aMaDEUS

Instructor-Led

Group bookings in Altéa Reservation Desktop Web

This course explains how to process groups bookings in Altéa Reservation Desktop Web.

On this course, you will learn how to:
> Assessâ€‹ the best functionalities to create and manage group bookings.
> Use automatic pricing for group booking.
> Create a manual TST entry to price the itinerary of a group booking.
> Manage payment and issue tickets from a group PNR.

This course covers the following topics:
> Create the itinerary for a group PNR.
> Manually update passenger names in a group PNR.
> Manage seats in a group PNR (assigned and non-assigned).
> Import and update a passenger list from a spreadsheet.
> Price a group PNR (automatic pricing and manual TST creation).
> Issue tickets in a group PNR.

Certification:	Duration:	Language:	Level:	Pre-requisite:	Prework:
No	3 hours + 0.5 day	English	Fundamentals	Yes	No

Is this the course for you?

This course is for:

Airline users who will perform group bookings in Altéa Reservation Desktop Web

Things you need for this course

Pre-requisite:
> A basic knowledge of Passenger Name Records (PNR).
> Complete the following e-Learning lesson (3 hrs): Altéa Reservation and Ticketing (Cryptic) awareness

This course helps you use

> Amadeus Reservation Desktop Web (ARDW)

Related courses

> Amadeus Reservation and Ticketing Web Certification for New Users [Instructor-Led]
> Amadeus Reservation and Ticketing Web Certification-Conversion from Amadeus Cryptic to Graphic [Instructor-Led]

How the course is organised

> 3 hrs of e-Learning
> 0.5 day of virtual training

What equipment do you need?

View our instructor-led requirements.

The last few details...

> To schedule a customised session, please contact: learning@amadeus.com
> Last update: June 2023