



## **READ AND SIGN**

Revision: 0 | Issue: 29.03.2025

### Topic: Through Check-in for Seperate Bookings

Dear all,

If the guest has two seperate bookings and the second flight is within 24 hours; two different PNR's can be merged and through check-in can be completed. Please check the attached document, you can contact to [dcsgroup@flypgs.com](mailto:dcsgroup@flypgs.com) for your questions.

Please see bellow attached screenshot.

The only thing is, if the passenger is already checked in for the 2<sup>nd</sup> flight then you can't merge the flights with T, you need to contact Guestcontrol via WhatsApp and request to offload the passenger for the connecting flight.

If you have any question regarding this topic, feel free to ask Veronika or me.

Regards,

Aquil



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### THROUGH CHECK-IN FOR SEPARATE PNR'S

If the guest has two bookings and the second flight is within 24 hours; two different PNR's can be merged and through check-in can be completed.

**Note:** Please take into account that the connection time between two flights should be at least 90 minutes.

For example; The guest AYŞE TEST has two different tickets: AYT-SAW and SAW-AMS.

"T" button is clicked on the AYT-SAW flight's check-in page and the guest's second reservation is found:

### PNR Search

☒ Reserved Passengers ☐ Checked-IN Passengers ☐ \*\*Standby Passengers

PNR :

Surname :

Search by passport and ID :

Clear

Search

Flight	**Dep-Arr Info	**Sch Dep Date	**Sch Dep Time	**Sch Arr Time	Seat Control	Check-In Search	**CheckIn Pax Search			
PC2035	AYT-SAW(Istanbul)	11/06/2024	05:15	06:35						
A-320-186 TC-NBE										
No.	C	T	PNR	GROUP CODE	TIM SURNAME / NAME*	SEAT* ITIN*	PRIORITY CODE	Total XBaggage **FF Weight	INTBAG	JUMP AVAIL
Select <input type="checkbox"/> All										
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	T 92XSPB	C1	TEST AYŞE/F	17A AYT-SAW		20		

Continue Check-in

\*\*Voluntary DB

\*\*Involuntary DB

The second flight is selected and click "Continue" button:

PNR No:

Search

DEP	PORT	DEP DATE	DEP TIME	ARR	PORT	FLIGHT	NOPNR	NO	NAMES	SURNAME	GENDER	BIRTHDATE
<input checked="" type="radio"/>	SAW	11/06/2024	12:40		AMS	1253	92XSQC	AYŞE	TEST	F		12/10/1999

Continue