

USER INSTRUCTIONS OF THE AMNE BOOKING SITE



New user registration

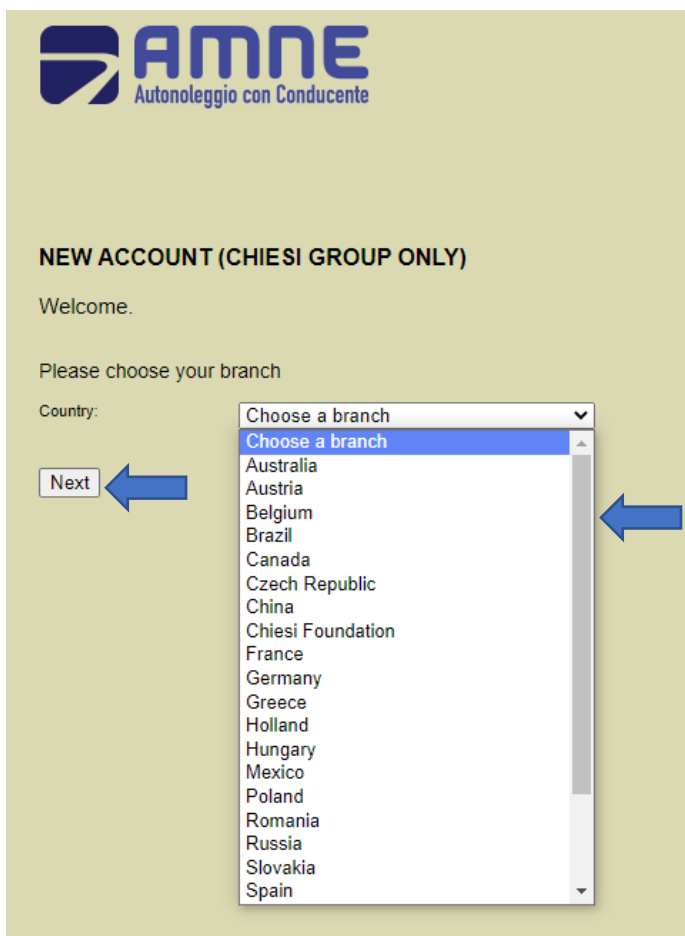
If you are not yet registered as a user at the site, you need to get a new login account.

This is the procedure



The image shows the AMNE login page. At the top left is the AMNE logo with the tagline "Autonoleggio con Conducente". Below the logo are two input fields: "Username:" and "Password:". Underneath the password field is a "Ricordami:" checkbox which is checked. To the right of the checkbox is an "Accedi" button. At the bottom left, there are two links: "Registrati come cliente" and "Create an account (Chiesi group only)". A blue arrow points to the "Create an account (Chiesi group only)" link.

Click on **Create an account (Chiesi group Only)**, you will be sent to the following page



The image shows the "NEW ACCOUNT (CHIESI GROUP ONLY)" page. At the top left is the AMNE logo with the tagline "Autonoleggio con Conducente". Below the logo is the heading "NEW ACCOUNT (CHIESI GROUP ONLY)" and the text "Welcome.". Underneath is the instruction "Please choose your branch". Below this is a "Country:" label and a "Next" button. A dropdown menu is open, showing a list of countries: Australia, Austria, Belgium, Brazil, Canada, Czech Republic, China, Chiesi Foundation, France, Germany, Greece, Holland, Hungary, Mexico, Poland, Romania, Russia, Slovakia, and Spain. A blue arrow points to the "Next" button, and another blue arrow points to the dropdown menu.

Select the country of your branch

Registration continues the following page

CLIENT AREA
To register please complete the form (Field with * are required)

Last name*

First name*


Mobile phone*

Email*

Username* Please insert an username without blank spaces.

Password* Please insert a password without blank spaces.

Confirm password*



You will receive an email confirming the activation of the service.
Thank you.

Fill in the fields of the section, paying particular attention to entering username, password and confirm password.

Username and Password will be the credentials that will allow you to access once the registration process is finished. Store them in a safe place.

Pressing **Save** completes the procedure.

REGISTRAZIONE CONCLUSA.
RIMANETE IN ATTESA DELLA EMAIL DI CONFERMA
CORDIALI SALUTI.

THANK YOU FOR YOUR REGISTRATION.
YOU'LL RECEIVE A CONFIRMATION EMAIL SHORTLY.
BEST REGARDS.

However, you must wait for confirmation by email, by the operations center, of the activation of your account.

Entering new bookings

AMNE
Autonoleggio con Conducente

Username:

Password:

Ricordami:

[Registrati come cliente](#)
[Create an account \(Chiesi group only\)](#)

Using the credentials obtained with the registration you can access your reservations. Enter your username and password in the appropriate boxes to enter the following page:

Data	Ora inizio	Passeggero	N.	Partenza	Destinazione	Servizio	Importo	Cdc			
01/10/2021	11:15	Live Marie [redacted] & Joergen [redacted]	2	aeroporto malpensa	residence palazzo toscani, via trento 37 parma	transfer airport	260,00				
22/01/2020	21:30	Stephan [redacted]	1	aeroporto blq	via angelo pezzana 3, 43121 parma	transfer airport	125,00				
20/01/2020	06:30	Stephan [redacted]	1	via angelo pezzana 3, 43121 parma	aeroporto blq	transfer airport	125,00				
18/12/2019	22:45	G [redacted] e Dipt IP (totale 12 persone)	12	trattoria capelli, via fossola 10, rivalta a lesignano de' bagni	chiesi farmaceutici, l.go f belloli 11/a	transfer in citta'	0				
18/12/2019	19:45	G [redacted] e Dipt IP (totale 12 persone)	12	chiesi farmaceutici l.go belloli 11/a, parma	trattoria capelli, via fossola 10, rivalta a lesignano de' bagni	transfer in citta'	0,00				
05/11/2019	09:30	Elizabeth [redacted]	1	hotel maria luigia, viale mentana 140, parma	aeroporto di bologna	transfer airport	125,00				
04/11/2019	12:20	Elizabeth [redacted]	1	aeroporto di Linate	chiesi farmaceutici, l.go f belloli 11/a, parma	transfer airport	158,00				
13/09/2019	07:55	G [redacted] + A [redacted]	2	aeroporto milano malpensa	chiesi farmaceutici, l.go f. belloli 11/a, parma	transfer airport	220,00				
12/09/2019	18:20	Tania [redacted]	1	aeroporto di malpensa	via milazzo 24, parma	transfer airport	0,00				
11/09/2019	04:45	Tania [redacted]	1	via milazzo 24, parma	aeroporto malpensa	transfer airport	220,00				
10/09/2019	07:15	Guido [redacted] + Stephan [redacted] + A [redacted]	3	chiesi farmaceutici spa, l.go francesco belloli 11/a, parma	aeroporto malpensa	transfer airport	220,00				
18/07/2019	16:00	Robert [redacted]	1	l.go francesco belloli 11/a	aeroporto di bologna	transfer airport	125,00				
04/04/2019	09:30	Elizabeth [redacted]	1	hotel maria luigia, v.le mentana 140 - parma	aeroporto di bologna	transfer airport	125,00				
03/04/2019	11:10	Elizabeth [redacted]	1	aeroporto di bologna	l.go francesco belloli 11/a, 43122 parma	transfer airport	125,00				
11/12/2018	16:45	G [redacted] E [redacted] / L [redacted]	3	aeroporto di bologna	l.go francesco belloli 11/a - parma	transfer airport	125,00				
10/12/2018	10:30	G [redacted] E [redacted] / L [redacted]	3	ncr - l.go francesco belloli 11/a	aeroporto di bologna	transfer airport	120,00				

From which you can manage your reservations. With the pencil you can change the reservation, with the red X cancel it, with the copy symbol duplicate it for the same services but with a different date.

To add new bookings press Insert, at the top before the table.

Reservations can be changed or canceled by writing an email to centrale.operativa@amne.it

For each day, the system accepts a total of up to 15 bookings. For any reservations refused you can always call the AMNE operations center or send an email to centrale.operativa@amne.it

This is the page of inserting new booking

The screenshot shows a web form for inserting a new booking. At the top, there are three buttons: 'Back', 'Save', and 'Clean'. Below them is a 'Download new price list' link with a PDF icon. The form is divided into several sections:

- Service requested:** A dropdown menu with the text 'Select a service' and a blue arrow pointing to it.
- Departure:** A section containing:
 - 'Pick up place: Select the departure' dropdown with a blue arrow.
 - 'Date' and 'pick up Time' input fields.
 - A red note: 'For transfers from the airport, please enter the flight arrival time'.
- Destination:** A section with 'To: Select your destination' dropdown and a blue arrow.
- Flight:** An input field.
- Passenger:** An input field.
- Passenger's mobile:** An input field.
- N. of passengers:** A dropdown menu with 'Select number of passengers' and a blue arrow.
- Transfer time:** A section with a note: 'please consider following transfer time from and to airports before entering your departure time.' followed by a list: 'Milan Malpensa 2 hrs', 'Milan Linate 1.5 hrs', 'Bologna 1.15 hrs', 'Bergamo 2 hrs'.
- Sharing:** A dropdown menu with 'Select' and a red arrow.
- Payment:** A dropdown menu with 'Invoice' and a blue arrow.
- Note:** A large empty text area at the bottom.

The boxes marked with arrows allow the choice only between preloaded options, if you have different needs, please contact the AMNE operations center.

The Sharing box (red arrow) allows you to specify if you are willing to share your trip with other users to facilitate travel in case of massive influx, such as for a conference or a very large meeting.

Reservations can be entered up to 48 hours before the service.

Insertion and booking changes are confirmed by sending an email.