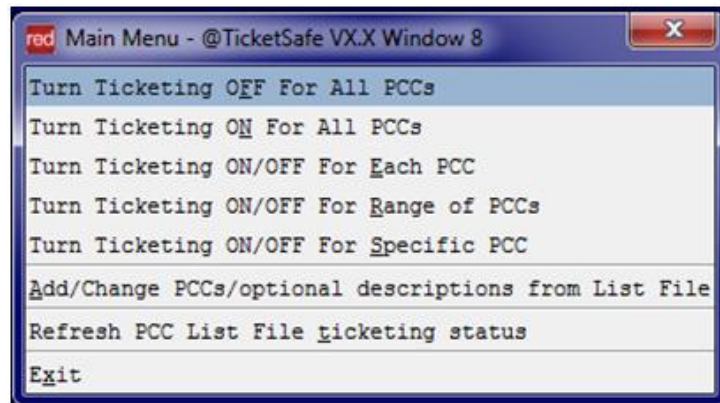


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## OVERVIEW

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Hotel Corp and Agency Rates is a Red App that assists agents in managing corporate hotel and agency negotiated rates.



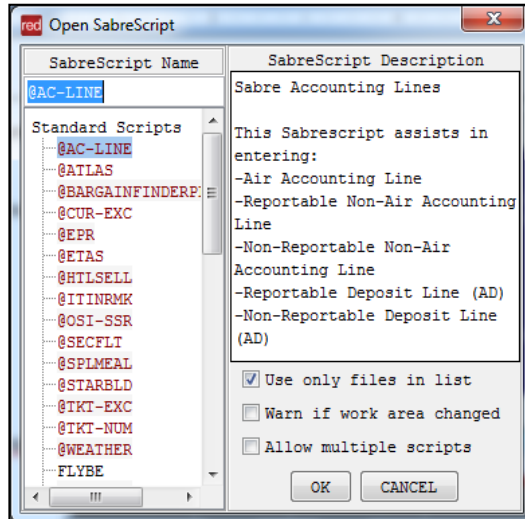
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**TASK****GRAPHIC**

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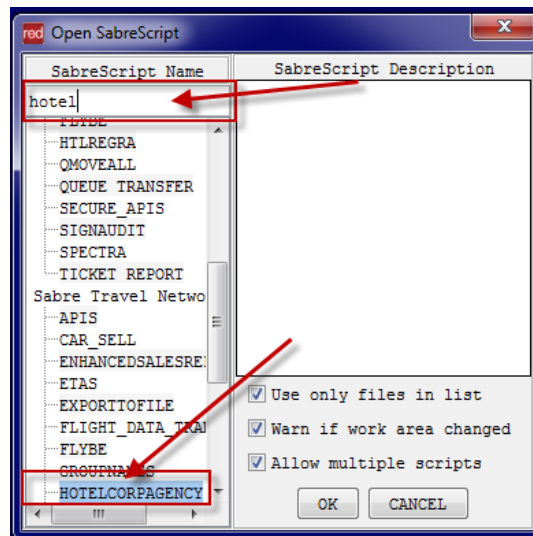
In order to use **Hotel Corp and Agency Rates**, follow these steps:

Press CTRL + A to open the SabreScript Window



Type the SabreScript Name or use the scroll down bar until you find the script name **HotelCorpAgencyRates**.

Click **OK** to launch it.



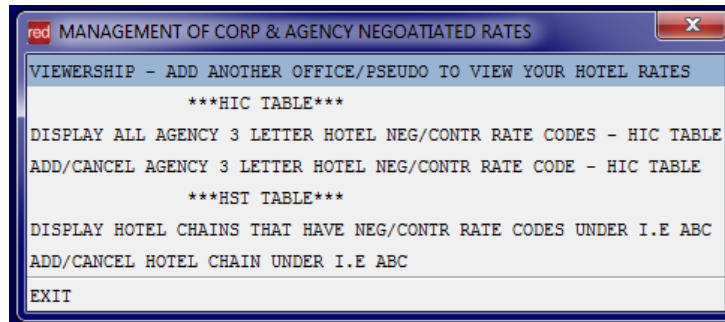
**TASK**

**GRAPHIC**

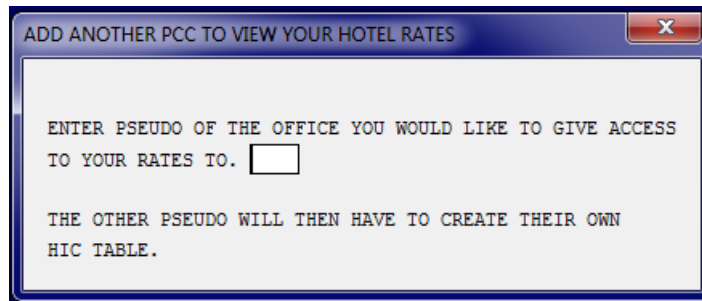
A window will pop up so that you can choose one of the actions to be carried out.

Click on one of the options in the screen for the system to start processing.

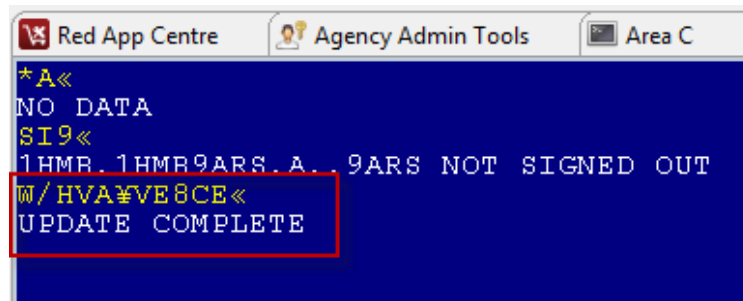
If you want to close the application, click on **Exit**.



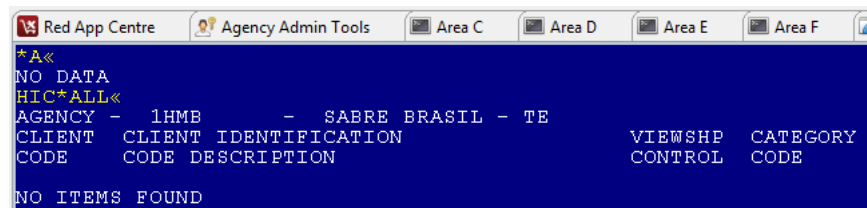
If you clicked on **Viewership – add another office/pseudo to your hotel rates**, you need to enter the Pseudo City Code and click **ENTER**.



When finished, the system response will be **Update Complete**.



If you clicked on **Display all agency 3 letter hotel neg/contr rate code**, the system will display the codes, if you have them.

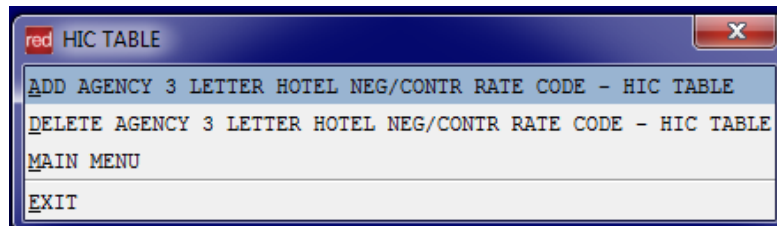


If you clicked on **Add/cancel agency 3 letter hotel neg/contr rate code**, the following window will appear.

Choose one of the options to proceed: **Add...** or **Delete**.

Click on **Main Menu** to return to it.

Click on **Exit** to close the application.

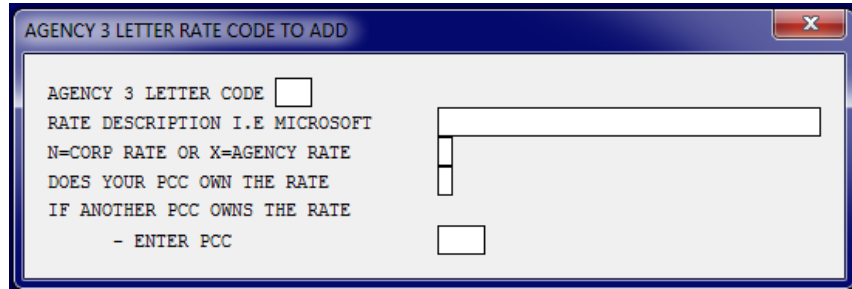


**TASK**

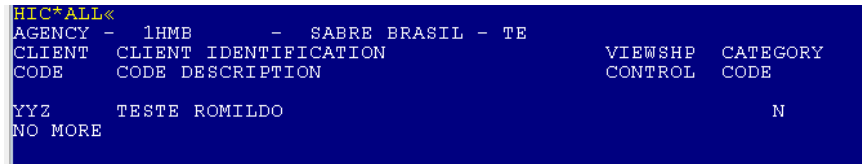
**GRAPHIC**

Read the instructions on the screen. Follow the procedures to **add** the 3 letter rate code.

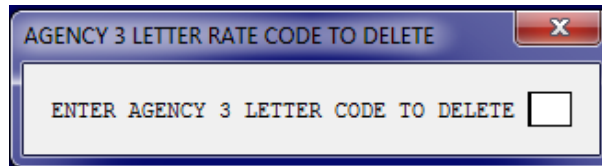
When finished, click **ENTER**.



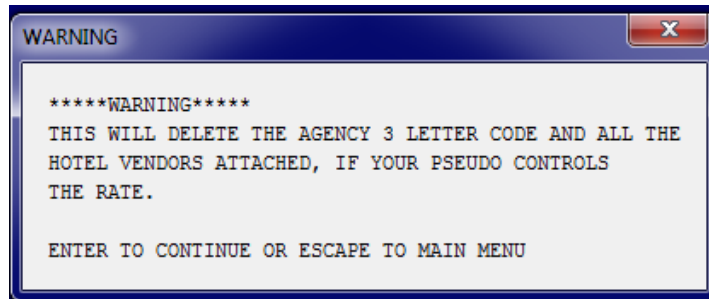
Example of the addition of a 3 letter rate code. (YYZ).



If you want to **cancel** a 3 letter rate code, enter it in the box and press **ENTER**.



A Warning window will appear. Read it and press **ENTER** to continue or click on the **ESC** button to go to the Main Menu.



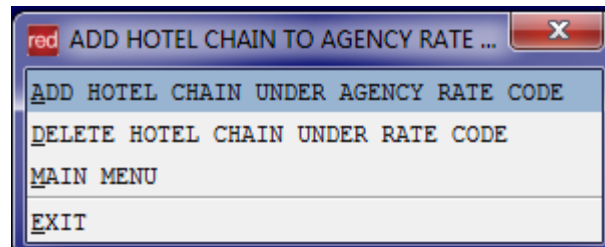
If you clicked on **Display hotel chains that have neg neg/contr rate codes under i.e ABC**, the following window will appear.

Insert the specific Rate Code and press **ENTER**.



If you clicked on **Add/cancel Hotel Chain under i.e ABC**, the following window will appear.

Insert the specific Rate Code and press **ENTER**.

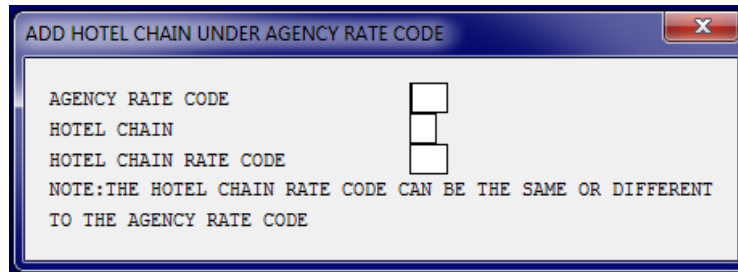


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**TASK****GRAPHIC**

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If you want to add a Chain, fill in the required information and click **Enter** when finished.



ADD HOTEL CHAIN UNDER AGENCY RATE CODE

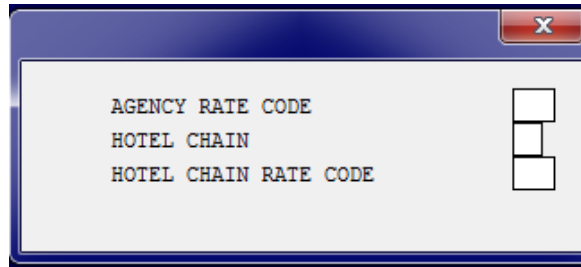
AGENCY RATE CODE

HOTEL CHAIN

HOTEL CHAIN RATE CODE

NOTE:THE HOTEL CHAIN RATE CODE CAN BE THE SAME OR DIFFERENT TO THE AGENCY RATE CODE

If you want to delete a Chain, fill in the required information and click **Enter** when finished.

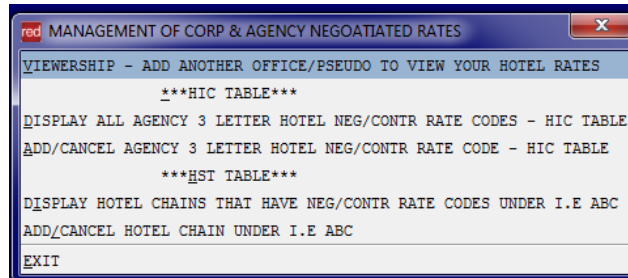


AGENCY RATE CODE

HOTEL CHAIN

HOTEL CHAIN RATE CODE

When finished, click **Exit** to close the application.



red MANAGEMENT OF CORP & AGENCY NEGOTIATED RATES

VIEWERSHIP - ADD ANOTHER OFFICE/PSEUDO TO VIEW YOUR HOTEL RATES

\*\*\*HIC TABLE\*\*\*

DISPLAY ALL AGENCY 3 LETTER HOTEL NEG/CONTR RATE CODES - HIC TABLE

ADD/CANCEL AGENCY 3 LETTER HOTEL NEG/CONTR RATE CODE - HIC TABLE

\*\*\*HST TABLE\*\*\*

DISPLAY HOTEL CHAINS THAT HAVE NEG/CONTR RATE CODES UNDER I.E ABC

ADD/CANCEL HOTEL CHAIN UNDER I.E ABC

EXIT

**TASK**

**GRAPHIC**

How to validate if a Red App is already installed in my Sabre Red Workspace?

To validate that the user received the application before restarting Sabre Red Workspace, click Help and then History of Updates to look for Red Apps with a Status of Not Yet Activated.

Name	Version	Date	Status
Sabre Red Workspace_3YAB_3333 (Pr...	2.0.0.0000000007	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Air Routing Mileage Calc	1.0.0.201201161659	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Calculator	1.0.0.201112201654	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED

1. After restarting Sabre Red Workspace, you can also look under **Contact Us – Application Vendor Support** to validate that the application installed successfully.



2. The system will open a new window with all the Red Apps installed.

Should you need to contact the Red App Vendor for support, click on the Red App name to open the **Contact Details**.

