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**CREATE YOUR OWN PNR**

HELP CPNR

Follow the steps below to create a basic PNR. This is to give you an overview of what you will be learning in the remaining chapters in this section. Remember to depress the Enter Key after typing in the data shown in the ENTRY column. See the sample responses on the following page.

ENTRY	Explanation
	<p><b>ITINERARY FIELD</b></p>
A15JULHNLLAX10A	Check availability for a flight 8 months from today for any city pair, class of service, and time of your choice, then...
01Y1	Sell the flight you want from the display.
	<p><b>NAME FIELD</b></p>
-TRAVELER/Q.MS	Enter your own name and MS or MR.
	<p><b>PHONE FIELD</b></p>
9-SHARON	Agency phone/your name.
9*808 123-4567-H	Your home phone number.
9*808 123-9876-B	Your business phone number.
	<p><b>TICKETING FIELD</b></p>
7TAW/00/01JUL	Enter a ticketing date 2 weeks before your travel date.
	<p><b>RECEIVED FROM FIELD</b></p>
6PASSENGER	Enter the name/identity of the person making the reservation.
	<p><b>REDISPLAY PNR</b></p>
*R	This entry will redisplay the PNR. Compare the PNR on your screen with the sample PNR at the bottom of the next page.
	<p><b>END TRANSACTION</b></p>
E	Ends your transaction, filing the completed PNR to storage and shows on the screen the Record Locator for that PNR. Write down this 6-digit Record Locator to retrieve later.
ER	Ends transaction, displays Record Locator, and redispays PNR.
<p><i>Note: In training mode, you cannot end transact or redisplay a completed PNR. You must enter I to ignore the record before moving on.</i></p>	
XI	Now cancel this PNR. (The airline will not be happy if you keep a seat out of inventory preventing them from selling it to a paying customer!)

# LOW FARE FINDER

HELP 4PLF - HELP 4PLFB - HELP 4PLFQ

### LEARNING ADVICE

Create this PNR and price it with Low Fare Finder. Compare current pricing with the information in the response below.

1	UA	146Y	20MAR SA	SFO ORD	SS1	1050A	448P/O	\$	E
2	UA	959Y	27MAR SA	ORD DEN	SS1	550P	719P/O	\$	E
3	UA	1479Y	30MAR TU	DEN SFO	SS1	230P	406P/O	\$	E

ENTRY	Explanation/RESPONSE
-------	----------------------

**4PLF** Lowest Available fare for the itinerary.

* NON-REFUNDABLE / PNLTY FOR CHGS *						
* PRICING RULES VALIDATING CARRIER DEFAULT UA						
* SURCHARGE APPLIED *						
** 20 MAR DEPARTURE DATE / 03 DEC IS LAST DATE TO TICKET						
		BF USD	TX USD	TX USD	TX USD	SALE INDICATOR- SITI
				ZP TAX	XF TAX	TOTAL USD
001-		426.85	34.15	6.00	6.00	473.00
	VE14NBOX * WBA21NR * WSA21NR					
		426.85	34.15	6.00	6.00	473.00 TTL
* LOWEST FARE						
ADT	SFO UA CHI 154.63UA DEN 145.37UA SFO 126.85USD426.85END UA					
	ZPSFO2ORD2DEN2 XF ORD3DEN3					
* REBOOK 01 / V 02 / W 03 / W * USE 4PLFB						
ALL SEGMENTS MUST BE CONFIRMED						
CK SEGS BOOKED COMPLY WITH TKTG TL RULE						
		BF USD	TX USD	TX USD	TX USD	TOTAL USD
				ZP TAX	XF TAX	
001		2342.60	187.40	6.00	6.00	2542.00 YUA
		2342.60	187.40	6.00	6.00	2542.00 TTL
* AS BOOKED						
ADT	SFO UA CHI 960.19UA DEN Q4.63 654.63UA SFO Q1.85 721.30USD					
	2342.60END UA ZPSFO2ORD2DEN2 XF ORD3DEN3					

This display shows the price as booked, and advises that there is a lower fare, and advises what to rebook to get that fare.

ENTRY	Explanation
-------	-------------

- 4PLF** Basic entry to display lowest fare available.
- 4PLF@** Basic entry to display lowest fare available via AccessPLUS.
- 4PLFQ** Display lowest possible fare, even if not available.
- 4PLFQ@** Display lowest possible fare, even if not available via AccessPLUS.
- 4PLFQPGVT** Display lowest possible fare, even if not available, specify PTC.
- 4PLFB** Lowest fare, automatic rebook.
- 4PLFB@** Lowest fare, automatic rebook via AccessPLUS.
- 4PLFBCNN** Lowest fare, automatic rebook, specify PTC.

**HOTEL SELECT**

HELP HBOOK

Hotel Select has a variety of reference systems that allow you to quickly learn and utilize the system. Learn the system by reading the information stored in the HELP, INFO and GRS systems.

**BOOKING A HOTEL ROOM IS A SIMPLE FOUR-STEP PROCESS**

- Request a Hotel List - from itinerary segment or with no air booked.
  - Access Property Availability - from Hotel List to view specific rate planned room description information.
  - Display Hotel Rate Rules - from Availability to determine guarantee, deposit and cancellation penalty requirements.
- Sell from Rate Rules.

**LEARNING ADVICE**

*Practice each of the entries as shown. Study each response.*

Entry	Explanation/RESPONSE
HLLAX27JUN30JUN2/A-	Request Hotel List by city or airport code, dates, number of persons, available rates.

(1) CA-LOS ANGELES	(2) IN SUN 27JUN / OUT WED 30JUN
(3) CURRENCY: USD	(4) / NP-2 (5) / A
(6) LN (7) CO (8) PROPERTY NAME	(9) ADDRESS (10) DD
001 # HI HOL INN SELECT BUENA	LA MIRADA CA 90638 17SE
(11) 99 COR 109 PRO	110 GEN
002 \$ LM SUPER 8 - COSTA MESA	COSTA MESA CALIFORNIA 32SE
58 GVT 58 COR	58 GEN 63WKD
003 # RA RAMADA LTD DISNEYLAN	ANAHEIM CA 92805 25SE
63 GVT 68COR	89 GEN
004 # LW BEVERLY HILLS HOTEL	BEVERLY HILLS CA 90210 10W
335 GEN	
>HA ( PROPERTY AVAILABILITY	>HD ( DETAIL >HLD ( MORE PROPERTIES

- (1) City and state of Hotel List request.
- (2) Check-in and check-out dates.
- (3) Currency.
- (4) Number of persons in room.
- (5) Available rates requested.
- (6) Line number column.
- (7) Hotel chain code.
- (8) Property name.
- (9) Hotel address.
- (10) Distance and direction from airport.
- (11) Rates for different rate types.

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