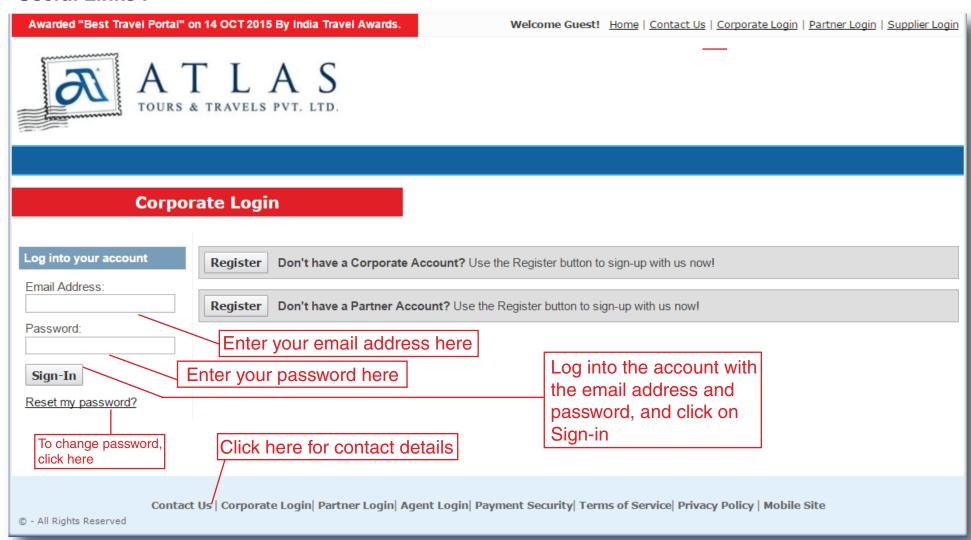


B2E – Business to Enterprise *User Guide*



Useful Links:



- 1. To get department wise contact details, click on "Contact Us"
- 2. To change/reset your account password, click on "Reset My Password"
- 3. To Log-in, enter the registered email address and password and click on Sign-in
- 4. To change/reset your account password, click on "Reset My Password"



Home Page: After you sign-in with the login details, the home page appears as below



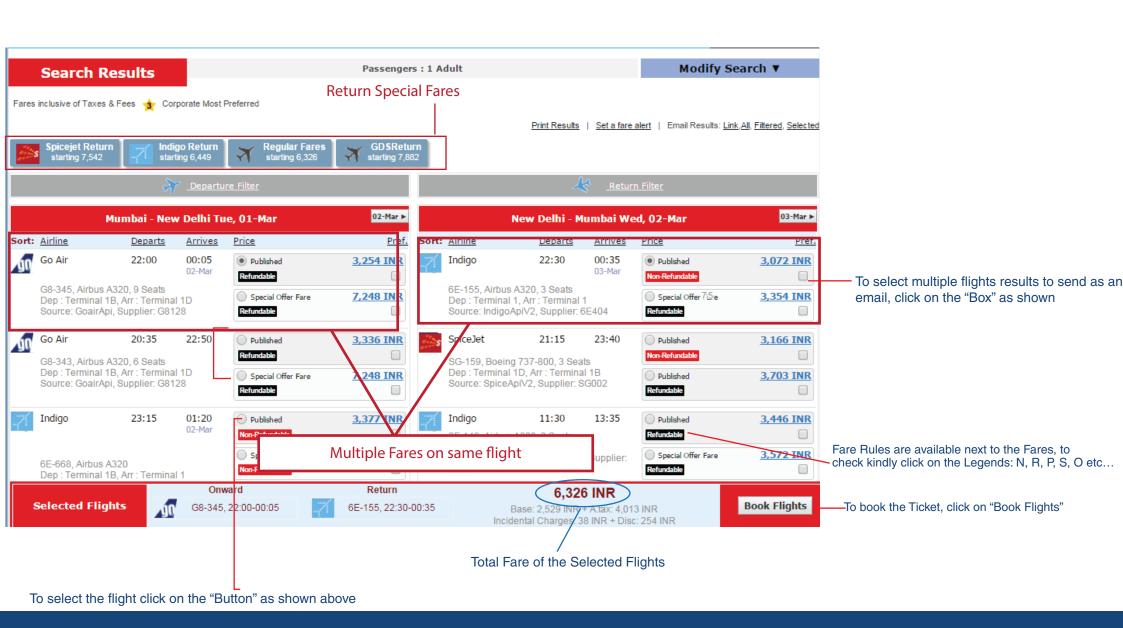
- 1. The name of your Company appears on the Top Right as shown
- 2. You can check your Available Balance below the name of your company
- 3. Special deals and Offer Sliders are uploaded on the Portal marked space

Special deals and offers



Booking Process: Search Results

After clicking on "Search for Flights" the next screen will display the available flights with fares and fare rules for the selected destinations as shown below





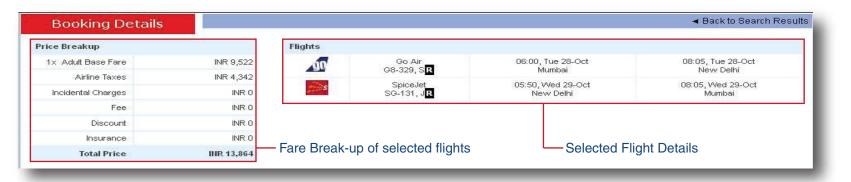
Booking Process : Search Results

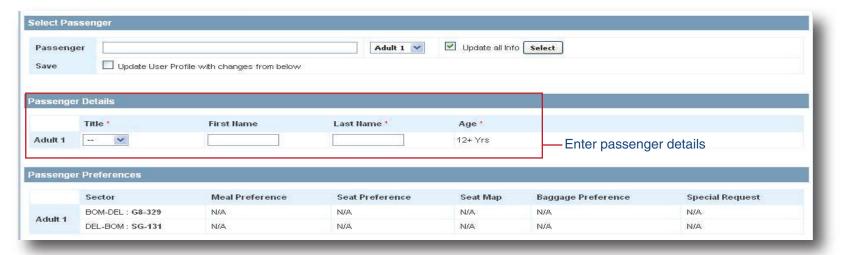
After clicking on "Search for Flights" the next screen will display the available flights with fares and fare rules for the selected destinations as shown below

Reason for not selecting Lowe	Reason for not selecting Lowest Preferred Flight							
 Does not suit my schedule Penalty/Refund restriction Alternate corporate preferred flight selected Policy exception approval obtained Personal preference Any other reason Cancel 	If incase the lowest available fare is not selected, it will ask for a reason which needs to be selected as per the case							



Booking Page:





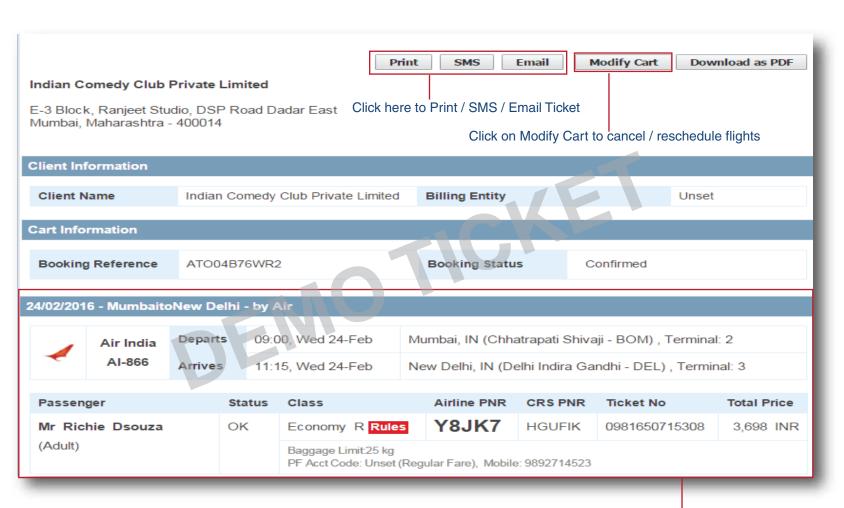


Booking Page:

Contact Detail	ls									
Mobile *				Email *						
Street]	City			
State				Pincode			Country		~	
Payment Details										
Medium *		Deposit	Credit Card	Net Banking						
	The cost of this ticket will be charged to your company account maintained with us. Enter contact details									
Convenience	Convenience Fee INR 0			Enter contact details						
Total Price										
Select mode of payment										
Meal Request, Seat Request, Special Request, Baggage Request or Frequent Flier are not guaranteed. Faires and Seats are subject to availability and might not be available by the time you submit the booking request. Inaver read and accept the above mentioned terms and the Terms of Service.									ng	
Last few successful logins: 21 Oct 2014 4:49:55 PM(203.115.120.138), 21 Oct 2014 3:01:05 PM(203.115.120.138), 21 Oct 2014 2:17:40 PM(203.115.120.138) Contact Us Corporate Login Partner Login Payment Security Terms of Service Privacy Policy Atlas Tours & Travels Pvt Ltd - All Rights Reserved										



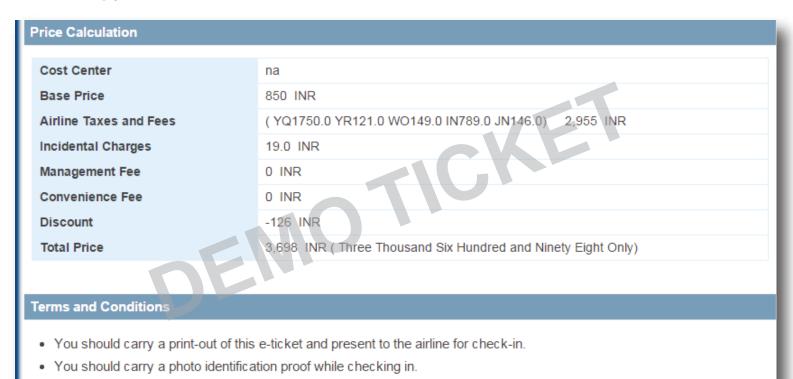
Ticket Copy:



Ticket details i.e. Flight details, Passenger name, Airline / CRS PNR, Ticket Number



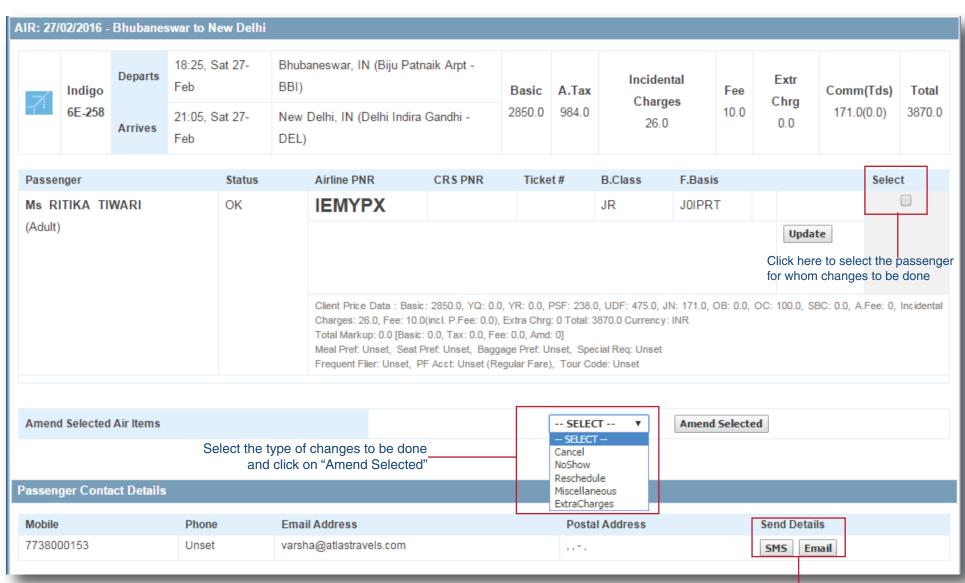
Ticket Copy:





Modify Cart:

Click on "Modify Cart" option on top of the Ticket Copy to Reschedule / Cancel the flight, the modify cart page will appear as below

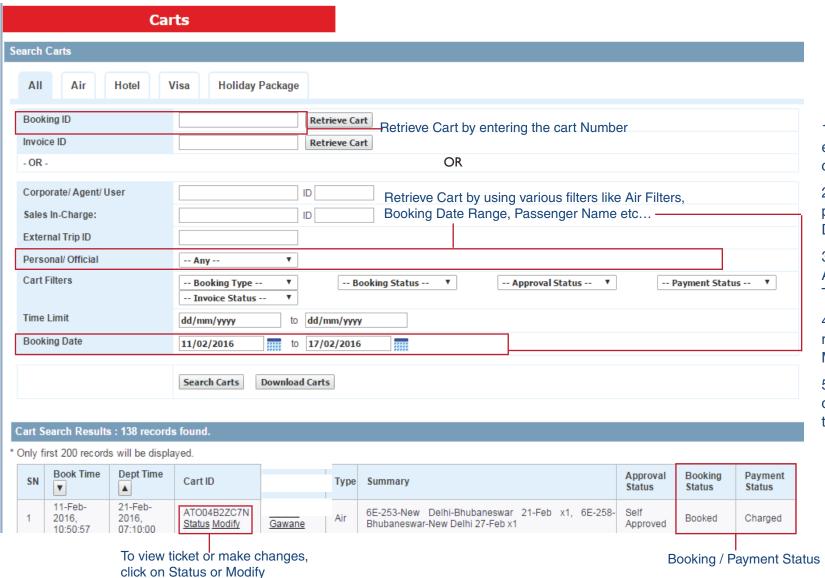


Click SMS / Email to send amended flight details



My Accounts: Manage Carts

Click on Manage Carts under My Accounts to search for bookings or to make amendments

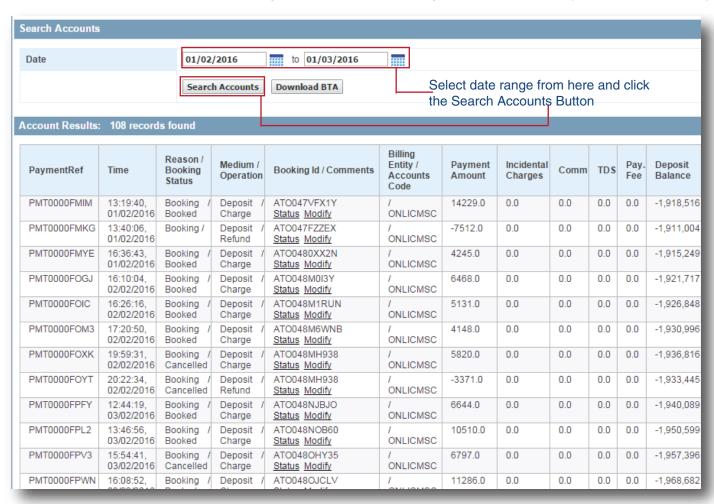


- 1. To retrieve a particular booking, you can enter the Cart Number in the Box and click on Retrieve Cart
- 2. To search for carts booked during a particular time period you can select the Date Range and click Search Carts
- 3. You can also use various Air Filters like Airline Name, Passenger Name, PNR, Ticket Number etc...
- 4. From the search results you can view or modify the booking on clicking the Status / Modify button
- 5. To know the status of your booking, you can check the Booking Status column in the Search Results



My Accounts : View Accounts

Click on View Accounts under My Accounts to view your Account Deposit, Balance Updates, Refund Updates etc...



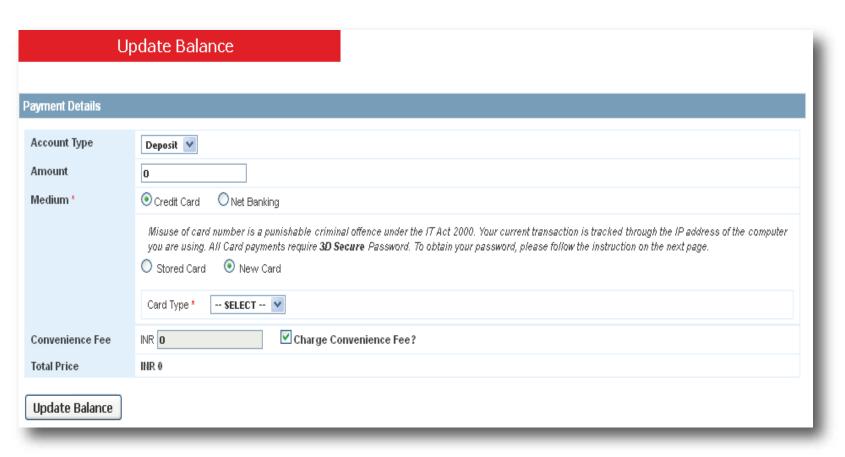
- 1. To view your account details, select the date range and click the Search Accounts button
- 2. To download the report in an excel file, click the Download to Excel button
- 3. The amount deposited in your account is shown as Deposit Balance in the report
- 4. The report will give relevant details about all transactions i.e. deposits, charges and refunds in your account

Click here to download the report as an Excel File



My Accounts: Update Balance

To update balance in your account through Credit Card or Net Banking, you can go to the Update Balance option under My Accounts

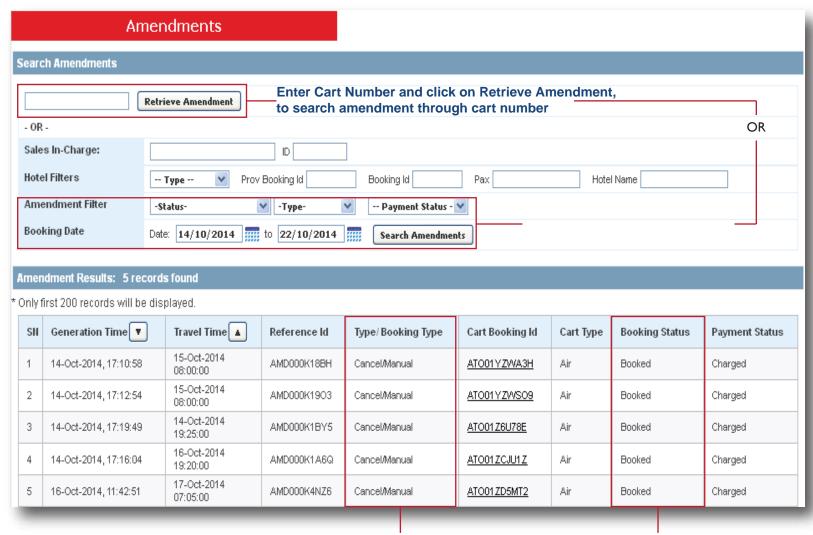


- 1. Enter the amount you want to upload in your account
- 2. Select the mode of payment i.e. Credit Card or Net Banking
- 3. If mode of payment is Credit Card then select the type of Card i.e. Visa / Masters / Diners
- 4. Click on Update Balance. It will take you to the Payment Gateway Page wherein you can enter your Card / Bank details and process the payment



My Accounts : Manage Amendments

To search for amendments made to your bookings, click on the Manage Amendments option under My Accounts



- 1. To retrieve a particular amendment, you can enter the Cart Number in the Box and click on Retrieve Amedment
- 2. To search for amendments raised during a particular time period you can select the Date Range and click Search Amedments
- 3. You can also use various Amednement Filters like Amendment Status, Type, Payment Status etc...
- 4. From the search results you can view the type of amendments raised
- 5. To know the status of your amendment, you can check the Booking Status column in the Search Results

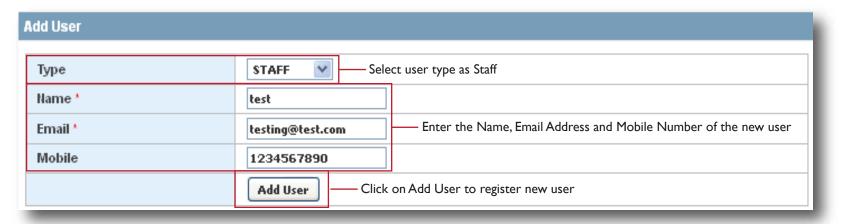
Type of Amendment i.e. Cancel, Reschedule, Miscellaneous etc...

Status of Amendment



My Accounts : Manage Users

To create multiple user id's for your staff, you can go to the Manage Users option under My Accounts

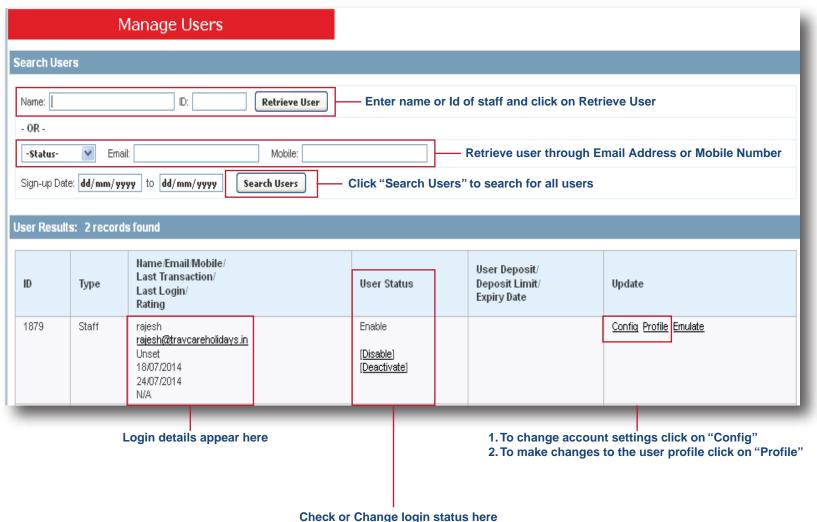


- 1. To add a new user select the type i.e. Staff
- 2. Enter Name, Email Address and Mobile Number
- 3. Click on Add User to register the new user



My Accounts: Manage Users

To create multiple user id's for your staff, you can go to the Manage Users option under My Accounts

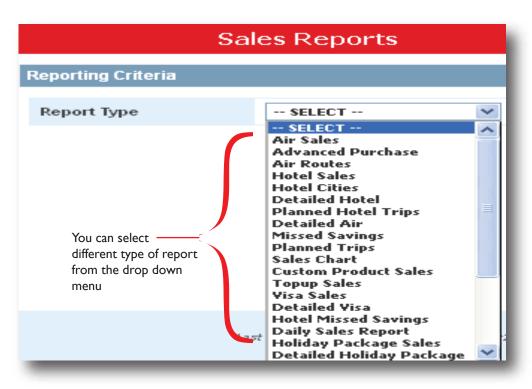


- 1. To search user, enter the Name or Id of staff and click on Retrieve User OR you can also retrieve user through Email Address, Mobile or by clicking on Search Users to search all users under your account
- 2. After you click Retrieve / Search Users, all user details are shown and you can action accordingly
- 3. You can give authorisation to staff as per their job profile eg. Accounts Staff can be authroised to check only the account atatements and not to issue tickets. Similarly operations staff can be given authorisation only to issue ticket and not to view accounts by going to "Config"



My Accounts : Sales Report

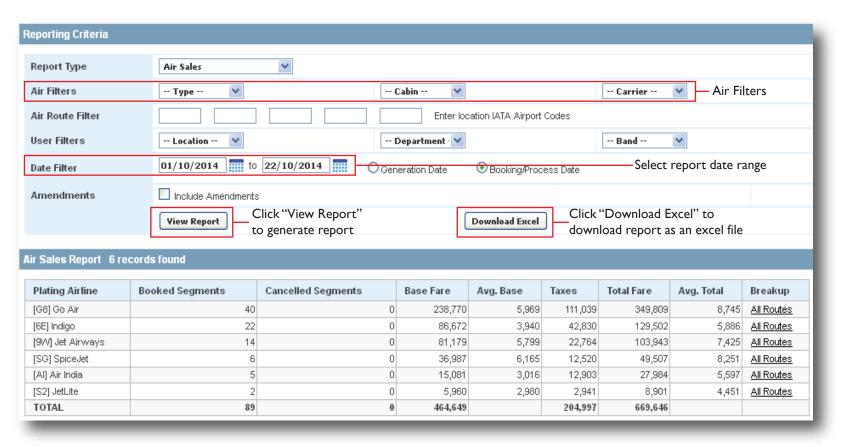
To view different type of reports, you can go to the Sales Report option under My Accounts





My Accounts: Sales Report

A. Air Sales

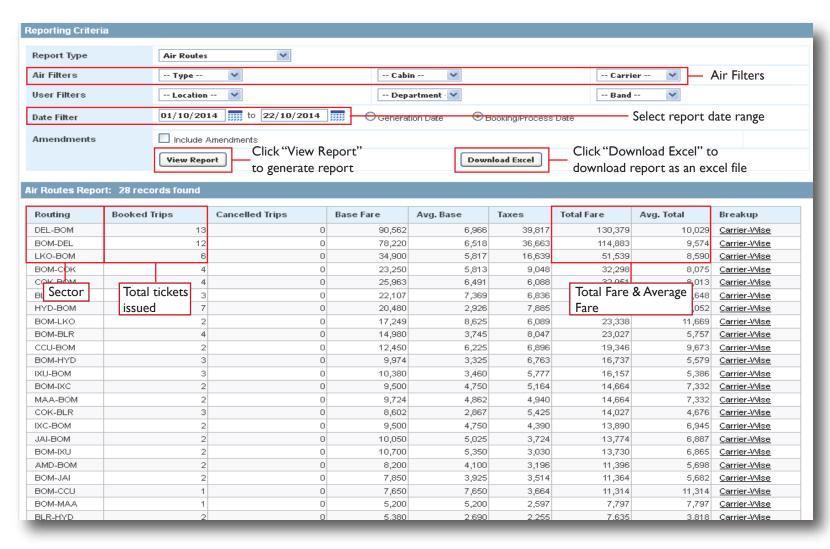


- 1. To view Airline Wise report, you can select the Air Sales report from the drop down menu under Sales report
- 2. You can view the report for a specified date range or you can also use Air Filters and view specific report
- 3. This report will give details about Specific Airlines Sales you have done during that perioed
- 4. You can download the report by clicking on the "Download Excel" button for future reference



My Accounts: Sales Report

B. Air Routes

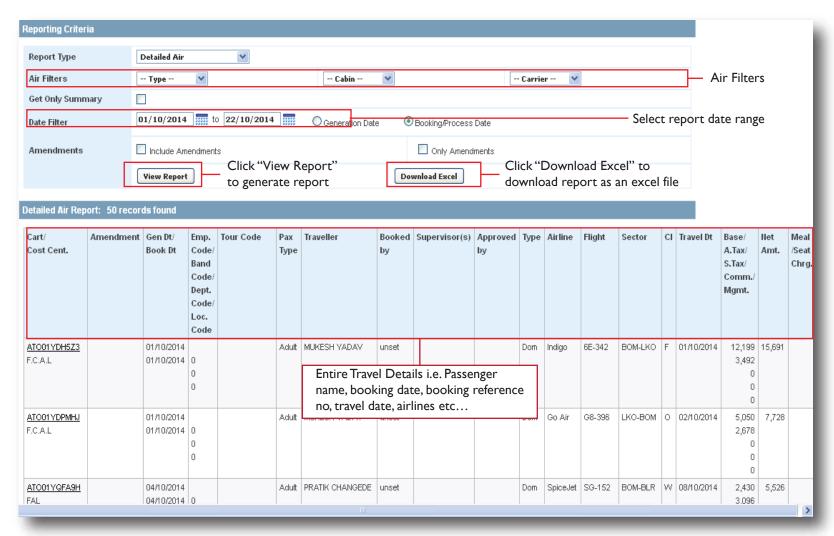


- 1. To view Routing based report, you can select the Air Routes report from the drop down menu under Sales report
- 2. You can view the report for a specified date range or you can also use Air Filters and view specific report
- 3. This report will give details about the Sectors that you used during the selected time period and also the Average Fare for that Sector
- 4. You can download the report by clicking on the "Download Excel" button for future reference



My Accounts : Sales Report

C. Detailed Air

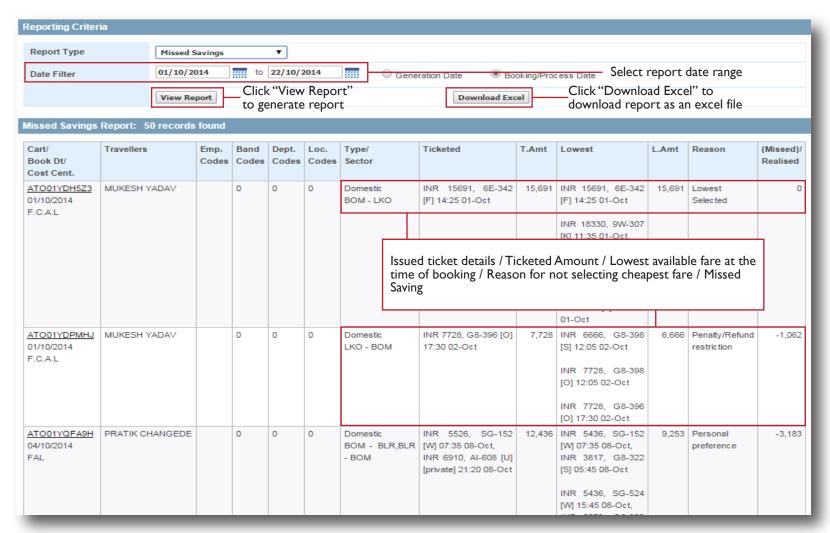


- 1. To view Detailed Air Travel Report, you can select the Detailed Air report from the drop down menu under Sales report
- 2. You can view the report for a specified date range or you can also use Air Filters and view specific report
- 3. This report will give the entire travel details booked during the specified date range, details like Booking Reference No., Booking Date, Passenger Name, Booked By, Travel Date, Airlines, Sector, Fares etc...
- 4. You can download the report by clicking on the "Download Excel" button for future reference



My Accounts : Sales Report

D. Missed Savings

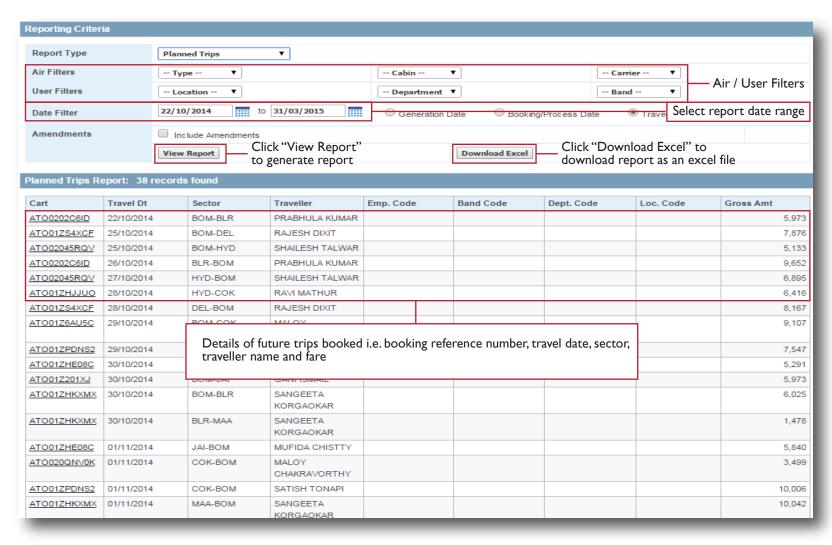


- 1. To view details of the missed savings, you can select the Missed Savings report from the drop down menu under Sales report
- 2. You can view the report for a specified date range
- 3. This report will give you details of the savings that you missed on a particular flight booking. It will give you details like issued ticket details, ticketed fare, lowest available fare at the time of booking, reason for not selecting the lowest fare and the savings that was missed in that booking
- 4. You can download the report by clicking on the "Download Excel" button for future reference



My Accounts : Sales Report

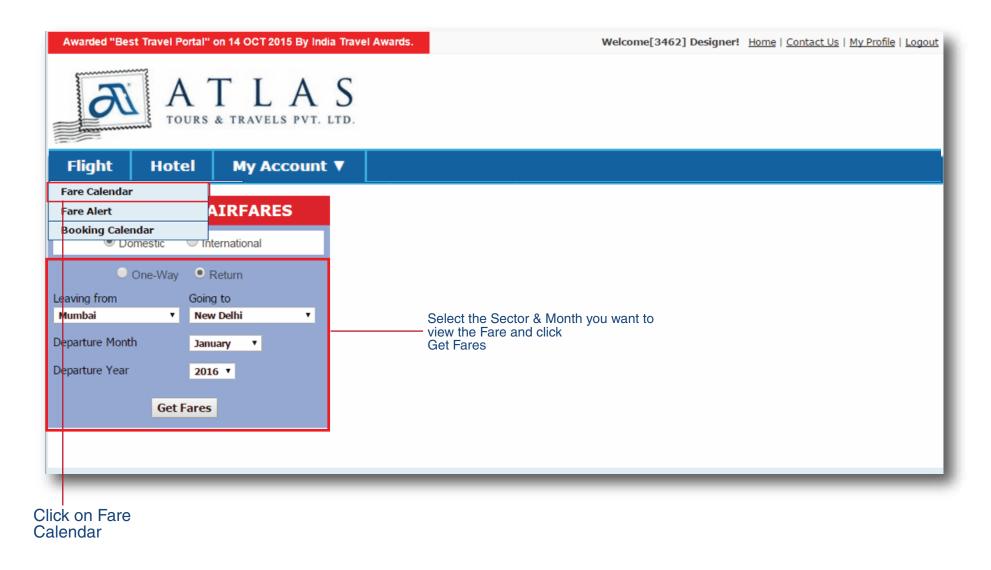
E. Planned Trips



- 1. To view details of your future trips, you can select the Planned Trips report from the drop down menu under Sales report
- 2. You can view the report for specified future date range or you can also use Air & User Filters to view specific report
- 3. This report will give you details of the trips that have been booked for future travel. It will give you details like booking reference number, travel date, sector, traveller name and fare
- 4. You can download the report by clicking on the "Download Excel" button for future reference



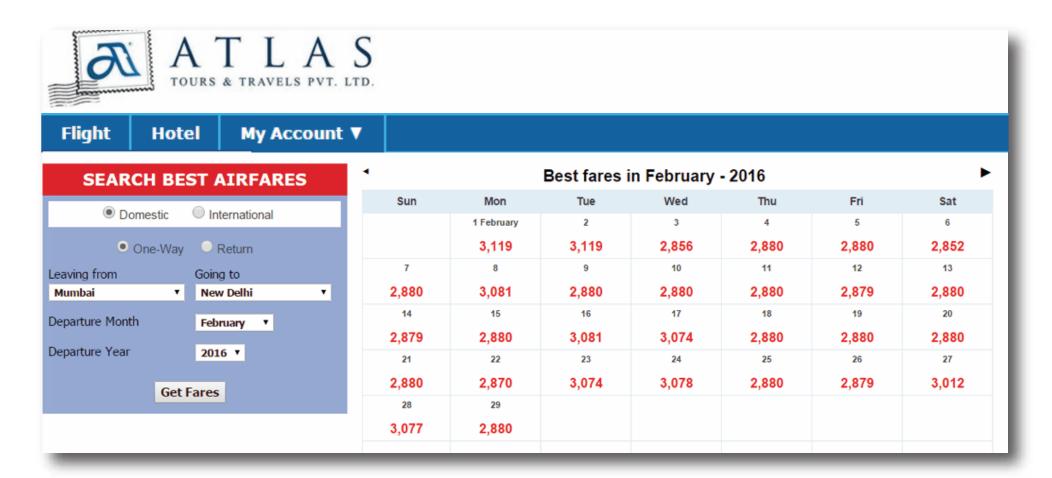
Fare Calendar:



- 1. Take the cursor to Flights, it will give you an option for Fare Calendar
- 2. Clicking on Fare Calendar will take you to the next page where you can select the Sector & Month for which you want to View the Lowest Fares.



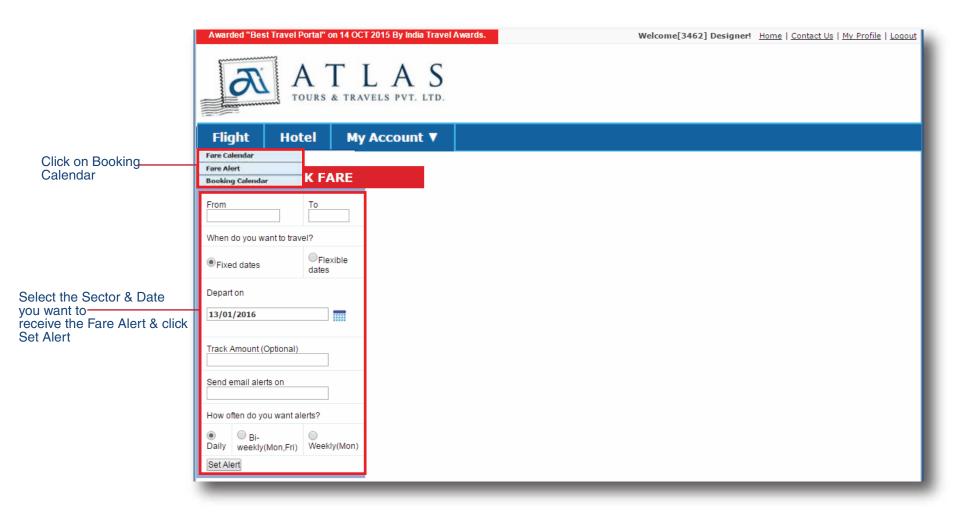
Fare Calendar:



1. Once you select the Sector & Month and click on Get Fares, it will display the lowest fares available for the selected month



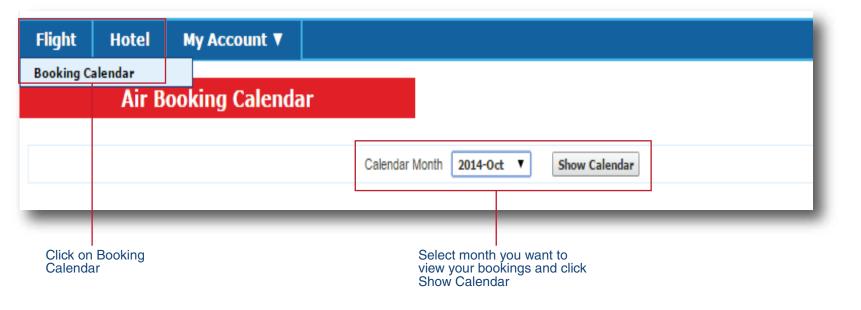
Fare Alert:



- 1. Take the cursor to Flights, it will give you an option for Fare Alert
- 2. Clicking on Fare Alert will take you to the next page where you can select the Sector & Date for which you want to receive Daily / Bi-Weekly / Weekly Fare Alert



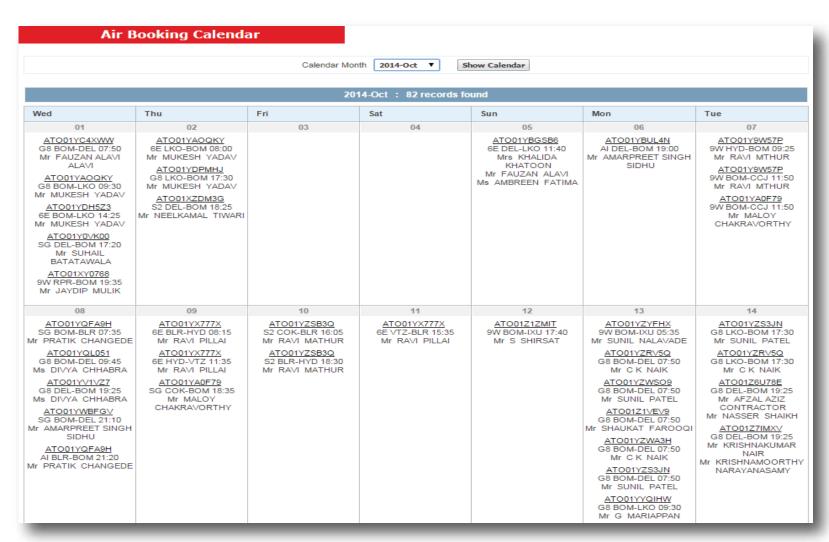
Booking Calendar:



- 1. Take the cursor to Flights, it will give you an option for Booking Calendar
- 2. Clicking on Booking Calendar will take you to the next page where you can select the Month you want to view your bookings for as shown above



Booking Calendar:



- 1. Once you select the Month and click on Show Calendar, it will display all the bookings made for the selected month
- 2. To view / modify any particular booking you can select the same by clicking on the Booking Reference Number





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