

USER GUIDE

Sabre Red Launchpad™ Profiles Content



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Introduction

Sabre Red Launchpad™ provides an efficient way for non-GDS experts to shop and book multi-source content, including air, hotel, and ground transportation options. It is also integrated with Sabre Profiles allowing for easy and quick access to customers data.

This user guide focuses on profiles content.

Sabre Red Launchpad lets users search for customer profiles and easily use profile information when creating a reservation. Using Sabre Red Launchpad, users can also manage profiles – whether creating new ones or updating existing ones.



PROFILES SEARCH

PROFILES SEARCH

To access the search form, click on the **Profiles** tab on the right side of the panel.

- 1 The **Profile type** defaults to the Traveler profile. Change it to search for other type, such as: Agency, Corporate, Group or other.
- 2 Enter your profile details: traveler’s name, email phone or profile name.
- 3 Once you’ve entered your search parameters, click the **Search** button.
- 4 You can also create a new profile from the form. Go to [Create profile](#) section for more details.



SEARCH RESULTS

When more than one profile matches the search criteria, the list with applicable profiles is displayed.

Profile ID	Date of birth	Profile Type	Name	PCC	Email	Phone	Associated Profile
1		TVL	Alexander Smith Smith, Alexander	3YAB	alexander.smith@test.com 123123123		
2		TVL	Amber Smith, Anne	3YAB	anne.smith@test.com 123123144		Smith Family GRP
3		TVL	SMITH ANN SMITH, ANN	3YAB	988655432		
4		TVL	Smith/Alan Smith, Alan	3YAB	214-514-7777		Flight Centre AGY
5		TVL	Smith/Alexander Smith, Alexander	3YAB	paulina.tokarczyk@sabre.com 42324342		Smith Family GRP

1 The header will display searched criteria.

2 Each profile is listed with the following information:

- Profile type
- Pin icon  for easy access to the profile at a later time
- Profile name along with traveler name
- PCC where profile is created
- Email and phone
- Associated profile

3 Expand the panel to view more.

4 Click on the **Edit** option to add or change profile information.

5 Click on the **View** option to view all profile details.

6 Click on the **Copy to reservation** option to add profile data to the reservation.



VIEW PROFILE

The response contains all details of selected profile. Access it by:

- Clicking on the **View** button from the profiles search list
- Using the search criteria that will result in one profile match

The screenshot shows a user profile page for 'Amber 137660469'. At the top, there is a header with a back button (1), profile name and ID (2), a pin icon, profile type (TVL), name (Amber Smith, Anne), PCC (3YAB), email (anne.smith@test.com), phone (123123144), and associated profile details (Smith Family GRP). Below the header are three tabs: 'PROFILE INFORMATION' (3), 'TRAVELER PNRS', and 'PROFILE HISTORY'. The 'PROFILE INFORMATION' tab is active, showing a 'PNR Builder' dropdown (4) set to '(P) MoveA' and a search icon. On the left, there are sections for 'Traveler' and 'Associated Profiles' (5). On the right, there is an 'Expand All' button (4) and a list of expandable sections: 'Traveler Information (-)', 'Traveler Name (-)', '-SMITH/ANNE' (with a checked checkbox and edit icon), 'Traveler Information' (with edit icon), 'Official Documents (DOCS) 1' (with edit icon), 'Contact Information (9, PE¥)', 'Agency Address (W-)', 'Form of Payment (FOP)', 'Air Preferences', 'Hotel Preferences', 'Rental Car Preferences', and 'SSR Preferences'. At the bottom, there are three buttons: 'EDIT' (6), 'CREATE PNR BUILDER' (7), and 'COPY TO RESERVATION' (8).

- 1 **Profile** name and ID. The back button goes to previous profiles list view.
- 2 The header shows profile type, name, PCC, email, phone and associated profile details.
 - Pin icon for easy access to the profile at a later time
- 3 Tabs to navigate through different sections:
 - Profile information
 - Traveler PNRS / Reservations
 - Profile history
- 4 List displayed showing all details stored in the profile. Expand selected option to view more details or click on **Expand All** to see everything at once.
 - check box indicates fields that will be copied to the reservation. If needed, you can check or uncheck to change the default settings.
 Click on icon to change the selected information.
- 5 Click on **Associated Profiles** to view linked profiles details:



PNR Builder: (P) MoveA [Q]

Traveler
Associated Profiles (3)

Profile name
 Smith Family

Copy order
2

PNR Builder
Family Profile

Current profile
Amber

Copy order
1

Associated from these profiles
 Group profiles (1)
 Traveler profiles (1)

- 6 Click on the **Edit** option to add or change profile information. Go to [Edit profile](#) section for more details.
- 7 **Create PNR builder** becomes enabled when you check or uncheck profile fields. It allows to save the new default settings for 'Copy to reservation' option.
- 8 Click **Copy to Reservation** to add the selected profile data to the reservation.

Amber 137660469

TVL Amber 3YAB anne.smith@test.com Smith Family
Smith, Anne 123123144 GRP

9

PROFILE INFORMATION TRAVELER PNRs (3) PROFILE HISTORY

Active PNRs (3)

DL4095	10 DEC	ORD→JFK	SEHGOK  10
UA6633	12 JAN	JFK→YYZ	PQQTNW 
UA6633	26 JAN	JFK→YYZ	PEYDEP 

Inactive PNRs (0)
No inactive PNRs to display

EDIT CREATE PNR BUILDER COPY TO RESERVATION

- 9 The **Traveler PNRs** tab shows all reservations made for the profile.
- 10 Click  icon to open the reservation.



Amber 137660469

TVL Amber 3YAB anne.smith@test.com Smith Family
Smith, Anne 123123144 GRP

PROFILE INFORMATION TRAVELER PNRS (3) **PROFILE HISTORY**

Expand All

- Updated - 27 Nov 2024 15:58:00 GMT+01:00 AgentID: 891167 3YAB **12**
 - Added Hotel Preferences
 - Trip Type: All
 - Hoteller: ME - Melia Hotels Intl
 - Purged Hotel Preferences
 - Trip Type: All
- Updated - 13 Nov 2024 13:54:00 GMT+01:00 AgentID: 891167 3YAB
- Updated - 13 Nov 2024 10:31:00 GMT+01:00 AgentID: 891167 3YAB
- Updated - 13 Nov 2024 10:29:00 GMT+01:00 AgentID: 891167 3YAB
- Updated - 13 Nov 2024 10:27:00 GMT+01:00 AgentID: 891167 3YAB
- Updated - 16 Oct 2024 09:51:00 GMT+02:00 AgentID: 891167 R14I
- Updated - 30 Sep 2024 10:42:00 GMT+02:00 AgentID: 891167 3UNG
- Updated - 11 Sep 2024 11:54:00 GMT+02:00 AgentID: 891167 3YAB
- Updated - 11 Sep 2024 10:12:00 GMT+02:00 AgentID: 891167 3YAB
- Updated - 04 Sep 2024 09:24:00 GMT+02:00 AgentID: 891167 3YAB

EDIT CREATE PNR BUILDER COPY TO RESERVATION

11 Profile history tab shows all changes made to the profile.

12 Expand selected option to view more details or click on **Expand All** to see everything at once.



COPY PROFILE DATA TO RESERVATION

Profile data can be added to the reservation with one click. The option is available in both displays:

- Search results list

PROFILES WITH SMITH (15)

1	TVL	Alexander Smith Smith, Alexander	3YAB	alexander.smith@test.com 123123123	
2	TVL	Amber Smith, Anne	3YAB	anne.smith@test.com 123123144	Smith Family GRP

Profile ID: 137660469 Date of birth: 01/01/1980

EDIT VIEW COPY TO RESERVATION

- View profile

Amber 137660469

TVL Amber
Smith, Anne

3YAB anne.smith@test.com
123123144

Smith Family
GRP

PROFILE INFORMATION TRAVELER PNRS PROFILE HISTORY

PNR Builder: (P) MoveA

Traveler

Associated Profiles

Expand All

- Traveler Information (-)
- Traveler Name (-)
- SMITH/ANNE
- Traveler Information
- Official Documents (DOCS) 1
- Contact Information (9, PEV)
- Agency Address (W)
- Form of Payment (FOP)
- Air Preferences
- Hotel Preferences
- Rental Car Preferences
- SSR Preferences

EDIT CREATE PNR BUILDER COPY TO RESERVATION

With one click, data selected in the profile is added to the reservation.

Amber 137660469

TVL Amber
Smith, Anne

3YAB anne.smith@test.com
123123144

Smith Family
GRP

PROFILE INFORMATION TRAVELER PNRS (4) PROFILE HISTORY

PNR Builder: (P) MoveA

Traveler

Associated Profiles (3)

Expand All

- Traveler Information
- Traveler Name (-)
- SMITH/ANNE
- Traveler Information
- Official Documents
- Contact Information
- Agency Address (W)
- Form of Payment (FOP)
- Air Preferences
- Hotel Preferences
- Rental Car Preferences
- SSR Preferences

Copy to reservation 1

Profile data added to reservation

CLOSE 2

EDIT CREATE PNR BUILDER COPY TO RESERVATION

3

VIEW RESERVATION

« Trip Summary

- Reservation
- Travelers (1)
- 1.1 SMITH, ANNE (ADT)
- Air (0)
- Hotel (0)
- Car (0)
- Tickets (0)
- Seats (0)
- Air Extras (0)
- Other (0)



-
- 1 Successful message for profile data added to reservation

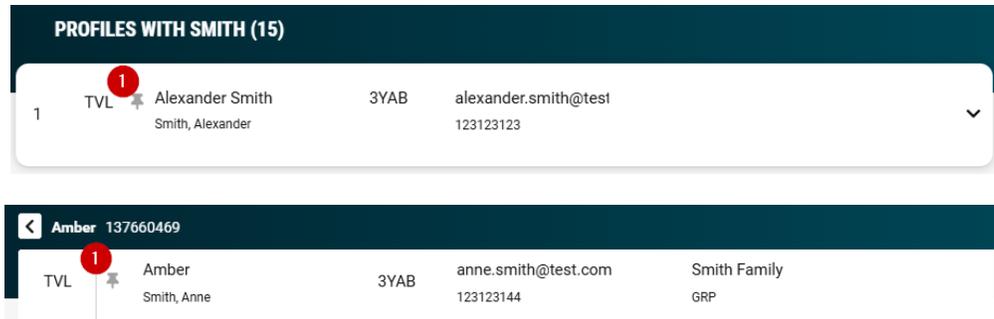
 - 2 **Close** button

 - 3 Click on **View reservation** button to review added information or proceed with searching for Flights, Hotels or Cars.
-

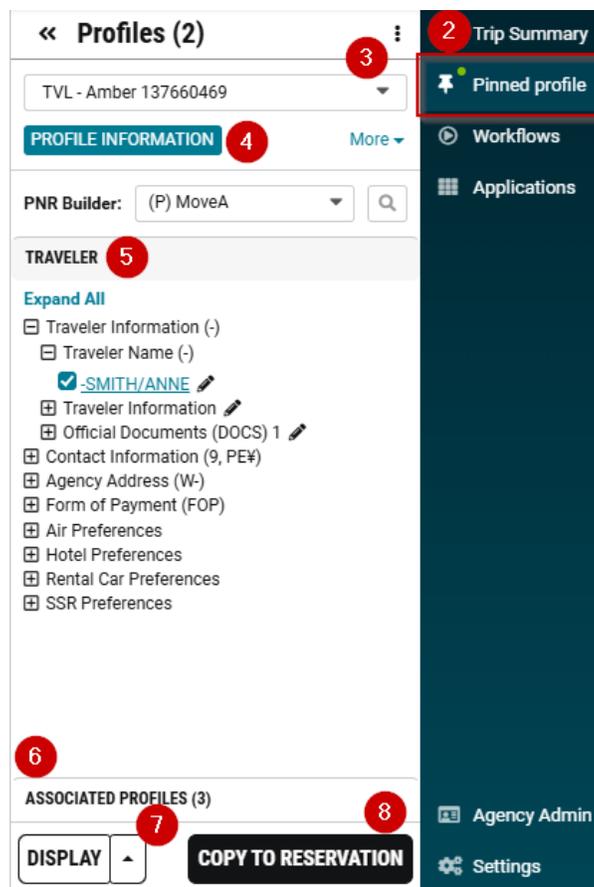


PINNED PROFILE

Each profile display contains  icon. When clicked, it pins the profile for easy access at a later time until sign-out.



- 1 Click on the  icon to pin the profile for easy access.



- 2 Click on **Pinned profile** in the right-side panel to access pinned profiles at any time.

- 3 Drop down with pinned profiles to select one.



4 Profile information default tab. Click on **More** to navigate to different sections:

- Traveler PNRs / Reservations
- Profile history

5 All details stored in the profile. Expand selected option to view more details or click on **Expand All** to see everything at once.

- check box indicates fields that will be copied to the reservation. If needed, you can check or uncheck to change the default settings.

Click on  icon to change the selected information.

6 Click on **Associated profiles** to view linked profiles details:

ASSOCIATED PROFILES (3)

Profile name

Smith Family

Current profile

Amber

Copy order

1

Associated from these profiles

Group profiles (1)

Traveler profiles (1)

7 Click on the **Display** option to view the profile or expand drop-down for additional options:

- **Create PNR builder** - becomes enabled when you check or uncheck profile fields. It allows the new default settings for 'Copy to Reservation' option to be saved.
- Edit

CREATE PNR BUILDER

EDIT

DISPLAY

COPY TO RESERVATION

8 Click **Copy to Reservation** to add the selected profile data to the reservation.



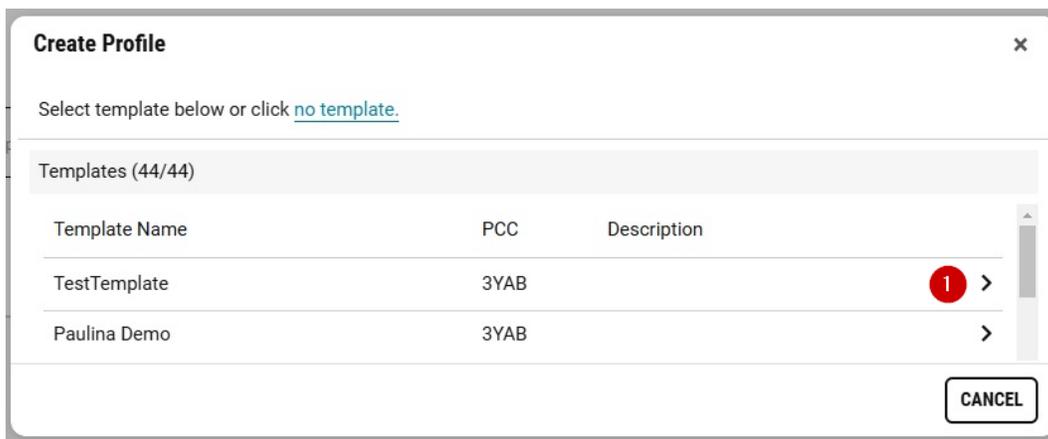
PROFILES MANAGEMENT

CREATE PROFILE

You can add a new profile from the Profiles form. **Create new** option allows the following profile types to be added:

- Traveler profile
- Corporate profile
- Family profile
- Group profile

The screens below display the steps that can take place when creating a profile.



- 1 Select the template that should be used to create a profile.
Note: You will not see this screen if your agency has a default template configured.



- 2 Based on the selected template, mandatory fields are highlighted.
Note: mandatory or optional settings are controlled by the template.
- 3 Fields for optional information
Note: The type of information that can be added to a profile is controlled by the template.
- 4 Click on the **Cancel** option to close the modal. Profile is not created.
- 5 Click on the **Save** option to create profile with provided information.
- 6 Click on the **Continue** option to link a profile to an existing profile.



7 Click on the **Add** button to search for and link (associate) existing profile:

Search Profiles

Profile type: Family group | Profile name: smith | Advanced qualifiers: Select + | **SEARCH**

Search results

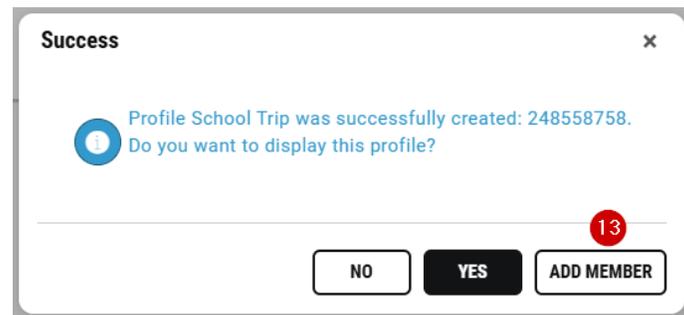
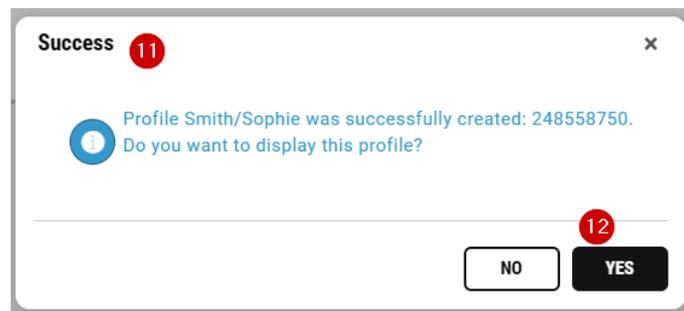
Profile name ↓	Description	Type	PCC	
Smith		GRP	3YAB	ASSOCIATE
Smith Family		GRP	3YAB	ASSOCIATE

Click on **Associate** button to link profile and **Continue** to finish profile creation.

8 Click on the **Back** button to view profile information again.

9 Click on the **Cancel** option to close the modal. Profile is not created.

10 Click on the **Save** option to create profile with provided information.



11 Profile created confirmation message along with profile ID.

12 Click on the **Yes** option to view the created profile.

13 **Add member** option is displayed after creating Family or Group profile. Use this to create a traveler profile as a part of the group.



EDIT PROFILE

You can edit an existing profile either via quick inline edit option or by clicking **Edit** button.

- Use the inline edit to change existing data. Click on  icon to change the selected information.



- Use the **Edit** button to add / change or delete profile data.

1 The Edit profile header shows profile name and ID

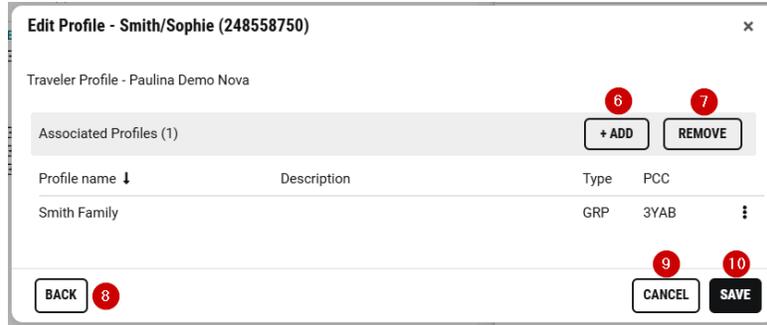
2 Go to the section that you'd like to change.

Note: Mandatory or optional settings and the type of information that can be added to a profile are controlled by the template.

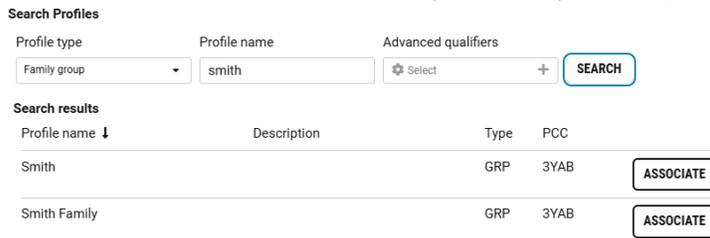
3 Click on the **Cancel** option to close the modal. Profile details are not changed.

4 Click on the **Save** option to update profile with provided information.

5 Click on the **Continue** option to link a profile to already existing ones.

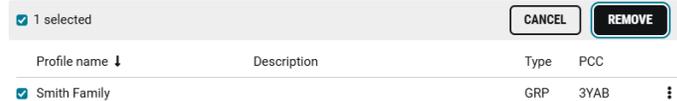


6 Add button to search for and link (associate) existing profile:



Click on **Associate** button to link profile and **Continue** to finish profile updates.

7 Remove button to unlink associated profile:

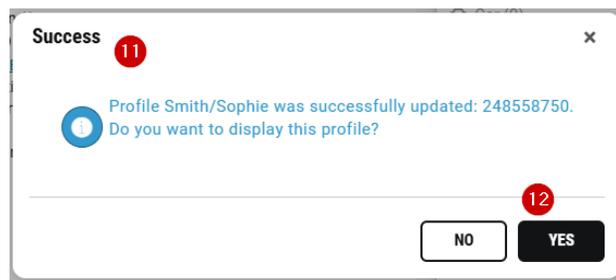


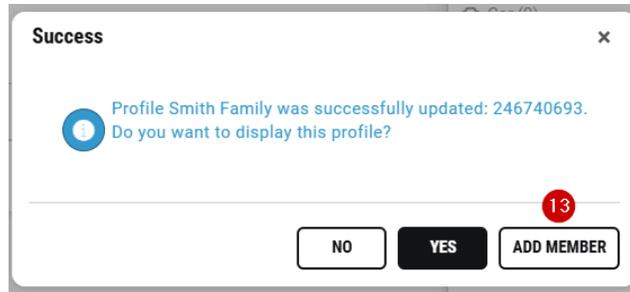
Select the profile from the list and click **Remove** button once again.

8 Click on the **Back** button to view profile information again.

9 Click on the **Cancel** option to close the modal. Profile details are not changed.

10 Click on the **Save** option to update profile with provided information.





-
- 11 Profile updated confirmation message is displayed along with profile ID.
-
- 12 Click on the **Yes** option to view the profile.
-
- 13 **Add member** option shows after updating Family or Group profile. Use this to create a traveler profile as a part of the group.
-

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