

Logout O

Logout of flitexpress

Arrivals/Departures •

Toggle between Arrivals and Departures Listings

Flight Listing •

Listing of flights (past and future) within your nominated time window - filtered by time, showing carrier/flight number/ estimated time/destination (origin)/gate/current status

Filter o-

You can search for any character sets using the filter and it will return all relevant results (ie, searching for VA will show you all results for Virgin Australia flights and Avalon airport as both the carrier code for Virgin Australia and Avalon airport contain 'va'.

Menu O

When you select '\(\exists'\), a new dialog box will appear giving you the option to: change password/change time window

HINT - if you don't see a flight, try modifying your time window to be more broad (you can set it to show you the past 12 hours (-12) and the next 12 hours (+12).

FliteXpress ___

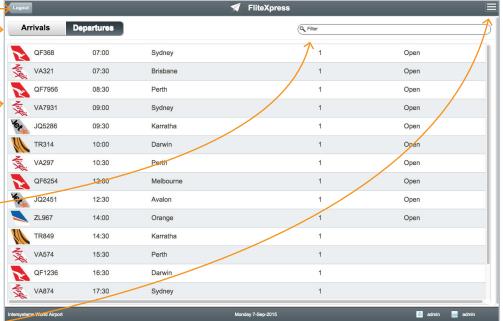
Return to flight listing view.

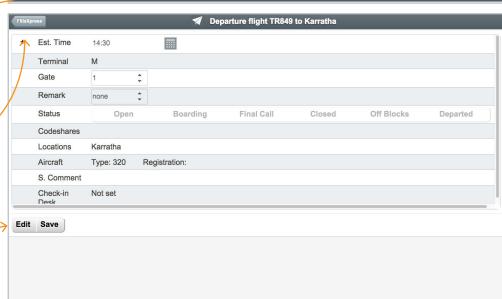
HINT - when you see a '+' icon, you can click it to see additional information on the selected heading.

Edit/Save •

Select 'Edit' to unlock the detailed view for editing purposes.

Select 'Save' to save your changes and lock the detailed view.





Monday 7-Sep-2015

admin 🕍 admir

Common Tasks

Change Flight Estimated Time

Select flight, click Edit, click the 'm' icon, use the calendar and/or time drop-downs to update the estimated time, click Save.

Change the Gate

Select flight, click Edit, use the Gate drop-down to select the required gate, click Save.

Update Remark

Select flight, click Edit, use the Remark drop-down to select the desired remark, click Save.

Using the Preset Statuses

Departing and Arrival flights have a preset Status 'path' outlined that are unique to each respective leg (Landed/On Blocks for Arrivals and Open/Boarding/Final Call/Closed/Off Blocks/Departed for Departures). The preset status buttons allow you to quickly set these common status remarks for a flight.

Set Preset Status Remark

Select flight, click Edit, click the desired status remark (ie, Open), click Save.

HINT - You can move forward or backwards through the preset status remarks or jump ahead if required.

> NOTE - Setting Departed or Landed will automatically timestamps Off Blocks or On Blocks status (not displayed to passengers, but good for KPI reporting).