

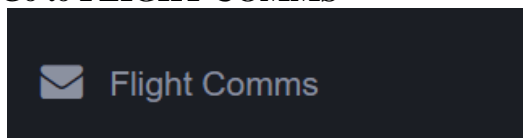
Topic: Flight Comms AVBIS
Effective: With immediate effect

Dear all,

We need to update the flight comms every day in AVBIS. Just like you prepare the tripfiles for the next day for all flight, please do it now in ABVIS only.

Here are the instructions:

1. Open AVBIS
2. Go to **FLIGHT COMMS**



3. Choose the flight you wanna update, for example for Check in

Navigation: < 2023-07-24 > Submit Today Refresh

Arrivals Departures All Cancelled Flight Watch

Search:

Flight Details

Flight	STD	PTD	Status
AlbaStar AP923P MUC-BUD B738	24 06:40	24 06:40	1
easyJet U28638 MUC-LGW A20N G-UZHW	24 07:45	24 07:45	1
FINNAIR AY1402 MUC-HEL A319 OH-LVI	24 10:10	24 10:10	
easyJet U23264 MUC-EDI A319	24 16:00	24 16:00	1
FINNAIR AY1406 MUC-HEL	24 16:50	24 16:50	
easyJet U22198 MUC-MAN A319	24 19:45	24 19:45	1

4. **Update Info** with all relevant Informations (Check in Staff / Gate Staff / PAX booked / Specials)

Update Info

Type your message here...

TRC Check-in SSR ARR PTS FHR Staff OPS

GATE POS

PAX BKD C Y INF

CFG C Y

ALL MATERIALS SECURED AT CKIN ☐

ALL MATERIALS SECURED AT GATE ☐

CKIN CTR

No. Of CKIN

5. Save Update



READ AND SIGN
Revision: 0 | Issued: 24.7.23