



## Adding a Flight Delay

1

Open OPERATIONS / FLIGHT MANAGEMENT /  
FLIGHT WATCH

- (1) Select FLIGHT and/or LEG
- (2) Click DELAY

2

3

- (1) Add DELAY CODE from dropdown
- (2) Add DELAY TIME in MINUTES
- (3) Add any applicable notes

In APPY DELAY TO, click applicable boxes

4

5

Click SAVE [ctrl + s], CLOSE [ctrl + c]  
& proceed to next function