

**Zoom And Go**

**Sabre RedApp Use Cases**

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## **Sabre RedApp – Use Cases - Common Workflow**

This document will outline the most common and easiest ways to use Zoom And Go from start to finish, while explaining the function of the various tools.

1. Load/Create PNR in Sabre and Launch Map
2. The Visual PNR - Select Office Location
3. Check Availability in Zoom And Go
4. Select a Hotel
5. Sell a Room
6. Automatically update the PNR in Sabre

## 1) Load/Create PNR and Launch Map

Sign in to Sabre and open or create a PNR. Once the PNR has been created, type **\*\*MAP** at the end of any search or availability commands or even at the root in the Sabre Workspace.

## 2) The Visual PNR – Select Office Location

Having booked the flight inside GDS, the visual PNR will be open.

As you can see in the example below, the three flights booked in Sabre will appear in the Visual PNR. They are represented by the three red icons at the top left of the page. The grey bed icons show not yet booked hotels and will show up as green once that has been done.

Below those icons is a search box where you can insert the first part of a client code and, after selecting the appropriate client, the client information will be available in the Visual PNR in a pull down menu where you will be able to book a hotel.

The screenshot displays the Sabre Visual PNR interface. At the top left, there is a 'Visual PNR™' header with a row of icons: three red 'X' icons and three grey bed icons. A red box highlights these icons with the text 'Indicates three booked flights, no hotel bookings'. Below this is a 'Client Code' section with a search box containing 'z' and a dropdown menu showing 'ZAG - ZoomAndGo'. A red box points to this search box with the text 'Insert the client code for client information'. The main content area shows three flight segments: 'Boston' (YYZ to BOS, AC 7376), 'New York' (BOS to LGA, DL 693), and 'Toronto' (LGA to YYZ, AA 3693). Each segment includes a 'Book hotel in [City]' button and a table with 'Check-in', 'Check-out', 'Depart', and 'Arrive' information.

| City     | Flight             | Check-in          | Check-out         | Depart | Arrive |
|----------|--------------------|-------------------|-------------------|--------|--------|
| Boston   | YYZ to BOS AC 7376 | Wed. 19 Feb, 2014 | Sun. 23 Feb, 2014 |        |        |
| New York | BOS to LGA DL 693  | Sun. 23 Feb, 2014 | Wed. 26 Feb, 2014 | 06:00P | 07:25P |
| Toronto  | LGA to YYZ AA 3693 | Wed. 26 Feb, 2014 | Thu. 27 Feb, 2014 | 06:05P | 07:45P |

After selecting a client, choose one of the Office Locations from the pull down list, or enter the city in the search box and click the Go button. You will be redirected to its location on the Zoom And Go map where you will be able to view all the hotels in the area and select from a list.

**Perform a search on a different location if the client is staying in a different city then the one flown into**

**Select the office location and click Go to be redirected to the map**

### 3) Check Availability

The map will then be centered on the address that you have selected from the visual PNR. The map will display a list of hotels based on proximity to the office location shown in the box in the bottom left corner of the image below. The hotels are displayed as icons on the map. Green circles represent a cluster of hotels.

**Hotels are displayed via icons on the map. Circles represent a cluster.**

**This icon represents the selected address on the map.**

**Click Check Availability to view the rates for each hotel.**

| Distance | Hotel Name                  | Rate  |
|----------|-----------------------------|-------|
| 0.3 Mi   | THE WESTIN BOSTON WATER...  | Rates |
| 0.9 Mi   | W BOSTON                    | Rates |
| 1.5 Mi   | THE LIBERTY HOTEL           | Rates |
| 1.5 Mi   | THE WESTIN COPLEY PLACE...  | Rates |
| 1.8 Mi   | ELEMENT AUSTIN TEST         | Rates |
| 1.8 Mi   | SHERATON BOSTON HOTEL       | Rates |
| 2.8 Mi   | LE MERIDIEN CAMBRIDGE MIT   | Rates |
| 4.3 Mi   | SHERATON COMMANDER HO...    | Rates |
| 6.7 Mi   | FOUR POINTS BOSTON LOGAN    | Rates |
| 9.3 Mi   | SHERATON NEEDHAM HOTEL      | Rates |
| 11.3 Mi  | THE WESTIN WALTHAM BOST...  | Rates |
| 11.4 Mi  | SHERATON COLONIAL BOST...   | Rates |
| 12.7 Mi  | ELEMENT BY WESTIN LEXING... | Rates |
| 12.7 Mi  | ALOFT LEXINGTON             | Rates |
| 14.2 Mi  | FOUR POINTS NORWOOD         | Rates |

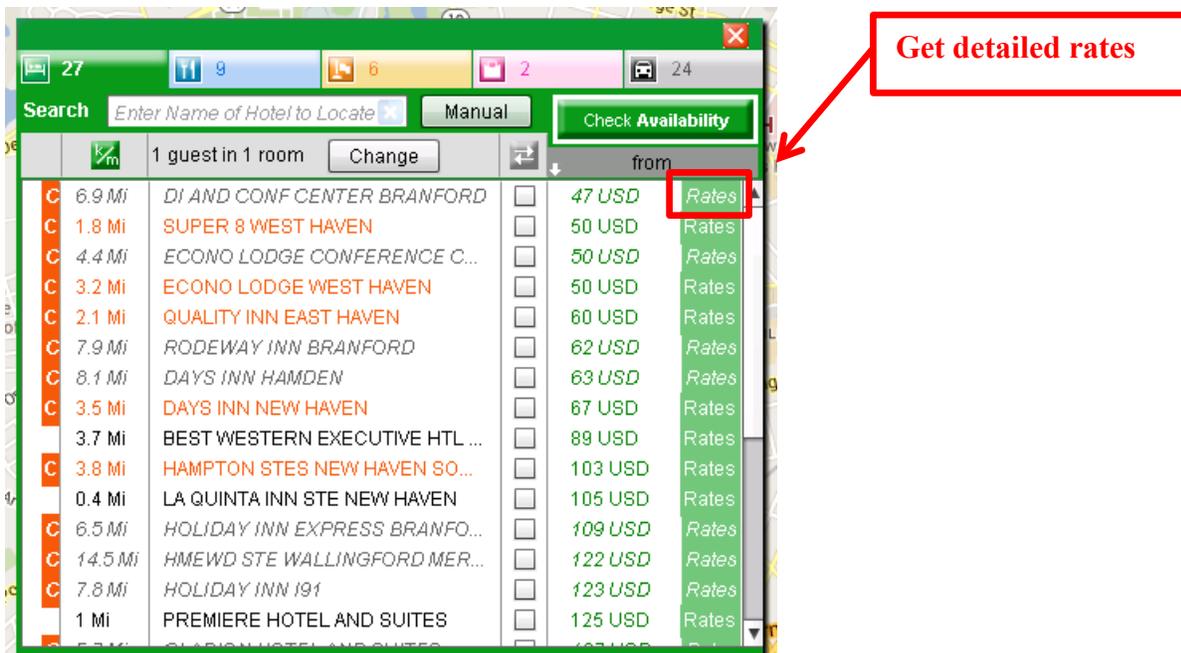
### Check Availability for all the hotels listed and then book

Before booking a room make sure to Check Availability for all hotels on the map, which is done simply by pressing the “Check Availability” button and the Zoom And Go will return all the rates from GDS and display them in a list as shown in the image below.



### Check Room Rates for a specific hotel in the list and then book

To view all the room rates for a specific hotel simply press the green “Rates” button in the Item List View Window and the Zoom And Go will retrieve the list of all room rates.



#### 4) Select a Hotel

On the next screen, you can do one of three things as follows:

1. Filter rates on the page
2. View the details on a rate (“HRD”)
3. Book a room (Proceed to Sell)

#### 5) Sell Room

Clicking on the Book button will take you to the Final “Sell” page, shown below. Any credit card information is pre-populated along with any information stored in the customer’s profile with regard to loyalty groups. At this stage, you can also enter in any Specific Instructions.

All other information relating to the sale of the room can also be found on the same page. This includes the cancellation policy, the average night rate, daily rates for the nights booked, and the total. If there is anything about the sale that you might want to change click the Back button to be returned to the previous page. Click the Confirm button to complete the booking.

## 6) Updated PNR in the GDS

You will then be returned to the main Zoom And Go screen. You can continue with another one should you need to do so.

The screenshot displays the Zoom And Go interface with three city segments: Boston, New York, and Toronto. Each segment shows flight details and hotel booking options. A red box at the top highlights a row of icons, with a callout stating "Hotel icons are now green to indicate bookings." Another red box points to a green hotel icon with the text "Confirmation of booking." The flight details for Boston are: YYZ to BOS, AC 7376, Depart Sun. 23 Feb, 2014 06:45A, Arrive 08:25A. The hotel booking option is for "DI AND CONF CENTE BRANFORD" with a price of 368 USD. The flight details for New York are: BOS to LGA, DL 5893, Depart Sun. 23 Feb, 2014 06:00P, Arrive 07:25P. The hotel booking option is for "Book hotel in New York" with a price of 47 USD. The flight details for Toronto are: LGA to YYZ, AA 3693, Depart Wed. 26 Feb, 2014 06:05P, Arrive 07:45P. The hotel booking option is for "Book hotel in Toronto" with a price of 103 USD.

You will also be able to verify the booking in Sabre as it will have been updated automatically

```
1 AC7376Y 19FEB WE YYZBOS HK1 645A 825A/O $ E
2 HHL DI SS01 HVN IN19FEB OUT23FEB HVNMM-DI DI AND CONF CENTER
  BRANFORD/NP-1/R-K11CC2/RG-USD 79.99 /BS-1P/NM-DAVID ZOOMGO/G-CC
  CA555555555554444EXP8-14/CXP-CANCEL 024 HOUR PRIOR TO ARRIVAL S
  YS ADDED/SI-NONSMOKING/CF-11722167 $DI$
```

Once you have opened the PNR to verify that the booking has been made you can continue booking for the rest of the trip following the same procedure. When you are satisfied with the full product you can end the PNR.