### 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: 3 hours + 0.5 day



Language:



Level: **Fundamentals** 



Pre-requisite:



Prework:



#### 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

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