



## READ AND SIGN

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### Topic: Open Seats Report On easyJet

Dear All

On all easyJet flights it is very important for the cabin crew, that they receive the 'Open seats' report before the boarding starts.

Once you arrive at the gate, as one of the first steps, please print the 'Open seats' report (below a screenshot where you can find it) from iPort and give/send it to the crew, but beforehand please send a picture of it, so the TRC can already brief the crew before they receive the paper.

On bridge positions please bring it down yourselves before the first passenger boards (don't wait for the TRC, they can be busy on the ramp); while on remote positions please send this list with the first bus.

Thank you for your cooperation!

Norbert

The screenshot shows the iPort system interface for flight EJU 1960 on 07 JUN, FRA-LIN. The flight status is 'Closed for Checkin'. The 'iLists' tab is selected, and the 'Open seats' report is displayed. The report shows the flight number ECU1960/07JUN FRA-LIN and the open seats 01A, 06E, 07E, 08E, and 10F.

Flight	Date	Route	Status	Boarding	Gate	Checked-In	Booked	Available
EJU 1960	07 JUN	FRA-LIN	Closed for Checkin	08:45	D24	Y151	Y152	Y005

Other lists:

- Open seats

ECU1960/07JUN FRA-LIN

OPEN SEATS -----

01A 06E 07E 08E 10F