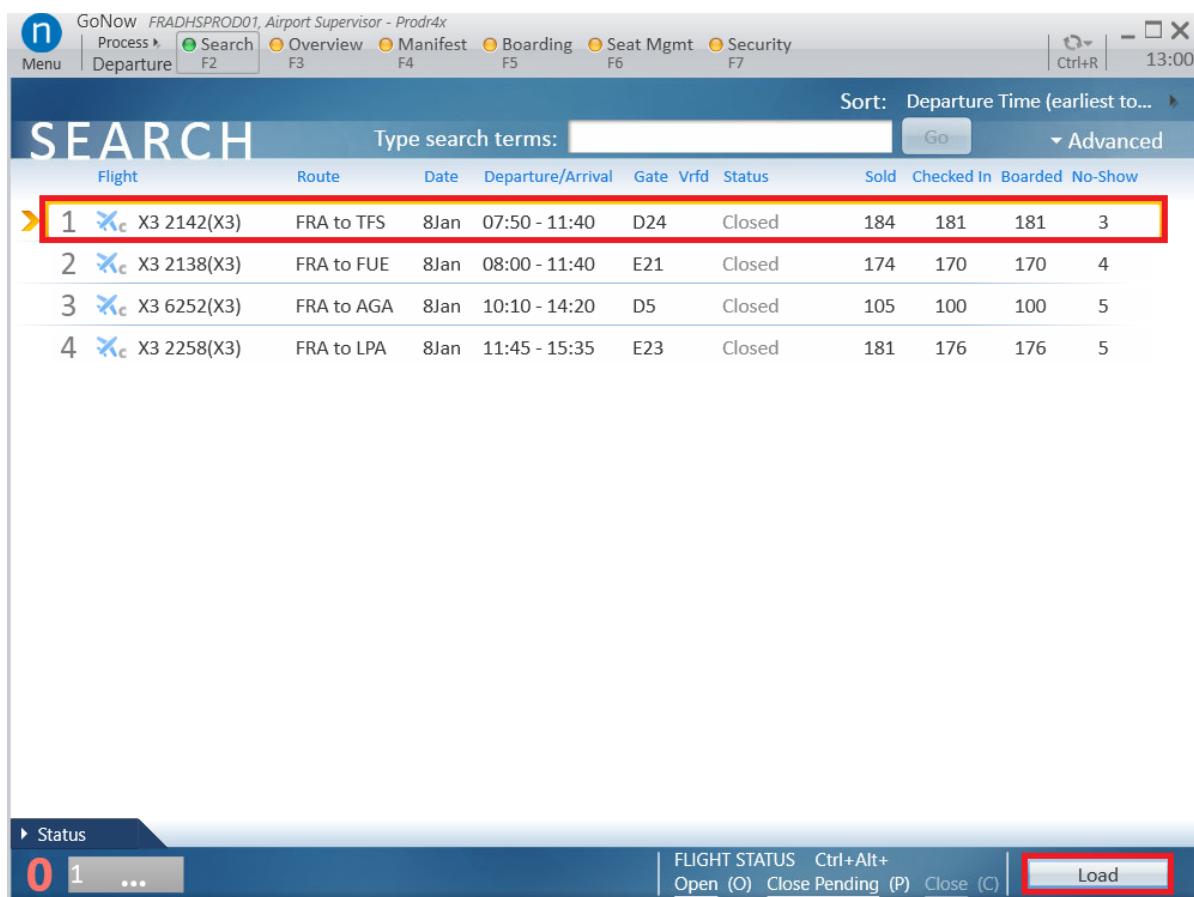


## Topic: TUI Check-in Closure

Dear all,

Upon closing the check-in for TUI flights, please upload a picture of the figures to AvBis. See below a walkthrough:

On the departures screen select your flight.



Flight	Route	Date	Departure/Arrival	Gate	Vrfd	Status	Sold	Checked In	Boarded	No-Show
1 X3 2142(X3)	FRA to TFS	8Jan	07:50 - 11:40	D24		Closed	184	181	181	3
2 X3 2138(X3)	FRA to FUE	8Jan	08:00 - 11:40	E21		Closed	174	170	170	4
3 X3 6252(X3)	FRA to AGA	8Jan	10:10 - 14:20	D5		Closed	105	100	100	5
4 X3 2258(X3)	FRA to LPA	8Jan	11:45 - 15:35	E23		Closed	181	176	176	5

Select Menu – Information – Flight Summary (alternatively press Ctrl+U)

GoNow FRADHS PROD01, Airport Supervisor - Prod4x

Process F2 Search F3 Overview F4 Manifest F5 Boarding F6 Seat Mgmt F7 Security

13:00

1:40 X3 Boeing 737-800... D24

100% 184 sold 181 ckd 189 lid  
3 nosho 181 brd 189 cap

<Type a command>

Change Flight Status

Edit

Information

Flight Information Ctrl+Alt+I

Flight History Ctrl+H

Flight Summary Ctrl+U

Reports Ctrl+G

Boarding Synopsis Ctrl+Alt+B

FYI Notes Ctrl+Alt+Y

Reservations

10. Total checked stand-by

11. On board

Booking Operations

12. Total boarded

Flight Operations

13. Total checked in

14. Passenger Information List - PILL

15. Not boarded, bags checked

Tools

Help

SkyPort F11

SkyPort Main Menu Ctrl+F11

Log Out F12

Exit Alt+F4

Comments

Flifo Comments (0)

Weight & Balance Comments (0)

IROP Comments (0)

Delay Code & Comments (0)

View Manifest

Economy Class (Y)	Total
184	184
181	181
3	3
0	0
0	0
0	0
0	0
0	0
0	0
181	181
0	0
0	0
181	181
3	3
0	0

Take a picture and upload the summary information to AvBis.

GoNow - Flight Summary

Flight Details | X3 2142(X3) FRA-TFS 8Jan 07:50 - 11:40 CP: 189

Manifest Counts		Economy Class (Y)	Total
1	Manifested	184	184
2	Checked in	181	181
3	No Show	3	3
4	Stand-by	0	0
5	Checked stand-by	0	0
6	Thru manifested	0	0
7	Thru checked in	0	0
8	Thru no show	0	0
9	Thru stand-by	0	0
10	Thru chkd stand-by	0	0
11	On board	181	181
12	Checked not boarded	0	0
13	Require APIS verification	0	0
14	Total checked in	181	181
15	Passenger Information List - P I L	3	3
16	Not boarded, bags checked	0	0

Zone Counts		Male	Female	Child	Total	Infant
<b>Total</b>		<b>84</b>	<b>89</b>	<b>8</b>	<b>181</b>	<b>1</b>
1 (1-11)		29	29	0	58	0
2 (12-21)		31	25	1	57	1
3 (22-32)		24	35	7	66	0

Baggage Counts		Weight	/ Checked	Added	Added, Printed
<b>Total</b>		<b>2777 Kg</b>	<b>171</b>	<b>0</b>	<b>0</b>
FRA - TFS		2777 Kg	171	0	0

Print (Ctrl+P) ESC to close