



Adding Airport Charges

1

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

Select PASSENGER

2

3

Click CHARGES [ctrl + a]

- (1) Click ADD [alt + a]
- (2) Enter information into dropdowns
- (3) SAVE [alt + s]

4

5

- (1) Click ADD PAYMENT [ctrl + 6]
- (2) Process payment (*see Adding Payments*)