

SIL Issue 03/2025 Passenger Handling for Amadeus Altea DCS users

Effective from 6.10.2025

Dear Partners,

Please be informed that as of 6th of October, the boarding process will be organized by groups. The boarding group will be indicated on the boarding pass. Passengers traveling together in the same PNR will be assigned to the same boarding group, unless there are more than 6 passengers in one PNR.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72

FLIGHT NO: BT695	BOARDING TIME: 10:45	GATE:	SEAT: 2D	CLASS: C	SEQUENCE NO: 0001
airBaltic			CLASS: C DATE: 27SEP SEQUENCE NO: 0001 PAPER TKT		
NAME: ONE/TEST MR FROM: RIGA/RIX TO: NICE/NCE			PAPER TKT ONE/TEST MR BT 695 27SEP FROM: RIGA/RIX TO: NICE/NCE DEPARTURE TIME: 11:15		
HELPLINE 24-7 CALL 37167280422 0000000000001			GROUP: 1		

airBaltic Boarding pass

Booking reference: 950V03
Ticket number: 957241229728
Document check
airBaltic Club No:
Status:

Post-arrival: not valid

Riga (RIX) - Amsterdam (Schiphol) (AMS)

ST/ST1
BERZINS JANIS

Departure date: 18.09.2025

Dep. terminal: Gate: Boarding 11:29

Class: Economy BASIC

Seat: 23D

Security No.: 001

Departure: 11:50 Arrival: 13:10 Arr. terminal:

In case of flight irregularity, please call our 24/7 helpline +371 67280422 or contact our staff at the airport.

airBaltic

TALLINN TLL RIGA RIX

FLIGHT: BT695 BOARDING DATE: 26SEP25 BOARDING: 05:10 **GROUP: 5**

PASSENGER: SMITH JOHN STATUS: CLASS: Economy

QR code: 657241229728

Each boarding group must be called individually according to the boarding group sequence. Please follow the guidelines on how to organize the boarding:

- ✈ Jet bridge or walking stand – boarding by groups according to the group sequence
- ✈ Bus transfer – Group PRB and Group 1 board first, followed by all the remaining passengers

Group boarding announcement:

Your airBaltic flight BT... (in cooperation with...) to... (destination) is now ready for boarding. Thank you for choosing airBaltic and we wish you a pleasant flight.

Please be informed that boarding will be organized by groups as indicated on your boarding pass. We invite passengers travelling with small children to board first.

Now we invite **Group Number 1** – VIP, Executive card holders and Business class passengers to board the aircraft.

We invite **Group number 2** for boarding.

Group number 3 please proceed to boarding.

We invite **Group number 4** for boarding.

And now we invite **Group number 5**.

Final announcement:

Attention! This is the final call for all airBaltic passengers travelling to... on flight BT... Please proceed to the boarding gate... immediately.

Pre-boarding (PRB)	Families with small children under 5 years and passengers requiring special assistance
Group 1	Business class passengers, airBaltic club VIP and Executive members
Group 2	Economy flex and corporate fare passengers, passengers with prepaid heavy handbag
Group 3	Passengers with window seat and their companions
Group 4	Passengers with middle seat and their companions
Group 5	Passengers with aisle seats
Group 6	All remaining passengers

Boarding in Amadeus Altea Customer Management.

Boarding shall be opened in DCS Boarding application.

- ✈ Respective group can be opened for boarding by clicking *Update Zones*. If the boarding zone is not open, the passenger will not be able to board the plane by scanning the boarding pass at the gate.

Not Boarded Customers: 8

Boarding Zone Status

Zone	Status
PRB	Open
Zone 1	Closed
Zone 2	Open
Zone 3	Closed
Zone 4	Closed
Zone 5	Closed
Zone 6	Closed

Update

- ✈ In case all boarding groups can board the airplane, all zones can open by clicking *Open All Zones*.

Update Open All Zones

- ✈ Passengers yet to board in each group are shown on the Boarding screen are shown on the Boarding screen.

Zone	Yet To Board
PRB	2
1	1
2	2
3	1
4	1
5	1