

2.9 CARRIERS

2.9.1 HOW TO ADD OR CREATE A CARRIER

Open Options

#	Action	Notes
1	Select	From the Main Menu: 'Administration', then 'Maintenance', then 'Globalization' and then 'Carrier (Airlines)'.

The CARRIERS Windows Form will open in the Search Mode.

#	Action	Button or Icon	Notes
1	Press		This tells the system that you wish to create a New Carrier. *

* Notes

In the 'Search Mode', if you enter a IATA Code that is unknown then the system will also ask you if you wish to create a New Carrier.

Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	<u>IATA</u>	This is the (2 Letter) IATA Code of the Carrier you wish to ADD to the database. If the IATA Code exists the system will display all the information on that Carrier IATA Code.	(2) Alpha
2	<u>Carrier Name</u>	This is the name of the Carrier or Airline. *	Alpha Numeric
3	<u>Carrier Country</u>	This is the country of the Carrier's Flag. Use the Drop-Down box or search the Drop-Down Box by entering text.	Select

*** Notes and Suggestions**

If the name you are entering already exists, the system will ask you if you wish to continue. 'YES' will allow you to continue. 'NO' will clear all the fields and revert to 'Search Mode'.

Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the Carrier to the database and the Carrier Table
2	Press		Exits the Carrier Windows Form and returns to the previous Windows Form. *

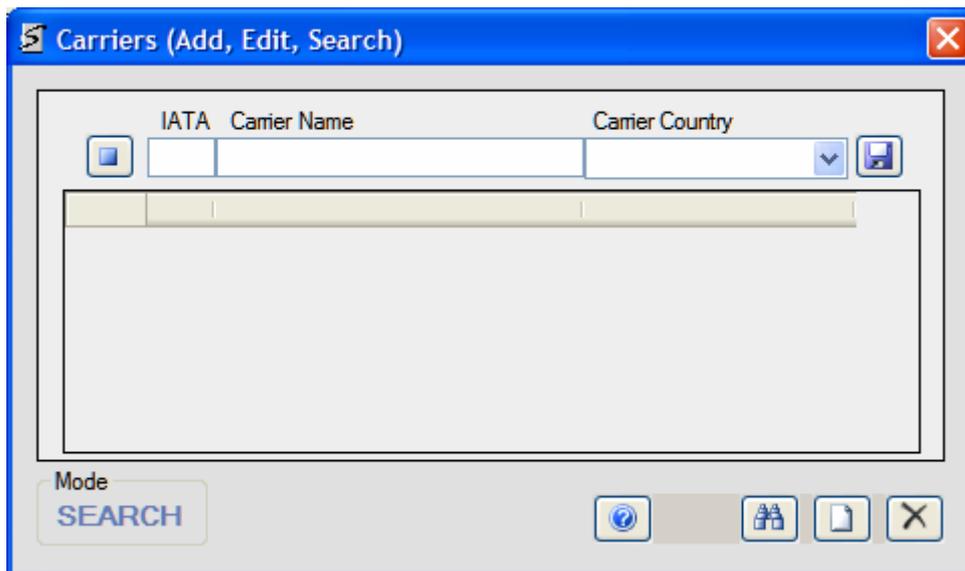
*** Notes and Suggestions**

It returns to the calling Windows Form if it is relevant, the IATA Code of the Carrier in the Edit Line.

Other Buttons

#	Action	Button or Icon	Notes
1	Press		Clears the Edit Line
2	Press		Displays the Help Page

2.9.2 HOW TO EDIT A CARRIER



Open Options

#	Action	Notes
1	Select	From the Main Menu: 'Administration', then 'Maintenance', then 'Globalization' and then 'Carrier (Airlines)'.

The CARRIERS Windows Form will open in the Search Mode.

Edit Fields

#	Enter	Notes	Input
1	IATA	As you enter the (2) letter IATA code, the system will display in the Carrier Table all the Carriers whose IATA Codes match what you have entered. By the last letter, the table should be displaying the Carrier you are looking for. If you press 'Enter' or 'Tab', the system will pass the Carrier Information to the Edit Line * or	(2) Alpha
2	Carrier Name	As you enter a Carrier Name, the system will display in the Carrier Table all the Carriers whose Carrier Name matches what you have entered. Towards the end, the table should be displaying the Carrier you are looking for. If you double-click the Carrier row in the Carrier Table, the system will pass the Carrier Information to the Edit Line * or	Alpha Numeric
3	Carrier Country	Select the Country to which the Carrier belongs and the system will display in the Carrier Table all the Carriers registered for the country. If you enter a letter or letters in the text box, the system will display all the countries that start with the letter or letters you have entered.	Select

* Notes

If there is no Carrier left in the Carrier Table after the second letter, then that means there is no Carrier with that IATA Code on the database. If you press 'Enter' or 'Tab' the system will ask you, if you wish to create a New Carrier.

'YES' the system will go into New Carrier mode. 'NO' the system will clear all fields and go into Edit / Search Carrier mode.

Once you have located the Carrier by whatever method. If the Carrier Information is not in the Edit Line, then Double-click the left side control box of the Carrier Table on the row where the Carrier is located, so the system will take the Carrier information up to the Edit Line.

Once the Carrier Information is in the Edit Line then you may begin to Edit the Carrier Name or change the Carrier Country.

Edit Line Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the Carrier to the database and the Carrier Table
2	Press		Clears the Edit Line

Final Actions

#	Action	Button or Icon	Notes
1	Press		Exits the Carrier Windows Form and returns to the previous Windows Form. *

*** Notes and Suggestions**

It returns to the calling Windows Form, if it is relevant, the IATA Code of the Carrier in the Edit Line.

Other Buttons

#	Action	Button or Icon	Notes
1	Press		Clears the Edit Line
2	Press		Displays the Help Page