MiS Advanced User Manual

Choosing Operators Transaction Groups

Introduction

This document is intended for MiS users who are generally comfortable logging in to MiS and running reports within it. This section focuses on the operator selection screen and transaction groups.

Prerequisites

- An MiS user login
- Knowledge of running report in MiS

2. Operator Chooser

On some MiS reports you can choose which operators you want to include / exclude from the report. Picking operators can be done at any time and saved into a schedule. When picking operators, there are a few extra options to be aware of in addition to the standard filtering and selection routines.

Code	Name	S	Selected	
ALEN	Allens Holidays: Atol 1218			
ALGA	Algarve Select Atol 2101		(ITT)	
ALLC	All Canada Holidays: Atol 3301			
ALLE	Allegro Holidays: Atol 1835			
ALLS	Allsun/Faraway Hols: Atol 0495	N		
ALLZ	Allez France Hols: Atol 2548	N		
ALOM	Alamo Rent A Car			
ALP	Alport Cars			
ALPH	Vacenza.com			
- AM	Adams Mark Hotels			
AMAT	Amathus Holidays: Atol 0420			
- AMER	American Dream: Atol 2856			
AMEX	American Express Europe Ltd			
AMG	Amg Travel Ltd		(IIIII)	
AMMI	Amex Miles - Tha			
AMOU	Amun Travel & Tours			
AMRI	American Holidays Ltd:atol3399			
AMST	Amsterdam Tvl Serv: Atol 3334			
AN	Ansett Airlines			
ANA	Ana Hotels			
ANDR	Andrews Travel			
AP	Air One			-

Firstly, deleted operators are highlighted in grey. This is the same for Sales Accounts and Transaction Types too.

You can quickly filter on deleted operators by clicking the deleted label next to the legend, seen below, the image on the left is before the filter, the image on the right is after the filter. Click again to toggle between them;

vaiible Oper	ators :			Availible Op	perators :		
ode	Name	Selected		Code	Name	Selected	
ALEN	Allens Holidays: Atol 1218			ALLS	Allsun/Faraway Hols: Atol 0495		
ALGA	Algarve Select Atol 2101			AM	Adams Mark Hotels		1
ALLC	All Canada Holidays: Atol 3301			AMER	American Dream: Atol 2856		
ALLE	Allegro Holidays: Atol 1835	100		AN	Ansett Airlines		
ALLS	Allsun/Faraway Hols: Atol 0495			ANA	Ana Hotels		
ALLZ	Allez France Hols: Atol 2548			AQUA	Aquasun Holidays: Atol 1728		
ALOM	Alamo Rent A Car			ARTA	Artac Worldchoice		
ALP	Alport Cars	177		ATA	Ata Hotels (italian Hotels Co)		
ALPH	Vacenza.com	P7		AURI	Aurigny Air Services		
AM	Adams Mark Hotels			BABY	Bmi Baby		
AMAT	Amathus Holidays: Atol 0420			BC	Brymon Airways		
AMER	American Dream; Atol 2856			BHRC	Do Not Use		
AMEX	American Express Europe Ltd	1		BILT	Do Not Use		
AMG	Amg Travel Ltd			BISH	Bishopsgate Insurance Co		
AMMI	Amex Miles - Tha			BLAP	Do Not Use		
AMOU	Amun Travel & Tours	(III)		BOWE	Bowen Travel Ltd: Atol 3040		
AMRI	American Holidays Ltd:atol3399			BR	Eva Airways Corporation		
AMST	Amsterdam Tvl Serv: Atol 3334			BRIC	Do Not Use		
AN	Ansett Airlines			BTHO	Bthold		
ANA	Ana Hotels			BUZZ	Buzz		
ANDR	Andrews Travel	(m)		BZ	Capital Airlines		
AP	Air One		-	CAFH			
Deleted (Click to filter)			Deleter	d (Click to filter)		[
Search o	on Operator Code :		Clear	Search	on Operator Code :		Clea

You can also 'Select All' or 'Select None' in the bottom left. Use these in conjunction with the "Search on Operator Code/Name" filter. You may also select just deleted or everything except deleted by right clicking on the deleted label. When happy with your selection, click Confirm to save your choice or Cancel to abort and return to the previous screen.

AR	Aerolinos Argentinas		*
Deleted (Clic	Select everything except deleted items		Cloar
Search on	Select only deleted items	45	Cieai
Select ALL	Select NONE	Cancel	Confirm

3. Transaction Groups

The MIS system allows you bundle Transaction Types into groups of your choosing. Please note that you will have to be the administrator of your account (normally your ABTA number) in order to access this option in MiS.

All users can choose your transaction groupings but only the administrator may set them up.

To begin configuration select the Transaction groups maintenance screen from the menu.

e Options				
Master Files 🕨	Transaction Groups	N	 	
Quit		1		

You will see the following screen;

ansactior	n Groups :	Tran	saction Types :			
.: To add a Group enter the new data in the entry area below and hit Enter :.		t Enter :. Code	Description	Group ID Part of Super Group		
Name	Dese	AFB	Air Fare Bureau	2	Air Type Transactions	
		BSP	Air Tickets	2	Air Type Transactions	
		CARF	Ferry	0		
HOTEL	Air Type Transactions	CARH	Car Hire	0		
HUTEL	Hotel Type Transactions	CARP	Car Parking	0		
	CCFE	CCD Fees	0			
	Overste new mennes and have	CFEE	Car Hire Fee	0		
Create new groups over here.	CRUS	Cruise	0			
		HFEE	Hotel Fee	0		
		HTLF	Hotel (foreign)	5	Hotel Type Transactions	
	HTLU	Hotel (u.k.)	5	Hotel Type Transactions		
		INSU	Insurance	0		
		Π.	Std Package Hol	0		
		LFEE	Special Delivery	0		
		MFEE	Misc Fee	0		
		MISC	Miscellaneous	0		
		мото	Motorail	0		
		RAIL	Bail	0		
		RFEE	Rail Fee	0		
		10000	Attach Transac	ctions t	o Groups over here	
			Select both a	aroup	and a transaction.	
			click	attach	selected.	
			Choi	auton		
		Sear	ch on item Code :			Cle

To create a new group

Over on the left, at the top of the grid there is a line where you can enter your new grouping, this must consist of at least a Name and a Description. Names must be unique.

- <u>To edit a group</u> Click twice on the field you would like to change in the lower part of the left grid, you will be able to edit it. Click Save when done and the system will record your change.
- <u>To attach a transaction type to a group</u> Click once on a group on the left, click once on a transaction type on the right, click once on "Attach Selected". You will see the link appear.
- <u>To remove a transaction type from a group</u> Click once on the transaction type over on the right grid, click "release selected" the link will be removed.
- <u>To remove a group completely</u> Right click on the group over on the left grid, select delete. This will clear all items linked to this group and will remove it from the database forever. A confirmation is presented prior to deletion.

To use your configured groups just choose them from the transaction criteria screen when building a report by selecting Transactions and look at the top for the Transaction Group button*

*The Transaction Group button only appears when at least one group exists.