

Amadeus Altéa Departure Control - Customer Management

How to add and remove infant

1. Retrieve the passenger in DCS. In Menu select Customer CF4 and add infant CF6

PDT Customer Identification Customer Acceptance Acceptance Information

Low

Search AF1

BT311 22FEB RIX → TLL Tallinn Lennart Meri

Acceptance Open

Gate: None Boarding: 06:55

Customer Bkg Tkt Cabin Sec Seat Accept Baggage Info

1 **BOOKING Test**

BT311 22FEB RIX-TLL Y(Y) 001

Booking

Unmerge Booking SF10

View Booking CF4

Tracking

Track Customer SF4

Comments

Add Comment F3

Delete Comment F9

Update Comment AF8

Details

Update Other Details F6

View Customer F7

Frequent Travellers

Add FQTV F4

Delete FQTV CF10

Infant

Add Infant CF6

Re-associate Infant CF7

Remove Infant CF8

Linking

Standby Split AF7

View Links AF3

Regrade

Add Regrade F8

Manual Regrade SF6

Service

Add Service F5

Delete Service F11

Update Service AF6

Warning: A previous published seat is being de-allocated

Seat 015D De-allocated for BOOKING Test

You can swipe:

Bag Tag B Pass

CC Flight CPN

FQTV Nat ID

PSPT

Restart SF12

Expand [SF2] 1 Customer(s)

Complete the acceptance or Exit.

Proceed Exit

2. Enter infant details (marked in red)

PDT Customer Identification Customer Acceptance Acceptance Information Add Infant

Low

Search AF1

BT311 22FEB RIX → TLL Tallinn Lennart Meri

Acceptance Open

Gate: None Boarding: 06:55

Customer Bkg Tkt Cabin Sec Seat Accept Baggage Info

1 **BOOKING Test**

BT311 22FEB RIX-TLL Y(Y) 001

Select Customer: 1

Expand [SF2] 1 of 1 Selected

Select customer and enter the new infant details to add the infant.

Customer Details

Title: Surname: BOOKING First Name: TESTS

Type: Infant Gender: Male

Age: 12 Months Date of Birth: 20FEB2022

Infant Details Recap

1 BT311 22FEB RIX-TLL

Select: 1 1 of 1 selected

Add Infant Exit

3. Infant successfully added

PDT

Low

AF1

Shortcuts
 Accept. Figures F9
 Add Bags F11
 Add Comment F3
 Add Service SF9
 Print B Pass F4
 Print Bag Tag F5
 View Customer F7

Menus
 Acceptance AF12
 Baggage AF3
 Bags - Excess AF2
 Compensation CF2
 Crew AF5
 Customer CF4
 Disruption CF10
 Flight AF7
 Identification AF8
 Payment CF3
 Printing AF10
 Regulatory CF8
 Seating AF11
 Ticket / EMD AF6
 Travel AF9

System
 Restart SF12

☒ Infant updated for BOOKING Test

Customer Identification
 Customer Acceptance
 Acceptance Information

BT311 22FEB RIX → TLL Tallinn Lennart Meri
 Acceptance Open

Gate: None
 Boarding: 06:55

Customer	Bkg	Tkt	Cabin	Sec	Seat	Accept	Baggage	Info
1	BOOKING Test							
	BT311	22FEB	RIX-TLL		Y(Y)	001		
2	BOOKING Tests			Infant				
	BT311	22FEB	RIX-TLL		Y(Y)			

☒ Some customers or flights have not been accepted. Proceed to complete the acceptance or Exit.

Customer Information

Gate Number: Not Available
 Boarding Time: 06:55

4. To remove infant, in Menu select Customer CF4 and Remove Infant CF8

Booking	
Unmerge Booking	SF10
View Booking	CF4
Comments	
Add Comment	F3
Delete Comment	F9
Update Comment	AF8
Details	
Update Other Details	F6
View Customer	F7
Frequent Travellers	
Add FQTV	F4
Delete FQTV	CF10
Infant	
Add Infant	CF6
Re-associate Infant	CF7
Remove Infant	CF8
Linking	
Standby Split	AF7
View Links	AF3
Regrade	
Add Regrade	F8
Manual Regrade	SF6
Service	
Add Service	F5
Delete Service	F11
Update Service	AF6

5. Select Customer to remove the associated infant

Customer Identification

Customer Acceptance

Remove Infant

BT311

03MAR RIX → TLL Tallinn Lennart Meri

STD: 07:25

Acceptance Open

Gate: None

Boarding: 06:55

	Customer	Bkg	Tkt	Cabin	Sec	Seat	Accept	Baggage	Info
1	BOOKING Test Mr								
	BT311	03MAR	RIX-TLL				✖	Y(Y)	
2	BOOKING Tests								
	BT311	03MAR	RIX-TLL	Infant			✖	Y(Y)	

Select Customer: 1

Expand [SF2]

1 of 2 Selected

Select a customer to remove the associated infant.

Infant Details Recap

1	BT311	03MAR	RIX-TLL	BOOKING TEST
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Select: 1

1 of 1 selected

Remove Infant

Exit