

Amadeus PayAllLink



**Admin User Guide
for PayAllLink.Com**

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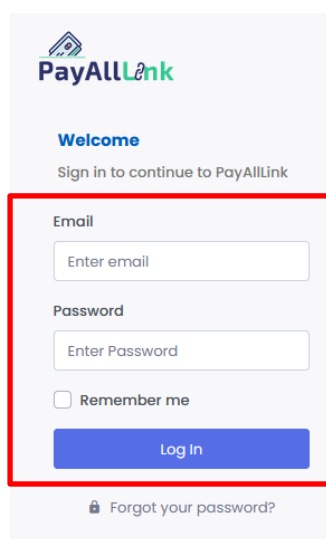
1 Introduction

Amadeus Payment Link is a solution which provides a secure way to request payment from clients who are paying for your services outside of a walk-in or online purchase channel.

2 PayAllLink.Com Portal

Login with the following link and enter credentials: <https://v2.payallink.com/>

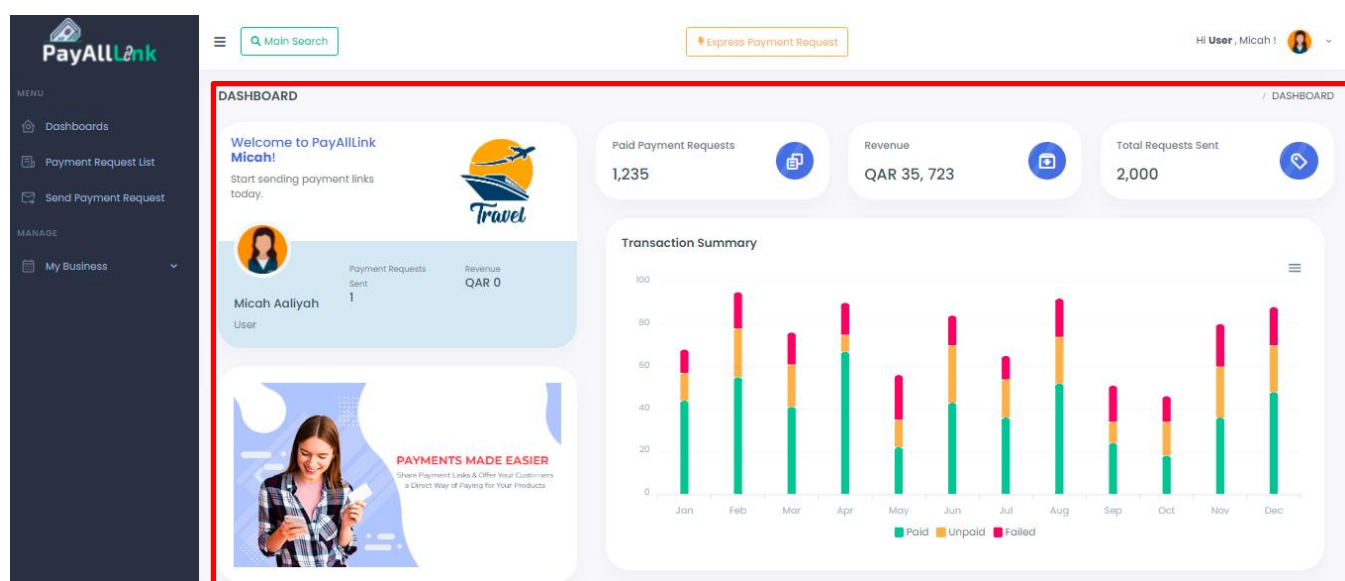
(*Credentials are forwarded to admin email ID provided upon registration)



The login form for PayAllLink. It features the PayAllLink logo at the top, followed by a 'Welcome' message and a prompt to 'Sign in to continue to PayAllLink'. Below this are three input fields: 'Email' (placeholder: 'Enter email'), 'Password' (placeholder: 'Enter Password'), and a 'Remember me' checkbox. A blue 'Log In' button is positioned below the password field. At the bottom, there is a link for 'Forgot your password?'.

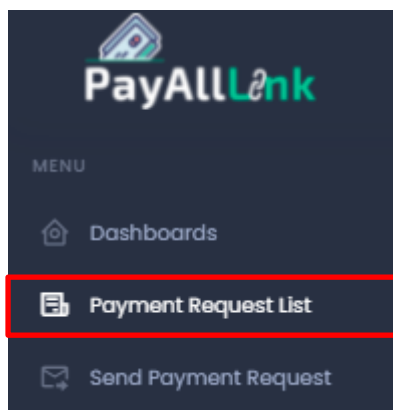
2.1 Dashboard

Dashboard will display overview of payment requests sent, total revenue, paid payment requests and transaction summary.



2.2 Payment Request List

This tab will show details related to payment requests sent from Sell Connect and PayAllLink portal.



For more details:

The screenshot shows the 'PAYMENT REQUESTS' dashboard. It includes a search bar, filters, and a table of payment requests. Callouts provide details on the following features:

- Search by date/date range range:** Points to the 'Select Payment Request Date Range' dropdown.
- Filter by Payment Status, Source, or Link Status:** Points to the 'Select Filters' dropdown.
- Download:** Points to the 'Download CSV' button.
- Reset:** Points to the 'Reset' button.
- Create New Payment Request:** Points to the '+ New Request' button.
- Search Payment Request by Name, Amount Currency, etc:** Points to the main search bar.
- View More Info, Copy Link, Resend to Customer:** Points to the action menu for a specific request.

Payment Request Id	Payment Request Date	Billing Name	Request Sent By	Amount	Currency	Payment Status	Link Expiration	Link Status	Platform	Action
PR000003	03 Jun 2021, 2:30:47 pm	Justin Brian Balano jbalano99@gmail.com +974-55993286	Bless blesslorgosa@gmail.com	2202.3	QAR	Success	04 Jun 2021, 2:30:47 pm	Active	PORTAL	...
PR000002	03 Jun 2021, 10:6:33 pm	Ameena Chua ameena.chua@amadeus.qa +974-44558877	Micah chua.ameena@gmail.com	1	QAR	Unpaid	04 Jun 2021, 10:6:33 pm	Active	PORTAL	...
PR000001	03 Jun 2021, 10:47:49 am	Justin Brian Balano jbalano99@gmail.com +974-55993286	Bless blesslorgosa@gmail.com	1	QAR	Failed	04 Jun 2021, 10:47:49 am	Expired	PORTAL	...

3 Payment requests through Amadeus Sell Connect

1. Create Amadeus PNR

```

--- TST RLR ---
RP/DOHQR2900/DOHQR2900          HD/SU    2JUN21/1447Z    PCNBJB
DOHQR2900/1111HD/2JUN21
1. CHUA/AMEENA MS
2. QR1148 N 20DEC 1 DOHMCT HK1 0045 0325 20DEC E QR/PCNBJB
3. AP DOH +974 44483888 - AMADEUS QATAR - TRAINING - A
4. TK OK02JUN/DOHQR2900
5. SSR OTHS 1A 997502117846 - FARE RULE OVERRIDES TKT DEADLINE
  IF MORE RESTRICTIVE
6. OPC-06JUN:2359/1C8/QR CANCELLATION DUE TO NO TICKET DOH TIME
  ZONE/TKT/S2
7. FE PAX /C1 NON END/CHNG PENALTIES AS PER RULE/S2
8. FV PAX QR/S2
  
```

2. Click on the Smart Flow to start Payment Link process

Retrieve
Advanced
Your Smart Flows ▼

Your Office Smart Flows

*CTCE and CTCM	Create/Retrieve Profile	INVOLUNTARY REISSUE
*DOCA	DOCA	LPO REPORT
*DOCO	DOCO	PAYMENT LINK

3. Fill in the details in smart flow and **Save** PNR.

Enter Grand Total (with service fee)

Enter Agency Email

Enter Customer Email

Select preferred card option for customer

Credit ▼


Select preferred language: English(EN) or Arabic(AR)

EN ▼

```

--- TST RLR ---
RP/DOHQR2900/DOHQR2900          HD/SU   2JUN21/1447Z   PCNBJB
DOHQR2900/1111HD/2JUN21
1 .CHUA/AMEENA MS
2 QR1148 N 20DEC 1 DOHMCT HK1 0045 0325 20DEC E QR/PCNBJB
3 AP DOH +974 44483888 - AMADEUS QATAR - TRAINING - A
4 TK OK02JUN/DOHQR2900
5 SSR OTHS 1A 997502117846 - FARE RULE OVERRIDES TKT DEADLINE
  IF MORE RESTRICTIVE
6 OPC-06JUN:2359/1C8/QR CANCELLATION DUE TO NO TICKET DOH TIME
  ZONE/TKT/S2
7 RM *PLGRAND TOTAL (WITH SERVICE FEE) QAR:800
8 RM *AGYEML:ABC@TRAVEL.COM
9 RM *CUSEML:CHUA.AMEENA@GMAIL.COM
10 RM *CARDTYPE:DEBIT
11 RM *LANGUAGE:EN
12 RM *TRACKID:PCNBJB
13 RM *TERMINALID:TESTID
14 RM *CURRENCY:QAR
15 RM *PAYMENT LINK SENT 02JUN 2032LT AMOUNT QAR800
16 FE PAX /C1 NON END/CHNG PENALTIES AS PER RULE/S2
17 FV PAX QR/S2
  
```

4. An email will be sent to customer.



TRAVEL AGENCY
Your company tagline goes here

BILL TO
Ameena Chua
chua.ameena@gmail.com
 +974-55777788

PAYMENT REQUEST
PR00001
TRANSACTION DATE
30 May, 2021

AMOUNT DUE


1 QAR

[PAY NOW](#)

OR PASTE IN YOUR BROWSER

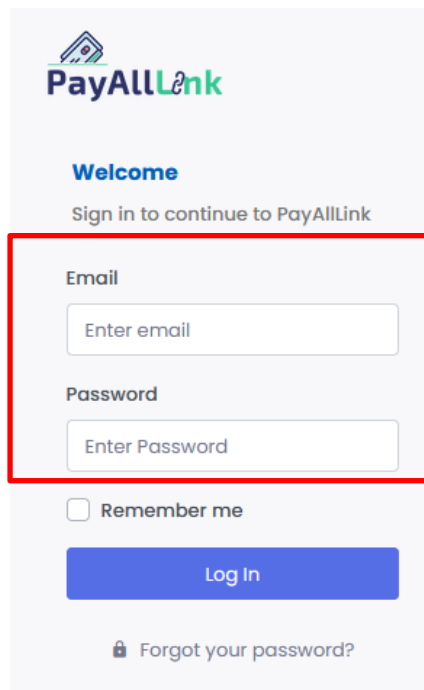
<http://tinyurl.com/y6a6dxl>

Thank you for your business.



4 Payment requests through PayAllLink Portal

Login with PayAllLink link and enter credentials: <https://v2.payalllink.com/>



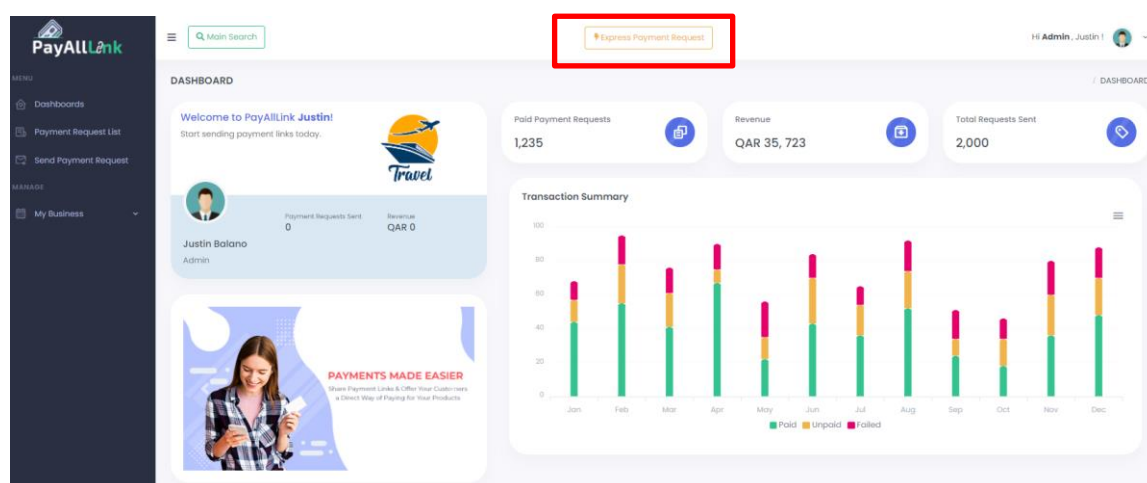
The image shows the PayAllLink login page. At the top is the PayAllLink logo. Below it, the text 'Welcome' and 'Sign in to continue to PayAllLink' are displayed. A red rectangular box highlights the login fields: an 'Email' field with the placeholder 'Enter email', a 'Password' field with the placeholder 'Enter Password', a 'Remember me' checkbox, and a blue 'Log In' button. Below the button is a link that says 'Forgot your password?'.

Note: There are 2 ways to generate payment requests from PayAllLink Portal: **Express Payment Requests** and **Send Payment Request**.

4.1 Express Payment Request

To send a quick payment link request to existing customers, click on 'Express Payment Request'

1. Click on  button.



2. Fill out the template with the amount, card type, remark (optional), customer details and send.

EXPRESS PAYMENT REQUEST X

AMOUNT

QAR ± 1.00

CARD TYPE

Debit and Credit ▼

REMARKS

Search Customer/Email/Mobile

Name	Email	Mobile
Ameena Chua	chua.ameena@gmail.com	+974-66557700
Bless Q Largosa	blesslargosa@gmail.com	+974-33060447
Justin Brian Balano	jbbalano99@gmail.com	+974-55993286

1 2 >

CUSTOMER NAME

CUSTOMER EMAIL

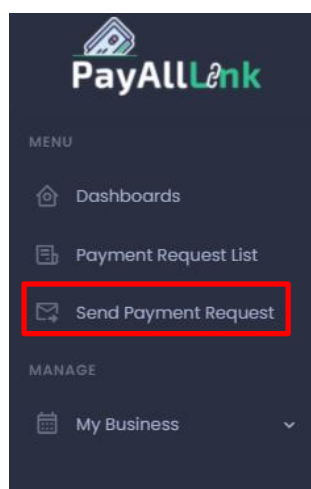
MOBILE

+974

Done

4.2 Send Payment requests

1. Click on 'Send Payment Request' Tab.



2. Fill in the Payment Details, Customer Details, Email Configuration, and Send Payment Request.

SEND PAYMENT REQUEST Forms / Send Payment Request

01 PAYMENT DETAILS

02 CUSTOMER DETAILS

03 EMAIL CONFIGURATION

04 SEND PAYMENT REQUEST

AMOUNT

QAR

1.00

☒ Check to Add Items Bought

LANGUAGE

EN

Item Name

Quantity

Amount

X REMOVE ITEM

CARD TYPE

Debit and Credit

Item Name

Quantity

Amount

X REMOVE ITEM

TRANSACTION REFERENCE

TR00000

Item Name

Quantity

Amount

X REMOVE ITEM

Remarks...

+ ADD ITEM

Previous

Next

Add or Search Customer

SEND PAYMENT REQUEST Forms / Send Payment Request

01 PAYMENT DETAILS

02 CUSTOMER DETAILS

03 EMAIL CONFIGURATION

04 SEND PAYMENT REQUEST

CUSTOMER NAME

CUSTOMER EMAIL

MOBILE

+974

Add/Search Customer

Previous

Next

SEND PAYMENT REQUEST

Forms / Send Payment Request

01 PAYMENT DETAILS02 CUSTOMER DETAILS03 EMAIL CONFIGURATION04 SEND PAYMENT REQUEST

EMAIL SUBJECT LINE

Request for payment to Ameena Chua

Attachment

Drop files here or click to upload.
(Only 3 files with 10 MB size are allowed)

PreviousNext

SEND PAYMENT REQUEST

Forms / Send Payment Request

01 PAYMENT DETAILS02 CUSTOMER DETAILS03 EMAIL CONFIGURATION04 SEND PAYMENT REQUEST

Summary

1 QAR

AMOUNT DUE FOR Ameena Chua

Transaction Reference:	N/A	Email Subject Line:	Request for payment to Ameena Chua
Payment Request:	PR000074	Attachments:	N/A
Customer Name:	Ameena Chua	Remarks:	N/A
Customer Mobile:	+974-66557700	Items:	1x Flights 1x Hotels 1x Cars
Transaction Date:	02 Jun 2021, 9:44:13 pm		
Card Type:	Debit and Credit		
Language:	EN		

GENERATED PAYMENT LINK

https://tinyurl.com/y5vswfzr

EDIT PAYMENT REQUEST

SEND PAYMENT REQUEST TO CUSTOMER EMAIL

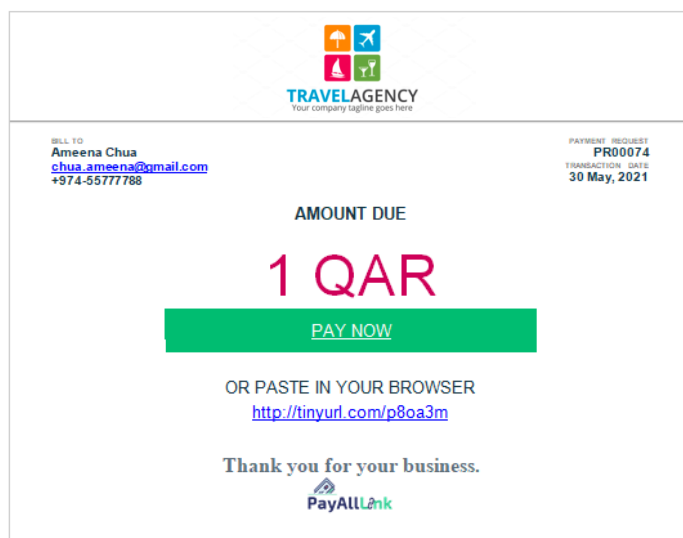
SEND PAYMENT REQUEST TO MY EMAIL ONLY

System response:









Email sent successfully.

3. An Email will be sent to customer.



5 How to check failed transaction

To check any payment history such as error for a failed transaction, you may click on  under Action in Payment Request List tab and select  View More Info .

Payment Request Id	Payment Request Date	Billing Name	Request Sent By	Amount	Currency	Payment Status	Link Expiration	Link Status	Platform	Action
PR000008	03 Jun 2021, 2:30:47 pm	Justin Brian Balano jbalano99@gmail.com +974-55993286	Bless blesstargosa@gmail.com	2202.3	QAR	Failed	04 Jun 2021, 2:30:47 pm	Active	PORTAL	 <div>  View More Info  Copy Link  Resend to Customer </div>

Example:

OVERVIEW

Payment Request List / Overview

Send Payment Link

Copy Payment Link

Payment Request Details

Payment Request Id:

 PR000008

Amount Paid:

 2202.3 QAR - Failed

Transaction Reference:

Transaction Date:

 03 Jun 2021, 2:30:47 pm

Paid Date:

Billing Name:

 Justin Brian Balano

Billing Email:

 jbalano99@gmail.com

Billing Mobile:

 +974-55993286

Requested By:

 Bless blesstargosa@gmail.com

Configuration / Settings

Invoice Link:

 https://tinyurl.com/y3hymts4

Link Status:

 Active

Link Expiration:

 04 Jun 2021, 2:30:47 pm

Payment Method Provided:

 Debit and Credit - En

Email Attachment:

 N/A

Email Recipients & Subject:

 Click to Show

Generated From:

 PORTAL - Express

Remarks:

Logs

03 Jun → Payment Attempt FAILED

03 Jun → Initial Send of Payment Request

03 Jun → Inserted New PaymentRequest

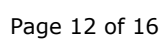
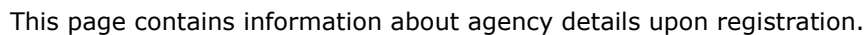
Item List

No Items Listed.

Payment History

Date	Transid	Trackid	Code	Response	Payment Type	More
03 Jun 2021, 2:44:23 pm	33886654270248145	PR000008-1723777036	506	Unsuccessful	debit	Cancelled-before-payment+method+selection

Under this tab, it contains Agency Details, Agency Users, and Agency Customers.



6.2 Users

This page contains details about users.

USERS LISTS

MANAGE / USERS LISTS

Download Users
New User

User Id	Title	Username	First Name	Last Name	Email	Mobile	Registration Date	Role	Department	Active	Action
U000003	MR	jbalano	Justin	Balano	jbalano99@gmail.com	+974-08394835	01 Jan 1970, 4:00:00 am	Admin	IT	True	...
U000019	MS	micah019	Micah	Aallyah	micah@gmail.com	+974-55630438	22 Apr 2021, 124:38 pm	User	Operations	True	...

1

To Add a user> Click New User > Fill in Details > Click Enter New User

ADD NEW USER

X

TITLE

MR

▼

ROLE

User

▼

USERNAME

EMAIL

FIRSTNAME

LASTNAME

MOBILE

+974

⬆️⬆️

DEPARTMENT

Enter New User

6.3 Customers

To add, update, and manage customer, Click on Customers

CUSTOMERS

Search Customer/Email/Mobile

Download Customers New Customer

Name	Email	Mobile	Type	Registration Date	Active	Action
John Paolo	chua.m8@gmail.com	+974-44483828	New	01 Jun 2021, 3:00:00 am	true	[Pencil] [X] [Plus]
Lucas	Lucas@gmail.com	+974-66504026	New	28 May 2021, 3:00:00 am	false	[Pencil] [X] [Plus]
Micah Aaliyah	micah@gmail.com	+974-33572476	New	28 May 2021, 3:00:00 am	false	[Pencil] [X] [Plus]

Action: [Pencil] Update Customer Detail [X] Deactivate Customer | [Plus] Activate Customer

Search Customer/Email/Mobile Search Customer

Download Customers Download Customer List in CSV file

New Customer Create New Customer Record

7 Other Features

7.1 Main Search

To quickly search for Payment Requests, click on

Main Search

DASHBOARD

Welcome to PayAllLink Micah!

Start sending payment links today.

Micah Aaliyah User

Payment Requests Sent: 1

Revenue: QAR 0

Paid Payment Requests: 1,235

Revenue: QAR 35,723

Total Requests Sent: 2,000

Transaction Summary

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Paid Unpaid Failed

SEARCH ALL X

Q

Search Transaction....

Select Payment Request Date Range

Select Date Range

Select Filters

Select... v

Payment Request Id	Payment Request Date	Billing Name	Request Sent By	Amount	Currency	Payment Status	Link Expiration	Link Status	Platform	Action
PR000002	03 Jun 2021, 11:01:51 am	Ameena Chua chua.ameena@gmail.com +974-66557790	Bless bleslargo@gmail.com	1	QAR	Unpaid	04 Jun 2021, 11:01:51 am	Active	PORTAL	...
PR000001	03 Jun 2021, 10:47:49 am	Justin Brian Balano jbalano09@gmail.com +974-55993286	Bless bleslargo@gmail.com	1	QAR	Unpaid	04 Jun 2021, 10:47:49 am	Active	PORTAL	...

< 1 2

7.2 Profile

To view profile, click on User Icon and select Profile

Hi User, Micah !

v

P
Profile

Welcome Back !
It will seem like simplified

micah019
User

0

Payment Requests

QAR 0

Revenue

Personal Information

Title : MS

Name : Micah Kalyah

Email : chua.ameena@gmail.com

Mobile : +974-55630438

Department : Operations

Payment Requests

No list

Logs

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Designed & Developed by Amadeus Qatar W.L.L.

7.3 Forgot Password

To reset your password: Click on 'Forgot your password?', enter email, click on Reset Password button from email, Enter new Password and Click on Set Password.

The first screenshot shows the login page with the 'Forgot your password?' link highlighted in a red box. The second screenshot shows the email reset page with the 'Enter email' input field and the 'Send Email' button highlighted in a red box. The third screenshot shows the password reset page with the 'Enter new password' input field and the 'Set Password' button highlighted in a red box.

7.4 Sign out

To sign out, click on 'Logout'

The screenshot shows the user profile dropdown menu with the 'Logout' option highlighted in a red box.