

**Course Title:** WorldTracer Management LL Recurrent  
**Course ID:** WT 104  
**Duration:** 5 days  
**HR reference:** CU119

**Course Objective:**

The WorldTracer Management LL Recurrent course is for existing members and is a consolidation of the Lost and Found (LL) portion of the Management Implementation training class. The objective of this course is to effectively train baggage office staff to use the WorldTracer System in the airport environment.

**Course Outline:**

Day	Session	Content
1	1. Introduction	1.1 Introduction [Trainer] 1.2 Introduction [Trainees] 1.3 Introduction [Trainer]
	2. Course Overview	2.1 Brief Overview [Trainer] 2.2 Detailed Overview [Group] 2.3 Course Agenda Review & Acceptance Overview [Group]
	3. Section 1 Introduction to WorldTracer Management Proposed vs. Current Procedures	3.1 Background 3.2 Management Concepts 3.3 Access 3.4 Password Control 3.5 User Options 3.6 Help 3.7 Masks 3.8 File Types 3.9 File Storage Times 3.10 File Referencing 3.11 Paging 3.12 Shortened Inputs 3.13 Training Indicator 3.14 Ordering Documents
	4. Section 2 Transaction and Elements	4.1 Introduction 4.2 Overview 4.3 Transaction List General / Controlled / Report / Action File 4.4 Elements Overview Matching / Functional / Information / Recommended .Practices

Day	Session	Content
		4.5 Recommended Practices 4.6 Shortened Flight / Date 4.7 ARNK segment 4.8 License Plate Format 4.9 RL Code Option
	5. Section 19 Errors / Glossary / Contents Dictionary	5.1 Error Replies 5.2 Glossary 5.3 Contents Dictionary
	Lunch	
	6. Section 3 HELP	6.1 Description 6.2 Paging Functions 6.3 Access to HELP 6.4 HELP Instructions 6.5 HELP Menu 6.6 HELP by Topic 6.7 HELP from a mask 6.8 HELP Character 6.9 DFT – Display Free Form Text 6.10 User Unique Pages 6.11 User Common Pages 6.12 SITA Common Page 6.13 DST – Display Station Free Form Text
	7. Section 4 Create Files - QOH	7.1 Introduction 7.2 QOH
	Break	
	8. Section 4 Create Files - OHD / BOM	
	9. Exercise 1 OHD	
<b>2</b>	Review	
	10. Section 4 Create Files	10.1 TNT (no match) 10.2 QAH 10.3 AHL
	11. Section 3 Create Files	11.1 QAH 11.2 AHL (no CC)
	Break	
	12. Exercise 2 TNT / AHL	12.1 TNT / AHL
	Lunch	

<b>Day</b>	<b>Session</b>	<b>Content</b>
	13. ADI / PIR	13.1 ADI 13.2 PIR
	14. DPR	14.1 DPR Creation
	15. Exercise 3 DPR	15.1 DPR
	Break	
	16. Section 3 Create Files - FWD	16.1 FWD Creation
	17. Exercise 4 FWD	17.1 FWD
	18. Section 5 Display Files	18.1 DAH / DOH / DDP 18.2 DFW 18.3 DOF 18.4 SHC
<b>3</b>	Review	
	19. Section 6 Action File	19.1 Description 19.2 Principles 19.3 Station Action File 19.4 Action File Transactions 19.4.1 CXF 19.4.2 DXF 19.4.3 PXF 19.4.4 EXF
	Break	
	20. Section 6 Action File	20.1 TXF
	Lunch	
	21. Exercise 5 TXF	21.1 TXF
	22. Section 7 Amends	22.1 AAH 22.2 AOH 22.3 ADP 22.4 AGP
	Break	
	23. Section 8 Matching	23.1 TNT
	24. Exercise 6 TNT / AHL	24.1 TNT / AHL

<b>Day</b>	<b>Session</b>	<b>Content</b>
<b>4</b>	Review	
	25. Section 8 Matching	25.1 TXF (match) 25.2 ROH
	Break	
	26. Exercise 7 TXF / ROH	26.1 TXF / ROH
	Lunch	
	27. Section 8 Matching	27.1 FOH
	28. Exercise 7A FOH / EXF	28.1 FOH / EXF
	29. Section 8 Matching	29. 1SUS / SAH / SOH 29. 2RIT / RAT / ROT 29.3 MDO
	Break	
	30. Section 8 Matching	30.1 XTR 30.2 RAW (except / H)
<b>5</b>	Review	
	31. Exercise 8 OHD	31.1 OHD
	32. Exercise 9 AHL	32.1 AHL
	33. Section 9 Close Files	33.1 CAH / CDP 33.2 COH
	Break	
	34. Section 9 Close Files	34.1 CFI 34.2 CFD 34.3 RCB
	Lunch	
	35. Exercise 10 / 10A	35.1 TXF / ROH / FOH / EXF
	36. Section 10 Group Transaction	36.1 GTN 36.2 GPR 36.3 GAL
	Break	
	37. Section 11 Supplementary Transactions	37.1 FAH 37.2 FLZ 37.3 TTY 37.4 CCY

Day	Session	Content
		37.5 Baggage Delivery DSB / BDO / MBD 37.6 SMS

**Recommended Prerequisites:**

- Users are responsible for knowing their respective host application commands
- CRT connectivity to the SITA Network

**Training Materials Used:**

- WorldTracer Management Training Manual
- Management Quick Reference Guide

**Evaluation Procedures:**

- WorldTracer Course Exam
- Customer survey

**Note:** All courses are taught in English.

**Course Description / Lesson Plan Revision Control:**

Revision	Date	Change	Dept
1.0	02-May-07	Base release for upload to FileNet	ADS Training (M. Crncevic)