

Keyboard Difference

<u>Keys</u>	<u>Key in Key board</u>
* (display)	(=)
§ (end item)	(\)
⌘ (change key)	([)
¥ (cross of Laurence)	(")

Sign In / Sign Out

<i>Sign-in to 1 area</i> SI(sign-in ID)	SI2222(enter the pass code in current pass code)
<i>Sign-in all area</i> SI*(sign in ID)	SI*2222 (enter the pass code in current pass code)
<i>Change areas</i> ⌘ (area)	⌘A
<i>Sign-out of 1 area</i>	SO
<i>Sign-out of all area</i>	SO*
<i>Check sign in areas</i>	*S or *S*
<i>Check Set Address/ LNIATA for own terminal</i>	¥J

Decode / Encode

<i>Decode airport/city</i> W/*(code)	W/*HKG
<i>Encode airport/city</i> W/-CC(City)	W/-CCTOKYO
<i>Decode airline</i> W/*(carrier code)	W/*GA
<i>Encode airline</i> W/-AL(carrier name)	W/-ALGARUDA
<i>Encode Country</i> HCCC/(country name)	HCCC/NEPAL
<i>Decode Country</i> HCCC/(country code)	HCCC/NP
<i>Encode State</i> HCC(state name)	HCCTEXAS
<i>Decode State</i> HCC(state code)	HCCTX
<i>Display nearest air service</i> W/-AT(City code)	W/-ATKTM

Schedule

<i>Extended Schedule</i>	
<i>Current Schedule</i> S(city pair)/ES Future Schedule	SKTMKHI/ES
S(Date)(city pair)/ES	S23JUNKTMKHI/ES
<i>Specify Carrier</i> S(city pair) ¥Carrier/ES S(Date)(city pair) ¥Carrier/ES	SKTMBKK¥TG/ES S25SEPKTMBKK¥TG/ES
<i>More Schedule Display</i>	S*

Availability

<i>Basic Availability</i> 1 (date) (city pair) (time)	110SEPKTMSIN9A
<i>Specify Carrier</i> 1 (date) (city pair) (time) ¥Carrier	111NOVHKGMNL9A¥CX
<i>Specify Multiple Carriers</i> 1 (date) (city pair) (time) ¥ Carriers	110OCTSINBKK9A¥CXTGSQ
<i>Specify Connection City</i> 1 (date) (city pair) (time) City	122SEPTPESYD4PMNL
<i>Specify Connection Cities (2)</i> 1 (date) (city pair) (time) con.cities	123DECLAXJFK6PDFW/ORD
<i>Specify Alliance</i> 1 (date) (city pair) (time) (city) ¥ / (alliance partner code)	125SEPHKGSIN9ABKK¥/*A
<i>Direct Flights only</i> 1 (date) (city pair)/D	101JANSINKHI/D
<i>Direct Access Availability</i> 1 (date) (city pair) (time) ⇨ Carrier	120NOVSYDNRT ⇨ QF

Availability Continuation Entries

	General	Direct Access
<i>Display more Availability</i>	1*	1⇨* or ⇨MD
Change date 1(date)	118OCT	1⇨18OCT
<i>Redisplay original request</i>	1*OA	1⇨*OA
<i>Specify Connecting city</i> 1(city)	1ORD	1⇨BKK
<i>Availability next day</i>	1¥1	1⇨¥1
<i>Availability previous day</i>	1-1	1⇨-1
<i>Change departure date</i>	115DEC	1⇨15DEC
<i>Change departure city</i>	1*DBKK	1⇨DBKK

<i>Return new date</i> 1R(date)(time)	1R13SEP5P	1 ⇄ R13SEP
<i>Return same day</i> 1R(time)	1R8P	1 ⇄ R*8P

Sample PNR Entry:

120DECKTMDL	TO SEE AVAILABILITY
01Y2	TO SELL FROM 2ND LINE NUMBER ON Y
CLASS	
-JOSHI/NIRMAL MR	NAME FIELD
9234567-A	AGENCY PHONE FIELD
9254567-B	CLIENTS OFFICE PHONE FIELD
7TAW20JUL/	TICKETING TIME LIMIT FOR AGENCY
6PAX	RECEIVED FROM
E	END TRANSACTION TO SAVE
*(PNRNO)	DISPLAY THE SAVED PNR

PNR Mandatory Fields (Create)

<i>Name</i> -(surname)/(first name)	- YUNUS/SURIANI MS
<i>Multiple Name field</i> -(nbr of pax)(surname)/(first name)/(firstname)	-2DELIZO/ROSA MS/MARIA MS
<i>Infant name</i> - I/(surname)/(first name)*I(month) 3Inft /(surname)/(first name) / DOB- parents nn	-I/LIM/DORIS INFT*I08 3INFT/LIM/DORIS INFT/02JAN08-1.1
<i>Child name (seat sell as adult)</i> -(surname)/(first name)*C(age) For SSR <3Chld(seg no)-nn>	-LIM/DORIS MS*C11 3CHLD-1.1
<i>Agency Phone field</i> 9(number)/(Agency name)-A	9483538/ABC Travel-A
<i>Business phone field</i> 9(Ph no)/(Bus. name)-B	9353535/UNDP-B
<i>Ticketing date</i> 7TAW(date)/	7TAW17SEP/
<i>Received Field</i> 6 (name the person from whom the booking made)	6ANNE
<i>End and Redisplay PNR</i>	ER
<i>Ignore and Redisplay PNR</i>	IR

Ending and Moving PNR

<i>End Transaction</i>	E
<i>End and Redisplay PNR</i>	ER
<i>End and send Email</i>	EMXP or EMX
<i>End, send Email and retrieve</i>	EMR
<i>Ignore Transaction</i>	I
<i>Ignore and Redisplay</i>	IR
<i>Move down/Move up</i>	MD /MU

PNR Optional Fields (Create)

<u><i>OSI</i></u> 3OSI (Airline code) free text	3OSI RA PAX CAN SPEAK JAPANESE ONLY
<u><i>SSR</i></u> 3(svc code)(seg nbr)-(name nbr)	3BBML1-1.2
<u><i>3OTHS</i></u> 3(Segno)/msg-(name nbr)	3OTHS/VIP PAX-1.1
<i>General Remarks</i> <5 (free text)>	5PAX RQST AISLE SEAT
<u><i>Email Address</i></u> PE¥(email address) ¥(name)	PE¥ abacus@csl.com.np¥Amrit

Ticket Advise

Single Passenger in all segment in a PNR 7T-TK61857946799736
Single Pax (single ticket) 7T-TKXXXXXXXXXXXXX ¥N1.1¥S1
Multiple Pax (Consecutive ticket range) 7T-TK6185794679942-43¥N1-2
Multiple Pax (Single ticket) 7T-TKXXXXXXXXXXXXX,XXXXXXXXXXXXX¥N1-2¥S2
Ticket Range (All segments in a PNR) 7T-TKXXXXXXXXXXXXX-xxx¥N1.1
Conjunction Ticket number for single pax 7T-tk1254508174220-21¥N1.1
Conjunction ticket range for multiple pax 7T-TK6185794679942-45¥N1-2
Non -consecutive broken range of ticket nbr 7T-TK61857946799736/618579777773¥S1,3
Non-consecutive ticket ranges for multiple pax 7T-TK6185794679942-43,6184564564562-63¥N1.1-2.1

Where :

7T-TK Primary action code to advise ticket number

XXXXXXXXXXXXX Ticket number (13 to 14 digits)

, Delimiter (Comma)

¥	Delimiter (Cross of Lorraine)
N	Name numbers to follow
1.1	Passenger name number (optional if number in party is 1)
S	Segment to follow
1	Segment number

ITINERARY SELL

<i>Sell from City Pair Availability</i> 0(nbr)(Class)(line)	02Y1
<i>Waitlist from Availability</i> 0(nbr)(Class)(line)LL	01Y2LL
<i>Manual Sell on request</i> 0(carrier)(fltnbr)(class)(date)(city pair)NN(nbr of seats)	0PR300Y5MAYMNLHKGNN1
<i>Open segment with date</i> 0(nbr of seat)(class)(line no)OPEN	01Y1OPEN
<i>Open segment without date</i> 0(nbr of seat)(class)(line no)OPEN/ND	01Y1OPEN/ND
<i>Open segment</i> 0(carrier)OPEN(class)(city pair)DS(nbr of seat)	0RAOPENKDELKTMD1
<i>Surface segment/Arrival unknown</i> 0A (ARNK)	0A
<i>Insert ARNK Segment</i> /(after segment line number)A	/2A
<i>Connecting flight in same class</i> 0 (nbr of seat) (class) (line no) *	01Y1*
0 (nbr of seat) (class) (line no) (class) (line no)	01Y3J4
<i>GK sell (not reach AL office)</i> 0 (nbr of seat) (class)(line no)GK	01Y3GK
<i>To put Airlines PNR No on GK segment</i>	0RA205K05MAYKTMDDELGK1*A LPNR
<i>Claim Gulf Pnr (FIT/Group)</i>	¤GFA/*GF PNR ¤GFA/CLM

Split /Divide PNR

<i>Divide passenger from PNR</i> D(name nbr)	D2
<i>Divide multiple passengers</i> D(name nbr)*(name nbr)	D2*4
<i>Receive and File record</i>	6P then F and ENTER

Deleting PNR Fields

Delete Name -(Name nbr) 𐄂	-1.2 𐄂
Delete Phone 9(Item nbr) 𐄂	91 𐄂
Delete Ticketing date	7 𐄂 T-A
Delete Remarks 5(item no.) 𐄂	51 𐄂
Cancel All segments	XI
Cancel segment X(seg nbr)	X2
Cancel specific segments X(seg nbr)/(seg nbr)	X1/3
Cancel range of segments X(seg nbr)-(seg nbr)	X1-3
Cancel and rebook X(Seg no) 𐄂 (itinerary sell fm Av)	X3 𐄂 02J7
Cancel and resell same flight X(seg no) 𐄂 00(Date)	X2 𐄂 0015AUG

Modifying PNR Fields

Change Name -(Name no.) 𐄂 (first name)	-1.2 𐄂 GRACE MS
Change agency phone field 9(item nbr) 𐄂 (Phone number)/Agency-A	91 𐄂 483538/ABC Travel-A
Change remarks field 5(item no) 𐄂 (free text)	51 𐄂 PLS CHECK PP
Change Ticket date 7 𐄂 TAW(date)/	7 𐄂 TAW05AUG/
Class Change WC(Seg no.)(New Class) WC(seg)(Class)(seg)(class)	WC1J WC1J2Y
Rearrange segments /(seg nbr)/(seg nbr)	/1/3
Status Change on Itinerary . (seg)(new status)	.1HK or .1RR
Status change on Optional Field 3(Line no).HK	33.HK
Change OSI field 3(Line no) 𐄂 OSI (Airline code)(freetext)	31 𐄂 OSI RA Pax is deaf
Change SSR field	32 𐄂

3(Line no)✕ & 3(SSR code)(seg no)-(name)	3VGML1-1.1
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Group Booking

Group Name -C/Validating Carrier/(Group size)(Group Name) For Malaysian Air, -C/MH/(Group Size)/Ktm/Ad/Ot/(Agent Name) Note:MH Group Pnr can be created only by authorized agent	-C/RA/17TOUR GROUP -C/MH/20Ktm/ Ad/Ot/AbcGroup
Itinerary sell Only from general availability	010Y1
Advising Ticket Number 7T-TK<TKT #>¥N<Name # from >¥S<segment	7T-- TKxxxxxxxxxxxx x¥N2-1¥S1
Divide DC/no. to be divide*name no.*name no	DC/3*2.1*2.2*2.3
Reduce ,<Remained Pax #> and -<Name #>✕	,10 -1,3,4...✕ or -1- 5✕

Retrieving the PNR

Display PNR by PNR No. *(PNR No.)	*ZRDYOO
Display PNR by Surname *-(Surname) and * (line No.)	*-RANA *1
Display by flight number *(carrier)(fit nbr)/(date)-(surname)	*RA217/1JAN-RANA and *LN Number
Display entire PNR fields	*A
Display Itinerary Field	*I
Display Name Field	*N
Display Remarks Field	*P5
Display Ticketing Field	*P7
Display General Fact	*P3
Display Email Field	*PE
Display APIS details	*P3D

Retrieve **Secondary** (**BD BR CI CX CZ AI JD JP KA MH MI OZ PR SQ GA 9W S2 GF**) PNR

Format : ✕QSQ/*<Airline PNR>

Entry : ✕QSQ/* LVNRAL

To check Airlines list of Retrieval Secondary PNR in DRS page

Y/ADA And Y/ADA/QSQ

Airlines PNR Retrieval - @QSQ /*RELOC or NOT SUPPORTIN

PNR list display by particular flight, date and sector (Flight Manifest)

Individual booking	LHRA205/27AUGKTMDL
Group booking	LGHRA205/27AUGKTMDL

To display PNR : L (line nbr) eg. L1**

Secondary Action Code:

- H** - All Status codes identified with the secondary action code of C, W, P, Q
- C** - Only confirmed status (HK, KK, KL, RR, TK)
- W** - Only waitlist status (HL, TL, UU, US)
- P** - Only pending status (HN, PN, TN)
- Q** - Only passive status (GK, GL, DS)
- X** - Canceled air segments. All status codes recorded with "XS" history action code

Flight Service Information

Flight information by Availability VA*(line no of availability)	VA*2
Specifying line no <VA*(line no)/(line no)>	VA*2/4
All flight information by Itinerary	VI*
Specifying segment no <VI*(seg. no)/(seg. no)>	VI*1/3
Specifying by flight no with date V*(flight no)/(date)	V*CX717/25SEP
Flight information by flight no & date 2(Flight no)/(date)	2CX715/29JUN
Verify connection time in all segment	VCT *
Verify connection time specific by Segment. VCT * (Seg no)/ (Seg no)	VCT * 2/3

QUEUES

<i>Queue Count</i>	QC/-
<i>Access General Msg queue</i>	Q/G
<i>Access ticketing queue</i>	Q/9 OR Q/-TAW
<i>Remove PNR from queue</i>	QR
<i>Exit queue and ignore</i>	QXI
<i>To display Queue name numeric sequence</i>	QN*/Q

Web Site for Detail Flight Information:

Access www.virtuallythere.com/abacus

Enter Reservation Code (1B PNR no.)

Enter Passenger Last Name

Click on Submit button

Miscellaneous Information

<i>Calendar</i> T#(Month) T#(Month) / (Year)	T#OCT T#OCT/01
<i>City local time</i> T*(city code)	T*SIN

<i>Time difference bet. 2 cities</i> T#ET(Time)(city)/(city)	T#ET1130SIN/NYC Or T#ETSIN/NYC
<i>Current Weather</i> #WEA/WX*(City code)	#WEA/WX*LON
<i>City Forecast</i> #WEA/CF*(City code)	#WEA/CF*LON
<i>Connection Points</i> T*CP-(city) (city)	T*CP-KTMLON
<i>Minimum Connection Time</i> T*CT-(city code)	T*CT-LON

ADVANCED PASSENGER INFORMATION SYSTEM (APIS)

A	BC	D	E	F	G	H	I	J	K
3DOCS/P/NP/5857047/NP/17JAN1942/F/10SEP2009/SAH/SURAJ-1.1									
A- Identifier code									
B- Document Type									
C- Document Issuing Country									
D- Document number									
E- Nationality									
F- Date of Birth									
G- Gender (M,F)/Infant Gender(MI,FI)									
I- Last Name									
J- First Name									
K- Pax name no.									
<u>For more details please refer our DRS page:- Y/AAI/PDT/P60</u>									

GLOBAL SECURITY AUTHORITY

Specific PNRs can be Viewed and/or updated to any Agent/ Sub Agent as your desire

Format: SI9

:W/GS/A/(PCC CODE)/ALLOTH/PNRU/L- 1B PNR

Entry: W/GS/A/4AB8/ALLOTH/PNRU/L-QUSVLY

To delete GLS

:W/GS/D/(PCC CODE) {must enter this command for two times}

FREQUENT FLYER

Format: - FF<Carrier code><FF no.>-Name no

Entry: - FFSQ22334455-1.1

