

COMMUTER TRAVEL

Jump Seat acceptance e-Res guide

May 2023

easyJet

Staff Standby

All staff with standby bookings must check-in at the airport with their booking confirmation.

Staff standby cannot be checked in online.

Staff standby customers are to be checked in as normal .C<line no> with APIS added if required.

A standby (SBY) boarding pass is to be issued to the customer.

.SBY<flt no> will show all stand by customers booked on the flight

```
1) TAESTER/TAMMY MRS      # 0/1    8    D+  K67HFK8 BCN 1640/1950 8061 0 OF
                           SBY
2) TESTER/TABAETHA MRS    # 0/1   11   D+  K67HFK9 BCN 1640/1950 8061 0 OF
                           SBY
3) TESTER/TOBERMOR MR     # 0/1    9    D+  K67HGD2 BCN 1640/1950 8061 0 OF
                           SBY
```

Sequence numbers are assigned as normal and do not relate to priority.

The **Flight Closure Report** will show **priority order** of staff standby customers.

```
STANDBY :
Res No.      Name                               Seq      Onloaded
K67HFH2      TAESTER/TOMMY=MR                             10        Y
K67HFK8      TAESTER/TAMMY=MRS                             8         N
K67HFK9      TESTER/TABAETHA=MRS                          11        N
K67HGD2      TESTER/TOBERMORY=MR                           9         N
```

Confirming staff SBY customers with **STC<line no>** in Option 16 will update SBY to an available seat or SAG.

Assignment of seats in boarding mode .brd<flight no>.

For assignment of jump seats, following "seat numbers" are used

JSC – jump cabin // JSF – jump flight deck

```
BOARDING-CARD (3 more / 0 STS ):8
```

```
Seat not assigned, please enter seat number (ex to exit): jsc
```

```
Passenger Boarded:
```

```
01) TAESTER/TAMMY MRS      8    D++ K67HFK8 0103 BCN 1640/1950 8061 0 OF
                           JSC P/TR-UTEE
```

```
BOARDING-CARD (0 more / 0 STS ):
```

If a jump seat customer is unboarded with command **UBJSC / UBSF**, status is converted back to SBY

The Flight Closure Report will show assigned jumps seats:

```
easyJet Airlines
Flight Close Out Report
Flight for : 16-May-23 EZY8061 Status :OF Dep. LGW 16:40 Arv. BCN 19:50
Flight Mode: AS
-----
PASSENGER TOTALS
Booked          -          56      Airport Checked-In -          1
No Show         -          54      STS Checked-In   -          2
Jumpseat        -           1      Expected         -          2
Security Accepted/Refused
```

Jump seat customers are listed separately on the checked in and boarded list and are not included in "boarded" totals.

CHECKED-IN AND BOARDED:

1	JWNJQQJD,MJFQ	HOFZG	K54W6L3	S500	12490	28B	0	0
2	JWNJQQJD,RFUNJ	FQGU	K54W6L3	S501	12490	28C	0	0

JUMPSEAT:

1	TAESTER,TOMMY	K67HFH2	10	12490	JSF	0	0
---	---------------	---------	----	-------	-----	---	---

Quick Ref Guide:**Option 16**

.c1	check in customer in line 1
STC1	Confirm standby customer on line 1
CTS1	Convert back to standby customer on line 1
.SBY1234	Displays standby customers for flight number 2163
.SAG1234	Displays the SAG customers and checked in customers with VDBC SSR for Flight number 1234
R8	Remove (uncheck) customer on line 8
.DSM/2163	Display Seat Map for the flight number 2163
.SJSC/1234	Displays the customer with assigned cabin jump seat on flight 1234

Option 16 Boarding mode

JSC	assign jump seat cabin
JSF	assign jump seat flight deck
UBJSC	Unboard customer with jump seat cabin