

## The Selling Platform Desktop

By clicking Config you can customize the desktop or exit the application

Context sensitive help (also accessible via F1 key)

Action menu bar for the current display

Mandatory and most frequently used PNR elements are accessible by shortcut icons

The six work areas can easily be accessed via the bottom tabs. These tabs display an indicator showing the status of the corresponding working tab.

Office-Id where the user is signed in.

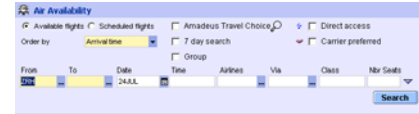
### Most frequently used Icons

- |  |                                |  |                                              |
|--|--------------------------------|--|----------------------------------------------|
|  | Saves Changes (ET)             |  | Transfer to profile                          |
|  | Refreshes the PNR display (RT) |  | Place on queue                               |
|  | Ignores changes (IR)           |  | Clears all fields & resets values to default |
|  | Modifies the selected line     |  | PNR Preview                                  |
|  | Deletes the selected line      |  | Local PNR Printing                           |
|  | PNR rearrange Segments (RS)    |  | Expands/Collapses PNR/ ProfileTreeView       |
|  | Price Itinerary                |  | Minimize/Maximize Window                     |
|  | Issue Tickets                  |  | Check credit card                            |

### Navigating

Amadeus Selling Platform is a point & click interface: to navigate from one area or field to another, just point your cursor where you want to go and click or use the Shortkey (Alt + 1 plus the relevant letter). For example, to issue a document, click on above icon or press Alt + 1 plus the letter "T". Navigation is also menu driven: for some fields where you have multiple options, a menu displaying all possible values appears.

### Color-Coded Fields



**Yellow** fields are mandatory, **white** fields are optional and **grey** fields are disabled.

### Encoding

The Encoding functionality allows the easy conversation of cities, countries, states, provinces, airports, companies and currency names. To encode a name, click on above button located next to the name to be encoded.



### More Input Options

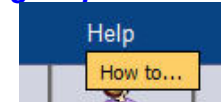
In order to make the navigation clearer, less frequently used input fields and options are hidden but easily accessible via a single click on above icon

### Customizing the Desktop

To customize the order in which the areas are displayed or the area you want to be displayed by default, click on "Config" on the top left.



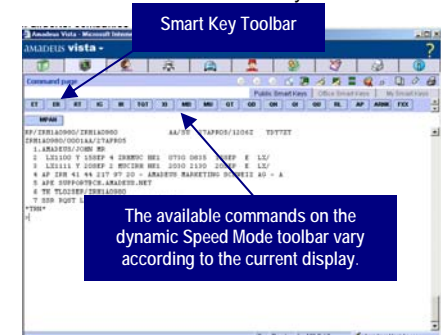
### Getting Help



- For a field explanation, click in the field and press F1
- For details on how to perform a current task, click on above icon on the upper left.
- For technical support, contact your local Amadeus Helpdesk.


### Switching to the Command Page

The Command Page, accessible by clicking on above Smart-Tab, allows you to make cryptic format entries and to run local scripts that are defined as Smart Keys.

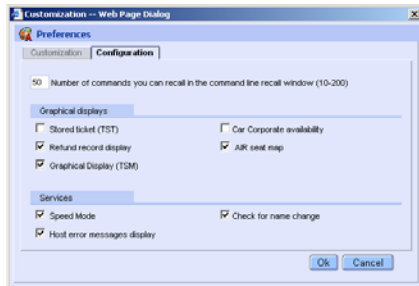
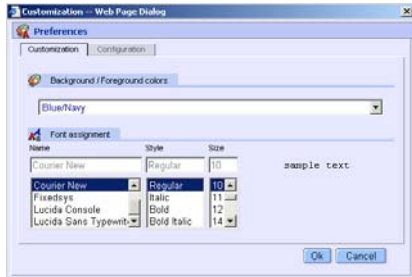


Note that in 'Amadeus Host Access' you can instantly retrieve a PNR context created previously in the Graphic Page (RT)

## Configure Command Page


Click on  Preferences to change the colors and configuration of Command Page.

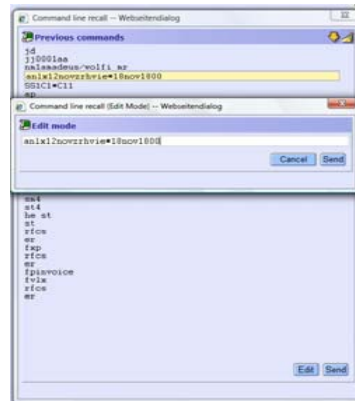
We also recommend you to put the Command Page with a fully-coloured-background (e.g. black as shown below – and not the clouds). This will give you a faster response-time



When TST and seat map are marked, you will get a graphic pop-up each time you enter SM or TQT. Should you prefer cryptic entries, you can remove the “tick” in above mask. The “check for name change” option displays a warning each time you press enter by error when the cursor stands on a name field.

## Command line recall

Click on  or press “Alt + -” and you can see the number of previous entries defined in the configuration above. To edit an entry, click “Edit” or press “Alt + E”. To repeat an entry, double-click on it or select it and press “enter”.



## Short Cuts

### Navigating between areas:

**Alt + 0**  
**Alt + 1** Open the Globe Menu Letters appear for each area in the respective tabs

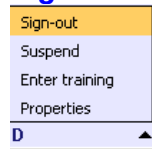
**Alt + Letter** Open a specific work area (e.g. Alt+A for Air)

**Ctrl + J** Toggle between command and graphic page

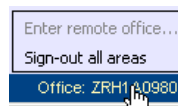
**Menu Shortcut Keys:**

**Up arrow** Select previous item  
**Down arrow** Select next item  
**Escape** Close menu  
**Enter** Activate selected function, close menu

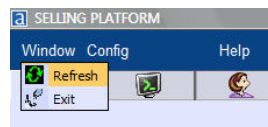
## Sign out



Single work-area



All work areas



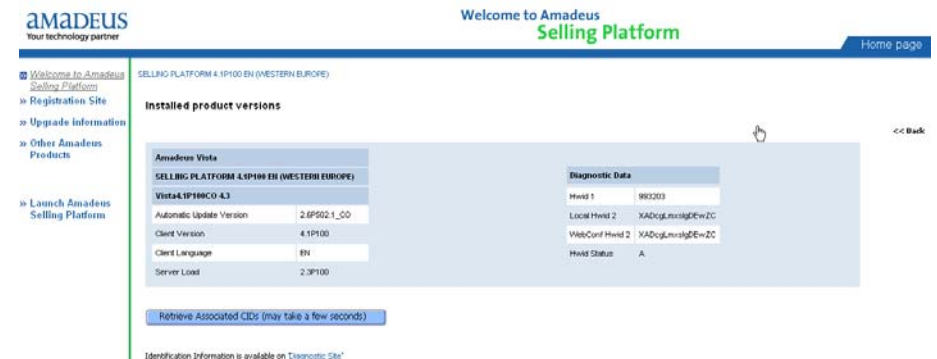
Click on Menu and select “Exit” to close the application.

# Welcome to Amadeus Selling Platform Version 4.3

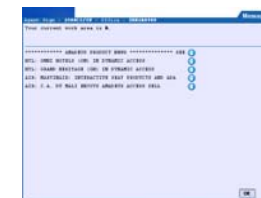
Amadeus Selling Platform is an advanced browser-based reservation tool offering a fully graphical interface to the Amadeus System. For expert Amadeus users, Amadeus Selling Platform also includes a fully-featured Command Page that allows you to run local scripts and to make cryptic format entries.

## Signing In

To launch the Amadeus Selling Platform, start Internet Explorer and enter the following URL: <http://amadeusvista.com>, the Welcome Page is displayed. If you click on the product version information, certificate, office and terminal information is displayed.



1. Click on the “Launch Amadeus Selling Platform” link to start the application. Sign In by filling in the mandatory fields (Agent Sign, Initials, Duty Code) then click on “Sign In”



From this sign-in window you can also choose the work areas in which you want to be signed in – or even choose to enter practice training. The information window that appears provides you with links to the latest Amadeus Product and Provider News. The next time you sign in, your agent sign is automatically displayed on this screen to make signing in quicker and easier

2. Click on **OK** to reach the Amadeus Selling Platform Desktop.