Travelport Galileo and Travelport Worldspan Logos

The Travelport logo is the prime identifier for the company and should be used in most situations. However, there are very specific and rare instances when the Travelport Galileo and Travelport Worldspan logos can be used.

Galileo and Worldspan are Travelport’s Global Distribution System (GDS) platforms/products. The Galileo and Worldspan logos can only be used in countries where Travelport is contractually obligated to perform business as Galileo or Worldspan. The logos should not be used in any other situation.

If you have questions or concerns on the branding that should be used, contact Global Marketing Communications at marcom@travelport.com.

Two versions of each logo (horizontal and vertical) are provided and should be selected according to space limitations. As with the other logos in these guidelines, adequate space should be provided around the logos to preserve their integrity. The same colour variations and parameters are available for the Galileo and Worldspan logos as for the Travelport logo.

The Travelport logo must always be shown when Galileo and/or Worldspan is depicted.

If you have any questions or concerns on the use of the Travelport Galileo and/or Travelport Worldspan logos, please send an email to marcom@travelport.com.
Availability & Schedules

**AVAILABILITY**

Basic entry
Airline
Multiple airlines
Alliance
Only online connections
Only direct flights
Only single connections
Only double connections
Departures after 1100
Departures before 1800
Exclude airline
7 day search on direct flights for specific booking class
Direct access

**HELP AVAIL**

A15MARCLJLON0800
A15MARCLJLON-RO
A15MARCLJLON-RO-LH-OS
A15MARCLJLON-/*O
A15MARCLJLON/O
A15MARCLJLON/D
A15MARCLJLON/C1
A15MARCLJLON/C2
A15MARCLJLON/E1100
A15MARCLJLON/L1800
A15MARCLJLON0800/XARO
AS#5OCTBUHLON-BA*O/D
@AF@A15SEPBUHNYC1000

**CONTINUATION ENTRIES**

Redisplay last screen
Change date and time
Change airline
Display all airlines
Change alliance
Change to online connections
Change to direct flights
Change to single connections
Change to double connections
Change to departures after 1100
Change to departures before 1800
Change to exclude airline
Continue searching 7 days
Change to Direct Access
Show additional flights

**HELP ACONT**

A*
A17MAR1100
A-LH
A-YY
A-/*A
A/O
A/D
A/C1
A/C2
A/E1100
A/L1800
A-/XARO
AS#
A@AF
@AD
Reverse cities with date in Direct Access
Change date to following day or previous day in Direct Access
Change date in Direct Access

ENCODE CITIES
Encode

DECODE CITIES
Decode

ENCODE AIRLINES
By name

DECODE AIRLINES
By code
By number

ALLIANCE
Display airline list for Oneworld

DECODE AIRCRAFT
Aircraft type

FLIGHT INFORMATION
From
From Availability – line number
Flight number and date

SCHEDULES
Basic entry – direct flights only
Specific day – direct and connecting flights
30 day schedule – direct and connecting flights

ENCODE CITIES
HELP ENCODE
Encode

DECODE CITIES
HELP DECODE
Decode

ENCODE AIRLINES
HELP ENCODE
By name

DECODE AIRLINES
HELP DECODE
By code
By number

ALLIANCE
HELP ALLIANCE
Display airline list for Oneworld

DECODE AIRCRAFT
HELP EQP
Aircraft type

FLIGHT INFORMATION
HELP V*
From
From Availability – line number
Flight number and date

SCHEDULES
HELP SCHEDULES
Basic entry – direct flights only
Specific day – direct and connecting flights
30 day schedule – direct and connecting flights
SCHEDULES CONTINUATION

Display additional flights
Previous display
Return schedules with date
Change date
Redisplay

HELP SCHEDULES

SD
SU
S/R14MAY
S15JUN
S*

e-PRICING

POWER SHOPPER

Basic entry
Direct access
With currency option
Include Secure fares
Number of passengers
Number and type of passengers
Fare breakdown by PTC
Cabin class business
Seat count request
Restrict overnight itinerary
Restrict maximum connection time
Preferred airline
Specific airline
Alliance
Open return
Circle trip
Open jaw

HELP PS

$P15MARBUHNYC/R25MAR
$P@15MARBUHNYC/R25MAR
$P15MARBUHNYC/R25MAR#EEUR
$P15MARBUHNYC/R25MAR#FSR
$P15MARBUHNYC/R25MAR#P3
$P15MARBUHNYC/R25MAR#P2SRC/1CNN
$P15MARBUHNYC/R25MAR#P2SRC/1CNN#$
$P15MARBUHNYC*/C/R25MAR
$P15MARBUHNYC/R25MAR#/SC
$P15MARBUHNYC/R25MAR#R01240
$P15MARBUHNYC/R25MAR#RMC0300
$P15MARBUHNYC/R25MAR#/A-LH-OS
$P15MARBUHNYC/R25MAR#/ABA*
$P15MARBUHNYC/R25MAR#-/*O
$P15MARBUHNYC/ROPEN
$P10SEPBUHVIE/R12SEPLOON/R15SEP-PAR/R20SEPBUH
$P10SEPBUHFRA/R17SEPMUCBUH
**POWER PRICING**

- Basic entry: 4PLI
- Direct access: 4PLI@
- With currency option: 4PLI#EEUR
- Preferred airline: 4PLI#/AAF-DL
- Alliance: 4PLI#-/*A
- Segment select: 4PLIS3/4/5
- Cabin class business: 4PLI.C
- Search tomorrow specify number of days: 4PLI/T4
- Search yesterday specify number of days: 4PLI/Y3

**CONINUATION ENTRIES POWER SHOPPER & POWER PRICING**

- Book alternate 2: 4PLIB2
- Rule access for alternate 2: 4PLI*F2
- Redisplay low fare alternate screen: 4PLI*

**FLEX OPTIONS**

- **FLEX ONE DAY**
  - Flex departure one day: $P15MARBUHNYC/R25MAR#/FD
  - Flex return one day: $P15MARBUHNYC/R25MAR#/FR
  - Flex both one day: $P15MARBUHNYC/R25MAR#/FB

- **FLEX AIRPORTS**
  - Multiple board points: $P15MAR.TSR/CLJ/IAS.WAS/R25MAR
  - Multiple off points: $P15MARTSR.WAS/NYC/ATL./R25MAR
  - Multiple board and off points: $P15MAR.TSR/CLJ/IAS..WAS/NYC/ATL./R25MAR

- **FLEX ORIGIN DESTINATION**
  - Radius departure 80 kilometres (max 140): $P15MARBUHNYC/R25MAR#/RD-80K
  - Radius arrival 80 kilometres (max 140): $P15MARBUHNYC/R25MAR#/RA-80K
  - Radius both 80 kilometres (max 140): $P15MARBUHNYC/R25MAR#/RB-80K
FLEX WEEKEND
Flex weekend month of March $P15MARBUHNYC/R#/FWKD

FLEX MORE DAYS
Flex departure 3 days before and after $P15MARBUHNYC/R25MAR#/FD3
Flex return 2 days before and 3 days after $P15MARBUHNYC/R25MAR#/FR2-3
Flex both 0 days before and 2 days after $P15MARBUHNYC/R25MAR#/FB0-2

PREMIUM OPTION – 100 alternates applicable with all flex options only available for Tier 3
Flex one day plus premium $P15MARBUHNYC/R25MAR#/FB*P

ACTIVATE/DEACTIVATE
Power pricing 4PLIACT
Flex Options FLEXACT

Sell air segments & Seats

SELL AIR SEGMENTS

FROM AVAILABILITY
Single segment 02Y1
Connection 02Y1*
Specific classes 01Y1F2
MK status 02Y1@MK
Direct access 01Y12
Direct access connection 01Y11*
ARNK segment 0A or <ARNK> key

WAITLIST
Single segment 0L2Q1
Waitlist connection 0L1B1*
**MANUAL SELL**
Sell flight
With connection indicator
Sell priority waitlist
Open segment with date

**HELP OMAN**
0DL312Y23AUGATLPITNN1
0CO23Q10MARLAXHNLNN1/X
0NW706Y19JULMSPSEAPB1
0DLOPENY12JANLAXMCIPS1

**MEMO SEGMENTS**
Sell MK segment
From availability
Waitlisted memo segment

**HELP OMK**
0AA395Y30JUNATLDFWMK1
01Y1@MK-HPSUE
0L1Y1@ML

**INSERT AFTER SEGMENT**
After segment 2
Segment 5 after segment 2
Insert, sell from availability
Insert, manual sell
Insert ARNK after segment 3
Insert segments 4/5 after 2
Insert segments 3 – 7 before 1

**HELP MOVE**
/2
/2S5
/2/01Y2
/2/0CO323Y10APRELPLAXNN1
/3/0A
/2S4/5
/0S3-7

**CANCEL ITINERARY**
Cancel single segment
Multiple segments
Range of segments
Complete itinerary
Air segments only
Change class segment 2
Change date/class segment 1
Change class segment 1 & 2
Change class all segments
Change dates segment 1 & 2

**HELP XSEG**
X3
X2/3
X3-5
XI
XA
X2#0/M
X1#0/M17FEB
X1/2#0/M
XA#0/M
X1/2#0/17FEB/18FEB
## SEATS

### PARTICIPANT INDEX RESERVE SEATS

<table>
<thead>
<tr>
<th>Action</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>All flights, all names</td>
<td>4RA</td>
</tr>
<tr>
<td>Aisle and adjacent seat</td>
<td>4RA$A</td>
</tr>
<tr>
<td>Name select</td>
<td>4RA-1.3$W</td>
</tr>
<tr>
<td>Segment select</td>
<td>4RS2</td>
</tr>
<tr>
<td>Specify seat number</td>
<td>4RS2$12A</td>
</tr>
<tr>
<td>Segment/name select</td>
<td>4RS3-1.2/1.3$23GH</td>
</tr>
<tr>
<td>Segment 2, row 7, seats A B</td>
<td>4RS2$7AB</td>
</tr>
</tbody>
</table>

### MANUAL SEAT REQUEST INFO

<table>
<thead>
<tr>
<th>Action</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>All names, all flights</td>
<td>3SANSST</td>
</tr>
<tr>
<td>All flights, name select, specific seat</td>
<td>3SAN1.2NSST14A</td>
</tr>
<tr>
<td>All flights multiple names</td>
<td>3SAN1/3NSST</td>
</tr>
<tr>
<td>Multiple segments, multiple names</td>
<td>3S2/4N1-2.2NSSW</td>
</tr>
<tr>
<td>Segment range</td>
<td>3S2//4NSST</td>
</tr>
</tbody>
</table>

### CANCEL/CHANGE SEATS HELP

<table>
<thead>
<tr>
<th>Action</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<td>4RX</td>
</tr>
<tr>
<td>All segments all names</td>
<td>4RX</td>
</tr>
<tr>
<td>Specific segment</td>
<td>4RX2</td>
</tr>
<tr>
<td>Multiple segments</td>
<td>4RX2/3</td>
</tr>
<tr>
<td>Range of segments</td>
<td>4RX1//3</td>
</tr>
<tr>
<td>Specific name/segment</td>
<td>4RX1-1.2</td>
</tr>
<tr>
<td>New seats/simultaneous changes</td>
<td>4RXNEW</td>
</tr>
<tr>
<td>Non-interactive seats only</td>
<td>4RXO</td>
</tr>
</tbody>
</table>

Change (Valid only for AA/UA and all interactive carriers)

<table>
<thead>
<tr>
<th>Action</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status for specific seat</td>
<td><a href="mailto:4R@3.HKReserved">4R@3.HKReserved</a> seat/SFAX 1/specific seat 4R@1$33A</td>
</tr>
<tr>
<td>Reserved seat</td>
<td>/SFAX 2/name select 4R@2-3.1</td>
</tr>
</tbody>
</table>
Passenger name record (PNR)

**DISPLAY PNR**
- Surname
- With departure date
- Similar name list
- Redisplay similar name list
- Record locator

**HELP*PNR**
- *-BUTLER
- *-BULTER#12FEB
- *1
- *L
- *YZN42E

**MANDATORY FIELDS**
- Phone (9)
- Itinerary (0)
- Name (-)
- Ticketing (7)

**CREATE NAME FIELD**
- Single name
- With PTC
- Multiple names/PTC
- Two surnames

**NAME MODIFY/DELETE**
- Change surname, name 1.1
- Change firstname, name 2.2
- Change PTC, name 2.1
- Delete name 2.3

**PHONE FIELD**
- Automatic phone field 9
- Automatic subscriber ID
- Delete second phone field
- Change with automatic SID
- Delete range

**HELP PHONE**
- *-BETTY
- 9*202 891-5411-B
- 92@
- 92@*817 523-1122
- 91-3@
<table>
<thead>
<tr>
<th>TICKETING FIELD</th>
<th>HELP 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic entry</td>
<td>7TAW/00/16NOV</td>
</tr>
<tr>
<td>With validating airline</td>
<td>7TAW/00/16NOV-CDL</td>
</tr>
<tr>
<td>With freeflow</td>
<td>7TAW/00/16NOV//DELIVER.PM</td>
</tr>
<tr>
<td>Ticket issued</td>
<td>7T/</td>
</tr>
<tr>
<td>Change ticketing field</td>
<td>7@TAW/02/26NOV-CBA</td>
</tr>
<tr>
<td>Delete ticketing field</td>
<td>7@</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FORM OF PAYMENT</th>
<th>HELP FOPRMK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>5$CA</td>
</tr>
<tr>
<td>Check</td>
<td>5$CK</td>
</tr>
<tr>
<td>Credit card</td>
<td>5$CCAX3724499635312118P1013</td>
</tr>
<tr>
<td>Signature on file</td>
<td>5$CCAX3724...12118N1013*SOF</td>
</tr>
<tr>
<td>GTR</td>
<td>5$GRB1234567</td>
</tr>
<tr>
<td>Change FOP</td>
<td>5$@#5$CK</td>
</tr>
<tr>
<td>Delete FOP</td>
<td>5$@</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSION (5-CM)</th>
<th>HELP COMMRMK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>5-CM8</td>
</tr>
<tr>
<td>Amount</td>
<td>5-CM$20.00</td>
</tr>
<tr>
<td>Exchange commission</td>
<td>5-CMCMEX</td>
</tr>
<tr>
<td>Change to 8 percent</td>
<td>5@-CM8</td>
</tr>
<tr>
<td>Delete commission</td>
<td>5@-CM</td>
</tr>
<tr>
<td>Commission cap</td>
<td>5-CM8*$C50.00</td>
</tr>
<tr>
<td>Pct./dollar combination</td>
<td>5-CM8*$8.00*$C25.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLIENT ACCOUNT (5-CA)</th>
<th>HELP ACCOUNTRMK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic entry</td>
<td>5-CA123456</td>
</tr>
<tr>
<td>Change client account</td>
<td>5@-CA005923</td>
</tr>
<tr>
<td>Delete client account</td>
<td>5@-CA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENDORSEMENTS (5-ER)</th>
<th>HELP ENDORSERMK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single line data</td>
<td>5-ER FREEFORM</td>
</tr>
</tbody>
</table>
Two line data
Single code non-refundable
valid data
Change endorsement
Change with variable data
Delete endorsement

**ITINERARY REMARKS (5RM-)**
Basic entry
Segment/name association
Display itinerary remark
Segment association remark
Insert
Change itinerary remark
Change associated remark
Delete itinerary remark

**HELP 5RM**
5RM-FREEFORM
5S2N1.1*RM-FREEFORM
*ML
5S3*RM-PSGR IS XYZ CEO
54/RM-FREEFORM
51@RM-FREEFORM
52@N1.1*RM-FREEFORM
52@

**INVOICE REMARKS (5IR-)**
Basic entry
Segment/name association
Display itinerary remark
Segment association remark
Insert
Change itinerary remark
Change associated remark
Delete itinerary remark

**HELP 5IR**
5IR-FREEFORM
5S2N1.1*IR-FREEFORM
*ML
5S3*IR-PSGR IS XYZ CEO
54/IR-FREEFORM
51@IR-FREEFORM
57@S3IR-FREEEFORM
53@

**GENERAL REMARKS (*M)**
Basic entry
Change
Delete single remark
Delete range

**HELP 5RMK**
5SEND BROCHURES
51@PSGR RCFM 21JUN
52@
53-12@
Passenger name record (PNR) cont’d

**SPECIAL SERVICE REQUEST**
- All names, all segments
- Pet in cabin
- Pet in cargo, segment 2
- All segments, specific name
- Segment select
- Display SSRs in GFAX

**HELP SSR HELP3SSR**
- 3SAVGML
- 3S1PETC KITTEN
- 3S2N1.1AVIH SCHNAUZER
- 3SAN1.2LCML
- 3SWCHR
- *G

**CHANGE/DELETE SSR**
- Change SSR item
- Change segment status
- Cancel SSR
- Delete SSR item

**HELP 3@**
- 31@SSROTHSYYNN1 VIP
- 31.HK
- 32.XX
- 31@

**OTHER SERVICES INFORMATION (OSI)**
- Basic entry
- Send message all airlines
- Complete number in party
- Phone contact downline airline
- Display OSI

**HELP 3OSI HELP OSI**
- 3OSI UA TRVL WITH INFANT
- 3OSI YY PSGR IS DEAF
- 3OSI KL TCP4 SAME NAME
- 3OSI NW CTCA 800 555 1212
- *G

**CHANGE/DELETE OSI**
- Change OSI
- Delete

**HELP@3**
- 32@OSI UA TCP2 W/SAND
- 31@

**FREQUENT FLYER (FQTV)**
- Basic entry
- Segment, name select
- Travelling on one airline , Credit to another

**HELP FQTV**
- 3SSRFQTVBAHK/BA12345-1.1
- 3SIN1FQTVNW111111
- 3SSRFQTVLHHK/BD1235-1.1
DIVIDE PNR
Make changes to PNR prior filing
Divide name field
Divide multiple name field
File the
End transaction

HELP DIVIDE
2 D2
D1*3
PNR F
E

REDUCE PNR(S)
Air segment
Non-air segment

HELP REDUCE
$2
$1N2

END AND COPY
Itinerary
Itinerary/name/phone/remarks
Itinerary/name/phone/remarks/FOP
Itinerary/party of 2
Itinerary/1 week later
Itinerary/1 week earlier
Itinerary/party of 2 /5 days later
Air segments/new date
Air segments only

HELP EC
EC
EC*A
EC*A/FP
EC2
ECW1
ECW-1
EC2#D5
ECD25JUL
ECIA

APIS INFO
Display APIS template from PNR
For specific passenger
Display only DOCS fields
Display only DOCA fields
Display only DOCO fields

HELP APIS
*PSI
*PSI#1.1
*PSI#-DOCS
*PSI#-ADDR
*PSI#-DOCO

MANUAL ENTRIES
DOCS
3SSRDOSYHK1/P/ROU/4323838/
ROU/1273838/16MAY12/BICA/MONI-
CA- 1.1
Fares & Rules

**FARES**

- Basic entry Moneysaver
- Moneysaver all fare types
- Only promotional fares
- Only Secure (nego) fares
- Only Senior and Youth fares
- Airline selection
- With leaving and returning dates
- With currency
- Combined entry for Senior, airline and dates
- Only Secure with account code

**HELP FARES**

- NLX 4BUHNYC
- 4BUHNYCALL
- 4BUHNYCPR
- 4BUHNYCSR
- 4BUHNYCSRC/YTH
- 4BUHNYC-AF-BA-LH
- 4BUHNYC/L15MAY/R15JUN
- 4FBUDNYC@EUR
- 4BUHNYCSRC-LO/L15MAY/R15JUN
- 4BUHNYCSR-BA/@@code

**RULE DISPLAY**

- Minirule by line number from fares display
- Specific category
- Full text display all categories
- List of categories
- Booking class for specific airline
- From PNR (fare to be displayed first using 4P or 4PLF)
- Specific category

**HELP RULES**

- 4F.R3
- 4F.R3#PEN
- 4F.R3#ALL
- 4F.R3#MENU
- 4F.B3-IB
- 4PR-1
- 4PR-1@PEN

**CONTINUATION ENTRIES**

- Redisplay last fares screen
- Change fare types

**HELP 4FOPT**

- 4F*
- 4F*ALL
Change fare types
Change fares to Secure
Change PTC
Change airline selection
Change leaving/returning dates
Change currency
Combined change

**HISTORICAL FARES**
Specific airline
Specific class
Euro currency display
By PTC (Max.5)
Secure (nego) fares

**HELP 4FHIST**
4FOTPLHR1NOV0925JAN10-RO
4FOTPLHR1NOV0925JAN10-RO#K
4FJFKLHR1NOV0925JAN10@E-BA
4FOTPLHR1NOV0925JAN10ADT/CNN-RO
4FOTPLHR1NOV0925JAN10SR-RO

**FARES**

**FARE INDEX**

**FARE TYPE CODES**

**HELP FARES**

**HELP FTC**

**MONEY SAVER FARES**
Basic entry (NLX default)
All fare types
Specific fare type code
Adult normal fare
Multiple fare type codes
Multiple passenger type codes
Lowest fare by class of service

**HELP 4F**
4FLONJFK
4FLONJFKALL
4FPARBERPR
4FBRUMILNL
4FLBRUMILEX/GV
4FRAJNBYTH/STU
4FAMSPAR#M

**SPECIFIC AIRLINE FARES**
Basic entry (NLX default)
Multiple airlines
Fare type code
Specific class

**HELP 4F**
4FLHRDUB-EI
4FPARBUD-AF-LH
4FRAJADGV-UA
4FOSLATH-SK#B
CONTINUATION ENTRIES

Last fare screen
Change fare types
Change airlines
Display all airlines
By booking class
Change arrival city
Change departure city
Reverse city pair
Passenger type code
Sort highest to lowest
Sort lowest to highest
Redisplay all fare types

HELP 4FOPT

4F*
4F*ML/GV
4F*-UA
4F*A
4F*EX-US#B
4F*@ABRU
4F*@DLIN
4F*R
4F*GVT
4F*@H
4F*@L
4F*ALL

RULE DISPLAYS

By line number
By fare base code
Redisplay rule
Rule categories (alphabetical)
All categories
Access specific categories

HELP RULES

4F.R3
4FMADFRA*EKOMBI6-LH
4F.R*
4F.R1#HELP
4F.R1#ALL
4F.R2#PEN

ULTIMATE FARE SEARCH

Money saver fares
Specific airline
Advanced purchase
Blackout
Seasonal
Redisplay another season
Redisplay all edits
Cancel edits

HELP UFS

4FLONNYC/L3JUN/R10JUN
4FLONNYC-BA/L17DEC/R22JAN
4FMILBKK/A23AUG
4FPARLAX-DL/B23OCT
4FFRAAGP-LH/S10JUL
4F*/S18AUG
4F*/L18AUG/R25AUG
4F*LCXL
**AVAILABILITY FROM FARES**

- Basic entry: HELP4F.A
- Specific date: HELPA.4F
- Specific airline: HELPA.4F-UA
- All options: HELPA.4F2/15JAN9A/FRA

**FARES FROM AVAILABILITY**

- Basic entry: HELP4F.A
- Airlines on line 2: HELP4F.A2

**Pricing**

**AUTOPRICE OPTIONS**

- Basic entry: HELP4POPT
- Basic entry/store ticketing record: HELP4POPT
- Fare basis code: HELP4POPT
- Non-advance purchase: HELP4POPT
- Non-penalty: HELP4POPT
- Segment select: HELP4POPT
- Equivalent amount: HELP4POPT
- Display ticket record: HELP4POPT
- Include Secureate fares: HELP4POPT
- Secureate fares with account code: HELP4POPT
- Only specific PTC fares: HELP4POPT

**LOW FARE FINDER**

- Lowest available: HELP4PLF
- Lowest available (rebook): HELP4PLF
- Lowest – no available check: HELP4PLF
- Segment select: HELP4PLF
- Non-penalty fare: HELP4PLF
- No advance purchase: HELP4PLF
Passenger type code 4PLF@PGVT
Ticketing date override 4PLFQ@T07APR
Include Secure fares 4PLF@FSR
Lowest available Business 4PLF@.C
Lowest available Economy 4PLF@.Y

**FARE SAVINGS COMPARISON**
Basic entry 4P.Y
Segment/name select 4P.Y#S1/2#N1.1
Compare to alternate class 4P.M

**STORED FARE QUOTE (SFQ)**
Basic entry 4PQ
Copy ticketing record 4PQC
Bypass comparison 4PQNC
Base fare only 4PQ-B
Fare quote non-penalty fare 4PQFNP
Name select 4PQN1.1
Segment select 4PQS2/4
Custom pricing 4PQFEX/-10/SD10
Equivalent pricing 4PQEUSD/US
Display stored fare quote *F
Display stored fare quote record 4*Q
Display stored fare quote history *H$
Change data stored fare quote 4/@Q
Delete stored fare quote record 4PQ@

**CUSTOM PRICING IN TICKETING FIELD**
Specific fare type 7TAW/00/7AUG*FNP-CNW
Custom discount 7TAW/00/2FEB*FNL-CDL/-10/SR10
Custom plus up 7TAW/00/1FEB*FNL-CHP/-$P15/SR
**AGENT ASSIST PRICING**

Segment/trip select
Segment select/FBC override
Specific/not valid date
PTC/segment select/FBC
No rules/trip select
FBC/no rules/keep validity dates
Add/modify tax amount
Withhold tax
Modify baggage allowance

**HELP4P-OPT**

4P*-S1/4**S2/3
4P*-S1/2-MAP7**S3/4-YA7#NR
4P*-S1/4#A**S2/3#NV/13DEC
4P*-PSRC#S1/2-BE7
4P*-S1/4**S5#NR
4P*--MAP7#NRV
4P*- ATDC10.00A
4P*- WTYQ
4P*- G*25K

**PRICING INSTRUCTIONS**

Basic entry
Add stored fare quote
Display PI field
Display specific PI
Delete from ticket record
Delete multiple PIs
Delete range of PIs
Delete all PIs
Display PI history

**HELP PI**

4P-PADT#S1/4-QSPL#PI
4PQ-S1-MAP3#PI
*PI
4-PI2
4-PI@*
4-PI@1/3
4-PI@2-5
4-PI@ALL
*H$I

**WORLD TICKET IMAGING**

Display template
All segments, selected PTCs
All PTCs, segment 1 – 3
Selected PTC/segment
Redisplay active template
Store this fare
Review ticketing record
Ignore ticketing record

**HELP WTI**

4/MR
4/MR-PADT/MIL
4/MR-S1-3
4/MR-PCNN#S4
4/MR*
4/M
4*T
4/MIGNPNR
**Manual pricing**

Manual pricing

**Ratedesk pricing**
Initiate RDP
Stopover/connections
Segment data
Fare data
Fare calculation
Store ticket record

**HELP RDP**
HELP 4/R
HELP 4/X
HELP 4/S
HELP 4/BN
HELP 4/L
HELP 4/

**HELP 4/R**
HELP 4/X
HELP 4/S
HELP 4/BN
HELP 4/L
HELP 4/

**HELP#4TR**

**Multiple ticket records**

Multiple ticket records

Auto pricing with segment select
Agent assist pricing
World ticket image
Rate desk pricing
Display TR2
Cancel specific TR
Cancel all TR

**HELP#4TR**

**4P*S/1/2#TR**
**4P*SRC#S/1/2-BE7#TR**
**4/MR-TR**
**4/R-TR**
**4*TR2**
**4-TR@2**
**4-TR@ALL**

**Queues**

**QUEUE COUNT**

All active queues
Display all queues
Specific queue
Specific queue/category
Specific, all active categories
Specific, all categories, date range with/without activity
Bridge/branch

**HELPQCOUNT**

**QCT*ALL**
**QCT**
**QC/9**
**QC/9*C2**
**QC/9*ALL**
**QC/9*ALL-A**
**QC/A2Z/9*ALL**

**QUEUE ACCESS**

Specific queue
Category

**HELP QACCESS**

**Q/1**
**Q/1*C1**
Date range
Bridge/branch

**QUEUE EXIT**
Exit and end transaction
Exit and ignore
Exit and remove PNR from queue
Exit and place PNR on different queue

**HELP QEXIT**
QX#E
QX#I
QX#QR
QX#QEP/8

**QUEUE PLACEMENT**
Specific queue, category
Bridged location
Multiple queuing

**HELP QPLACE**
QEP/3*C2
QEP/A2Z/1*C5
QGP/2*C3/4*C5

**REMOVE DUPLICATE PNRS**
Remove dupes from accessed queue
Remove dupes from specific queue
Remove dupes from specific category
Remove dupes from specific date range

**HELP QREMOVE**
QRD
QRD/9
QRD/9*C1
QRD/9*C1*D2

**WORKING QUEUES**
Change action code
Change times
Store changes
End and redisplay PNR
Work and redisplay PNR
Work PNR/SSR items and redisplay
Place PNR at bottom of queue
Ignore and redisplay
Remove PNR from queue
Move to next category
Move to next date range

.2HK or .2.4HK
.3/715A830A
E
ER
EWR
EWGR
I
IR
QR
QNC
QND
Remove PNR and
Return to queue in 3 hours QUTC
Return to queue specific time QUTC/6P
Return to queue in 24 hours QLMCB
Return to queue specific date QLMCB/4NOV

MESSAGE PLACEMENT
Basic entry (category 0) QEM
Place message on queue on specific date QEM*14SEP
Place message on queue at different location QEM/T4S

HELP Q97

Q97 MESSAGES
Access queue QM
Remove from queue QRM
Ignore current message and display the next message QEMI
Print/remove from queue/display next message QTMI
Exit queue and ignore message QX#QEMI

Q96 FOLLOW UP
Display message tag table QF*
Display follow up data in PNR *QF
Place PNR in Q96 category 0 today QF
Category 3 today QF*C3
Future date QF*19MAR
With tag QF$HH
With free format tag QF$FFTEXT
Multiple placement QF*C2*1JUL$SS-*C4*1AUG$BP
Ticketing & Daily reports

**ISSUE DOCUMENTS**

- Issue all documents in the AIR: EZ
- Electronic ticket only: EZE
- Itinerary only: EZN
- Invoice only: EZL
- MCO only: EZM
- Electronic ticket and invoice: EZEL
- Electronic ticket and interface: EZEI
- Electronic ticket and MCO: EZEM

**DAILY DOCUMENTS**

**DAILY ACTIVITY REPORT**

- Display current report: DDP
- Specific date: DDP*26MAR
- By IATA number: DDP*3697000
- Move up/down: DDP/12
- Move up/down specific date: DDP*17SEP/12

**DISPLAY DAILY DOCUMENT LOG**

- Display current date: DD
- Begin with specific line: DD/138
- Specific date: DD*11MAR
- Branch location: DD*9165324

**DOCUMENT LOG TOTALS**

- Display current date: DDT
- Specific date: DDT*15APR
- Branch location: DDT*9134567
- Print totals (current date): DDT-JT
- Display the sales report in RON for 20may: DDT*20MAY*SM/RON
Display the sales report in EUR for 20may

**ECCP – VOID REPORT**
Display activity report
Line number from
Link number with date
Ticket number (13 Digits)
Name select

**HELP DDV**
DDP
DDL DDV2
DDV*24JUN4
DDV*25JUNTKTNBR
DDV*16MAR54#N2.1

**DISPLAY VOID REPORT**
Current date
Specific date
IATA number

**HELP DDN**
DDN
DDN*31AUG
DDN*9154321

**DAILY DOCUMENT LOG SORT**
Show only tickets in EUR
Tickets issued by agent sine PM
Tickets issued only with Tarom (airline code 281)

**HELP DDLSORT**
DD*SM/EUR
DD*SS/PM
DD*SN/281

**EZ DRIVESTREAM OPTIONS**
Commission
Form of payment
Validating carrier
Name selection
Ticket record selection
Override validating carrier
Approval code
Travel agent service fee

**ELECTRONIC TICKET NUMBERS**
Allocate 300 ticket numbers

4GTA
POSITIVE AUTHORISATION TABLE
Display table 4G/AT

TICKETING AGREEMENTS
Electronic agreements for airline 4G/TA*RO-E
Electronic between 2 airlines 4G/TA*EI-HR-E

ELECTRONIC TICKET RECORD
From PNR ETA ETR1
With ticket number ETR1258363217651

Car select

4 Step Booking Process

**Step 1. CAR AVAILABILITY CRA**
Request a list of cars available with rates
EXAMPLE: CRA23MAR25MARLHR/ARR-1000/DT-1700 CRAS2 (by itinerary segment)

**Step 2. RATE RULE CRR**
Display rate rules from car availability by line number
EXAMPLE: CRR1

**Step 3. CAR DETAILS CRD**
Display car details (including address, policies, insurances etc...) from car availability by line number
EXAMPLE: CRD1

**Step 4. CAR SELL CR0**
Sell from car availability display by line number
EXAMPLE: CR01
Direct sell entry requesting the best rate available from car associate “XX”

EXAMPLE:
CRNLHR01MAR04MAR/CXX/VECMN/NM-SMITH J MR/RC-BEST

HELP PAGES:
GENERAL INFORMATION PAGES:
CAR SELECT DECODING
Decode specific car company
Encode specific car company
Vehicle codes
Rate categories
Rate plans
List of policies
Location codes
List of all car rental companies
Display list for specific location
Display locations for specific company

RESERVATION PROCEDURES
AVAILABILITY DISPLAYS
Basic car availability
Car availability display from segment
Car availability display for specific car vendor
Car availability for city locations only
Car availability for specific rate category (ex: Inclusive rates)
Car SOURCE availability display (indicator #)
One way car SOURCE availability for specific car vendor
Car SOURCE availability with multiple rate codes and multiple vendors
Car availability template

HELP CAR
INFO CAR
HELP CODES
Decode specific car company
CRCZL
Encode specific car company
CRCAVIS
Vehicle codes
CRG/V
Rate categories
CRG/C
Rate plans
CRG/P
List of policies
CRG/POLICY
Location codes
CRG/L
List of all car rental companies
CRC
Display list for specific location
CRLSFO
Display locations for specific company
CRLLON/CZI

HELP CBOOK
HELP CRA
CRALHR5JUL8JUL/ARR-3P/DT-1P
1 CRAS1
CRAFRA10SEP12SEP/ARR-3P/DT-1P/CAL
CRALON2SEP4SEP/ARR-1200/DT-1200/LC
CRABRU20NOV23NOV/ARR-12P/DT-12P/PL
CRA#CDG1AUG6AUG/ARR-3P/DT-1P
CRALHR5JUL8JUL/ARR-3P/DT-1P/DO-LONC01/CZD
CRAMAD5JUL8JUL/ARR-3P/DT-1P/RC-2A-2B-1A/CZI-ZD
CRAM
CONTINUATION ENTRIES
Move down in the availability display CRAD
Move up in the availability display CRAU
Return to first availability screen CRAT
Redisplay last availability screen CRA*

AVAILABILITY OPTIONS
Specify car rental company /CZI
Specify vehicle code /VICMN
Access plus and car source participants only /AP-D
Rental location /LT
Rate plan (weekly, monthly etc) /PX
Availability for specific vehicles type /VT-S
Currency /EUSD
Unlimited mileage only /QR-U
Guaranteed rates only /QR-G

HELP CAROPT

SELL ENTRIES
Sell entry from Line 1 in availability CR01
Car sell template CRNM
Direct sell entry CRNCDG1AUG7AUG/CEP/VEBMN/ARR-1300/DT-1400/ NM-TEST JMR/RC-BEST

HELP CRO

SELL OPTIONS
Passenger name /NM-SMITH J MR
Rate code /RC-2A
Return best available rate /RC-BEST
Booking source field /BS-86795432
Rental period /D15JUL19JUL
Corporate discount number /CD-AB12345
Identification number /ID-12345678
Drop off /DO-FRA
Pick-up field /PUP-123 MAIN ST

HELP CAROPT
Guarantee option /G-CCVI4555... EXPEXP10-13
Location field /LC02
Supplementary information /SI-RQST RED CAR
Special equipment /SQ-BYC

MODIFICATIONS
Date change for segment 4 CR@4/D15AUG21AUG
Change of vehicle type for segment 2 CR@2/VMVAR
Change drop off location for segment 7 CR@7/DO-PARC01
Remove supplementary information CR@4/SI

CANCELLATIONS
Cancel segment 3 X3
Cancel specific segment numbers X3/5
Cancel all car segments CRX

RULES DISPLAY
Display rules from line 1 of availability CRR1
(Only applicable for source participants)
Display rules from sold car segment 3 CRRS3

DETAIL DISPLAY
Display detail from line 2 of availability CRD2
Display detail from sold car segment 1 CRDS1
Display detail for specific car location CRDLHR/CZE
Display car makes associated with vehicle codes CRD*MAKES

RESERVATION DISPLAY @@CXX*S1
INFO CAR RES

GRS PAGES G/CAR/XXZ
CAR DEFAULT RECORD CR/A1
### CAR SELECT cont’d

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Trans/Drive</th>
<th>Fuel/Air</th>
<th>Type</th>
<th>Trans/Drive</th>
<th>Fuel/Air</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Mini</td>
<td>B 2-3 Door</td>
<td>M Manual Unspecified Drive</td>
<td>R</td>
<td>Unspecified Fuel/Power Without Air</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Mini Elite</td>
<td>C 2/4 Door</td>
<td>N Manual 4WD</td>
<td>N</td>
<td>Unspecified Fuel/Power With Air</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Economy</td>
<td>D 4-5 Door</td>
<td>C Manual AWD</td>
<td>D</td>
<td>Diesel Air</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Economy Elite</td>
<td>W Wagon/Estate</td>
<td>A Auto Unspecified Drive</td>
<td>Q</td>
<td>Diesel No Air</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Compact</td>
<td>V Passenger Van*</td>
<td>B Auto 4WD</td>
<td>H</td>
<td>Hybrid Air</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Compact Elite</td>
<td>L Limousine</td>
<td>D Auto AWD</td>
<td>I</td>
<td>Hybrid No Air</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Intermediate</td>
<td>S Sport</td>
<td>E Electric Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Intermediate Elite</td>
<td>T Convertible</td>
<td>C Electric No Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Standard</td>
<td>F SUV*</td>
<td>L LPG/Compressed Gas Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Standard Elite</td>
<td>J Open Air All Terrain</td>
<td>S LPG/Compressed Gas No Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Fullsize</td>
<td>X Special</td>
<td>A Hydrogen Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Fullsize Elite</td>
<td>P Pick up Regular Cab</td>
<td>B Hydrogen No Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Premium</td>
<td>Q Pick up Extended Cab</td>
<td>M Multi Fuel/Power Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Premium Elite</td>
<td>Z Special Offer Car</td>
<td>F Multi Fuel/Power No Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Luxury</td>
<td>E Coupe</td>
<td>V Petrol Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Luxury Elite</td>
<td>M Monospace</td>
<td>Z Petrol No Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Oversize</td>
<td>R Recreational Vehicle</td>
<td>U Ethanol Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Special</td>
<td>H Motor Home</td>
<td>X Ethanol No Air</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>2 Wheel Vehicle</td>
<td>U Ethanol</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Roadster</td>
<td>X Ethanol No Air</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* These vehicle types require new booking codes which are listed in the adjacent chart.

### Passenger Van Coding | SUV Coding | Crossover Coding
---|---|---
IV = 6 + Seats | EF = 2 - 4 Seats | EG = 2 - 4 Seats
JV = Elite 6+ Seats | HF = Elite 2 - 4 Seats | HG = Elite <4 Seats
SV = 8+ Seats | CF = 4 - 5 Seats | CG = 4-5 Seats
RV = Elite 8+ Seats | DF = Elite 4-5 Seats | DG = Elite 4-5 Seats
FV = 10+ Seats | IF = 5+ Seats | IG = 5+ Seats
GV = Elite 10+ Seats | JF = Elite 5+ Seats | JG = Elite 5+ Seats
PV = 15+ Seats | SF = 5 - 6 Seats | SG = 5 - 6 Seats
UV = Elite 15+ Seats | RF = Elite 5-6 Seats | RG = Elite 5-6 Seats
LV = Luxury no seat req. | FF = 6+ Seats | FG = 6+ Seats
WV = Luxury Elite no seat req. | GF = Elite 6+ Seats | GG = Elite 6+ Seats
PF = 7 + Seats | PG = 7 + Seats | |
UF = Elite 7+ Seats | UG = Elite 7+ Seats | |
LF = Luxury no seat req. | LG = Luxury no seat req. | |
WF = Luxury Elite no seat req. | WG = Luxury Elite no seat req. | |
### Hotel select

<table>
<thead>
<tr>
<th>HOTEL SELECT HELP PAGE</th>
<th>HELP HOTEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Step booking process</td>
<td>HELP HBOOK</td>
</tr>
</tbody>
</table>

#### Step 1.
**LIST OF HOTELS IN A CHOSEN CITY**
- HLPAR9DEC-3NT2/DD-5
- HLS1/NP-2/DD-5 (from PNR segment)

#### Step 2.
**ROOMS AVAILABLE, WITH RATES, FROM A HOTEL LIST**
- HA2

#### Step 3.
**RULES FOR A ROOM RATE FROM A HOTEL AVAILABILITY**
- HR4

#### Step 4.
**BOOK THE HOTEL ROOM FROM THE RULES DISPLAY**
- H0/G-CCAX3724111222333EXP7-00

### HOTEL CHAIN INFORMATION
- List of hotel chain codes
- List of hotel chain codes by first initial
- Decode specific hotel chain code
- Encode specific hotel chain name
- Hotel loyalty information

### HELP HCODE
- HC
- HCF
- HCSM
- HCMARRIOTT
- HC-loyalty

### HOTEL LIST
- Display using city code, dates, number of people
- Display from PNR, with check out date and number of people

### HELP HL
- HLMAD22AUG25AUG2
- HLS2/D-28APR2
Display using airport reference point code
HLALHR/D12MAR14MAR1
Display specifying maximum distance from reference point
HLATH13SEP14SEP2/DD-3

**HOTEL LIST CONTINUATION ENTRIES**

Move down
HLD
Move up
HLU
Move top
HLT
Redisplay last hotel list
HL*
Save properties from a hotel list
HS4-7-8
Display saved list
HS

**OTHER HOTEL LIST OPTIONS**

Distance from reference point
/DD-5
AccessPlus and hotel SOURCE chains only
/AP
Hotel SOURCE chains only
/S
Maximum rate
/MR-100
Same country
/SC
Equivalent currency
/EEUR
Hotel name
/HGALLERIA
Specific chain or loyalty code
/CXX
Rate plan and plan code
/P-SEC/PC-IBM
Postal or ZIP code
/Z-30399
Phone number
/P-207

**HOTEL AVAILABILITY**

Display hotel availability from hotel list
HA1
Display hotel availability from PNR adding check out date, number of people and name of hotel
HAS1/D-17MAR2/HPLAZA
Display hotel availability using Hotel property code
HAP-XX12155/D2AUG5AUG2
**HOTEL RULES**
- Display hotel rules using hotel Availability line number
- Display hotel rules from PNR segment number

**HELP HR**
- HR1
- HRS2

**HOTEL SELL**
- Sell from hotel rules
- Sell from hotel availability

**HELP H0**
- H0
- H01

**OTHER HOTEL SELL OPTIONS**
- Guarantee to Credit Card number
- Guarantee to IATA number
- Guarantee to corporate ID
- IATA or TID number
- Corporate ID
- Arrival Information
- Baby cot or crib request
- Extra adult
- Supplemental information
- Information to print on itinerary
- Name of guest
- Frequent guest number

**HELP HOPT**
- /G-CCAX37662458674532EXP10-13
- /G-AGT9020038
- /G-CD1234567BC
- /BS-9869786
- /CD-9849586
- /ARR-10A
- /CR-1 NO CHARGE
- /EX-1 USD 10.00 PER NIGHT
- /SI-RQST LOW FLOOR
- /SP-ARRIVE BY 6PM
- /NM-SUAREZ JULIO MR
- /FG-1234567

**HOTEL DETAIL**
- Display from hotel list
- Display from hotel availability
- Display from PNR
- Display specific keyword
- Display multiple keywords

**HELP HD**
- HD1
- HD
- HDS3
- HD*FACILITIES
- HD*1-7-9

**HOTEL REFERENCE POINTS**
- Encode reference point

**HELP HRP**
- HKC/CALAIS
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F: +44 (0)1753 288001

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