
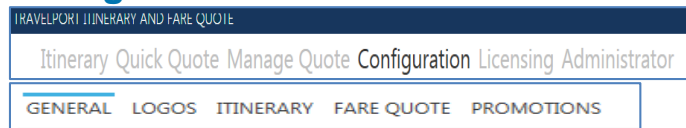


## Travelport Itinerary Fare Quote (TIFQ)

The application is launched from Galileo Desktop or Travelport Smartpoint and generates traveller itineraries and fare quotes. They can be emailed to the customer and/or saved to an internal database. The saved quotes can be retrieved and booked directly into Smartpoint

Type **#TIFQ** in the command window to open the TIFQ application. The TIFQ icon displays in the Desktop toolbar and Microsoft taskbar for ease of access 

### Configuration

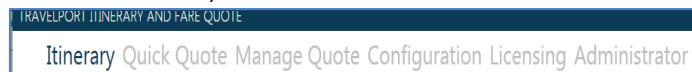


Select the Configuration link to find a menu of easily accessible tabs that will allow configuration of consultant information, logos, itinerary font, formats, additional remarks, fare quote conditions and promotion information to suit the consultant's and companies needs

### Itinerary

To preview and send an itinerary

1. Display the PNR in Smartpoint.
2. Type #TIFQ in the command window
3. Select Itinerary from the links menu



There are 3 styles of itinerary template available:

#### TRAVELPORT COSMO

An itinerary design with international, modern and diverse style. This template is designed to capture as much relevant information from a PNR as possible. It is displayed in a consistent and readable format and has options to add conditions set up in the configuration tab to each document as required

#### TRAVELPORT RETRO

An itinerary design with a historical, old fashioned flair. This template replicates the look and feel of historical Galileo itinerary products. This updated version has improved readability, layout

and additional PNR segment data with the option to add conditions set up in the configuration tab to each document

#### TRAVELPORT LEISURE


The Travelport Leisure template has been created to provide a direct export to Microsoft Word. Developed with Travelport's historical product Idiom in mind. This template provides word export for more flexibility and quick and easy updates to the generated Itinerary data.

4. Press Travelport Retro – Travelport Cosmo is the default
5. Place your cursor in the itinerary footer remarks field and type any footer information as free text.


**Note:** This text will appear in addition to any **RI**. Itinerary remarks or conditions you may add.


6. Select any additional or replacement logos for this itinerary.

**Note:** Multiple logos can be set up in the configuration tab

7. Drop down the conditions list and select any pre-configured conditions. Select  to store them in the itinerary

**Note:** Conditions are set up in the configuration tab

8. In conditions adhoc box type any conditions specific to this itinerary then select  to store them in the itinerary
9. Tick per passenger to create individual itineraries for each passenger if required
10. Select Preview

11. Drop down the save list  and select word document

12. Browse to the preferred server or local computer location and save

13. Select **SEND TO EMAIL**

**Note:** TIFQ is interfaced with MS Outlook 2007 and later. Outlook will create a new email with 2 file attachments; the itinerary (as PDF) and a calendar item (ics file).

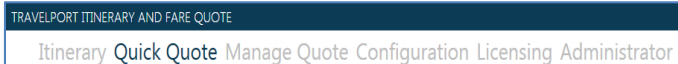
14. If an email address is stored in the PNR this will transfer to the email automatically.
15. Select send



## Quick Quote

To provide a quick quote, no seats need to be held. Criteria can be entered directly into TIFQ, stored, retrieved and booked at a later stage. Alternatively a held PNR or Smartpoint Trip quote information can be used to generate a quick quote

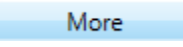
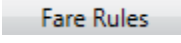
## Without a PNR



1. Type #TIFQ into the command window
2. Select Quick Quote from the links menu



3. In **Quote for** enter the customer name
4. In **From** enter the departure city code i.e. SYD
5. In **To** enter the arrival city code i.e. BNE
6. Press the calendar and select the **date of travel**
7. Drop down the airlines list and select to **include/exclude or only select carrier**
8. Type the required airline 2 letter code i.e. QF  
**Note: Alliances can be entered**  
/\*A = Star Alliance /\*O = One World /\*S = Sky Team
9. Drop down the **cabin** list and select the preferred cabin
10. Press  to add any further flights
11. Drop down the passengers list and select number of adult passengers if more than 1
12. Press  to add other passenger descriptions and numbers of passengers
13. Press Search

**Note:** Fare options will list providing the total price for all passengers, the taxes and the last date to issue the ticket. Where **Option 3** is shown the number indicates there are that amount of itinerary options at this fare.

14. Press  to view any additional itinerary options at the same fare.
15.  can be viewed from each itinerary option
16. Fare rules can also be selected and copied to comments in the quote by using right click Select all then Right click and copy to comments

17. Select each required fare option  by selecting its tick box
18. Drop down the Comment list and select any pre-configured fare quote comments for your selection
19. Press  to transfer the comment to the quote
20. If applicable drop down the mark up list and select increment by % or \$ amount
21. Enter a % or amount
22. There are link options to view the Car, Hotel and Promotions for this quote under the search panel:

[AIR](#) [HOTEL](#) [CAR](#) [PROMOTION](#)

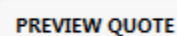
**Note:** The car and hotel options are available when information is entered from Smartpoint Trip quote.

23. Select the Promotion link to display any promotional information

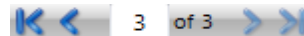
**Note:** This would have been set up in the configuration tab

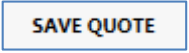
24. Select each applicable promotion for the quote by selecting the tick box




25. Press 

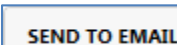
26. Navigate the quote using the forward, back and page reference toolbar at the top of the window



27. You can save the quote for possible retrieval and booking later by selecting 

**Note:** The quote ID shown on screen

28. You can also drop down the save list  and save the document in a chosen format
29. Browse to the preferred server or local computer location and save

30. Press 

31. **Note:** TIFQ is interfaced with MS Outlook 2007 and later. Outlook will create a new email with the itinerary (as PDF)

## With a PNR

1. With a PNR onscreen type #TIFQ into the command window
2. Select Quick Quote from the links menu

TRAVELPORT ITINERARY AND FARE QUOTE  
Itinerary Quick Quote Manage Quote Configuration Licensing Administrator

3. Press **USE EXISTING PNR**
4. Fare and itinerary options will display for viewing and amendment. Now follow Steps 13 onwards as applicable from the without a PNR example.

## Import Trip quote

TIFQ has the ability to import a Smartpoint Trip Quote (TQ).

**Note:** This enables TIFQ to process (by import only) low cost carriers, hotels and cars.

Trip quote stores Smartpoint air shopping, hotel and car results to Smartpoint Trip Quote by selecting **+TQ** from corresponding availability or shop displays.

1. Ensure your trip quotes are stored **TQ 2**
2. Type #TIFQ into the command window
3. Press **IMPORT TRIPQUOTE**
4. Fare and itinerary options will display for viewing and amendment.
5. Now follow Steps 13 onwards as applicable from the without a PNR example




## Quote Shelf

When shopping results return, you may select a number of options to shelve for future reference. For example a passenger would like to know the cheapest business class option from Sydney to Adelaide, and also the cheapest business class option from Sydney to Perth. Using the quote shelf can provide these options in a single quote.

1. Type #TIFQ into the command window
2. Select Quick Quote from the links menu

TRAVELPORT ITINERARY AND FARE QUOTE  
Itinerary Quick Quote Manage Quote Configuration Licensing Administrator

3. In **Quote for** enter the customer name
4. In **From** enter the departure city code i.e. SYD

5. In **To** enter the arrival city code i.e. ADL
6. Press the calendar and select the **date of travel**
7. Drop down the **cabin** list and select the preferred **cabin: Business**
8. Press Search  
**Note:** Fare options are now returned. Review for the most suitable itinerary and fare
9. Drop down the Comment list on your selected fare option and select any pre-configured fare quote comments for the selected fare option
10. Press  to transfer the comment to the quote for each fare option
11. If applicable drop down the mark up list and select increment by % or \$ amount
12. Enter a % or amount
13. Press **S** next to the required fare option to store the it in the quote shelf
14. Update the search. In **To** enter the new arrival city code i.e. PER
15. Press the calendar and select the **date of travel**
16. Drop down the **cabin** list and select the preferred **cabin: Business**
17. Press Search
18. Select each required fare option  **S** by selecting the tick box
19. Drop down the Comment list and select any pre-configured fare quote comments
20. Press  to transfer the comment to the quote for each fare option
21. If applicable drop down the mark up list and select increment by % or \$ amount
22. Enter a % or amount  
**Note:** Promotional information can also be added to the quote if applicable
23. Press **PREVIEW QUOTE**

**Note:** The quote will show a combination of the first and second itinerary options and can be emailed and/or saved.

## Unshelve Quote & Reset options

Quotes can be removed from Quote shelf:

1. Press **QUOTESHELF**
2. Press **UNSHelve** on each of the itinerary options you wish to remove

The Quick Quote search screen can be cleared to begin a new search

1. Use **RESET** at any time to clear the quick quote screen

## Reporting

Detailed and summarized reports can be displayed, exported and saved in multiple formats from the reports tab

1. Press **REPORTING**
2. Select either detailed or summary report
3. Select Run Report

## Manage Quote

Saved quotes can be retrieved via Manage Quote. You can search for your quotes by Quote ID, passenger name, agent sign on and/or creation date. Selecting BOOK on the required fare/segment will sell the air seat, hotel or car (subject to availability).

1. Type #TIFQ into the command window
2. Select Manage Quote from the links menu

TRAVELPORT | ITINERARY AND FARE QUOTE

Itinerary Quick Quote **Manage Quote** Configuration Licensing Administrator

3. Quotes can be searched for by:  
Quote ID  
Passenger Name  
Creation date range and quotes completed today and in the last 7 or 30 days  
Alternatively press **MY QUOTE** to list all of your own quotes

4. Press **SEARCH** quotes will list for review

5. Select the quote you need from the list:

QUOTE ID	QUOTE FOR	CREATED BY	CREATED DATE	AIR QUOTES	HOTEL QUOTES	CAR QUOTES	TOTAL QUOTES
1	04876	3/6/2016 6:15:30 PM	3	0	0	0	3

6. Press **BOOK** next to your chosen itinerary option.
7. Depending on availability manage quote will respond with either:

### 8. Booking Success Segments added

and your PNR has been booked in the PNR window

1.	VA	402	D	07MAR	SYDADL	HS1	0645	0825	O	E	MO
<div> <div>*ALL</div> <div>*RV</div> <div>*PI</div> </div>											

or the response would be

### 0 Avail/WL Closed

**Note:** Hotels and Cars can also be booked through manage quote.

9. Press **BOOK** next to your chosen car or hotel itinerary option.

The hotel or car sell screens will be displayed for you to enter any additional details such as client profiles, passenger names and credit card guarantees prior to sale.