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 in order to create the profile:
3. After the creation of the profile, below table 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 [Submit] as shown at the below example.*

![Profile Data Screen](image)

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 of 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

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 is clicked.
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 and you will have to select “Open” in order to open and manage the Traveler’s Profile:
3. After opening the **Traveler’s Profile**, the below table appears and you can update the **Profile** accordingly.

![Traveler's Profile](image)

**Search and insert Profile in the PNR**

1. Click on the **Profile** 🧑‍💼 icon at the top right :

![Reservation](image)

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**.

![Reservation](image)
3. In the pop up window the **Traveler’s Profile** 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 Traveler's Profile are transferred in the PNR as shown below: