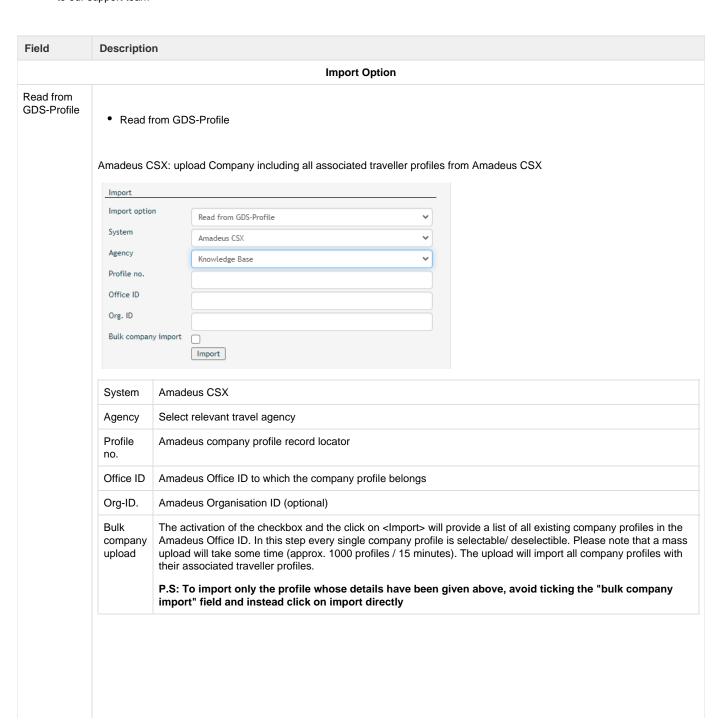
Import - option Read from GDS/OBE

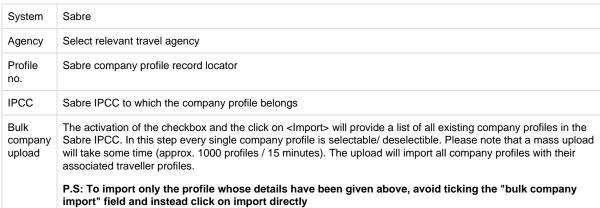
Please Note:

- It is the responsibility of the profile administrator to control and verify that all the data have been correctly imported before saving/ updating/ mass-publishing the profiles again to the GDS as this can cause none imported data to be overwritten!
- Also, when downloading a CSV, one has to wait until the "rotating" download indicators stops rotating before opening the file
- In the downloaded CSV File, one should control if all the profiles imported have the **status** "read from GDS OK" or similar. If there are profile missing this information then they have not yet been fully pulled in from the GDS/ OBE. The profile manager has to wait before extracting the CSV to control if all the data and all the profiles have been successfully imported
- The profile administrator should report any error messages that appear under status and that he himself is not in the capacity to resolve to our support team



 ${\bf Sabre: upload\ Company\ including\ all\ associated\ traveller\ profiles\ from\ Sabre}$





• Galileo: upload Company including all associated traveller profiles from Galileo



| System | Galileo WS |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency | Select relevant travel agency |
| Profile no. | Galileo company profile BAR Title |
| Host Access Profile | Enter the HAP credentials as saved on the agency |
| PCC | Galileo PCC to which the company profile belongs |
| Bulk company upload | The activation of the checkbox and the click on <import> will provide a list of all existing company profiles in the Sabre IPCC. In this step every single company profile is selectable/ deselectible. Please note that a mass upload will take some time (approx. 1000 profiles / 15 minutes). The upload will import all company profiles with their associated traveller profiles.</import> |
| | P.S: To import only the profile whose details have been given above, avoid ticking the "bulk company import" field and instead click on import directly |

Import

Clicking on "Import" will upload the company and all associated traveller profiles.

For Sabre and Amadeus, the username for the traveller profile will be automatically created as <first name>.<sure name>@<company short name> .

For Galileo the username for the traveller profile will be automatically created as <PAR Name Title>@<BAR Title>.

For Get There the relevant OBE Username will be set as the Faces username too.

The following Amadeus CSX prefix can be processed:

- AB
- AM (Traveller only)
- AP
- APE
- ES
- FFN
- FP (if Amadeus Local Security Sign is set PCD-Y)
- FPO/
- FΚ
- FT
- FΖ
- NM
- OS
- PAS PBD
- PCI
- PCZ
- PID
- PIV
- PHI
- PΝ
- PPR
- PPT RM
- RC
- RX
- RM (category e.g. RMA/)
- RIR
- RIZ
- SR DOCS
- SK