AirPlus Portal.
Overview of Roles and Rights.

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AirPlus Portal.

Overview of Roles and Rights.

Each AirPlus Portal user is assigned to one or more role(s) with a set of predefined functions. All portal functions can be assigned and executed via these predefined roles. Additionally, each user is assigned to certain AirPlus Account numbers. Users who have more than one role can switch between the roles using the "Change Portal View" function in their profile menu.

All roles

You and your company are using AirPlus products

The following roles are predefined in the new AirPlus Portal:

> Program Manager
> Portal Administrator
> Card Administrator
> Electronic Billing User
> Accountant
> Card User (AirPlus Corporate Card)
> Card User (Virtual Card)

You are an AirPlus partner and are using AirPlus products on behalf of your customers

You receive the Account number from your customers and can manage the cards in the new AirPlus Portal with all the roles assigned:

> Travel Agency Program Manager
> Travel Agency Administrator
> Travel Agency Card Administrator

Navigate easily
Click on the role for more detailed information.

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Program Manager

The role of Program Manager has the most rights. It has access to all the functions and correspondingly manages all other roles and users in the company.

General Rights	Specific Rights for AirPlus Virtual Cards	Specific Rights for AirPlus Corporate Cards
• Viewing the configuration of the company's Subscriber Agreement with all associated AirPlus products • Creating und managing the following roles: Portal Administrator, Card Administrator, Electronic Billing User, Accountant and Card User (AirPlus Corporate Card and Virtual Card) • Viewing overall limit for the company • Ordering new AirPlus products for the assigned Accounts • Managing roles: creating, deleting and assigning roles for the Agreements/Accounts • Managing card programs at the operational level • Viewing and downloading Electronic Billing data, statements, and dunning letters	• Creating and viewing Accounts for Virtual Cards • Generating AirPlus Virtual Cards • Accessing insights into AirPlus Virtual Cards on assigned Accounts • Blocking cards • Viewing authorizations and disputing transactions • Defining security settings for card usage (e.g., 3D Secure profiles) • Viewing generated cards • Downloading virtual card PDFs • Customizing card settings: Descriptive Billing Information (DBI) and validity period • Viewing and downloading dunning letters • Downloading Electronic Billing data and statements	• Creating, approving and sending out card applications • Managing card applications and individual card settings • Blocking cards and ordering replacement cards • Viewing and downloading Electronic Billing data and statements • Creating card lists • Accessing reports • Pulling delinquency reports (only for UK) • Viewing authorized and pending transactions • Defining security settings for card usage

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Portal Administrator

The Portal Administrator operates on the second-highest functional level and has extensive user rights including managing user roles and card programs. This role has all the rights of the subordinate roles.

General Rights	Specific Rights for AirPlus Virtual Cards	Specific Rights for AirPlus Corporate Cards
• Viewing overall limit for the company • Ordering new AirPlus products for the assigned Accounts • Creating und managing the following roles: Portal Administrator, Card Administrator, Electronic Billing User, Accountant and Card User (AirPlus Corporate Card and Virtual Card) • Managing roles: creating, deleting and assigning roles to Agreements/Accounts • Managing card programs at the operational level • Viewing and downloading Electronic Billing data, statements, and dunning letters	• Creating and viewing Accounts for Virtual Cards • Downloading Electronic Billing documents and account statements • Generating and viewing Virtual Cards on assigned Accounts • Blocking cards • Viewing authorizations and disputing transactions • Defining security settings for card usage • Downloading virtual card PDFs • Customizing card settings: Descriptive Billing Information (DBI) and validity period	• Creating and approving card applications • Managing card applications and individual card settings • Blocking cards and ordering replacement cards • Downloading Electronic Billing data and statements • Creating card lists • Pulling delinquency reports (only for UK) • Viewing authorized and pending transactions

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Card Administrator

The Card Administrator manages all assigned card programs.

General Rights	Specific Rights for AirPlus Virtual Cards	Specific Rights for AirPlus Corporate Cards
• Managing card programs at the operational level	• Generating and viewing Virtual Cards on assigned Accounts • Blocking cards • Viewing authorizations and disputing transactions • Defining security settings for card usage	• Sending out card applications with pre-approval • Viewing assigned card programs • Managing card applications and individual card settings • Blocking cards • Pulling delinquency reports (only for UK) • Viewing authorizations and transactions

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Electronic Billing User

The Electronic Billing User is qualified to download statements and Electronic Billing data for assigned AirPlus products or Accounts.

General Rights
• Viewing and downloading Electronic Billing data • Viewing and downloading statements

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Accountant

The Accountant has all the rights required to manage statements.

General Rights
• Viewing and downloading statements • Viewing and downloading dunning letters

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Card User (AirPlus Corporate Card)

The Card User is the holder of an AirPlus Corporate Card.

General Rights	Specific Rights for AirPlus Corporate Cards
	• Viewing authorized and pending transactions • Viewing and downloading statements • Viewing online PIN and limits • Defining security settings for card usage • Viewing and disputing transactions • Blocking cards and ordering replacement cards

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Card User (Virtual Card)

The Card User is the holder of an AirPlus Virtual Card.

General Rights	Specific Rights for AirPlus Virtual Cards
	• Creating Virtual Cards for own use within a given budget • Viewing own cards • Viewing authorizations and transactions • Downloading virtual card PDFs • Creating 3D Secure profiles • Customizing card settings: Descriptive Billing Information (DBI) and validity period • Disputing transactions • Blocking cards

Travel Agency Program Manager

The Travel Agency Program Manager is the primary contact person of a Travel Management Company (TMC) and has the most rights. This role has access to all the functions and thus also manages all other roles and rights in the TMC.

General Rights	Specific Rights for AirPlus Virtual Cards
• Setting up the TMC structure in the Portal • Creating and managing the following roles: Travel Agency Administrator and Card Administrator • Switching between assigned companies	• Viewing assigned Accounts • Generating and viewing Virtual Cards • Blocking Virtual Cards • Viewing transactions • Defining security settings for card usage

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Travel Agency Administrator

The Travel Agency Administrator operates at the second-highest level of the Travel Management Company (TMC) and has access to all or to specific products or Accounts. This role manages all subordinate roles in the TMC.

General Rights	Specific Rights for AirPlus Virtual Cards
• Switching between assigned companies • Managing users: creating Travel Agency Administrators and Card Administrators	• Viewing assigned Accounts • Generating and viewing Virtual Cards created by the TMC

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Travel Agency Card Administrator

The Travel Agency Card Administrator acts on behalf of Travel Management Company (TMC) and manages all card programs at the operational level.

General Rights	Specific Rights for AirPlus Virtual Cards
• Managing card programs at the operational level	• Generating and viewing Virtual Cards • Blocking Virtual Cards • Viewing transactions • Defining security settings for card usage

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