



Topic: How To Close The Flights In eRes?

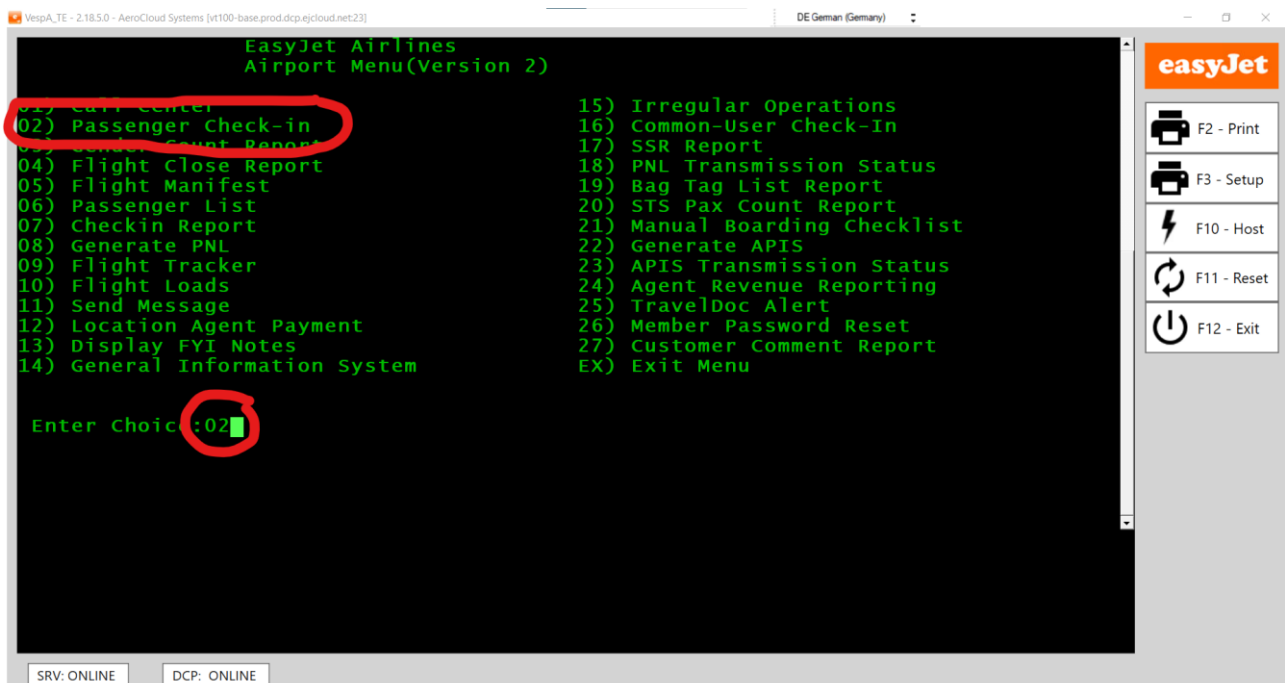
Once the flights leave, we will need to close the flights in eRes as well to ensure that the status of the tickets and the payments collected are associated correctly.

But before doing that, we will need to check in and board all PAX and then offload the ones who did not show up.

This is also a rather quick process, but this is going to be the responsibility of the night shift as well.

To help you, a step-by-step guide.

Step 1: Enter menu **2**.





READ AND SIGN

Revision: 0 | Issued: 01.04.2025

Step 2: Retrieve your flight by answering the questions.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

01) Call Center	15) Irregular Operations
02) Passenger Check-in	16) Common-User Check-In
03) Gender Count Report	17) SSR Report
04) Flight Close Report	18) PNL Transmission Status
05) Flight Manifest	19) Bag Tag List Report
06) Passenger List	20) STS Pax Count Report
07) Checkin Report	21) Manual Boarding Checklist
08) Generate PNL	22) Generate APIS
09) Flight Tracker	23) APIS Transmission Status
10) Flight Loads	24) Agent Revenue Reporting
11) Send Message	25) TravelDoc Alert
12) Location Agent Payment	26) Member Password Reset
13) Display FYI Notes	27) Customer Comment Report
14) General Information System	EX) Exit Menu

Enter Choice:02

Enter flight date: (01Apr25) : 01APR25

Enter city pair : FRAFCO

Enter flight number : 2993

SRV: ONLINE DCP: ONLINE

easyJet

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

Step 3: Open the flight in eRes with entry **OF**.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

Manifested : 134	Boarding Time : 15:10
No Show : 23	Flight Capacity : 156
Checked In : 111	Boarding Gate :
STS Outstanding : 111	
Doc Checks left : 111	LCB TOTAL : 22
Still to board : 111	LCB Confirmed (S1) : 22
On Board : 0	LCB Conditional (S2) : 0
Bags expected : 23	SAG Count : 0
Standard SG expected : 0	Standby Expected : 0
Large SG expected : 0	
Offloaded : 0	FlightInformation:2993
Act wt accepted : 0	
Expected Weight : 494	
Accepted baggage pieces : 0	Flight comments(0) .SFC to view/
Accepted SG Wt : 0	EFI to add/AFI to amend
Accepted Standard SG : 0	
Accepted Large SG : 0	

16:04 01APR/FRAFCO 1540/1730: 2993)>OF

SRV: ONLINE DCP: ONLINE

easyJet

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



READ AND SIGN

Revision: 0 | Issued: 01.04.2025

Step 4: Check in and board all passengers with entry **CALL**.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

STS Outstanding : 111	LCB TOTAL : 22
Doc Checks left : 111	LCB Confirmed (S1) : 22
Still to board : 111	LCB Conditional (S2) : 0
On Board : 0	SAG Count : 0
Bags expected : 23	Standby Expected : 0
Standard SG expected : 0	FlightInformation:2993
Large SG expected : 0	Flight comments(0) .SFC to view/ EFI to add/AFI to amend
Offloaded : 0	
Act wt accepted : 0	
Expected Weight : 494	
Accepted baggage pieces : 0	
Accepted SG Wt : 0	
Accepted Standard SG : 0	
Accepted Large SG : 0	

16:04 01APR/FRAFCO 1540/1730: 2993()>OF
Open Flight. Are you sure? (Y/N) y
Flight is already Open for checkin!
16:06 01APR/FRAFCO 1540/1730: 2993()>CALL

SRV: ONLINE DCP: ONLINE

easyJet

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

Step 5: Check whether all pax are checked in and boarded.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

Manifested : 134	Boarding Time : 15:10
No Show : 0	Flight Capacity : 156
Checked In : 134	Boarding Gate :
STS Outstanding : 0	LCB TOTAL : 24
Doc Checks left : 0	LCB Confirmed (S1) : 24
Still to board : 0	LCB Conditional (S2) : 0
On Board : 134	SAG Count : 0
Bags expected : 23	Standby Expected : 0
Standard SG expected : 0	FlightInformation:2993
Large SG expected : 0	Flight comments(0) .SFC to view/ EFI to add/AFI to amend
Offloaded : 0	
Act wt accepted : 0	
Expected Weight : 494	
Accepted baggage pieces : 0	
Accepted SG Wt : 0	
Accepted Standard SG : 0	
Accepted Large SG : 0	

16:07 01APR/FRAFCO 1540/1730: 2993()>

SRV: ONLINE DCP: ONLINE

easyJet

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



READ AND SIGN

Revision: 0 | Issued: 01.04.2025

Step 6: Find the noshows. With entry **F** followed by the family name you can identify the passenger.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

Manifested : 134	Boarding Time : 15:10
No Show : 0	Flight Capacity : 156
Checked In : 134	Boarding Gate :
STS Outstanding : 0	
Doc Checks left : 0	LCB TOTAL : 24
Still to board : 0	LCB Confirmed (S1) : 24
On Board : 134	LCB Conditional (S2) : 0
Bags expected : 23	SAG Count : 0
Standard SG expected : 0	Standby Expected : 0
Large SG expected : 0	FlightInformation:2993
Offloaded : 0	
Act wt accepted : 0	
Expected Weight : 494	
Accepted baggage pieces : 0	Flight comments(0) .SFC to view/
Accepted SG Wt : 0	EFI to add/AFI to amend
Accepted Standard SG : 0	
Accepted Large SG : 0	

16:07 01APR/FRAFCO 1540/1730: 2993()>FALLEGRITTI

SRV: ONLINE DCP: ONLINE

easyJet

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

Step 7: Remove the noshows with entry **R** followed by the line number.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

1) ALLEGRITTI/AMED MR 21 ++ K98J453 0101 HK 0FCO 0

11B

16:09 01APR/FRAFCO 1540/1730: 2993()>R1

SRV: ONLINE DCP: ONLINE

easyJet

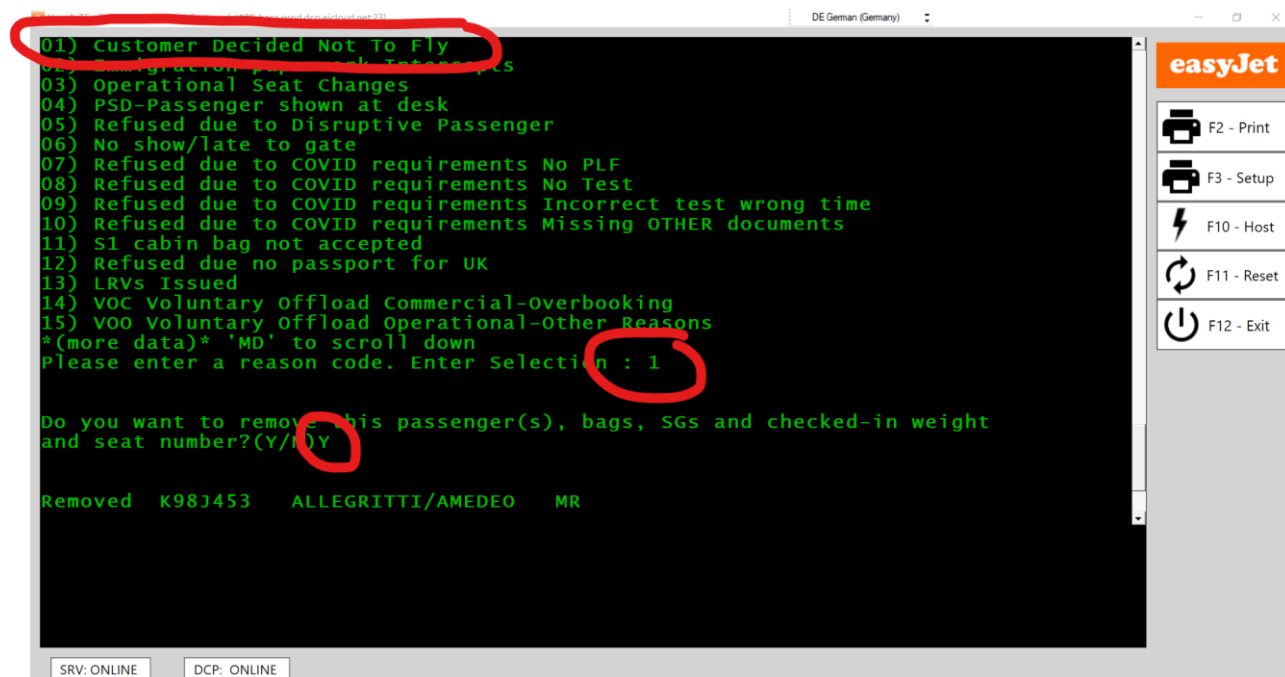
- F2 - Print
- F3 - Setup
- F10 - Host
- F11 - Reset
- F12 - Exit



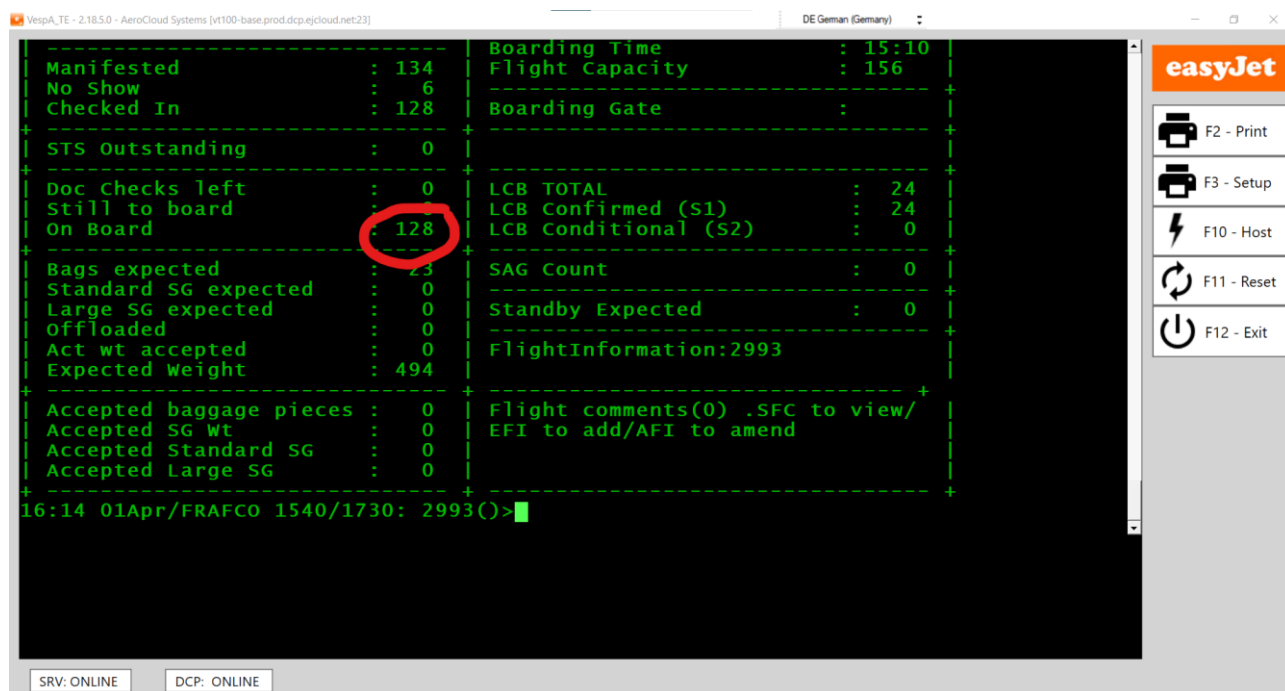
READ AND SIGN

Revision: 0 | Issued: 01.04.2025

Step 8: When offloading please always choose the first reason: Passenger decided not to fly.



Step 9: Once you offloaded all noshows, please doublecheck that the same number of passengers are checked in eRes as in iPort.





READ AND SIGN

Revision: 0 | Issued: 01.04.2025

iPort Back to the classic view

My Assigned My Flights Seatmap **Check-In** Box Special Tags iLists

Dest/Cat/Filter: Time window: -1 hrs / +12 hrs

Flight **STD/ETD** **Dest. Gate** **STS**

EJU 1960 01APR:09:10 LIN D26

EJU 2993 01APR:15:40 FCO D22

XR 5826 01APR:16:00 HRG D1

EJU 1992 01APR:20:10 LIN --

EJU 2995 01APR:21:00 FCO --

EJU 2993 **01 APR** **FRA-FCO** **STD 15:40** **ETA 16:10**

A319 Status: Open for Checkin
OELKK Boarding: 15:10
Y156 Gate: D22

Checked-in: Y128+1
Booked: Y128
Available: Y028

No W&B flight

Interactive pass lists Baggage lists Other lists

Generic lists:

All passengers Count: 135Y

FRA - FCO 01APR EJU 2993

BCN	Passenger Name	STS	API	PI	Scat	Add. Bags (cc/kg)	SSR	TKT	CFC	FQI	PSS
Segm. Sts: HK	CC: Y	BC: Y	OS: Yes	TOP: --	PNR: K92GTBD						
1	✓ 019 SCHOENEWECK/NICKLUC...	B			M	0 0	0/0	Add	P	N	N

F1-help F2-Clear F3-F-Keys (1) F4-Seatmap F7-Undo Check-In F8-Offload F9-Place on STBY F10-Check-In F11-Reprint BP F12-Rescue BT

iPort Server4-16 (v4.220.0 r9418)

Station: Frankfurt (FRA) Time (Local/UTC): 01APR 17:15 / 01APR 15:15z

Step 10: If everything is correct, please close the flight in eRes with entry **CF**.

VespA_TE - 2.18.5.0 - AeroCloud Systems [vt100-base.prod.dcp.ejcloud.net:233] DE German (Germany)

```
STS Outstanding : 0
Doc Checks left : 0
Still to board : 0
On Board : 128
Bags expected : 23
Standard SG expected : 0
Large SG expected : 0
Offloaded : 0
Act wt accepted : 0
Expected Weight : 494
Accepted baggage pieces : 0
Accepted SG wt : 0
Accepted Standard SG : 0
Accepted Large SG : 0
LCB TOTAL : 24
LCB Confirmed (S1) : 24
LCB Conditional (S2) : 0
SAG Count : 0
Standby Expected : 0
FlightInformation:2993
Flight comments(0) .SFC to view/
EFI to add/AFI to amend
16:44 01Apr/FRAFCO 1540/1730: 2993(>cf
Flight successfully closed!
16:44 01Apr/FRAFCO 1540/1730: 2993() CLSD>
```

easyJet

F2 - Print

F3 - Setup

F10 - Host

F11 - Reset

F12 - Exit

SRV: ONLINE DCP: ONLINE

Well done! 😊