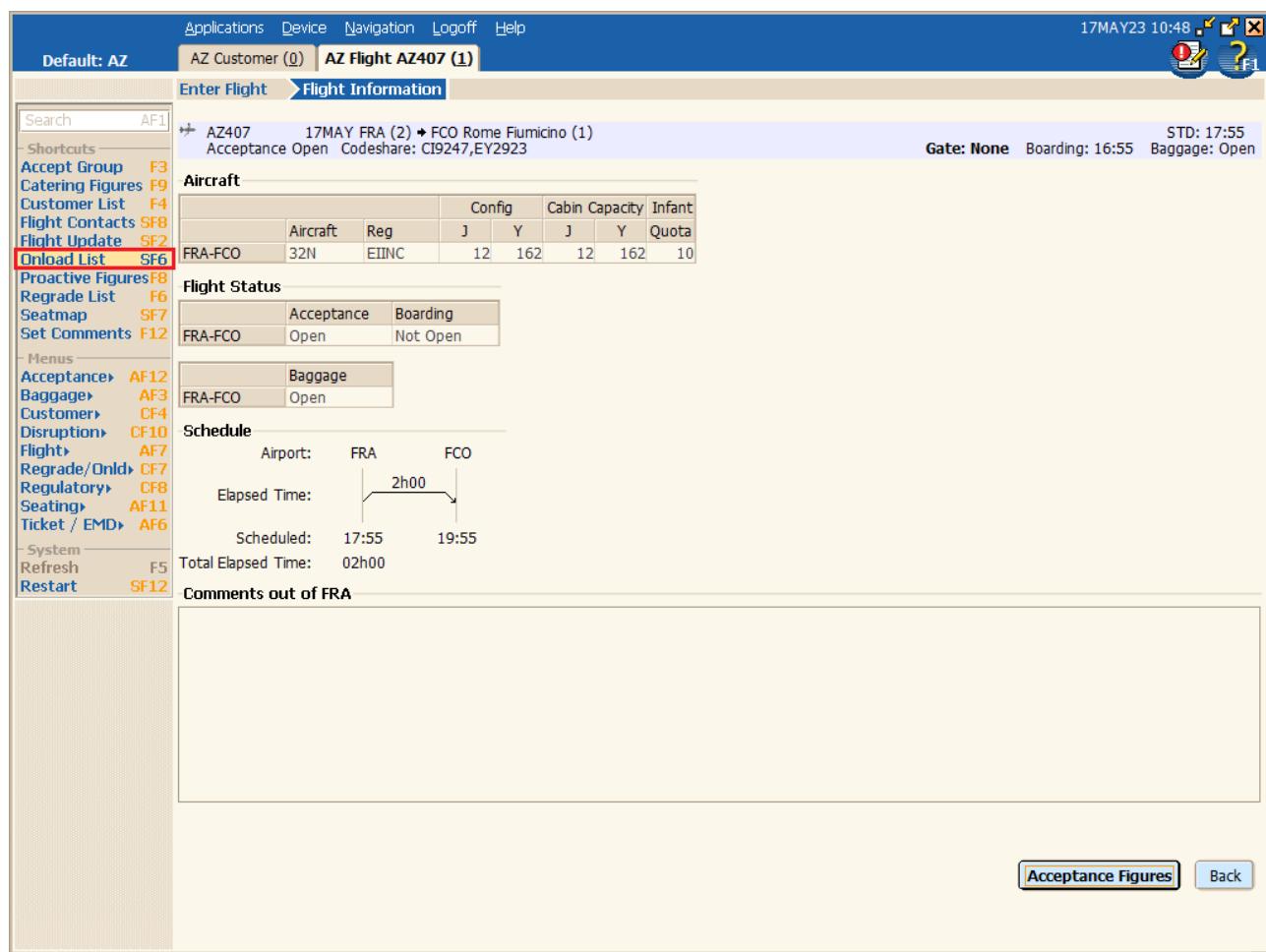


## Topic: Onloading Standby Passengers in Altea

When a flight has standby passengers and there are seats available the Onload List is a useful tool to quickly determine passenger priority and allocate seats. Below are the steps to use the Onload List in Altea.

Step 1: From the flight information screen, click “Onload List”



Default: AZ

AZ Customer (0) AZ Flight AZ407 (1)

Enter Flight > Flight Information Onload Recommendation

17MAY23 10:48 F1

AZ407 17MAY FRA (2) → FCO Rome Fiumicino (1)  
Acceptance Open Codeshare: CI9247,EY2923

Gate: None STD: 17:55 Boarding: 16:55 Baggage: Open

Availability Before and After Onload

Availability: FRA-FCO Acceptance Figures

	Before Onload		After Onload	
	J	Y	J	Y
FRA-FCO	9	45	9	37

Catering Figures

Cabin Capacity	J	Y
Meals	0	0

Customer Onload Recommendation

Customer	Cabin	Seat	Current Accept	Recommendation	Priority	Info.	Bag
<b>Onload</b>							
1 DENTICO Nicoletta Mrs	Y(S)	128	SBY	Onload	Y		
2 DI VITO Luigi Francesco	Y(K)	127	SBY	Onload	Y		
3 MICHON Edoardo Mr	Y(H)	125	SBY	Onload	Y		
4 MENGONI Martina Mrs	Y(H)	126	SBY	Onload	Y		
5 HASE Alexander Mr	Y(N)	122	SBY	Onload	Y		
6 NAZARI Dianuschadine Mrs	Y(N)	123	SBY	Onload	Y		
7 HALASZ Jacopoascha Mr	Y(N)	124	SBY	Onload	Y		
8 ANGELILLI Alessia	Y(T)	121	SBY	Onload	Y		

Select Customer(s):

Select customer(s), click "Apply" to accept the Recommendation or Select an Action from the menu on the left

Apply Exit

Here the list of passengers to be onboarded is listed in order of priority.

**IMPORTANT:** If the list recommends that passengers be Offloaded in red, contact a supervisor for instructions.

Step 2: Select the passengers you wish to onload and click "Apply"

The screenshot shows the DHS software interface for flight AZ407. The main window displays flight information (AZ407, 17MAY FRA (2) → FCO Rome Fiumicino (1)), availability tables, and catering figures. The 'Customer Onload Recommendation' table is the focus, showing 8 passengers selected for onload. A red box highlights this table. Below the table, a message says 'Select customer(s), click "Apply" to accept the Recommendation or Select an Action from the menu on the left'. At the bottom right are 'Apply' and 'Exit' buttons.

Customer	Cabin	Seat	Current Accept	Recommendation	Priority	Info.	Bag
1 DENTICO Nicoletta Mrs	Y(S)	128	SBY	Onload	Y		
2 DI VITO Luigi Francesco	Y(K)	127	SBY	Onload	Y		
3 MICHON Edoardo Mr	Y(H)	125	SBY	Onload	Y		
4 MENGONI Martina Mrs	Y(H)	126	SBY	Onload	Y		
5 HASE Alexander Mr	Y(N)	122	SBY	Onload	Y		
6 NAZARI Diana Schnadine Mrs	Y(N)	123	SBY	Onload	Y		
7 HALASZ Jacopo Jascha Mr	Y(N)	124	SBY	Onload	Y		
8 ANGELILLI Alessia	Y(T)	121	SBY	Onload	Y		

Select Customer(s): 1-8      8 of 8 Selected

Select customer(s), click "Apply" to accept the Recommendation or Select an Action from the menu on the left

Apply      Exit

After clicking apply the boarding passes will automatically printed.