



## Making Standby Reservations

1

- (1) Open OPERATIONS / RESERVATIONS
- (2) Click STANDBY [ctrl + 7]

- (1) Select the DEPARTURE DATE
- (2) Enter the OUTBOUND + INBOUND AIRPORTS
- (3) Enter the RETURN DATE
- (4) Click BY SCHEDULE [ctrl + 7]

2

3

- (1) Select the OUTBOUND SEGMENT
- (2) Select the INBOUND SEGMENT
- (3) Click CONFIRM [ctrl + 3]

- (1) Enter the number of ADULTS & CHILDREN
- (2) Select FARE
- (3) Click SELECT [ctrl + s] & click BOOK [ctrl + b]

4

5

- (1) Enter PASSENGER DATA
- (2) Click NEW [ctrl + 4]
- (3) Click SAVE [ctrl + s]
- (4) Click CLOSE [ctrl + x] & proceed to next function