



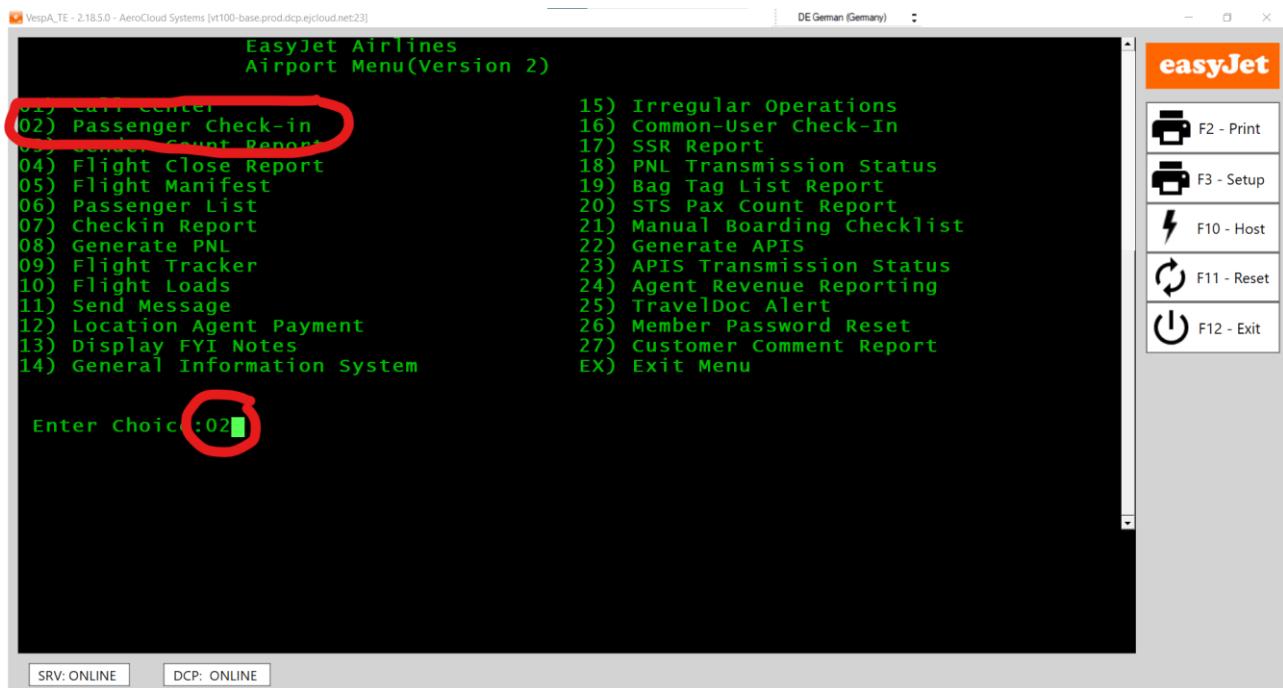
## Topic: How To Close The Flights In eRes?

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.

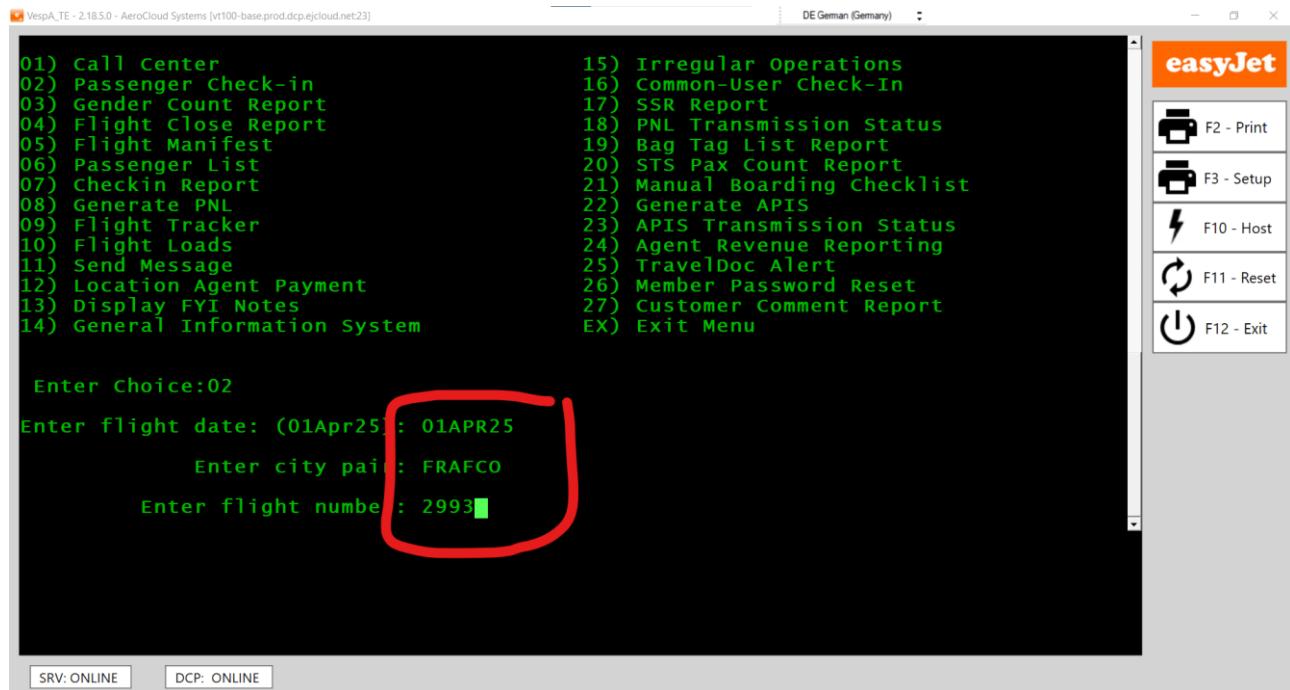




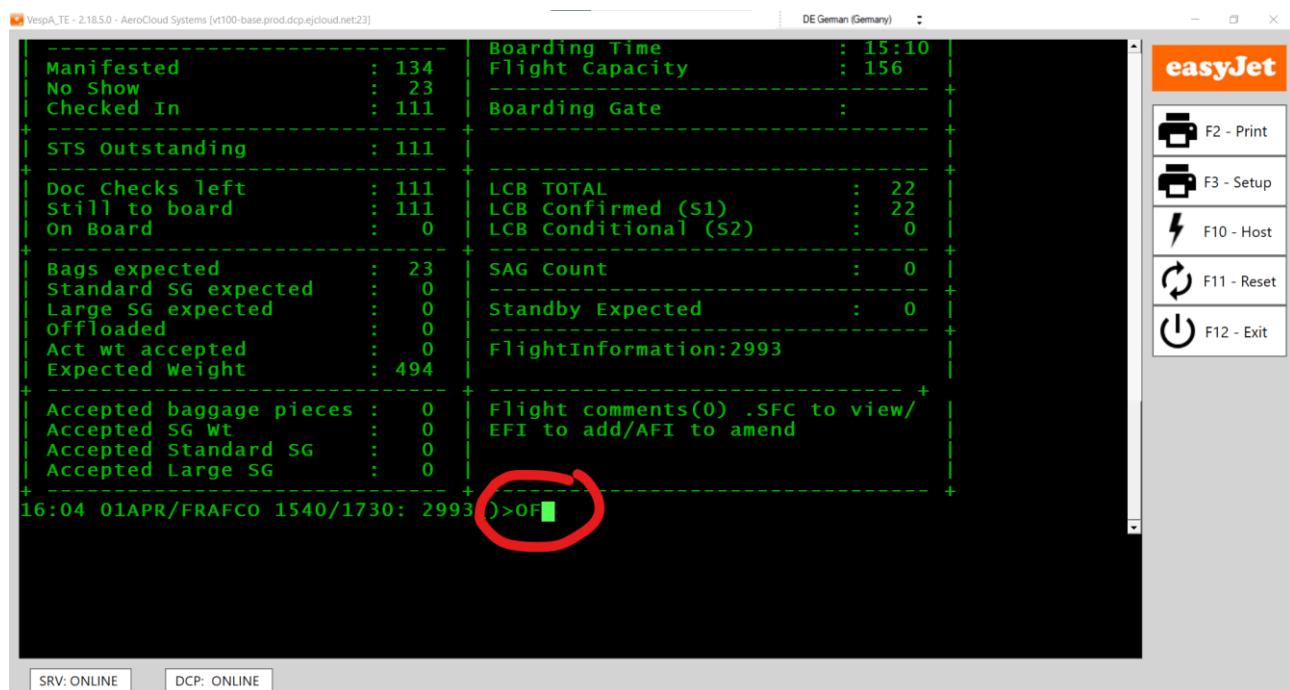
## READ AND SIGN

Revision: 0 | Issued: 01.04.2025

### Step 2: Retrieve your flight by answering the questions.



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

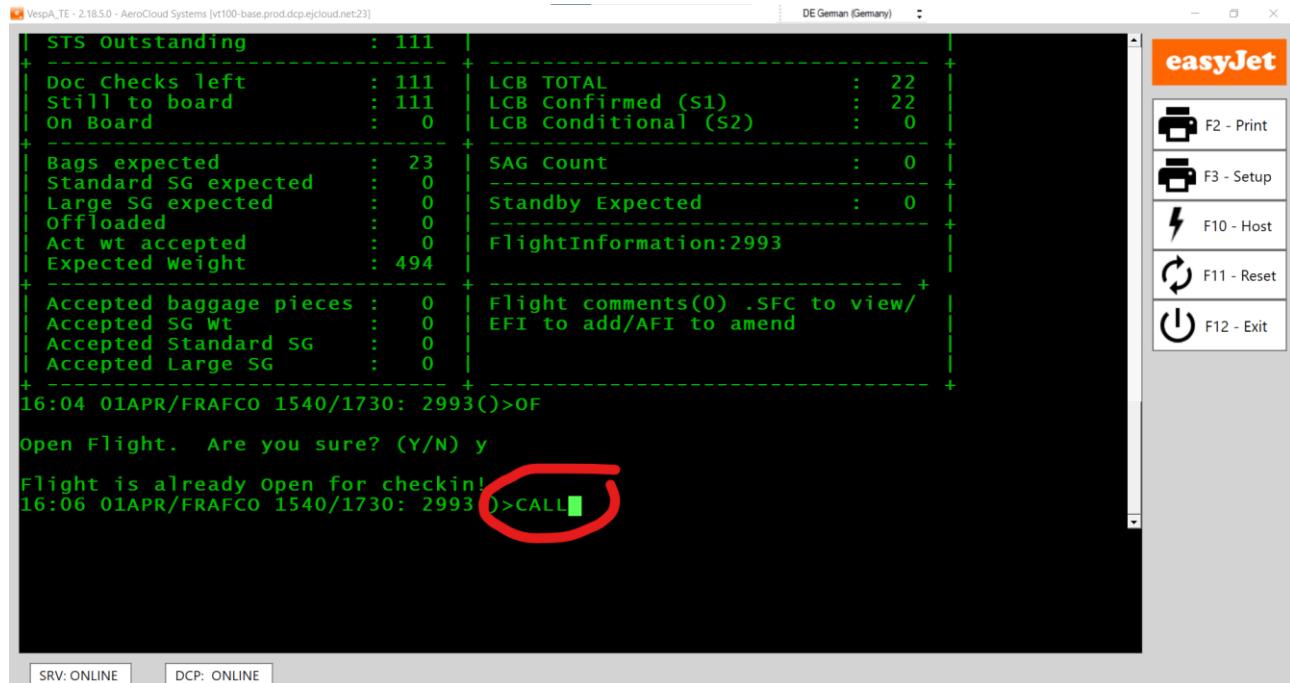




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### Step 4: Check in and board all passengers with entry **CALL**.



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/		
Offloaded	:	0	EFI to add/AFI to amend		
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

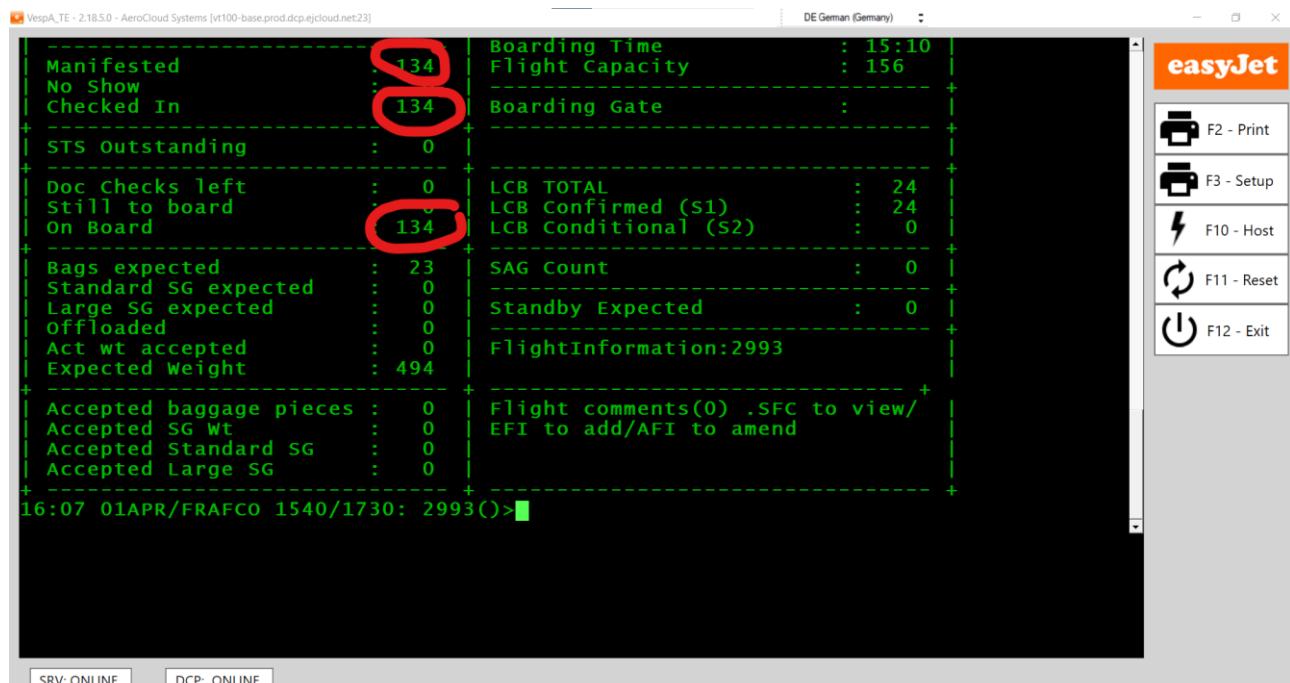
Open Flight. Are you sure? (Y/N) y

Flight is already open for checkin!

16:06 01APR/FRAFCO 1540/1730: 2993()>CALL

SRV: ONLINE DCP: ONLINE

### 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/		
Offloaded	:	0	EFI to add/AFI to amend		
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



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

Vespa\_A\_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/		
Offloaded	:	0	EFI to add/AFI to amend		
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()>FALLEGRITTI

SRV: ONLINE DCP: ONLINE

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

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

1) FALLEGRITTI/AMED MR	21	++	K98J453	0101 HK	0FC0	0
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16:09 01APR/FRAFCO 1540/1730: 2993()>R1

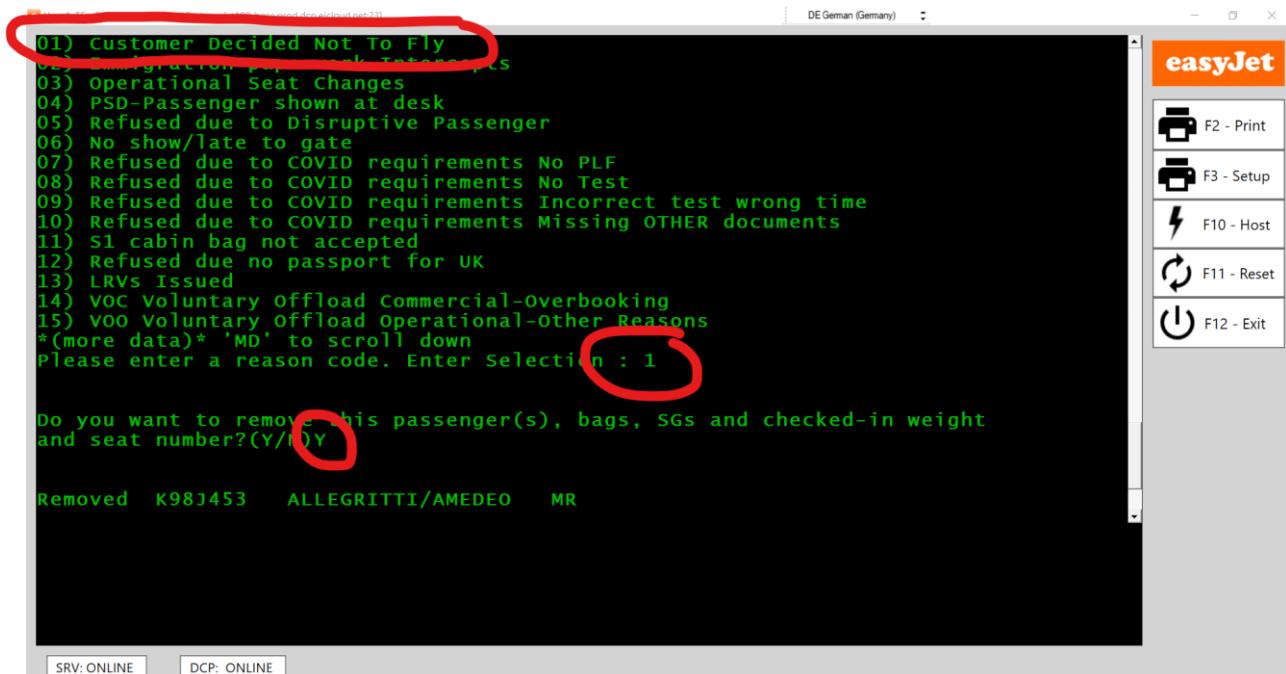
SRV: ONLINE DCP: ONLINE



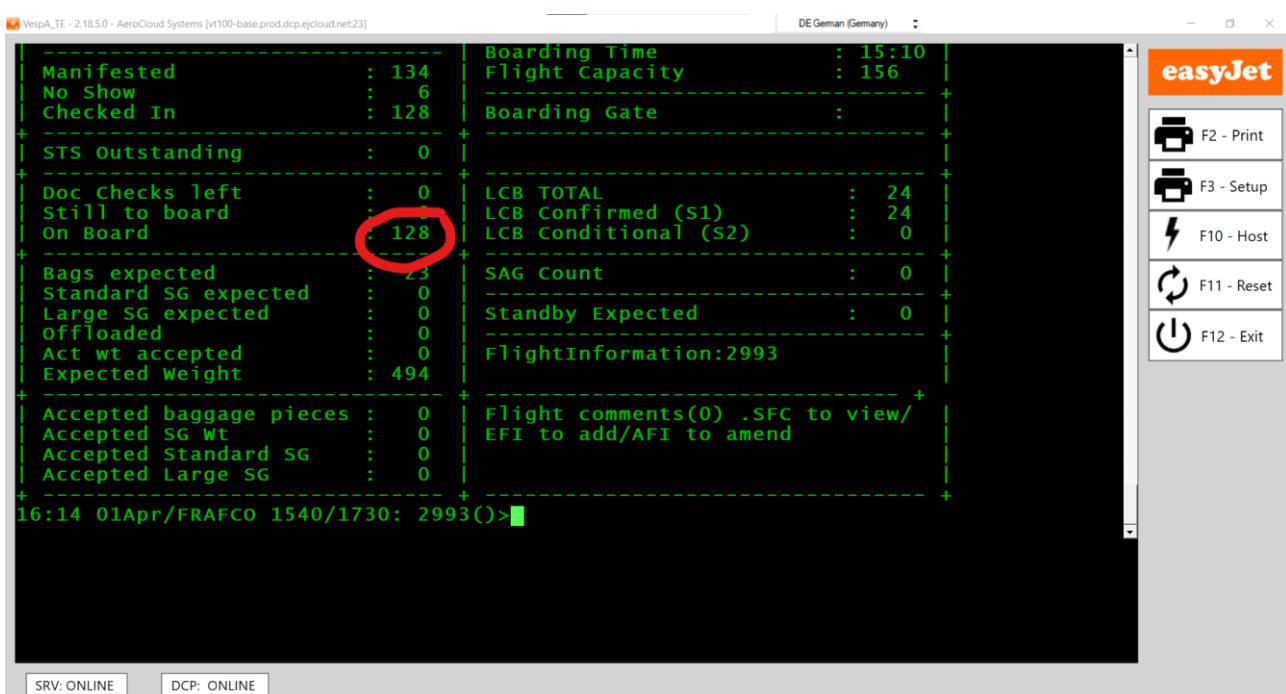
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Step 8: When offloading please always choose the first reason: Passenger decided not to fly.



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





## READ AND SIGN

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iPort Back to the classic view

My Assigned My Flights Seatmap

Check-In Box Special Tags Lists

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

A319 Status: Open for Checkin  
Boarding: 15:10  
Gate: D22  
Available: Y028

Checked In: Y128+1

No W&B flight

Interactive pax lists Baggage lists Other lists

Generic lists: All passengers Get list Count: 135Y

FRA - FCO 01APR EJU 2993 +  
BCN Passenger Name STS API PT Seat Add. Bags (pcs/kg) SSR TKT CTC FQT PSS  
Segm. Sts: HK CC: Y BC: Y OSI: 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-Reissue 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 [v100-base.prod.dcp.ejcloud.net:23] DE German (Germany)

easyJet

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>

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

SRV: ONLINE DCP: ONLINE

Well done! 😊