

Profile Center

The Profile Center shows an overview of the number of profiles created in Umbrella Faces for a particular agency or circle. Also, erroneous profiles along with the error messages and hyperlinks to the affected profiles are reflected here. On top of that, it provides the opportunity to Import/Export CSV-File or traveller as well as company profiles, provides a possibility to mass-synchronize profiles and to send mass-credentials. This section is only visible to and editable by agency and circle administrators with full rights.

Below is a list of the sub sections:

- Import/Export
- Publishing (Profile Center Tab)
- Publishing errors
- Send credentials
- "Your Agency name"

Overview

Travelers	Companies	My agency	Administrators	Profile center	Info
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Knowledge Base

Count no. of Profiles

Import/Export

Export

Company

Company

Add new

☐ Include travellers from subsidiaries

Travellers (CSV)

All travellers (CSV) - All travelers with publishing errors (CSV)
All companies (CSV) - All companies with publishing errors (CSV)

Import

Import option

CSV

Upload from CSV ...

Publishing errors

Company

- Knowledge Base Co. - Amadeus CSX : No agreement on destination

Travellers

- Knowledge Base Co. - Knowledge Base-Traveller - Amadeus CSX : Associated company has no record locator

Publishing

Initiate mass-publishing

Send credentials

Company

All profiles

All arrangers