IATA TACT CD – HELP

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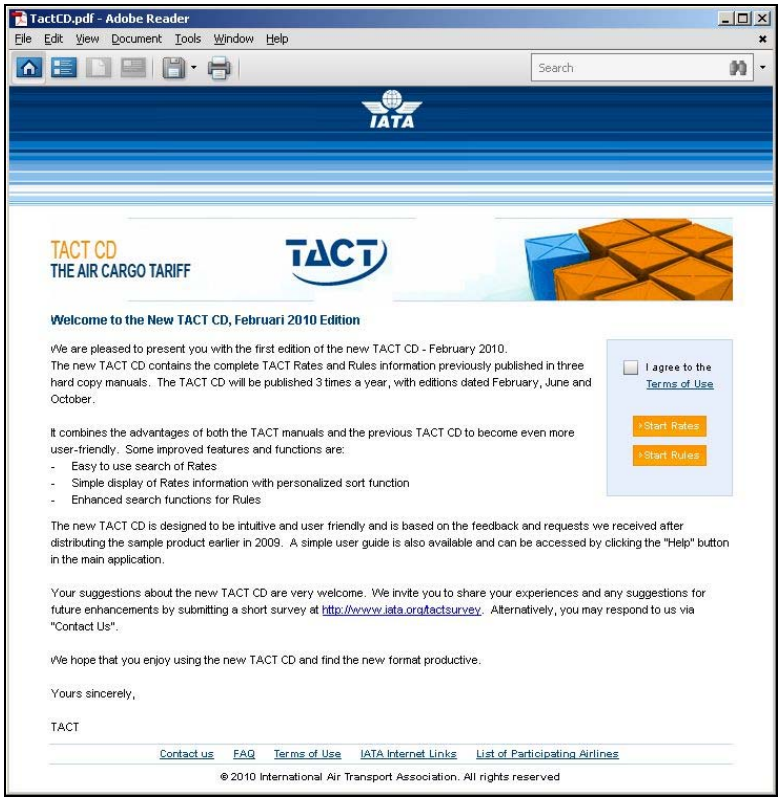
Getting Started

This Help file gives a description of what information is available on the TACT CD and how to access this information.

The TACT CD application will start automatically after inserting the TACT CD in the CD/DVD drive of your computer. For troubleshooting and other information about using the TACT CD see the FAQ available on the CD or online at www.iata.org/tact.

The opening screen displays a *Welcome* page and allows you to read and accept the *Terms of Use* and view general information by clicking on the links at the bottom of the screen.



How to access the General information?

By clicking on the *Contact Us*, *FAQ*, *Terms of Use*, *IATA Internet Links* or the *List of Participating Airlines* links at the bottom of the *Welcome* page the information will appear in a pop-up type window.

You can print the contents by pressing the *Print* button or return to the *Welcome* page by pressing *Close* in the top right corner of the window.

To start using the TACT CD you will need to read and agree to the *Terms of Use*. Your agreement to the *Terms of Use* is confirmed by checking the check box and then clicking either the *Start Rates* or *Start Rules* button.

Home Page

On agreeing to the *Terms of Use* the TACT CD *Home Page* is displayed. Depending on your initial selection on the *Welcome* screen, you will be presented with either the *TACT Rules* or *TACT Rates* tab.

The *Home Page* allows direct access to the *TACT Rules*, *TACT Rates* and the *Important Announcements* tabs. In addition, links to the *Advertisers* page, *Contact US*, *FAQ*, *Terms of Use*, *IATA Internet Links* and the *List of Participating Airlines* are displayed.

Navigation

On the *Home* page there are three navigation options:

1. *Tabs*
   There are three tabs that allow direct access to the *TACT Rules*, *TACT Rates* and the *Important Announcements*. Simply click on each tab to get access to the information.

2. *Links*
   Beneath the three tabs there are a number of Links that give direct access to additional information. Simply click on each link to get access to the information.

3. *Adobe® Acrobat® Reader® bar*
   This bar provides access to the *Back* button and the *TACT Rules Print* button. The *Home* button is used to return to the TACT CD *Home Page* when a PDF (Portable Document Format) document has been opened.

Note: if you inadvertently click on the *List view* button located to the right of the *Home* button on the *Adobe® Acrobat® Reader® bar*, you will need to click on the *Home* button to return to the *Welcome page* of TACT CD. You will need to agree to the *Terms of Use* again to be able to proceed.

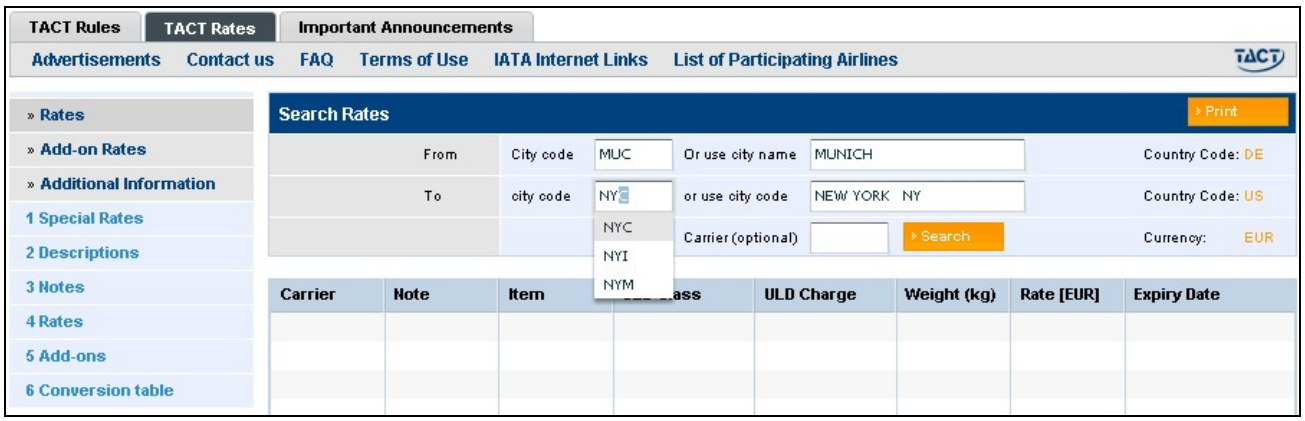
TACT Rates Tab

How to access TACT Rates information?

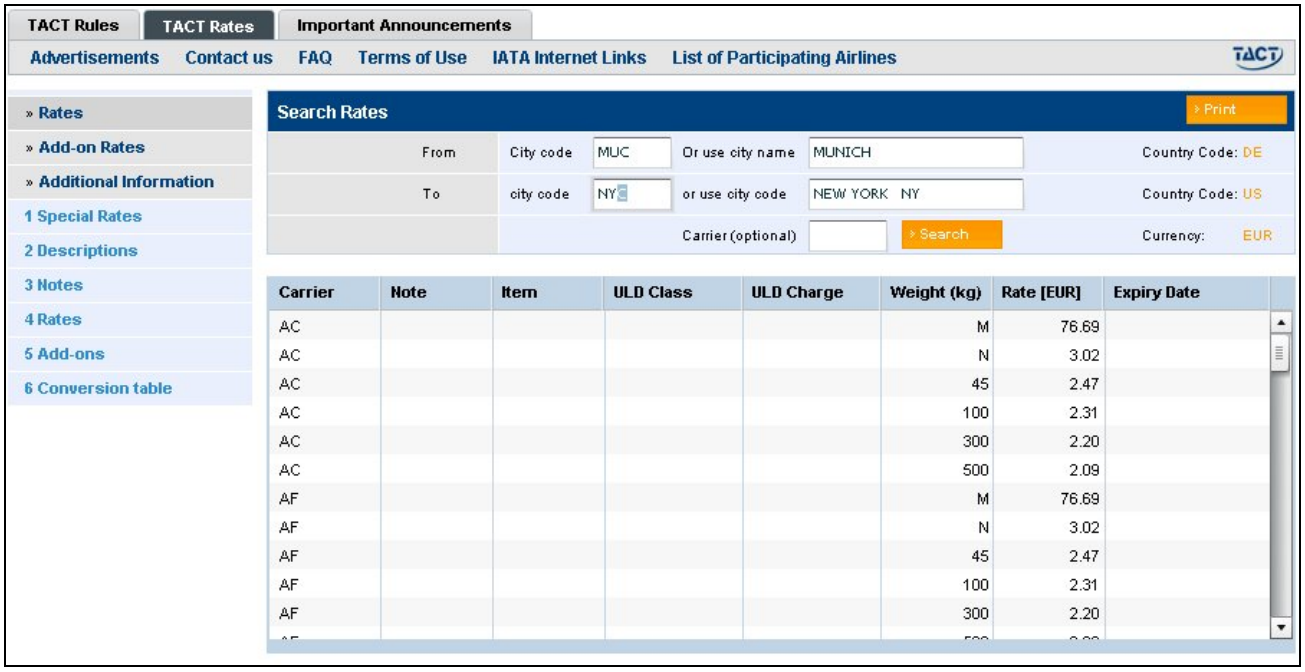
The TACT Rates information is accessed by selecting the *TACT Rates* tab on the *Home Page*. On the TACT Rates tab there are three main navigation options. To use any of these three options simply click on the Menu item:

1. **Rates**

   To search for *Rates*, simply enter the *From City code* or *city name* in the relevant search boxes and repeat for the destination point in the *To* search box and press *Enter* or click *Search* to display the results:

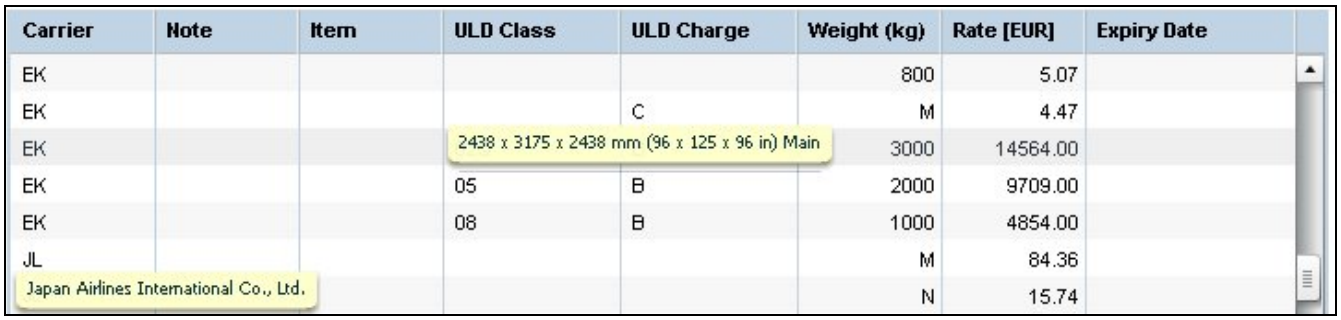


The results are displayed in the table below the *Search Rates* box.



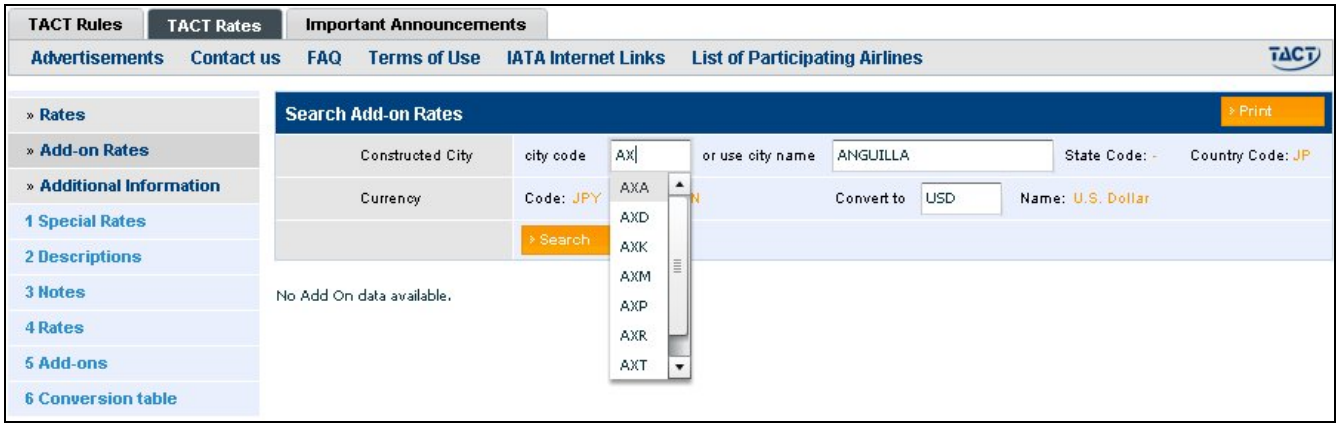
The search can be refined by entering a Carrier code in the optional *Carrier* selection box:

Hovering above a *Carrier*, *Note*, *Item*, *ULD Class* or *ULD Charge* with the mouse cursor will display additional information.



2. Add-on Rates

To search for *Add-on Rates*, select the *Add-on Rates* item on the left menu and enter the *Constructed City code* or *City name* in the relevant search boxes and press *Enter* or click *Search* to display the results:



The search results are displayed over three Areas, as applicable for the constructed city:

Search Add-on Rates Print

Constructed City	city code	AXT	or use city name	AKITA	State Code: -	Country Code: JP
Currency	Code: JPY	Name: YEN		Convert to	USD	Name: U.S. Dollar
	Search					

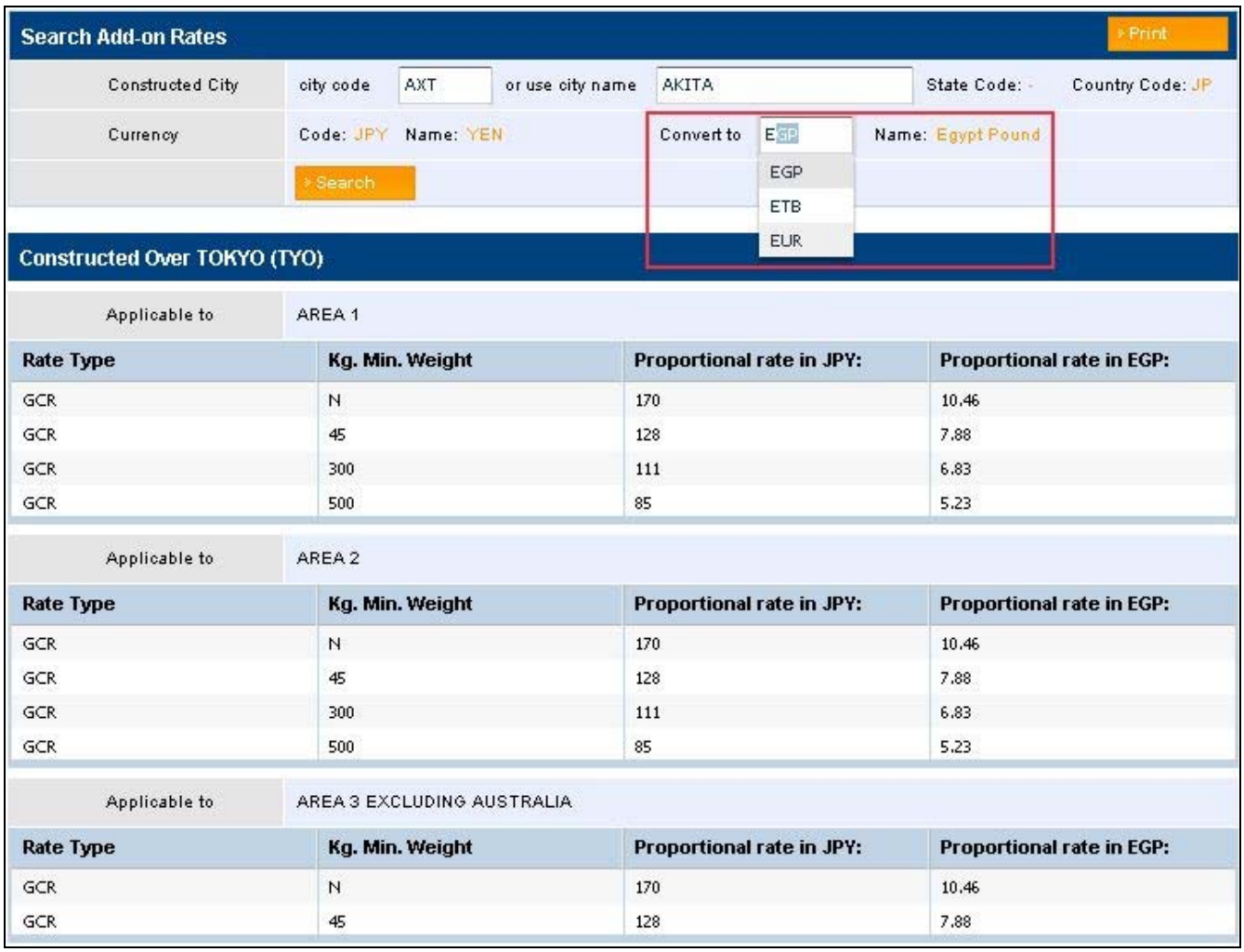
Constructed Over TOKYO (TYO)

Applicable to	AREA 1		
Rate Type	**Kg. Min. Weight**	**Proportional rate in JPY:**	**Proportional rate in USD:**
GCR	N	170	1.91
GCR	45	128	1.44
GCR	300	111	1.25
GCR	500	85	0.95

Applicable to	AREA 2		
Rate Type	**Kg. Min. Weight**	**Proportional rate in JPY:**	**Proportional rate in USD:**
GCR	N	170	1.91
GCR	45	128	1.44
GCR	300	111	1.25
GCR	500	85	0.95

Applicable to	AREA 3 EXCLUDING AUSTRALIA		
Rate Type	**Kg. Min. Weight**	**Proportional rate in JPY:**	**Proportional rate in USD:**
GCR	N	170	1.91
GCR	45	128	1.44

By default, the Proportional rate is displayed in the local currency (3rd column) as well as in US dollars (4th column). If you wish to convert to a different currency, enter the desired currency code in the *Convert to* selection box. The rate is automatically converted.



3. Additional Information

To access the *Additional Information* select the *Additional Information* item on the left menu, then click on any of the 6 items and a PDF document will open displaying the requested information.

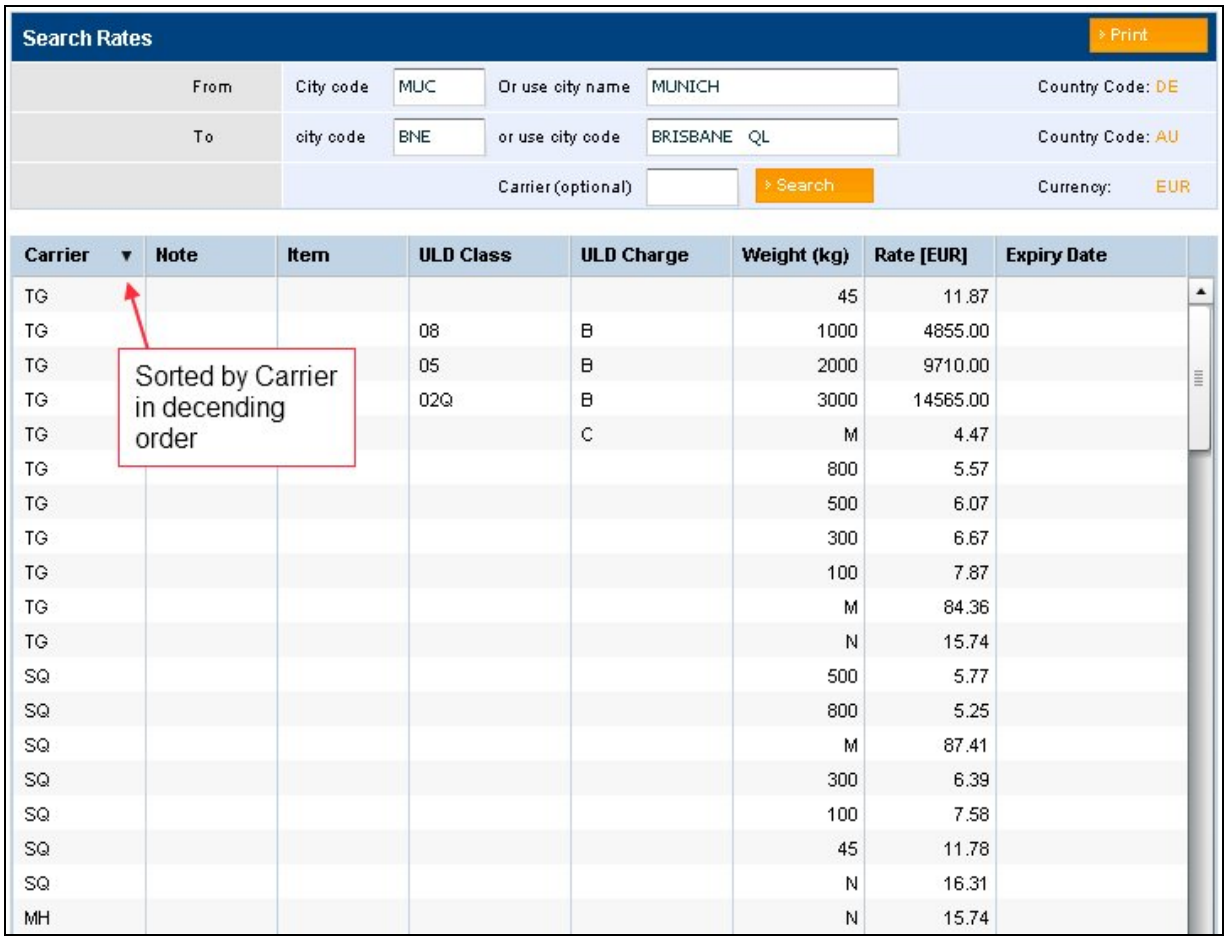
When inside a PDF document, use the *Home* button to return to the *TACT Rates* tab.

How to change the sorting order of TACT Rates information?

By default, the TACT Rates information is presented in the same order as it is presented in the TACT manuals.

By clicking on the column title of one of the 8 columns, you can change the sorting order. When the sorting order is changed, it will first sort the information by the selected column in ascending order. Clicking the column title again will change the sorting order to descending.

In below example, the rates are displayed by the *Carrier* column, in descending order.



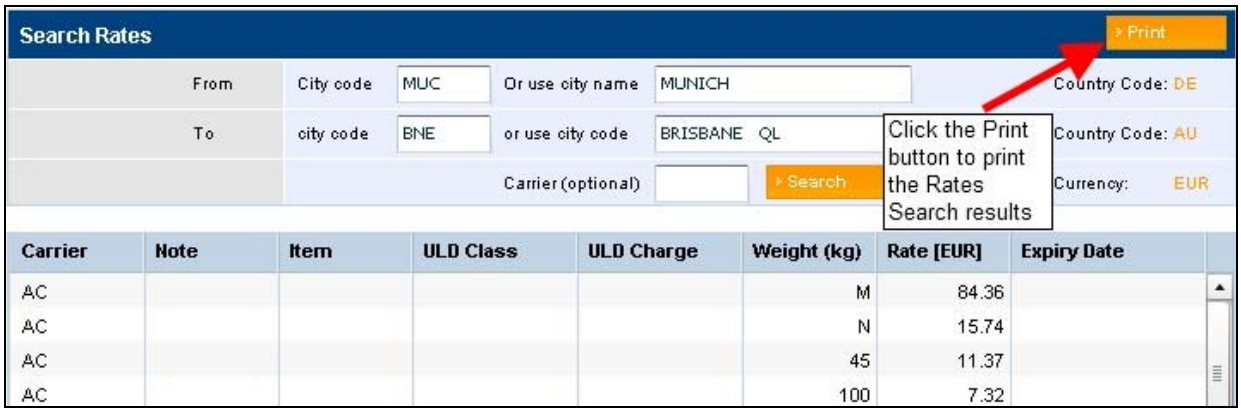
Carrier	Note	Item	ULD Class	ULD Charge	Weight (kg)	Rate [EUR]	Expiry Date
TG					45	11.87	
TG			08	B	1000	4855.00	
TG			05	B	2000	9710.00	
TG			02Q	B	3000	14565.00	
TG				C	M	4.47	
TG					800	5.57	
TG					500	6.07	
TG					300	6.67	
TG					100	7.87	
TG					M	84.36	
TG					N	15.74	
SQ					500	5.77	
SQ					800	5.25	
SQ					M	87.41	
SQ					300	6.39	
SQ					100	7.58	
SQ					45	11.78	
SQ					N	16.31	
MH					N	15.74	

To reset the sorting order to the *default* sort order, press the Search button.

Carrier	Note	Item	ULD Class	ULD Charge	Weight (kg)	Rate [EUR]	Expiry Date
AC					M	84.36	
AC					N	15.74	
AC					45	11.37	

How to print TACT Rates information?

After having submitted the search criteria, the TACT Rates search results can be printed by clicking on the TACT Rates *Print* button › Print located on the right side of the Search Rates box:



Using the default printer installed on your computer, the results will be printed. An example of a printed Rates Search results page is shown below:

Rates from MUNICH (DE) to BRISBANE QL (AU). Currency: EUR

Carrier	Note	Item	ULD Class	ULD Charge	Weight	Rate	Expiry Date
AC					M	84.36	
AC					N	15.74	
AC					45	11.37	
AC					100	7.32	
AC					300	6.17	
AC					500	5.57	
AC					800	5.07	
AC				C	M	4.47	
AC			02O	B	3000	14564.00	
AC			05	B	2000	9709.00	
AC			08	B	1000	4854.00	
AF					M	84.36	
AF					N	15.74	
AF					45	11.37	
AF					100	7.32	
AF					300	6.17	
AF					500	5.57	
AF					800	5.07	
BA					M	84.36	
BA					N	16.53	
BA					45	11.94	
BA					100	7.69	
BA					300	6.48	
BA					500	5.85	
BA					800	5.32	
CX					M	84.36	
CX					N	15.74	
CX					45	11.37	
CX					100	7.32	
CX					300	6.17	
CX					500	5.57	
CX					800	5.07	
EK					M	84.36	
EK					N	15.74	
EK					45	11.37	
EK					100	7.32	
EK					300	6.17	
EK					500	5.57	
EK					800	5.07	
EK				C	M	4.47	

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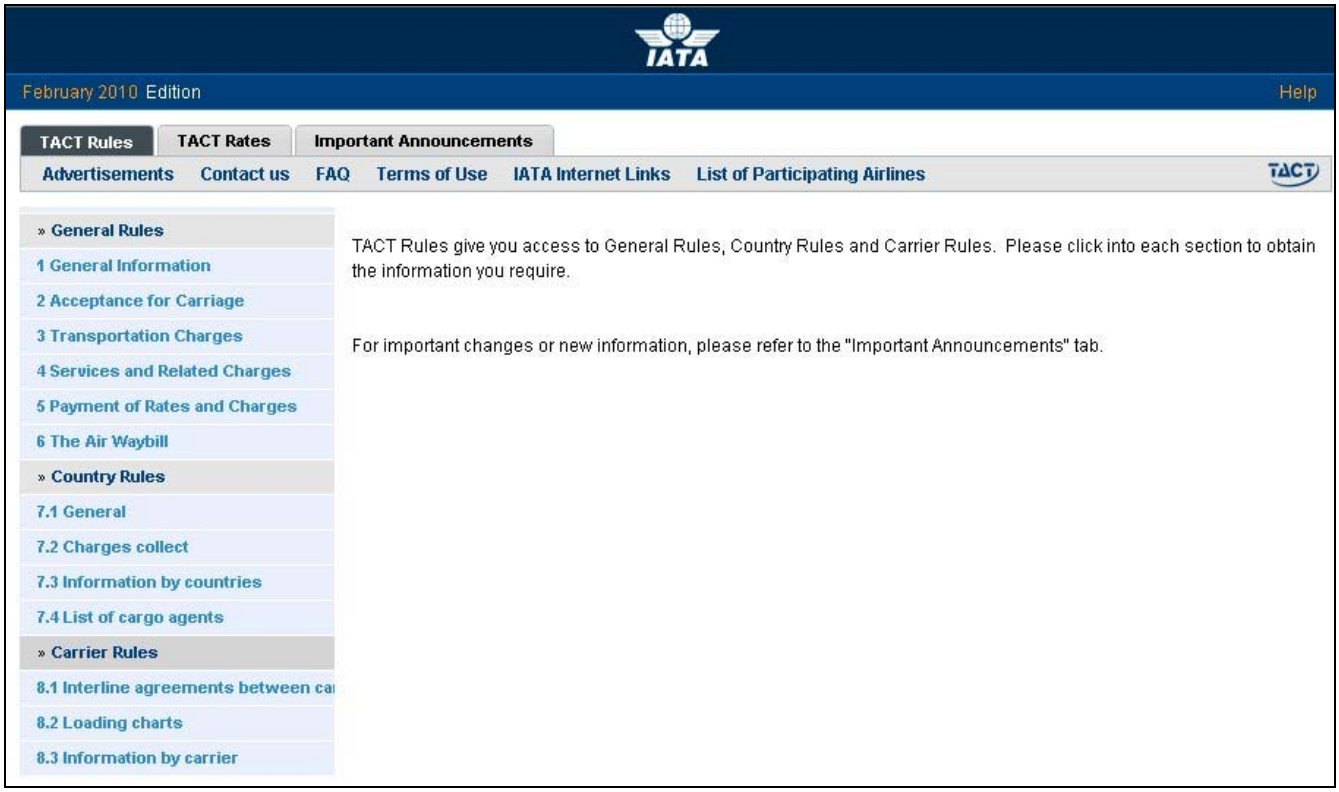
TACT Rules Tab

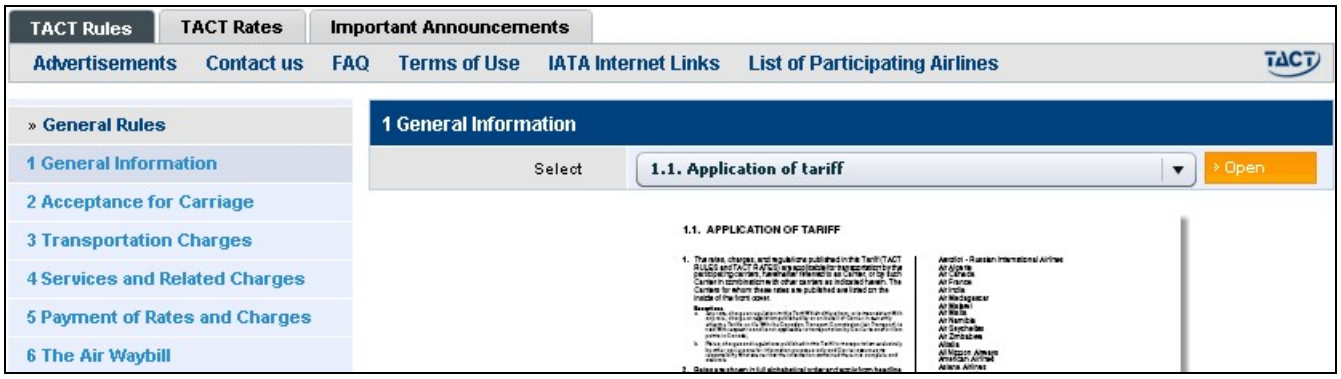
How to access TACT Rules information?

The TACT Rules information is accessed by selecting the *TACT Rules* tab on the *Home Page*. On the *TACT Rules* tab there are three main navigation options, namely *General Rules*, *Country Rules* and *Carrier Rules*. Under each option the relevant sub-sections are listed. Click on the desired Menu item to gain access:



1. *General Rules*
   To view TACT General Rules click the *General Rules* link on the left navigation menu and choose a relevant sub-section from the menu.

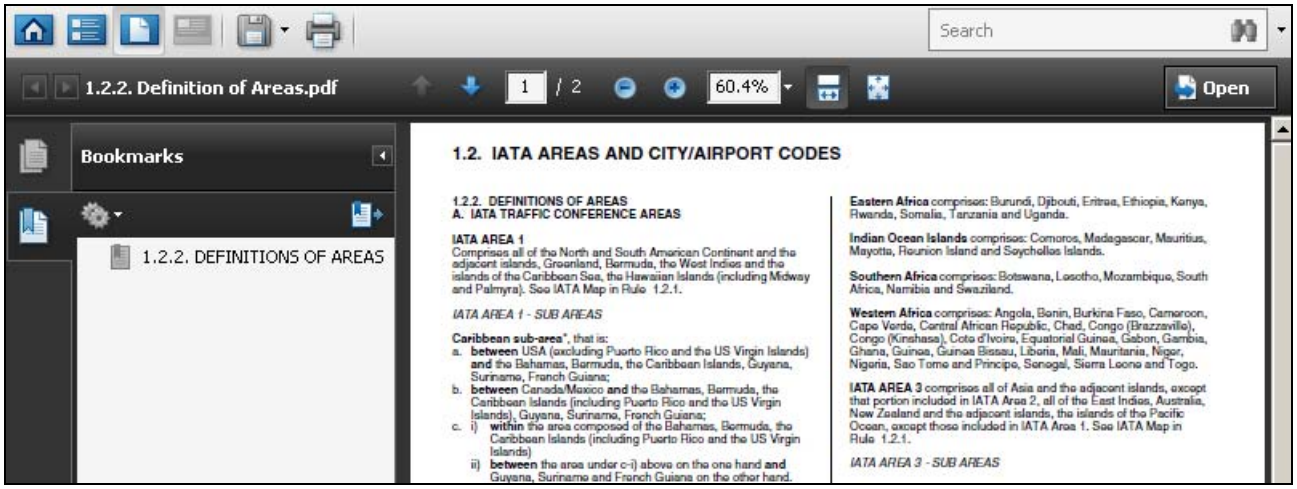
   By clicking on a sub-section menu item, a selection box is presented in the right pane allowing the selection of the relevant document from that sub-section.



Click on the *Select* button to view/select from the list of documents and double-click the thumbnail image of the page or click the *Open* button to view it.

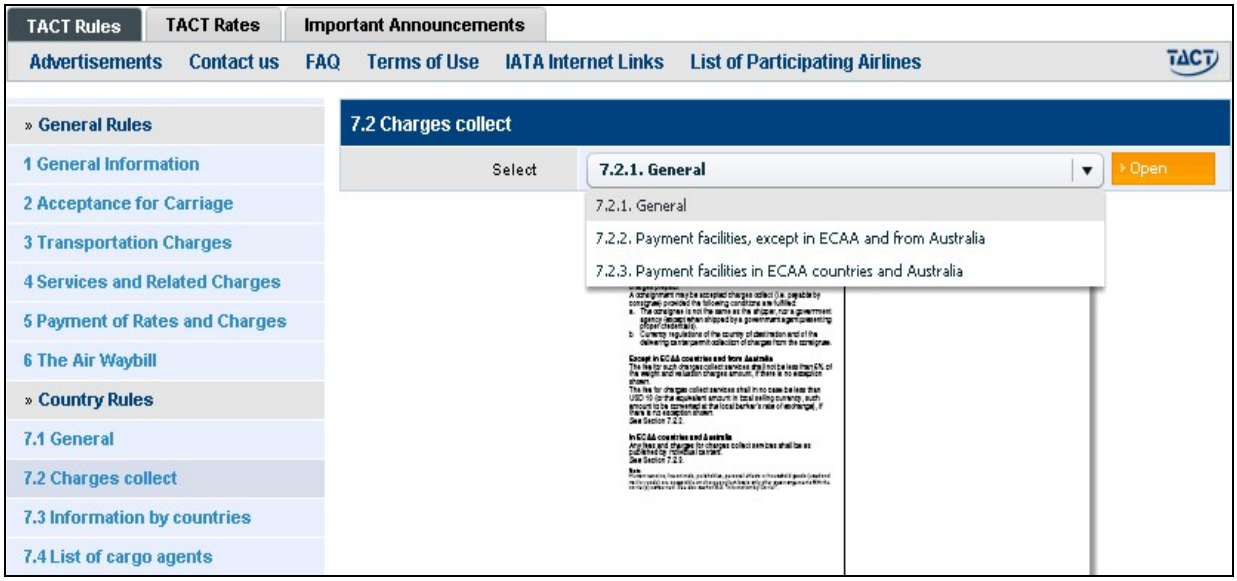
After clicking the *Open* button the selected document is opened as a PDF file. The standard Adobe® Acrobat® Reader® navigation options apply.

To navigate through the PDF document use the links (Bookmarks) in the left navigation pane. Alternatively use the *previous page* / *next page* buttons 1 / 2. The page magnification can be adjusted by clicking on the *increase* / *decrease* magnification buttons 69.4%.



Use the *Home* button to return to the TACT Rules tab.

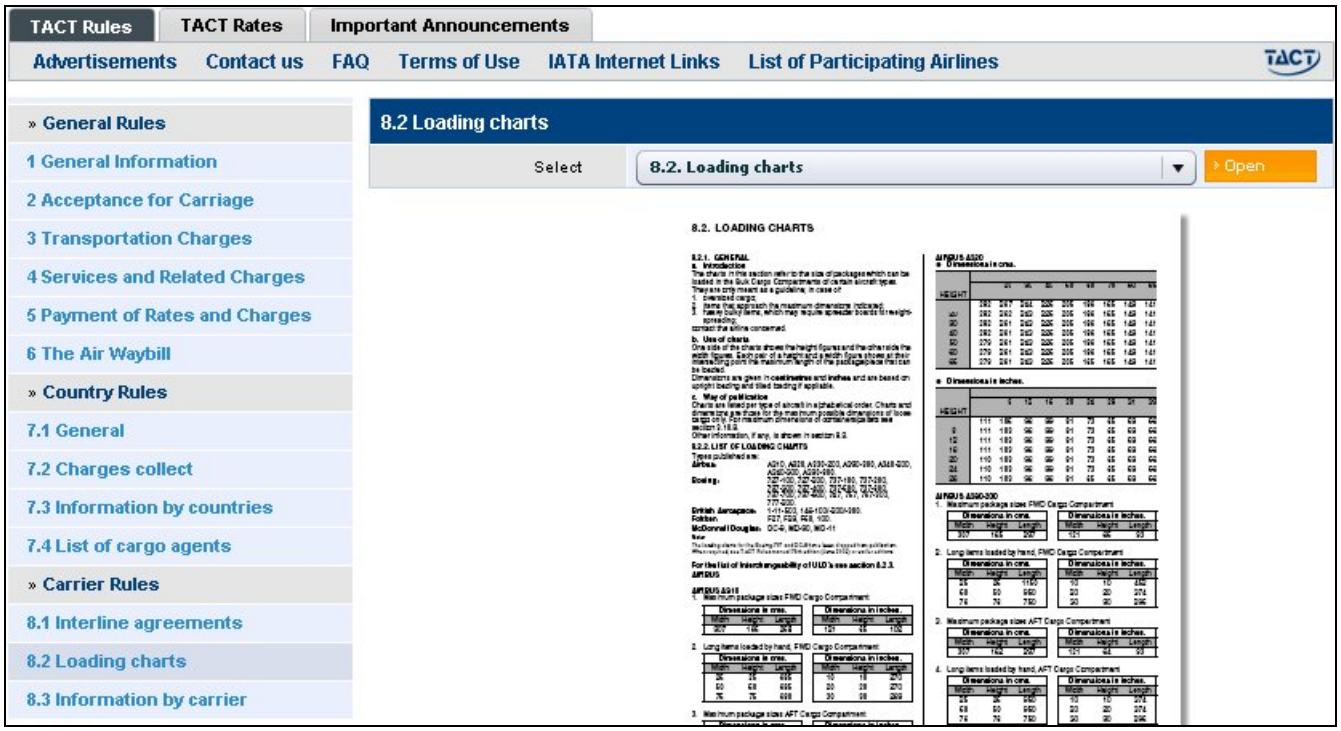
2. *Country Rules*
   To view TACT Country Rules click the *Country Rules* link on the left navigation menu and choose a relevant sub-section from the menu.



By clicking on a sub-section menu item, a selection box is presented in the right pane allowing the selection of the relevant document from that sub-section. Click on the *Select* button to

view/select from the list of documents and double-click the thumbnail image of the page or click the *Open* button to view it.

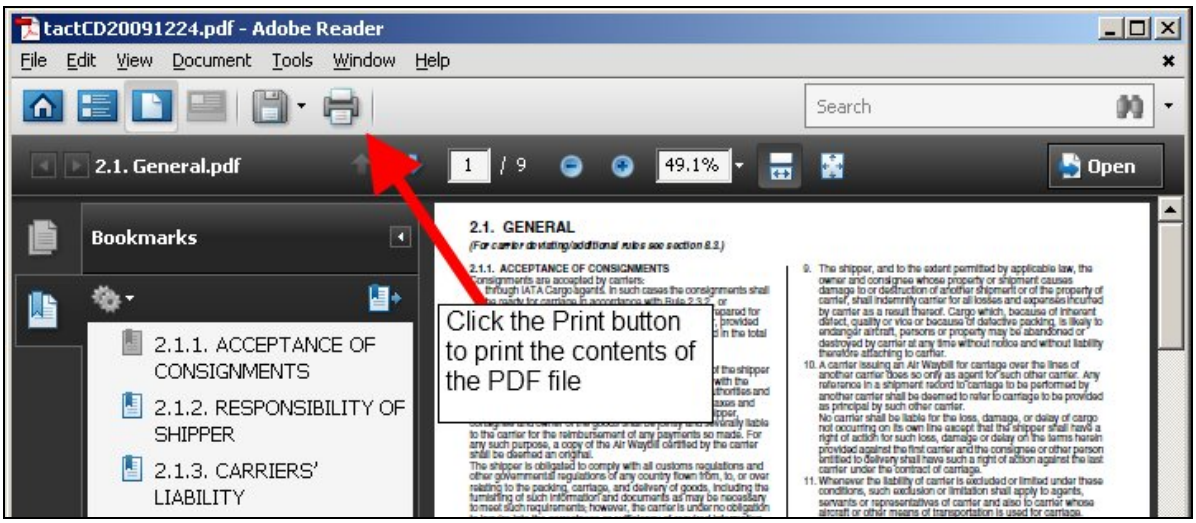
3. *Carrier Rules*
   To view TACT Carrier Rules click the *Carrier Rules* link on the left navigation menu and choose a relevant sub-section from the menu.

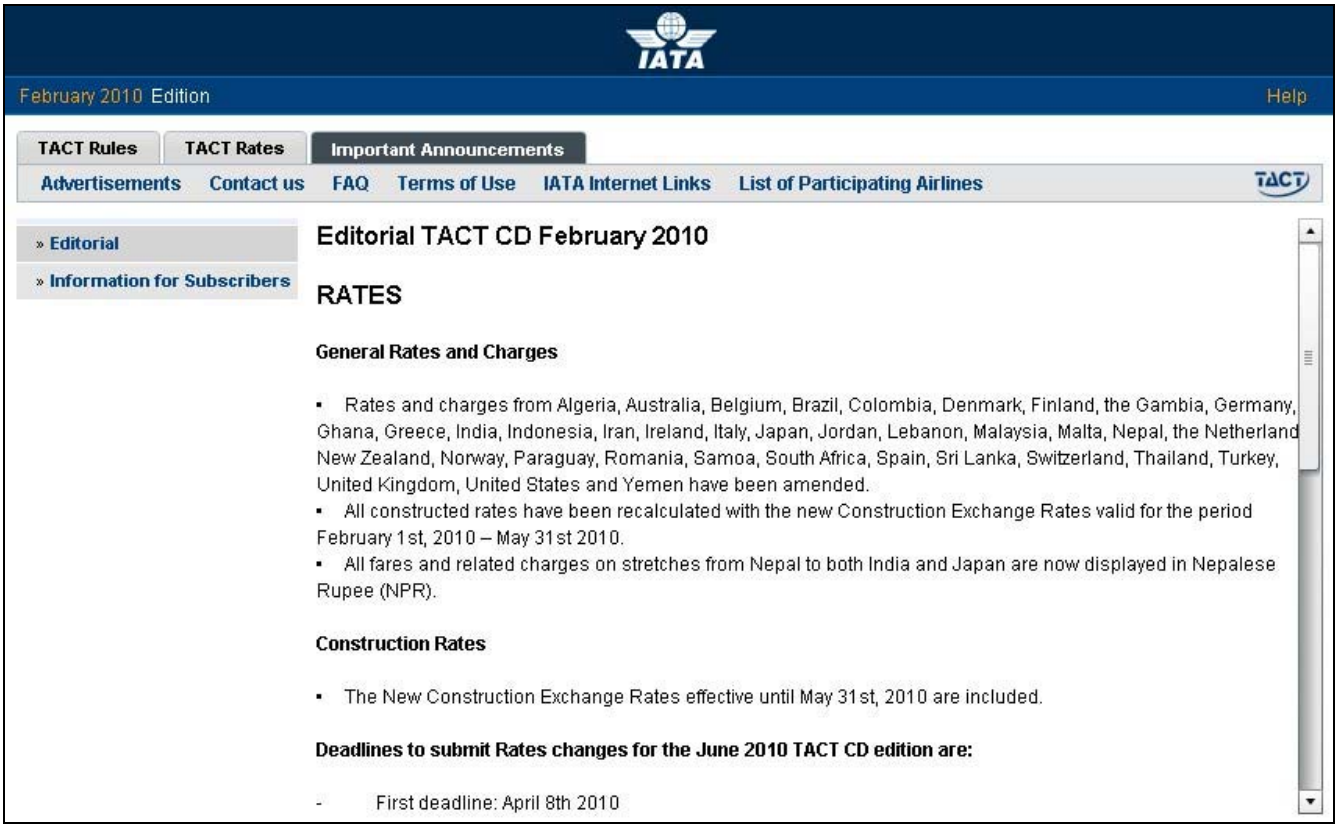


By clicking on a sub-section menu item, a selection box is presented in the right pane allowing the selection of the relevant document from that sub-section. Click on the *Select* button to view/select from the list of documents and double-click the thumbnail image of the page or click the *Open* button to view it.

How to print TACT Rules information?

When a selected TACT Rules PDF file has been opened, click on the Acrobat® Reader® *Print* button located on the *Acrobat® Reader®* bar to print the document.



Important Announcements Page

To display this page, click on the *Important Announcements* tab. This page contains important Editorial information relevant to the TACT Rates and Rules and information for subscribers.