



## Adding No Shows

1

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

2

- (1) Select NO SHOW PASSENGER
- (2) Click NO SHOW **[ctrl + n]**
- (3) CONFIRM / DENY passenger status

3

- (1) To finalize flight, click CLOSE FLIGHT **[ctrl + f]**
- (2) CONFIRM / DENY passenger status to close flight

4

Complete flight finalization as per airline SOP

5

Flight complete