ClientBase Windows



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>.
 <u>Click here for a Tour Operators contact list.</u>
 - 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
 - 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 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 Utilities|Live Connect Providers, click modify to verify the settings below. If none exist, click Add.

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Provider Name: Enter Sabre Vacations - Canada.

URL: Enter https://secured.softvoyage.com/cgi-bin/sab/entrance.cgi

Travel Category: Select Tour from the drop-down.

Import XML from: Select HTML Source.

Include Authentication – Make sure this is unchecked

Click OK to 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

- Set Up Global Agent Login Information: To enter one login for all agents to share, go to the Global Defaults menu and select Live Connect Login. Click Add and enter the following information:
 - o Username
 - Password
 - Account Number Leave Blank
 - 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.

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Set Up Individual Agent Login Information in ClientBase

- Users can set up their own logins by going to Utilities|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.
 - o User Name, Password: Enter the necessary fields based upon your login information
 - Account Number: Leave blank.
 - Agency Code: Enter your Pseudo City Code.

Access Code		PNR Import		E-mail Settings	Manag	jer Defaults
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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* for each vendor or verify if one already exists. Specify Sabre Vacations Canada as the booking engine and enter the unique vendor identifier.
 - \circ ~ In the vendor profile click Live Connect Providers $~\circ$ Click Add
 - Select Sabre Vacations Canada from the drop-down menu
 - Enter the Sabre Vacations Canada vendor code. For example the vendor code for Transat is VAT

Connect Provider Vendor Code
Live Connect Provider Sabre Vacations Canada
VAT
Add Modify Delete

Sabre Vacations - Canada Tour Operator List

<u>CODE</u>	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 TMR	Titan Tours Tours Mont-Royal	Sabre Vacations - Canada Sabre Vacations - Canada

ТМА	Tours Mason/Vacances Sunquest	Sabre Vacations - Canada
VAT	Transat Holidays	Sabre Vacations - Canada
VAR	Varaplaya	Sabre Vacations - Canada
VJV	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)
 ✓ Automatically logs you into 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*)
 Automatically logs you into booking engine with User Login data from *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 confirmation page to *ClientBase reservation Page* and *Page*.
 RETRIEVE RESERVATION – Retrieves existing reservation previously imported via Live

Connect for viewing or editing. Upon editing, imports updated reservation details.