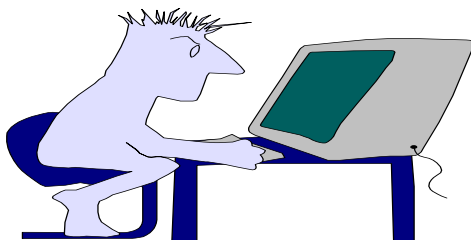


Welcome to Amadeus

Basic Reservation Guide



Sign-In & Sign-Out

Sign-in first available area: **JI0001AA/SU**

Sign-in All areas: **JI*0001AA/SU**

Sign-in with password together: **JI0001AA/SU-Password**

Sign-out from first available area: **JO**

Sign-in out from all areas: **JO***

Availability Display

Available class to book or waitlist: **AN01MARDOHDXB**

Availability for Specified time: **AN01MARDOHDXB1200**

Availability for specified Airline: **AN01MARDOHDXB/AEK**

Availability for specified via connection: **AN01MARDOHDXB/XAUH**

Availability for specified Class: **AN01MARDOHDXB/CV**

Combination: **AN01MARDOHDXB1200/XAUH/AGF/CM**

Availability for In-bound and Out-bound: **AN12MARDOHDXB*15MAR**

Availability Display for Close or Book able: **SN01MARDOHDXB**

Name Elements - NM

Single Adult Passenger Name: **NM1HUSSAIN/ALI MR**

Same family Name for 2 Adults: **NM2HUSSAIN/ALI MR/M MRS**

More than on Name enter together: **NM1HUSSAIN/A**

MR;NM1SYED/ALI MR

Child passenger: **NM1HUSSAIN/NASEER MSTR(CHD)**

Infant Same family Name as Adult: **NM1HUSSAIN/M**

MRS(INF/NABIL)

Infant with Different family name: **NM1HUSSAIN/M**

MRS(INFALEMADI/ALI)

Remove Child Title from Passenger 2: **2/** (Type Enter)

Add Child Title to passenger 3: **3/(CHD)** (Type Enter)

Remove Infant from passenger 4: **4/** (Type Enter)

Add Infant to passenger 5: **5/(INF/ALI)**

Update 2nd Name of passenger 6: **6/MARIYUM MRS**

Segment Sell - SS

Sell 2 seats in V-clas on line 4 of Availability: **SS2V4**

Sell 2 seats in J-clas leg 1 and F-clas leg 2 of line 3: **SS2JF3**

Long sell : **SSQR001B15MARDOHLHRNN2**

Sell In-bound and Out-bound Display : **SS2V1*V13**

Dead Segment as OK Status for Issue Tickets:

SSQR001B15MARDOHLHRGK2/QR

Dead Segment as WL Status for Issue Tickets

SSQR001B15MARDOHLHRGL2/QR

Open Segment for Ticket Issuance: **SO QR B LHRDOH**

Surface Segment: **SIARNK**

Phone Field - AP

Phone Number Field: **AP 4667579**

Phone Number Field for specific Location: **AP DOH 4667579**

Enter your office Number: **AP** (Type Enter)

E-mal Address: **APE-abc@abc.com**

Ticket Arrangement – TK

No Time limit : **TKOK**

Specific Time Limit with Date and Time : **TKTL12MAR/1200**

Auto Cancellation on Specific Date and Time: **TKXL12MAR/1200**

Received From Field - RF

Modification asked by Passenger: **RF PAX** or **RF P**

Modification by Agent : **RF ALI**

Modification by Mr. Al-Emadi: **RF MR ALEMADI**

End Transaction – ET / ER

End the File and close the PNR : **ET**

End the File and Redisplay PNR: **ER**

Retrieve PNR - RT

Retrieve PNR Number: **RTXXXXXX**

Retrieve By Name: **RT/AHMED**

Retrieve By Alphabet: **RT/A**

Retrieve PNR on line 4 of the List: **RT4**

Retrieve Other Airline PNR: **RL**

Display PNR List Booked Specific office – LM

Specific flight Number and Date: **LM/QR001/12MAR/DOHLHR**

Retrieve or Display PNR ON Line 5 of the List: **LM5**

Frequent Flyer Number - FFN

Enter Frequent Flyer Number Automated: **FFNQR-1111111111**

Enter Frequent Flyer Number Automated for specific PAX2:

FFNQR-1111111111/P2

Manual Entry for Frequent Flyer: **SRFQTV EK-EK1111111111**

Manual Entry for Frequent Flyer for PAX 3 :

SRFQTV EK-EK1111111111/P3

Seat Selection - ST

Display Seat Map for Segment Number 3: **SM3**

Request specific seat Number: **ST/R/20K**

Request specific seat Number for PAX 4: **ST/R/20K/P4**

Request specific seat for specific segment 4: **ST/R/20K/S4**

Generic Smoking Seat: **ST/S**

Generic Non-Smoking: **ST**

Seat Selection - ST

Generic Non-Smoking Window for Passenger #2: **ST/W/P2**

Generic Non-Smoking Aisle for Segment # 4: **ST/A/S4**

Generic Non-Smoking Bulk Head for Segment # 5 and PAX # 3:

ST/B/S5/P3

Other Services Information - OS

Information for specific carrier: **OS EK PAX IS VIP**

Information for All carriers: **OS YY PAX IS VIP**

Services Required - SR

Specific Meal request for All Carriers and Segments: **SR VGML**

Specific Meal request for Specific carrier and Passenger : **SR VGML**

LH/P2

Specific Meal request for Specific carrier and Segment : **SR VGML**

LH/S4

Passport Information : **SR PSPT EKHK1-A123456-PK-04FEB67-**

MINHAS/ZAFARMR-M-H/P1

SR PSPT EKHK1-A123456-PK-04FEB67-

MINHAS/AMRS-F-H/P2

SR PSPT EKHK1-A123456-PK-04FEB67-

MINHAS/TALAL-MI/P2

SR PSPT EKHK1-A123456-PK-04FEB67-

MINHAS/HALA-FI/P2

Cancellation – XE / XI

Specific Segment cancel: **XE4**

Cancel Itinerary: **XI**

Change Booking Class – SB

Change booking class from B-cls to J-cls All segments: **SBJ**

Change booking class from B-cls to J-cls Specific segment # 4: **SBJ4**

Change booking date for Specific segment # 3: **SB30MAR3**

Retrieve History - RH

Retrieve History: **RH**

Retrieve History for specific Segment # 4: **RHS4**

Retrieve History for other Airline PNR: **RLH**

Remarks – RM / RC

General Remark only View by Amadeus Airline Users: **RM please confirm segment 4**

Confidential Remarks View by Your office: **RC charge extra QAR400.00**

Print – WRS / WRA

Print screen only on default printer: **WRS/RT**

Print All on default printer: **WRA/RT**

Option – OP

To remind you in Queue # 3 for Action : **OP12MAR/free Text**

Queue – QT / QS / QE / QI / QN / QD

Display Queue Bank : **QT**

Display specific Queue 2, Category (C)30, and Date Range(D) 1:

QS2C30D1

Ignore Queue and PNR still in Queue: **QI**

Remove from Queue: **QN**

Delay PNR in Queue and Retrieve next Queue: **QD**

To place Queue on Queue 30: **QE30**

Step for Split PNR – SP

Split passenger # 3: **SP3**

Received from: **RF P**

File Split PNR: **EF**

Received Again : **RF P**

End Transaction: **ET or ER**

Manual Ticket Number – FH

Basic Entry for Automated Issued Ticket : **FHA** 157-9196789012

Basic Entry for Manual Issued Ticket : **FHM** 157-2124564781

Basic Entry for Electronic Issued Ticket : **FHE** 157-9196789012

Automated Issued Ticket For Infant: **FHA INF** 157-9196789012

Automated Issued Ticket For Non Infant: **FHA PAX** 157-9196789012

Automated Issued Ticket For Specific Passenger: **FHA PAX** 157-9196789012/**P2**

Automated Issued Ticket as Conjunction: **FHA PAX** 157-9196789012-**013**

For Fareast Domestic Airlines also passed Ticket Numbers in TKNA field:

SROTHS **GA- TKNA** 126-4401123456