Introduction

Booking File

Air Transportation

Fares

Cars

Hotels

LeisureShopper

Document Production

Queues

Client File/TravelScreen

Travel Information

Miscellaneous
SECURITY

Sign On

SON/Z217 or SON/ZHA
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/ZGL4HA
Sign on at branch agency SON/ followed by Z, own pseudo city code and a 1 to 3 character I.D.

SON/Z7XX1/UMP
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.

SB
Change to work area B.

SA/TA
Change to work area A: different duty code TA (Training).

SAI/ZHA
Sign back into all work areas at own office.

SAI/ZGL4HA
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 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/ZXXIUMP or STD/Z7XXIUMP
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.

+S
Display 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

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 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.)
H/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)

TP MSG FREE TEXT
Send message to CAI authors (max. 4 lines)

SCROLLING

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)

MD0
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

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.

<table>
<thead>
<tr>
<th>CODE</th>
<th>TYPE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS</td>
<td>Action</td>
<td>Sold on free sales basis</td>
</tr>
<tr>
<td>HS</td>
<td>Action</td>
<td>Have sold - inventory adjusted</td>
</tr>
<tr>
<td>IN</td>
<td>Action</td>
<td>If not holding...need</td>
</tr>
<tr>
<td>IS</td>
<td>Action</td>
<td>If not holding...sell</td>
</tr>
<tr>
<td>IX</td>
<td>Action</td>
<td>If holding...cancel</td>
</tr>
<tr>
<td>LL</td>
<td>Action</td>
<td>Waitlist request</td>
</tr>
<tr>
<td>NA</td>
<td>Action</td>
<td>Need specified segment or the alternate</td>
</tr>
<tr>
<td>NN</td>
<td>Action</td>
<td>Need request</td>
</tr>
<tr>
<td>OX</td>
<td>Action</td>
<td>Cancel if following requested segment is available</td>
</tr>
<tr>
<td>RR</td>
<td>Action</td>
<td>Reconfirming</td>
</tr>
<tr>
<td>XK</td>
<td>Action</td>
<td>Cancel without generating message</td>
</tr>
<tr>
<td>XX</td>
<td>Action</td>
<td>Cancel confirmed/requested SSR, seat data etc</td>
</tr>
<tr>
<td>SS</td>
<td>Action</td>
<td>Sell (sold within this transaction)</td>
</tr>
<tr>
<td>HX</td>
<td>Advice</td>
<td>Have cancelled (By Airline)</td>
</tr>
<tr>
<td>KK</td>
<td>Advice</td>
<td>Confirming booking</td>
</tr>
<tr>
<td>KL</td>
<td>Advice</td>
<td>Confirming from waitlist</td>
</tr>
<tr>
<td>NO</td>
<td>Advice</td>
<td>No action taken (No Inventory held)</td>
</tr>
<tr>
<td>TK</td>
<td>Advice</td>
<td>Holds confirmed; advise client of new timings</td>
</tr>
<tr>
<td>TL</td>
<td>Advice</td>
<td>Waitlisted; advise client of new timings</td>
</tr>
<tr>
<td>TN</td>
<td>Advice</td>
<td>Requested; advise client of new timings</td>
</tr>
<tr>
<td>UC</td>
<td>Advice</td>
<td>Unable - segment closed</td>
</tr>
<tr>
<td>Code</td>
<td>Advice</td>
<td>Status</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>UN</td>
<td>Unable - vendor cannot supply service</td>
<td>Confirmed outside Galileo system. No message sent when cancelled</td>
</tr>
<tr>
<td>US</td>
<td>Unable to sell-vendor cannot accept request, have waitlisted</td>
<td>Waitlisted outside Galileo system. No message sent when cancelled</td>
</tr>
<tr>
<td>UU</td>
<td>Unable - vendor cannot confirm, have waitlisted</td>
<td>Requested outside Galileo system. No message sent when cancelled</td>
</tr>
<tr>
<td>AK</td>
<td>Status</td>
<td>Booked outside Galileo system - messages still sent and received</td>
</tr>
<tr>
<td>AL</td>
<td>Status</td>
<td>Waitlisted outside Galileo system - messages still sent and received</td>
</tr>
<tr>
<td>AN</td>
<td>Status</td>
<td>Requested outside Galileo system - messages still sent and received</td>
</tr>
<tr>
<td>BK</td>
<td>Status</td>
<td>Holds confirmed</td>
</tr>
<tr>
<td>BL</td>
<td>Status</td>
<td>Holds waitlisted</td>
</tr>
<tr>
<td>BN</td>
<td>Status</td>
<td>Have requested</td>
</tr>
<tr>
<td>HK</td>
<td>Status</td>
<td>Pending need - awaiting confirmation</td>
</tr>
<tr>
<td>HL</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>HN</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>PN</td>
<td>Status</td>
<td></td>
</tr>
</tbody>
</table>
NAME FIELD

Create

(Min. 2 characters; max. 55.)

H/N.

N.1GETTINI/RMR
N.3MAYA/RMR/DMRS/PMR
N.1FAVRET/JMR+N.2VANROSSUM/BMR/OMRS
N.I/JOHNSON/PAULAMISS*DOB01JAN98
N.ANCIAN/DMRS+N.I/ANCIAN/ROBINMSTR*DOB12DEC97

Change

N.P5–6@2ALONGI/MMRS/CMR
N.P3@I/BLACK/ISABELMISS*DOB14APR98
N.P2@SMITH/JMR
ON*

Delete

N.P1@
N.P2–4@

Display

*N

Create Group Name

H/N.

N.G/5ØSKITOUR

Change Group Name

N.G/@5ØBEACHTOUR

Delete Group Name

N.G/

Display Group Name

*N

Create Name Remark

N.G/5ØSKITOUR*REMARK

Change Name Remark

N.G/@*CHANGE REMARK

Delete Name Remark

N.G/@*

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

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

H/N.

N.LUGON/TMR*FREE TEXT
N.3MAYA/RMR*REMARK/BMR*/CMS*
N.2HUGHES/AMISSION*CHD6YRS/KMSTR*CHD3YRS
N.PERCIVAL/AMISSION*FREE TEXT+N.ISKERRATT/AMISSION*
N3.PERCIVAL/AMISSION/BMR*REMARK/KMRS
N.I/BROWN/MARSHAMISS*DOB12JUN97

Add Name Remarks

N.P1*@FREE TEXT
N.P2–4*@FREE TEXT

Change Name Remarks

N.P1*@NEW FREE TEXT
N.P2–4*@FREE TEXT

Delete Name Remarks

N.P1@*
Delete name remark for names 2, 3 and 4

PHONE FIELD

(Max. 53 characters for each of the first 2 phone items and 66 for following phone items.)
P.B*0793 888184
P.ZRHB*508042X 2184
P.ROMT*808 422–3160–OLGA
P.LONA *081–372–9878 X372
P.PARN

Phone Field Codes
T* Travel agent
H* Home
B* Business
A* Accommodation/Hotel
N* No contact
P* Telephone number not known

Change
P.@LONB*408 365–5345
Change the only phone item to the business number 408 365 5345
P.3@PARH*1234 56 68 90
Change third phone item to the home number 1234 56 78 90

PHONE FIELD

Insert
P./IBRUB*312 889–1345
Insert after the first phone item, a business number in Brussels
P./OT*0718902165
Insert Travel Agency number as first item, using terminal location city as default

Delete
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
(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/ZZ0830/17MAY Time Limit; ticketing at FCO (airport location issuing ticket) by ZZ (Vendor issuing ticket) at 0830 on 17MAY (time and date ticket to be issued)
T.TAU/10FEB Place BF on Galileo assigned Q10 for automatic ticketing on 10FEB
T.TAU/10FEB*FREE TEXT Place BF on Galileo assigned Q10 for automatic ticketing on 10FEB; includes free text
T.TAU/DMS/6FEB Place BF on Galileo assigned Q10 of branch DM5 for automatic ticketing on 6FEB
T.TAU/DMS/6FEB*FREE TEXT Place BF on Galileo assigned Q10 of branch DM5 for automatic ticketing on 6FEB; includes free text
T.TAW/17FEB/IBM001 Assign an in house account code (IBM001) - six characters to BF on 17FEB, for subsequent manual move to queue

H/P.

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

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

TICKETING ARRANGEMENT FIELD

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change</td>
<td>T.@TAU/08MAR*FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>T.@TAW/21JUL/150Ø</td>
</tr>
<tr>
<td>Delete</td>
<td>T.@</td>
</tr>
<tr>
<td>Display</td>
<td>*TD</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>PLP2/P/GB/B876597/12JAN99*FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>PLP1–3/P/AU/B9234/18MAR99*FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>PLP1/3/P/AU/B9832/18APR99*FREE TEXT</td>
</tr>
<tr>
<td>Visa</td>
<td>PLP1/V/AU/76654654/OPEN/A1234556*FREE TEXT</td>
</tr>
<tr>
<td></td>
<td>PLP1–3/V/US/8347646/19JAN99/A654321*FREE TEXT</td>
</tr>
<tr>
<td>Change</td>
<td>PI.2@V/US/99776B/12JAN99/B12345</td>
</tr>
<tr>
<td>Delete</td>
<td>PLALL@</td>
</tr>
<tr>
<td></td>
<td>PI.1.3@</td>
</tr>
<tr>
<td>Display</td>
<td>*PI</td>
</tr>
<tr>
<td></td>
<td>*PI</td>
</tr>
<tr>
<td></td>
<td>*PIV</td>
</tr>
</tbody>
</table>

REVIEW BOOKING FILE

Create a Review Booking File item, defaults to own branch, todays date at 0700 and to queue 12.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>RB.</td>
</tr>
<tr>
<td></td>
<td>RB.Ø9OCT</td>
</tr>
<tr>
<td></td>
<td>RB.153Ø</td>
</tr>
<tr>
<td></td>
<td>RB.Q41</td>
</tr>
</tbody>
</table>
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

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

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**

**H/CTAW and H/CTAU**

Count entries with TAW, TAU and RB Fields

Basic entry with minimum items:

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORC/TAW/11NOV</td>
<td>Count BF with ticketing arrangement TAW for 11NOV</td>
</tr>
<tr>
<td>ORC/TAU/11JAN</td>
<td>Count BF with ticketing arrangement TAU for 11 JAN</td>
</tr>
<tr>
<td>ORC/RB/22DEC</td>
<td>Count BF with RB field for 22 DEC</td>
</tr>
</tbody>
</table>

Optional Entries:

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH3 /MJ</td>
<td></td>
</tr>
<tr>
<td>/Q41</td>
<td></td>
</tr>
<tr>
<td>/ACCNME</td>
<td></td>
</tr>
<tr>
<td>/1815</td>
<td></td>
</tr>
<tr>
<td>/11JAN*15JAN</td>
<td></td>
</tr>
</tbody>
</table>

Examples:

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORC/GL2/TAW/1700/11JAN</td>
<td>Count BF for branch GL2 with ticketing arrangement TAW at 1700 for 11JAN</td>
</tr>
<tr>
<td>ORC/AH3/TAW/ACCNME/1815/11JAN*15JAN</td>
<td>Count BF for branch AH3 with ticketing arrangement TAW with account name ACCNME at 1815 for date range 11JAN through 15JAN</td>
</tr>
<tr>
<td>ORC/TAU/11JAN*15JAN</td>
<td>Count BF with ticketing arrangement for a date range, 11 JAN through 15 JAN</td>
</tr>
<tr>
<td>ORC/DE1/RB/07DEC*12DEC</td>
<td>Count BF for branch DE1 with RB field for date range 07 DEC through 12 DEC</td>
</tr>
<tr>
<td>ORC/RB/MJ/Q41/25APR</td>
<td>Count BF's created by agent MJ with RB field for queue 41 and date 25APR</td>
</tr>
</tbody>
</table>

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

**BOOKING FILE MOVES**

**H/MTAW and H/MTAU**

Move entries with TAW, TAU and RB Fields

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 10 when no queue stated)

ORB/RB/Ø1JUN–Q/Ø3
Move BFs with RB field for Ø1JUN to Queue 30; (defaults to queue 12 when no queue stated)
/AH3
/Q41

Optional Entries:
Branch office
Agent user sign-on initials of BF creator (2 Alpha chars.)
- RB counts only
Destination queue number - RB counts only
Account name
Time
Ticketing date range
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
(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
(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.NONREF FREE 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
**ADDRESS FIELDS**

### 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**<sup>*</sup>29 ST PAULS
  **AVE**<sup>*</sup>KENTON**MIDX**/P/HA39SP

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

- **D.GALILEO CENTRE EUROPE**<sup>*</sup>MAIN ENTRANCE**GRD FLR EAST CORE**

**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**<sup>*</sup>2ØASCHAM ROAD**SWINDON**WILTS/P/SN5 6BG

**Change**
- **W.@MRS R GERALD**<sup>*</sup>82 BEDFORD ROAD**EAST FINCHLEY**NORTH LONDON *P/N6J7AY**
- **D.@GALILEO CENTRE EUROPE**<sup>*</sup>MAIN ENTRANCE**GROUND FLOOR**EAST.
- **DEPARTMENT**
- **RA.1@MRS RYANTS**<sup>*</sup>14 SEAVIEW ROAD**DORSET**P/DR6 5SD

**Insert**
- **W.@/3**<sup>*</sup>NEW DATA
- **D.@/3**<sup>*</sup>NEW DATA
- **RA.1@/4**<sup>*</sup>NEW DATA

**Delete**
- **W.@**
- **D.@**
- **RA.1@**
- **D.@/2**
- **RA.1@/2**

**Display**
- ***AW**
- ***AD**
- ***AA**

**MILEAGE MEMBERSHIP FIELD**

**Create**

### ADDRESS FIELDS

**H/ADDR**

**Insert**
- **W.@/3**<sup>*</sup>NEW DATA
- **D.@/3**<sup>*</sup>NEW DATA
- **RA.1@/4**<sup>*</sup>NEW DATA

**Delete**
- **W.@**
- **D.@**
- **RA.1@**
- **D.@/2**
- **RA.1@/2**

**Display**
- ***AW**
- ***AD**
- ***AA**

**Create**
(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, specifying Cross Accrual participants BD, LH and AC who are listed in the UA Mileage Membership Agreement Table (Minimum 1, maximum 10 additional airlines)

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 10 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 10 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 10 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 10 additional airlines)

MILEAGE MEMBERSHIP FIELD

Display
*MMM
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

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

NP.TEXT
Create a notepad item

NP.D*TEXT
Create a notepad item with D qualifier

NP.H**TEXT
Create a Historical notepad item

NP.HG*TEXT
Create a Historical notepad item with G qualifier

NP.C**TEXT
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/BIKENN2 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.

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
SPECIAL SERVICE REQUIREMENT

Programmatic SSR Codes (continued)

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
WCHR 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 SI.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
cancellation message will be sent)

SLP3-5S2.4/VGML@                Cancels the VGML request for passengers 3 through 5
on segments 2 and 4 (a cancellation message will be sent)

SLP2SI/AVIH@XK                  Removes the AVIH request for passenger 2 on segment 1
from the BF; no message is generated

**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                  Displays all SSR items
*SR                  Displays the Programmatic SSRs only
*SR/P2                Displays all Programmatic SSRs for passenger 2
*SR/P2SI/VLML         Displays the VLML request for passenger 2 on segment 1

**MANUAL SPECIAL SERVICE REQUIREMENTS**

**Create**

SLSSRFQTVZZHK1/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

SLSSRGRPFZZ FREE TEXT

Add group fare details for carrier ZZ

SLSSRPSPTZZHK1/P987654321/US/1ONOV6Ø/F/H– REED/REED/ITAMRS

Passport information including passport number, country of issue, and passport holder’s name, date of birth and gender

SLSSRFOIDYYHK1/CC4921123456789O12– ISMITH/JMR

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

SLSSRFOIDYYHK1/DLGB12341234–1SMITH/JMR

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

SLSSRFOIDYYHK1/FF123456789–1SMITH/JMR

Passenger SMITH/JMR will use a frequent flyer card for airport identification

SLSSRFOIDYYHK1/PP–1SMITH/JMR

Passenger SMITH/JMR will use a passport for airport identification

SLSSRFOIDYYHK1/NI55511123A–1SMITH/JMR

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

SLSSRFOIDYYHK1/CNHJ48JG–1SMITH/JMR

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

SLSSRFOIDYYHK1/TN12512345678903– ISMITH/JMR

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

SLSSRFOIDYYHK1/DDXXYY111155555/1SMITH/JMR

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

SLSSRPCTCYYHK1/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

SLSSRPCTBBAHK1/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.

**H/SSR**

**Change**

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

**Cancel**

SL2@                  Cancels the SSR item number 2; a cancellation message is generated

SL2@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
OTHER SUPPLEMENTARY INFORMATION (OSIs)

Create OSIs

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
Advise airline KL, passenger is a VIP

SLZZ*TKNM12345678901203
Advise airline of ticket number (where ZZ is the carrier code)

Change
SL.1@BA*NEW TEXT
Change item number 1 to NEW TEXT

Delete
SL.2@
Delete item number 2
SL.2–4.6.8@
Delete item numbers 2, 3, 4, 6 and 8

Display
*SO
Display all OSIs
*SI
Display all Service Information

Note: Check GC*2ØØ/5 for a description of airlines using SL.TKNM entries.

VENDOR REMARKS

Create

(Vendor Remarks; max. 18Ø characters; max. items 99)

V.AKQ*PLEASE ADVISE COST OF KENNEL
Send message to airline vendor KQ

V.NEV*PLEASE SEND THEATRE TICKETS TO PASSENGER BEFORE END OF JUNE
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

DP1
Divide name 1 from BF
DP1–3.6
Divide names 1 through 3 and 6 from BF
DG/1Ø
Divide 1Ø 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

End Transact

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

END TRANSACT AND IGNORE

H/ENTR

E or ET
ET/ccc
EL
ER
QEB/43
Ignore
I
IR
IALL

BOOKING FILE RETRIEVAL

Retrieval of Booking Files created at own branch

H/BFR

*3WG6BD
*WILLIAMS/CMR
*–WHITE
*–WHITE+*N
*–BLACK+*N,I

*28JUN–WHITTAKER/EMRS
*KL791–ANDRECHYN

*SR791/12APR–LEWIS/KMS
*OS441/VIE–HARRIES/RMR

*EI515/03FEBDUB–WESSERTEG

*UA124/LGADCA–PITCHER/JMISS

*SN239/18AUGBRULHR–BURDETT/PMR

*–C*

GROUP BOOKING FILE RETRIEVAL

H/BFR

*–G/EUROPARTY

Retrieval of Booking Files created by branch offices

**HK7–WHITE

*1V/**32N6WY
*1V/**US110/17MAYPHX–EICHORN

*1V/**LQ4–JOHNSON

**HK7–BLACK+*N,I

**HK7/15MAR–ANDERSON/EMS

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

Retrieve from the Apollo® system by Record Locator

Retrieve from Apollo by specific branch pseudo city and name

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

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

**B–KING/JMS
Retrieve BF with same name, for all branch agencies

*1V/**B–KING
Retrieve from Apollo by name, all branches

**B/11JUN–BONFIELD
Retrieve BF by name, and date of departure, for all branch agencies

*1V/**B/27JUL–HASLER
Retrieve from Apollo by date and name, all branches

**HK7–G/EUROPARTY
Retrieve group booking created in pseudo city HK7

**A–AFFIL/12JUN–MAISEY
Retrieve a Booking File created by Affiliate with code AFFIL with travel date

*1V/**A–USDOM–PEARCE
Retrieve a Booking File for passenger Maisey created by an affiliate with code AFFIL

**A–USDOM/28NOV–WINKLES
Retrieve from Apollo by Affiliate code name and date

**B–KING
Retrieve BF with same name, for all branch agencies

*1V/**B–KING
Retrieve from Apollo by name, all branches

**B/11JUN–BONFIELD
Retrieve BF by name, and date of departure, for all branch agencies

*1V/**B/27JUL–HASLER
Retrieve from Apollo by date and name, all branches

**HK7–G/EUROPARTY
Retrieve group booking created in pseudo city HK7

**A–AFFIL/12JUN–MAISEY
Retrieve a Booking File created by Affiliate with code AFFIL with travel date

*1V/**A–USDOM–PEARCE
Retrieve a Booking File for passenger Maisey created by an affiliate with code AFFIL

**A–USDOM/28NOV–WINKLES
Retrieve from Apollo by Affiliate code name and date

BOOKING FILE RETRIEVAL

Booking Retrieval from a List
*L
*Ø
*3

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

PDQ Booking File Retrieval (Own Branch)
PQ/R–3571JL
Retrieve BF by record locator
PQ/24JAN98–BEVAN/CHRIS
Retrieve BF by departure date and name
PQ/01JUL98–31JUL98–PALIN
Retrieve BF by departure date range (max. 31 days), own branch
PQ/UA23O/10JAN98DEN–STONE/SALLY
Retrieve BF by flight, date, origin (optional) and name
PQ/900A/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/10DEC97–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–A08/01JUL98–31JUL98–PALIN
Retrieval by date range (max. 31 days), specified branch
PQ/B/20JAN98–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/01DEC97–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

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 printer

LDT/ALL/28DEC–D
Retrieve all Booking Files with a segment date 28DEC; output is to Q/6Ø

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)

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 20 (entered before ALL, TKT or UTK)

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

/BA
Specific airline

/BA.AZ
Multiple airlines (max. 5)

/K1.285
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 DL.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 DL field i.e.DLAC–ACCNME)

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

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

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/1ØNOV–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

Listings by Hotel Segments (continued)

Optional items
The following optional items are available after the initial inputs LD, or, LDT.
/CF–
/GL3
/GL3.EA7.HH3
Search for hotels without confirmation number
Branch Office (entered before ALL, TKT, or UTK)
Multiple branches - maximum of 2Ø (entered before ALL, TKT or UTK)

/ABS
/HHL
/HTL
/HLS
/WI
/WLRA.HL
/22DEC*28DEC
/AC–ACME
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 (ACMCE) 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

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

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/1ØNOV–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
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 2Ø (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/GL3/TKT/CCR/ZE/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 (continued)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*RIA</td>
<td>Display Associated Itinerary Remarks</td>
</tr>
<tr>
<td>*RNU</td>
<td>Display Unassociated Itinerary Remarks</td>
</tr>
<tr>
<td>*RS1</td>
<td>Display Itinerary Remark related to segment 1</td>
</tr>
<tr>
<td>*R3</td>
<td>Display Itinerary Remark 3</td>
</tr>
<tr>
<td>*RQ</td>
<td>Display Enhanced Booking File Servicing field</td>
</tr>
<tr>
<td>*RV</td>
<td>Display Received field data</td>
</tr>
<tr>
<td>*SD</td>
<td>Display Seat Data</td>
</tr>
<tr>
<td>*SI</td>
<td>Display all SSRs and OSIs</td>
</tr>
<tr>
<td>*SO</td>
<td>Display OSI information</td>
</tr>
<tr>
<td>*SR</td>
<td>Display SSR information</td>
</tr>
<tr>
<td>*SVC</td>
<td>Display Services for all booked segments</td>
</tr>
<tr>
<td>*SVC2</td>
<td>Display Services for segment 2</td>
</tr>
<tr>
<td>*TD</td>
<td>Display Ticketing Data</td>
</tr>
<tr>
<td>*VI</td>
<td>Display Incoming Vendor Remarks</td>
</tr>
<tr>
<td>*VL</td>
<td>Display Vendor Locator data</td>
</tr>
<tr>
<td>*VQ</td>
<td>Display Outgoing Vendor Remarks</td>
</tr>
<tr>
<td>*VR</td>
<td>Display Incoming and Outgoing Vendor Remarks</td>
</tr>
<tr>
<td>*XSD</td>
<td>Display Seat Data Cancelled during this transaction</td>
</tr>
<tr>
<td>*XRl</td>
<td>Display Cancelled Itinerary Remark during this transaction</td>
</tr>
</tbody>
</table>

**Combination of Display Entries**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*N.I</td>
<td>Display Names and Itinerary</td>
</tr>
<tr>
<td>*N.SI.VR</td>
<td>Display the Names, Service Information and Vendor Remarks</td>
</tr>
</tbody>
</table>

#### BOOKING FILE DISPLAY

**Display Itinerary history**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*H</td>
<td>Display entire History</td>
</tr>
<tr>
<td>*HI</td>
<td>Display Itinerary History</td>
</tr>
<tr>
<td>*HIA</td>
<td>Display Air segment History</td>
</tr>
<tr>
<td>*HIC</td>
<td>Display Car segment History</td>
</tr>
<tr>
<td>*HII</td>
<td>Display Hotel segment History</td>
</tr>
<tr>
<td>*HN</td>
<td>Display Non-air History</td>
</tr>
<tr>
<td>*HIS</td>
<td>Display Surface segment History</td>
</tr>
<tr>
<td>*HIT</td>
<td>Display Tour segment History</td>
</tr>
<tr>
<td>*HIX</td>
<td>Display Air Taxi segment History</td>
</tr>
</tbody>
</table>

#### BOOKING FILE DISPLAY

**Display Customer data history**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HAD</td>
<td>Display Written Address History</td>
</tr>
<tr>
<td>*HCD</td>
<td>Display Customer Data History</td>
</tr>
<tr>
<td>*HF</td>
<td>Display Form of Payment History</td>
</tr>
<tr>
<td>*HFF</td>
<td>Display Filed Fare History</td>
</tr>
<tr>
<td>*HMM</td>
<td>Display Mileage Membership History</td>
</tr>
<tr>
<td>*HN</td>
<td>Display Name History</td>
</tr>
<tr>
<td>*HNP</td>
<td>Display Notepad history (when optional Histotical indicator was used)</td>
</tr>
<tr>
<td>*HP</td>
<td>Display Phone History</td>
</tr>
<tr>
<td>*HQRT</td>
<td>Display Queue Trail History</td>
</tr>
<tr>
<td>*HRB</td>
<td>Display Review Booking File History</td>
</tr>
<tr>
<td>*HRI</td>
<td>Display Associated/Unassociated Itinerary Remarks History</td>
</tr>
<tr>
<td>*HRQ</td>
<td>Display History of Enhanced Booking File Servicing field</td>
</tr>
<tr>
<td>*HSD</td>
<td>Display Seat Data History</td>
</tr>
<tr>
<td>*HSI</td>
<td>Display Service Information History</td>
</tr>
<tr>
<td>*HSO</td>
<td>Display OSI History</td>
</tr>
</tbody>
</table>
*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
*HSI.VR  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/FF100087654  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

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

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

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 PNR™**

Retrieval Of Airline Passenger Name Record (PNR)

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
passenger’s name

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

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

Redisplay similar name list

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

Ignore the Claim

ENHANCED BOOKING FILE SERVICING

Fare Requests

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).

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.

Ticket On Departure (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).

Prepaid Ticket Advice (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

OC.ITL25Ø00 (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.ITL25Ø00*FREETEXT UP TO 18Ø CHARACTERS

Additional Collection (ADC) Requests

RQ.P3S1-3/ADC/ZZ/CPN.2/MCO.123456789Ø12Ø3/IOD.GVA.ZZ/CHF1Ø00Ø*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 123456789Ø12Ø3 (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 CHF1Ø00Ø and there is also additional text (Max. 18Ø 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

RQ.RFND/ZZ/MCO.999123456789Ø3*MAX 18Ø CHARACTERS OF FREE TEXT

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

Stopover Package

RQ.STOP/ZZ*FREE TEXT

Request a Stopover package from airline ZZ (max. 18Ø characters of free text)

Limousine service

RQ.LIMO/ZZ*FREE TEXT

Request a limousine service from airline ZZ (max. 18Ø characters of free text)

Group Requests

RQ.GRPI/ZZ*FREE TEXT

A general request to airline ZZ on an International Group Booking (Max. 18Ø characters of free text)

RQ.GRPP/ZZ*FREE TEXT

A general request to airline ZZ on a Domestic Group Booking (Max. 18Ø characters free text)

RQ.GRPR/ZZ*FREE TEXT

A general request to airline ZZ on a Regional Group Booking (Max. 18Ø characters free text)
Electronic Tickets via Servicing - Issuance

RQ.P1S1/ETI/ZZ/MCO.999123456789Ø3/FF1*OPTINAL 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 999123456789Ø3; ticket is to be issued against Filed Fare 1; optional free text, max. 18Ø 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

RQ.P1S1/ETE/ZZ/TKT.999123456789Ø/GBP.NIL*MANDATORY FREE TEXT

Request an Even Exchange on electronic ticket number 999123456789Ø issued by carrier ZZ for passenger 1, segment 1; (passenger and segment relationship is optional), followed by mandatory free text (max. 18Ø 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

RQ.P1S1/ETE/ZZ/TKT.999123456789Ø/GBP5Ø.ØØ/MCO.9999876543213*MANDATORY FREE TEXT

Request an exchange on electronic ticket number 999123456789Ø issued by carrier ZZ for passenger 1, segment 1; (passenger/segment selection is optional); additional amount is GBP5Ø.ØØ; MCO/MPD number for the additional collection is 9999876543213 followed by mandatory free text (max. 18Ø 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

RQ.ETV/ZZ/TKT.999123456789Ø*MANDATORY FREE TEXT

Request a revalidation on electronic ticket number 999123456789Ø issued by carrier ZZ followed by mandatory free text (max. 18Ø 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

RQ.ETRF/ZZ/TKT.999123456789Ø*MANDATORY FREE TEXT

Request a refund on electronic ticket 999123456789Ø issued by carrier ZZ, followed by mandatory free text (max. 18Ø 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.999123456789Ø*999987654321*999324532112*MANDATORY FREE TEXT

ENHANCED BOOKING FILE SERVICING

Change

RQ.1@FARE/ZZ/FQ/CUR.ESP/Ø1OCT98/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 Ø1OCT98 (optional) where the International sale indicator is SITI, with free text (Max. 18Ø characters). Change entries can only be made before End Transaction
Display
*RQ
Display Accepted Keywords
RQ*ZZ
Delete
RQ.2@

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

### Basic Availability Entries

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

### 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 .0900 or .9A or .9 or 0900 or 9A or 9 .0800# or 0800# /OA /OA- /BD/KL /BD–/SN– /RG# /YY# /SR /D /DO /D2 /APE /APB

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.0900 or .9A or .9</td>
<td>Specifying departure time</td>
</tr>
<tr>
<td>or 0900 or 9A or 9</td>
<td></td>
</tr>
<tr>
<td>.0800# or 0800#</td>
<td>Flights from specified time onwards</td>
</tr>
<tr>
<td>/OA</td>
<td>Flights for specified carrier</td>
</tr>
<tr>
<td>/OA-</td>
<td>Flights excluding specified carrier</td>
</tr>
<tr>
<td>/BD/KL</td>
<td>Flights for specified carriers (max. 6)</td>
</tr>
<tr>
<td>/BD–/SN–</td>
<td>Exclude flights of specified carriers (max. 6)</td>
</tr>
<tr>
<td>/RG#</td>
<td>Flights for specified carrier for the entire journey, including connecting flights</td>
</tr>
<tr>
<td>/YY#</td>
<td>Direct flights of any carrier and only on-line connections</td>
</tr>
<tr>
<td>/SR</td>
<td>Direct link into Carrier Specific Display</td>
</tr>
<tr>
<td>/D</td>
<td>Direct flights only</td>
</tr>
<tr>
<td>/DO</td>
<td>Direct non-stop flights only</td>
</tr>
<tr>
<td>/D2</td>
<td>Direct flights, max. 2 stops</td>
</tr>
<tr>
<td>/APE</td>
<td>Set entry preference to Apollo® ECAC (Only valid outside Europe)</td>
</tr>
<tr>
<td>/APB</td>
<td>Set entry preference to Apollo Basic (Only valid outside Europe)</td>
</tr>
</tbody>
</table>

### Availability Entries (continued)

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.SIN</td>
<td>Single connection flights via Singapore (max 3)</td>
</tr>
<tr>
<td>.SINBKKMNL</td>
<td>Single connection flights via Singapore or Bangkok or Manila (max 3)</td>
</tr>
<tr>
<td>.SIN/BA</td>
<td>Single connection flights via Singapore with onward BA flight</td>
</tr>
<tr>
<td>.SIN.LAX</td>
<td>Double connection flights via Singapore and Los Angeles</td>
</tr>
<tr>
<td>.TYOSIN.BKKMNL</td>
<td>Double connection flights via Tokyo or Singapore and Bangkok or Manila</td>
</tr>
<tr>
<td>.SIN.BKK/BA</td>
<td>Double connection flights via Singapore and Bangkok with an onward BA flight to the destination</td>
</tr>
<tr>
<td>.TYOHKG.SINPE.BKKMNL</td>
<td>Triple connection flights via Tokyo or Hong Kong and Singapore or Taipei and Bangkok or Manila (max 6 total)</td>
</tr>
</tbody>
</table>
### Availability

**Availability Entries (continued)**

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

**Examples:**

- **AF16SEPLRSAO/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.

- **AF16SEPLRSAO/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
- **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  Display Later
A*O  Return to Original display
A*P  Return to Previous display order
A*R  Repeat or redisplay last viewed
A24JUN  Change to 24JUN
A24JUN#1Ø  Change to 10 days after 24JUN
AØ  Display for today's date
A#  Change to one day after previous entry
A#3*AY  Change to 3 days after previous entry, using the direct link to AY
A–2  Change to two days before previous entry
AR  Return availability
AR#15  Return availability after 15 days
AR26JAN  Return with alternative date
AP  Change to airlines with Last Seat Availability™ and/or Carrier Specific Display
AQ  Change to airlines with Secured, Super Guaranteed or Guaranteed booking function
AU  Change to airlines with Secured and Super Guaranteed booking function

**AVAILABILITY**

**Follow-up Entries (continued)**

AL3  Display last seat availability via link, line 3
AL2/4/6  Display last seat availability via link lines 2, 4 and 6
AM*KL  Display more from KL system
A*GAL  Return to current display, or if in the Link, return to Galileo display
*APE  Set entry preference to Apollo ECAC
*APB  Set entry preference to Apollo Basic
A/BA  Display showing BA flights (max 6 carriers)
A/BA–  Display excluding BA flights (max 6 carriers)
A.D  Display direct flights only
A.DØ  Display non-stop flights only
A.D2  Display direct flights, max 2 stops
A.17ØØ  Display alternative time
A.M  Display morning flights (0901-1000)
A.N  Display noon flights (1001-1100)
A.E  Display evening flights (1701-1939)
A.BRU  Display single connection flights via Brussels
A.NYC–  Display single connection flights via anywhere other than NYC
A.FRA.BRU  Display double connection flights via Frankfurt and Brussels
A.ZRH.FRA.BRU  Display triple connection flights via Zurich and Frankfurt and Brussels
A.NYC–.CHI–  Display double connection flights via anywhere other than New York City and Chicago
A.NYC–.CHI–.DEN–  Display triple connection flights via anywhere other than New York City and Chicago and Denver

**Follow-up Entries (continued)**

AF@2H.D  Display the first available direct flight with a minimum of 2 seats in H class
ABROM  Display from new board point
ABBERAMS  Display from new board and off points
AORIO  Display new off point
ANLIS  Display to follow on to LIS from the off point of the previous entry
AKPAR  Display availability from PAR to the board point of the
AB#9SFO  Display new board point 9 days after the previous entry
A#9BSFO  Alternative entry format to AB#9SFO
A@#3    Display availability of more classes for line 3 of the availability display
AX      Cancel availability display

TIMETABLE

TT    Convert displayed Availability to Timetable display
TLISNYC Timetable from today
TT22JANZRHsin Timetable of flights from 22JAN from ZRH to SIN
TT.FRBRUAMS Timetable from next Friday
TT22DEC.FRMLCPh Timetable from the first Friday after 22DEC
TT15MAY#14ROMNCE Timetable 14 days after 15MAY
TT19APRORDLHR*14 Timetable from 19APR with 14 day range (max. 331 - system range)
TT22JANMUCVIE/OS Timetable for specified carrier
TT22JANLHR#ATH Timetable from specific airport only of a multi airport city
TT22JANMILCDG# Timetable of flights to a specific airport only, of a multi airport city
TT23OCTLHR#CDG# Timetable of flights to and from specified airports
TTLISROM@24 Timetable for selected days (2 and 4)
TTX Cancel all timetable displays
TT Redisplay last timetable display
TT@O Return to original timetable display

TIMETABLE

TTØ Display timetable from today’s date
TT24JUN Display timetable from 24JUN
TT#1Ø Display timetable ten days after previous entry
TT–2 Display timetable two days before previous entry
TT*75 Display timetable for 75 days later (max. 331 days - system range)
TT.WE Display timetable the first Wednesday after the previous entry date
TT24JUN.WE Display timetable the first Wednesday after 24JUN
A Convert timetable to availability display
A22NOV Convert timetable to availability for a particular date
TOAMS Display new off point
TBGVA Display new board point
TBGVAMIL Display new board and off points
TNNYC Display follow on to NYC from off point of previous entry
TKPAR Display timetable from PAR to board point of previous entry
TTR Return timetable display
TTR26JAN Return, with alternative date
TT/TP Redisplay timetable with TP flights
TT/TP– Redisplay timetable without TP flights
TT@24 Redisplay timetable with indicated days of operation (2 and 4)

TIMETABLE

Follow-up Entries

TTØ Display timetable from today’s date
TT24JUN Display timetable from 24JUN
TT#1Ø Display timetable ten days after previous entry
TT–2 Display timetable two days before previous entry
TT*75 Display timetable for 75 days later (max. 331 days - system range)
TT.WE Display timetable the first Wednesday after the previous entry date
TT24JUN.WE Display timetable the first Wednesday after 24JUN
A Convert timetable to availability display
A22NOV Convert timetable to availability for a particular date
TOAMS Display new off point
TBGVA Display new board point
TBGVAMIL Display new board and off points
TNNYC Display follow on to NYC from off point of previous entry
TKPAR Display timetable from PAR to board point of previous entry
TTR Return timetable display
TTR26JAN Return, with alternative date
TT/TP Redisplay timetable with TP flights
TT/TP– Redisplay timetable without TP flights
TT@24 Redisplay timetable with indicated days of operation (2 and 4)

Associated Availability and Timetable Entries

AV Availability display derived from a fare display
FDA Converts current availability display to a Fares Display
TTB3 Display specific details of the flight on segment 3 of a booked itinerary
TTKL845/5MAY
Display details of a specific flight
TTBA1/Ø1SEPLHRJFK
Display details of a specific flight (board and offpoint are optional)
TTL5
Display details of flight on line 5 of an availability
TTBA1/Ø1SEPLHRJFK
Display frequency of flights into Rome
Display frequency of flights out of Paris
Connect Point Display
DCPLONMSP
Display applicable connect points for this route
Booking File Related Entries
*SVC
*SVC2
Display services for all booked segments
Display services for segment 2
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 and Waitlist from Availability Display

N2F3
Sell 2 seats in first class from line 3
N2F1F2Y3
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

ØKL611F4MAYAMSORDNN2
Sell flight number, class, date, city pair, booking action code and number of seats
ØOA152YATHAMSNN3
Sell for today’s date
ØAZ456C5APRFCOMADNN2/11301300
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
ØA or Y
ARNK segment
SELL

Sell, Waitlist and Request from Availability Display

(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)

(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

H/DCP
H/SVAD
H/SWDS
H/ARNK
H/SELL
H/SBOG
H/SWOG
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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWIT123F29OCTLRLOSAN2/23000700/1</td>
<td>Add a requested flight (with timings)</td>
</tr>
<tr>
<td>OWIT123F29OCTLRLOSAN2</td>
<td>Add a confirmed flight</td>
</tr>
<tr>
<td>OWIT123F29OCTLRLOSAL2</td>
<td>Add a waitlisted flight</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ØSR234F29OCTGVACDGBK2</td>
<td>Add a confirmed flight</td>
</tr>
<tr>
<td>ØSR234F29OCTGVACDGBN2</td>
<td>Add a requested flight</td>
</tr>
<tr>
<td>ØSR234F29OCTGVACDGBL2/17001810</td>
<td>Add a waitlisted flight (with timings)</td>
</tr>
</tbody>
</table>

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

**SELL**

**Conditional Segments**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ØSK459Y21MAYARNFRAIN1</td>
<td>If not holding reservation, need (IN)</td>
</tr>
<tr>
<td>ØKL123F1JANAMSLHRIX1</td>
<td>If holding reservation, cancel (IX)</td>
</tr>
<tr>
<td>ØNZ102J01SEPSYDAKLNA1</td>
<td>Need the specified flight (NA) or the alternative (NN)</td>
</tr>
<tr>
<td>ØNZ106J01SEPSYDAKLNN1</td>
<td>Change segment 3 to status OX (cancel segment 3 only if the following flight is available), where BA175 is the required flight</td>
</tr>
</tbody>
</table>

**Open Segments**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ØYYOPENCLHRCDGNO4</td>
<td>Open segment, with no specified carrier or date</td>
</tr>
<tr>
<td>ØBAOPENCl6MAYLRCAINO1/X</td>
<td>Open segment with no stopover</td>
</tr>
</tbody>
</table>

**SELL**

**Insert Segments**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/3+OKL123C5MAYAMSMLHRNN2</td>
<td>Insert after segment 3, combined with direct sell entry</td>
</tr>
<tr>
<td>/5+N1F1</td>
<td>Insert after segment 5 and reference sell seat from availability display</td>
</tr>
<tr>
<td>/4+ØA</td>
<td>Insert after segment 4, surface segment (ARNK)</td>
</tr>
</tbody>
</table>

**Note:** Not applicable to Automatic Segment Placement users.

**Re-ordering Segments in an Itinerary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/5S6</td>
<td>Move segment 6 to follow segment 3</td>
</tr>
<tr>
<td>/5S6–8</td>
<td>Move segments 6 through 8 to follow segment 3</td>
</tr>
<tr>
<td>/2S6.10</td>
<td>Move segments 6 and 10 to follow segment 2</td>
</tr>
</tbody>
</table>

**Setting Segment Stopover and Ignore indicators**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ØBA983C01SEPLGWCDGNN1/X</td>
<td>Set a no stopover indicator on a direct segment entry</td>
</tr>
<tr>
<td>ØBA983C01SEPLGWCDGNN1/I</td>
<td>Set an Ignore indicator for fare quote and ticketing on a direct segment entry</td>
</tr>
<tr>
<td>ØBA983C01SEPLGWCDGNN1/S</td>
<td>Set a stopover indicator on a direct segment entry</td>
</tr>
</tbody>
</table>
| @3X | Set a no stopover indicator on segment 3, (or, remove I or
@3I  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**

@2/11001330  Change to specified departure and arrival times for segment 2 (24 hour clock)

@1/6A1OP  Change to specified departure and arrival times for segment 1 (12 hour clock)

@1/09001700/-1  Change to specified departure time with arrival time for previous day

@1/09001700/1  Change to specified departure time with arrival time for the following day

@1/09001700/2  Change to specified departure time with arrival time for 2 days later

**Change Segment Status**

@1HK  Change status of segment 1 to HK

@1.3.5HK  Change status of segments 1, 3 and 5 to HK

@4HK/12001630  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**

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**

@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**

X1+0SK932F8NOVLAXCPHNN3  Cancel segment 1 and re-book by direct segment entry

X2–4+0BAOPENFPERLHRNO1  Cancel segments 2 through 4 and replace with open segment
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**

- **XI**: Cancel entire Itinerary
- **XA**: Cancel all Air segments only
- **XH**: Cancel Hotel segments
- **XC**: Cancel Car segments
- **XN**: 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**

- **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*SC*1ØA**: Redisplay seat configuration map
- **SM*SC*S1#/NYC**: Display specific seat characteristics
- **SM*SC*1ØA**: 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.

**Seat Availability Map**

- **SA*AZ61ØJULFCOJFK**: Display seat availability map for specified flight and class
- **SA*SR685C13AUGZHRBOM/NW**: Display seat availability map for flight and class specified for non-smoking window seats
- **SA*SR685C3AUGZHRBOM/15**: Display seat availability map for flight and class specified from row 15
- **SA*SR685C3AUGZHRBOM/NW/15**: Display seat availability map for flight and class specified for non-smoking window seats, from row 15
- **SA*AAI01Y1JUNLHRJFK/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, from row 15
SA*S4/NW 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*10A 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.10A–C Reserve seats 10A through 10C for all passengers on all segments
S.NW or S.G Reserve no smoking window seats for all passengers on all segments
S.10A–C*BK Non Galileo reserved seats 10A through 10C for all passengers on all segments
S.NW*BK Non Galileo reserved non-smoking seats for all passengers on all segments
S.P2.4/10A.B Reserve seats 10A and 10B for passengers 2 and 4 on all segments
S.P2.4/NA Reserve non-smoking aisle seats for passengers 2 and 4 on all segments
S.P2.4/10A.B*BK Non Galileo reserved seats 10A and 10B for passengers 2 and 4 on all segments
S.S2.5/10A–C Reserve seats 10A through 10C for all passengers on segments 2 and 5
S.S2.5/SA*BK Non Galileo reserved smoking aisle seats for all passengers on segments 2 and 5
S.P1.4S1.3/5A/6A Reserve seats 5A and 6A for passengers 1 and 4 on segments 1 and 3
S.S1.3P1.4/SW*BK Non Galileo reserved smoking window seats for passengers 1 and 4 on segments 1 and 3
S.P1S2/10A*AK Non Galileo reserved seat with totally passive status code: no message is generated (only applicable when segment is AK, AN, or AL Status)
S.S1/NW Request no smoking window on both sectors of a change of gauge flight on segment 1
S.S3#ORD/10A Request seat 10A for a change of gauge flight for segment 3 with leg commencing in ORD
S.S2#AMS/NW Request no smoking window on change of gauge flight on segment 2 for leg commencing in AMS

ADVANCE SEAT RESERVATION

Change
H/ASR and H/ASRC
S.@10A–C/15J–K Change seats to 10A through 10C 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
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)

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

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)

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

ADVANCE SEAT RESERVATION

Cancel

Cancel seats for all passengers on all segments
Cancel seats for passengers 1 and 3 on all segments
Cancel seats for all passengers on segments 1 and 4
Cancel seats for passengers 1 and 3 on segment 2
Cancel seats for the leg commencing in JFK for a change of gauge flight on segment 1

Display Seat Reservations

Display seat reservations currently held
Display cancelled seat data of current transaction before End Transact

Printability

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

ADVANCE SEAT RESERVATION

Seat Characteristics

Aisle
Bulkhead
Cradle/Baby Basket
Upper Deck
Exit
No Movie View
Non-Smoking window
Suitable for Disabled Passengers
Adult With Infant Allowed
Infant/Child Not Allowed
Kennel
Extra Legspace
Non-smoking
Overwing
Preferred seat
Laptop/Fax connection
Restricted recline
Smoking seat
Airphone
Suitable for Unaccompanied Minor
Personal Video Screen
Window
Blocked by Airline
Seat has more than 4 characteristics
Seat is allocated on a conditional basis
/ Seat does not exist at this location
* Seen on Seat map displays only

**ADVANCE SEAT RESERVATION**

<table>
<thead>
<tr>
<th>Display Seat Characteristics</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC*</td>
<td>Display a list of seat characteristics</td>
</tr>
<tr>
<td>SC*S1</td>
<td>Display the seat characteristics of the seat reserved on segment number 1 for all passengers</td>
</tr>
<tr>
<td>SC*P1</td>
<td>Display the seat characteristics of the seats reserved on all segments for passenger 1</td>
</tr>
<tr>
<td>SC*P3S5</td>
<td>Display the seat characteristics of the seat reserved for passenger 3 on segment 5</td>
</tr>
<tr>
<td>SC*SALBK</td>
<td>Display characteristic codes S, A, L, B and K (max. 5 codes)</td>
</tr>
</tbody>
</table>
FARE DISPLAY

Basic Fare Display Entries

FDPAR
Fare display from your location city to Paris, assumes today’s date

FD14AUGPAR
Fare display from your location city to Paris 14AUG

FD14AUGLONPAR or FD14AUGPAR
Fare display from London to Paris 14AUG

FD14AUGLONPAR@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

/B/A – RT@SPCLS*CH
Carrier (mandatory with historic fares display)

/U/A/CO/US
Carriers (max. 3)

/L or /S
Long display or short display

/T
Tax inclusion

/B
Base fares without taxes

/2
Display half round trip in NUCs for all round trip fares

/APEX
Display fares with a 25% penalty or less

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

–OW or –RT
Journey type (one way/round trip)

@YLE3M
Exact Fare basis code

@APEX
Fare Abbreviation (see Fares 4)

*AD*CH*IN
Passenger type (see Fares 5)

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

:*USD
Displays fares published in alternative currency

:*NUC
NUCs (IFD only)

:*LOC
Amps display to show local currency

:*AP
Global indicator (IFD only)

:*T12DEC98
Ticketing date (IFD only)

FDSFOLAXV26MAR
Validates fare restrictions and displays applicable one way fares for specified date (SFO to LAX) (NAFD only)

FDSFOLAXV26JAN28JAN
Validates fare restrictions and displays applicable return fares for specified dates (SFO to LAX) (NAFD only)

FARE DISPLAY

Set initialisation (until Ignore or change to display option)

/HS/ST

*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
Normal fares

SPCLS
Special fares

APEX
Apex fares

SAPEX
Super Apex fares

APEXS
Apex and Super Apex fares
### Round the World fares
- **RTW**

### Circle Trip/Triangle fares
- **CTF**

### Excursion fares
- **EXCN**

### Pex fares
- **PEX**

### Super Pex fares
- **SPEX**

### Pex and Super Pex fares
- **PEXS**

### Eurobudget fares
- **EURO**

### Visit USA fares
- **VUSA**

### Military fares
- **MILIT**

### All fares (used as follow-up after all of above)
- **ALL**

### 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)

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

*Please refer to the Notes on the next page*
### Passenger Descriptions (Fare Display only) (continued)

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

**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.

### Follow-up Entries

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FC*</td>
<td>Display city text information</td>
</tr>
<tr>
<td>FN*2</td>
<td>Display fare notes by paragraph menu</td>
</tr>
<tr>
<td>FN*ALL</td>
<td>Display fare notes; follow-up to notes menu only</td>
</tr>
<tr>
<td>FN*P10</td>
<td>Display fare notes by specific paragraph from paragraph menu (IFD only)</td>
</tr>
<tr>
<td>FN*1/ALL</td>
<td>Display all fare notes</td>
</tr>
<tr>
<td>FN*3/P2–4.7</td>
<td>Display fare notes by specified paragraph</td>
</tr>
<tr>
<td>FN*4/S</td>
<td>Display fare notes synopsis</td>
</tr>
<tr>
<td>FN*</td>
<td>Redisplay last accessed note display</td>
</tr>
<tr>
<td>FZSI</td>
<td>Display fare converted to own currency at bank selling rate, line 1 (IFQ only)</td>
</tr>
<tr>
<td>FD*</td>
<td>Redisplay fare display</td>
</tr>
<tr>
<td>FDB</td>
<td>Display fares for reverse direction</td>
</tr>
<tr>
<td>FN*5/DL–AA</td>
<td>Joint carrier fare rule (NAFD only)</td>
</tr>
<tr>
<td>FN*1/PMIN.MAX</td>
<td>Paragraph heading specific (NAFD) only</td>
</tr>
<tr>
<td>AV</td>
<td>Converts current Fare Display to an Availability</td>
</tr>
<tr>
<td>FDA</td>
<td>Converts Availability Display into a Fare Display</td>
</tr>
<tr>
<td>FDC*1</td>
<td>Display booking codes for line 1</td>
</tr>
<tr>
<td>FDC*3/KL</td>
<td>Display booking codes for line 3 for KL from general display</td>
</tr>
<tr>
<td>FDC*2/KL/NW</td>
<td>Display booking codes for primary carrier KL and secondary carrier NW for line 2</td>
</tr>
<tr>
<td>FR*2</td>
<td>Display route information, line 2</td>
</tr>
<tr>
<td>FR*2PIT</td>
<td>Validate city on routing line 2 (NAFD only)</td>
</tr>
<tr>
<td>FU*</td>
<td>Display unsaleable fares</td>
</tr>
<tr>
<td>FD*3/T</td>
<td>Display fare on line 3 giving break down of US sales tax (NAFD only)</td>
</tr>
<tr>
<td>FDB@APEX</td>
<td>Display APEX fares for reverse direction</td>
</tr>
<tr>
<td>FD*LOC</td>
<td>Display fares in local currency</td>
</tr>
</tbody>
</table>

### FARE DISPLAY
Follow-up Entries (continued)

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)

Change Origin and Destination

FDBOS  Change Destination point

FDOSYD  Change Origin city

FDBKK–DTPE  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

AV  Converts current Fare Display to an Availability

AV7  Availability for the fare on line number 7

AV7/03JUN  Availability for the fare on line number 7 for 03JUN

AV7/RG  Availability for the fare on line number 7 for RG

AV7/03JUN/BA  Availability for the fare on line number 7 for BA on the 03JUN

AV7/1500  Availability for the fare on line number 7 at 1500

AV7/1500/SN  Availability for the fare on line number 7 at 1500 for SN

AV7/03JUN991500/BA  Availability for the fare on line number 7 on 03JUN99 (year is mandatory) at 1500 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

AV7/03JUN991500@4/SR  Availability for the fare on line number 7 on 03JUN99 (year is mandatory) at 1500 with a specific number of seats for SR

AV7/KL.AM5/DL  Availability for the fare shown on line 7, with a connection into AM5 on KL and out of AM5 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/10JUN  Reverse availability for 10 JUN

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)

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
35. TARIFF INFORMATION

FARE DISPLAY

Direct Rules Display (NAFD only)

<table>
<thead>
<tr>
<th>Rule Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNATLNYC17NOV@BE7/DL</td>
<td>Rule for DL BE7 fare ATLNYC for 17 NOV</td>
</tr>
<tr>
<td>FNALAXIAH7JUL@KWL7NR/CO-DL</td>
<td>Joint carrier rule for KWL7NR fare LA XIAH for 7 JUL</td>
</tr>
<tr>
<td>FNSTLCHI19APR@MLXAP7/TW/PDAY.3</td>
<td>Paragraph heading specific (max. 3 paragraphs) rule display for TW MLXAP7 fare STLCHI for 19 APR</td>
</tr>
<tr>
<td>FNWASMIA20SEP@KLXP7/UA/S</td>
<td>Rule summary for UA KLXP7 fare WASMIA for 20 SEP</td>
</tr>
<tr>
<td>FN21SEP@BE7/AA</td>
<td>Base rule by fare basis, date and carrier</td>
</tr>
<tr>
<td>FN@BE7/AA</td>
<td>Base rule by fare basis and carrier</td>
</tr>
</tbody>
</table>

Reverse Rules Display (NAFD only)

<table>
<thead>
<tr>
<th>Rule Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNO</td>
<td>Reverse city pairs of last display</td>
</tr>
<tr>
<td>FNO21AUG</td>
<td>As above with date</td>
</tr>
<tr>
<td>FNO/US</td>
<td>As above with carrier</td>
</tr>
<tr>
<td>FNO/PDAY.MIN</td>
<td>As above with paragraph heading specific</td>
</tr>
<tr>
<td>FNO@Y9</td>
<td>As above with fare basis</td>
</tr>
</tbody>
</table>
## FARE DISPLAY

### Rule Subjects for NAFD

<table>
<thead>
<tr>
<th>Rule Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ø</td>
<td>GENERAL INFO</td>
</tr>
<tr>
<td>1</td>
<td>TRAVEL DATES</td>
</tr>
<tr>
<td>2</td>
<td>RESERVATION/TICKET</td>
</tr>
<tr>
<td>3</td>
<td>MINIMUM STAY</td>
</tr>
<tr>
<td>4</td>
<td>MAXIMUM STAY</td>
</tr>
<tr>
<td>5</td>
<td>FLIGHT APPLICATION</td>
</tr>
<tr>
<td>6</td>
<td>DAY/TIME APPLICATION</td>
</tr>
<tr>
<td>7</td>
<td>SEASONAL APPLICATION</td>
</tr>
<tr>
<td>8</td>
<td>PROHIBITED TRVL DATE</td>
</tr>
<tr>
<td>9</td>
<td>STOPOVERS</td>
</tr>
<tr>
<td>10</td>
<td>PERMITTED COMBINATIONS</td>
</tr>
<tr>
<td>11</td>
<td>END TO END COMBINATION</td>
</tr>
<tr>
<td>12</td>
<td>ACCOMPANIED TRAVEL</td>
</tr>
<tr>
<td>13</td>
<td>FARE BY RULE</td>
</tr>
<tr>
<td>14</td>
<td>OTHER SALES REQUIREMENTS</td>
</tr>
<tr>
<td>15</td>
<td>SURCHARGES</td>
</tr>
<tr>
<td>16</td>
<td>DEPOSIT/SERVICE CHARGE</td>
</tr>
</tbody>
</table>

### Stand Alone Entries

**H/SAE**  
Specify city pair

### City-Pair Information

**H/FCPS**  
Specify city pair

### Ticketed Point Mileage Entries

**H/FTPM**  
Specify up to 22 cities with date

### MPM Surcharge Entries

**H/FMPM**  
Specify off point

### Tax Entries

**H/FTAX**  
Display list of countries with tax information

### Basic Entries

**H/FQBE**  
Quote applicable adult fare for all passengers, all
segments, in the class booked

FQBB  Quote Best Buy
FQBC  Quote Best Buy, calculating the saving between the fare for the itinerary as booked, and the fare after re-book
FQBA  Quote Best Buy, irrespective of availability
FQA   Quote alternate fares for itinerary (IFQ only)

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

<table>
<thead>
<tr>
<th>Passengers</th>
<th>Pricing Modifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>FQP2/CSR</td>
<td>Quote itinerary for passenger 2 (adult or specified infant) for itinerary with plating carrier SR</td>
</tr>
<tr>
<td>FQP1–4</td>
<td>Quote itinerary for passengers 1 through 4</td>
</tr>
<tr>
<td>FQP2.5</td>
<td>Quote itinerary for passengers 2 and 5</td>
</tr>
<tr>
<td>FQP1*CH</td>
<td>Quote itinerary for passenger 1, child fare</td>
</tr>
<tr>
<td>FQP2*A7</td>
<td>Quote itinerary for passenger 2, aged 7 years</td>
</tr>
<tr>
<td>FQP1.2*ZZ14</td>
<td>Quote for passenger 1 adult fare, and passenger 2, youth fare aged 14</td>
</tr>
<tr>
<td>FQP2–4.5–7*CH/CUA</td>
<td>Quote for passengers 2 through 4 adult fares, and passengers 5 through 7 child fares with plating carrier UA</td>
</tr>
<tr>
<td>FQBBP1.3–4*CH</td>
<td>Quote Best Buy for passenger 1, adult and passengers 3 and 4, child fare</td>
</tr>
<tr>
<td>FQ**CD</td>
<td>Quote itinerary for fares (only applicable to passenger description)</td>
</tr>
</tbody>
</table>

Note: Passenger numbers must be in ascending order.

FARE QUOTE

Pricing Modifiers (continued)

<table>
<thead>
<tr>
<th>Segments</th>
<th>Pricing Modifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>FQS3–5</td>
<td>Fare Quote for segments 3 through 5</td>
</tr>
<tr>
<td>FQBBS2.5</td>
<td>Fare Quote Best Buy for segments 2 and 5</td>
</tr>
<tr>
<td>No Stopover Selection</td>
<td>No stopovers at off point for segments 2 and 4</td>
</tr>
<tr>
<td>FQAX2.4</td>
<td>Fare Quote with stopover at segment 3</td>
</tr>
<tr>
<td>Stopovers</td>
<td>Fare Quote with stopovers at segments 3 and 5</td>
</tr>
<tr>
<td>FQO3</td>
<td>Fare Quote for passenger aged 15 with stopovers at segments 2 and 4</td>
</tr>
<tr>
<td>FQO3.5</td>
<td>Fare Quote for lowest applicable fare in Y class</td>
</tr>
<tr>
<td>FQ*A15/O2.4</td>
<td>Fare Quote all segments with fare basis BLXAP</td>
</tr>
<tr>
<td>Specified Fare Basis</td>
<td>Fare Quote segments 2 and 3 with fare basis J2</td>
</tr>
<tr>
<td>FQ@BLXAP</td>
<td>Fare Quote whole itinerary passenger 1 as an adult and passenger 2 as a child, both with fare basis BE7Ø</td>
</tr>
<tr>
<td>FQS2–3@J2</td>
<td>Selling and Ticketing Country</td>
</tr>
<tr>
<td>FQ1.2*CH@BE7Ø</td>
<td>Specified selling and ticketing countries if other than own: sold in Switzerland, ticketed in Ireland</td>
</tr>
<tr>
<td>FQ.GVADUB</td>
<td>Fare Quote must break at segments 2 and 4</td>
</tr>
<tr>
<td>Fare Breakpoints</td>
<td>Fare Quote must NOT break at segments 1 and 3</td>
</tr>
<tr>
<td>FQMB2.4</td>
<td>Fare Quote must ONLY break at segment 2</td>
</tr>
<tr>
<td>FQNB1.3</td>
<td>Fare Quote fares published in alternative currency (only available in USD)</td>
</tr>
<tr>
<td>FQOB2</td>
<td>Fare Quote fare with the equivalent fare, taxes and total in USD (only available in USD)</td>
</tr>
<tr>
<td>Currency</td>
<td>Fare Quote itinerary with different fare basis</td>
</tr>
<tr>
<td>FQ:USD</td>
<td>FQS1@LHXAN.2@LHWAN/CBA</td>
</tr>
</tbody>
</table>
FARE QUOTE

Specified Date
FQ.T11APR99

Tax exempt quotations
FQTE
FQTE–DE
FQTE–FR*
FQTE–US*–RA

FQBITE

Penalty/Restrictions
FQ:AP

Combination of Modifiers
FQ.ZRHROM/P1
FQBBP1–3/S2.4.T15DEC98

FQ*CH/S1–4

FARE QUOTE

Passenger Descriptions

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
FCan  Family Fare - Child (age)
FI  Family Fare - Infant
FM  Females Travelling alone
FP  Family Fare - Head of family

H/PASQ
FARE QUOTE

Passenger Descriptions (continued)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA</td>
<td>Group Affinity</td>
</tr>
<tr>
<td>GB</td>
<td>Group Infant</td>
</tr>
<tr>
<td>GCnm</td>
<td>Group Child (age)</td>
</tr>
<tr>
<td>GI</td>
<td>Group Incentive</td>
</tr>
<tr>
<td>GN</td>
<td>Group Non Affinity</td>
</tr>
<tr>
<td>GO</td>
<td>Group Own Use</td>
</tr>
<tr>
<td>GR</td>
<td>Group Fares</td>
</tr>
<tr>
<td>GV</td>
<td>Group Advance Purchase</td>
</tr>
<tr>
<td>GI</td>
<td>Inclusive Tour Infant</td>
</tr>
<tr>
<td>IN</td>
<td>Infant</td>
</tr>
<tr>
<td>IT</td>
<td>Inclusive Tours</td>
</tr>
<tr>
<td>MA</td>
<td>Military - Category A</td>
</tr>
<tr>
<td>MCnm</td>
<td>Military Child (age)</td>
</tr>
<tr>
<td>ME</td>
<td>Medical Emergency</td>
</tr>
<tr>
<td>MI</td>
<td>Military Infant</td>
</tr>
<tr>
<td>MM</td>
<td>Missionary</td>
</tr>
<tr>
<td>MS</td>
<td>Missionary Spouse</td>
</tr>
<tr>
<td>MY</td>
<td>Missionary</td>
</tr>
<tr>
<td>MZ</td>
<td>Military - Category Z</td>
</tr>
<tr>
<td>NR</td>
<td>Non Resident</td>
</tr>
<tr>
<td>PG</td>
<td>Pilgrim</td>
</tr>
<tr>
<td>PSnm</td>
<td>Press (discount % override)</td>
</tr>
<tr>
<td>RA</td>
<td>Resident Abonnement</td>
</tr>
<tr>
<td>RB</td>
<td>Resident Child</td>
</tr>
<tr>
<td>RF</td>
<td>Resident Family Plan - Infant</td>
</tr>
<tr>
<td>RH</td>
<td>Resident Family Plan - Head</td>
</tr>
<tr>
<td>RI</td>
<td>Resident Infant</td>
</tr>
<tr>
<td>RK</td>
<td>Resident Family Plan - Child</td>
</tr>
<tr>
<td>RL</td>
<td>Resident Family Plan - Second adult</td>
</tr>
<tr>
<td>RN</td>
<td>Resident Senior Citizen</td>
</tr>
<tr>
<td>RO</td>
<td>Resident Government</td>
</tr>
<tr>
<td>RPnm</td>
<td>Discount Pricing % override</td>
</tr>
<tr>
<td>RR</td>
<td>Resident Group</td>
</tr>
<tr>
<td>RS</td>
<td>Resident</td>
</tr>
<tr>
<td>RU</td>
<td>Resident Student</td>
</tr>
<tr>
<td>RH</td>
<td>Resident Family Plan - Youth</td>
</tr>
<tr>
<td>RZ</td>
<td>Resident Youth</td>
</tr>
</tbody>
</table>

FARE QUOTE

Passenger Descriptions (continued)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB</td>
<td>Seriously disabled</td>
</tr>
<tr>
<td>SC</td>
<td>Seaman Fares (published; IFQ only)</td>
</tr>
<tr>
<td>SCnn</td>
<td>Seaman (discount % override; IFQ only)</td>
</tr>
<tr>
<td>SD</td>
<td>Student</td>
</tr>
<tr>
<td>SE</td>
<td>Special Event</td>
</tr>
<tr>
<td>SH</td>
<td>Spouse - Head of family (IFQ only)</td>
</tr>
<tr>
<td>SP</td>
<td>Special</td>
</tr>
<tr>
<td>STnn</td>
<td>Spouse – Accompanying (discount % override: IFQ only)</td>
</tr>
</tbody>
</table>
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

‡ 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)

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

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
FQPLISMA+LIS@CH@NORMS
Quote return normal fares for a child for unbooked routing LIS MAD LIS

FQPRM+AZJ10UNVCHLPAR
Quote one way fare for unbooked itinerary for ROM to CHI on the 10 NOV using AZ in J class for sale and ticket issue Paris

FQPJKCDG+AF/CAF
Fare Quote for unbooked segment for JFK to CDG using AF as the Plating Carrier

FQPIT11JUNMAIA--TPA20JUNPIT+US
Quote fare for unbooked itinerary PIT to MIA on 11JUN, surface TPA to PIT on 20JUN; all on carrier US

FQPLOPAR+@Y+AF
Quote fare for unbooked itinerary LON to PAR in Y cabin on AF

FQPFRAMB--DELIKHKGU
Quote fare for unbooked itinerary FRA to HKG on UA to include DEL as a break point

FQPRHNB--HKGMNL+SR
Quote fare for unbooked itinerary ZRH to MNL on SR, without breaking the fare at HKG

FQPJK+AFPAR+AFJFK@Y/CAF/NM
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

FQPAUZ
Change request to include AZ as the Plating Carrier

**FARE QUOTE AMENDMENTS**

Create Blank Fare Ladder

FQB
Create Blank Fare Ladder (follow up entry to FQ)

H/FBFL and H/FQCL
Change all details for segment 3 (BAØ represents an unspecified flight number)

H/FQBL
Change segment 2 to no stopover

FA2@SINX
Change board city

FA1@DUB
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

FA3@AY/ATH
Insert specified board city after segment 3 (minimum entry)

FA2AZ432/C/21APR/13151525/1/CMB
Insert full segment after segment 2 (maximum entry)
FA/3/HKGT  Insert transit city
FA/1F/DUBS  Insert stopover city
FA/6C/ZRHX  Insert non-stopover city
FA/4- - -  Insert break in journey

Delete from a Blank Fare Ladder

FAI@  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  Ignore last fare and redisplay amended ladder
FIL  Ignore last fare and redisplay original ladder
F*Q  Display fare quote field and (linear format) when fare cannot be filed
FQY  Quote normal fare only
FQ  Fare quote (only 1 passenger description allowed)

PSEUDO ITINERARIES

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

Create Pseudo Itinerary

H/FQPI and H/FQPC

FØB/AMSBRU  Minimum entry (class B); defaults to todays date
FØY.25MAY/ROMDXB  Specify date
FØUAOY.30OCT/DFWJFK  Specify airline (Ø = any flight)
FØOA123M.2AUG/ATHSIN  Specify flight
FØB  Surface segment
FØBX  Surface segment, no connection
FØV/VIEGAX  No stopover
FØY/VIEGAX/VAX  Timings with arrival next day
FØF/LONBKK180017001  Transit cities LON and NYC

Change Pseudo Itinerary

H/FQCP

FØ1@Y/JKTSYD  Minimum entry
FØ3@M.25MAY/BRUJNB  Change flight details of segment 3

Insert in Pseudo Itinerary

H/FQIP

FØY/BKKSIN  Specified city pair after segment 1

Delete from Pseudo Itinerary

H/FQPX

FØ3@  Segment 3
FØ3–5/7@  Segments 3 and 5 through 7

Display Pseudo Itinerary

H/FQPD

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

H/FQPI

FQOCA/BA/LHRBRU  Fare quote one way pseudo itinerary C class on BA, LHR to BRU; defaults to todays date
FQOCHV–01JUN/LGWAMS  Fare quote one way pseudo itinerary in class C on HV for Ø1 JUN from LGW to AMS
FQOJBA–03JUN/LHRJFK+OFBA–5JUN/JFKLHR  Fare quote pseudo itinerary J class BA from LHR to JFK and returning F class
FQOCKL–05JUN/AMS/FRA+OCLH–06JUN/FRA/IST  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
FQO.CMA–11MAR.BUD+OCA–
11MAR.ATH/BAH./PARPAR

FQO.DL–10AUG.ATL/MIA/R

FQO.YDL.ATL/DFW

FQO.YSR–12SEP.ABJ/GVA/*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 today's date.

FILED FARES

Display Filed Fare

*FF
*FF1
*FF2–4

*FF1.3
*FFALL
*FFP3

*FF2–4/P3

Cancel Filed Fares

FXALL
FX3
FX3P1–3
FX2.4P1–3

Restore Filed Fares

FF1@R
FF1P2@R
FF4P1–3@R
FF1@T

Amend Filed Fares

FF1BG2PC
FF2BG3KCH

Create Fare Build

FBC
FBCP1.3–5
FBCS1–4.6–8

FILED FARES

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

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

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

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 30K

MANUAL FARES

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

*FB
Redisplay current manual fare build screen

FBI
Ignore all manual fares in the current session

FBF
File current manual fare

FBECP
File current manual fare with plating carrier

FBEALL
File identical fares for all passengers
(infants must be filed separately)

*FF
Display a summary of all filed fares

*FB2
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

*FBP2–3*CH
Amend filed fare number 2 for passengers 2 and 3 to show correct passenger description as a child

MANUAL FARES

Fare Build Update

FBUX2/X
No stopover at off point of segment 2

FBUB/YPX3M/CH
Combined fare basis/ticket designator, all segments

FBUNVB/15JAN
Not Valid Before, all segments

FBUNVA/02JAN
Not Valid After, all segments

FBUBG/2PC
Baggage allowance, all segments

FBFARE/GBP536.00
Base fare

FBUEQ/NZD200.00
Equivalent fare

FBUEQ/AUDNZD
Original fare in AUD; additional collection on a re-issue to be in NZD

FBUROE/10.06
IATA ROE (rate of exchange)

FBUTAXI/19.00US
One tax

FBUTAX/4.00US+TAX2/2.00FR
Multiple taxes

FBUTAXI/EXEMPT–FR
Add a tax exempt for France

FBUPFC/JFK3
Add a PFC (JFK3) to the fare construction line

FBUTITI/18300
Total fare including tax

FBUSI/TI
Sold and ticketed field SITI/SOTO/SOTI/SITO

FBUCF/FREE FORMAT
Fare construction

FBUEB/FREE TEXT
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
Segment 2 only

FBUBG1.3–5/20K
Segments 1 and 3 through 5

FBUBG1/4PC+BG2–3/30K
Multiple baggage allowance

FBUBF/Y+BG/20K+FARE/GBP500.00+ROE/10.08
Multiple entry for fare basis, baggage allowance, fare and IATA ROE

MANUAL FARES

Manual Fares Currency Tables

FBT*
Display manual fares currency table

FBT*GB
Display table by country code

FBT*USD
Display table by currency code
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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*TAA/15JUL/30</td>
<td>Subtract 30 days from 15 JUL (for APEX fares booking period)</td>
</tr>
<tr>
<td>*TAA/18JUN/+60</td>
<td>Add 60 days to 18JUN (to determine min/max stay)</td>
</tr>
<tr>
<td>*TAA/33Ø</td>
<td>Furthest date that can be used for bookings in Galileo</td>
</tr>
</tbody>
</table>

### CURRENCY CONVERSION

**Conversion of NUCs to Local Currency and v.v.**

(Using IATA ROE)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FZHGD</td>
<td>Display IATA ROE for specified currency</td>
</tr>
<tr>
<td>FZI/ALL</td>
<td>Display all IATA ROEs</td>
</tr>
<tr>
<td>FZICIF.02MAR99</td>
<td>Display IATA ROE for specified date</td>
</tr>
<tr>
<td>FZINU1220.00AUD</td>
<td>Convert NUCs to specified currency</td>
</tr>
<tr>
<td>FZINL29000NUC.1JAN99</td>
<td>Convert specified currency to NUCs for a specified sale date</td>
</tr>
<tr>
<td>FZINU2500.00FRF/GBP</td>
<td>Convert NUCs to currency of country of commencement of travel and then to own currency</td>
</tr>
<tr>
<td>FZIDE</td>
<td>Display IATA ROE for specified country (Germany)</td>
</tr>
<tr>
<td>FZINUC1234.56/871.56/1234.87AUD/ITL.27JUN98</td>
<td>Add 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</td>
</tr>
</tbody>
</table>

**IATA Clearing House Rates**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FZICR</td>
<td>Display all IATA Clearing House Rates</td>
</tr>
<tr>
<td>FZAJPYGBP</td>
<td>Display Bank Buying Rate, Bank Selling Rate and IATA Clearing House Rate between Japanese Yen and UK Pounds</td>
</tr>
</tbody>
</table>

**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**

(Using Bank Selling Rate)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FZSHKD</td>
<td>Display the bank selling rate for specified currency against own currency</td>
</tr>
<tr>
<td>FZSDEM320.00GBP</td>
<td>Convert currency amount at the Bank Selling rate to own currency</td>
</tr>
<tr>
<td>FZSCAD.AMS</td>
<td>Display the bank selling rate for specified currency (other than own); use city not currency code</td>
</tr>
<tr>
<td>FZUSD50.00DEM*0.75</td>
<td>Convert currency amount at at rate specified by the user (* = multiply)</td>
</tr>
<tr>
<td>FZSNLG2500GBP/2.75</td>
<td>Convert currency amount at a rate specified by the user (l = divide)</td>
</tr>
<tr>
<td>FZSF1000GBP/9.1/U</td>
<td>Convert currency amount at a rate specified by the user,</td>
</tr>
</tbody>
</table>
leaving total unrounded

**FZSNZD.30AUG98**
Display the Bank Selling Rate for the NZD against own currency for 30AUG98 (historical)

**FZS3**
Convert fare from fare display line 3 to own currency

**FZS*FR**
Display all Bank Selling Rates for France

**FZSCAD.AMS**
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**

<table>
<thead>
<tr>
<th>H/CAA</th>
<th>Request fill-in format for basic availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAA/</td>
<td>Request fill-in format for low to high availability</td>
</tr>
<tr>
<td>CAQ/</td>
<td>Request fill-in format for qualified availability</td>
</tr>
<tr>
<td>CAQ/ZE+ZR.ICMN/</td>
<td>Request fill-in format for qualified availability, specific vendors and intermediate size cars</td>
</tr>
<tr>
<td>CAU/</td>
<td>Request fill-in format for availability update</td>
</tr>
<tr>
<td>ØCCRZE–17MARECMN/</td>
<td>Request fill-in format in Booking file when air segment present, for direct sell to specific vendor, return date and economy size cars</td>
</tr>
<tr>
<td>N1A3/</td>
<td>Request fill-in format for reference sell</td>
</tr>
<tr>
<td>CAM2T/</td>
<td>Request modification fill-in format for car type in segment 2</td>
</tr>
<tr>
<td>CAM3D/</td>
<td>Request modification fill-in format for dates in segment 3</td>
</tr>
<tr>
<td>CAM4O/</td>
<td>Request modification fill-in format for optional field in segment 2</td>
</tr>
<tr>
<td>CAM4X/</td>
<td>Request modification fill-in format for cancellation of optional field in segment 4</td>
</tr>
<tr>
<td>CA*R</td>
<td>Redisplay last car fill-in format</td>
</tr>
</tbody>
</table>

**AVAILABILITY**

**Basic Availability (CAA) with Air Segment**

- **Following Flight or Prompt**
  - **CAA–1ØNOV/DT–11ØØ**
    - Request basic availability assumes arrival time, assumes arrival city and pick up date from preceding air segment; dropping off 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

**Basic Availability (CAA) without Air Segment**

- **CAA12JUNPAR/ARR–12ØØ/DT–11ØØ**
  - Request availability without air segment using mandatory data of pick up date 12JUN, city locations for PARIS, arrival time 12ØØ and drop time 11ØØ
- **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 CAAB
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/I–R
Insert after segment 2 and request low to high availability for resort (R) locations

/1+CAL/I
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 \text{CAL2+5+7}
To display availability for all locations in area B \text{CALB}

**AVAILABILITY**

Qualified Availability (CAQ) with Air Segment

- **Following Flight or Prompt**
  - \text{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
  - \text{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
  - \text{CAQ.I/DT–1500/EP}
    - Request qualified availability for all intermediate (I) size cars, drop time 3 pm, vendor EP

- **Inserting between Flights**
  - \text{/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)
  - \text{/2+CAQ/ZI}
    - Insert after segment 2 and request qualified availability for specific vendor (ZI)
  - \text{/1+CAQ/L-C/C+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)
  - \text{/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.

Qualified Availability (CAQ) without Air Segment

- \text{CAQ*R}
  - Redisplay the last CAQ screen
- \text{CAQ*R/DEM}
  - Converts a qualified availability into German Marks (DEM)
- \text{CAQ*MORE}
  - Display more availability
- \text{CAQ/N}
  - Turn off TravelScreen preference mode
- \text{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 \text{CAA2+5+7}
To display availability for all locations in area B \text{CAAB}

**AVAILABILITY**

Qualified Availability (CAQ) without Air Segment

  - 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
- \text{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:
CAQA

View all rates for locations in Area A from a CAI

AVAILABILITY

Car Codes

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

Car Codes (continued)

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

Search qualifiers for CAA, CAL and CAQ

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

/–ZEMADCO1

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

/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

/D10K
Car vendor located within 10 kilometres of specified point (Note within 10% range)

/D10–15MS
Car vendor located between 10–15 miles south of specified point

/D+10W
Car vendor located greater than or equal to 10 miles west of specified point

/D–K
Converts displayed distances from miles to kilometres

/D–M
Converts distances to miles

Search qualifiers for CAL & CAQ only

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

Search qualifiers for CAL & CAQ only (continued)

Rate Range and Currency
/V3Ø–5Ø Car rate range 3Ø to 5Ø local currency units
Car rate less than 4Ø local currency units
Car rate approximately 5Ø local currency units or above
Display rates in GRD (Greek Drachma)
Display rates in ATS at less than 1000
Cancel Travel Screen preference mode
Rates allowing a one way drop off only
Rates allowing both one way drop off and return to rental location
Unvalidated - displays all rates regardless of rules application or availability status
Validated (default)
Qualified availability, drop off date 6OCT 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 Update

CAU/I7MAY  Update and redisplay availability for 17MAY pick up
CAU/12DEC Update and redisplay availability for 12DEC return
CAU/Update and redisplay availability to show all sizes of convertible (*T)
CAU/ZE Update and redisplay availability for specific vendor
CAU/ARR–09000 Update and redisplay availability for 0900 arrival time
CAU/JNB/L–C Update and redisplay availability for city locations in Johannesburg
CAU/VIE 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

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
NIA2 Sell one car from column A, line 2
NIB3/NM-JONES Sell 1 car from column B line 3 with name Jones

Direct Sell

H/ØCCR

ØCCRXENN1MIA04JUN–07JUNE/CMN/ARR–0900/DT–1000 plus any optional fields

Direct Sell (continued)

H/ØCCR

ØCCRALNN1CCR/DT–10P/RC–AFD123 Direct sell; picks up city, arrival date and time, from previous air segment, assumes 1 calendar day, drop off time 10 pm, then optional fields

/1+ØCCRZECMN/RC–BEST Insert after segment 1; assumes details from previous and following flight segments

ØCCRZENN1AMS1JUN–2JUNE/CMN/ARR–1100A/DT–1700/RC–ABCD Direct sell, no previous air segment, drop time 5 pm with optional fields

Request Car (not represented in CarMaster) via Carrier

H/OCAR

ØCARAZNN1FCO20NOV–25NOVECMR/BS–74329812/SI–PYRAMID CARS Request non Galileo® system car rental from ALITALIA at Rome airport, with pick up date 20NOV, drop off date 25NOV for car type ECMR with agency IATA number, and vendor name Pyramid Cars

Change segment status

H/@CAR

@ 1HK Change status of segment 1 to HK
@ 1.3.5HK Change status of segments 1, 3 and 5 to HK

Optional Fields for Segment Sell

H/CAR/

/ARR–1400 Arrival time (direct sell only)
/ARR–9A–BA244 Advise vendor of arrival time and flight number (direct sell only)
/BS–84392Ø Booking source
/CD–Y748392 Corporate discount number
/CF–734921Ø Confirmation number
/DC–GBP30.00 A drop off charge (valid only with CAA reference sells and direct sell entries)
/DL–DOE115987 Driver’s licence number
/DO–SYDC01 Drop off location (when different from pick-up location)
/FT–BA3756925 Frequent traveller number
/G–AX98567432859EXP1199 Payment guarantee
/ID–JD8765434 Customer identification number
/ITAA847563  Tour number
/NM–DOE JOHN Name overrides first name field in BF (valid only with
/PR–50.ØØ  initial (not modify) sell entries)
/PUP–FAOR29  Prepayment information
/RC–ACD123  Pickup at resort location (valid only with CAA reference
/RT–USD229.95DY–.31 MI 100 MI  sells and direct sell entries)
/SI–DSSRS 2 DOOR  Rate code identification (valid only with CAA reference
/SQ–CSI  sells and direct sell entries)
/W–J SMITH 63 COBB ST LONDON WIY 2AV  Rate override
/W  Address for written confirmation
/Copies address from BF to car segment

SELL

Car Modify

Types of Modifications

D  Date (Original request is cancelled and re-booked) and/or arrival time
O  Optional (Original request is modified)
T  Type of car (Original request is cancelled and re-booked)
X  Cancel optional field(s)
CAM2D/11DEC–18DEC  Modify pick up and return dates for segment 2
CAM2D/11DEC  Modify pick up date for segment 2
CAM2D/11DEC/ARR–1500  Modify pick up date and time for segment 2
CAM3D/–18DEC/DT–0900  Modify return date and time for segment 3
CAM4O/FT–AA479210  Add or modify optional data for segment 4
CAM6T/CCAR  Modify car type for segment 6
CAM4XS1  Cancel special request optional field for segment 4
CAM2O/DT–0900  Modifies Drop Time

Cancel Car Segments

H/XCAR

Note: Do NOT use I or XI

X2  Cancel segment 2
XC  Cancel all segments which are cars
@9XK  Change status of segment 9 to XK without generating message to vendor

Automated Rules Viewing

H/CAV

CAVA4  Rules from availability on line 4 (CAL and CAQ only)
CAVS6  Rules from car segment 6 (Booked from a CAL and CAQ only)

INDEX

Car Index

H/CAI

CAISYD  Display list of car locations in SYD, assumes today’s date
CAICOLISEUM  Display list of vendors in proximity to the Coliseum
CAI250CTRIA  Display list of vendors in RIO for future date
CAI11SEP/GVA/TR+ZE  Display list of specific vendors in GVA for 11SEP
CAIFRANKFURT  Display an index of Frankfurt city locations
CAINEC/L–R  Display resort (R) locations in NCE
CAIR  Redisplay last index accessed
CAQ4/ARR–1500/DT–0900  Request availability from line 4 of CAI for 1500 arrival
time, drop time 0900
CAIPAR/D–5K  Displays index of locations within 5km of Paris city centre

Car Reference Points

HORRIO  Display reference points for Rio
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

#### H/CAD and H/CLPD

**CAD A8**
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

**CAD A8/CARS**
Display "CARS" policy for location/rate on line number 8 from an availability display

**CADZ EDEN**
Display location policy by vendor and location, assumes today’s date

**CAD22MAR ZEARN**
Display location policies by date, vendor and location

**CADZ EDUB/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

#### Corporate Policy Display

**CAD ZI**
Display corporate policy of vendor ZI; assumes today’s date

**CAD11SEP ZI**
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

**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

### Location Keywords

#### H/LKWD

<table>
<thead>
<tr>
<th>Keyword Title</th>
<th>Description</th>
<th>Sequence number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE</td>
<td>AGE REQUIREMENTS</td>
<td>1</td>
</tr>
<tr>
<td>CARS</td>
<td>CAR/VEHICLE TYPES</td>
<td>2</td>
</tr>
<tr>
<td>CDW</td>
<td>COLL DAMAGE WAIVER</td>
<td>3</td>
</tr>
<tr>
<td>DROP</td>
<td>DROPOFF/ONEWAY</td>
<td>4</td>
</tr>
<tr>
<td>EXPR</td>
<td>EXPRESS SERVICE</td>
<td>5</td>
</tr>
<tr>
<td>GAS</td>
<td>REFUELLING POLICY</td>
<td>6</td>
</tr>
<tr>
<td>HOURS</td>
<td>HOURS-OPER/BUSNS</td>
<td>7</td>
</tr>
<tr>
<td>INS</td>
<td>INSURANCE/COVERAGE</td>
<td>8</td>
</tr>
<tr>
<td>PAI</td>
<td>PERSONAL ACC INSUR</td>
<td>9</td>
</tr>
<tr>
<td>SHTTL</td>
<td>SHUTTLE SERVICE</td>
<td>10</td>
</tr>
<tr>
<td>SPEQ</td>
<td>SPECIAL EQUIPMENT</td>
<td>11</td>
</tr>
<tr>
<td>TAX</td>
<td>TAX - STATE/LOCAL</td>
<td>12</td>
</tr>
<tr>
<td>ADD</td>
<td>ADDITIONAL LOCATION</td>
<td>13</td>
</tr>
</tbody>
</table>
Corporate Keywords

<table>
<thead>
<tr>
<th>Keyword Title</th>
<th>Description</th>
<th>Sequence number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE</td>
<td>AGE REQUIREMENTS</td>
<td>1</td>
</tr>
<tr>
<td>CARS</td>
<td>CAR/VEHICLE TYPES</td>
<td>2</td>
</tr>
<tr>
<td>DROP</td>
<td>DROPOFF/ONE WAY</td>
<td>4</td>
</tr>
<tr>
<td>EXPR</td>
<td>EXPRESS SERVICE</td>
<td>5</td>
</tr>
<tr>
<td>GAS</td>
<td>REFUELLING POLICY</td>
<td>6</td>
</tr>
<tr>
<td>HOURS</td>
<td>HOURS - OPER/BUSNS</td>
<td>7</td>
</tr>
<tr>
<td>INS</td>
<td>INSURANCE/COVERAGE</td>
<td>8</td>
</tr>
<tr>
<td>SHTTL</td>
<td>SHUTTLE SERVICE</td>
<td>10</td>
</tr>
<tr>
<td>COMM</td>
<td>COMMISSION/AGENTS</td>
<td>15</td>
</tr>
<tr>
<td>CRED</td>
<td>CREDIT CARD INFO</td>
<td>16</td>
</tr>
<tr>
<td>EQUIP</td>
<td>SPCL EQUIP RQSTS</td>
<td>17</td>
</tr>
<tr>
<td>GUAR</td>
<td>GUARANTEED RATES</td>
<td>18</td>
</tr>
<tr>
<td>MISC</td>
<td>MISCELLANEOUS INFO</td>
<td>19</td>
</tr>
<tr>
<td>NEWS</td>
<td>HOT NEWS ITEMS</td>
<td>20</td>
</tr>
<tr>
<td>PYMNT</td>
<td>PAYMENT ACCEPTED</td>
<td>21</td>
</tr>
<tr>
<td>PROM</td>
<td>PROMO/MARKET INFO</td>
<td>22</td>
</tr>
<tr>
<td>PKUP</td>
<td>PICKUP/RETURN INFO</td>
<td>23</td>
</tr>
<tr>
<td>POLY</td>
<td>POLICIES/RQIRMENTS</td>
<td>25</td>
</tr>
<tr>
<td>RATE</td>
<td>RATE INFORMATION</td>
<td>26</td>
</tr>
<tr>
<td>SPCL</td>
<td>SPECIAL SERVICES</td>
<td>27</td>
</tr>
<tr>
<td>VALID</td>
<td>DRIVER LICS RQMENT</td>
<td>30</td>
</tr>
<tr>
<td>ADDR</td>
<td>AREA OFFICE CTC</td>
<td>32</td>
</tr>
<tr>
<td>TOUR</td>
<td>TOUR PACKAGES</td>
<td>54</td>
</tr>
<tr>
<td>TITLE</td>
<td>VNDR OFFICIAL NAME</td>
<td>55</td>
</tr>
<tr>
<td>ARRV</td>
<td>ARRIVAL INFORMATION</td>
<td>56</td>
</tr>
<tr>
<td>XBORD</td>
<td>CROSS BORDER INFO</td>
<td>57</td>
</tr>
<tr>
<td>DELI</td>
<td>DELIVERY/COLLECTION</td>
<td>92</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Keyword Title</th>
<th>Description</th>
<th>Sequence number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONT</td>
<td>CONTRACTS</td>
<td>34</td>
</tr>
<tr>
<td>CONV</td>
<td>CONVENTION RATES</td>
<td>35</td>
</tr>
<tr>
<td>CORP</td>
<td>CORPORATE RATES</td>
<td>36</td>
</tr>
<tr>
<td>FORM</td>
<td>FORMATS</td>
<td>38</td>
</tr>
<tr>
<td>FUN</td>
<td>FUN ACTIVITY</td>
<td>39</td>
</tr>
<tr>
<td>FQVT</td>
<td>FREQUENT TRAVELLER</td>
<td>40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Queuing to Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC*12/CAR/ZE or</td>
<td>Check queue city for vendor</td>
</tr>
<tr>
<td>GC*12/CAR/HERTZ</td>
<td>Add Vendor Remarks to Booking File</td>
</tr>
<tr>
<td>V.CZE*FREE TEXT</td>
<td>Queue Booking File to vendor</td>
</tr>
<tr>
<td>QEB/VWA</td>
<td>Send message (only) in Notepad format</td>
</tr>
<tr>
<td>NP.CZE*FREE TEXT</td>
<td>Queue Message to vendor</td>
</tr>
</tbody>
</table>

FILL-IN FORMAT

<table>
<thead>
<tr>
<th>Fill-in Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOA/</td>
<td>Request fill-in format for basic hotel availability</td>
</tr>
<tr>
<td>/2+HOA–3NT/2/</td>
<td>Insert fill-in format after segment 2, check-out date three nights later, for 2 adults</td>
</tr>
<tr>
<td>HOA15NOV–2ØNOVMEL2/</td>
<td>Request fill-in format for 2 adults, on specific dates in Melbourne</td>
</tr>
<tr>
<td>HOI/</td>
<td>Request fill-in format for hotel index</td>
</tr>
<tr>
<td>HOU/</td>
<td>Update previous availability or index fill-in format</td>
</tr>
<tr>
<td>HO*R</td>
<td>Redisplay fill-in format</td>
</tr>
</tbody>
</table>

AVAILABILITY

<table>
<thead>
<tr>
<th>Availability</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOA</td>
<td>Request availability for date and arrival city of preceding air segment; default is 1 night and 1 adult</td>
</tr>
<tr>
<td>HOA–2NT</td>
<td>Request availability for 2 nights</td>
</tr>
<tr>
<td>/2+HOA</td>
<td>Insert availability after segment 2</td>
</tr>
<tr>
<td>HOA/2</td>
<td>Request availability for 2 adults</td>
</tr>
<tr>
<td>HOA–2NT/2/T–C</td>
<td>Request availability for 2 nights for 2 adults with an optional search qualifier</td>
</tr>
<tr>
<td>HOA/HI</td>
<td>Request availability for a specific hotel chain (HI)</td>
</tr>
<tr>
<td>HOAROM/F–POOL+HEA</td>
<td>Override arrival airport and request 2 optional features</td>
</tr>
<tr>
<td>HOA9NOV–4NT</td>
<td>Override the In/Out dates</td>
</tr>
<tr>
<td>HOA*PH</td>
<td>Page to the top of the display</td>
</tr>
<tr>
<td>HOA*R</td>
<td>Redisplay previous availability</td>
</tr>
<tr>
<td>HOA*R/PTE</td>
<td>Redisplay previous availability in another currency PTE (Portuguese Escudos)</td>
</tr>
<tr>
<td>HOA/VESP</td>
<td>Request availability in ESP currency</td>
</tr>
</tbody>
</table>

AVAILABILITY

<table>
<thead>
<tr>
<th>Availability</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOA15NOV–2ØNOVATH2 or</td>
<td>Request availability for 5 nights near Athens airport for 2 adults</td>
</tr>
<tr>
<td>HOA15NOV–5NTATH2</td>
<td>Request availability at specific hotel</td>
</tr>
<tr>
<td>HOA1NOV–3NTBRUSSELS/2/N–METROPOLE</td>
<td>HOA Hotel Availability</td>
</tr>
</tbody>
</table>
INOV Check-in date
–3NT For 3 nights
BRUSSELS City
/2 Number of adults
/N– Name Qualifier
METROPOLE Hotel name

HOA15NOV–3NTVIENNA/D–5
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 50 miles, or 80 km) for 2 adults with hotel chain HI

HOA15NOV–20NOVATH2/L–A
Request availability 15NOV to 20NOV for 2 adults for hotel chain HI

HOA20OCT–25OCTBRU2@IBM/D–5
Request availability 20OCT to 25OCT in Brussels for 2 adults using with IBM special rates within 5 miles of the airport

HOA10MAY–15MAYVIE2/C–WKD/VGBP
Request availability 10MAY 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 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)

HOA15NOV–2NT9504@CWT/C–ALL Displays Multilevel and Standard rates on one screen for property number 9504

**AVAILABILITY**

Search Qualifiers

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

/D10K Hotels located within 10 kilometers of specified point (Note: Within 10% range)

/D10–15KS Hotels located between 10 - 15 kilometers south of specified point

/D+10W Hotels located greater than or equal to 10 miles west of specified point

Hotel Chain

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

Rate Range and Currency

/V100 Hotel rate approximately 100 local units

/V–100 Hotel rate less than 100 local currency units

/V+100 Hotel rate greater than 100 local currency units

/V100–150 Hotel rate range 100 - 150 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
Hotels located in country
/L–CO
Hotels located in downtown areas
/L–D
Hotels located in entertainment district
/L–EN
Hotels located in financial area
/L–FI
Hotels located by highway
/L–HI
Hotels located by lake
/L–LA
Hotels located in mountains
/L–MO
Hotels located at resort
/L–R
Hotels located in suburban areas
/L–S
Hotels located in shopping area
/L–SH
Hotels located in theatre district
/L–TH

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

AVAILABILITY

Search Qualifiers (continued)

Property Qualifiers

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

Booking Codes

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 reservation system. These will also be 6 or 7 characters in length, but may not follow the standard descriptions below. For example:

AIDCOR
A = Room Type; I = 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**

/H/HTLC

/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**

/H/HSQ and H/HTLF

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR</td>
<td>Air Conditioning</td>
</tr>
<tr>
<td>BAB</td>
<td>Baby Sitting</td>
</tr>
<tr>
<td>BAR</td>
<td>Barber</td>
</tr>
<tr>
<td>BEA</td>
<td>Beauty Parlour</td>
</tr>
<tr>
<td>CAB</td>
<td>Cable TV</td>
</tr>
<tr>
<td>CAR</td>
<td>Car Rental</td>
</tr>
<tr>
<td>CON</td>
<td>Concierge</td>
</tr>
<tr>
<td>ENT</td>
<td>Entertainment</td>
</tr>
<tr>
<td>FAM</td>
<td>Family plan</td>
</tr>
<tr>
<td>FIRE</td>
<td>Property complies with U.S. Fire Safety laws</td>
</tr>
<tr>
<td>GOL</td>
<td>Golf</td>
</tr>
<tr>
<td>HAIR</td>
<td>Hairdresser</td>
</tr>
<tr>
<td>HAN</td>
<td>Handicap facilities</td>
</tr>
<tr>
<td>HEA</td>
<td>Health club</td>
</tr>
<tr>
<td>IND</td>
<td>Indoor pool</td>
</tr>
<tr>
<td>KIT</td>
<td>Kitchen</td>
</tr>
<tr>
<td>LAU</td>
<td>Laundry/valet</td>
</tr>
<tr>
<td>MEE</td>
<td>Meeting room</td>
</tr>
<tr>
<td>MIN</td>
<td>Mini bar</td>
</tr>
</tbody>
</table>

**Pool required at hotel**
* 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-10NTNBO/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)

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–XXXYYYYYYYYYYYYY     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
/HOU/B–AIK              Update the room and bed type availability
/HOU/L–A/C–COR         Update multiple search qualifiers
/HOU/L–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

/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 **N1AIKCOR** 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

NIB1DCOR

NIB1K4/EX–1/RA–1

N1CITI/SL–ROOM ON TOP FLOOR NO
SMOKING/G–DPST CHQ
/2+NIB1D2/G–AGT

X3+NIB2T1

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

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

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

Sell with several optional fields.

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

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

**SELL**

**Direct Sell**

**OHHLBWN104JUN–07JUN31762A1DCOR–2/**

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

Direct Sell entry without air segment.

**OHHL** Direct Sell Entry

**BW** Chain Code

**NN1** Need one room

**04JUN** Check-in date

–**07JUN** Check-out date

**31762** Property number

**A1DCOR** Booking code

–**2** For 2 people

**OHHLRANN110NOV–18NOV12345A1QNAT–1@NATL**

Direct sell with hotel chain (RA); in date 10NOV 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).

**OHHLHINN111OCT–4NT98766BITCOR–1/G–AGT/SL–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.

**OHHLRABK1NOBO10NOV–18NOV12345A1Q–1/RT–USD55.00/CF–1234567**

Add a segment booked outside the system directly with the vendor (RA) using passive status BK (in NBO; in 10NOV 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**

**OHHTLKLNNI22AUG–OUT24UGA1D/W–**

Request non Galileo® system hotel through KLM as
Optional Fields for Segment Sell

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

/CID- Y748392
/W- J SMITH 63 COBB ST LONDON W1Y 2AV
/RA-1
/RC-1
/EC-1
/FT- TW123456
/SL- GROUND FLOOR ROOM
/CF- 8971654
/AGT1234567
/G- AGT
/G- AX98567432859EXP1199
/G- DPSTAX98567432859EXP1199
/NM- PEREJ JMR

Optional Fields for Segment Sell (continued)

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

/ITAAA847655

Hotel Modify

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/1Oaug-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/1AIDCOR-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)

@1HK Change status of segment 1
@1.3.5HK Change status of segments 1, 3 and 5

INDEX

Hotel Index
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 Schipol 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 Inights 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

**HOPPH**  
Page to top of index pages

**HOC2/1NOV**  
Display complete availability from line 2 of index for 1NOV for 1 night

**HOI*R**  
Redisplay previous index

**HOI*R/NLG**  
Convert index display to show currency in NLG

**Hotel Reference Points**

**HROP**

**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**

**HOVS2**  
Display rules for the property booked in segment 2

**HOV3**  
Display rules from rate shown on line 3 of Inside Availability display

**HOVAIDCOR**  
Display rules from HOC for booking code AIDCOR for non Inside Availability vendors

**HOTEL DESCRIPTION**

**Chain and Property Description**

**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 HODS2**  
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

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Title/Description</th>
<th>Sequence number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOK</td>
<td>BOOKING GUIDELINES</td>
<td>Ø</td>
</tr>
<tr>
<td>CANC</td>
<td>CANCELLATION POLICY</td>
<td>1</td>
</tr>
<tr>
<td>COMM</td>
<td>COMMISSION</td>
<td>2</td>
</tr>
<tr>
<td>CONT</td>
<td>CONTACTS</td>
<td>3</td>
</tr>
<tr>
<td>CORP</td>
<td>CORPORATE RATES</td>
<td>4</td>
</tr>
<tr>
<td>CRED</td>
<td>CREDIT CARD POLICIES</td>
<td>5</td>
</tr>
<tr>
<td>DIRS</td>
<td>DIRECTIONS TO HOTEL</td>
<td>6</td>
</tr>
<tr>
<td>DPST</td>
<td>DEPOSIT POLICY</td>
<td>7</td>
</tr>
<tr>
<td>FACI</td>
<td>FACILITIES</td>
<td>8</td>
</tr>
<tr>
<td>FAMI</td>
<td>FAMILY PLAN</td>
<td>9</td>
</tr>
<tr>
<td>FREQ</td>
<td>FREQUENT TRAVELLER</td>
<td>10</td>
</tr>
<tr>
<td>GRPS</td>
<td>GROUP INFO</td>
<td>11</td>
</tr>
<tr>
<td>GUAR</td>
<td>GUARANTEE POLICY</td>
<td>12</td>
</tr>
<tr>
<td>HELP</td>
<td>CUSTOMER SERVICE</td>
<td>13</td>
</tr>
<tr>
<td>INDEX</td>
<td>INDEX</td>
<td>14</td>
</tr>
<tr>
<td>LOCA</td>
<td>HOTEL LOCATION</td>
<td>15</td>
</tr>
<tr>
<td>MEAL</td>
<td>MEAL PLANS AVAILABLE</td>
<td>16</td>
</tr>
<tr>
<td>DESC</td>
<td>PROPERTY DESCRIPTION</td>
<td>17</td>
</tr>
<tr>
<td>OTHR</td>
<td>OTHER</td>
<td>18</td>
</tr>
<tr>
<td>PROM</td>
<td>PROMOTIONAL INFO</td>
<td>19</td>
</tr>
<tr>
<td>RECR</td>
<td>RECREATION</td>
<td>20</td>
</tr>
<tr>
<td>ROOM</td>
<td>ROOM / UNIT TYPES</td>
<td>21</td>
</tr>
<tr>
<td>SERV</td>
<td>SERVICES AVAILABLE</td>
<td>22</td>
</tr>
<tr>
<td>TAXS</td>
<td>TAX INFORMATION</td>
<td>23</td>
</tr>
<tr>
<td>TRAN</td>
<td>AREA TRANSPORTATION</td>
<td>24</td>
</tr>
<tr>
<td>TRVL</td>
<td>TRAVEL INDUSTRY INFO</td>
<td>25</td>
</tr>
</tbody>
</table>

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

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

#### Primary Chain Keywords

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Title/Description</th>
<th>Sequence number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOK</td>
<td>BOOKING GUIDELINES</td>
<td>Ø</td>
</tr>
<tr>
<td>CANC</td>
<td>CANCELLATION POLICY</td>
<td>1</td>
</tr>
<tr>
<td>COMM</td>
<td>COMMISSION</td>
<td>2</td>
</tr>
<tr>
<td>CONT</td>
<td>CONTACTS</td>
<td>3</td>
</tr>
<tr>
<td>CORP</td>
<td>CORPORATE RATES</td>
<td>4</td>
</tr>
<tr>
<td>CRED</td>
<td>CREDIT CARD POLICIES</td>
<td>5</td>
</tr>
<tr>
<td>DPST</td>
<td>DEPOSIT POLICY</td>
<td>7</td>
</tr>
<tr>
<td>FAMI</td>
<td>FAMILY PLAN</td>
<td>9</td>
</tr>
<tr>
<td>FREQ</td>
<td>FREQUENT TRAVELLER</td>
<td>10</td>
</tr>
<tr>
<td>GRPS</td>
<td>GROUP INFO</td>
<td>11</td>
</tr>
<tr>
<td>GUAR</td>
<td>GUARANTEE POLICY</td>
<td>12</td>
</tr>
<tr>
<td>HELP</td>
<td>CUSTOMER SERVICE</td>
<td>13</td>
</tr>
<tr>
<td>HOUR</td>
<td>HOURS OF OPERATION</td>
<td>14</td>
</tr>
<tr>
<td>INDEX</td>
<td>INDEX</td>
<td>15</td>
</tr>
<tr>
<td>LINK</td>
<td>INSIDE LINK</td>
<td>16</td>
</tr>
<tr>
<td>NEWS</td>
<td>NEWS S</td>
<td>17</td>
</tr>
<tr>
<td>OPTI</td>
<td>OPTIONAL FIELDS</td>
<td>18</td>
</tr>
<tr>
<td>PROM</td>
<td>PROMOTIONAL INFO</td>
<td>19</td>
</tr>
<tr>
<td>FACT</td>
<td>FACTS</td>
<td>20</td>
</tr>
<tr>
<td>ROOM</td>
<td>ROOM / UNIT TYPES</td>
<td>21</td>
</tr>
<tr>
<td>TRVL</td>
<td>TRAVEL INDUSTRY INFO</td>
<td>25</td>
</tr>
</tbody>
</table>
Note: The INDX keyword will list any other/secondary keywords that have been completed

**QUEUEING TO HOTEL VENDORS**

Queueing to Hotel Vendors

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC<em>11/HTL/FORTE or GC</em>11/HTL/FE</td>
<td>Check Queuing city for vendor</td>
</tr>
<tr>
<td>V.HFE*FREE TEXT</td>
<td>Add hotel vendor remarks</td>
</tr>
<tr>
<td>QEB/VVF</td>
<td>Queue booking to vendor</td>
</tr>
<tr>
<td>NP.HFE*FREE TEXT</td>
<td>Send message (only) in Notepad format</td>
</tr>
<tr>
<td>QEM/VVF</td>
<td>Queue message to vendor</td>
</tr>
</tbody>
</table>
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

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)

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

LEISURESHPOTR 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:FTP4A98A
  INCL:ACCOM CAR AIR 2-31NTS
4 FLORIDA/CLEARWATER -ZE SS ID:FTP4A98H
  INCL:ACCOM CAR AIR 2-31NTS

SELECT LINE NBR FOR CHOICES OR PKG INFO SELECT PKG ‡LSN

‡LS*PD• PACKAGE INFO ‡LSP• 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 LEISURESHPOTR @-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 *

> LEISURESHPOTR 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 FYQVBNZKHM0S DEN ORD 0600 0921 0 S80 BOS 30MAY
AA 1731 FYQVWKB0MH0S PBI 1010 1400 0 S80 S0S 30MAY
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 FLORIDA/BOCA RATON -AL STATUS: SS 2
2 30MAY AIR AA 1940 -DENORD 0600 0921 B 0 S80 F 2
3 30MAY AIR AA 1731 - PBI 1010 1400 S 0 S80 F 2
4 30MAY STP 1 WEST PALM BEACH 7 NTS
5 30MAY ACC DOUBLETREE GUEST SUI 7 NTS
6 30MAY UNT RUN OF HOUSE 1D
7 30MAY FEA INCLUDED MIAMI WATER TAX INC 1
8 30MAY FEA INCLUDED BAYSIDE MARKETP INC 1
9 30MAY FEA INCLUDED PB CRUISE LINE INC 1
10 PRICE +LSPR•
+LS*PD• DESC +LSD• VIEW +LSTM• 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 +LSPF•

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.  
@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/0:SEA/C:PRACTISE PRINCESS/F:  
Y/2:2  
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•  

>  

LEISUESHOPPER 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•
>

LEISURESHPopper 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.

@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..

@TRAVEL AGENT NAME *:•MARIA.......
@TRAVEL WITH CONFO :•................
@BOOKING CREDIT :

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

SAILING SPECIFIC INFORMATION @-HELP

@DEP CITY* :•SEA
@AIR Y/N *:•Y
@TABLE SIZE 4 6 8 *:• 4

OTHER
@TRAVEL AGENT NAME *:•MARIA.......
@TRAVEL WITH CONFO :•................
@BOOKING CREDIT :
LEISURESSHOPPER 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•

> Step 5 – Price the Cruise
Tab to LSPR and press enter from the Itinerary screen to price the package

ITINERARY LEISURESSHOPPER
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 1NT
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>LSO• 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**

- **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**

- **HMLMF523Ø3DT**: Link terminal to ticketing printer GTID F523Ø3
- **HMLMF223Ø2DI**: Link terminal to itinerary printer GTID F223Ø2
- **HMLMF722Ø3DA**: Link terminal to MIR printer GTID F722Ø3
- **HMLMF523Ø5DX**: Link terminal to printer GTID F523Ø5 for printability
- **HMLMF923Ø3DA**: Link terminal to satellite printer GTID F722Ø3
- **HMLMF523Ø3DIE**: Link terminal to itinerary/electronic ticket supporting document printer GTID F523Ø3

**Display Linkage**

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

**De-link from Printer**

- **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 printer only

**Designate Printer for Stock Type**

- **HMOMF723Ø3–TKT**: Designate printer for ticketing
- **HMOMF923Ø4–ITN**: Designate printer for itinerary/invoice
- **HMOMF323Ø3–BLK**: Designate printer blank

**Change Printer Status**

- **HMOMF823Ø3–U**: Change printer status to UP mode
- **HMOMF823Ø3–D**: Change printer status to DOWN mode

**ATB Printer status**

- **HMOMF1Ø75E–T/17Ø0ØØ1764/Ø4**: 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)

- **HMOMF1Ø75E–T/1563219457/Ø6/N**: 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)

- **HMOMF1Ø75E–T/1563219457/Ø6/ØØ**: 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**

- **HMSA–444Ø0080001/444Ø008499/5ØØ**: 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

**Index**
**444ØØØ80001/444ØØØ8499/500/S*99999992**

printer IATA number/Agency Location Code 99999992

**HMSD**

Display agency ticket stock record

**HMSX–12Ø00022Ø11/12Ø00023Ø0/10Ø**

Delete a range of tickets from the agency ticket stock record

**Ticket Printer Table (TINS Table)**

**HMTN5F2Ø3A–444ØØØ80001/444ØØØ8499/500**

Add ticket stock numbers to agency printer ticket table; the first ticket number must contain the check digit

**HMTN/D**

Display all ticket numbers held in all printer ticket tables

**HMTN5F2Ø3A/D**

Display all ticket numbers held in ticket table for printer 5F2Ø3A

**Table Entry**

**HMTN5F2Ø3A/RETURN**

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

**HMTN5F2Ø3A–444ØØØ80512/444ØØØ8100/050**

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**

**HMTN5F2Ø3A (Max. 99 999 documents.)**

**HMIN5F2Ø4A–***

Start numbering itineraries from 1 through to 99999 for printer 5F2Ø4A

**HMIN5F2Ø4A–4482Ø1/448799/598**

Start numbering itineraries from 4482Ø1 to 448799 for printer 5F2Ø4A

**HMIN5F2Ø4A–4441ØØ/4443ØØ/*

Start numbering itineraries from 4441ØØ to 4443ØØ and then return to first number

**HMIN/D**

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

**HMIN5F2Ø4A/D**

Display itinerary/invoice numbers held in itinerary/invoice table for printer 5F2Ø4A

**HMIN5F2Ø4A/DELETE**

Delete itinerary/invoice numbers held in itinerary/invoice tables on printer 5F2Ø4A

**TINS**

**Display Ticket and Invoice Numbering System (TINS) Report**

**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/F523Ø3**

Print TINS report for today on printer GTID F523Ø3

**HMPR/F523Ø3/GL2**

Print TINS report for branch GL2

**HMPR/F523Ø3/25APR**

Print TINS report for another date

**HMPR/F523Ø3/GL2/25APR**

Print TINS report for branch GL2 for another date

**Ticket number voiding**

**TRV/1254440Ø80012**

Void ticket number on TINS report; must include airline 3 digit code and check digit of auditors coupon

**TRV/1254440Ø80012–003**

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/1254440Ø80012**

Unvoid voided ticket number on TINS report; must include airline 3 digit code and check digit of auditor’s coupon

**Stock number voiding**

**TKV/123456789Ø3**

Record stock number as VOID on the TINS report

**TKV/123456789Ø3/I99999992**

Record an Satellite stock number as VOID on the TINS report

**Note:** In certain countries, ‘stock control numbers’ are used instead of ticket numbers.

**TICKET PREPARATION**
Ticket Modifiers

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**
Reflection 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

**Form of Payment**

FS
F373912345678956*D1099
FCK
F373912345678956*D1099
F373912345678956*D1099*E12*D1299
F317284567841005*D1299*E12*D1299
F317284567841005*D1299*E3*D1199*A123456
FAX317284567841005*D1299
FAX373912345678901*D1299*CKOPLA
FCC1234567890123456*A12345
FCCAA1234567890123456*A12345

Form of payment cash
Form of payment cheque
Form of payment, Galileo accepted credit card with expiry date; see MISC for more credit card authorisation entries
Form of payment, non Galileo accepted credit card (XY) with an expiry date and approval code
Automatic credit request at ticketing with validity date
Automatic credit request at ticketing with extended payment option with validity date
Credit card payment with extended payment and expiry date with override approval option (min. 2 characters) - no approval requested
Automatic credit card request using 2 alpha credit card vendor code (optional) with validity date
Automatic credit card request including client reference to be printed on the bill of credit card company
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)

**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)

**FINVSNH**
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

**EBNON REFUNDABLE**
Free form text endorsement

**EBNON REFUNDABLE **EBVALID ONLY ON AIR FRANCE**
Multiple endorsements (max. 3); all endorsements together must not exceed 58 characters

Tour Code
**TC123456**
Tour code 123456 (maximum 14 characters)

**IT**
Print IT in fare box, suppressing fare construction

**IT*PC**
Print IT in fare box and print fare construction

**BT**
Print BT in fare box, suppressing fare construction

**BT*PC**
Print BT in fare box and print fare construction

**Satellite Printing**
Print at satellite printer IATA number/Agency Location Code 999999992 (including check digit)

**STP99999992**

**Nett Fare (DI Ticketing)**
Nett Fare NLG 1000.00; DI code 90; "NOT ENDORSABLE" is printed automatically in the Endorsement box

**NFNLG1000.00**

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

**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 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 Ticket Modifiers
TMU1P3F@S
TKP1P3F@CK
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

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

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

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
Display exchange FIF for only filed fare for all
passengers and segments

TMU2FEX/CTW/Z9
Display exchange FIF for filed fare 2 for all passengers
and add the validating carrier and commission rates as
modifiers

TKP2P1/FEX/CKL/Z9
Display exchange FIF for filed fare 2 for passenger 1 only
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 S: ....... 6: ....... 7: ....... 8: ....... TTL VALUE: CHF853.00....... BSR: *1.264..ORIG FOP: CK........
*ORIG ISSUE*: TICKET NUMBER ORG/DES CITY DATE IATA CODE

Explanation:
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 7777777)
**ELECTRONIC TICKET REVALIDATION**

**Electronic Ticket Revalidation**

<table>
<thead>
<tr>
<th>TKRETS1/TN1114440008888/C1</th>
<th>Revalidate segment 1 quoting ticket number to be revalidated and coupon 1 to be revalidated</th>
</tr>
</thead>
<tbody>
<tr>
<td>TKRETS2/TN1114440008888/C3/NVB12DEC/NVA1</td>
<td>Revalidate segment 2 quoting ticket number to be revalidated, coupon 3 to be revalidated and Not Valid Before and Not Valid After dates</td>
</tr>
<tr>
<td>TKRETS1/TN123456789Ø/C1</td>
<td>Electronic ticket revalidation; Electronic Ticket record must be displayed first;</td>
</tr>
<tr>
<td>TKETRET</td>
<td>Electronic Ticket revalidation function identifier</td>
</tr>
<tr>
<td>S1</td>
<td>Booking file segment indicator (maximum one)</td>
</tr>
<tr>
<td>/</td>
<td>Mandatory separator</td>
</tr>
<tr>
<td>TN</td>
<td>Ticket number indicator</td>
</tr>
<tr>
<td>123456789Ø</td>
<td>Ticket number including airline numeric code (maximum one)</td>
</tr>
<tr>
<td>/</td>
<td>Mandatory separator</td>
</tr>
<tr>
<td>C1</td>
<td>Coupon indicator and number (maximum one)</td>
</tr>
</tbody>
</table>

*Note: The appropriate Electronic Ticket record must be displayed before a revalidation request is made.*

**ELECTRONIC TICKET DISPLAY**

**Electronic Ticket Display**

| *TE/125123456789Ø | Display Electronic Ticket by ticket number |
| *TE/BA/13MAY98CC123456789Ø–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**

| TRA1257777777777Ø/Ø1FEB98 | Refunds full value of ticket; year is optional |
| TRA1257777777777Ø/Ø1FEB/x1Ø.ØØ | Refunds value of ticket, includes a cancellation penalty |

**Full or Partial Refund of ticket**

| TRN1257777777777Ø/Ø1FEB98 | Displays fill in format for refund |
| TRNE125123456789Ø/12JUL | Refund electronic ticket, format includes 3 digit airline code, electronic ticket number with check digit and date ticket was issued |

**Cancel Refund**

| TRNC1257777777777Ø | Cancels refund of ticket by ticket number |

**Refund Specific TINS entries**

| HMPR/CSR/Ø1JUN-3ØJUN/REF | Displays refunded tickets |
| HMPR/REF/ENDØ1MAR/GTID | Releases ticket block (Germany only) |

**AUTOMATED REFUNDS**

**Linear Refund Inputs**

Use linear refund inputs when Fill in Formats are not required.

<table>
<thead>
<tr>
<th>CODE</th>
<th>EXPLANATION</th>
<th>Mandatory/Conditional/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRN</td>
<td>Action Code</td>
<td>M</td>
</tr>
<tr>
<td>aaa</td>
<td>Airline numeric code</td>
<td>M</td>
</tr>
<tr>
<td>mmmmmmmmm</td>
<td>Ticket number and check digit</td>
<td>M</td>
</tr>
<tr>
<td>CPcccc</td>
<td>Coupon number to be refunded</td>
<td>M</td>
</tr>
<tr>
<td>JDOM or JINT</td>
<td>Indicates domestic or international travel</td>
<td>M</td>
</tr>
<tr>
<td>Iaaa</td>
<td>Issuing airline with two or three alpha/numeric codes</td>
<td>C</td>
</tr>
<tr>
<td>Rxxxxxxxxff</td>
<td>Amount used for type</td>
<td>M</td>
</tr>
<tr>
<td>AAaaaaaaaaaaaaaaa</td>
<td>Airline Authority</td>
<td>O</td>
</tr>
</tbody>
</table>
Onnnnnnnnnnnnc
Original Document Number and check digit
ODddmmmyyXXXnnnnnnnn
Original issue details
Zxxxxx
Original commission rate (default to AAT COMM field if not entered)
T1–xxxxxxxaa
Tax 1 amount and code
T2–xxxxxxxaa
Tax 2 amount and code
T3–xxxxxxxaa
Tax 3 amount and code
T4–xxxxxxxaa
Tax 4 amount and code
T5–xxxxxxxaa
Tax 5 amount and code
T6–xxxxxxxaa
Tax 6 amount and code
T7–xxxxxxxaa
Tax 7 amount and code
T8–xxxxxxxaa
Tax 8 amount and code
PFC1–aaan
PFC1 airport and $ indicator
PFC2–aaan
PFC2 airport and $ indicator
PFC3–aaan
PFC3 airport and $ indicator
PFC4–aaan
PFC4 airport and $ indicator
Xnnnnnnnn
Cancellation charge and amount
ZXAnnnnnnn or ZXPnn.nn
Commission amount or percentage on cancellation charge
N–aaaaaaaaaaaaaaaaaaaaaaa.aaa
Passenger name (surname and status); max. length 44 characters
Pxxxxxxxxff
Paid fare amount and fop type
PTxxxxxxff
Paid tax amount and fop type
CC–aannnnnnnnnnnnnnnn*Dnnnn
Credit card vendor, number and expiry date
TCananananananan
Tour code data, up to 14 a/n
Dddmmmyy
Date of issue of refunded document
Nnnnnnnnnnnnnnnnn
Net Fare Amount
CF1–xxxxxxxxxxxx
Customer File Reference up to 12 a/n
S*nnnnnnnn
STP IATA number 8 numerics
NR
Net Remit indicator followed by Y or N

Note: Only one credit type FOP is permitted with linear formats.

CANNED REMARKS

Create Canned Remarks Record
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
DLCR–9.8.6
Add Canned Remarks 9, 8 and 6 (max. 12) to Booking File
Change Canned Remarks in Booking File
DIL2@CR–9.8.5
Change Canned Remarks (stored as DI item 2) to numbers 9, 8 and 5
Delete Canned Remarks from Booking File
Delete Canned Remarks (stored as DI item 3)

ITINERARY REMARKS

Create Unassociated Itinerary Remarks field
(Max. 70 characters per item.)
RI.TEXT
RI.TEXT+RI.TEXT
RI.(type 2 blank spaces)

Create Associated Itinerary Remarks field
(Max. 70 characters per item.)
RLS2*TEXT
RLS4*TEXT–TEXT+RLS5*TEXT–TEXT
RLS1*
RLS1–3*TEXT

Change Unassociated/Associated Itinerary Remarks field

Change the second Itinerary Remark to new text
Multiple Remark change

Delete Unassociated/Associated Itinerary Remarks field
RL3@
RL3–6.8@
RL5–7@

Insert Unassociated Itinerary Remarks field

Insert Associated Itinerary Remarks field
RI./0*TEXT
RI./2S3*TEXT

Display Itinerary Remarks field
*RI
*RI/S4.9
*RIA
*RIU
*RI4
*XRI
*HRI

Reassociate Associated Remarks
RIR.1–2S2

ENHANCED ITINERARY REMARKS

Create Associated Check in times
(Minimum Check In Time is 10 minutes, the maximum is 240 minutes)
RLC1*45
RLS1/CI*60
RLS2.4–7/CI*120
RLS1/CI*45+RLS2.4/CI*60

Create Associated Terminal Information

RLDT*Terminal 4
RLS1/AT*Terminal 1
Add Associated Remarks for Arrival Terminal 3, segments 1 and 2, and Departure Terminal 1 for segment 5.

Segment 1 Check In Time is 45 minutes with Departure Terminal 4 and Arrival at North 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

Details may be deleted or changed in the same way as other itinerary remarks:

Change Associated Check in and Terminal Remarks

Delete and change Associated Check in and Terminal Remarks

Display Check in and Terminal Remarks

*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

(Max. 34 characters for amount due/paid; max. 43 characters for text only.)

Create DUE remark for a TUR segment with amount due
Create PAID remark for a HTL segment with amount paid
Create TEXT remark for a CAR segment
Create TEXT remark for a SURFACE (SUR) segment
Create TEXT remark for an Air Taxi (ATX) segment
Create TEXT remark for a LeisureShopper (LS) segment

Change Due/Paid & Text Remarks

Change DUE remark shown on line 2 of the itinerary
Change PAID remark shown on line five of the itinerary
Change TEXT remark shown on line three of the itinerary

DUE, PAID AND TEXT REMARKS

Insert Due/Paid and Text Remarks

Insert remark DUE after the second segment in the itinerary
Insert remark TEXT after the first segment in the itinerary
Insert remark PAID after the fourth segment in the itinerary

Delete Due/Paid and Text Remarks

Delete DUE remark as shown in segment 5
Delete remark PAID as shown in segment 1
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.

Design Your Own Itinerary (DYO)
Display DYO
RDPYO
RPFD/DEF77
Create and Borrow to a Work Area
RPFC/WRKØ2
RPFB/DEF64/WRKØ3
RPFB/GL2/WRKØ1/WRKØ2
RPFB/GL2/DYO18/WRKØ3
Validate a Work Area
RPFV/WRKØ1/DYO18
Print a DYO
RPFP/DEF71/F23456
RPFP/WRKØ2/F12345
RPFP/DYO21/F12345
Terminate a DYO
RPFT/DYO2Ø
RPFT/WRKØ2

Note: These entries may only be made by second level authorisers and above.

Design Your Own Itinerary (continued)

DYO Constants
Ø34 PLEASE RECONFIRM RETURN FLIGHTS
Print remark on every page of itinerary
ØØ3 @ITINERARY FOR:@NAMERMKS
Constants in conjunction with labels
DYO Conditional Constants
.4Ø3 @@+CONFIRMATION+@CF
Print constant only if label contains required information

Note: These entries may only be made by second level authorisers and above.

DYO English Text and Label Table
RPLD
RPLD@A
RPLD@CK
RPTD/GB
RPND/GB/257
Specify DYO number in a Booking File
DLDYOØ3

Specify DYOØ3 in Booking File

DOCUMENT ITINERARY FIELD

Create Document Itinerary and Invoice Remarks
H/ITRM

Use DYO format number 41 for itinerary/invoice production
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
Replace original sign on code with 1234DMF to be printed on invoice/itinerary
Add a Fare Saver to the itinerary/invoice; no decimal or currency codes are used
Add a maximum of 45 characters of accounting free text which is sent to the back office system (MIR)
Add manual ticket numbers to itinerary/invoice
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
DL.1–3.5@  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

**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**

**H/ITMO**

**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

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).

<table>
<thead>
<tr>
<th>CODE</th>
<th>FUNCTION</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
<td>Pricing</td>
<td>Suppress Invoice Details</td>
</tr>
<tr>
<td>II</td>
<td>Separate Itineraries</td>
<td>Individual Passenger Specific Itineraries</td>
</tr>
<tr>
<td>P</td>
<td>Passenger Select</td>
<td>Select specific passenger names on Itinerary</td>
</tr>
<tr>
<td>S</td>
<td>Segment Select</td>
<td>Select specific segments in any order</td>
</tr>
<tr>
<td>N</td>
<td>Number of Itineraries</td>
<td>Request number of Itineraries</td>
</tr>
<tr>
<td>A</td>
<td>Auxiliary Segments</td>
<td>Print or inhibit Auxiliary (Non Air) Segments</td>
</tr>
<tr>
<td>IR</td>
<td>Itinerary Remarks</td>
<td>Suppress Itinerary Remarks</td>
</tr>
<tr>
<td>CR</td>
<td>Canned Remarks</td>
<td>Print Canned Remarks</td>
</tr>
<tr>
<td>IL</td>
<td>Leisure Shopper Segments</td>
<td>Inhibit Leisure Shopper® Detail Information</td>
</tr>
<tr>
<td>HI</td>
<td>Header Text</td>
<td>Print optional Header Text</td>
</tr>
<tr>
<td>HF</td>
<td>Footer Text</td>
<td>Print optional Footer Text</td>
</tr>
<tr>
<td>DYO</td>
<td>DYO Number Selection</td>
<td>Select DYO number</td>
</tr>
</tbody>
</table>

### ENHANCED ITINERARY MODIFIERS

**Create Enhanced Itinerary Modifiers**

- 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
- IMUPIP3: Print the name and details of Passenger 3 only
- IMUS1.3.2: Print segments 1, 3 and 2 only and in that order
- IMUDYO03: 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
- IMUXW: Inhibit Waitlisted segments

**Create multiple Enhanced Itinerary Modifiers**

- IMUN3/P2.4/II/AP: Print 3 copies of the itinerary
- IMUDYO02/S1–4/H880.82/HF83–84.87/IR/IL: Use DYOØ2 format; Print only segments 1 through to 4

### ENHANCED ITINERARY MODIFIERS

**Change Enhanced Itinerary Modifiers**

- 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**

- 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

Display stored Enhanced Itinerary Modifiers

IMUD*
Display all stored Enhanced Itinerary Modifiers

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

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

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

DTIDID
Print ticket and itinerary/invoice (on demand), suppressing MIR

DTIDAD
Print ticket and MIR (on demand), suppressing itinerary/invoice

Change
TMU1D@ID
Change print modifier to DID i.e. print Itinerary only

Delete
Definitions of Terms Used

**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/M5**
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)

**HQMF82732**
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
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: Print TINS table
- P–HMIN/D: Print Itinerary/Invoice table
- P–HMPR: Print Sales report
- P–HQB/TKT/ØØ824: Print image from Sent Buffer
- P–RPTD/ES: Print DYO text table (Spanish)
- P–RPLD: Print DYO labels

*Note: The above are examples of printability entries. Most inputs may be preceded by a P–.*
PRE-ASSIGNED QUEUES

UTC
LMT
Ø
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
Not yet assigned
Not yet assigned
RQR FOLLOW UP (BF’s with PN status after 48 hrs)
TOD FOLLOW UP (not yet in use)
TICKET REVIEW TAW (BFs with TAW)
TICKET REVIEW TAU (BFs with TAU)
FARES
REVIEW BOOKING FILE
AUTO TKT REJECT (BFs rejected from queue 1Ø following queue ticketing)
GROUPS ADVICE (Group booking advice)
VENDOR REMARKS (incoming from airlines)
WAITLIST KL (BFs with KL status except group bookings)
URGENT KK (BFs with KK within 14 days)
GENERAL KK (BFs with KK outside 14 days)
UNABLE US UU (BFs with UU, US status)
UNABLE TO CONFIRM (BFs with UC, UN, NO status)
TIME CHANGED (BFs with TK, TL status)
HX NOTIFICATION (BFs with HX status)
AUX SERVICE ADVICE (BFs with service responses from hotel, car vendors etc.)
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

QCA
QCA/AH3
QCA*50
QCA/AH3*50
QCB
QCB/GL2
QCB/15
QCB/GL2/15
QCB/6+12+25
QCB/GL2/6+12
QCB/GL5/19+GL1/7

QCM
QCM/1AJ
QCM/1AJ+GL2+T4R

Supervisory Message Queue Count

QCS
QCS/JZ7

WORKING A QUEUE
Sign in, Working and Exiting a Booking File Queue

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)

WORKING A QUEUE

Sign in, Working and Exiting a General Message Queue

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

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
Procedure to Send Supervisory or General Message

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

Left Message to Call Back (LMCB) or LMT Queue

QCL
QCL/1AJ
QLMCB
QLMCB*WILL CALL PM

Unable to Contact (UTC) Queue

QCU
QCU/GL2
QUTC
QUTC*TRY AFTER 6PM
QI/15

Note: For UTC queue, BF will return to the same queue after 180 minutes unless otherwise specified.

Booking File Queue Monitoring

QIN
QINC/1Ø
QINC/ALL
QINC/GL5/1
QINC/GL5/ALL

Booking File Queue Display Control

QDB/GL2/46/S
QDB/GL2/46/A or QDB/GL2/46
QDB/7Ø/S
QDB/7Ø/A or QDB/7Ø
### Message Queue Display Control

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QDM/S</td>
<td>Change the general message queue to single message display for own branch</td>
</tr>
<tr>
<td>QDM/GL2/S</td>
<td>Change the general message queue to single message display for branch GL2</td>
</tr>
<tr>
<td>QDM/A or QDM</td>
<td>Change the general message queue to automatic display sequence for own branch</td>
</tr>
<tr>
<td>QDM/GL2/A or QDM/GL2</td>
<td>Change the general message queue to automatic display sequence for branch GL2</td>
</tr>
</tbody>
</table>

### QUEUE NAME HEADERS

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QPB*</td>
<td>Display entire Queue Name Table</td>
</tr>
<tr>
<td>QPB*15</td>
<td>Display Queues Name Table (Prefatory Instruction table) for queue 15</td>
</tr>
<tr>
<td>QPB@55JOHNS Q</td>
<td>Change Queue Name Header for queue 55 to JOHNS Q (second level authorisers and above only)</td>
</tr>
<tr>
<td>QPB@ALL/HH3</td>
<td>Change all queue name headers of pseudo city HH3 to reflect master table (second level authorisers and above only)</td>
</tr>
<tr>
<td>QPB@PRO/HH3</td>
<td>Change the preassigned queue name headers of pseudo city HH3 to reflect master table (second level authorisers and above only)</td>
</tr>
</tbody>
</table>

### Activate/Deactivate Queue

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QAB*</td>
<td>Display which queues are active</td>
</tr>
<tr>
<td>QAB*EA7</td>
<td>Display which queues are active for branch EA 7</td>
</tr>
<tr>
<td>QAB/28/ON</td>
<td>Activate queue number 28 of own branch</td>
</tr>
<tr>
<td>QAB/GL2/28/ON</td>
<td>Activate queue number 28 of branch GL2</td>
</tr>
<tr>
<td>QAB/28/OFF</td>
<td>Deactivate queue 28 of own branch</td>
</tr>
<tr>
<td>QAB/GL2/28/OFF</td>
<td>Deactivate queue number 28 of branch GL2</td>
</tr>
</tbody>
</table>

### MOVING QUEUES

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QB29/47</td>
<td>Move all BFs from queue 29 to queue 47</td>
</tr>
<tr>
<td>QB29/GL3/35</td>
<td>Move all BFs from queue 29 to branch GL3 queue 35</td>
</tr>
<tr>
<td>QB26/41–999</td>
<td>Move 999 BFs from queue 26 to queue 41</td>
</tr>
<tr>
<td>QB45/GL3/33–45Ø</td>
<td>Move 45Ø BFs from queue 45 to branch GL3 queue 33</td>
</tr>
</tbody>
</table>

**Note:** The maximum number of BFs to be moved is 999. To move more, multiple entries are required. (Queues 26 to 99 only)

### QUEUE SORT

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QSORT99/98</td>
<td>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</td>
</tr>
<tr>
<td>QSORT99/XX1/98</td>
<td>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</td>
</tr>
<tr>
<td>QSORTID*99/KM/98</td>
<td>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</td>
</tr>
</tbody>
</table>
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**

(Max. queue length is 385 BF prints on itinerary printer.)

- QPRINT/B/48
- QPRINT/B/GL3/55
- QPRINT/B/22*H
- QPRINT/B/19*1/50
- QPRINT/B/19*1/50*H
- QPRINT/B/53*1/50*N.I+*H

**Message Queue Printing**

- QPRINT/M
- QPRINT/M/GL2
- QPRINT/S
- QPRINT/S/XX1

**Stop Queue Printing**

- QPRINT/STOP

**Printability**

- P–

Example:

- P–QCA

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–.

Print Queue count for all queues output is to printer.
BUILD CLIENT FILE

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)

(Open 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.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 RLS.*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/Aux Svc Business File
CFP/GL3/I/COLA–SYDMEL Create Itin/Aux Svc Personal File - branch office GL3

Itinerary/Auxiliary Service Business File and Personal File build procedure (maximum 12 lines)

(H/CIAB)

1YD/ØSR839C ..... LHRGVANN1 Line number 1 direct sell outward flight
2YC/ØCCRZENN1GVA ..... – ECAR/ARR– 1545/DT– 12ØØ Line number 2 direct sell car
3YI/ØHHLHINN1GVA ..... – 12345A1K– 1/G– DPST Line number 3 direct sell hotel
4YR/ØYYOPENC ....GVALHRNO1 Line number 4 direct sell open return flight
5YI/CHECK IN AT GENEVA AIRPORT 1 HOUR Itinerary remark associated to segment 4 BEFORE DEPARTURE

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 'I' 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

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/XXI/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/Aux Svc 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 'Y'es 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

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

C* Retrieve Agency File
C*7AA7/ Retrieve branch 4Pcc Agency File
C*GLA/ 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*IV/CA7/ Retrieve Agency File for CRS 1V (Apollo) of pseudo city CA7
C*IV/CVI/AMOCCO Retrieve Business File (AMOCCO) created in CRS 1V (Apollo) belonging to Apollo pseudo city CV1
C*IV/CVI/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*XXI/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*XXI/ABC–HA* Retrieve all Personal Files attached to specified Business File that begin with the characters HA for branch office

Retrieve Client File (continued)

C**–HAYES Retrieve all Personal Files that match the specified Title (HAYES)
C*XXI/*–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*XXI/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
Display Optional Functionality Table for branch office

RETRIEVE CLIENT FILE

Retrieve with Line Reference

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 Business File, lines 4 through 18

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

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/IV–GK5
- Add agency GK5 of CRS IV 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
C@44Y/T.TAU/ . . . . . +45N/CALL AFTER 5PM
C@14Y/T.T*+18+19Y/P.LONB*Ø171–79Ø–9663
C@7Y/
C@36–42
C@+7
C@CN35
C@/4L20

Insert after line 43, subsequent line numbers renumbered
Add or change lines 44 and 45
Add or change lines 14 and 19 and delete line 18 in one entry
Change transfer code to Y on line 7
Delete lines 36 through 42
Delete lines 4 and 7
Renumber lines starting at 35 in consecutive order
Rearrange line 20 after line 4 and renumber subsequent lines

Rename

CRB/MANNS: MANS
CRP/JOICE: JOY
CRB/GL1/MANNS:MANS
CRP/GL1/JOICE: JOY

Rename own office Business File
Rename own office Personal File
Rename own or branch office Business File
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
CNM
CUN
C@CUN
C*R/*
C*HAYES/*
C*XX4//*

Number Client File that was previously un-numbered
Number Client File in create mode
Un-number in create mode
Un-number a record and suppress header line
Redisplay a record in temporary un-numbered condition
Display Client File in temporary un-numbered condition
Display Agency File in temporary un-numbered condition

CLIENT FILE MOVE

Multiple Move from displayed Client File

CM/
CM/+*LIZ
CM/+1.3.1Ø
CM/+*LIZ/+7.16.19–21/+R.JANE+P.LONH*Ø181 5552123
CM/+*LIZ/+3*21AUG+1Ø–14.2Ø/+P.LONH*Ø171 281 4567

Move all Y lines
Move all Y lines, and add agent’s name to agency phone field
Move all Y lines plus optional lines 1, 3 and 1Ø
Move all Y lines plus optional lines 7, 16, 19 through 21, add agent’s name to agency phone field and additional BF entries
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

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

Single File Move from displayed Client File - Business File Level

CMB/
CMB/+16.21.43
CMB/+11–13.41/+P.LONH*Ø171 281 4567

Move all Y lines from displayed Business File only
Move all Y lines, optional lines 16, 21 and 43 from Business File only
Move all Y lines, optional lines 11 through 13 and 41 from Business File only, with additional BF entry
CLIENT FILE MOVE

Single File Move from displayed Client File - Personal File Level

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

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 11

CMT/IV/CV1/

Move all Y lines from Agency File for pseudo city CV1 belonging to the Apollo® CRS (1V)

CLIENT FILE MOVE

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).
Single Blind Move - Agency File Level

CMMT/XXØ/+*JEAN/+1Ø–12
Move all Agency File Y lines from pseudo city XXØ, add a name to the phone field and optional lines 1Ø through 12
CMMT/IV/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*+PAASSENGER 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 (use end items to attach more than one BF field).

CLIENT FILE MOVE

Single Blind Move - Personal File Level

CMPT/MANNS–OSULLIVAN/+*LIZ
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 (use 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
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
CME/+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
Move all Y lines from specified Business File and append the dates to segments
CMPT/FORD–SYDBNE/+1*28FEB+2*Ø2MAR.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
the data following the return date will override pre-stored information

CMBT/1V/CV1//VIENNA/+1*6OCT+2*6OCT8OCT+3
CMBT/YAT//PALMA/+10MAY15MAY

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)

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

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
CMMT/1V/CV1/S/+2.4.9

Blind move ‘selected’ Y or O lines 12 through 14 and 21 from the Agency File level of pseudo city XXØ
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
CMB/S/+1*1ØDEC+4*15DEC

Move ‘selected’ Y or O lines 18 through 2Ø and line 25 from the displayed Business File
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
CMBT/S/FRAMUC/+1*2ØJUN+3*24JUN
CMBT/1V/CV1/S/AMOCCO/+3.4.9
CMBT/YAT//S/TOURS/+3.6–8

Blind move ‘selected’ Y or O lines 4, 16, and 25 from the Business File level
Blind move ‘selected’ Y or O lines 1, 3 and 13 with dates from the Itin/Aux Svc service Business File
Blind move ‘selected’ lines, 3, 4 and 9 from Business File (AMOCCO) for pseudo city CV1 belonging to CRS Apollo (1V)
Blind move ‘selected’ lines 3, 6 through to 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)

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
CMPT/1V/CV1//S/AMOCCO–JONES/+3.4.9
CMPT/YAT//S/TOURS-BROWN/+3.6–8

Blind move ‘selected’ Y or O lines 16, 29, and 33 from the Personal File
Blind move ‘selected’ lines from Personal File (AMOCCO-JONES) for pseudo city CV1 belonging to the Apollo® CRS (1V)
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

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

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

CM/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

CMPT/1V/CV7//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

CMPT/1V/CV7//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

- 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**

- **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**

- **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**

- **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
CXB/J2X/ELLIS
CXP/ROHRER–CURSON
CXP/J2X/MANNS–BONFIELD
CXP/TREMAIN–HAZELDEN:MARKS:PEBBLE

Delete Business File and all associated Personal Files
Delete branch Business File and all associated Personal Files
Delete Personal File
Delete Personal File from Branch J2X
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 Reinstate 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

Reinstate

(H/CFR)

CXB@RIEDEL
CXB@J2X/ELLIS
CXP@ROHRER–CURSON
CXP@J2X/MANNS–BONFIELD
CXP@TREMAIN–HAZELDEN:MARKS:PEBBLE

Reinstate Business File and all associated Personal Files
Reinstate branch Business File and all associated Personal Files
Reinstate Personal File
Reinstate Personal File from Branch J2X
Reinstate 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 Reinstate 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@
CMREF@1–4

Deletes Client File reference from Booking File
Delete Client File references 1 to 4 from the Booking File

CLIENT FILE PRINT

Print Client File

(H/CFPC)

P–C*MANNNS
P–C*TREMAIN–BROWN
P–C*R
P–C*R/*
P–CLB
P–CLP/MANNS
P–CL*MORE

Print Business File
Print Personal File
Print a displayed record or last referenced record
Print a displayed record or print last referenced record without header line and numbers
Print a list of Business Files
Print list of Personal Files in specified Business File
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:–
Enter an information line where
*: represents a SOM (start of message),
:: represents an end item and
:– represents a tab stop

NFT
Client File Update mode
C@FMT
C@4N/ADD NAMES
*:N.JONES/AMR::N.SMITH/BMR:–
Enter an information line where
*: represents a SOM (start of message),
:: represents an end item and
:– represents a tab stop

C@NFT

Preference Fill-in Format (FIF) Displays

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/CAIXDIXB
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

Preference Summary Displays

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
Preference Sell
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
CPXB/WIDCO
Delete individual Business preferences
CPXB/WIDCO
Delete Business preferences and all associated personal preferences
CPXP/WIDCO–HOWELL
Delete individual personal preferences
CPXP/GL3/TRANSPORT
Delete branch Business and associated personal preferences
CPXP/47X/WIDCO–HOWELL
Delete branch individual personal preferences
Preference List
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
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
Activating Preferences
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@
CMPT/XV9/ESSO
CMT/1V/CV1//AMOCCO
CMPT/XV9//ESSO–SMITH
CMT/1V/CV1//AMOCCO–JONES
CMPT/XV9//ESSO–SMITH
Activate Business preferences only
Activate Business preferences only
Activate Personal preferences only
Activate Personal preferences only
Merge Preferences and add name to Agency File phone field
Merge Business and personal preferences
Merge Business and Personal preferences

CPCLEAR
Clear all active preferences
CPF/B
Re-activate business preferences
CPF/P
Re-activate personal preferences
CPLOCK/ON
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

GG*
GG*/ALPHA
GC*5Ø or GC*CURRENCY
GC*
GP*2Ø
GC*AAA/2Ø or GC*12/2Ø
GP*
Print G.I.S.
P–GC*1Ø/2

Equipment Types

.EE DOUGLAS
.EE BEECHCRAFT/AIRBUS
.EE A
.ED BEC
.ED BEC/CR3/7Ø/74B
.ED A
.ER BEC

Equipment Indicator Codes

J
T
P
H
A
S

Cities/Airports

.CE SYDNEY
.CE LONDON/BRISTOL
.CE JOHN
.CD NYC
.CD LON/FCO/ZRH
.CR DUB

Countries/regions

.LE INDONESIA
.LE FRANCE/SPAIN/ICELAND
.LE R
.LD BR
.LD FR/ID/IS
.LD C
.RD
.RD AU
.RD AU QL

Airlines

.AE OLYMPIC
.AE ALITALIA/IBERIA/SWISSAIR
.AE P
.AD GA

H/GIS
Display chapter index
Display chapter index alphabetically
Display chapter by number or name
Redisdisplay current chapter
Display page 20 of the current chapter
Display page 20 by chapter name (AAA) or chapter number (12)
Redisdisplay current page
Display paragraph LCML of chapter 200, page 9
Display paragraph headings for page 2 of current chapter

Print chapter 10, page number 2 of G.I.S.

ENCOD/DECODE

H/AIRC
Encode equipment names beginning with Douglas
Encode multiple equipment names
Encode all equipment types beginning with A
Decode equipment code
Decode multiple equipment codes
Decode all equipment types beginning with A
Display detail record for equipment type

Jet
Turbofan
Propeller
Helicopter
Amphibian (e.g. Hovercraft)
Surface Transport

H/AIRP
Encode single city name
Encode multiple city names
Encode all cities beginning with JOHN
Decode single city code
Decode multiple city codes
Display detail record for DUBLIN includes local transport
details, check-in details etc

H/LAND and H/AIRR
Encode single country name
Encode multiple country names
Encode all countries beginning with R
Decode single country code
Decode multiple country codes
Decode all countries beginning with C
Display all countries that are divided into regions
Display all region codes of specific country
Decode specific region code

H/AIRL
Encode single airline name
Encode multiple airline names
Encode all airlines beginning with P
Decode single airline 2-character code
Decode multiple airline 2-character codes
Decode all airlines with 2-character codes beginning with P
Decode single 3-character numeric airline code
Decode multiple 3-character numeric airline codes
Decode multiple 3-character alphabetical airline codes
Display detailed record for British Airways (includes head office address and organisation membership, i.e. IATA, SITA etc)

** Timatic Fill-in Formats **

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI–</td>
<td>Display TIMATIC menu</td>
</tr>
<tr>
<td>TI–MV</td>
<td>Display FIF for visa information</td>
</tr>
<tr>
<td>TI–MH</td>
<td>Display FIF for health information</td>
</tr>
<tr>
<td>TI–MA</td>
<td>Display FIF for health and visa information</td>
</tr>
<tr>
<td>TI–MF</td>
<td>Display FIF for full text information</td>
</tr>
<tr>
<td>TI–MC</td>
<td>Display country information display</td>
</tr>
<tr>
<td>TI–ML</td>
<td>Display country partial name</td>
</tr>
<tr>
<td>TI–MG</td>
<td>Display group lists</td>
</tr>
<tr>
<td>TI–ML</td>
<td>Display country information display</td>
</tr>
<tr>
<td>TI–MV</td>
<td>Display Visa information for segment 1 and 2</td>
</tr>
<tr>
<td>TI–MG</td>
<td>Display Visa information for segment 1, 2 and 3</td>
</tr>
<tr>
<td>TI–MF</td>
<td>Display Visa information for segment 1, 2, 3 and 5</td>
</tr>
<tr>
<td>TI–ML</td>
<td>Display Visa information for segments 1, 2, 3 and 5</td>
</tr>
</tbody>
</table>

**Note:** 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 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 **

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI–HELP</td>
<td>Request Timatic help</td>
</tr>
<tr>
<td>TI–HELPS</td>
<td>Request specific sub-text help data</td>
</tr>
<tr>
<td>TI–HELPF</td>
<td>Request full text help data</td>
</tr>
<tr>
<td>TI–HELPM</td>
<td>Request supplemental transaction help</td>
</tr>
<tr>
<td>TI–NEWS</td>
<td>Request current Timatic news</td>
</tr>
<tr>
<td>TI–NEWS/N1</td>
<td>Request specific news page</td>
</tr>
<tr>
<td>TI–RULES</td>
<td>Request rules, terms and definitions index</td>
</tr>
<tr>
<td>TI–RULES/R1</td>
<td>Request specific database</td>
</tr>
</tbody>
</table>

** Timatic scrolling **

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIPN</td>
<td>Request next page</td>
</tr>
<tr>
<td>TIPG</td>
<td>Request current page</td>
</tr>
<tr>
<td>TIPB</td>
<td>Request page back</td>
</tr>
<tr>
<td>TIPL</td>
<td>Request page last</td>
</tr>
<tr>
<td>TIPF</td>
<td>Request page first</td>
</tr>
</tbody>
</table>

** Timatic from a displayed Booking File **

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMVISLON</td>
<td>Display Visa information for segment 1 and 2</td>
</tr>
<tr>
<td>TIMVISGB</td>
<td>Display Visa information for segment 1, 2 and 3</td>
</tr>
<tr>
<td>TIMV1-2GVA</td>
<td>Display Visa information for segment 1, 2 and 3</td>
</tr>
<tr>
<td>TIMV1-2CH</td>
<td>Display Visa information for segment 1, 2 and 3</td>
</tr>
<tr>
<td>TIMV1-3</td>
<td>Display Visa information for segment 1, 2, 3 and 5</td>
</tr>
<tr>
<td>TIMV1-3.5</td>
<td>Display Visa information for segment 1, 2, 3 and 5</td>
</tr>
</tbody>
</table>
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 transiting the offpoints 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, transiting 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, transiting 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, transiting 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, NA ROM, DE STO, TR GVA
- Nationality
- Destination
- Transit

Note: Optional element for Alien residents “AR” e.g., TI–RV/NAARROM or TIRV/TRARGVA

EM BRU, DE ACC, TR ROM/LOS
- Embarkation point
- Destination
- Transit point

VT MNL/BKK
- Visited points

TI–RA
- VISA INFORMATION
- HEALTH INFORMATION
- VISA & HEALTH INFORMATION
NA PAR – Nationality
EM LIS – Embarkation point
DE BKK – Destination point
TR DEL/HKG – Transit points
VT ABJ/ROM – Visited points

Note: After each line press the [RETURN] key, denoted above by ¿ 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/TYPE/DE STO/TR GVA

TIMATIC

Timatic Full Text Information

TI–D

Sections
GE Geography
HE Health Information
TX Airport Tax

Subsections
No subsections
No subsections
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 TW OV (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 City/Country Codes

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

H/TI–H
TI–RGL
TI–RGL/OECD
Print Timatic
P–TI–DFT/BOM/HE
P–TIPN

Electronic Travel Authority System (ETAS)
Tietar
Tietaq
Tietah
Tietas
Tietas1
Gc*506

Maps
C*map/
C*map/france
C*map/asia
C*map/index
C*map/netherlands–llll.ne
*map/california–ffff.nl

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*
GC*70/zz
Gc*70/3
Fares
L@an/fdo6maysydme
FDL@AN
L@AN/md
GC*71/2
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 02mar from LIS to LAD, one way fares in NUCs, with a sale date of 15feb98

Infolink

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  Converts display to Atlantic/Pacific fares in NUCs
FD–OW       Change the previous requested display to now display one-way fares
FD*CH*NUC   Change the previous requested display to now display child fares in NUCs

Flight
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
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
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
@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

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

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

H/AUX

Auxiliary segments include air taxi, cars, hotels, surface transportation and tours. Cars and hotels are covered in separate chapters.

ØATXZNN1LGA15JUN–LAGUARDIA TO WASHINGTON

Enter tour segment in Booking File with BK status. The confirmation number 08291647 has been given by vendor ZZ, when confirmed outside the system

ØSURZZZN2SOU23JAN–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
*IHX Display auxiliary segments only
*IIX 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

HEADLINES

H/LHR Display all promotions for London/Heathrow
H/LPAR/H Display all hotel promotions for Paris
H/LHKG/H/1FEB–28FEB Display all hotel promotions for Hong Kong between 1FEB to 28FEB

Display Headlines by Market

Display Headlines for specified service

AIR

H/LAIR Display all airline promotions
H/LAIR/QF Display all air promotions for QANTAS
H/LAIR/QF/1FEB–28FEB Display all air promotions for QANTAS (1FEB to 28 FEB)

CAR

H/LCAR Display all car promotions
H/LCAR/ZE Display all car promotions for Hertz
H/LCAR/ZE/1ØJUN–3ØJUN Display all car promotions for Hertz (1ØJUN to 3ØJUN)

HOTEL

H/LHTL Display all hotel promotions
H/LHTL/SI Display all hotel promotions for Sheraton
H/LHTL/SI/1MAR–31MAR Display all hotel promotions for Sheraton (1MAR to
OTHERS
HL*OTHER
HL*OTHER/EV
HL*OTHER/EV/1MAY–3JUN
Display all promotions for leisure and tour vendors
Display all promotions for vendor EV
Display all promotions for vendor EV (1MAY to 3JUN)

HEADLINES
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 by Reference Number
HL*ICO235H
Display Headline promotion from line 1
Display Headline by known promotion number

PRODUCT DIRECTORY
PD
PD*XX
PD/TOURS
PD/VENDOR
PD/CATEGORY
PD*XX/INDEX
GC*14
GC*14/NEWS
Printability
P–
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
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