CREATE BOOKING

New reservation

There are 3 ways of creating a PNR:

1ST WAY:

1. Click on Add Air and select your destination:

2. Choose Fare Search or Air Availability

3. Select the price/flight and add it to the shopping cart. Then fill in the information below:

   a) **Traveler**: Here we can select PTC, title, first name, middle name if any, and last name. (Traveler’s type: ADT for adult / CHD for child)
   
   b) **Telephone**: Operational contact is a useful 24-hour emergency number for the passenger in case of irregular operations.
   
   c) **Email**: Add the email address for the passenger.
   
   d) **Payment**: You can add credit card and/or another form of payment. In order to book your itineraries click on the “Add Air” icon (as seen below).
4. Select itinerary field and click on **Book**

**Important notice:** *Time limit will appear in the reservation as an SSR element.*
2\textsuperscript{ND} WAY:

1. Click on Direct Sell and select your destination as the example below:

2. You may price the booking at the same time of reservation by choosing one of the three pricing options on the right and then click \(\text{Price Now}\):

3. Click \(\text{Book}\) to complete the reservation. The Record Locator should be created.

\textit{Important notice: Time limit will appear in the reservation as an SSR element.}
3rd WAY:

Through Commando page you can create PNR as if you were on a GDS.

You may select to work via Amadeus (FLXA), Galileo (FLXG) or Sabre (FLXS)

Note 1: not all GDS entries are applicable. Check the HELP pages for the entries that are applicable. Note 2: Booking should be completed in Commando GDS as you are unable to toggle back and forth between GDS entries & SPRK.

**Important notice:** Time limit will appear in the reservation as an SSR element.
PNR HISTORY

In order to check the history of a record locator that you have created, click on the “History” option in the tool bar on the left as the below example:

The history of the PNR shows up from the top to the bottom with chronological order at Z time:

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<th>Date</th>
<th>Time</th>
<th>Actioned By</th>
<th>Category</th>
<th>Text</th>
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<td>AJR</td>
<td>AD OA 220P 02NOV ATHKGS SSI 0655A 0750A /OA4</td>
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<td>REM</td>
<td>AF POP CASH</td>
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<td>SSR</td>
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