Contact us:

Send an email via Sabre MBO Support or contact us via trsupport@xmlhk.com/ anzsupport@xmlhk.com

Who Should Be Accessing?

This document is for the managerial or supervisory role in your agency. Usually, only one user should access and maintain updates on the system table and settings. Please contact the XML team for more information.

Overview

Below is the list of topics that will be covered in this guide.

Tasks to be performed prior using PowerSuite	Covered in this Reference Guide
Create User Account	✓
Create User Group and access rights	✓
Configure Currency Code	✓
Configure Exchange Rate	✓
Configure Credit Card Settings	✓
Configure Bank Code Settings	✓
Configure Special Account Settings	✓
Configure Form of Payment Settings	✓
Configure MIS Group Settings	✓
Specify IATA no. for BSP Agents	✓
Email Server Setup	✓

Introduction

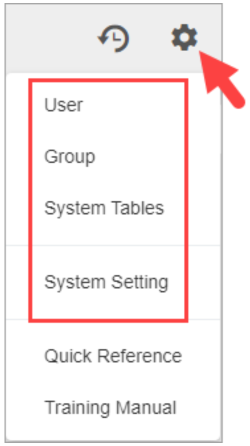
This quick reference guide is for the agency on PowerSuite Setup Implementation. This setup is usually performed after the agency has signed the product addendum.

PowerSuite Setup

Quick Reference Guide

Access Point

- Login to PowerSuite.
- Go to Tools, found at the top right-hand corner.



To access PowerSuite, go to the PowerSuite from Sabre Workspace, or visit the link https://XX.powersuitecloud.com

Our XML Team will provide your agency with a standard Admin User Group and a user login role System Administrator for your first access.

Agency can then decide to modify and add more User Group and Users.

User or User Group?

In PowerSuite, access rights are created and controlled at two different levels.

User and User Group.

Each user must have a unique user ID setup and assigned to a User Group

💣Tips: User Group must be created first before creating individual user.

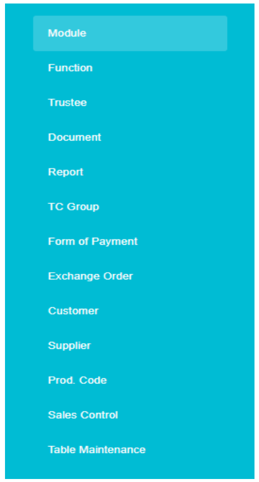
❶ Create User Account

- Select “**User**” → Click “**New**”
- Enter details e.g. User ID, Email etc.
- Click “**Save**”.

💣 Tips: User ID must be unique and cannot be repeated. Email address is required to reset password.

❷ Create User Group

- Select “**Group**” → Click “**New**”



- Enter “**Group ID**”

There are 13 Tabs. (See blue column on the left-hand side)

Each Tabs controls the user group ability to access, view and edit information in PowerSuite.

Select items by “✓” the box(es)

- Click “**Save**”.

💣Tips: You can copy existing access right from one user group to another in order to facilitate the access right setting.

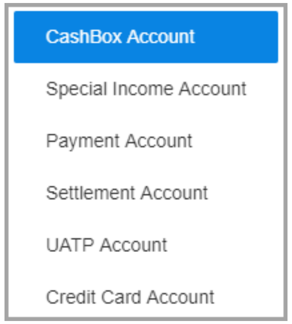
❸ Configure System Tables

Below is the list of items that user should maintain and modify in System Tables.

- Select "**System Tables**" → Enter keywords in search bar (See Keywords below) → Click "**Search**"
- Select related item → Click "**Search**" to show list or add item → Input details → Click "**Save**".

Settings	System Table	Category	Keywords
Configure Currency Code	Currency Maintenance	System	Currency
Configure Exchange Rage	Exchange Rate Maintenance	Back Office	Exchange
Configure Credit Card Settings	Credit Card Commission Maintenance	Back Office	Credit Card
	Inhouse Credit Card Maintenance	Back Office	Credit Card
Configure Bank Code Settings	Bank Code Maintenance	Back Office	Bank
Configure Special Account Settings	Special Account Maintenance	Back Office	Special
Configure Form of Payment Settings			
Configure MIS Group Settings	Team Code Maintenance	MIS	Team
	Region Code Maintenance	MIS	Region
Specify IATA no. for BSP Agents	IATA Maintenance	General	IATA
Configure Taxation Rate (Applicable for the market who will use the sales tax rate)	Tax Rate Maintenance	General	Tax

💣Tips: By default, PowerSuite will have Cheque, Cash, Credit Card in Form of Payment.
User can add more Form of Payment if needed under Special Account Maintenance for the following:



❹ Email Server Setup at System Setting

Select "**System Setting**" → Go to **Email Server Setting** → Input details → Send Testing Email → Click "**Save**".