CREATE BOOKING

New reservation

There are 3 ways of creating a PNR:

1ST WAY:

1. Click on ADD AIR and select your destination:

![Flight booking interface]

2. Choose Fare Search or Air Availability

![Flight details interface]

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 24hour 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.*
2ND WAY:

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

   ![Direct Sell interface](image)

   - **Travelers**
     - Type: ADT
     - Title: MRS
     - First Name: NIKOS
     - Last Name: NIKOL

   - **Flights**
     - Airline: A3
     - Flight #: 0610
     - Date: 6/22/2021
     - From: ATH
     - To: CDG

   - **Telephone**
     - Type: None Selected

   - **Select Flight**
     - Flights 1 - 5 of 20
     - Legs: 1
       - Flight #: 0610
       - From: ATH
       - To: CDG
       - Classes: C9 D2 ZL AL LB RL Y9 B9 M9 H9 Q9 V9 WC
     - Legs: 1
       - Flight #: 0614
       - From: ATH
       - To: CDG
       - Classes: C9 D1 ZL AL LB RL Y9 B9 M9 H9 Q9 V9 WC
     - Legs: 2
       - Flight #: 0830
       - From: ATH
       - To: FRA
       - Classes: C9 D8 Z3 AL LB RL Y9 B9 M9 H9 Q9 V9 WC
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 Price Now:

<table>
<thead>
<tr>
<th>Waitlist</th>
<th>Pricing Options</th>
<th>Brand (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Waitlist if sell fails</td>
<td>○ Do not price</td>
<td>Drop down menu</td>
</tr>
<tr>
<td></td>
<td>○ Current Classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ Best Available</td>
<td></td>
</tr>
</tbody>
</table>

3. Click Book to complete the reservation. The Record Locator should be created.

*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.*
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: