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**PASSENGER NAME RECORD (PNR)**

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**Display PNR**

Display      By surname  
              With departure date  
              From similar name list  
Redisplay    Similar name list  
              By record locator

**HELP \*PNR**

\*-BUTLER  
\*-BUTLER^12FEB  
\*1  
\*L  
\*YZN42E

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**Mandatory Fields**

Phone       (9 field)  
Itinerary   (0 field)  
Name       (- field)  
Ticketing   (7 field)

**P. I. N. T.**

91ZA 617-455-6567-H  
01Y1\*  
-ANDERSON/ROBERT  
7TAW/00/10FEB

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**Create Name Field**

Single name  
    With PTC  
    With customized name data  
Multiple names      With PTC  
Different surnames

**HELP NAMEC**

-BROWN/HOWARD  
-DUNCAN/LANCE.MAJ\*MIL  
-BROWN/MARY.MS@23@  
-JONES/ANN/BILL\*ADT/C11  
-SANDS/L.MS^-MILLS/S.MS

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**Name Modify/Delete**

Change surname      Name 1.1  
Change first name   Name 2.2  
Change PTC          Name 2.1  
Delete               Name 2.3

**HELP @      HELP @DEL**

-1@NIELSON/H.MRS  
-2@.2/JOHN.MR  
-2@.1\*SRC  
-2@.3

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**Phone Field**

Automatic      First phone field  
                  Subscriber ID  
Delete second phone field  
Change with automatic Subscriber ID  
Delete a range

**HELP PHONE**

9-BETTY  
9\*202 555-5411-B  
92@  
92@\*817 555-1122  
91-3@

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**Ticketing Field**

Basic entry  
    With validating airline  
    With free flow information  
Ticket issued  
Change ticketing field  
Delete ticketing field

**HELP 7**

7TAW/00/16NOV  
7TAW/00/16NOV-CDL  
7TAW/00/16NOV//DELIVER 6PM  
7T/  
7@TAW/02/26NOV-CDL  
7@

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**PASSENGER NAME RECORD (PNR)**

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**Form of Payment Remarks (5\$)**

Cash  
Check  
Credit card  
Signature on file  
Credit Card Approval & Address Verification  
  
GTR  
Change Form Of Payment  
Delete Form Of Payment

**HELP FOPRMK**

5\$CA  
5\$CK  
5\$CCAX372449635312118P0605  
5\$CCAX3724...12118N0605\*SOF  
5\$CK/AX3724...12118P0905/201  
TENTH ST/30329/325/5551234  
5\$GRB1234567  
5\$@#5\$CK  
5\$@

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**Commission Remarks (5-CM)**

Percentage  
Dollar amount  
Combination  
Exchange commission  
Change to 8 percent  
Delete commission  
Commission cap  
    Percent/Dollar combination

**HELP COMMRMK**

5-CM5  
5-CM\$20.00  
5-CM5\*\$20.00  
5-CMEX  
5@-CM8  
5@-CM  
5-CM5\*\$C50.00  
5-CM5\*\$8.00\*\$C25.00

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**Client Account Remarks (5-CA)**

Basic entry  
Change client account  
Delete client account

**HELP ACCOUNTRMK**

5-CA123456  
5@-CA005923  
5@-CA

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**Client Billing Remarks (5-CB)**

Example  
  
Change a line           (Line 2)  
Delete all lines  
Delete specific line   (Line 3)

**HELP BILLRMK**

5-CBST MARYS HOSPITAL  
5-CB25 SOUTH MAIN STREET  
5-CBBETHLEHEM PA 23810  
52@-CB1422 EAST CHANG AVE  
5@-CB/ALL  
53@-CB

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**Client Delivery Remarks (5-CD)**

Example  
  
Change a line           (Line 1)  
Delete all lines  
Delete specific line   (Line 2)

**HELP DELIVERRMK**

5-CDRAY CROSKI  
5-CD00-721 WARSAWA  
5-CDUI PRUSA2  
5-CDWARSAW POLAND  
51@-CDMR. RAY CROSKI  
5@-CD/ALL  
52@-CD

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## PASSENGER NAME RECORD (PNR)

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### Special Service Request

All names, all segments  
Pet in cabin  
Pet in cargo, segment 2  
All segments, specific name  
Segment select  
Adult with lap infant (Infant's date of birth)  
Adult with lap infant (Infant's age)  
Display SSR's in GFAX

### HELP SSR

3SAVGML  
3S1PETC KITTEN  
3S2N1.1AVIH SCHNAUZER  
3SAN1.2LCML  
3S1WCHR  
3S1N1.1INFT-2.1/DOB20DEC2005  
3S1N1.1INFT-2.1/03MTHS  
\*G

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### Change/Delete SSR

Change SSR item  
Change segment status  
Cancel SSR  
Delete SSR item  
Cancel SSR's before ET

### HELP 3@

31@SSROTHSNN1 VIP  
31.HK  
32.XX  
31@  
\*GX

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### Other Service Information

Basic entry  
Send a message to all airlines  
Complete number in party  
Phone contact (Down line airline)  
Display OSI

### HELP OSI

3OSI UA TRVL WITH INFANT  
3OSI YY PSGR IS DEAF  
3OSI FL TCP4 SAME NAME  
3OSI AA CTCA 800 555 1212  
\*G

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### Change/Delete

Change OSI  
Delete

### HELP 3@

32@OSI UA TCP2 W/SAND  
31@

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### Form of ID (FOID)

FOID item using credit card information  
  
With record locator  
With passport

### HELP FOID

3SSRFOIDAFHK1/CCVI1234567890  
7890-1.1  
3SSRFOIDUAHK1/CNLYMH6G-1.1  
3SSRFOIDUXHK1/PPUS111457637  
6-1.1

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### Frequent Flyer (FQTV)

Basic entry  
Segment, name select  
Traveling on one airline, credit to another airline

### HELP FQTV

3SSRFQTVDLHK/DL12345-1.1  
3S1N1FQTVUA111111  
3SSRFQTVKLHK/NW1235-1.1

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## PASSENGER NAME RECORD (PNR)

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### Divide PNR

Divide one name field	(Name field 2)	D2
Divide multiple name fields	(Name field 1 & 3)	D1*3
Divide individual fields	(Name field 1.2)	D1.2
File the PNR		F
End Transaction		E

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### HELP DIVIDE

### Reduce (\$)

Air segment	\$2
Non-air segment	\$1N2

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### HELP REDUCE

### End and Copy

Itinerary	EC
Itinerary/Name/Phone/Remarks	EC*A
Itinerary/Name/Phone/Remarks/FOP	EC*A/FP
Itinerary Party of 2	EC2
1 week later	ECW1
1 week earlier	ECW-1
Itinerary/Party of 2/5 days later	EC2#D5
Air segments	ECIA
Air segments New date	ECD25JUL

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### HELP EC

### Steps to Claim a Delta Air Lines PNR

Display the PNR	@DL@*ISZ9JR
Claim the PNR	@DL@*CLM
End and redisplay the PNR	ER

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### HELP CLAIMDL

### Steps to Transfer Ownership of a NW PNR

Display the PNR	*NW9960/1MARMSP-NAME
Add the agency phone information	9-NAME
Change the ticketing field	7@TAW/00/9OCT-CNW
Change control to agency	6\$1P
End and redisplay the PNR	ER

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### HELP CLAIMNW

### E-mail Address Remarks

Basic entry	5-MTT*SADAMS@LABTECH.COM
Name select	5-MTTN2.1*BRIGGS@TECH.COM
Change	53@-MTT*C.ROY@LABTECH.COM
Delete	51@-MTT

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### HELP EMAIL ADDR