

# sNew Sabre Red Booking Process for MMT

Updated 4.18.19

## 1.) Sell your air & Price

## 2.) Bring in Client Profile from Client Base

Name :	_____
ID :	_____
Pass :	_____

## 3.) Bring in your Personal Sabre Profile



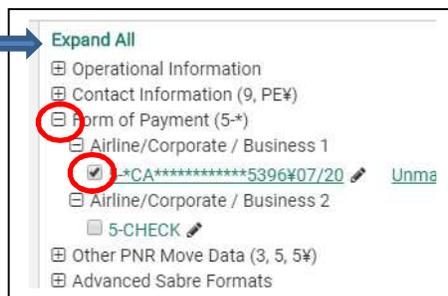
A) Click on Profile icon (left of command line)

B) Enter your name to pull your profile

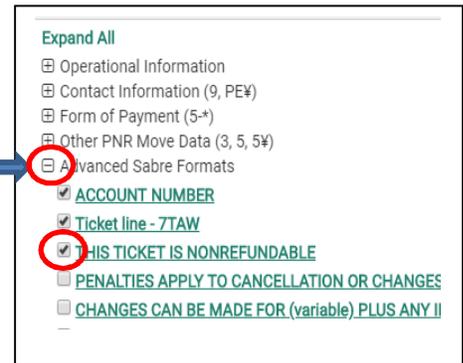
C) Choose your PNR Builder (Domestic / Intl Passport / Intl Passport & Visa)

D) Expand and Choose Optional formats: examples:

1) FOP



Remarks



E) Click 'COPY TO PNR' at the bottom of screen

F) Enter Queue & Date (30MAY) & Enter.

## 4.) Run Scripts as needed

PF Keys	
F1. FINISH	FOP , FFLYER, PHONE & EMAIL
F2. FEE	Add OTH line and charge Fee
F3. QUEUES	Work office queues
F4. INV/ACCT	Invoice TKTLESS carriers / Branch reconciliation

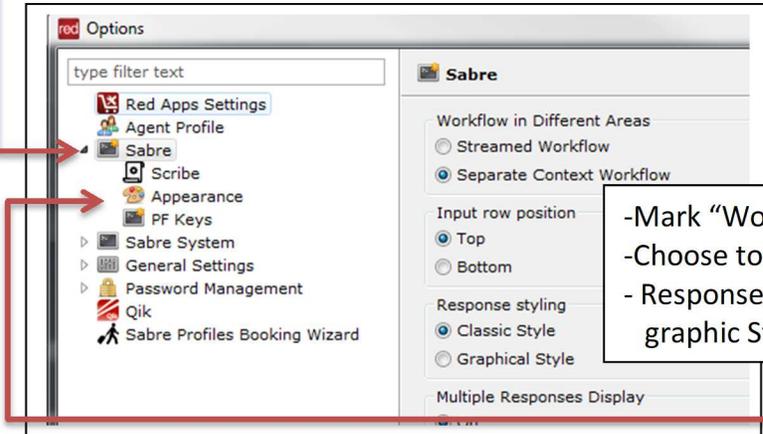
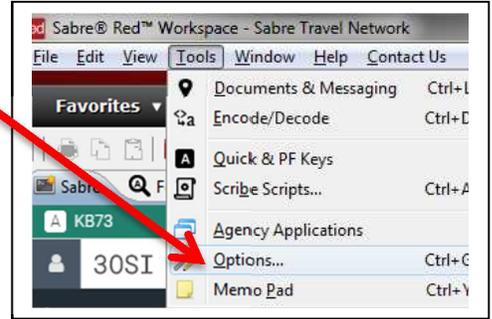
**You can create personal PF keys if you would like**

# New SabreRed Tips

## Change the appearance Sabre

- 1) At the top of your screen, click on Tools, then Options  
Shortcut: CTRL+G

- 2) Click on Sabre



- Mark "Workflow" as "Separate context..." (trust me)
- Choose top or Bottom for your Input or Command box
- Response style can be Classic (traditional Sabre) , or the new graphic Style. You can choose.

- 3) Click on appearance to change Color schemes.
- 4) Click on PF Keys, to change location of PF keys.

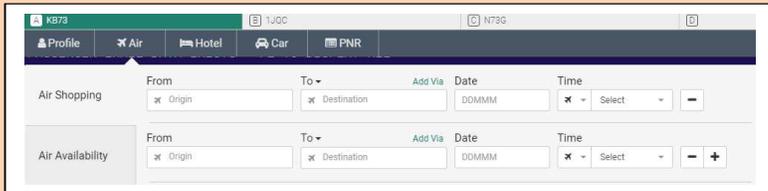
## Areas – see areas A – F across the top of screen, giving Brief info about each area



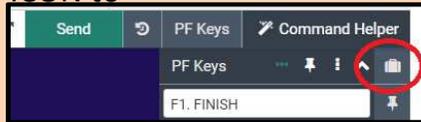
## Graphical Help, while in Classic (Traditional) view

There are 2 ways to use Graphical to help build a PNR

- 1-Click on 'Manual Command' to toggle between traditional Command box and the graphical buttons:



- 2) Or Click on the Luggage ICON to launch Graphical Help.



Air Shopping example:

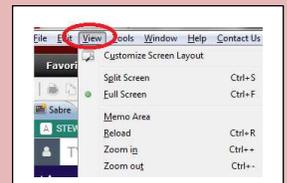
FARE TEND	TRAVEL SEASONALITY	FLEXIBLE DATES	FARE RANGE	ALTERNATE AIRPORTS	
1	DL 1140, DL 3398	SLC - Salt Lake City	IAH - Houston	32L CR9	0h 15min
	DL 4855	IAH - Houston	SLC - Salt Lake City	CR9	3h 20min
	DL 1140, DL 3398	SLC - Salt Lake City	IAH - Houston	32L CR9	0h 15min
	DL 817	IAH - Houston	SLC - Salt Lake City	738	3h 20min
2	DL 1140, DL 3398	SLC - Salt Lake City	IAH - Houston	32L CR9	0h 15min
	DL 5089, DL 1215	IAH - Houston	SLC - Salt Lake City	CR9, 321	6h 27min
3	DL 1140, DL 3398	SLC - Salt Lake City	IAH - Houston	32L CR9	0h 15min
	DL 5146, DL 1914	IAH - Houston	SLC - Salt Lake City	CR9, 739	0h 23min
4	DL 1140, DL 3398	SLC - Salt Lake City	IAH - Houston	32L CR9	0h 15min
	DL 5089, DL 744	IAH - Houston	SLC - Salt Lake City	CR9, 738	0h 49min

## PFKeys

The first 4 Keys (FINISH, FEE, INV/ACCT & QUEUES) are standard scripts and should not Modified.  
Other PF keys are yours to use how you wish. You can use for formats you type often.

## Helpful tips

**Larger FONT:**  
Click on VIEW, then ZOOM IN or OUT



**Clear Screen:** CTRL + Backspace or ALT + Backspace

**Sabre replay or Command History:**  
ALT+(Up Arrow) to replay last entries.

OR Click on  PF to see a list. You can Click on multiple entries and then click execute to re-run several entries to Sabre

## Command Helper

Bring back your Command (Input) box by clicking on 'Manual Command' to get it back

