

## 1.0 To access the Data Collection Portal

Access directly by going to <https://airlinedatacollection.sabrenow.com/>.

## 1.1 Data Collection Portal: Navigation

Tabs	Sub-Tabs	Description
HOME	-	Returns to the homepage.
PROJECTS	Current	Displays the airline's projects and Sabre users can edit any Data Collectors assigned to their carrier. To go to a specific project's home page, click on the "Project" link next to that project's name.
	Create New	Creates a new project for an airline. (Sabre Only)
RESOURCES	Glossary	Displays a definition of terms used in Data Collectors.
	User Guide	Displays and downloads a copy of the Data Collector Website user guide.
CONTACT	-	Sends an email to the system administrator.

## 1.2 Data Collection Projects: Dashboard

Summarizes and tracks the status of all the Data Collectors that were initialized to activate a product. User passwords can be changed by clicking [Change Password](#) and for email notification on progress of Data Collectors click [Set Up Alerts](#). Both links are located in the top right-hand corner of the page.

Data Collector	Sections	Not Started	In Progress	Submitted	Completed	Request To Edit	Under Edit
<a href="#">Interact</a>	8	8	0	0	0	0	0
<a href="#">Merchandising EMD</a>	7	6	1	0	0	0	0
<a href="#">Seat Enhancement</a>	1	1	0	0	0	0	0

## 1.2.1 Filtering the Dashboard

Select the specific Data Collector on the dashboard to display all the sections in the Details Table described below.

Data Collector	Sections
<a href="#">Merchandising EMD</a>	7
<a href="#">Partition Framework</a>	4
<a href="#">SabreSonic® CSS Check-in</a>	13
<a href="#">SabreSonic® CSS Reservations and Ticketing</a>	8

Data Collector	Sections
<a href="#">SabreSonic® CSS Check-in</a>	10

**NOTE:** To remove the filter, select the Show All button.



## 1.3 Data Collection Projects: Details Table

The Data Collection Details Table provides section level details for Data Collectors and groups them into a wider category called Solution Family.

Selected Filter: Default Quick Search:

Solution Family	Data Collector	Section	Status	Sabre Manager	Sabre Owner	Airline Manager	Airline Owner	Delivery Director	Due Date	Cut Off Date
Airports & Departure Control	SabreSonic® CSS Check-in	<a href="#">Bag Tag</a>	In Progress	Sabre Manager		Airline Manager		Delivery Director		
Airports & Departure Control	SabreSonic® CSS Check-in	<a href="#">Boarding Pass</a>	In Progress	Sabre Manager	Sabre Employee	Airline Manager	Airline Owner	Delivery Director	4/30/2011	10/12/2011

**NOTE:** Double Click this area to assign dates and owners. Sabre users can only modify dates and assign Sabre Owner/Manager. Airline Manager can only assign Airline users.

## 1.4 Completing a Data Collector Section

Step 1: Click the hyperlink to open a Data Collector Section.

Step 2: Answer all questions and add comments if necessary. Questions can be in the form of dropdown, text box, check box list, or table. See user guide for more details.

**NOTE:** Some questions may be hidden after another question's answer makes them irrelevant.

Step 3: Click Save All button, which is located at the bottom of the page when all questions are answered.

Step 4: Click Print to PDF if you want a copy of the Data Collector.

### Icon Legend

	Comment: Appears if comments are added to question.
	Help: Appears next to question to help user.
	Important: Highlights question in yellow.
	Not Applicable: Highlights question in gray.
	More Information: Changes font color to blue.
	Airline Review Needed: Changes font color to red.
	Review Later: Flags question.
	Internal Review: Flags question.

## 1.5 Submitting a Data Collector Section

As an assigned user, submit the section to appropriate users with the buttons at the end of the form. The comments you add for each question will be added to the action email, which is sent to the person receiving the form. **NOTE:** To edit a section after submission and "completed" status, the Airline must submit a Request to Edit located at the bottom of the page.