



ScriptEasy

An ACS product for Worldspan Interface, Endorsed by TRAMS

Thank you for subscribing to *ScriptEasy* Scripts. Using *ScriptEasy* Scripts is easy, provides uniform-looking invoices, and ensures an accurate interface to *TRAMS'* Accounting System.

If you have questions or concerns, you can contact me the following ways:

E-mail:

Support: support@scripteasy.com

Sales: sales@scripteasy.com

Support: 316-681-7418

FAX: 612-573-6558

All industry changes are kept updated in *ScriptEasy* scripts. With the annual subscription, you have free technical support via e-mail or phone, plus, you get free updates via e-mail any time throughout the year. We keep on top of the changes made by both *TRAMS* and WorldSpan, and we implement changes in *ScriptEasy* as quickly as possible. You always know you have the best scripting tools available.

Sincerely,

Julia Gallagher, TCC
Senior Developer Analyst
E-Travel Experts, a division of ACS inc.

Table of Contents

TABLE OF CONTENTS	2
INSTALLATION	3
WORLDFILE	4
WORLDSPAN	6
TRAMS SETUP	6
SCRIPTING TRICKS	6
SCRIPT OVERVIEW	7
AIR MK.....	8
CAR MK	9
CRUISE	10
<i>Quote</i>	10
<i>Deposit</i>	11
<i>Additional</i>	13
<i>Final Payment</i>	14
<i>Multiple FOP Option</i>	15
<i>Exchange with MCO</i>	16
<i>Fare Savings</i>	17
HOTEL MK.....	18
IAR DIRECT	20
INSURANCE.....	21
INVOICE	22
<i>Service Fee MCO</i>	22
<i>Automated MCO</i>	22
<i>PTA</i>	23
<i>4 Flight Handwritten Ticket</i>	23
MCO	23
AUTOMATED MCO	23
MANUAL 'HANDWRITTEN' MCO	24
MISC INFO	24
MISC TVL	25
PAYMENT.....	26
PREPAID HOTEL.....	27
RDP SCRIPT	28
SERVICE FEE	29
TICKETLESS.....	30
TOURSOURCE	31
TVL AIR.....	33
COMMON CONVENTIONS USED	34

Installation

- ?? Go to www.scripteasy.com/download2.htm and click on the Full Installation link.
- ?? When prompted with Save or Open/Run, select OPEN/RUN. The following box should appear



Please note: If you get an error when attempting this installation that you are missing “required DLL files”, you will need to go to www.scripteasy.com/download2.htm and download the DLL patch before you can complete this installation. The need for the DLL patch is a one time installation. Once you have it on your computer, all further installations should complete without problems.



Note:


For a regular **Worldspan** (including GoRes dedicated) installation, do the installation at only ONE WorldSpan set — it installs to the entire network. Install at any workstation, DO NOT install at the fileserver/gateway.

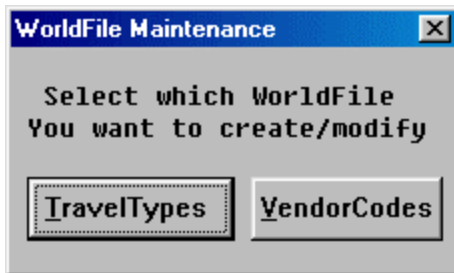
For **GoRes via the Internet** you must install at each set.

WORLDFILE SETUP

Once installed, set up one button on your toolbar (suggested label: *ScptEz*) pointing to the script named **j_tram.csl**. By doing this, you bypass cryptic file names and, instead, you see the easy-to-read menu below. To set up a button on your toolbar, click on **Config, Customize Toolbar**. Click **Add**, type in the word *ScptEz* and click the **Script** button. In the following box, designate the script named **j_tram.csl**. Click **OK**.

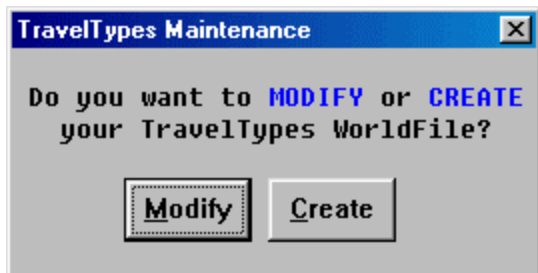
Two Worldfile Profiles must be set up in order for some of the script in ScriptEasy to work. To make this task easier for you, there is a script that will do most of the work for you.

Click on the  Button. This stands for World File Maintenance. You will see this menu:

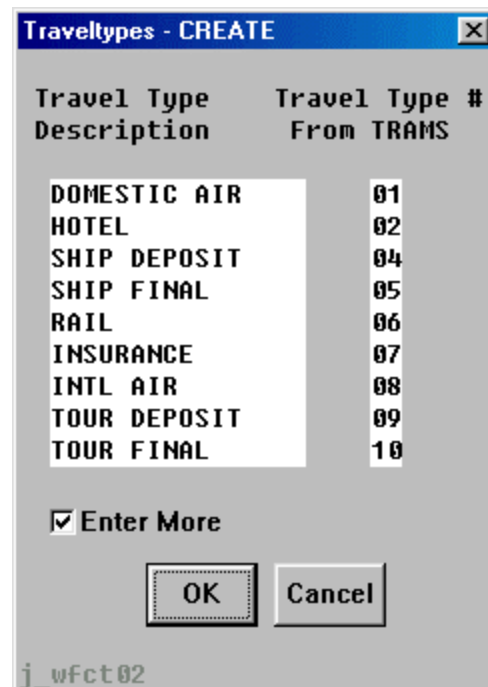


Select the WorldFile that you want to Create. Both scripts are almost identical, so for purposes of these instructions we will illustrate using the TRAVELTYPES setup.

Step 1. Choose CREATE



Step 2. Fill in your TravelType (or Vendor Code) information. Click the "Enter More" Checkbox if you have more to enter. The script will save and end your Worldfile when there are no more to enter.



Note: vendor codes and travel types used here are for example only. Yours may differ!

When you finish with the script, your Worldfile will look

something like this:

```
Res 1
SHOW S60 LEVEL2 <TRAVELTYPES >
301A DOMESTIC AIR.....01#
302A HOTEL.....02#
303A CAR.....03#
304A SHIP.....04#
305A TOUR.....05#
306A RAIL.....06#
307A INSURANCE.....07#
308A INTERNATIONAL.....08#
309A GROUP.....09#
310A MISC.....10#
311A MOTORCOACH.....11#
312A DEPOSIT.....12#
>>
```



Note: Your assigned vendor code **MUST** match the “Interface ID” for that vendor in *TRAMS* Vendor profile. Also, the number assigned to your Travel Type **MUST** match that found in Trams under Utilities/Setup/Traveltypes

For the Vendorcodes, you only need to set up Tour/Cruise and Insurance vendors.

A helpful hint!

For those who are *new to TRAMS*, VENDORCODES are arbitrary. You can make them up in any logical way you want. There is no set list of vendor codes as there is for airlines.

?? For those with an existing *TRAMS* database, here is how you can create a vendor list of only those vendors you’ve used in the last year or so, and you can exclude hotel and car vendors at the same time. In *TRAMS*, go to Reports|Vendor|Activity. Run a summary report, including whatever date range you want. Exclude ARC, under the *Submit To* field, and in the *Travel Types* field; select only those Travel Types applicable to the vendors you want on your list, are Tour, Cruise, and Insurance. Run this report, but **DO NOT** print it, just press <Esc> once and it’s done, generating the report to the screen. Go to Reports|Vendor|Lists & Labels. Run a report, and set “Use Cross Ref’d Data?” to “**YES**”. This generates a list for only those vendors appearing on the report you previously generated.

WORLDSPAN SETUP

The TRAMS/WorldSpan Scripts are designed for WorldSpan Agencies on *TRAMS* with the following assumptions:

1. WorldSpan Version 4.0 or higher is required. *ScriptEasy* will work on the World Dialup versions, Go! Res and Mercavia
2. *TRAMS* Version 3.01.07 or higher (any version of TFW)
3. WorldSpan Interface Level 17
To check your interface level, type **4G** <Enter> at a WorldSpan CRT. A table comes up. One of the fields indicates your interface level. To change it, type **4G@W/17** <Enter>.
4. To make the retrieval of the WorldFiles clearer, enter **GPDA** at any WorldSpan CRT. This action changes the display of all level two and level three profiles, so when calling a profile, it displays only *that* level and not the levels above it.

TRAMS SETUP

1. Make sure the profiles you set up in WorldSpan match the TravelTypes and Vendor Interface ID's in *TRAMS*.
2. To use the Service Fee Script effectively, vendor profiles must be set up in *TRAMS* for use with this script. You may assign any name to the profile, or use an existing ones, **but the Interface ID must be as follows:**
For Cash/Check and CC Merch it **must** be “**SVCFEE**”, and for TAFP (fees collected via ARC) it **must** be “**TAFP**”. (If you don't use the manual forms (TAFP) to collect your fees, you do not have to set up this profile.)
3. Under Utilities|Setup|Global Defaults, the flag “Interface Supplier Payments” MUST be set to “**YES**”
4. Be sure you have a Travel Type set up for *Service Fees* under Utilities|TravelTypes, and that the “Category” is also set to Serv Fee.

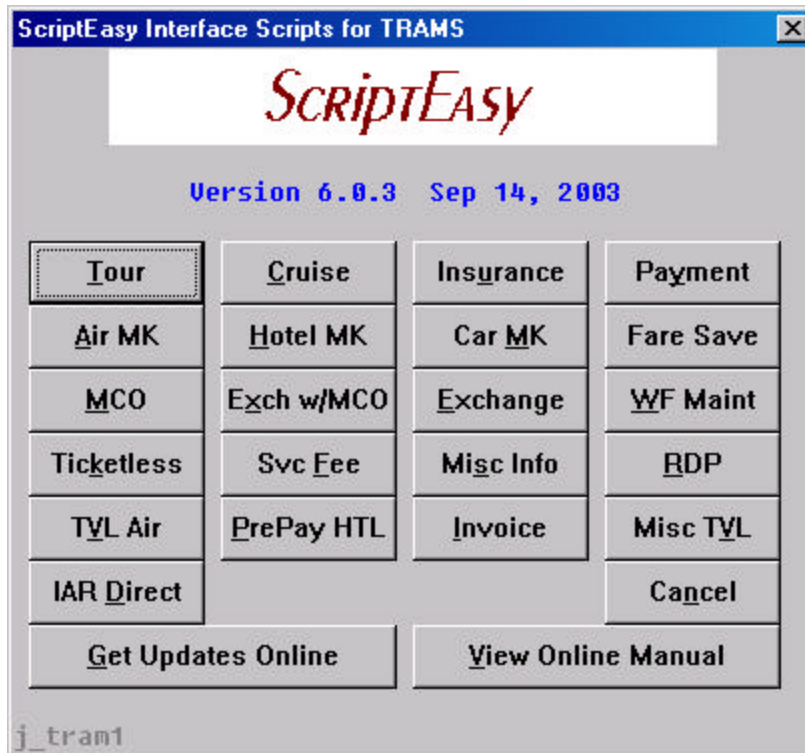
SCRIPTING TRICKS

- ?? You can pause a script and resume a script at any point. This is helpful when you need to take a phone call or look up some information needed for the script.
 - To pause a script: <Ctrl+W>
 - To resume a script: <Ctrl+R>
- ?? <Tab> to move from field to field in a dialogue box.
- ?? Use <Shift+Tab> to go backwards.
- ?? DO NOT use slashes (“/”) in the script text entry areas. The segment errors out if you use slashes.
- ?? Burgundy areas of the scripts denote an Optional Field

Script Overview

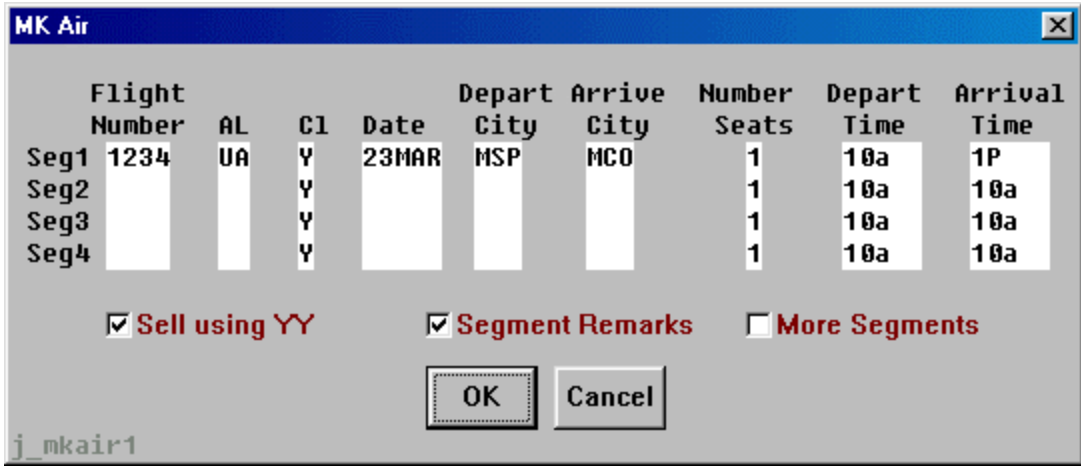
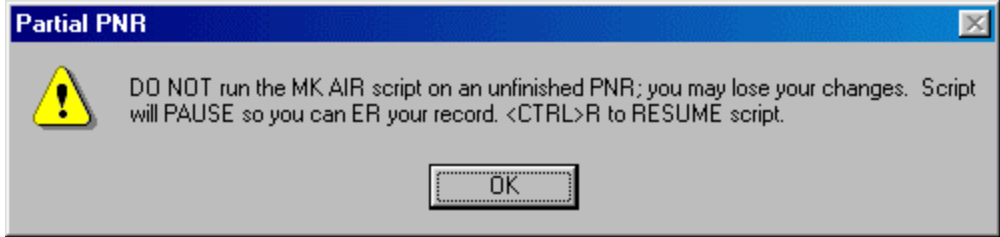
Following is a description of each. Pay special attention to the important notes, where applicable.

Pressing the *ScptEz* button brings up this menu, where all the *ScriptEasy* scripts are launched.





Note: If your PNR is unfinished, this script will display the following error in an attempt to keep you from losing new data. If an error occurs in the segment it produces, the script will “IR” your record!



What’s this for?

Option box: “Sell using YY”

?? Check mark this if you want the segment sold using the carrier code “YY.” Some airlines can see your passive space and will send a message in your PNR to cancel the segment or you risk losing the real space booked. It is up to you to determine if you want the segment sold using YY. It is not necessary to checkmark this box for TW or NW because they will automatically be sold using YY.

Option box “Segment Remarks”

?? If you have opted to sell the segment using YY, you may want to choose this option also. The airline code “YY” will display no airline name in the segment, so it may not be clear. Choosing this option will create a segment associated remark stating “This flight operated by ABC AIRLINES.” Remember...Segment associated remarks DO NOT move with a segment!

??

Option box “More Segments”

?? Choose this if you have more than 4 segments you need to enter. The script will enter the first four and then this screen will reappear for more entries.

Car MK

Car MK Script (j_crmk.csl):

This Script allows you to create a car segment for cars booked via phone. If the PNR has air booked, you can associate the MK Car segment with the inbound air segment so it automatically inserts in the PNR in the appropriate place.



MK Car [X]

Sell From Air Segment # **1**

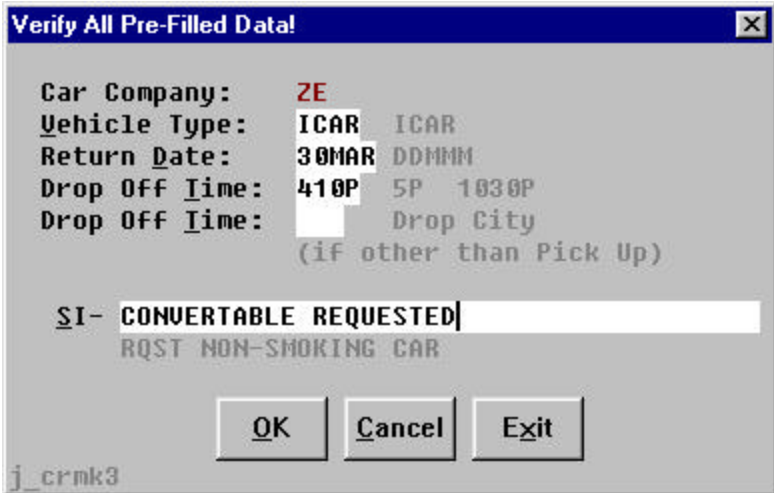
OR

City/Airport Code:

and Insert After:

Car Company Code: **ZE**

j_crmk1



Verify All Pre-Filled Data! [X]

Car Company: **ZE**

Vehicle Type: **ICAR** ICAR

Return Date: **30MAR** DDMMM

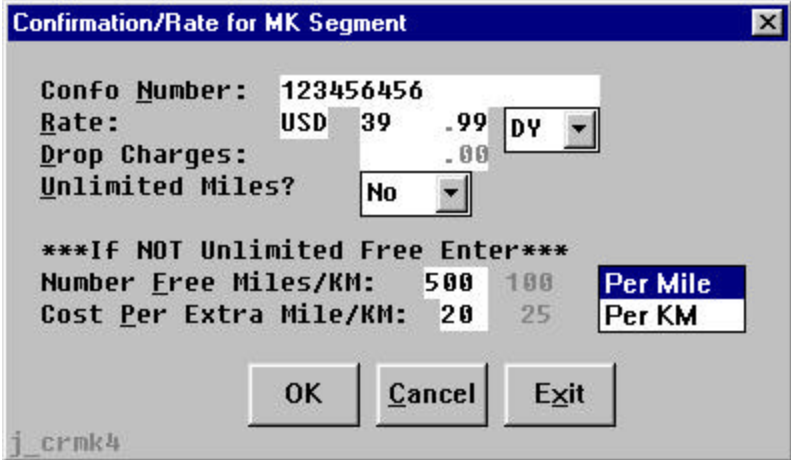
Drop Off Time: **410P** 5P 1030P

Drop Off Time: Drop City
(if other than Pick Up)

SI- CONVERTABLE REQUESTED

RQST NON-SMOKING CAR

j_crmk3



Confirmation/Rate for MK Segment [X]

Confo Number: **123456456**

Rate: **USD 39 .99**

Drop Charges: **.00**

Unlimited Miles?

If NOT Unlimited Free Enter

Number Free Miles/KM:	500	100	Per Mile
Cost Per Extra Mile/KM:	20	25	Per KM

j_crmk4

Cruise

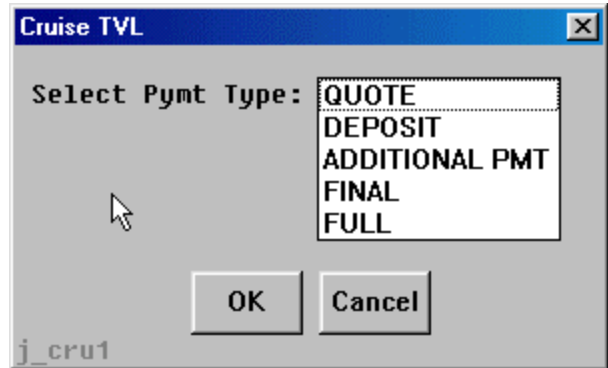
Cruise Script (j_cru.csl):

Tour

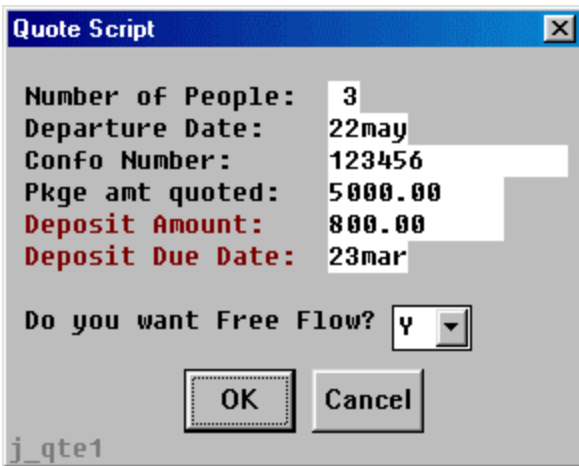
Tour Script (j_tur.csl):

The tour and cruise script are identical except the Toursource option is not available in the CRUISE script.

First you will be asked what type of booking are you making:

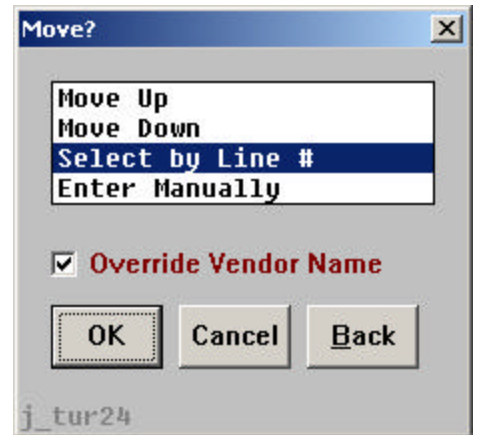


QUOTE Option:



Step 1. In this box you will indicate confo number, how many people, the package cost you are quoting and any deposit information if applicable.

Step 2. You will then be prompted for vendor information. Here you can select by line number. When you select by line number the script will find that line, and read the vendor code and vendor name for you so that you don't have to type it in. This will ONLY work if your vendorcode Worldfile was setup following the instructions in the manual!



If the vendor is not in your list you can just choose "Select from List" to proceed to the fill in box.

Step 3. If you opted for Free Flow, you will be prompted to enter the free flow info you desire. If you had entered any deposit information, this will automatically be entered into the free flow box.



Please Note: The Quote Script will create a TVL segment with info for you and your client. It WILL NOT interface properly to TRAMS. When the client comes in and you have the rest of the information necessary to process the booking (form of payment, deposit or full, etc), then you will run the appropriate script. When you run the Deposit or Full script with a quote segment in the record, the script will pull the information needed from the quote segment (like package amt, confo number, etc...), pre-fill that info in the deposit (or full) script, and enter a new TVL for the deposit (or full). The script will then cancel the quote segment from your pnr.

DEPOSIT Option:

Fill in the in the information required (in black).

Deposit

Departure Date 04JUN
Return Date 11JUN
Confo Number 123456
Deposit Amount 400.00
Commission on Deposit 0.00
Final Payment Amount 1409.99
Commission on Final 201.88
Final Payment Date 22MAY

Supplier or CommTrak? S

OK Cancel

j_tur2

Optional Info

*****OPTIONAL INFO*****
All info here is OPTIONAL! Only select options you desire

Vendor Remarks

Group Code Date Payable 15MAR

Free Flow Being paid by MCO/TO
 GOTO MK Air Script Paid by CC Merch
 Override Booking Agent Insurance OFFERED
 ADD Additional Agent Multiple Forms of Pymt
 International

OK Cancel

j_tur35

- ?? Vendor Remarks will send vendor remark info to Trams, it will NOT affect your invoice.
- ?? Paid by CC Merch is an option to use if you are running a client credit card through your internal merchant account. Ask your Trams operator if you use this feature.
- ?? Checkmark Free Flow and the first two lines of Free Flow will be automated for you as shown below.

- ?? If you choose the MCO/TO option, see the section on MCO/Tour Order to learn how to fill in the mask if your selection is for an automated MCO.
- ?? Insurance OFFERED option will add a line of free flow that indicated insurance was offered.
- ?? Checkmark the International box if this tour/cruise is international.

This box is **OPTIONAL** information for your CRUISE booking. You can enter any, all or none of it.

Cruise TVL Optional Info

ONLY enter info in the fields you want to appear on the Invoice

Ship Name: DESTINY
 Cabin Number: P8088
 Cabin Position:
 Embarkation Port: MIAMI
 Debarcation Port: MIAMI
 Trip Cancel Ins: 0.00 Amount
 Time of Departure: 1405 - Military time
 Time of Arrival: 1405 - Military time
 Early/Late Dining: EARLY

OK Cancel Back

j_cru5

This box is what you'll see when you say YES to Free Flow. On DEPOSITs the first two lines are automated for you to give you consistency in invoicing.

Free Flow

FF1- TOTAL PACKAGE COST IS.....\$1709.99
 FF2- FINAL PAYMENT DUE ON 15jan.....\$1309.99
 FF3- enter more info here|
 FF4-
 FF5-
 FF6-

OK Cancel Back

j_cru9

Additional PMT option:

Tour Additional Payment

Select Segment to Modify: 1
Additional Pymt Amount: 500.00
Commission on Add'l Pymt: 0.00

Supplier or CommTrak? S

*****OPTIONAL INFO*****

Ven Remarks Paid by CC Merch
Date Payable: 15MAR Being paid by MCO/TO
 CHANGE Free Flow Multiple Forms of Payment

OK Cancel

j_tur31

When a client has made the deposit payment, and now comes in to make an additional payment that is not the full amount of the final payment, you can choose the ADDITIONAL PMT option in the tour and cruise scripts. Enter the segment number of the deposit (or previous additional payment). This script will modify the original segment for the new amounts.

Once you have entered the amount of the additional payment, the script will then calculate what the new final payment amount should be and will prompt you to verify the calculations.

Tour Additional Payment

Add'l Pmt 500.00
Add'l Comm 0.00

Verify Calculations Below

New Final Pymt Amount: 909.99
New Final Pymt Comm: 201.88
Final Pymt Due Date: 22MAY

OK Back Cancel

j_tur32

Final Option:

This portion of the script searches the existing TVL's for the final payment and commission amounts. All the agent needs to do is verify the information and designate the segment number being modified.

Final Payment

Select Segment to Modify: 1
Final Pymt Amount: 909.99
Commission: 201.88

Supplier or CommTrak? \$

*****OPTIONAL INFO*****

Ven Remarks Paid by CC Merch
Date Payable: 15MAR Being paid by MCO/TO
 CHANGE Free Flow Multiple Forms of Pymt

OK Cancel

j_tur4

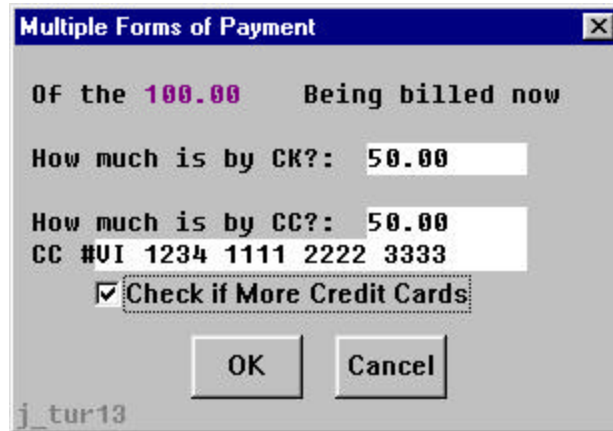


Notes to the TRAMS Operator about the Cruise & Tour scripts:

- ?? The final payment information asked for in the *Deposit Script* not only prints on the invoice for the client's benefit, but also transmits to the Expanded Fare Info field (press <Alt + F> from the booking) in the TRAMS' invoice.
- ?? The option of Supplier/Commtrak defaults based on what was initially set up in your configuration file when you ordered ScriptEasy. However, you are not locked into that choice. If on a particular transaction the agent needs to change it, they can do so by simply changing what appears in the box. You agents should not have the need to do so if your configuration file is set up according to your procedures, but the ability remains to give you the flexibility you may require.

“Multiple Forms of Payment” option in Tour and Cruise scripts

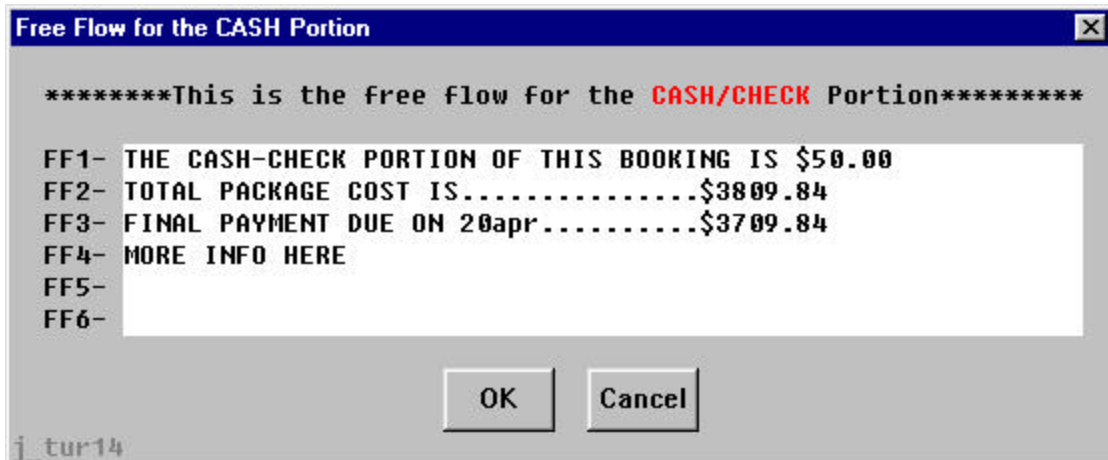
Use this diversion in the tour script when part of the booking is paid by cash or check, and the other part is being paid by one or more credit cards. **DO NOT** check this box if the multiple forms of payment are all the same type, such as credit card. Only check this box if part is paid by credit card and part is paid by cash. The script creates one TVL for the cash portion and one TVL for the CC portion. They interface in the same invoice to TRAMS. If you have multiple credit cards, you are prompted to enter the numbers. The script allows up to five different credit card numbers.



The dialog box titled "Multiple Forms of Payment" contains the following text and fields:

- OF the **100.00** Being billed now
- How much is by CK?:
- How much is by CC?:
- CC #UI 1234 1111 2222 3333
- Check if More Credit Cards
- OK and Cancel buttons
- Footer: j_tur13

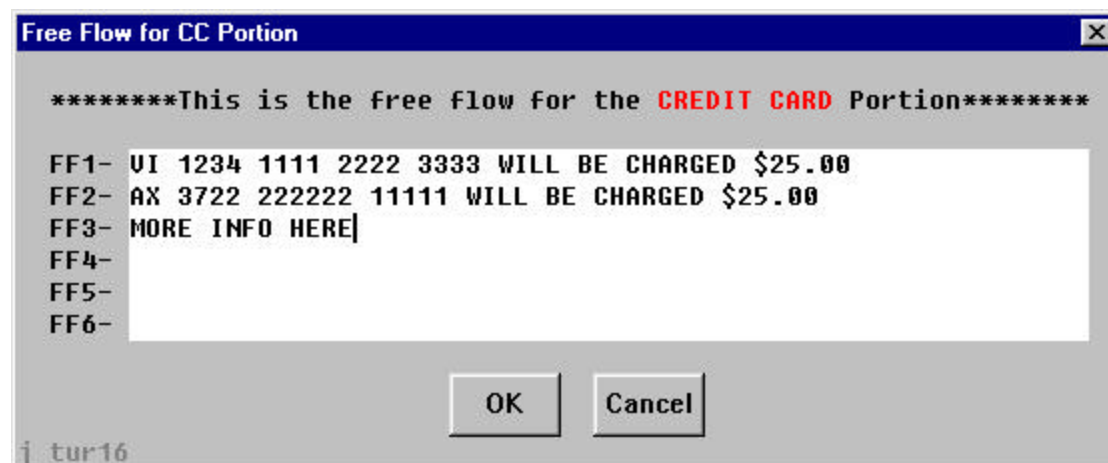
After filling out the payment split information, you are prompted for the Free Flows in each TVL. First, the *Free Flow for the Cash TVL*. The first three lines are pre-filled. Make any changes.



The dialog box titled "Free Flow for the CASH Portion" contains the following text:

- *****This is the free flow for the **CASH/CHECK** Portion*****
- FF1- THE CASH-CHECK PORTION OF THIS BOOKING IS \$50.00
- FF2- TOTAL PACKAGE COST IS.....\$3809.84
- FF3- FINAL PAYMENT DUE ON 20apr.....\$3709.84
- FF4- MORE INFO HERE
- FF5-
- FF6-
- OK and Cancel buttons
- Footer: j_tur14

Then comes the *Free Flow for the CC portion*. The first two lines you see here are pre-filled by the script. You have the option of entering up to five different credit card numbers.



The dialog box titled "Free Flow for CC Portion" contains the following text:

- *****This is the free flow for the **CREDIT CARD** Portion*****
- FF1- UI 1234 1111 2222 3333 WILL BE CHARGED \$25.00
- FF2- AX 3722 222222 11111 WILL BE CHARGED \$25.00
- FF3- MORE INFO HERE|
- FF4-
- FF5-
- FF6-
- OK and Cancel buttons
- Footer: j_tur16

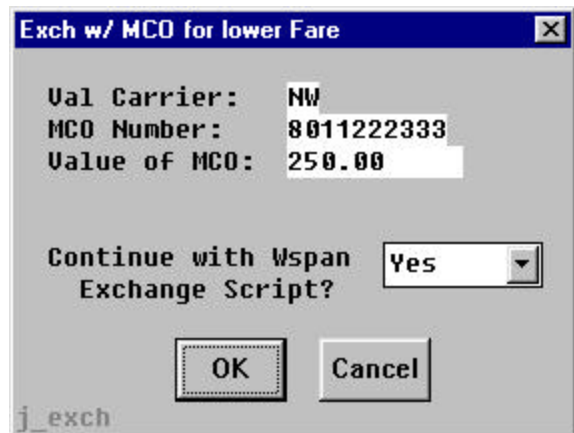
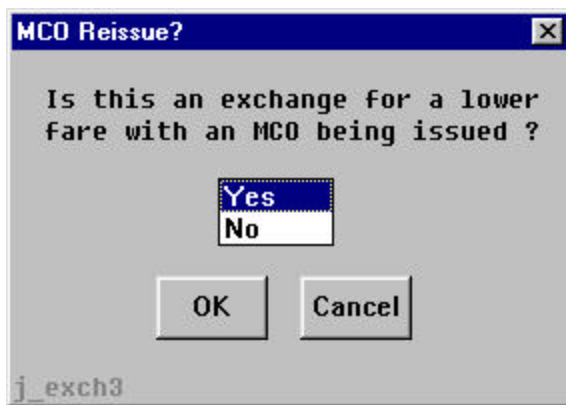
Exch w/MCO

EXCH w/ MCO (j_exch.csl):

This Script is intended for use when your agents have an exchange with an MCO being issued for a fare reduction. This script adds two entries to the PNR:

- ?? One entry that transmits the MCO information to *TRAMS* via an “MS” line entry. This creates an additional booking in *TRAMS* with the MCO number and a remark on the client remarks line indicating the amount for which the voucher was issued. Please be aware the MS lines need to be canceled if running future invoices from the pnr for other reasons.
- ?? The second entry is an invoice remark indicating the MCO number issued and the amount of the credit.

When finished, the script will (if indicated) launch WorldSpan’s Exchange Script so you can continue completing the exchange.



Exchange

EXCHANGE Script (z4exch.csl):

Note: This is WorldSpan’s Exchange script. It is simply added to *ScriptEasy*’s menu for your convenience.

Please contact the WorldSpan Support desk for support on this script.

Fare Save

Fare Savings Script (j_save.csl):

The fare savings script finds the lowest available fare (4PLF) and the full fare (4P.Y) and pre-fills the script. (You can change these numbers if you need to.) Then, pick a fare code from the list in the drop-down box. This is a generic list and upon request, you can customize it for your agency. The script makes all the necessary entries for *TRAMS*. ***The only requirement is that this is done BEFORE invoicing.***



Fare Savings Info

Fare Savings Info:

High Fare: 1084.00 Y Fare

Low Fare: 284.00 Lowest Avail

Fare Code: DA-DISCOUNT AVAIL

OK Cancel

j_misc5

Hotel MK Script (j_mkh.csl):

With this Script, you can create a hotel segment for hotels booked via phone.

- ?? Guarantee to a credit card, or select option 'FF' and print a remark stating that the hotel was guaranteed to the client's frequent flyer. Select option '4P' or '6P' and print a remark stating that the hotel was guaranteed until 4P.M. or 6P.M., respectively.
- ?? In the "Room Type" field, you may either select from the list, or type in your own description code, **but this field IS required**. It does not print on the invoice, however, hence the next field – "Room Description." This is an optional field, but it is the only way to have the room type print on the invoice.

Hotel Booked Directly

Insert After Seg: 1

City Code: MSP
Checkin Date: 22JUN
Checkout Date: 23JUN
Number of Guests: 1 # of Rooms
Room Type: COR ex: A1K
Room Description: KING NON SMOKING
Confo Number: 123456
Confirmed By:
Room Rate: 120 .00 USD RATE QUOTE
RATE GAUR.

Guarantee Payment: CA
CC#
Exp - 10-98

Itin Remarks Y/N: No
Your Agent Sine: JG

OK Cancel

j_mkh

You are prompted to either sell the hotel from the “list” in WorldSpan, or to create it manually. It is always best to sell from the list, if it is a hotel in WorldSpan because *TRAMS* can capture more Interface information if it is sold from the list. To sell from the WorldSpan database, say “Yes” to “MK Hotel in System?” in the box below. This **does not** sell from availability, it simply pulls the property information from the WorldSpan database so you don’t have to type it all in.

Hotel MK

MK Hotel in System? Y

Chain Code: HH HILTON USA

Hotel Name:

Reference Point: A - AIRPORT Distance: 10 Miles
C - CITY

OK Cancel

j_mkh1

The script prompts you to either move **UP** or **DOWN** in the Hotel List, or **CONT**inue with the script. *Don't forget to indicate line number!*

Hotel List

Move UP, DOWN, TOP, BOTTOM or CONTINUE on with script if hotel is not in list select BACK

Line Number to Sell: 1

OK Cancel

j_mkh4

If you indicated “Yes” in the first screen to the “Itin Remarks,” the following box appears with this pre-filled statement. You can erase this statement and put in your own, or add to it.

Itinerary Remarks, Hotel Booked Directly

PLEASE VERIFY CHECKOUT TIME TO AVOID AN EXTRA DAY BILLING

OK Cancel

j_mkh3

IAR Direct Script (j_iard.csl):

Use this script for Airline websites, such as www.worldagentdirect.com where you book the air on their website, but the ticket actually shows up in your IAR report even tho you didn't issue the ticket.

The screenshot shows a dialog box titled "IAR Direct Sale" with the following fields and options:

Name		Ticket Number	
Jane Doe		2122333440	
John Smith		2122333441	
Depart Date	22MAY	Return Date	29MAY
per tkt Base	159.00	per tkt Tax	21.00
Airline Code	012		
	ex: 012		
<input type="checkbox"/>	Add More Names/Tickets	<input type="checkbox"/>	International
<input checked="" type="checkbox"/>	Add Commission		

Buttons: OK, Cancel

Footer: j_iard01

The script will add commission ONLY to the first ticket since the commission paid by these carriers is a per PNR commission, not per ticket.

The screenshot shows a dialog box titled "IAR Direct Sale" with the following text and fields:

Commission will only be added to the first tickets TVL segment

PNR Commission 5.00

Buttons: OK, Cancel

Footer: j_iard02

This script will generate one TVL for each ticket, and will actually show as an ARC item in Trams.

Insurance

Insurance Script (j_ins.csl):

Use this script for insurance purchased separately from the tour or cruise vendor package, such as Access America. **Note:** If there is no associated itinerary, you can use today's dates in the *depart* and *return* date fields.

Insurance TVL

of people: 1
Depart Date: 07MAY Use today's date
ReturnDate: 07MAY if no itin
Confo Num: 123456
Amount: 100.00
Commission: 30.00

Supplier or CommTrak? C
Do you want Free Flow? Y

CC Merchant

OK Cancel

j_ins1

Invoice Commands (j_inv.csl):

Provides formats for invoicing MCO's, Tours & Cruises, 4 Flight Ticket, and Hotels & Cars. A box is provided for an agent to enter his/her name (to appear on the invoice), and an optional box for any entries to be appended, such as segment selecting.

A Note about segment selecting:

Use the "Append" box to append entries onto your EZ format, such as Segment Selecting.



For example, you may have a PNR with air and hotel that you have previously invoiced and now you've added a car (now segment # 3). To invoice the car without re-invoicing the hotel, segment select by entering "S\$3" to the Append box, and click on the "Hotel or Car only" button.

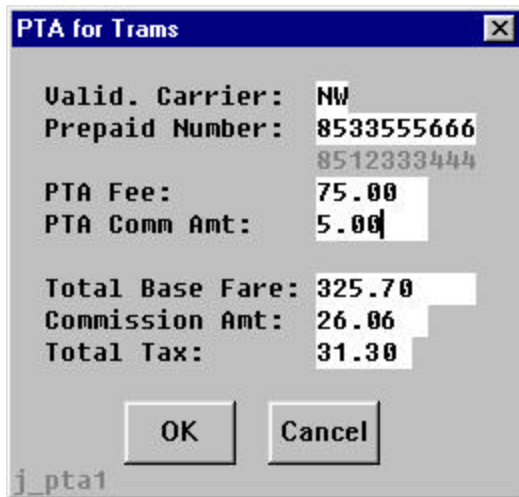
For more information on segment selecting, refer to "HELP EZNOPT" in WorldSpan.

SF MCO – Means Service Fee MCO. If you have a pnr where you created a tour, cruise, or any other type of segments and you want to generate a Service fee MCO with it, then all you need to do is check-mark the SF MCO box and fill in SF Amount box with the amount of the fee you want to generate. Then, click on the button you normally would to invoice your PNR (such as Tour/Cruise/Other). If there are no other segments in the pnr and you are simply charging a fee, you would click on the "Automated MCO only" button. At this point, if the script doesn't detect any segments, it will bring up the service fee script where you will enter info for "Auto MCO Only" option.

Auto MCO – This option is for an Automated MCO that is NOT a service fee. In otherwords, it is for a tour or Senior Coupon Book, or something similar. In this case, the MCO script OR MCO option in the Tour/Cruise script MUST have been run. Those scripts will fill out the MCO mask necessary to generate the automated MCO. They will also generate a TVL segment with the Associate Code of "DOC" which TRAMS will ignore, but this will give us the ability to put the descriptive info on the invoice that we want, whereas the MCO mask in WorldSpan is limited to only a few fields.

To use this option, first check mark "Auto MCO," add any endorsements and restrictions to the "Auto MCO ER" box. There may already be some there which is defined in your configuration file for ScriptEasy. Then, click on the AUTOMATED MCO ONLY" button.

Prepaid Ticket option



PTA for Trams

Valid. Carrier: NW
Prepaid Number: 8533555666
8512333444


PTA Fee: 75.00
PTA Comm Amt: 5.00

Total Base Fare: 325.70
Commission Amt: 26.06
Total Tax: 31.30

OK Cancel

j_pta1

4 Flight Ticket option



4 Flight Invoice

Enter 4 Flt Ticket Number
NO Airline Code or Ck digit

Ual Airline: NW
Tkt Number: 8411222333-
conj

Base: 325.70
Tax: 31.30
Total: 357.00

OK Cancel

j_inv3



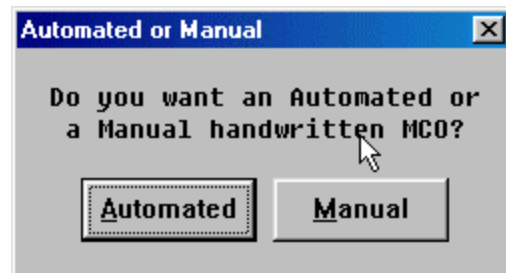
In both invoicing scripts above, the script searches for stored fare info and pre-fills the screens. Please **VERIFY** all pre-filled information.

MCO

MCO Script (j_mco.csl):

This script creates a TVL segment for an MCO or will fill in the mask for and automated MCO.

First you will be prompted for this choice first:



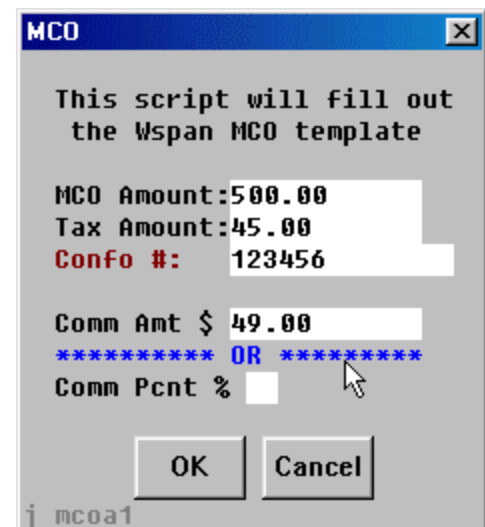
Automated or Manual

Do you want an Automated or
a Manual handwritten MCO?

Automated Manual

AUTOMATED MCO:

If you choose to do an automated MCO this is the first screen you will see. Please note that as of the printing of this manual Wspan does not yet allow you to generate an invoice with BOTH a SERVICE FEE MCO and a regular AUTOMATED MCO simultaneously.



MCO

This script will fill out
the Wspan MCO template

MCO Amount: 500.00
Tax Amount: 45.00
Confo #: 123456

Comm Amt \$ 49.00
***** OR *****
Comm Pcnt %

OK Cancel

j_mcoa1

This box asks for information that WorldSpan requires in the MCO mask.

The Manual approval checkbox will be used if you already have obtained an approval code and wish to generate the MCO using that one.

MANUAL (handwritten) MCO or TOUR ORDER:

The standard formats in WorldSpan for MCO's do not work with TRAMS, so a TVL is required in conjunction with using a modified version of the EZLI#NT format. Find a script for this and other invoicing commands under the "Invoice" Script.

Use the "Add Vendor Name/Code" when you want the vendor name on the invoice to print something other than that of the validating carrier.

Note: If you are invoicing a tour or cruise and paying with an MCO, we recommend using the Tour or Cruise Scripts instead of this script. This script is best used for items such as an MCO for a Senior Coupon Book.

Misc Info

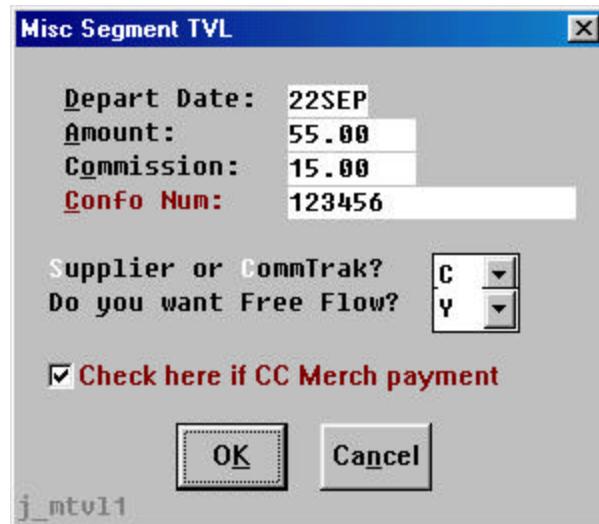
Misc Info Entries (j_misc.cs!):

This Script provides an area for agents to enter miscellaneous interface information, such as Sales Agent overrides, Branch Overrides, UDID's, and more.

Misc TVL

Misc. TVL (j_mtv1.csl):

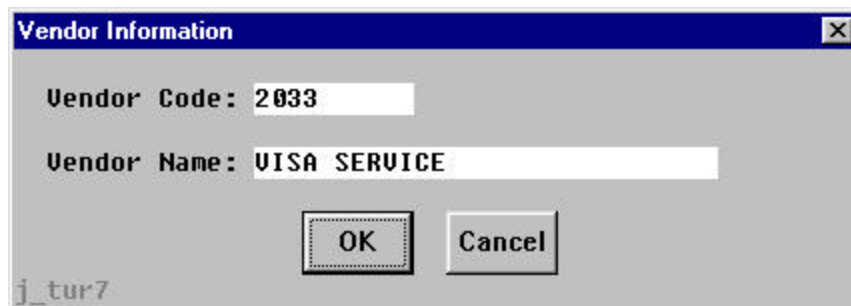
Use this script to create a TVL segment for miscellaneous items, such as Visa Service or a Federal Express fee. This script was NOT intended for use with Tour type vendors. It is really intended for the miscellaneous items such as a delivery cost or Passport/Visa services. Because Trams does not read the TVL code of MIS, this script will put MS lines in the record to relay the information to Trams. Please be aware of this so that if you cancel a Misc TVL segment, you ALSO need to cancel the associated 5-MS lines or they will transmit to trams. You cannot segment select MS lines. You must cancel them!



A dialog box titled "Misc Segment TVL" with a close button (X) in the top right corner. It contains the following fields and controls:

- Depart Date:** 22SEP
- Amount:** 55.00
- Commission:** 15.00
- Confo Num:** 123456
- Supplier or CommTrak?** C (dropdown menu)
- Do you want Free Flow?** Y (dropdown menu)
- Check here if CC Merch payment**
- OK** and **Cancel** buttons.

j_mtv1



A dialog box titled "Vendor Information" with a close button (X) in the top right corner. It contains the following fields and controls:

- Vendor Code:** 2033
- Vendor Name:** VISA SERVICE
- OK** and **Cancel** buttons.

j_tur7



A dialog box titled "Free Flow" with a close button (X) in the top right corner. It contains a list of fields and a text area:

- FF1-** YOUR VISA WILL ARRIVE IN TWO WEEKS
- FF2-**
- FF3-**
- FF4-**
- FF5-**
- FF6-**

OK and **Cancel** buttons.

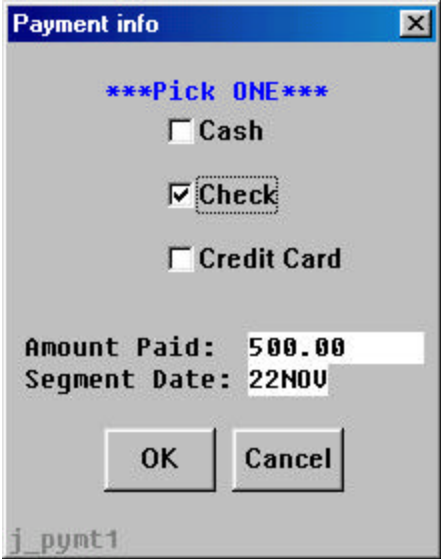
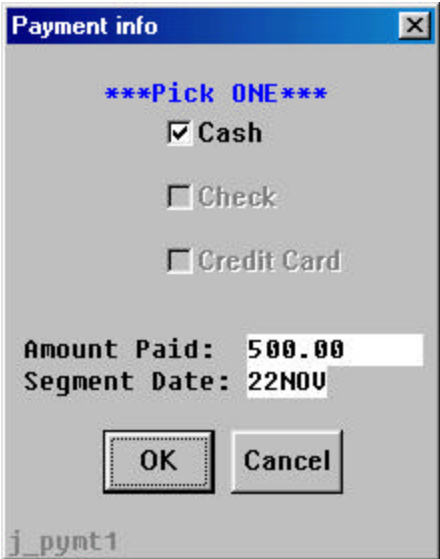
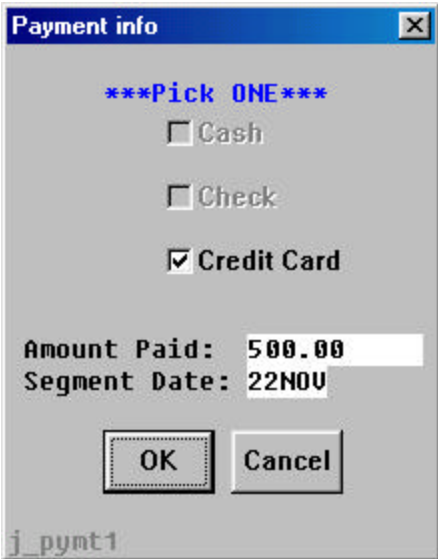
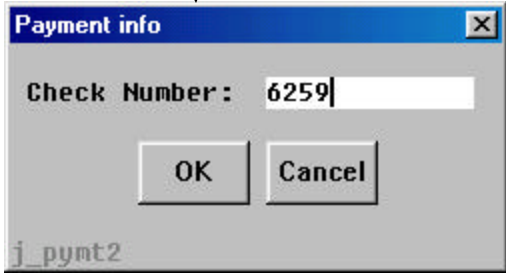
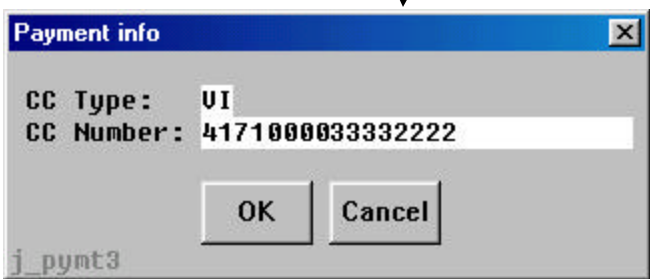
j_ins2

The format to invoice this segment is **EZLI#NT#FNF**, or simply use the "Tour/Cruise/Other" button on the "Invoice" Script.

Payment

Payment Script (j_pynt.csl):

The Payment Script is designed to record a payment on the invoice but NOT have any effect on *TRAMS*. You can use this script to record payments from the client for **Cash, Check, and Credit Card** type payments. It records a TVL segment in the PNR that deducts its amount from the total at the bottom. The TVL is in a format that *TRAMS* will *not* read, so the interfaced invoice is unaffected.

<h4>CHECK</h4> 	<h4>CASH</h4> 	<h4>CREDIT CARD</h4> 
↓		↓
		



Note: The final payment scripts will check for the existence of a payment segment. If it finds one, it will give you the opportunity to pause the script and cancel the segment.

Prepay HTL (j_pph.csl):

The purpose of this script is to create a Hotel segment when the client has to pre-pay the hotel.



For example, if you are collecting \$250 from your client and paying \$250 to the hotel, fill out the script as follows:

You have the option to use this script if the pre-payment is being billed to your clients' credit card as well. The benefit of using this script is using the *Free Flow* to indicate this was billed to their CC. The invoice appears with a "Total" at the bottom (as a tour or cruise would) to reflect that the billing took place. With a regular hotel segment, the amount billed would never appear on the invoice in the subtotals of the invoice.

Enter the amount of commission you will receive even if you can't pre-deduct it on a cash payment. The script will ask you if you can take your commission at time of payment to the hotel and if not, it will generate a second TVL to track the commission.

Fill in how much commission you are expecting the hotel to pay you after the client stays there. If the amount you are pre-paying is simply a deposit and the client will be charged more upon checkout, then fill in that approximate amount. This appears nowhere on the invoice, but transmits to *TRAMS* as the "total fare" on the commission tracking booking. If you are pre-paying in full and NOT pre-deducting any commission, then fill in only the Commission to Track commission.



Note: Because this script generates a TVL segment, generate the invoice using the "Tour/Cruise/Other" option on the Invoice script.

Pre-Paid Hotel

Hotel Name: HOLIDAY INN EXPRESS
 Street Address: 23 MAIN STREET
 City State Zip: ANYTOWN ST 55555
 Hotel Phone: 606-555-1111
 Check In: 22MAY
 Check Out: 24MAY
 Conf#: 123456
 Room Description: KING BED REQUESTED
 Pre Pay Amount: 250.00
 Commission Amt: 22.50
 Frequent Guest #:
 Vendor Code:
 Form of Pymt for Prepaid Amt?
 Cash/Check OR Credit Card CC Merchant
 Add Free Flow to the TVL Segment?

j_pph1

Cash/Check/CC Merch

Can you deduct the commission
When you remit payment?

j_pph4

Commission to Track

Add'l Amt being Collected
at Hotel, IF ANY:
 Commission to Track:22.50

j_pph3

RDP

RDP Script

Use this script for manually storing the fare. It will perform the 4/R routine to store the fare. Please be aware you are SOLELY responsible for this fare. WorldSpan does not stand behind any manually manipulated fare.

The first box is where you indicate if you are RDP'ing all PTC's and if not, how many.

Number of PTCs

Which PTC to RDP first **ADT**

How many PTC's to RDP? **1**

rdp ALL ptc's? **Yes**
No

OK Cancel

This next box is where you will indicate the fare basis for each leg, and the amount for each leg. If you only want to RDP a portion of the segments, then change the far right box (labeled "RDP?") from a Y (for YES) to an N (for NO).

Fare Basis

Enter info in WHITE fields for corresponding segment

		X/O	Fare Basis	Leg Fare	Q tax	RDP?
1	MSP F9 DEN	0	heb14nr	150.00		Y
2	DEN F9 MSP	0	heb14nr	150.00		Y

OK Cancel

After you finish with that box, you will be prompted to for tax information. The script will attempt to find all the applicable taxes, please verify all pre-filled information.

Once completed with the tax information, the script will complete the 4/R entry.

Enter Applicable Tax Amounts

Enter Tax Codes and Amounts

US 12.84
ZP 5.00

PFC \$ Amt **6.00** PFC City Codes **MSP3 DEN3**
JFK3 MIA3 etc...

OK Cancel

rdp3

Service Fee Script (j_svcfee.csl):

- ?? **Cash/Check selection** forces the booking to be "OPEN" regardless of the payment on the other bookings. The commission is set at 100% — no vendor payable is created.
- ?? **CC Merch selection** brings the booking across Interface as *Client Payment "Closed" by CC Merch*. Commission is set at 100% — no vendor payable is created.
- ?? **CC-TAFP selection** brings the booking across as *Closed by Credit Card*. The commission is automatically set to 96.50% (or .70 if under \$20.00), in accordance with the fee deducted by ARC.
- ?? **Auto MCO ONLY** is used **ONLY** when you are only charging a fee, and there are **NO OTHER** segments in the record. This selection generates a basic TVL with no *amount* information. You need to invoice it using the INVOICE script, fill in the amount there, and click on "Automated MCO Only."

Cash/Check or CC Merch →

Service Charge dialog box with the following options:

- Cash/Check
- CC Merch
- CC-TAFP
- Auto MCO ONLY

Buttons: OK, Cancel

svfee

Service Charge-Cash/Check/CC Merch dialog box with the following fields:

- Fee Description: TRANSACTION FEE
- Associate Code: BKG - BOOKING FEE, SVC - SERVICE CHARGE, TKT - TICKET
- Fee Amount: 20.00
- Return Date: 23NOV

Buttons: OK, Cancel

TAFP (manual form) →

Service Charge dialog box with the following options:

- Cash/Check
- CC Merch
- CC-TAFP
- Auto MCO ONLY

Buttons: OK, Cancel

svfee

Service Charge-TAFP dialog box with the following fields:

- Fee Description: PROFESSIONAL FEE
- Associate Code: BKG - BOOKING FEE, SVC - SERVICE CHARGE, TKT - TICKET
- Fee Amount: 20.00
- Return Date: 23NOV
- TAFP Doc #: 8890111222

Buttons: OK, Cancel

This script is designed for use with Southwest and Vanguard type transactions. It guides you in creating a TVL for the sale, and allows continuing on with the MK AIR Script.

Fill in the information requested and then you'll be prompted for the vendor code and travel type. As with the Cruise and Tour scripts, you can select by Line number or from the list.

Ticketless Sale

of people: 1
Depart Date: 23NOV
ReturnDate: 29NOV
Confo Num: 123465
Ticket Amount: 129.00
Tax Amount: 19.00
Commission: 10.00

Supplier or CommTrak? C
Do you want Free Flow? Y
Do you want MK Air? N

OK Cancel

j_tkls1

Tour

TourSource Script (j_ts.csl)

This is a “sub-script” of the Tour Script. When the “TourSource” checkbox is filled, the following boxes appear which simply modify the TourSource booking. The segment you want to modify is the one with the /RQ in it. It is almost always the first TVL in a TourSource PNR.



Note: This script is meant for use in a TourSource PNR. If you create your own PNR (i.e. you are not invoicing from the TourSource PNR), treat it as a regular Tour PNR and don't click the “TourSource” box. One final item needs attention here. When changes are made to a TourSource PNR, they may not be permanent. If a change is made to the reservation, or payment is guaranteed after you have modified the TVL's, TourSource “regenerates” the PNR and the modifications you've made are gone. *(Please keep this in mind when deciding which approach is best for your office when invoicing TourSource records.)*

Be careful here! Pay attention to what *Free Flows* exist in the TourSource TVL you are modifying. Frequently, there may only be a Free Flow #3 and #4. The following box lets you eliminate their *Free Flows*, and insert your own.



In WorldSpan the free flow lines print in the order that they were entered into the TVL segment. What happens in toursource us that they send over a pnr with a TVL segment in it with some of the free flow lines (usually ff3 and ff4) already in the segment. When the user uses the toursource script they need to be aware that ff3 & 4 ALREADY EXIST...so when this free flow box comes up, they need to indicate a "C" for CHANGE the existing free flow, instead of "A" for add. The difference is that by indicating to CHANGE, it will delete the existing lines of free flow, and then add the new ones...otherwise, it will only change 3 & 4, but since 3 & 4 were there first, they will print first. In the example above, ff3 is being changed, and ff4 is being deleted.

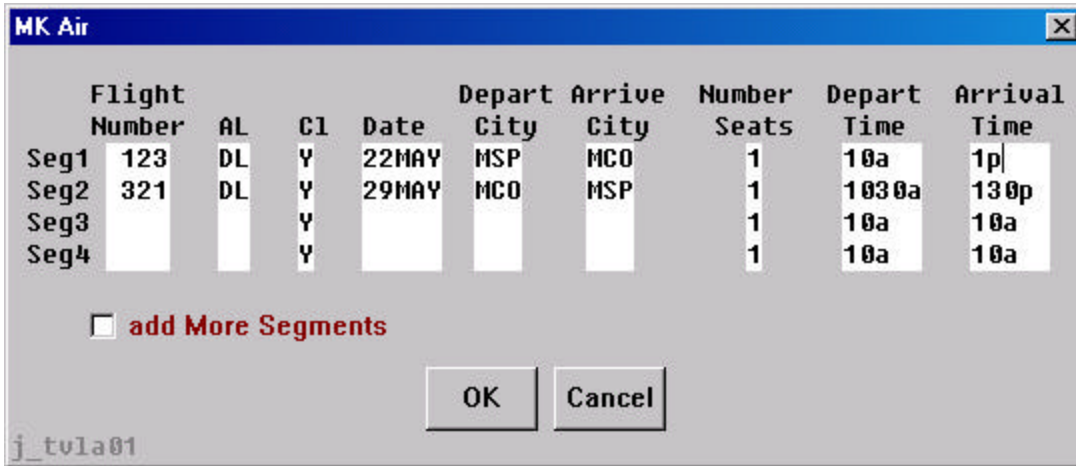
Now, you are prompted with the following box. The purpose of this box is to alter the additional TVL's that TourSource creates for their air segments so that they won't print on the invoice or transfer to TRAMS.

Mark which TVL segment numbers you want to "erase." (The TVL's don't actually disappear from the PNR, but the associate code is changed to "ACC" so it does not print on the invoice, and no segment selecting is required.)

TVL Air

TVL Air Script (j_tvlair.csl)

Use this script to generate passive air segments with TVL segments instead of air segments.



The screenshot shows a dialog box titled "MK Air" with a close button in the top right corner. It contains a table of flight segments with the following columns: Flight Number, AL, CI, Date, Depart City, Arrive City, Number Seats, Depart Time, and Arrival Time. The data is as follows:

	Flight Number	AL	CI	Date	Depart City	Arrive City	Number Seats	Depart Time	Arrival Time
Seg1	123	DL	Y	22MAY	MSP	MCO	1	10a	1p
Seg2	321	DL	Y	29MAY	MCO	MSP	1	1030a	130p
Seg3			Y				1	10a	10a
Seg4			Y				1	10a	10a

Below the table is a checkbox labeled "add More Segments" which is currently unchecked. At the bottom of the dialog are "OK" and "Cancel" buttons. The text "j_tvla01" is visible in the bottom left corner of the dialog box.

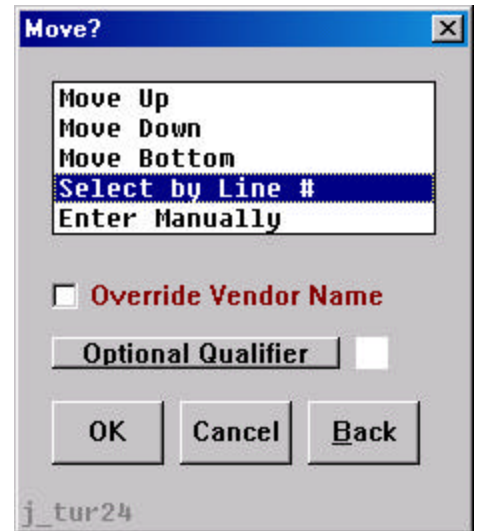
Common Conventions used in ScriptEasy:

Choosing Vendor Codes

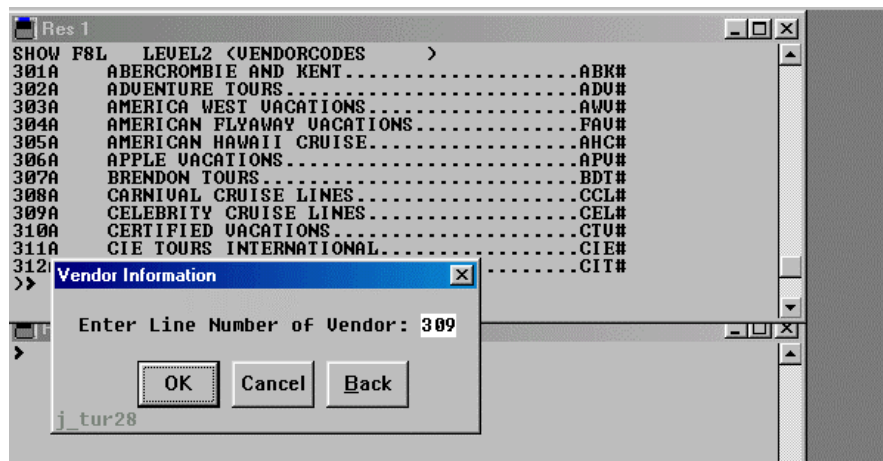
First, your Vendorcodes profile will appear in Screen one. Then you will be prompted with this box:

The “Override Vendor Name” option is used when you want to select a vendor, but don’t want that vendor’s name to appear on the invoice. By default, your agency name will print instead. If you wish to have a custom name appear, contact us and we can update your configuration file accordingly.

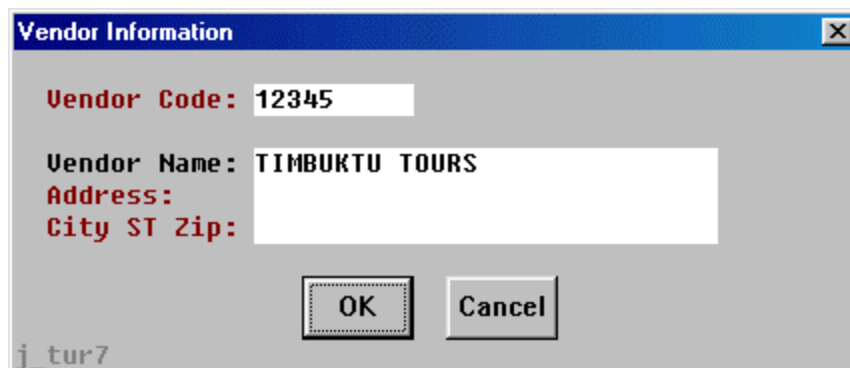
Optional Qualifier is for those agencies who have set up their worldfile with Alphabetical qualifiers. It allows for a quicker retrieval of your vendor code so you don’t have to page thru the entire list.



If the vendor is in the WorldFile, then choose “Select by Line #.” This is the quickest option because you only have to enter three characters and the script will read the vendor name and code from the screen for you thereby eliminating extra typing.

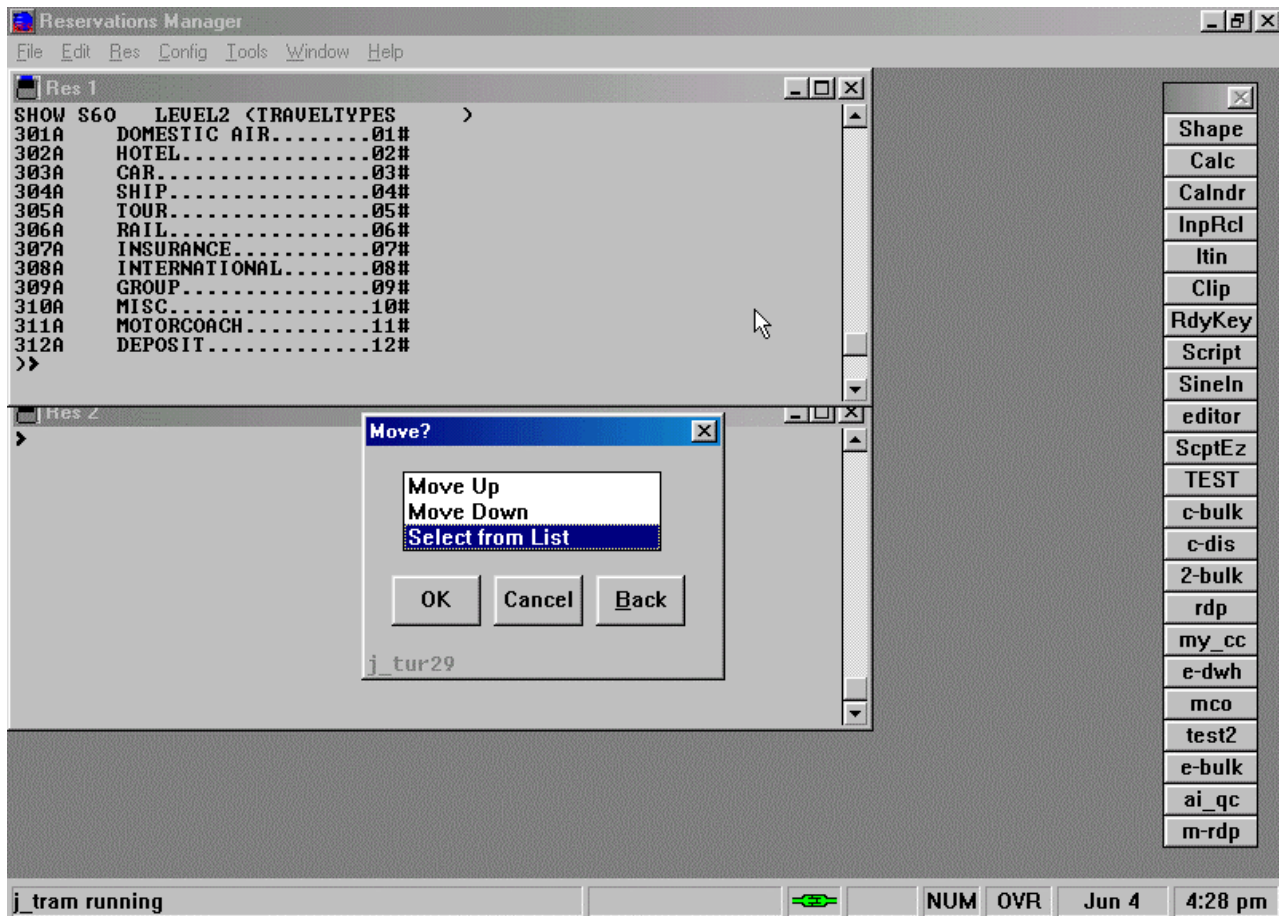


If the vendor is not in the WorldFile, then choose the selection “Enter Manually” (meaning your total list which may not be represented in the Worldfile). When you choose that, this box will appear:



Choosing TravelTypes:

First, your TravelTypes profile will appear in Screen one. Then you will be prompted with this box:



When you “Select from list” here is the box you’ll see. Simply enter the actual Travel Type number that applies to the booking

