



## READ AND SIGN

Revision: 0 | Issued: 10.06.2025

### Topic: Acceptance of SBY PAX (Altea)

Dear all,

Please find an overview of accepting SBY PAX on Altea flights:

- Onloadlist must be checked on all flights, even if no customers are on stand-by
- Onload is performed by using onload **Apply**
- Onload Apply recognizes, if a higher value customer is on Stand By → the system onloads this customer and downgrades/offloads lower value customers
- Onload Apply uses words Upgrade (from Economy Class to Business Class) and Downgrade (from Business Class to Economy Class)

Example:

Overbooked in Economy Class -4 but still available seats in Business Class 4

(Means ? Everyone will have a seat at the end as enough seats are available) On onload list you will see who will be upgraded.

Availability		Availability		Est. Availability	
		J	Y	J	Y
HEL-MUC		4	-4	4	-4

  

Total Acceptance Figures		Booked				Accepted				Standby			
		J	Y	Infant	CBBG	EXST	J	Y	Infant	CBBG	EXST	J	Y
Joining	To MUC	8	92	4	0	0	8	88	4	0	0	0	4
HEL	Total	8	92	4	0	0	8	88	4	0	0	0	4

How to find Onload list:





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Select all PAX on onload list and APPLY:

Customer	Cabin	Seat	Current Accept	Recommendation	Priority	Info.	Bag
1 RONKAINEN Sinikka Ms	AY PLAT Y(Y)	19D	✓	Upgrade ↑ J			
2 VALLATON Ville Mr	Y(H)	123	SBY	Onload	Y		
3 VAHALA Laura Ms	AY PLAT Y(Y)	6C	✓	Upgrade ↑ J			
4 MOORE Roger Mr	Y(Y)	124	SBY	Onload	Y		
5 LITTLEWOOD Emilio Mr	Staff Y(X)	11A	✓	Upgrade ↑ J	62/Y62,SA	DOJ 15JUN05	
6 BOND James Mr	Y(Y)	125	SBY	Onload	Y		
7 FARRAN Rigoberto Mr	Staff Y(X)	15F	✓	Upgrade ↑ J	66/Y66,SA	DOJ 15NOV12	
8 SMITH Mike Mr	Y(H)	122	SBY	Onload	Y		

⚠ Weight calculations not used.

Select Customer(s): 1-8 8 of 8 Selected

Select customer(s), click "Apply" to accept the Recommendation or Select an Action from the menu on the left

Apply Exit

How to upgrade Economy PAX to Buisness Class?

## Upgrading Customers

- When upgrading customers in DCS (UPYJ, UPYW, UPWJ), regrade type must always be *Involuntary*
- This is important in order for automated onload ranking to work.
- Remain in Regrade Cabin* will not downgrade/upgrade customer again.

Customer Identification Customer Display Acceptance Information Manual Regrade

AY1405 08JAN HEL (2) • HUC Munich International (1)

Customer Bkg Tkt Cabin Sec: Seat Accept Baggage Info

1 JANNEY Deon Mr Y(Y) 033 2B ✓ ECONOMY AY-ELIGHT, Service

Select Customer(s): 1 1 of 1 Selected

Select customer(s) to regrade and requested seats. Regrade applies to flight AY1405 only.

Regrade Details

Regrade Reason: Marketing or Sales Initiative Extra Information:

Regrade Cabin: Authorise Ref:

Select Seat(s):

Regrade Type:

Involuntary  
Remain in Regrade Cabin

Advanced Options [F2] Regrade Exit