# Sabre Profiles Migration Checklist

## Sabre Steps

[ ]  Contact your Sabre representative to kick off your migration!

[ ]  Identify integration points for current Sabre STARs, such as:

[ ]  Sabre scripts

[ ]  Mid-office routines

[ ]  Online booking tool(s)

[ ]  Any other applications that interact with the Sabre STARs system

[ ]  Sabre will perform a partial activation of Sabre Profiles on the Pseudo City Code (PCC). Partial activation entails setting up space for the PCC’s data in the Sabre Profiles system; no functionality is enabled.

[ ]  Designate a Subject Matter Expert (SME) who will manage the Sabre Profiles template configuration. Ideally, this would be someone who has managed the Concur Travel Profile and/or PNR Finishing Templates in the past.

[ ]  Provide the SME’s EPR information to Sabre; Sabre will enable Sabre Profiles for the SME(s) only.

[ ]  The SME will configure Sabre Profiles traveler templates, to include template for Concur use as well as any templates for offline fulfillment, leisure travel, etc.

[ ]  The SME provides signoff for the migration by advising the Sabre Profiles templates are ready. At this time, the SME will also provide Sabre a list of traveler-level profiles to be migrated, along with the desired agency-level profile, company-level profile, and template(s) associations.

Example: Migrate all traveler-level profiles under company-level profile named COMPANY to Sabre Profiles and associate templates named CORPORATE and LEISURE to all traveler profiles.

[ ]  Data migration occurs.

[ ]  SME verifies migration was successful.

[ ]  Sabre Profiles is then enabled for the entire PCC. Scheduled cutover is performed, where the old STARs are disabled. This will be completed during off-peak hours.

[ ]  SME configures the Sabre Profile filters (PNR Builders). This can be done earlier to ensure the filters are ready to be activated at this point in the process, which can minimize downtime.

[ ]  SME validates the Sabre Profiles filter is properly configured by performing a test “Copy to PNR” using one of the new Sabre Profiles traveler profiles.

For more detailed information on the Sabre steps, please refer to your Sabre Account Representative or your designated Sabre Profiles migration specialist.

## Concur Steps

[ ]  Enable Sabre Profiles in the appropriate Concur Agency configuration.

[ ]  If using Org Units, update Org Unit Admin with Sabre Profiles Template IDs for each Org Unit.

[ ]  Provide Template ID (or Org Unit indicator) and Name Field Remark format, if applicable, in the associated Concur Travel configuration(s).

[ ]  If using custom profile fields, enable synchronization of desired custom profile field(s) in Custom Field Admin area.

[ ]  Batch profile sync can be queued, or the profiles can be synchronized as they are used by the traveler.

For more detailed information on the Concur steps, please refer to the Sabre Profiles Admin Guide available on the Concur Support Portal; just search for Sabre Profiles.