



**ETG Terminal**  
**Galileo Native Commands**  
**Quick Reference Guide**

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## Encode/Decode Entries

More information is available via ETG Terminal online help command:  
**GC\*201/6**

### Cities/Airports

Online help command: **H/AIRP**

<b>.CELONDON</b>	Encode single city name
<b>.CDMEL</b>	Decode single city code
<b>.CRGLA</b>	Record of single city/airport

### Lands

Online help command: **H/AIRR**

<b>.LESRI LANKA</b>	Encode single country name
<b>.LDSE</b>	Decode single country code

### Equipment

Online help command: **H/AIRC**

<b>.EEBEEHCRAFT</b>	Encode equipment names beginning with Beechcraft
<b>.EDF24</b>	Decode equipment code F24

### Airlines

Online help command: **H/AIRC**

<b>.AEBRITISH</b>	Encode airlines beginning with BRITISH
<b>.ADSQ</b>	Decode airline code SQ

### Regions

Online help command: **H/AIRR**

<b>.RD</b>	Display all countries that are divided into regions
<b>.RDUS</b>	Display all regions of a specific country
<b>.RDUSOR</b>	Display name of a specific region

## Help Facility

<b>HELPT or H/T</b>	Display index of all subjects beginning with the letter T
<b>H/AIRC</b>	Display help page for specific function (max. 4 characters)
<b>H/N.</b>	Display help page by 'entry code'
<b>H/</b>	Display applicable help page after an error response

## Scrolling

Online help command: **H/SCRO**

<b>MD</b>	Move down a page
<b>MU</b>	Move up a page
<b>MB</b>	Move to bottom of display
<b>MT</b>	Move to top of display

## Availability

Online help command: **H/AVAI**

<b>A22JUNBRUATH</b>	Availability for specified date between two cities
<b>A15MAYMANPAR.1100</b>	Availability for specified date and departure time, between two cities
<b>A23MARSYDSIN/SQ</b>	Availability specified date and carrier between two cities
<b>A#</b>	Change availability to 1 day later than the previous entry
<b>A#3</b>	Change availability to 3 days later than the previous entry
<b>A-</b>	Change availability to 1 day earlier than the previous entry
<b>A-2</b>	Change availability to 2 days earlier than the previous entry
<b>AR</b>	Reverse the city pair of the availability display
<b>AR17NOV</b>	Reverse the city pair availability with alternative departure date
<b>AR#</b>	Reverse the city pair availability to 1 day later than previous departure date
<b>AR#5</b>	Reverse the city pair availability to 5 days later than previous departure date
<b>A.0900</b>	Update for alternative time of departure
<b>A.M</b>	Update for MORNING flights (0001 - 1000)
<b>A.N</b>	Update for NOON flights (1001 - 1600)
<b>A.E</b>	Update for EVENING flights (1601 - 2359)
<b>A/BA</b>	Update showing a preference of specified airline
<b>A*</b>	Display more flights
<b>A*BA</b>	Update availability from carrier specific booking link
<b>AL1</b>	Display last seat availability for specified availability line number
<b>A15JANLONNYC*UA</b>	District carrier specific availability request
<b>ANPAR</b>	Availability next PARIS
<b>ABLHR</b>	Change board point to LHR
<b>AOCDG</b>	Change off point to CDG
<b>AJ</b>	Display availability by journey time

## Itinerary Sell

Online help command: **HMAIR**

### Sell From Availability Display

**N1C2** Sell 1 seat, in C class, from availability line 2  
**N3S4S5** Sell 3 seats, in S class, from connecting flights - lines 4 and 5

### Direct Sell

**OCC123Y12JANLHRNYCNN1** Direct sell 1 seat on specified flight

### Open Segment

**OCCOPENS MANAMSNO2** Open segment, 2 seats in itinerary  
**OXXOPENC12MARMANCPHNO1** Open segment, 1 seat, specified date

### Surface Segment

**0A** Surface segment

### Passive Segment

**OCC123Y16DECLHRBRUAK1** Add passive segment for specified flight  
**N1C3AK** Add passive segment from availability display

## Timetable Entries

Online help command: H/TT

### Flight Schedules

TT11AUGLONLCA	Timetable of flight schedules for a specified date, between two cities
TT15JANMANMAD/IB	Timetable at flight schedules for specified date and carrier between two cities
TT/AF	Change timetable to show flights on specified carrier only
TT01APR	Change timetable to new date
TTR	Reverse the city pair of the displayed timetable
TTR20JUN	Reverse the city pair of the displayed timetable, for a new date

### Flight Information

TTBA1/25DEC	Display details of a specified flight and date
TTL2	Display the details of the flight on a specified line of the availability display
TTB1	Display the details of the flight on a specified line of the booked itinerary

## Galileo Information System Entries

Online help command: H/GIS

<b>GG*</b>	Display chapter index
<b>GC*8</b>	Display chapter by number
<b>GC*AIRLINE INFO</b>	Display chapter by name
<b>GP*2</b>	Display page by number
<b>GP*CONTACTS</b>	Display page by name
<b>GC*402/6</b>	Display chapter & page in one entry
<b>GC*</b>	Display current chapter
<b>GP*</b>	Display current page
<b>GC*QF</b>	Display specified airline chapter
<b>GC*507/ZA</b>	Travel Advice
<b>GC*550/ZA</b>	Currency
<b>GC*553/ZA</b>	Country Information
<b>GC*554/ZA</b>	Public Holidays
<b>GC*555/ZA</b>	Climate

(NOTE: ZA= Two letter country code)

## Local Time

Online help command: H/TICH

<b>@LTAKL</b>	Display local time in Auckland
<b>@LTBKK07JUL02</b>	Display local time in Bangkok on the 7th July 02

Notice the time difference given is from GMT, not UK local time. During UK daylight saving time (British Summer time), the time difference between the UK and an overseas point is calculated by:

Subtracting 1 hour from a time difference shown as a plus figure.

Adding 1 hour to a time difference shown as a minus figure.

## Normal Fares

### Normal (full) Fares

May be reserved and purchased at any time prior to departure  
Reservations may be changed at any time  
Fare fully refunded, if journey cancelled prior to departure  
No restrictions on length of stay at destination  
Valid for travel for up to 1 year  
Unlimited stopovers permitted

### Normal Restricted Fares

May be reserved and purchased at any time prior to departure  
Reservations may be changed at any time  
Fare usually fully refunded, if journey cancelled prior to departure  
No restrictions on length of stay at destination  
Valid for travel for up to 1 year  
Stopovers restricted or not permitted

## Special Fares

### Excursion

May be reserved and purchased at any time prior to departure  
Reservations may be changed at any time  
Fare fully refunded, if journey cancelled prior to departure  
Restrictions to minimum and maximum stay  
Stopovers restricted or not permitted

### Public EXcursion - PEX

May be reserved and purchased at any time prior to departure  
Restrictions to reservations changes  
Refunds restricted, if journey cancelled prior to departure  
Restrictions to minimum and maximum stay  
Stopovers restricted or not permitted

### Advance Purchase EXcursion -APEX

Must be reserved and purchased a fixed period of time prior to departure  
Restrictions to reservations changes  
Refunds restricted, if journey cancelled prior to departure  
Restrictions to minimum and maximum stay  
Stopovers usually not permitted

## Standard Conditions

All fares are governed by STANDARD CONDITIONS. Galileo only lists paragraphs in the fare notes that are exceptions to the standard conditions.

You can obtain a list of all standard conditions in the Galileo Information System (GIS) chapter on FARES.

### GC\*FARES or GC\*5

GC*5/11	Normal Fares
GC*5/12	
GC*5/13	
GC*5/14	
GC*5/15	European Excursion Fares
GC*5/16	European Pex Fares
GC*5/17	European Apex Fares
GC*5/31	International Special Fares

## Fare Basis Codes

To explain what the characters within the fare basis code represent, it is necessary to list each of the six elements that may form part of a fare basis code. Not all fare basis codes will contain all elements.

Example: YHWNAP1 as the basis code; where Y is the "Class Code"; H is the "Seasonal Code"; W is the "Part Of The Week Code"; N is the "Part Of The Day Code"; AP is the "Passenger Type Code" and 1 is the "Fare Level Identifier".

### Class Code

R	Supersonic Class
P	First Class Premium
F	First Class
J	Business Class Premium
C	Business/Club Class
D	Business/Club Class
W	Economy Premium
S	Economy/Coach Class
Y	Economy/Coach Class

### Seasonal Code

H	High/Peak
L	Low/Basic
K	High Shoulder
O	Mid Shoulder
J	Low Shoulder

### Part of the Week Code

W	Weekend
X	Midweek

### Part of Day Code

N	Night
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## Fare and Passenger Type Code

<b>AP*</b>	Advanced Purchased Fare
<b>AB*</b>	Advanced Purchase Fare (Lower level)
<b>AN*</b>	Non refundable Advanced Purchase Fare
<b>PX*</b>	Pex Fare
<b>SX*</b>	SuperPEX Fare
<b>E or EE*</b>	Excursion Fare
<b>B or BB</b>	Budget Fare
<b>BD</b>	Budget Fare, discounted
<b>SS</b>	Super Saver Fare
<b>CH</b>	Child Fare
<b>IN</b>	Infant Fare
<b>SC</b>	Ships Crew Fare
<b>SD</b>	Student Fare
<b>SH</b>	Spouse Fare
<b>ST</b>	Spouse Fare (accompanying)
<b>UU</b>	Standby Fare
<b>ZZ</b>	Youth Fare
<b>OX</b>	One Way Excursion
<b>OW</b>	One Way
<b>RT</b>	Return

## Fare Level Identifier

<b>1</b>	Highest fare level
<b>2</b>	Second highest, or middle fare level
<b>3</b>	Third highest, or lowest fare level

## Fares

Online help command: H/FD

### Fare Displays

<b>FD14AUGLONAGP</b>	Fare display for specified date of departure, between specified city pair
<b>FDLONAGP14AUG</b>	OR
<b>FDLON14AUGAGP</b>	OR

### Fare Display Qualifiers

Use any of the following entries to request a more specific fares display. These entries can be added to the end of the original fare display entry (above), or as update entries when pre-fixed with FD.

<b>/QF</b>	Carrier
<b>-OW</b>	One way
<b>-RT</b>	Return
<b>*AD</b>	Passenger type - Adult
<b>*CH</b>	Passenger type - Child
<b>*IN</b>	Passenger type - Infant
	(see H/PASD for other passenger types descriptions)
<b>@SPCLS</b>	Fare type - Special fares
<b>@NORMS</b>	Fare type - Normal fares
	(see H/FTAD for other fare type descriptions)
<b>.AT</b>	Global Indicator - Atlantic - travel via the Atlantic ocean
<b>.EH</b>	Global Indicator - Eastern hemisphere - travel within or between IATA areas 2 and/or 3
<b>.AP</b>	Global Indicator - Atlantic Pacific - travel via both the Atlantic and Pacific Ocean
<b>.TS</b>	Global Indicator - Trans Siberian - a journey containing a non-stop flight between Europe and Japan/Korea

*See H/INDI for other global indicators*

## Fare Notes

Online help command: **H/FFUE**

<b>FN*12</b>	Display fare notes by paragraph for specified line number
<b>FN*P20</b>	Display fare notes for specified paragraph, from paragraph menu
<b>FN*3/P6.8.14</b>	Display fare notes for specified line number, for specified paragraphs
<b>FN*4/ALL</b>	Display ALL fare notes paragraphs for specified line number

*For a complete list of the fare note paragraphs enter H/FRNP*

## Name

Online help command: H/N.

### Add

**N.SMART/MARIA**

Add single adult name

**N.2LEO/RICHARDMR/HELENAMRS  
N.THOMAS/LINAMISS\*CHD 07**

Add 2 adults, with same family name  
Add single name with free text  
specifying child details

**N.1/THOMAS/DANIELMSTR\*INF  
08AUG03**

Add infant name, with free text  
specifying infant details

### Amend

**N.P2@WESTBURY/ANNEMRS**

Amend name item 2 to  
specified name

**N.P3-4@2HAMLISH/MICHELLEMS/PETERMR**

Amend name items 3 and 4 to  
specified names

### Delete

**N.P1@**

Delete name item 1

**N.P3-5@**

Delete name items 3 through to 5

## Phone

Online help command: **H/P**.

Remember to use one of the Galileo phone field codes to indicate the correct contact details:

<b>T</b>	Travel agency contact
<b>B</b>	Business contact
<b>H</b>	Home contact
<b>A</b>	Accommodation contact

## Add

<b>PT*01628 822117 CHAMELEON TRAVEL REF...</b>	Travel agency contact
<b>P.GLAT*0121 746323 SCOTTISH HOLIDAYS REF...</b>	Travel agency contact with additional 3 letter city code

## Amend

Amend by specified phone item number:

<b>P.1@T*01628 822117 CHAMELEON TRAVEL REF..</b>	Amend phone item 1, travel agency contact
<b>P.3@B*020 8884 7583 MR BLACK</b>	Amend phone item 3 to specified business contact details
<b>P.5@STOA*0046 80 93 88 532 HILTON HOTEL</b>	Amend phone item 5 to specified accommodation contact details, with additional 3 letter city code

## Delete

Delete by specified phone item number:

<b>P.2@</b>	Delete phone item 2
<b>P.3-5@</b>	Delete phone items 3 through to 5

## Ticket

Online help command: H/T.

### Add

T.T\* Add minimum ticket item  
T.T1253344576348 Add ticket number  
T.TAU/22SEP Add ticket review for specified date

### Amend

T.@T\* Amend ticket item to a minimum ticket item  
T.@T\*03485760397450 Amend ticket item to show ticket number  
T.@TAU/17JUL Amend ticket item to ticket review for specified date

### Delete

T.@ Delete ticket item

## Received From

Online help command: H/R.

### Add

R.P Add received from the passenger  
R.MR.WHEELER Add received from specified name

### Amend

R.@SIMONE.COOK Amend received from to specified name

### Delete

R.@ Delete received from item

## Form of Payment

Online help command: H/F.

Use these entries as a prompt for each of the mandatory fields, refer to the relevant Galileo H/ page for more enhanced entries and descriptions.

### Add

F.S Adds the FOP to payment by cash

<i>Payment Type</i>	<i>Code</i>
Cash	F.S
Cheque	F.CK
Invoice	F.INV
Non Ref	F.NON REF (non-refundable without reference to the issuing agent)
Miscellaneous	F.MS free text
Credit card	2 letter vendor number (optional) followed by the credit card number/expiry date (month year). Galileo will obtain authority at time of ticket issue. E.g.F.AX371827364859228/D1299

#### Credit cards:

Visa	VI
Access/MasterCard	CA
American Express	AX
Diners Club	DC
UATP	TP

### Amend

F.@CK Amends FOP to cheque

### Delete

F.@ Deletes form of payment

## Booking File Retrieval

Online help command: **H/BFR**

<b>*3RT56P</b>	Display booking file by record locator
<b>*-FRANKLIN</b>	Display booking file by family name
<b>*08FEB-WATERMAN</b>	Display booking file by date of departure and family name
<b>**B-MILLER</b>	Display booking file by family name from all group coded pseudo cities
<b>*L</b>	Redisplay list of names
<b>*4</b>	Display specified number from the list

## End & Ignore Booking File

<b>E</b>	End transaction
<b>ER</b>	End & retrieve new or amended booking file
<b>I</b>	Ignore transaction
<b>IR</b>	Ignore amendments & retrieve original booking file

## Itinerary Amendments

Online help command: **H/NAIR**

Use these entries as example to cancel/amend your itinerary segments

### Cancel and Re-book Class of Travel

<b>@2/F</b>	Cancel and re-book segment 2 to F class
<b>@3-6/M</b>	Cancel and re-book segments 3 through to 6 to M class
<b>@A/S</b>	Cancel and re-book all segments to S class

### Cancel and Re-book Date of Travel

<b>@1/14JUN</b>	Cancel and re-book segment 1 to 14 June
<b>@5/11MAY/Y</b>	Cancel and re-book segment 5 to 11 May, and change the class to Y

## Itinerary Amendments (contd.)

Online help command: H/NAIR

### Cancel and Re-book Flight

@3/BA782	Cancel and re-book segment 3 to flight BA782
@2/QF081/J	Cancel and re-book segment 2 to flight QF081 and change the class to J

### Cancel and Re-book number of passengers (only before end transaction)

@1/2	Cancel and re-book segment 1 to 2 passengers
@3.5/1	Cancel and re-book segments 3 and 5 to 1 passenger
@ A/4	Cancel and re-book all segments to 4 passengers
	CancelSegment
X2	Cancel segment 2
X1-3	Cancel segments 1 through to 3
X4.6	Cancel segments 4 and 6
XI	Cancel entire itinerary

### Insert Segment

/3	Insert after segment 3
----	------------------------

### Re-ordering segments

/452	Move segment 2 to follow segment 4
/056	Move segment 6 to follow segment 0 (create new segment 1)

## Fare Quotes

Online help command: H/FQ

FQCAA	Quote lowest fare for class booked, specifying ticketing carrier (AA)
FQCBA/P1*CH	Quote lowest child fare for class booked, specified passenger and specifying ticket carrier.
FQCAZ/P1.3	Quote fare for specified passengers only and specifying ticketing carrier
FQCSR/P1.2.3*CH	Quote lowest fare for class booked, passenger related, passenger 3 quoted as child and specifying ticketing carrier

## Best Buy

FQBBCBA	Quote lowest available fare for flights booked, specifying ticket carrier
FQBBK	Rebook classes for lowest available fare and quote fare

## Filed Fares

*FF	Display a summary of all filed fares
*FF1	Display detailed linear construction of specified filed fare
*FFALL	Display detailed linear construction of all filed fares

## Cancel Filed Fares

FX1	Cancel specified filed fare
FXALL	Cancel all filed fares

## Review Booking

Online help command: H/RB.

### Add

**RB.30MAY**

Add review booking for specified date

**RB.10FEB\*COLLECT**

Add review booking for specified date, with free text message

**PASSPORT FROM**

**AUSTRALIAN EMBASSY**

### Amend

Amend by specified review booking item number

**RB.1@14JUL**

Amend review booking item 1 to 14 July

**RB.3@17SEP\*ISSUE RAIL**

Amend review booking item 3 to 17 September, with free text message added

**TICKETS**

### Delete

Delete by specified Review booking item number

**RB.2@**

Delete review booking item 2

**RB.4-7@**

Delete review booking items 4 through to 7

## Notepad

Online help command: H/NP.

### Add

<b>NP.free text</b>	Add unqualified notepad
<b>NP.V*free text</b>	Add a V qualified notepad
<b>NP.H**free text</b>	Add a history notepad
<b>NP.C**free text</b>	Add a confidential notepad

### Amend

Amend by specified notepad item number

<b>NP.4@new text</b>	Amend the free text of notepad item 4
<b>NP.8@A*new text</b>	Amend the free text of notepad item 8, adding a A qualifier
<b>NP.11@H**new text</b>	Amend note pad item 11 to a History notepad with free text
<b>NP.22@C**new text</b>	Amend notepad item 22 to a Confidential notepad with freetext

### Delete

Delete by specified notepad item number

<b>NP.1@</b>	Delete notepad item 1
<b>NP.3-6.15@</b>	Delete notepad items 3 through to 6 and 15

## Address

Online help command: **H/ADDR**

Use these formats as a prompt for each of the address fields, refer to the Galileo H/ pages for more enhanced entries and descriptions.

### Add

**W.**

Written address - maximum of 5 subfields, postcode is mandatory, maximum of 1 written address item per booking file

**D.**

Delivery address - maximum of 6 subfields, postcode is optional, maximum of 1 delivery address item per booking file

**W.JANE PASCOE\*2 KNUTWICK  
CLOSE\*HAVANT HANT\*P/P014 8AD**

Add written address

### Amend

**W.@JANE RASCOE\*15 MULBERRY  
LANE\*HAVANT\*HANTS\*P/P03  
D.@4\*MOORE PARK LANE**

Amend complete written address

Amend free text of 4th subfield in delivery address

### Delete

**W.@**

Delete written address

**D.@**

Delete delivery address

Delete any address subfield by subfield number:

**W.@3\***

Delete 3rd subfield in written address

## Timatic Entries

Online help command: H/TI-

TI-HELP	Display timatic help
TI-NEWS	Display current timatic news
TI-RULES	Display rules, terms & definitions index

## Timatic Fill-in Formats (FIF)

TI-	Display timatic menu
TI-MIV	Display FIF for visa information
TI-MH	Display FI F for health information
TI-MA	Display FI F for visa & health information
TI-MF	Display FI F for full text information
TI-MC	Display FIF for country information

## Timatic Scrolling

TIPN	Timatc page next
TIPG	Re-display current page
TIPB	Timatic page back
TIPL	Timatic page last
TIPF	Timatic page first

## Booking File Display Entries

Online help command: **H/BFD**

<b>*R</b>	Display Booking file
<b>*I</b>	Display itinerary
<b>*ALL</b>	Display all contents of the booking file
<b>*RB</b>	Display review booking items
<b>*AA</b>	Display all address items
<b>*NP</b>	Display all notepad items
<b>*NPT</b>	Display T qualified notepad items
<b>*NPC*</b>	Display confidential notepad items
<b>*NPH*</b>	Display history notepad items
<b>*MM</b>	Display mileage membership
<b>*SI</b>	Display service information
<b>*SD</b>	Display seat data
<b>*VL</b>	Display vendor locator
<b>*VR</b>	Display vendor remarks

## Mileage Membership

Online help command: H/M.

### Add

<b>M.KL83746592</b>	Add mileage membership for single name booking file
<b>M.QF8374639-UA7563820</b>	Add multiple mileage memberships for single name booking file
<b>M.P3/AN2534475</b>	Add mileage membership for passenger 3
<b>M.P4/VS8456379-CX867563839</b>	Add multiple mileage memberships for passenger 4

### Amend

There are no amend entries for the mileage membership. You must delete and re-enter.

### Delete

<b>M@</b>	Delete mileage membership details for all passengers
<b>M.P1@</b>	Delete all mileage membership details for passenger 1
<b>M.P3*SQ@</b>	Delete mileage membership for passenger 3, for specified airline only

## Other Supplementary Information

Online help command: H/OSI

### Add

**SI.BA\*TKNO 12533446578390**

Add OSI message to specified airline re ticket number notification

**SI.YY\*1CHD SHIELDS/BMISS AGED 6YRS**

Add OSI message to all airlines re child travelling

**SI.YY\*TCP2 SMITH/JOHN 2G35V4**

Add OSI message to all airlines re the complete party information.

### Delete

Delete OSIs by item number

**SI.1@**

Delete OS I item 1

**SI-3-5@**

Delete OSI items 3 through to 5

### Amend

Amend OSIs by item number

**SI.2@KL\*free text**

Amend OSI item 2, to be sent to specified airline with new free text

**SI.4@YY\*free text**

Amend OSI item 4, to be sent to all airlines, with new free text

## Special Service Requirement

Online help command: H/SSR

### Add

Refer to GC\*605/32 for a full list of SSR programmatic codes.

<b>SI.VGML</b>	Request VGML for all passengers, all segments
<b>SI.P3/DB3ML</b>	Request DBML for passenger 3, for all segments
<b>SI.P2/LANG*ONLY SPEAKS JAPANESE</b>	Request LANG assistance for passenger 2, with details specified in free text
<b>SI.P2S2.3/WCHR*ELDERLY</b>	Request wheelchair assistance for passenger 2, segments 2 and 3 only. Free text required

### Amend

There are no entries to amend SSR's. The entries shown are to update the status of the SSR.

<b>SI.P2/WCHR@HK</b>	Confirm WCHR request for passenger 2, all segments
<b>SI.P1S1.4/BSCT@HK</b>	Confirm BSCT request for passenger 1, segments 1 and 4

### Delete

<b>SI.VGML@</b>	Delete VGML request for all passengers, all segments
<b>SI.P1/SFML@</b>	Delete SFML for passenger 1, all segments

## Advance Seat Reservation

Online help command: H/ASR

### Seat Maps

**SM\*S1** Display seat configuration chart for segment 1  
**SA\*S1** Display seat availability chart for segment 1

### Seat Characteristics

**SC\*28H** Display characteristics of specified seat

### Seat Allocation

**S.S2/21A** Allocate seat 21 A for flight segment 2  
**S.S1/12A-C.F** Allocate specific seats in multi-name booking  
**S.P1.2S3/23H.J** Allocate seats for specified passengers  
**S.NW** Generic seat request, all flights

### Cancel Seat Allocation

**S.@** Cancel all seat allocations  
**S.S1@** Cancel seat allocation for specified flight segment

### Change Seat Allocation status

**S.S1 @\*HK** Change status of seat allocation to HK, specified segment

## Booking File Servicing

Online help command: H/RQ

### TOD

RO.TOD/BA/MPD.12550121234564/IOD.MAN.BA/FF1

Basic TOD request to airline BA, requesting collection at Manchester airport. Filed Fare 1 has pricing details.

RO.P1S1-3/TOD/EI/CPN.1/MPD.05350121234566/IOD.BHX.EI/FF1\*freetext

TOD request for specified passenger and segments to airline EI, advising document number and check digit of exchange coupon

### Fare

RO.FARE/BD/FQ/CUR.GBP/SITI\*freetext

Basic fare request to airline BD, journey sold and ticketed in United Kingdom. Use freetext area to explain nature of fare required

### General Request

RQ.GENR/AA\*free text

Send general request to airline AA

### Amend Request

RQ.1  
@TOD/BA/MPD.12550121234575/IOD.MAN.BA/FF1

Amend request item 1 with new data

### Delete Request

RQ.1 @ Delete specified servicing request item

## Status Codes

Online help command: H/BC

Here is a list of the status codes you are most likely to see. For a complete list of status codes used by Galileo see the help page H/BC.

<b>Code</b>	<b>Definiton</b>	<b>Change To</b> (this is your reply)
KK	Confirmed from 'on request'	HK
KL	Confirmed from waitlist	HK
NO	No action taken (check vendor reminds for possible message from carrier)	XK
RR	Reconfirmed flight	No action required
TK	Schedule change on a confirmed flight	HK
UC	Unable to confirm (this may be when the flight was 'on request' and the waitlist is now closed)	XK
UN	Unable to confirm	XK
US	Have waitlisted from 'on request'	HL
UU	Waitlisted	HL
XK	changing a status to XK will remove the sector from the itinerary but will not send a cancellation message to the airline; - the sector was never confirmed originally therefore no cancellation needs to be sent eg X1	

@2HK	Change segment status of segment 2 to H K
SI.VLML@HK	Change segment status of VLML to HK
S.*HK	Change segment status of all seats to HK

## Queues

Online help command: **H/QUEUES**

<b>QPB*</b>	List all office queues
<b>QCA</b>	Count all queues
<b>Q</b>	Sign in to URG and GEN queue
<b>Q/12</b>	Sign in to queue 12 (Q/ followed by the queue number required)
<b>I</b>	Ignore the displayed booking file and send it to the back of the queue. When more than one booking file is on the queue Galileo displays the next one
<b>QX+1</b>	Sign out of the queue and ignore the displayed booking file
<b>E</b>	End transaction on the displayed booking file, after making the relevant action, and remove the booking file from the queue. When more than one booking file is on the queue Galileo automatically displays the next one
<b>QX+E</b>	Sign out of the queue and end transaction on the displayed booking file
<b>QEB/38</b>	Send the booking file to queue 38 (QEB/ followed by the queue number required)
<b>QR</b>	Remove the booking file from the queue This entry should be used with caution as no 'action' is required and once removed the booking file will not reappear on the queue for the same reason.

## Booking File History

Online help command: **H/HIST**

### History Entries

<b>*H</b>	Display entire Booking File History
<b>*HIA</b>	Display itinerary Air History
<b>*HIH</b>	Display Itinerary Hotel History
<b>*HIC</b>	Display Itinerary Car History
<b>*HFF</b>	Display Filed Fare History
<b>*HSI</b>	Display Service Information History

## Booking File Divide

Online help command: **H/DIVI**

### Divide

**DP2**

Divide name 2 from the BF

**DP1-3.6**

Divide names 1 through 3 and 6 from the BF

### File

**F**

File divided booking for later processing. This entry will display the remainder of original BF

## Repeat Booking File

Online help command: **H/REPE**

### Repeat Entries

**REALL**

Repeat all customer data

**RESALL**

Repeat all segments

**RESALLALL**

Repeat all segments - all customer data

**REALLS1.5.7-9**

Repeat all customer data and segments 1 5 7 8 and 9