GALILEO
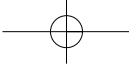
REMIND ME

Galileo Formats

For additional copies of this card, or many other customer support documents, please contact your Galileo Account Executive or search your country Galileo web presence.

Welcome to Remind Me

Remind Me contains a selection of the most frequently used Galileo® system formats. These formats have been very carefully chosen so there is a balanced selection to meet virtually all of your everyday business needs.

For further help on the Galileo system, please refer to the H/ online help or the full Galileo Formats Guide available on-line at www.galileo.com/emea/uk.

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Introduction

Sign On *H/SON*

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/Z217** or **SON/ZHA**
Sign on at branch agency SON/ Followed by Z, own pseudo city code and a 1 to 3 character I.D.	**SON/ZGL4HA**
Change to work area B	**SB**
Change to work area A; different duty code TA (Training)	**SA/TA**
Sign off; incomplete Booking Files must be ignored or completed	**SOF**
Display security profile, for sign on HA; once displayed, password may be changed	**STD/ZHA**
Display terminal GTID on a Focalpoint® workstation (whether signed in or not)	**+J**
Determine active work area and display work area currently in use	**OP/W✶**

Assumed City *H/HMCT*

Designate origin city for tariff and rules displays	**HMCT-GOA/FD**
Display CRT initialisation for assumed cities and carrier	**HMCT**

Galileo® Help *H/HELP*

Display index of all subjects beginning with the letter M	**HELP M** or **H/M**
Display help page for specific function e.g. OSI (max. 4 characters)	**H/OSI**
Display applicable help page after an error response	**H/**

Travel Information

G.I.S.	*H/GIS*

Display chapter index	**GG✳**
Display chapter by number or name or	**GC✳550** **GC✳CURRENCY**
Display page 20 of the current chapter	**GP✳20**

Encode/Decode	*H/AIRC*

Encode equipment names	**.EE DOUGLAS**
Decode equipment code	**.ED BEC**
Encode city name	**.CE SYDNEY**
Decode city code	**.CD NYC**
Encode country name	**.LE INDONESIA**
Decode country code	**.LD BR**
Encode airline name	**.AE OLYMPIC**
Decode airline 2-character code	**.AD GA**
Display airline detailed record, including head office address and organisation membership)	**.AR BA**

Timatic	*H/TI-*

Display TIMATIC menu	**TI-**
Display FIF for visa information	**TI-MV**
Display FIF for health information	**TI-MH**
Display FIF for health and visa information	**TI-MA**
Request Timatic Help	**TI-HELP**
Request current Timatic news	**TI-NEWS**
Request rules, terms and definitions index	**TI-RULES**
VISA INFORMATION	**TI-RV↵**
• -Nationality	**NA ROM↵**
• -Destination	**DE STO↵**
• -Transit	**TR GVA↵**

Note: *For Visa Information, after each line, press the [Return] key, denoted above by ↵ then press [Enter] on completion of the field.*

Miscellaneous

Credit Card Authorisation   *H/CC*

Verify card only - no approval code   **JV317284567841005/V1**

Request credit card approval code for hand   **JV317284567841005/**
written ticket; with mandatory expiry date and   **T410.00/D0406/MBA**
merchant airline vendor code

Miscellaneous Travel Information
Display list of restricted countries and vendors   **RJ✳**

Display local time in Auckland   **@LTAKL**

Calculator

Addition   **XX546+52**
Subtraction   **XX564-52**
Multiplication   **XX564✳52**
Division   **XX564/52**

If a ticket number is divided by 7, the   **XX1234567890/7**
remainder gives the check digit

Add 4 hours 45 minutes onto 1145   **XX11:45+4:45**

Scrolling   *H/SCRO*

Move to top of display   **MT**
Move to bottom of display   **MB**
Move down   **MD**
Move up   **MU**
Move down 23 lines only   **MD23**
Move down rest of display   **MR**

E-Mail Itinerary   *H/EMAIL*

Send e-mail to default (first e-mail address found)   **EM**

Send e-mail to all E-mail addresses   **EMALL**

Send e-mail to e-mail address 2   **EM2**

Send e-mail to e-mail address 3 to 5 and 8   **EM3-5.8**

Send e-mail to default and retrieve Booking File   **ERM**

Send e-mail to e-mail address 5 and redisplay   **ELM5**
similar name list

Booking File

Name Field	*H/N.*
Multiple names, same surname	**N.3MAYA/RMR/DMRS/PMR**
Create an infant name	**N.I/JOHNSON/PAULAMISS ✶DOB01SEP04**
Change name 2 to Smith	**N.P2@SMITH/JMR**
Delete first name	**N.P1@**
Group name	**N.G/50SKITOUR**
Create a name remark at the same time as entering name	**N.LUGON/TMR✶FREE TEXT**
Add or change name remark to the first name	**N.P1@✶FREE TEXT**
Delete name remark for name 1	**N.P1@✶**
Display airlines which do NOT allow name changes	**ON✶**

Phone Field	*H/P.*
Create agency number with agent's reference	**P.ROMT✶808 422-3160- OLGA**
Telephone number not known	**P.P✶**
Change phone item 3 to a business number	**P3@LONB✶408 365- 5345**
Email address. Use -- for _ (underscore) symbol and // for @ symbol	**P.HKGE✶SUE--LI//GALILEO.COM**

Ticketing Arrangement Field	*H/T.*
Ticket number of document with date and place of issue	**T.T✶ 1253241234841 ISSUED ROM 24JAN05**
Place BF on Galileo® system assigned Q10 for automatic ticketing on 12FEB	**T.TAU/I2FEB**
Change ticketing field	**T.@TAW/21JUL/1500**

Received From Field	*H/R.*
Received from Mr R Jones	**R.JONES/RMR**

Form of Payment Field *H/F.*

FOP cheque **F.CK**

FOP invoice with mandatory free text **F.INV FREE TEXT**
(max. 38 characters)

FOP NON REF with optional free text **F.NONREF FREE TEXT**
(max. 35 characters)

FOP credit card number (2 letter vendor **F.AX373912345678901/**
code optional) with expiry date, extended **D1207/E**
payment

FOP credit card when credit card company **F.CCXY123456789234/**
(XY) does not have an agreement with Galileo **D1207**

Review Booking File *H/RB.*
(Defaults to own branch, today's date at 0700)
Create a Review Booking File item with **RB.Q41**
specified queue,

Change Review Booking File item **RB.3@XX0/10FEB/Q25✶**
number 3 to place BF on Q25 of agency **FREE TEXT**
XX0 on 10FEB with text

Delete all Review Booking File items **RB.ALL@**

Address Fields *H/ADDR*

Delivery address with 3 subfields **D.GALILEO CENTRE EUROPE**
✶MAIN ENTRANCE
✶GRD FLR EAST CORE

Change written address and postal code **W.@MRS R GERALD✶82 BEDFORD**
ROAD✶EAST FINCHLEY✶NORTH
LONDON✶P/N6J7AY

Notepad Field *H/NP.*

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

Create a Historical notepad item **NP.H✶✶TEXT**

Create a Confidential notepad item **NP.C✶✶TEXT**

Change second notepad item **NP.2@NEW TEXT**

Mileage Membership Field

Minimum of 6 characters, max 27 including a 2-character airline code.

Enter AA mileage card number for passenger 2	**M.P2/AA1234567PM**
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	**M.P1/UA12345876490/ BD/LH/AC**
Add 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)	**M.P2✶UA/TG/SK**
Delete all Cross Accrual participants from the UA mileage membership item in the booking for passenger 2	**M.P2✶UA/ALL@**
Display Mileage Membership data in a BF	**✶MM**
Display a list of all airlines who have a Mileage Membership Agreement Table	**M✶ALL**
Display the Mileage Membership Agreement Table for UA, listing all those airlines with whom UA have an agreement to accept the UA mileage card	**M✶UA**

Passenger Information Field

Enter passport information for passenger 2 including ISO country code, passport number expiry date and free text	**PI.P2/P/GB/B876597/ 12JAN09✶FREE TEXT**
Enter visa information for passenger 1 including ISO country code, visa number, expiry date or open, passport number and free	**PI.P1/V/AU/76654654/ OPEN/ A1234556✶ FREE TEXT**

Corporate ID

Add a corporate ID field (6 character reference, 2 character country code, 3-5 character agency code)	**ID.C/ACME01GBABC**

Delete Booking File Fields

Delete Written address	**W.@**
Delete second phone field	**P.2@**
Delete Mileage Membership for passenger 3	**M.P3@**
Delete Notepad items 1,2,3,and 5	**NP.1-3.5@**

Special Service Requirement   *H/SSR*

Request a wheelchair for all passengers on all   **SI.WCHR**
AIR segments

Request VLML for all passengers on segment 3 only   **SI.S3/VLML**

Meal codes   *GC ✷200/9*
Programmatic SSR Codes   *GC ✷200/7*

Change free text of SSR of all SPML items for   **SI.P1/SPML@✷NO EGGS**
passenger 1; the SSR code mandatory

Note: Changes only permitted on status codes and/or free format text. Otherwise delete and replace.

Cancel all Service Information from the BF   **SI.ALL@**

Cancel all SSR items for passenger 1 on   **SI.P1S2@**
segment number 2

Cancel the VGML request for passengers 3   **SI.P3-5S2.4/VGML@**
through 5 on segments 2 and 4

Manual Special Service Requirements   *H/SSR*

Passenger information including passport   **SI.SSRPSPTYYHK1/P9876**
number, country of issue, and passport   **54321/US/12NOV70/F/H-**
holder's name, date of birth and gender   **REED/RITAMRS**

Form of identification for passenger 1, xx   **SI.P1/SSRFOIDBAHK1/XX**
being the form of identification used   **12345ABCDE**

Add Emergency Passenger Contact for all   **SI.SSRPCTCYYHK1/SUSA**
carriers providing name of contact person,   **N JONES.WIFE/GB 44 181 555**
contact phone number and passenger name   **6666-1JONES/JMR**

Other Supplementary Information (OSIs)   *H/OSI*

Advise all airlines (YY) in BF that   **SI.YY✷1 CHD AGED 5**
passenger is a child aged 5 years

Advise airline KL, passenger is a VIP   **SI.KL✷VIP HARRIS**
                                                        /RMR FILM STAR

Advise airline of ticket number   **SI.ZZ✷TKNM 12345678901203**

Change item number 1 to NEW TEXT   **SI.1@BA✷NEW TEXT**

Vendor Remarks   *H/V.*

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

Booking File Retrieval   *H/BFR*

Retrieve BF by record locator number	✶**3WG6BD**
Retrieve BF by name	✶**-WILLIAMS/CMR**
Retrieve BF for infant White	✶**-I/WHITE**
Retrieve BF by date of departure and name	✶**28JUN- WHITTAKER/EMRS**
Retrieve BF by flight number, date of departure and name	✶**SR791/12APR- LEWIS/KMS**
Retrieve BF by flight number, boardpoint and name with today's date assumed	✶**OS441/VIE- BRAUN/RMR**
Retrieve group booking	✶**-G/EUROPARTY**
Retrieve from Apollo® system by Record Locator	✶**1V/✶32N6WY**
Retrieve BF with same name, for all branch agencies	✶✶**B-KING/JMS**
Retrieve group booking created in pseudo city HK7	✶✶**HK7-G/EUROPARTY**

Booking File Display   *H/BFD*

Display all items in Booking File in expanded format	✶**ALL**
Display Booking File	✶**R**
Display Itinerary	✶**I**
Display all names	✶**N**
Display phone field data	✶**P**
Display ticketing data	✶**TD**
Display Mileage Membership data in a BF	✶**MM**
Display Notepad fields only	✶**NP**
Display all SSR items	✶**SI**
Display all incoming and outgoing vendor remarks	✶**VR**
Display all incoming vendor remarks	✶**VI**
Display all outgoing vendor remarks	✶**VO**
Display a Corporate ID field	✶**ID**
Display multiple fields	✶**N.I.P**

Divide Function *H/DIVI*

Divide name 1 from BF	**DP1**
Divide names 1 through 3 and 6 from BF	**DP1-3.6**

Repeat Entries

Repeat all customer data, all segments	**REALLSALL**
Repeat all customer data	**REALL**
Repeat all segments	**RESALL**

PDQ Booking File Retrieval *H/PDQ*

Retrieve BF by record locator	**PQ/R-3S71JL**
Retrieve BF by departure date and name	**PQ/24JUN05- BEVAN/CHRIS**
Retrieve BF by departure date and name created in branch pseudo city XX1	**PQ/C-XX1/27JUN05-HAGGER/TONY**
Redisplay similar/duplicate names list	**PQ/✳L**

Booking File Lists *H/BFLA*

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

Retrieve all Booking Files with a segment date 28DEC; output is to screen	**LD/ALL/28DEC-D**
Retrieve ticketed Booking Files, with a segment date of 28DEC; output is to Q/44	**LD/TKT/28DEC-Q/44**
Retrieve all Booking Files with a segment date 28DEC; output is to printer	**LDT/ALL/28DEC-D**

Claim PNR *H/CLAI*

Retrieve Passenger Name Record (PNR) from carrier ZZ using record locator AB13HK	**C/ZZ✳AB13HK**
Confirm the claim of the Passenger Name Record (PNR) from airline ZZ	**C/ZZ/OK**
Ignore the Claim	**I**

Booking File History Display *H/DIH*

Display entire History   **✳H**

Display Filed Fare History   **✳HFF**

Display SSR History   **✳HSR**

Display Itinerary History   **✳HI**

Display Air segment History   **✳HIA**

Display Car segment History   **✳HIC**

Display Hotel segment History   **✳HIH**

Booking File Print *H/BFP*

Print retrieved BF   **P-✳R**

Print the whole booking File including hidden fields   **P-✳ALL**

Print unretrieved BF   **P-✳-WIMBOLT/CLARE**

Print unretrieved BF from BF locator   **P-✳49G42W**

Enhanced Booking File Servicing *H/TOD*
Note: *For Servicing keywords, refer* to *H/EBFS*

Request a TOD for passengers number 1 on segments 2 through 4 from airline ZZ. The MCO or MPD number issued by the agency includes check digit, but 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. 180 characters).

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

Display Enhanced Booking File Servicing field   **✳RQ**
Display accepted keywords for carrier ZZ   **RQ✳ZZ**
Delete Request item number 2   **RQ.2@**

Note: *No cancellation message is sent* to *the airline.*

End Transact and Ignore *H/ENTR*

End Transact   **E**

End Transact and retrieve same BF   **ER**

Ignore BF (but Client File reference remains)   **I**

Ignore and retrieve BF in original state   **IR**

Air Transportation

Air Availability H/AVAI

Availability Brussels - Athens 22JUN	**A22JUNBRUATH**
Availability for today	**AROMPER**
Availability for tomorrow	**A#FRAVIE**
Availability for next Friday	**A.FRLISJFK**
Availability for specific airport-not city (e.g. Belfast to Heathrow only)	**A18OCTBFSLHR#**
Availability with modifier for time of day, airline, via connecting city in specified class (Modifiers can be added in any order)	**A17JANABZMAD.1500/BA .LON@C**

Availability - Follow-up Entries H/AVFU

Display more	**A✳**
Redisplay previous air availability screen	**A✳-**
Display availability ordered by journey time	**AJ**
Display first available flight	**AF**
Display departure time order	**AD**
Return to Original display	**A✳O**
Return to Previous display order	**A✳P**
Repeat or redisplay last viewed	**A✳R**
Change to one day after previous entry	**A#**
Change to two days before previous entry	**A-2**
Return availability	**AR**
Return availability after 15 days	**AR#15**
Return with alternative date	**AR26JAN**
Display last seat availability via link, line 3	**AL3**
Display more from KL system	**AM✳KL**
Display showing BA flights only	**A/BA**
Return to current display	**A**
Return to Galileo® display if in the Link,	**A✳GAL**
Return to current display from Fare Display	**AV**
Display from new boardpoint	**ABROM**
Display new offpoint	**AORIO**

Timetable

Convert displayed Availability to Timetable display	**TT**
Timetable from today	**TTLISNYC**
Timetable of flights from 22JAN from ZRH to SIN	**TT22JANZRHSIN**
Timetable from 19APR with 14 day range	**TT19APRORDLHR✳14**
(system range - max. 331 days)	
Timetable for specified carrier	**TT22JANMUCVIE/OS**
Return to original timetable display	**TT✳O**
Display timetable from 24JUN	**TT24JUN**
Display timetable ten days after previous entry	**TT#10**
Display timetable two days before previous entry	**TT-2**
Display specific details of the flight on	**TTB3**
segment 3 of a booked itinerary	
Display details of flight on line 5 of an availability	**TTL5**

Booking Codes

Reconfirming	**RR**	Action
Cancel without generating message	**XK**	Action
Confirming booking	**KK**	Advice
Confirming from waitlist	**KL**	Advice
Holds confirmed; advise client of new timings	**TK**	Advice
Unable - segment closed	**UC**	Advice
Unable - vendor cannot supply service	**UN**	Advice
Unable to sell-vendor cannot accept request, waitlisted	**US**	Advice
Unable - vendor cannot confirm, waitlisted	**UU**	Advice
Confirmed outside Galileo® system - no message	**AK**	Status
sent when cancelled		
Booked outside Galileo® system - messages still sent	**BK**	Status
and received		
Holds confirmed	**HK**	Status
Holds waitlisted	**HL**	Status
Pending need - awaiting confirmation	**PN**	Status

Air Miscellaneous

Display FIF for minimum connecting time (MCT)	**DCT**
Validate MCT on current itinerary	**@MT**
Display all MCT for specific airport	**DCTFCO**
Display list of direct services in/out of specific city	**DC✳GVA**
Display alliance codes	**DCA**
Display airlines in a specific alliance	**DCA/✳A**

Sell Air   *H/SWAD*

Sell 2 seats in first class from line 3	**N2F3**
Sell 2 seats on connecting services, F class lines 1 and 2 and Y class line 3	**N2F1F2Y3**
Sell one seat in C class and the following connecting flights also in C class	**N1C5✳**
Sell flight number, class, date, city pair, booking action code and number of seats	**0KL611F4MAYAMSORDNN2**
Sell with departure and arrival time; can use either 12 or 24 hour clock	**0AZ60C5APRFCOMADNN2 /13351605**
Display services for all booked segments Display services for segment 2	**✳SVC** **✳SVC2**
Open segment, with no specified carrier or date	**0YYOPENCLHRCDGNO2**
ARNK segment	**0A or Y**
Insert after segment 3 Move segment 6 to follow segment 3	**/3** **/3S6**
Insert after segment 5 and reference sell seat from availability display	**/5+N1F1**
Change status of segment 1 to HK	**@1HK**
Change status of segments 1, 3 and 5 to HK	**@1.3.5HK**
Change entire itinerary to 2 passengers (only before initial end transact)	**@A/2**
Rebook segment 3 to flight KL642	**@3/KL642**
Rebook segments 3, 4, 5 and 8 to Y class	**@3-5.8/Y**
Rebook the entire air itinerary to J class	**@A/J**
Rebook segment 2 to 12JUL and F class (above 4 entries also cancel original segment)	**@ 2/12JUL/F**
Cancel segment 2	**X2**
Cancel segments 9 through 11	**X9-11**
Cancel entire Itinerary	**XI**
Cancel all Air segments	**XA**

Advance Seat Reservation   *H/ASR and H/ASCM*

Display seat configuration map for flight and class specified	**SM✶KL641C20JULAMSJFK**
Display seat configuration map from line 4 of availability display, in C class	**SM✶A4C**
Display seat configuration map for segment 3	**SM✶S3**

Note: Seat Configuration Maps display only if the flight or c/ass is available, or if the passenger has a/ready been booked on the flight or c/ass specified.

Display seat availability map for a specific flight and class specified	**SA✶AZ610J20JUL FCOJFK**
Display seat availability map for flight on line 1 of availability in F class	**SA✶A1F**
Display seat availability map for segment 4	**SA✶S4**
Reserve seats 10A through 10C for all passengers on all segments	**S.10A-C**
Reserve non-smoking aisle seats for passengers 2 and 4 on all segments	**S.P2.4/NA**
Request non-smoking window on segment 1	**S.S1/NW**
Change to seat 18A for passenger 1 on segment 2	**S.P1S2@18A**
Cancel seats for all passengers on all segments	**S.@**
Cancel seats for passengers 1 and 3 on segment 2	**S.P1.3S2@**
Display seat reservations currently held	**✶SD**
Display a list of seat characteristics	**SC✶**

Fares

Fare Display *H/FBFD*

Fare display from your location city to Paris, assumes today's date	**FDPAR**
Fare display from London to Paris, 14August (inclusive of public and airline private fares)	**FD14AUGLONPAR** *or* **FDLONPAR14AUG** *or* **FDLON14AUGPAR**
Fare display (inclusive of public fares only)	**FD17DECFRAMIL:N**
Fare display (inclusive of airline private fares only)	**FD19JUNMADCHI:P**
Fare display (inclusive of public fares, and private fares with an account code.)	**FD21SEPLONFRA-PRI-XXX**
Display fare from Rome to London on specific carrier, return special fares only	**FDROMLON/AZ-RT@SPCLS**
Display list of countries with tax information	**FTAX**
Display tax information for specific ISO country	**FTAX-HU**
Display Passenger Facility Charge (PFC)	**FTAX✳PFC-DEN**
Display PFC policy for specific airline	**FTAX✳PFC-UA**

Fare Display - Follow-up Entries *H/FFUE and H/FN✳*

All passenger fare types, excluding adults	**FD✳PT**
Note: For a full list of Passenger Type Codes	**PTC**
Display fare notes by paragraph menu	**FN✳2**
Display fare notes by specific paragraph number from paragraph menu (IFD only)	**FN✳P10**
Display fare notes by specific paragraph name from paragraph menu (IFD only)	**FN✳STP**
Display fare notes for categories related to date (P2/P3/P11/P14/P15 IFD only)	**FN✳4/DATE**
Display fare notes for categories related to discounts (P19/P20/P21/P22/P25 IFD only)	**FN✳4/DATE**
Display all fare notes	**FN✳1/ALL**

Display Summary of fare note	**FN✳3/S**
Display booking codes for primary carrier on line 2 using secondary carrier NW	**FDC✳2//NW**
Display route information, line 2	**FR✳2**
Change Destination city	**FDDBOS**
Change Origin city	**FDOSYD**
Convert current Fare Display to an availability	**AV**
Availability for the fare on line number 7	**AV7**
Reverse availability for 10JUN	**AVR/10JUN**
Change an availability display into a fare display using the original availability criteria e.g., carrier, date etc.	**FDA**
Display MPM and surcharge bands, line 4 (will also show half of RT fares)	**FM✳4**

Currency Conversion *H/CURR*

Display IATA ROE for specified currency	**FZIHKD**
Convert NUCs to specified currency	**FZINUC1220.00AUD**
Convert specified currency to NUCs for specified sale date	**FZIEUR765.00NUC.12JUN05**
Display the bank selling rate for specified currency against own currency	**FZSHKD**
Convert currency amount at the Bank Selling rate to own currency	**FZSEUR320.00 GBP**
Convert fare from fare display line 3 to own currency at bank selling rate	**FZS3**

Ticketing Dates *H/✳TAA*

Subtract 30 days from 15 JUL (for APEX fares booking period)	**✳TAA/15JUL/30**
Add 60 days to 18JUN (to determine min/max stay)	**✳TAA/I8JUN/+60**

Fare Quote *H/FQBE*

Quote applicable adult fare for all passengers, all segments, in the class booked	**FQ**
Quote Best Buy	**FQBB**
Quote Best Buy, irrespective of availability	**FQBA**
Quote Best Buy, calculating the saving between the fare for the itinerary as booked, and after rebook	**FQBC**
Best Buy automatic rebook	**FQBBK**
Quote alternate fares for itinerary (IFQ only)	**FQA**
File fare number 3 obtained from alternate fare quote input (FQA)	**FF3**

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.

Quote itinerary for passenger 2 (adult or specified infant) for itinerary with plating carrier BA	**FQP2/CBA**
Quote itinerary for passengers 1 through 4	**FQP1-4**
Quote for ticket sold and ticketed in city in another country.	**FQ.AMS**
Quote Best Buy for passenger 1, adult and passengers 3 and 4, child fare	**FQBBP1.3-4✳CNN**
Note: For a full list of Passenger Type Codes	**PTC**
Fare Quote for segments 3 through 5	**FQS3-5**
Fare quote exempting all taxes for an itinerary	**FQTE**
Fare quote exempting specific DE tax	**FQTE-DE**
Display fare quote ladder (2nd fare quote)	**FQL2**

Filed Fares *H/FQFD*

Display a summary of all filed fares	**✳FF**
Display detailed linear fare construction for fare 1	**✳FF1**
Cancel all filed fares	**FXALL**
Cancel filed fare 3	**FX3**
Restore filed fare 1	**FF1@R**
Restore filed fare 1 for passenger 2	**FF1P2@R**

Manual Fares *H/FMF and H/FMFB*

Create manual fare build screen for all passengers. **FBC**

Create manual fare build screen for passengers **FBCP1.3-5**
1 and 3 through 5

Redisplay current manual fare build screen **✳FB**

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

Display manual fares currency table **FBT✳**
Display table by country code **FBT✳GB**
Display table by currency code **FBT✳USD**

Manual Fare Build Update Entries *H/FMBU*

Retrieve filed fare number 2 and display it **✳FB2**
as a manual fare build screen

Combined fare basis/ticket designator, **FBUFB/YPX3M/CH**
Baggage allowance, **FBUBG/2PC**
Base fare **FBUFARE/GBP536.00**
IATA ROE (rate of exchange) **FBUROE/10.06**
Two taxes **FBUTAX1/19.00US+TAX2/6.30XY**
Fare Construction **FBUFC/FREE FORMAT**

Fare Quote Planner *H/FQP*

Quote for unbooked QF routing SYD AKL return **FQP SYD+QF.Y15JUN**
out 15 Jun in Y class return 20 Jun in J class **AKL+QF.J20JUNSYD**

Quote return normal fares for a child for **FQPLISMADLIS✳CNN@ NORMS**
unbooked routing LIS MAD LIS

Quote fare for unbooked itinerary PIT MIA 11Jun, **FQPPIT11JUNMIA--TPA**
surface, and TPA PIT on 20Jun; all on carrier US **20JUNPIT+US**

Quote the lowest fare *only* for unbooked **FQQFCO18NOVLHR**
itinerary for FCO LHR FCO travelling out on **25NOVFCO+AZ**
18 Nov and back on 25 Nov, on carrier AZ

Quote the lowest fare *only* for a child for unbooked **FQQYYZ23FEBLAX2MAR**
itinerary for YYZ LAX YYZ travelling out on 23 Feb **YYZ+AC✳CNN/TE**
 and back on 2 Mar, on carrier AC, exempting all tax

Redisplay Fare Quote Planner^TM summary **FQP✳**
Redisplay Linear Fare Quote Planner^TM **FQP✳2**
summary for fare number 2 from summary display

Document Production

Printer Linkage *H/PRLK*

Link terminal to ticketing printer GTID F52303   **HMLMF52303DT**
Link terminal to MIR device GTID F72203   **HMLMF72203DA**
Link terminal to itinerary printer GTID F22302   **HMLMF22302DI**
for demand print

Designate printer for ticketing   **HMOMF72303-TKT**
Designate printer for itinerary/invoice   **HMOMF92304-ITN**

Change printer status to UP mode   **HMOMF82303-U**
Change printer status to DOWN mode   **HMOMF82303-D**
Display linkage of terminal   **HMLD**

Ticket Tables *H/HMS and H/TINS*

Add ticket stock numbers to agency ticket stock   **HMSA-44400080001**
record; the first ticket number must contain the   **/4440008499/500**
check digit

Display agency ticket stock record   **HMSD**

Delete a range of tickets from the agency   **HMSX-12000022011/**
ticket stock record   **1200002300/100**

Add ticket stock numbers to agency printer   **HMTN5F203A-**
ticket table; the first ticket number must   **44400080001**
contain the check digit   **/4440008499/500**

Display all ticket numbers held in all printer   **HMTN/D**
ticket tables

Return unused tickets to agency ticket stock   **HMTN5F203A/RETURN**
record at end of day

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

Display TINS report for today   **HMPR**
Display TINS report for another date   **HMPR/25APR**
Display TINS report for tickets issued in Euro   **HMPR/CU-EUR**
currency

Void ticket number on TINS report; must   **TRV/12544400080012**
include airline 3 digit code and check digit of
auditor's coupon; ticket already issued

Record ticket number as VOID on the TINS   **TKV/12345678903**
report; ticket not yet issued

Electronic Ticketing   *H/ETKT*

Electronic Ticket Procedure

Display Electronic Ticket airlines   **CGET**

Display Electronic Ticket support document
print table   **HMET**

Display interline table by validating carrier (BA)   **DT/IAT/DISBA**

Electronic Ticket Display

Display Electronic Ticket by ticket number   **✴TE/1251234567890**

Display Electronic Ticket when booking file is   **✴HTE**
present

Display Electronic Ticket history   **✴TEH**

Electronic Ticket Revalidation

Revalidate Electronic ticket; ensure Electronic   **TKRETS1/TN1234567890123/C1**
Ticket record is displayed first

Automated Refunds

Refund electronic ticket, format includes 3   **TRNE12512345678910/12JUL**
digit airline code, electronic ticket number with
check digit and date ticket was issued

Electronic Ticket Reprint

Retransmit all support documents except for   **TSD12512345678901**
Passenger Itinerary receipt, exchange
authorisation and refund notice; Check digit
must be included

Ticketing Modifiers

Issue electronic ticket where the default ticket   **TKPET**
type for the specific carrier is paper

Issue paper ticket, where the default ticket   **TKPPT**
type for the specified carrier is electronic

Ticket Modifiers   *H/TKMO*

Ticket Modifier Update for Filed Fare number 1   **TMU1CSK/Z3/FS**
Plating Carrier SK, Commission 3%,
Form of payment cash

Add the ticketing modifiers FOP, commission   **TKP1FS/Z3/CTP**
and validating carrier to filed fare 1 at time of ticketing.

Form of payment, Galileo® system accepted   **TMU1/F373912345678956**
credit card with expiry date.   **✳D1006**

Store the ticketing modifiers FOP, commission   **TMU1FS/Z3/CBA/**
rate, validating carrier, endorsement text,   **EBNON REFUNDABLE/**
inclusive tour and tour code in the BF   **IT/TC123456**

Change Ticket Modifiers   *H/TKMO*

Change stored endorsement box text for filed   **TMU1EB@VALID ONLY ON BA**
fare 1

Change stored commission to 3%,   **TMU2Z@3/EB@NON REF**
endorsement text, FOP to cash, and   **/F@S/C@BA**
validating carrier for filed fare 2

Exchange Tickets   *H/TKEX*

1.   Create and file fare for the revised journey.

2.   End Transact and retrieve BF.

3.   Using Ticketing Modifier entries (TMU) or Ticketing entries (TKP),
        enter the Exchange Form Of Payment, (FEX).

Example: **TMU2FEX/CTW/Z9**
(validating carrier and commission rates added as modifiers)

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.

If	Then
Even Exchange	The exchange modifier is complete.
Additional collection due	The multiple receivable Fill-in-Format is displayed. Complete and press enter.
Refund due	A refund Fill-in-Format is displayed. Complete and press enter.

If necessary, enter **TKP** to print the ticket.
Note: *If a refund is due overall, but a new tax is collectable, a multiple receivable Fill-in-Format is displayed for the amount of the new tax.*

Canned Remarks   *H/ITCA*

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

Create a blank Canned Remarks record	**RPFC/RMKS**
Display the Canned Remarks record	**RPFD/RMKS**

Itinerary Remarks   *H/ITUN*

Create Unassociated Remark	**RI.TEXT**
Add text associated to segment 2	**RI.S2✳TEXT**
Change the second Itinerary Remark to new text	**RI.2@NEW TEXT**
Delete Itinerary Remark 3	**RI.3@**

Enhanced Itinerary Remarks   *H/EIIR*

Add a Check In Time (45 minutes) to ALL air segments	**RI.CI✳45**
Add a Check In Time to segment 1 only	**RI.S1/CI✳60**
Add an Associated Remark for arrival Terminal 1 to segment 1 only	**RI.S1/AT✳Terminal 1**
Delete remark number 8	**RI.8@**
Change remark 6 to a Check In Time of 50 minutes	**RI.6@CI✳50**

Due, Paid and Text Remarks   *H/DUE*

Create DUE remark for a TUR segment with amount due	**RD.T/06FEB✳FREE TEXT✳95.00**
Create PAID remark for a HTL segment with amount paid	**RP.H/12APR✳FREE TEXT✳75.00**
Create TEXT remark for a CAR segment	**RT.C/24AUG✳FREE TEXT**
Change DUE remark shown on line 2	**RD.2@T/21JUL✳TEXT✳425.75**
Delete DUE remark as shown in segment 5	**RD.5@**

Document Itinerary Field   *H/ITRM*

Use DYO format number 41 for itinerary/invoice production	**DI.DYO41**
Copy up to 12 lines from the Canned Remarks record and place them on the itinerary/invoice.	**DI.CR-6.8.14.21.25.37.40.61.64.65**
Add accounting free text which is sent to the back office system (MIR). Maximum of 45 characters	**DI.FT-FREETEXT**
Change document itinerary remark 2 to Canned Remarks numbers 1, 2 and 3	**DI.2@CR-1.2.3.**
Delete document itinerary remark 3	**DI.3@**

Itinerary/Invoice Preparation

Itinerary and Invoice Modifiers can be added to the Booking File, in which case precede modifiers with **TMU1** (filed fare 1)

Suppress Invoice details	**IN**
Issue separate itineraries for each passenger	**IS**

Enhanced Itinerary Modifiers   *H/IMU*

The following modifiers can be used within the Enhanced Itinerary product:
(These modifiers can only be input using the qualifier (IMU).

Inhibit invoice details printing	**IMUIN**
Print individual passenger specific itineraries	**IMUII**
Print itinerary using DYO 03 format	**IMUDYO03**
Change to DYO04 format	**IMUDYO@04**
Delete all Enhanced Itinerary Modifiers (IMUs)	**IMU@**
Display all stored Enhanced Itinerary Modifiers	**IMUD✶**

Document Production   *H/TKP*

Print Ticket, Itinerary/Invoice and issue MIR for all passengers on all segments	**TKP**
Print Ticket, Itinerary/Invoice and issue MIR using filed fare 1 for passenger number 2	**TKP1P2**
Print all booking files in queue (already signed into queue)	**TKPQ**
Print all booking files in Q10 (not signed into queue)	**TKPQ/10**
Stop ticketing on queue 10	**TKPQ/10/STOP**

Note: All ticket/itinerary modifiers must already be stored by TMU entries prior to Queue Ticketing.   Rejected Booking Files from Q10 will drop onto queue 14. Rejected Booking Files from any other queue will remain on that queue.

Print Modifiers   *H/TKPI and H/MIR*

Print ticket only (on demand), suppressing itinerary/invoice and MIR	**DTD**
Print itinerary only (on demand), suppressing ticket and MIR	**DID**
Print ticket and itinerary/invoice (on demand), suppressing MIR	**DTDID**
Print ticket and MIR (on demand), suppressing itinerary/invoice	**DTDAD**

Data Hand-Off *H/MIR*

The Machine Interface Record (MIR) is the Galileo® system data hand off. It transmits accounting and MIS information; it produces no documentation, although the information contained within a MIR can be used to produce documentation within third party systems.

Linkage
Note: *You must first link to a MIR device before you can generate a MIR.* ***Branch*** *offices can only send MIRs to head office when the head office device is in "UP" status.*

Link terminal to MIR GTID F72203	**HMLMF72203DA**
Delink from MIR device only	**HMLM/DELINK/A**

Modifiers
Note*: Once linked, the TKP command always generates a MIR. These modifiers can be added to either TMU or TKP entries. With Enhanced Itinerary, documents are processed in a set order. The ticket is issued first, followed by the Itinerary, then the MIR.*

Generate MIR (on demand), suppressing ticket and itinerary/invoice	TKPCBA/FCK/Z9/**DAD**
Generate MIR only on device F101BA at branch GL2	…/**DND.F101BA.GL2**
Generate ticket, itinerary and MIR at agent's own branch and an identical MIR to another branch (AA0) printer F1012E	…/**DXD.F1012E.AA0**

Note*: A MIR may be retransmitted only within the same voiding period in which it was first generated, and the BF must still be active. The MIR will be identical to the original.*

Display MIR image (sequence no. 00022*)*	**HQB/ACC/00022**
Resend image from sent buffer, generating new TINS numbers	**HQNN**

Fallback and Recovery *H/FBR*

Check status of printer devices	**HMLD**
Count the number of TKT/ITN/ACC images in pending or sent buffer	**HQC**
Display ticket image by sequence number in sent buffer	**HQB/TKT/00121**
Display first ticket image in demand sent buffer	**HQB/TKT/DS**
Move down in pending or sent buffer	**HQB/MD**
Resend image from sent buffer, generating new TINS number for passengers 1 and 3 (new formatter users only)	**HQNN/P1.3**
Restart printer GTID F02962	**HQSF02962**

Queues

Queue Count		*H/BFQC*
Count all queues	**QCA**	
Count all queues for branch AH3	**QCA/AH3**	
Count queue 23 for category TR	**QCD/23✳CTR**	
Working a Queue		*H/BFQ*
Sign in to queue 27	**Q/27**	
Sign in to queue 27 of branch 18F	**Q/18F/27**	
Return BF to bottom of queue	**I**	
Remove BF from queue	**QR**	
Sign out of queue and ignore BF	**QXI**	
Sign into general message queue	**QM**	
Sign into supervisor message queue	**QS**	
Remove message from general message queue	**QRM**	
Remove message from supervisor message queue	**QRS**	
Place general message at bottom of queue	**QEMI**	
Place supervisor message at bottom of queue	**QESI**	
Place general message at bottom of queue at branch YP7	**QEMI/YP7**	
Sign out of general message queue and remove message	**QX+QRM**	
Sign out of message queue and place message at bottom of general message queue	**QX+QEMI**	
Send message to general message queue	**QEM**	
Send message to supervisor message queue	**QES**	
View list of queues on which retrieved BF resides	**QW**	
Activate category DM for queue 37	**QDCA/37✳CDM**	
Deactivate category GB for queue 37	**QDCX/37✳CGB**	

Placing on Queue *H/BFQP*

Place BF on own queue 1   **QEB**

Place BF on own queue 35   **QEB/35**

Place BF on queue 1 at branch 3RB   **QEB/3RB**

Queue Sort *H/QSOR*

Sort all items from the first specified BF   **QSORT99/98**
queue of own city, to the second specified BF
queue of own city in date order of the first
active BF segment

Sort all items from the specified BF queue of   **QSORTID✶99/KM/98**
own city to the second specified BF queue of
own city by specific agency sign-on ID in date
order of the first active BF segment

Queue Print *H/QPR*

Print all BFs on queue 48   **QPRINT/B/48**

Print all items on general message queue   **QPRINT/M**

Print all items on supervisor message queue   **QPRINT/S**

Past Date Quick *H/PDQ*

Retrieve by record locator to queue 56   **PQ/R-3S71JL**
category LH, date range 3   **@56✶CLH✶D3**

Retrieve by departure date and name to   **PQ/24JAN06-BEVAN**
category TR   **/CHRIS@56✶CTR**

Retrieve BF by flight, date, origin *(optional)* and **PQ/BA123/10JAN06**
name to queue 87, category QW, date range 1   **DEN-CASE/JUSTIN**
                                                    @87✶CQW✶D1

Cars

Basic Steps to Book a Car	*H/CAR*

A.	***With* a Corporate Discount (CD) Number**	
Step 1: Display Car Type Availability		*H/CAA*

With air segment: **/2+CAA.SCAR+ICAR/DT-1500**
Insert after segment 2 and request car availability
with optional car types and a drop off time of 1500

Without air segment: **CAA10MAYVIE/ARR-1100***/*
Request availability with pickup date and city,   **DT-0900/ZI/CD- G123456**
arrival time 1100, and drop time 0900 the next day,
for specific vendor (ZI), with a CD number
Note: *Include CD number for Inside Availability*® *vendors.*

Redisplay last basic availability screen   **CAA✳R**

Step 2: Sell Car

Reference Sell	*H/N1A2*

Need 1 car from column A, line 1, drop off location   **N1A1/DO-FRA02/ID-F1695J**
(when different from pickup location), client ID,   **/CD-192643/SI-RQ4DOOR**
number, corporate discount number, service   **/SQ- SKIRACK/FT- SR112334**
Information, special equipment, frequent traveller   **/BS-646612/NM RUIZL**
number, booking source, name override   **/G- AX373912345678EXP1006**
payment guarantee, drivers license, tour number,   **/DL- RUIZ456789/ITTP23456**
prepayment   **/PR-AX3739123/D1006**

B.	***Without* a Corporate Discount (CD) Number**	
Step 1: Display Low-to-High Rate Availability		*H/CAL*

With air segment: **/1+CAL/ZE**
Insert after segment 1 and request low to
high availability for specific vendor

Without air segment: **CAL10MAYVIE/ARR-**
Request low to high availability using mandatory   **1100/DT-0900**
data of pick up date, city, and arrival time 1100,
and drop time 0900 the next day

Redisplay last low to high availability screen   **CAL✳R**

Step 2: Display Rate Rules	*H/CAV*

From column A, line 3 of an availability (CAL)   **CAVA3**
screen

Step 3: Reference Sell the car	*H/N1A2*
From column A, line 2 of an availability screen **N1A2**	

Updating Availability   *H/CAU*

Pickup date	**CAU17MAY**
Drop-off date	**CAU-12DEC**
Car type to intermediate size	**CAU.I**
All sizes of convertibles	**CAU.✶T**
Specific rental company	**CAU/ZE**
City locations in Johannesburg	**CAUJNB/L-C**
For airline/credential rates	**CAU/R**
To show all vendors and all car types	**CAU/N**
With TravelScreent^{TM} preferences on	**CAU/PREF-ON**

Car Rental Location Index   *H/CAI*

Display index for all locations by airport code	**CAISYD**
Display index for all locations by city	**CAIBELIZECITY**
To display reference points for a city	**HORRIO**
Redisplay previous index	**CAI✶R**

Car Rental Descriptions and Policies   *H/CAD*

Display car policy for location in column A line 3 of availability display	**CADA3/CARS**
Car rental location policy for BF segment 2	**CADS2**
Car rental location in line 1 of CAI display	**CAD1**
Menu after keyword information was shown and last active menu	**CAD✶MENU**
Previous keyword description	**CAD✶R**

Direct Sell   *H/0CCR*

With round-trip air segments, assumes details from previous and following flight segments.	**/1+0CCRZIECMN/RC-BEST**
With round-trip air segments, specified arrival and drop off times plus a request for rates in Euro	**/1+0CCRZDCDG27NOV- 28NOV SCAR/ARR-0900/DT-1700/ AC-EUR**
Without air segment, mandatory fields, then optional fields	**0CCRALNN1CCAR/DT-2200/ RC-AFD123**

Modify Sold Car Segment *H/CAM*

Change pickup and drop off dates for segment 2 **CAM2D/3DEC-8DEC**

Change or add optional field for segment 4 **CAM4O/FT-AA479210**

Delete optional field (SI) for segment 4 **CAM 4X/SI**

Cancel Segment *H/XCAR*

Cancel segment 2 **X2**

Cancel all car segments **XC**

Note: Do not use I or XI as this does not guarantee the specific car segment will be cancelled.

Queuing Booking Files to CarMaster™ Participants *GC✱12/15*

To send Booking File with message:
Display Booking File **✱-ROBERTS**

Create message in vendor remarks field (e.g. for Hertz) **V.CZE.PLEASE ADVISE CONF NUMBER THANKS.**

Queue Booking File to vendor queuing city (refer to GC✱12/CAR/vendor for queuing city code) **QEB/VWA**

Queuing Messages to CarMaster™ Participants

To send a message:

Create a notepad item that identifies you and your agency, and enter **NP.VZE✱REF CAROLYN FANTASY TRAVEL/12 HIGH ST./ LONDON/W1V0EU/PSEUDO XX3**

Create a second notepad item that requests the information you need **NP.CZE✱PLEASE MAIL A SUPPLY OF MARKETING BROCHURES**

Queue message to the vendor queuing city (refer to GC✱12/CAR/vendor for queuing city code) **QEM/VWA**

Hotels

Four Basic Steps to Book a Hotel

Step 1*: Display Basic Availability*   *H/HOA*
With air segment:

Check-out date (if more than one-night stay),   **/1+HOA-21AUG YMQ/HY**
airport or city code, and specific hotel chain

Multiple hotel chain codes (up to 6)   **/2+HOA/HY+MC**

Without air segment:
Check-in date (if not today), check-out date   **HOA20JUL-22JULATL2**
(if more than one night), airport or city code,
and two people

Check-in date, reference point and distance   **HOA4JANSANTA MONICA/D-5**

Multilevel and published rates   **HOA28DEC-31DECSEA/**
                                                       @ACME/C-ALL

Redisplay last hotel availability   **HOA✷R**

Request availability at specific hotel   **HOA1NOV-3NTBRUSSELS/2/N-METROPOLE**

	Hotel Availability	**HOA**
	Check-in date	**1NOV**
	For 3 nights	**-3NT**
	City	**BRUSSELS**
	Number of adults	**/2**
	Name Qualifier	**/N-**
	Hotel name	**METROPOLE**

Step 2: Display Complete Availability and Room Rates   *H/HOC*

Display complete availability   Hotel line number at HOC prompt
                                                       Example: **>HOC• 4**

Redisplay last complete availability   **HOC✷R**

Step 3: Display Room Rate Rules   *H/HOV*

Display rules from availability for Inside   Hotel line number at HOV prompt
Availability participant   Example: **>HOV•·3**

Display rules from availability for Inside Link   Room code at HOV/ prompt
or non-link participant   Example: **>HOV/•·A1KRAC**

Display rules from confirmed hotel segment 2   **HOVS2**

Redisplay last rules screen   **HOV✷R**

Step 4: Reference Sell a Hotel *H/HSRS*

Reference Sell from the Rules display

For Inside Availability® vendors, use **N1INSIDE** followed by any additional fields.

For Inside Link or non-link vendors, use **N1A1KCOR** followed by any of the optional fields. **/G- /SI- /CD- /FG- /FT- /EX- /EC- /RA- /RC- /CR- /NM-**

	Examples:
Guarantee or Deposit	**/G-DPSTAX373912345EXP1006**
Service Information	**/SI-OCEAN VIEW**
Corporate Discount number	**/CD-37157**
Frequent Guest number	**/FG-MC12345**
Frequent Traveller number	**/FT-AA56789**
Extra Adult	**/EX-1**
Extra Child	**/EC-1**
Rollaway bed Adult	**/RA-1**
Rollaway bed Child	**/RC-1**
Crib or Cot	**/CR-2**
Name Override	**/NM-LAVIN/S**

Direct Sell *H/0HHL*

One room for 1 adult (A1K-1) with optional sell field	**0HHLCYNN122FEB-24FEB 14165A1K-1/CD-163998**
Insert after segment 1, 2 rooms for 2 adults (each with credit card guarantee)	**/1+0HHLESNN2-17JUN 24356 A1K-2/G- VI4427806666666661 EXP1206**

Hotel Descriptions and Policies *H/HOD*

For a hotel chain	**HODHI**
For hotel property from line 2 of HOA	**HOD2**
For hotel property from segment 4 of BF	**HODS4**
By Galileo® property number	**HOD12345**
Hotel property from HOD menu	**HOD/2+5**
Display specific information for a hotel chain (up to 3 keywords and/or numbers)	**HODMC/5+HELP+10**
Redisplay last hotel description	**HOD✴R**

Hotel Reference Points *H/HOR*

Reference point list for city or airport	**HORBOS**
Hotel Index from reference point list (line6)	**/1+HOI6/-28SEP**
Redisplay last reference point list	**HOR✴R**

Updating Basic Hotel Availability   *H/HOU*

Check-out date	**HOU-18NOV**
Check-in/out dates	**HOU21APR-24APR**
Hotel chains (up to 6)	**HOU/BW+HH+RA**
Multilevel rates and published rates	**HOU/@ACME/C-ALL**
Reference point	**HOU/R-SEA WORLD**
Distance or direction (within 10 miles north)	**HOU/D-10N**

Modifying a Hotel Segment   *H/HOM*

Change check-in/out dates for segment 3	**HOM3D/23JUN-26JUN**
Add or change optional fields for segment 3	**HOM3O/FG-788231**
Delete optional field for segment 3	**HOM3X/FG**

Cancelling a Hotel Segment   *H/HOM*

Cancel segment 5	**X5**

Hotel Index   *H/HOI*

Request an index of hotels associated with airport	**HOIAMS**
Request an index of hotels associated with city	**HOIAMSTERDAM**
Redisplay last index accessed	**HOI✳R**

Queuing Booking Files to Hotel Vendors   *GC✳11/45*
To send Booking File with message:

1.Display Booking File.	**✳-ROBERTS**
2. Create message in Vendor Remarks field	**V.HSI.PLEASE ADVISE CONF NUMBER THANKS.**
3. Queue Booking File to vendor queuing city (refer to GC✳11/HTL/vendor for queuing city code).	**QEB/VQD**

Queuing Messages to Hotel Vendors
To send a message:

1.Create a notepad item that identifies you and your agency, and enter.	**NP. VSI✳REF CAROL/ FANTASY TRAVEL/12 HIGH ST/ LONDON WC1 3EU/ PSEUDO XX3**
2. Create a second notepad item that requests the information you need.	**NP.HSI✳PLEASE SEND SUPPLY BROCHURES FOR KUWAIT SHERATON**
3. Queue message to the vendor queuing city (refer to GC✳11/HTL/VENDOR for queuing city code).	**QEM/VQD**

Converting Hotel Rates

Redisplay and convert rates from complete availability	**HOC✳R/GBP**
Redisplay and convert rates from basic availability	**HOA✳R/HKD**

LeisureShopper®

Help Information

Introduction To LeisureShopper® Tours	**GP✳3/INTRO**
LeisureShopper Tour Topics	**GP✳3/TOPIC**
Introduction To LeisureShopper® Cruises	**GP✳2/INTRO**
LeisureShopper Cruise Topics	**GP✳2/TOPIC**

*Note: Enter the change symbol (**@**) in any field for an explanation of that field.*

Navigating through LeisureShopper product screens

Move from field to field within each screen	TAB key
Page Down	**LS✳PD**
Page Up	**LS✳PU**
Redisplay last (current) screen	**LS✳R**
View itinerary	**LSIT**
To return to the LeisureShopper® booking	**LS**
Display a Fill-in-format screen enabling a search of all vendors by destination and activities (e.g. golf)	**LSS/**

Vendor-related information

Display a list of all LeisureShopper® vendors	**LSVL**
Display vendor information	**LSVI/PCL**
Display specific information on vendor PCL (Princess Cruises)	**LSPH/V:PCL**

Six basic steps to book a cruise
H/CRUISE

1.	Check availability and choose a sailing	**LSAC/**
2.	Select a rate code	**LSN**
3.	Select a category and cabin	**LSN**
4.	Enter passenger information and preferences	**LSPX**
5.	Price the cruise	**LSPR**
6.	Complete the booking	**EC**

Send e-mail to all e-mail addresses and end transact	**ECMALL**

Client File Plus ™

Transfer codes

Y	**Yes - Always move**
O	**Optional move**
N	**No-Never move**
R	**Related Move**
B	**Blank Line**

Client File Build *H/CCD*

Step 1 Create Business File **CFB/ENIGMA**
Create Personal File **CFP/ENIGMA-WILLIAMS**

Step 2 Build Lines (Include Line Number, Transfer **1N/COMPANY NAME**
Code, optional Client Identifier and optional **2Y/P.LONB✳0207 635 8282**
alpha qualifier) **3O/T.TAU/.....**
9R/SI.VGML
11B
14YF/F.CK
15OC2/N.HAYES/MISS
20YC2P/P.SWIB✳01793 872 623

Step 3 Edit Lines if required
Insert after line 2 **/2** (ENTER)
(subsequent lines are renumbered) **3OC2/D.DELIVERY✳ADDRESS**

Rearrange (insert) line 2 after line 14 **/14L2**

A line is changed by retyping it and entering **3YC2/NP.WILL COLLECT
TICKETS**

Delete Lines by typing line number and enter
Delete line 4 **4**

Step 4 End Build Process **CE**

Note: Associated Remarks *are only valid on R Transfer codes and must be stored in the following format RI. S. - FREE TEXT.*

Redisplay Client File *H/CRBP*

Redisplay active Client File **C✳R**

Ignore Client File completely **I**

Build Itinerary/Auxiliary Service Business File and Personal File

Create Itinerary/Auxiliary Service Business File **CFB/I/ATHCAI**

Create Itinerary/Auxiliary Service Personal File **CFP/I/ATHCAI-CAIHTL**

Itinerary/Auxiliary Service Business and Personal File build procedure
Note: *Max 12 lines.*   *H/CIAB*

Line 1 direct sell outward flight   **1YD/0SR839C…LHRGVANN1**

Line 2 direct sell car   **2YC/0CCRZENN1GVA…-**
                                                     …ECAR/ARR-1545/DT-1200

Line 3 direct sell hotel   **3YH/0HHLHINN1GVA… -**
                                                     …12345A1K-1/G-DPST

Line 4 direct sell open return flight   **4YR/0YYOPENC…GVALHRNO1**

Line 5 itinerary remark associated   **5YI/CHECK IN 1 HOUR BEFORE**
to previous segment (line 4 in this example)

<u>Segment Identifiers</u>

D	Departure Itinerary	**H**	Hotel	**T**	Tour
R	Return Itinerary	**C**	Car	**A**	Air taxi
I	Itinerary Remarks	**S**	Surface and ARNKs		

Copy Client File   *H/CBP*

Copy from displayed file to new Business File   **CFB/C/NUTLAND**: **1-4.7**
title (NUTLAND), lines 1 through 4 and line 7

Copy from displayed file, to new Personal file   **CFP/C/MANNS-**
(MANNS-MORGAN), lines 1 through 5 and 11   **MORGAN:1-5.11**

Copy from displayed Itin/Aux Svc file (own or   **CFB/C/XX2/LHRMUC**:**1-8**
branch office) to own or branch office with new
Business Itin/Aux Svc file title (LHRMUC), lines 1 through 8

Retrieve Client File   *H/CDCF*

Retrieve Agency File   **C✳**

Retrieve branch Agency File   **C✳GL4/**

Retrieve Business File   **C✳MANNS**

Retrieve branch Business File   **C✳Y3W/TREMAIN**

Retrieve Personal File   **C✳MANNS-LEWIS**

Retrieve branch Personal File   **C✳L44/TREMAIN- MULLER**

Retrieve Membership Agency File (YAT)   **C✳YAT/**

Retrieve Business File (AMOCCO) created   **C✳1V/CV1/AMOCCO**
in CRS 1V (Apollo[®]) belonging to Apollo[®]
system pseudo city CV1

Client File Functions - **Updates**   *H/CUE*
Note: The following entries may be performed in Create mode without the C@.

Add or change lines 14 and 19 and delete   **C@14Y/T.T✳+18+19Y/**
line 18 in one entry   **P.LONB✳0171-790-9663**

Change transfer code to Y on line 7   **C@7Y/**

Rename   *H/RENM*
Note: The following entries may be performed after retrieving the client file.

Rename own office Business File   **CRB/MANNS: MANS**

Rename own office Personal File   **CRP/JOICE:JOY**

Client File Association   *H/MARR*

Display a list of Business and Personal Files   **✳CF**
that are associated to the displayed Booking File

Client File Move   *H/CMIH*

Multiple Move from displayed Client File

Move all Y lines   **CM/**

Move all Y lines plus optional lines 7, 16, 19   **CM/+✳LIZ/+7.16.19-21/+R.JANE**
through 21; add agent's name to agency   **+P.LONH✳0208 5552123**
phone field and add extra BF entries

Single File Move from displayed Client File - Business File Level   *H/CMIB*

Move all Y lines from displayed Business   **CMB/**
File only

Move all Y lines, optional lines 11 through 13   **CMB/+11-13.41/**
and 41 from Business File only, and add   **+P.LONH✳0207 281 4567**
extra BF entry

Single File Move from displayed Client File - Personal File Level   *H/CMIB*

Move all Y lines from displayed Personal File only.   **CMP/**

Move all Y lines, plus optional lines 3 with date,   **CMPI/+✳KELLY/+3✳12JUN**
and 10 through 13 from Personal File only, add   **+10-13/+NP.VEGETARIAN**
agent's name to agency phone, additional BF   **+R.PSGR+E**
entries and End Transact

<u>Multiple Blind Move Agency File Level</u>	*H/BMAR*
Blind move all Y lines from Agency File of own branch or branch agency (the pseudo city is mandatory)	**CMT/EC2//**
<u>Multiple Blind Move Business File Level</u>	*H/BAR*
Blind move all Y lines, optional Business File lines 7, 20 and 23; add agent's name to agency phone field	**CMT/MANNS/+✷JANE/ +7.20.23**
<u>Multiple Blind Move Personal File Level</u>	*H/PAR*
Blind move all Y lines, plus optional Personal	**CMT/TREMAIN-**
File lines 3 with date, 12 and 14; add agent's name to agency phone field	**LOVELL/+✷MARGARET /+3✷15OCT+12.14**
<u>Single Blind Move — Business File Level</u>	*H/CBIB*
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/ENCO/+ ✷ELAINE/+3.7.18-24**
<u>Related Moves</u>	*H/CFRM*
Displayed single file Move of a Personal File, moving all R lines relating them to all segments and all passengers in the Booking File	**CMP/R**
Client File List	*H/CFL*
Display list of Agency Files in associated "Group" code	**CLM**
Display list of Business Files in your office	**CLB**
Display list of Personal Files associated with specified Business File	**CLP/HOOVER**
Display list of Personal Files associated with specified branch Business File	**CLP/S8T/CAMPBELL**
Client File Print	*H/CFPC*
Print Business File	**P-C✷MANNS**
Print Personal File	**P-C✷TREMAIN-BROWN**
Print a list of Business Files	**P-CLB**

TravelScreen™

Preference Fill-in-Format (FIF) Displays		*H/CP*✳
Display Business Form-of- Payment/Guarantee FIF	**CP**✳**GB**	
Display Personal Form-of- Payment/Guarantee FIF	**CP**✳**GP**	
Display Business Air General FIF	**CP**✳**AB**	
Display Personal Air General FIF	**CP**✳**AP**	
Display Business Air City Pair FIF	**CP**✳**AB/CITY**	
Display Business Air Universal City FIF	**CP**✳**AB/CTY**✳	
Display Business Car General FIF	**CP**✳**CB**	
Display Personal Car General FIF	**CP**✳**CP**	
Display Business Hotel General FIF	**CP**✳**HB**	
Display Personal Hotel General FIF	**CP**✳**HP**	

Preference Sell		*H/TVSL*
Move additional personal preferences to BF once air itinerary finalised before ET (seats, SSRs); and display record to view updates to BF	**CPM**	
Reference sell hotel and append preferences	**CPN1A2D3**	
Reference sell car and append preferences	**CPN1A2**	

Preference List		*H/TVLI*
List all Business Files in office with business preferences	**CPLB**	
List all Personal Files with personal preferences for a specified Business File	**CPLP/WIDCO**	

Activating Preferences		*H/TVAP*
Activate business preferences only	**C**✳**PHILLIPS** *or* **CMT/PHILLIPS** *or* **CMBT/PHILLIPS**	
Activate personal preferences only	**C**✳**RENAULT-DUBOIS** *or* **CMT/RENAULT-DUBOIS** *or* **CMPT/RENAULT-DUBOIS**	
Merge Preferences and add name to Agency File phone field	**CMT/RENAULT-SIMENON@/+**✳**PIERRE**	

Merge or Clear Preferences		*H/TVMC*
Clear all active preferences	**CPCLEAR**	
Reactivate business preferences	**CPF/B**	
Reactivate personal preferences	**CPF/P**	

Notes

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