



## READ AND SIGN

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### Topic: Crew and Crew Bags on HiSky flights

Dear all,

When a deadhead Crew (with Gen.Dec) has bags on HiSky please add them as crew bags and do not relate them to the passenger.

Please use example below.

The screenshot shows the HiSky system interface for flight EJU 1960 on 14 AUG. The flight details include: A319, OELKX, Y156, Status: Open for CheckIn, Boarding: 08:40, Gate: E22, Checked-In: Y081+1, Booked: Y085+1, Available: Y071. The flight is from FRA to LIN, with STD 09:10 and ETD 09:10. The CTOT is --, STA is 10:20, and ETA is 10:20. A red circle highlights the 'Special Tags' tab. Below the flight details, the 'Issue bagtag(s)' section is visible. The 'Type' dropdown is set to 'Crew', and the 'Destination' dropdown is set to 'LIN'. The 'Pieces' field is empty. Below this, there are fields for Carrier, Flt nr., Flt. Date, Board., Dest., STD, and STA. The 'Active bag tag(s)' section shows 'No bag tags found.'

The deadhead Crew should be accepted as NOREC, boarding pass to be printed.

**Most important: Backoffice to be inform about the deadhead Crew.**

**The crew needs to be offloaded right after printing the boarding passes .**

Thank you for your cooperation!

Elena