Unified spreadsheet booking
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- Using the Unified spreadsheet booking function you can download a spreadsheet, complete the details of up to 100 bookings and then upload the sheet to make those bookings in one transaction.

- Start by downloading the Unified spreadsheet to your PC. You then open the spreadsheet and will see that it prompts you in green with the mandatory fields just like a CPS page.

- The sheet also helps you with airport names and sometimes with lists of commodities or products. The sheet includes a lot of validation to help you get a confirmed booking first time.

- When you have finished and can view the text OK with a green background for every completed row, upload the spreadsheet to have CPS make all your bookings. CPS will then automatically make your bookings and send you a mail with the carrier’s response for each one.

- As you’d expect, you can then manage any bookings you made through the Create / Modify Booking page.
Unified spreadsheet booking

*fields are mandatory

1. **Download or Upload Unified Spreadsheet**

   **Current filename / version**
   - CPS Unified Spreadsheet v1.02
   - CPS Unified Template v1.02

   **Download Spreadsheet**
   **Upload Spreadsheet**

   **Browse to the CPS unified spreadsheet you want to upload**

2. **Notes**

   **Instructions to use the unified spreadsheet**
   1. Start by clicking the download button which will open the spreadsheet on your computer and make sure you save it to your computer and make it easier to fill out.
   2. Start filling out the spreadsheet by selecting the carrier in cell B21. Complete all the green mandatory fields and any blank fields that require a status to remain to be completed for that booking and shows green when all have been completed. Fields in grey color will be ignored as that is not applicable for the carrier.
   3. Repeat step two in rows below for other bookings.
   4. When you have finished and can view the text OK with a green background for every completed row, upload the spreadsheet to have CPS make all your bookings.
   5. CPS will check that all the account numbers you have entered used are approved for your branch. To see a list of those, click here.
   6. CPS will mail a status on each booking to the email address in your profile. You will also be able to see and manage your successful bookings on CPS at any time.
   7. If you have any feedback about this function please tell us.
   8. This service is designed to work with Excel 2007 and upwards.
   9. And, most important, to ensure you get the email status response, make sure that your spam filter is set to not delete mails from unisys.com or CPSOutboundMail.

   **Instructions to use the unified spreadsheet template**
   1. After ensuring that macros are enabled, start by selecting the carrier and then keying in Start Date, End Date, Frequency and other mandatory fields (highlighted).
   2. The first column will be highlighted in amber colour if there are any empty mandatory fields. The count of mandatory fields pending capture will also be shown if any mandatory fields are captured, the first column will turn green and show as OK.
   3. Use the checkbox at the beginning to enable/disable a specific row. Disabled rows will be in grey colour and will not be considered while generating the booking.
   4. Once all necessary rows are captured, click on the GENERATE button at the top to generate the booking spreadsheet. Ensure that you save the booking spreadsheet once all data have been suggested.
   5. In this booking spreadsheet, you only need to capture the AWP number and can update the following fields – weight, volume and remarks per booking. Once all data have been captured you can upload the spreadsheet to cps.

Once uploaded, CPS sends an email with status of each booking

One spreadsheet to cater to all CPS carriers
Services and functions can vary between carriers.

**Unified spreadsheet booking**

- Data entry is complete when you can view the text OK with a green background for every completed row.
- Validations help you get a confirmed booking first time.
- List of airport, commodity and product codes to help you select the correct one.
- The count of mandatory fields pending capture will be shown in this column.
- Multi carrier support.
- Up to 100 bookings in one spreadsheet.

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Services and functions can vary between carriers

CPS sends you a mail with the carrier’s response for each AWB on the spreadsheet.

The mail includes details of the row number in excel, AWB number used, origin, destination, details of the first flight as well as the booking status.

Dear Tavishi Ipsita,

Thank you for using the CPS unified spreadsheet booking function. The current status of each booking at Booking > Create / Modify Booking.

Row 21: Booking for 01401830135, YYT-YYZ on AC695/07AUG15 has status - Confirmed
Row 22: Booking for 01401830146, YYT-YYZ on AC695/08AUG15 has status - Confirmed
Row 23: Booking for 01401830161, YYT-YYZ on AC695/09AUG15 has status - Confirmed
Row 24: Booking for 01401830172, YYT-YYZ on AC695/10AUG15 has status - Confirmed
Row 25: Booking for 01401830183, YYT-YYZ on AC695/11AUG15 has status - Confirmed
Row 26: Booking for 01401830194, YYT-YYZ on AC695/12AUG15 has status - Confirmed
Row 27: Booking for 01401830205, YYT-YYZ on AC695/13AUG15 has status - Confirmed