Shortcuts

STUDENT GUIDE
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Objectives

Upon completion of this class, you will be able to:

- Use the most effective entries and processes to speed up procedures
- Familiarize and make efficient use of Sabre Atlas and Functions
- Combine multiple entries to reduce scans
- Display PNRs, fare rules, and work with itineraries with reduced entries
- Use Format Finder efficiently to find the format you need
- Simplify customer record keeping in Stars customer profiles with better navigation
- Achieve maximum efficiency with programmed applications

Benefits

- Increase efficiency and productivity by using the most effective entries
- Reduce or eliminate charges for scans or hits to the Sabre system
- Reduce entry and correction time by combining multiple entries
- Speed up office procedures
- Optimize customer contact time with faster and more accurate information and answers from the Sabre system
Overview

You know the saying... “Time is Money”. How true!

Minimizing expenses and increasing productivity are key objectives of every business. One way to increase productivity is to ensure agents and automated robotic programs use the most efficient entries to accomplish tasks.

Whether your agency pays for each scan or hit or is allowed a ratio of scans or hits to the Sabre system, maintaining efficiencies is important.

A scan or hit, whether created by an agent or automated robotic program, occurs each time the Enter Key is pressed. Repetitive or unnecessary entries, incorrect entries and error responses are counted as hits.

Maintaining efficiencies is important. Periodic review and recurrent training will ensure that your processes are up to date and efficiencies are maintained.
### Overview

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with City Pair Availability. It assumes you have a basic understanding on these topics. Otherwise, refer to the City Pair Availability CPA Quick references or type CPA in the Format Finder search bar.

Follow these guidelines to make an efficient use of CPA - City Pair Availability.

- Avoid continually pressing the Enter Key while you are waiting for a Sabre system response. “KbdLocked” is displayed on the bottom of the screen. This does not increase the speed and each time you press the Enter Key it counts as a hit.
- Narrow your search by entering multiple qualifiers in one entry.

### Task Format

<table>
<thead>
<tr>
<th>TASK</th>
<th>FORMAT</th>
</tr>
</thead>
</table>
| Availability for today’s date, by departure time. | 1(departure city)(arrival city)(time)  
**Note:** Use time requests in CPA entries to provide better responses on the first screen of availability  
**Note:** Enter a cross of Lorraine in any of entries above to specify one particular carrier or multiple carrier |
| 1ATLMIA9P |
| Availability for specified date, by arrival time | 1(date)(city pair)(arrival time)  
**Note:** Add a – (dash) to specify class of service in any of the entries above |
| 112JUNATLMIA/6P |
| Specify connecting city | 1(date)(city pair) (time)(connecting city)  
**Note:** Enter a cross of Lorraine in any of entries above to specify one particular carrier or multiple carrier |
| 119AUGNYCLON1PBOS-Y¥AADL |
| Display more availability. | 1* |
| Add or change connection city | 1ORD |
| Change to all carriers in availability | 1¥ALL |
| Request direct flights only | 1/D |
| Availability excluding specific carriers | 1(Date)(city pair)(time)**(carrier)(carrier)  
**Note:** Enter a cross of Lorraine in any of entries above to specify one particular carrier or multiple carrier |
| 18NOVNYCLON¥*HPNW |
| Redisplay original availability | 1*OA |
| Redisplay last availability | 1*R |
| Change departure time | 1*2100 |
| Change arrival time | 1*/1800 |
| Change arrival city | 1*APAR |
| Change departure and arrival cities | 1*ORDPAR |
Availability for specific carrier and fare quote  
1(date)(city pair)(time)(carrier)$FQ
18NOVNYCLON10A¥CO$FQ

Add or subtract days (maximum 30 days). To specify also the time add *time
1¥2 1-1*3P

Request specific carrier and fare quote
1¥(carrier code) $FQ
1¥US$FQ

Request 3 segment connection
1*3SEG

Request 3 segment connection via specific points
1(connecting city)/(connecting city)
1DFW/DEN

Return to original availability after an alternate request has been made (remove connecting cities)
1*ORIG

RETURN CITY PAIR AVAILABILITY

Return availability, assumes same date, assumes same time as outbound entry
1R

Return availability, specified date
1R(date)
1R10JUN

Return availability, assumes same month
1R(day)
1R10

Return availability, assumes same month; change departure city,
1R(day)/(city)
1R23/SFO

Return availability for a specified date and change departure city
1R(day)(new departure city)
1R23SEPSFO

Note: Add the time to specify departure time. Add slash (/) to specify arrival time in all the above entries

Return availability, add or subtract specified number of days to original request
1R(¥ or -)(number of days)
1R¥2 or 1R-2

Return availability, add or subtract specified number of days to original request, specify time
1R¥2*1P or 1R-2*1P
### Scan Availability

**Scan availability for the date requested, plus forward 5 days**

1S(date)(city pair)(time)  
1S23DECORDMIA9A

**Scan availability for specific number of seats in a specific booking class**

1S(date)(city pair)(time)-(number of seats)(booking class)  
1S23DECORDMIA9A-2V

**Extend the scan forward a specific number of days**

1S¥(number of days)  
1S¥4

**Extend the scan backward a specific number of days**

1S(number of seats)-(number of days)  
1S3-6

**Notes:**

- Scan availability searches and displays only those flights that have the requested inventory available.
- The system defaults to one (1) seat unless otherwise specified. You can specify a maximum of nine (9) seats.
- The system automatically scans forward five (5) days, unless you request a specific number of days in your format. You can specify a maximum of five (5) days.

### Direct Access Connectivity

**Change to Direct Access connectivity**

1n(carrier)  
1nUA

**Display more Direct Access connectivity availability**

1n*

**Direct Access connectivity return availability, assumes same date, same time as outbound entry**

1nR

**Direct Access connectivity return availability specified date**

1nR(date)  
1nR10JUN

**Direct Access connectivity return availability add specified number of days**

1nR¥(number of days)  
1nR¥7

### Additional References

Find additional information in *Format Finder*. Use these keyword combinations or formats in your Search request:

- Air availability
- Air availability request*
OVERVIEW

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with air itineraries. It assumes you have a basic understanding on itinerary segments. Otherwise, refer to Air Reservations quick references or type Itinerary Field in the Format Finder search bar.

SELLING FLIGHTS

Long sell a flight segment 0(airline code)(flight number)(booking class)(date)(departure city)(arrival city)NN(number of seats)

0UA51Y01MAYFRAORDNN2

Sell flight from availability and the connecting flight on the following line(s) with the same class of service.

0(nbr of seats)(class of service)(CPA line nbr)*

01Y1*

Waitlist flight from availability.

0(number of seats)(class of service)(CPA line nbr)LL

01Y1LL

Confirm from a waitlist.

Step 1: Change segment status from KL to HK

Step 2: Cancel all alternate confirmed segments and alternate waitlist requests.

Note: The airline returns a KL segment status code. You must advise the passenger and change the status code to HK within 72 hours, or the segment automatically cancels.

.X(segment number)HK

.XHK

X(segment number)

.X2

Insert GK, BK, LL, YK, or IK segments from availability.

0(number of seats)(class of service)(line number)(status code)

01B3GK

Sell OPEN segment from availability.

Note: Add /ND to sell an open segment with no date.

0(number of seats)(class of service)(line number)OPEN

01Y2OPEN

01Y2OPEN/ND

CHANGE NUMBER IN PARTY

Increase or decrease the number of passengers on all air segments prior to ending a newly created PNR.

.(new number in party)

.2

Note: You can decrease but cannot increase the number in party on a retrieved PNR.

Increase the number of passengers on a specific segment prior to ending a newly created PNR.

.(new number in party)S(segment number)

.3S2

Increase the number of passengers on a range of air segments prior to ending a newly created PNR.

.(new number in party)S(segment number)-(segment number)

.3S2-5
**ITINERARY SEQUENCE**

Automatically insert ARNK segment(s) where discontinuity occurs. 0AA

Manually insert an ARNK after one segment /segment number/0A /1/0A

The **Automatic Segment Arrangement** allows all new air segments sold to be arranged automatically by date, board and off point, and departure time, if it is set to ON in your agency’s Travel Journal Record (TJR). Display your agency’s TJR (W/TA*pseudo city code) and see AUTOMATIC SEGMENT ARRANGE-ON. If this option is not available in your agency use the formats below to manually insert and move itinerary segments.

Insert and sell from city pair availability in one entry. /(segment number to insert after)/(number of seats)/(class of service)/(line number)

Notes:
- To insert before segment 1, use 0 as the number to insert after.
- To insert and sell connection from availability in one entry use the * indicator

/0/02Y1
/1/02Y1
/1/03Y1*

Move segment to different position in itinerary. /(segment to insert after)/(segment to be moved)

Note: To move before segment 1, use 0 as the segment to insert after.
/1/4
/0/4

Move a range of segments to a different position. /(segment to insert after)/(segment number)-(segment number)

/2/4-7

**CHANGE CLASS OF SERVICE**

Display the amount of time that has elapsed since you booked a segment *IAB

Change all segments to a specified new class of service. WCA(new class)

WCA

Change specified segment to specified new class of service. WC(segment number)(new class)

WC1MY

Change range of segments to specified new class of service. WC(segment number)-(segment number)(new class)

WC14M

Change multiple segments to specified new class of service. WC(segment number)(new class)/(segment number)(new class)

WC1Q/2V

**CLONE ITINERARY SEGMENTS**

End PNR and clone all itinerary segments only. EC

Ignore PNR and clone itinerary segments only. IC

End or Ignore the PNR and clone the itinerary for a different number in party (E or I)CB(number in party)

ECB3 or ICB3

End or Ignore the PNR and clone itinerary for earlier or later number of days EC(number of days later)

EC10

IC-(number of days earlier)

IC-10

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End or Ignore the PNR, clone the itinerary, and clone all passenger data fields

**VERIFY FLIGHT INFORMATION**

Verify flight general information by airline, flight number, and date.

\[ V'(airline)(flight number)/(date) \]

**Note:** You can omit the date if you are checking today’s date.

Display flight information specific to a flight for an airline, flight number, and date.

\[ 2(airline)(flight number)/(date) \]

**Note:** Date is not mandatory for most carriers.

Verify minimum connect times for itinerary

\[ VCT^* \]

Example:

\[ \text{MINIMUM CONNECT TIME EDIT VALID FOR ALL CONNECTIONS} \]

Verify minimum connect times for a range of itinerary segments

\[ VCT^*(line number)-(line number) \]

\[ VCT^*2-4 \]

**CANCEL AND RE-BOOK**

Cancel multiple itinerary segments.

\[ X(segment number)/(segment number)(segment number) \]

\[ X1/3/5 \]

Cancel a range of itinerary segments

\[ X(segment number)-(segment number) \]

\[ X1-3 \]

Cancel specific segment and all following segments

\[ XI/(starting segment number) \]

\[ XI/2 \]

Cancel all air segments

\[ XIA \]

Cancel all car segments

\[ XIC \]

Cancel all hotel segments

\[ XIH \]

Cancel all OTH segments

\[ XIO \]

Cancel all air segments and rebook for specified number of earlier or later days

\[ XIA,\#(number of days later) \]

\[ XIA,\#3 \]

\[ XIA,-(number of days earlier) \]

\[ XIA,\#3 \]

Cancel and rebook connecting flights from a city pair availability in one entry

\[ X(segment nbr)\#0(nbr of seats)(class of service)(CPA line nbr)\^* \]

\[ X1/2\#01F1\^* \]

Cancel and resell same flight with same class for a new date in one entry

\[ X(segment nbr)\#00(new date) \]

\[ X1\#0025APR \]

Passively cancel segments, no message sent to the airline.

\[ \text{(segment selection)XK} \]

\[ .1-3XX \]

**Note:** Use this format when you need to remove a segment from your itinerary but still hold the space with the airline.
ADDITIONAL REFERENCES

Find additional information in Format Finder. Use these keyword combinations or formats in your Search request:

- “Long Sell Flight”
- “Waitlist Air Segment”
- “Increase Number in Party”
- “Reorder Itinerary”
- “ARNK”
- “Change Class”
- “PNR Clone Entries”
- “Verify Flight Information”
- “Minimum Connecting Time”
- “Cancel Itinerary”
# Shortcuts – Working with PNRs

## Overview

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with Passenger Name Records. It assumes you have a basic understanding on these topics. Otherwise, refer to the PNRs Quick reference or type Passenger Name Record in the search bar on Format Finder.

To work with Passenger Name Records (PNR) efficiently follow these guidelines:
- More efficient use of Sabre system formats increases productivity and reduces hits. Avoid frequent use of *A, *l, *H, ER or IR when creating or reviewing a PNR.
- Selective displays may be joined together with an * to display several sections of a PNR. End Item ($) is not needed, e.g., "*l*P4*B".

## Description Format

<table>
<thead>
<tr>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add required fields to a PNR in one entry</td>
<td>-LOPEZ/ANA§-JOHNSON/SAM§6ANA§9817-444-5678-H§7TAW21MAY/</td>
</tr>
<tr>
<td>Display PNR by flight number, date, departure city and history</td>
<td><em>DL354/3JANORD-JONES/T</em>H</td>
</tr>
<tr>
<td>Display PNR by last name and departure month</td>
<td>*-(month)-(last name)</td>
</tr>
<tr>
<td>Change work area and display PNR</td>
<td>ø(work area)§-(last name)</td>
</tr>
<tr>
<td>Display PNR and all itinerary segments (air, hotel, car, etc) only</td>
<td>*-(last name)*I</td>
</tr>
<tr>
<td>Display PNR and air itinerary only</td>
<td>*-(last name)*IA</td>
</tr>
<tr>
<td>Display PNR by record locator and itinerary hotel segment only</td>
<td>*(record locator)*IA</td>
</tr>
</tbody>
</table>

## PNR Selective Displays

| Display name field only                         | *N                                          |
| Display pre-reserved seat information          | *B                                          |
| Display ticketing field, date issued and void information | *T                                      |
| Display ticketing history of PNR               | *HT                                         |
| Display frequent traveler information          | *FF                                         |
| Display history information only               | *H                                          |
| Display remarks associated with split party only | *D                                         |
| Display itinerary air segments only            | *IA                                         |
| Display itinerary car segments only            | *IC                                         |
| Display itinerary hotel segments only          | *IH                                         |

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Display itinerary tour segments only
Display OTH segments only
Display passenger data only
Display passenger e-mail address
Display OSI information only
Display OSI information for American Airlines only
Display remarks field only
Display itinerary remarks
Display invoice remarks
Display remarks line 1
Display passport remarks only
Display historical remarks only
Display received field and signature line of PNR
Display ticket instruction field only
Display phone field only
Display accounting lines
Display the W- agency address field
Display DK- customer number
Display ticketing instructions
Display future queue placement data
Display coded remarks (remark originally entered 5F¥...)
Display form of payment
Display credit card data field
Display passenger address
Combine selective fields
Display SSR/Meals
Passenger address  */
Delivery address  *DL-
Itinerary remarks  *¥
Invoice remarks  *-
Future Queue placement  *Q-
Form of Payment  *-
Display names, form of payment and air itinerary  *N*-*IA

**CODED REMARKS**

**OVERVIEW**

Use coded remarks to organize information stored within the remark field of a PNR so that information is easier to find.

When coded, you can retrieve remarks of a similar nature with a single entry, eliminating the time and transactions required to sort through dozens of lines of unrelated remarks.

Coding is user-defined. Twenty five codes are available (letters A through Z, except I, which is reserved for insurance purposes).

A maximum of two coded remarks may be joined together.

F coded remarks  *F¥
Join F and D coded remarks  *F¥*D¥

Display received from field, air itinerary, alpha coded remarks and invoice remarks  *P6*IA*F¥*.

**PNR HISTORY**

Display the specific section of history.  *H6*HB

**Note:** Join selective displays. End Item (Σ) is not used.


**ADDITIONAL REFERENCES**

Find additional information in Format Finder. Use these keyword combinations or formats in your Search request:

- “PNR – Display”
- “PNR Build – entries”
- PNR history
**OVERVIEW**

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with Fares. It assumes you have a basic understanding on fares. Otherwise, refer to Fares quick references or type Fare Quote in the the Format Finder search bar.

### DISPLAYING FARE QUOTES

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(date)(city pair)§FQ</td>
<td>Display a fare quote with availability.</td>
</tr>
<tr>
<td>123SEPBEROSL§FQ</td>
<td></td>
</tr>
<tr>
<td>1(date)(city pair)§FQ(fare inclusion code)</td>
<td>Display a fare quote with availability and fare inclusion code.</td>
</tr>
<tr>
<td>123SEPBEROSL§FQEX,ACI</td>
<td></td>
</tr>
<tr>
<td>FQL(line number)</td>
<td>Display fares for city pair on availability line number.</td>
</tr>
<tr>
<td>FQL1</td>
<td></td>
</tr>
<tr>
<td>FQL(line number)/(line number)</td>
<td>Display fares for city pair on multiple availability line numbers.</td>
</tr>
<tr>
<td>FQL1/2</td>
<td></td>
</tr>
<tr>
<td>FQL(line number)/(line number)/(fare inclusion code)</td>
<td>Display fares for city pair on availability line number for a fare inclusion type.</td>
</tr>
<tr>
<td>FQL1/2MIL</td>
<td></td>
</tr>
<tr>
<td>RB(line number of fare basis code)</td>
<td>Display booking codes of a fare basis code from an FQ.</td>
</tr>
<tr>
<td>RB4</td>
<td></td>
</tr>
<tr>
<td>FQS(segment number)</td>
<td>Display fares from specified PNR itinerary segment number.</td>
</tr>
<tr>
<td>FQS1</td>
<td></td>
</tr>
<tr>
<td>FQS(segment number)/(segment number)</td>
<td>Display fares from specified PNR itinerary segment number.</td>
</tr>
<tr>
<td>FQS1/2</td>
<td></td>
</tr>
<tr>
<td>FQS(segment number)¥B(buy date)</td>
<td>Display historical fares for the city pair in the specified PNR itinerary segment numbers.</td>
</tr>
<tr>
<td>FQS1¥B31DEC08</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Use this format to quickly display historical fares when a customer is changing their itinerary!

### MANAGING FARE QUOTE DISPLAY

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FQ*</td>
<td>Redisplay most recent Fare Quote (FQ).</td>
</tr>
<tr>
<td>FQ*(fare inclusion code)</td>
<td>Change fare inclusion code.</td>
</tr>
<tr>
<td>FQ*INF</td>
<td></td>
</tr>
<tr>
<td>FQ*(airline code)</td>
<td>Change airline.</td>
</tr>
<tr>
<td>FQ*UA</td>
<td></td>
</tr>
<tr>
<td>FQ*-*</td>
<td>Redisplay all carriers when previous fare display was for a specified carrier.</td>
</tr>
</tbody>
</table>
Change booking class.  FQ*¥B(booking class)
FQ*¥BK

Change fare basis code.  FQ*¥Q(fare basis code)
FQ*¥QBE140NR

Change arrival city.  FQ*A(city code)
FQ*AMVD

Change departure city.  FQ*D(city code)
FQ*DBUE

Change arrival and departure city.  FQ*(city code)(city code)
FQ*SCLSYD

Change currency.  FQ*/(currency code)
FQ*/CAD

Change outbound (departure) date.  FQ*(departure date)
FQ*20MAR

Change return- travel date.  FQ*¥R(return date)
FQ*¥R30SEP

Change outbound and return travel dates.  FQ*(outbound date)¥R(return date)
FQ*22SEP¥R30SEP

**CALCULATE TAXES**

Display a fare quote with a breakdown of the base amount and total taxes for one ways and roundtrips.  FQ(city pair)(date)-(airline code)¥FL
FQYTONYC16DEC-US¥FL

Display a tax breakdown to a response to a fare display request.  FT(fare display line number)
FT4

**Note:** Taxes displayed only apply to origin and destination. Additional taxes may apply in connecting cities.

Display base fare and taxes from an FQ fare display and apply a fare decrease by a specific percentage.  FT(fare display line number)-(percentage)
FT4-05

Calculate taxes from the total fare for travel within the continental United States.  TXN/T(total fare)
TXN/T500

Calculate taxes from the base fare for travel within the continental United States.  TXN/B(base fare)
TXN/B465.12

Display the help screen for TXN entry for specific US tax calculation percentage formats.  TXN/HELP

Shortcuts Student Guide page 18
Display the help screen for TXN formats to access information related to specific taxes imposed by nations.

TXNHELP

Online list of taxes for a specified country.

TXN*(country code)

TXN*IT

<table>
<thead>
<tr>
<th>ENHANCED RULE DISPLAY</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OVERVIEW</strong></td>
<td></td>
</tr>
<tr>
<td>The Enhanced Rule Display provides an alternative to accessing fare rules following a pricing response, allowing a faster and more precise method of viewing rules of a priced itinerary</td>
<td></td>
</tr>
</tbody>
</table>

Display a fare rule following any pricing format, except WQ.

WPRD*

Display a fare rule for a passenger type using segment select

WPRD*P(passenger type)*S(segment number)

WPRD*PMIL*S1/2

Notes:

- You can only request the fare rules for one passenger type at any one time. The passenger type code is not valid following a WQ or WPA response.
- When using the passenger type qualifier, always place it directly after the basic WPRD*

Display a fare rule using a fare basis code

WPRD*Q(fare basis code)

WPRD*QYLEE35

Display a fare rule requesting the rule menu

WPRD*M

Display a fare rule using the rule category number (50 maximum)

WPRD*C(category number)

WPRD*C5/2

Display help screen for WPRD entry

WPRDHELP

**ADDITIONAL REFERENCES**

Find additional information in Format Finder. Use these keyword combinations or formats in your Search request:

- “Fare Quote” or “FQ”
- “Fare Rules” or “RD”
- “Display Taxes” or “FT”
- “Tax Functions” or “TXN”
FLIGHTFINDER FARE LED-SHOPPING FEATURE

*FlightFinder*™ fare-led shopping feature automatically finds flights for the fares your customers want. You do not need to read fare rules and manually search for flight availability.

In addition, *FlightFinder*™ offers valuable alternate date searching capabilities. If a requested fare is not available on a desired date, *FlightFinder*™ will automatically search up to seven alternate dates that will still provide the selected fare.

1. Display the shopper’s fare quote based on travel dates
   
   FQ(city pair)(departure date)¥R(return date)
   
   FQNYCLAX15JUL¥R30JUL

2. Find the available flights for a selected fare on the fare quote
   
   JA(line number of desired fare in FQ response)
   
   JA7

3. Find the available flights for multiple passengers
   
   JA(line number from FD response)*(number traveling)
   
   JA7*2

BARGAIN FINDER ITINERARY-LED PRICING

Use these formats to request Bargain Finder to search for a lower fare for the existing itinerary. Bargain Finder searches for a new class of service that might be cheaper than the current itinerary’s booking class.

- Whenever possible, use WPNCB instead of WPNC

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FORMAT EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display the lowest fare available for the itinerary, and automatically rebook at that fare</td>
<td>WPNCB</td>
</tr>
<tr>
<td>Display the lowest fare applicable without advance restrictions</td>
<td>WPNC¥XA</td>
</tr>
<tr>
<td>Display the lowest fare applicable with specified buy date</td>
<td>WPNC¥B(buy date)</td>
</tr>
<tr>
<td>Create Bargain Finder Itinerary-led Pricing mask</td>
<td>JR</td>
</tr>
<tr>
<td>Create a mask from the PNR</td>
<td>JR/S</td>
</tr>
</tbody>
</table>

BARGAIN FINDER MASK– CREATE JOURNEY RECORD

*Bargain Finder*™ Mask is a tool that automates the search for lower fares worldwide.

- It evaluates over 100 travel options.
- Eliminates guesswork in locating low-fare travel options including alternative airlines, times of day and inventories.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FORMAT EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Bargain Finder Itinerary-led Pricing mask</td>
<td>JR</td>
</tr>
<tr>
<td>Create a mask from the PNR</td>
<td>JR/S</td>
</tr>
<tr>
<td>for 1st sixteen segments</td>
<td>JR/S1/4-5/8</td>
</tr>
</tbody>
</table>
Sell the preferred option: JR01
Redisplays a mask that has been cleared from the screen: JR*
Redisplays the pricing option if the screen has been cleared: JRP*
Cancel a mask when it is no longer needed: JRC

**LOW FARE SEARCH**

This feature checks for lower fares using the existing itinerary to locate similar travel options. The system returns fare options which include possible alternative itineraries that serve the same routing.

<table>
<thead>
<tr>
<th>Function</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for a new itinerary at a lower price</td>
<td>WPNI</td>
</tr>
<tr>
<td>Search for a new itinerary, regardless of availability</td>
<td>WPNIS</td>
</tr>
<tr>
<td>Request new available itinerary using direct flights only</td>
<td>WPNI/D</td>
</tr>
<tr>
<td>Request new available itinerary using only the airports in existing itinerary</td>
<td>WPNI/N</td>
</tr>
<tr>
<td>Request new available itinerary within specified number of hours from the current itinerary</td>
<td>WPNI/T(number of hours)</td>
</tr>
<tr>
<td>Request new available itinerary using specific carriers</td>
<td>WPNI/A(carrier code)(carrier code)</td>
</tr>
<tr>
<td>Request new available itinerary excluding specific carriers</td>
<td>WPNI/X(carrier code)(carrier code)</td>
</tr>
<tr>
<td>Choose option from the list of alternative itineraries</td>
<td>WC¥1X</td>
</tr>
<tr>
<td>Choose option from the list of alternative itineraries and cancel current itinerary</td>
<td>WC¥(item number from the list)X</td>
</tr>
</tbody>
</table>

**ADDITIONAL REFERENCES**

Find additional information in *Format Finder*. Use these keyword combinations or formats in your Search request:

- FlightFinder or JA
- Low Fare Search
- Bargain Finder Mask or JR
- WPNI
**OVERVIEW**

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with Pricing. It assumes you have a basic understanding on Pricing. Otherwise, refer to Pricing quick references or type **Price Itinerary** in the Format Finder search box.

## ITINERARY PRICING

<table>
<thead>
<tr>
<th>ACTION</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redisplay last pricing response</td>
<td>WP*</td>
</tr>
<tr>
<td>Price with a buy date or purchase date</td>
<td>WPB(buy date) WPB15MAY09</td>
</tr>
<tr>
<td>Price with alternate currency</td>
<td>WPM(currency code) WPMCAD</td>
</tr>
<tr>
<td>Price multiple passenger types in one entry</td>
<td>WPP(number of passengers)(passenger type)/(number of passengers)(passenger type) WPP2ADT/3CNN</td>
</tr>
<tr>
<td>Price by connection indicator</td>
<td>WPX(segment number) WPX2</td>
</tr>
<tr>
<td>Request up to 24 alternative pricing options per passenger type used.</td>
<td>WPA</td>
</tr>
<tr>
<td>Display the complete pricing response for a specific option</td>
<td>WP(line number) WP1</td>
</tr>
</tbody>
</table>

## PHASE IV

<table>
<thead>
<tr>
<th>ACTION</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clone Phase IV from identical itinerary</td>
<td>W¥CP*(record locator of PNR with current Phase IV) W¥CP*QVLKJF</td>
</tr>
<tr>
<td>Clone multiple ticket records</td>
<td>W¥CP*(ticket record number)/(ticket record number)<em>(record locator of PNR with current Phase IV) W¥CP1/3</em>QVLKJF</td>
</tr>
<tr>
<td>Price with a purchase date and create a Phase IV.</td>
<td>WDB(buy date) WDB15MAY09</td>
</tr>
<tr>
<td>Price with a purchase date, applying a specific fare basis code to all segments in the itinerary and create a Phase IV</td>
<td>WDB(buy date)¥Q(fare basis code) WDB15MAY¥QY26</td>
</tr>
<tr>
<td>Apply a specific fare basis code, a discount and a ticket designator to all segments in the itinerary and create a Phase IV</td>
<td>WDQ(fare basis code)/DP(discount percent)-(ticket designator) WDQY26/DP10-PROMO</td>
</tr>
<tr>
<td>Apply separate fare basis code to specific segments and create a Phase IV</td>
<td>WDS(segment number)<em>Q(fare basis code)¥S(segment number)<em>Q(fare basis code) WDS1</em>QY26¥S2</em>QKE21NR</td>
</tr>
</tbody>
</table>
Apply a unique fare basis code and ticket designator to all segments in the itinerary and create a phase IV.

**Step 1:** Command price itinerary with a published fare basis code

\[ WPQ(published \ fare \ basis \ code) \]

**Step 2:** Subtract the amount of the desired base fare from the amount of the published base fare. The difference is the amount of your discount.

\[ T = (\text{amount of published base fare from step 1}) - (\text{amount of base fare you need to charge}) \]

**Step 3:** Command price using the unique fare basis code and unique ticket designator and create a Phase IV.

\[ WDQ(published \ fare \ basis \ code) - (unique \ fare \ basis \ code)/DA(discount \ amount) - (unique \ ticket \ designator) \]

**PRICE QUOTE RECORD**

Price the itinerary using qualifiers and retain the pricing response.

\[ WPRQ¥(pricing \ parameters) \]

\[ WPPADT/CNN¥RQ \]

Create a manual Price Quote record for all names.

\[ PQM-(up \ to \ 200 \ characters \ of \ free \ text) \]

\[ PQM-RATE \ DESK \ QUOTED \ SEE \ PHASE \ IV \]

Create a manual Price Quote record for a specific name.

\[ PQMN(name \ number)-(up \ to \ 200 \ characters \ of \ free \ text) \]

\[ PQMN2.1-RATE \ DESK \ QUOTED \ SEE \ PHASE \ IV \]

Convert a PQ stored by American Airlines into a Phase IV

\[ WFM¤PQ(Price \ Quote \ record \ number) \]

**ADDITIONAL REFERENCES**

Find additional information in *Format Finder*. Use these keyword combinations or formats in your Search request:

- “WP” or “WPA”
- “Clone Phase IV”
- “Create Phase IV” or “WD”
- “Command Pricing” or “WPQ”
- “PQ”
- “Convert PQ to a Phase IV” or “WFM”
Overview

Use the Sabre Atlas distance calculator feature to find the ten closest airports to a specific location, or to calculate the distance and direction between two locations. The locations can be international airport and city codes, cities and/or US military bases.

<table>
<thead>
<tr>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display 10 closest airports to specified city</td>
<td>W/-CY(city), (state code)</td>
</tr>
<tr>
<td>Display 10 closest airports to specified military installation</td>
<td>W/-MB(military installation name), (state code)</td>
</tr>
<tr>
<td>Display 10 closest airports to specified airport</td>
<td>W/-AT(Airport code)</td>
</tr>
<tr>
<td>Distance between specified city and specified airport</td>
<td>W/-CYTULSA, OK¥ATMXP</td>
</tr>
</tbody>
</table>

Currency Conversion

<table>
<thead>
<tr>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display list of countries, their currency codes and exchange rates</td>
<td>DC*CUR</td>
</tr>
<tr>
<td>Display list of countries that begin with a specific letter, their currency codes and exchange rates</td>
<td>DC*CUR/(letter)</td>
</tr>
<tr>
<td>Display Bankers Selling Rate for specified currency code</td>
<td>DC*(currency code)</td>
</tr>
<tr>
<td>Convert specified amount from one currency into another currency</td>
<td>DC¥(currency code)(amount)/(currency code)</td>
</tr>
</tbody>
</table>

Calculator Functions

Addition, Subtraction, Division and Multiplication. 

Special characters: Use a (‡) for additions, a (-) for subtractions, a (/) for divisions and a (*) for multiplications

<table>
<thead>
<tr>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition, Subtraction, Division and Multiplication.</td>
<td>T¤(number) (special character)(number)</td>
</tr>
<tr>
<td>Special characters: Use a (‡) for additions, a (-) for subtractions, a (/) for divisions and a (*) for multiplications</td>
<td>T¤967¥451</td>
</tr>
<tr>
<td>You can combine special characters</td>
<td>T¤81.22¥69.22*10</td>
</tr>
</tbody>
</table>
### Calendar Functions

<table>
<thead>
<tr>
<th>Function Description</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display calendar for current year</td>
<td><code>T=(month)</code></td>
</tr>
<tr>
<td>Display calendar for specific year</td>
<td><code>T=(month)/(year)</code></td>
</tr>
<tr>
<td>Add or subtract days</td>
<td><code>T=(date)¥ or -)(number of days)</code></td>
</tr>
<tr>
<td>Calendar dates of next 4 specified days of the week</td>
<td><code>T=(day of week)</code></td>
</tr>
<tr>
<td>Time difference between cities</td>
<td><code>T=ET(city code)/(city code)</code></td>
</tr>
<tr>
<td>City date and time</td>
<td><code>T*(city code)</code></td>
</tr>
<tr>
<td>Display current start and end dates of Daylight Savings Time for a specific city</td>
<td><code>T*DST-(city code)</code></td>
</tr>
<tr>
<td>Display all calculator functions</td>
<td><code>T=MENU</code></td>
</tr>
</tbody>
</table>

### Universal Star References

<table>
<thead>
<tr>
<th>Function Description</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Sabre Travel Guide for country and city geography information</td>
<td><code>N*/GLOBE</code></td>
</tr>
<tr>
<td>Display commonly used shortcut entries</td>
<td><code>N*/SHORTCUTS</code></td>
</tr>
<tr>
<td>Display (U.S.) phone numbers for participating airlines</td>
<td><code>N*/PHONE NUMBERS</code></td>
</tr>
</tbody>
</table>
## MISCELLANEOUS SHORTCUTS

<table>
<thead>
<tr>
<th>Shortcut Description</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move down a specific number of lines</td>
<td>MD(number)</td>
</tr>
<tr>
<td>Move up a specific number of lines</td>
<td>MU(number)</td>
</tr>
<tr>
<td>Move down to the first occurrence of a specific word</td>
<td>MD/(text)</td>
</tr>
<tr>
<td>Display name change restriction for specified carrier</td>
<td>RK*(carrier code)</td>
</tr>
<tr>
<td>Display frequent flyer partners for specified carrier</td>
<td>PT*(carrier code)</td>
</tr>
<tr>
<td>Replay back through previous Sabre system entries</td>
<td>ALT + ↑</td>
</tr>
<tr>
<td>Replay forward through previous Sabre system entries</td>
<td>ALT + ↓</td>
</tr>
<tr>
<td>Access FULL screen mode</td>
<td>CTRL + F</td>
</tr>
<tr>
<td>Access SPLIT screen mode</td>
<td>CTRL + S</td>
</tr>
<tr>
<td>Access WINDOWS screen mode</td>
<td>CTRL + W</td>
</tr>
<tr>
<td>Print the content of the Sabre system work area</td>
<td>CTRL + P</td>
</tr>
<tr>
<td>Execute a SabreScript</td>
<td>CTRL + A</td>
</tr>
<tr>
<td>Move cursor to beginning of line</td>
<td>SHIFT + HOME</td>
</tr>
<tr>
<td>Move cursor to end of line</td>
<td>SHIFT + END</td>
</tr>
<tr>
<td>Clear the current Sabre work area</td>
<td>ALT + Backspace</td>
</tr>
<tr>
<td>Clear all Sabre work areas</td>
<td>CTRL + Backspace</td>
</tr>
<tr>
<td>Toggle between open applications</td>
<td>ALT + TAB</td>
</tr>
<tr>
<td>Display the Windows Start menu</td>
<td>CTRL + ESC</td>
</tr>
</tbody>
</table>

## ADDITIONAL REFERENCES

Find additional information in Format Finder. Use these keyword combinations or formats in your Search request:

- “Sabre Atlas”
- “Decode-Encode”
- “Calculator functions”
- “Calendar displays”
- “Currency”
- Encode and decode airports, cities, airline equipment, hotel vendors, etc using the Sabre® Red™ Workspace Tools tab.
## Overview

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with Queues. It assumes you have a basic understanding on Queues. Otherwise, refer to the Queues quick references or type `Queues` in the Format Finder search bar.

### Queue Placement

Place a Passenger Name Record (PNR) on up to three queues in a single entry.

**Note:** Optimize use of queues using several different queues to design PNR routing. Type System Queues in the Format Finder search bar to see the function of each Assigned System Queue (0-49).

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>QP/(queue number)/(PIC code)/(queue number)/(PIC code)/(queue number)/(PIC code)</td>
<td>QP/151/7¥501/5¥304/25</td>
</tr>
</tbody>
</table>

### Prefatory Codes

Display the system PIC table.

**Note:** Use accurate Prefatory Instruction Codes (PIC). The PIC number you provide determines the message that the system displays at the top of the PNR on queue and explains why the PNR is on queue or what action needs to be completed.

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>QI*SYS</td>
<td>QI*</td>
</tr>
</tbody>
</table>

### Accessing Queues

Use the Queue selection feature when possible to reduce the number of PNRs you are searching for.

Access a specific queue and only display those PNRs that contain a specific DK number.

Access a specific queue and print on a hardcopy only those PNRs containing a specific ticketing arrangement date or time limit date.

Access branch office queue and display only those PNRs booked on a specific carrier.

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q/(queue number)¥DK(DK number)</td>
<td>Q/51¥DK0012589</td>
</tr>
<tr>
<td>Q/(queue number)¥TD-(date or date range)/78-TAW</td>
<td>Q/51¥TD-14JUN-30JUN/78-TAW</td>
</tr>
<tr>
<td>Q/(Pseudo city code)(queue number)¥AL-(airline code)</td>
<td>Q/A0B051¥AL-BA</td>
</tr>
</tbody>
</table>
Access a queue and retrieve only PNRs with unique PIC codes
Q/(queue number)¥PI-(PIC number)
Q/201¥PI-200

Access a queue and move directly to a specific PNR.
Q/(queue number)¥NM-(number of PNRs you wish to bounce directly to)
Q/201¥NM-10

Ignore transaction and move forward on queue.
QBI¥(number of PNRs)
QBI¥10
QBI-1

Move PNRs of a specific booking agent from one queue to another.
QMOV/(original queue number)/(destination queue number)¥SI-(agent sign)
QMOV/100/102¥SI-A07

Set selective PNR display options to see specific portions of the PNR when you access a queue.
Q*(PNR selection)*(PNR selection)*(PNR selection)
Q*IA*P4*N

Exit queue, ignore PNR, and redisplay PNR.
QXIR

ADD I T I O N A L REFERENCES

Find additional information in the Format Finder help system. Use these keyword combinations or formats in your Search request:

- “Queue place” or “QP”
- “PI” or “QI”
- “Queue Access”
- “Queue Move”
- “Queue Bounce”
- “Queue Exit”
- “Queue PNR display”
**OVERVIEW**

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with Stars. It assumes you have a basic understanding on these topics. Otherwise, refer to the Star Customer Profiles Quick reference or type Stars in the Format Finder search bar.

To make an efficient use of the stars customer profiles follow these guidelines:

- Make sure the zero level profiles contain agency information that applies to every PNR in the office. This profile moves into all PNRs automatically when you move any other profiles.
- Ensure agency information, included in zero level profiles, is not included in individual profiles to avoid duplicate information in the PNR.
- Use MD/Word to search for information or MD18 to move down 18 lines
- Use NER to end profile and redisplay instead of NE and N*Star title
- If the profile lines are out of order, use the Sabre system command to move the lines within a profile instead of deleting the lines and adding them back into the Sabre system.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FORMAT EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move only agency (level zero) profile into active work area -- useful for walk-in customers</td>
<td>N*§NM</td>
</tr>
<tr>
<td>Display and move profiles for separate travelers into one PNR</td>
<td>N*JONES§NM</td>
</tr>
<tr>
<td>Move profile for the second traveler, excludes agency level zero information</td>
<td>N*SMITH§NMX</td>
</tr>
<tr>
<td>Change line 1, end Stars customer profile and redisplay</td>
<td>Na1A5H-TEXT INFO§NER</td>
</tr>
<tr>
<td>Add line, end Star and redisplay</td>
<td>NAA5H-TEXT INFO§NER</td>
</tr>
<tr>
<td>Insert line, end Stars customer profile and redisplay</td>
<td>NI20N-TEXT INFO§NER</td>
</tr>
<tr>
<td>Delete multiple lines</td>
<td>Na31N§7N-12N</td>
</tr>
</tbody>
</table>

**ADDITIONAL REFERENCES**

Find additional information in the Format Finder help system. Use these keyword combinations or formats in your Search request:

- “Move Star” or NM
- “Modify Star” or NB
- “Delete Star”
**OVERVIEW**

This document provides you with most frequently used formats and shortcuts to help you reduce key strokes when you are working with Printers. It assumes you have a basic understanding on printers. Otherwise, refer to the Printers quick references or type Printers Overview in the Format Finder search bar.

### PRINTER TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>S</em>P</td>
<td>Verify printer designations and functions in all work areas of your computer.</td>
</tr>
<tr>
<td><em>S</em>P/(line address of printer)</td>
<td>Display designations by LNIATA.</td>
</tr>
<tr>
<td><em>S</em>P/7D4123</td>
<td></td>
</tr>
<tr>
<td>W*NO(line address)</td>
<td>Undesignate a ticket printer for all CRTs, all work areas</td>
</tr>
<tr>
<td>W*NO7D4123</td>
<td></td>
</tr>
<tr>
<td>PTR/END(line address)</td>
<td>Undesignate a hard copy printer for all CRTs, all work areas</td>
</tr>
<tr>
<td>PTR/END13835D</td>
<td></td>
</tr>
</tbody>
</table>

### PRINTER PROFILE

Printer profile records allow multiple printers to be designated with a single entry instead of making numerous entries to assign printers. Creating a printer profile reduces the number of entries to one. You can build up to ten different profiles per Pseudo City Code.

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP*</td>
<td>Display printer profile list</td>
</tr>
<tr>
<td>PP*(profile number)</td>
<td>Display a specific printer profile</td>
</tr>
<tr>
<td>PP1</td>
<td>Access printer profile mask for update</td>
</tr>
<tr>
<td>PPB(profile number)</td>
<td>Note: You must have keyword SUBMGR in your EPR to perform this action.</td>
</tr>
<tr>
<td>PPB1</td>
<td></td>
</tr>
<tr>
<td>PPS(printer profile number)</td>
<td>Designate Printer Profile One</td>
</tr>
<tr>
<td>PPS1</td>
<td></td>
</tr>
<tr>
<td>PPO</td>
<td>Undesignate Printer Profile.</td>
</tr>
</tbody>
</table>

### ADDITIONAL REFERENCES

Find additional information in Format Finder. Use these keyword combinations or formats in your Search request:

- “Printer Profile”
- “Errors Printers”

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Shortcuts Student Guide page 30
OVERVIEW

This document provides you with tips to help you reduce key strokes when you are working with programmed applications. Refer to the respective quick references to learn PF keys, Quick keys, Corporate Travel Policies, etc., or type the topic name in the search bar on Format Finder.

ROBOTIC QUALITY CONTROL SYSTEM

Quality control technology provides tremendous value by automating the processing of all aspects of travel management. However, many programs check reservations daily which increases Sabre® system hits. Make sure you are using the quality control system that gives you the flexibility to design your own schedule of Passenger Name Record (PNR) checks. Ensure repetitious entries are excluded. Include shortcuts and the latest Sabre system format enhancements in robotic scripts.

- Review your robotic or automated scripts with your programming staff or the program’s vendor to ensure that they exclude repetitious entries, include shortcuts and the latest Sabre system enhancements. Watch the Sabre Advanced Notifications for new formats and/or functions. To subscribe to the Sabre Advanced Notifications system contact your Sabre’s Account Team.
- Review the business logic process used in robotic or automated programs to ensure it is efficient. Repetitive or unnecessary steps should be reduced or removed as they create unnecessary hits to the Sabre system.
- Include failsafe triggers in automated programs so they stop when an error or unexpected response from the Sabre system occurs.
- Review the way you perform quality control checks. If using Stars customer profiles, Flexible PNR edits, Corporate Travel Policy, custom scripts and third party robotics you may be duplicating the quality control effort.
- Assign a different agent sign to each line address or Sabre system session to assist in diagnosing problems.
- When using a centralized booking site or call center, use multiple pseudo city codes, based on regions, customers or business unit to differentiate the PNRs. This will facilitate queue management and trouble shooting.
- If you have a long Audit Trail or DWLIST send it to the printer instead of displaying it on screen and moving down and up.
- If possible, run robotic scripts less frequently.
- Verify input of required PNR information before using a robotic program, because PNRs bounced back for corrections create unnecessary hits.
- Use qualifiers to narrow the search when looking for fare, hotel and car information.
- Send only those PNRs that had an itinerary change through the quality control process. Most often changes made to the remarks section do not require another quality control review.
- Streamline the quality control process and have multiple sections reviewed when a PNR is retrieved. Displaying a PNR multiple times to review different sections increases hits to the Sabre system.

PF KEYS

Verify that PF Keys used to perform quality control on PNRs are programmed as efficiently as possible and that incorrect or unnecessary entries are removed.
QUICK KEYS

Quick Keys are a recording; therefore, it is important to ensure that erroneous Sabre system entries are removed from the recording. The Scan Report counts all errors.

CUSTOM SCRIPTS

Ensure that the overall programming of all Custom Scripts is efficient and minimizes hits.

SCAN REPORTS

Various Scan Reports for Sabre system usage are available to monitor scans or hits to the Sabre system. These reports are especially useful to quickly measure the results of changes to automated programs, business processes and/or agent training.

Scan Report by Pseudo City Code (PCC) and by Bucket Report

The Scan Report by PCC and by Bucket report allows you to access information on hits to the Sabre system by individual buckets. You can choose whether those numbers are rolled to the billable PCC or broken out at the multiple PCC level. These reports are helpful in assisting you with reducing costs related to hits to the Sabre system.

Scan Report by Agent Sign

Information on monthly hits to the Sabre system is available by Agent Sign. The Scan Report By Agent Sign provides all of the options and information as the Scan Report By PCC and adds the additional detail of viewing the report by Agent Sign. The monthly Scan Reports are available on the 23rd of the month for the previous month's data.

Daily Scan Report

Information on daily hits to the Sabre system is available for a single day. The daily Scan Report includes the same columns found in the Scan Report By PCC and Scan Report By Agent Sign. In addition, you have the option to view the report by agent sign, for multiple PCCs and in a new vertical display format. This report is available on a daily basis and contains transaction data input 72 hours earlier.

If you have access to Report by PCC, you can access the Bookings by PCC and the Scan By PCC Reports. If you have access to Reports by Agent Sign, you can see Bookings by Agent Sign, Bookings by Air Carrier, Scan by Agent Sign and Daily Scan.

If you do not have access to the various Scan Reports, contact your Account Team to authorize your access to these or any other Sabre® Agency eService’s report.

Step 1: Type eservices.sabre.com in your internet browser, or select the eServices tab on the Sabre® Red™ Workspace

Step 2: Under the Manager tag select System Data Reports.

ADDITIONAL REFERENCES

Find additional information in Format Finder. Use these keyword combinations or formats in your Search request:

- “PF keys”
- “Quick Keys”
- “Initiate Sabre Scripts”
- “Corporate Travel Policy” or “CTP”
- “Flexible PNR edits” or “Flex edit”
**Help and References**

The *Format Finder* help system displays *Sabre* system formats and procedures.

1. Launch the *Format Finder* home page:
   - From the *Sabre® Red™ Workspace* Application Side Bar—click Format Finder.
   - From the *Agency eServices* Web site - under the Support tab, click Format Finder and then click Format Finder online.

2. Type these keyword combinations or formats in the Search box (upper left corner of the Home page) and then click **GO**. In the *Sabre* system screen type the formats that have been suggested in this class as follows:

   HELP/SCHEDULE CHANGES  
   HELP/PNR CLONE ENTRIES  
   HELP/FLIFO CODES  
   HELP/ITINERARY FIELD  
   HELP/FQ  
   HELP/TXN  
   HELP/ERRORS PRINTERS