

Following are the steps to create a PNR.

1-Display the Availability (AN/AD/AA/AE):

System Response:

```
AN15JUNDOHDXB
** AMADEUS AVAILABILITY - AN ** DXB DUBAI.AE                130 FR 15JUN 0000

 1  QR 102  F9 P9 A5 Y9 B9 L9 M9 /DOH  DXB 1  0050   0255  E0/320   1:05
    Q9 K9 H9 V9 T9 W9
 2  EK 848  F4 A4 J4 C4 Y4 W4 M4  DOH  DXB 1  0345   0545  E0/332   1:00
    B4 K4 Q4 H4 L4 T4 V4
 3  QR 100  F9 P9 A0 Y9 B9 L9 M9 /DOH  DXB 1  0755   1000  E0/320   1:05
    Q9 K9 H9 V9
 4  EK 842  F4 A4 J4 C4 Y4 W4 M4  DOH  DXB 1  0945   1145  E0/332   1:00
    B4 K4 Q4 H4 L4 T4 V4
```

2-Sell the Air Segment/Segments (SS):

Sell the Air segment / segments from the availability display, For Example:
 Sell "3" seats on "EK848" (Line Number 2 of availability display) in "V" class.
 Entry: **SS3V2**

System Response:

```
RP/DOH1A0980/
 1  EK 848 V 15JUN 5 DOHDXB DK3  0345 0545  15JUN  E  0 332 M
    NON SMOKING FLIGHT LEG
    SEE RTSVC
```

3-Enter the Name / Names (NM):

Single Name: **NM1ALNASSAR/KHALIFA MR**
 Same Family Name for 2 Passengers: **NM2ALNASSAR/KHALIFA MR/MARIAM MRS**
 Child Name: **NM1ALNASSAR/THAMER MR(CHD)**
 Infant Family Name as Adult: **NM1ALNASSAR/MARIAM MRS(INF/NOORA/16JAN06)**
 Infant Family Name different from Adult: **NM1ALNASSAR/MARIAM MRS(INFSHEIKHA/NOORA/16JAN06)**

System Response:

```
RP/DOH1A0980/
 1.ALNASSAR/THAMER MR(CHD/01JAN03)
 2.ALNASSAR/MARIAM MRS(INF/NOORA/16JAN06)  3.ALNASSAR/KHALIFA MR
 4  EK 848 V 15JUN 5 DOHDXB DK3  0345 0545  15JUN  E  0 332 M
    NON SMOKING FLIGHT LEG
    SEE RTSVC
 5  SSR INFT EK NN1 ALNASSAR/NOORA 16JAN06/S4/P2
 6  SSR CHLD LH HK1 01JAN03
```

4-Enter the Contact details (AP / APE):

Telephone contact of passenger: **AP DOH 4667579 B C/O ZAFAR**

Travel Agency Contact: **AP (Press ENTER key)**

E-mail contact: **APE-abc@abc.com**

System Response:

```
RP/DOH1A0980/
1.ALNASSAR/THAMER MR(CHD/01JAN03)
2.ALNASSAR/MARIAM MRS(INF/NOORA/16JAN06) 3.ALNASSAR/KHALIFA MR
4 EK 848 V 15JUN 5 DOHDXB DK3 0345 0545 15JUN E 0 332 M
NON SMOKING FLIGHT LEG
SEE RTSVC
5 AP DOH 4667579 B C/O ZAFAR
6 APE ABC@ABC.COM
7 SSR INFT EK NN1 ALNASSAR/NOORA 16JAN06/S4/P2
8 SSR CHLD LH HK1 01JAN03
```

5-Ticket Arrangement (TK):

Ticket arrangement, No Time Limit: **TKOK**

Ticket arrangement, With Time Limit: **TK TL10JUN/1200**

System Response:

```
RP/DOH1A0980/
1.ALNASSAR/THAMER MR(CHD/01JAN03)
2.ALNASSAR/MARIAM MRS(INF/NOORA/05) 3.ALNASSAR/KHALIFA MR
4 EK 848 V 15JUN 5 DOHDXB DK3 0345 0545 15JUN E 0 332 M
NON SMOKING FLIGHT LEG
SEE RTSVC
5 AP DOH 4667579 B C/O ZAFAR
6 APE ABC@ABC.COM
7 TK OK05FEB/DOH1A0980
8 SSR INFT EK NN1 ALNASSAR/NOORA 16JAN06/S4/P2
9 SSR CHLD LH HK1 01JAN03
```

6-Received From (RF):

Received from (contact person's name): **RF KHALIFA**

System Response:

```
RP/DOH1A0980/
RF KHALIFA
1.ALNASSAR/THAMER MR(CHD/01JAN03)
2.ALNASSAR/MARIAM MRS(INF/NOORA/16JAN06) 3.ALNASSAR/KHALIFA MR
4 EK 848 V 15JUN 5 DOHDXB DK3 0345 0545 15JUN E 0 332 M
5 AP DOH 4667579 B C/O ZAFAR
6 APE ABC@ABC.COM
7 TK OK05FEB/DOH1A0980
8 SSR INFT EK NN1 ALNASSAR/NOORA 16JAN06/S4/P2
9 SSR CHLD LH HK1 01JAN03
```

7-End Transaction (ET/ER):

End Transaction to save changes: **ET**

End Transaction to save changes and redisplay PNR: **ER**

System Response:

```

--- RLR ---
RP/DOH1A0980/DOH1A0980          AA/SU   5FEB07/0832Z   ZAEYOT
DOH1A0980/0001AA/5FEB07
  1.ALNASSAR/THAMER MR(CHD/01JAN03)
  2.ALNASSAR/MARIAM MRS(INF/NOORA/16JAN06)   3.ALNASSAR/KHALIFA MR
  4  EK 848 V 15JUN 5 DOHDXB HK3  0345 0545  15JUN  E  EK/
  5 AP DOH 4667579 B C/O ZAFAR
  6 APE ABC@ABC.COM
  7 TK OK05FEB/DOH1A0980
  8 SSR INFT EK HN1 ALNASSAR/NOORA 16JAN06/S4/P2
  9 SSR CHLD LH HK1 01JAN03
  
```

8- Ignore (IG/IR):

Ignore current work without save the changes and start new work: **IG**

Ignore current work without save the changes and redisplay previous PNR: **IR**

9- Retrieval (RT):

Retrieve the existing PNR: **RT**

Retrieve a PNR by Record Locator: **RT ZAEYOT**

Retrieve a PNR by family Name: **RT/ALNASSAR**

Retrieve a PNR by Alphabet: **RT/A**

Retrieve a PNR from name list (Line 4): **RT4**

Redisplay name list: **RT0**

10- Canceling (XE / XI):

Cancel single element (line 3): **X3**

Cancel multiple elements (Line 3, 6, 7 and 8): **XE3, 6-8**

Cancel an entire itinerary: **XI**