

Galileo commands handbook

Every cryptic entry in GateRoam's Galileo guide: what it does, the forms it is typed in, and the step-by-step page that shows it at work.

397

entries

839

forms with examples

12

sections



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How to read this handbook

Entry and what it does, then its level: *basic* for the first week, *intermediate* for the first month, *advanced* for rare or senior work.

The grey box shows the forms the guide uses, each with what it does. The values (names, dates, cities) are examples: put in your own.

Step by step links open the guide page that shows the entry at work. The index at the end lists every entry from A to Z.

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every entry

Basics

Signing on, work areas, help pages, symbols, encoding and decoding, local time and printing.

.AD Decode an airline code; **.AD*** numeric ticket prefix, **.AD 1G** systems.

BASIC

.AD OU	Airline name to code · codes to names
.AD JU/OU/LX	Airline name to code · codes to names
.AD*220	Decodes the 3-digit airline number at the start of a ticket number
.AD 1G	Decodes a reservation-system code

Step by step: [How do I encode and decode codes in Galileo?](#)

.AE Encode an airline name to its code.

BASIC

.AE AIR SERBIA	Airline name to code · codes to names
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Step by step: [How do I encode and decode codes in Galileo?](#)

.CD Decode a city or airport code.

BASIC

.CD TGD	Turns city or airport codes into names
.CD LJU/ZAG/BEG	Turns city or airport codes into names

Step by step: [How do I encode and decode codes in Galileo?](#)

.CE Encode a city name to its code.

BASIC

.CE LJUBLJANA	Finds the code of a city; several at once with /
.CE SARAJEVO/SKOPJE	Finds the code of a city; several at once with /
.CE BEL	Lists cities whose names start with BEL

Step by step: [How do I encode and decode codes in Galileo?](#)

.CR Show a city's detail record (not kept up to date).

BASIC

.CR VIE	City record: transport, check-in and similar details
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Step by step: [How do I encode and decode codes in Galileo?](#)

.ED Decode an aircraft (equipment) code.

BASIC

.ED 320	Decodes an aircraft code
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Step by step: [How do I encode and decode codes in Galileo?](#) · [How do I see flight details and stops in Galileo?](#)

.EE Encode an aircraft name to its codes.

BASIC

.EE AIRBUS	Name to codes
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Step by step: [How do I encode and decode codes in Galileo?](#)

.ER Show the detail record of an aircraft type.

BASIC

.ER 320	Detail record
----------------	---------------

Step by step: [How do I encode and decode codes in Galileo?](#)

.LD Decode a country code.

BASIC

.LD SI	Code to name
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Step by step: [How do I encode and decode codes in Galileo?](#)

.LE Encode a country name to its code.

BASIC

.LE SLOVENIA	Country name to code
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Step by step: [How do I encode and decode codes in Galileo?](#)

.RD Show the region (state) codes of a country.

BASIC

.RD	Countries divided into regions
.RD US	The regions (states) of one country

Step by step: [How do I encode and decode codes in Galileo?](#)

@GMT Show the time in GMT.

BASIC

Step by step: [How do I check local time and count dates in Galileo?](#)

@LT Show local time in a city, optionally on a date.

BASIC

Step by step: [How do I check local time and count dates in Galileo?](#)

@UTC Show the time in UTC.

BASIC

Step by step: [How do I check local time and count dates in Galileo?](#)

#CTQ Open Trip Quote to build and send a client offer.

BASIC

Step by step: [What do the Smartpoint menus do in Galileo?](#)

#DELETEPLUGIN **#DELETEPLUGIN CACHE** clears the Smartpoint plugin cache.

BASIC

Step by step: [What do the Smartpoint menus do in Galileo?](#) · [How do I report a Galileo problem to the help desk?](#)

#RESTART Restart Smartpoint without signing off.

BASIC

Step by step: [What do the Smartpoint menus do in Galileo?](#) · [What do @ * + # and \)> mean in Galileo?](#) · [How do I report a Galileo problem to the help desk?](#)

+J Show the terminal ID (GTID); not in Smartpoint Cloud.

BASIC

+J	Shows the GTID only
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Step by step: [How do work areas A to E work in Galileo?](#) · [How do I report a Galileo problem to the help desk?](#)

6D Show the terminal ID (GTID).

BASIC

Step by step: [How do work areas A to E work in Galileo?](#)

C*MAP Map data: towns and nearest airports in a country.

BASIC

C*MAP/SLOVENIA-BBBB	Main towns starting with B and their distance to the main airports
C*MAP/SLOVENIA-BBBB.NL	Nearest airport for a town starting with B whose next letter is L

Step by step: [How do I encode and decode codes in Galileo?](#)

GG* Show the GIS chapter index (GG*/ALPHA alphabetical).

BASIC

GG*	Chapter index of the information system (GIS)
GG*/ALPHA	In alphabetical order

Step by step: [How do I find help for an entry in Galileo?](#)

GP* Show a page or paragraph headings in the current GIS chapter.

BASIC

GP*20	Page 20 of this chapter
GP*2/	Paragraph headings of page 2
GP*	Page again
GP*3	Page 3

Step by step: [How do I find help for an entry in Galileo?](#) · [Where do I find airline information in Galileo?](#)

H* Show your last input again.

BASIC

H*	Shows your last input again
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Step by step: [How do I find help for an entry in Galileo?](#)

H/T. Help on a booking file field by its identifier.

BASIC

H/T.	Help on a booking file field by its identifier (here the ticketing field)
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Step by step: [How do I find help for an entry in Galileo?](#)

HELP Help index by first letter, e.g. HELP A.

BASIC

HELP A	Index of help subjects starting with A
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Step by step: [How do I find help for an entry in Galileo?](#)

HMCT Assumed city table: host locations, time display or standing account codes.

BASIC

HMCT	Shows the assumed cities and carrier set for this screen
HMCT-LJU/A	Makes LJU the assumed origin city for availability
HMCT@24/LT	Shows flight times on the 24-hour
HMCT@12/LT	12-hour clock
HMCTX	Cancels all assumed-city settings

Step by step: [How do work areas A to E work in Galileo?](#) · [Basic or Direct availability sort in Galileo: which one?](#) · [How do I quote private or net fares in Galileo?](#)

KGB Show current work area, sign-on and terminal ID.

BASIC

KGB	Shows the current work area, your sign-on and the terminal ID (GTID)
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Step by step: [How do I sign in and out of Galileo \(SON, SOF\)?](#) · [How do work areas A to E work in Galileo?](#) · [How do I report a Galileo problem to the help desk?](#)

MB Move to the bottom of a display.

BASIC

MB	To the bottom
-----------	---------------

Step by step: [How do I scroll and use shortcuts in Galileo?](#)

MD Move down; MD + number moves that many lines.

BASIC

MD	Moves down
MD12	Moves down 12 lines (up to 99)
MDO	Shows the current screen again

Step by step: [How do I scroll and use shortcuts in Galileo?](#) · [What do @ * + # and \)> mean in Galileo?](#)

MR Move down, showing only the remaining lines.

BASIC

MR	Moves down and shows only the lines that are left
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Step by step: [How do I scroll and use shortcuts in Galileo?](#)

MT Move to the top of a display.

BASIC

MT	Jumps to the top
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Step by step: [How do I scroll and use shortcuts in Galileo?](#)

MU Move up.

BASIC

MU	Up
-----------	----

Step by step: [How do I scroll and use shortcuts in Galileo?](#)

OP/W* Show work areas, sign-ons and the availability sort setting.

BASIC

OP/W*	Shows whether your work area uses BASIC or DIRECT
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Step by step: [What is a PCC and how do I emulate one in Galileo?](#) · [How do I sign in and out of Galileo \(SON, SOF\)?](#) · [How do I practise safely in Galileo?](#)

OP/WL Show the terminal ID (GTID).

BASIC

OP/WL	Shows the GTID only
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Step by step: [How do work areas A to E work in Galileo?](#) · [How do I report a Galileo problem to the help desk?](#)

P- Send a response to the printer, e.g. P-*R.

BASIC

P-*R	Prints the retrieved booking file
P-*ALL	Prints it with the details of hidden fields
P-*H	Prints the booking file history
P-*I	Prints only the itinerary segments
P-*K7P2QX	Prints a booking file by record locator without retrieving it
P-	Sends that response to the printer instead of the screen
P-QCA	Sends the queue count to the printer instead of the screen
P-GC*	Prints that page

Step by step: [How do I print a PNR in Galileo?](#) · [How do I display part of a PNR in Galileo?](#) · [How do I read PNR history in Galileo?](#)

SA/TA Move to work area A with the training duty code TA.

BASIC

SA/TA	Moves to work area A with duty code TA (training)
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Step by step: [How do I practise safely in Galileo?](#)

SAI Sign back in to all work areas.

BASIC

SAI/ZAN	Signs you back in to all work areas at your own office
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Step by step: [How do I sign in and out of Galileo \(SON, SOF\)?](#)

SAO Temporary sign-out.

BASIC

SAO	Temporary sign-out
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Step by step: [How do I sign in and out of Galileo \(SON, SOF\)?](#)

SB Move to work area B (SA back to A).

BASIC

SB	Moves to work area B (SA back to A)
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Step by step: [How do work areas A to E work in Galileo?](#)

SEM Emulate another PCC (service bureau sign-ons only).

INTERMEDIATE

SEM/K2T/AG	Emulates PCC K2T after you have signed on
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Step by step: [What is a PCC and how do I emulate one in Galileo?](#)

SOF Sign off; SOF/Z + ID is an override sign-off.

BASIC

SOF	Signs off
SOF/ZAN	Override sign-off

Step by step: [How do I sign in and out of Galileo \(SON, SOF\)?](#)

SON Sign on with your ID at your own office or a branch PCC.

BASIC

SON/Z7XQ1/AN	Signs on at a branch with a four-character PCC: PCC, slash, your ID
SON/ZAN	Signs on at your own office. After SON/Z comes your ID: 1 to 3 letters, digits or both

Step by step: [What is a PCC and how do I emulate one in Galileo?](#) · [How do I sign in and out of Galileo \(SON, SOF\)?](#)

STD Display a security profile; the password can be changed there.

BASIC

STD/Z7XQ1/AN	Shows the security profile of a sign in a four-character PCC
STD/ZAN	Shows your security profile; from that display the password can be changed

Step by step: [What is a PCC and how do I emulate one in Galileo?](#) · [How do I sign in and out of Galileo \(SON, SOF\)?](#)

STE Display, add, confirm or change your sign-on business email.

BASIC

STE/DISPLAY	Shows the business email registered on your sign-on
STE/ADD/	Adds, confirms or changes that email
STE/CONFIRM/	Adds, confirms or changes that email
STE/CHANGE/	Adds, confirms or changes that email

Step by step: [How do I sign in and out of Galileo \(SON, SOF\)?](#)

TKPDID Print the itinerary for all passengers and segments.

BASIC

TKPDID	Prints the itinerary of the retrieved booking file for all passengers and segments
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Step by step: [How do I print a PNR in Galileo?](#)

X Cancel segments, e.g. X2 or X2-4; with + cancel and rebook.

BASIC

X2	Cancels segment 2
X2-4	2 to 4
X2.5	2 and 5
X2+N1Y3	Cancels segment 2 and sells class Y on line 3
X1+0LH1456Y22NOVFRALJUNN1	Cancels segment 1 and direct-sells a new flight

Step by step: [What do @ * + # and \)> mean in Galileo?](#) · [How do I void a ticket in Galileo?](#) · [How do I cancel or change a flight segment in Galileo?](#)

XX Terminal calculator: sums, times and ticket check digits.

BASIC

XX450+38	Adds, subtracts, multiplies, divides
XX450-38	Adds, subtracts, multiplies, divides
XX450*3	Adds, subtracts, multiplies, divides
XX450/3	Adds, subtracts, multiplies, divides
XX11:45+4:45	Adds 4 h 45 min to 11:45
XX1234500012/7	Divides a ticket number without its airline code by 7; the remainder is the check digit

Step by step: [How do I check local time and count dates in Galileo?](#)

PNR (booking file)

Building, retrieving, changing, dividing and cancelling a booking file.

@ Change a booked segment: date, class, flight or status.

BASIC

Step by step: [How do I cancel a PNR in Galileo?](#) · [What do HK, KK, HL, UC and TK mean in Galileo?](#) · [How do I revalidate a ticket in Galileo?](#)

@ALL Accept airline status changes on all segments (KK to HK).

BASIC

Step by step: [What do HK, KK, HL, UC and TK mean in Galileo?](#) · [How do I add an SSR in Galileo?](#) · [How do I waitlist a flight in Galileo?](#)

***** Retrieve a booking file, e.g. by flight, date and name.

BASIC

*K7P2QX	Retrieves the booking file
*15NOV-NOVAK	Name plus travel date
*JU211/15NOV-NOVAK	Flight, date and name
*3	Opens line 3 of the name list

Step by step: [How do I cancel a PNR in Galileo?](#) · [How do I claim an airline PNR in Galileo?](#) · [How do I split \(divide\) a PNR in Galileo?](#)

*** -** Retrieve a booking file by surname or full name.

BASIC

Step by step: [How do I retrieve a PNR in Galileo?](#)

****** Retrieve from a branch office PCC, or all branches with B.

BASIC

Step by step: [How do I retrieve a PNR in Galileo?](#)

***AA** Display written, delivery and related addresses.

INTERMEDIATE

*AA	All addresses
------------	---------------

Step by step: [How do I add a client address in Galileo?](#)

***AD** Display the delivery address.

INTERMEDIATE

*AD	Delivery
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Step by step: [How do I add a client address in Galileo?](#)

***ALL** Display all booking file data, hidden fields included.

BASIC

*ALL	Everything, hidden fields included
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Step by step: [How do I display part of a PNR in Galileo?](#)

***AW** Display the written address.

INTERMEDIATE

*AW	Shows the written
------------	-------------------

Step by step: [How do I add a client address in Galileo?](#)

***DV** List booking files divided from this one.

BASIC

***DV** Booking files divided from this one

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I split \(divide\) a PNR in Galileo?](#)

***EM** Display email addresses and email comments.

BASIC

***EM** Shows the email addresses with their numbers

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I add an email address in Galileo?](#) · [How do I email the itinerary in Galileo?](#)

***H** Display the whole booking file history.

INTERMEDIATE

***H** The whole history

Step by step: [How do I read PNR history in Galileo?](#) · [How do I see a ticket's document history in Galileo?](#)

***HI** Display itinerary history, non-air segments included.

INTERMEDIATE

***HI** Itinerary history, non-air included

Step by step: [How do I read PNR history in Galileo?](#)

***HIA** Show the air segment history of the booking file.

BASIC

***HIA** Air segment history

Step by step: [How do I cancel a PNR in Galileo?](#) · [How do I display part of a PNR in Galileo?](#) · [How do I read PNR history in Galileo?](#)

***HMM** Display frequent flyer history.

INTERMEDIATE

***HMM** Frequent flyer

Step by step: [How do I read PNR history in Galileo?](#)

***HN** Display name history.

INTERMEDIATE

***HN** Name changes

Step by step: [How do I change a passenger name in Galileo?](#) · [How do I read PNR history in Galileo?](#)

***HNP** Display the history of historical notepad items.

BASIC

***HNP** Historical notepads

Step by step: [How do I read PNR history in Galileo?](#) · [How do I add an internal note in Galileo?](#)

***HP** Display phone history.

INTERMEDIATE

***HP** Phones

Step by step: [How do I read PNR history in Galileo?](#)

***HQT** Display the queue trail: queues the file has been on.

INTERMEDIATE

***HQT** Queue trail

Step by step: [How do I read PNR history in Galileo?](#) · [How do I see queue activity in Galileo?](#)

***HRB** Display review booking history.

INTERMEDIATE

Step by step: [How do I set a booking reminder in Galileo?](#)

***HRI** Display itinerary remarks history.

INTERMEDIATE

***HRI** Itinerary remarks

Step by step: [How do I read PNR history in Galileo?](#)

***HSI** Display SSR and OSI history together.

INTERMEDIATE

***HSI** Service information
***HSI.VR** SSRs, OSIs and vendor remarks together

Step by step: [How do I read PNR history in Galileo?](#)

***HSO** Display OSI history.

INTERMEDIATE

***HSO** OSIs

Step by step: [How do I read PNR history in Galileo?](#)

***HSR** Display SSR history.

INTERMEDIATE

***HSR** SSRs

Step by step: [How do I read PNR history in Galileo?](#)

***HTD** Display ticketing field history.

INTERMEDIATE

***HTD** Ticketing field

Step by step: [How do I read PNR history in Galileo?](#)

***HVR** Display vendor remark history.

INTERMEDIATE

***HVR** Vendor remarks

Step by step: [How do I read PNR history in Galileo?](#) · [How do I send a message to an airline in Galileo?](#)

***I** Display the whole itinerary.

BASIC

***I** Whole itinerary

Step by step: [How do I add a tour or transfer segment in Galileo?](#) · [How do I display part of a PNR in Galileo?](#)

***IA** Show the air segments of the booking file.

BASIC

***IA** Shows the air segments with their status

Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I cancel a PNR in Galileo?](#) · [How do I display part of a PNR in Galileo?](#)

***ID** Display the corporate ID field.

ADVANCED

*ID	Shows the corporate ID
------------	------------------------

Step by step: [How do I add a corporate ID in Galileo?](#)

***IN** Display non-air segments only.

BASIC

*IN	Shows only the non-air segments
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Step by step: [How do I add a tour or transfer segment in Galileo?](#) · [How do I display part of a PNR in Galileo?](#)

***L** Show the similar name list again.

BASIC

*L	Shows the name list again
*LH1456/20NOV-NOVAK	Finds booking files with that name on that flight and date

Step by step: [How do I retrieve a PNR in Galileo?](#)

***MM** Display frequent flyer (mileage membership) data.

BASIC

*MM	Frequent flyer numbers
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Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I add a frequent flyer number in Galileo?](#)

***N** Display the names with passenger numbers.

BASIC

*N	Lists the names with their numbers
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Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I change a passenger name in Galileo?](#) · [How do I display part of a PNR in Galileo?](#)

***NP** Display notepad items; add a qualifier letter to filter.

BASIC

*NP	Notepad
------------	---------

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I add an internal note in Galileo?](#)

***P** Display the phone field.

BASIC

*P	Shows one field: names, phones, ticketing, received
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Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I display part of a PNR in Galileo?](#) · [How do I add a phone number in Galileo?](#)

***PI** Display the passenger information (passport and visa) field.

BASIC

Step by step: [How do I add passport data \(SSR DOCS\) in Galileo?](#)

***RB** Display review booking items.

INTERMEDIATE

*RB	Shows the review items
------------	------------------------

Step by step: [How do I set a booking reminder in Galileo?](#)

***RI** Display itinerary remarks.

BASIC

***RI** Itinerary remarks

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I add itinerary remarks in Galileo?](#)

***RIC** Display only check-in time and terminal remarks.

BASIC

Step by step: [How do I add itinerary remarks in Galileo?](#)

***RV** Display the received from field.

BASIC

***RV** Shows one field: names, phones, ticketing, received

Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I display part of a PNR in Galileo?](#) · [What is the received field \(R.\) in Galileo?](#)

***SIR** List services to reinstate after the journey changed.

BASIC

***SIR** After changing flights, lists services to put back · reinstates the meal

Step by step: [How do I add an SSR in Galileo?](#) · [How do I handle a schedule change in Galileo?](#) · [How do I request a special meal in Galileo?](#)

***SO** Display OSIs.

BASIC

***SO** OSIs only

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I add an OSI in Galileo?](#) · [How do I add a ticket number issued elsewhere in Galileo?](#)

***SR** Display programmatic SSRs with their status.

BASIC

***SR** SSRs only
***SR/P1** Shows passenger 1's SSRs with their status
***SR/P2** Those of passenger 2

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I add an SSR in Galileo?](#) · [How do I request a special meal in Galileo?](#)

***TD** Display the ticketing arrangement field.

BASIC

***TD** Shows one field: names, phones, ticketing, received

Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I display part of a PNR in Galileo?](#) · [How do I set the ticketing field in Galileo?](#)

***VL** Show the airline (vendor) record locator.

BASIC

***VL** Airline locators

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I split \(divide\) a PNR in Galileo?](#) · [How do I copy \(clone\) a PNR in Galileo?](#)

***VO** Display outgoing vendor remarks only.

INTERMEDIATE

***VO** Only outgoing remarks

Step by step: [How do I send a message to an airline in Galileo?](#)

***VR** Show incoming and outgoing vendor remarks.

BASIC

***VR** Vendor remarks in and out

Step by step: [How do I display part of a PNR in Galileo?](#) · [How do I send a message to an airline in Galileo?](#) · [How do I handle a schedule change in Galileo?](#)

OSUR Add a passive surface segment, such as a transfer.

INTERMEDIATE

Step by step: [How do I add a tour or transfer segment in Galileo?](#)

OTUR Add a passive tour segment.

INTERMEDIATE

Step by step: [How do I add a tour or transfer segment in Galileo?](#)

C/ Display or claim a booking made by the airline (C/JU/OK).

ADVANCED

C/JU*M4R8TZ	Shows airline JU's booking with locator M4R8TZ
C/JU*JU211/17NOVBEG-NOVAK	Finds it by flight, date, board point and name
C/JU*3	Opens line 3 of the airline's name list
C/JU*L	Shows the list again
C/JU/OK	Claims the booking

Step by step: [How do I claim an airline PNR in Galileo?](#)

D. Add, change or delete the delivery address.

INTERMEDIATE

D.EXAMPLE	Delivery address
CORP*RECEPTION*FLOOR 3	
D.@	Delivery

Step by step: [How do I add a client address in Galileo?](#)

DG/ Divide unnamed places out of a group booking file.

INTERMEDIATE

Step by step: [How do I split \(divide\) a PNR in Galileo?](#)

DP Divide passengers out into a new booking file.

INTERMEDIATE

DP2 Divides passenger 2 (or 1, 2 and 4) out

Step by step: [How do I split \(divide\) a PNR in Galileo?](#)

E End transact: save the booking file.

BASIC

E Ends without showing the file

Step by step: [How do I split \(divide\) a PNR in Galileo?](#) · [How do I save or ignore a PNR in Galileo \(ER, I\)?](#) · [What do PNR, booking file and PCC mean in Galileo?](#)

EL End transact and return to the previous name list.

BASIC

EL Ends and goes back to the name list you came from

Step by step: [How do I save or ignore a PNR in Galileo \(ER, I\)?](#)

ELM Email the itinerary and redisplay the name list.

BASIC

Step by step: [How do I email the itinerary in Galileo?](#)

EM Email the itinerary to the first or named email addresses.

BASIC

EM	Sends the itinerary to the first address
EM2	Address 2
EM1.3	Addresses 1 and 3
EMD	The airline's EMD information

Step by step: [How do I email the itinerary in Galileo?](#)

EMALL Email the itinerary to all email addresses.

BASIC

EMALL	Sends to every address
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Step by step: [How do I email the itinerary in Galileo?](#)

ERM End, redisplay and email the itinerary to the first address.

BASIC

ERM	Ends the transaction, shows the file and sends to the first address
ERM*LANG-PT	Sends the itinerary in Portuguese; other languages by their code

Step by step: [How do I email the itinerary in Galileo?](#) · [How do I save or ignore a PNR in Galileo \(ER, I\)?](#)

ERMALL End, redisplay, email all addresses; ERMALL*ETR attaches e-ticket receipts.

BASIC

ERMALL	Ends, shows and sends to all addresses
ERMALL*ETR	Same, with all e-ticket receipts attached

Step by step: [How do I email the itinerary in Galileo?](#)

ET End transact: save the booking file (same as E).

BASIC

ETKT	The airline's e-ticket information, e.g. whether it allows revalidation and which ID it needs
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Step by step: [How do I save or ignore a PNR in Galileo \(ER, I\)?](#)

F File the new booking file during a divide.

INTERMEDIATE

F	Files the new booking file
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Step by step: [How do I split \(divide\) a PNR in Galileo?](#)

H/ASSC Help page listing other SSR codes.

BASIC

Step by step: [How do I add an SSR in Galileo?](#)

H/HIST Help page listing the history codes.

INTERMEDIATE

Step by step: [How do I read PNR history in Galileo?](#)

H/MEAL Help page listing meal SSR codes.

BASIC

Step by step: [How do I add an SSR in Galileo?](#)

H/PTC Help page listing passenger type codes.

BASIC

Step by step: [How do I enter child and infant names in Galileo?](#)

I Ignore the booking file without saving.

BASIC

I Ignores the booking file you built instead of saving it

Step by step: [How do I claim an airline PNR in Galileo?](#) · [How do I create a PNR \(booking file\) in Galileo?](#) · [How do I save or ignore a PNR in Galileo \(ER, I\)?](#)

IALL Ignore the booking file and the client file.

BASIC

IALL Ignores the booking file and the client file moved into it

Step by step: [How do I save or ignore a PNR in Galileo \(ER, I\)?](#)

ID.C/ Add or delete the corporate ID field.

ADVANCED

ID.C/EXCO01SIXQ7 Adds the corporate ID to the booking file

ID.C/@ Deletes it

Step by step: [How do I add a corporate ID in Galileo?](#)

IR Ignore changes and redisplay the booking file as it was.

BASIC

IR Ignores and shows the last saved version

Step by step: [How do I cancel a PNR in Galileo?](#) · [How do I save or ignore a PNR in Galileo \(ER, I\)?](#) · [What do PNR, booking file and PCC mean in Galileo?](#)

LD* Redisplay the last booking file list.

INTERMEDIATE

LD* Shows the last list again

Step by step: [How do I list unticketed bookings in Galileo?](#)

LD/ List booking files by date, ticket state, status or airline, to screen or queue.

BASIC

LD/UTK/15NOV-D Unticketed files with any segment on 15 November, on screen

LD/UTK/TL-20OCT-D Unticketed files whose **TAU/TAW** date is 20 October

LD/ALL/15NOV-Q/60 Every file with a segment on 15 November, onto queue 60

LD/SC-HX/15NOV-D Files with a flight cancelled by the airline on that date

LD/7XQ1/UTK/JU/15NOV*20NOV-D Branch 7XQ1, airline JU, unticketed, segments 15–20 November

LD/ALL/AUX/01NOV*30NOV-D Lists files with auxiliary segments in November

LD/SC-ZK/14NOV-D Lists booking files with **ZK** segments travelling on 14 Nov, on screen

LD/UTK/TL-14NOV-D Lists unticketed bookings with a ticketing date of 14 November, on screen

LD/UTK/TL-14NOV*16NOV-D The same for 14 to 16 November

Step by step: [How do I add a tour or transfer segment in Galileo?](#) · [How do I list unticketed bookings in Galileo?](#) · [What do HK, KK, HL, UC and TK mean in Galileo?](#)

LDT/ Booking file list sent to the printer.

INTERMEDIATE

LDT/UTK/15NOV-D Same list, sent to the printer

Step by step: [How do I list unticketed bookings in Galileo?](#)

M. Add or delete frequent flyer numbers and partner airlines.

BASIC

M.LH992000123456	Adds an LH card in a booking file with one traveller
M.P2/LH992000123456	Adds an LH card for passenger 2
M.P2/LH992000123456/OS	The LH card used on an OS flight
M.P2*LH/OS/LX	Adds partners OS and LX to the LH card already in the file
M.P2@	Deletes passenger 2's cards
M.LH@	All LH cards
M.@	All cards
M.	Frequent flyer number, if the client has one

Step by step: [How do I add a frequent flyer number in Galileo?](#) · [How do I book a direct payment carrier in Galileo?](#)

M* Display an airline's mileage agreement table (M*LH) or all (M*ALL).

BASIC

M*LH	Shows LH's agreement table: which airlines accept LH cards
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Step by step: [How do I add a frequent flyer number in Galileo?](#)

MC. Add or delete a comment for an email "to" address.

BASIC

MC.1@HAVE A GOOD TRIP	Adds a comment to "to" address 1
MC.2@	Deletes comment 2
MC.ALL@	All comments

Step by step: [How do I add an email address in Galileo?](#)

MF. Add, change or delete the email "from" address.

BASIC

MF.TICKETS@EXAMPLETRAVEL.COM	Sets the "from" address
MF.@NEW.SENDER@EXAMPLETRAVEL.COM	Replaces
MF.@	Deletes the "from" address
MF.	Name, ticketing field, received from, address, email, phone

Step by step: [How do I add an email address in Galileo?](#) · [How do I book a direct payment carrier in Galileo?](#)

MT. Add, change or delete email "to" addresses.

BASIC

MT.ANA.NOVAK@EXAMPLE.COM	Adds a "to" address
MT.2@KOVAC.MARKO@EXAMPLE.COM	Replaces "to" address 2
MT./2@IVA.KOVAC@EXAMPLE.COM	Inserts a new address after item 2
MT.ALL@	Deletes every "to" address

Step by step: [How do I create a PNR \(booking file\) in Galileo?](#) · [How do I add an email address in Galileo?](#) · [How do I book a direct payment carrier in Galileo?](#)

N. Add, change or delete passenger names and name remarks.

BASIC

N.	Every traveller, spelled as in the passport
N.NOVAK/ANA MRS	One adult
N.2KOVAC/MARKO MR/IVA MRS	Two travellers with the same surname
N.HORVAT/LUKA MSTR*P-C08 DOB03MAY18	A child of 8 with passenger type and date of birth
N.I/NOVAK/EVA MISS*12MAR26	A lap infant; the date of birth is mandatory
N.HORVAT/MAJA MISS*P-INS	An infant on its own seat, with its date of birth in an INST SSR
N.P2@KOVAC/MARKO MR	Replaces name 2
N.P5@I/NOVAK/EVA MISS*12MAR26	Replaces infant 5 with corrected data
N.P1@*TEXT	Adds or changes
N.P1@*	Deletes the remark on name 1

Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I change a passenger name in Galileo?](#) · [How do I create a PNR \(booking file\) in Galileo?](#)

NP. Add, change or delete notepad (internal) items.

BASIC

NP.CLIENT WANTS AISLE SEATS ONLY	A plain note
NP.H**QUOTED 412 EUR ON 12OCT BY PHONE	A historical note
NP.C**DISCOUNT AGREED BY MANAGER	A confidential note
NP.**PAYS BY BANK TRANSFER	A note that is always shown on the first notepad line
NP.D*SENT VISA FORMS	A note with a letter of your choice (here D)
NP.2@NEW TEXT	Changes item 2
NP./2TEXT	Inserts after item 2
NP.2@	Deletes item 2
NP.VTEMATTACH:IT	Notepad line: attach itinerary and e-ticket as PDF to every email sent
NP.VIEWTRIPNET	Hide fares

Step by step: [How do I email the itinerary in Galileo?](#) · [How do I add an internal note in Galileo?](#) · [How do I put a PNR on a queue in Galileo \(QEB\)?](#)

ORB/ Move files with TAW, TAU or review items for a date onto a queue.

BASIC

ORB/TAW/20OCT-Q	Moves all TAW files for 20 October to queue 9 now
ORB/TAU/20NOV-Q/41	Places files with a TAU ticketing arrangement for 20 November on queue 41
ORB/TAW/20NOV-Q	Moves files with TAW for 20 November to queue 9 (default)
ORB/RB/20NOV-Q/41	Moves files with a review item for 20 November to queue 41

Step by step: [How do I set a booking reminder in Galileo?](#) · [How do I set the ticketing field in Galileo?](#)

ORC/ Count files with TAW, TAU or review items for a date.

INTERMEDIATE

ORC/TAU/20NOV	Counts booking files with a TAU ticketing arrangement for 20 November
ORC/RB/20NOV	Counts booking files with a review booking item for 20 November

Step by step: [How do I set a booking reminder in Galileo?](#)

P. Add, change, insert or delete phone field items.

BASIC

P.LJUT*01 234 5678-MAJA	Agency number in Ljubljana with the agent's name
P.LJUM*386 41 123456 NOVAK	The traveller's mobile with their name
P./1LJUB*01 300 4000	Inserts a business number after item 1
P.2@LJUH*01 500 6000	Replaces item 2 with a home number
P.3@	Deletes item 3
P.1-2@	Items 1 and 2
P.	Agency, mobile, business numbers

Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I create a PNR \(booking file\) in Galileo?](#) · [How do I add a phone number in Galileo?](#)

PI. Add or delete passport and visa data stored in the booking file.

BASIC

Step by step: [How do I add passport data \(SSR DOCS\) in Galileo?](#)

PP/ Open Preview Plus, a form that builds a booking file list.

INTERMEDIATE

PP/	Opens Preview Plus, a form that builds the list for you
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Step by step: [How do I list unticketed bookings in Galileo?](#)

PQ/ Request a past date booking file.

INTERMEDIATE

PQ/R-K7P2QX	Requests the past date file by record locator
PQ/14SEP26-NOVAK	By departure date and surname
PQ/01SEP26-30SEP26-NOVAK	By a date range and surname
PQ/JU211/14SEP26BEG-NOVAK/ANA	By flight, date, board point and name
PQ/B/14SEP26-NOVAK	By date and name across all branch offices
PQ/*L	Shows the list of matching names again
PQ/C	Counts your requests this month and last month

Step by step: [How do I retrieve an old \(past date\) PNR in Galileo?](#)

PS. Add, change or remove the postscript shown on top of the file.

BASIC

PS.CALL CLIENT BEFORE TICKETING	A postscript: one line shown at the top of the booking file
PS.@NEW TEXT	Replaces
PS.@	Removes the postscript

Step by step: [How do I add an internal note in Galileo?](#)

PTC/ List passenger type codes starting with a letter (PTC/I).

BASIC

Step by step: [How do I enter child and infant names in Galileo?](#)

QEB/ Place the booking file on a queue; this also ends the transaction.

BASIC

QEB/43	Ends and places the file on queue 43
QEB/41@4	Places the file on queue 41 with instruction 4
QEB/41	Places it on queue 41 and deletes any instructions
QEB/41+43	Places it on queues 41 and 43
QEB/41*CVP*D2	Places it on queue 41, category VP , date range 2
QEB/7XQ1/41	Places it on queue 41 of branch 7XQ1

Step by step: [How do I save or ignore a PNR in Galileo \(ER, I\)?](#)

R. Add, change or delete the received from field.

BASIC

R.P	Received from the passenger
R.NOVAK/AMRS	Received from Mrs A Novak
R.AGT	Received from the agent
R.@KOVAC/MMR	Changes
R.@	Deletes the received item typed in this transaction
R.	Who asked for this change

Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I cancel a PNR in Galileo?](#) · [How do I change a passenger name in Galileo?](#)

RA. Add, change or delete a related address.

INTERMEDIATE

RA.MARKO KOVAC*TRG	A related address (up to 10 per file)
5*MARIBOR*P/2000	
RA.1@	First related address
RA.1@2*TRG 6	Replaces subfield 2 of related address 1 (always give the item number)

Step by step: [How do I add a client address in Galileo?](#)

RB. Add, change or delete a review booking item (dated queue reminder).

BASIC

RB.20OCT*CALL CLIENT ABOUT PAYMENT	Back on queue 12 on 20 October at 07:00, with the note
RB.20OCT/1530*CHECK WAITLIST JU211	Same, at 15:30
RB.Q41*VISA COPY MISSING	Today at 07:00 on queue 41
RB.7XQ1/20OCT/0900/Q26*PLEASE ISSUE	Queue 26 of branch 7XQ1 on 20 October at 09:00
RB.1300/Q12.Q29*SEND INVOICE	Two items, today at 13:00, queues 12 and 29, same text
RB.@1/22OCT	Moves item 1 to 22 October, the rest unchanged
RB.3@	Deletes item 3
RB.ALL@	All items
RB.20NOV/0900/Q41*CALL CLIENT RE SEATS	Puts the file on queue 41 on 20 November at 09:00, with a note
RB.	Review item for today at 07:00 on queue 12

Step by step: [How do I set a booking reminder in Galileo?](#) · [How do I put a PNR on a queue in Galileo \(QEB\)?](#)

REALL Repeat all customer data, no segments.

INTERMEDIATE

REALL	Copies all customer data, no flights
--------------	--------------------------------------

Step by step: [How do I copy \(clone\) a PNR in Galileo?](#)

REALLS Repeat customer data with chosen segments (REALLS2).

INTERMEDIATE

REALLS2	Customer data with segment 2
REALLS1.3	Segments 1 and 3

Step by step: [How do I copy \(clone\) a PNR in Galileo?](#)

REALLSALL Repeat all customer data and all segments into a new file.

INTERMEDIATE

REALLSALL	Copies customer data and all segments, including APIS, contacts, loyalty cards and meal requests
-----------	--

Step by step: [How do I copy \(clone\) a PNR in Galileo?](#)

REP. Repeat only chosen fields (REP.N.SI).

INTERMEDIATE

REP.N.SI.NP.7 - 11	Copies chosen fields: phones, names, service information, notepad items 7 to 11
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Step by step: [How do I copy \(clone\) a PNR in Galileo?](#)

RERIALL Repeat all unassociated itinerary remarks.

INTERMEDIATE

RERIALL	Copies all general itinerary remarks
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Step by step: [How do I copy \(clone\) a PNR in Galileo?](#)

RES Repeat one chosen segment (RES2).

INTERMEDIATE

RES2	Segment 2 only, no customer data
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Step by step: [How do I copy \(clone\) a PNR in Galileo?](#)

RESALL Repeat all segments, no customer data.

INTERMEDIATE

RESALL	Copies all segments
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Step by step: [How do I copy \(clone\) a PNR in Galileo?](#)

RI. Add, change or delete itinerary remarks, check-in times and terminals.

BASIC

RI.HAVE A PLEASANT TRIP	A general line on the itinerary
RI.S2*BUS TRANSFER TO TERMINAL 2	A line printed after segment 2
RI.S1/CI*90	Check-in time of 90 minutes for segment 1
RI.S1/DT*TERMINAL 1	Departure
RI.S2/AT*TERMINAL 2	Arrival terminal for a segment
RI.	An empty line between general remarks
RI.2@NEW TEXT	Changes remark 2
RI.3@	Deletes remark 3
RI./O*TEXT	Inserts a new first general remark

Step by step: [How do I add itinerary remarks in Galileo?](#)

RIR. Re-associate itinerary remarks to another segment before ending.

BASIC

Step by step: [How do I add itinerary remarks in Galileo?](#)

RL. Add an airline record locator for a passive booking.

INTERMEDIATE

RL.TK*R5T9WA	Adds the airline's record locator to a passive booking
RL.JU*M4R8TZ	Stores airline JU's own locator M4R8TZ

Step by step: [How do I send a message to an airline in Galileo?](#) · [How do I sell a flight without availability in Galileo?](#)

RT. Add a retention segment with a date and text.

INTERMEDIATE

RT.T/30NOV*KEEP FOR INVOICE	A retention line on 30 November with a note
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Step by step: [How do I add a tour or transfer segment in Galileo?](#)

SI. Add, change or cancel SSRs, manual SSRs and OSIs.

BASIC

SI.P1/SSRDOCSYYHK1/P/SI/PX123 4567/SI/12JUL80/F/23OCT30/NOV AK/ANA	Full passport data for traveller 1, to all airlines
SI.P2/SSRDOCSYYHK1/////03MAR7 5/M//KOVAC/MARKO	Minimum US Secure Flight data: birth date, gender, names
SI.P1/SSRDOCSYYHK1/P/SI/PX765 4321/SI/12MAR26/FI/01APR31/NO VAK/EVA	A lap infant's passport, entered on the adult (FI = female infant)
SI.P1/SSRDOCYYHK1//K/987654 3///US	Known traveller number for the US
SI.P1/SSRDOCYYHK1/D/US/100 MAIN STREET/NEW YORK/NY/10001	Destination address in the US (D); R would be the home address
SI.P1/SSRCTCMYYHK1/38641123 456	Traveller 1's mobile to all airlines
SI.P1/SSRCTCEYYHK1/ANA.NOVAK //EXAMPLE.COM	Traveller 1's email (// for @, - - for underscore)
SI.P2/SSRCTCRYHK1/PASSENGER DECLINED	Records that traveller 2 gave no contact
SI.SSRPCTCYHK1/MARKO KOVAC/SI 386 41 765432 - NOVAK/ANAMRS. HUSBAND	Emergency contact (name, country, phone) for traveller NOVAK/ANA; the relationship follows the full stop
SI.SSRFQTVLHHK1/LH9920001234 56789 -NOVAK/ANAMRS	A loyalty number for LH that does not fit in M .

Step by step: [How do I add passport data \(SSR DOCS\) in Galileo?](#) · [How do I change a passenger name in Galileo?](#) · [How do I add an email address in Galileo?](#)

SIR Reinstatement a service after a change of journey (SIR VGML).

BASIC

SIR VGML	Reinstates the meal
SIR GFML	Puts the meal back

Step by step: [How do I add an SSR in Galileo?](#) · [How do I handle a schedule change in Galileo?](#) · [How do I request a special meal in Galileo?](#)

T. Add, change or delete the ticketing arrangement field (T.TAU, T.TAW).

BASIC

T.TAU/20OCT	The file is placed on queue 10 automatically on 20 October
T.TAU/20OCT*WAIT FOR PAYMENT	Same, with a note
T.TAU/7XQ1/20OCT	Places it on queue 10 of branch 7XQ1 on that date
T.TAW/20OCT/1600	Date and time, but no automatic queue
T.TLLJU/JU1200/18OCT	Time limit form: ticket at LJU, by JU, at 12:00 on 18 October
T.T*	Shortest form: marks the file as ticketed or arranged
T.@TAU/22OCT	Changes
T.@	Deletes the field
T.	When and how it will be ticketed
T.TAU/14NOV	The booking goes to ticketing queue 10 on 14 November

Step by step: [What must a PNR \(booking file\) contain in Galileo?](#) · [How do I create a PNR \(booking file\) in Galileo?](#) · [How do I set the ticketing field in Galileo?](#)

V. Send, change or delete a vendor remark to an airline.

INTERMEDIATE

V.AJU*PLEASE ADVISE PRICE FOR PET IN CABIN	Sends a message to airline JU (A = airline, then its code)
V.2@AJU*NEW TEXT	Changes
V.2@	Deletes remark 2

Step by step: [How do I split \(divide\) a PNR in Galileo?](#) · [How do I send a message to an airline in Galileo?](#)

W. Add, change or delete the written address.

INTERMEDIATE

W.MRS ANA NOVAK*SLOVENSKA CESTA 1*LJUBLJANA*P/1000	Written address; subfields are split by *, the postal code goes after P/
W.@2*CANKARJEVA 7	Replaces subfield 2 of the written address
W.@/3*FLOOR 2	Inserts a new subfield after subfield 3
W.@2*	Deletes subfield 2 only
W.@	Deletes the whole written
W.	Name, ticketing field, received from, address, email, phone

Step by step: [How do I add a client address in Galileo?](#) · [How do I book a direct payment carrier in Galileo?](#)

XA Cancel all air segments.

BASIC

XA	Cancels all air segments
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Step by step: [How do I cancel a PNR in Galileo?](#) · [How do I cancel or change a flight segment in Galileo?](#)

XN Cancel all non-air segments.

BASIC

XN	Cancels all non-air segments
----	------------------------------

Step by step: [How do I add a tour or transfer segment in Galileo?](#) · [How do I cancel a PNR in Galileo?](#)

Availability and selling

Finding flights, timetables, connections and selling seats.

@A Change the whole air itinerary, e.g. class or seat count.

BASIC

Step by step: [How do I cancel or change a flight segment in Galileo?](#) · [How do I sell seats from availability in Galileo?](#)

@MT Check minimum connecting times for the booked flights.

BASIC

Step by step: [How do I check the minimum connecting time in Galileo?](#) · [How do I handle a schedule change in Galileo?](#)

***SVC** Show in-flight services for booked segments (*SVC2 for one).

BASIC

*SVC	In-flight services for all booked segments
*SVC2	For segment 2

Step by step: [How do I see flight details and stops in Galileo?](#)

/ Place a new sell after a given segment, e.g. /2+N1Y3.

BASIC

Step by step: [How do I sell a flight without availability in Galileo?](#) · [How do I sell seats from availability in Galileo?](#)

0 Direct sell a flight segment (also passive, open or waitlist).

INTERMEDIATE

Step by step: [How do I sell a flight without availability in Galileo?](#) · [How do I waitlist a flight in Galileo?](#) · [How do I issue an open ticket in Galileo?](#)

OA Add an ARNK (arrival unknown) segment, same as Y.

BASIC

Step by step: [How do I sell seats from availability in Galileo?](#)

A Request flight availability for a date and city pair.

BASIC

A20NOVLJUFRA/LH	Only these airlines (up to 6)
A20NOVLJUFRA/LH#	That airline on every flight of the journey, connections included
A20NOVLJUFRA/JU-	Leaves an airline out (up to 6)
A20NOVLJUAMS//*S	Only SkyTeam
A20NOVLJUIST.VIE	Connections via VIE
A20NOVLJUIST.FRA-	Connections, but not via FRA
A20NOVLJUFRA.1400	Around 14:00 (starting up to 2 h earlier)
A20NOVLJUFRA	Availability Ljubljana → Frankfurt on 20 November
A.FRLJUAMS	Next Friday
A20NOVLJUFRA/LH+27NOV/LH	Outbound and return in one entry

Step by step: [How do I change an availability display in Galileo?](#) · [How do I filter availability by airline or stops in Galileo?](#) · [How do I check flight availability in Galileo?](#)

A-1 Availability one day earlier.

BASIC

A-1	One day earlier
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Step by step: [How do I check flight availability in Galileo?](#)

A.D Show direct flights only (A.D0 nonstop, A.D2 up to 2 stops).

INTERMEDIATE

A.D	Direct only
A.D2	Direct with at most 2 stops

Step by step: [How do I filter availability by airline or stops in Galileo?](#)

A.D0 Show nonstop flights only.

INTERMEDIATE

A.D0	Nonstop only
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Step by step: [How do I filter availability by airline or stops in Galileo?](#)

A@ Follow-up class or codeshare filter, e.g. A@-ALL.

INTERMEDIATE

Step by step: [How do I filter availability by airline or stops in Galileo?](#)

A@# Show more classes for one availability line, e.g. A@#3.

INTERMEDIATE

A@#3	More classes for line 3
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Step by step: [How do I change an availability display in Galileo?](#)

A* More flights; A* + airline opens that airline's own display.

BASIC

A*	More flights
A*LH	The route on screen from LH's system

Step by step: [How do I change an availability display in Galileo?](#) · [How do I check flight availability in Galileo?](#)

A*GAL Return to the current Travelport+ availability display.

INTERMEDIATE

A*GAL	More from LH's system · back to the Travelport+ display
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Step by step: [How do I change an availability display in Galileo?](#)

A*O Return to the original availability display.

INTERMEDIATE

A*O	Back to the original display
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Step by step: [How do I change an availability display in Galileo?](#)

A*P Return to the previous display order.

INTERMEDIATE

A*P	To the previous order
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Step by step: [How do I change an availability display in Galileo?](#)

A/ Filter the current availability by airline, e.g. A/LH.

INTERMEDIATE

Step by step: [How do I filter availability by airline or stops in Galileo?](#)

A# Availability one day later (also A# + city pair = tomorrow).

BASIC

A#LJUIST	Tomorrow
A#	One day later

Step by step: [How do I check flight availability in Galileo?](#)

AA Order availability by arrival time (native displays only).

INTERMEDIATE

AA20NOVLJUFRA	Arrival
AA	Re-orders the display already on screen

Step by step: [Basic or Direct availability sort in Galileo: which one?](#)

AB Availability from a new board point.

INTERMEDIATE

ABZAG	New origin
ABZAGVIE	Both

Step by step: [How do I change an availability display in Galileo?](#)

AD Order availability by departure time.

INTERMEDIATE

AD20NOVLJUFRA	One display ordered by departure
AD	Re-orders the display already on screen

Step by step: [Basic or Direct availability sort in Galileo: which one?](#)

AE Show earlier flights after a time-band display.

INTERMEDIATE

AE	Earlier
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Step by step: [How do I change an availability display in Galileo?](#)

AF First available flight; with date and city pair, a seven-day search.

INTERMEDIATE

AF	First available flight
AF20NOVLJUAMS/KL.D@Q	First available direct KL flight from 20 Nov with Q seats

Step by step: [How do I change an availability display in Galileo?](#) · [How do I filter availability by airline or stops in Galileo?](#)

AG Return from an airline link to the Travelport+ display.

INTERMEDIATE

AG	More from LH's system · back to the Travelport+ display
----	---

Step by step: [How do I change an availability display in Galileo?](#)

AJ Order availability by journey time.

INTERMEDIATE

AJ20NOVLJUFRA	Journey time
AJ	Re-orders the display already on screen

Step by step: [Basic or Direct availability sort in Galileo: which one?](#)

AK Availability from a new city to the previous board point.

INTERMEDIATE

AKVIE	From VIE to the last origin
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Step by step: [How do I change an availability display in Galileo?](#)

AL Later flights; AL + line number asks last seat availability.

INTERMEDIATE

AL	Later flights after a time-band display (.M, .N, .E)
AL3	Last seat availability for line 3 over the airline link
ALJUIST	Today

Step by step: [How do I change an availability display in Galileo?](#)

AM* More flights from an airline's own system, e.g. AM*LH.

INTERMEDIATE

AM*LH	More from LH's system · back to the Travelport+ display
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Step by step: [How do I change an availability display in Galileo?](#)

AN Availability onward from the previous off point.

INTERMEDIATE

ANIST	Onward from the last destination to IST
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Step by step: [How do I change an availability display in Galileo?](#)

AO Availability to a new off point.

INTERMEDIATE

AOVIE	New destination
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Step by step: [How do I change an availability display in Galileo?](#)

AR Return availability, by date or a number of days later.

BASIC

AR27NOV	Return on 27 Nov
AR#5	Return 5 days later

Step by step: [How do I change an availability display in Galileo?](#) · [How do I check flight availability in Galileo?](#)

AX Cancel the availability display.

BASIC

AX	Cancels the display
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Step by step: [How do I change an availability display in Galileo?](#) · [How do I check flight availability in Galileo?](#)

DC* Show direct connections to and from a city.

BASIC

DC*SKP	Direct connections to and from SKP
DC*SKP/I	Into SKP
DC*SKP/O	Out of SKP

Step by step: [How do I see a flight timetable in Galileo?](#)

DCP Show connection points for a city pair.

BASIC

DCPLJUSKP	Connection points for LJU-SKP
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Step by step: [How do I see a flight timetable in Galileo?](#)

DCT Show an airport's minimum connecting times, with exceptions.

INTERMEDIATE

DCTVIE	MCT at Vienna, with its exceptions
DCTVIE-II	MCT at Vienna including the international-to-international exceptions
DCTFRA*LH	With LH's exceptions
DCTVIE*OSOS	With OS-to-OS exceptions
DCTFRA*LHOU-II	LH-to-OU international-to-international exceptions at FRA
DCT	Opens the MCT fill-in mask

Step by step: [How do I check the minimum connecting time in Galileo?](#)

FDA Turn the availability display into a fare display.

BASIC

FDA	Turns the availability display into a fare display
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Step by step: [How do I check flight availability in Galileo?](#) · [How do I display fares for a route in Galileo \(FD\)?](#)

N Sell seats from availability: seats, class, line (e.g. N2Y1).

BASIC

N2Y1	Sells 2 seats in class Y on line 1
N2K2K3	Sells 2 seats on a connection: class K on lines 2 and 3
N1M4*	Sells 1 seat in M on line 4 and in M on its connecting flights
N2Y4LL	Waitlists 2 seats in Y on line 4
N1Y1	Sells one seat in Y from line 1 (or click the class)

Step by step: [How do I sell seats from availability in Galileo?](#) · [How do I waitlist a flight in Galileo?](#) · [What do @ * + # and \)> mean in Galileo?](#)

SSA Set the availability sort for the whole PCC (second-level users).

INTERMEDIATE

SSA/DIRECT	Sets the sort for the whole PCC
SSA/BASIC	Sets the sort for the whole PCC

Step by step: [Basic or Direct availability sort in Galileo: which one?](#)

SSM Set your own availability sort, BASIC or DIRECT, for this session.

INTERMEDIATE

SSM/DIRECT	Switches the sort for your own session
SSM/BASIC	Switches the sort for your own session

Step by step: [Basic or Direct availability sort in Galileo: which one?](#)

SSO Allow or block agents changing their own sort (second-level).

INTERMEDIATE

SSO/N	Stops
SSO/Y	Allows agents changing their own sort with SSM/

Step by step: [Basic or Direct availability sort in Galileo: which one?](#)

TT Timetable for a route or details of one flight; alone converts availability.

BASIC

TT20NOVLJUIST	The same from 20 November
TT20NOVLJUIST*14	A 14-day range from 20 November
TT#10	10 days later
TT-2	2 days earlier
TT.WE	From the first Wednesday after
TT	Turns the availability on screen into a timetable

Step by step: [How do I see flight details and stops in Galileo?](#) · [How do I see a flight timetable in Galileo?](#)

TTB Flight details for a booked segment, e.g. TTB2.

BASIC

TTB2	Details of segment 2 of the booking file on screen
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Step by step: [How do I see flight details and stops in Galileo?](#)

TTL Flight details for an availability line, e.g. TTL1.

BASIC

TTL1	Details of the flight on line 1 of the availability display
TTLH1456/20NOV	Details of a flight by number and date
TTLH1456/20NOVFRALJU	The same with board and off point
TTLJUIST	Direct flights LJU → IST from today, for 28 days
TTLJUIST/TK	One airline
TTLJUAMS.FRA	Also via FRA
TTLJUAMS.C	Direct flights plus possible connection points
TTLJUIST@24	Only the selected days of operation, here days 2 and 4

Step by step: [How do I see flight details and stops in Galileo?](#)

TTR Return timetable, optionally from a date.

BASIC

TTR	Return timetable
TTR27NOV	From 27 November

Step by step: [How do I see a flight timetable in Galileo?](#)

TTX Cancel all timetable displays.

BASIC

TTX	Cancels all timetable displays
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Step by step: [How do I see a flight timetable in Galileo?](#)

Y Add an ARNK (arrival unknown) segment.

BASIC

Y	Adds an ARNK segment — a gap the client covers some other way
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Step by step: [How do I sell seats from availability in Galileo?](#)

Fares and pricing

Fare displays and rules, fare quotes, best buy, fare shopping, taxes and ancillary services.

*FS Fare construction of one fare shopping option.

BASIC

*FS2	Fare construction
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Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

*NTD Net ticket data of a filed fare, as summary or details.

BASIC

*NTD1	Net ticket data of filed fare 1: summary
*NTD1/D	Details

Step by step: [How do I quote private or net fares in Galileo?](#) · [How do I display filed fares in Galileo?](#)

*R Display the whole booking file.

BASIC

*R	The booking file as usual
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Step by step: [How do I find the lowest fare and rebook in Galileo?](#) · [How do I book a direct payment carrier in Galileo?](#) · [How do I fare quote \(price\) a PNR in Galileo \(FQ\)?](#)

*TAA Count days forward (with +) or back from a date.

BASIC

*TAA/14NOV/14	The date 14 days before 14 Nov
*TAA/14NOV/+30	The date 30 days after 14 Nov
*TAA/330	The furthest date Travelport+ accepts for a booking
*TAA/20NOV/+30	The date 30 days after 20 November
*TAA/20DEC/14	The date 14 days before 20 December

Step by step: [How do I count advance purchase dates in Galileo?](#) · [How do I check local time and count dates in Galileo?](#)

#FS Opens the Smartpoint Smartpanel for fare shopping (also Alt+T).

BASIC

Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

AV Switches a fare display to the matching availability display.

BASIC

AV	Turns the fare display into an availability display
----	---

Step by step: [How do I display fares for a route in Galileo \(FD\)?](#)

DAS Ancillary services: list, details and booking of paid extras.

INTERMEDIATE

DAS*	Lists the ancillaries on offer (opens the mask unless you work in native)
DAS*P1	Narrows to passenger 1
DAS**F	To flight-related services
DAS01L3	Books one unit of the service on line 3
DAS01L4*TX-BIKE 1 PC 18KG	Books line 4 with the extra text the airline asks for
DAS*G-BG	Baggage offers only
DAS**T	Ticket-related services
DAS*L4	Details of line 4
DAS*R	The list again
DAS01L4	Books one unit of the service on line 4

Step by step: [How do I book an extra bag or paid service in Galileo?](#) · [How do I quote a fare with baggage in Galileo?](#) · [How do I sell an extra bag with an EMD in Galileo?](#)

F*Q Last quote's fare calculation in one line, with its taxes.

BASIC

F*Q	The fare calculation in one line, with every tax
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Step by step: [How do I fare quote \(price\) a PNR in Galileo \(FQ\)?](#) · [How do I price only some segments or passengers in Galileo?](#) · [How do I price a trip that is not booked in Galileo?](#)

FD Fare display: fares filed for a city pair and travel date.

BASIC

FD14NOVLJUAMS	Fares Ljubljana–Amsterdam for travel on 14 Nov
FD14NOVLJUAMS/KL	One airline
FD14NOVLJUFRA/LH/OS	Two (at most three) airlines
FD21NOV	Same display again for a new date
FDDVIE	A new destination
FDOZAG	A new origin
FD14NOVLJUAMS-RT	Return fares only
FD14NOVLJUAMS-OW	One-way fares only
FD14NOVLJUFRA/LH@BUSNS	Lufthansa business-cabin fares only. Other cabins: @ECON, @PREME, @FIRST, @PREMF
FD14NOVLJUAMS/KL/PE00	Fares with no change and no cancellation fee

Step by step: [How do I convert currency and NUC in Galileo?](#) · [How do I display fares for a route in Galileo \(FD\)?](#) · [How do I filter a fare display in Galileo?](#)

FDC Booking classes a fare display line may be sold in.

BASIC

FDC*2	Booking classes the fare on line 2 can be sold in
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Step by step: [How do I display fares for a route in Galileo \(FD\)?](#)

FH Extra detail of a fare display line, such as travel and sale dates.

BASIC

FH*2	More detail on line 2, such as its travel and ticketing dates
FH*1	From a fare display: travel and ticketing dates of the fare on line 1

Step by step: [How do I display fares for a route in Galileo \(FD\)?](#) · [How do I count advance purchase dates in Galileo?](#)

FI Ignores the fare quote just made.

BASIC

FI	Ignores the last fare quote
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Step by step: [How do I fare quote \(price\) a PNR in Galileo \(FQ\)?](#) · [How do I store a fare in a Galileo PNR?](#)

FL Ticketed point mileage of the sectors between listed cities.

ADVANCED

FLLJU/FRA/IST	Ticketed point mileage of each sector LJU–FRA–IST (up to 22 cities)
FL/LJU/FRA/IST	The same as a running total table
FLLJU/FRA/IST.EH	Mileage with a global indicator

Step by step: [How do I check mileage and routing in Galileo?](#)

FM Maximum permitted mileage and mileage surcharge for a city pair.

ADVANCED

FMLJUIST	Maximum permitted mileage for LJU–IST
FMLJUIST.EH	With a global indicator

Step by step: [How do I check mileage and routing in Galileo?](#)

FN Fare notes (rules) of a fare display line or a quoted fare component.

BASIC

FN*2	Paragraph menu for the fare on line 2 of a fare display
FN*2/16	One paragraph
FN*2/5-8.16	Paragraphs 5 to 8 plus 16
FN*2/ALL	Every paragraph of that fare
FN*2/S	A short rule summary
FN1	Menu
FN1/16	One paragraph
FN1/ALL	All rules of component 1
FN1/S	Rule summary of component 1
FN3/ALL	All rules of component 3

Step by step: [How do I find the lowest fare and rebook in Galileo?](#) · [How do I display fares for a route in Galileo \(FD\)?](#) · [How do I fare quote \(price\) a PNR in Galileo \(FQ\)?](#)

FO Extra fees attached to the last fare quote.

BASIC

FO	Extra fees attached to this quote
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Step by step: [How do I fare quote \(price\) a PNR in Galileo \(FQ\)?](#)

FQ Price the itinerary and store the fare as a filed fare.

BASIC

FQ	Quotes the new journey
FQ/BAG	Quotes the booked flights with fares that include a bag
FQ:EUR	Quotes the booking with fare, taxes and total shown in EUR
FQ::USD	Prices only fares filed in USD
FQ@VSAVJU	Forces fare basis VSAVJU on all segments
FQ.V	What-if price as if booked in class V
FQ02	Stopover at the end of segment 2
FQX2	No stopover there
FQMB2	Fare must break at
FQOB2	May only break at segment 2

Step by step: [How do I book an extra bag or paid service in Galileo?](#) · [How do I quote a fare with baggage in Galileo?](#) · [How do I find the lowest fare and rebook in Galileo?](#)

FQ* Shows the last fare quote summary again.

BASIC

FQ*	Shows the quote summary again
FQ*:BF2	In the booked class, fare brand 2 only
FQ*RP10	10 % off
FQ*FA20	20 off the fare before taxes
FQ*SEA	Seaman fares or adult, whichever is cheaper
FQ**SEA	Seaman fares only
FQ*C06/ACC	A child aged 6 whose adult is on a different booking file
FQ*ITX	Tour type ITX or adult, cheapest wins
FQ**ITX	ITX only

Step by step: [How do I fare quote \(price\) a PNR in Galileo \(FQ\)?](#)

FQBA Best buy that ignores seat availability.

BASIC

FQBA	Lowest fare whether or not seats are available
-------------	--

Step by step: [How do I find the lowest fare and rebook in Galileo?](#)

FQBB Best buy: lowest fare with seats on the flights already booked.

BASIC

FQBB	Lowest fare with available seats on the booked flights
FQBB+-AB	Stay in the cabins booked
FQBB+-BUSNS	Business only
FQBB+-UPPER	Business or first
FQBB/PE00	No fees
FQBB/PR00	Fully refundable
FQBB/PX50	Change fee at most 50 %
FQBB/BAG	Lowest that includes a bag
FQBBS1.3	Best buy for segments 1 and 3
FQBBP1-2/S1.3	For passengers 1-2 on them

Step by step: [How do I quote a fare with baggage in Galileo?](#) · [How do I find the lowest fare and rebook in Galileo?](#) · [How do I read fare rules in Galileo \(FN, FQN\)?](#)

FQBB* Shows the last best-buy answer again.

BASIC

FQBB*:BF3

Lowest in brand 3

FQBB*

Shows the last best-buy answer again

Step by step: [How do I find the lowest fare and rebook in Galileo?](#)

FQBBK After FQBB or FQBC, rebooks the segments into the best-buy classes.

BASIC

FQBBK

After **FQBB** or **FQBC**: rebooks the segments into the classes of that fare

Step by step: [How do I find the lowest fare and rebook in Galileo?](#)

FQBC Best buy that also shows the saving against the fare as booked.

BASIC

FQBC

The same search, plus the saving against the fare as booked

Step by step: [How do I find the lowest fare and rebook in Galileo?](#)

FQL Fare quote ladder of a planner answer.

INTERMEDIATE

FQL3

Fare ladder of answer 3

Step by step: [How do I price a trip that is not booked in Galileo?](#)

FQN Lists the fare components of the last quote.

BASIC

FQN

Fare components of the quote, then the rules menu of component 1

FQN*

Back to the component list

FQN2

Fare notes

FQNB2

Must not break at

Step by step: [How do I find the lowest fare and rebook in Galileo?](#) · [How do I fare quote \(price\) a PNR in Galileo \(FQ\)?](#) · [How do I read fare rules in Galileo \(FN, FQN\)?](#)

FQP Fare Quote Planner: informative price of an itinerary that is not booked.

INTERMEDIATE

FQPLJU14NOVAMS21NOVLJU+KL

Informative fares for the return trip on KLM (up to 10 answers)

**FQPBEG+JU.V14NOVAMS+JU.V21
NOVBEG**

Air Serbia in class V, out 14 Nov, back 21 Nov

FQPLJU14NOVX-FRAIST+LH

LJU to IST via FRA with no stopover in Frankfurt

**FQPLJU14NOVAMS--
CDG21NOVLJU**

Out to AMS, back from CDG, the gap on the ground

**FQPLJU20SEP26AMS27SEP26LJU
+KL.T01SEP26**

Planner quote with past travel and ticketing dates

FQP2

Prices passenger 2

FQP1-2.4

Passengers 1, 2 and 4 only

FQP2/CLH

Passenger 2 with LH as plating carrier

FQP1-2/S1.3

Passengers 1-2 on segments 1 and 3

FQP1.2*C08

Passenger 1 as adult, passenger 2 as a child aged 8

Step by step: [How do I price a trip that is not booked in Galileo?](#) · [How do I price a booking on a past date in Galileo?](#)

FQP* Shows the planner summary again, or one planner answer in linear form.

INTERMEDIATE

FQP*	Planner summary again
FQP*2	The fare calculation of answer 2

Step by step: [How do I price a trip that is not booked in Galileo?](#)

FQQ Planner variant returning the lowest possible informative fare.

INTERMEDIATE

FQQLJU14NOVAMS21NOVLJU+KL	The lowest possible informative fare for the same trip
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Step by step: [How do I price a trip that is not booked in Galileo?](#)

FQT Prices the booking file with today as the booking date.

ADVANCED

FQT	Prices with today as the booking date
FQTE-00.T05SEP26	Taxes only, as on 5 Sep 2026
FQTDD	Quote with a description of every tax and the pricing units
FQTE-00	Taxes only: whole trip
FQTE-00/S1-2	Segments 1–2
FQTE-00/*C09	A child aged 9
FQTE-AT*	Quote without any Austrian taxes
FQTE	Quote

Step by step: [How do I price a booking on a past date in Galileo?](#)

FR Routing of a quoted fare component or a fare display line.

BASIC

FR2	Routing of component 2
FR*2	Routing of the fare on line 2 of a fare display

Step by step: [How do I read fare rules in Galileo \(FN, FQN\)?](#) · [How do I check mileage and routing in Galileo?](#)

FS Fare shopping: cheapest priced flight options, with or without a booking file.

BASIC

FSLJU14NOVAMS	Cheapest options one way
FSLJU14NOVAMS21NOVLJU	Return
FS2LJU14NOVAMS21NOVLJU	The same for 2 passengers
FSLJU14NOVAMS-- CDG21NOVLJU	Out to Amsterdam, home from Paris; AMS–CDG on the ground
FSLJU14NOVAMS/KL21NOVLJU/A F#	KLM preferred out, only Air France back
FS3LJU14NOVAMS21NOVLJU+P1- 2.3*C08/PE00	Three travellers: passengers 1–2 adults, passenger 3 a child aged 8; fares without penalties
FSLJU14NOVAMS21NOVLJU++/KL /AF	Preferred airlines
FS+BAG	Fare shopping limited to fares with a bag
FSVIE14NOVLHR	Fare shopping or availability; add * and the airline code for one airline
FS	Shops the whole booked itinerary for cheaper options

Step by step: [How do I quote a fare with baggage in Galileo?](#) · [How do I book a direct payment carrier in Galileo?](#) · [How do I use fare shopping \(FS\) in Galileo?](#)

FS- Back to the previous group of fare shopping results.

BASIC

FS- Previous group

Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

FS* Shows the fare shopping results again.

BASIC

FS* Redisplay

Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

FSA Fare shopping that ignores seat availability.

BASIC

FSALJU14NOVAMS Lowest fares whether or not seats are free
FSA Ignore availability

Step by step: [How do I use fare shopping \(FS\) in Galileo?](#) · [How do I find cheaper flights for a booking in Galileo?](#)

FSALL Shops every booked segment, waitlisted and unconfirmed ones included.

INTERMEDIATE

FSALL Include waitlisted and unconfirmed segments

Step by step: [How do I find cheaper flights for a booking in Galileo?](#)

FSK Books the flights of a fare shopping pricing option.

BASIC

FSK2 Books pricing option 2

Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

FSM Fare shopping capped at a maximum fare in your system currency.

INTERMEDIATE

FSM300 Nothing above 300 in your currency

Step by step: [How do I find cheaper flights for a booking in Galileo?](#)

FSMORE Next screens of fare shopping results.

BASIC

FSMORE More screens

Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

FSOF Extra fees of one fare shopping option.

BASIC

FSOF2 Extra fees of option 2

Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

FTAX Tax information by country and tax code.

INTERMEDIATE

FTAX Countries with tax information
FTAX-SI Tax information for Slovenia

Step by step: [How do I see or exempt taxes in Galileo?](#)

FZI IATA rate of exchange, and conversions to or from NUC.

INTERMEDIATE

FZIUSD	IATA ROE for USD
FZI/ALL	For all currencies
FZIUSD.05SEP26	IATA ROE for USD on 5 Sep 2026
FZINUC812.40EUR	Converts NUC 812.40 into EUR at the ROE

Step by step: [How do I convert currency and NUC in Galileo?](#)

FZS Bank selling rate, and conversion between two currencies.

INTERMEDIATE

FZSUSD	Bank selling rate of USD against your own currency
FZSUSD250.00EUR	Converts USD 250 into EUR at the bank selling rate
FZSUSD250.00EUR.05SEP26	At the rate of 5 Sep 2026
FZS3	Converts the fare on line 3 of a fare display into your currency

Step by step: [How do I convert currency and NUC in Galileo?](#)

MORE* More flight choices for one fare shopping pricing option.

BASIC

MORE*2	More flights for option 2
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Step by step: [How do I use fare shopping \(FS\) in Galileo?](#)

PTC Lists passenger type codes, for example those starting with one letter.

BASIC

Step by step: [How do I price a child or infant in Galileo?](#)

ZPROV Lists the direct payment carriers activated for you.

INTERMEDIATE

ZPROV	Lists the direct payment carriers activated for you
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Step by step: [How do I book a direct payment carrier in Galileo?](#)

Filed fares

The stored fare a ticket is issued from: display, store, change and cancel it.

***FF** Display the filed fares of the booking file.

BASIC

*FF	Lists the filed fares with their numbers
*FF1	Filed fare 1 in detail, with its linear fare construction
*FF2-4	Fares 2 to 4
*FF1.3	Fares 1 and 3 in detail
*FFALL	Every filed fare in detail
*FFP2	All fares of passenger 2
*FF1-2/P2	Fares 1 and 2 for passenger 2
*FFALL/T	Taxes only: every fare and passenger
*FF1P2/T	Fare 1, passenger 2

Step by step: [How do I cancel a filed fare in Galileo?](#) · [How do I display filed fares in Galileo?](#) · [What do filed fare guarantee codes mean in Galileo?](#)

***HFF** Display the filed fare history of the booking file.

BASIC

*HFF	History of the filed fares
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Step by step: [How do I display filed fares in Galileo?](#)

/OS1 Remove filed fares that were already ticketed.

BASIC

Step by step: [How do I cancel a filed fare in Galileo?](#)

#MANMASK Open the Smartpoint Manual Fare Builder.

BASIC

Step by step: [How do I build a manual fare in Galileo?](#) · [What is Smartpoint Assisted Ticketing in Galileo?](#)

FBC Create manual fare build screens for chosen passengers, segments and plating carrier.

ADVANCED

FBCP2*C08.1/CLH	Opens build screens: passenger 2 (child, 8) first, then passenger 1; plating carrier LH
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Step by step: [How do I build a manual fare in Galileo?](#)

FBI Ignore all manual fares built in this session.

ADVANCED

Step by step: [How do I build a manual fare in Galileo?](#)

FF File an alternative fare option, restore a filed fare (@R, @T) or amend its baggage.

BASIC

FF1BG1PC	Sets the allowance in filed fare 1 to one piece
FF1BG23KC05	Sets 23 kg for a child aged 5 in filed fare 1
FF1BG2PC	Sets the baggage allowance of filed fare 1 to two pieces
FF2BG23KC09	Sets 23 kg for a child aged 9 in filed fare 2
FF1@R	Restores filed fare 1
FF1P2@R	For passenger 2 only
FF1@T	Restores filed fare 1 after a timetable change

Step by step: [How do I change or restore a filed fare in Galileo?](#) · [How do I store a fare in a Galileo PNR?](#) · [How do I quote a fare with baggage in Galileo?](#)

FQA Show alternative fares for the booked itinerary.

BASIC

FQA

Shows other fares for the itinerary · files option 3 from that list

Step by step: [How do I store a fare in a Galileo PNR?](#)

FX Cancel filed fares, e.g. FX3 for one or FXALL.

BASIC

FX2	Cancels filed fare 2
FX1P2-3	Cancels filed fare 1 for passengers 2 and 3 only
FX1.3	Cancels fares 1 and 3
FX1.3-5	Fares 1 and 3 to 5
FXALL	Cancels every filed fare

Step by step: [How do I cancel a filed fare in Galileo?](#) · [How do several filed fares work in Galileo?](#) · [How do I store a fare in a Galileo PNR?](#)

Ticketing

Forms of payment, ticket modifiers, issuing, e-ticket records, document history and the sales report.

***DH** Document history list of e-tickets, NDC included, EMDs not shown.

BASIC

*DH	Lists the tickets and invoices of the booking file
*DH/1	Opens item 1 of that list in detail
*DH/0811234500012	Goes straight to a ticket by its number

Step by step: [How do I see a ticket's document history in Galileo?](#) · [How do I refund an unused ticket in Galileo?](#) · [How do I void a ticket in Galileo?](#)

***DHI** Display document history by invoice number.

INTERMEDIATE

*DHI/000004711	Finds the history by invoice number
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Step by step: [How do I see a ticket's document history in Galileo?](#)

***DI** Display document itinerary (DI) remarks.

INTERMEDIATE

*DI	Shows the DI lines
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Step by step: [How do I print an itinerary or receipt in Galileo?](#) · [How do I add a ticket number issued elsewhere in Galileo?](#)

***FOP** Display the form of payment field.

BASIC

*FOP	Shows the payment field
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Step by step: [What must be in a Galileo booking before TKP?](#) · [How do I add a form of payment in Galileo?](#)

***HTI** Display current and earlier ticket numbers (TINS) of the booking.

BASIC

*HTI	Lists current and earlier ticket numbers of the booking file
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Step by step: [What must be in a Galileo booking before TKP?](#) · [How do I see a ticket's document history in Galileo?](#) · [How do I display an e-ticket in Galileo?](#)

***TE** Show an e-ticket record, e.g. by ticket number.

BASIC

*TE2	Shows the e-ticket
*TE/0811234500012	Opens a ticket by its number
*TE/LH/1453/14NOV26LJUFRA-NOVAK	Finds a ticket by airline, flight, date, route and surname
*TE/LH/14NOV26FF992000123456	Finds it by airline, date and frequent flyer number

Step by step: [How do I display an e-ticket in Galileo?](#) · [How do I void a ticket in Galileo?](#) · [What do I do when the airline has no record in Galileo?](#)

***TEH** History of the displayed e-ticket; NDC tickets too when they display.

BASIC

*TEH	History of the displayed e-ticket
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Step by step: [What do e-ticket coupon statuses mean in Galileo?](#) · [How do I see a ticket's document history in Galileo?](#) · [How do I display an e-ticket in Galileo?](#)

***TEL** Redisplay the list of e-tickets.

BASIC

***TEL** Shows the list again

Step by step: [How do I display an e-ticket in Galileo?](#)

***VI** Display incoming vendor remarks only.

BASIC

***VI** Shows incoming vendor remarks

Step by step: [How do I manage ticketing time limits in Galileo?](#) · [How do I send a message to an airline in Galileo?](#)

#INVOL Same as #SATINVOL: the involuntary exchange screen.

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#)

#REFUND Open the Assisted Ticketing refund screen: full, partial or cancel.

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#)

#REVAL Open the Assisted Ticketing revalidation screen.

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#)

#SATINVOL Open the Assisted Ticketing involuntary exchange screen.

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#)

#SATVOL Open the Assisted Ticketing voluntary exchange screen (first reissue only).

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#)

#TKTISSUE Open Assisted Ticketing to update the filed fare and issue.

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#) · [How do I issue a ticket in Galileo \(TKP\)?](#)

#TKTLIST Open the Assisted Ticketing list of e-tickets in the booking.

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#)

#VOID Open the Assisted Ticketing void screen.

BASIC

Step by step: [What is Smartpoint Assisted Ticketing in Galileo?](#)

CGCTD Display the commission tables, filtered by carrier, country or journey type.

INTERMEDIATE

CGCTD	Commission table for all airlines
CGCTD/CLH	Every commission stored for LH
CGCTD/PSI	Point of sale Slovenia
CGCTD/JI	International journeys
CGCTD/CLH/PSI/JI	LH, sold in Slovenia, international journeys

Step by step: [How do I check and set commission in Galileo?](#)

CGET Display the airlines that issue electronic tickets.

INTERMEDIATE

CGET Lists the airlines that issue electronic tickets

Step by step: [How do I check interline agreements in Galileo?](#)

DI. Add or delete a document invoice (back-office) remark.

BASIC

DI.FT-COST CENTRE 4410	Free text for the back office
DI.AC-EXAMPLE CORP	Account name
DI.AC-CLIENT0042	Account details, up to 42 characters
DI.DYO41	Uses itinerary layout 41
DI.CR-1.4.7	Adds canned remarks 1, 4 and 7 (up to 12)
DI.2@	Deletes line 2
DI.TK-1234500012	Puts the ticket number on the itinerary and invoice

Step by step: [How do I print an itinerary or receipt in Galileo?](#) · [How do I add a ticket number issued elsewhere in Galileo?](#) · [How do I add itinerary remarks in Galileo?](#)

DT/AAR Display an airline's agreement record for ticketing.

INTERMEDIATE

DT/AAR/DIS-JU	JU's airline agreement record
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Step by step: [How do I check interline agreements in Galileo?](#)

DT/IAT Display the interline ticketing table by validating or down-line carrier.

INTERMEDIATE

DT/IAT/DISJU	Interline table with JU as validating carrier
DT/IAT/DIS*OU	Interline table by down-line carrier OU

Step by step: [How do I check interline agreements in Galileo?](#)

ER End transact and redisplay the booking file.

BASIC

ER	Ends and redisplay the booking file
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Step by step: [How do I add FOID in Galileo?](#) · [How do I issue a ticket in Galileo \(TKP\)?](#) · [How do I issue an open ticket in Galileo?](#)

F. Form of payment field.

BASIC

F.S	Cash
F.CK	Cheque in the booking file
F.INV20261012	Invoice, with your reference after INV
F.VI4111111111111111/D1228	Card, expiry after /D as MMY
F.@CK	Replaces the payment with cheque
F.@	Deletes it
F.	Form of payment: the client's card (see Form of payment — in the booking file and on the filed fare)

Step by step: [How do I add a form of payment in Galileo?](#) · [How do I book a direct payment carrier in Galileo?](#)

GC*13 List the BSP airlines of a country.

INTERMEDIATE

GC*13/CROATIA	Lists the BSP airlines of a country (name in English)
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Step by step: [How do I check interline agreements in Galileo?](#)

HMLD Display the printer linkage of a terminal or an office.

BASIC

HMLD	Shows what your terminal is linked to
HMLD7XQ1	Shows the linkage of every terminal in office 7XQ1

Step by step: [What must be in a Galileo booking before TKP?](#) · [How do I print an itinerary or receipt in Galileo?](#) · [What does NO LINKAGE mean in Galileo?](#)

HMLM Link printers to the terminal, or delink them.

INTERMEDIATE

HMLMA1B2C3DT	Links your terminal to ticket printer A1B2C3
HMLMA1B2C4DI	Links the itinerary/invoice printer
HMLMA1B2C5DA	The MIR device
HMLMA1B2C3DT/A1B2C4DI/A1B2C5DA	Links all three in one entry
HMLM/DELINK	Removes every link
HMLM/DELINK/T	Only the ticket printer link

Step by step: [What does NO LINKAGE mean in Galileo?](#)

HMOM Set a printer up or down, or designate its stock type.

INTERMEDIATE

HMOMA1B2C3-U	Sets printer A1B2C3 UP
HMOMA1B2C3-D	DOWN

Step by step: [What does NO LINKAGE mean in Galileo?](#)

HMPP Display or print the period activity report.

INTERMEDIATE

HMPP	Period activity report: current
HMPP/01OCT-12OCT	For chosen dates (one year at most)

Step by step: [How do I see the daily sales report \(TINS\) in Galileo?](#)

HMPR TINS sales report; /NDC keeps NDC transactions only.

BASIC

HMPR	Today's TINS report for your own office
HMPR/7XQ1	Today for office 7XQ1
HMPR/7XQ1/I	Its international tickets only
HMPR/09OCT	A past day
HMPR/7XQ1/09OCT	A past day for 7XQ1
HMPR/REF/09OCT-12OCT	Refunded tickets only, over a date range
HMPR/NDC	NDC transactions only
HMPR/CU-EUR	Tickets issued in euro
HMPR/START-0000120/NUML-50	Starts at line 120 and shows 50 lines
HMPR/A1B2C3	Prints today's report on printer A1B2C3

Step by step: [How do I see the daily sales report \(TINS\) in Galileo?](#) · [What if the new fare is lower in a Galileo exchange?](#) · [How do I refund an unused ticket in Galileo?](#)

HMPS Display or print the summary activity report.

INTERMEDIATE

HMPS	Summary activity report: current
HMPS/P	Previous period

Step by step: [How do I see the daily sales report \(TINS\) in Galileo?](#)

HMTN Display ticket numbers held in the printers' ticket tables.

INTERMEDIATE

HMTN/D	Shows the ticket numbers held in the printers' ticket tables
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Step by step: [What does NO LINKAGE mean in Galileo?](#)

HQA Redirect a printer's images to another printer, or back.

ADVANCED

HQAA1B2C3/A1B2C4	Redirects the images of A1B2C3 to A1B2C4
HQAA1B2C3	Brings them back to A1B2C3

Step by step: [What do I do when the ticket printer fails in Galileo?](#)

HQB Display document images in the pending or sent buffer.

ADVANCED

HQB/TKT/DP	First ticket image in the demand pending
HQB/TKT/DS	Demand sent buffer
HQB/MD	Moves down
HQB/MU	Up one image

Step by step: [What do I do when the ticket printer fails in Galileo?](#)

HQC Count document images waiting in the buffers.

ADVANCED

HQC	Counts images in the pending and sent buffers
HQCA1B2C3	In printer A1B2C3's buffer

Step by step: [What do I do when the ticket printer fails in Galileo?](#)

HQD Display the image in a printer's buffer.

ADVANCED

HQDA1B2C3	Shows the image in printer A1B2C3's buffer
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Step by step: [What do I do when the ticket printer fails in Galileo?](#)

HQM Delete a pending image, or send it to another printer.

ADVANCED

HQM/A1B2C4	Sends the image from the pending buffer to printer A1B2C4
HQM/DELETE	Deletes an unwanted image from the pending buffer

Step by step: [What do I do when the ticket printer fails in Galileo?](#)

HQNN Resend images from the sent buffer with new TINS numbers, same day only.

ADVANCED

HQNN	Resends from the sent buffer with new TINS numbers
HQNN/P1	For passenger 1 only

Step by step: [What do I do when the ticket printer fails in Galileo?](#)

HQS Restart a printer.

ADVANCED

HQSA1B2C3	Restarts printer A1B2C3
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Step by step: [What do I do when the ticket printer fails in Galileo?](#)

HQXN Cancel an image in a print buffer without voiding it on TINS.

ADVANCED

HQXNA1B2C3

Cancels the image in printer A1B2C3's buffer without voiding it on the TINS report

Step by step: [What do I do when the ticket printer fails in Galileo?](#)

SFP Issue a travel agent service fee (TASF), alone or with TKP.

INTERMEDIATE

SFPEUR20.00

Opens the fee form for EUR 20.00

SFP20.00

For 20.00 in your agency's currency

SFP20.00/LN

Issues the fee straight away, without the form

SFP20.00/LR

Same, and adds due/paid remark lines to the booking

Step by step: [How do I charge a service fee \(TASF\) in Galileo?](#)

T*GSA List the airlines a GSA represents in a country.

INTERMEDIATE

T*GSA*/HR/*

Lists airlines represented by a general sales agent in a country

Step by step: [How do I check interline agreements in Galileo?](#)

TKP Issues the ticket and its documents from the filed fares.

BASIC

TKPDTDID

Ticket and itinerary, no MIR

TKPDAD

MIR only

TKPDJD

MIR without any fare or ticket data

TKP1OKX

Issues filed fare 1 although it has expired (X)

TKP1

Issues filed fare 1

TKP2

Filed fare 2

TKP1P2

Issues filed fare 1 for passenger 2 only

TKP

Issues every filed fare in the booking

TKP1P2F@CK

Issues filed fare 1 for passenger 2, paid by cheque

TKPDTD

Ticket only

Step by step: [What must be in a Galileo booking before TKP?](#) · [How do I add a form of payment in Galileo?](#) · [How do I issue a ticket in Galileo \(TKP\)?](#)

TKPVB Validate the booking before issuing.

BASIC

TKPVB

Validates the booking before issue

Step by step: [What must be in a Galileo booking before TKP?](#) · [How do I issue a ticket in Galileo \(TKP\)?](#)

TMU Store, change or delete ticket modifiers on a filed fare.

BASIC

TMU1CLH/Z3/FS/TCIT26LJU01	Stores carrier LH, 3% commission, cash and a tour code on filed fare 1
TMU1EBNONREF*EBVALID LH ONLY	Stores two endorsements
TMU1EB@VALID ON LH ONLY	Replaces the endorsement text
TMU2Z@1/EB@NONREF/F@S/C@ OS	Changes commission, endorsement, payment and carrier of filed fare 2
TMU1EB@	Deletes the endorsement
TMU1IT@/TC@	The IT flag and tour code
TMU1P1-2F@	The payment of passengers 1 and 2
TMU1FEX2201234500012	Opens the exchange masks for filed fare 1
TMU1CLH	Plating carrier LH on fare 1, OS on fare 2
TMU2COS	Plating carrier LH on fare 1, OS on fare 2

Step by step: [How do I check and set commission in Galileo?](#) · [How do I add a form of payment in Galileo?](#) · [How do I check interline agreements in Galileo?](#)

TPC Display the payment calculation and commission of a filed fare.

BASIC

TPC1	Payment calculation of filed fare 1, with commission rate or amount
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Step by step: [What must be in a Galileo booking before TKP?](#) · [How do I check and set commission in Galileo?](#)

TSD Reprint e-ticket support documents: all, receipt (*ETR) or agent coupon (*AGT).

INTERMEDIATE

TSD0811234500012*ETR	Reprints the e-ticket receipt
TSD0811234500012	Reprints all support documents
TSD0811234500012*AGT	The agent coupon only

Step by step: [How do I print an itinerary or receipt in Galileo?](#) · [How do I add a ticket number issued elsewhere in Galileo?](#)

After-sales

Void, revalidation, exchanges and refunds.

***EX** Reopens an exchange mask by filed fare and passenger (*EX1/1).

INTERMEDIATE

Step by step: [How do I reissue \(even exchange\) a ticket in Galileo?](#)

***FB** Open a filed fare as a build screen, or redisplay the current screen.

INTERMEDIATE

*FB1	Opens filed fare 1 as a manual fare build
*FB	Checks and files the fare

Step by step: [How do I reissue with a fare difference in Galileo?](#) · [How do I reissue \(even exchange\) a ticket in Galileo?](#) · [What if the new fare is lower in a Galileo exchange?](#)

***HTE** Show the e-ticket data held in the booking file.

BASIC

*HTE	Shows the old ticket
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Step by step: [How do I reissue with a fare difference in Galileo?](#) · [How do I reissue \(even exchange\) a ticket in Galileo?](#) · [How do I reissue after a schedule change in Galileo?](#)

***MR** Reopens the additional payment mask of an exchange (*MR1/1).

ADVANCED

Step by step: [How do I reissue with a fare difference in Galileo?](#)

***TRN** Reopens the refund screens (*TRN1, *TRN2).

INTERMEDIATE

*TRN	Reopens the current, first or second refund screen
*TRN1	Reopens the current, first or second refund screen
*TRN2	Reopens the current, first or second refund screen

Step by step: [How do I refund an unused ticket in Galileo?](#) · [How do I make a partial refund in Galileo?](#)

FBF File the manual fare for one group, or with ALL for everyone.

INTERMEDIATE

FBF	Files the updated fare
FBFALL	Files the updated fare

Step by step: [How do I reissue with a fare difference in Galileo?](#) · [How do I reissue \(even exchange\) a ticket in Galileo?](#) · [What if the new fare is lower in a Galileo exchange?](#)

FBU Update a manual fare item: fare basis, fare, taxes, construction, baggage, endorsements.

INTERMEDIATE

FBUTAX1/+TAX2/+TTL/	Removes the taxes already paid on the old ticket; keeps the new ones; resets the total
FBUTAX1/+TAX2/+TAX3/+TTL/	Removes the taxes the old ticket already paid and resets the total
FBUFARE/EUR180.00	Sets the fare to the old ticket's fare
FBUFC/S-	Puts back the old fare calculation
FBUEB/	Writes the endorsement the airline asks for
FBUFB/LSAVER+BG/1PC+FARE/EUR 250.00+ROE/0.857142	Fare basis, baggage, base fare and rate of exchange in one entry
FBUNVB/14NOV26	Not valid before (all segments)
FBUNVA2/21NOV26	Not valid after (segment 2)
FBUTAX1/31.20DE+TAX2/9.80SI	Taxes 1 and 2
FBUFC/LJU LH FRA 120.50 LH LJU 120.50 NUC241.00 END	The fare construction

Step by step: [How do I reissue with a fare difference in Galileo?](#) · [How do I reissue \(even exchange\) a ticket in Galileo?](#) · [What if the new fare is lower in a Galileo exchange?](#)

FQS Fare quote for selected segments only (with @, a fare basis per segment).

ADVANCED

FQS1@LSAVEU.2- 3@KSAVEU.T05OCT26	Forces fare basis LSAVEU on segment 1 and KSAVEU on segments 2-3, as of the original issue date
FQS1-2	Prices segments 1 to 2
FQS1.4	Segments 1 and 4 only
FQS1@VSAVJU.2@QSAVJU	A fare basis per segment
FQS3-4	Quotes segments 3 and 4 as a second filed fare

Step by step: [How do I reissue after a schedule change in Galileo?](#)

TKRETS Revalidates an e-ticket coupon to a changed segment.

BASIC

TKRETS2/TN2201234500012/C2	Writes segment 2 onto coupon 2 of the ticket
TKRETS2/TN2201234500012/C2/ NVB25NOV26/NVA25NOV26	Same, with new not-valid-before and not-valid-after dates
TKRETS2/TNIN2201234500023/C 2	Revalidates the infant's ticket

Step by step: [How do I revalidate a ticket in Galileo?](#) · [Void, refund or reissue in Galileo: which one?](#)

TRNC Cancels a refund on the same calendar day, participating airlines only.

INTERMEDIATE

Step by step: [How do I refund an unused ticket in Galileo?](#) · [How do I make a partial refund in Galileo?](#)

TRNE Refunds an e-ticket: one-line full refund (/RF) or the refund mask.

BASIC

TRNE2201234500012/D05OCT26/ RF	Full refund in one line; D + the original issue date
TRNE2201234500012/D05OCT26/ RF/X100.00	Same, keeping a cancellation fee of 100.00
TRNE2201234500012/05OCT26	Opens the refund fill-in mask (year optional)

Step by step: [How do I refund an unused ticket in Galileo?](#) · [How do I make a partial refund in Galileo?](#) · [Void, refund or reissue in Galileo: which one?](#)

TRV Voids an e-ticket by its number; BSP: on the day of issue only.

BASIC

TRV/2201234500012

Voids that e-ticket by its 13-digit number

Step by step: [How do I void a ticket in Galileo?](#) · [Void, refund or reissue in Galileo: which one?](#)

TRVE Voids a reissued e-ticket, same day only; the old ticket returns to OPEN.

BASIC

Step by step: [How do I void a ticket in Galileo?](#) · [Void, refund or reissue in Galileo: which one?](#)

XI Cancel the entire itinerary.

BASIC

XI

Cancels the flights if still booked, adds received, saves

Step by step: [How do I refund an unused ticket in Galileo?](#) · [How do I void a ticket in Galileo?](#) · [How do I cancel or change a flight segment in Galileo?](#)

EMD

Electronic miscellaneous documents: seats, bags and other services.

***DAS** Displays the ancillary services booked in the booking file.

BASIC

*DAS	Shows the booked ancillaries
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Step by step: [How do I display an EMD in Galileo?](#) · [How do I sell an extra bag with an EMD in Galileo?](#) · [What is an EMD in Galileo?](#)

***SI** Display all SSRs and OSIs.

BASIC

*SI	Shows the DOCS, DOCO and DOCA lines
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Step by step: [How do I display an EMD in Galileo?](#) · [How do I issue an EMD in Galileo?](#) · [How do I sell an extra bag with an EMD in Galileo?](#)

EDOC Shows the active EMD stock.

BASIC

EDOC	Shows your active EMD stock
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Step by step: [What is an EMD in Galileo?](#)

EMDD Shows one EMD, by list number or 13-digit document number.

BASIC

EMDD1	Shows the summary of EMD 1 from the list
EMDD2201234500101	Opens an EMD by its document number

Step by step: [How do I display an EMD in Galileo?](#) · [How do I refund an EMD in Galileo?](#) · [How do I void an EMD in Galileo?](#)

EMDH Shows the history of an EMD, by list number or document number.

BASIC

EMDH1	Shows the history of EMD 1 from the list
EMDH2201234500101	Shows the history of an EMD by its number

Step by step: [How do I display an EMD in Galileo?](#) · [How do I refund an EMD in Galileo?](#)

EMDI Issues an EMD: EMD-A with /IC plus ticket, EMD-S with /SM.

INTERMEDIATE

EMDI/IC2201234500012	Issues an EMD-A linked to e-ticket 2201234500012
EMDI/IC2201234500012/P1	Same, for passenger 1 only
EMDI/IC2201234500012/RC	Issues only services with RFIC C (paid baggage)
EMDI/IC2201234500012/S1.4	Selects segments 1 and 4
EMDI/IC2201234500012/G2	Selects service line 2 of *SI (must be an ASVC line)
EMDI/IC2201234500012/FS/P1/RA	Passenger 1, paid in cash, RFIC A (paid seat)
EMDI/IC2201234500012/PE-R	Issues and e-mails the receipt to the first e-mail in the booking file
EMDI/SM1	Issues an EMD-S for manual service segment 1
EMDI/SM3/IC2201234500012	EMD-S for service segment 3 (a change fee) linked to the ticket
EMDI/IC2201234500012/P1/RA	Issues an EMD-A for passenger 1's seat (RFIC A)

Step by step: [How do I issue an EMD in Galileo?](#) · [How do I sell an extra bag with an EMD in Galileo?](#) · [How do I book a paid seat in Galileo?](#)

EMDL Lists the EMDs of the booking file.

BASIC

EMDL	Lists the EMDs issued in the open booking file
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Step by step: [How do I display an EMD in Galileo?](#) · [How do I issue an EMD in Galileo?](#) · [How do I refund an EMD in Galileo?](#)

EMDP EMD tables: issuing airlines (EMDP/M) and interline agreements (EMDP/IA*).

BASIC

EMDP/M	Lists airlines that distribute EMDs in the country of your PCC
EMDP/IA*LH	Lists carriers with an EMD interline agreement with validating carrier LH
EMDP/IA*-OS	Lists carriers that can validate ancillaries provided by OS

Step by step: [What is an EMD in Galileo?](#)

EMDV Voids an EMD, by list number or 13-digit document number.

INTERMEDIATE

EMDV1	Voids EMD 1 of the list
EMDV2201234500101	Voids an EMD by its 13-digit number (airline code included)

Step by step: [How do I void an EMD in Galileo?](#)

Seats and services

Seat maps, seat requests, paid seats, meals and special assistance.

***HSD** Seat data history of the booking file.

BASIC

Step by step: [How do I reserve a seat in Galileo?](#)

***SD** Display seat data.

BASIC

***SD** Shows the seats held

Step by step: [How do I book a paid seat in Galileo?](#) · [How do I reserve a seat in Galileo?](#) · [How do I display part of a PNR in Galileo?](#)

***XSD** Shows seats cancelled in this transaction, before ending.

BASIC

Step by step: [How do I reserve a seat in Galileo?](#)

S. Requests, changes (with @) or cancels seats.

BASIC

S.S1/14A.B	Requests seats 14A and 14B for all passengers on segment 1
S.P2.3/14A.B	Requests 14A and 14B for passengers 2 and 3, on all segments
S.NW	Requests non-smoking window seats for everyone on all segments
S.P2.3/NA	Requests a non-smoking aisle seat and the one next to it for passengers 2 and 3, all segments
S.P1@15C	Changes passenger 1 to seat 15C on all segments
S.S2@NA	Changes everyone to aisle seats on segment 2
S.P1.3@	Cancels the seats of passengers 1 and 3
S.S1.2@	On segments 1 and 2
S.@	Everything

Step by step: [How do I reserve a seat in Galileo?](#)

SA* Displays a seat map: by segment, availability line or flight.

BASIC

SA*S1	Seat map for segment 1 of the booking file
SA*S1/NW/15	Same, non-smoking window seats, from row 15
SA*A2Y	Seat map for the flight on line 2 of an availability display, in Y class
SA*LH1415Y20NOVFRALJU	Seat map for a named flight, class and date
SA*S1#VIE	Seat map for the leg starting in VIE of a change-of-gauge flight
SA*	Shows the seat map again

Step by step: [How do I display a seat map in Galileo?](#)

SC* Shows the characteristics of a seat, or the list of codes.

BASIC

SC*12A	Shows the characteristics of seat 12A
SC*	Lists the seat characteristic codes

Step by step: [How do I display a seat map in Galileo?](#) · [How do I reserve a seat in Galileo?](#)

Queues

Queue counts, working queues, placing and moving booking files, schedule changes.

ORB Moves booking files with TAW, TAU or RB items for a date onto a queue.

INTERMEDIATE

Step by step: [How do I move or forward a queue in Galileo?](#)

ORC Counts booking files with TAW, TAU or RB items for a date.

BASIC

Step by step: [How do I count queues in Galileo?](#)

Q/ Open a queue by number, e.g. **Q/17**.

BASIC

Q/22	Signs in to queue 22 and opens the first booking file
Q/41*CVP	Signs in to queue 41, category VP (and date range 2)
Q/41*CVP*D2	Signs in to queue 41, category VP (and date range 2)
Q/22+*IA	Signs in showing only air segments
Q/17	Opens queue 17, where booking files with KL arrive (group bookings excepted)
Q/1*CPD	Opens queue 1, category PD, where requested files arrive
Q/11	Opens queue 11, reserved for fares and NDC schedule changes

Step by step: [How do I handle a schedule change in Galileo?](#) · [What are queues in Galileo?](#) · [How do I work a queue in Galileo?](#)

QA/ Queue activity summary for all or chosen queues.

ADVANCED

QA/ALL	Shows the activity summary of all main queues
QA/41*CVP*D1	Activity summary for queue 41, category VP , date range 1
QA/18+21+22	Activity summary for several queues

Step by step: [How do I see queue activity in Galileo?](#)

QAB Switches a queue on or off; second-level users only.

ADVANCED

QAB/41/ON	Switches queue 41 of your branch on
QAB/41/OFF	Off

Step by step: [How do I set up queue categories in Galileo?](#)

QAT Activity summary of one queue with its categories and date ranges.

ADVANCED

QAT/41	Activity summary for queue 41 with its categories and date ranges
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Step by step: [How do I see queue activity in Galileo?](#)

QB Moves booking files from one queue to another (queues 26-99).

INTERMEDIATE

QB41/43	Moves all files from queue 41 to queue 43
QB41/43-200	Moves 200 files from queue 41 to queue 43
QB41/7XQ1/43	Moves all files from queue 41 to queue 43 of branch 7XQ1
QB41*CVP/43*CGR*D1	Moves category VP of queue 41 to queue 43, category GR , date range 1

Step by step: [How do I move or forward a queue in Galileo?](#)

QCA Counts the booking files on all queues of the PCC.

BASIC

QCA	Counts every queue of your PCC
QCA*20	Counts only queues holding more than 20 files

Step by step: [How do I count queues in Galileo?](#) · [What do the Galileo queue numbers mean?](#) · [How do I handle a schedule change in Galileo?](#)

QCB Counts queues 0 and 1, or chosen queues with their categories.

BASIC

QCB	Counts queues 0 and 1
QCB/22	Counts queue 22, all its categories included

Step by step: [How do I count queues in Galileo?](#)

QCL Counts the left-message-to-call-back queue.

BASIC

QCL	The left-message-to-call-back queue
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Step by step: [How do I count queues in Galileo?](#)

QCM Counts the general message queue.

BASIC

QCM	Counts the general message queue
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Step by step: [How do I count queues in Galileo?](#)

QCT Counts a main queue and lists the passenger names.

BASIC

QCT/22	Counts the main queue 22 only, with names
QCT/18+21+22	Counts several queues, with names

Step by step: [How do I count queues in Galileo?](#)

QCTA Counts queues with every category and date range.

BASIC

QCTA/ALL	Full count of every queue, category and date range
QCTA/41	Counts queue 41 with every category and date range

Step by step: [How do I count queues in Galileo?](#) · [How do I set up queue categories in Galileo?](#)

QCU Counts the unable-to-contact queue.

BASIC

QCU	The unable-to-contact queue
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Step by step: [How do I count queues in Galileo?](#)

QDB Sets a queue to single or automatic booking file display.

ADVANCED

QDB/41/S	Sets queue 41 to show one booking file per sign-in
QDB/41/A	Sets queue 41 back to automatic display, file after file

Step by step: [How do booking file instructions work in Galileo?](#)

QDCA Activates categories and date ranges in a queue.

ADVANCED

QDCA/41*CVP	Activates category VP in queue 41
QDCA/41*CVP+CGR+C10	Activates several categories at once (up to 10)
QDCA/41*C1-20	Activates numeric categories 1 to 20 in sequence
QDCA/41*CVP*D1	Activates category VP with date range 1

Step by step: [How do I set up queue categories in Galileo?](#)

QDCX Deactivates categories in a queue.

ADVANCED

QDCX/41*CVP	Deactivates category VP of queue 41
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Step by step: [How do I set up queue categories in Galileo?](#)

QDM Sets the general message queue to single or automatic display.

ADVANCED

QDM/S	Same choice for the general message queue
QDM/A	Same choice for the general message queue

Step by step: [How do booking file instructions work in Galileo?](#)

QDQT Opens the fill-in screen for queue, category and date range titles.

ADVANCED

QDQT	Opens the fill-in screen for queue titles
QDQT/41	Opens the screen for category and date range titles of queue 41

Step by step: [How do I set up queue categories in Galileo?](#)

QEB Ends the booking file and places it on one or more queues.

BASIC

QEB	Places it on your queue 1 (general)
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Step by step: [How do booking file instructions work in Galileo?](#) · [How do I put a PNR on a queue in Galileo \(QEB\)?](#) · [What are queues in Galileo?](#)

QEM Sends a message to the general message queue.

BASIC

Step by step: [How do I put a PNR on a queue in Galileo \(QEB\)?](#)

QES Sends a message to the supervisory queue.

BASIC

Step by step: [How do I put a PNR on a queue in Galileo \(QEB\)?](#)

QF Forwards the booking files of one queue to another queue.

INTERMEDIATE

QF/41+43	Forwards the booking files of queue 41 to queue 43
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Step by step: [How do I move or forward a queue in Galileo?](#)

QFHIST Shows the queue forwarding history.

INTERMEDIATE

QFHIST	Shows the queue forwarding history
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Step by step: [How do I move or forward a queue in Galileo?](#)

QFX Cancels the forwarding of a queue.

INTERMEDIATE

QFX/41 Cancels the forwarding of queue 41

Step by step: [How do I move or forward a queue in Galileo?](#)

QIN Shows the queue you are in and how many people work it.

ADVANCED

QIN Shows which queue you are in and how many people work it

Step by step: [How do I see queue activity in Galileo?](#)

QINC Counts the people signed in to one queue or all queues.

ADVANCED

QINC/22 Counts the people working queue 22

QINC/ALL Counts people signed in to all queues

Step by step: [How do I see queue activity in Galileo?](#)

QLD Lists names and record locators on a queue; only outside a queue.

BASIC

QLD/22 Lists passenger names and record locators on queue 22

Step by step: [How do I count queues in Galileo?](#)

QLMCB Puts the booking file on the call-back (LMT) queue, optionally with a note.

BASIC

QLMCB*CALLS BACK AFTER 3PM Puts it on the call-back queue (LMT) with a short note

Step by step: [How do I put a PNR on a queue in Galileo \(QEB\)?](#)

QP Goes back one booking file in the queue.

BASIC

QP Goes back one file

Step by step: [How do I work a queue in Galileo?](#)

QPB* Displays the list of queues.

BASIC

QPB* Displays the list of queues

Step by step: [What do the Galileo queue numbers mean?](#)

QPRINT Prints the booking files of a queue; QPRINT/STOP stops it.

INTERMEDIATE

QPRINT/B/41 Prints every booking file on queue 41

QPRINT/B/41*CVP*D2 Prints queue 41, category **VP**, date range 2

QPRINT/B/41*H Prints the files of queue 41 with their history

QPRINT/B/41*1/50 Prints files 1 to 50 of queue 41

QPRINT/B/41*1/50*N.I+*H Prints files 1 to 50 with names and itinerary, plus history

QPRINT/STOP Stops the printing

Step by step: [How do I print or sort a queue in Galileo?](#)

QR Removes the open booking file from the queue (QR/41 also from 41).

BASIC

QR	Takes the open booking file off the queue and shows the next
QR/41	Removes the file from this queue and queue 41 too

Step by step: [What are queues in Galileo?](#) · [How do I work a queue in Galileo?](#)

QRQ Removes a booking file from all queues of the PCC, from outside a queue.

BASIC

Step by step: [How do I put a PNR on a queue in Galileo \(QEB\)?](#) · [How do I work a queue in Galileo?](#)

QSORT Sorts a queue into another queue by first travel date.

INTERMEDIATE

QSORT45/46	Sorts all files of queue 45 into queue 46 by the date of their first active segment
QSORT45/7XQ1/46	Sorts queue 45 into queue 46 of branch 7XQ1

Step by step: [How do I print or sort a queue in Galileo?](#)

QSORTID Sorts by agent sign-on ID or by category into another queue.

INTERMEDIATE

QSORTID45/46*CVP	Sorts only category VP of queue 45 into queue 46
-------------------------	---

Step by step: [How do I print or sort a queue in Galileo?](#)

QUTC Puts the booking file on the unable-to-contact (UTC) queue, optionally with a note.

BASIC

QUTC*TRY TOMORROW AM	Puts it on the UTC queue with a short note
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Step by step: [How do I put a PNR on a queue in Galileo \(QEB\)?](#)

QW Lists the queues the open booking file is on.

BASIC

QW	Lists the queues the open booking file is on now
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Step by step: [How do I see queue activity in Galileo?](#) · [How do I put a PNR on a queue in Galileo \(QEB\)?](#) · [How do I work a queue in Galileo?](#)

QX Signs out of the queue.

BASIC

QX	Signs out of the queue
QX+QEB/41	Signs out and puts the file on queue 41

Step by step: [What are queues in Galileo?](#) · [How do I work a queue in Galileo?](#)

QXE Ends the booking file, removes it from the queue and signs out.

BASIC

Step by step: [How do I handle a schedule change in Galileo?](#) · [How do I work a queue in Galileo?](#)

QXER Ends, signs out and redisplay the last booking file.

BASIC

QXER	Ends, signs out and shows the file again
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Step by step: [How do I work a queue in Galileo?](#)

QXI Signs out and ignores the open booking file; it stays on the queue.

BASIC

QXI	Signs out and ignores the open file; it stays on the queue
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Step by step: [How do I work a queue in Galileo?](#)

QY* Lists the booking file instructions.

ADVANCED

QY*

Lists the booking file instructions

QY*4+7+20-25

Shows chosen instructions, or a range

Step by step: [How do booking file instructions work in Galileo?](#)

Troubleshooting

Errors, missing bookings, Timatic, travel restrictions and where to get help.

***HVL** Show the vendor locator history.

INTERMEDIATE

*HVL	Of the vendor locator
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Step by step: [What do I do when the airline has no record in Galileo?](#)

GC* Open a GIS chapter by name, number or airline code.

BASIC

GC*JU	Opens an airline's GIS chapter by its code
GC*	The current chapter again
GC*CURRENCY	Opens a chapter by name
GC*550	By number
GC*12/20	Of chapter 12

Step by step: [Where do I find airline information in Galileo?](#) · [How do I find help for an entry in Galileo?](#)

H/ Help: alone after an error, or with a keyword.

BASIC

H/	Right after a refused entry: opens the help page that fits it
H/AVAIL	The help page of one function, e.g. H/TT , H/DCT , H/TIMATIC
H/A	Index of help subjects starting with A

Step by step: [What do common Galileo error messages mean?](#) · [How do I report a Galileo problem to the help desk?](#) · [How do I find help for an entry in Galileo?](#)

RJ* Show the travel restriction table, all or per country.

INTERMEDIATE

RJ*	Lists the countries and vendors that have restrictions
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Step by step: [How do I check travel restrictions in Galileo?](#)

RJV* Show travel restrictions for a vendor such as an airline.

INTERMEDIATE

RJV*OU/AIR	Shows restrictions for an airline (OU here only as an example of the format)
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Step by step: [How do I check travel restrictions in Galileo?](#)

TI- TIMATIC menu; **TI-MV**, **TI-MH**, **TI-MA** open fill-in screens.

BASIC

TI-	Opens the TIMATIC menu
TI-MV	Fill-in screen for visa
TI-MH	Health
TI-MA	Visa and health

Step by step: [How do I check visa and passport rules in Galileo?](#)

TI-DFT TIMATIC full text of one section for a country.

BASIC

TI-DFT/LHR/PA	Full text of one section for a country, named by a city code (here LHR for the UK, section PA passport)
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Step by step: [How do I check visa and passport rules in Galileo?](#)

TI-RGL TIMATIC group lists, e.g. the Schengen countries.

BASIC

TI-RGL/SCHN Lists the Schengen countries

Step by step: [How do I check visa and passport rules in Galileo?](#)

TI-RV TIMATIC visa request by nationality, destination and transit lines.

BASIC

TI-RV Visa request by nationality (city or country code), destination and transit

Step by step: [How do I check visa and passport rules in Galileo?](#)

TIMA TIMATIC visa and health rules from booking file segments.

BASIC

TIMA/1-2/BA Visa and health rules for a Bosnian national on the same route

Step by step: [How do I check visa and passport rules in Galileo?](#)

TIMC TIMATIC country information for a segment's destination.

BASIC

TIMC/2 Country information for the destination of segment 2

Step by step: [How do I check visa and passport rules in Galileo?](#)

TIME TIMATIC customs information for a segment's destination.

BASIC

TIME/2 Customs

Step by step: [How do I check visa and passport rules in Galileo?](#)

TIMP TIMATIC passport information for a segment's destination.

BASIC

TIMP/2 Passport

Step by step: [How do I check visa and passport rules in Galileo?](#)

TIMV TIMATIC visa rules from booking file segments.

BASIC

TIMV/1/SI Visa rules for a Slovenian national going to the off point of segment 1
TIMV/1-2/SI The same, destination at the end of segment 2, transit after segment 1

Step by step: [How do I check visa and passport rules in Galileo?](#)

TIPB TIMATIC: previous page.

BASIC

TIPB Back

Step by step: [How do I check visa and passport rules in Galileo?](#)

TIPF TIMATIC: first page.

BASIC

TIPF First

Step by step: [How do I check visa and passport rules in Galileo?](#)

BASIC

Step by step: How do I check visa and passport rules in Galileo?

BASIC

Step by step: **How do I check visa and passport rules in Galileo?**

NDC (reference)

How NDC content shows up in Travelport+ and Smartpoint.

#NDCAPP Opens Smartpoint's Flight Search (shortcut Alt+A).

BASIC

Step by step: [What is NDC in Galileo \(Travelport+\)?](#)

LD List display: booking files by travel date, ticketing state or segment status.

BASIC

Step by step: [How do I find NDC bookings and tickets in Galileo?](#) · [How do I manage ticketing time limits in Galileo?](#)

Q Signs in to a queue, for example Q/11.

INTERMEDIATE

Step by step: [How do I find NDC bookings and tickets in Galileo?](#)

Index A-Z

.AD	Decode an airline code;	*DV	List booking files divided	*IN	Display non-air segments
.AD*...		from this...		only.	
.AE	Encode an airline name to	*EM	Display email addresses	*L	Show the similar name list
its code.		and email...		again.	
.CD	Decode a city or airport	*EX	Reopens an exchange	*MM	Display frequent flyer
code.		mask by filed...		(mileage...	
.CE	Encode a city name to its	*FB	Open a filed fare as a build	*MR	Reopens the additional
code.		screen,...		payment mask...	
.CR	Show a city's detail record	*FF	Display the filed fares of	*N	Display the names with
(not kept...		the...		passenger...	
.ED	Decode an aircraft	*FOP	Display the form of	*NP	Display notepad items; add
(equipment) code.		payment field.		a...	
.EE	Encode an aircraft name to	*FS	Fare construction of one	*NTD	Net ticket data of a filed
its codes.		fare...		fare, as...	
.ER	Show the detail record of	*H	Display the whole booking	*P	Display the phone field.
an aircraft...		file history.		*PI	Display the passenger
.LD	Decode a country code.	*HFF	Display the filed fare history	information...	
.LE	Encode a country name to	of the...		*R	Display the whole booking
its code.		*HI	Display itinerary history,	file.	
.RD	Show the region (state)	non-air...		*RB	Display review booking
codes of a...		*HIA	Show the air segment	items.	
@	Change a booked segment:	history of the...		*RI	Display itinerary remarks.
date, class,...		*HMM	Display frequent flyer	*RIC	Display only check-in time
@A	Change the whole air	history.		and...	
itinerary, e.g....		*HN	Display name history.	*RV	Display the received from
@ALL	Accept airline status	*HNP	Display the history of	field.	
changes on all...		historical...		*SD	Display seat data.
@GMT	Show the time in GMT.	*HP	Display phone history.	*SI	Display all SSRs and OSIs.
@LT	Show local time in a city,	*HQT	Display the queue trail:	*SIR	List services to reinstate
optionally...		queues the...		after the...	
@MT	Check minimum connecting	*HRB	Display review booking	*SO	Display OSIs.
times for...		history.		*SR	Display programmatic SSRs
@UTC	Show the time in UTC.	*HRI	Display itinerary remarks	with their...	
*	Retrieve a booking file, e.g.	history.		*SVC	Show in-flight services for
by...		*HSD	Seat data history of the	booked...	
*-	Retrieve a booking file by	booking file.		*TAA	Count days forward (with
surname or...		*HSI	Display SSR and OSI history	+) or back...	
**	Retrieve from a branch	together.		*TD	Display the ticketing
office PCC, or...		*HSO	Display OSI history.	arrangement field.	
*AA	Display written, delivery	*HSR	Display SSR history.	*TE	Show an e-ticket record,
and related...		*HTD	Display ticketing field	e.g. by...	
*AD	Display the delivery	history.		*TEH	History of the displayed e-
address.		*HTE	Show the e-ticket data held	ticket;...	
*ALL	Display all booking file data,	in the...		*TEL	Redisplay the list of e-
hidden...		*HTI	Display current and earlier	tickets.	
*AW	Display the written address.	ticket...		*TRN	Reopens the refund
*DAS	Displays the ancillary	*HVL	Show the vendor locator	screens (*TRN1,...	
services...		history.		*VI	Display incoming vendor
*DH	Document history list of e-	*HVR	Display vendor remark	remarks only.	
tickets,...		history.		*VL	Show the airline (vendor)
*DHI	Display document history	*I	Display the whole itinerary.	record...	
by invoice...		*IA	Show the air segments of	*VO	Display outgoing vendor
*DI	Display document itinerary	the booking...		remarks only.	
(DI) remarks.		*ID	Display the corporate ID	*VR	Show incoming and
		field.		outgoing vendor...	

*XSD	Shows seats cancelled in this...	A*GAL	Return to the current Travelport+...	DG/	Divide unnamed places out of a group...
/	Place a new sell after a given...	A*O	Return to the original availability...	DI.	Add or delete a document invoice...
/OS1	Remove filed fares that were already...	A*P	Return to the previous display order.	DP	Divide passengers out into a new...
#CTQ	Open Trip Quote to build and send a...	A/	Filter the current availability by...	DT/AAR	Display an airline's agreement record...
#DELETEPLUGIN#DELETEPLUGIN	CACHE clears the...	A#	Availability one day later (also A#...	DT/IAT	Display the interline ticketing table...
#FS	Opens the Smartpoint Smartpanel for...	AA	Order availability by arrival time...	E	End transact: save the booking file.
#INVOL	Same as #SATINVOL: the involuntary...	AB	Availability from a new board point.	EDOC	Shows the active EMD stock.
#MANMASK	Open the Smartpoint Manual Fare Builder.	AD	Order availability by departure time.	EL	End transact and return to the...
#NDCAPP	Opens Smartpoint's Flight Search...	AE	Show earlier flights after a...	ELM	Email the itinerary and redisplay the...
#REFUND	Open the Assisted Ticketing refund...	AF	First available flight; with date and...	EM	Email the itinerary to the first or...
#RESTART	Restart Smartpoint without signing off.	AG	Return from an airline link to the...	EMALL	Email the itinerary to all email...
#REVAL	Open the Assisted Ticketing...	AJ	Order availability by journey time.	EMDD	Shows one EMD, by list number or...
#SATINVOL	Open the Assisted Ticketing...	AK	Availability from a new city to the...	EMDH	Shows the history of an EMD, by list...
#SATVOL	Open the Assisted Ticketing voluntary...	AL	Later flights; AL + line number...	EMDI	Issues an EMD: EMD-A with /IC plus...
#TKTISUE	Open Assisted Ticketing to update the...	AM*	More flights from an airline's own...	EMDL	Lists the EMDs of the booking file.
#TKTLIST	Open the Assisted Ticketing list of...	AN	Availability onward from the previous...	EMDP	EMD tables: issuing airlines (EMDP/M)...
#VOID	Open the Assisted Ticketing void screen.	AO	Availability to a new off point.	EMDV	VOIDs an EMD, by list number or...
+J	Show the terminal ID (GTID); not in...	AR	Return availability, by date or a...	ER	End transact and redisplay the...
O	Direct sell a flight segment (also...	AV	Switches a fare display to the...	ERM	End, redisplay and email the...
OA	Add an ARNK (arrival unknown)...	AX	Cancel the availability display.	ERMALL	End, redisplay, email all addresses;...
OSUR	Add a passive surface segment, such...	C*MAP	Map data: towns and nearest airports...	ET	End transact: save the booking file...
OTUR	Add a passive tour segment.	C/	Display or claim a booking made by...	F	File the new booking file during a...
6D	Show the terminal ID (GTID).	CGCTD	Display the commission tables,...	F.	Form of payment field.
A	Request flight availability for a...	CGET	Display the airlines that issue...	F*Q	Last quote's fare calculation in one...
A-1	Availability one day earlier.	D.	Add, change or delete the delivery...	FBC	Create manual fare build screens for...
A.D	Show direct flights only (A.DO...	DAS	Ancillary services: list, details and...	FBF	File the manual fare for one group,...
A.DO	Show nonstop flights only.	DC*	Show direct connections to and from a...	FBI	Ignore all manual fares built in this...
A@	Follow -up class or codeshare filter,...	DCP	Show connection points for a city pair.	FBU	Update a manual fare item: fare...
A@#	Show more classes for one...	DCT	Show an airport's minimum connecting...	FD	Fare display: fares filed for a city...
A*	More flights; A* + airline opens...			FDA	Turn the availability display into a...

FDC	Booking classes a fare display line...	FSK	Books the flights of a fare shopping...	HQC	Count document images waiting in the...
FF	File an alternative fare option,...	FSM	Fare shopping capped at a maximum...	HQD	Display the image in a printer's buffer.
FH	Extra detail of a fare display line,...	FSMORE	Next screens of fare shopping results.	HQM	Delete a pending image, or send it to...
FI	Ignores the fare quote just made.	FEOF	Extra fees of one fare shopping option.	HQNN	Resend images from the sent buffer...
FL	Ticketed point mileage of the sectors...	FTAX	Tax information by country and tax code.	HQS	Restart a printer.
FM	Maximum permitted mileage and mileage...	FX	Cancel filed fares, e.g. FX3 for...	HQXN	Cancel an image in a print buffer...
FN	Fare notes (rules) of a fare display...	FZI	IATA rate of exchange, and...	I	Ignore the booking file without saving.
FO	Extra fees attached to the last fare...	FZS	Bank selling rate, and conversion...	IALL	Ignore the booking file and the...
FQ	Price the itinerary and store the...	GC*	Open a GIS chapter by name, number or...	ID.C/	Add or delete the corporate ID field.
FQ*	Shows the last fare quote summary again.	GC*13	List the BSP airlines of a country.	IR	Ignore changes and redisplay the...
FQA	Show alternative fares for the booked...	GG*	Show the GIS chapter index...	KGB	Show current work area, sign-on and...
FQBA	Best buy that ignores seat availability.	GP*	Show a page or paragraph headings in...	LD	List display: booking files by travel...
FQBB	Best buy: lowest fare with seats on...	H*	Show your last input again.	LD*	Redisplay the last booking file list.
FQBB*	Shows the last best-buy answer again.	H/	Help: alone after an error, or with a...	LD/	List booking files by date, ticket...
FQBBK	After FQBB or FQBC, rebooks the...	H/ASSC	Help page listing other SSR codes.	LDT/	Booking file list sent to the printer.
FQBC	Best buy that also shows the saving...	H/HIST	Help page listing the history codes.	M.	Add or delete frequent flyer numbers...
FQL	Fare quote ladder of a planner answer.	H/MEAL	Help page listing meal SSR codes.	M*	Display an airline's mileage...
FQN	Lists the fare components of the last...	H/PTC	Help page listing passenger type codes.	MB	Move to the bottom of a display.
FQP	Fare Quote Planner: informative price...	H/T.	Help on a booking file field by its...	MC.	Add or delete a comment for an email...
FQP*	Shows the planner summary again, or...	HELP	Help index by first letter, e.g....	MD	Move down; MD + number moves that...
FQQ	Planner variant returning the lowest...	HMCT	Assumed city table: host locations,...	MF.	Add, change or delete the email...
FQS	Fare quote for selected segments only...	HMLD	Display the printer linkage of a...	MORE*	More flight choices for one fare...
FQT	Prices the booking file with today as...	HMLM	Link printers to the terminal, or...	MR	Move down, showing only the remaining...
FR	Routing of a quoted fare component or...	HMOM	Set a printer up or down, or...	MT	Move to the top of a display.
FS	Fare shopping: cheapest priced flight...	HMPP	Display or print the period activity...	MT.	Add, change or delete email "to"...
FS-	Back to the previous group of fare...	HMPR	TINS sales report; /NDC keeps NDC...	MU	Move up.
FS*	Shows the fare shopping results again.	HMPS	Display or print the summary activity...	N	Sell seats from availability: seats,...
FSA	Fare shopping that ignores seat...	HMTN	Display ticket numbers held in the...	N.	Add, change or delete passenger names...
FSALL	Shops every booked segment,...	HQA	Redirect a printer's images to...	NP.	Add, change or delete notepad...
		HQB	Display document images in the...	OP/W*	Show work areas, sign-ons and the...

OP/WL	Show the terminal ID (GTID).	QDM	Sets the general message queue to...	REALL	Repeat all customer data, no segments.
ORB	Moves booking files with TAW, TAU or...	QDQT	Opens the fill-in screen for queue,...	REALLS	Repeat customer data with chosen...
ORB/	Move files with TAW, TAU or review...	QEB	Ends the booking file and places it...	REALLSALL	Repeat all customer data and all...
ORC	Counts booking files with TAW, TAU or...	QEB/	Place the booking file on a queue;...	REP.	Repeat only chosen fields (REP.N.SI).
ORC/	Count files with TAW, TAU or review...	QEM	Sends a message to the general...	RERIAL	Repeat all unassociated itinerary...
P-	Send a response to the printer, e.g....	QES	Sends a message to the supervisory...	RES	Repeat one chosen segment (RES2).
P.	Add, change, insert or delete phone...	QF	Forwards the booking files of one...	RESALL	Repeat all segments, no customer data.
PI.	Add or delete passport and visa data...	QFHIST	Shows the queue forwarding history.	RI.	Add, change or delete itinerary...
PP/	Open Preview Plus, a form that builds...	QFX	Cancels the forwarding of a queue.	RIR.	Re-associate itinerary remarks to...
PQ/	Request a past date booking file.	QIN	Shows the queue you are in and how...	RJ*	Show the travel restriction table,...
PS.	Add, change or remove the postscript...	QINC	Counts the people signed in to one...	RJV*	Show travel restrictions for a vendor...
PTC	Lists passenger type codes, for...	QLD	Lists names and record locators on a...	RL.	Add an airline record locator for a...
PTC/	List passenger type codes starting...	QLMCB	Puts the booking file on the...	RT.	Add a retention segment with a date...
Q	Signs in to a queue, for example Q/11.	QP	Goes back one booking file in the queue.	S.	Requests, changes (with @) or cancels...
Q/	Open a queue by number, e.g. Q/17.	QPB*	Displays the list of queues.	SA*	Displays a seat map: by segment,...
QA/	Queue activity summary for all or...	QPRINT	Prints the booking files of a queue;...	SA/TA	Move to work area A with the training...
QAB	Switches a queue on or off;...	QR	Removes the open booking file from...	SAI	Sign back in to all work areas.
QAT	Activity summary of one queue with...	QRQ	Removes a booking file from all...	SAO	Temporary sign-out.
QB	Moves booking files from one queue to...	QSORT	Sorts a queue into another queue by...	SB	Move to work area B (SA back to A).
QCA	Counts the booking files on all...	QSORTID	Sorts by agent sign-on ID or by...	SC*	Shows the characteristics of a seat,...
QCB	Counts queues 0 and 1, or chosen...	QUTC	Puts the booking file on the...	SEM	Emulate another PCC (service bureau...
QCL	Counts the left-message-to-call-back...	QW	Lists the queues the open booking...	SFP	Issue a travel agent service fee...
QCM	Counts the general message queue.	QX	Signs out of the queue.	SI.	Add, change or cancel SSRs, manual...
QCT	Counts a main queue and lists the...	QXE	Ends the booking file, removes it...	SIR	Reinstate a service after a change of...
QCTA	Counts queues with every category and...	QXER	Ends, signs out and redisplay the...	SOF	Sign off; SOF/Z + ID is an override...
QCU	Counts the unable-to-contact queue.	QXI	Signs out and ignores the open...	SON	Sign on with your ID at your own...
QDB	Sets a queue to single or automatic...	QY*	Lists the booking file instructions.	SSA	Set the availability sort for the...
QDCA	Activates categories and date ranges...	R.	Add, change or delete the received...	SSM	Set your own availability sort, BASIC...
QDCX	Deactivates categories in a queue.	RA.	Add, change or delete a related address.	SSO	Allow or block agents changing their...
		RB.	Add, change or delete a review...	STD	Display a security profile; the...

STE	Display, add, confirm or change your...	TIPL	TIMATIC: last page.	TTB	Flight details for a booked segment,...
T.	Add, change or delete the ticketing...	TIPN	TIMATIC: next page.	TTL	Flight details for an availability...
T*GSA	List the airlines a GSA represents in...	TKP	Issues the ticket and its documents...	TTR	Return timetable, optionally from a...
TI-	TIMATIC menu; TI-MV, TI-MH,...	TKPDID	Print the itinerary for all...	TTX	Cancel all timetable displays.
TI-DFT	TIMATIC full text of one section for...	TKPVB	Validate the booking before issuing.	V.	Send, change or delete a vendor...
TI-RGL	TIMATIC group lists, e.g. the...	TKRETS	Revalidates an e-ticket coupon to a...	W.	Add, change or delete the written...
TI-RV	TIMATIC visa request by nationality,...	TMU	Store, change or delete ticket...	X	Cancel segments, e.g. X2 or X2-4;...
TIMA	TIMATIC visa and health rules from...	TPC	Display the payment calculation and...	XA	Cancel all air segments.
TIMC	TIMATIC country information for a...	TRNC	Cancels a refund on the same calendar...	XI	Cancel the entire itinerary.
TIME	TIMATIC customs information for a...	TRNE	Refunds an e-ticket: one-line full...	XN	Cancel all non-air segments.
TIMP	TIMATIC passport information for a...	TRV	Voids an e-ticket by its number; BSP:...	XX	Terminal calculator: sums, times and...
TIMV	TIMATIC visa rules from booking file...	TRVE	Voids a reissued e-ticket, same day...	Y	Add an ARNK (arrival unknown) segment.
TIPB	TIMATIC: previous page.	TSD	Reprint e-ticket support documents:...	ZPROV	Lists the direct payment carriers...
TIPF	TIMATIC: first page.	TT	Timetable for a route or details of...		

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