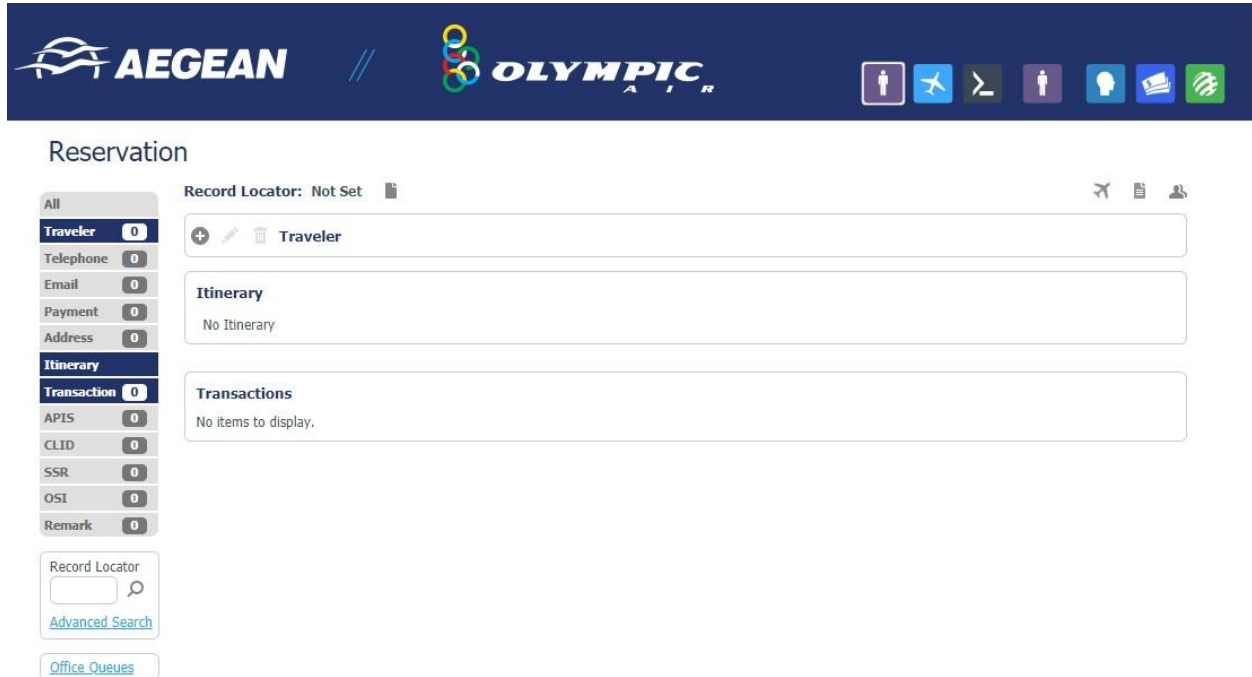



CREATE-SEARCH TRAVELER PROFILE

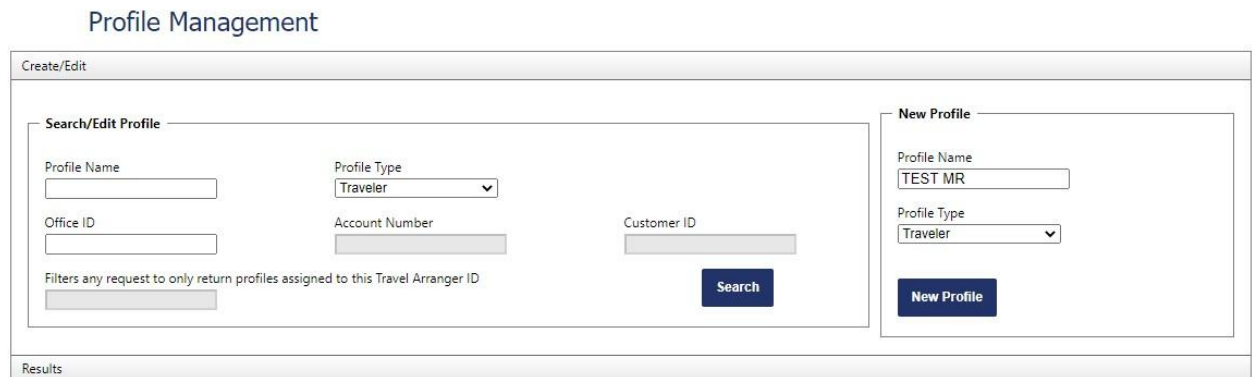
Create New Profile

1. . Click on the Profile Management  icon



2. In the **New Profile** section, insert the Traveler's Name in the **Profile Name** field.

In the Profile Type field select **"Traveler"** from drop down list and then click  to create the profile:

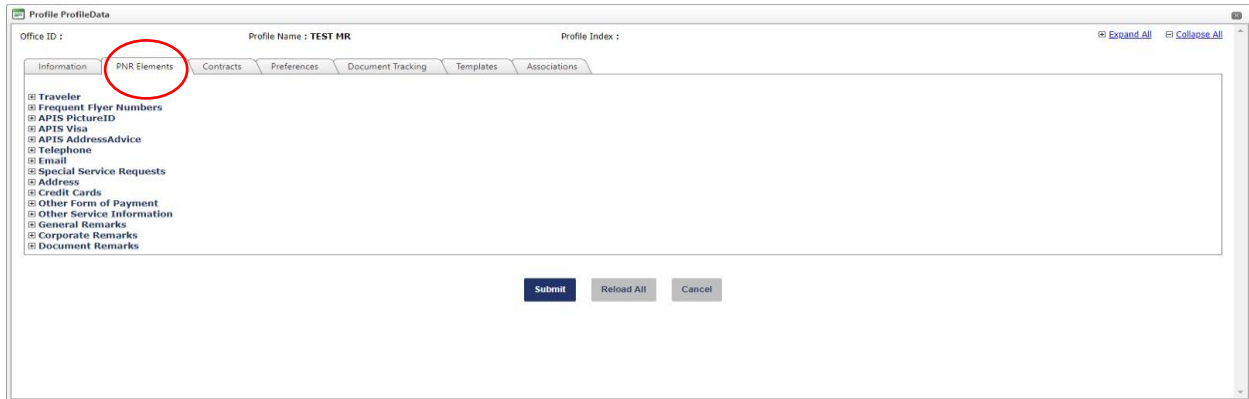


3. After the creation of the profile, the table below appears. The Profile Data screen for a Traveler Profile has seven tabs. Only the tab **PNR Elements** can be used to add information to a SPRK Reservation. Select each category and fill in all the necessary information.

Important: After inserting all the information in each category in a Traveler's Profile, you must first

click on the insert  icon at the bottom right and then  as shown at the below example.

PNR Elements



PNR Elements: The **PNR Elements** Tab is the most important tab, as it is where the traveler data is defined for use in a Reservation. A list will display the data fields that are related to that tab, with a + beside each label. Below is a list of the sections and the elements associated with each section. The following elements will be added to the Reservation when a Profile is loaded using the **Load Profile icon**



in SPRK 


- **Traveler:** Traveler Type, Name, Title, Remark, and Mode
- **Frequent Flyer Numbers:** Airline, Number, Program Name, Partner Airlines, Alliance, and Mode (Will be included in the Traveler element).

Important Note: The Date of Birth and Gender information from the **Personal Data** section will also be appended into the Traveler element of the Reservation.

- **APIS Picture ID:** SSR Code, Airline Code, Country of Issue, Document Number, Nationality, Date of Birth, Gender, Name, Passport Holder, Document Type, Expiration Date, and Mode
- **APIS Visa:** SSR Code, Airline Code, Place of Birth, Document Type, Document Number, Place of Issue, Issue Date, Visiting Country, Infant on Lap, and Mode
- **APIS Address Advice:** SSR Code, Airline Code, Address Type, Country, Address, City, Postal Code, St/Prov, Infant on Lap, and Mode
- **Telephone:** Number, Type, Extension Remark PreFix, IDNumber, Name, and Mode
- **Email:** Email, Type, Remark, IDNumber, Name, and Mode
- **Special Service Request:** Airline Code, SSR Code, Text, and Mode
- **Address:** Use, Optional Name, Address, City, St/Prov, Postal Code, Country, and Mode

- **Forms of Payment:** The elements below will be added to the Payment element of the SPRK Toolbox, if defined:
Credit Cards: Purpose, Type, Number, Expires, Name, Address, City, Postal Code St/Prov, Country, Remark, and Mode
Other Form of Payment: Purpose, Type, Remark, and Mode
- **Other Service Information:** Airline Code, Text, and Mode
- **General Remarks:** Category, Text, and Mode
- **Corporate Remarks:** Text and Mode
- **Document Remarks:** Print Code, Text, and Mode
- **CLID :** The restriction of only one CLID per Profile /PNR remains.

Click the  to the left of the item to expand it. To add data to any section in any of the tabs, click the Pencil Icon (Edit), or the Plus Sign  (Add New Record) in that section. Follow the procedure outlined above to add data to the sections

Important: Changes to any section will not be saved until the insert icon  is selected and the **Submit button** 

- When a user uses the profile, please note that the Mode setting for **CLID** is currently optional. Therefore, you must click "Add" to enter it into the PNR. We expect this to change to "Auto" in the future.

CLID

| Airline Code | CLID Number | Mode |
|--------------|-------------|------------------------------|
| A3 | 101101101 | Optional Add |







Search Profile via Profile Management

1. Click on the **Profile Management** icon



2. In the **Search/Edit Profile** section, insert the exact Traveler's Name in the **Profile Name** field. In the Profile Type field select "Traveler" from drop down list and then click

Search

Then in the **Results** field, the **Traveler's Profile** with the relevant **Profile Name** will appear as shown below. Select "**Open**" to retrieve and manage the **Traveler's Profile**

3. After opening the **Traveler's Profile**, the below table appears and you can update the **Profile** accordingly.

Profile ProfileData

Office ID : Profile Name : TEST MR Profile Index :

Expand All Collapse All

Information PNR Elements Contracts Preferences Document Tracking Templates Associations

Personal Data
Documents
Priority Lines
Notes
Follow Up Items
Self Service Devices

Submit Reload All Cancel

Search and insert Profile in the PNR

1. Click on the icon  Profile the top right :

AEGEAN // OLYMPIC

Reservation

Record Locator: Not Set

Profile

Traveler

| # | Type | Title | First Name | Middle Name | Last Name | Date Of Birth | FF# |
|---|------|-------|------------|-------------|-----------|---------------|-----|
| 1 | ADT | | | | | | |

Itinerary

Shopping Cart - Air

| # | Type | Title | First Name | Middle Name | Last Name | Date Of Birth | FF# | Class | Status | Cnx | Fare |
|---|------|-------|------------|-------------|-----------|---------------|-----|--------|--------|-----|------|
| 1 | | | | | | | | OA 306 | | | OA |

Book Price Bag Fees Seats Delete

Transactions

No items to display.

2. A pop-up window will appear as shown below: Then you will have to insert the exact Traveler's Name in the Traveler Profile Name field and then click **Search**

AEGEAN // OLYMPIC

Reservation

Record Locator: Not Set

Office ID: ADNP

Traveler Profile Name: TEST MR

Company Profile Name:

List all associated Traveler

Account Number:

Customer ID:

Arranger ID:

Search Reset

Traveler

| # | Type | Title | First Name | Middle Name | Last Name | Date Of Birth | FF# |
|---|------|-------|------------|-------------|-----------|---------------|-----|
| 1 | ADT | | | | | | |

Itinerary

Shopping Cart - Air

| # | Type | Title | First Name | Middle Name | Last Name | Date Of Birth | FF# | Class | Status | Cnx | Fare |
|---|------|-------|------------|-------------|-----------|---------------|-----|--------|--------|-----|------|
| 1 | | | | | | | | OA 306 | | | OA |

Book Price Bag Fees Seats Delete

Transactions

No items to display.

3. In the pop-up window the **Traveler's Profile** will appear and you will have to click on the Profile Name to open it.

The screenshot shows the Aegean Airlines reservation system interface. A pop-up window titled "Traveler" is open, displaying a table with columns: Traveler, Company, Merged, and Office. The table contains one row with the value "TEST MR" under the Traveler column and "N/A" under the Office column. The pop-up also includes "Back" and "Reset" buttons. In the background, the main reservation screen is visible, showing a sidebar with various filters (All, Traveler, Telephone, Email, Payment, Address, Itinerary, Transaction, APIS, CLID, SSR, OSI, Remark) and a main area with sections for "Record Locator: Not Set", "Traveler", "Itinerary", "Shopping Cart - Air", and "Transactions".

4. After opening the **Traveler's Profile** you are able to see all the details. By clicking



all the details will be transferred in the PNR.

The screenshot shows the Aegean Airlines reservation system interface with the "Traveler's Profile" details displayed. The "Add Defaults" button is highlighted. The profile details are organized into several sections:

- Traveler**: Table with columns: Type, Last Name, First Name, Title, Remark, Mode. Row: ADT, TEST, TEST, MR, Auto, Add.
- Frequent Flyer Numbers**: Table with columns: Airline, Number, Mode. Row: A3, 123456789, Auto.
- Form of Payment**: Table with columns: Type, Info, Exp, Remark, Mode. Row: No records to display.
- Telephone**: Table with columns: Telephone, Remark, Mode. Row: 302101234567, Auto, Add.
- Email**: Table with columns: Email, Remark, Mode. Row: TEST@TEST.COM, Auto, Add.
- Address**: Table with columns: Address, City, St/Prov, Postal, Country, Mode. Row: No records to display.
- APIS**: Section containing:
 - APIS PictureID**: Table with columns: Document Type, Country, Name, Mode. Row: No records to display.
 - APIS Supplementary**: Table with columns: Document Type, Country, Document #, Mode. Row: No records to display.
 - APIS Address**: Table with columns: Address, City, St/Prov, Postal, Country, Mode.

All the details are transferred in the PNR as shown below

Record Locator: Not Set

Traveler 1

Telephone 1

Email 1

Payment 0

Address 0

Itinerary

Transaction 0

APIS 0

CLID 0

SSR 0

OSI 0

Remark 0

Record Locator

Advanced Search

Office Queues

+

✎

🗑️

Traveler

| # | Type | Title | First Name | Middle Name | Last Name | Date Of Birth | FF# |
|---|------|-------|------------|-------------|-----------|---------------|--------------|
| ▶ | ADT | MR | TEST | | TEST | | A3 123456789 |

+

✎

🗑️

Telephone

| Phone | Travelers |
|------------------|--------------------|
| (H) 302101234567 | MR TEST TEST (ADT) |

+

✎

🗑️

Email

| Email Address | Travelers |
|---------------|--------------------|
| TEST@TEST.COM | MR TEST TEST (ADT) |

Itinerary

Shopping Cart - Air

| ▶ | □ | | Class | ▶ | Status | Cnx | 🔗 | Fare |
|---|---|--|-----------|--|--------|-----------------------|---|------|
| ▶ | □ | <div> <div>Thu 28Oct21</div> <div>10:05a - 10:55a</div> </div> | ATH - HER | <div>OA 306</div> <div>Operated By:</div> <div>Aegean Airlines</div> | K | <div>0h 50m 32N</div> | | OA |

Book

Price

Bag Fees

Seats

Delete

Transactions

No items to display.

1. You must first insert the name in the booking and then select **Create Traveler Profile**.

All

Record Locator: Not Set

Traveler

1

Telephone

1

Email

0

Payment

0

Address

0

Itinerary

Transaction

0

APIS

0

CLID

0

SSR

0

OSI

0

Remark

0

Record Locator

0

Download sample.csv


Upload Travelers

| # | Type | Title | First Name | Middle Name | Last Name | Date Of Birth | FF# |
|---|------|-------|------------|-------------|------------|---------------|-----|
| ▶ | ADT | MRS | MARIA | | PAPADOPOUL | | OU |

Create Traveler Profile

Itinerary

Shopping Cart - Air

| ▶ | □ | | Class | → | Status | Crx | ✎ | Fare |
|---|---|---|-----------|--------|--------|-----|---|------|
| ▶ | □ |  Wed 28Jan26 08:35 - 09:40 | ATH - FCO | A3 650 | S | 32Q | | A3 1 |

Book

Price

Bag Fees

Seats

Delete

- Next step, select **SUBMIT**

Profile Name

Traveler Summary

| Type | First Name | Middle Name | Last Name | Date Of Birth |
|------|------------|-------------|--------------|---------------|
| ADT | MARIA | | PAPADOPOULOU | |


Traveler Data Summary

| <input type="checkbox"/> | Type | Value | Travelers | Mode |
|--------------------------|------|-------|-----------|------|
| No records to display. | | | | |

Submit

Cancel



- It will take you back to the reservation where you must select the icon  Profile Management.

Edit the Profile name and Select **Search**.

Profile Management

Create/Edit

Search/Edit Profile

Profile Name

Profile Type

Office ID

Account Number

Customer ID

Filters any request to only return profiles assigned to this Travel Arranger ID

Search

- Select Open to insert the information needed and create the Profile as described above in the **Create New Profile** paragraph 3.

| Profile Index | Profile Name | Associated Profile Name | Office ID | |
|---------------|--------------------|-------------------------|-----------|--|
| 45653 | PAPADOPOULOU/MARIA | | | Open Delete Associations |



Profile

5. After you create the Profile, return to PNR and select Insert Traveler's Profile name, select **SEARCH** and **ADD Defaults**.

Be reminded that for CLID you need to click on **ADD**.

CLID

| Airline Code | CLID Number | Mode |
|--------------|-------------|---------------------|
| A3 | 100100100 | Optional <u>Add</u> |



Add Defaults

Back

Reset

----- // -----