

Corporate Module

Reservation Guide

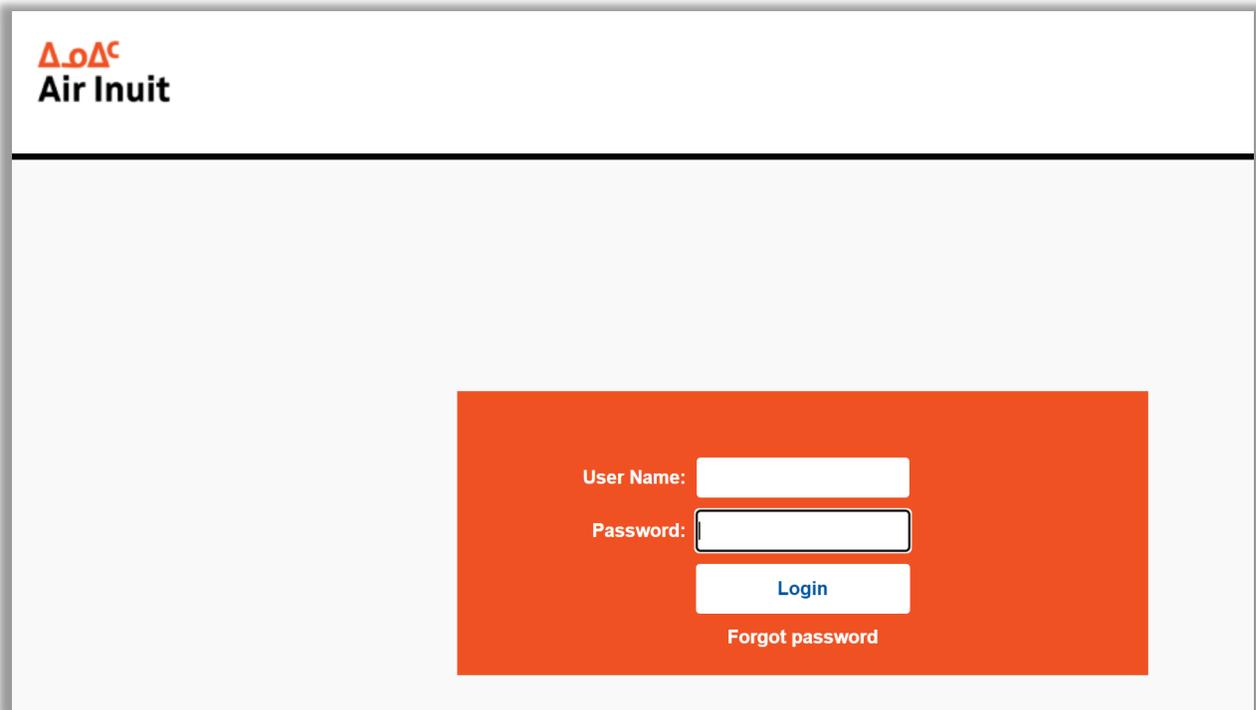


Table of Contents

Make a reservation..... 2
Cancel reservation..... 7
Change reservation..... 10

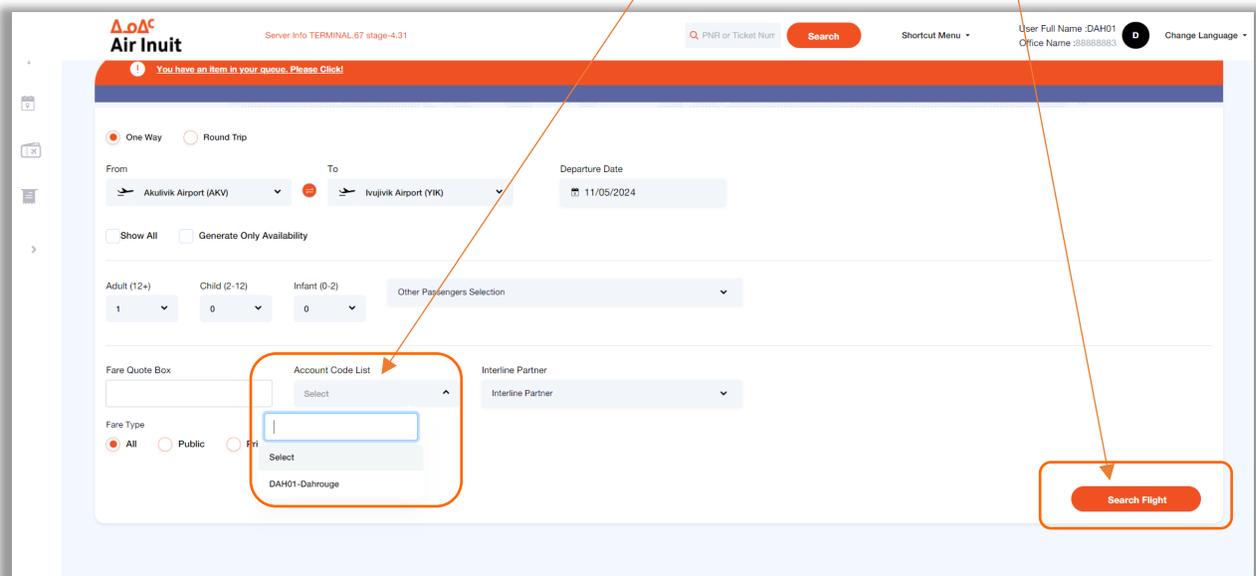
Make a reservation

Log in using the credentials emailed to you



The image shows the Air Inuit login page. At the top left is the Air Inuit logo. The main content area is a large orange rectangle containing a login form. The form has two input fields: "User Name:" and "Password:". Below the "Password:" field is a blue "Login" button. Below the "Login" button is a link that says "Forgot password".

Choose your flight information, then choose your account number, and click Search Flight



The image shows the Air Inuit flight search page. At the top left is the Air Inuit logo. The page has a navigation bar with a search box, a "Search" button, and a "Shortcut Menu" dropdown. The main content area is a form for flight search. It includes fields for "From" (Akulvik Airport (AKV)), "To" (Inuvik Airport (YIK)), and "Departure Date" (11/05/2024). There are also fields for "Adult (12+)", "Child (2-12)", and "Infant (0-2)". Below these are fields for "Fare Quote Box", "Account Code List" (with a dropdown menu showing "Select" and "DAH01-Dahrouge"), "Interline Partner", and "Fare Type" (with radio buttons for "All", "Public", and "Fri"). A "Search Flight" button is located at the bottom right. Two orange arrows point from the text above to the "Account Code List" dropdown and the "Search Flight" button.

Choose your corporate fare (Account Code)

Server Info TERMINAL.67 stage-4.31

AKV - YIK

3H-802 | Connection Count 0 | Duration 35 minutes | 11/05/2024 16:20 - 11/05/2024 16:55

313.94 CAD

3H-802

Akulivik Airport - Inuvik Airport

11/05/2024 16:20 - 11/05/2024 16:55

(Stop Count 0)

Class	Fare Class	Equip type	GAV	Baggage Allowance	NVA:	NVB:	Price
Y	Y	DH8300*NSM-45Y*NS	9	30KG	2025/05/11		from 369.43 CAD
FCA:11MAY24AKV 3H YIK253.00Y CAD253.00END							
Y	DAH01	DH8300*NSM-45Y*NS	9	30KG	2025/05/11		from 314.01 CAD
FCA:11MAY24AKV 3H YIK M/BT END							
B	B1OW	DH8300*NSM-45Y*NS	3	30KG	2024/05/11	2024/05/11	from 313.94 CAD
FCA:11MAY24AKV 3H YIK215.00B1OW CAD215.00END							

Click the price in orange

Server Info TERMINAL.67 stage-4.31

AKV - YIK

3H-802 | Connection Count 0 | Duration 35 minutes | 11/05/2024 16:20 - 11/05/2024 16:55

313.94 CAD

3H-802

Akulivik Airport - Inuvik Airport

11/05/2024 16:20 - 11/05/2024 16:55

(Stop Count 0)

Class	Fare Class	Equip type	GAV	Baggage Allowance	NVA:	NVB:	Price
Y	Y	DH8300*NSM-45Y*NS	9	30KG	2025/05/11		from 369.43 CAD
FCA:11MAY24AKV 3H YIK253.00Y CAD253.00END							
Y	DAH01	DH8300*NSM-45Y*NS	9	30KG	2025/05/11		from 314.01 CAD
FCA:11MAY24AKV 3H YIK M/BT END							

TOTAL

314.01 CAD

This brings to the summary of charges, verify price and click **Continue**

Server Info TERMINAL67 stage-4.31

AKV - YIK
3H-3802 | Connection Count 0 | Duration 35 minutes | 11/05/2024 16:20 - 11/05/2024 16:55

AKV - YIK
3H-8888 | Connection Count 0 | Duration 35 minutes | 11/05/2024 16:20 - 11/05/2024 16:55

Count	Price	YQ/YR	Tax	Sub Summary	Summary
Adult*1	215.05	58.06	40.90	314.01	314.01

Total Base Fare 215.05 CAD
Total Equiv Fare 215.05
Total Tax 40.90 CAD
Total Surcharge 58.06 CAD
Total Service Charge 0.00 CAD
Ticket Based Taxes 0.00

Total Amount **314.01 CAD**

BACK CONTINUE

Fill out passenger information and click **Continue**

Server Info TERMINAL67 stage-4.31

Akuivik (AKV) - Inuvik (YIK)
3H 802 | Res Class : Y | ONE_WAY | 11/05/2024 | Stop Quantity : 0 | 16:20 | 16:55 | HK | 1 Adult (12+), |

Contact Info

First Name * Test
Last Name * Tester
Country * Canada
Phone Number * +1 514-905-9445
Email test@email.com

Copy Info to Passenger
 Decline All Contact Info

+ Add New Contact Person

1. Passenger Adult

Gender * Mr.
Title * MR
First Name * Test
Last Name * Tester
Date of Birth * 07/05/1997

Beneficiary Number
Isaruuk Number

Fill

Decline Contact Info

Contact First Name * Test
Contact Last Name * Tester
Contact E-mail * test@email.com
Contact Phone Number * +1 514-905-9445

BACK CONTINUE

To issue the ticket, click [Issue Ticket](#)

PNR : 11UKG4

PNR : 11UKG4
Status PNR - No E-Ticket
1Adult
Created On : 10/05/2024 09:59
Ticket Time Limit: 12/05/2024 09:59

Contact Person : Test Tester
Telephone: (00) 1 514 9059445
Email: test@email.com
Sales Location: 88888883 : DAH01
Parent Sales Location: 00000033 : Corporate Module
User Name: DAH01

PNR Pax Details

Last Name	Name	G	Birth date	Pax Type	FF	Beneficiary Number
<input type="checkbox"/> TESTER	TEST	Mr / MR	13/07/1999			

[+](#) Add Infant [Change Contact](#)

Flight Details

Flight No	From	To	Class	Dep Date	Day	Dep Time	Arr Time	Stop	Aircraft	Status	Nego PNR	Seat	Coupon Status	Status
<input type="checkbox"/> 3H802	Akulivik	Ivujvik	Y	18/07/2024	Thu	16:20	16:55	0	DH8300*N	HK				RZ

Display Options

[History](#)

[Transaction Options](#)

[Issue Ticket](#)

Choose Account from [Drop Down](#) as well as the [Default](#) in second drop down

Enter [PO number](#) if required

Click [Read and Accept](#) and then click [Complete Transaction](#)

Air Inuit Server Info: TERMINAL:67 stage-4.31

Payment Method - Total Amount : 314.01 CAD

Credit Card

On Account

Total: 314.01 CAD

DH01

government_receipt_GRDH01

MR TEST TESTER

Purchase Order Number *

123456

Additional Information

Read and Accept [General Rules and Conditions](#)

Endorsement:

[Back](#) [Exit](#) [Complete Transaction](#)

You will see your Reservation Number and Ticket Number

The screenshot displays the Air Inuit reservation system interface. At the top left is the Air Inuit logo. The top right shows the user's full name (DAH01) and office name (28888883). A search bar is present with the text 'PNR or Ticket Num'. A progress bar indicates the steps: Search, Availability, Passengers, and Payment, with 'Search' and 'Availability' marked as completed. The main section is titled 'Flight Detail' and contains a table of flight information. A red box highlights the reservation number '11UKG4' in the header. Another red box highlights the ticket number '4662400137837' in a field below the table. To the right of the table is a 'TICKET FARE' section with a list of charges and their amounts in CAD. At the bottom of the flight detail section are three buttons: 'Print All', 'Back', and 'Exit'.

Server Info: TERMINAL.67 stage-4.31

User Full Name: DAH01
Office Name: 28888883

Search PNR or Ticket Num

Search

Shortcut Menu

Change Language

Search Availability Passengers Payment

Flight Detail

TESTER TEST | MR | Ad | 11UKG4

From/To	AIRLINE CODE	FLIGHT NO	RES. CLASS	DATE	DEP. TIME	STATUS	FARE BASIS	BAGGAGE ALLOWANCE	ST.	NWB	NVA
Akulivik Iqoqvik	3H	802	Y	18.07.2024	16:20	OK	DAH01	30 KG	OK		18.07.2025

4662400137837

TICKET FARE 0.00 CAD

XQ 27.24 CAD

XG 13.66 CAD

YQ/YR 58.06 CAD

FCPI 0

Total 0.00 CAD

Print All Back Exit

Cancel reservation

Click the  icon to the left

Air Inuit Server Info TERMINAL.67 stage-4.31

PNR or Ticket Num Search Shortcut Menu User Full Name :DAH01 Office Name :0000000000 Change Language

New Reservation

You have an item in your queue. Please Click!

One Way Round Trip

From To Departure Date

Show All Generate Only Availability

Adult (12+) Child (2-12) Infant (0-2) Other Passengers Selection

Fare Quote Box Account Code List Interline Partner

Fare Type All Public Private Private With Acc Code

Search Flight

Click **PNR Management**

Search

Reservation

My Profile

Make Reservation

PNR Management

Recent Reservations

Scheduled Flight List

Reports

DCS

GDS

Others

Collapse Menu

Check to accept rules and click Complete Refund

Air Inuit Reservation System

Office Code : 88888883
User Name : DAH01

Change Language - Shortcut

Search

Selected flight(s) will be refunded or reissued. Please review carefully and proceed.

TESTER/TEST/MR ADULT							PNR : 11UKG4				
ROUTE	AIRLINE CODE	FLIGHT NO	RES. CLASS	DATE	DEP. TIME	STATUS	FARE BASIS	BAGGAGE ALLOWANCE	ST.	NVB	NVA
Akulivik Iuvjuvik	3H	802	Y	18.07.2024	16:20	XX	DAH01	30 KG	O		

Refund Details

Refund Fare	215.05 CAD
Tax Refund	40.90 CAD
Surcharge Refund	58.06 CAD
Service Fee Refund	0.00
6Z Refund	0.00
Penalty Applied	0.00
TOTAL REFUND	314.01 CAD

Amount to be Refunded + On Account 314.01 CAD

I hereby accept Refund Rules.

Back Complete Refund

Footer Home - Footer Terms and Conditions - Footer Info - Footer Privacy - Footer Contacts - Copyright Rules Procedure

You will get a pop up, click OK

aie-stage.crane.aero says

Do you really want to proceed with the refund?

OK Cancel

Confirmation page

Air Inuit Reservation System

Office Code : 88888883
User Name : DAH01

Change Language - Shortcut

Search

Reservation

Reports

DCS

GDS

Others

Refund Summary

+ 314.01 CAD was refunded.

Receipts

4662400137837

Back

Footer Home - Footer Terms and Conditions - Footer Info - Footer Privacy - Footer Contacts - Copyright Rules Procedure

Change reservation

Click the  icon to the left

Air Inuit Server Info TERMINAL.67 stage-4.31

PNR or Ticket Num Search Shortcut Menu User Full Name :DAH01 Office Name :0000000000 Change Language

New Reservation

You have an item in your queue. Please Click!

One Way Round Trip

From To Departure Date

Show All Generate Only Availability

Adult (12+) Child (2-12) Infant (0-2) Other Passengers Selection

Fare Quote Box Account Code List Interline Partner

Fare Type All Public Private Private With Acc Code

Search Flight

Click **PNR Management**

Search

Reservation

My Profile

Make Reservation

PNR Management

Recent Reservations

Scheduled Flight List

Reports

DCS

GDS

Others

Collapse Menu

Insert **Reservation Number** and click **Search**

Air Inuit Shortcut Menu - DAH0100000002 D Change Language

Search by PNR Number

Search by Ticket Number

CRS TICKET No:

Search By Ticket No

Ticket No

LIST OPTION PNR Search

LIST WL LIST PNR Search

LIST KL LIST PNR Search

PNR SEARCH RESTRICTIONS

Check the **flight** you are wanting to change and click **Change Flight**

Status: Ticketed PNR
1 Adult

Telephone: (00) 1 514 9059445
Email: test@email.com
Sales Location: 88888883 - DAH01
Parent Sales Location: 00000033 - Corporate Module
User Name: DAH01

Created On: 10/05/2024 09:59

PNR Pax Details

Last Name	Name	G	Birth date	Pax Type	FF	Beneficiary Number
<input type="checkbox"/>	TESTER	TEST	Mr. / MR	13/07/1999		

Flight Details

Flight No	From	To	Class	Dep Date	Day	Dep Time	Arr Time	Stop	Aircraft	Status	Nego PNR	Seat	Coupon Status	Status
<input type="checkbox"/>	3H002	Akulivik	Ivujivik	Y	10/07/2024	Thu	16:20	16:55	0	DH3300*N	HK		O	RZ

Display Options

Transaction Options

Flight Options

Reason: Fare Quote Box: Account Code List: Fare Type: ALL

Choose flight information, make sure to insert your Account number in the Fare Quote Box

Click Search

Change Flight

11-MAY-24 3H-802-Y AKV-YIK 16:20-16:55 HK DAH01

From :

To :

Show All Flight :

REVALIDATE :

Travel : One way
 Round trip

Departure Date: 

Fare Quote Box :

Account Code List :

Number of Passengers

Adults: 1

Children(2-12): 0

Infants(0-2) : 0

Cabin Baggage: 0

Fare type: ALL PUBLISHED PRIVATE
 PrvWithAccountCode

Mandatory Airlines: 3H 5T

Choose your corporate fare



Server Info TERMINAL.67
stage-4.31

PNR or Tick

Search

Shortcut Menu

User Full Name :DAH01
Office Name :88888883



Change Lang

3H-802

Akulivik Airport - Iqviq Airport

11/05/2024 16:20 - 11/05/2024 16:55

(Stop Count 0)

Class	Fare Class	Equip type	GAV	Baggage	NVA:	NVB:	from 369.43 CAD
Y	Y	DH8300*NSM- 45Y*NS	9	Allowance 30KG	2025/05/11		PUBLISHED

FCA:11MAY24AKV 3H YIK253.00Y CAD253.00END

Class	Fare Class	Equip type	GAV	Baggage	NVA:	NVB:	from 314.01 CAD
Y	DAH01	DH8300*NSM- 45Y*NS	9	Allowance 30KG	2025/05/11		PRIVATE DAH01

TOTAL

314.01 CAD

FCA:11MAY24AKV 3H YIK215.05DAH01 CAD215.05END

Count	Price	YQ/YR	Tax	Sub Summary	Summary
Adult*1	215.05	58.06	40.90	314.01	314.01

Total Base Fare 215.05 CAD
Total Equiv Fare 215.05
Total Tax 40.90 CAD
Total Surcharge 58.06 CAD
Total Service Charge 0.00 CAD
Ticket Based Taxes 0.00

Total Amount 314.01 CAD

BACK

CONTINUE

Click **Read and Accept** then **Buy and Reissue**



Server Info **TERMINAL.67**
stage-4.31

Q PNR or Tick: Search

User Full Name :DAH01
Office Name :88888883 D [Change Language](#)

Flight Detail

TESTER TEST | MR | Adult | 11UKG3 VOLUNTARY
4662400138028

From/To	Carrier Code	Flight Number	Rez Class	Date	Departure Time	Status	Fare Basis	Baggage Allowance	Ticket Status	NVB	NVA
Akulivik Ivujivik	3H	802	Y	30.07.2024	16:20	OK	DAH01	30 KG	OK		30.07.2025

Fare CAD 215.05 - CAD 215.05 = **CAD 0.00**

Tax CAD 40.90 - CAD 40.90 = **CAD 0.00**

Service Charge 0.00 - 0.00 = **0.00**

YQ/YR CAD 58.06 - CAD 58.06 = **CAD 0.00**

6Z 0.00 - 0.00 = **0.00**

Change Fee 0.00 = **0.00**

Total = **CAD 0.00**

Fare Construction 30JUL24AKV 3H YIK215.05DAH01 CAD215.05END

Ticket time limit 12.05.2024 - 11:37:11

Read and Accept [General Rules and Conditions](#)

Endorsement :

Read and Accept [General Rules and Conditions](#)

Endorsement :

Back
Exit
Buy And Reissue

Flight Detail

TESTER TEST | MR | Adult | 11UKG3 4662400138028

From/To	AIRLINE CODE	FLIGHT NO	RES. CLASS	DATE	DEP. TIME	STATUS	FARE BASIS	BAGGAGE ALLOWANCE	ST.	NVB	NVA
Akulivik Ivujivik	3H	802	Y	30.07.2024	16:20	OK	DAH01	30 KG	OK		30.07.2025

4662400138201

Print All
Back
Exit

TICKET FARE	215.05 CAD
EQUIV FARE	215.05 CAD
XQ	27.24 CAD
XG	13.86 CAD
YQ	58.06 CAD
Total	314.01 CAD