

Worldspan by Travelport Training Services

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Search by Keyword or Tutorial Name

Search by Category

Taking a Self-Paced Tutorial

Login to Travelport Training Services

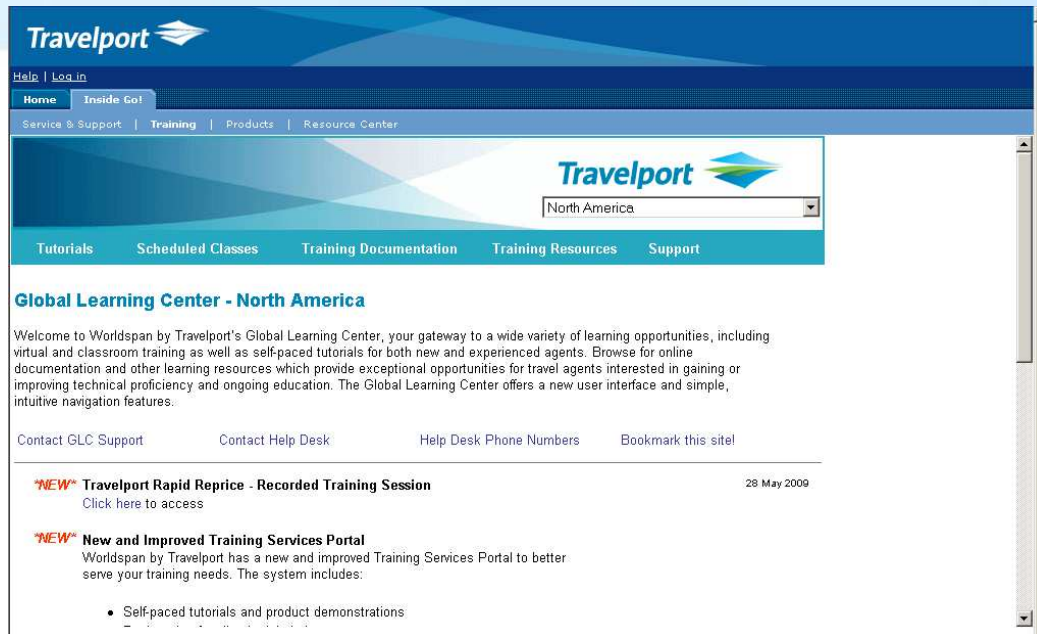
1. In your Web browser, access Inside Go! (link below):

<https://eportal.travelport.com/pages/insidego.aspx?ns=gn&nsi=12%3b%23Inside+Go>

2. Click on Training:



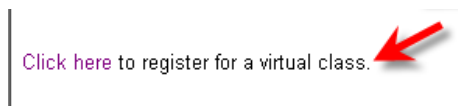
3. The Global Learning Center displays similar to the following:



4. Click on Scheduled Classes:



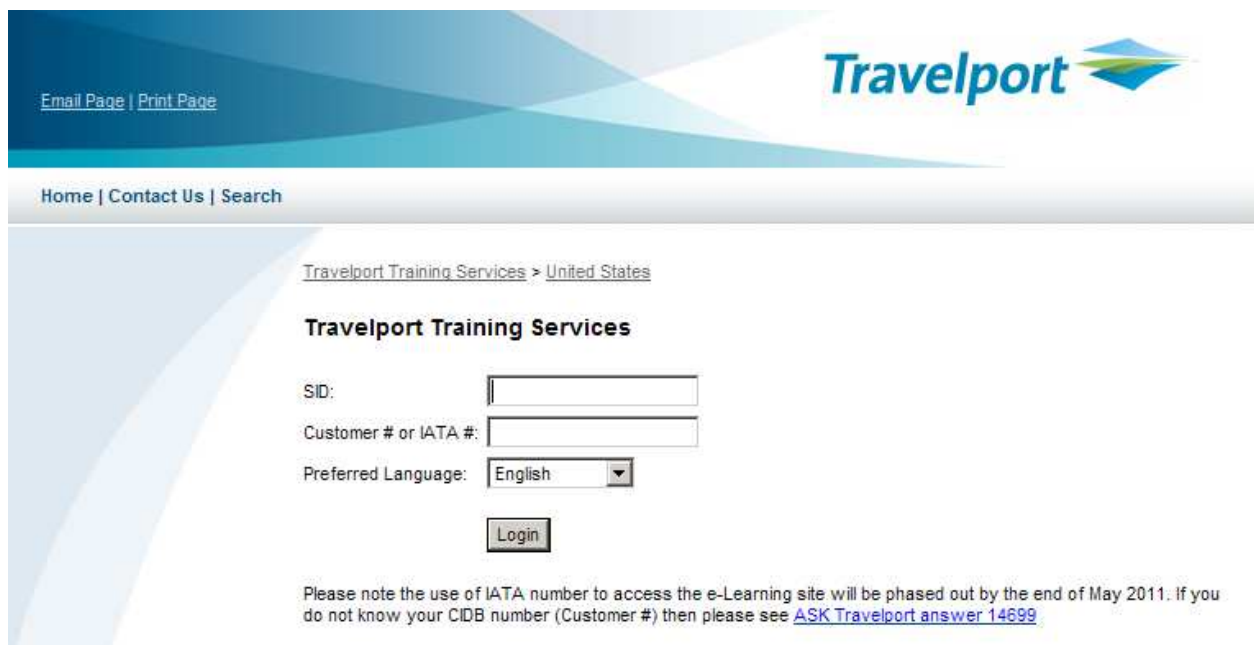
5. A page displays with options to register for training activities. Click the link to register for a virtual class.



6. The Training Services Portal displays similar to the following:



7. Select your GDS system and country, then click the PROCEED button. The Agency Credential screen displays similar to the following:



8. Enter your SID, Customer # or IATA #. Select your Preferred Language. Click Login.

A screen similar to the following displays:

[Travelport Training Services](#) > [United States](#)

Travelport Training Services

To access the many learning options available to you, including self-paced training, virtual classroom programs, and classroom-based training, fill out the information below and click the Login button.

SID:	DGA
Worldspan GO Sign-on:	<input type="text" value="DGJSMTH"/>
Your Initials:	<input type="text" value="JS"/>
Remember me ?	<input checked="" type="checkbox"/>
<input type="button" value="Login"/>	

Note: The use of IATA number to access the Travelport Training Services is scheduled for retirement in 2011. Please use your CIDB number (Customer #). If you do not know your CIDB number, see [ASK Travelport answer 14699](#) for information on viewing this number in your reservations system.

9. Verify or enter your Worldspan GO Sign-on and initials. Click Login. (Different options may appear on this screen if a non-Worldspan GDS is specified.) If entering this information for the first time, please make a note of the SID, Worldspan GO Sign-on, and initials used. You will need this information when logging in to the Training Services portal and to ensure all training you complete is registered to your transcript.
10. If you are signing on for the first time, the Registration screen appears. Complete the Registration screen, click Create Profile and the Training Services Portal home page appears.

[Worldspan Training Services](#) > [United States](#)

Worldspan Training Services

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Work Phone:	<input type="text" value="(xxx) xxx-xxxx"/>
Preferred Language:	English (US) <input type="button" value="v"/>
Time Zone:	Please Select <input type="button" value="v"/>

03F_USW_1P13211GG

Note: If you accessed the system and previously completed the Registration screen and it displays again, you have most likely entered a different login, SID, or initials. Completing the Registration screen again creates a duplicate record or transcript for you. It's important that you note how you log in the first time to avoid duplicate record creation.

Changing Your Home News Page Preferences

1. Click on the "Change my preferences" link in the Getting Started area in the left margin of your Home News page:

Travelport search profile help log off

Powered by **SumTotal**

Assess Plan Learn

Home > Thursday, March 03, 2011 10:48:36 AM EST
Jaime Smith

Catalog Search

Search: [Help](#)

Getting Started

- Change my profile
- [Change my preferences](#)
- View my training transcript

For more information, refer to [Getting Started with TotalLMS](#)

My Favorites

Items you added as favorites, including categories, documents, activities, collaboration centers, and more.

Welcome Jaime Smith

Use the Quick Links below, or scroll down to access more information

[Self-Paced Tutorials](#)
[Instructor-led Virtual Training](#)
[Classroom Training](#)
[Recorded Demonstrations](#)
[ASK Travelport and User Guide](#)
[My Current Registrations](#)
[My Completed Registrations](#)

News

Added - Friday - 02/04/11

NEW [Worldspan Ticket Exchanges - Beyond the Basics](#) Instructor-Led Online class

2. It is recommended that you check the boxes for Current Training and Upcoming Training. It is also recommended that you increase the Number of Links to 5.

Travelport search profile help log off

Powered by **SumTotal**

Assess Plan Learn

Home > Profile Monday, December 08, 2008 9:37:30 AM EST
Hector Rodriguez

Profile

Profile Preferences

Set your preferences, including your selected language, time zone and shortcut boxes to display on your Home page.

Language: Time zone:

Learner Made Home Page Shortcuts

Options:

<input type="checkbox"/>	Name	Description	Number of Links	Shortcut Box Collapsed
<input checked="" type="checkbox"/>	Catalog Search	Search for items in the catalog.		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Getting Started	Links to common tasks to get you started.		<input type="checkbox"/>
<input checked="" type="checkbox"/>	My Favorites	Items you added as favorites, including categories, documents, activities, collaboration centers, and more.	<input type="text" value="5"/>	<input type="checkbox"/>
<input type="checkbox"/>	Current Registration	List of learning activity structures for which you are registered.	<input type="text" value="1"/>	<input type="checkbox"/>
<input type="checkbox"/>	Completed Registration	List of learning activity structures that you have completed.	<input type="text" value="1"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Current Training	Activities you are currently taking.	<input type="text" value="5"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Upcoming Training	Future activities you are scheduled to take.	<input type="text" value="5"/>	<input type="checkbox"/>
<input type="checkbox"/>	Pending Activities	Activities for which you are on the waiting list or pending approval.	<input type="text" value="1"/>	<input type="checkbox"/>
<input type="checkbox"/>	Assigned Training	Required or recommended activities for you, your job, or your organization.	<input type="text" value="1"/>	<input type="checkbox"/>


Search and Register for Travelport Training Services Courses (Classroom and Virtual Classes)

From your Home Page you will first **Search** for a class and then **Register** for the class. You can search for a course by keyword or category.

Search by Quick Links

The Home Page is complete with quick links to available classes. Class categories include Self-Paced Tutorials, Instructor-led Virtual Training and more! (The Home Page's appearance may differ, depending on your agency's location or region.)



Travelport  [search](#) [profile](#) [help](#) [log off](#)

Powered by **SumTotal**

Assess Plan Learn

Home > Thursday, March 03, 2011 10:48:36 AM EST
Jaime Smith

Welcome Jaime Smith


Use the Quick Links below, or scroll down to access more information

- [Self-Paced Tutorials](#)
- [Instructor-led Virtual Training](#)
- [Classroom Training](#)
- [Recorded Demonstrations](#)
- [ASK Travelport and User Guide](#)
- [My Current Registrations](#)
- [My Completed Registrations](#)

News

Added - Friday - 02/04/11

NEW [Worldspan Ticket Exchanges - Beyond the Basics](#) Instructor-Led Online class

Also, notice the home button  at the top of the display. Clicking this button returns you to the Home page from any screen.

1. Click on the desired Quick Link to view a list of current offerings for that category. For example, clicking the Quick Link for Classroom Training displays a screen similar to the following:

Classroom Training

[Worldspan for Travel Professionals](#)
[Worldspan ScriptPro](#)

There will be an \$800 USD charge for attending the Introduction to Worldspan by Travelport and Advanced Worldspan by Travelport classes. There is a \$1000 USD charge for attending the Worldspan ScriptPro training class. Cancellations received within 7 calendar days of the start date will result in a \$100.00 no-show or late cancellation fee per person.

Clicking the links lets you access course offerings. For example, clicking the Worldspan for Travel Professionals link displays a list of courses similar to the following:

							Records: 4
		Name ▲	Start Date	Training Organization	Region	Code	Language
Register	★	Americas ILT Course: NA: Worldspan for Travel Professionals ATL (8:30am-4:30pm) (ET)		AMERICAS Organization (Worldspan)		1P-NA-WOTRPRNE	
** Classroom Instructor-Led Course ** for agents with no GDS experience. Course Objectives: After completion of this class the students will be able to: 1. Interpret the availability. 2. Sell flights and book the basic PNR. 3. Do basic pricing an... --more--							
Register	★	Americas ILT Class: NA: Worldspan for Travel Professionals ATL (8:30am-4:30pm) (ET)	Monday, April 11, 2011	AMERICAS Organization (Worldspan)		1P-NA-WOTRPRNE	
** Classroom Instructor-Led Course ** for agents with no GDS experience. Course Objectives: After completion of this class the students will be able to: 1. Interpret the availability. 2. Sell flights and book the basic PNR. 3. Do basic pricing an... --more--							
Register	★	Americas ILT Class: NA: Worldspan for Travel Professionals ATL (8:30am-4:30pm) (ET)	Monday, September 19, 2011	AMERICAS Organization (Worldspan)		1P-NA-WOTRPRNE	
** Classroom Instructor-Led Course ** for agents with no GDS experience. Course Objectives: After completion of this class the students will be able to: 1. Interpret the availability. 2. Sell flights and book the basic PNR. 3. Do basic pricing an... --more--							
Register	★	Americas ILT Class: NA: Worldspan for Travel Professionals ATL (8:30am-4:30pm) (ET)	Monday, June 13, 2011	AMERICAS Organization (Worldspan)		1P-NA-WOTRPRNE	
** Classroom Instructor-Led Course ** for agents with no GDS experience. Course Objectives: After completion of this class the students will be able to: 1. Interpret the availability. 2. Sell flights and book the basic PNR. 3. Do basic pricing an... --more--							

Search by Keyword

1. If you know a full or partial class title, the easiest way to search for a class is by entering a keyword in the Catalog Search option of the Home page. You can also search by topic name. Use the following steps to search for a class.
2. In the Catalog Search box, type a keyword and then click GO. Include an asterisk after a partial keyword, e.g., `leisure*`, if you do not know the complete keyword or are unsure of the spelling.

Catalog Search ▲

Search: [Help](#) GO

- A list of courses containing the keyword appears similar to the following:



Search
Enter a keyword or advanced searching criteria to search for learning activities.

Keywords:
leisure*
(Name, Description, Code)

Advanced Search

Search

All Training Recommended Training Required Training

This is a list of all training available for you that met your search criteria.

1 2 NEXT >

Records: 20

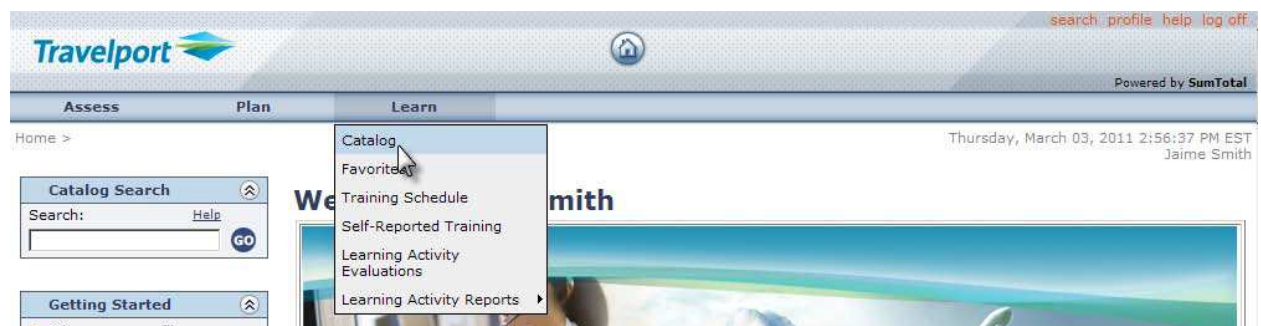
Name	Start Date	Training Organization	Region	Code	Language
Americas ILT Virtual Class: US: Travelport Cruise and Tours for Administrators (3:00pm - 5:00pm) (ET)	Tuesday, June 17, 2009	AMERICAS Organization (Worldspan)		1P-US-TRCROAD	

*** Online Instructor-Led Training *** Travelport Cruise & Tour is the newest and easiest way to book cruises and vacations. This 90-minute session is designed specifically for the Administrator, the individual who is responsible for effectively managin...more...

- You can register for a class or click the class name to see the Activity Details. From the Activity Details page, you can view offerings of the activity or register.

Search by Category

- If you want to narrow the list of classes, start by searching by category. From the Home Page, click Learn > Catalog.



Travelport

search profile help log off

Powered by SumTotal

Assess Plan Learn

Home >

Catalog Search

Search: Help GO

Getting Started

Change my profile

Learn

- Catalog
- Favorites
- Training Schedule
- Self-Reported Training
- Learning Activity Evaluations
- Learning Activity Reports

Thursday, March 03, 2011 2:56:37 PM EST
Jaime Smith

2. Click a category link under Apollo, Galileo, or Travelport.

Home > Learn - Catalog > 6) GDS Core System Courses Thursday, March 03, 2011 11:37:32 AM EST
Jaime Smith

Catalog

This page displays categories in the catalog. Browse the catalog by clicking on a category name or perform a search to look for a particular category. This search will return only categories; if you want to search for training items organized into categories, you must do that from the Home page.

Search the catalog: [Help](#)

Apollo	Galileo	Worldspan
Subcategorías por país (Virtualidad México)	16 Galileo online Self-paced Tutorials	1P Worldspan Self-paced Tutorials (EMEA)
Canada	AMERICAS Galileo agents (Classroom and Virtual)	Argentina
Classroom Locations	APAC (AU & NZ agents) Classroom Courses	EMEA
Mexico	APAC (AU & NZ agents) Virtual Courses	Mexico
Month search (Virtual Canada)	EMEA Galileo Agents Classroom & Virtual	Month (Virtual EMEA)
Month search (Virtual USA)	EMEA Galileo Locations	Month (Virtual USA)
USA	EMEA SMO & NDC staff Courses	Peru
	Month - virtual	USA
	Recorded Sessions	Worldspan Schedules (EMEA markets)
	Universal Desktop	

3. A list of *all* classes for the selected category appears.

Home > Learn - Catalog > 6) GDS Core System Courses > Worldspan > 1P Worldspan Self-paced Tutorials (EMEA) Thursday, March 03, 2011 2:58:43 PM EST
Jaime Smith

Worldspan

1P Worldspan Self-paced Tutorials (EMEA)

Search the catalog: [Help](#)

Entire site This category and subcategories

Subcategories

A.I.R. Table	Hotel Select
Car Select	Passenger Name Record
Documentation	Passenger Name Record (Optional)
Fares	Pricing
Fares (Optional)	Professional Assessment
Flight Availability	Queues
Flight Availability (optional)	QuickStart
Flight Service Information	Seats

Note: From here you can further refine the class list by selecting a subcategory or including a keyword and clicking GO.

4. Select the class you want and then click the class name to see the class summary. From this page you can view upcoming offerings for instructor-led classes.

Register for a Course (Classroom and Virtual Classes)

1. From the Home page click the Quick Link for Instructor-led Virtual Training or Classroom Training.

2. Click the desired category to view a list of courses. You can also click a month name to view a list of courses for that month.

Instructor-led Virtual Training

Click on month below to view class offerings by month.

January	February	March	April	May	June
July	August	September	October	November	December

To register for these courses, click on either main category or individual course

<p>Air</p> <p>Getting Started Booking International Travel</p>	<p>Learn Out Loud (LOL)</p> <p>Ask Travelport Making Printers Work for You Power Tips for Cars Power Tips for Hotels Ticket Exchange Plus - Go Script Manual Pricing - GO! Script Secure Flight SSR DOCS</p>
<p>Car</p> <p>Car and Hotel Booking Power Tips for Cars</p>	<p>Queues</p> <p>Queue Management for Experienced Agents Manage PNRs Effectivley</p>
<p>Cruise</p>	<p>Rail</p>

- Click the class name to view Activity Details for the class, including any fees associated with the training activity. (It is recommended that you view this information prior to registering.)

All Training
 Recommended Training
 Required Training

This is a list of all training available for you that met your search criteria.

Records: 7

	Name	Start Date	Training Organization	Region	Code	Language
<input type="button" value="Register"/>	Americas ILT Virtual Class: NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)	Tuesday, March 15, 2011	AMERICAS Organization (Worldspan)		1P-NA-POTICA	

**** Online Instructor-Led Study Hall Session **** **** Online Instructor-Led Study Hall Session **** **Overview:** This class focuses on enhancements and tips that travel counselors may not be aware of when booking cars in Worldspan. Objectives: By the end... [--more--](#)

- Activity Details displays useful information for the class, such as access information and fees.

Click Register myself from the I Want To...box in the left margin.

Activity Details

NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)

General Details

- Activity Details
- Category Details

I Want To...

- [Register myself](#)
- [Add to Favorites](#)
- [Add to development plan](#)

Activity Details
Below are the general details about the activity.

[Americas ILT Virtual Class: NA: LOL \(Learn Out Loud\) Power Tips for Cars \(11:00am-12:00pm\) \(ET\)](#)
 Tuesday, March 15, 2011
 11:00:00 AM - 12:00:00 PM EST

User Notes:
For the audio portion: 770-563-3000 passcode: 0722 For the online portion of the presentation please go to <https://travelport.webex.com> locate class in sessions list then click Join Now the password is: vision. If this is your first experience using Training Center, you must set up the Training Center client software on your computer prior to the class. This one-time setup can take up to 10 minutes. Class is open to join 15mins prior to start time. LATE CANCELLATION/NO-SHOW INFORMATION: Should you cancel this class within 2 business days before class date and/or NO-SHOW this class, your agency will be subject to a \$25.00 USD / CAD Equivalent fee

Activity Description:
**** Online Instructor-Led Study Hall Session **** **** Online Instructor-Led Study Hall Session **** **Overview:** This class focuses on enhancements and tips that travel counselors may not be aware of when booking cars in Worldspan. Objectives: By the end of the session you will be able to:

- create and modify car segments
- display and review car segments
- cancel car segments

Instructor Information:
Wilma Leslie

Category Details
This activity is organized into the categories below.


- Click Submit to confirm registration or Cancel to return to the previous screen without registering.

Home > Registration Process Thursday, March 03, 2011 1:30:40 PM EST
Jaime Smith

NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)

**** Online Instructor-Led Study Hall Session **** **** Online Instructor-Led Study Hall Session **** Overview: This class focuses on enhancements and tips that travel counselors may not be aware of when booking cars in Worldspan. Objectives: By the end of the session you will be able to: • create and modify car segments • display and review car segments • cancel car segments

To register, select your options below and click Submit.

<input checked="" type="checkbox"/>	 Americas ILT Virtual Class : NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)	Tuesday, March 15, 2011 11:00:00 AM - 12:00:00 PM EST	Status: Registration allowed
-------------------------------------	--	--	-------------------------------------


Note: There is a status area on the bottom right area of the screen that indicates whether or not registration is allowed.

- When you register for an instructor-led class, Travelport Training Services sends a confirmation notice. This notice includes important information, such as cancellation policy, access information for online classes, and location information for classroom courses. Once you register for instructor-led classes, they appear in the Upcoming Training section on your Home News page. Online classes appear in the In Progress Training section on the Home page.

A confirmation page also displays similar to the following:







Assess Plan Learn

Home > Activity Details Thursday, March 03, 2011 1:35:57 PM EST
Jaime Smith

 **Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.**

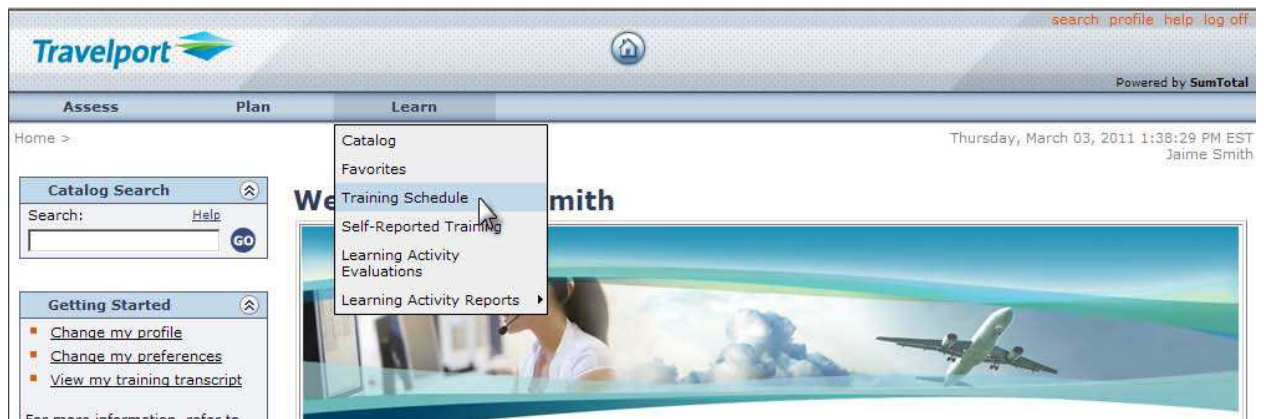
Activity Details

NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)

<div style="border: 1px solid #ccc; padding: 5px;"> General Details  <ul style="list-style-type: none">  Progress Details  Activity Details  Category Details </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> I Want To...  </div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> Progress Details Below are the details about your registration and progress towards completing this activity. </div> <div style="margin-top: 10px;">  Americas ILT Virtual Class : NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET) </div> <div style="margin-top: 5px;"> Tuesday, March 15, 2011 11:00:00 AM - 12:00:00 PM EST </div> <div style="margin-top: 10px;"> Status: Registered Cancel my registration </div> <div style="margin-top: 10px;"> User Notes: For the audio portion: 770-563-3000 passcode: 0722 For the online portion of the presentation please go to https://travelport.webex.com locate class in sessions list then click Join Now the password is: vision. If this is your first experience using Training Center, you must set up the Training Center client software on your computer prior to the class. This one-time setup can take up to 10 minutes. Class is open to join 15mins prior to start time. LATE CANCELLATION/NO-SHOW INFORMATON: Should you cancel this class within 2 business days before class date and/or NO-SHOW this class, your agency will be subject to a \$25.00 USD / CAD Equivalent fee </div> <div style="margin-top: 10px;"> Activity Description: ** Online Instructor-Led Study Hall Session ** ** Online Instructor-Led Study Hall Session ** Overview: This class focuses on enhancements and tips that travel counselors may not be aware of when booking cars in Worldspan. Objectives: By the end of the session you will be able to: • create and modify car segments • display and review car segments • cancel car segments </div>
--	--

Cancel a Registration

1. From the Home page, click Learn > Training Schedule.



2. A list of current registrations displays. Click the checkbox to the left of the course you want to cancel.

Training Schedule

This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: [Help](#)

View:

Task:

<input type="checkbox"/>					Name	Region	Start Date	End Date	Status
<input checked="" type="checkbox"/>					Americas ILT Virtual Class: NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)		3/15/2011	3/15/2011	Registered

[Delivery Method Legend](#)

Records: 1

- Ensure Cancel registration appears in the Task: area, then click the GO button to the right of the Task area:

Training Schedule
 This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: [Help](#) View:

Task: Records: 1

<input type="checkbox"/>					Name	Region	Start Date	End Date	Status
<input checked="" type="checkbox"/>					Americas ILT Virtual Class: NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)		3/15/2011	3/15/2011	Registered

[Delivery Method Legend](#)

- The class that you chose to cancel has a red X next to it. Click on the "Cancel Marked" button to confirm your cancellation.

Home > Cancel Registration Thursday, March 03, 2011 1:43:26 PM EST
Jaime Smith

Cancel Registration

Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page. Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.

Total cancellation cost of the activities below: 0 USD

Activities to Cancel

Name	Date	Current Status	Cancellation Deadline	Cancellation Cost	Notes
Americas ILT Virtual Class : NA: LOL (Learn Out Loud) Power Tips for Cars (11:00am-12:00pm) (ET)	Tuesday, March 15, 2011 EST	Registered	Sunday, March 13, 2011	\$ 0.00 USD	Cancellation fee

- Training Schedule redisplays. The class you canceled has been removed.

Home > Learn - Training Schedule Thursday, March 03, 2011 1:44:11 PM EST
Jaime Smith

Training Schedule
 This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: [Help](#) View:

Task: Records: 0

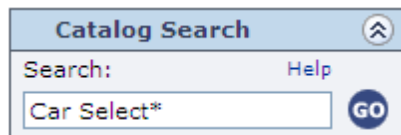
[Delivery Method Legend](#)

Search for Travelport Training Services Online Tutorials

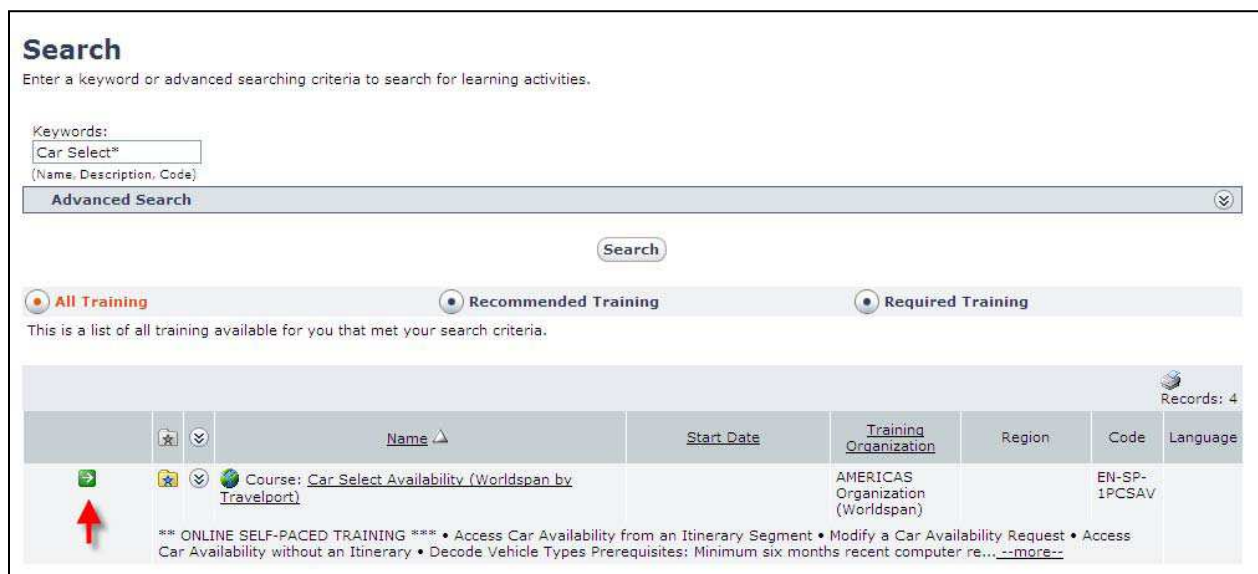
Search by Keyword or Tutorial Name

If you know a full or partial tutorial title, the easiest way to search is by entering a keyword in the Catalog Search option of the Home page. You can also search by tutorial name using the following steps.

1. In the Catalog Search box, type a tutorial name and then click GO. Include an asterisk after a partial keyword, e.g., car*, if you do not know the complete keyword or are unsure of the spelling.



A list of tutorials containing the keyword appears.



Search
Enter a keyword or advanced searching criteria to search for learning activities.

Keywords:
Car Select*
(Name, Description, Code)


Advanced Search

Search

All Training Recommended Training Required Training

This is a list of all training available for you that met your search criteria.

Records: 4

	Name ▲	Start Date	Training Organization	Region	Code	Language
	Course: Car Select Availability (Worldspan by Travelport)		AMERICAS Organization (Worldspan)		EN-SP-1PCSAV	

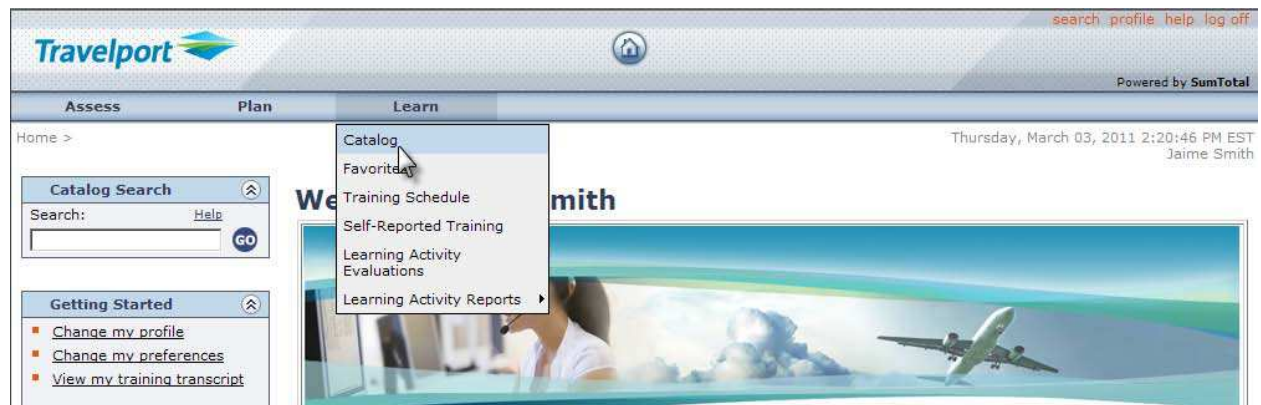
** ONLINE SELF-PACED TRAINING *** • Access Car Availability from an Itinerary Segment • Modify a Car Availability Request • Access Car Availability without an Itinerary • Decode Vehicle Types Prerequisites: Minimum six months recent computer re... [--more--](#)

2. You can click the green arrow or click the tutorial name to see the Activity Details. From the Activity Details page, you can launch the tutorial.

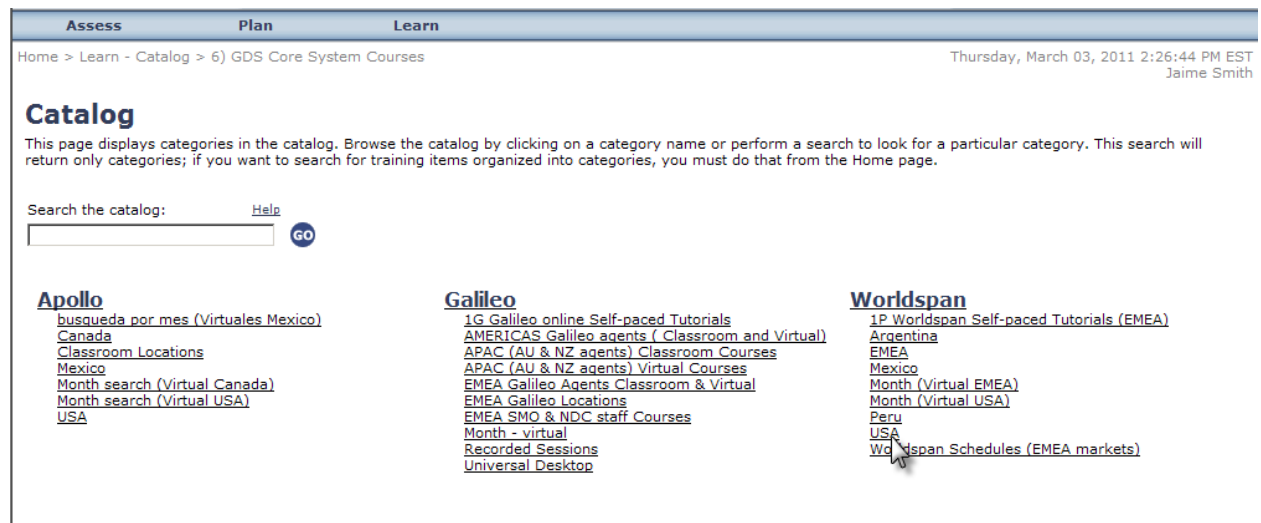
Search by Category

If you want to narrow the list of tutorials to a smaller list, try searching by category.

1. From the Home page, click Learn > Catalog.



2. Click the desired sub-category or your region, such as USA.



- A list of *all* tutorials for the selected category appears. The highlighted number shows the total number of items in the list.

From here, you can scroll downward to view the tutorials in the list or search for a specific tutorial.

Home > Learn - Catalog > 6) GDS Core System Courses > Worldspan > USA Thursday, March 03, 2011 2:28:29 PM EST
Jaime Smith

Worldspan

USA

Search the catalog: [Help](#)

Entire site This category and subcategories

Subcategories

[Classroom Courses](#) [Recorded Session](#)

[Online Instructor-led](#) [Self-Paced Courses](#)

Related Categories

[Recorded Session](#)

Category Listings

[Add Category to Favorites](#)

1 2 3 4 5 6 7 8 9 10 (Next 10) NEXT >

Records: 344

		Name ▲	Start Date	Training Organization	Region	Code	Language
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- To search for a specific tutorial, click Self-Paced Courses under Subcategories.

Home > Learn - Catalog > 6) GDS Core System Courses > Worldspan > USA Thursday, March 03, 2011 2:28:29 PM EST
Jaime Smith

Worldspan

USA

Search the catalog: [Help](#)

Entire site This category and subcategories

Subcategories

[Classroom Courses](#) [Recorded Session](#)

[Online Instructor-led](#) [Self-Paced Courses](#)

Related Categories

[Recorded Session](#)

Category Listings

[Add Category to Favorites](#)

1 2 3 4 5 6 7 8 9 10 (Next 10) NEXT >

Records: 344

		Name ▲	Start Date	Training Organization	Region	Code	Language
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5. Type the desired search term in the Search the catalog area and click the GO button.
(You can also click a subcategory to browse for a tutorial.)

Home > Learn > Catalog > 6) GDS Core System Courses > Worldspan > USA > Self-Paced Courses

Thursday, March 03, 2011 2:33:49 PM EST
Jaime Smith

Worldspan


Self-Paced Courses

Search the catalog:

Entire site This category and subcategories

Subcategories

Car Select	International Fares and Pricing
Cruise and Tour	Passenger Name Record
Documentation	Pricing
Fares	Professional Skills
Flight Availability	Queues
Flight Service Information	Seats
Gal Res	World Files
GRS	Worldspan by Travelport GDS
Hotel Select	Worldspan Skills and Knowledge Appraisal

6. From this page you can launch the tutorial by clicking the green button with the arrow ().


For more information about a tutorial, click the tutorial name to see the description.

Worldspan

Enter a keyword or advanced searching criteria to search for learning activities.

Keywords:

(Name, Description, Code)

Advanced Search 

Search


All Training










Recommended Training

Required Training

This is a list of all training available for you that met your search criteria.

1 2 **NEXT** >


 Records: 17

			Name 	Start Date	Training Organization	Region	Code	Language
			Course: AccessPlus Availability (Worldspan by Travelport)		AMERICAS Organization (Worldspan)		EN-SP-1PFAAP	
** ONLINE SELF-PACED TRAINING *** Objectives: -- Request Flight Availability using AccessPlus -- AccessPlus Availability Navigation -- Sell Flight Segments from AccessPlus Availability Display Prerequisites: Minimum six months recent computer reservation...--more--								
			Course: Availability Default Record (Worldspan by Travelport)		AMERICAS Organization (Worldspan)		EN-SP-1PFADR	
*** ONLINE SELF-PACED TRAINING *** • Store options in the Availability Default Record • Edit the Available Records • Understand differences between Agency and Agent default records. Prerequisites: Minimum six months recent computer reservation s...--more--								

Taking a Self-Paced Tutorial

- From the Home page, scroll to the bottom of the page to view the list of self-paced tutorials.

Self-Paced Tutorials


The Launch button for courses looks like this: 

Click on the Category link below for availability of courses offered in that curriculum. The order in which they appear from top to bottom and left to right is Travelport's recommended training path

<p><u>1. Worldspan by Travelport GDS</u></p> <p>What is Worldspan? GO! Res Window Global Reference System (GRS) Airport, City, and Airline Codes A.I.R. Table Overview & Modification *</p> <p>* (Should be administered by manager or delegated senior agent)</p>	<p><u>9. Flight Service Information</u></p> <p>Flight Service Information</p>
<p><u>2. GRS (Global Reference System)</u></p> <p>Global Reference System Introduction to GRS Using Help and Infol More GRS</p>	<p><u>10. Queues</u></p> <p>Introduction to Queues Queuing PNRs Queue Follow Up Accessing and Working Queues Queue Count</p>
<p><u>3. Go!</u></p> <p>Exploring Go! Res</p>	<p><u>11. World Files</u></p> <p>Create World Files</p>







- Click the underlined category name to view the tutorials in that category.

<p><u>2. GRS (Global Reference System)</u></p> <p>Global Reference System Introduction to GRS Using Help and Infol More GRS</p>	<p><u>1</u></p> <p>In Q Q A Q</p>
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- A list of tutorials associated with the selected category displays. Click  to launch the desired course.

Category Listings

 Add Category to Favorites

							Records: 4
	 	Name 	Start Date	Training Organization	Region	Code	Language
	 	Course: Global Reference System (Worldspan by Travelport)		AMERICAS Organization (Worldspan)		EN-SP-1PQSGR	
*** ONLINE SELF-PACED TRAINING *** Objectives: Use the GRS system to display: • Daily briefings. • HELP pages. • INFO pages. Prerequisites: Minimum six months recent computer reservation system and travel industry experience. Transitions trave... --more--							
	 	Course: Introduction to GRS (Worldspan by Travelport)		AMERICAS Organization (Worldspan)		EN-SP-1PGGRS	
*** ONLINE SELF-PACED TRAINING *** Objectives: • Sign into Reservations Manager. • Access the Worldspan Daily Briefing. • Access airline, car and hotel associate GRS pages. Prerequisites: Minimum six months recent computer reservation system ... --more--							
	 	Course: Introduction to GRS (Worldspan by Travelport)		AMERICAS Organization (Worldspan)		EN-SP-1PGGRS	

Acknowledgment:

This document was developed by Travelport.
Customer feedback is important to us. Please take a few minutes to send any questions or comments to us at: training.development@travelport.com

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