



Stars Course

(Revision 01)

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STARS

SPECIAL TRAVELLER'S ACCOUNT RECORD SYSTEM

STARS are used for storing and distributing information.

STARS can be updated and created (U/C mode) or retrieved and displayed for reading purposes (R/D mode).

If you are unsure whether you are in retrieve and display mode or update and create mode make the entry NM* The response will be STARS MODE IS DISPLAY or STARS MODE IS UPDATE.

Retrieving and displaying a STAR

To display a STAR in order to read its contents, the entry is: N*STARID

Note that the signature line at the end of a STAR gives the following information - the PCC in which the STAR was built, when the STAR was last updated and by whom, the word OPEN which indicates the STAR is available for viewing and update to all agents in that office, when the STAR has been set to purge (NB if it is set for infinity the signature line will show P-NONE), when it was last displayed, and how many times it has been displayed since the 5th day of the month.

STARS containing General Information

General items of news for agency personnel, or detailed information concerning special deals with airlines, tours etc can be stored in STARS and easily accessed.

N*STARID

displays the information in a STAR

STARS containing PNR Information

In order to save time when building PNRs, it is possible to store the information concerning the agency, the company and the individual company employee in separate STARS. This information can be merged so that most of the PNR is ready within a few key strokes.

Level Zero STAR

Each agency can only have one zero level STAR in which to store its agency details - eg telephone number, address, remarks about payment etc.

N*α displays the agency level zero star

Level One STAR

This STAR contains the details of the company which is using the agency to organise its travel arrangements. It will contain details such as a general telephone number for the company, the billing/delivery address, a customer number and perhaps remarks for invoicing and itinerary purposes.

N*STARID displays this STAR

Level Two STAR

This STAR contains the details of the individual employee of the company - name, home and business telephone number, notes regarding special meal or seat requests, perhaps ticketing and received field points etc.

N*STARID-EMPLOYEE NAME
displays this STAR

(NOTE If a passenger uses your agency regularly but does not work for a specific company, that passenger's details would be entered into a Level One STAR).

Building a STAR

To build a STAR you need to be in the update/create mode. The initial entry will begin with

NB (= Now Build).

NB α Zero Level STAR

NBSTARID First Level STAR

NBSTARID-EMPLOYEE NAME Second Level STAR

SABRE will automatically add a purge date of 12 inactive months to these STARS, meaning that if the STAR is not accessed for 12 months it will be cleared from the system.

A different purge date may be added if necessary. The purge date may be specified using a number of days (maximum 365) or using inactive months.

Examples

NBICI LTD††60 will cause the STAR (ICI Ltd.) to purge after 60 days.

NBICI LTD†-3 will cause the STAR to purge if it has not been accessed for 3 months

To end a STAR, the entry is NE (= Now End). (If you have omitted to add the purge date in the initial build entry and you wish it to be different to 12 inactive months, it can be added before ending the STAR by the format NCPXXX or NCP60 etc).

Different Types of Lines in a STAR

Notice that each line in a STAR starts with a certain letter, which indicates the use of that line

- S the SUBJECT line of the STAR - one per STAR, and is mandatory
- P PRIORITY line - always appears at top of STAR and never moves into a PNR
- A the line will ALWAYS move into a PNR
- O an OPTIONAL move line - will only move into a PNR when required to do so
- N the line will NEVER move into a PNR
- R REMARKS line - never moves into a PNR

The lines can be entered randomly when building a STAR but will always reappear in groups in the order given above.

Example for Level Zero Star

```
NB⌘            create a Level Zero Star
NASWINTER TRAVEL AGENCY
NAP**BE PROFESSIONAL**
NAA922-455645-A
NAA5‡**PLEASE CHECK IN 2 HOURS BEFORE DEPARTURE**
NAA5‡**THANK YOU FOR BOOKING WITH WINTER TRAVEL AGENCY**
NAA5‡**HAVE A NICE TRIP**
NAA3OSI YY WINTER TRAVEL AGENCY TEL 22 455645
NAAW-WINTER TRAVEL‡24 MAKARIOS AVE.‡2064 NICOSIA‡CYPRUS
NAR**ONLY SUPERVISOR CAN UPDATE THIS STAR**
N*            redisplays the star
NE            ends the star
```

Example for Level One Star

NBAPPLE

NASAPPLE LTD

NAP** CONFIRM LOWEST POSSIBLE FARE ON ALL BOOKINGS**

NAA922-343456-B

NAA5/APPLE LTD

NAA5/21 DEMOKRITOS ST

NAA5/20567 NICOSIA

NANALWAYS INVOICE THE COMPANY

N*

NE

Example for Level Two Star

NBAPPLE-GEORGIU

NASANDREAS GEORGIU SALES DPT

NAA-GEORGIU/ANDREAS MR

NAA922-560740-H

NAA999-545488-M

NAA6SECRETARY

NAOFFCY3456788-1.1

NAOFFBA6787658-1.1

NAO3VGMLA-1.1

NAO3OTHS1/LCA GSEC NBR 325678-1.1

NANPASSPORT EXPIRES 12/07

NANDOB12.05.65

N*

NE

Moving Information from STARs into a PNR

Ensure that there is no PNR in the working area.

N*STARID-EMPLOYEE NAME
displays the second level STAR

Now make the entry to move the information over into a PNR: NM

When SABRE has responded, enter *A and the bulk of the PNR will be ready for you to enter the itinerary and any other missing details, before ending it in the usual way. The entry, NM, will cause only the A lines, (the Always move lines) of the STAR to move.

Other Move Entries

NM8	moves all Always move lines and Optional line 8
NM8Σ10	moves all Always move lines and Optional lines 8 and 10
NM8-10	moves all Always move lines and Optional lines 8 to 10
NMX7	moves all Always move lines except Always move line 7
NMO16	moves only line 16 which will be either an A or O line. This might be used if you had forgotten to move this particular line in your initial entry.
NMXα	moves a level 1 or level 2 Star into a PNR without moving the level 0 Star data into the PNR

It is possible to display the STAR and move the information in one entry

Updating a STAR

This has to be done in update/create mode, so the first entries are the same as those for building a STAR, ie NBα, NBSTARID, NBSTARID-EMPLOYEE NAME

If you have already displayed a STAR and now decide you wish to update it, you may simply enter NB and this will automatically put you in update/create mode for the STAR in your working area.

If you go into update/create mode and then make no changes to the STAR, close the STAR by entering NH

When you have finished updating the STAR, save the changes by entering NE

Deleting Lines from a STAR

Format

N * line number line type

Examples:

N*5P deletes Priority line 5

N*7A deletes Always move line 7

N*23O deletes Optional move line 23

N*25N deletes Never move line 25

Redisplay the STAR with N* to check the deletions have occurred.

Changing Lines in a STAR

Format

N ⌘ line number line type New text or data

Examples are:

N⌘5PVIP changes priority line 5 to VIP

N⌘7A50/-AGTINV changes always move line 7 to form of payment Agent Invoice

Redisplay the STAR with N* to check the changes have occurred.

Inserting a Line in a STAR

Format

NI line number under which new line is to appear line type Text/Data

For example:

NI9A9081-232-1234-A will insert an Always move under line 9

Purging a STAR

STARS will purge automatically according to the purge date added. It is possible to override this date and cause the STAR to purge when you wish.

NX to clear the working area

NPSTARID*PURGE purges the STAR

Restoring a Purged STAR

Up until the 5th of the month, or the following month if the 5th has already gone, it is possible to restore a purged STAR.

NX to clear the working area

NPSTARID*RESTORE restores a purged STAR

FORMAT FINDER HELP SYSTEM

The Format Finder Help system provides quick access to Sabre global distribution system formats, descriptions, detailed procedural information and has all the functionality of a standard Windows Help system.

Once you are logged into Sabre system, there are two ways to launch Format Finder help system:

- Press Ctrl + Z or Ctrl + H on the keyboard as a shortcut, or
- From your browser window, click Help, or Tools, then click Format Finder Help on the drop down menu

Topics for this subject are located in the Format Finder help system in the main Table of Contents under the appropriate book:

Stars

REVISION HISTORY

Revision	Date	Description
01	07.07.04	Remove Fox and replace with Format Finder Help system