Amadeus e-Power: How to add or edit Agency Rules in Production Portal

Solution

1. Log in to the Amadeus e-Power portal with user name and password

> **Note:** Use only the user name specified as *"User Interface: Web Parts Administrator User Name"* in e-Power modules section of admin panel

2. Make sure a dropdown menu appears on the top right corner with: *Browse, Design, Edit, Catalog, Admin Panel*

3. Follow the booking process to reach the payment page.

4. Click on the link of Fare rules and Agency Rules in the mandatory checkbox area to open a separate window:

> https://staging.amadeusepower.com/PORTAL_NAME/Portals/PORTAL_NAME/AgencyRules.aspx

5. Switch to **Edit mode** using the dropdown menu within the AgencyRules.aspx page. You should see an HTML module web part.

> **Note:** If not, switch to **Catalog view** and add HTML module to the content panel.

6. Click on the *Design button* on HTML module title bar > *Open HTML editor.*

7. Paste the content of Agency Rules to the HTML Editor or write them from scratch using HTML Editor > Save the content in editor > Close the window

> **Note:** You may need to repeat those tasks for different language versions of the Portal.

8. In case of any problems, please contact your Amadeus Help Desk.