

## A simple way to get your client information from CCT into Galileo Low Cost Air

Simply create a Passive PNR in Galileo prior to making your Galileo Low Cost Air booking.

### Things you need to do first.

1. Ensure your client profiles are up to date in CCT including address, phone, and credit card information (stored in the Additional Information tab).
2. Set up a Programmable Key that will generate a passive segment within a PNR (or you can use the Passive Tour script in Custom Viewpoint).

### Steps

1. Upload your client profile from CCT to Galileo
2. Select your "Passive Segment" Programmable Key or use the Custom Viewpoint Passive Script
3. Save your Booking File and record the PNR number
4. Open and log on to Galileo Low Cost Air
5. Choose "Existing booking file" on the Galileo Low Cost Air search screen and enter your Galileo PNR

**Air shopping**  
 Search

New booking file  
  Existing booking file

Booking file :      
 Last name :      

No	From	To	Date & time	Airline	Flg
1	SYD			AnyTime	
2				AnyTime	
3				AnyTime	
4				AnyTime	
5				AnyTime	

6. Proceed with the search and booking process, note that the passenger information has been populated.

**Air shopping**  
 Search

New booking file  
  Existing booking file

Booking file :      
 Last name :      

**Selected itinerary**

Galileo booking file number:   
 Name of passenger(s):

**Add sector(s)**

No	From	To	Date & time	Airline	Flg
1	SYD			AnyTime	
2				AnyTime	
3				AnyTime	
4				AnyTime	
5				AnyTime	

7. Once booking is complete, return to Galileo and retrieve the PNR then download to CCT as usual.