

## GATE PROCEDURES



### QIK

1. OPEN FLIGHT
  - SIGN IN TO QIK AND COMPLETE GATE MASK
  - CTRL + ALT + G, OPT. 9
2. GET CREW LIST (TE FLIGHTS ONLY, MQ CREW WILL SCAN BADGES)
  - CTRL + ALT + D, F1, F1, OPT. 4, [ENTER]
  - PAGE DOWN UNTIL YOU SEE CREW LIST
  - ADD NAMES TO NOTE PAD (SHIFT + M)
  - REMARK ONCE CREW IS ON BOARD
    - SHIFT + ALT + R, F5/F6
3. FINALIZE FLIGHT (15 MINS PRIOR TO BOARDING)
  - CTRL + Z, F1, OPT. 1
4. CLEAR STANDBY PAX/UPGRADES (15 MINS PRIOR TO BOARDING)
  - CTRL + Z, F3
5. CHECK SPECIALS
  - CTRL + L, F2, [SS]

### ACE

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

### QIK

8. BEGIN BOARDING
  - CTRL + Z, F1, OPT. 2
  - SHIFT + ALT + R, F7

### ACE

9. CLOSE FLIGHT (14 MINS PRIOR TO DEPARTURE)
  - CTRL + C

### QIK

10. PRINT PAPERWORK (TE FLIGHTS ONLY, MQ IS UPON FA REQUEST)
  - CTRL + Z, F10, F1, OPT 2
11. PDC FLIGHT
  - CTRL + Z, F6, [Y] IN FIRST BOX ONLY