

Tech Tip Tuesday—September 30, 2014

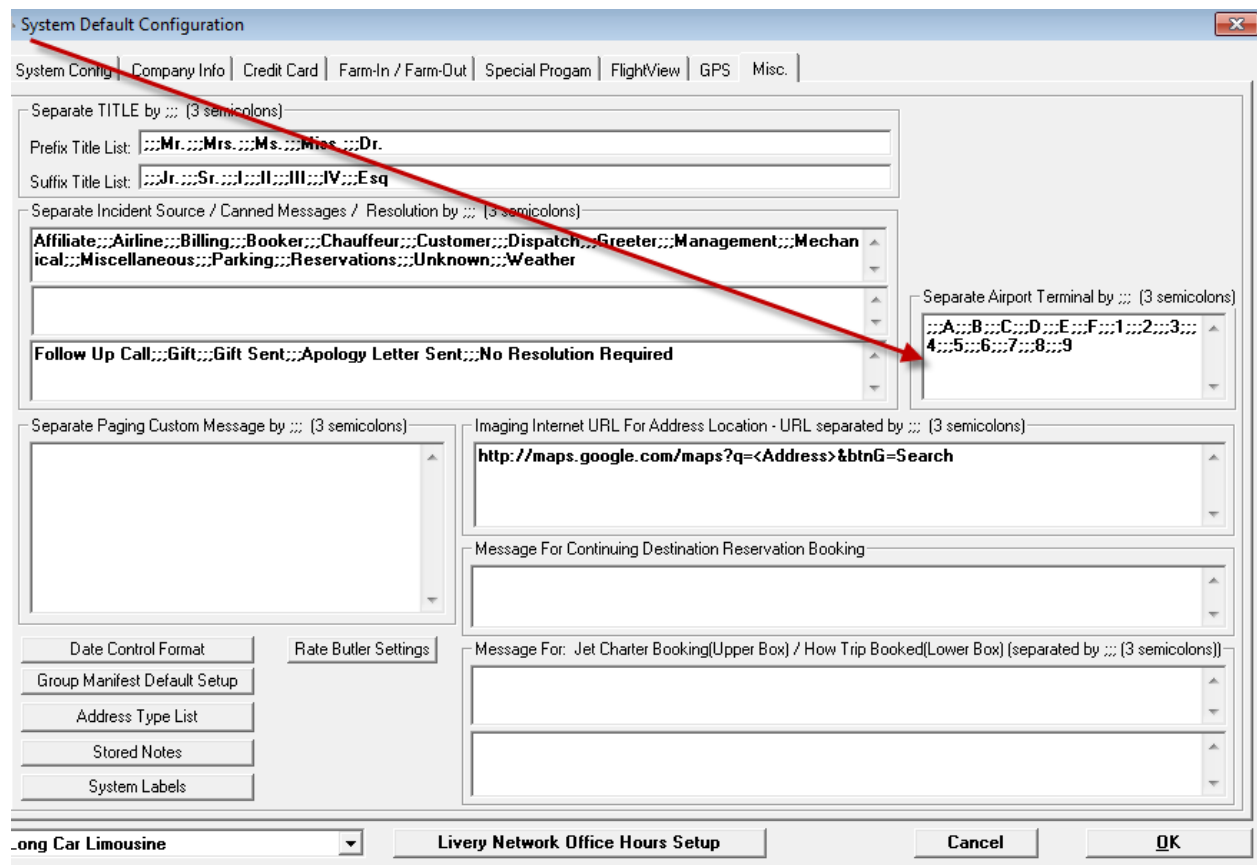
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Airport Terminals

When you enter flight information for a trip, there is a drop-down in the Flight Information screen where you can (optionally) select the Terminal for the flight.



This list of terminals is set globally in Maintenance, under System Default Configuration...Misc tab.



Note that in this default list, it starts with ;; -- that is so that a blank space appears before the list of terminals in the selection, so you can pick the blank (i.e. no terminal).

We recognize that different airports can have different terminal options...and this is easy to configure.

In Maintenance, under Maintain...Airports...you can select an airport and add terminals specific to that airport.

Edit Location Airports

Airport Name : Not Verifiable Airport Code : BWI International Airport Code : Usage (%): 0

This is an International Airport Meeting Procedure: [Dropdown]

Location Address: BWI - Baltimore-Washington Intl

City : BWI State/Province : MD Country : USA

Time Zone: (GMT -05:00) Eastern Standard Time LTG Time: 0 Mins

Display in Website Airport List

Terminal How To

Separate Terminal by ; (3 semicolons)

A;;B;;C;;D;;E

OK Cancel

Then, when that airport is selected in the Flight Info window of a reservation, only the terminals associated with that airport are shown.

Flight / Rail Information

Currently Modifying Pick Up Information. This Flight

Airport/Rail Station: BWI Airline/Rail: Flight/Train #: Terminal: A

Intl Airport Code Search

Luggage Type

Carry On Meeting Point: A

Checked In Baggage B

Limo Area C

Will Call D

E

Tip: Notice how the list above starts with “;;;” before the first Terminal, rather than starting right with “A”. The reason for this is so that there is a null (blank) terminal at the top of the list—so you aren’t forced to pick one.