# ClientBase Online



## Sabre Vacations - Canada

Anyone can use Sabre Vacations - Canada for Live Connect, but you MUST be registered.

#### Very important to follow all steps below:

## Step 1)

- All Trams ClientBase customers have been assigned a unique Sabre PCC.
- If you do not know your Sabre PCC, e-mail <u>Trams.Implementation@sabre.com</u> to obtain it. If you know your Sabre PCC, go to Step 2.

#### Step 2)

- Verify that your agency has an active account with all Tour Operators your agency wants to book through Sabre Vacations.
- Available Tour Operators for Sabre Vacations Canada are shown below in section entitled, Sabre Vacations -Canada Tour Operator List.

#### Step 3)

- You must register with Sabre Vacations Canada and obtain an Administrator login and password.
- To register, e-mail <u>sabrevac.ca@sabre.com</u> with the subject line Sabre Vacations Canada Registration.
- Include the following information:
  - Sabre PCC
  - Agency Name,
  - Agency Owner,
  - Agency Address,
  - IATA/TIDS Number,
  - Agency Phone number used to register accounts with the tour operators
  - Agency administrator's e-mail address
  - List of all Tour Operators you are registered to book
- Once you have obtained your Sabre Vacations Canada Login and password, go to Step 4.

#### Step 4) this step must be completed even if you are currently booking with Sabre Vacations- Canada.

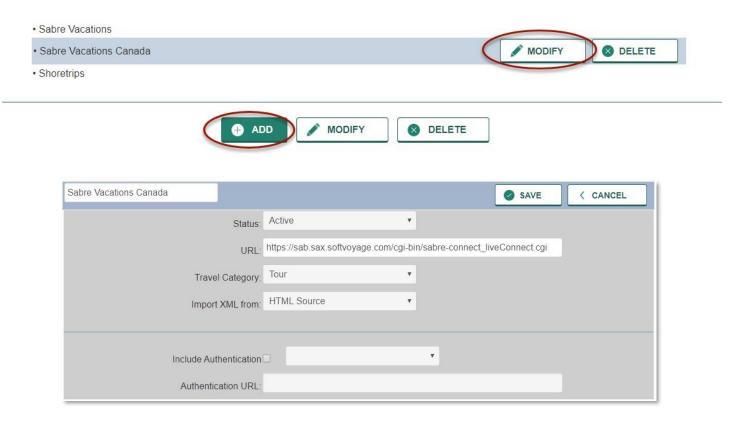
- Contact each Tour Operator directly to request <u>booking access through Sabre Vacations</u>.
  Click here for a Tour Operators contact list.
  - Once access is approved by the Tour Operator, the agency must contact <u>Sabrevac.Ca@sabre.com</u> who will in turn contact Soft Voyage to validate access.
  - Once access is verified by Soft Voyage, Sabre Vacations will enable access to the Tour Operators inside Sabre Vacations for use with ClientBase Live Connect.
  - All email interactions with Sabre Vacations and Tour Operators must include the subject line Sabre Vacations
     Canada Live Connect Activation. Include the following:
    - Agency Name
    - o Sabre PCC
    - Agency Phone Number

Please note, Live Connect will not function without completing the above steps. Once you launch a Sabre Vacations Live Connect reservation, you should see a list of contacted Tour Operators under the Tour Operators tab and then the drop-down by *All Tour Operators*. If your Tour Operator is not listed, please contact the Tour Operator and then request access through Sabre Vacations as outlined in Step 4 above.

# Additional Administrator Set Up in ClientBase Online for Sabre Vacations – Canada

#### Step 1) Setting up Sabre Vacations Canada as a Live Connect Provider

Verify if a Live Connect Provider for Sabre Vacations – Canada exists by going to Tools/Settings/Live Connect
 Provider Setup, click modify to verify the settings below. If none exist, click Add.



Provider Name: Enter Sabre Vacations - Canada.

URL: Enter https://sab.sax.softvoyage.com/cgi-bin/sabre-connect\_liveConnect.cgi Travel

Category: Select *Tour* from the drop-down. Import XML from: Select *HTML Source*.

Include Authentication - Make sure this is unchecked

Click Save.

#### Step 2) User Logins

Set up for Live Connect agent logins can be done in two ways - **globally** (if all agents are going to share the same user name, password, and agency code), or **individually** if each agent has their own login setup for Sabre Vacations-Canada. By using one agency login, agents will not receive credit for their own bookings with suppliers.

#### Setting Up User Logins Globally – One login for agency

- <u>Set Up Global Agent Login Information:</u> To enter one login for all agents to share, go to the *Tools/Settings/Agency Live Connect Logins*. Click *Add* and enter the following information:
- From the dropdown, select Sabre Vacations Canada
- Enter User information
- Enter Password
- Account Number Leave Blank
- Enter Agency Code (Sabre PCC)



#### **Setting Up Individual Agent User Logins**

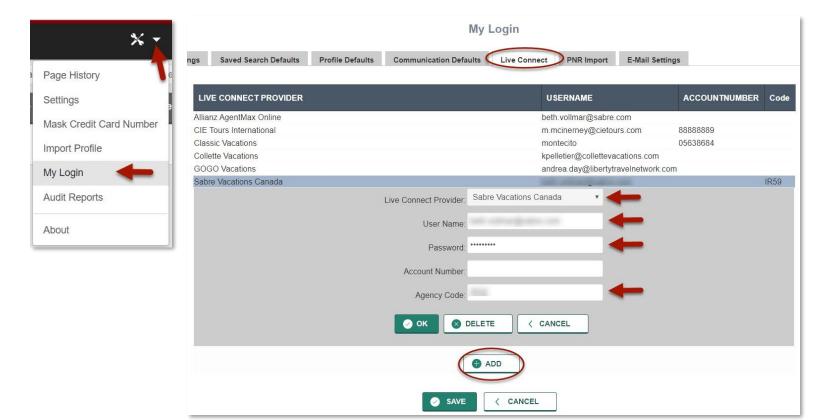
#### Set up Individual Agent Login in Sabre Vacations- Canada

- Log into Sabre Vacations Canada with the administrator login provided by Sabre Vacations.
- Click Tour Operators tab
- Click Control Center under the Tours Operators tab.
- Click Agent Access
- Use this screen to create a New user, Edit an existing user or Delete a user.



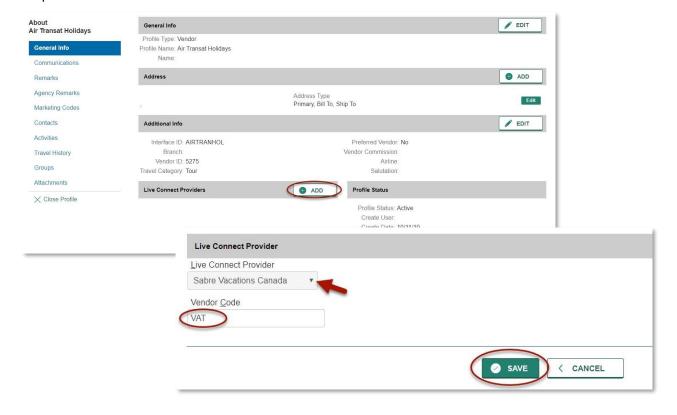
#### Set Up Individual Agent Login Information in ClientBase Online

- Users can set up their own logins by going to Tools/|My Login|Live Connect and clicking Add. Each agent login/password must be setup in Sabre Vacations Canada.
  - Live Connect Provider: Select Sabre Vacations Canada from the drop-down list.
  - User Name, Password: Enter the necessary fields based upon your login information
  - Account Number: Leave blank.
  - Agency Code: Enter your Pseudo City Code.



## Step 3) Vendor Setup

- When registering, Sabre Vacations Canada provided you with a list of participating vendors and vendor codes.
  (See list below)
- Create a vendor profile in ClientBase Online for each vendor or verify if one already exists. Specify Sabre Vacations - Canada as the booking engine and enter the unique vendor identifier.
  - o In the vendor profile click Live Connect Providers o Click *Add* o Select Sabre Vacations Canada from the drop-down menu o Enter the Sabre Vacations Canada vendor code. For example the vendor code for Transat is VAT.



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# **Sabre Vacations - Canada Tour Operator List**

CODE	VENDOR NAME	LIVE CONNECT PROVIDER
ACV	Air Canada Vacations	Sabre Vacations - Canada
VAT	Air Transat Holidays	Sabre Vacations - Canada
ALB	Alba Tours	Sabre Vacations - Canada
CJV	Canjet	Sabre Vacations - Canada
FUN	Fun Sun Vacations	Sabre Vacations - Canada
NOL	Nolitours	Sabre Vacations - Canada
SGN	Signature Vacations	Sabre Vacations - Canada
SQV	Sunquest Vacations	Sabre Vacations - Canada
SWG	Sunwing	Sabre Vacations - Canada
THN	The Holiday Network	Sabre Vacations - Canada
TTT	Titan Tours	Sabre Vacations - Canada
TMR	Tours Mont-Royal	Sabre Vacations - Canada
TMA	Tours Mason/Vacances Sunquest	Sabre Vacations - Canada
VAR	Varaplaya	Sabre Vacations - Canada
WJV	West Jet Vacations	Sabre Vacations – Canada

# Live Connect Features Supported by Sabre Vacations - Canada

Sabre Vacations - Canada supports the following Live Connect features if checked:

## ✓ CREATE NEW RESERVATION (Launch, Book & Import New Reservation)

- ✓ Populates booking engine with User Login data from ClientBase.
- ✓ Populates booking engine with profile data from ClientBase.
- ✓ Sends reservation details from booking engine's confirmation page to ClientBase reservation record.

### IMPORT EXISTING RESERVATION (Imports new reservation booked outside of ClientBase)

- \_ Uses confirmation number to automatically pass all reservation details from booking engine to *ClientBase* reservation record.
- \_ Allows user to browse for reservation and upon retrieval sends reservation details from booking engine's confimation page to *ClientBase* reservation record.
- RETRIEVE RESERVATION Retrieves exisiting reservation previously imported via Live Connect for viewing or editing. Upon editing, imports updated reservations details.