

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

Enter flight details to display seatmap

Flight

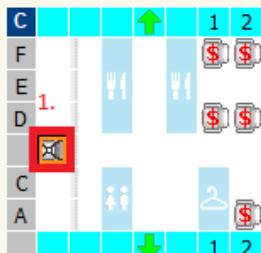
Flight Number: **BT** **...** **311** Date: **22FEB** **...** From: **RIX** **...**

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 Acceptance Open STD: 07:25 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

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Sort By Default Order Ascending

Customer	Bkg	Tkt	Cabin	Sec	Seat	Accept Baggage	Info
1 BOOKING Test							
BT311 RIX-TLL	(E)	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 **Seating**

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

Comments out of RIX

Advanced Options [F2] **Accept** **Back**