Galileo® to Apollo®

Quick Reference

Galileo by Travelport

Acknowledgement:
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Customer feedback is important to us. Please take a few minutes to send any questions or comments to us at training.development@galileo.com

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4/07

Contents

Security 3
Information and Help 3
Encode and Decode 3
Scrolling 3
Printing 4
Air Availability 4
Sell, Change and Cancel Flights 4
Timetable 5
Name Field 5
Phone Field 5
Timatic 5
Ticketing Field 5
Received Field 6
Address Field 6
Minimum Connecting Time 6
Itinerary Remarks 6
OSI/SSR Fields 6
Frequent Flyer 7
Display Fares 7
Fare Quote Planner 7
Price Itinerary 8
Convert Currency 8
Taxes 8
Seat Selection 9
Queuing 9
Booking Cars 10
- Update Car Availability Request 10
- To Display Index 10
- Car Descriptions 10
- Modify a Sold Segment 10
- Display Rules for Car Rate 10
- To Redisplay 10

Booking Hotels 11
- Update Hotel Availability Request 11
- Display Hotel Rules 11
- Sell a Room 11
- Hotel Description 12
- Modify a Sold Segment 12
- To Redisplay Hotel 12

BF/PNR Miscellaneous Entries 12
Client File/Profile 13
Build BF/PNR Review 13

Security

	Galileo® (H/SON H/SOF)	Apollo® (HELP TRAIN)
Sine on to computer	SON/Z___	SON/Z____
Sine off the computer	SOF	SOF
Display all work areas	OP/W*	OP/W*

Information and Help

	Galileo (H/HELP)	Apollo (HELP)
Display index of information chapters	GG*	HELP A
Request help	H/TICKET *or* HELP TICKET	HELP TICKET

Encode and Decode

	Galileo (H/ENCO H/DECO)	Apollo (HELP CODE)
City - encode	.CE MILAN	S*CTY/MILAN
City - decode	.CD NYC	S*CTY/PHX
Country – encode	.LE FINLAND	S*COU/FINLAND
Country – decode	.LD AU	S*COU/AU
Car – encode	GC*12/CAR/ALAMO	S*CAR/ALAMO
Car – decode	GC*12/CAR/AL	S*CAR/AL
Hotel – encode	GC*11/HTL/OMNI	S*HTL/OMNI
Hotel – decode	GC*11/HTL/OM	S*HTL/OM
Airline - encode	.AE IBERIA	S*AIR/IBERIA
Airline - decode	.AD EI	S*AIR/EI
Aircraft equipment - decode	.EE FOKKER	HELP 747

Scrolling

	Galileo	Apollo
Move down	MD	MD
Move up	MU	MU
Move bottom	MB	MB
Move top	MT	MT

Printing

	Galileo® (H/ P- H/TKP)	Apollo® (HELP PRINT)
Print all fields on the PNR/BF	P-*ALL	P-*R
Print ticket-itinerary invoice-issue MIR for all passengers	TKP	HB:

Air Availability

	Galileo (H/AVAI)	Apollo (HELP AVAILABILITY)
Display availability for today	ASTOLON	ASTOLON
Display more availability	A*	A*
Display availability by date and time	A18JULCPHLON.1400	A18JULCPHLON1400
Display availability by airline	A23JULFRAROM/LH	A23JULFRAROM+LH
Display direct link to carrier	A23JULROMMIL*AZ	L¤AZ/A23JULROMMIL
Display more from carrier link	AM*AZ	L¤AZ/A*

Sell, Change and Cancel Flights

	Galileo (HELP H/0, H/CANC, H/CHAN	Apollo (HELP SELL)
Reference sell flight	N1C2	01C2
Reference sell on connecting service, same class lines 1 and 2	N1C1*	01C1*
Direct sell flights	0AY631C11JULHELARNNN1	0AY631C11JULHELARN NN1
Sell open segment	0YYOPENYCPHFRANO1	0YYOPENY13FEBSTOFRA NO1
Create ARNK Segment	Y	Y
Change segment status	@1HK	.1HK
Change segment 2 to three passengers	@2/3	C:-3/2
Rebook segments to F class	@3-5/F	X3-5/0F
Cancel segment 2	X2	X2
Cancel itinerary	XI	XI

Timetable

	Galileo® (H/TIME)	Apollo® (HELP AVAIL-FLIGHT FREQ)
View Timetable by date and city pair	TT23JANMOWBUH	S/23JANMOWBUH
Convert availability display to timetable	TT	S/A

Name Field

	Galileo (HELP H/N.)	Apollo (HELP PNR-NAME)
Add name field	N.2WATKINS/ROGER MR/RAZI MRS	N:WATKINS/OWEN MR/RAMA MRS
Add infant name	N.I/LEE/ANN MS*DOB01JAN05	N:I/LEE/ANN MS
Change third name to Reed	N.P3@REED/CARLA MRS	C:3N:REED/CARLA MRS
Delete third name	N.P3@	C:3N:

Phone Field

	Galileo (H/P.)	Apollo (HELP PNR-PHONE)
Move agency phone and add agent name	CMT/EA7//‡*IAN	MVT/20J/‡*JANE
Add business phone	P.LONB*0181675 9989	P:LONB/9 01 81 675 9989
Change second Phone field	P.2@LONB*2 01 71 675 9989	C:2P:LONB/2 01 71 675 9989
Delete second Phone field	P.2@	C:2P:

Timatic

	Galileo (H/TIHE, H/TI-)	Apollo (HELP TIMATIC)
Display timatic menu	TI-	TI-

Ticketing Field

	Galileo (H/T.)	Apollo (HELP PNR-TICKET)
Add ticketing field	T.T*	T:T/
Add ticketing field with date	T.TAU/20DEC	T:TAU/20DEC
Change ticketing field to ticketed	T.@T*	C:T:T/
Delete ticketing field	T.@	C:T:

Received Field

	Galileo (H/R.)	Apollo (HELP PNR-RECEIVE)
Add a received from field	R.HARRIS/D MR	R:HARRIS/DMR
Delete a received from field	R.@	C:R:

Address Field

	Galileo® (H/W.)	Apollo® (HELP PNR-ADDRESS)
Add address	W.MR LANE*21 OAK LAWN *LONDON*P/W2V 0EJ	W-MR LANE¤21 OAKLAWN ¤LONDON Z/W2V 0EJ
Change address	W.@NEW TEXT	C:W-MR LANE¤NEW TEXT¤NEW TEXT Z/
Delete address	W.@	C:W-

Minimum Connecting Time

	Galileo (H/MCT)	Apollo (HELP AVAIL-CONNECT)
Display Minimum Connecting Time	DCTJFK	DCTJFK

Itinerary Remarks

	Galileo (H/NP.)	Apollo (HELP REMARKS)
Add remarks	NP.FREE TEXT	¤:5FREE TEXT
Delete remarks line 1	NP.1@	C:1¤:5

OSI/SSR Fields

	Galileo (H/SI.)	Apollo (HELP OSI HELP-SSR)
Add single SSR (wheelchair)	SI.WCHR	¤:3WCHR
Add SSR (vegetarian meal) first Name field, all segments	SI.P1/VGMLN	¤:3VGMLN1
Delete specific SSR request	SI.P2S5@	C:3¤:3
Add OSI	SI.YY*VIP ROCK STAR	¤:3OSI YY VIP ROCK STAR
Change specific OSI	SI.1@YY*VIP SCREEN STAR	C:¤:3OSI YY VIP SCREEN STAR
Delete specific OSI	SI.3@	C:2¤:3

Frequent Flyer

	Galileo (H/M.)	Apollo (HELP PNR- FREQ)
Add frequent flyer number	M.UA123456789	MP*UA123456789
Delete frequent flyer number	M.@	MP/X/*UA

Display Fares

	Galileo (H/FD)	Apollo (HELP TARIFF DISPLAY)
Display fare by date	FD11DECMADATH	$DMADATH11DEC
Display fare by date and specific carrier	FD11DECHELFRA/AY	$DHELFRA11DEC+AY
Display fare rule by line number	FD*3	$V3
Display fare rule by line and paragraph number	FN*3/P2-4	$V3/2-6
Display fare routing information by line number	FR*2	$LR2
Display booking code for fare on line 6	FDC*6	$LB6

Fare Quote Planner

	Galileo (H/FQP)	Apollo (HELP FQP)
To quote fare LON PAR round trip via YY	FQPLONPARLON	FQPLONPARLON
To quote fare NCE PAR MIA on 19 JUL via AF in C class	FQPNCE19JULPARMIA+AF¤C	FQPNCE19JULPARMIA+AF.C

Price Itinerary

	Galileo (H/FQ)	Apollo (HELP PRICING)
Price adult fare, all passengers	FQ	$B
Price passenger 2	FQP2	$BN2
Best Buy Quote™	FQBB	$BB
Price child's fare (age 4)	FQ*CH	$B*C4
Price with stop at segment 3	FQO3	$BSO3
Price all segments with fare basis code	FQ¤BLXAP	$B¤BLXAP
Price specific selling/ticketing country if other than own	FQ.PARROM	$B:SPAR:TROM
View fare quote ladder	FQL2	FQL
View fare quote rules	FQN2	FQN
View fare quote rules and paragraphs	FQN2 followed by FN1/P2.5	FN1/S

Convert Currency

	Galileo® (H/FZS)	Apollo® (HELP FZS)
Convert currency from one currency to another	FZSGBP520SEK	FZSGBP520SEK
Display bank selling rate (BSR) for specified currency against own currency	FZSUSD	FZSUSD
Display all IATA rates of exchange (ROE)	FZI/ALL	FZI/ALL

Taxes

	Galileo (H/TAX)	Apollo (HELP TAX)
Tax information by country name (France)	FTAX-FRANCE	$TAX-FRANCE
Tax information by country code (GB)	FTAX-GB	$TAX-GB
Passenger facility charge (PFC) for Miami	FTAX*PFC-MIA	$PFC-MIA

Seat Selection

	Galileo (H/S. H/SM)	Apollo (HELP SEAT)
Display seat map by segment	SM*S3 *or* SA*S3	9V/S3
Display seat map from availability flight line	SM*A1C *or* SA*A1C	9V/DL123Y14FEBATLMIA
Request smoking, aisle seat	S.SA	9S/XA
Request seat number by segment and passenger	S.S2/P3/15F	9S/N3-1/S2/15F
Cancel seat selection by segment	S.P2S6@	9X/N2-1/S6

Queuing

	Galileo®(H/Q)	Apollo®(HELP QUEUE)
Display queue count, all queues	QCA	QC/ALL
Display queue count on specific Queue	QCB/97	QC/97
Sign into queue	Q/97	Q/97
Ignore queue item and return to bottom of queue	I	I
Sign out of queue and ignore	QX+I or QXI	QXI
Remove PNR/BF from queue	QR	QR
Place PNR/BF on queue	QEB/99	QEP/99
Print all PNR/BF on queue 99	QPRINT/B/99	QPRINT/99
Create queue message text	NP.MESSAGE followed by QEM/GL2	QES
Send message to general message queue at branch	QEM/GL2	QP/G

Booking Cars

	Galileo (H/CAR)	Apollo (HELP CAR)
Display low to high car availability	CAL23AUG-25AUGDXB /ARR-9A/DT-11A	CAL23AUG-25AUGDXB /ARR-9A/DT-11A
Display car availability for car type after segment 1	/1+CAL/ICAR	/1+CAL.ICAR
Reference sell from availability	N1A2	01A2
Direct sell a car after flight segment 1	/1+0CARZEICAR/CD-11234/FT-BA00112345	/1+ 0CARZEICAR/CD-11234/FT-BA00112345
Update Car Availability Request		
Update car vendor	CAU/ZE	CAU/ZE
Convert rates to USD	CAU/VDEM	CAU/$DEM
Update car type	CAU.FCAR	CAU.FCAR
To Display Index		
Of vendors by city	CAIMUNICH	CAIMUNICH
Of reference points by city	HORRIO	HORRIO
Of vendors by reference point	CAIEIFFEL TOWER	CAIEIFFEL TOWER
Car Descriptions		
Display description from segment number	CADS2	CADS2
Display description from availability	CADA3	CADA3
Display description for specific vendor and city	CADZECPH	CADZECPH
Display makes and models	CADZEAMS/CARS *or* CADA3/CARS	CADZEAMS/CARS *or* CADA3/CARS
Modify a Sold Segment		
Modify segment 2 dates	CAM2D/2SEP-5SEP	CAM2D/2SEP-5SEP
Modify segment 4 car type	CAM4T/CCAR	CAM4T/CCAR
Modify or add segment 3 optional fields	CAM3O/CD-123456777	CAM3O/CD-123456777
Cancel seg 2 optional field	CAM2X/CD	CAM2X/CD
Display Rules for Car Rate		
View rules from sold segment 2	CAVS2	CAVS2
View rules from availability line1	CAVA1	CAVA1
To Redisplay		
Index *or* Low to high availability *or* Description *or* Rule	CAI*R *or* CAL*R *or* CAD*R *or* CAV*R	CAI*R *or* CAL*R *or* CAD*R *or* CAV*R

Booking Hotels

	Galileo® (H/HTL)	Apollo® (HELP HTL)
Request Index of hotel properties by date	HOI6FEB-2NTSAO	HOI6FEB-2NTSAO
Request index of hotels after segment 2	/2+HOI-3NT2	/2+HOI-3NT
Request index of hotels by city	HOICARACAS	HOICARACAS
Request index of hotels by postal code	HOI/PC-BR22071000	HOI/PC-BR22071000
Request index of hotels by reference point	HOIIPANEMA BEACH	HOIIPANEMA BEACH
Display all reference points by city	HOIMBJ (**Note:** Distance ref from airport. Use city name or code for distance ref from city.)	HORMBJ
Display complete availability for line 3	HOC3	HOC3
Direct sell a hotel	0HHLBWNN104JUN-07JUN31762A1DCOR-2	0HHLBWNN104JUN-07JUN31762A1DCOR-2
Update Hotel Availability Request		
With multilevel rate	HOU/@GALINT	HOU/¤ GALINT
With location modifier	HOU/L-A	HOU/L-A
With distance modifier	HOU/D-3S	HOU/D-3S
With multiple vendor	HOU/HI+UI	HOU/HI+UI
With features modifier	HOU/F-HEA+RES	HOU/F-HEA+RES
With rate range modifier	HOU/V-100	HOU/$-100
Remove multilevel rate modifier	HOU/@	HOU/¤
Display Hotel Rules		
From sold segment	HOVS2	HOVS2
From Inside Link®	HOVA1KRAC	HOV/A1KRAC
From Inside Availability®	HOVS3	HOV2
Sell a Room		
Reference sell hotel (with guarantee)	N1A1KRAC1/G-VI44278066 66666661EXP1201	01A1KRAC1/G-VI44278066 66666661EXP1201
Reference sell from complete availability determined by type of availability display	N1A1KRAC/ G-VI44278066 66666661EXP1201 (Inside Link®) or, N1INSIDE3/G-VI44278066 66666661EXP1201 (Inside Availability®)	01A1KRAC/G-VI44278066 66666661EXP1201 (Inside Link®) or, 01INSIDE3/G-VI44278066 66666661EXP1201 (Inside Availability®)

Hotel Description

	Galileo® (H/HTL)	Apollo® (HELP HTL)
Display description from a segment 3	HODS3	HODS3
Display description from availability line 3	HOD3	HOD3
Display description for a specific vendor	HODUI	HODUI
Display room description with a keyword for segment 2	HODS2/ROOM *or* HODS2/BOOK	HODS2/ROOM *or* HODS2/BOOK
Display keyword description list for the chain	HODSI/ROOM	HODSI/ROOM

Modify a Sold Segment

Modify dates	HOM2D/13FEB-15FEB	HOM2D/13FEB-15FEB
Modify room type	HOM4R/1A2Q-2	HOM4R/1A2Q-2
Modify optional field	HOM2O/FT-AA1KK99993	HOM2O/FT-AA1KK99993
Cancel optional fields	HOM2X/SI	HOM2X/SI

To Redisplay Hotel

Complete hotel availability or hotel index or hotel description	HOC*R *or* HOI*R *or* HOD*R	HOC*R *or* HOI*R *or* HOD*R

BF/PNR Miscellaneous Entries

	Galileo® (H/ END)	Apollo® (HELP PNR)
End transact	E	E
End transact and retrieve PNR/BF	ER	ER
Ignore	I	I
Ignore and retrieve as original	IR	IR
Retrieve PNR/BF	*LOCATOR	*LOCATOR
Retrieve PNR/BF by name	*-HARRIS	**-HARRIS
Redisplay PNR/BF	*R	*R
Display history	*H	*H
Repeat all customer data-all segments	R:P followed by REALLSALL	R:P followed by REALLSALL
Add form of payment	F.VI4427806666666661/ D801	F-VI4427806666666661/ D801

Client File/Profile

	Galileo (H/CLI)	Apollo (HELP PROFILE)
Display agency client file /profile	C*	S*
Display company client file /profile	C*ACME	S*ACME
Display personal client file/profile	C*ACME-SMITH	S*ACME-SMITH
Move profile once displayed	CMM/+*SUSAN	MV/+*SUSAN
Move all Y lines and optional lines16, 21, and 43 from business file only	CMB/+16.21.43	MVB/+16+21+43
Blind move personal profile	CMT/ACME-SMITH/+*JANICE	MVT/ACME-SMITH/+*JANICE
Display branch business client file/profile	C*B7M/ACME	S*B7M/ACME
Redisplay last client file/profile	C*R	S*R
Redisplay business client file/profile	C*B	S*B
Redisplay personal client file /profile	C*P	S*P

Build BF/PNR Review

	Galileo® (HELP BF)	Apollo® (HELP PNR)
Display air availability	ASTOLON	ASTOLON
Reference sell the flight	01Y1 or N1Y1	01Y1
Reference sell all flights	03C2Y3*	01Y1*
Price at best available fare	FQBB	$BB
View rules summary	FN*3	$V:/S
Add name	N.2HORN/SAM MR/ANN MRS	N:2HORN/SAM MR/MARY MRS
Add residence phone	P.LONR*01816759989	P:LONR/01 81 675 9989-R
Store fare for itinerary	FQ	T:$B
Add ticketing date field	T.TAU/21DEC	T:TAU/21DEC
Assign seats	S.S6/9A	9S/S6/9A
Add form of payment	F.VI4427806666666661/D801	F-VI4427806666666661/ D801
Add received field	R.HARRIS/S MR	R:HARRIS/S MR
End the record	E *or* ER	E