

SECTION 8: TRANSPORT OPERATIONS

Operations Flow Charts

Master Files

Operations Control

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Transport Operations

When transport operations functions are implemented, e.g., for bus or vessel loading, or passenger seat or cabin allocation, there are additional Master Files that need to be populated accordingly. The decision tree flow diagrams on the following pages provide the necessary sequence of data creation to support different transport operations scenarios.

8.0 Menus

Operations

- Departures
- Pax Departure
- Operations Control
- Assign Transport
- Assign Guides to Tours
- Job Card Entry
- Significant Events
- Charter Bookings Query

Master Files

- Forms of Transport
- Transport Units
- Cabin Locations
- Cabin/Seat Config
- Transport Product Prices
- Transport Product

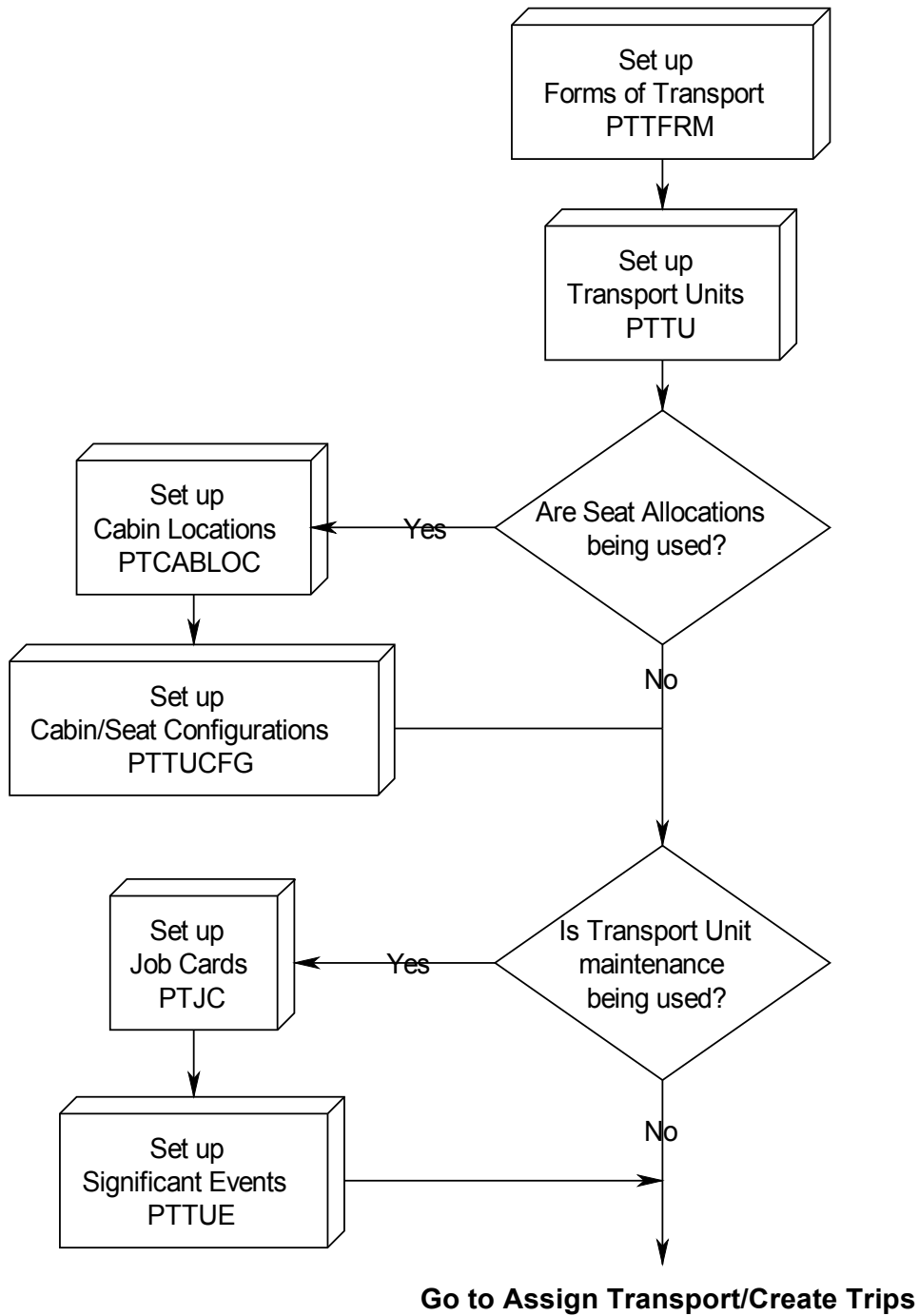
Reports

- Bus Manifests
- Transport

8.1 Operations Flowcharts

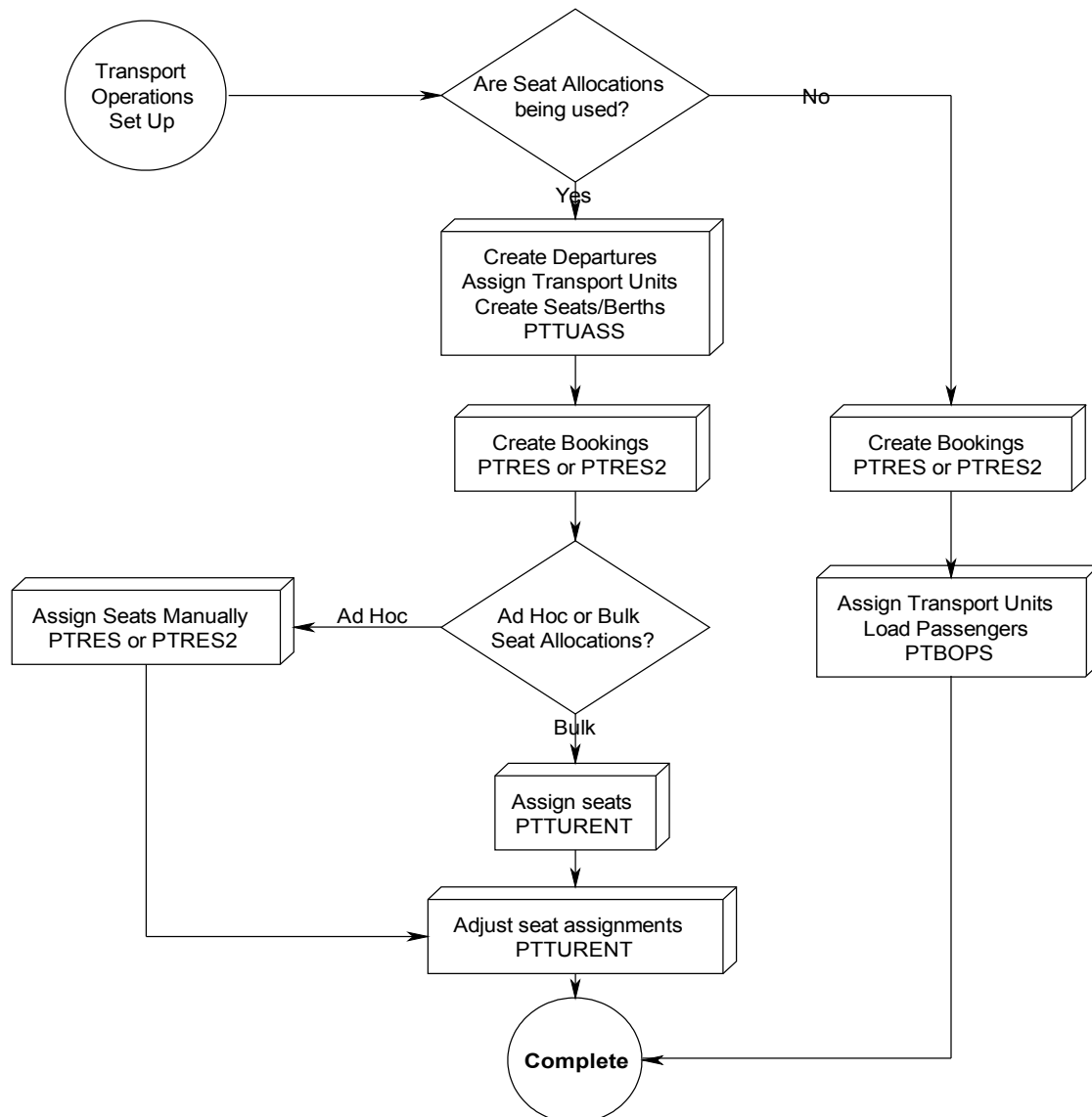
8.1.1 Transport Operations Set Up

Transport Operations Set Up



8.1.2 Transport Operations

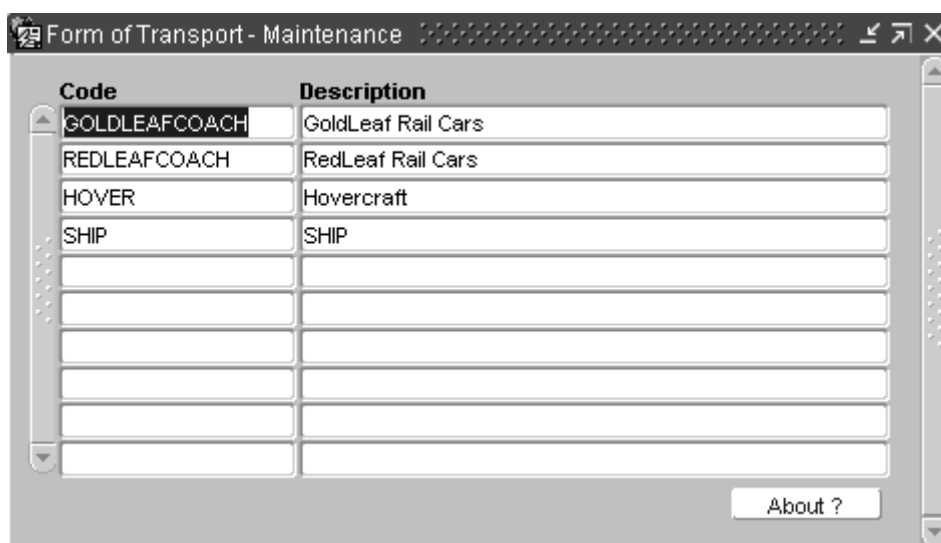
Assign Transport and Create Departures



8.2 Transport Master Files

8.2.1 Forms of Transport

Module Name	Access Path	Purpose
PTTFRM	Transport Operations/ Master Files/ Forms of Transport	To enter or amend forms or categories of transport



Forms of Transport provides a means of categorising transport units for reporting or other purposes as in the examples above.

Code	A unique code (upper case) for the form of transport.
Description	The long name or description (mixed case) of the form of transport.

8.2.2 Transport Units

Module Name	Access Path	Purpose
PTTU	Transport Operations/ Master Files/ Transport Units	To create or amend transport units

Code	Form	Make And Model	Type	Max Pax	Meter	Graphic URL
9509	GOLDLEAF	Dome Coach	9500	72		
0000	GOLDLEAF	Test Train	unknown	20		
9511	GOLDLEAF	Dome Coach	9500	72		
HOV1	HOVER	Royal Sutton Waverider 15	1A	35		
3200	REDLEAFC	Cafe Coach	3200	60		
5702	REDLEAFC	Day Niter - Wheelchair	5700	46		
3215	REDLEAFC	Cafe Coach	3215	60		
3212	REDLEAFC	Cafe Coach	3212	60		
3217	REDLEAFC	Cafe Coach	3217	60		
3220	REDLEAFC	Cafe Coach	3220	60		

Once transport forms have been defined, transport units, e.g., vessels, buses, may be created.

Code	A unique code for the unit of transport.
Form	Select form of transport applicable to this unit (list of values available).
Make & Model	Description of the transport unit that will appear on pop lists and reports.
Type	Another descriptive field for grouping transport units for reporting purposes.
Max Pax	The maximum number of passengers on this transport unit.
Meter	An odometer or other meter reading may be recorded for later reporting purposes.
Graphic URL	If images of the unit are to be used on the web then specify the appropriate address.

8.2.3 Cabin Locations

Module Name	Access Path	Purpose
PTCABLOC	Transport Operations/ Master Files/ Cabin Locations	To create or amend details of cabin locations

Name	Transport Unit	Graphic URL
0000	0000	
9999	5716	
3205	3205	
3206	3206	
3207	3207	
3208	3208	
3209	3209	
3210	3210	
3211	3211	
11	HOV1	

Cabin Locations may be used to identify locations within a transport unit, e.g., decks on a boat.

Name	A unique name or code for the location.
Transport Unit	Select the relevant transport unit (list of values available).
Graphic URL	If images of the location are to be used on the web then specify the appropriate address.

8.2.4 Cabin/Seat Configuration

Module Name	Access Path	Purpose
PTTUCFG	Transport Operations/ Master Files/ Cabin/Seat Config	To create or amend details of cabin and seat configurations

Code	Transport Unit Description	Max Pax	Location	About ?	Clone
HOV1	Royal Sutton Waverider 15	35	H1		

Cabin	Description	Max Pax	Graphic URL	Unavailable
Fst	First Class	10		<input type="checkbox"/>
Std	Economy Class	25		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>


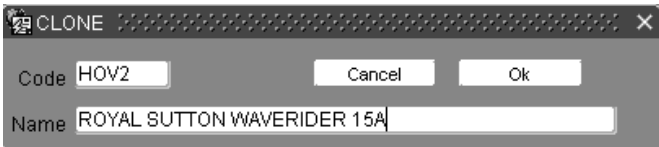
Seat No	Seat Position	Class	Max Pax	Rank	Graphic URL	Unavailable
1A	Window	FIRST	1	1		<input type="checkbox"/>
1B	Aisle	FIRST	1	3		<input type="checkbox"/>
1C	Aisle	FIRST	1	4		<input type="checkbox"/>
1D	Window	FIRST	1	2		<input type="checkbox"/>

By querying an existing Transport Unit, the second block, Location, is populated as in the example above. The third block may then be used to create or review cabins:

Cabin	A unique code for the cabin.
Description	A description of the cabin for reporting and identification purposes.
Max Pax	The maximum number of passengers for this cabin
Graphic URL	If images of the cabin are to be used on the web then specify the appropriate address.
Unavailable	Checking the tick box will prevent this cabin from being assigned when the transport unit is assigned to a Trip or Departure.

Having created Cabins, moving to the lowest block allows the creation or review of Seats (berths) within the cabin:

Seat No	A unique code for the seat or berth.
Seat Position	A description of the seat for reporting and identification purposes, e.g., aisle, window, noisy.

Class	Select the relevant seat class (list of values available).
Max Pax	The maximum number of passengers for this seat.  <i>Under normal circumstances this maximum is 1.</i>
Rank	<p>A ranking number, e.g., 1, 2, 3, may be assigned to each seat. This is used as one of the parameters in the Allocate Unallocated Passengers function.</p> <p>For any given Trip, the Allocate Unallocated Passengers function will allocate all Rank 1 seats first then move on to Rank 2, and so on, until all passengers are allocated a seat. This enables load balancing across a transport unit or group of transport units as well as de-prioritising the assignment of less desirable seats, e.g., seats that are noisy, or with a restricted view.</p>
Graphic URL	If images of the seats are to be used on the web then specify the appropriate address.
Unavailable	Checking the tick box will prevent this seat from being assigned when the transport unit is assigned to a Trip or Departure.
Clone	Use the Clone button to create a new transport unit with a cabin/seat configuration based on one currently displayed. Specify the new unit code and description via the pop up form: 

8.2.5 Job Card Entry

Module Name	Access Path	Purpose
PTJC	Transport Operations/ Operations/ Job Card Entry	To create or amend transport unit maintenance job cards

PRO*Resort supports limited functionality for transport unit maintenance with a job card tracking system. Entries are mostly free form.

Job No	A unique number for the job, to be entered by the user. The system will not allow the creation of a job with the same number as an existing job.
Date Received/ Date Promised	Enter in the format DD/MM/YYYY.
Owner	Select from the pop list – this must be an organisation already defined within the PRO*Resort system. The corresponding address and contact details will be automatically displayed.
Vehicle No	Select from the pop list – this must have already previously been entered as a transport unit (see earlier in this section for a description of transport units). The corresponding Make/Model and Type fields will be automatically displayed.
Instructions	Any instructions in conjunction with this job card are keyed in free form.

Sublet Services Any sublet services, where outside contractors perform work associated with the job, are keyed here. Labour and parts for the sublet services are keyed as quoted and other items, such as oils, are keyed here as well.

A running total is kept at the bottom.

View Detail After committing/saving any new information on the form, press this button to enter/edit associated job details (see below). Note that the button label changes to Hide Detail.

Employee's Name	Work Done	Hrs.	Min.	\$
KLABBER, G	Remove & Refit prop shaft	8		800.00
Labour Total				800.00

Parts & Materials Used	Part No.	Amount
Main bearing	126-45-341A	100.00
Bearing pressed on shaft		50.00
Parts & Materials Total		150.00

Enter the name of the employee performing the work (from the pop list), work done, number of hours and a cost figure. Any parts and or materials are entered in the bottom block, once again in free form.

Enter part detail & part number followed by an amount.

To return to the Job Card screen, press the Hide Detail button.


8.2.6 Significant Events

Module Name	Access Path	Purpose
PTTUE	Transport Operations/ Operations/ Significant Events	To create and amend events, such as overhauls & inspections, associated with a specific transport unit

This is a two block form where the transport unit is queried in the top block and the lower block you will show any events which are related to this transport unit. It is useful for keeping track of and reporting significant events such as machinery inspections & dry dock work.

The event code and event descriptions are free form and a date needs to be entered, together with an expected event duration period.

These details will be displayed on the significant events report (PTSIGEVT). Typically this report is run to show which vehicles are falling due for the next week. An example report is shown below:

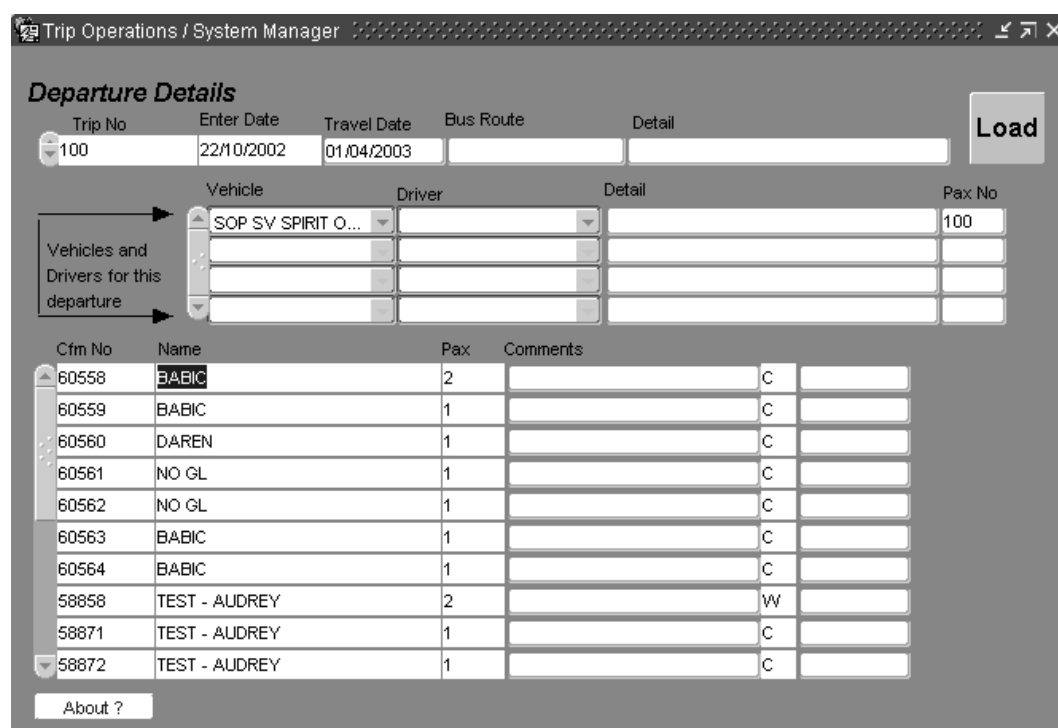
		Report run on: 27/11/2006 15:56:48	Transport Unit Events Event Code: PROPBRNG	
Due	Vehicle	Code	Description	
22/11/2006	HOV1	PROPBRNG	Prop bearing	

END OF REPORT

8.3 Assigning Transport Units and Passengers

8.3.1 Operations Control

Module Name	Access Path	Purpose
PTBOPS	Transport Operations/ Operations/ Operations Control	To assign transport units to tours



This form allows all passengers associated with a particular resource or bus route on a specified day to be assigned to transport units.

Upper Block

Trip No	The unique number for the trip or departure – auto-assigned by the system when the trip is created. Either create a new trip by entering travel date and a resource or bus route or query an existing trip.
Enter Date	The date of creation of the trip – defaults to today's date, display only.
Travel Date	The date of departure of the trip.

Bus Route	Tabbing the resource field toggles the field to Bus Route. This enables transport units to be loaded via resources or bus routes depending upon local implementation decisions.
------------------	---

Commit the new trip and move to the middle block to assign transport units:

Middle Block

Vehicle	Select the transport unit from the pop list.
Driver	Select a driver, if required, from the pop list. For drivers to be available in the pop list the relevant employee record must be set to DRIVER in the position field (see Section 3: Master Files/Employees).
Detail	A free text comments field for reporting purposes.
Pax No	Enter the maximum number of passengers to be loaded onto this transport unit.

Repeat the above adding transport units as required to accommodate all the passengers on this departure.

Load	<p>Click the Load button to assign passengers to the transport units selected. Passengers are assigned on the following basis:</p> <ol style="list-style-type: none"> Transport units are loaded in the order of the list in the middle block. Passengers on the same booking, i.e., on the same confirmation number, are loaded onto the same transport unit. Thus if 2 seats remain on Bus 1 and the next booking to be loaded is for 4 passengers then they will be loaded onto Bus 2 and 2 seat will remain empty on Bus 1.
-------------	---

Lower Block

The lower block shows details of the passengers loaded onto each transport unit. Changing the focus (highlighting) each detail field unit in turn in the middle block will display the associated passengers in the lower block.

Passengers can be reassigned manually between the selected transport units by highlighting in the lower block the passenger to be moved and selecting the new transport unit from the List of Values presented in the transport unit column – lower block right hand column.


Transport units may be added as required by bookings and the Load function re-run as required.

8.3.2 Assign Transport

Module Name	Access Path	Purpose
PTTUASS	Transport Operations/ Operations/ Assign Transport	To generate departures (trips) for a selected resource according to date range and days of the week and, once created to assign transport units accordingly

This form is used for seat assignment style tours and enables the creation of a departure or multiple departures for a specified resource. Once departures are created, a transport unit or multiple transport units may be assigned and, within each, individual seats and cabins.

Upper Block

Resource	Query an existing resource using the resource code.
Details	Resource description.
Create departures From To	Specify the date range over which trips are to be created. Double click on date or use [List of Values] key to pop calendar.
	 <p><i>Trips will be created up to an including trips</i></p>

departing on the To date, i.e., trips may finish outside the date range specified.

Each Trip is Days long with Days between trips

Specify the length in days of each trip followed by the number of days between each trip, e.g., to set up a 1 day trip departing every day in December 2006, the form would be filled in as follows:

Only create for these days of the week

Provides an alternative method for specifying trip departure days, e.g., to set up a 1 day trip departing every day except Saturday in December 2006, the form would be filled in as follows:

Create Departures

Once the trip parameters are set, pressing the Create Departures button will create and display the appropriate trips in the middle block.

Middle Block

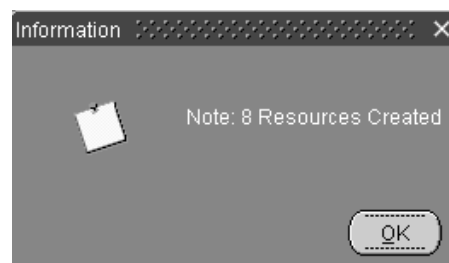
Trip No	A unique trip number assigned by the system.
Departure / Day	The date and day of departure of the trip.
Return Date	The end date of the trip.
Detail	Displays details as to which process or form within PRO*Resort was used to create the trip. Trips created using this form show the message: "****Auto-generated by PTTUASS"

Lower Block

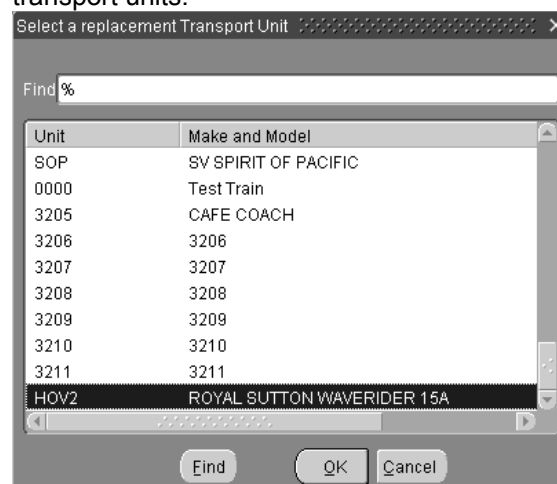
Unit ID	Highlight in the middle block the trip to which transport units and seats are to be assigned. Select the transport unit (list of values available). Tab to display the transport unit description.
Detail	Free text field for reporting purposes. This detail is displayed against the transport unit on the Departures form and provides the opportunity to add variable

details, e.g., CAR A, CAR B.

Pax No	Maximum number of passengers for the transport unit is displayed.
Seats	Commit/save the transport unit and then press Seats to assign individual seats for this transport unit for this trip. A confirmation screen is displayed:



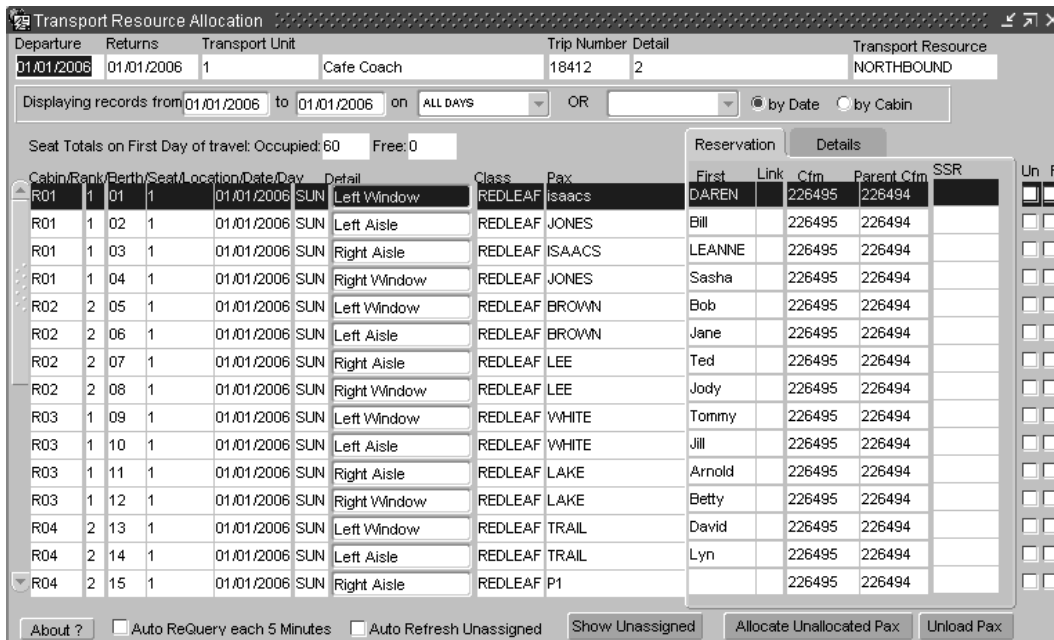
- Additional seats may be added to the transport unit (via the Cabin/Seat Configuration above) and then added to the trip by re-pressing the Seats button.
- Additional transport units may be added as required.
- Trips may be deleted (remove record – red cross) prior to adding any transport units.
- Transport Units may be deleted prior to assigning seats (or after all seats have been unassigned)
- Transport Units may be changed by selecting Replace via the right mouse display. Selecting the option displays a list of values of other transport units:



Replacement is only successful if either no seats have yet been assigned in the transport unit or there is an exact match within the target transport unit of seat numbers already assigned.

8.3.3 Departures


Module Name	Access Path	Purpose
PTTURENT	Transport Operations/ Operations/ Departures	To query and edit existing departures (trips) and to enable bulk automated loading of transport units



The Transport Resource Allocation form is used for all aspects of managing seat and cabin assignment for Seat Allocation style tours. The form may be accessed from either reservations screens (in which case only assigned transport units for the relevant trip or departure are available) or directly from the menu – available from both Reservations and Transport Operations menus.

The form has two blocks, the top block displaying details of the trip and dates together with query refinement tools, and the lower details block displaying the seats and cabins assigned to the trip together with passengers allocated.


Upper Block

Departure	Trip departure date.
Returns	Trip return or end date.
Transport Unit	Displays code of transport unit assigned to this trip (may be one of many).  <i>Once a departure has been queried use [Next/Previous Record] to scroll up and down through the assigned transport units for this departure.</i>
(Description)	Displays longer description of transport unit.
Trip Number	Unique sequence number automatically assigned by the

system when the trip is created.

Detail	Displays the Detail (notes) field associated with the assigned transport unit.
Transport Resource	The code of the transport resource used for this trip.
Displaying records from/to	This secondary date range may be used to refine the date viewed where multi day trips are implemented.
On/0R	Where multi day trips are implemented, these fields may be used to refine the data view to days of the week specified from the drop down lists.
by Date	For multi day trips, the system defaults to presenting data in date order. Checking the radio button re-displays data in date order.
by Cabin	For multi day trips. Checking the radio button re-displays data in cabin order.

Lower Block

Seat Totals on First Day of travel	Displays seats Occupied and Free for the transport unit queried.
Cabin	Displays the cabin number of the transport unit.
Rank	Displays rank of seat as specified in Cabin/Seat Configuration – see Section 8.
Berth/Seat	Displays the berth or seat number.
Location	Displays the location of the cabin within the transport unit.
Date/Day	Departure date and day of the week.  <i>With multi day trips this may not be the same date as the trip departure date.</i>
Detail	16 character free format text field to describe or comment against the seat or berth. Details entered in the Cabin Configuration master file are displayed, and may be modified.
Class	Seat Class of this berth or seat.
Pax	Surname of passenger assigned to this seat.
Reservation Tab	
First	First name of passenger assigned to this seat.
Link	Display of passenger linking, if defined.

Cfm Confirmation number of the component to which this assignment refers

Parent Cfm Parent confirmation (booking number) of the component

SSR Displays any Special Service Requests associated with this passenger.

Where more than one exists, the detail scrolls to the right and is presented in the order that the SSRs are added to the passenger record.

Details Tab

Pax	Reservation		Details
	Start	End	Special
isaacs	01-Jan-2006	01-Jan-2006	
JONES	01-Jan-2006	01-Jan-2006	
ISAACS	01-Jan-2006	01-Jan-2006	

Start Departure date for this booking.

End Return date for this booking.

Special Displays any special details entered on the passenger record.

Special Functions

Un(available) Manually checking this box renders this seat unavailable for this trip. It will not be allocated by any subsequent running of the Allocate Unallocated Pax function, and will be excluded from the list of values presented during manual seat assignment.



Checking the box decrements the corresponding Seat Class limit. Subsequent Unchecking re-instates the Seat Class limit.

R(eserved) Manually checking this box marks this seat as reserved for this trip. It will not be allocated by any subsequent running of the Allocate Unallocated Pax function, and will be excluded from the list of values presented during manual seat assignment.

Auto ReQuery When constant reference is made to this form in display mode, e.g., on a large monitor in operations control, checking the box switches on an automatic refresh of data every 5 minutes.

Auto Refresh Unassigned Checking the box automatically refreshes the Unassigned list after each assignment or change in assignment is made.

Show Unassigned

Ctm No	Name	First	Special	No	Link Tot	Tour Code	Seat Class	Departure	Return	SSR
26450	MARSTON	M		14	6	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	
26450	MARSTON	K	2BEDS/NON SMOKIN	14	7	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	VGML
26450	MARSTON	F		14	7	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	
26450	MOTT	J	2BEDS/NON SMOKIN	3	20	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	
26450	MOTT	D		3	20	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	
26450	MOTT	B		3	20	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	
26450	HISS	M	1BED/NON SMOKING	2	20	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	
26450	PETERS	A	1BED/NON SMOKING	2	20	20	YKAYBAG2W GOLDLEAF	20-DEC-2002	20-DEC-2002	
5275	Aber	Chris		1	1	1	YKAYBAGPW GOLDLEAF	20-DEC-2002	20-DEC-2002	
223616	FREDUU	RICHARD	SPECLA	1	1	1	YKAYBAGPW GOLDLEAF	20-DEC-2002	20-DEC-2002	

Presents a list of all passengers not allocated to seats for this departure sorted by:

- a. Seat Class (sorted alphabetically)
- b. SSR (the intention here is to put Wheelchair or other disabled passengers at the top of the queue for priority seating.)
- c. Party size – based on Tot (total) passengers on the booking rather than the No (number) traveling on a specific component. In the example above, booking #26540 has, amongst others, a party of 3 (Mott) and a party of 2 (Kiss/Peters) traveling on the same reservation. The total shown in each of these cases is 20 but the No (number on the component) shows 3 and 2 respectively.

Workflow for seating from the Unassigned Seat Queue:

1. Highlight the booking to be seated.
2. Right mouse to display:
 - i. *Hold entire reservation* – picks up the entire booking for seating, i.e., 20 passengers in the case of booking #26540 above.
 - ii. *Remove (with links)* – picks up any other passengers linked to the current passenger.
 - iii. *Remove (no links)* – picks up ONLY the current passenger.
3. Once the passenger or booking has been selected move to the Departures form and highlight the first seat to be assigned. Then right mouse to display:

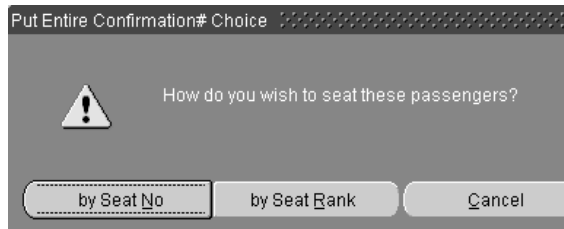
Cabin	Rank	Berth	Seat	Location	Date	Day	Detail
101	2	A		BERTH	01/01/2006	SUN	
102	2	A		BERTH	01/01/2006	SUN	
103	2	A		BERTH	01/01/2006	SUN	
104	2	A		BERTH	01/01/2006	SUN	
105	2	A		BERTH	01/01/2006	SUN	
106	2	A		BERTH	01/01/2006	SUN	
107	2	A		BERTH	01/01/2006	SUN	
108	2	A		BERTH	01/01/2006	SUN	
109	2	A		BERTH	01/01/2006	SUN	
110	2	A		BERTH	01/01/2006	SUN	

- i. *Cut/Paste* – works in the context of an already assigned seat and removes the passenger and any other passengers to which it is linked and allows them to be assigned to an

alternative seat or set of seats using Paste option. If the Cut passengers are not re-assigned immediately then they will re-appear in the Unassigned Queue when it is next refreshed.

- ii. *Remove/Replace* – works in the same way as Cut/Paste and allows two sets of passengers to be managed at the same time. Particularly useful when a transport unit is full and re-assignments become necessary. Replace is also used when assigning passengers via the Unassigned Queue. In the example above, the booking for MARSTON has been selected from the Unassigned Queue.

When the Replace or Paste options are chosen the following sequence of options are available:



By Seat No – assigns passengers in seat number order starting from the seat highlighted.

By Seat Rank – assigns passengers by seat rank starting with the rank of the seat highlighted, e.g., if a party of 10 is assigned by rank and the starting seat has a *rank = 1*, then *rank = 1* seats will be assigned to all the passengers. If insufficient *rank = 1* seats are available in the current transport unit then the remaining passengers will be assigned to the next lower rank, and so on, until all passengers are assigned.

Once seats have been assigned then the Unassigned Sectors option (also invoked by double clicking the passenger record) may be used:

- iii. *Unassigned Sectors* – enables additional sectors being traveled by this passenger on the same booking to be assigned. Choosing the menu option or double clicking displays:

Unassigned Sectors for FORDINGLY				
Pax Name	Pax Name	Link/Departure	Return	Tour Code
FORDINGLY	Dennis	09-NOV-2003	09-NOV-2003	KURT400

Select the sector to be assigned and either use the Assign button or double click to display:

Departures available for unit L58A			
Departure	Unit	Seat Class	
09-NOV-2003	L58A	L58A Transport Unit	
09-NOV-2003	WV38A		

Select the transport unit for assignment and right mouse click to:

- Assign (no links)
- Assign (with links)
- Assign entire (same seats)
- Assign entire reservation

Assign (no links) – assigns the individual passenger to the second or subsequent sectors.



Only assigns to the same transport unit and same seat. If this is not available then the assign fails and manual assignment is necessary.

Assign (with links) – assigns linked passengers to the second or subsequent sector – same transport unit same seat.

Assign entire (same seats) – assigns entire reservation in same seats/same transport unit on second or subsequent sectors. If this is not available then the assign fails and manual assignment is necessary.

Assign entire reservation – seats second or subsequent sector by seat number or rank, starting from the seat number of the passenger from which the operation was initiated.

- iv. *De-Assign Entire Reservation* – de-assigns all passengers from all sectors, and all components of the booking, and places them back into the respective Unassigned Queues.

Allocate Unallocated Pax

For bulk automated seat/cabin assignment of passengers or as a check that the manual assignment of seats/cabins, this function may be run at any time.

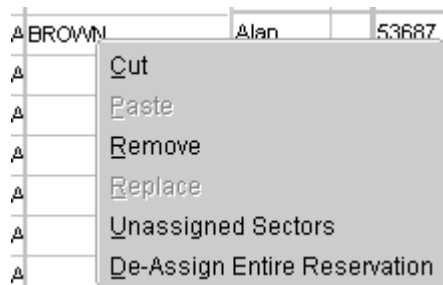
Any passengers for this trip who have not been assigned seats/cabins will be automatically assigned based upon the following criteria:

- a. Reservations will be assigned in reverse date order, i.e., oldest booking first.
- b. Seats will be assigned according to the Rank specified in the Cabin/Seat configuration master file.

Unload Pax

Users with appropriate security levels (0 or 1) may use this function to unload all passengers from a transport unit. This would be useful, for example, if a rail car had to be replaced at short notice due to an engineering fault.

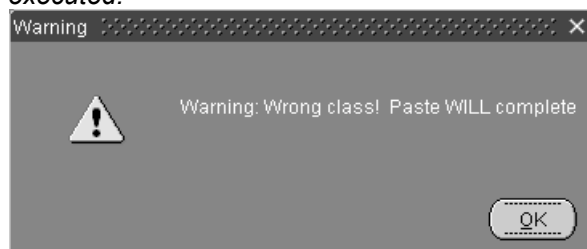
Right mouse click while highlighting a passenger assignment in the lower block to show:



These functions are explained in further detail above, under the workflow description of “Show Unassigned”.



If an attempt is made to re-assign the passenger to seat of a different class to that booked, the system provides the following warning message but allows the move to be executed:



8.3.4 Passenger Departures

Module Name	Access Path	Purpose
PTPAXDEP	Transport Operations/ Operations/ Pax Departure	To update the status of existing passenger bookings to departed

Surname	Name	Transport	Cabin	Seat	Cfm	Head Cfm	Status	Departed?
ISAACS	Daren	1	R05	19	226438	226437	ConfirC	<input checked="" type="checkbox"/>
ISAACS	Leanne	1	R05	20	226438	226437	ConfirC	<input checked="" type="checkbox"/>
isaacs	DAREN	1	R01	01	226495	226494	ConfirC	<input type="checkbox"/>
ISAACS	LEANNE	1	R01	03	226495	226494	ConfirC	<input type="checkbox"/>
JONES	Bill	1	R01	02	226495	226494	ConfirC	<input type="checkbox"/>
JONES	Sasha	1	R01	04	226495	226494	ConfirC	<input type="checkbox"/>
BROWN	Bob	1	R02	05	226495	226494	ConfirC	<input type="checkbox"/>
BROWN	Jane	1	R02	06	226495	226494	ConfirC	<input type="checkbox"/>
LEE	Ted	1	R02	07	226495	226494	ConfirC	<input type="checkbox"/>
LEE	Jody	1	R02	08	226495	226494	ConfirC	<input type="checkbox"/>

Once a trip/booking has begun, this form is used to update the status of booked passengers to departed.

Query the Date or Charter Booking No fields in the upper block. Passenger details are then displayed in the lower block.

Click the Departed? check box next to those passengers whose status needs to be updated, or press the Select All button to place a check in each box. Press the Apply button and the status for the selected customer(s) changes to departed.



Once the Departed? check box is selected for a particular passenger, all passengers with a matching confirmation number (Cfm or Head Cfm) will have their status changed to departed when the Apply button is pressed.

8.3.5 Assign Guides to Tours

Module Name	Access Path	Purpose
PTASSGD	Transport Operations/ Operations/Assign Guides to Tours	To assign guides or escorts to tours

This form is used to assign guides or escorts to tours for reporting and rostering purposes.

Upper Block

Query to find the tour and date required.

Date	The date of departure for the tour.
Tour Name	Tour code and description.
Pax	Total number of passengers booked on the tour.

Lower Block

Once a tour has been queried via the upper block, the lower block may be used to add tour guides, escorts, etc.

Seq	A sequence number assigned by the system when each new record is saved.
Guide No/ Name	Enter the employee number (list of values available) of the employee to be added. Name is displayed automatically.
Note	A free text field for reporting purposes, e.g., guide, translator.

8.3.6 Charter Bookings Query

Module Name	Access Path	Purpose
PTCBK	Transport Operations/ Operations/Charter Bookings Query	To query and modify bookings made in Travel Workbench

The screenshot shows a window titled "Charter Bookings Query" with the following fields and values:

- Cfm: 18565
- Entered: 21/11/2006
- Pax No: 4
- Cntry: AU
- Travel: 23/11/2006
- Arr Flt: 211
- Travel Agent: DK1 Tours
- DKI
- Dep Flt: 214
- Resn Name: GOGIC, A.
- Voucher: TBA
- Value: 1648.50
- Cost: 1234.00
- Sell: 2198.00
- Deposit: 50.00
- Detail: [Empty text box]
- Requests: [Empty text box]
- About ? [Button]