



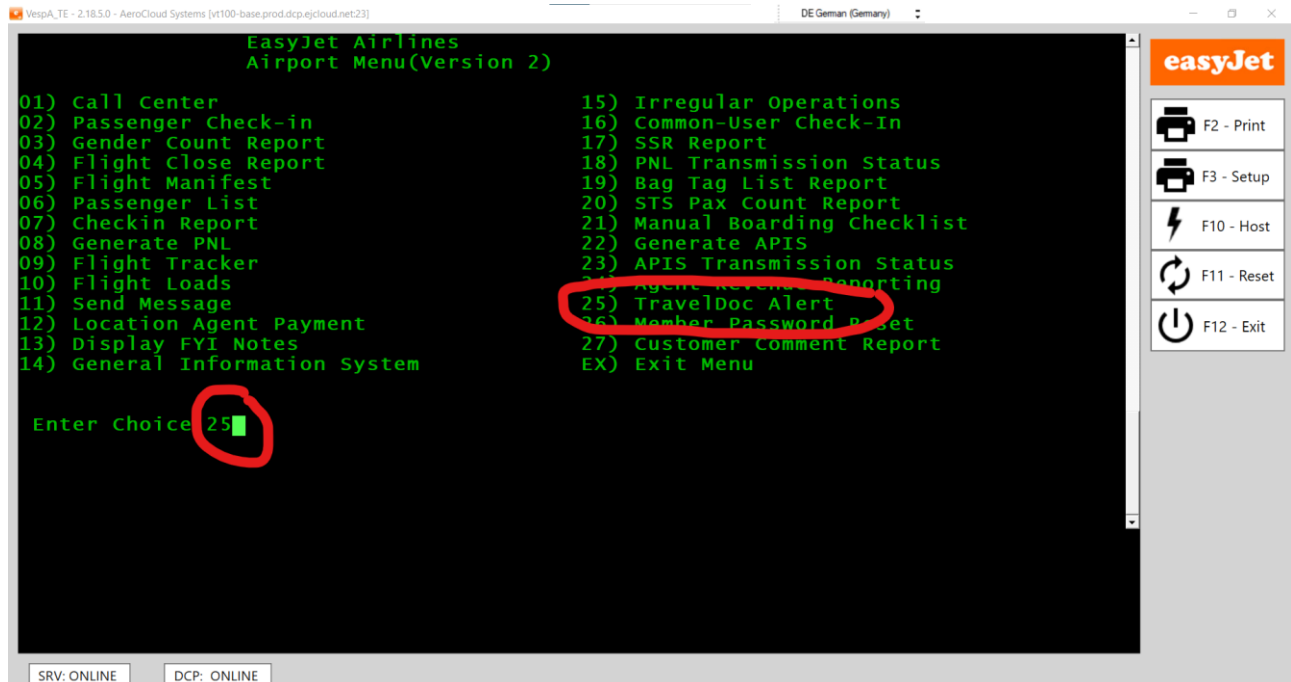
Topic: How To Prepare The Flights In eRes?

Dear All

We will need to prepare all easyJet flights in eRes before the check-in starts. This is actually a very quick process, but since during the day the SVs already have a lot of duties, this task is going to be the responsibility of the night shift.

To help you with it, a step-by-step guide:

Step 1: Check the alerts under menu **25**. Since we do not have any flights to UK, this list probably will always be empty, but still please check it, but any credit card fraud would be listed there as well.





READ AND SIGN

Revision: 0 | Issued: 01.04.2025

Step 2: Please answer the questions.

TravelDoc Alert

Enter Report Destination
(S)creen, (P)rinter, (F)ax, (N)etwork Printer, (E)mail ? **s**

(N)o Board, (O)verrides, (R)ed, (AM)ber (U)nchecked or (A)ll? **a**

Flight Date(01Apr25)

Origin (Enter to see all): **fra**

SRV: ONLINE DCP: ONLINE

easyJet

- F2 - Print
- F3 - Setup
- F10 - Host
- F11 - Reset
- F12 - Exit

Step 3: Check if there are any alerts.

TravelDoc Alert

Enter Report Destination
(S)creen, (P)rinter, (F)ax, (N)etwork Printer, (E)mail ? **s**

(N)o Board, (O)verrides, (R)ed, (AM)ber (U)nchecked or (A)ll? **a**

Flight Date(01Apr25)

Origin (Enter to see all): **fra**

easyJet Airlines
TravelDoc Report
For All Flights from FRA on 01 APR 25

	Cities	Dept/ Arrive	Flt	No Board	Over rides	Red	Amber	Unchecked
1	FRAFCO	2100/2255	2995					
2	FRAFCO	1540/1730	2993					
3	FRALIN	910/1020	1960					
4	FRALIN	2010/2120	1992					

Report finished...press <enter> to Quit.

SRV: ONLINE DCP: ONLINE

easyJet

- F2 - Print
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- F11 - Reset
- F12 - Exit

Should you have any alerts, typing in the line number of the flights and then entry S, the system will show you the message of the alert.