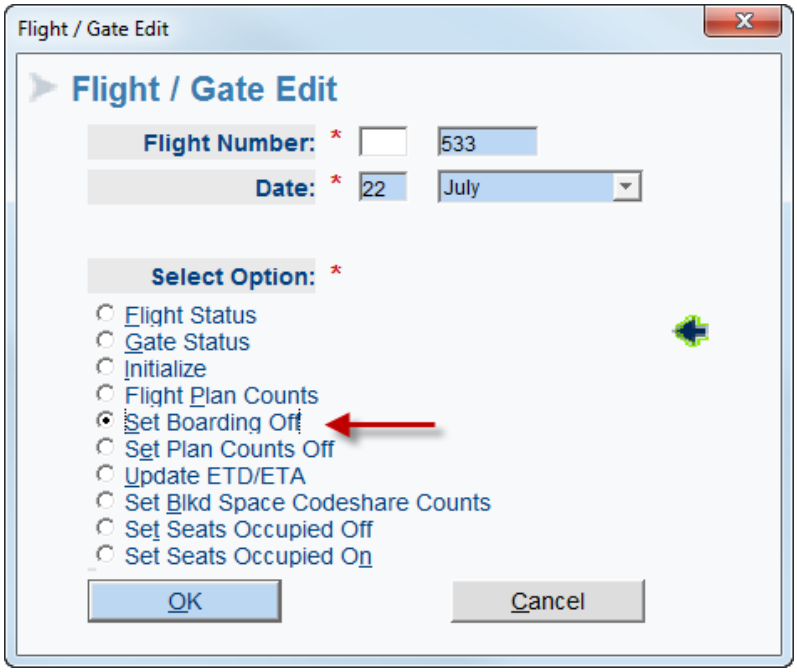
Example:

```
GF533/22JUL/BOARDING
EY 0533 22JUL AUH
FLIGHT 0533 BOARDING
```

and



To turn off the status, go to **Flight / Gate Edit (Shift+F5)** and select the option Set Boarding Off.

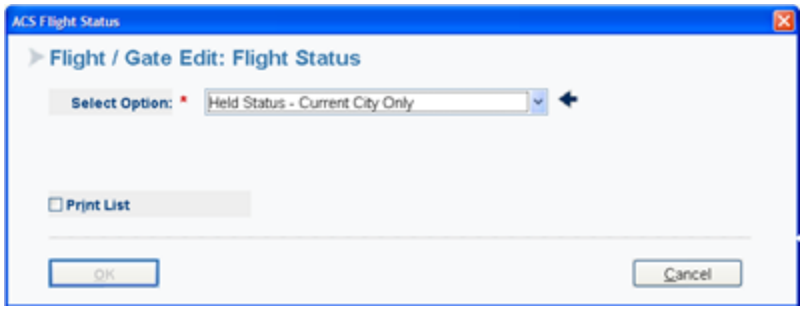


3.1.4 Held Status - Current City Only

Use the Held Status – Current City Only option to place the flight on hold (for check-in entries) at your own station. This entry will inhibit all non-control sets from check-in access to a specific flight leg.

Placing a flight leg in a held status allows you to make flight and/or seat map adjustments.

On multi-leg online flights, the Held Status – Current City Only will stop check-in at a particular departure station but still allow check-in to proceed at other stations.



The status displays in the upper right hand corner of the Flight Status as follows: HELD BDG. Example response:

```
GF951/30APR/HELD
7F     951 30APR    YZF       1000    73M 60          HELD      BDG
Y
AUTH            60                                   JUMPSEATS
BOOKED           9                                  ACTUAL W-0 X-0
AVAIL           51                                  IN USE W-  X-
THRU RV          0     NR        0      ASSIGN           Y
LCL  RV          7     NR        0      RESTRICT         NONE
LCL ON*          4     TK        2      MEALS
TTL ON*          4     ET        2      SETUPS
TLOB             7
OTLD             0     TK        0
ET        0
UNOC            53
PLAN             *
```

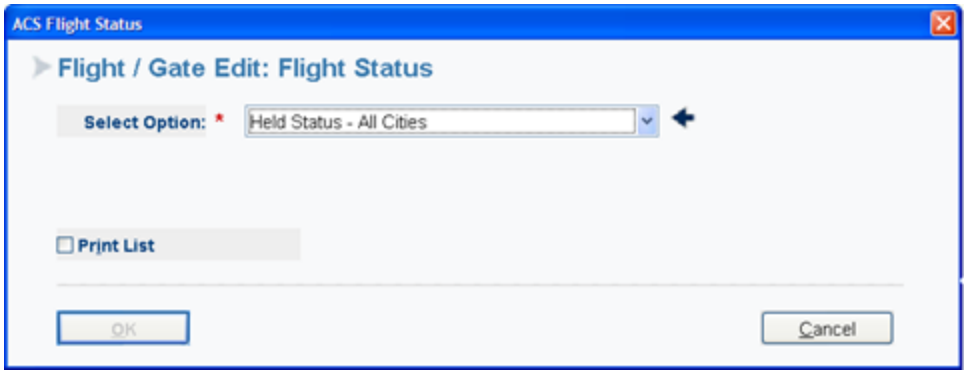
If you attempt a check-in between a board point and an off point that has been placed in Held status you will get the error:

```
FLIGHT LEG RESTRICTED
```

3.1.5 Held Status - All Cities

Use the Held Status- All cities to place the flight on hold for all stations for a multi-leg flight.

Example: if the flight operates DFW-JFK-LHR-MLA, and in DFW you put the flight on Held Status – All cities, then the flight status will change to HELD for all stations where the flight operates, i.e. JFK and LHR.



Example response:

```
GF951/30APR/HELD/ALL
7F     951 30APR    YZF       1000    73M 60          HELD      BDG
Y
AUTH            60                                   JUMPSEATS
BOOKED           9                                  ACTUAL W-0 X-0
AVAIL           51                                  IN USE W-  X-
THRU RV          0     NR         0      ASSIGN           Y
LCL  RV          7     NR         0      RESTRICT         NONE
LCL ON*          4     TK         2      MEALS
TTL ON*          4     ET         2      SETUPS
TLOB             7
OTLD             0     TK         0
ET               0
UNOC            53
PLAN             *
```

Note Should the status Held only apply to certain legs of the flight and not to all legs, you must AAA into each departure city and set the flight status to Held at that city. HELD/ALL will apply across all stations regardless of board and offpoint.

3.1.6 Final

When you put the flight status to Final, it means you restrict the check-in activity for that flight to the set you are working at.

Note The set you are working at must also have the UAT keywords FNLBDG and CONTRL, and it is usually located at the departure gate.

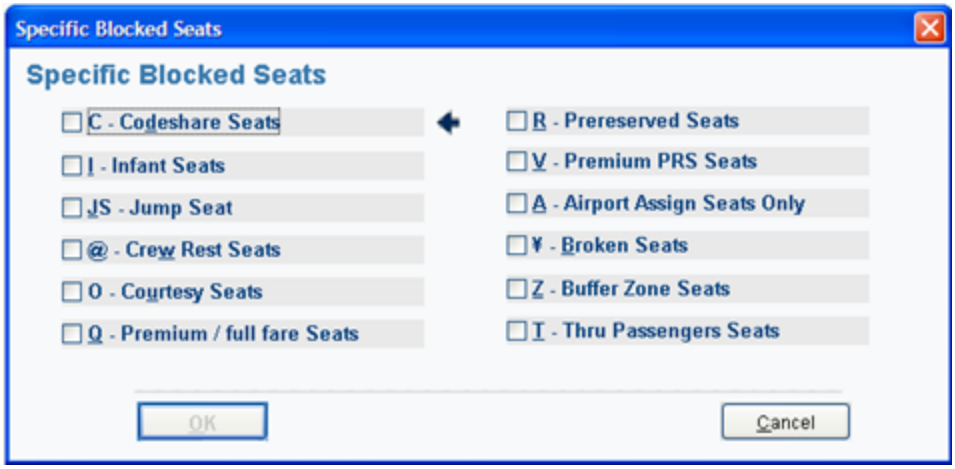
Note Your airline determines the time when the Final status is available. The standard time for Final is set at 60 minutes prior to departure, but you may decide to extend that time. Please contact Customer Care if you wish to change the time for Final status.

The Final status indicates the final hour of check-in and seat selection for a flight at the departure city.

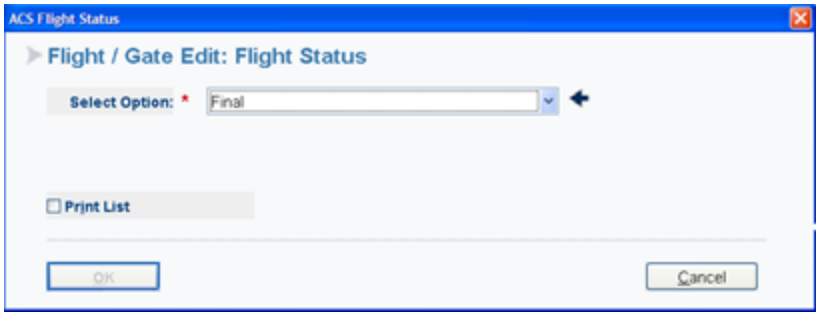
When you select Final, you can further define the “type” of Final status you wish:

Final
Final, Release All Seats
Final, Release Specific Blocked Seats

Final Status	Explanation
Final	
Final, Release All Seats	This status will release all blocked seats, with the exception of broken seat blocks.
Final, Release Specific Blocked Seats	You can specify which type of blocked seats you wish to release.



From the drop down menu, select option Final:



Example response:

```
GF951/30APR/FINAL
7F    951 30APR   YZF      1000   73M 60         FINAL    BDG
Y
AUTH          60                                JUMPSEATS
BOOKED         9                               ACTUAL W-0 X-0
AVAIL         51                               IN USE W-  X-
THRU RV        0    NR       0     ASSIGN           Y
LCL  RV        7    NR       0     RESTRICT         NONE
LCL ON*        4    TK       2     MEALS
TTL ON*        4    ET       2     SETUPS
TLOB           7
OTLD           0    TK       0
ET             0
UNOC          53
PLAN           *
```

3.1.7 Close Flight

You close a flight to make it unavailable for check-in. The status Close is the initial phase of the departure procedure.

You can change a flight to Close only if the flight has a current status of Open or Final.

You must ensure before setting the flight status to Close that

- All counts are accurate (for passengers requiring wheelchairs, children, and others)
- You are within 15 minutes prior to the scheduled departure time

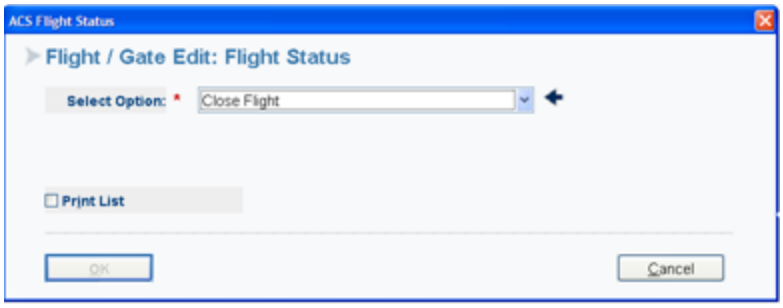
Note The standard time for Close status is at 15 minutes prior to departure. You may wish to select an alternate more extended time. Please contact *Customer Care* to change the Close status time.

Once a flight is closed, the system sends out multiple messages:

- The final passenger count data is transmitted to the Load Agent for weight and balance purposes.
- Number of passengers by row for the cockpit and SECOK (Security OK)
- Baggage Sortation Message (BSM) is sent during close of the inbound flight to the downline connecting city, if that city has a baggage sortation computer
- Baggage Transfer Message (BTM) is sent during close if a bag routine has an outbound connection to another airline
- Baggage Management Analysis System (BMAS) counts – total number of local bags loaded.

Note You must be at the AAA city in control of the flight, the first city on the line of flight where the flight status is not Close, PDC, or Canceled.

Your EPR must have the keyword SELECT and the set you are working at must have the UAT keywords FNLBDG and CONTRL.



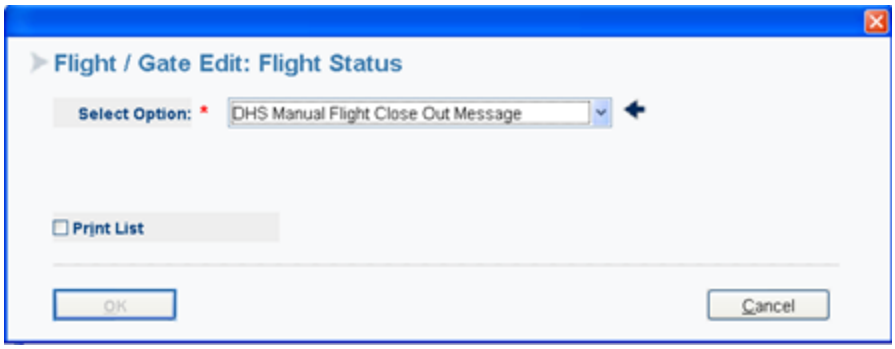
The system automatically closes the flight with the LOCAL ON count.

Should you need to correct the passenger count after flight close, you can use the option Update Passenger Counts.

The response will display CLOSE in the upper right hand corner of the Flight Status display as shown here:

```
GF4967/30JAN/CLOSE/LCLA0Y10/SECOK
TZ   4967 30JAN   MDW B25   655P  73H 1/175      CLOSE
          A   Y
AUTH      1 171                                JUMPSEATS
BOOKED    0  10                              ACTUAL W-2 X-2
AVAIL     1 161                              IN USE W-  X-

THRU RV   0   0     NR   0   0     ASSIGN    A     Y
LCL  RV   0  10     NR   0   0     RESTRICT  NONE  NONE

LCL ON*   0  10     TK   0   0     MEALS
TTL ON*   0  10     ET   0  10     SETUPS
TLOB      0  10
PLAN      *   *
MDW   MSD 1055 LCL CLOSE A0Y10/SECOK- 1
```

3.1.8 DHS Manual Flight Close Out Message



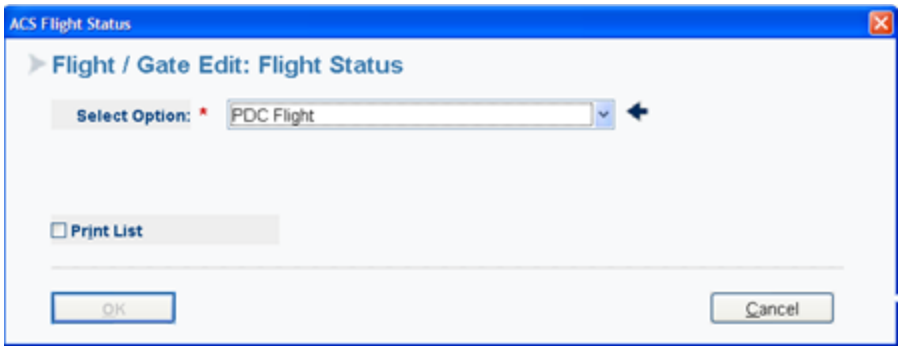
Use the option DHS Manual Flight Close Out Message to manually send to The Department of Homeland Security (DHS) a complete list of passengers on the plane at time of departure. The list excludes passenger names EXST, CBBG and STCR. The message contains the actual date and time of departure of the flight.

The DHS returns an acknowledgement that the Flight Close Out Message was received.

The Flight history will update to record that the Flight Close Out Message was sent.

Note To send this message, the flight must have the status of Flight Close or PDC.

3.1.9 PDC Flight



Post Departure Control (or PDC): PDC is a status you must apply to every flight once it has gone "wheels up". PDC status is the pre-requisite for all auto updates of passenger and flight records such as VCR coupon and/or PNR status changes.

Closing a flight does not indicate PDC. It simply means a flight has been closed for check-in. As a rule, the close status will precede PDC.

Requirements for PDC and its impact on the flight:

ON List: Before PDC can take place, each passenger boarded on an aircraft must be placed on the ON list

BX List: Passengers with seat assignments who have not been boarded will appear on the BX list. If the BX list is not cleared then Sabre will respond with the following message:

```
PDC NOT ACCEPTED - NAME STILL EXIST - CLEAR THE BX LIST
```

Transfer Standbys: When un-accommodated passengers remain on the priority list Sabre will respond with the following message:

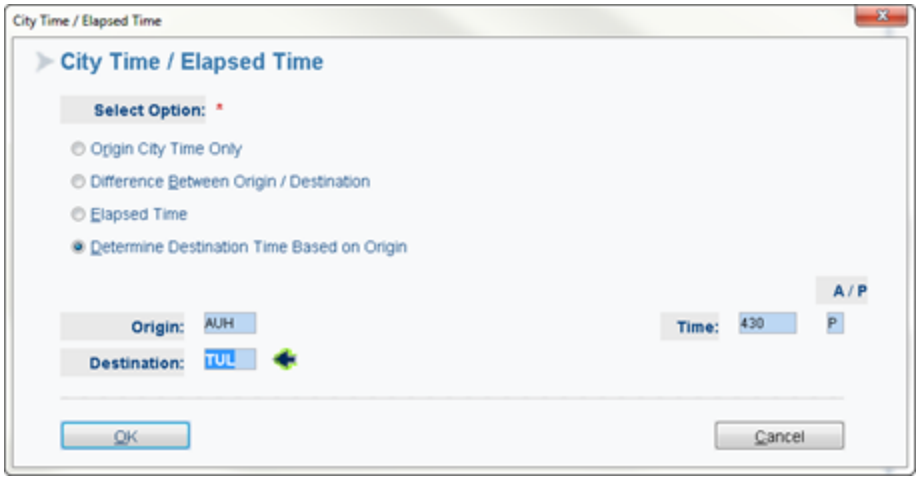
```
TRANSFER STANDBY PSGRS THEN REENTER PDC.
```

This last response will ***only be displayed one time***.

Caution If PDC is entered again, Sabre will PDC the flight and the un-accommodated standby passengers will not be able to be transferred to the next flight.

- Once the flight is closed at an airport, it is recommended that the PDC command be made within 30 minutes of the flight departure. However if a flight is closed and then reopened, there is a time limit for the close command. The *Sabre* system will only accept the command on the day of departure or the date plus one.
- Once a flight is in PDC status, it cannot be reopened, unless your carrier signs up for the activation of the indicator that allows a flight to be re-opened after the original PDC. See the flight status option RETURN for more details.
- In order for a flight close command to show as complete on the PDC statistics (which can be obtained from the Operation Tab, command cell (**Shift + F10**), the PDC must be completed within 30 minutes of the initial close command. Performing subsequent close entries does not extend this time period.
- You must PDC the flight no later than midnight U.S.Central time the day after the U.S.Central time equivalent of the flight departure date.
  Note To display the U.S. Central time equivalent of your local time select the option City Time/Elapsed

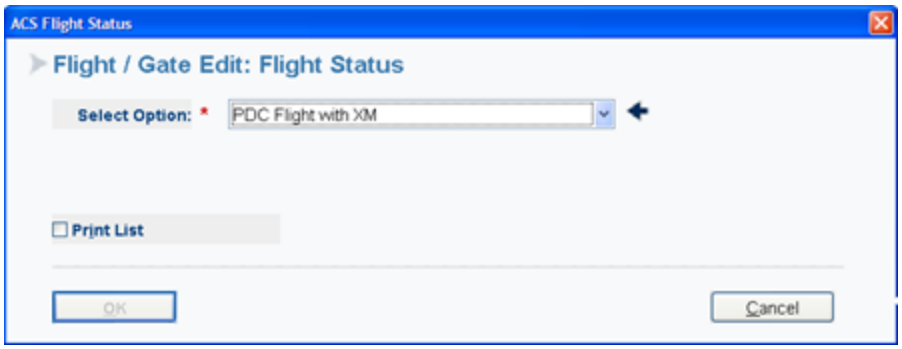
time from the Tools menu.



- You can still display flight status and information up to 48 hours after flight departure.

• All PNRs will be updated with a status code of NS (No Show) and all downline and return space will be cancelled.

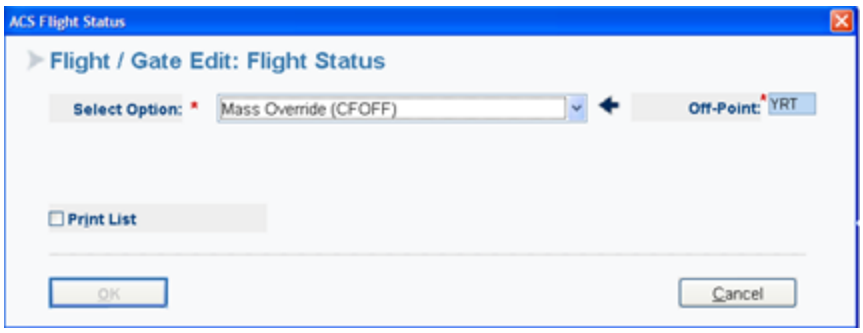
3.1.10 PDC Flight with XM



This option is similar to PDC Flight. However, PDC Flight with XM will protect the No-Shows as misconnects.

The status code will be set as an XM in the PNRs and will also protect downline and return segments.

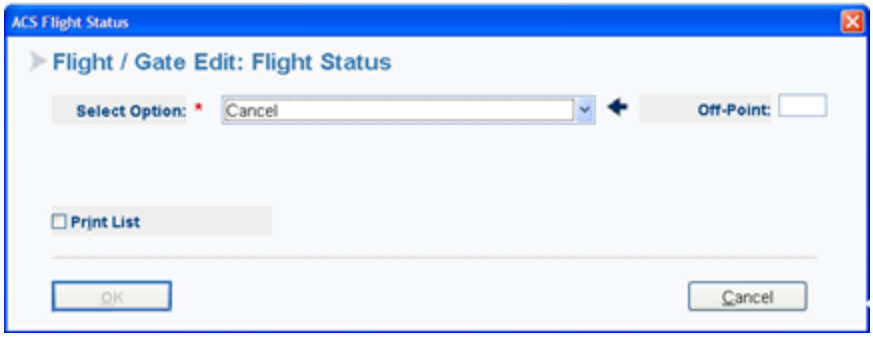
3.1.11 Mass Override (CFOFF)



Use the Mass Override option to override the SabreSonic Check-in/Change Fee owed by all passengers boarding a specific flight at a specific city.

Note This command is restricted to EPR Duty Code of 7 or ‡ Cross of Lorraine and a CONTRL set.

3.1.12 Cancel



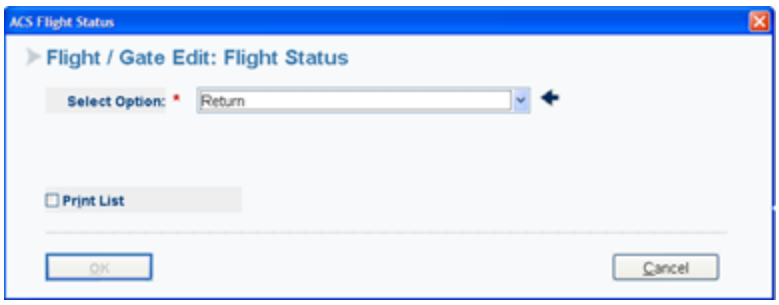
Use the Cancel Flight Status option to inhibit further check-in on a flight that will no longer operate.

- The cancellation can be reversed by setting the flight to OPEN for Check-in (OPENCI)
- A flight leg in PDC status cannot be cancelled

Note Cancel Status requires the OAM Keyword/CONTRL/ or FNLBDG. These keywords are found in the CRT OAM, not the EPR.

If the city in control of the flight makes the cancellation entry, Control will pass to the next downline city from which the flight will operate.

3.1.13 Return



Return to gate allows a flight to be reopened following agent PDC (PDC1) but prior to Final PDC (PDC2).

- Return can happen for various operational reasons and can only take place before “wheels up”.
- The Return entry is valid only when the flight is in PDC1 status. It is not valid if the flight is in PDC2 status. PDC2 status is also called FLIFO PDC. Contact Customer Care if you wish to activate the option PDC2.

Note You must have EPR keyword SELECT, duty codes 5, 7, 8 or ‡, must AAA to the city in the line of flight, and the CRT you are working from must have the UAT keywords CONTRL or FNLBDG.

Upon Return, the Flight summary status changes from “PDC” to “Final”. Gate personnel can now add or remove passengers if necessary.

3.1.14 Return Enhanced

The Return enhancement allows your carrier to Return a flight after final PDC (either from a one-step or two-step PDC progress) or after “wheels up”, and re-open the flight for sales.

Note This function requires activation. To find out more, contact *Customer Care*.

- A flight may return to gate only if the downline station is not in PDC status.
- When a flight returns to gate after final PDC, the flight status will automatically change to Final. When a flight is in Final status, certain SabreSonic Check-in entries are restricted to agent sets with OAM keywords FNLBDG or CONTRL.
- Electronic tickets of all onboard passengers will be put back to LFTD status
- If the return makes it possible for you to now accommodate non-revenue passengers on the priority list (these passengers could not be accommodated on the flight when it first PDC’ed), you must rebook the passengers in a separate PNR.
- There is no limitation to the number of times that a flight can return to gate and be re-opened for check-in.

Note To perform the entry you must have duty code 7 and the sets you work from must have the keywords FNLBDG and CONTRL.

3.1.15 Restricted Status - only with Enhanced Return

The status Restricted is a non-displayable status and means that once a flight returns to the gate, certain entries will be restricted to agent sets with the keywords FNLBDG and CONTRL.

Note Your carrier needs to request activation of this feature.

The restricted entries include

- Check-in passenger
- Place passenger on the standby list
- Transfer passenger
- Accommodate from priority list
- All passenger edits, ON/XON included
- Issue bagtags
- Return bagtags
- Offload passenger
- Reprint bagtags and boarding pass
- Revenue rebook

Although the flight is set to OPENCI, above *SabreSonic Check-in* entries are restricted to sets with OAM keywords FNLBDG and CONTRL.

The system will return an error when you attempt to perform any of the above entries on a restricted flight from an unauthorized set:

```
FLIGHT RESTRICTED – NEED PROPER KEYWORD
```

3.1.15.1 Remove Flight Restriction

With the removal of the flight restriction, you can perform the restricted entries listed above.

The following duty codes and keywords are required to perform the entry to remove flight restrictions:

- Duty code 7 and OAM keywords FNLBDG and CONTRL
- Duty code 8 or #, and EPR keywords FSGAGT and SELECT

Example entry to remove flight restriction – in bypass mode:

GF(flight number)/UNREST

Note The entry may be available from a drop down menu in Interact at your request. Example system response for a successful entry

```
FLIGHT RESTRICTION REMOVED
```

3.1.15.2 Second and subsequent Final PDC

When you put a flight on PDC status a second time – or any subsequent times thereafter – the following will happen:

- Electronic tickets of all onboard passengers will be marked as USED
- No PNR updates will be performed. Any impacted PNRs will require manual updating. The following are just examples of situations that may occur:
  - A passenger that previously boarded the flight and later on decided not to fly on the same flight will not be marked as noshow.
  - Any passenger that alt-spaces on the flight that returned to gate will not have his segment status changed from DS/SA to SB. Further, the alternate space segment will not be canceled automatically.
  - For carriers that utilize noshow queue placement functionality, passengers that were initially onboard and were then offloaded when the flight returned to gate will not be queue-placed.
- Post Departure Messages will be resent. This includes IATA messages (PFS, PRL, PTM, PSM, FTL and TPM) as well as APIS and E-Border messages.

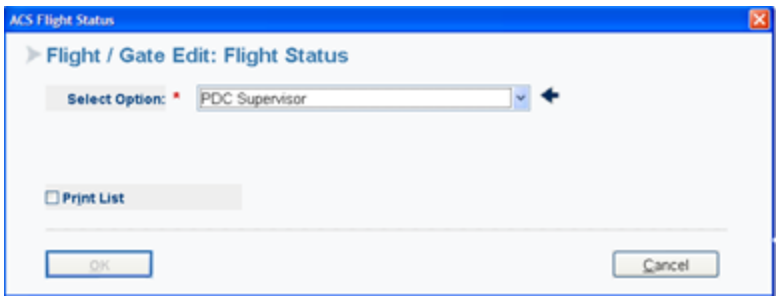
3.1.15.3 Passengers with Canceled Segments

- There will be instances where passengers that were identified as NOSHOW on the original PDC attempt, will have had their PNRs canceled by the PDC process. New bookings will need to be created for these passengers if they are to be checked-in to the re-opened flight.
- The electronic tickets of these previously NOSHOW passengers who then board the flight will be updated automatically when the flight is PDC'd a second time.
- To avoid agent confusion due to duplicate PMFs, when the NOSHOW passenger is rebooked on the same flight, date, board and off point, the original NOSHOW PMF will be deleted. The same applies when outbound segments previously canceled due to misconnect are rebooked.
- Check-in, priority listing, bagtag issuance, passenger edit, revenue rebook, accommodation or transfer from priority list of revenue passengers will not be allowed. If an attempt is made to perform these entries on passengers whose segments were already canceled in the PNR, the system will respond with:

```
NOT VALID FOR CANCELED SEGMENT
```

- NOSHOW passengers will still be allowed to alternate space to another flight.

3.1.16 PDC Supervisor

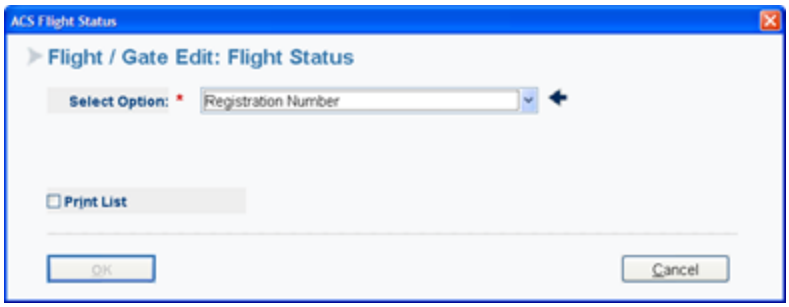


After a regular PDC of the flight, any update to FLIFO would generate a PDC2 status.

There may be times when an update to FLIFO does not generate PDC2 status. Use the PDC Supervisor function to simulate a “wheels up” situation, and manually put the flight in PDC2 status. At this time the system sends off all offline files and changes the status of the VCR coupons of boarded passengers to USED.

Note The PDC FLIFO function requires activation. To find out more, contact Customer Care.The PDC Supervisor function requires duty codes 5, 7, 8, ‡ and the keyword FSGAGT.

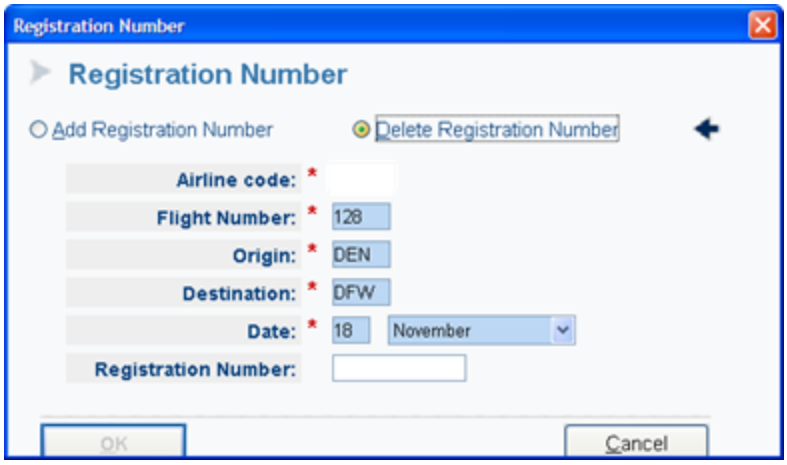
3.1.17 Registration Number



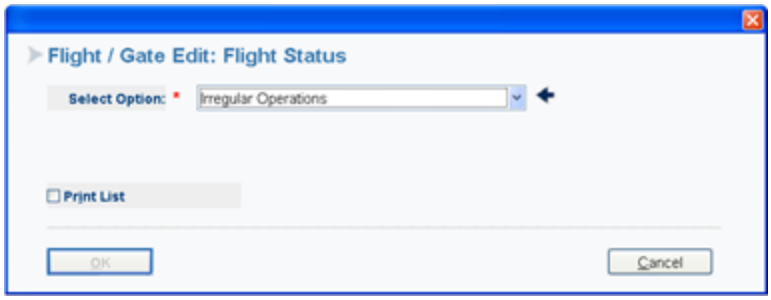
Use this option to add or delete an aircraft registration number.

If you have dedicated your set to a specific flight, the data auto populates in the fields with a red asterisk. To add a registration number, enter it in the box.

To delete an existing registration number, select the button Delete, then OK.



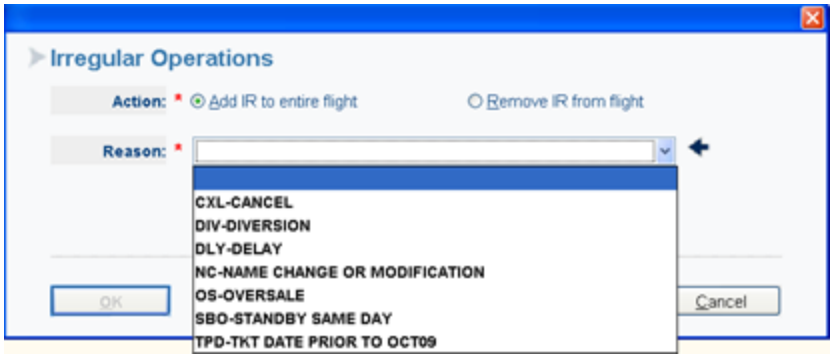
3.1.18 Irregular Operations



This is an option that is active only if your carrier has activated the functionality for Enhanced Synchronization of VCRs – or ESV.

Use the option Irregular Operations if you wish to add the edit IR to an entire flight.

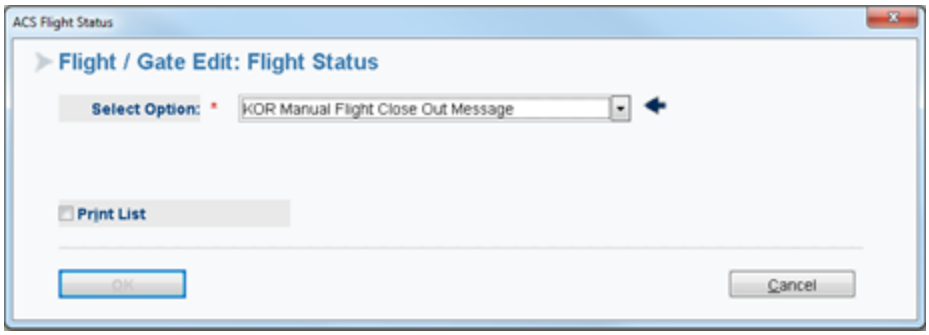
On the next pop-up, type in the reason for the IR edit



- The reasons for the IR edit exist in the Reason Code table of your airline.
- IR- or Irregular Operations override edit is used to override an out-of-sync VCR situation. It can be assigned on a passenger level or on an entire flight level.

- ESV functionality is further controlled by the *SabreSonic Check-in* Airline Serving Airport Table (or ASA) for each city or airport. The column PNR BANNER INHIBIT CKI in the ASA table controls how check-in proceeds when an out-of sync VCR (or edit ETO) is present in a PNR. For more information on how ESV works, see the module Enhanced Synchronization of VCRs (ESV) on the community portal.

3.1.19 KOR Manual Flight Close Out Message

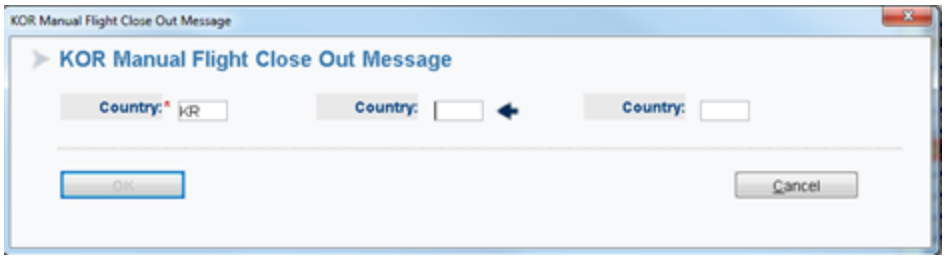


The option KOR Manual Flight Close Out Message is visible only to carriers who operate flights out of Korea.

For flight departures out of Korea, the system automatically sends at Flight Close a message with the information for APP (Advance Passenger Processing) to the countries in the line of flight.

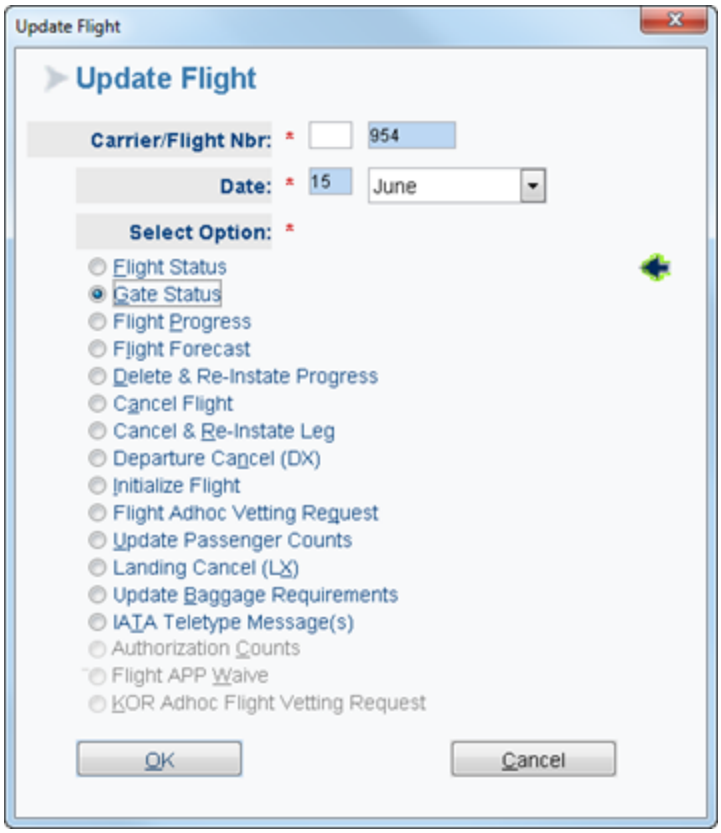
When the automatic send of the message does not work, you have the option to send the message manually.

In the pop-up response, you must enter at least one country code.

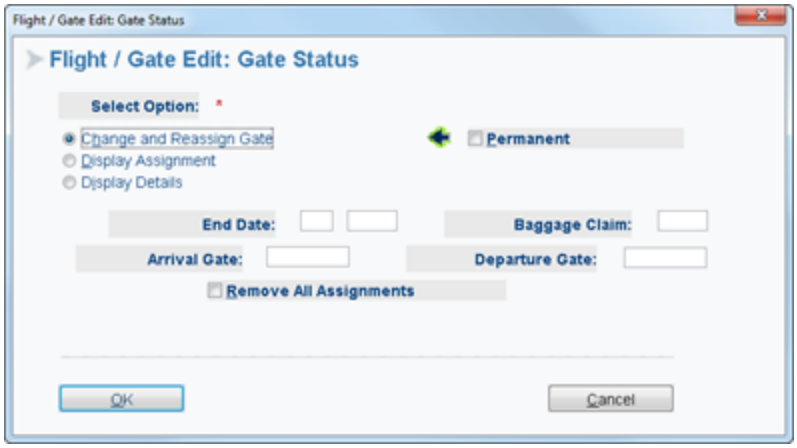


3.2 Update Flight - Gate Status

Use the Gate Status option to display and change gate assignments.

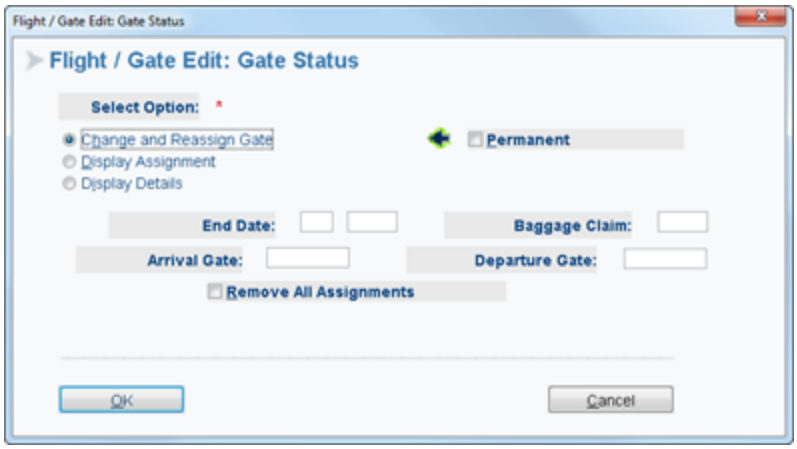


The Flight / gate Edit: Gate Status window displays:



3.2.1 Gate Status - The Options

3.2.1.1 Change and Reassign Gate

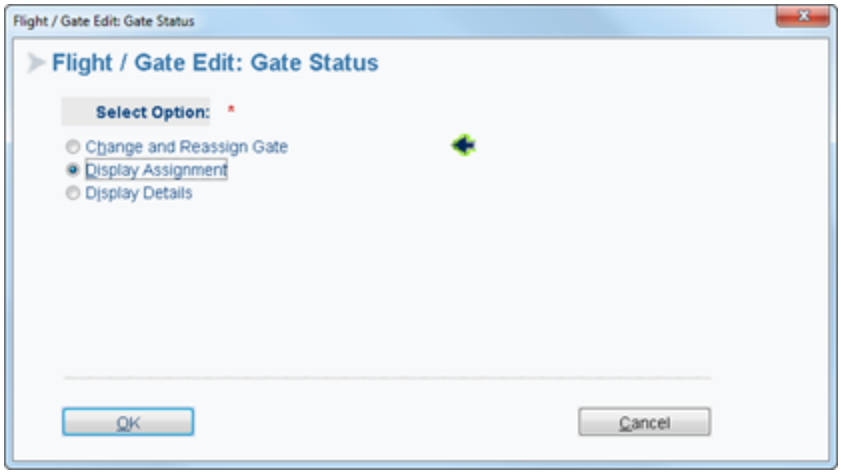


Use this option to change the gate and bag claim assignment for a flight as a result of operational irregularities such as flight delays at the gate, flight interruptions, bag pulls, weather delays, and others.

Note You must have duty code 5, 7, 8, or cross-of-Lorraine.

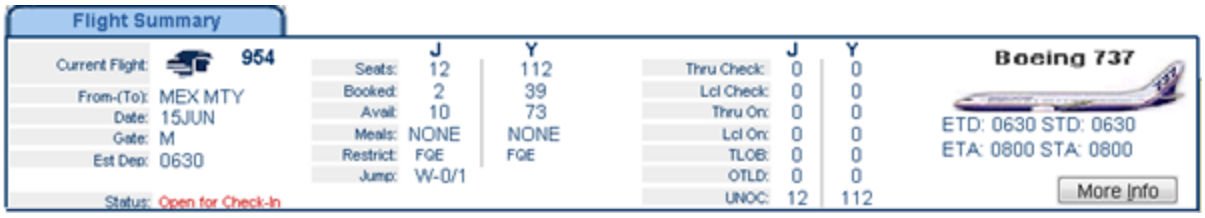
Remember that you change or reassign the gate that is used for the flight your set is dedicated to, or which you are working.

3.2.1.2 Display Assignment



The Display Assignment option refers to your dedicated flight. When you select it, the system response will be a native response very briefly, followed by the display of the flight summary of your dedicated flight.

In the example below, the gate assigned to flight 954 is gate M.



3.2.1.3 Display Details

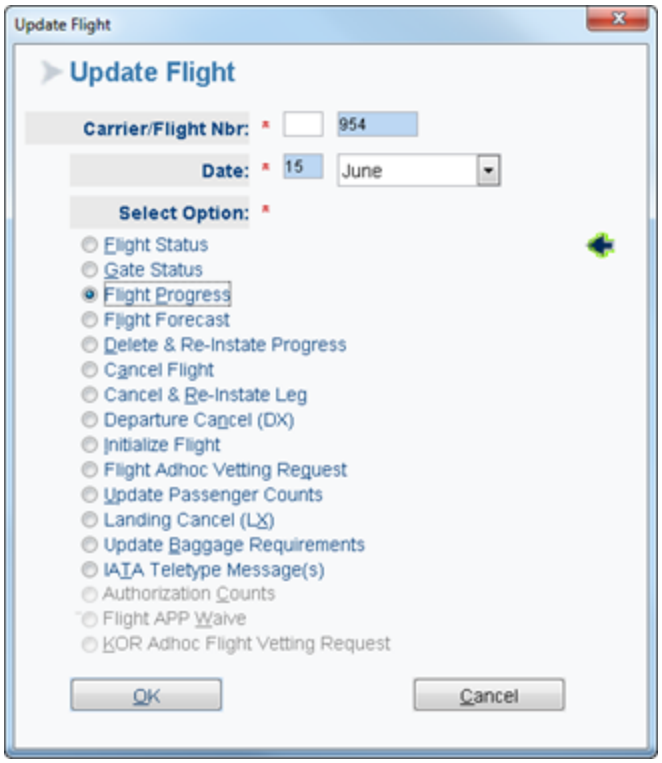
The option Display Details shows the association of gates to terminals and baggage claim areas. The information comes directly from the Gate Table, which is filled out by your airport supervisor or manager.

Example:

```
YVR    GATE
PSG TERMINAL IDENTIFIER       01
PSG TERMINAL NAME             VANCOUVER
GATE IDENTIFIER               01
GATE EFFECTIVE DATE           21MAR2009
GATE DISCONTINUE DATE
GATE STATUS CODE              A
BAGGAGE CLAIM AREA            A1
AIRPORT ZONE CODE
GATE PHONE NUMBER
JETBRIDGE PHONE NUMBER
```

Note The gate status code A indicates that the gate is Active. A gate may be out-of-service and show the status Inactive.

3.3 Flight Progress



The purpose of the flight progress option is to give you the tools to update **Flight Information (FLIFO)** with:

- Actual operating times
- Estimated operating times
- Gate information
- Reasons for delays into the stored flight information record for a specific flight.

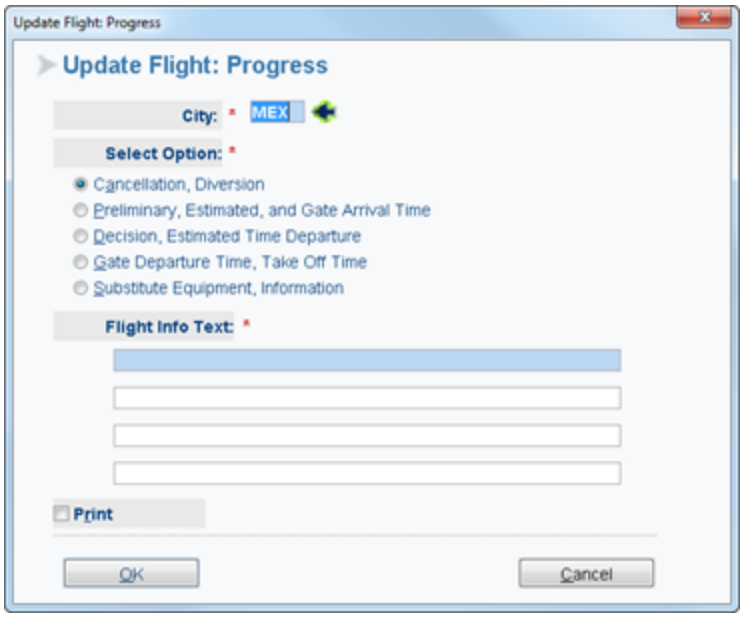
Flight Progress advises of actual flight times such as preliminary arrival time (PRE), estimated time of arrival (ETA), actual time of arrival (IN).

Responsibilities of Airport Operations Agent: Once the flight has departed/arrived, the airport operations agent would immediately update **FLIFO** with the correct times and any delays, including the reasons, for that station.

Note It is imperative for the flight information to be up-to-date in order for reservations agent to provide the highest quality customer service. Therefore it is equally important for the airport operations agent to immediately update the flight progress into the flight information record.

3.3.1 Cancellation - Diversion

When selected, the Update Flight: Progress pop-up window displays:



The text that you add to the field Flight Info Text is in free text form. The system response will assign a code in the updated FLIFO information. Each option of Flight Progress has a specific notification code.

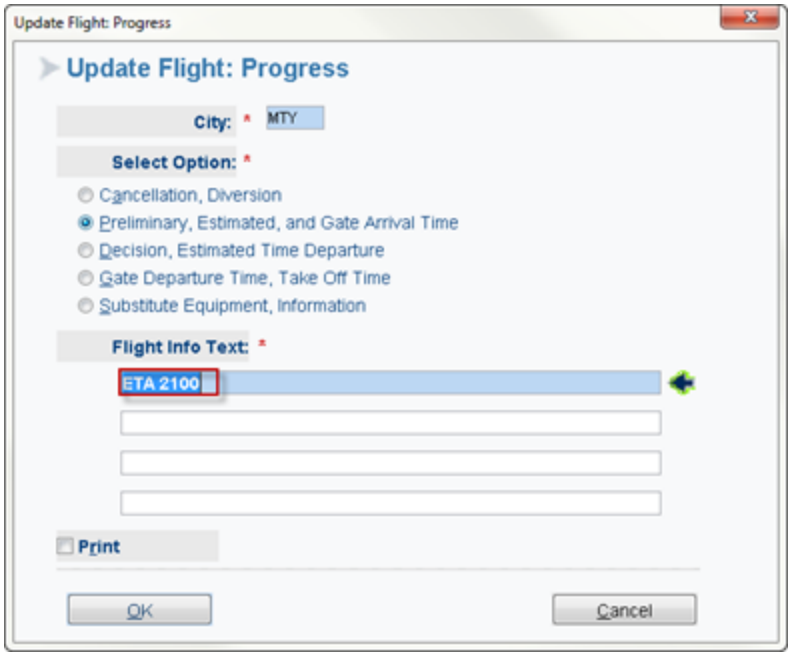
Example of a system response:

```
2P378/ORIG12SEP1ΣDEN/378 OTS
DONE.0507P/12SEP
2378
TZ0378/12SEP
DEN          614P
MDW    933P
1DEN/378 OTS*1707*HDQMSD
```

Response	Explanation
1DEN	Notification Code 1 and Station
378	Flight Number
OTS	Code: Out of Service
* 1707 *	Time input for OTS (CST, Central Standard Time)
HDQMSD	Location and Agent Sine

Note See Notification Options later in this module for more information about the notification codes.

3.3.2 Preliminary, Estimated, and Gate Arrival Time



Note In the Flight Info Text box, input an ETA information. Use the format ETA followed by the 24-hour time. Do not write any city code in this text box. The text that you write between the letter ETA and the time will display in FLIFO information.

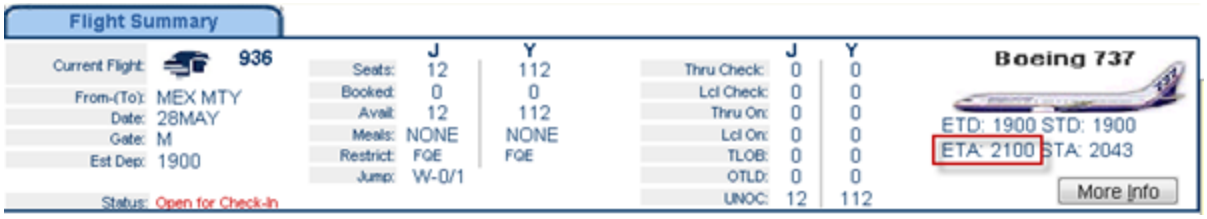
Example response and FLIFO with the updated information.

```
2936/28MAY
AM0936/28MAY
MEX                      700P 2    M
MTY                843P
9MEX/A/CN359AM EQP738  *1248
2MTY/ETA 2100 *1242*HDQMPH
```

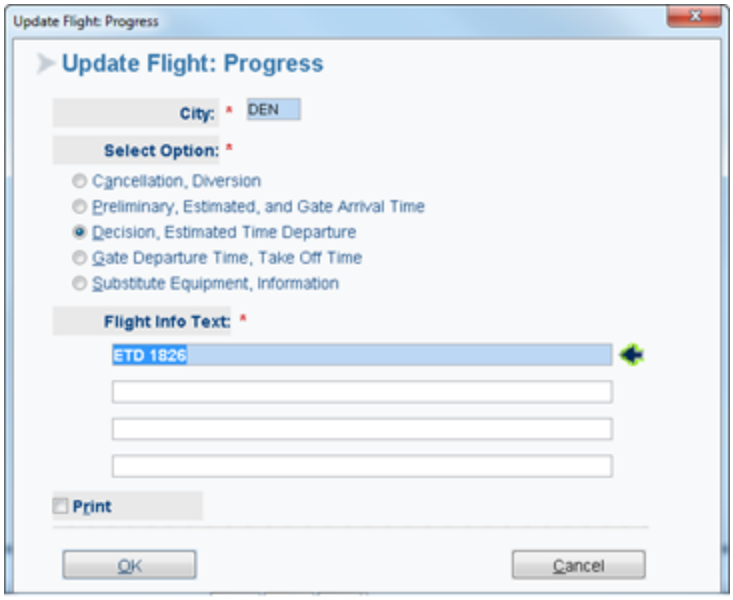
Response	Explanation
2MTY	Notification Code 2 and Station
ETA	Estimated Time of Arrival
2100	New ETA
* 1242*	Local Time of entry Input (CST)
HDQMPH	Location and Agent Sine

Note See Notification Options later in this module for more information about the notification codes.

The Flight Information in SabreSonic Check-in also updates with the new time.



3.3.3 Decision, Estimated Time Departure



Input the ETD time into the Flight Info Text box - do not add any city between the letter ETD and the time.

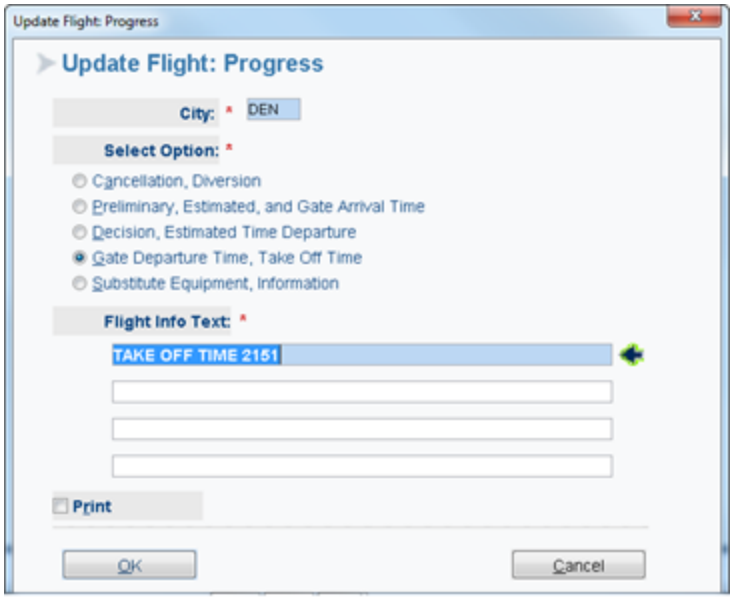
Example system response of FLIFO with the updated information:

```
2P378/ORIG12SEP3ΣDEN/ETD 1826
DONE.0739P/12SEP
2378
TZ0378/12SEP
DEN          614P
MDW    933P
1DEN/378 OTS*1707*HDQMSD
2DEN/ETA MDW 2145*1729*HDQMSD
3DEN/ETD 1826*1939*HDQMSD
```

Response	Explanation
3DEN	Notification Code 3 and Station
ETD	Estimated Time of Departure
1826	New Departure Time
* 1939 *	Local Time of entry Input (CST)
HDQMSD	Location and Agent Sine

Note See Notification Options later in this module for more information about the notification codes.

3.3.4 Gate Departure Time - Take-Off Time



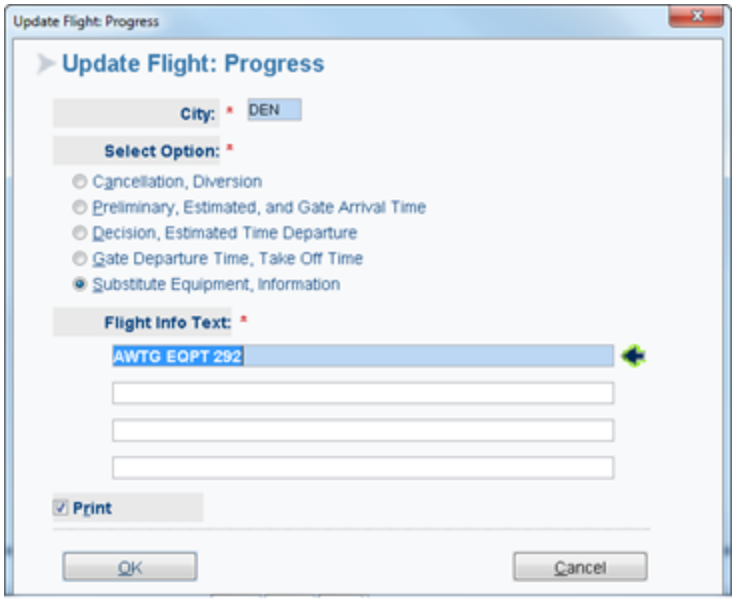
Example response and FLIFO with the updated information:

```
2P378/ORIG12SEP4ΣDEN/TAKE OFF TIME 2151
DONE.0807P/12SEP
2378
TZ0378/12SEP
DEN          614P
MDW    933P
1DEN/378 OTS*1707*HDQMSD
2DEN/ETA MDW 2145*1729*HDQMSD
3DEN/ETD 1826*1939*HDQMSD
4DEN/TAKE OFF TIME 2151*2007*HDQMSD
```

In this response, the notification code is 4.

Note See Notification Options later in this module for more information about the notification codes.

3.3.5 Substitute Equipment - Information



Example system response and FLIFO with the updated information:

```
2378
TZ0378/12SEP
DEN          614P
MDW    933P
1DEN/378 OTS*1707*HDQMSD
2DEN/ETA MDW 2145*1729*HDQMSD
3DEN/ETD 1826*1939*HDQMSD
4DEN/TAKE OFF TIME 2151*2007*HDQMSD
5DEN/AWTG EQPT 292*2018*HDQMSD
```

In this example, the notification code is 5.

Note See Notification Options later in this module for more information about the notification codes.

3.4 Notification Options

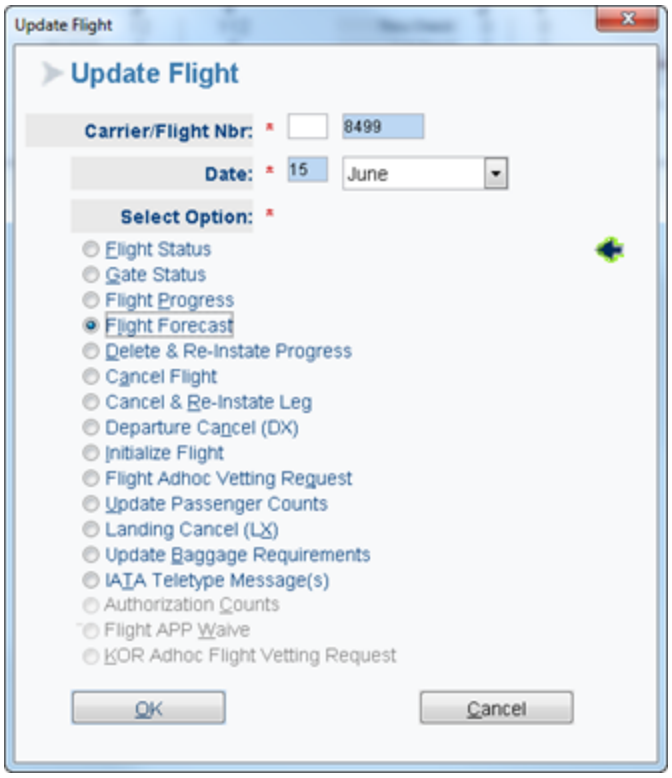
Here are the Notification Code options for FLIFO and their Features:

Notification Options	TTY is sent to
Notification code 1 Cancellation, Diversion	All airports in line of flight receive the FLIFO message
Notification Code 2 Preliminary, Estimated and Gate Arrival Time (PRE, ETA, IN)	Only the airport identified in entry receives the FLIFO message

Notification code 3 Decision, Estimated Time Departure (DCSN, ETD)	The Input airport and all upline airports receive the FLIFO message
Notification code 4 Gate Departure Time, Take Off Time (OUT, OFF)	The Input airport and all downline airports receive the FLIFO message
Notification code 5 Substitute Equipment, Information (Flight forecast, STUB information)	Input airport and all airports in between in line of flight receive the FLIFO message
Notification code 6 {Cancel leg options} DX – LEG CANCEL or Departure Cancellation	Message may be sent to a queue, to a printer, or nowhere as selected by the Sabre hosted carrier.

- When a flight progress entry is made to update FLIFO, notification messages are sent to advise that FLIFO exists on the flight
- The routing of the notification messages is controlled by the notification code entered
- Notification Codes- 1, 3, and 6 are generally only used by Sabre Airline Reservations Dispatch in canceling flights or making FLIFO updates to inform upline or downline stations of any flight changes or interruptions made.
- Only one notification code may be included in a single FLIFO message entry. The message can also print at two other points, such as operations and/or reservations, as determined by the Sabre hosted carrier.

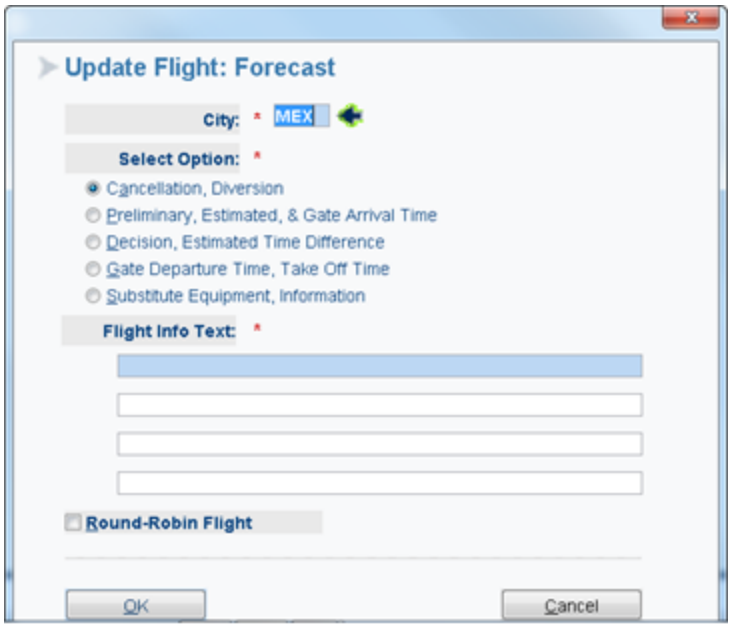
3.5 Update Flight - Flight Forecast



Use the Flight Forecast option to enter forecast information into the stored FLIFO (flight information). Flight Forecast advises of irregular flight information such as delays, equipment changes, etc.

Note The option for Flight Forecast is designated as a Flight Dispatch function. The UAT Keyword DSPTCH is required to perform these functions.

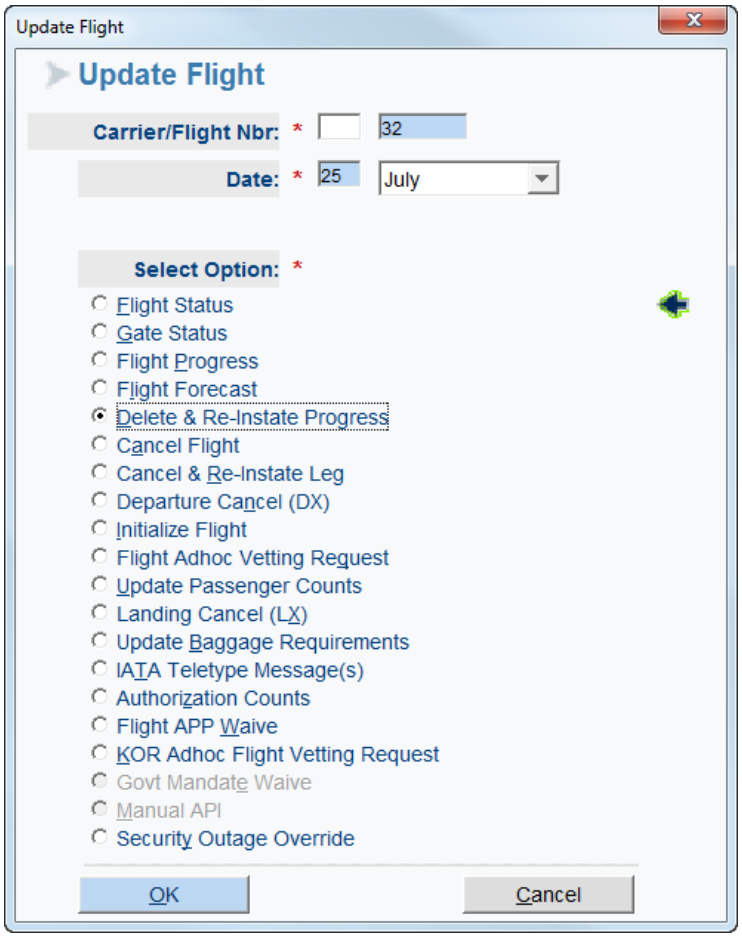
The Flight Forecast window is similar to the Flight Progress status window:



Note Select Round Robin (flights that return to a previous city) if the FLIFO applies to the flight's second time to the previously visited city.

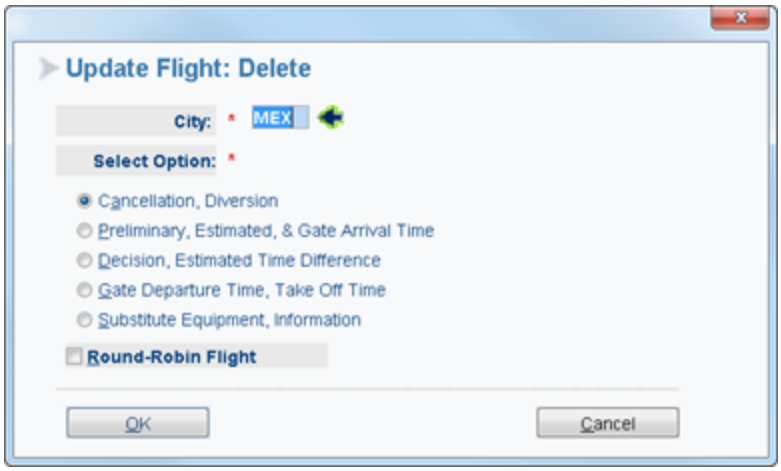
The screens and functionality of Flight Forecast in Interact is the same as the previously covered Flight Progress function.

3.6 Delete and Re-Instate Progress



Use the Delete & Re-Instate Progress option to delete the entire forecast and/or to reinstate previously cancelled flight legs for all flight progress updates that have been entered into the flight information record (FLIFO).

When selected, the Update Flight: Delete window displays



The window offers the same options as in Update Flight-Flight Forecast option. The difference lies in that the information in the forecast will be deleted as shown in the example below. Again, both the *Sabre* system response and FLIFO appear:

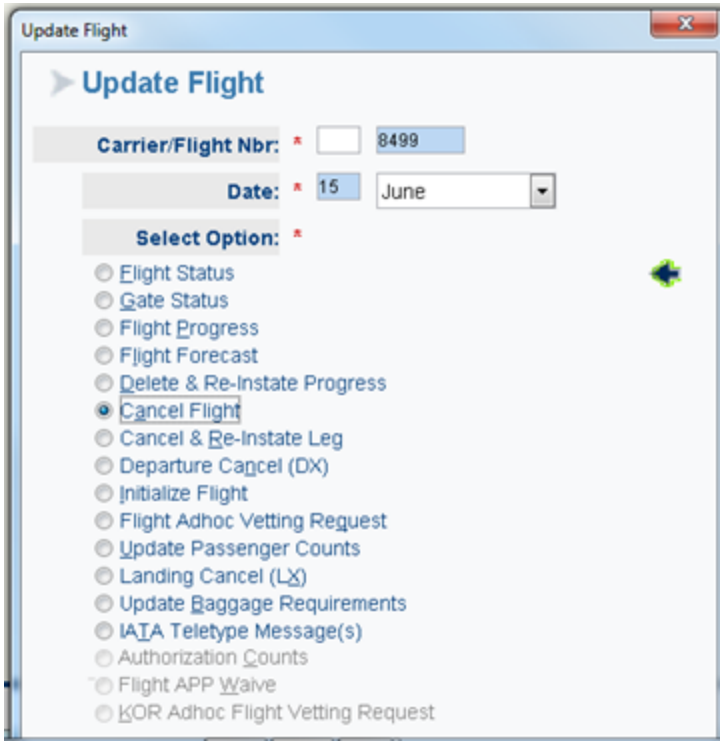
```
2X378/ORIG12SEP1ΣDEN
DONE.0417A/13SEP
CNLD FLWG MSG
1DEN/378 OTS*1707*HDQMSD
2378
TZ0378/13SEP
DEN            623P
MDW    935P
```

FLIFO is redisplayed without the OTS message.

3.6.1 FLIFO Characteristics You Need To Know

- All FLIFO actions for flight progress or flight forecast are restricted to 30 days.
- Flight cancellation and re-instatements are restricted to the current inventory period.
- Every FLIFO entry will replace any previous entry if the Notification Code and the City match.
- All replaced or cancelled messages will be placed in a FLIFO History Record.
- Any FLIFO entry, except for Flight Cancel, will automatically update all the flights associated Funnel/Overlap flights.
- Deleting flight progress completely from FLIFO should rarely need to be done.

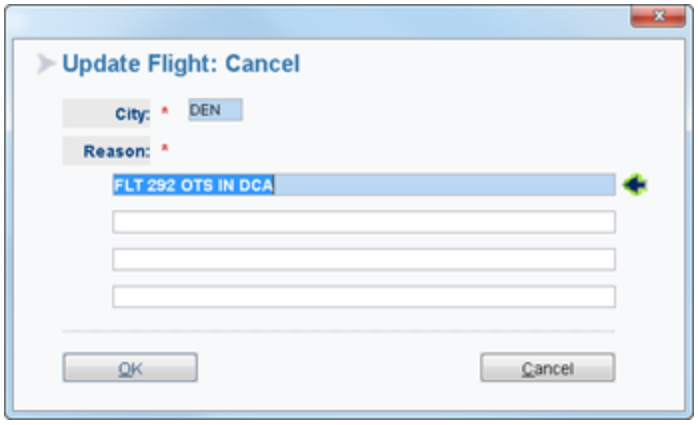
3.7 Cancel Flight



The Cancel Flight option enters information to cancel all airport departures for a specific flight.

Note UAT Keyword: DSPTCH is required to perform those functions.

When you select the option Cancel Flight, the Update Flight: Cancel window displays:

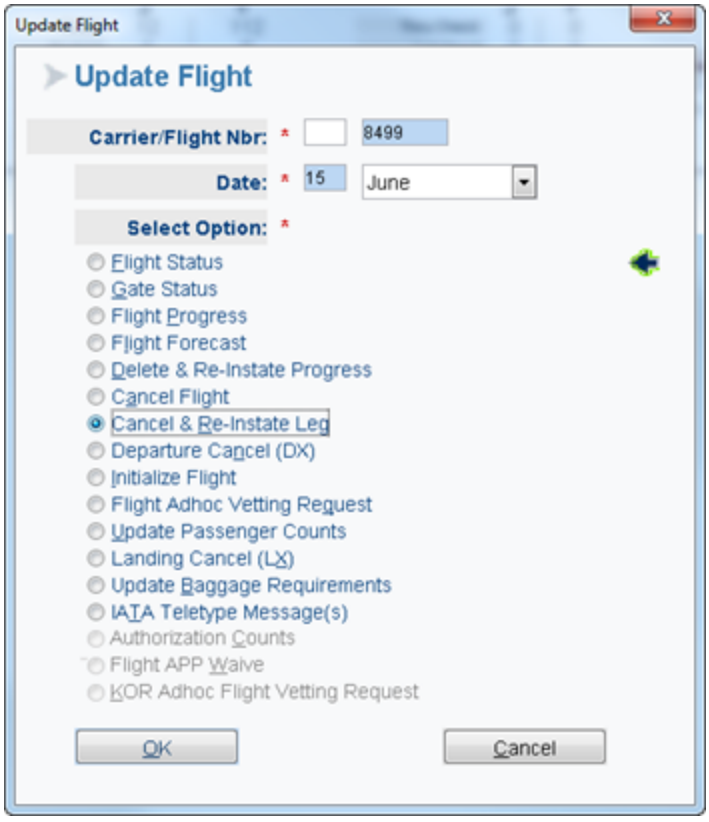


Example system response, indicating the cancle has been done, and the system re-displays FLIFO:

```
DONE.0431A/13SEP
```

```
2N378/ORIG12SEP1ΣDEN/FX FLT 292 OTS IN DCA
DONE.0431A/13SEP
RPLCD FLWG MSG
2DEN/ETA MDW 2145*1729*HDQMSD
3DEN/ETD 1826*1939*HDQMSD
4DEN/TAKE OFF TIME 2151*2007*HDQMSD
5DEN/AWTG EQPT 292*2018*HDQMSD
2378
TZ0378/13SEP
DEN          623P
MDW    935P
```

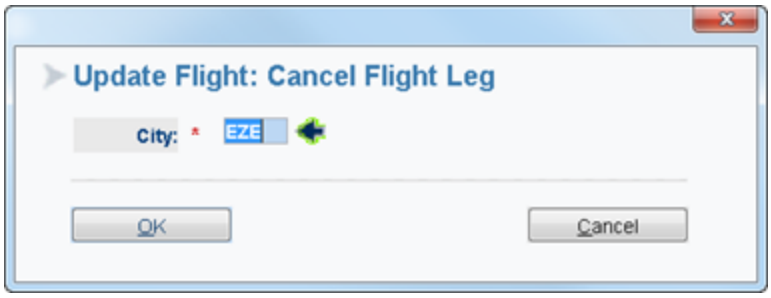
3.8 Cancel and Re-Instate Flight



Use the Cancel & Re-Instate Leg option to delete a previously cancelled flight in FLIFO and reinstate the flight.

Note UAT Keyword: DSPTCH is required to perform this function.

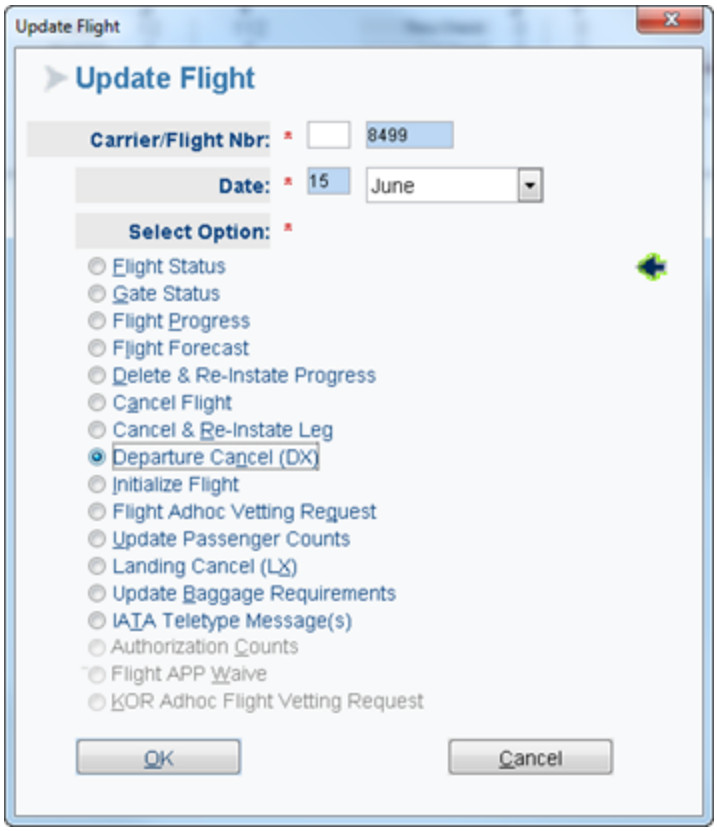
The Update Flight: Cancel Flight Leg window displays:



Add the departure city code. Example system response:

```
2X1182/ORIG26JAN1ΣEZE
DONE.0208P/26JAN
CNLD FLWG MSG
1FX EQUIP OTS *1351*HDQMDB
21182
AR1182/26JAN
 ¥DTE CHNG FLT¥ ORIG 26JAN
EZE                    1159P
AKL ¥              540A  710A
SYD                900A
```

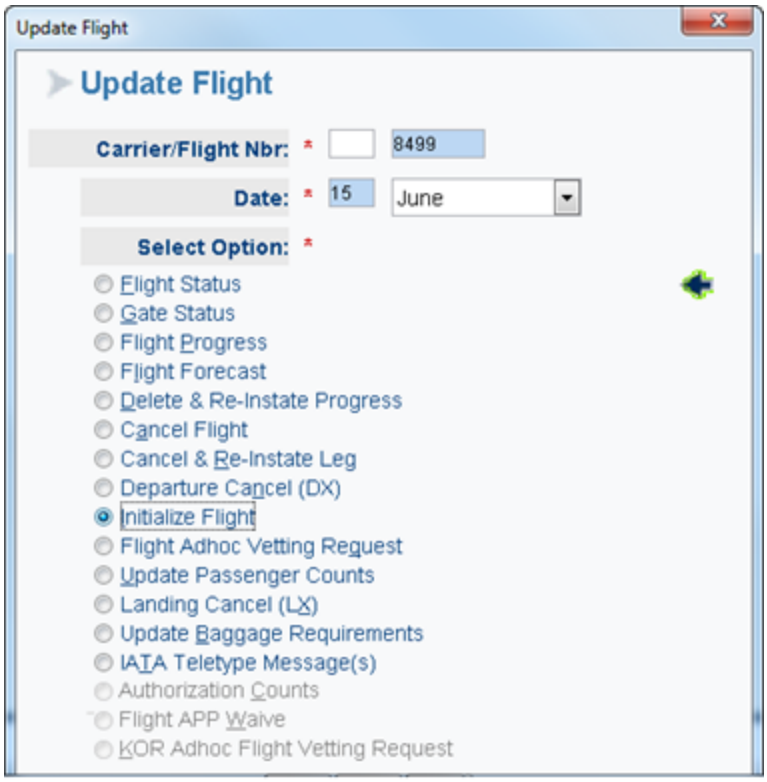
3.9 Departure Cancel (DX)



The departure cancel entry inhibits sales out of and through the airport city code specified, but will allow sales into that airport.

Use the DX entry when an intermediate flight leg is cancelled on a multi-stop flight and a downline non-connecting stub will originate.

3.10 Initialize Flight



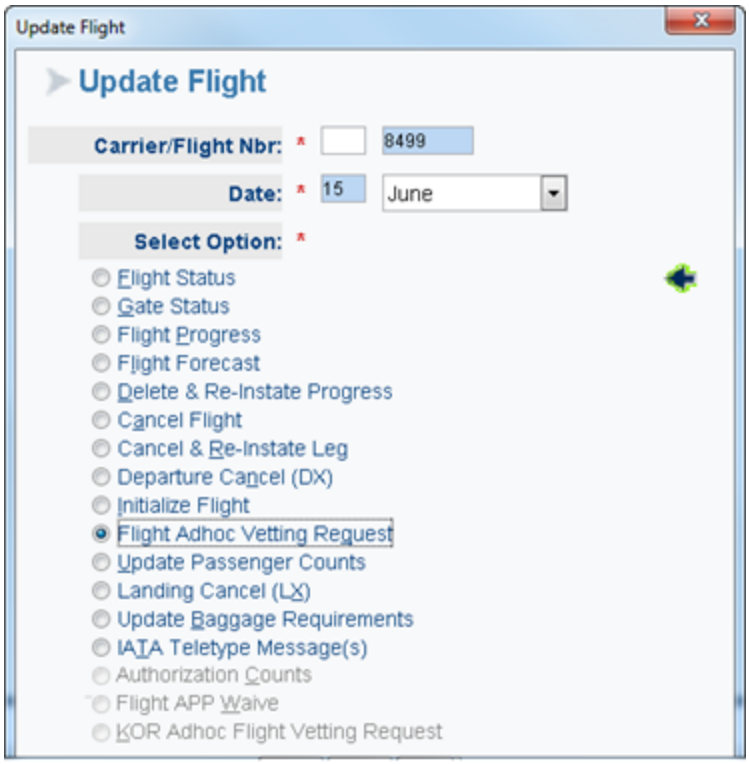
Flight initialization normally occurs automatically. If necessary, use this function to manually initialize a flight for a specific date.

The Initialize Flight function retrieves related flight, equipment and passenger data and creates an active flight database. Scheduling creates an inventory record for all flights to be initialized, which includes equipment information.

Example system response indicating the flight has been initialized for all legs of the flight:

```
GI8499/15JUN
FLIGHT INITIALIZED - YY      8499  15JUN  MEX
FLIGHT INITIALIZED - YY      8499  15JUN  MTY
```

3.11 Flight Adhoc Vetting Request



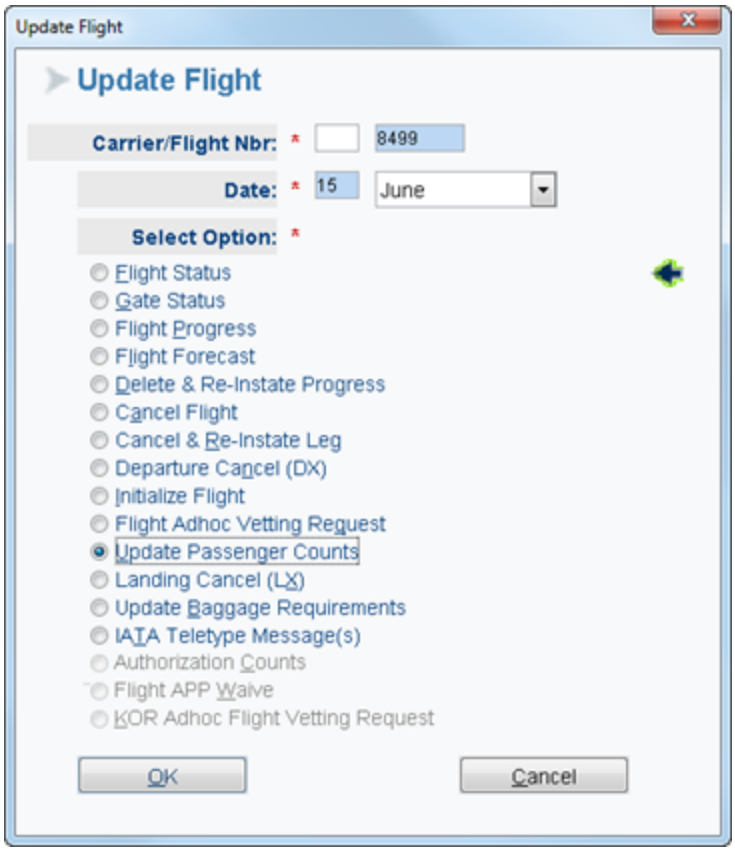
This option applies only to flights that qualify for AQQ – APIS Quick Query. APIS Quick Query functionality applies only if your carrier operates flights into and out of the United States of America.

Use this option to request BPPRs (Boarding Pass Printing Results) for all passengers on a flight who either have no BPPR, or their status reverted to the SabreSonic Check-in Watch list due to a DHS outage.

SabreSonic Check-in Flight History is updated to indicate that an Ad Hoc BPPR request by flight was sent.

Note The entry for an Ad Hoc BPPR Request is restricted if the flight is in HELD, CANCEL, or PDC status. To perform the entry, you must have the duty code of 4, 5, 7, 8, or ‡ and your EPR must have the keyword SELECT.

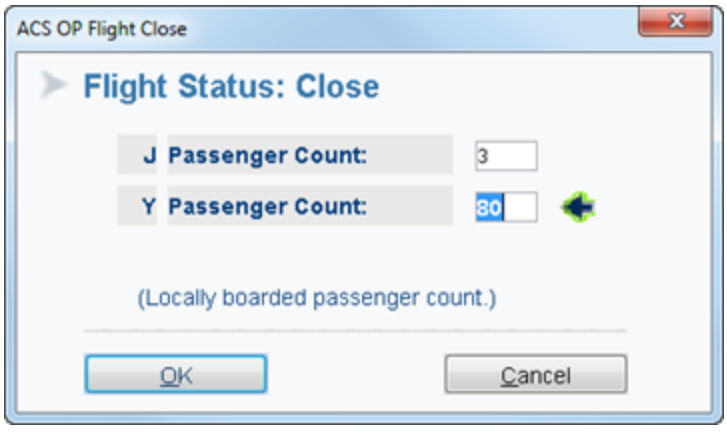
3.12 Update Passenger Counts



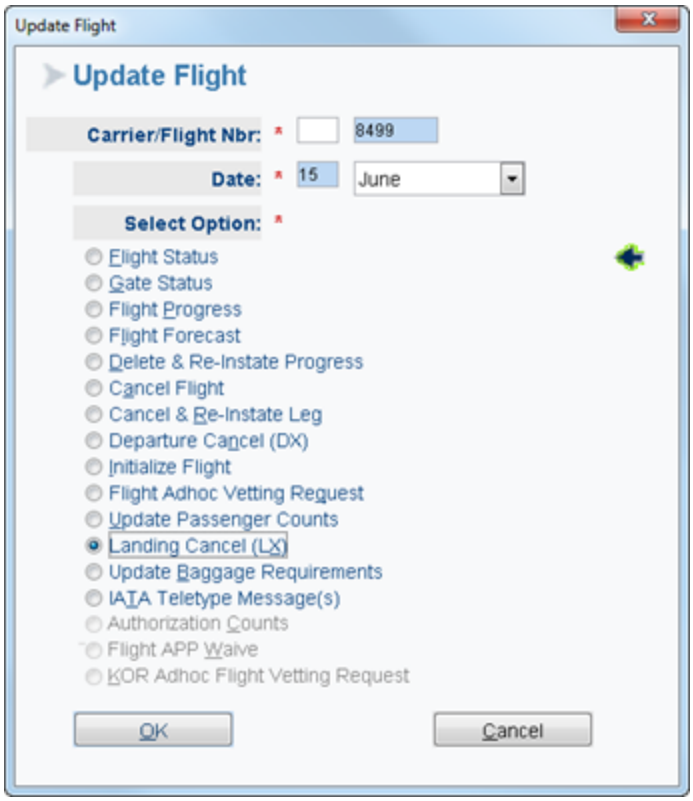
When you select the option Close a flight, the system automatically closes the flight and displays the LCL ON count to the flight details.

Should you need to update the passenger count after closing, use this option to do so.

Type in the correct passenger count in the box and select OK



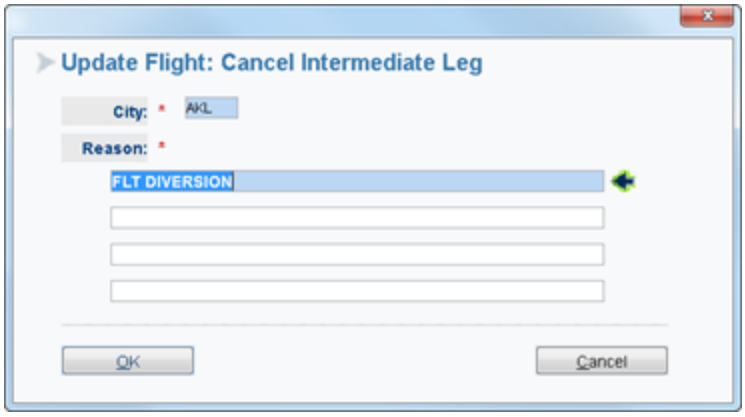
3.13 Landing Cancel (LX)



Use the Cancel Intermediate Leg option to enter information about the landing cancellation of a flight leg.

Note The UAT Keyword DSPTCH is required to perform this function.

When selected, the Update Flight: Cancel Intermediate Leg pop-up window displays:



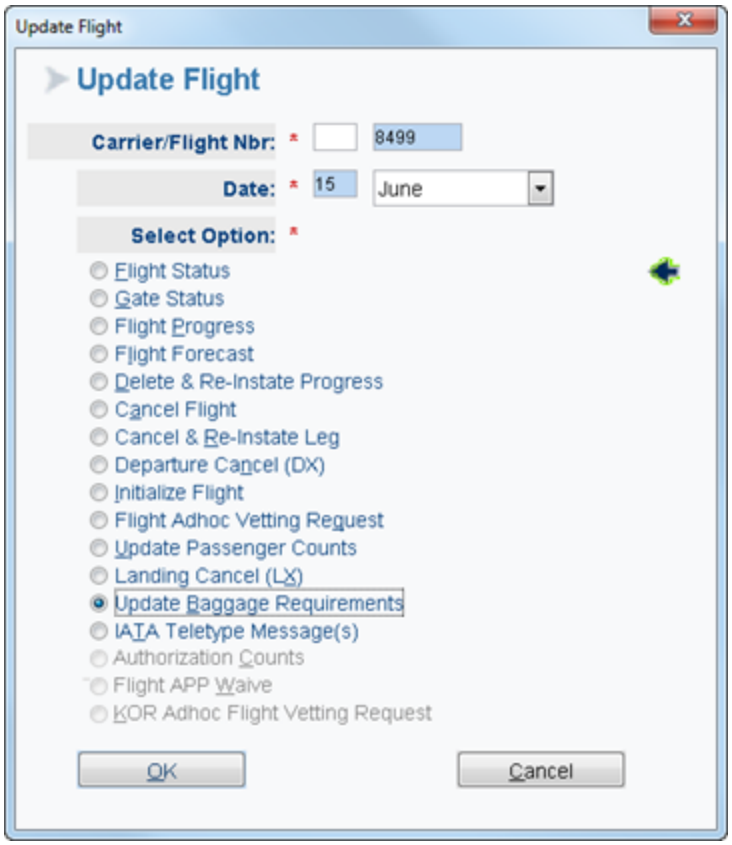
Example system response- notice the text DONE.0223P/26JAN indicating the cancel is done:

```
2N1182/ORIG26JAN6ΣAKL/DX FLT DIVERSION
DONE.0223P/26JAN
```

The FLIFO for the flight is then re-displayed automatically:

```
21182
AR1182/26JAN
 ¥DTE CHNG FLT¥ ORIG 26JAN
EZE                    1159P
AKL ¥              540A  710A
SYD                900A
6AKL/DX FLT DIVERSION *1423*HDQMDB
```

3.14 Update Baggage Requirements



There are three baggage options your carrier may select to use. The ASA (Airline Serving Airport) table for each airport specifies the default baggage requirement for that airport. You can change the option for a particular flight and date, but you must do so before any passenger checks in on that flight. Once check-in has begun on a flight, you may not change the baggage requirement.

The options are:

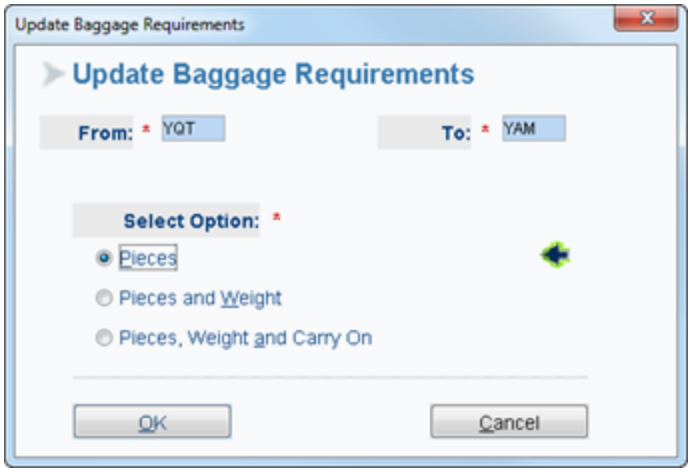
- Pieces only – P
- Pieces and Weight of checked bags – PW
- Pieces and Weight of checked bags as well as Carry-on weight – PWC

Note The baggage code (P, PW, or PWC) will display on a flight default data display.

Use the Update Baggage Requirements option to change the baggage default for a specific flight.

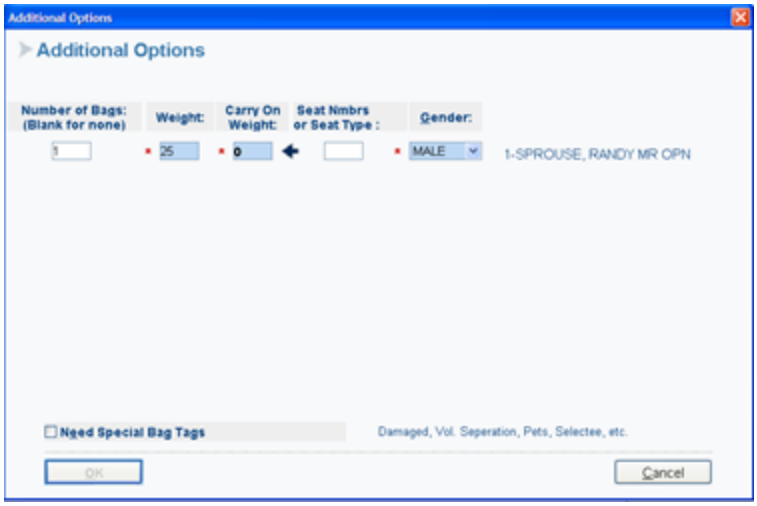
To change or update the baggage pieces and weight requirements, select the option Update Baggage Requirements.

Example window response:



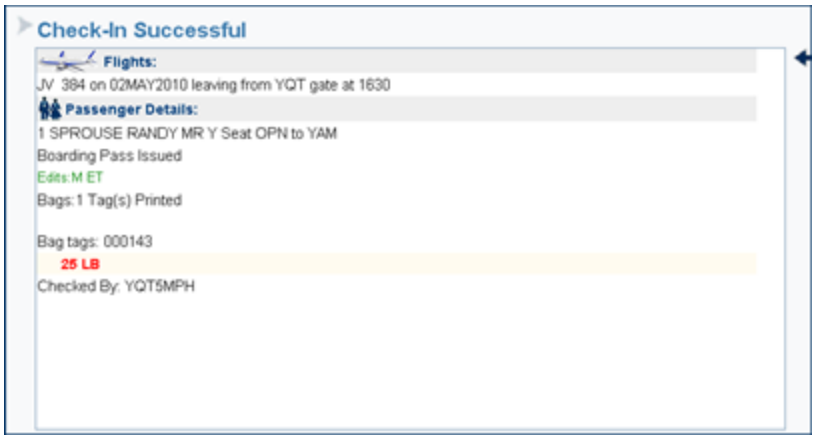
Add the destination airport code, and select one of the three available options. At check-in time, the applicable baggage requirement boxes will display, based on your selection.

Example of a check-in window for the option Pieces, Weight and Carry On:



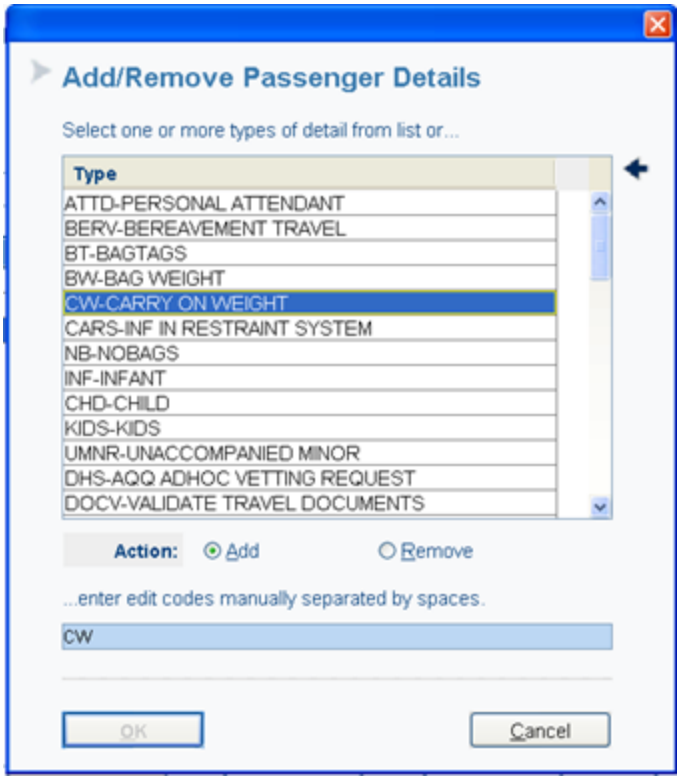
The boxes for Weight and Carry On Weight are visible, and they must be filled out. Use a number or 0 to show the weight.

The weight you input also displays on the Check-in successful window:



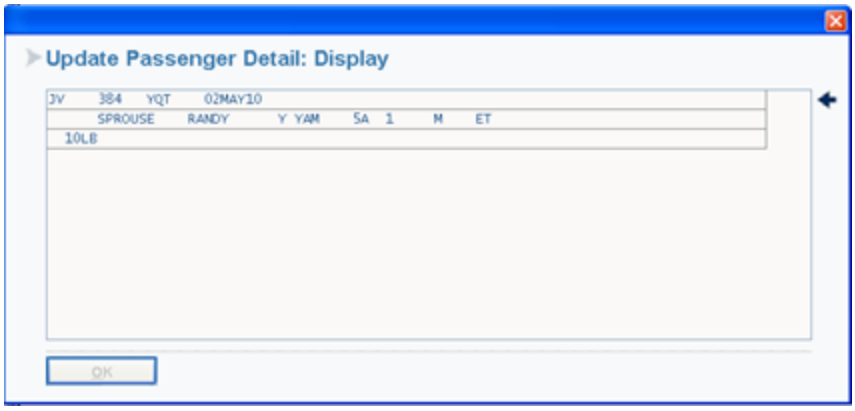
3.14.1 Carry-On Baggage

To add, edit, or remove carry-on weight, select the passenger, select Add/Rm Edits:

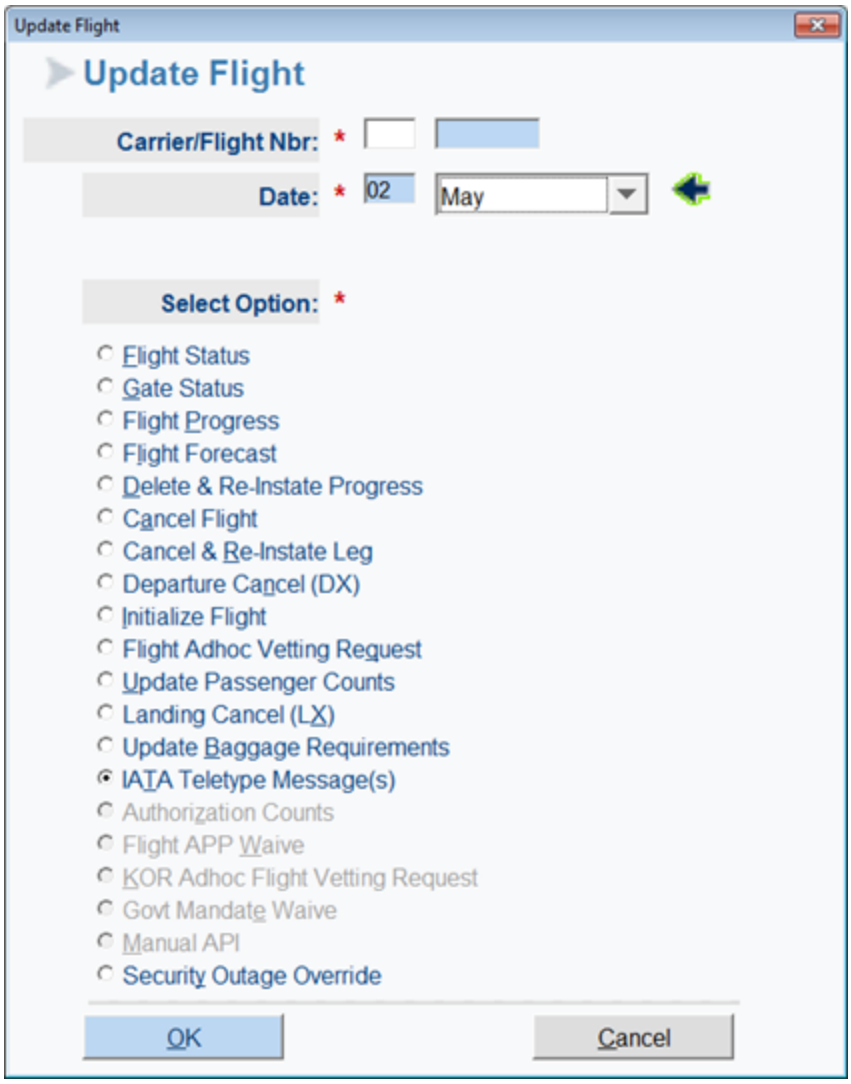


Type in the carry-on bag weight:


Carry On Bag Weight
Change Total Weight to: * 10
OK
Cancel


Update Passenger Detail: Display
JV 384 YQT 02MAY10
SPROUSE RANDY Y YAM 5A 1 M ET
10LB
OK

3.15 IATA Teletype Messages



Post flight teletype messages are sent automatically when you PDC a flight.

With the option IATA Teletype Message(s), you can manually send messages if necessary, without waiting for the automatic send of these messages at PDC time.

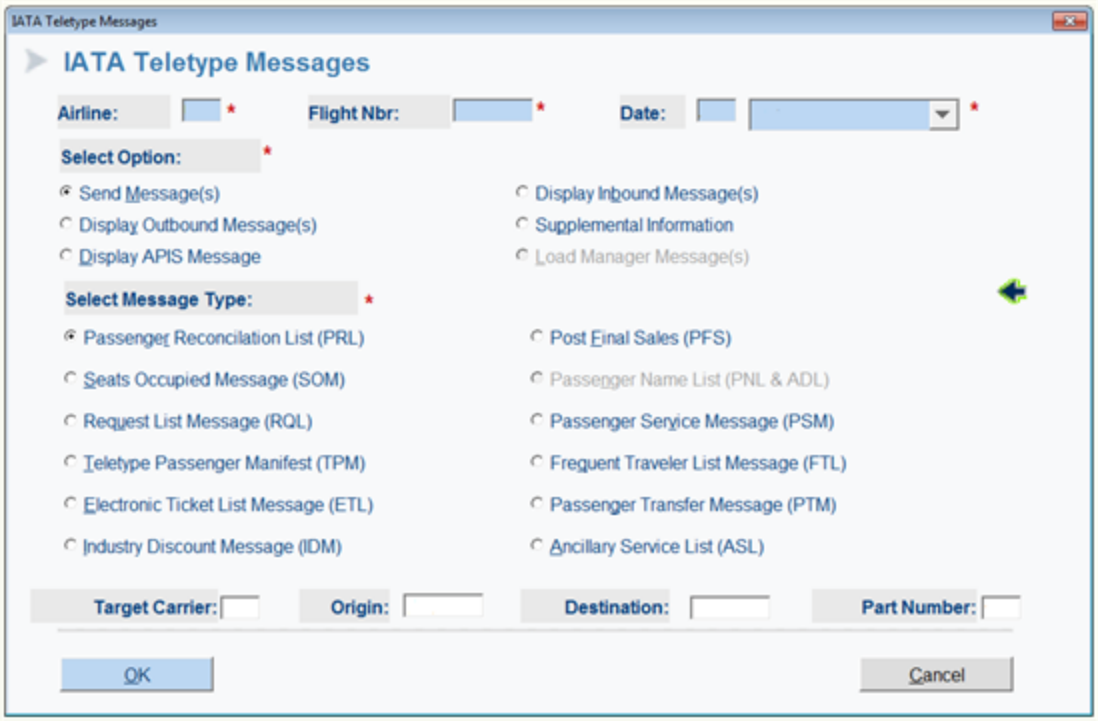
Additionally, once you have requested a host activation, you can also display inbound and outbound messages.

Note The messages are controlled by the SabreSonic Check-in message table. The SabreSonic Check-in message table requires a host activation before the system can send out messages.

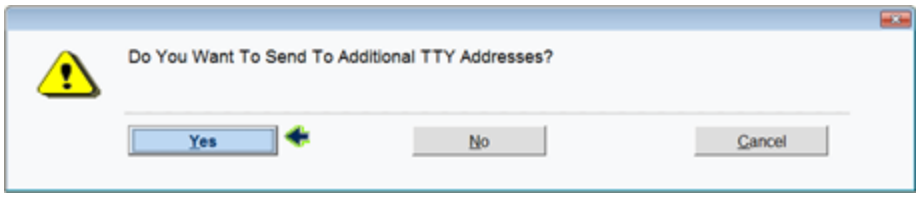
There are three options to select:

- Send Messages
- Display Inbound Message(s)
- Display Outbound Message(s)

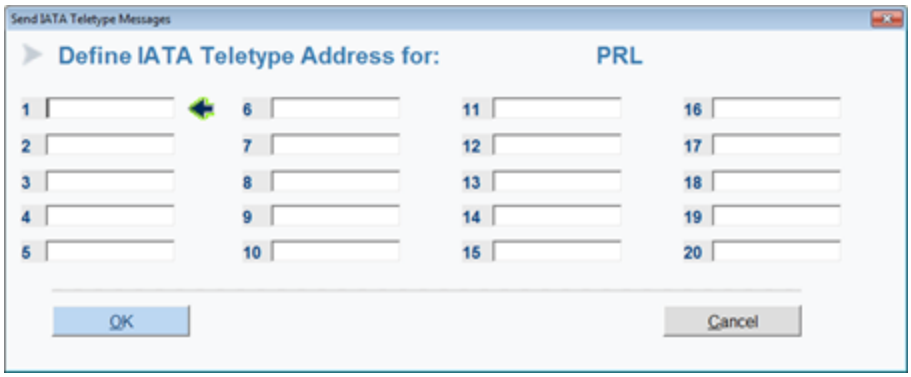
3.15.1 Send Messages



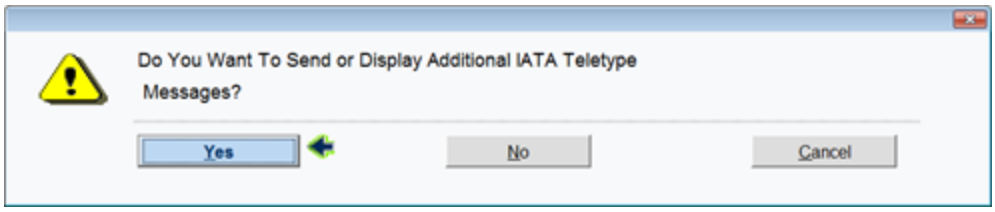
1. Select Send Message(s).
2. Check the message type you wish to send.
3. Select OK. A prompt will pop up to ask if you wish to send or display additional teletype addresses. Selecting "No" means the system will generate the teletype message to the default pre-defined address in the host IATA TTY Message Table.



Selecting "Yes" gives you up to 20 additional teletype addresses to send the message to.



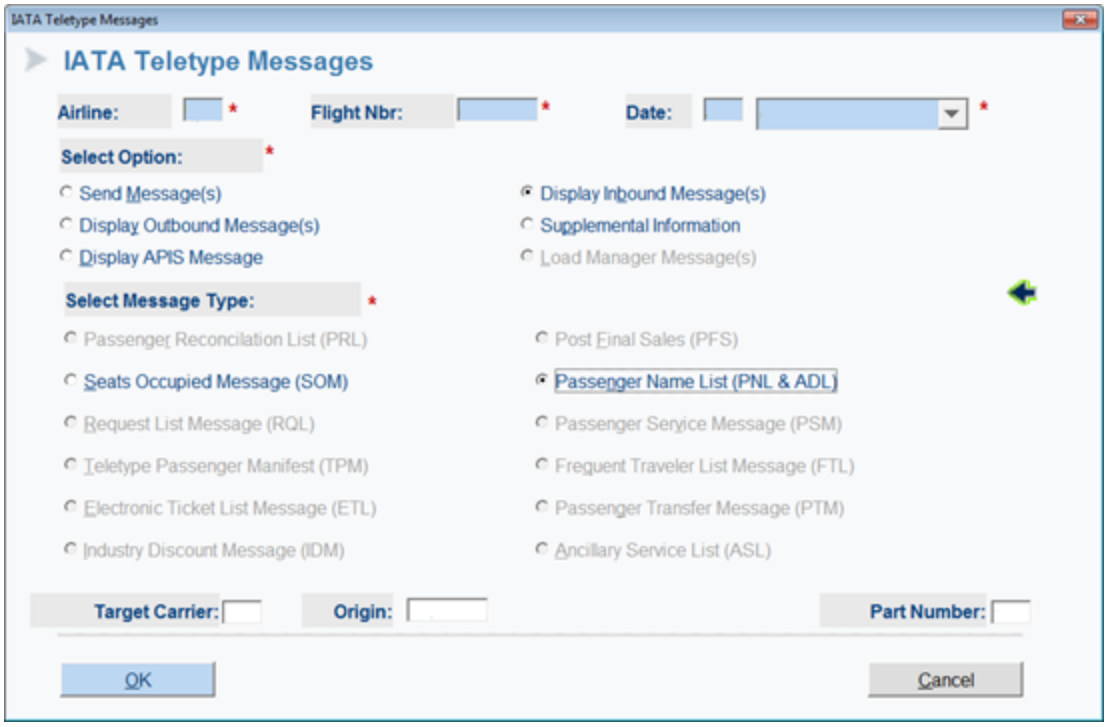
Once you have sent the message and select OK, the system will ask if you wish to send or display other type of message:



If you say "Yes", you will again be given the choice of which message to send and where to.

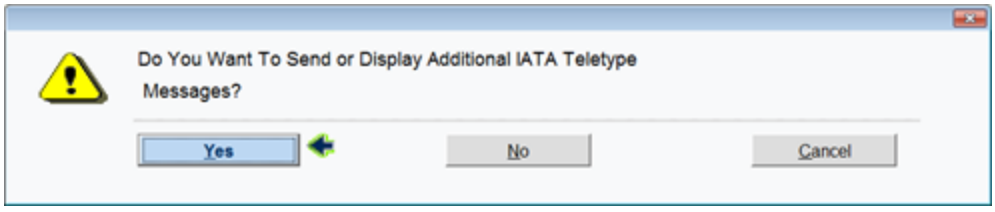
3.15.2 Display Inbound Messages

This option requires a host activation request.



The message types not available for viewing are disabled and grayed out.

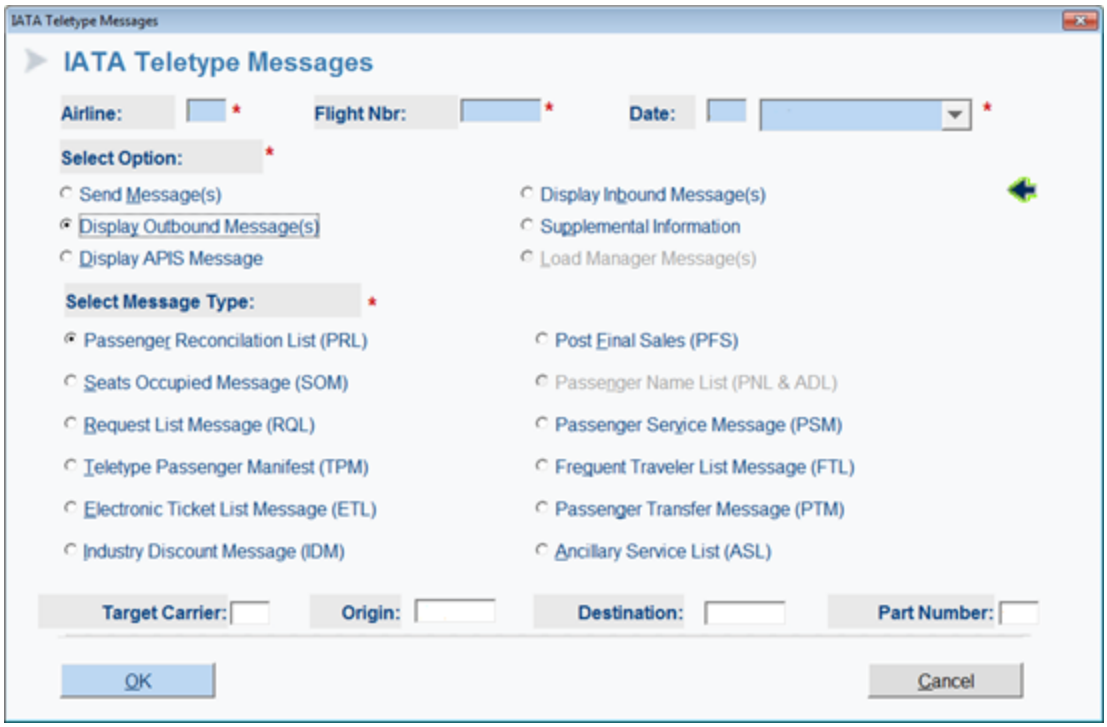
1. Check the message types you wish to display.
2. Click **OK**. The system will ask you if there are additional IATA teletype messages you wish to send or display:



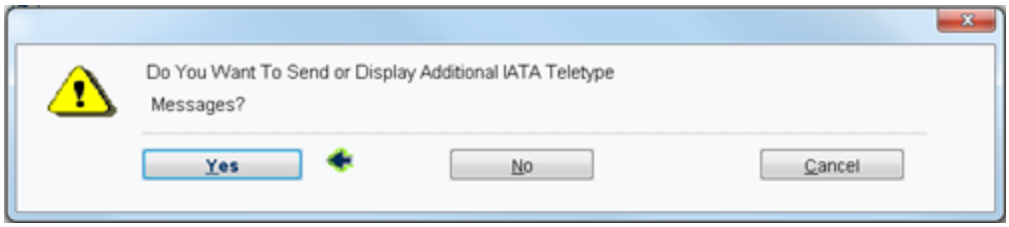
3.15.3 Display Outbound Messages

This option requires a host activation request.

The message types not available for viewing are disabled and grayed out.



1. Check the message types you wish to display.
2. Click **OK**. The system will ask you if there are additional IATA teletype messages you wish to send or display:

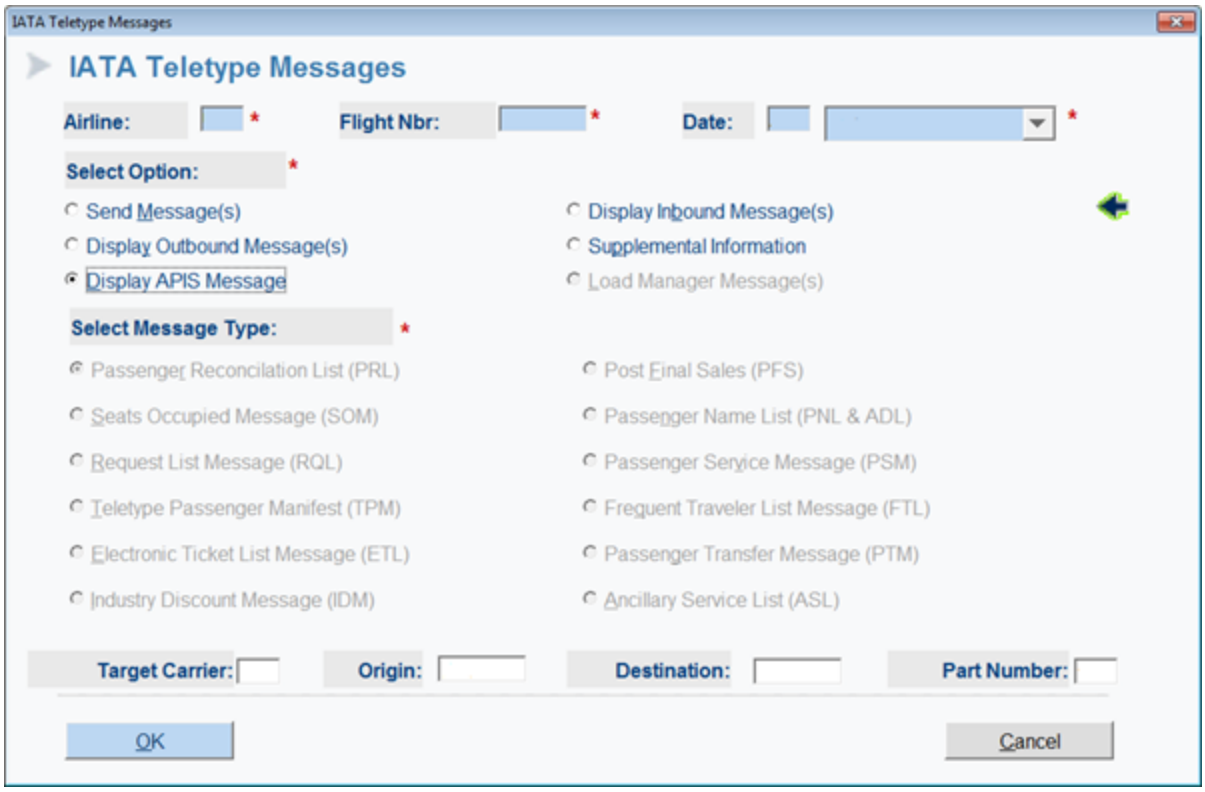


3.15.4 Supplemental Information

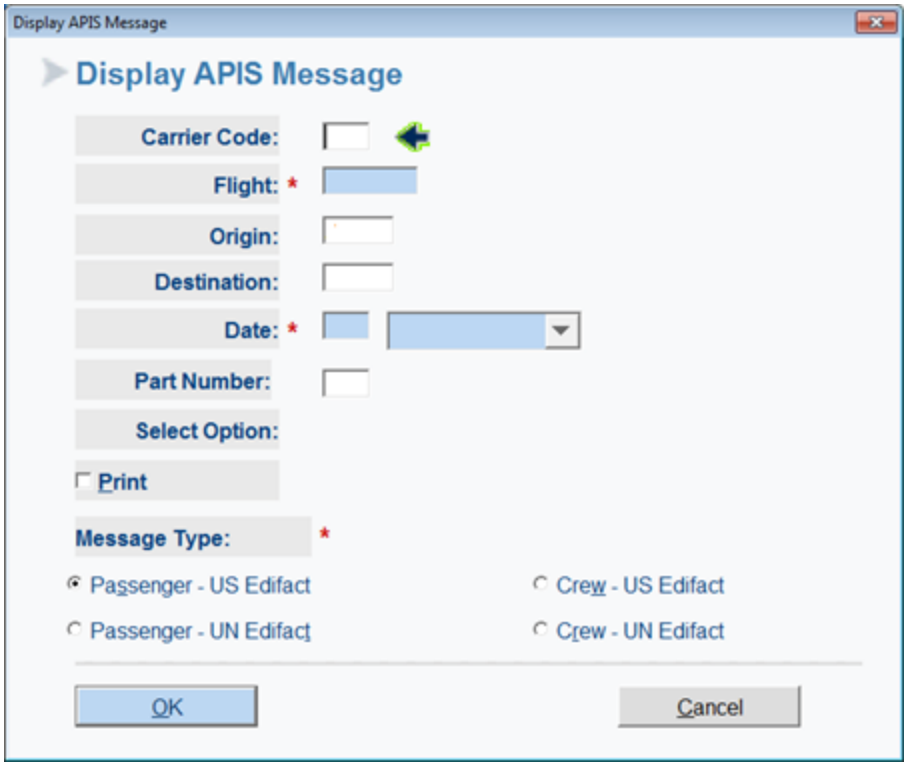
Supplemental Information refers to free text information that you can add at the end of a teletype message. Only two types of teletype messages support this functionality: the Seats Occupied Message (SOM) and the Passenger Transfer Message (PTM).

3.15.5 Display APIS Message

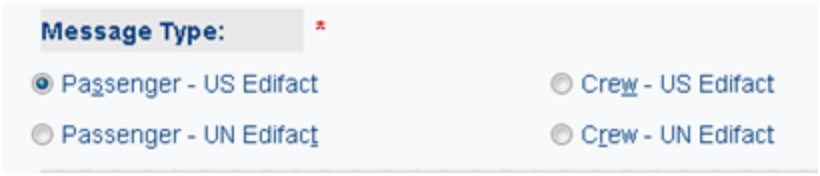
Once you have closed a flight, you can display APIS messages related to your flight by selecting Display APIS Message.



The flight information populates automatically.



Select the message type at the bottom part of the window.



The message type can be either in US Edifact or in UN Edifact format.

Item	Description
US Edifact	• Is generally the “older” version of message type • Contains only the travel document information.
UN Edifact	• Is generally the “newer” version of message type • Contains more information, such as everything that is in the DOCS SSR as well as the DOCA (address) and DOCO (Other) if present in the PNR.

Example of a UN Edifact message:

```
GMSG910/16JUNTLC/O/APIS/1
SYS RCVD TIME-NOT AVAILABLE
QP CUNIMXH MTYAPCR
.HDQASY4 161812
UNA**.* ¥UNB*UNOA*1*VOLARIS*US*TECS*MX*110616*1812*1106161812**C
EDIPA
X*A***1¥UNG*PAXLST*STS*US*USCS*MX*110616*1812*1106161812*NZ*001*
000¥U
NH*1106161812*PAXLST*001*000*NZ*Y4910/110616/1135¥CTA*IC**APS-HE
LP DE
SK*800-727-6827*TE*817-264-7656*FX¥TDT**Y4910*40*Y4¥LOC*005*MXTL
C*50¥
LOC*008*USLAX*50¥UNS*D¥PDT*P/8765432*131022*MX*AGUILAR*JUAN**751
022*M
```

Countries choose which message type they want to receive. The APIS country code table is updated to show which format is in use – US Edifact, or UN Edifact.

Most countries use UN Edifact. A few countries opt for US Edifact (example: Mexico and Costa Rica), and sometimes, a country may have a mix of both message types, depending on the airline that flies from that country. The information is stored in the APIS table.

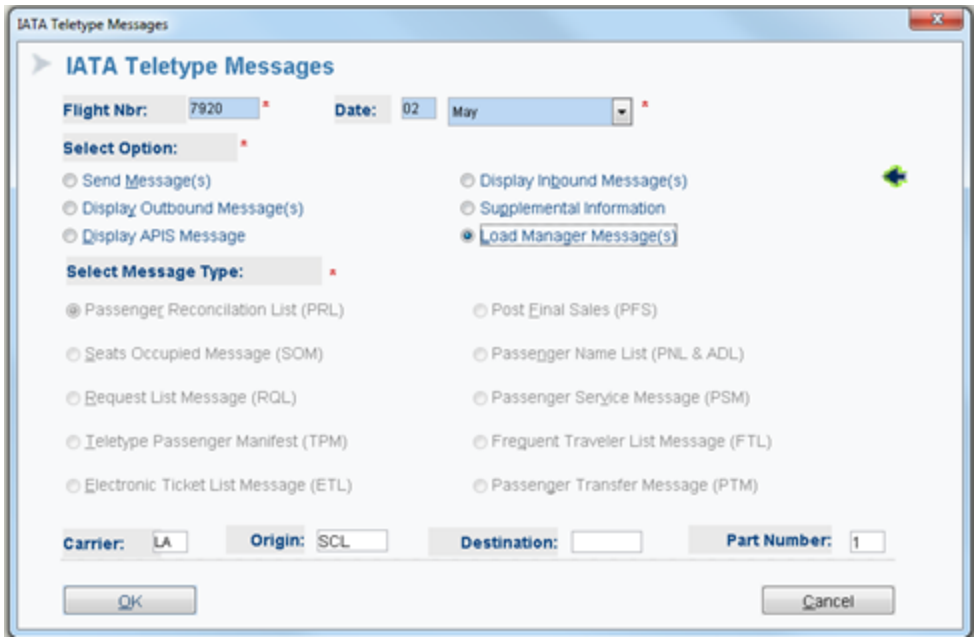
3.15.6 Load Manager Messages

You have the option to display and print the following Load Manager Messages:

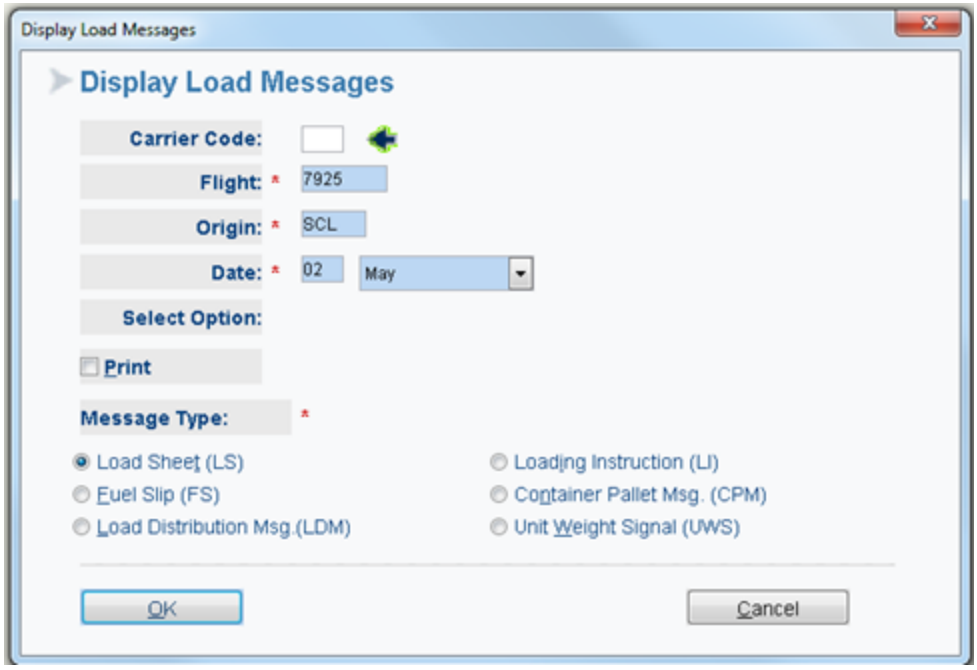
- Load Sheet
- Loading Instructions
- Fuel Slip
- Container / Pallet Message (CPM)
- Load Distribution Message (LDM)
- Unit Weight Signal (UWS)

You must have a Hardcopy printer designated in your working area before printing.

You will need to request Interact and hOst activation for the printing of Load Manager messages to work.

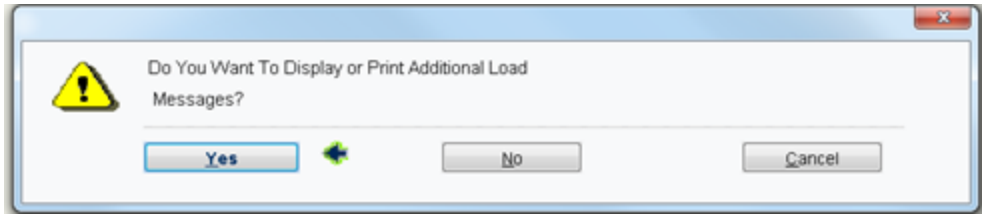


Upon selecting OK, the Display Load Messages window displays:

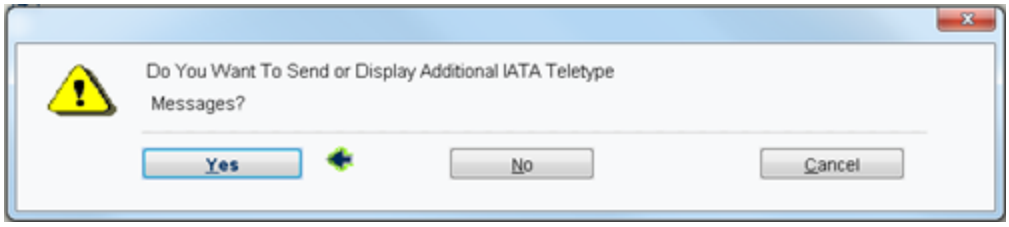


If you wish to print, select the box Print.

Once you select OK, the system sends a prompt and asks if you wish to display or print another list.



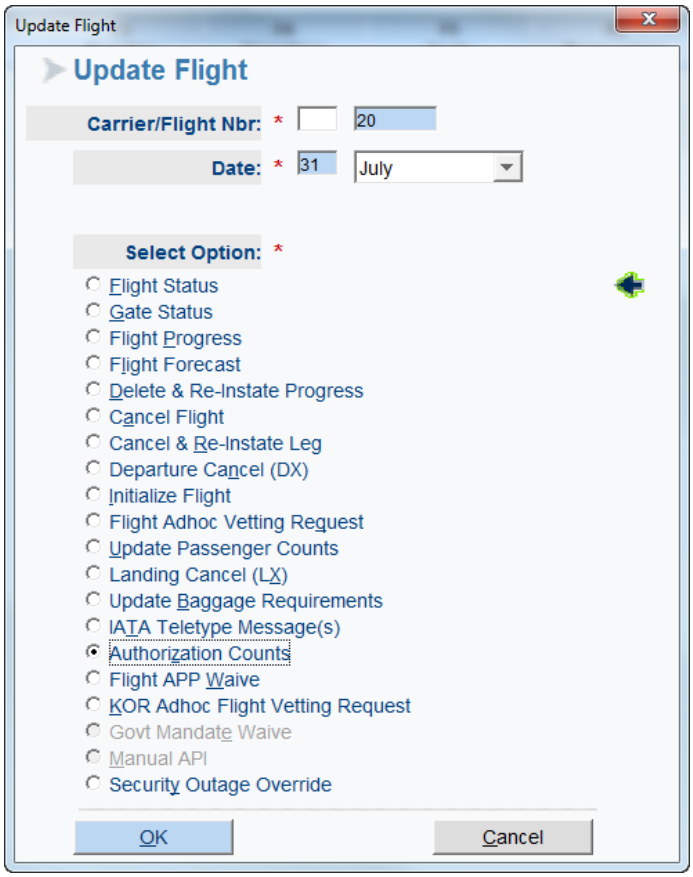
- YES takes you back to theDisplay Load Messages window
- NO takes you to the question whether you wish to send or display other IATA teletype messages



- Another NO takes you out of the IATA message flow.

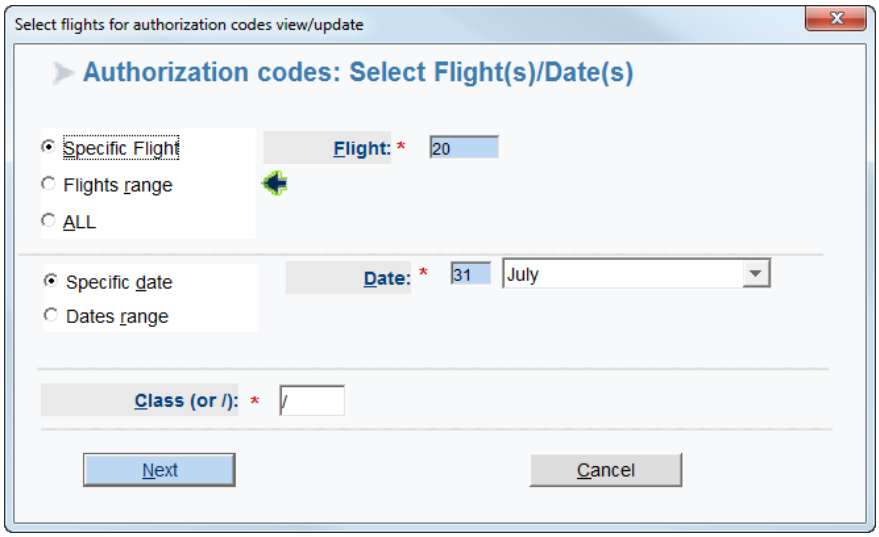
3.16 Authorization Counts

You must request activation for the option Authorization Counts.



Note You must have the EPR keywords HDQAGT or CENCRC, and duty code of 0, 8, or ‡.

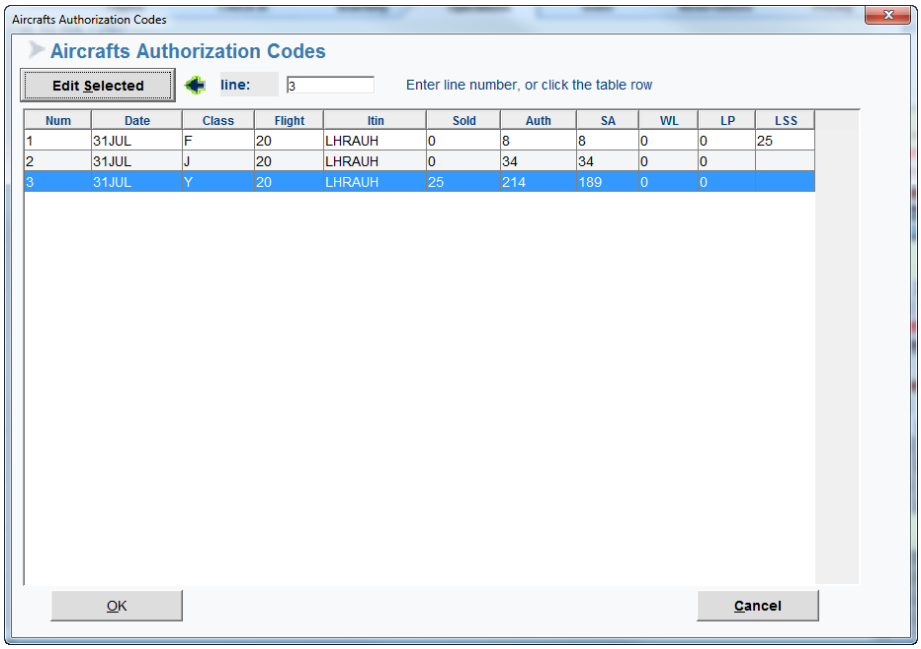
Example system response:



In the example above, the flight data auto-populates because I have the set dedicated to that flight.

The box Class defaults to a slash / - which means all classes.

When you select Next, you will see the next screen:



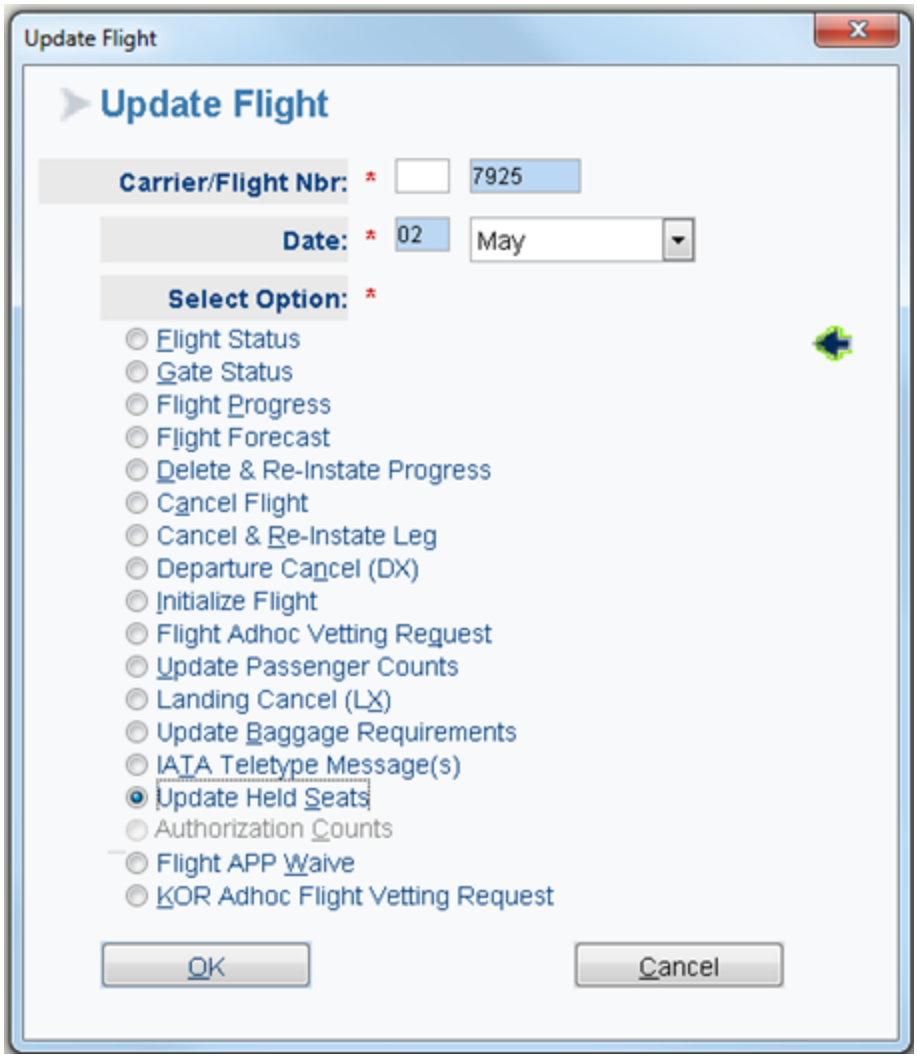
Select **OK** to get the authorized counts for the different classes of service F, J, and Y- example:

```
VL31JUL/20/
FLIGHT ANALYSIS /  ALL
31JUL            SS   AU   SA   WL   LP   LSS
20 F  LHRAUH      0    8    8    0    0    25
20 J  LHRAUH      0   34   34    0    0
20 Y  LHRAUH     25  214  189    0    0
END
```

Note For more details on Inventory counts, refer to the Inventory lessons on the portal, or under **F1-Flights**,

select **Inventory (Shift+F8.)**

3.17 Update Held seats

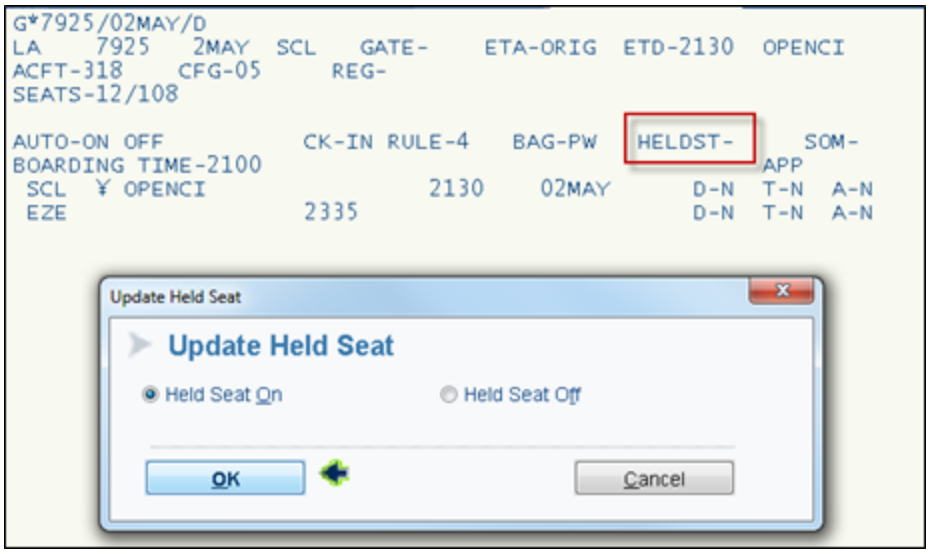


The Update Held seats option allows you to turn the indicator for Held Seats either ON or OFF for the dedicated flight.

Held Seats apply to groups of nine or less passengers. If you turn on the indicator, the system will hold seats for everyone in the same PNR, whenever part of the group checks-in. No passenger in the group may hold any pre-reserved seats.

Note You must have a supervisor duty code of 7 to update the Held Seat indicator.

The flight default data display shows you the status of the option Held Seats.



The background shows automatically the default data of the flight your set is dedicated to – in this example it is flight 7925 on 02MAY.

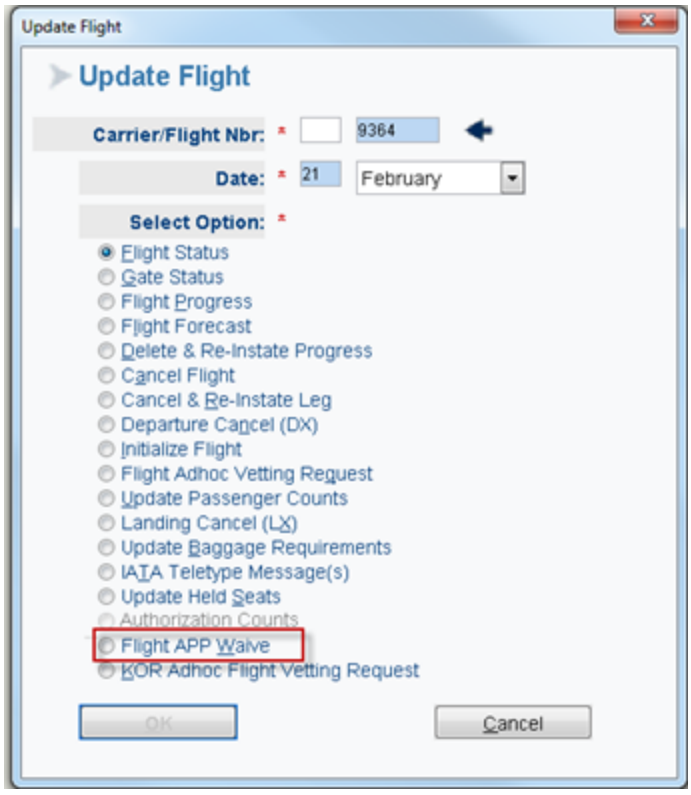
The column HELDST- indicates the status of Held seats.

- HELDST- means the carrier does not have this functionality turned on.
- HELDST – OFF means the indicator is turned Off for this flight
- HELDST – ON means the indicator is turned On for this flight.

With the functionality ON, you may apply it to all flights, in which case the indicator will be ON at flight initialization time.

Note If a passenger has a held seat this seat allocation will take preference over any seat entered in a subsequent check-in request.

3.18 Flight APP Waive



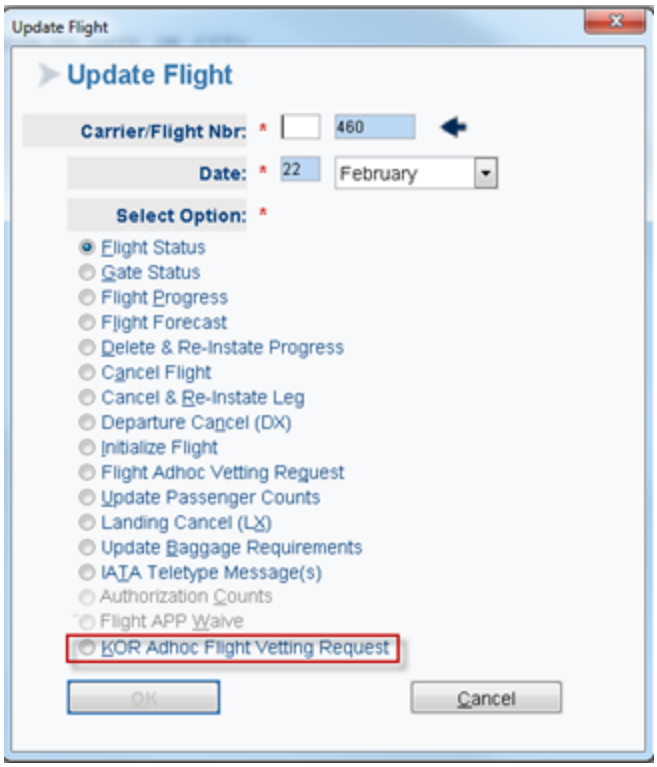
The option Flight APP Waive is visible only to carriers operating to countries that require APP (Advance Passenger Processing). The countries requiring APP are: Australia, Bahrain, Kuwait, New Zealand, Omar, Qatar, South Africa, Saudi Arabia, and the United Arab Emirates.

When an APP government experiences a system outage that prevents it from sending and receiving messages, it will notify you. Upon that notification, select the option Flight APP Waive to advise the system that you will proceed with check-in and waive all APP requests. All passengers that check-in during this time are considered “OK to Board”.

Once APP has been waived on a flight, the flight default data display will show the letter W in the column APP.

Note To waive APP on a flight, you must be signed in with a duty code of 8 or ‡ Cross-of-Lorraine, or a duty code of 5 or 7 and the EPR keyword SELECT.

3.19 KOR Adhoc Flight Vetting Request

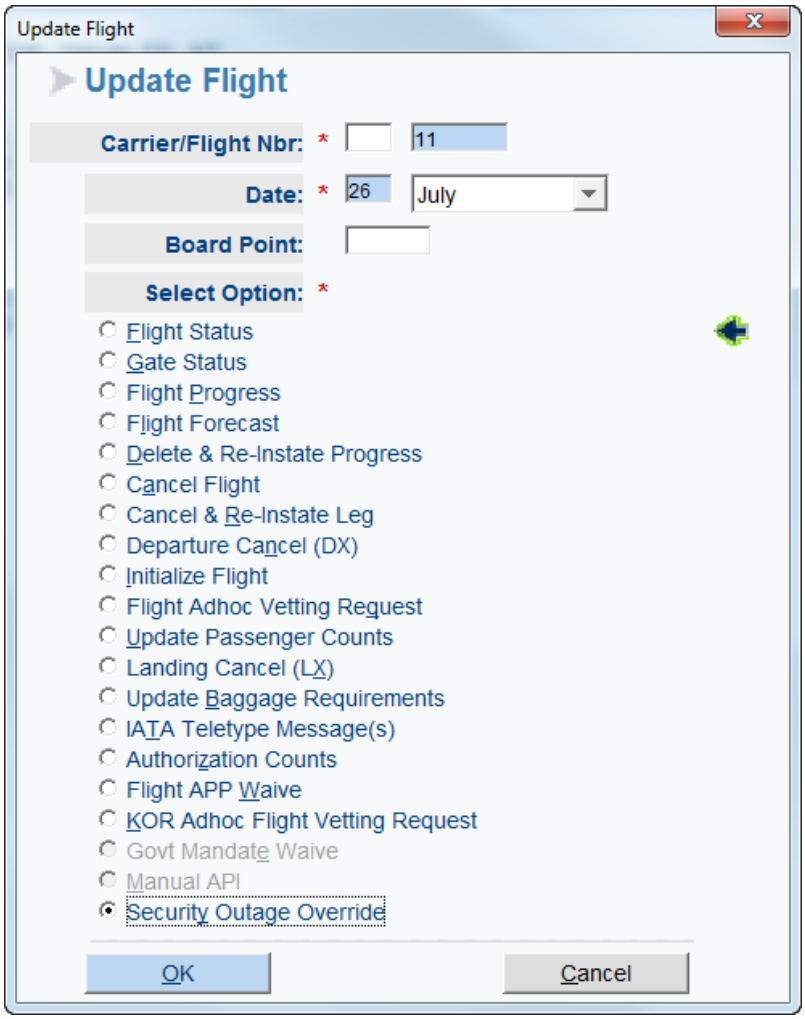


This option is only visible if your carrier operates flights out of Korea.

All passengers on flights departing Korea must have an iAPP (interactive Advance Passenger Processing) status that allows them to travel.

In the event that a previous batch message failed to return a status, or an iAPP message timed out, use the option KOR Adhoc Flight Vetting Request to send an adhoc request for all passengers on the flight.

3.20 Security Outage Override



Select the option Security Outage Override when you need to perform a mass override at the flight level, in the instance when the link to DHS is not available.

Notes You must have the keyword OVROUT to perform this selection.

Notes The mass override for the entire flight is optional. You need to request activation of the option.

4 Stub & Overfly (Shift+F2)

Use this function to set a “stub” or “overfly” situation for operational reasons.

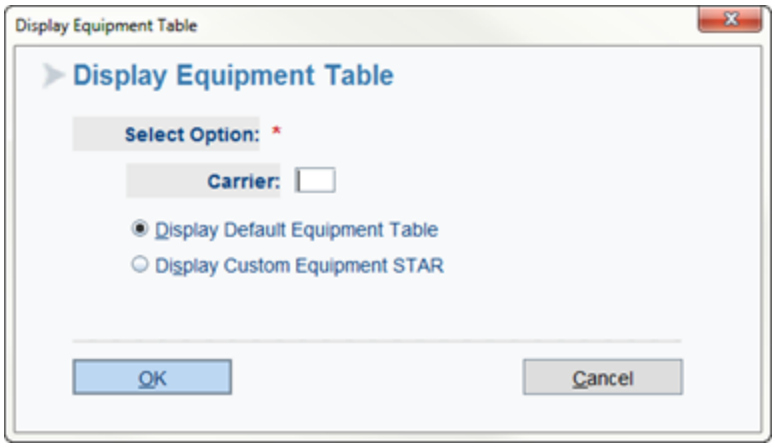
The Stub function allows you to assign a secondary aircraft to originate at one of the intermediate stops as a “substitute” for the original aircraft that is late incoming, due to mechanical or other delay problems.

You need to enter the aircraft type and configuration that will be used as stub.

Use the overfly function to remove a city from the flight route. Assigning an overfly may be necessary due to weather conditions or other irregular operations. A flight overflies a station in the line of flight and proceeds to the next station in the line of flight.

1. Select **Stub & Overfly (Shift +F2)**:

2. The Display Equipment Table window displays:



3. Select the option that applies.

We will discuss both options on the following pages.

4.1 Display Default Equipment Table

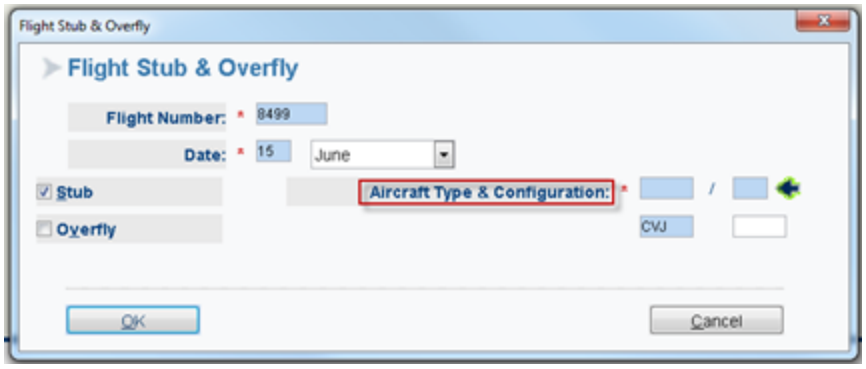
When you select the option Display Default Equipment Table, the Aircraft Configuration and Equipment Ordinal Table displays at the top of the screen:

```
GMMO*
     EQP  CONFIG  SEATSEL  PHYS     CABIN SEAT COUNT
     ORD   ACFT     NBR    ACFT       1   2   3   4   5   6   7
 TZ  009   L10       10    A10      362
 TZ  010   L10       10    A10      362
 TZ  011   L10       11    A11      362
 TZ  015   L15       15    A15      283
 TZ  020   L10       20    R10      356
 TZ  025   L15       25    R15      283
 TZ  028   738       28    R38      175
 TZ  034   SF3       34    S34       34
 TZ  038   738       38    A38      175
 TZ  045   SF3       45    S45       34
 TZ  061   757       61
 TZ  063   753       63    R73      247
 TZ  070   757       70    R70      216
 TZ  071   757       71
 TZ  072   757       73    A72      216
 TZ  073   753       74    A73      247
 TZ  074   753       74    A73      247¥
```

First Line: **GMMO*** The Sabre system format to display the table from which the aircraft type and configuration code will be selected. This information is necessary to complete the next pop-up window.

At the bottom of the screen, the Flight Stub and Overfly pop-up window displays:

1. Input Flight Number – of Stub flight that will be used
2. Input Date
3. Select Stub - when selected, 2 additional input cells display:



4. Input Aircraft Type and Configuration from Ordinal Table above
5. Select OK

Example response:

```
GF233/13SEP/STUB/738/38
TZ    0233  13SEP
FLIGHT  STUB  ORIGINATE  AT  MDW
```

Response	Explanation
GF233/13SEP/STUB/738/38	The format changing aircraft type and configuration
TZ ..... 0233..... 13SEP	Carrier code.... Flight Number... Date
FLIGHT STUB ORIGINATE AT MDW	The third line shows where the flight stub will originate

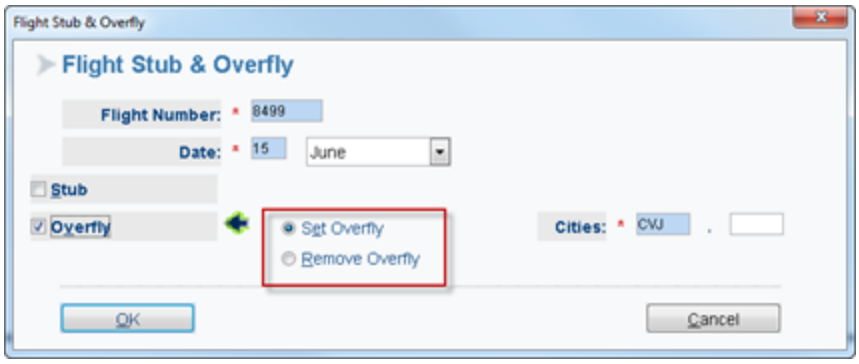
4.2 Flight Overfly and Set Overfly

Use the Overfly function to alter the line of flight by removing a city from the scheduled routing.

- An overfly means you are removing a city from the flight route.
- Assigning an overfly may be necessary because of weather or other irregular operations reasons.
- You need to input the city you are intending to overfly.

Note Overfly is restricted to a CONTRL or FNLBDG set at the AAA city in the line of flight.

1. From the Display Equipment Table, Select Display Default Equipment Table
2. From the Flight Stub and Overfly pop-up window, Select Overfly.



3. When selected, 2 new radio buttons appear
4. Set Overfly- When selected, the Cities input cell displays. (at least one city is required)
5. Remove Overfly
6. Select OK.

Example response:

```
GF202/13SEP/NOOP/MDW
TZ     202  13SEP  MDW   GATE-A4A ETA-1348  ETD-1439  CANCEL
ACFT-738    CFG-28     SEATS-175

AUTO-ON OFF          CK-IN RULE-4

 DFW  Y OPENCI                1137    13SEP
XMDW    CANCEL
 LGA                 1747
```

Response	Explanation

TZ... 202... 13SEP... MDW... GATE-A4A ETA-1348... ETD-1439... CANCEL	Carrier code, flight number, date, overfly city, gate number, ETA, ETD, reason for change.
ACFT-738 ...CFG-28... SEATS-175	Old and new aircraft / seat configuration number
AUTO-ON OFF... CK-IN RULE 4 DFW ‡ OPENCI... 1137... 13SEP XMDW... CANCEL LGA 1747	Auto On indicator, check-in rule, flight information

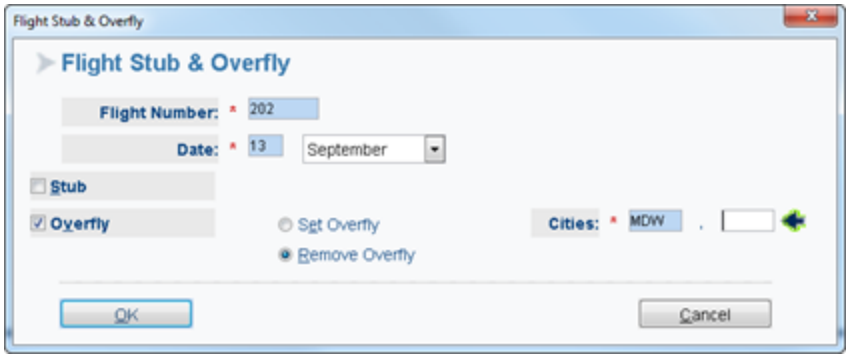
4.3 Flight Overfly and Remove Overfly

Use the Remove Overfly option to cancel the previous action taken to assign an overfly.

Note Overfly is restricted to a CONTRL or FNLBDG set at the AAA city in the line of flight

To access **Overfly, <Shift + F2>**

1. From the Display Equipment Table, Select Display Default Equipment Table.
2. From the Flight Stub and Overfly pop-up window, Select Remove Overfly.



3. Select **OK**.

Example response:

```
GF202/13SEP/XNOOP/MDW
TZ     202  13SEP  MDW   GATE-A4A ETA-1348  ETD-1439  HELD
ACFT-738    CFG-28     SEATS-175

AUTO-ON OFF          CK-IN RULE-4

 DFW  Y OPENCI                1137    13SEP
 MDW    HELD          1348    1439    13SEP
 LGA                  1747
```

Response	Explanation
TZ... 202... 13SEP... MDW... GATE-A4A ETA-1348... ETD-1439... HELD	Carrier code, flight number, date, overfly city, gate number, ETA, ETD, reason for change (Held).
ACFT-738 ...CFG-28... SEATS-175	Old and new aircraft / seat configuration number

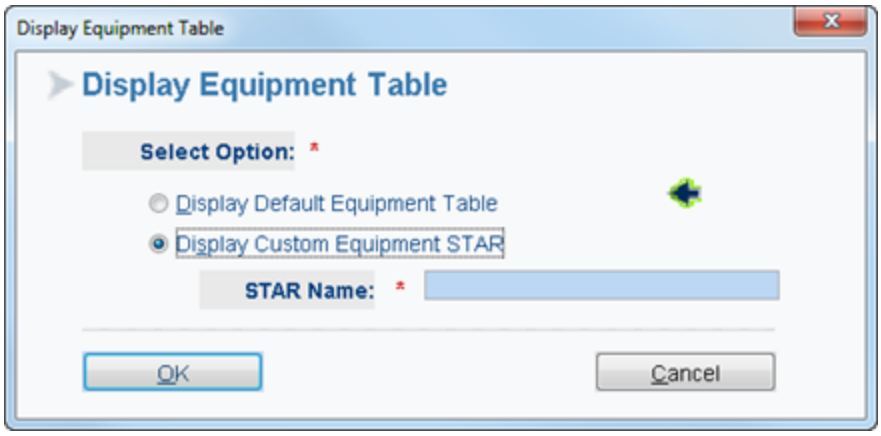
4.4 Display Custom equipment STAR

Your airline may maintain Aircraft Equipment information in a customized STAR. If applicable, use this feature.

To access the Custom Equipment STAR:

1. From the Sub-navigation label, Select **Stub and Overfly, <Shift + F2>**

2. Select Display Custom Equipment STAR



3. Input the STAR Name.
4. Select **OK.**

5 Cabin Adjustment (Shift+F3)

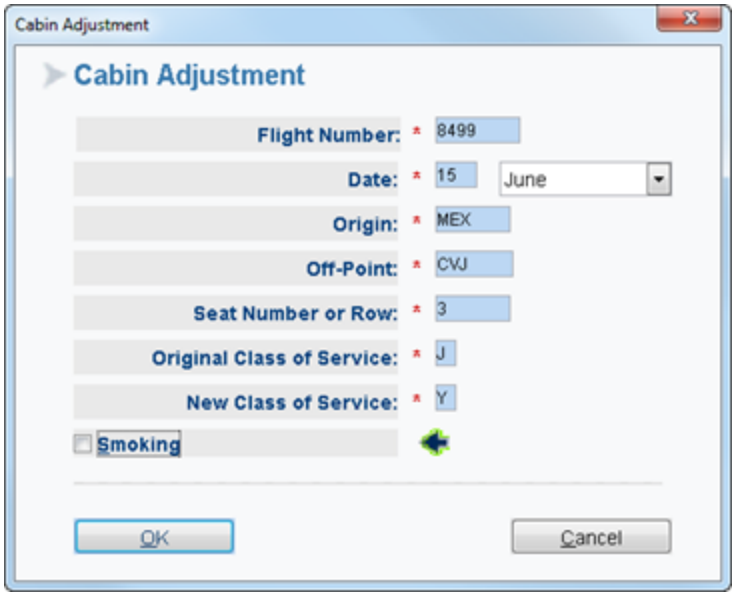
Use Cabin Adjustment to re-designate the class of service on a seat map during Airport check-in.

Note Cabin Adjustment does NOT apply to a one cabin aircraft. If you have a one cabin aircraft, continue with next label---**Change Equipment (Shift + F4).**

Requirement: This option can only be done at the station in control of the flight or at the departure city airport.

1. Select **Cabin Adjustment (Shift + F3)**

2. Flight information pre-populates, if your set is dedicated to it.



3. Input the class of service using F(for First Class), C (for Business Clas), or Y (for Economy class).

Example response:

Use the Page Down key to display the remainder of the map.

```
GM8499J15JUNMEXCVJ/3@Y
AM 8499  15JUN Y MEX  CVJ   M    2300  2359  OPENCI    737/2
0 - MEX   1 - CVJ
GROUP BOARDING  1  1- 1
NO SMOKING  FLIGHT

CLASS OF SERVICE ADJUSTMENT - ROW/SEAT  3A  3B  3E  3F NOW Y CL
ASS

VERIFY ANY PASSENGERS FOR REACCOMMODATION

A   B       E   F
3  *   *       *   *    3
A   B   C       D   E   F
P 6  *P  *P  *P      *P  *P  *P   6 P
P 7  *P  *P  *P      *P  *P  *P   7 P
W 8  Q   Q   Q       Q   Q   Q    8 W
W 9  Q   Q   Q       Z   Z   Q    9 W
W10  *   *   *       *   *   *    10W
W11  *U  *U  *U      *U  *U  *U   11W¥
```

6 Change Equipment (Shift+F4)

Use the Change Equipment label to change the aircraft equipment and/or configuration and automatically re-accommodate passenger in the same or similar seats.

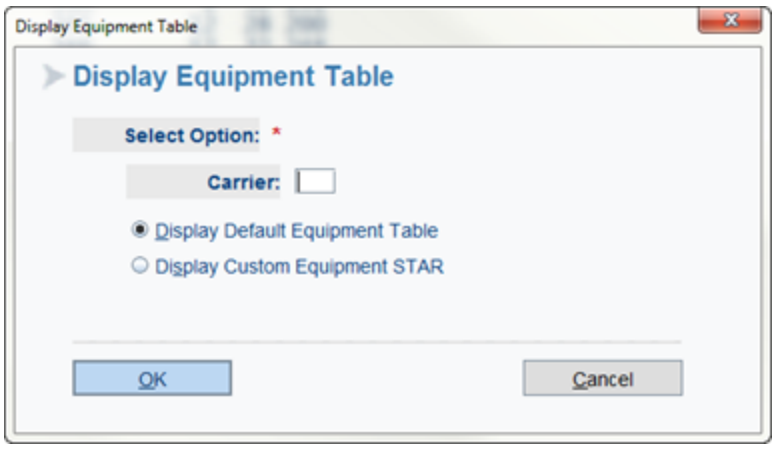
Note Your working set must have the UAT keywords CONTRL or FNLBDG in order to carry out a Change of Equipment entry. You must have duty code 5 or 7.

Please see the lesson Equipment Change on the portal to read all details on equipment change.

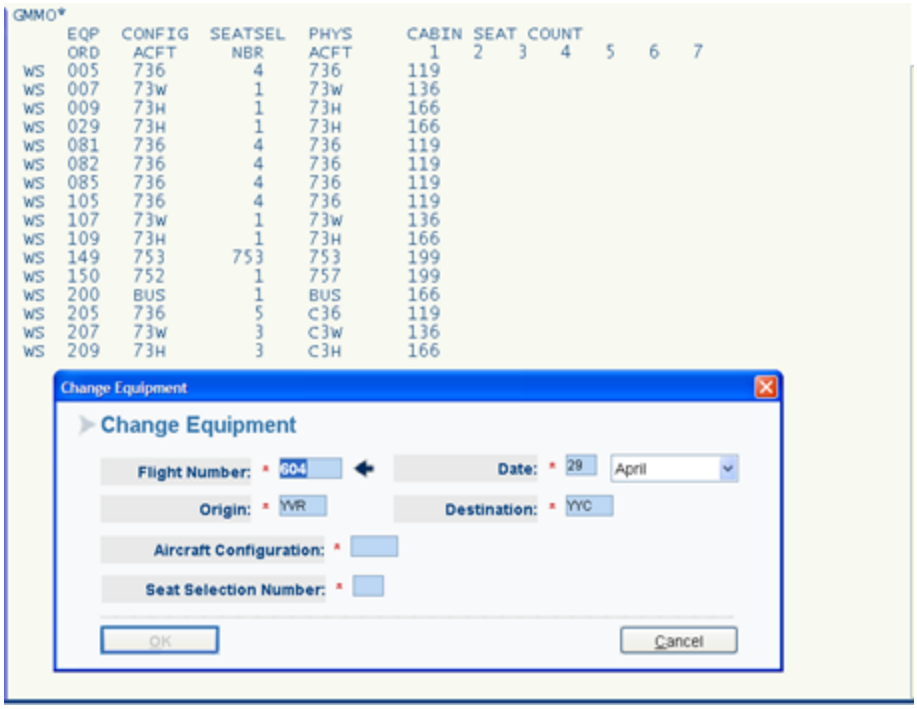
Features of this label:

- Auto re-accommodation takes place as soon as the change is made
- Equipment may be changed on a single flight leg, multiple legs, or all legs of a flight
- All passengers whose seats were not protected will be placed on the unhonored seat list.

1. Select **Change Equipment (Shift+F4)**



2. Select the applicable option to your airline: Default Equipment Table or Custom Equipment STAR.
3. The Equipment table or STAR appears on screen along with the Change Equipment pop-up window:

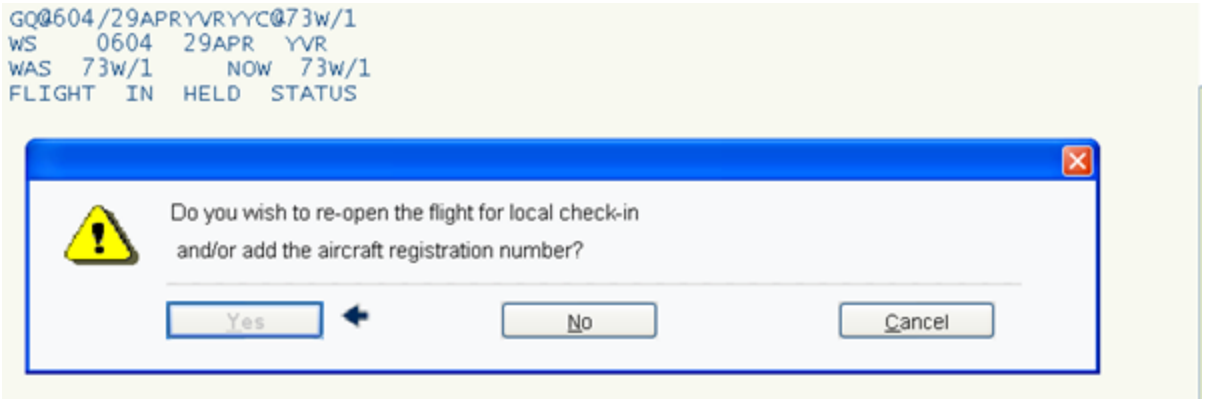


4. Flight Number- auto populates if set is dedicated. Otherwise, input flight number to be changed
5. Date- defaults to today's date
6. Origin: Input 3-letter city code where the flight originates
7. Destination: Input 3-letter city code where the flight is to arrive
8. Aircraft Configuration: Input the Aircraft configuration Changing To - (refer to the table display on screen)
9. Seat Selection Number: Enter the Seatsel number corresponding to the Config Aircraft (from the table displayed)
10. Select **OK**.

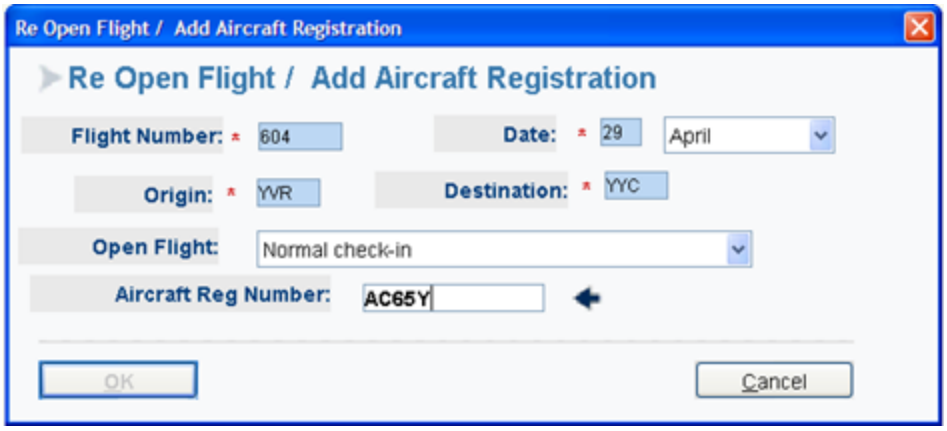
6.1 Requirements when making the Equipment Change

- If NO city code is entered, the equipment is changed from the AAA city where the entry is made to the end of the flight
- If ONE city code is entered, the equipment is changed from the AAA city where the entry is made to the downline city specified in the entry
- If TWO city codes are entered, the equipment is changed between the cities specified in the entry.

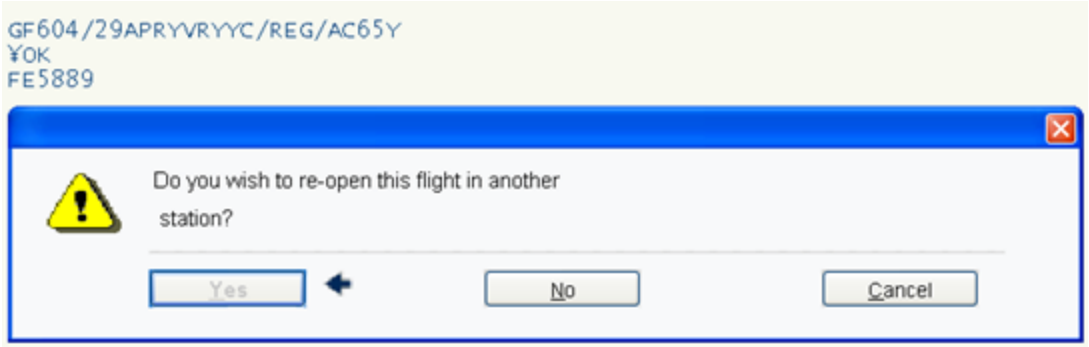
The window that pops up gives you the choice of either saying YES or NO to add the aircraft registration number.



If you select Yes, the flight is put to Open Check-In status, and you can enter the new aircarft registration number.



Select **OK**.



The question is asked whether you wish to re-open the flight in another station.

If you had selected NO on the original window to add aircraft registration number, the flight is put on Held Status:

```
GQ@604/29APRYVRYYC@73W/1
WS    0604  29APR  YVR
WAS  73W/1     NOW  73W/1
FLIGHT  IN  HELD  STATUS
```

Entry	Explanation

GQ@604/29APRYVRYYC@73W/1	*Sabre* system response
WS 0604 ... 29APR... YVR	Carrier Flight Number Date Departure City
WAS 73W/1 ...**NOW** 73W/1	Aircraft Type Changing from and To
FLIGHT IN HELD STATUS	Action code places the flight in held status and must be reopened for check-in

6.1.1 Additional Information

- When you perform a change of equipment, the system automatically re-accommodates all revenue passengers.
- During the period when the system is internally performing the equipment change, you cannot perform any seat change or check-in activity as the flight status is set to HELD. You will get the error response EQUIPMENT CHANGE IN PROGRESS if you attempt to carry out such functions.
- The system will automatically remove a passenger traveling through the change of equipment city from the -ON- list of that city. At the through city, you must "ON" the passenger again upon check-in and boarding.

Caution Do not change equipment from a two-class F/Y configuration to a two-class C/Y configuration, or vice-versa, as passengers booked in the now non-existent class of service cannot be checked-in without rebooking in their PNRs.

6.2 Board Pass - reprint Mulltiple Boarding Passes for Unhonored Seats

Use the Board Pass function to reprint the boarding passes for unaccommodated passengers on the Unhonored Seats list.

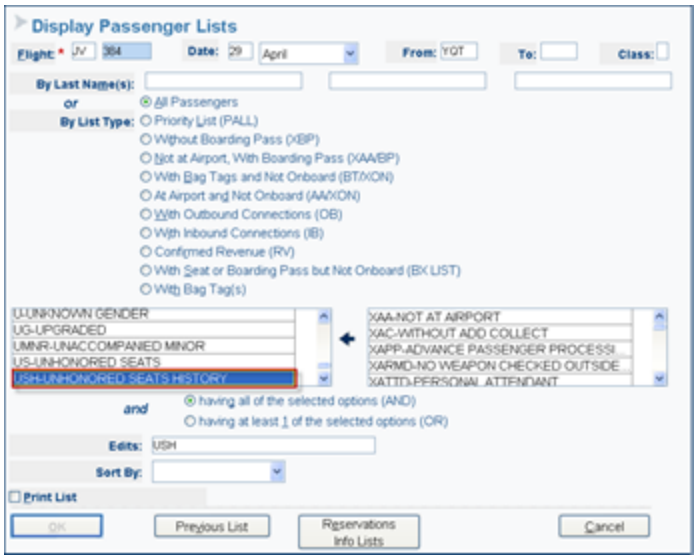
There are two passenger lists you can display:

- **Unhonored Seats List** - A list of passengers whose seat assignment(s) are different or were displaced due to a change of aircraft equipment on their scheduled flight
- **Unhonored Seats History** - Contains the passenger's original and new seat numbers

In order to reprint ALL boarding passes at once for affected passengers you must display the Unhonored Seats History.

Follow the steps below to reprint boarding passes for all passengers appearing on this list.

Display the Unhonored Seats History from the Display Passenger Lists (Shift + F2) function:

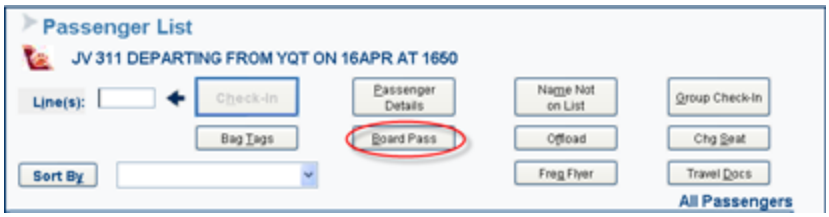


- The Unhonored Seats History list displays similar to the following:

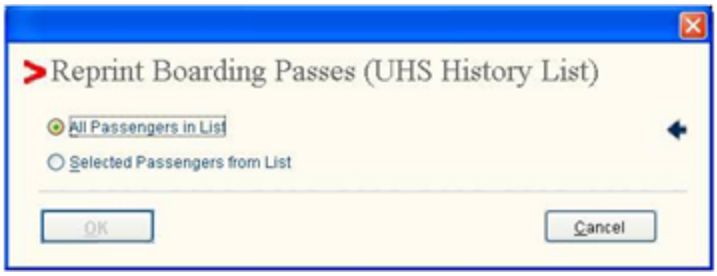
```
G*L0/USH«
AS 2239 25APR SEA 400P CNA US LIST Y10
1 PRERESERVE A  AB10 Y PDX 4A*  *WAS 7A
2 PRERESERVE B  AB10 Y PDX 2A-  *WAS 7B
3 BOARDINGPA C  AB10 Y PDX 2B-  *WAS 5A*
4 BOARDINGPA D  AB10 Y PDX 4B*  *WAS 15B*
UNACCOMMODATED
5 BOARDINGPA A  AB10 Y PDX 5D*  *WAS 5D*
6 BOARDINGPA B  AB10 Y PDX 5E*  *WAS 5E*
```

- The last column indicates the seat assigned before a change of equipment – example 7A – this could indicate a pre-reserved seat, with no boarding pass issued.
- The asterisk next to the seat number – example 5D* - means a boarding pass was issued for that seat.
- The column after the destination (in this example the destination is PDX) indicates the new seat assigned after a change of equipment.
  - An asterisk next to the seat – example 5D* - indicates a boarding pass has been issued but the passenger has not boarded the aircraft yet
  - A dash or hyphen next to the seat – example 2A- indicates a boarding pass has been issued and the passenger has boarded the aircraft

Select Board Pass.



The following pop-up displays:



Select one of the following:

- All Passengers in List
- Selected Passengers from List

7 Flight / Gate Edit (Shift+F5)

Use the **Flight/Gate Edit** label to initialize a flight and edit gate status for a specific date.

Note The CRT must have the keywords CONTRL or FNLBDG at the AAA City.

The label Flight / Gate Edit can also be found under the **F3-Boarding** tab, with **Shift+F7**.

Please refer to the *Sabre Sonic Check-in* **Boarding** module for all details on the label Flight/Gate Edit.

8 Check-in Rule (Shift+F6)

The Check-In Rule is the algorithm that controls seat assignment and boarding pass printing for a flight.

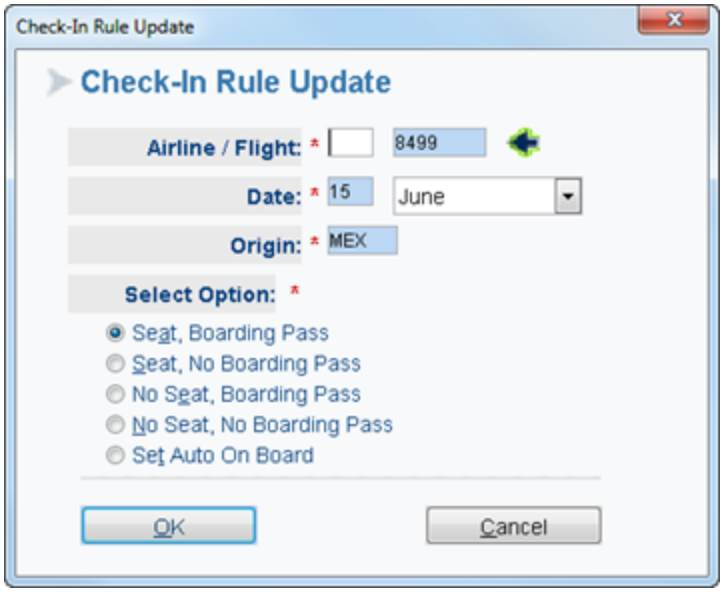
There are four Check-In rules:

1. **Rule 1** – means check-in only, with no seats assigned or boarding pass issued (option No Seat, No Boarding Pass)
2. **Rule 2** – means check-in with seat assignment only, no boarding passes issued (option Seat, No Boarding Pass)
3. **Rule 3** – Check-in with no seats assigned, boarding passes issued for open seating (option No Seat, Boarding Pass)
4. **Rule 4** – Normal check-in including a seat assignment and a boarding pass issued (option Seat, Boarding Pass).

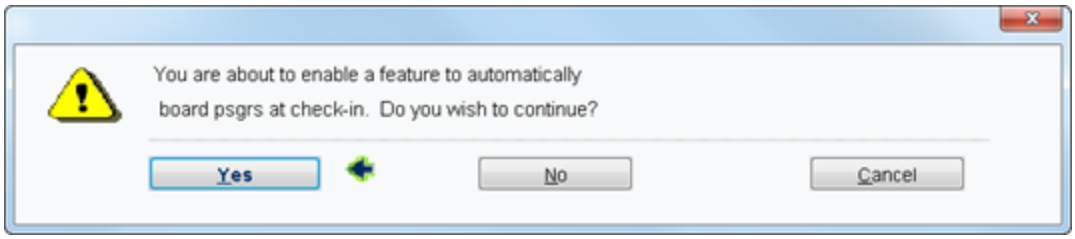
Use the Check-in Rule Update label to change the rule for any specific flight.

Note Your EPR must have the keyword SELECT and the set you are working at must have the UAT keywords CONTRL or FNLBDG.

1. Select **Check-In Rule (Shift + F6)**



2. Flight number – auto populates if set is dedicated to the flight
3. Date- defaults to today's date
4. Origin- defaults to AAA city
5. Select Option
6. Select <**OK**>



Select Yes to continue with the update..

8.1 Seat, Boarding Pass

When selected, those customers with a seat will be issued a boarding pass

Example response:

```
GF4227/30JAN/RULE/4
TZ    4227  30JAN  MDW
MDW    RULE  NUMBER  4
```

8.2 Seat, No Boarding Pass

The check-in gives a seat but does not issue a boarding pass. One example where this option should be used is in the event of a change of equipment, where you go from a bigger aircraft to a smaller equipment. The system will not be able to accommodate or res-seat all passengers automatically and the airport agent needs to re-accommodate the passengers whose seats no longer exist on the new euqipment. You can select the seats and check-in, without issuing the boarding pass.

Example response:

```
GF4227/30JAN/RULE/2
TZ    4227  30JAN  MDW
MDW    RULE  NUMBER  2
```

8.3 No Seat, Boarding Pass

This rule is used mostly on Open Seating flights, where you issue an open boarding pass with no specific seat assignment.

Example response:

```
GF4227/30JAN/RULE/3
TZ    4227  30JAN  MDW
MDW    RULE  NUMBER  3
```

8.4 No Seat, No Boarding Pass

When No Seat, No Boarding Pass is selected, it means that if the customer does not have a PRS, then no boarding pass will be issued.

Example response:

```
GF4227/30JAN/RULE/1
TZ    4227  30JAN  MDW
MDW    RULE  NUMBER  1
```

9 Customs List (Shift+F7)

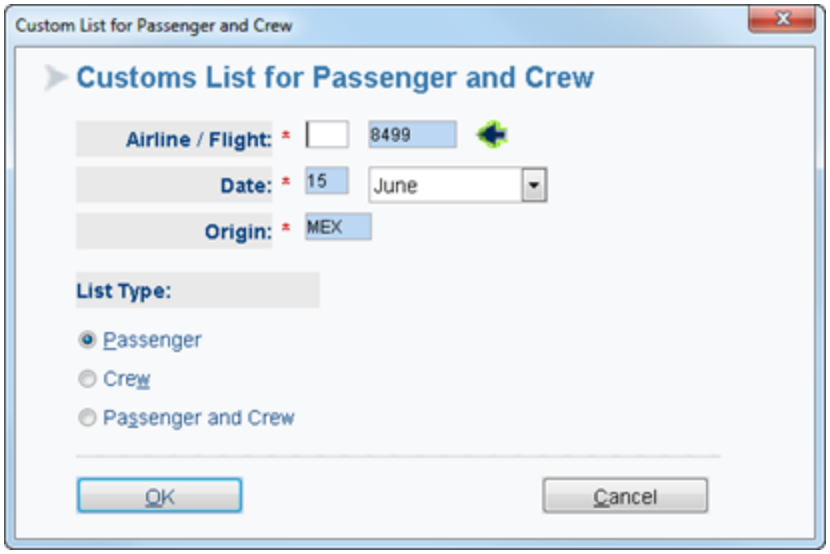
At flight close, *SabreSonic Check-in* (SSCI) automatically generates Advance Passenger Information (APIS) lists for the passengers and operating crew on that flight to the immigration bureau of the destination airport. The list contains passenger and crew names and passport information.

If necessary, or should the automatic transmission of the list fail, use the Customs List label to manually send an APIS list for passengers, crew, or passengers and crew.

Note To manually send an APIS list, the flight status must be PDC.

1. Select **Customs List (Shift + F7)**

2. The Customs List window displays – select the list type you wish to send manually and select **OK:**



The options are:

- Passenger
- Crew
- Passenger and Crew

9.1 Crew APIS

Countries that require APIS messages for passengers also require APIS for crew members. The label Customs List lets you create crew PNRs as well as add the APIS information for the crew members.

Note Your airline must request activation of Crew APIS as well as have the segment status CR added to the segment status table.

9.2 Crew APIS Information

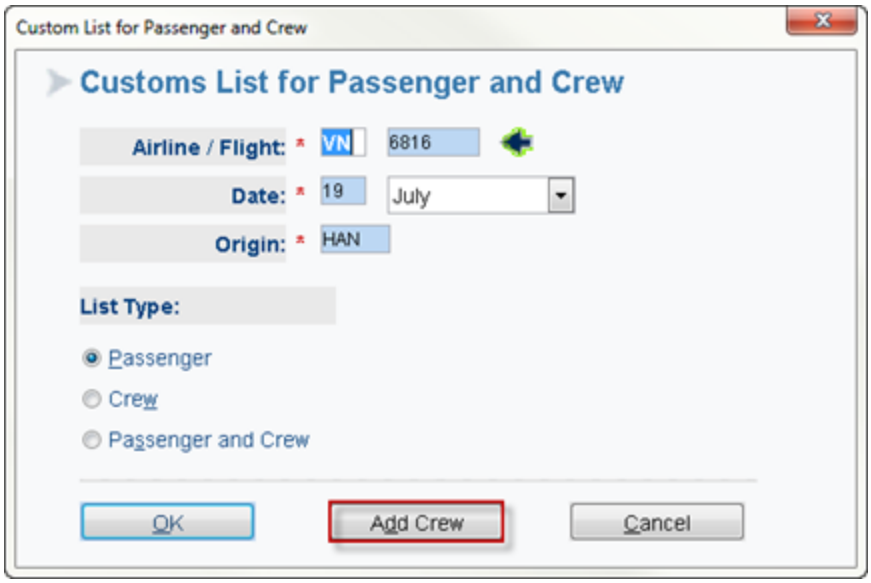
Note The word "crew" refers to the crew that works this flight, and not to any crew member that may be flying as non revenue passengers.

- When you create a working crew PNR, you may add the travel documents at the same time, or you can also add them at a later stage, using the option Travel Docs from the Passenger List.
- If the crew member is operating several flights that require crew APIS, then you should build a PNR for each flight.
- Flight close does not check to ensure that crew information has been sent and the system does not display any prompt on the screen.
- Details of successful or unsuccessful sending of the crew information is logged in flight history.
- Deadhead crew members travelling as passengers and with a DH edit do not appear on the Crew APIS message. They are listed on the Passenger APIS message.
- If there are no crew names on the flight, no APIS message will be sent.
- If there are crew names on the flight but no appropriate DOC information associated to the names, no APIS message will be sent.
- No messages are generated to the Department of Homeland Security (DHS) for operating crew members.
- Working crew PNRs do not undergo changes at PDC.
- Crew and passenger APIS messages are sent in the prescribed US or UN Edifact format as dictated by the respective APIS country table.

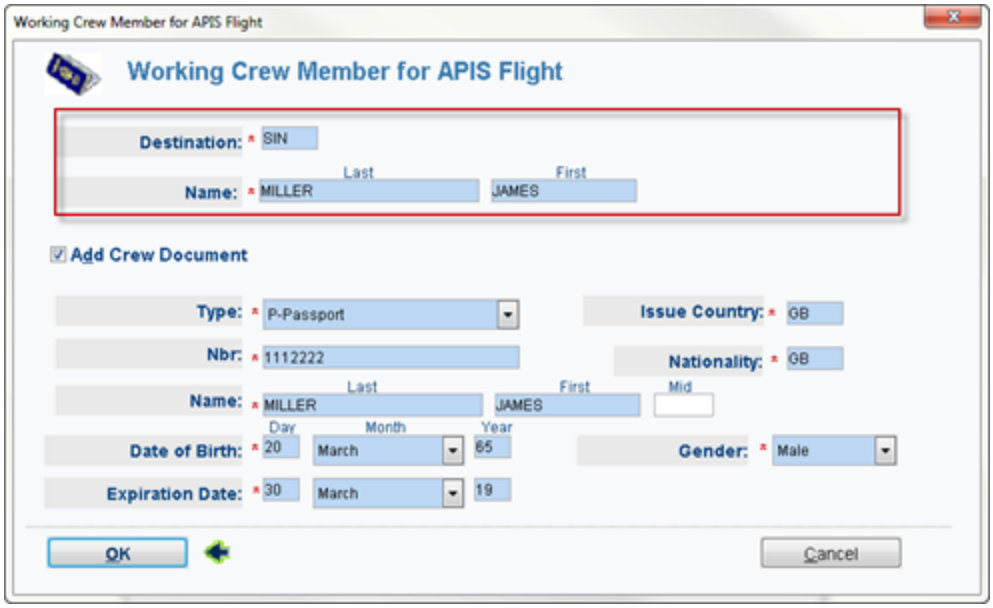
9.3 Creating Crew PNR

The working crew member’s PNR has the segment status code CR. The CR segment status does not decrement the inventory of the flight.

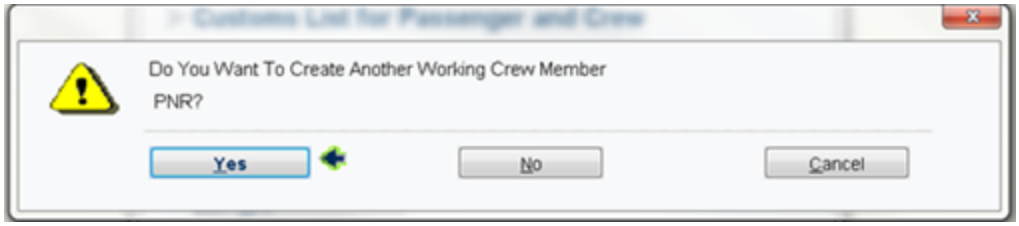
1. Select Customs List. If your airline has activated the Crew APIS option, the middle option ‘Add Crew” will display.



2. Select Add Crew



3. Fill in the upper part of the window with the destination airport code, and the crew member's last and first names.
4. Check the box Add Crew Document if you wish to add passport information at the same time.
5. Once you select OK, the system creates the itinerary with the segment status code CR for the one crew member, and asks you whether you wish to create another working crew PNR:



6. Select Yes to continue and create PNRs for every working crew member.
7. Once you have finished all PNRs, select No to the question.

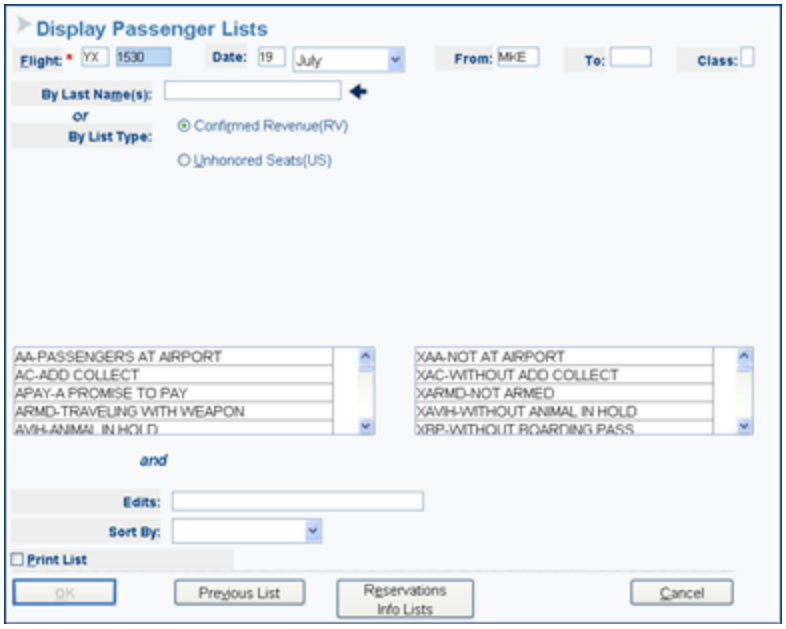
10 Rev Rebook (Shift+F8)

The Revenue (Rev) Rebook function allows Sabre hosted airlines to transfer confirmed passengers and reschedule their itinerary.

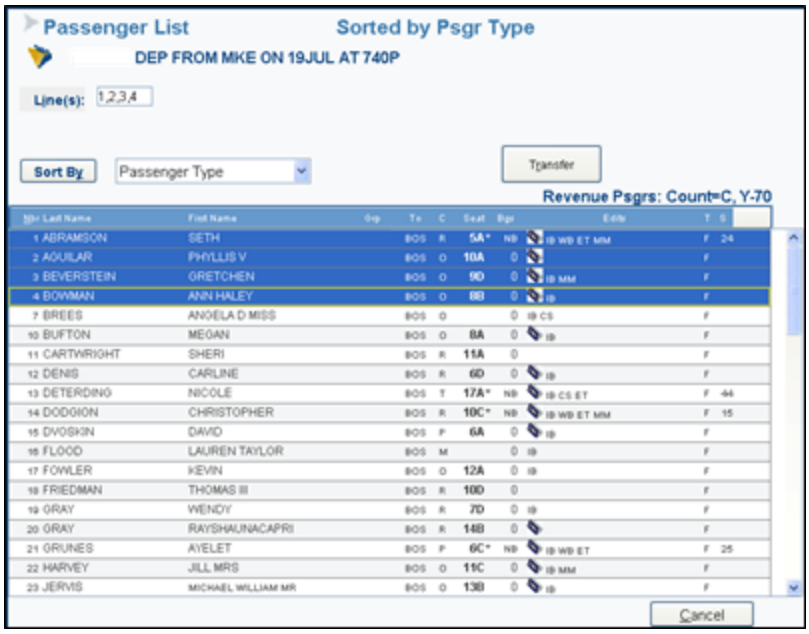
Please see the lesson Revenue Rebook on the portal for more details on the topic.

1. Select **Rev Rebook (Shift + F8)**.

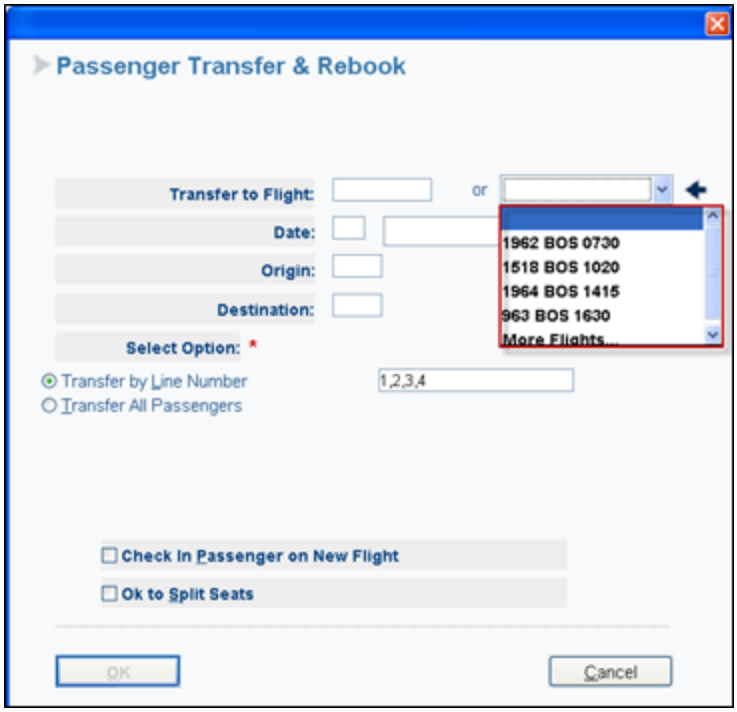
2. The Display Passenger Lists window displays - The default is list type Confirmed Revenue.

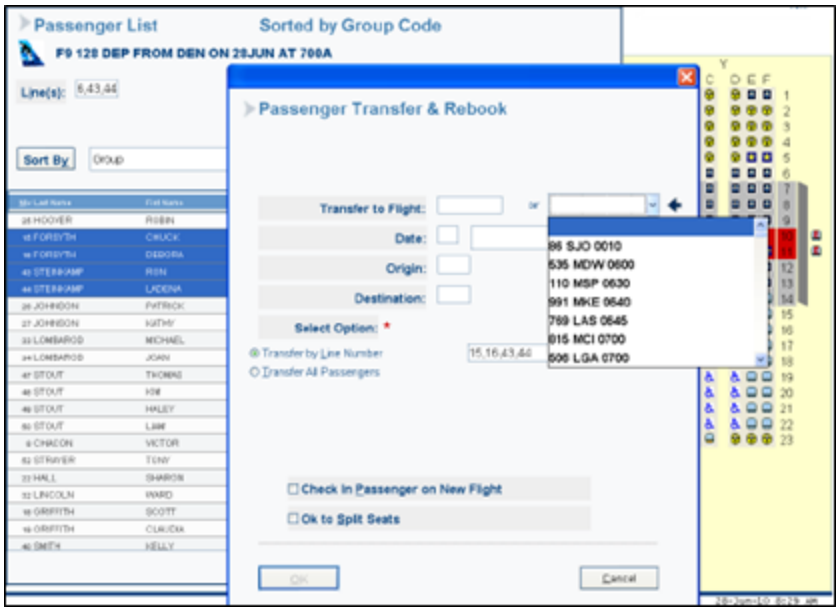


3. In this example, the passenger list is sorted by Passenger Type. Select the passenger(s) from the list and select Transfer.

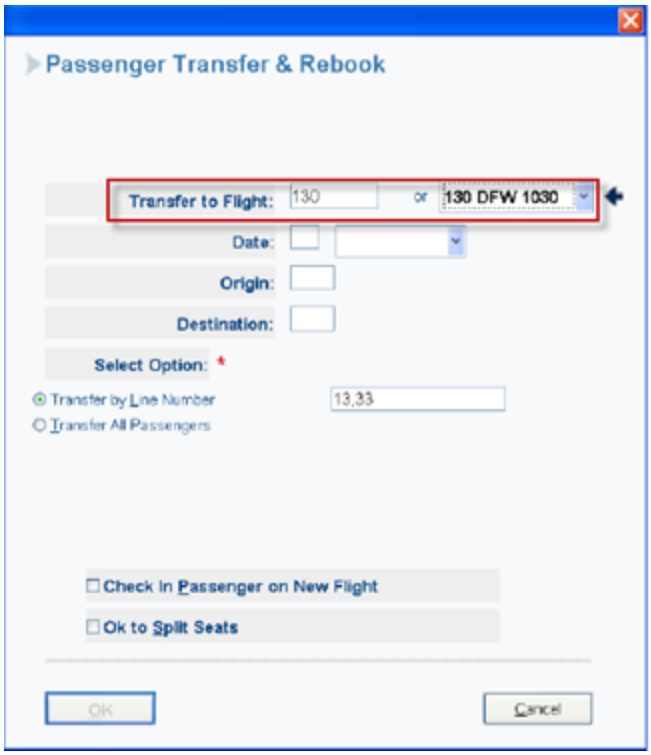


4. The Passenger Transfer & Rebook window displays. You have the choice of specifying the Transfer To flight number, or select a flight from the drop down menu. If you have dedicated to a specific flight, the flights in the drop down menu show the same destination as the original destination of your dedicated flight first, i.e. in this example BOS, before giving you the option of More Flights. If you have not dedicated to a specific flight, the drop down will give you a list of all departures.





5. Type in the Transfer To flight information, and the drop down will auto-populate with that information.



6. Indicate whether you are transferring by line number or transferring all passengers.
7. Enter the line numbers if applicable.
8. Indicate if you want to check in the passengers on the new flight or if it OK to split seats.
9. Select **OK**.

A successful "transfer to" does the following:

1. Cancel the “from” segment or segments in the PNR (status code WK)
2. Confirm the new segments, deducting from inventory and keep the PNR itinerary in order (status code SC)

3. Re-associate the VCR, if possible
4. Append an “R” to the bag tags
5. Transfer the edits that are normally transferred with alternate space
6. Reseat passengers and issue boarding passes, if requested.

10.1 Rev Rebook Guidelines

- The Rev Rebook function is restricted to staff with duty code 4, 5, 7, 8, or ‡, plus the EPR keyword XFRRBK.
- The “transfer from” flight and the “transfer to” flight must both be operated by Sabre hosted airlines. The flight number of “transfer to” flight must specify the operating (not marketing) flight number. The carrier code of the “transfer to” flight is assumed to be the same as that of the “transfer from” flight. The entry will not support input of a carrier code.
- If you omit a specific “Transfer TO” flight number, the SabreSonic Check-in system will request itinerary reaccommodation from the schedule change reaccommodation package. Schedule change reaccommodation will find and rebook to the best candidate for protection, which may mean the system will rebook to an earlier flight departure, if the earlier flight is closer to the departure time of the “Transfer FROM” flight.
- This function is available only to personnel of the Sabre hosted airline. It cannot be performed by a non-Sabre hosted ground handler.
- If VCR association fails, the passenger will still be transferred but will not be checked in on the new flight.
- Checked baggage from the “transfer from” flight will be updated with the re-routed passenger information, just as with cancel/reschedule situations. New bag tags will not be reissued.
- Revenue Rebook will rebook only to the point where there are no more spaces on the new flight. Therefore, there may be times when you wish to transfer ALL passengers from one flight to another, and yet not everyone got transferred successfully. Display a list of transferred passengers with the edit XFER from the Display Passenger Lists window.

  Caution If you choose to select a "Transfer TO" flight, instead of letting the system pick out the flight for you, Revenue Rebook will move the selected passengers onto that selected "TO" flight, regardless of available seating, even to the point of overbooking the "TO" flight if necessary.

- The passenger transfer / rebook appears in PNR history with a signature line as in the example below:

```
R-    SC.REAC.ACS.DEN8H3P 1654/30JUL08
```

- Compare the above signature line to one from a regular schedule change reaccommodation history signature line:

```
R-    SC.REAC. 1654/30JUL08
```

11 PLM Process (Shift+F9)

A **PLM** or **P**assenger **L**oad **M**anifest is a response that includes a complete Flight Data display including the following:

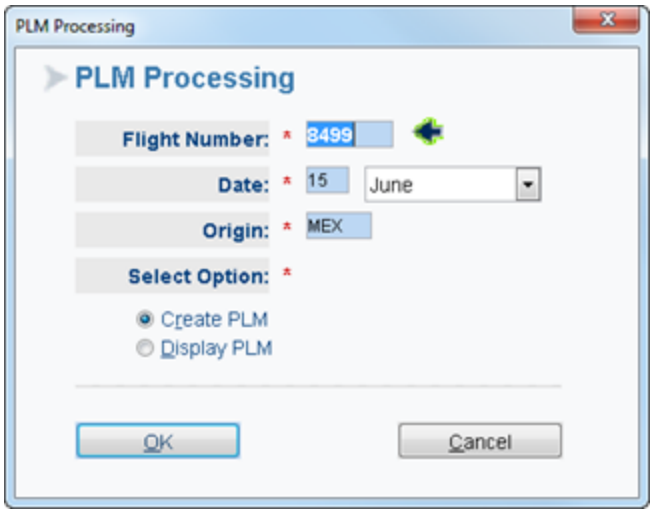
- Flight/Date, Equipment, Orig-Time, ARR-TIME . ZULU date and time of transmission
- Aircraft capacity by compartment
- Passenger count by booking code, Space Available count by cabin, Jumpseat Count (W- Cockpit, X-Cabin) and Positive Space count by cabin plus Revenue E-tickets by cabin
- Sum of Passengers by Compartment/Type
- Total on board by Compartment

Characteristics of a PLM:

- A PLM or Psgr Load Message is transmitted each time a close entry is made
- The PLM is sent to the Load Planning System where it is used to finalize the Load Plan
- The PLM is also sent to the FATS system (where applicable) for commercial offline reporting and analysis
- A PLM may be displayed up to 3 days beyond the departure date
- For double-date flights, use ORIGIN date
- Only Local boarding Counts are entered

1. Select **PLM Process (Shift+F9)**.

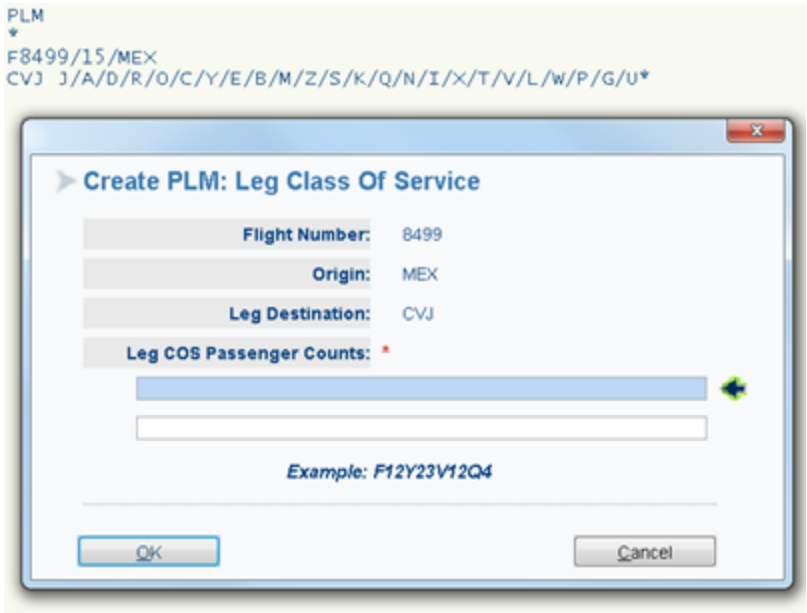
2. The PLM Processing window displays.



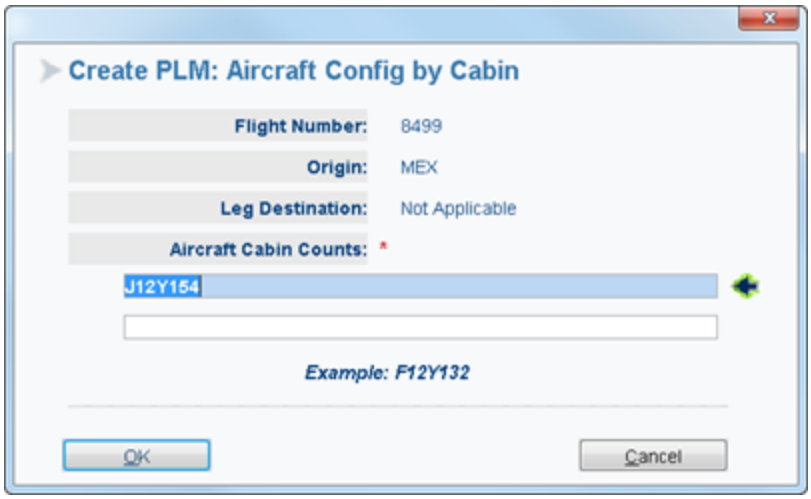
3. Select your option: either Create PLM or Display PLM.
4. Select **OK**.

11.1 Create PLM

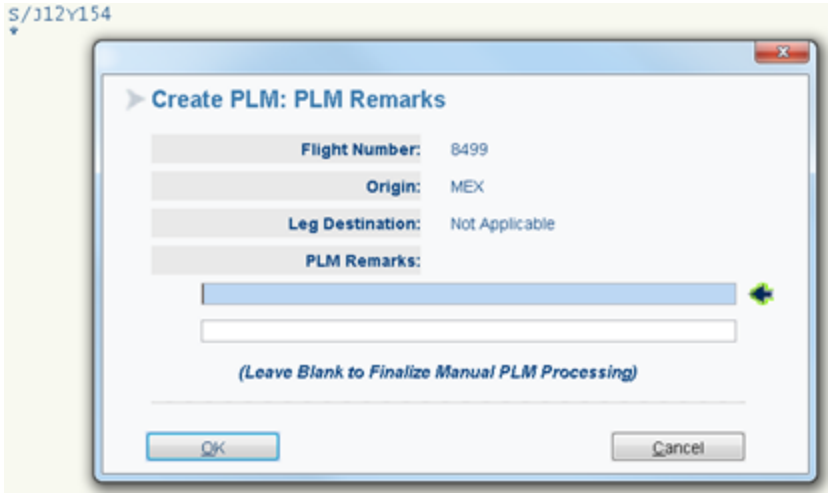
When you select the Create PLM option, the inventory appears at the top of the screen followed by the PLM Processing Aircraft Capacity pop-up window:



1. Once you provide the leg COS (Class Of Service) passenger counts and select OK, the next window displays:



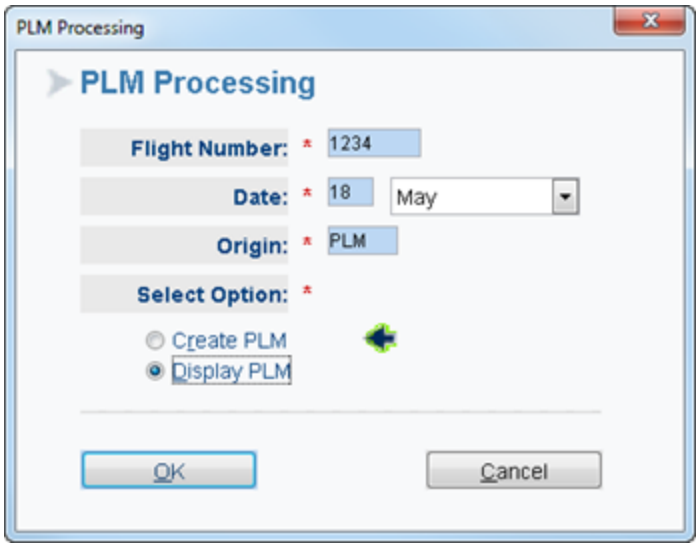
2. Provide the Aircraft Cabin Counts and select OK.
3. The Sabre system response displays at the top of the page followed by the PLM Processing: PLM Remarks pop-up window.



4. Verify that the information is correct.
5. Use the PLM remarks area to add any remarks.
6. Select **OK**.

11.2 Display PLM

Use this function to display a Passenger Load Manifest for a particular flight.



Example response:

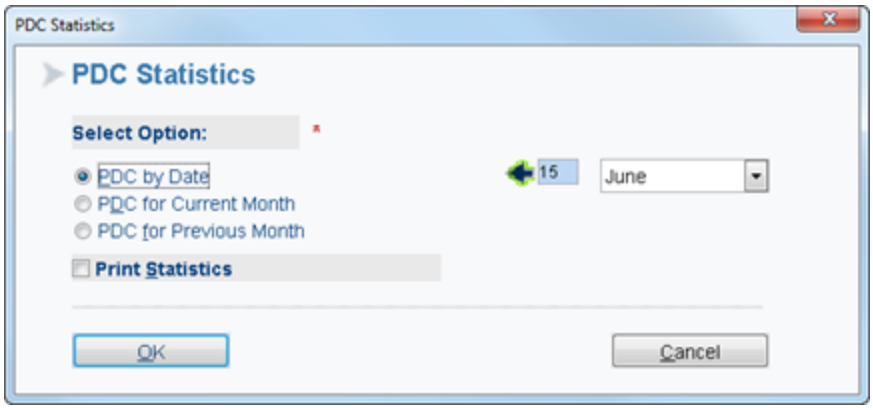
```
G*1234/18MAY/PLM
PLM   1234/18MAY    EMJ     MCI-0925   ORD-1053    181422
S/Y50
ORD   Y38B0M1H0Q2V2K0*S7W0X0P0T43
TOTL  43*S7W0X0P0
TLOB  50*W0X0

C.S.M.     ALPHA          NBR-234567            Y
GATE AGT   BETA           SMOKING ROWS    NO SMOKING FLIGHT
LEAD/OC    LEWIS          MEALS F
G.S.C.     KELLY          SETUPS
L.C.R.O.   KELLY          SUPPS
TTL ON BD             50
FQTV MILES       ORD   403
GATE PHONE       123-4567
JETBRIDGE        123-7890
COUNTS     WCHR 0   CHD 0   INF  0  UMNR  0  TWOV 0   DHD 0
MCI   44C 0922 LCL CLOSE Y50/SECOK-1
AUTO PLM GENERATED AT CLOSE
```

12 PDC Statistics (Shift+F10)

PDC Statistics is a reporting tool that station managers can call upon to collect data on the timeliness in which airport staff PDC the flights at that station.

1. Select **PDC Statistics (Shift + F10)**

2. The PDC Statistics pop-up window displays:



3. Select the applicable option.
4. Select **OK**.

The following pages will explain the system response to each option.

12.1 PDC by Date

Example system response:

```
GPDC/10APR«
PDC ACTIVITY  ALL  01APR 10APR  MTD STATISTICS

CITY          TTL FLTS      LATE      INCOMPLETE  P/C CORRECT
               DATE MTD    DATE MTD    DATE MTD    DATE MTD
AAA             0/   74     0/   12     0/    0   100/ 83
BBB             0/   18     0/    8     0/    0   100/ 55
CCC             0/   27     0/    8     0/    0   100/ 70
DDD             0/   36     0/    6     0/    0   100/ 83
EEE             0/   30     0/   15     0/    0   100/ 50
```

Item	Explanation
TTL FLTS	Total number of flights out of the specific city
LATE	Number of flights that were PDC'd late (meaning 30minutes or more past scheduled departure)
INCOMPLETE	Number of flights that have not been PDC'd yet and are still in Open, Final, or Close status
CANCELLED	Number of flights that have been cancelled
P/C CORRECT	Percentage of flights PDC'd on time, meaning within 30 minutes of scheduled departure

12.2 PDC for Current or Previous Month

The system response for the current or previous month is very similar to the daily response.

```
GPDC/ALL«
PDC ACTIVITY ALL  APR  MONTHLY STATISTICS

CITY  TTL FLTS  LATE  INCOMPLETE  P/C CORRECT

AAA        91    18         0          80
BBB        22    10         0          54
CCC        32    11         0          65
DDD        46    10         0          78
EEE        37    18         1          48
```

13 Standby Opts (Shift+F11)

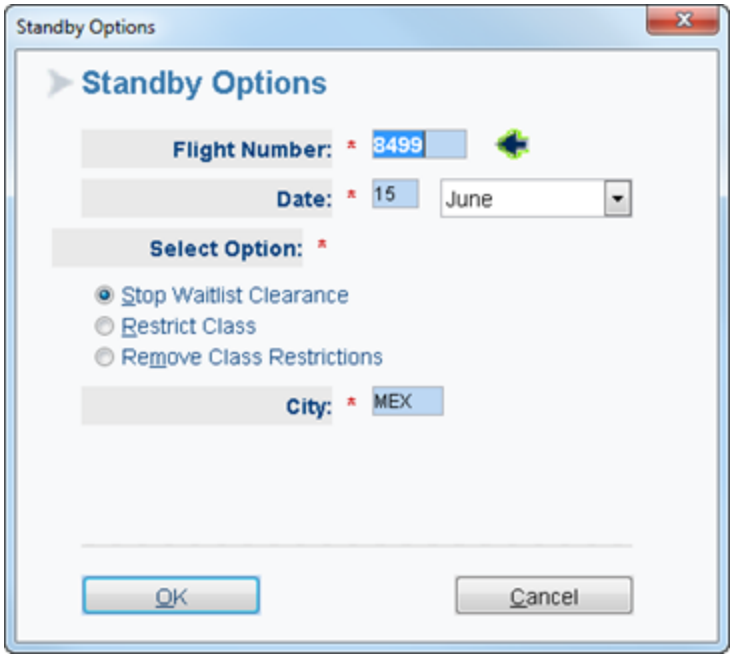
Use the Standby Options label to set/adjust the seat assignment restriction by standby priority code and class of service.

Features of Standby Options:

- Standby Options restrict the assignment of seats when checking in a passenger with a priority code equal to or less than the restriction.
- The default priority codes for each compartment are established as determined by the Sabre hosted carrier.
- Passengers who have the established priority code or lower will be placed on the priority list for future processing.

1. Select **Standby Options** label (**Shift** + **F11**)

The Standby Options pop-up window displays:



The options available are:

- Stop Waitlist Clearance - will require city
- Restrict Class - requires class and restriction code.
- Remove Class restrictions

13.1 System Responses to Standby Opts

Example response to the option Stop Waitlist Clearance:

```
PBI378/13SEPDEN
1257...Y.....H.....L.....M.....B.....K.....Q.....T
AUTH.183
BDG....0.....0.....0.....0.....0.....3....10.....0
MDW....0.....0.....0.....0.....0.....3....10.....0

.......V.....R
AUT
BDG....0.....0
MDW....0.....0
END
```

Example response to the option Restrict Class:

```
GF378Y13SEP/AR/A12
ASSIGNMENT  RESTRICTION    A-NONE    Y-A12
```

Note In the above example, the Restrict Class option applies to priority code A12 in Y class. Passengers whose standby priority codes are lower than A12 will not be processed into a seat. Only passengers with A12 and higher will be considered.

Example response to the option Remove Class Restriction:

```
GF378Y13SEP/XR
¥ASSIGNMENT RESTRICTION REMOVED
```

14 Oversale (Shift+F12)

The oversale mask provides a means of recording compensation, type of oversale, and reason for an oversale. These details are necessary if your airline is required to report oversale data in order to comply with government mandates.

An Oversale is any confirmed revenue passenger who was placed on the standby list with the priority code OS and who could not be accommodated on the flight.

The label Oversale can also be found under the **F3-Boarding** tab, with **Shift + F9.**

Please refer to the *SabreSonic Check-in* **Boarding** module for all details on the label Oversale.