

Worldspan Secure

Flight Macro

Quick Reference

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Worldspan Secure Flight Macro – Quick Reference

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Basic Steps to Record a Macro

1. Click Go! Res Tools Menu
2. Click Macro
3. Click Macro Editor
4. Click Record icon
5. Click Stop icon.
6. Click Save icon.
7. Choose the desired folder using the drop down arrow.
8. Type the name you wish to give to the Macro.
9. Click Save.

STEP 1:

Access Macro Editor

Click on Go! Res Tools Menu



Click on Macro

► Macro

Click on Macro Editor

Macro Editor

STEP 2:

Record the Macro

Click on Record Icon



- You are now in Record Mode with the cursor flashing in the Terminal Emulator (Go! Res) window.
- All entries made are recorded and may also be viewed in the Macro Editor Window

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STEP 3:

Save the Macro

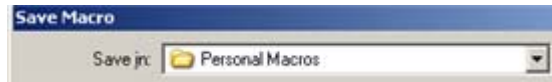
When finished recording the macro, click the Stop icon.



Click the Save icon.



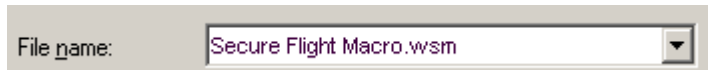
In the Save In area at the top of the Save Macro window, choose the desired folder using the drop down arrow



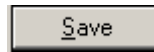
The default folder is **Personal Macros**. You can use the arrow to select Worldspan then Office Macro.



In the File Name area, type the name you wish to give to the Macro



Click Save



Hints and Tips:

Adding a pause to a macro

It is possible to build a macro that pauses to accept variable input, such as dates, city codes, and hotel names.

The pause is added by pressing the pause key (~) while recording, or by typing the pause command <PAUSE> at the point where the variable data will be entered.

Playback is resumed after typing the variable data by pressing the pause key (~).

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Basic Steps to Record Secure Flight Macro

This example creates a Secure Flight Macro which includes Prompts, Pauses and Tab stops

1. Access Macro Editor
2. Click Record icon
3. Press <F4>
4. Type or copy and paste the macro
5. Click Stop icon.
6. Click Save icon.
7. Choose the desired folder using the drop down arrow.
8. Type the name you wish to give to the Macro.
9. Click Save.

STEP 1:

Prepare to record macro

Access Macro Editor

Click on Record icon

Press the <F4> key to ensure all screens are clear and ensure a SOM is present.

(Macro editor response appears at right.)

```
<INSERT_OFF>
<CLEARALL>
```

STEP 2:

Enter SSR format and first prompt

Type the following in Go! Res:

3SSRDOCS YY HK1/////

- HK1 is followed by 5 slashes: /////

Shift + @ (key to the right of the "P"). This combination adds a tab stop. (

Alt + Enter

- Adds <LF> line feed

Alt + Enter

- Adds <LF> line feed

```
<INSERT_OFF>
<CLEARALL>
3SSRDOCS YY HK1/////<LF>
<LF>
```

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STEP 3:

Enter first prompt for passenger's date of birth

Type the following in Go! Res (or Macro Editor, where indicated):

TYPE DATE OF BIRTH THEN ~ DDMMYY

- To make the “~” appear in the playback, you MUST type (Shift + `) in Macro Editor, then click back in the Worldspan Go! Res screen to continue.

If you just type ~ in the Go! Res Screen, it will act as a pause in the macro.

```
<INSERT_OFF>
<CLEARALL>
3SSRDOCS YY HK1////(<LF>
<LF>
TYPE DATE OF BIRTH THEN ~ DDMMYY<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
/
```

Shift + Tab (back tab) <BACKTAB>

- Adds <BACKTAB>

Backspace <BKSP>

- Adds <BKSP>

Shift + ~ <PAUSE>

- Adds <PAUSE>

Ctrl + Shift + End <SELEOB>

- Adds <SELEOB>

Delete <SELEOB>

- Adds <SELEOB>

/

- Slash character

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STEP 4:

Enter second prompt for passenger's gender

Type the following in Go! Res (or Macro Editor, where indicated):

Shift + @

- Where @ = key to the right of the "P".
Adds tabstop

Alt + Enter (line feed) <LF>

- Adds <LF> line feed

Alt + Enter (line feed) <LF>

- Adds <LF> line feed

TYPE GENDER THEN ~ M F MI FI)

- To make the "~" appear in the playback, you MUST type (Shift + `) in Macro Editor, then click back in the Worldspan Go! Res screen to continue.

If you just type ~ in the Go! Res Screen, it will act as a pause in the macro.

Shift + Tab

- Adds <BACKTAB>

Backspace

- Adds <BKSP>

Shift + ~

- Adds <PAUSE>

Ctrl + Shift + End

- Adds < SELEOB >

Delete

- Adds < DEL >

//

- Two slash characters

```
<CLEARALL>
3SSRDOC8 YY HK1 // // (<LF>
<LF>
TYPE DATE OF BIRTH THEN ~ DDMMMYY<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
// (<LF>
<LF>
TYPE GENDER THEN ~ M F MI FI<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
//
```

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STEP 5:

Enter third prompt for passenger's last name

Type the following in Go! Res (or Macro Editor, where indicated):

Shift + @

- Where @ = key to the right of the "P".
Adds tabstop

Alt + Enter

- Adds <LF> line feed

Alt + Enter

- Adds <LF> line feed

TYPE LAST NAME THEN ~

- To make the "~" appear in the playback, you MUST type (Shift + `) in Macro Editor, then click back in the Worldspan Go! Res screen to continue.

If you just type ~ in the Go! Res Screen, it will act as a pause in the macro.

Shift + Tab (

- Adds <BACKTAB>

Backspace

- Adds <BKSP>

Shift + ~

- Adds <PAUSE>

Ctrl + Shift + End

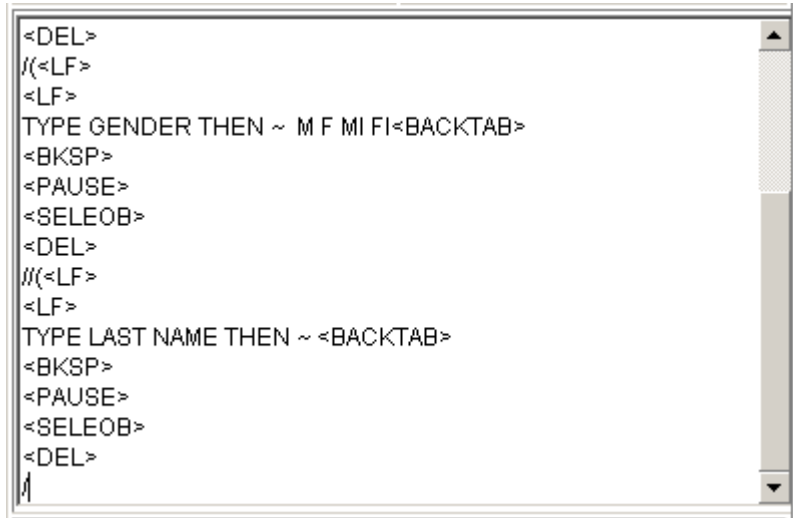
- Adds <SELEOB>

Delete

- Adds

/

- Slash character "/"



```
<DEL>
/(<LF>
<LF>
TYPE GENDER THEN ~ M F MI FI<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
/(<LF>
<LF>
TYPE LAST NAME THEN ~ <BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
/
```

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STEP 6:

Enter fourth prompt for passenger's first name

Type the following in Go! Res (or Macro Editor, where indicated):

Shift + @

- Where @ = key to the right of the "P". Adds tabstop

Alt + Enter

- Adds <LF> line feed

Alt + Enter

- Adds <LF> line feed

TYPE FIRST NAME THEN ~

- To make the "~" appear in the playback, you MUST type (Shift + `) in Macro Editor, then click back in the Worldspan Go! Res screen to continue.

If you just type ~ in the Go! Res Screen, it will act as a pause in the macro.

Shift + Tab

- Adds <BACKTAB>

Backspace

- Adds <BKSP>

Shift + ~

- Adds <PAUSE>

Ctrl + Shift + End

- Adds <SELEOB>

Delete

- Adds

/

- Slash character "/"

```
<DEL>
/( <LF>
<LF>
TYPE LASTNAME THEN ~<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
/( <LF>
<LF>
TYPE FIRST NAME THEN ~<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
/
```

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STEP 7:

Enter fifth prompt for passenger's middle name

Type the following in Go! Res (or Macro Editor, where indicated):

Shift + @

- Where @ = key to the right of the "P". Adds tabstop

Alt + Enter

- Adds <LF> line feed

Alt + Enter

- Adds <LF> line feed

TYPE MIDDLE NAME OR BACKSPACE TO REMOVE / THEN ~

- To make the "~" appear in the playback, you MUST type (Shift + `) in Macro Editor, then click back in the Worldspan Go! Res screen to continue.

If you just type ~ in the Go! Res Screen, it will act as a pause in the macro.

Shift + Tab

- Adds <BACKTAB>

Backspace

- Adds <BKSP>

Shift + ~

- Adds <PAUSE>

Ctrl + Shift + End

- Adds <SELEOB>

Delete

- Adds

-

- Dash character "/"

```
<DEL>
/( <LF>
<LF>
TYPE LASTNAME THEN ~<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
/( <LF>
<LF>
TYPE FIRST NAME THEN ~<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
-
```

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STEP 8:

Enter sixth prompt for passenger's name field position

Type the following in Go! Res (or Macro Editor, where indicated):

Shift + @

- Where @ = key to the right of the "P".
Adds tabstop

Alt + Enter

- Adds <LF> line feed

Alt + Enter

- Adds <LF> line feed

TYPE NAME FIELD POSITION THEN ~ 1.1

- To make the "~" appear in the playback, you **MUST** type (Shift + `) in Macro Editor, then click back in the Worldspan Go! Res screen to continue.

If you just type ~ in the Go! Res Screen, it will act as a pause in the macro.

Shift + Tab

- Adds <BACKTAB>

Backspace

- Adds <BKSP>

Shift + ~

- Adds <PAUSE>

Ctrl + Shift + End

- Adds <SELEOB>

Delete

- Adds

Enter

- Adds <SEND><RESPONSE>

```
TYPE FIRST NAME THEN ~<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
-
-(<LF>
<LF>
TYPE NAME FIELD POSITION THEN ~ 1.1<BACKTAB>
<BKSP>
<PAUSE>
<SELEOB>
<DEL>
<SEND>
<RESPONSE>
```

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STEP 9:

Save the Macro

Stop the Record process



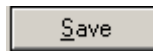
Click on the Floppy disk to Save



Type the Macro Label

File name:

Click on Save.



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Hints and Tips:

Copy and paste macro text

If you prefer to copy and paste the details into your Macro Editor, here is the text used above.

Copy the text at right.

Return to or Open the Macro Editor

Paste the text into Macro Editor

Make any desired changes

Click Save Icon

Type the macro name (FQTV)

Click OK

The Macro is now added to your computer and it can be retrieved, played back, edited, etc.

```
<INSERT_OFF>
<CLEARALL>
*N<SEND><RESPONSE>
3SSRDOCS YY HK1////(<LF>
<LF>
TYPE DATE OF BIRTH THEN ~ DDMMYY
<BACKTAB><BKSP><PAUSE><SELEOB><DEL>
/(<LF><LF>
TYPE GENDER THEN ~ M F MI FI
<BACKTAB><BKSP><PAUSE><SELEOB><DEL>
//(<LF><LF>
TYPE LAST NAME THEN ~
<BACKTAB><BKSP><PAUSE><SELEOB><DEL>
/(<LF><LF>
TYPE FIRST NAME THEN ~
<BACKTAB><BKSP><PAUSE><SELEOB><DEL>
/(<LF><LF>
TYPE MIDDLE NAME OR BACKSPACE TO REMOVE /
THEN ~
<BACKTAB><BKSP><PAUSE><SELEOB><DEL>
-(<LF><LF>
TYPE NAME FIELD POSITION THEN ~ 1.1
<BACKTAB><BKSP><PAUSE><SELEOB><DEL>
<SEND><RESPONSE>
```

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Basic Steps to Assign a Key Stroke to a Macro:

Assigns keystrokes to Macros for playback.

1. From Macro Editor, click Assign Keystrokes
2. Select Personal or Office
3. Select desired Key
4. Click Assigned
5. Click once on the Macro to assign to this keystroke
6. Click Open

STEP 1:

Assign keystroke(s)

From Macro Editor, click Assign Keystrokes



Select Personal or Office

Personal Office

Select desired Key (Shift+Key or Ctrl+Shift+Key).

- Personal macros can only be assigned Shift+A-Z
- Office macros can only be assigned Ctrl+Shift+A-Z

Personal Macro Keystroke Assignments		
<input checked="" type="radio"/> Personal <input type="radio"/> Office		
Shift+ Key	Assigned	Macro
A	<input type="checkbox"/>	
B	<input type="checkbox"/>	
C	<input type="checkbox"/>	
D	<input type="checkbox"/>	
E	<input type="checkbox"/>	
F	<input type="checkbox"/>	
G	<input type="checkbox"/>	

Click Assigned to place a checkmark in the box

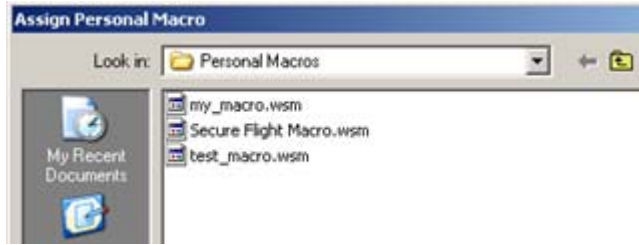
Personal Macro Keystroke Assignments		
<input checked="" type="radio"/> Personal <input type="radio"/> Office		
Shift+ Key	Assigned	Macro
A	<input checked="" type="checkbox"/>	

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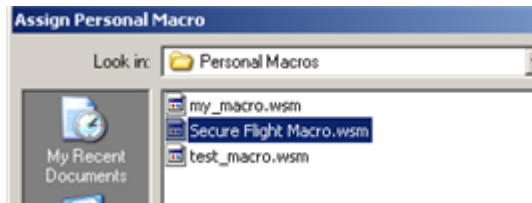
STEP 2:

Confirm keystroke assignment

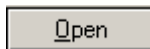
The Assign Personal/Office Macro window appears.



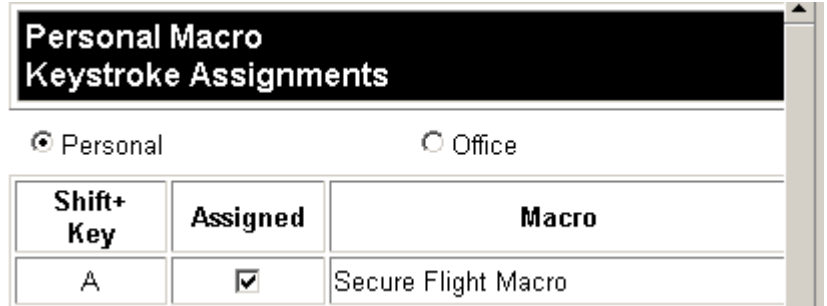
Click once on the Macro to assign to this keystroke



Click Open



The Personal/Office Macro Keystroke Assignments window redisplay showing the macro's keystroke assignment



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Basic Steps to Add a Link in MyLinks:

Agents can create a quick Link to a Personal (or Office) Macro which does not require the agent to access the Macro List via the Tools Menu. A Link can be added to MyLinks which will allow quick playback and easy access to the Macro..

1. Click on My Links
2. Click on the green + icon
3. In the Edit Custom Links dialogue box, click Personal (or Office) Macro
4. Type the name of the Macro
5. Click on Next
6. Select the Secure Flight Macro from the list
7. Click on Finished

STEP 1:

Access MyLinks and Add Link

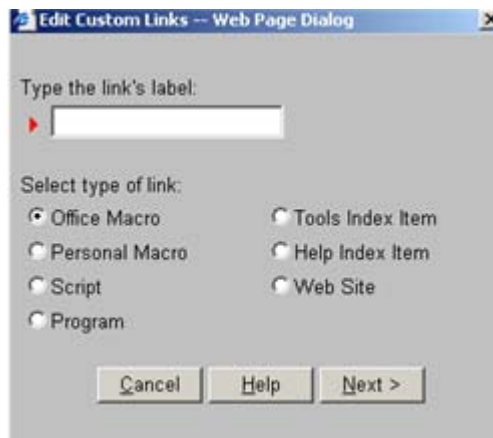
Click on My Links



Click on the green + icon



In the Edit Custom Links dialogue box, click Personal (or Office) Macro

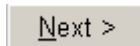


Type the name of the Macro.

- Maximum 8 characters including spaces



Click on Next

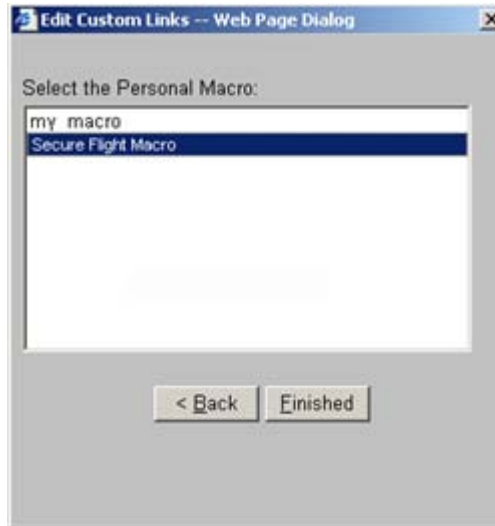


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STEP 2:

Assign Macro to Link and Save

Select the Secure Flight Macro from the list



Click on Finished

Finished