
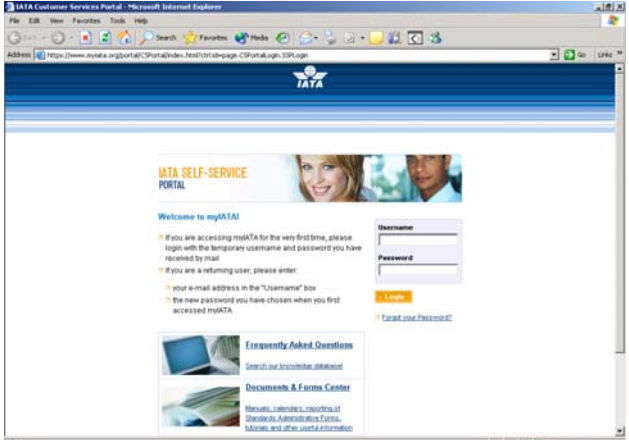
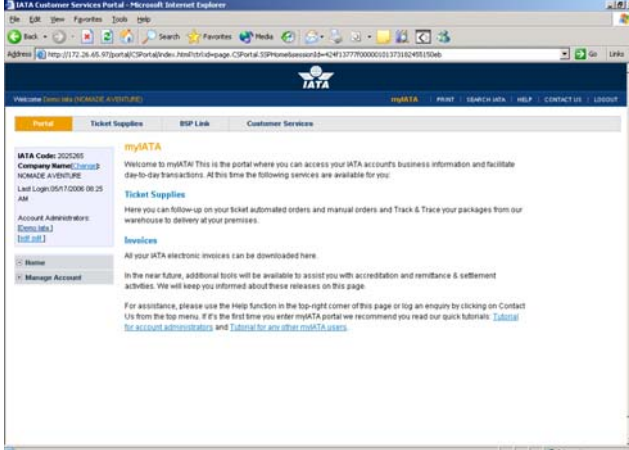




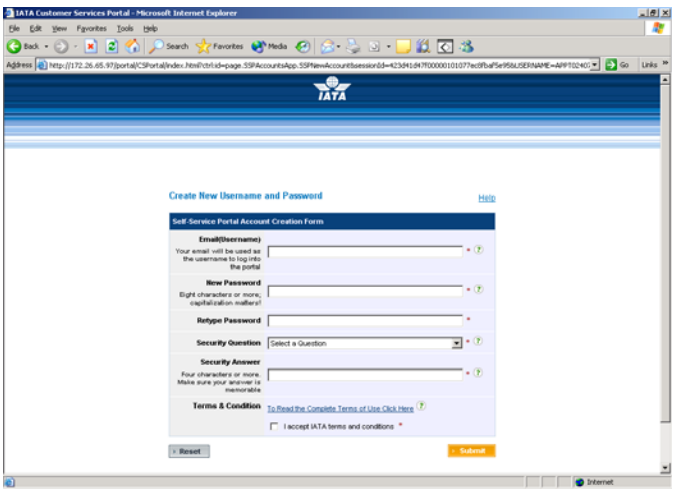
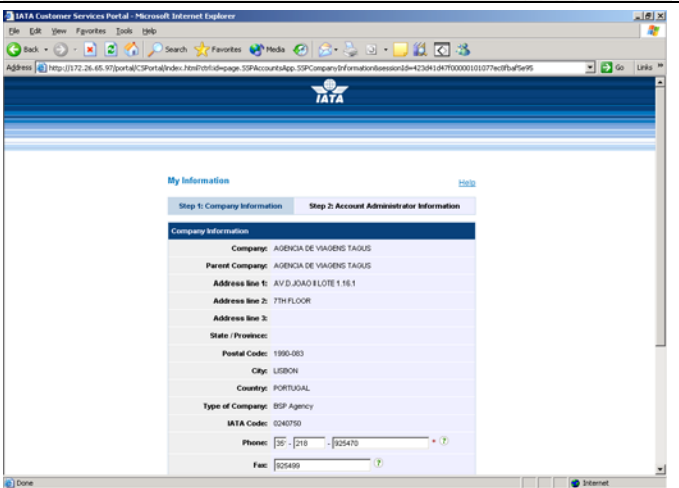
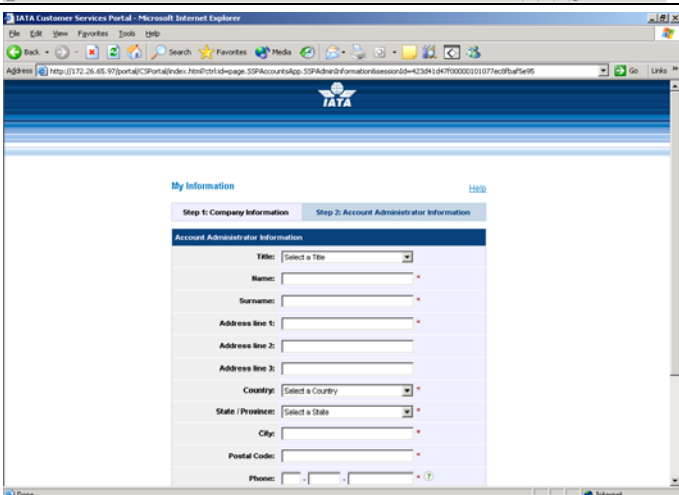
## myIATA administrator for a company

Congratulations, you have been appointed administrator of myIATA for your company. Please find below a list of actions to take to get started and benefit from the services offered!

### myIATA access

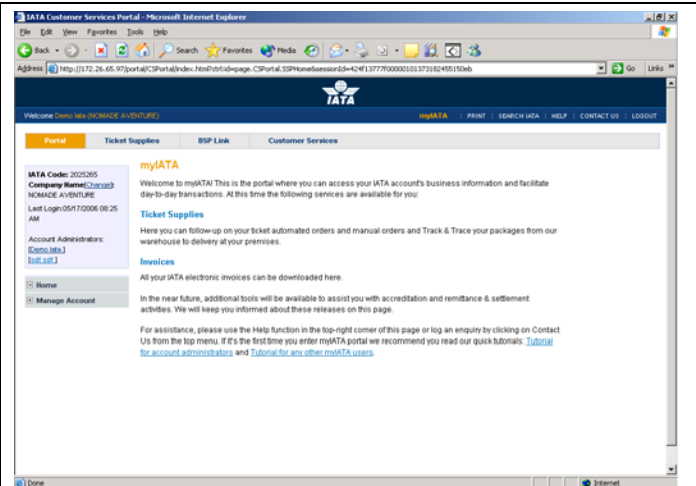
myIATA	Related screen
<p>myIATA is accessible from <a href="http://www.myista.org">www.myista.org</a>.</p> <p>Select the "Go to myIATA" picture from the right of the page.</p>	
<p>Login with the temporary username and password that have been sent to you.</p>	
<p>You will then reach myIATA home page.</p>	

## Initial tasks

Steps	Related screen
<p><b>Registration</b></p> <p>When you login to myIATA using your temporary identification, you will automatically be requested to change this identification:</p> <ol style="list-style-type: none"> <li>1. Account name should be your email address</li> <li>2. Password</li> <li>3. Security question</li> <li>4. Agree on terms and conditions</li> </ol>	
<p><b>Company information</b></p> <p>You will then be requested to update your company information. From these screens only some fields can be updated. Contact the Customers Service if you do not have access to information that must be updated.</p>	
<p><b>Account information</b></p> <p>Then you will be requested to fill your contact information.</p>	

## myIATA home page

You now have access to myIATA!



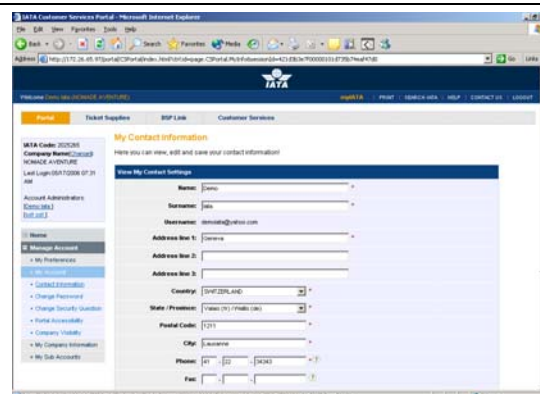
## Responsibilities

### Task

### Related screen

#### Maintaining your company information updated

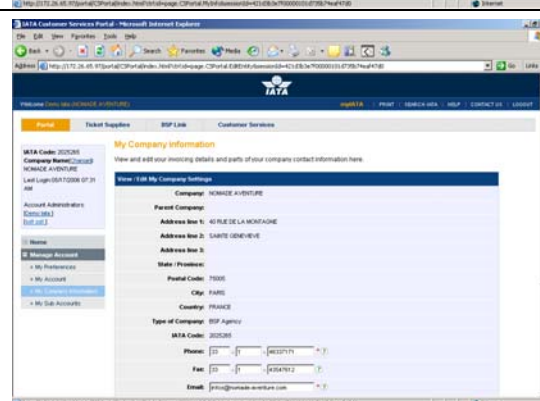
The company information will be used for official communication as well as for business purposes.



#### Maintaining your account information updated

Keep your account up to date (account information, password, security question...)

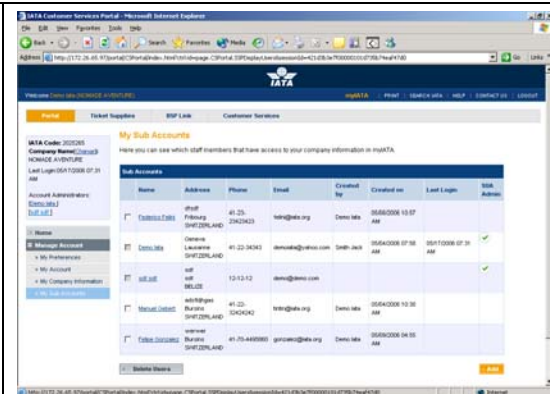
Your email will be used as communication channel between myIATA and yourself and it is therefore important that you keep this information up to date.



## Maintain updated the sub-accounts required for your company.

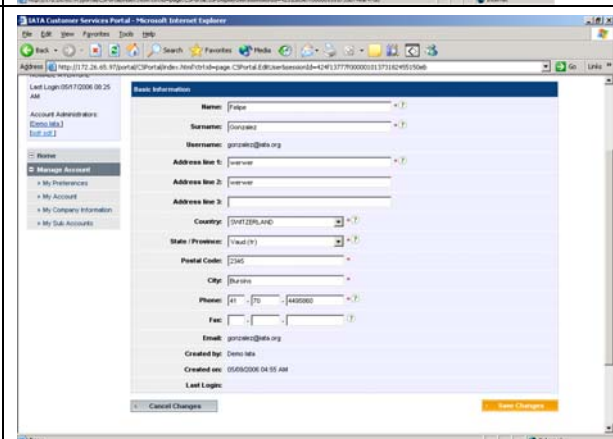
As administrator, you need to create the sub-accounts for your colleges and you need to delete them when they are not required anymore or when employees are living the company.

Notification to new users will be send by email



## Sub-account information

Fill the sub-account information

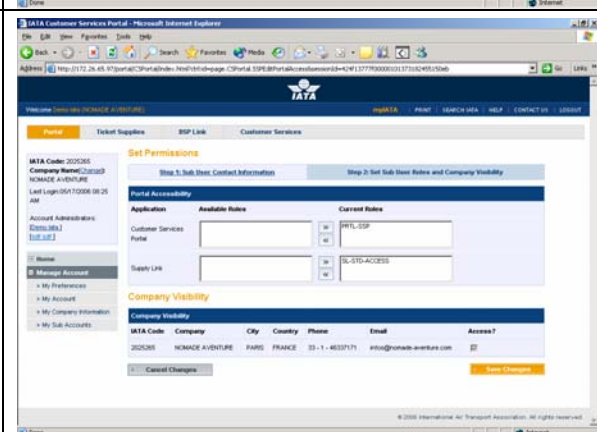


## Roles management.

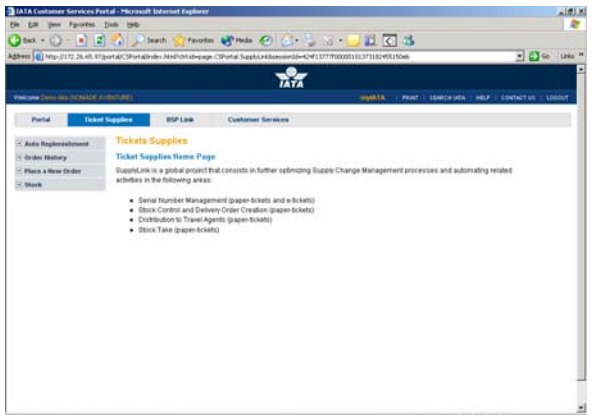
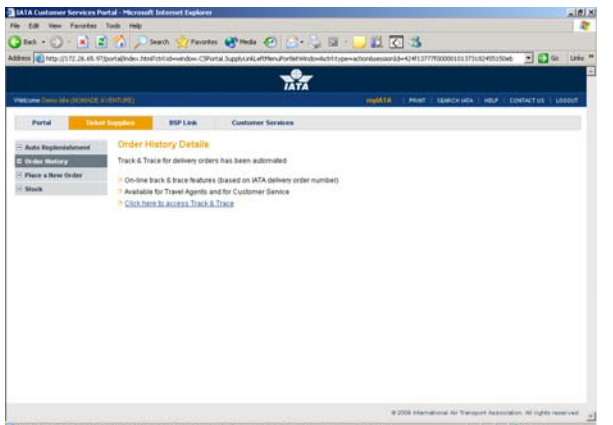
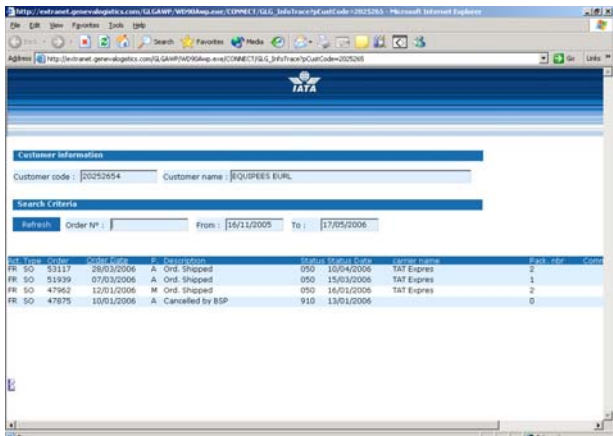
From this screen you can assign/remove roles (rights) to the sub-accounts

## Company Visibility

If visibility for other companies is available, From this page you can also assign/remove visibility to the sub-account



## Access business information

<div>Business information</div>	<div>Related screen</div>																																													
<div><div>Access to Ticket Supplies</div><div>Presentation page</div><div>Access to business information is granted to you by the IATA administrator.</div></div>	<div></div>																																													
<div><div>Application link</div><div>Order history</div></div>	<div></div>																																													
<div><div>Select Track and Trace</div><div>Access to the business information</div></div>	<div><table><thead><tr><th>Ord. Type</th><th>Order</th><th>Order Date</th><th>P. Description</th><th>Status</th><th>Status Date</th><th>Carrier name</th><th>Pack. nbr</th><th>Code</th></tr></thead><tbody><tr><td>FR SO</td><td>53117</td><td>26/03/2006</td><td>A. Ord. Shipped</td><td>050</td><td>10/04/2006</td><td>TAT Express</td><td>2</td><td></td></tr><tr><td>FR SO</td><td>51939</td><td>07/03/2006</td><td>A. Ord. Shipped</td><td>050</td><td>15/03/2006</td><td>TAT Express</td><td>1</td><td></td></tr><tr><td>FR SO</td><td>47962</td><td>12/01/2006</td><td>M. Ord. Shipped</td><td>050</td><td>16/01/2006</td><td>TAT Express</td><td>2</td><td></td></tr><tr><td>FR SO</td><td>47875</td><td>10/01/2006</td><td>A. Cancelled by BSP</td><td>910</td><td>13/01/2006</td><td></td><td>0</td><td></td></tr></tbody></table></div>	Ord. Type	Order	Order Date	P. Description	Status	Status Date	Carrier name	Pack. nbr	Code	FR SO	53117	26/03/2006	A. Ord. Shipped	050	10/04/2006	TAT Express	2		FR SO	51939	07/03/2006	A. Ord. Shipped	050	15/03/2006	TAT Express	1		FR SO	47962	12/01/2006	M. Ord. Shipped	050	16/01/2006	TAT Express	2		FR SO	47875	10/01/2006	A. Cancelled by BSP	910	13/01/2006		0	
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## Need Help?

Help and support and tutorials	Related screen
<p>Each time you are in browsing a page, you can click the Help located in the top right menu.</p> <p>Do you have any problems using the site? Please go to Customer Services section and log an enquiry</p> <p>A tutorial is available from the home page</p> <p>Can you not see some business information? Please send us a request by filling out the form available from Contact Us.</p>	