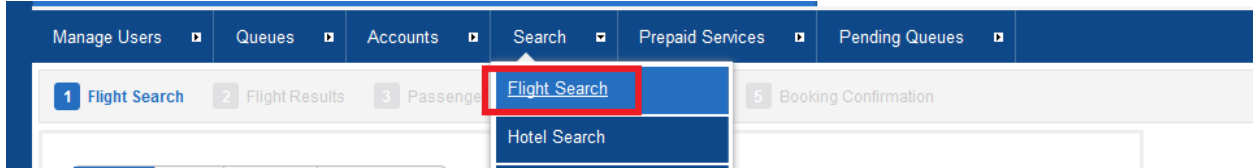


Find below procedure of hold PNR, Issue the hold PNR and cancel hold PNR. Please ensure that you can't hold the LCC flights like (Indigo, spice jet, go air, air asia etc) but you can hold any GDS flight like (Jet air, air india, vistara, emirates, etc) as per airlines policy.

1. Kindly go through "Flight search"



2. Fill the correct passengers detail.

A screenshot of a web form titled 'Enter Passenger Details'. The form is for 'Passenger 1 - (Adult 1)'. It contains several input fields: 'First Name' (Mr Bishwa), 'Last Name' (Bijay), 'Gender' (Male), 'Mobile' (9718050607), 'D.O.B.' (Day, Month, Year dropdowns), 'Email' (business@indiafly.com), 'Address' (287), 'Country' (India), 'Meal Preferences' (No-Preference), 'Seat Preferences' (No-Preference), and 'Frequent Flyer' (Airline, Number). A 'Proceed to Booking Review' button is located at the bottom right of the form.

3. Go Through "Booking review"

A screenshot of a 'Booking review' page. It features a 'Flight Information' table, a 'Passenger Details' section, and a 'Fare / Pax Type' summary table. The flight information table has a red box around the first row: AI-713, AJL, CCU, 19/01/2017 15:20 hrs, 19/01/2017 16:30 hrs, U. The passenger details section has a red box around the name 'Mr Bishwa Bijay' and a red arrow pointing to the flight details with the text 'Check carefully flight and passenger detail'. The fare summary table shows a total fare of Rs. 3,164.44. At the bottom, there is a checkbox for agreement and a 'Hold' button highlighted with a red box and the text 'Click and hold'.

Flight No	Origin	Destination	Dep Date Time	Arr Date Time	Class
AI-713	AJL	CCU	19/01/2017 15:20 hrs	19/01/2017 16:30 hrs	U

Passenger 1 - (Adult)

Name : Mr Bishwa Bijay

Gender : Male

Address : 287

+ Show Details

19 Jan 17	AI713	U Class
Dept:	AJL	@1520 hrs
Arr:	CCU	@1630 hrs

Fare / Pax Type

Adult	Rs. 2,850.00
Tax	Rs.239.00
T. Fee	Rs.75.44
S.Charges	Rs.0.00
Total	Rs.3,164.44

Total Fare

Adult x 1	Rs.3,164.44
Total Pub. Fare	Rs.3,164.44

I have reviewed and agreed on the fares and commission offered for this booking.
In Unticketed PNR, ADM might come from the Airline. Please cancel the unticketed PNR in order to avoid the ADM Charges.

Want to hold your ticket till you pay? **Hold** Click and hold

4. After hold the PNR please go through “Queues” and click on “Booking queues”. You will find your hold PNR.

The screenshot shows a web application interface. At the top, there is a navigation bar with several dropdown menus: "Manage Users", "Queues", "Accounts", "Search", "Prepaid Services", and "Pending Queues". The "Queues" menu is open, showing a list of options: "Booking Queue", "Ticket Queue", "Hotel Booking Queue", "Hotel Change Request Queue", "Change Requests", "Prepaid Service Queue", "Insurance Queue", "RedBus Queue", and "Transfer Queue". The "Booking Queue" option is highlighted with a red box. Below the navigation bar, there is a header area with "Distributor : TBA" and "Balance Left : Rs -387300.21" next to a user profile icon labeled "Meenkashi". The main content area is titled "List Of Bookings" and contains a card for a hold PNR. The card displays the following information: "TBA DEMO", "AI | 1 ADT", "Booked: Tue 30 Aug 2016 12:12 PM Hrs", "Hold", "AJL-CCU-BLR", "PNR: 3FWF34", "Total Fare (INR) : 8226.00", "Mr Bishwa Bijay", and "Flight: Fri 20 Jan 2017". There is an "Open" button and a message box that says "You don't have sufficient balance".

5. If you want Issue or cancel the PNR then click on “Open”

The screenshot shows a web application interface with a pagination bar at the top: "First | Previous | 3 | 4 | 5 | 6 | Next | Last". Below the pagination bar, there is a card for a hold PNR. The card displays the following information: "Distributor : TBA", "Subagent : Akash travel", "G8 | 1 ADT", "Booked: Mon 01 Aug 2016 10:44 AM Hrs", "Hold", "CCU-GAU", "PNR: 0108227871", "Total Fare (INR) : 2437.00", "Mr PARITOSH DEBBARMA", and "Flight: Thu 04 Aug 2016". There are two buttons at the bottom: "Update Status" and "Open". The "Open" button is highlighted with a red box.

6. You will find 02 Option “release or cancel seats” and “Create ticket”. You can select as per your choice.

travelbookingagent.com/viewbooking.aspx

marks Google Gmail: Email from Go MTS Prepaid Mobile IE Tab Microsoft Exchange - d Distributor's Report Collect Payment State Bank of India

Balance Left : Rs 1108760.15 Nidhi Mehra - TravelBookingAgentDotCom (View Profile) Logout

View Booking Page

[<< Back To Booking Queue](#)

Distributor: TBA
SubAgent: Akash travel

PNR: 0108227871 Booking Date: 01/08/2016 Travel Date: 04/08/2016 Status: Hold

Flight Details

GoAir 4-Aug Depart 9:35 am Kolkata(CCU) G8 Class
Arrive 10:50 am Guwahati (GAU) Flight:532

Fare Details [Fare Rules](#)

Base Fare : 1200.00
Tax : 1237.26
Total Fare : 2437.26

Passenger Details

Passenger Name	Type	DOB	E-Mail	Phone No.
1. Mr PARITOSH DEBBARMA	Adult	-	travelakash673@gmail.com	9862306941

[Release/Cancel Seats](#) [Create Ticket](#)

7. If you cancel the hold PNR then Please go through “Booking queues”.

PNR :3FWF34 released/cancelled Successfully.

TBA DEMO	Cancelled	PNR: 3FWF34
AI 1 ADT	AJL-CCU-BLR	Total Fare (INR) : 8226.00
Booked: Tue 30 Aug 2016 12:12 PM Hrs		Mr Bishwa Bijay
		Flight: Fri 20 Jan 2017

8. If you issue the PNR then Please go through “ticket queues”.

The screenshot shows a web application interface with a top navigation bar containing several dropdown menus: 'Manage Users', 'Queues', 'Accounts', 'Search', 'Prepaid Services', and 'Pending Queues'. The 'Queues' dropdown is open, showing a list of options: 'Booking Queue', 'Ticket Queue' (highlighted with a red box), 'Hotel Booking Queue', 'Hotel Change Request Queue' (with a red starburst icon), 'Change Requests', 'Prepaid Service Queue', 'Insurance Queue', 'RedBus Queue', and 'Transfer Queue'. Below the navigation bar, there is a header area with 'Distributor : TBA' and 'Balance Left : Rs -387300.21' next to a user profile icon labeled 'Meenkashi'. The main content area is titled 'List Of Tick' and contains a table with the following columns: 'Travel Date', 'Ticket Number', 'Passenger', 'Sector', and 'Curre'. The table has one row with the following data: '08/03/2016', 'ZW8VCQ' (highlighted with a red box), 'Mr SAJID KADIWALA (ADT)', 'AMD-BOM', and 'INR'. Below the table, there are two buttons: 'Export To Excel' and 'Export Invoice To Excel'. A red arrow points from the 'ZW8VCQ' ticket number to a text instruction: 'Please click on ticket number then you e-ticket will show'.

Travel Date	Ticket Number	Passenger	Sector	Curre
08/03/2016	ZW8VCQ	Mr SAJID KADIWALA (ADT)	AMD-BOM	INR

Please click on ticket number then you e-ticket will show

Export To Excel Export Invoice To Excel