

**SHOPPING
LIST
MANUAL**

Introduction

The shopping list sub system allows you to administer services that are not directly reserved at client booking time. These services are non allocation items and are usually ordered via facsimile. The services are usually on request and have a chance of failure as well as success.

Shopping List Modules

The shopping list system is directly integrated with the Chameleon itinerary system. In addition there is one module that provides the following functions :

1. RQ Items - Awaiting Processing Report
2. WL Items Report
3. PN Items Report
4. XX Items Report
5. Order RQ Items
6. Process RQ Replies
7. RQ Items - Awaiting Reply Report
8. RQ Chasing Fax

The module name is : **APSHMN** this should be placed on a menu as required. (By default this module will be found on the FCS administration menu ****ADMN**).

Available States

The shopping list functions use the following states :

- | | |
|----|----------------------|
| OK | All is Booked and OK |
| RQ | On Request |
| WL | Waitlisted |
| PN | Pending Need |
| UN | Unavailable |
| XX | Cancelled Itinerary |

The system will allow other states but these will fall outside the scope of the shopping list system. The states OK and UN are only for information purposes and are used as replies from the Shopping List system. There is no analysis on either of these states.

Note : Both the UN and OK states will not appear on any shopping list. If a service has been requested (RQ) and is subsequently altered to OK or UN status the items in the shopping list will be REMOVED. (See User Access Rights to prevent this causing problems).

Cancelled State (XX)

The cancelled state (XX) is provided for **reporting purposes only**.

The idea is to provide the ability for a consultant to tell the Ground department that a service is no longer required without removing the itinerary line. This can then be removed by the ground department when all the necessary checks have been completed.

If a cancellation facsimile is required, then this must be driven in the existing way through the booking system. Alternatively one can be typed straight in the Word Processor or Facsimile Requests module.

SHOPPING LISTS

Site Parameters

The first step to getting the shop list system to work is to switch the functionality on. This is done via the site parameters module. This module is found under the configuration menu. If you do not have access to this module please ask your system administrator.

SITE PARAMETERS			
Description			

Allow Invoice Credit Balance	Y	Allow Cascade Payment By Age	N
Exclude Debts Not in Bal Due Period	Y	Exclude Debts if Tickets Sent	N
Disallow RTD Less Than Today's Date	N	Auto Raise to the PL	Y
Cross Ledger Audit Number	Y	Itin Depart Date Less Than Today	Y
Check Itinerary Status on a Confirm	N	Amendments Raised to the PL	Y
Down Load Tickets in PNR	Y	Update Booked Date on Confirm	Y
Departure Date Posting	N	Hide Cost Values	N
Auto Queue Invoices	N	Tour Flt's priced on Dep Date	N
Queue Bookings to Reservac	Y	Allow overpymnt for fully paid Bkng	Y
Authorise - Send OK message	Y	Authorise - Send invoice prntd msg	Y
Show Invoice Header on All Pages	Y	Allocate Sales Credit on Manual PMT	N
Archive Printed Documents	Y	Auto queue authorization on Confirm	N
Allow Agent Commission on Flt Lines	Y	Stop Price/Cost Adjst if PL payment	N
Skip Update Printed Chqs Prompt	N	Itinerary Values Inclusive of IPT	Y
Insurance Report Itinerary Updated	Y	Allow User Logging	Y
Use Bkg Consultant on Itin	N	Update Bal Due on Tkt Collect	Y
Update Status Shopping Lists	Y	Always round up in Fares System	Y

The flag to switch on is :

Update Status Shopping Lists

Once this has been switched on all **NEW** amendments and bookings will be queued through onto the shopping list. Any existing RQ items will not appear on the list unless the itinerary line is amended in some way.

It is advisable only to switch this function on when you are ready to handle the shopping list and it's output. If possible please try the functions detailed below out of work hours or on a training database.

SHOPPING LISTS

User Access Rights

The next step is to grant certain user access rights. To stop misuse of the status fields in the itinerary system there are two dummy programs that allow you to stop certain actions.

- !STCHG** This dummy program will stop anyone that does not have this access right changing a status. This does not stop a user adding a status to a line but only changing it from one to another.
- !RQCHG** This access right is a variation on !STCHG. This will allow amendment of statuses to new ones except it will stop a RQ status that has been ordered (see later) being altered. Obviously if you have the access rights to !RQCHG you will be able to amend this freely.

It is suggested that !STCHG is given to the supervisory staff and !RQCHG is only given to staff within the ground handling department.

```
PROGRAMS & MENUS FM          Add,Amend,Delete,Display or Print (1,2,3,4 or 5) 4
Prog/Menu : ..... M/P: .
Description : .....
Access Codes: .....

Prog/Menu Description.          Access Codes
!ATHOR P  Authorisation Access
!BANK P   Bank Authority in Payments      !
!BRBP P   Branch in Book. Profit Access   D
!BROP P   Branch in Oper. Access         D
!BRSB P   Branch in Select Access        D
!CNF P    CNF Access Security            !
!CNFRM P  Cancel a Firm Booking Access
!CNOPT P  Cancel a Option Booking Access
!FRMUP P  Queue Authorisation Booking    D
!LOAD P   Allocation Hiding Routine
!RQCHG P  Change Awaiting RQ Status
!STCHG P  Status Change
!VOUCR P  Voucher Create Override
$$MENU P  Booking Menu
** P      System Utilities                X
**ACTK M  ACV Ticketing Menu
More (Y/N)
```

If you do not have access to the above module please contact your system administrator. If the above 'dummy' programs do not exist then simply add them to the system. The Description and M/P flag are not used so may be set to anything (A user friendly description usually helps !).

Note : If these access rights are not set up then every user will be able to amend states are THEY require. It is therefore advisable to set these up prior to going live with Shopping Lists

SHOPPING LISTS

Facsimile Templates

The next step prior to using the Shopping List function is to set up the templates required for the various facsimiles the system will create. These templates, as with others in Chameleon, are held in the word processor.

Broadly speaking there are two different types of facsimile the system will support.

Ordering Facsimile Template	Default of FAXDEF
Chasing Facsimile Template	Default of CFXDEF

As mentioned above there are two default templates. In addition you may set up a different facsimile template for every supplier you do business with. The template uses the same three character suffix as vouchering uses.

SUPPLIER FILE MAINTENANCE		Add, Amend, Delete or Display (1,2,3,4) : 4
Reference : HOT		
Name : Hotel Supplier	Commission (%) : 12.00	
Address : Cornwall House	Ticket Order,	
Station Approach	Remittance Advice	
Princes Risboro	Insurance or All : A	
Bucks		
Postcode : HP27 9DN	Nett or Gross : N	
	Currency Code : USD	
Telephone : 01844 275 300	Payment terms : 0	
Telex :	Lead Time (RTD) : -30	
Facsimile : 01844 275 400	Ticket Type : ..	
	BSP Supplier(Y/N) : N	
Contacts :	Voucher Template : ABC	
.....	Open Dated by Day : Y	
	Current Balance : 0.00	
	Turnover : 0.00	

The facsimile template is determined by the data in the field :

Voucher Template

In the above example this is **ABC**. Therefore the system will attempt to look for a facsimile template called **FAXABC** or **CFXABC** dependent on the type of facsimile to create. If this template is not found then the default will be used.

Available Mnemonics

The system supports a wide number of mnemonics, all those included in the current faxing function plus a number of requested items. (ie Remarks, Ages, Ex UK Departure dates, Contacts etc)

Document
=====

Code	Description	Len	Code	Description	Len
&HEADST	Header Start	N/A	&HEADEN	Header End	N/A
&TAILST	Trailer Start	N/A	&TAILEN	Trailer End	N/A
&SUPP	Supplier Code	6	&CONM	Company Name	30
&SNAM	Supplier Name	30	&DATE	Created Date	7
&US	Users Initials	3	&TIME	Created Time	5
&UNAM	User Name	30	&SCNT	Supplier Contact	20
&CHDT	Chasing Date (Last Fax)	7			

SHOPPING LISTS

Booking Section

=====

Code	Description	Len	Code	Description	Len
&BKGHST	Booking Header Start	N/A	&BKGHEN	Booking Header End	N/A
&BKGST	Booking Trailer Start	N/A	&BKGTE	Booking Trailer End	N/A
&BOOK	Booking Number	6	&AD	Adults (Booking)	3
&PAXN	Passenger Names	N/A	&CH	Children (Booking)	3
&DEPT	Departure Date (Booking)	7	&IN	Infants (Booking)	3
&LEAD	Lead Name	40	&PT	Party Size (Total for Bkg)	3
&PARTY	Full party string	??			

&PARTY is in the form of '1 Adt, 2 Chds, 3 Infs' The Descriptions will be put in and if there are no passenger types this will be left blank
ie : 2 Adts, 1 Inf

Itinerary Lines (Not Type Specific)

=====

Code	Description	Len	Code	Description	Len
&IREM	Itinerary Remarks (Int)	15	&A2	Adults (Itinerary)	3
&LOCT	Locator	15	&C2	Children (Itinerary)	3
&NETT	Total Nett Figure (inc VAT)	10	&I2	Infants (Itinerary)	3
&INO	Itinerary Line Number	6	&P1	Party Size (Itinerary)	3
&DIFF	Differing Passengers				

&DIFF will output the passenger types that differ from those on the booking
If there is no difference this will be left blank

Flight Lines

=====

Code	Description	Len	Code	Description	Len
&FLTHST	Flight Header Start	N/A	&FLTHEN	Flight Header End	N/A
&FLTLST	Flight Line Start	N/A	&FLTLEN	Flight Line End	N/A
&FR	From Sector	3	&FDAT	Flight Departure Date	7
&TO	To Sector	3	&T1	Take off Time	4
&FLT	Flight Number	7	&T2	Landing Time	4
&CA	Carrier	3	&O	Offset	2
&L	Class Of Travel	2			

Hotel Lines

=====

Code	Description	Len	Code	Description	Len
&HOTHST	Hotel Header Start	N/A	&HOTHEN	Hotel Header End	N/A
&HOTLST	Hotel Line Start	N/A	&HOTLEN	Hotel Line End	N/A
&HNAM	Hotel Name	30	&HCTY	Hotel City	30
&ADAT	Arrival Date	7	&MEAL	Meal Plan	10
&DDAT	Departure Date	7	&ROOM	List of Rooms (1xSGL etc)	??
&NN	No Nights	3	&DDET	Departure Details	??
&HOTL	Hotel Name & City Joined	60	&ADET	Arrival Details	??
&FRC1	Full Room Code 1	??	&FRC2	Full Room Code 2	??
&FRC3	Full Room Code 3	??	&FRC4	Full Room Code 4	??

Hotel Name & City will be taken from the best code available if it exists
if not the details from the itinerary line will be used.

The Hotel Name will search :

Hotel File -> Codes File -> Itinerary File

Arrival & Departure Details will show the previous/next flight in the system
that flies in/out on the same day as the hotel stay starts/stops. The
format of the lines is take from the Flight Line above.

&FRC1..4 will output details in the following format :

1 Reqd: Single Room

Tour Line

=====

Code	Description	Len	Code	Description	Len
&TORHST	Tour Header Start	N/A	&TORHEN	Tour Header End	N/A
&TORLST	Tour Line Start	N/A	&TORLEN	Tour Line End	N/A
&TDES	Tour Description	30	&TCOD	Tour Code	6
&TDAT	Tour Departure Date	7	&TROM	Tour Room List (1xSGL etc)	??

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Non Ground General Line

=====

Code	Description	Len	Code	Description	Len
&GENHST	General Header Start	N/A	&GENHEN	General Header End	N/A
&GENLST	General Line Start	N/A	&GENLEN	General Line End	N/A
&GC	General Line Code	3	&GDES	General Line Description	47
&GDAT	Start Date	7	>	Duration	3
&GENL	A full general line	??			

&GENL will string together the general parts missing any that are blank so if there is no duration - '27May95 Transfer' will appear for example
A full output will be '27May95 for 10dys Golf Tour'

Ground Fare General Lines

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Code	Description	Len	Code	Description	Len
&GRDHST	Ground Header Start	N/A	&GRDHEN	Ground Header End	N/A
&GRDLST	Ground Line Start	N/A	&GRDLEN	Ground Line End	N/A
&GRC1	Ground Code 1	6	&GRD1	Ground Description 1	30
&GRC2	Ground Code 2	6	&GRD2	Ground Description 2	30
&GRC3	Ground Code 3	6	&GRD3	Ground Description 3	30
&GRDT	Ground Start Date	76	>	Ground Duration	3

Insurance Lines

=====

Code	Description	Len	Code	Description	Len
&INSHST	Insurance Header Start	N/A	&INSHEN	Insurance Header End	N/A
&INSLST	Insurance Line Start	N/A	&INLEN	Insurance Line End	N/A
&IC	Insurance Code	3	&IDES	Insurance Description	47
&ID	Insurance Duration 1wk	7	&Z	Zone	2
&ILRM	Insurance Remarks	30	&IDAT	Insurance Start Date	7

Car & Van Lines

=====

Code	Description	Len	Code	Description	Len
&CARHST	Car Header Start	N/A	&CARHEN	Car Header End	N/A
&CARLST	Car Line Start	N/A	&CARLEN	Car Line End	N/A
&VANHST	Van Header Start	N/A	&VANHEN	Van Header End	N/A
&VANLST	Van Line Start	N/A	&VANLEN	Van Line End	N/A

The following mnemonics are shared between both car & van lines

&VC	Company Hire Company Code	3	&CNAM	Car Hire Company Name	30
&CTC	Car Type Code	6	&CTNM	Car Type Description	30
&CC	Collect City Code	3	&CDES	Collect City Description	30
&DC	Drop City Code	3	&DDES	Drop City Description	30
&CLT	Collect Time	4	&DRT	Drop Time	4
&CLD	Collect Date	7	&DRD	Drop Date	7

Template Format

The template has a number of distinct parts, these parts must exist although they may not necessarily have any contents. The parts are :

- Supplier Header Details
- Booking Header Details
- Itinerary Details
- Booking Trailer Details
- Supplier Trailer Details

In addition to the above each itinerary line has it's own format. This format is only defined once but will be repeated each time a line of that format is found. As with the supplier and booking blocks the itinerary block may have a header.

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Example Template

The following example template will give a result very much like the current fax module does.
Note : Any comments or remarks made outside the block definitions are ignored (they have been put here for clarity).

```
&HEADST
===== S U P P L I E R   D E T A I L S =====
Supplier Ref: &SUPP                               Fax No : &FAXN
Name       : &SNAM                               Created : &DATE   &TIME &US
&HEADEN

&TAILST

=====
Regards
&CONM
&TAILEN

***** B O O K I N G *****

&BKGHST

----- B O O K I N G   D E T A I L S -----
Our Ref : &BOOK           Lead Name : &LEAD           Departs : &DEPT

Please make reservations for the following passengers: (&PT pax)
&PAXN

The following services are required :
All for a party of (unless otherwise stated ) &PARTY
&BKGHEN

***** F L I G H T S *****

&FLTHST
&FLTHEN

&FLTST

&FR-&TO &FLT   &FDAT  &T1  &T2  &O  &L  &LOCT           &DIFF           &NETT
&FLTLEN

***** H O T E L S *****

&HOTHST
&HOTHEN

&HOTLST

&HOTL
Arriving &ADAT for &NNnts, departs &DDAT           &DIFF
Rooms Req: &FRC1           &FRC2
           &FRC3           &FRC3
Meal plan: &MEAL           &IREM
&HOTLEN

***** T O U R S *****

&TORHST
&TORHEN

&TORLST

&TDAT  &TDES           &DIFF
&TORLEN

***** G E N E R A L *****

&GENHST
&GENHEN

&GENLST

&GENL           &DIFF
&GENLEN
```


SHOPPING LISTS

The Shopping List Module

Having now set up the templates, access rights and turned shopping lists on, items will now start appearing in the various Status Queues.

To see the state of each of these queues you need to run the Shopping List Module.

SHOPPING LIST PROCESSOR		Option : 1 On Request Report	Output : Display		
From Supplier : First	From Date : First	Itinerary Type : All			
To Supplier : Last	To Date : Last	Booking Status : .			
BookNo	ItinNo	Typ	Date	Service Details	Departs

General Supplier (GEN)					
000001	1.00	Flt	01Aug95	LHRMCO VS15 1230 1640 G	01Apr95
000001	2.00	Hot	01Aug95	14nts WESTIN BAYSHORE, Orlando - Room Only	01Apr95
000001	3.00	Car	01Aug95	13dys Dollar, Economy	01Apr95
000001	4.00	Gen		Travel Bag	01Apr95
000001	5.00	Ins	01Aug95	17dys Worldwide (inc USA & Canada)	01Apr95
000001	6.00	Tor	01Apr95	Hotel Test Tour (H)	01Apr95
000001	7.00	Gen	01Aug95	Transfer	01Apr95
000002	1.00	Flt	01Aug95	LHRJFK BA001 1200 1100 R	01Aug95
000002	2.00	Hot	01Aug95	14nts Hilton, New York City - Room Only	01Aug95
000002	3.00	Car	01Aug95	13dys Dollar, Economy	01Aug95
Report Completed - Any Key to Continue					

The system will then prompt you with the top line of the above example. The prompts are :

Option : This field takes a input of 1 through 8. These functions are :

- | | |
|---|---------------------|
| 1 | On Request Report |
| 2 | Waitlisted Report |
| 3 | Pending Need Report |
| 4 | Cancelled Report |
| 5 | Process RQ Orders |
| 6 | Process Order Reply |
| 7 | RQ Chasing Report |
| 8 | RQ Chasing Fax |

Output : This determines the way the report is run. Either enter D to Display or P to Print. For options 5 & 6 this input is ignored. Option 5 determines whether a printer is required for the fax and option 6 does not output any results.

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RQ/WL/PN and XX Reports

The next inputs then depends on the option selected. The first 4 reports detail essentially the same information from their own queues. The inputs are also identical.

From Supplier	This must be a valid supplier reference or spaces may be entered for the 'First' supplier in the file. If the supplier reference is unknown then a '?' may be entered to give a list of suppliers on the system.
To Supplier	The functionality is the same as the from supplier except the entry of spaces will signify the 'Last' supplier on the file and the reference entered here must no be less than the From Supplier.
From Date	This should be a valid date. Entry of spaces will determine a 'First' date. This date is the date at which the request or entry was made. ie The date the service was reserved/booked.
To Date	This again should be a valid date. Entry of spaces will determine a 'Last' date. This date must not be before the From Date.
Itinerary Type	This may be a valid itinerary type. ie (F)light, (H)otel, (C)ar Hire, (I)nsurance, (G)eneral, (T)our or (V)an Hire. Entry of spaces will leave allow all itinerary lines.
Booking Status	This option will allow the user to select particular booking types. The valid types are : O Options F Firm Bookings C Cancelled Bookings X Fully paid firm bookings

Having entered this information the system will then either print or display the results. The output for these four reports is basically the same. For each item in the relevant queue the following is output :

Supplier Reference
Supplier Name
Booking Number
Itinerary Line Number
Itinerary Type
Service Date
Service Description
Booking Departure Date

Note : The service description will differ dependent on the output selected. The print report is built for 130 column output and hence can output more specific data than the screen display. Where necessary codes have been used to save space on the screen.

The report is ordered by supplier and then booking number. Between each supplier a blank line is left for clarity.

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Process RQ Orders

The first of the main modules is the Process RQ orders. This allows the user to order services. The aim is to mark a specific item in the outstanding RQ queue as being ordered. In addition these items can be put onto a fax and printed.

SHOPPING LIST PROCESSOR		Option : 5 Process RQ Orders		Output : .	
From Supplier : First		From Date : First		Itinerary : All	
To Supplier : Last		To Date : Last		Verify : Y	
				Bkg Status : .	
				All On Fax : .	
Supplr	BookNo	ItinNo	Date	Service Description	Inc Fax
GEN	000001	1.00	01Aug95	LHRMCO VS15 1230 1640 G	Y Y
GEN	000001	2.00	01Aug95	14nts WESTIN BAYSHORE, Orlando - Room Only	Y Y
GEN	000001	3.00	01Aug95	13dys Dollar, Economy	Y Y
GEN	000001	4.00		Travel Bag	Y Y
GEN	000001	5.00	01Aug95	17Dys Worldwide (inc USA & Canada)	Y Y
GEN	000001	6.00	01Apr95	Hotel Test Tour (H)	Y Y
GEN	000001	7.00	01Aug95	Transfer	Y Y
GEN	000002	1.00	01Aug95	LHRJFK BA001 1200 1100 R	Y Y
GEN	000002	2.00	01Aug95	14nts Hilton, New York City - Room Only	Y Y
GEN	000002	3.00	01Aug95	13dys Dollar, Economy	Y Y

The system will prompt the user for the following fields.

From Supplier
To Supplier
From Date
To Date
Itinerary
Bkg Status

The data required is the same as specified on the 4 reports above. The additional fields are :

Verify This determines whether the system will prompt you for each of the individual services on the queue or whether it will do the processing automatically. This will default to 'Y'

All On Fax If Non verify has been chosen the system will prompt as to whether the output will appear on a fax. If not the items will be updated as 'been ordered' and no further action takes place. If verify mode is specified this field will be ignored.

If the user has specified Verify Mode. The system will now search for all the lines that meet the given criteria and output them on the screen. This is limited to 400 items at one go.

With the items found the above display will be shown. It details :

Supplier Reference The output will be in supplier order but the start of the next supplier will run into the last supplier (if a range of suppliers has been entered).

Booking Number Chameleon Booking Number
Itinerary Line Number

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Service Date	The date the service starts
Service Description	A brief outline of the service (In the same format as the RQ report but shorter due to space limitations).
Inc	This field determines whether this item should be included in this ordering session. Defaulted to 'Y'. If set to No the item will be ignored and will still appear on the RQ Report.
Fax	If the item has been marked as include - This determines whether this item will appear on the fax created. If all the items are marked 'N' then no fax will be created.

You should now complete all the items on the list. If there are more items than show on the screen the list will scroll down until all the items have been set. If you have finished processing and have not reached the end press F1 to move to the OK to Process field.

If you have made a mistake on a previous field use the up arrow or F2 to move back, make the amendment and carry on.

The system will now prompt :

OK to Process

On entry of OK, the system will mark each of the items required as ordered (with today's date). If a fax is required this will be generated by supplier. Between each supplier a Form Feed will be output so the output can be separated prior to transmission. Other than this splitting the fax document will come out in one long print. (Obviously the printer, if configured, will throw a page when it reaches it's own end of page).

This now marks the end of the ordering phase. The items will now appear on the RQ Chasing report and will have been removed from the main RQ queue.

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Process Order Reply

Once the order has been created and the supplier informed (by fax or other means) the system now places the RQ items into a new queue. This queue is dated against the date the service was **ORDERED**. From now on this becomes the important date.

When a reply is gained from a supplier you must enter the Process Order Reply function - Option 6

SHOPPING LIST PROCESSOR		Option : 6 Process Order Reply		Output : .	
From Supplier : First		From Date : First		Verify : Y	
To Supplier : Last		To Date : Last		Global Status : ..	
Supplr	BookNo	ItinNo	Date	Service Description	Status
GEN	000001	1.00	01Aug95	LHRMCO VS15 1230 1640 G	OK
GEN	000001	2.00	01Aug95	14nts WESTIN BAYSHORE, Orlando - Room Only	RQ
GEN	000001	3.00	01Aug95	13dys Dollar, Economy	RQ
GEN	000001	4.00		Travel Bag	RQ
GEN	000001	5.00	01Aug95	17Dys Worldwide (inc USA & Canada)	RQ
GEN	000001	6.00	01Apr95	Hotel Test Tour (H)	RQ
GEN	000001	7.00	01Aug95	Transfer	RQ
GEN	000002	1.00	01Aug95	LHRJFK BA001 1200 1100 R	RQ
GEN	000002	2.00	01Aug95	14nts Hilton, New York City - Room Only	RQ
GEN	000002	3.00	01Aug95	13dys Dollar, Economy	RQ

Voucher: Y		Message: Y		Diary: FCS	Locator: 3WU12A/I
					Notes: Y
MR BUSHELL HAS BEEN GIVEN SEAT 6A AS REQUESTED					

The system will prompt you for the following :

- From Supplier** This is a valid supplier code. Entry of spaces will result in the 'First' supplier reference being used. If the code is unknown entry of a ? will bring up a list.

- To Supplier** This is a valid supplier code also. The entry must not be less than the From Supplier. Entry of spaces will result in the 'Last' supplier reference being used.

- From Date** This is a valid date. The date is the date the service was ordered on, entry of spaces will default to the 'First' available date.

- To Date** This is a valid date. The date must not be less than the From Date. Entry of spaces will default to the 'Last' available date.

- Verify** This input determines whether the items are presented for manual checking. This is the default and a recommended setting.

- Global Status** If non verify mode has been chosen this status will be the state applied to all items found meeting the entered criteria.

The system will now, if in verify mode, show all the lines applicable. For each line it will ask for a status. This status will default to RQ (ie do nothing). The user can then enter one of the following states :

OK, WL, UN or PN

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On entry of OK all of the fields at the bottom of the page become active - for any other entry the message, diary and notes fields will be active.

The inputs are then asked for as follows :

- Voucher** This field will accept Y or N. If set to Y an item will be placed in the voucher request queue for this item.
- Message** This field will accept Y or N. If set to Y a message will be sent to the user who originated the request. The message format is detailed below. This function will also be done if NON verify mode is selected.
- Diary** This field must be a valid Diary type or spaces. The same message as above will be placed in the diary for the next day (starting at 0001 and following on).
- Locator** This field will be defaulted from the current value on the itinerary line (called the suppliers own reference). This can be altered if required.
- Notes (Y/N)** This field will accept Y or N. If Y is entered then the following two fields will be prompted for. If set to N then you will be prompted for the next item or OK to Process if at the end.
- Notes** These two fields will be entered into the client notes on the booking at the top of the current notes.

The user may enter through the rest of the fields or press F1 to move to OK to Process.

In non verify mode the system will set the itinerary line to the status defined and sent a message to the user who initiated the request. The other functions will be ignored.

In verify mode each of the functions specified above will be processed for each item.

For WL and PN items the resultant request will move to their new queue. For UN and OK items the items will be removed from all lists under the shopping list system.

SHOPPING LISTS

RQ Chasing Report

This report allows you to find out the transactions that have been ordered but have yet to be replied to. This function can be used to see how a particular booking is coming along.

SHOPPING LIST PROCESSOR		Option : 7 RQ Chasing Report		Output : Display		
From Supplier : First		From Date : First		Itinerary Type : All		
To Supplier : Last		To Date : Last		Booking Status : .		
BookNo	ItinNo	Typ	Date	Service Details	Departs	Ordered

General Supplier (GEN)						
000001	1.00	Flt	01Aug95	LHRMCO VS15 1230 1640 G	01Apr95	27Mar95
000001	2.00	Hot	01Aug95	14nts WESTIN BAYSHORE, Orlando - Room	01Apr95	27Mar95
000001	3.00	Car	01Aug95	13dys Dollar, Economy	01Apr95	27Mar95
000001	4.00	Gen		Travel Bag	01Apr95	27Mar95
000001	5.00	Ins	01Aug95	17dys Worldwide (inc USA & Canada)	01Apr95	27Mar95
000001	6.00	Tor	01Apr95	Hotel Test Tour (H)	01Apr95	27Mar95
000001	7.00	Gen	01Aug95	Transfer	01Apr95	27Mar95
000002	1.00	Flt	01Aug95	LHRJFK BA001 1200 1100 R	01Aug95	27Mar95
000002	2.00	Hot	01Aug95	14nts Hilton, New York City - Room On	01Aug95	27Mar95
000002	3.00	Car	01Aug95	13dys Dollar, Economy	01Aug95	27Mar95
Report Completed - Any Key to Continue						

The prompts are very much like the items for the other main 4 reports (see previous). The main difference is the from and to dates. These dates are the **ORDERED** dates not the **REQUESTED** dates as in the other reports.

In addition to the selection change the report is also slightly different. The last column details the date the request was **LAST** ordered. By last ordered we mean if a service has a chasing fax sent (see below) this date will be updated.

SHOPPING LISTS

RQ Chasing Fax

Having sent an order and received no reply within a given period, it is now possible to sent a different fax to chase the original. The fax template was mentioned above and starts with 'CFX'.

The available mnemonics are the same as the previous fax - although the chasing fax date has more relevance here !!

It is suggested that this fax template has some warnings that the fax is a chasing fax to help the supplier at the other end.

SHOPPING LIST PROCESSOR	Option : 8 RQ Chasing Fax	Output : .
From Supplier : First	Upto Date : All	
To Supplier : Last		
OK to Process		

The system will prompt for the following fields :

- | | |
|----------------------|---|
| From Supplier | This is a valid supplier code. If spaces are entered the system will default to the 'First' supplier. If the supplier code is unknown you may enter ? |
| To Supplier | This is a valid supplier code. If spaces are entered the system will default to the 'Last' supplier. This code must be greater than the From Supplier Code. |
| Upto Date | This date is the ORDERED date. All items that were ordered upto this date will be added to the fax. |

The system on OK to Process will create a new fax from the templates as mentioned above and print it out. The items on the fax will be marked as ordered (again!) on todays date. They will still be in the RQ chasing list but the date will obviously have altered.