



## Topic: easyJet Check-In

Dear All

Thanks again for the great work on easyJet so far!  
In this R&S I would like to summarize a couple of points which are only Check-In related.

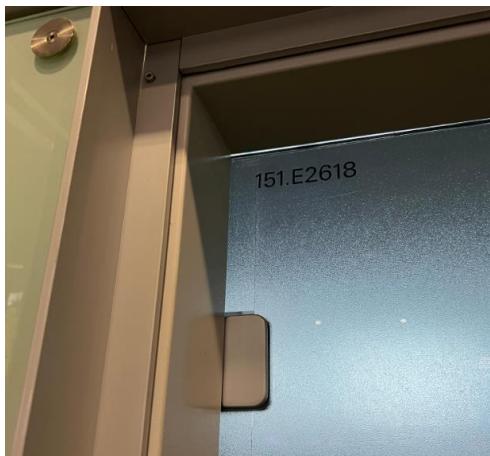
### 1. Check-In Times

The online check-in is open until STD-2H. Please do not start checking in passengers earlier, because a passenger might still check in online for the seat that you give to the passenger who is standing in front of you.

It is especially important in the evenings when the LIN and FCO check-ins overlap. Please ask the FCO passengers to wait until 19:00, and only then start accepting passengers for the last flight.

### 2. Storage for the baggage gauge at the Check-In

Behind counter 890 there is a lockable storage. Today I asked Fraport to release all your IDs for this, so hopefully soon everyone will be able to open it. Please kindly store the baggage gauge there. (Note: the Pegasus baggage gauge is also there.)





## READ AND SIGN

Revision: 0 | Issued: 01.04.2025

### 3. Differences between LUA and AGB

Some charges can only be sold at the check-in, while AGB can only be sold at the gate. LUA is the additional piece of baggage. If you sell LUA, the passenger needs to check in the bag.

AGB is handbaggage allowance, what you can sell only at the gate. When you sell the AGB, it means that the passenger will have allowance to carry a bigger piece of handluggage with them into the cabin – not only backpack.

Please don't label the AGB with baggage tag; and please don't take handbags free of charge.

### 4. List of booked services

Unfortunately, the list of booked services is not visible on the check-in mask.

Once you identified a passenger in iPort, as the first step please always check the list of booked services under Full PNR.

F3-F-Keys -> F7-Full PNR

The screenshot shows the iPort software interface. At the top, there is a toolbar with various F-key buttons: F1-Help, F2-Clear, F3-F-Keys (3), F5-Refresh, F6-Check-In Party, F9-Add Connex, F10-Del Connex, F11-Soft block seat, and Ctrl+S Save. Below the toolbar, there is a status bar with the text "Data Cache 4 10 6 4 200 24481". The main window title is "Full PNR details for PNR: K94HTTV (system PNR: 3I34DS) owned by: XH". To the right of the title is a "View PNR History" button. The main content area is divided into sections: "Common data" (which is currently empty), "Tour operator" (with a colon), and "OSI & unrelated SSR's" (with a colon). The "OSI & unrelated SSR's" section contains the following text: "OSI & unrelated SSR's : OSIXH IATAPNL EC2995 Y 01APR FRA FCO K94HTTV F001 OSIXH \*RLOC\* K94HTTV OSIEC CKIN 2HB46KG2PAX". Below this section is a "Passenger data" section, which is currently empty. A large red oval highlights the "OSI & unrelated SSR's" section.

Thank you!

Norbert