

= BUILD CLIENT FILE =

Build Customer Data Business File

(Minimum 2 alpha/numeric characters, maximum 21)

CFB/MANNS	Build Business File
CFB/GL3/TR	Build Business File, branch office

Build Customer Data Personal File

CFP/MANNS-SMITH	Build Personal File
CFP/GL3/TR-JONES	Build Personal File, branch office

Build Customer Data Business and Personal File Procedure

H/CCD

(Maximum 58 characters per line after the delimiter (/), (except address fields, then 122 characters per line). Maximum 200 lines allowed in each file.

TRANSFER CODES

Y	Yes - Always move
O	Optional move
N	No - Never move
R	Related Move
B	Blank Line

Step 1. Create Business File **CFB/BUSINESS FILE TITLE**
 Create Personal File **CFP/BUSINESS FILE TITLE - PERSONAL FILE TITLE**

Step 2. Build Lines (Includes Line Number, Transfer Code, optional Client Identifier and optional alpha Qualifier)

Add

- 1N/COMPANY NAME**
- 2Y/P.LONB*071207 635 8282**
- 3O/T.TAU/.....**
- 9R/SI.VGML**
- 11B**
- 14YF/F.CK**
- 15OC2/N.HAYES/MISS**
- 20YC2P/P.SWIB*01793 872 623**

Step 3. Edit Lines if required

Insert Lines (subsequent lines are renumbered)

/2 Insert after line 2
3OC2/D.DELIVERY*ADDRESS
 A line is changed by retyping it and entering
3YC2/NP.WILL COLLECT TICKETS

Rearrange Lines (subsequent lines are renumbered)

/14L2 Rearrange line 2 after line 14

Delete Lines

Delete line by typing line number and

enter

4 Delete line 4

Step 4 End Build Process

CE

Note: The user must have the CFILC Flag in their STD Profile set to Y(es) to Build Client Files. A maximum of 12 lines linked with an end item (+) can be created in one entry.

Associated Remarks are only valid on R Transfer codes and must be stored in the following format
RI.S.*FREETEXT

Build Itinerary/Auxiliary Service Business File and Personal File

(Minimum 2 alpha/numeric characters, maximum 21)

CFB//ATHCAI	Create Itin/Aux Svc Business File
CFP/GL3//COLA-SYDMEL	Create Itin/Aux Svc Personal File - branch office GL3

Itinerary/Auxiliary Service Business File and Personal File build procedure

(Maximum 12 lines)

H/CIAB

1YD/0SR839C LHRGVANN1	Line number 1 direct sell outward flight
2YC/0CCRZENN1GVA-ECAR/ARR-1545/DT-1200	Line number 2 direct sell car
3YH/0HHLHINN1GVA-12345A1K-1/G-DPST	Line number 3 direct sell hotel
4YR/0YYOPENCGVALHRNO1	Line number 4 direct sell open return flight
5YI/CHECK IN AT GENEVA AIRPORT 1 HOUR BEFORE DEPARTURE	Itinerary remark associated to segment 4

SEGMENT IDENTIFIERS	
D	Departure itinerary
R	Return Itinerary
I	Itinerary Remarks
C	Car
H	Hotel
T	Tour
A	Air taxi
S	Surface and ARNKs

Note: In addition to Itinerary Remarks on 'I' Segment Identifier Lines, Due, Paid and Text may be stored. Freetext on Never move lines may also be stored in Itin/Aux Svc Business and Personal Files.

= BUILD QUICK CLIENT FILES =

Build Quick Client Files

H/CQCF

BQB/HAY+2Y/P.SWIB*3232+11Y/NP.WILL COLLECT TKTS	Build Quick a Business File adding lines of data and ending the build process
BQP/XX1/HAY-HAYES+2Y/P.SWIB*3232+11Y/NP. WILL COLLECT TKTS	Build Quick a Personal File for a branch office adding lines of data and ending the build process
BQB//LHRPAR+1YD/0BA175J.....LHRJFKNN1+3YI/ CHECK IN 2 HOURS BEFORE	Build Quick an Itin/Aux Svc Business File adding lines of data and ending the build process
BQP/YAT/HOTELS-FARO+10N/NO HOTELS FOR THIS RESORT	Build Quick a Membership Personal File adding lines of data and ending the build process

Note: The user must have the CFILC flag in their STD profile set to 'Yes to use the Build Quick function. Build Quick enables the Client File to be built in one entry. Up to 12 lines of data can be input. The Client File is automatically ended

= HISTORY =**History**

C*H	Display Client File History
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History Codes

DA	Data Added
DM	Data Modified
DO	Data Originator
DX	Data Deleted
DU	Dynamic Update request
DR	Reinstated Client File

= COPY CLIENT FILE =**Copy from displayed file to a Business File***H/CBP*

CFB/C/NUTLAND:1-4.7	Copy from displayed File to new Business File title (NUTLAND), lines 1 through 4 and line 7
CFB/C/GL2/TREMAIN:2-6.9	Copy from displayed File (own or branch office) to branch office with new Business File title (TREMAIN), copying lines 2 through 6 and line 9
CFB/C/JONES	Copy from displayed File to new Business File title (JONES), copying all lines

Copy from displayed file to a Personal File

CFP/C/MANNS-MORGAN:1-5.11	Copy from displayed File, to new Personal File (MANNS-MORGAN), copying lines 1 through 5 and line 11
CFP/C/GL2/TREMAIN-MOSCA:1-3.14.19	Copy from displayed File (own or branch office) to branch office with new Personal File title (TREMAIN-MOSCA), copying lines 1 through 3 and lines 14 and 19
CFP/C/BE-HAYES	Copy from displayed File to new Personal File title (BE-HAYES), copying all lines

Copy Itinerary/Auxiliary SVC Business and Personal File (Display File first)

CFB/C/XX2/LHRMUC:1-8	Copy from displayed Itin/Aux Svc File (own or branch office) to own or branch office with new Business Itin/Aux Svc File title (LHRMUC), copying lines 1 through 8
CFP/C/BEL-LHRNYC	Copy from displayed Itin/Aux Svc File to new Personal Itin/Aux Svc File title (BEL-LHRNYC), copying all lines

Note: The user must have the CFILR Flag in their STD Profile set to Y(es) to Copy Client Files. The copy function can only be performed by the agency that owns the Client File

= RETRIEVE CLIENT FILE =**Retrieve Client File****H/CDCF**

C*	Retrieve Agency File
C*7AA7/	Retrieve branch 4Pcc Agency File
C*GL4/	Retrieve branch 3Pcc Agency File
C*MANN S	Retrieve Business File
C*Y3W/TREMAIN	Retrieve branch Business File
C*MANN S-LEWIS	Retrieve Personal File
C*L44/TREMAIN-MULLER	Retrieve branch Personal File
C*1V/CA7/	Retrieve Agency File for CRS 1V (Apollo) of pseudo city CA7
C*1V/CV1/AMOCCO	Retrieve Business File (AMOCCO) created in CRS 1V (Apollo) belonging to Apollo pseudo city CV1
C*1V/CV1/AMOCCO-JONES	Retrieve Personal File (AMOCCO-JONES) created in CRS 1V (Apollo) belonging to Apollo pseudo city CV1
C*YAT/	Retrieve Membership Agency File (YAT)
C*YAT/TOURS	Retrieve Membership Business File (TOURS)
C*YAT/TOURS-BROWN	Retrieve Membership Personal File (TOURS-BROWN)
C*JON*	Retrieve all Business Files beginning with the characters JON

C*XX1/JON*	Retrieve all Business Files beginning with the characters JON for branch office
C*ABC-HA*	Retrieve all Personal Files attached to specified Business File that begin with the characters HA
C*XX1/ABC-HA*	Retrieve all Personal Files attached to specified Business File that begin with the characters HA for branch office

Retrieve Client File (continued)

C**-HAYES	Retrieve all Personal Files that match the specified Title (HAYES)
C*XX1/*-HAYES	Retrieve all Personal Files that match the specified Title (HAYES) for branch office
C*ABC-HAYES*ALL	Retrieve all levels of the Client File - order is determined by the Optional Functionality Table
C*XX1/ABC-HAYES*ALL	Retrieve all levels of the Client File - order is determined by the Optional Functionality Table for branch office
CT*ESS0	Retrieve Business File without indicating use
CT*XJ1/ESSO	Retrieve Business File without indicating use for branch office
CT*SHELL-JONES	Retrieve Personal File without indicating use
CT*NFO/PRICES-NEW	Retrieve Membership Personal File without indicating use
CL*11	Display 11th Business File or Personal File from similar titles list or list display
C*U	Display usage - number of times accessed, number of files held, plus date last moved and last displayed, for Agency, Business or Personal Files
C*OT/	Display Optional Functionality Table
C*OT/XX1	Display Optional Functionality Table for branch office

Retrieve with Line Reference

H/CDLR

C*:Y	Retrieve all Y (always move) lines only, from the Agency File
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CLIENT FILE

C*E5D/:N	Retrieve all N (never move) lines, from a branch Agency File
C*MANN:YC	Retrieve Business File, all Y lines, with qualifier of C
C*JW4/TREMAIN:26	Retrieve Business File for branch office, line 26
C*MANN:4-18	Retrieve Business File, lines 4 through 18
C*TREMAIN-LYNHAM:OH	Retrieve Personal File, O lines qualified as H
C*J4L/MANN-BAILEY:1	Retrieve Personal File, for branch office, line 1
C*E5D/:T-Y	Retrieve Agency File, displaying lines of Transfer code Y
C*AB:Q-O	Retrieve Business File, displaying lines of qualifiers of O
C*AB-HAYES:C-1	Retrieve Personal File, displaying lines of Client Identifier of 1
C*AB-HAYES:T-Y/C-2/Q-D	Retrieve Personal File, displaying lines of Transfer Code Y, Client Identifier of 2 and Qualifier of D

Redisplay Business or Personal File

H/CRBP

C*R	Redisplay active Client File
C*B	Redisplay last retrieved or referenced Business File
C*P	Redisplay last retrieved Personal File
C*R:Y	Redisplay all Y lines in the current Agency, Business or Personal File
C*R:7-15	Redisplay lines 7 through 15 in the current Agency, Business or Personal File
C*R:OR	Redisplay all O lines with qualifier of R in the current Agency, Business or Personal File
C*R:T-Y	Redisplay File, displaying lines of Transfer code Y
C*B:Q-O	Redisplay Business File, displaying lines with qualifiers of O
C*P:C-1	Redisplay Personal File, displaying lines with Client Identifier of 1
C*R:T-Y/C-2/Q-D	Redisplay File, displaying lines with Transfer Code Y, Client Identifier of 2 and Qualifier of D

Ignore Client File

I	Ignore Client File completely
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= MEMBERSHIP ACCESS TABLE =

Membership Access Table

C*TD/YAT/	Retrieve the Membership Access Table for Membership YAT, displaying who may access and/or update the Membership Files
C*TA/YAT/AB1	Add agency AB1 to Membership (YAT) Access Table giving read access
C*TA/YAT/1V-GK5	Add agency GK5 of CRS 1V to Membership (YAT) Access Table giving read access
C*TA/YAT/AB1/AB3-W	Add agency AB1 (read only) and AB3 (read and write) to Membership (YAT) Access Table
C*TC/YAT/AB3	Change function of agency AB3 to read only
C*TX/YAT/AB2	Delete agency AB2 from Membership (YAT) Access Table

= CLIENT FILE FUNCTIONS =

Client File Update

H/CUE

Note: The user must have the CFILM Flag in their STD Profile set to Y(es) to Modify Client Files. The Client File record must be displayed first. The following entries may be performed in Create mode without the C@.

Insert and Renumber

C@/43	Insert after line 43, subsequent line numbers renumbered
C@44Y/T.TAU/ +45N/CALL AFTER 5PM	Add or change lines 44 and 45
C@14Y/T.T*+18+19Y/P.LONB* 0207-790-9663	Add or change lines 14 and 19 and delete line 18 in one entry
C@7Y/	Change transfer code to Y on line 7

C@36-42	Delete lines 36 through 42
C@4+7	Delete lines 4 and 7
C@CN35	Renumber lines starting at 35 in consecutive order
C@/4L20	Rearrange line 20 after line 4 and renumber subsequent lines

Rename

H/RENM

CRB/MANNS: MANS	Rename own office Business File
CRP/JOICE:JOY	Rename own office Personal File
CRB/GL1/MANNS:MANS	Rename own or branch office Business File
CRP/GL1/JOICE:JOY	Rename own or branch office Personal File

Note: The user must have the CFILN Flag in their STD Profile set to Y(es) to Rename Client Files. Confirmation is required before proceeding with Rename of all Business and Personal Files, enter Y to confirm.

Number and Un-number

H/NUN

C@CNM	Number Client File that was previously un-numbered
CNM	Number Client File in create mode
CUN	Un-number in create mode
C@CUN	Un-number a record and suppress header line
C*R/*	Redisplay a record in temporary un-numbered condition
C*HAYES/*	Display Client File in temporary un-numbered condition
C*XX4/*	Display Agency File in temporary un-numbered condition

= CLIENT FILE MOVE =

Multiple Move from displayed Client File

H/CMIH

CM/	Move all Y lines
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CM/+*LIZ	Move all Y lines, and add agent's name to agency phone field
CM/+1.3.10	Move all Y lines plus optional lines 1, 3 and 10
CM/+*LIZ/+7.16.19-21/+R.JANE+ P.LONH*0208 5552123	Move all Y lines plus optional lines 7, 16, 19 through 21, add agent's name to agency phone field and additional BF entries
CM/+*LIZ/+3*21AUG+10-14.20/+ P.LONH*0207 2896941+E	Move all Y lines, plus optional line 3 with date, lines 10 through 14 and line 20, add agent's name to agency phone field, additional BF entries and End Transact

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

Single File Move from displayed Client File - Agency File Level

H/CMIB

CMM/+*JEAN/+7*27MAR	Move all Y lines, attach name to phone field and move line 7 with date
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Single File Move from displayed Client File - Business File Level

CMB/	Move all Y lines from displayed Business File only
CMB/+16.21.43	Move all Y lines, optional lines 16, 21 and 43 from Business File only
CMB/+11-13.41/+P.LONH*0207 281 4567	Move all Y lines, optional lines 11 through 13 and 41 from Business File only, with additional BF entry
CMB/+*ELAINE/+13.29-31/+NP.SMOKING SEAT+R.P+E	Move all Y lines, optional lines 13, and 29 through 31 from Business File only, add agent's name to agency phone field, additional BF entries and End Transact

Single File Move from displayed Client File - Personal File Level

CMP/+18.19.25	Move all Y lines, optional lines 18, 19 and 25 from Personal File only
CMP/	Move all Y lines from displayed Personal File only
CMP/+15.30-35/+NP.PASSENGERS NEED SEPARATE ITINERARIES	Move all Y lines, optional lines 15, and 30 through 35, from Personal File only and additional BF entry
CMP/+*KELLY/+3*12JUN+10- 13/+R.PSGR+ NP.VEGETARIAN+E	Move all Y lines, plus optional lines 3 with date, and 10 through 13 from Personal File only, add agent's name to agency phone, additional BF entries and End Transact

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

Multiple Blind Move - Agency File Level**H/CBIH and H/BMAR**

CMT/EC2//	Blind move all Y lines from Agency File of own branch or branch agency (the pseudo city is mandatory)
CMT/7AA7//+*MOYA/+4.9-11	Move all lines from Agency File of own or branch agency adding a name to the agency phone field and moving optional lines 4 and 9 through to 11
CMT/1V/CV1//	Move all Y lines from Agency File for pseudo city CV1 belonging to the Apollo [®] CRS (1V)

Multiple Blind Move - Business File Level**H/BAR**

CMT/MANNS/+*JANE/+7.20.23	Blind move all Y lines, optional Business File lines 7, 20 and 23; add agent's name to agency phone field
CMT/TREMAIN/+*MOYA/+12.20-27/+R.P+E	Move all Y lines, optional Business File lines 12, and 20 through 27; add agent's name to agency phone field; additional BF entry and End Transact
CMT/G2B//TIFFANYS/+9.21.26	Move all Y lines, optional Business File lines 9, 21 and 26 from branch office
CMT/1V/CV1//AMOCCO/+3.4.9	Move all Y lines, optional Business File lines 3, 4 and 9 for pseudo city CV1 belonging to the Apollo [®] CRS (1V)

Multiple Blind Move - Personal File Level**H/PAR**

CMT/TREMAIN-LOVELL/+*MARGARET/+3*15OCT+12.14	Blind move all Y lines, plus optional Personal File lines 3 with date, 12 and 14; add agent's name to agency phone field
CMT/TREMAIN-KEYNE/+4.7-9/+T.T*+R.P+E	Move all Y lines, plus optional Personal File lines 4 and 7 through 9, and additional BF entries and End Transact
CMT/G2B//MANNS-RUPTMAN/+*TONY/+2.7.9-15	Move all Y lines, plus optional Personal File lines 2, 7 and 9 through 15 from branch office; add agent's name to agency phone field
CMT/1V/CV1//AMOCCO-JONES/+3.4.9	Move all Y lines and optional lines 3, 4 and 9 from Personal File (AMOCCO-JONES) for pseudo city CV1 belonging to the Apollo [®] CRS (1V)

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

Single Blind Move - Agency File Level**H/CBIB**

CMMT/XX0//+*JEAN/+10-12	Move all Agency File Y lines from pseudo city XX0, add a name to the phone field and optional lines 10 through 12
CMMT/1V/1AA1//	Move all Y lines from Agency File for pseudo city 1AA1 belonging to the Apollo [®] CRS (1V)

Single Blind Move - Business File Level

CMBT/ENCO/+*ELAINE/+3.7.18-24	Blind move all Business File Y lines and optional lines 3, 7 and 18 through 24; add agent's name to agency phone field
CMBT/ARDEN/+20.32-36/+T.T*+SI.AZ *PASSENGER HAS VALUABLE PAINTING+R.P+E	Move all Business File Y lines and optional lines 20 and 32 through 36, add additional BF entries and End Transact
CMBT/8CJ//REYNOLDS/+*PETER/+3-7.15	Move all Business File Y lines and optional line 3 through 7 and 15 from branch office, add agent's name to agency phone field
CMBT/1V/CV1//AMOCCO/+3.4.9	Move all Y lines from Business File (AMOCCO) and optional lines 3, 4 and 9 for pseudo city CV1 belonging to the Apollo [®] CRS (1V)
CMBT/YAT//TOURS	Move all Y lines from Membership (YAT) Business File with title TOURS

Single Blind Move - Personal File Level

CMPT/MANNS-OSULLIVAN/+*LIZ	Move all Y lines in Personal File and add agent's name to agency phone field
CMPT/TREMAIN-HODKIN/+9-11.19/+T.T* +R.P+E	Move all Y lines in Personal File plus optional lines 9 through 11 and 19, additional BF entries and End Transact
CMPT/GL4//TREMAIN-BRUTON/+*JILL/ +16.19.25	Move all Y lines in Personal File plus optional lines 16, 19 and 25 from branch office, add agent's name to agency phone field
CMPT/1V/CV1//AMOCCO-JONES/+3.4.9	Move all Y lines and optional lines 3, 4 and 9 from Personal File (AMOCCO-JONES) for pseudo city CV1 belonging to the Apollo [®] CRS (1V)
CMPT/YAT//TOURS-BROWN/+2.7*03JAN	Move all Y lines from Membership (YAT) Personal File (TOURS-BROWN) and optional lines 2 and 7 with date 03JAN

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

Move from displayed ITIN/AUX Service File**H/CDIA**

CMB/+1*14APR+2*14APR21APR*/ID-1234567 +3*23APR	Move all Y lines from displayed Business File; append 14APR to segment 1, 14APR-21APR and ID field to segment 2, and 23APR to segment 3
CMP/+06OCT10OCTNN3	Move all Y lines from displayed Personal File and append dates to segments, override the number in party to 3

Blind Move - ITIN/AUX Service File**H/CDAI**

CMBT/AMSFRA/+12APR18APR	Move all Y lines from specified Business File and append the dates to segments
CMPT/FORD-SYDBNE/+1*28FEB+2*02MAR.05MARCCMN+3*05MAR	Move all Y lines from specified Personal File, append 28FEB to segment 1, 02MAR-05MAR to segment 2 and change stored car type to CCMN, and 05MAR to segment 3; the dot (.) preceding 05MAR indicates that the data following the return date will override pre-stored information
CMBT/1V/CV1//VIENNA/+1*6OCT+2*6OCT8OCT+3*8OCT	Move lines from Itinerary/Auxiliary Business File (VIENNA) for pseudo city CV1 belonging to the Apollo® CRS (1V), appending dates to segments
CMBT/YAT//PALMA/+10MAY15MAY	Move all Y lines and add specified dates to Membership (YAT) Itin/Aux Svc Business File (PALMA)

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

= CLIENT FILE MOVE =**Select Moves****H/CSM****Agency File - Displayed Moves**

CMM/S/+2.8	Move 'selected' Y or O lines 2 and 8 from the Agency File level
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Agency File - Blind Moves

CMMT/XX0//S/+12-14.21	Blind move 'selected' Y or O lines 12 through 14 and 21 from the Agency File level of pseudo city XX0
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CMMT/1V/CV1//S/+2.4.9	Blind move 'selected' lines 2, 4, and 9 from Agency File for Pseudo City CV1 belonging to CRS Apollo (1V)
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Business File - Displayed Moves

CMB/S/+18-20.25	Move 'selected' Y or O lines 18 through 20 and line 25 from the displayed Business File
CMB/S/+1*10DEC+4*15DEC	Move 'selected' Y or O lines 1 and 4 with date from the displayed Itin/Aux Svc Business File

Business File - Blind Moves

CMBT/S/ACME/+4.16.25	Blind move 'selected' Y or O lines 4, 16, and 25 from the Business File level
CMBT/S/FRAMUC/+1*20JUN+3*24JUN	Blind move 'selected' Y or O lines 1 and 3 with dates from the Itin/Aux Svc service Business File
CMBT/1V/CV1//S/AMOCCO/+3.4.9	Blind move 'selected' lines, 3, 4 and 9 from Business File (AMOCCO) for pseudo city CV1 belonging to CRS Apollo (1V)
CMBT/YAT//S/TOURS/+3.6-8	Blind move 'selected' lines 3, and 6 through 8 from Membership (YAT) Business File (TOURS)

Personal File - Displayed Moves

CMP/S/+26-28.34	Move 'selected' Y or O lines 26 through 28 and line 34 from the displayed Personal File
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Personal File - Blind Moves

CMPT/S/TREMAIN-JOYCE/+16.29.33	Blind move 'selected' Y or O lines 16, 29, and 33 from the Personal File
CMPT/1V/CV1//S/AMOCCO-JONES/+3.4.9	Blind move 'selected' lines from Personal File (AMOCCO-JONES) for pseudo city CV1 belonging to the Apollo [®] CRS (1V)
CMPT/YAT//S/TOURS-BROWN/+3.6-8	Blind move 'selected' lines 3, 6 through to 8 from Membership (YAT) Personal File (TOURS-BROWN)

Note: Select moves can only be used on Single File moves. ALL Y lines (Yes - always move) become Optional lines (O) during select move.

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

Client Specific Moves**H/CSPM**

CM/C-2	Displayed Multiple File Move, moving all lines with Client Identifier of 2
CMB/C-2.6	Displayed Single File Move of a Business File, moving all lines with Client Identifier of 2 and 6
CMP/C-3.5.8	Displayed Single File Move of a Personal File, moving all lines with Client Identifier of 3.5 and 8
CMT/FORD/C-3	Blind Multiple File Move of a Business File, moving all lines with Client Identifier of 3
CMBT/XX1//FORD/C-3-4	Blind Single File Move of a Business File for branch office, moving all lines with Client Identifier of 3 and 4
CMPT/1V/CV7//FORD-HAYES/C-4	Blind Single File Move of a Personal File for CRS 1V for pseudo city CV7, moving all lines with Client Identifier of 4

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

Related Moves**H/CFRM**

CM/R	Displayed Multiple File Move, moving all R lines relating them to all Segments and all Passengers in the Booking File
CMP/R	Displayed Single File Move of a Personal File, moving all R lines relating them to all Segments and all Passengers in the Booking File
CM/R/P-2/S-1	Displayed Multiple File Move, moving all R lines relating them to Passenger 2 and Segment 1 in the Booking File
CMB/R/C-4/S-1-2/P-3	Displayed Single File Move of a Business File, moving all R lines that have a Client Identifier of 4, relating them to Passenger 3 and Segments 1 and 2 in the Booking File
CMP/R/C-4/+NP.VIP PSGR	Displayed Single File Move of a Personal File, moving all R lines that have a Client Identifier of 4, relating them to all Segments and all Passengers in the Booking File and appending a notepad
CMBT/XX1//TRUCK/R/S-1/C-2/P-1	Blind Single File Move of a Business File for branch office, moving all R lines that have a Client Identifier of 2, relating them to Passenger 1 and Segment 1 in the Booking File
CMPT/TRUCK-LONG/R/P-1/S-1-2/+NP. WILL COLLECT TKTS	Blind Single File Move of a Personal File, moving all R lines, relating them to Passenger 1 and Segments 1 and 2 in the Booking File and appending a notepad

CMP/S/C-3/R/P-1/S-2/+4.9	Displayed Select Move of a Personal File, moving all R lines that have a Client Identifier of 3, relating them to Passenger 1 and Segment 2 and select moving lines 4 and 9
CMPT/S/FORD-HAYES/C-3/R/P-1 /S-3-4/+3-7	Blind Select Move of a Personal File, moving all R lines that have a Client Identifier of 3, relating them to Passenger 1 and Segments 3 and 4 and select moving lines 3 though to 7

Note: Related moves allow the user to move "Passenger and Segment Related" data. An Itinerary and/or Name field must exist in the Booking File before a move on an R line can be performed.

Note: Use a dot (an end item after letters) to append additional lines separated by a slash/end item (/+) for BF fields (using end items to attach more than one BF field).

= CLIENT FILE LIST =

List

H/CFL

CLM	Display list of Agency Files in associated "Group" code
CLB	Display list of Business Files in your office
CLB/X15/	Display list of Business Files, in branch office X15
CLB/7AA7/	Display list of Business Files in branch office 7AA7
CLB/G	Display list of Business Files beginning with G
CLB/N96/KIB	Display list of Business Files starting with KIB, for own or branch office
CLP/HOOVER	Display list of Personal Files associated with specified Business File
CLP/S8T/CAMPBELL	Display list of Personal File associated with specified branch Business File
CLP/HARLE-BAF	Display list of Personal Files starting with BAF associated with the specified Business File
CLP/WINES-B	Display list of Personal Files beginning with the letter B associated with specified Business File
CLB/YAT/	List Membership Business Files belonging to Membership Agency File (YAT)
CLP/YAT/TOURS	List Membership Personal Files for specified Business File
CL*S/SEARS	Search across Selective Access or Group Code agreements for specified Business File Title

CL*S/SEARS-HAYES	Search across Selective Access or Group Code agreements for specified Personal File Title
CL*L	Redisplay last activated list
CL*10	Display File from List
CL*PD	Page Down the Displayed List
CL*PU	Page Up the Displayed List

= NON UTILISATION LIST =

H/CNUL

CLTB	Display a List of Transitional Business Files that have not been accessed in the past 6 to 13 months
CLTB/AB	Display a List of Transitional Business Files that begin with AB that have not been accessed in the past 6 to 13 months
CLTP/XX1/ESSO	Display a List of Transitional Personal Files for branch office Business File that have not been accessed in the past 6 to 13 months
CLTP/ESSO-HA	Display a List of Transitional Personal Files that begin with HA that have not been accessed in the past 6 to 13 months
CLTP/YAT/ANTIGUA	Display a List of Transitional Membership (YAT) Personal Files for a specified Membership Business File that have not been accessed in the past 6 to 13 months

= CLIENT FILE INACTIVE LIST =

H/CFIL

CLXB	Display a List of Inactive Business Files that may be Reinstated
CLXB/AB	Display a List of Inactive Business Files beginning with AB that may be Reinstated
CLXP/XX1/ESSO	Display a List of Inactive Personal Files for branch office Business File that may be Reinstated

CLXP/ESSO-HA	Display a List of Inactive Personal Files beginning with HA for specified Business File that may be Reinstated
CLXP/YAT/ANTIGUA	Display a List of Inactive Membership Personal Files that may be Reinstated for specified Membership Business File

= CLIENT FILE DELETE AND REINSTATE =

Delete

H/CFX

(Business File must be displayed first)

CXB/RIEDEL	Delete Business File and all associated Personal Files
CXB/J2X/ELLIS	Delete branch Business File and all associated Personal Files
CXP/ROHRER-CURSON	Delete Personal File
CXP/J2X/MANNS-BONFIELD	Delete Personal File from Branch J2X
CXP/TREMAIN-HAZEL:MARKS:PEBBLE	Delete more than one Personal File from the specified Business File (maximum 40 Personal Files)

Client File Reinstate

H/CFR

CXB@RIEDEL	Reinstate Business File and all associated Personal Files
CXB@J2X/ELLIS	Reinstate branch Business File and all associated Personal Files
CXP@ROHRER-CURSON	Reinstate Personal File
CXP@J2X/MANNS-BONFIELD	Reinstate Personal File from Branch J2X
CXP@TREMAIN-HAZEL:MARKS:PEBBLE	Reinstate more than one Personal File from the specified Business File (maximum 40 Personal Files)

Note: The user must have the CFILD Flag in their STD Profile set to Y(es) to Delete and Reinstate Client Files.

To see a list of all Files that may be reinstated refer to the Client File Inactive List.

Confirmation is required before proceeding with delete of all Business and Personal Files, enter Y to confirm.

Deleting or reinstating a Business File will cause all associated Personal Files and any TravelScreen preferences to be deleted or reinstated.

= CLIENT FILE ASSOCIATION =

Client File Association Process

H/MARR

*CF	Display a list of Business and Personal Files that are associated to the displayed Booking File
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Delete Client File Reference

CMREF@	Deletes Client File reference from Booking File
CMREF@1-4	Delete Client File references 1 to 4 from the Booking File

= CLIENT FILE PRINT =

Print Client File

H/CFPC

P-C*MANN	Print Business File
P-C*TREMAIN-BROWN	Print Personal File
P-C*R	Print a displayed record or last referenced record
P-C*R/*	Print a displayed record or print last referenced record without header line and numbers
P-CLB	Print a list of Business Files
P-CLP/MANN	Print list of Personal Files in specified Business File
P-CL*MORE	Print additional File titles in a list display

Note: All Display and List entries can be printed.

Formatting In Client Files**H/CFMT****In Create Mode**

FMT	Places terminal into Formatting mode
4N/ADD THE NAMES :*N.SAIT/AMR::N.WHETTER/SMS:-	Enter an information line where :* represents a SOM (start of message), :: represents an end item and :- represents a tab stop
NFT	Exit Formatting mode

Client File Update Mode

C@FMT	Place terminal into Formatting mode
C@4N/ADD NAMES :*N.SAIT/AMR::N.WHETTER/SMS:-	Enter an information line where :* represents a SOM (start of message), :: represents an end item and :- represents a tab stop
C@NFT	Exit Formatting mode

= TRAVELSCREEN™ =**Preference Fill-in Format (FIF) Displays***H/CP****Form of Payment/Guarantee**

CP*GB	Display Business Form of Payment/Guarantee FIF
CP*GP	Display Personal Form of Payment/Guarantee FIF

Air

CP*AB	Display Business General FIF
CP*AP	Display Personal General FIF
CP*AB/CITY	Display Business City Pair FIF
CP*AP/CITY	Display Personal City Pair FIF
CP*AB/VIELIS	Display Business specified City Pair FIF
CP*AP/CAIDXB	Display Personal specified City Pair FIF
CP*AB/CTY*	Display Business Universal City FIF
CP*AP/CTY*	Display Personal Universal City FIF
CP*AB/MAD*	Display Business specified Universal City FIF
CP*AP/AKL*	Display Personal specified Universal City FIF
CP*BI	Display Business Information FIF
CP*PI	Display Personal Information FIF
CP*MI	Display Mileage Club Membership FIF

Car

CP*CB	Display Business General FIF
CP*CB/SYD	Display Business specified location FIF
CP*CP	Display Personal General FIF
CP*CP/BRU	Display Personal specified location FIF
CP*MI/CAR	Display Club Membership FIF

Hotel

CP*HB	Display Business General FIF
CP*HB/RIO	Display Business specified location FIF
CP*HP	Display Personal General FIF
CP*HP/CCS	Display Personal specified location FIF
CP*MI/HOTEL	Display Club Membership FIF

Preference Summary Displays*H/CP****Air**

CP*A	Display General personal, business or merge preferences
CP*A/ALL	Display All city pairs for personal, business or merge preferences
CP*A/RIOMIA	Display specified city pairs for personal, business or merge preferences
CP*A/ALL*	Display all universal cities for personal, business or merge preferences
CP*A/JED*	Display specified city for personal, business or merge preferences
CP*B	Display Business Information summary
CP*P	Display Personal Information summary

Car

CP*C	Display General preferences personal for business or merge preferences
CP*C/ALL	Display all locations for personal, business or merge preferences
CP*C/SYD	Display specified location for personal, business or merge preferences

Hotel

CP*H	Display General preferences for personal, business or merge preferences
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CP*H/ALL	Display all locations for personal, business or merge preferences
CP*H/RIO	Display specified location for personal, business or merge preferences

Guarantee/Deposits

CP*G	Display Guarantee/Deposits summary
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Club Membership

CP*M	Display Club Membership Information summary
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= TRAVELSCREEN™ =

Preference Sell

H/TVSL

CPM	Move additional personal preferences to BF once air itinerary finalised before ET (seats, SSRs); display record to view updates to BF
CPN1A2D3	Reference sell hotel and append preferences
CPN1A2	Reference sell car and append preferences

Preference Delete

H/TPPX

CPXB/WIDCO	Delete individual Business preferences
CPXBP/WIDCO	Delete Business preferences and all associated personal preferences
CPXP/WIDCO-HOWELL	Delete individual personal preferences
CPXBP/GL3/TRANSPORT	Delete branch Business and associated personal preferences
CPXP/47X/WIDCO-HOWELL	Delete branch individual personal preferences

Preference List**H/TVLI**

CPLB	List all Business Files in office with business preferences
CPLB/UC2/	List all Business Files in branch office with business preferences
CPLB/7AA7/	List all Business Files in branch office with business preferences
CPLP/WIDCO	List all Personal Files with personal preferences for a specified Business File
CPLP/GR3/TRANSPORT	List all Personal Files in branch office with personal preferences for a specified Business File

Preference Copy for Hotels in specific Locations**H/TVPC**

CPH/C/WHITTAKER*AMSPARGVA	Copy hotel chain preferences in AMS, PAR and GVA held in current displayed Business File to target Business File WHITTAKER
CPH/C/GN2/LEWIS*ZRHAMSFRA	Copy hotel chain preferences in ZRH, AMS and FRA held in current displayed Business File to target Business File LEWIS at branch GN2

Activating Preferences**H/TVAP**

C*PHILLIPPS or CMT/PHILLIPPS or CMBT/PHILLIPPS	Activate business preferences only
C*RENAULT-DUBOIS or CMT/RENAULT-DUBOIS or CMPT/RENAULT-DUBOIS	Activate personal preferences only
CMT/RENAULT-SIMENON@/+*PIERRE	Merge Preferences and add name to Agency File phone field
C*BOSCH-FRANZEN@ or CMT/BOSCH-FRANZEN@	Merge Business and personal preferences
CMBT/XY9//ESSO	Activate Business preferences only
CMT/1V/CV1//AMOCCO	Activate Business preferences only
CMPT/XY9//ESSO-SMITH	Activate Personal preferences only
CMT/1V/CV1//AMOCCO-JONES	Activate Personal preferences only

CMT/1V/CV1//AMOCCO-JONES@	Merge Business and Personal preferences
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Merge or Clear preferences

H/TVMC

CPCLEAR	Clear all active preferences
CPF/B	Re-activate business preferences
CPF/P	Re-activate personal preferences
CPLOCK/ON	Lock in all preferences until a new Client File with preferences has been retrieved, or at Ignore/End Transact
CPLOCK/OFF	Clear all preferences on each Client File retrieval, or at Ignore/End Transact

Note: /N at the end of an Air, Car or Hotel availability will clear all preferences from the display.