



Adding Airport Charges

1

- (1) Open OPERATION / CHECK IN
- (2) Select FLIGHT# dropdown

Select PASSENGER

2

3

- Double-click CHANGES [ctrl + a]

- (1) Click ADD [alt + a]
- (2) Enter information into dropdowns
- (3) SAVE [alt + s]

4

5

- (1) Click ADD PAYMENT [ctrl + 6]
- (2) Process payment (see *Adding Payments*)