

Amadeus e-Travel Management (AeTM)

Quick Reference Guide for Self-Booking Travellers

Self-Booking Travellers in AeTM have the ability to book travel for themselves, modify their existing bookings to add or delete segments, and update their own traveller profile.

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.



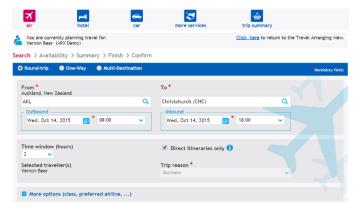
Managing Your Profile

After you login for the first time, you will need to check your profile to ensure the details presented are correct. It is essential that your name in AeTM matches your passport exactly, and that the correct credit card has been loaded to your profile (if relevant).



Making a Booking

In order to make a travel booking, you'll need to select the Home tab. From this screen you can specify the flight details you require. Once the details have been entered, click 'Search'.



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'.



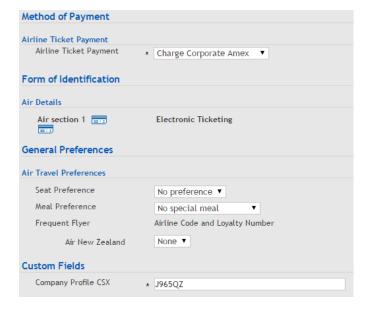
The search process is similar for hotels, cars and any services specified under the 'More Services' tab such as taxis. In order to add more segments to your booking, simply select one of the 'Add Segment' buttons at the top of the screen.



Finalising Your Booking

Once you have specified all of the details you require for your booking, 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 you hold that relate to segments in your booking.



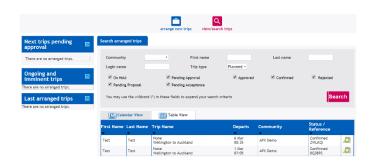
You will also be able to specify an approver for your booking if relevant, and give the booking a name.

From this point on, you will be able to send the booking on 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 manually 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 Home tab under 'Travel Components'.

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.



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