

## SIGN IN / SIGN OUT

To sign in to Amadeus, you use a unique code or sign. Your sign is created for you by your local security administrator who can grant attributes to your sign that control the functions you are allowed to use and the level of security you are permitted to have.

The security administrator may also set your sign so that you have to enter a password when you sign in. In this case, after entering your password, you sign in with your sign and a duty code. The duty code is part of the security structure in Amadeus.

Two type of sign modes use in Amadeus are:

1. Sign in to production mode	JJ
2. Sign in to training mode	JJ

Sign-in in to first available area, enter **JJ2345XY/GS**

### Explanation:

JJ	Sign in transaction code
2345XY	Agent sign
/GS	Slash followed by the duty code

Duty codes in Amadeus are:

AS	Agent sell (travel agents only)	PR	Programmer
CE	Customer engineer	RC	Space control
<b>GS</b>	<b>General sales agent</b>	<b>SU</b>	<b>Supervisor</b>
PD	Pre/post departure agent	TR	TTY reject agent

For each terminal there are six work areas. When agents share a terminal, each agent can work independently in a different area. When only one agent uses a terminal, that Agent can use all six work areas. The areas are identified as **A, B, C, D, E, and F.**

### Options to Sign-in in Production - JJ

Sign-in entry to the first available area:

Sign-in to work area A :

Sign-in to multiple areas:

Sign-in to all work area:

Sign-in with password

Display the status of work areas:

Re-display the Sign-in message:

JJ 0000AA / GS  
 JJ A 0000AA / GS  
 JJ A B D F0000AA / GS  
 JJ \* 0000AA / GS  
 JJ 0000AA/GS – amadeus1  
 JD  
 JB

### Options to Sign-in Practice Training

Sign-in to Practice Training: JJ0000AA / GS

If you have a PNR displayed in a particular area, the system displays the message PNR Present – please finish or ignore. You must ignore or end transacts the PNR before you can sign out.

The Amadeus system scans all signed-in terminals at 120-minute intervals. If you have not performed a transaction on your terminal within the last 120 minutes, the terminal is automatically signed out.

# Amadeus Training Manual

**M Planty**



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