

## **Reservation Creation**

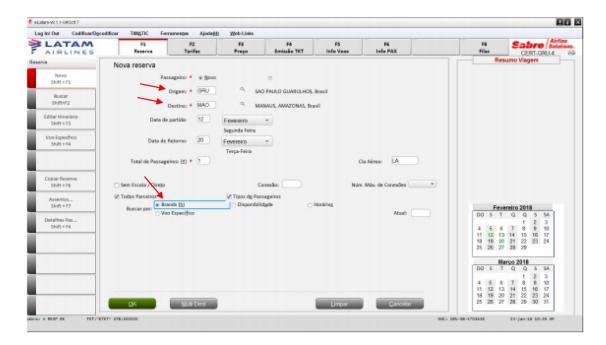
1st Insert the city pair;

2th Enter the date(s) of the flight(s);

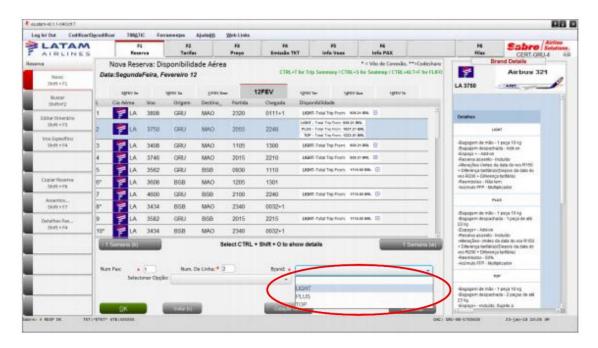
3rd Enter the number of passengers that will occupy seats;

4th Fill in the field "Type of passenger", including INFT if any;

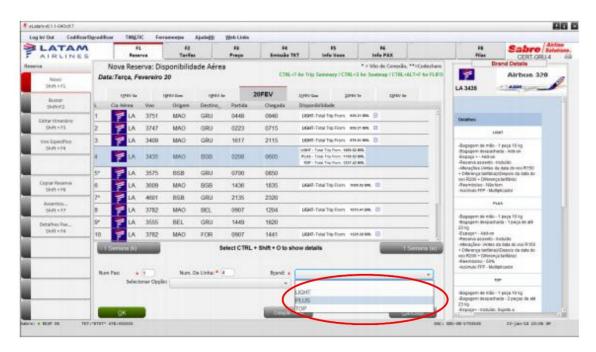
5th In "Search for", keep the "Brands" option:



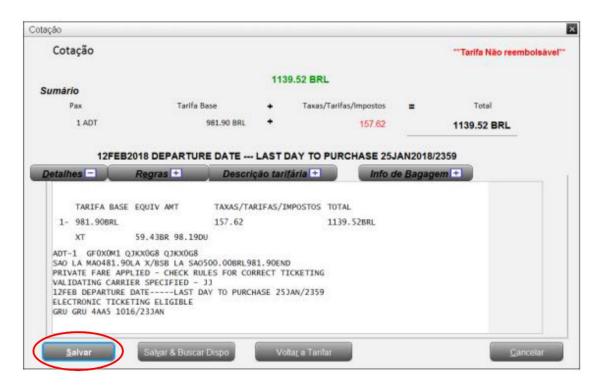
6th Select the desired flight line and the desired Brand in the "Brand" option:5th Select the desired flight line and the Brand":



7th Do the same procedure for the return flight:



8th On the Quotation screen, view detailed flight values. Click "Save" to save the PQ (Price Quote):



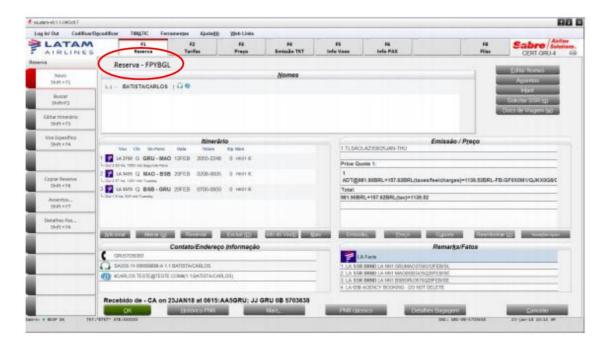
9th Insert the name of the passenger and contact by phone or email (reference the pax responsible for the contact):



10th Select the option "Deadline for immediate issue" (even if the issue is not immediate) and sign in "Received from:"



11th View the reservation code in the upper left corner of the interactive PNR (PNR), e.g.: "FPYBGL":



## Good sales!

Created on 03/01/2019. Manual subject to change without notice.