Manage Group ID

- **Add a Group ID**
- **Rename a Group ID**
- **Delete a Group ID**

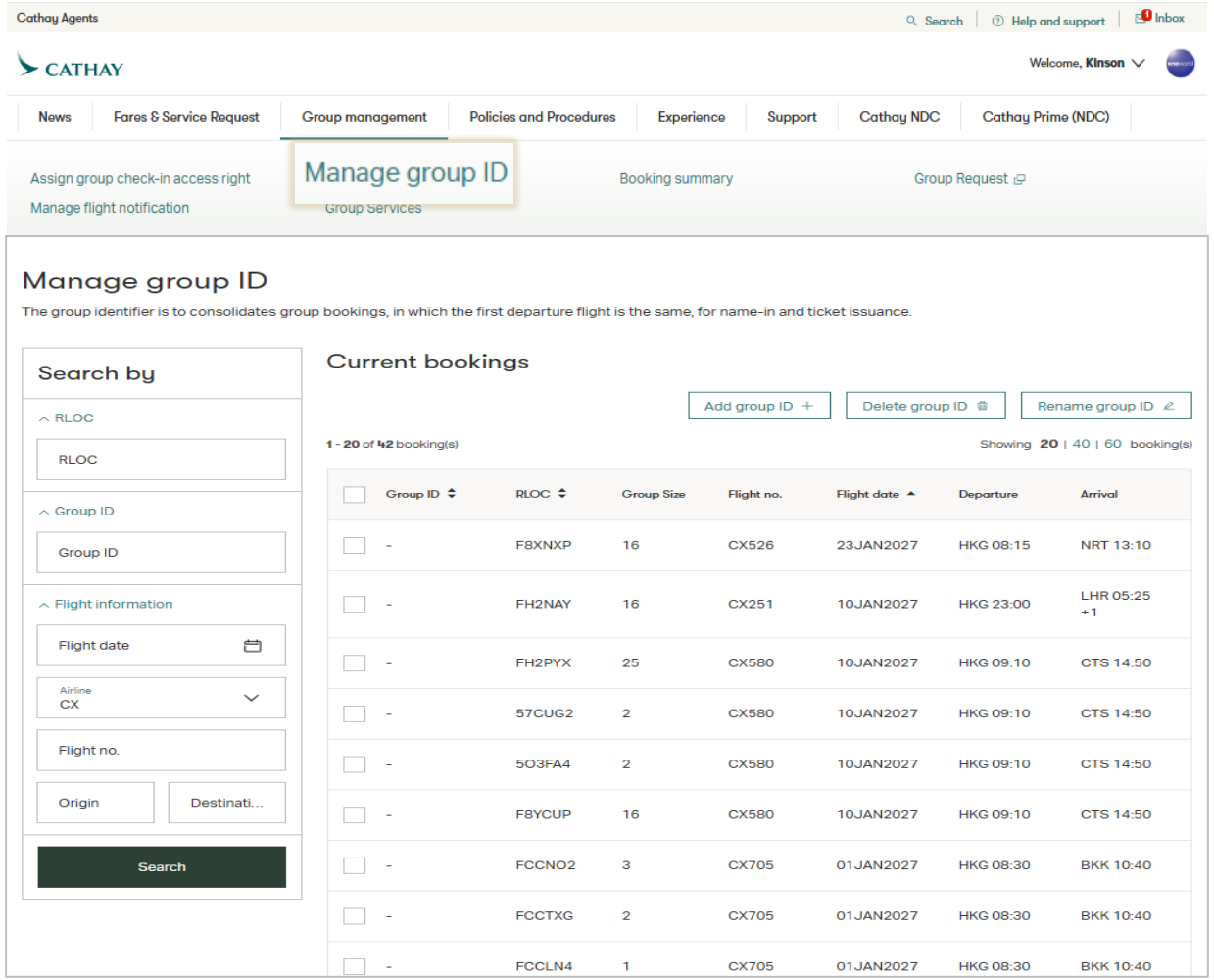
Last updated: Nov 2026

Manage Group ID

Use Group ID to link multiple group bookings with the same first departure flight for easier management.

STEP

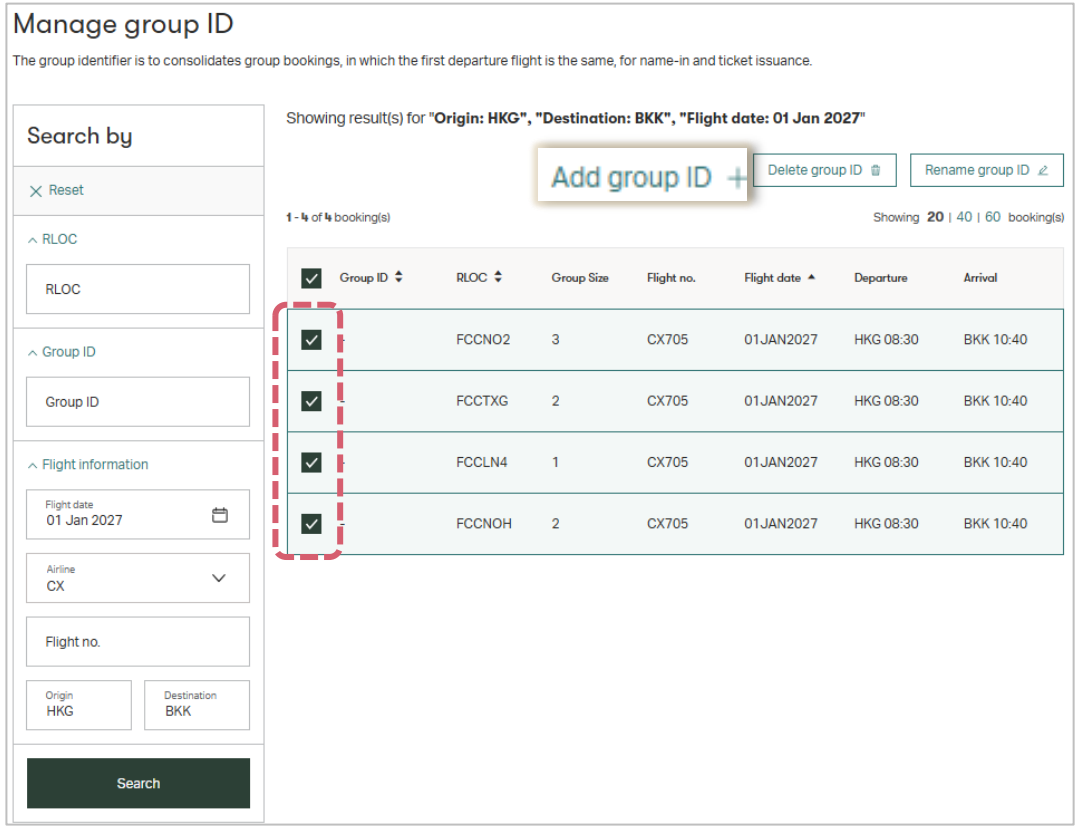
- Hover over **Group management**.
- Select **Manage group ID**.



Manage to add a Group ID

STEP 1

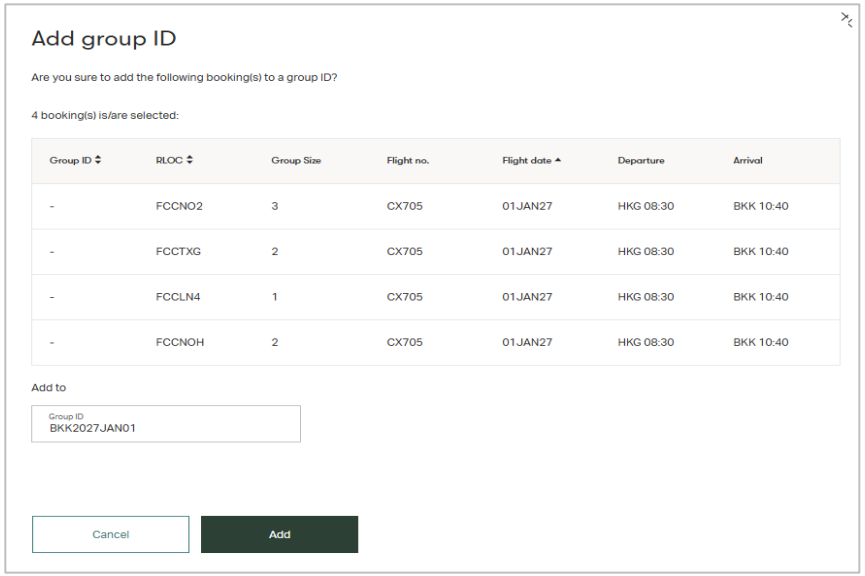
- Search for the RLOC(s) using the available search option.
- Select the required RLOC(s), then click **Add group ID**.

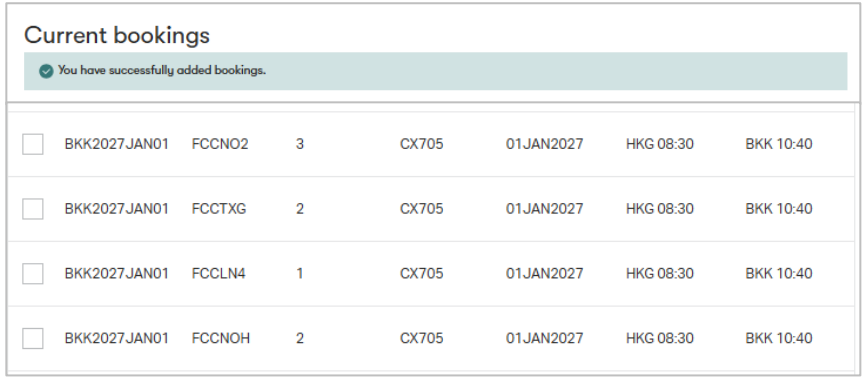


Manage to add a Group ID

STEP 2

- Enter the Group ID, then click **Add** to save.





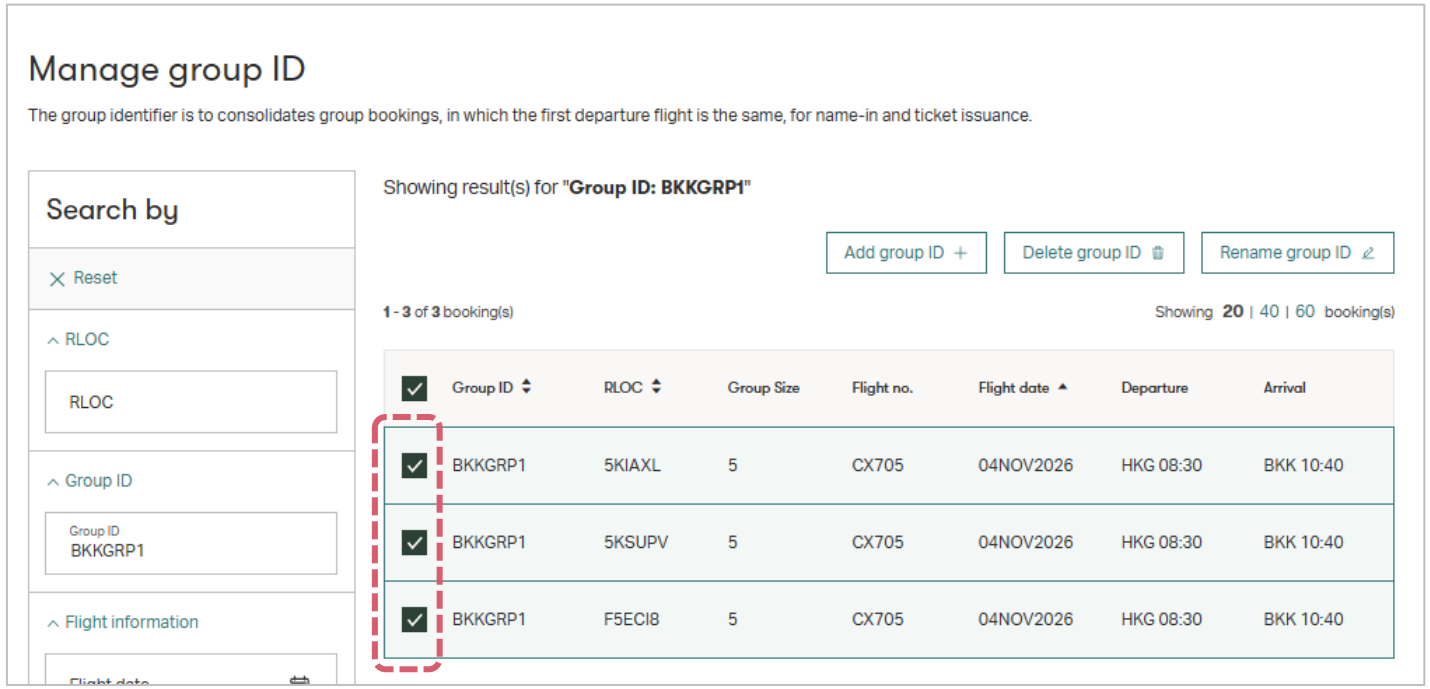
Response

- The Group ID is added successfully.

Manage to rename a Group ID

STEP 1

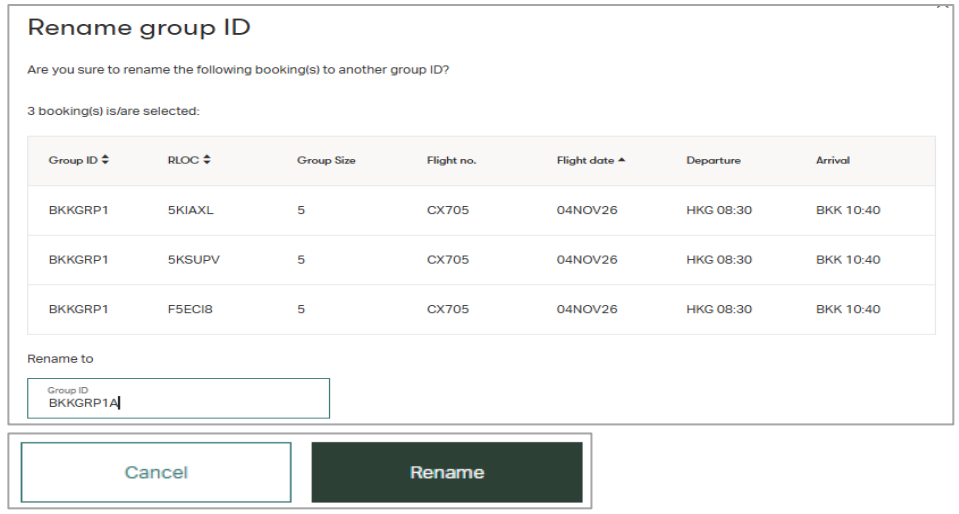
- Search for the booking(s) using the Group ID.
- Select the required RLOC(s) from the search results.
- Then click **Rename Group ID**.



Manage to rename a Group ID

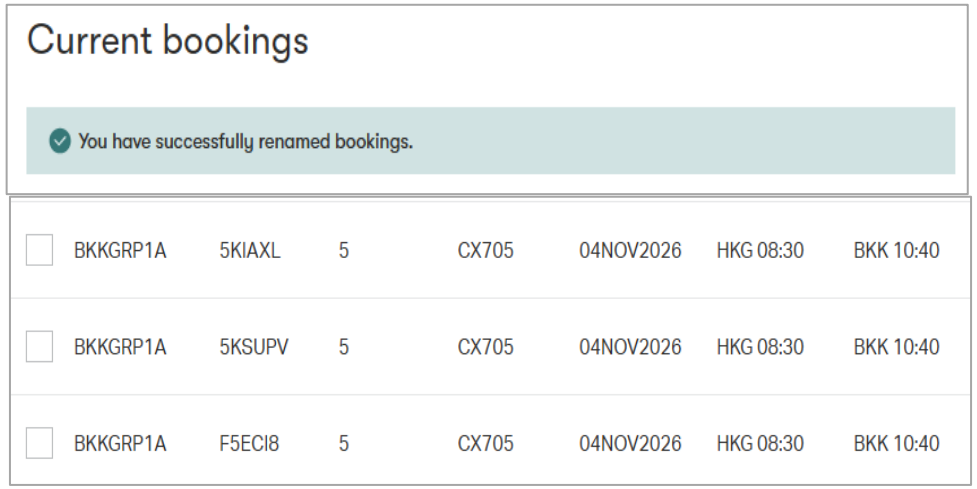
STEP 2

- Enter the Group ID, then click **Rename** to save.



Response

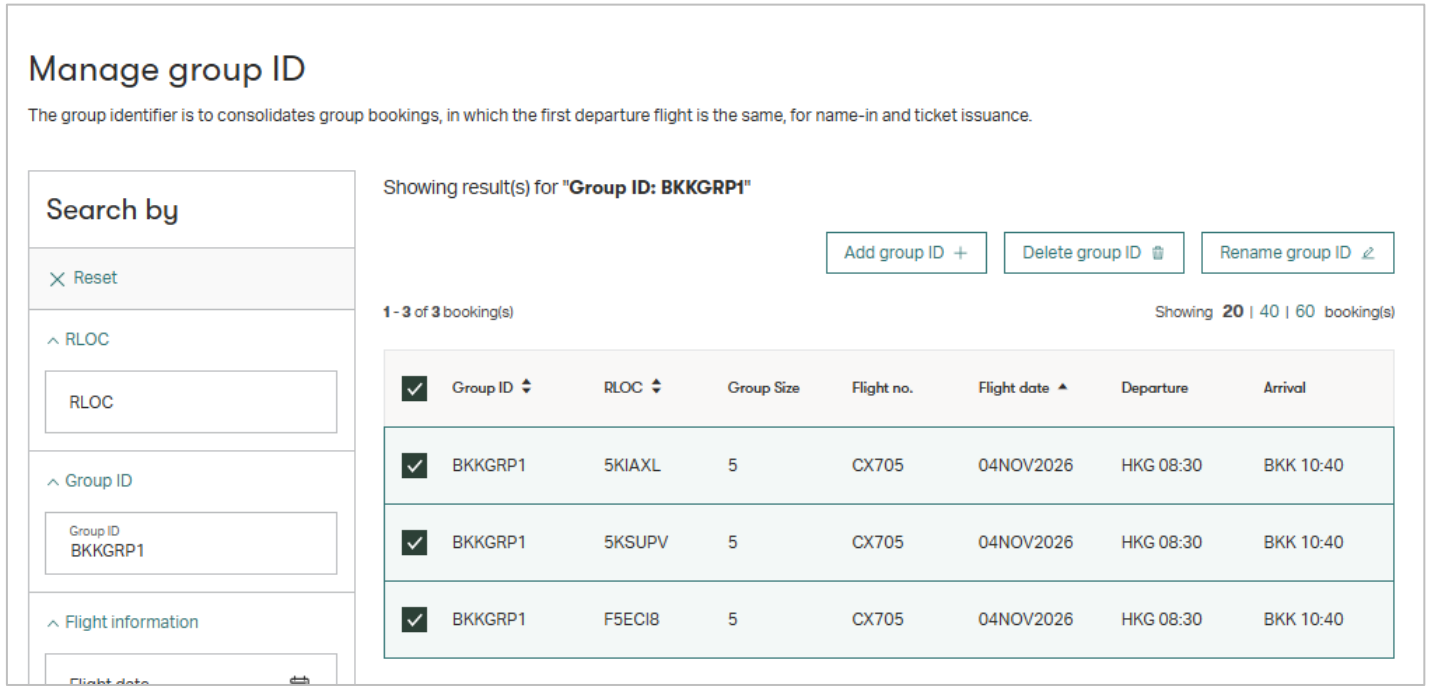
- The Group ID is successfully renamed.



Manage to delete a Group ID

STEP 1

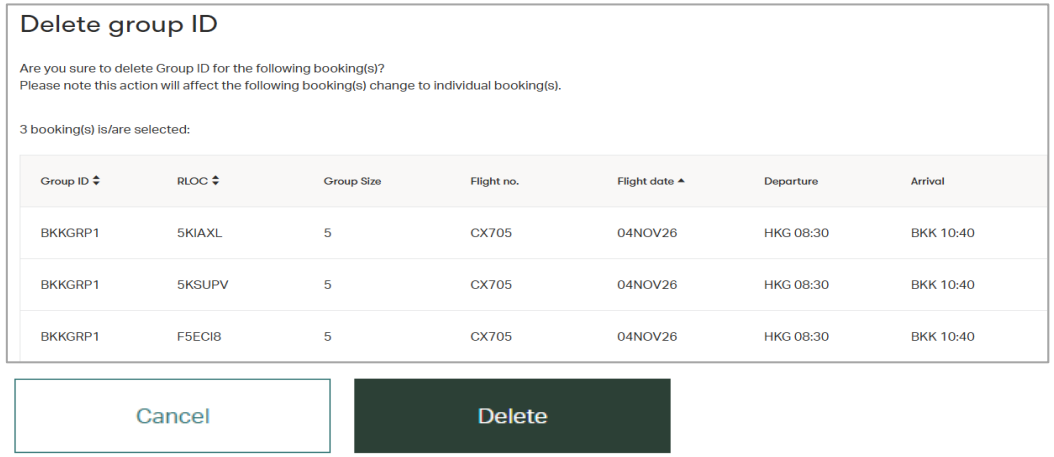
- Search for the booking(s) using the Group ID.
- Select the required RLOC(s) from the search results.
- Click **Delete Group ID**.



Manage to delete a Group ID

STEP 2

- Click **Delete** to save.



Response

- The Group ID is successfully deleted.

