

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.

Additional Reservation Information	[sam] - Northwind Ho	
<u>File R</u> ecord <u>W</u> indow F <u>o</u> rms <u>I</u> nventory <u>A</u>	ldresses ⊻erify <u>H</u> elp	
Reservation#	80060	RESERVED
Guest Name	Lewis, Samantha	
VIP Type	Original Arrival	
Company Name		
Caller Name		
IATA Number		
Thursdagency		
Travel Agent		
Mail To	GUEST	
Credit Card Type		
Reserved By	SAM 10/30/2008	
Central Res #		
Guest PIN		
Guest Password		

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?

🚔 Pop-up Asking For New Travel Agency [sam] - Northwind H					
<u>File R</u> ecord <u>H</u> elp					
$? \mathbf{Y} = + \mathbf{O} \mathbf{O} \mathbf{O} \mathbf{A} + \mathbf{V} \mathbf{V} \mathbf{F}$					
IATA Number	Travel Agen	су			
24525911	Northwestern Travel				
Do you want to add this new travel					
agency to the reservation?					
	YES		CANCEL		

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?





🛋 Confirm To (Create a New Trave	l Agency [sam] - Northwind		
<u>File R</u> ecord <u>H</u> elp)				
?◣♀븝╬ᅇ▯↺ゑ▴☆₽▿╤◙					
Do you wish to create a new agency?					
	New		Cancel		

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.

Additional Reservation Information [sam] - Northwind Ho					
Ele Record Window Forms Inventory Addresses Yenfy Help					
Reservation#	80060				RESERVED
Guest Name	Lewis, Sam	antha			
VIP Type			Original Arrival		
Company Name					
Caller Name					
IATA Number					
Travel Agency					
Travel Agent					
Мак То	GUEST				
Cred Card Type					
Reserved By	SAM	10/30/2008			
Central Res #					
Guest PIN					
Guest Password					



(