Preview Plus™

Quick Reference

Galileo
by **Travelport**

Acknowledgement:
This document was developed by Galileo Training Services.
Customer feedback is important to us. Please take a few minutes to send any
questions or comments to us at training.development@galileo.com

Contents

Preview Plus™

Preview Plus™ helps you sort PNRs using fill-in-format screens. You determine how a PNR sort is returned; either to screen, queue or printer. You can also combine multiple search criteria in one entry to ensure the most accurate results. With Preview Plus, you can control processing costs better by selecting one of three processing options: Demand (processed immediately, CRT is locked, cost item), Quick Return (results processed within 5 hours, CRT is *not* locked, cost item), Batch (processed overnight, no cost).

HELP is available for all fields in the fill-in-format screens. Additional information and Apollo® formats are found under HELP and S✳BRF.

To	Do this
Get an explanation of any field within a fill-in-format screen	Type a pillow (¤) in the field, then press Enter
See all Preview Plus formats	Type HELP PREVIEW PLUS
Get additional information	Type S✳BRF/PREVIEW PLUS

Before You Use Preview Plus

Preview Plus walks you through the PNR sort process by displaying fill-in-format screens for you to complete. This table identifies the various commands used in the preview process.

To	Use this command
Access Main screen	PP/
Access Air Itinerary screen	PP/AIR
Access Auxiliary Itinerary screen	PP/AUX
Access Traveler Information screen	PP/TVL
Access Ticket Order screen	PP/TKT
Submit your request	PP/END
Return to the Main screen	PP/MAIN
Display field summary	PP/SUM
Ignore your request	PP/IGN
Redisplay last screen	PP/✳
Delete last batch request	PP/X
Display Count Information	PP/C

Basic Steps

1. Display the Preview Plus Main screen to start the sort process (PP/).

2. Fill in the four mandatory fields of the Main screen and any additional fields required for the sort results you need.

3. Complete any additional fill-in-format screens you may have requested (Air Itinerary, Auxiliary Itinerary, Traveler Information, Ticket Order).

   Note: Before submitting your request you can check the accuracy of your entries by accessing a Summary screen (PP/SUM).

4. Submit your preview request to retrieve the selected PNRs (PP/END).

Completing the Main Screen

1. To start Preview Plus, type PP/ and press Enter to display the Main screen.

```
►PP/MAIN SCREEN      PREVIEW FOR:  J95 - GET UP AND GO TRAVEL
                    □ - HELP AVAILABLE FOR ALL FIELDS
PREVIEW-P/TICKET ORDER-T/REMOVE NO ITIN PNRS FROM QUEUE-R:·.
DEMAND-D/QUICK-I/BATCH-B:·.       PSEUDO·....   FROM QUEUE ·.........
LIST TO PRINTER-P/SCREEN-S:·.                  TO QUEUE·...............
SELECT TICKETED-T/UNTICKETED-U/ALL-A:·.
ITINERARY TYPE AIR-A/AUX-X:·.        TRAVELER INFORMATION: Y/N·.
CREATE DATES ·.....  ·.....  ·.....  DATE RANGE·..... -·.....
TRAVEL DATES ·.....  ·.....  ·.....  DATE RANGE·..... -·.....
                                              ►PP/IGN
```

2. Fill in the four mandatory fields, shown above in bold face type, and any additional fields, to select how you want to sort PNRs.

Mandatory Fields:

- Preview Type (Preview, Ticket Order, Remove No Itin PNRs form Queue). If you select Ticket Order, only the Return Results field is mandatory.

- Processing Mode (Demand, Quick Return or Batch)

- Return Results (Printer, Screen or to Queue)

- Ticketed, Unticketed or All

  Note: A date is required for all Preview Plus requests. Dates for Auxiliary Itinerary sorts must be entered on that screen.

3. After completing all selected fields, press Enter.

- If no additional screens appear, tab to PP/END and press Enter to submit your request.

- If one of the following screens appears, go to the appropriate page to get more information on how to complete your request.

If this screen appears	Go to
Air itinerary (AIR)	page 6
Auxiliary itinerary (AUX)	page 7
Traveler information (TVL)	page 8
Ticket order (TKT)	page 9

Field definition is available for all fields by entering a (¤) pillow.

For additional commands, see Preview Plus Commands on page 3.

Sorting PNRs by Air Segments

The Air Itinerary screen lets you sort PNRs based on information related to air segments. You can use this type of sort to determine, for example, how many reservations have been booked on specific airlines to specific destinations.

Note: You *cannot* combine airline and auxiliary requests.

```
►PP/AIR ITINERARY      PREVIEW FOR:  J95 - GET UP AND GO TRAVEL
                     □ - HELP AVAILABLE FOR ALL FIELDS
AIRLINE CODES        ·... ·... ·... ·... ·...   FLIGHT NBR ·....
CLASS OF SERVICE ·.. ·.. ·.. ·.. ·..
FIND UNCONFIRMED SEGMENTS: Y/N·.
SEGMENT STATUS  ·.. ·.. ·.. ·.. ·..    *-WILDCARD
CITY: BOARD ·...     DESTINATION ·... THRU OPTION: Y/N
FQTV VENDOR ·... ·... ·... ·... ·...
SEAT STATUS CONFIRMED-C/UNCONFIRMED-U: ·.
          ►PP/MAIN                         ►PP/SUM  ►PP/IGN
```

1. Determine what type of AIR sort you need, then tab and type the information in the appropriate fields. If you select the AIRLINE CODES field, three spaces are provided to accommodate for the future expansion of airline codes.

    You must fill in at least one field. If left blank, you must return to the Main screen and remove the X from the ITINERARY TYPE AIR-A/AUX-X: field.

2. After completing all selected fields, press Enter.

    •   If no additional screens appear, tab to PP/END and press Enter.

    •   If one of the following screens appears, go to the appropriate page to get more information on how to complete your request.

If this screen appears	Go to
Main (MAIN)	page 5
Traveler information (TVL)	page 8

Field definition is available for all fields by entering a (¤) pillow.

For additional options, see Preview Plus Commands on page 3.

Sorting PNRs by Auxiliary Itinerary Segments

The Auxiliary Itinerary screen lets you sort PNRs based on information related to auxiliary segments such as hotel, car, and tours. You can use this type of sort, for example, to look for PNRs by vendor code that were booked through RoomMaster®

Note: You *cannot* combine auxiliary and airline requests.

```
►PP/AUX ITIN               PREVIEW FOR:  J95 - GET UP AND GO TRAVEL
                      □ - HELP AVAILABLE FOR ALL FIELDS
AUX START DATE ·.....   END DATE ·.....  DATE RANGE ·..... -·.....
VENDOR TYPE:   CAR/CCR/CRS/HTL/HHL/HLS/
            LSC/LSS/TUR/TRN/AUX: ·...
VENDOR CODES ·...  ·...  ·...  ·...  ·...         TRAIN NUMBER ·.....
FIND UNCONFIRMED SEGMENTS: Y/N ·.
SEGMENT STATUS ·..  ·..  ·..  ·..  ·..    *-WILDCARD
FIND PNRS WITHOUT CONFIRMATION NUMBERS: Y/N ·.
           ►PP/MAIN                        ►PP/SUM  ►PP/IGN
```

1. Determine what type of Auxiliary sort you need, then tab and type the information in the appropriate fields.

    You must fill in at least one field. If left blank, you must return to the Main screen and remove the X from the ITINERARY TYPE AIR-A/AUX-X: field.

2. After completing all selected fields, press Enter.

    *   If no additional screens appear, tab to PP/END and press Enter.

    *   If one of the following screens appear, go to the appropriate page to get more information on how to complete your request.

Field definition is available for all fields by entering a (¤) pillow.

Sorting PNRs by Traveler Information

The Traveler Information screen lets your sort PNRs based on passenger information stored within the PNR. You can use this type of sort, for example, to look for PNRs booked by a specific agent ID in order to make modifications.

Note: Traveler information can be combined with either airline itinerary or auxiliary itinerary information.

```
►PP/TVL INFORMATION    PREVIEW FOR:  J95 – GET UP AND GO TRAVEL
                  ☐ – HELP AVAILABLE FOR ALL FIELDS
NAME FIELD REMARKS·.................................    *-WILDCARD
SSR CODE ·....  ·....  ·....  ·....  ·....    *-WILDCARD
FIND UNCONFIRMED SSRS: Y/N  ·.
QUEUE MINDER DATE ·.....   DATE RANGE ·..... -·.....
QUALIFIER ☐:5 ·..  ·..  ·..  ·..  ·..    *-WILDCARD
CUSTOMER ID ·........     AGENT ID ·..     C/NAME PNRS: Y/N ·.
          ►PP/MAIN            ►PP/AUX          ►PP/SUM  ►PP/IGN
```

1. Determine what type of Traveler Information sort you need, then tab and type the information in the appropriate fields.

   You must fill in at least one field. If left blank, you must return to the Main screen and remove the Y from the TRAVELER INFORMATION field.

2. After completing all selected fields, press Enter.

   Note: No additional screens will appear.

   • Before submitting your request you can check the accuracy of your entries by accessing a Summary screen (PP/SUM).

   • If you need to modify your request, access the appropriate screen (For the list of commands, go to page 3.).

3. Tab to PP/END and press Enter.

Field definition is available for all fields by entering a (¤) pillow.

For additional options, see Preview Plus Commands on page 3.

Sorting PNRs by Ticketing Data

The Ticket Order sort and count (previously ORB, ORZ and ORC formats) lets you preview PNRs by ticketing data. You can use this type of sort, for example, to look for PNRs scheduled for ticketing on the weekend when the office is closed and no one will be there to issue them.

Note: You *cannot* combine Ticket Order requests with any other sort option.

```
 ►PP/TKT ORDER            PREVIEW FOR:  J95 - GET UP AND GO TRAVEL
                      □ - HELP AVAILABLE FOR ALL FIELDS
TICKET ORDERS  FUTURE-B/YESTERDAY AND TODAY-Z/COUNT-C:·.
TAU DATE ·.....    DATE RANGE ·.....-·.....
TAW DATE ·.....    DATE RANGE ·.....-·.....
TAW TIME ·.....    TAW ACCOUNT NAME·.....
WITHOUT ATFQ-F/UNABLE-REPRICE ATFQ-P:·.
QUEUE MINDER DATE·.....    DATE RANGE ·.....-·.....
          ►PP/MAIN                       ►PP/SUM  ►PP/IGN
```

1. Determine what type of Ticket Order sort you need, then tab and type the information in the appropriate fields.

    You must fill in at least one field to process a sort for Ticket Order PNRs. If left blank, you must return to the Main screen and remove the Y from the SELECT TICKETED_T/UNTICKETED-U/ALL-A: field.

2. After completing all selected fields, press Enter.

3. Tab to PP/END and press Enter to submit yoru request.

Field definition is available for all fields by entering a (¤) pillow.

For additional options, see Preview Plus Commands on page 3.