



Topic: Crew Bags in GoNow

Dear all,

In the event that TUI crew would like to check in bags, they must be added to the system so a tag will be printed. In addition, the TRC must be informed about any crew bags checked in. See below for the detailed procedure:

Step 1: Click “Menu” and navigate to “Booking Operations” – “CREW and RUSH Bag Tags”

The screenshot shows the GoNow Airport Supervisor interface. The 'Menu' dropdown is open, displaying various options. The 'CREW and RUSH Bag Tags' option is highlighted with a yellow box. The background shows a flight status table with columns: Date, Departure/Arrival, Gate, Vrfld, Status, Sold, Checked in, Boarded, and No-Show.

Date	Departure/Arrival	Gate	Vrfld	Status	Sold	Checked in	Boarded	No-Show
22Dez	07:50 - 11:40	E24		Closed	184	183	183	1
22Dez	07:50 - 13:15	E3	✓	Closed	184	182	182	2
22Dez	08:00 - 11:50	E21		Closed	189	189	189	0
22Dez	11:45 - 15:35	E24		On Time	188	186	0	2
22Dez	12:35 - 16:15	D23		On Time	189	185	0	4
22Dez	19:25 - 20:20			Closed	0	0	0	0



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Step 2: The “CREW and RUSH Bag Tags” window will open. Select “CREW Bag Tags” on the top left. On the right side type the flight number or use the “Advanced” dropdown menu to find the correct flight.

GoNow - CREW and RUSH Bag Tags

CREW Bag Tags RUSH Bag Tags

JOURNEY Sort: Departure Time (ea... Destination/Flight Number: Go Advanced

Selected Flights Delete

Bags Add Bags Edit Delete

ESC or Alt+F4 to close Print Bag Tags

Step 3: Double click the correct flight on the left. The flight will be displayed under “Selected Flights.” Then click “Add Bags.”

GoNow - CREW and RUSH Bag Tags

CREW Bag Tags RUSH Bag Tags

JOURNEY Sort: Departure Time (ea... Destination/Flight Number: Go Advanced

1. X3*2138 FRA - FUE Non-stop 22 Dez 12:35 - 16:15

Selected Flights X3*2138 FRA - FUE 22 Dez 12:35 - 16:15 Delete

Bags Add Bags Edit Delete 2.

ESC or Alt+F4 to close Print Bag Tags



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Step 4: In the popup enter the weight of the bag and the crew member's name. Select "Next Bag" if there are additional crew bags. Otherwise select "Done." The bags will appear in a list.

The screenshot shows the 'GoNow - CREW and RUSH Bag Tags' application window. The 'JOURNEY' tab is active, displaying flight details for X3*2138 on 22 Dec from FRA to FUE. A popup titled 'Add CREW Bags (1 of 1)' is open, allowing the user to enter bag weight and crew member information. The popup contains the following fields and controls:

- Bag Weight: Kg
- Last Name: CREW
- First Name: CREW
- Middle Name:
- ☐ Apply the same passenger information to the next bag
- Buttons: Next Bag >, Done, Cancel

The background application window shows a 'Selected Flights' list with the same flight details. At the bottom right, there is a 'Print Bag Tags' button.

Step 5: Select "Print Bag Tags" on the bottom right and the tags will be printed.

The screenshot shows the 'GoNow - CREW and RUSH Bag Tags' application window after the 'Add CREW Bags' popup has been closed. The 'JOURNEY' tab is still active. The 'Bags' section at the bottom right now displays a list of added bags:

Bags	Weight	CREW Name
1	13 Kg	JOHN, CREWMAN

The 'Print Bag Tags' button at the bottom right is highlighted with a red box, indicating it should be clicked to print the tags.

Step 6: Inform the TRC of the number of crew bags to expect on position.