READ AND SIGN
Revision: 0 | Issued: 05.01.2026

Topic: iPort Travel Document Briefing

Dear Supervisors and Lead Agents,

In addition to the Pegasus Briefing and the TUI Regulations Sheet we are introducing the iPort Travel Document Briefing.

This way all our non-Schengen flights are covered.

This briefing form can be found on the shared drive too. It focuses more on iPort's built-in timatic, however I would like to ask you to please list 4-5 of the most common travel documents in the bottom part.

For example on HiSky: German ID, German Passport, Russian Passport, Romanian ID, Romanian Passport, Moldovan Passport.

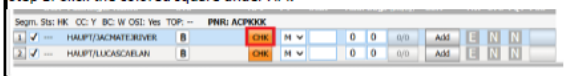
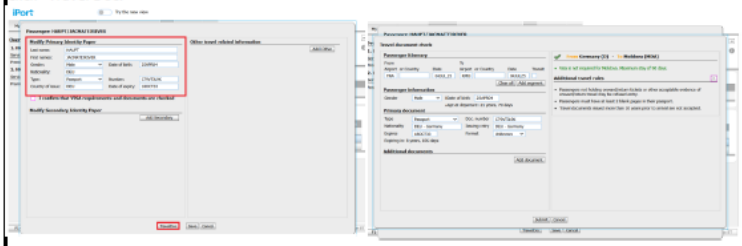
Please kindly do a brief briefing and let the agents sign!

Thank you!

Norbert

iPort Travel Document Briefing

Supervisor: _____ **Flight:** _____ **Date:** _____

iPort Document Verification
Please carefully check the travel documents in iPort against the entry requirements: Step 1: Click the colored square under API.  Step 2: In the popup you can swipe the travel document to add it to the system. Because the document must be verified manually you must ensure that the documents provided will be accepted for entry. To do this, click "Travel Doc."  The system will take the travel documents you have provided and check them against the entry requirements. Here the document requirements have been met, and the system shows a green check mark. In case of any doubts, call the supervisor!

Rules For The Most Common Travel Documents

Signatures			
Name		Signature	
Name		Signature	
Name		Signature	
Name		Signature	
Name		Signature	