

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:

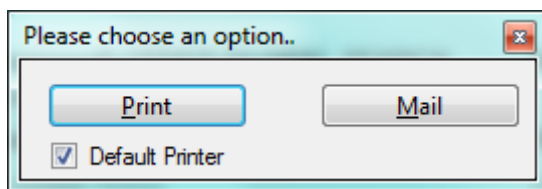
A-Retrieve a **PNR** from your **Amadeus** Selling Platform, then open **AIM** and you will find its itinerary automatically displayed.

Note: You can open **AIM** 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.

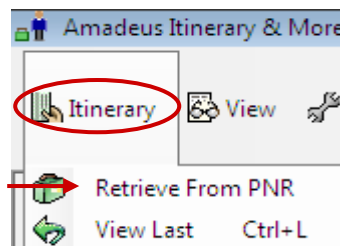
Note: When the **AIM** opens, a message will appear to ask you if you want either to print or email the itinerary.



2.If AIM already launched:

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

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



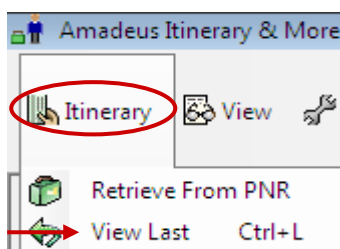
Note: You can navigate between the itinerary pages and change its display size through this tool bar.



Viewing Old Itinerary:

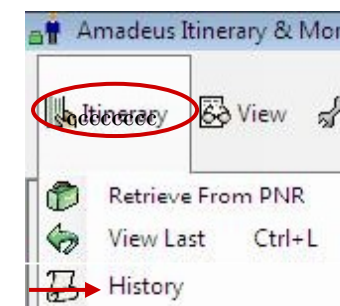
1.View the Last Itinerary displayed:

Under 'Itinerary' menu, click 'View Last'

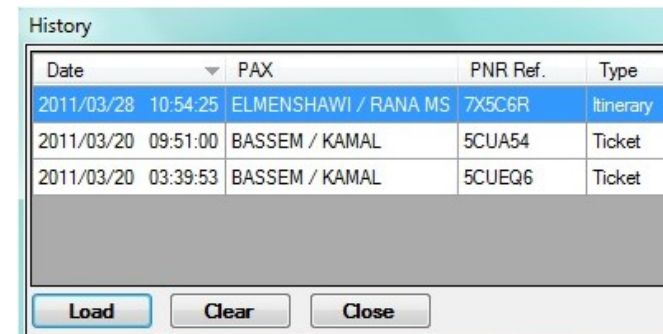


2.View Old Itinerary:

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



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

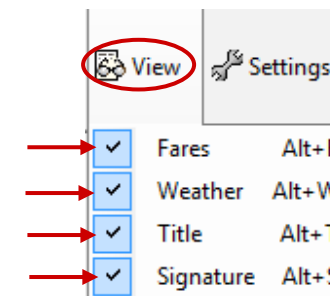


Note: Click 'Clear' if you want to clear the history.

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.

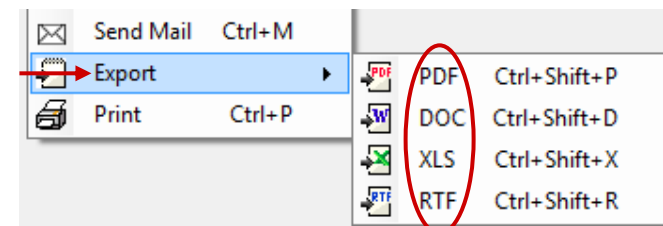


Exporting Itinerary:

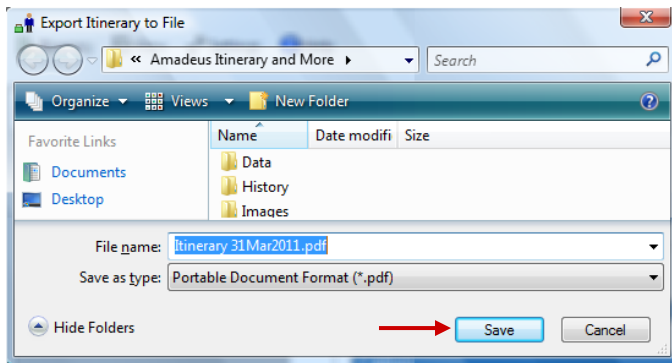
You can export itinerary to many formats 'PDF', 'Word', 'Excel' and 'RTF'.

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

2.Choose the export format.

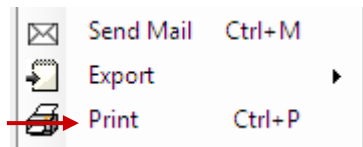


3. Select a place on your computer to save the exported itinerary, then click 'Save'.

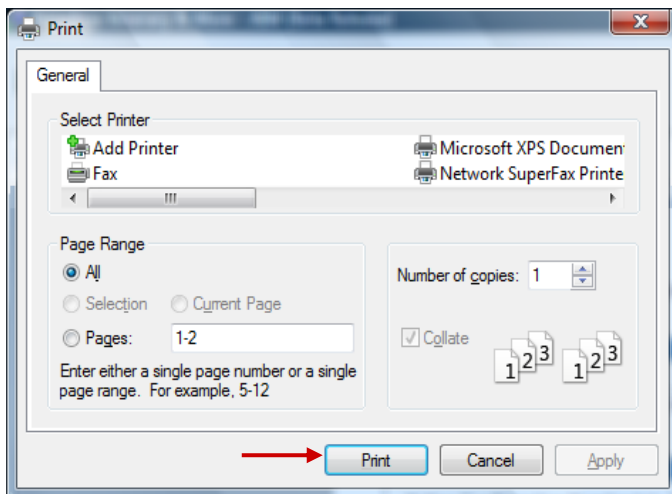


Printing Itinerary:

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

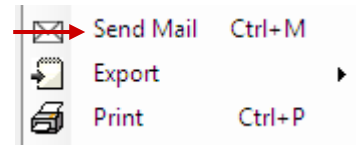


2. Choose the printer and printing options then click 'Print'



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.

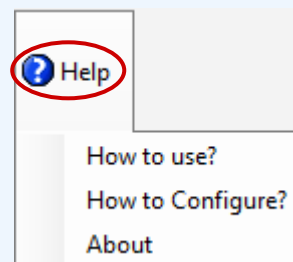


Amadeus Itinerary & More
(AIM)

For any Help ? :

-Under 'Help' menu, you can get help on:

- 1- How to use AIM
- 2- How to configure AIM



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