

Cancelling a Flight

1

- (1) Open OPERATIONS / FLIGHT MANAGEMENT / FLIGHT SCHEDULING
- (2) Select FLIGHT, DATE & double-clicks

2

- (1) Click EDIT in the UPPER RIGHT CORNER
- (2) Un-click ACTIVE
- (3) Click OK

3

Click SAVE

4

- (1) Confirmation that the flight has been cancelled causes strikethrough text in all flight fields
- (2) Click CLOSE

5

Proceed to next function