

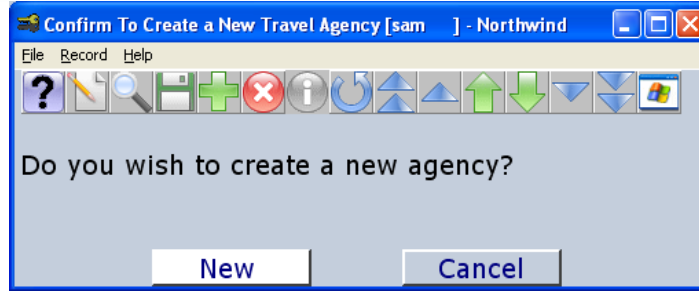
Attaching a Travel Agency by IATA

Quick Reference Guide

To attach a travel agency to a guest reservation by IATA #, select the more button at the bottom of the screen in a guest reservation.

The additional information screen allows the user to search for a travel agency by IATA number. Once the user enters the IATA number, a pop-up will display: do you want to add this travel agency to the reservation?

If the user enters a travel agency IATA number that does not exist in the database, Maestro will ask the user: do you wish to create a new agency?



In addition, if you select the more button at the bottom of the screen in a guest reservation, users can attach a travel agency by name or search for the travel agency by doing a F8 lookup.

