Worldspan

**Worldspan WorldGroup® Passive
Training Manual**

WorldGroup Passive

Overview

WorldGroup Passive Functionality

WorldGroup® Passive allows subscribers to easily manage Block space that has been booked directly with the airline, as long as the airline is not a WorldGroup participating airline. Some of the benefits are:

- WorldGroup is more efficient than using Group PNRs (**C/**).
- WorldGroup holds unsold block space inventory passively for sale to individual passengers in PNRs.
- WorldGroup Subscriber Reports can be generated to track utilization.

Applicable to

WorldGroup Passive may be used on any airline *except those airlines which participate in WorldGroup.*

Description

WorldGroup Passive consists of two types of records:

1. **WorldGroup Inventory Record**
   Holds segments of passive block space inventory which has been confirmed directly with the airline, and which has not been sold to individual passengers.

2. **WorldGroup PNR**
   Block space is sold from the Inventory Record into a PNR. A WorldGroup PNR is a PNR containing at least 1 segment sold from a WorldGroup Inventory Record.

The PNR segment is linked to the Inventory Record segment from which it was sold.

WorldGroup Passive Inventory Record Features

- Contain segments of block space booked directly with the airline.
  A segment is a flight/class/date/city pair.
- Created and organized according to agency business requirements
- Provides automatic tracking of space sold and available to be sold into PNRs
- May be created up to 352 days before departure date of the flight
- Contains up to **20** segments of space
- Maximum of **255** seats per segment
- Segment continuity is not required
- Date continuity is not required
- Number in party does not need to be the same for all segments
- Segments can be decreased individually
- If input at creation, a Release Date serves as a reminder to call the airline to return unsold space.

WorldGroup Inventory Record Display	An example of a WorldGroup Passive Inventory Record is displayed below. ABCDEF and KLMNOP are the airline's record locators for the space in the airline's system. The airline provides the record locator at the time they make the booking. Partial Display:

```
 1P- YJGMP6
   1.W/SNOW.BUNNIES.SKI.TRIP
   1 UA 36B 10NOV MO LAXDEN MK20  800A 1118A/0
      RELSE 1OOCT 05:00 PM S5 A15 O20 P0        /ABCDEF
   2 UA 37B 17OV SA DENLAX MK20 1115A 245P/O
      RELSE 19OCT 05:00 PM S10 A10 O20 P0     /KLMNOP
 P- 1.FG5 3300076 818 459-4362-T/TRAVEL TIME CRUISES/JIM
```

WorldGroup Inventory Record Fields	WorldGroup Inventory Records may include the following mandatory and optional fields:

Mandatory Fields	Optional Fields
Name Field (W/)	General Remarks Fields
Passive Air Itinerary (flights)	Unique Remarks Fields (**5**.)
Phone Field	Queue Follow-Up (**QF**)
	Received From Field
	Queue Sort

WorldGroup PNRs	Space is sold from a WorldGroup Inventory Record into WorldGroup PNRs. WorldGroup PNRs are individual passenger PNRs that contain at least one segment booked from a WorldGroup Inventory Record. WorldGroup PNRs have the same functionality as normal PNRs.

PNR Guidelines	• A −**W**− is appended at the end of a WorldGroup PNR segment. • All normal PNR fields are permitted. This means the PNR may contain WorldGroup space, non-WorldGroup space, hotels, cars, AUX segments, etc. • PNRs may contain segments sold from different WorldGroup Inventory Records. • PNRs interface to accounting systems using existing interface formats

Overview, Continued

WorldGroup PNR Display

A WorldGroup PNR is displayed below, containing 2 segments booked from a WorldGroup Passive Inventory Record:

```
1P- 7B6Y4P
1.2SMITH/JOHN/MARY*2ADT  2.2HENSON/BILL/JEAN*2ADT
 1 DL 607Y 23OCT TH PWMATL HK4   700A 1050A/O $ E
 2 UA 464Y 23OCT TH ATLSJU MK4  1150A  322P/X -W-
 3 UA 686Y 30OCT TH SJUATL MK4   940A 1222P/O -W-
 4 DL 282Y 30OCT TH ATLCVG HK4   355P  517P/X $ E
 5 DL1961Y 30OCT TH CVGPWM HK4   645P  846P/X $ E
P- 1.T4S 305 554-67/WORLDSPAN TRAVEL/JACK
 2.T4S 305-444-1234-H
T- 1.T/
A-CA1473986
TKG FAX-NOT PRICED  FARE TYPE EX
G- 1.OSI YY THE EMERALD SEAS ARVL 830A/DPTR 10P
   2.OSI YY 1ST PORT - TUE MARTINIQUE ARVL 8A/DPTR 3P
   3.OSI YY GATE CVG
M- 1.REFER TO RR*/SHIP CODE BEFORE CHANGES TO THIS PNR
**** ITEMS SUPPRESSED ****/CN/U/DR
```

How to Use WorldGroup

This manual covers formats on how to use WorldGroup on such topics as:

1. Creating/Displaying/Changing WorldGroup Inventory Records
2. Reducing Block Space (does not generate a message to airline)
3. Requesting WorldGroup Inventory Record Searches
4. Placing WorldGroup PNRs on queue
5. Creating/Displaying/Changing WorldGroup PNRs
6. Release Date
7. Returning seats to WorldGroup Inventory Records
8. Requesting WorldGroup Subscriber Reports

HELP and INFO

WorldGroup Passive **HELP** and **INFO** are available with formats and information:

Entries:　　　**HELP WGRP MK　and　INFO WGRP MK**

Continued on next page

Overview, Continued

Using WorldGroup

To use WorldGroup Passive, follow the steps below:

Steps	Action
1.	Request the Record Locator for each block of space from the airline.
2.	Create a WorldGroup Inventory Record segment for each block of space. A block of space is a flight/date/class/city pair.
3.	Sell space from the Inventory Record into WorldGroup PNRs for individual passengers or groups.

Introduction to WorldGroup

WorldGroup Passive Segments (MK)	Block space that is booked directly with the airlines is held in WorldGroup Inventory Records as passive (MK) segments. **Reminder:** Passive WorldGroup segments are **not** allowed on WorldGroup participating airlines.
Function Identifier	1. The primary Function Code for all WorldGroup entries is **WG**. 2. Space is added to an Inventory Record using manual segment sell, appending a Release Date and the airline's record locator.

Create Passive Inventory Record Segment

Example: `WG0UA30B10NOVLAXDENMK20@R10OCT*/ABCDEF`

```
                                        |          \
                                        |        Airlines record
                                        |        locator, 3-9
                                   Release Date   characters
```

Release Date
The Release Date is the date the unsold space must be returned to the airline, based on what the airline has advised.

When the release date is reached, the Inventory Record will be placed on **Queue 100, Category 2,** as a reminder to call the airline to cancel the unsold space.

Inventory Record Display
A Passive WorldGroup Inventory Record with 2 segments is displayed below:

```
 1P- YJGMP6
  1. W/SNOW.BUNNIES.SKI.TRIP
  1 UA 36B 10NOV MO LAXDEN MK20  800A 1118A/0
     RELSE 1OOCT 05:00 PM S0 A20 O20 P0      /ABDCEF
  2 UA 37B 17OV  SA DENLAX MK20 1115A  245P/O
     RELSE 19OCT 05:00 PM S0 A20 O20 P0      /KLMNOP
P- 1.T4S 3300076 818-459-4362-T/WORLDSPAN TRAVEL/JIM
```

Introduction to WorldGroup, Continued

Inventory Record Segment

Explanation of a Passive WorldGroup Inventory Record segment:

```
 1 UA 36B 10NOV MO LAXDEN MK20  800A 1118A/0
    RELSE 1OOCT 05:00 PM S5 A15 O20 P0    /ABCDEF
        (a)                   (b) c)  (d) e)    (f)
```

Explanation:
a) **RELSE**   Release Date and time (Subscriber's local time)
b) **S**   Seats **S**old (5)
c) **A**   Seats **A**vailable to sell (15)
d) **O**   Number of seats **O**riginally confirmed by airline (20)
e) **P**   Number of seats **P**ending confirmation (0)
                    This will always be 0
f) **ABCDEF**   The airline's Record Locator or Block Name, as
                      provided by the airline

Guidelines

- MK segments are **not** permitted on a WorldGroup participating airline
- The Record Locator provided by the airline is required at the end of the Inventory Record segment create entry. If none is input, the following error response is returned:
  WG – RECORD LOCATOR/BLOCK NAME REQUIRED – CONTACT AIRLINES
- Booking, canceling, and decreasing block space must be handled directly with the airline
- Inventory Record segments may be decreased and cancelled, but a message is **not** sent to the airline.
- Inventory Record segments cannot be increased. If the airline provides additional space on a flight, a new Inventory Record segment must be created. An attempt to increase MK space results in the following error response: WG-INCREASE NOT ALLOWED ON MK WGRP SEGMENT
  .

Introduction to WorldGroup, Continued

Q Follow –Up   Using **Q Follow–Up** is recommended to remind the subscriber of other dates required by the airline for passenger names, deposit, ticketing, final payment, reconfirmation, etc.
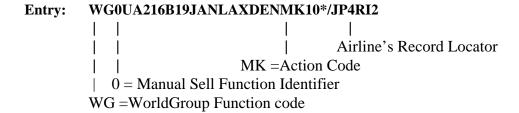
Refer to :   **HELP QFOLLOW**

Creating a WorldGroup Inventory Record

Passive Manual Segment Sell Entry

Inventory Records contain space that has been booked directly with the airline, but has not been sold to individual passengers.

To add a segment of Block Space to a WorldGroup Inventory Record, use the WorldGroup **Manual Segment Sell** entry for a passive segment as described below:

Entry: **WG0UA216B19JANLAXDENMK10*/JP4RI2**
```
      |   |                              |          |
      |   |                              |    Airline's Record Locator
      |   |                      MK =Action Code
      |   0 = Manual Sell Function Identifier
      WG =WorldGroup Function code
```

Response:
1 UA 216B 19JAN LAXDEN MK20 345P 705P /O

Release Date

The Release Date is the date all unsold space must be returned to the airline, and it is optional. However, Worldspan recommends <u>always</u> adding a **Release Date** for each segment of block space. On the release date, the Inventory Record will be placed on queue as a reminder to call the airline to return the unsold space.

Entry: WG0UA216B19JANLAXDENMK10@**R19DEC***/JP4RI2
```
                                        |  |  |
                                        |  |  |
                                        |  |  |
                                        /  |  Release Date – 19DEC
                                        /  Function Identifier - R
                                        |
                                       Separator - @
```

The Release Date is displayed upon a subsequent PNR display command (*R).

Response: **1 UA 216B 19JAN TH LAXDEN MK10 345P 705P/O**
                          RELSE 19DEC 07:00 PM S0 A10 O10 P0   /JP4R12

Creating a WorldGroup Inventory Record, Continued

Name Field   The Inventory Record **Name Field** uses a unique Identifier of **W/** to identify the record as a WorldGroup Inventory Record. The following name field guidelines apply:

- A maximum of 67 alpha characters with as many slashes (/) or periods (**.**) as desired.
- A minimum of 2 characters must exist between slashes.
- Periods are allowed within a name.

   Entry examples: −**W/IBM**
                                         −**W/IBM/LOS/ANGELES/JAPAN.TOUR**
                                         −**W/ IBM/LOS.ANGELES/JAPAN/TOUR**

Inventory Record Name Change

To change the name on a WorldGroup Inventory Record, the entry is as follows:

   Entry: −**@W/LAX.DODGERS**
                              | | |
                              | | WorldGroup Name Field Identifier
                              | Change Symbol
                              Name Field Function Identifier

Creating a WorldGroup Inventory Record, Continued

Phone Field   The **Phone Field** is mandatory in the WorldGroup Inventory Record and the normal PNR format is used.

Mandatory/ Optional Fields   The following table shows which fields may be entered into a WorldGroup Inventory Record:

Fields Permitted	Fields Not Permitted
Name Field (mandatory)	Car, Hotel, Auxiliary Segments
Phone Field (mandatory)	Special Remarks (e.g., **5-CB**, **5-CD**, **5RM-**, and **5IR-**)
General Remarks	Ticketing
Unique Remarks (**5.**)	Seat Requests
Queue Follow–Up (**QF**)	SSR (**S**pecial **S**ervice **R**equests) OSI (**O**ther **S**ervice **I**nformation)
Received From	Form of Payment
Q-SORT Identifier (**6Q/XX**)	

Waitlist   Passive Waitlist segments are *not allowed* in WorldGroup Inventory Records.

Move Segments   Moving segments in a WorldGroup Inventory Record is permitted using existing Move Segment formats:

Example: Move segment 3 after segment 1.

Entry: `/1S3`

Refer to: **HELP MOVE**   or   **HELP /**

Creating a WorldGroup Inventory Record, Continued

End Transaction

When an Inventory Record is created or modified, the creator is responsible for the *validity* of the Inventory Record segments. A **Record Locator** is assigned at end transaction.

Segment Continuity

Segment continuity *is not required.* A WorldGroup Inventory Record may contain flights for the same date of travel, multiple dates with the same or different city pair, and mixed numbers in party.

The following example shows a WorldGroup Inventory Record with multiple airlines and multiple numbers of seats.

Partial Display:

```
1P-  YJM4G6
1. W/COOKING/SCHOOL
 1 UA 216M 19JAN TH LAXDEN MK20  345P  705P/O
     RELSE 19DEC 07:00 PM S1  A19 O20 P0     /AD2LJ5
2 UA 443M 26JAN TH DENLAX MK20  345P  513P/O
     RELSE 26DEC 07:00 PM S0  A20 O20 P0     /KJM56H
3 F9 126B 01FEB WE LAXDEN MK10  920A 1230P/O
     RELSE 01JAN 07:00 PM S0  A10 O10 P0     /JDYX1Z
4 F9 873Q 08FEB WE LAXLHR MK10  845A 1013A/O
     RELSE 08JAN 07:00 PM S0  A10 O10 P0     /K3LM1D
```

Add Departure/ Arrival Times

Scheduled flights in the Worldspan system show the correct times. Adding arrival and departure times is allowed if a flight has not been filed in Worldspan's system. For example, charter, extra section, etc. The departure and arrival times may be included in the initial WorldGroup Inventory Record segment creation, using either 12-hour or 24-hour time. For example:

Entry:
WG0BA998B22JANLHREWRMK25@R22DEC/**855A1125A***/XAZ23L@
                                          | |
                         | Override
Departure/Arrival Times

Creating a WorldGroup Inventory Record, Continued

Sell MK Not Allowed on Participating Airlines

An attempt to create a Passive WorldGroup Inventory Record segment on a WorldGroup participating airline results in the following error response:

RESTRICTED – WORLDGROUP PARTICIPANT

Displaying WorldGroup Inventory Records

Display WorldGroup Inventory Records

WorldGroup Inventory Records can be displayed using the following entries: WG* or WG. The slash (/) replaces the asterisk (*) when an airline code is the first search criteria. Listed below are multiple ways to display WorldGroup Inventory Record.

To Display By:	Enter:
Subscriber Identifier (C5E = SID)	**WG* or WG*C5E**
Airline code and flight number	**WG/UA741** (asterisk not permitted)
Airline only without flight number	**WG/KL** (asterisk not permitted)
Departure Date	**WG*30SEP**
Range of departure dates	**WG*30SEP−30DEC**
City pair	**WG*ATLDEN**
Combination of above methods, (e.g., flight/date/city)	**WG/LH451/11OCT/LAXFRA** (asterisk not permitted)
Departure city *only*	**WG*D−ATL**
Arrival city *only*	**WG*A−MIA**
Record Locator	***YAAM67**

Note: **A**rrival city *only* (**A−**) and **D**eparture city *only* (**D−**) cannot be combined in

      the same entry, nor with city pairs.

Scrolling Entries

A maximum of three screens of information is displayed in the response.
If there are more WorldGroup Inventory Records which meet the search criteria, the following response is shown at the bottom of the third screen:

WG−MORE INVENTORY RECORDS EXIST−USE MORE SPECIFIC ENTRY

Displaying WorldGroup Inventory Records, Continued

Display WorldGroup Inventory Record List

Example 1
If more than one of the WorldGroup Inventory Records meets the requested criteria, a WorldGroup Inventory Record List displays.

Entry: **WG/UA**

Response: (Partial display of WorldGroup Inventory Records for SID T4S)

```
WORLDGROUP LIST FOR T4S - LAXDEN
RECLOC          DATE      NAME
RECLOC          FLT/NUM  DATE      INVENTORY          DEPARR
>WGA*L54NM7(     UA  216M  19JAN   H20   A19   O20   P00   LAXDEN
>WGA*2D8CMB(     UA 1194Y  19JAN   H20   A18   O20   P00   LAXDEN
>WGA*AJDFE6(     UA  443M  26JAN   H20   A20   O20   P00   DENLAX
>WGA*2D8CMB(     UA  873Y  29JAN   H20   A20   O20   P00   DENLAX
>WGA*J6D32L(     UA  873Q  08FEB   H20   A20   O20   P00   DENLAX
```

View a Specific Inventory Record

Tab to the desired Inventory Record and enter.

The Inventory Record will be displayed in the *availability mode*. This mode is required to sell WorldGroup space into a PNR.

Response:
```
                        WORLD GROUP AVAILABILITY FOR T4S
 W/DEN/SKI/PACKAGE
                                   W/GROUP ADDRESS >*L54NM7(
 1 UA 216M 19JAN H20   A19   O20   P0   LAXDEN  345P 705P/O
 2 UA 443M 26JAN H20   A20   O20   P0   DENLAX  345P 513P/O
 3 F9 126B 01FEB H20   A20   O20   P0   LAXDEN  920A1230P/O
 4 UA 873Q 08FEB H20   A20   O20   P0   DENLAX  845A1013A/O
```

To view a specific Inventory Record not in availability mode, place a SOM **>** over the letter **A,** tab to the parenthesis, and enter. For example:

Displaying WorldGroup Inventory Records, Continued

**Display by
Airline Code
and Flight
Number**

Example 2

If more than one of the WorldGroup Inventory Records meets the requested
criteria, the following entry displays a WorldGroup Inventory Record List by
Airline Code and Flight Number:

Entry: **WG/UA873**

Response:
```
 WORLDGROUP LIST FOR T4S - UA 873

 RECLOC          FLT/NUM  DATE       INVENTORY        DEPARR
 >WGA*2D8CMB(    UA  873Q  29JAN  H20  A20  O20  P00   DENLAX
 >WGA*L54NM7(    UA  873Q  30JAN  H20  A20  O20  P00   DENLAX
```

Displaying WorldGroup Inventory Records, Continued

Display by Departure Date

Example 3

The following entry displays a WorldGroup Inventory Record List by the Departure Date:

Entry: **WG*15SEP**
Response:

```
WORLDGROUP LIST FOR T4S - 19JAN

 RECLOC             NAME
>WGA*L54NM7(   DEN/SKI/PACKAGE
>WGA*2D8CMB(   W/COSTCO
```

\<Tab\> to the desired WorldGroup Availabilit*y* and \<Enter\>.

Display by City Pair

Example 4

The following entry displays a WorldGroup Inventory Record List by City Pair:

Entry: **WG*LAXDEN**
Response:

```
WORLDGROUP LIST FOR T4S - LAXDEN

RECLOC           FLT/NUM  DATE   DEPARR      NAME
WGA*L54NM7(      UA  216 19JAN   LAXDEN  W/DEN/SKI/PACKAGE
WGA*2D8CMB(      UA 1194 19JAN   LAXDEN  W/COSTCO
WGA*H542B6       F9  126 01FEB   LAXDEN  W/SKI/GROUP
```

\<Tab\> to the desired WorldGroup Inventory Record and \<Enter\>.

Display by Date and Departure City Only

Example 5

The following entry displays a WorldGroup Inventory Record List by Date and Departure City *only*:

Entry: **WG*19JAN/D-LAX**
Response:

```
 WORLDGROUP LIST FOR T4S - 19JAN  D-LAX

 RECLOC           FLT/NUM  DATE   DEPARR      NAME
>WGA*L54NM7(      UA  216 19JAN   LAXDEN  W/DEN/SKI/PACKAGE
>WGA*2D8CMB(      UA 1194 19JAN   LAXDEN  W/SKI/GROUP
```

Continued on next page

Displaying WorldGroup Inventory Records, Continued

Display by Date
and Arrival
City Only

Example 6

The following entry displays a WorldGroup Inventory Record List by Date and
Arrival City *only*:

Entry: **WG*8FEB/A-LAX**
Response:

```
WORLDGROUP LIST FOR T4S - 08FEB  A-LAX

 RECLOC          FLT/NUM DATE   DEPARR      NAME
>WGA*L54NM7(     UA  873 08FEB   DENLAX  W/DEN/SKI/PACKAGE
```

Display by
Range of Dates

Example 7

The following entry displays a WorldGroup Inventory Record List by a Range
of Dates:

Entry: **WG*1JAN-30JAN**
Partial Response:

```
WORLDGROUP LIST FOR T4S - 01JAN-30JAN

 RECLOC          DATE        NAME
>WGA*2I5IYD(     10JAN       W/SKI.TRIP
>WGA*L54NM7(     19JAN       W/DEN/SKI/PACKAGE
>WGA*2D8CMB(     19JAN       W/DEN/SKI.CLUB
>WGA*2I5IYD(     20JAN       W/SKI.BUNNIES
>WGA*AB4JB6(     26JAN       W/COSTCO/SKI/TRIP
>WGA*45D67A(     29JAN       W/SENIOR/SKI/TRIP
```

<Tab> to the desired WorldGroup Availability and <Enter>.

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Displaying WorldGroup Inventory Records, Continued

Review Display Entries

Different criteria can be used and combined when displaying a WorldGroup Inventory Record List as shown in the table below:

TO LIST ALL WG INVENTORY RECORDS:	ENTER:
By Subscriber Identifier (T4S)	**WG*T4S**
Departing 04AUG	**WG*04AUG**
Departing 04 – 08AUG	**WG*04AUG–08AUG**
Departing 04 – 08AUG from MSP to JFK	**WG*04AUG–18AUG/MSPJFK**
By departure city *only* (MSP) on 4-18AUG	**WG*04AUG–18AUG/D–MSP**
From ATL to JFK	**WG*ATLJFK**
From ATL to JFK on 04UG	**WG*ATLJFK/04AUG**
City pair (ATL to JFK) departing 4-18 AUG	**WG*ATLJFK/04AUG–18AUG**
For UA667	**WG/UA667**
For UA667 from LAX to LGW	**WG/UA667/LAXLGW**
By Arrival city *only* (FRA)	**WG*A–FRA**
Departing 4 AUG on UA457	**WG*04AUG/UA457**
Departing 4-18AUG on UA457	**WG*04AUG–18AUG/UA457**
Departing 04 on UA457 from NRT to SEA	**WG*04AUG/UA457/NRTSEA**
Departure city (ATL) on 4AUG on UA12	**WG*04AUG/UA12/D–ATL**
By Record Locator	***Y6AXBY**
By Name Field	***–W/CIRCUS/GROUP**

If more than 1 Inventory Record exists, a list will display.

Displaying WorldGroup from General Availability

WorldGroup Indicator

When the option ≠**WG** is added to the end of a Worldspan general availability request, WorldGroup flights will be <u>identified</u> in the availability display. Note: Availability is <u>not</u> checked.

The identification is a "**W**" preceding Equipment Code. For example:
1*A#UA1194 F9 Y9 B9 M9 E9 U9 H9 Q9 LAXDEN- 800A1118A   9**W**757 0E

The W indicates a WorldGroup Inventory Record exists on UA1194. The WorldGroup indicator is appended to a flight even if it is part of a connection.

> **Note:** The ≠**WG** option *does not apply* to Worldspan Power Pricing, Worldspan Direct Access, or schedule displays.

Worldspan Power Shopper

The ≠WG option does apply to Worldspan Power Shopper. It will *consider* WorldGroup inventory in the specified Inventory Record during Power Shopper search. Complete details can be found in INFO WGRP $P.

A future enhancement will allow Power Shopper to sell the space from the WorldGroup Inventory Record when a trip containing WorldGroup availability is selected.

Guidelines for Using the ≠WG Option

The ≠**WG** option checks by SID for WorldGroup Inventory Records on displayed flights. Other guidelines are:

- ≠**WG** can be used in Worldspan availability or continuation entries:

  Entries: **A27AUGBCNATL8A≠WG**
              A27AUGBCNATL8A-UA≠WG

- Continuation entries (e.g., **AD**, **AU**, etc.) retain the ≠**WG** option until another initial entry is made.
- The "**W**" and the equipment code *are overlaid* when the availability continuation entry (**AE**) is used to display *elapsed time*.
- Availability and status codes for flights in the WorldGroup Inventory Record are *not checked*.
- Subscribers *only* see the **W** on flights that have WorldGroup Inventory Records *owned* by their SID.

Displaying WorldGroup from General Availability, Continued

Request WorldGroup Inventory Record List

WorldGroup Block space *cannot be sold* from a Worldspan general availability display. A list of WorldGroup Inventory Records for a *flagged flight* must be requested. To sell the flight, the Inventory Record must be displayed in the availability mode. For example:

Entry: **WG/UA216**

Response:
```
WORLDGROUP LIST FOR T4S - UA 216

 RECLOC          FLT/NUM  DATE       INVENTORY        DEPARR
>WGA*L54NM7(    UA  216M  19JAN  H20  A19  O20  P00    LAXDEN
>WGA*L2D63B(    UA  216M  20JAN  H20  A19  O20  P00    LAXDEN

```

<Tab> to display the desired WorldGroup Inventory Record in the availability mode and <Enter>.

Response:
```
                      WORLDGROUP AVAILABILITY FOR  T4S
                       W/DEN/SKI/PACKAGE
                                     W/GROUP ADDRESS >*L54NM7(
        1 UA 216M 19JAN H20  A19  O20  P0   LAXDEN  345P 705P/O
        2 UA 443M 26JAN H20  A20  O20  P0   DENLAX  345P 513P/O
        3 F9 126B 01FEB H20  A20  O20  P0   LAXDEN  920A1230P/O
        4 UA 873Q 08FEB H20  A20  O20  P0   DENLAX  845A1013A/O
                                    >
```

Displaying WorldGroup Inventory Records from Bridge/ Branch Locations

Bridge/Branch Locations	The ability to display WorldGroup availability of another SID (**WG**) is an option in the **Bridge Table.** It authorizes subscriber's other Worldspan locations to display WorldGroup Inventory Records and to sell from them into individual passenger PNRs. The **WG** column in the Bridge Table must be updated to grant this authorization.
Emulation	If space is sold from a WorldGroup Inventory Record while Emulating, the booking message reflects the emulated location, not the location of the SID actually selling the space. Refer to: **HELP EMULATION** or **HELP 4@E**

WorldGroup Queues

WorldGroup Queue

Queue 100 is the dedicated queue for WorldGroup.

Schedule Changes

Schedule changes are not sent by airlines for passive segments; therefore, WorldGroup Passive Inventory Records and WorldGroup Passive PNRs will never appear on the Schedule Change Queue (Queue 7).

If the flight number in the Inventory Record must be changed, the following must be done in this order:
1. Cancel the segment from all PNRs
2. Cancel the segment in the Inventory Record
3. Add the new passive segment into the Inventory Record
4. Sell the new segment from the Inventory record into the PNRs

Release Date

When the release date is reached, the WorldGroup Inventory Record containing the segment is placed on the subscriber's Queue 100, Category 2. It contains the appropriate Queue Message Tag, as shown in the example below:

Example:

```
**FINAL RELSE      UA 0216M 19JAN**
1P- L54NM7
 1.W/DEN/SKI/PACKAGE
 1 UA 216M 19JAN TH LAXDEN MK7   345P  705P/O
    RELSE 15AUG 07:00 PM S7  A0  O20 P0     /AD2LJ5
```

WorldGroup Inventory Record Search

Search	Worldspan Inventory Record Search allows a search of WorldGroup Passive Inventory Records based on specified criteria. Upon completion of the search, the Inventory Records are queued to the subscriber.

- WorldGroup Inventory Record Name Identifier (**W/**)

- WorldGroup Inventory Record Name Field (   )

- Airline's Record Locator in the **BNAME** (   )

Search Methods	The two methods for the search in Worldspan are:

1. **ONLINE**

2. **OVERNIGHT**

Online Search	**ONLINE** immediately searches Inventory Records based on the criteria entered in the template. PNRs matching the requested criteria are returned to the subscriber's *Queue 86*, within 2 hours of the request. A *maximum of 20* Online PNR Search requests can be processed free of charge per calendar month. The Online Search Template is shown below. Note the search criteria W/ toward the end for WorldGroup Inventory Records. **See INFO WGRP SEARCH**

Entry: QR86

Online Search Template

```
>QSEARCH-OFFICE(    )****************************************
**********************************CP(   )  TYPE- ALL PNRS( )
OR WITH SELECTED PARAMETERS- *****************TKTD( )UNTKTD( )
INTL( )DOM( )CREATE(       )STATUS(  )ACCT NBR(            )
BKG AGT(  /    )(   /    )AIR/FLT(      )(       )(       )WL( )
FLTDT(       )(       )TKTDT(         )(          )TKT CAT(  )(  )(  )
DPTR/ARR ( ) (    )(   /    )(    /     )CLASS(   )(  ) C/PNR( )
ALLAUX( ) OR- ALLCARS( )ALLHTLS( )ALLPTS( )ALLOTS( ) OR-TRN(  )
CAR(  )(  )(  )HTL(  )(  )(  )PTS(  )(  )AUXDTE(      )(      )
URMKS( )(                              )*****************6Q(   )
W/( )(                         )BTYPE(    )BNAME(        )
TLDT(        )(        )SYS CNCLD( )***(
>
```

WorldGroup Inventory Record Search, Continued

Overnight Search

OVERNIGHT search results are returned after 3 a.m. Eastern time the following day. See **INFO WGRP SEARCH**

Since WorldGroup Inventory Records do not contain auxiliary segments, use *only* the AIR Overnight Search template.

Entry: **HELP Q86AIR**

Overnight Search – Air Template

```
>GSM/AQ86
FOR AIR SEG---SEARCH SID(     )(     )ALL PNRS( )
PLACE ON SID(    )CAT(    )UNTKTD( )DOM( )INTL( )
DPT DATE(         )(         )TKTG DATE(         )(         )
AIRL(   )FLT NBR(       )(      )
DPT/ARR CITY( )(     /    )TKTG CODE( )
AGT SINE(   )STATUS(   )CLASS(   )C/PNR( )TRN(   )WL( )
DIAL LINK 2.1( )COMMERCIAL WORLD( )IATA(          )
W/( )   (                              )BTYPE(    )BNAME(        )
```

WorldGroup Inventory Records Search

The WorldGroup **W/ ( )** Name Identifier must be selected with an **X** to initiate a search for WorldGroup Inventory Records. *Wild Card Search* for variable data applies, using the asterisk (*****) to search for specified data within the WorldGroup Name and BNAME fields.

Note: the BTYPE field is not applicable to passive WorldGroup Inventory Records

WorldGroup Inventory Record Search, Continued

Name Field Search

A WorldGroup Name Field can contain a minimum of **2** and a maximum of **25** alpha/numeric characters. If only 1 character is entered, a Wild Card must be used.

The following example shows a WorldGroup Inventory Record Search utilizing a Wild Card option in the Name Field to search for ***IBM*** somewhere in the Name Field, regardless of what precedes or follows it:

Entry: **QR86**

Response:

```
>QSEARCH-OFFICE(    )****************************************
*******************************CP(   )  TYPE- ALL PNRS( )
OR WITH SELECTED PARAMETERS- ****************TKTD( )UNTKTD( )
INTL( )DOM( )CREATE(        )STATUS(  )ACCT NBR(          )
BKG AGT( /    )( /     )AIR/FLT(       )(        )( WL( )
FLTDT(      )(      )TKTDT(        )(        )TKT CAT( )( )( )
DPTR/ARR ( ) (   /   )(   /   )(   /   )CLASS(  )( ) C/PNR( )
ALLAUX( ) OR- ALLCARS( )ALLHTLS( )ALLPTS( )ALLOTS( ) OR-TRN( )
CAR( )( )( )HTL( )( )( )PTS( )( )AUXDTE(       )(      )
URMKS( )(                          )*******************6Q(   )
W/(X)(*IBM*                )BTYPE(  )BNAME(          )
TLDT(       )(        )SYS CNCLD( )***(
```

Only WorldGroup Inventory Records with **IBM** somewhere in the Name Field are placed on *Queue 86*.

Example:

```
1P-  6B4XUY
 1.W/LG/NP/IBM/SLCLGABWI
 1 BA 12Q 12DEC FR EWRLGW MK40  525P  722P/O
    RELSE 12NOV 08:00 PM S32 A8 O40 P0 CRR/TRVLGSLC
P-  1.T4S 1059876 305 539-4860T TRAVEL CRUISE LINES/JOHN
```

Record Locator Search

A WorldGroup Record Locator consists of 6 alpha/numeric characters. If fewer than **3** characters are entered, a Wild Card must be used. Special characters are *not permitted.*

Continued on next page

WorldGroup Inventory Record Search, Continued

Record Locator or Block Name Search (continued)

The following example shows a WorldGroup Inventory Record Search utilizing the airline's Record Locator AD2LJ5 as the search criteria in the BN field:

Entry: **QR86**

Response:

```
>QSEARCH-OFFICE(    )*************************************
*******************************CP(   )  TYPE- ALL PNRS( )
OR WITH SELECTED PARAMETERS- ****************TKTD( )UNTKTD( )
INTL( )DOM( )CREATE(       )STATUS( )ACCT NBR(          )
BKG AGT( /    )( /     )AIR/FLT(      )(      )(      )WL( )
FLTDT(      )(      )TKTDT(       )(       )TKT CAT( )( )( )
DPTR/ARR ( ) ( /   )( /   )( /   )CLASS( )( ) C/PNR( )
ALLAUX( ) OR- ALLCARS( )ALLHTLS( )ALLPTS( )ALLOTS( ) OR-TRN( )
CAR( )( )( )HTL( )( )( )PTS( )( )AUXDTE(     )(     )
URMKS( )(                         )****************6Q(   )
W/(X)(                      )BTYPE(    )BNAME(AD2LJ5    )
TLDT(        )(        )SYS CNCLD( )***(
```

Only WorldGroup Inventory Records with airline's record locator of AD2LJ5 are placed on *Queue 86*.

Inventory Record Placed on Queue:

```
1P-  YJM4G6
1. W/COOKING/SCHOOL
 1 UA 216M 19JAN TH LAXDEN MK20  345P  705P/O
    RELSE 19DEC 07:00 PM S1  A19 O20 P0     /AD2LJ5
2 UA 443M 26JAN TH DENLAX MK20  345P  513P/O
    RELSE 26DEC 07:00 PM S0  A20 O20 P0     /KJM56H
3 F9 126B 01FEB WE LAXDEN MK10  920A 1230P/O
    RELSE 01JAN 07:00 PM S0  A10 O10 P0     /JDYX1Z
4 F9 873Q 08FEB WE LAXLHR MK10  845A 1013A/O
    RELSE 08JAN 07:00 PM S0  A10 O10 P0     /K3LM1D
```

WorldGroup Inventory Record Search, Continued

WorldGroup Search Fields

The following WorldGroup Search Fields can be used:

WorldGroup Search Field	
W/	WorldGroup Inventory Records
( )	WorldGroup Name Field

PNR Search Fields

The following Search Fields can be combined with the WorldGroup Search Fields listed above:

Template Field	Definition
OFFICE	Office Subscriber Identification (SID)
CP	Queue Category Number
INTL	International Air Segments
DOM	Domestic Air Segments
CREATE	Specific Creation Date
STATUS (for air)	Segment Status
BKG AGT	Booking Agent
AIR/FLT	Specific Airline/Flight Number
FLTDT	Flight Date/Date Range
DPTR/ARR	Departure/Arrival City
CLASS	Class of Service – Air
URMKS	Unique Remarks
6Q	6Q – Queue Sort Field

Release Date

Airline Release Date	The **Release Date** is the date the airline has advised that all unsold space in the passive Inventory Record Segment *must be returned* to the airline.

Release Time	Release Time is automatically added and is displayed in the time zone of the first phone field city. Release Date and Time are based on local time for the Subscriber ID (SID) in the first Phone Field. On the specified Release Date and Time, the WorldGroup Inventory Record is queued to the subscriber's *Queue 100, Category 2*, **as an advisory that the space must be canceled directly with the airline.**

The example below indicates a Release Time of 7:00 PM on the 19DEC

Partial Display:

```
1 UA 216M 19JAN TH LAXDEN MK20  345P  705P/O
   RELSE 19DEC 07:00 PM S2  A18 O20 P0     /AD2LJ5
```

Display Release Date	***WG** displays the Release Date from either the WorldGroup Inventory Record segment or the WorldGroup PNR segment.

Entry:　　　　***WG**

Response: Partial Display

```
1 UA 216M 19JAN TH LAXDEN MK1   345P  705P/O -W-
   RELSE 19DEC/100
  NO REVIEW INFORMATION FOUND
```

Note:
Review information is not applicable to WorldGroup Passive. This is a reminder to follow the airline's review policy.

Changes to Inventory Record	Changes can be made to the airline's Record Locator or the Release Date using the following entries. The Inventory Record must not be in the availability mode:

Entries:　　Release Date　　　　　　　　　　　　　**.2@R20SEP**

　　　　　　Airline's Record Locator (see note)　　**.1*/BAHAMAS**

Note: The response to this entry is WG-BLOCK NAME MODIFIED

Reducing Block Space

Reduce Block Space in Inventory Record

The number of seats can be reduced in a single WorldGroup Inventory Record segment without reducing the number of seats in all segments.

The entry to reduce the amount of Block Space to 45 in segment 1 of a WorldGroup Inventory Record is as follows:

Entry: **$45S1**
                | | |
                | | Segment and segment number (1)
                | New number of seats (45)
                Function Identifier

Response: **PTY NOW 45 WORLDGROUP 1**

Below is a display of the WorldGroup Inventory Record following the *Reduce Number in Party* from 50 to 45 with the entry **$45S1**
Partial Display:

```
1P- MPMISI
 1.W/LONGFELLOW.HIGH.SCHOOL.REUNION
 1 UA 216L 19JAN TH LAXDEN MK45  345P  705P/O
    RELSE 19DEC 07:00 PM S0 A45 O50 P0     /JRGLE7
P- 1.T4S 3516500 770-966-1234-T/WORLDSPAN TRAVEL/SUE
```

Explanation:

The **MK** and **A**vailable amounts now indicate 45**.**
Original reflects 50.

Note: Although reducing Block Space is permitted, <u>no message</u> is sent to the airline. The subscriber must contact the airline directly to advise of the reduction.

WorldGroup Inventory Record History

WorldGroup Inventory Record History

Below are three examples of WorldGroup Inventory Record History, following a Block Name/Record Locator change, Release Date change, and a Reduction in Block Space:

Example 1:   Inventory Record Name Change

```
XN W/LONGFELLOW.HIGH.SCHOOL.REUNION
AN W/LONGFELLOW.FIFTEEN.YEAR.REUNION
```

Explanation:

XN − Cancel name (old name)

AN − Add name (new name)

Example 2:   Release Date Change

```
RC UA0216L 19JAN LAXDEN RX -19DEC RA -19NOV
```

Explanation: Change Release Date from 19JAN to 19NOV

RC − Release Date Change

RX − Release Date Cancel (Previous Release Date)

RA − Release Date Add (New Release Date)

Example 3:   Reduce Block Space

```
RP UA 216L 19JAN LAXDEN MK5   345P   705P
     RELSE 19DEC S0  A45 O50 P0     /JRGLE7
AS UA 216L 19JAN LAXDEN MK45  345P   705P
     RELSE 19DEC S0  A45 O50 P0     /JRGLE7
```

Explanation: this segment was reduced from 50 to 45

RP − Indicates Reduced Block space

MK5 − Amount reduced from the segment

AS − Segment after reduction

MK45 − New total

Creating a WorldGroup PNR

WorldGroup PNRs

A WorldGroup PNR is a PNR containing one or more segments sold from a WorldGroup Inventory Record. WorldGroup PNRs contain all normal PNR fields (e.g., Name, Phone, Ticketing, Itinerary, Remarks, etc.), and existing Worldspan PNR entries apply.

Non-air and non-WorldGroup segments are allowed in WorldGroup PNRs, and they interface to accounting systems using existing interface entries. A completed WorldGroup PNR containing two passive WorldGroup segments is shown in the example below:

Example:
```
1P- 2PPYV6
 1.1PORTER/ARTHUR.MR*ADT
 1*US6978M 19JAN TH LASLAX HK1  1206P  112P/O $ E
 2 UA 216M 19JAN TH LAXDEN MK1   345P  705P/O -W-
 3  CCR ET HK01 DEN 19JAN 26JAN ECAR /BS-1P/RG-USD 119.95WK UNL
23.99XD UNL 6.00XH UNL /RC-ETBEST/LT01/ARR-UA0216-1905/DT-1445/N
M-PORTER ARTHUR MR/RI-ESTIMATED TTL AMOUNT 165.33 USD - SEE LOCA
L POLICY/SA-HAVE CLIENT CALL 1-800-RENT-A-CAR FOR SHUTTLE/CF-FGK
CPC               #ET#
 4 UA 443M 26JAN TH DENLAX MK1   345P  513P/O -W-
 5 HP 849L 26JAN TH LAXLAS HK1   845P  954P/O $ E
P- 1.T4S770-555-1212-T/WORLDSPAN TRAVEL/SUE
T- 1.T/
```

Create a WorldGroup PNR

Once the WorldGroup Inventory Record has been created and transaction ended, passive space can be sold into individual passenger PNRs. To sell space into PNRs, the WorldGroup Inventory Record must be displayed in the *availability mode*.

Creating a WorldGroup PNR, Continued

WorldGroup Availability (continued)

WGA* places a <u>displayed</u> WorldGroup Inventory Record into the availability mode. The **A** after the **WG** indicates "*display in availability mode*," which allows seats to be sold from the WorldGroup Inventory Record segment. Use one of the following entries to display WorldGroup availability:

Entry: **WGA***   Redisplays the last WorldGroup Inventory Record in the availability mode

　　　　　　WGA*YAAMP6   Displays the Inventory Record in availability mode by Record Locator

Response:
```
                  WORLDGROUP AVAILABILITY FOR   T4S
W/DEN/SKI/PACKAGE
                                        W/GROUP ADDRESS >*L54NM7(
 1 UA 216M 19JAN H20   A4    O20   P0    LAXDEN  345P 705P/O
 2 UA 443M 26JAN H10   A10   O20   P0    DENLAX  345P 513P/O
 3 F9 126B 01FEB H20   A10   O20   P0    LAXDEN  920A1230P/O
 4 UA 873Q 08FEB H20   A10   O20   P0    DENLAX  845A1013A/O
>
```

To redisplay the WorldGroup Inventory Record, <Tab> once to the Inventory Record Locator (***L54NM7**) and <Enter>.

Response:
```
1P- L54NM7
 1.W/DEN/SKI/PACKAGE
 1 UA 216M 19JAN TH LAXDEN MK20  345P  705P/O
    RELSE 15AUG 07:00 PM S16 A4  O20 P0     /AD2LJ5
 2 UA 443M 26JAN TH DENLAX MK10  345P  513P/O
    RELSE 26DEC 07:00 PM S0  A10 O20 P0     /KJM56H
 3 F9 126B 01FEB WE LAXDEN MK20  920A 1230P/O
    RELSE 01JAN 07:00 PM S10 A10 O20 P0     /JDYX1Z
 4 UA 873Q 08FEB WE DENLAX MK20  845A 1013A/O
    RELSE 08JAN 07:00 PM S10 A10 O20 P0     /K3LM1D
P- 1.T4S770-555-1212-T/WORLDSPAN TRAVEL/SUE
```

Creating a WorldGroup PNR, Continued

Selling from WorldGroup Availability

Space is sold into PNRs by selling seats from the WorldGroup Inventory Record displayed in the availability mode. For example, to sell 2 Q class seats from segment 2 of the above display, make the following entry:
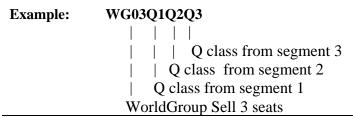
    Entry: **WG02M2**
                     | | | |
                   | | | 2 = from segment 2
                   | | M = M class
                   | 2 = 2 seats
                WG0 = WorldGroup Sell

    Response:

> 1 UA 216M 19JAN TH LAXDEN MK2   345P 705P/O **-W-**

The **–W–** indicator is appended to the end of the PNR segment to identify it as a WorldGroup segment.

Sell Multiple Segments

Up to 3 segments can be sold from a WorldGroup Inventory Record availability display in one entry. The general availability entry (01Q1*) to sell connecting segments is not applicable.

    Example: **WG03Q1Q2Q3**
                    | | | | |
                   | | | Q class from segment 3
                   | | Q class from segment 2
                   | Q class from segment 1
               WorldGroup Sell 3 seats

Available Seat Verification

At the time of sell, the segments requested in the Sell entry are verified to insure the amount being sold is *less than or equal to* the number of seats available.
If the number of seats sold is greater than the number available, the response is:
* UA216Q 19JAN LAXDEN ***WG-CK NBR SEATS

Continued on next page

Creating a WorldGroup PNR, Continued

Redisplay WorldGroup Availability

The WorldGroup Inventory Record can be redisplayed to sell additional space.

Entry: **WGA***

Response:

```
              WORLD GROUP AVAILABILITY FOR T4S
W/DEN/SKI/PACKAGE
                                    W/GROUP ADDRESS >*L54NM7(
 1 UA 216M 19JAN H20  A19  O20  P0   LAXDEN  345P 705P/O
 2 UA 443M 26JAN H20  A20  O20  P0   DENLAX  345P 513P/O
 3 F9 126B 01FEB H20  A20  O20  P0   LAXDEN  920A1230P/O
 4 UA 873Q 08FEB H20  A20  O20  P0   DENLAX  845A1013A/O
```

Note:

The number in the availability column (A) reflects the number of seats available for sale: (**A19)** in segment 1, (**A20)** in segments 2-4

Connection Code Indicator

The **Connection Code Indicator** (**/X**) can be added in the initial WorldGroup PNR booking entry from a WorldGroup availability display as indicated below:

Partial Display:

```
              WORLDGROUP AVAILABILITY FOR  T4S
W/TESTERS
                                    W/GROUP ADDRESS >*54ZL2B(
 1 UA1194L 19JAN H20  A18  O20  P0   LAXDEN  800A1118A/O
 2 UA 873L 19JAN H20  A18  O20  P0   DENATL  1245P813P/O
>
```

Entry: **WG02L1L2/X**

Response: Create WorldGroup PNR indicating segment 2 as a connection

```
 1 UA 1149L  19JAN LAXDEN  MK2   800A  1118A/O  -W-
 2 UA  873L  19JAN DENATL  MK2  1245P   813P/X  -W-
```

Note: The connection indicator **/X** is automatically appended to WorldGroup PNR segment(s) sold from WorldGroup availability with the **/X** option.

Continued on next page

Creating a WorldGroup PNR, Continued

Segments   The maximum number of WorldGroup connection segments that can be sold
with the /X indicator is three, which is consistent with normal PNR connection
segment sell entries.

Example
WorldGroup PNR segments below are sold from the WorldGroup availability
using the **/X** option to indicate segments 3 and 4 are connections.
Entry: **WG02V1L3L4/X**
Response:
Created WorldGroup PNR indicating segment 2 and 3 as connections

```
 1 UA 942V 02SEP DENORD MK2  1230PA    835A/O —W—
 2 AC 812L 02SEP ORDYYZ MK2  1115A     137P/X —W—
 3 AC 882L 02SEP YYZCDG MK2   520P     640A/X —W—
```

Using the Group Header Option: C/ PNR

Group Header

WorldGroup space may also be sold into PNRs with a Group Header (**C/**), following normal PNR procedures. C/ PNRs allow end transaction without all individual passenger names. See Automatic Space Cancellation below.

Example
WorldGroup PNR with C/ Group Header

```
1P- MLAUYG
10 NAMES REMAIN AVAILABLE
 1.C/10IBM.AWARD.TRIP*ADT
 1 F9 126B 01FEB WE LAXDEN MK10  920A 1230P/O -W-
 2 UA 873Q 08FEB WE DENLAX MK10  845A 1013A/O -W-
P- 1.T4SNONE
T- 1.T/
TKG FAX-NOT PRICED  FARE TYPE EX
P- 1.T4S 770 583-2400-T/WORLDSPAN TRAVEL/BENNY
T- 1.T/
A-CA1096210
```

Adding Names

Individual passenger names are added to the PNR using standard PNR procedures.

Automatic Space Cancellation

Seats held in C/ PNRs without names will be cancelled from the PNR on the Release Date. The number of seats without names is indicated in the header of the C/ PNR. For example: 3 NAMES REMAIN AVAILABLE

The PNR history will reflect the cancellation. For example:
XS UA2030H 20JAN LAXDEN MK2 906A 215P -W-
R-CPNR RELSED PER INV RELSE DATE/ -CR-   /1P   12OCT05 0011 Z 000000 ***

*Reminder: seats are **not** programmatically returned to the airline.*

Formats and Additional Information

Current formats for creating C/ PNRs apply. For more examples and additional information, refer to:
- **HELP GROUPS**
- **INFO GROUPS**

Displaying a WorldGroup PNR

Display WorldGroup PNRs

A WorldGroup PNR can be displayed using normal PNR display entries or from a displayed WorldGroup Inventory Record.

The Function Identifier for displaying a WorldGroup PNR is *****. PNRs can be displayed by:

Record Locator	***39FDUG**
Group Header	***–C/IBM.AWARD.TRIP**
Name	***–MILLER/PETER**
Flight Information	***UA873/19JANDEN-MILLER**

Partial Display of a WorldGroup Inventory Record:

```
                  WORLDGROUP AVAILABILITY FOR   T4S
W/DEN/SKI/PACKAGE
                                        W/GROUP ADDRESS >*L54NM7(
 1 UA 216M 19JAN H20   A18   O20   P0   LAXDEN   345P 705P/O
 2 UA 443M 26JAN H20   A20   O20   P0   DENLAX   345P 513P/O
 3 F9 126B 01FEB H20   A10   O20   P0   LAXDEN   920A1230P/O
 4 UA 873Q 08FEB H20   A10   O20   P0   DENLAX   845A1013A/O
```

Display List of WorldGroup PNRs from an Inventory Record Segment

From the displayed WorldGroup Inventory Record above, a list of WorldGroup associated PNRs booked from the Inventory Record segment can be displayed:

Entry: **WG.1**
                     | |
                     | Segment 1
                      WorldGroup Inventory Record

Response:
```
                 WORLDGROUP LIST FOR   T4S
UA  216  19JAN  M       LAXDEN      W/GROUP ADDRESS >*L54NM7(
PNR ADDRESS    NAME                                   PTY
>*MCI38M(        1MILLER/D                             1
>*2CI2V2(     C/ 2IBM                                  0
TOTAL    3
```

Displaying a WorldGroup PNR, Continued

Display WorldGroup Inventory Record from a PNR segment

From the displayed PNR, the WorldGroup Inventory Record from which a segment was sold can be displayed in the availability mode:

Entry: **WG-1**
                      | |
                      | Segment 1 of the PNR
                       WorldGroup function code

Response:
```
              WORLDGROUP AVAILABILITY FOR  T4S
W/TRAVELLERS
                                  W/GROUP ADDRESS >*MBZSUO(
 1 UA2030H 20JAN H19  A16  O20  P0   LAXDEN  906A 215P/O
>
```

Associated PNRs

The following display is a List of PNRs sold from the WorldGroup Inventory Record segment 1 (associated PNRs).

Response:
```
            WORLDGROUP LIST FOR  T4S
(A)  UA  216  19JAN  M     LAXDEN    W/GROUP ADDRESS >*L54NM7(
(B)  PNR ADDRESS    NAME                          PTY
(C)
(D) >*MLGYFD(       2BLACKWELL/PETER.MR/AN      2
    >*2LG2JH(       1DONALDSON/DON               2
    >*2LM78G(    C/ 1IBM.AWARD                   0
    >*2LG2JH(       1MONROW/MATT                 2
    >*MABNUL(       1PORTER/GLEN.MR              1
    >*MHYWBZ(       1PETERSON/ARTHUR.MR          1
D)   TOTAL   7
```

Associated PNRs (continued)

Explanation:

The list of associated WorldGroup PNRs for SID T4S above shows the following information:

a) Flight Information (flight, date, class, city pair), followed by the Record Locator of the Inventory Record from which the seats were sold.

b) Headers: PNR Record Locator, PNR Name Field, number of seats sold

c) Record locator of each PNR, followed by PNR name field and number in party of the PNR

C/ Header precedes Group Name

* indicates the name is contained in a C/ PNR

PTY indicates total number in the PNR.

PTY for the C/ name field indicates the number of seats with names.

```
LH 2362  10JAN  Q       LHRMUC      W/GROUP ADDRESS >*2I5IYD(
PNR ADDRESS    NAME                                 PTY
>*L5AIA7(          1CHAMBERLAIN/JO.ANNE               1
>*2MOUC7(       *1FAY/D                               5
>*2Z5LZY(          1GODAR/JANE                        1
>*2MOUC7(      C/ 5IBM                                2
>*2MOUC7(        *1ROWE/STEPHANIE                     5
TOTAL   7
```

TOTAL reflects the total number of seats sold to individual passengers.   It is calculated by adding the number in party from the **NAME** column, subtracting any names with an asterisk (9 minus 2 = 7)

```
                WORLDGROUP LIST FOR  T4S
LH 2362  10JAN  Q       LGWMUC      W/GROUP ADDRESS >*2I5IYD(
PNR ADDRESS    NAME                                 PTY
>*L5AIA7(          1FAY/DIANE                         1
>*2MOUC7(       *1FAY/D                               5
>*2Z5LZY(          1GODAR/JANE                        1
>*2MOUC7(      C/ 5IBM                                2
>*2MOUC7(        *1ROWE/STEPHANIE                     5
TOTAL   7
```

Displaying a WorldGroup PNR, Continued

Display PNR

<Tab> to the PNR Record Locator for the WorldGroup PNR record locator and
<Enter>.

Response: Partial Display of a WorldGroup PNR with **C/** Group Header

```
1P- 2MOUC7
3 NAMES REMAIN AVAILABLE
 1.C/5IBM*ADT  2.1FAY/D*ADT  3.1ROWE/STEPHANIE*ADT
 1 LH2362Q 10JAN TU LHRMUC MK5   930A 1215P/O -W-
P- 1.T4S 770-555-1234-T/Worldspan Travel/Jo Anne
```

**Redisplay an
Inventory Record**

Toggling is permitted between a WorldGroup PNR and a WorldGroup
Availability display. Use the following entry to display WorldGroup
availability from a WorldGroup PNR:

Entry: **WG–1**
                (1 = WorldGroup PNR segment number)

Response: WorldGroup Availability from WorldGroup PNR
```
              WORLDGROUP AVAILABILITY FOR  T4S
W/DEN/SKI/PACKAGE
                            W/GROUP ADDRESS >*L54NM7(
 1 UA 216M 19JAN H20  A4   O20  P0   LAXDEN  345P 705P/O
 2 UA 443M 26JAN H20  A20  O20  P0   DENLAX  345P 513P/O
 3 F9 126B 01FEB H20  A10  O20  P0   LAXDEN  920A1230P/O
 4 UA 873Q 08FEB H20  A10  O20  P0   DENLAX  845A1013A/O
>
```

Changing/Canceling Names in a WorldGroup PNR

Name Changes
Normal entries to change names apply to WorldGroup PNRs. For example, change 2ADAMS/JACK/JMRS to 2BAKER/STEVE/SMRS as follows:

Entry: **−1@2BAKER/STEVE/SMRS**

Passenger Cancellation
To cancel one or more passengers from a WorldGroup PNR, divide the name(s) to be canceled into a separate PNR.

Example: Delete 1BROWN/C from 2BROWN/J/C

1. Divide BROWN/C from the PNR (**D1.2**).
2. File the divided PNR (**F**).
3. The PNR requiring cancellation is displayed.
4. Cancel the PNR for the passenger(s) who are no longer traveling.
5. End transaction.

Placing WorldGroup PNRs on Queue

Overview   PNRs associated to a WorldGroup Inventory Record can be placed on a
system−assigned queue or a specific queue and category. This enables a
quick review of segments in order to:

- Protect misconnects
- Work schedule changes
- Review and name verification
- Validate ticketing information

WorldGroup   Verify that the *system-designated queue* (**Queue 100, Category 8**) is activated.
Designated   Queuing entries can be made from:
Queue

- A displayed WorldGroup Inventory Record
- A list of WorldGroup PNRs associated to a specific WorldGroup
  Inventory Record segment

Refer to: **HELP QUEUES**

Place PNRs   Worldspan *automatically* places PNRs on the WorldGroup system−designated
on Queue   queue (**SID/100*C8**) when a queue and category are not specified in the entry.

Example: Place WorldGroup PNRs associated to WorldGroup
Inventory Record segment 2 on the system−designated queue.

Entry: **WG.2−Q**

Response: **WG−ON QT4S/100*C008/TTL020**
```
                      |    |    |    |
                      |    |    |        Total Number of PNRs placed on
                      |    |    |        Queue
                      |    |    Category Number (C008)
                      |    System−Designated Queue (Q100)
                      Subscriber Identifier (T4S)
```

Continued on next page

Placing WorldGroup PNRs on Queue, Continued

System Queues   If the system−designated *Queue 100* is not assigned, PNRs are placed on *Queue 0, Category 0*:

Example:

WG−ON QT4S/100*C000/TTL020
WG−QUE 100 NOT ASSIGNED−DEFAULTING TO Q0 C0

If the system−designated *Queue 100* is assigned, and *Category 8* is not, PNRs are placed on *Queue 100, Category 0*:

Example:

WG−ON QT4S/100*C000/TTL020
WG−CAT 008 NOT ASSIGNED−DEFAULTING TO CAT 0

Specific Queue and Category   A specific queue and category for WorldGroup PNR placement can be made by placing WorldGroup PNRs associated to a segment on *Queue 26, Category 0*.

Example: Place WorldGroup PNRs associated to WorldGroup Inventory Record segment 1 on *Queue 26*, *Category 0*:

Entry: **WG.1−Q26*C5**

Response: **WG−ON T4SQ/026*C000/TTL015**

| | | | |
| | | Total Number of PNRs
| | | Placed on Queue
| | Specified Category Number (C000)
| Specific Queue Number (Q026)
Subscriber Identifier (T4S)

Note:
1. If the specified queue is not assigned, PNRs are placed on the subscriber's *Queue 0, Category 0*:

Example:

WG−ON QSID/000*C00/TTL015
WG−QUE 26 NOT ASSIGNED−DEFAULTING TO Q0 C0

Placing WorldGroup PNRs on Queue, Continued

Specific Queue and Category (continued)

2. If a specified queue is assigned and a specified category is not, PNRs are placed on the *specified Queue, Category 0*.

Example:

> **WG−ON QSID/026*C00/TTL015**
> **WG−CAT 05 NOT ASSIGNED−DEFAULTING TO CAT 0**

Queue to Bridged Location

WorldGroup PNRs can be placed on a bridge location's queue by including the SID in the entry:

Example 1:   Place WorldGroup PNRs associated to WorldGroup Inventory Record segment 3 on queue at the bridge location of T4Z.

Entry:	**WG.3−QT4Z**
Response:	**WG−ON QT4Z/000*C00/TTL015**

Note:

1. If a specified queue is not assigned, PNRs are placed on the bridge location's *Queue 0, Category 0*, as shown in the example above.
2. If a specified queue is assigned, however, and a specified category is not, PNRs are placed on the bridge location's *specified queue, Category 0*:

Entry:	**WG−ON QT4Z/006*C00/TTL015**

Example 2:   Place WorldGroup PNRs associated to WorldGroup Inventory Record segment 3 on *Queue 6, Category 0* of the bridged location ABC.

Entry:	**WG.3−QABC/6*C0**
Response:	**WG−ON QABC/006*C000/TTL015**

Continued on next page

Queue to Bridged Location, (continued)

Note:

1. If a specified queue is not assigned, PNRs are placed on the bridge location's *Queue 0, Category 0*:

   Entry: **WG–ON QABC/000*C000/TTL015**

2. If a specified queue is assigned, but a specified category is not, PNRs are placed on the bridge location's *specified queue, Category 0*:

   Entry: **WG–ON QABC/006*C000/TTL015**

Returning Block Space to WorldGroup Inventory

Return Block Space to Inventory

The following actions taken <u>before the Release Date</u>, or if no release date exists, will return space to the WorldGroup Inventory Record:

- **<u>Ignoring a WorldGroup PNR Segment Prior to End Transaction</u>**

- **<u>Canceling a WorldGroup PNR segment</u>**

  This includes a PNR cancelled during a divide transaction.

- **<u>Reducing a WorldGroup PNR</u>**

Unsold Seats in Inventory Record

If *unsold* seats remain in the WorldGroup Inventory Record at the Release Date, the Inventory Record is placed on the subscriber's *Queue 100, Category 2*, as an advisory to contact the airline directly to cancel the unused space.

WorldGroup PNR Space After Release Date

- If a WorldGroup PNR segment is canceled or reduced after the Release Date, or there is no Release Date, the WorldGroup Inventory Record is <u>not</u> queued to *Queue 100, Category 2*.
  The subscriber must remember to cancel the space with the airline.

- Space from a WorldGroup PNR segment cancelled or reduced after the Release date is returned to the WorldGroup Inventory Record; <u>however</u>, that space will be removed from the Inventory Record the following morning by Worldspan nightly File Maintenance.

WorldGroup PNR History

A WorldGroup segment appearing in history will retain the WorldGroup Identifier (–**W**–) at the end of the segment.

Requesting WorldGroup Subscriber Reports

Subscriber Reports	Subscriber Reports provide the ability to display and print online reports which track the utilization of WorldGroup Inventory segments. These reports are applicable to WorldGroup Inventory Records and *not* to PNRs. The Function Identifier to request WorldGroup Subscriber Reports is **WGR**. The time span for requesting these reports is a follows: • If the date is not input, the default is one year from the previous day (*not the current day*). • Requests can be made for two years prior. • Requests can be made 352 days in the future. • Past and current/future requests can be combined in a date range request.
Definition	WorldGroup Subscriber Reports are a way to identify how much Block Space is used compared to how much was originally contracted. It provides historical data that can help when projecting future Block Space needs and managing current Block Space bookings. Data used to compile the reports is obtained from an off−line system which is updated several times during the day. As a result, the online and off−line systems may not be synchronized. Occasionally, report requests for same date and future date may not reflect changes or additions made on the current date.
Request Subscriber Reports	WorldGroup Subscriber Reports can be requested by the following:

Airline Code	Flight Number	City Pair
Flight Date	Date Range	Subscriber Identifier
Departure City	Arrival City	Class of Service
Class of Service	Block Type	
Group/Block Name		

Example: **WGR*T5S/YUV6RG**

```
          |   |   |        |
          |   |   |        Record Locator
          |   |   Subscriber Identifier
          |   Separator
          Function Identifier
```

Separators	An asterisk (*****) is used as a separator after **WGR** to indicate *non-airline* information. A slash (**/**) is used as a separator to add additional options such as a Block Type.

Examples: **WGR*01FEB07**
 WGR*29SEP06/BT–CRU

An airline code or airline code and flight number requires a slash (**/**).

Examples: **WGR/UA**
 WGR/UA2043

Continued on next page

Requesting WorldGroup Subscriber Reports, Continued

Options

- Any option, other than SID, can be requested in any order. When requesting specific departure or arrival city information, **D–** and **A–** identify the departure and arrival city information.

     Example: **WGR*A–HNL/07NOV06**

- **C–** identifies the class of service. At least one other option must be included with the class of service option.

     Example: **WGR*C–F/UA**

- Reports can be requested using combinations of options. The report below lists all WorldGroup Inventory Record segments on BA flights for one month.

     Example: **BA 1AUG06–21AUG06**

Entry: **WGR/BA/01AUG06-21AUG06**

Response:

```
WORLDGROUP REPORT FOR T4S

01AUG06

FLT     CLASS   DEPARR  RECLOC  RQST  CONF  SOLD  PCNT

BA0968   W      LAXLHR  4RD4DI  50    50    10    20

BA0969   W      LHRLAX  49MVXG  50    50    39    78

BA0971   W      LHRMUC  MZW892  50    50    14    28

BA0972   W      LHRIAD  MZ44V2  50    50    83    166

BA0987   W      LHRJFK  2ZCNQH  68    68    0     0

BA1404   W      LHRSFO  M4XGLC  50    50    13    26

BA1406   W      SFOLHR  MH3ZIE  50    50    15    30

BA1408   W      LHRVIE  4CY2EY  50    50    7     14

         RQST    CONF    SOLD    PCNT

TOTALS    418     418     181     43
```

Requesting WorldGroup Subscriber Reports, Continued

Explanation   The response includes the specific parameters requested in the initial entry, plus the following:

HEADER – WorldGroup report for T4S
FLT – Flight number
CLASS – Class of service
DEPARR – Departure city/Arrival city
DATE – Travel date
RECLOC – Record Locator of WorldGroup Inventory Record
RQST – Number of seats originally requested (same as CONF)
CONF – Number of seats originally booked as **MK**
SOLD – Actual seats sold in WorldGroup PNRs
PCNT – Percent of seats utilized between originally booked as **MK** and sold (More than 100% indicates subscriber reduced the Block Space; **MK** can never be over 100%)
TOTALS – Totals for requested report. Up to 6 screens and 6–digit totals (e.g., 123952)

Note: Grand total amounts are calculated on the bottom of the last displayed screen.

Requesting WorldGroup Subscriber Reports, Continued
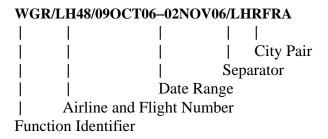
Guidelines for Requesting Subscriber Reports

- The requesting SID is assumed unless otherwise specified.
- If the SID option is used it must be the first option.

  Example: **WGR*XYZ/29NOV06**

- Reports can be requested for a different SID than the requester's AAA if **Y** is indicated in the **WG** field of their Bridge/Branch Table.

- When a specific date is requested, airlines are sorted in the following order in the display:

Sort Order	Example
Alpha	**AC BA LH**
Alpha then alpha numeric	**AC BA LH F9**
Alpha/alpha numeric/numeric alpha	**AC BA J7 4X**
Date or date range requests must include a one or two numeric date, three alpha month, and two numeric year	**05SEP06 or 5SEP06**
The oldest date must appear first in a date range request	**1AUG06 – 1SEP06**

Example:

```
         WGR/LH48/09OCT06–02NOV06/LHRFRA
          |     |         |         |   |
          |     |         |         |   City Pair
          |     |         |         Separator
          |     |         Date Range
          |     Airline and Flight Number
          Function Identifier
```

Multiple Screens

Totals appear on the last screen of a multiple screen report. Use the move down (**MD**) entry to view more screens. If more than six screens of information exist, the following message appears on the last screen:

WG – MORE INVENTORY RECORDS EXIST – USE MORE SPECIFIC ENTRY

Print WorldGroup Subscriber Reports	The normal **JT** Print Function is used to print WorldGroup Subscriber Reports:
	
	Example: **JTM1LRR/WGR**
	       | | |
	       | | WorldGroup **JT** Demand
	       | Printer Address
	       Function Identifier (Hardcopy to printer)

Additional WorldGroup References	For formats and detailed information on WorldGroup, refer to **HELP WGRP MK** and **INFO WGRP MK** in Worldspan Reservations.