

Getting started

1. Ensure that you have an Amadeus e-Travel Management URL, login name, and password provided by your travel manager.
2. Launch your Internet browser.
3. Enter the URL and press Enter, or click on the link provided by your travel manager.



Enter your Amadeus e-Travel Management URL.

4. Enter your login name and password.
The first time you log in, the profile page appears:



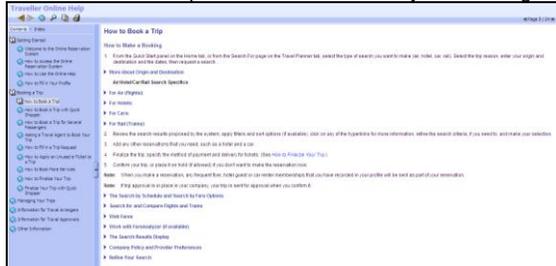
The fields marked with an asterisk (*) are mandatory.

Update your profile details, then click on **Save**.

5. When you have successfully saved your profile, click on **home**. The home page is described opposite.

Online Help

Read the online help to learn how to make your bookings.



Home Page

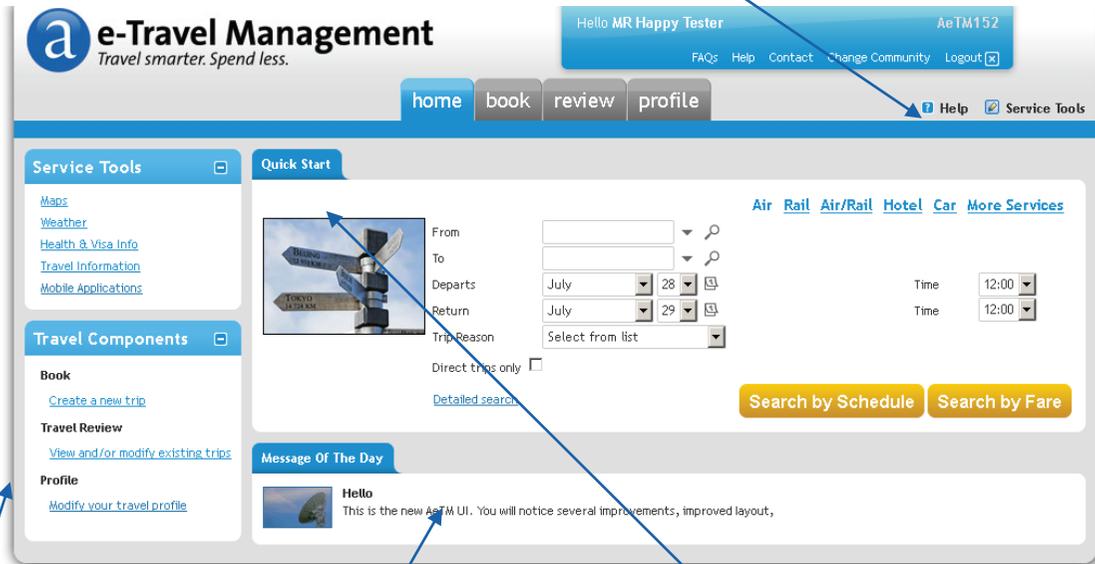
You are now ready to use Amadeus e-Travel Management. An example of a typical home page is shown below. Please note that the actual layout depends on the configuration set by your administrator.

Click on the tabs to:

- Display the home page (currently selected)
- Make a travel booking (see overleaf)
- View, modify or delete bookings for planned trips, or display past and received trips
- Make changes to your profile (for example, your travel preferences)



Click here for FAQs and online help.



Access additional travel information.

Alternative ways of using the tabs

Latest information defined by your administrator, regarding your favorite online booking tool or any other guideline to be reminded.

You can use the **Quick Start** panel as a shortcut to search for flights, rather than using **book**.

Make a booking and follow pending trips

You can make a booking:

from the **Quick Start** panel on the home page

or from the **book** tab if you wish to enter more options to define your travel requirements.

Example: Actual screens and options depend on the setup.

Click on **?** if you need help.

1. Click on **book**.
2. Select the type of booking you want to make.

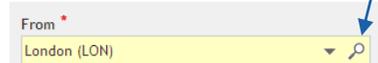


In this community you can make air, air/rail comparison, car and hotel bookings. The following steps show an air booking.

3. Provide the details of the trip you want to book.
 - a. Select the trip type. "Round-trip" is selected by default.



- b. You can also select "One-way" or "Multi-destination" trips.
- c. Select the most appropriate trip reason from those available in the drop-down list.
- d. Enter your starting point and destination. Enter the city or airport name, or click on the location look-up to search for one.



- e. Select the date and time for your departure and return. Use the calendar search to select the date or type it in.



4. If price is more important, click on **search by fare**. If schedule (departure and arrival times) is more important, click on **search by schedule**.

5. In the list of available flights, select the one you want.



Icons indicate the level of company preference

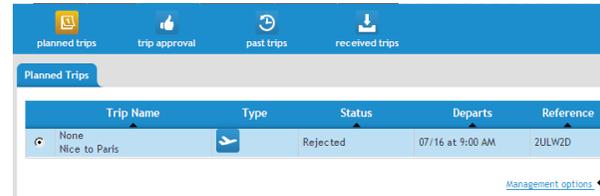
6. Follow the on-screen guidelines to complete the booking.

View, modify and delete bookings

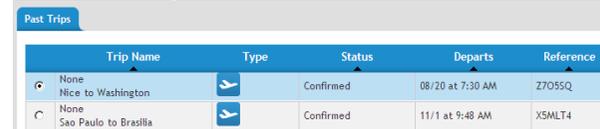
In the following example, actual screens and options depend on the setup for each trip.

Click on **?** if you need help.

1. Click on **book** or **review**.
Your future trips are shown in "planned trips".



2. You can also display "approved trips", "past trips" and "received trips" from the **review** tab.



3. Click on the trip you want to view, modify or delete. The trip details are displayed

4. To add a hotel, a car or a rail booking, click here:



5. To modify and/or delete displayed bookings, click here when these menus are available:



6. Click on **Delete** at the bottom of the page to delete the entire trip.

7. Follow the on-screen instructions to complete your task.

Screenshots for illustration purposes only

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e-Travel Management
Travel smarter. Spend less.



Traveller quick card

15.2 updates



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