

LCA CHECK-IN & CLOSE-OUT MANUAL

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INTRODUCTION

Aviapartner Systems used for Check-in are CKA (Check-in system Assistant) and LCA (Local Check-in Assistant).

CKA is a program that communicates with different host systems. CKA is a GUI (Graphical User Interface) system and is linked to some Airlines DCS (TROYA MACS, AXCONTROL....).

LCA is a DCS and it is mainly used for charter flights, low costs and Ad Hoc flights but used also to handle regular flights in case of DCS breakdown. LCA has no IATCI link available (Interline Through-Check-in).

How to use this book:

All functions in LCA are explained in order of the function buttons and their logical use. Together with a copy of the popup you can read brief instructions on how to use the popup.

Refer to these notes during your training or while working at the check-in.

Read the next page carefully because it contains information that allows you to work with great efficiency.

Enjoy working with LCA.

NAVIGATION and LEGEND

TAB button: will move cursor

SHIFT TAB: will move cursor back

SPACE BAR: to select or highlight

GREEN FIELDS: They are mandatory

YELLOW FIELDS: They are optional

ARROWS: To scroll up/down or move focus

Underlined LETTERS: Press ALT+ Underlined Letter to move cursor

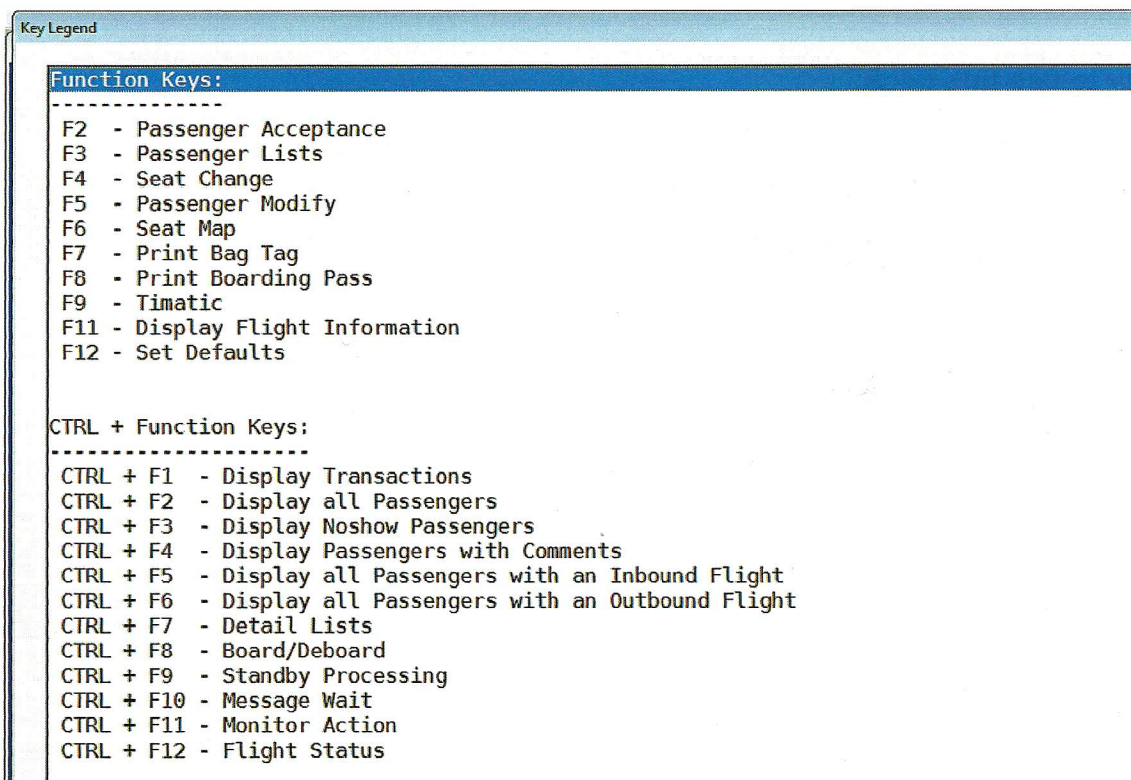
CHECK Box: Can be activated by pressing the space bar

Access to a popup is possible by selecting the function button (ex. F2) or by opening the menu on the top bar of your screen.

If you don't remember the shortcuts, go to the UTILITIES menu and select LEGEND.

Access to the LEGEND

When your are signed- in into the system, go to ALT+Utilities+Legend



SIGN IN

User Login	LASTNAME
Password	XXXXXXXX
<input checked="" type="radio"/> Checkin	<input type="radio"/> Lead Agent/Redcap
<input type="radio"/> LCA Maint	<input type="radio"/> Bag Drop
<input type="radio"/> CKA Admin	<input type="radio"/> Bag Excess

User logins must be defined in the SECURITY.INI file.

User login is the Family Name of the agent

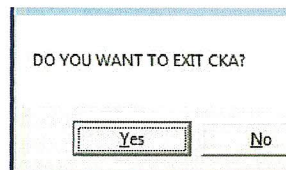
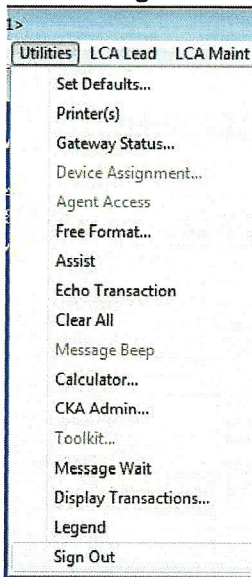
Password is Date of birth (e.g.02OCT78)

Levels as Check-in/Lead Agent/redcap or LCA MAINT are defined in the Security.Ini file.

LCA MAINT is only given to editors for database maintenance

SIGN OUT

Select sign out from menu UTILITIES-Sign out or ALT+U+O



EXIT: ALT +E

F12: SET DEFAULT SCREEN: Flight Assignment

Flight	ML7070/AGA	ML7070
Date	23JUL15	
Class	*	
Dep Stn	LYS	
Destination	AGA	

Fill in:

Flight Number: I.A.T.A (2 letters) or ICAO (3 letters codes) airlines codes are supported

BE3202 or EZY4510 or S79010

Date: is always today's date, but can also be changed by using arrow UP/DOWN.

Class: mandatory to use * for any class (F, C or Y are the only class codes supported by LCA).

Dep STN: departure station is pre-filled

Destination: 3 letters Code

When handling different flights at the same time, you can easily go to an assigned flight by using the arrow keys in the flight list box.

You can also REMOVE a flight from the SET DEFAULT SCREEN-F12

Flight	New Flight T7041/STR ML8632/SNN ML7070/AGA BE3202/BHX	
Date		
Class		
Dep Stn		
Destination		

F11- SURVEY SCREEN

Flight Status for LCA:

OP → Open for Check-in

CI → Initial Closure

CC → Final Closure

OP: open for check-in

```
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - WI
SY:BE3202/23JUL LYS/KP OP/NAM HOST
CMT999999 UWT999999 CAW000000 UAW000000 MTN1 KG NTC
AT4/ /FGHPZ GTD/???? POS/???? BN000 AK00000 CD00000
BDT1300 SD1400 ED1400 CI0000 CC0000
CNF/Y46 CAP/Y46 AU/Y46
1. *** TEL CHECK ???? / GATE ???? ***
*LYSBHX R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00 EB
HL LYSBHX/Y046
```

CI: Initial Closure

```
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - WI
SY:BE3202/22JUL LYS/KP CI/NAM HOST
CMT999999 UWT994283 CAW000000 UAW000000 MTN1 KG NTC
175/ /GFBJB GTD/F08 POS/GATE BN269 AK00000 CD00000
BDT1300 SD1400 ED1400 CI1322 CC0000
CNF/Y88 CAP/Y88 AU/Y10
```

CC: Final Closure

```
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - WI
SY:BE3202/21JUL LYS/KP CC/NAM HOST
CMT999999 UWT993769 CAW000000 UAW000000 MTN1 KG NTC
175/ /GFBJB GTD/F07 POS/GATE BN276 AK00000 CD00000
BDT1300 SD1400 ED1400 CI1404 CC1404
CNF/Y88 CAP/Y88 AU/Y12
```

Flight Assignment Response For multi-destinations flights with 2 LCA stations

When there are 2 LCA stations involved, there is no need to send a SOM.

For e.g. routing LYS/MRS/SNN

```
CKA - CKA Thu Jul 23 16:13 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY:ML8632/23JUL LYS/KP CC/NAM HOST
CWT999999 UWT994769 CAW000000 UAW000000 WTN1 KG NTC
737/ /SXBHR GTD/F06 POS/GATE BN061 AK00000 CD00000
BDT1305 SD1405 ED1405 CI1259 CC1335
CNF/Y131 CAP/Y79 AV/Y18
1. CHECK 9488
2. INSERER SOM SNN-MRS
3. GATE 9661
*LYSMRS R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
*LYSSNN R061 C061 26M 33F 02CHD B0057 /000725
SB000 B0000
SA000 EXST00 XCR00
TOTALS* R061 C061 26M 33F 02CHD B0057 /000725
SB000 B0000
SA000 EXST00 XCR00
HL LYSMRS/Y131 LYSSNN/Y131
```

Flight Assignment Response For multi-destinations flights with 1 non LCA station

For e.g. routing LYS/CDG/RUN

CDG is not a LCA station, a SOM is required in order to block the transit seats out of LYS to the final destination.

```
CKA - CKA Thu Jul 30 10:22 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY:SE1350/05AUG LYS/KP OP/NAM HOST
CWT999999 UWT999999 CAW000000 UAW000000 WTN1 KG NTC
332/ /CGGTS GTD/???? POS/???? BN000 AK00000 CD00000
BDT2000 SD2130 ED2130 CI0000 CC0000
CNF/Y375 CAP/Y375 AV/Y375
TRANSIT R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
*LYSRUN R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
TOTALS* R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
HL LYSRUN/Y375
```


CHECK-IN baggage till intermediate destination

During check-in process, bags will be sent to final destination

```
CKA - CKA Thu Jul 23 12:09 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PR: BIE200T/22JUL*LYSX, X, LN, *, X
1. 1JONES/TOM BN013 3A Y ATH M1/75 NW
0 BAG1/10/0
BAGTAG/0010335603/HER
0/OA4560/22JUL CHECK-IN UNAVAILABLE Y HER MA
TRANSACTION HISTORY
-----
```

If the passenger wants to stop bags at his 1st destination you need to add bags in the PAX MODIFY SCREEN.

F5-PAX MODIFY

Leave blank for final destination or insert the airport code when stopping bags at the intermediate stopover.

```
CKA - CKA Thu Jul 23 12:17 XH Host UP <PID:1>
Final Destination for Bag Tag
Final Destination ATH
OK
Passenger Display - W2
PR: BIE200T/22JUL*LYSX, X, X, *, BN13
1. 1JONES/TOM BN013 3A Y ATH M1/75 NW
0
BAGTAG/0010335603/HERX
0/OA4560/22JUL CHECK-IN UNAVAILABLE Y HER MA
TRANSACTION HISTORY
```

NO-RECORD CHECK-IN

CKA - CKA Thu Jul 23 16:21 XH Host UP <PID:1>

Passenger Acceptance

Flight **BIE200T** Date **22JUL15** Dep Stn **LYS** Stop Oncar FC Edifact

All Gender Surname/Surname TkCl Bag Pcs.-Wt. Class Seat Pref Destination

S **XXXXX** **0** **0** **F** **N** **ATH** Status/ID View List

Z Oncar Query

Inbound BY Pax

Items Timatic

OK Modify Seat Chg Pax Doc Clear S. Map Reprint BI Reprint BP TAG Nbr Recheck

Passenger Display - W2

PDSP: BIE200T/22JUL*LYSX, NACC+NGRP, X, NOREC, X OP /NAM

752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400

NIL

999. 1NO REC PAX

Start with Surname XXXX, select on window 2, the NOREC PAX option.

In the NOREC Passenger screen, fill-in the name/gender and class and tab to ADD Passenger.

If several passengers are travelling together fill-in all names.

When completed, press OK or RETURN bottom.

CKA - CKA Thu Jul 23 16:28 XH Host UP <PID:1>

Norec Passenger

Surname/First Flight Gender Class Destination

PUIG/MARIA/JULIANNE/MATHIS **BIE200T** **2F1C** **Y** **ATH** Add Passenger

Marketing Flt Class Identify Etk Pax

Type of Norec

Normal Passenger Name: **HUBOUDPERON/NATHALIE**

Open Ticket

Bumpable

Forced

Clear

Cancel

Return

Passenger Display - W2

PDSP: BIE200T/22JUL*LYSX, NACC+NGRP, X, XXX, X OP /NAM

752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400

NIL

999. 1NO REC PAX

STATUS/ ID popup for REBATE passengers

Step1- If the Rebate staff is not listed, start with the NOREC and open the STATUS/ID popup

CKA - CKA Thu Jul 23 16:32 XH Host UP <PID:1>

Passenger Acceptance

Flight **BIE200T** Date **22JUL15** Dep Stn **LYS** Stop Oncar FC Edifact

All Gender Surname/Surname TkCl Bag Pcs.-Wt. Class Seat Pref Destination

S REBATE 0 0 Y **N** ATH

Z BROWN/JAMES

Passenger Display - W2

PDSP: BIE200T/22JUL*LYSX, NACC+NGRP, X, REBATE, X OP /NAM
 752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
 NIL
 999. 1NO REC PAX

Step2- Open the STATUS/ID popup and select the staff code available in the list and fill in the joining date (mandatory field).

Status/ID For - BROWN / JAMES

Choose ID code using arrow keys

Code

List of Codes

Date of Joining **10JUN86** Years of Service Class Sequence

Status Code

None Staff Pax Positive Space Pax Gold Pax Premier Pax
 Waitlist/RQ Pax Industry Revenue Pax Silver Pax Low Priority Pax
 Open Ticket Pax E-Ticket Pax Blue Pax

Enter Standby Information Passenger Type

Standby Priority Waitlist Pax Selectee Pax ESTA Pax

F3-NAME RETRIEVAL

Passenger Lists

Elight Date Class Dep Stn Dest

Passenger Lists

Name Retrieval Psgrs All

- By Class & Name
- By Destination & Name
- By Class, Destination & Name
- By Class
- By Destination
- By Class & Destination

Seat Retrieval Psgrs All

Booked Psgrs All

- By Class
- By Destination
- By Class & Destination

Boarding Nbr Retrieval

Baglist All Psgrs

Passenger Information List (Purser Info)

Print List Alt Printer Address

Use arrow UP/DOWN to select required list for name retrieval or type the first letter of the required list and press ENTER.

To print: TAB to Print list and push space bar.

In some cases, additional popup(s) request more detailed information.

@@= Internet Checked-In passengers

Passenger Lists

Flight **BIE200T** Date **22JUL15** Class ***** Dep Stn **LYS** Dest **ATH**

Passenger Lists

- Passport Psgrs All
 - Accepted Pax
 - Not Accepted Pax
- Non-Passport Psgrs All
- Group List Psgrs All
 - For Accepted Psgrs
 - By Party Connector
 - For Unaccepted Psgrs
 - By Party Connector
- Accepted Psgrs All
 - Accepted Psgrs With Bag Info
 - By Class
 - By Destination
 - By Class & Destination
 - By Check-in Agent
- Not Accepted Psgrs All
 - By Class

Passenger Display Agent

Agent Code **@@**

Print List Alt Printer Address

Example of list

CKA - CKA Thu Jul 23 16:59 XH Host UP <PID:1>

Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

PDSP: BIE200T/22JUL*LYSX, ACC, ACS, X, *, X OP /NAM

752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400

1.	1DAHO/ETIE+	BN007	14D	Y	ATH	NREC
2.	1DAHO/MARI+	BN008	14E	Y	ATH	NREC
3.	1DAHO/CHAR+	BN009	14F	Y	ATH	NREC
4.	1DURAND/FRED+	BN012	1A	Y	ATH	
5.	1HUBOUDPERON/NATH+	BN014	15C	Y	ATH	NREC
6.	1JOLY/ANGE+	BN010	39A	Y	ATH	
7.	1JONES/TOM	BN013	3A	Y	ATH	
8.	1PITT/BRAD+	BN011	39B	Y	ATH	
9.	1PUIG/JULI+	BN016	15E	Y	ATH	NREC
10.	1PUIG/MATH+	BN017	15F	Y	ATH	NREC
11.	1PUIG/MARI+	A4 BN001	12A	Y	ATH	
12.	1PUIG/THIE+	A4 BN002	12B	Y	ATH	
13.	1PUIG/MATH+	A4 BN003	12C	Y	ATH	

FULL PASSENGER RECORD

F3-Name Retrieval

Passenger Lists

Flight Date Class Dep Stn Dest

Passenger Lists

Name Retrieval Psgrs All

- By Class & Name
- By Destination & Name
- By Class, Destination & Name
- By Class
- By Destination
- By Class & Destination

Seat Retrieval Psgrs All

Booked Psgrs All

- By Class
- By Destination
- By Class & Destination

Boarding Nbr Retrieval

Display Name

Surname

Or CTRL+F7:

You can retrieve a passenger's record using name, boarding number, seat number, stand-by number and bag tag number.

Detail List

Name Surname/First

Boarding Number

Seat Number Number

Standby Number

Bag Tag Number

ET by Pax Name

Flight Date Class

Dep Stn Destination

Retrieve from EDIFACT

FULL PASSENGER RECORD AND TRANSACTION HISTORY

CKA - CKA Thu Jul 23 17:06 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1
PR: BE3202/24JUL*LYSX,X, LN,*,X
1. 1GRANDVALLE/CHRI+ F4 17A M BHX RES TKNE
C0HWXG
PIL-CKIN HK1 BEEM1BAG20K
TKNE-2679056420206/1
NAM GRANDVALLET/CHRISTELLE

TRANSACTION HISTORY

2306RK 192.25.177.20 LYS 23JUL/16:33 PAX PRE-SEATED 17A

CKA - CKA Thu Jul 23 17:05 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

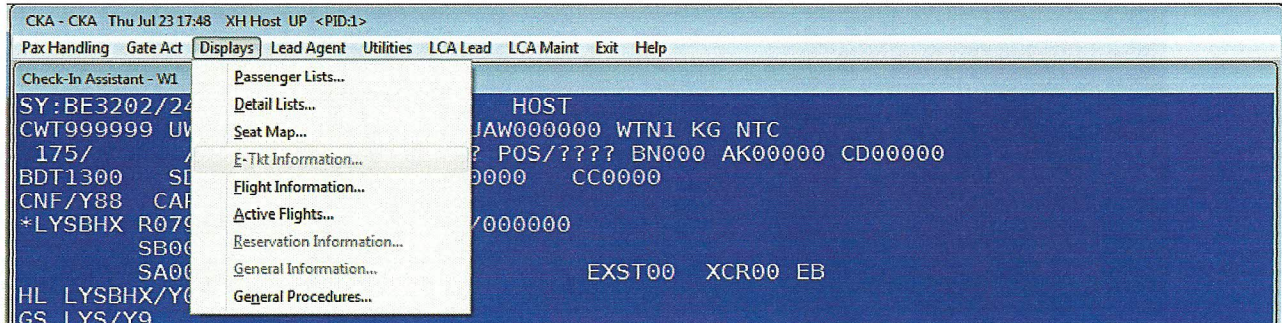
Check-In Assistant - W1
PR: 30346/19JUL*LYSX,X, LN,*,X
1. 1AKOUDAD/YAMI+ M2 BN137 *28A Y CMN F1/84 BAG20 TKNE NW
536533 BAG2/30/0
MSG-OK PREV
TKNE-4522353571117/1
BAGTAG/3999575133/CMN /3999575134/CMN
NAM AKOUDAD/YAMINAMRS TL

TRANSACTION HISTORY

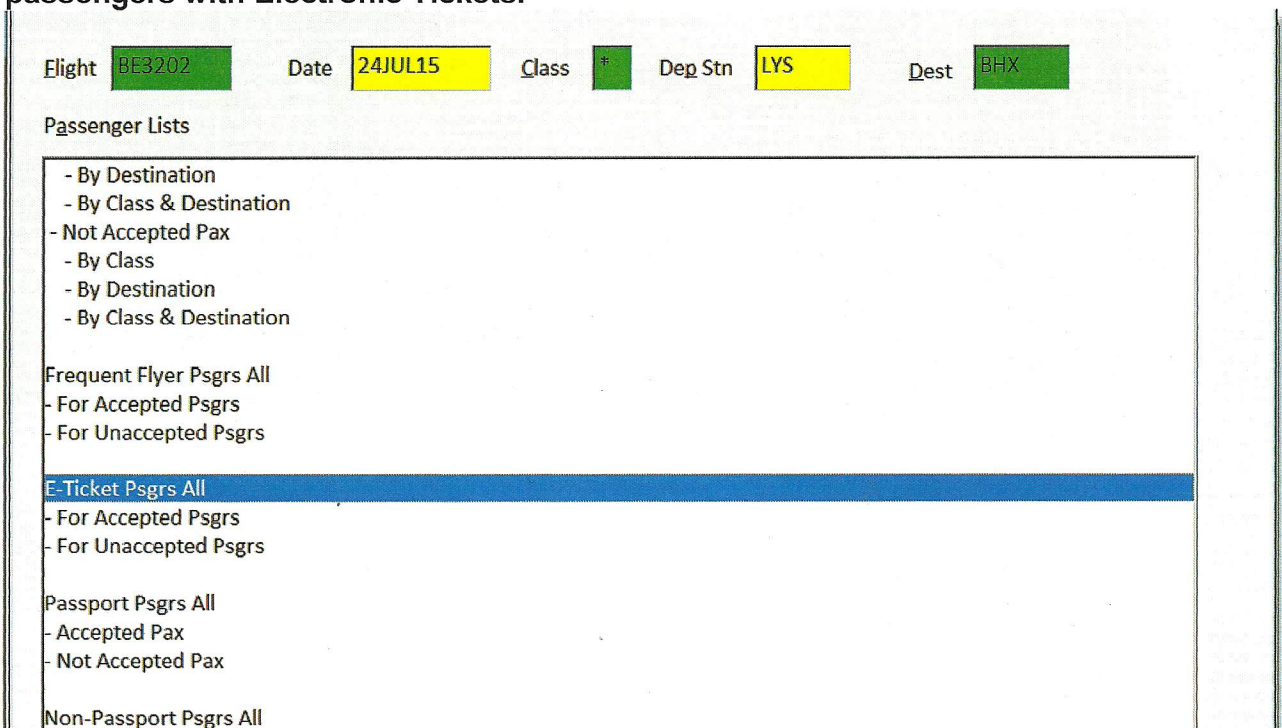
3107TL 192.168.4.1 LYS 19JUL/01:40 PAX CHECKED IN 28A
3107TL 192.168.4.1 LYS 19JUL/01:40 BAGS ADDED 1/20 3999575133
3107TL 192.168.4.1 LYS 19JUL/01:41 PAX MODIFIED ADDED MSG
3107TL 192.168.4.1 LYS 19JUL/01:41 BAGS ADDED 1/10 3999575134
2810SY 192.168.4.1 LYS 19JUL/02:39 PAX BOARDED

DISPLAY OF AN ELECTRONIC TICKET RECORD

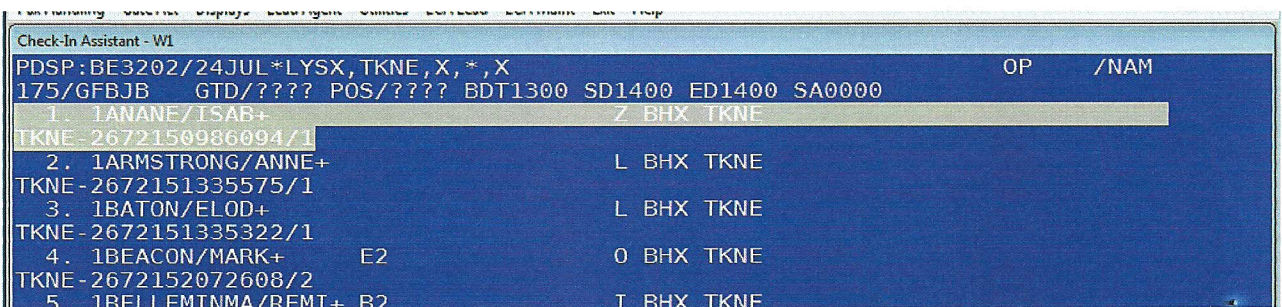
This option is not available from the Display menu, as LCA is not linked to any Electronic Ticket data base.



Electronic Ticket list is available on F3 lists; this is the only way to retrieve all passengers with Electronic Tickets.



LCA response:



Fill-in the F4 popup

Change

Flight: BIE200T Date: 22JUL15 Class: Y

Orig Stn: LYS Dest: ATH Upgrade

Surname: BAKER Downgrade

Group Code: L/ SN/ BN Nbr: 1

Old Seat Map: Seat(s): 10A

Oncar Nbr: 0 New Seat(s):

COG City(s):

OK Reprint BP

Class is mandatory

Surname is optional but can be used when you have several passengers with similar name

Group Code to be used when you have a group code –similar or different names

List Numbers: 1-4 or 1/7

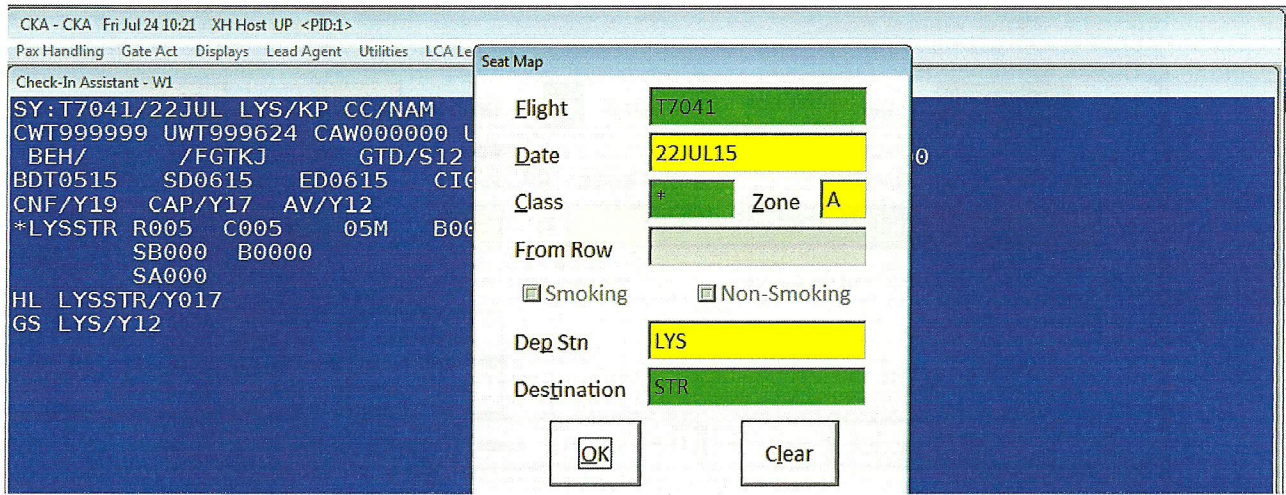
SN: seat number for a single change only

BN: boarding number for a single change only

Oncar Nbr is always set to 0 as seat changes can only be done on a local flight. There is no Through-Check-in available in LCA

Seats: 20ABCF or 20ABC/21AB

F6-FULL SEATPLAN

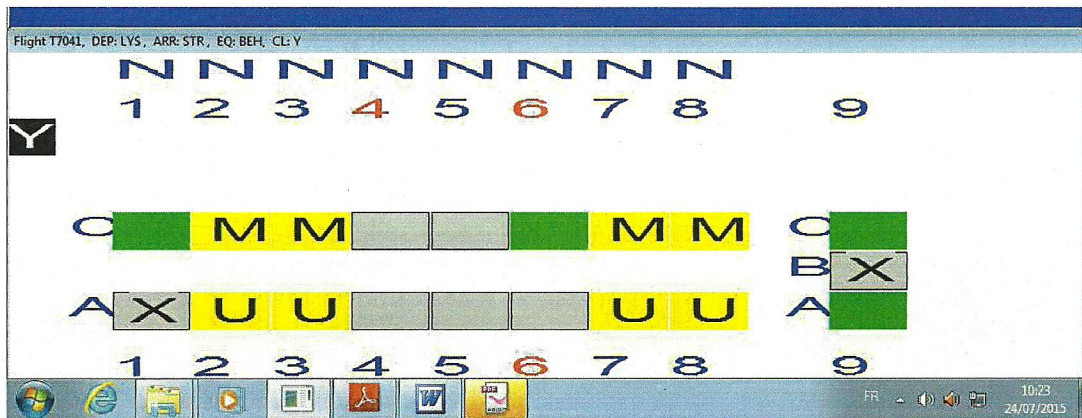


Class: use the correct class code or * for Y-class
Zone: can be filled-in if you need to check a particular zone (A/B/C...depending on the set zones set up)

Legend:

- Green box: seat available
- Grey box: seat occupied
- Grey box with X: blocked seat
- Grey box with T: seat occupied by a transit passenger
- Yellow box: available seat
- M: Medical position
- B: bassinet position
- I : Infant position
- U: Um position
- Y: non child/infant position
- R : Seat Reserved
- V : Vip seat

Rows in red: exit seats



F5-PASSENGER MODIFY

CKA - CKA Fri Jul 24 11:05 XH Host UP <PID:1>

Passenger Modify

Flight **BIE200T** Date **22JUL15** Class ***** Dep Stn **LYS** Desti **ATH** Upd Del

L /BN /SN /SB Surname/First Gender NP Pcs Add Wt FF# Nbr of Onca

S **1** **PUIG/JULIANNE** **MA** **15E** **15E** **60** **1** **1**

Status/ID
Oncar

Excess Bag Recheck BY Pax Inbound

SHOCON Timatic Pax Doc Items

OK Del Pax Accept Seat Chg D_Pool/BagH Clear S_Map Reprint BI Reprint BP TAG Nbr

To add info; Focus should be on UPD

To delete info; Focus should be on DEL

Push buttons can easily be opened by Alt + Underlined letter

Passengers can be selected by seat or standby number or by Surname.

If selected passenger is part of a group, when focus is on passenger name in bottom screen, do Shift to display group.

Select passenger(s) by using space bar in bottom screen.

ALT+A: Will bring you to the check-in popup

Clear: Will cancel any pending transaction and clear the popup

CKA - CKA Fri Jul 24 11:08 XH Host UP <PID:1>

Passenger Modify

Flight **BIE200T** Date **22JUL15** Class **Y** Dep Stn **LYS** Desti **ATH** Upd Del

L /BN /SN /SB Surname/First Gender NP Pcs Add Wt FF# Nbr of Onca

S **1** **PUIG/JULIANNE** **MA** **15E** **15E** **60** **1** **1**

Status/ID
Oncar

Excess Bag Recheck BY Pax Inbound

SHOCON Timatic Pax Doc Items

OK Del Pax Accept Seat Chg D_Pool/BagH Clear S_Map Reprint BI Reprint BP TAG Nbr

Check-In Assistant - W2

PR: BIE200T/22JUL*LYSX,X, LN, *, X

1. 1PUIG/JULIANNE MA BN016 15E Y ATH F1/60 NREC NC

NAM PUIG/JULIANNE MA

TRANSACTION HISTORY

1601MA 172.25.177.148 LYS 23JUL/16:31 PAX CHECKED IN 15E

Add BAG

Bags can be added to any passenger. In a group of passenger you can decide to pool (if same name) or to add bags individually. It is preferable to choose the 2nd option.

Fill in ADD Bag – Pcs – Weight

CKA - CKA Fri Jul 24 11:15 XH Host UP <PID:1>

Passenger Modify

Flight **BIE200T** Date **22JUL15** Class **Y** Dep Stn **LYS** Desti **ATH** Upd Del

L /BN /SN /SB	Surname/First	Gender	NP	Add Pcs	Add Wt	FF#	Nbr of Oncar
S 1				2	20		

Status/ID

Delete BAG

Focus on DEL

Fill in DEL Bag – PCS-Weight and press OK

CKA - CKA Fri Jul 24 11:26 XH Host UP <PID:1>

Passenger Modify

Flight **BIE200T** Date **22JUL15** Class **Y** Dep Stn **LYS** Desti Upd Del

L /BN /SN /SB	Surname/First	Gender	NP	Del Pcs	Del Wt	FF#	Nbr of Oncar
S 1				02	20		

Status/ID

Following popup will allow you to delete the bag tag number.

CKA - CKA Fri Jul 24 11:26 XH Host UP <PID:1>

Delete Bag Tag Numbers For -

Type of Bags to Delete	Number of Bags
<input checked="" type="radio"/> AUTO Local Tags	<input type="radio"/> AVIL Tags
<input type="radio"/> Manual Tags	<input type="radio"/> AVIT Tags
<input type="radio"/> Transit Tags	

Number of Bags:

Bag Tag Numbers:

OK

Check-In Assistant - W2

```
PR:BIE200T/22JUL*LYSX,X, LN,*,X
1. 1PUIG/JULI+ BN016 15E Y ATH F1/60 NREC NC
BAG4/40/0
BAGTAG/3010335606/ATH /3010335607/ATH /3010335608/ATH /3010335609/ATH
NAM PUIG/JULIANNE MA
TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 23JUL/16:31 PAX CHECKED IN 15E
1601MA 172.25.177.148 LYS 24JUL/11:17 BAGS ADDED 2/20 3010335606-607
1601MA 172.25.177.148 LYS 24JUL/11:25 BAGS ADDED 2/20 3010335608-609
```

Select Auto: for printed bags

Select Manual tags: always use airline code+6 last digits

Bag tag numbers: you can use 6 last digits (printed tags) and airline code +6 digits for manual tags.

ADD ONWARD FLIGHT

You are allowed to add onward flight during or before check-in (F2) or after check-in (F5)

Select ONCAR push Button (ALT+N)

CKA - CKA Fri Jul 24 11:38 XH Host UP <PID:1>

Passenger Acceptance

Flight **BIE200T** Date **22JUL15** Dep Stn **LYS** Stop Oncar FC Edifact

All Gender Surname/Surname TkCl Bag Pcs.-Wt. Class Seat Pref Destination

S CHAPLI 0 0 * **N** ATH Status/ID View List

Z CHAPLIN/CHAR

Oncar Query

Inbound BY Pax

Items Timatic

OK Modify Seat Chg Pax Doc Clear S. Map Reprint BI Reprint BP TAG Nbr Recheck

Passenger Display - W2

PDSP: BIE200T/22JUL*LYSX, NACC+NGRP, X, CHAPLI, X OP /NAM

752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400

1. ICHAPLIN/CHAR+ Y ATH

999. INO REC PAX

Fill in the fields: flight number, class, destination and status

OK: confirmed

SA: Rebate Staff

RQ: On Request

On LCA you can only add 2 onwards

For Onward flight in most records

Number	Flight	Class	Dep Stn	Dest	Seat	Status	Date	DepTime
<input type="text"/>	OA789	Y	<input type="text"/>	PFO	<input type="text"/>	OK	22JUL15	<input type="text"/> <input type="checkbox"/> Unbooked
<input type="text"/>	LY456	Y	<input type="text"/>	TLV	<input type="text"/>	OK	22JUL15	<input type="text"/> <input type="checkbox"/> Unbooked
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return Clear

DELETE ONWARD FLIGHT

Focus on DEL

Select passenger and choose NBR of Oncar

Fill-in 1: it will delete the 1st and 2nd Onward

CKA - CKA Fri Jul 24 11:55 XH Host UP <PID:1>

Passenger Modify

Flight **BIE200T** Date **22JUL15** Class **Y** Dep Stn **LYS** Desti Upd Del

L /BN /SN /SB	Surname/First	Gender	NP	Del Pcs	Del Wt	FF#	Nbr of Oncar
S 1							1

Status/ID

Oncar

Excess Bag Recheck BY Pax Inbound

SHOCON Timatic Pax Doc Items

OK Del Pax Accept Seat Chg D:Pool/BagH Clear S,Map Reprint BI Reprint BP TAG Nbr

Check-In Assistant - W2

PR: BIE200T/22JUL*LYSX,X, LN, +, X

1. ICHAPLIN/CHAR+ BN020 3F Y ATH M1/75 NW

0

O/OA789/22JUL CHECK-IN UNAVAILABLE Y PFO

O/LY456/22JUL CHECK-IN UNAVAILABLE Y TLV

NAM CHAPLIN/CHARLY MA

ITEMS

You are allowed to add ITEMS during or before check-in (F2) or after check-in (F5).

Select ITEMS push Button (ALT+M)

Passenger Acceptance									
Flight	Date	Dep Stn	Stop	Oncar	FC	Edifact			
BIE200T	22JUL15	LYS							
All Gender	Surname/Surname	TkCl	Bag Pcs.-Wt.	Class	Seat Pref	Destination	Status/ID	View List	
S	SMITH		0 0	*	N	ATH			
Z	SMITH/ALIN								
							Oncar	Query	
							Inbound	BY Pax	
							Items	Timatic	
OK	Modify	Seat Chg	Pax Doc	Clear	S, Map	Reprint BI	Reprint BP	TAG Nbr	Recheck

Passenger Display - W2	
PDSP: BIE200T/22JUL *LYSX, NACC+NGRP, X, SMITH, X	OP /NAM
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400	
1. 1SMITH/ALIN+	Y ATH

Frequently Used Items: move focus by arrows and space to select item.

Occasionally Used items (no information available in that field)

Advisory Items:

Local Message: to update passenger record with local information

Gate comment: not available on LCA

Pursor Info List: the info will be printed on list for crew

Pax Service Msg: use IATA SSR codes

Special Meals: used to add a SPML code

Wheelchair: select the correct wheelchair code from list.

Upgrade/Downgrade: to up/downgrade a passenger

Extra seat: to book an extra seat if passenger has paid for

Items Count: to add PETC or AVIH

ADD SEVERAL ITEMS

Several Items can be added at same time.

Additional Items For - SMITH / ALIN

Frequently Used Items <input type="checkbox"/> Blind <input type="checkbox"/> Inadmissible <input type="checkbox"/> Child <input type="checkbox"/> Deaf <input type="checkbox"/> Jump Seat <input type="checkbox"/> SecCheck <input type="checkbox"/> Stretcher <input type="checkbox"/> TWOV <input type="checkbox"/> TEEN <input type="checkbox"/> TeleChk <input type="checkbox"/> MAAS <input type="checkbox"/> E-Tkt			Deportee - <input type="checkbox"/> Escorted <input type="checkbox"/> Unescorted			Upgrade/Downgrade <input type="checkbox"/> Upgrade Class <input type="checkbox"/> Downgrade <input type="text"/>																
Occasionally Used Items <input type="checkbox"/> Pref <input type="checkbox"/> UM <input type="checkbox"/> YP <input type="text"/> Class(es) Age Age <input type="text"/> <input type="text"/> <input type="text"/>						Extra/Adjacent Seats Extra Seat Seat <input type="checkbox"/> Reserve <input type="text"/>																
Advisory Items Local Message 20KG XBAG FREE OF CHARGE AUTHORISED BY SUP Gate Comment <input type="text"/> Pursor Info List PETC-CAT 8KG Pax Service Msg <input type="text"/> Additional Items <input type="text"/> Special Meals AVML - Asian vegetarian meal Wheelchair WCHC - Wheelchair Carry						Items Count/Weight <table border="1"> <thead> <tr> <th></th> <th>Nbr</th> <th>Kilo</th> </tr> </thead> <tbody> <tr> <td>PETC</td> <td>1</td> <td>8</td> </tr> <tr> <td>AVIH</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Bassinet</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Weapons</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>			Nbr	Kilo	PETC	1	8	AVIH	<input type="text"/>	<input type="text"/>	Bassinet	<input type="text"/>	<input type="text"/>	Weapons	<input type="text"/>	<input type="text"/>
	Nbr	Kilo																				
PETC	1	8																				
AVIH	<input type="text"/>	<input type="text"/>																				
Bassinet	<input type="text"/>	<input type="text"/>																				
Weapons	<input type="text"/>	<input type="text"/>																				

Next Clear Return

LCA response

```

Check-In Assistant - W2
PACC:BIE200T/22JULYATH 0 0
752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. SMITH/ALINEMRS BN021 38C M1/75 NA
PETC1/8 MSG WCHC SPML PIL
MSG-20KG XBAG FREE OF CHARGE AUTHORISED BY SUP
PIL-PETC-CAT 8KG
SPML-AVML
WCHC
  
```

DELETE ITEMS

Focus should be on delete.

Insert '-' or select a code from list and comment will be deleted.

To delete all items in one shut, make sure the item exists in the passenger record otherwise do it one by one.

Additional Items For - 1

Frequently Used Items <input type="checkbox"/> Blind <input type="checkbox"/> Inadmissible <input type="checkbox"/> Child <input type="checkbox"/> Deaf <input type="checkbox"/> Jump Seat <input type="checkbox"/> SecCheck <input type="checkbox"/> Unescorted <input type="checkbox"/> Stretcher <input type="checkbox"/> TWOV <input type="checkbox"/> TEEN <input type="checkbox"/> TeleChk <input type="checkbox"/> MAAS <input type="checkbox"/> E-Tkt			Deportee - <input type="checkbox"/> Escorted <input type="checkbox"/> Unescorted		Upgrade/Downgrade <input type="checkbox"/> Upgrade Class <input type="checkbox"/> Downgrade <input type="text"/>															
Occasionally Used Items <input type="checkbox"/> Pref <input type="checkbox"/> UM <input type="checkbox"/> YP <input type="text" value="None"/> Class(es) Age Age <input type="text"/> <input type="text"/> <input type="text"/>			Extra/Adjacent Seats Extra Seat Seat <input type="checkbox"/> Reserve <input type="text"/>																	
Advisory Items Local Message <input type="text" value="-"/> Gate Comment <input type="text"/> Pursor Info List <input type="text" value="-"/> Pax Service Msg <input type="text"/> Additional Items <input type="text"/> Special Meals <input type="text" value="AVML - Asian vegetarian meal"/> Wheelchair <input type="text" value="WCHC - Wheelchair Carry"/>			Items Count/Weight <table border="1"> <thead> <tr> <th></th> <th>Nbr</th> <th>Kilo</th> </tr> </thead> <tbody> <tr> <td>PETC</td> <td><input type="text" value="1"/></td> <td><input type="text" value="8"/></td> </tr> <tr> <td>AVIH</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Bassinet</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Weapons</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>				Nbr	Kilo	PETC	<input type="text" value="1"/>	<input type="text" value="8"/>	AVIH	<input type="text"/>	<input type="text"/>	Bassinet	<input type="text"/>	<input type="text"/>	Weapons	<input type="text"/>	<input type="text"/>
	Nbr	Kilo																		
PETC	<input type="text" value="1"/>	<input type="text" value="8"/>																		
AVIH	<input type="text"/>	<input type="text"/>																		
Bassinet	<input type="text"/>	<input type="text"/>																		
Weapons	<input type="text"/>	<input type="text"/>																		

LCA response

```

Check-In Assistant - W2
PR: BIE200T/22JUL*LYSX,X, LN,*, X
1. 1SMITH/ALIN+    BN021    38C    Y ATH M1/75 NA
NAM SMITH/ALINEMRS MA
TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 24JUL/12:08 PAX CHECKED IN 38C
1601MA 172.25.177.148 LYS 24JUL/12:30 PAX MODIFIED DELETED MSG PETC PIL
DELETED SPML WCHR
  
```

DELETE A FREQUENTLY USED ITEM

Focus should be on delete and space on selected item.

CKA - CKA Fri Jul 24 12:38 XH Host UP <PID:1>

Passenger Modify

Flight **BIE200T** Date **22JUL15** Class **Y** Dep Str **LYS** Desti Upd Del

L /BN /SN /SB	Surname/First	Gender	NP	Pcs	Wt	FF#	Nbr of Oncar	Status/ID
S 1								

Buttons:

Check-In Assistant - W2

PR: BIE200T/22JUL*LYSX, X, LN, *, X

1. 1CAPLIN/ERWA+ Y ATH CHD1/35 UM10

NAM CAPLIN/ERWAN

TRANSACTION HISTORY

1601MA 172.25.177.148 LYS 24JUL/12:34 PAX MODIFIED GENDER CHANGED

Additional Items For - 1

Frequently Used Items <input type="checkbox"/> Blind <input type="checkbox"/> Inadmissible <input type="checkbox"/> Child <input type="checkbox"/> Deaf <input type="checkbox"/> Jump Seat <input type="checkbox"/> SecCheck <input type="checkbox"/> Stretcher <input type="checkbox"/> TWOV <input type="checkbox"/> TEEN <input type="checkbox"/> TeleChk <input type="checkbox"/> MAAS <input type="checkbox"/> E-Tkt			Deportee - <input type="checkbox"/> Escorted <input type="checkbox"/> Unescorted			Upgrade/Downgrade <input type="checkbox"/> Upgrade Class <input type="checkbox"/> Downgrade <input type="text"/>	
Occasionally Used Items <input type="text" value="None"/> <input type="button" value="↑"/> <input type="button" value="↓"/> <input type="checkbox"/> Pref <input checked="" type="checkbox"/> UM <input type="checkbox"/> YP <input type="text"/> Class(es) Age Age <input type="text"/> 10 <input type="text"/>			Extra/Adjacent Seats Extra Seat Seat <input type="checkbox"/> Reserve <input type="text"/>				
Advisory Items			Items Count/Weight				

ADDING AN AVIH

Step1- Check the passenger with the normal bags.

CKA - CKA Wed Jul 29 15:19 XH Host UP <PID:1>

Passenger Acceptance

Flight **BIE200T** Date **22JUL15** Dep Stn **LYS** Stop Oncar FC Edifact

All Gender Surname/Surname TkCl Bag Pcs.-Wt. Class Seat Pref Destination

S **BAKER** **01** **10** ***** **N** **ATH**

Z

Passenger's record: 1 piece of baggage (normal bag).

Check-In Assistant - W2

PR: BIE200T/22JUL*LYSX,X, LN, *, X

1. 1BAKER/JOSE+ BN030 1A Y ATH F1/60 NW

BAG1/10/0

BAGTAG/3010335613/ATH

NAM BAKER/JOSEPHINE MA

TRANSACTION HISTORY

1601MA 172.25.177.148 LYS 29JUL/15:20 PAX CHECKED IN 1A

1601MA 172.25.177.148 LYS 29JUL/15:20 BAGTAG ISSUED 1/10 3010335613

Step2- Add the AVIH information on ITEMS

None Class(es) Age Age

Extra Seat Seat

Reserve

Advisory Items

Local Message

Gate Comment

Pursor Info List **AVIH DOG 25KG-HOLD 5**

Pax Service Msg

Items Count/Weight

	Nbr	Kilo
PETC	<input type="text"/>	<input type="text"/>
AVIH	1	25
Bassinet	<input type="text"/>	<input type="text"/>

**Step3- A bag tag for the AVIH is automatically printed:
Check the transaction history.**

Check-In Assistant - W2

PR: BIE200T/22JUL*LYSX,X, LN, *, X

1. 1BAKER/JOSE+ BN030 1A Y ATH F1/60 NW

AVIH1/25 BAG1/10/0

PIL-AVIH DOG 25KG-HOLD 5

BAGTAG/3010335614/ATH /3010335613/ATH

NAM BAKER/JOSEPHINE MA

TRANSACTION HISTORY

1601MA 172.25.177.148 LYS 29JUL/15:20 PAX CHECKED IN 1A

1601MA 172.25.177.148 LYS 29JUL/15:20 BAGTAG ISSUED 1/10 3010335613

1601MA 172.25.177.148 LYS 29JUL/15:26 PAX MODIFIED ADDED PIL AVIH

1601MA 172.25.177.148 LYS 29JUL/15:26 BAGS ADDED 1/25 3010335614

DELETING AN AVIH

Step1- Focus on DEL

Passenger Modify

Flight **BIE200T** Date **22JUL15** Class **Y** Dep Stn **LYS** Desti **[]** Upd Del

L /BN /SN /SB Surname/First Gender NP Del Pcs Del Wt FF# Nbr of Onca []

S **1** [] [] [] [] [] [] [] [] [] [] []

Status/ID
Onca

Excess Bag Recheck BY Pax Inbound
SHOCON Timatic Pax Doc Items

OK Del Pax Accept Seat Chg D_Pool/BagH Clear S_Map Reprint BI Reprint BP TAG Nbr

Check-In Assistant - W2

PR: BIE200T/22JUL*LYSX,X, LN,+,X

1. 1BAKER/JOSE+ BN030 1A Y ATH F1/60 NW

AVIH1/25 BAG1/10/0

PIL-AVIH DOG 25KG-HOLD 5

BAGTAG/3010335614/ATH /3010335613/ATH

NAM BAKER/JOSEPHINE MA

TRANSACTION HISTORY

1601MA 172.25.177.148 LYS 29JUL/15:20 PAX CHECKED IN 1A

1601MA 172.25.177.148 LYS 29JUL/15:20 BAGTAG ISSUED 1/10 3010335613

1601MA 172.25.177.148 LYS 29JUL/15:26 PAX MODIFIED ADDED PIL AVIH

1601MA 172.25.177.148 LYS 29JUL/15:26 BAGS ADDED 1/25 3010335614

Step2- Delete the AVIH number and exact weight.
Delete the Purser Info using “-“and press Enter.

Additional Items For - 1

Frequently Used Items

Blind Inadmissible Child Deportee -
 Deaf Jump Seat SecCheck Escorted
 Stretcher TWOV TEEN Unescorted
 TeleChk MAAS E-Tkt

Occasionally Used Items Pref UM YP

None [] [] [] [] [] [] [] [] [] [] [] []

Advisory Items

Local Message []

Gate Comment []

Purser Info List []

Pax Service Msg []

Additional Items []

Special Meals []

Upgrade/Downgrade

Upgrade Class []

Downgrade []

Extra/Adjacent Seats

Extra Seat Seat []

Reserve []

Items Count/Weight

	Nbr	Kilo
PETC	[]	[]
AVIH	1	25
Bassinet	[]	[]
Weapons	[]	[]

Step3- the next popup allow s you to delete the AVIH bag tag.

Fill-in the accurate AVIH bag tag number, refer to the passenger's record. The AVIH bag tag number is always the 1st bag tag number.

Delete Bag Tag Numbers For -

Type of Bags to Delete	Number of Bags
<input checked="" type="radio"/> AUTO Local Tags	1
<input type="radio"/> Manual Tags	
<input type="radio"/> Transit Tags	
<input type="radio"/> AVIL Tags	
<input type="radio"/> AVIT Tags	

Bag Tag Numbers

OK

Check-In Assistant - W2

```

PR: BIE200T/22JUL*LYSX,X, LN,*,X
1. IBAKER/JOSE+      BN030  1A      Y ATH F1/60 NW
  AVIH1/25 BAG1/10/0
PIL-AVIH DOG 25KG-HOLD 5
  BAGTAG/3010335614/ATH /3010335613/ATH
NAM BAKER/JOSEPHINE MA
TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 29JUL/15:20 PAX CHECKED IN 1A
1601MA 172.25.177.148 LYS 29JUL/15:20 BAGTAG ISSUED 1/10 3010335613
1601MA 172.25.177.148 LYS 29JUL/15:26 PAX MODIFIED ADDED PIL AVIH
1601MA 172.25.177.148 LYS 29JUL/15:26 BAGS ADDED 1/25 3010335614
  
```

Step 4- Check the passenger's record:

CKA - CKA Wed Jul 29 15:47 XH Host UP <PID:1>

Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

```

PR: BIE200T/22JUL*LYSX,X, LN,*,X
1. IBAKER/JOSE+      BN030  1A      Y ATH F1/60 NW
  BAG1/10/0
  BAGTAG/3010335614/ATHX/3010335613/ATH
NAM BAKER/JOSEPHINE MA
TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 29JUL/15:20 PAX CHECKED IN 1A
1601MA 172.25.177.148 LYS 29JUL/15:20 BAGTAG ISSUED 1/10 3010335613
1601MA 172.25.177.148 LYS 29JUL/15:26 PAX MODIFIED ADDED PIL AVIH
1601MA 172.25.177.148 LYS 29JUL/15:26 BAGS ADDED 1/25 3010335614
1601MA 172.25.177.148 LYS 29JUL/15:48 BAGS DELETED 1/25 3010335614
1601MA 172.25.177.148 LYS 29JUL/15:48 PAX MODIFIED DELETED PIL AVIH
  
```

The AVIH is not part of the BAGS count on the F11 screen, but it will be part of the bag tags List.

**Bag 02/55 kg
AVIH 01**

```
CKA - CKA Thu Jul 30 15:11 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY:BIE200T/22JUL LYS/KP OP/NAM HOST
CWT999999 UWT999081 CAW000000 UAW000000 WTM1 KG NTC
752/ /CSTFK GTD/F10 POS/GATE BN034 AK000000 CD000000
BDT1100 SD1200 ED1200 CI0000 CC0000
CNF/Y184 CAP/Y184 AV/Y172 PAD/Y2
*LYSATH R028 C013 06M 05F 02CHD 01INF B0002 /000055 WCH01
SB002 B0000 PETC01 AVIH01 J01
SA003 EXST00 XCR00
HL LYSATH/Y184
```

BY PAX

During Check-in process you must fill-in the gender field (M/F/C), you can add an INF (Infant Nbr field) if the infant is not booked on PN or you can insert the FQTV card in the Freq Flyer Nbr.

Information By Passenger

Passenger Name: BISCIGLIA/VERONIQUE

Freq Flyer Cards & Partner List
No partner information.

Freq Flyer Number

Gender: F TktCls/FareBasis

Infant Nbr: 1 Infant Name: DURANT/LEA

Bag Pcs: 0 Bag Wt: 0

Seat Pref: N Not Present

Excess Bag

Excess WT: Fare: Comment: EBC: Agent ctc: Payment:

Change Name

Surname: First Name: AddBag Next Clear Return

BY PAX

After Check-in process on the PASSENGER MODIFY popup, focus must be on UPD option (update)

Passenger Modify

Flight: BIE200T Date: 22JUL15 Class: * Dep Stn: LYS Desti: ATH Upd Del

L /BN /SN /SB	Surname/First	Gender	NP	Add Pcs	Add Wt	FF#	Nbr of Oncar
S	BISCI		<input type="checkbox"/>				

Buttons: Excess Bag, Recheck, BY Pax, Inbound, *SHOCON*, Timatic, Pax Doc, Items, OK, Del Pax, Accept, Seat Chg, D_Pool/BagH, Clear, S_Map, Reprint BI, Reprint BP, TAG Nbr

On the BY PAX popup, you can add FQTV card, add an infant and his name
 Change also the passenger family NAME (only allowed for NOREC check-in).

Ereq Flyer Number		AF/1234567	
Gender	M	TktCls/FareBasis	
Infant Nbr	1	Infant Name	ARTINEZ/LEA
Excess Bag		Bag Pcs	
Excess WT		Fare	
Comment		Seat Pref	
Agent ctc		Not Present	<input type="checkbox"/>
EBC	<input type="checkbox"/>	Payment	<input type="checkbox"/>
Change Name			
Surname	MARTINEZ	First Name	VERONIQUE
		AddBag	Next
		Clear	Return

After Check-in process on the PASSENGER MODIFY popup, focus must be on DEL option (delete):

CKA - CKA Thu Jul 23 17:27 XH Host UP <PID:1>

Passenger Modify

Flight BIE200T Date 22JUL15 Class + Dep Stn LYS Desti ATH Upd Del

Del Del

BY PAX will allow you to delete?

- The FQTV card by inserting “—“in the Freq Flyer Number box
- The infant by inserting 1 the Infant Nbr box

Ereq Flyer Number		-	
Gender		TktCls/FareBasis	
Infant Nbr	1	Infant Name	
Excess Bag		Bag Pcs	
Excess WT		Fare	
Comment		Seat Pref	
Agent ctc		Not Present	<input type="checkbox"/>
EBC	<input type="checkbox"/>	Payment	<input type="checkbox"/>
Change Name			
Surname		First Name	
		AddBag	Next
		Clear	Return

PAX DOC

During check-in process, PAX DOCS popup will be shown automatically. This is linked with the E-Border element on the F11 screen.

You can update PAX DOCS after or before check-in (F5). APIS info can not be cancelled only overwritten.

If you have a key board that is equipped with a Magnetic Stripe Reader (MSR) you can also swipe passports or Identity cards with machine readable information.

While check-in several passengers, fill-in mandatory fields for each using NEXT push bottom.

```

CKA - CKA  Fri Jul 24 12:45  XH Host UP <PID:1>
Pax Handling  Gate Act  Displays  Lead Agent  Utilities  LCA Lead  LCA Maint  Exit  Help

Check-In Assistant - W1
SY:BE3202/22JUL LYS/KP CC/NAM  HOST
CWT999999 UWT994283 CAW000000 UAW000000 WTN1 KG NTC
175/ /GFBJB GTD/F08 POS/GATE BN269 AK00000 CD00000
BDT1300 SD1400 ED1400 CI1322 CC1523
CNF/Y88 CAP/Y88 AV/Y19
*LYSBHX R071 C069 33M 29F 07CHD B0034 /000537 WCH01
SB000 B0000
SA000 EXST00 XCR00 EB
HL LYSBHX/Y088
GS LYS/Y15
    
```

While check-in the passenger, fill in the mandatory fields

Passenger Documents	
Passenger Name: SMITH/NATA	
<input type="checkbox"/> Decline Contact Information Contact Info: <input type="text"/> Contact Nbr: <input type="text"/>	
<input type="checkbox"/> E-Ticket <input type="checkbox"/> Ticketless Ticket Nbrs: <input type="text"/> Tkt Coupon: <input type="text"/> Airline: <input type="text"/> Doc Nbr: <input type="text"/> Ck: <input type="text"/>	
<input type="button" value="Select"/> <input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Return"/>	
<input type="radio"/> None <input checked="" type="radio"/> APIS <input type="radio"/> ETAS <input type="radio"/> APP <input type="checkbox"/> Position Crew	
Full Surname	SMITH
First Name	NATALIA
Middle Name	
Date of Birth	10JAN89
Gender	F
Doc Type	PASSPORT
Passport #	12GH888
Expire	10JUN16
Issue Place	
Issued	
Nationality	FRANCE
Issue Country	FRANCE
Residence	none
Dest. Address	
City	
State	None
EJAS Check	
Additional Passenger Documents	
Add'l Doc	None
Document #	
Expire	
Issue Place	
Issued	
Issue Country	none
Specify Infant APIS/APP/Ticket Data	

When a passenger is travelling with an infant, do not forget to activate the SPECIFY INFANT APIS DATA

Passenger Documents

Passenger Name: SMITH/NATA

None
 APIS
 ETAS
 APP
 Position Crew

Full Surname: SMITH
 Infant Name: LENA
 Middle Name:
 Date of Birth: 10AUG14 Gender: F
 Doc Type: PASSPORT
 Passport #: GH7896 Expire: 10JUN19
 Issue Place: Issued:
 Nationality: none FR
 Issue Country: none FR
 Residence: none
 Dest. Address:
 City: ZIP:
 State: None
 EJAS Check:
 Additional Passenger Documents
 Add'l Doc: None
 Document #: Expire:
 Issue Place: Issued:
 Issue Country: none

Decline Contact Information
 Contact Info:
 Contact Nbr:
 E-Ticket Ticketless Ticket Nbrs:
 Tkt Coupon Airline Doc Nbr Ck:

LCA response:

```

Check-In Assistant - W2
PACC: BIE209T/24JULYBHX 0 0
321 /FGYAN GTD/A10 POS/GATE BDT1200 SD1300 ED1300 SA1500
1. SMITH/NATACHA BN001 37A M1/75 NW
INF1/10 PSPT
INF - SMITH/LENA
PSPT - SMITH/NATALIA /10JAN86/F/P/12GH888/10JUN16/FRA/FRA/
INFPSP - SMITH/LENA /10AUG14/F/P/GH7896/10JUN19/FRA/FRA/
    
```

E-TKT ASSOCIATION

In some cases when the Electric Ticket is not shown on PNL, you can add the e-ticket information.

The ETL list will be updated but there is no link with the Airline's Electronic Ticket data base.

This can be done via PAX DOC popup, in the TKT Coupon field.

Fill in: Coupon number, airline code, ticket serial number and check-digit.

Tkt Coupon	Airline	Doc Nbr	Ck
1	220	7896555555	1

Buttons: Select, Next, Clear, Return

Fields: Add'l Doc (None), Document #, Issue Place, Issue Country (none), Specify Infant APIS/APP/Ticket Data

LCA response:

```
Check-In Assistant - W2
PU:BIE200T/22JULYATH 0 0
752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. GARIBALDI/PAULO
TKNE
TKNE - 2207896555551/1
```

If a passenger is travelling with an INFANT activate the Specify Infant Ticket data box and complete the TKT coupon, airline.....fields.

```
Check-In Assistant - W2
PU:BIE200T/22JULYATH 0 0
752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. GARIBALDI/PAULO
INF1/10 TKNE TKNEINF
INF-GARIBALDI/EDOUARDO
TKNE - 2207896555551/1
TKNEINF - 22274185296311/1
```

DELETING an E-TKT (not often used)

Focus on DEL option

Passenger Modify

Elight	BIE200T	Date	22JUL15	Class	Y	Dep Strn	LYS	Desti		<input type="radio"/> Upd	<input checked="" type="radio"/> Del
				Del		Del					

Go to PAX DOCS, fill-in – in the TKT coupon field and press enter:

Contact Nbr		EIAS Check	
<input type="checkbox"/> E-Ticket	<input type="checkbox"/> Ticketless	Ticket Nbrs	
TKT Coupon	Airline	Doc Nbr	Ck
-			
Select	Next	Clear	Return
Additional Passenger Documents		Add'l Doc	None
Document #		Expire	
Issue Place		Issued	
Issue Country	none		
Specify Infant APIS/APP/Ticket Data			

LCA response

```
CKA - CKA Wed Jul 29 16:33 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - WI
PR:BIE200T/22JUL*LYSX,X, LN,*,X
1. 1BAKER/JOSE+ BN030 1A Y ATH F1/60 NW
BAG1/10/0
BAGTAG/3010335614/ATHX/3010335613/ATH
NAM BAKER/JOSEPHINE MA

TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 29JUL/15:20 PAX CHECKED IN 1A
1601MA 172.25.177.148 LYS 29JUL/15:20 BAGTAG ISSUED 1/10 3010335613
1601MA 172.25.177.148 LYS 29JUL/15:26 PAX MODIFIED ADDED PIL AVIH
1601MA 172.25.177.148 LYS 29JUL/15:26 BAGS ADDED 1/25 3010335614
1601MA 172.25.177.148 LYS 29JUL/15:48 BAGS DELETED 1/25 3010335614
1601MA 172.25.177.148 LYS 29JUL/15:48 PAX MODIFIED DELETED PIL AVIH
1601MA 172.25.177.148 LYS 29JUL/16:29 PAX MODIFIED ADDED E-TKT
1601MA 172.25.177.148 LYS 29JUL/16:33 PAX MODIFIED DELETED E-TKT
```

F7-BAG TAG REPRINTING

Printing bag tag is done automatically when finalising the check-in process transaction.

F7 is an option used only for reprinting.

When reprinting a bag tag, LCA will not change the bag tag reference. On passenger's record, we can have the information that the bag tag was reprinted.

1- Fill-in SEAT nbr or STANDBY Nbr and press OK or Enter to reprint all bag tags.

2- Fill in SEAT or SBY nbr and Bag Tag Destination only if the bag is NOT going to FINAL Destination.

Re-issue Bag tag: always selected.

Format: XH123456-458 or XH123456/XH789654

The screenshot shows the LCA system interface. The main window is titled 'Check-In Assistant - W1' and displays the following information:

```
PR:BE3202/27JUL*LYSX,X,X*,BN240
1. 1AMORIN/SARA+ BN240 *1B S BHX F
CK1NRZ BAG1/14/0 PSPT
PIL-CKIN HK1 BEE M1BAG20K
TKNE-2672152143323/1
PSPT-AMORIN/SARAH /29SEP56/F/P/510609722/04SEP2
BAGTAG/3267694378/BHX
NAM AMORIN/SARAHMS S9
```

Below this is a 'TRANSACTION HISTORY' section:

```
-----
2108S9 192.168.4.1 LYS 27JUL/12:29 PAX CHECKED
2108S9 192.168.4.1 LYS 27JUL/12:30 BAGS ADDED 1
0512EN 192.168.4.1 LYS 27JUL/14:04 PAX BOARDED
1601MA 172.25.177.148 LYS 27JUL/14:49 BAG TAG R
1601MA 172.25.177.148 LYS 27JUL/14:50 BAG TAG R
```

Overlaid on the right is a 'Print Bag Tag' dialog box with the following fields:

- Flight: BE3202
- Date: 27JUL15
- Dep Stn: LYS
- Handbaggage:
- BN /SN /SB: BN240
- Tag Number(s): BE694378
- Number of Bags:
- Bag Tag Destination:
- Bag Weight:
- Re-issue Bag Tag:
- Standby Tag:
- OK button

On passenger's record, we can see how many times the bag tags were reprinted.

```
TRANSACTION HISTORY
-----
2108S9 192.168.4.1 LYS 27JUL/12:29 PAX CHECKED IN 1B
2108S9 192.168.4.1 LYS 27JUL/12:30 BAGS ADDED 1/14 3267694378
0512EN 192.168.4.1 LYS 27JUL/14:04 PAX BOARDED
1601MA 172.25.177.148 LYS 27JUL/14:49 BAG TAG REPRINTED
1601MA 172.25.177.148 LYS 27JUL/14:50 BAG TAG REPRINTED
```

F8-BOARDING PASS (RE)PRINT

Printing boarding passes is done automatically when finalizing the check-in process transaction.

F8 is an option used only for reprinting.

Fill-in BN/SN or SB nbr and press OK or enter.

CKA - CKA Mon Jul 27 15:31 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
BOARDING PASS PRINTED

Print Boarding Pass

L /BN /SN /SB Oncar

Re-issue BP Front Feed

Print Codes

List # Date

Flight Dep Stn

Class Destination

To reprint several boarding passes using the List number

Select a list:

The Accepted List, then open F8 and fill-in the list numbers references.

L1-8 or L1-4/8

CKA - CKA Mon Jul 27 15:38 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PDSP: BIE200T/22JUL*LYSX, ACC, ACS, X, *, X
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED12

1.	1BTSCIGLIA/VERO+	BN019	2A	Y	ATH	AC
2.	1CHAPLIN/CHAR+	BN020	3F	Y	ATH	
3.	1DAHO/ETIE+	BN007	14D	Y	ATH	NF
4.	1DAHO/MARI+	BN008	14E	Y	ATH	NF
5.	1DAHO/CHAR+	BN009	14F	Y	ATH	NF
6.	1DURAND/FRED+	BN012	1A	Y	ATH	
7.	1GARIBALDI/PAUL+	BN022	2F	Y	ATH	TK
8.	1GRIMALDI/KELL+	BN018	38A	Y	ATH	NF
9.	1HUBOUDPERON/NATH+	BN014	15C	Y	ATH	NF
10.	1JOLY/ANGE+	BN010	39A	Y	ATH	
11.	1JONES/TOM	BN013	3A	Y	ATH	
12.	1PITT/BRAD+	BN011	39B	Y	ATH	
13.	1PUIG/JULI+	BN016	15E	Y	ATH	NF

Print Boarding Pass

L /BN /SN /SB Oncar

Re-issue BP Front Feed

Print Codes

List # Date

Flight Dep Stn

Class Destination

F9-TIMATIC

Focus is always on Passport + Visa short text. This is used frequently to check if the passenger has the correct documents.

Be careful when reading the TIMATIC response. TIPN means that you have to push the PAGE DOWN button for more information.

Fill in Departure station, transit city and destination

Select the Nationality by using the Country Code or open the Nation List by selecting **Alt+T** and type the first letter of country or arrow down and press TAB to select country.

The screenshot shows the TIMATIC interface with the following details:

- Full Text Info (unless noted):** A list of radio buttons for selecting information types: Passport + Visa (short), Australian ETA, Passport + Visa, VISA + Health, Geographical Info, TIMATIC News, Health, Currency, Airport Tax, Customs, Passport, and Visa. The "Passport" option is currently selected.
- Search Criteria:** Dep Stn: LYS, Transit City: AMS, Dest: BHX.
- Input Fields:** Passport Nbr, Surname, and Nationality (set to GM).
- Nation List:** A dropdown menu showing "GAMBIA" as the selected option.
- Buttons:** OK and Clear buttons are visible.
- Output:** An empty text area for the search results.

Passport + Visa is used to read full passport and visa text.

Geographical Info, health, Currency, Airport tax...

Passport, Visa long full version

The screenshot shows the TIMATIC interface with the following details:

- Full Text Info (unless noted):** The "Passport" option is selected.
- Search Criteria:** Dep Stn: LYS, Transit City: (empty), Dest: MLA.
- Input Fields:** Passport Nbr, Surname, and Nationality (set to none).
- Nation List:** A dropdown menu showing "none" as the selected option.
- Buttons:** OK and Clear buttons are visible.
- Output:** The search results are displayed in the output area:

```
VD
TIMATIC-3 / 27JUL15 / 1404 UTC
PASSPORT FULL TEXT FOR: MALTA (MT)

PASSPORT REQUIRED.

PASSPORT EXEMPTIONS:
- HOLDERS OF A NATIONAL ID CARD:
- ISSUED TO NATIONALS OF AUSTRIA, BELGIUM, BULGARIA, CROATIA,
  CYPRUS, CZECH REP., ESTONIA, FINLAND, GREECE, ITALY,
TIPN
```

Customs: is very useful, in order to check goods import/export but also PETS/ARMS and baggage clearance.

Timatic

Full Text Info (unless noted)

Passport + Visa (short) Health
 Australian ETA Currency
 Passport + Visa Airport Tax
 VISA + Health Customs
 Geographical Info Passport
 TIMATIC News Visa

Dep Stn Transit City Dest

Passport Nbr
 Surname
 Nationality
 Nation List

OK Clear

Output

VD
 AMOUNTS OF SPECIFIC PRODUCTS FROM OTHER COUNTRIES.
 - FOR FULL DETAILS, PLEASE SEE TIRULES/R65 OR REFER TO THE WEBSITE OF THE EUROPEAN UNION, [HTTP://EUROPA.EU/](http://EUROPA.EU/).

ARMS AND AMMUNITION:
 - PROHIBITED: FIREARMS, AMMUNITION AND EXPLOSIVES.

EXPORT:
 - FREE EXPORT OF REASONABLE QUANTITIES OF PERFUME, TOBACCO

TIPN

PETC

PRODUCTS AND ALCOHOLIC BEVERAGES.

PETS:

- 1. CATS AND DOGS ARE SUBJECT TO REGULATION (EC) NO. 998/2003 AND REGULATION (EU) 576/2013 TIRULES/R60. CATS AND DOGS MAY BE SUBJECT TO QUARANTINE AT LUQA AIRPORT. PET OWNERS ARE REQUIRED TO ADVISE, IN ADVANCE, OF THEIR ARRIVAL, TO ENSURE THAT BIP OFFICERS ARE AVAILABLE TO RELEASE THEIR PETS WITHOUT DELAYS.

TIPN

BAGGAGE CLEARANCE

BAGGAGE CLEARANCE:

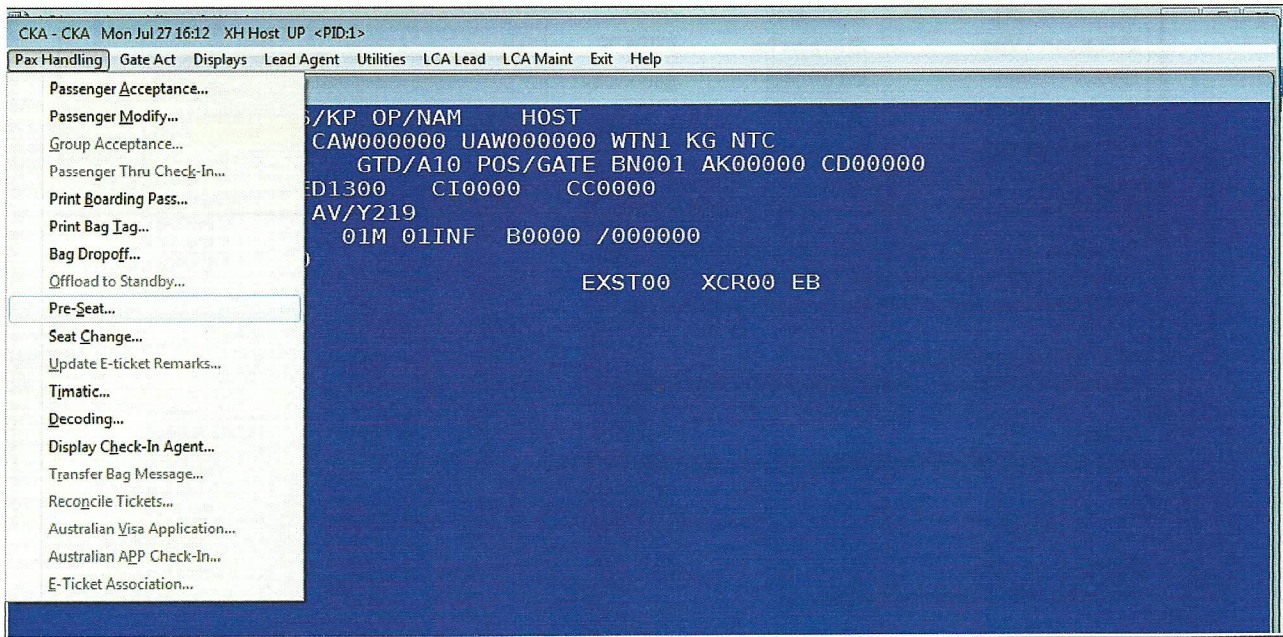
- BAGGAGE IS CLEARED AT THE FIRST AIRPORT OF ENTRY IN MALTA.
- EXEMPT: BAGGAGE OF TRANSIT PASSENGERS WITH A DESTINATION OUTSIDE OF MALTA, PROVIDED THE ONWARD FLIGHT IS WITHIN 24 HOURS. OTHERWISE BAGGAGE HAS TO BE LABELLED TO MALTA AND IS CLEARED AT THE FIRST AIRPORT OF ENTRY IN MALTA.

USE TIFA, TIFV AND TIFH FOR SPECIFIC INFORMATION

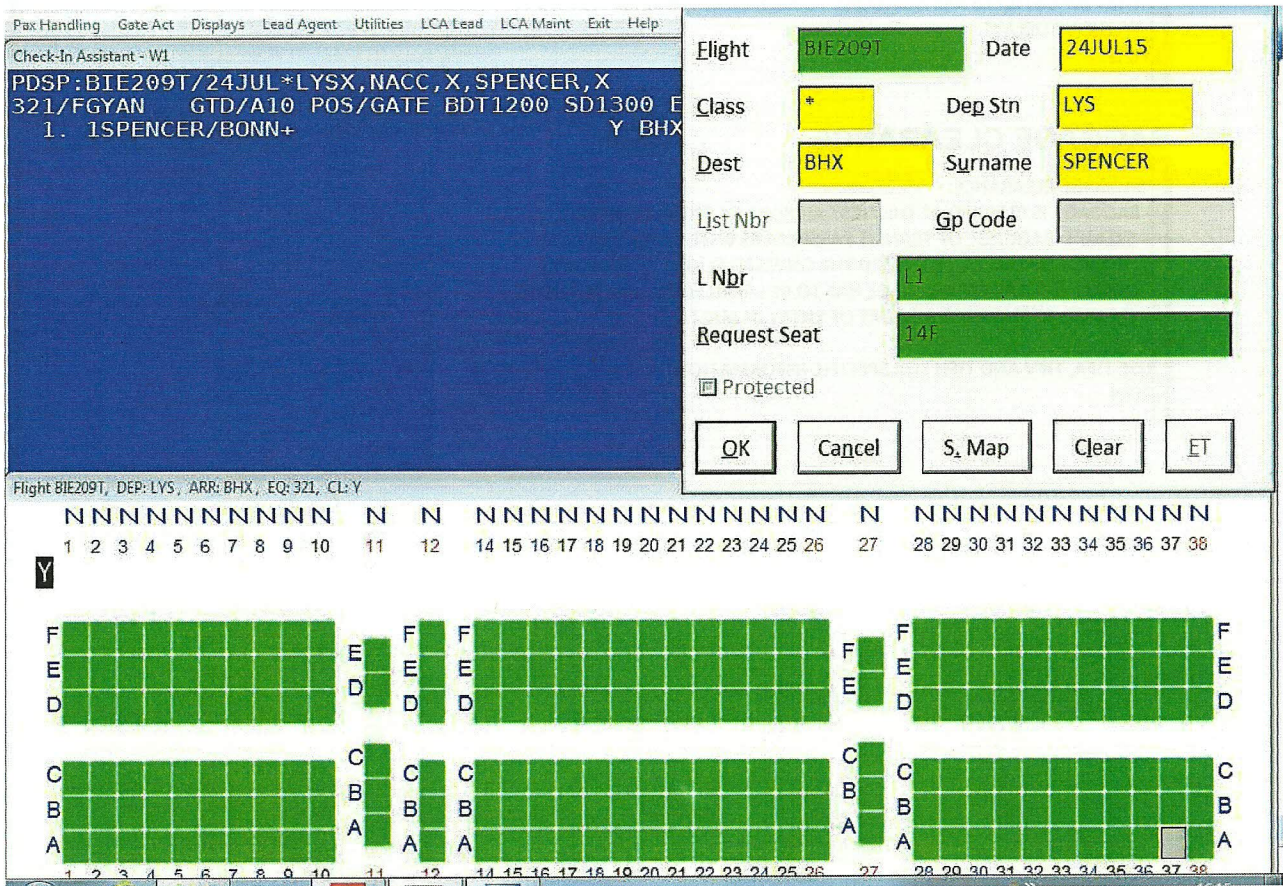
TIPN

PRE-SEAT

This option is only available from the Pax Handling Menu:
ALT+P+S



The seat map will be shown automatically, fill in the passenger's name, List numbers; the seat and press OK (enter).



When pre-seating a group, you can use the group code:

Group: A

List numbers L1-4 or L1/3.

Request Seat use “/” for separate rows.

The screenshot shows a flight reservation system interface. On the left, a terminal window displays the following text:

```

CKA - CKA Mon Jul 27 16:26 XH Host UP <PID1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PDSP: BIE209T/24JUL*LYSX,NACC+NGRP,X,*,PCA
321/FGYAN GTD/A10 POS/GATE BDT1200 SD1300 E
1. 1CLOONEY/G A4 Y BHX
2. 1JONES/B A4 Y BHX
3. 1SMITH/A A4 Y BHX
4. 1SMITH/B A4 Y BHX
    
```

On the right, a 'Pre-Seat' dialog box is open with the following fields:

- Flight: BIE209T
- Date: 24JUL15
- Class: *
- Dep Stn: LYS
- Dest: BHX
- Surname:
- Ljst Nbr:
- Gp Code: A
- L Nbr: L1-4
- Request Seat: 19EE/20EF
- Protected

Buttons at the bottom of the dialog are: OK, Cancel, S. Map, Clear, ET.

Below the dialog, the flight details are: Flight BIE209T, DEP: LYS, ARR: BHX, EQ: 321, CL: Y.

The seat map shows a 38-seat aircraft with cabin classes F, E, D, C, B, and A. The seats are represented by a grid where green indicates an occupied seat. The following table summarizes the seat status for each row:

Row	Class	Seat 1	Seat 2	Seat 3	Seat 4	Seat 5	Seat 6	Seat 7	Seat 8	Seat 9	Seat 10	Seat 11	Seat 12	Seat 13	Seat 14	Seat 15	Seat 16	Seat 17	Seat 18	Seat 19	Seat 20	Seat 21	Seat 22	Seat 23	Seat 24	Seat 25	Seat 26	Seat 27	Seat 28	Seat 29	Seat 30	Seat 31	Seat 32	Seat 33	Seat 34	Seat 35	Seat 36	Seat 37	Seat 38		
F	F	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	
E	E	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
D	D	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
C	C	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
B	B	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
A	A	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied

LCA response:

The screenshot shows the LCA response in the reservation system terminal window:

```

CKA - CKA Mon Jul 27 16:29 XH Host UP <PID1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
RES|0|
RES: BIE209T/24JULYBHX 0 0
321 /FGYAN GTD/ POS/GATE BDT SD1300 ED1300 SA1500
1. CLOONEY/G A4 19E RES
2. JONES/B A4 19F RES
3. SMITH/A A4 20E RES
4. SMITH/B A4 20F RES
    
```

DECODING

This function is only accessible by opening the Pax Handling menu. (Alt+P)
Use the arrow keys or press D and enter.

It can help you in decoding or encoding airport or airline codes.

	Decode	Encode
Airport	<input type="text"/>	<input type="text"/>
City	<input type="text"/>	<input type="text"/>
<u>M</u> Airport	<input type="text"/>	<input type="text"/>
<u>C</u> ountry	<input type="text"/>	<input type="text"/>
<u>A</u> irline	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>

DISPLAY CHECK-IN Agent

This function is only accessible by opening the Pax Handling menu.

(Alt+P) Use the arrow keys or press H and enter.

You can fill-in the agent code to retrieve the number of passengers checked by the agent or you can leave blank to have all agent codes.

Display Check-In Agent

Flight Date

Surname

Sign In Code

City

LCA response

SEGMENT	AGENT NO.	ADULTS	CHILDREN	INFANTS	PAX TOT
LYSDUB	@@	055	005	001	0061
LYSDUB	0030RS	047	003	001	0051
LYSDUB	0812KN	024	002	001	0027
LYSDUB	1212BS	009	000	000	0009
LYSDUB	SUPUSR	021	005	002	0028
SUB-TOTAL		156	015	005	0176
TOTAL		156	015	005	0176

OFFLOADING PASSENGERS via Passenger Modify

Passenger Modify

Focus on DEL

Select the passenger and choose DEL PAX.

This option can be use for one or more passengers.

CKA - CKA Mon Jul 27 16:46 XH Host UP <PID:1>

Passenger Modify

Flight **BIE209T** Date **24JUL15** Class **Y** Dep Stn **LYS** Desti Upd Del

L /BN /SN /SB	Surname/First	Gender	NP	Del Pcs	Del Wt	FF#	Nbr of Oncar
S 1							

Buttons: Status/ID, Oncar, Excess Bag, Recheck, BY Pax, Inbound, *SHOCON*, Timatic, Pax Doc, Items, OK, Del Pax, Accept, Seat Chg, D_Pool/BagH, Clear, S_Map, Reprint BI, Reprint BP, TAG Nbr

Check-In Assistant - W2

```

PR: BIE209T/24JUL *LYSX, X, LN, *, X
1. 1SMITH/NATA+      BN001  37A    Y BHX M1/75 PSPT NW
INF1/10 PSPT
INF - SMITH/LENA
PSPT - SMITH/NATALIA /10JAN86/F/P/12GH888/10JUN16/FRA/FRA/
INFPSPT - SMITH/LENA /10AUG14/F/P/GH7896/10JUN19/FRA/FRA/
NAM SMITH/NATACHA MA
TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 24JUL/13:08 PAX CHECKED IN 37A
    
```

LCA response:

Check-In Assistant - W2

```

PDEL: BIE209T/24JULYBHX 0 0
321 /FGYAN GTD/A10 POS/GATE BDT1200 SD1300 ED1300 SA1500
1. SMITH/NATACHA      DELETED    M1/75
INF1/10 PSPT
INF - SMITH/LENA
PSPT - SMITH/NATALIA /10JAN86/F/P/12GH888/10JUN16/FRA/FRA/
INFPSPT - SMITH/LENA /10AUG14/F/P/GH7896/10JUN19/FRA/FRA/
    
```

OFFLOADING PASSENGERS via CTRL+F9

CTRL+ F9 or open the GATE Act by ALT+G and T

Select a list, choose the option DEL PAX.

You can use List numbers when deleting several passengers.

If you use SN/BN/SB, it will be a single deletion.

CKA - CKA Mon Jul 27 16:55 XH Host UP <PID:1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1
 PDSP:BIE200T/22JUL*LYSX,ACC,ACS,X,*,X
 752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA

1.	IBISCIGLIA/VERO+	BN019	2A	Y	ATH	ACS	NREC
2.	1CHAPLIN/CHAR+	BN020	3F	Y	ATH		
3.	1DAHO/ETIE+	BN007	14D	Y	ATH	NREC	
4.	1DAHO/MARI+	BN008	14E	Y	ATH	NREC	
5.	1DAHO/CHAR+	BN009	14F	Y	ATH	NREC	
6.	1DURAND/FRED+	BN012	1A	Y	ATH		
7.	1GARIBALDI/PAUL+	BN022	2F	Y	ATH	TKNE	
8.	1GRIMALDI/KELL+	BN018	38A	Y	ATH	NREC	
9.	1HUBOUDPERON/NATH+	BN014	15C	Y	ATH	NREC	
10.	1JOLY/ANGE+	BN010	39A	Y	ATH		
11.	1JONES/TOM	BN013	3A	Y	ATH		
12.	1PITT/BRAD+	BN011	39B	Y	ATH		
13.	1PUIG/JULI+	BN016	15E	Y	ATH	NREC	

Standby Processing

Elight **BIE200T** Date **22JUL15**
 Class ***** Dep Stn **LYS**
 Destination **ATH**

Standby List Accepted List

Onload Upgrade
 Off To Sby Downgrade
 Del Pax Notify
 Mass Onload Freeze Pax
 Offload & Rpt

L/ SN/ BN/ SB Number **L1-10**
 UPG/DNG Class To Jump
 UPG/DNG Seat
 Oncar Nbr

Standby Complete Flt Status
 D_Pool/BagH Print BP
 OK

LCA response:

Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1
 PDEL:BIE200T/22JULYATH 0 0
 752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA

1.	JONES/TOM	DELETED	M1/75
0			
2.	PITT/BRADMR	DELETED	F1/60
3.	PUIG/JULIANNE	DELETED	F1/60
4.	PUIG/MATHIS	DELETED	CHD1/35
5.	PUIG/MARIA	A4 DELETED	F1/60
6.	PUIG/MATHIS	A4 DELETED	CHD1/35
7.	PUIG/JULIANNE	A4 DELETED	F1/60
8.	PUIG/MARIA	DELETED	F1/60
9.	SAINTEXUPERY/GERM+	DELETED	F1/60
NAM SAINTEXUPERY/GERMAINE			
10.	SAINTEXUPERY/ANTO+	DELETED	M1/75
NAM SAINTEXUPERY/ANTOINE			

OFFLOADING PASSENGERS TO STANDBY

This will offload the passenger to the standby list only.
CTRL+ F9 or open the GATE Act by ALT+G and T

Fill in the SEAT or Boarding Number

CKA - CKA Mon Jul 27 17:07 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

PDSP: BIE200T/22JUL*LYSX, ACC, ACS, X, *, X
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA
1. 1SMITH/ALIN+ BN021 38C Y ATH

OP /NAM

Standby Processing

Flight BIE200T Date 22JUL15
Class * Dep Stn LYS
Destination ATH

Standby List Accepted List

Onload Upgrade
 Off To Sby Downgrade
 Del Pax Notify
 Mass Onload Freeze Pax
 Offload & Rpt

L/ SN/ BN/ SB Number BN21

UPG/DNG Class To Jump
UPG/DNG Seat
Oncar Nbr

Standby Complete Flt Status
D_Pool/BagH Print BP

OK

LCA response:

SB reference shown and reason DEB (=denied).

CKA - CKA Mon Jul 27 17:08 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

SW: BIE200T/22JULYATH 0 0
752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. SMITH/ALINEMRS SB0004 DEB M1/75

ONLOADING PASSENGERS: Standby Processing

CTRL+ F9 or open the GATE Act by ALT+G and T
Passengers can be on Stan-by for multiple reasons.

In LCA you can have:

DEB (denied) → passenger offloaded to stand-by list

URES → NOREC passengers offloaded to stand-by list

GSL → Go show limit

STL → Seat limit (No UM seat available or no UM seat set up for UM)

CKA - CKA Mon Jul 27 17:13 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

PDSP: BIE200T/22JUL*LYSX, SBY, X, *, X
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1

1.	1CAPLIN/ERWA+	SB0005	STL	Y	ATH	UM
2.	1SMITH/ALIN+	SB0004	DEB	Y	ATH	
3.	1SAINTEXUPERY/ANTO	SB0001	URES	Y	ATH	NREC
4.	1SAINTEXUPERY/GERM	SB0002	URES	Y	ATH	NREC

Standby Processing

Flight Date
Class Dep Stn
Destination

Onload Upgrade
 Off To Sby Downgrade
 Del Pax Notify
 Mass Onload Freeze Pax
 Offload & Rpt

L/ SN/ BN/ SB Number

Onload Class To Jump
Onload Dest
Oncar Nbr

On loading several passengers

Use the list numbers and confirm the destination.

CKA - CKA Mon Jul 27 17:19 XH Host UP <PID1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

PDSP:BIE200T/22JUL*LYSX,SBY,X,*,X
 752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1

1.	1CAPLIN/ERWA+	SB0005	STL	Y	ATH	UM
2.	1SMITH/ALIN+	SB0004	DEB	Y	ATH	
3.	1SAINTEXUPERY/ANTO	SB0001	URES	Y	ATH	NREC
4.	1SAINTEXUPERY/GERM	SB0002	URES	Y	ATH	NREC

Standby Processing

Flight **BIE200T** Date **22JUL15**

Class ***** Dep Stn **LYS**

Destination **ATH**

Onload Upgrade
 Off To Sby Downgrade
 Del Pax Notify
 Mass Onload Freeze Pax
 Offload & Rpt

L/ SN/ BN/ SB Number **L2-4**

Onload Class To Jump

Onload Dest **ATH**

Oncar Nbr

LCA response:

CKA - CKA Mon Jul 27 17:21 XH Host UP <PID1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

AC:BIE200T/22JULYATH 0 0
 752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400

1.	SMITH/ALINEMRS	BN021	12A	M1/75	ACS	NW
2.	SAINTEXUPERY/ANTO+	BN023	12B	M1/75	ACS	NREC NC
3.	SAINTEXUPERY/GERM+	BN024	12C	F1/60	ACS	NREC NA

NAM SAINTEXUPERY/ANTOINE/GERMAINE

On loading a rebate passenger on jump seat

Select on load, fill-in List number, select "to jump" with space bar,
Fill-in DEST and press Enter.

CKA - CKA Thu Jul 30 14:38 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

PDSP: BIE200T/22JUL*LYSX, SBY, X, *, X
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1100
1. 1PITT/BRAD SB0008 URES Y ATH URES

OP /NAM

Standby Processing

Flight BIE200T Date 22JUL15
Class * Dep Stn LYS
Destination ATH

Standby List Accepted List

Onload Upgrade
 Off To Sby Downgrade
 Del Pax Notify
 Mass Onload Freeze Pax
 Offload & Rpt

L/ SN/ BN/ SB Number L1

Onload Class To Jump

Onload Dest ATH

Oncar Nbr

Standby Complete Flt Status
D-Pool/BagH Print BP

OK

LCA response:

CKA - CKA Thu Jul 30 14:42 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

PR: BIE200T/22JUL*LYSX, X, LN, *, X
1. 1PITT/BRAD BN032 JMP Y ATH M1/75 ACS URES NA
ID2/S2 JUN89 MA

TRANSACTION HISTORY

1601MA 172.25.177.148 LYS 30JUL/14:37 PAX MOVED TO STANDBY
1601MA 172.25.177.148 LYS 30JUL/14:42 PAX UNLOADED JMP

On loading a rebate staff booked on the flight on a jumpseat

Step1- the Staff is booked but not checked-in.

```
CKA - CKA Thu Jul 30 14:48 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PR: BIE200T/22JUL*LYSX,X, LN, *, X
1. 1BOND/JAME+ Y ATH
ID2/STAFF JAN01
PIL - STAFF
NAM BOND/JAMES
```

Step2-Add the JUMPSEAT info via ITEMS

Additional Items For - 1

<input type="checkbox"/> Blind	<input type="checkbox"/> Inadmissible	<input type="checkbox"/> Child	Deportee -
<input type="checkbox"/> Deaf	<input checked="" type="checkbox"/> Jump Seat	<input type="checkbox"/> SecCheck	<input type="checkbox"/> Escorted
<input type="checkbox"/> Stretcher	<input type="checkbox"/> TWOV	<input type="checkbox"/> TEEN	<input type="checkbox"/> Unescorted
<input type="checkbox"/> TeleChk	<input type="checkbox"/> MAAS	<input type="checkbox"/> E-Tkt	

Occasionally Used Items Pref UM YP

Upgrade/Downgrade

Upgrade Class

Downgrade

Extra/Adjacent Seats

LCA response

```
CKA - CKA Thu Jul 30 14:52 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PR: BIE200T/22JUL*LYSX,X, LN, *, X
1. 1BOND/JAME+ JMP Y ATH
ID2/STAFF JAN01
PIL - STAFF
NAM BOND/JAMES

TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 30JUL/14:51 PAX MODIFIED ADDED JMP
```

Step 3-Checking the staff will set him direct to a jump seat.

```
CKA - CKA Thu Jul 30 14:54 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PR: BIE200T/22JUL*LYSX,X, LN, *, X
1. 1BOND/JAME+ BN034 JMP Y ATH M1/75 NA
ID2/STAFF JAN01
PIL - STAFF
NAM BOND/JAMES MA

TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 30JUL/14:51 PAX MODIFIED ADDED JMP
1601MA 172.25.177.148 LYS 30JUL/14:54 PAX CHECKED IN JMP
```

Step 4- Deleting the JUMPSEAT Items, will give a seat number to the staff.

```

CKA - CKA Thu Jul 30 14:56 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PR: BIE200T/22JUL*LYSX,X,LN,*,X
1. 1BOND/JAME+ BN034 1C Y ATH M1/75 NC
ID2/STAFF JAN01
PIL-STAFF
NAM BOND/JAMES MA

TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 30JUL/14:51 PAX MODIFIED ADDED JMP
1601MA 172.25.177.148 LYS 30JUL/14:54 PAX CHECKED IN JMP
1601MA 172.25.177.148 LYS 30JUL/14:56 PAX MODIFIED DELETED JMP
    
```

It is not allowed to give a jump seat to a seated staff.

```

Check-In Assistant - W2
PU|-1|<-1> Please offload the seated passenger before making it JMP
    
```

Jump seat information is visible on F11 screen.

**The jump seat passenger is included in the number of Checked-in passengers
Total in C 013 passengers is including J 01.**

```

CKA - CKA Thu Jul 30 15:02 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY: BIE200T/22JUL LYS/KP OP/NAM HOST
CWT999999 UWT999131 CAW000000 UAW000000 WTN1 KG NTC
752/ /CSTFK GTD/F10 POS/GATE BN034 AK000000 CD000000
BDT1100 SD1200 ED1200 CI0000 CC0000
CNF/Y184 CAP/Y184 AV/Y172 PAD/Y2
*LYSATH R028 C013 06M 05F 02CHD 01INF B0002 /000030 WCH01
SB002 B0000 PETC01 J01
SA003 EXST00 XCR00
HL LYSATH/Y184
    
```

On loading an UM on jump seat is not allowed on LCA.

You can cancel jump seat by offloading the staff to stand-by once again; or by offloading (deleting) the staff.

On loading passenger with GSL limit

If the passenger is on STBY due GSL limit, check the go-show limit.
Increase the Go show limit if possible and on load the passenger.

```
Check-In Assistant - W2
PACC:BIE200T/22JULYATH 0 0
752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. GRAVAS/COSTA SB0006 GSL M1/75 NREC
```

If Go show limit is not increased, the LCA response will be:

```
CKA - CKA Mon Jul 27 17:44 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
AC|838|<838> Either weight limit overflow / No seat available, Pls check
```

When Goshow is increased, it is visible on F11 screen:
GS limit is up to 2, this allows you to accept the passenger.

```
CKA - CKA Mon Jul 27 17:51 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY:BIE200T/22JUL LYS/KP OP/NAM HOST
CWT999999 UWT999714 CAW000000 UAW000000 WTN1 KG NTC
752/ /CSTFK GTD/F10 POS/GATE BN026 AK00000 CD00000
BDT1100 SD1200 ED1200 CI0000 CC0000
CNF/Y184 CAP/Y184 AV/Y180
*LYSATH R019 C004 03M 01F B0000 /0000000
SB001 B0000
SA000 EXST00 XCR00
HL LYSATH/Y184
GS LYS/Y2
```

List of passengers accepted from the STANDBY LIST (ACS).

```
CKA - CKA Mon Jul 27 17:54 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
PDSP:BIE200T/22JUL*LYSX,ACC,ACS,X,*,X OP /NAM
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. IGRAVAS/COST+ BN026 40A Y ATH ACS NREC
2. 1SAINTEXUPERY/ANTO BN023 12B Y ATH ACS NREC
3. 1SAINTEXUPERY/GERM BN024 12C Y ATH ACS NREC
4. 1SMITH/ALIN+ BN021 12A Y ATH ACS
```

On loading UM with when no UM seats shown on seat map (U characteristic):

If UM seats are visible on the seat map, there is no need to apply following procedure.

STL limit

The screenshot shows the 'Check-In Assistant - W1' window. The main terminal area displays flight information: PDSP: BIE200T/22JUL*LYSX, SBY, X, *, X; 752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA; 1. 1CAPLIN/ERWA+ SB0005 STL Y ATH UM. A 'Standby Processing' dialog box is open on the right, showing flight details: Flight BIE200T, Date 22JUL15, Class *, Dep Stn LYS, Destination ATH. The dialog includes radio buttons for Onload (selected), Off To Sby, Del Pax, Mass Onload, Offload & Rpt, Upgrade, Downgrade, Notify, and Freeze Pax. It also has fields for L/ SN/ BN/ SB Number (L1), Onload Class, Onload Dest (ATH), and Oncar Nbr. Buttons for Standby List, Accepted List, Standby Complete, Flt Status, D-Pool/BagH, Print BP, and OK are visible.

When trying to on load LCA response is:

The screenshot shows the 'Check-In Assistant - W1' window with an error message displayed in the terminal area: AC|1021|<1021> Pax not meeting Exit Seat Criterion or No Vacant Seat.

Step1- Delete the UM info

CKA - CKA Mon Jul 27 17:59 XH Host UP <PID:1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1
 PR: BIE200T/22JUL*LYSX,X, LN, *, X
 1. 1CAPLIN/ERWA+ SB0005 STL Y ATH CHD1/35
 NAM CAPLIN/ERWAN MA

TRANSACTION HISTORY

1601MA	172.25.177.148	LYS	24JUL/12:34	PAX MODIFIED	GENDER CHANGED
1601MA	172.25.177.148	LYS	24JUL/12:35	PAX MODIFIED	ADDED UM
1601MA	172.25.177.148	LYS	24JUL/12:36	PAX MODIFIED	FNAME/SNAME CHANGED
1601MA	172.25.177.148	LYS	27JUL/17:13	PAX MOVED TO	STANDBY
1601MA	172.25.177.148	LYS	27JUL/17:59	PAX MODIFIED	DELETED UM

Step2- Confirm the CHILD from the STAND-BY list

CKA - CKA Mon Jul 27 18:00 XH Host UP <PID:1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1
 PDSP: BIE200T/22JUL*LYSX, SBY, X, *, X
 752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA
 1. 1CAPLIN/ERWA+ SB0005 STL Y ATH

OP /NAM

Standby Processing

Flight **BIE200T** Date **22JUL15**

Class ***** Dep Stn **LYS**

Destination **ATH**

Onload Upgrade
 Off To Sby Downgrade
 Del Pax Notify
 Mass Onload Freeze Pax
 Offload & Rpt

L/ SN/ BN/ SB Number **L1**

Onload Class To Jump

Onload Dest **ATH**

Oncar Nbr

LCA response:

CKA - CKA Mon Jul 27 18:00 XH Host UP <PID:1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1
 AC: BIE200T/22JULYATH 0 0
 752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
 1. CAPLIN/ERWAN BN027 2A CHD1/35 ACS NW

Step3- Add the UM info to get the assistance on arrival.

Must be added in the PSM field instead of the UM BOX as there is no UM seat shown on this seat map.

Occasionally Used Items			<input type="checkbox"/> Pref	<input type="checkbox"/> UM	<input type="checkbox"/> YP	Extra/Adjacent Seats		
None	Class(es)	Age	Age	Extra Seat	Seat			
				<input type="checkbox"/> Reserve				
Advisory Items						Items Count/Weight		
Local Message					Nbr	Kilo		
Gate Comment					PETC			
Pursor Info List					AVIH			
Pax Service Msg	UMNR 10YEARS				Bassinet			
Additional Items					Weapons			
Special Meals	none							
Wheelchair	none							
						Next	Clear	Return

LCA response:

```

Check-In Assistant - W2
PU:BIE200T/22JULYATH 0 0
752 /CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. CAPLIN/ERWAN BN027 2A CHD1/35 ACS NW
PSM
PSM-UMNR 10YEARS
  
```

FLIGHT STATUS

CTRL+ F12 or open the GATE Act by ALT+G and F TAB to the flight status field and use ARROW KEYS to move the focus to the required flight status.

Initial Closure (CI):

Check-In Assistant - W1

```

SY: BIE200T/22JUL LYS/KP OP/NAM  HOST
CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
752/ /CSTFK GTD/F10 POS/GATE BN028 AK000000 CD000000
BDT1100 SD1200 ED1200 CI0000 CC0000
CNF/Y184 CAP/Y184 AV/Y178
*LYSATH R020 C006 03M 02F 01CHD B0000 /000000 WCH01
SB000 B0000
SA000 EXST00 XCR00
HL LYSATH/Y184
GS LYS/Y2
    
```

Flight Status

Flight:

Date:

Time:

Message Text:

- Editing
- Gated
- Close
- Closed to LPA
- Finalized
- Close After Reopen Finalize
- Flight Held
- Flight Suspend
- Mismatch Display
- Post Departure
- Open
- Remove Gated
- Reopen
- Reopen to LPA
- Reopen Finalized
- Add PBF SI Message
- Remove Held
- Remove Flight Suspend
- Correct Mismatch
- Reopen From TCI

Radio bottom is on Close, press enter (or OK) and the Initial Closure will done. The time of closure is set up next to ETD for example CI 1357(13h37).

Check-In Assistant - W1

```

SY: BIE200T/22JUL LYS/KP CI/NAM  HOST
CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
752/ /CSTFK GTD/F10 POS/GATE BN028 AK000000 CD000000
BDT1100 SD1200 ED1200 CI1357 CC0000
CNF/Y184 CAP/Y184 AV/Y178
    
```

A PBF message (passenger Boarding Figures) is sent to FIS and A+ (the Aviapartner load control system).

Check-In Assistant - W1

```

PBF
BIE200T/22 LYS.CSTFK.0F0C184Y
-ATH.3/2/1/0.PAX/0/0/6.PCS/0/0/0.WGT/0/0/0
ZON.A/0/0/2.B/0/0/3.C/0/0/1
ST.NTI
    
```

Final Closure (CC):

Selecting Finalized will set up the final Closure

The time of Final Closure is set up next to ETD for example CC 1404(14h04).

Final Closure is done after all passengers are boarded.

```

Check-In Assistant - WI
SY:BIE200T/22JUL LYS/KP CC/NAM      HOST
CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
752/      /CSTFK      GTD/F10 POS/GATE BN028 AK000000 CD000000
BDT1100   SD1200   ED1200   CI1357   CC1404
CNF/Y184  CAP/Y184  AV/Y178
*LYSATH R020 C006   03M 02F 01CHD   B0000 /000000 WCH01
          SB000   B0000
  
```

To Add Supplementary Information on PBF:

Step1- before selecting the Close radio bottom, select Add PBF SI message.

Fill-in the information and press enter (OK)

```

Check-In Assistant - WI
SY:BIE200T/22JUL LYS/KP OP/NAM      HOST
CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
752/      /CSTFK      GTD/F10 POS/GATE BN028 AK000000 CD000000
BDT1100   SD1200   ED1200   CI0000   CC0000
CNF/Y184  CAP/Y184  AV/Y178
*LYSATH R020 C006   03M 02F 01CHD   B0000 /000000 WCH01
          SB000   B0000
          SA000
          EXST00  XCR00
HL LYSATH/Y184
GS LYS/Y2
  
```

Flight Status

Flight:

Date:

Time:

Message Text:

<input type="radio"/> Editing	<input type="radio"/> Open
<input type="radio"/> Gated	<input type="radio"/> Remove Gated
<input type="radio"/> Close	<input type="radio"/> Reopen
<input type="radio"/> Closed to LPA	<input type="radio"/> Reopen to LPA
<input type="radio"/> Finalized	<input type="radio"/> Reopen Finalized
<input type="radio"/> Close After Reopen Finalize	<input checked="" type="radio"/> Add PBF SI Message
<input type="radio"/> Flight Held	<input type="radio"/> Remove Held
<input type="radio"/> Flight Suspend	<input type="radio"/> Remove Flight Suspend
<input type="radio"/> Mismatch Display	<input type="radio"/> Correct Mismatch
<input type="radio"/> Post Departure	<input type="radio"/> Reopen From TCI

Step2- Select the option CLOSE for the initial Closure:

On PBF you get the SI line with comments:

```

Check-In Assistant - WI
PBF
BIE200T/22 LYS.CSTFK.0F0C184Y
-ATH.3/2/1/0.PAX/0/0/6.PCS/0/0/0.WGT/0/0/0
ZON.A/0/0/2.B/0/0/3.C/0/0/1
SI 01 UM//02 WCHC //01 WCHR // 03 BUGGIES AT GATE
  
```

FLIGHT HELD:

It allows you to suspend the check-in process.
Remove HELD will allow to re open the flight.

```

Check-In Assistant - W1
SY:BIE200T/22JUL LYS/KP CC/NAM      HOST      ***FLT HELD***
CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
 752/      /CSTFK      GTD/F10 POS/GATE BN028 AK00000 CD00000
BDT1100   SD1200   ED1200   CI1419   CC1419
CNF/Y184  CAP/Y184  AV/Y178
*LYSATH R020 C006   03M 02F 01CHD   B0000 /000000 WCH01
      SB000   B0000
      SA000
HL LYSATH/Y184
GS LYS/Y2

```

CHANGES AFTER CLOSURE

Changes cannot be done after CI or CC closures; you need to reopen the flight to OP status.

LCA responses:

```

Check-In Assistant - W2
PDEL|-1|<-1> INVALID FLIGHT : CC

```

```

Check-In Assistant - W2
PU|-1|<-1> INVALID FLIGHT : CI

```

Reopen Finalized: cancel CC and put flight on CI.

Reopen: cancel CI and put flight on OPEN status OP.

BOARD/DEBOARD

CTRL+ F8 or open the GATE Act by ALT+G and B

When activating this application, the boarding gate reader is ready to use.

But you can also board manually a flight by inserting the boarding numbers.

CKA - CKA Wed Jul 29 14:50 XH Host UP <PID:1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - WI

```

SY:BIE200T/22JUL LYS/KP CI/NAM HOST
CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
752/ /CSTFK GTD/F10 POS/GATE BN028 AK00000 CD00000
BDT1100 SD1200 ED1200 CI1445 CC0000
CNF/Y184 CAP/Y184 AV/Y178
*LYSATH R020 C006 03M 02F 01CHD B0000 /0000000 WCH01
SB000 B0000
SA000 EXST00 XCR00
HL LYSATH/Y184
GS LYS/Y2
  
```

Board/Deboard

Flight:

Mkt Flts:

Date:

Class:

Dep Stn:

Options

Board

Deboard

Boarding by:

Boarding Number

Seat Number

Pax Name

All Transits

Electronic Ticket

Example 22 or 12-33 or 1/3/6/12

Number[s]

LCA response:

CKA - CKA Wed Jul 29 14:50 XH Host UP <PID:1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - WI

```

BBN|0|21/23/26
1. SMITH/ALINEMRS 12A
2. SAINTEXUPERY/ANTOINE 12B
3. GRAVAS/COSTA 40A
3 BOARDED
  
```

Passenger's record: the * indicates that the passenger is boarded.

Check-In Assistant - WI

```

PR:BIE200T/22JUL*LYSX,X, LN,*,X
1. 1GRAVAS/COST+ BN026 *40A Y ATH M1/75 ACS NREC NW
NAM GRAVAS/COSTA MA
TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 27JUL/17:23 PAX MOVED TO STANDBY
1601MA 172.25.177.148 LYS 27JUL/17:38 PAX DELETED
1601MA 172.25.177.148 LYS 27JUL/17:43 PAX MOVED TO STANDBY
1601MA 172.25.177.148 LYS 27JUL/17:49 PAX UNLOADED 40A
1601MA 172.25.177.148 LYS 29JUL/14:54 PAX BOARDED
  
```

BOARDED LIST:

Passenger List Display

PDSP: BIE200T/22JUL*LYSX, BRD, X, *, X CC1436/NAM
 752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
 1. 1GRAVAS/COST+ BN026 *40A Y ATH ACS NREC
 2. 1SAINTEXUPERY/ANTO BN023 *12B Y ATH ACS NREC
 3. 1SMITH/ALIN+ BN021 *12A Y ATH ACS

Board/Deboard

Elight:

Mkt Flts:

Date:

Class:

Dep Stn:

Options: Board Deboard

Boarding by: Boarding Number Seat Number Pax Name All Transits Electronic Ticket

Example 22 or 12-33 or 1/3/6/12
 Number[s]

NOT BOARDED LIST:

Passenger List Display

PDSP: BIE200T/22JUL*LYSX, NBRD, NBRD+BAG, X, *, X CC1436/NAM
 752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
 1. 1CAPLIN/ERWA+ BN027 2A Y ATH ACS
 2. 1SAINTEXUPERY/GERM BN024 12C Y ATH ACS NREC
 3. 1WINSLET/KATE BN028 2C Y ATH

Board/Deboard

Elight:

Mkt Flts:

Date:

Class:

Dep Stn:

Options: Board Deboard

Boarding by: Boarding Number Seat Number Pax Name All Transits Electronic Ticket

Example 22 or 12-33 or 1/3/6/12
 Number[s]

TOTAL PAX:

Passenger List Display

	Total C/I	Boarded	Yet to Board
Joining Pax	6	3	3
Infants	0	0	0

Board/Deboard

Elight:

Mkt Flts:

Date:

Class:

Dep Stn:

Options: Board Deboard

Boarding by: Boarding Number Seat Number Pax Name All Transits Electronic Ticket

Example 22 or 12-33 or 1/3/6/12
 Number[s]

DEBOARD ALL:

When selecting this option, LCA request a CONFIRMATION:

The screenshot shows the 'Board/Deboard' screen with the following data:

	Total C/I	Boarded	Yet to Board
Joining Pax	6	3	3
Infants	0	0	0

Flight: BIE200T
 Date: 22JUL15
 Class: *
 Dep Stn: LYS

Options:
 Board
 Deboard
 Electronic Ticket

Boarding by: _____

Buttons: **Boarded List**, **Not Boarded List**, **Total Pax**, **Deboard All**

Example: 22 or 12-33 or 1/3/6/12
 Number[s]: [Green shaded input field]

CONFIRM dialog box:
 Confirm Deboard Of All Passengers

When confirming by YES, LCA require the HIGHEST Boarding Number. Check the F11 screen on line number 3:

Check-In Assistant - WL
 SY: BIE200T/22JUL LYS/KP CI/NAM HOST
 CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
 752/ /CSTFK GTD/F10 POS/GATE BN028 AK00000 CD00000
 BDT1100 SD1200 ED1200 CI1445 CC0000
 CNE/Y184 CAP/Y184 AV/Y178

Confirm the Highest Boarding Number and press enter.

The screenshot shows the 'Board/Deboard' screen with the same data as the first screenshot.

Options:
 Board
 Deboard
 Electronic Ticket

Boarding by: _____

Buttons: **Boarded List**, **Not Boarded List**, **Total Pax**, **Deboard All**

Example: 22 or 12-33 or 1/3/6/12
 Number[s]: [Green shaded input field]

Passenger Highest Boarding Number dialog box:
 Highest Boarding Number: [Green shaded input field]

GENERATE GATE MESSAGES

To Open ALT+G and G

Lists can be added if needed for a specific station .
Select PRINT List to print.

CKA - CKA Wed Jul 29 15:13 XHHost UP <PID:1>
 Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - WI

```

SY:BIE200T/22JUL LYS/KP CI/NAM      HOST
CWT999999 UWT999619 CAW000000 UAW000000 WTN1 KG NTC
 752/      /CSTFK      GTD/F10 POS/GATE BN028 AK000000 CD000000
BDT1100   SD1200   ED1200   CI1445   CC0000
CNF/Y184  CAP/Y184  AV/Y178
*LYSATH R020 C006   03M 02F 01CHD   B0000 /000000 WCH01
          SB000   B0000
          SA000
HL LYSATH/Y184
GS LYS/Y2
  
```

Generate Gate Messages

Flight Date Class Dep Stn Dest

Gate Lists

- List to be put onboard (PIL and Close-out)
- List for AVIA files(Accepted, ETL and PBF)
- Commented Psgrs All
- Accepted Psgrs All
- IDM(Industry Discount)

Print List Gate / Alternate Printer Address

Separate addresses with /

Tour Operator Code Tour Operator

CREW SHEET

To Open ALT+G and C

Click on PRINT (ALT+ T)

Crew Sheets							
Flight	BIE200T	Date	22JUL15	Destination	ATH	Tlt Bookings	21
Seat Rsvns	Passenger Names		Details		Total on Board		
					12+1		
PETC/WCHR	PITT/BRADMR		1PETC				
					Smoking Rows		
					0 to 0		
Excess Bags OK							
		Seat	Dest	Dest1	Dest2	Dest3	
WCHR/Name				M 5			
				F 5			
WCHS/Name				C 2			
WCHC/Name	WINSLET/KATE	2C	ATH	I 1			
AVIH/Name	BAKER/JOSEPHINE	1A	ATH				
PETC/Name	PITT/BRADMR	2D	ATH				
FREES/Name							
UIM/VP/Name							
				Total			
				12+1			
				Next	Print		

BAG DROPOFF

To Open ALT+P and F

This application allows you to scan boarding passes and do simple check-in transactions.

Do scan twice to open the application.

You add/delete bag in a very short way.

You can add PAX DOC, print or reprint bag tags/boarding passes

You can access to TIMATIC.

CKA - CKA Thu Jul 30 11:16 XH Host UP <PID:1>

Bag Dropoff

Elight **BIE200T** Date **22JUL15** Class **Y** Dep Stn **LYS** Desti **ATH** Upd Del

L /BN /SN	Surname/First	Add Pcs	Total Pcs	Add Wt	Bag Destination
S 1		1		10	

Tag Information

Tag Number(s)

Check-In Assistant - W2

```

PR: BIE200T/22JUL*LYSX,X, LN,*, X
1. 1PUIG/MARI+ BN031 3A Y ATH M1/75 URES-BKD NW
ID2/N2 JUN80
NAM PUIG/MARIA MA
TRANSACTION HISTORY
-----
1601MA 172.25.177.148 LYS 29JUL/15:37 PAX CHECKED IN 3A
    
```

ACTIVE FLIGHTS

To Open ALT+D and A

This application will show you any initialized flights for any airline at any station at a certain date.

Active Flights

Airline

Date

Dep Stn

Dest

LCA response:

CKA - CKA Thu Jul 30 11:27 XH Host UP <PID:1>

Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

FD|0|

FLIGHT RECORD LISTINGS: ML ** AIR MEDITERRANEE ** 25JUL15

	ML	ARRIVES	STD	ETD	BOARDS	STAT	GATE	SSEL	EQUIP	TYPE
1.	ML6666	LYS 0000	0900	0900	0800	IN	P01	SS	FHCOA/735	NAM
		PMI 1100								
2.	ML7538	LYS 0000	1315	1315	1215	IN	Q03	SS	FGYAQ/321	NAM
		PMI 0000								
3.	ML7094	LYS 0000	1350	1350	1250	IN	P02	SS	FHCOA/735	NAM
		PMI 0000								

+

There are several flights.

A "+" on the right bottom of the screen is visible, push page next.

CKA - CKA Thu Jul 30 11:29 XH Host UP <PID:1>

Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

PN|0|

FLIGHT RECORD LISTINGS: ML ** AIR MEDITERRANEE ** 25JUL15

	ML	ARRIVES	STD	ETD	BOARDS	STAT	GATE	SSEL	EQUIP	TYPE
4.	ML1984	LYS 0000	1830	1830	1730	IN	Q05	SS	FGYAQ/321	NAM
		TFS 2040								

LEAD AGENT APPLICATION

To Open ALT+L

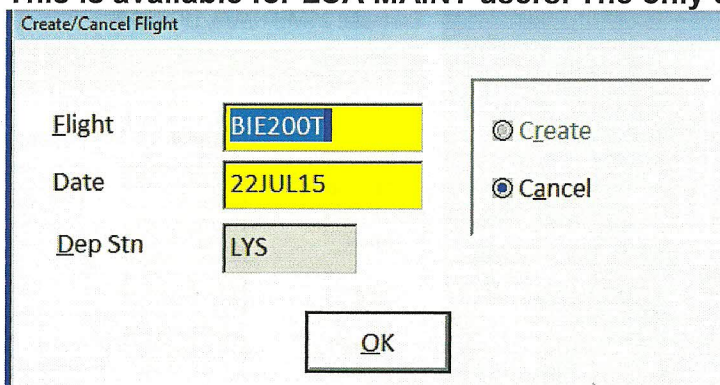
Several options are available:



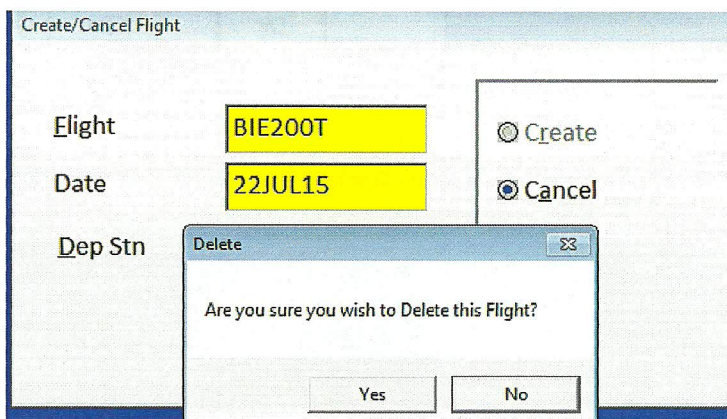
CREATE AND CANCEL FLIGHT OPTION

To Open ALT+L and C

This is available for LCA MAINT users. The only choice is CANCEL.



When trying to cancel the flight, LCA require a confirmation YES or NO.



CREATE PASSENGERS

To Open ALT+L and R

This option is used to create a PNL for training flights.
Sending a PNL via FIS to BRUBLXH for a training flight is also possible.

Fill-in the class and select one of the following option:

Name: to create individual passengers

Group: to create several passengers under a group code

Rebate: to create Rebate staff (SA staff).

Add names according to the example and press Enter.

CKA - CKA Thu Jul 30 11:48 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

SY: BIE200T/22JUL LYS/KP OP/NAM HOST
CWT999999 UWT999206 CAW000000 UAW000000 WTN1 KG
752/ /CSTFK GTD/F10 POS/GATE BN031 AK
BDT1100 SD1200 ED1200 CI0000 CC0000
CNF/Y184 CAP/Y184 AV/Y172 PAD/Y1
*LYSATH R021 C012 05M 05F 02CHD 01INF B0002
SB000 B0000 PETC01
SA000 EXST00 XC
HL LYSATH/Y184

Create Passenger

Flight Date
Class Destination
 Name Group Crew
 Rebate Duty
Surname/First
Example: 2SMITH/A/B;1JONES/B

List # Name
Tour Operator
Infant
Child
Delete Pax
Oncar Pax List #

LCA response:

CKA - CKA Thu Jul 30 11:51 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1

EN: BIE200T/22JULYLYSATH,X,X,X OP /NAM
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED1200 SA1400
1. 1DUPONT/ALIA+ B2 Y ATH
2. 1DUPONT/JERO+ B2 Y ATH
3. 1SMITH/ED C2 Y ATH
4. 1SMITH/LEA C2 Y ATH

HOW TO DELETE NAMES

This is only possible if names have been manually created.

Open ALT+L and R
Do not use TAB key.

Fill-in the class and use ALT+A (to see the not accepted List)
Use ALT+X and fill-in the reference numbers 1-5 or 1-4/10
Press Enter to confirm.
Passengers are deleted and disappeared from the PNL.

DELETED means OFFLOADED

CKA - CKA Thu Jul 30 11:58 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - V1

PDSP: BIE200T/22JUL*LYSATH,NACC,X,*,X
752/CSTFK GTD/F10 POS/GATE BDT1100 SD1200 ED12

List #	Name	Status	Other
1.	1AMAR/A	D9	Y
2.	1AMAR/B	D9	Y
3.	1AMAR/V	D9	Y
4.	1AMAR/E	D9	Y
5.	1AMAR/G	D9	Y
6.	1CHAPLIN/CHAR+	DELETED	Y
7.	1DAHO/ETIE+	DELETED	Y
8.	1DAHO/MARI+	DELETED	Y
9.	1DAHO/CHAR+	DELETED	Y
10.	1DUPONT/JERO+	B2	Y
11.	1GARTBALDI/PAUL+	DELETED	Y TKNE
12.	1GAVRAS/COST+	DELETED	Y
13.	1GRIMALDI/KELL+	DELETED	Y

Create Passenger

Elight: BIE200T Date: 22JUL15
Class: Y Destination: ATH

Name Group Crew
 Rebate Duty

Surname/First
Example: 2SMITH/A/B;1JONES/B

	List #	Name
Tour Operator		
Infant		
Child		
Delete Pax	1-5	Not ACC List
Oncar Pax List #		Oncar

OK Clear

Warning

Selected passengers record will be deleted.
Do you want to proceed?

Yes No

A second popup requires the CONFIRMATION

LEVELS AND SET LIMITS

To Open ALT+L and L

This option allows setting up the GOSHOW limit, PAD limit or NUMERIC limit on a flight.

PAD Limit must no be used on LCA.

Levels/Set Limits

Levels
 GO-SHOW Limit
 Waitlist Limit
 PAD Limit
 Oversold Limit
 Numeric Limit
 Block Space
 Free Space
 Denied Boarding

Flight: BIE200T
Date: 22JUL15
Class:
Level:
Dep Stn: LYS
GO-SHOW Limit:
OK

SETTING THE GOSHOW LIMIT (GS limit)

The GS limit is only set up to authorize NON BOOKED passengers (RQ/OPEN) or PAD acceptance on a flight.

You have to fill-in the number in the GO-SHOW limit field.
The actual request is 10.

```
CKA - CKA Thu Jul 30 12:17 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY: BIE200T/22JUL LYS/KP OP/NAM HOST
CWT999999 UWT999206 CAW000000 UAW000000 WTN1 KG NTC
752/ /CSTFK GTD/F10 POS/GATE BN031 AK00000 CD00000
BDT1100 SD1200 ED1200 CI0000 CC0000
CNF/Y184 CAP/Y184 AV/Y172 PAD/Y1
*LYSATH R028 C012 05M 05F 02CHD 01INF B0002 /000030 WCH01
SB000 B0000 PETC01
SA000 EXST00 XCR00
HL LYSATH/Y184
GS LYS/Y10
```

HOW TO INCREASE THE GOSHOW LIMIT (GS limit)

If you enter a value as 0, LCA advise that your Go-show limit is greater than 0.

It is now 5.

If you want to increase, you must setup a higher number.

CKA - CKA Thu Jul 30 12:26 XH Host UP <PID1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help

Check-In Assistant - W1
LIM|-1|<-1> GOSHOW count [5] greater than limit [0]

Levels/Set Limits

- Levels
- GO-SHOW Limit
- Waitlist Limit
- PAD Limit
- Oversold Limit
- Numeric Limit
- Block Space
- Free Space
- Denied Boarding

Flight: BIE200T
Date: 22JUL15
Class: Y
Level:
Dep Stn: LYS
GO-SHOW Limit:
OK

If you fill in the number 7, you will get 2 as 5 GS are distributed on the flight:

```
CNF/Y184 CAP/Y184 AV/Y172 PAD/Y1  
*LYSATH R028 C012 05M 05F 02CHD 01INF B0002 /000030 WCH01  
SB000 B0000 PETC01  
SA000 EXST00 XCR00  
HL LYSATH/Y184  
GS LYS/Y2
```

If you fill in the number 15, you will get 10 and so on.....

```
CNF/Y184 CAP/Y184 AV/Y172 PAD/Y1  
*LYSATH R028 C012 05M 05F 02CHD 01INF B0002 /000030 WCH01  
SB000 B0000 PETC01  
SA000 EXST00 XCR00  
HL LYSATH/Y184  
GS LYS/Y10
```

HOW TO DECREASE THE GOSHOW LIMIT (GS limit)

If you enter a value as 0, LCA advise that your Go-show limit is greater than 0.
It is now 5.

5 NON BOOKED passengers have already been accepted.
So you cannot decrease lower than 5.

The screenshot shows the LCA system interface. The main window displays a warning message: "LIM|-1|<-1> GOSHOW count [5] greater than limit [0]". To the right, the "Levels/Set Limits" dialog box is open, showing various limit options. The "GO-SHOW Limit" option is selected. Below the dialog box, the flight details are displayed: Flight: BIE200T, Date: 22JUL15, Class: Y, Level: (empty), Dep Stn: LYS, and GO-SHOW Limit: 0. An "OK" button is visible at the bottom of the dialog box.

Fill-in 5 and on the F11 screen the GS limit is no more available.

The screenshot shows the LCA system interface. The main window displays the following flight details: SY: BIE200T/22JUL LYS/KP OP/NAM HOST, CWT999999 UWT999206 CAW000000 UAW000000 WTN1 KG NTC, 752/ /CSTFK GTD/F10 POS/GATE BN031 AK00000 CD00000, BDT1100 SD1200 ED1200 CI0000 CC0000, CNF/Y184 CAP/Y184 AV/Y172 PAD/Y1, *LYSATH R028 C012 05M 05F 02CHD 01INF B0002 /000030 WCH01, SB000 B0000 PETC01, SA000 EXST00 XCR00, HL LYSATH/Y184.

GOSHOW LIMIT for MULTI-DESTINATIONS FLIGHTS with NO PNL.

The 2 stations are LCA and there is no PNL on the flight.
The 1st board point station will setup the GS limit for both station to avoid overbooking.

GS limit for LYS

GS limit for MRS

```
CKA - CKA Thu Jul 30 12:48 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY:ML1108/01AUG LYS/KP OP/NAM HOST
CWT999999 UWT999999 CAW000000 UAW000000 WTN1 KG NTC
321/ /FGYAQ GTD/???? POS/???? BN000 AK000000 CD00000
BDT0400 SD0500 ED0500 CI0000 CC0000
CNF/Y220 CAP/Y220 AV/Y220
*LYSMRS R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
*LYSSPU R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
TOTALS* R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
HL LYSMRS/Y220 LYSSPU/Y220
GS LYS/Y50 MRS/Y100
```

GOSHOW LIMIT for MULTI-DESTINATIONS FLIGHTS with PNL.

Do open the GS limit if really necessary as you need to contact the down line station before accepting NON BOOKED passengers.

NUMERIC LIMIT

This option is used to LIMIT the passenger acceptance on a flight due to a lack a cabin crew members.

INFORMATION TEXT

To Open ALT+L and N

You can set up to 5 lines.

Information Text			
Flight	SE1350	Date	05AUG15
Line	1	Dep Stn	LYS
Input	*LEADER NATH 9851		
<input type="button" value="OK"/>		<input type="button" value="Clear"/>	

This information is visible on F11 screen:

```
CKA - CKA Thu Jul 30 13:25 XH Host UP <PID:1>
Pax Handling Gate Act Displays Lead Agent Utilities LCA Lead LCA Maint Exit Help
Check-In Assistant - W1
SY:SE1350/05AUG LYS/KP OP/NAM HOST
CWT999999 UWT999999 CAW000000 UAW000000 WTN1 KG NTC
332/ /CGGTS GTD/???? POS/???? BN000 AK00000 CD00000
BDT2000 SD2130 ED2130 CI0000 CC0000
CNF/Y375 CAP/Y351 AV/Y351
1. *LEADER NATH 9851
2. FLIGHT 1H DELAYED INFORM PAX
TRANSIT R000 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
*LYSRUN R001 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
TOTALS* R001 C000 B0000 /000000
SB000 B0000
SA000 EXST00 XCR00
HL LYSRUN/Y375
```

Information text can be deleted or modified.
Select the line and change the text or leave blank to delete.