

# Amadeus e-Travel Management (AeTM) Quick Reference Guide for Travel Arrangers

Travel Arrangers in AeTM can book and manage travel on behalf of others that have been assigned to them in the system. They can also update profiles for these travellers. Travel Arrangers can usually book their own travel in AeTM – however this will be determined by your company's policy.

#### Login

In order to access AeTM, you will need your company's unique URL which will be provided by APX. When you log in for the first time, simply enter your username (firstname.lastname) and hit the 'forgot your password' link. A password will be emailed to your work email address.

Login		
Please log in		
Login name		
Password		
	Forgot your password?	
Log in to a cor	mmunity other than your home community	
		Login >

### **Managing Profiles**

After you login for the first time, you will need to check your profile and the profiles of the travellers assigned to you. Please ensure that the details are correct – it's essential that the traveller's name matches their passport exactly, and that the correct credit card has been assigned (if relevant).

		home	book	review	profile	
My profile						
🚠 🚨 🖂 🚛	🌽 🥔 👙 🖗	👍 📙				Personal
Personal						
Name as shown on pas	sport					
Title	Mr					
Last Name	Lough					
First Name	Justin					
Middle Name						
Gender	Male 🔻					
Date of Birth	DD/MM/YYY					
Preferred Language	English T					

#### Making a Booking

In order to make a travel booking, you'll need to select the Arranger tab. From this tab, you can specify who the booking is for by locating their name (using the search function or selecting them from the list) and add them to the booking by clicking the icon to the right of their name.

Once the traveller/s have been specified, you will be able to progress through the booking by clicking 'Arrange Trip'.

		home	review	arranger	profile			1 Help	Service Tools
			arrange new tri	ps view/se	arch trips				
APX Travel Management - Winner Arrange trips for travellers	"Best Brand multi-lo	cation corporate" at t	he National Travel	Industry Awards	2015 and 2014	Your busit	My select	tion eller(s) Vernon Bear (APX Demo)	0
Guest Traveller Guest	Community APX Demo					1 <b>0</b> +	Template No temp	late selected.	
Search travellers Community:								A	rrange trip
First name: Last name:		Login i E-mail	hame:						
You may use the wildcard (*) in	these fields to expans	l your search criteria.			S	earch			
Traveller	Log In	Community	E-mail						
Vernon Bear	vernonb	APX Demo	andrew.barnard@	apx.co.nz		20+			
Traveller Demo	Traveller	APX Demo	automation@apx.	co.nz		200			
Dao Isra	dao	APX Demo	duangdao. Israpra	sart@amadeus.co	im	200			
Simone Jones	simonej	APX Demo	andrew.barnard@	apx.co.nz		<b>10</b> +			

The following screen will provide a search function from which you can specify the flight details required. Once the details have been entered, click the 'Search' button.

air	hotel	car	more services	trip summary	
You are currently p Vernon Bear (APX	planning travel for: Demo)			<u>Click here</u> to return to the Trav	vel Arranging
r <b>ch</b> > Availability	/ > Summary > Finis	h ≯ Confirm			
Round-trip 🛛 🔵	One-Way 🛛 🔵 Multi-D	estination			Mandatory
From * Auckland, New Zeala	nd		То*		
AKL		Q	Christchurch (CHC)	۹ 🔤	
Wed, Oct 14, 201	15 🗰 * 08:00	~	Wed, Oct 14, 2015	<b>3</b> * 18:00	
Time window (hou 2	irs)		<ul> <li>Direct itineraries only</li> </ul>	0	
elected traveller( /ernon Bear	(s)		Trip reason * Business		
More options (c	lass, preferred airline	s,)			

A list of flights will appear. All flights within your company's travel policy will have a green shield, whereas flights out of policy will have a red shield. Any fares with a 'W' icon are instant purchase (such as Jetstar and Sounds Air). Once you have selected flights, the list will compress to allow for an easy summary of your trip thus far. If you are happy with your selection, click 'Continue'.

Outbound	Auckland (AKL - Aucklan 10 November 2015	<u>Too ma</u> Shi	ny results ? App owing 1 out o	oly filters 🖶 of 8 results			
Departure Time				<u>Seat ONLY</u>	<u>Seat + Bag</u>	<u>Semi Flexi</u>	<u>Flexi</u>
Auckland (AKL) Auckland Internat.	Wellington (WLG)	<u>0</u>	1h05m	63.00	Lowest 73.00	93.00	Lowest 113.00
09:45	10:50	Air New Zealand 417	Direct	NZD	NZU	NZU	NZU
🚦 View details				<b>V</b>	<b>V</b>	U	U
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Inbound	Wellington (WLG - Welli 11 November 2015	ington) / Auckland (AKL - A	Auckland Inte	ernational)	<u>Vie</u> <u>Too ma</u> Sh	w all details / ny results ? Ap pwing 1 out o	Hide all detail bly filters 🕂 of 6 results
Inbound Departure Time	Wellington (WLG - Welli 11 November 2015 Arrival Time	ngton) / Auckland (AKL - / Provider	Auckland Inte	ernational) <u>Seat ONLY</u>	<u>Vie</u> <u>Too ma</u> Sh <u>Seat + Bag</u>	<u>w all details</u> / ny results ? App owing 1 out o <u>Semi Flexi</u>	Hide all detail oly filters∓ of 6 results <u>Flexi</u>
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The search process is similar for hotels, cars and any services specified under the 'More Services' tab such as taxis. In order to add more segments to your booking, simply select one of the buttons at the top of the screen.



### **Finalising Your Booking**

Once your segments have been selected, you will be required to agree to the Purchase Conditions relating to your booking. Once selected, click 'Finalise Trip'.

The final screen will allow you to see exactly how the booking is being paid for, as well as any traveller memberships that are linked to the segments you have booked.

Method of Payment	
Airline Ticket Payment	
Airtine ficket Payment	* Charge Corporate Amex V
Form of Identification	
Air Details	
Air section 1	Electronic Ticketing
General Preferences	
Air Travel Preferences	
Seat Preference	No preference 🔻
Meal Preference	No special meal
Frequent Flyer	Airline Code and Loyalty Number
Air New Zealand	None V
Custom Fields	
Company Profile CSX	* 196507

You will also be able to specify an approver if relevant, and give the booking a name.

From this point on, you will be able to send the booking for approval (if your policy requires authorisation) and/or hold the trip and come back to it later. Please note – any held bookings without a flight segment will need to be cancelled if no longer required, or you may be charged by the suppliers.

#### View or Amend Trips

If you wish to view any of your bookings, including any held bookings, you can do so using the 'View/Search trips' function in the Arranger tab.

You can view bookings in a calendar view or table view. You can click to open a booking to view the details, or to add or delete a segment such as a hotel or car.

			arrange new trips	Q view/search	trips			
Next trips pending approval	Search arran	ged trips						
There are no arranged trips.	Community		• F	irst name	Planned r	Last name		
Ongoing and imminent trips There are no arranged trips.	<ul> <li>✓ On Hold</li> <li>✓ Pending</li> </ul>	i g Proposal	Pending App	roval eptance	Approved	Confirmed	Rejected	
Last arranged trips There are no arranged trips.	You may us	e the wildcard	(*) in these fields to exp	and your search cr	itoria		Sea	arch
	Cale	ndar View	Table View					
	First Name	Last Name	Trip Name		Departs	Community	Status / Reference	
	Test	Test	None Wellington to Auckland		6 Mar 08:35	APX Demo	Confirmed ZWLKQI	Ø
	Test	Test	None Wellington to Auckland		1 Mar 07:05	APX Demo	Confirmed 8Q3895	٥

## APX Product Support

If you require assistance with AeTM, please contact your APX Partnership Manager or the APX Product Support team, who are available during business hours:

0800 500 095 support@apx.co.nz

We also have WebEx sessions and a video demo available for AeTM. Please visit our website to view the WebEx dates and the video:

www.apx.co.nz/aetm-training