

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

The screenshot displays the 'Manage companies' screen with several tabs visible:

- General:** Contains fields for Parent company, Customer no., Company name, Short name, Street, Street 2, ZIP, Place, Country, Phone, Fax, E-mail, E-mail 2, E-mail 3, Itinerary / e-ticket, Card type, Creditcard no., Expiration, Remark, and use as form of payment (checkbox).
- Publishing:** Shows publishing options for Amadeus CSX and Reporting office.
- Preferences:** Includes sections for Web-Card (Used by traveller: traveller decides, mandatory use, prohibited use), Airline Company/program (Airline dropdown, Publish as: other service (OS)), Hotel Travelguidelines (Guarantee hotel dropdown, Used by traveller: traveller decides, mandatory use, prohibited use), Hotel chain (Rate code dropdown), Customer request (Customer request dropdown, Add new), Car Travelguidelines (Guarantee rental car dropdown, Used by traveller: traveller decides, mandatory use, prohibited use), Company (Corporate discount number dropdown, Customer request dropdown, Billing number dropdown, Preferred rental: Add new), and Corporate discount (Corporate discount number dropdown, Customer request dropdown, Billing number dropdown).
- Interface setup:** Lists Target ODS (Amadeus CSX), Reporting office, and various checkboxes for self-profile as traveller, self-profile as arranger, require approve, self-approval allowed, and approver selectable by traveller.
- Traveller settings:** Includes sections for Your Knowledge Base team (Agency dropdown, knowledge base dropdown, Confidential checkbox, Email delivery: Amadeus mail dropdown, Email invoice delivery dropdown), Comment (Comment text area), and History (History dropdown).

At the bottom left, there are buttons for Cancel, Save, and Delete. A note states: "BEWARE! Changes apply to new bookings only!"