

A woman with long brown hair, wearing an orange life vest and a patterned top, is sitting in a wooden boat on a body of water. She is looking towards a large, forested cliffside that rises steeply from the water. The sky is overcast. The overall scene is a scenic view of a tropical or subtropical location.

amadeus

GROUND HANDLING COURSES

Airlines Learning Services

5 mai 2024



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Airline Retailing Platform and Printing Format Association for Ground Handlers (Virtual)

This course gives an overview on how to set up predefined print formats for airport ground handlers.



On this course you will learn:

- _ How to add a predefined format to your own ground handling organisation.
- _ How to identify predefined formats from Altéa carriers and add them to your ground handling organisation.



This course covers the following topics:

- _ Adding a format association to your own ground handling organisation.
- _ Identifying specific formats and associate them to Altéa carriers.
- _ Retrieving and modifying business rules for format association.
- _ Reading the history.



Certification:
No



Duration:
0.5 day



Language:
English



Level:
Fundamentals



Pre-requisite:
Yes



Pework:
No



Is this the course for you?

This course is for:
Ground Handlers

In particular, those working in:
Administrators



Things you need for this course

Pre-requisite:

Experience in airport ground handling.



This course helps you use

- _ Altéa Document Management



How the course is organised

- _ 1 session of 1.5 hour virtual training.



What equipment do you need?

- _ High-speed internet connection (> 25 Mbps)
- _ Access to Zoom or MS Teams via internet (not mobile)
- _ Headsets with microphones



The last few details...

- _ To schedule a customised session, please contact: learning@amadeus.com
- _ Last update: April 2022



Altéa Departure Control - Customer Management

As an agent, learn about automating key processes from customer acceptance to flight departure that streamlines your activities for the best customer service.



In this e-Learning you will learn:

- _ How to get started
- _ What is the Altéa suite?
- _ How to complete customer acceptance tasks
- _ How to complete customer baggage and seating tasks
- _ How to complete customer assistance and regrade tasks
- _ How to complete boarding tasks
- _ How to complete disruption tasks



Using a set of simulations, learn how to accept customers, manage special service requests (SSR), modify flight itineraries, transfer customers and other tasks with Altéa Departure Control - Customer Management (CM). Each lesson is presented in a sequence for you to complete, ending with a test requiring a passing score of 100%.



Certification:
No



Duration:
8 hours + 50 minutes



Language:
English



Level:
Awareness



Pre-requisite:
No



Pework:
No



Is this the course for you?

This course is for:

- _ Airline Program Managers.
- _ Departure Control System Project Members.
- _ Airline trainers.
- _ Airline check-in and gate agents.



This course helps you use

- _ Altéa Departure Control - Customer Management (CM)



How the course is organised

First, there are forty-nine mandatory e-Learning lessons. After completion, there is an online test. After passing the test, there is an instructor-led session available to request enrolment. Finally, there are user guides available for download.



This course is also available in

English



What equipment do you need?

- _ A computer, laptop or tablet.
- _ A high-speed internet connection (< 1MB).
- _ The Google Chrome browser or alternatively the Microsoft Internet Explorer browser.
- _ An Amadeus login (LSS), organization ID (IATA code) and password.



The last few details...

- _ Last update: July 2021



Altéa Departure Control - Flight Management

As a Load Controller, discover how Amadeus helps you to manage passengers and baggage, cargo, and fuel with precision, to boost productivity in your load control operations.



On this course, you will learn:

- _ How Altéa Flight Management interacts with other products
- _ How to navigate Flight Management
- _ How to add flight operating data
- _ How to navigate the Flight Information screen
- _ How to read messages, statuses and the Centre of Gravity graph
- _ How to read the Joining Passengers display and modify flight details
- _ How to identify an aircraft's weight, traffic load and forecast zero fuel weight
- _ How to build a Dry Operating Weight and Index
- _ How to manage deadload for a flight
- _ How to manage the load distribution
- _ How to manage fuel for a flight
- _ How to manage passenger and baggage figures
- _ How to update load and ramp clear
- _ How to depart a flight



Through a set of interactive e-Learning lessons, learn how Altéa Flight Management (FM) optimises load planning for baggage and cargo, manages fuel distribution, calculates the aircraft centre of gravity and issues documents and messages for flight departure.



Certification:
No



Duration:
2 hours + 30 minutes



Language:
English



Level:
Awareness



Pre-requisite:
No



Pework:
No



Is this the course for you?

This course is for:

Airlines, Ground Handlers

In particular, those working in:

Administrators, Air Traffic Control (ATC), Baggage Handlers, Business & Projects Managers, Help Desk & Support Agents, Load Controllers, Operations Managers, Trainers



This course helps you use

- _ Altéa Departure Control - Flight Management (FM)



This course is also available in
English



What equipment do you need?

- _ A computer, laptop or tablet.
- _ A high-speed internet connection (> 1MB).
- _ The Google Chrome browser or alternatively the Microsoft Edge browser.
- _ An Amadeus login (LSS), organization ID (IATA code) and password



Altéa Departure Control - Operational Flight Updates

As a ground handler, learn how to manage flight schedules for another airline when close to the departure date.



You will learn:

- _ How to create a flight date.
- _ How to create a flight period.
- _ How to update a flight date
- _ How to update a blockspace size.



Through a set of interactive videos learn how to manage flight dates, flight periods and block space using Altéa Departure Control - Operational Flight Updates (OFU).



Certification:
No



Duration:
40 minutes



Language:
English



Level:
Awareness



Pre-requisite:
Yes



Pework:
No



Is this the course for you?

This course is for:

- _ Staff performing ground handling activities.



Things you need for this course

Pre-requisite:

- _ Basic knowledge of Altéa DC-CM or Altéa DC-FM.



This course helps you use

- _ Altéa Departure Control - Customer Management (CM)
- _ Altéa Departure Control - Flight Management (FM)



How the course is organised

There are four interactive lessons with a total duration of 40 minutes.



This course is also available in

English



What equipment do you need?

- _ A computer, laptop or tablet.
- _ A high-speed internet connection (< 1MB).
- _ The Google Chrome browser or alternatively the Microsoft Edge browser.
- _ An Amadeus login (LSS), organisation ID (IATA or Ground Handler code) and password.



The last few details...

- _ Please note that access to this course is restricted to Amadeus customers.



Amadeus Altéa Ground Handler DC - Administration

This course explains how to use Amadeus Altéa Administration Plan Template Management and Amadeus Altéa Administration Business Rules. It includes familiarisation and set-up sessions with Amadeus ground handling implementation experts.



In this course you will learn how to:

- _ Build a Departure Plan Template.
- _ Identify and create Business Rules.
- _ Benefit from setup and familiarisation sessions with Amadeus ground handling implementation experts.



This course covers the following topics:

Delivered by Airlines Learning Services:

- _ Departure Plan Template.
- _ Amadeus Business Rules (CM, FM, INV).

Delivered by Ground Handling Implementation:

- _ New Adhoc Solution and Web Seatmap Designer Tool.
- _ Device management.
- _ Post-implementation processes using ACSP.
- _ Data management responsibilities.
- _ Ground Handling main concepts: Altéa architecture and administration, Logon and Security Server, business rules and DBM process.
- _ Flight Life Cycle: Flight creation, ACV/Schedule management, troubleshooting, Operational Flight Updates and NGD messenger.
- _ Specific day dedicated to your organization with an expert project manager of ground handling.



Certification:
No - pass mark: 85%



Duration:
5 days



Language:
English



Level:
Fundamentals



Pre-requisite:
Yes



Prework:
No



Is this the course for you?

This course is for:

- _ Ground handlers using Altéa Departure Control System.
- _ Administration staff responsible for creating Amadeus Departure Plan Template and Amadeus Business Rules within the ground handling partition.



Things you need for this course

Pre-requisite:

- Have successfully passed one of the courses below
- _ Amadeus Altéa Ground Handler DC-CM Certification
 - _ Amadeus Altéa Ground Handler DC-FM Certification



This course helps you use

- _ Altéa Administration
- _ Altéa Departure Control - Customer Management (CM)
- _ Altéa Departure Control - Flight Management (FM)



Related courses

- [Amadeus Altéa Ground Handler Departure Control - Customer Management Certification \[Classroom\]](#)
- [Amadeus Altéa Ground Handler Departure Control - Flight Management Certification \[Classroom\]](#)



How the course is organised

- _ 1 day Departure Plan Template.
- _ 1 day Business Rules.
- _ 3 days familiarisation and setup.



The last few details...

- _ To schedule a customised session, please contact: learning@amadeus.com
- _ Last update: January 2023



Amadeus Altéa Ground Handler DC - Administration (Virtual)

This course explains how to use Amadeus Altéa Administration Plan Template Management and Amadeus Altéa Administration Business Rules. It includes familiarisation and set-up sessions with Amadeus ground handling implementation experts.



In this course you will learn how to:

- _ Build a Departure Plan Template.
- _ Identify and create Business Rules.
- _ Benefit from setup and familiarisation sessions with Amadeus ground handling implementation experts.



This course covers the following topics:

Delivered by Airlines Learning Services:

- _ Departure Plan Template.
- _ Amadeus Business Rules (CM, FM, INV).

Delivered by Ground Handling Implementation:

- _ New Adhoc Solution and Web Seatmap Designer Tool.
- _ Device management.
- _ Post-implementation processes using ACSP.
- _ Data management responsibilities.
- _ Ground Handling main concepts: Altéa architecture and administration, Logon and Security Server, business rules and DBM process.
- _ Flight Life Cycle: Flight creation, ACV/Schedule management, troubleshooting, Operational Flight Updates and NGD messenger.
- _ Specific day dedicated to your organization with an expert project manager of ground handling.



Certification:
No



Duration:
5 days



Language:
English



Level:
Fundamentals



Pre-requisite:
Yes



Pework:
No



Is this the course for you?

This course is for:

- _ Ground handlers using Altéa Departure Control.
- _ Administration staff responsible for creating Amadeus Departure Plan Template and Amadeus Business Rules within the ground handling partition.



Things you need for this course

Pre-requisite:

Have successfully passed one of the courses below

- _ Amadeus Altéa Ground Handler DC-CM Certification
- _ Amadeus Altéa Ground Handler DC-FM Certification



This course helps you use

- _ Altéa Administration
- _ Altéa Departure Control - Customer Management (CM)
- _ Altéa Departure Control - Flight Management (FM)



Related courses

- _ [Amadeus Altéa Ground Handler Departure Control - Customer Management Certification \(Virtual\) \[Blended Virtual\]](#)
- _ [Amadeus Altéa Ground Handler Departure Control - Flight Management Certification \(Virtual\) \[Virtual\]](#)



How the course is organised

- _ 1 day Departure Plan Template.
- _ 1 day Business Rules.
- _ 3 days familiarisation and setup.



What equipment do you need?

- _ High-speed internet connection (> 25 Mbps)
- _ Access to Zoom or MS Teams via internet (not mobile)
- _ Headsets with microphones



The last few details...

- _ To schedule a customised session, please contact:

learning@amadeus.com

- _ Last update: January 2023



Amadeus Altéa Ground Handler Departure Control - Customer Management Certification

This course explains Amadeus Altéa Customer Management for Ground Handlers.



On this course you will learn:

- _ Where Customer Management fits in the Altéa system architecture.
- _ How to navigate the Customer Management UI.
- _ How to manage customers including acceptance, linking, cancelling acceptance, adding customer comments and transfers.
- _ The concept of PCV.
- _ How to manage baggage.
- _ About seating processes.
- _ About boarding and close out.



This course covers the following topic:

- _ Customer Management.



Certification:

Yes - pass mark: 85%



Duration:

5 days



Language:

English



Level:

Certification



Pre-requisite:

No



Prework:

Yes



Is this the course for you?

This course is for:

- _ Ground handling staff responsible for check-in and boarding functions.
- _ Check-in supervisors.



Things you need for this course

Prework:

- _ Complete the following e-Learning (8.50h):
[Altéa Departure Control - Customer Management awareness e-Learning](#)



This course helps you use

- _ Altéa Departure Control - Customer Management (CM)



How the course is organised

- _ 5 days of classroom training



The last few details...

- _ To schedule a customized session, please contact:
learning@amadeus.com
- _ Last update: May 2021



Amadeus Altéa Ground Handler Departure Control - Customer Management Certification (Virtual)

This course explains Amadeus Altéa Customer Management for Ground Handlers.



On this course you will learn:

- _ Where Customer Management fits in the Altéa system architecture.
- _ How to navigate the Customer Management UI.
- _ How to manage customers including acceptance, linking, cancelling acceptance, adding customer comments and transfers.
- _ The concept of PCV.
- _ How to manage baggage.
- _ About seating processes.
- _ About boarding and close out.



This course covers the following topic:

- _ Customer Management.



Certification:

Yes - pass mark: 85%



Duration:

5 days



Language:

English



Level:

Certification



Pre-requisite:

No



Prework:

Yes



Is this the course for you?

This course is for:

- _ Ground handlers migrating to Amadeus
- _ Ground handling staff responsible for check-in and boarding functions.
- _ Check-in supervisors.



Things you need for this course

Prework:

- _ Complete the following e-Learning (8.50h):
[Altéa Departure Control - Customer Management awareness e-Learning](#)



This course helps you use

- _ Altéa Departure Control - Customer Management (CM)



Related courses

- _ [Amadeus Altéa Ground Handler Departure Control - Flight Management Certification \(Virtual\) \[Virtual\]](#)



How the course is organised

- _ 5 days of virtual training



What equipment do you need?

- _ High-speed internet connection (> 25 Mbps)
- _ Access to Zoom or MS Teams via internet (not mobile)
- _ Headsets with microphones



The last few details...

- _ To schedule a customised session, please contact:
learning@amadeus.com
- _ Last update: May 2021



Amadeus Altéa Ground Handler Departure Control - Flight Management Certification

This course explains flight management for ground handlers using Amadeus Altéa Departure Control Flight Management.



On this course you will learn:

- _ Where Flight Management fits in the Altéa system architecture.
- _ How to navigate the Flight Management UI.
- _ How to prepare a range of aircraft types for departure through the full load-control process.
- _ How to create and trigger flights in the DCS window from Operational Flight Updates (OFU).
- _ How to manage disruption processes in OFU.



This course covers the following topics:

- _ Flight Management
- _ Operational Flight Updates



Certification:

Yes - pass mark: 85%



Duration:

5 days



Language:

English



Level:

Certification



Pre-requisite:

Yes



Prework:

Yes



Is this the course for you?

This course is for:

- _ Ground Handlers or Load Controllers using Altéa Flight Management.



Things you need for this course

Pre-requisite:

- _ Knowledge of load-control processes.

Prework:

- _ Complete the following e-Learning (3h):

[Altea Departure Control - Flight Management awareness](#)



This course helps you use

- _ Altéa Departure Control - Flight Management (FM)



Related courses

- [Amadeus Altéa Ground Handler Departure Control - Customer Management Certification \[Classroom\]](#)



The last few details...

- _ To schedule a customised session, please contact:

learning@amadeus.com

- _ Last update: May 2021



Amadeus Altéa Ground Handler Departure Control - Flight Management Certification (Virtual)

This course explains flight management for ground handlers using Amadeus Altéa Departure Control Flight Management.



On this course you will learn:

- _ Where Flight Management fits in the Altéa system architecture.
- _ How to navigate the Flight Management UI.
- _ How to prepare a range of aircraft types for departure through the full load-control process.
- _ How to create and trigger flights in the DCS window from Operational Flight Updates (OFU).
- _ How to manage disruption processes in OFU.



This course covers the following topics:

- _ Flight Management
- _ Operational Flight Updates



Certification:

Yes - pass mark: 85%



Duration:

5 days



Language:

English



Level:

Certification



Pre-requisite:

Yes



Prework:

Yes



Is this the course for you?

This course is for:

- _ Ground Handlers migrating to Amadeus
- _ Ground Handlers or Load Controllers using Altéa Flight Management.



Things you need for this course

Pre-requisite:

- _ Knowledge of load-control processes.

Prework:

- _ Complete the following e-Learning (8.50h):

[Altéa Departure Control - Flight Management awareness e-Learning](#)



This course helps you use

- _ Altéa Departure Control - Flight Management (FM)



Related courses

- _ [Amadeus Altéa Ground Handler Departure Control - Customer Management Certification \(Virtual\) \[Blended Virtual\]](#)



What equipment do you need?

- _ High-speed internet connection (> 25 Mbps)
- _ Access to Zoom or MS Teams via internet (not mobile)
- _ Headsets with microphones



The last few details...

- _ To schedule a customised session, please contact:

learning@amadeus.com

- _ Last update: May 2021



Amadeus Office Management

As a security administrator, control office security access across all Amadeus systems.



On this course, you will learn:

- _ How to manage offices
- _ How to manage terminals
- _ How to manage printers
- _ How to manage printer Sets
- _ How to manage certificates



Through a set of interactive lessons learn how to manage offices, terminals, printers, printer-sets and certificates using the web-based interface Amadeus Office Management (AOM).



Certification:
No



Duration:
2 hours



Language:
English



Level:
Awareness



Pre-requisite:
No



Pework:
No



Is this the course for you?

This course is for:

Airlines, Ground Handlers

In particular, those working in:

Administrators, Business & Projects Managers, Help Desk & Support Agents, Security Administrators, Trainers



This course helps you use

- _ Amadeus Office Management (AOM)



This course is also available in

English



What equipment do you need?

- _ A computer, laptop or tablet.
- _ A high-speed internet connection (> 1MB).
- _ The Google Chrome browser or alternatively the Microsoft Edge browser.
- _ An Amadeus login (LSS), organization ID (IATA code) and password.



The last few details...

To get access to AOM, you will need to complete a 2-days instructor-led training and successfully pass the test.



Amadeus Security Management

As a security administrator, control user authentication and access control across all Amadeus systems.



On this course, you will learn:

- _ What is Amadeus Security Management
- _ How to create user access
- _ How to remove user access
- _ How to manage user access
- _ What are partnerships
- _ How to create partnerships
- _ How to remove partnerships



Through a set of interactive videos learn about user access, user responsibility, partnerships with other organisations by using Amadeus Security Management (ASM).



Certification:
No



Duration:
1 hour + 10 minutes



Language:
English



Level:
Awareness



Pre-requisite:
No



Pework:
No



Is this the course for you?

This course is for:

Airlines, Ground Handlers

In particular, those working in:

Administrators, Help Desk & Support Agents, Security Administrators, Trainers



This course helps you use

- _ Amadeus Security Management (ASM)



Related courses

- _ [Local Security Management \[e-Learning\]](#)
- _ [Amadeus Office Management \[e-Learning\]](#)



How the course is organised

7 interactive lessons with a duration of 1 hour and 10 minutes.



This course is also available in

English



What equipment do you need?

- _ A computer, laptop or tablet.
- _ A high-speed internet connection (> 1MB).
- _ The Google Chrome browser or alternatively the Microsoft Edge browser.
- _ An Amadeus login (LSS), organization ID (IATA code) and password.



The last few details...

To get access to ASM, you will need to complete a 4-days instructor-led training and successfully pass the test.



Amadeus Security Management for Airports and Ground Handlers

Amadeus Security Management (ASM) provides authentication, access control and security administration across Amadeus airport products. This course describes the configuration of user access rights to allow users to work in airport applications.



On this course, you will learn how to:

- _ Navigate through the Amadeus Security Management application.
- _ Define the security setup for an airport or ground handler.
- _ Identify and apply security elements to allow access to applications



This course covers the following topics:

- _ Organisation and User Management.
- _ Reports and templates for mass actions.
- _ Reviewing the authentication process flow.
- _ Navigating ASM.
- _ Identifying the tasks of the airport or ground handler administrator.
- _ Defining data within the different applications.
- _ Creating and managing roles specific to your organisation.
- _ Allocating and duplicating roles, ACLs and preferences to consumers according to their job functions.
- _ Removing access rights, offices and organisational units.
- _ Managing partnerships between organisations.
- _ Deleting roles, offices and organisation units.



Certification:

Yes - pass mark: 85%



Duration:

4 days



Language:

English



Level:

Awareness



Pre-requisite:

Yes



Pework:

No



Is this the course for you?

This course is for:

- _ Airport and ground handler administrators



Things you need for this course

Pre-requisite:

- _ Familiarity with airport or ground handling business processes and task distribution.



This course helps you use

- _ Amadeus Security Management (ASM)



The last few details...

- _ To schedule a customised session, please contact:

learning@amadeus.com

- _ Last update: July 2020



Amadeus Security Management for Ground Handlers (Virtual)

This course explains how to use and configure Amadeus Security Management, an integrated solution for authentication, access control and security administration across Amadeus products.



On this course you will learn how to:

- _ Structure your organisation tree.
- _ Manage your security policy within your organisation.
- _ Create and modify users within your organisation.
- _ Accept partnerships, and view delegated roles and ACLs.
- _ Assign and remove delegated roles and ACLs.
- _ Run a report on locked user accounts
- _ View history



This course covers the following topics:

- _ Structuring your organisation tree.
- _ Managing the security policy within your organisation.
- _ Creating and modifying users within your organisation.
- _ Assigning and removing roles and Access Control Lists (ACLs).
- _ Accepting and removing partnerships, and delegating assignments.



Certification:
No



Duration:
1 day



Language:
English



Level:
Awareness



Pre-requisite:
Yes



Pework:
Yes



Is this the course for you?

This course is for:

- _ Ground handling administrators responsible for security management **who are new to Amadeus Security Management**.



Things you need for this course

Pre-requisite:

- _ To have taken the [Amadeus Security Management e-Learning](#) course (1 hour)

Pework:

- _ Knowledge of business processes and permission distribution.
- _ Experience with administration and security tasks.



This course helps you use

- _ Amadeus Security Management (ASM)



How the course is organised

- _ 2 virtual training sessions of 2.5 hours.



What equipment do you need?

- _ High-speed internet connection (> 25 Mbps)
- _ Access to Zoom or MS Teams via internet (not mobile)
- _ Headsets with microphones



The last few details...

- _ Amadeus Security Management is also known as Log on Security Server (LSS).
- _ When enrolling in this course, make sure that you enrol in both modules.
- _ To schedule a customised session, please contact: learning@amadeus.com
- _ Last update: May 2022



Local Security Management

As a local security administrator, control user authentication and access control on your Amadeus product.



On this course, you will learn:

- _ What is Local Security Management?
- _ How to create users in Local Security Management
- _ How to manage users in Local Security Management
- _ How to register devices for Digital DNA authentication
- _ How to create agreements in Local Security Management
- _ What is guest authentication?



Through a set of interactive e-Learning lessons, learn about user access, Digital DNA authentication, and creating agreements using Local Security Management (LSM).



Certification:
No



Duration:
30 days



Language:
English



Level:
Awareness



Pre-requisite:
No



Prework:
No



Is this the course for you?

This course is for:

Airlines, Ground Handlers

In particular, those working in:

Administrators, Help Desk & Support Agents, Security Administrators, Trainers



This course helps you use

- _ Amadeus Security Management (ASM)



Related courses

- _ [Amadeus Office Management \[e-Learning\]](#)



This course is also available in

English



What equipment do you need?

- _ A computer, laptop or tablet.
- _ A high-speed internet connection (> 1MB).
- _ The Google Chrome browser or alternatively the Microsoft Edge browser.
- _ An Amadeus login (LSS), organization ID (IATA code) and password.



The last few details...

To get access to ASM, you will need to complete a 4-days instructor-led training and successfully pass the test.



Seatmap Management

As a ground handler, create seat maps for flights using the Altéa ad hoc solution.



On this course, you will learn:

- _ How to create a seat map using the Altéa ad hoc solution.



Through an interactive video learn how to create a seat map using Seatmap Management accessible in Amadeus Application Launcher.



Certification:
No



Duration:
5 minutes



Language:
English



Level:
Awareness



Pre-requisite:
No



Pework:
No



Is this the course for you?

This course is for:

- _ Agents performing ground handling activities at the airport.



This course helps you use

- _ Altéa Departure Control - Customer Management (CM)
- _ Altéa Departure Control - Flight Management (FM)
- _ Amadeus Application Launcher



How the course is organised

There is one interactive lesson with a duration of 5 minutes.



This course is also available in

English



What equipment do you need?

- _ A computer, laptop or tablet.
- _ A high-speed internet connection (> 1MB).
- _ The Google Chrome browser or alternatively the Microsoft Edge browser.
- _ An Amadeus login (LSS), organization ID (IATA code) and password.

