VIASINC

GDS

TRAINING SYSTEM

VIASINC GALILEO

TRAINING
VIASINC GALILEO TRAINING

Galileo is one of the major Global Distribution Systems (GDS) (or CRS) used worldwide by airlines, travel agencies, Internet booking sources and other travel companies for sales, accounting, inventory management and communications.

This guide is designed to be used with the VIASINC Galileo Introduction or Comprehensive Courses or as a reference when working in the travel industry. All of the formats listed here can be used in the course, either in the freeform Galileo Emulator or in the lessons. Formats are grouped by subject, though formats shown together may not be taught in the same lesson or course. The Format Recap the end of each online lesson (or workbook lesson) should be your resource for determining which entries are taught in each lesson. You will not be expected to know formats listed in this guide that are not taught in your course. Course outlines appear in an Appendix.

Using formats to operate Galileo is called using the "command line interface." There are point-and-click interfaces to the command line, but formats are the fastest and most efficient way to look up information and process reservations. It is Galileo's "expert" mode and a good working knowledge of the commands is an important part of your travel education that will help you considerably when using Galileo in the field.

The VIASINC GDS Training System provides the most comprehensive GDS training and the most realistic GDS emulation available from any company. Take advantage of the many features in the system and use the emulator often. The more work you do in the emulator, the more proficient you will be on live Galileo.
SPECIAL CHARACTERS

Special Characters used in Galileo Formats

* Display. Used to display parts of a Passenger Name Record (PNR). Frequently used and appears in many GDS entries
- Hyphen or Dash. Used mainly for passenger name entries
+ End Item. Used in many entries, often to string multiple items of data together. Think of it as the word "and."
@ Change/Delete Key. Used in entries that change or delete PNR data and in the entry to change segment status
/ Insert After Segment. Used when rearranging segments in your PNR

Keyboard Mapping

* Produced using the equal sign (=) key
@ Produced using the left square bracket key ( [ )
+ Produced using the comma key ( , )
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AIRLINE RESERVATIONS

Signing On and Off

SON/ZRH          Sign on agent with initials RH
SOF              Sign off

Agent Assembly Areas

SB                Change to Agent Assembly Area (AAA) B
OP/W*             Display current Agent Assembly Area

Encode

.CEAMSTERDAM      Encode the city Amsterdam
.CENARITA          Encode the airport named Narita
.CEGENEVA/GATWICK  Encode multiple city/airport names
.AEQANTAS AIRWAYS  Encode the airline Qantas Airways
.AEKL/KLM/LOGAN AIR Encode multiple airlines
.AEK              Encode all airlines beginning with the letter “K”
.EEBEECHCRAFT      Encode the equipment type Beechcraft
.EEDOUGLAS/BOEING  Encode multiple equipment types
.EEA              Encode all equipment types that start with the letter “A”
.LEBERMUDA        Encode country name Bermuda
LEFINLAND/NORWAY/DEMARC

Encode multiple country names

LEG

Encode all countries beginning with the letter “G”

**Decode**

CDLHR

Decode the city/airport code LHR

CDORD/HEL/LIN

Decode multiple city/airport codes

ADLH

Decode the airline code LH

ADBA/EI/SQ

Decode multiple airline codes

ADS

Decode all airline codes starting with the letter “S”

AD*125

Decode the airline number 125

AD**AAL

Decode the three-letter airline code AAL

ED320

Decode the equipment code CRS

ED777/CR3

Decode multiple equipment codes

EDA

Decode all equipment codes that start with the letter “A”

LDGA

Decode country code GA

LDPH/JP/SG

Decode multiple country codes

LDS

Decode all country codes beginning with the letter “S”

**City/Airline Records and Regions**

ARBA

Display detailed airline record
. CRLHR Display city record for LHR
. RD Display all countries divided into regions
. RDAU Display regions for country AU
. RDAUQL Decode country/region codes

Display Scrolling
MD Scroll down the display
MU Scroll up the display
MB Scroll to the bottom of the display
MT Scroll to the top of the display

BF Display
*-VONDEL Retrieve the BF for passenger Vondel
*3 Display the third BF in a similar name list
*-HAMPTON/PAULMR Display BF for passenger Mr Paul Hampton
*23JUN-FARRELLY Display BF for Farrelly who departs on 23 June
**B8C-AHEARNE Display BF for Ahearne built at branch office B8C
**V3C/24JUN-BALESTRA Display BF for Balestra built at branch office V3C with departure date 24 June
**B - B E L L**
Display BF for Bell, searching all branch offices

**B / 14 A P R - B E L L**
Display BF for Bell with departure date 14 April, searching all branch offices

*3MF98G*
Retrieve the BF with record locator 3MF98G

**BF Redisplay**

* R
Redisplay the entire BF in the agent assembly area

* L
Redisplay a similar name list

**BF Subfield Display**

* A L L
Display all fields of a BF

* A A
Display all address fields

* A W
Display the written address field

* A D
Display the delivery address field

* E M
Display all email fields

* F F
Display filed fares

* F O P
Display the form of payment field

* I
Display the itinerary

* N
Display the name field

* M M
Display the mileage membership field

* N P
Display the notepad field