

Amadeus Altéa Departure Control - Customer Management

Customer acceptance into jump seat

1. In application tab open Seatmap

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	
WorldTracer Desktop		Ctrl+Shift+L	
Movement (MVT)		Ctrl+N	
Set Default Carrier		Ctrl+F1	
Operational Flight Updates		Ctrl+I	
Disruption		Ctrl+Shift+D	
Airline Settings		Ctrl+Shift+A	
Departure Control History		Ctrl+Shift+H	
Free Text ACARS		Ctrl+Shift+T	
Blacklist Report		Ctrl+Shift+R	


2. Enter flight details marked in red to display seatmap

i Enter flight details to display seatmap

Flight

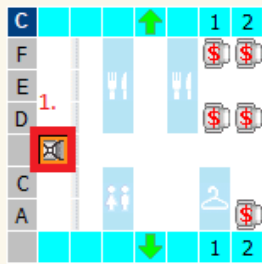
Flight Number: BT ... 311 Date: 22FEB 12 From: RIX ...

To:

3.  is Jump Seat characteristic. On the Seatmap click on the jump seat (1.) to display the jump seat number (2.)


Enter Flight **Seatmap**

✈ BT311 22FEB RIX → TLL Tallinn Lennart Meri STD: 07:25
Acceptance Open Gate: None Boarding: 06:55



Select Seats: **JP-JC1** Display Legs: 1 (RIX → TLL) Pg-Up Pg-Down

Enter seat number(s) or select an action on the left.

Customer	Leg	Current Seat	Seat Characteristics	Service Request
Vacant Seat	RIX-TLL	JP-JC1		

4. Enter the Jump seat number in the seat preference field and accept the passenger

✈ BT311 22FEB RIX → TLL Tallinn Lennart Meri STD: 07:25
Acceptance Open Gate: None Boarding: 06:55

Sort By: Default Order: Ascending

	Customer	Bkg	Tkt	Cabin	Sec	Seat	Accept	Baggage	Info
1	BOOKING Test								
	✈ BT311			RIX-TLL	Y(Y)	001			

Select Customer(s) for Acceptance: 1 Expand [SF2] 1 of 1 Selected

Enter seat preference (if required). Enter bag details afterwards.

Baggage Customer has bags?: No **Seating** Seat Preference: JP-JC1

Comments out of RIX

Advanced Options [F2] **Accept** Back