Sabre Step-by-Step Booking Process   Updated 3.11.20

1.)   Sell your air
   A-   123AUGSLCBOS8A
   B-   01Y1*   (format description: '0', # of seats, class of service, line #, '*')
   C-   1R28AUG
   D-   01Y1*

2.)   Price and Store Fare (lowest fare without BASIC restrictions)
   A- WP
   B- Click on the arrow to the far right
   C- Choose BRAND OPTIONS
   D- Click on 'Main Cabin' Option
   E- If you are ready to book, Click 'SAVE PRICE'

   *Note – By clicking on 'Save Price' your Fare code will be changed & Price will be stored in PNR
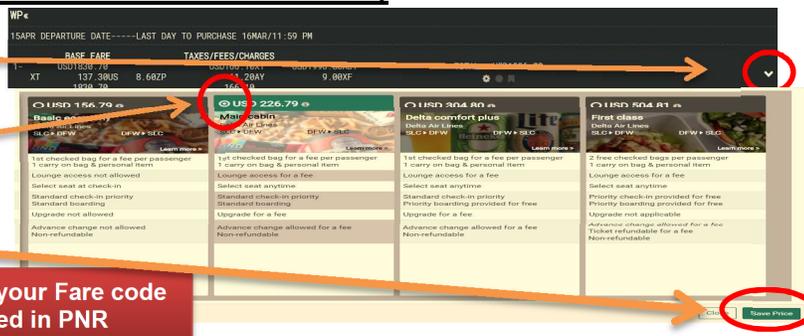
   F- If you want to check for lower fares on other airlines, Skip Step E and use WPNI format.

3.)   Bring in Client information from CB
   A-   Find your Client's res card in CB & Click on the PNR button
        **Make sure Sabre is selected in the Reservation System Box
   B-   Check mark the client names and specific information to be brought over
   C-   Select 'Send to PNR' button
   D-   *A in Sabre to verify Client information was entered

4.) Bring in your personal Sabre Profile
   A-   Search for your Profile built under your first name and last initial.
   B-   Choose your PNR Builder (Domestic, Intl Passport or Intl Passport & Visa)
   C-   Click on 'Expand All' link to see penalty and other Optional remarks
   D-   Check Mark Penalty and other remarks you want to bring into PNR
      E-   Click 'COPY TO PNR' at the bottom of screen
      F-   Enter Ticket date Format example: 30MAY
      G-   Verify Queue number based on MMT or Frosch PCC.
      H-   Look for: * to verify information entered correctly

5.)   (Optional) Run 'FINISH' script ('PF Key' button on left side of screen)
   A- Use for optional info you may need to bring into PNR (ie-FOP, Email, Misc remarks, etc.).

6.)   Add Car & Hotel
   Use graphical application by clicking on "Manual Command" , then:
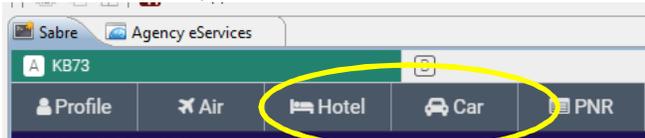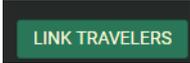
7.)   Issuing Tickets, Fee and invoicing
   A- Turn on Ticketing: SI9 then W/TICKETING‡ON (Turn TKT off at end of day: W/TICKETING‡OFF)
   B- Assign Printers: PPS1   This only needs to be done 1 time per Sabre session
   C- Link Names to PQ1: enter: PQL1*ALL or at ER click prompt at lower right corner: LINK TRAVELERS
   D- W‡PQ1‡ADL‡KP0   Issue e-ticket with qualifiers
   B- Process Fee   Run $FEE script
            1) 0OTHAAGK1SLC13NOV-STANDARD FEE -35.00
            2) MISF‡XSF35.00 example: MISF‡XSF35.00
   C- DIN‡R   Interface Ticket and Fee to Accounting and redisplay record