

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”

The screenshot shows the Altea flight information screen for flight AZ407. The interface includes a top navigation bar with 'Applications', 'Device', 'Navigation', 'Logoff', and 'Help'. The main header displays 'Default: AZ', 'AZ Customer (0)', and 'AZ Flight AZ407 (1)'. The left sidebar contains various shortcuts and menus, with 'Onload List' (SF6) highlighted. The main content area shows flight details for AZ407 on 17MAY, flying from FRA (2) to FCO Rome Fiumicino (1). The aircraft is a 32N with configuration EIINC. The flight status shows 'Acceptance Open' and 'Boarding: 16:55'. The schedule diagram shows a 2h00 flight from FRA to FCO, with a scheduled time of 17:55 and a total elapsed time of 02h00. The 'Onload List' option is highlighted in the left sidebar.

Aircraft	Reg	Config	Cabin Capacity	Infant
FRA-FCO	32N	EIINC	12 162	10

Flight Status	Acceptance	Boarding
FRA-FCO	Open	Not Open

Schedule	Airport	Time
Elapsed Time:	FRA	17:55
	FCO	19:55

Total Elapsed Time: 02h00

Comments out of FRA

Acceptance Figures Back

Applications Device Navigation Logoff Help 17MAY23 10:48

Default: AZ AZ Customer (0) AZ Flight AZ407 (1)

Enter Flight Flight Information Onload Recommendation

Search AF1

Shortcuts: Cancel Accept F6, Override Onld SF6, Standby Split F9, View Customer F7

Menus: Acceptance AF12, Baggage AF3, Compensation CF2, Customer CF4, Flight AF7, Printing AF10, Seating AF11

System: Refresh F5, Restart SF12

AZ407 17MAY FRA (2) → FCO Rome Fiumicino (1)
Acceptance Open Codeshare: CI9247,EY2923 Gate: None Boarding: 16:55 STD: 17:55 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

	J	Y
Cabin Capacity	12	162
Meals	0	0

Customer Onload Recommendation

Customer	Cabin	Seat	Current	Accept	Recommendation	Priority	Info.	Bag
Onload								
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 MENGOZZI 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 Jacopo Jascha 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 unloaded 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”

Applications Device Navigation Logoff Help 17MAY23 10:48

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Baggage AF3
Compensation CF2
Customer CF4
Flight AF7
Printing AF10
Seating AF11

System
Refresh F5
Restart SF12

AZ407 17MAY FRA (2) FCO Rome Fiumicino (1)
Acceptance Open Codeshare: CI9247,EY2923 Gate: None Boarding: 16:55 STD: 17:55 Baggage: Open

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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.