

Amadeus PayAllLink



User Guide

Index

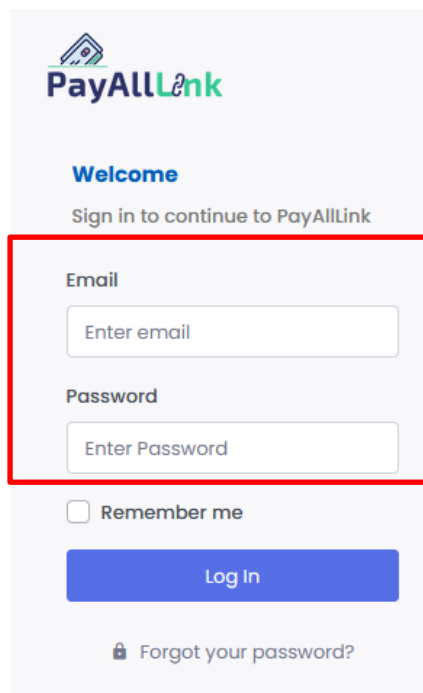
1	Introduction.....	3
2	Payment requests through PayAllLink Portal	3
2.1	Express Payment Request	3
2.2	Send Payment requests	4
3	Payment Request List	7
4	Other Features.....	8
4.1	Customers.....	8
4.2	Dashboard.....	8
4.3	Main Search	9
4.4	Profile.....	9
4.5	Forgot Password	10
4.6	Sign out.....	10

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 Payment requests through PayAllLink Portal

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



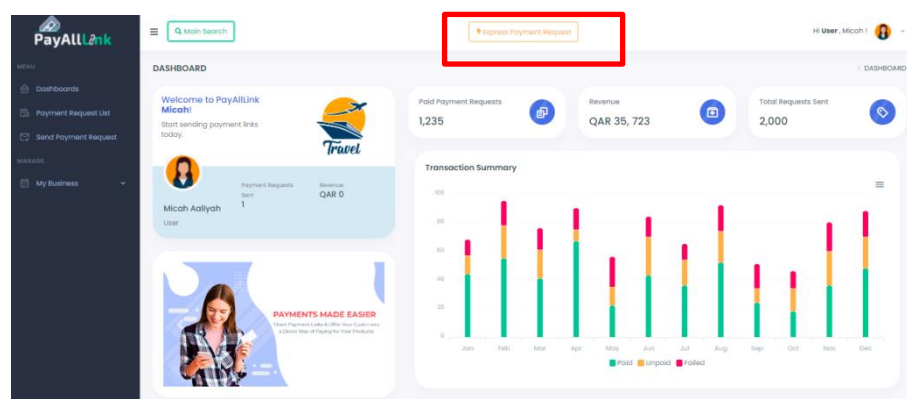
The image shows the PayAllLink login page. At the top is the PayAllLink logo. Below it, the text 'Welcome' and 'Sign in to continue to PayAllLink' is displayed. The login form is highlighted with a red border and contains the following elements: an 'Email' label above a text input field with the placeholder 'Enter email'; a 'Password' label above a text input field with the placeholder 'Enter Password'; a 'Remember me' checkbox; a blue 'Log In' button; and a 'Forgot your password?' link with a lock icon.

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

2.1 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

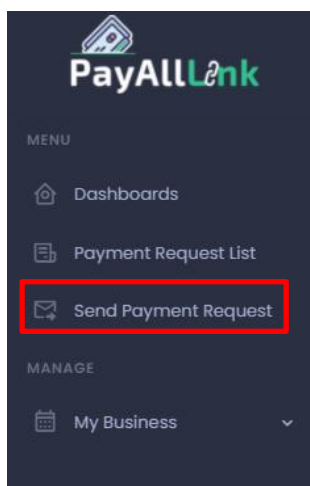
MOBILE

+974

Done

2.2 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

CARD TYPE

Debit and Credit

TRANSACTION REFERENCE

TR00000

Remarks...

Item Name

Quantity

Amount

× REMOVE ITEM

Item Name

Quantity

Amount

× REMOVE ITEM

Item Name

Quantity

Amount

× 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

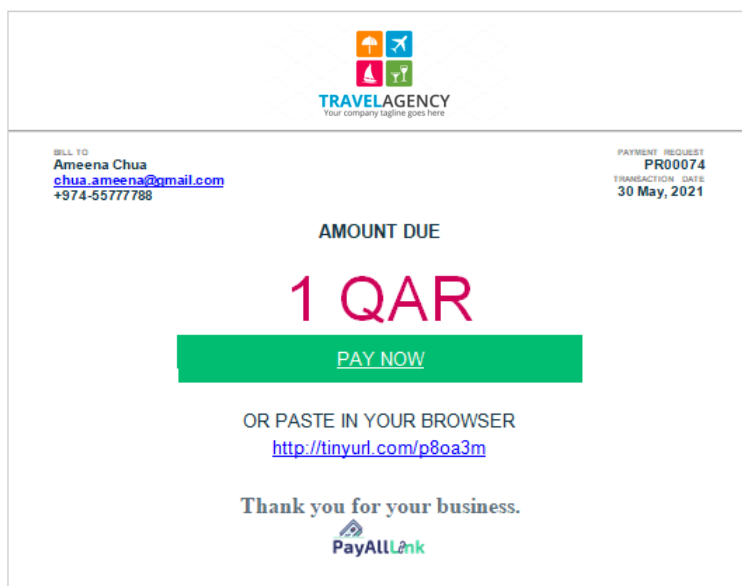
SEND PAYMENT REQUEST TO MY EMAIL ONLY

System response:



Email sent successfully.

3. An Email will be sent to customer.



3 Payment Request List

Click on 'Payment Request List' tab to view, search, or download list of transactions.

The image shows the PayAllLink web application interface. On the left is a dark sidebar menu with the 'PayAllLink' logo at the top. The menu includes 'Dashboards' (highlighted with a red box), 'Payment Request List', 'Send Payment Request', and 'My Business'. The main content area is titled 'PAYMENT REQUESTS' and includes a search bar, a date range selector, and a filter dropdown. Below these are buttons for 'Search', 'Download CSV', and 'Reset'. A table displays a list of payment requests with columns: Payment Request Id, Payment Request Date, Billing Name, Request Sent By, Amount, Currency, Payment Status, Link Expiration, Link Status, Platform, and Actions. The first row shows a request for 'Ameena Chua' for 1 QAR, with status 'Unpaid' and link expiration on 03 Jun 2021.

Payment Request Id	Payment Request Date	Billing Name	Request Sent By	Amount	Currency	Payment Status	Link Expiration	Link Status	Platform	Actions
PR000074	02 Jun 2021, 9:44:13 pm	Ameena Chua ameena.chua@amadeus.qa +974-44558877	Micah chua.ameena@gmail.com	1	QAR	Unpaid	03 Jun 2021, 9:44:13 pm	Active	PORTAL	...

4 Other Features

4.1 Customers

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

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	Edit Delete
Lucas	lucas@gmail.com	+974-66504026	New	28 May 2021, 3:00:00 am	False	Edit Activate
Micah Aaliyah	micah@gmail.com	+974-33572476	New	28 May 2021, 3:00:00 am	False	Edit Activate

Action: [Edit](#) Update Customer Detail | [Delete](#) Deactivate Customer | [Activate](#) Activate Customer

Search Customer

[Download Customers](#) Download Customer List in CSV file

[New Customer](#) Create New Customer Record

4.2 Dashboard

Welcome to PayAllLink Micah!
Start sending payment links today.

Payment Requests Sent: 1
Revenue: QAR 0

Paid Payment Requests: 1,235
Revenue: QAR 35,723
Total Requests Sent: 2,000

Transaction Summary

Month	Paid	Unpaid	Failed
Jan	40	10	10
Feb	50	20	20
Mar	40	20	20
Apr	60	20	20
May	30	20	10
Jun	40	20	20
Jul	30	20	10
Aug	50	20	20
Sep	20	20	10
Oct	10	20	10
Nov	30	20	30
Dec	40	20	20

4.3 Main Search

To quickly search for Payment Requests, click on

Q Main Search

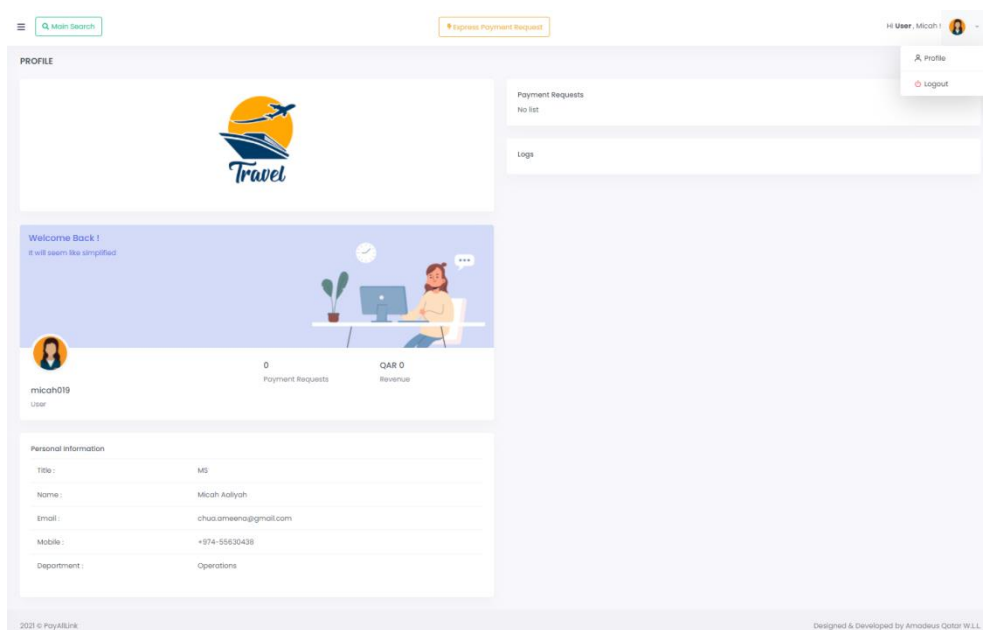
The screenshot shows the PayAllLink dashboard. At the top, there is a 'Main Search' button highlighted with a red box. Below the dashboard, there is a 'Search Transaction...' section with a search bar and filters. The search results table is as follows:

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 jbalano99@gmail.com +974-55993286	Bless bleslargo@gmail.com	1	QAR	Unpaid	04 Jun 2021, 10:47:49 am	Active	PORTAL	...

4.4 Profile

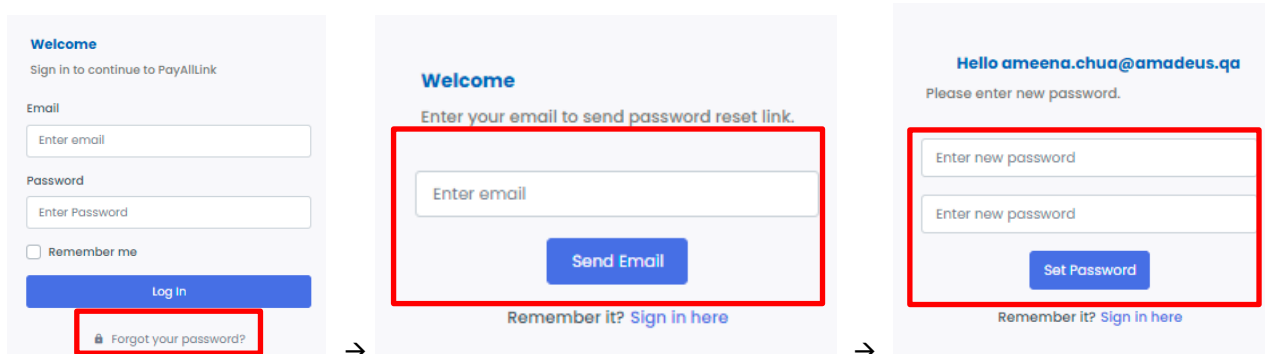
To view profile, click on User Icon and select Profile

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



4.5 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.



4.6 Sign out

To sign out, click on 'Logout'

