

Amadeus Altéa Departure Control - Customer Management

Crew baggage acceptance on specific flight

1. In Application tab open Baggage (CTRL+G)

Applications	Device	Navigation	Logoff
Customer		Ctrl+H	
Flight		Ctrl+F	
Flight Monitor		Ctrl+Q	
Crew		Ctrl+Shift+C	
Seatmap		Ctrl+S	
Baggage		Ctrl+G	
Boarding		Ctrl+B	
Boarding Monitor		Ctrl+D	
Track		Ctrl+K	
Reservations		Ctrl+R	
Teletype (TTY)		Ctrl+T	
Teletype Template Admin		Ctrl+Y	
My User ID Details		Ctrl+O	
My Preferences		Ctrl+P	
Messenger		Ctrl+M	
World Tracer		Ctrl+W	
World Tracer Web		Ctrl+Shift+L	
Movement (MVT)		Ctrl+N	
Set Default Carrier		Ctrl+F1	
Operational Flight Updates		Ctrl+I	
Disruption		Ctrl+Shift+D	
Departure Control History		Ctrl+Shift+H	
Blacklist Report		Ctrl+Shift+R	

2. Select Crew/Rush Bags F8

Low

Baggage Identification

Swipe a document or enter details. All fields are optional.

Baggage

Bag Tag Number:

Customer

Surname(s):

Shortcuts

Crew/Rush Bags F8

Excess Calculator F9

Baggage AF3

Bags - Excess AF2

System

3. Fill in all the information marked in red:

Baggage Identification **Rush and Crew Bags**

1 Select a type of bag and enter acceptance details.

Baggage Information	Baggage
Baggage Type: <input type="text" value="Crew"/>	Hold Baggage: <input type="text" value="1"/> / <input type="text" value="10"/> <input type="text"/> KG
Responsible Customer: <input type="text" value="SMITH"/>	

2 If applicable, enter manual tag number.

New Tag Number	Original Tag Number	Wt	Original Destination	Original Flight	Original Date
		10			

1 Bag

3 Manual Itinerary

	Flight	Date	From	To
1	BT <input type="text" value="243"/>	21FEB	<input type="text" value="RIX"/>	<input type="text" value="FRA"/>
	BT			

4. Crew bag added:

	Customer	Bkg	Tkt	Cabin	Sec	Seat	Accept	Baggage	Info
1	SMITH BT243 21FEB RIX-FRA						<input type="checkbox"/>	CREW BAG	

Select Customer(s):

5 Select the customer to view baggage information.

Baggage

Hold Baggage: 1 / 10 KG
Cabin Baggage: 0 / 0 KG

6 Below are the individual baggage details.

Tag Number	Wt	To	Acc	Owner	Tag Type	Info	Status	Spl. Bag
1 0657-BT-007088	10	FRA	<input checked="" type="checkbox"/>		Auto	CREW BAG	Active	

1 Bag(s)

5. Crew bag will be shown in the bag list

BT243 21FEB RIX → FRA Frankfurt International (2) Acceptance Open Codeshare: A33270, RO9262, TP6416													STD: 07:35					
Selected Filters: "All Bags"																		
Sort By Tag Number Order Ascending																		
Tag Number	Wt	From	To	Acc	Transfer	Bag Class	Baggage Attribute	Status	ATL	ATT	Loading Status	Owner	To	Acc	Bag Type	Rushed	Has Ear	
1 0657-BT-007088	10	RIX	FRA	✓ Local	Y			Active	Y	Y	N	SMITH		Crew	N	N		