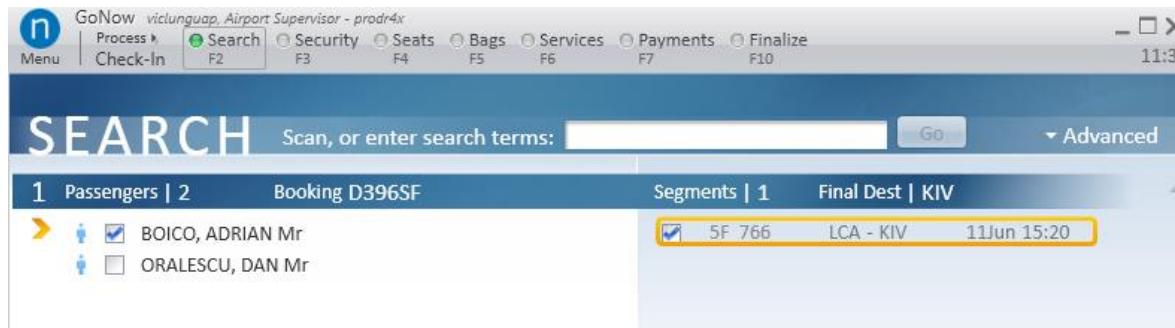


Name Change via Go Now

Note: The NCHG will be provided only if the Pax is unchecked

1. Open the booking
2. Choose the Pax for which the service will be provided,

BE INFORMED THAT THE PAX WILL BE CHARGED ALSO FOR AIRPORT CKIN

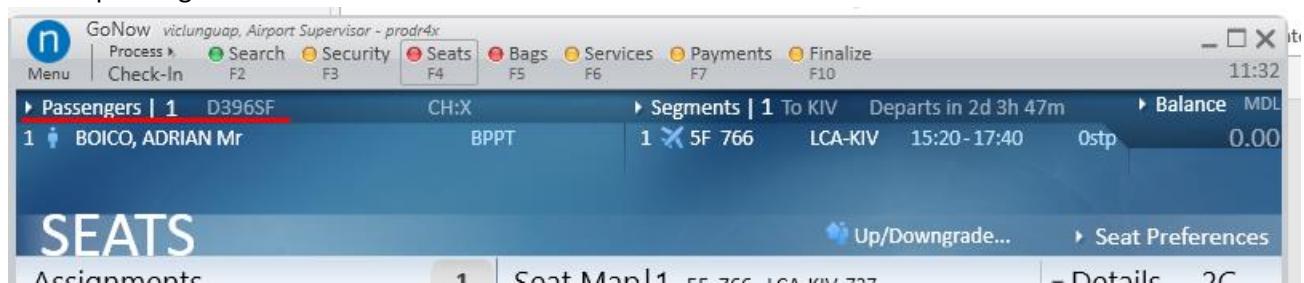


1 Passengers | 2 Booking D396SF Segments | 1 Final Dest | KIV

BOICO, ADRIAN Mr 5F 766 LCA - KIV 11Jun 15:20

ORADESCU, DAN Mr

3. Acces "passenger"

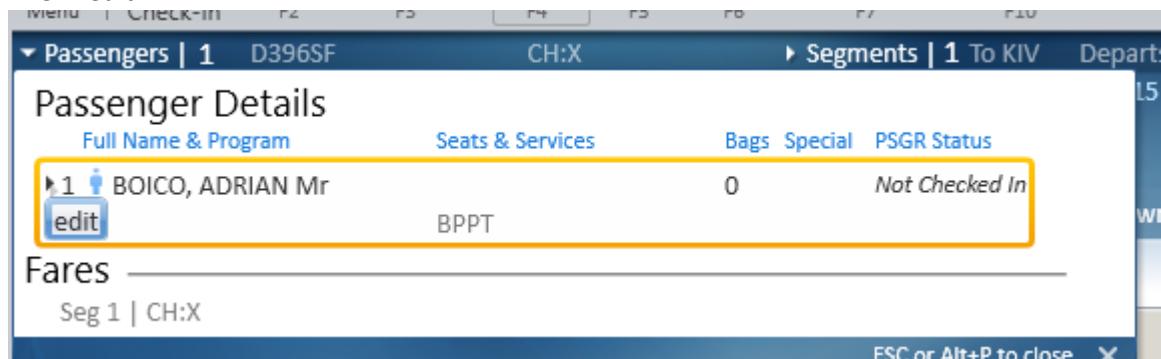


Passengers | 1 D396SF CH:X Segments | 1 To KIV Departs in 2d 3h 47m Balance MDL

1 BOICO, ADRIAN Mr BPPT 1 5F 766 LCA-KIV 15:20-17:40 Ostp 0.00

SEATS Up/Downgrade... Seat Preferences

4. Then "edit"



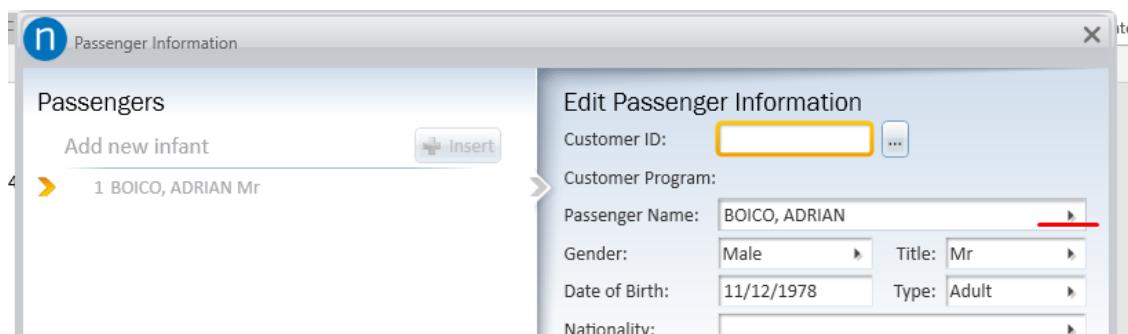
Passenger Details

Full Name & Program	Seats & Services	Bags	Special	PSGR Status
1 BOICO, ADRIAN Mr	BPPT	0		Not Checked In

Fares

Seg 1 | CH:X

5. Select Passenger Name:



Passenger Information

Passengers

Add new infant Insert

1 BOICO, ADRIAN Mr

Edit Passenger Information

Customer ID:

Customer Program:

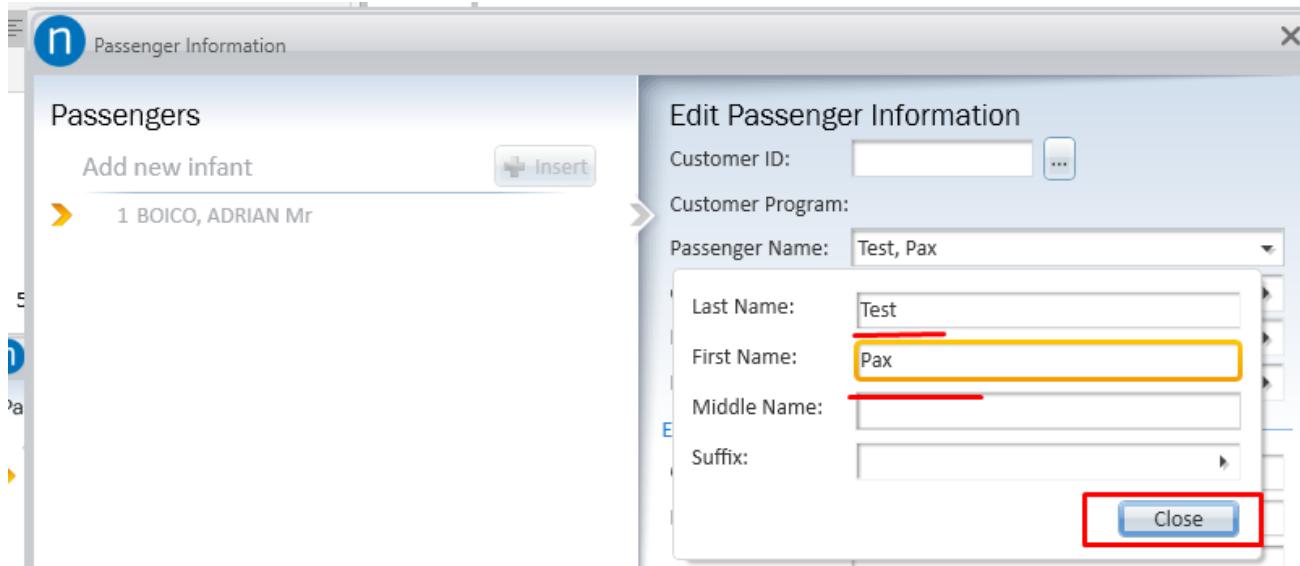
Passenger Name: BOICO, ADRIAN

Gender: Male Title: Mr

Date of Birth: 11/12/1978 Type: Adult

Nationality:

6. Fill with new Data and press "Close":



Passenger Information

Passengers

Add new infant

1 BOICO, ADRIAN Mr

Edit Passenger Information

Customer ID:

Customer Program:

Passenger Name:

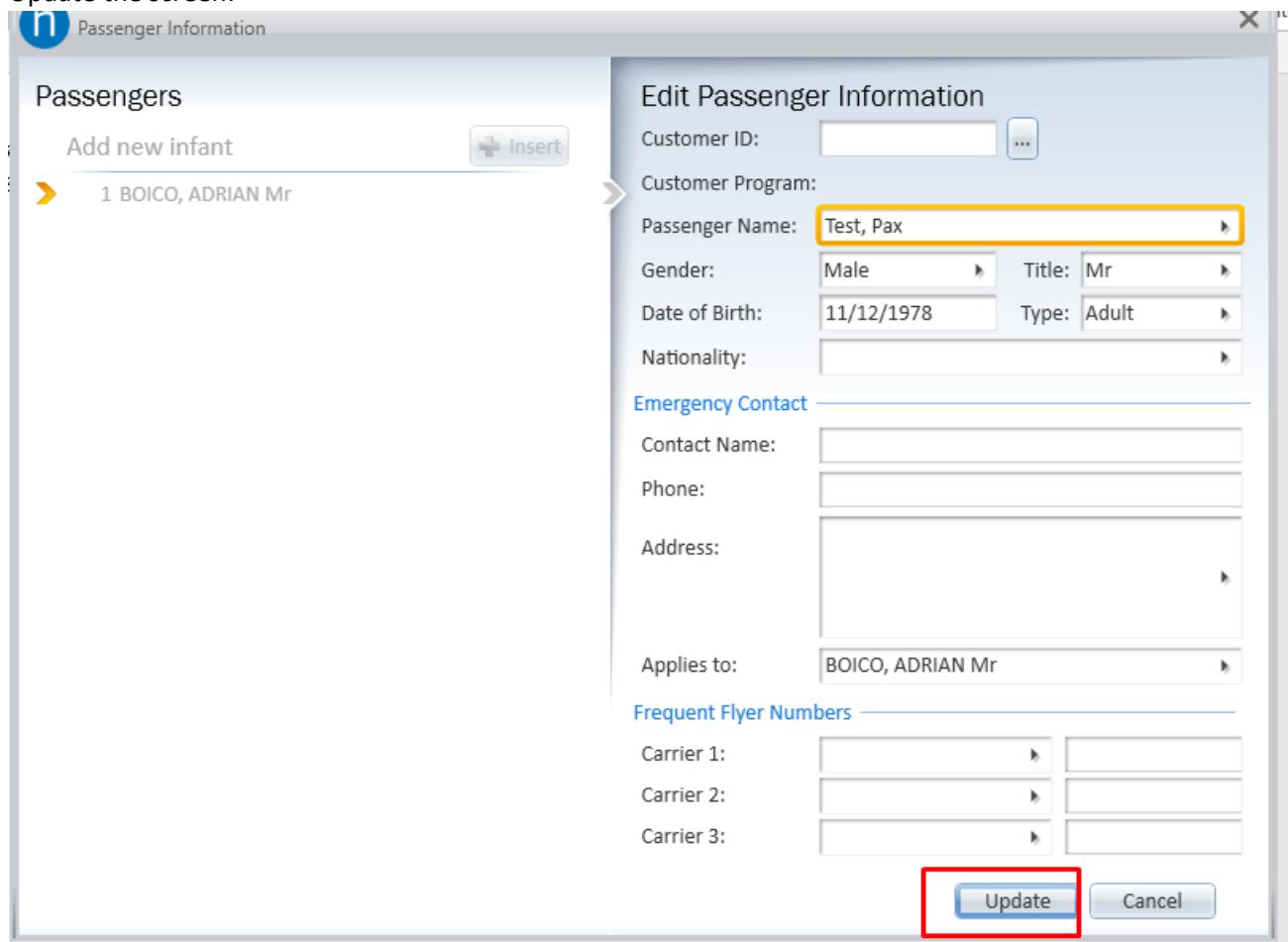
Last Name:

First Name:

Middle Name:

Suffix:

7. Update the screen:



Passenger Information

Passengers

Add new infant

1 BOICO, ADRIAN Mr

Edit Passenger Information

Customer ID:

Customer Program:

Passenger Name:

Gender: Title:

Date of Birth: Type:

Nationality:

Emergency Contact

Contact Name:

Phone:

Address:

Applies to:

Frequent Flyer Numbers

Carrier 1:

Carrier 2:

Carrier 3:

8.

The system will provide the charge in balance window:

GoNow viclunluap, Airport Supervisor - prodr4x
11:39

Menu | Process F1 | Search F2 | Security F3 | Seats F4 | Bags F5 | Services F6 | Payments F7 | Finalize F10

Passengers | 1 D396SF CH:X Segments | 1 To KIV Departs in 2d 3h 47m Balance MDL

1 Test, Pax Mr BPPT 1 ✈ 5F 766 LCA-KIV 15:20-17:40 0stp 1,149.00

SEATS

Assignments

1 | Seat Map | 1 5F 766 LCA-KIV 737

Up/Downgrade... | Seat Preferences

Details 2C

Finish the transaction with the payment, or you can add the additional services if it is needed.