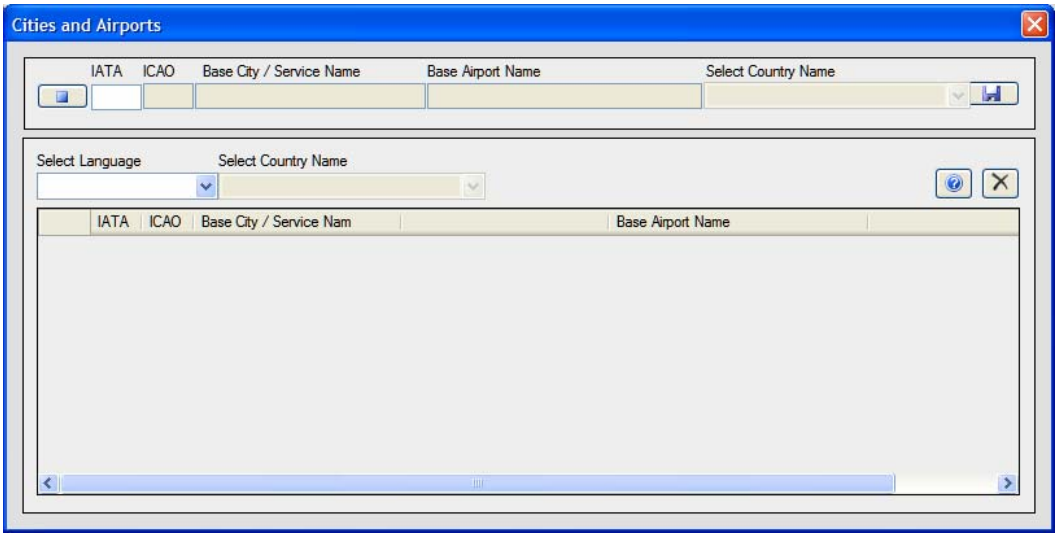
2.10 CITIES AND AIRPORTS

2.10.1 HOW TO ADD A NEW IATA CITY / IATA AIRPORT CODE



Open Options

#	Action	Notes
1	Select	From the Main Menu: 'Administration', then 'Maintenance' and then 'Cities and Airports'.

The CITIES and AIRPORTS Windows Form will open. The form is divided in 2 sections. The top section is to Add a New IATA Code or edit the City and/or the Airport Information. The bottom section is used to Add City and/or Airport Names in the Language that has been selected.

Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	IATA	This is the (3 Letter) IATA Code of the City or Airport you wish to ADD to the database. If the IATA Code exists the system will display all the information on that IATA Code in the Edit Line.	(3) Alpha
2	City or Service Name *	This is the name of the City or the Service that is identified with this IATA Code.	Alpha Numeric
3	Airport Name *	If relevant, this is the Airport that is identified with this IATA Code.	Alpha Numeric
4	Country Name	This is the Country where the IATA Code is located.	Select

*** Notes and Suggestions**

The Cities and Airports database has been set up to give the Customer all the information possible, therefore in most cases where the IATA Code refers to an airport, the City it serves is also entered. If the IATA Code is just of a City

or town because either there is no airport or it is served by multiple airports then the Airport Name may be omitted. If the IATA Code refers to a service like rail, then again the Airport Name may be omitted.

Other Fields

#	Enter	Notes	Input
1	ICAO *	This is the (4 Letter) ICAO Code of the City or Airport you wish to ADD to the database.	(4) Alpha

* Notes and Suggestions

If the ICAO Code is available, it is a good idea to enter it for future use.

Edit Line Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the City / Airport to the database
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.

Other Buttons

#	Action	Button or Icon	Notes
1	Press		Displays the Help Page

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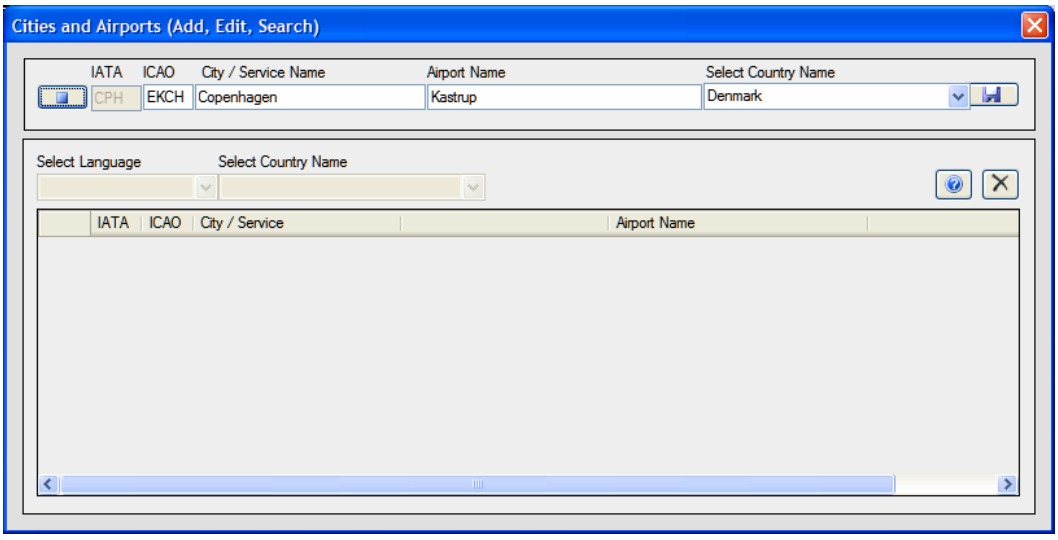
2.10.2 HOW TO EDIT A IATA CITY / AIRPORT CODE



Open Options

#	Action	Notes
1	Select	From the Main Menu: 'Administration', then 'Maintenance' and then 'Cities and Airports'.

The CITIES and AIRPORTS Windows Form will open. The form is divided in 2 sections. The top section is to Add a New IATA Code or edit the City and/or the Airport Information. The bottom section is used to Add City and/or Airport Names in the Language that has been selected. For the first section:

#	Enter	Notes	Input
1	IATA	This is the (3 Letter) IATA Code of the City or Airport you wish to EDIT. If the IATA Code exists the system will display all the information on that IATA Code in the Edit Line.	(3) Alpha

Editable Fields

#	Enter	Notes	Input
1	ICAO *	This is the (4 Letter) ICAO Code of the City or Airport.	(4) Alpha
2	City or Service Name *	This is the name of the City or the Service that is identified with this IATA Code.	Alpha Numeric
3	Airport Name *	If relevant, this is the Airport that is identified with this IATA Code.	Alpha Numeric
4	Country Name	This is the Country where the IATA Code is located.	Select

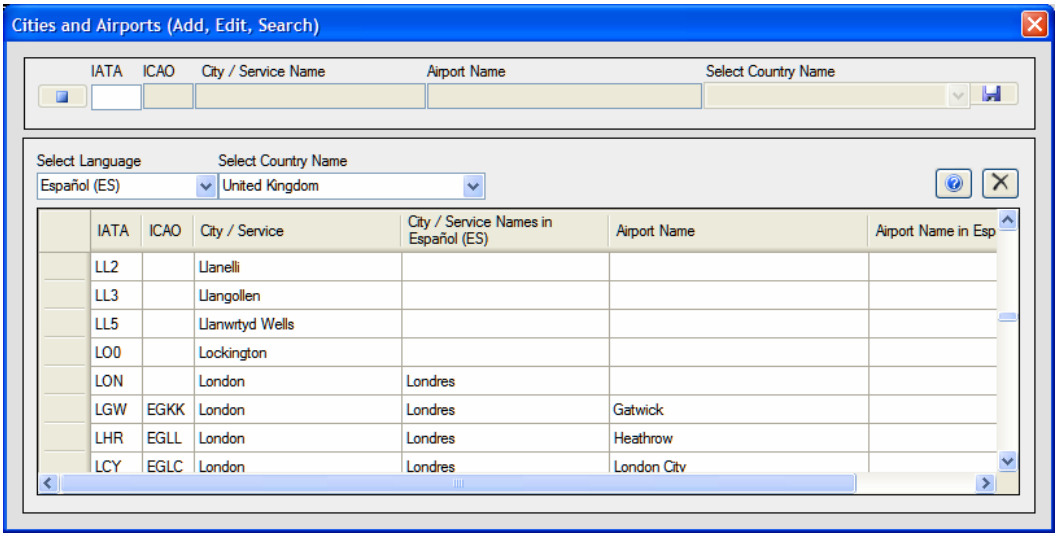
Edit Line Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the City / Airport to the database
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.

For the second section:



#	Action	Notes
1	Select	The Language you wish to Add or Edit Cities and Airports.
2	Select	The Country where the Cities and Airports are located.

* Notes and Suggestions

The information entered for the Cities and Airports is updated immediately to the database, so there is no need to Save, however this is also means that any changes made will remain unless you manually reverse any unwanted change.

When a City or Airport is to be used or displayed, the system will use or display the City or Airport in the Language that you are currently using, however if a City or Airport in the Language is blank, the system will use and/or display the System City Name or Airport Name, whenever that City or Airport is required.

Final Actions

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

Other Buttons

#	Action	Button or Icon	Notes
1	Press		Displays the Help Page

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