

Tech Tip Tuesday—April 26, 2022

Airports and ERDS (Electronic Reservation Delivery Systems)

Many of you receive some of your reservations via ERDS (Electronic Reservation Delivery Systems) such as DEEM and/or Groundspan.

When an ERDS reservation that contains an airport comes in, if it's a commercial flight, the ERDS system only provides the airport code, and not the entire airport address. (Private flights to FBOs are handled differently).

In order to know what address to use for the trip, you will need to make sure that there is an airport address associated with that airport code in Livery Coach.

The first step is to make sure that the airport has been entered as a Location in your Points of Interest. Be sure to make sure that the Airport Code is populated. An example is below:

Edit Location

Location Information

Category: **Airports - Local**

Name: **Philadelphia International Airport (PHL)**

Color Code:

Street: **8000 Essington Ave**

City: **Philadelphia** State/Province: **PA** Zip/Postal Cd: **19153**

Country: **USA** Phone: **(215) 937-6937**

☒ Verified

Detail Info Terminal Hub Area Attribute

Directions

Parking Lot A

Airport Code: **PHL**

☐ Private Airport

Intl Airport Code Search:

Note: Select the airport code ONLY if the location is an airport.

☐ Group Manifest Location

☐ Sub Location




☒ Display In Website Location List

File Attachment ☒ Ok Verify Cancel

Keep in mind that there is no limit to how many Points of Interest (Locations) that can be tied to the same airport code (common when there are FBOs at a commercial airport).

Therefore, the 2nd step is to tie the airport code back to a “default” address.

Navigate to Setup->Maintain->Airports, and select the desired Point of Interest from the drop down in the “Location Address” field, and click save. Once this is done, your ERDS airport reservations will populate with a full airport address. Screen shot below.

General		Terminal List	
Airport Name:	Airport Code:	International Airport Code:	Usage (%):
Philadelphia International Airport	PHL		80
<input type="checkbox"/> Not Verifiable			
<input type="checkbox"/> Flights from here go through customs when arriving.		Meeting Procedure: See Notes	
Location Address:			
Philadelphia International Airport (PHL)			
City:	State/Province:	Country:	
Philadelphia	PA		
Time Zone:	LTG Time	Mins	
(GMT -05:00) Eastern Time (US & Canada)	12		
<input checked="" type="checkbox"/> Display in Website Airport List			
<div> New</div> <div> Save</div> <div> Delete</div>			

Region Name