

Amadeus PayAllLink



**Admin User Guide
for PayAllLink.Com**

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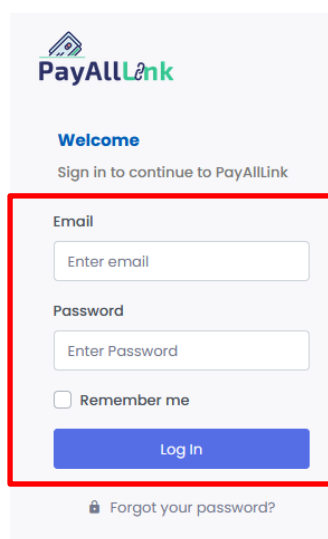
1 Introduction

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/>

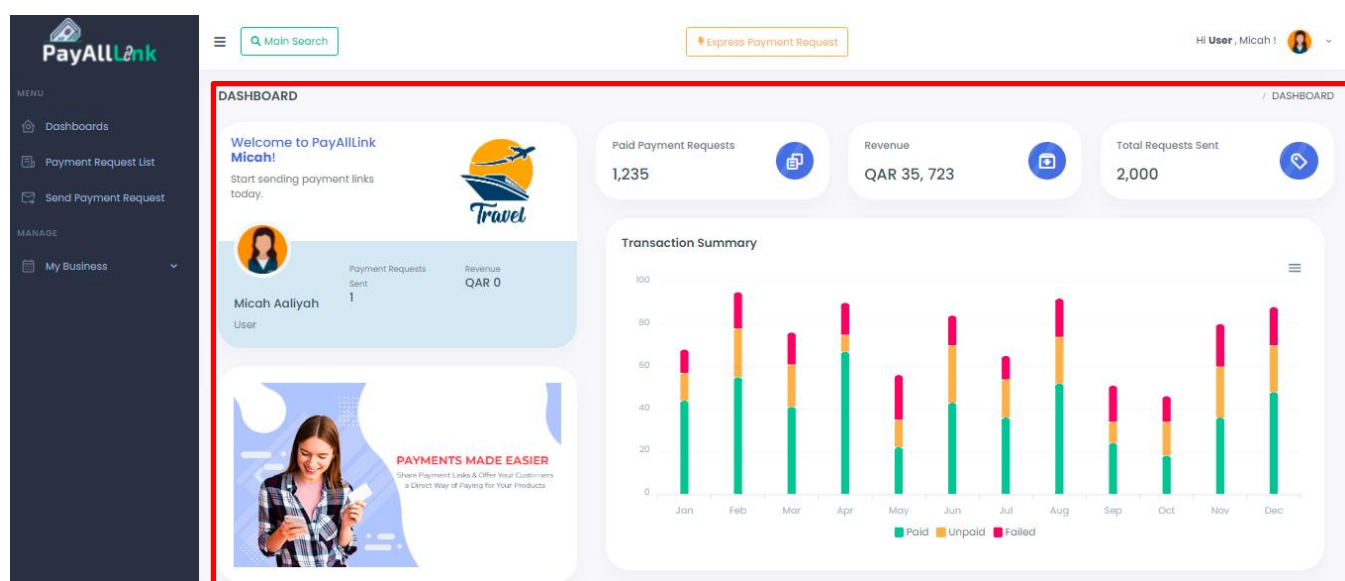
(*Credentials are forwarded to admin email ID provided upon registration)



The image shows the PayAllLink login page. 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 is a login form with fields for 'Email' (with a placeholder 'Enter email') and 'Password' (with a placeholder 'Enter Password'). There is a 'Remember me' checkbox and a 'Log In' button. A link for 'Forgot your password?' is located at the bottom of the form. The entire login form area is highlighted with a red border.

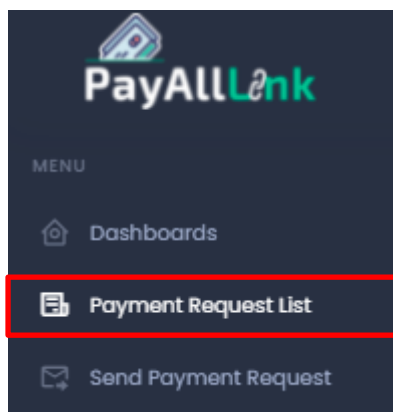
2.1 Dashboard

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:

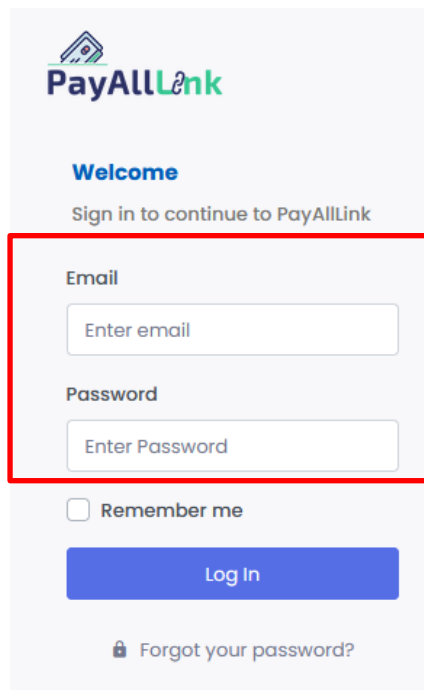
The screenshot shows the 'PAYMENT REQUESTS' dashboard. It includes a search bar, filter dropdowns, and a table of payment requests. Callouts provide details on the following features:

- 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 blessstargosa@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 blessstargosa@gmail.com	1	QAR	Failed	04 Jun 2021, 10:47:49 am	Expired	PORTAL	...

3 Payment requests through PayAllLink Portal

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



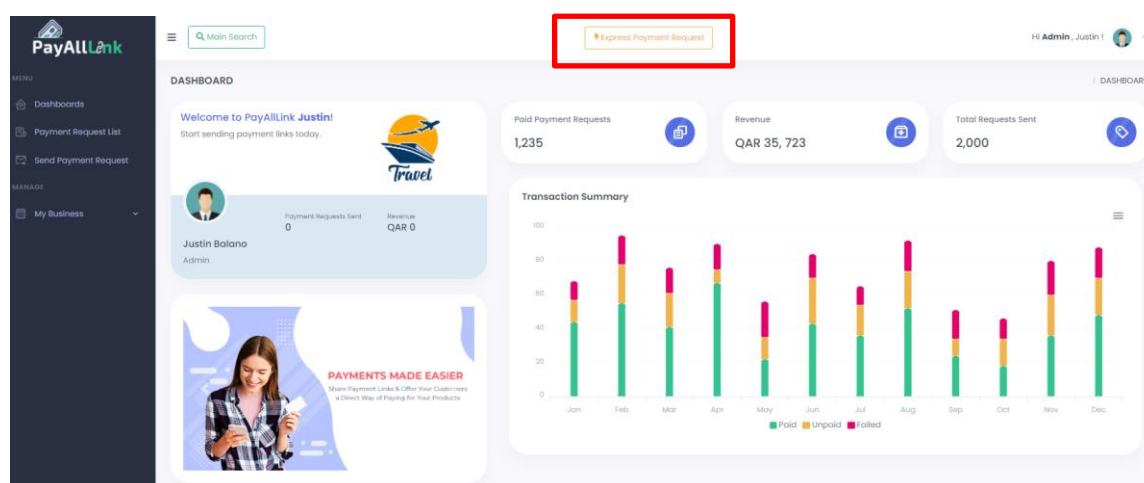
The image shows the PayAllLink login page. At the top is the PayAllLink logo. Below it is a 'Welcome' message and a prompt to 'Sign in to continue to PayAllLink'. A red rectangle highlights the login fields: an 'Email' field with the placeholder 'Enter email', a 'Password' field with the placeholder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

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

3.1 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

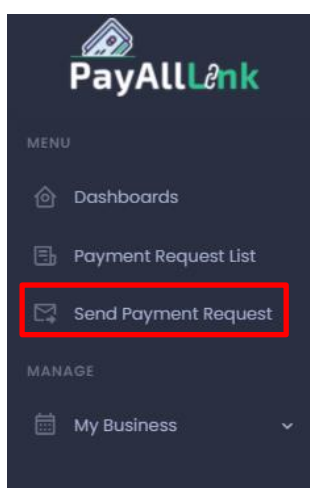
MOBILE

+974

Done

3.2 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

LANGUAGE EN

CARD TYPE Debit and Credit

TRANSACTION REFERENCE TR00000

Remarks...

☒ Check to Add Items Bought

Item Name	Quantity	Amount	X REMOVE ITEM
Item Name	Quantity	Amount	X REMOVE ITEM
Item Name	Quantity	Amount	X REMOVE ITEM

+ 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 DETAILS

02 CUSTOMER DETAILS


03 EMAIL CONFIGURATION

04 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)

Previous

Next

SEND PAYMENT REQUEST Forms / Send Payment Request

01 PAYMENT DETAILS

02 CUSTOMER DETAILS

03 EMAIL CONFIGURATION

04 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

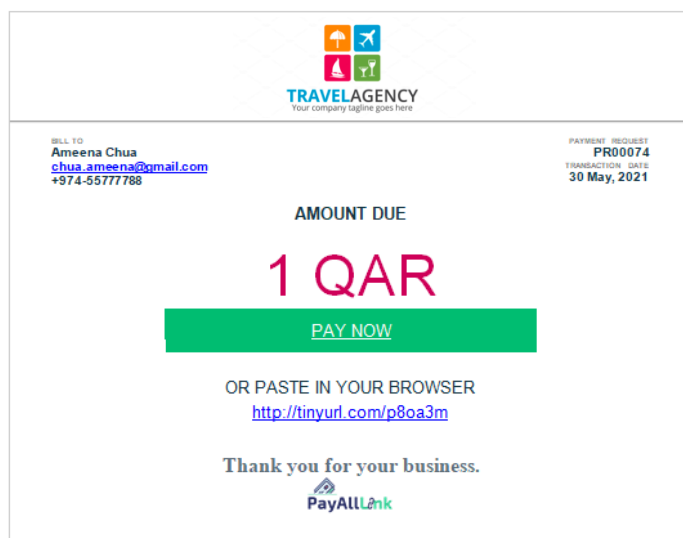
SEND PAYMENT REQUEST TO MY EMAIL ONLY

System response:









Email sent successfully.

3. An Email will be sent to customer.



4 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

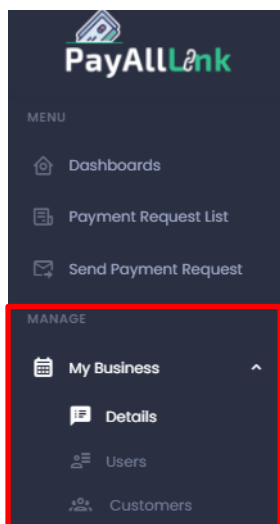
Item List

No Items Listed.

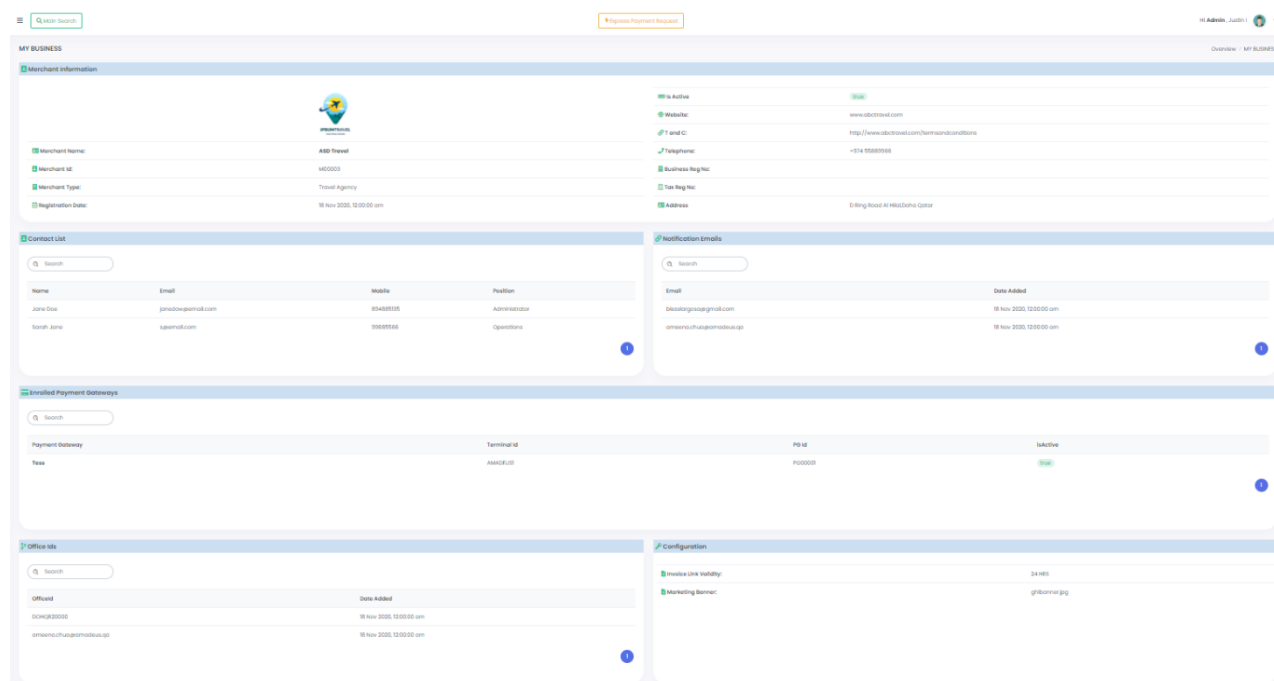
Payment History

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 your Business Details, Users, and Customers.



This page contains information about agency details upon registration.



5.2 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	jbbalano	Justin	Balano	jbbalano99@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

5.3 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

6 Other Features

6.1 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



Select Payment Request Date Range

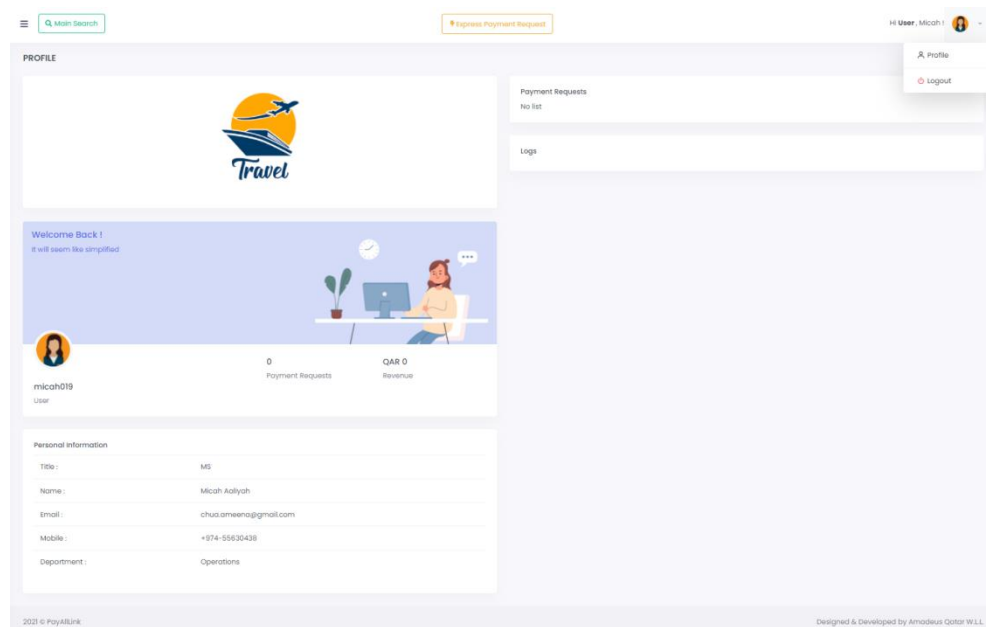
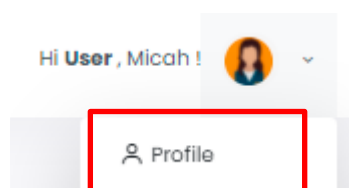
Select Filters

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 bleslargo2@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 bleslargo2@gmail.com	1	QAR	Unpaid	04 Jun 2021, 10:47:49 am	Active	PORTAL	...

< 1 2

6.2 Profile

To view profile, click on User Icon and select Profile



6.3 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. The second screenshot shows the email reset page with the 'Enter email' field and 'Send Email' button highlighted. The third screenshot shows the password reset page with the 'Enter new password' fields and 'Set Password' button highlighted.

6.4 Sign out

To sign out, click on 'Logout'

The screenshot shows the user profile dropdown menu with the 'Logout' option highlighted.