



Past Date CD Quick Reference

The Past Date CD product utilizes OptiView software from The Optimus Corporation. This software is included on each Past Date CD and can either be installed on the local workstation or run from the CD-Rom. Unless auto play is turned off for your CD-Rom device, the software will automatically run when the CD-Rom is inserted in the CD reader.

How do I load the Past Date CD with OptiView browser?

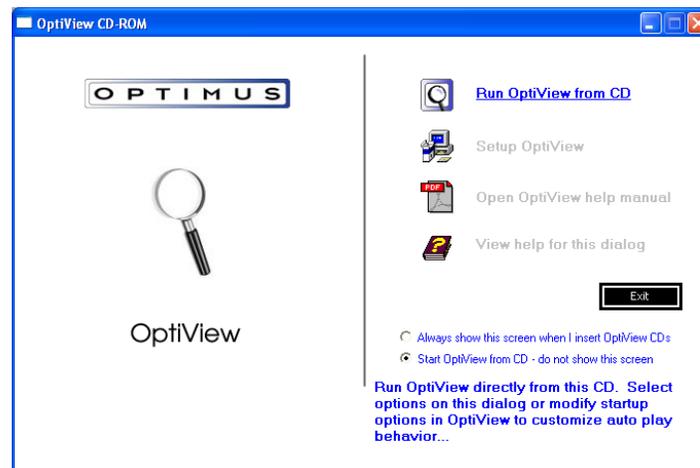
Insert the CD into your CD-Rom drive. The OptiView option screen appears.

If nothing happens:

- Click *Start, Run*
- Enter the drive letter for your CD-Rom drive followed by “:\AUTOPLAY”
e.g. **D:\AUTOPLAY**
- Click *OK*. An install choice screen appears.

To run OptiView from the CD without installing the software:

- Select the “*Run OptiView from CD*” option on the top right of the window. (If you do not wish to see this screen the next time, select the option “*Start OptiView from CD – do not show this screen*”.)



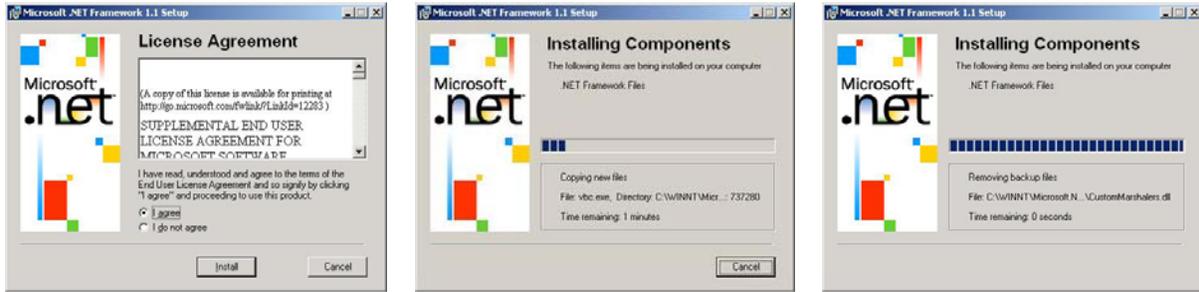
DOTNET files need to be loaded, what does that mean?

The OptiView browser program requires that certain programs are loaded on your computer. To see complete requirements, see the OptiView Quick Start Manual. (This manual is on the Past Date CD in the root directory — QuickStart30.pdf).

While loading DOTNET or .net files all or some of the following screens may display.



As the install process begins you may see the following screens. On the License Agreement screen Select "I agree", then click the install button.



When the install is complete, this screen displays:



Click "OK" or press the Enter key on your keyboard.

Please reboot your computer if asked to do so. (In some instances it may be necessary to eject and re-insert the Past Date CD in order to re-launch the option window.)

Username and Password:

When OptiView launches you are prompted to enter a **username** and **password**. (This is also described in the OptiView Quick Start Manual if you choose to print it.)

- The **username** is your Worldspan Subscriber ID (SID) which is found on the CD.
- The **password** is your 7-digit ARC/IATA Number.

Frequently Asked Questions

The Load process says “Copying temporary files” and shows a bar graph. What does this mean?

This is normal, the Past Date CD loads a few files to your hard drive to record your preferences, like not showing the initial option screen in the picture above. It does not require much space and will not harm your computer.

Once the Load process stops, I am looking at a Past Date PNR. Why is that?

Just imagine that you opened a book. This is the first page of the report, just like page one of a book or printed report.

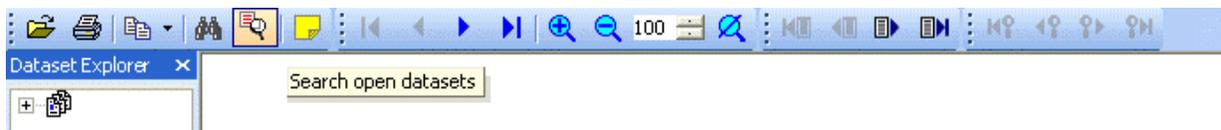
How do I look at other Past Date PNR’s?

Use the arrow icons to navigate one page at a time. If you put your cursor or mouse pointer over the icon (which is called hovering) a pop-up box appears and explains that icon. For example, if you use your cursor to hover over the right arrow ► it will say (go to next page in volume).

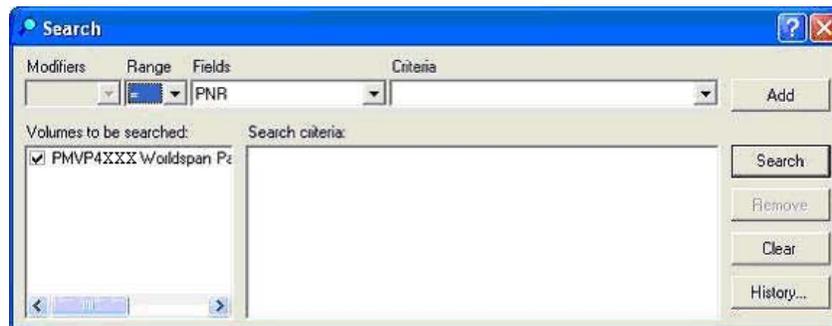
You can also zoom with the magnifying glass with a + (plus) in it or zoom out with the one with a – (minus) in it.

How do I search by PNR Address (Record LOCator)?

Hover over the icons to locate “Search open datasets”  icon.

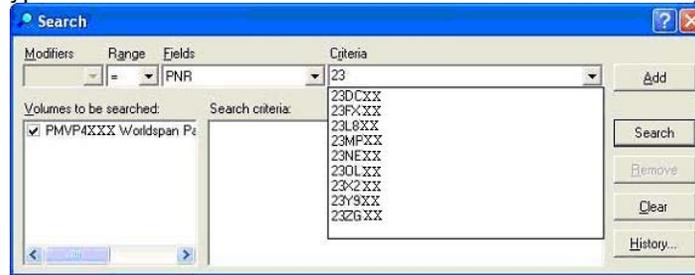


Click this icon to display the search window:



You can search for a Past Date PNR by modifying the search criteria located in the *Fields* box. To search for a Past Date PNR using the record locator, select PNR in the *Fields* drop-down list.

In the *Criteria* box type a few characters of the record locator to find the PNR you are looking for.



Once you have all or part of the record locator entered:

- Click the button labeled *Search*. After a few seconds your *Search* results will display at the bottom of the screen with the first matching PNR at the top of the list.

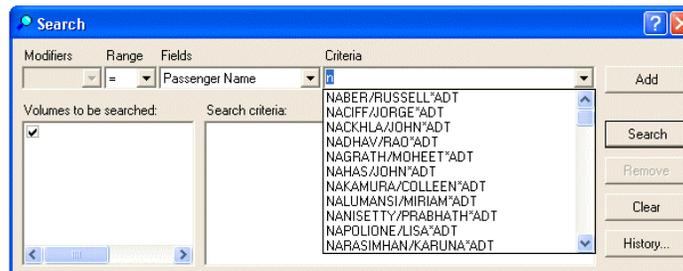
If this is not the PNR you are searching for:

- Scroll the search results list until you find the correct record locator.
- Double click the record locator to display the PNR.

How do I find a specific Past Date PNR by Passenger Last Name?

You can search for a Past Date PNR by modifying the search criteria located in the *Fields* box. To search for a Past Date PNR using the Last Name, select Passenger Name in the *Fields* drop-down list.

In the *Criteria* box type the Last Name to find the Past Date PNR you are looking for.



If this is not the PNR you are searching for:

- Scroll the search results list until you find the PNR you want and double click it to display it.

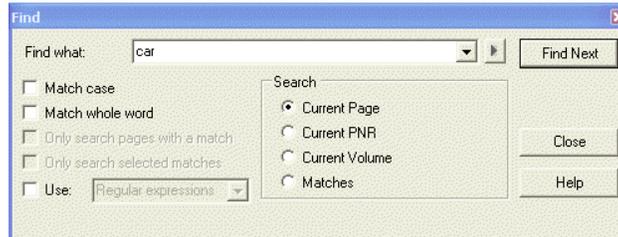
Note: The list of Passenger Names is categorized alphabetically. For example, to display a Passenger Name beginning with the letter **A**, type **A** in the *Criteria* box. For a Passenger Name beginning with the letter **N**, type **N** in the *Criteria* box.

How do I find specific information after I have located my Past Date PNR?

You can search for specific text within a displayed Past Date PNR by clicking on the  icon.

In the *Find* box type the word you are searching. (e.g. Car) Click the *Find Next* button.

Past Date CD will locate the text if it is contained within your PNR.



Where are the files located that are copied to my hard drive?

This will vary depending on your operating system. In Windows XP the files are placed in:

"C:\Documents and Settings\{username}\Local Settings\Application Data\Optimus Corporation\OptiView".

Can we share the data of the CD across a network?

Yes. Each user will have to change the location of the "notes" file in the **View - Options - Notes** tab.

Where can I find documentation for the OptiView product?

Documentation is included on each CD. You can print this documentation or view it on your computer. The documents are located in the root folder of the CD.

Access the document using one of the following methods:

- Use Windows Explorer.
- Navigate to the root folder of the Past Date CD. You will see two .PDF files, **OV30manual.pdf** and **QuickStart30.pdf**. These files are generic and do not address Worldspan or Past Date PNRs specifically. (You will need the Adobe Reader software to open and read these documents. Adobe Reader is available for download at no cost from the Adobe web site (<http://www.adobe.com/products/acrobat/readstep2.html>).

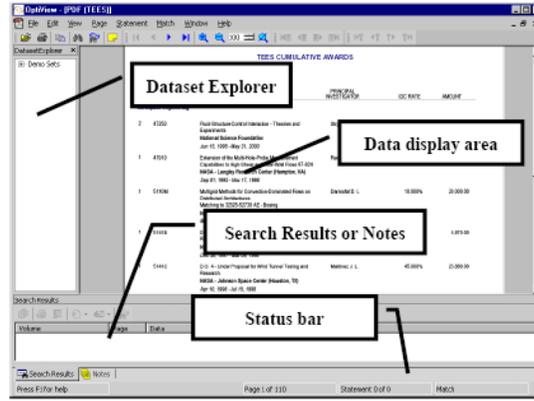
My display does not look exactly like the pictures I see here. Why is that?

Many things in the OptiView browser are customized to your personal preferences.

The information below was taken from the OptiView313.pdf file. The complete document is contained on each Past Date CD. This information may be beneficial to customers who would like to customize Past Date CD with their personal preferences.

Main Screen

When you open The OptiView Software, you will see the Main Screen.



When OptiView launches the first data page displays. The main screen has a few main components:

- Menus and toolbars at the top
- A status bar at the bottom
- And three major regions that display data and

Note: The major regions (the Dataset Explorer, the data display area, and the Search Results/Notes area) can be detached and moved around the screen by clicking and dragging them by their title bar areas. However in the following sections, we show and describe these program components in their default locations as shown above.

What do the toolbar icons mean?



Icons from left to right:

Standard Toolbar

By default, this toolbar is located in the toolbar region of the screen, near the top, below the menu bar.

-  (File menu) Open
-  (File menu) Print
-  (Edit menu) Copy
-  (Edit menu) Find
-  (Edit menu) Search
-  (Not on a menu) Create a new Note

Page Toolbar

By default, this toolbar is located in the toolbar region of the screen, near the top, below the menu bar.

-  (Page menu) **First Page**
-  (Page menu) **Previous Page**
-  (Page menu) **Next Page**
-  (Page menu) **Last Page**
-  (Page menu) **Zoom In**
-  (Page menu) **Zoom Out**
-  (Page menu) **Set Zoom**
-  (Page menu) **Actual Size**

Match Toolbar

By default, this toolbar is located in the toolbar region of the screen, near the top, below the menu bar.

-  (Match menu) **First Match**
-  (Match menu) **Previous Match**
-  (Match menu) **Next Match**
-  (Match menu) **Last Match**

Statement Toolbar

By default, this toolbar is located in the toolbar region of the screen, near the top, below the menu bar.

-  (Statement menu) **First Statement**
-  (Statement menu) **Previous Statement**
-  (Statement menu) **Next Statement**
-  (Statement menu) **Last Statement**

(Note, statements may be called something else in your dataset, if your data provider selected a name that better fits your data.)

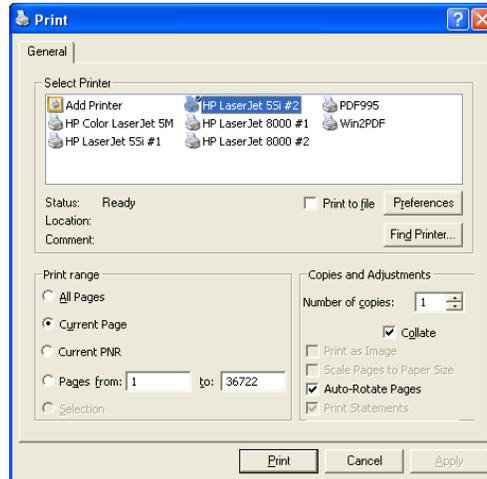
Printing from OptiView

Printing from OptiView is the same as printing from other Windows applications. OptiView has more options that let you control what you want to print.

Printing Data Pages

1. To print, select **Print** from the **File** menu (or use the Print toolbar button on the Standard toolbar). The **Print** dialog is displayed.

Note: the Print dialog may look different from computer to computer.



Your print options are:

- Print **All Pages** in the dataset (Caution: Printing **All Pages** will print all pages in the current volume.)
- Print the **Current Page**
- Print the entire **Current PNR**
- Print a page range using *Pages from:*, or
- Print any text you have selected using the mouse on the data page by choosing **Selection**.

You can also designate a number of copies and choose other custom print settings specific to your printer.

Use the **Layout** and **Paper/Quality** tabs to customize other settings specific to your printer or job.

Printing from the Search Results List (after performing a search)

1. Click the **Print** icon in the Search Results toolbar (not the Standard toolbar). The same **Print** dialog displays with different options. Your options:
 - Print one or more pages or
 - Print statements.

Use your mouse to select the match or matches you want to print. (Select multiple matches for printing, by holding down **Ctrl** while clicking each match in the list.)

2. Click the **Print** icon in the Search Results toolbar. If your dataset contains statements, you can choose to print the entire statement on which a match is found, or print the page that appears in your Search Results list. To print the entire statements and not just individual pages, select **Print PNR** from the **Print** dialog. Additionally, there is a “Print List” toolbar button; available on the Search Results toolbar that allows you to print the search results list itself.

Sending your Results to File

The **Send To** feature allows you to save selected data pages to a PDF file, or send them to one or more recipients via email.

Saving Results to a File

To save your search results to a PDF file on your computer:

1. Highlight the match(es) you plan to send in the Search Results list,. (Click while holding the **Shift** key to highlight individual matches, or press **Ctrl + A** on your keyboard to select all matches.)
2. Click the drop-down arrow on the “**Send to File**” toolbar button, located on the Search Results/Notes toolbar: Two choices appear – **Single File** and **Separate Files**.
3. If your search yields only one match that you want to save to a file, or if you would like all highlighted matches to be saved into a single file, choose **Single File** from the submenu that appears when you click the Send to File toolbar button.

Choose **Separate Files** if there are multiple search results and you want to save each page to a separate file. Click the Send to File toolbar button from the submenu.

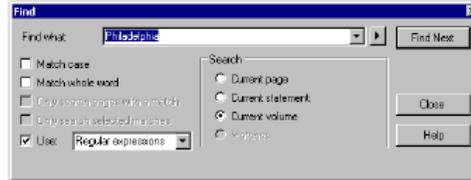
4. Decide where you want to save the file on your computer: If you are using the **Single File** option, the **Send to File** dialog appears. Under **Save in:**, browse to the desired directory on your computer or network, then under **File name**, name your PDF file.

The default file name OptiView uses is *Field.PDF* (where the word “*Field*” is the name of one of the fields in your search criteria).

5. Click **OK** to save the file. If you are using the **Separate Files** option, the Send To dialog appears. Under **Save in**, enter a directory path and name or click the “...” button to browse. The separate files are listed **under Send File Name**, and will be automatically named according to their corresponding search criteria. Click **OK** to save the files.

Finding Specific Text

Doing a Find is not the same as searching. The Find feature locates text on the data pages themselves. (Searching locates information from indexed files associated with the dataset. Searching is much more powerful, flexible, and it can yield multiple results per dataset.) To find a text string on the current page, the current statement, the current volume, or within a list of matches produced by a search, select **Find** from the **Edit** menu. The Find dialog appears.



1. Enter the text string you want to find,
2. Click **Find Next**.

Find dialog options:

- **Match case** will yield only text that is capitalized exactly as you typed it in the Find dialog. If this box is not selected, case is disregarded.
- **Match whole word** finds only entire words, rather than parts of a word or text string.
- **Only search pages within a match** is used after performing a search, when a document from the search results is open. This option searches for your text on pages from your search results.
- **Only search selected matches** is also used after performing a search. In the Search Results list, you can click to highlight individual matches, then use the Find feature to locate text on the selected pages.
- **Use** — If this option is selected, use the drop-down menu next to choose **Regular expressions** or **Wildcards**. (Most users will want to leave the **Use** box unchecked and proceed without using regular expressions or wildcards.)
 - **Regular expressions** are an advanced OptiView feature that most users will not need.
 - **Wildcards** are used to designate partial or specialized text strings. The available wildcard characters are *, ?, and #.

Note: For technical assistance please contact TechExchange at 900-555-9772 during the hours of 8:30am-5:00pm CST Monday through Friday. (This is a toll call)

For additional information about Past Date CD contact your Worldspan Sales Professional.