



# System User Guide

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## Login

Access the Aviate booking site [www.aviateworld.com](http://www.aviateworld.com) using the username and password provided.

## Incentives

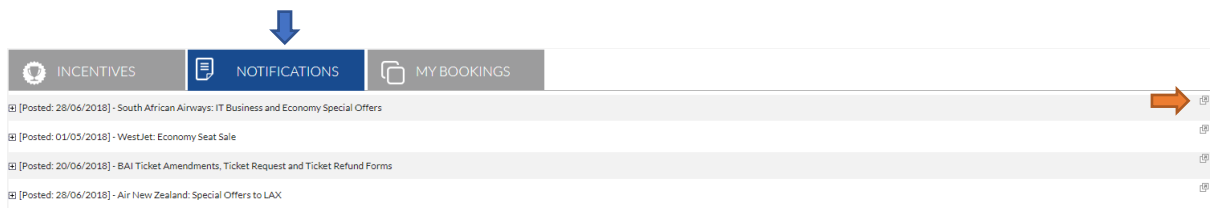
Airline incentives are displayed here for the chance to be added into a draw to win amazing prizes such as flights, days out, meals & gifts.



## Notifications

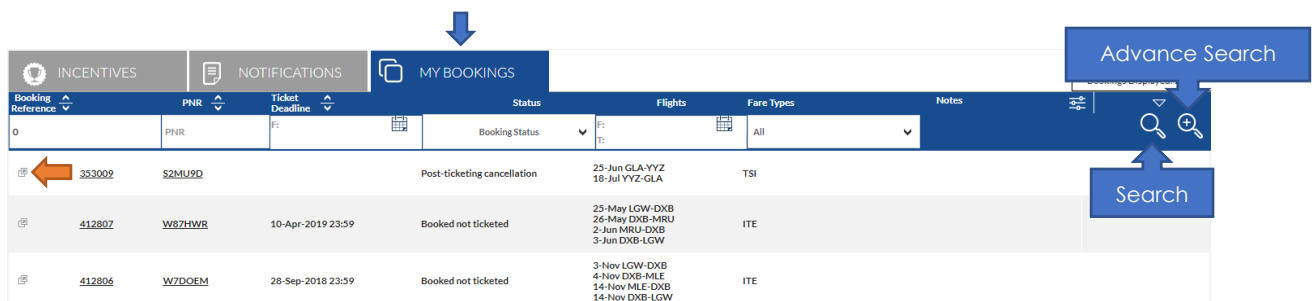
Updates and announcements for all airlines will be displayed on the Notifications tab.

**Hint:** You can open a notification in a popup using the icon to the right of each notification title.




## My Bookings

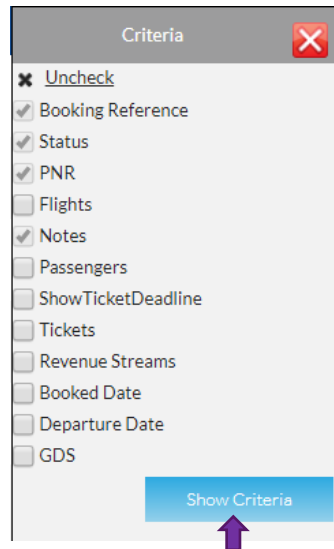
All your bookings can be found, sorted and accessed under the My Bookings tab.



**Hint:** You can open a booking in a new tab using the icon to the left of the booking reference.

*Searching My Bookings* – Clicking the down arrow gives the option to search by Booking Reference, PNR, Ticket Deadline, Status, Flights and Revenue Stream. Advance search options are also available by Booked date, Ticket Numbers or Passenger name.

*Customizing your search* – The My Bookings Tab can show a maximum of 7 columns which can be customized depending on the information you want to see. When clicking the **customize** icon  the filters Booking Reference, Status, PNR and Notes are mandatory fields but the remaining filters are optional.



# Creating your booking

## Availability search

Search for flights using the search box located on the homepage. Here you can specify an Airline and Fare Type, or simply search across all our partner airlines.

The screenshot shows a flight search interface with the following elements:

- FLIGHT SEARCH** header with a magnifying glass icon.
- Recent & Favourites** section with a dropdown menu showing "LON - JFK..." and a green arrow pointing to it.
- Search options:  Open Jaw,  One Way,  MultiSector / MultiCabin.
- Origin: **From:** [input field with magnifying glass icon] and a red arrow pointing to it.
- Destination: **To:** [input field with magnifying glass icon].
- Departure: **Depart:** [calendar icon].
- Return: **Return:** [calendar icon].
- Cabin: **Cabin:** Economy [dropdown arrow].
- Passengers: **Adult:** 1 [up/down arrows], **Child:** 0 [up/down arrows], **Infant:** 0 [up/down arrows].
- Checkboxes:  Show available seats,  Include taxes,  Direct flights only,  Branded fares view.
- GDS: **GDS** Amadeus [dropdown arrow].
- Airline: **Airline** All Partner Airlines [dropdown arrow].
- Fare Type: **Fare Type** 2 selected [dropdown arrow].
- Outbound time: **Outbound time:** Any Time [dropdown arrow].
- Return time: **Return time:** Any Time [dropdown arrow].
- Search** button.

**Hint:** Unsure of an airport? Click  to search by country.

**Quick Tip:** You can pin routes to your favourites by clicking  from your recent itineraries. To remove them simply click again.

## Availability response

When searching your itinerary through the system, **Branded fares view** will be the default but you can untick this box if you prefer to use the old view.

The screenshot shows the 'Availability' search results page. At the top, there are tabs for 'Availability', 'Summary', and 'Passengers'. Below these are search criteria: From: LON, London; To: JNB, Johannesburg O R Tambo I; Depart: 01-Aug-2018; Return: 01-Aug-2018; Journey type: Return; Airline: 5 selected; Cabin: Economy; Stop: 0; GDS: Amadeus. There are checkboxes for 'Include Taxes', 'Direct flights only', and 'Branded fares view'. Below the search bar are three main sections: 'Filters', 'Shortcuts', and 'Routes & Fares'. The 'Shortcuts' section shows five options: 'Most Popular - Cheapest' (Emirates, £983.49), 'Most Popular - Quickest' (Turkish Airlines, £1556.61), 'ETHIOPIAN AIRLINES' (£1026.61), 'KENYA AIRWAYS' (£1040.01), and 'ETHAD AIRWAYS' (£1149.31). The 'Routes & Fares' section shows four route options for Emirates, all with a 'Deadline 16 July 2018' and 'Eco Saver' fare type. The first route is the 'CHEAPEST' at £983.49 with 3 itinerary options. The second is £983.49 with 9 itinerary options. The third is £984.49 with 3 itinerary options. The fourth is £984.49 with 1 itinerary option.

## Fast Track

Most popular shortcut offers the cheapest and shortest option available from one of our most popular airline partners.

Simply click the shortcut option to select the applicable flights

When the recommendations appear, you will need to select the downwards arrow to show the different route options.

This screenshot shows the 'Availability' search results page with detailed itinerary options. The search criteria are the same as in the previous screenshot. The 'Shortcuts' section is the same. The 'Routes & Fares' section shows four route options for Emirates. The first route is the 'CHEAPEST' at £983.49 with 3 itinerary options. The second is £983.49 with 9 itinerary options. The third is £984.49 with 3 itinerary options. The fourth is £984.49 with 1 itinerary option. The detailed itinerary options are shown below, with a blue arrow pointing to the 'Select' button for the first option. The first option is 'Itinerary Option 1' with a 'Deadline 16 July 2018' and 'Eco Saver' fare type. It consists of four flights: EK0016 (LGW to DXB, 1 Aug 2018, 14:30), EK0761 (DXB to JNB, 2 Aug 2018, 04:05), EK0766 (JNB to DXB, 8 Aug 2018, 22:20), and EK0033 (DXB to STN, 9 Aug 2018, 09:30). The total fare is £983.49 for 1 x Adult fare. The 'Select' button is highlighted with a blue arrow.

This displays the different routes available with costs and via point if applicable and further information on this fare including Rules, Fare Type and Ticketing Deadline.

You can view the fare rules by clicking the clipboard icon. If you hover over the flight number more flight details will appear.

The 3 main indicators will show as a quick view for each option (Baggage, Meals, Seating) then clicking the 3 dots will display additional details of what fare families are offered. If the airline does not return this information these indicators will be greyed out with a hover over showing **Not Returned**.

This will display a list of attributes for this Economy Saver fare. (At a charge, included or not offered) default will show what is included but if the package did have things not offered you can view these by clicking the purple button.

**Eco Saver** ✕

**Included**  Included in this Fare Family

 35 PERCENT MILES EARNED	 BEVERAGE	 ENTERTAINMENT	 MEAL
 INTERNET ACCESS	 CARRY 7KG 15LB UPTO 45LI 115LCM	 UPGRADE ELIGIBILITY <i>At Charge</i>	 PRE RESERVED SEAT ASSIGNMENT <i>At Charge</i>

## Filters

You can filter your search results by Fare Types, Price, Airlines, Ticketing Deadline, Flight Duration, Aircraft Type, Cabins, Branded Fares, Departure Points, and Arrival Points & Stops. These filters are displayed as sliders or lists, which can all be reset with **Reset All** displaying the original availability.

Alternatively, to hide the filters click the arrow.

**Filters** ▶

[Expand All](#) [Reset All](#)

▼ Price

MIN: £983.49      MAX: £1962.20

£1016.17 - £1442.20

▼ Ticketing Airlines

Select/Unselect All      From

<input type="checkbox"/> Emirates (EK)	£983.49
<input checked="" type="checkbox"/> Ethiopian Airlines (ET)	£1026.61
<input type="checkbox"/> Etihad Airways (EY)	£1149.31
<input checked="" type="checkbox"/> Kenya Airways (KQ)	£1040.01
<input type="checkbox"/> Turkish Airlines (TK)	£987.56

> Operating Airlines

▼ Fare Types

Select/Unselect All

Inclusive Tour Fare IT

> Ticketing Deadline

▼ Connections

Select/Unselect All

1

2

**Note:** The system can offer an alternative route in your availability search. This will only happen if you specify the airline and there is a departure airport with a cheaper fare. For example, if you specify Edinburgh as your departure point but Glasgow is cheaper it will still give you fares for Edinburgh but also offer Glasgow (as below).

From this page you can also upsell by clicking the **Upsell** button, a list of FF upsell options will appear next to your route option as below, you can flick through these and choose which Fare Family suits you.

At this stage once you are happy with the fare and attributes, select your flight, click on the **Review & Continue** button, a tab will show to display your selected flights, fare and ticket deadline details. If you **Continue** from here, this will progress to the pricing stage with those selected flights.

IT Ticketing Deadline: 16 July 2018		£983.49		Review & Continue			
Flight	Departure	Arrival	Fare Basis	Stops	Class	Baggage	Duration
EK0016	LGW 01-Aug-2018 14:30	DXB 02-Aug-2018 00:35	U1HTPGB2	0	U	30 kg	07:05
EK0761	DXB 02-Aug-2018 04:05	JNB 02-Aug-2018 10:15	U1HTPGB2	0	U	30 kg	08:10
EK0766	JNB 08-Aug-2018 22:20	DXB 09-Aug-2018 08:20	Q1HTPGB2	0	Q	30 kg	08:00
EK0033	DXB 09-Aug-2018 09:30	STN 09-Aug-2018 14:05	Q1HTPGB2	0	Q	30 kg	07:35

## APD

Passengers aged 2-15 are exempt from paying Air Passenger Duty tax. When pricing, the system needs to know the age of these passengers in order to apply the correct pricing entry.

After the availability response page when the flights have been selected a pop up appears for you to specify the passenger ages.

Please confirm ages

We require the ages of any passengers aged 12-15 in this request as the fare rules, prices, and taxes can vary according to age. Please note this is mandatory as per government legislation. For any passengers aged 16 and over please leave the boxes blank and click Confirm to continue.

Passenger type      Age      (12 - 15)

Adult 1            (12 - 15)

[Confirm](#)   [Cancel](#)

**Note:** If an adult passenger is over 15 you can confirm past this stage without an age specified.

If there is a booking created with youths only, the booking will automatically change to **Awaiting Manual Pricing** status and will need to be looked at by Aviate.

## Quote Summary

From the Summary page you can review the details of the flights you have selected, and view alternative fares if available, some flights may give you the option to **upsell** into the next cabin.

**Abandon Booking** will take you back to the homepage and Abandon the quote, alternatively you can email yourself the quote or print a copy if needed.

Hit **Continue** to proceed to add passenger details and complete you're booking. ↓

The screenshot shows a flight booking summary page with the following elements:

- Navigation:** Availability, Summary, Passengers, Total: £1,023.49, Continue.
- Header:** Please check your chosen flight itinerary. Ticketing Deadline: 16-Jul-2018 23:59.
- Flight Itinerary:**

Carrier	From	To	Class	Flight	Class	Weight	Rules
LOW	London Gatwick	DXB Dubai Intl	Economy [B]	01-Aug-2018 14:30	02-Aug-2018 00:35	30 kg	Rules
DXB	Dubai Intl	JNB Johannesburg O R Tambo Intl	Economy [B]	02-Aug-2018 04:00	02-Aug-2018 10:15	30 kg	Rules
JNB	Johannesburg O R Tambo Intl	DXB Dubai Intl	Economy [Q]	08-Aug-2018 22:20	09-Aug-2018 06:20	30 kg	Rules
DXB	Dubai Intl	STN London Stansted	Economy [Q]	09-Aug-2018 09:30	09-Aug-2018 14:00	30 kg	Rules
- Fare Comparison Table:**

Passenger	Total Net Fare(s)	Taxes, Fees & Carrier Charges	Service Fees	Total (per passenger)	Total (all passengers)
1 Adult	£634.00	£374.49	£15.00	£1,023.49	£1,023.49
<b>Total</b>	<b>£634.00</b>	<b>£374.49</b>	<b>£15.00</b>	<b>£1,023.49</b>	<b>£1,023.49</b>
- Selected Fare:** Emirates IT Best Buy. Ticketing Deadline: 16-Jul-2018 23:59. Quote Totals: Total Net Fare(s) £634.00, Taxes, Fees & Carrier Charges £374.49, Service Fees £15.00, Total £1,023.49.
- Alternative Fare:** Upsell Fare Into Next Cabin. Ticketing Deadline: 16-Jul-2018 23:59. Quote Totals: Total Net Fare(s) £2,815.00, Taxes, Fees & Carrier Charges £968.49, Service Fees £20.00, Total £3,803.49.
- Disclaimer:** Please note: Fare and Fuel Tax are guaranteed as per booking date, or last voluntary amendment date. Other Taxes, Fees & Surcharges are not guaranteed and will be recalculated at the time of ticket issuance.
- Buttons:** Abandon Booking, Email this Quote, Print.

**Note:** Pricing policies appear on the quote page, passenger name page and display booking page.



## Book

This page allows you to insert your passenger details, add a personal reference if you desire & amend emergency contact details. Once you are happy, accept the Terms and Conditions after reading through them (via the link) and click **Book – no deposit** to create your PNR.

**Note:** DOB and Gender are always required to be entered together. DOB and Gender are mandatory for Children, Youths and Infant passengers.

If you are ready to ticket instantly, you can use **Pay & Ticket** to proceed straight to your ticketing options.

## Display Booking Page

On the pre-ticketing booking screen, you can:

1. View the Airline Locator
2. Add a new booking reference
3. View emails that have been sent for the booking
4. View the Booking Status
5. Cancel Booking
6. **Pay & Ticket**
7. View the Fare Rules
8. Amend emergency contact details
9. Split passengers from the PNR
10. Add/amend APIS details
11. Add/view notes
12. View/Set Reminders
13. Pre-ticket Amendment

The screenshot shows the pre-ticketing booking interface. At the top, there is a search bar and a 'Display' button. Below this, the booking details are displayed, including the airline (Emirates), fare type (Emirates IT), and booking reference (3F5527). The contact information for M/R NextGen Test 02 is also shown. The booking status is 'BOOKED NOT TICKETED'. The flight itinerary is displayed, showing two flights: LGW to DXB (EK0012) and DXB to LGW (EK0011). The ticket cost is shown in a table, and the emergency contact details are provided. The passenger list is also visible, showing two adults. The interface includes various buttons and links for managing the booking, such as 'View Emails', 'Cancel PNR', 'Pay & Ticket', and 'Amend APIS details'. A vertical 'REMINDEES' sidebar is on the right, and a '12' is visible at the bottom right corner of the screenshot.

Passenger	Total Net Fare(s)	Taxes, Fees & Carrier Charges	Service Fees	Total (per passenger)	Total (all passengers)
2 Adults	£152.00	£305.49	£15.00	£472.49	£945.38
<b>Total</b>	<b>£304.00</b>	<b>£611.38</b>	<b>£30.00</b>	<b>£945.38</b>	<b>£945.38</b>

## Reminders

Once you have created a PNR through Aviate, a ticket deadline reminder will have automatically been generated to send the day prior to the ticket deadline. You can view this, and create additional reminders for the booking by clicking **Reminders**.

REMEMINDERS

Reminders for PNR 3W66P8

Reminder Type	Send Date	Send To	Notes
Ticket Deadline Reminder	25-Jun-2017	systems@aviateworld.com	<a href="#">View</a>

Add Reminder Cancel

## Pre-ticket Amendments

After creating a booking, you are able to make a pre-ticket amendment through the system. Select (by ticking the box) which flights you would like to amend then click **Amend selected flight(s)**. A pop up will appear giving you the option to amend the date, airport, cabin & connection point. Once you have chosen your changes click **Check Availability**. As per screenshot below we have selected to change the inbound flight departure date.

**Hint:** Married sectors are highlighted, and can only be changed together. The website will automatically select any married flights together.

Please check your chosen flight itinerary

	From	To	Date	Time
<input type="checkbox"/>	LGW London Gatwick	to DXB Dubai Intl	01-Aug-2018	10:00
<input type="checkbox"/>	DXB Dubai Intl	to JNB Johannesburg O R Tambo Intl	01-Aug-2018	23:20
<input checked="" type="checkbox"/>	JNB Johannesburg O R Tambo Intl	to DXB Dubai Intl	12-Aug-2018	09:25
<input checked="" type="checkbox"/>	DXB Dubai Intl	to STN London Stansted	13-Aug-2018	09:30

Amend Flight(s)

Departure Date: 14-Aug-2018

Departure Airport: JNB, Johannesburg O R Tambo Intl

Arrival Airport: STN, London Stansted

Cabins: Economy

Connection Point: DXB, Dubai Intl

Branded fares view:

Check Availability Cancel

Passenger	Total Net Fare(s)
2 Adults	£609.00
<b>Total</b>	<b>£1,218.00</b>

£750.98 £30.00 £1,998.98

The results are displayed similar to an availability search by showing each flight available on that date and also alternative routes. Select the flight you would like then click **Review & Continue**, this will then give you a summary. From here you can **Abandon changes** or **Update booking**. The amendment will then be made and the flights will update on the display booking page.

Availability Summary Review & Continue

Total Recommendations: 2  
Total Itineraries: 4

**Filters**

Expand All Reset All

- > Price
- > Ticketing Airlines
- > Operating Airlines
- > Fare Types
- > Ticketing Deadline
- > Connections
- > Outbound Duration
- > Departure Points
- > Arrival Points
- > Via Points
- > Aircraft Types

LGW — 1 STOP — JNB
Deadline 16 July 2018

JNB — 1 STOP — STN
Eco Saver

3 Itinerary Options  
**£1008.69**

LGW — 1 STOP — JNB
Deadline 16 July 2018

JNB — 1 STOP — STN
Eco Saver

1 Itinerary Option  
**£1009.69**

**Itinerary Option 1**

<b>EK0012</b>	LGW — 07h 00m — DXB <small>1 Aug 2018, 10:00</small>	Economy [B]	1 Aug 2018, 20:00	Eco Saver	30 kg	Rules
<b>EK0767</b>	DXB — 08h 10m — JNB <small>1 Aug 2018, 23:20</small>	Economy [B]	2 Aug 2018, 05:30	Eco Saver	30 kg	Rules
<b>EK0768</b>	JNB — 08h 05m — DXB <small>14 Aug 2018, 09:25</small>	Economy [Q]	14 Aug 2018, 19:30	Eco Saver	30 kg	Rules
<b>EK0033</b>	DXB — 07h 35m — STN <small>15 Aug 2018, 09:30</small>	Economy [Q]	15 Aug 2018, 14:05	Eco Saver	30 kg	Rules

**£1009.69**  
2 x Adult from £1009.69

**UPSELL**

**HELP**

Ticketing Deadline 16 July 2018

Select

Updated flights shown below:

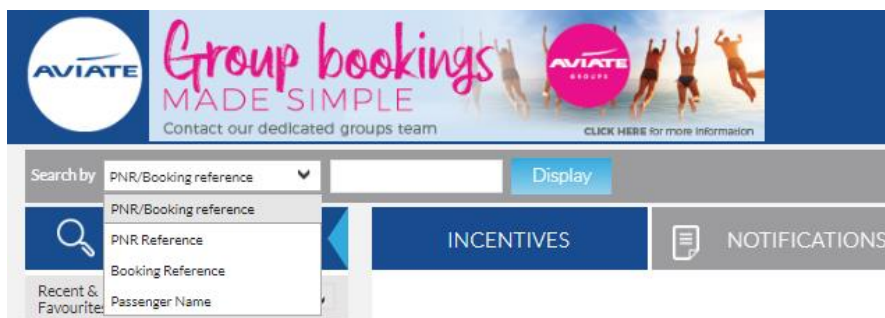
LGW London Gatwick	to DXB Dubai Intl	01-Aug-2018 10:00	01-Aug-2018 20:00	EK0012	Stops (0)	Economy [B]	30 kg	Rules
DXB Dubai Intl	to JNB Johannesburg O R Tambo Intl	01-Aug-2018 23:20	02-Aug-2018 05:30	EK0767	Stops (0)	Economy [B]	30 kg	Rules
JNB Johannesburg O R Tambo Intl	to DXB Dubai Intl	14-Aug-2018 09:25	14-Aug-2018 19:30	EK0768	Stops (0)	Economy [Q]	30 kg	Rules
DXB Dubai Intl	to STN London Stansted	15-Aug-2018 09:30	15-Aug-2018 14:05	EK0033	Stops (0)	Economy [Q]	30 kg	Rules

# Pay & Ticket

## Retrieve your booking

To retrieve your booking at a later date, enter the PNR / booking reference or passenger name into the search box in the top left corner, select which search item this is from the dropdown and click **Display**.

You will then be directed to the confirmation screen above, when you can **Pay & Ticket**.



## Pay & Ticket

Selecting **Pay & Ticket** from the display booking page will re-direct you to a secure payment screen.

Select your payment method from the **Payment Method** drop down. These will be displayed depending on the payment options you have agreed with Aviate.

Search by PNR/Booking reference  [Display](#) Credit limit balance indicator ● Your remaining balance is £47,950.02 (96%)

Ticketing Airline: **Emirates** Contact: **MR Hayley Test** (track\_development@calrom.com) PNR: **WLQPNO**  
Fare Type: **Emirates IT** Company Name: **AV1000 Aviate Travel**  
Booking Ref: **735408419** Created On: **10-Jul-2018**  
GDS PNR: **WLQPNO** Pricing Date: **10-Jul-2018**  
GDS: **Amadeus**  
Airline Locator: **EK-GPQQGF**  
Ref: **TEST BOOKING**

Please check your chosen flight itinerary Ticketing Deadline: 16-Jul-2018 20:59

Origin	To	Destination	Class	Carrier	Flight	Start	End	Stops	Weight	Rules
LGW	to	DXB	01-Aug-2018 10:00	01-Aug-2018 20:00	EK0012	Stops (0)	Economy [U]	30 kg	<a href="#">Rules</a>	
DXB	to	JNB	01-Aug-2018 23:20	02-Aug-2018 05:30	EK0767	Stops (0)	Economy [U]	30 kg	<a href="#">Rules</a>	
JNB	to	DXB	12-Aug-2018 09:23	12-Aug-2018 19:30	EK0768	Stops (0)	Economy [Q]	30 kg	<a href="#">Rules</a>	
DXB	to	STN	13-Aug-2018 09:30	13-Aug-2018 14:05	EK0033	Stops (0)	Economy [Q]	30 kg	<a href="#">Rules</a>	

**Booking Total** **Payment Method**

Quote Totals	
Total Net Fare(s)	£1,218.00
Taxes, Fees & Carrier Charges	£750.98
Service Fees	£30.00
<b>Total</b>	<b>£1,998.98</b>

[Booking Summary](#)

## Card Payment –

Select Credit Card from the **Payment Method** drop down.

Select the card type from the next drop down box.

Check the box to confirm the amount that will be taken from the payment card.

Enter the card details as instructed on the screen, and click **Confirm Order**.

When the payment has been authorised you will be redirected to a confirmation screen that will display your itinerary, fare and e-ticket numbers.

An email will also be sent containing these details and other travel information.

Booking Total		Quote Totals	
Total Net Fare(s)		£674.00	
Taxes, Fees & Carrier Charges	12	£511.94	
Service Fees		£10.00	
Transaction Charge		£26.91	
<b>Total</b>	<b>£1,222.85</b>		

Please enter card payment details

Name of Cardholder\*

Card Type\* Visa

Card Number\*

Expiry Date (MM/YY)\*

Issue No.

CV2 (security code)\*

Start Date (MM/YY)

Amount 1222.85 GBP

**Address Details**

Address Line 1\*

Address Line 2

City\*

Country/State

Country\*

Post Code\*

Please do not press Pay & Tickets more than once.

## Direct Debit –

Select Direct Debit from the **Payment Method** drop down.

Check the box to confirm the amount that will be taken by Direct Debit.

The status of your booking will now change to **Ticket Request Awaiting Authorization** and an email will be sent to confirm the request.

Once the payment has been taken and cleared by Aviate Accounts, Aviate will issue your booking and email an Itinerary Receipt with ticket numbers.

## Bank Transfer –

Select Bank Transfer from the **Payment Method** drop down.

Check the box to confirm the amount that will be transferred to Aviate.

The status of your booking will now change to **Ticket Request Awaiting Authorization** and an email will be sent to confirm the request.

Once Aviate accounts receive the Bank Transfer made by yourselves, Aviate will issue your booking and email an Itinerary Receipt with ticket numbers.

## Credit Allowance –

Select Credit Allowance from the **Payment Method** drop down.

Check the box to confirm the amount that deducted from your Credit Allowance agreement with Aviate and read and accept the Terms and Conditions.

When the payment has been authorised you will be redirected to a confirmation screen that will display your itinerary, fare and e-ticket numbers.

An email will also be sent containing these details and other travel information.

Please check your chosen flight itinerary

Ticketing Deadline: 16-Jul-2018 23:59

LGW London Gatwick	to	DXB Dubai Intl	01-Aug-2018 10:00	01-Aug-2018 20:00	EK0012	Stops (0)	Economy [U]	30 kg	Rules
DXB Dubai Intl	to	JNB Johannesburg O R Tambo Intl	01-Aug-2018 23:20	02-Aug-2018 05:30	EK0767	Stops (0)	Economy [U]	30 kg	Rules
JNB Johannesburg O R Tambo Intl	to	DXB Dubai Intl	12-Aug-2018 09:25	12-Aug-2018 19:30	EK0768	Stops (0)	Economy [Q]	30 kg	Rules
DXB Dubai Intl	to	STN London Stansted	13-Aug-2018 09:30	13-Aug-2018 14:05	EK0033	Stops (0)	Economy [Q]	30 kg	Rules

Booking Total		Payment Method	
			Credit Allowance
	<b>Quote Totals</b>		
Total Net Fare(s)	£1,218.00	Credit Limit	£50,000.00
Taxes, Fees & Carrier Charges	£750.98	Current Balance	£47,950.02
Service Fees	£30.00	To Pay	£1,998.98
<b>Total</b>	<b>£1,998.98</b>	Remaining Balance	£45,951.04

Please confirm payment details

£1,998.98 to Aviate Management Ltd to be debited from your Credit Allowance

[Terms and Conditions](#) Jul 2018

[Booking Summary](#) [TICKET](#)

**Note:** If a fare is no longer available at the time of ticketing the system will do a Best Buy and offer the lowest available fare. A message will appear for you to confirm the new details.

# GDS Ticketing

For Aviate GDS bookers –

**Amadeus:** Once you are ready to ticket, transfer booking ownership using the following entries:

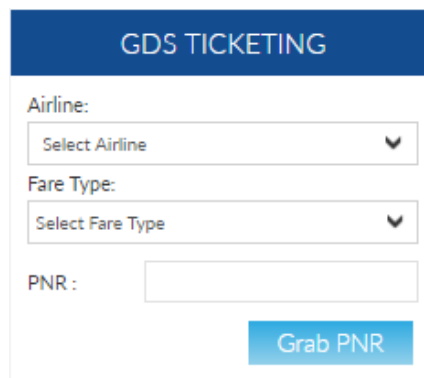
RP/MANU126AM/ALL

RF NAME; ER

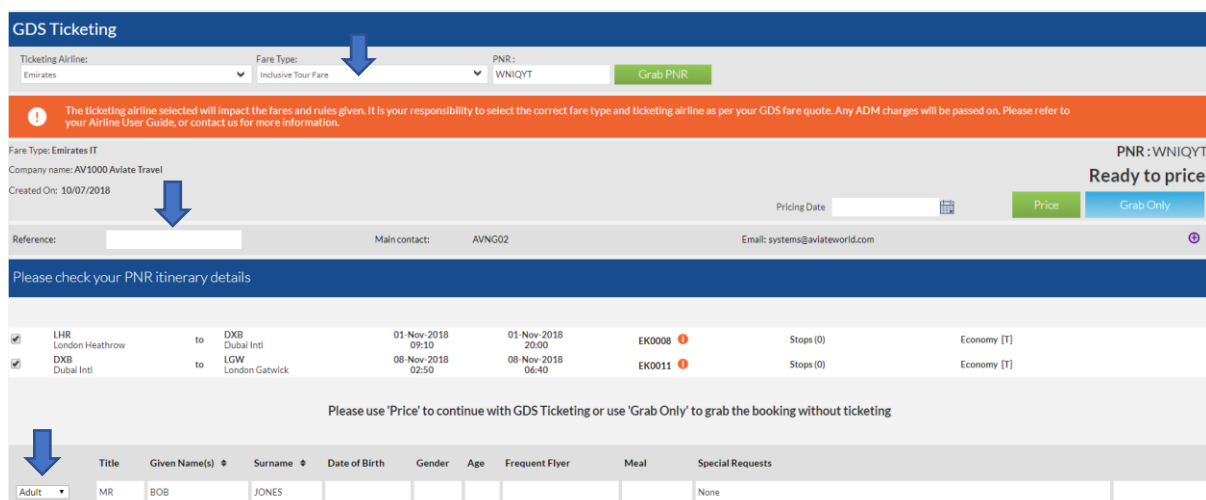
*\*This entry will transfer all linked PNR's. If you only wish to transfer the PNR you are working on, the transaction code is RPS, e.g. RPS/MANU126AM/ALL*

**Aviate World:** The GDS Ticketing option can be found both under **My Account** in the top right corner, and the left hand quick-link tabs.

Select your airline and fare type, enter your PNR reference and click **Grab PNR**.



You will then be directed to a page where you can amend the airline / fare type / passenger type if necessary, confirm the child ages, and add a reference if desired. From this page you will need to select the pricing date (either today or a date in the past when the booking was priced) then continue to **Price** and then proceed to **Ticket**, using your preferred payment method.



Read-only access will be given so that you can view your PNR in your GDS. For all post-ticketing amendments, please contact Aviate.

## Grab & Store

Grab using **GDS Ticketing** as normal, then once the PNR is priced through the website an additional option shows **Grab Only**.

**GDS Ticketing**

Ticketing Airline: Emirates | Fare Type: Inclusive Tour Fare | PNR: WNIQYT | [Grab PNR](#)

The ticketing airline selected will impact the fares and rules given. It is your responsibility to select the correct fare type and ticketing airline as per your GDS fare quote. Any ADM charges will be passed on. Please refer to your Airline User Guide, or contact us for more information.

Fare Type: Emirates IT | Company name: AV1000 Aviate Travel | Created On: 10/07/2018 | PNR: WNIQYT | **Ready to ticket**

[Pay & Ticket](#) | [Grab Only](#)

Reference: | Main contact: AVNG02 | Email: systems@aviateworld.com

Please check your PNR itinerary details

**Emirates IT**

<input checked="" type="checkbox"/>	LHR London Heathrow	to	DXB Dubai Intl	01-Nov-2018 09:10	01-Nov-2018 20:00	EK0008	Stops (0)	Economy [T]
<input checked="" type="checkbox"/>	DXB Dubai Intl	to	LGW London Gatwick	08-Nov-2018 02:50	08-Nov-2018 06:40	EK0011	Stops (0)	Economy [T]

Emirates IT E403.52 | Ticketing Deadline: 26-Sep-2018 23:59:59

Passenger	Total Net Fare(s)	Taxes, Fees & Carrier Charges	Service Fees	Total (per passenger)	Total (all passengers)
1 Adult	£52.00	£336.52	£15.00	£403.52	£403.52
<b>Total</b>	<b>£52.00</b>	<b>£336.52</b>	<b>£15.00</b>	<b>£403.52</b>	<b>£403.52</b>

Please note: Fare and Fuel Tax are guaranteed as per booking date, or last voluntary amendment date. Other Taxes, Fees & Surcharges are not guaranteed and will be recalculated at the time of ticket issuance. Exception where other Airline flight numbers (Excluding QF) exist in the booking the Fare and all Taxes will be recalculated at the time of ticket issuance.

Once saved using **Grab Only** the booking sits in the system as a normal booking and can be managed in the same way as a booking made through the system:

Ticketing Airline: Emirates | Fare Type: Emirates IT | Booking Ref: 412949 | GDS PNR: WNIQYT | Airline Locator: EK-IILVU | Ref:

Contact: MR Hayley Test (systems@aviateworld.com) | Company Name: AV1000 Aviate Travel | Created On: 10-Jul-2018 | Pricing Date: 10-Jul-2018 | PNR: WNIQYT

**BOOKED NOT TICKETED**

[View Email](#) | [Cancel PNR](#) | [Pay & Ticket](#)

Please check your chosen flight itinerary

Ticketing Deadline: 26-Sep-2018 23:59

<input type="checkbox"/>	LHR London Heathrow	to	DXB Dubai Intl	01-Nov-2018 09:10	01-Nov-2018 20:00	EK0008	Stops (0)	Economy [T]	30 kg	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Rules</a>
<input type="checkbox"/>	DXB Dubai Intl	to	LGW London Gatwick	08-Nov-2018 02:50	08-Nov-2018 06:40	EK0011	Stops (0)	Economy [T]	30 kg	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Rules</a>

[Add flight](#) | [Amend selected flight\(s\)](#) | [Delete selected flight\(s\)](#) | [Add Linked Booking](#)

**Ticket Cost** Costs shown are for most recent ticket(s)

Passenger	Total Net Fare(s)	Taxes, Fees & Carrier Charges	Service Fees	Total (per passenger)	Total (all passengers)
1 Adult	£52.00	£336.52	£15.00	£403.52	£403.52
<b>Total</b>	<b>£52.00</b>	<b>£336.52</b>	<b>£15.00</b>	<b>£403.52</b>	<b>£403.52</b>

Please note: Fare and Fuel Tax are guaranteed as per booking date, or last voluntary amendment date. Other Taxes, Fees & Surcharges are not guaranteed and will be recalculated at the time of ticket issuance. Exception where other Airline flight numbers (Excluding QF) exist in the booking the Fare and all Taxes will be recalculated at the time of ticket issuance.

Emergency Contact Details: \* | Email: info@aviate-mgt.com | Phone: United Kingdom +44 | 01244607977 | [Update](#)

Title	Given Name(s)	Surname	Date of Birth	Gender	Age	Frequent Flyer	Meal	Special Requests
Adult	MR	BOB	JONES	Date Of Birth	Gender	Frequent Flyer no.	Standard	None



## To Do List

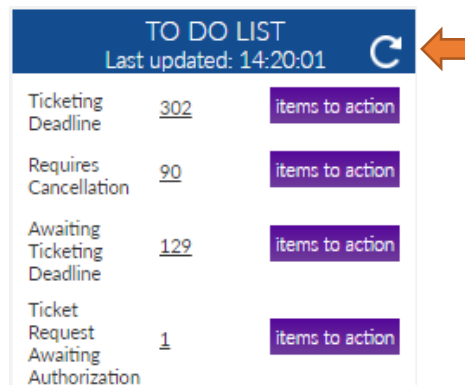
The To Do List Quick-link Tab is an easy way to manage your online bookings. The categories with the list are:


**Ticketing Deadline** – Lists your bookings with deadlines from today's date to 14 days' time

**Requires Cancellation** – Lists your bookings which have passed the ticket deadline so can no longer be issued and need to be cancelled down

**Awaiting Ticket Deadline** – Un-priced bookings will not have a ticket deadline stored and will show here. Contact Aviate to price manually if required

**Ticket Request Awaiting Authorization** – Lists your bookings for which you have requested tickets from Aviate through the system via Direct Debit or Bank Transfer



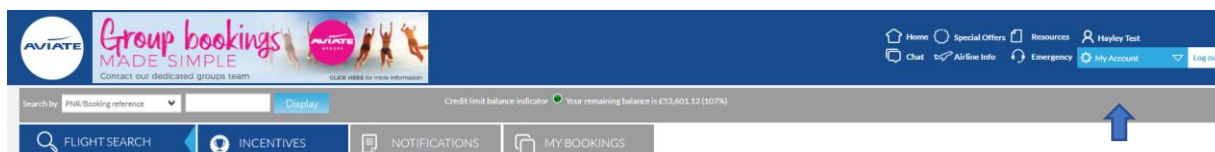
TO DO LIST		
Last updated: 14:20:01		
Ticketing Deadline	<u>302</u>	items to action
Requires Cancellation	<u>90</u>	items to action
Awaiting Ticketing Deadline	<u>129</u>	items to action
Ticket Request Awaiting Authorization	<u>1</u>	items to action

**Note:** The To Do List will display all your agency bookings if your user account privileges are set to **My Operator**, and will display only user bookings if your user account privileges are set to **My Bookings**. See User Account Management section for more details.

**Hint:** Click the arrow to refresh the list

## User Account Management

Account management options can be found under the **My Account** drop down list located at the top right of the screen.



### Change Password

To change your password, click on **Change Password** and follow the instructions on screen.

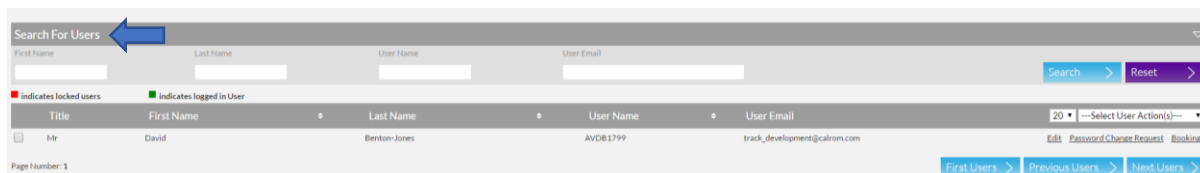
A screenshot of a 'Change your password' form. It has three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields are two buttons: a green 'Update' button and a purple 'Cancel' button. At the bottom of the form, there is a note: 'Passwords must contain at least six characters, including uppercase, lowercase letters, special characters, numbers and no repeating character.'

**Note:** Password must be equal to or greater than 8 characters and must include 1 capital and 1 number

### Manage Users

Click on **Manage Users** and a list of all user accounts for your agency will be displayed.

You can search for a specific user by clicking on the chosen operator and then on the header bar labelled **Search For Users** which will display additional search fields.



A range of quick management options are available next to each user account –

**Edit:** update contact details and system access

**Password Change Request:** send a password reset email to the user email

**Bookings:** display all bookings created by the user



Search For Users						
First Name	Last Name	Login User Name	User Email			
<input type="checkbox"/> Indicates locked users <input type="checkbox"/> Indicates logged in User						
Title	First Name	Last Name	Login User Name	User Email	20 ---Select User Action(s)---	
<b>Un Locked Users</b>						
<input type="checkbox"/>	Miss	Caroline	Grayburn	AVCG1983	cgrayburn@goodtown.co.uk	Edit Password Change Request Bookings
<input type="checkbox"/>	Ms	INVOICE	ACCOUNTS	accounts@goodtown.co.uk	accounts@goodtown.co.uk	Edit Password Change Request Bookings
<input type="checkbox"/>	Ms	Julia	Townsend	AVZV1983	jtownsend@goodtown.co.uk	Edit Password Change Request Bookings
<input type="checkbox"/>	Ms	Julia	Townsend	AVJT1983	jtownsend@goodtown.co.uk	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	Julian	Bowden	AVIB1983	accounts@goodtown.co.uk	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	Julian	Bowden	AVOP1983	accounts@goodtown.co.uk	Edit Password Change Request Bookings
<input type="checkbox"/>	Ms	Nicola	Reynolds	AVNR1983	nreynolds@goodtown.co.uk	Edit Password Change Request Bookings
<b>Locked Users</b>						

Further management options are available from the **Select User Action(s)** drop down list –

**Enable User(s)**

**Disable User(s)**

**Change Booking Ownership**

**Add User**

Title	First Name	Last Name	User Name	User Email	20 ---Select User Action(s)---
-------	------------	-----------	-----------	------------	--------------------------------



### Enable/Disable User & Change Booking Ownership

To **disable** a user account for example if an employee has left the company select the user account and choose **Disable User(s)** from the dropdown.

Trading Name	Agency Name (Legal Name)	ID	IATA Number	Email	Team(s)
Aviate Travel	Aviate Travel	AV1000			Global

Search For Users						
Title	First Name	Last Name	Login User Name	User Email	20 ---Select User Action(s)---	
<b>Un Locked Users</b>						
<input checked="" type="checkbox"/>	MISS	Ann	Test	AVNG05	asharples@aviateworld.com	Edit Enable User(s)
<input type="checkbox"/>	MR	Aviate	Travel	ACE00	ACE00_info@aviateworld.com	Edit Disable User(s)
<input type="checkbox"/>	Miss	bron	Parkins	abp000	bronwen@aviateworld.com	Edit Change Booking Ownership
<input type="checkbox"/>	Mr	C	TEST	AVCTEST	hallman@aviateworld.com	Edit Add User
<input type="checkbox"/>	MR	chris	Access	test026	chris@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	Emirates	Account	EKGAP99	paul.johnson@altitude-aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	Guest	Account	EKGAP99	info@ek-select.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	H	Test	AVHTEST	hallman@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MISS	Hayley	Test	HATEST1	hallman@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Miss	Hayley	Allman	AVALLMAN	hallman@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MS	L	TEST	AVLTEST	hallman@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MISS	Layla	Davies	ldavies	layla@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 04	AVNG04	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 01	AVNG01	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 05	AVNG05	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 03	AVNG03	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 02	AVNG02	systems@aviateworld.com	Edit Password Change Request Bookings
<b>Locked Users</b>						

A pop-up box will appear to ask you which user account you would like the bookings created by that user to be assigned to. Select the user from the dropdown and click **Lock User(s)**

Search For Users						
Title	First Name	Last Name	Login User Name	User Email	20 ---Select User Action(s)---	
<b>Un Locked Users</b>						
<input checked="" type="checkbox"/>	MISS	Ann	Test	AVNG05	asharples@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	Aviate	Travel	ACE00	ACE00_info@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Miss	bron	Parkins	abp000	bronwen@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	C	TEST	AVCTEST	world.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	chris	Access	test026	chris@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	Guest	Account	EKGAP99	info@ek-select.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Mr	H	Test	AVHTEST	world.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MISS	Hayley	Test	HATEST1	world.com	Edit Password Change Request Bookings
<input type="checkbox"/>	Miss	Hayley	Allman	AVALLMAN	world.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MS	L	TEST	AVLTEST	world.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MISS	Layla	Davies	ldavies	layla@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 04	AVNG04	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 01	AVNG01	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 05	AVNG05	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 03	AVNG03	systems@aviateworld.com	Edit Password Change Request Bookings
<input type="checkbox"/>	MR	NextGen	Test 02	AVNG02	systems@aviateworld.com	Edit Password Change Request Bookings
<b>Locked Users</b>						

Locked users are now hidden when you access Manage users to make it easier to see who is Live and who is locked.

click on the Blue bar titled **Locked Users** to view a list of locked users with the agency.

Un Locked Users						
<input type="checkbox"/>	Ms	Caroline	Grayburn	AVCG1983	cgrayburn@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Ms	INVOICE	ACCOUNTS	accounts@goodtown.co.uk	accounts@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Ms	Julia	Townsend	AVZW1983	jtownsend@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Ms	Julia	Townsend	AVJT1983	jtownsend@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	Julian	Bowden	AVJB1983	accounts@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	Julian	Bowden	AVD91983	accounts@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Ms	Nicola	Reynolds	AVNR1983	nreynolds@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
Locked Users						
<input checked="" type="checkbox"/>	Ms	Magge	Buckingham	AVMB1983	mbuckingham@goodtown.co.uk	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>

Page Number: 1 [First users](#) [Previous users](#) [Next users](#)

To **enable** a user account select the user account you wish to enable and choose **Enable User(s)** from the dropdown. A popup will appear to confirm this action.

Search For Users						
Title	First Name	Last Name	Login User Name	User Email	20   ---Select User Action(s)---	
Un Locked Users						
<input checked="" type="checkbox"/>	MISS	Ann	Test	AVNG05	asharples@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	Aviate	Travel	ACE00	ACE00_info@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Miss	bron	Perkins	abp000	bronven@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	C	TEST		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	chris	elitest		ig.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	Emirates	Access		ibitude-worldivide.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	Guest	Account		com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	H	Test		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MISS	Hayley	Test		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Miss	Hayley	Aliman		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MS	L	TEST	AVK1831	namhang@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MISS	Layla	Davies	ldavies	layla@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 04	AVNG04	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 01	AVNG01	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 05	AVNG05	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 03	AVNG03	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 02	AVNG02	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
Locked Users						
<input checked="" type="checkbox"/>	Kanya	Almays	Login	KENVA	KENVA_info@aviate-mgt.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	Gary	Apin	EVG4123	evg4123_email@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	Jon	Dickie	EKID999	jdickie@uk.amadeus.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>

Page Number: 1 [First users](#) [Previous users](#) [Next users](#)

To **Change the booking ownership** from one user account to another, select the user and then choose **Change Booking Ownership** from the dropdown.

A pop-up will appear asking you to select which user you would like the bookings to be assigned to. Select the user from the dropdown and click **Change**

Search For Users						
Title	First Name	Last Name	Login User Name	User Email	20   ---Select User Action(s)---	
Un Locked Users						
<input checked="" type="checkbox"/>	MISS	Ann	Test	AVNG05	asharples@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	Aviate	Travel	ACE00	ACE00_info@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Miss	bron	Perkins	abp000	bronven@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	C	TEST		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	chris	elitest		ig.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	Emirates	Access		ibitude-worldivide.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	Guest	Account		com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Mr	H	Test		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MISS	Hayley	Test		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	Miss	Hayley	Aliman		world.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MS	L	TEST	AVK1831	namhang@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MISS	Layla	Davies	ldavies	layla@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 04	AVNG04	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 01	AVNG01	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 05	AVNG05	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 03	AVNG03	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
<input type="checkbox"/>	MR	NextGen	Test 02	AVNG02	systems@aviateworld.com	<a href="#">Edit</a> <a href="#">Password Change Request</a> <a href="#">Bookings</a>
Locked Users						

Page Number: 1 [First users](#) [Previous users](#) [Next users](#)

## Add User

To add a new user select **Add User** from the Select User Actions dropdown. The below Add User pop-up will display.

Fare Type	Grab	Book	Agency Admin	Amend	Ticket
<input type="checkbox"/> Aegean Airlines IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Aer Lingus IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> AeroMexico IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air Canada CR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air Canada IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air Canada SO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air Europa CR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air Europa IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air Europa SO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air France IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Air France SO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add all the required contact information.

Check the box next to each required airline to enable access.

**User Type** – Select the option from the dropdown list.

**My Booking:** allows the user to see only their own bookings

**My Operator:** allows the user to see all bookings made by the agency

**Permissions** – check the boxes next to the required permission settings.

**Agency Administrator:** allows the user to manage other user accounts

**Book:** allows the user create bookings

**Amend:** allows the user to amend bookings

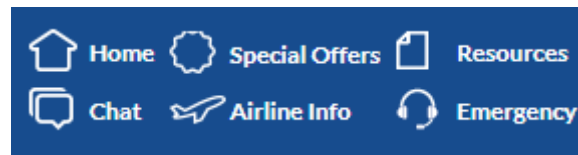
**Ticket:** allows the user to ticket bookings

Click **Add User**

An email will be sent to the user for them to set up a password and complete the process.

## Contact Aviate

Chat with us using the **Chat** icon located on the homepage.



Alternatively pop us an email or give our friendly team a call –

Aviate Switchboard: **T** 0151 350 1100

Customer Support: **E** [info@aviateworld.com](mailto:info@aviateworld.com) **T** 0151 350 1110

Sales: **E** [sales@aviateworld.com](mailto:sales@aviateworld.com) **T** 0151 350 1101

Accounts: **E** [accounts@aviateworld.com](mailto:accounts@aviateworld.com) **T** 0151 350 1103