



團體控管系統 (OLGM)

管理航班通知

- 1 Click on [更新個人資料](#)
- 2 Select the Email subscription preference type (Group request and/or Group services).
If Group services is selected, two types of tab will open to select the preferred notification;

- 我同意接收所有團體 RLOC 的電子郵件通知
- (*In previous design*) Subscribed users will get ALL OLGM group RLOCS related notifications within the entire agency.
- 我選擇管理我的團體 RLOC 航班提示信息 (*In new design*) User will get group booking related notifications by registered RLOC(s) on 管理航班通知 page.

3 Click **更新** to save the record.

User can access [管理航班通知](#) page to subscribe group related email notification by RLOC.

Subscribed user will automatically get ALL group RLOCS related notification within the entire agency.

取消

更新

管理航班通知 – 選擇管理我的團體 RLOC 航班提示信息



CATHAY PACIFIC Cathay Agents

新聞 票價及服務申請 在线团队管理 程序及規定 體驗 支持 国泰NDC

分派团队办理登机手续权限
分派团队预订给指定代理人完成在线办理登机手续

管理团队ID
添加、编辑和删除团队识别号。团队ID被分派联合多个预订为使用者管理。

预订摘要
查看、搜索和管理团队预订包括提交乘客和票价信息。下载文件和完成在线办理登机手续

Group Request
To view flight availability, fare quote and book online

管理航班通知
已经登记 RLOC, 将会收到航班相关通知, 可以输入名单及完成开票提示

管理航班通知
已经登记 RLOC, 将会收到航班相关通知, 可以输入名单及完成开票提示

第一班航班日期 (DDMMYYYY)
01Sep2024

出发地

目的地

订位代码

團體 ID

☐ 我的註冊 RLOCs

搜尋

重設

"第一班航班日期 (DDMMYYYY): 01Sep2024", "我的註冊 RLOCs: No" 的搜尋結果

✓ 您已成功訂閱航班通知。

1 - 2 的 2 預訂

正在顯示 20 | 40 | 60 預訂

☐	RLOC	Group ID	Flight Number	First flight date	Origin	Destination	Subscription email
☒	6HX7RH	-	CX407	01Sep2024	TPE 08:00	HKG 09:55	-
☒	6HXYBD	-	CX495	01Sep2024	TPE 13:20	HKG 15:20	-

1 Click on 團體控管理 > 管理航班通知

Eligible user > Agent profile > Group service access > Email subscription preference – Group Services > 我選擇管理我的團體 RLOC 航班提示信息

Non eligible user who click on this page will receive this message:

你/妳沒有權限使用此項功能

回到主頁

2 Search RLOC(s) by provided options.

3 Select ALL or any RLOC(s) from search result.

4 Click 訂閱 to subscribe group related email notifications of the selected RLOC (s).

Response if transaction completed:

✓ 您已成功訂閱航班通知。

Each RLOC can accommodate up to 5 users wishing to subscribe. Check box closed when subscription is full

☐	RLOC	Group ID	Flight Number	First flight date	Origin	Destination	Subscription email
☐	6EO6SV	-	CX750	10Sep2024	BKK 11:00	HKG 15:00	-
☐	6J3FFR	-	CX700	10Sep2024	BKK 08:10	HKG 12:10	2@gmail.com 2@gmail.com 2@gmail.com 2@gmail.com 2@gmail.com

管理航班通知 – search my registered RLOCs (summary list) / Unsubscribe



管理航班通知

已经登记 RLOC, 将会收到航班相关通知, 可以输入名单及完成开票提示

第一程航班日期 (DDMMYYYY)

出发地

目的地

RLOC

团体 ID

☒ 我的注册 RLOCs

搜索

重新设置

"我的注册 RLOCs : Yes" 的搜索结果

取消订阅

2 中的 1 - 2 个预订

显示 20 | 40 | 60 个预订

☐	RLOC	Group ID	Flight Number	First flight date	Origin	Destination	Subscription email
☒	6Z55XC	-	CX785	15Jan2025	HKG 10:00	DPS 15:05	
☐	529LEN	-	CX785	15Jan2025	HKG 10:00	DPS 15:05	

To view your 注册 RLOCs:

- 1 Go to 管理航班通知, check the box of 我的注册 RLOCs, click 搜索. Search result return on screen.

To stop getting any more emails notification of 注册 RLOC(s):

- 2 Select ALL or any RLOC(s) from the “我的注册 RLOCs” summary, click 取消订阅.

Response if transaction completed:

✓ 您已成功取消订阅航班通知。

Reminder: If a user removes *Group Services* access rights, all email subscriptions will be deleted in the same transaction, and the user will no longer receive any group related email notifications.

Group related email notifications



OLGM related email notifications	Description
Booking ready for submitting passenger details	An email sent to subscribed users once group RLOCs available on OLGM. This notification will only apply to users who select: ☒ Yes, I agreed to get email notification on all group RLOCs
Ticket issuance completed	System sends an email to subscribed users notifying them the ticket issuance is completed.
Flight schedule change	System sends an email to subscribed users notifying them the flight schedule has changed.