

Amadeus Itinerary & More is a fast and easy tool to view, export, print and email itineraries.

This quick-card will guide you through the simple steps of using **Amadeus Itinerary & More**.

Displaying Itinerary:

1.If AIM is not launched yet:

There are two ways to display your itinerary:

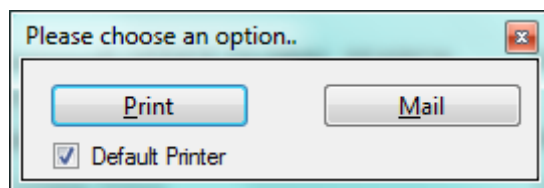
A-Retrieve a **PNR** from your **Amadeus** Selling Platform, then open **AIM** and you will find its itinerary automatically displayed.

Note: You can open **AIM** from the desktop icon or from **Amadeus** Selling Platform by clicking on the 'Command page' tab, then under 'Scripts' click on the **AIM** icon.



B-When issuing a ticket, **AIM** will launch automatically with the itinerary displayed.

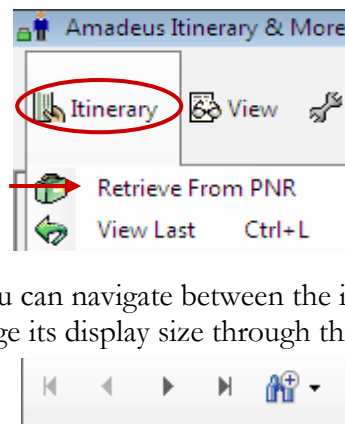
Note: When the **AIM** opens, a message will appear to ask you if you want either to print or email the itinerary.



2.If AIM already launched:

A-Retrieve a **PNR** from your **Amadeus** Selling Platform.

B-At **AIM**, under 'Itinerary' menu, click 'Retrieve From PNR'



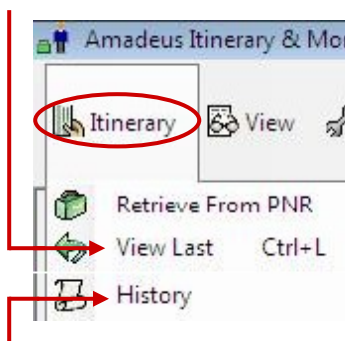
Note: You can navigate between the itinerary pages and change its display size through this tool bar.



Viewing Old Itinerary:

1.View the Last Itinerary displayed:

Under 'Itinerary' menu, click 'View Last'



2.View Old Itinerary:

A-Under 'Itinerary' menu, click 'History'

B-Double click on the itinerary you need to view.

Date	PAX	PNR Ref.	Type
2011/03/28 10:54:25	ELMENSRAWI / RANA MS	7X5C6R	Itinerary
2011/03/20 09:51:00	BASSEM / KAMAL	5CUA54	Ticket
2011/03/20 03:39:53	BASSEM / KAMAL	5CUEQ6	Ticket

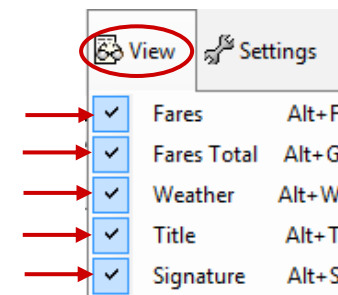
Load Clear Close

Note: Click 'Clear' if you want to clear the history.

Show/Hide Itinerary Sections:

You can select some sections that can either be displayed or not in the itinerary.

-Under 'View' menu, check on the fields you want to display in the itinerary.

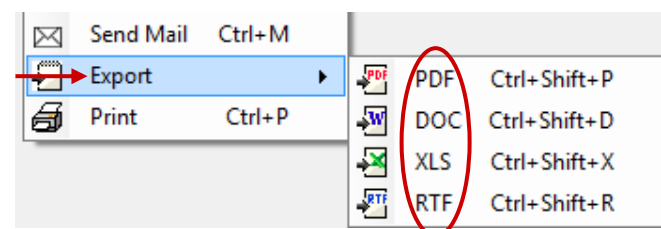


Exporting Itinerary:

You can export itinerary to many formats 'PDF', 'Word', 'Excel' and 'RTF'.

1.Under 'Itinerary' menu, click 'Export'

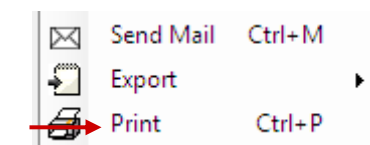
2.Choose the export format.



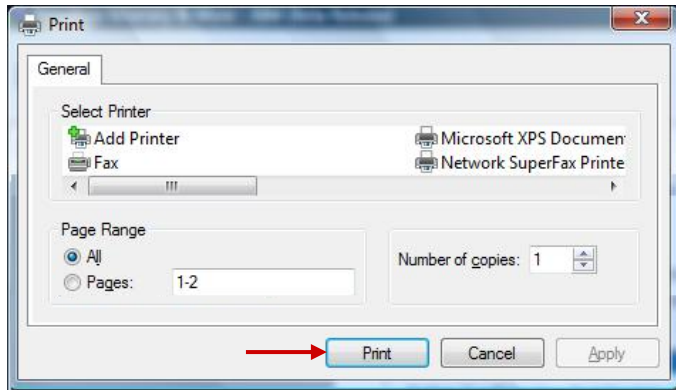
3.Select a place on your computer to save the exported itinerary, then click 'Save'.

Printing Itinerary:

1.Under 'Itinerary' menu, click 'Print'

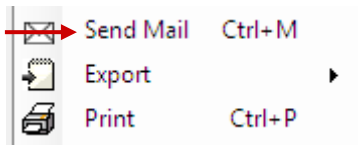


2. Choose the printer and printing options then click 'Print'

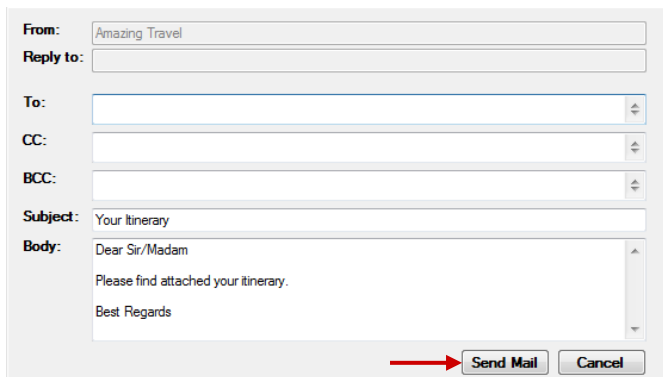


Emailing Itinerary:

1. Under 'Itinerary' menu, click 'Send Mail'



2. Fill the required fields, then click 'Send Mail'



Note: When you click 'Send Mail', the passenger(s) email(s) will be retrieved automatically from the PNR and filled in the 'To' field.

Itinerary Alternatives:

You can find Itinerary Alternatives on the right of the screen.

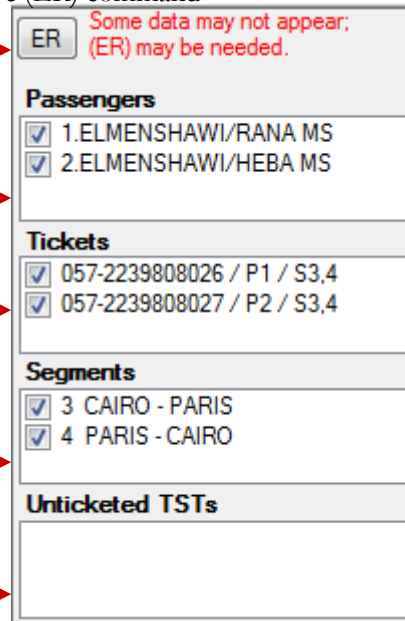
Send End and Receive (ER) command and redisplay the itinerary.

Shows all the passengers in the itinerary.

Shows all the tickets in the itinerary.

Shows all the segments in the itinerary.

Shows the all unticketed TSTs in the itinerary.



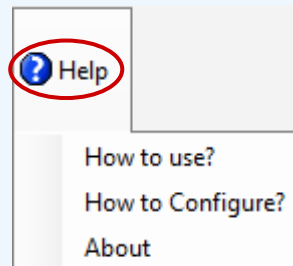
Note: You can check/uncheck this data so it can either be displayed or not in the itinerary.

Notes:

1. You can Retrieve from PNR, print, export and email itineraries from this tool bar.



2. You can find help on using and configuring AIM from the "Help" menu.



Amadeus Itinerary & More (AIM)