**Topic: Flight Comms AVBIS**
Effective: With <u>immediate effect</u>

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**
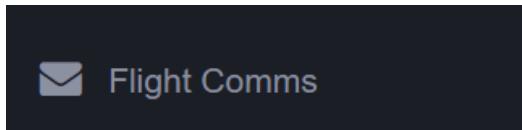
3. Choose the flight you wanna update, for example for Check in
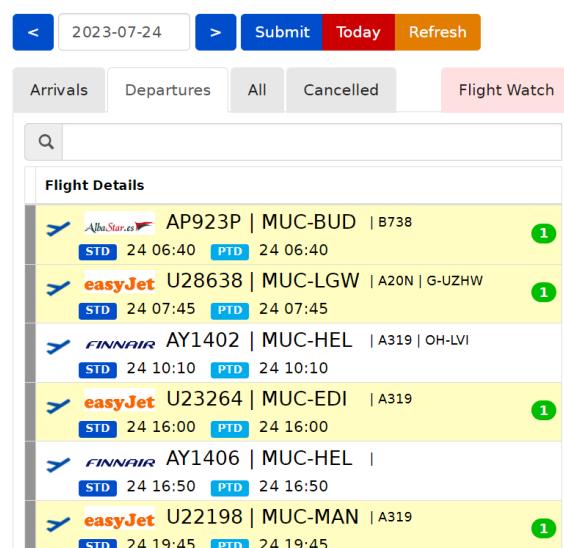
4. **Update Info** with all relevant Informations (Check in Staff / Gate Staff / PAX booked / Specials)

5. Save Update

DHS