



## 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 Buisness Class) and Downgrade (from Buisness Class to Economy Class)

Example:

Overbooked in Economy Class -4 but still available seats in Buisness 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.

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:





Acceptances AF12

Baggage AF3

Compensation CF2

Customer CF4

Flights AF7

Printings AF10

Seating AF11

Travels AF9

System F5

Refresh SF12

Restart

HEL-MUC

4

0

0

0

Customer Onload Recommendation

Customer	Cabin	Seat	Current	Accept	Recommendation	Priority	Info.	Bag
<b>Onload</b>								
1 RINKAINEN 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	DOI 15JUN05
6 BOND James Mr		Y(Y)	125	SBY	Onload	Y		
7 FARRAN Rigoberto Mr	Staff	Y(X)	15F	✓	Upgrade	↑ J	66/Y66,SA	DOI 15NOV12
8 SMITH Mike Mr		Y(H)	122	SBY	Onload	Y		

Select Customer(s):

1-8

8 of 8 Selected

Weight calculations not used.

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

Apply

Exit

## Upgrading Customers

- Default:** AY | Account: Device Navigation Logout Help
- Messenger [0] | AY Flight:AY1405 [1] | AY Customer [2] | **AY Customer [2]**
- UAT**
- Customer Identification | Customer Display | **Acceptance Information** | Manual Upgrade
- AY1405 ZEDAN HEL [2] • MUC Munich International (1)
- Acceptance Open
- Gate: None Boarding: 15:50 STD: 16:20  
Baggage: Open
- Customer
- Bkg Tkt Cabin Sec Seat Accept Baggage Info
- AY1405 28JAN HEL-DFG VYH 032 20A ✓ ECONOMY.AY-EIGHT Service
- Add Upgrade AY3  
Baggage AY3  
Delete Upgrade AY3  
Flight Info AY10  
Seatmap AY7  
View Customer AY7  
View Links AY3
- Phone AY3  
Baggages AY3  
Customers AY3  
Flights AY3  
Seatmaps AY14
- Synops AY3  
**Restart** AY12
- Select Customer(s):  
1 Select customer(s) to upgrade and requested seats. Upgrade applies to flight AY1405 only.
- Upgrade Details**
- Upgrade Reason: Marketing or Sales Initiative Extra Information:  
Upgrade Cabin: Authoriser Ref:  
Select Seat(s):  
Request Type: Involuntary  
Banner in Upgrade Cabin
- [?] Advanced Options [F2] Upgrade Exit