

GRASP PREPARE

Automated Data Cleanser Utility

Recommended screen resolution 1024 x 768

(Locate on desktop under Control Panel / Display Settings)

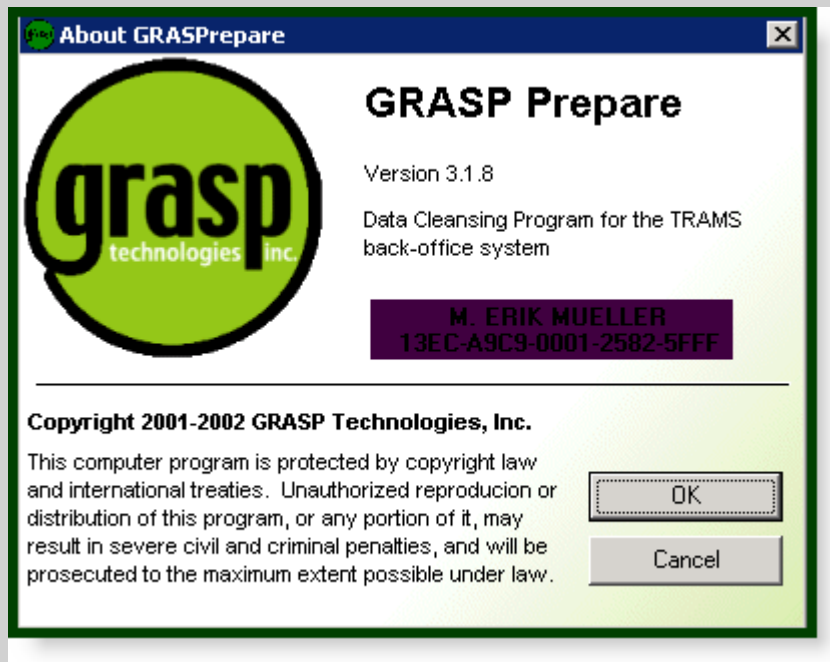
Located on Agency Local Machine

❖ Overview

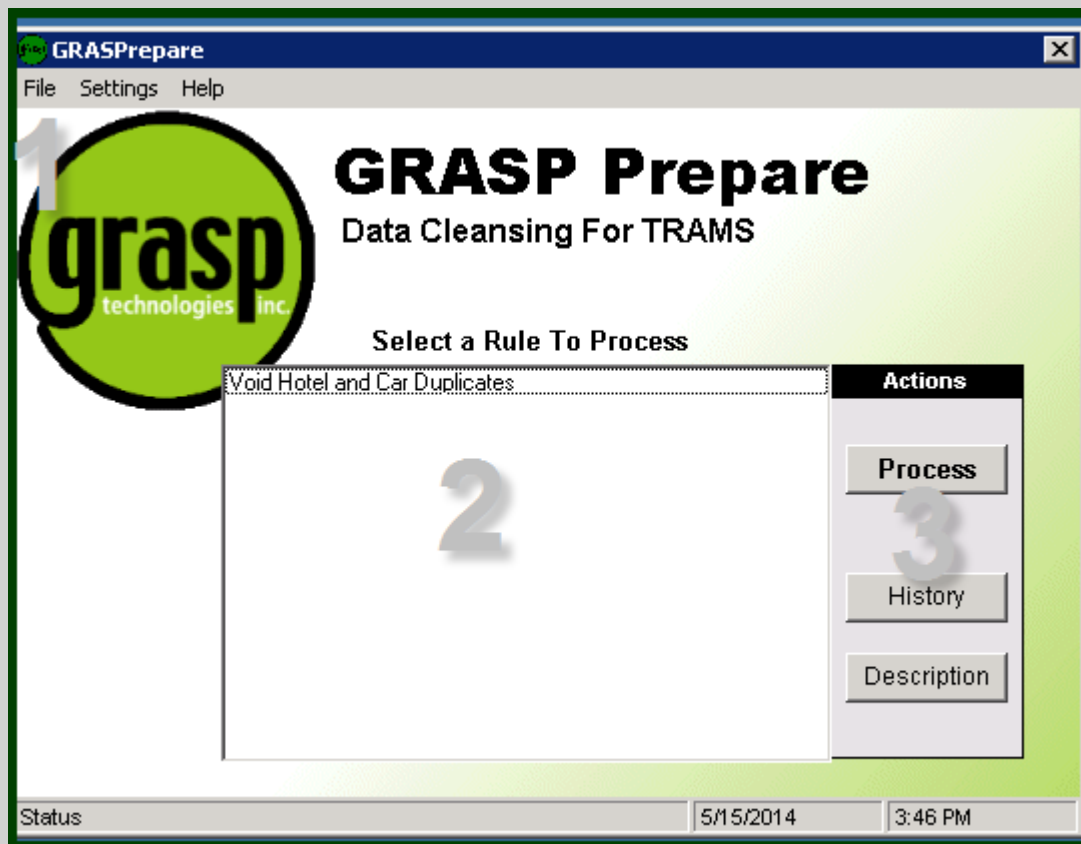
- Connects Live To Back Office
- Corrections Made Directly To Back Office
- Minimal User Intervention
- Saving Time and Resources
- Improves Data Quality

❖ Benefits

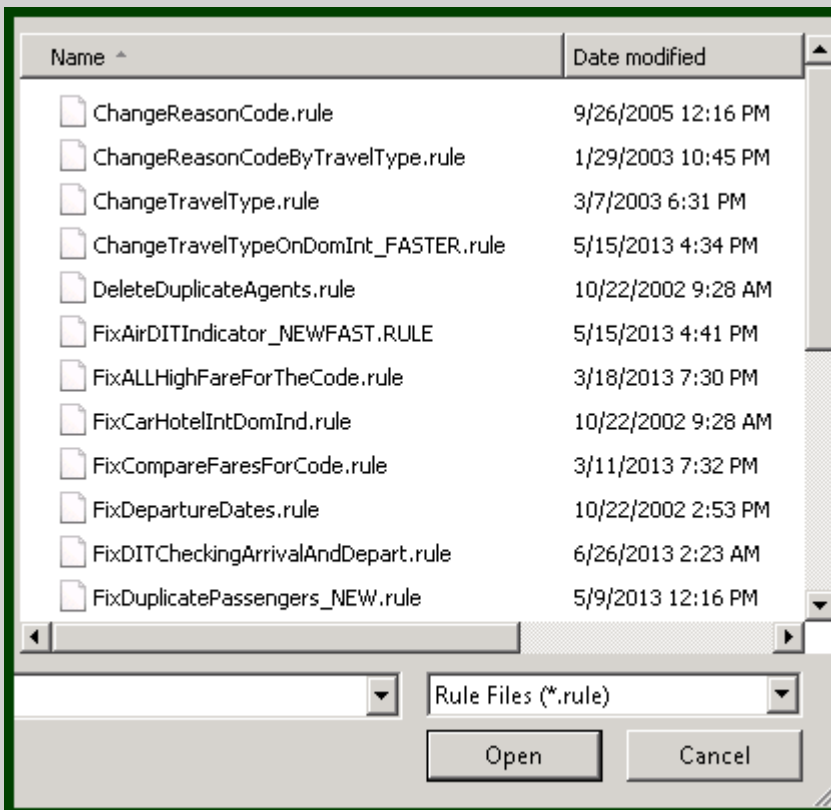
- Ease of Processing
- Able To Handle Multiple Trams Databases
- City Table Management
- Customized Rules To Meet Agency Data Challenges



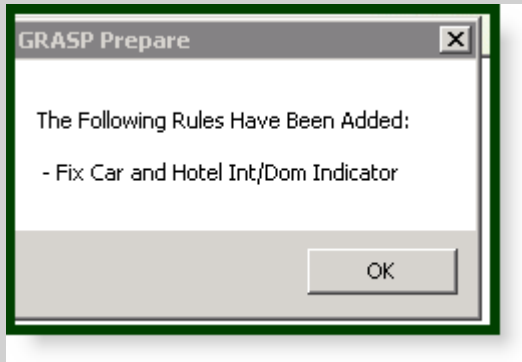
PREPARE



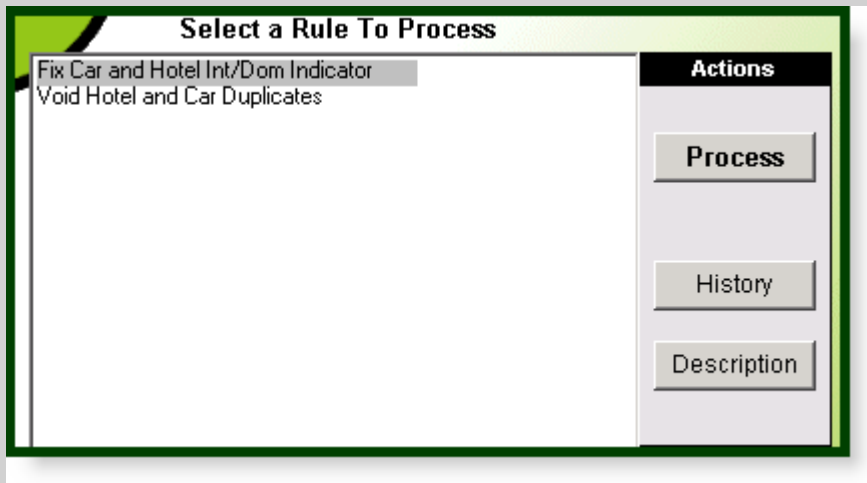
- ❖ File / Settings / Help (1)
 - File – Load Rule



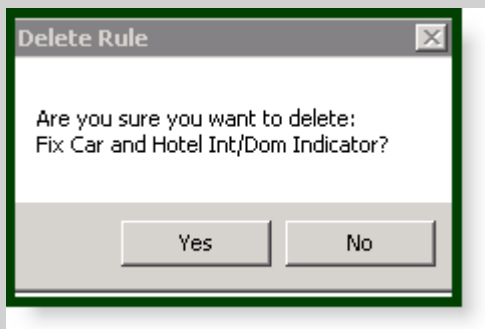
- Rule Library Location: c:\program files\grasp\public rules
- Highlight Rule To Add
- Open



- OK
- Rule Has Been Added To Your Processing Box



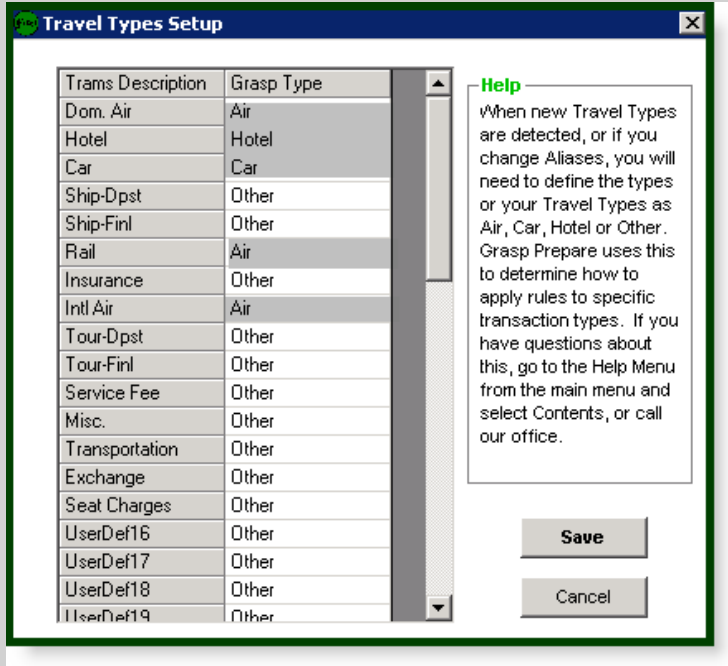
- File – Delete Rule
 - Highlight Rule In Processing Box
 - File – Delete Rule



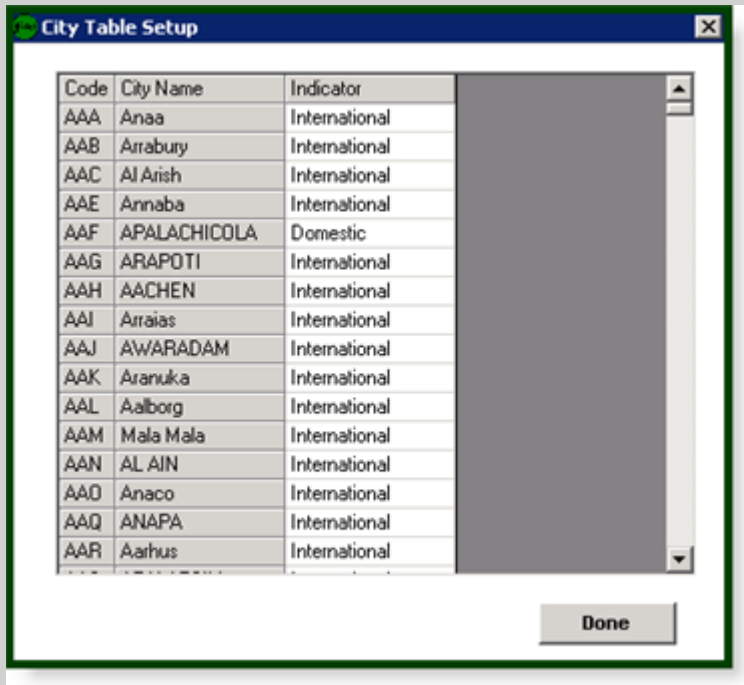
- Rule Will Be Placed Back In Rules Library c:\program files\grasp\public rules

PREPARE

- **Settings – Change Alias**
 - This Is Set-Up By Grasp Installers
 - If This Needs To Be Adjusted, Email Support@GraspTech.com
- **Settings – Travel Types**
 - Grasp Prepare Currently Recognized Four Travel Types
 - Air
 - Car
 - Hotel
 - Other



- **Settings – City Table**
 - Copy of Your Trams City Table



PREPARE

❖ **Select A Rule To Process (2)**

- List Of Rules To Process Daily
- Alphabetical Order
- Size Of List Depends Upon Your Back Office Needs

❖ **Actions (3)**

- Process (Highlight Rule Before Selecting)



- Each Rules Processing Box Is Different
- Complete Entries Required
- Limit Start Date / End Date To No More Than 30 Days
- Ability To Select Any Time Period
- Continue



- Rule Runs Against Back Office
- Upon Finish – Completion Box Appears
- OK - OK
- Returns To Processing Area

PREPARE

○ History (Highlight Rule Before Selecting)

BOOKINGNO	Car or Hotel	Action	Traveler	Cont#	Invoice #	Issue Date	Vendor	TOTALFARE	Type	In-pickup Date	Out-Drop off	City	Old Client Pay Status	Old Vendor Pay Status
<input checked="" type="checkbox"/>	10 Car	Newest	SMITH/JOHN	12345678	12348	9/9/2013	Alamo	21200	No Data	9/1/2014	9/1/2014	No Data	N	O
<input checked="" type="checkbox"/>	8 Car	Voided	SMITH/JOHN	12345678	12348	7/29/2013	Alamo	21200	No Data	9/1/2014	9/1/2014	No Data	N	O

1

2

Un-Check All Undo Checked Purge Checked Print History Displayed Done

- Report Results (1)
- Print History Displayed (Printed Report Of Results)

- Keep Checked The Items You Approve
- Uncheck The Items You Do Not Approve
- Purge Checked (2)
 - Acceptance Of Rule Change

T80 Edit Booking Smith/John Car (Invoice # 12346)

1 General Info | 2 Remarks | 3 Expanded Fare Info | 4 More Taxes | 5 Agents | 6 UDIDs | 7 Segments | 8 Foreign Currency

Submit To: CommTrack
 Travel Type: Car
 Passenger: Smith/John

Vendor Name: Alamo
 Depart Date: 9/1/2014
 Total Fare: 212.00
 Taxes/Rate: 19.27 10.00 %
 Ticket Type: Normal

Client Payment: Voided

Booking History

User ID	Date/Time	Action	Description	Field	Old Value	New Value
SYSDBA	5/16/2014 3:30:16 PM	Update		CLIENT...	N	V
SYSDBA	5/16/2014 3:30:16 PM	Update		VENDO...	O	V
SYSDBA	5/16/2014 3:30:16 PM	Update				
MELINDA	5/16/2014 12:19:19 PM	Update		SUBML...	S	C
MELINDA	5/16/2014 12:19:19 PM	Update		CLIENT...	O	N
MELINDA	5/16/2014 12:19:19 PM	Update				
MELINDA	5/16/2014 12:19:00 PM	Create		AGENT		1244
MELINDA	5/16/2014 12:19:00 PM	Create				

Close

- Booking Item Voided In Trams
 - Booking History Shows Tracking Of Rule Processing

 - Unchecked Items Remain In Prepare History Box
 - Undo Checked
 - Booking Items In Trams Remain Unchanged

 - When All Items Are Cleared – Done
 - Returns To Rules Processing Box
 - Highlight Next Rule and Repeat Process
- Description (Highlight Rule Before Selecting)
- Short Description Of Rule

PREPARE

❖ Questions To Use In Reviewing Back Office Data And Rules To Load

- Do you have to clean up *reason codes*? Y N
If yes, why? _____
- Do you have to clean up *Travel Types* ? Y N
If yes, why? _____
- Do you have to clean up *Domestic / International/Trans Border Indicators*? Y N
Does this clean-up include Air, Car and/or Hotel? _____
- Do you have to clean up *duplicates*? Agents Y N CommTrack Items ? Y N
Hotels Y N Cars Y N Passengers? Y N
- Do you have to cleanup *dates*? Y N Same day travel? Y N
Departure Dates Y N Return Dates Y N Service Fee Dates Y N
- Do you have to clean up *Exchange codes*? Y N High Fare related ? Y N
Low Fare related ? Y N Comparison Fares? Y N
- Do you have to clean up *missing fares*? Y N
High fares? Y N Low Fares? Y N Other? _____
- Do you have to clean up *refunds*? Y N
High fares? Y N Low Fares? Y N Other? _____
- Do you have *outdated items* that need to be removed? Y N
- Do you have incorrect *High Fares and Low Fares* ? Y N
- Is there any clean-up that is specific to your agency? Commission Percentages?
Insurance Commission? UDID requirements? Branch Requirements?
Other ? _____

PREPARE

❖ **Top Frequently Used Rules**

- VoidHotelCarDups.Rule
 - This Rule Voids Car and Hotel Travel Type items Based On The Passenger, City, And In-Date (Not supplier – Needs To Be CommTrack). Voids The Oldest and Keeps The Newest.
- FixAirDITIndicator.Rule
 - This Rule Fixes Booking International / Domestic / Transborder Indicator For Air Based In the Trams City Table.
- FixCarHotelIntDomInd.Rule
 - This Rule Changes Car And Hotel International / Domestic Indicators Based On The Values In The Trams City Table.
- FixDuplicatePassengers.Rule
 - This Rule Standardizes Passenger Names Where Passenger Names Have Been Entered Differently Into The System.
- FixExchangeCodesandCompareFares.Rule
 - This Rule Replaces The Fare Code With One Selected And Makes The Low Fare and High Fare Comparisons Equal To The Exchange Amount.
(LF = HF= Total Paid)
- FixRefundCodesandCompareFares.Rule
 - This Rule Replaces The Fare Code With One Selected And Makes The Low Fare and High Fare Comparisons Equal To The Refund Amount.
(LF = HF= Total Paid)
- FixMissingValidatedCarrier.Rule
 - This Rule Adds The Validated Carrier Codes Where Missing From The First Flight Segment.
- DeleteDuplicateAgents.Rule
 - This Rule Deletes Duplicate Agents On Bookings Where They Are Not Associated With The First Inside Or Outside Agent. It Keeps The First Agent On A Given Booking Item.
- FixHighFareCodeCompareFares.Rule
 - This Rule Makes Sure The High Fare Is Not Lower Than The Fare Paid.
IF HF < Total Paid, Changes HF = Total Paid
- FixLowFareCodeCompareFares.Rule
 - This Rule Makes Sure The Low Fare is Not Higher Than The Fare Paid.
IF LF > Total Paid, Changes LF = Total Paid

❖ **What Won't Grasp Prepare Do?**

- Change Supplier Bookings
- Change Amounts In Bookings
- Cannot Be Automated

❖ **What If We Don't Have A Rule You Need?**

- Purchase Of Product Includes One Customized Rule
- Additional Customized Rules Quoted At Time Of Request
- Rules Based On IF....Then Statements
-

- ❖ **Where is Grasp Prepare located for agency use?**
 - _____
- ❖ **Can Grasp Prepare be automated?**
 - YES
 - NO
- ❖ **Will Grasp Prepare change an invoice amount?**
 - YES
 - NO
- ❖ **What back office does Grasp Prepare cleanse?**
 - _____
- ❖ **Does the processing of the rule have to be accepted?**
 - YES
 - NO
- ❖ **Can the agency request a customized rule?**
 - YES
 - NO
- ❖ **What statement are rules based on?**
 - _____