



Worldspan® Go! Res for Carlson Quick Reference

Ready Key to Keyboard Macro Conversion

MercaviaRS uses Keyboard Macros; their function is similar to Ready Keys in Worldspan® for Windows® (WFW). The Ready Key Macro Conversion utility will convert Ready Keys to Keyboard Macros, then save the Keyboard Macros to the correct directory. To make the process run smoothly, use the following guidelines.

Locate Ready Keys Associate with Employees

Ready Key files in Worldspan for Windows are stored centrally on the file server in the default directory **WSPAN\RDYKEYSFILES**. The default Ready Key file for an employee is **READY001.xxx** (xxx is the WFW Employee Profile Reference number).

Step	Action
1	From the WFW Res Manager, select Config/Employee. This will activate the Employee Profile Record.
2	Select the <u>F</u> irst button to retrieve the first employee profile. The employee profiles will be displayed in alphabetical order, not in profile number order.
3	The employee profile reference number for the employee is located at the bottom left of the profile. This number is the same as the file extension number for the employee 's Ready Key files.
4	The Employee Profile function does not offer print or report capabilities. It is necessary to manually build a list of employees and their associated numbers.
5	Select the <u>N</u> ext button to view the Employee Profile of the next employee, and repeat steps 3 and 4.
6	Continue selecting the Next button until the reference numbers of all employees have been obtained. The <u>N</u> ext button becomes disabled (grayed) when the last employee has been viewed.
7	Select the <u>C</u> lose button or Alt + F4 to close the Employee Profile function and return to Res Manager.

Clean Up Ready Keys

- Delete any Ready Keys (office and personal), which are no longer used.
- Delete duplicate keys.
- Be sure each Ready Key has a unique description.
- In a Ready Key description the converter will convert some characters to an underscore. Make sure descriptions are all letters.

Remove Unsupported Keystrokes

Most Ready Key keystrokes will convert directly to the same keystroke in Keyboard Macros. Some may not convert due to the following reasons:

- The Terminal Emulator (TE) has two fixed windows that are always open. WFW has up to 10 windows. Each window may be opened and closed individually.
- The Terminal Emulator treats the entire scroll buffer as one large unit. WFW treats the visible Res window and the window scroll buffers as separate units.
- Keyboard Macros cannot call other Keyboard Macros or scripts.

To make the conversion run smoothly, remove the following keystrokes and commands and replace with the alternate keystroke.

Unsupported Keystroke/Command	Function	Alternate Keystroke
Alt + (3-10) <OUTPUT- <i>n</i> >	Redirect output to Window 3-10	Use Alt + 1 or 2 only
Ctrl + (3-10) <ENTER- <i>n</i> >	Redirect output and move cursor to windows 3-10	Use Ctrl + 1 or 2 only

Unsupported Keystroke/Command	Function	Alternate Keystroke
Alt + F1 <FRMT-ASST>	Format Assist	None
Ctrl + ALT + A	Host scrolling toggle	None
Ctrl + Up/Down arrows <NEXT_INPUT>, <PREV INPUT>	Move cursor to next/previous input	None
New Window, Open Window <i>n</i> (<i>n</i> >2) <NEW- WINDOW>, <OPEN WIN- <i>n</i> >, (<i>n</i> >2)	Open the next res window, open a specified window higher than 1 or 2	None Rewrite key to only use Window 1 and 2.
Shift + (A-Z, 1-0), Ctrl + Shift (A-Z, 1-0) <OFFICE KEY- <i>n</i> > <READYKEY- <i>n</i> >	Play back Ready Key or Office Key	Combine the text of both keys into one macro.
Insert	Insert mode off/on	None Worldspan Go!® 2.0C's TE works in the overwrite mode only. However, the TE does provide a keystroke for inserting one keystroke at a time. Some manual re-editing may be necessary to accommodate text to the right to make space for additional text.
<PLAYSCRIPT (script name)>	Plays the specified script.	None A list of all available scripts will be visible on the Index page.

The following Ready Key keystrokes will convert, but will work a little different in Keyboard Macros. Review each Ready Key to ensure the Macro will produce the same result.

Ready Key Label	Keyboard Macro	Explanation
<OPENWIN-1 or 2>	<NEXTWIN>	Moves cursor to the other window
<ENTER>	<SEND> <RESPONSE>	Sends the host input, awaits a host response before continuing.
<ENTER- <i>n</i> > (Alt +Window number)	<SENDNEXTWIN> <RESPONSE> <NEXTWIN>	Will send the input, then the cursor to the other window. Await a host response before continuing.
<PREV>, <NEXT>	<NEXTWIN>	Moves cursor to the other window.

Keystroke Mapping



- Upon initial creation, the Keyboard Macro files will not be mapped to keystrokes.
- Keyboard Macros can be mapped to the Shift + A through Z keystrokes.
- Determine how the Keyboard Macros will be mapped before the conversion.
- Decide which are the most commonly used Ready Keys and plan out keystroke mapping for them.
- The remaining Keyboard Macros can be accessed from a list produced by pressing the right mouse button.

Carlson Support Services 1-800-888-8584


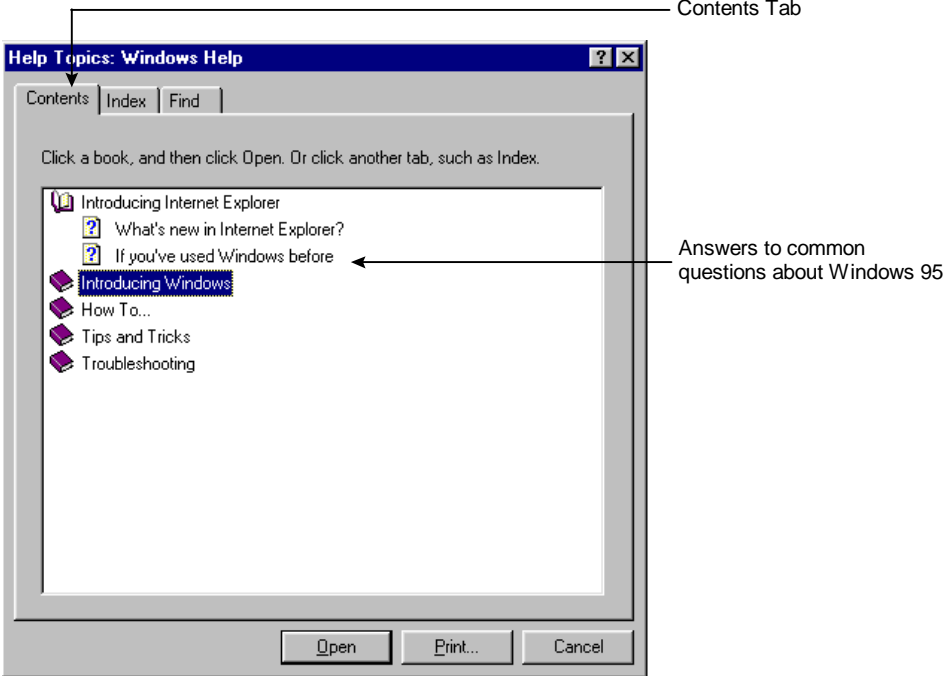
Carlson Mercavia subscribers should call the Carlson Support Services phone number first. If the nature of the call falls under an area that is supported by a Worldspan Help Desk, then the Carlson Support Desk will either transfer the call or give the subscriber the phone number. **Carlson Support Services will handle all calls regarding e-mail.**





Procedures to Follow Before Onsite Visit

To Access Worldspan for Windows (if not open)

Step	Action
1	Minimize  the current window so you can see the desktop. On the desktop, double click on the  Worldspan for Windows icon.
2	In the password box, type: your password. If you do not have a password type: WSPAN.
3	Press the <ENTER> key.
4	Sign into the system.

To Access Windows 95 Help

Step	Action
1	Click on the Start button.
2	Click on  Help.
3	<p>The Help Topics Dialog Box displays as shown below.</p>  <p>Contents Tab</p> <p>Answers to common questions about Windows 95</p>
4	Select a topic on the Contents tab. The topics shown under Introducing Internet Explorer appear when you double-click on Introducing Internet Explorer.

To Shut Down Mercavia PC		
Step	Action	
1	Sign out of Worldspan	
2	Close Internet Explorer and all active programs.	
3	On the desktop, click once on the Start button. Move the mouse to the Shut Down option.	
4	Select the "Shut down the computer?" option.	
5	Click on the YES button. Your PC begins to shut down.	
6	The message "It's now safe to turn off your computer" displays. Turn off your PC.	
Buttons		
Control Buttons		
Button	Description	Alternate Method
	Close: Use the Close button to close the current window.	Press <ALT> + <F4>
	Maximize: Use the Maximize button to enlarge the current window to a full screen.	
	Minimize: Use the Minimize button to shrink the current window down to a button on the Taskbar.	
	Restore: Use the Restore button to restore the window to its default size.	
Help		
Contents	The Contents tab provides options for browsing Help topics that are grouped in categories.	
Index	The Index tab provides options for finding Help topics based on headings. It is the fastest way to get Help.	
Find	The Find tab provides options for searching a database of terms and phrases in Help files. It is the most thorough way to get Help.	
Onsite Help		
The Onsite Instructor will cover the following:		
Accessing MercaviaRS	Review Navigation bar and Terminal Emulator. Review on-line Help for Terminal Emulator.	
Ready Key Conversion	The Onsite Instructor will convert WFW Ready Keys to Keyboard Macros. Review on-line Help for Conversion Tool.	
Internet Review	View Web sites. Use the Back, Forward, Stop, and Refresh buttons on the Toolbar.	
Keyboard and Mouse Review	Review Function keys and mouse usage. Review on-line Help for Keys.	
Scripts	Access Scripts and review the functions of the common push buttons. Review on-line Help for Scripts.	
Keyboard Macros	Record, play, and assign Keyboard Macros. Review on-line Help pages for Keyboard Macros.	