Create New Profile

1. Click on the Profile Management icon

2. In the New Profile section on the right, insert the Company’s Name at the Profile Name field. In the Profile Type field select “Company” from drop down list and then click in order to create the profile:

3. After the creation of the profile, below table appears. The Profile Data screen for a Company Profile has ten 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:
PNR Elements: Contains information required for the PNR such as contacts, Frequent Flyer and other membership information, and form of payment. Five of the elements that are included in this section can be used to add information to a SPRK reservation. The five elements are Telephone, Email, Address, Credit Cards and Other Form of Payment.

Important notice: After inserting all the information in each category in a Company’s Profile, you must first click on the insert icon at the bottom right and then as shown at the below example.
Search Profile via Profile Management

1. Click on the Profile Management icon

2. In the Search/Edit Profile section, insert the exact Company’s Name in the Profile Name field.

In the Profile Type field select “Company” from drop down list and then click Search.

Then in the Results field, the Company’s Profile with the relevant Profile Name will appear as shown below and you will have to select “Open” in order to open and manage the Company’s Profile:
3. After opening the Company's Profile, the below table appears and you can update the Profile accordingly.

Search and insert Profile in the PNR

1. Click on the Profile icon at the top right:

2. At the below pop up window that will appear, insert the exact Company's Name in the Company Profile Name field and then click Search.
3. In the top right the **Company’s Profile** window will appear and you will have to click on the **Profile Name** in order to open it.

4. After opening the **Traveler’s Profile** you are able to see all the details. By clicking **Add Defaults** all the details will be transferred in the PNR.
5. All the details from the **Company's Profile** are transferred in the PNR as shown below:

![Reservation Form](image)

**Company's Profile Details**

- **Identification**: ACT
- **Telephone**: +30 2106213067
- **Email**: TEST@TEST.GR

**Itinerary**

- **Air**
  - Date: Thu 28Oct21
  - Time: 08:05a
  - Class: Q.A.506
  - Origin: ATH
  - Destination: HER
  - Airline: Aegean Airlines

**Transactions**

- No items to display.