

Galileo Formats

October 1998 edition

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Introduction

Booking File

Air Transportation

Fares

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Document Production

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SECURITY

Sign On

H/SON

SON/Z217 or SON/ZHA SON/ZGL4HA	Sign on at own office SON/ followed by Z and a 1 to 3 character I.D.; the I.D. can be initials, a number or a combination of both
SON/Z7XX1/UMP	Sign on at branch agency SON/ followed by Z, own pseudo city code and a 1 to 3 character I.D.
SB	Sign on at 4 character PCC branch agency SON/ followed by Z, own pseudo city code, second delimiter and 1 to 3 character I.D.
SA/TA	Change to work area B
SAI/ZHA	Change to work area A; different duty code TA (Training)
SAI/ZGL4HA	Sign back into all work areas at own office
	Sign back into all work areas at branch agency; SAI/ followed by Z, own pseudo city code and a 1 to 3 character I.D.

Sign Off

SAO	Temporary sign out; incomplete Booking Files must be ignored or completed
SOF	Sign off; incomplete Booking Files must be ignored or completed
SOF/ZHA	Sign off override (at own office); incomplete transactions are not protected
SOF/ZGL4HA	Sign off override (at branch agency); incomplete transactions are not protected; SOF/ followed by Z, own pseudo city code and a 1 to 3 character I.D.

SECURITY

Security Profile

STD/ZHA	Display security profile, for sign on HA; once displayed, password may be changed
SDA	List security profiles created by user (second level authoriser and above)
SDA/ZXXØ	List security profiles associated with agency XXØ (second level authoriser and above)
STD/ZXX1UMP or STD/Z7XX1/UMP	Display profile STD/ followed by Z, own pseudo city code, second delimiter if pseudo city code is 4 characters and 1 to 3 character I.D.
STD/**	Display third screen of Security Profile
+J	Display terminal GTID on a Focalpoint workstation (whether signed in or not)
OP/W*	Determine active work area and display work area currently in use
OP/WL	Display terminal GTID (after sign on)

Assumed city

H/HMCT

HMCT-LHR/A	Designate origin city for availability
HMCT-B/NAAV	Set preference for North American availability display for Apollo basic
HMCT-E/NAAV	Set preference for North American availability display as Apollo ECAC
HMCT-G/NAAV	Set preference for North American availability display as Galileo
HMCT-E/NNAV	Set preference for Non-North American availability display as Apollo ECAC
HMCT-G/NNAV	Set preference for Non-North American availability display as Galileo
HMCT-IBZ/P.	Designate origin city for phone field
HMCT-GOA/FD	Designate origin city for tariff and rules displays
HMCT-GOT/A/P./FD	Designate origin city for multiple fields
HMCT	Display CRT initialisation for assumed cities and carrier
HMCTX	Cancel all assumed city initialisations
HMCT@24/LT	Display times used in flight segments using 24 hour clock
HMCT@12/LT	Display times used in flight segments using 12 hour clock

Note: Each CRT and screen (A, B, C, D and E) may be initialised differently. For best results, verify CRT initialisation (HMCT) at the start of each day.

HELP

Help Facility

H/HELP

HELP M or H/M	Display index of all subjects beginning with the letter M
H/OSI	Display help page for specific function eg. OSI (max. 4 characters)
H/	Display applicable help page after an error response
H*	Redisplay last input
H/T.	Display direct help for ticketing (using function identifier)

C.A.I.

Computer Assisted Instructions (C.A.I.)

SC/CI	Activate work area C in lessons mode
C.A.I.	List all available courses
TC35	Display list of lessons in course 35
TL35/3	Access course 35, lesson 3
TP35/3/215	Access course 35, lesson 3, page 215
TP LIST	List topics in lesson
TP REPEAT	Repeat current topic; return to previous page after temporary sign off
TP	Redisplay last page in lesson
TPNBR	Display current page in C.A.I. lesson
BOCI	Temporary sign off without losing place in lesson; TP REPEAT returns to same place
BSOCI	Sign out of C.A.I. lesson
SC/AG	Change from work area C in lesson mode to live system with duty code AG (entry must follow BSOCI or BOCI)
TPMSG FREE TEXT	Send message to CAI authors (max. 4 lines)

SCROLLING

Scrolling

H/SCRO

MB	Move to bottom of display
MT	Move to top of display
MD	Move down
MR	Moves down, but only displays remaining lines on last display
MU	Move up
MD4	Move down 4 lines (maximum 99)
MU21	Move up 21 lines (maximum 99)
MDØ	Redisplay current screen

Note: The Scroll commands above are not applicable to all Galileo system functions. In particular, Cars, Hotels, TIMATIC and Availability have their own scrolling commands.

BOOKING CODES

Action code

H/BC

The code used by Galileo® system to tell the vendor what action should be taken on the segment or SSR (request, cancel, etc).

Advice code

The code used by the vendor to advise what action has been taken on the segment or SSR.

Status Code

The code used to show the current state of a segment or SSR.

CODE	TYPE	EXPLANATION
FS	Action	Sold on free sales basis
HS	Action	Have sold - inventory adjusted
IN	Action	If not holding...need
IS	Action	If not holding...sell
IX	Action	If holding...cancel
LL	Action	Waitlist request
NA	Action	Need specified segment or the alternate
NN	Action	Need request
OX	Action	Cancel if following requested segment is available
RR	Action	Reconfirming
XK	Action	Cancel without generating message
XX	Action	Cancel confirmed/requested SSR, seat data etc
SS	Action	Sell (sold within this transaction)
HX	Advice	Have cancelled (By Airline)
KK	Advice	Confirming booking
KL	Advice	Confirming from waitlist
NO	Advice	No action taken (No Inventory held)
TK	Advice	Holds confirmed; advise client of new timings
TL	Advice	Waitlisted; advise client of new timings
TN	Advice	Requested; advise client of new timings
UC	Advice	Unable - segment closed

UN	Advice	Unable - vendor cannot supply service
US	Advice	Unable to sell-vendor cannot accept request, have waitlisted
UU	Advice	Unable - vendor cannot confirm, have waitlisted
AK	Status	Confirmed outside Galileo system. No message sent when cancelled
AL	Status	Waitlisted outside Galileo system. No message sent when cancelled
AN	Status	Requested outside Galileo system. No message sent when cancelled
BK	Status	Booked outside Galileo system - messages still sent and received
BL	Status	Waitlisted outside Galileo system - messages still sent and received
BN	Status	Requested outside Galileo system - messages still sent and received
HK	Status	Holds confirmed
HL	Status	Holds waitlisted
HN	Status	Have requested
PN	Status	Pending need - awaiting confirmation

NAME FIELD

Create

H/N.

(Min. 2 characters; max. 55.)

N.1GETTINI/RMR	One surname, numeric optional
N.3MAYA/RMR/DMRS/PMR	Multiple names, same surname
N.1FAVRET/JMR+N.2VANROSSUM/BMR/OMRS	Multiple surnames
N.I/JOHNSON/PAULAMISS*DOB01JAN98	Create an infant name
N.ANCIAN/DMRS+N.I/ANCIAN/ROBINMSTR*DOB12DEC97	Adult with infant

Change

N.P5-6@2ALONGI/MMRS/CMR	Change names 5 and 6
N.P3@I/BLACK/ISABELMISS*DOB14APR98	Change name 3 (an infant) to another infant name
N.P2@SMITH/JMR	Change name 2 to Smith
ON*	Display all airlines which do NOT allow name changes

Delete

N.P1@	Delete first name
N.P2-4@	Delete names 2, 3 and 4

Display

*N	Display all names
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NAME FIELD

Create Group Name

H/N.

N.G/5ØSKITOUR	Group name
Change Group Name	
N.G/@5ØBEACHTOUR	Change group name
Delete Group Name	
N.G/@	Delete group name
Display Group Name	
*N	Display names in group
Create Name Remark	
N.G/5ØSKITOUR*REMARK	Group name with name remark
Change Name Remark	
N.G/@*CHANGE REMARK	Change name remark
Delete Name Remark	
N.G/@*	Delete name remark

Note: When a group booking is created a GRPS SSR is automatically transmitted to the airline at end transaction. Names can only be added after retrieval of the BF.

Group fare information must also be added i.e., SI.SSRGRPF ZZ FREE TEXT. See Manual SSRs (page BF25).

NAME FIELD

Create Name Remarks

H/N.

(Min. 2 characters, max. 88 characters including spaces.)

N.LUGON/TMR*FREE TEXT	Create a name remark at the same time as entering name
N.3MAYA/RMR*REMARK/BMR*/CMS*	Same name remark refers to all names in this name item
N.2HUGHES/AMISS*CHD6YRS/KMSTR*CHD3YRS	Add multiple names with different name remarks
N.PERCIVAL/CMISS*FREE TEXT+N.ISKERRATT/SMISS*	The asterisk after the second name item will copy the remarks in the first name item
N3.PERCIVAL/CMISS/BMR*REMARK/KMRS	Add name remarks on selected passenger in a multiple name item
N.I/BROWN/MARSHAMISS*DOB12JUN97	Create Infant name with name remarks
Add Name Remarks	
N.P1@*FREE TEXT	Add name remark to the first name
N.P2-4@*FREE TEXT	Add name remarks to the 2nd, 3rd and 4th names
Change Name Remarks	
N.P1@*NEW FREE TEXT	Change existing name remark for name 1
N.P2-4@*FREE TEXT	Change existing name remark for names 2, 3 and 4
Delete Name Remarks	
N.P1@*	Delete name remark for name 1

N.P2-4@*

Delete name remark for names 2, 3 and 4

PHONE FIELD

Create

H/P.

(Max. 53 characters for each of the first 2 phone items and 66 for following phone items.)

P.B*Ø793 888184

Create business number with assumed set city

P.ZRHB*5Ø8Ø42X 2184

Create Zurich business telephone contact with extension number

P.ROMT*8Ø8 422-316Ø-OLGA

Create Rome travel agency number with agent's reference

P.LONA *Ø81-372-9878 X372

Create accommodation/hotel number with extension number

P.PARN

No Paris telephone contact number

Phone Field Codes

T*

Travel agent

H*

Home

B*

Business

A*

Accommodation/Hotel

N*

No contact

P*

Telephone number not known

Change

P.@LONB*4Ø8 365-5345

Change the only phone item to the business number 4Ø8 365 5345

P.3@PARH*1234 56 68 9Ø

Change third phone item to the home number 1234 56 78 9Ø

PHONE FIELD

Insert

P./1BRUB*312 889-1345

Insert after the first phone item, a business number in Brussels

P./ØT*Ø7189Ø2165

Insert Travel Agency number as first item, using terminal location city as default

Delete

H/P.

P.@

Delete the only phone contact item

P.4@

Delete fourth phone item

P.1-3.5@

Delete phone fields 1 through 3 and 5

Display

*P

Display phone items

Note: At End Transact, the first agency telephone number (T) is sent to the airline as an OSI.*

TICKETING ARRANGEMENT FIELD

Create

H/T.

(Max. 69 characters; single item field)

T.T*

Minimum input to indicate that booking is ticketed

T.T*1253241234841 ISSUED ROM 24JUL98

Ticket number of document with date and place of issue

T.TLFCO/ZZØ83Ø/17MAY

Time Limit; ticketing at FCO (airport location issuing ticket) by ZZ (Vendor issuing ticket) at Ø83Ø on 17MAY (time and date ticket to be issued)

T.TAU/1ØFEB

Place BF on Galileo assigned Q1Ø for automatic ticketing on 1ØFEB

T.TAU/1ØFEB*FREE TEXT

Place BF on Galileo assigned Q1Ø for automatic ticketing on 1ØFEB; includes free text

T.TAU/DM5/6FEB

Place BF on Galileo assigned Q1Ø of branch DM5 for automatic ticketing on 6FEB

T.TAU/DM5/6FEB*FREE TEXT

Place BF on Galileo assigned Q1Ø of branch DM5 for automatic ticketing on 6FEB; includes free text

T.TAW/17FEB/IBMØØ1

Assign an in house account code (IBMØØ1) - six characters to BF on 17 FEB, for subsequent manual move to queue

T.TAW/DM5/17FEB/BVRDVM*FREE TEXT

Assign an in house account code (BVRDVM) to BF on 17 FEB to branch DM5, for subsequent manual move to queue; includes free text

T.TAW/17FEB/16ØØ

Assign a specific time to the BF for subsequent manual move to queue

TICKETING ARRANGEMENT FIELD

Change

H/T.

T.@TAU/Ø8MAR*FREE TEXT

Change ticketing field; with free text

T.@TAW/21JUL/15ØØ

Change ticketing field

Delete

T.@

Delete ticketing field

Display

***TD**

Display ticketing data

Note: Refer also to pages BF 9-10 for Online Record Count and Move functions and next page for the Review Booking File function.

PASSENGER INFORMATION FIELD

Passenger Information for the storage of Passport and Visa information.

(Max. 87 characters; max. items 99 per Booking File)

Storage of the Passenger Information is allowed in Client Files.

H/PI

Create

Passport

PL.P2/P/GB/B876597/12JAN99*FREE TEXT

Enter passport information for passenger 2 including ISO country code, passport number, expiry date and free text

PL.P1-3/P/AU/B9234/18MAR99*FREE TEXT

Enter passport information for passengers 1 through 3

PL.P1.3/P/AU/B9832/18APR99*FREE TEXT

Enter passport information for passengers 1 and 3

Visa

PL.P1/V/AU/76654654/OPEN/A1234556*FREE TEXT

Enter visa information for passenger 1 including ISO country code, visa number, expiry date or open, passport number and free text

PL.P1-3/V/US/8347646/19JAN99/A654321*FREE TEXT

Enter visa information for passengers 1 through to 3

Change

It is not possible to change an individual sub field. If a passengers name is changed the Passenger Information will be automatically cancelled.

PL.2@V/US/99776B/12JAN99/B12345

Change the second visa item to US99776B 12JAN99

Delete

The complete Passenger Information field or items within the field may be deleted.

PLALL@

Delete ALL Passenger Information

PL.1.3@

Delete items 1 and 3

Display

***PI**

Display Passenger Information

***PIP**

Display Passenger Information specifically for passport

***PIV**

Display Passenger Information specifically for visa

REVIEW BOOKING FILE

Create

H/RB.

(Max. 1Ø items. Max. length of free text 255 chars.)

RB.

Create a Review Booking File item, defaults to own branch, todays date at Ø7ØØ and to queue 12

RB.Ø9OCT

Create a Review Booking File item with specified date, defaults to own branch at Ø7ØØ and to queue 12

RB.153Ø

Create a Review Booking File item with specified time, defaults to own branch, todays date and to queue 12

RB.Q41

Create a Review Booking File item with specified queue, defaults to own branch, todays date at Ø7ØØ

RB.*FREE TEXT

Create a Review Booking File item with text, defaults to own branch, today's date at 0700 and to queue 12
Place BF on Queue 26 of agency XX0 on 24SEP at 1530
Create two Review Booking File items for own branch at 0930 on 01FEB for queue 41 and queue 43 with different text

RB.XX0/24SEP/1530/Q26*FREE TEXT
RB.01FEB/0930/Q41*FREE TEXT/Q43*MORE TEXT

RB.1300/Q12.Q29.Q44*FREE TEXT

Create three Review Booking File items for own branch, today at 1300 for queue 12, queue 29 and queue 44 with the same text

REVIEW BOOKING FILE

Change

RB.3@XX0/10FEB/Q25*FREE TEXT

Change Review Booking File item number 3 to place BF on Q25 of agency XX0 on 10FEB with text

RB.@1/10JUL

Change the review date of Review Booking File item 1 to 10JUL, with all other fields unchanged

Delete

RB.3@

Delete Review Booking File item number 3

RB.4-6@

Delete Review Booking File item numbers 4 through 6

RB.ALL@

Delete all Review Booking File items

RB.1@XX0/10FEB/Q26*FREE TEXT

Delete Review Booking File item number 1 and add item to place BF on queue 26 of agency XX0 with text

Display

***RB**

Display Review Booking File items

Note: See also the following page for counting and moving BFs.

Note: When an agency pseudo city is specified in any Review Booking File entry it must always be accompanied by a date.

BOOKING FILE COUNTS

Count entries with TAW, TAU and RB Fields

H/CTAW and H/CTAU

Basic entry with minimum items:

ORC/TAW/11NOV

Count BFs with ticketing arrangement TAW for 11NOV

ORC/TAU/11JAN

Count BFs with ticketing arrangement TAU for 11 JAN

ORC/RB/22DEC

Count BFs with RB field for 22 DEC

Optional Entries:

Branch office

AH3

Agent user sign-on initials of BF creator (2 Alpha chars.)

/MJ

- RB counts only

Destination queue number - RB counts only

/Q41

Account Name

/ACCNME

Time

/1815

Date range

/11JAN*15JAN

Examples:

ORC/GL2/TAW/1700/11JAN

Count BFs for branch GL2 with ticketing arrangement TAW at 1700 for 11JAN

ORC/AH3/TAW/ACCNME/1815/11JAN*15JAN

Count BFs for branch AH3 with ticketing arrangement TAW with account name ACCNME at 1815 for date range 11JAN through 15JAN

ORC/TAU/11JAN*15JAN

Count BFs with ticketing arrangement for a date range, 11 JAN through 15 JAN

ORC/DE1/RB/07DEC*12DEC

Count BFs for branch DE1 with RB field for date range 07 DEC through 12 DEC

ORC/RB/MJ/Q41/25APR

Count BF's created by agent MJ with RB field for queue 41 and date 25APR

Note: If no date is entered, today's date is assumed.

BOOKING FILE MOVES

Move entries with TAW, TAU and RB Fields

H/MTAW and H/MTAU

Basic entry with minimum items:

ORB/TAW/11NOV-Q

Move BFs with ticketing arrangement TAW for 11NOV, defaults to queue 9

ORB/TAU/17SEP-Q/31

Place BFs with ticketing arrangement TAU for 17SEP on queue 31; (defaults to queue 1Ø when no queue stated)

ORB/RB/Ø1JUN-Q/3Ø

Move BFs with RB field for Ø1JUN to Queue 3Ø; (defaults to queue 12 when no queue stated)

Optional Entries:

Branch office

/AH3

Agent user sign-on initials of BF creator (2 Alpha chars.)

/MJ

- RB counts only

/Q41

Destination queue number - RB counts only

/ACCNME

Account name

/1815

Time

/11JAN*15JAN

Ticketing date range

Q/28

Place on queue 28

Examples:

ORB/AH3/TAW/ACCNME/1815/11JAN*15JAN-Q

Move BFs for branch AH3, with ticketing arrangement TAW for account ACCNME at 1815, for range 11JAN through 15JAN, defaults to Queue 9

ORB/TAW/ACCNME/12JAN-Q/45

Move BFs with ticketing arrangement TAW for account ACCNME on 12JAN, to queue 45

ORB/TAU/17SEP*22SEP-Q/31

Place BFs with ticketing arrangement TAU for 17SEP - 22SEP on queue 31

ORB/RB/17SEP-Q/DM5/46

Place BFs with RB field for 17SEP on queue 46 of branch DM5

ORB/XX1/RB/MJ/Q41/25APR*3ØAPR-Q/XXØ/31

Move BF' s created by agent MJ at agency XX1 with RB field for queue 41 and date range 25APR-3ØAPR to queue 31 of branch XXØ

RECEIVED FROM FIELD

Create

H/R.

(Min. 1 character, max. 61 characters; single item field)

R.P

Received from passenger

R.JONES/RMR

Received from Mr R Jones

Change

R.@FAVRET/JMR

Change the received from item (entered this transaction) to Mr J Favret

Delete

R.@

Delete the received from item (entered this transaction)

Display

***RV**

Display received from field

FORM OF PAYMENT FIELD

Create

H/F.

(Single item field.)

F.S

FOP cash

F.CK

FOP cheque

F.INV FREE TEXT

FOP invoice with mandatory free text (max. 38 characters)

F.MS FREE TEXT

FOP miscellaneous with optional free text (max. 39 characters)

F.NONREFFREE TEXT

FOP NON REF with optional freetext (Max. 35 characters)

F.AX3739123456789Ø1/D1297/E

FOP credit card number (2 letter vendor code optional) with expiry date, extended payment

F.AX3739123456789Ø1/D1297/EØ3

FOP credit card number (2 letter vendor code optional) with expiry date, extended payment (numeric code optional)

F.CCXY123456789234/D1297

FOP credit card when credit card company (XY) does not have an agreement with Galileo

Change**F.@ NEW DATA**

Change FOP field to new data

Delete**F.@**

Delete FOP field

Display***FOP**

Display FOP field

ADDRESS FIELDS**Create***H/ADDR***Written Address and Postal Code**(Max 5 subfields; max. 37 characters in each subfield. Identifier **P/** (post code) mandatory; max 119 characters in entire field.)**W.MR.D.BONNERS*29 ST PAULS
AVE*KENTON*MIDDX*P/HA39SP**

Written address with 5 subfields including postal code

Delivery Address

(Max 6 subfields, max. 37 characters in each subfield.)

**D.GALILEO CENTRE EUROPE*MAIN
ENTRANCE*GRD FLR EAST CORE**

Delivery address with 3 subfields

Related Address(Max 5 subfields; max. 37 characters in each subfield. Identifier **P/** (post code) mandatory) Max of 10 Related Address fields per Booking File.**RA.JAZZMIN*20ASCHAM
ROAD*SWINDON*WILTS*P/SN5 6BG**

Related address with 5 subfields including postal code

Change**W.@MRS R GERALD*82 BEDFORD ROAD*EAST
FINCHLEY*NORTH LONDON *P/N6J7AY**

Change written address and postal code

**D.@GALILEO CENTRE EUROPE*MAIN
ENTRANCE*GROUND FLOOR*EAST**

Change delivery address

**CORE*MARKETING AUTOMATION*ANALYST
DEPARTMENT****W.@2*82 BEDFORD AVENUE**

Change second subfield of written address

D.@2*NORTH ENTRANCE

Change second subfield of delivery address

**RA.1@MR RYANTS*14 SEAVIEW
ROAD*DORSET*P/DR6 5SD**

Change related address and postal code; item number must be specified even when only one related address field exists

RA.1@2*16 LARCHMOOR CLOSE

Change second subfield of related address

ADDRESS FIELDS**Insert***H/ADDR***W.@/3*NEW DATA**

Insert new data after the third subfield of the written address

D.@/3*NEW DATA

Insert new data after the third subfield of the delivery address

RA.1@/4*NEW DATA

Insert new data after the fourth subfield of the first related address

Delete**W.@**

Delete entire written address field

D.@

Delete entire delivery address field

RA.1@

Delete entire first related address field

W.@2*

Delete second subfield of the written address

D.@2*

Delete second subfield of the delivery address

RA.1@2*

Delete second subfield of the first related address

Display***AW**

Display written address only

***AD**

Display delivery address only

***AA**

Display delivery, written and related address fields

MILEAGE MEMBERSHIP FIELD**Create***H/M.*

(Min. 6 characters; max. 27 characters, including a 2 character airline code. This is a multiple item field.)

M.P2/TW1234567PM

Enter TW mileage card number for passenger 2

M.KL1234567893

Enter KL mileage card number for BF with a single passenger

M.P2/TW123456LRG-AA423188DLM

Enter TW/AA mileage card numbers for passenger 2

M.P1/UA1234587649Ø/BD/LH/AC

Enter UA mileage card number for passenger 1, specifying Cross Accrual participants BD, LH and AC who are listed in the UA Mileage Membership Agreement Table (Minimum 1, maximum 1Ø additional airlines)

M.P2*UA/TG/SK

Adds Cross Accrual participants TG and SK to a UA mileage membership card that has already been entered into a booking for passenger 2 (Minimum 1, maximum 1Ø additional airlines)

Change

There is no change entry. The mileage membership item must be deleted and a new item created.

Delete

M.@

Delete all mileage membership data for all passengers

M.P2@

Delete all mileage membership data for passenger 2

M.AA@

Delete all AA mileage membership data for all passengers

M.P1*DL@

Delete mileage membership data for passenger 1 on DL

M.P1*DL/P2*AA@

Delete mileage membership data for passenger 1 on DL and passenger 2 on AA

M.P1*KL/UK/NW@

Deletes Cross Accrual participants UK and NW from the KL mileage membership item in the booking for passenger 1 (Minimum 1, maximum 1Ø additional airlines)

M.P2*UA/ALL@

Deletes all Cross Accrual participants from the UA mileage membership item in the booking for passenger 2 (Minimum 1, maximum 1Ø additional airlines)

MILEAGE MEMBERSHIP FIELD

Display

***MM**

Display mileage membership data

M*ALL

Displays a list of all airlines who have a Mileage Membership Agreement Table

M*UA

Displays the Mileage Membership Agreement Table for UA; this lists all those airlines who have an agreement with UA to accept UA mileage membership card numbers, for the accrual of benefits on their flights

NOTEPAD FIELD

Create

H/NP.

(Max. 87 characters; max. items 999.)

NP.TEXT

Create a notepad item

NP.D*TEXT

Create a notepad item with D qualifier

NP.HTEXT**

Create a Historical notepad item

NP.HG*TEXT

Create a Historical notepad item with G qualifier

NP.CTEXT**

Create a Confidential notepad item

NP.CM*TEXT

Create a Confidential notepad with qualifier M

NP.VM*TEXT

Create a notepad item with VM as double qualifier

Change

NP.2@NEW TEXT

Change second notepad item

NP.4@P*NEW TEXT

Change fourth notepad item with P qualifier

Insert

NP./2TEXT

Insert a notepad item after second notepad item

NP./3V*TEXT

Insert a notepad item with V qualifier after third notepad item

Delete

NP.2@

Delete second notepad item

NP.1-3.5@

Delete notepad items 1, 2, 3 and 5

Display***NP**

Display notepad items

***NPH**

Display all notepad items with H qualifier

Notes:

1. Any letter may be used to qualify a notepad item in order to group items together.
2. All notepad entries are stamped with a system generated Agent's Sign on, Date and Time stamp. If the text in the notepad wraps around, then these details are shown in the second line of text.
3. Historical notepad items are recorded in History only on change or deletion of an item, not on addition.
4. Confidential notepad items are ONLY displayed to the owner (i.e. the creating agency) of the Booking File.

NPC

Display all Confidential notepad items

***NPCD**

Display all Confidential notepads with a D qualifier

NPH

Display all Historical notepads only

SPECIAL SERVICE REQUIREMENT**Create Programmatic Special Service Requirements (SSRs)****H/SSR**

(Max. 180 characters of free text, when permitted. Multiple item field)

SLWCHR

Request a wheelchair for all passengers on all AIR segments

SLS3/VLML

Request VLML for all passengers on segment 3 only

SLP3/BIKEN2

Passenger 3 is transporting 2 bicycles

SLP2S3/VGMLBK

Add a VGML to the BF with status code BK for passenger 2 on segment 3 only (will generate a message to the airline if cancelled)

SLP2S3.4/SPML*NO EGGS

Request SPML for passenger 2, segments 3 and 4: the special meal request must be followed by descriptive text (max. 180 characters)

SLP3.4S3.4/SPEQBK*PASSENGERS WILL BE CARRYING POLES FOR POLE VAULTING

Add a sports equipment request to the BF using BK status code with additional text for passengers 3 and 4, on segments 3 and 4 only (max. 180 characters)

Note: To add SSR information for an infant, add the details to the leading passenger name.**SPECIAL SERVICE REQUIREMENT****Programmatic SSR Codes****H/MEAL****Meal codes (See GC*200/9 for full meal description)**

*	AVML	Asian vegetarian meal
*	BBML	Baby meal
*	BLML	Bland meal
	CHML	Child meal
*	DBML	Diabetic meal
*	FPML	Fruit platter
*	GFML	Gluten free meal
*	HFML	High fibre meal
*	HNML	Hindu meal
*	KSML	Kosher meal
*	LCML	Low calorie meal
*	LFML	Low fat/cholesterol meal
*	LPML	Low protein meal
*	LSML	Low sodium meal
*	MOML	Moslem meal
*	NLML	Non lactose meal
*	ORML	Oriental meal
*	PRML	Low purine meal
*	RVML	Raw vegetarian meal
*	SFML	Sea food meal
+	SPML	Special meal
*	VGML	Vegetarian meal
*	VLML	Vegetarian meal lacto-ovo (allows milk and eggs)

+ = Codes which MUST HAVE additional text

* = Codes which MUST NOT have additional text

BLANK = Codes with OPTIONAL additional text

SPECIAL SERVICE REQUIREMENT

Programmatic SSR Codes (continued)

H/ASSC

Assorted Codes (See GC* 200/7 for full description)

+	AVIH	Animal in hold
*	BIKE	Bicycle
	BLND	Blind passenger
*	BSCT	Bassinet/Carrycot
+	BULK	Bulky baggage
+	CBBG	Cabin baggage
	CKIN	Check-in information
	COUR	Commercial courier
	DEAF	Deaf passenger
	DEPA	Deportee (accompanied)
	DEPU	Deportee (unaccompanied)
+	EXST	Extra seat
+	FRAG	Fragile baggage
+	GPST	Group Seat
+	GRPF	Group fare
+	LANG	Language assistance
+	MAAS	Meet and assist
	MEDA	Medical case
+	PETC	Pet in cabin
+	SEMN	Ships crew
*	SLPR	Sleeper/berth
+	SPEQ	Sports equipment
*	STCR	Stretcher
+	TKNM	Manually enter ticket number
	TWOV	Transit without visa
+	UMNR	Unaccompanied minor
	WCHC	Wheelchair (carry on)
	WCHR	Wheelchair (can climb stairs)
	WCHS	Wheelchair (cannot climb stairs)
+	XBAG	Excess baggage

+ = Codes which MUST HAVE additional text

* = Codes which MUST NOT have additional text

BLANK = Codes with OPTIONAL additional text

Note: Some airlines use SL.YY entries to advise ticket numbers. See OSIs for details.*

SPECIAL SERVICE REQUIREMENT

For North American Carriers

WCBD	Own wheelchair - dry cell battery
WCBW	Own wheelchair - wet cell battery
WCOB	Wheelchair required on board
WCMP	Wheelchair - manual power

SPECIAL SERVICE REQUIREMENT

Change Programmatic SSRs

SLP1S4/WCHR@HK

Change status code of the WCHR for passenger 1 on segment 4 to HK; the SSR code is mandatory

SLP1/SPML@*NO EGGS

Change free text of SSR of all SPML items for passenger 1; the SSR code is mandatory

Note: Change only permitted on status codes and/or free format text. Otherwise delete and replace. See also INTRODUCTION "BOOKING CODES".

Cancel Programmatic SSRs

SLALL@

Cancels all Service Information from the BF (a cancellation message will be sent)

SLP1S2@

Cancels all SSR items for passenger 1 on segment number 2 (a cancellation message will be sent)

SLS2@

Cancels all SSR items for all passengers on segment 2 (a

SLP3-5S2.4/VGML@

SLP2S1/AVIH@XK

Note: Unless the status is changed to XK, cancelling an SSR item will generate a message to the airline(s) involved.

Display Programmatic SSRs

*SI

*SR

*SR/P2

*SR/P2S1/VLML

cancellation message will be sent)

Cancels the VGML request for passengers 3 through 5 on segments 2 and 4 (a cancellation message will be sent)

Removes the AVIH request for passenger 2 on segment 1 from the BF; no message is generated

Displays all SSR items

Displays the Programmatic SSRs only

Displays all Programmatic SSRs for passenger 2

Displays the VLML request for passenger 2 on segment 1

MANUAL SPECIAL SERVICE REQUIREMENTS

Create

H/SSR

SL.SSRFQTVZZHK1/ZZ1234567891234-
JOHNSON/SAMR

Add a mileage membership number for a carrier ZZ when the standard entry (M.) allows insufficient characters; or when airlines have agreements to accept each other's membership codes

SL.SSRGRPFZZ FREE TEXT
SL.SSRPSPTZZHK1/P987654321/US/10NOV60/F/H-
REED/RITAMRS

Add group fare details for carrier ZZ
Passport information including passport number, country of issue, and passport holder's name, date of birth and gender

SL.SSRPSPTZZHK1/P987654321/US/17APR95/F-
REED/CARLYMS.INF

Passport information, passenger travelling with an infant on the same passport for all segments, showing infant's date of birth and gender

SL.SSRFOIDYYHK1/CC4921123456789012-
1SMITH/JMR
SL.SSRFOIDYYHK1/DLGB12341234-1SMITH/JMR

Passenger SMITH/JMR will use Credit card as a form of ID for airport identification

Passenger SMITH/JMR will use a British driving license for airport identification

SL.SSRFOIDYYHK1/FF123456789-1SMITH/JMR

Passenger SMITH will use a frequent flyer card for airport identification

SL.SSRFOIDYYHK1/PP-1SMITH/JMR

Passenger SMITH/JMR will use a passport for airport identification

SL.SSRFOIDYYHK1/NI55511123A-1SMITH/JMR

Passenger SMITH/JMR will use a national identity card for airport identification

SL.SSRFOIDYYHK1/CNHJ48JG-1SMITH/JMR

Passenger SMITH/JMR will use a confirmation number or record locator for airport identification

SL.SSRFOIDYYHK1/TN12512345678903-
1SMITH/JMR

Passenger SMITH/JMR will use a ticket number for airport identification

SL.SSRFOIDYYHK1/IDXXYY111155555/1SMITH/JM
R

Passenger SMITH/JMR will use a locally defined ID number for airport identification

SL.SSRPCTCYHK1/BOB SMITH/GB44 181 555
6662-1SMITH/JMR.DAD

Bob Smith (phone number GB44 181 555 6662) is the emergency contact for passenger Smith/JMR

SL.SSRPCTCBAHK1/IT TRAVEL SERVICES/FR33 4
9294 0022-1PETIT/MMR.AGENT

IT Travel Services (phone number FR33 4 9294 0022) is the emergency contact for Petit/NMR

Note: YY is the carrier code.

MANUAL SPECIAL SERVICE REQUIREMENTS

Change

Manual SSRs cannot be changed or updated; they can only be cancelled

Cancel

SL.2@

Cancels the SSR item number 2; a cancellation message is generated

SL.2@XK

Removes the SSR item number 2 from the BF; no cancellation message is generated

Note: A cancellation message will be generated unless the status code is changed to XK.

Display Manual SSRs

*SI

Display all Service Information

*SO

Display Other Service Information

OTHER SUPPLEMENTARY INFORMATION (OSIs)

Create OSIs

H/OSI

SLYY*1 CHD AGED 5

Advise all airlines (YY) in BF that passenger is a child aged 5 years

SLKL*VIP HARRIES/RMR FILM STAR
SLZZ*TKNM12345678901203

Advise airline KL, passenger is a VIP
Advise airline of ticket number (where ZZ is the carrier code)

Change

SL1@BA*NEW TEXT

Change item number 1 to NEW TEXT

Delete

SL2@

Delete item number 2

SL2-4.6.8@

Delete item numbers 2, 3, 4, 6 and 8

Display

*SO

Display all OSIs

*SI

Display all Service Information

Note: Check GC*200/5 for a description of airlines using SLTKNM entries.

VENDOR REMARKS

Create

H/V.

(Max. 180 characters; max. items 99)

V.AKQ*PLEASE ADVISE COST OF KENNEL
V.NEV*PLEASE SEND THEATRE TICKETS TO
PASSENGER BEFORE END OF JUNE

Send message to airline vendor KQ
Send message to Product Directory (N) vendor EV

Change

V.2@ATP*PLEASE CONFIRM FLIGHT TIMINGS

Change airline vendor remark number 2 for TP; only valid on current transaction

Delete

V.2@

Deletes vendor remark number 2

V.2-4@

Deletes vendor remark numbers 2 through 4

V.2.5@

Deletes vendor remark numbers 2 and 5

Display

*VR

Display all incoming and outgoing vendor remarks

*VI

Display all incoming vendor remarks

*VO

Display all outgoing vendor remarks

DIVIDE FUNCTION

Divide

H/DIVI

DP1

Divide name 1 from BF

DP1-3.6

Divide names 1 through 3 and 6 from BF

DG/10

Divide 10 unnamed individuals from group

DG/5.P21-23

Divide 5 unnamed individuals from group and individuals 21 through 23 (named individuals)

Divide Procedure

Note: Do not make any changes to the BF until the Divide procedure is completed.

1. Divide the applicable names from the BF DP1

2. Enter received from field R.TINA

3. Enter F to file the divided BF F

(You are now in the original BF)

4. Enter received from field R.TINA

5. End Transact E

6. Retrieve original Booking File and make any appropriate modifications. *REFNBR

(Add any OSI to update infant/child details (see BF, page 27)

End Booking File

7. Retrieve divided Booking File and make any applicable modifications.

(Add any OSI to update any infant/child details - see page BF 27)

Add the following Vendor Remark in the divided BF.

V.AYY*DIVIDED PNR PLEASE CFM AND ADV NEW LOCATOR

Now End the Booking File E

File Entry

F

File divided booking for later processing and display remainder of original BF

END TRANSACT AND IGNORE

End Transact

H/ENTR

Eor ET

End Transact

ET/pcc

End Transact and create/file BF for another Selective Access subscriber/user

EL

End Transact and redisplay previously requested name list

ER

End Transact and retrieve same BF

QEB/43

End Transact and place the BF on queue 43

Ignore

I

Ignore BF (but Client File reference remains)

IR

Ignore and retrieve Booking File in original state

IALL

Ignores current BF and Client File

BOOKING FILE RETRIEVAL

Retrieval of Booking Files created at own branch

H/BFR

***3WG6BD**

Retrieve BF by record locator number

***-WILLIAMS/CMR**

Retrieve BF by name

***-I/WHITE**

Retrieve BF for infant WHITE

***-WHITE+*N**

Retrieve BF for WHITE and display name field only

***-BLACK+*N.I**

Retrieve BF for BLACK and display Name field and itinerary

***28JUN-WHITTAKER/EMRS**

Retrieve BF by date of departure and passenger name

***KL791-ANDRECHYN**

Retrieve BF by flight number and name with today's date assumed

***SR791/12APR-LEWIS/KMS**

Retrieve BF by flight number, date of departure and name

***OS441/VIE-HARRIES/RMR**

Retrieve BF by flight number, boardpoint and name with today's date assumed

***EI515/Ø3FEBDUB-WESSBERG**

Retrieve BF by flight number, date of departure, boardpoint and name

***UA124/LGADCA-PITCHER/JMISS**

Retrieve BF by flight number, city pair and name, with today's date assumed

***SN239/18AUGBRULHR-BURDETT/PMR**

Retrieve BF by flight number, date of departure, city pair and name

-C

Retrieve all BFs in which the name begins with a "C"

BOOKING FILE RETRIEVAL

Group Booking File Retrieval

***-G/EUOPARTY**

Retrieve group booking

Retrieval of Booking Files created by branch offices

H/BFR

****HK7-WHITE**

Retrieve the Booking for passenger WHITE created in branch pseudo city HK7

***1V*32N6WY**

Retrieve from the Apollo® system by Record Locator

***1V*US11Ø/17MAYPHX-EICHORN**

Retrieve from Apollo by flight number, date, origin and name

***1V**LQ4-JOHNSON**

Retrieve from Apollo by specific branch pseudo city and name

****HK7-BLACK+*N.I**

Retrieve BF for BLACK created in pseudo city HK7 and display Name field and itinerary only

****HK7/15MAR-ANDERSON/EMS**

Retrieve BF by branch agency HK7, date of departure and name

****B-KING/JMS**

***1V/**B-KING**

****B/11JUN-BONFIELD**

***1V/**B/27JUL-HASLER**

****HK7-G/EUOPARTY**

****A-AFFIL/12JUN-MAISEY**

***1V/**A-USDOM-PEARCE**

****A-AFFIL-MAISEY**

***1V/**A-USDOM/28NOV-WINKLES**

Retrieve BF with same name, for all branch agencies

Retrieve from Apollo by name, all branches

Retrieve BF by name, and date of departure, for all branch agencies

Retrieve from Apollo by date and name, all branches

Retrieve group booking created in pseudo city HK7

Retrieve a Booking File created by Affiliate with code AFFIL with travel date

Retrieve from Apollo by Affiliate code name

Retrieve a Booking File for passenger Maisey created by an affiliate with code AFFIL

Retrieve from Apollo by Affiliate code name and date

BOOKING FILE RETRIEVAL

Booking Retrieval from a List

***L**

Redisplay name list

***Ø**

Display more exact or similar matching names

***3**

Display name number 3 from numbered name list

Note: For Claim PNR see BF 51

Ticketing Facility

***ZZ*RMMEQH**

Retrieve passenger Name Record (PNR) from airline ZZ with record locator RMMEQH to use Ticketing Facility

PAST DATE QUICK™ BOOKING FILE RETRIEVAL

H/PDQ

PDQ Booking File Retrieval (Own Branch)

PQ/R-3S71JL

Retrieve BF by record locator

PQ/24JAN98-BEVAN/CHRIS

Retrieve BF by departure date and name

PQ/Ø1JUL98-31JUL98-PALIN

Retrieval by date range (max. 31 days), own branch

PQ/UA23Ø/1ØJAN98DEN-STONE/SALLY

Retrieve BF by flight, date, origin (optional) and name

PQ/9ØØA/26DEC97DENORD-HARRIS/DMRS

Retrieve BF by departure time, date, board/off points and name

PQ/AIR/15JAN98-ALLEN

Retrieve BF by air segment

PQ/HTL/15JAN98-ALLEN

Retrieve BF by hotel or RoomMaster® segment

PQ/CAR/15JAN98-JOYCE

Retrieve BF by Car or CarMaster™ segment

PQ/ATX/15JAN98-SMITH/KAREN

Retrieve BF by air taxi segment

PQ/TUR/15JAN98-HAYES/H

Retrieve BF by tour segment

PQ/SUR/1ØDEC97-MORRE/O

Retrieve BF by surface segment

PAST DATE QUICK™ BOOKING FILE RETRIEVAL

PDQ Booking File Retrieval (For Branch Offices)

PQ/C-XX1/27JAN98-HAGGER/TONY

Retrieve BF by departure date and name created in branch pseudo city XX1

PQ/C-AØ8/Ø1JUL98-31JUL98-PALIN

Retrieval by date range (max. 31 days), specified branch

PQ/B/2ØJAN98-HUNTLEY/DMR

Retrieve BF by departure date and name for all branch agencies

PQ/TUR/B/15NOV97-CAINE/M

Retrieve BF by Tour segment for branch agencies

PQ/A-AFFIL/Ø1DEC97-WILLIAMS/CMRS

Retrieve BF by departure date and name created by Affiliate with code AFFIL

PQ/AIR/A-AFFIL/15JUL98-DALY/A

Retrieve BF by air segment created by Affiliate with code AFFIL

PAST DATE QUICK™ BOOKING FILE RETRIEVAL

PDQ Booking File Retrieval from a List

PQ/*L

Redisplay similar/duplicate names list

PQ/*Ø

Display next block of 48 names

Tracking Retrieval Requests

PQ/C

Display retrieval request counts for the current and previous month

Optional Items

@99

Place on own queue 99

@XX2/99

Place on queue 99 of branch XX2

PDQ Activity Reports

PQ/AR

Request complete report (current month plus 3 historical months)

PQ/AR/MAY

Request report for specific month

PQ/AR/MAY.JUN

Request reports for multiple months

PQ/AR-E2T

Request report for specific pseudo city (assuming same group code or Selective Access agreement exists)

PQ/AR-E2T/JUL

Request report for specific pseudo city and month (assuming same group code or Selective Access agreement exists)

PQ/AR-E2T/ZABC

Request report for specific pseudo city and specific agent (assuming group code or Selective Access agreement exists)

BOOKING FILE LISTS

Listings by Air Segments

H/BFLA

Basic minimum entries; one of ALL, TKT or UTK must be present:

LD/ALL/28DEC-D

Retrieve all Booking Files with a segment date 28DEC; output is to screen

LD/TKT/28DEC-Q/44

Retrieve ticketed Booking Files, with a segment date of 28DEC; output is to Q/44

LDT/UTK/28DEC-D

Retrieve unticketed Booking Files, with a segment date 28DEC; output is to printer

LD/ALL/28DEC-Q/6Ø

Retrieve all Booking Files with a segment date of 28DEC; output is to Q/6Ø

LDT/ALL/28DEC-D

Retrieve all Booking Files with a segment date 28DEC; output is to printer

LD/ALL/AUX/1ØNOV-D

Retrieve all Booking files with auxiliary service segments as described under Auxiliary Segments in Miscellaneous chapter. Output is to screen

BOOKING FILE LISTS

Listings by Air Segments (continued)

H/BFLA

Optional items

Basic minimum entries: one of ALL,TKT or UTK must be present:

/GL3

Branch Office (entered before ALL, TKT, or UTK)

/GL3.EA7.HH3

Multiple branches - maximum of 2Ø (entered before ALL, TKT or UTK)

/ABS

All branches (entered before ALL, TKT, or UTK)

/BA

Specific airline

/BA.AZ

Multiple airlines (max. 5)

/KL285

Flight number

/F

Specific Class

/22DEC*28DEC

Flight segment date range (max. is system date range)

/BAMS

Board point

/DGVA or /OGVA

Destination point

/T

Direct flights

/S-PZ

User sign

/AC-.ACCNME

Account code defined in DI.field of BF (see DOCS 20)

Examples:

LD/ABS/ALL/AC-.ACCNME/28DEC-D

Retrieve all Booking files by an All Branch Search with segment date of 28DEC (only available with AC- code as defined in DI. field i.e.DI.AC-.ACCNME)

LD/GL3.EA7.HH3/TKT/BA/C/22DEC*29DEC-Q/45

List of all ticketed BFs created in branches GL3, EA7 and HH3 with carrier BA booked in C class, with segment dates between 22 and 29 DEC, list to be placed on queue 45

LD/GL3/UTK/T/BAMS/ONRT/22DEC*28DEC-Q/45

List of all unticketed BFs created in Branch GL3, with Board point AMS and Destination NRT, all flights, with

LD/XX1/ALL/28DEC*30DEC-Q/XX0/77

segments between 22 and 28 DEC; list to be placed on Q45

List of all Booking files created by branch XX1 for segments between 28DEC and 30DEC and Queue to group member XX0 queue 77

Display List

LD*

Redisplays last list that was displayed on screen

Note: The maximum date range is 331 days. If ABS is included in entry, the user must be a second level authoriser.

BOOKING FILE LISTS

Listings by Hotel Segments

H/BFLH

Basic minimum entries; one of ALL, TKT or UTK must be present:

LD/TKT/HHL/28DEC-D
LD/UTK/HHL/28DEC-Q/52
LD/TKT/HHL/28DEC-Q/73
LDT/ALL/HHL/28DEC-D
LDT/TKT/HHL/28DEC-D
LD/ALL/AUX/10NOV-D

Demand list entry; output is to screen
Demand list entry; output is to queue
Demand list entry; output is to queue
Demand list entry; output is to printer
Demand list entry; output is to printer
Retrieve all Booking files with hotel, car and auxiliary service segments as described under Auxiliary Segments in Miscellaneous chapter; output is to screen

BOOKING FILE LISTS

Listings by Hotel Segments (continued)

H/BFLH

Optional items

The following optional items are available after the initial inputs LD, or, LDT.

/CF-
/GL3
/GL3.EA7.HH3

/ABS
/HHL
/HTL
/HLS
/WI
/WLRA.HL
/22DEC*28DEC
/AC-ACCME

Search for hotels without confirmation number
Branch Office (entered before ALL, TKT, or UTK)
Multiple branches - maximum of 20 (entered before ALL, TKT or UTK)
All branches (entered before ALL, TKT, or UTK)
Galileo booked hotels
Non-Galileo booked hotels
Galileo and non-Galileo booked hotels
Hotel vendor
Hotel vendors (max. 5)
Check-in date range
Account name code (ACCME) as defined in DI. field of BF (see DOCS 20)

Examples:

List of unticketed BFs with Galileo booked hotels for WI Hotel chain, check-in date 21JAN, placed on queue 83
List of unticketed and ticketed BFs created in branch GL3 with Galileo booked hotels for the Ramada chain, check-in date in the range between 22DEC and 24DEC, placed on queue 76

LD/UTK/HHL/WI/21JAN-Q/83
LD/GL3/ALL/HHL/RA/22DEC*24DEC-Q/76

Display List

LD*

Redisplays last list that was displayed on screen

Note: The maximum date range is 331 days. If ABS is included in entry, the user must be a second level authoriser.

BOOKING FILE LISTS

Listings by Car Segments

H/BFLC

Basic minimum entries; one of ALL, TKT or UTK must be present:

LD/TKT/CCR/28DEC-D
LD/UTK/CCR/28DEC-Q/24
LD/TKT/CCR/28DEC-Q/24
LDT/ALL/CCR/28DEC-D
LDT/TKT/CCR/28DEC-D
LD/ALL/AUX/10NOV-D

Demand list entry; output is to screen
Demand list entry; output is to queue
Demand list entry; output is to queue
Demand list entry; output is to printer
Demand list entry; output is to printer
Retrieve all Booking files with car, hotel and auxiliary service segments as described under Auxiliary Segments

in Miscellaneous chapter; output is to screen

BOOKING FILE LISTS

Listings by Car Segments (continued)

H/BFLC

Optional items

The following optional items are available after the initial inputs LD, or LDT.

/CF-	Search for cars without confirmation number
/GL3	Branch Office (entered before ALL, TKT, or UTK)
/GL3.EA7.HH3	Multiple branches - maximum of 20 (entered before ALL, TKT or UTK)
/ABS	All branches (entered before ALL, TKT, or UTK)
/CCR	Galileo booked cars
/CAR	Non-Galileo booked cars
/CRS	Galileo and non-Galileo booked cars
/ZE	Car vendor
/ZE.ZI	Car vendors (max. 5)
/22DEC*28DEC	Pickup date range
/AC-ACCME	Account name code (ACCME) as defined in DI. field of BF (see DOCS 20)

Examples:

List of ticketed and unticketed BFs with Galileo booked cars, vendors ZE and ZI, pickup on the 24JAN for output to printer

LDT/ALL/CCR/ZE.ZI/24JAN-D

List of ticketed BFs created in branch GL3 with Galileo booked cars, vendor ZE, pickup date in the range between 22 and 24 DEC, with output to a printer

LDT/GL3/TKT/CCR/ZE/22DEC*24DEC-D

Display List

LD*

Redisplays last list that was displayed on screen

Note: The maximum date range is 331 days. If ABS is included in entry, the user must be a second level authoriser.

BOOKING FILE DISPLAY

Display Entries

H/BFD

*ALL	Display All Booking File Data
*AA	Display Delivery Address and Written Address
*AD	Display Delivery Address
*AW	Display Written Address
*CD	Display Customer Data
*CI	Customer Identifier Data (only used with Selective Access)
*DI	Display Document Itinerary Remarks Data
*FF	Display Filed Fares (see also FARES chapter)
*FOP	Display Form Of Payment data
*I	Display Itinerary
*IA	Display Air Segments of Itinerary
*IC	Display Car Segments of Itinerary
*IH	Display Hotel Segments of Itinerary
*IN	Display Non-air Itinerary
*IS	Display Surface Segments of Itinerary
*IT	Display Tour Segments of Itinerary
*IX	Display Air Taxi Segments of Itinerary
*MM	Display Mileage Membership Data
*N	Display Name(s)
*NP	Display Notepad
*NPX	Display Notepad with qualifier letter X
*P	Display Phone Fields
*P1	Display first 2 Phone fields
*R	Display BF
*RB	Display Review Booking File field
*RI	Display Itinerary Remarks

BOOKING FILE DISPLAY

Display Entries (continued)

*RIA	Display Associated Itinerary Remarks
*RIU	Display Unassociated Itinerary Remarks
*RI/S1	Display Itinerary Remark related to segment 1
*RI3	Display Itinerary Remark 3
*RQ	Display Enhanced Booking File Servicing field
*RV	Display Received field data
*SD	Display Seat Data
*SI	Display all SSRs and OSIs
*SO	Display OSI information
*SR	Display SSR information
*SVC	Display Services for all booked segments
*SVC2	Display Services for segment 2
*TD	Display Ticketing Data
*VI	Display Incoming Vendor Remarks
*VL	Display Vendor Locator data
*VO	Display Outgoing Vendor Remarks
*VR	Display Incoming and Outgoing Vendor Remarks
*XSD	Display Seat Data Cancelled during this transaction
*XRI	Display Cancelled Itinerary Remark during this transaction

Combination of Display Entries

*N.I	Display Names and Itinerary
*N.SI.VR	Display the Names, Service Information and Vendor Remarks

BOOKING FILE DISPLAY

Display Itinerary history

H/DIH

*H	Display entire History
*HI	Display Itinerary History
*HIA	Display Air segment History
*HIC	Display Car segment History
*HIH	Display Hotel segment History
*HIN	Display Non-air History
*HIS	Display Surface segment History
*HIT	Display Tour segment History
*HIX	Display Air Taxi segment History

BOOKING FILE DISPLAY

Display Customer data history

H/DCDH

*HAD	Display Written Address History
*HCD	Display Customer Data History
*HF	Display Form of Payment History
*HFF	Display Filed Fare History
*HMM	Display Mileage Membership History
*HN	Display Name History
*HNP	Display Notepad history (when optional Historical indicator was used)
*HP	Display Phone History
*HQT	Display Queue Trail History
*HRB	Display Review Booking File History
*HRI	Display Associated/Unassociated Itinerary Remarks History
*HRQ	Display History of Enhanced Booking File Servicing field
*HSD	Display Seat Data History
*HSI	Display Service Information History
*HSO	Display OSI History

*HSR	Display SSR History
*HTD	Display Ticketing Data History
*HTE	Display current electronic ticketing data
*HTI	Display current and Historical TINS
*HVL	Display Vendor Locator History
*HVR	Display all Vendor Remarks History
Combination of history Displays	
*HSLVR	Display History of all SSRs, OSIs and Vendor Remarks
Combination of Active and Historical Displays	
*N.I+*HIA.SI	Display of active Names and Itineraries, followed by a display of Historical Air segments, and Service Information

BOOKING FILE DISPLAY

Display Electronic Ticketing Data

*TE002	Display record number 2 from electronic ticket list when *HTE produces a multiple ticket list
*TEL	Redisplay multiple electronic ticketing list
*TE/125960000078	Display electronic ticketing record held by ticket number (Check digit no. omitted)
*TE/BA/FF10087654	Display electronic ticketing record held by vendor British Airways by Mileage Membership number
*TE/BA/CC1234567890123	Display electronic ticketing record held by vendor by credit card number
*TE/BA/10AUG97LONABZ-SMITH	Display electronic ticketing record held by vendor by date/board/off/name
*TEH	Display electronic ticket history from electronic ticket record; use as a follow-up entry after displaying the appropriate ticket record

HISTORY CODES

H/HIST

AA	Added related Address field
AB	Added Purchaser field
AC	Added action field
ACI	Added Customer ID field
AFB	Added manual fare quote
AFQ	Fare quote at time of ticketing
AG	Added SSR
AI	Added Special Remarks field
AM	Added Mileage Membership number
AMC	Added Mileage Membership Cross Accrual data
AN	Added Name
AO	Added OSI
AP	Added TOD MCO number
APQ	Enhanced Booking File Service request added to pseudo city queue
AQ	Added to queue trail
AR	Added routing field
ARQ	Added Enhanced Booking File Service Request
AS	Added segment
AT	Modifiers added at ticket issue
AVI	Added incoming Vendor Remark
AVL	Added vendor locator
AVO	Added outgoing Vendor Remark
AW	Added written address field or subfield
CF	Added confirmation number (hotel, car)
CG	Changed SSR
CNP	Changed Notepad (when optional Historical indicator was used)
CO	Changed OSI

CS	Changed Hotel segment optional data
DN	Divided Name
DRQ	Deleted Enhanced Booking File Service Request
DVI	Deleted incoming Vendor Remark
DVO	Deleted outgoing Vendor Remark

HISTORY CODES

H/HIST

FP	Changed or deleted form of payment
HS	Original segment status
HSD	Denotes flight for which historical seat data exists
IG	Service Information via incoming teletype
OG	Service Information via outgoing teletype
SA	Added seat (preceded by HSD)
SC	Changed seat status (preceded by HSD)
SC	Segment Status change
SX	Deleted seat (preceded by HSD)
VLR	Vendor Locator Reference
XC	Changed action field
XCI	Cancelled customer ID field
XFB	Deleted manual fare
XFQ	Deleted fare quote
XG	Deleted or cancelled SSR
XI	Changed fare field
XK	Replaced TINS
XM	Deleted Mileage Membership number
XMC	Deleted Mileage Membership Cross Accrual data
XN	Changed or deleted name
XNP	Cancelled Notepad (when optional Historical indicator was used)
XO	Changed or deleted OSI
XP	Changed or deleted phone
XQ	Removed from queue
XR	Changed Routing field
XRB	Cancelled Review Booking Field
XRQ	Cancelled Enhanced Booking File Service Request
XS	Cancelled segment
XT	Changed or deleted ticket arrangement field
XW	Changed or deleted written address field or subfield

BOOKING FILE PRINT

Print Functions

H/BFP

P-*WIMBOLT/CLARE	Print unretrieved BF
P-*49G42W	Print unretrieved BF from BF locator
P-*ALL	Print the whole booking File including hidden fields
P-*R	Print retrieved BF
P-*I	Print itinerary segments only of retrieved BF
P-*H	Print history of retrieved BF
P-*CD	Print customer data of retrieved BF
P-*SVC	Print service information for all booked segments
P-*SVC2	Print service information for booked segment 2

Note: Any field may be printed by preceding the display option with P-.

CLAIM PNRTM

Retrieval Of Airline Passenger Name Record (PNR)

H/CLAI

C/ZZ*AB13HK	Retrieve Passenger Name Record (PNR) from carrier ZZ using record locator AB13HK
C/ZZ*ZZ1234/17JUNCDG-WILLIAMSON	Retrieve Passenger Name Record (PNR) from carrier ZZ using flight number (ZZ1234), date, board point and

C/ZZ*W/ZZ1234/17JUNCDG-POWIS

passenger's name

Retrieve Passenger Name Record (PNR) from a waitlist from carrier ZZ using flight number, date, board point and passenger's name

C/ZZ*3

Retrieve Passenger Name Record (PNR) from a similar name list of airline ZZ

C/ZZ*L

Redisplay similar name list

Note: For Ticketing Facility see BF 33

Claiming the Passenger Name record (PNR)

C/ZZ/OK

Confirm the claim of the Passenger Name Record (PNR) from airline ZZ

Ignore the Claim

I

Ignore the Claim

ENHANCED BOOKING FILE SERVICING

H/EBFS

(Max. 18Ø characters of free text.)

Fare Requests

RQ.FARE/ZZ/FQ/CUR.ATS/18OCT98/SITI*PLEASE
ADVISE FULL FARE AND EXCURSION FARE

H/RQ.
Request a fare quote from carrier ZZ in currency ATS for ticketing the 18OCT98 (optional) where the International Sale Indicator is SITI, with free text (Max. 18Ø characters).

RQ.FARE/ZZ/FQP1.3.4*CH/S3.4/CUR.ESP/2ØNOV98
/SOTI*PAX PAYING WITH MCO ISSUED IN MAD

Request a fare quote from carrier ZZ for passengers 1 and 3 who are adults and passenger 4, who is a child, on segments 3 and 4. The currency of sale is ESP and the ticket is to be issued on the 2ØNOV98 (optional) and the International Sale Indicator is SOTI. Additional text is also included.

Notes: On end transaction the following additional data is transmitted to (or borrowed by) the airline: all names, full itinerary, agency id, and first phone field, which must be the Agency telephone number.

If the request is for a flight segment that is due to depart within the next 24 HOURS the request will automatically be promoted to an URGENT request

For marine (ships crew) Fare requests replace FARE with FARM.

ENHANCED BOOKING FILE SERVICING

Ticket On Departure (TOD)

RQ.P1S2-4/TOD/ZZ/CPN.1/MCO.12345678901203/
IOD.CDG.ZZ/FF1*REQUEST PAX ID

H/TOD
Request a TOD for passenger number 1 on segments 2 through 4 from airline ZZ. The MCO or MPD number issued by the agency is 123456789Ø12Ø3 (including check digit). The coupon number is optional. The airline is to issue the ticket on demand by the passenger (IOD) at CDG for filed fare number 1. There is also additional text (Max. 18Ø characters).

ENHANCED BOOKING FILE SERVICING

Prepaid Ticket Advice (PTA)

RQ.P1.3S1.4/PTA/ZZ/CPN.1/MCO.123456789Ø12Ø3
/IOD.SYD.ZZ/FF2*INSERT PASSPORT NUMBERS IN
ENDORSEMENT BOX

H/PTA
Request a PTA for passenger numbers 1 and 3 on segments 1 and 4 from airline ZZ. The MCO or MPD number issued by the agency is 123456789Ø12Ø3 (including check digit). The coupon number is optional. The airline is to issue the ticket on demand by the passenger (IOD) at SYD for filed fare number 2. There is also additional text (Max. 18Ø characters).

Notes: The following data is mandatory in the Booking File when requesting TOD/PTA:

Form of payment (F.)

Filed fares data, (FF1)

Two phone fields (which must be T* and H* or B*)

If the optional coupon number is used, then the MCO number used should include the check digit of the coupon itself.

If the request is for a flight segment that is due to depart within the next 24 HOURS the request will automatically be promoted to an URGENT request.

For marine (ships crew) requests replace **TOD** with **TODM**, **PTA** with **PTAM**

Some carriers impose a service charge for issuing PTAs. For these carriers you will be prompted to add the following information to the PTA entry:

OC.ITL25000 (Other Charge-followed by the currency and amount). This is to be placed after the filed fare information in the PTA entry as follows:

RQ.PTA/ZZ/CPN.1/MCO.99912345678903/IOD.FCO.ZZ/FF1/

OC.ITL25000*FREETEXT UP TO 180 CHARACTERS

ENHANCED BOOKING FILE SERVICING

Additional Collection (ADC) Requests

H/ADC

**RQ.P3S1-
3/ADC/ZZ/CPN.2/MCO.12345678901203/IOD.GVA.
ZZ/CHF1000*ADCOL FOR UPGRADE TO FIRST
CLASS**

Send Additional Collection information for passenger number 3, segments 1 through 3 to carrier ZZ. The MCO or MPD number issued by the agency is 12345678901203 (including check digit). The coupon number is optional. The airline is to reissue the ticket on demand by the passenger (IOD) at GVA. The additional collection amount is CHF1000 and there is also additional text (Max. 180 characters).

Notes: The following data is mandatory in the Booking File when requesting ADC:

Form of payment (**F.**)

Filed fares data, (**FF1**)

Two phone fields (which must be **T*** and **H*** or **B***)

If the optional coupon number is used, then the MCO number used should include the check digit of the coupon itself.

If the request is for a flight segment that is due to depart within the next 24 HOURS the request will automatically be promoted to an URGENT request.

For marine (ships crew) requests replace **ADC** with **ADCM**.

Refund Requests

H/RFND

**RQ.RFND/ZZ/MCO.99912345678903*MAX 180
CHARACTERS OF FREE TEXT**

In response to this refund request, the carrier can authorise the refund of the TOD/PTA

ENHANCED BOOKING FILE SERVICING

General Request

H/GENR

RQ.GENR/ZZ*FREE TEXT

A general request to airline ZZ (Max. 180 characters of free text)

Stopover Package

H/STOP

RQ.STOP/ZZ*FREE TEXT

Request a Stopover package from airline ZZ (max. 180 characters of free text)

Limousine service

H/LIMO

RQ.LIMO/ZZ*FREE TEXT

Request a limousine service from airline ZZ (max. 180 characters of free text)

Group Requests

H/GRP

RQ.GRPI/ZZ*FREE TEXT

A general request to airline ZZ on an International Group Booking (Max. 180 characters of free text)

RQ.GRPD/ZZ*FREE TEXT

A general request to airline ZZ on a Domestic Group Booking (Max. 180 characters free text)

RQ.GRPR/ZZ*FREE TEXT

A general request to airline ZZ on a Regional Group Booking (Max. 180 characters free text)

ENHANCED BOOKING FILE SERVICING

Electronic Tickets via Servicing - Issuance

H/RQET

**RQ.P1S1/ETI/ZZ/MCO.99912345678903/FF1*OPTIO
NAL FREE TEXT**

Request for carrier ZZ to issue an Electronic Ticket for passenger 1, segment 1 (passenger and segment selection is optional); MCO (or MPD) number is 99912345678903; ticket is to be issued against Filed Fare 1; optional free text, max. 180 characters

Note: If the request is for a flight segment that is due to depart within the next 24 HOURS, the request will automatically be promoted to an URGENT request.

Electronic Tickets via Servicing - Even Exchange

H/RQET

**RQ.P1S1/ETE/ZZ/TKT.9991234567890/GBP.NIL*MA
NDATORY FREE TEXT**

Request an Even Exchange on electronic ticket number 9991234567890 issued by carrier ZZ for passenger 1, segment 1; (passenger and segment relationship is optional), followed by mandatory free text (max. 180 characters); some carriers may require the check digit on the TKT number.

Note: If the request is for a flight segment that is due to depart within the next 24 HOURS, the request will automatically be promoted to an URGENT request.

ENHANCED BOOKING FILE SERVICING

Electronic Tickets via Servicing - Exchange with Additional Collection

H/RQET

**RQ.P1S1/ETE/ZZ/TKT.9991234567890/GBP50.00/
MCO.9999876543213*MANDATORY FREE TEXT**

Request an exchange on electronic ticket number 9991234567890 issued by carrier ZZ for passenger 1, segment 1; (passenger/segment selection is optional); additional amount is GBP50.00; MCO/MPD number for the additional collection is 9999876543213 followed by mandatory free text (max. 180 characters); some carriers may require the check digit on the TKT number

Note: If the request is for a flight segment that is due to depart within the next 24 HOURS, the request will automatically be promoted to an URGENT request.

Electronic Tickets via Servicing - Revalidation

H/RQET

**RQ.ETV/ZZ/TKT.9991234567890*MANDATORY
FREE TEXT**

Request a revalidation on electronic ticket number 9991234567890 issued by carrier ZZ followed by mandatory free text (max. 180 characters); some carriers may require the check digit on the TKT number

Note: If the request is for a flight segment that is due to depart within the next 24 HOURS, the request will automatically be promoted to an URGENT request.

ENHANCED BOOKING FILE SERVICING

Electronic Tickets via Servicing - Refunds

H/RQET

**RQ.ETRF/ZZ/TKT.9991234567890*MANDATORY
FREE TEXT**

Request a refund on electronic ticket 9991234567890 issued by carrier ZZ, followed by mandatory free text (max. 180 characters; some carriers may require the check digit on the TKT number. If more than one ticket is to be refunded, the additional ticket numbers need to be added into the free text as follows;

RQ.ETRF/ZZ/TKT.9991234567890*999987654321*999324532112*MANDATORY FREE TEXT

ENHANCED BOOKING FILE SERVICING

Change

**RQ.1@FARE/ZZ/FQ/CUR.ESP/01OCT98/SITI*PLEA
SE ADVISE FULL FARE AND EXCURSION FARE**

Change Request item number 1 to ask for a fare quote from carrier ZZ in currency ESP for ticketing the 01OCT98 (optional) where the International sale indicator is SITI, with free text (Max. 180 characters). Change entries can only be made before End Transaction

Display

***RQ**

Display Enhanced Booking File Servicing field

Display Accepted Keywords

RQ*ZZ

Display accepted keywords for carrier ZZ

Delete

RQ.2@

Delete Request item number 2.

Note: Cancellation or deletion of any EBFS request will not be transmitted to the vendor.

AVAILABILITY

Basic Availability Entries

H/AVAI

A22JUNBRUATH	Availability Brussels - Athens 22JUN
AROMPER	Availability for today
A#FRAVIE	Availability for tomorrow
A.FRLISJFK	Availability for next Friday
AD22JUNSTOLIS	Availability ordered by departure time
AJ22JUNVIEATH	Availability ordered by journey time
AA22JUNDUBROM	Availability ordered by arrival time
AF22JUNSYDHKG	First available flight on or after 22JUN
A22OCTCDG#BRU	Flights from specific airport (CDG) of a multi-airport city
A22OCTPARLHR#	Flights to specific airport (LHR) of a multi-airport city
AP22NOVLONNYC	Availability of airlines with Last Seat Availability™ and/or Carrier Specific Display
AQ21DECSYDLON	Availability of airlines with Secured, Super Guaranteed and Guaranteed booking function
AU25AUGBKKMNL	Availability of airlines with secured and Super Guaranteed booking function
A2ØNOVAMSBKK/N	Turn off TravelScreen™ preference mode

AVAILABILITY

Availability Entries (continued)

Most of the following entries may be placed at the end of the Basic Availability Entry. Not all the follow up entries can be used over a link with Last Seat Availability and Carrier Specific Display.

In addition, all of the following Availability entries may also be used subsequently as Follow-up entries, for instance,

A.C1

.Ø9ØØ or .9A or .9	Specifying departure time
or Ø9ØØ or 9A or 9	
.Ø8ØØ# or Ø8ØØ#	Flights from specified time onwards
/OA	Flights for specified carrier
/OA-	Flights excluding specified carrier
/BD/KL	Flights for specified carriers (max. 6)
/BD-/SN-	Exclude flights of specified carriers (max. 6)
/RG#	Flights for specified carrier for the entire journey, including connecting flights
/YY#	Direct flights of any carrier and only on-line connections
*SR	Direct link into Carrier Specific Display
.D	Direct flights only
.DØ	Direct non-stop flights only
.D2	Direct flights, max. 2 stops
*APE	Set entry preference to Apollo® ECAC (Only valid outside Europe)
*APB	Set entry preference to Apollo Basic (Only valid outside Europe)

AVAILABILITY

Availability Entries (continued)

.SIN	Single connection flights via Singapore (max 3)
.SINBKKMNL	Single connection flights via Singapore or Bangkok or Manila (max 3)
.SIN/BA	Single connection flights via Singapore with onward BA flight
.SIN.LAX	Double connection flights via Singapore and Los Angeles
.TYOSIN.BKKMNL	Double connection flights via Tokyo or Singapore and Bangkok or Manila
.SIN.BKK/BA	Double connection flights via Singapore and Bangkok with an onward BA flight to the destination
.TYOHKG.SINTPE.BKKMNL	Triple connection flights via Tokyo or Hong Kong and Singapore or Taipei and Bangkok or Manila (max 6 total)

.BKK.SIN.TYO	Triple connection flights via Bangkok and Singapore and Tokyo
.SIN.BKK/AZ.MNL	Triple connection flights via Singapore and Bangkok and Manila with an AZ flight between Bangkok and Manila
/JL.SIN	Single connection flights via Singapore with arriving JL flight
/KL./SQ	Connecting flights with first segment on KL and connecting segment on SQ via any point
/AF/SR./NZ	Connecting flights with first flight segment on AF or SR and with a connecting segment on NZ via any point
/KE.SEL/JL.TYOLAX.ORD	Triple connection flights via Seoul and Tokyo or Los Angeles and Chicago with arriving KE flight into Seoul and an onward JL flight from Seoul
/LH.	Connecting flights with LH on the first segment and any carrier on the second segment via any point
/QF..	Connecting flights with QF on the first segment and any carriers on the second and third segments via any two points
/AA-./MA	Connecting flights with any carrier except AA on the first segment with MA on the second segment via any point

AVAILABILITY

Availability Entries (continued)

.C1	Connection, with 1 midpoint
.CX	Connection, with no change of airport
.CX2	Connection, with no change of airports through 2 midpoints
.M	Morning flights (0001-1000) with time overlap if no flights available during time band
.N	Noon flights (1001-1600) with time overlap if no flights available during time band
.E	Evening flights (1601-2359) with time overlap if no flights available during time band
.M#	Morning flights (0001-1000) <i>only</i>
.N#	Noon flights (1001-1600) <i>only</i>
.E#	Evening flights (1601-2359) <i>only</i>
@C	Flights with C class, which have a minimum of 1 seat available
@1	Flights with a minimum of one seat available
@2F	Flights with a minimum of 2 seats, F class available
@Y#	Flights with classes available equivalent to Y class
/N	Turn off Travel Screen preference mode

Examples:

AF16SEPLHRSAO/BA#@Q

First available flight from LHR to SAO on BA only with seat available in Q class (including seats on request);

this will show direct flights and connections on BA only

AF16SEPLHRSAO/BA.D@Q

First available flight from LHR to SAO on BA direct flights with seat available in Q class (including seats on request)

AVAILABILITY

Follow-up Entries

A*	Display more	H/AVFU
AA	Display availability ordered by arrival time	
AD	Display availability ordered by departure time	
AJ	Display availability ordered by journey time	
AF	Display first available flight	
A*KL	Obtain availability display from KL system	
AG	Return to Galileo® display	
AE	Display Earlier	

AL
A*O
A*P
A*R
A24JUN
A.WE
A24JUN#1Ø
AØ
A#
A#3*AY

A-2
AR
AR#15
AR26JAN
AP

AQ

AU

AVAILABILITY

AL3
AL2/4/6
AM*KL
A*GAL

*APE
*APB
A/BA
A/BA-
A.D
A.DØ
A.D2
A.17ØØ
A.M
A.N
A.E
A.BRU
A.NYC-

A.FRA.BRU

A.ZRH.FRA.BRU

A.NYC-.CHI-

A.NYC-.CHI-.DEN-

Follow-up Entries (continued)

AF@2H.D

ABROM
ABBERAMS
AORIO
ANLIS

AKPAR

Display Later
Return to Original display
Return to Previous display order
Repeat or redisplay last viewed
Change to 24JUN
Change to first Wednesday after previous entry date
Change to 1Ø days after 24JUN
Display for todays date
Change to one day after previous entry
Change to three days after previous entry, using the direct link to AY
Change to two days before previous entry
Return availability
Return availability after 15 days
Return with alternative date
Change to airlines with Last Seat Availability™ and/or Carrier Specific Display
Change to airlines with Secured, Super Guaranteed or Guaranteed booking function
Change to airlines with Secured and Super Guaranteed booking function

Follow-up Entries (continued)

Display last seat availability via link, line 3
Display last seat availability via link lines 2, 4 and 6
Display more from KL system
Return to current display, or if in the Link, return to Galileo display
Set entry preference to Apollo ECAC
Set entry preference to Apollo Basic
Display showing BA flights (max 6 carriers)
Display excluding BA flights (max 6 carriers)
Display direct flights only
Display non-stop flights only
Display direct flights, max 2 stops
Display alternative time
Display morning flights (ØØØ1-1ØØØ)
Display noon flights (1ØØ1-16ØØ)
Display evening flights (16Ø1-2359)
Display single connection flights via Brussels
Display single connection flights via anywhere other than NYC
Display double connection flights via Frankfurt and Brussels
Display triple connection flights via Zurich and Frankfurt and Brussels
Display double connection flights via anywhere other than New York City and Chicago
Display triple connection flights via anywhere other than New York City and Chicago and Denver

AVAILABILITY

Display the first available direct flight with a minimum of 2 seats in H class
Display from new board point
Display from new board and off points
Display new off point
Display to follow on to LIS from the off point of the previous entry
Display availability from PAR to the board point of the

AB#9SFO
A#9BSFO
A@#3

previous entry
Display new board point 9 days after the previous entry
Alternative entry format to AB#9SFO
Display availability of more classes for line 3 of the
availability display
Cancel availability display

AX

TIMETABLE

H/TT

TT
TTLISNYC
TT22JANZRHSIN
TT.FRBRUAMS
TT22DEC.FRMLCPH
TT15MAY#14ROMNCE
TT19APRORDLHR*14

Convert displayed Availability to Timetable display
Timetable from today
Timetable of flights from 22JAN from ZRH to SIN
Timetable from next Friday
Timetable from the first Friday after 22DEC
Timetable 14 days after 15MAY
Timetable from 19APR with 14 day range (max. 331 -
system range)
Timetable for specified carrier
Timetable from specific airport only of a multi airport city
Timetable of flights to a specific airport only, of a multi
airport city
Timetable of flights to and from specified airports
Timetable for selected days (2 and 4)
Cancel all timetable displays
Redisplay last timetable display

TT22JANMUCVIE/OS
TT22JANLHR#ATH
TT22JANMILCDG#

TT23OCTLHR#CDG#
TTLISROM@24

TTX

TT

TT*O

Return to original timetable display

TIMETABLE

H/TT

Follow-up Entries

TTØ
TT24JUN
TT#1Ø
TT-2
TT*75

Display timetable from today's date
Display timetable from 24JUN
Display timetable ten days after previous entry
Display timetable two days before previous entry
Display timetable for 75 days later (max. 331 days -
system range)
Display timetable the first Wednesday after the previous
entry date
Display timetable the first Wednesday after 24JUN
Convert timetable to availability display
Convert timetable to availability for a particular date
Display new off point
Display new board point
Display new board and off points
Display follow on to NYC from off point of previous
entry
Display timetable from PAR to board point of previous
entry
Return timetable display
Return, with alternative date
Redisplay timetable with TP flights
Redisplay timetable without TP flights
Redisplay timetable with indicated days of operation (2
and 4)

TT.WE

TT24JUN.WE

A

A22NOV

TTOAMS

TTBGVA

TTBGVAMIL

TTNNYC

TTKPAR

TTR

TTR26JAN

TT/TP

TT/TP-

TT@24

TIMETABLE

Associated Availability and Timetable Entries

AV

FDA

TTB3

Availability display derived from a fare display
Converts current availability display to a Fares Display
Display specific details of the flight on segment 3 of a
booked itinerary

TTKL845/5MAY
TTBA1/Ø1SEPLHRJFK

Display details of a specific flight
Display details of a specific flight (board and offpoint are optional)
Display details of flight on line 5 of an availability

TTL5

Flight Frequency

Display frequency of flights into Rome
Display frequency of flights out of Paris

Connect Point Display

DC*ROM/I
DC*PAR/O

H/DCP

Display applicable connect points for this route

DCPLONMSP

Booking File Related Entries

Display services for all booked segments
Display services for segment 2

***SVC**
***SVC2**

Printability

P-

All of the above timetable responses can be printed by preceding the input with P-

Example:

P-TTBA1/Ø1SEPLHRJFK

Display details of a specific flight; output is to printer

SELL

Sell and Waitlist from Availability Display

H/SWAD

N2F3
N2F1F2Y3

Sell 2 seats in first class from line 3
Sell 2 seats on connecting services, F class lines 1 and 2 and Y class line 3

N1C5*

Sell one seat in C class and the following connecting flights also in C class

N1KN3

Sell 1 seat in KN (K class, night fare) on line 3

Note: Complete Travel Options must be requested from an availability display which fulfil the whole routing originally requested.

Sell and Waitlist by Direct Segment Entry

H/SWDS

ØKL611F4MAYAMSORDNN2

Sell flight number, class, date, city pair, booking action code and number of seats

ØOA152YATHAMSNN3

Sell for today's date

ØAZ456C5APRFCOMADNN2/113Ø13ØØ

Sell with departure and arrival time; can use either 12 or 24 hour clock

ØBA512M12DECLHRLINLL4

Waitlist if unavailable, or sell if available

Arrival unknown (ARNK) segment

H/ARNK

ØA orY

ARNK segment

SELL

Sell, Waitlist and Request from Availability Display

H/SELL

H/SBOG

(when Booked Outside the Galileo system; messages can still be sent and received after the initial End Transact)

N2J3BK

Add a segment in J class from line 3 of an availability display when already booked outside the system for 2 passengers (Galileo Participants only)

N2J3BN

Add a segment in J class from line 3 of an availability display when already requested outside the system for 2 passengers (Galileo Participants only)

N2J3BL

Add a segment in J class from line 3 of an availability display when already waitlisted outside the system for 2 passengers (Galileo Participants only)

H/SWOG

(when Booked Outside the Galileo System; messages cannot be sent and received)

N2J3AK

Add a segment in J class from line 3 of an availability display when already booked outside the system for 2 passengers

N2J3AN	Add a segment in J class from line 3 of an availability display when already requested outside the system for 2 passengers
N2J3AL	Add a segment in J class from line 3 of an availability display when already waitlisted outside the system for 2 passengers

SELL

Recording Segments booked outside the Galileo system

H/SRS

ØWT123F29OCTLHRLOSAK2	Add a confirmed flight
ØWT123F29OCTLHRLOSAN2/23ØØØ7ØØ/1	Add a requested flight (with timings)
ØWT123F29OCTLHRLOSAL2	Add a waitlisted flight

Note: Standard teletype messages are not generated, although airlines can elect to receive 'Passive Segment Notification Messages' at the first End Transact.

Recording Segments booked outside the Galileo system to be used for additional processing (Galileo participants only)

ØSR234F29OCTGVACDGBK2	Add a confirmed flight
ØSR234F29OCTGVACDGBN2	Add a requested flight
ØSR234F29OCTGVACDGBL2/17ØØ181Ø	Add a waitlisted flight (with timings)

Note: Messages will be sent and received for these segments following the first End Transact.

SELL

Conditional Segments

H/SCS

ØSK459Y21MAYARNFRAIN1	If not holding reservation, need (IN)
ØKL123F1JANAMSLHRX1	If holding reservation, cancel (IX)
ØNZ1Ø2JØ1SEPSYDAKLNA1 followed by ØNZ1Ø6JØ1SEPSYDAKLNN1 @3ØX followed by ØBA175JØ1SEPLHRJFKNN1	Need the specified flight (NA) or the alternative (NN)
	Change segment 3 to status OX (cancel segment 3 only if the following flight is available), where BA175 is the required flight

Open Segments

H/SOS

ØYYOPENCLHRCDGNO4	Open segment, with no specified carrier or date
ØBAOPENC16MAYLHRCAINO1/X	Open segment with no stopover

SELL

Insert Segments

H/SIS

/3	Insert after segment 3
/2+ØKL123C5MAYAMSLHRNN2	Insert after segment 2, combined with direct sell entry
/5+N1F1	Insert after segment 5 and reference sell seat from availability display
/4+ØA	Insert after segment 4, surface segment (ARNK)

Note: Not applicable to Automatic Segment Placement users.

Re-ordering Segments in an Itinerary

H/SRSI

/3S6	Move segment 6 to follow segment 3
/3S6-8	Move segments 6 through 8 to follow segment 3
/2S6.1Ø	Move segments 6 and 1Ø to follow segment 2

Setting Segment Stopover and Ignore indicators

H/SSS

ØBA983CØ1SEPLGWCDGNN1/X	Set a no stopover indicator on a direct segment entry
ØBA983CØ1SEPLGWCDGNN1/I	Set an Ignore indicator for fare quote and ticketing on a direct segment entry
ØBA983CØ1SEPLGWCDGNN1/S	Set a stopover indicator on a direct segment entry
@3X	Set a no stopover indicator on segment 3, (or, remove I or

@3I	S indicators when present)
	Set an ignore indicator for fare quote and ticketing on segment 3 (or remove X indicator when present)
@3S	Set a stopover indicator on segment 3 (or remove X or I indicator when present)

SELL

Change Air Segment Timings

	<i>H/CAST</i>
@2/11ØØ133Ø	Change to specified departure and arrival times for segment 2 (24 hour clock)
@1/6A1ØP	Change to specified departure and arrival times for segment 1 (12 hour clock)
@1/Ø9ØØ17ØØ/-1	Change to specified departure time with arrival time for previous day
@1/Ø9ØØ17ØØ/1	Change to specified departure time with arrival time for the following day
@1/Ø9ØØ17ØØ/2	Change to specified departure time with arrival time for 2 days later

Change Segment Status

	<i>H/CSS</i>
@1HK	Change status of segment 1 to HK
@1.3.5HK	Change status of segments 1, 3 and 5 to HK
@4HK/12ØØ163Ø	Change status of segment 4 to HK and add timings
@2-6HK	Change status of segments 2 through 6 to HK
@3XK	Change segment status to XK; flight is removed from Booking File; no message is generated

Cancel Segment

	<i>H/XIS</i>
X2	Cancel segment 2
X9-11	Cancel segments 9 through 11
X5.8.11	Cancel segments 5, 8 and 11

Note: For further information on Segment Status Codes refer to the chapter "Introduction".

SELL

Re-book Flight, Class, Date of Travel and Number of Passengers

	<i>H/XRDT and H/XRCT</i>
@3/KL642	Re-book segment 3 to flight KL642 and cancel original segment
@3/F	Re-book segment 3 to F class and cancel original segment
@3-8/Y	Re-book segments 3 through 8 to Y class and cancel original segment
@3-5.8/Y	Re-book segments 3, 4, 5 and segment 8 to Y class and cancel original segment
@A/J	Re-book the entire air itinerary to J class and cancel original segment
@3/28JAN	Re-book segment 3 to 28JAN and cancel original segment
@ 2/12JUL/F	Re-book segment 2 to 12JUL and F class and cancel original segment
@2/3	Change segment number 2 to 3 passengers on the same flight as already booked (before End Transact)
@A/2	Change entire itinerary to 2 passengers on the same flights as already booked (before End Transact)

SELL

Cancel and Re-book Complete Segment

	<i>H/XRCS</i>
X1+ØSK932F8NOVLAXCPHNN3	Cancel segment 1 and re-book by direct segment entry
X2-4+ØBAOPENFPERLHRNO1	Cancel segments 2 through 4 and replace with open segment

X2.4+N1F6
XI+N2Y1Y2

Cancel segments 2 and 4 and reference sell
Cancel entire itinerary and reference sell connecting
service

Note: The sell process takes place before the cancel.

Cancel Itinerary

H/XIT

XI
XA
XH
XC
XN

Cancel entire Itinerary
Cancel all Air segments only
Cancel Hotel segments
Cancel Car segments
Cancel non-air segments

Printability

P-

The responses for all of the above inputs can be output
to a printer

Example:

P-N1J1

Sell one seat in J class from line 1 of an availability
display, and output is to printer

ADVANCE SEAT RESERVATION

Seat Configuration Map

H/ASR and H/ASCM

SM*KL641C2ØJULAMSJFK

Display seat configuration map for flight and class
specified

SM*KL641C2ØJULAMSJFK/48

Display seat configuration map for flight and class
specified from row 48

SM*A4C

Display seat configuration map from line 4 of availability
display, in C class

SM*A4C/2Ø

Display seat configuration map from line 4 of availability
display, from row 2Ø onwards

SM*S3

Display seat configuration map for segment 3

SM*S3/2Ø

Display seat configuration map for segment 3 from row
2Ø onwards

SM*

Redisplay seat configuration map

SC*1ØA

Display specific seat characteristics

SM*S1#NYC

Display seat configuration map for flight with a change
of gauge (for leg commencing in New York)

*Note: Seat Configuration Maps will only be displayed if the flight/class is available, or if the passenger has
already been booked on the flight/class specified.*

ADVANCE SEAT RESERVATION

Seat Availability Map

H/ASR and H/ASAM

SA*AZ61ØJ2ØJULFCOJFK

Display seat availability map for specified flight and class

SA*SR685C13AUGZRHOBOM/NW

Display seat availability map for flight and class specified
for non-smoking window seats

SA*SR685C3AUGZRHOBOM/15

Display seat availability map for flight and class specified
from row 15

SA*SR685C3AUGZRHOBOM/NW/15

Display seat availability map for flight and class specified
for non-smoking window seats, from row 15

SA*AA1Ø1Y1JUNLHRJFK/N-3

Display seat availability map for flight and class specified
in non-smoking for 3 passengers

SA*A1F

Display seat availability map for flight on line 1 of
availability in F class

SA*A1F/2Ø

Display seat availability map for flight on line 1 of
availability in F class, from row 2Ø

SA*A1F/NW

Display seat availability map for flight on line 1 of
availability, F class, for non-smoking window seats

SA*A1F/NW/2Ø

Display seat availability map for flight on line 1 of
availability, F class, for non-smoking window seats from
row 2Ø

SA*A1Y/S-2

Display seat availability map for flight on line 1 of

SA*S4	availability in the smoking area for 2 passengers
SA*S4/15	Display seat availability map for segment 4
SA*S4/NW	Display seat availability map for segment 4, from row 15
	Display seat availability map for segment 4 for non-smoking, window seats
SA*S4/NW/15	Display seat availability map for segment 4 for non-smoking window seat, from row 15
SA*	Redisplay seat availability map
SC*1ØA	Display specific seat characteristics
SA*S1#BRU	Display seat availability map for flight with a change of gauge (for leg originating BRU)

ADVANCE SEAT RESERVATION

Seat Reservation H/ASR and H/ASRS S.1ØA-C

S.NW or S.G	Reserve seats 1ØA through 1ØC for all passengers on all segments
S.1ØA-C*BK	Reserve no smoking window seats for all passengers on all segments
S.NW*BK	Non Galileo reserved seats 1ØA through 1ØC for all passengers on all segments
S.P2.4/1ØA.B	Non Galileo reserved non-smoking seats for all
S.P2.4/NA	Reserve seats 1ØA and 1ØB for passengers 2 and 4 on all segments
S.P2.4/1ØA.B*BK	Reserve non-smoking aisle seats for passengers 2 and 4 on all segments
S.S2.5/1ØA-C	Non Galileo reserved seats 1ØA and 1ØB for passengers 2 and 4 on all segments
S.S2.5/SA*BK	Reserve seats 1ØA through 1ØC for all passengers on segments 2 and 5
S.P1.4S1.3/5A/6A	Non Galileo reserved smoking aisle seats for all passengers on segments 2 and 5
S.S1.3P1.4/SW*BK	Reserve seats 5A and 6A for passengers 1 and 4 on segments 1 and 3
S.P1S2/1ØA*AK	Non Galileo reserved smoking window seats for passengers 1 and 4 on segments 1 and 3
S.S1/NW	Non Galileo reserved seat with totally passive status code: no message is generated (only applicable when segment is AK, AN, or AL Status)
S.S3#ORD/1ØA	Request no smoking window on both sectors of a change of gauge flight on segment 1
S.S2#AMS/NW	Request seat 1ØA for a change of gauge flight for segment 3 with leg commencing in ORD
	Request no smoking window on change of gauge flight on segment 2 for leg commencing in AMS

ADVANCE SEAT RESERVATION

Change

	<i>H/ASR and H/ASRC</i>
S.@1ØA-C/15J-K	Change seats to 1ØA through 1ØC and 15J through 15K for all passengers
S.@NA	Change to non-smoking aisle seats for all passengers all segments
S.P1@15B	Change to seat 15B for passenger 1 on all segments
S.S2@SA	Change to smoking aisle seats for all passengers on segment 2
S.P1 S2@18A	Change to seat 18A for passenger 1 on segment 2
S.@*HK	Change seat status code to HK for all passengers on all segments
S.P1-3S2.4@*HK	Change seat status code to HK for passengers 1 through 3 on segments 2 and 4

S.P2-3S1.5@1ØA-B*BK

Update the status code of specific seats 1ØA and 1ØB to BK for passengers 2 and 3 on segments 1 and 5 (No message is generated)

S.P3S6@SAL*BK

Update the seat allocated for passenger 3 on segment number 6 with seat characteristics SAL (No message is generated, except when cancelled)

S.P3S6@NAB*AK

Update the seat allocated for passenger 3 on segment number 6 with seat characteristics NAB (No message is generated when segment is AK, AN or AL status)

S.S1#LHR@5A

Change seat to 5A for change of gauge flight for segment 1 for leg commencing in LHR

ADVANCE SEAT RESERVATION

Cancel

H/ASRX

S.@

Cancel seats for all passengers on all segments

S.P1.3@

Cancel seats for passengers 1 and 3 on all segments

S.S1.4@

Cancel seats for all passengers on segments 1 and 4

S.P1.3S2@

Cancel seats for passengers 1 and 3 on segment 2

S.S1#JFK@

Cancel seats for the leg commencing in JFK for a change of gauge flight on segment 1

Display Seat Reservations

H/ASRD

***SD**

Display seat reservations currently held

***XSD**

Display cancelled seat data of current transaction before End Transact

Printability

P-*SD

Display seat reservations currently held; output is to screen

P-*XSD

Display cancelled seat data of current transaction before End Transact; output is to screen

ADVANCE SEAT RESERVATION

Seat Characteristics

H/ASR and H/ASCH

A

Aisle

B

Bulkhead

C

Cradle/Baby Basket

D

Upper Deck

E

Exit

F

No Movie View

G

Non-Smoking window

H

Suitable for Disabled Passengers

I

Adult With Infant Allowed *

J

Infant/Child Not Allowed *

K

Kennel

L

Extra Legspace

N

Non-smoking

O

Overwing *

P

Preferred seat

Q

Laptop/Fax connection

R

Restricted recline *

S

Smoking seat

T

Airphone

U

Suitable for Unaccompanied Minor

V

Personal Video Screen

W

Window

X

Blocked by Airline *

Seat has more than 4 characteristics *

@

Seat is allocated on a conditional basis *

/
*Seen on Seat map displays only

Seat does not exist at this location *

ADVANCE SEAT RESERVATION

Display Seat Characteristics

SC*

Display a list of seat characteristics

SC*S1

Display the seat characteristics of the seat reserved on segment number 1 for all passengers

SC*P1

Display the seat characteristics of the seats reserved on all segments for passenger 1

SC*P3S5

Display the seat characteristics of the seat reserved for passenger 3 on segment 5

SC*SALBK

Display characteristic codes S,A,L,B and K (max. 5 codes)

FARE DISPLAY

Basic Fare Display Entries

FDPAR

H/FBFD
Fare display from your location city to Paris, assumes today's date

FD14AUGPAR

Fare display from your location city to Paris 14AUG

FD14AUGLONPAR *or*

Fare display from London to Paris 14AUG

FDLONPAR14AUG *or*

FDLON14AUGPAR

FD14AUGPARPAR@RTW

Display the available Round the World fares (RTW) from Paris

FDLONPAR*PT

Display all passenger fare types for city pair (except adult)

Search Qualifiers

/BA-RT@SPCLS*CH

H/FQQQ
Fare Display return, special and child fares with BA Carrier (mandatory with historic fares display)

/EI

Carriers (max. 3)

/UA/CO/US

Long display or short display

/L or /S

Tax inclusion

/T

Base fares without taxes

/B

Display half round trip in NUCs for all round trip fares

/2

Display fares with a 25% penalty or less

/PE25

Restriction Qualifier - excludes fares with Advance Purchase restrictions (see Fares 4)

:AP

Journey type (one way/round trip)

-OW or -RT

Exact Fare basis code

@YLE3M

Fare Abbreviation (see Fares 4)

@APEX

Passenger type (see Fares 5)

***AD*CH*IN**

Converts display to fares in High to Low order or v.v

/X

Displays fares published in alternative currency

:USD

NUCs (IFD only)

***NUC**

Amends display to show local currency

***LOC**

Global indicator (IFD only)

.AP

Ticketing date (IFD only)

.T12DEC98

Validates fare restrictions and displays applicable one way fares for specified date (SFO to LAX) (NAFD only)

FDSFOLAXV26MAR

Validates fare restrictions and displays applicable return fares for specified dates (SFO to LAX) (NAFD only)

FDSFOLAXV26JAN28JAN

FARE DISPLAY

Set initialisation (until Ignore or change to display option)

H/FST

***LONG**

Converts set to long display (default short display)

***SHORT**

Converts set back to short display default

***HIGHLOW**

Converts set to display fares in High to Low order

***LOWHIGH**

Converts set to display fares in Low to High order

***NUCDISPLAY**

Amends system default to display NUCs

***LOCAL**

Amends system default to display local currency

***ADDTAX**

Amends set to add taxes in specific countries

***NOTAX**

Amends set to display without tax

FARE DISPLAY

Fare Type Abbreviations for Fare Display

NORMS

H/FTAD
Normal fares

SPCLS

Special fares

APEX

Apex fares

SAPEX

Super Apex fares

APEXS

Apex and Super Apex fares

RTW	Round the World fares
CTF	Circle Trip/Triangle fares
EXCN	Excursion fares
PEX	Pex fares
SPEX	Super Pex fares
PEXS	Pex and Super Pex fares
EURO	Eurobudget fares
VUSA	Visit USA fares
MILIT	Military fares
ALL	All fares (used as follow-up after all of above)

Restriction Qualifiers

Restriction Qualifiers ensure that the fares returned exclude certain types of fares that have restrictions.

:NM	Exclude fares with minimum stay
:NX	Exclude fares with a maximum stay (other than 1 year)
:MM	Exclude fares with a minimum or maximum stay
:NR	Exclude fares which contain any of the above restrictions
:AP	Exclude fares with advance purchase restrictions

FARE DISPLAY

Passenger Descriptions (Fare Display only)

H/PASD

AB	Abonnement
AD	Adult
AS	Air/Sea fares
BL	Visually impaired
BP	Frequent Flyer
BR	Bereavement
CA	Charter
CD	Senior Citizen
CH	Child
CL	Clergy
CN	Companion fares
CP	Companion Partner
CS	Clergy Standby
DC	Government Child
DF	Government
DI	Government Infant
DL	Labour
DP	Diplomat
DS	Government State fares
DT	Teacher
EM	Emigrant
FAAnnnn	Fares Amount Reduction before Tax
FM	Females Travelling Alone
FP	Family fares
FTnnnn	Fares Amount Reduction after Tax
GB	Group Infant
GC	Group Child
GR	Group
IC	Inclusive Tour Child
II	Inclusive Tour Infant
IN	Infant
IT	Inclusive Tour
MC	Military Child
ME	Medical Emergency
MI	Military Infant
MM	Military
MS	Missionary Spouse
MY	Missionary
MZ	Military - Category Z

Please refer to the Notes on the next page

FARE DISPLAY

Passenger Descriptions (Fare Display only) (continued)

H/PASD

PG	Pilgrim
PS	Press
PT	All passenger fare types, excluding adults
RPmn	Discount Pricing % override
RS	Resident
SB	Seriously disabled
SC	Seaman fares (published; IFD only)
SCnn	Seaman (discount % override; IFD only)
SD	Student
SE	Special Event
SH	Spouse - Head of Family (IFD only)
SP	Special
STnn	Spouse – Accompanying (discount % override; IFD only)
VA	Visit Another Country
VU	VUSA fares (adult)
YD	Economy Discount
ZG	Government and Military Category Z
ZZ	Youth/Youth student

Notes:

1. Not all passenger descriptions can be used in conjunction with all Fare Types.
2. FTnn may need /T or default *ADDTAX as the Galileo® system displays fares without domestic taxes, subject to location.

FARE DISPLAY

Follow-up Entries

H/FFUE

FC*	Display city text information
FN*2	Display fare notes by paragraph menu
FN*ALL	Display fare notes; follow-up to notes menu only
FN*P1Ø	Display fare notes by specific paragraph from paragraph menu (IFD only)
FN*1/ALL	Display all fare notes
FN*3/P2-4.7	Display fare notes by specified paragraph
FN*4/S	Display fare notes synopsis
FN*	Redisplay last accessed note display
FZS1	Display fare converted to own currency at bank selling rate, line 1 (IFQ only)
FD*	Redisplay fare display
FDB	Display fares for reverse direction
FN*5/DL-AA	Joint carrier fare rule (NAFD only)
FN*1/PMIN.MAX	Paragraph heading specific (NAFD) only
AV	Converts current Fare Display to an Availability
FDA	Converts Availability Display into a Fare Display
FDC*1	Display booking codes for line 1
FDC*3/KL	Display booking codes for line 3 for KL from general display
FDC*2/KL/NW	Display booking codes for primary carrier KL and secondary carrier NW for line 2
FR*2	Display route information, line 2
FR*2PIT	Validate city on routing line 2 (NAFD only)
FU*	Display unsaleable fares
FD*3/T	Display fare on line 3 giving break down of US sales tax (NAFD only)
FDB@APEX	Display APEX fares for reverse direction
FD*LOC	Display fares in local currency

FARE DISPLAY

Follow-up Entries (continued)

H/FIFD

International Fare Display only

FD*1

Display other passenger type fares requested, line 1, and/or travel/ticket first and last date

FH*4

Display add-on fare construction for fare on line 4

FM*4

Display MPM and surcharge bands, line 4 (will also show half of RT fares)

H/CBOP

Change Origin and Destination

FDDBOS

Change Destination point

FDOSYD

Change Origin city

FDOBKK-DIPE

Change both Origin and Destination cities

FDOMAN12FEB

Change Origin and new date

FD18JUL-DNCE

Change date with new Destination

FARE DISPLAY

Follow-up Availability Display Entries after an IFD

H/AVFD

AV

Converts current Fare Display to an Availability

AV7

Availability for the fare on line number 7

AV7/Ø3JUN

Availability for the fare on line number 7 for Ø3JUN

AV7/RG

Availability for the fare on line number 7 for RG

AV7/Ø3JUN/BA

Availability for the fare on line number 7 for BA on the Ø3JUN

AV7/15ØØ

Availability for the fare on line number 7 at 15ØØ

AV7/15ØØ/SN

Availability for the fare on line number 7 at 15ØØ for SN

AV7/Ø3JUN9915ØØ/BA

Availability for the fare on line number 7 on Ø3JUN99 (year is mandatory) at 15ØØ for BA

AV7/@4

Availability for the fare on line number 7 for a specific number of seats

AV7/@4/TP

Availability for the fare on line number 7 for a specific number of seats for carrier TP

AV7/Ø3JUN9915ØØ@4/SR

Availability for the fare on line number 7 on Ø3JUN99 (year is mandatory) at 15ØØ with a specific number of seats for SR

AV7/KL.ATL/DL

Availability for the fare shown on line 7, with a connection into ATL on KL and out of ATL on DL

AVF

Forward search over 7 days, taking into account the previous criteria

FARE DISPLAY

Follow up Entries to AV (line number) entries

AV1/SR#

Convert availability display for the fare on line number 1 to display SR flights only

AVR/KL

Reverse availability display to show flight for KL

AVR/KL/HV/BA

Reverse availability display to show flights for KL, HV and BA (Max. 3 carriers)

AVR/TP#

Reverse availability display to show flights for TP only

AVR/1ØJUN

Reverse availability for 1ØJUN

AVR./BKK

Reverse availability display to show flights via BKK on any carrier

AVR./DXB/EK

Reverse availability display to show flights via DXB with onward connection on EK

AVR/KL.AMS/KL

Reverse availability display to show flights with a connection at AMS with inward and onward flights on KL

Note: The above entries will only show the flights with the class of travel mentioned in the fare line. When a carrier is specified in the entry or a carrier specific fare is selected, only the flights of this carrier will be shown. The specified fare line will be shown in the Galileo availability.

The availability display derived from the fare display is a class check only, advance purchase requirements, date and time restrictions etc are not validated.

FDA

Change an availability display into a fares display using the original availability criteria i.e. carrier, date etc.

FARE DISPLAY

Fare Notes Paragraphs (IFD only)

H/FRNP

1. APPLICATION
2. PERIODS OF APPLICATION
3. MINIMUM GROUP SIZE
4. FARES
5. CHILDREN AND INFANTS FARES
6. MINIMUM STAY
7. WAIVER OF MINIMUM STAY
8. MAXIMUM STAY
9. EXTENSION OF TICKET VALIDITY
10. PERMITTED STOPOVERS
11. ROUTINGS
12. PERMITTED COMBINATIONS
13. ADVERTISING AND SALES
14. RESERVATIONS
15. PAYMENT
16. TICKETING
17. TICKET ENTRIES
18. VOLUNTARY REROUTING
19. INVOLUNTARY REROUTING
20. CANCELLATIONS AND REFUNDS
21. ELIGIBILITY
22. DOCUMENTATION
23. PASSENGER EXPENSES
24. TOUR CONDUCTORS DISCOUNTS
25. AGENTS DISCOUNTS
26. GROUP REQUIREMENTS
27. INCLUSIVE TOUR REQUIREMENTS
28. NAME CHANGES AND ADDITIONAL PASSENGERS
29. TRAVEL TOGETHER
30. MINIMUM TOUR PRICE
31. MODIFICATION OF INCLUSIVE TOURS
32. TOUR FEATURES
33. TOUR LITERATURE
34. OTHER DISCOUNTS
90. TARIFF INFORMATION

FARE DISPLAY

Direct Rules Display (NAFD only)

H/DRD

FNATLNYC17NOV@BE7/DL
FNLAXIAH7JUL@KWL7NR/CO-DL
FNSTLCHI19APR@MLXAP7/TW/PDAY.3

Rule for DL BE7 fare ATLNYC for 17 NOV
Joint carrier rule for KWL7NR fare LAXIAH for 7JUL
Paragraph heading specific (max. 3 paragraphs) rule display for TW MLXAP7 fare STLCHI for 19 APR
Rule summary for UA KLXP7 fare WASMIA for 2Ø SEP
Base rule by fare basis, date and carrier
Base rule by fare basis and carrier

FNWASMIA2ØSEP@KLXP7/UA/S
FN21SEP@BE7/AA
FN@BE7/AA

Reverse Rules Display (NAFD only)

H/RRD

FNO
FNO21AUG
FNO/US
FNO/PDAY.MIN
FNO@Y9

Reverse city pairs of last display
As above with date
As above with carrier
As above with paragraph heading specific
As above with fare basis

FNO20NOV@QLANS/UA

As above with date, fare basis and carrier

FARE DISPLAY

Rule Subjects for NAFD

Ø	GEN/INFO/PAS/AGE/BGK	GENERAL INFO
1	TRA/TVL	TRAVEL DATES
2	RES/RSV/RSVN/TIC/TKT/TKTG	RESERVATION/TKTG
3	MIN	MINIMUM STAY
4	MAX	MAXIMUM STAY
5	FLT/FLI	FLIGHT APPLICATION
6	DAY/TIM/TIME	DAY/TIME APPLICATION
7	SEA	SEASONAL APPLICATION
8	PRO	PROHIBITED TRVL DATE
9	STO/STP	STOPOVERS
10	PER/CTS/CIR	PERMITTED COMBINATIONS
11	END	END TO END COMBINATION
12	ACC	ACCOMPANIED TRAVEL
13	FARE	FARE BY RULE
14	OTH/SAL/REQ	OTHER SALES REQUIREMENTS
15	SUR	SURCHARGES
16	DEP/SER/SVC	DEPOSIT/SERVICE CHARGE

FARE DISPLAY

Stand Alone Entries

H/SAE

City-Pair Information

H/FCPS

FCAMSNYC

Specify city pair

Ticketed Point Mileage Entries

H/FTPM

FL5SEPAMS/ROM/ATH/BOM
FLPAR/SIN/SYD.EH
FLS1.3.5-7
FL/S1-3.5-7

Specify up to 22 cities with date
Specify global indicator
Specify segments 1, 3 and 5 through 7
Specify segments 1 through 3 and 5 through 7 displaying accumulated mileage table
Display mileage for AA
Carrier specific display - certain routes only
Display accumulated mileage table

FLRIO/CCS/MIA/AA
FLNYC/MIA/RIO/BUE.WH/UA
FL/RIO/LOS/NBO/JED/SAH

MPM Surcharge Entries

H/FMPM

FMTYO
FMJKTBKK
FM14FEB98BRUSIN
FMLONPER.EH
FMUSD700.00
FM9750
FM9750*USD700.00

Specify off point
Specify city pair
Specify with date
Specify global indicator
Specify by value
Specify by mileage
Specify both by value and mileage

Tax Entries

H/FTAX

FTAX
FTAX-I

FTAX-KY

FTAX-US/CHI
FTAX*PFC-DEN
FTAX*PFC-UA

Display list of countries with tax information
Display list of countries beginning with I with tax information
Display tax information for ISO country code KY (Cayman Islands)
Identifies if an airport is either rural or non rural
Display Passenger Facility Charge for Denver
Display Passenger Facility Charge policy for UA

FARE QUOTE

Basic Entries

H/FQBE

FQ

Quote applicable adult fare for all passengers, all

FQBB
FQBC

segments, in the class booked
Quote Best Buy
Quote Best Buy, calculating the saving between the fare for the itinerary as booked, and the fare after re-book
Quote Best Buy, irrespective of availability
Quote alternate fares for itinerary (IFQ only)

FQBA
FQA

Note: All these entries may be followed by the pricing modifiers that follow. Infants specified in the name field will be quoted at the infant rate. For itineraries which contain a departure from a U.S. airport include plating carrier modifier, for example FQCSR.

Pricing Modifiers

H/FQPM

Passengers

FQP2/CSR

Quote itinerary for passenger 2 (adult or specified infant) for itinerary with plating carrier SR

FQP1-4

Quote itinerary for passengers 1 through 4

FQP2.5

Quote itinerary for passengers 2 and 5

FQP1*CH

Quote itinerary for passenger 1, child fare

FQP2*A7

Quote itinerary for passenger 2, aged 7 years

FQP1.2*ZZ14

Quote for passenger 1 adult fare, and passenger 2, youth fare aged 14

FQP2-4.5-7*CH/CUA

Quote for passengers 2 through 4 adult fares, and passengers 5 through 7 child fares with plating carrier UA

FQBBP1.3-4*CH

Quote Best Buy for passenger 1, adult and passengers 3 and 4, child fare

FQCD**

Quote itinerary for fares (only applicable to passenger description)

Note: Passenger numbers must be in ascending order.

FARE QUOTE

Pricing Modifiers (continued)

Segments

FQS3-5

Fare Quote for segments 3 through 5

FQBBS2.5

Fare Quote Best Buy for segments 2 and 5

No Stopover Selection

FQAX2.4

No stopovers at off point for segments 2 and 4

Stopovers

FQO3

Fare Quote with stopover at segment 3

FQO3.5

Fare Quote with stopovers at segments 3 and 5

FQ*A15/O2.4

Fare Quote for passenger aged 15 with stopovers at segments 2 and 4

Specified Booking Class

FQ.Y

Fare Quote for lowest applicable fare in Y class

Specified Fare Basis

FQ@BLXAP

Fare Quote all segments with fare basis BLXAP

FQS2-3@J2

Fare Quote segments 2 and 3 with fare basis J2

FQP1.2*CH@BE7Ø

Fare Quote whole itinerary passenger 1 as an adult and passenger 2 as a child, both with fare basis BE7Ø

Selling and Ticketing Country

FQ.GVADUB

Specified selling and ticketing countries if other than own: sold in Switzerland, ticketed in Ireland

Fare Breakpoints

FQMB2.4

Fare Quote must break at segments 2 and 4

FQNB1.3

Fare Quote must NOT break at segments 1 and 3

FQOB2

Fare Quote must ONLY break at segment 2

Currency

FQ:USD

Fare Quote fares published in alternative currency (only available in USD)

FQ*USD

Fare Quote fare with the equivalent fare, taxes and total in USD (only available in USD)

FQS1@LHXAN.2@LHWAN/CBA

Fare Quote itinerary with different fare basis

FARE QUOTE

Specified Date

FQ.T11APR99

Specified sale/ticketing date (future)

Tax exempt quotations

FQTE

Fare quote exempting all taxes for an itinerary

FQTE-DE

Fare quote exempting specific DE tax

FQTE-FR*

Fare quote exempting all taxes for a specific country (France)

FQTE-US*-RA

Fare quote exempting all taxes for a specific country (US) and the specific RA tax

FQBBTE

Best Buy exempting all taxes

Penalty/Restrictions

FQ:AP

Quote fare for itinerary, excluding fares with Advance Purchase requirements

Combination of Modifiers

FQ.ZRHROM/P1

Specify selling and ticketing country for passenger 1

FQBBP1-3/S2.4.T15DEC98

Quote Best Buy for passengers 1 through 3, segments 2 and 4 for ticketing on 15 DEC 1998

FQ*CH/S1-4

Quote child fares for segments 1 through 4 (passenger number may be omitted provided there is only one passenger description)

FARE QUOTE

Passenger Descriptions

H/PASQ

AB

Abonnement

Ann

Age

AD

Adult

ADnn

Agents Discount (discount % override)

AS

Air/Sea fares

BCnn

Frequent Flyer Child (age)

BL

Visually impaired

BLnn

Blind Associations (discount % override)

BP

Frequent Flyer

BR

Bereavement

CA

Charter Adult

CCnn

Charter Child (age)

CDnn

Senior Citizen (age)

CH

Child

CL

Clergy

CN

Companion Head

CP

Companion Partner

CPnn

Companion Partner (age)

CS

Clergy Standby

CZ

Charter Youth

DCnn

Government Child (age)

DF

Government

DGnn

Government discount % override

DI

Government infant

DL

Labour

DLnn

Labour Child/Infant (age)

DP

Diplomats and dependents

DS

Government State fare

DT

Teacher

EM

Emigrant

FAnnnn

Fare Amount Reduction before Tax

FCnn

Family Fare - Child (age)

FI

Family Fare - Infant

FM

Females Travelling alone

FP

Family Fare - Head of family

FP1	Family Fare (accompanying member No. 1)
FP2	Family Fare (accompanying member No. 2)
FP3	Family Fare (accompanying member No. 3)
FTnnnn	Fare Amount Reduction after Tax
FZnn	Family Fare - Youth (age)

FARE QUOTE

Passenger Descriptions (continued)

H/PASQ

GA	Group Affinity
GB	Group Infant
GCnn	Group Child (age)
GI	Group Incentive
GN	Group Non Affinity
GO	Group Own Use
GR	Group Fares
GV	Group Incentive Tour
GX	Group Advance Purchase
ICnn	Inclusive Tour Child (age)
II	Inclusive Tour Infant
IN	Infant
IT	Inclusive Tours
MA	Military - Category A
MCnn	Military Child (age)
ME	Medical Emergency
MI	Military Infant
MM	Military
MS	Missionary Spouse
MY	Missionary
MZ	Military - Category Z
NR	Non Resident
PG	Pilgrim
PSnn	Press (discount % override)
RA	Resident Abonnement
RB	Resident Child
RF	Resident Family Plan - Infant
RH	Resident Family Plan - Head
RI	Resident Infant
RK	Resident Family Plan - Child
RL	Resident Family Plan - Second adult
RN	Resident Senior Citizen
RO	Resident Government
RPnn	Discount Pricing % override
RR	Resident Group
RS	Resident
RU	Resident Student
RY	Resident Family Plan - Youth
RZ	Resident Youth

FARE QUOTE

Passenger Descriptions (continued)

H/PASQ

SB	Seriously disabled
SC	Seaman Fares (published; IFQ only)
SCnn	Seaman (discount % override; IFQ only)
SD	Student
SE	Special Event
SH	Spouse - Head of family (IFQ only)
SP	Special
STnn	Spouse – Accompanying (discount % override; IFQ only)

TEnn	Foreign Tourism Delegate (discount % override)
UGnn	Italian Aerospace Union (discount % override)
VA	Visit Another Country
VU	VUSA Fares (adult)
VCnn	VUSA Fares (child)
YD	Economy Discount
ZG	Government and Military Category Z
ZSnn	Youth Student (age)
ZZnn	Youth (age)

Follow-up Entries

H/FQFU

‡	FQL	Display fare quote ladder (1st fare quote) (IFQ only)
‡	FQL2	Display fare quote ladder (2nd fare quote) (IFQ only)
	*FF1	Display filed fare number 1 in linear format
	F*Q	Display fare quote field (linear format) when fare cannot be filed or from alternate fare quote
	FQ*	Redisplay fare quote (summary format)
	FQBB*	Redisplay Best Buy fare quote
	FQB	Display a blank ladder (after fare quote)
	FI	Ignore fare quote
	FIB	Ignore fare quote and display blank ladder
	FQN	Display fare components (fare 1 by default)(IFQ only)
	FQN2	Display fare components (fare 2, IFQ only)
	FNS2	Display fare notes for segment 2 (NAFQ only)
	FRS2	Display fare rules for segment 2 (NAFQ only)
	FQBBK	Best Buy automatic rebook
‡	FF3	File fare number 3 obtained from alternate fare quote input (FQA)

‡ = International Fare Quote only

FARE QUOTE

Follow-up Entries (continued)

H/FQDN

Display Fare Notes after FQN Entries

FN3	Display paragraph menu for component 3
FN3/P1Ø	Display fare notes by specific paragraph from paragraph menu
FN2/ALL	Display all fare notes
FN*ALL	Display all rule text for NAFQ after fare quote rule display of specific segment
FN4/P1–5.1Ø	Display fare notes by specified paragraph
FN3/S	Display fare notes synopsis (selected city pairs only)
FR2	Display routing for component 2
FRS2	Display route for segment 2 of itinerary (NAFQ only), after fare quote rule display of specific segment
FQN*	Redisplay fare components

FARE QUOTE PLANNER

Fare Quote Planner

H/FQP

FQPROMPARROM	Quote for unbooked routing ROM PAR ROM on any carrier and any class
FQPMIA+UA.CRIO	Quote for unbooked routing MIA RIO using UA in class C
FQP SYD+QF.Y15JUNAKL+NZ.J2ØJUNSYD	Quote for unbooked routing SYD AKL out on 15 JUN using QF in Y class returning 2Ø JUN using NZ in J class
FQPDXB18JULBOM12AUGDXB@SPCLS	Quote special fares for unbooked itinerary for DXB BOM DXB travelling out on 18 JUL and back on 12 AUG
FQPDUB1ØAUGX–LONJNB	Quote fare for DUB LON JNB for unbooked itinerary for travel 1Ø AUG with no stopover in LON
FQPPAR:TSTYO:EHPAR	Quote fare for unbooked itinerary PAR TYO PAR using

FQPLISMADLIS*CH@NORMS	Global Indicators TS outbound and EH inbound
FQPROM+AZJ1ØNOVCHL.PAR	Quote return normal fares for a child for unbooked routing LIS MAD LIS
FQPJFKCDG+AF/CAF	Quote one way fare for unbooked itinerary for ROM to CHI on the 1Ø NOV using AZ in J class for sale and ticket issue Paris
FQPPIT11JUNMIA- -TPA2ØJUNPIT+US	Fare Quote for unbooked segment for JFK to CDG using AF as the Plating Carrier
FQPLONPAR@Y+AF	Quote fare for unbooked itinerary PIT to MIA on 11JUN, surface TPA to PIT on 2ØJUN; all on carrier US
FQPFRAMB-DELHKG+UA	Quote fare for unbooked itinerary LON to PAR in Y cabin on AF
FQPZRHNB-HKGMNL+SR	Quote fare for unbooked itinerary FRA to HKG on UA to include DEL as a break point
FQPJFK+AFPAR+AFJFK@Y/CAF/NM	Quote fare for unbooked itinerary ZRH to MNL on SR, without breaking the fare at HKG
	Quote round trip economy fares JFK/PAR/JFK, with no minimum stay requirements

FARE QUOTE PLANNER

Follow-up Entries

FQP*	Redisplay Fare Quote Planner summary
FQP*2	Redisplay Linear Fare Quote Planner summary for fare number 2 from summary display
FQL3	Display Fare Quote Ladder for fare number 3 from summary display
FQN2	Display fare components for fare number 2 from summary display
FN3/ALL	Display all notes from component 3 from component summary display
Fare Quote Planner Updates	
FQPD	Display requested cities and qualifiers in itinerary format
FQP@S3/4JUL	Change date of segment 3
FQP@S2+IB.C	Change carrier and class of segment 2
FQP@S3.Y.5+KL	Change segment 3 to Y class and segment 5 to carrier KL
FQP@*CH	Change request to a child
FQP@S3/16AUG/.C	Change segment 3 to the 16AUG and whole itinerary to C class
FQP@CAZ	Change request to include AZ as the Plating Carrier

FARE QUOTE AMENDMENTS

Create Blank Fare Ladder

FQB	<i>H/FBFL and H/FQCL</i>
Change Blank Fare Ladder	Create Blank Fare Ladder (follow up entry to FQ)
	<i>H/FQBL</i>
FA3@BAØ/J/22FEB/DXB	Change all details for segment 3 (BAØ represents an unspecified flight number)
FA2@SINX	Change segment 2 to no stopover
FA1@DUB	Change board city
FA4@F	Change class
FA4@\$CPH	Change segment 4 to MAY BREAK FARE indicator (£ or \$)
FA3@-CPH	Change segment 3 to MUST NOT BREAK FARE indicator (-)
FA2@*CPH	Change segment 2 to MUST ONLY BREAK indicator (*)
FA1@CPH*	Change start/end of side trip
Insert in a Blank Fare Ladder	<i>H/FQIB</i>
FA/3Y/ATH	Insert specified board city after segment 3 (minimum entry)
FA/2AZ432/C/21APR/13151525/1/CMB	Insert full segment after segment 2 (maximum entry)

FA/3/HKGT
FA/1F/DUBS
FA/6C/ZRHX
FA/4 - - -

Delete from a Blank Fare Ladder

Insert transit city
Insert stopover city
Insert non-stopover city
Insert break in journey

H/FQXB

FA1@

Delete segment 1

Note: The above entries can be strung together with an end item (+).

FARE QUOTE AMENDMENTS

Blank Fare Ladder Follow-up Entries

FIB
FIL
F*Q

FQY
FQ

Ignore last fare and redisplay amended ladder
Ignore last fare and redisplay original ladder
Display fare quote field and (linear format) when fare cannot be filed
Quote normal fare only
Fare quote (only 1 passenger description allowed)

H/FQBF

PSEUDO ITINERARIES

Pseudo itineraries provide a way of obtaining a fare quote without creating a booking.

Create Pseudo Itinerary

FØB/AMSBRU
FØY.25MAY/ROMDXB
FØUAØY.3ØOCT/DFWJFK
FØOA123M.2AUG/ATHSIN
FØB
FØBX
FØY/VIEGVAX
FØF/LONBKK18ØØ17ØØ1
FØY/ZRHLAX/LONNYC

Change Pseudo Itinerary

Minimum entry (class B); defaults to today's date
Specify date
Specify airline (Ø = any flight)
Specify flight
Surface segment
Surface segment, no connection
No stopover
Timings with arrival next day
Transit cities LON and NYC

H/FQPI and H/FQPC

FØ1@Y/JKTSYD
FØ3@M.25MAY/BRUJNB

Insert in Pseudo Itinerary

Minimum entry
Change flight details of segment 3

H/FQCP

FØ/1Y/BKKSIN

Delete from Pseudo Itinerary

Specified city pair after segment 1

H/FQIP

FØ3@
FØ3-5/7@

Display Pseudo Itinerary

Segment 3
Segments 3 and 5 through 7

H/FQPX

FØ*

Display pseudo itinerary

Note: All the above items can be strung together with an end item (+).

Use Pseudo itinerary entries before FQ; use Fare Quote Amendment entries after FQ.

PSEUDO ITINERARIES

Fare Quoting Pseudo Itineraries

FQOCBALHRBRU
FQOCHV-Ø1JUNLGWAMS
FQOJBA-Ø3JUNLHRJFK+OFBA-5JUNJFKLHR
FQOCKL-Ø5JUNAMSFRA+OCLH-Ø6JUNFRAIST

Fare quote one way pseudo itinerary C class on BA, LHR to BRU; defaults to today's date
Fare quote one way pseudo itinerary in class C on HV for Ø1 JUN from LGW to AMS
Fare quote pseudo itinerary J class BA from LHR to JFK and returning F class
Fare quote pseudo itinerary in C class on KL from AMS to FRA with a stopover in FRA with an onward flight to IST in C class on LH

H/FQPI

FQOCMA-11MARBUDATH+OAOA-11MARATHBAH/.PARPAR

FQO.DL-1ØAUGATLMIA/R

FQOYDLATLDFW

FQOYSR-12SEPABJGVA/*CH.GVAGVA

Follow-up Entries

Display fare quote ladder (IFQ only)

Display linear fare quote

Notes:

Max. 8 sectors

NAFQ carrier mandatory, class optional.

IFQ class mandatory, carrier can be YY.

No date will default to todays date.

Fare quote pseudo itinerary for connecting flight from BUD to BAH via ATH in C class on MA and OA. The ticket is to be sold and issued in PAR

Fare quote pseudo itinerary for a same day return flight on DL from ATL to MIA in the lowest class of service (NAFQ only)

Fare quote pseudo itinerary in Y class, on DL from ATL to DFW; defaults to todays date

Fare quote one way pseudo itinerary in Y class SR from ABJ to GVA for a child when the ticket is sold and ticketed in GVA

FQL

F*Q

FILED FARES

Display Filed Fare

***FF**

***FF1**

***FF2-4**

***FF1.3**

***FFALL**

***FFP3**

***FF2-4/P3**

Display a summary of all filed fares

Display detailed linear fare construction for fare 1

Display detailed linear fare construction for fares 2 through 4

Display detailed linear fare construction for fares 1 and 3

Display detailed linear fare construction for all fares

Display detailed linear fare construction for all fares for passenger 3

Display detailed linear fare construction for fares 2 through 4 for passenger 3

H/FQFD

Cancel Filed Fares

FXALL

FX3

FX3P1-3

FX2.4P1-3

Cancel all filed fares

Cancel filed fare 3

Cancel filed fare 3 for passenger 1 through 3

Cancel filed fares 2 and 4 for passengers 1 through 3

H/FQFX

Restore Filed Fares

FF1@R

FF1P2@R

FF4P1-3@R

FF1@T

Restore filed fare 1

Restore filed fare 1 for passenger 2

Restore filed fare 4 for passengers 1 through 3

Restore filed fare 1 due to timetable changes

H/FQFR

Amend Filed Fares

FF1BG2PC

FF2BG3ØKCH

Change the baggage allowance for filed fare number 1 to 2 PC

Change the baggage allowance for the children of filed fare number 2 to 3ØK

H/FQFA

MANUAL FARES

Create Fare Build

FBC

FBCP1.3-5

FBCS1-4.6-8

H/FMF and H/FMFB

Create manual fare build screen for all passengers

Create manual fare build screen for passengers 1 and 3 through 5

Create manual fare build screen for segments 1 through 4 and 6 through 8

FBCP1/S1-3
FBCP3*CH.1-2/S2.5
Fare Build Related Inputs

Combination of passengers and segments
 Combination with passenger description codes

H/FMBR

***FB**
FBI
FBF
FBFCTP
FBFALL

Redisplay current manual fare build screen
 Ignore all manual fares in the current session
 File current manual fare
 File current manual fare with plating carrier
 File identical fares for all passengers
 (infants must be filed separately)

***FF**
***FB2**

Display a summary of all filed fares
 Retrieve filed fare number 2 and display it as a manual
 fare build screen

***FB2P2**

Retrieve filed fare number 2 for passenger 2 and display it
 as a manual fare build screen

***FB2P2.3**

Retrieve filed fare number 2 for passengers 2 and 3 and
 display it as a manual fare build screen

FBUEB/

This entry will remove any system generated
 endorsements after a filed fare has been converted to a
 manual fare

***FB2P2-3*CH**

Amend filed fare number 2 for passengers 2 and 3 to
 show correct passenger description as a child

MANUAL FARES

Fare Build Update

H/FMBU

FBUX2/X
FBUFB/YPX3M/CH
FBUNVB/15JAN
FBUNVA/02JAN
FBUBG/2PC
FBUFARE/GBP536.00
FBUEQ/NZD200.00
FBUEQ/AUDNZD

FBUROE/10.06
FBUTAX1/19.00US
FBUTAX1/4.00US+TAX2/2.00FR
FBUTAX1/EXEMPT-FR
FBUPFC/JFK3
FBUTTL/18300
FBUS/I+T/I
FBUFC/FREE FORMAT
FBUEB/FREE TEXT

No stopover at off point of segment 2
 Combined fare basis/ticket designator, all segments
 Not Valid Before, all segments
 Not Valid After, all segments
 Baggage allowance, all segments
 Base fare
 Equivalent fare
 Original fare in AUD; additional collection on a re-issue
 to be in NZD
 IATA ROE (rate of exchange)
 One tax
 Multiple taxes
 Add a tax exempt for France
 Add a PFC (JFK3) to the fare construction line
 Total fare including tax
 Sold and ticketed field SITI/SOTO/SOTI/SITO
 Fare construction
 Inputs any endorsements required or overrides
 endorsements already in the manual fare

Note: All entries can be segment related and combined with an end item (+).

For Example:

FBUBG2/2PC
FBUBG1.3-5/20K
FBUBG1.4/PC+BG2-3/30K
FBUFB/Y+BG/20K+FARE/GBP500.00+ROE/10.08

Segment 2 only
 Segments 1 and 3 through 5
 Multiple baggage allowance
 Multiple entry for fare basis, baggage allowance, fare and
 IATA ROE

MANUAL FARES

Manual Fares Currency Tables

H/FBT

FBT*
FBT*GB
FBT*USD

Display manual fares currency table
 Display table by country code
 Display table by currency code

Manual Fare Build Procedure

In the build shown below, 4 passengers are travelling, of which passengers 1, 2, and 4 are adults, passenger 3 is a child.

To minimise the number of screens to be completed, the smallest group should be first in the input request, followed by the larger groups.

Example:

1. Create the Manual Fare build screens for all passengers, smallest group (child) first.

FBCP3*CH.1-2.4

2. The child screen is displayed first. Complete this using **FBU** entries.

3. File the fare using **FBF**.

4. The first adult screen is automatically displayed. Complete this using **FBU** entries.

5. File the fare for all remaining passengers using **FBFALL**

TICKETING DATES

Ticketing Date Calculator

*H/*TAA*

***TAA/15JUL/30**

Subtract 30 days from 15 JUL (for APEX fares booking period)

***TAA/18JUN/+60**

Add 60 days to 18JUN (to determine min/max stay)

***TAA/330**

Furthest date that can be used for bookings in Galileo

CURRENCY CONVERSION

Conversion of NUCs to Local Currency and v.v.

H/CURR

(Using IATA ROE)

FZHKD

Display IATA ROE for specified currency

FZI/ALL

Display all IATA ROEs

FZICHF.02MAR99

Display IATA ROE for specified date

FZINUC1220.00AUD

Convert NUCs to specified currency

FZINLG2900NUC.1JAN99

Convert specified currency to NUCs for a specified sale date

FZINUC500.00FRF/GBP

Convert NUCs to currency of country of commencement of travel and then to own currency

FZIDE

Display IATA ROE for specified country (Germany)

FZINUC1234.56/871.56/1234.87AUD/ITL.27JUN98

Convert NUC1234.56 plus NUC871.56 plus NUC1234.87 into AUD at the IATA ROE and then into ITL at the Bank Rate for a specified date

IATA Clearing House Rates

FZC*ICH

Display all IATA Clearing House Rates

FZAJPYGBP

Display Bank Buying Rate, Bank Selling Rate and IATA Clearing House Rate between Japanese Yen and UK Pounds

Note: To see further FZC entries (IATA Clearing House Rates), modify the Conversion of Local Currency entries (FZS) listed on the next page

For example, FZCNZD.03JAN98

CURRENCY CONVERSION

Conversion of local currencies

H/CURR

(Using Bank Selling Rate)

FZSHKD

Display the bank selling rate for specified currency against own currency

FZSD320.00GBP

Convert currency amount at the Bank Selling rate to own currency

FZSCAD.AMS

Display the bank selling rate for specified currency (other than own); use city not currency code

FZSUSD50.00DEM*0.75

Convert currency amount at a rate specified by the user (* = multiply)

FZSNLG2500GBP/2.75

Convert currency amount at a rate specified by the user (/ = divide)

FZSFRF1000GBP/9.1/U

Convert currency amount at a rate specified by the user,

FZSNZD.3ØAUG98

FZS3

FZS*FR

FZSCAD.AMS

leaving total unrounded

Display the Bank Selling Rate for the NZD against own currency for 3ØAUG98 (historical)

Convert fare from fare display line 3 to own currency

Display all Bank Selling Rates for France

Display the Bank Selling Rates for Canadian Dollars in AMS

Note: To see Bank Buying Rate entries (FZB), modify the Bank Selling Rate entries (FZS) listed above.

PRINTABILITY

Printability

P-

The response to all entries on previous pages can be output to a printer by preceding the input with a P-

Example:

P-FD3SEPSINSYD/SQ

Display all fares from SIN to SYD for carrier SQ for 3SEP output is to printer

FILL-IN FORMATS

	<i>H/CAA/</i>
CAA/	Request fill-in format for basic availability
CAL/	Request fill-in format for low to high availability
CAQ/	Request fill-in format for qualified availability
CAQ/ZE+ZR.ICMN/	Request fill-in format for qualified availability, specific vendors and intermediate size cars
CAU/	Request fill-in format for availability update
ØCCRZE-17MARECMN/	Request fill-in format in Booking file when air segment present, for direct sell to specific vendor, return date and economy size cars
N1A3/	Request fill-in format for reference sell
CAM2T/	Request modification fill-in format for car type in segment 2
CAM3D/	Request modification fill-in format for dates in segment 3
CAM2O/	Request modification fill-in format for optional field in segment 2
CAM4X/	Request modification fill-in format for cancellation of optional field in segment 4
CA*R	Redisplay last car fill-in format

AVAILABILITY

Basic Availability (CAA) with Air Segment

H/CAA

Following Flight or Prompt

CAA-1ØNOV/DT-11ØØ

Request basic availability assumes arrival time, assumes arrival city and pick up date from preceeding air segment; dropping off 1ØNOV at 11ØØ; defaults to all car sizes and basic car types, terminal/off terminal locations, all vendors

CAA/L-C/DT-13ØØ

Request availability for city locations, drop time 1 pm the next day

CAA.SC+FW/DT-17ØØ

Request availability for standard 2-4 door car (SC) and full size wagon (FW), drop time 5 pm the next day

Inserting between Flights

/2+CAA/ZD

Insert after segment 2 and request availability for specific vendor

/1+CAA

Insert after segment 1 and request car availability

/1+CAA.*T

Insert after segment 1 and request availability for all sizes of convertibles (*T)

/3+CAA.E

Insert after segment 3 and request availability for economy (E) vehicles only

Note: CarMaster™ assumes return date, time, and drop location from the following air segment.

CAA*R

Redisplay last basic availability display

CAA/N

Turn off TravelScreen™ preference mode

AVAILABILITY

Basic Availability (CAA) without Air Segment

H/CAA

CAA12JUNPAR/ARR-12ØØ/DT-Ø9ØØ

Request availability without air segment using mandatory data of pick up date 12JUN, city locations for PARIS, arrival time 12ØØ and drop time Ø9ØØ

CAA12JUNATH/ARR-1ØØØ/DT-Ø9ØØ.C/ZL+ZI

Request availability for 12JUN at Athens airport pick up at 1ØØØ, dropping off at Ø9ØØ the next day, compact size cars (C) for vendors ZL and ZI

CAA12JUN-15JUNAMS.*T/ARR-Ø9ØØ/DT-Ø9ØØ

Request availability for 12JUN arrival in Amsterdam, 15JUN return, all convertibles (*T), arrival time Ø9ØØ and drop time Ø9ØØ

CAA5/1SEP-5SEP/ARR-14ØØ/DT-Ø9ØØ

Request availability from line 5 of CAI display for Ø1SEP arrival, Ø5SEP return, arrival time of 14ØØ, and drop time Ø9ØØ

CAA*R

Redisplay last basic availability screen

Note: *If requesting a city name in full without /L-C, an index will be displayed. Tab and enter the required line numbers or area to obtain the availability display.*

From a CAI;

To display availability for location in line 2, 5, and 7 CAA2+5+7

To display availability for all locations in area B CAAB

AVAILABILITY

Low to High Availability (CAL) with Air Segments

H/CAL

Following Flight or Prompt

CAL/DT-1500

Request low to high availability; assumes arrival city, arrival time and pick up date from preceding air segment; all car types, manual and automatic, air/non-air conditioning, terminal/off terminal locations, and all vendors; return date defaults to 1 calendar day following pickup date, drop time 1500

CAL-25OCT/DT-1100

Request availability from arrival date, time and city of preceding segment, drop off 25OCT, drop time 11 am

CAL.I/DT-2000

Request low to high availability for intermediate (I) size cars, drop time 8 pm

Inserting between Flights

/2+CAL/L-R

Insert after segment 2 and request low to high availability for resort (R) locations

/1+CAL/ZI

Insert after segment 1 and request low to high availability for specific vendor

/3+CAL-E/UNL

Insert after segment 3 and request low to high availability for weekend rates (E) and unlimited mileage (UNL)

/1+CAL/GUAR

Insert after segment 1 and request low to high availability for guaranteed rates (GUAR)

/2+CAL/VFRF

Insert after line 2 and request low to high availability in FRF currency

Note: *CarMaster assumes return date, time and drop location from the following air segment.*

CAL*R

Redisplay last low to high availability screen

CAL/N

Turn off TravelScreen preference mode

CA@Q

Converts Low to High availability into a qualified availability

AVAILABILITY

Low to High Availability (CAL) without Air Segment

H/CAL

CAL10MAYVIE/ARR-1100/DT-0900

Request low to high availability without air segment using mandatory data of pick up date 10MAY, city VIE and arrival time 1100, and drop time 0900 (the next day)

CAL10MAY-17MAYLGA/ARR-1600.C/V130-150@ABCD-W/GUAR/DT-0900

Request low to high availability for arrival at La Guardia 10MAY at 1600, for vendors offering compact cars (C), with a price range of \$130-\$150, using rate access code ABCD, weekly (W), and guaranteed rates (GUAR) and drop time 0900

CAL24AUG-28AUGCALAIS/ARR-1000/VGBP/DT-0900/D-1

Request low to high availability for 24AUG pick-up, 28AUG drop-off, with reference point CALAIS, 1000 pick-up time, and in GBP currency and drop time 0900, within 1 mile of Calais

CAL2/ARR-1045/DT-0900

Request low to high availability from line 2 of CAI display with 1045 arrival time and drop time 0900

CAL*R

Redisplay last low to high availability screen

Note: *If requesting a city name in full without /L-C an index will be displayed. Tab and enter the required line numbers or area to obtain the availability display.*

From a CAI;

To display availability for location in line 2, 5, and 7 **CAL2+5+7**

To display availability for all locations in area B **CALB**

AVAILABILITY

Qualified Availability (CAQ) with Air Segment

H/CAQ

Following Flight or Prompt

CAQ/DT-1100/ZD

Request qualified availability; assumes arrival city, arrival time and pick up date from preceding air segment, defaults to all car sizes and basic car types, terminal/off terminal locations, and all vendors; return date defaults to 1 calendar day following pickup date, drop time 11 am and vendor ZD

CAQ-25OCT/DT-1400/ZI

Request qualified availability from arrival time, date and city of preceding segment, drop off 25OCT, drop time 2 pm and vendor ZI

CAQ.I/DT-1500/EP

Request qualified availability for all intermediate (I) size cars, drop time 3 pm, vendor EP

Inserting between Flights

/1+CAQ/L-R.*V/ZE

Insert after segment 1 and request qualified availability for resort location (L-R), all size vans (*V) and specific vendor (ZE)

/2+CAQ/ZI

Insert after segment 2 and request qualified availability for specific vendor (ZI)

/1+CAQ/L-C/C/ZE+ZD-E

Insert after segment 1 and request qualified availability for city locations (L-C), corporate rate category (C), specific vendors (ZE and ZD) and weekend rates (E)

/2+CAQ4/ARR-3P/ZT

Insert after segment 2 and request qualified availability from line 4 of CAI display with 3pm arrival time, vendor ZT

Note: CarMaster™ assumes return date, time, and drop location from the following air segment.

CAQ entries must include at least one vendor code, with a maximum of 4.

AVAILABILITY

Qualified Availability (CAQ) with Air Segment

H/CAQ

CAQ*R

Redisplay the last CAQ screen

CAQ*R/DEM

Converts a qualified availability into German Marks (DEM)

CAQ*MORE

Display more availability

CAQ/N

Turn off TravelScreen preference mode

CA@L

Converts a qualified availability to a low to high availability

Note: If requesting a city name in full without /L-C an index will be displayed. Tab and enter the required line numbers or area to obtain the availability display.

From a CAI;

To display availability for location in line 2, 5, and 7 **CAA2+5+7**

To display availability for all locations in area B **CAAB**

AVAILABILITY

Qualified Availability (CAQ) without Air Segment

H/CAQ

CAQ11SEP-14SEPF/CO/ARR-0900/DT-0900/EP

CAQ11SEP-14SEPBRUSSELS.S/ZE/ARR-

0900/GUAR/VNOK/DT-0900

Request qualified availability with pick up and return dates 11SEP - 14SEP for Brussels city, for standard car types (S), specific vendor (ZE), 0900 arrival time, guaranteed rates (GUAR), and in NOK currency and drop time 0900

CAQ19MAY-24MAYLOS ANGELES/ARR-

1600.I/V130-200@ABCD-W/GUAR/DT-0900/ZT

Request qualified availability for pick-up at Los Angeles city 19MAY at 1600 drop off 24MAY, offering

intermediate sized cars (I), with a rate range of \$130 to \$200, with rate code ABCD, weekly (W) and guaranteed (GUAR) rates and drop time 0900, vendor ZT

Follow up entry with:

CAQ.A

View all rates for locations in Area A from a CAI

AVAILABILITY

Car Codes

H/CART

Car codes consist of four characters (e.g. ECMN). One character comes from each of the following four groups:-

1. Car Size - By default all sizes automatically display on CAA/L/Q

M	Mini
E	Economy
C	Compact
I	Intermediate
S	Standard
F	Full size
L	Luxury
X	Special

2. Car Type - By default all types automatically display on CAA/L/Q

B	Car/ 2 door
C	Car/ 2 or 4 door
D	Car/ 4 door
S	Sport
T	Convertible
X	Special

The following types must be requested, otherwise they will not display

For example, to request all car sizes that are 4 wheel drive:

.*F	Display all 4 wheel drive cars
F	Four wheel
L	Limo
P	Pick-up truck
R	Recreation
V	Van
W	Wagon/Estate

AVAILABILITY

Car Codes (continued)

H/CART

3. Transmission Indicator - By default both types automatically display

A	Automatic
M	Manual

4. Air Conditioning - By default both types automatically display

N	No
R	Yes

AVAILABILITY

Search qualifiers for CAA, CAL and CAQ

H/AVQU

Car Types

.ECAR+CCMR	Different car types
.E	Specify economy size cars only
.*T	Convertibles - all sizes

Note: An asterisk '' can be used instead of a car size, indicating that you wish to see 'All car sizes', followed by the car type.*

Car Vendor chain

/ZE+ZD+AL Vendor; up to 4 may be specified

Location

Airport location (default)	/L-A
City location	/L-C
Resort location	/L-R

Specific City location Ø1 for Hertz (ZE) in MAD; vendor code is mandatory	/L-ZEMADCØ1
Off-Terminal (main) location	/L-O
Terminal (main) location	/L-T
Terminal/off-terminal (secondary)	/L-AS
East suburban location	/L-ES
North suburban location	/L-NS
South suburban location	/L-SS
West suburban location	/L-WS
Reference Point	
/R-SUN CITY	

Reference Point gives index display

AVAILABILITY

Distance and Direction applicable to CAA, CAL and CAQ

H/CDD

/D-5MS	Car vendor located less than or equal to 5 miles south of specified point
/D-15KNE	Car vendor located less than or equal to 15 Kilometres north east of specified point
/D1ØK	Car vendor located within 1Ø kilometres of specified point (Note within 1Ø% range)
/D1Ø-15MS	Car vendor located between 1Ø-15 miles south of specified point
/D+1ØW	Car vendor located greater than or equal to 1Ø miles west of specified point
/D-K	Converts displayed distances from miles to kilometres
/D-M	Converts distances to miles

AVAILABILITY

Search qualifiers for CAL & CAQ only

H/CARC and H/AVQO

Rate Type

-D	Daily rate
-H	Hourly rate
-E	Weekend rate
-W	Weekly rate
-M	Monthly rate
-P	Package rate

Rate Category

/A	Association rate category
/B	Business standard rate category
/C	Corporate rate category
/G	Government rate category
/I	Industry travel rate category
/K	Package rate category
/P	Promotional rate category
/R	Airline/Credential rate category
/S	Standard rate category
/U	Consortium rate category
/V	Convention rate category

Rate Code

@SUPER	Rate code; any valid 1-6 character code after @
Guaranteed Rates	
/GUAR	Guaranteed rates only
Unlimited Mileage	
/UNL	Unlimited mileage allowance

AVAILABILITY

Search qualifiers for CAL & CAQ only (continued)

H/CARC and H/AVQO

Rate Range and Currency

/V3Ø-5Ø	Car rate range 3Ø to 5Ø local currency units
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/V-40	Car rate less than 40 local currency units
/V50	Car rate approximately 50 local currency units or above
/VGRD	Display rates in GRD (Greek Drachma)
/VATS-1000	Display rates in ATS at less than 1000
Preference	
/N	Cancel Travel Screen preference mode
Drop Off	
/*DO	Rates allowing a one way drop off only
/*ALL	Rates allowing both one way drop off and return to rental location
Validation (CAL Only)	
/UNV	Unvalidated - displays all rates regardless of rules application or availability status
/VAL	Validated (default)
Example:	
CAQ-06OCT.ECMR/ZD/UNL/*DO/DT-0900	Qualified availability, drop off date 06OCT for specified car type, specified vendor with unlimited mileage with one way drop off; pick up date, time and city taken from previous air segment and drop time 0900

AVAILABILITY

Availability Update

	H/CAU
CAU17MAY	Update and redisplay availability for 17MAY pick up
CAU-12DEC	Update and redisplay availability for 12DEC return
CAUI	Update and redisplay availability to show intermediate (I) size cars
CAU.*T	Update and redisplay availability to show all sizes of convertibles (*T)
CAU/ZE	Update and redisplay availability for specific vendor
CAU/ARR-0900	Update and redisplay availability for 0900 arrival time
CAUJNB/L-C	Update and redisplay availability for city locations in Johannesburg
CAUVIE	Update and redisplay availability for pickup in VIE
CAU/GUAR	Update and redisplay availability for guaranteed rates (GUAR) only
CAU/UNL	Update and redisplay availability for unlimited mileage (UNL)
CAU/V-50	Update and redisplay availability for rentals under 50 local currency units
CAU/VDEM	Update and redisplay availability in DEM currency
CAU-W	Update and redisplay availability for weekly rates (W)
CAU/R	Update and redisplay availability for Airline/Credential rates
CAU@ECON	Update and redisplay availability for rate code ECON
CAU/N	Updates availability to show all vendors and all car types
CAU/PREF-ON	Updates availability with Travel Screen Preferences on
CAU/PREF-OFF	Updates availability with Travel Screen Preferences off
CAU/DT-0900	Updates Drop Time

SELL

Reference Sell

	H/NIA2
N1A1/DO-/ID-/CD-/SI-/SQ-/FT-/BS-/NM-/G-/DL-/IT/PR	
-Sell car from availability	
N1A1	Need one car column A, line 1
/DO-	Drop off location (when different from pick-up location)
/ID-	Clients ID number
/CD-	Corporate Discount number
/SI-	Service Information
/SQ-	Special Equipment

/FT-	Frequent Traveller number
/BS-	Booking Source
/NM-	Name Override
/G-	Payment Guarantee
/DL-	Drivers Licence
/IT	Tour number
/PR-	Prepayment

Examples

N1A2	Sell one car from column A, line 2
N1B3/NM-JONES	Sell 1 car from column B line 3 with name Jones

Direct Sell

H/ØCCR

ØCCRXENN1MIAØ4JUN-Ø7JUNECMN/ARR-Ø9ØØ/DT-1ØØØ plus any optional fields Direct Sell entry without air segments

ØCCR	Direct Sell Entry
XE	Vendor Code
NN1	Need one car
MIA	In MIA
Ø4JUN	Pick-up date
-Ø7JUN	Drop-off date
ECMN	Car Type
ARR-Ø9ØØ	Arrival time
DT-1ØØØ	Drop-off time

SELL

Direct Sell (continued)

H/ØCCR

ØCCRALNN1CCAR/DT-1ØP/RC-AFD123

Direct sell; picks up city, arrival date and time, from previous air segment, assumes 1 calendar day, drop off time 1Ø pm, then optional fields

/1+ØCCRZIECMN/RC-BEST

Insert after segment 1; assumes details from previous and following flight segments

ØCCRZENN1AMS1JUN-2JUNECMN/ARR-11ØØA/DT-17ØØ/RC-ABCD

Direct sell, no previous air segment, drop time 5 pm with optional fields

Request Car (not represented in CarMaster) via Carrier

H/ØCAR

ØCARAZNN1FCO2ØNOV-25NOVECMR/BS-74329812/SI-PYRAMID CARS

Request non Galileo® system car rental from ALITALIA at Rome airport, with pick up date 2ØNOV, drop off date 25NOV for car type ECMR with agency IATA number, and vendor name Pyramid Cars

Change segment status

H/@CAR

@ 1HK
@ 1.3.5HK

Change status of segment 1 to HK
Change status of segments 1, 3 and 5 to HK

SELL

Optional Fields for Segment Sell

H/CAR/

/ARR-14ØØ
/ARR-9A-BA244

Arrival time (direct sell only)
Advise vendor of arrival time and flight number (direct sell only)

/BS-84392Ø
/CD-Y748392
/CF-734921Ø
/DC-GBP3Ø.ØØ

Booking source
Corporate discount number
Confirmation number
A drop off charge (valid only with CAA reference sells and direct sell entries)

/DL-DOEJ15987
/DO-SYDCØ1
/FT-BA3756925
/G-AX98567432859EXP1199
/ID-JD8765434

Driver's licence number
Drop off location (when different from pick-up location)
Frequent traveller number
Payment guarantee
Customer identification number

/ITAA847563
 /NM-DOE JOHN

 /PR-50.00
 /PUP-FAOR29

 /RC-ACD123

 /RT-USD229.95DY-.31 MI 100 MI
 /SI-DSRS 2 DOOR
 /SQ-CSI
 /W-J SMITH 63 COBB ST LONDON W1Y 2AV
 /W

Tour number
 Name overrides first name field in BF (valid only with initial (not modify) sell entries)
 Prepayment information
 Pickup at resort location (valid only with CAA reference sells and direct sell entries)
 Rate code identification (valid only with CAA reference sells and direct sell entries)
 Rate override
 Special service information
 Special equipment request (see GC*12/11 for codes)
 Address for written confirmation
 Copies address from BF to car segment

SELL

Car Modify

H/CAM

Types of Modifications

D

O
T
X
 CAM2D/11DEC-18DEC
 CAM2D/11DEC
 CAM2D/11DEC/ARR-1500
 CAM3D/-18DEC/DT-0900
 CAM4O/FT-AA479210
 CAM6T/CCAR
 CAM4X/SI
 CAM2O/DT-0900

Date (Original request is cancelled and re-booked) and/or arrival time
 Optional (Original request is modified)
 Type of car (Original request is cancelled and re-booked)
 Cancel optional fields(s)
 Modify pick up and return dates for segment 2
 Modify pick up date for segment 2
 Modify pick up date and time for segment 2
 Modify return date and time for segment 3
 Add or modify optional data for segment 4
 Modify car type for segment 6
 Cancel special request optional field for segment 4
 Modifies Drop Time

Cancel Car Segments

H/XCAR

Note: Do NOT use I or XI

X2
XC
@9XK

Cancel segment 2
 Cancel all segments which are cars
 Change status of segment 9 to XK without generating message to vendor

Automated Rules Viewing

CAVA4
CAVS6

H/CAV
 Rules from availability on line 4 (CAL and CAQ only)
 Rules from car segment 6 (Booked from a CAL and CAQ only)

INDEX

Car Index

H/CAI

CAISYD

CAICOLISEUM
CAI2SOCTRIO
CAI11SEPGVA/TR+ZE
CAIFRANKFURT
CAINCE/L-R
CAI*R
CAQ4/ARR-1500/DT-0900

CAIPAR/D-5K

Display list of car locations in SYD, assumes today's date
 Display list of vendors in proximity to the Coliseum
 Display list of vendors in RIO for future date
 Display list of specific vendors in GVA for 11SEP
 Display an index of Frankfurt city locations
 Display resort (R) locations in NCE
 Redisplay last index accessed
 Request availability from line 4 of CAI for 1500 arrival time, drop time 0900
 Displays index of locations within 5km of Paris city centre

Car Reference Points

HORRIO

Display reference points for Rio

CAL15MAR-18MARHARRODS/ARR-0900/DT-0900

Request low to high availability from specified reference point

Note: If requesting a city/reference point, an Index will be displayed. Tab and enter the required line numbers or area to obtain the availability display.

CAR DESCRIPTION

Display Location Policy Menu

H/CAD and H/CLPD

CADA8

Display location policy from availability column A, line 8 of CAA, CAQ or CAL screen

CAD1

Display location policy from line 1 of CAI display

CADS5

Display location policy of car in segment number 5

Additional Location Policy Displays

CADA8/CARS

Display "CARS" policy for location/rate on line number 8 from an availability display

CADZEDEN

Display location policy by vendor and location, assumes today's date

CAD22MARZEARN

Display location policies by date, vendor and location

CADZEDUB/INS+PAI

Display location policies for vendor ZE in Dublin, requesting insurance and personal accident insurance policies

CADZDMILC01/2+17+6

Display location policy by vendor (ZD) for location MILC01, and request the keywords 2, 17 and 6

CAR DESCRIPTION

Corporate Policy Display

H/CCPD

CADZI

Display corporate policy of vendor ZI; assumes today's date

CAD11SEPZI

Display corporate policy effective 11SEP for specific vendor

CADZD/2+25+28

Display corporate policy for specific vendor and request keywords by number

CADZE/INS+CLUB

Display corporate policy for specific vendor and request insurance and club membership details

CADZR/2+NEWS

Display corporate policy for specific vendor and request keywords by number and name

Additional CAD Entries

H/ACAD

CAD*R

Redisplay last active CAD keyword screen

CAD*MENU

Display menu after keyword information was shown and last active menu

CADMENU*PD

Page down to display additional menu subjects

CAD*PU

Page up to display additional information for subject

CAR DESCRIPTION

Location Keywords

H/LKWD

Keyword Title

Description

Sequence number

AGE

AGE REQUIREMENTS

1

CARS

CAR/VEHICLE TYPES

2

CDW

COLL DAMAGE WAIVER

3

DROP

DROPOFF/ONEWAYS

4

EXPR

EXPRESS SERVICE

5

GAS

REFUELLING POLICY

6

HOURS

HOURS-OPER/BUSNS

7

INS

INSURANCE/COVERAGE

8

PAI

PERSONAL ACC INSUR

9

SHTTL

SHUTTLE SERVICE

10

SPEQ

SPECIAL EQUIPMENT

11

TAX

TAX - STATE/LOCAL

12

ADD

ADDITIONAL LOCATION

13

COMM	COMMISSION/AGENTS	15
CRED	CREDIT CARD INFO	16
EQUIP	SPCL EQUIP RQSTS	17
GUAR	GUARANTEED RATES	18
MISC	MISCELLANEOUS INF	19
PYMNT	PAYMENT ACCEPTED	21
PKUP	PICKUP/RETURN INFO	23
PHON	LOCAL PHONE INFO	24
RATE	RATE INFORMATION	26
SPCL	SPECIAL SERVICES	27
VALID	DRIVER LICs RQMENT	30
ADDR	AREA OFFICE CTC	32
TOUR	TOUR PACKAGES	54
TITLE	VNDR OFFICIAL NAME	55
ARRV	ARRIVAL INFORMATION	56
XBORD	CROSS BORDER INFO	57
DELIV	DELIVERY/COLLECTION	92

Note: Not all the above keywords are available at all locations. You may also see additional keywords at a location which are not listed above.

CAR DESCRIPTION

Corporate Keywords

Keyword Title	Description	Sequence number	H/CKWD
AGE	AGE REQUIREMENTS	1	
CARS	CAR/VEHICLE TYPES	2	
DROP	DROPOFF/ONEWAYS	4	
EXPR	EXPRESS SERVICE	5	
GAS	REFUELLING POLICY	6	
HOURS	HOURS - OPER/BUSNS	7	
INS	INSURANCE/COVERAGE	8	
SHTTL	SHUTTLE SERVICE	10	
COMM	COMMISSION/AGENTS	15	
CRED	CREDIT CARD INFO	16	
EQUIP	SPCL EQUIP RQSTS	17	
GUAR	GUARANTEED RATES	18	
MISC	MISCELLANEOUS INFO	19	
NEWS	HOT NEWS ITEMS	20	
PYMNT	PAYMENT ACCEPTED	21	
PROM	PROMO/MARKET INFO	22	
PKUP	PICKUP/RETURN INFO	23	
POLY	POLICIES/RQIRMENTS	25	
RATE	RATE INFORMATION	26	
SPCL	SPECIAL SERVICES	27	
VALID	DRIVER LICs RQMENT	30	
ADDR	AREA OFFICE CTC	32	
CLUB	CLUB MEMBER	33	

Note: Not all the above keywords are available for all Vendors. You may also see additional keywords which are not listed above.

CAR DESCRIPTION

Corporate Keywords (continued)

Keyword Title	Description	Sequence number	H/CKWD
CONT	CONTRACTS	34	
CONV	CONVENTION RATES	35	
CORP	CORPORATE RATES	36	
FORM	FORMATS	38	
FUN	FUN ACTIVITY	39	
FQVT	FREQUENT TRAVELLER	40	

GEN	GENERAL INFO	43
GRPS	GROUPS	44
GOVT	GOVERNMENT RATES	45
HELP	HOW TO BOOK - HELP	46
GALIL	GALILEO BRIEFING	49
INTL	INTL INFORMATION	47
SAFE	SAFETY	50
SPLY	SUPPLY FORMS	51
TACT	TRAVEL AGT CONTEST	52
TIPS	INDUS DISCOUNT INF	53
TOUR	TOUR PACKAGES	54
TITLE	VNDR OFFICIAL NAME	55

Note: Not all the above keywords are available for all Vendors. You may also see additional keywords which are not listed above.

QUEUING TO VENDOR

Queuing to Vendor

GC*12/CAR/ZE <i>or</i>	Check queue city for vendor
GC*12/CAR/HERTZ	
V.CZE*FREE TEXT	Add Vendor Remarks to Booking File
QEB/VWA	Queue Booking File to vendor
NP.CZE*FREE TEXT	Send message (only) in Notepad format
QEM/VWA	Queue Message to vendor

[index](#)

FILL-IN FORMAT

HOA/	Request fill-in format for basic hotel availability	<i>H/HOA/</i>
/2+HOA-3NT/2/	Insert fill-in format after segment 2, check-out date three nights later, for 2 adults	
HOA15NOV-2ØNOVMEL2/	Request fill-in format for 2 adults, on specific dates in Melbourne	
HOI/	Request fill-in format for hotel index	
HOU/	Update previous availability or index fill-in format	
HO*R	Redisplay fill-in format	

AVAILABILITY

Basic Availability (HOA) with Air Segment

HOA	Request availability for date and arrival city of preceding air segment; default is 1 night and 1 adult	<i>H/HOA</i>
HOA-2NT	Request availability for 2 nights	
/2+HOA	Insert availability after segment 2	
HOA/2	Request availability for 2 adults	
HOA-2NT/2/T-C	Request availability for 2 nights for 2 adults with an optional search qualifier	
HOA/HI	Request availability for a specific hotel chain (HI)	
HOAROM/F-POOL+HEA	Override arrival airport and request 2 optional features	
HOA19NOV-4NT	Override the In/Out dates	
HOA*PH	Page to the top of the display	
HOA*R	Redisplay previous availability	
HOA*R/PTE	Redisplay previous availability in another currency PTE (Portuguese Escudos)	
HOA/VESP	Request availability in ESP currency	

AVAILABILITY

Basic Availability (HOA) without Air Segment

HOA15NOV-2ØNOVATH2 <i>or</i>	Request availability for 5 nights near Athens airport for 2 adults	<i>H/HOA</i>
HOA15NOV-5NTATH2		
HOA1NOV-3NTBRUSSELS/2/N-METROPOLE	Request availability at specific hotel	
	HOA Hotel Availability	

HOA15NOV-3NTVIENNA/D-5	1NOV Check-in date - 3NT For 3 nights BRUSSELS City /2 Number of adults /N- Name Qualifier METROPOLE Hotel name Request availability without an air segment for 3 nights at hotels within 5 Km/5 M of Vienna city; (note Km or M will display depending on which country the agent is in)
HOA15NOV-5NTATH2/HI	Request availability for 5 nights for Athens (default 5Ø miles, or 8Ø km) for 2 adults with hotel chain HI
HOA15NOV-2ØNOVATH2/L-A	Request availability 15NOV to 2ØNOV for 2 adults for Airport hotels near Athens airport
HOA2ØOCT-25OCTBRU2@IBM/D-5	Request availability 2ØOCT to 25OCT in Brussels for 2 adults using with IBM special rates within 5 miles of the airport
HOA1ØMAY-15MAYVIE2/C-WKD/VGBP	Request availability 1ØMAY to 15MAY in Vienna for 2 adults with weekend rates, and in GBP currency
HOA15NOV-5NTDISNEYLAND2 or HOA15NOV-5NTLAX2/R-DISNEYLAND	Request availability in LAX for 5 nights for 2 adults, near a specific reference point

AVAILABILITY

Complete Booking Code Availability

HOC1	H/HOC Display complete availability from an Availability or Index display line 1
HOC4/1NOV-2NT	Display complete booking code availability from an HOI or HOA display - hotel on line 4 for 1 NOV for 2 nights
HOC15NOV-5NT31762/2	Display complete availability for specific dates for property number 31762 for 2 adults
HOC*R	Redisplay previous complete availability display
HOC*R/GBP	Redisplay previous complete booking code availability in British pounds (GBP)
HOC15NOV-2NT95Ø4@CWT/C-ALL	Displays Multilevel and Standard rates on one screen for property number 95Ø4

AVAILABILITY

Search Qualifiers

H/HSQ
Note: Place all search qualifiers in order of client's preference.

Distance and Direction

/D-5MS	Hotels located less than or equal to 5 miles south of specified point
/D-15KNE	Hotels located less than or equal to 15 kilometers north east of specified point
/D1ØK	Hotels located within 1Ø kilometers of specified point (Note: Within 1Ø% range)
/D1Ø-15KS	Hotels located between 1Ø - 15 kilometers south of specified point
/D+1ØW	Hotels located greater than or equal to 1Ø miles west of specified point

Hotel Chain

/HI	Requests specifically for a Hotel chain code (HI)
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H/HSQ

Rate Range and Currency

/V1ØØ	Hotel rate approximately 1ØØ local units
/V-1ØØ	Hotel rate less than 1ØØ local currency units
/V+1ØØ	Hotel rate greater than 1ØØ local currency units
/V1ØØ-15Ø	Hotel rate range 1ØØ - 15Ø local currency units
/VGBP	Hotel currency in GBP

AVAILABILITY

Location

/L-A	Hotels located near airport
/L-BE	Hotels located on beach
/L-BU	Hotels located in business area
/L-C	Hotels located in city

/L-CO	Hotels located in country
/L-D	Hotels located in downtown areas
/L-EN	Hotels located in entertainment district
/L-FI	Hotels located in financial area
/L-HI	Hotels located by highway
/L-LA	Hotels located by lake
/L-MO	Hotels located in mountains
/L-R	Hotels located at resort
/L-S	Hotels located in suburban areas
/L-SH	Hotels located in shopping area
/L-TH	Hotels located in theatre district

Notes: The location identifiers C, A, R, S may be input without the identifier L-.

Place all search qualifiers in order of client's preference.

City Locations /C

Airport locations /A

Resort locations /R

Suburban locations /S

AVAILABILITY

Search Qualifiers (continued)

H/HSQ

Property Type

/P-BB	Property type, Bed & Breakfast
/P-HO	Property type, Hotel
/P-MO	Property type, Motel
/P-SU	Property type, All Suites
/P-CO	Property type, Condominium (self catering)
/P-APT	Property type Apartment
/P-RE	Property type, Resorts

Property Name

(Min. 3, max. 12 characters)

/N-PARK LANE	Property name, PARK LANE
/N-BEACH	Any hotel with BEACH in the property name

All or None

/M	Displays only properties that match all the qualifiers; if all qualifiers are not matched, no property is shown
-----------	---

AVAILABILITY

Booking Codes

H/HSQ and H/ASR

A standard booking code consists of 6 or 7 characters, which can be used as search qualifiers. Inside Availability hotel participants may use booking codes unique to their reeservation system. These will also be 6 or 7 characters in length, but may not follow the standard descriptions below. For example:

A1DCOR

A = Room Type; **1** = Number of Beds; **D** = Bed Type; **COR** = Rate Category

Room Types

A	Deluxe
B	Superior
C	Standard or Condominium
D	Moderate
N	Non-smoking room
S	Suite

Bed Types

K	King size
Q	Queen size
D	Double
T	Twin
X	Special
E	Budget
S	Single

Note: For condominiums and suites the first character is C or S, the second character the number of rooms and the third character the room type.

Examples:

/B-A1K	Deluxe room with 1 king size bed
/B-*1D	Any room with 1 double bed
/B-D1*	Moderate room with any bed
/B-*2*	Any room with 2 beds
/B-C2B	Condominium with 2 bedrooms, Superior
/B-S1A	Suite with one bedroom, Deluxe
/B-ROH	Run of the House - Room Type will be allocated on checkin

Note: Check the "ROOM" keyword at property level (or chain level) for specific descriptions for all standard booking codes.

AVAILABILITY

Rate Category

	<i>H/HTLC</i>
/C-A or /C-ASC	Association - Discounted rates for association members
/C-B or /C-CLB	Club - special rates for hotel club members
/C-V or /C-CNV	Convention - rates for convention group attendees
/C-C or /C-COR	Corporate - rates for corporate members
/C-F or /C-FMP	Family plan - Family plan rates
/C-G or /C-GOV	Government - rates for government employees
/C-M or /C-MIL	Military - rates for military personnel
/C-P or /C-PKG	Package - package tour rates
/C-S or /C-SEN	Senior citizen rates
/C-L or /C-SPL	Special - special discounted rates
/C-R or /C-RAC	Standard - non-discounted rates
/C-T or /C-TUR	Tour - rates available for tour groups
/C-I or /C-TVL	Travel industry - rates for travel industry employees
/C-W or /C-WKD	Weekend - rates for weekend stay

Note: Check the "BOOK" keyword at property level (or chain level) for specific descriptions.

AVAILABILITY

Search Qualifiers Common Features

/F-POO			<i>H/HSQ and H/HTLF</i>
		Pool required at hotel	
*	Code	Meaning	
	AIR	Air Conditioning	
	BAB	Baby Sitting	
	BAR	Barber	
	BEA	Beauty Parlour	
*	CAB	Cable TV	
	CAR	Car Rental	
	CON	Concierge	
	ENT	Entertainment	
	FAM	Family plan	
	FIRE	Property complies with U.S. Fire Safety laws	
	GOL	Golf	
	HAIR	Hairdresser	
*	HAN	Handicap facilities	
	HEA	Health club	
	IND	Indoor pool	
*	KIT	Kitchen	
	LAU	Laundry/valet	
	MEE	Meeting room	
*	MIN	Mini bar	

*	MOV	Movies
*	NOS	No smoking room
	OUT	Outdoor pool
	PAR	Parking
	PET	Pets
	POO	Pool
	RES	Restaurant
	ROO	Room service
	SAU	Sauna
	SEC	Secretarial services
	TEN	Tennis courts
*	WET	Wet bar

Example:

HOA15JUN-1ØNTNBO/F-POO+MIN+HAIR

Place all search qualifiers in order of client's preference.

Notes: The feature required can be a room feature or a hotel feature. Use the first three letters, or the phrase as shown. Some hotel features may not be on the premises, however and may be located near the hotel.

* *These may be either room or property features; RoomMaster® features however are validated at property level only. Room features can only be a request on sell, i.e. NIA1DCOR/SI request a non-smoking room, but the request cannot be guaranteed in advance.*

AVAILABILITY

Search Qualifiers (continued)

H/HSQ

Negotiated Rates (Multi-level)

@FORD

Multi-level rate access code FORD

Reference Point

/R-DISNEYLAND

Reference point - check HOR display for list

Transportation Available

/T-B

Bus transport from arrival or reference point

/T-C

Courtesy bus from arrival or reference point

/T-L

Limousine from arrival or reference point

/T-O

Other transport from arrival or reference point

/T-P

Public transport from arrival or reference point

/T-R

Rental car from arrival or reference point

/T-S

Subway/Underground from arrival or reference point

/T-T

Taxi from arrival or reference point

/T-W

Walk

Postal Code Search

/PC-XXXXXXXXXXXX

Hotel search using the exact Postal Code (XX= 2 character country code, YYYY= up to 10 characters for the postal code)

AAA Rating Search

/AAA1 or /AAA1-5

American (and Canadian) Automobile Association hotel rating from 1 to 5 (with 5 being the best)

Hotel Availability Update

H/HOTU

HOU/B-A1K

Update the room and bed type availability

HOU/L-A/C-COR

Update multiple search qualifiers

HOU/L-

Delete all location search qualifiers

HOU-2NTAMS/HI

Update availability to 2 nights in Amsterdam for hotel chain HI

HOU/D-K

Convert availability to Kilometres

HOU/@GAL

Update availability with Multi Level rate

HOU/@

Remove Multi Level rate from previous availability entry

HOU24NOV-26NOV

Update hotel availability with new dates

SELL

Reference Sell

H/HSRS

/G-/SI-/CD-/FG-/FT-/EX-/EC-/RA-/RC-/CR-/NM-

Reference Sell from for Inside Availability use N1INSIDE followed by any of the optional fields

Reference Sell for a non Inside Availability use **N1A1KCOR** followed by any of the optional fields

/G– Guarantee/Deposit

/SI– Service Information

/CD– Corporate Discount number

/FG– Frequent Guest number

/FT– Frequent Traveler number

/EX– Extra Adult

/EC– Extra Child

/RA– Rollaway bed Adult

/RC– Rollaway bed Child

/CR– Crib

/NM– Name Override

N1A2D3

Sell one deluxe room with 2 double beds from availability line 3

N1B1DCOR

Sell one superior room at the corporate rate from a complete hotel availability display (HOC)

N1B1K4/EX-1/RA-1

Sell one superior room with a king size bed from availability line 4, with optional fields

N1C1T1/SI-ROOM ON TOP FLOOR NO SMOKING/G-DPST CHQ

Sell with several optional fields

/2+N1B1D2/G-AGT

Insert after segment 2 and reference sell one double bed with an optional field

X3+N1B2T1

Cancel segment 3, and reference sell 1 superior room with 2 twin beds from line 1

SELL

Direct Sell

H/ØHHL

ØHHLBWN1Ø4JUN-Ø7JUN31762A1DCOR-2/

Followed by any of the qualifiers listed on the previous page.

Direct Sell entry without air segment

ØHHL Direct Sell Entry

BW Chain Code

NN1 Need one room

Ø4JUN Check-in date

-Ø7JUN Check-out date

31762 Property number

A1DCOR Booking code

-2 For 2 people

ØHHLRANN11ØNOV-18NOV12345A1QNAT-1@NATL

Direct sell with hotel chain (RA); in date 1ØNOV and out date 18NOV, property number 12345, a deluxe room with a queen size bed for 1 adult (*the whole Booking Code must be specified, otherwise RoomMaster will assume you want to book the RAC*), using multi-level access code (NATL)

ØHHLHINN111OCT-4NT98766BITCOR-1/G-AGT/SI-ROOM WITH VIEW

Direct sell with hotel chain (HI) one room; in date 11OCT, for 4 nights at property number 98766, a superior twin bedded corporate room, Guaranteed to agency IATA, and room request

ØHHLRABK1NBO1ØNOV-18NOV12345A1Q-1/RT-USD55.ØØ/CF-1234567

Add a segment booked outside the system directly with the vendor (RA) using passive status BK (in NBO; in 1ØNOV out 18NOV, property number 12345, deluxe room with queen size bed (*will assume A1QRAC*)) for 1 adult; mandatory rate field USD55; with confirmation number as given by hotel as 1234567); (*messages are sent and received if segment is cancelled or modified*)

SELL

Request Hotel (not represented in RoomMaster) via Carrier

ØHTLKLNN1LONIN22AUG-OUT24AUGA1D/W-

Request non Galileo® system hotel through KLM as

**WARREN HOTEL*PARK
LANE*MA Fairfax*LONDON*SW15 4PG*0181 392
0291**

delivering carrier; mandatory items are city (LON), check-in and check-out dates and room type (A 1D); address and phone fields are optional, but will print on itinerary

Optional Fields for Segment Sell

H/HTL/

Use the chain keyword **OPTI** to find out what optional fields are accepted by a vendor, and how the vendor will respond, for example, **HODFE/OPTI**

/CD- Y748392

Corporate discount number

/W- J SMITH 63 COBB ST LONDON W1Y 2AV

Address for written confirmation

/W

Copies address from BF to hotel segment

/RA-1

Request Rollaway bed, adult charge

/RC-1

Request Rollaway bed, child charge

/CR-1

Request Crib

/EX-2

Request extra adults in existing bedding

/EC-1

Request extra child in existing bedding

/FT- TW123456

Airline Mileage membership number

/FG- HI216593

Hotel frequent guest program

/SI- GROUND FLOOR ROOM

Special information - request only, not guaranteed

/CF- 8971654

Confirmation number

/AGT1234567

Agent/IATA number override

/G-AGT

System automatically appends agency IATA number to

/G-AX98567432859EXP1199

Guarantee arrival against agency IATA

/G-DPSTAX98567432859EXP1199

Guarantee late arrival to credit card

Credit card will be debited immediately for the required deposit

/NM-PEREJ JMR

Name overrides first name item in BF

SELL

Optional Fields for Segment Sell (continued)

H/HTL/

Not all fields are accepted/processed by every vendor; check using the chain keyword **OPTI** before using the entries below, i.e., **HODFE/OPTI**.

/ITAA847655

Tour number

Hotel Modify

H/HOM

Types of Modification

D

Date (Cancel and Re-book)

R

Room type (Cancel and Re-book)

O

Optional field (Modification only)

X

Cancel optional fields

HOM2D/15JAN-18JAN

Change booking dates for segment 2

HOM3D/10AUG-5NT

Change booking dates to 5 Aug for 5 nights stay

HOM3O/SI-NO SMOKING

Add or change an optional field for segment 3

HOM2R/1A1DCOR-2

Change room or bedding type and/or the number of people

HOM3X/SI

Cancel all optional fields for segment 3

Cancel Hotel Segments

Note: Do NOT use I or XI.

X2

Cancel segment 2

XH

Cancel all hotel segments in BF

@9XK

Remove hotel segment in BF without generating message to vendors

Change Segment Status (from KK to HK)

H/@HTL

@1HK

Change status of segment 1

@1.3.5HK

Change status of segments 1, 3 and 5

INDEX

Hotel Index

H/HOI

A Hotel Index is a list of hotels stored in RoomMaster, the Galileo hotel reservation system. Availability is not checked, nor is the rate. The rate displayed is for guideline purposes only.

HOIAMS	Request an index of hotels associated with Schiphol airport in Amsterdam
HOIAMSTERDAM	Request an index of hotels associated with Amsterdam city
/2+HOI	Insert index after segment 2 (which picks up arrival date, airport code and defaults to 1nights stay)
HOISWINDON	Request index for hotels in Swindon
HOIDISNEYLAND	Request index by Reference Point
HOILON/N-PARK	Request index by city and hotels with PARK in the name
HOI12DEC-3NTROM	Request index by date and city
HOILIS/F-OUT/T-C	Request index using multiple search qualifiers
HOI*PH	Page to top of index pages
HOC2/1NOV	Display complete availability from line 2 of index for INOV for 1 night
HOI*R	Redisplay previous index
HOI*R/NLG	Convert index display to show currency in NLG
Hotel Reference Points	
	H/HOR
HORPRG	Display a list of reference points e.g., areas of Prague
HOA3	Display availability for the reference point on line 3 of the HOR display
HOI2	Display index of hotels for the reference point shown on line 2 of the reference point display
HOR*R	Redisplay previous HOR display
HOA2/12DEC-14DEC/F-POO	Display availability for hotels on line 2 of reference point display with dates and feature
Postal Code search	
HOICHI/PC-US60010	Hotel search using the exact postal code for properties in the Chicago area with postal code of 60010; (enter the 2 character country code, followed by up to 10 characters for the postal code)
AAA Rating Search	
HOINYC/AAA3	American (and Canadian) Automobile Association hotel rating from 1 to 5 (with 5 being the best)

RATE RULES

Rate Rules	
	H/HOV
HOVS2	Display rules for the property booked in segment 2
HOV3	Display rules from rate shown on line 3 of Inside Availability display
HOV/A1DCOR	Display rules from HOC for booking code A1DCOR for non Inside Availability vendors

HOTEL DESCRIPTION

Chain and Property Description	
	H/HOD
HODRA	Display the description and keywords of a specific chain of hotels (RA)
HOD/1+4	Display the hotel description keywords numbers 1 and 4
HOD78482/DPST+COMM	Display specific property keywords
HOD*R	Redisplay previous description request
HOS2 or HOS2S	Display hotel description from segment 2 of the itinerary
HOS3/1+DPST or HODS3/1+DPST	Display description from segment 3 of itinerary by number and keyword
HOD2	Display hotel description for property from line 2 of index or availability display

HOTEL DESCRIPTION

Primary Property Keywords

H/HKEY

Keyword	Title/Description	Sequence number
BOOK	BOOKING GUIDELINES	Ø
CANC	CANCELLATION POLICY	1
COMM	COMMISSION	2
CONT	CONTACTS	3
CORP	CORPORATE RATES	4
CRED	CREDIT CARD POLICIES	5
DIRS	DIRECTIONS TO HOTEL	6
DPST	DEPOSIT POLICY	7
FACI	FACILITIES	8
FAMI	FAMILY PLAN	9
FREQ	FREQUENT TRAVELLER	1Ø
GRPS	GROUP INFO	11
GUAR	GUARANTEE POLICY	12
HELP	CUSTOMER SERVICE	13
INDX	INDEX	14
LOCA	HOTEL LOCATION	15
MEAL	MEAL PLANS AVAILABLE	16
DESC	PROPERTY DESCRIPTION	17
OTHR	OTHER	18
PROM	PROMOTIONAL INFO	19
RECR	RECREATION	2Ø
ROOM	ROOM / UNIT TYPES	21
SERV	SERVICES AVAILABLE	22
TAXS	TAX INFORMATION	23
TRAN	AREA TRANSPORTATION	24
TRVL	TRAVEL INDUSTRY INFO	25

*Note: The **INDX** keyword will list any other/secondary keywords that have been completed*

*Note: Use the **HOV** entry to obtain the most up to date information.*

HOTEL DESCRIPTION

Primary Chain Keywords

H/HKWD

Keyword	Title/Description	Sequence number
BOOK	BOOKING GUIDELINES	Ø
CANC	CANCELLATION POLICY	1
COMM	COMMISSION	2
CONT	CONTACTS	3
CORP	CORPORATE RATES	4
CRED	CREDIT CARD POLICIES	5
DPST	DEPOSIT POLICY	7
FAMI	FAMILY PLAN	9
FREQ	FREQUENT TRAVELLER	1Ø
GRPS	GROUP INFO	11
GUAR	GUARANTEE POLICY	12
HELP	CUSTOMER SERVICE	13
HOURL	HOURS OF OPERATION	14
INDX	INDEX	15
LINK	INSIDE LINK	16
NEWS	NEWS	17
OPTI	OPTIONAL FIELDS	18
PROM	PROMOTIONAL INFO	19
FACT	FACTS	2Ø
ROOM	ROOM / UNIT TYPES	21
TRVL	TRAVEL INDUSTRY INFO	25

Note: The INDX keyword will list any other/secondary keywords that have been completed

QUEUEING TO HOTEL VENDORS

Queuing to Hotel Vendors

GC*11/HTL/FORTE or GC*11/HTL/FE

Check Queuing city for vendor

V.HFE*FREE TEXT

Add hotel vendor remarks

QEB/VVF

Queue booking to vendor

NP.HFE*FREE TEXT

Send message (only) in Notepad format

QEM/VVF

Queue message to vendor

LEISURESHOPPER®

Cruise and Tour

LeisureShopper provides an easy to use standard interface which allows access to a variety of tour operators and cruise operators.

Using LeisureShopper, you can enter requests via descriptive fill-in format screens, which have ‘help’ available for the key fields. LeisureShopper provides a common interface, there is no need to learn the vendor’s unique entries or data displays.

Participating vendors are able to control access to their product via LeisureShopper. Whilst all agents may access basic LeisureShopper information, only agents that have been recognised and approved by the vendor will get a reply to LeisureShopper search or availability requests. If the vendor does not recognise the agency, an alert is returned to the agent.

The following is a guide to getting started with LeisureShopper, providing some initial information to a new user.

When starting to utilise LeisureShopper, please contact your local Galileo office, who will provide you with a Cruise User Guide or Tour User Guide which will provide all the information you need to make a LeisureShopper booking.

For more information on which vendors are available to book on LeisureShopper see **PD*LS**.

Basic LeisureShopper Information

H/CRUISE

LSS/	Displays a Fill-in format screen enabling a search of all vendors by destination and activities (eg golf)
LSVL	Displays a list of all LeisureShopper vendors
LSPH/V:PCL	Displays specific information on vendor PCL (Princess Cruises)

LEISURESHOPPER®

Moving through LeisureShopper screens

TAB key	Move from field to field within each screen using the Tab key
LS*PD	Tab to LS*PD, then press enter to Page Down
LS*PU	Tab to LS*PU, then press enter to Page Up
LS	Type LS from any SOM to return to the LeisureShopper booking
@	Enter the change symbol (@) in any field for an explanation of that field

Help Information

On Line help is available for LeisureShopper Tours and Cruises.

Enter H/Tour or H/Cruise.

Help is also available in GIS, chapter 602.

GP*3/INTRO	Introduction to LeisureShopper Tours
GP*3/TOPIC	LeisureShopper Tour Topics
GP*2/INTRO	Introduction to LeisureShopper Cruises
GP*2/TOPIC	LeisureShopper Cruise Topics

LEISURESHOPPER TOUR

Five Steps to book a Tour

LeisureShopper automatically displaying screens for you to complete.

Step 1 – Search For a Package

Type LSS/ and press enter.

```
SEARCH LEISURESHOPPER @-HELP
‡LSS*
@DESTINATION/S :•FLORIDA..... /•...
:•..... /•...
@DEP DATE/RANGE :•14MAY-•12AUG
@PRICE OR RANGE :•.....-•..... @CURR:•GB
BASED ON PER PERSON - DOUBLE OCCUPANCY
@LENGTH/S OF STAY:•... OR •...
@DEPARTURE CITY :•DEN.. @RETURN FROM CITY :•.....
@ACTIVITY/S :•.....+•.....
@PACKAGE TYPE/S :•.....+•.....
@VENDOR :•...
DESTINATION IS THE MINIMUM REQUIRED ENTRY
>
```

The Vendor Selection screen is displayed. Select the required vendor.

```
VENDOR SELECTION
†LSS/14MAY-12AUG/D:FLORIDA-FL/M:GBP/O:DEN
NOT MATCHED: NONE
1 SCV SUN COUNTRY VACATIONS
2 VBS VACATIONS BY SHERATON
3 CCL CARNIVAL CRUISE LINES
4 FAV AMERICAN AIRLINES VACATIONS
5 HYT HYATT VACATIONS
6 USV US AIRWAYS VACATIONS
7 COV CONTINENTAL VACATIONS
8 KEY KEYTOURS INC
9 WNV SOUTHWEST AIRLINES VACATIONS
†LS*PD• SELECT VENDOR †LSN• VENDOR INFO †LSVI
>
```

LEISURESHOPPER TOUR

The next screen is from the vendor's own system, (eg. American Airlines Vacations, below). Tab to LSN• and enter the line number of the required package.

```
PACKAGE SELECTION FAV AMERICAN AIRLINES VACATIONS MIN GB
†LSS/14MAY-12AUG/D:FLORIDA-FL/M:GBP/O:DEN/V:FAV
20 PACKAGES RETURNED: MORE AVAILABLE-MAKE SEARCH MORE SPECIFIC
1 FLORIDA/BOCA RATON -AL SS ID:FPBI*2$W98A
INCL:ACCOM CAR AIR 2-31NTS
2 FLORIDA/BOCA RATON -ZE SS ID:FPBI*2$W98H
INCL:ACCOM CAR AIR 2-31NTS
3 FLORIDA/CLEARWATER -AL SS ID:FTPA*2$W98A
INCL:ACCOM CAR AIR 2-31NTS
4 FLORIDA/CLEARWATER -ZE SS ID:FTPA*2$W98H
INCL:ACCOM CAR AIR 2-31NTS
SELECT LINE NBR FOR CHOICES OR PKG INFO SELECT PKG †LSN
```

```
†LS*PD• PACKAGE INFO †LSPI• DETAIL †LSD•
```

>

Step 2 – Check Availability for the Package

Once a package is selected, the Availability screen appears. Check availability for the departure date, complete the screen, then press enter to display packages available.

```
AVAILABILITY LEISURESHOPPER @-HELP
†LSA*
@DATE **:•30MAY @DEP TIME:•.... RET TIME:•...
@VENDOR/IDENTIFIER **:•FAV/•FPBI*2$W98A... @PRICE CAT:•...
@LENGTH OF STAY **:•007
@NUMBER IN PARTY **:•2
@NUMBER OF ROOMS/CABINS *SGL:•. DBL:•1 TPL:•. QUAD:•. OTH:•.
@AGES :•.. •.. •.. •.. •.. •.. •.. •.. •..
@DEPARTURE CITY :•DEN.. @RETURN FROM CITY :•.....
@VENDOR AIR Y OR N :•. @RETURN TO CITY :•.....
@STOPOVER Y OR N :•. @GATEWAY:•.....
@ACCOMMODATION EXCEPTION Y OR N:•.
MINIMUM REQUIRED IS ALL FIELDS WITH *
```

>

LEISURESHOPPER TOUR

Step 3 – Select Package Components

Select package components from the screens displayed by the vendor. Such components include stops, transportation, accommodation, features and options. Below is a sample screen for Transportation Selection.

```
Add PGBR afterTRANSPORTATION SELECTION GBP
AMERICAN AIRLINES VACATIONS FLORIDA/BOCA RATON -AL
DEN TO PBI ADJ TO PACKAGE BASE
1 AA 1940 FYQVBWZGKHMO$ DEN ORD 0600 0921 0 S80 B0S 30MAY
AA 1731 FYQVWKZBMGHO$ PBI 1010 1400 0 S80 S0S 30MAY
```

2 AA 1914 FYQBVGWKZHMOS DEN DFW 1036 1330 0 S80 S0S 30MAY
 AA 1544 FYQBVGWKZHMOS PBI 1411 1758 0 S80 OS 30MAY
 3 AA 336 FYBGVHQKZWMOS DEN MIA 1008 1603 0 S80 L0S 30MAY
 AA 5696 YBVKMZGHQWOS PBI 1715 1750 0 SF3 OS 30MAY
 4 AA 1322 FYQBVGWKZHMOS DEN DFW 0902 1149 0 S80 OS 30MAY
 AA 1544 FYQBVGWKZHMOS PBI 1411 1758 0 S80 OS 30MAY
 SELECT TRANSPORTATION AND CLASS OF SERVICE
 †LS*PD• SEL TRANS †LSN• PRICE †LSTP• MENU †LSTM•

>

Step Four – Price the Package

Tab to LSPR and press enter to price the package from the Itinerary screen.

ITINERARY LEISURESHOPPER
 1 AMERICAN AIRLINES VACATIONS FPBI*2\$W98A 30MAY-06JUN
 2 FLORIDA/BOCA RATON -AL STATUS: SS 2
 3 30MAY AIR AA 1940 -DENORD 0600 0921 B 0 S80 F 2
 4 30MAY AIR AA 1731 - PBI 1010 1400 S 0 S80 F 2
 5 30MAY STP 1 WEST PALM BEACH 7 NTS
 6 30MAY ACC DOUBLETREE GUEST SUI 7 NTS
 7 30MAY UNT RUN OF HOUSE 1D
 8 30MAY FEA INCLUDED MIAMI WATER TAX INC 1
 9 30MAY FEA INCLUDED BAYSIDE MARKETP INC 1
 10 30MAY FEA INCLUDED PB CRUISE LINE INC 1
 PRICE †LSPR•
 †LS*PD• DESC †LSD• VIEW †LSVM• CHG †LSC• CANC †LSX•

>

LEISURESHOPPER TOUR

The Pricing Payments screen displays with the package costs. Choose the form of payment required, tab to LSFP• , type in the form of payment, and press enter.

PRICING/PAYMENT INFORMATION
 AMERICAN AIRLINES VACATIONS FLORIDA/BOCA RATON -AL
 PRICE: BASE: 5406.00 OPTIONS : 0.00
 TOTAL: USD 5406.00 GBP 3244.68
 TAX1: 0.00 AIR-F: 4736.00
 TAX2: 0.00 ACCOM: 670.00
 TAX3: 0.00
 PENALTIES: 0.00
 DPST: 0.00 DUE BAL: 5406.00 DUE 13MAY
 PAYMENT TYPES: CSH MCO TOO

SELECT PAYMENT TYPE
 BOOK †LSFP•

>

Step Five – Complete the Booking

To complete the booking, you will receive further screens, from the vendor. Such screens can include Passenger name information and Consumer Advice.

On completion, a Vendor confirmation screen is sent by the vendor, which includes the vendor's own confirmation number.

LEISURESHOPPER CRUISE

Six basic steps to book a Cruise

Step 1 – Check Availability and Choose a Sailing

Type LSAC/ to display the cruise availability screen. Complete all areas marked with an asterisk (*) and press enter.

CRUISE AVAILABILITY LEISURESHOPPER @-HELP
 >LSAC*
 @DESTINATION *:*CARRIBBEAN.....
 @SHIP NAME :*PRACTISE PRINCESS.....
 @SAILING DATE *:*01SEP00.....

@LENGTH OF CRUISE *:•7..
@CRUISE LINE CODE *:•PCL...
@NUMBER IN CABIN *:•2
@PSGR DEPARTURE CITY *:•SEA.....
@CRUISE LINE AIR Y OR N*:•Y.
@SHIP EMBARKATION PORT :•..... @RATE CODE:•.....
@AGES SENIOR/CHILD :•... •... •... •... •...
MINIMUM REQUIRED IS ALL FIELDS WITH *

>

The Sailing Selection screen appears. Select a sailing by tabbing to LSN, type in the line number and press enter.

SAILING SELECTION PCL PRINCESS CRUISES
>LSAC/01SEP00/D:CARIBBEAN/L:7/V:PCL/O:SEA/C:PRACTISE PRINCESS/F:
Y/Z:2
CARIBBEAN DEP DTE DAY FROM TO DAYS DINE ST
1 PRACTICE PRINCESS 28NOV98 TU FLL FLL 2 1SS2SS CX2
PRACTICE PRINCESS 30NOV98 TH FLL FLL 1 1SS2SS CX
3 PRACTICE PRINCESS 01SEP00 SU FLL FLL 7 1LL2LL SS

SELECT SAILING LINE NUMBER SELECT SAILING+LSN•
CRUISE ITIN>LSD• RECALL AVAIL>LSAC/*R•

>

LEISURESHOPPER CRUISE

Step 2 – Select a Rate Code

Tab to LSN and type in a line number to select a rate code, and press enter.

RATE CODE SELECTION PCL PRINCESS CRUISES
PRACTICE PRINCESS 01SEP00 FLL FLL 7DAY 1LL2LL SEA
CODE DESCRIPTION REMARKS
1 PC0 PAST PAX - TWO FOR ONE
2 RR1 REG. PROMO - 2 FOR 1 OUTSIDE PAX AIR CITY N/A
3 FIT LOVE BOAT SAVER

SELECT RATE CODE LINE NUMBER SELECT RATE >LSN
RATE RULES >LSD RECALL SAILINGS >LSSS

>

Step 3.1 – Select a Category

The Category Selection screen displays categories available for the rate code you've selected. Tab to LSN and enter the line number of the required category, and press enter.

CATEGORY SELECTION PCL PRINCESS CRUISES USD
PRACTICE PRINCESS 01SEP00 AIR CITY: SEA FIT
CAT AVL REMARKS PER PSGR DOUBLE OS/IS BERTH
1 AA SS 2482 OS 2L
2 A SS 2145 OS 2L
3 BB SS 1807 OS 2L
4 B SS 1695 OS 2L
5 CC SS 1620 OS 2L
6 C SS 1590 OS 2L2U
7 D SS 1567 OS 2L2U
8 EE SS 1537 OS 2L2U
SELECT CATEGORY LINE NUMBER SELECT CAT>LSN• PRICE>LSNP•
>LS*PD• CAT DESC>LSD• RECALL RATE>LSCR•

>

LEISURESHOPPER CRUISE

Step 3.2 – Select a Cabin

The Cabin Selection screen displays available cabins for the category you've selected. Tab to LSN, add line number and press enter.

```
CABIN SELECTION PCL PRINCESS CRUISES
PRACTICE PRINCESS 01SEP00 FIT CATEGORY: A
CABIN DECK POSITION SQ FT REMARKS BERTHS
1 A144 ALOHA OUT,MID,PORT 366 2L
2 A139 ALOHA OUT,MID,STAR 366 2L
3 A136 ALOHA OUT,MID,PORT 366 2L
4 A150 ALOHA OUT,MID,PORT 366 2L
5 A132 ALOHA OUT,MID,PORT 366 2L
6 A130 ALOHA OUT,MID,PORT 366 2L
7 GUAR
```

```
ENTER LINE OR CABIN NUMBER LINE NUM>LSN• CABIN NUM>LSCN•
CAB DESC>LSD• RECALL CAT>LSCC•
>
```

Step 3.3 – Select a Bed Configuration

When you select a cabin, you may have to select a bed configuration. Tab to LSN and enter the line number.

```
BED CONFIGURATION PCL PRINCESS CRUISES
PRACTICE PRINCESS 01SEP00 FIT CAT: A A139
1 TWIN BEDS
2 QUEEN BED
```

```
SELECT FORMAT IS LINE NUMBER
SELECT CONFIG >LSN• RECALL CABINS>LSCS•
>
```

LEISURESHOPPER CRUISE

Step 4.1 – Enter Passenger Information and Preferences

Now enter passenger information and preferences. Complete all fields in the Passenger Detail Name Information screen that are marked with an asterisk (*) and press enter.

```
>LSPX* PASSENGER DETAIL NAME INFORMATION @-HELP

@PASSENGER* LAST 16/FIRST 12 @NUMBER OF PASSENGERS: 2 @M/F*
1 •TEST/GEORGE..... •M
2 •TEST/JANE..... •F
•..... •.
•..... •.
```

```
@AGE* @TITLE*4 @INS* @PAST PSGR NO
1 •36 •MR..... •Y •.....
2 •32 •MRS..... •Y •..... @DEP CITY *:*SEA..
•• •..... •. •..... @AIR Y/N *:*Y
•• •..... •. •..... END•
FIELDS WITH * REQUIRED CHANGE MENU >LSCM•
>
```

Now complete all fields in the Sailing Specific Information screen that are marked with an asterisk (*) and press enter.

```
SAILING SPECIFIC INFORMATION @-HELP
PRACTICE PRINCESS 01SEP00 CATEGORY: A A139
>LSGI*
DINING CURRENT SELECTION: 2 LL
DINING AVAIL: 1ST SITTING LL 2ND SITTING LL
@DINING PREFERENCE 1/2 *:*2
@DINING SMOKING Y/N : @TABLE SIZE 4 6 8 *:* 4
OTHER
@TRAVEL AGENT NAME *:*MARIA.....
@TRAVEL WITH CONFO :•.....
@BOOKING CREDIT :
```

@BACK TO BACK CONFO :
MINIMUM REQUIRED IS ALL FIELDS WITH *
>

LEISURESHOPPER CRUISE

Step 4.2 – Select Options

Options are items you can add to the cruise for an additional cost. Select an option from the menu or select a zero to continue.

OPTIONS MENU
PRACTICE PRINCESS 01SEP00 CATEGORY: A A139*
AFFECTS TRANSPORTATION
1 *POST-CRUISE 4 BIRTHDAY
2 MEDICAL CODES 5 ANNIVERSARY
3 DIET CODES 6 OTHER OCCASIONS

SELECT OPTION NUMBER OR 0 TO CONTINUE
SELECT OPTIONS >LSN•

>

Step 4.3 – Features Menu

The Features menu displays after Options. Additional products can be selected from this screen.

FEATURE UPGRADES US
PRACTICE PRINCESS 01SEP00 CATEGORY: A A139
1 TEST/GEORGE 2 TEST/JAN
PRE-CRUISE SELECT 01/PSGR
CHOICE RATE:PER PAX DBL ST
1 OVERNIGHT FLIGHT 1 NTS INC SS
2 OPERATIONAL OVERNIGHT 1 NTS INC SS
3 DON SHULA RESORT/TENNIS/C 3 NTS 229 LL
4 DON SHULA RESORT W/GOLF/C 3 NTS 299 LL
5 HILTON AT WALT DISNEY WOR 3 NTS 299 LL
6 HILTON AT DISNEY WITH CAR 3 NTS 299 LL
SELECT FEATURE LINE NUMBER FOR ALL PASSENGERS
>LS*PD• SELECT FEA >LSN• DESC >LSD• MENU >LSFM•

>

LEISURESHOPPER CRUISE

Step 5 – Price the Cruise

Tab to LSPR and press enter from the Itinerary screen to price the package

ITINERARY LEISURESHOPPER
PSGR 1 TEST/G MR 2 TEST/J MRS
1 PRINCESS CRUISES STATUS: SS 2
2 PRACTICE PRINCESS 31AUG00-08SEP00 SEA
3 31AUG00 AIR -SEAFLL
4 31AUG00 FEA PRE-CRUISE OVERNIGHT FLIGHT INT
5 01SEP00 CAB A139 A ALOHA RR1 7DA
DINING: 2ND LL OUTSIDE QUEEN BED OUT,MID,STAR
6 01SEP00 POC PORT EVERGLADES BD 200P DP 500P
7 02SEP00 SEA AT SEA
8 03SEP00 SEA AT SEA
PRICE >LSPR• PSGR ITIN>LSIT01-•
>LS*PD• DESC>LSD• CHG MENU>LSCM• CANCEL>LSX•

When you have priced the itinerary, the Pricing Information screen appears. Tab to LS and press enter.

PRICING INFORMATION PRINCESS CRUISES USD
PRACTICE PRINCESS 01SEP00 SEA RR1 CAT:A A139
TOTAL: FARE: 5720.00
DISC: -3110.00
: 0.00
AIR: 800.00
FEATURE/OPTION: 0.00
INSURANCE: 178.00 DEPOSIT: 500.00

PORT CHARGES: 191.00 DUE: 18NOV95

PENALTIES: 0.00

TOTAL BOOKING: 3779.00

SELECT NEXT ACTION CONTINUE>LS• BALANCE DUE: 03JUL00

>LS*PD• NET PRICE>LSPRTA•

Step Six – Complete the Booking

To complete the booking, you will receive further screens from the vendor, such as Consumer Advice.

On completion, a Vendor confirmation screen is sent by the vendor, which includes the vendor's own confirmation number.

PRINTER LINKAGE

Linkage Printer codes

	<i>H/PRLK</i>
DT	Demand ticket print
DI	Demand invoice/itinerary print
DA	Demand MIR print
DX	Demand printability
DS	Demand satellite print
DIE	Demand invoice/itinerary/electronic ticket supporting documents print

Linkage for Demand printing

HMLMF52303DT	Link terminal to ticketing printer GTID F52303
HMLMF22302DI	Link terminal to itinerary printer GTID F22302
HMLMF72203DA	Link terminal to MIR printer GTID F72203
HMLMF52305DX	Link terminal to printer GTID F52305 for printability
HMLMF10979DS	Link terminal to satellite printer GTID F10979
HMLMF92303DT/BA3203DI/F73404DA	Link maximum 3 printers to 3 stock types
HMLMF52303DIE	Link terminal to itinerary/electronic ticket supporting document printer GTID F52303

Display Linkage

HMLD	Display linkage of terminal
HMLDXC7	Display linkage for all terminals in pseudo city XC7

PRINTER LINKAGE

De-link from Printer

	<i>H/PRLK</i>
HMLM/DELINK	Delink from all printers
HMLM/DELINK/T	Delink from ticket printer only
HMLM/DELINK/I	Delink from itinerary printer only
HMLM/DELINK/A	Delink from MIR device only
HMLM/DELINK/S	Delink from satellite ticket printer only

Designate Printer for Stock Type

HMOMF72303-TKT	Designate printer for ticketing
HMOMF92304-ITN	Designate printer for itinerary/invoice
HMOMF32303-BLK	Designate printer blank

Change Printer Status

HMOMF82303-U	Change printer status to UP mode
HMOMF82303-D	Change printer status to DOWN mode

ATB Printer status

HMOMF1075E-T/1700001764/04	Change the status of a 'BUSY' ATB printer to UP; entry requires the printer GTID, number of the last successful ticket issued, plus the number of coupons used by the printer for that ticket (including any coupons in the reject bin)
HMOMF1075E-T/1563219457/06/V	When ticket book is not completed properly, brings printer DOWN, reports ticket as VOID in the TINS report; entry requires the printer GTID, number of the last successful ticket issued, plus the number of coupons used by the printer for that ticket (including any coupons in the reject bin)
HMOMF1075E-T/1563219457/06/00	When no coupons have been used by the printer, brings printer DOWN, reports ticket as VOID in the TINS report; entry requires the printer GTID and number of the last successful ticket issued

TABLES

Ticket Stock Tables

	<i>H/HMS and H/TINS</i>
HMSA-44400080001/4440008499/500	Add ticket stock numbers to agency ticket stock record; the first ticket number must contain the check digit
HMSA-	Add ticket stock (including check digit) to a satellite

44400080001/4440008499/500/S*9999992
HMSD
HMSX-12000022011/1200002300/100

printer IATA number/Agency Location Code 9999992
Display agency ticket stock record
Delete a range of tickets from the agency ticket stock record

Ticket Printer Table (TINS Table)

H/HMTN and H/TINS

HMTN5F203A-44400080001/4440008499/500

Add ticket stock numbers to agency printer ticket table; the first ticket number must contain the check digit
Display all ticket numbers held in all printer ticket tables
Display all ticket numbers held in ticket table for printer 5F203A

HMTN/D

HMTN5F203A/D

TABLES

Daily Procedures

HMTN5F203A/RETURN

Return unused tickets to agency ticket stock record at end of day

HMTN5F203A-44400080512/4440008100/050

Load last days remainder tickets onto printer ticket table, the first ticket number must contain the check digit

Note: In certain countries, 'stock control numbers' are used instead of ticket numbers.

Itinerary Printer Table

H/HMIN and H/TINS

(Max. 99 999 documents.)

HMIN5F204A-*

Start numbering itineraries from 1 through to 99999 for printer 5F204A

HMIN5F204A-448201/448799/598

Start numbering itineraries from 448201 to 448799 for printer 5F204A

HMIN5F204A-444100/444300/*

Start numbering itineraries from 444100 to 444300 and then return to first number

HMIN/D

Display all itinerary/invoice numbers held in all printer invoice tables

HMIN5F204A/D

Display itinerary/invoice numbers held in itinerary/invoice table for printer 5F204A

HMIN5F204A/DELETE

Delete itinerary/invoice numbers held in itinerary/invoice tables on printer 5F204A

TINS

Display Ticket and Invoice Numbering System (TINS) Report

H/TINS

HMPR

Display TINS report for today

HMPR/GL3

Display TINS report for today for branch GL3

HMPR/25APR

Display TINS report for another date

HMPR/GL4/25APR

Display TINS report for branch GL4 for another date

Print TINS Report

HMPR/F52303

Print TINS report for today on printer GTID F52303

HMPR/F52303/GL2

Print TINS report for branch GL2

HMPR/F52303/25APR

Print TINS report for another date

HMPR/F52303/GL2/25APR

Print TINS report for branch GL2 for another date

Ticket number voiding

TRV/12544400080012

Void ticket number on TINS report; must include airline 3 digit code and check digit of auditors coupon

TRV/12544400080012-003

Void a range of ticket numbers on TINS report; ticket numbers must be from the same filed fare, the first ticket number must include check digit

TRU/12544400080012

Unvoid voided ticket number on TINS report; must include airline 3 digit code and check digit of auditor's coupon

Stock number voiding

TKV/12345678903

Record stock number as VOID on the TINS report

TKV/12345678903/I9999992

Record an Satellite stock number as VOID on the TINS

Note: In certain countries, 'stock control numbers' are used instead of ticket numbers.

TICKET PREPARATION

Ticket Modifiers

H/TKMO

Ticket modifiers can be added at two different stages:

To store in a Booking File:

1. Precede modifiers with **TMU1** (filed fare 1)

To include in a ticket entry:

2. Precede modifiers with **TKP**

Mandatory Modifiers

Carrier **C** – **CSK**

Commission **Z** – **Z8**

Form of Payment **F** – **F373900000123456*D0599**

Optional Modifiers

Endorsement **EB** – **EBNON REFUNDABLE**

Tour Code **TC** – **TC123456**

Inclusive Tour **IT** – **IT or IT*PC**

ATB Audit Coupon **AU** – **AU**

Ticket modifiers may be used in random order separated by mandatory slash.

Examples:

TMU1CSK/Z9/FS/IT/TC6LH2SKXX2

TMU Ticket Modifier Update

1 Filed Fare number 1

CSK Plating Carrier SK

Z9 Commission number 9%

FS Form of Payment Cash

IT Inclusive Tour

TC6LH2SKXX2 Tour Code

**TMU1FS/Z9/CBA/EBNON
REFUNDABLE/IT/TC123456**

Store the ticketing modifiers FOP, commission rate, validating carrier, endorsement text, inclusive tour and tour code in the BF

TKP1FS/Z9/CTP

Add the ticketing modifiers FOP, commission rate and validating carrier to filed fare number 1 at time of ticketing

TICKET MODIFIERS

Mandatory Modifiers

H/TKMO

Form of Payment

FS

Form of payment cash

FCK

Form of payment cheque

F373912345678956*D1099

Form of payment, Galileo accepted credit card with expiry date; see MISC for more credit card authorisation entries

FCCXY1234567890*D1299*A12345

Form of payment, non Galileo accepted credit card (XY) with an expiry date and approval code

/F317284567841005*D1299

Automatic credit request at ticketing with validity date

/F317284567841005*E12*D1299

Automatic credit request at ticketing with extended

/F317284567841005*E3*D1199*A123456

payment option with validity date

/FAX317284567841005*D1299

Credit card payment with extended payment and expiry date with override approval option (min. 2 characters) - no approval requested

/FAX373912345678901*D1299*CKOPLA

Automatic credit card request using 2 alpha credit card vendor code (optional) with validity date

/FCC123456789012345*D12998*A12345

Automatic credit card request including client reference to be printed on the bill of credit card company

/FCCAA123456789012345*A12345

Used for non-Galileo accepted credit card vendors; the validity date is optional, approval code is mandatory

Used for non-Galileo accepted credit card vendors; with optional 2 alpha credit card vendor code; approval code is mandatory

Note: Expiry date is mandatory on all credit cards except UATP cards and is optional on FCC entries

TICKET MODIFIERS

Mandatory Modifiers (continued)

	<i>H/TKMO</i>
P1FCK/P2FS	Passenger 1 form of payment cheque, passenger 2 form of payment cash
FMR	Multiple types of payment collected
FMS FREE TEXT	Miscellaneous form of payment (must be followed by free text)
FNONREF FREE TEXT	Form of payment Non Ref (may optionally be followed by free text (max. 35 characters))
FINVSHELL	Form of payment invoice (for SHELL company); INV must be followed by free text (min. 2, max. 32 characters)
FEX	Form of payment exchange document (see exchange tickets later this chapter)
FREE	Free ticket (prints FREE in fare and FOP box of the ticket)
Plating or Validating Carrier	
CQF	Validating carrier QF
Commission Rate	
Z9	9% Commission (this field may be optional depending on the agency set up)

TICKET MODIFIERS

Optional Modifiers

Endorsements

	<i>H/TKMO</i>
EBNON REFUNDABLE	Free form text endorsement
EBNON REFUNDABLE *EBVALID ONLY ON AIR	Multiple endorsements (max. 3); all endorsements together must not exceed 58 characters
FRANCE	
Tour Code	
TC123456	Tour code 123456 (maximum 14 characters)
Inclusive Tour	
IT	Print IT in fare box, suppressing fare construction
IT*PC	Print IT in fare box and print fare construction
Bulk Inclusive Tour	
BT	Print BT in fare box, suppressing fare construction
BT*PC	Print BT in fare box and print fare construction
Satellite Printing	
STP99999992	Print at satellite printer IATA number/Agency Location Code 99999992 (including check digit)
Nett Fare (DI Ticketing)	
NFNLG1000.00*90	Nett Fare NLG 1000.00; DI code 90; "NOT ENDORSABLE" is printed automatically in the Endorsement box

TICKET MODIFIERS

Optional Modifiers (continued)

Electronic Ticketing

ET	Issue electronic ticket where the default ticket type for the specific carrier is paper
PT	Issue paper ticket, where the default ticket type for the specified carrier is electronic

ATB Printers

/AU	Issues an ATB audit coupon for those agents who do not normally receive an audit coupon as part of an ATB ticket transaction
------------	--

TICKET MODIFIERS

Change Ticket Modifiers

	<i>H/TKMO</i>
TMU1EB@VALID ONLY ON BA	Change stored endorsement box text for filed fare 1
TMU2Z@9/EB@NON REF/F@S/C@BA	Change stored commission to 9%, endorsement text, FOP

TKP3P2C@AZ/F@CK

TMU1P3F@S
TKP1P3F@CK

Delete Ticket Modifiers

TMU1EB@
TMU4IT@/TC@
TMU1P1-3F@

Change stored endorsements

Note: When an itinerary is autoquoted, system generated endorsements may be attached to the fare (i.e. PEX, APEX fares etc.). If it is necessary to delete or change these endorsements, the following procedure should be used:

- 1. Convert filed fare to manual fare *FB1**
- 2. Delete stored endorsements FBUEB/ or change stored endorsements FBUEB/NEW TEXT**
- 3. File manual fare FBFALL**

to cash, and validating carrier for filed fare 2
Print ticket using filed fare 3 for passenger 2 and change validating carrier to AZ and FOP to cheque
Change stored form of payment for passenger 3 only
Print ticket using filed fare 1 for passenger 3 and change the FOP to cheque

Delete endorsement box text of filed fare 1
Delete IT modifier, and tour code of filed fare 4
Delete form of payment stored individually for passengers 1 through 3

TICKET MODIFIERS

Electronic Ticket Failed - Fill in Format

In certain circumstances an Electronic Ticket request may fail. For example the airline link may time out or fail, or the airline may reject the Electronic Ticket request. In each of these circumstances you will be given the option to default to paper or to cancel the ticketing transaction. The default to paper option will appear as follows:

>*ET ELECTRONIC TICKETING FAILED
VENDOR SYS ERR OCCURRED
TAB AND ENTER TO SELECT OPTION
ISSUE PAPER TICKET TO HOST >. TO STP >.....
CANCEL TICKETING TRANSACTION >

You must then Tab to the required option and <Enter>. There is no need to type any character before <Enter>.

OPEN TICKETS

Create a Booking File for the required segments using a direct segment entry in the following way:

0KLOPENC15SEPAMSJFKNO1
0KLOPENC JFKAMSNO1

Points to note:

1. Always state the carrier, NEVER use the carrier code YY
2. 15SEP is the date of issue for the ticket; this is the only date shown on the ticket in the box "DATE OF ISSUE"
3. Always use the AIRPORT three letter codes
4. NO1 is for ONE passenger, NO2 is for TWO passengers, etc.

Complete the BF as usual, End Transact and Retrieve. The tickets can now be printed.

EXCHANGE TICKETS

Exchange Tickets

H/TKEX

Procedure

- 1. Create and file the fare for the revised journey.**
(Use Manual Fare Build entries if necessary, see Fares Chapter)
- 2. End Transact and retrieve BF**
- 3. Using Ticketing Modifier entries (TMU) or Ticketing entries (TKP),**
enter the Exchange Form Of Payment, (**FEX**)

Examples:

TKPFEX/CBA/Z9

TMU2FEX/CTW/Z9

TKP2P1/FEX/CKL/Z9

Display exchange FIF for *only* filed fare for all passengers and segments

Display exchange FIF for filed fare 2 for all passengers and add the validating carrier and commission rates as modifiers

Display exchange FIF for filed fare 2 for passenger 1 only

TMU3FEX/EBNON-REFUNDABLE/CAZ/Z9

Display exchange FIF for filed fare 3 for all passengers; add an endorsement, validating carrier and commission rate

TMU1FEX1114440008000/CBA/Z9/ET

Display exchange FIF for specified electronic ticket number, for only filed fare for all passengers and segments; exchange will be for the specified electronic ticket for a new electronic ticket

TKPFEX1114440008000/CBA/Z9/PT

Display exchange FIF for specified electronic ticket number; exchange specified electronic ticket for a new paper ticket (when the default ticket type for the carrier is electronic)

4. Complete the displayed Exchange Fill-In Format as applicable inputting the original/exchange ticket details. Tab to the last tab stop and press enter.

5a Even Exchange

- The exchange modifier is complete

5b Additional collection due

- The multiple receivable Fill-In Format is displayed. Complete by adding the form(s) of payment followed by \$ followed by the amount e.g. CK\$100.00. (redisplay with *MR, and press enter.)

5c Refund due

- A refund Fill-In Format is displayed. Tab and press enter.

Note: See next page for completing the Fill-in Format screen.

EXCHANGE TICKET FILL-IN FORMAT

Input:

TKP1CSR/FEX/Z9

(reissue in AMS, journey originated ZRH)

Completed Screen

```
>EX **TICKET FOR** : BLOGGS/AMR PSGR 1/ 1
NEW FARE: CHF 1234.00 EQUIV: CHF NLG
TX1: 0.00 TX2: 0.00 TX3: 0.00 TX4: 0.00
*EXCH TICKET*: TICKET NUMBER THRU TICKET NUMBER NO. CPNS
12345678901203 X 1234567890121.. .4
COUPONS FOR TKT1: 34.. TKT2: 12.. TKT3: .... TKT4: ....
PD TAXES 1: 3.00.. DE 2: 9.00.. FR 3: ..... .. 4: ..... ..
PD TAXES 5: ..... .. 6: ..... .. 7: ..... .. 8: ..... ..
TTL VALUE: CHF853.00..... BSR: *1.264..ORIG FOP: CK.....
*ORIG ISSUE*: TICKET NUMBER ORG/DES CITY DATE IATA CODE
..... ZRH/ZRH GVA 01MAR96 77777777
>
```

Explanantion:

1. **EX** Passenger name and number of any applicable group of passengers - automatically taken from filed fare
 2. **NEW FARE/EQUIV** The new fare (CHF 1234.00) and equivalent box entry (CHF NLG), - automatically taken from filed fare
 3. **TAX 1** etc Any new taxes to be collected (in currency of point of reissue) - automatically taken from filed fare
 4. **EXCH TICKET** Number of original document (including check digit-if not known use P) THRU Enter X in this position when dealing with conjunction tickets, followed by last conjunction ticket number and check digit NO. CPNS Enter total number of coupons to be removed from original ticket
 5. **COUPONS FOR** Enter specific coupon numbers being removed from each document
 6. **PD TAXES** Include any paid taxes and applicable tax code if tax is still applicable to revised itinerary
 7. **TTL VALUE** Enter, with currency code, value of original document(s) excluding taxes
 8. **BSR** Enter Bank Selling Rate. Precede amount with * if to be multiplied and / if to be divided
 9. **ORIG FOP** Enter original form(s) of payment (either in full or code - see DOCS 7)
 10. **ORIG ISSUE TICKET NUMBER** - if same as exchange document, leave blank
- ORG/DES** Enter original city of origin, and destination of revised itinerary
CITY Enter 3 letter city code from original issue
DATE Enter date and year from original document
IATA CODE Enter IATA code from original document (if not known, or illegible, use 77777777)

ELECTRONIC TICKET REVALIDATION

Electronic Ticket Revalidation

TKRETS1/TN1114440008888/C1

Revalidate segment 1 quoting ticket number to be revalidated and coupon 1 to be revalidated

TKRETS2/TN1114440008888/C3/NVB12DEC/NVA16JAN

Revalidate segment 2 quoting ticket number to be revalidated, coupon 3 to be revalidated and Not Valid Before and Not Valid After dates

TKRETS1/TN1234567890/C1

Electronic ticket revalidation; Electronic Ticket record must be displayed first;

TKETRET

Electronic Ticket revalidation function identifier

S1

Booking file segment indicator (maximum one)

/

Mandatory separator

TN

Ticket number indicator

1234567890

Ticket number including airline numeric code (maximum one)

/

Mandatory separator

C1

Coupon indicator and number (maximum one)

Note: The appropriate Electronic Ticket record must be displayed before a revalidation request is made.

ELECTRONIC TICKET DISPLAY

Electronic Ticket Display

***TE/1251234567890**

Display Electronic Ticket by ticket number

***TE/BA/13MAY98CC1234567890-RAMOS**

Display Electronic Ticket by credit card number

***TE/BA/13MAY98FF12345678**

Display Electronic Ticket by frequent flyer number

***TE/BA/13MAY98LHRMAN-RAMOS**

Display Electronic Ticket by date/board/off/name

***HTE**

Display Electronic Ticket when booking file is present

AUTOMATED REFUNDS

Automated refunds

Automated Refunds are only available in a limited number of BSP markets. The following entries are therefore not available to all users. In addition when Automated Refunds are permitted a BSP does not always allow the use of all inputs.

Note: In certain markets, only certain tickets may be refunded.

Full Refund of ticket

TRA1257777777770/01FEB98

Refunds full value of ticket; year is optional

TRA1257777777770/01FEB/x10.00

Refunds value of ticket, includes a cancellation penalty

Full or Partial Refund of ticket

TRN1257777777770/01FEB98

Displays fill in format for refund

TRNE1251234567890/12JUL

Refund electronic ticket, format includes 3 digit airline code, electronic ticket number with check digit and date ticket was issued

Cancel Refund

TRNC1257777777770

Cancels refund of ticket by ticket number

Refund Specific TINS entries

HMPR/CSR/01JUN-30JUN/REF

Displays refunded tickets

HMPR/REF/END01MAR/GTID

Releases ticket block (Germany only)

AUTOMATED REFUNDS

Linear Refund Inputs

Use linear refund inputs when Fill in Formats are not required.

CODE	EXPLANATION	Mandatory/Conditional/Optional
TRN	Action Code	M
aaa	Airline numeric code	M
nnnnnnnnnn	Ticket number and check digit	M
CPcccc	Coupon number to be refunded	M
JDOM or JINT	Indicates domestic or international travel	M
Iaaa	Issuing airline with two or three alpha/numeric codes	C
Rxxxxxxxff	Amount used for type	M
AAHHHHHHHHHH	Airline Authority	O

Onnnnnnnnnnc	Original Document Number and check digit	O
ODddmmmyXXXnnnnnnn	Original issue details	O
Zxxxxx	Original commission rate (default to AAT COMM field if not entered)	O
T1-xxxxxxaa	Tax 1 amount and code	O
T2-xxxxxxaa	Tax 2 amount and code	O
T3-xxxxxxaa	Tax 3 amount and code	O
T4-xxxxxxaa	Tax 4 amount and code	O
T5-xxxxxxaa	Tax 5 amount and code	O
T6-xxxxxxaa	Tax 6 amount and code	O
T7-xxxxxxaa	Tax 7 amount and code	O
T8-xxxxxxaa	Tax 8 amount and code	O
PFC1-aaan	PFC1 airport and \$ indicator	O
PFC2-aaan	PFC2 airport and \$ indicator	O
PFC3-aaan	PFC3 airport and \$ indicator	O
PFC4-aaan	PFC4 airport and \$ indicator	O
Xnnnnnnnn	Cancellation charge and amount	O
ZXAnnnnnn or ZXPnn.nn	Commission amount or percentage on cancellation charge	O
N-aaaaaaaaaaaaaaaaaaaaaaa.aaa	Passenger name (surname and status); max, length 44 characters	M
Pxxxxxxff	Paid fare amount and fop type	M
PTxxxxxxff	Paid tax amount and fop type	O
CC-aannnnnnnnnnnnnnnnnn*Dnnnn	Credit card vendor, number and expiry date	O
TCananananananan	Tour code data, up to 14 a/n	O
Dddmmmy	Date of issue of refunded document	M
NFaaannnnnnnnnn	Net Fare Amount	O
CF1-xxxxxxxxxxxx	Customer File Reference up to 12 a/n	O
S*nnnnnnnnn	STP IATA number 8 numerics	O
NR	Net Remit indicator followed by Y or N	O

Note: Only one credit type FOP is permitted with linear formats.

CANNED REMARKS

Create Canned Remarks Record

H/ITCA

RPFC/RMKS	Create a blank Canned Remarks record
Display Canned Remarks Record	
RPFD/RMKS	Display the Canned Remarks record
Modify Canned Remarks Record	
RPFM/RMKS	Modify the Canned Remarks
Borrow Canned Remarks Record	
RPFB/GL3/RMKS	Copy the Canned Remarks record of branch agency GL3
Give Canned Remarks Record	
RPFG/GL3/RMKS	Give Canned Remarks Record to GL3; (GL3 must not have a record already created)
Print Canned Remarks Record	
RPFP/RMKS/F23Ø32	Print Canned Remarks record on printer GTID F23Ø32
Terminate Canned Remarks Record	
RPFT/RMKS	Delete Canned Remarks record; this entry must be input twice

Note: These entries may only be made by second level authorisers and above.

Add Canned Remarks to Booking File	
DI.CR-9.8.6	Add Canned Remarks 9, 8 and 6 (max. 12) to Booking File
Change Canned Remarks in Booking File	
DI.2@CR-9.8.5	Change Canned Remarks (stored as DI item 2) to numbers 9, 8 and 5
Delete Canned Remarks from Booking File	

DL3@

Delete Canned Remarks (stored as DI item 3)

ITINERARY REMARKS

Create Unassociated Itinerary Remarks field

H/ITUN

(Max 70 characters per item.)

RI.TEXT

RI.TEXT+RI.TEXT

RI.(type 2 blank spaces)

Create Unassociated Remark

Create multiple Unassociated Remarks

Create a blank line in the itinerary before or between

Unassociated Remarks

Create Associated Itinerary Remarks field

(Max 70 characters per item.)

RLS2*TEXT

RLS4*TEXT-TEXT+RLS5*TEXT-TEXT

RLS1*

RLS1-3*TEXT

Add text associated to segment 2

Add two lines of text associated to segment 4 and two lines associated to segment 5

Add a blank line after segment 1 or its Associated Remarks

Add same text to all stated segments

Change Unassociated/Associated Itinerary Remarks field

H/ITUX

RI.2@NEW TEXT

RI.2@NEW TEXT+RI.3@NEXT TEXT

Delete Unassociated/Associated Itinerary Remarks field

RI.3@

RI.3-6.8@

RI.5-7@

Change the second Itinerary Remark to new text

Multiple Remark change

Delete Itinerary Remark 3

Delete Itinerary Remarks 3 through 6 and 8

Delete Itinerary Remarks 5 through 7

ITINERARY REMARKS

Insert Unassociated Itinerary Remarks field

H/ITRE

RI/Ø*TEXT

Insert Associated Itinerary Remarks field

RI./2S3*TEXT

Insert first Unassociated Remark

Insert after Itinerary Remark 2 an Associated Remark for segment three

Display Itinerary Remarks field

H/ITDI

***RI**

***RI/S4.9**

***RIA**

***RIU**

***RI4**

***XRI**

***HRI**

Display Itinerary Remarks

Display Itinerary Remarks for segments 4 and 9

Display Associated Itinerary Remarks

Display Unassociated Itinerary Remarks

Display Specific Itinerary Remark

Display cancelled remarks, before ET

Display Itinerary Remarks history

Reassociate Associated Remarks

RIR.1-2S2

Reassociate remarks 1 and 2 to segment 2

ENHANCED ITINERARY REMARKS

Create Associated Check in times

H/EIIR

(Minimum Check In Time is 10 minutes, the maximum is 240 minutes)

RI.CI*45

RLS1/CI*60

RLS2.4-7/CI*120

RLS1/CI*45+RLS2.4/CI*60

Add a Check In Time of 45 minutes to ALL air segments

Add a Check In Time of 60 minutes to segment 1 only

Add a Check In Time of 120 minutes to segments 2, 4, 5, 6 and 7

Add a Check In Time for segment 1 of 45 minutes, and for segments 2 and 4 a Check In Time of 60 minutes

Create Associated Terminal Information

H/EIIR

RI.DT*Terminal 4

RLS1/AT*Terminal 1

Add an Associated Remark for Departure Terminal 4 to ALL air segments

Add an Associated Remark for Terminal 1 to segment 1 only

RI.S1.2/AT*Terminal 3+RI.S5/DT*Terminal

Add Associated Remarks for Arrival Terminal 3, segments 1 and 2, and Departure Terminal 1 for segment 5

Combination of Check in times and Terminal information

H/EIIR

RI.S1/CI*45/DT*Terminal 4/AT*North Terminal

Segment 1 Check In Time is 45 minutes with Departure Terminal 4 and Arrival at North Terminal

RI.S1-2/DT*Terminal 4/CI*45+RI.S3-5/DT*Terminal 1/ CI*90+RI.S5/AT*South Terminal

Segments 1 and 2 depart Terminal 4 with a Check In Time of 45 minutes; Segments 3,4 and 5 depart Terminal 1 with a Check In Time of 90 minutes; Segment 5 arrives at South Terminal

ENHANCED ITINERARY REMARKS

Delete Associated Check in and Terminal Remarks

H/EIIR

Details may be deleted or changed in the same way as other itinerary remarks:

RI.8@

Delete remark number 8

Change Associated Check in and Terminal Remarks

H/EIIR

RI.6@CI*50

Change remark 6 to a Check In Time of 50 minutes

Delete and change Associated Check in and Terminal Remarks

H/EIIR

RI.8@+RI.6@CI*45

Delete remark 8 and change remark 6 to Check In Time of 45 minutes

Display Check in and Terminal Remarks

H/EIIR

***RI**

Displays all Associated and Unassociated Remarks including Check In Times and Terminal Information

***RIC**

Displays only Check In and Terminal Information

DUE, PAID AND TEXT REMARKS

Create Due/Paid & Text Remarks

H/DUE

(Max. 34 characters for amount due/paid; max. 43 characters for text only.)

RD.T/06FEB*FREE TEXT*125.00

Create DUE remark for a TUR segment with amount due

RP.H/12APR*FREE TEXT*75.00

Create PAID remark for a HTL segment with amount paid

RT.C/24AUG*FREE TEXT

Create TEXT remark for a CAR segment

RT.S/24AUG*FREE TEXT

Create TEXT remark for a SURFACE (SUR) segment

RT.A/19DEC*FREE TEXT

Create TEXT remark for an Air Taxi (ATX) segment

RT.L/13APR*FREE TEXT

Create TEXT remark for an LeisureShopper (LS) segment

Change Due/Paid & Text Remarks

RD.2@T/21JUL*TEXT*425.75

Change DUE remark shown on line 2 of the itinerary

RP.5@H/05DEC*TEXT*67.95

Change PAID remark shown on line five of the itinerary

RT.3@C/06OCT*TEXT

Change TEXT remark shown on line three of the itinerary

DUE, PAID AND TEXT REMARKS

Insert Due/Paid and Text Remarks

/2+RD.C/14JUL*TEXT*90.00

Insert remark DUE after the second segment in the itinerary

/1+RT.T/01MAY*TEXT

Insert remark TEXT after the first segment in the itinerary

/4+RP.H/02SEP*TEXT*40.00

Insert remark PAID after the fourth segment in the itinerary

Delete Due/Paid and Text Remarks

RD.5@

Delete DUE remark as shown in segment 5

RP.1@

Delete remark PAID as shown in segment 1

RT.3@

Delete remark TEXT as shown in segment 3

Note: The above entries for Delete are currently temporarily de-activated. To change a remark, delete the item as for any Booking File segment, (e.g. X3) then re-create the remarks.

DYO

Design Your Own Itinerary (DYO)

H/DYO

Display DYO

RPDYO

RPF/DEF77

Create and Borrow to a Work Area

RPF/WRK02

RPF/DEF64/WRK03

RPF/GL2/WRK01/WRK02

RPF/GL2/DYO18/WRK03

Validate a Work Area

RPFV/WRK01/DYO18

Print a DYO

RPF/DEF71/F23456

RPF/WRK02/F12345

RPF/DYO21/F12345

Terminate a DYO

RPF/DYO20

RPF/WRK02

Note: These entries may only be made by second level authorisers and above.

Displays agency's DYO's

Display the current production default record

Create Work Area 2 for an agency (3 work areas are available)

Borrow Galileo default number 64 and place it in Work Area 3

Copy selected branch agency (GL2's) Work Area 1 to own agency's Work Area 2 (only if Group Coded)

Copy selected branch agency (GL2's) DYO 18 to own agency's Work Area 3 (only if Group Coded)

Validate agency Work Area 1 into production as DYO 18

Print copy of production default record 71 on printer F23456

Print copy of Work Area 2 on printer F12345

Print copy of DYO 21 on printer F12345

Terminate DYO 20

Terminate Work Area 2

DYO

Design Your Own Itinerary (continued)

DYO Constants

034 PLEASE RECONFIRM RETURN FLIGHTS

003 @ITINERARY FOR:@NAMERMKS

DYO Conditional Constants

403 @+CONFIRMATION+@CF

Note: These entries may only be made by second level authorisers and above.

Print remark on every page of itinerary

Constants in conjunction with labels

Print constant only if label contains required information

DYO English Text and Label Table

RPLD

RPLD@A

RPLD@CK

RPTD/GB

RPND/GB/257

Display complete itinerary/invoice label table

Display list of labels beginning with the letter A

Display specific label

Display complete English text table

Display text display for data number 257

Specify DYO number in a Booking File

DLDYO03

Specify DYO03 in Booking File

DOCUMENT ITINERARY FIELD

Create Document Itinerary and Invoice Remarks

H/ITRM

DI.DYO41

Use DYO format number 41 for itinerary/invoice production

DI.CR-6.8.14.21.25.37.40.61.64.65

Copy up to 12 Canned Remark lines from the Canned Remarks record and place them on the itinerary/invoice; the Canned Remarks can be in any order

DI.AR-1234DMF

Replace original sign on code with 1234DMF to be printed on invoice/itinerary

DI.FS-2184-J

Add a Fare Saver to the itinerary/invoice; no decimal or currency codes are used

DI.FT-FREETEXT

Add a maximum of 45 characters of accounting free text which is sent to the back office system (MIR)

DI.TK-2040805184-185

Add manual ticket numbers to itinerary/invoice

DI.AC-A53.IBM213.JAMES

Add agency branch (A53), account details (IBM213) and override sign-on (JAMES) to an itinerary/invoice

Note: The delimiter (.) that precedes the account details in the above example is mandatory for Booking File List functionality.

Change Document Itinerary and Invoice Remarks

DL2@CR-1.2.3.

Change document itinerary remark 2 to Canned Remarks numbers 1, 2 and 3

DL5@AR-ZGP5MB

Change document itinerary remark 5 to agents reference ZGP5MB

Delete Document Itinerary and Invoice Remarks

DL3@

Delete document itinerary remark 3

DL1-3.5@

Delete document itinerary remarks 1 through 3 and 5

ITINERARY/INVOICE PREPARATION

Itinerary/Invoice Modifiers

H/TKMO

Itinerary and Invoice Modifiers can be added at two different stages:

To store in a Booking File:

- 1. Precede modifiers with **TMU1** (filed fare 1)

To include in a ticket entry:

- 2. Precede modifiers with **TKP**

Itinerary/Invoice modifiers may be used in random order separated by mandatory slash.

Example:

TMU1FS/Z9/CBA/SLNONE

Store the ticketing modifiers FOP, commission rate, validating carrier, and itinerary modifier for the suppression of waitlisted segments in the BF

TKP1FS/Z9/CTP/IS

Add the ticketing modifiers FOP, commission rate and validating carrier to filed fare number 1 at the time of ticketing; issue separate itineraries for each passenger

ITINERARY/INVOICE MODIFIERS

H/ITMO

Pricing

IN

Suppress Invoice details

Separate itineraries

IS

Issue separate itineraries for each passenger

Auxiliary segments

SXNONE

Print all Air segments but suppress all Auxiliary segments

SX3

Print all Air segments but only Auxiliary segment number 3

SX3.7

Print all Air segments but only Auxiliary segments 3 and 7

SX.A

Print all Air segments and all Auxiliary segments but inhibit Auxiliary segment pricing (i.e. Hotel Rates etc.)

SXALL

Print all Auxiliary segments, but no Air segments

Waitlisted Segments

SLNONE

Suppress printing of all waitlisted segments if not included in fare quote

SL3

Print the whole itinerary but only waitlisted segment number 3

SL2.7

Print the whole itinerary but only waitlisted segments number 2 and 7

Itinerary Remarks

SRNONE

Suppress Itinerary Remarks

ITINERARY/INVOICE MODIFIERS

Change Itinerary/Invoice Modifiers

TMU1SX@3.5

Change auxiliary segments modifier to print out auxiliary segments 3 and 5 on itinerary/invoice

Delete Itinerary /Invoice Modifiers

Delete auxiliary segment modifier

TMU1SX@

Delete restriction on Itinerary Remarks

TMU1SR@

Delete invoice suppression modifier

TMU1IN@

ENHANCED ITINERARY MODIFIERS

Enhanced Itinerary Modifiers

H/IMU

The following modifiers can be used within the Enhanced Itinerary product:

(These modifiers can only be input using a new qualifier (IMU) and not at TKP or TMU).

CODE	FUNCTION	EXPLANATION
IN	Pricing	Suppress Invoice Details
II	Separate Itineraries	Individual Passenger Specific Itineraries
P	Passenger Select	Select specific passenger names on Itinerary
S	Segment Select	Select specific segments in any order
N	Number of Itineraries	Request number of Itineraries
A	Auxiliary Segments	Print or inhibit Auxiliary (Non Air) Segments
IR	Itinerary Remarks	Suppress Itinerary Remarks
CR	Canned Remarks	Print Canned Remarks
IL	Leisure Shopper Segments	Inhibit Leisure Shopper® Detail Information
HH	Header Text	Print optional Header Text
HF	Footer Text	Print optional Footer Text
DYO	DYO Number Selection	Select DYO number

ENHANCED ITINERARY MODIFIERS

Create Enhanced Itinerary Modifiers

H/IMU

IMUN	Inhibit invoice details printing
IMUP3	Print the name of Passenger 3 only (all other passenger details will print)
IMUI	Print individual passenger specific itineraries
IMUI/P3	Print the name and details of passenger 3 only
IMUS1.3.2	Print segments 1, 3 and 2 only and in that order
IMUDYOØ3	Print itinerary using DYO Ø3 format
IMUCR5.3.8	Print canned remarks 5, 3 and 8 only and in that order
IMUAP	Print Auxiliary segments
IMUAX	Inhibit Auxiliary segments
IMUWP	Print Waitlisted segments
IMUWX	Inhibit Waitlisted segments

Create multiple Enhanced Itinerary Modifiers

H/IMU

IMUN3/P2.4/II/AP	Print 3 copies of the itinerary Print individual itineraries for passengers 2 and 4 only Print only auxiliary segments
IMUDYOØ2/S1-4/HH8Ø.82/HF83-84.87/IR/IL	Use DYOØ2 format; Print only segments 1 through to 4 Print optional header information from lines 8Ø and 82 Print optional footer information from lines 83, 84 and 87 Inhibit itinerary remarks printing Inhibit LeisureShopper Detail printing

ENHANCED ITINERARY MODIFIERS

Change Enhanced Itinerary Modifiers

H/IMU

IMUDYO@Ø4	Change to DYOØ4 format
IMUCR@4.9	Change canned remarks to print 4 and 9 only
IMUA@P	Change to print auxiliary segments
IMUN@2	Change number of itineraries to 2

Delete Enhanced Itinerary Modifiers

H/IMU

IMU@	Delete all Enhanced Itinerary Modifiers (IMUs)
IMUW@	Delete the waitlist modifier
IMUCR@	Delete the canned remarks modifier
IMUP@/S@/A@	Delete passenger, segment and auxiliary modifiers

Delete and Change Enhanced Itinerary Modifiers

IMUDYO@/IMUCR@4.9/IR@

Delete DYO completely, change Canned Remarks to 4 and 9 and delete Itinerary Remarks

H/IMU

Display stored Enhanced Itinerary Modifiers

IMUD*

Display all stored Enhanced Itinerary Modifiers

H/IMU

DOCUMENT PRODUCTION

Ticket, Itinerary/Invoice and MIR Production

From a Displayed Booking File

TKP

Print Ticket, Itinerary/Invoice and issue MIR for all passengers on all segments

TKP1P2

Print Ticket, Itinerary/Invoice and issue MIR using filed fare number 1 for passenger number 2

TKP2P2-4.7.9

Print Ticket, Itinerary/Invoice and issue MIR using filed fare number 2 for passenger numbers 2 through 4, 7 and 9

H/TKP

No Booking File Displayed

TKP**~JONES

Print Ticket, Itinerary/Invoice and issue MIR by passenger name

TKP*12MAR~JONES

Print Ticket, Itinerary/Invoice and issue MIR by departure date and passenger name

TKP**GL4~JONES

Print Ticket, Itinerary/Invoice and issue MIR by branch location and passenger name

TKP*DG7AE5

Print Ticket, Itinerary/Invoice and issue MIR by record locator

TKP*4

Print Ticket, Itinerary/Invoice and issue MIR by name list number

DOCUMENT PRODUCTION

Queue Ticketing

TKPQ

Print all booking files in queue (already signed into queue)

TKPQ/1Ø

Print all booking files in Q1Ø (not signed into queue)

TKPQ/N9L/1Ø

Print all booking files for branch N9L queue number 1Ø

TKPQ/1Ø/STOP

Stop ticketing on queue 1Ø

TKPQ/4Ø/STOP

Stop ticketing on queue 4Ø

H/TKPQ

Note: All ticket/itinerary modifiers must already be stored by TMU entries prior to Queue Ticketing.

Note: Rejected Booking Files from Q1Ø will drop onto queue 14. Rejected Booking Files from any other queue will remain on that queue.

Note: If a Booking File has a restored ticketed fare, the ticketing field should be changed to T.T before being placed on queue for re-ticketing.*

PRINT MODIFIERS

Optional Print Modifiers

DTD

Print ticket only (on demand), suppressing itinerary/invoice and MIR

DID

Print itinerary only (on demand), suppressing ticket and MIR

DAD

Generate MIR (on demand), suppressing ticket and itinerary/invoice

DTDID

Print ticket and itinerary/invoice (on demand), suppressing MIR

DTDAD

Print ticket and MIR (on demand), suppressing itinerary/invoice

H/TKPI and H/MIR

Change

TMU1D@ID

Change print modifier to DID i.e. print Itinerary only

Delete

FALLBACK AND RECOVERY

Definitions of Terms Used

	<i>H/FBR</i>
PENDING BUFFER	Buffer holding items still waiting to have sequence number assigned
SENT BUFFER	Buffer holding items that have been assigned a sequence number
PRINT BUFFER	Items with an assigned number received from sent buffer
Count	
HQC	Count the number of TKT/ITN/ACC images in pending or sent buffer
HQCF21653	Count the number of TKT/ITN/ACC images in print buffer GTID F21653
Displaying Images in Buffers	
HQB/TKT/ØØ121	Display ticket image by sequence number in sent buffer
HQB/ITN/ØØ846	Display itinerary/invoice image by sequence number in sent buffer
HQB/ACC/Ø2715	Display MIR image by sequence number in sent buffer
HQB/TKT/DS	Display first ticket image in demand sent buffer
HQB/ITN/DS	Display first itinerary/invoice image in demand sent buffer
HQB/ACC/DS	Display first MIR image in demand sent buffer
HQB/TKT/DP	Display first ticket image in demand pending buffer
HQB/AUD/DP	Display audit coupon from demand pending queue; use DS to display information from the demand sent queue
HQB/ITN/DP	Display first itinerary/invoice image in demand pending buffer
HQB/ACC/DP	Display first MIR image in demand pending buffer
HQB/MD	Move down in pending or sent buffer
HQB/MD5	Move down 5 images in pending or sent buffer
HQB/MU	Move up in pending or sent buffer
HQDF21653	Display image in printer buffer GTID F21653

FALLBACK AND RECOVERY

Delete Images from Pending Buffer

HQM/DELETE

Delete unwanted item from pending buffer

Remove Unwanted Image from Print Buffer

HQDF21653

Display image from print buffer GTID F21653

HQXNF1Ø293

Cancel image from print buffer without voiding the transaction on TINS report

HQXF1Ø293

Cancel image from printer buffer when image is created by printability function, eg. P-

Resend Images from Sent Buffers

HQNN

Resend image from sent buffer, generating new TINS numbers

HQNN/P1

Resend image from sent buffer, generating new TINS number for passenger 1 (new formatter users only)

HQNN/P1.3

Resend image from sent buffer, generating new TINS number for passengers 1 and 3 (new formatter users only)

HQNN/P2-5

Resend image from sent buffer, generating new TINS number for passengers 2 to 5 (new formatter users only)

HQM/F82732

Resend image from pending buffer to another printer GTID F82732 in the event of printer failure

Restart Printer

HQSFØ2962

Restart printer GTID FØ2962

Redirect images from Print Buffer

HQAF82733/F82743

Resend images in buffer from one printer to another in

HQAF82733
Send Test Ticket
TKV/CAZ

the event of printer failure
Reverses images back to printer GTID F82733

Send test/void ticket through the system which appears
on the TINS report as VOID; any authorised plating
carrier can be used

DOCUMENT PRINT

Printability

P-HMTN/D
P-HMIN/D
P-HMPR
P-HQB/TKT/ØØ824
P-RPTD/ES
P-RPLD

Print TINS table
Print Itinerary/Invoice table
Print Sales report
Print image from Sent Buffer
Print DY0 text table (Spanish)
Print DY0 labels

*Note: The above are examples of printability entries. Most inputs may be preceded by a **P-**.*

PRE-ASSIGNED QUEUES

H/PAQ

UTC	UNABLE TO CONTACT
LMT	LEFT MESSAGE TO CALL BACK
Ø	URGENT
1	GENERAL
2	SEATING REPLIES
3	SYNCHRONISATION ADVICE
4	PAST DATE QUICK™
5	Not yet assigned
6	Not yet assigned
7	RQR FOLLOWUP (BF's with PN status after 48 hrs)
8	TOD FOLLOWUP (not yet in use)
9	TICKET REVIEW TAW (BFs with TAW)
1Ø	TICKET REVIEW TAU (BFs with TAU)
11	FARES
12	REVIEW BOOKING FILE
13	Not yet assigned
14	AUTO TKT REJECT (BFs rejected from queue 1Ø following queue ticketing)
15	GROUPS ADVICE (Group booking advice)
16	VENDOR REMARKS (incoming from airlines)
17	WAITLIST KL (BFs with KL status except group bookings)
18	URGENT KK (BFs with KK within 14 days)
19	GENERAL KK (BFs with KK outside 14 days)
2Ø	UNABLE US UU (BFs with UU, US status)
21	UNABLE TO CONFIRM (BFs with UC, UN, NO status)
22	TIME CHANGED (BFs with TK, TL status)
23	HX NOTIFICATION (BFs with HX status)
24	AUX SERVICE ADVICE (BFs with service responses from hotel, car vendors etc.)
25	SERVICE INFO ADVICE (BFs with SSR status changes)

Note: The remaining 74 queues (26 through 99) may be assigned for your office needs. Keep a list of these pre-assigned queues by each CRT. Those queues not assigned above have yet to be named by the Galileo® system.

QUEUE COUNT

Booking File Queue Count

H/BFQC

QCA	Count all queues
QCA/AH3	Count all queues for branch AH3
QCA*5Ø	Count all queues with more than 5Ø BFs
QCA/AH3*5Ø	Count all queues for branch AH3 with more than 5Ø BFs
QCB	Count queues Ø and 1
QCB/GL2	Count queues Ø and 1 for branch GL2
QCB/15	Count queue 15
QCB/GL2/15	Count queue 15 for branch GL2
QCB/6+12+25	Count queues 6, 12, and 25
QCB/GL2/6+12	Count multiple queues for branch GL2
QCB/GL5/19+GL1/7	Count queue 19 for branch GL5 and queue 7 for branch GL1

General Message Queue Count

H/GMQC

QCM	Count general message queue
QCM/1AJ	Count general message queue for branch 1AJ
QCM/1AJ+GL2+T4R	Count general message queue for multiple branches

Supervisory Message Queue Count

H/SMQC

QCS	Count messages in supervisory queue
QCS/JZ7	Count Supervisor message queue for branch JZ7

WORKING A QUEUE

Sign in, Working and Exiting a Booking File Queue

H/BFQ

Q	Sign in to queue Ø or 1
Q/18F	Sign in to queue Ø or 1 of branch 18F
Q/27	Sign in to queue 27
Q/18F/27	Sign in to queue 27 of branch 18F
Q+*IA	Sign in to urgent queue displaying air segments only
Q/78+*P	Sign in to queue 78 displaying phone field only
Q/GL2/78+*IA.NP	Sign in to queue 78 at branch GL2, displaying air segments and notepad
I	Return BF to bottom of queue
QR	Remove BF from queue
QFREE/B/78	Remove all BFs from queue 78 - second level authorisers and above only; only valid for non-preassigned queues (queues 26 to 99)
QX	Sign out of queue
QX+E	Sign out of queue and end transaction on BF
QX+I	Sign out of queue and ignore BF
QX+QEB/43	Sign out of queue and place BF on queue 43
LQI	Ignore BF placed on queue by a list entry
LQR	Remove all BFs placed on a queue by a list entry

WORKING A QUEUE

Sign in, Working and Exiting a General Message Queue

H/MESS

QM	Sign into general message queue
QM/7Y6	Sign into general message queue at branch 7Y6
QM/7XY-LST	Display last message in message queue for branch 7XY
QM-7	Display specific message 7 from the message queue
Q*	Redisplay message
QRM	Remove message from general message queue
QEMI	Place general message at bottom of queue
QEMI/YP7	Place general message at bottom of queue at branch YP7
QX+QRM	Sign out of general message queue and remove message
QX+QEMI	Sign out of message queue and place message at bottom of queue
QEM	Send message to general message queue
QEM/3B7	Send message to general message queue at branch 3B7
Q*I	Redisplay a General or Supervisory message and ignore any modifications to message
Q*P	Redisplay a General or Supervisory message with any modifications to message
QM-LST	Display last message in message queue

WORKING A QUEUE

Sign in, Working and Exiting a Supervisory Message Queue

H/WQSM

QT	Designate CRT as supervisory CRT for UMSG (only 1 CRT permitted)
QN	Cancel supervisory status
QS	Sign in to supervisory queue
QS/7Y6	Sign in to supervisory message queue at branch 7Y6
QRS	Remove supervisory message
QESI	Place supervisory message at bottom of queue
QESI/GL2	Place supervisory message at bottom of branch GL2 queue
QES or	Send message to supervisor queue
QES/GL2	Send message to supervisory queue at branch GL2

Note: The following entries may only be made by second level authorisers and above; QT, QN, QS, QS/7Y6, QRS

PLACING ON QUEUE

Placing a Booking File on Queue

H/BFQP

QEB
QEB/35
QEB/3RB
QEB/3RB/35
QEB/1V/HN1/14
QEB/35+4Ø
QEB/7WV/42+78
QEB/P
QEB/P/27
QEB/Q
QEB/43+GA1/5Ø
QEB/XX2/43+EA1/5Ø

Place BF on own queue 1
Place BF on own queue 35
Place BF on queue 1 at branch 3RB
Place BF on queue 35 at branch 3RB
Place a BF on queue 14 at Apollo agency HN1
Place BF on own queues 35 and 4Ø
Place BF on queues 42 and 78 at branch 7WV
Place BF on queue 1 of NDC city in first phone field
Place BF on queue 27 of city in first phone field
Place BF on queue 1 of the city which owns the BF
Place BF on own queue 43 and branch GA1 queue 5Ø
Place BF on queue 43 at branch XX2 and on queue 5Ø at EA1
Place a BF on queue 3Ø at Apollo agency RH7 and on queue 29 at Galileo agency JK8

Procedure to Send Supervisory or General Message

H/BFSG

1. Type message in notepad
Example:
NP. CONTACT TOUR OPERATOR RE 24 MAR--SMITH+
NP. TOUR CANCELLED. GA1--JUDY
2. Send message, by entering QES or QES/GL2, to place on supervisory queue
Or
2. Send message, by entering QEM or QEM/GL2, to place on general message queue

LMT AND UTC QUEUES

Left Message to Call Back (LMCB) or LMT Queue

H/LMCB

QCL
QCL/1AJ
QLMCB
QLMCB*WILL CALL PM
Unable to Contact (UTC) Queue

Count Left Message to Call Back queue
Count Left Message to Call Back queue for branch 1AJ
Place BF on Left Message to Call Back queue
Place BF on Left Message to Call Back queue with text

H/UTC

QCU
QCU/GL2
QUTC
QUTC*TRY AFTER 6PM
QI/15

Count BFs on Unable to Contact queue
Count BFs on Unable to Contact queue for branch GL2
Place BF on Unable To Contact queue
Place BF on Unable To Contact queue with text
Set Unable To Contact time (second level authoriser)

Note: For UTC queue, BF will return to the same queue after 18Ø minutes unless otherwise specified.

QUEUE MONITORING

Booking File Queue Monitoring

H/BFQM

QIN
QINC/1Ø
QINC/ALL
QINC/GL5/1
QINC/GL5/ALL

Determine queue you are working in and count number of people working that queue
Count number of people working a specific queue
Count number of people signed into all queues
Count number of people working specific branch queue
Count number of people signed into all queues at branch GL5

Booking File Queue Display Control

H/BFDC

QDB/GL2/46/S
QDB/GL2/46/A or QDB/GL2/46
QDB/7Ø/S
QDB/7Ø/A or QDB/7Ø

Change BF queue 46 to single record display for branch GL2
Change BF queue 46 to automatic display sequence for branch GL2
Change BF queue 7Ø to single record display sequence for own branch
Change BF queue 7Ø to automatic display sequence for

Message Queue Display Control	own branch	
		H/QDM
QDM/S	Change the general message queue to single message display for own branch	
QDM/GL2/S	Change the general message queue to single message display for branch GL2	
QDM/A or QDM	Change the general message queue to automatic display sequence for own branch	
QDM/GL2/A or QDM/GL2	Change the general message queue to automatic display sequence for branch GL2	

QUEUE NAME HEADERS

Queue Prefatory Instructions		H/BFPI
(Queue name headers)		
QPB*	Display entire Queue Name Table	
QPB*15	Display Queue Name Table (Prefatory Instruction table) for queue 15	
QPB@55JOHNS Q	Change Queue Name Header for queue 55 to JOHNS Q (second level authorisers and above only)	
QPB@ALL/HH3	Change all queue name headers of pseudo city HH3 to reflect master table (second level authorisers and above only)	
QPB@PRO/HB3	Change the preassigned queue name headers of pseudo city HB3 to reflect master table (second level authorisers and above only)	

Activate/Deactivate Queue		H/QAB
QAB*	Display which queues are active	
QAB*EA7	Display which queues are active for branch EA7	
(The following entries are for Second level authorisers and above only)		
QAB/28/ON	Activate queue number 28 of own branch	
QAB/GL2/28/ON	Activate queue number 28 of branch GL2	
QAB/28/OFF	Deactivate queue 28 of own branch	
QAB/GL2/28/OFF	Deactivate queue number 28 of branch GL2	

MOVING QUEUES

Move Entire Queue		H/BFQX
QB29/47	Move all BFs from queue 29 to queue 47	
QB29/GL3/35	Move all BFs from queue 29 to branch GL3 queue 35	
QB26/41-999	Move 999 BFs from queue 26 to queue 41	
QB45/GL3/33-45Ø	Move 45Ø BFs from queue 45 to branch GL3 queue 33	
<i>Note: The maximum number of BFs to be moved is 999. To move more, multiple entries are required. (Queues 26 to 99 only)</i>		

QUEUE SORT

Queue Sort		H/QSOR
QSORT99/98	Sort all items from the first specified BF queue of own city, to the second specified BF queue of own city in date order of the first active BF segment	
QSORT99/XX1/98	Sort all items from the first specified BF queue of own city, to the second specified BF queue of the specified destination city in date order of the first active BF segment	
QSORTID*99/KM/98	Sort all items from the specified BF queue of own city, to the second specified BF queue of the own city by specific agency sign-on ID in date order of the first active BF segment	

QSORTID*99/KM/98+RWD/92+JMP/91+MJP/90

Sort all items from the specified BF queues of own city, to the specified BF queues of the own city by specific agency sign-on IDs in date order of the first active BF segment

QUEUE PRINT

Booking File Queue Printing

H/QPR

(Max queue length is 385 BF prints on itinerary printer.)

QPRINT/B/48

Print all BFs on queue 48

QPRINT/B/GL3/55

Print all BFs on branch GL3 queue 55

QPRINT/B/22*H

Print all BFs on queue 22 with history

QPRINT/B/19*1/50

Print BFs by range

QPRINT/B/19*1/50*H

Print BFs by range with history

QPRINT/B/53*1/50*N.I+*H

Print BFs by range with name and itinerary plus history

Message Queue Printing

H/MQP

QPRINT/M

Print all items on general message queue

QPRINT/M/GL2

Print all items on branch GL2 general message queue

QPRINT/S

Print all items on supervisory message queue

QPRINT/S/XX1

Print all items on supervisory message queue for branch XX1

Stop Queue Printing

H/SQP

QPRINT/STOP

Stop print function

Printability

P-

With most of the Queue inputs described on the previous pages, the response can be output to a printer by preceding the input with P-

Example:

P-QCA

Print Queue count for all queues output is to printer

BUILD CLIENT FILE

[Index](#)

Build Customer Data Business File

(Minimum 2 alpha/numeric characters, maximum 21)

CFB/MANNS

Build Business File

CFB/GL3/TR

Build Business File, branch office

Build Customer Data Personal File

(Minimum 2 alpha/numeric characters, maximum 21)

CFP/MANNS-SMITH

Build Personal File

CFP/GL3/TR-JONES

Build Personal File, branch office

BUILD CLIENT FILE

Build Customer Data Business and Personal File Procedure

H/CCD

(Maximum 58 characters per line after the delimiter (/), (except address fields, then 122 chars per line). Maximum 200 lines allowed in each file.

TRANSFER CODES

Y Yes - Always move
O Optional move
N No - Never move
R Related Move
B Blank Line

Step 1. Create Business File **CFB/BUSINESS FILE TITLE**

Create Personal File **CFP/BUSINESS FILE TITLE - PERSONAL FILE TITLE**

Step 2. Build Lines (Includes Line Number, Transfer Code, optional Client Identifier and optional alpha Qualifier)

Add

1N/COMPANY NAME

2Y/P.LONB*Ø71 635 8282

3O/T.TAU/.....

9R/SLVGML

11B

14YF/F.CK

15OC2/N.HAYES/MISS

20YC2P/P.SWIB*Ø1793 872 623

Step 3. Edit Lines if required

Insert Lines (subsequent lines are renumbered)

/2 Insert after line 2

3OC2/D.DELIVERY*ADDRESS

A line is changed by retyping it and entering

3YC2/NP.WILL COLLECT TICKETS

Rearrange Lines (subsequent lines are renumbered)

/14L2 Rearrange line 2 after line 14

Delete Lines Delete line by typing line number and enter **4** Delete line 4

Step 4 End Build Process **CE**

Note: The user must have the CFILC Flag in their STD Profile set to Y(es) to Build Client Files. A maximum of 12 lines linked with an end item (+) can be created in one entry.

Associated Remarks are only valid on R Transfer codes and must be stored in the following format

RI.S.*FREETEXT

BUILD CLIENT FILE

Build Itinerary/Auxiliary Service Business File and Personal File

(Minimum 2 alpha/numeric characters, maximum 21)

CFB/I/ATHCAI

Create Itin/AuxSvc Business File

CFP/GL3/I/COLA-SYDMEL

Create Itin/AuxSvc Personal File - branch office GL3

Itinerary/Auxiliary Service Business File and Personal File build procedure (maximum 12 lines)

H/CIAB

1YD/ØSR839CLHRGVANN1

Line number 1 direct sell outward flight

2YC/ØCCRZENNIGVA-ECAR/ARR-

Line number 2 direct sell car

1545/DT-12ØØ

3YH/ØHHLHINNIGVA-12345A1K-1/G-

Line number 3 direct sell hotel

DPST

4YR/ØYYOPENCGVALHRNO1
5YI/CHECK IN AT GENEVA AIRPORT 1 HOUR
BEFORE DEPARTURE

Line number 4 direct sell open return flight
Itinerary remark associated to segment 4

SEGMENT
IDENTIFIERS

D Departure itinerary
R Return Itinerary
I Itinerary Remarks
C Car
H Hotel
T Tour
A Air taxi
S Surface and ARNKs

Note: In addition to Itinerary Remarks on 'T' Segment Identifier Lines, Due, Paid and Text may be stored. Freetext on Never move lines may also be stored in Itin/Aux Svc Business and Personal Files.

BUILD QUICK CLIENT FILES

Build Quick Client Files

H/CQCF

**BQB/HAY+2Y/P.SWIB*3232+11Y/NP.WILL
COLLECT TKTS**

Build Quick a Business File adding lines of data and ending the build process

**BQP/XX1/HAY-
HAYES+2Y/P.SWIB*3232+11Y/NP.WILL COLLECT
TKTS**

Build Quick a Personal File for a branch office adding lines of data and ending the build process

**BQB/I/LHRPAR+1YD/ØBA175J.....LHRJFKNN1+3YI/
CHECK IN 2 HOURS BEFORE**

Build Quick an Itin/AuxSvc Business File adding lines of data and ending the build process

**BQP/YAT/HOTELS-FARO+1ØN/NO HOTELS FOR
THIS RESORT**

Build Quick a Membership Personal File adding lines of data and ending the build process

Note: The user must have the CFILC flag in their STD profile set to 'Yes to use the Build Quick function. Build Quick enables the Client File to be built in one entry. Up to 12 lines of data can be input. The Client File is automatically ended

HISTORY

History

C*H

Display Client File History

History Codes

DA

Data Added

DM

Data Modified

DO

Data Originator

DX

Data Deleted

DU

Dynamic Update request

DR

Reinstated Client File

COPY CLIENT FILE

Copy from displayed file to a Business File

H/CBP

CFB/C/NUTLAND:1-4.7

Copy from displayed File to new Business File title (NUTLAND), lines 1 through 4 and line 7

CFB/C/GL2/TREMAIN:2-6.9

Copy from displayed File (own or branch office) to branch office with new Business File title (TREMAIN), copying lines 2 through 6 and line 9

CFB/C/JONES

Copy from displayed File to new Business File title (JONES), copying all lines

Copy from displayed file to a Personal File

CFP/C/MANNS-MORGAN:1-5.11

Copy from displayed File, to new Personal File (MANNS-MORGAN), copying lines 1 through 5 and line 11

CFP/C/GL2/TREMAIN-MOSCA:1-3.14.19

Copy from displayed File (own or branch office) to branch office with new Personal File title (TREMAIN-MOSCA), copying lines 1 through 3 and lines 14 and 19

CFP/C/BE-HAYES

Copy from displayed File to new Personal File title (BE-HAYES), copying all lines

Copy Itinerary/Auxiliary SVC Business and Personal File (Display File first)

CFB/C/XX2/LHRMUC:1-8

Copy from displayed Itin/Aux Svc File (own or branch office) to own or branch office with new Business Itin/Aux Svc File title (LHRMUC), copying lines 1 through 8

CFP/C/BEL-LHRNYC

Copy from displayed Itin/Aux Svc File to new Personal Itin/Aux Svc File title (BEL-LHRNYC), copying all lines

Note: The user must have the CFILR Flag in their STD Profile set to Y(es) to Copy Client Files. The copy function can only be performed by the agency that owns the Client File

RETRIEVE CLIENT FILE

Retrieve Client File

H/CDCF

C*

Retrieve Agency File

C*7AA7/

Retrieve branch 4Pcc Agency File

C*GL4/

Retrieve branch 3Pcc Agency File

C*MANNNS

Retrieve Business File

C*Y3W/TREMAIN

Retrieve branch Business File

C*MANNNS-LEWIS

Retrieve Personal File

C*L44/TREMAIN-MULLER

Retrieve branch Personal File

C*1V/CA7/

Retrieve Agency File for CRS 1V (Apollo) of pseudo city CA7

C*1V/CV1/AMOCCO

Retrieve Business File (AMOCCO) created in CRS 1V (Apollo) belonging to Apollo pseudo city CV1

C*1V/CV1/AMOCCO-JONES

Retrieve Personal File (AMOCCO-JONES) created in CRS 1V (Apollo) belonging to Apollo pseudo city CV1

C*YAT/

Retrieve Membership Agency File (YAT)

C*YAT/TOURS

Retrieve Membership Business File (TOURS)

C*YAT/TOURS-BROWN

Retrieve Membership Personal File (TOURS-BROWN)

C*JON*

Retrieve all Business Files beginning with the characters JON

C*XX1/JON*

Retrieve all Business Files beginning with the characters JON for branch office

C*ABC-HA*

Retrieve all Personal Files attached to specified Business File that begin with the characters HA

C*XX1/ABC-HA*

Retrieve all Personal Files attached to specified Business File that begin with the characters HA for branch office

RETRIEVE CLIENT FILE

Retrieve Client File (continued)

H/CDCF

C**_HAYES

Retrieve all Personal Files that match the specified Title (HAYES)

C*XX1/*_HAYES

Retrieve all Personal Files that match the specified Title (HAYES) for branch office

C*ABC-HAYES*ALL

Retrieve all levels of the Client File - order is determined by the Optional Functionality Table

C*XX1/ABC-HAYES*ALL

Retrieve all levels of the Client File - order is determined by the Optional Functionality Table for branch office

CT*ESS0

Retrieve Business File without indicating use

CT*XJ1/ESSO

Retrieve Business File without indicating use for branch office

CT*SHELL-JONES

Retrieve Personal File without indicating use

CT*NFO/PRICES-NEW

Retrieve Membership Personal File without indicating use

CL*11

Display 11th Business File or Personal File from similar titles list or list display

C*U

Display usage - number of times accessed, number of files held, plus date last moved and last displayed, for Agency, Business or Personal Files

C*OT/

Display Optional Functionality Table

C*OT/XX1

Display Optional Functionality Table for branch office

RETRIEVE CLIENT FILE

Retrieve with Line Reference

H/CDLR

C*:Y

Retrieve all Y (always move) lines only, from the Agency File

C*E5D/:N

Retrieve all N (never move) lines, from a branch Agency File

C*MANNNS:YC

Retrieve Business File, all Y lines, with qualifier of C

C*JW4/TREMAIN:26

Retrieve Business File for branch office, line 26

C*MANNNS:4-18

Retrieve Business File, lines 4 through 18

C*TREMAIN-LYNHAM:OH

Retrieve Personal File, O lines qualified as H

C*J4L/MANNNS-BAILEY:1

Retrieve Personal File, for branch office, line 1

C*E5D/:T-Y

Retrieve Agency File, displaying lines of Transfer code Y

C*AB:Q-O

Retrieve Business File, displaying lines of qualifiers of O

C*AB-HAYES:C-1

Retrieve Personal File, displaying lines of Client Identifier of 1

C*AB-HAYES:T-Y/C-2/Q-D

Retrieve Personal File, displaying lines of Transfer Code Y, Client Identifier of 2 and Qualifier of D

RETRIEVE CLIENT FILE

Redisplay Business or Personal File

H/CRBP

C*R

Redisplay active Client File

C*B

Redisplay last retrieved or referenced Business File

C*P

Redisplay last retrieved Personal File

C*R:Y

Redisplay all Y lines in the current Agency, Business or Personal File

C*R:7-15

Redisplay lines 7 through 15 in the current Agency, Business or Personal File

C*R:OR

Redisplay all O lines with qualifier of R in the current Agency, Business or Personal File

C*R:T-Y

Redisplay File, displaying lines of Transfer code Y

C*B:Q-O

Redisplay Business File, displaying lines with qualifiers of O

C*P:C-1

Redisplay Personal File, displaying lines with Client Identifier of 1

C*R:T-Y/C-2/Q-D

Redisplay File, displaying lines with Transfer Code Y, Client Identifier of 2 and Qualifier of D

Ignore Client File

I

Ignore Client File completely

MEMBERSHIP ACCESS TABLE

Membership Access Table

C*TD/YAT/

Retrieve the Membership Access Table for Membership YAT, displaying who may access and/or update the Membership Files

C*TA/YAT/AB1

Add agency AB1 to Membership (YAT) Access Table giving read access

C*TA/YAT/1V-GK5

Add agency GK5 of CRS 1V to Membership (YAT) Access Table giving read access

C*TA/YAT/AB1/AB3-W

Add agency AB1 (read only) and AB3 (read and write) to Membership (YAT) Access Table

C*TC/YAT/AB3

Change function of agency AB3 to read only

C*TX/YAT/AB2

Delete agency AB2 from Membership (YAT) Access Table

CLIENT FILE FUNCTIONS

Client File Update

H/CUE

Note: The user must have the CFILM Flag in their STD Profile set to Y(es) to Modify Client Files. The Client File record must be displayed first. The following entries may be performed in Create mode without the C@.

Insert and Renumber

C@/43	Insert after line 43, subsequent line numbers renumbered
C@44Y/T.TAU/ +45N/CALL AFTER 5PM	Add or change lines 44 and 45
C@14Y/T.T*+18+19Y/P.LONB*Ø171-79Ø-9663	Add or change lines 14 and 19 and delete line 18 in one entry
C@7Y/	Change transfer code to Y on line 7
C@36-42	Delete lines 36 through 42
C@4+7	Delete lines 4 and 7
C@CN35	Renumber lines starting at 35 in consecutive order
C@/4L20	Rearrange line 20 after line 4 and renumber subsequent lines

Rename

CRB/MANNS: MANS	Rename own office Business File	H/RENH
CRP/JOICE:JOY	Rename own office Personal File	
CRB/GL1/MANNS:MANS	Rename own or branch office Business File	
CRP/GL1/JOICE:JOY	Rename own or branch office Personal File	

Note: The user must have the CFILN Flag in their STD Profile set to Y(es) to Rename Client Files. Confirmation is required before proceeding with Rename of all Business and Personal Files, enter Y to confirm.

CLIENT FILE FUNCTIONS

Number and Un-number

C@CNM	Number Client File that was previously un-numbered	H/NUNH
CNM	Number Client File in create mode	
CUN	Un-number in create mode	
C@CUN	Un-number a record and suppress header line	
C*R/*	Redisplay a record in temporary un-numbered condition	
C*HAYES/*	Display Client File in temporary un-numbered condition	
C*XX4//*	Display Agency File in temporary un-numbered condition	

CLIENT FILE MOVE

Multiple Move from displayed Client File

CM/	Move all Y lines	H/CMIH
CM/+*LIZ	Move all Y lines, and add agent's name to agency phone field	
CM/+1.3.1Ø	Move all Y lines plus optional lines 1, 3 and 1Ø	
CM/+*LIZ/+7.16.19-21/+R.JANE+P.LONH*Ø1815552123	Move all Y lines plus optional lines 7, 16, 19 through 21, add agent's name to agency phone field and additional BF entries	
CM/+*LIZ/+3*21AUG+1Ø-14.2Ø/+P.LONH*Ø1712896941+E	Move all Y lines, plus optional line 3 with date, lines 1Ø through 14 and line 2Ø, add agent's name to agency phone field, additional BF entries and End Transact	

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Single File Move from displayed Client File - Agency File Level

CMM/+*JEAN/+7*27MAR	Move all Y lines, attach name to phone field and move line 7 with date	H/CMIB
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Single File Move from displayed Client File - Business File Level

CMB/	Move all Y lines from displayed Business File only	
CMB/+16.21.43	Move all Y lines, optional lines 16, 21 and 43 from Business File only	
CMB/+11-13.41/+P.LONH*Ø171 281 4567	Move all Y lines, optional lines 11 through 13 and 41 from Business File only, with additional BF entry	

**CMB/+*ELAINE/+13.29-31/+NP.SMOKING
SEAT+R.P+E**

Move all Y lines, optional lines 13, and 29 through 31 from Business File only, add agent's name to agency phone field, additional BF entries and End Transact

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Single File Move from displayed Client File - Personal File Level

CMP/+18.19.25

Move all Y lines, optional lines 18, 19 and 25 from Personal File only

CMP/

Move all Y lines from displayed Personal File only

**CMP/+15.3Ø-35/+NP.PASSENGERS NEED
SEPARATE ITINERARIES**

Move all Y lines, optional lines 15, and 3Ø through 35, from Personal File only and additional BF entry

**CMP/+*KELLY/+3*12JUN+1Ø-
13/+R.PSGR+NP.VEGETARIAN+E**

Move all Y lines, plus optional lines 3 with date, and 1Ø through 13 from Personal File only, add agent's name to agency phone, additional BF entries and End Transact

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Multiple Blind Move - Agency File Level

H/BMAR

CMT/EC2//

Blind move all Y lines from Agency File of own branch or branch agency (the pseudo city is mandatory)

H/CBIH and H/BMAR

CMT/7AA7//+*MOYA/+4.9-11

Move all lines from Agency File of own or branch agency adding a name to the agency phone field and moving optional lines 4 and 9 through to 11

CMT/1V/CV1//

Move all Y lines from Agency File for pseudo city CV1 belonging to the Apollo® CRS (1V)

Multiple Blind Move - Business File Level

H/BAR

CMT/MANNS/+*JANE/+7.2Ø.23

Blind move all Y lines, optional Business File lines 7, 2Ø and 23; add agent's name to agency phone field

CMT/TREMAIN/+*MOYA/+12.2Ø-27/+R.P+E

Move all Y lines, optional Business File lines 12, and 2Ø through 27; add agent's name to agency phone field; additional BF entry and End Transact

CMT/G2B//TIFFANYS/+9.21.26

Move all Y lines, optional Business File lines 9, 21 and 26 from branch office

CMT/1V/CV1//AMOCCO/+3.4.9

Move all Y lines, optional Business File lines 3, 4 and 9 for pseudo city CV1 belonging to the Apollo® CRS (1V)

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Multiple Blind Move - Personal File Level

H/PAR

**CMT/TREMAIN-
LOVELL/+*MARGARET/+3*15OCT+12.14**

Blind move all Y lines, plus optional Personal File lines 3 with date, 12 and 14; add agent's name to agency phone field

CMT/TREMAIN-KEYNE/+4.7-9/+T.T*+R.P+E

Move all Y lines, plus optional Personal File lines 4 and 7 through 9, and additional BF entries and End Transact

CMT/G2B//MANNS-RUPTMAN/+*TONY/+2.7.9-15

Move all Y lines, plus optional Personal File lines 2, 7 and 9 through 15 from branch office; add agent's name to agency phone field

CMT/1V/CV1//AMOCCO-JONES/+3.4.9

Move all Y lines and optional lines 3, 4 and 9 from Personal File (AMOCCO-JONES) for pseudo city CV1 belonging to the Apollo® CRS (1V)

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Single Blind Move - Agency File Level

CMMT/XXØ//+*JEAN/+1Ø-12

H/CBIB

Move all Agency File Y lines from pseudo city XXØ, add a name to the phone field and optional lines 1Ø through 12

CMMT/1V/1AA1//

Move all Y lines from Agency File for pseudo city 1AA1 belonging to the Apollo® CRS (1V)

Single Blind Move - Business File Level

CMBT/ENCO/+*ELAINE/+3.7.18-24

Blind move all Business File Y lines and optional lines 3, 7 and 18 through 24; add agent's name to agency phone field

CMBT/ARDEN/+2Ø.32-
36/+T.T*+SLAZ*PASSENGER HAS A VALUABLE
PAINTING+R.P+E

Move all Business File Y lines and optional lines 2Ø and 32 through 36, add additional BF entries and End Transact

CMBT/8CJ//REYNOLDS/+*PETER/+3-7.15

Move all Business File Y lines and optional line 3 through 7 and 15 from branch office, add agent's name to agency phone field

CMBT/1V/CV1//AMOCCO/+3.4.9

Move all Y lines from Business File (AMOCCO) and optional lines 3, 4 and 9 for pseudo city CV1 belonging to the Apollo® CRS (1V)

CMBT/YAT//TOURS

Move all Y lines from Membership (YAT) Business File with title TOURS

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Single Blind Move - Personal File Level

CMPT/MANNS-OSULLIVAN/+*LIZ

H/CBIB

Move all Y lines in Personal File and add agent's name to agency phone field

CMPT/TREMAIN-HODKIN/+9-11.19/+T.T*+R.P+E

Move all Y lines in Personal File plus optional lines 9 through 11 and 19, additional BF entries and End Transact

CMPT/GL4//TREMAIN-BRUTON/+*JILL//+16.19.25

Move all Y lines in Personal File plus optional lines 16, 19 and 25 from branch office, add agent's name to agency phone field

CMPT/1V/CV1//AMOCCO-JONES/+3.4.9

Move all Y lines and optional lines 3, 4 and 9 from Personal File (AMOCCO-JONES) for pseudo city CV1 belonging to the Apollo® CRS (1V)

CMPT/YAT//TOURS-BROWN/+2.7*Ø3JAN

Move all Y lines from Membership (YAT) Personal File (TOURS-BROWN) and optional lines 2 and 7 with date Ø3JAN

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Move from displayed ITIN/AUX Service File

CMB/+1*14APR+2*14APR21APR*/ID-
1234567+3*23APR

H/CDIA

Move all Y lines from displayed Business File; append 14APR to segment 1, 14APR-21APR and ID field to segment 2, and 23APR to segment 3

CMP/+Ø6OCT1ØOCTNN3

Move all Y lines from displayed Personal File and append dates to segments, override the number in party to 3

Blind Move - ITIN/AUX Service File

CMBT/AMSFRA/+12APR18APR

H/CDAI

Move all Y lines from specified Business File and append the dates to segments

CMPT/FORD-
SYDBNE/+1*28FEB+2*Ø2MAR.Ø5MAR
CCMN+3*Ø5MAR

Move all Y lines from specified Personal File, append 28FEB to segment 1, Ø2MAR-Ø5MAR to segment 2 and change stored car type to CCMN, and Ø5MAR to segment 3; the dot (.) preceding Ø5MAR indicates that

CMBT/1V/CV1//VIENNA/+1*6OCT+2*6OCT8OCT+3*8OCT

CMBT/YAT//PALMA/+1ØMAY15MAY

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

the data following the return date will override pre-stored information

Move lines from Itinerary/Auxiliary Business File (VIENNA) for pseudo city CV1 belonging to the Apollo® CRS (1V), appending dates to segments

Move all Y lines and add specified dates to Membership (YAT) Itin/Aux Svc Business File (PALMA)

CLIENT FILE MOVE

Select Moves

H/CSM

Agency File - Displayed Moves

CMM/S/+2.8

Move 'selected' Y or O lines 2 and 8 from the Agency File level

Agency File - Blind Moves

CMMT/XXØ//S/+12-14.21

Blind move 'selected' Y or O lines 12 through 14 and 21 from the Agency File level of pseudo city XXØ

CMMT/1V/CV1//S/+2.4.9

Blind move 'selected' lines 2, 4, and 9 from Agency File for Pseudo City CV1 belonging to CRS Apollo (1V)

Business File - Displayed Moves

CMB/S/+18-2Ø.25

Move 'selected' Y or O lines 18 through 2Ø and line 25 from the displayed Business File

CMB/S/+1*1ØDEC+4*15DEC

Move 'selected' Y or O lines 1 and 4 with date from the displayed Itin/Aux Svc Business File

Business File - Blind Moves

CMBT/S/ACME/+4.16.25

Blind move 'selected' Y or O lines 4, 16, and 25 from the Business File level

CMBT/S/FRAMUC/+1*2ØJUN+3*24JUN

Blind move 'selected' Y or O lines 1 and 3 with dates from the Itin/Aux Svc service Business File

CMBT/1V/CV1//S/AMOCCO/+3.4.9

Blind move 'selected' lines 3, 4 and 9 from Business File (AMOCCO) for pseudo city CV1 belonging to CRS Apollo (1V)

CMBT/YAT//S/TOURS/+3.6-8

Blind move 'selected' lines 3, and 6 through 8 from Membership (YAT) Business File (TOURS)

Note: Select moves can only be used on Single File moves. ALL Y lines (Yes - always move) become Optional lines (O) during select moves.

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Select Moves (continued)

H/CSM

Personal File - Displayed Moves

CMP/S/+26-28.34

Move 'selected' Y or O lines 26 through 28 and line 34 from the displayed Personal File

Personal File - Blind Moves

CMPT/S/TREMAIN-JOYCE/+16.29.33

Blind move 'selected' Y or O lines 16, 29, and 33 from the Personal File

CMPT/1V/CV1//S/AMOCCO-JONES/+3.4.9

Blind move 'selected' lines from Personal File (AMOCCO-JONES) for pseudo city CV1 belonging to the Apollo® CRS (1V)

CMPT/YAT//S/TOURS-BROWN/+3.6-8

Blind move 'selected' lines 3, 6 through to 8 from Membership (YAT) Personal File (TOURS-BROWN)

Note: Select moves can only be used on Single File moves. ALL Y lines (Yes - always move) become Optional lines (O) during select move.

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Client Specific Moves

H/CSPM

CM/C-2	Displayed Multiple File Move, moving all lines with Client Identifier of 2
CMB/C-2.6	Displayed Single File Move of a Business File, moving all lines with Client Identifier of 2 and 6
CMP/C-3.5.8	Displayed Single File Move of a Personal File, moving all lines with Client Identifier of 3.5 and 8
CMT/FORD/C-3	Blind Multiple File Move of a Business File, moving all lines with Client Identifier of 3
CMBT/XX1//FORD/C-3-4	Blind Single File Move of a Business File for branch office, moving all lines with Client Identifier of 3 and 4
CMPT/1V/CV7//FORD-HAYES/C-4	Blind Single File Move of a Personal File for CRS 1V for pseudo city CV7, moving all lines with Client Identifier of 4

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE MOVE

Related Moves

H/CFRM

CM/R	Displayed Multiple File Move, moving all R lines relating them to all Segments and all Passengers in the Booking File
CMP/R	Displayed Single File Move of a Personal File, moving all R lines relating them to all Segments and all Passengers in the Booking File
CM/R/P-2/S-1	Displayed Multiple File Move, moving all R lines relating them to Passenger 2 and Segment 1 in the Booking File
CMB/R/C-4/S-1-2/P-3	Displayed Single File Move of a Business File, moving all R lines that have a Client Identifier of 4, relating them to Passenger 3 and Segments 1 and 2 in the Booking File
CMP/R/C-4/+NP.VIP PSGR	Displayed Single File Move of a Personal File, moving all R lines that have a Client Identifier of 4, relating them to all Segments and all Passengers in the Booking File and appending a notepad
CMBT/XX1//TRUCK/R/S-1/C-2/P-1	Blind Single File Move of a Business File for branch office, moving all R lines that have a Client Identifier of 2, relating them to Passenger 1 and Segment 1 in the Booking File

CLIENT FILE MOVE

Related Moves (continued)

H/CFRM

CMPT/TRUCK-LONG/R/P-1/S-1-2/+NP.WILL COLLECT TKTS	Blind Single File Move of a Personal File, moving all R lines, relating them to Passenger 1 and Segments 1 and 2 in the Booking File and appending a notepad
CMP/S/C-3/R/P-1/S-2/+4.9	Displayed Select Move of a Personal File, moving all R lines that have a Client Identifier of 3, relating them to Passenger 1 and Segment 2 and select moving lines 4 and 9
CMPT/S/FORD-HAYES/C-3/R/P-1/S-3-4/+3-7	Blind Select Move of a Personal File, moving all R lines that have a Client Identifier of 3, relating them to Passenger 1 and Segments 3 and 4 and select moving lines 3 through to 7

Note: Related moves allow the user to move "Passenger and Segment Related" data. An Itinerary and/or Name field must exist in the Booking File before a move on an R line can be performed.

NOTE: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

CLIENT FILE LIST

List

	<i>H/CFL</i>
CLM	Display list of Agency Files in associated "Group" code
CLB	Display list of Business Files in your office
CLB/X15/	Display list of Business Files, in branch office X15
CLB/7AA7/	Display list of Business Files in branch office 7AA7
CLB/G	Display list of Business Files beginning with G
CLB/N96/KIB	Display list of Business Files starting with KIB, for own or branch office
CLP/HOOVER	Display list of Personal Files associated with specified Business File
CLP/S8T/CAMPBELL	Display list of Personal File associated with specified branch Business File
CLP/HARLE-BAF	Display list of Personal Files starting with BAF associated with the specified Business File
CLP/WINES-B	Display list of Personal Files beginning with the letter B associated with specified Business File
CLB/YAT/	List Membership Business Files belonging to Membership Agency File (YAT)
CLP/YAT/TOURS	List Membership Personal Files for specified Business File
CL*S/SEARS	Search across Selective Access or Group Code agreements for specified Business File Title
CL*S/SEARS-HAYES	Search across Selective Access or Group Code agreements for specified Personal File Title
CL*L	Redisplay last activated list
CL*1Ø	Display File from List
CL*PD	Page Down the Displayed List
CL*PU	Page Up the Displayed List

NON UTILISATION LIST

Non Utilisation List

	<i>H/CNUL</i>
CLTB	Display a List of Transitional Business Files that have not been accessed in the past 6 to 13 months
CLTB/AB	Display a List of Transitional Business Files that begin with AB that have not been accessed in the past 6 to 13 months
CLTP/XX1/ESSO	Display a List of Transitional Personal Files for branch office Business File that have not been accessed in the past 6 to 13 months
CLTP/ESSO-HA	Display a List of Transitional Personal Files that begin with HA that have not been accessed in the past 6 to 13 months
CLTP/YAT/ANTIGUA	Display a List of Transitional Membership (YAT) Personal Files for a specified Membership Business File that have not been accessed in the past 6 to 13 months

CLIENT FILE INACTIVE LIST

Client File Inactive List

	<i>H/CFIL</i>
CLXB	Display a List of Inactive Business Files that may be Reinstated
CLXB/AB	Display a List of Inactive Business Files beginning with AB that may be Reinstated
CLXP/XX1/ESSO	Display a List of Inactive Personal Files for branch office Business File that may be Reinstated
CLXP/ESSO-HA	Display a List of Inactive Personal Files beginning with HA for specified Business File that may be Reinstated
CLXP/YAT/ANTIGUA	Display a List of Inactive Membership Personal Files that

may be Reinstated for specified Membership Business File

CLIENT FILE DELETE

Delete

H/CFX

(Business File must be displayed first)

CXB/RIEDEL

Delete Business File and all associated Personal Files

CXB/J2X/ELLIS

Delete branch Business File and all associated Personal Files

CXP/ROHRER-CURSON

Delete Personal File

CXP/J2X/MANNS-BONFIELD

Delete Personal File from Branch J2X

CXP/TREMAIN-HAZELDEN:MARKS:PEBBLE

Delete more than one Personal File from the specified Business File (maximum 40 Personal Files)

Note: The user must have the CFILD Flag in their STD Profile set to Y(es) to Delete and Reinstat Client Files. Confirmation is required before proceeding with delete of all Business and Personal Files, enter Y to confirm.

Deleting or reinstating a Business File will cause all associated Personal Files and any TravelScreen preferences to be deleted or reinstated.

CLIENT FILE REINSTATE

Client File Reinstat

H/CFR

CXB@RIEDEL

Reinstat Business File and all associated Personal Files

CXB@J2X/ELLIS

Reinstat branch Business File and all associated Personal Files

CXP@ROHRER-CURSON

Reinstat Personal File

CXP@J2X/MANNS-BONFIELD

Reinstat Personal File from Branch J2X

CXP@TREMAIN-HAZELDEN:MARKS:PEBBLE

Reinstat more than one Personal File from the specified Business File (maximum 40 Personal Files)

Note: The user must have the CFILD Flag in their STD Profile set to Y(es) to Delete and Reinstat Client Files.

Deleting or reinstating a Business File will cause all associated Personal Files and any TravelScreen preferences to be deleted or reinstated.

To see a list of all Files that may be reinstated refer to the Client File Inactive List.

CLIENT FILE ASSOCIATION

Client File Association Process

H/MARR

***CF**

Display a list of Business and Personal Files that are associated to the displayed Booking File

Delete Client File Reference

CMREF@

Deletes Client File reference from Booking File

CMREF@1-4

Delete Client File references 1 to 4 from the Booking File

CLIENT FILE PRINT

Print Client File

H/CFPC

P-C*MANNS

Print Business File

P-C*TREMAIN-BROWN

Print Personal File

P-C*R

Print a displayed record or last referenced record

P-C*R/*

Print a displayed record or print last referenced record without header line and numbers

P-CLB

Print a list of Business Files

P-CLP/MANNS

Print list of Personal Files in specified Business File

P-CL*MORE

Print additional File titles in a list display

Note: All Display and List entries can be printed.

Formatting In Client Files

H/CFMT

In Create Mode

FMT

Places terminal into Formatting mode

4N/ADD THE NAMES
:*N.JONES/AMR::N.SMITH/BMR:-

NFT

Client File Update mode

C@FMT
C@4N/ADD NAMES
:*N.JONES/AMR::N.SMITH/BMR:-

C@NFT

Enter an information line where
:* represents a SOM (start of message),
:: represents an end item and
:- represents a tab stop
Exit Formatting mode

Place terminal into Formatting mode
Enter an information line where
:* represents a SOM (start of message),
:: represents an end item and
:- represents a tab stop
Exit Formatting mode

TRAVELSCREEN™

Preference Fill-in Format (FIF) Displays

*H/CP**

Form of Payment/Guarantee

CP*GB Display Business Form of Payment/Guarantee FIF
CP*GP Display Personal Form of Payment/Guarantee FIF

Air

CP*AB Display Business General FIF
CP*AP Display Personal General FIF
CP*AB/CITY Display Business City Pair FIF
CP*AP/CITY Display Personal City Pair FIF
CP*AB/VIELIS Display Business specified City Pair FIF
CP*AP/CAIDX Display Personal specified City Pair FIF
CP*AB/CTY* Display Business Universal City FIF
CP*AP/CTY* Display Personal Universal City FIF
CP*AB/MAD* Display Business specified Universal City FIF
CP*AP/AKL* Display Personal specified Universal City FIF
CP*BI Display Business Information FIF
CP*PI Display Personal Information FIF
CP*MI Display Mileage Club Membership FIF

Car

CP*CB Display Business General FIF
CP*CB/SYD Display Business specified location FIF
CP*CP Display Personal General FIF
CP*CP/BRU Display Personal specified location FIF
CP*MI/CAR Display Club Membership FIF

Hotel

CP*HB Display Business General FIF
CP*HB/RIO Display Business specified location FIF
CP*HP Display Personal General FIF
CP*HP/CCS Display Personal specified location FIF
CP*MI/HOTEL Display Club Membership FIF

TRAVELSCREEN™

Preference Summary Displays

*H/CP**

Air

CP*A Display General personal, business or merge preferences
CP*A/ALL Display All city pairs for personal, business or merge preferences
CP*A/RIOMIA Display specified city pairs for personal, business or merge preferences
CP*A/ALL* Display all universal cities for personal, business or merge preferences
CP*A/JED* Display specified city for personal, business or merge preferences
CP*B Display Business Information summary
CP*P Display Personal Information summary

Car
CP*C Display General preferences personal for business or merge preferences
CP*C/ALL Display all locations for personal, business or merge preferences
CP*C/SYD Display specified location for personal, business or merge preferences

Hotel
CP*H Display General preferences for personal, business or merge preferences
CP*H/ALL Display all locations for personal, business or merge preferences
CP*H/RIO Display specified location for personal, business or merge preferences

Guarantee/Deposits

CP*G Display Guarantee/Deposits summary

Club Membership

CP*M Display Club Membership Information summary

TRAVELSCREEN™

Preference Sell

H/TVSL

CPM Move additional personal preferences to BF once air itinerary finalised before ET (seats, SSRs); display record to view updates to BF
CPN1A2D3 Reference sell hotel and append preferences
CPN1A2 Reference sell car and append preferences

Preference Delete

H/TVPX

CPXB/WIDCO Delete individual Business preferences
CPXBP/WIDCO Delete Business preferences and all associated personal preferences
CPXP/WIDCO-HOWELL Delete individual personal preferences
CPXBP/GL3/TRANSPORT Delete branch Business and associated personal preferences
CPXP/47X/WIDCO-HOWELL Delete branch individual personal preferences

TRAVELSCREEN™

Preference List

H/TVLI

CPLB List all Business Files in office with business preferences
CPLB/UC2/ List all Business Files in branch office with business preferences
CPLB/7AA7/ List all Business Files in branch office with business preferences
CPLP/WIDCO List all Personal Files with personal preferences for a specified Business File
CPLP/GR3/TRANSPORT List all Personal Files in branch office with personal preferences for a specified Business File

Preference Copy for Hotels in specific Locations

H/TVPC

CPH/C/WHITTAKER*AMSPARGVA Copy hotel chain preferences in AMS, PAR and GVA held in current displayed Business File to target Business File WHITTAKER
CPH/C/GN2/LEWIS*ZRHAMSFRA Copy hotel chain preferences in ZRH, AMS and FRA held in current displayed Business File to target Business File LEWIS at branch GN2

TRAVELSCREEN™

Activating Preferences

H/TVAP

C*PHILLIPPS or Activate business preferences only

CMT/PHILLIPPS *or*
CMBT/PHILLIPPS
C*RENAULT-DUBOIS *or*
CMT/RENAULT-DUBOIS *or*
CMPT/RENAULT-DUBOIS
CMT/RENAULT-SIMENON@/+*PIERRE

Activate personal preferences only

C*BOSCH-FRANZEN@ *or*
CMT/BOSCH-FRANZEN@
CMBT/XY9//ESSO
CMT/1V/CV1//AMOCCO
CMPT/XY9//ESSO-SMITH
CMT/1V/CV1//AMOCCO-JONES
CMT/1V/CV1//AMOCCO-JONES@

Merge Preferences and add name to Agency File phone field

Merge Business and personal preferences

Merge or Clear preferences

Activate Business preferences only

Activate Business preferences only

Activate Personal preferences only

Activate Personal preferences only

Merge Business and Personal preferences

H/TVMC

CPCLEAR
CPF/B
CPF/P
CPLOCK/ON

Clear all active preferences

Re-activate business preferences

Re-activate personal preferences

Lock in all preferences until a new Client File with preferences has been retrieved, or at Ignore/End Transact

CPLOCK/OFF

Clear all preferences on each Client File retrieval, or at Ignore/End Transact

Note: /N at the end of an Air, Car or Hotel availability will clear all preferences from the display.

G.I.S.**Galileo Information System***H/GIS*

GG*	Display chapter index
GG*/ALPHA	Display chapter index alphabetically
GC*55Ø or GC*CURRENCY	Display chapter by number or name
GC*	Redisplay current chapter
GP*2Ø	Display page 2Ø of the current chapter
GC*AAA/2Ø or GC*12/2Ø	Display page 2Ø by chapter name (AAA) or chapter number (12)
GP*	Redisplay current page
GC*2ØØ/9/LCML	Display paragraph LCML of chapter 2ØØ, page 9
GP*2/	Display paragraph headings for page 2 of current chapter
Print G.I.S.	
P-GC*1Ø/2	Print chapter 1Ø, page number 2 of G.I.S.

ENCODE/DECODE**Equipment Types***H/AIRC*

.EE DOUGLAS	Encode equipment names beginning with Douglas
.EE BEECHCRAFT/AIRBUS	Encode multiple equipment names
.EE A	Encode all equipment types beginning with A
.ED BEC	Decode equipment code
.ED BEC/CR3/7Ø7/74B	Decode multiple equipment codes
.ED A	Decode all equipment types beginning with A
.ER BEC	Display detail record for equipment type

Equipment Indicator Codes

J	Jet
T	Turbofan
P	Propeller
H	Helicopter
A	Amphibian (e.g. Hovercraft)
S	Surface Transport

Cities/Airports*H/AIRP*

.CE SYDNEY	Encode single city name
.CE LONDON/BRISTOL	Encode multiple city names
.CE JOHN	Encode all cities beginning with JOHN
.CD NYC	Decode single city code
.CD LON/FCO/ZRH	Decode multiple city codes
.CR DUB	Display detail record for DUBLIN includes local transport details, check-in details etc

ENCODE/DECODE**Countries/regions***H/LAND/ and H/AIRR*

.LE INDONESIA	Encode single country name
.LE FRANCE/SPAIN/ICELAND	Encode multiple country names
.LE R	Encode all countries beginning with R
.LD BR	Decode single country code
.LD FR/ID/IS	Decode multiple country codes
.LD C	Decode all countries beginning with C
.RD	Display all countries that are divided into regions
.RD AU	Display all region codes of specific country
.RD AU QL	Decode specific region code

Airlines*H/AIRL*

.AE OLYMPIC	Encode single airline name
.AE ALITALIA/IBERIA/SWISSAIR	Encode multiple airline names
.AE P	Encode all airlines beginning with P
.AD GA	Decode single airline 2-character code

.AD GA/AZ/PR	Decode multiple airline 2-character codes
.AD P	Decode all airlines with 2-character codes beginning with P
.AD* 125	Decode single 3-character numeric airline code
.AD* 125/Ø85	Decode multiple 3-character numeric airline codes
.AD** AZA/BAB/SWR	Decode multiple 3-character alphabetical airline codes
.AR BA	Display detailed record for British Airways (includes head office address and organisation membership, i.e. IATA, SITA etc)

TIMATIC

Timatic Fill-in Formats

TI-	Display TIMATIC menu	H/TI-
TI-MV	Display FIF for visa information	
TI-MH	Display FIF for health information	
TI-MA	Display FIF for health and visa information	
TI-MF	Display FIF for full text information	
TI-MC	Display country information display	
TI-ML	Display country partial name	
TI-MG	Display group lists	

Note: With the Visa information and combined Visa and health Fill-In Format by placing /SEM N after the nationality (NA) of the passenger the system will also display entry and visa requirements for merchant seamen. By placing /ALL after the Nationality (NA) of the passenger Galileo® will display all different types of entry and visa requirements.

Timatic help

TI-HELP	Request Timatic help	H/TIHE
TI-HELPS	Request specific sub-text help data	
TI-HELPF	Request full text help data	
TI-HELPM	Request supplemental transaction help	
TI-NEWS	Request current Timatic news	
TI-NEWS/N1	Request specific news page	
TI-RULES	Request rules, terms and definitions index	
TI-RULES/R1	Request specific database	

Timatic scrolling

TIPN	Request next page	H/TIP
TIPG	Request current page	
TIPB	Request page back	
TIPL	Request page last	
TIPF	Request page first	

TIMATIC

Timatic from a displayed Booking File

Visa Information

TIMV/1/LON or TIMV/1/GB	Display Visa information for a passenger whose destination is the offpoint of segment 1 and whose nationality is that of the 3 letter city or 2 letter country code appended to the entry	H/TIM
TIMV/1-2/GVA or TIMV/1-2/CH	Display Visa information for a passenger whose destination is the offpoint of segment 2 and transitting the offpoint of segment 1; the nationality of the passenger is Swiss	
TIMV/1-3	Display Visa information for a passenger whose destination is the offpoint of segment 3, transitting the offpoints of segments 1 and 2; the nationality of the passenger defaults to the original boardpoint city	
TIMV/1-3.5	Display Visa information for a passenger whose destination is the offpoint of segment 5 and with transit	

points being offpoint cities of segments 1, 2 and 3; the nationality of the passenger will be the original boardpoint city

Health Information

TIMH/1

Display Health information for a passenger whose destination is the offpoint of segment 1

TIMH/1-3

Display Health information for a passenger boarding at the boardpoint of segment 1 and transitting the off points of segments 1 and 2, whose destination is the offpoint of segment 3

TIMH/1-3.5

Display Health information requirements for a passenger boarding at the boardpoint of segment 1, transitting the offpoints of segments 1, 2 and 3, whose destination is the offpoint of segment 5

TIMATIC

Timatic from a displayed Booking File (continued)

H/TIM

TIMA/1/PAR or TIMA/1/FR

Display Health and Visa requirements for a passenger whose destination is the offpoint of segment 1; the nationality of the passenger is French

TIMA/1-2/CA

Display Health and Visa requirements for a passenger whose destination is the offpoint of segment 2, transitting the offpoint of segment 1; the nationality of the passenger is Canadian

TIMA/1-2

Display Health and Visa information for a passenger whose destination is the offpoint of segment 2 transitting the offpoint of segment 1, the nationality defaulting to that of the original boardpoint city

TIMA/1-3.5

Display Visa and Health information for a passenger whose destination is the offpoint of segment 5, transitting the offpoints of segments 1, 2 and 3, the nationality defaulting to that of the original boardpoint city

Airport Tax Information

TIMT/2

Display airport tax information for the boardpoint of segment 2

Passport Information

TIMP/4

Display passport information for the destination city of segment 4

Customs Information

TIME/3

Display customs information for the destination of segment 3

Country Information

TIMC/5

Display country information held for the destination city of segment 5

TIMATIC

Direct Request Entries

H/TI-R

TI-RV_¿

VISA INFORMATION

NA ROM_¿

- Nationality

DE STO_¿

- Destination

TR GVA_¿

- Transit

Note: Optional element for Alien residents "AR" e.g., TI-RV/NAARROM or TIRV/TRARGVA

TI-RH_¿

HEALTH INFORMATION

EM BRU_¿

- Embarkation point

DE ACC_¿

- Destination

TR ROM/LOS_¿

- Transit point

VT MNL/BKK_¿

- Visited points

TI-RA_¿

VISA & HEALTH INFORMATION

NA PAR ζ	- Nationality
EM LIS ζ	- Embarkation point
DE BKK ζ	- Destination point
TR DEL/HKG ζ	- Transit points
VT ABJ/ROM ζ	- Visited points

Note: After each line press the [RETURN] key, denoted above by ζ then press [ENTER] on completion of the field.

Use IATA 3 letter city codes or ISO 2 letter country codes.

With the Visa information and combined Visa and health Fill-in Format by placing /SEMN after the nationality (NA) of the passenger the system will only display the entry and visa requirements for merchant seamen.

By placing /ALL after the Nationality (NA) of the passenger the Galileo® system will display all different types of entry and visa requirements.

Note: When you are dealing with a passenger who holds a **Government Duty Passport**, indicate this by adding the element /TYPE and the specific regulations for that nationality, type of passport and destination will be displayed.

Example entry: TI- RV/NA ROM/TYPER/DE STO/TR GVA

TIMATIC

Timatic Full Text Information

H/TI-D

Sections		Subsections	
GE	Geography	No subsections	
HE	Health Information	No subsections	
TX	Airport Tax	No subsections	
PA	Passport	WA	Warning
		PT	Passport
		VA	Validity
		RE	Admission/Transit Restrictions
		AI	Additional Information
		NO	Notes
		MI	Minors
PV	Passport and Visa	No subsections	
VI	Visa	WA	Warning
		VS	Visa exemptions (except for TWOV)
		TW	TWOV (transit without Visa)
		IS	Issue
		AI	Additional Information
		MI	Minors
		CO	Compulsory Currency Exchange
		RP	Re-entry Permit
		EP	Exit Permit
		NO	Notes
CS	Customs	IM	Import
		PE	Pets
		BC	Baggage Clearance
		EX	Export
		NO	Notes
CY	Currency	IM	Import
		EX	Export
		NO	Notes

TIMATIC

Timatic City/Country Codes

H/TI-H

TI-LCC/DENMARK	Display list of city codes used for Denmark
TI-RCC	Display list of all city codes
TI-RCC/DK	Display list of all city codes for Denmark

Timatic Group Codes

TI-RGL
TI-RGL/OECD
Print Timatic

Group codes and names
List of member countries of the group OECD

P-TI-DFT/BOM/HE

H/TI-H
Print details for Timatic display of health requirements for India

P-TIPN

Print next page of multi-page text

ETAS

Electronic Travel Authority System (ETAS)

H/ETAS

TIETAR
TIETAQ
TIETAH
TIETAS
TIETAS1
GC*5Ø6

ETA request for application screen
ETA enquiry screen
ETA history screen
ETA Index
Display paragraph 1 of ETA index
ETA information

MAPS

Maps

C*MAP/
C*MAP/FRANCE
C*MAP/ASIA
C*MAP/INDEX
C*MAP/NETHERLANDS-LLLL.NE

Displays maps information
Display map of France
Display map of geographical area
Display index of maps available
Locate the nearest airport to the city of Leiden in the Netherlands
Locate the nearest airport to the city of Fresno, California

***MAP/CALIFORNIA-FFFF.NR**

Note: LLLL = 4 x the first letter of the requested city. N = Next letter indicator. E = Second letter of the requested city.

INFOLINK

DRS (Direct Reference System)

L@ZZ/GIGG*

Displays the DRS information via INFOLINK for carrier ZZ

GC*7Ø/ZZ

Applicable GIS page to interpret display of DRS information for carrier ZZ

GC*7Ø/3

Display participating carriers

Fares

L@AN/FDØ6MAYSYDMEL

Link into Ansett (AN) and display fares from Sydney to Melbourne

FDL@AN

Converts display to AN' s own display. (Follow up entry only)

L@AN/MD

Move down to next screen on AN' s fare display

GC*71/2

Airlines with Infolink Fares

Examples:

Fare display for 14AUG from your location city to PAR, Air France Apex fares for adult, child and infant; only fares for first description are shown; enter FD*3 for others for fare on line 3

Display for the 13OCT one way, child fares on SR from CPH to GVA

Display of Round the World fares for QF from SYD

Display for the 31JAN round trip fares via the Atlantic/Pacific from MAD to SIN in NUCs

Fares display for the Ø2MAR from LIS to LAD, one way fares in NUCs, with a sale date of 15FEB98

FD14AUGPAR/AF@APEX*AD*CH*IN
FD13OCTCPHGVA-OW*CH/SR

FD22NOVSYDSYD@RTW/QF

FD31JANMADSIN-RT.AP*NUC
FDØ2MARLISLAD-OW*NUC.T15FEB98

INFOLINK

Fares (continued)

Note: After the first fare display entry has been made, quick change entries can be made by using the letters FD followed by any of the above modifiers.

Examples:

FD.AP*NUC

FD-OW

FD*CH*NUC

Converts display to Atlantic/Pacific fares in NUCs

Change the previous requested display to now display one-way fares

Change the previous requested display to now display child fares in NUCs

Flight

H/FLIT

L@ZZ/LFZZ123/24NOV98FCOORD

Displays the specific flight information via the infolink with carrier ZZ for flight number ZZ123 on 24NOV98 from FCO to ORD

GC*69/ZZ/SPECIFIC

Applicable GIS page to interpret carrier ZZ display for specific flight information

GC*69/3

Display participating carriers

Weather

H/WEAT

L@ZZ/LFFCO

Displays the weather information via the INFOLINK with carrier ZZ for FCO

GC*69/ZZ/WEATHER

Applicable GIS page to interpret carrier ZZs display for weather information

GC*69/3

Display participating carriers

TRAVEL RESTRICTION TABLE

Travel Restriction Table

RJ*

Displays a list of restricted countries and vendors

RJ*LY

Displays restrictions applicable to the country Libya

RJV*ZZ/AIR

Displays restrictions applicable to air vendor ZZ

LOCAL TIME

Time Check

@LTAKL

Display local time in Auckland

@LTAKL21NOV98

Show local time in Auckland for specified date

@LT

Local time at assumed city

@GMT

Display time in Greenwich Mean Time (GMT)

@UTC

Display time in Universal Time Construction (UTC)

CREDIT CARD AUTHORISATION

For Ticketing

H/CC

Manual Credit Request

JV317284567841005/V1

JV317284567841005/T410.00/D0499/MBA

Verify card only - no approval code

Request credit card approval code for hand written ticket; with mandatory expiry date and merchant airline vendor code

Note: Expiry date is mandatory on all credit cards except UATP cards and is mandatory on FCC entries

CALCULATOR

Calculator

H/CALC

XX546+52

Addition

XX564-52

Subtraction

XX564*52

Multiplication

XX564/52

Division

XX1234567890/7

If a ticket number is divided by 7, the remainder gives the check digit

XX11:45+4:45

Adds 4 hours 45 minutes onto 1145

AUXILIARY SEGMENTS

Sell

H/AUX

Auxiliary segments include air taxi, cars, hotels, surface transportation and tours.

Cars and hotels are covered in separate chapters.

ØATXZZNN1LGA15JUN-LAGUARDIA TO
WASHINGTON

Request air taxi segment From La Guardia with text, to be arranged by carrier ZZ

ØTURZZBK1RNO26NOV-CF-Ø8291647

Enter tour segment in Booking File with BK status. The confirmation number 08291647 has been given by vendor ZZ, when confirmed outside the system

ØSURZZNN2SOU23JAN-DO-NYC/ATLANTIC
CRUISE ON QE2

Surface transportation with Embarkation point Southampton Disembarkation point New York and optional information to be arranged by carrier ZZ

XN

Cancel all non air segments

*IX

Display auxiliary segments only

*HIX

Display booking history of auxiliary segments

LD/ALL/AUX/1NOV*3ØNOV-D

Display list of all Booking files with an auxiliary segment dated between 1NOV and 3ØNOV (see Booking File Lists in BF chapter)

Note: See also Cars Sell and Hotels Sell for other auxiliary segments

HEADLINESSM

Display Headlines by Market

HL*LHR

Display all promotions for London/Heathrow

HL*PAR/H

Display all hotel promotions for Paris

HL*HKG/H/1FEB-28FEB

Display all hotel promotions for Hong Kong between 1FEB to 28FEB

Display Headlines for specified service

AIR

HL*AIR

Display all airline promotions

HL*AIR/QF

Display all air promotions for QANTAS

HL*AIR/QF/1FEB-28FEB

Display all air promotions for QANTAS (1FEB to 28 FEB)

CAR

HL*CAR

Display all car promotions

HL*CAR/ZE

Display all car promotions for Hertz

HL*CAR/ZE/1ØJUN-3ØJUN

Display all car promotions for Hertz (1ØJUN to 3ØJUN)

HOTEL

HL*HTL

Display all hotel promotions

HL*HTL/SI

Display all hotel promotions for Sheraton

HL*HTL/SI/1MAR-31MAR

Display all hotel promotions for Sheraton (1MAR to

OTHERS

HL*OTHER
HL*OTHER/EV
HL*OTHER/EV/1MAY-30JUN

31MAR)

Display all promotions for leisure and tour vendors
Display all promotions for vendor EV
Display all promotions for vendor EV (1MAY to 30JUN)

HEADLINESSM

Display all Promotions or Universal

HL*ALL
HL*UNIV
HL*UNIV/H

Display all active Headline promotions
Display Universal promotions
Display Universal promotions for specified Vendor type
A – AIR
C – CAR
H – HOTEL
O – OTHER

Display Headlines from Availability screen

HL*1

Display Headline promotion from line 1

Display Headline by Reference Number

HL*ICO235H

Display Headline by known promotion number

PRODUCT DIRECTORY

H/PD

PD
PD*XX
PD/TOURS
PD/VENDOR
PD/CATEGORY
PD*XX/INDEX
GC*14
GC*14/NEWS

Display main menu
Display by vendor
Display products related to tours
Display list of vendors
Display list of categories or products
Display index of specific vendor
Product Directory vendor index
Product Directory News page

Printability

P-

All of the above inputs can be output to a printer by preceding the input with P-

Example:

P-PD/CATEGORY

Display list of categories or products; output is to printer