

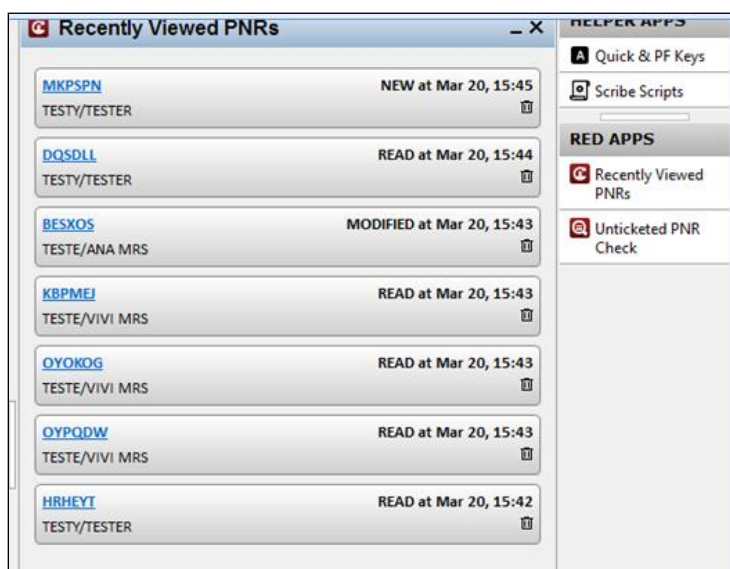
GENERAL OVERVIEW

Recently Viewed PNRs is an app that will list up to 100 PNRs retrieved in Sabre Red Workspace Classical View (blue screen) by the user. The benefit is to help user to find and retrieve a PNR that was recently viewed and, for some reason, needs to be worked again.

No matter if the user has logged out of Sabre Red Workspace or turned his computer off, the list will continue to be available, even when he logs back in, unless the clear functionality is used.

Recently Viewed PNRs will have the following information:

- Sabre Record Locator
- Passenger last and first name
- Date
- Status (new, modified and read).
- Waste basket icon to clear that information from the list.
- Once the App is enabled in Sabre Red Workspace, it will be working on a “listening mode”, capturing all PNRs that were created, modified or just retrieved to be read. When user clicks on the App Recently Viewed PNRs, the system will open with a list of PNRs that were retrieved. (see image below)



REQUIREMENTS & FUNCTIONAL INFORMATION

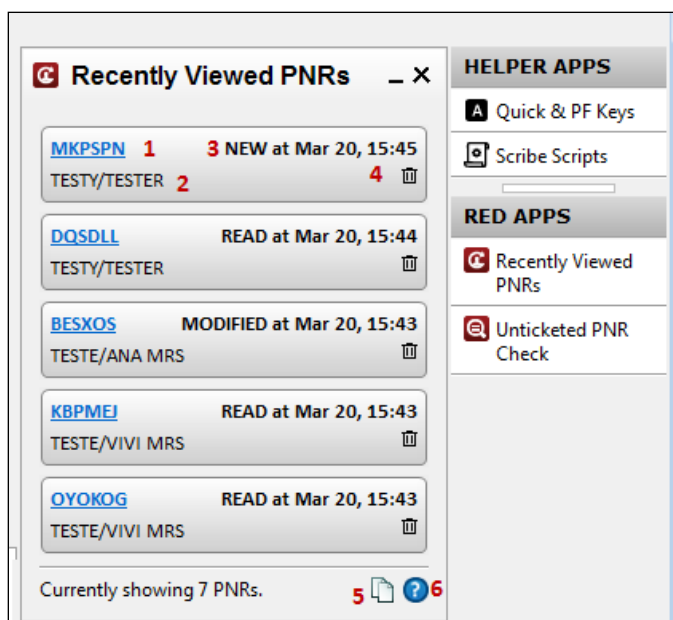
In order to Recently Viewed PNRs work properly, it demands that a simple configuration in the TJR (Travel Journey Record) is done. As it will capture the Record Locator of each PNRs, this Record Locator must be displayed at the top of the PNR, in addition to its present display at the bottom of PNR.

The field to be changed is: **RLOCTOP ON**

Remarks: You must have the keyword **SUBMGR** and duty code 9 (type SI9 to activate) in your *Employee Profile Record (EPR)* to update the *Travel Journal Record (TJR)*.

The command is: **W/RLOCTOPON**

Below you have a description of the main functionalities of the Recently Viewed PNRs.

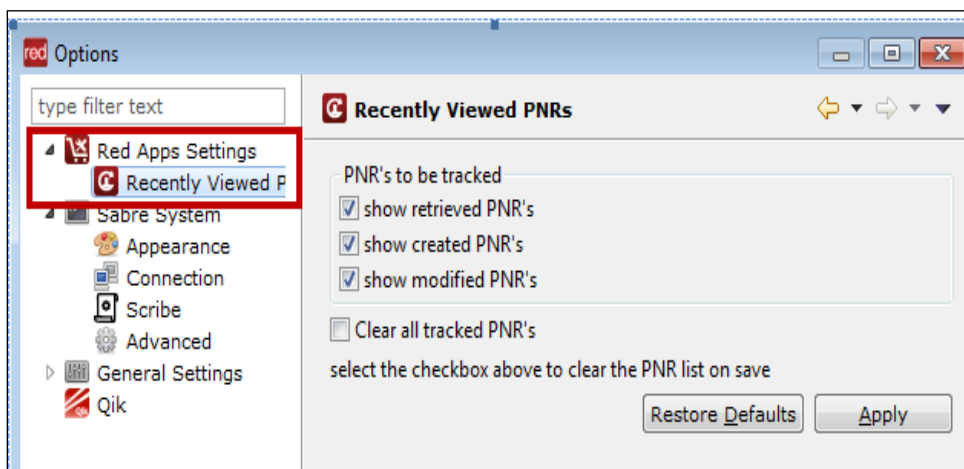


1. Reservation Record Locator : User can retrieve the PNR by just clicking over the record locator. PNR will be retrieved in Sabre Red Workspace command screen.
2. Passenger last and first name : The App will always take the first passenger in the PNR, no matter how many passengers there are in the reservation.
3. Status and Date : The following status will be available:
 - NEW: when a new reservation was created.
 - READ: when user retrieved a PNR but made no modifications in it.

- MODIFIED: user retrieved and changed any information in the PNR.
- 4. Waste Can icon: it is used to remove the content from the list.
- 5. Copy list of tracked PNRs to Clipboard. User then can paste the information wherever he wants to.
- 6. HELP icon: contains information about this particular App and its functionalities.

RECENTLY VIEWED PNRs ADDITIONAL CONFIGURATION

User can determine when the App must capture the information based on the PNR retrieval. This additional functionality will be available in Sabre Red Workspace > Tools > Options > Red App Settings:



The options for tracking are:

PNRs to be tracked:

- Show retrieved PNRs: App must capture data whenever a PNR is retrieved.
- Show created PNRs: App must capture data whenever a PRN is created.
- Show modified PNRs: App must capture data whenever a PNR is modified.

Other option is: Clear all tracked PNRs. This will enable user to clear all the list of tracked PNRs at once. This is very useful if a list has lots of PNRs and user wants to clear them all, without having to go one by one.

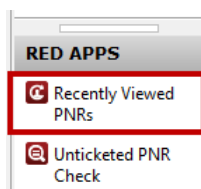
By clicking the button Apply, the new configuration will be set. Should user decide to return to the initial configuration, before his changes, he just needs to click on RESTORE DEFAULTS.

FREQUENTLY ASKED QUESTIONS

1. How do I launch Recently Viewed PNRs app?

Once the App is installed on your Sabre Red Workspace, it will automatically be listening to your commands on the blue screen.

To view the results captured by the app, just click on Recently Viewed PNRs on the menu under RED APPS, which is located on the right of the Sabre Red Workspace screen. (see image below)



2. How do I retrieve the PNRs listed on the Recently Viewed PNRs list?

Just click on the record locator (in blue) and it will open on your Sabre Red Workspace blue screen.



3. Can I launch Recently Viewed PNRs from both Classical View (blue screen) and Graphical View?


Recently View PNRs app works with Classical View (blue screen) only.

4. How do I interpret the status shown in the list?

The status that will be shown in the list are:

- **NEW:** when a new reservation was created.
- **READ:** when user retrieved a PNR but made no modifications in it.
- **MODIFIED:** user retrieved and changed any information in the PNR.

5. How do I remove a record from the list?

If you want to remove the records individually, just click on the waste basket icon  and it will be removed.

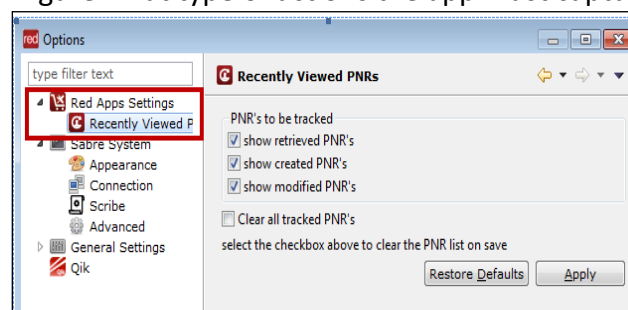
- Is the date shown related to the passenger's travel or the day the record was created, modified or retrieved?

It is related to the date the record was created, modified or retrieved.

- How many records can be listed in the Recently Viewed PNRs app?


It is possible to list up to 100 records in a row.

- Is there a way to configure what type of actions the app must capture?



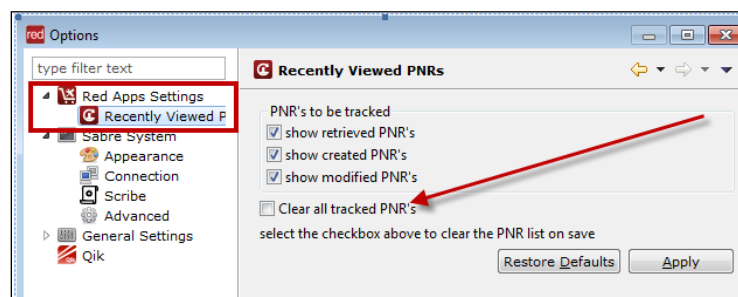
Just click on the options shown and then click on Apply. Should you need to come back to the original configuration, click on Restore Defaults

- Is it possible to copy the list?

Yes, just click on the clipboard icon  and then paste the information wherever you want, email, word, etc.

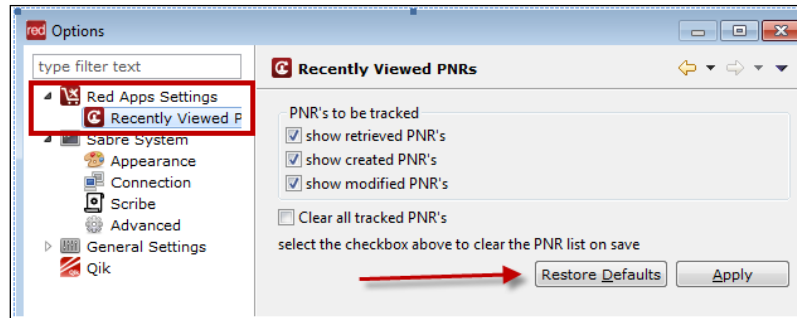
- Is there a way to clear all the PNRs listed in the App without removing one by one?

Yes, just go to **Sabre Red Workspace > Tools > Options > Red App Settings** and choose **CLEAR ALL TRACKED PNRs**. Then, click in Apply and the system will clean all the PNRs in the list of Recently Viewed PNRs app



- How do I restore the original configuration of the Recently Viewed PNRs?

Just click on the button RESTORE DEFAULTS located in the Red App Settings.



12. Will the Recently Viewed PNRs app consume a lot of scans?

No. Recently Viewed PNRs uses a function of “listening mode”, which means, that it does not generate additional scans when capturing the data to create the list.
