Galileo

# USER GUIDE

Inclusive Tour

## Availability search

**A25OCTLHRDXB/BA** – General Search for 25 October LHR/DXB with BA

```
     A                   B              C              D
     ↓                   ↓              ↓              ↓
   THU 25OCT18      LONDON/DUBAI       25/0000 25/2359              ▼
1 LHR DXB 1255 2305   BA 107  F3 A0 J9 C9 D9 R9 I9 W9 E9 T9 777 C E
  «B»                         Y9 B9 H9 K9 M9 L9 V9 S9 NC QC
                                                       OC G0
2 LHR DXB 2125#0730   BA 109  F7 A5 J9 C9 D9 R9 I9 W9 E6 TC 777 C E
  «B»                         Y9 B9 H9 K9 M9 L9 V9    SC NC QC
                                                       OC G0
3 LHR DXB 2225#0825   BA 105  F9 A7 J9 C9 D9 R9 IC W9 E7 TC 777 C E
  «B»                         Y9 B9 H9 K9 M9 L9 V9 S9 NC QC
                                                       OC G0
4 LHR MUC 0700 0950   BA 948  J9 C9 D6 R9 I9 Y9 B9 H9 K9 M9 320 C E
                              L9 V9 N9 O9 Q9 S9 G9
5     DXB 1035 1830   EK  54  F4 A3 J7 C7 I7 O7 PC Y9 E9 R9 77W C*E
                              W9 M9 B9 U9 K9 HC Q9 L9 TC VC
                                               XC
```
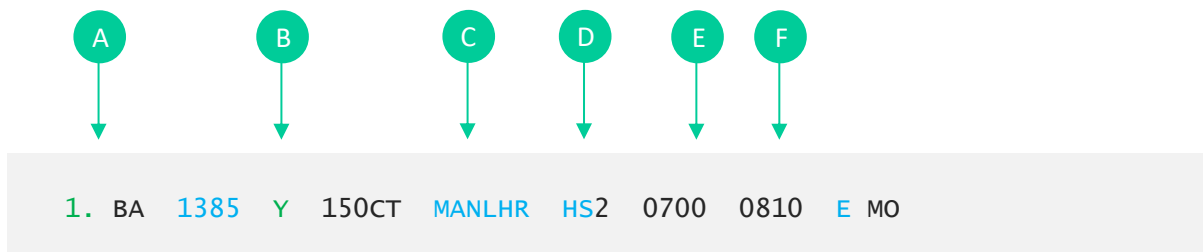
A. Route/ Departure and arrival times
B. Airline code & flight number
C. Booking class & number of seats available
D. Aircraft/ model

## Availability options

**A25OCTLHRDXB*BA** – This will bring back only BA flights numbers

**A25OCTLHRDXB/BA.D** – Direct flights only

## Return availability

**A1FEBLONDXB/BA.D++21FEB/BA.D** – This will search the outbound and return flights.

## Availability Scrolling

**MU** – Move Up

**MD** – Move Down

**MB** – Move Bottom

**MT** – Move Top

## Selecting seats

```
   THU 25OCT18       LONDON/DUBAI        25/0000 25/2359        ▼
1 LHR DXB 1255 2305  BA 107 F3 A0 J9 C9 D9 R9 I9 W9 E9 T9 777 C E
  «B»                       Y9 B9 H9 K9 M9 L9 V9 S9 NC QC
                                                    OC G0
2 LHR DXB 2125#0730  BA 109 F7 A5 J9 C9 D9 R9 I9 W9 E6 TC 777 C E
  «B»                       Y9 B9 H9 K9 M9 L9 V9 SC NC QC
                                                    OC G0
3 LHR DXB 2225#0825  BA 105 F9 A7 J9 C9 D9 R9 IC W9 E7 TC 777 C E
  «B»                       Y9 B9 H9 K9 M9 L9 V9 S9 NC QC
                                                    OC G0
4 LHR MUC 0700 0950  BA 948 J9 C9 D6 R9 I9 Y9 B9 H9 K9 M9 320 C E
                            L9 V9 N9 O9 Q9 S9 G9
5     DXB 1035 1830  EK  54 F4 A3 J7 C7 I7 O7 PC Y9 E9 R9 77W C*E
                            W9 M9 B9 U9 K9 HC Q9 L9 TC VC
                                                    YC
```

## Direct flights

N2Y1  – Sell Seat 2 in Y from Line 1

## Connecting flights

N2Y1Y2  – Sell 2 Seats in Y class on line 1 and Y class on line 2

*Response will show as below;*

```
   A         B           C       D     E      F

1. BA  1385  Y  15OCT  MANLHR  HS2  0700  0810  E MO
```

A. Flight number
B. Cabin class selected
C. Date & routing
D. Number of seats
E. Departure time
F. Arrival time

Add in return and your itinerary will show as below;

```
1. BA    107    F 25OCT  LHRDXB  HS1  1255  2305  O
2. BA    104    Y 15NOV  DXBLHR  HS1  1400  1810  O
```

# Creating a PNR (Passenger Name Record/Booking)

To be able to issue via Lime GDS ticketing, the bookings must contain the below 7 elements. If any of these elements are missed the website will be unable to issue the tickets.

1. Itinerary
2. Names of passengers
3. Contacts – Phone Field
4. Ticketing Field
5. Secure flight data
6. OSI Remark
7. Received from Field

## How to enter passenger's names

Each passengers name must be added separately.

Example below:

| | |
|---|---|
| Adult | `N.`SURNAME/FISRT NAME MISS**P-ITX** |
| Teen | `N.`PERKINS/JAKEMR**P-I13** |
| Child | `N.`PERKINS/LILLYMISS**P-I08** |
| Infant without seat | `N.I`/BABY/LITTLEMISS**25DEC17** |
| Infant SSR | SI.P3*P-INF/25DEC17-1.1 |

SI.(infant name field)*P-INF/(Date of birth)-(adult's name field)

You need to add the designator to the end of each name for the fare type you require

| Passenger type codes for Deferred Fare | Passenger type codes for Semi-Deferred Fare |
|---|---|
| `ITX` – Adult | `TIM` – Adult |
| `I08` – Child - I and then the child age. | `TIN` – Child |
| `ITF` – Infant | `TIF` – Infant |

*Response will show as below;*

```
1.1PERKINS/BRONMISS*ITX 2.1PERKINS/LILLYMISS*P-108
3.I/1BABY/LITTLEMISS*25DEC14  4.1PERKINS/JOHNMR*I15
5.1PERKINS/JAKEMR*ITX
```

## Contacts

**CM/+\*NAME** – To add your contact details into the booking


## Ticket deadline

**T.TAU/20APR** - Please match this to the deadline given online(CAT35)/as per contract.


## Secure flight data

This must be added for each passenger


**SI.P1/SSRDOCSBAHK1/////10AUG94/M//LASTNAME/FIRSTNAME**


**F** – Female

**FI** – Female Infant

**M** – Male

**MI** – Male Infant


## OSI remarks (mandatory for each IT booking)

Deferred
**SI.BA\*PPIT**

Semi-Deferred
**SI.BA\*PPSD**


## End the booking to create PNR

Reference/Received from – **R.** & then your initials or name e.g. **R.BP**

**ER** – End and retrieve


We strongly recommend you should check fare rules and restrictions, including applicable ticketing time limits, as it is your responsibility to make sure these are met.

If the OSI remark is not added into the PNR at the time of creation, we are not liable for earlier ticketing deadlines or booking cancellations.

PNRs with a missed ticketing time limit will not be accepted for ticketing.

## Pricing

Please add the correct designators at the booking stage to get the correct fare.

## Published fares:

**FQ**  - Will price for the class you have booked.

**FQBB** – Best buy to the best available fare, this will not change the class.

**FQBBK** – Best buy to the best available fare, this will then change the class.

## IT fares

**FQ*ITX:P**  - Will price for the class you have booked.

**FQBB*ITX:P**  – Best buy to the best available fare, this will not change the class.

**FQBBK**– Best buy to the best available fare, this will then change the class.

## Pricing options for children

**FQP3*I09/ACCITX:P** – Price for the class you have booked for passenger 3 as child age 9

## Pricing options for infant

**FQP4*ITF/ACCITX:P**  – Price for the class you have booked for passenger 4 as an Infant without seat

**FQP4*ITS/ACCITX:P**  – Price for the class you have booked for passenger 4 as an Infant with a seat
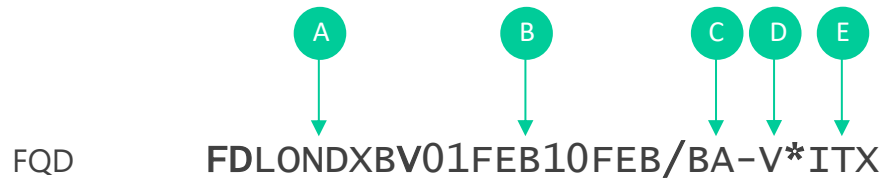
## Additional entries

**.T01JAN18**  – Price to a specific date (e.g. booked date).

**.H01JAN18**  – Price fare to a specific date (e.g. booked date) and all taxes from current date.

**/S1.3**  – This will segment relate 1 and 3

# Fare quote display

## How to find the rules?

| A | | B | | C | D | E |

FQD        **FD**LONDXB**V**01FEB10FEB/BA-V*ITX

- A.   Routing
- B.   Travel dates
- C.   Airline
- D.   Booking class
- E.   Fare type (IT Deferred fare)

# General entries

## PNR retrieval

**\*ABCDEF** – Retrieve by locator

**\*-PERKINS** – Retrieve by the surname

**\*-PERKINS/BRON** – Retrieve by the surname and can add initial or full first name

## Modifications and cancellations

**X** – Cancel Element

**X3-5** – Cancel elements 3 through 5

**X4.5.9** – Cancel elements 4,5 & 9

**XI** – Cancel booking

## Split passenger

**DP1** (passenger number)  **R.BP**(Reference) **F**(file) then **R.BP**(Reference) **ER**(End)

## Decode/encode

**.AEBRITISH AIRWAYS** – Do a name

**.CEMIAMI** – Do a name Miami

**.CEDXB** – Decode DXB

**.ADBA** – Don't know Arline code

## PNR history

**\*H** – Read History

**\*HIA** – Read History of Itinerary

## Timetable

**TTJEDLON** – Time Table Default date today for 28Days

**TTSV102/28JAN** – Display  Details of a specific flight

**TTJFKHKG.LAX** – Display Timetable with Specific Connection Point