

Companies

Company profiles can be created, edited and deleted in this tab.

Create a new Company in the tab "Companies" by clicking on "Manage companies" and a second click to the green "plus icon". This will create a new empty input mask for a company profile. After saving a company profile (new or modifications) the profile data is transmitted to the relevant systems activated under "Interface Setup". A status message is shown in the section "**Publishing**"

The deletion of a company profile also deletes all associated travellers across all systems (unless otherwise programmed).

Here is an overview of the subsections:

- General (Company Tab)
- Publishing
- Preferences - (Company Tab)
- Interface setup
- Your "Agency name" team
- History and Comment
- Traveller Settings
- Setup

Overview

[←](#) Manage companies

General

Parent company	<input type="text" value="Parent company"/>
Customer no.	<input type="text" value="Customer no."/>
Company name	<input type="text" value="Company name"/>
Short name	<input type="text" value="Short name"/>
Street	<input type="text" value="Street"/>
Street 2	<input type="text" value="Street 2"/>
ZIP	<input type="text" value="ZIP"/>
Place	<input type="text" value="Place"/>
Country	<input type="text" value="Switzerland"/>
Phone	<input type="text" value=""/>
Fax	<input type="text" value=""/>
E-mail	<input type="text" value="E-mail"/>
E-mail 2	<input type="text" value="E-mail 2"/>
E-mail 3	<input type="text" value="E-mail 3"/>
Itinerary / e-ticket	<input checked="" type="checkbox"/>

Form of payment / credit cards

Card type:

Creditcard no.:

Expiration:

Remark:

☐ Use as form of payment (air tickets)

Add new:

Other forms of payment:

Rail form of payment:

Personal cards:

Publishing

Preferences

Web-Card:

Used by traveller:

- ☒ Traveller decides
- ☐ mandatory use
- ☐ prohibited use

Airline Company program:

Airline:

Publish as:

Add new:

Guarantee hotel:

Used by traveller:

- ☒ Traveller decides
- ☐ mandatory use
- ☐ prohibited use

Hotel chain:

Rate code:

Customer request:

Add new:

Guarantee rental car:

Used by traveller:

- ☒ Traveller decides
- ☐ mandatory use
- ☐ prohibited use

Company:

Corporate discount number:

Customer request:

Billing number:

Preferred rental:

Add new:

Interface setup

Target ODS: ☐ Amadeus CSK

Reporting office:

Your Knowledge Base team

Agency	Knowledge base
Confidential	<input type="text" value="Confidential"/>
Email delivery	<input type="text" value="Amadeus mail"/>
Email invoice delivery	<input type="text" value="Email Invoice delivery"/>

Traveller settings

☒ Set new profile as traveller

☒ Set new profile as arranger

☒ Require approval

☒ Self approval allowed

☒ Approver selectable by traveller

Comment

Comment:

History (1)

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