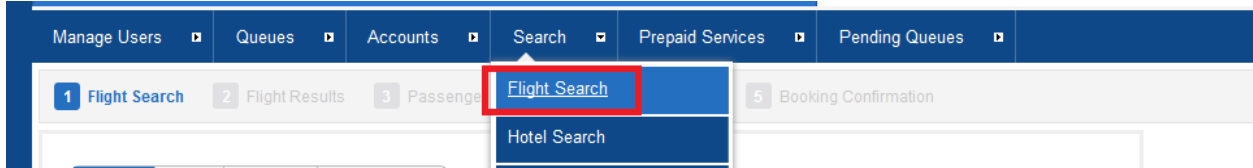


Find below procedure of hold PNR, Issue the hold PNR and cancel hold PNR. Please ensure that you can't hold the LCC flights like (Indigo, spice jet, go air, air asia etc) but you can hold any GDS flight like (Jet air, air india, vistara, emirates, etc) as per airlines policy.

1. Kindly go through "Flight search"



2. Fill the correct passengers detail.

The screenshot shows the 'Enter Passenger Details' form for 'Passenger 1 - (Adult 1)'. The form includes the following 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
- Frequent Flyer: Airline, Number
- Seat Preferences: No-Preference

A note at the bottom states: 'Note : Meal/Seat preferences subject to availability.' A 'Proceed to Booking Review' button is located at the bottom right.

3. Go Through "Booking review"

The screenshot shows the 'Booking review' page. It includes the following sections:

- Flight Information:** A table with columns: Flight No, Origin, Destination, Dep Date Time, Arr Date Time, Class. The first row is highlighted with a red box: AI - 713, AJL, CCU, 19/01/2017 15:20 hrs, 19/01/2017 16:30 hrs, U.
- Passenger Details:** A box containing: Passenger 1 - (Adult), Name: Mr Bishwa Bijay, Gender: Male, Address: 287. A red box highlights this section, and a red arrow points to it with the text 'Check carefully flight and passenger detail'.
- Fare / Pax Type:** A table showing: Adult (Rs. 2,850.00), Tax (Rs. 239.00), T. Fee (Rs. 75.44), S.Charges (Rs. 0.00), Total (Rs. 3,164.44). Below this, it shows 'Total Fare' and 'Total Pub. Fare' both as Rs. 3,164.44.
- Agreement:** A checkbox with the text: '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.'
- Hold Button:** A 'Hold' button is highlighted with a red box, with a red arrow pointing to it from the text '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 navigation bar with 'Queues' highlighted in a red box. A dropdown menu is open, listing various queue types, with 'Booking Queue' highlighted in a red box. Below the menu, a booking card is displayed for a hold PNR. The card includes the following information:

- Distributor:** TBA
- PNR:** 3FWF34
- Total Fare (INR):** 8226.00
- Flight:** Fri 20 Jan 2017
- Passenger:** Mr Bishwa Bijay
- Route:** AJL-CCU-BLR
- Booked:** Tue 30 Aug 2016 12:12 PM Hrs

An 'Open' button is visible at the bottom right of the card. A yellow warning banner at the bottom of the card reads: "You don't have sufficient balance".

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

The screenshot shows a list of booking cards. The top card is highlighted, and its details are as follows:

- Distributor:** TBA
- Subagent:** Akash travel
- PNR:** 0108227871
- Total Fare (INR):** 2437.00
- Flight:** Thu 04 Aug 2016
- Passenger:** Mr PARITOSH DEBBARMA
- Route:** CCU-GAU
- Booked:** Mon 01 Aug 2016 10:44 AM Hrs

An 'Open' button is highlighted in a red box at the bottom right of the card. A 'Update Status' button is also visible next to it. Navigation links (First, Previous, 3, 4, 5, 6, Next, Last) are visible at the top of the list.

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 displays a web application interface with a top navigation bar containing 'Manage Users', 'Queues', 'Accounts', 'Search', 'Prepaid Services', and 'Pending Queues'. A dropdown menu is open under 'Queues', listing various queue types: 'Booking Queue', 'Ticket Queue' (highlighted with a red box), 'Hotel Booking Queue', 'Hotel Change Request Queue' (with a 'NEW' badge), 'Change Requests', 'Prepaid Service Queue', 'Insurance Queue', 'RedBus Queue', and 'Transfer Queue'. Below the navigation, the 'Distributor : TBA' is shown, and the 'Balance Left : Rs -387300.21' is displayed next to the user 'Meenkashi'. The main content area is titled 'List Of Tick' and contains a table with columns: 'Travel Date', 'Ticket Number', 'Passenger', 'Sector', and 'Curre'. A single row is visible 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 is a red text instruction: 'Please click on ticket number then you e-ticket will show'. To the right of this instruction are two buttons: 'Export To Excel' and 'Export Invoice To Excel'.

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