

ScriptPro Daily Document Log Script

Overview

Introduction This document contains an overview of the Worldspan Daily Document Log Script available to users on Worldspan Go! Res.

File name The file name is Z4DDL.CSL

Need Help? Click on the link below to submit a question or issue to the Worldspan Help Desk: <http://www.worldspan.com>, then select the Help Desk Support link from the menu on the left.

Prerequisite You must register with Worldspan before using the Daily Document Log. Instructions for registering can be found at HELP DDL ACT (activate).

Overview The Daily Document Log (DDL) provides a means to track daily transactions in order to verify processing from branch offices and/or the home location. Worldspan maintains DDL information online for eleven (11) days.

This script facilitates the process of generating a DDL and performing common functions from the DDL list.

Operating Instructions

Script Conventions

- Mandatory fields are indicated with burgundy text.
- A black arrow pointing down indicates a drop down list is available for applicable choices for the input box, or the ability to scroll for more information.
- Some dialog boxes may contain input fields with conditions that would disable other fields and/or buttons (e.g., selecting a Move option will disable the ability to select specific Rule Categories to view, or leaving a field blank disables other fields pertaining only to that blank field).
- In a list where the choices are Yes or No, leaving the field blank is also No.
- Use the <Tab> key to move in order to each input field. Use <Shift><Tab> to move in reverse order. Or use the mouse to click on the needed input field.
- Some fields contain a “hot key.” This is an underlined letter. Pressing the <Alt> key and the underlined letter together will move the cursor directly to that input box.
- The <Enter> key may be used in place of the OK button.

Need to Know

Previously, Worldspan Res had provided the capability to pause and resume ScriptPro scripts using the keystroke combinations <Ctrl>W and <Ctrl>R. Since Go! Res is on the Web, the right side of the window (Index/Go! Res scripts) takes on the Windows keystroke and local macro defaults. The left side (terminal emulator/Go! Res) has retained some of the Worldspan keystroke defaults. If the focus is in the terminal emulator/Res side, <Ctrl>W pauses a ScriptPro script and <Ctrl>R resumes a ScriptPro script. HOWEVER, when the focus is the right side/Go! Script, the <Ctrl>R does nothing or launches a macro and the <Ctrl>W shuts down the application. It is important to check the focus prior to using keystroke combinations. Simply click on the right or left to move the focus.

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Operating Instructions, Continued

Access

From Worldspan Go! Res:

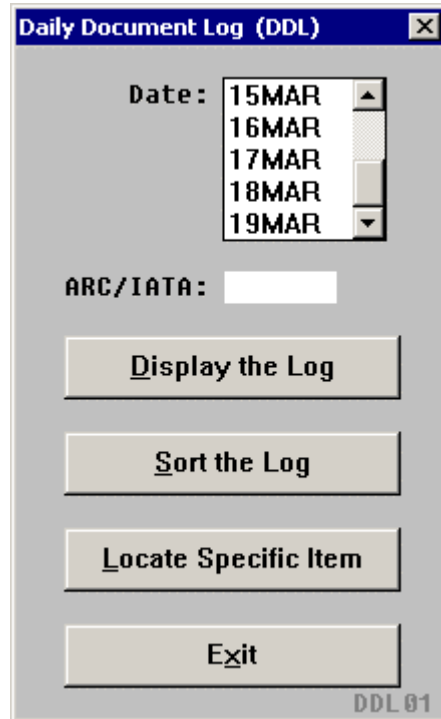
- Access the script from the Utilities Tab in the Script Index
- Select Daily Document Log to launch the script,

Or:

- Access the ScriptPro menu in Res by pressing <Ctrl>S,
 - Type z4ddl.csl or scroll and highlight
 - <Enter>
-

Main Menu

The initial dialog box enablea the user to highlight/select a date from the list of applicable dates, enter an ARC/IATA if not defaulting to current location, and select the type of action desired from the DDL:

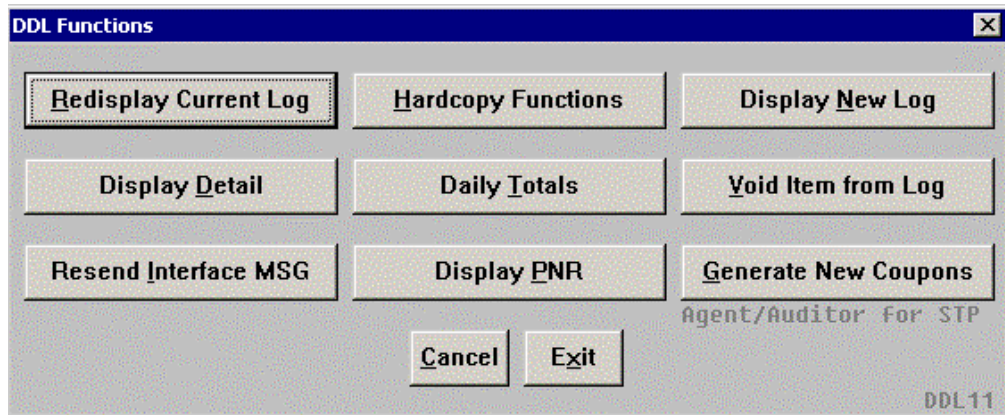


- Select Display the Log to see transactions for a specific date or location. Leave the ARC/IATA field blank to default to your location.
 - Select Sort the Log to customize the DDL using a variety of sort options
 - Select Locate Specific Item to search for a specified transaction
 - Select Exit to end the script.
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Operating Instructions, Continued

Display the Log The following is a result of selecting Display the Log from the Main Menu and the script determining there was activity for the selected date:



Redisplay Current Log - Redisplays the current DDL

Hardcopy Functions - Prints the DDL information to a hardcopy printer. To print to another location, enter the SID of the desired location

Display New Log - Return to the DDL main menu to enter new options

Display Detail – Displays the secondary level of the DDL of the line number (transaction) selected

Daily Totals – Displays Total DDL amount for the date requested
Sort/Selection options can impact this report

Void Item from Log – Voids the transaction from the displayed DDL list for the line number (ticket) selected

Resend interface MSG – Retransmits an interface message for the line number requested

Display PNR – Displays the PNR for the requested line number

Generate New Coupons - Regenerates ATB Agent/Auditor Coupons for STP location. This is usually for accounting (back office).

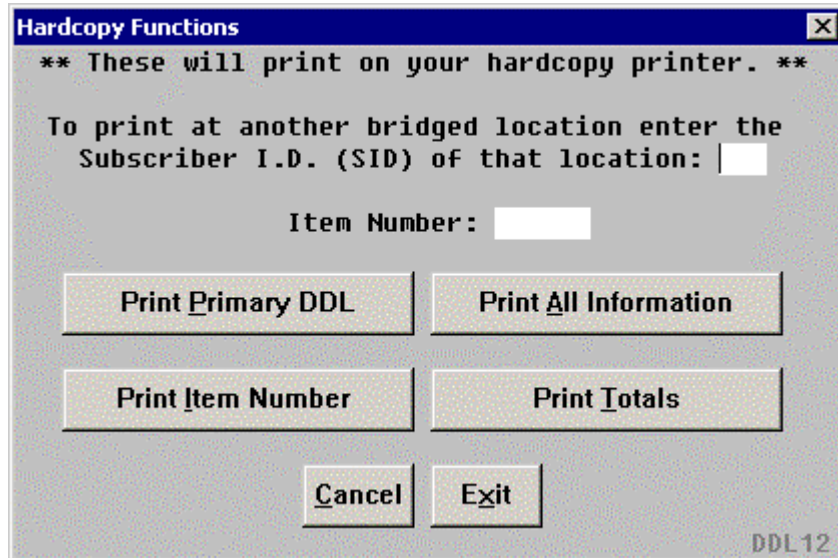
Select Cancel to return to the main dialog box and Exit to end the script.

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Operating Instructions, Continued

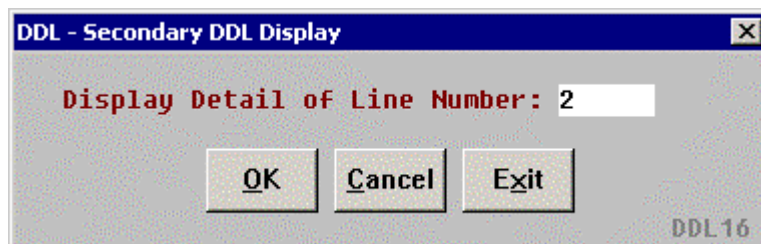
Hardcopy Functions

The Hardcopy Functions enable the user to select what type of information they want to print on the hardcopy printer. Enter the SID to print information for another location and enter the Item Number before selecting Print Item Number. Select Cancel to return to the Display the Log dialog box or Exit to end the script.



Display Detail

The following dialog box enables the user to enter the Line Number desired for the Secondary DDL. Select OK to continue, Cancel to return to the display the Log dialog box, or Exit to end the script.

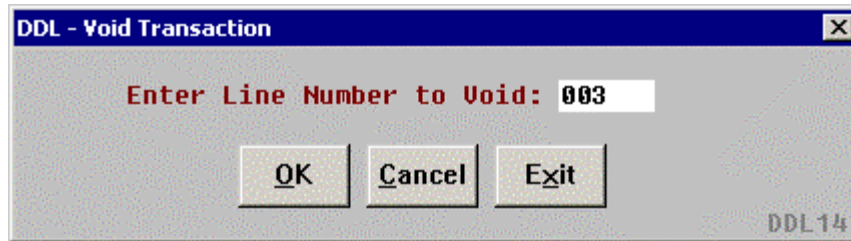


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Operating Instructions, Continued

Void Item From Log

The following dialog box enables the user to enter the Line Number desired to Void. Select OK to continue, Cancel to return to the Display the Log dialog box, or Exit to end the script.



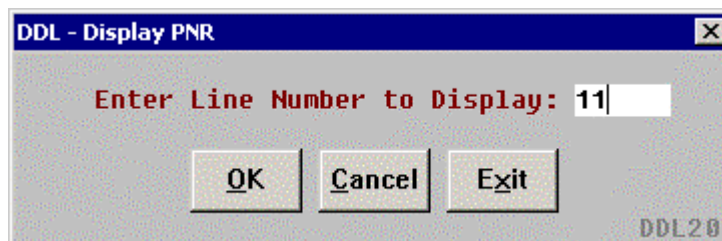
Retransmit Interface Message

The following dialog box enables the user to enter the Line Number(s) to retransmit. Select OK to continue, Cancel to return to the Display the Log dialog box, or Exit to end the script.



Display PNR

The following dialog box enables the user to enter the Line Number desired to view the PNR. Select OK to continue, Cancel to return to the Display the Log dialog box, or Exit to end the script.

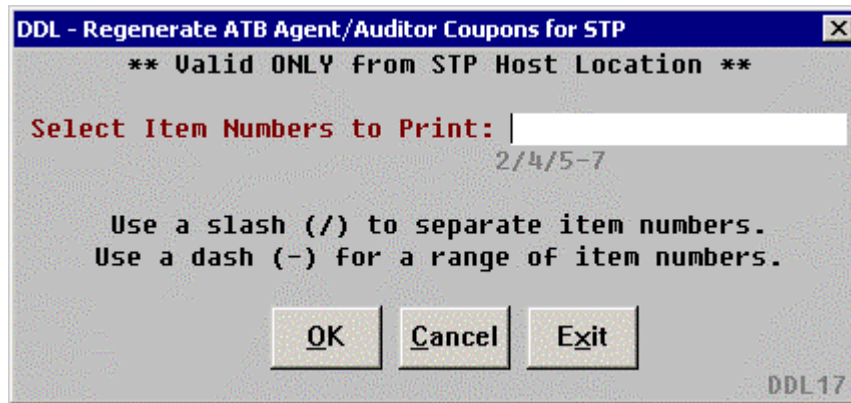


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Operating Instructions, Continued

Generate New Coupons

The following dialog box enables the user to enter the Item Number(s) to regenerate. Please note this is valid from a Host STP location. Select OK to continue, Cancel to return to the Display the Log dialog box, or Exit to end the script.

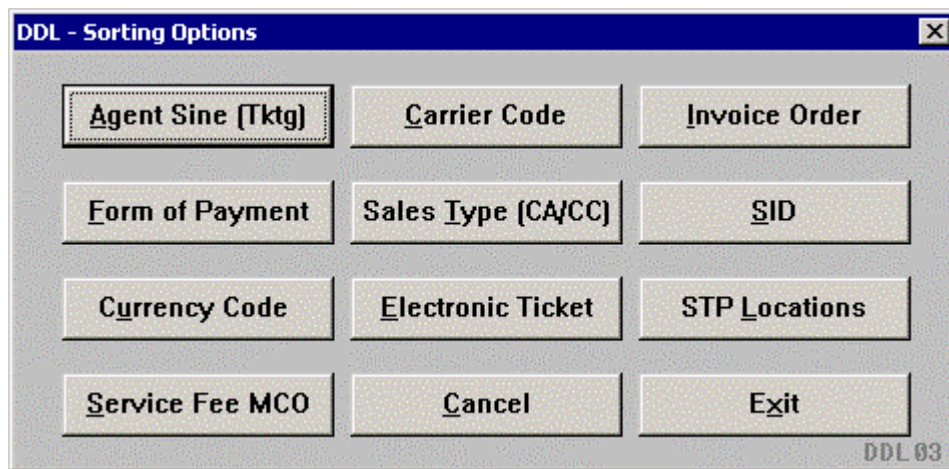


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Operating Instructions, Continued

Sort the Log

When selecting Sort the Log from the Main Menu, the following dialog displays to determine what type of sorting is needed:



Agent Sine – Sorts up to five (5) ticketing agent sines

Carrier Code – Sorts up to three (3) validating airline codes

Invoice Order – Sorts invoice numbers in ascending or descending order.

Form Of Payment – Sorts by form of payment type (e.g., credit card, check, cash, government transportation request, GTR Cato/Sato single, A/R)

Sales Type – Sorts by specific cash/credit type

SID – Sorts by the SIDs

Currency Code – Sorts up to five (5) currency codes

Electronic Ticket - Sorts up to three (3) numeric carrier codes for electronic ticket transactions

STP Location – Sorts by specific BSP STP locations

Service Fee MCO – Sorts Service Fee MCO by airline code

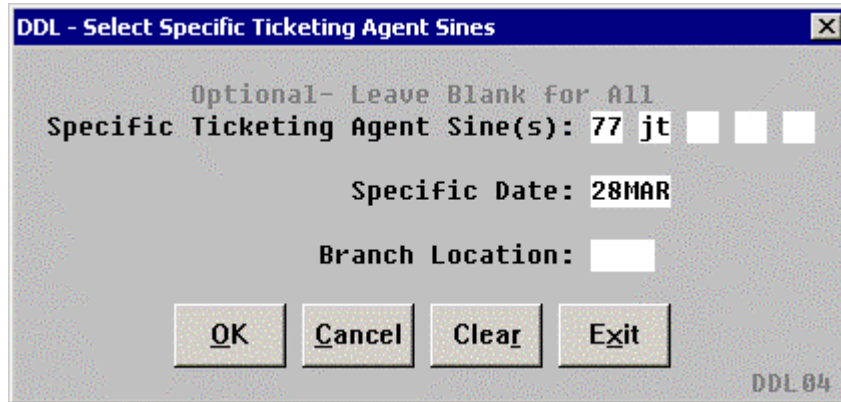
Select Cancel to return to the main dialog box or Exit to end the script.

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Operating Instructions, Continued

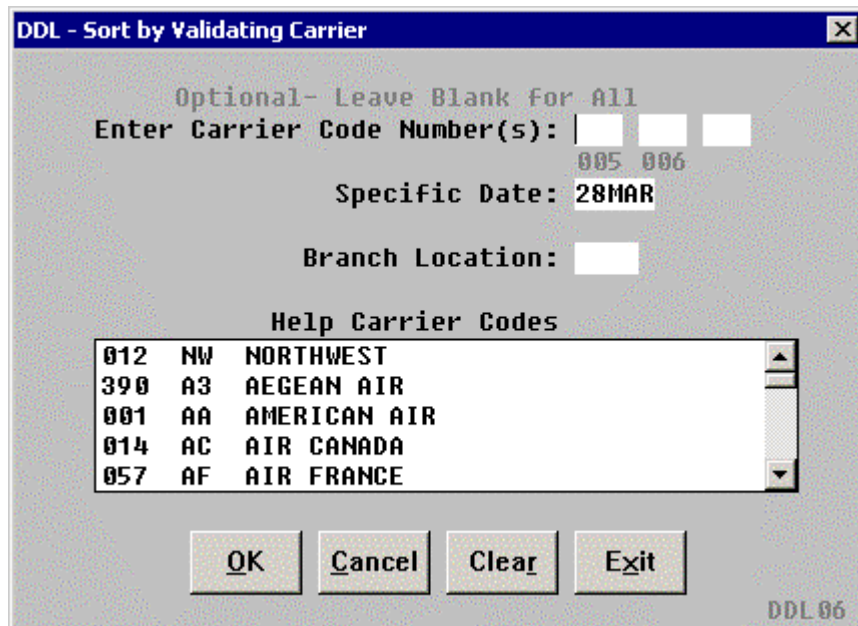
Agent Sine (Tktg)

The following dialog box enables the user to enter up to 5 Agent Ticketing Sines to sort from the DDL. The user has the option to change the date and/or enter a new SID for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.



Carrier Code

The following dialog box enables the user to enter up to 3 Carrier Codes to sort from the DDL functionality. The user has the option to change the date and/or enter a new SID for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.



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Operating Instructions, Continued

Invoice Order The following dialog box enables the user to determine how to sort based on ascending or descending Invoice Numbers from the DDL functionality. The user has the option to change the date and/or enter a new ARC/IATA for the Branch Location. Select Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.



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Operating Instructions, Continued

Form of Payment

The following dialog box enables the user to enter the Form of Payment Type to sort from the DDL functionality. The user has the option to change the date and/or enter a new ARC/IATA for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.

DDL - Sort by Form of Payment Type

Branch Location: Date:

Credit Card Check Cash

Govt. Trans. Request

GTR Cato/Sato Single

Miscellaneous Cash Transaction

Miscellaneous Credit Transaction

Accounts Receivable

Agent Non-Refundable

Optional CC Codes:

DDL 08

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Operating Instructions, Continued

Sales Type (CA/CC)

The following dialog box enables the user to enter the specific Sales Type to sort from the DDL functionality. The user has the option to change the date and/or enter a new ARC/IATA for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.

The dialog box is titled "DDL - Retrieval/Sort by Sales Type" and includes a close button (X) in the top right corner. Below the title bar, it says "Optional- Leave Blank for All". There are two checkboxes: "Display Cash Type" (unchecked) and "Display Credit Type" (checked). To the right of each checkbox is a "Specific" field: "Specific Cash Type:" and "Specific Credit Type:", both with empty text boxes. Below these are two more text boxes: "Branch Location:" and "Date:". At the bottom left, there is a label "Sales Types Codes:" followed by a list box containing the following items: "X Exchange", "U Void", "N Previous Day Void", and "XR Refund Exchange". At the bottom of the dialog are four buttons: "OK", "Cancel", "Clear", and "Exit". The text "DDL 09" is visible in the bottom right corner of the dialog area.

SID

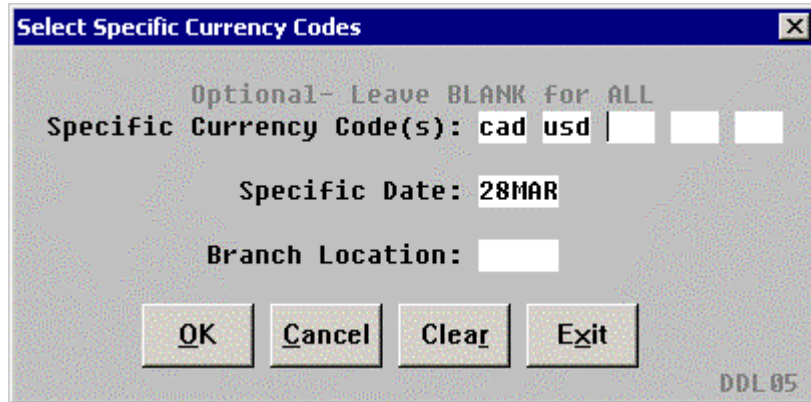
The following dialog box enables the user to enter the SID to sort from the DDL functionality. The user has the option to change the date and/or enter a new SID for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.

The dialog box is titled "DDL - Retrieval/Sort by SID" and includes a close button (X) in the top right corner. It contains four text input fields: "Enter SID:" (empty), "Branch Location:" (containing "1114614"), "Date:" (containing "28MAR"), and "Emulation Required:" (with an unchecked checkbox). At the bottom are four buttons: "OK", "Cancel", "Clear", and "Exit". The text "DDL 10" is visible in the bottom right corner of the dialog area.

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Operating Instructions, Continued

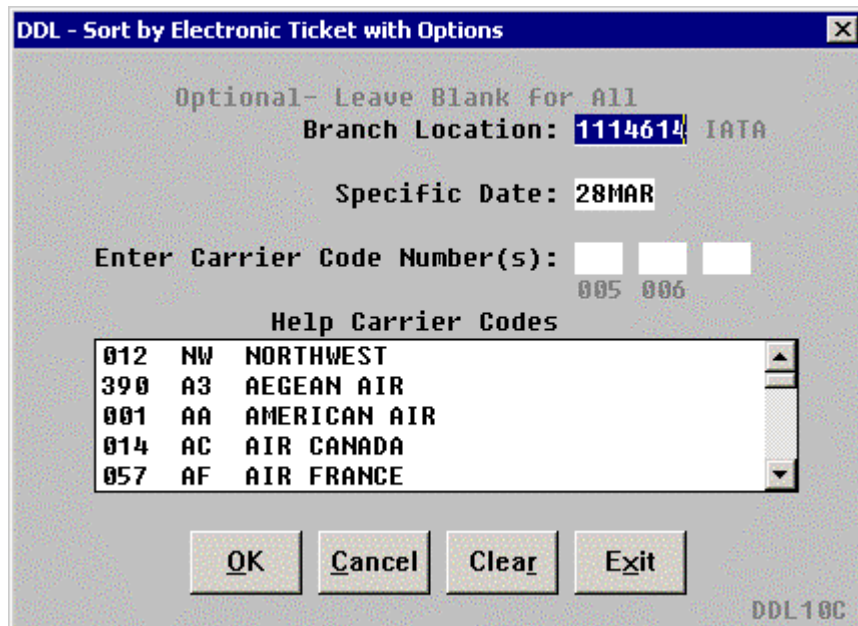
Currency Code The following dialog box enables the user to enter the Currency Codes to sort from the DDL functionality. The user has the option to change the date and/or enter a new SID for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.



The dialog box titled "Select Specific Currency Codes" has a blue title bar with a close button. The main area is light gray and contains the following text and controls:

- Optional- Leave BLANK for ALL
- Specific Currency Code(s): cad usd | [] [] []
- Specific Date: 28MAR
- Branch Location: []
- Buttons: OK, Cancel, Clear, Exit
- DDL05 in the bottom right corner.

Electronic Ticket The following dialog box enables the user to enter the Carrier Codes to display with the DDL sort functionality. The user has the option to change the date and/or enter a new ARC/IATA for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.



The dialog box titled "DDL - Sort by Electronic Ticket with Options" has a blue title bar with a close button. The main area is light gray and contains the following text and controls:

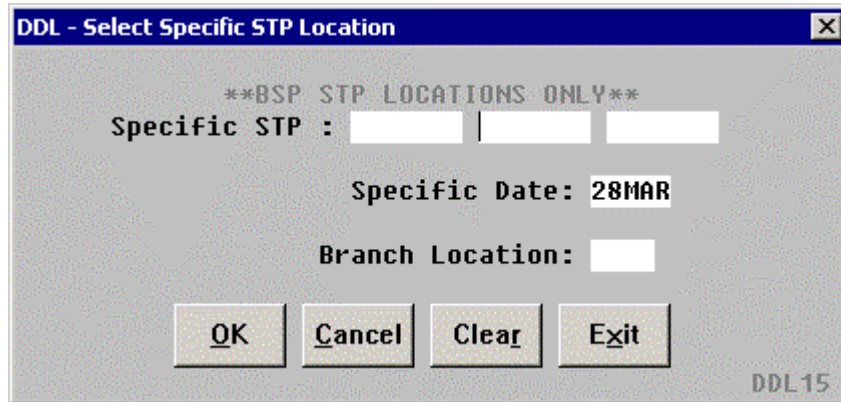
- Optional- Leave Blank for All
- Branch Location: 1114614 IATA
- Specific Date: 28MAR
- Enter Carrier Code Number(s): [] [] []
- 005 006
- Help Carrier Codes
- Carrier Code List:

012	NW	NORTHWEST
390	A3	AEGEAN AIR
001	AA	AMERICAN AIR
014	AC	AIR CANADA
057	AF	AIR FRANCE
- Buttons: OK, Cancel, Clear, Exit
- DDL10C in the bottom right corner.

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Operating Instructions, Continued

STP Locations The following dialog box enables the user to enter the Carrier Codes to sort from STP locations from the DDL functionality. The user has the option to change the date and/or enter a new SID for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.



DDL - Select Specific STP Location

BSP STP LOCATIONS ONLY

Specific STP : | |

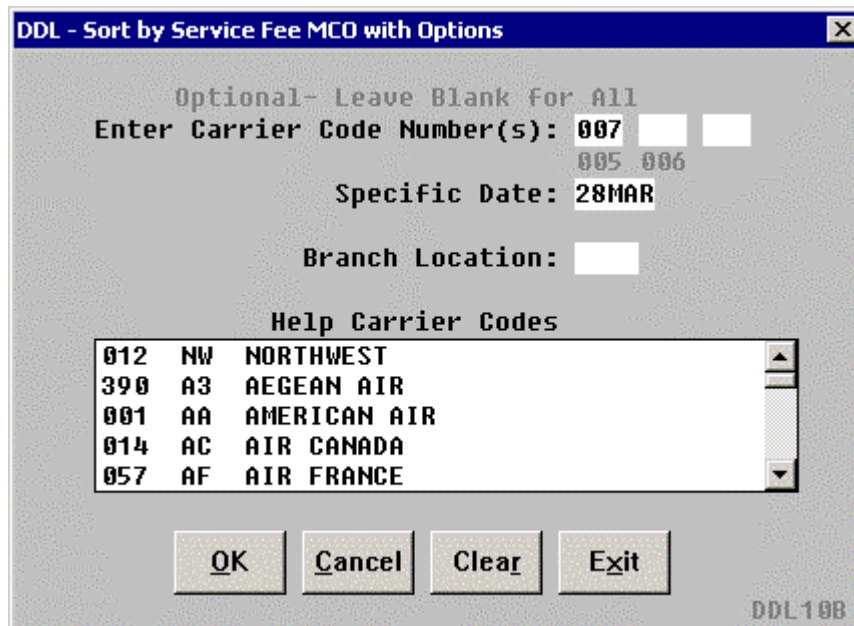
Specific Date: 28MAR

Branch Location:

OK Cancel Clear Exit

DDL15

Service Fee MCO The following dialog box enables the user to enter the Carrier Codes to sort the Service Fee MCO transactions from the DDL functionality. The user has the option to change the date and/or enter a new SID for the Branch Location. Select OK to continue, Cancel to return to the Sort the Log dialog box, Clear to delete information in the fields, or Exit to end the script.



DDL - Sort by Service Fee MCO with Options

Optional- Leave Blank for All

Enter Carrier Code Number(s): 007
005 006

Specific Date: 28MAR

Branch Location:

Help Carrier Codes

012	NW	NORTHWEST
390	A3	AEGEAN AIR
001	AA	AMERICAN AIR
014	AC	AIR CANADA
057	AF	AIR FRANCE

OK Cancel Clear Exit

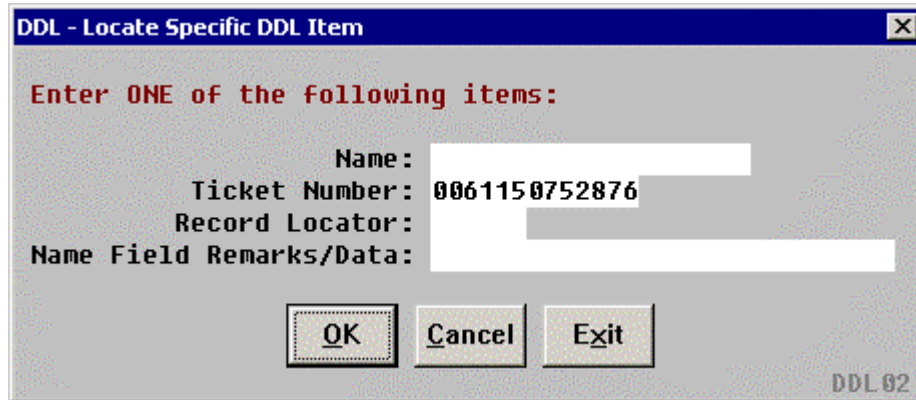
DDL10B

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Operating Instructions, Continued

Locate Specific Item Option

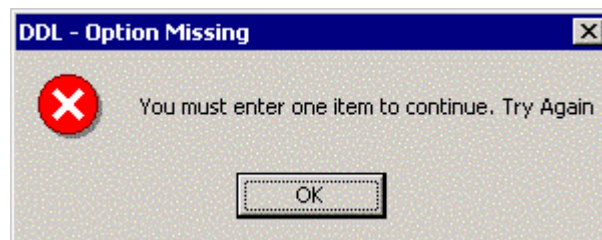
The following dialog box is displayed when the Locate Specific Item option is selected from the main menu:



- Enter ONE (1) item of data to select a specific transaction:
 - Passenger Name (example: SMITH/MARY)
 - Ticket Number (example: 0061150752876). For conjunct tickets, only enter the first ticket number.
 - Record Locator (example: AB123E)
 - Name Field Remarks/Data (example: ACCTG DEPT)
- Select OK to continue, Cancel to return to the main dialog box, or Exit to end the script.

Error Message

The following is an example of an error message when mandatory fields are not completed:



Quit

To quit or stop the script, click on the Exit button in any dialog.

Revisions

1/05 – Removed reference to WfW.
