



How to select and delete a seat

Before booking seats, make sure that tickets have already been issued.

Seat map legend:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
F																													
E																													
D																													
X																													
C																													
B																													
A																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

- Locked seat (Airport control)
- Charged seat (Depending on ticket fare may be exempt)
- Seat unavailable (seat occupied)

1st With the reservation open, select the option “Seats”:

The screenshot shows the eLATAM reservation system interface. The top navigation bar includes 'Log In/ Out', 'Codificar/Decodificar', 'TIMATIC', 'Ferramentas', 'Ajuda(H)', and 'Web Links'. The main menu on the left lists various actions like 'Emitir Ticket', 'Anular Bilhete', 'CC Aprovação', 'VCR...', 'END...', 'Cálculo Manual...', and 'Preço...'. The central area is titled 'Reserva - XKEVUE' and contains sections for 'Nomes' (Names), 'Itinerário' (Itinerary), 'Emissão / Preço' (Issuance / Price), and 'Remarks/Fatos' (Remarks/Facts). The 'Assentos' button is highlighted in the top right corner. The 'Itinerário' section shows a flight from CGH to BSB on 10JUN. The 'Emissão / Preço' section displays two price quotes. The 'Remarks/Fatos' section contains flight details and a note about the child passenger.

2nd The seating map will be displayed. Select Seat and click “OK”:

The screenshot shows the eLATAM reservation system interface with the 'Assentos PRS' (Seats) screen. The top navigation bar is the same as the previous screenshot. The main menu on the left lists actions like 'Marcar Assentos', 'Cancelar/Trocar', 'Mostrar Reservado', 'Mapa por segmento', 'Mapa por voo', and 'Tipo PAX'. The central area is titled 'Reserva - XKEVUE' and contains sections for 'Nomes' (Names), 'Itinerário' (Itinerary), 'Emissão / Preço' (Issuance / Price), and 'Remarks/Fatos' (Remarks/Facts). The 'Assentos PRS' section displays a seating map for the flight from CGH to BSB on 10JUN. The 'OK' button is highlighted in the bottom right corner.

3rd The passenger's seat, value and name will be presented. Click "OK":

Assign passengers to seats

Marcar Assentos

17F

0.00

ARISTIDES/HERALDO

OK

Cancelar

4th The system will respond with the screen below. Click "OK":

Host Response

Host Response

4G1/17F-1.1

17F LA3526S 10JUNCGHBSB N ARISTIDES/HER

OK

5th The seat map will be displayed again Click on “Confirm” and then CTRL + E to save:

The screenshot shows the Sabre eLATAM reservation system interface. The top menu bar includes options like Log In/Out, Codificar/Dgcodificar, TIMATIC, Ferramentas, Ajuda, and Web Links. The main area displays the reservation details for flight LA 3526, including the route CGH - BSB, the date 10JUN, and the time 0715-0900. A seat map is shown with a red arrow pointing to the 'Confirm' button in the confirmation panel. The confirmation panel also displays the price quote and the name of the passenger.

6th Next to the name it will be possible to identify the marked seat:

The screenshot shows the Sabre eLATAM reservation system interface with the 'Nomes' (Names) tab selected. The main area displays the list of passengers for the reservation, including their names, seat numbers, and status. A red arrow points to the 'Nomes' tab. The confirmation panel also displays the price quote and the name of the passenger.

Delete seat

1th Select the option "Seats" → "Cancel/Change":

The screenshot shows the LATAM eLATAM system interface. The top navigation bar includes 'Log In/Out', 'Codificar/Dgcdificar', 'TIMATIC', 'Ferramentas', 'Ajuda(H)', 'Web Links', and 'Sabre'. The main menu has buttons for 'F1 Reserva', 'F2 Tarifas', 'F3 Preço', 'F4 Emissão TKT', 'F5 Info Voos', 'F6 Info PAX', and 'F8 Filas'. The 'Assentos PRS' sidebar on the left contains buttons for 'Marcar Assentos', 'Cancelar/Trocar', 'Mostrar Reservado', 'Mapa por segmento', 'Mapa por voo', and 'Tipo PAX'. The main area displays the reservation details for 'Reserva - XKEVUE', including passenger names, itinerary, and pricing. A red arrow points to the 'Editar Nomes' button in the top right corner.

2th In the "Segment Number" field, insert the segment you want to exclude seats from and in the "Reference Name" field, indicate the passenger's reference.

The screenshot shows the 'Cancelar / Trocar assentos' dialog box. It contains the following fields and options:

- Número Segmento:** 1
- Assento específico:** (empty field)
- Referência nome (ex. 1.1):** 1.1
- ☐ Voo com Troca de Equipamento
- Inserir em branco para Cancelar TODOS assentos para TODOS Passageiros**
- ☐ Reservar novos assentos
- OK** (highlighted with a red box)
- Cancelar**

Note: If you want to exclude all seats from all passengers in the reservation at the same time, just leave the fields above blank.

Good sales!

Created on 04/08/2020.
Manual subject to change without notice.