



RAM v 1.0.26

User manual



RAM

Reserve

Autonomous

Module

2019



www.zamar.aero

Foreword

RAM - Reserve Autonomous Module (Reserve Stand-Alone Module), which allows you continue the check-in of passengers and baggage in case of outage or lack of Internet. The RAM module works in conjunction with the third-party host DCS (the DCS which is located at your airport), assisting with any problems, be it interrupting communications or problems on the servers of the third-party host DCS. RAM be able to replace the third – party host DCS at any stage of check-in process.

The RAM, endowed with the following basic functions can be also used as a full-fledged Departure Control System for passenger and baggage check-in:

- processing PNL / ADL (Passenger List, Flight creation);
- passengers and baggage check-in;
- boarding;
- returning final e-ticket coupon status;
- printing flight documentation;
- Passenger Manifest
- Baggage Manifest
- finalizing the flight and sending all the necessary post departure messages to the airlines and destination airports via e-mail or teletype channels.

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Paragraph 3 - User Manual – for aircraft centering specialist WEIGHT & BALANCE

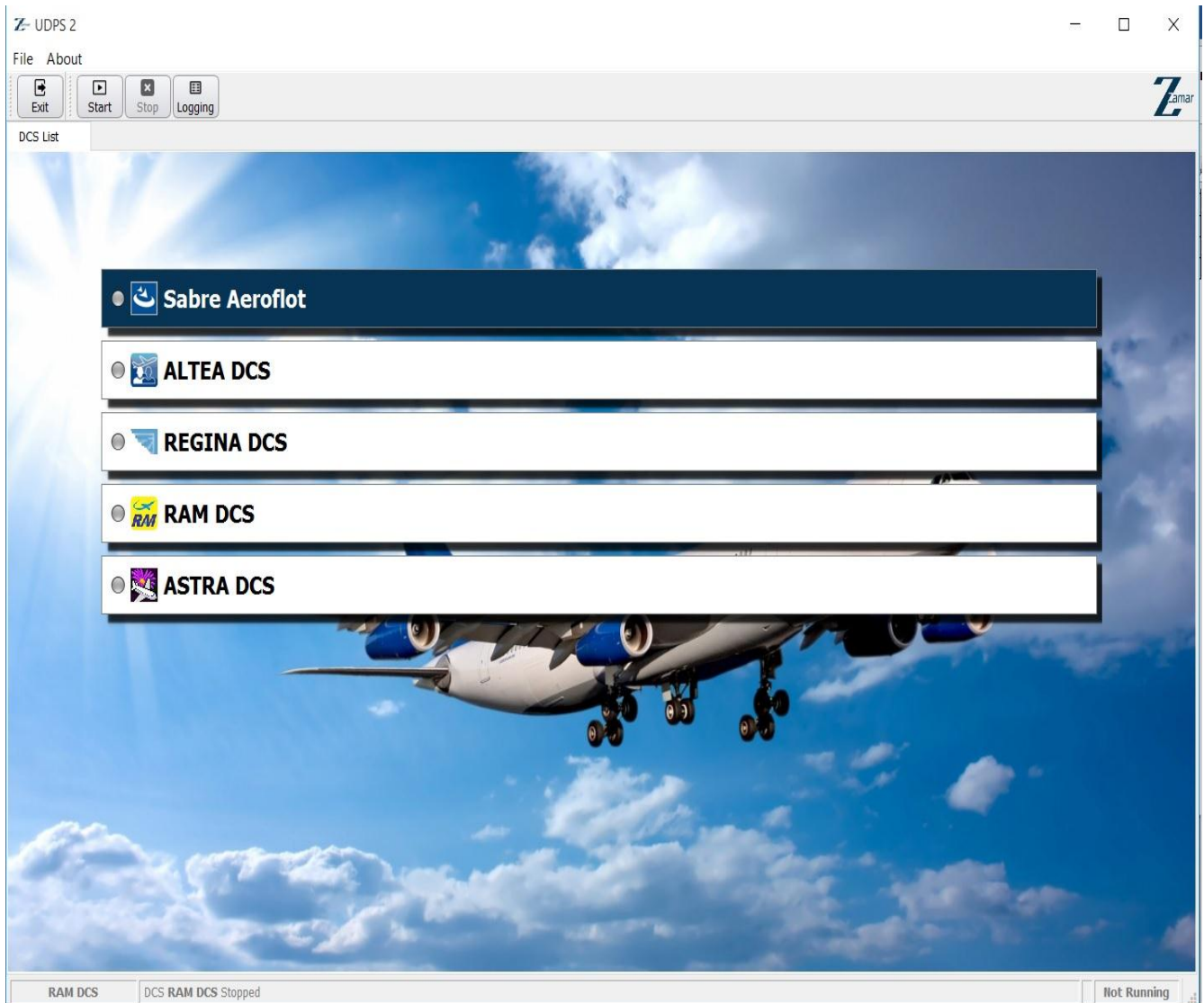
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Running RAM

RAM - is an integrated module in the common access of **UDPS**.

UDPS - Universal Departure Platform

UDPS - is an analogue of the CUTE (Common Use Terminal Equipment), which allows to have a Multi-DCS work environment and easily switch between DCS using one set of equipment.



Advantages and requirements

Advantages:

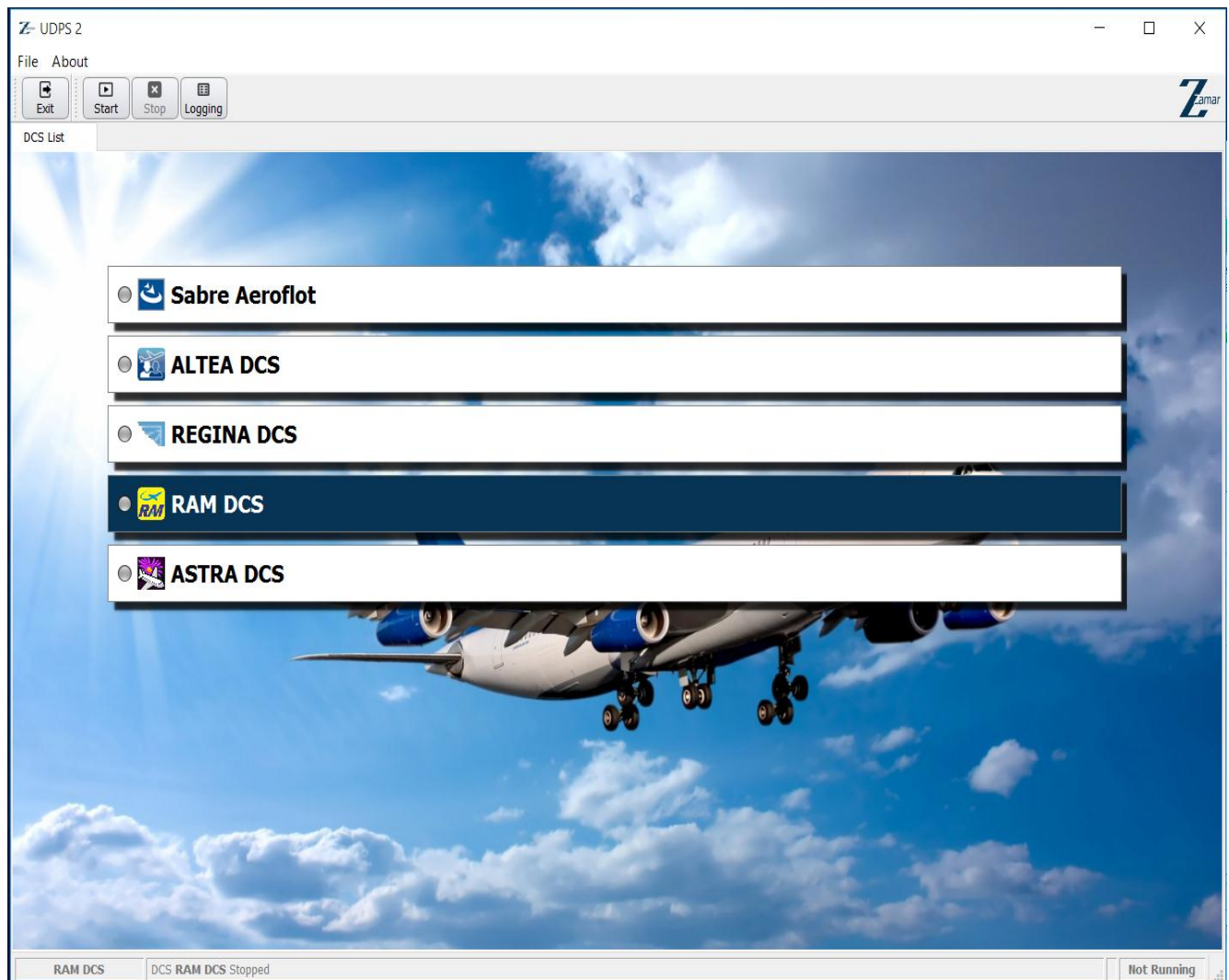
- Easy-to-use intuitive graphical interface;
- Easy switching between DCS;
- Activate/deactivate DCS;
- Prevent conflicts between services and applications of different DCS;
- Minimum time investment on training and implementation of the solution;
- Full localization.

Requirements:

- Workstation based on Windows XP/Vista/7/8/10;
- The application requires administrative access to OS;
- Firmware AEA required for peripheral equipment (ATB, BTB, BGR).

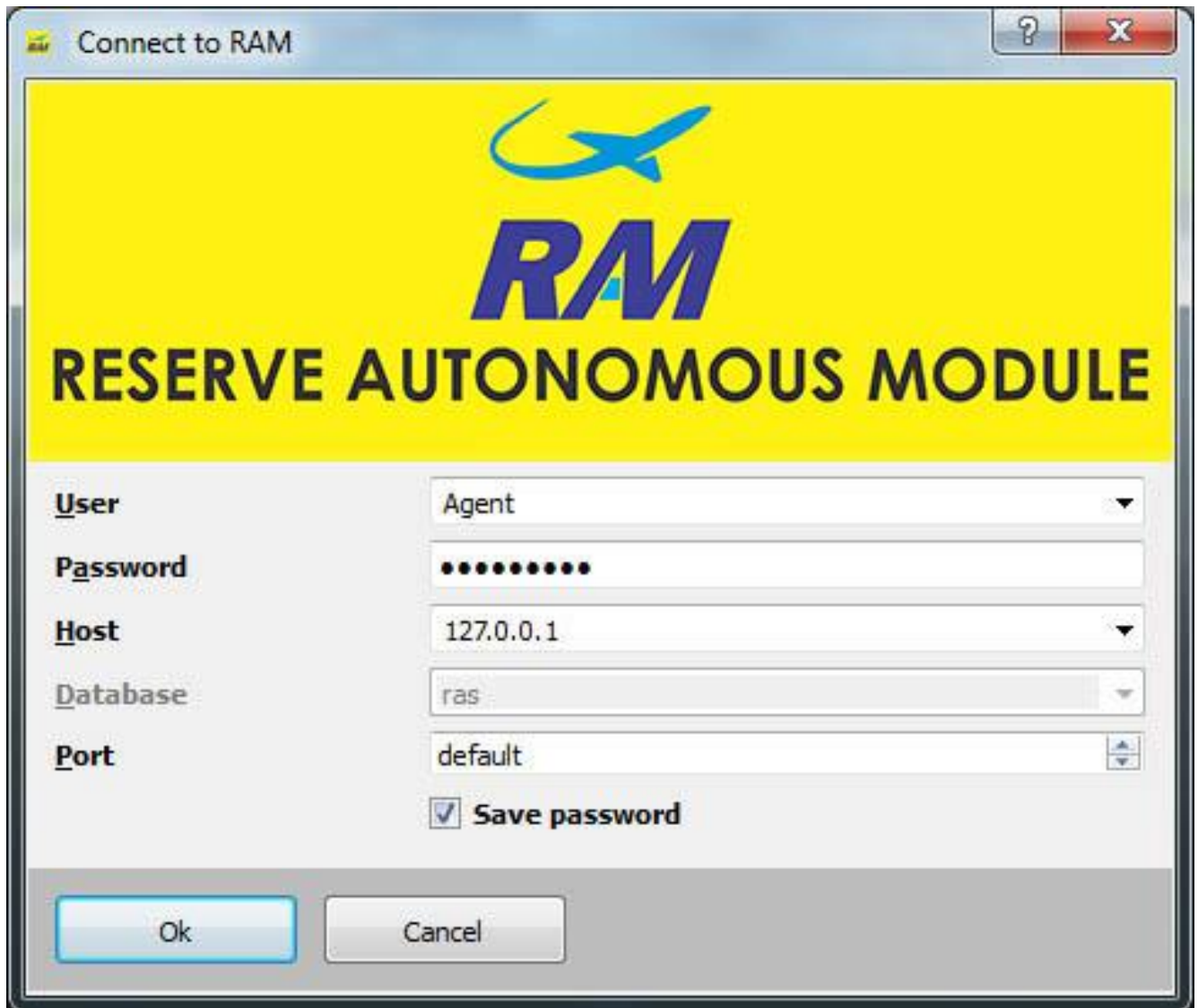
Running RAM from UDPS

RAM is running by click at the UDPS “Menu” panel.



Agent's log on form in the RAM

User	Agent's login
Password	Agent's password
Host	Server IP Address (for system administrator)
Database	Database Name (for system administrator)
Port	Database connection port (for system administrator)
Save password	Saving password (at the discretion of the agent)



Connect to RAM

RAM
RESERVE AUTONOMOUS MODULE

User: Agent

Password:

Host: 127.0.0.1

Database: ras

Port: default

☒ **Save password**

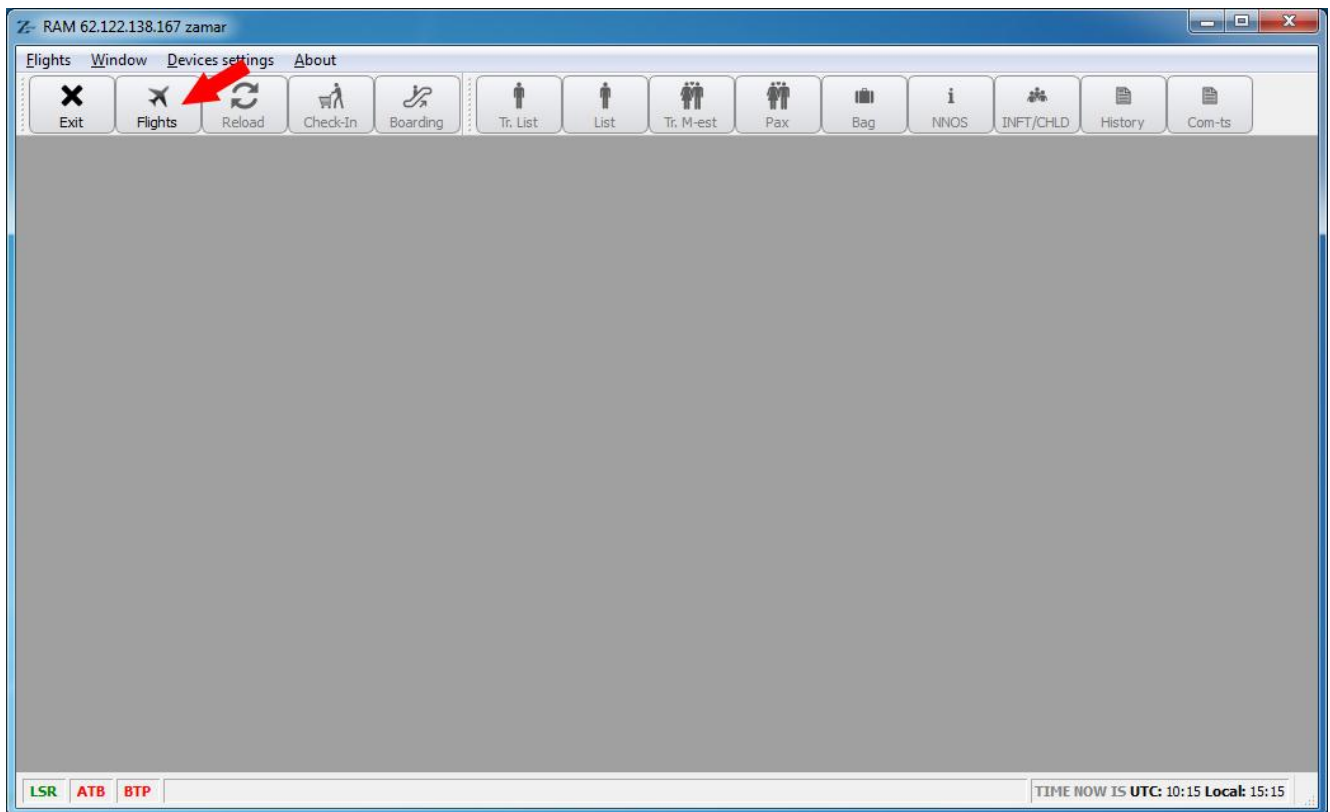
Ok Cancel

RAM is running by pressing the "OK".

Paragraph 1 – Check – in Agent’s manual

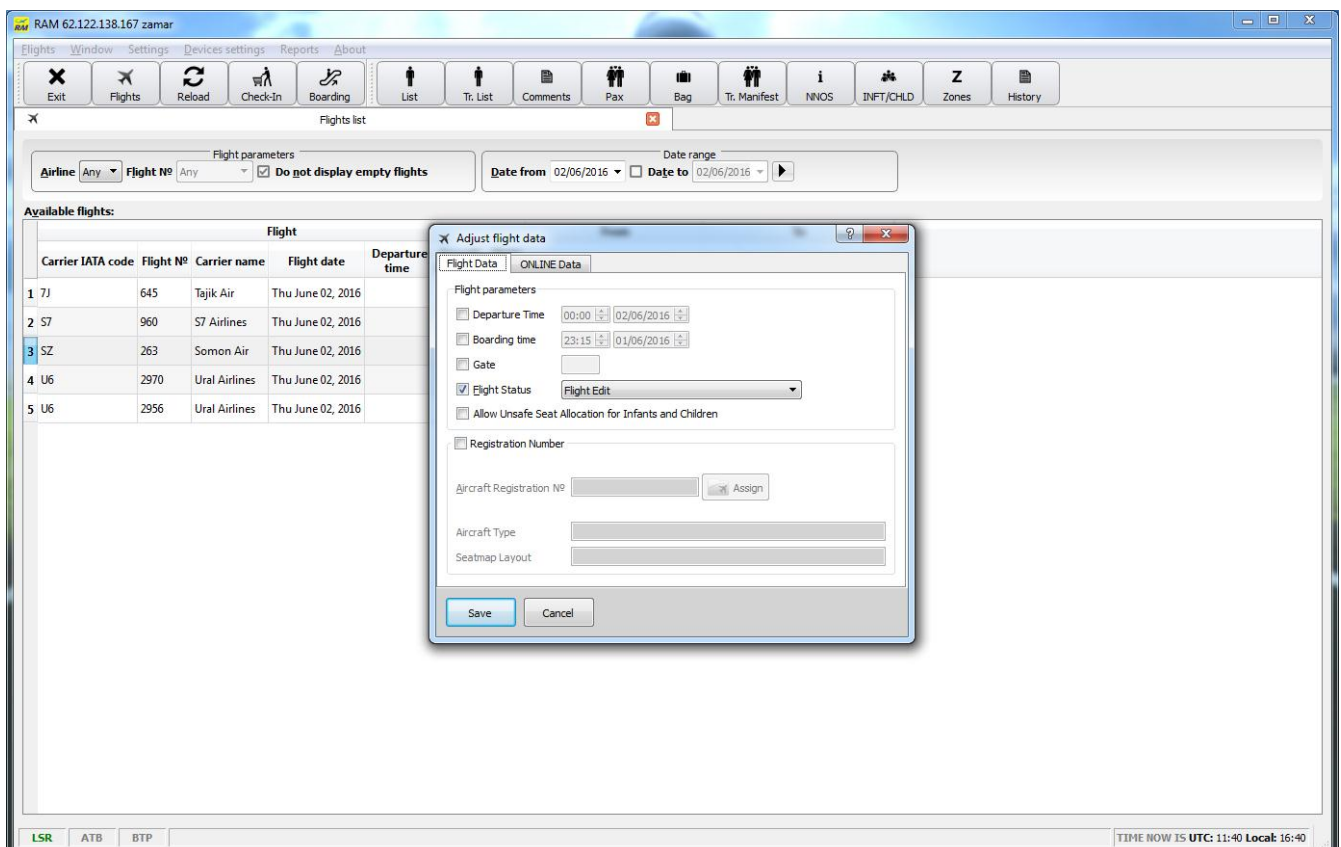
Flights Schedule

1. Flights - enter to the flight schedule by click “FLIGHTS” button



Flight Selection

2. Select a flight from the schedule by double-click. A pop-up window opens with the flight settings.



-
- RAM 62.122.138.167 zamar
- Flights Window Settings Devices settings Reports About
- Exit Flights Reload Check-In Boarding List Tr. List Comments Pax Bag Tr. Manifest NNOS INFT/CHLD Zones History
- Flights list
- Flight parameters
- Airline Any Flight N° Any ☒ Do not display empty flights
- Date range
- Date from 02/06/2016 ☐ Date to 02/06/2016 ▶
- Available flights:
- | | Carrier IATA code | Flight N° | Carrier name | Flight date | Departure time |
|---|-------------------|-----------|---------------|-------------------|----------------|
| 1 | TJ | 645 | Tadjik Air | Thu June 02, 2016 | |
| 2 | S7 | 960 | S7 Airlines | Thu June 02, 2016 | |
| 3 | SZ | 263 | Somon Air | Thu June 02, 2016 | |
| 4 | U6 | 2970 | Ural Airlines | Thu June 02, 2016 | |
| 5 | U6 | 2956 | Ural Airlines | Thu June 02, 2016 | |
- Adjust flight data
- Flight Data ONLINE Data
- Flight parameters
- ☐ Departure Time 00:00 02/06/2016
- ☐ Boarding time 23:15 01/06/2016
- ☐ Gate
- ☒ Flight Status Flight Edit
- ☐ Allow Unsafe Seat Allocation for Infants and Children
- ☐ Registration Number
- Aircraft Registration N° Assign
- Aircraft Type
- Seatmap Layout
- Save Cancel
- LSR ATB BTP
- TIME NOW IS UTC: 11:40 Local: 16:40

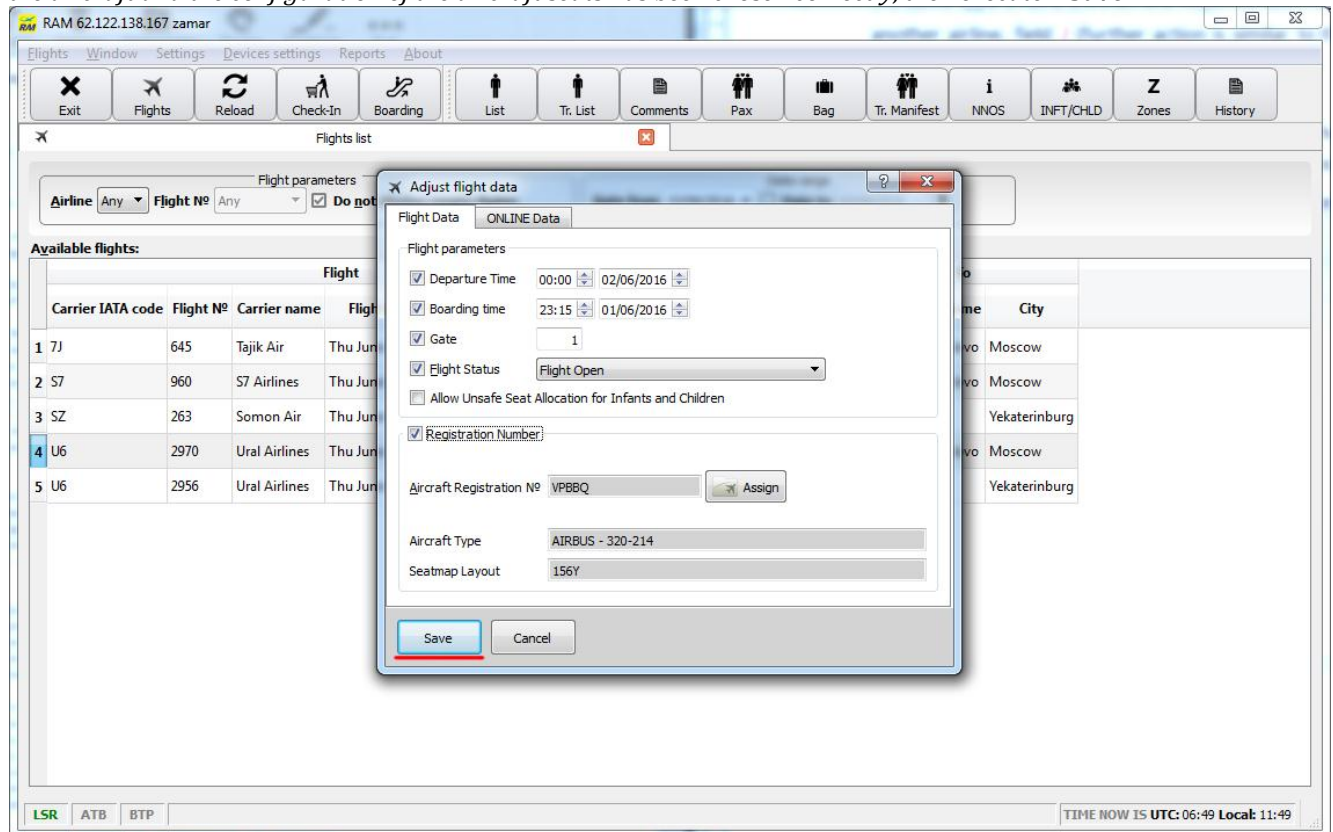
The screenshot displays the Flight Manager application interface. At the top, a navigation bar includes links for Flights, Settings, Devices settings, Reports, Window, and About. Below this is a toolbar with icons for Exit, Flights, Reload, Check-In, Boarding, Messages, List, Tr. List, Comments, Pax, Bag, Tr. Manifest, NNOS, INF/CHLD, Zones, ETKT, History, and Others. The main area is titled 'Flights list' and contains a 'Flight parameters' section with dropdowns for Airline (Any) and Flight No (Any), and a 'Date range' section with Date from (04/05/2019) and Date to (04/05/2019). Below these is a table of 'Available flights' with columns for Carrier IATA code, Flight No, Carrier name, Flight date, Departure time, and Aircraft Reg. No. The table lists four flights: 1 N4, 2 S7, 3 U6, and 4 U6. Overlaid on the right is the 'Assign aircraft' dialog box. It contains a list of assignment options: 1 Reg. No Manual Input (VPETH), 2 Use From Airline (S7), 3 Registration Number (VPETH), 4 Aircraft Type (73H), 5 Seatmap Configuration (0A), 6 Manufacturer (BOEING), and 7 Model (737-400). A 'Reset' button is at the bottom. The dialog also shows a seat map for flight 170Y, with a legend for Zone A (1A-9F), Zone B (10A-20F), Zone C (21A-29F), Zone D, Zone E, Zone F, Zone G, and Zone H. The seat map shows a 15x6 grid with columns A, B, C, D, E, and F. The legend indicates that Zone A is selected, and the other zones are not selected.

Appoint the aircraft

In the pop-up window of “**Assign aircraft**” select the aircraft.

- Select the aircraft from the operating carrier database in the field **3** (listed above - item 3.4.). The system automatically inserts: type of aircraft - field **4**, brand and model of aircraft - field **6,7**.
- Select the Seat map configuration from the operating carrier database – field **5**.

*When all the commands have been executed, it is necessary to make additionally check whether the registration number of the aircraft and the configuration of the aircraft seats has been chosen correctly, then execute – **Save**.*



4. The assigning aircraft for the flight should be performed once by a senior check-in agent or supervisor. All above actions in paragraphs 2-3 are restricted for check-in agent role.

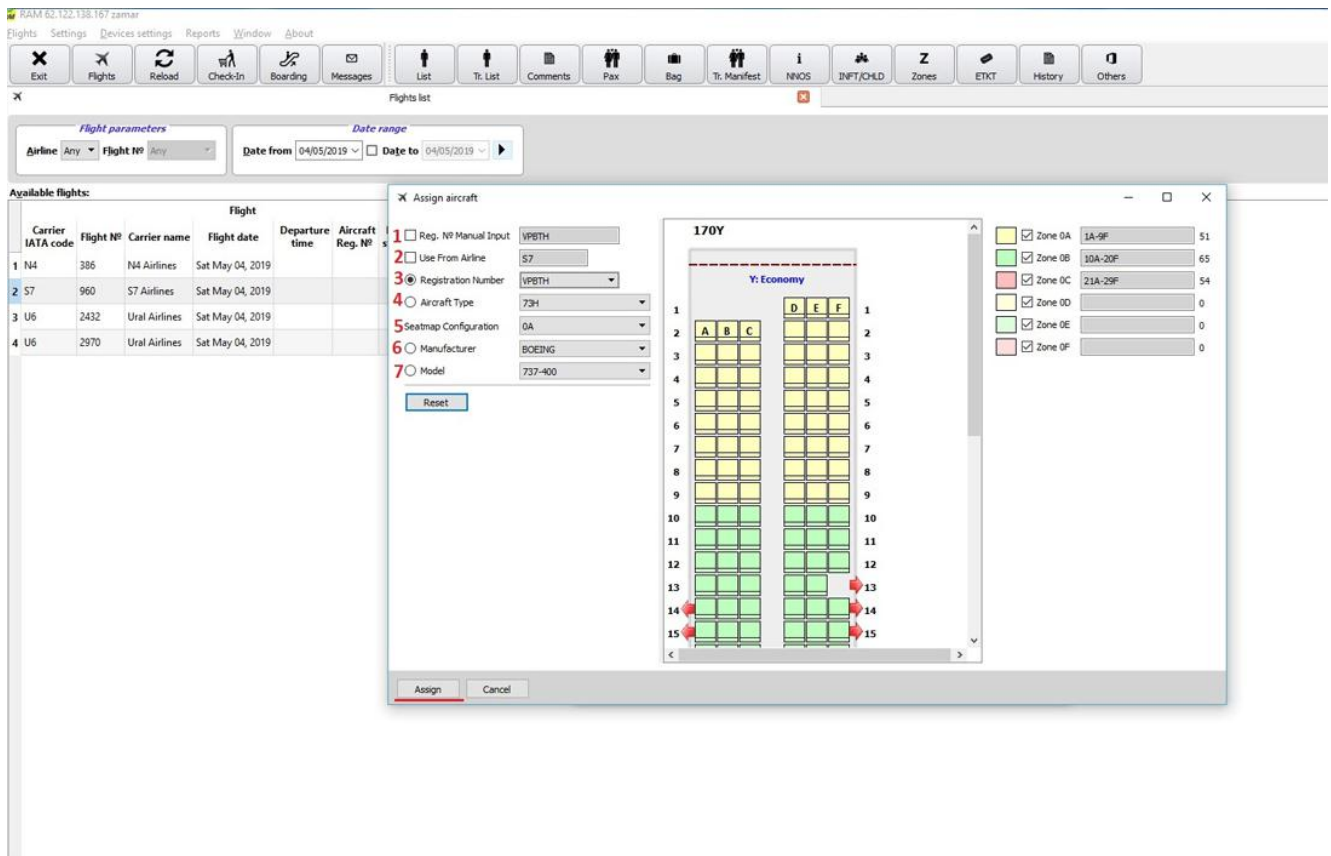
In case of the aircraft is not available in the operating carrier database, the system gives an opportunity to choose the aircraft from another airline aircrafts' database.

In the pop-up window of “**Assign aircraft**” select the aircraft.

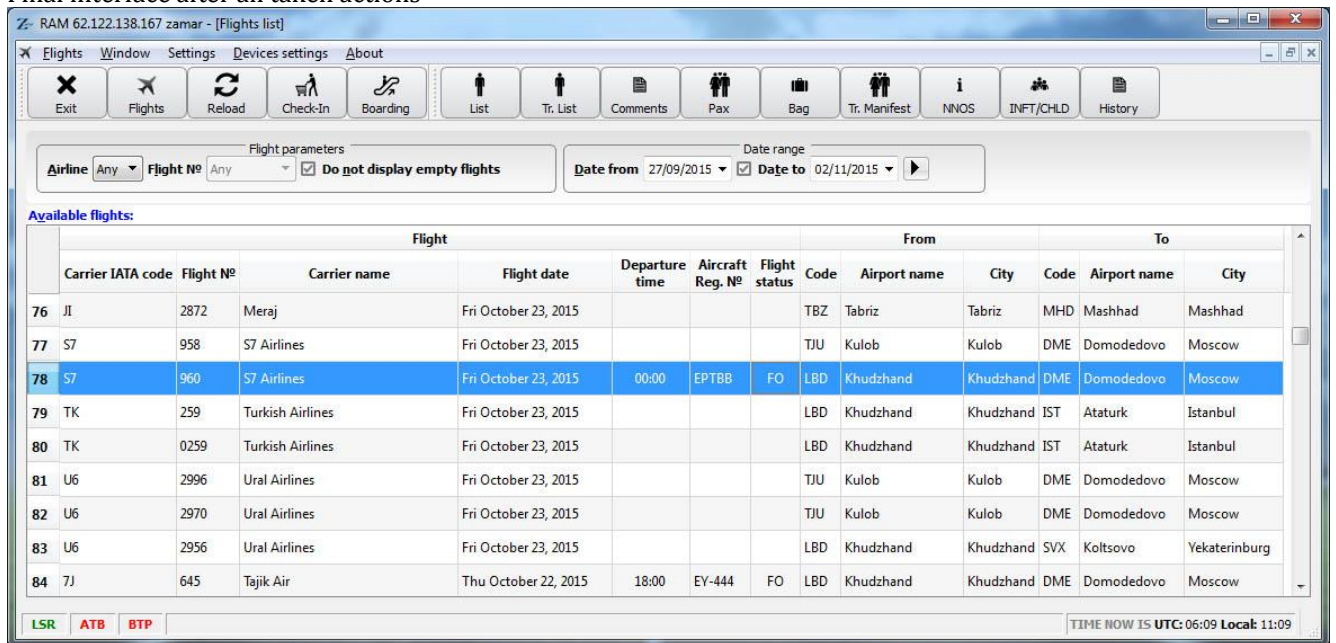
Pop-up window consists of the fields to be filled:

1. **Reg. No Manual Input**– Optionally enter manually the new aircraft number (in case of absence in the aircraft's database)
2. **Use From Airline** - assign the aircraft from another airline database (enter IATA code of selected airline database)
3. **Registration Number** - select the desired aircraft by registration number
4. **Aircraft Type** - selection of aircraft type (according to the classification in the aircraft database)
5. **Seat map Configuration** - selection of aircraft cabin configuration
6. **Manufacturer** – selection of aircraft's brand
7. **Model** – selection aircraft model

Assign - confirm all taken actions.



Final interface after all taken actions



CHECK-IN

1. **Log on to Check-In module** – Select the necessary flight in the **Flights** list with the **FO** status to enter the Check-In mode

RAM 62.122.138.167 zamar - [Flights list]

Flights Window Settings Devices settings About

Exit Flights Reload Check-In Boarding List Tr. List Comments Pax Bag Tr. Manifest NNOS INFT/CHLD History

Flight parameters: Airline Any Flight No Any Do not display empty flights Date range: Date from 27/09/2015 Date to 02/11/2015

Available flights:

	Flight							From			To		
	Carrier IATA code	Flight No	Carrier name	Flight date	Departure time	Aircraft	Flight status	Code	Airport name	City	Code	Airport name	City
76	JL	2872	Meraj	Fri October 23, 2015				TBZ	Tabriz	Tabriz	MHD	Mashhad	Mashhad
77	S7	958	S7 Airlines	Fri October 23, 2015				TJU	Kulob	Kulob	DME	Domodedovo	Moscow
78	S7	960	S7 Airlines	Fri October 23, 2015	00:00	EPTBB	FO	LBD	Khudzhand	Khudzhand	DME	Domodedovo	Moscow
79	TK	259	Turkish Airlines	Fri October 23, 2015				LBD	Khudzhand	Khudzhand	IST	Ataturk	Istanbul
80	TK	0259	Turkish Airlines	Fri October 23, 2015				LBD	Khudzhand	Khudzhand	IST	Ataturk	Istanbul
81	U6	2996	Ural Airlines	Fri October 23, 2015				TJU	Kulob	Kulob	DME	Domodedovo	Moscow
82	U6	2970	Ural Airlines	Fri October 23, 2015				TJU	Kulob	Kulob	DME	Domodedovo	Moscow
83	U6	2956	Ural Airlines	Fri October 23, 2015				LBD	Khudzhand	Khudzhand	SVX	Koltsovo	Yekaterinburg
84	TJ	645	Tajik Air	Thu October 22, 2015	18:00	EY-444	FO	LBD	Khudzhand	Khudzhand	DME	Domodedovo	Moscow

LSR ATB BTP TIME NOW IS UTC: 06:09 Local: 11:09

1.1. Click on the “Check-In” button

RAM 62.122.138.167 zamar - [Flights list]

Flights Window Settings Devices settings About

Exit Flights Reload Check-In Boarding List Tr. List Comments Pax Bag Tr. Manifest NNOS INFT/CHLD History

Flight parameters: Airline Any Flight No Any Do not display empty flights Date range: Date from 27/09/2015 Date to 02/11/2015

Available flights:

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76	JL	2872	Meraj	Fri October 23, 2015				TBZ	Tabriz	Tabriz	MHD	Mashhad	Mashhad
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78	S7	960	S7 Airlines	Fri October 23, 2015	00:00	EPTBB	FO	LBD	Khudzhand	Khudzhand	DME	Domodedovo	Moscow
79	TK	259	Turkish Airlines	Fri October 23, 2015				LBD	Khudzhand	Khudzhand	IST	Ataturk	Istanbul
80	TK	0259	Turkish Airlines	Fri October 23, 2015				LBD	Khudzhand	Khudzhand	IST	Ataturk	Istanbul
81	U6	2996	Ural Airlines	Fri October 23, 2015				TJU	Kulob	Kulob	DME	Domodedovo	Moscow
82	U6	2970	Ural Airlines	Fri October 23, 2015				TJU	Kulob	Kulob	DME	Domodedovo	Moscow
83	U6	2956	Ural Airlines	Fri October 23, 2015				LBD	Khudzhand	Khudzhand	SVX	Koltsovo	Yekaterinburg
84	TJ	645	Tajik Air	Thu October 22, 2015	18:00	EY-444	FO	LBD	Khudzhand	Khudzhand	DME	Domodedovo	Moscow

LSR ATB BTP TIME NOW IS UTC: 06:09 Local: 11:09

2. The tab with a list of passengers who are ready for check-in will appear.

Flight: **S7 960 Sun Jun 09, 2019 - CHECK-IN 008C/150Y AIRBUS 320-214**

Routing: LBD - DME Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Cabin	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pax in BUSINESS PREMIUM class of list Total of 196 pax in ECONOMY class of list Total 199 Adults 8 Children 1 Infants in the List Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in										
ABDUAZIZOV NURSULTON	Male		DME	Y	R			LKWXD3		Ok
ABDUKHOLIQOV JUSHQIN	Male		DME	Y	T			JF4NF8		Ok
ABDULLAYEV NURSULTON	Male	J3	DME	Y	S			MQJEZ5		Ok
ABDULLAOVA MUTRIBA	Female		DME	Y	N			K3F4VA		Ok
ABDUMALIKOV TOHIRBEK	Male	K2	DME	Y	R			MRVVOO4		Ok
ABDURAKHIMONOV ABDURAKHIM	Male	G3	DME	Y	R			LMJ9PK		Ok
ABDUSATTAROV ISLOM	Male		DME	Y	R			JD3XQQ		Ok
ABDUSATTOROV ABDUVOHID	Male		DME	Y	S			QK3N24G		Ok
ABDUZODA ALISHER	Male		DME	Y	R			P2622P		Ok
AKHMEYEV ABDURASUL	Male		DME	Y	R			NSHRTQ		Ok
AKHMEYEV MUHRIDDIN	Male	N8	DME	Y	R			N6UL12		Ok
AKRAMOVA DILFUZA	Female		DME	Y	S			T988HL		Ok
ALIEVA FIRUZA	Female		DME	Y	S			UBM14A		Ok
ALIMATOV DILSHOD	Male		DME	Y	T			LZU4NZ		Ok
ALINOV MIRZOLIM	Male		DME	Y	R			JJTMLQ		Ok
ASADULOEV ASHRAFBEK	Male		DME	Y	S			NFMVPU		Ok
ASHUROV SOBIR	Male	AE2	DME	Y	V			PZ8K1O		Ok
ASHURZODA NIZOMJON	Male		DME	Y	R			NJFQ49		Ok
AVAZOV KHOULMUROD	Male		DME	Y	R			WYTYDF		Ok
AVEZOVA MAYLUDA	Female		DME	Y	S			QPH46V		Ok
AZAMOV IDIBEK	Male	W3	DME	Y	N			T7MOB5		Ok
AZAMOV ISLOMIDDIN	Male	W3	DME	Y	N			T7MOB5		Ok
AZIZOVA KHULKARHON	Female	J3	DME	Y	S			MQJEZ5		Ok
BASAEVA MONTIRA	Female	ADS	DME	Y	S			PG979R		Ok
BAROTOV DOKTOMJON	Male		DME	Y	R			NBCP49		Ok
BAROTOV NIZOMJON	Male		DME	Y	R			WSKQCE		Ok
BERDIMUROTOVA GULBAHOR	Female		DME	Y	S			WB8N9K		Ok
BOBOEV GAIKATKHUZA	Male		DME	Y	S			P9ICX8		Ok
BOBOEV IMRON	Child	L2	DME	Y	N			MSHFV8		Ok

Summary: C: Business (1), Y: Economy (196). Total 199 Adults, 8 Children, 1 Infant. Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class. Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class. Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In. Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in.

3. The following information is displayed at the top of screen:

Information

- **Totalpax 365 (45C/320Y)** - number of passengers on the current flight (sorted by class)
- **Totalof 83 paxinEconomyclassinthelist** - number of passengers for economy class
- **Totalof 20 paxinBusinessclassinthelist** - number of passengers for business class
- **Total 73 adults/# childs/#inf.inlist** - number of adults / children / infants
- **Transit total 0 of 23 Pax Checked-In and 0 of 0 Pax Boarded** - information for transit passengers
- **Total 1 of 3 Pax Checked-In and 0 of 1 Pax Boarded in BUSINESS class** - information for business class passengers (checked-in status)
- **Total 16 of 80Pax Checked-In and 0 of 16 Pax Boarded in ECONOMY class** - information for economy class passengers (checked-in status)
- **Total 12 Males 0 Females 2 Infants 4 Child(ren) Checked-In** - sorting by Gender (checked-in status)
- **Total of 10 pieces 160 kg Baggage and 7 kg Hand baggage checked-in** - baggage information

Flight: **S7 960 Sun Jun 09, 2019 - CHECK-IN 008C/150Y AIRBUS 320-214**

Routing: LBD - DME Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Cabin	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pax in BUSINESS PREMIUM class of list Total of 196 pax in ECONOMY class of list Total 199 Adults 8 Children 1 Infants in the List Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in										

Summary: C: Business (1), Y: Economy (196). Total 199 Adults, 8 Children, 1 Infant. Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class. Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class. Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In. Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in.

4. Passenger Selection - select the passenger: the chosen passenger will be highlighted in blue.

RAM 62.122.138.167 zamar

Flights Window Devices settings About

Exit Flights Reload Check-In Boarding Tr. List List Tr. M-est Pax Bag NNOS INF/CHLD History Com-ts

SZ2256 Mon September 28, 2015 - Check-In

Flight: **SZ 2256 Mon September 28, 2015 - CHECK-IN**

Routing: **JED - DYU** Gate: **?**

Name	Detail	Dest	Class	Seq	Bags	PNR	Seat	Status	Group
<input type="checkbox"/> BOBOJANOVA TOJI	Male	DYU	Y			S7G507/1H		Ok	B30
<input checked="" type="checkbox"/> BUTAEVA GULCHIRA	Male	DYU	Y			S7K9WD/1H		Ok	
<input type="checkbox"/> DAVLYATOV BAFO	Male	DYU	Y			S7GX5L/1H		Ok	A30

5. Select the passenger from the list for check-in

5.1. Open context menu by the right click or double **Enter**

5.2. The system offers some unoccupied seat

5.2.1. Check-in agent can manually assign a seat number by click the unoccupied seat in the Seat Map

5.3. Select **Check-In** and press **Enter** or double click of the left mouse button

SOMON DCS 62.122.138.167 admin,Administrator

Flights Settings Devices settings Reports Window About

Exit Flights Reload Check-In Boarding Messages Tr. List List Tr. Manifest NNOS INF/CHLD Zones ETKT History Others

S7960 Sun Jun 09, 2019 - Check-In

Flight: **S7 960 Sun Jun 09, 2019 - CHECK-IN 008C/150Y AIRBUS 320-214 VPBCP**

Routing: **LBD - DME** Gate: **?** ATD: **00:00** Status: **FO - Flight Open**

Name	Detail	Group	Dest	Cabin	Class	Seq	Bags	PNR	Seat	Status
<input type="checkbox"/> BOBOKALONOVA NIGORA	Female		DME	Y	S			QATIA5		Ok
<input type="checkbox"/> BOBOKULOVA SHAHLO	Female		DME	Y	R			J5Z4B8		Ok
<input type="checkbox"/> BOLTAEV SHAMSIDON	Male		LBD	Y	S			O9G9R		Ok
<input type="checkbox"/> BUTAEVA GULCHIRA	Female		DME	Y	Y			NORP		Ok
<input type="checkbox"/> BUZEV			DME	Y	N			U7VLE2		Ok
<input type="checkbox"/> DADA	Check-in whole group		DME	Y	S			U644D		Ok
<input type="checkbox"/> DADO	Add group to selection		DME	Y	S			QOY9B0		Ok
<input type="checkbox"/> DADO	Unselect all		DME	Y	S			Q5FLLU		Ok
<input type="checkbox"/> DADO	Seat Swap		DME	Y	S			QOY9B0		Ok
<input type="checkbox"/> DAVL	Add No-Rec Group	F2	DME	Y	R			N286AB		Ok
<input type="checkbox"/> DZHU	Add No-Rec Passenger	F3	DME	Y	E			OSVUNA		Ok
<input type="checkbox"/> DZHU	Add Infant		DME	Y	E			QNY9P0		Ok
<input type="checkbox"/> DZHU	Change Pax Gender or Pax Type		DME	Y	R			K3HER5		Ok
<input type="checkbox"/> ERGA	Block passenger		DME	Y	R			JG3K0N		Ok
<input type="checkbox"/> ERGA	Stand-By passenger		DME	Y	S			UEARZ2		Ok
<input type="checkbox"/> ERKIN	Offload passenger		DME	Y	S			QLT92A		Ok
<input type="checkbox"/> ESHBC	Block seats		DME	Y	S			QLT92A		Ok
<input type="checkbox"/> FEDOR	Reprint boarding pass and bag tag(s)	F9	DME	Y	R			LMGJTJ		Ok
<input type="checkbox"/> FOZIL	Reprint boarding pass	F10	DME	Y	S			OSVULA		Ok
<input type="checkbox"/> GAFU	Reprint bag tag(s)		DME	Y	R			NSLJNE		Ok
<input type="checkbox"/> GANII	Comment		DME	Y	R			VQOR75		Ok
<input type="checkbox"/> GANII	Gate comment		DME	Y	R			PW13RB		Ok
<input type="checkbox"/> GHAZ	View Pax Data (incl/adl records)		DME	Y	S			OSK26C		Ok
<input type="checkbox"/> HAFIZ	View Pax Data (incl/adl records)		DME	Y	S			OSVULA		Ok
<input type="checkbox"/> HAQOB	Show Seatmap		DME	Y	R			OSK398		Ok
<input type="checkbox"/> HASA	Show seat number on mouse over		DME	Y	N			SVYXQ2		Ok
<input type="checkbox"/> HOAN			DME	Y	R			NP95AH		Ok
<input type="checkbox"/> HOJIEV BOYMAHMAD	Male		DME	Y	R			N6LJL2		Ok
<input type="checkbox"/> HOMDOVA MURHAYO	Female		DME	Y	N			J4LJLX		Ok
<input type="checkbox"/> HOTANOVA GULCHIRA	Female		DME	Y	E			QPARLM		Ok
<input type="checkbox"/> HUSAINOV AKMALJON	Male		DME	Y	S			NMDK44		Ok
<input type="checkbox"/> IBROGMAZODA JONIBEK	Male		DME	Y	R			LJXDBM		Ok
<input type="checkbox"/> IBROKHMOV SHEROZDZHON	Male		DME	Y	N			Q53YQK		Ok

5.1. Check-In

5.2. Select unoccupied seat

5.3. Add group to selection

5.4. Show Seatmap

5.5. Show seat number on mouse over

5.6. Add No-Rec Group

5.7. Add No-Rec Passenger

5.8. Add Infant

5.9. Change Pax Gender or Pax Type

5.10. Block passenger

5.11. Stand-By passenger

5.12. Offload passenger

5.13. Block seats

5.14. Reprint boarding pass and bag tag(s)

5.15. Reprint boarding pass

5.16. Reprint bag tag(s)

5.17. Comment

5.18. Gate comment

5.19. View Pax Data (incl/adl records)

5.20. View Pax Data (incl/adl records)

5.21. Show Seatmap

5.22. Show seat number on mouse over

5.23. Add No-Rec Group

5.24. Add No-Rec Passenger

5.25. Add Infant

5.26. Change Pax Gender or Pax Type

5.27. Block passenger

5.28. Stand-By passenger

5.29. Offload passenger

5.30. Block seats

5.31. Reprint boarding pass and bag tag(s)

5.32. Reprint boarding pass

5.33. Reprint bag tag(s)

5.34. Comment

5.35. Gate comment

5.36. View Pax Data (incl/adl records)

5.37. View Pax Data (incl/adl records)

5.38. Show Seatmap

5.39. Show seat number on mouse over

5.40. Add No-Rec Group

5.41. Add No-Rec Passenger

5.42. Add Infant

5.43. Change Pax Gender or Pax Type

5.44. Block passenger

5.45. Stand-By passenger

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5.47. Block seats

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5.50. Reprint bag tag(s)

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5.52. Gate comment

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5.97. Offload passenger

5.98. Block seats

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6.02. Comment

6.03. Gate comment

6.04. View Pax Data (incl/adl records)

6.05. View Pax Data (incl/adl records)

6.06. Show Seatmap

6.07. Show seat number on mouse over

6.08. Add No-Rec Group

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6.10. Add Infant

6.11. Change Pax Gender or Pax Type

6.12. Block passenger

6.13. Stand-By passenger

6.14. Offload passenger

6.15. Block seats

6.16. Reprint boarding pass and bag tag(s)

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6.19. Comment

6.20. Gate comment

6.21. View Pax Data (incl/adl records)

6.22. View Pax Data (incl/adl records)

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6.24. Show seat number on mouse over

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6.97. Block passenger

6.98. Stand-By passenger

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7.00. Block seats

7.01. Reprint boarding pass and bag tag(s)

7.02. Reprint boarding pass

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7.17. Block seats

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7.22. Gate comment

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7.24. View Pax Data (incl/adl records)

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10.64. View Pax Data (incl/adl records)

10.65. Show Seatmap

10.66. Show seat number on mouse over

- 6.1. Enter the quantity of pieces of baggage - **PCS**, weight of the baggage - **Kg**, weight of hand luggage - **Kg** (if necessary)
- 6.2. Choose the seat in the aircraft - the system offers a seat automatically, but if there are free seats available, it is possible to change the proposed seat manually by clicking on the selected seat.
- 6.3. Confirm **Check-in** - complete check-in
- 6.4. **Yes** - to

confirm actions

The screenshot shows the 'Check-In data' window with tabs for Summary, Baggage Tags, APIS, APIS PNL/ADL, and ONWARDS. The 'Summary' tab is active. Fields include Ticket Class (Y), Checkin Class (Y), Seat (12A), and Baggage (1 pcs/ 20 kg/ 5 kg). A 'Confirm Checkin' dialog box is open, asking 'Save Check-In data and close this dialog?' with 'Yes' and 'No' buttons. Red arrows point to the 'Baggage' field (6.1), the 'Seat' field (6.2), the 'Confirm Check-In' button (6.3), and the 'Yes' button in the dialog (6.4).

6.5. The system prints a boarding pass and a bag tag. Check-in is completed. The status of the passenger in the passenger list changes to **"Checked-in"**.

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Flights Window Devices settings About

Exit Flights Reload Check-In Boarding Tr. List List Tr. M-est Pax Bag NNOS INFT/CHLD History Com-ts

SZ2256 Mon September 28, 2015 - Check-In

Flight: **SZ 2256 Mon September 28, 2015 - CHECK-IN** 138Y Boeing B737-300

Routing: **JED - DYU** Gate: ? STD: **13:30** Status: **FO - Flight Open**

Name	Detail	Dest	Class	Seq	Bags	Checked-In	Status	Group
BOBOJANOVA TOJI	Male	DYU	Y		S7G507/1H		Ok	B30
BUTAEVA GULCHIRA	Male	DYU	Y	1	1/20/5 S7K9WD/1H	12A	Checked-In	
DAVLYATOV BAFO	Male	DYU	Y		S7GX5L/1H		Ok	A30

UPGRADE - enforce the passenger to the next class

7. If it is necessary to upgrade the passenger to the seat that does not match with the booked class - **"UPGRADE SEAT"**:

- 7.1. Select the passenger;
- 7.2. Select the new seat in the higher class;
- 7.3. Right-click on the context menu and select "Check-in";

The screenshot shows the flight check-in interface for flight 7J 062 on Thursday, October 29, 2015. The flight is a Boeing 757-200 operating on the LBD-DYU route. The status is 'Flight Open'. The passenger list is displayed with columns for Name, Detail, Group, Dest, Class, Seq, Bags, PNR, Seat, and Status. A red arrow labeled '7.1' points to the passenger ABDURAKHIMOV KHAYRIDDIN, who is currently in class E2. Another red arrow labeled '7.2' points to the 'Check-in' button in the context menu for this passenger. The right side of the interface shows the seat map for the aircraft, with Business and Economy classes visible.

7.4. The system changes the passenger's class in the **Check-in Class** field.

This screenshot shows the same flight check-in interface, but with a 'Check-in' dialog box open for passenger ABDURAKHIMOV KHAYRIDDIN. The dialog box has a 'Check-in Class' field where the class has been changed from E2 to C, as indicated by a red arrow labeled '7.4'. The dialog also shows the passenger's name, PNR (9022402307806/1), and baggage information. The passenger list in the background shows the class change for this passenger. The right side of the interface shows the seat map.

7.5. Press Enter and confirm actions with **Yes**. The Check-in agent has to confirm his action on changing to the higher class.

Flight: 7J 062 Thu Oct 29, 2015 - CHECK-IN 012C/198Y BOEING 757-200
Routing: LBD - DYU Gate: ? STD: 00:00 Status: FO - Flight Open

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 196 pax in ECONOMY class of list
- Total 189 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-in and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 196 Pax Checked-in and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-in
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Name	Detail	Group	Dest	Class	Seq	Bag	PNR	Seat	Status
ABDURAKHIMOV KHAYRIDDIN	Male	E2	DYU	Y	1	1/00/5	SLM64P/1H	1A	Boarded
ABDURAKHIMOV NURBI	Male	E2	DYU	Y	2	1/00/0	SL82Z2/1H	1C	Checked-In
AKHIMOV BAKHTIER	Male	G2	DYU	Y	10	4/60/0	SLMF3M/1H	19E	Checked-In
AKRAMOV DAVRON	Male	DYU	Y				SL1W55/1H	Ok	
ALIEV ALISHER	Male	DYU	Y				SLN0WZ/1H	Ok	
ALIMOVA MUQADDAS	Child	J2	DYU	Y			SLN4PR/1H	Ok	
ALIMOVA TAKHMINA	Male + Infant	J2	DYU	Y	11		SLN4PR/1H	19F	Checked-In
ARZIKULOV BILOL	Child	D2	DYU	Y			SL60DZ/1H	Ok	
ASHRAPOV FAKHRIDDIN	Male	DYU	Y	12			SL8134/1H	JS	Checked-In
ASHRAPOVA MANIZHA	Male + Infant	A4	DYU	Y			SL43K7/1H	Ok	

Wrong cabin class

Allow pax of class Y for seat of class C?

7.5 Yes No

C: Business

Y: Economy

7.6. An economy class passenger is checked-in in the business class by confirming the action -“Yes”.

Flight: 7J 062 Thu Oct 29, 2015 - CHECK-IN 012C/198Y BOEING 757-200
Routing: LBD - DYU Gate: ? STD: 00:00 Status: FO - Flight Open

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 196 pax in ECONOMY class of list
- Total 189 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-in and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 196 Pax Checked-in and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-in
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Name	Detail	Group	Dest	Class	Seq	Bag	PNR	Seat	Status
ABDULLAYEV VUSAL	Male	H2	DYU	Y	1		SLM64P/1H	1A	Boarded
ABDURAKHIMOV KHAYRIDDIN	Male	E2	DYU	Y	14	1/00/5	SL82Z2/1H	2A	Checked-In
ABDURAKHIMOV NURBI	Male	E2	DYU	Y	2	1/00/0	SL82Z2/1H	1C	Checked-In
AKHIMOV BAKHTIER	Male	G2	DYU	Y	10	4/60/0	SLMF3M/1H	19E	Checked-In
AKRAMOV DAVRON	Male	DYU	Y				SL1W55/1H	Ok	
ALIEV ALISHER	Male	DYU	Y				SLN0WZ/1H	Ok	
ALIMOVA MUQADDAS	Child	J2	DYU	Y			SLN4PR/1H	Ok	
ALIMOVA TAKHMINA	Male + Infant	J2	DYU	Y	11		SLN4PR/1H	19F	Checked-In
ARZIKULOV BILOL	Child	D2	DYU	Y			SL60DZ/1H	Ok	
ASHRAPOV FAKHRIDDIN	Male	DYU	Y	12			SL8134/1H	JS	Checked-In
ASHRAPOVA MANIZHA	Male + Infant	A4	DYU	Y			SL43K7/1H	Ok	

7.6

C: Business

Y: Economy

Quick passenger search in the list

For the quick passenger's search type his first or last name in the passenger list:

The screenshot displays the S7 Airlines flight management system interface. The top menu bar includes options like Flights, Window, Settings, Devices settings, and About. Below the menu, there are icons for Exit, Flights, Reload, Check-In, Boarding, List, Tr. List, Comments, Pax, Bag, Tr. Manifest, NNOS, INFT/CHLD, and History. The main header shows the flight details: Flight: S7 960 Thu Nov 26, 2015 - CHECK-IN 008C/150Y AIRBUS 320-214. The routing is LBD - DME, Gate is ?, and the status is FO - Flight Open. The STD is 00:00 and the Status is FO - Flight Open. The bottom right corner shows the time: TIME NOW IS UTC: 10:34 Local: 15:34.

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ALIMBEKOV QURBONBEK	Male		DME	Y			VHJYE		Ok
AMINOV MAJID	Male		DME	Y			TP34W		Ok
ANDAEV TOIR	Male		DME	Y			VXFEM		Ok
ARTUKOV PARVIZ	Male		DME	Y			T3K4N		Ok
ASHIROV ABDISATTAR	Male		DME	Y			T56R4		Ok
ASHUROV ABDURAUF	Male		DME	Y			TPL6T		Ok
ASHUROV NEMAT	Male	J2	DME	Y			TSMPY		Ok
ASHUROVA ROBIYA	Female	J2	DME	Y			TSMPY		Ok
ASLONOV ILHOMZHON	Male		DME	Y			VWRDP		Ok
ATAEV MANSURKHON	Male	F2	DME	Y			TL8TJ		Ok
ATAJONOV AMINJON	Male		DME	Y			VBPL4		Ok
AZIMKHUJAZODA FARZONAKHON	Female	K2	DME	Y			VCFW0		Ok
BOBODZHANOVA MUKHIBA	Female		DME	Y			VNTXP		Ok
BOBOEV FARIDUN	Male		DME	Y			VBD99		Ok
BOBOJONOVA UMIDA	Female	C2	DME	Y			V70TE		Ok
BOCHKOV IVAN	Male	B2	DME	Y			T4SRE		Ok
BOINAZAROV URUNBEK	Male		DME	Y			TKCQ9		Ok
BOINIEZOV ORIF	Male		DME	Y			VREJ1		Ok
BOLTABOEV ORIFZHON	Male		DME	Y			TT1YQ		Ok
DEHQONOVA MAFTUNA	Female		DME	Y			TX5VG		Ok
DEKHKONOV NODIRZHON	Male		DME	Y			T0NFW		Ok
DIACHKOVA IRINA	Female		DME	Y			T5TLB		Ok
DZHURAEV ALKHAMZHON	Male		DME	Y			TEPTJ		Ok
DZHURAEV TURSUNALI	Male		DME	Y			TZ72H		Ok
ERGASHOV ORIFJON	Male		DME	Y			TL8G3		Ok
ESAEV ABDUFARIT	Male	H3	DME	Y			V7THH		Ok
CADARAEV ABDURASHID	Male		DME	Y			TERVY		Ok

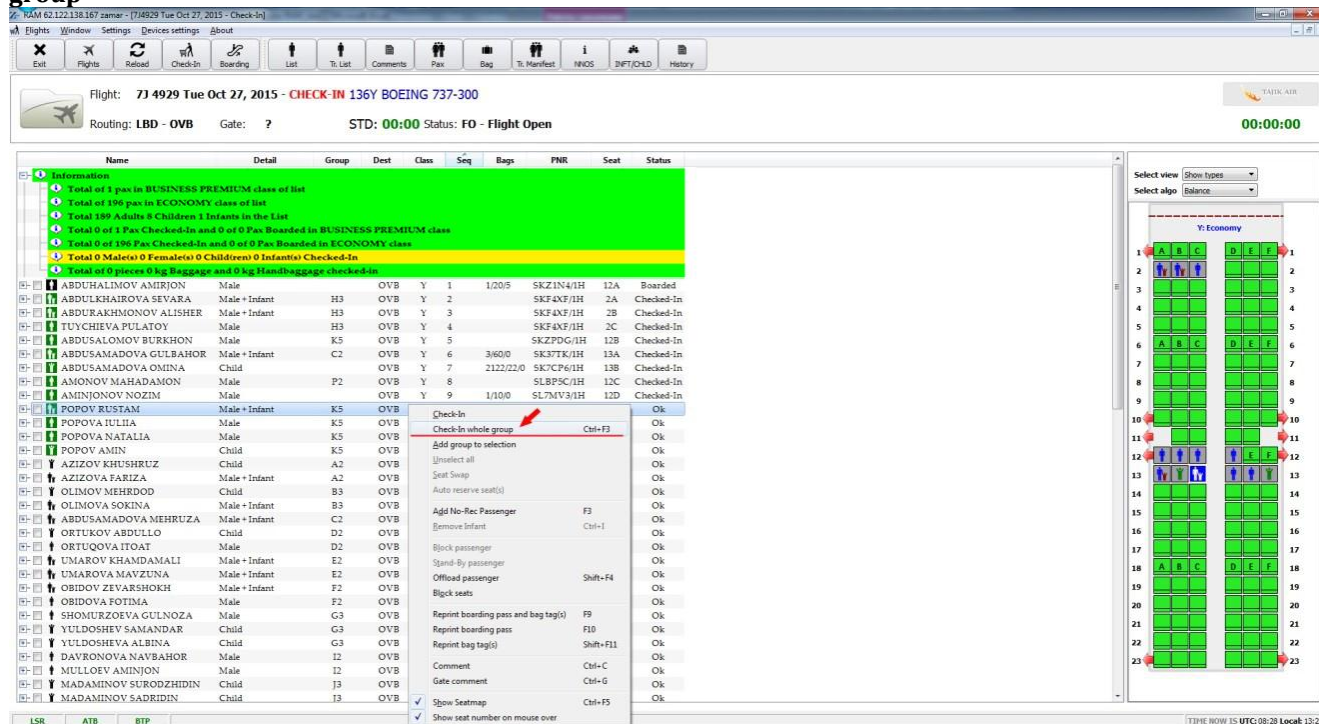
The quick search window on the right shows the typed letters "BOL" and highlights the passenger BOLTABOEV ORIFZHON in blue. The window also displays a seating chart for the flight, showing the Business and Economy classes.

In the QUICKSEARCH window, the system displays the typed letters, all matches are highlighted in blue, the agent should choose the required passenger.

Group check-in

The group consists of passengers having a common group code, displayed in the corresponding column.

1. Select one of the passengers from the group by right-click, then open the context menu and select **Check-In whole group**



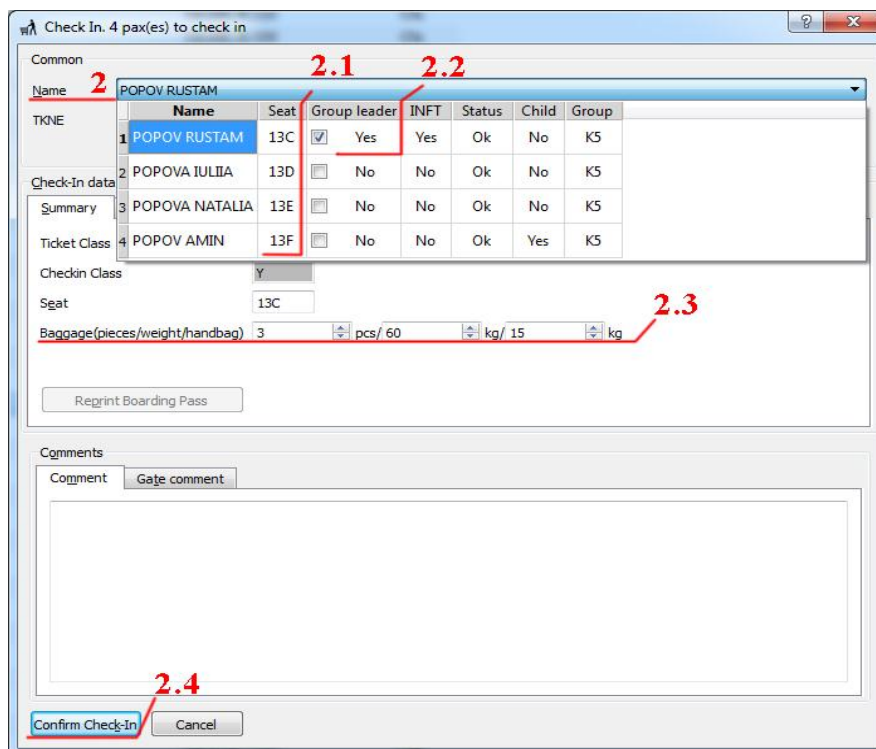
1. All passengers from the group will appear in the **Name** list:

1.1. The system will assign the seats automatically- column **Seat**

1.2. Assign the head of group (the system automatically chooses the first from the list) **Group leader**

1.3. Enter the quantity of pieces and weight of baggage in the **Baggage (pieces / weight / handbag)**

1.4. Check-in a group by clicking "**Confirm Check-In**" or double-click "**ENTER**"



The system prints all boarding passes and bag tags. The group is displayed as **PLD-13C** in the passenger list, while **13C** is the head of the group, and the entire group's baggage will be assigned **3/60/15** to him.

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open 00:00:00

Name	Detail	Group	Dest	Class	Seq	Bag	PNR	Seat	Status	
Information										
Total of 1 pas in BUSINESS PREMIUM class of list										
Total of 196 pas in ECONOMY class of list										
Total 189 Adults 8 Children 1 Infants in the List										
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class										
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class										
Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In										
Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in										
ABDULHAIROV AMIRJON	Male	OVB	Y	1	1/20/5	SKZ1N4/1H	12A	Boarded		
ABDULHAIROV SEVARA	Male + Infant	H3	OVB	Y	2	SKF4X/1H	2A	Checked-In		
ABDURAKHMONOV ALISHER	Male + Infant	H3	OVB	Y	3	SKF4X/1H	2B	Checked-In		
TUYCHEVA PULATOY	Male	H3	OVB	Y	4	SKF4X/1H	2C	Checked-In		
ABDUSALOMOV BURKHON	Male	K5	OVB	Y	5	SKZPDG/1H	13B	Checked-In		
ABDUSAMADOVA GULBAHOR	Male + Infant	C2	OVB	Y	6	SK37K/1H	13A	Checked-In		
ABDUSAMADOVA OMINA	Child	OVB	Y	7	2122/22/0	SK7CP/1H	13B	Checked-In		
AMONOV MAHADAMON	Male	P2	OVB	Y	8	SLBP5C/1H	12C	Checked-In		
AMINJONOV NOZIM	Male	OVB	Y	9	1/10/0	SL7M/3/1H	12C	Checked-In		
POPOV RUSTAM	Male + Infant	K5	OVB	Y	10	3/60/15	SKZPDG/1H	13C	Checked-In	
POPOVA IULIA	Male	K5	OVB	Y	11	PLD-13C	SKZPDG/1H	13D	Checked-In	
POPOVA NATALIA	Male	K5	OVB	Y	12	PLD-13C	SKZPDG/1H	13E	Checked-In	
POPOV AMIN	Child	K5	OVB	Y	13	PLD-13C	SKZPDG/1H	13F	Checked-In	
AZIZOV KHUSHRUZ	Child	A2	OVB	Y		SDW5V/1H		Ok		
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y		SDW5V/1H		Ok		
OLIMOV MEHRDOD	Child	B3	OVB	Y				Ok		
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y				Ok		
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y		SK37K/1H		Ok		
ORTUKOV ABDULLO	Child	D2	OVB	Y		SK644/1H		Ok		
ORTUQOVAITOAT	Child	D2	OVB	Y		SK644/1H		Ok		
UMAROV KHAMDALI	Male + Infant	E2	OVB	Y		SK68C/1H		Ok		
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y		SK68C/1H		Ok		
OBIDOV ZEVARSHOKH	Male + Infant	F2	OVB	Y		SKB1M0/1H		Ok		
OBIDOVA FOTIMA	Male	F2	OVB	Y		SKB1M0/1H		Ok		
SHOMURZOEVA GULNOZA	Male	G3	OVB	Y		SK5CBM/1H		Ok		
YULDOSHEV SANJANDAR	Child	G3	OVB	Y		SK5CBM/1H		Ok		
YULDOSHEVA ALBINA	Child	G3	OVB	Y		SK5CBM/1H		Ok		
DAYRONOVA NAVBAHOR	Male	I2	OVB	Y		SKF9Z8/1H		Ok		
MULLOEY AMINJON	Male	I2	OVB	Y		SKF9Z8/1H		Ok		
MADAMINOV SURODZHIDIN	Child	J3	OVB	Y		SKC9R8/1H		Ok		
MADAMINOV SADRIDIN	Child	J3	OVB	Y		SKC9R8/1H		Ok		

3/60/15 SKZPDG/1H 13C Checked-In
PLD-13C SKZPDG/1H 13D Checked-In
PLD-13C SKZPDG/1H 13E Checked-In
PLD-13C SKZPDG/1H 13F Checked-In

Y: Economy

TIME NOW IS UTC: 08:27 Local: 13:27

Grouping selected passengers

The group is formed directly during the check-in when several passengers prefer to check-in together.

1. Tick passengers for creating the group

1.1. Right-click to open the context menu and select **Check-In**

Flight: SZ 2256 Mon September 28, 2015 - CHECK-IN 138Y Boeing B737-300
Routing: JED - DYU Gate: ? STD: 16:30 Status: FO - Flight Open 00:00:00

Name	Detail	Group	Dest	Class	Seq	Bag	PNR	Seat	Status
Information									
Total of 1 pas in BUSINESS PREMIUM class of list									
Total of 196 pas in ECONOMY class of list									
Total 189 Adults 8 Children 1 Infants in the List									
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class									
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class									
Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In									
Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABIDOV TOLIB	Male	G7	DYU	Y	2	7/140/35	S7DP7K/1H	12B	Checked-In
ABIDOVA ZULFIYA	Male	G7	DYU	Y	3	PLD-12B	S7DP7K/1H	12C	Checked-In
BUTAEVA GULCHIRA	Male	DYU	Y	1	1/20/5	S7K9WD/1H	12A	Checked-In	
DZHURAKHONOVA BIBIGUL	Male	G7	DYU	Y	4	PLD-12B	S7DP7K/1H	12D	Checked-In
CHASANOV KHAKIN	Male	G7	DYU	Y	5	PLD-12B	S7DP7K/1H	12E	Checked-In
KHODALIEVA MAISARA	Male	G7	DYU	Y	6	PLD-12B	S7DP7K/1H	12F	Checked-In
RASULOV FIRDAYS	Male	G7	DYU	Y	7	PLD-12B	S7DP7K/1H	13A	Checked-In
RASULOVA MUAZAM	Male	G7	DYU	Y	8	PLD-12B	S7DP7K/1H	13B	Checked-In
ABDULOEY ABDURAKHIM	Male	DYU	Y			S7G507/1H		Ok	
ABDULOV DZHAMSHED	Check-In		Y			S7GXSL/1H		Ok	
ABROROV KHURSHED	Check-In whole group	Ctrl+F3	Y			S7GFD/1H		Ok	
AKHMEDOVA MUSALAM	Add group to selection		Y			S7GXSL/1H		Ok	
AKHMEDOVA OYTUTA	Unselect all		Y			S7GXSL/1H		Ok	
AKOBIROV ISLOMIDDIN	Seat Swap		Y			S7G6C3/1H		Ok	
ALIEVA MAZHONIM	Auto reserve seat(s)		Y			S7G6C2/1H		Ok	
ALIMOVA MAKHBUBA	Add No-Rec Passenger		Y			S7GXSL/1H		Ok	
AMIROV ASLIMUROD	Add Infant	Ctrl+I	Y			S7G6C3/1H		Ok	
AMIROVA SHODIGUL	Block passenger		Y			S7G6C2/1H		Ok	
ATABAEVA KAROMAT	Stand-By passenger		Y			S7G6C2/1H		Ok	
ATABAEVA AZAM	Offload passenger		Y			S7GXBN/1H		Ok	
BADALOVA MAHBUBA	Block seats		Y			S7G6C3/1H		Ok	
BADRIDINOV MEKHROZH	Reprint boarding pass and bag tag(s)	F9	Y			S7G6C2/1H		Ok	
BERDIEV FARHOD	Reprint boarding pass	F10	Y			S7GXSL/1H		Ok	
BERDIEVA DILOROM	Reprint bag tag(s)	Shift+F11	Y			S7G6C2/1H		Ok	
BILOLOV ABDUGAFOR	Comment	Ctrl+C	Y			S7G6C3/1H		Ok	
BOBOALIEVA NOZUKOE	Gate comment	Ctrl+G	Y			S7G507/1H		Ok	
BOBOEVA MAKHIRAT	Show Seatmap	Ctrl+F5	Y			S7GXSL/1H		Ok	
BOBOEVA MAMLAKAT	Show seat number on mouse over		Y			S7GXSL/1H		Ok	
BOBOJANOVA TOJI			Y			S7GXSL/1H		Ok	
DAVLYATOV BAFO			Y			S7GXSL/1H		Ok	

Y: Economy

TIME NOW IS UTC: 10:39 Local: 15:39

2. The system integrates selected passengers into a group

2.1. Enter the quantity of seats and weight of baggage

2.2. Print boarding passes and bag tags of the entire group

RAM 62.122.136.167 zamer

Flights: Windows Device settings About

Flights list SZ2256 Mon September 28, 2015 - Check-In

Flight: SZ 2256 Mon September 28, 2015 - CHECK-IN 138Y Boeing B737-300

Routing: JED - DYU Gate: ? STD: 16:30 Status: FO - Flight Open 00:00:00

Information

- Total of 1 pas in BUSINESS PREMIUM class of list
- Total of 196 pas in ECONOMY class of list
- Total 189 Adults 8 Children 3 Infants in the List
- Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in
- Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in
- Total 0 Male(s) 0 Female(s) 0 Children(s) 0 Infants(s) Ch
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage

ABIDOV TOLIB Male

ABIDOVA ZULFIYA Male

BUTAEVA GULCHIRA Male

DZHURAKHONOVA BIBIGUL Male

KHASANOV KHAKIM Male

MURODALIEVA MAISARA Male

RASULOV FIRDAVS Male

RASULOVA MU'AZAM Male

ABDULLOEY ABDURAKHIM Male

ABDULOV DZHAMSHEH Male

ABROROV KHURSHED Male

AKHMEDOVA MUSALAM Male

AKHMEDOVA OYTUTA Male

AKOBIROV ISLOMIDDIN Male

ALIEVA MAZHONIM Male

ALIMOVA MAKHBUBA Male

AMIROV ASLIMUROD Male

AMIROVA SHODIGUL Male

ATABAEVA KAROMAT Male

ATABOEVA AZAM Male

BADALOVA MAHBUBA Male

BADRIDINOV MEKHROZHIDDIN Male

BERDIEV FARHOD Male

BERDIEVA DILOROM Male

BILOLOV ABDUGAFOR Male

BOBOALIEVA NOZUKOE Male

BOBOEVA MAKHFIRAT Male

BOBOEVA MAKLAKAT Male

BOBOJANOVA TOJI Male

Common

Check In 4 pas(en) to check in

Name

ABDULLOEY ABDURAKHIM

138Y

138C

138E

138F

138G

138H

138I

138J

138K

138L

138M

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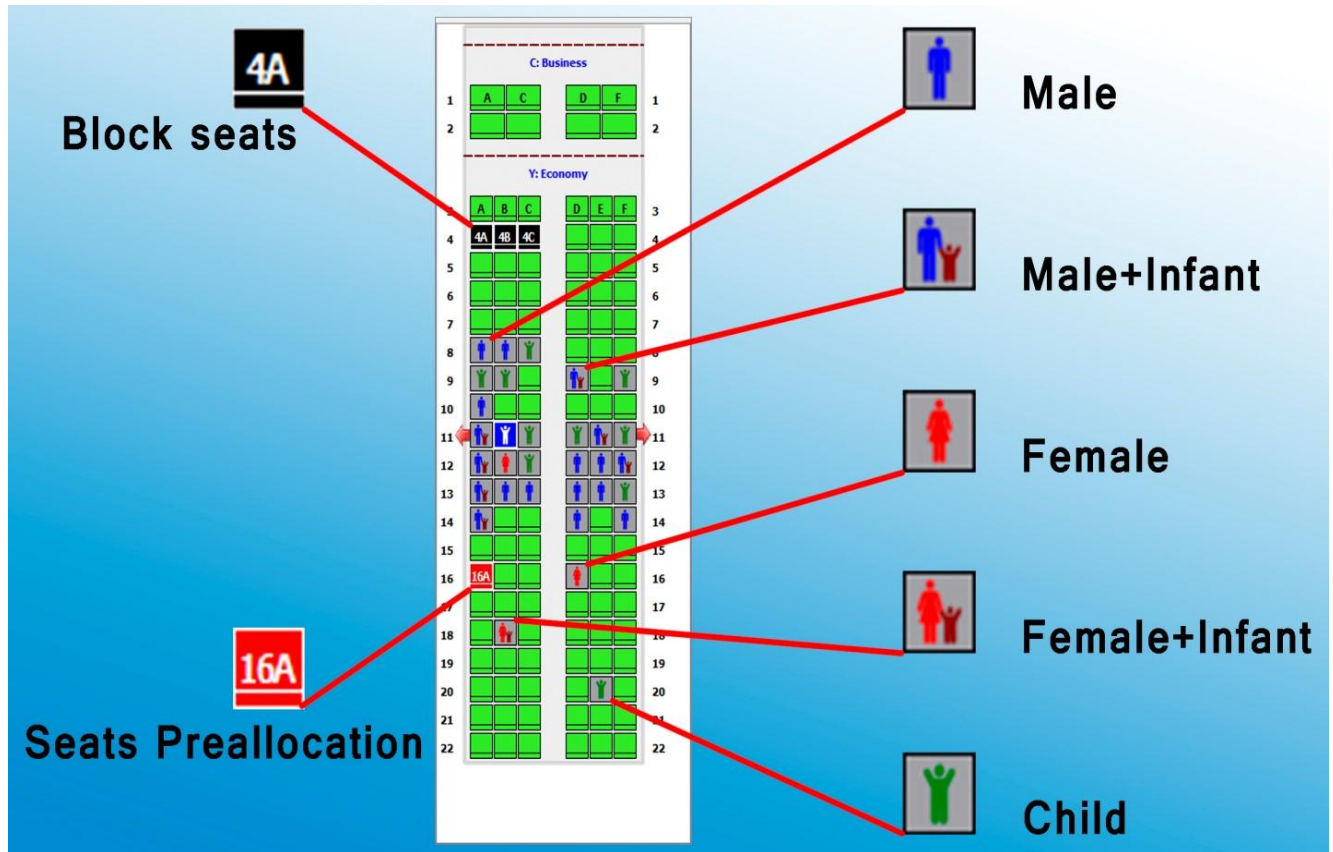
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187S

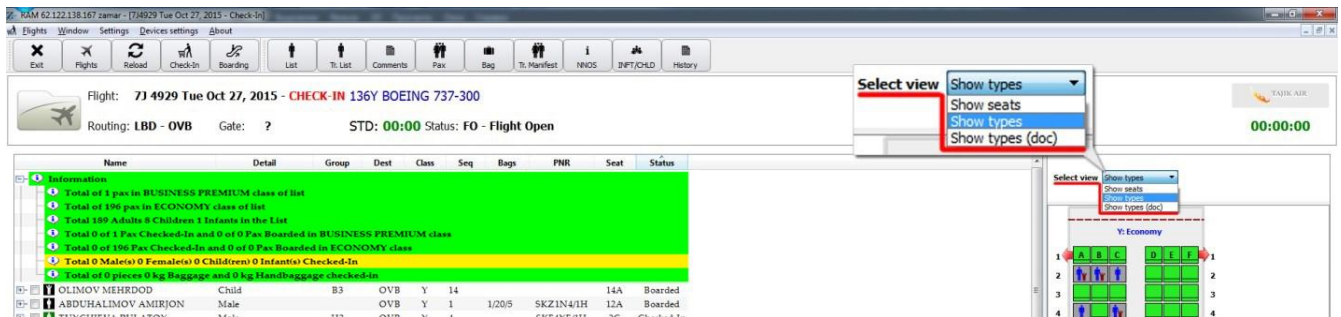
187

Seat Map's colors' value



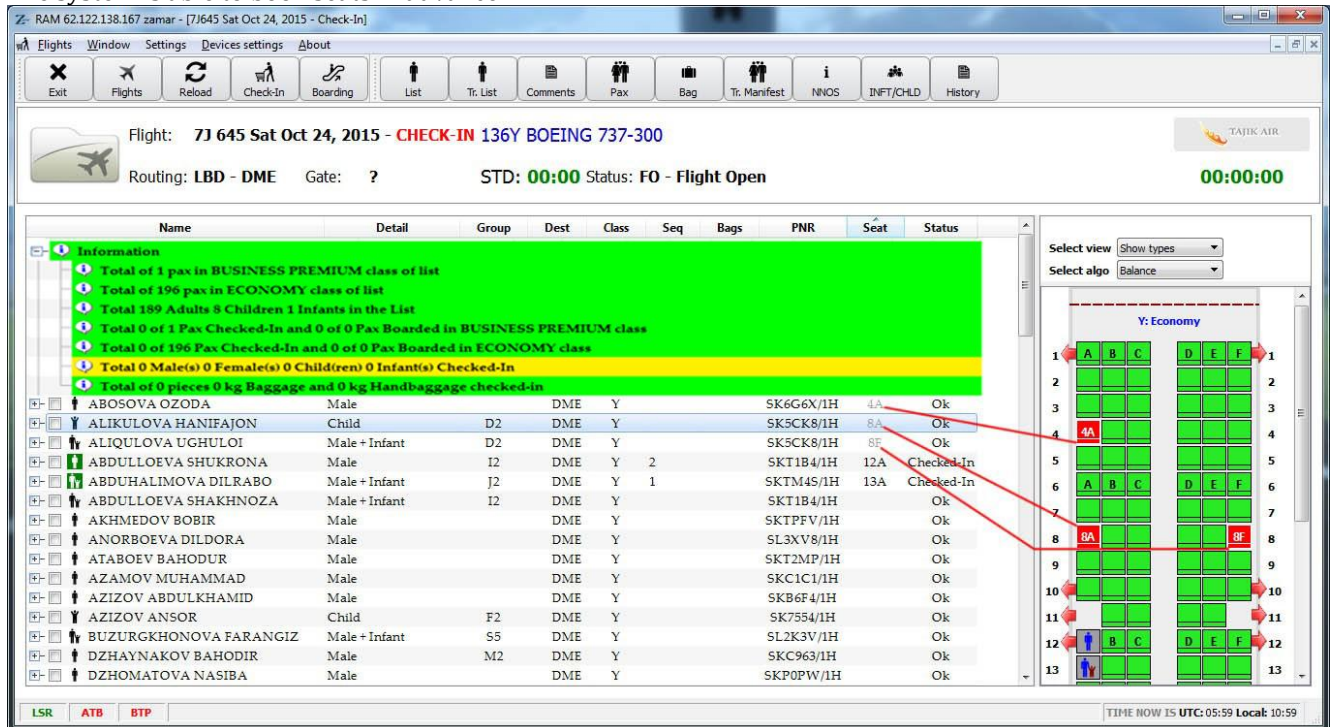
Select view

“Select view” gives an opportunity to display “Seat Map” in different ways - the standard seats “Show seats” or gender icons “Show types” for Checked-in passengers.



Advance seat assign

The system is able to book seats in advance:



To assign a seat in advance:

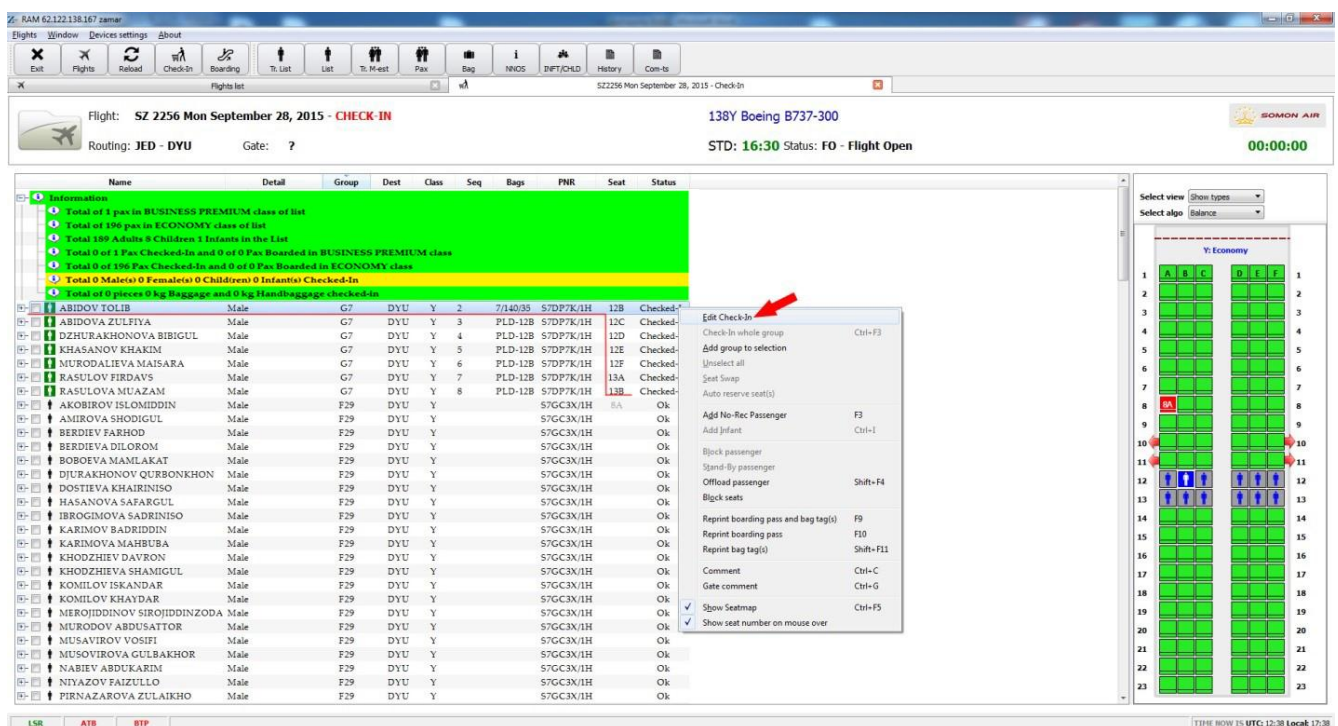
- Select a passenger
- Click on the preferable seat on the Seat Map

The selected seat is highlighted in red. The attribute “seat number” appears in the passenger list marked in gray. This function is analogue of the Soft Block Seat function.

Changing seats

Changing the seat of the passenger or whole group is carried in a similar way:

1. Select the passenger - right-click to open the context menu and select **Edit Check-In**



2. Open the pop-up list “Name” to see all the passengers in the group.

RAM 62.122.136.167 zamar

Flights: SZ 2256 Mon September 28, 2015 - CHECK-IN 138Y Boeing B737-300
 Routing: JED - DYU Gate: ? STD: 16:30 Status: FO - Flight Open 00:00:00

Information:
 Total of 1 pax in BUSINESS PREMIUM class of list
 Total of 196 pax in ECONOMY class of list
 Total 189 Adults 9 Children 1 Infants in the List
 Total 0 of 1 Pax Checked-in and 0 of 0 Pax Boarded in BUSINESS PREMIUM
 Total 0 of 1 Pax Checked-in and 0 of 0 Pax Boarded in ECONOMY class
 Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
 Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Passenger List:

Name	Detail	Group	Dest	Class	Seq	Bagg	PNR	Seat	Status
ABIDOV TOLIB	Male	G7	DYU	Y	1				
ABIDOVA ZULFIYA	Male	G7	DYU	Y	2				
DZHURAKHONOVA BIBIGUL	Male	G7	DYU	Y	3				
KHASANOV KHAKIM	Male	G7	DYU	Y	4				
MURODALIEVA MAISARA	Male	G7	DYU	Y	5				
RASULOV FIRDAVS	Male	G7	DYU	Y	6				
RASULOVA MUAZAM	Male	G7	DYU	Y	7				
AKOBIROV ISLOMIDDIN	Male	F29	DYU	Y	8				
AMIROVA SHODIGUL	Male	F29	DYU	Y	9				
BERDIEV FARHOD	Male	F29	DYU	Y	10				
BERDIEVA DILOROM	Male	F29	DYU	Y	11				
BOBOEVA MAMLAKAT	Male	F29	DYU	Y	12				
DJURAKHONOV QURBONKHON	Male	F29	DYU	Y	13				
DOSTIEVA KHAIRINISO	Male	F29	DYU	Y	14				
HASANOVA SAFARGUL	Male	F29	DYU	Y	15				
IBROGIMOVA SADRINISO	Male	F29	DYU	Y	16				
KARIMOV BADRIDDIN	Male	F29	DYU	Y	17				
KARIMOVA MAHBUBA	Male	F29	DYU	Y	18				
KHODZHIEV DAVRON	Male	F29	DYU	Y	19				
KHODZHIEVA SHAMIGUL	Male	F29	DYU	Y	20				
KOMILOV ISKANDAR	Male	F29	DYU	Y	21				
KOMILOV KHAYDAR	Male	F29	DYU	Y	22				
MEROJIDDINOV SIROJIDDINZODA	Male	F29	DYU	Y	23				
MURODOV ABDUSATTOR	Male	F29	DYU	Y	24				
MUSAVIROV VOSIFI	Male	F29	DYU	Y	25				
MUSOVIROVA GULBAKHOR	Male	F29	DYU	Y	26				
NABIEV ABDUKARIM	Male	F29	DYU	Y	27				
NIYAZOV FAIZULLO	Male	F29	DYU	Y	28				
PIRNAZAROVA ZULAIKHO	Male	F29	DYU	Y	29				

Check-in 7 pax(es) to check in

Common

Name	Seat	Group leader	INFT	Status	Child	Group
ABIDOV TOLIB	12B	<input checked="" type="checkbox"/>	Yes	No	Checked-In	No G7
ABIDOVA ZULFIYA	12C	<input type="checkbox"/>	No	No	Checked-In	No G7
DZHURAKHONOVA BIBIGUL	12D	<input type="checkbox"/>	No	No	Checked-In	No G7
KHASANOV KHAKIM	12E	<input type="checkbox"/>	No	No	Checked-In	No G7
MURODALIEVA MAISARA	12F	<input type="checkbox"/>	No	No	Checked-In	No G7
RASULOV FIRDAVS	13A	<input type="checkbox"/>	No	No	Checked-In	No G7
RASULOVA MUAZAM	13B	<input type="checkbox"/>	No	No	Checked-In	No G7

Regent Boarding Pass Reprint BP for whole group

Comments

Confirm Edit Cancel

Y: Economy

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

LSR ATR BTP

TIME NOW IS UTC: 12:48 Local: 17:48

3. Click on the seat - change the seat of the passenger (s) manually

RAM 62.122.136.167 zamar

Flights: SZ 2256 Mon September 28, 2015 - CHECK-IN 138Y Boeing B737-300
 Routing: JED - DYU Gate: ? STD: 16:30 Status: FO - Flight Open 00:00:00

Information:
 Total of 1 pax in BUSINESS PREMIUM class of list
 Total of 196 pax in ECONOMY class of list
 Total 189 Adults 9 Children 1 Infants in the List
 Total 0 of 1 Pax Checked-in and 0 of 0 Pax Boarded in BUSINESS PREMIUM
 Total 0 of 196 Pax Checked-in and 0 of 0 Pax Boarded in ECONOMY class
 Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
 Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Passenger List:

Name	Detail	Group	Dest	Class	Seq	Bagg	PNR	Seat	Status
ABIDOV TOLIB	Male	G7	DYU	Y	1				
ABIDOVA ZULFIYA	Male	G7	DYU	Y	2				
DZHURAKHONOVA BIBIGUL	Male	G7	DYU	Y	3				
KHASANOV KHAKIM	Male	G7	DYU	Y	4				
MURODALIEVA MAISARA	Male	G7	DYU	Y	5				
RASULOV FIRDAVS	Male	G7	DYU	Y	6				
RASULOVA MUAZAM	Male	G7	DYU	Y	7				
AKOBIROV ISLOMIDDIN	Male	F29	DYU	Y	8				
AMIROVA SHODIGUL	Male	F29	DYU	Y	9				
BERDIEV FARHOD	Male	F29	DYU	Y	10				
BERDIEVA DILOROM	Male	F29	DYU	Y	11				
BOBOEVA MAMLAKAT	Male	F29	DYU	Y	12				
DJURAKHONOV QURBONKHON	Male	F29	DYU	Y	13				
DOSTIEVA KHAIRINISO	Male	F29	DYU	Y	14				
HASANOVA SAFARGUL	Male	F29	DYU	Y	15				
IBROGIMOVA SADRINISO	Male	F29	DYU	Y	16				
KARIMOV BADRIDDIN	Male	F29	DYU	Y	17				
KARIMOVA MAHBUBA	Male	F29	DYU	Y	18				
KHODZHIEV DAVRON	Male	F29	DYU	Y	19				
KHODZHIEVA SHAMIGUL	Male	F29	DYU	Y	20				
KOMILOV ISKANDAR	Male	F29	DYU	Y	21				
KOMILOV KHAYDAR	Male	F29	DYU	Y	22				
MEROJIDDINOV SIROJIDDINZODA	Male	F29	DYU	Y	23				
MURODOV ABDUSATTOR	Male	F29	DYU	Y	24				
MUSAVIROV VOSIFI	Male	F29	DYU	Y	25				
MUSOVIROVA GULBAKHOR	Male	F29	DYU	Y	26				
NABIEV ABDUKARIM	Male	F29	DYU	Y	27				
NIYAZOV FAIZULLO	Male	F29	DYU	Y	28				
PIRNAZAROVA ZULAIKHO	Male	F29	DYU	Y	29				

Check-in 7 pax(es) to check in

Common

Name	Seat	Group leader	INFT	Status	Child	Group
KHASANOV KHAKIM	14A	<input checked="" type="checkbox"/>	Yes	No	Checked-In	No G7
ABIDOV TOLIB	12B	<input checked="" type="checkbox"/>	Yes	No	Checked-In	No G7
ABIDOVA ZULFIYA	12C	<input type="checkbox"/>	No	No	Checked-In	No G7
DZHURAKHONOVA BIBIGUL	12D	<input type="checkbox"/>	No	No	Checked-In	No G7
KHASANOV KHAKIM	12E	<input type="checkbox"/>	No	No	Checked-In	No G7
MURODALIEVA MAISARA	12F	<input type="checkbox"/>	No	No	Checked-In	No G7
RASULOV FIRDAVS	13A	<input type="checkbox"/>	No	No	Checked-In	No G7
RASULOVA MUAZAM	13B	<input type="checkbox"/>	No	No	Checked-In	No G7

Regent Boarding Pass Reprint BP for whole group

Comments

Confirm Edit Cancel

Y: Economy

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

LSR ATR BTP

TIME NOW IS UTC: 12:52 Local: 17:52

4. Reprint boarding pass “Confirm Edit”

The screenshot shows the flight management system interface for flight SZ 2256 on Monday, September 28, 2015. The flight is a Boeing 737-300, and the status is 'Flight Open'. A modal window titled 'Check In 7 parties to check in' is open, displaying passenger details and a 'Confirm Edit' button highlighted with a red arrow. The background shows a passenger list and a seat map.

Changed seats are shown in the passenger list.

Comments

“Comments” – is special field to enter additional information in free format. The comment is opened by right-click in the context menu or using hotkey Ctrl + C / Ctrl + G

The screenshot shows the flight management system interface for flight 7J 4929 on Tuesday, October 27, 2015. The flight is a Boeing 737-300, and the status is 'Flight Open'. A context menu is open over a passenger, showing options like 'Comment' and 'Gate comment' with keyboard shortcuts Ctrl+C and Ctrl+G respectively. The background shows a passenger list and a seat map.

There are two types of Comments which refer to a specific passenger:

1. **“Check-In Comment”** - is entered during the check-in and is intended for giving notifications for the agent. This comment can be used for the following situations:

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ABDUSALOMOV BURKHON	Male	K5	OVB	Y	5		SKZPDG/1H	12B	Checked-In
ABDUSAMADOVA GULBAHOR	Male + Infant	C2	OVB	Y					
ABDUSAMADOVA OMINA	Child		OVB	Y					
AMONOV MAHADAMON	Male	P2	OVB	Y					
AMINJONOV NOZIM	Male		OVB	Y					
POPOV RUSTAM	Male + Infant	K5	OVB	Y					
POPOVA IULIYA	Male	K5	OVB	Y					
POPOVA NATALIA	Male	K5	OVB	Y					
POPOV AMIN	Child	K5	OVB	Y					
OLIMOV MEHRDOD	Child	B3	OVB	Y					
ABDULAKHATOV ABDUSOLEKH	Male		OVB	Y					
QOSIMOVA SAFIYAKHON	Male + Infant		OVB	Y					
SHARIPOVA VALENTINA	Male		OVB	Y					
AZIZOV KHUSHRUZ	Child	A2	OVB	Y					
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y					
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y					
OLIMOV AVAZ	Male		OVB	Y					
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y					
ORTUKOV ABDULLO	Child	D2	OVB	Y					
ORTUQOVA ITIOTAT	Male	D2	OVB	Y					
UMAROV KHAMDAMALI	Male + Infant	E2	OVB	Y					
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y					
NABIEV MANON	Male		OVB	Y					
OBIDOV ZEVARSHOKH	Male + Infant	F2	OVB	Y					
OBIDOVA FOTIMA	Male	F2	OVB	Y					
MUNAVAROV ABDUKAYUM	Male		OVB	Y					
POCHOEVA HAMRO	Male		OVB	Y					
TURDIEV USMANALI	Male		OVB	Y					
SALOMOV NODIRJON	Male		OVB	Y			SKSP46/1H	Ok	
SHOMURZOEVA GULNOZA	Male	G3	OVB	Y			SKSCBM/1H	Ok	
YULDOSHEV SAMANDAR	Child	G3	OVB	Y			SKSCBM/1H	Ok	
YULDOSHEVA ALBINA	Child	G3	OVB	Y			SKSCBM/1H	Ok	
DAVRONOVA NAVBAHOR	Male	I2	OVB	Y			SKF928/1H	Ok	
MULOEV AMINJON	Male	I2	OVB	Y			SKF928/1H	Ok	
TURATY MARIFJON	Male		OVB	Y			SKC8B/1H	Ok	
MADAMINOV SURODZHIDIN	Child	J3	OVB	Y			SKC9B8/1H	Ok	
MADAMINOV SADIYDIN	Child	J3	OVB	Y			SKC9B8/1H	Ok	
MADAMINOVA MARGARITA	Male + Infant	J3	OVB	Y			SKC9B8/1H	Ok	
ANARKULOVA GULEFNA	Male + Infant		OVB	Y			SKC8B8/1H	Ok	

Comment dialog for ABDULAKHATOV ABDUSOLEKH:
Name: ABDULAKHATOV ABDUSOLEKH
Seat: 12E
Comment: No passport

Select view: Show types
Select algo: Balance

Y: Economy

TIME NOW IS UTC: 10:13 Local: 15:13

- instructions from representatives of airline / airport
- additional passenger information
- the reason for passenger's Offload
- the cost of excess baggage, etc.

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ABDUSALOMOV BURKHON	Male	K5	OVB	Y	5		SKZPDG/1H	12B	Checked-In
ABDUSAMADOVA GULBAHOR	Male + Infant	C2	OVB	Y					
ABDUSAMADOVA OMINA	Child		OVB	Y					
AMONOV MAHADAMON	Male	P2	OVB	Y					
AMINJONOV NOZIM	Male		OVB	Y					
POPOV RUSTAM	Male + Infant	K5	OVB	Y					
POPOVA IULIYA	Male	K5	OVB	Y					
POPOVA NATALIA	Male	K5	OVB	Y					
POPOV AMIN	Child	K5	OVB	Y					
OLIMOV MEHRDOD	Child	B3	OVB	Y					
ABDULAKHATOV ABDUSOLEKH	Male		OVB	Y					
QOSIMOVA SAFIYAKHON	Male + Infant		OVB	Y					
SHARIPOVA VALENTINA	Male		OVB	Y					
AZIZOV KHUSHRUZ	Child	A2	OVB	Y					
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y					
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y					
OLIMOV AVAZ	Male		OVB	Y					
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y					
ORTUKOV ABDULLO	Child	D2	OVB	Y					
ORTUQOVA ITIOTAT	Male	D2	OVB	Y					
UMAROV KHAMDAMALI	Male + Infant	E2	OVB	Y					
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y					
NABIEV MANON	Male		OVB	Y					
OBIDOV ZEVARSHOKH	Male + Infant	F2	OVB	Y					
OBIDOVA FOTIMA	Male	F2	OVB	Y					
MUNAVAROV ABDUKAYUM	Male		OVB	Y					
POCHOEVA HAMRO	Male		OVB	Y					
TURDIEV USMANALI	Male		OVB	Y					
SALOMOV NODIRJON	Male		OVB	Y					
SHOMURZOEVA GULNOZA	Male	G3	OVB	Y					
YULDOSHEV SAMANDAR	Child	G3	OVB	Y					
YULDOSHEVA ALBINA	Child	G3	OVB	Y					
DAVRONOVA NAVBAHOR	Male	I2	OVB	Y					

Check In 1 passenger(s) to check in

Common
Name: ABDULAKHATOV ABDUSOLEKH
TINE: 5022402305330/1
☐ Group leader

Check-in data
Summary
Baggage tags: Y
Ticket Class: Y
Check-in Class: Y
Seat: 12E
Baggage (pieces/weight/handbag): pieces: 0 pcs/weight: 0 kg/handbag: 0 kg

Reprint Boarding Pass

Comments
No passport

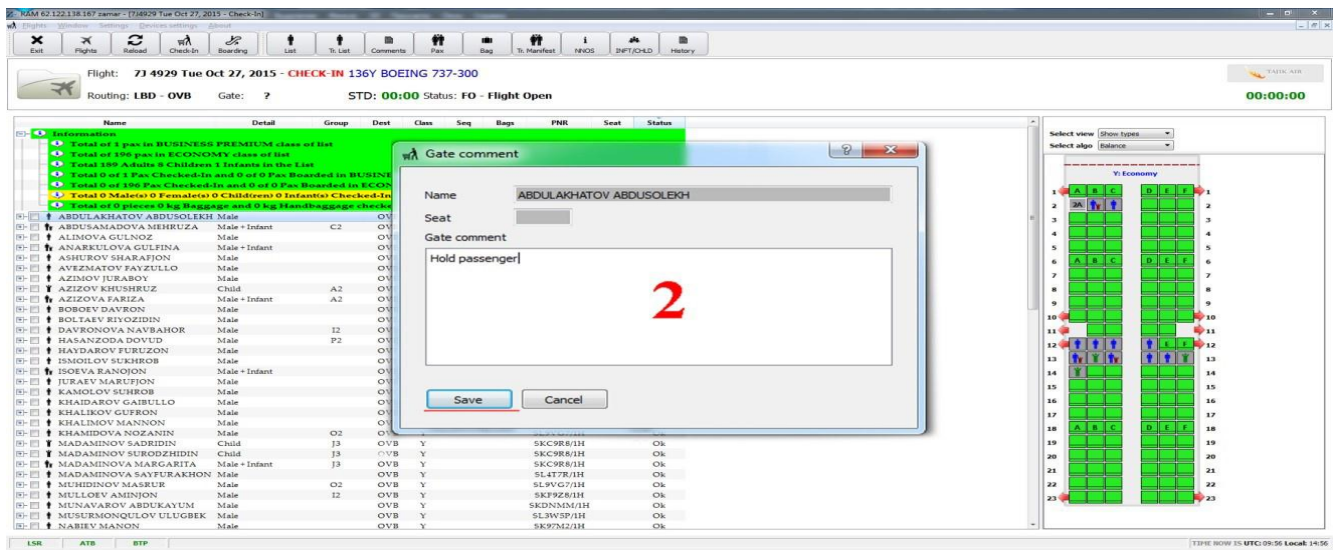
Comments
Gate comment

Confirm Check-in Cancel

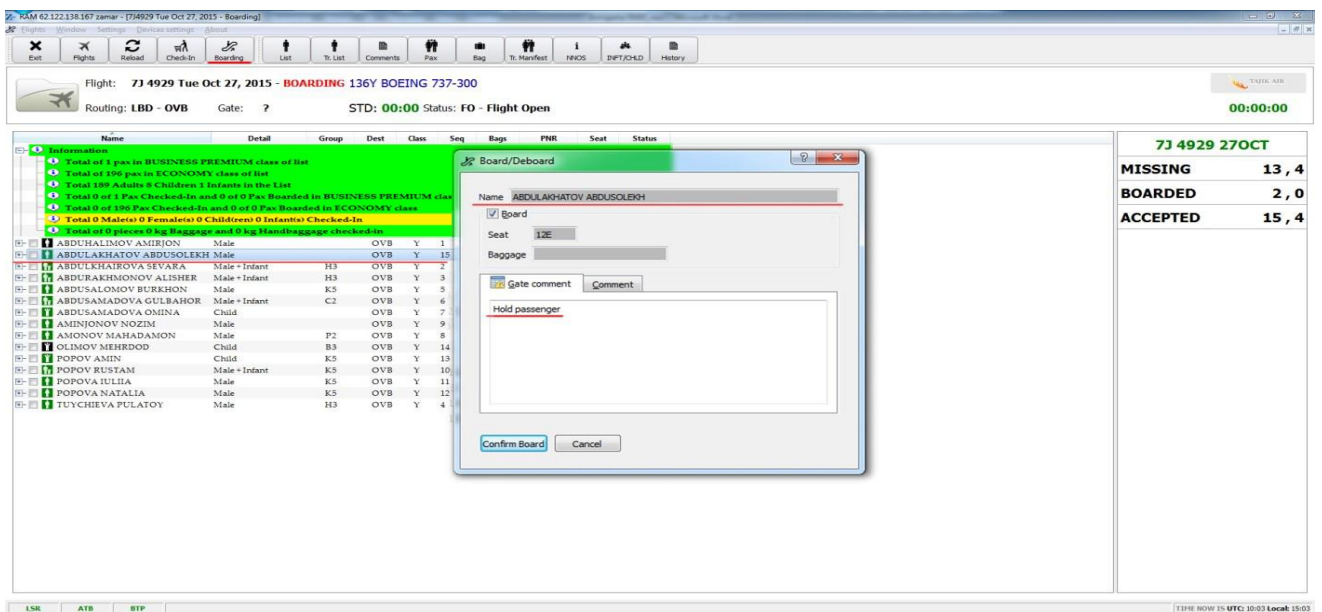
Select view: Show types
Select algo: Balance

Y: Economy

2. **Gate Comment** - is entered during the check-in and is intended for giving notifications for the agent at the boarding. This comment can be used for the following situations:



- notices about changing of boarding pass
- about forgotten things at the Check-in desk
- need to stop the passenger by the relevant structures of the airport, etc.



ONWARDS - check-in baggage to final destination

For transfer passengers there is an opportunity of baggage check- in to the final destination.

- This function can be applied if the check -in agent is sure that the second and subsequent legs of the route do not violate the acceptable baggage allowance.
- In order to check-in baggage to the final destination the agent has to make sure that the passenger has the right to enter the country (final destination). Some states may require a transit visa for transfer passengers. The agent has to make sure that all transit points do not require a transit visa or check for its presence before the baggage check-in starts.
- Please note that this function does not check-in the passenger himself for the second and next flights. The agent must inform the passenger that upon arrival at the transit point he has to see the Transfer Desk to receive the second and next boarding passes, presenting baggage tags issued earlier for entering data into the second and subsequent DCS.

2.1 “Onwards” baggage can be reflected automatically in case if this information is present in PNL in IATA format on the second and next flights, the information is displayed in the Check-In pop-up window, **ONWARDS** tab

- *FlightNo - The number of second and subsequent flights
- *DST- IATA airport code of the second and subsequent flights
- *Class- Service class

- ***Date-** Departure date for the next flight
- **Time-** The departure time for the next flight

Flight: S7 960 Mon Dec 14, 2015 - CHECK-IN 008C/150Y AIRBUS 320-214
Routing: LBD - DME Gate: ? STD: 00:00 Status: FO - Flight Open

2.1

2.2. If information about transit flights is not in the PNL, the system has the ability to enter data manually, but the service has to be agreed with the representative of the airline of the first carrier.

2.3. In case if there is a need to add transit baggage in pop-up window “Check-in”, “ONWORDS” tab press “Insert” and the additional field for entering new data will be open.

Flight: S7 960 Mon Dec 14, 2015 - CHECK-IN 008C/150Y AIRBUS 320-214
Routing: LBD - DME Gate: ? STD: 00:00 Status: FO - Flight Open

2.3

2.3.1. Next, enter the required flight number, airport code, passenger service class, and the date and time of departure, press **Enter**.

Flight: **S7 960 Mon Dec 14, 2015 - CHECK-IN 008C/150Y AIRBUS 320-214**
 Routing: **LBD - DME** Gate: **?** STD: **00:00** Status: **FO - Flight Open** **00:00:00**

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ABDUKHAMIDOV ABDUKHALIM	Male	H3	DME	Y					
ERGASHEV ERALI	Male	H3	DME	Y					
FERRARO CLAUDIO	Male	H3	DME	Y					
ABDUKHAMIDOVA KHUSNI	Female	H3	DME	Y					
ABDULLAEV FARIDZHON	Male	DME	Y						
ABDULLOEY MUHAMMADQUL	Male	O2	DME	Y					
ABDULLOEY NURULLO	Male	DME	Y						
ABDULLOEY PARVIZ	Male	A6	DME	Y					
ABDULLOEY RABMATULLO	Male	O2	DME	Y					
ABDULLOEY SARVAR	Male	G2	DME	Y					
ABDURAKHMANOV MUKHSHIMZHON	Male	DME	Y						
ABDUSALOMOV NEGMAITILLA	Male	DME	Y						
AKHMEDOV ISMOILJON	Male	DME	Y						
ALIEV BAKHTIER	Male	L2	DME	Y					
AMONOV NURALI	Male	DME	Y						
ATAMOV AMONJON	Male	DME	Y						
AZIMOV RADZHAB	Male	P3	DME	Y					
AZIMOVA GULDASTA	Female	P3	DME	Y					
BAROTOV YUSUF	Male	DME	Y						
BAZAROV GAFUR	Male	DME	Y						
BOBODZHONOV FARKHOD	Male	H3	DME	Y					
BOBOJONOV ABDUQODIR	Male	A6	DME	Y					
BOBOJONOVA PARVINA	Female	DME	Y						
BOBOMULLOEVA MARZIYA	Female	P3	DME	Y					
BOYMATOV JASUR	Male	DME	Y						
BOZOROV UTKIR	Male	DME	Y						
BUTAEV URINBEK	Male	C4	DME	Y					
DADABOEV AKMAL	Male	DME	Y						
DEHQONOV FARRUKH	Male	C4	DME	Y					
DEKHONOVA OMINA	Female	DME	Y						
DUSTMURODOV RUSTAM	Male	DME	Y						
EGAMOV MURIDJON	Male	M3	DME	Y					

Check-in data: 1 57697 VRN N 14 Dec 10:55

Comments: Confirm Edit Cancel

2.3.1.

2.3.2 When clicking on **Confirm Edit**, the system automatically prints a bag tag indicating transit points (airports) and the final destination point *.

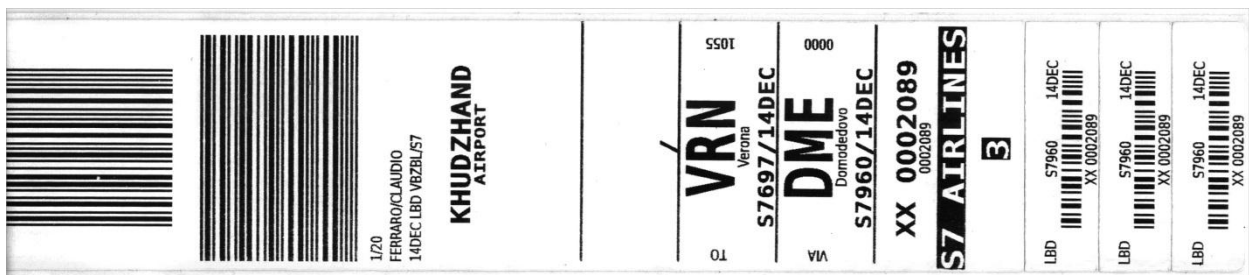
Flight: **S7 960 Mon Dec 14, 2015 - CHECK-IN 008C/150Y AIRBUS 320-214**
 Routing: **LBD - DME** Gate: **?** STD: **00:00** Status: **FO - Flight Open** **00:00:00**

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ABDUKHAMIDOV ABDUKHALIM	Male	H3	DME	Y					
ERGASHEV ERALI	Male	H3	DME	Y					
FERRARO CLAUDIO	Male	H3	DME	Y					
ABDUKHAMIDOVA KHUSNI	Female	H3	DME	Y					
ABDULLAEV FARIDZHON	Male	DME	Y						
ABDULLOEY MUHAMMADQUL	Male	O2	DME	Y					
ABDULLOEY NURULLO	Male	DME	Y						
ABDULLOEY PARVIZ	Male	A6	DME	Y					
ABDULLOEY RABMATULLO	Male	O2	DME	Y					
ABDULLOEY SARVAR	Male	G2	DME	Y					
ABDURAKHMANOV MUKHSHIMZHON	Male	DME	Y						
ABDUSALOMOV NEGMAITILLA	Male	DME	Y						
AKHMEDOV ISMOILJON	Male	DME	Y						
ALIEV BAKHTIER	Male	L2	DME	Y					
AMONOV NURALI	Male	DME	Y						
ATAMOV AMONJON	Male	DME	Y						
AZIMOV RADZHAB	Male	P3	DME	Y					
AZIMOVA GULDASTA	Female	P3	DME	Y					
BAROTOV YUSUF	Male	DME	Y						
BAZAROV GAFUR	Male	DME	Y						
BOBODZHONOV FARKHOD	Male	H3	DME	Y					
BOBOJONOV ABDUQODIR	Male	A6	DME	Y					
BOBOJONOVA PARVINA	Female	DME	Y						
BOBOMULLOEVA MARZIYA	Female	P3	DME	Y					
BOYMATOV JASUR	Male	DME	Y						
BOZOROV UTKIR	Male	DME	Y						
BUTAEV URINBEK	Male	C4	DME	Y					
DADABOEV AKMAL	Male	DME	Y						
DEHQONOV FARRUKH	Male	C4	DME	Y					
DEKHONOVA OMINA	Female	DME	Y						
DUSTMURODOV RUSTAM	Male	DME	Y						
EGAMOV MURIDJON	Male	M3	DME	Y					

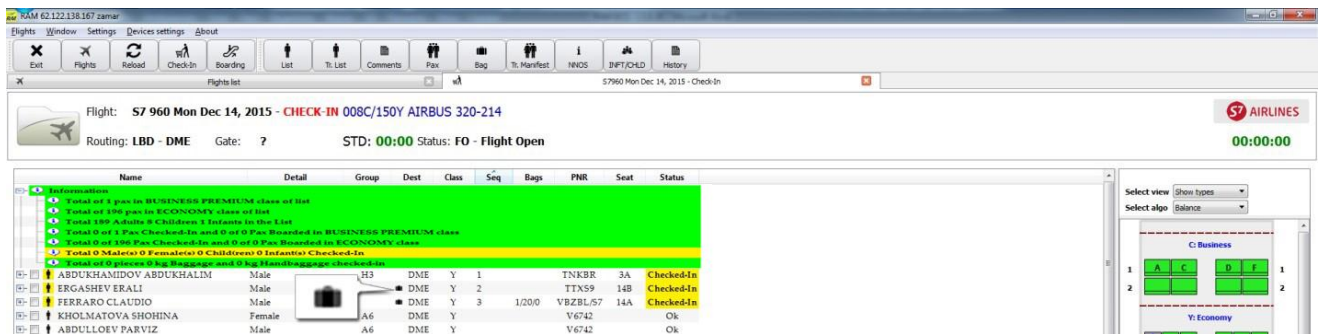
Check-in data: 1 57697 VRN N 14 Dec 10:55

Comments: Confirm Edit Cancel

2.3.2



The system identifies passengers with transit baggage with an icon “suitcase” in the **Dest** column.

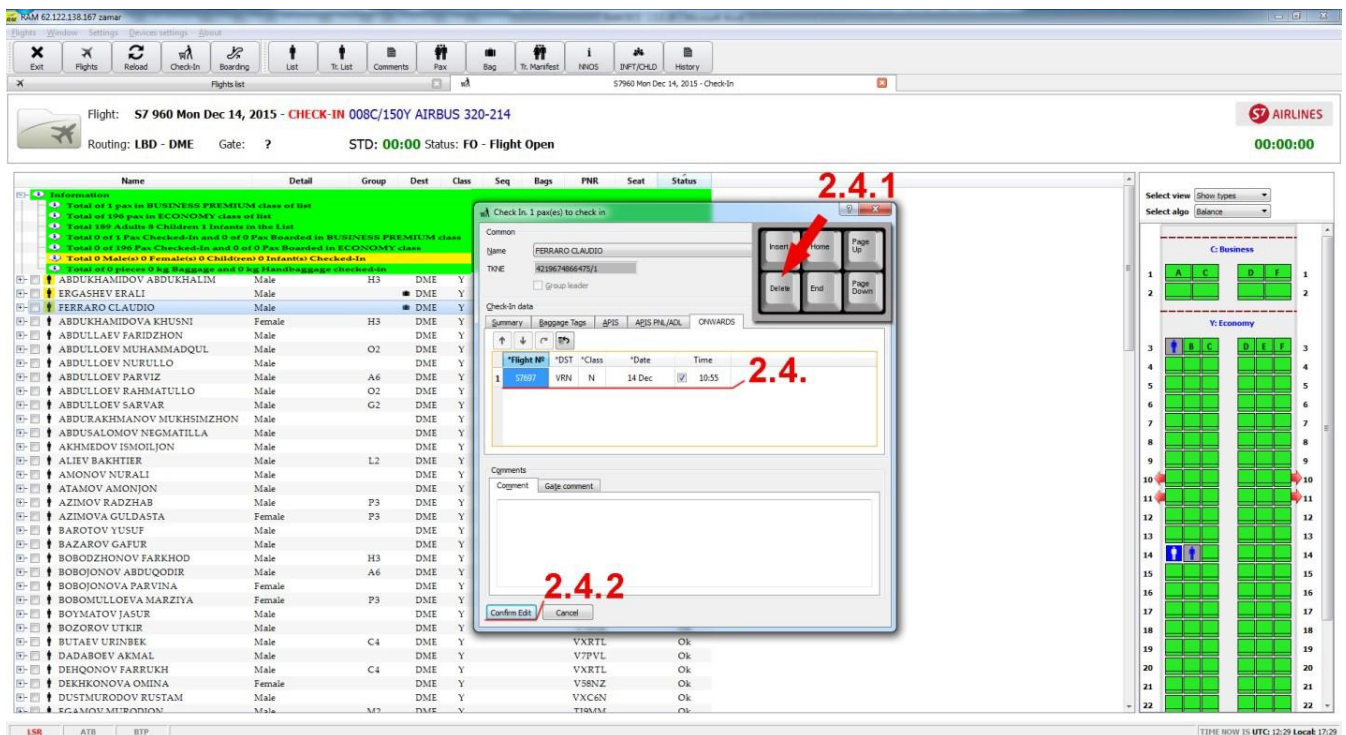


* The maximum possible number of onward legs - 3 (THREE).

2.4. If the transit direction of baggage needs to be removed - in the **Check-In** pop-up window, the **ONWARDS** tab, select the necessary transit baggage direction.

2.4.1. Press the **Delete** key on the keyboard.

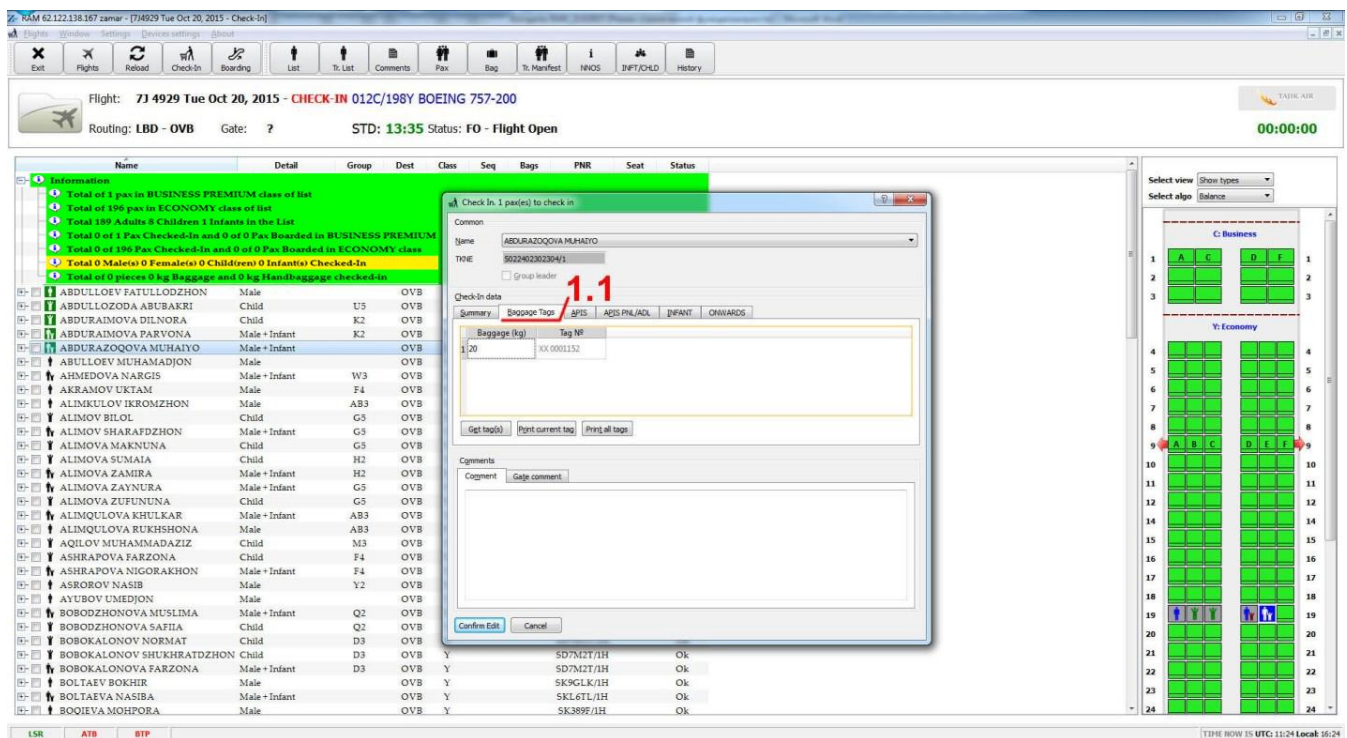
2.4.2. Then confirm the action –**Confirm Edit**, the selected luggage is removed.



Edit checked-in baggage

1. Select the checked - in passenger (whose bags information needs to be changed) on the screen, right-click to open the context menu- **Edit Check-in**.

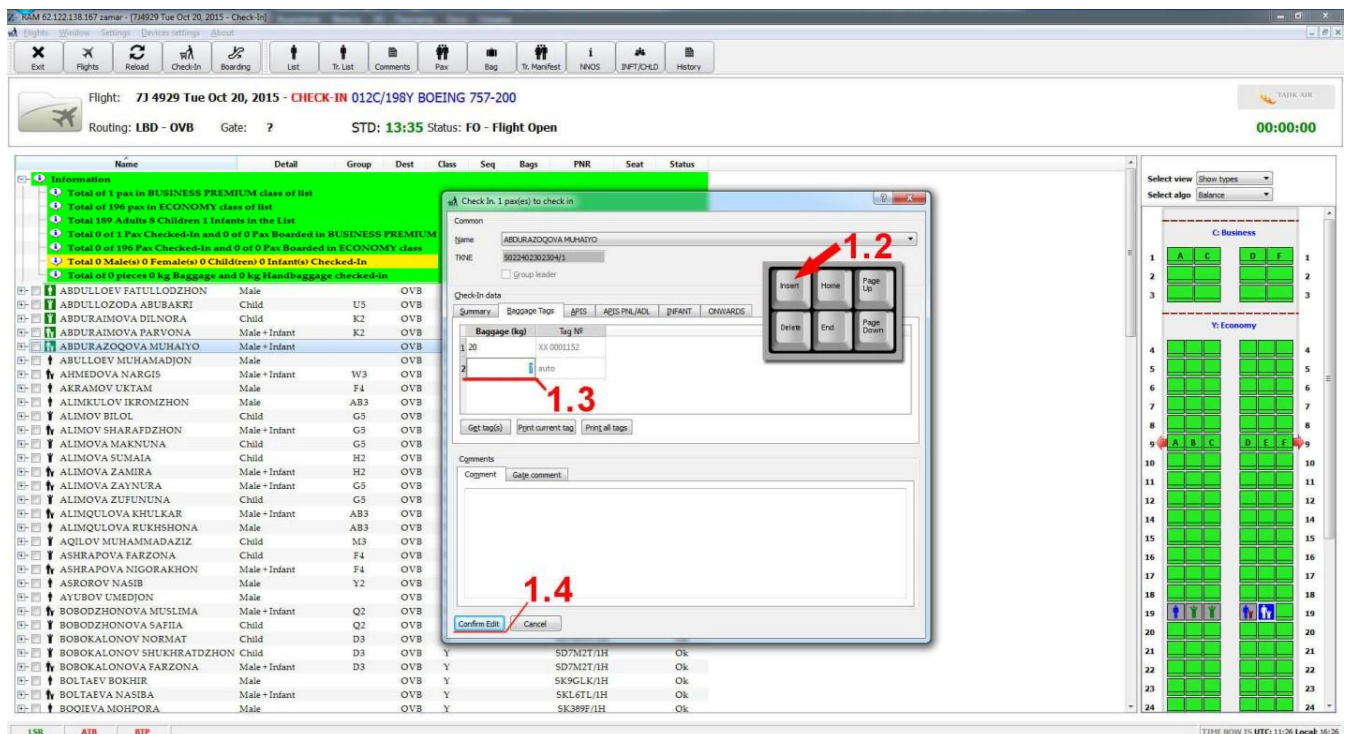
1.1. Go to the **Baggage Tags** tab, which displays data on the passenger's checked-in baggage.



1.2. If there is a need to add a piece press the **Insert** key, an additional field appears for entering new data.

1.3. Next, enter the required weight of baggage and press **Enter**.

1.4. Click on **Confirm Edit** and the system automatically prints the additional bag tag.



1.5. If there is a need to remove the piece - select the necessary piece by clicking the **Baggage Tags** tab.

1.6. Press the **Delete** key.

1.7. Next, confirm the action-**Confirm Edit**, the selected luggage is removed.

Flight: 7J 4929 Tue Oct 20, 2015 - CHECK-IN 012C/198Y BOEING 757-200
Routing: LBD - OVB Gate: ? STD: 13:35 Status: FO - Flight Open

Information:

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 196 pax in ECONOMY class of list
- Total 189 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Passenger List:

Name	Detail	Group	Dest	Class	Seq	Bag	PNR	Seat	Status
ABDULLOEY FATULLOZHON	Male			OVB					
ABDULLOZODA ABUBAKRI	Child		U3	OVB					
ABDURAIMOVA DILNORA	Child		K2	OVB					
ABDURAIMOVA PARVONA	Male + Infant		K2	OVB					
ABDURAZOQOVA MUHAITO	Male + Infant			OVB					
ABULLOEY MUHAMADJON	Male			OVB					
AHMEDOVA NARGIS	Male + Infant		W3	OVB					
AKRAMOV UXTAM	Male		F4	OVB					
ALIMKULOV IKROMZHON	Male		A83	OVB					
ALIMOV BILOL	Child		G3	OVB					
ALIMOV SHARAFDZHON	Male + Infant		G3	OVB					
ALIMOVA MAKUNUNA	Child		G3	OVB					
ALIMOVA SUMAIA	Child		H2	OVB					
ALIMOVA ZAMIRA	Male + Infant		H2	OVB					
ALIMOVA ZAINURA	Male + Infant		G3	OVB					
ALIMOVA ZUFUNUNA	Child		G3	OVB					
ALIMQULOVA KHULKAR	Male + Infant		A83	OVB					
ALIMQULOVA RUKHSHONA	Male		A83	OVB					
AQILOV MUHAMMADAZIZ	Child		M3	OVB					
ASHRAPOVA FARZONA	Child		F4	OVB					
ASHRAPOVA NIGORAKHON	Male + Infant		F4	OVB					
ASKOROV NABIS	Male		Y2	OVB					
AYUBOV UMEDJON	Male			OVB					
BOBODZHONOVA MUSLIMA	Male + Infant		Q2	OVB					
BOBODZHONOVA SAFIA	Child		Q2	OVB					
BOBOKALONOV NORMAT	Child		D3	OVB					
BOBOKALONOV SHUKHRAVDZHON	Child		D3	OVB					
BOBOKALONOVA FARZONA	Male + Infant		D3	OVB					
BOLTAEV BOKHIR	Male			OVB					
BOLTAEVA NASIBA	Male + Infant			OVB					
BOQIEVA MOHPORA	Male			OVB					

Check In 1 pax(es) to check in

Common: Name: ABDURAZOQOVA MUHAITO, TNR: 8022402302304/1

Check-in data:

Baggage (kg)	Tag NR
1.20	XX 0001152
2.15	XX 0001154

Buttons: Insert, Home, Page Up, Delete, End, Print, Page Down

Comments: Comment, Gauge comment

Buttons: Confirm Edit, Cancel

1.6, 1.5, 1.7

1.8

TIME NOW IS UTC: 11:30 Local: 16:30

1.8. If it is necessary to reprint any bag tag, select the required tag in the **Baggage Tags** tab with a click and press the **Print Current Tag** button, the selected baggage tag will be reprinted.

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Information:

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 196 pax in ECONOMY class of list
- Total 189 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Passenger List:

Name	Detail	Group	Dest	Class	Seq	Bag	PNR	Seat	Status
ABDULHALIMOV AMIRJON	Male			OVB					
ABDULKHAIROVA SEVARA	Male + Infant		H3	OVB					
ABDURAKHMONOV ALISHER	Male + Infant		H3	OVB					
TUYCHIEVA PULATOV	Male		H3	OVB					
ABDUSALOMOV BURKHON	Male		K5	OVB					
ABDUSAMADOVA GULBAHOR	Male + Infant		C2	OVB					
ABDUSAMADOVA OMINA	Child			OVB					
AMONOV MAHADAMON	Male		P2	OVB					
AMINJONOV NOZIM	Male			OVB					
POPOV RUSTAM	Male + Infant		K5	OVB					
POPOVA IULIYA	Male		K5	OVB					
POPOVA NATALIA	Male		K5	OVB					
POPOV AMIN	Child		K5	OVB					
OLIMOV MEHRDOD	Child		B3	OVB					
ABDULAKHATOV ABDUSOLEKH	Male			OVB					
OLIMOV AVAZ	Male			OVB					
HASANZODA DOVUD	Male		P2	OVB					
SHODIEV BAKHIDDIN	Male			OVB					
ASHUROV SHARAFJON	Male			OVB					
KHAMIDOVA NOZANIN	Male		O2	OVB					
MUHDINOV MASRUR	Male		O2	OVB					
KHALIMOV MANNON	Male			OVB					
AVEZMATOV FAYZULLO	Male			OVB					
ALIMOVA GULNOZ	Male			OVB					
SHERMATOVA DILDORA	Male + Infant			OVB					
SANGINIEN NIGINA	Male + Infant		N2	OVB					
SUSUPOV SAFOKHON	Male		N2	OVB					
KANOLOV SUHROB	Male			OVB					
HAYDAROV FURUZON	Male			OVB					
URAZOV NURALI	Male			OVB					
KHALIKOV GUFRON	Male			OVB					

Check In 1 pax(es) to check in

Common: Name: OLIMOV AVAZ, TNR: 8022402306991/1

Check-in data:

Baggage (kg)	Tag NR
1.20	XX 0001900
2.15	XX 0001901

Buttons: Insert, Home, Page Up, Delete, End, Print, Page Down

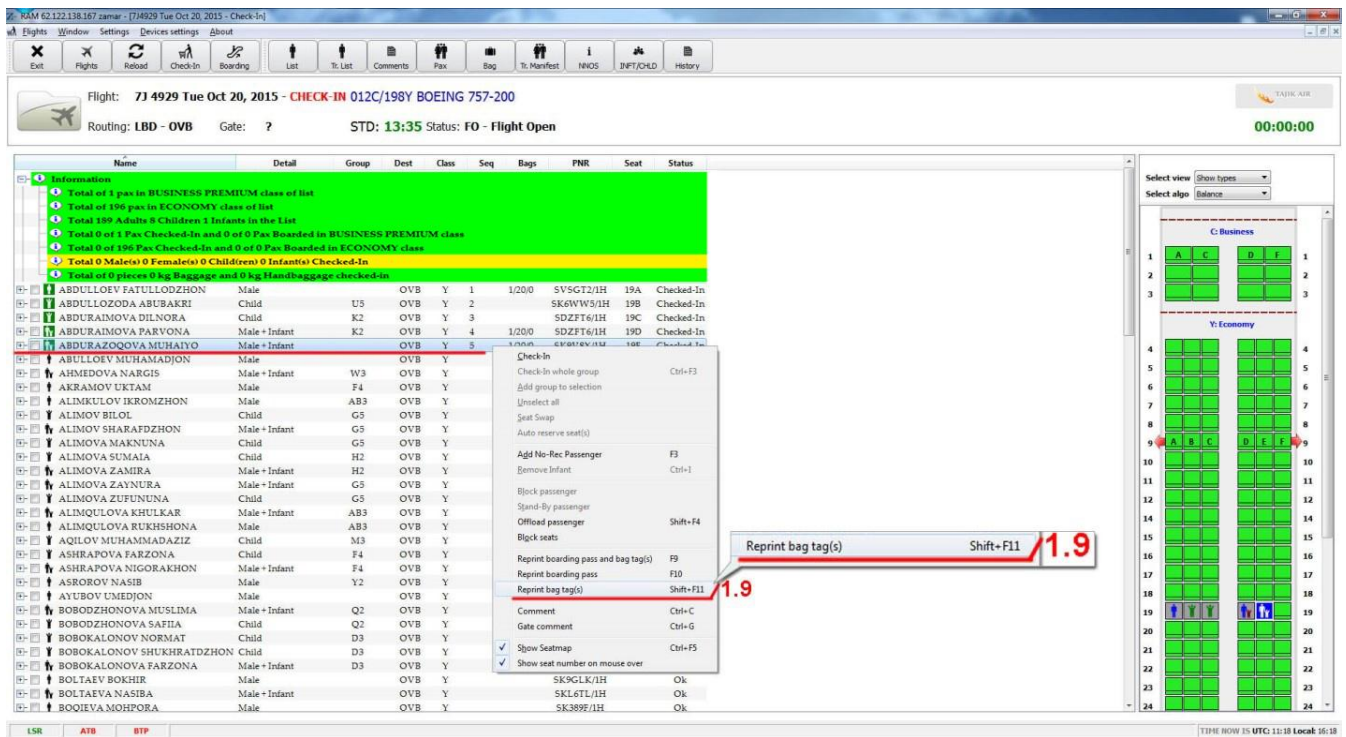
Comments: Comment, Gauge comment

Buttons: Confirm Edit, Cancel

1.8

TIME NOW IS UTC: 10:23 Local: 15:23

1.9. If necessary to reprint all bag tags belonging to the passenger, select the passenger in the passenger list and right-click on the context menu, select - **Reprint bagtag(s)** or use the **Shift + F11** hot key, all bag tags will be reprinted.

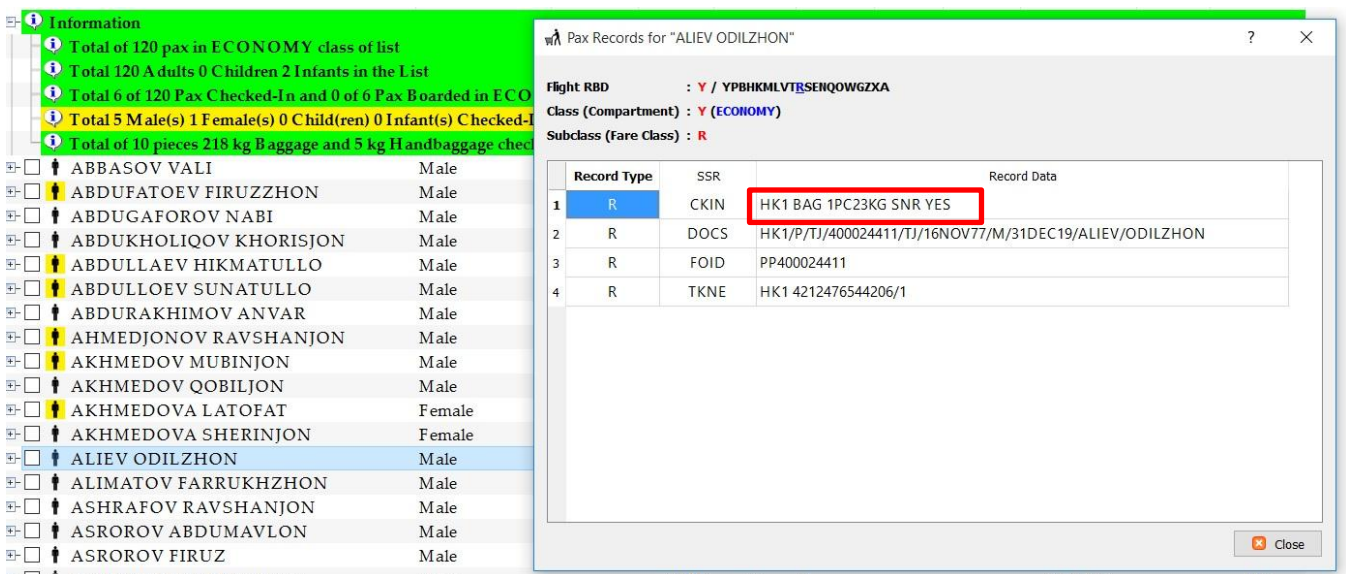


A baggage tag is the only identification document confirming that a particular passenger has this baggage. The check-in agent is responsible for correct labeling of baggage (baggage tag).

Baggage check-in by Piece or Weight concept

Baggage check-in by Piece Concept + Single bag

If according to the rules of the airline there is a strict baggage check-in according to the “piece” concept, check the baggage information in the context menu. Right – click select from the context menu - **View Pax Data**- tab offers information on a selected passenger (1pc 23kg).



1.1. During the check-in of the selected passenger, the **-BAGGAGE tags** tab opens automatically.

Check In. 1 pax(es) to check in

Common

Name: ALIEV ODILZHON

TKNE: 4212476544206/1

☐ Group leader

Check-In data

Summary | Baggage Tags | APIS | APIS PNL/ADL | ONWARDS

Handbag: handbag

Baggage (kg) | Tag N° | Printing

Get tag(s)

Comments

Comment | Gate comment

Confirm Check-In

Cancel

Reload seatmap | Reset seats

1.2. Next key - **INSERT**, which activates the table to fill the weight of the baggage (kg), for example: **23 kg**, confirm actions - **Confirm Check-in**

Check In. 1 pax(es) to check in

Common

Name: ALIEV ODILZHON

TKNE: 4212476544206/1

☐ Group leader

Check-In data

Summary | Baggage Tags | APIS | APIS PNL/ADL | ONWARDS

Handbag: handbag

Baggage (kg) | Tag N° | Printing

23 | auto | Print

Get tag(s)

Comments

Comment | Gate comment

Confirm Check-In

Cancel

Reload seatmap | Reset seats

1.3. If there is an overweight or excess of the baggage limit, add the quantity of bags - using the above-**INSERT** method. In this case, the system keeps track of the quantity and weight of baggage for each bag.

Example: 1pc-23kg+1pc-25kg.

Check In. 1 pax(es) to check in

Common

Name: ALIEV ODILZHON

TKNE: 4212476544206/1

☐ Group leader

Check-In data

Summary | Baggage Tags | APIS | APIS PNL/ADL | ONWARDS

Handbag | handbag

Baggage (kg)	Tag №	Printing
1 23	auto	<input type="button" value="Print"/>
2 25	auto	<input type="button" value="Print"/>

Get tag(s)

Exceeded: 2 kg, 1 pcs Cost of exceeding: 30 EUR

Comments

Comment | Gate comment

The system reminds that the quantity and weight of baggage have exceeded the limit!

"Baggage limits exceeded. Do you want to print the Receipt?" - confirm if the passenger agrees to pay for excess baggage. -YES. The system prints a **Receipt** with full information on the quantity and weight of excess baggage.

Summary | Baggage Tags | APIS | APIS PNL/ADL | ONWARDS

Ticket Class: Y

Checkin Class: Y

Seat: 15B

Baggage(pieces/weight/handbag): 2

Reprint Boarding Pass

Exceeded: 20 kg, 1 pcs Cost of exceeding: 30 EUR

Comments

Comment | Gate comment

Baggage limits exceeded. Do you want to print the check?

Next there is a procedure of payment confirmation and printing a receipt.

Корти Нишаст
Посадочный Талон
Boarding Pass

S7 Airlines

ALIEV/ODILZHON 4212476544206/1

LBD Khudzhand
DME Domodedovo

WEIGHT: 2/48/0
EXCEEDED: 2kg, 1pcs. COSTS: 30 EUR

57960 29MAY

00000000000000000043

Корти Нишаст
Посадочный Талон
Boarding Pass

NAME

FROM

TO

CARRIER FLIGHT CLASS DATE TIME

GATE BOARDING TIME SEAT SMOKE

PCS WT

©2019 S7 Airlines - 100, 000 0102 401 20 00 - www.s7airlines.com - TURKEY

Piece Concept+Multibags

In this concept, baggage check-in is possible in the **Check-in** tab.

1.1. Choose a passenger by right-click in the context menu, select **Check-in**, then the tab opens:

Check In. 1 pax(es) to check in

Common

Name: ASHRAFOV RAVSHANJON

TKNE: 4212476530332/1

☐ Group leader

Check-In data

Summary Baggage Tags APIS APIS PNL/ADL ONWARDS

Ticket Class: Y

Checkin Class: Y

Seat: 15B

Baggage(pieces/weight/handbag): pieces pcs/weight kg/handbag kg

Reprint Boarding Pass

Comments

Comment Gate comment

Confirm Check-In Cancel

Reload seatmap Reset seats

1.2. In the tab - **Baggage (piece / weight / handbag)** - indicate the quantity and weight of the carried baggage.

Example: 2pc/43kg

Check In. 1 pax(es) to check in

Common

Name: ASHRAFOV RAVSHANJON

TKNE: 4212476530332/1

☐ Group leader

Check-In data

Summary Baggage Tags APIS APIS PNL/ADL ONWARDS

Ticket Class: Y

Checkin Class: Y

Seat: 15B

Baggage(pieces/weight/handbag): 2 pcs/43 kg/handbag kg

Reprint Boarding Pass

Exceeded: 20 kg, 1 pcs Cost of exceeding: 210 EUR

Comments

Comment Gate comment

Confirm Check-In Cancel

Reload seatmap Reset seats

1.3. System response: **Excess 20 kg, 1pc, Cost Of Excess- 210eur.**

Next, there is a procedure of payment confirmation and printing a receipt.

Check In. 1 pax(es) to check in

Common

Name: ASHRAFOV RAVSHANJON

TKNE: 4212476530332/1

☐ Group leader

Check-In data

Summary Baggage Tags APIS APIS PNL/ADL ONWARDS

Ticket Class: Y

Checkin Class: Y

Sgat: 15B

Baggage(pieces/weight/handbag): 2

Exceeded: 20 kg, 1 pcs Cost of exc

Comments

Comment Gate comment

Confirm Check-In

Cancel

Reload seatmap

Reset seats

Information

- Total of 120 pax in ECONOMY class of list
- Total 120 Adults 0 Children 2 Infants in the List
- Total 7 of 120 Pax Checked-In and 0 of 7 Pax Boarded
- Total 6 Male(s) 1 Female(s) 0 Child(ren) 0 Infant(s)
- Total of 12 pieces 266 kg Baggage and 5 kg Handbag

ABBASOV VALI

ABDUFATOEV FIRUZZHON

ABDUGAFOROV NABI

ABDUKHOLIQOV KHORISJON

ABDULLAEV HIKMATULLO

ABDULLOEV SUNATULLO

ABDURAKHIMOV ANVAR

AHMEDJONOV RAVSHANJON

AKHMEDOV MUBINJON

AKHMEDOV QOBILJON

AKHMEDOVA LATOFAT

AKHMEDOVA SHERINJON

ALIEV ODILZHON

ALIMATOV FARRUKHZHON

ASHRAFOV RAVSHANJON

ASROROV ABDUMAVLON

ASROROV FIRUZ

AZIMOV ABDULLOCHON

AZIMOV DILOVAR

AZIZOV BAKHTIYOR

Корти Нишаст
Посадочный Талон
Boarding Pass

7AMAR AG

S7 Airlines

NAME: ALIEV/ODILZHON

FROM: LBD Khudzhand

TO: DME Domodedovo

CARRIER: S7

FLIGHT: 29MAY

CLASS: Y

DATE: 29MAY

TIME: 00:00

WEIGHT: 2/48/0

EXCEEDED: 2kg, 1pcs. COSTS: 30 EUR

S7960 29MAY

0000000000000000043

NAME: ASHRAFOV RAVSHANJON

FROM: LBD Khudzhand

TO: DME Domodedovo

CARRIER: S7

FLIGHT: 29MAY

CLASS: Y

DATE: 29MAY

TIME: 00:00

WEIGHT: 2/48/0

EXCEEDED: 2kg, 1pcs. COSTS: 30 EUR

S7960 29MAY

0000000000000000043

Weight concept + Single Bags

In this concept, there is a weight control of baggage for each checked - in bag.

1.1. Select the passenger- context menu – “Check-In”, opens the **Baggage Tags** tab, press the **Insert** key, a table for filling in the baggage weight will be opened, where the baggage weight needs to be indicated.

Example: 1pc / 25kg

Check In. 1 pax(es) to check in

Common

Name: ASROROV FIRUZ

TKNE: 4212476408577/1

☐ Group leader

Check-In data

Summary Baggage Tags APIS APIS PNL/ADL ONWARDS

Handbag (handbag)

Baggage (kg): 1 25

Tag No: auto

Printing

Print

Exceeded: 2 kg, 0 pcs Cost of exceeding: 20 EUR

Comments

Comment Gate comment

Confirm Check-In

Cancel

Reload seatmap

Reset seats

Information

- Total of 120 pax in ECONOMY class of list
- Total 120 Adults 0 Children 2 Infants in the List
- Total 8 of 120 Pax Checked-In and 0 of 8 Pax Boarded
- Total 7 Male(s) 1 Female(s) 0 Child(ren) 0 Infant(s)
- Total of 14 pieces 309 kg Baggage and 5 kg Handbag

ABBASOV VALI

ABDUFATOEV FIRUZZHON

ABDUGAFOROV NABI

ABDUKHOLIQOV KHORISJON

ABDULLAEV HIKMATULLO

ABDULLOEV SUNATULLO

ABDURAKHIMOV ANVAR

AHMEDJONOV RAVSHANJON

AKHMEDOV MUBINJON

AKHMEDOV QOBILJON

AKHMEDOVA LATOFAT

AKHMEDOVA SHERINJON

ALIEV ODILZHON

ALIMATOV FARRUKHZHON

ASHRAFOV RAVSHANJON

ASROROV ABDUMAVLON

ASROROV FIRUZ

AZIMOV ABDULLOCHON

AZIMOV DILOVAR

AZIZOV BAKHTIYOR

In case of excess baggage limit, the system warns how much baggage weight is exceeded - "Baggage limit excess ..."

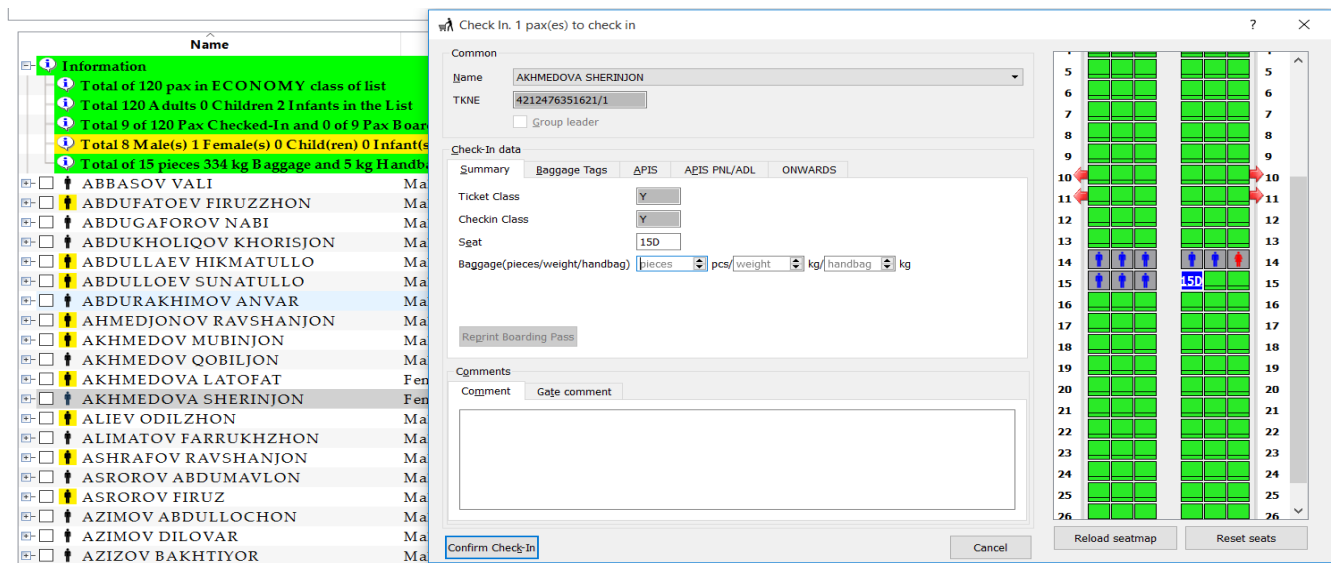
1.2. Next, a standard procedure for calculating and paying for excess baggage is carried out and printing a receipt for payment.



Weight Concept + Multi Bags

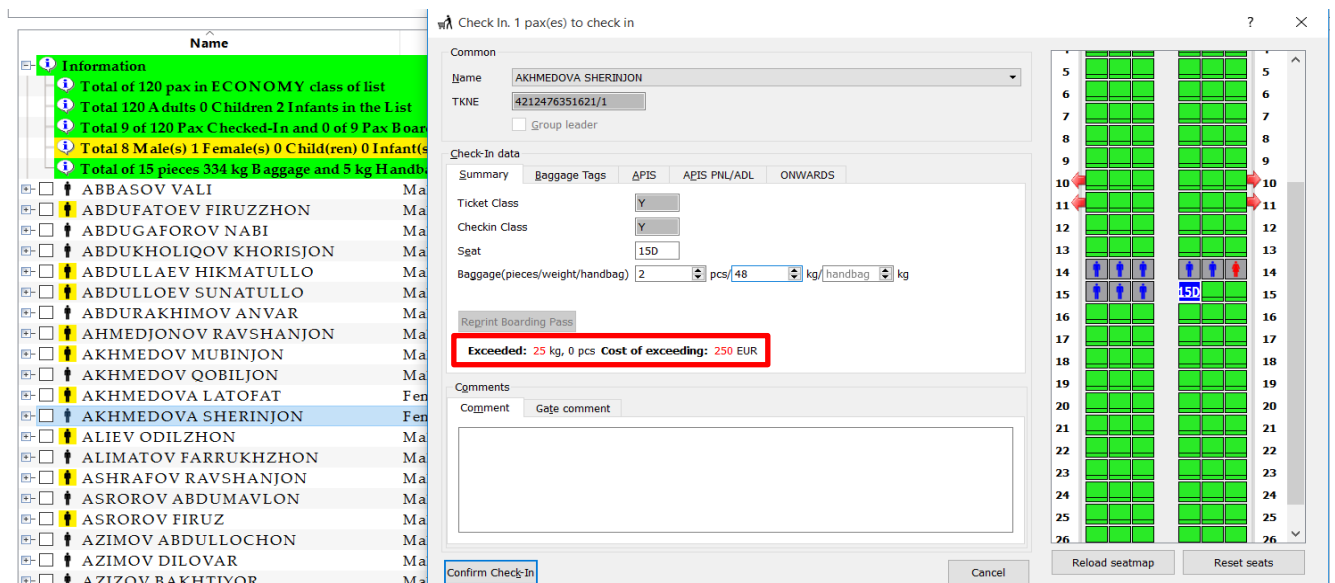
Within the following concept there is no limits on baggage pieces, the limitation is based on the total weight of checked - in baggage.

1.1. Select the passenger, right-click - context menu – “Check-in”.



1.1. In the table –Baggage (piece/weight/hand bag) – indicate the quantity and weight of baggage.

Example: 2pc/48kg



1.3. Confirm the actions by **Confirm Check-in** tab, next the tab “Baggage limit exceeded” is displayed - confirm the payment for excess baggage and print the receipt- then click **YES**.

Advanced Passenger Information (API)

According to the migration rules of most of countries, API is entered into the system. Often, the personal data of each passenger must be transferred in advance to the migration services of the country of arrival. There are three ways to form API:

- It comes from reservation systems (in PNL / ADL message);
- It can be entered during check-in via the OCR keyboard;
- during check-in manually.

API contains the following information:

Name, last name / date of birth / passport number / validity of the document / gender / citizenship / 3 letter code of the state that issued the document.

The screenshot displays a flight check-in system interface. At the top, flight details are shown: Flight 7J 4929 Tue Oct 20, 2015 - CHECK-IN 012C/198Y BOEING 757-200. The routing is LBD - OVB, Gate is 7, and the status is FO - Flight Open. The time is 13:35. Below this, a list of passengers is shown with columns for Name, Detail, Group, Dest, Class, Seq, Bags, PNR, Seat, and Status. A pop-up window titled 'Check in 1 passenger to check in' is open, showing the details for a passenger named ABDURAIMOVA PARVONA. The window includes fields for Name, TNR, Number of document, Expire of document, Name in document, Date of birth, and Country of citizenship. A red arrow points to the 'API' tab in the 'Check-in data' section. To the right of the passenger list, there is a 'Select view' dropdown and a 'Select algo' dropdown. Below these, there are two grids labeled 'C: Business' and 'Y: Economy' showing seat selections. The bottom of the screen shows the time and date: TIME NOW IS UTC: 11:36 Local: 16:36.

Upon request of the airport or migration services the system may send an APIS message to the airport of arrival or other authorized agencies of the destination country.

NOREC CHECK-IN

Reasons for passenger becomes NOREC:

- Passenger has OK ticket, but the reservation was canceled.
- The passenger has open/ request ticket or he has booked a ticket for another flight (GoShow).
- If the passenger bought a ticket before the flight, but did not get into the passenger list.

1. In order to check-in NOREC passenger, open the menu for entering this type of passenger using F3 key. Next, the passenger data entry form pops up (APIS information can also be entered upon request).

RAM 62122135167 zamar - [27256 Mon September 28, 2015 - Check-In]

Flight: **SZ 2256 Mon September 28, 2015 - CHECK-IN** SOMECFG BOEING B737-300
 Routing: **JED - DYU** Gate: ? STD: **16:30** Status: **FO - Flight Open** 00:00:00

Name	Detail	Group	Dest	Class	Seq	Flags	PNR	Seat	Status
Information:									
Total of 1 pas in BUSINESS PREMIUM class of list									
Total of 196 pas in ECONOMY class of list									
Total 199 Adults 9 Children 1 Infants in the List									
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class									
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class									
Total 0 Male 0 Female 0 Children 0 Infants Checked-In									
Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDULLOEY ABDURAKHIM	Male	B30	DYU	Y	9				
ABDULOV DZHAMSHED	Male	A30	DYU	Y	10				
ABIDOV TOLIB	Male	G7	DYU	Y	2				
ABIDOVA ZULFIYA	Male	G7	DYU	Y	3				
ABOROV KHURSHED	Male	C29	DYU	Y	11				
AKHMEDOVA MUSALAM	Male	A30	DYU	Y	12				
AKHMEDOVA OYTUTA	Male	A30	DYU	Y	13				
AKOBIROV ISLOMIDDIN	Male	F29	DYU	Y					
ALIEVA MAZHONIM	Male	E29	DYU	Y					
ALIMOVA MAKHBUBA	Male	A30	DYU	Y					
AMIROV ASLIMUROD	Male	A30	DYU	Y					
AMIROVA SHODIGUL	Male	F29	DYU	Y					
ATABAIEVA KAROMAT	Male	E29	DYU	Y					
ATABAIEVA AZAM	Male	E29	DYU	Y					
BADALOVA MAHBUBA	Male	D30	DYU	Y					
BADRIDDINOV MEKHROZHIDDIN	Male	D30	DYU	Y					
BERDIEV FARHOD	Male	F29	DYU	Y					
BERDIEVA DILOROM	Male	F29	DYU	Y					
BILOLOV ABDUGAFOR	Male	E29	DYU	Y					
BOBOALIEVA NOZUKOE	Male	A30	DYU	Y					
BOBOEVA MAKHPIRAT	Male	E29	DYU	Y					
BOBOEVA MANLAKAT	Male	F29	DYU	Y					
BOBOJANOVA TOJI	Male	B30	DYU	Y					
BUTAIEVA GULCHIRA	Male	DYU	Y	1	1/20/5		57G3X/1H	12A	Checked-In
DAVLYATOV BAFO	Male	A30	DYU	Y			57G3X/1H		Ok
DAVLYATOV BEKMUROD	Male	E29	DYU	Y			57G3X/1H		Ok
DJURAKHONOV QURBONKHON	Male	F29	DYU	Y			57G3X/1H		Ok
DOSTIEV ABDULMAJID	Male	A30	DYU	Y			57G3X/1H		Ok
DOSTIEV ZARIF	Male	A30	DYU	Y			57G3X/1H		Ok
DOSTIEVA KHAIRINISO	Male	F29	DYU	Y			57G3X/1H		Ok

LSR ATR BTP TIME NOW IS UTC: 05:05 Local: 10:05

Fill in the form, the fields marked with * are mandatory.

- * **LastName**
- * **Firstname**
- * **PNR**
- **Destination**
- **Ticket number**
- **APIS** - complete passenger's passport details

After filling in all the information, click "SAVE", now the passenger is included in the OK-list

RAM 62122135167 zamar - [7/4929 Tue Oct 27, 2015 - Check-In]

Flight: **7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300**
 Routing: **LBD - OVB** Gate: ? STD: **00:00** Status: **FO - Flight Open** 00:00:00

Name	Detail	Group	Dest	Class	Seq	Flags	PNR	Seat	Status
Information:									
Total of 1 pas in BUSINESS PREMIUM class of list									
Total of 196 pas in ECONOMY class of list									
Total 199 Adults 9 Children 1 Infants in the List									
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class									
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class									
Total 0 Male 0 Female 0 Children 0 Infants Checked-In									
Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDULHAIROV AMIRJON	Male								
ABDULKHAIRIOVA SEVARA	Male + Infant	H3	OVB						
ABDURAKHMONOV ALISHER	Male + Infant	H3	OVB						
TUYCHIEVA PULATOY	Male	H3	OVB						
ABDUSALOMOV BURKHON	Male	K5	OVB						
ABDUSAMADOVA GULBAHOR	Male + Infant	C2	OVB						
ABDUSAMADOVA NIGINA	Child	P2	OVB						
AMONOV MAHADAMON	Male	P2	OVB						
AMINONOV NOZIM	Male		OVB						
POPOV RUSTAM	Male + Infant	K5	OVB						
POPOVA IULIYA	Male	K5	OVB						
POPOVA NATALIA	Male	K5	OVB						
POPOV AMIN	Child	K5	OVB						
OLIMOV MERHOD	Child	B3	OVB						
ABDULAKHATOV ABDUSOLEKH	Male		OVB						
OLIMOV AVAZ	Male		OVB						
HASANZODA DOVUD	Male	P2	OVB						
SHODIEV BAHRIDDIN	Male		OVB						
ASHUROV SHARAFJON	Male		OVB						
KHAMIDOVA NOZANIN	Male	O2	OVB						
KUHMIDINOV MASIR	Male	O2	OVB						
KHALIMOV MANNON	Male		OVB						
AVEZMATOV FAIZULLO	Male		OVB						
ALIMOVA GULNOZ	Male		OVB						
SHERMATOVA DILDORA	Male + Infant		OVB						
SANGININ NIGINA	Male + Infant	N2	OVB	Y			5L7C95/1H		Ok
YUSUPOV SAFOKHON	Male	N2	OVB	Y			5L7C95/1H		Ok
KAMOLOV SUHROB	Male	OVB	Y				5L7T8F/1H		Ok
HAYDAROV FULIZON	Male	OVB	Y				5L7P3M/1H		Ok
URAZOV NURALI	Male	OVB	Y				5L7NM/1H		Ok
KHALIKOV GUFERON	Male	OVB	Y				5L7B5G/1H		Ok

LSR ATR BTP TIME NOW IS UTC: 10:40 Local: 15:40

3. Continue the passenger check-in

RAM 62.122.138.167 zamar - [172256 Mon September 28, 2015 - Check-In]

Flight: **SZ 2256 Mon September 28, 2015 - CHECK-IN** SOMECFG BOEING B737-300
Routing: **JED - DYU** Gate: ? STD: **16:30** Status: **FO - Flight Open** 00:00:00

Information

- Total of 5 pas in BUSINESS PREMIUM class of list
- Total of 196 pas in ECONOMY class of list
- Total 199 Adults 8 C children 3 Infants in the List
- Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class
- Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Check-In 1 pas(s) to check in

Common

Name: ASHUROV IBOD
TINE: 468423112368/9
☐ Group leader

Check-In data

Summary: Baggage Tags: 0PIS ADDS PRAJAL ONWARDS

Ticket Class: Y
Checkin Class: Y
Seat: 12E
Baggage(pieces/weight/handbag): 1 pcs/ 20 kg/ 5 kg

Comments

Comment:

LSR ATR BTP

TIME NOW IS UTC: 05:20 Local: 10:20

JUMP SEAT/ NO SEAT

1. For the check-in on the **Jump seat / No seat**, right-click on the **Check-In**, the passenger must be in the **OK** list.

RAM 62.122.138.167 zamar - [72256 Mon September 28, 2015 - Check-In]

Flights Window Devices settings About

Exit Flights Reload Check-In Boarding List T: List Comments Fax Bag T: Manifest NNOS DFT/CHD History

Flight: SZ 2256 Mon September 28, 2015 - CHECK-IN SOMECFG BOEING B737-300

Routing: JED - DYU Gate: ? STD: 16:30 Status: FO - Flight Open 00:00:00

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
SADULOEV ISMATULO	Male	A30	DYU	Y			57GXSL/1H	Ok	
SAFAROVA KHOSAMO	Male	C29	DYU	Y			57GDF/1H	Ok	
SAIDOV ABDULLO	Male	C29	DYU	Y			57GDF/1H	Ok	
SAIDOV SHODI	Male	F29	DYU	Y			57GCS/1H	Ok	
SAIDOVA HANIFA	Male	F29	DYU	Y			57GCS/1H	Ok	
SAIDOVA KHUMAT	Male	A30	DYU	Y			57GXSL/1H	Ok	
SAIDOVA MUNAVARION	Male	DYU	Y				57GXSL/1H	Ok	
SAIDOVA RAHIMA	Male	B30						Ok	
SALAEV NURITDIN	Male	B30						Ok	
SALAEVA SALOMAT	Male	B30						Ok	
SALIMOV FAIZULADIN	Male	A30						Ok	
SAMADOV SAEKHOMID	Male	F29						Ok	
SAMATOV KODIR	Male	E29						Ok	
SHARIPOV DAVLATMIR	Male	B30						Ok	
SHARIPOV NURALI	Male	E29						Ok	
SHARIPOV RUSTAM	Male	F29						Ok	
SHARIPOV SANG	Male	B30						Ok	
SHARIPOV SULAYMON	Male	A30						Ok	
SHARIPOV ULASH	Male	C29						Ok	
SHARIPOVA GULSUN	Male	A30						Ok	
SHARIPOVA BODATKHON	Male	C29						Ok	
SHARIPOVA MATILUBA	Male	C29						Ok	
SHARIPOVA NISO JANGIEVNA	Male	E29						Ok	
SHARIPOVA SAVLATPOCHO	Male	E29						Ok	
SHARIPOVA SAYBIBI	Male	B30						Ok	
SHARPOV AKRAM	Male	C29						Ok	
SHARPOVA OLIVA	Male	A30						Ok	
SHOKIROV BOBOSANG	Male	D30						Ok	
SULAYMONOV DAVLAT	Male	A30						Ok	
TASHIROVA MEKHINISO	Male	F29						Ok	
TOHIROVA MATILUBA	Male	D30	DYU	Y			57GXBN/1H	Ok	
TOKHIRZODA SURAYYOKHONI	Male	B30	DYU	Y			57G507/1H	Ok	
TOSHARIPOV MAHMADI	Male	B30	DYU	Y			57G507/1H	Ok	
TOSHARIPOVA MAHFIRAT	Male	B30	DYU	Y			57G507/1H	Ok	
TOVAROV DAVLATALI	Male	B30	DYU	Y			57G507/1H	Ok	
TUGHVONI HAQNAZAR	Male	D30	DYU	Y			57GXBN/1H	Ok	
TURDIEVA SABOAT	Male	B30	DYU	Y			57G507/1H	Ok	
VAKHOBVA SHOKHRINISO	Male	D30	DYU	Y			57GXBN/1H	Ok	

Check-In

- Check-In whole group Ctrl+F3
- Add group to selection
- Unselect all
- Seat Swap
- Auto reserve seat(s)
- Add No-Rec Passenger F3
- Add Infant Ctrl+I
- Block passenger
- Stand-By passenger
- Offload passenger Shift+F4
- Block seats
- Reprint boarding pass and bag tag(s) F9
- Reprint boarding pass F10
- Reprint bag tag(s) Shift+F11
- Comment Ctrl+C
- Gate comment Ctrl+G
- Show Seatmap Ctrl+F5
- Show seat number on mouse over

LSR ATR BTP

TIME NOW IS UTC: 05:25 Local: 10:25

2. In the **Check-In** window, in the **Seat** field enter manually the number of the **JS** or **NS** seats, enter the baggage data (if available), confirm the action and click **Confirm for Check-In**.

RAM 62.122.138.167 zamar - [74929 Tue Oct 27, 2015 - Check-In]

Flights Window Settings Devices settings About

Exit Flights Reload Check-In Boarding List T: List Comments Fax Bag T: Manifest NNOS DFT/CHD History

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300

Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open 00:00:00

Information

- Total of 1 pas in BUSINESS PREMIUM class of list
- Total of 196 pas in ECONOMY class of list
- Total 189 Adults 5 Children 3 Infants in the List
- Total of 1 Pas Checked-In and 0 Pas Boarded in BUSINESS PREMIUM class
- Total of 196 Pas Checked-In and 0 Pas Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage Checked-In

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ABDUHALIMOV AMIRJON	Male	OVB	Y						
ABDULAKHATOV ABDUSOLEKH	Male	OVB	Y						
ABDULKHAIROVA SEVARA	Male + Infant	H3	OVB	Y					
ABDURAKHMONOV ALISHER	Male + Infant	H3	OVB	Y					
ABDUSALOMOV BURKHON	Male	K3	OVB	Y					
ABDUSAMADOVA GULBAHOR	Male + Infant	C2	OVB	Y					
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y					
ABDUSAMADOVA OMINA	Child	OVB	Y						
ALIMOVA GULNOZ	Male	OVB	Y						
AMINJONOV NOZIM	Male	OVB	Y						
AMONOV MAHADAMON	Male	P2	OVB	Y					
ANARKULOVA GULFINA	Male + Infant	OVB	Y						
ASHUROV SHARAFION	Male	OVB	Y						
AVEZMATOV FAIZULLO	Male	OVB	Y						
AZIMOV JURABOY	Male	OVB	Y						
AZIZOV KHUSHRUZ	Child	A2	OVB	Y					
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y					
BOBOEV DAVRON	Male	OVB	Y						
BOLTAEV RIYOZDIN	Male	OVB	Y						
DAVRONOVA NAVBAHOR	Male	I2	OVB	Y					
DUBOV VIKTOR	Male	OVB	Y						
HASANZODA DOVUD	Male	P2	OVB	Y					
HAYDAROV FURUZON	Male	OVB	Y						
ISMOILOV SUKHROB	Male	OVB	Y						
ISOEVA RANOJON	Male + Infant	OVB	Y						
JURAEV MARUFJON	Male	OVB	Y						
KAMOLOV SUKHROB	Male	OVB	Y						
KHAIDAROV GABULLO	Male	OVB	Y						
KHALIKOV GUFRON	Male	OVB	Y						
KHALIMOV MANNON	Male	OVB	Y						
KHAMIDOVA NOZANIN	Male	O2	OVB	Y					

Check-In 1 pas(es) to check in

Common

Name: AZIZOV KHUSHRUZ

TONE: 502240229813/1

Group leader

Check-In data

Summary

Baggage Tags: APIS APIS R

Ticket Class: Y

Check-In Class: Y

Seat: JS

Baggage (pieces/weight/handbag): 1 kg

NS

Reprint Boarding Pass

Comments

Comment

Gate comment

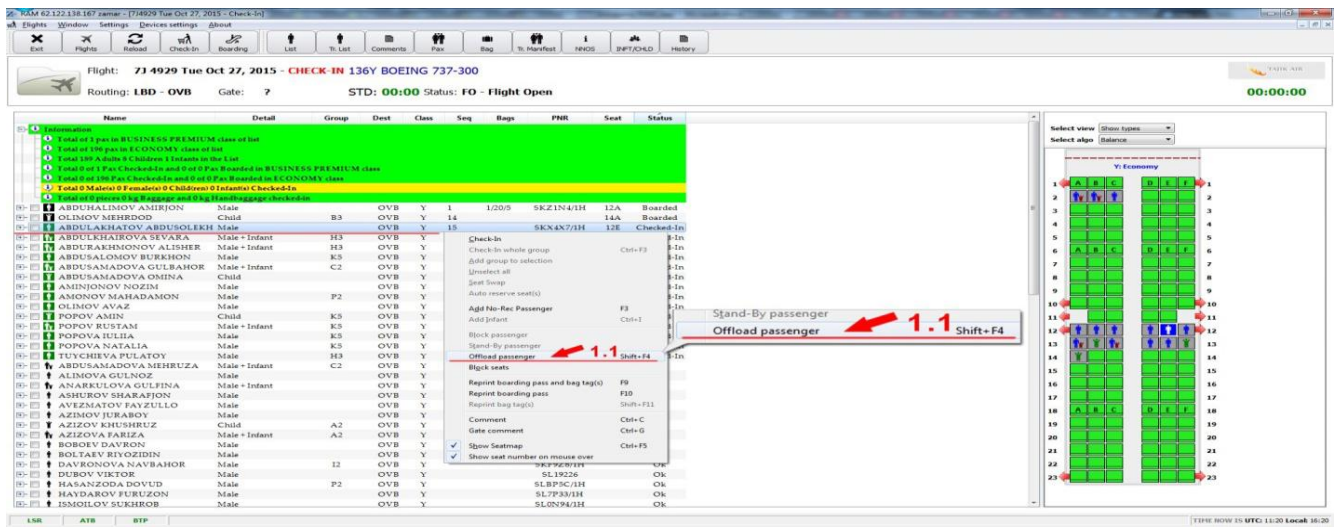
Confirm Check-In Cancel

LSR ATR BTP

TIME NOW IS UTC: 10:54 Local: 15:54

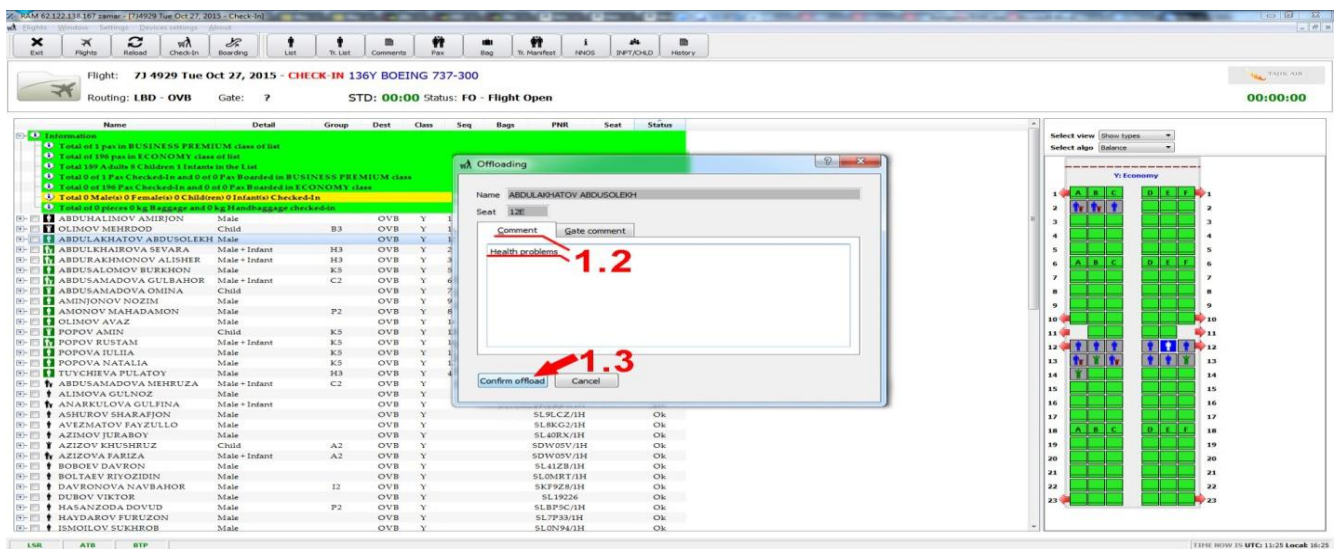
Passenger's offload - OFFLOAD

- If there is a need to offload the checked-in passenger from the flight:
 - Find the required passenger in the passenger list, right-click to open the context menu - **Offload passenger**

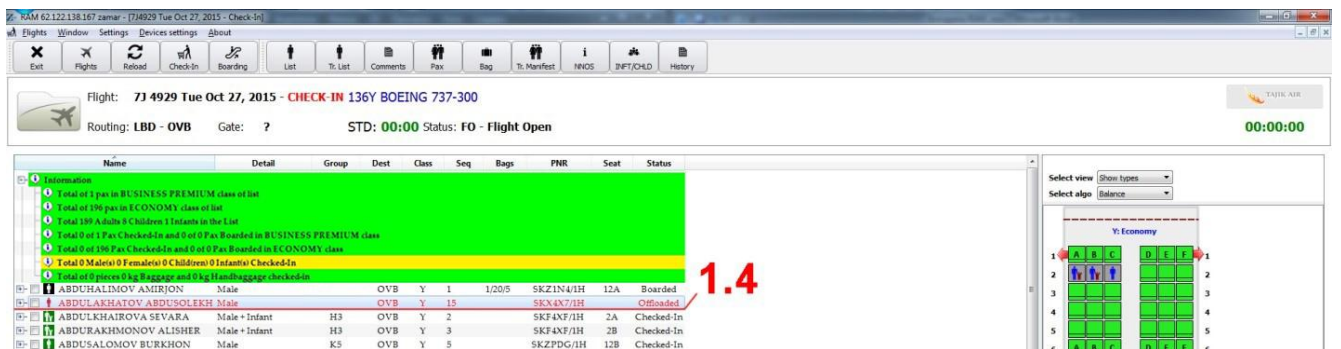


1.2. An Offloading pop-up window will appear on the screen, fill in a message about the reason of offload in the Comment tab, this message is required

1.3. Confirm action by Confirm offload



1.2. The offloaded passenger is highlighted in red in the passenger list.



STANDBY – check-in to the wait list

1. The STANDBY (Placing on a wait list) is used in the following cases:

- If the airline replaces the aircraft with a smaller configuration;
- If the passenger purchased a ticket with “Request” status (without a warrant for check-in);
- Other force majeure circumstances that require to put the passenger in STANDBY status.

1.1. Choose passengers from the passengers list (most likely this instruction will be given by the flight representative) required for placing passengers on the wait list. Right-click in the context menu, select the **Standby Passenger**, i.e. transfer the chosen passenger from the **OK** status to the **Standby**.

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y			SK37TK/1H		Ok
ALIMOVA GULNOZ	Male		OVB	Y					
ANARKULOVA GULFINA	Male + Infant		OVB	Y					
ASHUROV SHARAFJON	Male		OVB	Y					
AVEZMATOV FAYZULLO	Male		OVB	Y					
AZIMOV JURABOY	Male		OVB	Y					
AZIZOV KHUSHRUZ	Child	A2	OVB	Y					
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y					
BOBOEV DAVRON	Male		OVB	Y					
BOLTAEV RYOZIDDIN	Male		OVB	Y					
DAVRONOVA NAVBAHOR	Male	I2	OVB	Y					
DUBOV VIKTOR	Male		OVB	Y					
HASANZODA DOVUD	Male	P2	OVB	Y					
HAYDAROV FURUZON	Male		OVB	Y					
ISMOILOV SUKHROB	Male		OVB	Y					
ISOEVA RANOJON	Male + Infant		OVB	Y					
JURAEV MARUFJON	Male		OVB	Y					
KAMOLOV SUHROB	Male		OVB	Y					
KHAIDAROV GAIBULLO	Male		OVB	Y					
KHALIKOV GUFRON	Male		OVB	Y					
KHALIMOV MANNON	Male		OVB	Y					
KHAMIDOVA NOZANIN	Male	O2	OVB	Y					
MADAMINOV SADRIDIN	Child	J3	OVB	Y					
MADAMINOV SURODZHIDIN	Child	J3	OVB	Y					
MADAMINOVA MARGARITA	Male + Infant	J3	OVB	Y					
MADAMINOVA SAYTURAKHON	Male		OVB	Y					
MUHDINOV MASRUR	Male	O2	OVB	Y					
MULLOEV AMINJON	Male	I2	OVB	Y					
MUNAVAROV ABDUKAYUM	Male		OVB	Y					
MUSUMONQULOV ULUGBEK	Male		OVB	Y					
NABIEV MANON	Male		OVB	Y					

Stand-By passenger 1.1

1.2. Confirm the action - Yes

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y			SK37TK/1H		Ok
ALIMOVA GULNOZ	Male		OVB	Y					
ANARKULOVA GULFINA	Male + Infant		OVB	Y					
ASHUROV SHARAFJON	Male		OVB	Y					
AVEZMATOV FAYZULLO	Male		OVB	Y					
AZIMOV JURABOY	Male		OVB	Y					
AZIZOV KHUSHRUZ	Child	A2	OVB	Y					
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y					
BOBOEV DAVRON	Male		OVB	Y					
BOLTAEV RYOZIDDIN	Male		OVB	Y					
DAVRONOVA NAVBAHOR	Male	I2	OVB	Y					
DUBOV VIKTOR	Male		OVB	Y					
HASANZODA DOVUD	Male	P2	OVB	Y					
HAYDAROV FURUZON	Male		OVB	Y					
ISMOILOV SUKHROB	Male		OVB	Y					
ISOEVA RANOJON	Male + Infant		OVB	Y					
JURAEV MARUFJON	Male		OVB	Y					
KAMOLOV SUHROB	Male		OVB	Y					
KHAIDAROV GAIBULLO	Male		OVB	Y					
KHALIKOV GUFRON	Male		OVB	Y					
KHALIMOV MANNON	Male		OVB	Y					
KHAMIDOVA NOZANIN	Male	O2	OVB	Y					
MADAMINOV SADRIDIN	Child	J3	OVB	Y					
MADAMINOV SURODZHIDIN	Child	J3	OVB	Y					
MADAMINOVA MARGARITA	Male + Infant	J3	OVB	Y					
MADAMINOVA SAYTURAKHON	Male		OVB	Y					
MUHDINOV MASRUR	Male	O2	OVB	Y					
MULLOEV AMINJON	Male	I2	OVB	Y					
MUNAVAROV ABDUKAYUM	Male		OVB	Y					
MUSUMONQULOV ULUGBEK	Male		OVB	Y					
NABIEV MANON	Male		OVB	Y					

Really Stand-By passenger? 1.2

Yes No

1.3. The passenger data in the passenger list will be highlighted in blue.

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information									
Total of 1 pas in BUSINESS PREMIUM class of list									
Total of 196 pas in ECONOMY class of list									
Total 199 Adults 3 Children 1 Infants in the List									
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class									
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class									
Total 0 Male(s) 0 Female(s) 0 Children(s) 0 Infants(s) Checked-In									
Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
QOSIMOVA SAFIYAKHON	Male + Infant	C2	OVB	Y	3		SK77LJ/1H	Stand-By	
SHARIPOVA VALENTINA	Male		OVB	Y			SDGSG7N/1H	Ok	

Seat Swap

1. The Seat Swap function is used in case if there is a need to exchange seats of two passengers for different reasons.

1.1. Select in the passenger list 2 required passengers with the **Checked-In** status

1.2. Right-click to open the context menu and select the **"Seat Swap"**.

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information									
Total of 1 pas in BUSINESS PREMIUM class of list									
Total of 196 pas in ECONOMY class of list									
Total 199 Adults 3 Children 1 Infants in the List									
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class									
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class									
Total 0 Male(s) 0 Female(s) 0 Children(s) 0 Infants(s) Checked-In									
Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
QOSIMOVA SAFIYAKHON	Male + Infant	H3	OVB	Y	2		SKF4NF/1H	2A	Checked-In
SHARIPOVA VALENTINA	Male	H3	OVB	Y	3		SKF4NF/1H	2B	Checked-In

1.3. In the **"Really Swap seats"** pop-up window, the system asks for confirmation - **Yes** (to confirm).

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information									
Total of 1 pas in BUSINESS PREMIUM class of list									
Total of 196 pas in ECONOMY class of list									
Total 199 Adults 3 Children 1 Infants in the List									
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class									
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class									
Total 0 Male(s) 0 Female(s) 0 Children(s) 0 Infants(s) Checked-In									
Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
QOSIMOVA SAFIYAKHON	Male + Infant	H3	OVB	Y	2		SKF4NF/1H	2A	Checked-In
SHARIPOVA VALENTINA	Male	H3	OVB	Y	3		SKF4NF/1H	2B	Checked-In

1.4. Seats are changed and the process of issuing new boarding passes is automatically performed.

Flight: 71 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
SHARIPOVA VALENTINA	Male + Infant	H3	OVB	Y	2	SKF4XF/1H	2A	Checked-In	
QOSIMOVA SAFIYAKHON	Male + Infant	OVB	Y	17	SDGG7N/1H	4C	Checked-In		

Add or remove the infant (INF)

- For any reason the data about the infant did not received in the passenger list from the reservation systems:
 - 1.1. Select an adult passenger with the **OK** status to add an infant, right-click to open the context menu where select **Add Infant** or a combination of hot keys **Ctrl + i**

Flight: 71 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
SHARIPOVA VALENTINA	Male + Infant	H3	OVB	Y	2	SKF4XF/1H	2A	Checked-In	
QOSIMOVA SAFIYAKHON	Male + Infant	OVB	Y	17	SDGG7N/1H	4C	Checked-In		

- 1.2. The “Add infant to passenger” form will appear, fill in the full infant details (marked * are required):

- * Infant Last Name
- * Infant First Name
- Infant ticket №
- Data of birth
- Save

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pas in BUSINESS PREMIUM class of list Total of 196 pas in ECONOMY class of list Total 199 Adults 9 Children 1 Infants in the List Total of 1 Pas Checked-in and 0 of 0 Pas Boarded in BUSINESS PREMIUM class Total of 196 Pas Checked-in and 0 of 0 Pas Boarded in ECONOMY class Total 0 Male 0 Female 0 Children 0 Infants Checked-in Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y			SK37TK/1H	Stand-By	
AZIZOV KHUSHRUZ	Child	A2	OVB	Y					
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y					
ORTUKOV ABDULLO	Child	D2	OVB	Y					
ORTUQOVA ITOAT	Male	D2	OVB	Y					
UMAROV KHAMDMALI	Male + Infant	E2	OVB	Y					
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y					
NABIEV MANON	Male	OVB	Y						
OBIDOVA FOTIMA	Male	F2	OVB	Y					
OBIDOV ZEVARSHOKH	Male + Infant	F2	OVB	Y					
JURAEV MARUFJON	Male	OVB	Y						
MADAMINOV SURODZHIDIN	Child	J3	OVB	Y					
MADAMINOV SADRIDDIN	Child	J3	OVB	Y					
MADAMINOVA MARGARITA	Male + Infant	J3	OVB	Y					

1.2 Add infant to passenger

* Infant Family Name: NABIEV
* Infant First Name: ALI
Infant Ticket No: 8951621263 / 1H
Date of birth: 01-Feb-18

Select view: Show types
Select algo: Balance

Y: Economy

1.3. The infant is added “Male + Infant”

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pas in BUSINESS PREMIUM class of list Total of 196 pas in ECONOMY class of list Total 199 Adults 9 Children 1 Infants in the List Total of 1 Pas Checked-in and 0 of 0 Pas Boarded in BUSINESS PREMIUM class Total of 196 Pas Checked-in and 0 of 0 Pas Boarded in ECONOMY class Total 0 Male 0 Female 0 Children 0 Infants Checked-in Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y			SK37TK/1H	Stand-By	
AZIZOV KHUSHRUZ	Child	A2	OVB	Y			SDW05V/1H	Ok	
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y			SDW05V/1H	Ok	
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y				Ok	
OR							SK6434/1H	Ok	
OR							SK6434/1H	Ok	
UMAROVA MAVZUNA	Male + Infant	OVB	Y				SK68CR/1H	Ok	
NABIEV MANON	Male + Infant	OVB	Y				SK97M2/1H	Ok	
OBIDOV ZEVARSHOKH	Male + Infant	F2	OVB	Y			SKB1M0/1H	Ok	
OBIDOVA FOTIMA	Male	F2	OVB	Y			SKB1M0/1H	Ok	
MUNAVAROV ABDUKAYUM	Male	OVB	Y				SKDNMM/1H	Ok	
POCHOEVA HAMRO	Male	OVB	Y				SKK72G/1H	Ok	

1.3 Male + Infant

Select view: Show types
Select algo: Balance

Y: Economy

1.4. Continue the Check-in as usual.

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pas in BUSINESS PREMIUM class of list Total of 196 pas in ECONOMY class of list Total 199 Adults 9 Children 1 Infants in the List Total of 1 Pas Checked-in and 0 of 0 Pas Boarded in BUSINESS PREMIUM class Total of 196 Pas Checked-in and 0 of 0 Pas Boarded in ECONOMY class Total 0 Male 0 Female 0 Children 0 Infants Checked-in Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y					
AZIZOV KHUSHRUZ	Child	A2	OVB	Y					
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y					
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y					
ORTUKOV ABDULLO	Child	D2	OVB	Y					
ORTUQOVA ITOAT	Male	D2	OVB	Y					
UMAROV KHAMDMALI	Male + Infant	E2	OVB	Y					
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y					
NABIEV MANON	Male + Infant	OVB	Y						
OBIDOV ZEVARSHOKH	Male + Infant	F2	OVB	Y					
OBIDOVA FOTIMA	Male	F2	OVB	Y					
MUNAVAROV ABDUKAYUM	Male	OVB	Y						
POCHOEVA HAMRO	Male	OVB	Y						
TURDIEV USMANALI	Male	OVB	Y						
SALOMOV NODIRJON	Male	OVB	Y						
SHOMURZOEVA GULNOZA	Male	G3	OVB	Y					
YULDOSHEV SAMANDAR	Child	G3	OVB	Y					
YULDOSHEVA ALBINA	Child	G3	OVB	Y					
DAVRONOVA NAVBAHOR	Male	I2	OVB	Y					
MULLOEV AMINJON	Male	I2	OVB	Y					
JURAEV MARUFJON	Male	OVB	Y						
MADAMINOV SURODZHIDIN	Child	J3	OVB	Y					
MADAMINOV SADRIDDIN	Child	J3	OVB	Y					
MADAMINOVA MARGARITA	Male + Infant	J3	OVB	Y					
ANARKULOVA GULFINA	Male + Infant	OVB	Y						
SOBIROVA MOHIRAKHON	Male	L2	OVB	Y					
SOBIROVA MEHRANGEZ	Child	L2	OVB	Y					
BOLTAIEV RIVOZODIN	Male	OVB	Y						
ISMOILOV SUKHROB	Male	OVB	Y						
ZARDAKOV HAZRATSHOH	Child	M3	OVB	Y					
ZARDAKOV ABDURAHIM	Male + Infant	M3	OVB	Y					

1.4 Check In 1 passenger(s) to check in

Name: NABIEV MANON
TIME: 0022402302108/1

Check-in data
Summary: Baggage: 0 kg, APIS, APIS PAJADL, INFANT, ONWARDS
Ticket Class: Y
Check-in Class: Y
Flight: 492
Baggage (pieces/weight/handbag): 1 pieces, 0 kg weight, 0 kg handbag, 0 kg

Generate Boarding Pass

Comments
Comment:
Gate comment:
Confirm Check-in

Select view: Show types
Select algo: Balance

Y: Economy

2. If infant does not travel before Check-in:

2.1. Right-click to open the context menu, select “Remove Infant” or a combination of hot keys “Ctrl + i”

RAM 62.122.136.167 zamar - [74929 Tue Oct 27, 2015 - Check-In]

Flight: **7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300**

Routing: **LBD - OVB** Gate: **?** STD: **00:00** Status: **FO - Flight Open** 00:00:00

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pas in BUSINESS PREMIUM class of list Total of 196 pas in ECONOMY class of list Total 199 Adults 3 Children 1 Infants in the List Total of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class Total of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y			SK3778/1H	Stand-By	
AZIZOV KHUSHRUZ	Child	A2	OVB	Y			SKD05V/1H	OK	
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y			SKD05V/1H	OK	
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y			SK6434/1H	OK	
ORTUKOV ABDULLO	Child	D2	OVB	Y			SK6434/1H	OK	
ORTUQOVA TIOAT	Male	D2	OVB	Y			SK6434/1H	OK	
UMAROV KHAMDMALI	Male + Infant	E2	OVB	Y			SK68CR/1H	OK	
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y			SK68CR/1H	OK	
NABIEV MANON	Male + Infant						SK97M2/1H	OK	
OBIDOV ZEVARSHOKH	Male + Infant						SKB1M0/1H	OK	
OBIDOVA FOTIMA	Male						SKB1M0/1H	OK	
MUNAVAROV ABDUKAYUM	Male						SKDNMM/1H	OK	
POCHOEVA HAMRO	Male						SKK72G/1H	OK	
TURDIEV USMANALI	Male								
SALOMOV NODIRJON	Male								
SHOMURZOEVA GULNOZA	Male								
YULDOSHEV SAMANDAR	Child						SKSCBM/1H	OK	
YULDOSHEVA ALBINA	Child						SKSCBM/1H	OK	
DAYRONOVA NAVBAHOR	Male						SKF92A/1H	OK	
MULLOEV AMINJON	Male						SKF92A/1H	OK	
JURAEV MARUFJON	Male						SKC98M/1H	OK	
MADAMINOV SURODZHIDIN	Child						SKC98M/1H	OK	
MADAMINOV SADRIDIN	Child						SKC98M/1H	OK	
MADAMINOVA MARGARITA	Male + Infant						SKC98M/1H	OK	
ANARKULOVA GULFINA	Male + Infant						SKC98M/1H	OK	
SOBIROVA MOHIRAKHON	Male						SL0L53/1H	OK	
SOBIROVA MEHRANGEZ	Child						SL0L53/1H	OK	
BOLTAEV RYOZIDDIN	Male						SL0MRT/1H	OK	
ISMOILOV SUKHROB	Male						SL0N94/1H	OK	
ZARAKOV HAZRATSHOH	Child						SL3Z74/1H	OK	
ZARAKOV ABDURAHIM	Male + Infant						SL3Z74/1H	OK	

LSR ATB BTP TIME NOW IS UTC:06:35 Local: 11:35

2.2. Confirm actions by Yes

RAM 62.122.136.167 zamar - [74929 Tue Oct 27, 2015 - Check-In]

Flight: **7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300**

Routing: **LBD - OVB** Gate: **?** STD: **00:00** Status: **FO - Flight Open** 00:00:00

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pas in BUSINESS PREMIUM class of list Total of 196 pas in ECONOMY class of list Total 199 Adults 3 Children 1 Infants in the List Total of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class Total of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y			SK3778/1H	Stand-By	
AZIZOV KHUSHRUZ	Child	A2	OVB	Y			SKD05V/1H	OK	
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y			SKD05V/1H	OK	
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y			SK6434/1H	OK	
ORTUKOV ABDULLO	Child	D2	OVB	Y			SK6434/1H	OK	
ORTUQOVA TIOAT	Male	D2	OVB	Y			SK6434/1H	OK	
UMAROV KHAMDMALI	Male + Infant	E2	OVB	Y			SK68CR/1H	OK	
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y			SK68CR/1H	OK	
NABIEV MANON	Male + Infant						SK97M2/1H	OK	
OBIDOV ZEVARSHOKH	Male + Infant						SKB1M0/1H	OK	

LSR ATB BTP TIME NOW IS UTC:06:35 Local: 11:35

2.3. The infant is removed; continue to check-in an adult passenger without an infant

RAM 62.122.136.167 zamar - [74929 Tue Oct 27, 2015 - Check-In]

Flight: **7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300**

Routing: **LBD - OVB** Gate: **?** STD: **00:00** Status: **FO - Flight Open** 00:00:00

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pas in BUSINESS PREMIUM class of list Total of 196 pas in ECONOMY class of list Total 199 Adults 3 Children 1 Infants in the List Total of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM class Total of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y			SK3778/1H	Stand-By	
AZIZOV KHUSHRUZ	Child	A2	OVB	Y			SKD05V/1H	OK	
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y			SKD05V/1H	OK	
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y			SK6434/1H	OK	
ORTUKOV ABDULLO	Child	D2	OVB	Y			SK6434/1H	OK	
ORTUQOVA TIOAT	Male	D2	OVB	Y			SK6434/1H	OK	
UMAROV KHAMDMALI	Male + Infant	E2	OVB	Y			SK68CR/1H	OK	
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y			SK68CR/1H	OK	
NABIEV MANON	Male						SK97M2/1H	OK	
OBIDOV ZEVARSHOKH	Male + Infant						SKB1M0/1H	OK	

LSR ATB BTP TIME NOW IS UTC:06:29 Local: 11:29

3. If infant does not travel after Check-in (Checked-In status):

3.1. Find in the list the required Checked-In adult passenger with an infant, right-click to open the context menu, select **Offload passenger**, remove from check-in the adult passenger with an infant.

RAM 62.122.138.167 zamar - [7/4929 Tue Oct 27, 2015 - Check-In]

Flight: 71 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: 7 STD: 00:00 Status: FO - Flight Open

00:00:00

Name Detail Group Dest Class Seq Bags PNR Seat Status

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 196 pax in ECONOMY class of list
- Total 196 Adults 0 Children 0 Infants in the list
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

ABDULKHAIROVA SEVARA Male + Infant H3 OVB Y 2 SKF4XF/1H 2A Checked-In

ABDURAKHMONOV ALISHER Male + Infant H3 OVB Y 3 SKF4XF/1H 2B Checked-In

ABDUSAMADOVA GULBAROR Male + Infant C2 OVB Y 6 3/6/0 SK37TK/1H 13A Checked-In

ABDUSAMADOVA MEHRUZA Male + Infant C2 OVB Y SK37TK/1H Stand-By

ANARKULOVA GULFINA Male + Infant OVB Y SKC8B8/1H Ok

NABIEV MANON Male + Infant J3 OVB Y SL5Z8T/1H Ok

MADAMINOVA MARGARITA Male + Infant J3 OVB Y SKC9R8/1H Ok

NABIEV MANON Male + Infant J3 OVB Y SK9NM2/1H 14C Checked-In

OBIDOV ZEVARSHOKH Male + Infant Ctrl-F3 SK81M0/1H Ok

OLIMOVA SOKINA Male + Infant Ctrl-F3 SKZPDG/1H 14B Checked-In

POPOV RUSTAM Male + Infant Ctrl-F3 SKZPDG/1H 13C Checked-In

QOSIMOVA SATTIYAKHON Male + Infant Ctrl-F3 DGCG7N/1H 4C Checked-In

SANGINIEN NIGINA Male + Infant Ctrl-F3 SL7C95/1H Ok

SHARIFONOVA FARANGIS Male + Infant Ctrl-F3 SL5Z8T/1H Ok

SHERMATOVA DILDORA Male + Infant Ctrl-F3 SL800M/1H Ok

UMAROV KHAMDMALI Male + Infant Ctrl-F3 SL64C8/1H Ok

UMAROVA MAVZUNA Male + Infant Ctrl-F3

ZARDAKOV ABDURAHIM Male + Infant Ctrl-F3

ZARDAKOVA MAVZUNA Male + Infant Ctrl-F3

ABDULALIMOV AMIRJON Male

ABDULAKHATOV ABDUSOLEKH Male

ABDUSALOMOV BURKHON Male

ALIMOVA GULNOZ Male

AMINJONOV NOZIM Male

AMONOV MAHADAMON Male

ASHUROV SHARAFJON Male

AVEZMATOV FAYZULLO Male

AZIMOV JURABOY Male

BOBOEV DAVRON Male

BOLTAEV RIYOZIDIN Male

Checked-In

Offload passenger 3.1 Shift+F4

Block passenger

Stand-By passenger

Reprint boarding pass and bag tag(s) F9

Reprint boarding pass F10

Reprint bag tag(s) Shift+F11

Comment Ctrl-C

Gate comment Ctrl-G

Show Seatmap Ctrl-F5

LSR ATR BTP

TIME NOW IS UTC: 06:45 Local: 11:45

3.2. Add a comment with the reason of offloading the adult passenger with infant from check - in, **Confirm offload**.

RAM 62.122.138.167 zamar - [7/4929 Tue Oct 27, 2015 - Check-In]

Flight: 71 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: 7 STD: 00:00 Status: FO - Flight Open

00:00:00

Name Detail Group Dest Class Seq Bags PNR Seat Status

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 196 pax in ECONOMY class of list
- Total 196 Adults 0 Children 0 Infants in the list
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

ABDULKHAIROVA SEVARA Male + Infant H3 OVB Y 2 SKF4XF/1H 2A Checked-In

ABDURAKHMONOV ALISHER Male + Infant H3 OVB Y 3 SKF4XF/1H 2B Checked-In

ABDUSAMADOVA GULBAROR Male + Infant C2 OVB Y 6 3/6/0 SK37TK/1H 13A Checked-In

ABDUSAMADOVA MEHRUZA Male + Infant C2 OVB Y SK37TK/1H Stand-By

ANARKULOVA GULFINA Male + Infant OVB Y SKC8B8/1H Ok

NABIEV MANON Male + Infant J3 OVB Y SL5Z8T/1H Ok

MADAMINOVA MARGARITA Male + Infant J3 OVB Y SKC9R8/1H Ok

NABIEV MANON Male + Infant J3 OVB Y SK9NM2/1H 14C Checked-In

OBIDOV ZEVARSHOKH Male + Infant F2 OVB Y SK81M0/1H Ok

OLIMOVA SOKINA Male + Infant B3 OVB Y 19 SK7TV3/1H 12D Checked-In

POPOV RUSTAM Male + Infant K5 OVB Y 10 SKZPDG/1H 12B Checked-In

QOSIMOVA SATTIYAKHON Male + Infant N2 OVB Y 17 SL9CZ/1H Ok

SANGINIEN NIGINA Male + Infant N2 OVB Y SL8KQ2/1H Ok

SHARIFONOVA FARANGIS Male + Infant OVB Y SL40R8/1H Ok

SHERMATOVA DILDORA Male + Infant OVB Y SL41Z8/1H Ok

UMAROV KHAMDMALI Male + Infant E2 OVB Y SL0MRT/1H Ok

UMAROVA MAVZUNA Male + Infant E2 OVB Y

ZARDAKOV ABDURAHIM Male + Infant M3 OVB Y

ZARDAKOVA MAVZUNA Male + Infant M3 OVB Y

ABDULALIMOV AMIRJON Male OVB Y 1 SKX4N7/1H 12A Boarded

ABDULAKHATOV ABDUSOLEKH Male OVB Y 15 SKX4N7/1H 12B Offloaded

ABDUSALOMOV BURKHON Male K5 OVB Y 5 SKZPDG/1H 12B Checked-In

ALIMOVA GULNOZ Male OVB Y SL8214/1H Ok

AMINJONOV NOZIM Male OVB Y 9 1/10/0 SL7MV3/1H 12D Checked-In

AMONOV MAHADAMON Male P2 OVB Y 8 SLBP5C/1H 12C Checked-In

ASHUROV SHARAFJON Male OVB Y SL9CZ/1H Ok

AVEZMATOV FAYZULLO Male OVB Y SL8KQ2/1H Ok

AZIMOV JURABOY Male OVB Y SL40R8/1H Ok

BOBOEV DAVRON Male OVB Y SL41Z8/1H Ok

BOLTAEV RIYOZIDIN Male OVB Y SL0MRT/1H Ok

Offloading

Name NABIEV MANON

Seat 14C

Comment

Gate comment

Infant temperature

3.2

Confirm offload

Cancel

LSR ATR BTP

TIME NOW IS UTC: 06:57 Local: 11:57

3.3. Right-click to open the context menu, select **Remove Infant** or a combination of hot keys **Ctrl + i**

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pax in BUSINESS PREMIUM class of list Total of 196 pax in ECONOMY class of list Total 196 Adults 0 Children 1 Infants in the List Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Children(s) 0 Infants(s) Checked-In Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
QOSIMOVA SAFIYAKHON	Male + Infant	OVB	Y	17		SDGG7N/1H	4C	Checked-In	
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y		SDW05V/1H		Ok	
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y	19			Checked-In	
NABIEV MANON	Male + Infant							Offloaded	
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y				Ok	
NABIEV MANON	Male + Infant	OVB	Y	20		SK97M2/1H		Offloaded	
OBIDOV ZEVARSHOKH	Male + Infant					SKB1M0/1H		Ok	
ABDULKHAIROVA SEVARA	Male + Infant					SKF4NF/1H	2A	Checked-In	
ABDURAKHMONOV ALISHER	Male + Infant					SKF4NF/1H	2B	Checked-In	
MADAMINOVA MARGARITA	Male + Infant					SKC9R8/1H		Ok	
ANARKULOVA GULFINA	Male + Infant								
POPOV RUSTAM	Male + Infant								
ZARDAKOV ABDURAHIM	Male + Infant								
ZARDAKOVA MAVZUNA	Male + Infant								
ISOVA RANOJON	Male + Infant								
SHARIFJONOVA FARANGIS	Male + Infant								
SANGINEN NIGINA	Male + Infant								
SHERMATOVA DILDORA	Male + Infant								
SHARIPOVA VALENTINA	Male								
OLIMOV AVAZ	Male								
ORTUQOVA ITOTAT	Male								
OBIDOVA FOTIMA	Male								
MUNAVAROV ABDUKAYUM	Male								
POCHOEVA HAMRO	Male								
TURDIEV ISMANALI	Male								
SALOMOV NODIRON	Male								
SHOMURZOEVA GULNOZA	Male								
TUYCHEVA FULATOY	Male								
DAYRONOVA NAVBAHOR	Male								

Remove Infant 3.3 Ctrl-I

Y: Economy

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

TIME NOW IS UTC: 07:03 Local: 12:03

3.4. Confirm actions with Yes

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300
Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pax in BUSINESS PREMIUM class of list Total of 196 pax in ECONOMY class of list Total 196 Adults 0 Children 1 Infants in the List Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Children(s) 0 Infants(s) Checked-In Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
QOSIMOVA SAFIYAKHON	Male + Infant	OVB	Y	17				Ok	
AZIZOVA FARIZA	Male + Infant	A2	OVB	Y				Ok	
OLIMOVA SOKINA	Male + Infant	B3	OVB	Y	19			Checked-In	
ABDUSAMADOVA GULBAHOR	Male + Infant	C2	OVB	Y	6	3/600		Ok	
ABDUSAMADOVA MEHRUZA	Male + Infant	C2	OVB	Y				Ok	
UMAROV KHAMDMALI	Male + Infant	E2	OVB	Y				Ok	
UMAROVA MAVZUNA	Male + Infant	E2	OVB	Y				Ok	
NABIEV MANON	Male + Infant	OVB	Y	20		SK97M2/1H		Offloaded	
OBIDOV ZEVARSHOKH	Male + Infant	F2	OVB	Y		SKB1M0/1H		Ok	
ABDULKHAIROVA SEVARA	Male + Infant	H3	OVB	Y	2	SKF4NF/1H	2A	Checked-In	
ABDURAKHMONOV ALISHER	Male + Infant	H3	OVB	Y	3	SKF4NF/1H	2B	Checked-In	
MADAMINOVA MARGARITA	Male + Infant	J3	OVB	Y		SKC9R8/1H		Ok	
ANARKULOVA GULFINA	Male + Infant		OVB	Y		SKC9R8/1H		Ok	
POPOV RUSTAM	Male + Infant	K5	OVB	Y	10	3/60/15	SKZPDG/1H	13C	Checked-In

Removing infant 3.4

Are you really want to remove infant?

Yes No

Y: Economy

1 2 3 4 5 6 7 8 9 10 11 12

3.5 The infant is removed; recheck-in an adult passenger without an infant.

YAM 62122136167 zamar - [7/4929 Tue Oct 27, 2015 - Check-In]

Flights Window Settings Devices settings About

Exit Flights Reload Check-In Boarding List To List Comments Fax Bag To Manifest INFOS Shift/CHD History

Flight: 7J 4929 Tue Oct 27, 2015 - CHECK-IN 136Y BOEING 737-300

Routing: LBD - OVB Gate: ? STD: 00:00 Status: FO - Flight Open 00:00:00

YATIS AIR

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information									
Total of 1 pas in BUSINESS PREMIUM class of list									
Total of 196 pas in ECONOMY class of list									
Total 139 Adults 0 Children 1 Infants in the List									
Total 0 of 1 Pas Checked-In and 0 of 0 Pas Boarded in BUSINESS PREMIUM									
Total 0 of 196 Pas Checked-In and 0 of 0 Pas Boarded in ECONOMY									
Total 0 Male 0 Female 0 Children 0 Infants Checked-In									
Total of 0 person(s) by Baggage and 0 kg Handbaggage checked-in									
Check-In									
Check-In whole group Ctrl+F3									
Add group to selection									
Unselect all									
Seat Swap									
Auto reserve seat(s)									
Add No-Rec Passenger F3									
Add Infant Ctrl+I									
Block passenger									
Stand-By passenger									
Offload passenger Shift+F4									
Block seats									
Reprint boarding pass and bag tag(s) F9									
Reprint boarding pass F10									
Reprint bag tag(s) Shift+F11									
Comment Ctrl+C									
Gate comment Ctrl+G									
Show Seatmap Ctrl+F5									
Show seat number on mouse over									
OLIMOV MEHRDOD	Child							14A	Boarded
ABDUHALIMOV AMIRJON	Male							11N4/1H	12A Boarded
TUYCHIEVA PULATOY	Male							4X7/1H	2C Checked-In
SHARIPOVA VALENTINA	Male							5GL/1H	4A Checked-In
QOSIMOVA SAFIYAKHON	Male + Infant							G7N/1H	4C Checked-In
POPOVA NATALIA	Male							PDG/1H	13E Checked-In
POPOVA IULIYA	Male							PDG/1H	13D Checked-In
POPOV RUSTAM	Male + Infant							PDG/1H	13C Checked-In
POPOV AMIN	Child							PDG/1H	13F Checked-In
OLIMOVA SOKINA	Male + Infant								14B Checked-In
OLIMOV AVAZ	Male							DX6/1H	12F Checked-In
AMONOV MAHADAMON	Male							P5C/1H	12C Checked-In
AMINJONOV NOZIM	Male							MV3/1H	12D Checked-In
ABDUSAMADOVA OMINA	Child							LP6/1H	13B Checked-In
ABDUSAMADOVA GULBAHOR	Male + Infant							7TK/1H	13A Checked-In
ABDUSALOMOV BURKHON	Male							PDG/1H	12B Checked-In
ABDURAKHMONOV ALISHER	Male + Infant								2B Checked-In
ABDULKHAIROVA SEVARA	Male + Infant							4X7/1H	2A Checked-In
ABDULKHATOV ABDUSOLEKH	Male							4X7/1H	12E Checked-In
NABIEV MANON	Male			OVB	Y	20	SK97M2/1H		Offloaded
ZARDAKOVA MAVZUNA	Male + Infant	M3		OVB	Y		SL3Z74/1H		Ok
					Y		SL3Z74/1H		Ok
					Y		SL3Z74/1H		Ok
					Y		SL7C95/1H		Ok
YULDOSHEVA ALBINA	Child	G3		OVB	Y		SK5CBM/1H		Ok
YULDOSHEV SAMANDAR	Child	G3		OVB	Y		SK5CBM/1H		Ok
URAZOV NURALI	Male			OVB	Y		SL7NM/1H		Ok
UMAROVA MAVZUNA	Male + Infant	E2		OVB	Y		SK68CB/1H		Ok
UMAROV KHANDAMALI	Male + Infant	E2		OVB	Y		SK68CB/1H		Ok
TURDIEV USMANALI	Male			OVB	Y		SKP5GW/1H		Ok
SORIOVA MOHIRAKHON	Male	L2		OVB	Y		SL0L53/1H		Ok

3.5

Select view Show types

Select algo Balance

Y: Economy

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

LSR ATR BTP

TIME ROW IS UTC 07:13 Local 12:13

SSR-SPECIAL SERVICE REQUEST

Special Service Request (SSR) is a special code to indicate the information about individual passenger requests, for example: special food, transportation of non-standard baggage, animals, necessary devices for movement of disabled passengers, flight of underage without an adult and other requests, related to the special flight's conditions and / or convenience. SSR always require the airline to take a certain action - to confirm the requested service or deny it.

In DCS, SSR codes are generated in two ways:

- attached to the passenger's PNR coming along with the PNL / ADL when the ticket is issued, the check-in agent sends the airline a request for additional services. Further, the airline processes the request and responds with consent or refusal within 24 hours.

- entered manually by the check-in agent upon passenger's request and the mandatory confirmation of the airline representative and other involved in this process services

1. To view the passenger's SSR code obtained from PNL / ADL, select the passenger, open context menu "View Pax Data", the tab with the passenger's SSR codes will appear:

Name	Detail	Group	Dest	Cabin	Class	Seq	Bags	PNR	Seat	Status
ABDUAZZOV NURSULTON	Male			DME	Y	R		LKWXD3	Ok	
ABDUKHOLQOV JUSHQIN	Male			DME	Y	T		JF4NFB	Ok	
ABDULLQEV NABULLLOH	Male	J3		DME	Y	S		MQJEZS	Ok	
ABDULLQEV MUTRIBA	Female			DME	Y	N		KP4VYA	Ok	
ABDUMALIKOV TOHREBK	Adult	K2		DME	Y	R		MRW004	Ok	
ABDURAKHMONOV ABDURAKHM	Male	G3		MSQ	Y	R		LM99PK	Ok	
ABDUSATTAROV ISLOM	Male			DME	Y	R		JD2KQO	Ok	
ABDUSATTOROV ABDUVOHID	Male			DME	Y	S		QRN24G	Ok	
ABDZODDA ALISHER	Male			TXL	Y	R		72422P	Ok	
AKHMEDOV ABDURASUL	Male			DME	Y	R		NSHNTQ	Ok	
AKHMEDOV MUHRIDDIN	Male	N8		DME	Y	R		N6ULJ2	Ok	
AKRAMOVA DILFUZA	Female			DME	Y	S		T9B8HL	Ok	
ALIEVA FIRUZA	Female			DME	Y	S		URM4IA	Ok	
ALIMATOV DILSHOD	Male			DME	Y	T		LZU4NZ	Ok	
ALIMOV MIRZOLIM	Male			LED	Y	R		JT3MLQ	Ok	
ASADULOEV ASHRAFBEK	Male			MLC	Y	S		NFMVPU	Ok	
ASHUROV SOBR	Male	AE2		DME	Y	V		PZ8KJO	Ok	
ASHURZODA SAIDJON	Male			DME	Y	R		NJFQ49	Ok	
AVAZOV KHOLMUROD	Male			DME	Y	R		WTYTFD	Ok	
AVEZOVA MAVLUDA	Female			DME	Y	S		QPH44V	Ok	
AZAMOV DIBEK	Adult	W3		DME	Y	N		T7MOB5	Ok	
AZAMOV ISLOMIDDIN	Adult	W3		DME	Y	N		T7MOB5	Ok	
AZIZOVA KHULKARHON	Female	J3		DME	Y	S		MQJEZS	Ok	
BABAIEVA MUNIRA	Female	ADS		DME	Y	S		PG979R	Ok	
BAROTOV DOSTONJON	Male			LED	Y	R		N8C969	Ok	
BAROTOV NIZOMJON	Male			DME	Y	R		WSKQCE	Ok	

The tab contains information about the confirmed services of the passenger, including mandatory remarks (passport details, ticket number, quantity and weight of allowed baggage).

The requests obtained from PNL / ADL are marked in Gray and may not be changed.

Record Type	SSR	Record Data
L	LKWXD3	
R	TKNE	HK1 42124023910/1
R	DOCS	HK1/P/1/40230975/T/25APR02/4/20SEP20/ABDUAZZOV NURSULTON
R	FOID	HK1 PP40230975
R	CKIN	HK1 BAG 1PC23KG SNR YES
R	NOEX	HK1

2. If necessary and with the mandatory confirmation of the airline representative, an additional service can be issued to the passenger directly during check-in. In this case, the check-in agent enters the SSR code manually:

- "Insert" key, a tab with SSR codes will appear

Flights Settings Devices settings Reports Window About

Ext Flights Reload Check-in Boarding Messages WB List Tr. List Comments Pax Bag Tr. Manifest NKOS INPT/CHILD Zones ETKT History Others

Flights list

Flight: **57 960 Sun Jun 09, 2019 - CHECK-IN 008C/150Y AIRBUS 320-214 VPBCP**

Routing: **LBD - DME** Gate: **?** ATD: **00:00** Status: **FO - Flight Open**

57 AIRLINES **00:00:00**

Name Detail Group Dest Cabin Class Seq Bags PNR Seat Status

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 197 pax in ECONOMY class of list
- Total 190 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 197 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Children 0 Infant(s) Checked-In
- Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

ABDUAZIZOV NURSULTON Male DME Y R LKWXD3 Ok

ABDURKHOLQOV JUSHQIN Male DME Y T

ABDULLOEY NAJBULLOH Male J3 DME Y S

ABDULLOEVA MUTRIBA Female DME Y N

ABDUMALIKOV TOHIRBEK Adult K2 DME Y R

ABDURAKHMONOV ABDURAKHIM Male G3 MSQ Y R

ABDUSATTOROV ISLOM Male DME Y R

ABDUSATTOROV ABDUVOHID Male DME Y S

ABDUZODA ALISHER TXL Y R

AKHMEVODY ABDURASUL Male DME Y R

AKHMEVODY MUHRIDON Male N8 DME Y R

AKRAMOVA DILFUZA Female DME Y S

ALIEVA FIRUZA Female DME Y S

ALDINATOV DILSHOD Male DME Y T

ALINOV MIRZOLIM LED Y R

ASADULOEV ASHRAFBEK MUC Y S

ASHUROV SOBIR AE2 DME Y V

ASHURZODA SAIDJON Male DME Y R

AVAZOV KHOLMUROD Male DME Y R

AVEZOVA MAVLUDA Female DME Y S

AZAMOV IDIBEK Adult W3 DME Y N

AZAMOV ISLOMIDDIN Adult W3 DME Y N

AZIZOVA KHULKARKHON Female J3 DME Y S

BABAEVA MUNIRA Female ADS DME Y S

BAROTOV DOSTONJON Male LED Y R

BAROTOV NIZOMJON Male DME Y R

Pax Records for "ABDUAZIZOV NURSULTON"

Flight RBD : J / JCIDU Y / YPBHKLVTXSENQOWGZA

Class (Compartment) : Y (ECONOMY)

Subclass (Fare Class) : R (ECONOMY)

Record Type SSR Record Data

1 L LKWXD3

2 R TKNE HK1 4212406283910/1

3 R DOCS HK1/P/TU/402305975/TU/25APR02/M/26SEP28/ABDUAZIZOV/NURSULTON

4 R FOID HK1 PP402305975

5 R CKIN HK1 BAG 1PC23KG SNR YES

6 R NOEX HK1

Insert

BGR ATB BTP OCR DCP HAL Services

TIME NOW IS UTC: 07:46 Local: 12:46

-select the required SSR Code, for example, "AVIH";

Flights Settings Devices settings Reports Window About

Ext Flights Reload Check-in Boarding Messages WB List Tr. List Comments Pax Bag Tr. Manifest NKOS INPT/CHILD Zones ETKT History Others

Flights list

Flight: **57 960 Sun Jun 09, 2019 - CHECK-IN 008C/150Y AIRBUS 320-214 VPBCP**

Routing: **LBD - DME** Gate: **?** ATD: **00:00** Status: **FO - Flight Open**

57 AIRLINES **00:00:00**

Name Detail Group Dest Cabin Class Seq Bags PNR Seat Status

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 197 pax in ECONOMY class of list
- Total 190 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 197 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Children 0 Infant(s) Checked-In
- Total 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

ABDUAZIZOV NURSULTON Male DME Y R LKWXD3 Ok

ABDURKHOLQOV JUSHQIN Male DME Y T

ABDULLOEY NAJBULLOH Male J3 DME Y S

ABDULLOEVA MUTRIBA Female DME Y N

ABDUMALIKOV TOHIRBEK Adult K2 DME Y R

ABDURAKHMONOV ABDURAKHIM Male G3 MSQ Y R

ABDUSATTOROV ISLOM Male DME Y R

ABDUSATTOROV ABDUVOHID Male DME Y S

ABDUZODA ALISHER TXL Y R

AKHMEVODY ABDURASUL Male DME Y R

AKHMEVODY MUHRIDON Male N8 DME Y R

AKRAMOVA DILFUZA Female DME Y S

ALIEVA FIRUZA Female DME Y S

ALDINATOV DILSHOD Male DME Y T

ALINOV MIRZOLIM LED Y R

ASADULOEV ASHRAFBEK MUC Y S

ASHUROV SOBIR AE2 DME Y V

ASHURZODA SAIDJON Male DME Y R

AVAZOV KHOLMUROD Male DME Y R

AVEZOVA MAVLUDA Female DME Y S

AZAMOV IDIBEK Adult W3 DME Y N

AZAMOV ISLOMIDDIN Adult W3 DME Y N

AZIZOVA KHULKARKHON Female J3 DME Y S

BABAEVA MUNIRA Female ADS DME Y S

BAROTOV DOSTONJON Male LED Y R

BAROTOV NIZOMJON Male DME Y R

Pax Records for "ABDUAZIZOV NURSULTON"

Flight RBD : J / JCIDU Y / YPBHKLVTXSENQOWGZA

Class (Compartment) : Y (ECONOMY)

Subclass (Fare Class) : R (ECONOMY)

Record Type SSR Record Data

1 L LKWXD3

2 R TKNE HK1 4212406283910/1

3 R DOCS HK1/P/TU/402305975/TU/25APR02/M/26SEP28/ABDUAZIZOV/NURSULTON

4 R FOID HK1 PP402305975

5 R CKIN HK1 BAG 1PC23KG SNR YES

6 R NOEX HK1

Add new SSR record

SSR Code ALML

Record Data

1 ALML Annual Leave Ticket Veg Meal Unknown

2 AMNS AMNESTY Passenger Unknown

3 APST Seat Sold at Airport Unknown

4 **AVIH** animal in hold - checked as cargo Must HAVE

5 AVML Asian vegetarian meal Unknown

BGR ATB BTP OCR DCP HAL Services

TIME NOW IS UTC: 07:46 Local: 12:46

- enter the necessary information in the "Record Data" field, if this field is required *

Manually added SSR will be highlighted by **bold black font**.

Flights Settings Devices settings Reports Window About

Exit Flights Reload Check-in Boarding Messages WB List Tr. List Comments Pax Bag Tr. Manifest INOS INFT/CHLD Zones ETKT History Others

Flights list

Flight: **S7 960 Sun Jun 09, 2019 - CHECK-IN 008C/150Y AIRBUS 320-214 VPBCP**

Routing: LBD - DME Gate: ? ATD: 00:00 Status: FO - Flight Open

00:00:00

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 197 pax in ECONOMY class of list
- Total 190 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 197 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Children 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Pax Records for "ABDUAZIZOV NURSULTON"

Flight RBD : J / 3CIDU Y / YPBKHLYTXSENQOWGZA

Class (Compartment) : Y (ECONOMY)

Subclass (Fare Class) : R

Record Type	SSR	Record Data
1	L	LKWVD3
2	R	TKNE HK1 4212406283910/1
3	R	DOCS HK1 P/TJ/402305975/TJ/25APR02/M/26SEP28/ABDUAZIZOV/NURSULTON
4	R	FOID HK1 PP402305975
5	R	CKIN HK1 BAG 1PC23KG SNR YES
6	R	NOEX HK1
7	R	AVIH

Save Changes Cancel Changes Close

BGR ATB BTP OCR DCP HAL Services

TIME NOW IS UTC: 07:48 Local: 12:46

To delete SSR (only manual added SSR can be deleted):

Press "Delete", the "Really remove SSR record" pop-up window will appear

Confirm the action - "Yes"

Flights Settings Devices settings Reports Window About

Exit Flights Reload Check-in Boarding Messages WB List Tr. List Comments Pax Bag Tr. Manifest INOS INFT/CHLD Zones ETKT History Others

Flights list

Flight: **S7 960 Sun Jun 09, 2019 - CHECK-IN 008C/150Y AIRBUS 320-214 VPBCP**

Routing: LBD - DME Gate: ? ATD: 00:00 Status: FO - Flight Open

00:00:00

Information

- Total of 1 pax in BUSINESS PREMIUM class of list
- Total of 197 pax in ECONOMY class of list
- Total 190 Adults 8 Children 1 Infants in the List
- Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class
- Total 0 of 197 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class
- Total 0 Male(s) 0 Female(s) 0 Children 0 Infant(s) Checked-In
- Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in

Pax Records for "ABDUAZIZOV NURSULTON"

Flight RBD : J / 3CIDU Y / YPBKHLYTXSENQOWGZA

Class (Compartment) : Y (ECONOMY)

Subclass (Fare Class) : R

Record Type	SSR	Record Data
1	L	LKWVD3
2	R	TKNE HK1 4212406283910/1
3	R	DOCS HK1 P/TJ/402305975/TJ/25APR02/M/26SEP28/ABDUAZIZOV/NURSULTON
4	R	FOID HK1 PP402305975
5	R	CKIN HK1 BAG 1PC23KG SNR YES
6	R	NOEX HK1
7	R	AVIH

Save Changes Cancel Changes Close

Delete

Remove SSR record

Really remove SSR record?

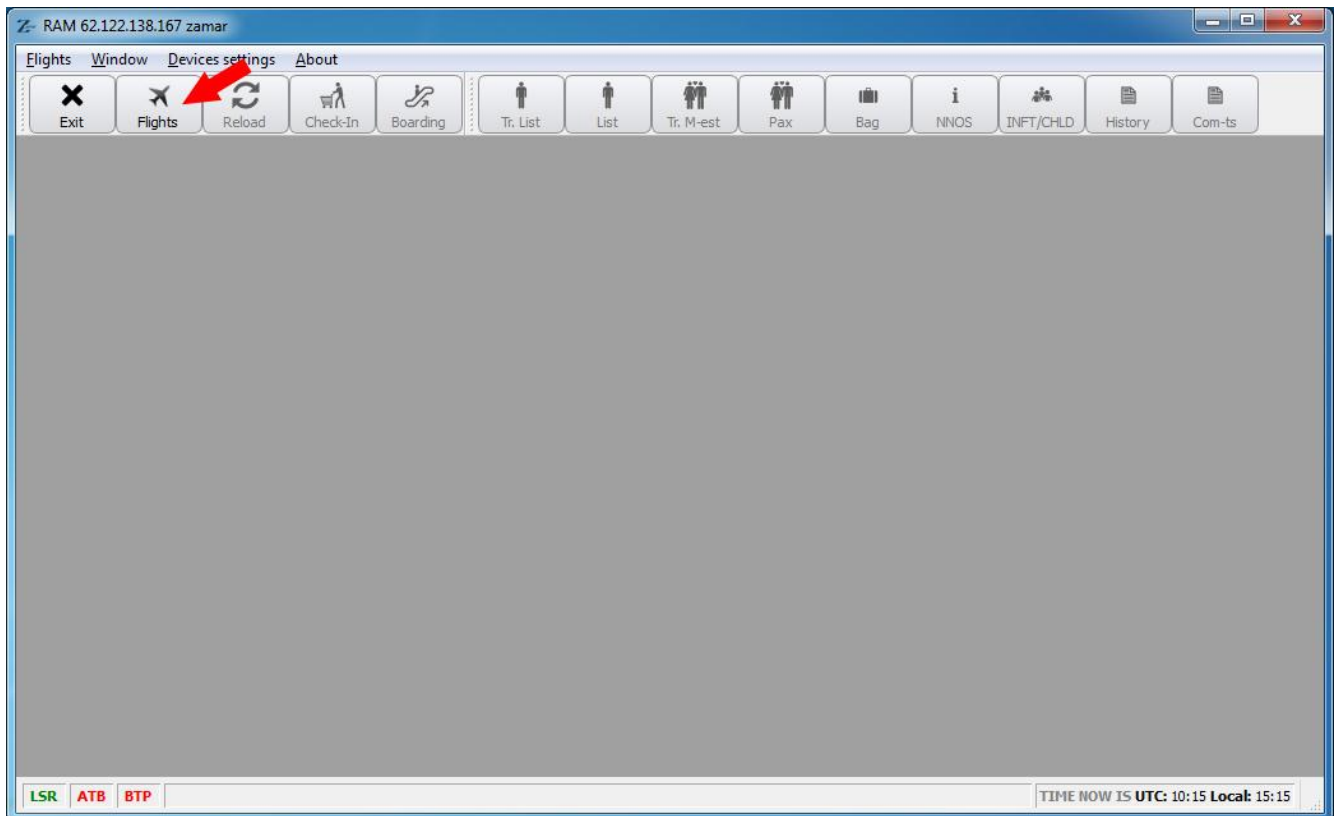
Yes No

BGR ATB BTP OCR DCP HAL Services

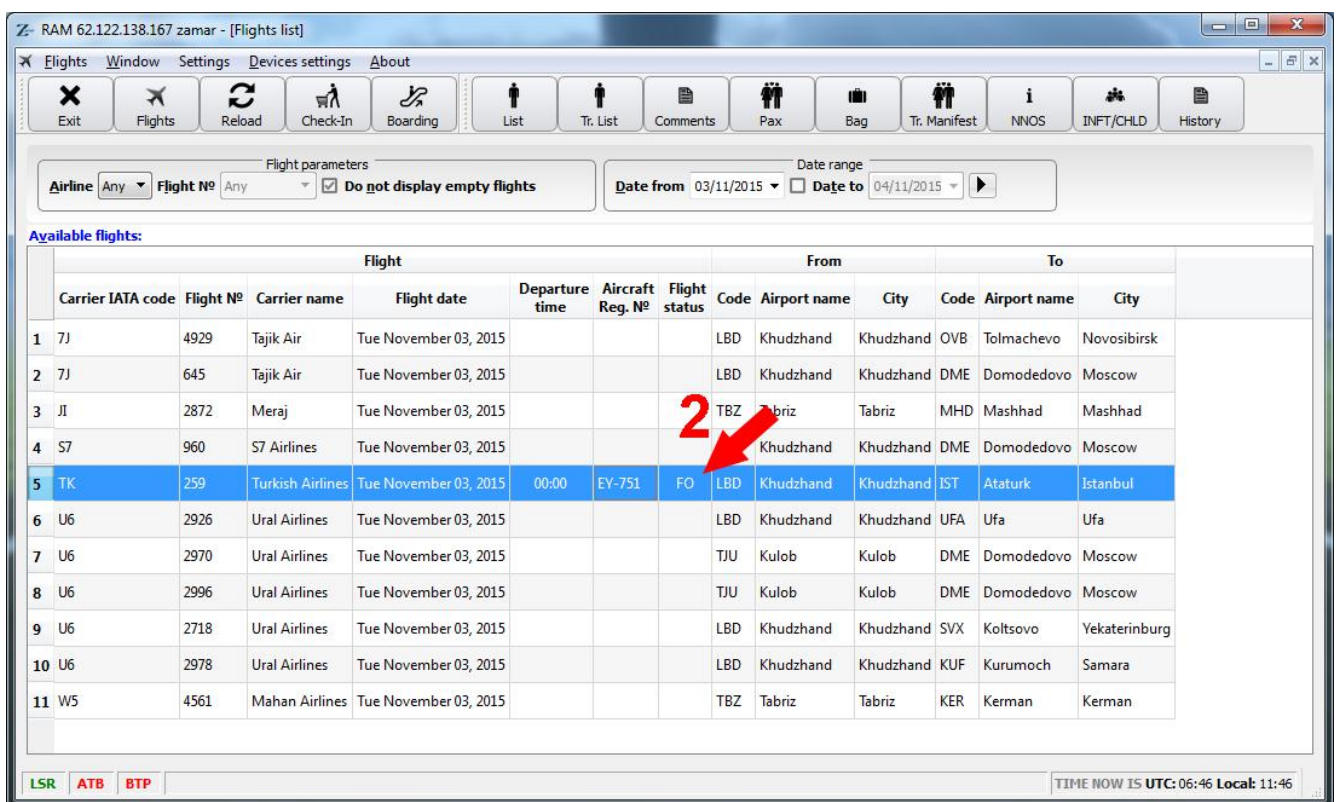
TIME NOW IS UTC: 07:49 Local: 12:46

BOARDING

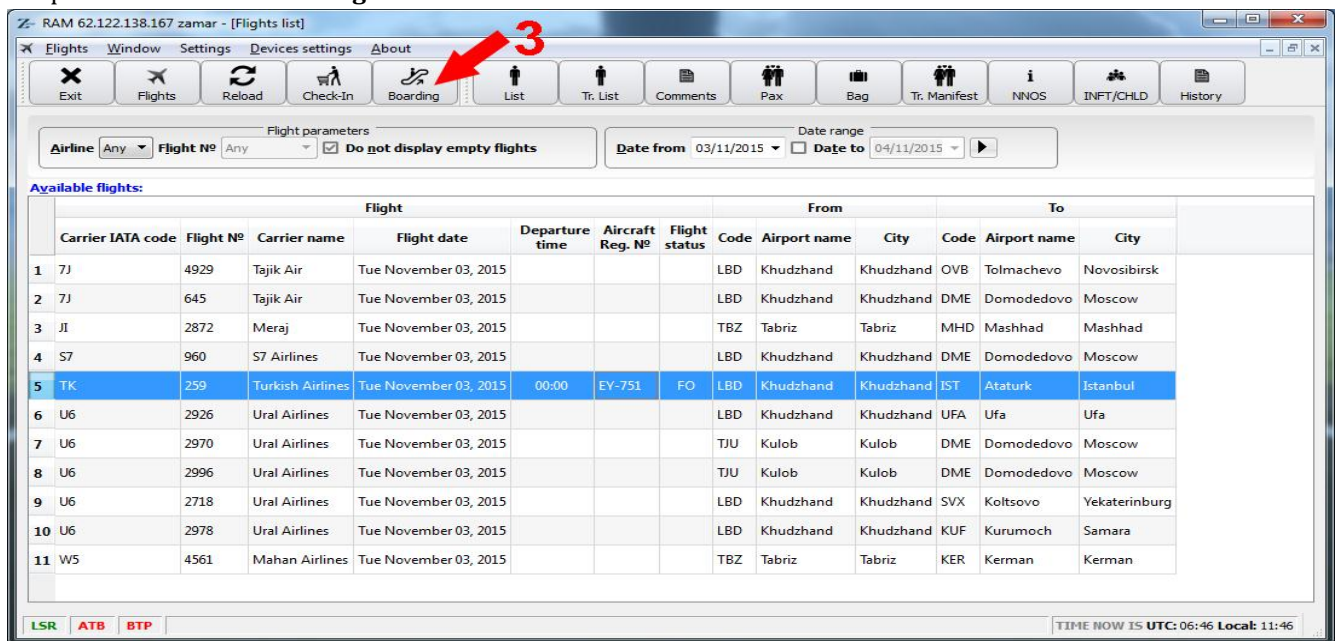
1. Open the module – **Flights** tab



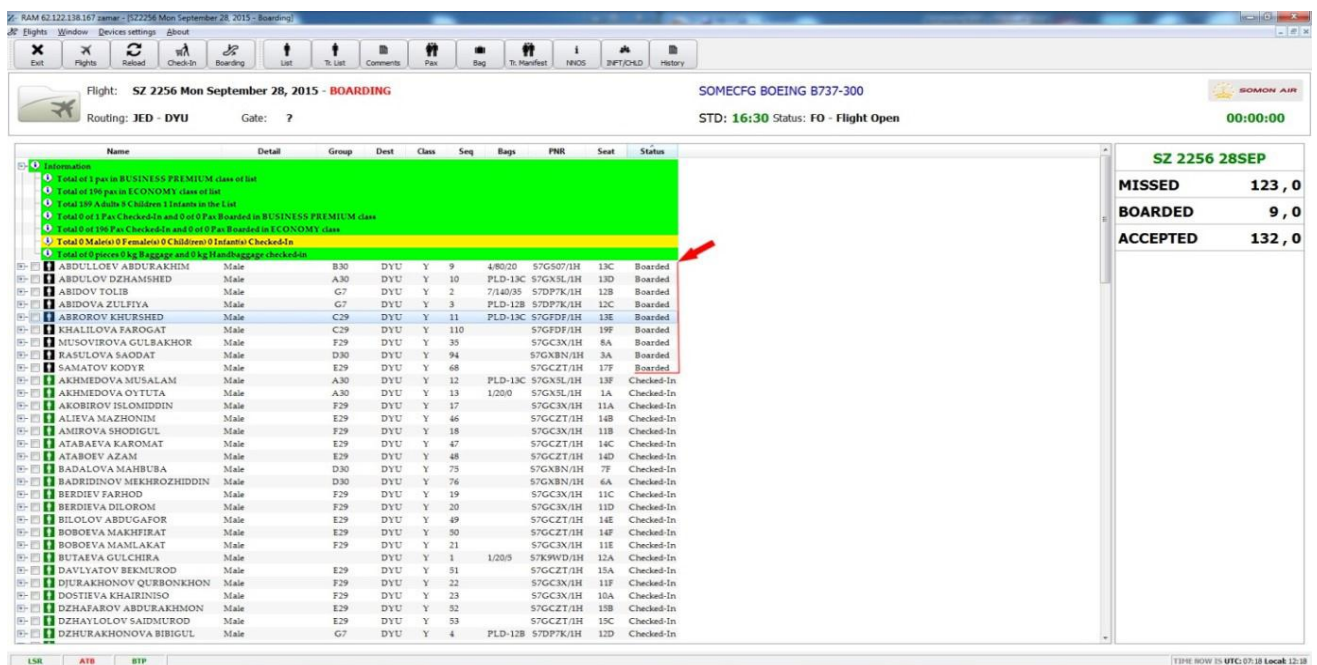
2. Select a flight where the boarding starts.



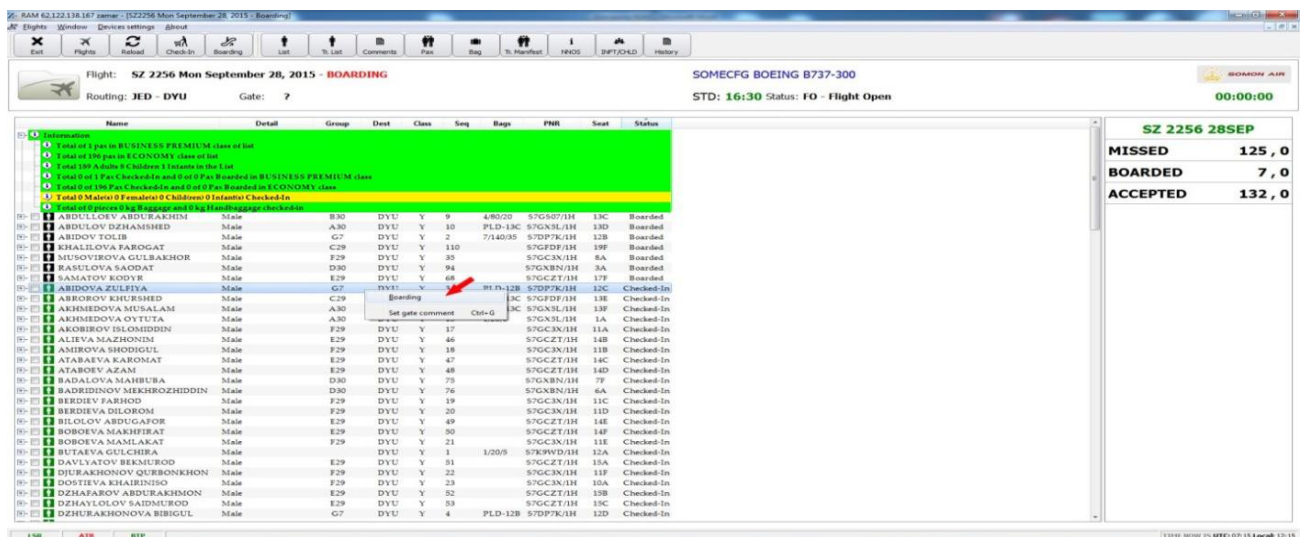
3. Open the module – Boarding tab



4. Apply boarding passes to the BGR (Boarding Gate Reader) - the system provides the response - Boarded

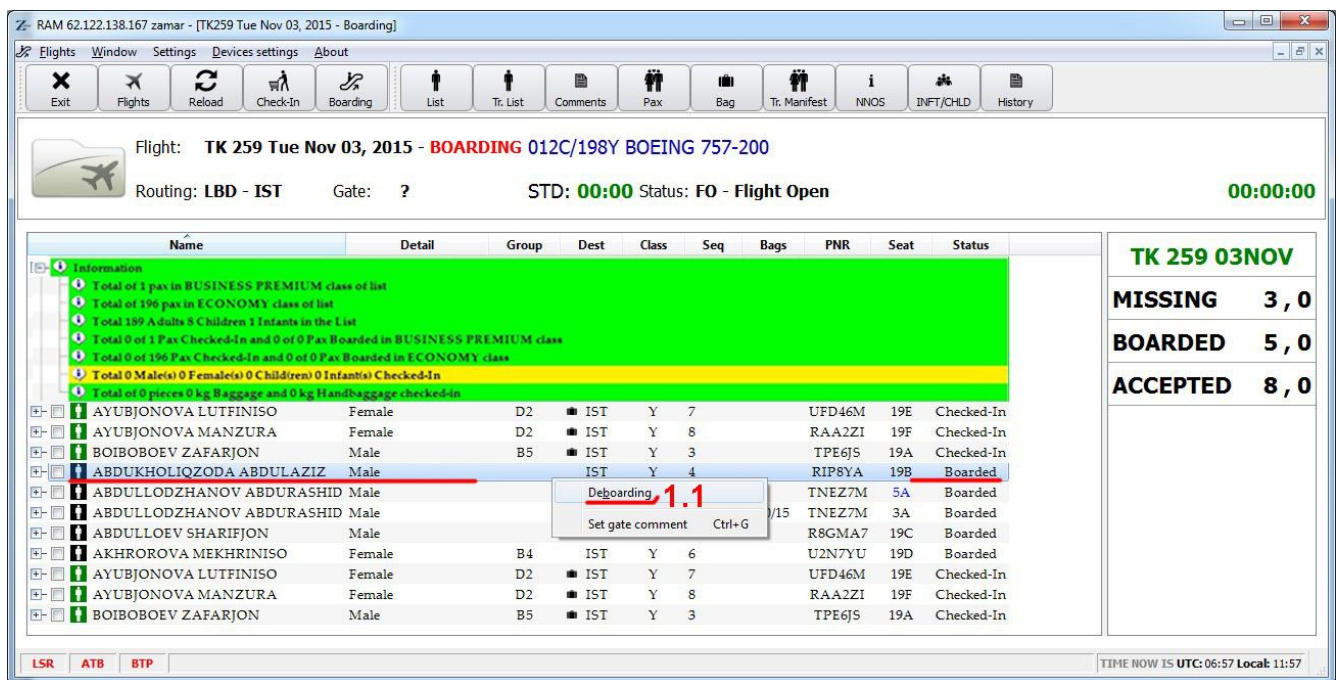


5. There is a possibility of manual passenger's boarding if the BGR is not working properly or there is no connection with it.

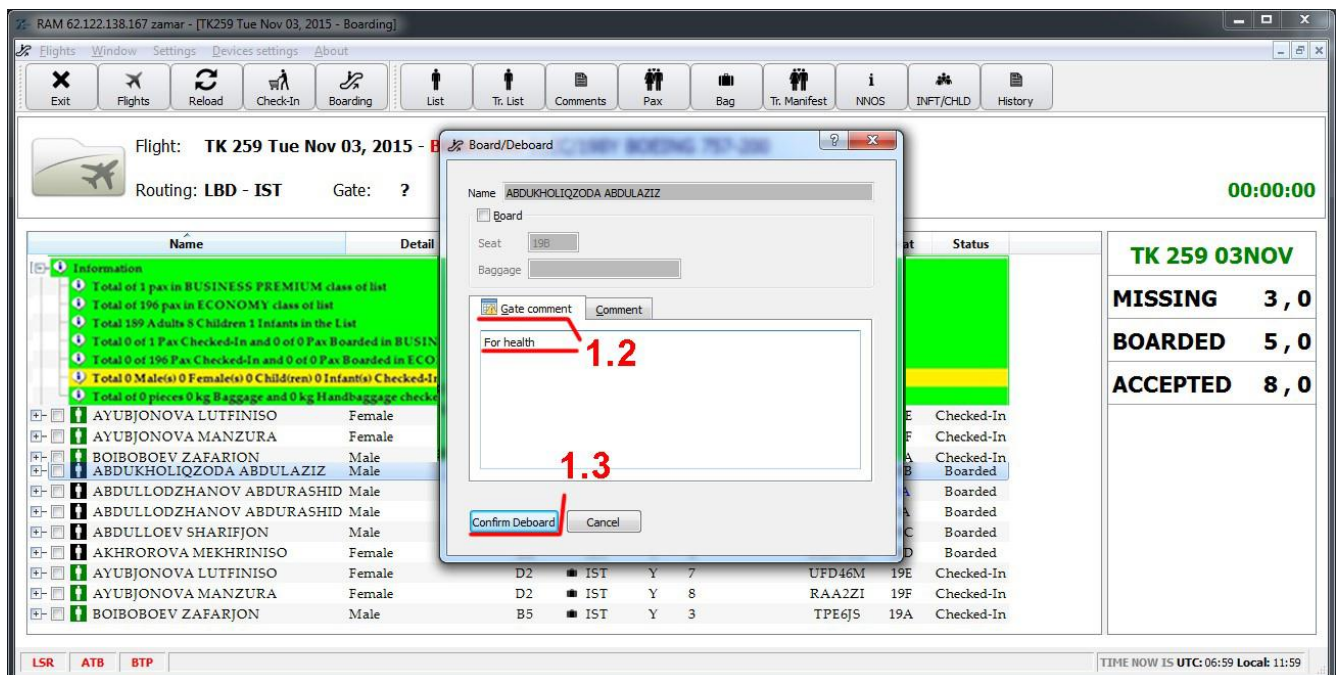


Deboarding

1. In order to deboard the required passenger from boarding:
 - 1.1. Choose a passenger, right-click to open the context menu, select **Deboarding**



- 1.2 There is a pop-up window, **Gate Comment** where should be a comment with the reason for deboarding the passenger
- 1.3. Confirm the action "**Confirm Deboard**"



1.4. The passenger gets **Checked-in** status

Flight: **TK 259 Tue Nov 03, 2015 - BOARDING 012C/198Y BOEING 757-200**

Routing: **LBD - IST** Gate: **?** STD: **00:00** Status: **FO - Flight Open** **00:00:00**

Name	Detail	Group	Dest	Class	Seq	Bags	PNR	Seat	Status
Information Total of 1 pax in BUSINESS PREMIUM class of list Total of 196 pax in ECONOMY class of list Total 199 Adults 8 Children 1 Infants in the List Total 0 of 1 Pax Checked-In and 0 of 0 Pax Boarded in BUSINESS PREMIUM class Total 0 of 196 Pax Checked-In and 0 of 0 Pax Boarded in ECONOMY class Total 0 Male(s) 0 Female(s) 0 Child(ren) 0 Infant(s) Checked-In Total of 0 pieces 0 kg Baggage and 0 kg Handbaggage checked-in									
AYUBJONOVA LUTFINISO	Female	D2	IST	Y	7		UFD46M	19E	Checked-In
AYUBJONOVA MANZURA	Female	D2	IST	Y	8		RAA2ZI	19F	Checked-In
BOIBOBOEV ZAFARJON	Male	B5	IST	Y	3		TPE6JS	19A	Checked-In
ABDUKHOLIQZODA ABDULAZIZ	Male		IST	Y	4		RIP8YA	19B	Checked-In
ABDULLODZHANOV ABDURASHID	Male		IST	C	1		TNEZ7M	5A	Boarded
ABDULLODZHANOV ABDURASHID	Male		IST	C	2	1/20/15	TNEZ7M	3A	Boarded
ABDULLOEV SHARIFJON	Male		IST	Y	5		R8GMA7	19C	Boarded
AKHROROVA MEKHRINISO	Female	B4	IST	Y	6		U2N7YU	19D	Boarded
AYUBJONOVA LUTFINISO	Female	D2	IST	Y	7		UFD46M	19E	Checked-In
AYUBJONOVA MANZURA	Female	D2	IST	Y	8		RAA2ZI	19F	Checked-In
BOIBOBOEV ZAFARJON	Male	B5	IST	Y	3		TPE6JS	19A	Checked-In

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TIME NOW IS UTC: 07:02 Local: 12:02

Documents (Main Final Reports)

1. At the end of the boarding, the agent has to print all the documents required by the airline. The printing of final documents are possible in two ways:

1. Through tabs:

- List
- Tr.List
- Comments
- Pax
- Bag
- Tr.Manifest
- NNOS
- INFT/CHLD
- ZONES
- ETKT
- HISTORY
- OTHERS

Flight parameters: Airline: Any Flight No: Date from: 28/05/2018 Date to: 29/05/2018

Carrier IATA code	Flight No	Carrier name	Flight date	Departure time	Aircraft Reg. No	Flight status	Source	Code	Airport name	City	Code	Airport name	City	Total	Checked-In	Boarded
1 7I	062	Tajik Air	Mon May 28, 2018			FE	PNL/ADL LBD	Khudzhand	Khudzhand	DYU	Dushanbe	Dushanbe		47		
2 BT	2233	Air Baltic	Mon May 28, 2018			FE	PNL/ADL KUN	Kaunas	Riga	RIX	Riga	Riga		13		
3 SZ	201	Somon Air	Mon May 28, 2018			FE	PNL/ADL DYU	Dushanbe	Dushanbe	DME	Domodedovo	Moscow				
4 SZ	219	Somon Air	Mon May 28, 2018			FE	PNL/ADL DYU	Dushanbe	Dushanbe	IKT	Irkutsk	Irkutsk				
5 SZ	273	Somon Air	Mon May 28, 2018			FE	PNL/ADL LBD	Khudzhand	Khudzhand	DME	Domodedovo	Moscow				
6 SZ	215	Somon Air	Mon May 28, 2018			FE	PNL/ADL DYU	Dushanbe	Dushanbe	ALA	Almaty	Almaty				
7 U6	2642	Ural Airlines	Mon May 28, 2018			FE	PNL/ADL LBD	Khudzhand	Khudzhand	LED	Pulkovo	St Petersburg				
8 U6	2956	Ural Airlines	Mon May 28, 2018			FE	PNL/ADL LBD	Khudzhand	Khudzhand	SVX	Koltsovo	Yekaterinburg				
9 ST	960	ST Airlines	Mon May 28, 2018	23:00	VPBCP	FD	PNL/ADL LBD	Khudzhand	Khudzhand	DME	Domodedovo	Moscow	130	4		

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TIME NOW IS UTC: 08:40 Local: 14:40

1. Or through the pop-up

Available documents:

- List Manifest
- Transit List
- Comments List
- Passenger Manifest
- Baggage Manifest
- Transit Manifest
- No show / No rec (NNOS) Manifest
- Infant and Child Manifest
- Zones Report

-
- The screenshot shows the 'Manifests' window with the 'List Manifest' option selected in the 'Manifest type' dropdown. The main table displays flight details for LBD (at 29 May 2018, 14:45).
- | PNR | GROUP | SEAT | SEQ. | STATUS |
|-------|-------|------|------|-------------|
| SWBH9 | I2 | 14A | 1 | Checked-I |
| S078X | J3 | 14B | 2 | Checked-I |
| SWBH9 | I2 | | | Ok |
| SX97L | | | 3 | Offload dec |
| SGQ2B | R8 | | | Ok |
| SL5KS | P5 | | | Ok |
| SS92P | | 14D | 4 | Checked-I |
| SGQ3B | S9 | | | Ok |
| SG6D0 | K2 | 14C | 5 | Checked-I |
| SL3EZ | M9 | | | Ok |
| SL5LD | Q9 | | | Ok |
| SL3EZ | M9 | | | Ok |
| RGDH8 | | | | Ok |
| SNGLD | | | | Ok |
| SWEDP | | | | Ok |
| SL5LD | Q9 | | | Ok |
| REFR9 | H2 | | | Ok |

The screenshot displays the 'Flights' application interface. At the top, there is a menu bar with options: Flights, Windows, Devices settings, and About. Below the menu is a toolbar with icons for Exit, Flights, Reload, Check-In, Boarding, List, To List, Comments, Fax, Bag, To Manifest, NIOS, INF/CHLD, and History. The 'List' icon is highlighted with a red box and an arrow pointing to the 'Manifests' pop-up window.

The main window is titled 'Flight parameters' and contains a 'Flight' section with a table of available flights. The table has columns: Carrier IATA code, Flight No, Carrier name, Flight date, Departure time, Aircraft Reg. No, Flight status, and Comments. The first two flights are listed:

Carrier IATA code	Flight No	Carrier name	Flight date	Departure time	Aircraft Reg. No	Flight status	Comments
1 SZ	2258	Somon Air	Tue September 29, 2015	16:00	EY-555	FO	JE
2 SZ	2256	Somon Air	Mon September 28, 2015	16:30	EY-555	FO	JE

The 'Manifests' pop-up window is open, showing a list of manifest types. The 'List Manifest' option is selected. The window also displays a table of flight details for the selected flight (JED at 05 Oct 2015, 12:22). The table has columns: NAME, PNR, GROUP, SEAT, SEQ., and STATUS. The first few rows are:

NAME	PNR	GROUP	SEAT	SEQ.	STATUS
ABDULLLO	87G807/1H	B30	13C	9	Boarded
ABDULLOV	87GX5L/1H	A30	13D	10	Boarded
ABIDOV	87JWNP		N8	16	Checked-
ABIDOVA	87DP7K/1H	G7	12C	3	Boarded
ABIDOV	87DP7K/1H	G7	12B	2	Boarded
ABROROV	87GPDF/1H	C29	13E	11	Boarded
AKHIMEDOV	87GX5L/1H	A30	13F	12	Checked-
AKHIMEDOV	87GX5L/1H	A30	1A	13	Checked-
AKOBITOV/ISLOMIDDIN	87GCK3/1H	F29	11A	17	Checked-
ALIEVA/NAZHONIM	87GCT2/1H	E29	14B	46	Checked-
ALIMOVA/MAKHUBA	87GX5L/1H	A30			Ok
AMIROVA/SHODIGUL	87GCK3/1H	F29	11B	18	Checked-
AMIROV/ABILIMUROD	87GX5L/1H	A30			Ok
ASHUROV/IBOD	87KDV		12E	14	Checked-
ATABAIEVA/KAROMAT	87GCT2/1H	E29	14C	47	Checked-
ATABIEV/ASAN	87GCT2/1H	E29	14D	48	Checked-
BADALOVA/NAHUBA	87GXBN/1H	D30	7F	75	Checked-
BADRIDDINOV/MEKHROZHIDDIN	87GXBN/1H	D30	6A	76	Checked-
BERDIEVA/DILOROM	87GCK3/1H	F29	11D	20	Checked-
BERDIEV/FARHOD	87GCK3/1H	F29	11C	19	Checked-
BILOLOV/ABDUGAFOR	87GCT2/1H	E29	14E	49	Checked-
BOBOLIEVA/NOZUKOE	87GX5L/1H	A30			Ok
BOBOEVA/MAKHIRAT	87GCT2/1H	E29	14F	50	Checked-

The bottom of the 'Manifests' window has buttons for Send, Print, PDF, and Close.

RAM 62.122.138.167 zamar - [Flights list]

Flights Window Devices settings About

Flight parameters

Airline Any Flight No Any Do not display empty flights

Date range

Date from 27/09/2015 Date to 05/10/2015

Available flights:

Carrier IATA code	Flight No	Carrier name	Flight date	Departure time	Aircraft Reg. No	Flight status	Comments
1 SZ	2258	Somon Air	Tue September 29, 2015	16:00	EY-355	FO	JED
2 SZ	2256	Somon Air	Mon September 28, 2015	16:30	EY-355	FO	JED

Manifests

Manifest type: List Manifest

PASSENGERS LIST SZ2256/28SEP JED (at 05 Oct 2015, 12:22)

NAME	PNR	GROUP	SEAT	SEQ.	STATUS
ABDULLAEV/ABDURAKHIM	S7GS07/1H	B30	13C	9	Boarded
ABDULOV/DZHAMSHEED	S7GX5L/1H	A30	13D	10	Boarded
ABIDOV/ARHTAM	S7JHNE	MS		16	Checked--
ABIDOVA/ZULFIYA	S7DP7K/1H	G7	12C	3	Boarded
ABIDOV/TOLIB	S7DP7K/1H	G7	12B	2	Boarded
ABROKOV/KHURSHED	S7GTFD/1H	C29	13E	11	Boarded
AKHMEDOVA/MUSALAM	S7GX5L/1H	A30	13F	12	Checked--
AKHMEDOVA/OYTUTA	S7GX5L/1H	A30	1A	13	Checked--
AKOBKIROV/ISLOMIDDIN	S7GC3X/1H	F29	11A	17	Checked--
ALIEVA/NAZHONIM	S7GC2T/1H	E29	14B	46	Checked--
ALIMOVA/MAKHBOBA	S7GX5L/1H	A30			Ok
AMEROVA/SIRODOUT	S7GC3X/1H	F29	11B	18	Checked--
AMIROV/ASLIMUROD	S7GX5L/1H	A30			Ok
ASHUROV/IBOD	S7KDJ		12E	14	Checked--
ATABAEVA/FAROMAT	S7GC2T/1H	E29	14C	47	Checked--
ATABOEVA/AZAM	S7GC2T/1H	E29	14D	48	Checked--
BADALOVA/HAMBUBA	S7GXBN/1H	D30	7F	75	Checked--
BADRIDDINOV/MEKHROZHIDDIN	S7GXBN/1H	D30	6A	76	Checked--
BERDIEVA/DILOROM	S7GC3X/1H	F29	11D	20	Checked--
BERDIEV/FARHOD	S7GC3X/1H	F29	11C	19	Checked--
BILOLOV/ABDUGAFOR	S7GC2T/1H	E29	14E	49	Checked--
BOBOALIEVA/NOZUKOE	S7GX5L/1H	A30			Ok
BOBOEVA/MAKHFIKAT	S7GC2T/1H	E29	14F	50	Checked--

Send Print PDF Close

LSR ATR BTP

TIME NOW IS UTC 07:23 Local 12:23

Paragraph 2

Manual of System Administrator

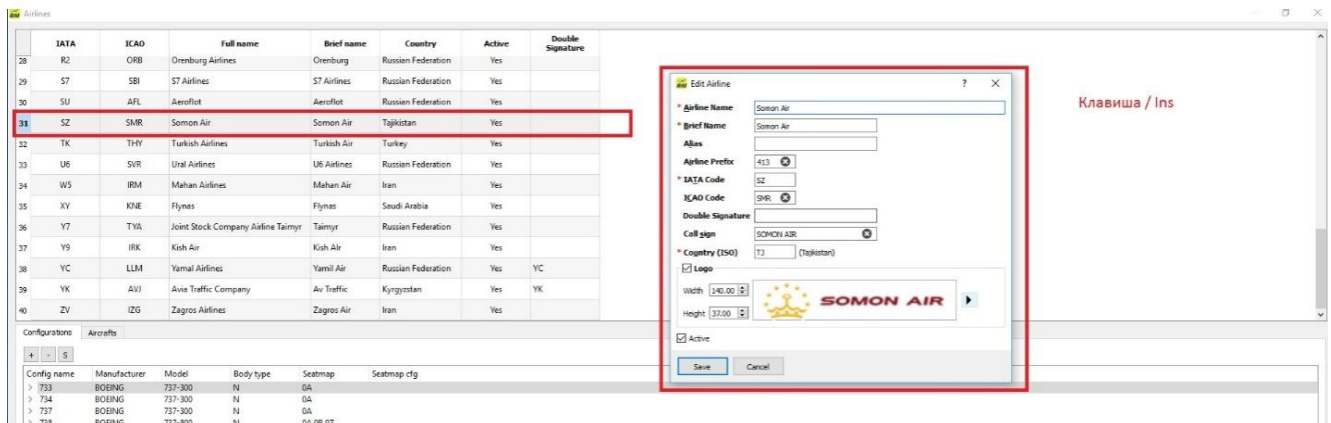
Adding new airlines - AIRLINE

1. Adding new airlines

To add a new airline, go to the **Settings> Airlines**

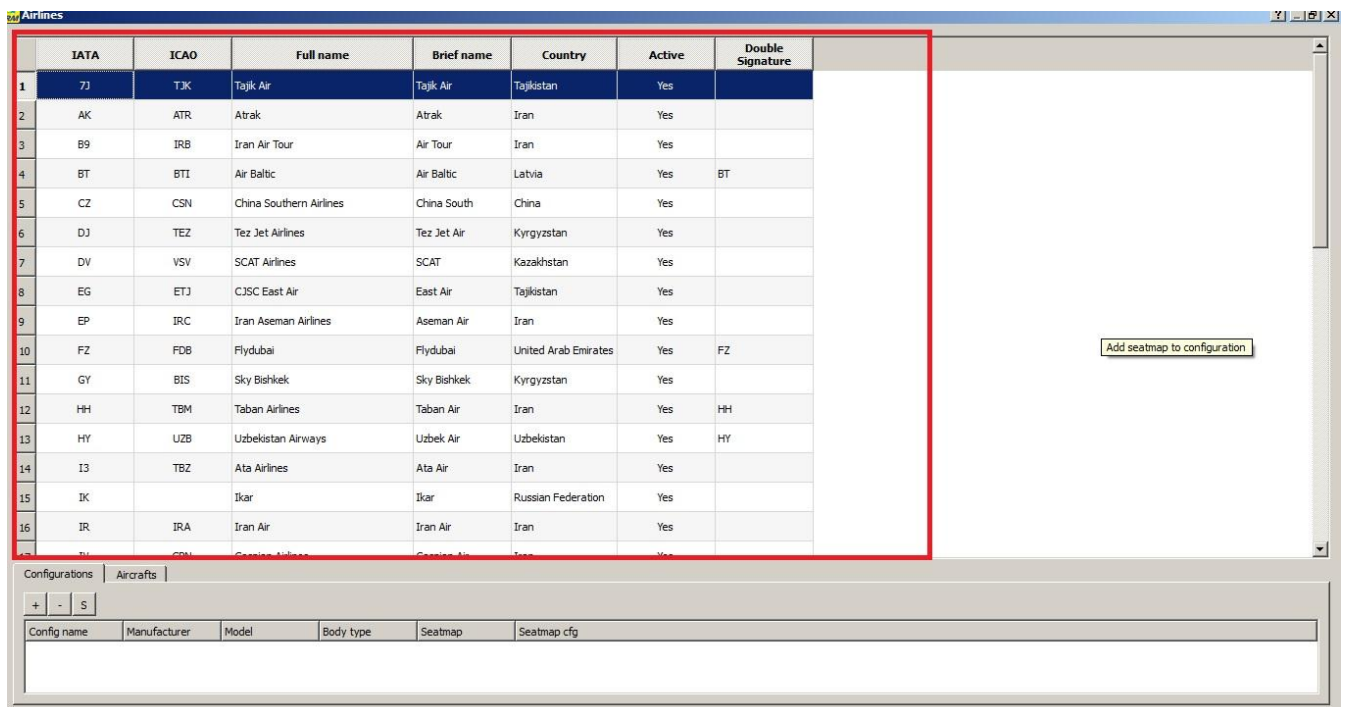


The list of airlines will appear on the screen. Press **Insert** to add an airline. The screen displays the airline data entry window. Entering the necessary data and save the filled columns with **Save** key.



2. List of airlines

The entered data of the new airline is shown in the list of airlines.

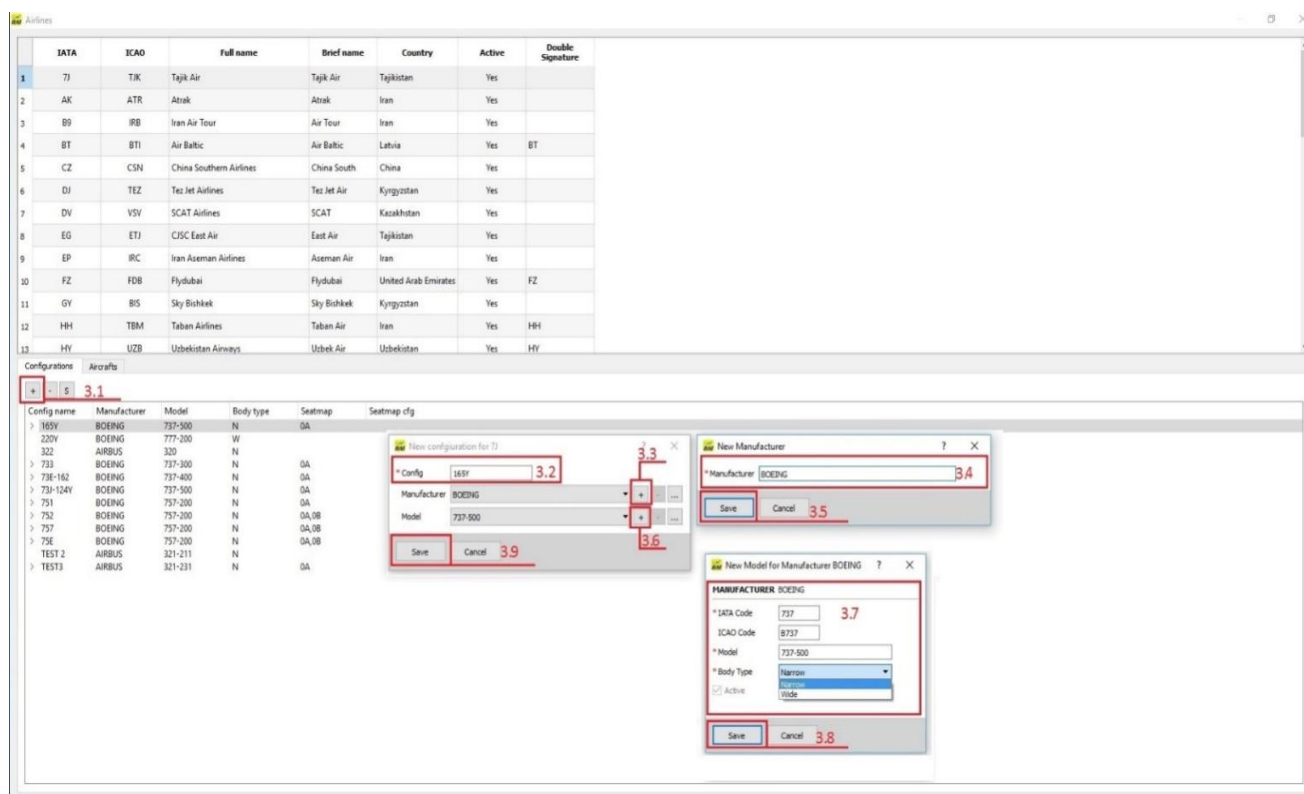


3. Enter the type of aircraft.

- 3.1. Key (+ / -) – press the button and open the window to enter data of seats positioning
- 3.2. window for adding seat configuration
- 3.3. button + opens the window for adding the type of aircraft
- 3.4. window for adding type of aircraft

- 3.5. "Save" – to save data of the aircraft type
- 3.6. button + select standard aircraft code
- 3.7. window for adding standard IATA aircraft code
- 3.8. "Save" – to save data on the standard IATA code of the aircraft
- 3.9. "Save" - to save all entered parameters

To enter data of the aircraft type select "Configuration". Click + **(3.1.)** to open the window for entering the quantity of aircraft seats (3.2.). Click + **(3.3.)** to open the window for entering an aircraft type data (3.4.). When type of aircraft is entered save data with **"Save"** button (3.5). Press + **(3.6.)** to open the window for entering IATA code. After the data is entered in 3.7. save it, press **"Save"** (3.8.). Press **"Save"** **(3.9.)** and save all data about type and standard IATA code of the aircraft.

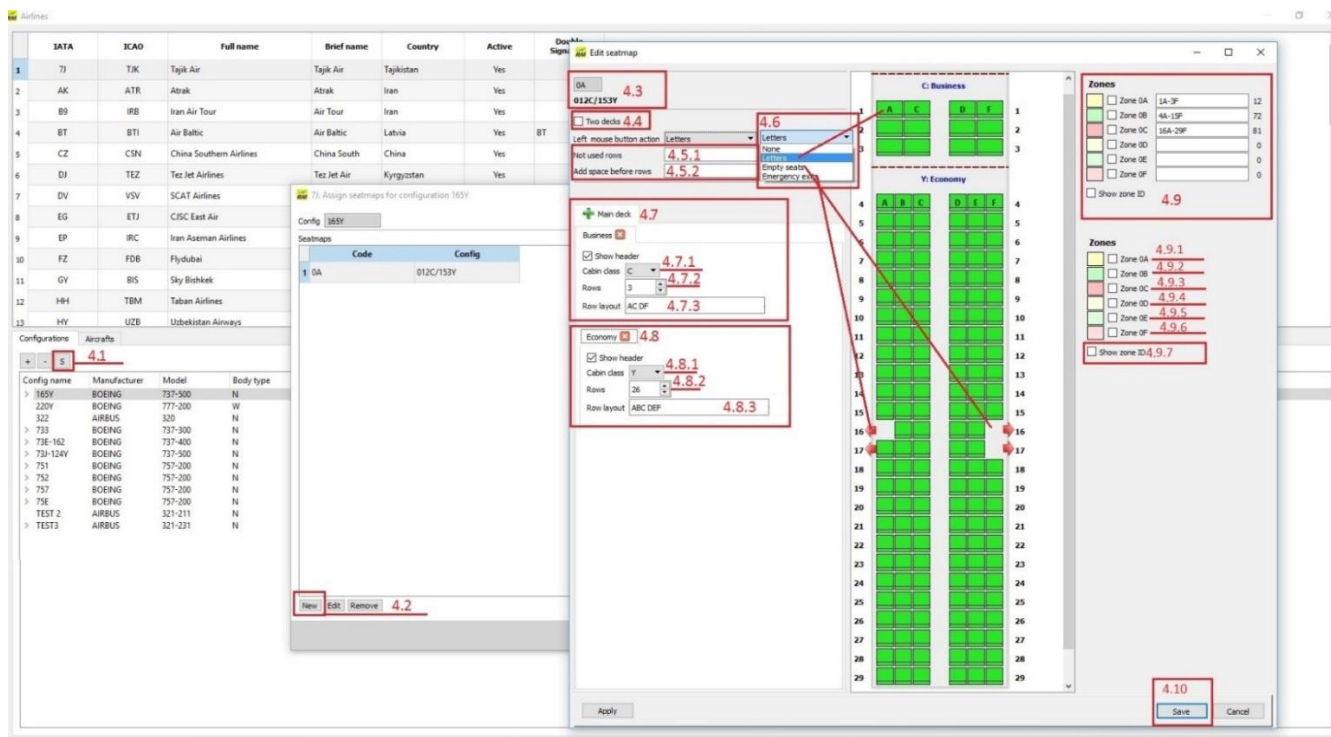


4. Aircraft seat configuration

- 4.1. Button «S» - SEATMAP
- 4.2. Button «New» - adding a seat configuration card
- 4.3. Window for entering the Type of Configuration
- 4.4. selection the type of aircraft
- 4.5.1. the row numbering (some airlines avoid number13)
- 4.5.2. free (service) compartment (e.g. kitchen)
- 4.6. letters, empty seats and emergency exits
- 4.7. Type of Business Class
- 4.7.1. – window to select the type of Business class
- 4.7.2. - to create seats in the selected type of business class
- 4.7.3. – letter designation of the seats in business class
- 4.8 - to enter the data about the type of economy class
- 4.8.1. – to select the type of economy class
- 4.8.2. – to create rows of seats in the selected type of economy class
- 4.8.3. – letter designation of the seats in economy class
- 4.9. - Zones creation in the cabin
- 4.9.1. – 4.9.7. – Distribution of passengers in the cabin zones.
- 4.10. – **"Save"** - to save all entered seat configuration data.

To add seat configuration create a seat map using a graphical editor. Press **S** (4.1.) will open the window for adding a new configuration (4.2.). Press **"New"** will open the window for entering data about the type of configuration (4.3.), type of aircraft (4.4.), data of correcting the seats numbering, free (service) compartments (4.5.1 and 4.5.2.), data on the quantity and location of seats by service class and zone (4.6.-4.9.).

Press "Save" to save the map.



4.11. Classification of subclasses

Classification of subclasses in a particular class type is shown in the **ClassMapping** tab.

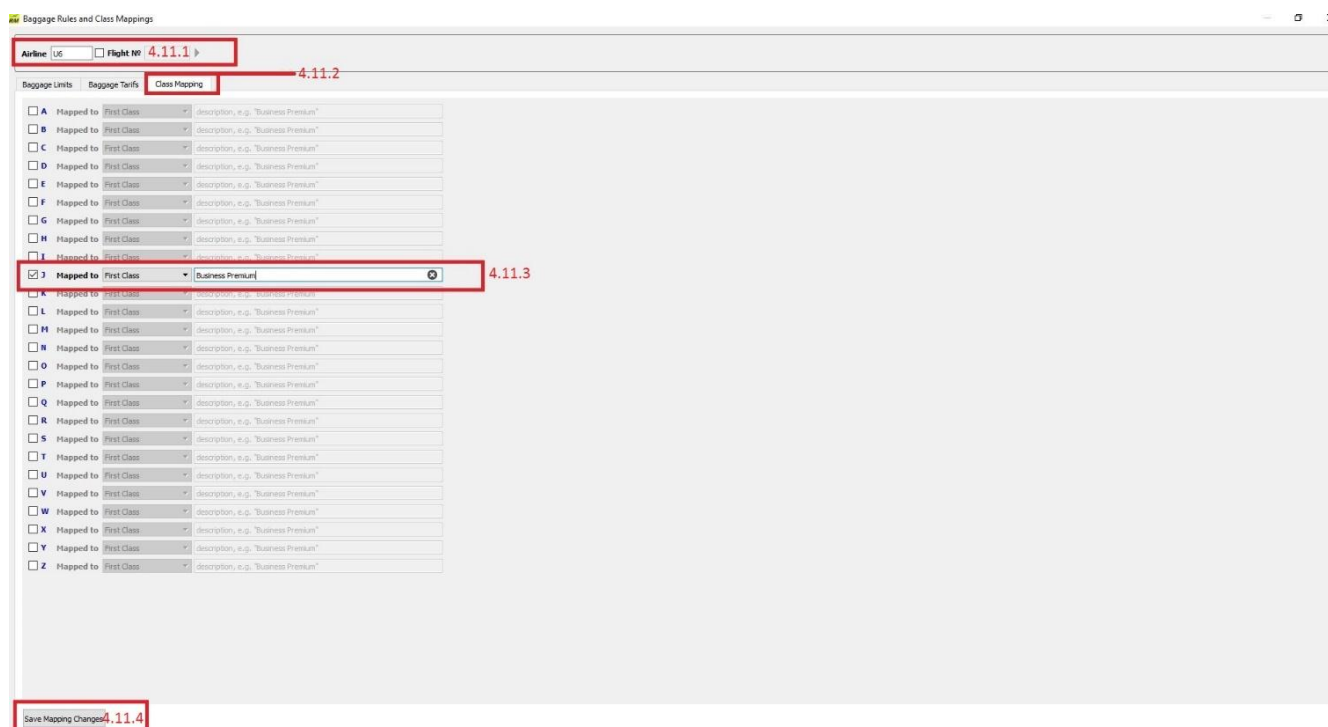
4.11.1. IATA code

4.11.2 ClassMapping tab

4.11.3. Subclass selection

4.11.4. "Save Mapping Changes"

Enter the airline's IATA code in 4.11.1 and the list of subclasses will appear in the ClassMapping tab (4.11.2.). Select the type of subclass (4.11.3.) and enter the type of class (in this case, business class). Save new data with "Save Mapping Changes".



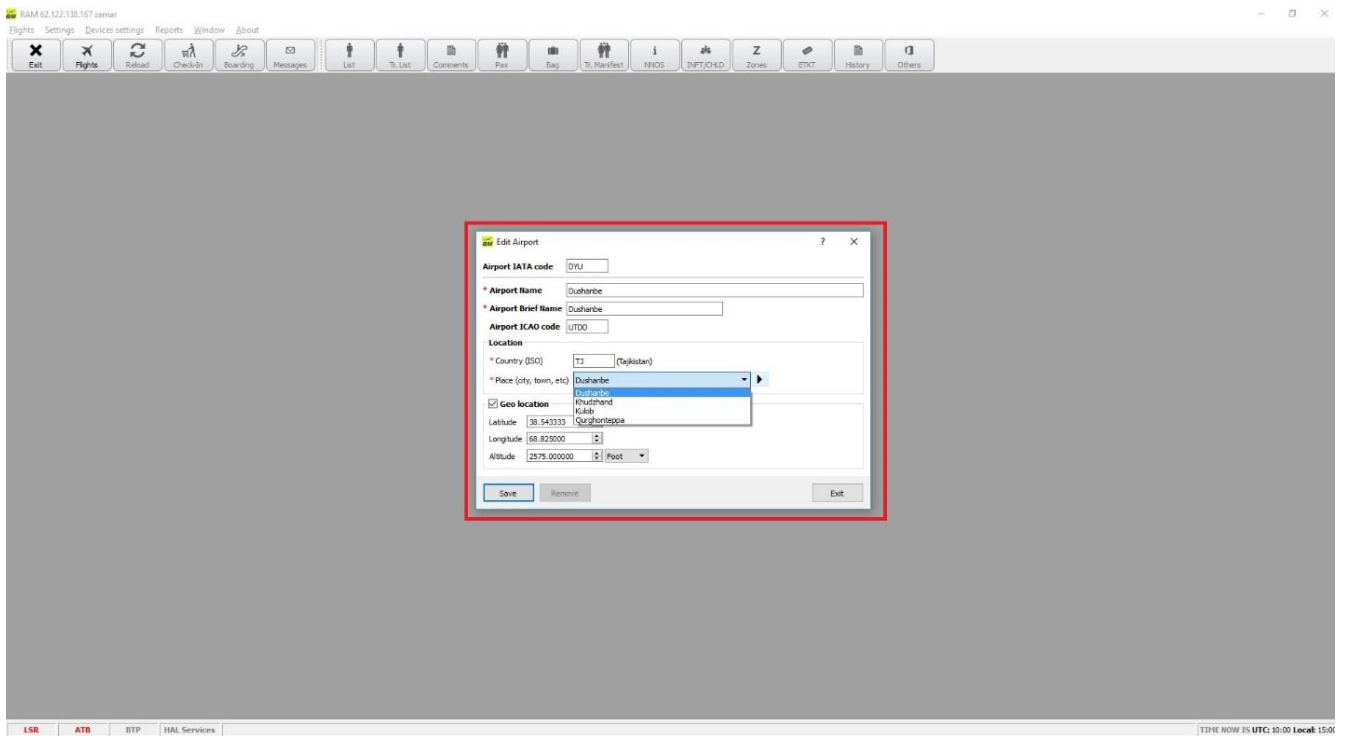
Adding a new airport - AIRPORT

1. Adding a new airport

To add a new airport, go to **Settings>Airports** tab



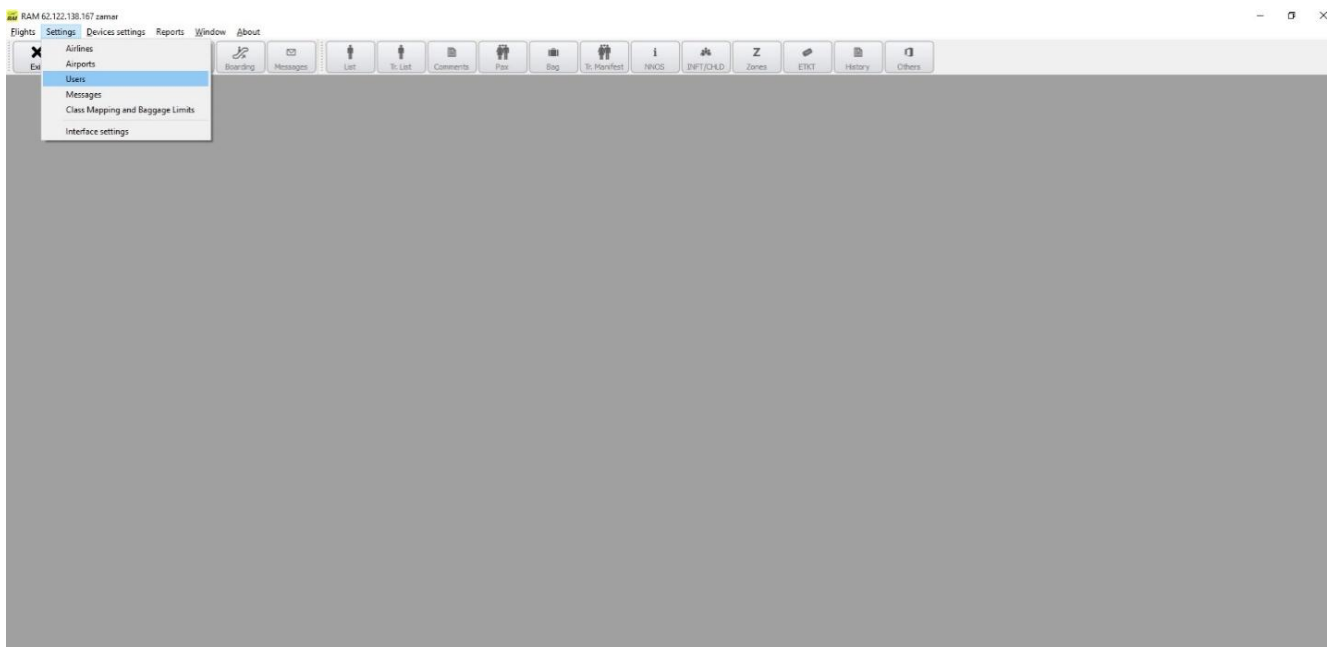
The window to enter the airport data will appear. Click **"Save"** to save the data of the newly opened airport.



Creating a new user - USERS

1. Creating a new user

To create a new user go to the **Settings/Users** tab



The window to enter the data about new user will appear:

1.1 "New" - adding a new user

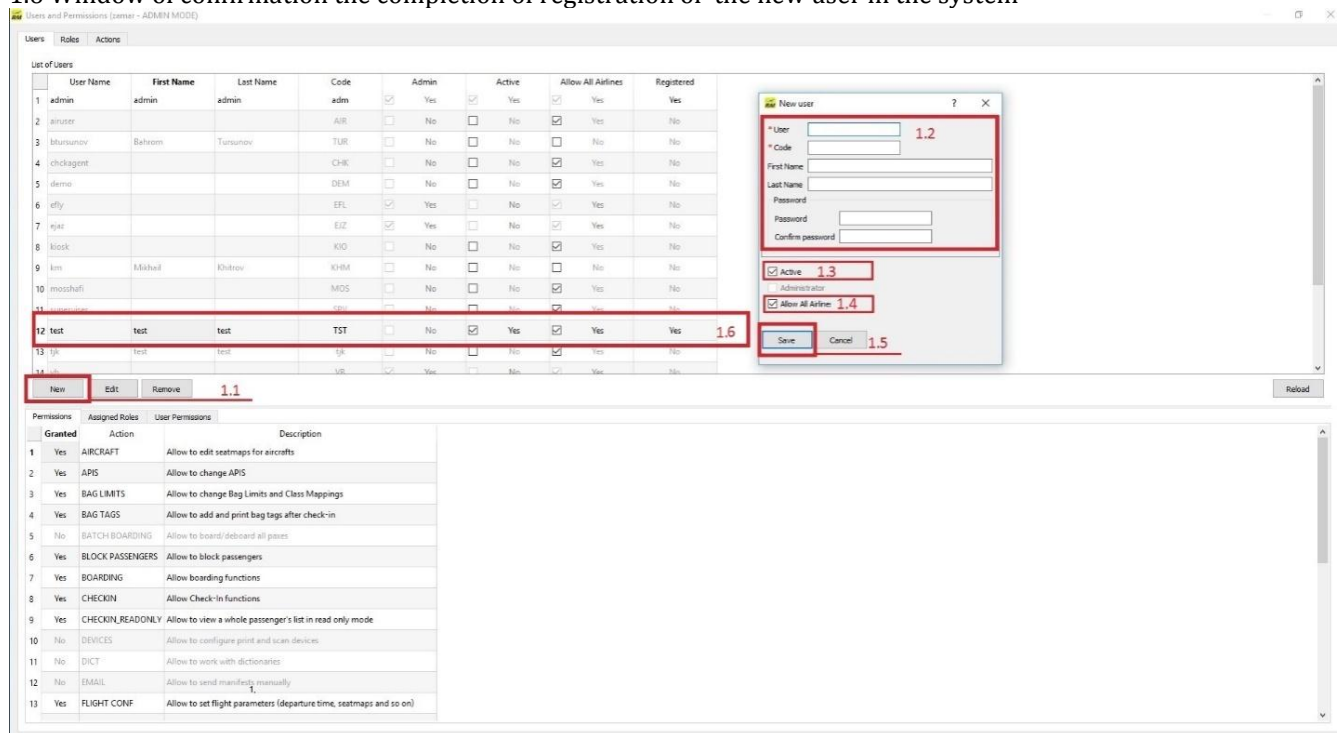
1.2 Window to add user data (user, encrypted code, full name and password)

1.3. Activation of new user

1.4. Permission to a new user to work with airlines

1.5 "Save" button - saves the entered data about the new user.

1.6 Window of confirmation the completion of registration of the new user in the system



Click "New" to create a new user (1.1.), then a window for entering data about the new user will appear.

In 1.2. enter the individual data about the new user including - user, encrypted code, last name and username, password and password confirmation.

The activation and permission to work with airlines needs to be marked.(1.3. and 1.4.).

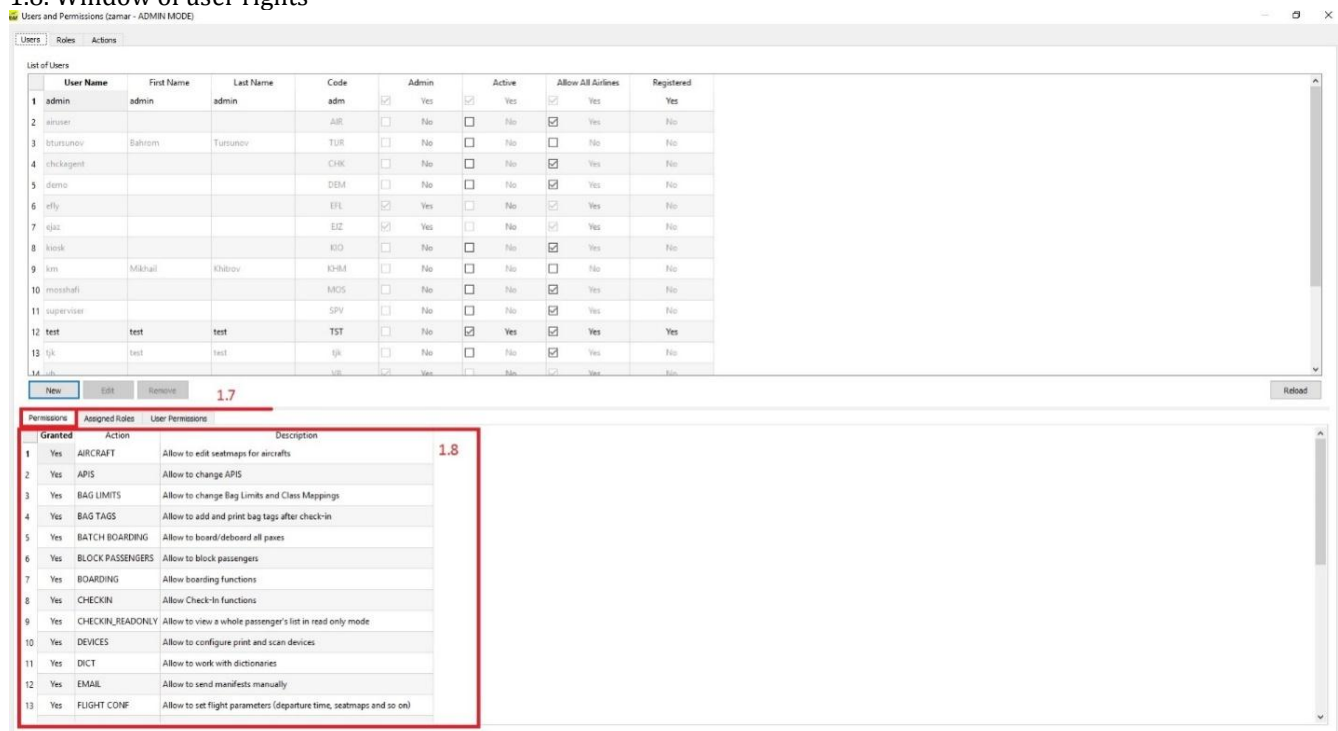
Click "Save" (1.5.) to save the data about the new user.

Now the new user is shown in the list of users (1.6.), which means that his registration is completed.

User rights

1.7. "Permissions"

1.8. Window of user rights



To view and select the user rights use the "Permissions" tab, where the user rights are displayed (1.8.)

1.9. «Assigned Roles» tab

1.10. Option to prohibit the airline use

1.11. boarding permission

1.12. check-in permission

1.13. permission of the flight opening (FO), check-in (CI), boarding (G) and flight closure (PD).

Granted	Role	Description
<input type="checkbox"/> No	AIRLINE	Airline
<input checked="" type="checkbox"/> Yes	BOARDING	Boarding agent
<input checked="" type="checkbox"/> Yes	CHECKIN	Check-in agent
<input checked="" type="checkbox"/> Yes	SUPERVISER	Supervisor

The "Assigned Roles" tab is used to define user rights. (1.9.) The screen shows user rights options, including a ban on the use of a particular airline (1.10.), permissions to board passengers (1.11.), permissions to check-in passengers (1.12.), permissions to open a flight, check-in, boarding and closing a flight (1.13.).

The system administrator may exceptionally give the user permission to some rights, for example, the right to exceed the baggage limit.

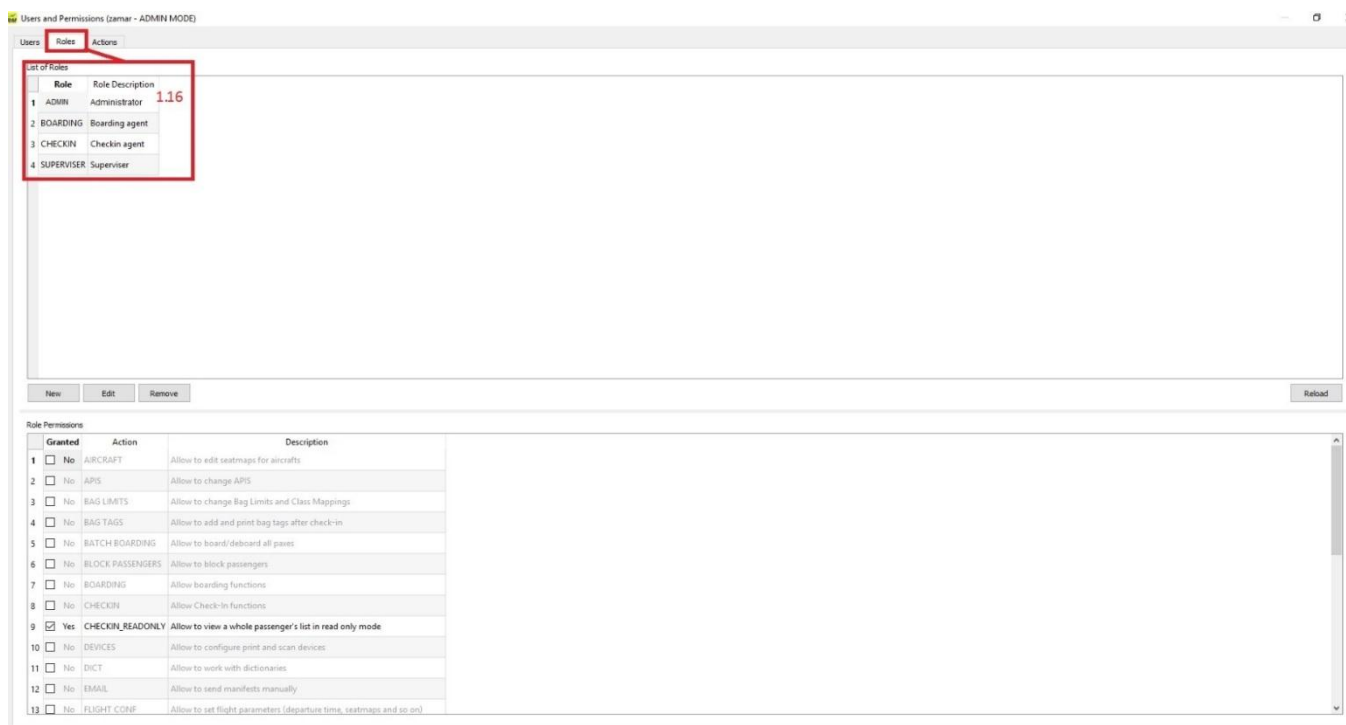
"User Permissions" tab (1.14.) to choose any of rights. Open this tab to select an option. (in this case, the right to exceed the baggage limit 1.15.)

Granted	Action	Description
<input type="checkbox"/> No	AIRCRAFT	Allow to edit seatmaps for aircrafts
<input type="checkbox"/> No	APIS	Allow to change APIS
<input checked="" type="checkbox"/> Yes	BAG LIMITS	Allow to change Bag Limits and Class Mappings
<input type="checkbox"/> No	BAG TAGS	Allow to add and print bag tags after check-in
<input type="checkbox"/> No	BATCH BOARDING	Allow to board/deboard all pases
<input type="checkbox"/> No	BLOCK PASSENGERS	Allow to block passengers
<input type="checkbox"/> No	BOARDING	Allow boarding functions
<input type="checkbox"/> No	CHECKIN	Allow Check-In functions
<input type="checkbox"/> No	CHECKIN_READONLY	Allow to view a whole passenger's list in read only mode
<input type="checkbox"/> No	DEVICES	Allow to configure print and scan devices
<input type="checkbox"/> No	DICT	Allow to work with dictionaries
<input type="checkbox"/> No	EMAIL	Allow to send manifests manually
<input type="checkbox"/> No	FLIGHT CONF	Allow to set flight parameters (departure time, seatmaps and so on)

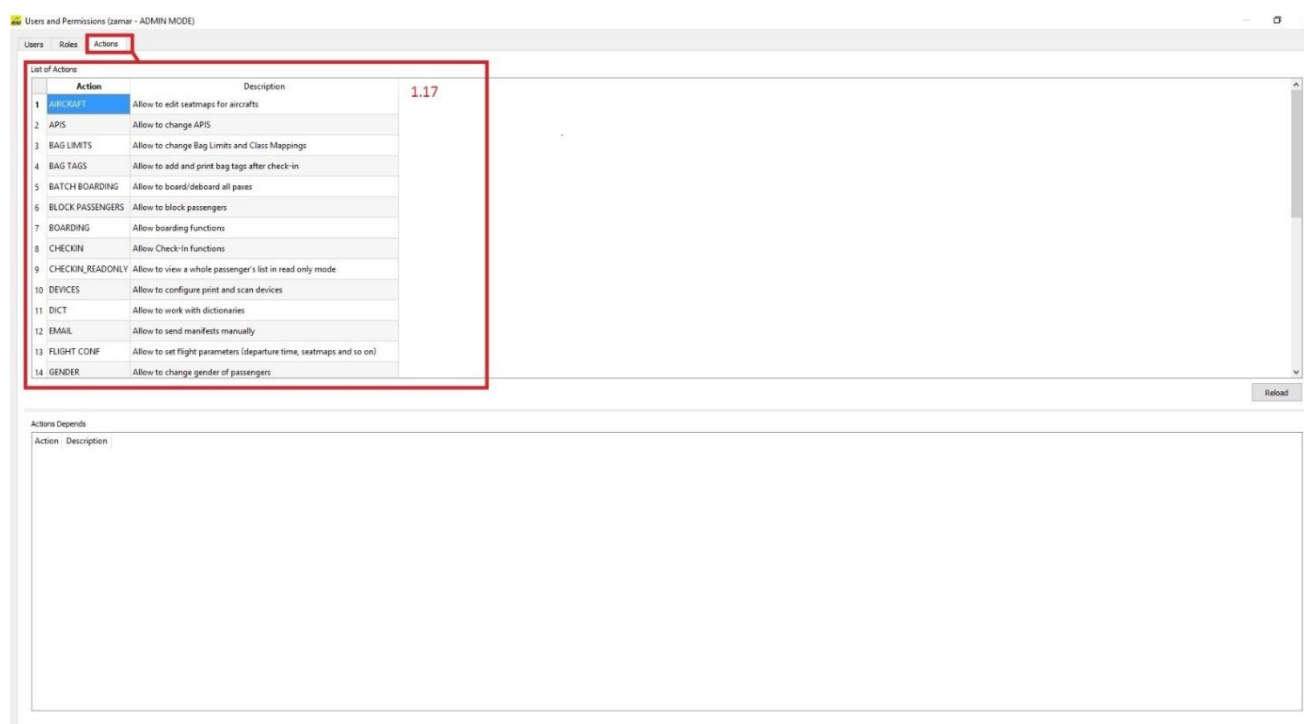
Hierarchy of rights (1.16.)

There are four roles in the system: airline administrator, supervisor, check-in agent and boarding agent. Each role has its own rights. For example, the administrator is given the authority indicated on page 2. 7-9 Instructions. The administrator can be assigned to one or more airlines.

- The supervisor performs the same functions as the administrator and has the authority for check-in and boarding.
- The check-in agent performs passenger check-in (p.10 of the Instruction)
- The boarding agent is responsible for the boarding (page 52 of the Instructions).
- Additional roles can be added with certain rights at the customer's request.



Rights and authorities of the process participants (1.17.)



Setting messages - Messages

1. To create SITA mail server and send post flight messages, go to the **Settings/Messages** tab.

1.1. "New"

1.2 Window to enter data about the mail server

1.2.1. "Double Signature Sita" - usage of double signature for messages via SITA channels

1.2.2. Letter logging option

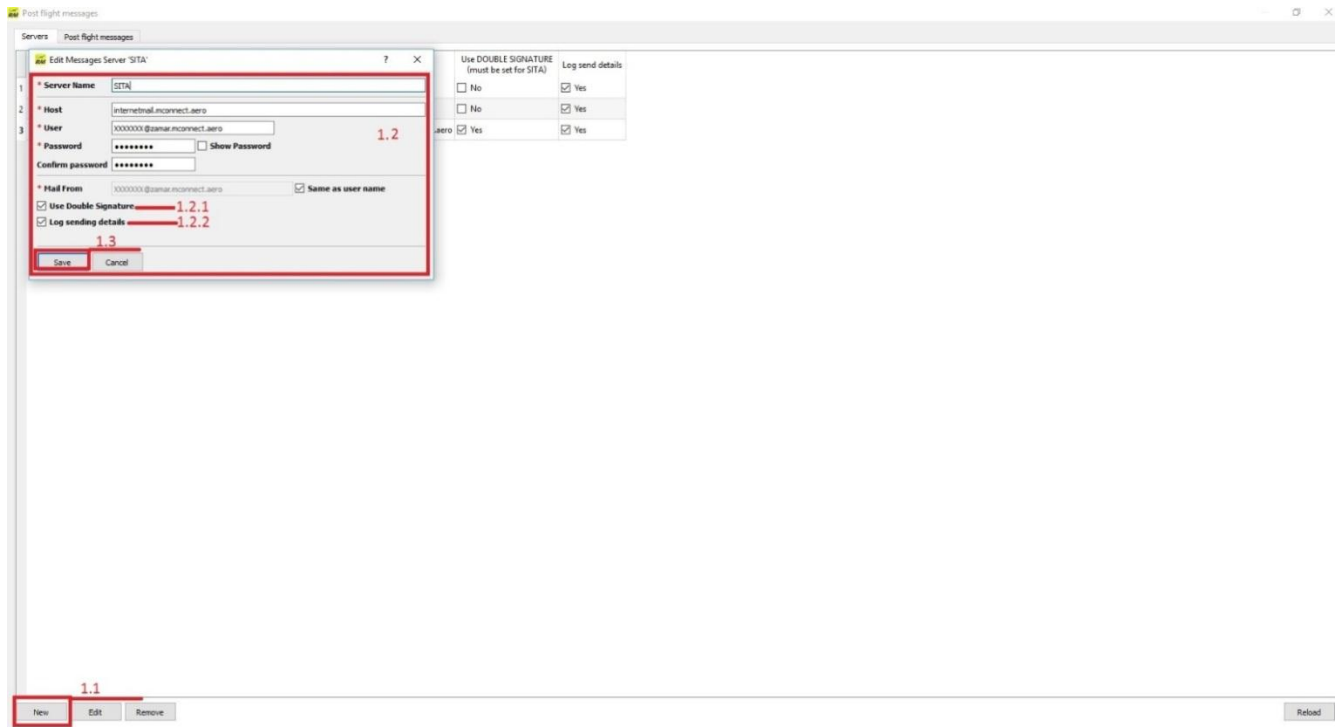
1.3. Save the entered data

1.4. The window to enter the data of the new SITA mail server.

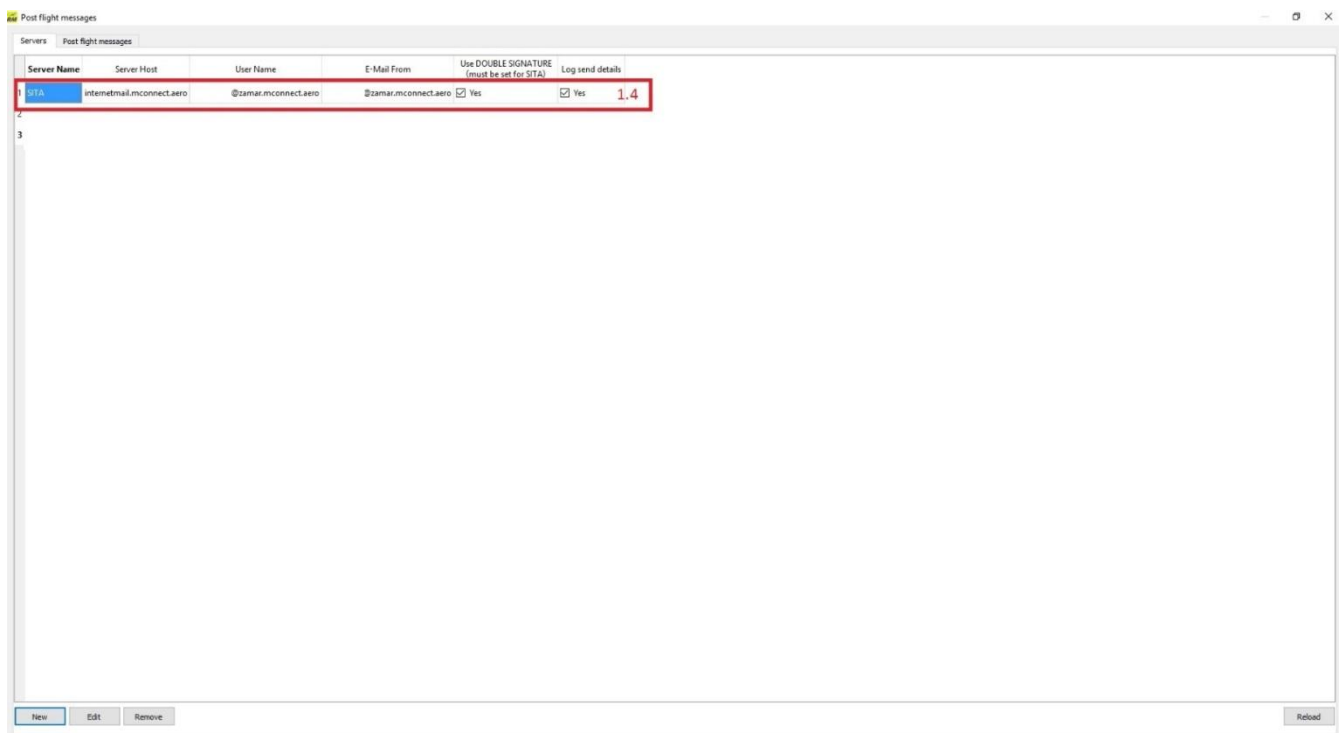
Click **"New"** (1.1.) to open a window to enter the SITA mail server data, in particular: the host name, user and the password (1.2.).

Select 1.2.1 - **Use Double Signature** - this function means that the cost of messages is paid by the recipient and 1.2.2, which means that the message will be archived.

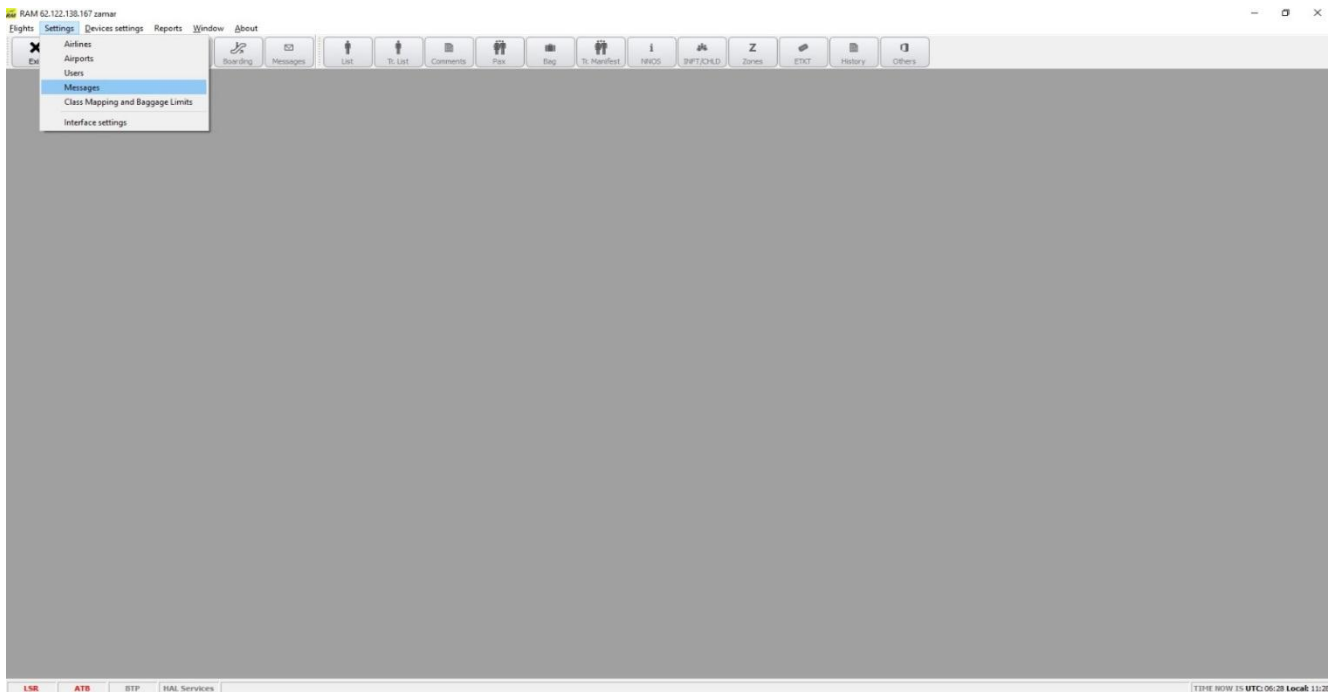
Click **"Save"** (1.3.) to save the entered data.



As a result, the new SITA mail server will appear in the list of mail servers (1.4.).



1. To create a regular mail server and send post flight messages, go to the **Settings/Messages** tab.



1.5. "New"

1.6. Window to enter data of the mail server

1.6.1. Letter logging option

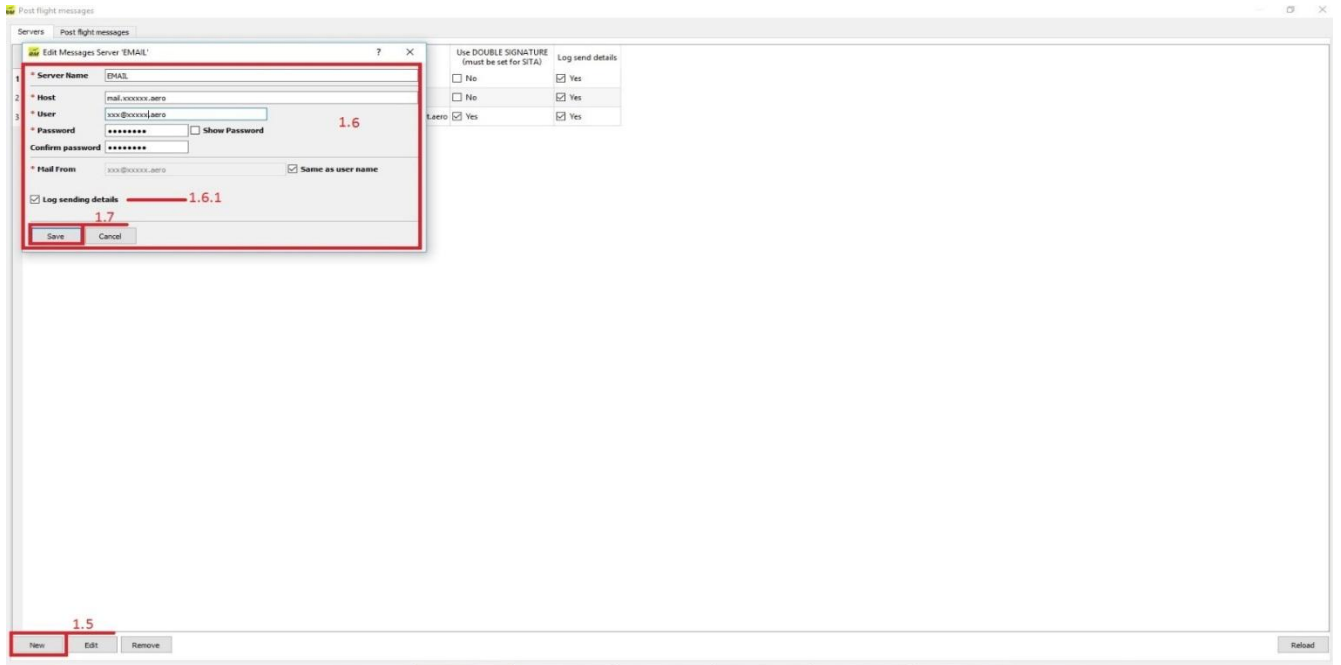
1.7. Save the entered data

1.8. Window to output data about the new mail server .

Click **"New"** (1.5.) to create a window for entering data of a regular mail server, which should have the following information: the host name, user and password (1.6.).

Choose option (1.6.1.) to log (archive) any entered messages.

Click **"Save"** (1.7.) to save the entered information, as a result, the new regular mail server will appear in the list of mail servers (1.8.).



2. Setting the types of messages

2.1. «Post flight Messages» tab

2.2 Window to enter the airline IATA code

2.3 To enter the airport of departure

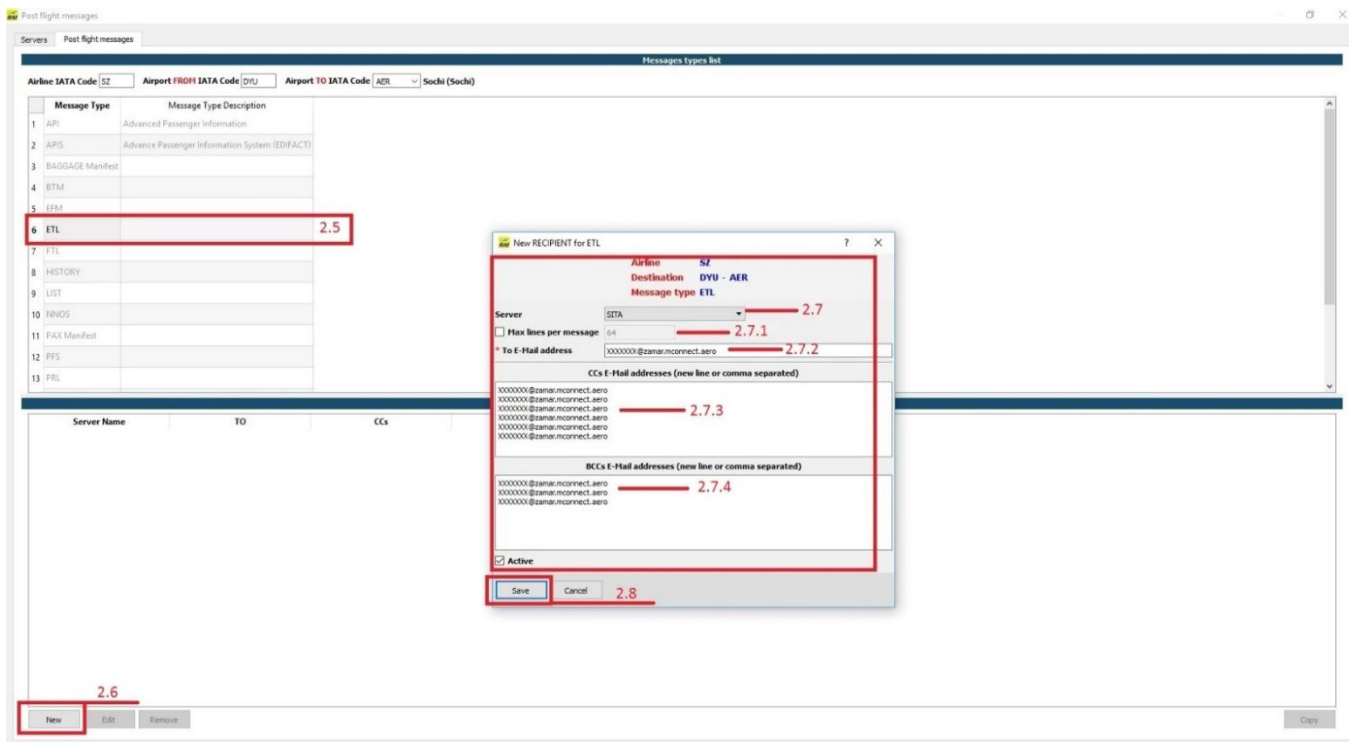
- 2.4. To enter the airport of arrival
- 2.5 Window to select messages
- 2.6. "New" button.
- 2.7. To select mail service
- 2.7.1. - option to limit the number of lines in the message
- 2.7.2. – Window to enter recipient data
- 2.7.3. - Window to enter data of recipients who receives a copy of the message
- 2.7.4. - To enter data of recipients who receives a hidden copy
- 2.8. - **"Save"** button

To create a message enter the "Post Flight Messages" tab and the window to enter data about the IATA code (2.2.), Airport Information (2.3.) and Arrival Information (2.4.) will be opened.

The screenshot shows the 'Post flight messages' window. The 'Servers' tab is active, and the 'Post flight messages' sub-tab is selected. A red box labeled '2.1' highlights the 'Post flight messages' sub-tab. Another red box labeled '2.2' highlights the 'Airline IATA Code' field. A third red box labeled '2.3' highlights the 'Airport FROM IATA Code' field. A fourth red box labeled '2.4' highlights the 'Airport TO IATA Code' dropdown menu. The window also features a 'Messages Types list' on the right and a 'Recipients list' at the bottom.

Enter specified data and the tab will show the message type (2.5.), the window to enter the following data: type of mail service (2.7.), the option to limit the number of lines in the message (2.7.1.), the choice of the recipient's address. Since "Zamar" is a user of the "m.connect" service, it is necessary to display symbols in this window using the specified service.

The data about recipients in the open and hidden copy should be entered in the window 2.7.3. and 2.7.4. Press "Save" to save all the new data.



2.9. Window to select messages

2.10. "New" button

2.11. - to select mail service

2.11.1. - option to limit the number of lines in the message

2.11.2 - Select recipient address

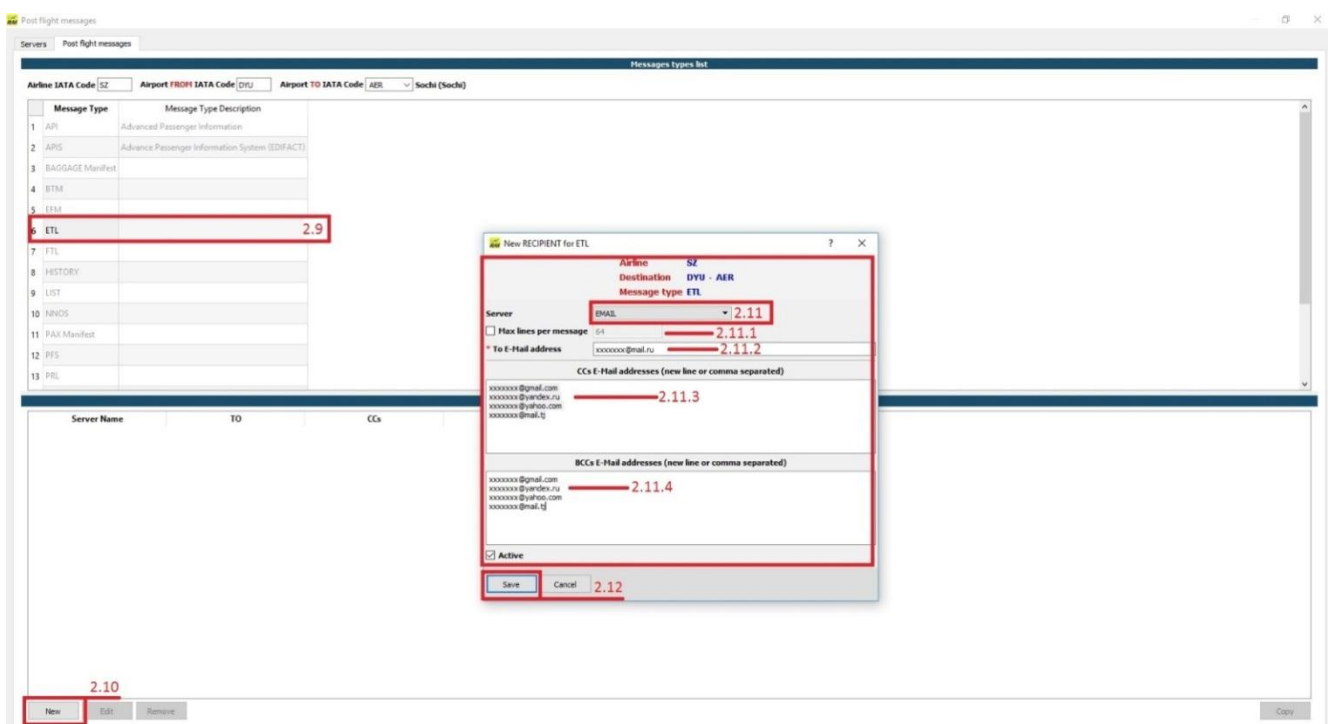
2.11.3. - Enter data of recipients included in the open copy

2.11.4. - Enter data of recipients included in the hidden copy.

2.1.2 - "Save" button

Enter the specified data and the tab will show the type of message (2.9.), window to enter the following data: the window of mail service selection (2.11.), the option to limit the number of lines in the message (2.11.1.), the selection of recipient's address (2.11.2.).

The data about recipients in the open and hidden copy should be entered in the window 2.11.3. and 2.11.4. Press "Save" to save all the new data (2.12).



Setting baggage limit- Class mapping

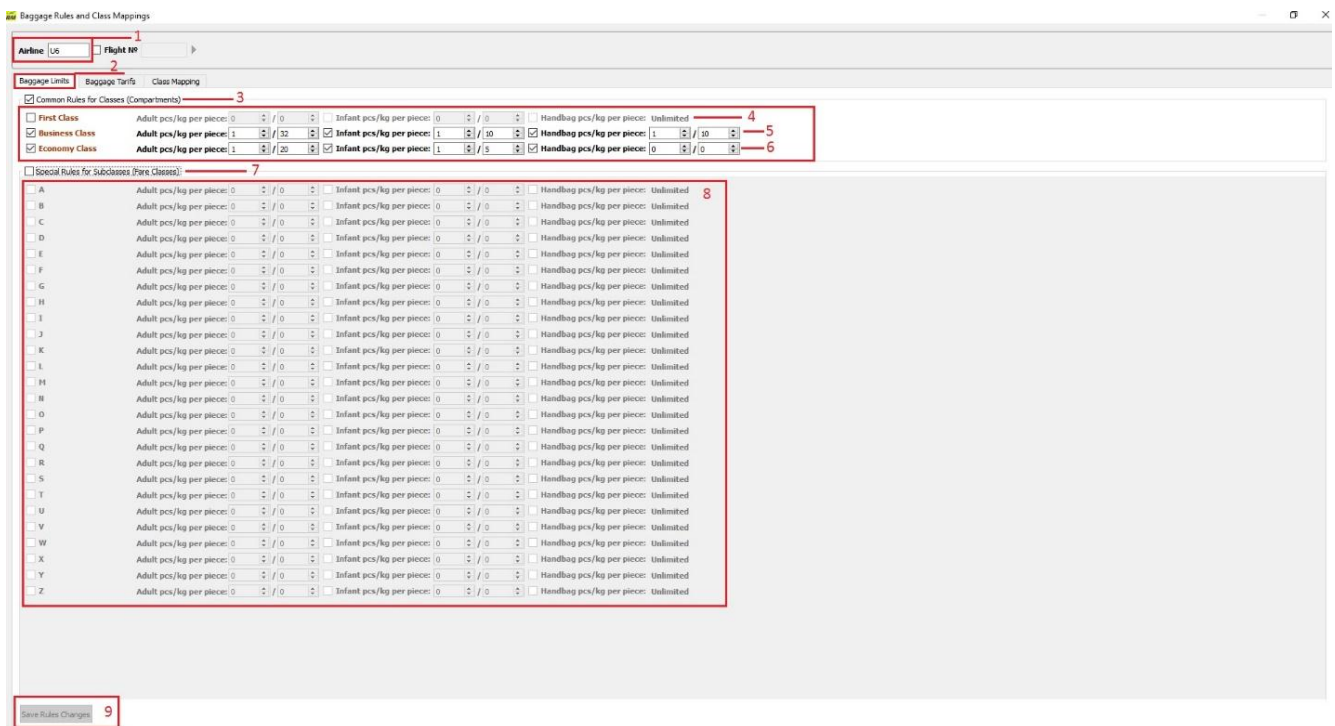
1. Set the baggage limit

To create baggage limit settings, use **Settings / Classmapping and Baggage Limits** tab.



1. the window to enter the airline IATA code
2. luggage limit tab
4. - window to data about the place and baggage limit in the first class
5. - limit in business class
6. - limit in economy class
7. - option to select the limit of baggage in accordance with the subclasses
8. – window to enter data in subclasses
9. - “**Save Rules**” button

The window to enter IATA code(1.) activates in the Settings/Classmapping and Baggage Limits tab and the baggage limit tab (2). Select the option of choosing the baggage limit according to the class of service (3), the window of choosing the seat, baggage limit and hand luggage according to the class of service (4-6) and subclasses (7-8) will appear.



“**Save Rules**” button to saves the entered data.

This example shows how to set up baggage for all flights of U6 airline.

Below is detailed description of the baggage limit settings for a specific flight of the specified airline.

10. – IATA- code of the airline
11. – Flight number
12. - option to select the baggage limit in accordance with the class of service
13. - a window to enter data about the place and baggage limit in the first class
14. - limit in business class
15. - limit in economy class
16. - option to select the limit of baggage in accordance with the subclasses
17. – window to data in subclasses
18. - “**Save Rules**” button

The **Settings/Classmapping and Baggage Limits** tab activates the window to enter data about the airline's IATA code (10.), the number of a particular flight (11), and the baggage limit tab (12). Select the option of setting the baggage limit according to the class of service (13) and the window of choosing the baggage limit and hand luggage according to the class of service (14-16) and subclasses (17-18) will be activated.

Press the button “Save Rules Changes”.

The Baggage Tariffs tab is used to display check-in and payment settings for excess baggage

20. BaggageTariffs

21. Window to select the currency.

22. option to choose the payment for excess baggage according to the class of service

23. the window to enter data on payment for excess baggage in the first class

24. in business class

25. in economy class

26. - option to choose the payment of excess baggage according to the subclasses

27. - window to enter data in subclasses

28. – «SaveTarif Changes»

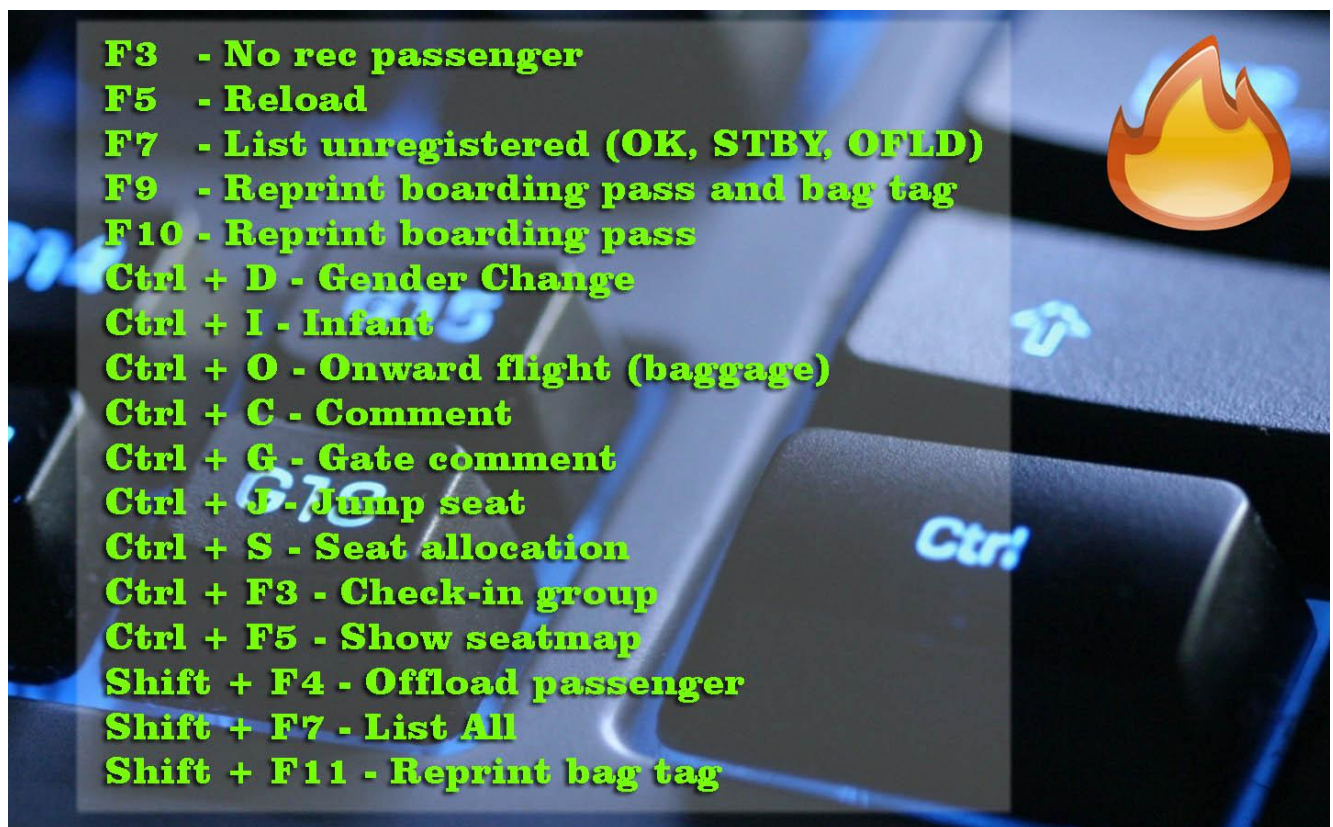
The screenshot shows the 'Baggage Rules and Class Mappings' window. The 'Baggage Tariffs' tab is selected. It displays a list of rules for different classes and subclasses. The 'Common Rules for Classes (Compartments)' section includes rules for First Class (23), Business Class (24), and Economy Class (25). The 'Special Rules for Subclasses (Pure Classes)' section lists rules for subclasses A through Z (26-27). Each rule has input fields for 'Costs for extra kg' and 'extra pc'. A 'Save Tariff Changes' button is located at the bottom left, labeled 28.

The BaggageTariffs tab shows the window of currency selection for paying for excess baggage. Elect the option of the payment for excess baggage in accordance with the class of service (22), the window to enter the data in accordance with the class of service (23-25) and subclasses (26-27) will appear.

"Save Tariff Changes" button (28) to save entered data.

Hotkey combination/Reload/ Data Update

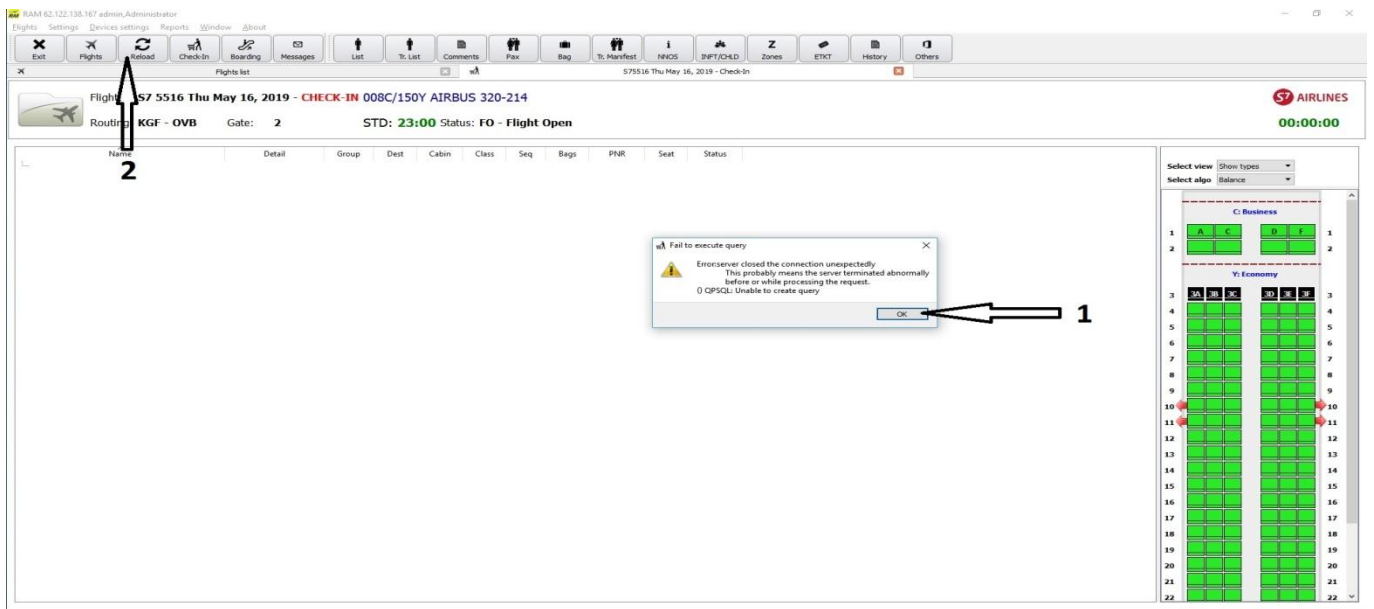
Hotkey combination



Reload

An error occurs if DCS clients lose contact with the DCS server.

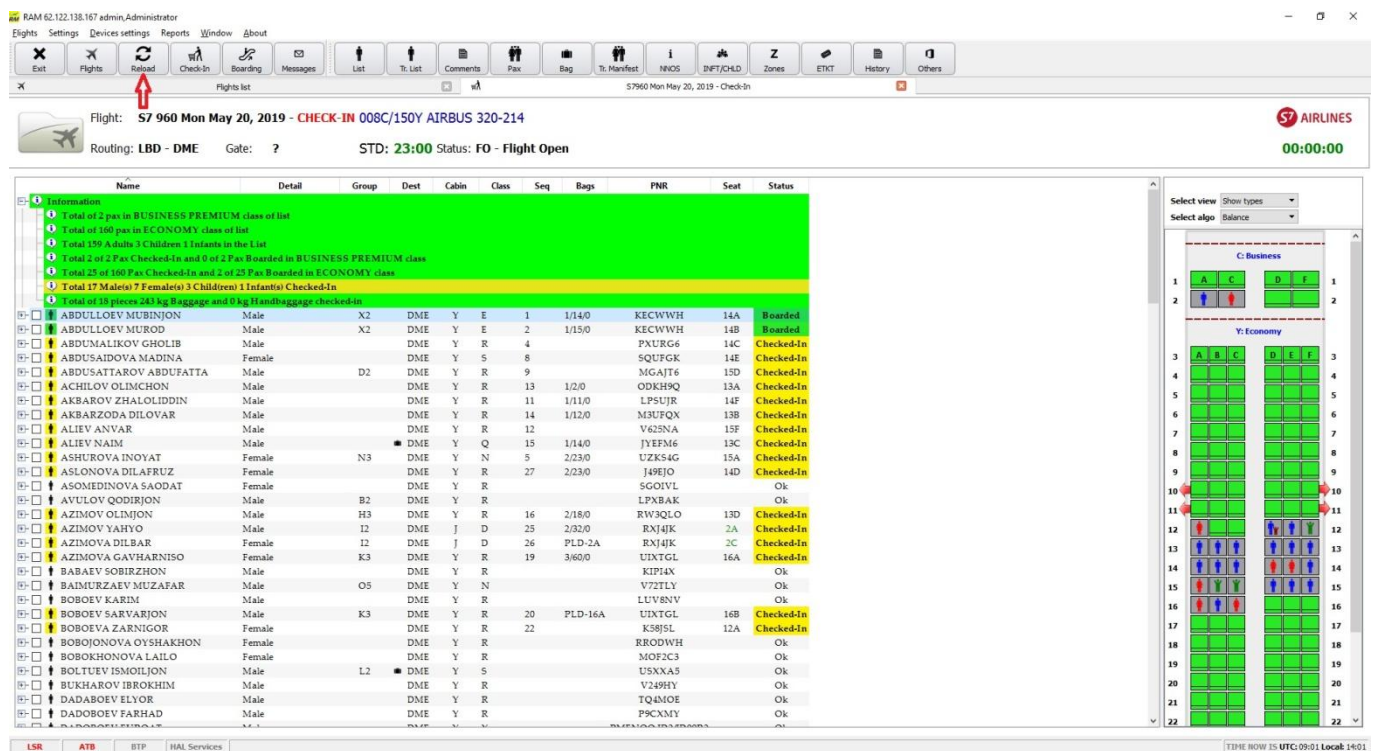
Click "OK" and then "RELOAD" to restore the session and data with the possibility to continue working.



If DCS clients and DCS server suffer from long term communication loss, the system requires relogging.

Data update

If the check-in agent did not work with the system for a certain period of time (more than a minute), it is necessary to make the data updates manually and press "RELOAD" before starting the work.



Terms and Definitions

Passenger	Anyone aboard the aircraft, except the crew
Adult	An adult passenger who is 12 years old and therefore pays 100% of the applicable fare.
Child	A passenger aged 2-12 years who usually pays 67% of the applicable fare.
Infant	A passenger under 2 years old will pay 10% of the applicable fare. Babies do not have a seat on board, so they must fly in the parents hands or in the basket.
Noshow passenger	A passenger who didn't show up for a flight
Check-in	Check-in
Checked-in	The person who has finished the check-in procedure
Flight number	The number of flight
Date of flight	Date of flight
Flight status	Flight status
FlightEdit	The flight is in editing mode
Flight Open	Flight open for check-in
FlightClosed	Passenger check-in is closed and boarding is in progress
Flight Hold	Flight on hold, in this status - check-in is not possible
Flight-PD-Purged data set	The flight's gone and check-in is not possible.
Destination	Destination of the flight

Paragraph 3

User Manual – for aircraft centering specialist

WEIGHT & BALANCE

When flight status is «FC» -flight closed », then open “WB” tab for the preparation and filling out the Consolidated -load sheet.

Flight		From		To		Passengers Count										
Carrier IATA code	Flight No	Carrier name	Flight date	Departure time	Aircraft Reg. No	Flight status	Source	Code	Airport name	City	Code	Airport name	City	Total	Checked-In	Boarded
1	NA 418	NA Airlines	Thu May 30, 2019			FE	PNL/ADL KQT		Qurghontepa	Qurghontepa	SVO	Sharmatyev	Moscow			
2	S7 5556	S7 Airlines	Thu May 30, 2019			FE	PNL/ADL LBD		Khudzhand	Khudzhand	OVV	Tolmachevo	Novosibirsk			
3	S7 960	S7 Airlines	Thu May 30, 2019			FE	PNL/ADL LBD		Khudzhand	Khudzhand	DME	Domodedovo	Moscow			
4	U6 2970	Ural Airlines	Thu May 30, 2019			FE	PNL/ADL TJU		Kulob	Kulob	DME	Domodedovo	Moscow			

A tab with three sub-tabs for mandatory filling will open:

- **Trip information** - fill in the fields according to the data provided by the crew of the airline;
- **Cargo**-enter data on cargo (C) and mail (Mail); data on the number and weight of baggage come in the tab automatically;
- **WB Docs**-prepared documents: LOAD SHEET, TRIM SHEET, LIR, Notoc, LDM, GLIR, CPM.

1. Sub-tab Trip information

Flights Settings Devices settings Reports Window About

Exit Flights Reload Check-in Boarding Messages WB List Tr. List Comments Pax Bag Tr. Manifest NIOS INFY/CHLD Zones ETKT History Others

Flights list N4418 Thu May 09, 2019 - Weight & Balance Data

Flight: **N4 418 Thu May 09, 2019 - Weight & Balance Data VP-BSZ**

Routing: **KQT - CRZ - SVO** Gate: **?** ATD: **16:45** Status: PD - Post Departure

00:00:00

Nordwind Airlines

+ Trip information Cargo WB Docs

* Destination (IATA)

☒ Trip information

Captain

Crew 3 / 8

DOW (kg) 42946.00 kg

DOI 46.35

Maximum Take Off Weight 79015.00 kg

Maximum Landing Weight 66360.00 kg

Maximum Zero Fuel Weight 61688.00 kg

Taxi Fuel 300.00 kg

Take Off Fuel 6000.00 kg

Block Fuel 6300.00 kg

Trip Fuel 2500.00 kg

☐ Flight time (minutes) ?

- Captain
- Crew
- DOW – dry operating weight (the weight of an empty aircraft)
- DOI – dry operating index (in %)
- Maximum Take off weight
- Maximum landing weight
- Taxi fuel
- Take off fuel
- Block fuel – total refueling
- Trip fuel
- Flight time

2. Sub-tab «Cargo»

Flights Settings Devices settings Reports Window About

Exit Flights Reload Check-in Boarding Messages WB List Tr. List Comments Pax Bag Tr. Manifest NNGS INF/CHLD Zones ETKT History Others

Flights list N4418 Thu May 09, 2019 - Weight & Balance Data

Flight: **N4 418 Thu May 09, 2019 - Weight & Balance Data VP-BSZ**

Routing: **KQT - CRZ - SVO** Gate: **?** ATD: **16:45** Status: **PD - Post Departure**

00:00:00

KQT

Trip information Cargo WB Docs

Cargo

ULD type	ULD Number	Destination
1 BLK		SVO

Cargo details

Cargo Type	Special code	Pieces	Weight (kg)	Width	Length	Volume Code	Volume
1 BY		164	2237				

Save Get WB

BGR ATB BTP OCR DCP MAIL Services

TIME NOW IS UTC:04:18 Local:09:18

- "Insert" - opens fields for entering information;
- "Cargo details" - "Insert" key, activate the fields to enter the necessary information: cargo (number / weight / name)

When all the data is entered, click on "GetWB" —data is processed within 5-10 minutes, after the automatic "???" notification, all necessary documents for the aircraft centering are received in the "WBDocs" tab.

Flights Settings Devices settings Reports Window About

Exit Flights Reload Check-in Boarding Messages VB List Tr. List Comments Pax Bag Tr. Manifest NNOS INF/CHLD Zones ETKT History Others

Flights list N4418 Thu May 09, 2019 - Weight & Balance Data

Flight: **N4 418 Thu May 09, 2019 - Weight & Balance Data VP-BSZ**

Routing: **KQT - CRZ - SVO** Gate: **?** ATD: **16:45** Status: PD - Post Departure

00:00:00

KQT

Trip information Cargo **WB Docs**

NO DATA LOADED

3. Sub-tab "WBDocs"

The sub-tab "WBDocs" contains the following sections, each of which corresponds to the processed document:

- "LIR" - load instruction report
- "LOADSHEET / TRIMSHEET" – consolidated – load sheet
- "NOTOC" - notes for Captain
- "CPM" -container pallet message
- "LDM" - load distribution message
- "GLIR" -graphic load instruction report
- "GD" - general declaration

Document samples

Flight: N4 418 Thu May 09, 2019 - Weight & Balance Data VP-BSZ										S7 AIRLINES	
Routing: KQT - CRZ - SVO		Gate: ?		ATD: 16:45		Status: PD - Post Departure				00:00:00	
SVO											
Trip Information Cargo WB Docs											
LR LOADSHEET NOTOC CPM LDM GLR											
LOADING INSTRUCTION/REPORT CHECKED ALL WEIGHTS IN KGS Seryapkina FROM/TO FLIGHT A/C REG VERSION CREW DATE TIME STAND SVO/KQT N4418/11APR VPBSZ 738 3/6 11APR19 18.40 PLANNED LOAD KQT F 0 C 0 Y 0 C 0 M 0 B 1970 JOINING SPECS: NIL TRANSIT SPECS: NIL											
LOADING INSTRUCTION ACTUAL WEIGHT											

CPT 1 FWD1 MAX 888											

1											

CPT 1 TOTAL 0											

CPT 2 FWD2 MAX 2670											

2 BLK											
ONLOAD: KQT B/1000											

CPT 2 TOTAL 1000											

CPT 3 AFT3 MAX 4086											

3 BLK											
ONLOAD: KQT B/970											

CPT 3 TOTAL 970											

CPT 4 AFT4 MAX 763											

Save Get WB											
BGR ATB BTP OCR DCP HAL Services											
TIME NOW IS UTC:04:19 Local:09:19											
Flight: N4 418 Thu May 09, 2019 - Weight & Balance Data VP-BSZ											
Routing: KQT - CRZ - SVO		Gate: ?		ATD: 16:45		Status: PD - Post Departure				00:00:00	
SVO											
Trip Information Cargo WB Docs											
LR LOADSHEET NOTOC CPM LDM GLR											
LOADSHEET CHECKED COMPANY EDNO 03 ALL WEIGHTS IN KGS Seryapkina DME FROM/TO FLIGHT A/C REG VERSION CREW DATE TIME STAND SVO/KQT N4418/11APR VPBSZ 738 3/6 11APR19 18.40 WEIGHT DISTRIBUTION LOAD IN COMPARTMENTS 1970 1/0 2/1000 3/970 4/0 PASSENGER/CABIN BAG 12255 153/0/1 TTL 154 CAB 0 FOOD 420 PAX 154 BLKD 0 TOTAL TRAFFIC LOAD 14225 DRY OPERATING WEIGHT 41661 ZERO FUEL WEIGHT ACTUAL 55886 MAX 58000 ADJ TAKE OFF FUEL 7000 TAKE OFF WEIGHT ACTUAL 62886 MAX 79015 ADJ TRIP FUEL 2300 LANDING WEIGHT ACTUAL 60586 MAX 61629 L ADJ BALANCE AND SEATING CONDITIONS LAST MINUTE CHANGES DOI 45.74 DOMAC DEST SPEC CL/CPT + - WEIGHT LI2FW 47.2 MAC2FW 20.91 LI2OW 53.7 MAC2OW 23.13 LI1AW 48.97 MAC1AW 21.5 SEATING PAX/153 OA/30 OB/36 OC/48 OD/39 UNDERLOAD BEFORE LMC 1043 LMC TOTAL LOADMESSAGE AND CAPTAINS INFORMATION BEFORE LMC NOTOC NO LDM											
Save Get WB											
BGR ATB BTP OCR DCP HAL Services											
TIME NOW IS UTC:04:20 Local:09:20											

BGR ATB BTP OCR DGP | HAL Services |
 Flights Settings Devices settings Reports Window About

Exit Flights Reload Check-In Boarding Messages

List Tr. List Comments Fax Bag Tr. Manifest NNOS INFT/CHLD Zones ETKT History Others

Flights list S70001 Wed May 29, 2019 - Weight & Balance Data

Flight: N4 418 Thu May 09, 2019 - **Weight & Balance Data VP-BZ**

Routing: KQT - CRZ - SVO **Gate:** ? **ATD:** 16:45 **Status:** PD - Post Departure

S7 AIRLINES
00:00:00

SVO

Trip information Cargo WB Docs

LIR LOADSHEET NOTOC CRM LDM GLR

Loading Instruction Report Form

737
Use with cockpit crew to avoid trim issues and maximum weights exceeded

The following criteria shall be used for loading Norwegian 737 aircraft:

- Distribute load with 70% AFT and 30% FWD.
- If total load is 500 kg or less, all load can be loaded AFT.
- This apply as a general rule unless other rules stated by the Commander.
- (Load FWD hold first - Offload AFT hold last)

Fir.no	Date	A/C reg

Planned Loading Instructions

CPT 4			CPT 3			CPT 2			CPT 1			Special Instructions:
Type	Pieces	Weight	Type	Pieces	Weight	Type	Pieces	Weight	Type	Pieces	Weight	
B	Pcs		B	Pcs		B	Pcs		B	Pcs		
BT	Pcs		BT	Pcs		BT	Pcs		BT	Pcs		
Cargo		Kg	Cargo		Kg	Cargo		Kg	Cargo		Kg	
Mail		Kg	Mail		Kg	Mail		Kg	Mail		Kg	
Est.	Pcs	Kg	Est.	Pcs	Kg	Est.	Pcs	Kg	Est.	Pcs	Kg	

Actual Loading Report

CPT 4			CPT 3			CPT 2			CPT 1		
Type	Pieces	Weight	Type	Pieces	Weight	Type	Pieces	Weight	Type	Pieces	Weight
B	Pcs		B	Pcs		B	Pcs		B	Pcs	
BT	Pcs		BT	Pcs		BT	Pcs		BT	Pcs	
Gate Items	Pcs		Gate Items	Pcs		Gate Items	Pcs		Gate Items	Pcs	
Cargo		Kg	Cargo		Kg	Cargo		Kg	Cargo		Kg
Mail		Kg	Mail		Kg	Mail		Kg	Mail		Kg
Total	Pcs	Kg	Total	Pcs	Kg	Total	Pcs	Kg	Total	Pcs	Kg

Please tick to confirm

☐ All deadload has been properly secured.

☐ Sliding carpet is fully extended to the bulkhead (white line is visible).

☐ All nets secured.

☐ All holds FWD and AFT have been visually inspected and were empty prior to loading (ref. EU and US requirements).

☐ All gate items counted and added to the hold distribution.

Hold Baggage Declaration

Automated Manual

Accompanied Baggage ☐ ☐

Unaccompanied Baggage ☐ ☐

Crew Hold Baggage ☐ ☐

I am satisfied that to the best of my knowledge:

- All hold baggage loaded onto the aircraft is accounted for.
- All hold baggage loaded onto the aircraft is appropriate to the flight.
- All checked in passengers have boarded the aircraft (or where not, the associated baggage removed).
- Where unaccompanied hold baggage is being carried, it has been clearly identified as such on the manifest.

Save
Get WB

Save
Print

BGR ATB BTP OCR DGP HAL Services
TIME NOW IS UTC 04:21 Local 09:20