Document Converter User Guide Version 10.1.1

Version 10.1.1 Release Date: 19Mar10





Copyright

Copyright © 1999-2000 Galileo International. All rights reserved.

Information in this document is subject to change without notice. The software described in this document is furnished under a licence agreement or nondisclosure agreement. The software may be used or copied only in accordance with the terms of those agreements. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the purchaser"s personal use without the written permission of Galileo International.

Trademarks

Galileo International may have patents or pending patent applications, trademarks copyrights, or other intellectual property rights covering subject matter in this document. The furnishing of this document does not give you any licence to these patents, trademarks, copyrights, or other intellectual property rights except as expressly provided in any written licence agreement from Galileo.

All other companies and product names are trademarks or registered trademarks of their respective holders.



Table of Contents

1.	Doc	cument Converter	4
1	.2 1	Minimum Software Requirements	4
1	.3 (Configure output device in GPM	5
1	.4 9	Standard naming convention of files	9
1	.5 I	Launch Document Converter	10
1	.6 (Configure System Setup	12
1	.7 (Configure Refund Notice Setup	16
1	.8 I	Document Converter Conversion Process	19
1		Get started	
	1.9.	0.1 Unconverted MIR File Preview Window	22
	1.9.	0.2 Search File	25
	1.9.	9.3 HELP Menu Option	
2.	Que	eries	31



1. Document Converter

1.1 Introduction

The product is to convert the Print Text file name of E ticket document from a generic to a specific structure file name and save into a specific folder under a specific path.

Document Converter Version 10.1.1 supports following types of files:

- Agent Coupon
- Credit Card Charge
- Passenger Receipt
- Audit Coupon
- Exchange Authorization Form
- Refund Notice
- Unconverted MIR file

Document Converter Version 10.1.1 supports following output formats of files:

- DOC
- TXT
- PDF
- RTF

Default Location of Application:

C:\Document_Converter\Bin

Default Locations of Folders:

MIR Input Directory: C:\DOCUMENT CONVERTER INPUT Output Directory: C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT MIR ARCHIVE Directory: C:\DOCUMENT_CONVERTER_OUTPUT\MIR ARCHIVE LOG Directory: C:\DOCUMENT_CONVERTER_OUTPUT\LOG Unconverted MIR file: C:\DOCUMENT CONVERTER UNCONVERTED

Note – All default locations of Application & Folders will be created by application automatically during installation process.

1.2 Minimum Software Requirements

- Operating System: Windows 2000 and above
- Adobe Acrobat Reader 6.0
- iTextSharp.dll v4.1.2.0
- Microsoft office 2000 and above
- Email Client
- .Net Framework 2.0 (Installed by Document Converter setup)
- Galileo Desktop 2.0 and above
- Galileo Print Manager 4.0.00



1.3 Configure an output device in GPM

Before you run document converter, you need to configure your output device to "MIR to Disk" in Galileo Print Manager (GPM).

Step 1 - Open the Galileo Print Manager Configuration, click "Start" -> "All Programs" -> Galileo Print Manager -> Configurations

🞬 Exploring - Galileo Print Manager		
<u>E</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	2	
G Back ▼ Image: Search Image: Folders Image: Search Image: Search <th image:="" sear<="" td=""><td></td></th>	<td></td>	
Address 🖀 C:\My Documents\Focalpoint PM\DPS Configuration.dps	🕶 🔁 Go	
Print Manager Default ATB MIR GTID		

Step 2 - Right click on the space area and search New -> Device and you will find the Galileo Print Manager Installation Wizard – Device Selection

Device Number – type the FPM number which shows on Galileo Printer Manager, GTIDs tab Device Name – type MIR Files Printer Type – Select MIR to Disk

Then click on "Next"



Galileo Print Ma	nager Installa	tion Wizard	- Device Se	lection	×	
	easily. Device Numbe Select a unique Device Name You can type a	nelp you install a r 2 device number MIR Files name for this de anager generate	for the printer. vice, or you ca	an let		
?	Printer Type Select the Dev configured.	DYO Itinerary Galilee ATS Frin Itinerary or other MIR to Disk	ter ter ter Printer			
		KIB to Serial Po	Next >	Cance	el	

Step 3 – Browse the MIR directory and select C:\DOCUMENT CONVERTER INPUT or your designated Document Converter Input folder within the network

Galileo Print M	anager Installation Wizard - MIR to Disk	×
	Please select the directory where your MIR files will be written <u>MIR directory</u> C:\DOCUMENT CONVERTER INPUT <u>Browse</u>	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Then click on "Next"

Document Converter User Guide v10.1.1



Gallileo Print M	anager Installation Wizard - MIR to Disk 🛛 🛛 🔀
	You can enter details about this new device in the boxes below.
	< <u>B</u> ack <u>N</u> ext > Cancel

Then, click on "Next"

Step 4 - select "Yes" to print a test page or "No" not to print a test page

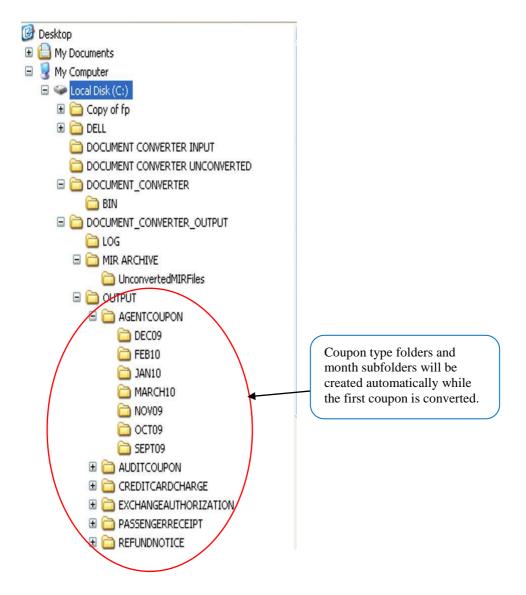
Galileo Print Ma	anager Installation Wizard - MIR to Disk 🛛 🛛 🔀
	After your MIR device is installed, you can print a test page, so you can confirm that the device is set up properly. Would you like to print a test page? Yes (Recommended) No If the test fails please refer to the Trouble Shooting section of the Print Manager Help
	< <u>B</u> ack Finish Cancel

Then, click on "Finish" and the setup is completed.



Should you have any problems to divert print text file to MIR file, please contact your Account Manager.

Folder View





1.4 Standard naming convention of files

Agent Coupon

AG-<Tkt number without check digit>-<last 3 digit of conj tkt if applicable>-<3-char numeric airline code>-<pax name>-<Record locator>-<YYYYMMDDHHMMSS>.DOC

• Credit Card Charge Form

CF-<PaxName>-<Rloc>-<3-char numeric airline code+tkt number without check digit>-<last three digit of conjunction ticket if applicable>-

• Passenger Receipt

PR-<PaxName>-<3-char numeric airline code+Tkt number without check digit>-<last three digit of conjunction ticket if applicable>-

Audit Coupon

AU-<Tkt number without check digit>-<last 3 digit of conj tkt if applicable>-<3-char numeric airline code>-<pax name>-<Record locator>-<YYYYMMDDHHMMSS>.DOC

• Exchange Authorization Form

EX-<Tkt number without check digit>-<last 3 digit of conj tkt if applicable>-<3-char numeric airline code>-<pax name>-<YYYYMMDDHHMMSS>.DOC

Refund Notice

RN-<Tkt number without check digit>-<last 3 digit of conj tkt if applicable>-<3-char numeric airline code>-<pax name>-<YYYYMMDDHHMMSS>.DOC

Unconverted MIR file

<XXXXXGAL>.MIR



1.5 Launch Document Converter

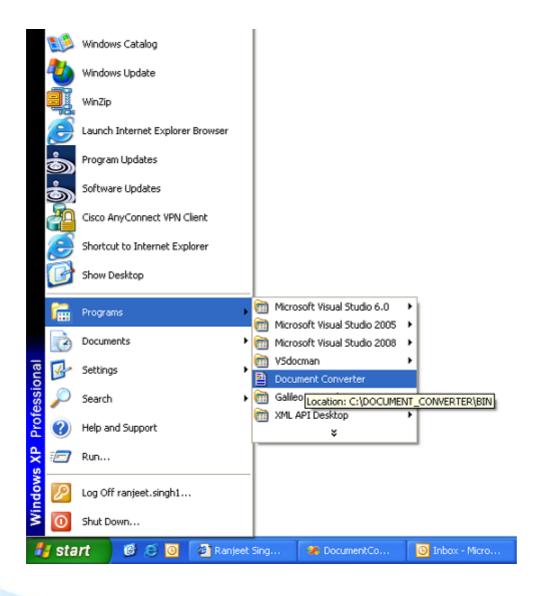
You may launch the Document Converter by:-

1) Clicking the icon on Custom ViewPoint Toolbar

🗢 Galileo De	esktop - [Booking	g File - N	lo Names	5]															_ 8 ×
File Edit	Air Fa	es Car	Hotel	Queues	Map	View	Tools	Window	Help											_ 8 ×
<u>_</u>		•	2	•	×	Ŧ	Ş	ş .		-	i	•	٧	•	Ŕ	. 1		-	圆	ASK >>
Terminals	Custome	r	Shop		Air		Fare	es	Car		Hotel		Мар		Finish	IssueDocs	E-Mail		Web	Travelp

or

2) Clicking Start ---> Program ---> Document Converter





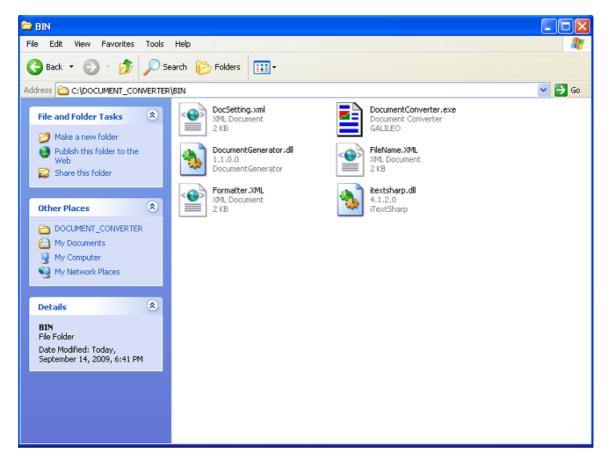
or

3) Clicking the shortcut on desktop.



or

4) Clicking the DocumentConverter.exe in BIN folder. Location - C:\DOCUMENT_CONVERTER\BIN



After Document Converter is launched, a job file screen will be displayed (refer to 1.9)



1.6 Configure System Setup

The Basic System Setup Menu can be accessed through the log file screen. You can configure the directory of all file paths, company logo, IATA E-ticket notice URL and output file format of each document in this menu.

 $\ast\ast$ Please contact your Account Manager if you want to change your configuration in the System Setup table. $\ast\ast$

File	- Setup - Help -				
Job	Basic	e	Status	Message	Output File
503	Refund Notic	e AL.MIR	Exception	Not a valid File	
502	23 March 17:15:48	AAAOTGAL.MIR	File Saved		G:\USERS\May//PASSENGERRECEIPT/
501	23 March 17:06:57	AAAOSGAL.MIR	File Saved		G:\USERS\May//AGENTCOUPON//MAF
500	23 March 17:06:17	AAAOTGAL.MIR	File Saved		G:\USERS\May//PASSENGERRECEIPT/
499	23 March 16:50:50	AAAOTGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
498	23 March 16:50:48	AAAOSGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
497	23 March 16:47:49	AAAORGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
496	22 March 17:05:33	AAAOIGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
495	22 March 16:57:13	AAAOQGAL.MIR	Exception	Not a valid File	
494	22 March 13:32:40	AAAOQGAL.MIR	Exception	Not a valid File	
493	22 March 11:58:45	AAAOQGAL.MIR	Exception	Not a valid File	
492	22 March 11:56:15	AAAOQGAL.MIR	Exception	Not a valid File	
491	22 March 11:54:15	AAAOQGAL.MIR	Exception	Not a valid File	
490	22 March 11:50:44	AAAOQGAL.MIR	Exception	Not a valid File	
489	22 March 11:29:46	AAAOPGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
488	22 March 11:29:45	AAAOOGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
487	22 March 08:53:26	AAAONGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
400	33 March 00.53.34	AAAOMCAL MID	File Carried		CAROCUMENT CONVERTER OUTPUT

Click on "Setup" button on the log file screen or press ALT+S button. The submenu is opened. Click on "Basic" submenu or press ALT+B and the following table will be displayed.



Password:	Set			_		
Input MIR directory	C:\DOCUMENT	CONVER	TER INPUT			
Output directory	C:\DOCUMENT	_CONVER	RTER_OUTPUT\OUTP			
MIR Archive directory	C:\DOCUMENT	_CONVER	RTER_OUTPUT\MIR A			
Log directory	C:\DOCUMENT	_CONVER	RTER_OUTPUT\LOG			
Unconverted MIR files	C:\DOCUMENT	CONVER	TER UNCONVERTED			
Logo	D:\Document C	onverterPl	hase2\Sept\DC As on 1			
ViewTrip Link	https://www.vie	wtrip.com	/?rloc=[PNR Record Lo			
IATA E-ticket Notice URL	http://www.iatal	ravelcent	re.com/e-ticket-notice/G			
Pax Receipt	RTF	~	Required Logo			
CCCF	TXT	~				
Refund Notice	TXT	~				
Audit Coupon	TXT	~				
Exchange Authorization Form	TXT	~				
Agent Coupon	TXT	~				

- In the above table, only Password text box, "Set" button & "Cancel" button are enabled on loading.
- Input password in the password text box then click on "Set" button. All fields will be enabled if the password is matched. (Please contact your local Galileo Helpdesk team for any updates)
- If the password is not match then all fields remain disabled.

Travelport 🗢

Password:	Set	
File Path		
Input MIR directory	C:\DOCUMENT CONVERTER	
Output directory	C:\DOCUMENT_CONVERTER_OUTPUT\OUTP	
MIR Archive directory	C:\DOCUMENT_CONVERTER_OUTPUT\MIR A	
Log directory	C:\DOCUMENT_CONVERTER_OUTPUT\LOG	
Unconverted MIR files	C:\DOCUMENT CONVERTER UNCONVERTED	
Logo	D:\Document ConverterPhase2\Sept\DC As on 1	
ViewTrip Link	https://www.viewtrip.com/?rloc=[PNR Record Lo	
IATA E-ticket Notice URL	http://www.iatatravelcentre.com/e-ticket-notice/G	
Pax Receipt	TXT Required Logo	
CCCF	TXT	
Refund Notice	TXT	
Audit Coupon	TXT	
Exchange Authorization Form	TXT	
Agent Coupon	TXT	
Others		

a) To define directory path, select the corresponding button next to directory text box and a "Browse for Folder" screen is popped up.

Password:	•• <u>S</u> et	
File Path		
Input MIR directory	C:\DOCUMENT CONVERTER INPUT	
Output directory	rowse For Folder 🛛 💽 🗔	
MIR Archive dire		
Log directory		
Unconverted MI	🗊 🛅 Document	J
Logo	🗉 🧰 Document Comverter	1
ViewTrip Link	DOCUMENT CONVERTER INPUT	·
IATA E-ticket No		
IATA E-licket No		
Pax Receipt	Coursents and Settings	
CCCF	ETI ETITest	
Refund Notice		
Audit Coupon		
Exchange Autho	Make New Folder OK Cancel	
Agent Coupon	TXT	
Others		
MIR Directory Scan F	requency 20 seconds	



b) Then, you choose desired folders one by one & click on "OK" button, folder paths will be auto updated in the text boxes.

If you want to add the company logo on a document, please note the company logo size is limited to width 150 pixels and height 100 pixels in .jpg or .bmp format.

🔜 Basic System Setup		×
Password:	<u>S</u> et	
Input MIR directory	G:\DOCUMENT CONVERTER INPUT\May	
Output directory	G:\DOCUMENT_CONVERTER_OUTPUT\May	
MIR Archive directory	G:\DOCUMENT_CONVERTER_OUTPUT\MIR AF	
Log directory	G:\DOCUMENT_CONVERTER_OUTPUT\LOG\M	
Unconverted MIR files	C:\DOCUMENT CONVERTER UNCONVERTED	

c) View Trip Link path is pre-defined and please do not change it.

ViewTrip Link	https://www.viewtrip.com/?rloc=[PNR Record Loc	

d) The IATA E-ticket Notice URL currently is <u>http://www.iatatravelcentre.com/e-ticket-notice/General/English/</u> and it can be updated when IATA changes the location of notice.

IATA E-ticket Notice URL http	ttp://www.iatatravelcentre.com/e-ticket-notice/G		
-------------------------------	--	--	--

- e) You can choose the output file format of each document from the combo box below. Four types of file format are DOC, TXT, RTF & PDF. By default, TXT is selected.
- f) If you want to append a company logo on every passenger receipt, please click the 'Required Logo' check box. Please note only DOC or RTF or PDF file can support company logo. If you choose TXT as default for passenger receipt, the 'Required Logo' check box will be disabled.

Pax Receipt	PDF	Required Logo
CCCF	RTF	~
Refund Notice	PDF	~
Audit Coupon	TXT	~
Exchange Authorization Form	DOC	~
Agent Coupon	DOC	▼

Document Converter User Guide v10.1.1



g) To define the interval time of file conversion, enter a value in MIR Directory Scan frequency text box.

Others		
MIR Directory Scan Frequency	10 seconds	

- h) After all details are configured, please click on "OK" button or press ALT+O. The setting file will be updated and Basic System Setup window is closed.
- i) Click on "Cancel" button or press ALT+C to ignore all updates and close the Basic System Setup window.



1.7 Configure Refund Notice Setup Menu

The Refund Notice Setup menu can be accessed through the log file screen. To enable the application to convert a refund notice MIR file and create the standard naming file, you have to define the position of "Row No." and "Starting Character" of following events on the setup menu.

- Ticket Number
- Airline Code
- Passenger Name

Click on "Setup" menu or press ALT+S button, submenus is opened then click on "Refund Notice" submenu or press ALT+R.

 $\ast\ast$ Please contact your Account Manager if you want to change your configuration on the Refund Notice table $\ast\ast$



🔡 Do	cument Converte	er			
Eile 🖥	• <u>S</u> etup → <u>H</u> elp →				
Job	Basic	e	Status	Message	Output File
503	<u>R</u> efund Notic	e ial.mir	Exception	Not a valid File	
502	23 March 17:15:48	AAAOTGAL.MIR	File Saved		G:\USERS\May//PASSENGERRECEIPT/
501	23 March 17:06:57	AAAOSGAL.MIR	File Saved		G:\USERS\May//AGENTCOUPON//MAF
500	23 March 17:06:17	AAAOTGAL.MIR	File Saved		G:\USERS\May//PASSENGERRECEIPT/
499	23 March 16:50:50	AAAOTGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
498	23 March 16:50:48	AAAOSGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
497	23 March 16:47:49	AAAORGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
496	22 March 17:05:33	AAAOIGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
495	22 March 16:57:13	AAAOQGAL.MIR	Exception	Not a valid File	
494	22 March 13:32:40	AAAOQGAL.MIR	Exception	Not a valid File	
493	22 March 11:58:45	AAAOQGAL.MIR	Exception	Not a valid File	
492	22 March 11:56:15	AAAOQGAL.MIR	Exception	Not a valid File	
491	22 March 11:54:15	AAAOQGAL.MIR	Exception	Not a valid File	
490	22 March 11:50:44	AAAOQGAL.MIR	Exception	Not a valid File	
489	22 March 11:29:46	AAAOPGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
488	22 March 11:29:45	AAAOOGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
487	22 March 08:53:26	AAAONGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
400 <	22 March 00.52.24		rational a		

The following screen will be displayed.

🛤 Refund Not	ice		
Password:		Set	
Refund Notice			
	Row No.	Starting Character	No. of Characters
Ticket Number	15	22	12
Airline Code	23	43	43
Passenger Name	25	27	45
			OK Cancel

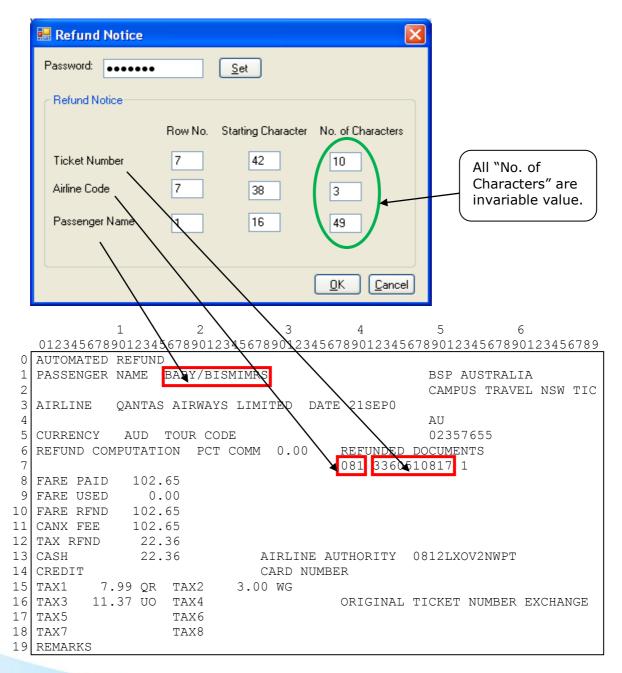
- Only Password text box, "Set" button & "Cancel" button are enabled on loading.
- Input password in the password text box then click "Set" button. All fields will be enabled if password is matched.
- If password is not matched then all fields remain disabled.



On the Refund Notice setup menu, "Row No.", "Starting Character", "No. of Characters", "Ticket Number", "Airline Code" and "Passenger Name" are arranged on a grid pattern.

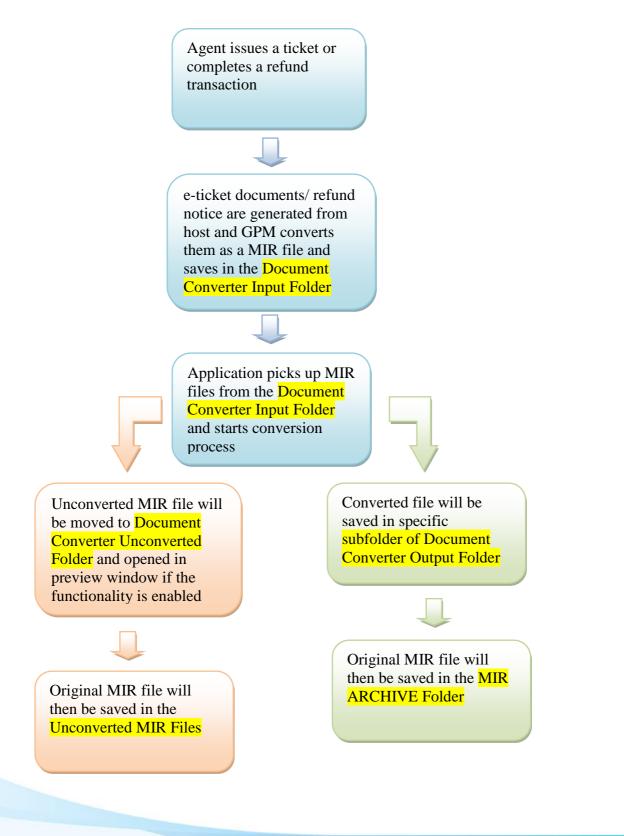
You have to update the value in each text box with numbers only. Please note that the no. of characters of ticket number, airline code and passenger name is 10, 3 and 49 respectively. They are invariable values and please do not change them.

To find out the position of "Row No." and "Starting Character" of each event, firstly, you have to print a copy of refund notice. Secondly, look for the first row and first character on the document. Then, locate the event and count from 0 towards the end as illustrated below.





1.8 Document Converter Conversion Process





1.9 Get started

After launch the application by clicking the Document Converter icon, you will find the following log file screen which shows the complete converted/unconverted transaction details such as job count number, creation time, file name, status message and output file name in grid.

NOTE – The application will be stopped running if this screen is closed and all MIR files will be held in the Document Converter Input Folder. Those MIR files will be converted whilst the application is re-launched.

File	 Setup → Help → 				
Job	Creation Time	File Name	Status	Message	Output File
168	17 Aug 12:04:47	ADTKNGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-YONG FR
167	17 Aug 12:04:46	ADTKMGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//AGENTCOUPON//AUG09//AG-4646248955-618
166	17 Aug 12:04:45	ADTKLGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-LAI CHON
165	17 Aug 12:04:44	ADTKKGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//AGENTCOUPON//AUG09//AG-4646248954-618
164	17 Aug 12:04:43	ADTKJGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-NORRIS F
163	17 Aug 12:04:42	ADTKIGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//AGENTCOUPON//AUG09//AG-4646248953-618
162	17 Aug 12:04:41	ADTKHGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-LAIMANTI
161	17 Aug 12:04:40	ADTKGGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//AGENTCOUPON//AUG09//AG-4646248952-618
160	17 Aug 12:04:39	ADTKFGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//CREDITCARDCHARGE//AUG09//CF-YEO CHA
159	17 Aug 12:04:38	ADTKEGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-YEO CHAI
158	17 Aug 12:04:37	ADTKDGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//AGENTCOUPON//AUG09//AG-4646248951-618
157	17 Aug 12:04:36	ADTKCGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//CREDITCARDCHARGE//AUG09//CF-CHEY KE.
156	17 Aug 12:04:35	ADTKBGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-CHEY KE.
155	17 Aug 12:04:34	ADTKAGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//AGENTCOUPON//AUG09//AG-4646248950-61{
154	17 Aug 12:04:33	ADTJZGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-NARAYAM
153	17 Aug 12:04:32	ADTJYGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//AGENTCOUPON//AUG09//AG-4646248949-618
152	17 Aug 12:04:31	ADTJXGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT//PASSENGERRECEIPT//AUG09//PR-LEOW AH
151	17.4	ADT BUCAL MID	m.c.u.d		CADOCUMENT, CONVECTED, OUTDUT/OUTDUT/ACENTCOUDON//AUC/00//AC 4C4C340040 C4

Description of each field:-

- **Job field** the sequence job number in ascending order.
- **Creation Time field** the conversion date & time of document.
- **File Name field** the input/original MIR file name.
- Status field the status information based on following condition: If file is successfully converted then "File Saved" is displayed, else it shows "Exception".
 - **Message field** If file is successfully converted then it is blank. Otherwise, it states the reason why the file is unable to be unconverted, e.g. "Not a valid file" or "Ticket number is not found in the file" etc.
 - **Output file** shows the converted files path details.



Click on the cross at the top right hand corner of log sheet window, a dialog box is popped up to confirm if you are sure to stop running the application. Click on "Yes" to close the application and "No" to remain operation.

Document Converter		X
Are you sure to stop running D	ocument Converter Application	1?
Yes	No	

If you attempt to activate the application and it is already running on the same machine, the following dialog box will display. Click on "OK" to exit.

🖳 Document Converter 📃 🖬
File + Setup + Help +
Document Converter Image: Document Conv



1.9.1 Unconverted MIR File Preview Window

When a new unconverted MIR File is moved to the Unconverted MIR File folder, the application will pick up the file and display it on the Preview Window. Then, you can edit the content of MIR file. Subsequently, you might save it in your PC, or print a copy or to be an attachment or inline text in a new email.

Note: If you want to have this functionality, you have to enable it through the installation process. To get this functionality working properly, you ought to install an individual print device and Galileo Print Manager on your PC. In addition, your print device must not be same as the master device or share with others.

😸 Unconverted MIR File			X
Document converter could not convert	AAAOXGAL.MIR. Please use this form	to perform further action.	
C Edit MIR File			
GALILEO HONG KONG TRAVEL 10/F GOLDEN CENTRE 188 DES VOEUX ROAD CENTRAL HONG KONG TEL:(852)2860-0888 FAX:	(852)2821-2299	DATE: 31 MAR 2010 PAGE: 01	
ITINERARY FOR: TEST/GALILEOHKG			
PLEASE ENSURE YOU HAVE THE AND PASSPORT MUS	NECESSARY VISA TO FACILITA ST BE VALID MORE THAN 6 MON		
BOOKING REFERENCE: S4D6TE		AGENT: C502832	
DEP/ARR CITY	FLIGHT/DATE/TIME	FLIGHT STATUS	
CHINA SOUTHERN AIRLINES HONG KONG	CZ 309 ECONOMY 11 NOV 10 THU 1320	CONFIRMED NON-STOP	•
Required Logo		Document Format: PDF 🗸	•
 Include ViewTrip Link PNR Locator Include IATA E-ticket Notice URL 	S4D6TE Last Name TEST	Email as: Attachme	nt 🔽
	Save	<u>Print</u>	nore



Functions

- The mask will display all Unconverted MIR files one after the other till the last file.
- You are able to
 - add the company logo on the document
 - include the View Trip link on the document
 - include the IATA E-ticket Notice URL on the document
 - choose file format to be saved
 - send the document as email attachment or as inline text in an email
 - save, print, email or ignore (do nothing) the document
- After you complete manual conversion or ignore the file, the Preview Window will be closed automatically. You can retrieve the original MIR file from the "Unconverted MIR files" under "MIR Archive directory" if necessary.
- The options / values are selected on the preview window is as default in next reload.
- If no email client is installed on your PC, the "email" button will be disabled.
- The Required logo check box will be disabled and unchecked if the selected Document Format is "TXT".
- A text box (max length 6) with the label "PNR Locator" is provided next to View Trip Link checkbox and always is blank. You have to enter the PNR Locator manually but it would not validated by the application.
- A text box (max length 48) with the label "Last Name" is provided next to View Trip Link checkbox and always is blank. You have to enter the last name of passenger manually but it would not validated by the application.
- If the "Include View Trip Link" check box is checked and the "Last name" text box is blank, the following message will be displayed. Click on "OK" button, then enter the passenger last name in relevant field and retry.

Document	Converter 🔀
Please provide	e a valid Last Name
[ОК
	ОК

• If the "Include View Trip Link" check box is checked and the "PNR Locator" text box is blank or the character is less than 6, the following messages will be displayed. Click on "OK" button, then enter the correct PNR Locator in relevant field and retry.

Document Converter 🔀
Please provide a valid PNR Locator
OK



a) To save the document

- A button with the label "Save" is provided. The shortcut for the button would be Alt + S
- Click on the "Save" button, based on the option of Required Logo, View Trip Link & IATA E-ticket notice URL and convert current MIR file to the selected file format. "Save" dialog box is displayed and you are able to save the document in a desired folder.

b) To print the document

- A button with the label "Print" is to be provided. The shortcut for the button would be Alt + P.
- Click on the "Print" button, based on the option of Required Logo, View Trip Link & IATA E-ticket notice URL and convert current MIR file to the selected file format. The "Print" dialog is displayed and you are able to print document from default/selected printer.

c) To email the document

- A button with the label "Email" is provided. The shortcut for the button would be Alt + E.
- You are able to send email either attach the document or inline message.
- For inline message, it supports HMTL, RICH TEXT or PLAIN TEXT only.

d) Ignore

- A button with the label "Ignore" is provided. The shortcut for the button would be Alt + I.
- When you click on "Ignore" button, the following dialog box is displayed to reconfirm if you do not want to convert the file.

Document Converter
Are you sure you do not want to convert ADTELGAL.MIR.
Yes No

- Click on "No", do nothing and return to the Preview Window.
- Click on "Yes", the file is removed from the Preview Window.

In case there is no more MIR file in the unconverted folder, the Preview Window will be closed & return to Document Converter main window.

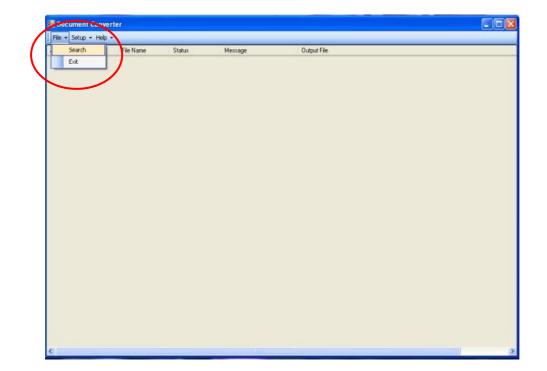


1.9.2 Search File

You are able to use the Search Tool to locate and retrieve a particular file from all output folders and its subfolders. The file can be searched on the basis of file name criteria like ticket number, airline code, passenger name, coupon type, record locator and conversion date.

Access Search submenu

- Click on "File" menu then click "Search"
 - or
- $\circ~$ Press ALT+F button and press ALT+S





The Search submenu table will be displayed.

🔜 File Searcher							
Search directory:	C:\DOCUMEN		OUTPUT\OUTPU	JT 🛄			
Coupon Type		directories					
AG	🔲 AU	CF					
EX	📃 PR	🔲 RN					
Select Al	I						
Date 💽	Month	Year	~				
File Search Type Filename (may include wildcards, not case sensitive): (Ticket number/Airline code/Pax name/Record locator)							
			Stop	Start			
Results							
Path			Size Last m	odified			

Coupon type codes denote:-

- AG Agent Coupon
- CF Credit Card Charge
- PR Passenger Receipt
- AU Audit Coupon
- EX Exchange Authorization Form
- o RF Refund Notice

By default, output file folder path is populated in the search directory. If you need to search file from other folders, you can select the corresponding button next to text box and "Browse for Folder" screen is pop up.

The subdirectory is selected by default which application will search file in this level too.

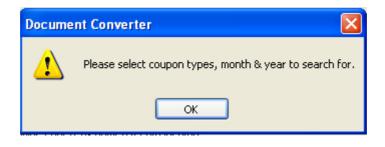
Document Converter User Guide v10.1.1



🖶 File Searcher		
Search directory:		
Coupon Type AG EX Select A	Browse For Folder	
Date Date File Search Type Filename (may inclu	Ashish DC Delivery DOCUMENT COMVERTER DOCUMENT CONVERTER INPUT DOCUMENT_CONVERTER DOCUMENT_CONVERTER DOCUMENT_CONVERTER_OUTPUT	
(Ticket number/Air		
Path	Make New Folder OK Cancel	

To minimize the processing time, the coupon type, value of month and year are mandatory while file search type is an option. Coupon type allows multiple choices or checks "Select All" for all types.

If coupon type or date is not selected & you click on "Start" button, the following message will be displayed. Click on "OK" button to close the message box and enter the mandatory information and starts again.



Click on "Start" button, searching process starts & results will display in "Results" box as below.



File Searcher
earch directory: C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT
Include subdirectories
Coupon Type Image: AG Image: AU Image: CF
EX PR N
Select All
Date Month Sept Year 2009 Image: Comparison of the second
Stop Start
Results Size Last modified C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT\AGE 3 KB 9/15/2009 1:37

Result display is sorted by ticket number. The farthest ticket number is on the top and the nearest one is at the bottom.

"Stop" button is enabled when the file searching process starts. This button is to stop the searching process.

In case of no record, the following message will be displayed. Click on "OK" button to close the message box.

Document Converter
Search is complete. There are no results to display
ОК



Exit Search submenu

- Click on "File" menu then click "Exit"
 - or
- \circ $\,$ Press ALT+F button and press ALT+E $\,$

🛛 Do	ocument Convert	er				
File Job	 Setup + Help + Creation Time 	File Name	Status	Message	Output File	
16	04 Sep 09:26:50	ADTKAGAL.MIR	File Saved	message	•	gentCoupon//Sep08//AG-CHEY KEJIUNESTELLEMS-SMF
15	04 Sep 03:26:49	ADTJZGAL.MIR	File Saved			assengerReceipt//Sep08//PR-NARAYANAN RAJKUMARM
14	04 Sep 03:20:43	ADTJYGAL.MIR	File Saved			gentCoupon//Sep08//AG-NARAYANAN RAJKUMARMR-S
13	04 Sep 09:26:46	ADTJXGAL.MIR	File Saved			assengerReceipt//Sep08//PR-LEOW AHKWANGMR-6184
12	04 Sep 09:26:45	ADTJWGAL.MIR	File Saved Do	cument Converter	X	entCoupon//Sep08//AG-LEOW AHKWANGMR-QMZFH8
11	04 Sep 09:26:44	ADTJVGAL.MIR	File Saved		- Designed Converter Acclination2	editCardCharge//Sep08//CF-YUEN WEIJINKENNETHMR-
10	04 Sep 09:26:43	ADTJUGAL.MIR	File Saved	Are you sure to stop runnin	g Document Converter Application?	ssengerReceipt//Sep08//PR-YUEN WEIJINKENNETHMF
9	04 Sep 09:26:42	ADTCHGAL.MIR	Exception	Yes	No	
8	04 Sep 09:26:41	ADTCGGAL.MIR	File Saved			ssengerReceipt//Sep08//PR-SOON SIANGYUANMS-618
7	04 Sep 09:26:40	ADTCFGAL.MIR	File Saved		C:\Document_Converter\Output//A	gentCoupon//Sep08//AG-SOON SIANGYUANMS-JHT8GJ
6	04 Sep 09:26:39	ADTCEGAL.MIR	File Saved		C:\Document_Converter\Output//P	assengerReceipt//Sep08//PR-RATHLEFF SOPHIAAMALIE
5	04 Sep 09:26:38	ADTCDGAL.MIR	File Saved		C:\Document_Converter\Output//A	gentCoupon//Sep08//AG-RATHLEFF SOPHIAAMALIEMIS
4	04 Sep 09:26:37	ADTCCGAL.MIR	File Saved		C:\Document_Converter\Output//P	assengerReceipt//Sep08//PR-RATHLEFF ISABELLAIREN
3	04 Sep 09:26:35	ADTCBGAL.MIR	File Saved		C:\Document_Converter\Output//A	gentCoupon//Sep08//AG-RATHLEFF ISABELLAIRENEMIS
2	04 Sep 09:26:34	ADTCAGAL.MIR	File Saved		C:\Document_Converter\Output//P	assengerReceipt//Sep08//PR-RATHLEFF SUSANJENNIFE
1	04 Sep 09:26:33	ADTBZGAL.MIR	Exception	TicketNumber is n		×
<		·				>

When you attempt to close the application by clicking the cross at the top right hand corner, a dialog box is displayed to reconfirm you want to close the application.

- Click "Yes" button, the application will be closed.
- Click "No" button, the application remains the same.

NOTE – Application will be stopped running if this screen is closed. All MIR files will be held in the Document Converter Input Folder. Those unconverted files will be converted whilst the application is re-launched.

Travelport 🗢

1.9.3 HELP Menu Option

Click on "Help" menu or press ALT+H button, "About Document Converter" submenu is opened. Then click on "About Document Converter" submenu or press ALT+A following screen will be displayed.

File	• Setup • Help •					
Job	Creation 1 4	bout Document Conv	erter	Message	Output File	1
507	31 March 00:42:38	AAAOXGAL.MIR	Exception	Not a valid File		_
506	30 March 17:12:04	AAAOWGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPU	JT
505	30 March 17:12:02	AAAOVGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPU	JT
504	29 March 17:26:08	AAAAWGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPU	JT
503	26 March 09:44:33	AAAOUGAL.MIR	Exception	Not a valid File		
502	23 March 17:15:48	AAAOTGAL.MIR	File Saved		G:\USERS\May//PASSENGERRECEIF	РΤ,
501	23 March 17:06:57	AAAOSGAL.MIR	File Saved		G:\USERS\May//AGENTCOUPON//M	AF
500	23 March 17:06:17	AAAOTGAL.MIR	File Saved		G:\USERS\May//PASSENGERRECEIF	РΤ,
499	23 March 16:50:50	AAAOTGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPU	JT
498	23 March 16:50:48	AAAOSGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPU	JT
497	23 March 16:47:49	AAAORGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPU	JT
496	22 March 17:05:33	AAAOIGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPL	JT
495	22 March 16:57:13	AAAOQGAL.MIR	Exception	Not a valid File		
494	22 March 13:32:40	AAAOQGAL.MIR	Exception	Not a valid File		
493	22 March 11:58:45	AAAOQGAL.MIR	Exception	Not a valid File		
492	22 March 11:56:15	AAAOQGAL.MIR	Exception	Not a valid File		
491	22 March 11:54:15	i AAAOQGAL.MIR	Exception	Not a valid File		
400	22 44-04 11-50-47		F	KILKOU FOL		

About Document Converte	er	×
	Document Converter	
	Version 10.1.1.0	
	Copyright © 2010	
	GALILEO	
	The product is to convert the Print Text file name of E ticket document from a generic to a specific structure file name and save into a specific folder under a specific path.	*
	<u> </u>	

- The above screen has version, Copyright & product information.
- Click "OK" button or ALT+O to close About Document Converter window.

Document Converter User Guide v10.1.1



2.Queries

For further information, please contact your Account Manager.