



Flight Finder

Air Amend Reservation

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Flight Finder

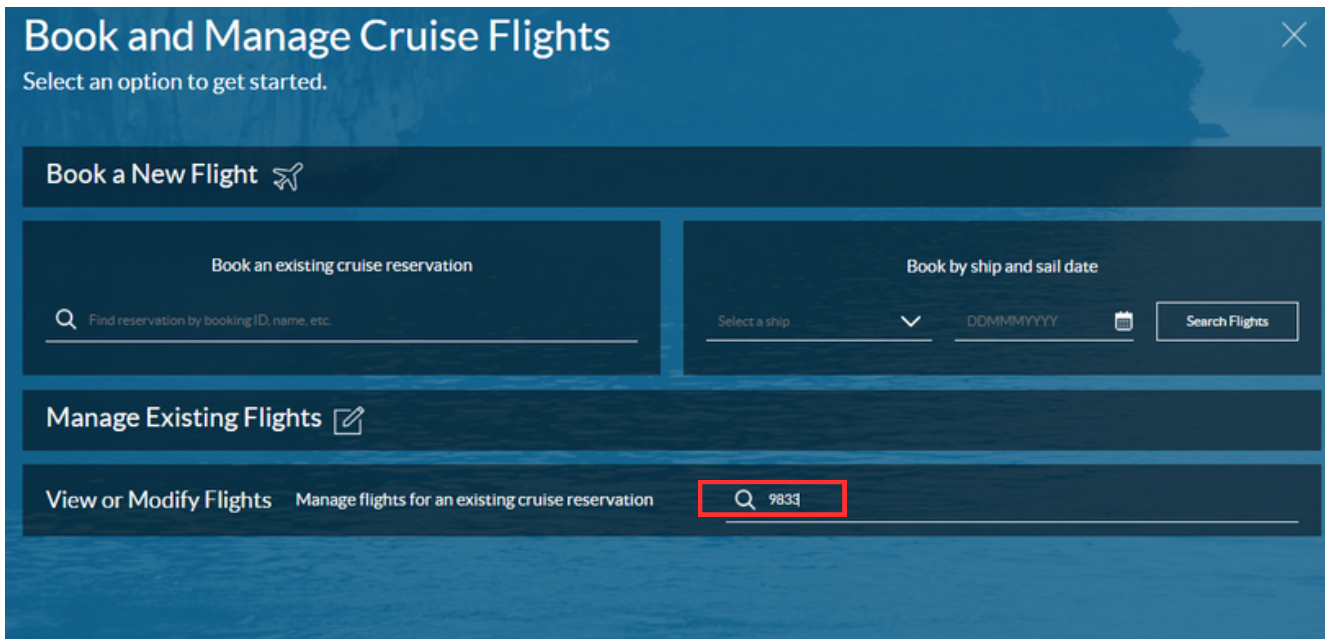
Flight Finder is fully loaded with new features that make it easier than ever to take full control of servicing your client's air booking.

Now with just a couple clicks, you can modify and cancel flights, change and add seat selections, manage transfers and more—all at your convenience, all within Flight Finder.

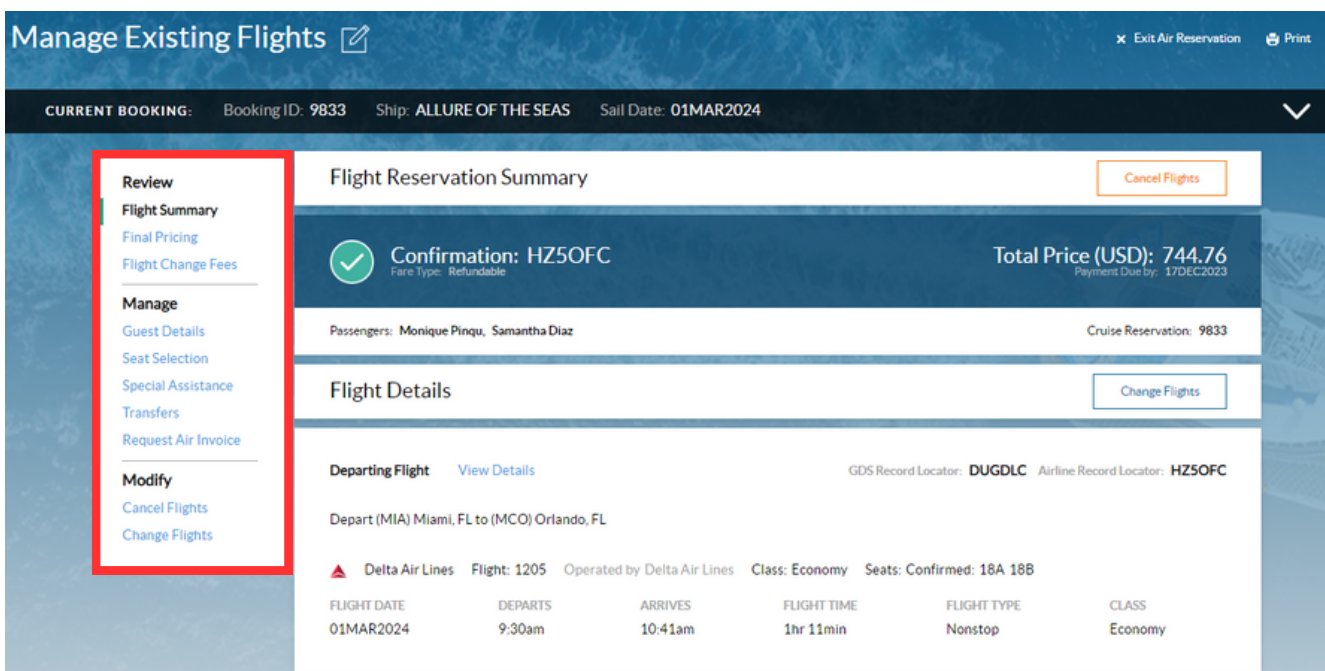
Overview

Existing flight reservations can now be managed through Flight Finder by entering the cruise booking ID in the **View or Modify Flights** field.

After entering the cruise booking ID, press “Enter”.



From the Manage Existing Flights screen that will appear, you can either **Review**, **Manage** or **Modify** your clients’ flights.



Reviewing Flights

There are two separate ways to review the flight details depending on what information your clients would like to reviewed.

Flight Summary

Click “Flight Summary” from the left-hand menu.

This screen shows an overall view of the flights including flight confirmation/record locator, total price, guest (passenger) names, and flight details.

The screenshot displays the 'Manage Existing Flights' interface. At the top, it shows 'CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024'. A left-hand menu is visible with options under 'Review' (Final Pricing, Flight Summary, Flight Change Fees), 'Manage' (Guest Details, Seat Selection, Special Assistance, Transfers, Request Air Invoice), and 'Modify' (Cancel Flights, Change Flights). The 'Flight Summary' option is highlighted with a red box. The main content area is titled 'Flight Reservation Summary' and includes a 'Cancel Flights' button. It shows a green checkmark for 'Confirmation: HZ5OFC' with 'Fare Type: Refundable' and a 'Total Price (USD): 744.76' with 'Payment Due by: 17DEC2023'. Below this, it lists 'Passengers: Monique Pingu, Samantha Diaz' and 'Cruise Reservation: 9833'. The 'Flight Details' section includes a 'Change Flights' button and shows a 'Departing Flight' with 'View Details' link. It specifies 'GDS Record Locator: DUGDLC' and 'Airline Record Locator: HZ5OFC'. The flight is a Delta Air Lines flight 1205, operated by Delta Air Lines, in Economy class, with 18A and 18B seats confirmed. The flight details table is as follows:

FLIGHT DATE	DEPARTS	ARRIVES	FLIGHT TIME	FLIGHT TYPE	CLASS
01MAR2024	9:30am	10:41am	1hr 11min	Nonstop	Economy

Final Pricing

Click “Final Pricing” from the left-hand menu.

This screen will show a summary of the financials for all flights associated to the clients within the current cruise reservation.

NOTE: If any changes are made that affect the pricing (such as adding transfers), this page will also be displayed to identify the change in the amount due.

Manage Existing Flights ✕ Exit Air Reservation Print

CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024

Review

- Flight Summary
- Final Pricing**
- Flight Change Fees

Manage

- Guest Details
- Seat Selection
- Special Assistance
- Transfers
- Request Air Invoice

Modify

- Cancel Flights
- Change Flights

Final Pricing ✕

Confirmation: HZ5OFC ✓ **Total Price (USD): 744.76**
Payment Due by: 17DEC2023

Cost Summary

CHARGES	MONIQUE PINQU	SAMANTHA DIAZ	TOTAL
Air	302.48	302.48	604.96
Transfer Charges	69.90	69.90	139.80
Charges Total	372.38	372.38	744.76

Prices include all taxes and fees, but may not include baggage fees.

[Continue to Flight Summary](#)

Flight Change Fees

This page will allow the user to see the standard penalty amounts that might be incurred if the user were to change or cancel flights during certain periods.

Note: This page functions as the standard penalty schedule, but actual penalty amounts would be summarized at the time the user either attempted to change or cancel existing flights.

Manage Existing Flights
✕ Exit Air Reservation

CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024 ▼

Review

[Flight Summary](#)

[Final Pricing](#)

[Flight Change Fees](#)

Manage

[Guest Details](#)

[Seat Selection](#)

[Special Assistance](#)

[Transfers](#)

[Request Air Invoice](#)

Modify

[Cancel Flights](#)

[Change Flights](#)

Flight Change/Cancellation Fees ✕

Changing or canceling flight reservations may result in additional fees based on the fare type. Please check the fare type of the flights on this reservation and review the schedule below for detailed change and cancellations fees.

	MONIQUE PINQU <small>Refundable</small>	SAMANTHA DIAZ <small>Refundable</small>
08 SEP 2023 - 16 DEC 2023 <small>Change or cancellation fee in (USD)</small>	0.00	0.00
17 DEC 2023 <small>Fee for changes or cancellations in (USD) on or after this date</small>	200.00 <small>= air service fees</small>	200.00 <small>= air service fees</small>

Refundable airfare not subject to change and/or cancellation fees for standard routes and available options. If your client has requested any deviations to standard air offerings (i.e., early ticketing, alternate gateways, flight times and/or other deviations), or otherwise cancels or modifies their cruise booking, cancellation and/or change fees may apply. Such fees vary by airline.

Continue to Flight Summary

Manage Flights

Within the Manage section, the user has the option to view the guest details, change or select seat assignments, add, or update any special assistance requests, add or remove transfers, as well as request an air invoice.

Guest Details

Click “Guest Details” from the left-hand menu.

- Names, dates of birth, and gender are view-only and cannot be modified from Flight Finder.
- Passport information, Frequent Flyer number(s), and Redress/Known Traveler numbers can be updated from this screen.

Manage Existing Flights ✎ ✕ Exit Air Reservation

CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024

Review

- Flight Summary
- Final Pricing
- Flight Change Fees

Manage

- Guest Details**
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Modify

- Cancel Flights
- Change Flights

Guest Details

Passenger 1 - MONIQUE PINQU

FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH
MONIQUE		PINQU	16MAY1989

GENDER: Female

CARRIER SELECT: Select ▼ FREQUENT FLYER#: Please enter 🗑️

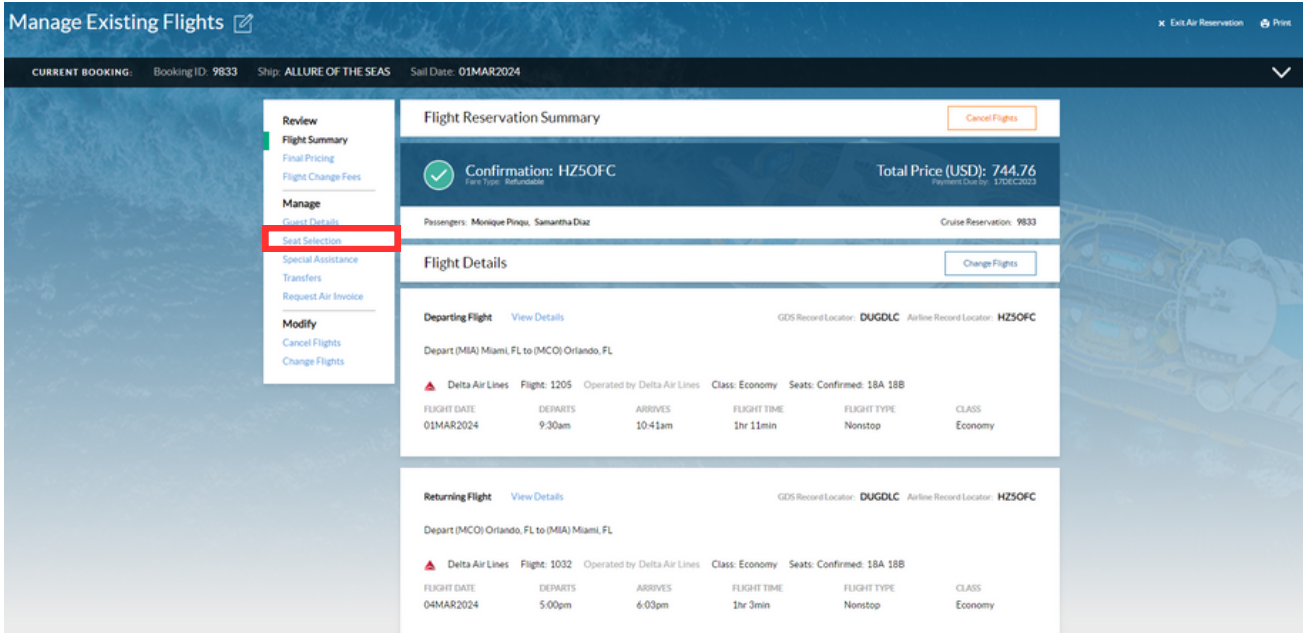
▼ Add Additional Frequent Flyer Carrier

REDRESS# 🕒 KNOWN TRAVELER# 🕒

PASSPORT# _____ EXPIRATION DATE: DDMMYYYY COUNTRY OF ISSUANCE: Select ▼ NATIONALITY: Select ▼

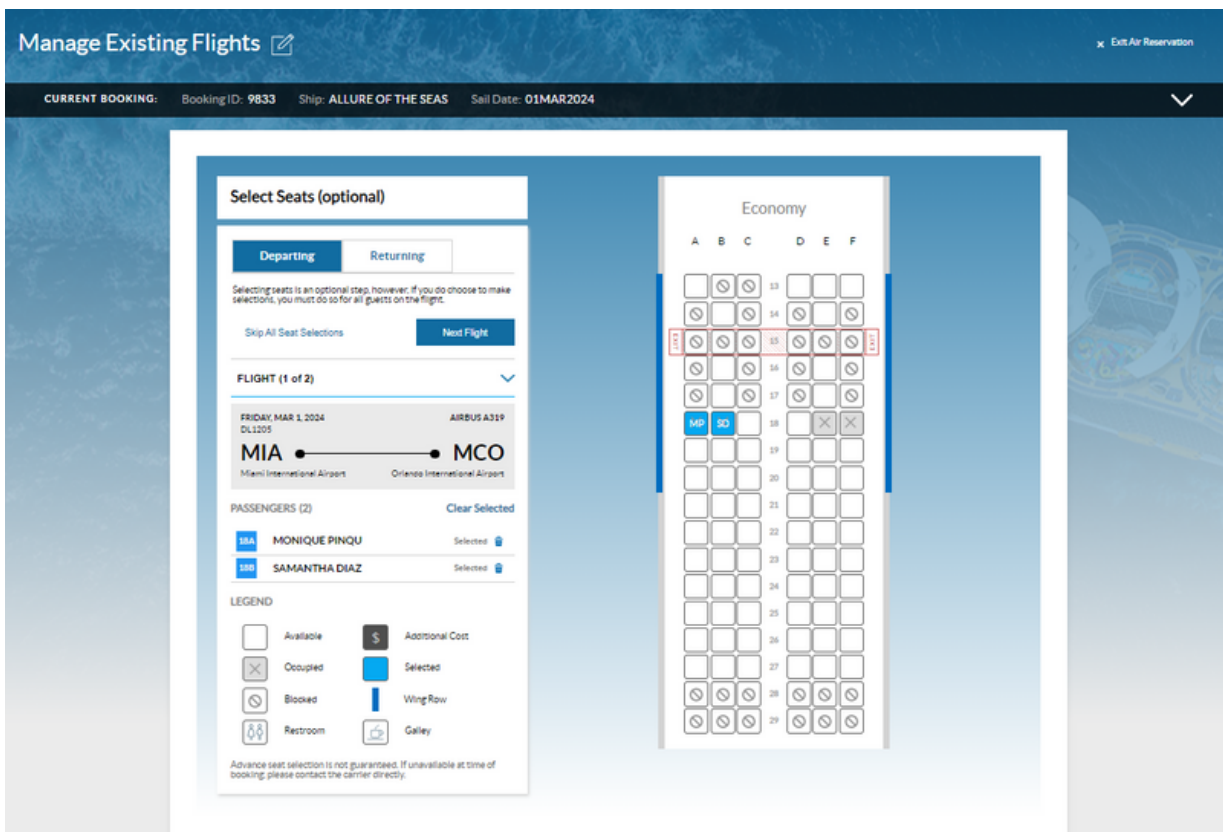
Seat Selection

Click "Seat Selection" from the left-hand menu.



Users can select or modify the guest's seat assignments.

- Tabs at the top of the Select Seats column alternate between departing and returning flights.
- Clicking on an available seat in the right column will select that seat for the specific guest.



Special Assistance

Click "Special Assistance" from the left-hand menu

The screenshot shows the 'Manage Existing Flights' interface. At the top, it displays 'CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024'. On the left-hand menu, the 'Special Assistance' option is highlighted with a red box. The main content area shows 'Guest Details' for 'Passenger 1 - MONIQUE PINQU' with fields for first name, middle name, last name, date of birth, gender, carrier select, frequent flyer#, address#, known traveler#, passport#, expiration date, country of issuance, and nationality.

- Click the box(es) to add or remove checkmarks next to each special assistance item that is needed by each guest.
- Once the modifications have been made click "Add" to complete the process.

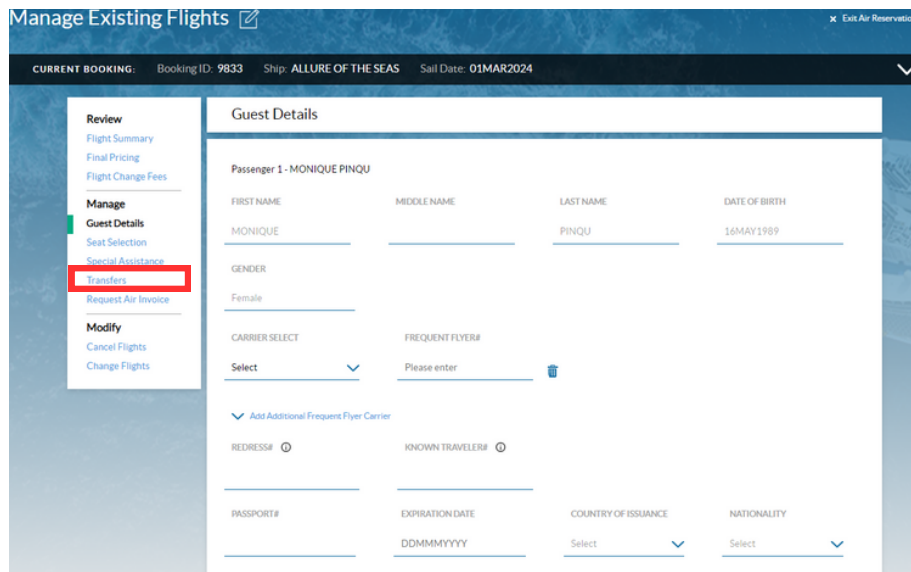
The screenshot shows the 'Special Assistance' dialog box. It contains a table with the following data:

TYPE	MONIQUE PINQU	SAMANTHA DIAZ
Blind: Advice Only: No Special Assistance	<input type="checkbox"/>	<input type="checkbox"/>
Deaf: Advice Only: No Special Assistance	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Required All The Way To Seat	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Required For Ramp/Distance	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Required For Airport/Aircraftstairs	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Required On Board Aircraft	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the dialog box, there is an 'Add' button highlighted with a red box.

Transfers

Click “Transfers” from the left-hand menu.



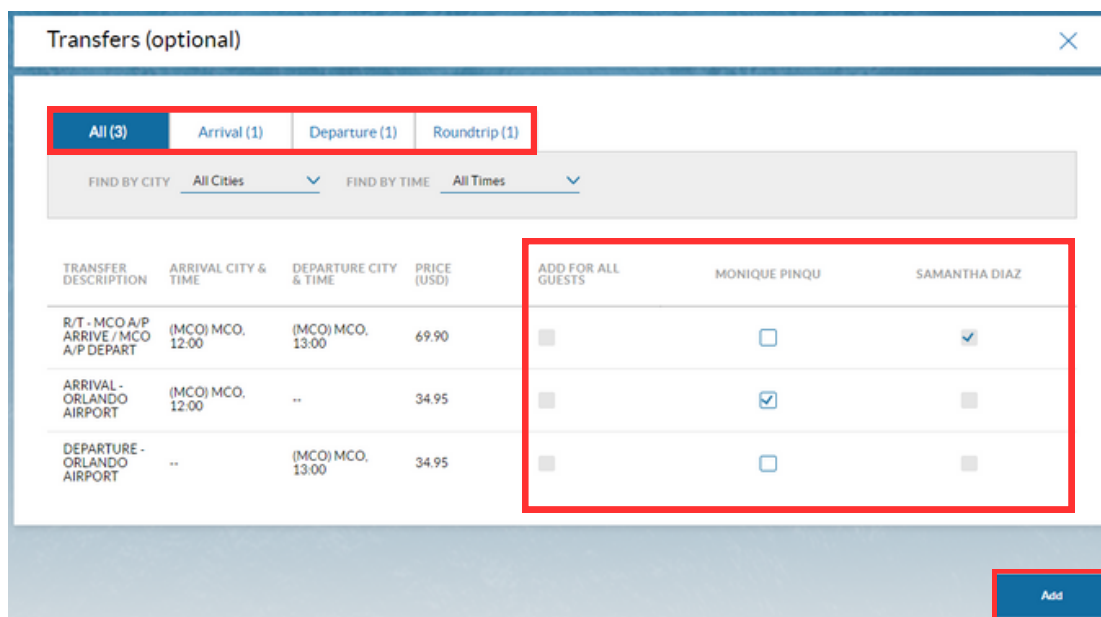
View transfers being held by the clients or select the guests that will be using the Transfer Services.

- The “ All” tab will allow you to select all the transfers available.
- “Arrival” tab will only show the arrival transfers.
- “Departure” tab will only show the departure transfers.
- “Roundtrip” tab will only show the round-trip transfers.

Select the guests based on the transfer they would like to book.



- Select the transfer per guest or click under “Add for all guest” to add the transfer to all guest with just one click.

Lastly click “Add” to add the transfers to the reservation.



Once added, the transfer information will appear in the bottom of the screen under the transfer tab.

Assigned Transfers

NAME	ARRIVAL CITY & TIME	DEPARTURE CITY & TIME	PRICE (USD)	DELETE
SAMANTHA DIAZ	(MCO) ORLANDO, FL 12:00	(MCO) ORLANDO, FL 13:00	69.90	
MONIQUE PINQU	(MCO) MCO, 12:00	--	34.95	

[Continue To Guest Details](#)

Request Air Invoice

Click "Request Air Invoice" from the left-hand menu.

The screenshot shows the 'Manage Existing Flights' interface. At the top, it displays 'CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024'. The left-hand menu is expanded to show 'Request Air Invoice' highlighted with a red box. The main content area is titled 'Guest Details' and shows information for 'Passenger 1 - MONIQUE PINQU'. The form includes fields for First Name (MONIQUE), Middle Name, Last Name (PINQU), Date of Birth (16MAY1989), Gender (Female), Carrier Select (Select), and Frequent Flyer# (Please enter). There are also fields for Redress#, Known Traveler#, Passport#, Expiration Date (DDMMYYYY), Country of Issuance (Select), and Nationality (Select).

Enter the email address where the confirmation should be sent.
Click "Send Invoice" for the invoice to be sent.

The screenshot shows a modal window titled 'Request Air Invoice'. It contains the following text: 'To request an Air Invoice for the flights associated to guests in this cruise reservation, please provide the recipient e-mail address and click the "Send Invoice" button. Note: if guests within this cruise reservation have different flights, individual invoices will be sent for each flight.' Below this text is a text input field labeled 'RECIPIENT EMAIL ADDRESS' with the placeholder 'myemail@address.com', which is highlighted with a red box. At the bottom right of the modal is a blue button labeled 'Send Invoice', also highlighted with a red box.

Modify Flights

Users will have the ability to cancel their client's flight directly from the Modify section of Flight Finder.

Cancel Flights

Click “Cancel Flights” from the left-hand menu.

Click the box in the “Select Guests” column next to any guest who needs to cancel their flight.

Click “Continue”.

Manage Existing Flights ✎ ✕ Exit Air Reservation

CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024

Review

- Flight Summary
- Final Pricing
- Flight Change Fees

Manage

- Guest Details
- Seat Selection
- Special Assistance
- Transfers
- Request Air Invoice

Modify

- Cancel Flights**
- Change Flights

Cancel Flights

⚠ You are about to cancel FLIGHT reservations for the selected guests.

Please select the guests you would like to cancel FLIGHT reservations from the list below. Please note that canceling your clients' air reservations will not cancel their cruise booking(s). If you need to cancel, or make changes to the cruise booking(s) please use the ESPRESSO booking engine.

GUEST NAME	DEP. GATEWAY	FLIGHT LOCATOR	SELECT GUESTS
MONIQUE PINQU	MIA Miami	HZ50FC	<input checked="" type="checkbox"/>
SAMANTHA DIAZ	MIA Miami	HZ50FC	<input checked="" type="checkbox"/>

Ignore Cancellation
Continue

From the Cancel Flights pop-up screen, click Yes, Proceed with Cancellation.

Cancel Flights ✕

Are you sure you want to cancel?

No, Not Right Now
Yes, Proceed with Cancellation

NOTE: If the user decides not to proceed with the flight cancellation, they would click “No, Not Right Now” to return to the previous screen.

Change Flights

Click “Change Flights” from the left-hand menu. Select the clients and click on “Continue”

Manage Existing Flights ✎ ✕ Exit Air Reservation

CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024

Review

- Flight Summary
- Final Pricing
- Flight Change Fees

Manage

- Guest Details
- Seat Selection
- Special Assistance
- Transfers
- Request Air Invoice

Modify

- Cancel Flights
- Change Flights**

Change Flights

ⓘ You are about to change FLIGHT reservations for the selected guests.

Please select the guests you would like to change FLIGHT reservations for from the list below. When changing FLIGHTS for guests on this reservation, all guests with the same flights will also be changed. If you need to make changes to the cruise booking(s), please use the ESPRESSO booking engine.

GUEST NAME	DEP. GATEWAY	FLIGHT LOCATOR	SELECT GUESTS
MONIQUE PINQU	MIA Miami	HZSOFC	<input checked="" type="checkbox"/>
SAMANTHA DIAZ	MIA Miami	HZSOFC	<input checked="" type="checkbox"/>

Ignore Change | Continue

Search for the new desired flights. Number of passengers and the names will appear on the top of the page. The search will be done for all the passengers previously selected.

[← Return to Guest Selection](#)

NUMBER OF PASSENGERS 2 ▼

Booking for Passenger(s) 2 of 2: Monique Pinqu, Samantha Diaz

TRIP TYPE

Roundtrip

One Way

Change Flights

Enter the desired Departure and Return details.

- Add airport information – airport for departure and arrival.
- Arriving on / Departing on – the date of travel.
- Arrive by / Departing after – the time of travel.

Click “View Available Flights” to start search.

CRUISE DEPARTURE DETAILS

Cruise Departure: 01MAR2024
 Arrive no later than: 12:00 PM

FLYING FROM

(MIA) Miami, FL - Miami International Airport

FLYING TO

(MCO) Orlando, FL - Orlando International Airport

ARRIVING ON

01MAR2024



ARRIVE BY

12:00 PM



CRUISE RETURN DETAILS

Cruise Return: 04MAR2024
 Depart no earlier than: 01:00 PM

FLYING FROM

(MCO) Orlando, FL - Orlando International Airport

FLYING TO

(MIA) Miami, FL - Miami International Airport

DEPARTING ON

04MAR2024



DEPARTING AFTER

01:00 PM



[View Available Flights](#)

Once the new search starts, the current flight information will appear at the top of the screen. Click "Show Details" to view full details of previous flights.

Book and Manage Cruise Flights

[✕ Exit Current Booking](#)

1 Search Flights
2 Choose Flights
3 Guest Details
4 Select Seats
5 Review & Book

CURRENT BOOKING: Booking ID: 9833 Ship: ALLURE OF THE SEAS Sail Date: 01MAR2024 ▼

Current Flight for Passengers: Monique Pingu, Samantha Diaz

	FLIGHT DATE	DEPARTS	ARRIVES	FLIGHT TIME	FLIGHT TYPE	CLASS
Departs (MIA) Miami, FL to (MCO) Orlando, FL	01MAR2024	9:30am	10:41am	1hr 11min	Nonstop	Economy
Returns (MCO) Orlando, FL to (MIA) Miami, FL	04MAR2024	5:00pm	6:03pm	1hr 3min	Nonstop	Economy

Current Flight Total (USD): 604.96 Show Details ▼

Select Departing Flight

[← Return to Guest Selection](#) | [Start a new search](#)

Booking for Passenger(s) 2 of 2: Monique Pingu, Samantha Diaz
Prices include all taxes and fees, but may not include baggage fees.

DEPARTURE FLIGHT	FLYING FROM <u>(MIA) Miami, FL - Miami International Airp</u>	FLYING TO <u>(MCO) Orlando, FL - Orlando Internationa</u>	ARRIVING ON <u>01MAR2024</u>	ARRIVE BY <u>12:00 PM</u> ▼
RETURNING FLIGHT	FLYING FROM <u>(MCO) Orlando, FL - Orlando Internationa</u>	FLYING TO <u>(MIA) Miami, FL - Miami International Airp</u>	DEPARTING ON <u>04MAR2024</u>	DEPARTING AFTER <u>01:00 PM</u> ▼

Update Search

▼ Advance Search

Available flights will be displayed at the bottom of the screen.

Once a flight has been found, continue with the FlightFinder booking process.

(MIA) Miami, FL to (MCO) Orlando, FL

SORT BY
Lowest Price ▼

PRICE
 301.00 841.00

STOPS
 Nonstop

FARE TYPE
 Refundable

BAGGAGE
 Checked Bag(s) - +

CLASS

<input type="checkbox"/> Economy	302.48
<input type="checkbox"/> Premium Economy	331.28
<input type="checkbox"/> First Class	398.48

FLIGHT DATE **01MAR2024** ✈️ 1hr 11min Nonstop

9:30am ● ● **10:41am**

(MIA) Miami, FL (MCO) Orlando, FL

● **Delta Air Lines / Flight 1205** Operated by Delta Air Lines

ADULT FARE

MAIN CABIN	DELTA COMFORT PLUS	BUSINESS CLASS	FIRST CLASS
<p>302.48 USD</p> <p>Refundable - Pay Later</p> <p>0 Checked Bags</p>	<p>331.28 USD</p> <p>Refundable - Pay Later</p> <p>0 Checked Bags</p>	<p>Unavailable</p>	<p>398.48 USD</p> <p>Refundable - Pay Later</p> <p>2 Checked Bags</p> <p style="background-color: #ff9900; color: white; padding: 2px;">3 SEATS LEFT</p>

Note: Some cabin classes may not be available on all segments of the flight. In-Flight Amenities: Amenities may vary on one, or more segments of the flight. Check cabin class details for more information.

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[Flight & Baggage Details](#) | [Fare Rules & Restrictions](#)

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