# Updating ClientBase Online to Work with Sabre 360

TRAVEL EDGE

## **Summary**

To import profiles from ClientBase to Sabre 360 PNRs, there are some simple things to do. This document details how to do this with both **ClientBase Online**.

## **ClientBase Online**

Now that you're using Sabre 360, ClientBase Online should be launched from within Sabre and <u>not in a regular web browser</u>. Sabre will open a new tab, making it easy to move back and forth between Sabre and ClientBase Online. ClientBase Online launched outside of Sabre 360 in a regular browser will no longer be able to import to Sabre.

#### 1. Launch CientBase Online from within Sabre 360

ß

From the dark "Tools" drop-down menu, select "Customer Management > ClientBase Online"



2. Sign in to ClientBase Online:

🚾 Sabre® Red™Workspace - Sabre Travel Network			– 🗆 🗙
File Edit View Tools Window Help Contact Us			
Favorites • Tools • Community • Admin •			sabre red
🚱 Back 💿 Forward 😵 Stop 隆 Refresh 🏠 Home   😹 🗅 🖺 🔯 Red App Centre   💽 Fast	Support		
📽 Sabre 🔊 Sabre Vacations Canada 🛛 🔊 ClientBase Online 🕴			RED APPS
			Cuba Traveler
			Generation
Sabra	ClientBase Online is now a new	ClientDees	
zaure.	tab inside of Sabre 360	ClientBase	
		Online	
		part of the sabre red portfolio	
	ClientPass Online cannot find a match to		
	the PCC you are using. Please enter your		
	ClientBase Online subscriber, please click		
	Login Name:		
	Password		
	Lassard.		
	Sabre PCC:		
	09KG		
	Sign in		CANDLEWOOD
		O'rea in an annal	AN ING' HOTEL
Le Le	Run Diagnostic	Sign in as usual	Free WiFi &
	Lorgor my cogin realisti assirora	Websites X	Laundry
		offers access to the	
		www.clientbaseonline.com. Please be aware that the privacy policies may be	
		Disable privacy policy notification	
Not a C	lientBase Online subscriber? Click here for more information.	Learn more about Sabre privacy policy	
			200 m

#### 3. To Import the profile into the PNR:

- Search for your client as usual (Find, View)
- ✤ At the top of the profile, there is a "PNR" link. Click that.

File Edit View Tools Window Help Contact Us					aabra rad
Favorites         Tools         Community         A           Image: State         Forward         Stape         Refresh         Mome         Image: Image	amin •				RED APPS
ClientBase Online Profiles Merge Options - Leisure - S Ca 47 156 Remarks:	e After finding the profile ar clicking "View", click the "PNR" link	ACTIVITES RES CARDS	Gobal Saved Searches –      –      Primary Agent. /      Ne     Primary Agent. /      Te     Created. 7     Salutation.     Interface ID. 5     Profile No.: 6	X     •     •       ensual Saved Searches – v       te     Mailer       Reminder	Conficence
About Sm General Info Communications Remarks Marketing Codes Travellers Activities Credit Cards	General Info Profile Type: Leisure Profile Name: Gr Additional Name: Address 41 Is Additional Info	Te		EDT	Concentration Annual Concentration Laundry

4. Make sure that "API" is checked:

ore 🕲 Subre Vacations Canada Clie Mo P	ClentBase Online Profiles arge Options +	ad DASHBOARD	ILES ACTI	VITIES 🛍 RES C/ Create New	ARDS Global Saved v: PNR Res Card	Searches - 💌 - Person	🕻 🔻 🕜 👻 🕞 al Saved Searches – 🔽	RED APPS
Clie P Me	entBase Online Profiles erge Options + PNR Builder S	ad DASHBOARD	iles Acti	VITIES 🗎 RES C/ Create New	- Global Saved	Searches – 💌 – Person	ial Saved Searches – 💌	Cuba Travel Certification
P	Profiles arge Options + PNR Builder S	e		Create Nev	Global Saved	Searches - 🔽 - Person	nal Saved Searches - 💌	
P	erge Options ↓ PNR Builder S	e		Create Nev	v: PNR Res Card	Line Orenand Mate		
P	PNR Builder S	e				Live connect Note	Mailer Reminder	
-						GDS	Selection $ imes$	
4	2 S	Phone: +1	I	Marketing Codes: 0 Primary Traveler: 1		Primary Agent: A Created: 7	Ē.	
R	Remarks:	Make sure that "/ checked next to s	API" is Sabre	Groups.	Clic	<"NEXT"		
-	< CANCEL		C Name Sabre	Clipboard	API	$\overline{\}$	NEXT 🕨	CANDLEWO NUT FOR AN ING HOT New hotel w Full Kitche Services
	( CANCEL	, v	Apollo Galileo Vorldspan	0000	000			
	< CANCEL				G		NEXT F	

# 5. Review profile details and send to PNR:

Sabre® Red™Workspace - Sabre Travel Network	- • ×
Fae Ear View Goals Window Help ContextUs Favorites * Tools * Community * Admin *	sabre red
Sabre Sabre Vacations Canada 🖉 ClientBase Online 🛛	RED APPS
ClientBase Online and Dashboard L profiles	🏛 RES CARDS X 🔻 🕐 🕞 🔨 😫 Cuba Traveler
Profiles	- Global Saved Searches - 🔽 - Personal Saved Searches - 🔽
	Res Card Note Maller Reminder
PNR Builder S	PNR Entries $ imes$
C Phone: + Marketing Primary Tr C	Codes: 0 Primary Agent: aveler: • Created. 3roups: Salutation. Interface ID. Profile No.
Remarks: CANCEL GOS SELECTION PS	
DR	Click "SEND TO PNR"

6. ClientBase confirms that PNR was sent to Sabre

Sabre® Red <sup>®</sup> Workspace - Sabre Travel Network File Edit View Tools Window Help Contact Us	min =				sabre red
Image: State	🖺 🔀 Red App Centre   💽 Fast Support				RED APPS
ClientBase Online		CTIVITIES 🗍 RES CARDS	*	• • • B	Cuba Traveler Certification
Profiles		-	Global Saved Searches - 🔽 - Persona	al Saved Searches - 🔽	
			Res Card Note	Mailer Reminder	
PNR Builder S			PNI	R Entries $ imes$	
4 1 1	Phone: +1 i t	Marketing Codes: 0	Primary Agent: 7 Created: 5 Salutation: Interface ID: 1 Profile No.: 1	<b>1</b> 1 19	
Remarks:		ОК			
CANCEL     ✓ GOS S	ELECTION	[	ClientBase confirm the PNR was sen Sabre. Click "Of	s that t to K"	A MODE NOT

7. Return to Sabre tab and \*A to see the profile information that was imported

