

BRS B5 Quick Guide For TUfly



STD-60 **Check the No Baggage, Red Baggage and Inactive Baggage lists**

When opening the gate, these lists shall be checked for inactive bags, rush bags, possible SSBD errors (e.g. deleted tags that have a scan).

No Baggage (rush bags): F4 key on the flight display page

Red Baggage: F8 key on the flight display page, then F8 key again

Inactive Bags: displayed on the far right on the flight display page

Rush bags: Ask TRC for approval before setting green.

Deleted bags with scan (Info = DEL, Scan = Y): Investigate and set them on green.

Inactive bags: Check in GoNow and try to clear as many as possible before boarding start. If the tag was generated only a few minutes ago, wait, because the passenger is still at SSBD.

To set any bags on green select the bag on the Red Baggage or No Baggage list and hit the F4 key (Release Red Baggage / Release No Baggage). Then confirm by hitting the space bar or clicking "Ja".

STD-45 **Check the No Baggage, Red Baggage and Inactive Baggage list again**

At STD-45 check-in is closed and no further changes are expected to be made to the bags. Perform the STD-60 steps again and clear any remaining bags.

STD-20 **Check if you have any deleted bags with scan for a last time, and put the bags of any missing passengers on red**

Check the All Red Baggage list again for any possible deleted bags with scan and release them.

Missing passengers' bag (set them on red):

Hit F1 (Loading List) on the flight display page → hit F4 (All Bags) → use the search field → select the bag by clicking on it → hit F4 (Set Red) → click on "Ja" or hit the space bar.

STD-20 – STD-15 **Release the red bags of those missing passengers who arrive until STD-15**

Once these passengers are boarded in GoNow the bags will automatically get released, but double check the All Red Baggage list – Flight Display page → F8 key (Red Baggage) → F8 key (All Red Baggages) – and release any bags that stayed red with the F4 key (Release Red Baggage).