

How to Order a Red App - End to End Process

WHO CAN DOWNLOAD/ORDER A RED APP

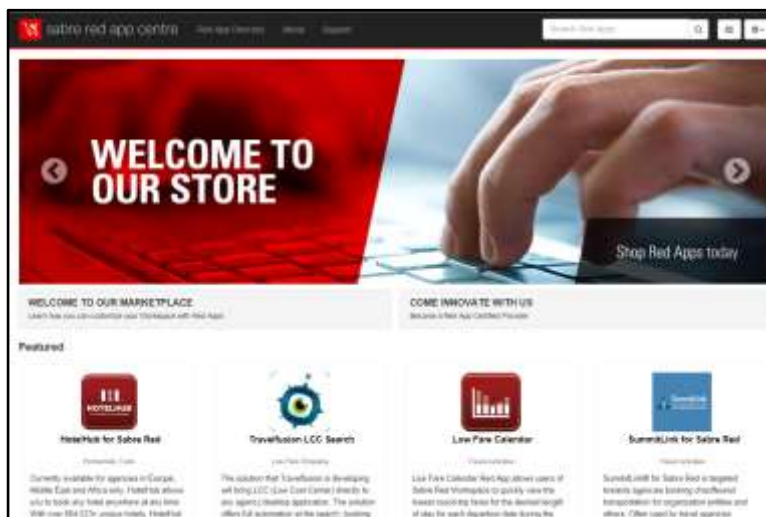
Anyone set up as a Sabre® Agency eServices Admin or Ordering rights automatically has Agency Buyer access to the Sabre Red™ App Centre and may purchase Red Apps for their agency. Other agents may **shop**, but **not** purchase/download.

For more information on who can purchase Red Apps, visit [FAQs](#) or visit the Sabre Red App Centre at www.sabreredappcentre.com

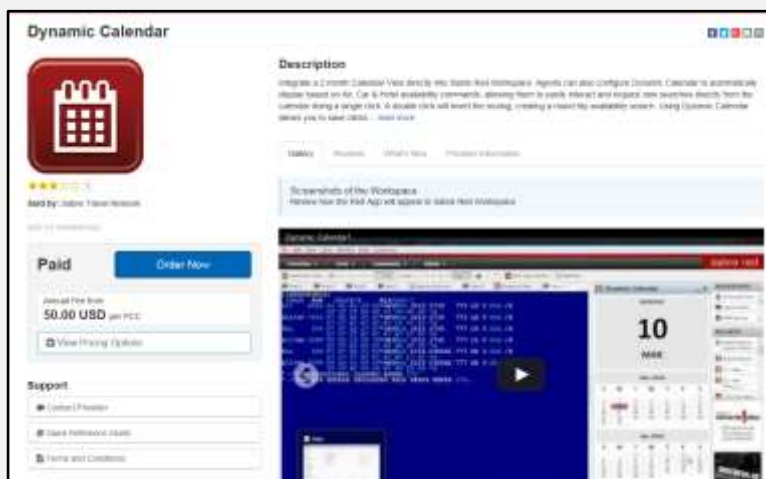
STEP

EXAMPLE

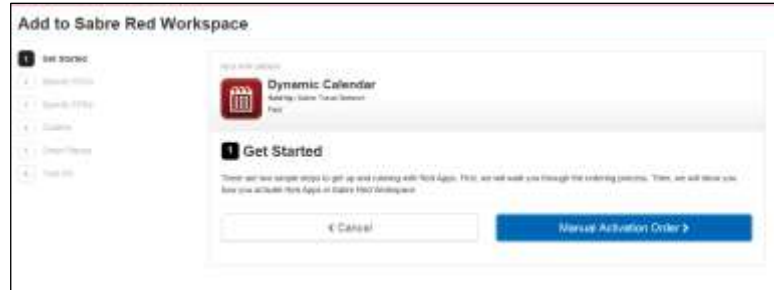
1. **Log in** to the Red App Centre using your regular Sabre system credentials.



2. **Browse** the Red App Centre for available Red Apps and find a Red App you are interested in.
3. Click **Order Now**.

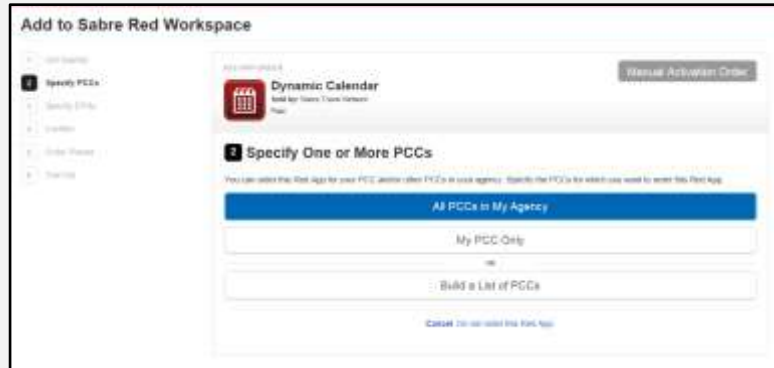


4. Click **Manual Activation Order**.



5. Choose which PCC(s) you are ordering the *Red App* for.

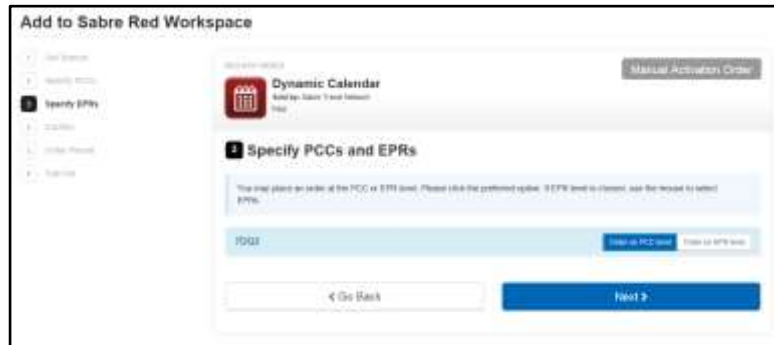
- **All PCCs in My Agency:** *This option is only available to those with eServices Admin rights. Selecting this option entitles all users under your parent agency.*
- **My PCC Only:** This option entitles the *Red App* to your PCC only.
- **Build a List of PCCs:** This option allows you to build a list of PCCs for which you would like to order the *Red App*. You can enter the PCCs in a text field. Alternatively, you can upload a CSV file with your PCCs.



You may also click **Cancel: Do not order this Red App** if you no longer want to purchase the app.

6. Click one:

- **Order on PCC level:** Make the app available to your entire PCC.
- **Order on EPR level:** Select which agents receive the app.
 - When you click this option, a screen displays so you can choose which EPRs to use.



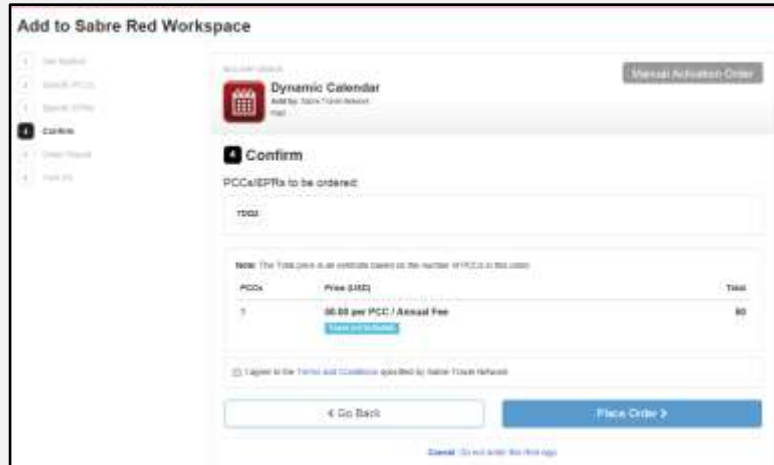
7. Click **Next**.



8. Review the details on the screen, click **I agree to the Terms and Conditions specified by Sabre Travel Network**.

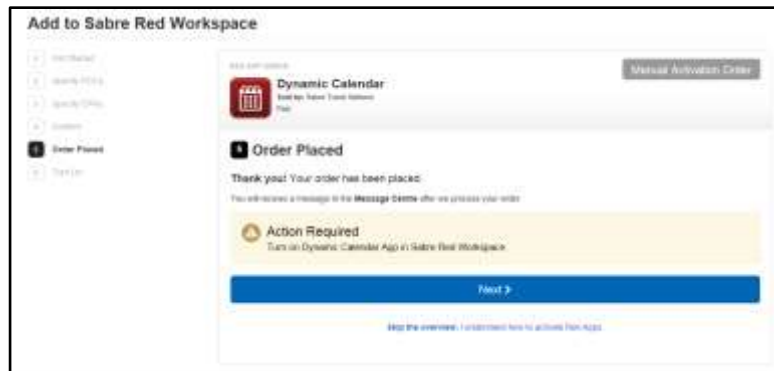
- Click the hyperlink to view Terms and Conditions.

9. Click **Place Order**.



10. Your order is placed and any Action Required is displayed.

- Click **Next** to view an overview of the required action.
- Or, click **Skip the Preview** to return to the Red App directory.



HOW TO TURN ON A RED APP FOR ENTITLED USERS IN THE SABRE RED WORKSPACE AGENCY ADMIN TOOLS

Before You Start:

At least one user per agency must have access to the *Sabre Red Workspace* Agency Admin Tools. This is handled by the *Sabre* Admins and is pushed as a one-time update. An Agency Admin can be the same user as the Agency Buyer for the *Red App Centre*.

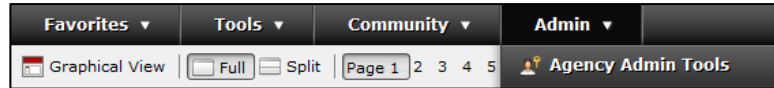
- Access to the *Sabre Red Workspace* Agency Admin Tools can be requested through Agency eServices or by contacting a *Sabre* Account Manager.
- After getting confirmation of tool activation, click **Help** then **Check for Updates** to trigger the update process.
- After restarting *Sabre Red Workspace*, the agent should have a link to Agency Admin Tools under the Admin menu.



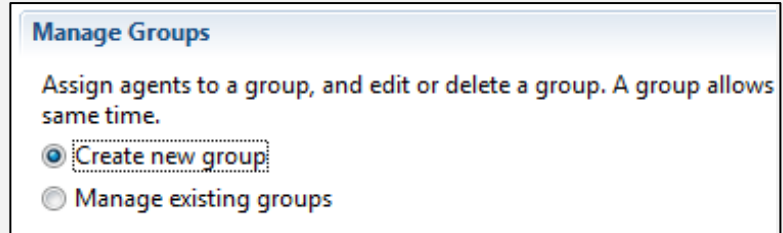
The below step by step instructions outline the overall process for activating a *Red App* entitled to a specific agency through the Agency Admin Tools. Agency Admins can control many other *Sabre Red Workspace* configurations from the Agency Admin Tools. To view a detailed Agency Admin User Guide, click [here](#).

CREATE A GROUP

1. Launch the Agency Admin Tools from the Admin menu in *Sabre Red Workspace*.

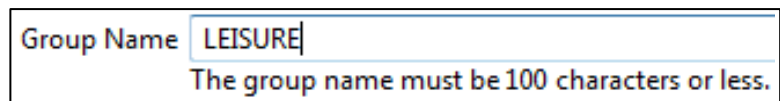


2. Select **Create new group**, then click **Next**



3. Input a **Group Name** to describe the group you will create.

- No special characters are allowed (such as spaces)



In the left pane is a list of all available Ungrouped Agents. This list represents all users in your entire agency.

- By default all users are ungrouped.
- You may apply Filters to the left panel by Agent ID, Agent Last Name, City, Country, PCC and State to help locate users or groups of users.

The 'Ungrouped Agents' list is shown with a table of agent information. The table has columns for Agent Name, PCC, Agent ID, City, State, Country, and TGA. The data is as follows:

Agent Name	PCC	Agent ID	City	State	Country	TGA
FRANCA	TDQ2	420	FORT WORTH	TX	United States	None
FRANCR	TDQ2	20888	FORT WORTH	TX	United States	None
FRANLC	TDQ2	30890	FORT WORTH	TX	United States	None
FRANLS	TDQ2	111300	FORT WORTH	TX	United States	None

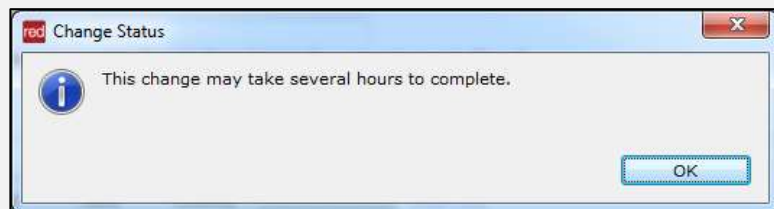
4. Select users for the group:

- Click users individually and then click **Add**.
- Use CTRL + click to select multiple users and then click **Add**.
- Click **Add All**.
- You can add a maximum of 1,000 users to a group.

5. After you add all desired users to the new group, click **Save**.

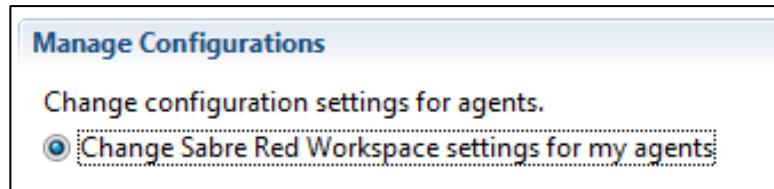


6. Click **OK** to confirm.

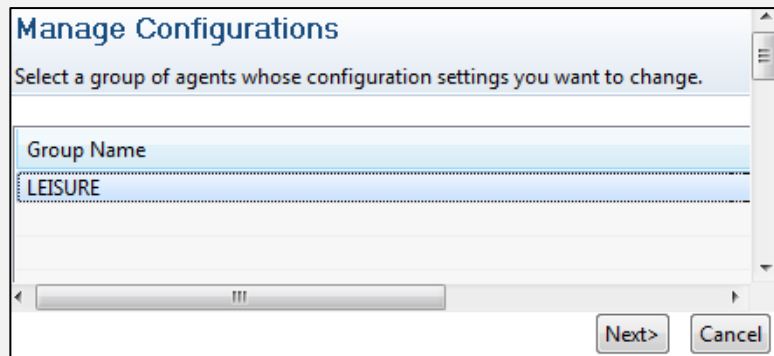


ENABLE A RED APP FOR A USER

1. Select **Change Sabre Red Workspace settings for my agents** under the Manage Configurations section, and then click **Next**.

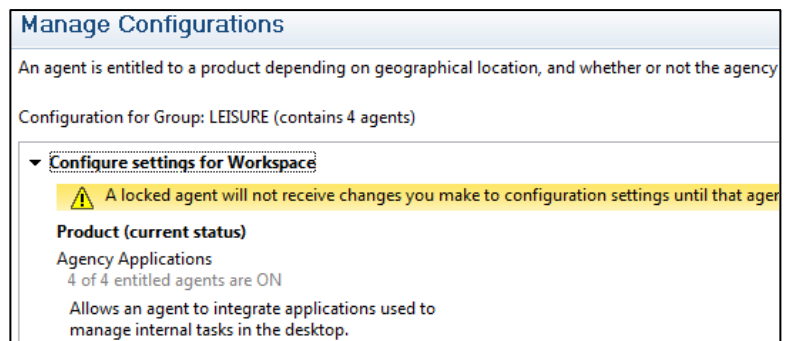


2. Select the group name that contains the users you want to have the *Red App*, then click **Next**.



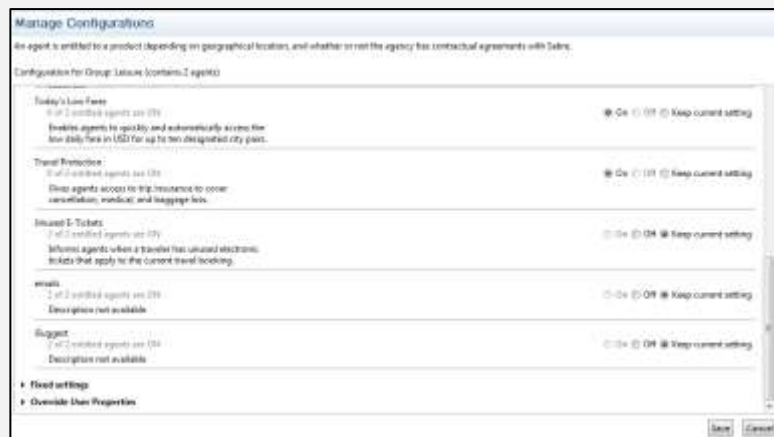
After a few moments, **Configure Settings for Workspace** displays. This allows an Agency Admin to enable or disable *Sabre*-provided applications.

3. To customize *Red Apps*, click the **Configure Settings for Workspace** title to expand the menu.

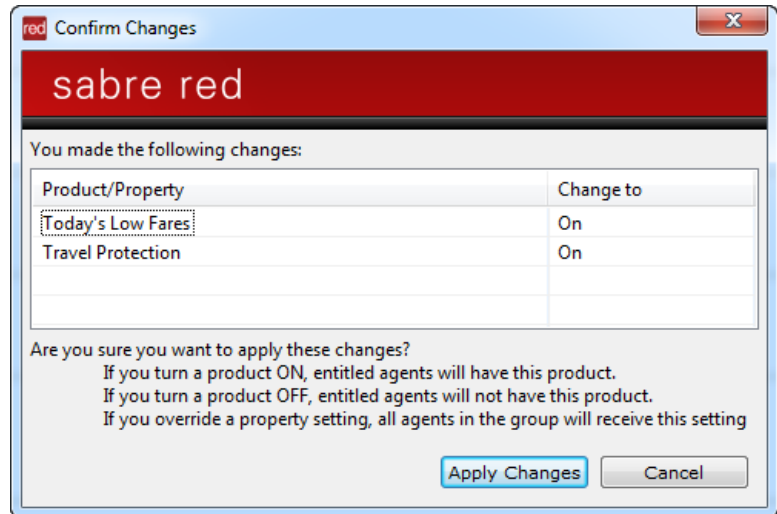


A list of *Red Apps* that are entitled to users within the group displays. By default these applications will be off.

4. Scroll through the list, locate the desired applications, and click **ON** next to those you want to activate. Click **Save** when finished.

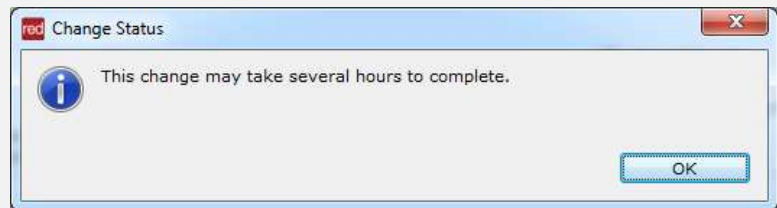


- Review the changes to ensure they are correct, then click **Apply Changes**



- Click **OK** to confirm.

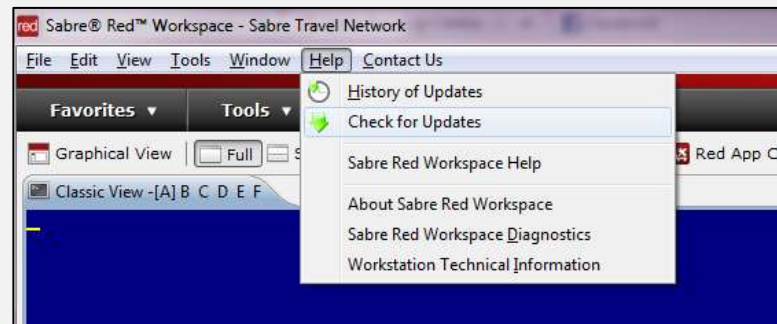
- Note:** It may take several hours before the user receives the application



RECEIVING THE RED APP

After allowing time for *Sabre Red Workspace* to apply the changes, the members of the group entitled to the application will receive the *Red App* as an update

You receive updates automatically 20 minutes after launch or you can check for updates manually by clicking **Help**, and then **Check for Updates**.



To validate that the user received the application before restarting *Sabre Red Workspace*, click **Help** and then **History of Updates** to look for *Red Apps* with a status of **Not Activated**.

Name	Version	Date	Status
Sabre Red Workspace_3YAS_3333 (Pr...	2.0.0.000000007	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Air Routing Mileage Calc	1.0.0.201201161659	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED
Calculator	1.0.0.201112201654	Sep 20, 2012 5:08:29 PM	NOT YET ACTIVATED

After restarting *Sabre Red Workspace*, you can also look under **Contact Us, Application Vendor Support** to validate that the application installed successfully.

