APPENDIX A

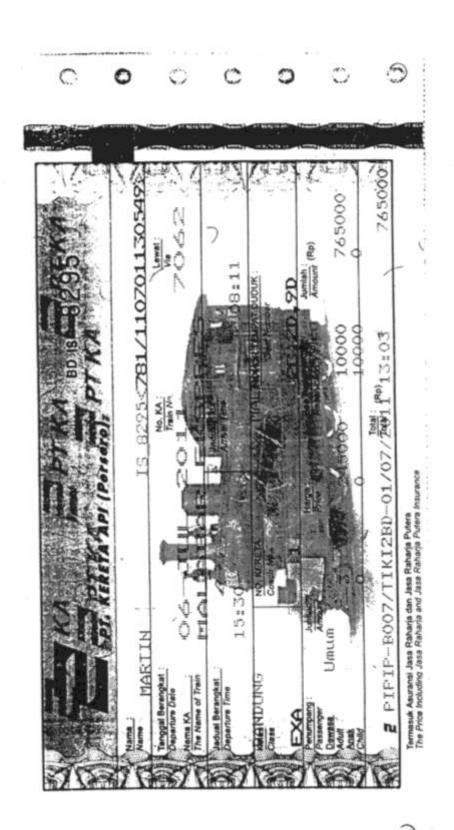
FLOWCHART

Causes of the Problem Effects of the Problem Problem I was a new and inexperienced staff at TW Travel. 1. As a ticketing staff at TW Travel, I gained As a junior ticketing limited experience staff, I was not 2. The two of my senior staff did not delegate the task to me for fear that I would make 2. It is time inefficient both for the customers who have come to TW and I. allowed to book and mistakes in the process of booking and issuing the tickets. The senior ticketing staff has to spend more issue the tickets for time to do ticket booking and issuing for my 3. TW Traveli would have to accept the the customers at TW consequences if I made a mistake in the process of booking and issuing the tickets. Potential Positive Effects Potential Negative Effects 1st Potential Solution 1. I will know the right 1. The senior ticketing staff procedure to book and issue may feel inconvenient. I learn from my senior the ticket. ticketing staff by observing the way they book and issue the ticket for the customers. Potential Positive Effects Potential Negative Effects 1. It is time consuming for me and 2nd Potential Solution 1.It is easier for me to my senior ticketing staff to learn understand how to book how to book and issue the tickets. and issue the ticket. I take initiative to approach and ask the senior staff to personally teach me how to 2. It creates better working book and issue the tickets. environment. Potential Positive Effects Potential Negative Effects 1. The senior ticketing staff could 3rd Potential Solution 1. I, as a junior ticketing staff fix my mistakes immediately. might depend on my senior staff in the processes of I learn to perform my task 2. I will know at that moment what I booking and issuing the while accompanied by the should do next in booking and tickets. issuing the tickets. senior ticketing staff. **Chosen Solutions** I learn from my senior ticketing staff by observing the way they book and issue the ticket for the customer's also

taking initiative to approach and to ask the senior staff to personally teach me how to book and issue the tickets and I learn to perform my task while accompanied by the

senior ticketing staff.

APPENDIX B SAMPLE OF TICKETS



Merpati

'our Booking:

M284JG

gency Code:

12996

looking Date:

28/07/11

IPWP:

01.001.636.8-051.000

issengers

Lastname

Firstname

Title

Type

01

PUSPIT ASARI

WARIH

MRS

ADULT

ights

Flight 01 MZ 616

Bandung (BDO)

Surabaya (SUB)

Date 25/08/11 Dep Arr 06:05 07:15

Class Economy class Status CONFIRMED

ckets and Seats

light

Passenger Name 1Z 616 PUSPIT ASARI/ WARIH Ticket

Administration Fee

6212105900684

Seat Endorsement & Restrictions

Batas waktu 3 jam setelah Booking; Noshow Fee 90% Pax bayar Refundable(Charge 50%Pax bayar);NonRerouteable;NonExtendable

iotes

assenger DULT

Units Charge

Fare

IW EC

Amount 750,000.00 5,000.00

5,000.00

6,000.00

PPN 75,000.00 Total

835,000.00 IDR

6,000.00 IDR

Total

841,000.00 IDR

yments

escription

icker Cost & Fee

redit Agency Account

Status, Date

Credit

Debit

841,000.00 IDR

841,000.00 IDR

UTST ANDING BALANCE

28/07/11

0.00 IDR

- Carriage hereunder is subject · the Republic of Indonesia act o. 1 of 2009 concerning flights in cordance with the rule of law nd other rule of the carrier, PT. erpati. Nusantara Airlines, which an integral part of the contract nd which is accessible for audit at le carrier sales office.
- airlines ticket is ectronically stored in our system nd is subject to conditions of ontract

EXCESS BAGGAGE

- 8. You will be required to pay a charge for carriage of Baggage in excess of the free Baggage These allowance. rates available from us upon request.
- 9. Carrier assumes no liability for money, jewelry, documents and valuable papers, electronics items (cellular phone, camera, etc., kept in the computer)
- 16. Carrier assumes no liability for misconnection/unsynchronized flight schedule, either outbound or inbound for any flight schedule using other airlines.

DANGEROUS GOODS

FOR SAFETY REASON DANGEROUS ARTICLES SUCH AS COMPRESSED GASES FLAMMABLE / NON FLAMMABLE / POISONOUS / CORROSIVES /

BATAVIA AIR E - TICKET ITINERARY

Booking Code

TCMPUD

Agent Name Issued By

: TIKI WISATA : eko (1050253) : 021-3925882

Telp Issued Date

: 06-JUL-11



Itinerary

Passenger Details

1. RACHMAT MAULANA /Mr.

6717135670262

Pemeriksaan Keamanan Bertujuan untuk Keselamatan dan Kelancaran penerbangan

Flight Detail 1	1/20======			The same of the pener	wangan	
Dep/ Arr	Airport/City	Date	Time	Flight Number	Class	Baggage
Departure Arrival	Ambon (AMQ)	07-JUL-11	13.20 LT	Y6-344	М	20 Kg
	Jakarta (CGK)	07-JUL-11	16.05 LT	10.544		

Valid Until : 04-SEP-11

Condition : NON ENDORS, NON REROUTE, NON OPEN DATE, REFUNDABLE.

*LT = Local Time

are Calculation							
Fare Flight Detail	Fare Type	Basic	Tax-Iwjr-Fs	Service Fee	Total Pax	Total	
1	Adult	1,556,364.00 IDR	161,136.00 IDR	5,000.00 IDR	1	1,722,500.00 ID	
Grand Total						1,722,500.00 ID6	

" MULAI TGL 10 OKTOBER 2010, PENERBANGAN DOMESTIK BATAVIA AIR BEROPERASI SECARA PENUH DI TERMINAL IC BANDARA INTERNASIONAL SOEKARNO HATTA JAKARTA " RESERVASI 24 JAM +62 21 38999888

KANTOR PERWAKILAN BATAVIA INTERNATIONAL:

KUCHING - MALAYSIA Bandar Udara Antar Bangsa Lot L2L - 05, level 2 Kuching International Airport Kuching 93728 - Malaysia Telp: (+60) 82 626 299 Fax. (+60) 82 629 166 E-mail: sales_kch@batawa-air.co.id

GUANGZHOU - CH!NA Huanshi Dong Road No. 326 Room. 1109 Asia International Hotel Guangahou 510060 - China Telp. (+86) 20 6120 6350 Fax (+86) 20 6120 6354 E-mail: sales_can@batavia-air.co.id

SINGAPORE 50 Airport Boulevard Unit #816-008-02 Changi Airport Terminal 2 Singapore 819643 Telp. (+65) 65 42 8672 Fax (+65) 65 42 1067 E-mail: sales_sin@batavia-air.co.id

SYARAT-SYARAT DAN KETENTUAN UMUM

- Perjanjian pengakutan ini tunduk kepada ketentuan ketentuan ordonasi pengangkutan udara Indonesia (stbl. 1839/100) Ukdang-Undang Republik Indonesia No.1 T ahun 2009 tentang
- persebangan, juncto Peraturan Pemerintah Republik Indonesia No.40 Tanun 1995 sensa kepada syarat-syusi dan ketentuan umun pengangkut.
 Pengangkut adalah penerbangan tanpa menggunakan sicket. Yang dipertukan adalah print out Pengangkut E-Sicket S litnerany dimana terdapat kodebooking serta nama anda di dalamnya. Anda diharuskan menunjukkan kartu identitas atau pasport pada waktu melapor di bandara (pada saat check in dan memasuki ruang tunggu di bandara)
- Pengangkut berhak menolak penumpang umbik check-in dan membatalkan pembukuannya apabila Kartu Menilias atau Passport lidak sesuai dengan nama penumpang di pembukuan karni. Ticket yang dibeli metalui B2C (Reservasi Online) dengan menggunakan kanu kredit, wajib menunjukkan kanu kredit yang dipakai waktu check-in kepada pelugas check-in, dan refund akan dilakukan dengan mengembalikan nominal ke kartu kredil yang sama.
- Check-in counter Pengangkut dibuka 2 jam dan dilutup 45 menil sebelum jadwal keberangkatan. Penumpang diminta untuk melapor di check-in counter seturang-kurangnya 2(dua) jam sebelum jadwal keberangkatan dan berada disuang tunggu keberangkatan 30 (tiga puluh) menil sebetum jadwal keberangkatan atau kami akan meninggalkan anda untuk menghindan kemungkinan
- Persumpang sang totals check in dan tertinggal pesawat karena situa berada diruang lunggu pada saat boarding, maka sicket dianggap hongus serlingga sidak dapat dipengunakan serta sidak dapat
- Pengangkut klaik bertanggung jawab atas kerugian apapun juga yang dismbulkan oleh pembatahan dan/abu kelambalan pengangkutan ini, termasuk segala kelambalan penyerahan bagasi
- Pengangkut tidak bertanggung jawab apabila terjadi ketidaksesuaian pada penerbangan tanjutan apabila menggunakan persahaan penerbangan tain.

Lion Air eTicket Itinerary / Receipt ·

This is an eTicket itinerary. To enter the airport and for check-in, you must present this itinerary receipt along with Official Government issued photo identification such as passport. Identity card or Indonesians KTP.

Booking Details

Purchased From: Pt Tiki Wisata

Booking reference (PNR): COFIKH Issued date: Thursda Thursday, 30 Jun, 2011

Passenger Details

1. Gusali/Heri Mr	9902163027211	20K	10404044
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Itinerary Details

Economy - H

Fare Basis HOW

Status Confirmed

JT 796 Jakarta Ujung Pandang 0 Economy (CGK) (UPG)
04 Jul 2011 04 Jul 2011
10:45 hrs 14:05 hrs
CGK-UPG CHECK-IN WITH LION AIR *** BERANGKAT DARI TERMINAL 1A ***
Operated by Lion Air

Fare Details

Published Fare:

Total Taxes: Travel Insurance: Total amount:

IDR 1,010,900 IDR 5,000 IDR 15,000 IDR 1,030,900

Fare Rules

Booking Class H: Ticket Refund and Exchanges are permitted with payment of fee and fare difference (if any) and within a defined deadline. Name Change is not permitted.

Tour Code

ITIDJKT000672

Important Notes

* Check-in closes 45 minutes before departure time.

* Please be at the gate 30 minutes before departure time.

* If paid by credit card please note that the credit card used must be presented by the card holder for verification at check-in or you may be denied boarding.

* Log on to www.lionair.co.id for condition of carriage and other terms and condition.

* Baggage allowance for each operators (20Kg for JT and 15Kg for IW).

* Bagasi cuma-cuma untuk setiap maskapai penerbangan (20Kg untuk JT dan 15Kg untuk IW).

APPENDIX C

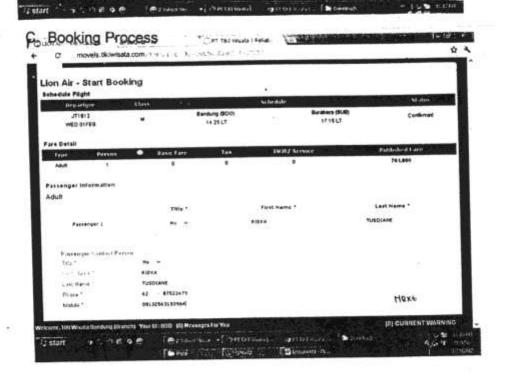
PROCESS OF BOOKING AND ISSUING TICKET AT TW

A. Main Menu



B. The Process of Checking The Airline Flight Schedule O CO O movels thinkings com/true / [4] to be and the sale of the contract of the sale of the contract of the sale **MOVEL System** Same Salar taket too Check Schedule Salss Season Leaving from (Bendung (900) Gaing to : Burshers (\$106) Departing: 01 × Feb = 2012 ×

adults: 1 × Children: 6 × Infants: 0 × Arbite | 🗆 Batavio 🗅 CRISTING 🗅 Garada 🕝 Claricia 🔘 Sriviçaya Lion #Air ETD. Photo 771311 WED 01700 9.741,800 800 14:25LT \$68 17:ENT (C) CURRENT WARNING

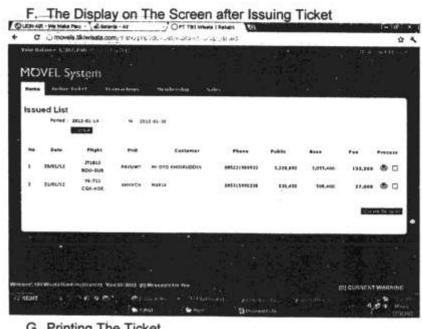


D. The Display on The Screen after Booking Process



E. The Process of Issuing the Ticket





G. Printing The Ticket



APPENDIX D

THE LIST OF INTERVIEW QUESTIONS

- 1. What is your name?
- 2. What is your background of the study?
- 3. What is your job title?
- 4. How long have you been working as a ticketing staff?
- 5. Could you tell me your job descriptions?
- 6. Could you explain the process of issuing the tickets?

APPENDIX E

THE TRANSCRIPTION OF THE INTERVIEW

Name of Interviewee: Nesya

Day/ Date : January 30, 2012

Time : 11.00 AM - 01.00PM

Venue : TiKi Wisata Travel Bandung

ALICE Siang mbak. Bisa diperkenalkan ehh dulu namanya siapa?

NESYA Boleh. Nama saya Nesya. Umurnya 19 tahun. Latar belakang

pendidikan saya dari Sekolah Pariwisata.

ALICE Eehh... Pengalaman kerjanya ehh berapa lama trus, sebagai

apa gitu?

NESYA Pengalaman kerja saya satu tahun di travel Java Star, eeh

untuk bagian tiket domestik.

ALICE Berarti bagian tiketing yah?

NESYA lyah.

ALICE Kalau di Tiki Wisata sendiri sebagai tiketing staff juga ya?

NESYA lyah, Ticketing staff.

ALICE Pekerjaan.. Kalau boleh tahu pekerjaan ticketing staff itu apa

aja ya. Mulai dari apa..eeh. apa gitu..

NESYA Ooo boleh. Eeh.. Pekerjaannya sih paling kalau misalnya ada

perm..permintaan tamu untuk penge pengecekan jadwal

penerbangan nanti kita bisa bantu. Gitu...

ALICE Mulai dari apa?

NESYA Mulai dari pengecekan jadwal, misalkan reservasi tiket yah.

Contohnya tahap- tahap pertama itu pengecekan jadwal, setelah itu pembookingan dan terakhir mhh pengissuean

ticket.

ALICE Ehmm, oia mbak, saya masih ada satu hal yang mau saya

tanyain yah...

NESYA Heeh.

ALICE Berhubungan dengan issuing ticket, bisa diceritain ga proses

issue proses issuing ticket dari awal sampe akhirnya itu kayak

gimana?

NESYA Boleh. Hhh, pert... langkah pertama itu kita mengecek jadwal,

klo misalnya udah confirm orangnya nanti kita booking, klo

misalkan orangnya jadi, jadi issued gitu, kita mhh bisa bantu

issued buat issuedin tiket ehh penumpangnya.

ALICE Berarti proses dari awal sampe akhirnya, ehh pengecekan

jadwal dulu yah?

NESYA Iyah, pengecekan jadwal...

ALICE Trus...

NESYA Pembookingan langsung pengissuedan tiket.

ALICE Ohh, itu mhh issuing tiket itu.

NESYA Iya.

ALICE Mhh, oke deh gitu aja. Makasih mbak atas waktunya

NESYA Iya...