



BOOKING FILE CHECKLIST

This is a quick summary of basic cryptic commands and of how to access fields using Smartpoint

BOOKING FILE	SMARTPOINT Point & Click Menus	SMARTPOINT Cryptic Commands
SHOP	Highlight Dates on calendar (FIF) Click on BOOK	Fare Shop FSBNE12AUGSIN17SEPBNE Or Availability A12AUGBNESIN/___# Click on BOOK
Agency File (MAR) – Mandatory	Press F4 Key	CM/+*YOUR NAME/ (F4)
Name Mandatory	Pencil Create/Edit Customer Information enter names	N.JONES/MARY MS
Phone Mandatory	Create/Edit Customer Information Select Contact Tab	P.MELH*61 3 9879 2222
Fare Quote	FQ	FQ
Ticketing Arrangement Mandatory	Create/Edit Customer Information Select Ticketing Tab	T.TAU/31DEC
Save booking file including Received field Mandatory	R.PASSENGER NAME E or ER to redisplay booking	R.PASSENGER NAME E or ER to redisplay booking
Passenger contact numbers OSI's/SSR's Mandatory for Domestic AU – mobile / email / address	Create/Edit Special services Select SSR or OSI information mobile number and email	SI.QF*CTCM 61420444444 SI.P1/SSRCTCMBAHK1/020812345678 SI.P1/SSRCTCEYYHK1/J.DEAN/YAHOO.CO SI.P1/SSRDOCAQFHK1/R/AU//NSW//2557
Passport Notification SSR's	Create/Edit Customer Information Select Security Tab	SI.P1/SSRDOCSQFHK1/P/AU/123456/AU/12JAN 90/F/31DEC19/JONES/MARY
Select Seats from MAP	Click on booking class (e.g., Y)	#SEAT
Frequent Flyer / Mileage Membership	Create/Edit Customer Information Select Millage Membership, apply save	M.QF12344567 OR to passenger relate to pax 2 M.P2/QF12344567
Address	Create/Edit Customer Information Select Address	W.MS M JONES*29 ST PAULS AVE*CARLTON*VIC*P/3001
Form of Payment	Create/Edit Customer Information Select Form of Payment apply save	F.AX373912345678901/D1219
Special Meal Requests - SSR's	Create/Edit Special Services Select name, segments & meal, apply save	SI.VGML SI.P2/LSML to select pax 2
Notepad Remarks	Create/Edit Booking File Remarks Select Notepad add remarks, save	NP.H**AVD PAX FARE NONREF CHNGS AUD200.00 PP
Associated / Unassociated Remarks	Create/Edit Booking File Remarks Select add and save	RI.THANKS FOR BOOKING WITH TRAVELPORT TRAVEL
Review Booking File Remarks	Create/Edit Booking File Remarks Select Review booking add date save	RB.12JUN/Ø9ØØ/Q4Ø*CHECK PASSPORT DETAILS
#VT to EMAIL Itinerary to passenger		