



READ AND SIGN

Revision: 0 | Issued: 7.01.2025

Topic: Finalizing flights in Altea

Dear all,

I want to remind you about the importance of finalizing flights in Altea. When the flight is not finalized the loadsheet can not be completed and it will cause a delay to our flights which we can easily avoid.

How to finalize the flight:

- Boarding done, no shows removed and flight is closed ? Great
- **Flight update → change status to FINALIZED**

Please double check if the status has been changed before signing out as we faced some issues the last time that status was not changed even agent confirmed that flight was finalized.

Thank you all for your cooperation

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