

Tech Tip Tuesday—December 4, 2018

Group Manifest Import – Verify Flights (and editing after import)

If you do a lot of group trips, where the meeting planner sends you a manifest in Excel, you probably use our Group Manifest Import tool so you don't have to key in all those reservations individually. (If you do a lot of this kind of work and don't have the tool, please contact us—it can save a lot of time and reduce errors!).

Once you import your manifest, if you have a lot of airport trips, you probably want to verify all your flights to make sure there are no errors and all the flights are valid. (If you do a lot of airport runs, you have the FlightView integration module too, right?)

You don't have to open each trip and verify all the flights. You can actually do that right from the manifest import.

Once you have imported your data, simply select the “Manifest Data” tab. Then, highlight all the trips, and click on the Verify button at the bottom. Note—the fastest way to select all the trips is to click on the first one, then hold the Shift button down and click on the last one. It will highlight everything in between.

Last Name	First Name	From Location	Airport	Airline	Flight #	Flight Verified	FL Date	FL Time	To Location	Origin/Library
Smith	Joe		Phila. Intl Airport - PHL	American Airlines	5543	YES	11/30/18	02:04 PM	Desmond Hotel	BHM
Jones	John		Phila. Intl Airport - PHL	American Airlines	5943	NO	11/30/18	02:04 PM	Desmond Hotel	BHM
Baxter	Jan		Phila. Intl Airport - PHL	Delta Airlines	1551	YES	11/30/18	02:04 PM	Desmond Hotel	ATL
Johnson	Ted		Phila. Intl Airport - PHL	American Airlines	4789	YES	11/30/18	02:14 PM	Desmond Hotel	DFW
Last	Leon		Phila. Intl Airport - PHL	American Airlines	1451	YES	11/30/18	02:16 PM	Desmond Hotel	DFW
Smith	Joe		Phila. Intl Airport - PHL	American Airlines	4984	YES	11/30/18	02:20 PM	Desmond Hotel	PWM
Jones	Joe		Phila. Intl Airport - PHL	American Airlines	1766	YES	11/30/18	02:22 PM	Desmond Hotel	SFO
Baxter	John		Phila. Intl Airport - PHL	United Airlines	638	YES	11/30/18	02:36 PM	Desmond Hotel	ORD
Johnson	Jan		Phila. Intl Airport - PHL	American Airlines	1731	YES	11/30/18	02:43 PM	Desmond Hotel	CLT
Last	Ted		Phila. Intl Airport - PHL	American Airlines	4541	YES	11/30/18	02:44 PM	Desmond Hotel	OMA
Smith	Leon		Phila. Intl Airport - PHL	American Airlines	4850	YES	11/30/18	02:50 PM	Desmond Hotel	STR
Jones	Joe		Phila. Intl Airport - PHL	American Airlines	4936	YES	11/30/18	02:52 PM	Desmond Hotel	MOT
Baxter	Joe		Phila. Intl Airport - PHL	American Airlines	3938	YES	11/30/18	03:03 PM	Desmond Hotel	BOS
Johnson	John		Phila. Intl Airport - PHL	American Airlines	5968	YES	11/30/18	03:03 PM	Desmond Hotel	STL
Last	Jan		Phila. Intl Airport - PHL	Spirit Airlines	266	YES	11/30/18	03:09 PM	Desmond Hotel	LAX
Smith	Ted		Phila. Intl Airport - PHL	Jet Blue Airlines	1059	YES	11/30/18	03:20 PM	Desmond Hotel	BOS

Now all your flights are verified. There is a column that will tell you of any of the flights did not verify. If you double-click on one of the trips, it will open up that trip for editing, if necessary.

In this case, I will open up the trip that did not verify, so I can fix the typo in the Flight Number.

Add / Edit Group Manifest Transfer

Pickup Date: 11/30/18 02:04 PM

Last / First: Jones John

Email / Mobile:

Airport: Phila. Intl Airport - PHL

Location: Phila International Airport II

Airline: American Airlines

Flight Time: 11/30/18 02:04 PM Flight #: 543

Origin: BHM

General | Status Level | Coordinator

Group Name: Tech Tip

Notes:

Dispatch Notes:

Hotel Ref #: # PAX: 1

Group Code:

Transfer type: Airport To / From
 Flight Verified

Vehicle Type:

VIP

To From

Location: Desmond Hotel
 Malvern,PA 19355

Customer PO:

Farm Res #:

SMS Mobile For Minute Out

Save Cancel

I can then save, select the trip, click on Verify again, and make sure everything works.

Last Name	First Name	From Location	Airport	Airline	Flight #	Flight Verified	FL Dat
Smith	Joe		Phila. Intl Airport - PHL	American Airlines	5543	YES	11/30/
Jones	John		Phila. Intl Airport - PHL	American Airlines	5543	YES	11/30/
Baxter	Jim		Phila. Intl Airport - PHL	Delta Airlines	1561	YES	11/30/
Johnson	Ted		Phila. Intl Airport - PHL	American Airlines	4789	YES	11/30/