

Travelport 

Document Converter User Guide

Version 10.1.1

Release Date: 19Mar10

Galileo 
by Travelport

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. Document Converter.....	4
1.2 Minimum Software Requirements.....	4
1.3 Configure output device in GPM	5
1.4 Standard naming convention of files.....	9
1.5 Launch Document Converter	10
1.6 Configure System Setup.....	12
1.7 Configure Refund Notice Setup.....	16
1.8 Document Converter Conversion Process.....	19
1.9 Get started	20
1.9.1 Unconverted MIR File Preview Window.....	22
1.9.2 Search File.....	25
1.9.3 HELP Menu Option.....	30
2. Queries	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.

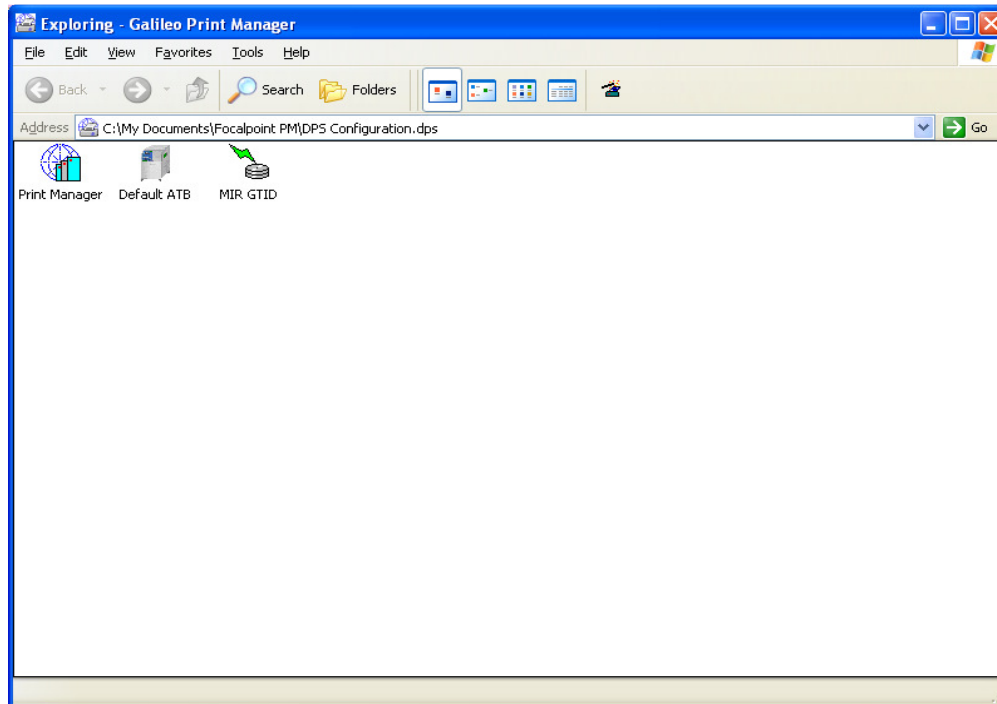
1.2 Minimum Software Requirements

- Operating System: Windows 2000 and above (Installshield setup can only able to install Document Converter application on 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 output device in GPM

To use 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 Configurations, click "Start" -> "All Programs" -> Galileo Print Manager -> Configurations



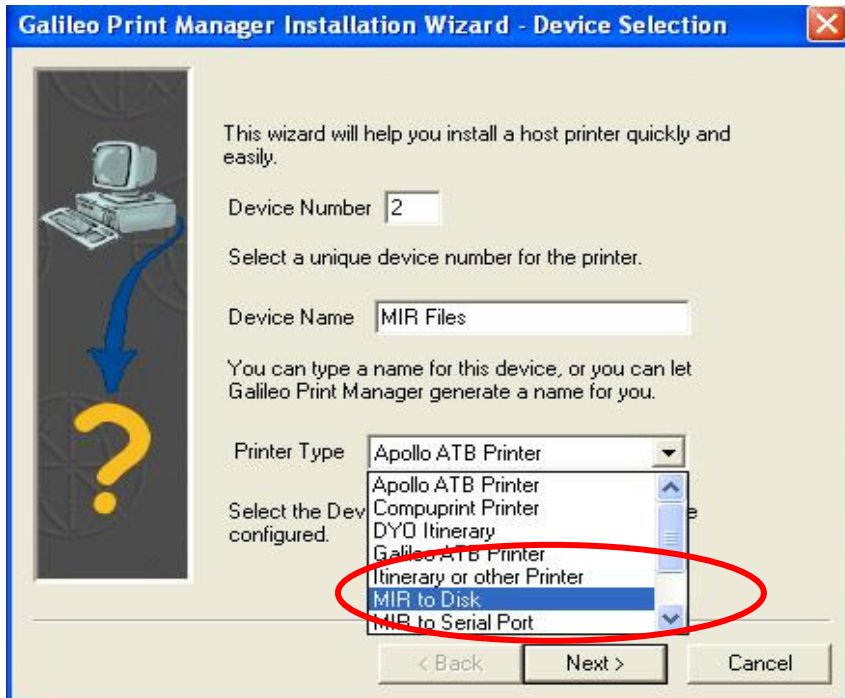
Step 2 - Right click on the space area and search New -> Device and you will find the Galileo Print Manager Installation Wizard – Device Selection

Device Number – type the FPM number which shows on Galileo Printer Manager, GTIDs tab

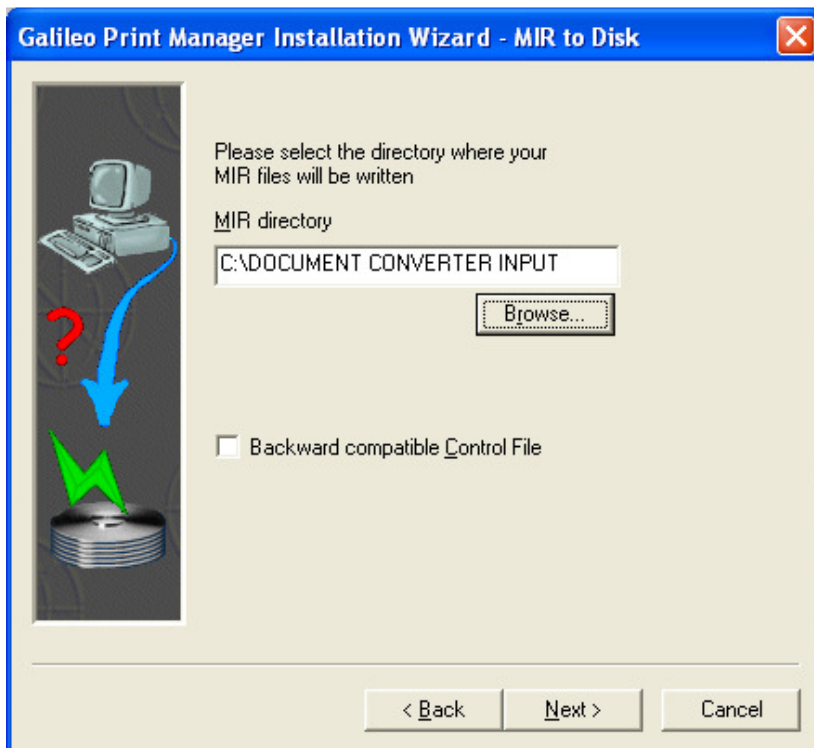
Device Name – type MIR Files

Printer Type – Select MIR to Disk

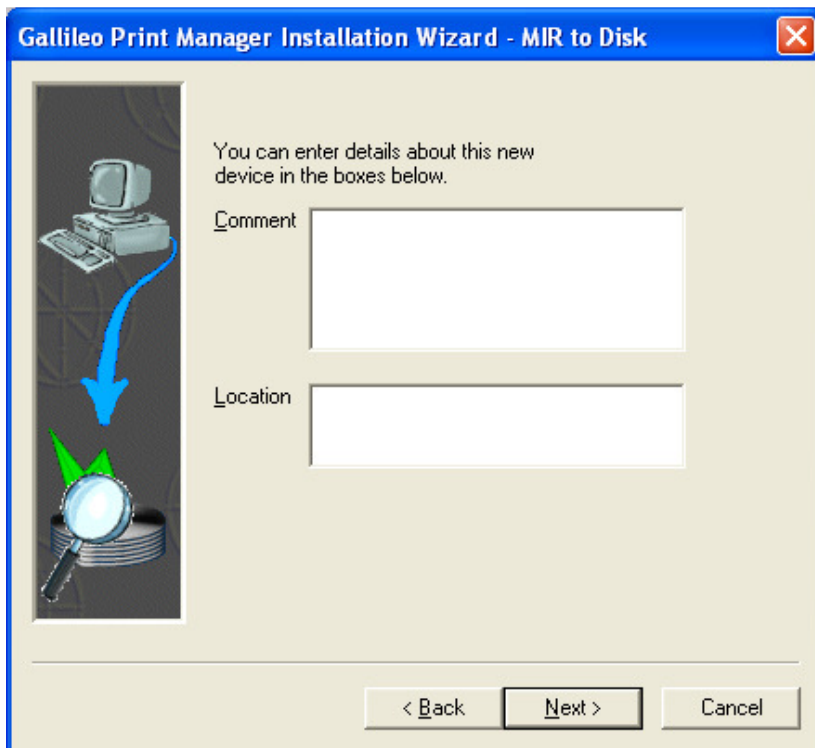
Then click on "Next"



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

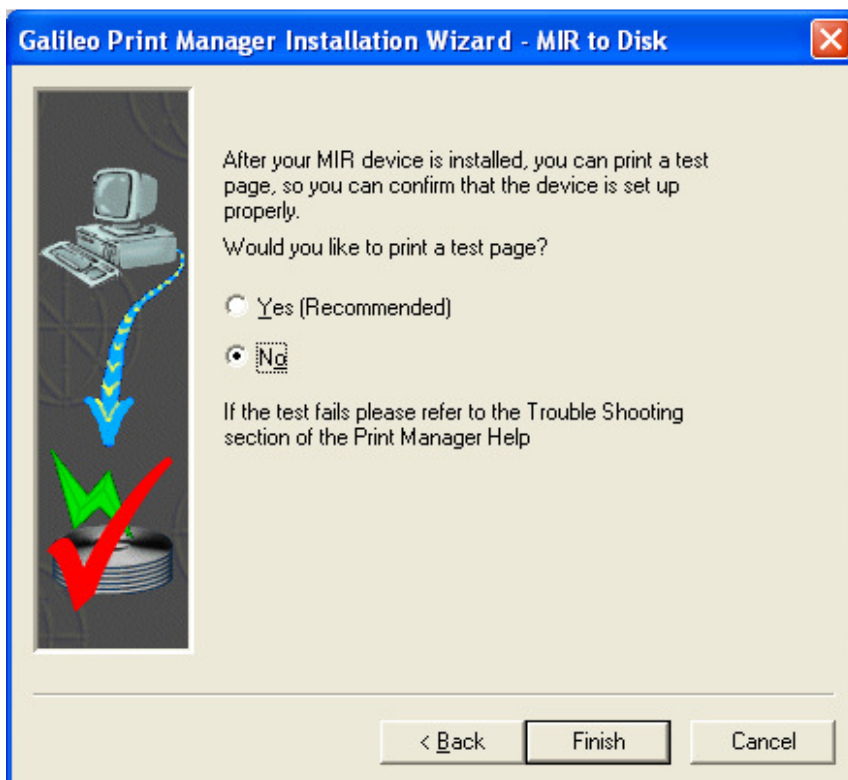


Then click on "Next"



Then, click on "Next"

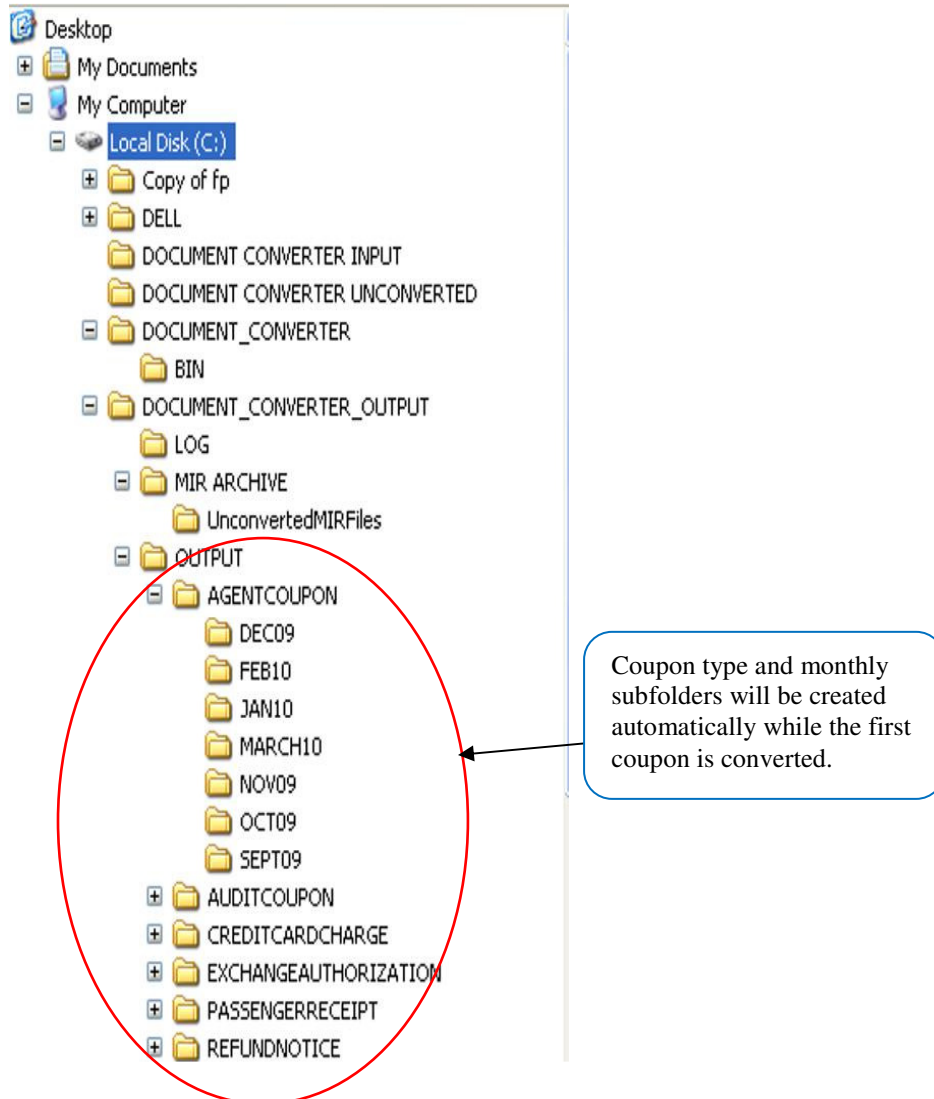
Step 4 - select "Yes" to print a test page or "No" not print a test page



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



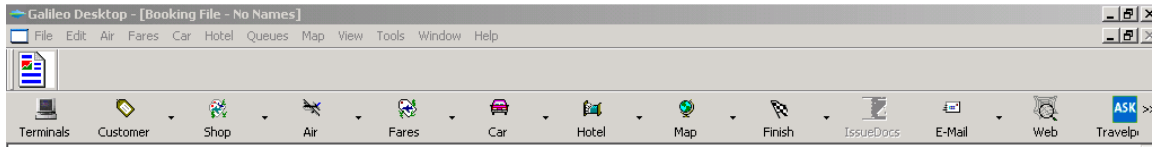
1.4 Standard naming convention of files

- **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>+tkk number without check digit>-<last three digit of conjunction ticket if applicable>-<YYYYMMDDHHMMSS>.DOC
- **Passenger Receipt**
PR-<PaxName>-<3-char numeric airline code>+Tkt number without check digit>-<last three digit of conjunction ticket if applicable>-<YYYYMMDDHHMMSS>
- **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**
<XXXXXXGAL>.MIR

1.5 Launch Document Converter

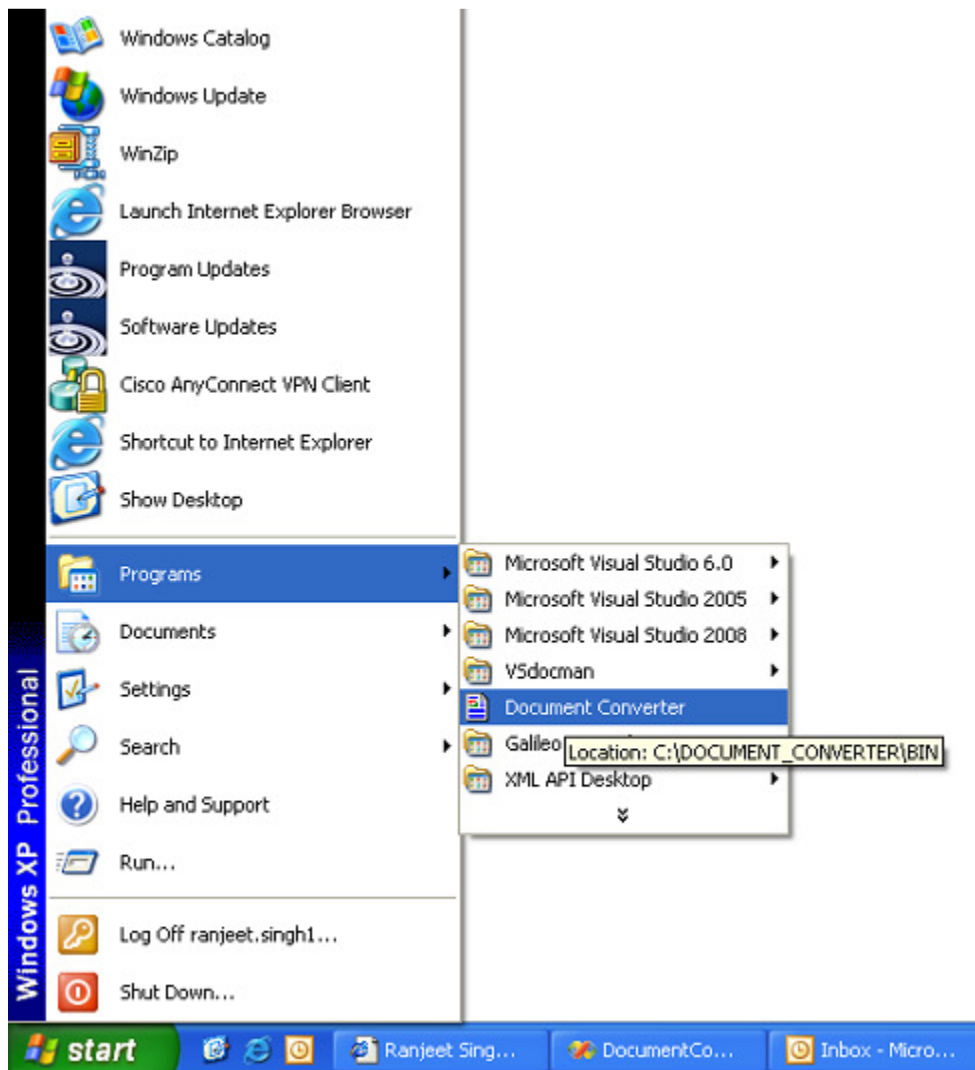
You may launch the Document Converter Application by:-

- 1) Clicking the Custom ViewPoint Toolbar Icon



or

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



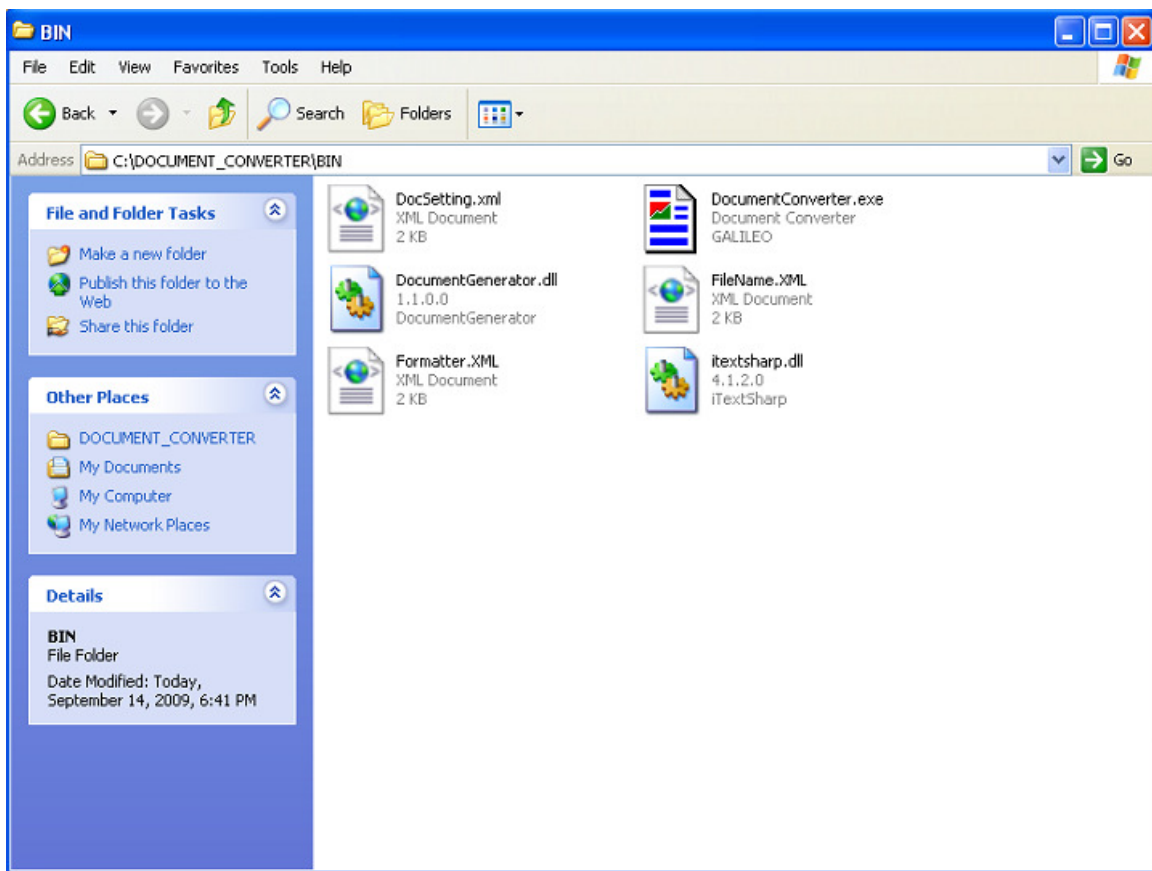
or

3) Clicking the Document Converter desktop shortcuts.



or

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

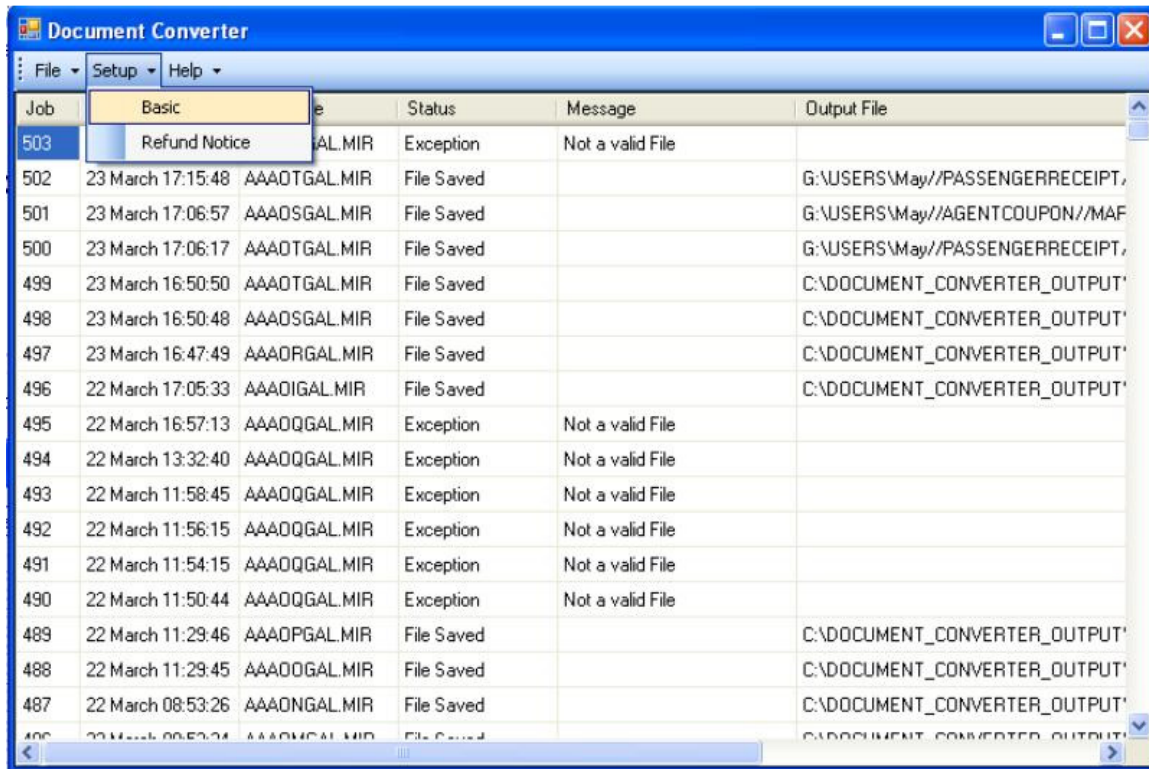


After Document Converter application is launched, a job file screen will be displayed (refer to 1.9)

1.6 Configure System Setup

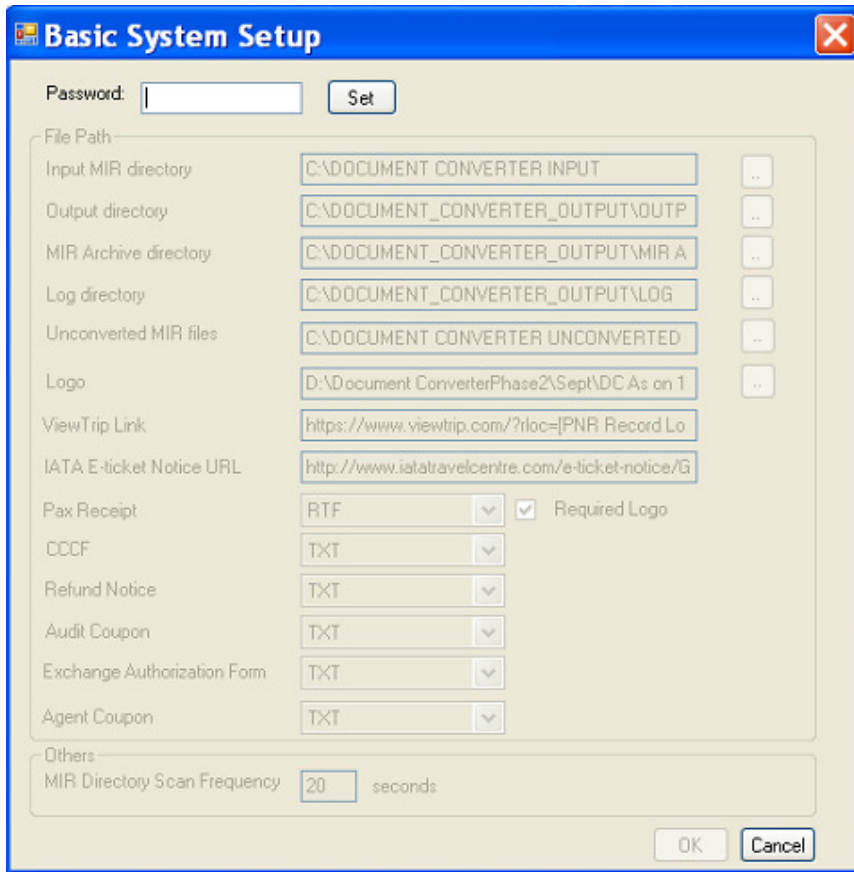
The Basic System Setup Menu can be accessed through the log file screen. You can configure the directory of all file paths, company logo, IATA E-ticket notice URL and output file format of each document in this menu.

** Please contact your Account Manager if you want to change your configuration in System Setup table. **

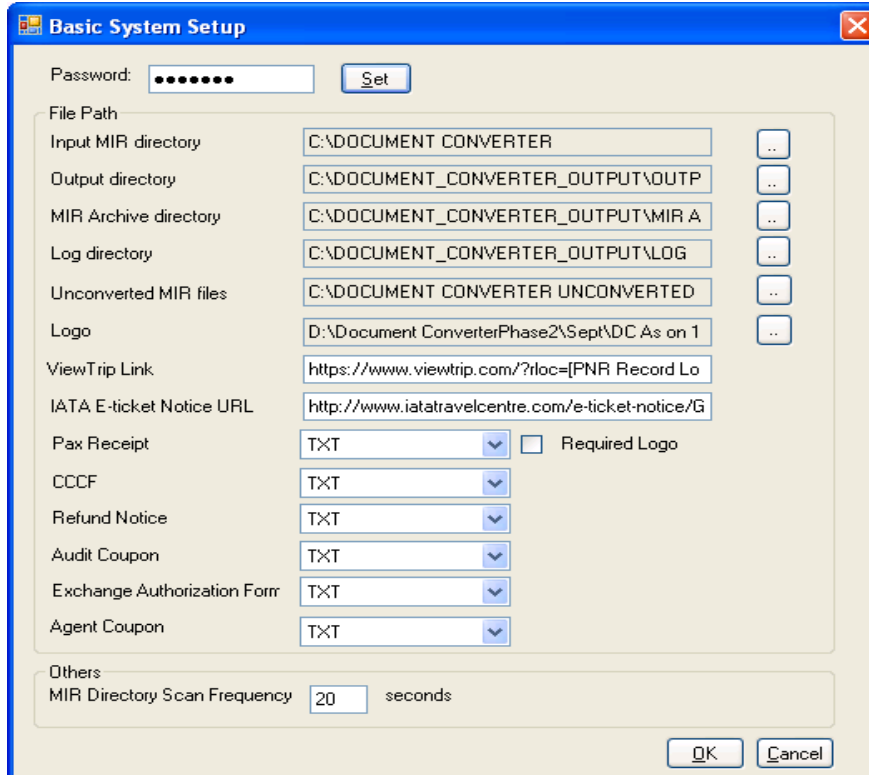


Job	Date	File Name	Status	Message	Output File
503		Refund Notice	Exception	Not a valid File	
502	23 March 17:15:48	AAAOTGAL.MIR	File Saved		G:\USERS\May\PASSENGERRECEIPT,
501	23 March 17:06:57	AAAOSGAL.MIR	File Saved		G:\USERS\May\AGENTCOUPON\MAF
500	23 March 17:06:17	AAAOTGAL.MIR	File Saved		G:\USERS\May\PASSENGERRECEIPT,
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	AAAQGGAL.MIR	Exception	Not a valid File	
494	22 March 13:32:40	AAAQGGAL.MIR	Exception	Not a valid File	
493	22 March 11:58:45	AAAQGGAL.MIR	Exception	Not a valid File	
492	22 March 11:56:15	AAAQGGAL.MIR	Exception	Not a valid File	
491	22 March 11:54:15	AAAQGGAL.MIR	Exception	Not a valid File	
490	22 March 11:50:44	AAAQGGAL.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	AAAQGGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
487	22 March 08:53:26	AAAONGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'
486	22 March 08:53:24	AAAONGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT'

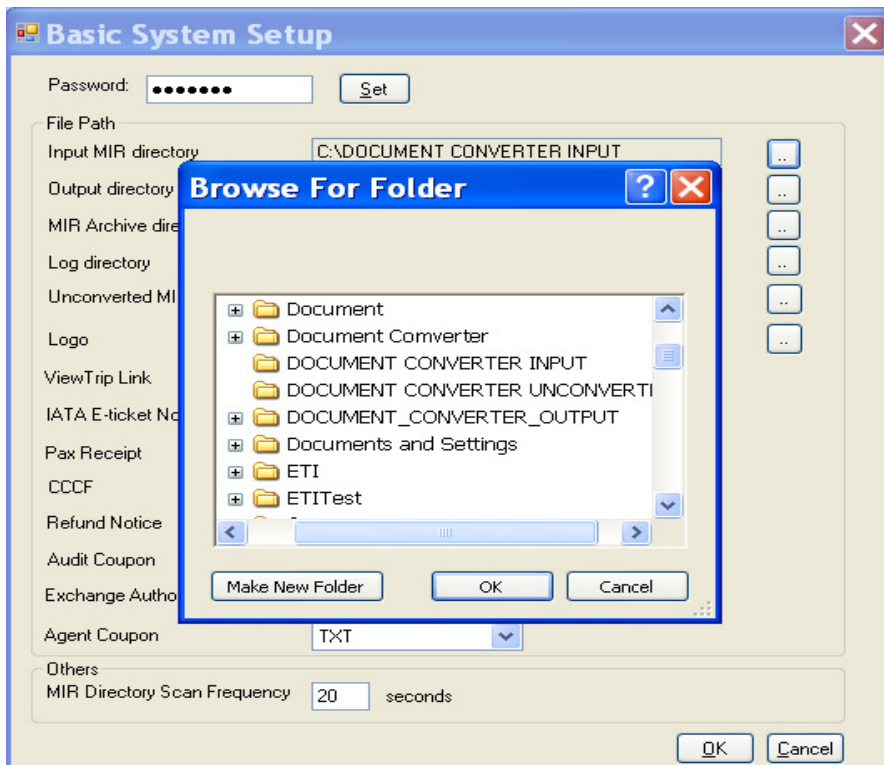
Click on "Setup" button on the log file screen or press ALT+S button. The submenu is opened. Click on "Basic" submenu or press ALT+B and the following table will be displayed.



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

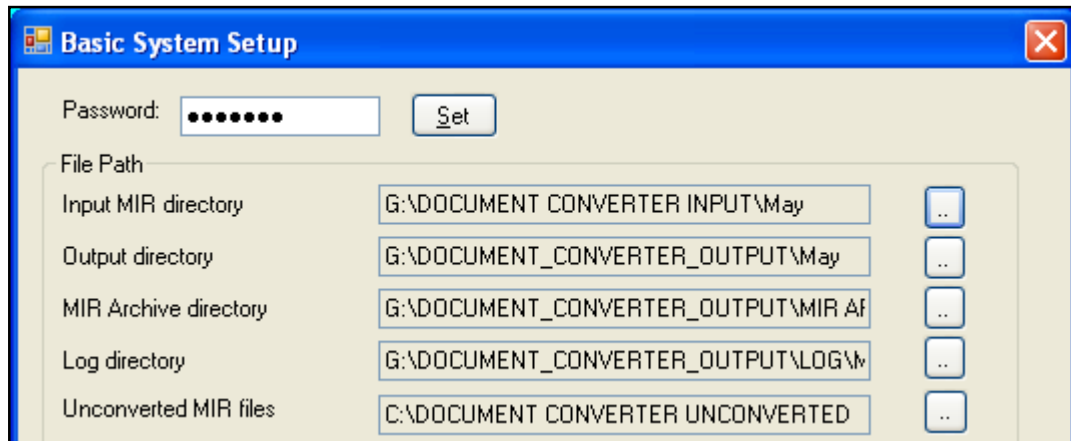


- a) To define directory path, select corresponding button next to directory text box and "Browse for Folder" screen is pop up.



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

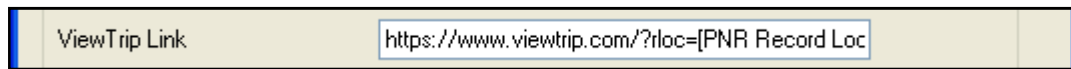
If you want to add company logo on document, please note company logo size is limited to width 150 pixels and height 100 pixels in .jpg or .bmp format.



The screenshot shows a 'Basic System Setup' dialog box with the following fields:

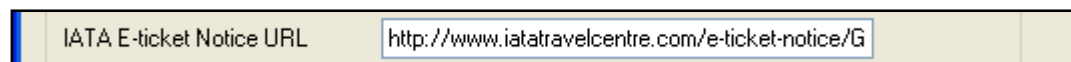
- Password: [masked] [Set]
- File Path section:
 - Input MIR directory: G:\DOCUMENT CONVERTER INPUT\May
 - Output directory: G:\DOCUMENT_CONVERTER_OUTPUT\May
 - MIR Archive directory: G:\DOCUMENT_CONVERTER_OUTPUT\MIR Af
 - Log directory: G:\DOCUMENT_CONVERTER_OUTPUT\LOG\M
 - Unconverted MIR files: C:\DOCUMENT CONVERTER UNCONVERTED

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



The screenshot shows a 'View Trip Link' field with the pre-defined URL: [https://www.viewtrip.com/?rloc=\[PNR Record Loc\]](https://www.viewtrip.com/?rloc=[PNR Record Loc])

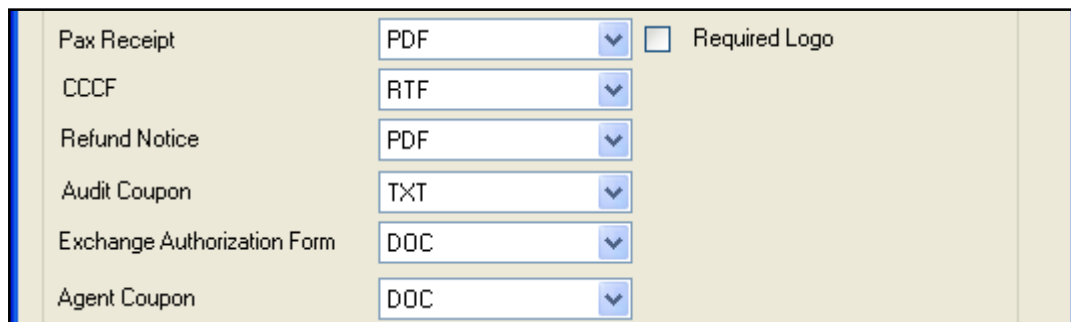
- d) IATA E-ticket Notice URL currently is <http://www.iatatravelcentre.com/e-ticket-notice/General/English/> and it can be updated when IATA changes the location of notice.



The screenshot shows an 'IATA E-ticket Notice URL' field with the current URL: <http://www.iatatravelcentre.com/e-ticket-notice/G>

- e) To define output file format of each document, select combo box which contains of conversion type like DOC, TXT, RTF & PDF. By default, TXT is selected.

- f) Company logo can add on passenger receipt and unconverted file only if output file format is either DOC or RTF or PDF format.



The screenshot shows a table of document output formats and a 'Required Logo' checkbox:

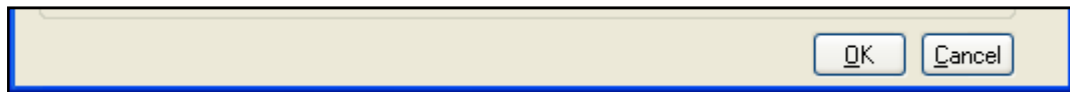
Pax Receipt	PDF	<input type="checkbox"/> Required Logo
CCCF	RTF	
Refund Notice	PDF	
Audit Coupon	TXT	
Exchange Authorization Form	DOC	
Agent Coupon	DOC	

- g) To define interval time for file conversion, enter scan time in scan frequency text box.



The screenshot shows a configuration window titled "Others". Inside, there is a label "MIR Directory Scan Frequency" followed by a text input field containing the number "10" and the unit "seconds".

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



The screenshot shows a dialog box with two buttons: "OK" and "Cancel".

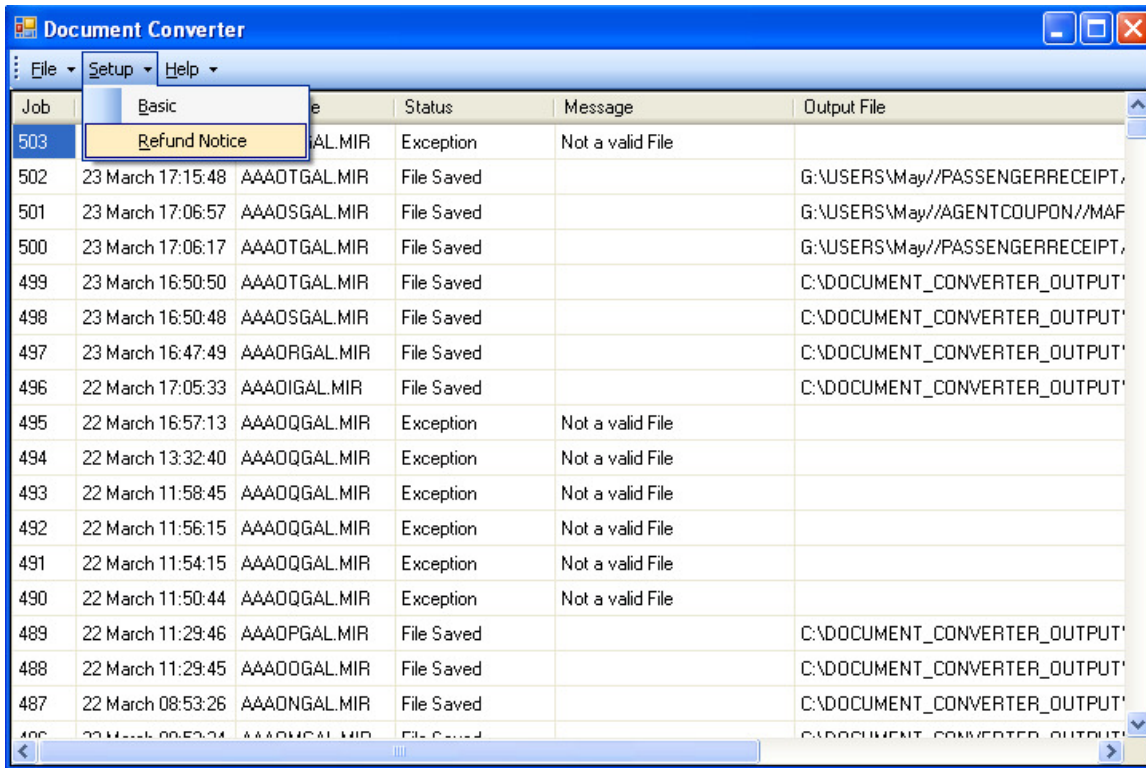
1.7 Configure Refund Notice Setup

The Refund Notice Setup Menu can be accessed through the log file screen. To allow application to convert refund notice MIR file, you have to specify "Row No." and "Starting Position" of following items on a refund notice.

- Ticket Number
- Airline Code
- Passenger Name

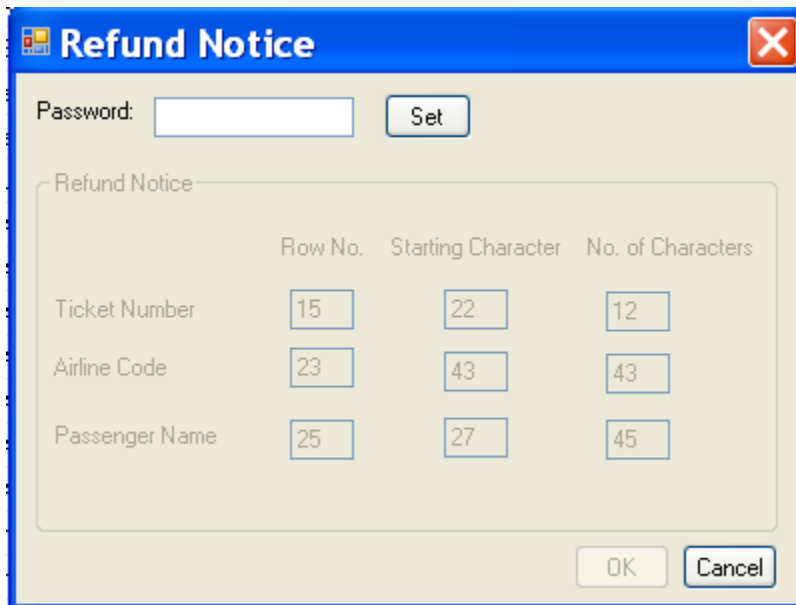
Click on "Setup" menu or press ALT+S button, submenus is opened then click on "Refund Notice" submenu or press ALT+R.

** Please contact your Account Manager if you want to change your configuration in Refund Notice table **



Job		File	Status	Message	Output File
503		AL.MIR	Exception	Not a valid File	
502	23 March 17:15:48	AAADTGAL.MIR	File Saved		G:\USERS\May\PASSENGERRECEIPT,
501	23 March 17:06:57	AAADSGAL.MIR	File Saved		G:\USERS\May\AGENTCOUPON\MAF
500	23 March 17:06:17	AAADTGAL.MIR	File Saved		G:\USERS\May\PASSENGERRECEIPT,
499	23 March 16:50:50	AAADTGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
498	23 March 16:50:48	AAADSGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
497	23 March 16:47:49	AAADRGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
496	22 March 17:05:33	AAADIGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
495	22 March 16:57:13	AAADQGAL.MIR	Exception	Not a valid File	
494	22 March 13:32:40	AAADQGAL.MIR	Exception	Not a valid File	
493	22 March 11:58:45	AAADQGAL.MIR	Exception	Not a valid File	
492	22 March 11:56:15	AAADQGAL.MIR	Exception	Not a valid File	
491	22 March 11:54:15	AAADQGAL.MIR	Exception	Not a valid File	
490	22 March 11:50:44	AAADQGAL.MIR	Exception	Not a valid File	
489	22 March 11:29:46	AAADPGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
488	22 March 11:29:45	AAADOGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
487	22 March 08:53:26	AAADNGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT
486	22 March 08:53:24	AAADMGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT

The following screen will be displayed.



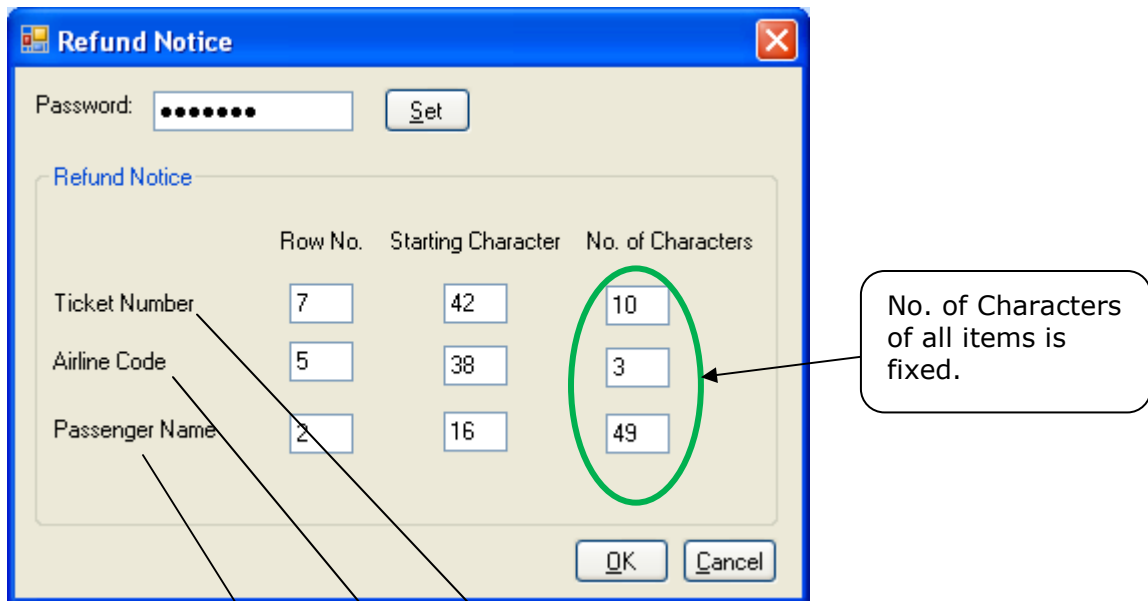
	Row No.	Starting Character	No. of Characters
Ticket Number	15	22	12
Airline Code	23	43	43
Passenger Name	25	27	45

- In the above table, only Password text box, "Set" button & "Cancel" button are enabled on loading.
- Enters password in password text box then click "Set" button. All fields will be enabled if password is matched.

- If password doesn't match then all fields remain disabled.

A matrix contains of "Row No.", "Starting Character" and "No. of Characters" in rows and "Ticket Number", "Airline Code" and "Passenger Name" in columns is displayed.

You have to enter the position values of "Ticket Number", "Airline Code" and "Passenger name" in each text box with numbers only.

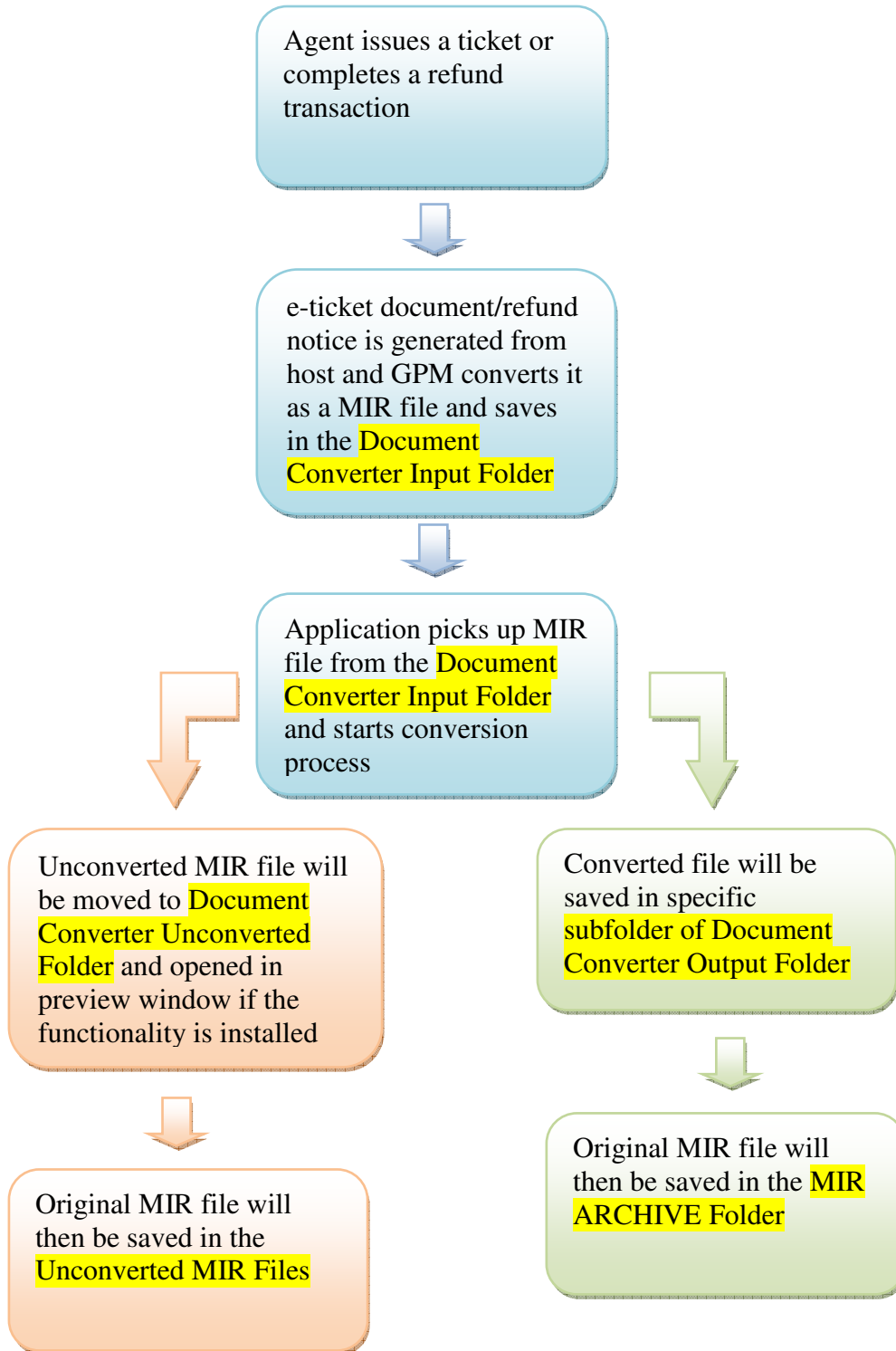


	Row No.	Starting Character	No. of Characters
Ticket Number	7	42	10
Airline Code	5	38	3
Passenger Name	2	16	49

```

0123456789012345678901234567890123456789012345678901234567890123456789
0 AUTOMATED REFUND
1 PASSENGER NAME BABY/BISMIMRS BSP AUSTRALIA
2 CAMPUS TRAVEL NSW TIC
3 AIRLINE QANTAS AIRWAYS LIMITED DATE 21SEP0
4 AU
5 CURRENCY AUD TOUR CODE 02357655
6 REFUND COMPUTATION PCT COMM 0.00 REFUNDED DOCUMENTS
7 081 3360510817 1
8 FARE PAID 102.65
9 FARE USED 0.00
10 FARE RFND 102.65
11 CANX FEE 102.65
12 TAX RFND 22.36
13 CASH 22.36 AIRLINE AUTHORITY 0812LXOV2NWPT
14 CREDIT CARD NUMBER
15 TAX1 7.99 QR TAX2 3.00 WG
16 TAX3 11.37 UO TAX4 ORIGINAL TICKET NUMBER EXCHANGE
17 TAX5 TAX6
18 TAX7 TAX8
19 REMARKS
  
```

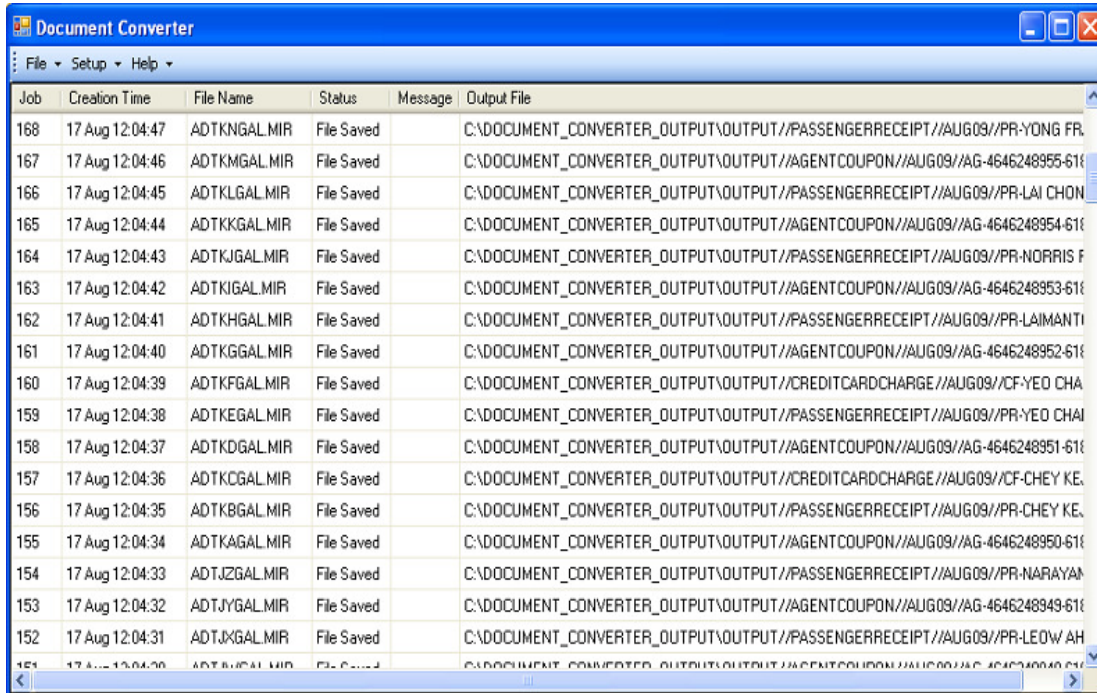
1.8 Document Converter Conversion Process



1.9 Get started

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

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

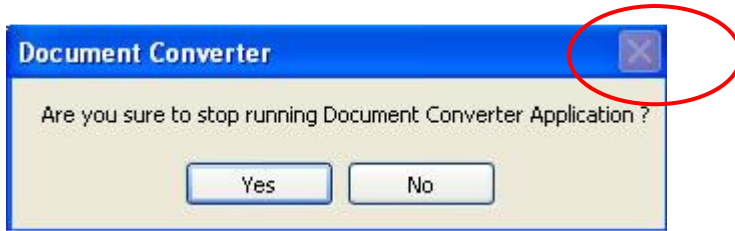


Job	Creation Time	File Name	Status	Message	Output File
168	17 Aug 12:04:47	ADTKNGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT\PASSENGERRECEIPT//AUG09//PR-YONG FR
167	17 Aug 12:04:46	ADTKMGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT\AGENTCOUPON//AUG09//AG-4646248955-616
166	17 Aug 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-4646248954-616
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-4646248953-616
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-4646248952-616
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-4646248950-616
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-4646248949-616
154	17 Aug 12:04:33	ADTJZGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT\PASSENGERRECEIPT//AUG09//PR-NARAYAN
153	17 Aug 12:04:32	ADTJYGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT\AGENTCOUPON//AUG09//AG-4646248949-616
152	17 Aug 12:04:31	ADTJXGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT\PASSENGERRECEIPT//AUG09//PR-LEOW AH
151	17 Aug 12:04:30	ADTJYGAL.MIR	File Saved		C:\DOCUMENT_CONVERTER_OUTPUT\OUTPUT\AGENTCOUPON//AUG09//AG-4646248948-616

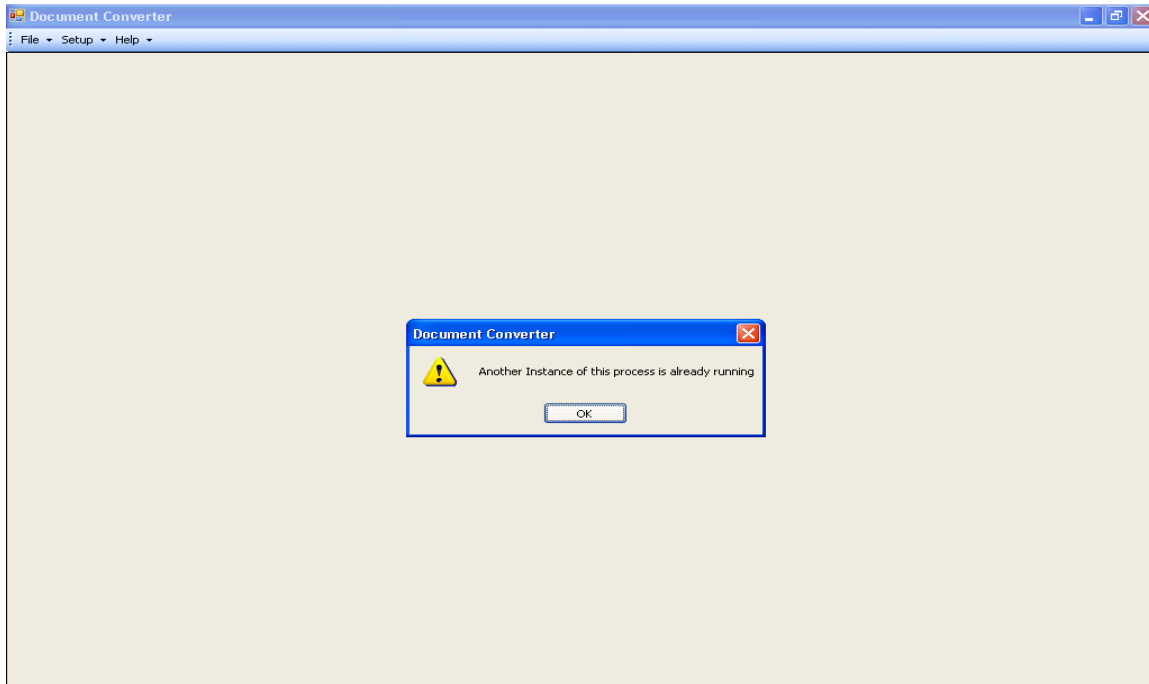
Description of each field:-

- **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"** information is displayed in Status Column else **"Exception"**.
- **Message field** – If file is successfully converted then it is blank. Otherwise, it shows the unconverted reason, 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 cross of Document Converter window, the dialog box below is pop up. Click on "Yes" to close application and "No" remains operation.



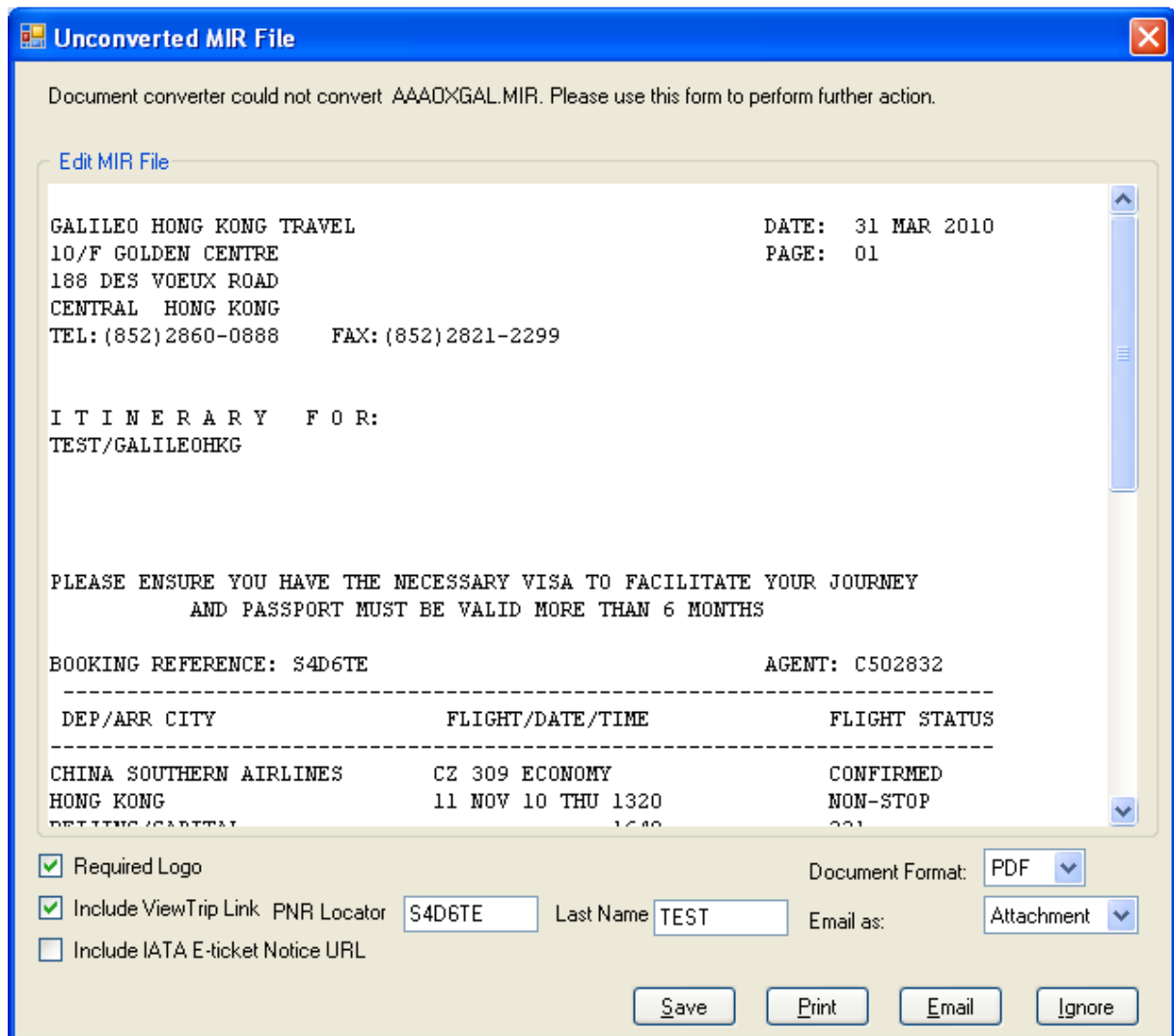
If you attempt to activate the application and it is already running on the same machine, the following dialog box will display. On click "OK" button to exit.



1.9.1 Unconverted MIR File Preview Window

Unconverted MIR File Preview Window is provided for you to edit the content of unconverted MIR file if necessary. The mask enables you to save the file in your PC, or to print it or to call a new mail message and attach file to it or inline email.

Note: This functionality is only suitable for an individual print device and Galileo Print Manager is installed on your PC. The print device must not be same as the master device. You have to enable this functionality in the installation process.



Document converter could not convert AAQXGAL.MIR. Please use this form to perform further action.

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

I T I N E R A R Y F O R:
 TEST/GALILEOHKG

PLEASE ENSURE YOU HAVE THE NECESSARY VISA TO FACILITATE YOUR JOURNEY
 AND PASSPORT MUST BE VALID MORE THAN 6 MONTHS

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
BEIJING/CAPITAL	16:40	001

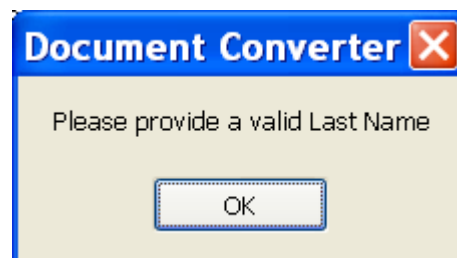
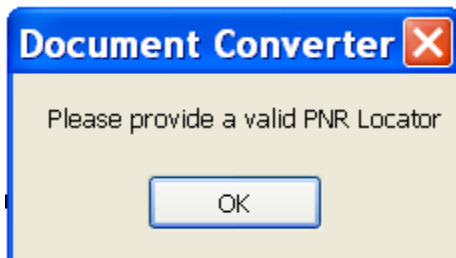
Required Logo
 Include ViewTrip Link PNR Locator S4D6TE Last Name TEST
 Include IATA E-ticket Notice URL

Document Format: PDF
 Email as: Attachment

Save Print Email Ignore

Functions

- The mask will display all Unconverted MIR files one after the other till the last file.
- You are able to choose
 - to add the company logo on document
 - to include the View Trip link on document
 - to include IATA E-ticket Notice URL on document
 - the file format of converted file to be saved
 - sending document as email attachment or as inline text in the email body
- You are able to "Save", "Print" or "Email" the document.
- After you have completed manual conversion of MIR file, the original MIR file will be moved to "Unconverted MIR files" under "MIR Archive directory"
- The options / values selected by you on preview window are remembered and will be selected as default in next reload.
- If there is no email client 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.
- A text box (max length 48) with the label "Last Name" is provided next to View Trip Link checkbox and always is blank.
- If the "Include View Trip Link" check box is checked and either "PNR Locator" or "Last name" text box is blank or has less than 6 characters in "PNR Locator". When you click on "Save" or "Email" or "Print" button, either of the following messages will be displayed.



- Click on "OK" button, then enter the appropriate information in relevant field and retry.

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 desired folder. After

document is filed, the current MIR file will be moved to "Unconverted MIR files" under "MIR Archive directory".

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

b) To print the document

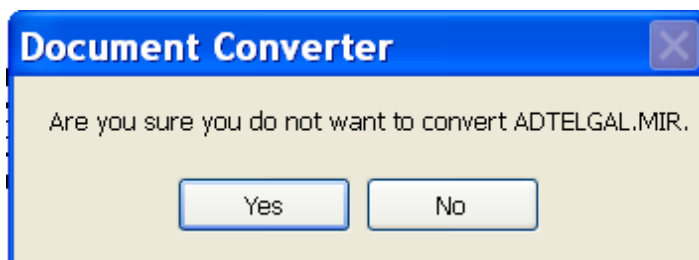
- A button with the label "Print" is to be provided. The shortcut for the button would be Alt + P.
- Click on the "Print" button, based on the option of Required Logo, View Trip Link & IATA E-ticket notice URL and convert current MIR file to the selected file format. The "Print" dialog is displayed and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

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.
- Email supports HTML, RICH TEXT and PLAIN TEXT only for inline message.

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 will be displayed



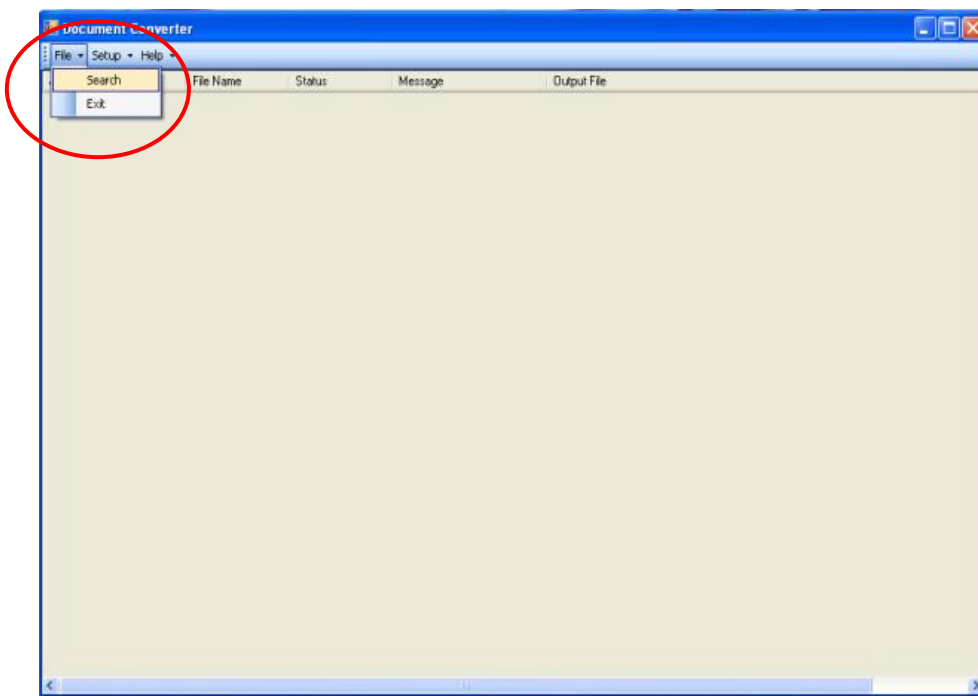
- Click on "No", do nothing.
- Click on "Yes", move current MIR file to "Unconverted MIR files" under "MIR Archive directory".

1.9.2 Search File

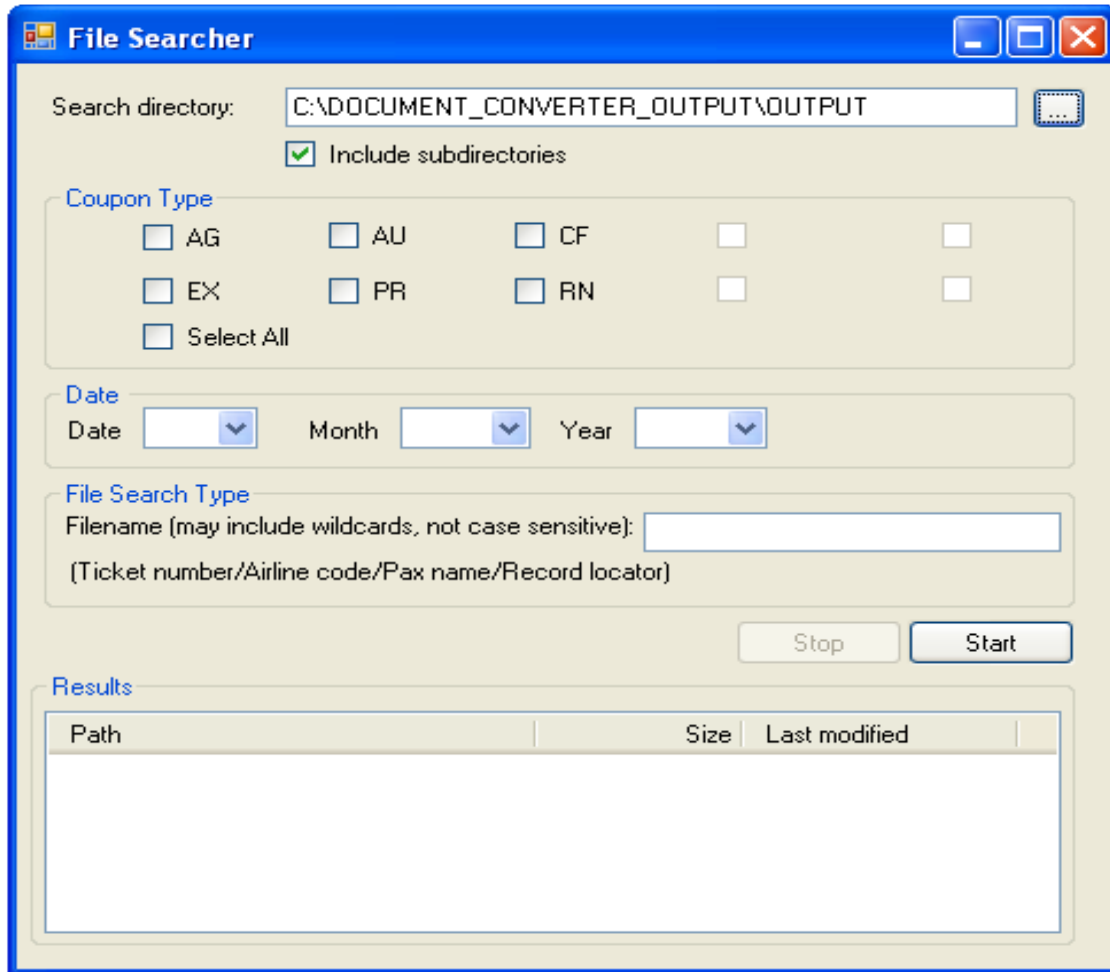
You are able to use the Search Tool to locate and retrieve a particular file from all output folders and its subfolders. The file can be searched on the basis of file name criteria like ticket number, airline, passenger name, coupon type, record locator and date.

Access Search submenu

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



The Search submenu table will be displayed.

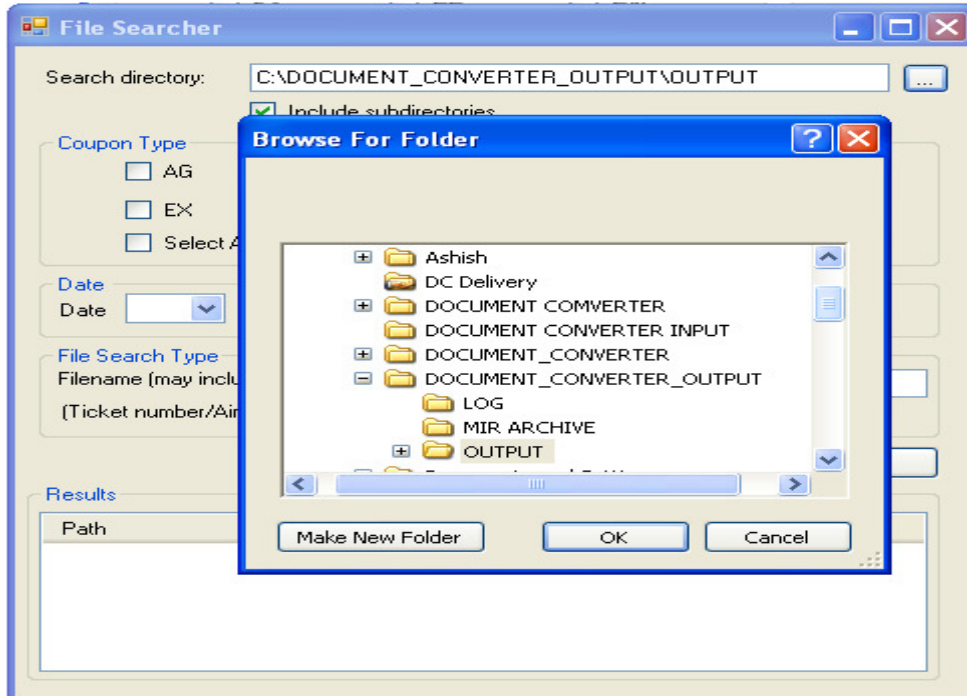


Coupon type codes denote:-

- AG - Agent Coupon
- CF - Credit Card Charge
- PR - Passenger Receipt
- AU - Audit Coupon
- EX - Exchange Authorization Form
- 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.

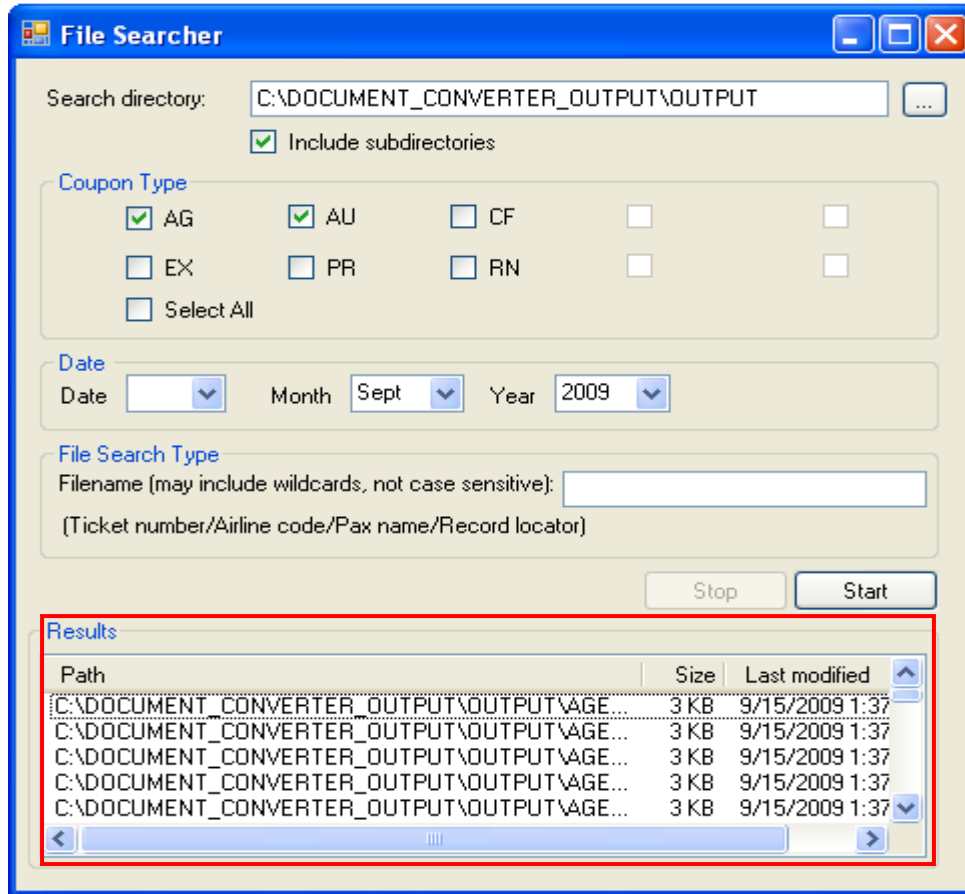


To minimize the processing time, coupon type & month and year are mandatory while file type is optional for searching of files. Coupon type allows multiple choices or checks “Select All” for all types.

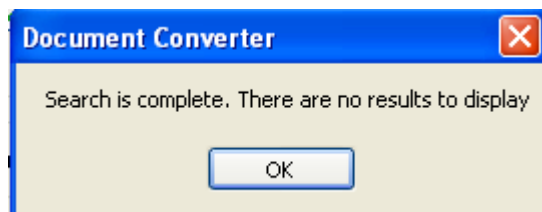
You can select Coupon type, Date & either enter value in file search type text box or not, then click on “Start” button. Searching process starts & results will display in “Results” box.

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

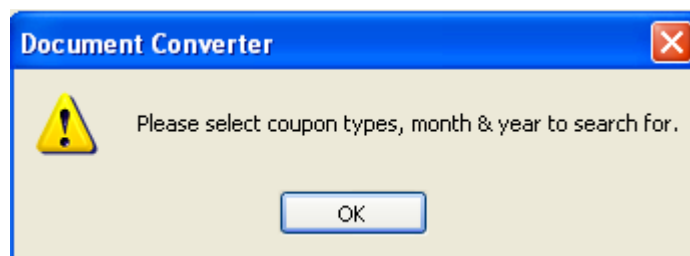
“Stop” button enables when the file searching process starts. This button is to stop the searching process.



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

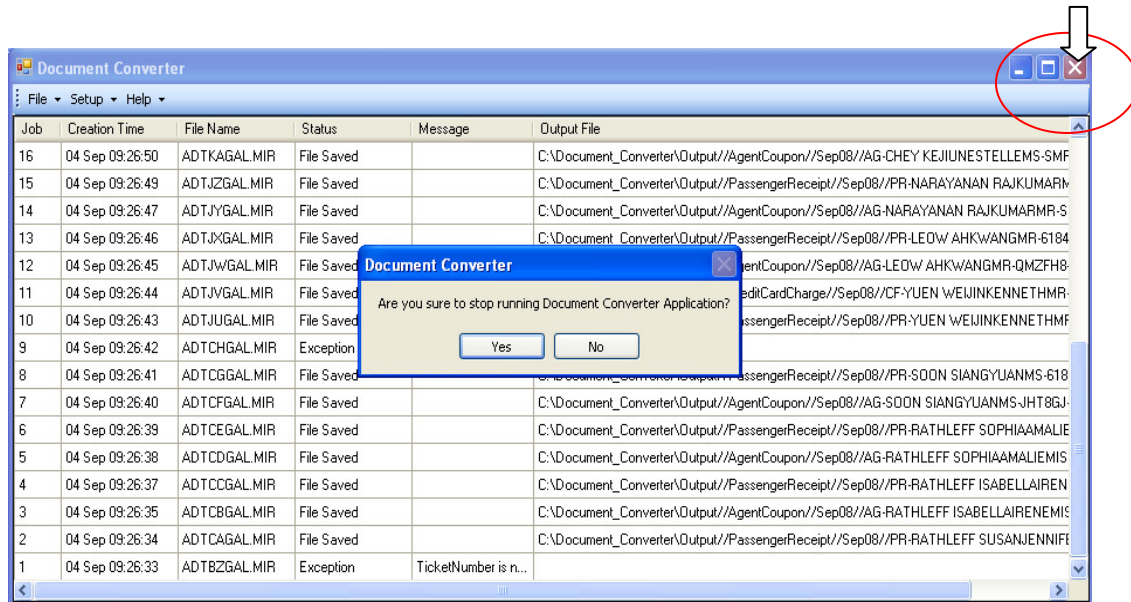


If coupon type or date is not selected & you click on "Start" button, the following message will be displayed. Click on "OK" button to close the message box and enter the mandatory information and starts again.



Exit Search submenu

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



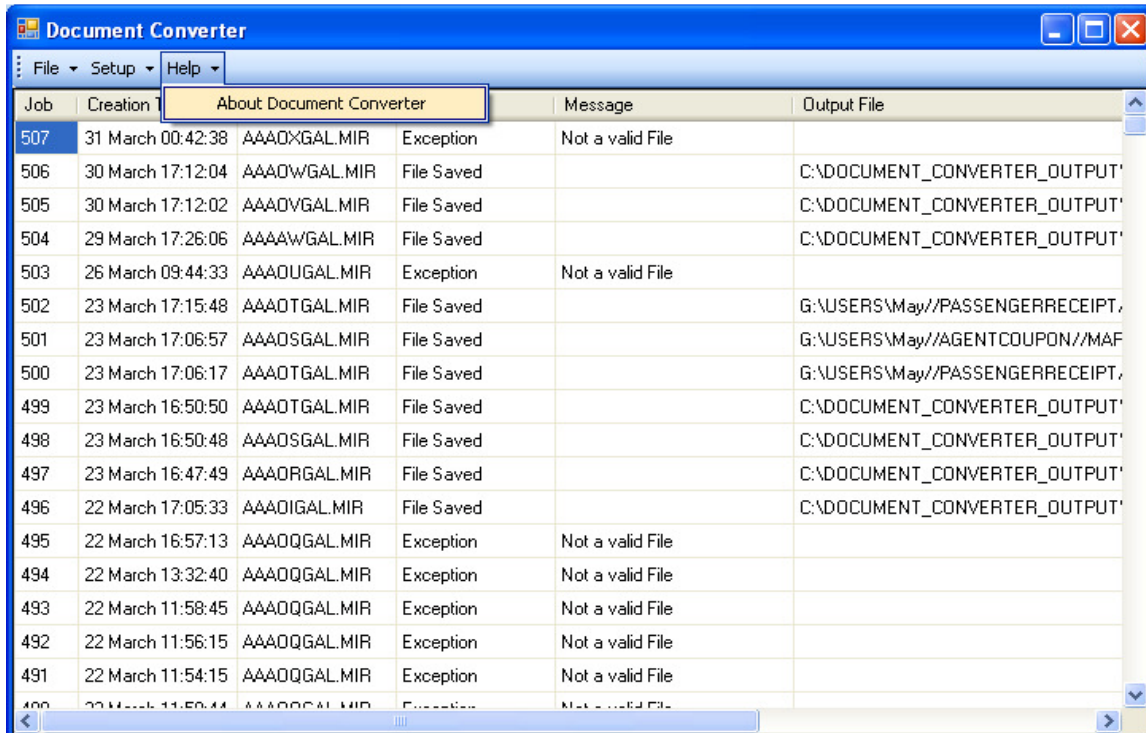
When you attempt to close the application by clicking the cross at the top right hand corner, a warning message is to reconfirm you want to close the application.

- 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 pending files will be converted until the application is re-launched.

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.



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

2. Queries

For further information, please contact your Account Manager.