

QIK

1. OPEN FLIGHT
 - SIGN IN TO QIK AND COMPLETE GATE MASK
 - USE STAR [AEDFW HOT] FOR GMSK REFERENCE
 - CTRL + M, F2, OPT. 1
 - IF INTL, PREPARE GENDECS
2. CHECK INBOUND SPECIALS
 - CTRL + L, F2, [SS]
 - CONTACT PROSPECT ONCE VERIFIED WITH FA
3. VIEW CREW OR GET CREW LIST (IF CREW CANNOT SCAN ON)
 - CTRL + C
 - IF INTL, VERIFY CREW HAS PASSPORTS AND VERIFY THAT CREW MATCHES GENDECS.
4. FINALIZE FLIGHT (OPTIONAL)
 - CTRL + Z, F1, OPT. 1
5. CHECK OUTBOUND SPECIALS
 - CTRL + L, F2, [SS]
 - PAGE PAX AND CALL PROSPECT AS NEEDED
6. IF INTL, CHECK PAX WHO NEED TO SWIPE PASSPORT
 - CTRL + L, F2, SELECT PASSPORT SWIPE OPTION
 - USE SHIFT + A, F1 TO UPDATE TRAVEL DOCUMENTS
7. IF INTL, CHECK INF LIST TO ENSURE ALL INFANTS HAVE BEEN TICKETED (IFET)
 - CTRL + L, F2, [INF]

8. CLEAR STANDBY PAX/UPGRADES IF AGENT ASSIST HASN'T

- CTRL + Z, F3

ACE

9. MAKE FLIGHT PREP ANNOUNCEMENTS (15 MINS PRIOR TO BOARDING)
 - ALT + E
10. MAKE BOARDING ANNOUNCEMENTS (2 MINS PRIOR TO BOARDING)

QIK

11. BEGIN BOARDING (OPTIONAL)
 - CTRL + Z, F1, OPT. 2
 - SHIFT + ALT + R, F7
12. VERIFY BX LIST
 - CTRL + L, F2, [BX]
 - PRINT YOUR BX LIST AND VERIFY THE CABIN AT END OF BOARDING.

ACE

13. CLOSE FLIGHT (14 MINS PRIOR TO DEPARTURE)
 - ALT + C

QIK

14. PRINT PAPERWORK
 - CTRL + Z, F10, F1, OPT 2
 - IF INTL, ADD THE TOTAL PAX COUNT TO THE GENDECS AND PROVIDE WITH FINAL PAPERWORK.
15. PDC FLIGHT UPON PUSHBACK
 - CTRL + Z, F6, [Y] IN FIRST BOX ONLY

REMEMBER TO CONTINUOUSLY CHECK TEAMS AND DOCUMENT FLIGHT DETAILS