

## Topic: Flight Editing for ITA Airways

Editing flights is an important part of shift and flight preparation. Below details everything that should be done during flight editing for ITA Airways.

48h before STD – Seats need to be blocked according to aircraft type and PAX load.  
For all flights the last row should be blocked in case of DEPO.  
The first row behind economy should also be blocked.

On the day of the flight (night shift/start of shift) the flight should be checked again for any changes that may be necessary. Any specials should have their seats preassigned according to airline policy.

The configuration should be adjusted to give business class extra room if possible.

Seats should be unblocked if necessary because of PAX figures. (Never unblock a INOP seat)

Flight banner should be edited to include any important information e.g. "Collect hand luggage."

Flight comments added if necessary.

Meals added to system to reflect the final number of meals ordered.