



TURKISH AIRLINES

# AVIATION ACADEMY

## DEPARTURE CONTROL SYSTEM (CHECK-IN) BOOK





# AVIATION ACADEMY

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## Corporate Solutions Training Management

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## PREFACE

This document is prepared for participants to teach check-in transactions through Turkish Airlines DCS system.

We advise you to follow the changes from updated DCS documents after the publication of this training aided book and wish all our participants good luck.

**Passenger names, ticket numbers, PNR information, FQTV and other contact information used in the document are all prepared for training purposes, real passenger information was not used within the scope of Personal Data Protection.**

## 1. SINE-IN

There are two different ways to sine-in.

1. BSIA
2. SONIC

### BSIA1111AA/GS

- B : Sine-in key letter
- SI : Sine-in
- A : Area
- 1111 : Personel numeric code
- AA : Personel two letter code (usually the first letters of your first and last name)
- GS : Duty code(\*)

(\*)Duty codes that are often used for passenger services are: GS, RA, CE and PD

There are 5 different areas (A, B, C, D, E) in the system. You can use more than one area at the same time by entering sine-in codes.

You can check which area and duty code is active in the system by using BM\* entry.

Entry: **BM\***

```

Lines      1 to      9 of      9 Columns  1 to  47 of  47
Active:   5   4   3   2   *1*
TERMINAL  022959   ALCSV SYSTEM
          3270   SIGNON TYPE BSI
          SINE  DUTY  CITY  A/L
          AREA  CODE  CODE  CODE  CODE  MODE(S)
          A     AA  GS-00 IST  TK   CHECK IN
ACTIVE B     FB  RA-00 IST  TK   LOAD CON
          C     ET  PD-00 IST  TK
          D     UNUSED
          E     UNUSED
    
```

To activate area A

Entry: **BA**

```

B-OUT/A-IN   AA GS
NO NAMES
NO ITIN
NO DATA
    
```

Entry: **BM\***

Lines	1 to	9 of	9	Columns	1 to	47 of	47
		Active:	5 4 3 2				*1*
TERMINAL	022959	ALCSV SYSTEM					
	3270	SIGNON TYPE BSI					
	AREA	SINE	DUTY	CITY	A/L		
		CODE	CODE	CODE	CODE	MODE(S)	
	<b>ACTIVE A</b>	<b>AA</b>	<b>GS-00</b>	<b>IST</b>	<b>TK</b>		
	B	FB	RA-00	IST	TK		
	C	ET	PD-00	IST	TK		
	D	UNUSED					
	E	UNUSED					

**2. SINE-OUT**

To sine-out duty code from an active area:

Mode: UR or UC (Ex: When area B is active)

Entry: **BSO**

B-SINE OUT

To check active areas:

Entry: **BM\***

```

Lines      1 to      9 of      9 Columns  1 to  47 of  47
                Active:                *1*
  TERMINAL 022959  ALCSV SYSTEM
    3270      SIGNON TYPE  BSI
                SINE  DUTY  CITY  A/L
                AREA  CODE  CODE  CODE  CODE  MODE(S)
                A    AA  GS-00  IST   TK   LOAD CON
                B    UNUSED
                C    ET  PD-00  IST   TK
                D    UNUSED
                E    UNUSED
    
```

To sine-out duty code/codes from all active areas:

Entry: **BSX** (UR or UC mode)

ALL AREAS SINED OUT

To check areas after sine-out:

Entry: **BM\***

```

Lines      1 to      9 of      9 Columns  1 to  47 of  47
                Active:                *1*
  TERMINAL 022959  ALCSV SYSTEM
    3270      SIGNON TYPE  NONE
                SINE  DUTY  CITY  A/L
                AREA  CODE  CODE  CODE  CODE  MODE(S)
                A    UNUSED
                B    UNUSED
                C    UNUSED
                D    UNUSED
                E    UNUSED
    
```

### 3. SONIC CODE (SIGN ON IN CONFIDENCE)

Safe and secure use of TROYA System is important with regards to severe competition environment within the industry, increase at number of users of TROYA System, prevention of any faults which may arise during utilization of the system and protection of information kept within the system. Use of SONIC System is based on the below mentioned principles;

- "LOGON ID-System Access" records covering personal details of the users are kept within SONIC System.
- Security of access to SONIC System is ensured by passwords.
- At the sign-in (sine-in), password only known by the user, is checked by the system.
- For security of SONIC System, passwords must be changed at least once in ninety days. (For reservation and ticketing agent personnel at least once in thirty days) Such action shall be performed by the users.
- Upon sign-in to the system by password, sign-in message and report of the last six sign-in (sine-in) performed by "LOGON ID" of the user, retroactively, are displayed on the screen.

#### **Sign-in to System**

A "**LOGON ID**" (a code for accessing to the System), consisting of seven characters, is given to all users by SONIC security units. "**Logon ID**" consists of five separate identifier codes and ID number of the staff member.

#### **List of Identifier Codes**

<b>R</b>	Personnel of Office of Chief Commercial Officer, and of Chief Marketing and Sales Officer
<b>A</b>	Reservation and ticketing agent personnel
<b>D</b>	TK personnel/permanent staff
<b>S</b>	TK personnel/part time
<b>N</b>	DCS user other than TK personnel
<b>T</b>	TGS personnel

Upon initial sign-in to the system, the personnel must change the password, which has been given on temporarily basis, with the new one. The password to be chosen by the personnel must only be known by the user personnel, and must be kept confidential.

#### **Sign on**

SON/D111111 always entered with Logon ID and followed by password. When you display BM\*; the code appears on the first empty area with duty code. You are not allowed to use codes which seem as PENDING or without duty codes.

The following entry is used for voluntarily "Password" changing except the systems obligatory warning about "Password" changing.

Entry: **STD/PASSWORD**

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Current "Password" has to be used at least for 5 days. The new "Password" has to be entered twice without using special typing characters or any blank.

### Sign off

Use only SOF or Logon ID to sign out.

Entry: **SOF**

You can Sign off by the above entry, if there is no incomplete process. If there's an incomplete transaction or check-in entry, system displays the process in order to complete it. You have to ignore "Incomplete Transaction".

When you use SOF entry, you can sine-out from an active area. If the same code was entered into other areas, it would be sined-off at the same time.

Note: If there's an incomplete transaction in one area, on the BM\* display, you can see " \* " next to that area. System lets one user to sine-in one specific terminal. When you don't use the code, you have to sign off from the system. Otherwise, if you need to enter the code to another terminal, the system will give an error response. The terminal which can be found from that error response and after find it, the code has to be sined-off.

Entry: **SOF/D111111** veya **SOF/S111111**

This entry helps you to sign off from pending areas without activating that area.

### To sign out from a specific area

Entry: **SOF/A** (Area A)

You can just sign off from area A, all other areas remain as sign-on. If one code was entered in more than one area and active one of these areas, it's just used to sign off the code from one of the specific areas.

### Agent out / Agent in

It helps duty code to become Pending without sign off.

Entry: **SAO Agent out**

When you check with BM\* entry you can see "PENDING" instead of "ACTIVE"

### Reactivate "Agent- out" area:

Entry: **SAI/111111**

Always entered by Logon ID and followed by password. It can activate area which was Pending. The system lets only one user code for pending position.

### **Transition Between Areas:**

There are 5 areas (A, B, C, D, E) in system. The system lets you to sine-in all areas at the same time, but even there's a code in all areas, you can just work on active area. If you write a letter of an area following SS entry, you can provide a transition between areas.

Entry: **SSA**

This entry makes area A active, and can be used as SSB or SSC and other areas can turn to be active. The system also lets us to sine in new duty code and area changing with just one entry.

Entry: **SSA/PD**

The transition between the areas is not possible if two different user's sign-in codes are entered to the system. The system will hold the requested area at pending

## 4. USER MODES

**UR** : Reservation Mode  
**UC** : Controller Mode  
**UA** : Check-in Mode

System always starts in UR (Reservation Mode).

You have to choose the mode you need to use after sine-in to system.

You have to assign to UR or UC Modes for Sine-out.

## 5. FLIGHT ASSIGNMENT

Mode: UA

\* FLIGHT NUMBER/DATE/DEPARTURE POINT (Airport Code)

Entry: **\*TK1588/19JUN/FRA**

```

TK1588 19JUN FRA IST 1135/1225          PW B54                      FO
**MOB**15C/119Y
** E-TK ELIGIBLE FLIGHT ** CFG: 00F/22C/228Y
CODESHARE FLIGHT - UA6903
    
```

Response Description:

<b>TK1588</b>	Flight number
<b>19JUN</b>	Flight date
<b>FRA</b>	Departure point
<b>IST</b>	Arrival point
<b>1135</b>	Scheduled time of departure
<b>1225</b>	Estimated time of departure
<b>PW</b>	Piece and weight
<b>B54</b>	Boarding gate number
<b>FO</b>	Flight Status (flight open)

If you want to assign to a new flight after being assigned in; you can use the following short entry without changing board point and date. (This short entry helps you to change the flight number.

Entry: **\*Flight Number**

Example: \*1592

The short entry to assign to the same flight number on a different date

Entry: **\*Date**

Example: \*20JUN

**6. FLIGHT STATUS**

<b>FE (Flight Editing)</b>	Flight editing, check-in is not possible from any station
<b>FO (Flight Open)</b>	The flight is open for check-in
<b>FG (Flight Gate)</b>	The flight is about to closed for check-in
<b>FC (Flight Closed)</b>	The flight is closed for check-in
<b>FF (Flight Finalised)</b>	Loadsheet and all the flight lists are prepared by the system. Check-in is not possible
<b>PD (Post Departure)</b>	Post Departure is the last flight status that displays ending of all transactions about that flight
<b>FH (Flight Held)</b>	Check-in is blocked for all stations

## 7. CHECK-IN INFORMATION @I

@I is the entry to display check-in information of a flight, after flight assignment.

The following example gives "Check-in Information" display for TK1954 from Amsterdam to Istanbul on 26<sup>th</sup> of May.

Entry: @I

```

TK1954  26MAY AMS  CHECK IN INFORMATION  1930/2030          PW  G04  FO
** E-TK ELIGIBLE FLIGHT ** CFG: 20C/158Y
TYPE 32M 0D  CFG   0F  20C 158Y          REGN TCJSU   CRW B  2/ 6
LTA  LTD  STN   BOOKED   ACCEPTED      ON SBY   AVAILABLE EX
      1930 AMS
0005      IST  0/  6/158  0/  6/134  0/  0/  2  Z/  Z/  Z/
*****BAG TO DOM STATION WITH CUSTOM***
***ADA/ADB/ASR/AYT/BJV/DLM/DNZ/ESB/ERC/KZR
***GZT/HTY/KYA/NAV/SZF/TZX/MLX/ERZ/VAS/GNY/EZS/GZP
***DIY
FLIGHT TYPE  10
    
```

### Description of @I display

<b>TK1954</b>	Flight number
<b>26MAY</b>	Date
<b>AMS</b>	Departure point
<b>IST</b>	Destination point
<b>1930</b>	Scheduled time of departure
<b>2030</b>	Estimated time of departure
<b>PW</b>	Piece and weight
<b>G04</b>	Boarding gate number
<b>FO</b>	Flight Status Code
<b>TYPE32M</b>	Flight Type
<b>0D</b>	Configuration code
<b>CFG 0F 20C 158Y</b>	Configuration of the aircraft
<b>E-TK ELIGIBLE FLIGHT</b>	Electronic ticket eligible flight
<b>REGN TCJSU</b>	Registration number
<b>CRW B 2/6</b>	Crew code,number of crew
<b>LTA</b>	Local time of arrival
<b>LTD</b>	Local time of departure

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<b>STN</b>	Station
<b>BOOKED</b>	Number of booked passengers
<b>ACCEPTED</b>	Number of checked-in passengers
<b>ON SBY</b>	Number of checked in standby passengers
<b>AVAILABLE EX</b>	Available seats for sale
<b>Z/ Z/ Z/</b>	Blocked seats for technician, crew and other loads
<b>FLIGHT TYPE 10</b>	Reslink flight

Check-in information for TK16 from Buenos Aires to Istanbul is given below.

Entry: @I

```

TK0016  27MAY EZE  CHECK IN INFORMATION  2310          PW          FO
** E-TK ELIGIBLE FLIGHT ** CFG: 00F/49C/300Y
TYPE  77B 0A  CFG   0F  49C 300Y          REGN          CRW A  3/12
LTA  LTD  STN      BOOKED      ACCEPTED      ON SBY      AVAILABLE EX
      2310 EZE
0150 0325 GRU    0/  3/ 18    0/  0/  0    0/  0/  0    0/  25/ -14
2210      IST    0/ 11/238    0/  0/  0    0/  0/  0    Z/  Z/  Z/

-----
** TOTAL **      0/ 14/256    0/  0/  0    0/  0/  0
-----

TIMATIC TITK-RA/NABR/EMGRU/DESIN/TRIST
BASSINETS AVLB FOR INF ON 1AK/11ADGK/23DG/42E
CHECK RECIPROCITY FEE FOR AUSTRALIA/CANADA
BR VISA PVG/PEK/DAM/DEL/DXB/KWI/IKA/BGW/BAH/DKR
****BAG TO DOM STATION WITH CUSTOM****
ADA/ADB/ASR/AYT/BJV/DLM/DNZ/ESB/ERC/GZP/KZR/GZT
HTY/KYA/NAV/SZF/TZX/MLX/ERZ/VAS/GNY/EZS/YEI/DIY
FLIGHT TYPE  10

```

## 8. EXAMINING PASSENGERS RECORDS

To display all passengers' list:

Entry: **.FULL LIST**

TK0663	19JAN	IST	ALL	PAX	0	F	2	C	166Y		
1.ABBASSI	R	TUN	Y		004		0		23500000000000C1		K
ABBASSI -RIM-ADT-											
T88CHM/											
2.ABDOULI	O	TUN	Y	BF3	167		0		23500000000001C2		CK
ABDOULI -OMAR-CHD-MSTR											
RGCA8/											
3.ABUZEID	A	TUN	Y		014		0		23500000000002C2		K
ABUZEID -AHMEDIBRAHIMOTHMAN-ADT-MR											
UMYXGY/											
4.ADAM	D	TUN	Y	AA2	061		0		23500000000003C2		CK
ADAM -DZHAZIRI-CHD-MSTR											
TX2WXU/											
5.AFLI	I	TUN	Y		005		0		23500000000004C2		K
AFLI -INES-ADT-											
TMGZSM/											
6.ALASHKHA	N	TUN	Y	B2	008		0		23500000000005C1		K
ALASHKHAM-NUHA- -											
UI3MKY/											
7.ALKATEB	A	TUN	Y	B2	007		0		23500000000006C1		IK
)											

Entries to change pages on screen display:

<b>@D</b>	To display next screen(page)
<b>@DR</b>	To display the rest of the information on the screen
<b>@D12</b>	To display 12 lines after that page
<b>@DB</b>	To display the last page of information on screen
<b>@U</b>	To display previous screen
<b>@U8</b>	To display the information 8 lines previous
<b>@UT</b>	To display the first page of information on screen

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To display third passenger's DCS record from the list:

Entry: **3**

```

TK0663 19JAN IST SELECTED PAX
ABUZEID AHMEDIBRAHIMOTHMAN MR
TUN Y C S      1 L    014    0/0                                U12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : ADT/30K/LY2XP1M
** ET PAX TICKET: 2350000000002/C2
TEM - 02018C4EE68A13
TK0663 19JAN IST ENHANCED SEAT DISPLAY *    CON OF 20C 158Y

                AVAILABLE SEATS IN CLASS Y TO TUN
EXIT N      06B 06C    06D 06E      N EXIT
N    ... 07B ...    ... ... ... N
ENGN N      ... ... ...    ... ... ... N ENGN
ENGN N 09A 09B ...    09D 09E ... N ENGN
WING N 10A 10B 10C    10D 10E 10F N WING
WING N 11A 11B 11C    11D 11E 11F N WING
WING N 12A 12B 12C    12D 12E 12F N WING
WING N 13A 13B 13C    13D 13E 13F N WING
WING N 14A 14B 14C    14D 14E 14F N WING
WING N 15A 15B 15C    15D 15E 15F N WING
)

```

To display all electronic ticketed passengers on a flight:

Entry: **.ETK**

```

TK0663 19JAN IST E-TKT FULL PAX LIST      0 F 2 C 166Y
1.ABBASSI R TUN Y      004 0 23500000000000C1      K
2.ABDOULI O TUN Y    BF3 167 0 23500000000001C2      CK
3.ABUZEID A TUN Y      014 0 23500000000002C2      K
4.ADAM D TUN Y    AA2 061 0 23500000000003C2      CK
5.AFLI I TUN Y      005 0 23500000000004C2      K
6.ALASHKHA|N TUN Y    B2 008 0 23500000000005C1      K
7.ALKATEB A TUN Y    B2 007 0 23500000000006C1      IK
8.ALMAHMOU|A TUN Y    006 0 23500000000007C2      K
9.ALTOUMI A TUN Y    A3 003 0 23500000000008C2      K
10.ALTUMI M TUN Y    A3 001 0 23500000000009C2      IK
11.ALZAROUG M TUN Y    A3 002 0 23500000000010C2      K
12.AMARA M TUN Y      012 0 23500000000011C2      K
13.AMDOUNI M TUN Y    AJ4 103 0 23500000000012C2      K
14.AMDOUNIE|I TUN Y    C3 009 0 23500000000013C2      IK
15.ARFI M TUN Y      013 0 23500000000014C2      CK

```

The letter "K" seen on passengers' lists indicates the electronic ticketed passengers.

To reach passenger's record by using surname:

Entry: |**LAIB**

```

TK0663 19JAN IST SELECTED PAX
LAIB MOUNIR MR
TUN Y C S      1 E    128    0/0                      T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :    /30K/EY2PX9M
** ET PAX TICKET: 2350000000000/C2
TEM - 02018C4EE68D13
TK0663 19JAN IST  ENHANCED SEAT DISPLAY *    CON OF 20C 158Y
  
```

```

                AVAILABLE SEATS IN CLASS Y TO TUN
EXIT N          06B 06C    06D 06E      N  EXIT
N    ... 07B ...    ... .. N
ENGN N ... .. ..    ... .. N  ENGN
ENGN N 09A 09B ...    09D 09E ... N  ENGN
WING N 10A 10B 10C    10D 10E 10F N  WING
WING N 11A 11B 11C    11D 11E 11F N  WING
WING N 12A 12B 12C    12D 12E 12F N  WING
WING N 13A 13B 13C    13D 13E 13F N  WING
WING N 14A 14B 14C    14D 14E 14F N  WING
WING N 15A 15B 15C    15D 15E 15F N  WING
  
```

)

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To display passenger's electronic ticket:

Entry: @4/1

ELECTRONIC TICKET DISPLAY		
ITINERARY RECEIPT PRINTED :1 TIMES		
PURGE DATE :16JAN22		
-----		
PAX NAME	:LAIB/MOUNIR MR	
TICKET NUMBERS	: 2350000000000/	
ISSUED ON	:10JAN20 INTERNATIONAL	
ISSUED BY	:TK QTN 00000000 GD	
	TURKISHAIRLINES	
	TUNIS AIRPORT	
	TUNISIA	
PNR REFERENCE	:TK/T12345	
ENDORSEMENT REST	:NONEND/TK ONLY	
ID. NUMBER	: 0	
-----		
2350000000000		
CPN 1 F - FLOWN	TK0664 TUNIST	16JAN20 TK
TUN IST TK0664	15:35 L	16JAN20
OK LY2XP1M		30K 16JAN20/16JAN20
CPN 2 A - AIRPORT		TK
IST TUN TK0663	13:45 E	19JAN20
OK EY2PX9M		30K 19JAN20/19JAN20
-----		
BASE FARE	:535.000	TND
TOTAL AMOUNT	:825.500	TND
FORM OF PAYMENT	:CASH	825.500
TAXES	:20.000	TNDRL
	29.500	TNDTR
	3.000	TNDTN
	50.000	TNDDU
	2.500	TNDA6
	182.000	TNDYR
	3.500	TNDRK
FARE CALCULATION	:(0)16JAN20TUN TK IST103.73TK TUN167.64NUC	
271.37 END ROE1.97142		

## 9. ELECTRONIC TICKET COUPON STATUS CODES

Electronic Coupon Status codes give information about the electronic ticket datas. Changes on the ticket and check-in transactions has to be done according to those status codes.

<b>O / Open for use</b>	Ticket hasn't been used
<b>A / Airport control</b>	The coupon status code for other airlines and infant tickets will be changed to Airport after PN processed.
<b>C / Checked in</b>	When the passenger has been checked-in
<b>L / Lifted/Boarded</b>	Passenger has been boarded.The status 1-1,5 hrs after dep.
<b>F / Flown/Used</b>	Coupon has been used.Status after 25 hrs from PD.
<b>G / Exchanged/Fim</b>	Exchanged to FIM
<b>U / Unavailable</b>	Preventing coupon for use by validating carrier except Reissue/Refund (valid only for domestic segments on TK flights, for international flights <b>O</b> open for use)
<b>0 / Emergency lock</b>	For emergency purposes
<b>I / Irregular Operation</b>	After 25 hrs from PD if the coupon status has not been changed into A-C-L-F
<b>E / Exchange</b>	Exchanged/Reissued
<b>R / Refunded</b>	Refunded
<b>V / Void</b>	Voided
<b>Z / Closed</b>	Closed coupon by validating carrier
<b>T / Paper Ticket</b>	Paper ticket
<b>S / Suspended</b>	Suspended
<b>P / Printed</b>	It indicates that the coupon has been converted into a printed document from the form of an electronic record.
<b>X / Print Exchanged</b>	It indicates that a new electronic ticket has been generated for the relevant coupon without changing the original fare and the rules.
<b>N / Coupon Notif</b>	Control of the coupon(s) is not provided

After the flights has been created in DCS (36-50 hours before departure time) and PN is processed, status codes of E-TKT for other airlines and infants automatically will be changed to "Airport" status. The status codes of the rest passengers ticket will remain as Open.

**10. ENTRIES TO DISPLAY ELECTRONIC TICKET**

The electronic ticket can be displayed in UA,UC or UR modes by the given entries below

<b><u>UA-UC Mode</u></b>	
@4/2350000000000	With ticket number
@4/FFTK123456789/04JUN16	With Miles&Smiles number and flight date
@4/CC12345678901/04JUN16- SMITH	With Credit card number/date-surname
@4//11JULISTESB-SMITH	With Date, departure arrival/name
@4/TK2116/04MARISTESB-SMITH	With flight number/date,dep.& arr. point-passenger surname
@4/-SMITH	With passenger surname
@4/STF011111	With staff's register number
@4/STF011111/KINSHIP CODE-YEAR	With staff's register number/kinship code-pass year
@4/L1	With list number (shows E-TKT display of the 1 <sup>st</sup> passenger on the list)
@4/L	To display the list of passengers on the same date and same flight number
@4/	To display last displayed E-TKT again
@4/1 or @4/C	To display passenger's E-TKT data
@4/C	To display the E-kt and the coupons only for the flight assigned and when passenger's DCS record is on screen.
<b><u>UC Mode</u></b>	
ET/2350000000000	With ticket number
ET/FFTK123456789/04JUN16	With Miles&Smiles number and flight date
ET/CC12345678901/04JUN16-SMITH	With Credit card number/date-surname
ET//11JULISTESB-SMITH	With Date, departure arrival/surname
ET/TK2116/04MARISTESB-SMITH	With flight number/date,dep.& arr. point-passenger surname
ET/- SMITH	With passenger surname
ET/STF011111	With staff's register number
ET/STF011111/ KINSHIP CODE-YEAR	With staff's register number/ kinship code-pass year
ET/L	To display the list of passengers on the same date and same flight number
ET/	To display last displayed E-TKT again
ET/1	To display passenger's E-TKT data

<b><u>UR Mode :</u></b>	
*ET-/2350000000005	With ticket number
*ET-/FFTK123456789/04JUN16	With Miles&Smiles number and flight date
*ET-/CC12345678901/04JUN16-SMITH	With Credit card number/date-name
*ET-/04MARISTESB-SMITH	With Date, departure arrival/name
*ET-/TK2116/11JULISTESB-SMITH	With flight number/date,dep.& arr. point-passenger name
*ET-/TK001/25MARISTJFK-SMITH-AA	With flight number/date,dep.& arr. point-passenger name-company
*ET/STF011111	With staff's register number
*ET/STF011111/ KINSHIP CODE-	With staff's register number/ kinship code-pass year
*ET-P1	With PNR (While PNR is active)
*ET-/	To display last displayed E-TKT again
*ET-L	To display list of passengers on the same date and same flight number
*ET-L1	With list number (shows E-TKT display of the 1 <sup>st</sup> passenger on the list)
*ET-H	To display E-TKT history of the last displayed E-TKT
*ET-@I	To ignore the last E-tkt displayed after completing transactions.

**E-TKT RANGE ENTRIES:**

<u>UR Mode</u>
*ET-/20MAR16*ISTDNZ-SURNAME
*ET-/20MAR16*ISTDNZ-SURNAME
*ET-/CC12345678901234567/10OCT*-SURNAME
*ET-/CC12345678901234567/10APR16*-SURNAME
*ET-/FFTK123456789012/10DEC*
*ET-/FFTK123456789012/10APR16*
*ET-/TK1111/10APR15*ISTTZX-SURNAME

**PURGE TICKET ENTRIES:**

<u>UR Mode</u>	
EX//ET-H/TKT.....	(13 digit, TKT no) Ticket number
EX//ET-H/PNR.....	(6 digit PNR no) PNR number
EX//ET-H/REG.....	(6 digit ID no) ID number
EX//ET-H/SURNAM..../....	(10 letters surname/3 letters name)
EX//ET-H/FFT-TK313158194	(Miles and Smiles number)

## 11. SEAT MAP @K

@K or @KY	Economy Cabin Seat Map Display
@K/C	Business Cabin Seat Map Display
@K/FULL or @K/1	All Cabins Seat Map Display

Entry: @K

```

TK1701 27MAY IST ENHANCED SEAT DISPLAY * CON 0F 16C 164Y

AVAILABLE SEATS IN CLASS Y TO STR
N ... .. N
N ... 06B ... .. N
EXIT N ... 07B 07C 07D 07E N EXIT
EXIT N ... .. 08D 08E 08F N EXIT
N ... 09B ... .. 09E 09F N
ENGN N ... 10B ... .. 10E ... N ENGN
ENGN N ... 11B ... .. 11E 11F N ENGN
ENGN N 12A 12B 12C ... 12E 12F N ENGN
WING N ... .. .. 13E 13F N WING
WING N 14A 14B ... .. .. N WING
WING N ... .. .. 15E 15F N WING
WING N 16A 16B 16C 16D 16E 16F N WING
WING N ... .. 17C 17D 17E ... N WING
WING N ... .. 18C 18D 18E 18F N WING
WING N ... .. .. 19E 19F N WING
EXIT N ... 20B 20C 20D 20E N EXIT
EXIT N 21A 21B 21C 21D 21E 21F N EXIT
N ... .. 22C ... .. N
N ... .. .. .. N
N ... .. .. .. N
N ... .. .. .. N
N ... .. 26C 26D 26E 26F N
N ... .. .. 27D 27E 27F N
N ... .. 28C 28D ... .. N
N ... .. 29C 29D 29E 29F N
N ... .. 30C 30D ... .. N
N 31A 31B 31C 31D 31E 31F N
N ... .. 32C 32D 32E 32F N
TOILET TOILET
DOOR EXIT

GALLEY
HANDICAP SEATS
06 A/F 10-18 A/F 23-32 A/F
    
```

Entry to display same flight's business cabin seat map:

Entry: **@K/C**

```

TK1701  27MAY  IST  ENHANCED SEAT DISPLAY *   CON 0F 16C 164Y

          AVAILABLE SEATS IN CLASS C TO STR
          TOILET                GALLEY
          DOOR                  EXIT
N   ... ..
N  02A ...
N   ... ..
N   ... ..

```

**@K Description**

Appearance on seat map	Definition
....	Checked-in/blocked seats
<b>12A</b>	Available seats for use
<b>N</b>	Non-smoking seats
<b>HANDYCAP</b>	Handycap seats for incapacitated and sick passengers
<b>ENGN</b>	Seats by the engine
<b>WING</b>	Seats by the wing
<b>EXIT</b>	Emergency exit row
<b>TOILET</b>	Toilet
<b>GALLEY</b>	Galley
<b>DOOR</b>	Door

**12. SEAT MAP @S**

<b>@S</b>	Economy cabin seat map
<b>@S/1</b>	Business cabin seat map
<b>@S/16</b>	Seat map starting from 16 <sup>th</sup> row in Economy Cabin
<b>@S/GEN</b>	Seat map by gender information

Entry: **@S/1**

TK0070	27MAY	IST	SEAT PLAN			CON	49/300			
	A	B	C	D	E	F	G	H	J	K
01	B	B	U	P	B	U	P	U	P	B
02			U			U		U	X	
03		X	U	P	X	U	T	U	P	X
04		X	U	X	X	U	X	U	X	
05		X	U	X	X	U	X	U	X	X
06	X	P	U	X	X	U	X	U	X	P
07			U	X	X	U	X	U	X	X

Entry: **@S**

TK0070	27MAY	IST	SEAT PLAN			CON	49/300			
	A	B	C	D	E	F	G	H	J	K
11		P	P		P	U		P	P	
12		P	P			U		P		P
13	P			P	X	U	P	P		P
14	P		T	P	X	U	P	P		
15			P	P	X	U		P	P	P
16	P	P		P	P	U	P	P	X	P
23	U	U	U		P	U	X	U	U	U
24						U		L	L	L
25	X	X	P		X	U			X	P
26	P	P	R			U		X	X	P
27	P	P	P			U				
28		X				U		X	X	
29		X	X			U				X
30	W	P	X			U	X	X	X	X
31	X	X	X	X	X	U	X	X	X	X
32	X	X	X	X	X	U	X	X		
33	HKGAF	HKGAF	HKGAF	HKGAF	HKGAF	U	HKGAF	HKGAF	HKGAF	HKGAF
34	X	X	X	X	X	U	X	X		

**@S Description**

<b>On the Seat Map</b>	<b>Description</b>
<b>X</b>	Available seat to use
<b>B</b>	BR Blocking seat
<b>L</b>	Least preferable seat *
<b>R</b>	Soft Blocked seat
<b>P</b>	Hard Blocked seat
<b>T</b>	Blocked seat for Transit pax
<b>W</b>	Blocked seat for EXST
<b>Z</b>	Blocked seat for Crew/Technician and other loads.
<b>U</b>	Unused, broken or unlocated aisle seat
<b>HKGAF</b>	Blocked seat for Group AF travelling to HKG

\* : 'L' letter is used for the seats on the Exit row and basinet.

## 13. SEAT MAP @T

@T/Y	Displays the seat characteristics in Y/Class.
@T/C	Displays the seat characteristics in C/Class.
@T/4 veya @T/4W	Displays the seat characteristics of row 4
@T/2-5	Displays the seat characteristics of rows 2,3,4 and 5

Entry: @T/C

TK0020	26APR	IST	ZONE	DISPLAY						
	A	B	C	D	E	F	G	H	J	K
01	NWBV	NAVI		NAVI	NV		NAVI		NAVI	NWBV
02	NW	NAI		NAI	N		NAI		NAI	NW
03	NW	NAI		NAI	N		NAI		NAI	NW
04	NW	NAI		NAI	N		NAI		NAI	NW
05	NWB	NAI		NABI	N		NABI		NAI	NWB
06	NW	NAI		NAI	N		NAI		NAI	NW
07	NW	NAI		NAI	N		NAI		NAI	NW

Entry: @T/Y

TK0020	26APR	IST	ZONE	DISPLAY						
	A	B	C	D	E	F	G	H	J	K
11	NWBM	NIM	NAI	NABM	NIM		NABM	NAI	NIM	NWBM
12	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
13	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
14	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
15	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
16	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
23				NABM	NIM		NABM			
24	NWEVY	NEVYI	NAEVY	NAIM	NIM		NAIM	NAEVY	NEVYI	NWEVY
	IM	M	IM					IM	M	IM
25	NWM	NIM	NAIM	NAIM	NM		NAIM	NAIM	NIM	NWM
26	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
27	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
28	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
29	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
30	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
31	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
32	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW
33	NW	NI	NAI	NAI	N		NAI	NAI	NI	NW

)

**@T Description**

<b>N</b>	Non-smoking seat
<b>W</b>	Window seat
<b>A</b>	Aisle seat
<b>E</b>	Emergency Exit
<b>L</b>	Least preferable seat
<b>B</b>	Available seat for Bassinet
<b>I</b>	Unsuitable seat for Infant
<b>Y</b>	Unsuitable seat for Child
<b>M</b>	Unsuitable seat for Incapacitated and sick passengers
<b>T</b>	Blocked seats for Transfer pax
<b>V</b>	Least Preferable Seat ( L seats on @S, seems as V seats on @T Display) **
<b>J</b>	Chargeable Seat

\*\* : 'V' letter is used for the seats on the Exit row and basinet.

**14. BASIC CHECK-IN ENTRY**

For Basic Check-in; after being assigned to the flight, you have to be in UA (Check-in Mode) mode. System is available to complete check-in for 2 different classes.

1. Economy Class
2. Business Class

Economy class check-in:

Entry: **FROST1M1F1C1I3/50IST@W**

FROST	Passenger's Surname
1M1F1C1I	Passenger Details ( 1Male, 1Female, 1Child, 1Infant)
3/50	Baggage Details (Piece/Weight)
IST	Destination Point (Istanbul)
@	Seperator
W	Seat request ( W:Window, A: Aisle )

Business class check-in:

**ADAMS1F1/17IST|@W**

	: Business class indicator
--	----------------------------

### To Cancel or Re-enter the Incomplete Check-in Transaction

During Check-in process if you enter another entry before completing the current transaction, the system gives one of the following error messages.

**“COMPLETE CURRENT TRANSACTION”**  
**“CHECK-IN DIALOGUE IN PROGRESS”**  
**“DC-DIALOGUE ACTIVE”**

@J : is used, to see which step has been done for “Check-in” process.  
@X : is used, to cancel incomplete check-in transaction. Incomplete entry has to be reidentified.

### “Dump” Error Message

The Dump error messages may be received after any entry in DCS. If any Dump message has been received you should call DCS immediately.

```
DXC2020E DMP Q 09.36.45
Check entry and retry -- If problem persists call supervisor
Problem reference information follows
SE-NODUMP CTL-000007 PROG-YYFZ OFFSET-023C CRN-ISNT174S
MSG='STORAGE LEVEL NOT IN USE'
```

```
DXC2020E DMP V 10.12.34
Check entry and retry -- If problem persists call supervisor
Problem reference information follows
SE-NODUMP CTL-000006 PROG-YXCA OFFSET-02B0 CRN-ISNT174S
MSG='STORAGE LEVEL ALREADY IN USE'
```

```
DXC2020E DMP V 10.16.32
Check entry and retry -- If problem persists call supervisor
Problem reference information follows
SE-NODUMP CTL-000022 PROG-DXCVFM OFF-0418 CRN-ISNT174S
MSG='FIND -- BLOCK ALREADY ATTACHED'
```

**15. CHECK-IN EXAMPLES**
**Example 1:**

Mr. Can NAZLI is travelling from Zurich to Istanbul in economy class on 26th of June. Passenger has one piece 15kg baggage and wants an aisle seat. DCS record can be displayed before starting check-in.

Entry: |NAZLI

```

TK1910 26JUN ZRH SELECTED PAX
NAZLI CAN MR
IST Y C S      1 B  129  0/0                      S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /30K/BYRT
** ET PAX TICKET: 2350000000000/C1
TEM - 02017DEF5424E5
TK1910 26DEC ZRH ENHANCED SEAT DISPLAY *  CON 0F 16C 164Y
    
```

```

                AVAILABLE SEATS IN CLASS Y TO IST
                N 05A 05B 05C  05D 05E 05F N
                N 06A 06B 06C  06D 06E 06F N
EXIT N          07B 07C  07D 07E      N EXIT
EXIT N 08A 08B 08C  08D 08E 08F N EXIT
                N 09A 09B 09C  09D 09E 09F N
ENGN N ... 10B 10C  10D 10E 10F N ENGN
ENGN N ... 11B 11C  11D 11E 11F N ENGN
ENGN N ... 12B 12C  12D 12E 12F N ENGN
WING N 14A 14B 14C  14D 14E 14F N WING
WING N 15A 15B 15C  15D 15E 15F N WING
    
```

The passengers who proceed to the check-in counters without their e-tkts issued, must be directed to the sales office before check-in process, for ticket issuing. Otherwise the e-kt number cannot be displayed on the passenger record automatically.

To display passenger's electronic ticket:

Entry: @4/1

ELECTRONIC TICKET DISPLAY			
ITINERARY RECEIPT PRINTED :1 TIMES			
PURGE DATE :26JUN22			
-----			
PAX NAME	:	NAZLI/CAN MR	
TICKET NUMBERS	:	23500000000000/	
ISSUED ON	:	09JUN20	
ISSUED BY	:	TK 1MW 002420051 HK	
		MAVI REISEN	
		BASEL	
		SWITZERLAND	
PNR REFERENCE	:	TK/S12345	
ENDORSEMENT REST	:	NONEND/TK ONLY	
ID. NUMBER	:	0	
-----			
23500000000000			
CPN 1 A - AIRPORT			TK
ZRH IST TK1910 18:20	B	26JUN20	
OK BYRT			30K
CPN 2 O - OPEN			
IST ZRH TK1907 08:20	B	30JUN20	
OK BYRT			30K
-----			
BASE FARE	:	992.00	CHF
EQUIVALENT FARE	:	1923.00	TRY
TOTAL AMOUNT	:	2220.45A	TRY
FORM OF PAYMENT	:	CASH	2220.45
TAXES	:	170.26	TRYR
		26.94	TRYTR
		80.25	TRYCH
		20.00	TRYDU
FARE CALCULATION	:	(0)9UN20ZRH TK IST525.53TK ZRH525.53NUC	
1051.06 END ROE0.9438			

# AVIATION ACADEMY

For Check-in:

Entry: **NAZLI1F1/15IST@16A**

```

TK1910 26JUN ZRH IST 1820 PW FO
OK 1M 1/15BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
  1.NAZLI C@16A 005* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /BYRT

PAX LIST NO.001 BAG TAGS PRINTED
BAG TAGS PRINTED
ALL PASSES SENT
    
```

Electronic ticket display after check-in:

Entry: **@4/1**

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :1 TIMES  
PURGE DATE :26JUN22

```

-----
PAX NAME           :NAZLI/CAN MR
TICKET NUMBERS    : 23500000000000/
ISSUED ON        :09JUN20
ISSUED BY        :TK 1MW 002420051 HK
                  MAVI REISEN
                  BASEL
                  SWITZERLAND
PNR REFERENCE     :TK/S12345
ENDORSEMENT REST :NONEND/TK ONLY

ID. NUMBER       :0
    
```

```

-----
23500000000000
CPN 1 C - CHECKED-IN TK1910 ZRHIST 26JUN20 TK
  ZRH IST TK1910 18:20 B 26JUN20
  OK BYRT 30K
CPN 2 O - OPEN
  IST ZRH TK1907 08:20 B 30JUN20
  OK BYRT 30K
    
```

```

-----
BASE FARE           :992.00 CHF
EQUIVALENT FARE    :1923.00 TRY
TOTAL AMOUNT       :2220.45A TRY
FORM OF PAYMENT    :CASH 2220.45
TAXES              :170.26 TRYR
                   :26.94 TRYTR
                   :80.25 TRYCH
                   :20.00 TRYDU
FARE CALCULATION   : (0)26DEC20ZRH TK IST525.53TK ZRH525.53NUC
1051.06 END ROE0.9438
    
```

To display passenger's DCS record after check-in entry:

Entry: |16A

```

TK1910 26JUN ZRH SELECTED PAX
NAZLI CAN MR
IST Y C S 1 B * 16A-M 1/15 S OG S12345
CHECKED IN 02674B/ZRH 26JUN 06.31Z BP GROUP -B-
SECURITY NO. 005
FARE BASES : /30K/BYRT
** ET PAX TICKET: 2350000000000/C1
TEM - 02017D6758484B
TAG DETAILS TK 411097*IST
PREVIOUS TRANSACTION HISTORY
26JUN/1231Z ZRH/T1/02674B-OG RSRV SEAT AS 16A
26JUN/1231Z ZRH/T1/02674B-OG AGT REPRINT BP - @B/R

```

**Example 2:**

Mr Can Ozisik travelling from Istanbul to Athens on 27<sup>th</sup> of June in business class. He has 2 pieces 28 kg of baggage and prefers to have a window seat.

To display passenger's DCS record before check-in entry.

Entry: |OZISIK

```

TK1845 27JUN IST SELECTED PAX
OZISIK CAN MR
ATH C C S 1 C 061 0/0 S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD *** **
FARE BASES : /30K/C
ET PAX TICKET: 2350000000000/C1

```

Check-in entry:

Entry: OZISIK1M2/28ATH|@W

```

TK1845 27JUN IST ATH 0740 PW FO
OK 1M 2/28BGS ATH C 2 L /V *NW
N ADDITIONAL REQUESTS A*W*B*L
1.OZISIK C 02A 001**ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
BAG TAGS PRINTED
ALL PASSES SENT

```

**16. DOCUMENT CONTROL OF THE DISCOUNTED TICKET @4/X ENTRY**

The documents of the discounted tickets are controlled by check-in staff during check-in.

When the discount document is confirmed to be invalid and/or there is no discount document during the check-in, the passenger will be directed to the ticket sales desk and proper price will be charged from passenger.

During the check-in, the discount codes that will be controlled are following:

<b>Code</b>	<b>Explanation</b>
CNN	ACCOMPANIED CHILD
UNN	UNACCOMPANIED MINOR
LNN	WORKER'S CHILD
SNN	SENIOR CITIZEN
DIS	DISABLED
YTH	YOUTH
STU	STUDENT
LBR	WORKER
SEA	SEAMAN

Note: After check-in, system gives different warning messages according to the different discount types.

Example:

FARE BASES: DIS/BEXE6MSB

**DISABLED PASSENGER/ PLS CHECK DISABLED DISCOUNT DOCUMENT**

Example:

FARE BASES: SNN/M9RTCD

**SENIOR CITIZEN/ PLS CHECK DATE OF BIRTH DOCUMENT**

Warning! Unless necessary controls are made, the system does not generate a boarding pass.

**Example 3:**

Mr. Ahmet Arıcı his wife Mrs Bahar Arıcı and their 08 years old son Can Arıcı are travelling from Istanbul to Basel in economy class on 4<sup>th</sup> of April . They have 2 pieces and 34kg bags.

To display passengers' DCS record before check-in entry.

Entry: |ARHAN

<pre> TK1925  04APR  IST  PAX  BY  NAME          0  F 0  C 3  Y   1.ARHAN  A  BSL  Y    B3  004    0  R12345/ALI          K   2.ARHAN  A  BSL  Y    B3  005    0  R12345/AYSE         K   3.ARHAN  C  BSL  Y    B3  006    0  R12345/CAN          CK END NAMES           </pre>
---

**Check-in entry:**

Entry: ARHAN1M1F1C2/34BSL@

<pre> TK1925  04APR  IST  BSL  1540          PW                                FO OK 1M1F1C 2/34BGS BSL Y  2  L  /V *N N ADDITIONAL REQUESTS A*W*E   1.ARHAN  A  15A                                004* *ET*                HOP 0004 ***LTF YOLCUYA M&amp;S KARTINI SORUNUZ*** PLS ASK FOR M&amp;S CARD *** FARE BASES :      /BTOW   2.ARHAN  A  15B                                005* *ET*                PLD 0004 ***LTF YOLCUYA M&amp;S KARTINI SORUNUZ*** PLS ASK FOR M&amp;S CARD *** FARE BASES :      /BTOW   3.ARHAN  C  15C                                006* *ET*                PLD 0004 ***LTF YOLCUYA M&amp;S KARTINI SORUNUZ*** PLS ASK FOR M&amp;S CARD *** FARE BASES : CHD/BTOWCH <b>:*:CHD-UM PSGR/PLS CHECK DATE OF BIRTH DOCUMENT</b> PAX LIST NO.001 BAG TAGS PRINTED PAX LIST NO.002 PLS USE 1/B/.. AND @W NOT @W/A PAX LIST NO.003 PLS USE 1/B/.. AND @W NOT @W/A SOME BAG TAGS PRINTED *BP CAN NOT BE PRINTED **           </pre>
---

## AVIATION ACADEMY

System gives a warning message for child's discounted ticket and does not print the boarding pass. We need to display the child with the list number and enter document control entry.

Entry: **3**

```
TK1925 04APR IST SELECTED PAX
ARHAN CAN MSTR
BSL Y C S B3      3 B * 15C C PLD          ET      R12345
CHECKED IN 02EFE5/IST      04APR 12.48Z    BP GROUP ---
SECURITY NO. 006
PLD REF 0004
FARE BASES : CHD/30K/BTOWCH
COMMENTS CHLD
** ET PAX TICKET: 2350000000000/C1
```

System gives "OK" response after **@4/X** entry.

Entry: **|15C**

```
TK1925 04APR IST SELECTED PAX
ARHAN CAN MSTR
BSL Y C S B3      3 B * 15C C PLD          ET      R12345
CHECKED IN 02EFE5/IST      04APR 12.48Z    BP GROUP ---
SECURITY NO. 006
PLD REF 0004
FARE BASES : CHD(ET)/30K/BTOWCH
** ET PAX TICKET: 2350000000000/C1
TEM - 020179EF80FAE5
PREVIOUS TRANSACTION HISTORY
04APR/1250Z IST/T1/02EFE5-ET 4/X CONTROL
```

Agent's initial code will be seen between paranthesis on fare basis line after document control entry.

@B entry has to be done after the document control to print boarding pass.

**Example 4:**

Mrs. Emily Anderson and her baby will travel from Istanbul to Sarajevo on 19<sup>th</sup> of June in economy class. They have 2 pieces and 29kg bags. You should not forget to give window seats for passengers travelling with infants. It will be helpful to see passenger's record before check-in entry.

**Entry: |ANDERSON**

```

TK1021 19JUN IST SELECTED PAX
ANDERSON EMILY MRS (INFANT) ANDERSON/JACKMSTR
SJJ Y C S 1 S 005 0/0 I S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD *** **
FARE BASES : /30K/WT2RAMA
** ET PAX TICKET: 2350000000000/C4
** ET INF TICKET: 2350000000001/C4
** ET INF NAME : ANDERSON/JACKMSTR
    
```

If it is required infant's electronic ticket can be displayed with the entry given below.

**Entry: @4/INF**

```

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :19JUN22
-----
PAX NAME           :ANDERSON/JACK MSTR INF
TICKET NUMBERS     : 2350000000001/
ISSUED ON          :11JUN20 INTERNATIONAL
ISSUED BY          :TK ITT 088499994 IT
                   TURKISHAIRLINES
                   INTERNETSALES
                   TURKEY
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   :NONEND/TK ONLY

E-MAIL ADDRESS     :EGITIM@EMAIL.COM

ID. NUMBER         :0
-----
2350000000001
CPN  A - AIRPORT           TK
   IST SJJ TK1021 07:05     W 19JUN20
   NS  WT2RAMAIN           10K  19JUN20/19JUN20
CPN  2 O - OPEN
   SJJ IST TK1026 20:35     W 25JUN20
   NS  WT2RAMAIN           10K  25JUN20/25JUN20
    
```

Check-in entry:

Entry: **ANDERSON1F1I2/29SJJ@5A**

```
TK1021 19JUN IST SJJ 0705 PW FO
OK 1F1I 2/29BGS SJJ Y 2 L /V *NW
N ADDITIONAL REQUESTS A*W*E
1.ANDERSON E 05A I 001* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /WT2RAMA

*** INFANT ETKT C/I OK
BAG TAGS PRINTED
ALL PASSES SENT
```

Note: If the infant ticket is issued after adult passenger's check-in, infant's E-TKT number will not be displayed on DCS record, Infant passengers' E-TKT number must be entered to the passengers' record manually with.

**LİST NO / ETK / I / ETK NO / CPN NO**

Infant ETK number can be deleted with

**LİSTE NO / ETK / X / I**

**Example 5:**

Infant Uzay ALADAG's electronic ticket entry is done after his mother's check-in transaction is completed.

Entry: **@4/Infant's electronic ticket number (before edited on passenger's record)**

Entry: **@4/2350000000001**

```

                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :1 TIMES
PURGE DATE :04JUN22
-----
PAX NAME           :ALADAG/UZAY MSTR INF
TICKET NUMBERS     : 2350000000001/
ISSUED ON          :24MAY20
ISSUED BY          :TK QTR 099800024  ET
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/S12345
ENDORSEMENT REST   :NONEND/TK ONLY   . TKM10.00EUR20.00TRY

ID. NUMBER         :0
-----
23500000000000
CPN  1  A - AIRPORT                TK
    IST BSL TK1925 15:50      B 04JUN20
    NS  BTOWIN                10K

```

To display passenger's record where infant's ticket information will be edited.

Entry: **|14A**

```

TK1925  04JUN IST SELECTED PAX
ALADAG CANAN  MRS
BSL Y C S          1 B * 14A F 0/0          ET      S12345
CHECKED IN 02EFE5/IST      04JUN 12.38Z      BP GROUP ---
SECURITY NO. 003
FARE BASES :      /30K/BTOW
** ET PAX TICKET: 2350000000000/C1

```

# AVIATION ACADEMY

Infant's electronic ticket is edited after the passenger's record displayed.

Entry: **1/ETK/I/235000000001/C1**

```

TK1925 04JUN IST SELECTED PAX
ALADAG CANAN MRS (INFANT) ALADAG/UZAYMSTR
BSL Y C S 1 B * 14A F 0/0 I ET S12345
CHECKED IN 02EFE5/IST 04JUN 12.38Z BP GROUP ---
SECURITY NO. 003
FARE BASES : /30K/BTOW
** ET PAX TICKET: 2350000000000/C1
** ET INF TICKET: 2350000000001/C1
** ET INF NAME : ALADAG/UZAYMSTR

TEM - 020179EF80F2E5
PREVIOUS TRANSACTION HISTORY
04JUN/1242Z IST/T1/02EFE5-ET INF E-TICKET ADD
    
```

Infant's electronic ticket coupon status turn to C-CHECKED-IN from A-AIRPORT after the entry is completed. "INF E-TICKET ADD" data appears on the passenger's previous transaction history.

Entry: **@4/INF**

```

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :1 TIMES
PURGE DATE :04JUN22
-----
PAX NAME           :ALADAG/UZAY MSTR INF
TICKET NUMBERS     :2350000000001/
ISSUED ON          :24MAY20
ISSUED BY          :TK QTR 099800024 ET
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/S12345
ENDORSEMENT REST   :NONEND/TK ONLY . TKM10.00EUR20.00TRY

ID. NUMBER         :0
-----
2350000000001
CPN 1 C - CHECKED-IN TK1925 ISTBSL 04JUN20 TK
  IST BSL TK1925 15:50 B 04JUN20
  NS BTOWIN 10K
    
```

**Example 6:**

Mr. Sefa Gundogdu and Mrs. Ferda Sanoglu will travel from Istanbul to Bucharest on 3<sup>rd</sup> of October in economy class. Passengers have 2 pieces 32kg baggages. It will be helpful to display the passengers' DCS records by using the group code.

Entry: **.G/AB**

<pre> TK1043 03OCT IST PAX BY GROUP      0  F 0  C 2  Y   1.GUNDOGDU S OTP Y   AB2  044    0   2.SANOGLU  F OTP Y   AB2  045    0 END NAMES           </pre>	<pre>           K           K           </pre>
--	--

Check-in entry:

**GUND1M1F2/32OTP@8AB**

<pre> TK1043 03OCT IST OTP 0820          PW OK 1M1F 2/32BGS OTP Y   2  L  *X N ADDITIONAL REQUESTS A*W*E ** E-TK ELIGIBLE FLIGHT **        * *** SIMILAR NAMES LIST ***   1.GUNDOGDU S G*AB02              R12345 *ET*   2.GUNER    K  * 002              S12345  WCHR    3.GUNER    A  * 002              S12345   4.GUNEY    O G*AM04              T12345 END OF LIST           </pre>	<pre>           FO           </pre>
--	-------------------------------------

System lists the similar names, to identify the passengers with the group code AB.

Entry: **1**

<pre> TK1043 03OCT IST OTP 0820          PW OK 1M1F 2/32BGS OTP Y   2  L  *N N ADDITIONAL REQUESTS A*W*E *** DETAILED GROUP DISPLAY ***   1.GUNDOGDU SEFA                  R12345  *ET*   2.SANOGLU  FERDA                  R12345  *ET* END OF LIST           </pre>	<pre>           FO           </pre>
---	-------------------------------------

To identify the passengers in the group AB

Entry: **1-2**

<pre> TK1043 03OCT IST OTP 0820          PW OK 1M1F 2/32BGS OTP Y   2  L  *N N ADDITIONAL REQUESTS A*W*E   1.GUNDOGDU @08B                  002*  *ET*   2.SANOGLU  @08A                  003*  *ET* BAG TAGS PRINTED ALL PASSES SENT           </pre>	<pre>           FO           HOP 0044           PLD 0044           </pre>
--	---

Note: If two or more passengers are checked-in together with baggage(s) than the system creates 'HOP' (head of pool) and 'PLD' (pooled) data on the passengers records. The passenger who is checked-in first, becomes HOP and the other passengers become PLD.

**17. TAT TICKET ENTRIES**

All checked-in passengers must have the ticket information on their DCS records.

There will be four types of ticket informations, which are ETKT, TAT, FIM and MK.

Electronic ticketed passengers are identified by 'K' letter on all passengers lists.

'T' letter is valid for identifying passengers holding TAT, FIM and MK on passenger lists.

System will not permit printing boarding passes for passengers without having ticket information.

The entries given below will be used for passengers travelling with paper tickets.

**LIST NO/TAT/ COUPON NUMBER/TICKET NUMBER/CHECK DIGIT (ADULT)**

**LIST NO/TAT//COUPON NUMBER/TICKET NUMBER/CHECK DIGIT (INFANT)**

**Example:**

Mr. Joade SILVINO is travelling with paper ticket from Istanbul to Ankara on 27<sup>th</sup> of September.

**Check-in entry:**

**SILVINO1M0/0ESB@**

```

TK2104 27SEP IST ESB 0610          PW 305                      FO
OK 1M 0/0BGS ESB Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
  1.SILVINO      J 05C                      031*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET

PRINT BAG TAGS USING @W
*BP CAN NOT BE PRINTED **
    
```

**Entering TAT information to passenger's record:**

**Entry: 1/TAT/C2/2354410144140/4**

```

TK2104 27SEP IST SELECTED PAX
SILVINO JOADE MR
ESB Y C S          1 Y * 05C M 0/0          OG          R12345
CHECKED IN 09588C/IST          27SEP 01.17Z
SECURITY NO. 0031
** TAT TICKET: C2/2354410144140/4
    
```

To display passenger's DCS record after the boarding pass is printed:

Entry: |**SILVINO**

```

TK2104 27SEP IST SELECTED PAX
SILVINO JOADE MR
ESB Y C S 1 Y * 05C-M 0/0 OG R12345
CHECKED IN 09588C/IST 27SEP 01.17Z BP GROUP -C-
SECURITY NO. 0031
** TAT TICKET: C2/2354410144140/4
PREVIOUS TRANSACTION HISTORY
27SEP/0117Z IST/T1/09588C-KD AGT REPRINT BP WITH @B/R
    
```

If passenger travels with FIM (Flight Interruption Manifest) TAT information must be entered to the record as shown below:

**List Number/TAT/FIM**

**List Number/TAT//FIM** (For infant)

If passenger travels with MK (Declare of Manifest) TAT information must be entered to the record as shown below:

**List Number/TAT/MK**

**Liste Number/TAT//MK** (For infant)

Cancellation: 1/TAT

Cancellatin for infant: 1/TAT//

To Display Checked-in Commercial Passengers List:

Entry: .**B**

```

TK02104 27SEP IST CHKD COMML 0 F 3 C 91 Y
1.ALTUG M ESB Y ** 20A-M 1/16 B2 S K
2.AYTAC N ESB Y ** 10D-F 1/15 9K S K
3.BACAK A ESB Y ** 24F-F 0/0 IT SIK
4.BACAK M ESB Y ** 25F-M 0/0 IT S K
5.BALA H ESB Y ** 20F-M 1/17 ZC S K
6.BALKAN A ESB Y ** D2 26F-F 0/0 ZC S K
7.BERNHAUS|K ESB Y ** A2 24A-M 2/27 B2 S K
8.BERNHAUS|S ESB Y ** A2 24B-F PLD B2 S K
9.BURGU B ESB Y @* 04A-M 3/20 ICCH BATURAY/|PP H K
10.BUXTON R ESB C @* 03A-M 0/0 ZA @ K
11.CAG L ESB Y ** 22F-F 1/6 BLGK YASLI IND|ZC S K
12.CAKIR H ESB Y ** 14A-M 1/23 KY S K
13.CERRAH G ESB Y ** B2 06A-F 1/20 QJ O S K
14.CERRAH M ESB Y ** B2 06B-F 0/0 QJ O S K
15.COSKUN S ESB Y ** 27A-M 1/22 ICCH COSKUN/S|1M S K
16.BADILLIO|O ESB Y ** I3 19F-M 8/60 87 @ S T
17.BADILLIO|B ESB Y ** I3 19E-F 0/0 87 @ S T
18.BADILLIO|A ESB Y ** I3 19D-C 0/0 87 @ SCT
19.BULBUL A ESB Y ** 26A-F 0/0 ICCH BULBUL/AY|ZC S K
    
```

**18. CHECK-IN ENTRIES FOR PASSENGERS ON DIFFERENT PNRS**
**Example:**

Mr. Sezer and his friend Mr. Basaran are travelling from Istanbul to Milan on 07<sup>th</sup> of October in economy class. Passengers do not have any baggage. Their reservations are on different pnrs. It will be helpful to display their records by using their surnames before we start check-in.

**Entry: |SEZER**

```
TK1873 07OCT IST SELECTED PAX
SEZER AHMET MR
MXP Y C S 1 Y 126 0/0 R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : / YOW
** ET PAX TICKET: 2350000000000/C1
```

**Entry: |BASARAN**

```
TK1873 07OCT IST SELECTED PAX
BASARAN MUSTAFA MR
MXP Y C S 1 Y 127 0/0 S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : / YOW
** ET PAX TICKET: 23500000000001/C1
```

**Check-in Entry:**
**SEZER2M0/0MXP@9EF**

```
TK1873 07OCT IST MXP 0800 PW FO
OK 2M 0/0BGS OTP Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
1 MORE NAMES
```

**Entry: BASARAN**

```
TK1873 07OCT IST MXP 0800 PW FO
OK 2M 0/0BGS OTP Y 2 L *N
1.SEZER @09E 004* *ET*
2.BASARAN @09F 005* *ET*
PRINT BAG TAGS USING @W
ALL PASSES SENT
```

## 19.ELECTRONIC TICKETED PASSENGERS CHECK-IN INFORMATION DISPLAY

Entry: @/ETK

TK2170	03JAN	IST	E-TKT	PAX	SUMMARY
		F	C	Y	
		---	---	---	
BOOKED		0	8	154	
ACCEPTED		0	6	110	
INF (C/I)		0	0	0	/* ETKT INF WITH ETKT ADLT
INF (C/I)		0	0	0	/* ETKT INF WITH TAT ADLT
INF (C/I)		0	0	0	/* TAT INF WITH ETKT ADLT
INF (C/I)		0	0	0	/* TAT INF WITH TAT ADLT
STDBY		0	0	0	
JUMPSEAT				0	
NOSHOW		0	2	44	
STA NOK		0	2	19	
NO-ETKT		0	0	2	

'STA NOK' gives the number of passengers whose coupon status codes are not suitable for check-in. These passengers can be displayed with **.ETK/LX** entry in DCS system.

Entry: **.ETK/LX**

TK2170	03JAN	IST	E-TKT	PAX	NOK	FOR	C-IN	0	F	2	C	21	Y
1.	ALTANSUN	T	ESB	Y X									K
2.	ARIKAN	S	ESB	Y X									K
3.	BULUT	A	ESB	Y X									K
4.	CAGATAY	Y	ESB	Y X									K
5.	CAMUR	K	ESB	Y X									K
6.	ACAR	G	ESB	Y X	AN3							O	K
7.	EREN	B	ESB	Y								X	K
8.	ERGIL	D	ESB	Y X									K
9.	GEDIKLI	K	ESB	Y X									K
10.	GENC	A	ESB	Y X									K
11.	FENDOGLU	A	ESB	Y X									K
12.	GELIS	O	ESB	C X	AL2								K
13.	DENIZ	F	ESB	Y X	AN3	19F						O	S K
14.	DEGIRMEN	M	ESB	Y X	BD3								K
15.	LIMON	R	ESB	Y X									K
16.	MESCIGIL	A	ESB	Y								X	K
17.	SARGIN	O	ESB	Y X									K
18.	SOKMEN	H	ESB	Y X									K
19.	SULEYMAN	B	ESB	C X	AL2								K

### Important note:

System permits to do check-in for confirmed ticketed passengers with Open and Airport coupon status code. If system rejects check-in transaction for passengers with Open Electronic coupon status code, **List no/ETK/R** entry shall be used to change open coupon status code to airport status.

**20.EMD (ELECTRONIC MISCELLANEOUS DOCUMENT)**
**Example 1:**

Mr. Emre Tez is travelling from Istanbul to Adana on 4<sup>th</sup> of April. He has an EMD which is issued for 10kg excess baggage. His check-in transaction is given below.

Entry: |TEZ

```

TK2454 04APR IST SELECTED PAX
TEZ EMRE MR
ADA Y C S          1 B    005    0/0                      R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /20K/B
COMMENTS XBAG TTL10KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 0DG/A A 10KG EXCESS BAGGAGE
TEM - 020179EF3D58E5
    
```

Electronic ticket display before check-in.

Entry: @4/1

```

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :04APR22
-----
PAX NAME           :TEZ/EMRE MR
TICKET NUMBERS     :2350000000000/
ISSUED ON          :04JAN20 DOMESTIC
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST   :KDV DAHIL 44.39TRY.

ID. NUMBER         :111
    
```

```

-----
2350000000000
CPN 1 A - AIRPORT                      TK
ASSOCIATED EMD : 2350000000001/C1
  IST ADA TK2454 06:15    B 04APR20
  OK B                                     20K
    
```

EMD display before check-in

Entry: @5/1

```

ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :04APR22
-----
PAX NAME           :TEZ/EMREMR
EMD NUMBERS        : 2350000000001/A
ISSUED ON          :04APR20
ISSUED BY          :TK QTK 099800024  DC
                   :TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE      :TK/R12345
REMARKS            :TTL10KG.

ID. NUMBER         :111
-----
EMD 2350000000001
CPN 1 A - AIRPORT           TK
CPN VALUE:          60.00
    - IN CONNECTION WITH QUALIFIER
ASSOCIATED TICKET       : 2350000000000/C1
TO/AT
    IST ADA TK
RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 10KG
-----
FARE                 :60.00                TRY
TOTAL AMOUNT         :60.00                TRY
FORM OF PAYMENT      :CASH                  60.00
FORM OF PAYMENT      :CASH                  60.00
FARE CALCULATION     :(1)IST TK ADA 60.00
TAXES                 :FREE
  
```

The following warning message is given by the system during passenger's check-in transaction.

```

TK2454 04APR IST ADA 0615      PW                      FO
OK 1M 1/30BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
TEZ EMRE MR
    EMD NUMBER  RFIC/RFISC  DESCRIPTION
    1. 2350000000001C1  A/0DG  EXCESS BAGGAGE

SELECT THE SERVICE(S) PASSENGER WANT TO USE
EG: 1/EMD/YES (OR) 1/EMD/NO (OR) 1/EMD/RANGE
  
```

# AVIATION ACADEMY

**1/EMD/YES** entry is used to confirm EMD.

```

TK2454 04APR IST ADA 0615 PW FO
OK 1M 1/30BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.TEZ E 04A 001* *ET*
**** XBAG TTL10KG EXCESS BAG
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /B

FOR UNUSED EMDS, DISASS MANUALLY
    
```

Passenger record display after check-in.

Entry: |TEZ

```

TK2454 04APR IST SELECTED PAX
TEZ EMRE MR
ADA Y C S 1 B * 04A M 1/30 ET R12345
CHECKED IN 02EFE5/IST 04APR 12.28Z BP GROUP ---
SECURITY NO. 001
FARE BASES : /20K/B
COMMENTS XBAG TTL10KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 ODG/A C 10KG EXCESS BAGGAGE
TEM - 020179EF3D65E5
    
```

Note: The entry has to be **1/EMD/NO** if the passengers do not want to use their EMD(s) which is already edited on their DCS record.

EMD display after check-in

Entry : @5/1

```

ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :04APR22
-----
PAX NAME           :TEZ/EMREMR
EMD NUMBERS        : 2350000000001/A
ISSUED ON          :04APR20
ISSUED BY          :TK QTK 099800024  DC
                   :TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE      :TK/R12345
REMARKS            :TTL10KG.

ID. NUMBER         :111
-----
EMD 2350000000001
CPN 1 C - CHECKED-IN TK2454 ISTADA 04APR20 TK
CPN VALUE:         60.00
                   - IN CONNECTION WITH QUALIFIER
ASSOCIATED TICKET  : 2350000000000/C1
TO/AT
  IST ADA TK
RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 10KG
-----
FARE                :60.00                                TRY
TOTAL AMOUNT       :60.00                                TRY
FORM OF PAYMENT     :CASH                                60.00
FORM OF PAYMENT     :CASH                                60.00
FARE CALCULATION    : (1)IST TK ADA 60.00
TAXES               :FREE
  
```

To display all the EMDs' on the flight.

Entry : .EMD

TK2454	04APR	IST	EMD	FULL	PAX	LIST	0	F	0	C	3	Y
1.ATLI	D	ADA	Y		001	0	23500000000000C1	A				EMD-A
2.PULAK	A	ADA	Y	A2	003	0	23500000000001C1	A				EMD-A
3.TEZ	E	ADA	Y	*	04A	M	1	23500000000002C1	C			EMD-A
END NAMES												

To display checked in passengers having EMDs’.

Entry : **.EMD/B**

```
TK2454 04APR IST CHKD IN PAX EMD      0  F 0  C 1  Y
      1.TEZ      E ADA Y *      04A M 1/30 XBAG TTL10KG |ET      K
      END NAMES
```

Note: When passengers are travelling with electronic ticket, letter ‘**K**’ appears on their DCS records. If EMD is issued then instead of letter ‘**K**’ letter ‘**M**’ appears on their DCS records.

To display no-show passengers having EMDs.

Entry : **.EMD/L**

```
TK2454 04APR IST NO-SHOW PAX EMD      0  F 0  C 1  Y
      1.ATLI      D ADA Y      001  0  XBAG TTL20KG 1|      K
      END NAMES
```

To display EMD summary.

Entry: **@/EMD**

TK2454	04APR	ADA	EMD	PAX	SUMMARY
		F	C	Y	
		---	---	---	
BOOKED		0	0	3	
ACCEPTED		0	0	3	
JUMPSEAT				0	
NOSHOW		0	0	0	
STA NOK		0	0	0	
NO-EMD		0	22	290	
TOTAL EMDS		0	0	3	
EXCS PCS		0	0	3	
EXC KG		000	000	094	

## 21. EMD COUPON STATU CODES

<b>O / Open</b>	Open for use
<b>A / Airport control</b>	In the control of the carrier after PN
<b>C / Checked in</b>	After check-in
<b>L / Lifted</b>	Passenger has been boarded and 1-1,5 hrs passed
<b>F / Flown</b>	Coupon has been used and 25hrs after PD
<b>E / Exchange</b>	Exchanged/Reissued
<b>U / Unavailable</b>	Preventing coupon for use by validating carrier except reissue/refund
<b>G / Exchanged/Fim</b>	In exchange to FIM
<b>I / Irregular Operation</b>	After 25 hrs from PD if the coupon status has not been changed into A-C-L-F
<b>R / Refund</b>	Refunded
<b>V / Void</b>	Voided, cancelled from the sales report
<b>Z / Closed</b>	Coupon is closed for use by the validating carrier.
<b>Y / Refund</b>	Refunded taxes/fees
<b>S / Suspend</b>	Suspension of coupon status by airline issuing ticket
<b>N / Coupon Notif</b>	Control of the coupon(s) is not provided

**22. QUICK CHECK-IN**

Quick check-in entries are developed for check-in transactions to be done practically by using .**PNR/PNR**, **|SURNAME** or selecting by list number.

Entry: **|GIRGIN**

```

TK2150 07OCT IST SELECTED PAX
GIRGIN ERDEM MR
ESB Y C S 1 B 048 0/0 R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : / B
** ET PAX TICKET: 2350000000000/C1
TK0116 22JUN IST ENHANCED SEAT DISPLAY * CON 0F 28C 123Y

AVAILABLE SEATS IN CLASS Y TO ESB
N ... .. 08C 08D 08E 08F N
N ... .. ... .. ... .. N
WING N ... .. ... .. ... .. N WING
WING N 11A 11B 11C 11D 11E 11F N WING
EXIT N 12A 12B 12C 12D 12E 12F N EXIT
EXIT N ... 14B ... .. 14E ... N EXIT
WING N 15A 15B 15C 15D 15E 15F N WING
WING N 16A 16B 16C 16D 16E 16F N WING
WING N 17A 17B 17C 17D 17E 17F N WING
WING N 18A 18B 18C 18D 18E 18F N WING
N 19A 19B 19C 19D 19E 19F N
    
```

**Quick Check-in Entries**
**Single passenger**

<b>1*</b>	Check-in for a single passenger
<b>1*@14A</b>	Check-in for a single passenger with seat preference
<b>1*1/20</b>	Check-in passenger having 1 piece baggage
<b>132*1F1I</b>	Check-in 1 female and 1 infant passenger by using list number
<b>1*1F1I1/20@7A</b>	Check-in 1 female and 1 infant with 1 pc baggage at seat number 7a

Note: If 1M, 1F, 1C Gender information is not entered during check-in, the system will accept the gender information according to the reservation records.

## Multiple Passenger / Group Passengers

### Displaying passengers:

Passengers on the same pnr may be checked-in by using any of the listing entries like **.L** (no-show passenger list) or **.G/Group code** (listing by group code)

Passengers are displayed by any of the listing entries given above who are on the same pnr may be checked in by using the list number and the number of passengers.

<b>1*3</b>	Check-in for 3 passengers without baggage (3 passengers on the same PNR ,list number one)
<b>12*4@11ABCD</b>	Check-in for 4 passengers on the same pnr by selecting seat numbers 11ABCD (4 Passengers on the same PNR, list number 12)
<b>1*13X5/80</b>	Check-in for 13 passengers with 5 pieces 80kg baggages (13 passengers on the same PNR, list number 1)
<b>121*5X4/60@12ABCDE</b>	Check-in for 5 passengers with 4 pieces 60kg baggages by selecting seat numbers 12ABCDE (5 passengers on the same PNR, list number 121)

Note: Max 90 passengers who are on the same pnr may be checked in with a single entry. As long as the gender information is not entered infants can not be checked in. To complete check-in transactions for infants properly, genders has to be entered clearly as M, F, C, I.

**23. TO PRINT BOARDING PASS AND BAGGAGE TAGS**

<b>@B</b>	To print boarding pass for all pax on the list
<b>@B/3/6/8</b>	To print boarding passes for the 3 <sup>rd</sup> ,6 <sup>th</sup> and 8 <sup>th</sup> passengers on the list
<b>@B/R/2-6</b>	To reprint boarding passes for the passengers on the list from 2 to 6
<b>@B/S veya @B/S/Liste no</b>	To print stand by boarding pass for the passengers on the stand by list
<b>@B/R/S veya @B/R/Liste no</b>	To reprint stand by boarding pass
<b>@B/X</b>	To stop printing boarding pass
<b>@W</b>	To print bag tag
<b>@W/IST</b>	To print bag tag up to Istanbul
<b>@W/3/5-8</b>	To print bag tags for the 3 <sup>rd</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> ,7 <sup>th</sup> and 8 <sup>th</sup> passengers on the list
<b>@W/A*2</b>	After B edit to print additional 2 bag tags
<b>@W/A/4</b>	After B edit to print additional bag tag for the 4 <sup>th</sup> passenger on the list
<b>@W/A/7*3</b>	After B edit to print 3 additional bag tags for the 7 <sup>th</sup> passenger on the list
<b>@W/R @Y</b>	To reprint bag tag (this entry is followed by a confirmation @Y) After the confirmation the system creates new bag tag numbers and replaces with the previous ones
<b>@W/R/IST @Y</b>	To reprint bag tags up to Istanbul
<b>@W/X</b>	To cancel printing bag tags
<b>PB/CRW/FLIGHT NO/SURNAME/NAME</b>	To print bag tag for crew by surname
<b>TT/BPP</b>	To print test boarding pass
<b>TT/BTP</b>	To print test baggage tag
<b>TT/BPP/TERMINAL NO (6 digit CRI number)</b>	To print test boarding pass with CRI number
<b>TT/BTP/TERMINAL NO (6 digit CRI number)</b>	To print test baggage tag with CRI number
<b>TT/J2D</b>	To enable the barcodes more visible on boarding passes.Entry has to be done on UC mode

## 24. BAGGAGE ADDITION AND DELETION ON PASSENGER RECORDS

### Example 1:

Mr. Ali Aladag's check-in is completed without any baggage after check-in passenger wants to add 1 piece 15kg baggage.

Entry: |ALADAG

```

TK1845  28JUL IST SELECTED PAX
ALADAG ALI  MR
ATH Y C S          1 H * 08A-M 0/0                OG      R12345
CHECKED IN 02674C/IST      28JUL 07.45Z          BP GROUP -B-
SECURITY NO.  008
FARE BASES :    /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
    
```

Passenger's baggage information has to be changed as 1 piece 15kg.

Entry: 1/B/1/15

```

TK1845  28JUL IST SELECTED PAX
ALADAG ALI  MR
ATH Y C S          1 H * 08A-M 1/15              OG      R12345
CHECKED IN 02674C/IST      28JUL 07.45Z          BP GROUP -B-
SECURITY NO.  008
FARE BASES :    /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
    
```

To print bag tag

Entry: @W

```

TK1845  28JUL IST SELECTED PAX
ALADAG ALI  MR
ATH Y C S          1 H * 08A-M 1/15              OG      R12345
CHECKED IN 02674C/IST      28JUL 07.45Z          BP GROUP -B-
SECURITY NO.  008
FARE BASES :    /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS      TK   375639*ATH
PREVIOUS TRANSACTION HISTORY
28JUL/0808Z IST/T1/02674C-OG BAGTAG PRINTED - @W
    
```

# AVIATION ACADEMY

## Example 2:

Mr. Mehmet Bostan's check-in is completed with 2 piece 18kg. Passenger wants to give 2 pieces 22kg additional baggages.

Entry: **|BOSTAN**

```
TK1845 28JUL IST SELECTED PAX
BOSTAN MEHMET MR
ATH C C S 1 C * 02C-M 2/18 OG S12345
CHECKED IN 02674C/IST 28JUL 08.13Z BP GROUP -C-
SECURITY NO. 009
FARE BASES : /30K/CTROW
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375640*ATH TK 375641*ATH
```

Passenger's total piece and weight information is corrected as 4 pieces and 40 kg.

Entry: **1/B/4/40**

```
TK1845 28JUL IST SELECTED PAX
BOSTAN MEHMET MR
ATH C C S 1 C * 02C-M 4/40 OG S12345
CHECKED IN 02674C/IST 28JUL 08.13Z BP GROUP -C-
SECURITY NO. 009
FARE BASES : /30K/CTROW
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375640*ATH TK 375641*ATH
```

Two pieces additional bag tags has to be printed

Entry: **@W/A\*2**

This entry is used to print 2 additional bag tags after this entry, **XTRA** phrase appears on the passenger's DCS record.

```
TK1845 28JUL IST SELECTED PAX
BOSTAN ALI MR
ATH C C S 1 C * 02C-M 4/40 OG S12345
CHECKED IN 02674C/IST 28JUL 08.13Z BP GROUP -C-
SECURITY NO. 009
FARE BASES : /30K/CTROW
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375640*ATH TK 375641*ATH
TK 375642*ATH XTRA TK 375643*ATH XTRA
PREVIOUS TRANSACTION HISTORY
28JUL/0817Z IST/T1/02674C-OG BAGTAG ADDED - @W/A
```

**Example 3:**

Mr. Veli Bozdag's check-in is completed with 6 pieces 68 kg, after check-in passenger wants to take back 1 piece 12kg baggage.

Entry: **|BOZDAG**

```

TK1845 28JUL IST SELECTED PAX
BOZDAG VELI MR
ATH Y C S 1 H * 09A-M 6/68 OG S12345
CHECKED IN 02674C/IST 28JUL 08.20Z BP GROUP -B-
SECURITY NO. 010
FARE BASES : /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375644*ATH TK 375645*ATH
TK 375646*ATH TK 375647*ATH
TK 375648*ATH TK 375649*ATH
    
```

Passenger wants to take back the baggage with tag number TK375649.

Entry: **1/X/K/TK375649**

```

TK1845 28JUL IST SELECTED PAX
X/K *** WARNING ***
X/K *ENTER CRRECT PIECE AND WEIGHT* **CHNGE PIECE AND WEIGHT***
BOZDAG VELI MR
ATH Y C S 1 H * 09A-M 6/68 OG S12345
CHECKED IN 02674C/IST 28JUL 08.20Z BP GROUP -B-
SECURITY NO. 010
FARE BASES : /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375644*ATH TK 375645*ATH
TK 375646*ATH TK 375647*ATH
TK 375648*ATH
PREVIOUS TRANSACTION HISTORY
28JUL/0826Z IST/T1/02674C-OG BAGTAG DELETED - X/K
    
```

A warning message appears on the screen to correct the piece and weight information after deleting the tag number.

# AVIATION ACADEMY

Passenger's baggage information has to be changed as 5 pieces and 56 kg.

Entry: **1/B/5/56**

```

TK1845 28JUL IST SELECTED PAX
BOZDAG ALI MR
ATH Y C S 1 H * 09A-M 5/56 OG S12345
CHECKED IN 02674C/IST 28JUL 08.20Z BP GROUP -B-
SECURITY NO. 010
FARE BASES : /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375644*ATH TK 375645*ATH
TK 375646*ATH TK 375647*ATH
TK 375648*ATH
PREVIOUS TRANSACTION HISTORY
28JUL/0826Z IST/T1/02674C-OG BAGTAG DELETED - X/K
    
```

Same passenger wants to take back 2 piece and 20kg baggage. If the tag numbers are in sequence then the deletion can be done by one entry. If they are not in sequence then the deletion has to be done one by one.

The tag numbers are TK375646 and TK375647.

Entry: **1/X/K/TK375646-7**

```

TK1845 28JUL IST SELECTED PAX
X/K *** WARNING ***
X/K *ENTER CRRECT PIECE AND WEIGHT* **CHNGE PIECE AND WEIGHT***
BOZDAG VELI MR
ATH Y C S 1 H * 09A-M 5/56 OG S12345
CHECKED IN 02674C/IST 28JUL 08.20Z BP GROUP -B-
SECURITY NO. 010
FARE BASES : /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375644*ATH TK 375645*ATH
TK 375648*ATH
PREVIOUS TRANSACTION HISTORY
28JUL/0826Z IST/T1/02674C-OG BAGTAG DELETED - X/K
28JUL/0836Z IST/T1/02674C-OG BAGTAG DELETED - X/K
    
```

Passenger's baggage information has to be changed as 3 pieces and 36 kg.

**Entry: 1/B/3/36**

```

TK1845 28JUL IST SELECTED PAX
BOZDAG VELI MR
ATH Y C S 1 H * 09A-M 3/36 OG S12345
CHECKED IN 02674C/IST 28JUL 08.20Z BP GROUP -B-
SECURITY NO. 010
FARE BASES : /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 375644*ATH TK 375645*ATH
TK 375648*ATH
PREVIOUS TRANSACTION HISTORY
28JUL/0826Z IST/T1/02674C-OG BAGTAG DELETED - X/K
28JUL/0836Z IST/T1/02674C-OG BAGTAG DELETED - X/K
    
```

Same passenger wants to take back all his bags. It is possible to delete all automatically printed bag tags in one entry.

**Entry: 1/X/K/AUTO**

```

TK1845 28JUL IST SELECTED PAX
X/K *** WARNING ***
X/K *ENTER CRRECT PIECE AND WEIGHT* **CHNGE PIECE AND WEIGHT***
BOZDAG ALI MR
ATH Y C S 1 H * 09A-M 3/36 OG S12345
CHECKED IN 02674C/IST 28JUL 08.20Z BP GROUP -B-
SECURITY NO. 010
FARE BASES : /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
28JUL/0826Z IST/T1/02674C-OG BAGTAG DELETED - X/K
28JUL/0836Z IST/T1/02674C-OG BAGTAG DELETED - X/K
28JUL/0841Z IST/T1/02674C-OG BAGTAG DELETED - X/K
    
```

Passenger's baggage information has to be corrected.

**Entry: 1/B/0/0**

```

TK1845 28JUL IST SELECTED PAX
BOZDAG ALI MR
ATH Y C S 1 H * 09A-M 0/0 OG S12345
CHECKED IN 02674C/IST 28JUL 08.20Z BP GROUP -B-
SECURITY NO. 010
FARE BASES : /20K/HTREX6M
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
28JUL/0826Z IST/T1/02674C-OG BAGTAG DELETED - X/K
28JUL/0836Z IST/T1/02674C-OG BAGTAG DELETED - X/K
28JUL/0841Z IST/T1/02674C-OG BAGTAG DELETED - X/K
    
```

**25. K-EDIT ENTRIES**

These entries are used to add or remove bag tag numbers to/from passenger record. K-Edit entries cannot be used before check-in.

K-Edits can be seen only on detailed passenger record. When a group check-in is done then the K-edits has to be entered only on the passenger record which is the HOP (Head of Pool)

In a single entry maximum 50 tag numbers can be entered. If the number of bags exceed 50 pieces, the entry has to be done on the other members of the group.

In a manual through check-in situation, K-edit has to be completed on the record of the passenger's onward flight(s).

If the baggage of the transfer passenger is tagged to the last destination point then the current bag tag number(s) has to be entered by K-Edit.

**K-Edit Entries:****Single bag tag entry :**

List nr/K/TK bag tag nr/3 letter airport code of destination.  
Liste nr/K/TK123456/LHR

**Consecutive bag tag entry:**

List nr/K/TK bag tag nr/3 letter airport code of destination.  
List nr/K/TK654456-9/LHR

**Non-consecutive bag tag entry:**

List nr/K/TK123876/JFK|TK765987/JFK

**Re-enter / amend bag tag numbers in passenger record**

List nr/K/R/TK987654/FRA

**Transfer passenger bag tag entry :**

List nr/K/T/TK675123/ADB

**Re-enter Transfer passenger bag tag number :**

List nr/K/R/T/TK654234/AYT

**Local passenger bag tag number entry :**

List nr/K/L/TK123456/IST

**K-Edit Cancellations:****To cancel only one bag tag number :**

List nr/X/K/TK245098

**To cancel consecutive bag tag numbers :**

List nr/X/K/TK256987-9 List nr/X/K (for manual bag tags only)

**To cancel non-consecutive bag tag numbers :**

List nr/X/K

**To cancel all the bag tag numbers which was given automatically by the system.**

List nr/X/K/AUTO

**Passenger's Wheelchair Entries**

A new entry, which aims to differentiate and board passengers with their own wheelchair(s) from other recorded bag(s) is established.

The following procedure must be followed respectively for passengers present at the check-in counter with their wheelchair:

Check-in transaction is completed by adding the weight of the passenger's wheelchair in the total baggage piece and weight.

Entry: |RAMIZ

```

TK1861 31MAY IST SELECTED PAX
RAMIZ ALI MR
FCO Y C S 1 B 030 0/0 T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /020K/BTRT
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
PPT
AFN
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /
TEM - 0B01A365087660
TK1861 31MAY IST ENHANCED SEAT DISPLAY CON 0F 18C 251Y

AVAILABLE SEATS IN CLASS Y TO FCO
DOOR EXIT
TOILET TOILET
N ... .. 05D 05E 05F 05G 05J ... N
N ... .. 06D 06E 06F 06G 06J 06K N
)

```

Let us assume that the passenger has one piece of baggage and a wheelchair.

Entry: **RAMIZ1M2/28FCO@5K**

```

TK1861 31MAY IST SELECTED PAX
RAMIZ ALI MR
FCO Y C S 1 B * 05K M 2/28 S HI T12345
CHECKED IN 0B6560/IST T1 21MAR 12.53Z BP GROUP ---
SECURITY NO. 014
FARE BASES : /020K/BTRT
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
PPT
AFN
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /
TEM - 0B01A365087E60
TAG DETAILS TK 997740*FCO TK 997741*FCO
PREVIOUS TRANSACTION HISTORY
21MAR/1258Z IST/T1/0B6560-RSRV SEAT AS 05K

```

K edit entry is made by using one of the printed bag tags for WCHR.

Entry: **1/K/TK997741/WCHR**

```
TK1861 31MAY IST SELECTED PAX
K WCHR BAG EDIT ADDED
K *** WARNING ***
K *ENTER CRRECT PIECE AND WEIGHT* **CHNGE PIECE AND WEIGHT***
RAMIZ ALI MR
FCO Y C S 1 B * 05K M 2/28 S HI T12345
CHECKED IN 0B6560/IST T1 21MAR 12.53Z BP GROUP ---
SECURITY NO. 014
FARE BASES : /020K/BTRT
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
PPT
AFN
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /
TEM - 0B01A365088260
TAG DETAILS TK 997740*FCO TK 997741*FCOW
PREVIOUS TRANSACTION HISTORY
21MAR/1258Z IST/T1/0B6560-RSRV SEAT AS 05K
21MAR/1302Z IST/T1/0B6560-HI BAGTAG ADDED - K-EDIT
```

After the K edit entry, the letter W is automatically added at the end of the wheelchair bag tag.

**For normal baggage wheelchair bag tag entry**

List no/K/TK664423/WCHR

**For local baggage wheelchair bag tag entry**

List no/L/TK498532/WCHR

**For transit baggage wheelchair bag tag entry**

List no/T/TK183792/WCHR

## 26. SEAT CHANGE

The given seats and the boarding passes can be changed due to passengers' requests or airlines operational reasons. After any seat change it should not be forgotten to change the previous boarding pass(es) with the new ones.

Entry: **@C/Previous seat nr \* New seat nr**

If more than one seat change is required, the seat map has to be displayed to see the available seats. Maximum 22 seats can be changed by a single entry.

Examples for some Entries :

@C/26B\*10A

@C/27ABC\*10A/D12A

@C/30A/DE/JK\*14AB15AB16A

@C/28AB29AB\*15DEFG

@C/24JK25JK\*17AB18AB

### Example 1:

To change seat from 5A to 6D for the passenger Mr. Ersoz.

Entry: **@C/5A\*6D**

```
1.ERSOZ      N SEAT CHNGED FROM 05A TO 06D F * ZONE NA
END OF DISPLAY
```

Seat change appears on the passenger's previous transaction history.

```
TK2116  21FEB IST SELECTED PAX
ERSOZ NAMIK MR
ESB Y C S      1 Y * 06D M 1/10          OG      S12345
CHECKED IN 02674C/IST      21FEB 14.04Z          BP GROUP ---
SECURITY NO. 002
TEM - 020179674EAF4C
TAG DETAILS   TK 551359*ESB
PREVIOUS TRANSACTION HISTORY
21FEB/1404Z IST/T1/02674C-OG SEAT CHG 05A -> 06D
```

**27. OFFLOAD**

Due to some reasons like an obligation to the passenger's travel, health problems, wrong check-in etc. check-in transaction may be cancelled. In this case passengers has to be offloaded in the system and the boarding passes has to be cancelled.

After offloading a passenger, the reason should be entered on the passenger's record.

In a single entry maximum 10 passengers can be offloaded.

Entry: **@Z/Seat Nr**

Entry: **@Y**

When more than one passenger have to be offloaded.

Entry: **@Z/4AB7C8EF**

Entry: **@Y**

**Example 1:**

Entry: **@Z/18A**

```
CONFIRM OFFLOAD PAX AND BAGS
ADD OFFLOAD REASON AS COMMENT
```

Entry: **@Y**

```
TK2116 21FEB IST OFFLOAD
166 BENSON S 1/20
*** ENSURE BAGS OFFLOADED *** ADD OFFLOAD REASON AS COMMENT
```

Entry: **|BENSON**

```
TK2116 21FEB IST SELECTED PAX
BENSON SEMIH MR
ESB Y C S 1 Y 166 1/20 ET S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
SECURITY NO. 003
OFFLOADED
TEM - 020179EF5FC4E5
PREVIOUS TRANSACTION HISTORY
21FEB/1505Z IST/T1/02EFE5-ET C/I PAX IN
21FEB/1506Z IST/T1/02EFE5-ET OFFLD FROM 18A - @Z
```

A comment has to be edited on the passenger's record as an offload reason.

Entry: **1/C/REASON FOR OFFLOAD**

Entry: **1/C/DUE TO VISA PROBLEM**

```

TK2116 21FEB IST SELECTED PAX
BENSON SEMIH MR
ESB Y C S 1 Y 130 0/0 ET S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
SECURITY NO. 003
OFFLOADED
COMMENTS DUE TO VISA PROBLEM
TEM - 02017DEF5DFEE5
PREVIOUS TRANSACTION HISTORY
21FEB/1505Z IST/T1/02EFE5-ET C/I PAX IN
21FEB/1506Z IST/T1/02EFE5-ET OFFLD FROM 18A - @Z
21FEB/1506Z IST/T1/02EFE5-ET COMMENT ADDED - 1/C/..
    
```

**Example 2:** Offload transaction for a passenger checked-in with an EMD.

Mr. Tez's record is given after check-in.

Entry: **|TEZ**

```

TK2454 04APR IST SELECTED PAX
TEZ EMRE MR
ADA Y C S 1 B * 04A M 1/30 ET R12345
CHECKED IN 02EFE5/IST 04APR 12.28Z BP GROUP ---
SECURITY NO. 001
FARE BASES : /20K/B
COMMENTS XBAG TTL10KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 0DG/A C 10KG EXCESS BAGGAGE
TEM - 020179EF4D51E5
    
```

# AVIATION ACADEMY

Passenger's electronic coupon status turn in to C -Checked-in after check-in transaction is completed.

Entry: @4/1

## ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
PURGE DATE :04APR22

-----  
PAX NAME :TEZ/EMRE MR  
TICKET NUMBERS : 2350000000000/  
ISSUED ON :04JAN20 DOMESTIC  
ISSUED BY :TK QTK 099800024 DC  
TURKISHAIRLINES  
EGITIM2  
ISTANBUL  
0235  
PNR REFERENCE :TK/R12345  
ENDORSEMENT REST :KDV DAHIL 44.39TRY.  
  
ID. NUMBER :111  
-----

2350000000000

**CPN 1 C - CHECKED-IN TK2454 ISTADA 04APR20 TK**

ASSOCIATED EMD : 23500000000001/C1

IST ADA TK2454 06:15 B 04APR20

OK B 20K

Electronic coupon status of the EMD which is issued for 10kg excess also turns into C-Checked-in after check-in .

Entry: **@5/1**

```

                                ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :04APR22
-----
PAX NAME           :TEZ/EMREMR
EMD NUMBERS        : 2350000000001/A
ISSUED ON          :04APR20
ISSUED BY          :TK QTK 099800024  DC
                   :TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE      :TK/R12345
REMARKS            :TTL10KG.

ID. NUMBER         :111
-----
EMD 2350000000001
CPN 1 C - CHECKED-IN TK2454 ISTADA 04APR20 TK
CPN VALUE:         60.00
                   - IN CONNECTION WITH QUALIFIER
ASSOCIATED TICKET  : 2350000000000/C1
TO/AT
IST ADA TK
RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 10KG

```

To offload passenger.

Entry: **@Z/Seat number**

Entry: **@Z/4A**

A confirmation message appears on the system which reminds the reason for offload after this entry.

```

CONFIRM OFFLOAD PAX AND BAGS
ADD OFFLOAD REASON AS COMMENT

```

Entry: **@Y**

```

TK2454 04APR IST OFFLOAD
006 TEZ E 1/30
*** ENSURE BAGS OFFLOADED *** ADD OFFLOAD REASON AS COMMENT

```

We display the passenger's record to add the comment after offload transaction.

Entry: |TEZ

```
TK2454 04APR IST SELECTED PAX
TEZ EMRE MR
ADA Y C S 1 B 006 1/30 ET R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
SECURITY NO. 001
OFFLOADED
FARE BASES : /20K/B
COMMENTS XBAG TTL10KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 ODG/A A 10KG EXCESS BAGGAGE
TEM - 020179EF4D7CE5
PREVIOUS TRANSACTION HISTORY
04APR/1028Z IST/T1/02EFE5-ET C/I PAX IN
04APR/1131Z IST/T1/02EFE5-ET OFFLD FROM 04A - @Z
```

Entry: 1/C/DUE TO VISA PROBLEM

```
TK2454 04APR IST SELECTED PAX
TEZ EMRE MR
ADA Y C S 1 B 006 1/30 ET R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
SECURITY NO. 001
OFFLOADED
FARE BASES : /20K/B
COMMENTS DUE TO VISA PROBLEM |
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 ODG/A A 10KG EXCESS BAGGAGE
TEM - 020179EF4D7FE5
PREVIOUS TRANSACTION HISTORY
04APR/1028Z IST/T1/02EFE5-ET C/I PAX IN
04APR/1131Z IST/T1/02EFE5-ET OFFLD FROM 04A - @Z
04APR/1135Z IST/T1/02EFE5-ET COMMENT ADDED - 1/C/..
```

Both ETKT and EMD coupon status codes turn into Airport after offload transaction.

Entry: @4/1

ELECTRONIC TICKET DISPLAY	
ITINERARY RECEIPT PRINTED :0 TIMES PURGE DATE :04APR20	
-----	
PAX NAME	:TEZ/EMRE MR
TICKET NUMBERS	: 2350000000000/
ISSUED ON	:04JAN20 DOMESTIC
ISSUED BY	:TK QTK 099800024 DC TURKISHAIRLINES EGITIM2 ISTANBUL 0235
PNR REFERENCE	:TK/R12345
ENDORSEMENT REST	:KDV DAHIL 44.39TRY.
ID. NUMBER	:111
-----	
2350000000000	
CPN 1 <b>A - AIRPORT</b>	TK
ASSOCIATED EMD : 2350000000001/C1	
IST ADA TK2454 06:15 B 04APR20	
OK B	20K

Entry: @5/1

ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY	
ITINERARY RECEIPT PRINTED :0 TIMES PURGE DATE :04APR22	
-----	
PAX NAME	:TEZ/EMREMR
EMD NUMBERS	: 2350000000001/A
ISSUED ON	:04APR20
ISSUED BY	:TK QTK 099800024 DC TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE	:TK/R12345
REMARKS	:TTL10KG.
ID. NUMBER	:111
-----	
EMD 2350000000001	
CPN 1 <b>A - AIRPORT</b>	TK
CPN VALUE:	60.00
- IN CONNECTION WITH QUALIFIER	
ASSOCIATED TICKET	: 2350000000001/C1
TO/AT	
IST ADA TK	
RFISC:0DG / REASON FOR ISSUANCE:	EXCESS BAGGAGE 10KG

**8. THROUGH CHECK-IN**

When the passengers start their travel from an online station and continue to another online station(s) within 24hrs, from the first station boarding cards can be issued for all connecting flights and bag tags can be tagged to the final destination. This transaction is called as through check-in.

If the passengers have confirmed reservations for all segments on the same or different pnr and if the minimum connection time is enough, then the system enables a through check-in up to maximum 4 stations.

In the electronic ticket display given below, Mr. KIRAL is travelling from ADA to ERZ via IST with confirmed reservation on the same pnr and both coupon status codes are A-Airport control. Through check-in can be done for this passenger, 2 boarding passes and the baggage tag to ERZ will be given from ADA.

Entry: **@4-KIRAL**

ELECTRONIC TICKET DISPLAY	
ITINERARY RECEIPT PRINTED :0 TIMES	
PURGE DATE :08JAN22	
-----	
PAX NAME	:KIRAL/ERKAN MR
TICKET NUMBERS	: 2350000000000/
ISSUED ON	:03JAN20 DOMESTIC
ISSUED BY	:TK XYV 088242125 WS
	ANI TURIZM
	KADIKOY
	ISTANBUL/TURKEY
	0235
PNR REFERENCE	:TK/R12345
ENDORSEMENT REST	:KDV DAHIL 19.37TRY. TKM:15.00TRY/TBU:146
	:.00TRY. IADE/DEGISIKLIK YAPILMAZ.
PASSENGER ADDRESS	:XXXXXX
ID. NUMBER	:11111111111
-----	
2350000000000	
CPN 1 A - AIRPORT	
ASSOCIATED EMD : 2350000000001/C1	
ADA IST TK2451 03:35	P 08JAN20
OK P	15K
CPN 2 A - AIRPORT	
ASSOCIATED EMD : 2350000000001/C2	
X/IST ERZ TK2704 06:55	P 08JAN20
OK P	15K

Entry: 1\*2/22

```

TK2451 08JAN ADA IST 0335          PW                      FO
OK 1M 2/22BGS IST Y  2  L  *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
  1.KIRAL      E 06A                      001* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /P

                                -CONNECTING FLIGHT DETAILS-
                                TK2704 ERZ Y OK

.....
TK2704 08JAN IST ERZ 0655          PW                      FO
OK 1M 2/22BGS ERZ Y  2  L  *N
N ADDITIONAL REQUESTS A*W*E
*** ONWARD FLIGHT CHECK IN ***
*** DOMESTIC SECTOR ***
  1.KIRAL      E 04A                      @001* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /P
PAX LIST NO.001 BAG TAGS PRINTED
  BAG TAGS PRINTED
ALL PASSES SENT
  
```

After check-in both ETKT and EMD coupon status codes turn into C-Checked in.

Entry: @4/1

```

                                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :08JAN22
-----
PAX NAME           :KIRAL/ESKAN MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :03JAN20 DOMESTIC
ISSUED BY          :TK XYV 088242125  WS
                   ANI TURIZM
                   KADIKOY
                   ISTANBUL/TURKEY
                   0235
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST   :KDV DAHIL 19.37TRY.  TKM:15.00TRY/TBU:146
                   :.00TRY.  IADE/DEGISIKLIK YAPILMAZ.
PASSENGER ADDRESS :XXXXXX
ID. NUMBER         :11111111111
-----
23500000000000
CPN 1 C - CHECKED-IN      TK2451 ADAIST 08JAN20 TK
ASSOCIATED EMD : 23500000000001/C1
  ADA IST TK2451 03:35      P 08JAN20
  OK P                      15K
CPN 2 C - CHECKED-IN      TK2704 ISTERZ 08JAN20 TK
ASSOCIATED EMD : 23500000000001/C2
X/IST ERZ TK2704 06:55      P 08JAN20
  OK P                      15K
  
```

# AVIATION ACADEMY

Entry: @5/1

ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
PURGE DATE :08JAN22

-----  
PAX NAME :KIRAL/ERKAN MR  
EMD NUMBERS : 2350000000001/A  
ISSUED ON :08JAN20  
ISSUED BY :TK QPA 088491550 UC  
TURKISHAIRLINES ADANA APT TURKEY  
PNR REFERENCE :TK/R12345  
REMARKS :TTL5KG.

PASSENGER ADDRESS :XXXXXX

ID. NUMBER :11111111111

-----  
EMD 2350000000001

**CPN 1 C - CHECKED-IN TK2451 ADAIST 08JAN20 TK**

- IN CONNECTION WITH QUALIFIER

ASSOCIATED TICKET : 2350000000000/C1

TO/AT

ADA IST TK

RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 5KG

**CPN 2 C - CHECKED-IN TK2704 ISTERZ 08JAN20 TK**

CPN VALUE: 30.00

- IN CONNECTION WITH QUALIFIER

ASSOCIATED TICKET : 2350000000000/C2

TO/AT

IST ERZ TK

RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 5KG

## 29. MANUAL THROUGH CHECK-IN

When through check-in can not be completed by the system automatically, the procedures for manual through check-in has to be applied. For manual check-in reservation must be confirmed for all segments and the minimum connecting time at the transfer point must be enough.

**Example :** Mr. Aslan is travelling from BCN to ESB via IST. Due to the problem in the system although both stations are online and all segments are confirmed through check-in can not be applied.

To examine the passenger's record on the flight TK1852

Entry: **\*TK1852\* | ASLAN**

```

TK1852  27AUG BCN SELECTED PAX
ASLAN MURAT  MR
IST Y C S      1 B  004  0/0              O              R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
  -CONNECTING FLIGHT DETAILS-
  1- TK2146  27AUG IST/1200-ESB/1305 Y OK
FARE BASES :      /20K/BHYOW
** ET PAX TICKET: 23500000000000/C1
TEM - 02018C4EE70513
    
```

To examine the passenger's record on the connecting flight TK 2146:

Entry: **\*TK2146/IST\* | ASLAN**

```

TK2146  27AUG IST SELECTED PAX
ASLAN MURAT  MR
ESB Y C S      1 Y  004  0/0              R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
  INBOUND TK1852  1020 BCN Y OK           // 27AUG 0600 --> 27AUG 1020
**YOLCUYA BAGAJINI SORUNUZ**PLS ASK FOR BAGGAGES **
FARE BASES :      /20K/BHYOW
** ET PAX TICKET: 23500000000000/C2
TEM - 02018C4EE70813
    
```

The passenger is booked on the same PNR. To apply manual through check-in;

Entry: **1\*1/15**

```

TK1852  27AUG BCN IST 0600          PW                      FO
OK 1M 1/15BGS IST Y  2  L  *N
N ADDITIONAL REQUESTS A*W*E
  1.ASLAN      M 14A                      002* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /BHYOW
                                     -CONNECTING FLIGHT DETAILS-
                                     TK2146 ESB Y OK

PAX HAVE ONCARRIAGE PRINT BAG TAGS USING @W
ALL PASSES SENT
    
```

## AVIATION ACADEMY

For the flight from BCN to IST boarding pass is printed but from IST to ESB boarding pass is not printed by the system. The bags are tagged to ESB which is the final destination.

To get the missing boarding pass check-in agent has to assign on the flight TK2146 departing from IST and complete check-in for the passenger.

Entry: **\*TK2146/IST\*|ASLAN**

```
TK2146 27AUG IST SELECTED PAX
ASLAN MURAT MR
ESB Y C S 1 Y 004 0/0 R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
INBOUND TK1852 1020 BCN Y OK // 27AUG 0600 --> 27AUG 1020
**YOLCUYA BAGAJINI SORUNUZ**PLS ASK FOR BAGGAGES **
FARE BASES : /20K/BHYOW
```

Check-in has to be done without baggage after displaying the passenger's record on the connecting flight.

Entry: **ASLAN1M0/0ESB@**

```
TK2146 27AUG IST ESB 1200 PW FO
OK 1M 0/0BGS ESB Y 2 L *T
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.ASLAN M 07A X @001* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /BHYOW

-***REASSIGN TO LOCAL FLIGHT**-
**CHECK/ENTER ONCARRIAGE EDIT**
PRINT BAG TAGS USING @W
@B TO PRINT PASSES
```

To print the boarding pass:

Entry: @B

Passenger has to be checked-in without baggage and K-edit has to be done on the passenger's record.

Entry: **1/K/T/TK(tag number)/Destination**

Example: 1/K/T/TK264788/ESB

## 30. TO PREVENT THROUGH CHECK-IN

Passengers travelling between DCS online stations within 24hrs, can take their boarding passes for all connecting flights and their baggages can be tagged to the final destination.

But if the passenger has outbound connection, but does not want to continue on that flight as through check-in or if there is a situation, where through check-in is not suitable, the check-in agent at the origin point can prevent through check-in so that onward flight check-in will not be done and bag tag will not be claimed to the final destination.

**Example:** Mr. John Smith is travelling from SZF to SIN via IST, because of the long connection time he does not prefer through check-in. The entry is given below.

To display passenger's record:

Entry: |SMITH

```

TK1846 18MAY SZF SELECTED PAX
SMITH JOHN MR
IST Y C S      1 M    047 0/0          O          R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
ONCARRIAGE TK0060 18MAY SIN Y OK
-CONNECTING FLIGHT DETAILS-
1- TK0060 18MAY IST/2305-SIN/1640 Y OK
FARE BASES : /M
** ET PAX TICKET: 2350000000000/C3
    
```

To prevent Through Check-in:

Entry: 1\*1/20@\*

```

TK1846 18MAY ATH IST 1050          PW          FO
OK 1M 0/0BGS IST Y    2  L  /V *NW
N ADDITIONAL REQUESTS A*W*E
1.SMITH      J 07A          025* *ET*
-CONNECTING FLIGHT DETAILS-
TK0060 SIN Y OK

PAX CLASS HAS ONLY SINGLE ZONE
PRINT BAG TAGS USING @W
ALL PASSES SENT
    
```

Although the passenger has a confirmed reservation for Istanbul-Singapore flight, “ \* ” sign which is used at the end of the entry will prevent through check-in.

If the passengers decide to discontinue before check-in for all segments of the flight, they have to be directed to the sales office.

After preventing through check-in passengers baggage(s) has to be tagged to the stopover point not to the final destination.

(@W/IST entry has to be done for the given example above)

## 31. INTER AIRLINE THROUGH CHECK-IN

EDIFACT is the acronym of the words Electronic Data Interchange For Administration, Commerce and Transport. It is based on electronic exchange of information for managerial and commercial purposes. It does not only enable the flow of information between various departments of an organization, or between various organizations operating at the same sphere of activity, but also between various organizations collaborating with each other.

Such communication is performed through computer systems, and functions as replies to the questions. The question messages are transmitted to the counter party through the system, and are returned as a reply message upon confirmation. It is required that the messages are appropriate to the determined formats in order to establish the connection.

### Use of EDIFACT between Airline Companies

Use of "EDIFACT" in the civil aviation industry is based on performance of "Through Check-in" procedures through the links established between two carriers. "Through Check-in" procedures are performed through exchange of messages between different airline systems. It enables performance of "Through Check-in" from flights of the Company to another carrier, or from another carrier to the flights of the Company.

- In order for enabling issuance of boarding passes for the flight; a message will be generated, at the system where check-in procedures originate, stating that whether the passenger has been identified to the flight of the other carrier, or not.
- All segments at the reservation of the passenger should be confirmed.
- By the mentioned messages, the required seat number and confirmation for the "onward flights" will be asked.
- Upon transfer of the precise/final data through the system, both parties can access to the details of the passenger, and thereby the check-in procedures will be completed.
- In order for performance of "Through Check-in" procedures, it is required that all reservation details are available on the passenger records at the first point of departure, and that there is a segment continuity between the flights with connections.
- If there is no continuity, and if the "onward flight" details are entered manually, then it is required that the details such as airport code, reservation class on the reservation records are used in exact.
- Upon completion of the check-in procedures, the boarding passes of all flights of the passengers will be generated by the station of departure, with determined seat numbers.
- Also, "EDIFACT" enables "Through Check-in" from Company flights to Company flights at the stations, the infrastructure of which is not available for establishing DCS on-line.

### EDIFACT Check-in Process

"EDIFACT Through Check-in" procedures can be performed mutually for the flights of the contracted airline companies and the flights of the Company.

In order for enabling issuance of boarding passes for the flight; a message will be generated, at the system where check-in procedures originate, stating that whether the passenger has been identified to the flight of the other carrier, or not; and the required seat number and confirmation will be asked for the second flight. Upon transfer of the precise/final data through the system, both parties can access to the details of the passenger, and thereby the check-in procedures will be completed. In order for performance of "Through Check-in" procedures, it is required that all reservation details are available on the passenger records at the first point of departure, and that there is a segment continuity between the flights with connections. Upon completion of the check-in procedures, the boarding passes of all flights

of the passengers will be generated by the station of departure, with determined seat numbers.

**Points To Be Taken into Consideration In Respect of EDIFACT Through Check-in Practice**

- All segments at the reservation of the passenger should be confirmed.
- Seat numbers can be changed by allocating N (Non-Smoking) S (Smoking) or specific seat tag number (such as 15A, 16B).

**For displaying the seat plan;**

**@\*Flight Number of the Other Airline/Date/Station of Departure\*@V/Zone/Station of Arrival/Class**

@\*LX8479/05AUG/ZRH\*@V/S/GVA/Y

**For changing a seat number;**

**@G/TK Seat Number/SC/Flight Number of the Other Airline/Date/Station of Departure\*New Seat Number**

@G/15A/SC/LX8479/05AUG/ZRH\*10A or zone (S/N)  
 @G/15A/SC/LX8479/05AUG/ZRH\*S

In respect of changes of seat numbers performed for multiple passengers, the system will generate the boarding pass of only one passenger; boarding passes of the other passengers should be re-generated by "repeat" procedures.

In the EDIFACT application, the passenger's record can be edited.

<b>M:</b> Entry of FQTV passenger details
<b>B:</b> Entry of baggage details (Reduction or addition)
<b>K:</b> Entry of baggage tag number

Besides, the special passenger request details, commented as "WCHR/WCHC/WCHS/DEAF/UM" etc., will be sent to the other airline as a message.

**(\*)** sign which is used at the end of the check-in entry, helps to prevent inter airline through check-in

If inter airline through checked-in passenger is offloaded from TK flight, the system automatically offloads the passenger from the other airline(s)' flight.

**(||)** sign means that the inter airline through check-in transaction has been done. It also appears as the check-in agent's code so that it helps us to understand that check-in is done by another airline(s)' system and agent.

It is highly important to pay attention on the system warnings while doing inter airline through check-in. This warnings explain why the inter airline through check-in can not be completed.

# AVIATION ACADEMY

To display inter airline through checked-in passengers on TK flights:

Entry: **.B/**

TK1793	06FEB	IST	CHKD	COMML	0	F	0	C	4	Y		
1.BARRE	A	ARN	Y	@*	08C	M	1/21					K
2.BERGSTED	Y	ARN	Y	@*	16A	F	1/15					K
3.KAMALY	A	ARN	Y	@*	11C	M	0/0	VGML				K
4.KARAM	M	ARN	Y	@*	09C	M	1/23					K
END NAMES												

To examine the first passenger's record on the list.

Entry: **1**

TK1793	06FEB	IST	SELECTED	PAX								
BARRE AHMEDABDI MR												
ARN	Y	C	S		1	M	@*08C	M	1/21			R12345
<b>CHECKED IN 000000/DXB</b>					05FEB	21.38Z		-01			BP	GROUP ---
SECURITY NO. @056												
INBOUND TK1163 0640 DXB Y OK												
** ET PAX TICKET: 23500000000000/C4												
<b>TAG DETAILS</b>		<b>XH</b>	240700/ARN TRANS									

Mr. Akyuz's DCS record is given below who is through checked-in on TK flight.

TK0001	06FEB	IST	SELECTED	PAX								
AKYUZ MEHMETEMIN MR												
JFK	Y	C	S		1	H	* 19G-M	1/11		OSA	<b>AA</b>	R12345
<b>CHECKED IN 08167E/IST T1</b>					06FEB	12.54Z					BP	GROUP -B-
SECURITY NO. 010												
ONCARRIAGE AA0021 06FEB LAX Y OK												
-CONNECTING FLIGHT DETAILS-												
<b>1-AA0021 06FEB JFK/1900-LAX/0000 Y *C/I* 030H N --- JFK/AA</b>												
FQTV - * TK /CLSCTK415660746												
** ET PAX TICKET: 23500000000000/C1												
<b>TAG DETAILS</b>		<b>TK</b>	945928*LAX									

TK0001	28DEC	IST	ONCARRIAGE	PAX	0	F	0	C	7	Y		
1.ALI	M	JFK	Y	@*	14G-M	2	B61677	JFK-JAX	V	OK	O	S K
2.COULIBAL	K	JFK	Y	@*CN2	17D-M	3	B60108	JFK-PWM	Y	OK	*	K
3.BROWN	A	JFK	Y		327	0	TK8957	JFK-JAX	Y	OK	O	K
4.RASHIDOV	K	JFK	Y	@*	32B	M	2	B60097	JFK-DEN	R	OK	O K
5.SCHMIDT	K	JFK	Y	**	08K-F	1	B60486	JFK-ROC	Y	OK	*AS	K
6.TAHA	F	JFK	Y	@*CN2	17E-M	PLDB	60108	JFK-PWM	Y	OK	*	K
7.TUNGA	I	JFK	Y	@*	31K-M	1	UA4100	EWR-STL	K	OK	O	S K
END NAMES												

The "\*" sign displayed on the right side of the listing indicates inter airline through checked-in passengers.

**MESSAGES:**

**STPM** : Star Selective Passenger Transfer Message, which is received/sent in addition to the PTM (Passenger Transfer Message).

SPTM is a unique Star Alliance subset of the IATA defined PTM (RP 1718). The SPTM must be sent as well as sending the full standard IATA PTM.

The difference between PTM and SPTM is, SPTM is only sent between member carriers and only includes specific information for the onward carrier.

SPTM follows the format as defined with the addition of the word 'STAR' added as a message tag identifier. SPTM is forwarded to a predefined address per Star Alliance carrier.

```

QU ISTGCTK
.FRARQLH TK/232118 MESX014 MAY15
PTM
STAR
LH455/23MAY SFOFRA PART1
TK1588/24 IST 1Q 2B KOZAN/ASLIMS
TK1588/24 IST 1B 1B LYSS/HEIDI.RQ
ENDPTM

```

**BTM** : Baggage Transfer Message, is used to advise onward carriers about transfer baggage on incoming flights when Inter Airline Through Check-in (IATCI) has failed. TK shall support bilateral BTM exchange both sending and receiving with all Star Alliance members.

BTM is a standard IATA defined message as per IATA RP 1745, version 1.

BTM is forwarded to a predefined address per Star Alliance carriers.

```

BTM
.V/1TFRA/PART1
.I/TK1587/13DEC/IST
.F/LH7601/13DEC/IAH/S
.N/02350000000000
.N/02350000000000
.P/BEYLUNI/CORCGEORGE .L/SS7CQL
.F/LH9052/13DEC/SFO/V
.N/02350000000001
.P/ERDEM/GULSERMRS
.L/SJAA4G
ENDBTM

```

## 32. RETURN CHECK-IN

The system is suitable to do Return Check-in for both domestic and international flights if the passengers are travelling on the same day without baggage and holding confirm tickets for both segments.(Incl. Duty staff confirmed pass 1 ticket).

The flight information for passengers on their return flight will be taken into consideration and letter "R" will be shown on their return boarding pass.

If an offload is needed than the passengers are offloaded from both flights automatically.

If the reservation is not on the same PNR or if there is any reservation changes after the flight becomes active, return check-in will not be possible.

According to passengers requests if manual return check-in is required, to complete return check-in, the transaction will be like manual through check-in that means it is needed to be assigned on the return flight to complete check-in. In this case for the return flight letter "R" will not appear on the boarding pass and when the passenger is offloaded from the origin point system will not offload the passenger from the return flight.

Return check-in should not be applied for UM passengers.

If return checked-in passengers want to give baggage on their return flights, standard check-in procedures will be applied.

Entry: @4/-GHOST

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :1 TIMES  
PURGE DATE :08JUN22

-----

PAX NAME :GHOST/ARNOLD MR  
TICKET NUMBERS : 2350000000000/  
ISSUED ON :05APR20 DOMESTIC  
ISSUED BY :TK QTK 099800046 OU  
TURKISHAIRLINES  
EGITIM4  
ISTANBUL  
0235

PNR REFERENCE :TK/R12345  
ENDORSEMENT REST : KDV DAHIL 81.00TRY.

ID. NUMBER : 0

-----

2350000000000  
CPN 1 A - AIRPORT TK  
IST ESB TK2116 06:00 B 08JUN20  
OK B 20K  
CPN 2 A - AIRPORT TK  
ESB IST TK2151 15:00 B 08JUN20  
OK B 20K

Entry: |GHOST

TK2116 08JUN IST SELECTED PAX  
GHOST ARNOLD MR  
ESB Y C S A9 5 B 001 0/0 O R12345  
\*\*\*LTF YOLCUYA M&S KARTINI SORUNUZ\*\*\* PLS ASK FOR M&S CARD \*\*\*  
ONCARRIAGE TK2151 08JUN IST Y OK  
-CONNECTING FLIGHT DETAILS-  
1- TK2151 08JUN ESB/1500-IST/1605 Y OK  
FARE BASES : /20K/B  
\*\* ET PAX TICKET: 2350000000000/C1

Entry: 1\*

CONFIRM RETURN CHECK-IN WANTED

# AVIATION ACADEMY

Entry: @Y

```

TK2116 08JUN IST ESB 0600 PW FO
OK 1M 0/0BGS ESB Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.GHOST A 06A 001* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /B

-CONNECTING FLIGHT DETAILS-
TK2151 IST Y OK
.....
TK2151 08JUN ESB IST 1500 PW FO
OK 1M 0/0BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** ONWARD FLIGHT CHECK IN ***
*** DOMESTIC SECTOR ***
1.GHOST A 05A @001* *ET*
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /B
PRINT BAG TAGS USING @W
ALL PASSES SENT

```

Passengers will appear on the list **.B/PNRX** if they make any cancellation or reservation changes after their return check-in is completed. This passengers may be easily offloaded by the check-in agents.

A comment has to be added to those passengers' records for statistical information, after they are offloaded from **.B/PNRX** list.

Entry: **1/C/@@** or **1/C/A/@@**

Checked-in passengers who do not show up in the flight also has to be offloaded and after offload a comment has to be entered on the passengers record. This comment will help us to list those passengers statistically no-show on the flight.

Entry : **1/C/@** or **1/C/A/@**

To display passengers who are return checked-in to/from the flight.

**.RTN/TO** : Return check-in to flight.

**.RTN/FR** : Return check-in from flight.

### 33. CREDIT CARD CONTROL PROCEDURES

Passengers having electronic tickets which are issued via internet or call center, will be able to go to check-in counters directly.

According to the virtual pos agreement, the credit card used for payment of the ticket must be controlled by the check-in agents during check-in. Passengers must be asked to show their credit cards seen on their FOID (Form of identification) info in DCS record with a photographed ID card. If payment of the ticket is done by a virtual card, in that case only the ID card of the passenger must be checked.

If the credit card holders are not one of the passengers who are travelling, in this case the credit card holders has to present themselves at the check-in counters so that the check-in agents will be able to make credit card and ID controls. If a virtual card is used than only ID control will be enough.

If the credit card is lost after the issuance of the ticket than the card holders have to show their last credit card abstract or a similar document received from the bank. After the control, the document has to be given back to the passenger. Passengers will be directed to the sales offices if they can not show the required documents.

If the payment of the ticket(s) are done by a company card, none of the controls described above will be done. Only a comment has to be entered to the passengers records.

**Entry: 1/C/FIRMCC**

If the passengers are a member of Miles&Smiles program and at least one flight is registered, credit card control is not needed.

If the payment is done through 3D secure system than a confirmation for the credit card will not be asked.

**Credit card control and check-in transactions:**

In some cases when passengers purchase tickets via call center or internet, after their check-in transactions completed the system assigns the seat for passengers but do not print boarding pass automatically. A message appears on the screen that warns the check-in agent to control ID, Credit Card or M&S card. M&S Card control warning is added to the system for the award tickets. If there are credit cards that need control, they appear on the stand by list.

<b>26A CHECK ID/CC AND M&amp;S CARD</b>									
<b>23A CHECK ID/CC AND M&amp;S CARD</b>									
TK2920	01MAR	SAW	AYT	1030	PW	208			FO
001	ISTEK	M	01	AYT	Y	113		ET*R4A/Y01	
002	ISTEK	A	01	AYT	Y	114		ET*	

To examine passenger's record that needs credit card control.

Entry: **|BONDAR**

```
TK2920 01MAR SAW SELECTED PAX
BONDAR ALEXANDER MR
AYT Y C S      1 W 017 0/0      T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :    /20K/B
** ET PAX TICKET: 2350000000000/C1
      FOID : VI 414*****794
```

If check-in transaction is done before the credit card control than the system gives a warning message.

Entry: **1\*1/15**

```
BONDAR ALEXANDER MR
AYT Y C S      1 W * 26A M 1/15      S      TG      T12345
CHECKED IN 082AA6/SAW      01MAR 06.56Z      BP GROUP ---
SECURITY NO. 073      AGENT: T018306
HOP REF 0025
FARE BASES :    /15K/W
PHONE(9M):ITT-M 123 1122334455 S/E
CHECK ID/CC AND M&S CARDPRINT BOARDING PASS MANUALLY
** ET PAX TICKET: 2350000000000/C1
      FOID : VI 414*****794
TEM - 02017ADC771B78
TAG DETAILS    TK    588588*AYT
PREVIOUS TRANSACTION HISTORY
01MAR/0656Z SAW/T1/082AA6-TG <T018306> RSRV SEAT AS 26A
```

Check-in agents has to control the passenger's credit card which appears on the FOID info and also ID card.

To display all the tickets which are bought with the same credit card.

Entry: **@4/B**

```
ELECTRONIC TICKET SIMILAR NAME LIST
1 BONDAR/ALEXANDER MR
PNR TK/12345
ORG TK QUB 000001304 HO
TKT 2350000000000
CPN 1 A - AIRPORT
TK 2920 W 01MAR15 IST ESB
```

By using the **@4/K/XXXX (XXXX: The last four digits of the credit card number)** entry, confirmation for all tickets bought with the same credit card can be done. After **@4/K/XXXX** entry "**CHECK ID/CC/OR M&S CARD**" warning message will be removed and the system will give OK message.

Check-in agent's ID code will appear on the passenger's DCS record indicating that the credit card control is done by that agent, after this confirmation.

Mr. Bondar's DCS record after the credit card control is done.

```

TK2920 01MAR SAW SELECTED PAX
BONDAR ALEXANDER MR
AYT Y C S 1 W * 26A-M 1/15 S TG T12345
CHECKED IN 082AA6/SAW 01MAR 06.56Z BP GROUP -A-
SECURITY NO. 073 AGENT: T018306
HOP REF 0025
FARE BASES : /15K/W
PHONE(9M):ITT-M 123 1122334455 S/E
**/DONE CC CONTROL BY TG
** ET PAX TICKET: 2350000000000/C1
FOID : VI 414*****794
TEM - 02017ADC774278
TAG DETAILS TK 588588*AYT
PREVIOUS TRANSACTION HISTORY
01MAR/0656Z SAW/T1/082AA6-TG <T018306> RSRV SEAT AS 26A
01MAR/0702Z SAW/T1/0828F8-TG <T016703> AGT REPRINT BP - @B/R
01MAR/0702Z SAW/T1/096D0F-TG <T012917> AGT REPRINT BP - @B/R

```

**If the payment of the ticket is done by a virtual card:**

Passengers DCS records who bought their electronic ticket via internet or call center will be shown as below.

```

SECURITY NO. 006
**** ICCH AKYOL/MURAT
**/SANAL/VIRTUAL CARD /**
CHECK ID/CC/OR M&S CARD AND PRINT BOARDING PASS MANUALLY
** ET PAX TICKET: 2350000000000/C1
FOID : EC 55*****17

```

If the payment of the ticket is done by a virtual card, in that case only the ID card of the passenger must be controlled. All tickets which are bought with the same virtual card will be displayed, with **@4/B** entry.

To confirm all tickets which are bought with the same virtual credit card after **@4/B** entry, **@4/S** entry has to be done. By entering **@4/S "CHECK ID/CC/OR M&S CARD"** warning message will be removed and the system will give OK message.

The check-in agent's ID code will appear on the passenger's DCS record indicating that the virtual credit card control is done by that agent after this confirmation.

**Entry: |MERCANLI**

```

TK2116 01JUN IST SELECTED PAX
MERCANLI SABRIYE MRS
ESB Y C S 1 H * 18A F 0/0 SO R12345
CHECKED IN 02001C/IST T1 01JUN 12.35Z C/IN RQST NO-SMOKING
SECURITY NO. 006
**** ICCH AKYOL/MURAT
**/DONE SANAL CC OK BY SO
** ET PAX TICKET: 2350000000000/C1
FOID : EC 55*****17

```

## AVIATION ACADEMY

If there is no information about passenger's virtual card in DCS record and if passenger states that the payment is done with a virtual card, in that case only ID card control must be done by check-in agent and by using @4/S entry the warning message will be removed.

During the credit card control if the confirmation message is entered incorrect by mistake, correction will be possible by entering the correct one.

```
SECURITY NO. 008
**** ICCH AKYOL/MURAT
**/DONE SANAL CC OK BY CE
** ET PAX TICKET: 2350000000000/C1
FOID : EC 58*****12
```

If the credit card confirmation is done as a virtual card by mistake (@4/S), the correction will be by entering @4/K

```
SECURITY NO. 008
**** ICCH AKYOL/MURAT
**/DONE CC OK BY CE
** ET PAX TICKET: 2350000000000/C1
FOID : EC 58*****12
```

### Credit card control for passengers holding online boarding passes:

Online checked-in passengers who bought their electronic tickets with credit card via internet or call center are able to print their boarding passes after check-in. For those passengers credit card controls will be done at the boarding Gates.

Credit card control can be done either by check-in agents manually or by using the keyboards suitable for credit card reading. If keyboards are used, @4/B display will automatically appear on the screen and then the confirmation can be done.

If the credit card swiped from keyboard is different from FOID info the system gives "CC NOT EQUAL TO FOID" warning message.

## **34. ONLINE CHECK-IN**

This service is available for all passengers who have a ticketed reservation. A list of stations where the online check-in is currently available can be accessed on our web site [www.thy.com](http://www.thy.com)

Online check-in process for a flight starts 24 hrs before the scheduled time of departure time and ends 90 minutes before the departure time.

### **Printing online boarding pass:**

Passengers having electronic tickets may issue online boarding passes. System do not allow passengers who have TAT tickets. Printing online boarding pass option is only allowed for electronic ticketed not for passengers having TAT tickets.

This procedure is only for passengers who have electronic tickets and on the same PNR. If on the same PNR there are both electronic and TAT ticketed passengers than the system do not allow the option to them to print the boarding passes.

If the electronic ticket is bought by a credit card, the system match the name and surname on the credit card and on the PNR. If so than the system lets passengers print their boarding cards. If the card holder is not one of the passengers than the system do not let to print boarding pass. For infants it is also possible to print boarding pass. If once online boarding passes are printed system do not allow passengers to make seat changes.

### **Online boarding passes:**

Online boarding passes are printed on a A4 size paper that covers the same information with boarding passes printed through DCS system.

If necessary passengers may reprint their boarding passes.

At once only 2 boarding passes may be printed on a A4 size paper, in that case if there are more than 2 segments than the passengers have to keep their boarding passes till the end of their last flight.

When passengers go for a return or a through check-in and if they lose their boarding passes after they complete their first flight than it will be only possible at the counters to reprint the boarding passes.

Only originally printed boarding passes are accepted, in the case of lost than the boarding cards have to be printed at the counters.

### **Cancellation of online check-in:**

After calling +90 212 4440849 dial 4/2/1 to reach the related department in order to cancel online check-in. By cancelling online check-in, printed boarding pass will not be valid anymore. If the passenger goes for another online check-in, the new boarding pass has to be printed again.

# AVIATION ACADEMY

## Airport Applications:

### Counter information

In order to complete airport procedures for online checked in passengers, special online check-in counters are provided.

### Counter / Check-in Transactions

Boarding cards should only be printed after passengers application to the online check-in counters.

After the boarding cards are printed with @B entry, there will be a "-" sign between the seat number and the gender. This sign is a clue whether passengers have taken their boarding cards or not. Also initial of the check-in agent who produced the boarding card is added to passenger record after @B entry.

Printing baggage tags must be done after controlling passengers information about baggage details entered during online check-in process and actual piece and weight information has to be corrected if necessary.

Entries for examining online checked-in passengers:

### @P/B/INT or .B/INT

TK1981	26APR	IST	INTERNET	C/I	PAX	LIST	0	F	5	C	23	Y
1.	AYDAR	A	LGW	Y	*	A2	25D	F	0/0		IT	S K
2.	AYDAR	Y	LGW	Y	*	A2	25F	M	0/0		IT	S K
3.	BAU	L	LGW	Y	@		13F	M	0/0		IT	S K
4.	BOWERS	J	LGW	Y	@		20B	F	0/0		IT	S K
5.	BOYACI	M	LGW	Y	@		08C-M	0/0	**MBL	BP**	IT	S K
6.	CEYHAN	O	LGW	Y	@	E3	10A	F	0/0		IT	S K
7.	CEYHAN	O	LGW	Y	@	E3	10B	F	0/0		IT	S K
8.	CINAR	U	LGW	Y	*	G4	17D	M	0/0		IT	S K
9.	CINAR	A	LGW	Y	*	G4	17C	F	0/0		IT	S K
10.	CINAR	S	LGW	Y	*	G4	17F	F	0/0		IT	S K
11.	CINAR	C	LGW	Y	*	G4	17E	C	0/0	CHLD	IT	SCK
12.	CORREIAR	A	LGW	Y	@		05F	M	0/0	*MCI*	IT	AS K
13.	GILBERT	J	LGW	Y	@		20A	M	0/0		IT	S K
14.	GUNDOGDU	H	LGW	Y	@	E3	10C	F	0/0		IT	S K
15.	HARPUR	J	LGW	Y	@	H2	13A-F	0/0	**OCI	BP**	IT	S K
16.	HARPUR	P	LGW	Y	@	H2	13B-M	0/0	**OCI	BP**	IT	S K
17.	HAYAT	S	LGW	C	@		04A	M	0/0		IT	SIK
18.	HAYAT	J	LGW	C	@		04B	M	0/0		IT	S K
19.	KAYA	E	LGW	Y	@	K2	09D	M	0/0		IT	S K

Online checked -in passenger record:

```

TK1981 26APR IST SELECTED PAX
AYDAR AYSE MRS
LGW Y C S A2 1 W * 25D F 0/0 S IT S12345
CHECKED IN 081639/IST T1 25APR 04.21Z BP GROUP ---
SECURITY NO. 016
FARE BASES : ADT/20K/WT2PR1M
** TC ID NUMBER : 12345678910
** ET PAX TICKET: 2350000000000/C1
DOB 01JAN1900
GEN F
NAT TUR
PPT
AFN AYSE
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /
TEM - 0201934EC27313
PREVIOUS TRANSACTION HISTORY
25APR/0421Z IST/T1/081639-IT RSRV SEAT AS 23D
25APR/0426Z IST/T1/081639-IT SEAT CHG 23D -> 25D

```

Online Check-in “Sine” is **IT**  
Terminal adress **08001F**  
City code is **IST**

**Boarding process for the online checked in passengers:**

The name on the online boarding pass has to match with the passenger’s ID card.

Passengers who have bought their tickets by using a credit card via internet or call center must show their credit card by which they have made the payment and a valid ID card at the gate.

During boarding only the original boarding pass printed via our website will be accepted.

Passengers who have not show up at the boarding gate until the end of boarding time (15min before departure time) will be offloaded even if their boarding passes have been produced via internet.

**Offload Transactions**

Even if the online checked-in passengers bookings are cancelled, DCS system still continues to keep the checked-in seats.

Due to the reason above, passengers’ reservation records with online check-in must be controlled frequently until the flight closed for check-in.

To display the online checked-in passengers whose bookings on the related flight are cancelled. Entries are **@P/B/PNRX** or **.B/PNRX**

## AVIATION ACADEMY

The list do not only includes the online checked-in passengers whose bookings on the reletad flight are cancelled but also includes the passengers' list who has cancelled their bookings although they have a return check-in.

TK1991	26APR	IST	C/I	PAX	BUT	PNR	CANCEL	0	F	0	C	3	Y	
1.TAVRA	M	LHR	Y *	A3	07C	M	1/11				IT		S	K
2.TAVRA	İ	LHR	Y *	A3	07A	M	PLD				IT		S	K
3.TAVRA	Z	LHR	Y *	A3	07D	M	PLD				IT		S	K
END NAMES														

### Counter closing process

Make sure that passengers on the **.B/PNRX** list are offloaded as mentioned above

Online check-in counter agents must control passengers who have already checked-in but did not apply to the counter in order to keep flight information correct.

While closing the flight, **.B/INT** list should be checked to identify the online checked-in passenger who has not applied to the online check-in counter with no reservation change. All those passenger should be offloaded.(Passengers without "-" sign on their DCS records.)

TK1991	26APR	IST	<b>INTERNET</b>	<b>C/I</b>	<b>PAX</b>	<b>LIST</b>		0	F	1	C	3	Y	
1.ACIKEL	T	LHR	Y *		07C-M	1/11					IT		AS	K
2.ADAMS	M	LHR	Y *		28B	F 3/40	LCML				IT		ASI	K
3.ALBAYRAK	G	LHR	C *		03A-M	1/20					IT		S	K
4.AYAKSIZ	R	LHR	Y *		12B-M	1/23					IT		S	K
END NAMES														

If the passengers who have not applied to the OCI (online check-in) counters are not in the **.B/PNRX** list then they are in No-show pax status. Such passengers must be commented by **1/C/@** or **1/C/A/@** entry not to be shown as OFFLD in passenger history and not to block seats on onward flights. Such comment will change segment's status to no-show in PNR's.

### 35. EDITING ENTRIES

EDIT	FORMAT	EXAMPLE	CORRECTION	CANCELLATION
Comment entry	List nr/C/.....	1/C/Travelling with fim	Cancel and new entry	List nr/C/
Additional comment entry	List nr /C/A/.....	1/C/A/Flight coupon at check-in desk	Cancel and new entry to all comments	List nr/C/
To send comments as PSM to destination stations	List nr /C/ .....	1/C/ WCHR (R:Ramp, S:Step, C:Cabin 1/C/ Gate Delivery Baby Stroller 1/C/ Gate Delivery Baby Basinet	Cancel and new entry	List nr/C/
Comment entry for groups	.G/Group Code 0/C/ .....	.G/D 0/C/ MAAS elderly passengers	Cancel and new entry	.G/Group Code 0/C/
Gate comment entry	List nr /C/G/Free text	1/C/G/ Check hand baggages	New Entry	List nr/C/G/
Unaccompanied minor passenger edit	List Nr/U	1/U	Cancel and new entry	1/X/A
Unaccompanied minor passenger comment entry	List nr/C/ UM 08	1/C/ UM 08	Cancel and new entry	1/C/
Outbound entry	List nr/ O/Flight nr/Date/Destination point/Class/OK	1/O/DL089/02SEP/LAX/Y/OK	Cancel and new entry	List nr/X/O
Second outbound entry	List nr/O/2/Flight nr/Date/Departure point/Destination point/Class/OK	1/O/2/UA1624/02SEP/LAX/SFO/Y/OK	Cancel and new entry	List nr/X/O/2
Inbound Entry	List nr/INB/Inb flight nr/Date/INB Boardpoint/Class/OK	1/INB/LH1234/17JAN/JFK/Y/OK	Cancel and new entry	List nr/X/INB
TC ID Number Entry	List nr/TCK/TC ID Nr	1/TCK/11223344550	New entry	1/TCK

**36. MILES AND SMILES**

To edit miles and smiles card number on passenger's record

Entry: **List nr / M / Airline code / card number**

Example : **1/M/TK/111122223**

```
TK1845 25JUN IST SELECTED PAX
MOLES IOANNIS MR
ATH Y C S      1 T    193    0/0                      S12345
INBOUND TK0141 0515 RUH Y OK      // 25JUN 0100 --> 25JUN 0515
**YOLCUYA BAGAJINI SORUNUZ**PLS ASK FOR BAGGAGES **
FQTV -   TK /ELPLTK111122223
FARE BASES : ADT/40K/TCOORP3/FS05
** ET PAX TICKET: 2350000000000/C2
TEM - 02018D4E09CE13
```

Card Types:

Classic card : CLSC  
 Classic plus : CLPL  
 Elite card : ELIT  
 Elite plus : ELPL

The possible warning messages:

If the card number the user tries to enter is wrong; system will give error message as;  
**"FQTV NOT FOUND CONF @FQTV/Y";**

If the member name is not the same with the name in the PNR; system will give error message as;  
**"NAM / SURN MISMCH CONF @FQTV/Y";**

If the card does not belong any Star member airline; system will give error message as;  
**"NOT STAR MEM CONF @FQTV/Y";**

If the error is caused by unresponsive Crane system; system will give error message as;  
**"DAISY-TIMEOUT CONF @FQTV/Y"**  
**"DAISY-Q FUL CONF @FQTV/Y"**

If the user still wants to enter the card in the passenger's record in spite of the above mentioned warnings, the system shall prompt the following approval.

**\*\*\*CONFIRMATION REQD-@FQTV/Y\*\*\***

If, on the basis of this approval warning,

**@FQTV/Y** is entered, the system will allow to add the card to the passenger's record despite the warning.

If the user carries out the process required to add the card to the passenger's record and gives approval in spite of the name mismatch, the information on the user who has carried out the process shall be logged in the history log.

**Searching card information on DCS system (UA or UC mode)**

If the card information has been entered during reservation and if the passenger record is on the DCS screen, it is possible to get to the card information by **1/H** entry.

Entry: **|TEST**

```

TK1845  25JUN IST SELECTED PAX
TEST   TRAINING  MS
ATH Y C S      1 B   285   0/0           O           T12345
-CONNECTING FLIGHT DETAILS-
1- TK1844  25JUN ATH/2145-IST/2315 Y OK
FQTV -   TK /ELITTK1111111111
PHONE(9M):ITT-M 90 5333333333 S/T
** ET PAX TICKET: 2350000000000/C1
TEM - 02018D4E09D713
    
```

Entry: **1/H**

```

FFQDTK1111111111
MEMBER ID : TK1111111111
NAME:TRAINING TEST
CARD TYPE   : ELITE
JOB        :
TOTAL MILES : 32067
STATUS MILES FOR 12 MONTHS:22097
NECESSARY MILES TO MAINTAIN CARD STATUS:8399

EXPIRE MILES(GECERLILIGINI YIT. MILLER):
31.12.2016:0001026
31.12.2017:0012498
31.12.2018:0018543
    
```

To display passenger's record again

Entry: **1**

```

TK1845  25JUN IST SELECTED PAX
TEST   TRAINING  MS
ATH Y C S      1 B   285   0/0           O           T12345
-CONNECTING FLIGHT DETAILS-
1- TK1844  25JUN ATH/2145-IST/2315 Y OK
FQTV -   TK /ELITTK1111111111
PHONE(9M):ITT-M 90 5333333333 S/T
** ET PAX TICKET: 2350000000000/C1
TEM - 02018D4E09D713
    
```

When the card number is correct but card type is wrong, to correct the card type:

Entry: **1 / H / Correct card type**

Cancellation of the card information : **1/X/M**

## **AVIATION ACADEMY**

### **Displaying Total Mileage (UR Mode):**

According to this entry, it is possible to search mileage information of passengers besides it gives an idea about their membership and card type.

Entry: **FFQDTKCard number**

Example: **FFQDTK111111111**

```
FFQDTK111111111
MEMBER ID : TK111111111
NAME:TRAINING TEST
CARD TYPE : ELITE
JOB :
TOTAL MILES : 32067
STATUS MILES FOR 12 MONTHS:22097
NECESSARY MILES TO MAINTAIN CARD STATUS:8399

EXPIRE MILES (GECERLILIGINI YIT. MILLER) :
31.12.2016:0001026
31.12.2017:0012498
31.12.2018:0018543
```

To display limited capacity award ticket mileage for the required segment:

Entry: **FXISTHKG\*FFY//MILES**

To display GMIL award ticket mileage for the required segment:

Entry: **FXISTHKG\*FFY//MILESG**

### **To display membership number with date of birth,name and surname:**

Display membership number with date of birth (day,month,year) and surname

Entry: **FFQSDate of birth/Surname**

Example: **FFQS08JUL68/ERCAN**

Display membership number with date of birth, surname and name:

Entry: **FFQSDate of birth/Surname/Name**

Example: **FFQS08JUL68/ERCAN/OKTAY**

Display membership number with date of birth, surname and name(a few letters)

Entry: **FFQSDate of birth/Surname/Name(a few letters)**

Example: **FFQS08JUL68/ERCAN/OKT**

If there are more than one page showing the members bearing the same surname, in order to display the informations of members in the next page

Entry: **FFQS**Date of birth\***Page number/Surname**

Example: **FFQS08JUL68\*5/ERCAN**

And

Entry: **FFQS**Date of birth\***Page number/Surname/Name**

Example: **FFQS08JUL68\*5/ERCAN/OKTAY**

**37. STAR ALLIANCE FQTV MEMBERS CARD ENTRIES**

To edit other airlines card numbers on the system

Entry: **List number/M/Airline code/Card number**

Example: **1/M/TP/111111111 (9 digit)**

```
TK1849 25JUN IST SELECTED PAX
GORN REINER MR
ATH Y C S AB2 1 P 31A 0/0 SA R12345
FQTV - TP /CLSCPT111111111
FARE BASES : /30K/PT2PC
PHONE(9M):ITT-M 90 1122334455 S/E
** ET PAX TICKET: 2350000000000/C2
FOID : EC 520*****66
TEM - 02018D040AC3AE
```

**Tier Levels**



Frequent traveler members' status identification displays via features, documentation and recognition through the airport entire service chain (i.e. boarding passes, in-flight paperwork, etc.) On the DCS system the separation and recognition of top Star Alliance frequent travelers into two tiers as Star Alliance Gold and Star Alliance Silver.

**Star Alliance Gold/Silver designation will display on the boarding pass with the carrier code then the Star Alliance tier level(ex:LH\*S or OS\*S) for FFPs.**





DCS passenger record display, FQTV card detail is shown on DCS records.

```

TK0334 26JUN IST SELECTED PAX
DUBI CHRISTOPHE MR
GYD C C S 1 D 02F 0/0 SA S12345
INBOUND TK1922 1105 GVA C OK // 26JUN 0700 --> 26JUN 1105
**YOLCUYA BAGAJINI SORUNUZ**PLS ASK FOR BAGGAGES **
FQTV - LH /SILVLH11222334455667788
FARE BASES : /50K/DCOORP4/FW
** ET PAX TICKET: 2350000000000/C2
TEM - 02018D040ACAAE
    
```

The card number of the Star Alliance FFP members can be added manually by using the entry below. Tier level **GOLD/SILVER** will appear by crane matching.

If the card number which is entered is incorrect (wrong digit or wrong number). System will give the warning message as; **"M ENTERED CARD ID IS INVALID"**

If the card number which is entered does not match with the crane system, the system accepts the card and gives the warning message as; **" ENTERED CARD ID IS INVALID/PLS CHECK THE CARRIER CODE OF FFP CARD NR"**

By using the entry **.FQTV** all the passengers having frequent traveler cards will be listed alphabetically both TK and STAR ALLIANCE MEMBER card holders will appear in the list.

```

TK1591 25JUN IST FQTV CARD NUMBERS 0 F 4 C 6 Y
1.ACKER D FRA C @ 05D M 0/UA /GOLDUAWT1234|IT AS K
2.CONNOR S FRA Y 016 0 UA /GOLDUA123455 K
3.DO X FRA Y 017 0 LH /GOLDLH111111| K
4.GODULLA T FRA Y 038 0 LH /SILVLH111111| K
5.JUNGERMA|K FRA C 02F 0 LH /SILVLH111111| AS K
6.KIPROV D FRA Y @ 15D M 0/TK /ELITTK112233|IT S K
7.OZAN K FRA C 113 0 TK /CLSC TK111111| K
8.ROTTER A FRA Y @ 07A M 0/LH /CLSC LH333333|IT AS K
9.TURK N FRA Y * 21F F 0/TK /CLSC TK223344|IT S K
10.VONDERLU|H FRA C 03D 0 LH /GOLDLH111222| AS K
END NAMES
    
```

**38. SPECIAL MEAL ENTRIES**

Special meal requests has to be done at least 24 hrs before the scheduled time of departure for international flights. For domestic flights special meal requests are not accepted.

During the operation if it is confirmed by the station manager special meal request may be edited on the passenger's record.

Entry: **List nr/C/M/Meal Code**

Cancelation: **Liste no/C/M/**

To list the passengers with spaeical meal

Entry: **.M**

**Note:** If there is a "\*" sign next to the meal codes on **.M** list, this means that the special meal request was done less than 24 hrs before the scheduled time of departure.

TK0001	23JUN	IST	PAX	WITH	SPECIAL	MEAL	0	C	5	U	17	Y
1.	ALEYNIK	V	JFK	Y		27G	0	SFML				AS K
2.	ALIOWEID	R	JFK	Y	BC2	29J	0	MOML				AS K
3.	ALQARAWI	K	JFK	U		19K	0	MOML				AS K
4.	BERGMOUN	Z	JFK	Y		24D	0	KSML				AS K
5.	ELEC	M	JFK	U		13G	0	SFML*				AS K
6.	GELLER	G	JFK	Y		37K	0	KSML				AS K
7.	GENDY	N	JFK	Y		37A	0	KSML				AS K
8.	KARAKAS	E	JFK	Y		126	0	MOML			O	K
9.	KARASULU	N	JFK	Y		41A	0	MOML				AS K
10.	KAWEBLUM	Y	JFK	Y	@	45C M	0/0	KSML		IT		S K
11.	KAWEBLUM	E	JFK	Y	@	45A-M	0/0	KSML		IT		S K
12.	KESOVA	S	JFK	Y		30K	0	VGML				AS K
13.	KUPCHIK	A	JFK	Y		131	0	KSML				K
14.	MASHOULE	Z	JFK	Y		24G	0	KSML				AS K
15.	ONUR	A	JFK	Y	* AN3	45J-F	0/0	GFML		IT		S K
16.	OZLER	S	JFK	Y		29K	0	SFML				AS K
17.	SALEH	F	JFK	Y	BC2	29H	0	MOML				AS K
18.	SAMBULAS	V	JFK	Y		29D	0	LSML*				AS K
19.	SAYGI	G	JFK	U	@ BG4	12A M	0/0	MOML		IT		AS K

### 39. DAMAGED BAGGAGE ENTRY

If the passenger has a damaged baggage, than the entry for that has to be done by the check-in agent.

Entry: **1/DAM/XXXX/YY**

**XXXX: SIDE, BOTT, TOP, END, ALL**

**YY: MI, MA, TL**

CODE	EXPLANATION
<b>TOP</b>	Upper side of the baggage ( lock, handle etc.)
<b>END</b>	Narrow side of the baggage (ripped, hole etc.)
<b>SIDE</b>	Wide side of the baggage (ripped, crushed, dirty etc.)
<b>BOTT</b>	Bottom side of the baggage (wheels etc.)
<b>ALL</b>	All sides of the baggage
<b>MI</b>	Minor
<b>MA</b>	Major
<b>TL</b>	Total

**Example:**

Entry: **|ORMAN**

```

TK1925 04APR IST SELECTED PAX
ORMAN ALI MR
BSL Y C S          1 B   091   0/0                               S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /30K/BTRT
** ET PAX TICKET: 2350000000000/C1
    
```

Entry: **1/DAM/SIDE/MA**

```

TK1925 04APR IST SELECTED PAX
ORMAN ALI MR
BSL Y C S          1 B   091   0/0                               S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /30K/BTRT
DAMAGED BAG: SIDE/MA
** ET PAX TICKET: 2350000000000/C1
    
```

The entries have to be done before starting check-in. If the check-in agent notices the damage after check-in then the following steps have to be applied.

Entry : |ATA

```
TK1920 30OCT GVA SELECTED PAX
ATA BAHAR MRS
IST Y C S          1 B * 14B-F 1/20           OU      R12345
CHECKED IN 02674C/GVA      30OCT 12.36Z      BP GROUP -C-
SECURITY NO. 101
FARE BASES :      /30K/BYOW
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS      TK   780281*IST
PREVIOUS TRANSACTION HISTORY
30OCT/1236Z GVA/T1/02674C-OU AGT REPRINT BP - @B/R
```

Entry: 1/DAM/SIDE/MA

```
TK1920 30OCT GVA SELECTED PAX
ATA BAHAR MRS
IST Y C S          1 B * 14B-F 1/20           OU      R12345
CHECKED IN 02674C/GVA      30OCT 12.36Z      BP GROUP -C-
SECURITY NO. 101
FARE BASES :      /30K/BYOW
DAMAGED BAG: SIDE/MA
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS      TK   780281*IST
PREVIOUS TRANSACTION HISTORY D
30OCT/1236Z GVA/T1/02674C-OU AGT REPRINT BP - @B/R
30OCT/1236Z GVA/T1/02674C-OU BAGTAG PRINTED - @W
```

Passenger's bag tag has to be re-printed as there is no damage information on the previously printed baggage tag.

Entry: @W/R

Entry: @Y

Entry: 1

```
TK1920 30OCT GVA SELECTED PAX
ATA BAHAR MRS
IST Y C S          1 B * 14B-F 1/20           OU      R12345
CHECKED IN 02674C/GVA      30OCT 12.36Z      BP GROUP -C-
SECURITY NO. 101
FARE BASES :      /30K/BYOW
DAMAGED BAG: SIDE/MA
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS      TK   780282*IST
PREVIOUS TRANSACTION HISTORY
30OCT/1236Z GVA/T1/02674C-OU AGT REPRINT BP - @B/R
30OCT/1236Z GVA/T1/02674C-OU BAGTAG PRINTED - @W
30OCT/1241Z GVA/T1/02674C-OU BAGTAG REPLACED - @W/R
```

Cancellation : 1/X/DAM

For all damaged baggages, limited release must be marked and it should be signed by the passengers.

Note: If the passengers have more than one baggage the entries given above will be valid only for the first damaged baggage.

.DAM is the entry to list passengers with damaged baggages.

Entry: **.DAM**

TK1910	26DEC	ZRH	<b>DAMAGED BAGGAGE PAX LIST</b>	0	F 0	C 2	Y
1.ANDIC	C	IST	Y *	10A	M	1/20	ET K
2.BARTU	C	IST	Y *	12A	M	2/20	ET K
END NAMES							

**40. GUN ENTRY**

Passenger is charged for the service of transporting the licenced guns, bullets and or clips as checked baggage, between security units and TK aircrafts in domestic flights (TK/AJET), since **01 March 2018**.

With the relative practice, all passengers except those listed below will be charged.

**Exemption List;**

- VIP passengers on Rical List
- Permanent guards accompanying VIP passengers that work as public officials or authorized in accordance with the law no. 5188, Law on Private Security Services
- Public Personnel Carrier Licence (Green Color)
- Retired Public Personnel Carrier Licence (Blue Color)
- Police and TSK soldiers submitting their ID cards

Guns and sharp objects carried as checked baggage must be carried in a way that does not create any security threat. Entries necessary for this case are as follows:

Enrty: **BANDERAS**

```

TK2311 31MAY ADB SELECTED PAX
BANDERAS BRIAN MR
IST Y C S      1 B   047   0/0                      T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /020K/B
** TC ID NUMBER :
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/                      : /
TEM - 0B01A3650CCA60
TK2311O 31MAY ADB ENHANCED SEAT DISPLAY          CON OF 24C 255Y

                AVAILABLE SEATS IN CLASS Y TO IST
                DOOR                                EXIT
                N 05A 05B          05D 05E 05F          05J 05K N
                N 06A 06B          06D 06E 06F 06G          06J 06K N
                N 07A 07B          07D 07E 07F 07G          07J 07K N
                ENGN N 08A 08B          08D 08E 08F 08G          08J 08K N  ENGN
)
    
```

Entry: **1\*2/20**

```

TK2311 31MAY ADB SELECTED PAX
BANDERAS BRIAN MR
IST Y C S      1 B * 05A M 2/20           HI      T12345
CHECKED IN 0B6560/ADB T1  22MAR 07.19Z    BP GROUP ---
SECURITY NO.  001
FARE BASES :    /020K/B
** TC ID NUMBER :
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/                : /
TEM - 0B01A3650CCB60
TAG DETAILS      TK   997838*IST           TK   997839*IST
    
```

Let's assume that 1 piece of passenger gun is carried for free,

Entry: **1/GUN/GUNFRE01**

```

TK2311 31MAY ADB SELECTED PAX
BANDERAS BRIAN MR
IST Y C S      1 B * 05A M 2/20           HI      T12345
CHECKED IN 0B6560/ADB T1  22MAR 07.19Z    BP GROUP ---
SECURITY NO.  001
FARE BASES :    /020K/B
** TC ID NUMBER :
** GUN TAG NO : GUNFRE01
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/                : /
TEM - 0B01A3650CCF60
TAG DETAILS      TK   997838*IST           TK   997839*IST
    
```

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The information of 1 piece of gun being carried for free is added into passenger record as a comment.

Entry: **1/C/GUNFRE01**

```

TK2311 31MAY ADB SELECTED PAX
BANDERAS BRIAN MR
IST Y C S 1 B * 05A M 2/20 HI T12345
CHECKED IN 0B6560/ADB T1 22MAR 07.19Z BP GROUP ---
SECURITY NO. 001
FARE BASES : /020K/B
** TC ID NUMBER :
** GUN TAG NO : GUNFRE01
COMMENTS GUNFRE01
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/ : /
TEM - 0B01A3650CD460
TAG DETAILS TK 997838*IST TK 997839*IST
PREVIOUS TRANSACTION HISTORY
22MAR/0728Z ADB/T1/0B6560-HI COMMENT ADDED - 1/C/..
    
```

Entries to be made are respectively given below, in case of 1 piece of passenger gun being carried for a fee:

Entry: **|MANISALI**

```

TK2311 31MAY ADB SELECTED PAX
MANISALI AHMET MR
IST Y C S BO3 3 B 181 0/0 U12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /020K/B
** TC ID NUMBER :
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/ : /
TEM - 0B01A3650D0160
TK23110 31MAY ADB ENHANCED SEAT DISPLAY CON OF 24C 255Y
AVAILABLE SEATS IN CLASS Y TO IST
DOOR EXIT
N 05A 05B 05D 05E 05F 05J 05K N
N 06A 06B 06D 06E 06F 06G 06J 06K N
)
    
```

**Entry: 1\*2/23**

```

TK2311 31MAY ADB SELECTED PAX
MANISALI AHMET MR
IST Y C S BO3      3 B * 05A M 2/23           HI      U12345
CHECKED IN 0B6560/ADB T1  22MAR 08.16Z       BP GROUP ---
SECURITY NO. 001
FARE BASES :      /020K/B
** TC ID NUMBER :
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/                : /
TEM - 0B01A3650D0460
TAG DETAILS      TK   997913*IST              TK   997914*IST
    
```

**Entry: 1/GUN/GUNPAY01**

```

TK2311 31MAY ADB SELECTED PAX
MANISALI AHMET MR
IST Y C S BO3      3 B * 05A M 2/23           HI      U12345
CHECKED IN 0B6560/ADB T1  22MAR 08.16Z       BP GROUP ---
SECURITY NO. 001
FARE BASES :      /020K/B
** TC ID NUMBER :
** GUN TAG NO      : GUNPAY01
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/                : /
TEM - 0B01A3650D0B60
TAG DETAILS      TK   997913*IST              TK   997914*IST

PREVIOUS TRANSACTION HISTORY
22MAR/0823Z ADB/T1/0B6560-HI COMMENT ADDED - 1/C/..
    
```

Entry: **1/C/GUNPAY01**

```

TK2311 31MAY ADB SELECTED PAX
MANISALI AHMET MR
IST Y C S BO3      3 B * 05A M 2/23           HI      U12345
CHECKED IN 0B6560/ADB T1  22MAR 08.16Z       BP GROUP ---
SECURITY NO. 001
FARE BASES :      /020K/B
** TC ID NUMBER :
** GUN TAG NO    : GUNPAY01
COMMENTS GUNPAY01
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
DOC.TYPE/                : /
TEM - 0B01A3650D0B60
TAG DETAILS      TK  997913*IST           TK  997914*IST
PREVIOUS TRANSACTION HISTORY
22MAR/0823Z ADB/T1/0B6560-HI COMMENT ADDED - 1/C/..
    
```

List Display

```

TK2142  22MAR  IST PAX GUN LIST      0  F 0  C 2  Y
  1.CETIN   H  ESB Y * AE2  21B-M 2  GUNPAY01      TG      S  K
  2.DUMAN   V  ESB Y **    26A-M 1  GUNFRE01      IT      S  K
END NAMES
    
```

Entry: **.GUN**

GUN entry cancellation: **1/X/GUN**

## 41. APIS (ADVANCED PASSENGER INFORMATION SYSTEM)

APIS (Advanced Passenger Information System): It is the manifest format, which is created according to the IATA rules, and which contains the full names, passport numbers, genders, nationalities and the date of birth details of the passengers. Upon the completion of the processes pertaining to the flight, the system is based on ensuring that the messages comprising of the mentioned details are automatically sent to the destination stations via the DCS System, for the routes which are determined by the authorities.

### Explanation of APIS entries:

DATE OF BIRTH (DOB)	Date of birth (DDMMYY; Ex:29JUN77)
GENDER (GEN)	Gender (M:Male;F:Female,inc. Child and infant)
NATIONALITY (NAT)	Nationality
PASSPORT NUMBER (PPT)	Passport number
NAME (AFN)	Passenger's first name
DOC.TYPE	Passenger's document type (P:passport;C:Green card;V:Visa etc.)
ISS.COUNTRY	Issuing country
EXP.DATE	Expire date
RESIDENT	Resident
CONTACT ADDRESS	Contact adress at the arrival point (Street/City/2 digit state code/Post code/Country)

APIS data can be easily entered by swiping the passports through the proper keyboards. In the lack of such keyboards or in case of a technical problem the apis data has to be entered manually to the system. When the apis data is entered through the keyboards for passports only **CTC** and **RES** information will not be entered automatically. When it is for a visa then **CTC**, **RES** and **EXP** data will not be entered automatically. **EXP data must be the validity date of the passport.**

### Basic Entries:

1/AFN/CAHIT	Passenger's first name
1/NAT/TR	Nationality
1/GEN/M	Gender
1/DOB/1JAN70	Date of birth
1/DOC/P	Document type (P:Passport, V:Visa, C:Green Card etc.)
1/PPT/123456	Passport number

Other Entries:

1/ISS/TUR	Issuing country
1/EXP/01JUL30	Expiry date
1/RES/TUR	Residence
1/CTC/11111 TRAINING STREET/ HOUSTON/TX/00000/USA	Contact adress (Street, City, State code, Zip code, Country)

The followings entries are for the additional documents in case there is more than one document;

1/DOA/C	Type of the additional document
1/ISA/USA	Country in which the additional document is issued
1/EXA/01JUL25	Expiry date of the additional document
1/PPA/123456	Number of the additional document

Single Entry:

1/AFN/CAHIT|NAT/TR| GEN/M|DOB/1JAN70|DOC/P| PPT/123456|ISS/TUR (return)  
|EXP/01JUL30| RES/TUR|CTC/ 1111 TRAINING STREET/HOUSTON/TX/00000/USA

- **PPT:** Alphanumerical passport numbers must be entered as they are in the passport.
- **PPA:** Alphanumerical additional document numbers must be entered as they are in the document.
- **DOC:** P=Passport, T=Re-entry Permit or Refugee Travel Document, and M=Military ID shall be entered as the principle document.
- **DOA:** A=Alien Registration Card; C=Permanent Residence Card shall be entered as the additional document. In case the passenger bears a "Re-entry Permit" or "Refugee Travel" document along with his/her passport, such document can be entered as the additional document.
- The system converts 2-digit codes to 3-digit codes automatically in **NAT** information.
- The system rounds the **ISS** information up to 3-digit code even if a 2-digit code has been entered.
- The system rounds the **ISA** information up to 3-digit code even if a 2-digit code has been entered.
- 2 or 3-digit code of the relevant country must be entered in **RES** information.

- The expiry date of the passport must be entered in **EXP** information. In case the expiry date is older than the date on which the flight will be performed, the system does not accept the relevant entry.
- The expiry date of the additional document must be entered in **EXA** information. If the "Expiry Date" is not available, you do not have to enter.
- If the additional document information is not entered, the system will not alert. (It shall not be listed as a missing information in API list) In case one of the 3 information other than the EXA "Expiry Date" information is missing, the system will not send any additional document information. (one of the following information: ISA, PPA, DOA)
- The additional document information of a passenger with infant shall not be entered in the system.
- Transit stations can generate a boarding pass for flights destined to the USA by entering only "CTC" (address) information in the passenger record.
- **CTC** address information shall be entered as street/city/2-digit code of the state/ZIP code/country information respectively.
- While entering **CTC** information, Street/City/State code/ZIP code/Country information is restricted to 35/11/2/5/3 characters respectively. When the restriction is exceeded, an error message appears on the screen, and the transaction made is declined. In such case, information is required to be entered again.

**Error messages:**

- STREET NAME MUST BE 35 CHARACTERS
- CITY CODE MUST BE 11 CHARACTERS
- STATE CODE MUST BE 2 CHARACTERS
- ZIP CODE MUST BE MAX 5 CHARACTERS
- COUNTRY MUST BE MAX 3 CHARACTERS
- "/" sign shall be entered for any unknown data in **CTC** information before proceeding to the next data.
- In case the complete address is unknown, then "/" sign shall be entered.  
Example: 1/CTC/1111 TRAINING STREET/HOUSTON//111111/USA
- **CTC** information is not mandatory for citizens of the USA, passengers bearing a "Green Card", and transit passengers traveling to a country other than the USA. In such cases, it is enough that only USA is written in the "CTC" information.
- In case "ZIP" code in the **CTC** information is unknown, "11111" must be written in that field.
- In case the passenger is a transit passenger who will set out a cruise, then the names of the shipping agency and the vessel must be entered into the **CTC** information.  
Example: 1/CTC/CRUISE XXXXX MARY////

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- In case the passenger rents a car and it is unknown where the relevant person will accommodate on the first night, the location where he can be found shall be entered into the **CTC** information.  
Example: 1/CTC/TOURING XXXXXXXX NATIONAL PARK/
- In case the passenger will stay in a hotel but the full address is unknown, hotel name, and if applicable, the location of the hotel shall be entered into the **CTC** information.  
Example: 1/CTC/NEW YORK XXXXXX MANHATTAN////
- **CTC** information can be entered simultaneously for all passengers in a group residing at the same place by displaying with group code.
- APIS entries can be completed with one entry by entering "]" (end item) between information in the same line and moving to the second line with "return" button, completing all information and pressing "enter" button finally.

### Canceling Entries

List no/X/AFN

List no/X/DOB

List no/X/DOA - Entries can be made in above given way separately.

Listno/X/AFN|X/NAT|X/GEN|X/DOB|X/PPT|X/DOC|X/ISS|X/EXP|X/RES|X/CTC|X/ISA  
Cancellations can be corrected by making a new entry without using "X" in single line.

### Passenger's record before check-in

Necessary entries are shown as bold on the passenger's record.

```
TK0001 30SEP IST SELECTED PAX
OZDEMIR HATICE MRS
JFK C C S          1 C    014    0/0          O          R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
ONCARRIAGE TK8949 30AUG LAX Y OK INBOUND TK0111 0900 ESB C OK
-CONNECTING FLIGHT DETAILS-
1- TK8949 30AUG JFK/1800-LAX/2107 Y OK
VET
DOB
GEN
NAT
PPT
AFN
DOC . TYPE / ISS . COUNTRY / EXP . DATE / RESIDENT :
CTC
```

If any additional document information is not entered in the system, it is not displayed in passenger record.

Passenger's record after API entry is completed:

All information necessary for APIS must be completed.

```

TK0001 30SEP IST SELECTED PAX
OZDEMIR HATICE MRS
JFK C C S 1 C * 02A F 1/10 O HO R12345
CHECKED IN 020024/IST T1 11AUG 12.02Z C/IN RQST NO-SMOKING
SECURITY NO. 031
ONCARRIAGE TK8949 30AUG LAX Y OK INBOUND TK0111 0900 ESB C OK
-CONNECTING FLIGHT DETAILS-
1- TK8949 30AUG JFK/1800-LAX/2107 Y OK
VET
DOB 01JAN1900
GEN F
NAT TUR
PPT X11223344
AFN HATICE
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : P/TUR/01JAN30/TUR
DOA/ISA/EXA/PPA : C/USA/01JAN30/77777777
30SEP/1055Z IST/T1/020024-HO APIS DATA ADDED
    
```

Passenger with an Infant

- After completing "APIS" information of the passenger, "APIS" information of the infant must be entered.
- Entry of "RES" (country of residence) and "CTC" (address) information shall not be necessary for the infant. System receives this information from the parent.
- "APIS" information entered for the infant shall be recorded to DCS system as "-". After deleting "APIS" information of infant passenger, "APIS" information of the infant must be canceled.
- In order to cancel "APIS" information of the parent of the infant, "APIS" information of the infant must be deleted first.
- The additional document information of infant passenger shall not be entered.

```

TK0001 15JUN IST SELECTED PAX
KANGA EMEL (INFANT) KANGA/MINA
JFK Y C S          1 P **37A-F 3/47          I   SA          TG          R12345
CHECKED IN 095158/IST T1 15JUN 06.27Z -GZ          BP GROUP -B-
SECURITY NO. 232          AGENT: T014394
FARE BASES :          /2PC/PLPXX3M
MEAL MOML
** ET PAX TICKET: 2350000000000/C2
** ET INF TICKET: 2350000000001/C2
** ET INF NAME : KANGA/MINA
VET
DOB 19MAR1900
GEN F
NAT USA
PPT XXX111000
AFN EMEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/USA/01JAN30/USA
CTC ///99999/USA
DOA/ISA/EXA/PPA : C/USA/11MAR20/0000011111
VET
DOB-01AUG2019
GEN-F
NAT-USA
PPT-1111111111
AFN-MINA
DOC.TYPE/ISS.COUNTRY/EXP.DATE (INFANT)-:P/USA/20SEP30
TAG DETAILS          TK 838855*JFK          TK 838856*JFK
          TK 838911*JFK XTRA
PREVIOUS TRANSACTION HISTORY
15JUN/0626Z IST/T1/081BEC-GZ APIS DATA ADDED

```

### Jumpseat Passenger

In the flights which have not any available seat, APIS information of the passenger traveling on cabin crew seat must be entered after the entry of jumpseat entry ("**1/G**"). APIS information of jumpseat passenger who is in stand-by list shall be added to the message to be sent through the system. Therefore, stand-by passenger who does not attend the flight and edited as "**G**" must be off-loaded from the system.

```

TK0001 30SEP IST SELECTED PAX
LIMA ADRIANA MRS
JFK Y R R          1          316 M 0/0          T   HO
CHECKED IN 020024/IST T1 15SEP 06.49Z          C/IN RQST NO-SMOKING
ON STANDBY
VET
DOB 1JAN1900
GEN F
NAT TUR
PPT TR123456
AFN ADRIANA
**/TRAVELS ON JUMPSEAT/**
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/TUR/07JUL30/TUR
CTC TRAINING 65/NEWYORK/NY/123456/USA
30SEP/0737Z IST/T1/024A3B-GT APIS DATA ADDED

```

## APIS Lists/API Controls

In the flights where Apis entries are mandatory, the system does not print the boarding cards of passengers unless this information is completed. Missing information is displayed in passenger record.

**All passengers whose "API" information is not complete are displayed in "@P/API" (.API) list except for additional document information. If all information is entered completely, this list does not include any passenger. ("SELECTEE" passengers in the flights to United States are not included in the scope of this rule**

Before making flights "FF" (Flight Finalized), information of the passengers included in this list must be completed. Relevant list must be followed up meticulously considering the fine in the flights with APIS application.

### @P/API (.API) List

.API list including the records of passengers whose "API" information is missing.

TK0001	05MAR	IST	MISSING	APIS	PAX	0	F	2	C	14	Y			
1.	AKCAL	I	JFK	C	@	01J	M	0		ILHAN	IT		*AS	K
	ESB/TK2123-NAT/PPT/ISS/EXP/RES/													
2.	ALACAHAN	S	JFK	Y	*	17B	F	0		SUZAN	IT		AS	K
	IST-NAT/PPT/ISS/EXP/RES/													
3.	ARNAUD	C	JFK	Y	*	28J	F	0		CHARLOTT	IT		S	K
	IST-PPT/RES/*AQQ NEED (SELEC)													
4.	DOMAC	I	JFK	C	*	01A	M	0		ILKER	TG		S	K
	IST-NAT/PPT/DOC/ISS/EXP/RES/													
5.	ISLAM	S	JFK	Y	@	15D	M	0		SHAMSUL	IT		S	K
	DAC/TK0713-NAT/PPT/DOC/ISS/EXP/RES/*AQQ NEED (SELEC)													

.API" list shall not include the passengers whose additional document information is not complete.

### APIS Quick Query (AQQ)

APIS Quick System is operated in two stages.

#### **1. Sending the Information Collected During Reservation as "Batch"**

The message sent by the CBP (Customs Border Protection) 24-48 hours before the flight in order to obtain a pre-approval regarding the flight of a passenger by inspecting the birthday information required to be entered during reservation process in addition to name, surname and gender information of the relevant passenger. This message, which is named "Batch" and sent collectively, shall be sent for only the passenger with minimum four available information. (Name/Surname/Gender/Date of Birth) If one of this information is missing, the information of relevant passenger shall not be sent in "Batch" Message.

**Apfax:** AP FAX-1 SSRDOCSTKHK1 P///01JAN1900/M//////// DONMEZ/OGUZ

## AVIATION ACADEMY

Additionally, availability of nationality/passport number information in addition to Name/Surname/Gender/Date of Birth information in reservation record provides more accurate results when they are sent to competent authorities of United States **TSA** (Transportation Security Administration) and **CBP** (Customs Border Protection) in terms of information filtration.

The answer received from the competent authority as a result of passenger information sent to relevant addresses with regard to "Batch Message" shall be added to passenger records in DCS System automatically. By completing "API" information of the passengers whose answer is "CLEAR", boarding cards can be printed without the need for another transaction.

The answers received during "Batch Message" and/or "AQQ" transactions shall be displayed in "VET" (Vetting) line added to the passenger record in DCS System. User cannot enter any information to "VET" and "CBP" sections and this information cannot be changed under any circumstance.

It is possible to receive four types of answer as "VET":

<b>CLEARED (0X, 0Z, 0A)</b>	It does not require AQQ and the passenger can get a boarding card.
<b>INHIBITED (11)</b>	If this information is received during batch, passenger information shall be re-checked and corrective action shall be taken and AQQ entry shall be made, where necessary.
<b>SELECTEE (2X,2Z,2A)</b>	Boarding card shall be taken from the system with " <b>SSSS</b> " information on boarding card.
<b>INSUFFICIENT DATA</b>	Incomplete information. It shall be required to make AQQ after completing information.

### DCS Passenger Record Display of the Approval Received by means of "BATCH"

```

TK0001 21FEB IST SELECTED PAX
CHOUDHARY MUHAMMA DR
JFK Y C S M 0/0 GT R12345
CHECKED IN 024A3D/IST 19FEB 09.51Z BP GROUP ---
SECURITY NO. 001
INBOUND TK1057 0715 KHI Y OK
VET 08022111510001R001 /0Z-CLEARED
DOB 01JAN1900
GEN M
NAT
PPT
AFN MUHAMMA
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /
CTC
    
```

According to the order in "VET" line, 08 years, 02 months, 21 days, 11.51 am, flight no 0001, "R" indicates in which stage relevant inquiry is sent, 001 indicates "Sec No/Ref No" or seat number according to sending time; before or after check-in transaction or during "seat selection".

"D": After check-in,

"F": Before check-in,

"R": Information sent in reservation "Batch" stage.

## 2. Sending the Information Collected During Check-in by Means of AQQ

After entering API information of the passengers who does not have a Clear message in "VET" section during check-in transaction, passenger inquiry message shall be sent to "CBP" by means of "1/AQQ" entry. (In order to make inquiry by means of "1/AQQ" all APIS information must be completed without any deficiency). The flight of passenger shall depend on the answer to be entered to "VET" section by "CBP" within four or six seconds.

If "INHIBITED"/"INSUFFICIENT DATA" information is displayed in "VET" section of passenger record, after completing and updating, if necessary, all APIS information of the passenger, "1/AQQ" transaction shall be made and passengers shall be allowed to board the aircraft if the answer is "CLEARED"/"SELECTEE".

Even if "0" (CLEARED) information is displayed in "VET" section, the document information submitted during reservation shall be checked whether it complies with the document information submitted during check-in transaction. If two documents are the same, boarding card of relevant passenger shall be printed without "1/AQQ" and the rest of APIS information shall be completed by counter. If there is any difference between two documents of the passenger, API information must be entered to passenger record and "1/AQQ" must be performed.

In the cases where AQQ transaction is unanswered, maximum five messages shall be sent. If "CLEARED" answer is not received although AQQ transaction is performed for five times consecutively, relevant personnel member shall discuss the matter with "local CBP" (Customers Border Protection) and it shall be determined whether the passenger will attend the flight.

```

TK0001 05MAR JFK SELECTED PAX
DONMEZ OGUZ MR
JFK Y C S      1 W      019      0/0              O              R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
SECURITY NO. 301 AGENT: T013848
-CONNECTING FLIGHT DETAILS-
1- TK8969 27AUG JFK/2000-PHX/2232 Y OK
VET 08030510350002D000 /11-INHIBITED
CBP CONTACT THE DHS RESOLUTION DESK AT: 1-800-123-911 CALL-DHS
DOB 01JAN1900
GEN M
NAT TUR
PPT XXX11223344
AFN VOLKAN
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/USA/01DEC50/TUR
PREVIOUS TRANSACTION HISTORY
13FEB/0853Z IST/T1/025AA8-GT APIS DATA ADDED

```

# AVIATION ACADEMY

"CBP" line under the "VET" line in passenger record shall be displayed in the system only if there is a descriptive answer given by American competent authorities.

Inquiries of the passengers with an infant can be sent only by means of AQQ transaction. After completing all API information of the parent and infant, "1/AQQ" entry shall be made for the parent and "1/AQQ/I" for the infant. It shall be ensured that relevant answers will correspond to separate "VET" line for each.

```

TK0001 01MAR IST SELECTED PAX
ALGIN EMEL MRS (INFANT) ALGIN
JFK Y C S          1 H * 10A-F 0/0          I O          GT          R12345
CHECKED IN 024A3C/IST          07.30Z          BP GROUP ---
SECURITY NO. 003
ONCARRIAGE TK8944 01MAR RDU Y OK
-CONNECTING FLIGHT DETAILS-
1- TK8944 01MAR JFK/1840-RDU/2035 Y OK
VET 08030116450001D003          /0Z-CLEARED
DOB 1JAN1900
GEN F
NAT TUR
PPT A11111111
AFN EMEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/TUR/01JAN50/TUR
CTC ///99999/USA
VET-08030116480001I003          /0X-CLEARED
DOB-01JAN2020
GEN-F
NAT-USA
PPT-811111111
AFN-CAN
DOC.TYPE/ISS.COUNTRY/EXP.DATE (INFANT)-:P/UKR/10SEP20
OTHER SYSTEM BOOKING REFERENCE AA / ETLGCV
PREVIOUS TRANSACTION HISTORY
11FEB/1135Z IST/T1/081301-GZ APIS DATA ADDED
    
```

**.API List**

“.API” list shall include the passengers whose AQQ transaction has not been made or whose record in DCS System receives an answer other than "CLEARED" although his/her AQQ transaction has been made and whose API information is not complete although his/her check-in transaction has been made.

TK0001 10MAR IST MISSING APIS PAX 0 F 0 C 8 Y												
1.	ERIM	K	JFK	Y	*	F2	12D	M	0	KILO	GT	O
	<b>**AQQ NEED*</b>											
2.	ERIM	T	JFK	Y	*	F2	14D	F	0	TANGO	GT	O
	<b>CTC/**AQQ NEED*</b>											
3.	GOREN	H	JFK	Y	*	I2	15D	F	0	HATCE	GT	O
	<b>**AQQ NEED*</b>											
4.	OZTEMEL	B	JFK	Y	*	N2	15B	M	0	BARBI	GT	I
	DOB/GEN/NAT/PPT/AFN/DOC/ISS/EXP/RES/CTC/**AQQ NEED*											
	INFANT -DOB/NAT/GEN/PPT/AFN/DOC/ISS/EXP/**AQQ NEED*											
5.	SONMEZ	C	JFK	Y	*		10E	M	0	CESUR	GT	O
	<b>**AQQ NEED*</b>											
6.	RANGERS	T	JFK	Y	*		15E	M	0	TEXAS	BT	
	<b>**AQQ NEED*</b>											
7.	YAVUZ	O	JFK	Y	*	L3	21B	F	0	OZCAN	GT	O
	DOB/GEN/NAT/PPT/AFN/DOC/ISS/EXP/RES/CTC/**AQQ NEED*											
8.	VILLA	A	JFK	Y	*		10F	M	0	ASTON	BT	
	<b>**AQQ NEED*</b>											
END NAMES												

“AQQ NEED” warning in “.API” list is displayed for the passengers whose AQQ transaction has not been made or who receives an answer other than "CLEARED" although his/her transaction has been made.

Before the flight is closed, it shall be required to check ".API" list, complete the information of passengers, other than "SELECTEE", who have missing information in the list, and make "AQQ" entry, if necessary. **In order to close the flight, there must not be any passenger in ".API" list other than the passengers displayed as "\*\*\*AQQ NEED (SELEC)"**.

**Transaction to be Made in other UN APIS Flights except for the Flights to United States**

The sections belonging to APIS information required to be completed are displayed empty in the passenger record of the flights of the stations requiring "UN APIS" except for the flights to United States.

**Passenger Record before APIS Entry:**

TK1587 14SEP IST SELECTED PAX										
AKBULAK HAKKI MR										
FRA	Y	C	S			1	L	015	0/0	R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***										
FARE BASES : ADT/30K/LTUR1										
** ET PAX TICKET: 2350000000000/C1										
DOB										
GEN										
NAT										
PPT										
AFN										
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /										

Relevant APIS information must be added to passenger record in a way that passenger document information is entered first.

The system does not accept the passport number which is requested to be entered to passenger record in document information first. Passport numbers of Turkish passengers whose document information has been entered as "P" (Passport) must be entered to the system alphanumerically as written in the passport.

The Turkish citizens who have NATO identity are exceptional. As NATO identity does not include alphanumerical characters, alphanumerical entry shall not be required for the passport numbers of the passengers whose document information has been entered as "M" (Military ID). Therefore, **document information entry must be made in APIS information entry first.**

These passengers can receive a boarding card only if their APIS information is entered completely. As explained above, the passengers who have incomplete APIS information are displayed in ".API" list. The list must be cleared by completing the information of the passengers in the list.

#### **Passenger Record after APIS Entry:**

```
TK1587 14SEP IST SELECTED PAX
AKBULAK HAKKI MR
FRA Y C S      1 L    015      0/0                      R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : ADT/30K/LTUR1
** ET PAX TICKET: 2350000000000/C1
DOB 4APR1900
GEN M
NAT TUR
PPT U1111111
AFN HAKKI
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/TUR/01DEC30/TUR
```

### APIS Entries of Infants:

After entering all APIS information of the parent, information of the infant must be entered in the same format. The system records APIS information of the infant with a "-" (hyphen) in passenger record. An example display of the record of passenger with an infant whose APIS information has been entered during check-in transaction is given below.

In case of any change in the information of the parent, APIS information of the infant must be deleted first and re-entered after relevant information is updated.

```

TK1587 13SEP IST SELECTED PAX
DUVAN ALTUGOSMAN (INFANT) DUVAN/MIKAILAYDEN
FRA Y C S AA2 1 Q @*15A-M PLD I SA 5N R12345
CHECKED IN 08290D/SZF 13SEP 01.40Z -TG BP GROUP -C-
SECURITY NO. @136 AGENT: N500040
PLD REF 0075
INBOUND TK2819 0650 SZF Y OK
FARE BASES : ADT/30K/QTUR1
** ET PAX TICKET: 2350000000000/C2
** ET INF TICKET: 2350000000001/C2
** ET INF NAME : DUVAN/MIKAILAYDEN
DOB 01JAN1900
GEN M
NAT TUR
PPT TR11111111
AFN ALTUG OSMAN
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/TUR/01JAN30/DEU
DOB-1MAR2019
GEN-M
NAT-DEU
PPT-E2222222
AFN-MIKAIL AYDEN
DOC.TYPE/ISS.COUNTRY/EXP.DATE (INFANT) -:P/DEU/04AUG30

```

### Check-in Transactions At The Flights With APP Application

First of all the "API" (Advanced Passenger Information) details should be entered to the passenger record, and then the check-in transaction should be performed. The passenger details should be sent to the concerned governmental authorities by the **check-in personnel by means of the "List No/APP" (1/APP)** entry.

The "**1/APP**" transaction should be performed after the APIS details are entered and the check-in transaction is completed.

Upon the completion of mentioned entry, the confirmation details shall be generated. The pre-confirmation details, which are automatically displayed on the "**VET**" (Vetting) line of the passenger record, shall be checked. If the confirmation detail is positive, then the boarding pass shall be generated by using the "**@B**" entry.

**Positive Confirmation**

The passenger may be provided with a boarding pass if the confirmation with the status "B" is received in response to the "1/APP" entry, which is performed by completing the APIS details and the check-in transaction.

<b>B</b>	<b>OK TO BOARD</b>	The system generates a boarding pass to the passenger, and thereby the travel of the passenger is ensured.
	<b>BOARD IF DOCS OK</b>	The system generates a boarding pass to the passenger, however it must be checked out that whether the relevant documents of the passenger is missing or not. In case such documents are missing, then such passenger must be offloaded from the flight.
	<b>REPEATED-OK TO BOARD</b>	The system generates a boarding pass to the passenger, however it must be checked out that the details of the documents pertaining to the passenger have been entered accurately.
	<b>OVERRIDE ACCEPTED</b>	The system generates a boarding pass to the passenger.
	<b>BRD WITH OWT</b>	The system generates a boarding pass to the passenger.

On the section "**VET**" (Vetting) of the entry of the passenger, who will be admitted to the flight basing on the positive confirmation, the confirmation will appear together with the **PID** (Passenger ID) number.

```

TK0774 14OCT IST SELECTED PAX
ALAJRAFI SAEEDAHMED MR
BAH Y C S E3 1 Q **20A-M 3/80 TG R12345
CHECKED IN 096858/IST T1 14OCT 16.42Z -TG BP GROUP -B-
SECURITY NO. 078 AGENT: T014384
FARE BASES : ADT/30K/QLPXD1M
** ET PAX TICKET: 2350000000000/C4
DOB 1JAN1900
GEN M
NAT SAU
PPT XX123456
AFN SAEED
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/SAU/01MAY30/SAU
VET 401100059387300 /B-OK TO BOARD
PREVIOUS TRANSACTION HISTORY
14OCT/1644Z IST/T1/096858-TG <T014384> APIS DATA ADDED

```

### **Actions To Be Taken At First Departure Station**

In respect of the "Through Check-in" transactions; in the event that there is no "APIS" application at first departure station, but "APIS" application is performed at the connection flight, then the actions, which are required to be taken by the first departure station, are as follows:

**Example:** In order for a passenger, who travels at the route of VIE/IST/BAH, to be able to obtain a boarding pass at the IST/BAH connection flight, the following actions should be performed by the staff members serving at the VIE station:

- The "APIS" details should be entered to the passenger record.
- The "APIS" details may be entered to any of the VIE/IST or the IST/BAH flights. (It is more practical to enter the APIS details to the connection flight).
- In the event that the "APIS" details have been entered prior to the check-in transaction at the VIE/IST flight, then such details will be displayed after the performance of the check-in transactions at the IST/BAH flight.
- In the event that the "APIS" details have been entered after the performance of the check-in transaction at the VIE/IST flight, then such details will be automatically displayed through the system at the IST/BAH flight.
- The entry of the "APIS" details is not sufficient for the generation of the boarding pass of the connection (second) flight.
- For the boarding pass, the "APP" enquiry for the passenger should be performed by the entry "LIST NO/APP" upon passing to the IST/BAH flight; and the boarding pass should be generated by the entry "@B", if the response received is "B".

**Negative Notice**

In the event that a "negative notice" is received instead of the "confirmation", in response to the entry "**1/APP**", then no boarding pass shall be delivered to the passenger.

In that case;

The Office of the Senior Vice President (SVP), Ground Operations/Passenger Relation Management/the Office of the Supervisor of Visas/Passports shall be informed in order for contacting the authorized unit in accordance with the details specified within the negative notice received with "**D**" and "**X**" status. Contact shall be established through the telephone numbers, which are displayed within the passenger record specified within the relevant notice details, and the entry "**1/APP**" shall be repeated upon the conversation performed. If a confirmation code with the status "**B**" is received, then a boarding pass may be given to the passenger. If no confirmation is received, then such passenger shall not be allowed to fly.

D	NOT BOARD CONTACT EOC	The passenger shall not be admitted to the flight. Contact must be established through the relevant contact number. EOC (Entry Operations Centre, DIAC) in Canberra, Australia (Tel: +61-1300 368 126)
	NOT BOARD CONTACT NZIS	The passenger shall not be admitted to the flight. Contact must be established through the relevant contact number. (Advance Passenger Screening (APS) Support Office, INZ, Auckland, New Zealand Tel: +64-9-277-0634)
	NOT BOARD CONTACT GDNPR	The passenger shall not be admitted to the flight. Contact should be established with the concerned authority. (Mr. Thabit Al-Sherooqi Tel: +973 1753 6143)
DX	NOT BOARD CONTACT MOI	The passenger shall not be admitted to the flight. Contact must be established through the relevant contact number. Tel: +965 243 10 635 / +965 243 38487

On the section "**VET**" (Vetting) of the entry of the passenger, who will not be admitted to the flight basing on the negative confirmation, the "**PID**" (Passenger ID) number will not be displayed, but the details of the notice will appear thereon.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR
BAH Y C S          1 E *07A-M 0/0          PF          R12345
CHECKED IN 095566/IST  14OCT 14.33Z      -TG          BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 2350000000000/C2
DOB 01JAN1900
GEN M
NAT GBR
PPT X11111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/GBR/12DEC50/GBR
VET /D-NOT BOARD CONTACT MOI
TAG DETAILS TK 890913*BAH XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED
    
```

The "**API**" details available on the passenger records, which are received by the notices with the status "**D**"/"**I**"/"**U**", should be checked, and any corrections should be performed if required, and the entry "**APP**" should be repeated. In the event that the negative confirmation continues to be received, then such passenger shall not be allowed to travel.

### Negative Confirmation

<b>D</b>	DO NOT BOARD	The passenger shall not be admitted to the flight. The APIS details should be re-checked, and the entry " <b>1/APP</b> " should be re-performed.
<b>I</b>	INSUFFICIENT DATA	The passenger shall not be admitted to the flight. This is the reply which is received for the passenger whose details are missing. The passengers details should be re-checked, and the entry " <b>1/APP</b> " should be performed.
<b>U</b>	DUPLICATE NAME	The passenger shall not be admitted to the flight. This is a situation which arises due to duplicate names. The passenger details should be re-checked, and the entry " <b>1/APP</b> " should be re-performed.

## AVIATION ACADEMY

On the notice details, which are negative, no "PID" (Passenger ID) number will be displayed on the section "VET" (Vetting). The problem in relation to the admittance of the passenger to the flight will be displayed as the notice and the details.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR
BAH Y C S      1 E *07A-M 0/0      PF      R12345
CHECKED IN 095566/IST  14OCT 14.33Z      -TG      BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 2350000000000/C2
DOB 1JAN1900
GEN M
NAT GBR
PPT 1111111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/GBR/1DEC30/GBR
VET /D-DO NOT BOARD
TAG DETAILS      TK 890913*BAH  XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED
    
```

If any notice with the status "X" is received after the performance of the entry "1/APP", then it shall be understood that the system of the concerned governmental authority, which will provide the confirmation, is closed for any reason whatsoever. In that case, the user have to wait for a while, and then perform the "APP" entry again.

### Negative Confirmation

<b>X</b>	<b>BORDER CLOSED</b>	The passenger shall not be admitted to the flight. No response can be obtained from the concerned authority. It means that the border is closed.
----------	----------------------	--

### Offload Transactions At The Flights With APP Application

In order to be able to perform the "offload" transactions for the passengers with the "B" status code, the entry "**List No/X/APP**" (**1/X/APP**) have to be definitely performed prior to the "offload" entry, and the "APP" transaction have to be cancelled. "Offload" transaction may be performed only basing on the details to be received upon the mentioned entry.

### Offload Details

<b>N</b>	<b>NO RECORD</b>	It is the response which is received when the APP transaction could not be successfully cancelled. In that case, the entry " <b>1/X/APP</b> " should be performed again.
<b>C</b>	<b>CANCELLED</b>	In the event that the APP transaction is successfully cancelled, the confirmation detail with the "B" status, which has been previously displayed on the VET section, will disappear, and the cancellation detail will appear instead of such detail.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR
BAH Y C S      1 E *07A-M 0/0          PF      R12345
CHECKED IN 095566/IST  14OCT 14.33Z    -TG      BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 23500000000000/C2
DOB 1JAN1900
GEN M
NAT GBR
PPT 111111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : P/GBR/1DEC30/GBR
VET 401100059397715 /C-CANCELLED
TAG DETAILS      TK 890913*BAH  XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED
    
```

**Offload Transaction For The Passengers Who Will Not Be Admitted To the Aircraft Basing On The Negative Notice Received Upon The Performance of The "APP" Entry:**

For the passengers, who receive the negative notice instead of the "B" confirmation, the offload transaction should be directly performed.

The term "**CANCELLED**" will not be displayed on the passenger record after the offload transaction; instead, the negative notice previously received from the concerned authority will remain as it is.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR
BAH Y C S      1 E   055   0/0          PF      R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
SECURITY NO. 064
OFFLOADED
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 2352966265982/C2
DOB 1JAN1900
GEN M
NAT GBR
PPT 111111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : P/GBR/1DEC30/GBR
VET /D-NOT BOARD CONTACT GDNPR
TAG DETAILS      TK 890913*BAH  XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED
    
```

### Transactions For The Passengers Travelling With Infants

For the passengers, who travel with infants, first the "APIS" details of the parents should be entered; upon the completion of the check-in transactions, the entry "**1/APP**" should be performed for the parents, and the entry "**1/APP/I**" should be performed for the infants. The responses received for the parents and the infants will be displayed one under the other on the system, on the section "**VET**" of the passenger record.

In order for a passenger travelling with an infant be able to obtain a boarding pass, the confirmation codes of both the parent and the infant must be "**B**".

The record of the passenger travelling with an infant, the "APIS" details and the check-in transaction of whom have been completed:

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR (INFANT) ELVIS/DANIA
BAH Y C S 1 E *07A-M 0/0 I PF R12345
CHECKED IN 095566/IST 14OCT 14.33Z -TG BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 23500000000000/C2
** ET INF TICKET: 23500000000001/C2
** ET INF NAME : ELVIS/DANIA MISS
DOB 1JAN1900
GEN M
NAT GBR
PPT 11111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/GBR/1DEC30/GBR
VET 401100059353498 /B-BEARD IF PAX DOCS OK
VET-401100059353499 /B-BEARD IF PAX DOCS OK
DOB-1JAN2020
GEN-F
NAT-GBR
PPT-L1111111
AFN-DANIA
DOC.TYPE/ISS.COUNTRY/EXP.DATE (INFANT) -:P/GBR/01NOV30
TAG DETAILS TK 890913*BAH XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED

```

For the passengers, who travel with infants, who have obtained the status code "B", but the travel of whom could not be ensured; the entry "**1/X/APP**" should be performed for the parent, and the entry "**1/X/APP/I**" should be performed for the infant prior to the "offload" transaction; and it should be checked that the section "VET" has turned to the "**C-CANCELLED**" status both for the parent and the infant.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR (INFANT) ELVIS/DANIA
BAH Y C S 1 E *07A-M 0/0 I PF R12345
CHECKED IN 095566/IST 14OCT 14.33Z -TG BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 2350000000000/C2
** ET INF TICKET: 23500000000001/C2
** ET INF NAME : ELVIS/DANIA MISS
DOB 1JAN1900
GEN M
NAT GBR
PPT 11111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : P/GBR/1DEC30/GBR
VET 401100059353498 /C-CANCELLED
VET-401100059353499 /C-CANCELLED
DOB-1JAN2020
GEN-F
NAT-GBR
PPT-L11111
AFN-DANIA
DOC.TYPE/ISS.COUNTRY/EXP.DATE (INFANT) - : P/GBR/01NOV30
TAG DETAILS TK 890913*BAH XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED

```

### **Transactions For The "STANBY" and "JUMPSEAT" Passengers**

No **"APP"** entry shall be performed for the passengers who are on the standby list of the flight.

For the "Jumpseat" passengers, whose travel by the flight have become certain (the passengers, for whom the **"TRAVELS ON JUMPSEAT"** details have been entered by the **"1/G"** entry), the "APIS" details should be completed, and after that the entry **"1/APP"** should be performed, and the standby boarding pass should be generated.

**In accordance with the orders of the governments, it is required that the offload transaction of each passenger, including any "Jumpseat" passengers, who will not be able to travel by the flight, is carried out and performed.**

The offload transaction for a passenger, who will travel on the "Jumpseat", shall be carried out and performed by and through the offload transaction to be performed by the entry **"1/X/APP"** at first, and then the entry **"Ref No"**, if such passenger has obtained a "B" confirmation code.

### **.API" List**

The **".API"** list itemizes the passengers, including any passenger traveling on **"Jumpseat"**, whose "API" details are missing, and/or for whom **"APP"** entries have not been performed, or for whom a response message having a status code different than **"B"** has been received for the DCS record even if the **"APP"** entries have been performed, although the check-in transactions have been performed.

## AVIATION ACADEMY

The warning "**APP NEED**", which is displayed on the **".API"** list, appears for the passengers, for whom no "**APP**" transaction has been performed, or although having been performed, a message with a status code different than "**B**" has been received.

Also, the passengers, who have received their boarding passes, but whose confirmation codes have turned into "**CANCELLED**", and the "offload" transactions for whom have not been performed, inadvertently, will appear on the mentioned list.

The **".API"** list should be checked before the aircraft is closed. The details of the passengers, whose details are missing on the list, should be completed, and the "**APP**" entry should be performed for the passengers for whom the same is required.

**For the closing of the flight, no passenger should be left on the ".API" list.**

```
TK0774 14OCT IST MISSING APIS PAX          0 F 1 C 7 Y
1.AKSU      H BAH Y *      06C  M 0          IT          S K
  DOB/GEN/PPT/AFN/DOC/ISS/EXP/RES/**APP NEED*
2.ALABAS    F BAH Y @ B2 09B M 0          TG          K
  **APP NEED*
3.ALMOHAMM|K BAH C *      04A  M 0          TG          K
  DOB/GEN/NAT/PPT/AFN/DOC/ISS/EXP/RES/**APP NEED*
4.ALHADHRA|S BAH Y @      17A  M 0          TG          K
  **APP NEED*
5.GUNAY C    BAH Y @      06B  M 1          97          K
  DOB/GEN/NAT/PPT/AFN/DOC/ISS/EXP/RES/**APP NEED*
END NAMES
```

### Warnings/Notices

If the entry "**1/APP**" is performed for a passenger, for whom the check-in transaction has not been performed yet, the system will give "**FIRSTLY CHECK-IN PAX THEN DO 1/APP**" warning/notice.

```
TK0774 28APR IST SELECTED PAX
DAGDEVIREN YAVUZ MR
MCT Y C S      1 T      041      0/0          T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /40K/TCOORP3/FC03
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
PPT
AFN
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /
VET /
TEM - 0201934ED32D13
```

**FIRSTLY CHECK-IN PAX THEN DO 1/APP**

If the entry "**1/APP**" is performed while the "APIS" details of the passenger is missing, then the system will give "**PLS COMPLETE APIS DETAILS**" warning/notice.

```

TK0774 28APR IST SELECTED PAX
DAGDEVIREN YAVUZ MR
MCT Y C S      1 T  041  0/0                      T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :   /40K/TCOORP3/FC03
** ET PAX TICKET: 2350000000000/C1
DOB
GEN
NAT
PPT
AFN
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT : / / /
VET
TEM - 0201934ED32D13
    
```

**PLS COMPLETE APIS DETAILS**

If the entry "**1/X/APP**" is performed for the passengers, whose statuses different than the "**B**" confirmation, then the system will give "**CAN NOT X/APP CAUSE OF PAX APP STATUS**" warning/notice.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR
BAH Y C S      1 E *07A-M 0/0                      PF      R12345
CHECKED IN 095566/IST  14OCT 14.33Z             -TG      BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 2350000000000/C2
DOB 1JAN1900
GEN M
NAT GBR
PPT 1111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/GBR/1DEC30/GBR
VET
/D-NOT BOARD CONTCT GDNPR
TAG DETAILS      TK 890913*BAH  XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED
    
```

**CAN NOT X/APP CAUSE OF PAX APP STATUS**

# AVIATION ACADEMY

If the "offload" transaction is performed for a passenger, who is admitted to the flight with the "B" confirmation code, without performing the entry "1/X/APP", then the system will give "PLS FIRSTLY DO 1/X/APP" warning/notice.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR
BAH Y C S          1 E *07A-M 0/0          PF          R12345
CHECKED IN 095566/IST  14OCT 14.33Z        -TG          BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 23500000000000/C2
DOB 1JAN1900
GEN M
NAT GBR
PPT 111111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/GBR/1DEC30/GBR
VET /D-NOT BOARD CONTCT GDNPR
TAG DETAILS          TK 890913*BAH  XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED

TK0774 14OCT IST OFFLOAD
PLS FIRSTLY DO 1/X/APP 07A

```

In the event that the entry "1/X/APP/I" is not performed at first, for the infant that received the "B" confirmation code, during the "offload" transaction for a passenger, who travels with an infant; the system will give the warning/notice which reads as  
TK1176 18MAR IST OFFLOAD PLS FIRSTLY DO 1/X/APP/I 07A

In respect of the check-in transaction, which has been performed prior to the performance of the "APP" entry for the passenger, the system will give "NOT CLEAR OR APP IS MISSING" warning/notice, on the passenger record, and it states that no boarding pass can be printed for such passenger.

```

TK0774 14OCT IST SELECTED PAX
ELVIS COSTEL MR
BAH Y C S          1 E *07A-M 0/0          PF          R12345
CHECKED IN 095566/IST  14OCT 14.33Z        -TG          BP GROUP -A-
SECURITY NO. 064
FARE BASES : ADT/30K/EHPXDRT
** ET PAX TICKET: 23500000000000/C2
DOB 1JAN1900
GEN M
NAT GBR
PPT 111111111
AFN COSTEL
DOC.TYPE/ISS.COUNTRY/EXP.DATE/RESIDENT :P/GBR/1DEC30/GBR
VET /D-NOT BOARD CONTCT GDNPR
TAG DETAILS          TK 890913*BAH  XFER
PREVIOUS TRANSACTION HISTORY
14OCT/1433Z IST/T1/095566-PF APIS DATA ADDED

NOT CLEAR OR APP IS MISSING

```

## 42. STANDBY PRIORITY CODES

The following standby priority codes should be used for the check-in of passengers without reservation records and passengers must be accepted to flight according to the priority order on standby list.

Standby code	Explanation
<b>P</b>	Priority Stand-by Passenger Record Code
<b>W</b>	Stand-by Passenger Record Code
<b>R</b>	Rebate Passenger Record Code

### **LISTING ENTRIES:**

Passengers with different priority codes that are accepted from standby list can be displayed with the entries given below.

<b>.H</b>	List of checked-in Norec passengers.
<b>.K</b>	List of checked-in Go-show passengers.
<b>.R</b>	List of checked-in Rebate passengers.

### 43. CHECK-IN PROCESS FOR NO RECORD (NOREC) PASSENGER

No-Rec passengers are considered as passengers whose ticket status codes are OK but there are no DCS records in system.

The following items has to be checked initially to define a passenger as no-record;

- 1- **Ticket Reservation Status:** Ticket status must be "OK".
- 2- **Surname Control:** Make sure that the surname is entered correctly to system.
- 3- **Flight number:** Assigned flight number in system must be same with the one on ticket.
- 4- **Cabin class:** Cabin class information must be same with ticket.
- 5- **Date:** Date of the assigned flight in system must be same with the one seen on ticket.
- 6- **Destination point:** Destination point of the assigned flight, must be same with the one seen on ticket.

In spite of all those controls, if you can not find DCS record, basic check-in entry must be entered to the system, and the response will be as "No Names". Passenger's name, surname, title and ticket information must be added to the system to complete check-in transaction.

- If the flight is full, system will place the passenger to standby list, if there are available seats in the flight, system will do check-in and will give a seat number to passenger.

**Example:** Passenger, Arnold SUMMER proceeds to check-in desk on 7<sup>th</sup> of Feb for the flight TK2305 from ADB to IST.

**Entry :** |SUMMER

```
TK2305 07FEB ADB PAX BY NAME      0 F O C O Y
END NAMES
```

**Entry :** @4/-SUMMER

```

                ELECTRONIC TICKET DISPLAY
ITINERARY RECEIPT PRINTED :1 TIMES
PURGE DATE :07FEB22

```

```

-----
PAX NAME           :SUMMER/ARNOLD MR
TICKET NUMBERS     :2350000000000/
ISSUED ON          :01FEB20 DOMESTIC
ISSUED BY          :TK QTK 099800024  DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST   :KDV DAHIL 97.17TRY
ID. NUMBER         :22222222

```

```

-----
2350000000000
CPN 1 A - AIRPORT                                     TK
  ADB IST TK2305 04:20      B 07FEB20
  OK B                                     20K
CPN 2 O - OPEN
  IST ADB TK2310 07:00      B 10FEB20
  OK B                                     20K

```

```

-----
BASE FARE           :562.00                                TRY
TOTAL AMOUNT       :653.00                                TRY
FORM OF PAYMENT    :CASH                                  653.00
TAXES              :25.00                                DU
                   50.00                                YR
                   16.00                                VQ
FARE CALCULATION   :(0)07FEB20IZM TK IST281.00TK IZM281.00TRY
562.00 END

```

**Entry: SUMMER1M1/15IST@**

```
TK2305 07FEB ADB IST 0420 PW FO
OK 1M 1/15BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
```

**Entry: 0SUMMER.ARNOLD**

```
TK2305 07FEB ADB IST 0420 PW FO
SBY 1M 1/15BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.SUMMER S206 *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET
PRINT BAG TAGS USING @W
*BP CAN NOT BE PRINTED **
```

**Entry : 1/N/MR**

```
TK2305 07FEB ADB SELECTED PAX
SUMMER ARNOLD MR
IST Y C S 1 206 M 1/15 DC NRC
CHECKED IN 024588/ADB 07FEB 01.10Z BP GROUP ---
ON STANDBY (SEC NO:000)
```

Electronic Ticket and coupon number has to be added manually to DCS record;

**Entry: 1/ETK/2350000000000/C1**

```
TK2305 07FEB ADB SELECTED PAX
SUMMER ARNOLD MR
IST Y C S 1 206 M 1/15 DC NRC
CHECKED IN 024588/ADB 07FEB 01.10Z BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES : /20K/B
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
07FEB/0110Z ADB/T1/024588-DC ADLT E-TICKET ADD
```

**Examples:**

After receiving "NO NAMES" response in system, it is possible to add the passengers' names. But **INITIALS** should not be forgotten.

0VARAN.BAHAR.LALE.UMIT.MINE.ESRA\*5  
(5 passengers with same surname)

0ULUSOY.KAYA.HANDE\*2/0HAKKO.SILA.FARUK.ALI\*3  
(Passengers with different surnames)

**44. CHECK-IN PROCESS FOR REQUEST (RQ) TICKETED PASSENGER**

A) Check-in process for passengers travelling with **economy** class RQ tickets should be as described below;

**Entry:** |RAINBOW

```
TK2305 07FEB ADB PAX BY NAME      O F O C O Y
END NAMES
```

**Entry:** @4/-RAINBOW

```

                                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :1 TIMES
PURGE DATE :07FEB22
-----
PAX NAME           :RAINBOW/EMILY MRS
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :01FEB20 DOMESTIC
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST   :KDV DAHIL 50.49TRY

ID. NUMBER         : 11111111
-----
23500000000000
CPN 1 0 - OPEN
  ADB IST TK2305 04:20      B 07FEB20
  RQ B                      20K

```

**AVIATION ACADEMY**

**Entry: RAINBOW1F1/20ISTW@**

```
TK2305 07FEB ADB IST 0420 PW FO
SBY 1F 1/20BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
```

**Entry: 0RAINBOW.EMILY**

```
TK2305 07FEB ADB IST 0420 PW FO
SBY 1F 1/20BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.RAINBOW S208 *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET

PRINT BAG TAGS USING @W
*BP CAN NOT BE PRINTED **
```

**Entry: 1/N/MRS**

```
TK2305 07FEB ADB SELECTED PAX
RAINBOW EMILY MRS
IST Y C W 1 208 M 1/20 DC
CHECKED IN 024588/ADB 27DEC 08.16Z BP GROUP ---
ON STANDBY (SEC NO:000)
TEM - 020179450F6888
```

Electronic Ticket number has to be added manually to DCS record.

**Entry : 1/ETK/2350000000000/C1**

```
TK2305 07FEB ADB SELECTED PAX
RAINBOW EMILY MRS
IST Y C W 1 208 M 1/20 DC
CHECKED IN 024588/ADB 07FEB 01.20Z BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES : /20K/B
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
07FEB/0120Z ADB/T1/024588-DC ADLT E-TICKET ADD
```

B) Check-in process for passengers travelling with **business** class RQ tickets should be as described below

**Entry :** |BERANEK

```
TK2305 07FEB ADB PAX BY NAME 0 F 0 C 0 Y
END NAMES
```

**Entry:** @4/-BERANEK

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :1 TIMES  
PURGE DATE :07FEB22

```
-----
PAX NAME           :BERANEK/CHARLIE MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :01FEB20 DOMESTIC
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
```

```
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   : KDV DAHIL 65.75TRY
```

```
ID. NUMBER         : 2222
```

```
-----
2350000000000
```

CPN **1 0 - OPEN**

```
ADB IST TK2305 04:20 C 07FEB20
RQ C                               30K
```

**Entry:** BERANEK1M2/20IST|P

```
TK2305 07FEB ADB IST 0420 PW FO
OK 1M 2/20BGS IST C 2 L *N
N ADDITIONAL REQUESTS A*W*B*L
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
```

# AVIATION ACADEMY

Entry : 0BERANEK.CHARLIE

```

TK2305 07FEB ADB IST 0420          PW                      FO
SBY 1M 2/20BGS IST C    2  L  *N
N ADDITIONAL REQUESTS A*W*B*L
*** DOMESTIC SECTOR ***
  1.BERANEK    S249                      *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET

PRINT BAG TAGS USING @W
*BP CAN NOT BE PRINTED **
    
```

Entry : 1/N/MR

```

TK2305 07FEB ADB SELECTED PAX
BERANEK CHARLIE MR
IST C C P          1      249 M 2/20          DC
CHECKED IN 02153C/ADB      07FEB 01.16Z      BP GROUP ---
ON STANDBY (SEC NO:000)
    
```

Electronic Ticket and coupon number has to be added manually to DCS record.

Entry : 1/ETK/2350000000000/C1

```

TK2305 07FEB ADB SELECTED PAX
BERANEK CHARLIE MR
IST C C P          1      249 M 2/20          DC
CHECKED IN 02153C/ADB      07FEB 01.16Z      BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES :      /30K/C
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
07FEB/0116Z ADB/T1/02153C-DC ADLT E-TICKET ADD
    
```

#### **45. IMPORTANT NOTE FOR NOREC AND STANDBY CHECK-IN**

For passengers who are No-rec and or Request (RQ) ticketed, Flight / Date / Class data should be checked from E-TKT and the related ticket and coupon number must be entered manually by using any of the given entries;

**List number/ ETK/ 235241000000C1**

**List number/ ETK/ 235241000000/C1**

**List number/ ETK/ 235241000000/1**

Check-in for norec and standby passengers must be done by creating the DCS record and by considering the exact information on E-TKT data and adding the E-TKT number.

If first name or title information is entered incorrect to DCS system; system will give error message as; **“FIRST NAME OR GENDER MISMATCH”**

If the entered coupon number is incorrect; system will give error message as;  
**“ETK COUPON NOT FOUND IN TICKET”**

If an invalid ticket number is entered to DCS; system will give error message as;  
**“ETK ELECTRONIC TICKET NOT FOUND”**

If the entered ETK number is belonging to any other passenger; system will give error message as;  
**“ETK SURNAME MISMATCH”**

If class information is entered incorrect to DCS; system will give error message as;  
**“ETK CLASS MISMATCH”**

If passenger has been checked-in to a different flight other than on E-TKT data; system will give error message as;  
**“ETK FLIGHT MISMATCH”**

**46. CHECK-IN PROCESS FOR PRIORITY STAND-BY PASSENGER**

RQ (Request) ticketed sick and disabled passengers and their accompanying persons, duty staff passengers, frequent traveller card holders, passengers with DBC tickets, VIP, CIP passengers' check-in process shall be as described below;

**Entry: |GREEN**

```
TK2305 07FEB ADB PAX BY NAME      0 F 0 C 0 Y
END NAMES
```

**Entry: @4/-GREEN**

```
ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :1 TIMES
PURGE DATE :07FEB22

-----
PAX NAME           :GREEN/DAVID MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :01NFEB20 DOMESTIC
ISSUED BY          :TK QTK 099800024 AD
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST   :KDV DAHIL 50.49TRY
ID. NUMBER         :111111111
-----
23500000000000
CPN 1 0 - OPEN
  ADB IST TK2305 04:20      B 07FEB20
  RQ B                      20K
```

**Entry : GREEN1F0/0ISTP@**

```
TK2305 07FEB ADB IST 0420      PW                      FO
SBY 1M 0/0BGS IST Y  2 L *N
N ADDITIONAL REQUESTS A*W*E
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
```

**Entry: 0GREEN.DAVID**

```
TK2305 07FEB ADB IST 0420      PW                      FO
SBY 1M 0/0BGS IST Y  2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
  1.GREEN      S251                      *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET
```

```
TK2305 07FEB ADB SELECTED PAX  
GREEN DAVID MR  
IST Y C P 1 251 M 0/0 DC  
CHECKED IN 02153C/ADB 07FEB 01.15Z BP GROUP ---  
ON STANDBY (SEC NO:000)
```

Electronic Ticket and coupon number has to be added manually to DCS record.

**Entry : 1/ETK/2350000000000/C1**

```
TK2305 07FEB ADB SELECTED PAX  
GREEN DAVID MR  
IST Y C P 1 251 M 0/0 DC  
CHECKED IN 02153C/ADB 07FEB 01.15Z BP GROUP ---  
ON STANDBY (SEC NO:000)  
FARE BASES : /20K/B  
** ET PAX TICKET: 2350000000000/C1  
PREVIOUS TRANSACTION HISTORY  
07FEB/0115Z ADB/T1/02153C-DC ADLT E-TICKET ADD
```

→ Passenger's frequent traveller card number has to be entered to DCS record.

**47. CHECK-IN PROCESS FOR OPEN DATE TICKETED PASSENGER**

If passenger has open date E-TKT; passenger should be guided to sales office before check-in.

ELECTRONIC TICKET DISPLAY	
ITINERARY RECEIPT PRINTED :1 TIMES	
PURGE DATE :07FEB22	
-----	
PAX NAME	:AKMAN/CAN MR
TICKET NUMBERS	: 2350000000000/
ISSUED ON	:03FEB20 DOMESTIC
ISSUED BY	:TK QTK 099800024 AD
	TURKISHAIRLINES
	EGITIM2
	ISTANBUL
	0235
PNR REFERENCE	:TK/R12345
ENDORSEMENT REST	:KDV DAHIL 50.49TRY
ID. NUMBER	:00000000
-----	
2350000000000	
CPN	1 O - OPEN
ADB IST TK2305 04:20	B 07FEB20
QQ B	20K

**P.S**

Before guiding the passenger to the ticketing office, If check-in agent creates a DCS record and tries to add the E-TKT number to that record, system will not be able to match flight number and date data and will not accept the ticket number entry.

The correct process must be to guide the passenger to ticketing office, after revalidation of the ticket, system will accept ticket number entry to DCS record.

## 48. CHECK-IN PROCESS FOR DUTY STAFF TICKETED PASSENGER

Duty staff (**pass 1**) check-in process is done in two different ways according to ticket reservation status;

A) Check-in process for duty staff (ID00S1) with OK (confirmed) reservation should be as below ;

**P.S:** You can reach passenger's record since his ticket status code is OK.

**Entry :** |SONMEZ

```

TK2305 07JUN ADB SELECTED PAX
SONMEZ HARUN MR
IST Y D S      1 N   027   0/0                A                S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
*** GRPS PAX ***
FARE BASES :      /30K/ID00S1
PRI-S1D/Y01                ID
** ET PAX TICKET: 2350000000000/C1
    
```

The shortest entry to display duty staff's Electronic ticket;

**Entry:** @4/1

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
 PURGE DATE :07JUN22

```

-----
PAX NAME           :SONMEZ/HARUN MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :15MAY20 DOMESTIC
ISSUED BY          :TK QTK 000000024  DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/S12345
ENDORSEMENT REST   :KDV HARIC (EXEMPT VAT)
    
```

ID. NUMBER :0

```

-----
23500000000000
CPN 1 A - AIRPORT                TK
  ADB IST TK2305 04:20          N 07JUN20
  OK  ID00S1                    30K          /15AUG20
CPN 2 O - OPEN
  IST ADB TK2310 07:00          N 10JUN20
  OK  ID00S1                    30K          /15AUG20
    
```

# AVIATION ACADEMY

Check-in for duty staff passenger with confirmed (OK) ticket will be the same as commercial passenger check-in entry.

**Entry : 1\*1/22**

```

TK2305 07JUN ADB IST 0420 PW FO
OK 1M 1/22BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
WARNING BAG DETAILS NOT STORED
*** DOMESTIC SECTOR ***
1.SONMEZ H 06A 024* *ET* S1D/Y01
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /ID00S1

PRINT BAG TAGS USING @W
ALL PASSES SENT
    
```

B) Check-in process for duty staff (ID00S1) with RQ (request) reservation should be done by using P letter code (Priority);

The Electronic Ticket display for duty staff passenger,

**Entry : @4/-BALKANLI**

```

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :07JUN22
-----
PAX NAME           :BALKANLI/ALI MR
TICKET NUMBERS     : 23500000000000/
ISSUED ON          : 15MAY20 DOMESTIC
ISSUED BY          :TK QTK 000000024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST   : KDV HARIC (EXEMPT VAT)
ID. NUMBER         : 0
-----
23500000000000
CPN 1 0 - OPEN
  ADB IST TK2305 04:20 N 07JUN20
  RQ ID00S1 30K /15AUG20
CPN 2 0 - OPEN
  IST ADB TK2354 01:20 N 12JUN20
  RQ ID00S1 30K /15AUG20
    
```

**Entry : BALKANLI1M1/25ISTP@**

```

TK2305 07JUN ADB IST 0420 PW FO
SBY 1M 1/25BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
    
```

**Entry : 0BALKANLI.ALI**

```

TK2305 07JUN ADB IST 0420 PW FO
SBY 1M 1/25BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
 1.BALKANLI S253 *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET
PRINT BAG TAGS USING @W
*BP CAN NOT BE PRINTED **
    
```

When duty staff's DCS record is displayed, it will be seen that passenger has the same record as commercial RQ ticketed passenger.

**Entry: 1**

```

TK2305 07JUN ADB SELECTED PAX
BALKANLI ALI MR
IST Y C P 1 253 M 1/25 DC
CHECKED IN 02153C/ADB 07JUN 00.50Z BP GROUP ---
ON STANDBY (SEC NO:000)
    
```

Duty staff reservation priority code has to be entered initially, then system will permit to enter E-TKT number.

**Entry : 1/R/S1S/Y01**

```

TK2305 07JUN ADB PAX BY NAME IST 0 F 0 C 1 Y
 1.BALKANLI A IST Y W 253 M 1 ALI DC
END NAMES
    
```

To examine the changes on duty staff passenger's record after entering the priority code;

**Entry : 1**

```

TK2305 07JUN ADB SELECTED PAX
BALKANLI ALI MR
IST Y D P 1 253 M 1/25 DC
CHECKED IN 02153C/ADB 07JUN 00.50Z BP GROUP ---
ON STANDBY (SEC NO:000)
PRI-S1S/Y01
    
```

→ Cancellation of R edit: **1/X/R**

Electronic Ticket and coupon number must be entered to DCS record.

**Entry : 1/ETK/2350000000000/C1**

```
TK2305 07JUN ADB SELECTED PAX
BALKANLI ALI MR
IST Y D P 1 253 M 1/25 DC
CHECKED IN 02153C/ADB 07JUN 00.50Z BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES : /30K/ID00S1
PRI-S1S/Y01
** ET PAX TICKET: 2350000000000/C1
TEM - 020179150FB73C
PREVIOUS TRANSACTION HISTORY
07JUN/0050Z ADB/T1/02153C-DC ADLT E-TICKET ADD
```

If duty staff passengers have been checked-in as commercial passengers (without duty code entries) or as rebate, DCS will control the fare basis on E-TKT data and reject the E-tkt number entry with **“NOT ALLOWED FOR DUTY PAX “** warning.

While checking a duty staff, the most important thing is to add the passenger to the same flight and class as the ticket, also name,surname and title information should be exactly the same as indicated on the ticket.

If duty staff passenger has to travel on a flight other than indicated on original ticket, in that case passenger has to be transfered to the requested flight.

## 49. PRIORITY CODES FOR STAFF RESERVATION

<b>S1A</b>	Technician on Duty and Flight Crew on Duty
<b>S1B</b>	Turkish Airlines Inc. Chairman of the Board
<b>S1C</b>	Turkish Airlines Inc. Chairman of the Board (Resigned)
<b>S1D</b>	Turkish Airlines Inc. Member of the Board and Member of the Audit Board
<b>S1E</b>	Turkish Airlines Inc. Member of the Board and Member of the Audit Board (Resigned)
<b>S1F</b>	Turkish Airlines Inc. CEO & President
<b>S1G</b>	Turkish Airlines Inc. CEO & President (Resigned)
<b>S1H</b>	Turkish Technic Inc. Chairman of the Board
<b>S1I</b>	Turkish Technic Inc. Member of the Board and Member of the Audit Board
<b>S1J</b>	Turkish Technic Inc. CEO & President
<b>S1S</b>	Turkish Airlines Personnel Passengers with Duty Pass Ticket (Chief Officers and below)
<b>S1X</b>	Turkish Technic Inc. Personnel Passengers with Duty Pass Ticket (Chief Officers and below)
<b>S2A</b>	Passengers who have Duty Pass Tickets and Duty ZED Tickets of Foreign Airlines
<b>R1C</b>	Turkish Airlines Inc. Chief Officers
<b>R1D</b>	Turkish Airlines Inc. Chief Officers (Resigned)
<b>R1K</b>	Turkish Technic Inc. Chief Officers
<b>R1P</b>	Turkish Airlines Inc. Senior Vice Presidents, Legal Counsel and Press Advisor
<b>R1T</b>	Turkish Technic Inc. Senior Vice Presidents and Legal Counsel
<b>R1X</b>	Turkish Airlines Inc. Vice Presidents, 2nd Legal Counsels
<b>R2A</b>	Turkish Airlines Inc. Managers
<b>R2B</b>	Turkish Technic Inc. Managers
<b>R3A</b>	Captain Pilots (those going to/returning from simulator training included)
<b>R3B</b>	Turkish Airlines Inc. Chief Auditors, Auditors, Deputy Auditors, Solicitors-at-Law, Lawyers
<b>R4A</b>	Turkish Airlines Inc. Personnel Working in Other Status
<b>R5A</b>	Turkish Technic Inc. Personnel Working in Other Status
<b>R6A</b>	Turkish Airlines Inc. Retired Personnel
<b>R6B</b>	Turkish Technic Inc. Retired Personnel
<b>R7A</b>	Turkish Airlines Inc. Working Personnel's Family Members (Biological parents)
<b>R8A</b>	Personnel Who Have Resigned at the Manager Status
<b>R9A</b>	Passengers Who Have Pass Tickets and ZED Tickets of Foreign Airlines

**50. CHECK-IN PROCESS FOR REBATE PASSENGER**

Check-in process for rebate passengers with "SA" tickets (ID00R2) will be done as described below.

A) If rebate passenger has SA (space available) reservation record ( If passenger has listing for the flight);

**Entry :** |DOGAN

```
TK2305 07JUN ADB SELECTED PAX
DOGAN SIMTEN MRS
IST Y R R      1 N 164 0/0                      T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :      /30K/ID00R2
PRI-R4A/Y01 DOJ 28OCT94 ID
** ET PAX TICKET: 2350000000000/C1
```

To display the electronic ticket of the rebate passenger;

**Entry :** @4/1

```

                                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :07JUN22
-----
PAX NAME           :DOGAN/SIMTEN MRS
TICKET NUMBERS     : 2350000000000/
ISSUED ON          : 01JUN20 DOMESTIC
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   :KDV DAHIL 8.00TRY

ID. NUMBER         :0
-----
23500000000000
CPN 1 A - AIRPORT           TK
  ADB IST TK2305 04:20      N 07JUN20
  SA ID00R2                 30K           /01JUN21
CPN 2 O - OPEN
  IST ADB TK2310 07:00      N 10JUN16
  SA ID00R2                 30K           /01JUN21
```

R indicator will be used for Rebate passenger check-in.

**Entry : DOGAN1F2/25ISTR@**

```


TK2305 07JUN ADB IST 0420 PW FO
SBY 1F 2/25BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.DOGAN S254 * *ET* R4A/Y01
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /ID00R2
    
```

To display passenger's record after check-in;

**Entry : |DOGAN**

```

TK2305 07JUN ADB SELECTED PAX
DOGAN SIMTEN MRS
IST Y R R 1 N 254 F 2/25 DC T12345
CHECKED IN 02153C/ADB 07JUN 01.16Z BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES : /30K/ID00R2
PRI-R4A/Y01 DOJ 28OCT94 ID
** ET PAX TICKET: 23500000000000/C1
    
```

 Quick check-in entries will not be used for rebate passenger check-in. If agent tries to do quick check-in for a rebate passenger, system rejects the entry and gives "NO NAMES" warning message.

B) If rebate passenger doesn't have "SA" (space available) reservation record (if passenger doesn't have listing for the flight)

**Entry:** |ASLAN

```
TK2307 07JUN ADB PAX BY NAME 0 F 0 C 0 Y
END NAMES
```

**Entry:** ASLAN1M1/30ISTR@

```
TK2307 07JUN ADB IST 0700 PW FO
SBY 1F 1/30BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
```

**Entry:** 0ASLAN.MUSTAFA

```
TK2307 07JUN ESB IST 0700 PW FO
SBY 1M 1/30BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.ASLAN S181 *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET

PRINT BAG TAGS USING @W
```

Staff reservation priority code will be entered to rebate passenger record as shown below;

**Entry :** 1/R/R4A/Y01

```
TK2307 07JUN ADB PAX BY NAME IST 0 F 0 C 1 Y
1.ASLAN M IST Y R 002 M 1 MUSTAFA DC
END NAMES
```

To display the record;

**Entry :** 1

```
TK2307 07JUN ADB SELECTED PAX
ASLAN MUSTAFA MR
IST Y R R 1 002 M 1/30 DC
CHECKED IN 02153C/ADB 07JUN 01.19Z BP GROUP ---
ON STANDBY (SEC NO:000)
PRI-R4A/Y01
```

Rebate passenger's date of join entry must be done as shown below;

**Entry: 1/J/01JAN95**

```

TK2307 07JUN ADB SELECTED PAX
ASLAN MUSTAFA MR
IST Y R R      1      002 M 1/30                DC
CHECKED IN 02153C/ADB      07JUN 01.19Z        BP GROUP ---
ON STANDBY (SEC NO:000)
PRI-R4A/Y01 DOJ 01JAN95
    
```

**Cancellation of R Edit : 1/X/R**

Electronic Ticket number must be entered to DCS record.

**Entry : 1/ETK/2350000000000/C1**

```

TK2307 07JUN ADB SELECTED PAX
ASLAN MUSTAFA MR
IST Y R R      1      002 M 1/30                DC
CHECKED IN 02153C/ADB      07JUN 01.19Z        BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES :      /30K/ID00R2
PRI-R4A/Y01 DOJ 01JAN95
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
07JUN/0119Z ADB/T1/02153C-DC ADLT E-TICKET ADD
    
```

- 🔔 If rebate passengers are checked-in as commercial passengers or duty staff passengers, system will check fare basis information on ticket and reject the E-tkt number entry with a warning message **“NOT ALLOWED FOR REBATE PAX”**. It should not be forgotten that all rebate passengers check-in must be done by using R indicator.
- 🔔 If check-in agent tries to enter an expired rebate ticket number to passenger record, system will reject the ticket number entry with a warning message **“ETKT VALIDATION EXPIRED”**
- 🔔 Rebate passenger's E-TKT data can only be displayed with staff registration number. (@4/STFXXXXXX)
- 🔔 DCS record will be created according to the data on ticket and ticket number will be added manually.
- 🔔 E-tkt display with registration numbers are valid only for TK Rebate tickets.
- 🔔 When rebate passengers have tickets for their families, system will display all E-TKTs related to that registration number, agent will choose the tickets from list numbers and display the tickets by using the entry @4/L1

**51. STANDBY LIST**
**To display standby passengers' list:**
**Entry : @A/L**

TK2305	07FEB	ADB	IST	0420		PW			FO
001	AKIN	C	01	IST	Y	W	256	N	ET*S1A/Y01
002	SUMMER	A	01	IST	Y	S	206	N	ET*>B
003*	SCHOLL	B	01	IST	Y	P	209	T	ET*>Y -ELPL-
004*	GREEN	D	01	IST	Y	P	251	N	ET*>Y -ELIT-
005*	SCHMITT	H	01	AYT	Y	P	253	T	ET*>Y -GOLD-
006*	CORAPCI	F	01	AYT	Y	P	255	N	ET*>T -CLPL-
007*	SCHOLL	B	AE02	AYT	Y	P	257	N	ET*>Y -SILV-
008	BERANEK	C	01	IST	C	W	249	N	ET*>B
009	HEINRICH	C	AE02	AYT	Y	W	258	N	ET*>Y
010	KOKSAL	A	01	AYT	Y	W	221	N	ET*>N JMPSEAT S1D/Y
011	RAINBOW	E	01	IST	Y	W	208	N	ET*>B
012	KUMSEL	M	D13	IST	Y	*	06A-N		ET*S1D/Y01
013	BALKANLI	A	01	IST	Y	W	253	N	ET*S1E/Y01
014	DOGAN	S	AE13	IST	Y	R	254	N	ET*R1A/Y01
015	CELIK	D	AE13	IST	Y		158		ET*R1A/Y01

**@A/L** entry gives the list of standby passengers who are checked-in to the flight. The list includes the informations;

- a. The names of the standby passengers according to their priority codes,
- b. The destination points of the standby passengers,
- c. The check-in class of the standby passengers,
- d. The status codes of the standby passengers according to their priorities,
- e. The standby numbers or the seat numbers of passengers,
- f. The editing informations of standby passengers,
- g. The names of upgraded/ downgraded passengers,
- h. Frequent Traveller card informations of passengers.

The standby priorities are determined according to passengers' ticket status and frequent traveller card type information.

The priority order for frequent traveller card holders will be as;

- **EP ELITE PLUS (TK)**
- **EC ELITE (TK)**
- **SG STAR ALLIANCE GOLD (STAR)**
- **CP CLASSIC PLUS (TK)**
- **SS STAR ALLIANCE SILVER (STAR)**
- **CC CLASSIC CARD (TK)**

## 52. ONLOAD PROCEDURES FROM STANDBY LIST

Passengers can be onloaded to flight by using the entries given below;  
 (@A/L Standby list must be displayed first)

Entry	Explanation
<b>@O/Standby list no</b>	Onload standby passenger by list number without any class or destination changes,
<b>@O/Class/Standby list no</b>	Onload standby passenger by changing cabin class
<b>@O/Destination/Standby no</b>	Onload standby passenger by changing destination point.
<b>@O/Class/Dest./ Standby list no</b>	Onload standby passenger by changing cabin class and destination point.

**53. OFFLOAD TO STANDBY LIST**

Offloading a checked-in passenger to standby list will be done as described below;

**Entry : |BURGAZ**

```
TK1918 07JUN GVA SELECTED PAX
BURGAZ CAN MR
IST Y C S      1 B * 10A-M 2/20          DC      T12345
CHECKED IN 02153C/GVA      07JUN 01.15Z    BP GROUP -C-
SECURITY NO. 011
FARE BASES :      /30K/BYRT
** ET PAX TICKET: 2350000000000/C1
```

Before offloading the passenger to standby list let's examine passenger's Electronic ticket;

**Entry : @4/1**

```
ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :07JUN22
-----
PAX NAME           :BURGAZ/CAN MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :10MAY20
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   :NONEND/TK ONLY . TKM10.00EUR20.00TRY

ID. NUMBER         :0
-----
2350000000000
CPN 1 C - CHECKED-IN TK1918 GVAIST 07JUN20 TK
  GVA IST TK1918 11:25      B 07JUN20
  OK BYRT                      30K
CPN 2 O - OPEN
  IST GVA TK1917 08:10      B 09JUN20
  OK BYRT                      30K
```

**@Z/S/SEAT NUMBER** is the necessary entry to offload passenger to standby list.

**Entry : @Z/S/10A**

```
TK1918 07JUN GVA OFFLOAD TO SBY
      145 BURGAZ C 2/20
*** ENSURE BAGS OFFLOADED *** ADD OFFLOAD REASON AS COMMENT
```

Electronic ticket coupon status code will be "C" Checked-in although passenger is offloaded to standby list

**Entry : @4/1**

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
PURGE DATE :07JUN22

```
-----
PAX NAME           :BURGAZ/CAN MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :10MAY20
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   :NONEND/TK ONLY . TKM10.00EUR20.00TRY
```

ID. NUMBER :0

```
-----
23500000000000
CPN 1 C - CHECKED-IN TK1918 GVAIST 07JUN20 TK
      GVA IST TK1918 11:25      B 07JUN20
      OK BYRT                      30K
CPN 2 O - OPEN
      IST GVA TK1917 08:10      B 09JUN20
      OK BYRT                      30K
```

"@Y" entry is not required when offloading passengers to standby list.

Passenger record will be seen as below:

**Entry : |BURGAZ**

```
TK1918 07JUN GVA SELECTED PAX
BURGAZ CAN MR
IST Y C S      1 B      145 M 2/20          DC      T12345
CHECKED IN 024588/GVA      07JUN 05.42Z      BP GROUP ---
ON STANDBY (SEC NO:005)
FARE BASES :      /30K/BYRT
** ET PAX TICKET: 23500000000000/C1
TAG DETAILS    TK      559648*IST          TK      559649*IST
PREVIOUS TRANSACTION HISTORY
07JUN/0542Z GVA/T1/024588-DC C/I PAX IN
07JUN/0543Z GVA/T1/024588-DC BAGTAG PRINTED - @W
07JUN/0543Z GVA/T1/024588-DC OFFLD FROM 10A TO SBY - @Z
```

**54. OFFLOAD FROM STANDBY LIST**

If a standby passenger is not able to travel on the flight , it is possible to offload from standby list.

To display passenger's record on standby list:

**Entry : @A/L**

```
TK1918 07JUN GVA IST 1130/1200 PW 12 FO
001 BURGAZ C 01 IST Y S 145 N ET*>B
```

The necessary entry to offload passenger from standby list is @Z/Standby no

**Entry : @Z/145**

```
CONFIRM OFFLOAD PAX AND BAGS
ADD OFFLOAD REASON AS COMMENT
```

**Entry : @Y**

```
TK1918 07JUN GVA OFFLOAD
145 BURGAZ C 2/20
*** ENSURE BAGS OFFLOADED *** ADD OFFLOAD REASON AS COMMENT
```

**Entry : |BURGAZ**

```
TK1918 07JUN GVA SELECTED PAX
BURGAZ CAN MR
IST Y C S 1 B 145 2/20 DC T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
SECURITY NO. 005
OFFLOADED
FARE BASES : /30K/BYRT
** ET PAX TICKET: 2350000000000/C1
TAG DETAILS TK 559648*IST TK 559649*IST
PREVIOUS TRANSACTION HISTORY
07JUN/0542Z GVA/T1/024588-DC C/I PAX IN
07JUN/0543Z GVA/T1/024588-DC BAGTAG PRINTED - @W
07JUN/0543Z GVA/T1/024588-DC OFFLD FROM 10A TO SBY - @Z
07JUN/0544Z GVA/T1/024588-DC OFFLD FROM SBY - @Z
```

After offloading passenger from standby list, let's examine passenger's Electronic Ticket.

**Entry : @4/1**

```

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :07JUN22
-----
PAX NAME           :BURGAZ/CAN MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :10MAY20
ISSUED BY          :TK QTK 099800024  DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   :NONEND/TK ONLY . TKM10.00EUR20.00TRY

ID. NUMBER         :0
-----
23500000000000
CPN  1 A - AIRPORT                                TK
  GVA IST TK1918 11:25      B 07JUN20
  OK  BYRT                                     30K
CPN  2 O - OPEN
  IST GVA TK1917 08:10      B 09JUN20
  OK  BYRT                                     30K

```

Offloaded passenger's coupon status code will turn to A Airport.

**55. ENTERING EMD INFORMATION TO PASSENGER RECORD**

The check-in process for passenger with economy class RQ ticket and an EMD issued for 10kg excess baggage will be as described below;

**Entry:** |CELIK

```
TK2305 07JUN ADB PAX BY NAME      0 F 0 C 0 Y
END NAMES
```

**Entry:** @4/-CELIK

```

                                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :07JUN22
-----
PAX NAME           :CELIK/UZAY MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :03JUN20 DOMESTIC
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
                   0235
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST   :KDV DAHIL 44.39TRY.

ID. NUMBER         :1111111
-----
23500000000000
CPN 1 0 - OPEN
ASSOCIATED EMD : 2350000000001/C1
ADB IST TK2305 04:20      B 07JUN20
RQ B                      20K
-----
BASE FARE           :241.00                TRY
TOTAL AMOUNT       :299.00                TRY
FORM OF PAYMENT    :CASH                    299.00
TAXES              :25.00                    DU
                   25.00                    YR
                   8.00                      VQ
FARE CALCULATION   :(0)03JUN20IZM TK IST241.00TRY241.00 END

```

Passenger's check-in will be done by using W indicator.

**Entry: CELIK1M2/30ISTW@**

```

TK2305 07JUN ADB IST 0420 PW FO
SBY 1M 2/30BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
    
```

**Entry : 0CELIK.UZAY**

```

TK2305 07JUN ADB IST 0420 PW FO
SBY 1M 2/30BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.CELIK S262 *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET

PRINT BAG TAGS USING @W
*BP CAN NOT BE PRINTED **
    
```

**Entry: 1/N/MR**

```

TK2305 07JUN ADB SELECTED PAX
CELIK UZAY MR
IST Y C W 1 262 M 2/30 DC
CHECKED IN 02153D/ADB 07JUN 01.01Z BP GROUP ---
ON STANDBY (SEC NO:000)
TEM - 0201791538863D
    
```

Passenger's ticket and coupon number has to be added to DCS record.

**Entry: 1/ETK/2350000000000/C1**

```

TK2305 07JUN ADB SELECTED PAX
CELIK UZAY MR
IST Y C W 1 262 M 2/30 DC
CHECKED IN 02153D/ADB 07JUN 01.01Z BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES : /20K/B
** ET PAX TICKET: 2350000000000/C1
TEM - 0201791538873D
PREVIOUS TRANSACTION HISTORY
07JUN/0101Z ADB/T1/02153D-DC ADLT E-TICKET ADD
    
```

## AVIATION ACADEMY

EMD number associated to passenger's E-TKT, will be added manually to passenger record.

**Entry:** 1/EMD/2350000000001/C1

```
TK2305 07JUN ADB          0 F 0 C 1 Y
EMD EMD ASSOCIATION SUCCESS
  1.CELIK      U IST Y W      262 M 2/30          DC          K
END NAMES
```

The "M" letter seen on passenger record indicates EMD information.

EMD information will be displayed on passenger record as shown below;

**Entry:** 1

```
TK2305 07JUN ADB SELECTED PAX
CELIK UZAY MR
IST Y C W          1          262 M 2/30          DC
CHECKED IN 02153D/ADB          07JUN 01.01Z          BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES :          /20K/B
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1  ODG/A C  10KG  EXCESS BAGGAGE
TEM - 0201791538893D
PREVIOUS TRANSACTION HISTORY
07JUN/0101Z ADB/T1/02153D-DC ADLT E-TICKET ADD
```

EMD coupon status code will be seen as “C” Checked-in after adding EMD number to passenger record.

**Entry :** @5/1 (in UA or UC Mode) or EMD/1 (in UC Mode)

ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY	
ITINERARY RECEIPT PRINTED :0 TIMES	
PURGE DATE :04JAN15	
-----	
PAX NAME	:CELIK/UZAYMR
EMD NUMBERS	: 2350000000001/A
ISSUED ON	:07JUN16
ISSUED BY	:TK QTK 099800024 DC
	TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE	:TK/R12345
REMARKS	:TTL10KG.
ID. NUMBER	:1111111
-----	
EMD 2350000000001	
CPN 1 C - CHECKED-IN TK2305 ADBIST 07JUN16 TK	
CPN VALUE:	60.00
- IN CONNECTION WITH QUALIFIER	
ASSOCIATED TICKET	: 2350000000000/C1
TO/AT	
ADB IST TK	
RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 10KG	
-----	
FARE	:60.00 TRY
TOTAL AMOUNT	:60.00 TRY
FORM OF PAYMENT	:CASH 60.00
FARE CALCULATION	:(1)ADB TK IST 60.00
TAXES	:FREE

 **The check-in process for No-rec, Duty staff and Rebate passengers travelling with EMD will be the same as described for RQ (Request) ticketed passenger.**

## AVIATION ACADEMY

If passenger is not going to use the issued EMD for the flight, process will be as described below;

**Example:** Passenger will travel on TK2454 from Istanbul to Adana on 4<sup>th</sup> of April and has an EMD associated to her E-TKT. System's response after check-in entry will be as shown below;

```
TK2454 04APR IST ADA 0615 PW FO
OK 1F 0/0BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
OZDEMIR NEHIR MS
      EMD NUMBER  RFIC/RFISC  DESCRIPTION
      1. 2350000000001C1  A/0DG  EXCESS BAGGAGE

SELECT THE SERVICE(S) PASSENGER WANT TO USE
EG: 1/EMD/YES (OR) 1/EMD/NO (OR) 1/EMD/RANGE
```

Passenger is not going to use the EMD for her trip. The entry to refuse EMD will be as shown below;

**Entry: 1/EMD/NO**

```
TK2454 04APR IST ADA 0615 PW FO
OK 1F 0/0BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
  1.OZDEMIR N 04A 002* *ET*
**** XBAG TTL10KG EXCESS BAG
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /B

FOR UNUSED EMDS,DISASS MANUALLY
PRINT BAG TAGS USING @W
ALL PASSES SENT
```

The entry to delete unused EMD will be as;

**Entry: 1/X/EMD/1**

```
TK2454 04APR IST PAX BY NAME 0 F 0 C 1 Y
X/EMD EMD DISASSOCIATION SUCCESS
  1.OZDEMIR N ADA Y * 04A-F 0 S12345/NEHIR DC K
COM: XBAG TTL10KG EXCESS BAG
END NAMES
```

Passenger record will be seen as below after deleting the EMD information.

**Entry:** |OZDEMIR

```

TK2454 04APR IST SELECTED PAX
OZDEMIR NEHIR MS
ADA Y C S          1 B * 04A-F 0/0          DC      S12345
CHECKED IN 024588/IST      04APR 02.07Z      BP GROUP -C-
SECURITY NO. 002
FARE BASES :      /20K/B
COMMENTS XBAG TTL10KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
TEM - 02017945AC8F88
PREVIOUS TRANSACTION HISTORY
04APR/0207Z IST/T1/024588-DC EMDX/2350000000001C1
    
```

**If passenger doesn't use EMD for her flight and if it is disassociated from passenger's E-Tkt, coupon status code for EMD will be seen as "O" Open.**

**Entry:** @5/1

```

ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :12JAN15
-----
PAX NAME           :OZDEMIR/NEHIR MS
EMD NUMBERS        : 2350000000001/A
ISSUED ON          :04APR16
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE      :TK/SSJDSY
REMARKS            :TTL10KG.
ID. NUMBER         :222
-----
EMD 2350000000001
CPN 1 O - OPEN
CPN VALUE:         60.00
                   - IN CONNECTION WITH QUALIFIER
TO/AT
  IST ADA TK
RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 10KG
-----
FARE                :60.00                TRY
TOTAL AMOUNT       :60.00                TRY
FORM OF PAYMENT     :CASH                  60.00
FORM OF PAYMENT     :CASH                  60.00
FARE CALCULATION    :(1)IST TK ADA 60.00
TAXES               :FREE
    
```

## AVIATION ACADEMY

If passenger wants to use EMD for the same route but on a different date, EMD number will be added to DCS record manually.

**Example:** Passenger proceeds to check-in desk on 25<sup>th</sup> of April for TK 2458 IST-ADA flight and wants to use the EMD issued for 10kg excess baggage which wasn't used on 4<sup>th</sup> of April.

```
TK2458 25APR IST SELECTED PAX
OZDEMIR NEHIR MS
ADA Y C S 1 B 002 0/0 T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /20K/B/CA
** ET PAX TICKET: 2350000000000/C1
```

EMD number entry;

**Entry: 1/EMD/2350000000001/C1**

```
TK2458 25APR IST PAX BY NAME 0 F 0 C 1 Y
EMD EMD ASSOCIATION SUCCESS
1.OZDEMIR N ADA Y 002 0 T12345/NEHIR K
COM: XBAG TTL10KG EXCESS BAG
END NAMES
```

After check-in entry, system will give the following display to confirm EMD.

**Entry: 1\*2/32**

```
TK2458 25APR IST ADA 0840 PW FO
OK 1F 2/32BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
OZDEMIR NEHIR MS
EMD NUMBER RFIC/RFISC DESCRIPTION
1. 2350000000001C1 C/0DG EXCESS BAGGAGE

SELECT THE SERVICE(S) PASSENGER WANT TO USE
EG: 1/EMD/YES (OR) 1/EMD/NO (OR) 1/EMD/RANGE
```

**Entry: 1/EMD/YES**

```
TK2458 25APR IST ADA 0840 PW FO
OK 1F 2/32BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.OZDEMIR N 06F 001* *ET*
**** XBAG TTL10KG EXCESS BAG
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /B/CA
FOR UNUSED EMDS,DISASS MANUALLY
PAX LIST NO.001 BAG TAGS PRINTED
BAG TAGS PRINTED
ALL PASSES SENT
```

**Entry: |OZDEMIR**

```

TK2458 25APR IST SELECTED PAX
OZDEMIR NEHIR MS
ADA Y C S 1 B * 06F-F 2/32 DC T12345
CHECKED IN 024588/IST 25APR 05.31Z BP GROUP -C-
SECURITY NO. 001
FARE BASES : /20K/B/CA
COMMENTS XBAG TTL10KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 ODG/C C 10KG EXCESS BAGGAGE
TAG DETAILS TK 559154*ADA TK 559155*ADA
PREVIOUS TRANSACTION HISTORY
25APR/0531Z IST/T1/024588-DC EMDA/2350000000001C1
    
```

Passenger information will be displayed on EMD listing as given below.

**Entry: .EMD**

```

TK2458 25APR IST EMD FULL PAX LIST 0 F 0 C 1 Y
1.OZDEMIR N ADA Y * 04A F 2 2350000000001C1 C EMD-A
END NAMES
    
```

The new flight information will be seen on EMD as given below.

**Entry: @5/1**

ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
 PURGE DATE :25APR22

```

-----
PAX NAME           :OZDEMIR/NEHIR MS
EMD NUMBERS        : 2350000000001/A
ISSUED ON          :04APR20
ISSUED BY          :TK QTK 099800024 DC
                   TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE      :TK/S12345
REMARKS            :TTL10KG.
ID. NUMBER         :222
    
```

```

-----
EMD 2350000000001
CPN 1 C - CHECKED-IN TK2458 ISTADA 25APR20 TK
CPN VALUE: 60.00
- IN CONNECTION WITH QUALIFIER
ASSOCIATED TICKET : 2350000000000/C1
TO/AT
IST ADA TK
RFISC:ODG / REASON FOR ISSUANCE:EXCESS BAGGAGE 10KG
    
```

The entered EMD number will be associated with passenger's flight coupon.

**Entry: @4/1**

```

                                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :25APR22
-----
PAX NAME           :OZDEMIR/NEHIR MS
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :24JAN20 DOMESTIC
ISSUED BY          :TK IST 099800024  DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   :KDV DAHIL 37.07TRY.
ID. NUMBER         :2222
-----
23500000000000
CPN 1 C - CHECKED-IN TK2458 ISTADA 25APR20 TK
ASSOCIATED EMD : 2350000000001/C1
  IST ADA TK2458 08:45      B 25APR20
  OK  B/CA                               20K
  
```

 During EMD number entry,

**Entry: 1/EMD/2350000000001/C1**

```

TK2458  25APR  IST PAX BY NAME      0  F  0  C  1  Y
EMD NO ASVC LINE IN RES SIDE
  1.OZDEMIR  N ADA Y          002  0  T12345/NEHIR      K
END NAMES
  
```

If system gives the warning message as “**EMD NO ASVC LINE IN RES SIDE**” passenger should be guided to ticketing office. Excess baggage information will be seen on comments line after the completion of ticketing processes.

```

TK2458  25APR  IST SELECTED PAX
OZDEMIR NEHIR  MS
ADA Y C S      1 B    002    0/0                T12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES :    /20K/B/CA
COMMENTS XBAG TTL10KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
  
```

**1/EMD/2354530611900/C1** entry has to be done to complete the transaction

If passenger has two EMDs issued for different services, the process will be as described below;

**Example:** Passenger Uyanık, has 15 kg excess baggage and 20 kg dog travelling with him. The two different EMD numbers will be displayed on passenger record.

**Entry:** |UYANIK

```

TK2454 04APR IST SELECTED PAX
UYANIK CAN MR
ADA Y C S 1 B 008 0/0 R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /20K/B/CA
COMMENTS XBAG TTL15KG EXCESS BAG
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 ODG/C A 15KG EXCESS BAGGAGE
EMD NO- 2: 2350000000002/C1 ODG/C A 20KG AVIH 60X60X70CM DOG

```

Check-in with 3 pieces 55 kg;

**Entry:** 1\*3/55

```

BAGS EXCEED 2 PER PAX-CONFIRM
BAGS EXCEED 45K PER PAX-CONFIRM

```

**Entry:** @Y

```

TK2454 04APR IST ADA 0630 PW FO
OK 1M 3/55BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
UYANIK CAN MR
      EMD NUMBER  RFIC/RFISC  DESCRIPTION
      1.2350000000001C1  C/ODG  EXCESS BAGGAGE
      2.2350000000002C1  C/ODG  20KG AVIH 60X60X70CM DOG
SELECT THE SERVICE(S) PASSENGER WANT TO USE
EG: 1/EMD/YES (OR) 1/EMD/NO (OR) 1/EMD/RANGE

```

EMDs will be confirmed by selecting them with list numbers.

**Entry:** 1/EMD/1/2

```

TK2454 04APR IST ADA 0630 PW FO
OK 1M 3/55BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
      1.UYANIK  C 05A 002* *ET*
****  XBAG TTL15KG EXCESS BAG
****  AVIH TTL20KG AVIH 60X60X70CM DOG
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /B/CA
FOR UNUSED EMDS, DISASS MANUALLY
PAX LIST NO.001 BAG TAGS PRINTED
BAG TAGS PRINTED
ALL PASSES SENT

```

**56. TO GIVE PRIORITY BY "A" AND "S" EDIT**

**To give priority by "A" Edit: List no/A**

**Entry : 1/A**

```
TK1918 04APR GVA SELECTED PAX
ERICSON BRIAN MR
IST Y C S D9 1 B 014 0/0 A S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /30K/BYOW
** ET PAX TICKET: 2350000000000/C1
```

**Cancellation : 1/X/A**

**To give priority by "S" Edit (Soft Blocking) : List no/S/Seat Number**

**Entry : 1/S/6F**

```
TK1918 04APR GVA SELECTED PAX
BREMEN ADAM MR
IST Y C S D9 1 B 06F 0/0 S S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /30K/BYOW
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
04APR/0632Z GVA/T1/024588-DC RSRV SEAT AS 06F
```

The soft blocked seat 6F is shown with – R – letter on @S seat map.

TK1918	04APR	GVA	SEAT	PLAN	CON	16/164
		A	B	C	D	E F
05		X	X	X	X	X X
06		X	X	X	X	X R

**Cancellation : 1/X/S**

**Seat Selection by "A" Edit ( Hard Blocking) : List no/A/Seat number**

**Entry : 1/A/6C**

```
TK1918 04APR GVA SELECTED PAX
DAVIDSON ALEX MR
IST Y C S D9 1 B 06C 0/0 SA S12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /30K/BYOW
** ET PAX TICKET: 2350000000000/C1
```

The hard blocked seat -6C- is shown with –P- letter on @S seat map.

TK1918	04APR	GVA	SEAT	PLAN	CON	16/164
		A	B	C	D	E F
05		X	X	X	X	X X
06		X	X	<b>P</b>	X	X R

**Cancellation: 1/X/A and 1/X/S**

## 57. SEAT CHANGES AND UPGRADE/DOWNGRADE PROCEDURES

The given seats and boarding passes can be changed due to passengers' requests or airlines' operational reasons. It should not be forgotten to change the previous boarding passes with the new ones after each seat change.

**Entry : @C/The previous seat number \*The new seat number**

Seat map has to be displayed to see available seats. Maximum 22 seats can be changed by one entry.

**Examples :**

@C/26B\*10A  
 @C/27A/C\*10A/D  
 @C/30A/DE/JK\*14AB15AB16A  
 @C/28AB29AB\*15DEFG  
 @C/24JK25JK\*17AB18AB

### **To change the passenger's cabin class by seat changes:**

There can be two different reasons to change passengers' cabin class by seat changes which are explained below,

- 1) Due to overbooking of the flight, if there are no available seats left in passengers' original cabin class, some passengers can be taken to upper cabin class. The preferred passengers for upgrading should be the passengers without children, passengers who are members of a Frequent Traveller Programme or passengers with business class profile. The seat change entry has to be used to upgrade a passenger after check-in. The reason for upgrade has to be added to passenger record with comment entry.

**Entry:**

**@C/U/18A\*1A**

**List no/C/UPGRADE TO C/CL DUE TO OVERBOOK**

or briefly,

**List no/C/UPGR DUE TO OVBK.**

has to be entered as comment.

- 2) If checked-in passenger voluntarily wants to travel in different cabin class, seat change entries has to be used to upgrade.
- If business class reservation has been done by the sales agent for passenger who voluntarily wants to pay fare difference between economy class and business class for upgrading. The new business class record, which has transmitted from reservation mode should be checked-in on DCS system. If passenger has been checked-in to economy class previously, offload should be done to that record.

## AVIATION ACADEMY

- If business class reservation hasn't been able to done by sales agent for passenger who voluntarily wants to pay the fare difference between economy class and business class for upgrading.

**1/V/C** edit should be entered to passenger's economy class record on DCS system.

If passenger has been checked in on economy class previously, the seat change entry should be used and comment should be entered to passenger record.

### Entry:

**@C/U/The previous seat no\*The new seat no**

**List no/C/Upgrade to C/CI due to payment of the difference between y/cl & c/cl**

- If passenger is on standby list, **1/V/C** edit should be entered to passenger's economy class record on DCS system. The passenger should be onloaded from @A/L list and a Comment should be entered.

### Entry:

**@O/C/Standby list no**

**List no/C/Upgrade to C/CI due to payment of the difference between y/cl & c/cl**

- 3) If checked-in passenger needs to travel in lower class, seat change entries has to be used to downgrade.
- If economy class reservation has been done by sales agent for passenger who will get the fare refund between economy class and business class for downgrading. The new economy class record, which has transmitted from reservation mode should be checked-in on DCS system. If passenger has been checked-in to business class previously, offload should be done to that record.
  - If economy class reservation hasn't been able to done by sales agent for passenger who will get the fare refund between economy class and business class for downgrading. **1/V/Y** edit should be entered to passenger's business class record on DCS system. If the passenger has been checked in before in to business class previously, seat change entry given below should be used and a Comment should be entered.

### Entry:

**@C/D/The previous seat no\*The new seat no**

**List no/C/Downgraded due to passenger request**

- If the passenger is on standby list, **1/V/Y** edit should be entered to passengers business class record on DCS system. The passenger should be onloaded from @A/L list and a Comment should be entered.

### Entry:

**@O/Y/Standby list no**

**List no/C/Downgraded due to passenger request**

## 58. ZONE SEATING DISPLAY @R

Zone seating display of a flight is taken by using @R entry.

**Entry : @R**

```

TK0002 26APR JFK IST 1850          PW          *** APIS FLIGHT ***   FO
** E-TK ELIGIBLE FLIGHT ** CFG: 28C/63U/246Y
CODESHARE FLIGHT - US5001
CLS LN FAC ASMD COMMENTS
  C  01  N    N
    02  S
N ADDITIONAL REQUESTS A*W*B
  U  07  N    N
    08  S
N ADDITIONAL REQUESTS A*W*B
  Y  13  N    N
    14  S
N ADDITIONAL REQUESTS A*W*E*B
  21  |**** MEALS C 28 U 44 Y 226 *****
  23  ]*****BAG TO DOM STATION WITH CUSTOM***
  24  ]***ADA/ADB/ASR/AYT/BJV/DLM/DNZ/ESB
  25  ]***GZT/HTY/KYA/NAV/SZF/TZX/MLX/ERZ/VAS/GNY/EZS
  35  ]*** ARIZALI KOLTUK ICIN MANUEL ISLEM YAPINIZ ***
  36  ]*** PLEASE BLOCK UNUSABLE SEAT BY MANUALLY ***
  37  ]*** ARIZALI KOLTUK PP/F YADA PL/PP YE BAKINIZ ***
  38  ]*** PLS CHECK PP/F OR PL/PP FOR UNUSABLE SEAT ***
    
```

According to @R display;

- ➔ Lines 1 to 6 give information about First Class (\*) seat characteristics,
- ➔ Lines 7 to 12 give information about Business Class seat characteristics,
- ➔ Lines 13 to 19 give information about Economy Class seating characteristics.

(\*) There is no first class cabin service on Turkish Airlines flights.

The codes seen on the lines give us information whether these characteristic seats are available or not.

The meaning of the codes are given below;

T (*)	Transfer Pax
N	Non- Smoking
S (*)	Smoking
B	Bassinet,

(\*) All Turkish Airlines flights are non-smoking.

(\*) Transfer seat regulations are removed.

- ➔ According to the new modification all the standard daily messages will be defined to @R display automatically when the flight is created in DCS.

## AVIATION ACADEMY

- Lines 23 to 30 will be used for defined messages.
- Station messages should be entered only to lines 20 to 22.
  
- In order to enter free format text, @R has to be displayed first.

The entered information will be displayed on @I display;

**20/ Free Format text** (max.50 characters)

The entered information will be displayed on @I and headerline;

**20/ Free Format text** (max.50 characters)

Deleting an entered information (@R display has to be on the screen );

**20/**

Overwrite an information (@R display has to be on the screen );

**20/ Free Format text** (max.50 characters)

## 59. JUMPSEAT

When all the seats in the flight are full, the company personel and/or their family members who would like to travel with CED or PASS tickets are provided to travel on the vacant crew seats of the aircraft. The passengers must be accepted to the flight according to PR.01.30.013 Procedure For Use of Vacant Crew Seats In Flight.

Rebate or Duty staff passengers who are going to travel on jumpseat will be checked-in to standby and suitable reservation priority codes will be entered to records (1/R/S1A.....)

**List number/G** edit will be entered, in order to provide **\*\*/TRAVELS ON JUMPSEAT/\*\*** information on DCS records.

### **Cancellation of Jumpseat Edit: List number/X/G**

If passenger is not checked-in to standby, system will not permit to enter “G” edit and give warning message as **“G PAX NOT STANDBY”**.

On @A/L standby list, **“JMPSEAT”** information is indicated for passengers who are going to travel on jumpseat to differ them from other standby passengers.

E-Tkt coupon status code will be –C- Checked-in for jumpseat passengers that are checked-in to standby. The status will turn to –L- Lifted when TO/ETL list is sent and will turn to –F\_ Flown, 25 hours after PD.

Jumpseat edit should be cancelled, if passenger will be onloaded from standby list and travel on regular seat instead of jumpseat. In case of last minute availability, system prevents to onload passenger with Jumpseat edit and the warning message will be as **“FIRST CANCEL JUMPSEAT WITH X/G”**

Jumpseat passenger information will be added to SE (Statistical information display), PL/ST\* (Plain Language text for statistical information), PL/PH\*( Plain Language text for PSM) , PL/LG\* (Plain Language text for LDM)

### **Example:**

Passenger record must be on standby to enter “G” edit.

```

TK1912 04APR ZRH SELECTED PAX
SANCAK YASEMIN MRS
IST Y R R          1 N    172 F 1/20          DC      T12345
*** GRPS PAX ***
CHECKED IN 024588/ZRH      04APR 17.15Z          BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES :      /30K/ID00R2
PRI-R4A/Y01  DOJ 28OCT92          ID
** ET PAX TICKET: 2350000000000/C1
    
```

```
TK1912 04APR ZRH SELECTED PAX
SANCAK IREM MRS
IST Y R R      1 N    172 F 1/20          DC      T12345
*** GRPS PAX ***
CHECKED IN 024588/ZRH      04APR 07.15Z          BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES :      /30K/ID00R2
PRI-R4A/Y01 DOJ 28OCT13          ID
**/TRAVELS ON JUMPSEAT/**
** ET PAX TICKET: 2350000000000/C1
23JUL/0104Z IST/T1/024587-YO C/I PAX IN
23JUL/0104Z IST/T1/024587-YO OFFLOAD FROM 13A TO SBY USING @Z
```

→ **@B/S** entry is used to print standby boarding pass for jumpseat passenger.

### @A/L List

```
TK1912 04APR ZRH IST 0740          PW          FO
001 SUMMER M 01 IST Y * 10A-N          ET*>
002 URMAN B AK2 IST Y * 25C-N          ET*>
003 KUTMAN C AK2 IST Y W 140 N          ET*>
004 GUNAY S 01 IST Y R 129 N          ET*R4A/Y01
005 SANCAK Y 01 IST Y R 172-N          ET*JMPSEAT
006 YILDIRIM E 01 IST Y 189 N          ET*JMPSEAT
```

- List number 5, passenger has been checked-in to standby and jumpseat edit is entered,
- List number 6, passenger has been offloaded from standby list and is not travelling on jumpseat. The jumpseat edit and the informations entered to SE, PL/ST , PL/PH, PL/LG have to be deleted.
- Jumpseat passenger information will be added to @R in order to inform check-in agents and load controller.

**Entry: 20|MRS YASEMIN SANCAK TRAVELS ON JUMPSEAT**

```
TK1912 04APR ZRH IST 0740          PW          FO
** E-TK ELIGIBLE FLIGHT ** CFG: 16C/135Y
CODESHARE FLIGHT - US5021
CLS LN FAC ASMD COMMENTS
C 07 T
08 N N
09 S
10 B
N ADDITIONAL REQUESTS A*W*B
Y 13 T
14 N N
15 S
16 B
N ADDITIONAL REQUESTS A*W*E
20 |MRS YASEMIN SANCAK TRAVELS ON J/ST
```

## 60. PASSENGER TRANSFER (TP)

TP, Passenger transfer is done, when passenger records need to be taken from one flight to another flight. Passenger transfer may be used in case of flight irregularities or any similar reasons.

The steps for transferring a passenger ;

- 1) **UC** : Assign to UC Controller Mode,
- 2) **\*Flight number** : Assign to the flight,
- 3) **|Passenger name** : Display passenger record,
- 4) **TP/New flight number/Date/Destination point/Class/List number**

### Explanations :

- a) The date, destination point and class can be omitted, if they are same for the new flight,
- b) Any pooled passenger on passenger list, must be depooled before TP Entry.  
Depool transaction should be done to the HOP passenger;

**Entry:** List no/DPL (should be done to the HOP passenger)

If passengers' list numbers are not entered in TP Entry, system transfers all passengers displayed on the list.

If there are any passenger lists on the screen, TP Entry should be done on that screen.

Passenger record should not be displayed by list number. Otherwise system will give warning as "**@P MUST PROCEDE ENTRY**" and the transfer transaction will not be completed.

If you receive such a warning, the next entry should be: **@P/N/Passenger surname or |Surname**

If passenger is transferred after check-in, passenger will be automatically offloaded in the original flight and will be placed on standby list in the new flight.

If passenger has seat selection, the edit must be cancelled before passenger transfer, otherwise system keeps the reserved seat and gives the warning message as "Insufficient Availability" during check-in.

Only the following edits are transferred, all others are ignored.

<b>C</b>	Comment,
<b>I</b>	Infant,
<b>L</b>	First name or Initial,
<b>R</b>	Staff category
<b>J</b>	Date of join,
<b>U</b>	Unaccompanied Minor (UM),
<b>V</b>	Variable Class Entitlement,
<b>B</b>	Baggage (if baggage requirement is the same),
<b>K</b>	Bagagge tag edits,
<b>C/M</b>	Special Meals,
<b>M</b>	Frequent Traveller Edit,
<b>N</b>	Title,

# AVIATION ACADEMY

- If passenger transfer is done before check-in, E-TKT flight number data will be updated when passenger is checked in on the new flight.

Mr. Ali Aladag is going to travel on TK 2113 ESB-IST flight instead of his confirmed reservation flight TK2105 on 27th of June.

**Entry:** |ALADAG

```
TK2105 27JUN ESB SELECTED PAX
ALADAG ALI MR
IST Y C S 1 B 005 0/0 R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /20K/B
** ET PAX TICKET: 2350000000000/C1
```

Passenger's E-TKT is displayed:

**Entry:** @4/-ALADAG

## ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
PURGE DATE :27JUN22

```
-----
PAX NAME :ALADAG/ALI MR
TICKET NUMBERS : 2350000000000/
ISSUED ON :11JUN20 DOMESTIC
ISSUED BY :TK QTK 099800024 DC
           TURKISHAIRLINES
           EGITIM2
           ISTANBUL
PNR REFERENCE :TK/12345
ENDORSEMENT REST :KDV DAHIL 44.39TRY.
```

ID. NUMBER :0

```
-----
2350000000000
CPN 1 A - AIRPORT TK
ESB IST TK2105 04:25 B 27JUN20
OK B 20K
```

Assign to UC mode and display passenger record by surname:

**Entry:** |ALADAG

```
TK2105 27JUN ESB SELECTED PAX
ALADAG ALI MR
IST Y C S 1 B 005 0/0 R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /20K/B
** ET PAX TICKET: 2350000000000/C1
```

We need to confirm that passenger has ticket information on DCS before transferring the record. System will not permit to enter ticket information on passenger record in the new flight. Passenger transfer can be done in UC mode, by using the entry given below;

**Entry: TP/TK2113/1**

```

TK2105  27JUN  ESB  TRFRD  TO                TK2113
  1.ALADAG  A  IST  Y                126  0  TK2113                K
END NAMES
    
```

Passenger record on new flight is displayed as shown below (In UA Check-in mode);

**Entry: 2113\*|ALADAG**

```

TK2113  27JUN  ESB  SELECTED  PAX
ALADAG  ALI  MR
IST  Y  C  S                1  B  126  0/0                R12345
***LTF  YOLCUYA  M&S  KARTINI  SORUNUZ***  PLS  ASK  FOR  M&S  CARD  ***
FARE  BASES  :  /20K/B
**  ET  PAX  TICKET:  2350000000000/C1
TRANSFRD  FR  TK2105  27JUN
PREVIOUS  TRANSACTION  HISTORY
27JUN/0150Z  ESB/T1/024588-DC  TRSF  FR  TK2105  TO  TK2113  *TP
    
```

**Entry: 1\*1/15**

```

TK2113  27JUN  ESB  IST  0730                PW                FO
OK  1M  1/15BGS  IST  Y  2  L  *N
N  ADDITIONAL  REQUESTS  A*W*E
***  DOMESTIC  SECTOR  ***
  1.ALADAG  A  06A                001*  *ET*
***LTF  YOLCUYA  M&S  KARTINI  SORUNUZ***  PLS  ASK  FOR  M&S  CARD  ***
FARE  BASES  :  /B
PAX  LIST  NO.001  BAG  TAGS  PRINTED
  BAG  TAGS  PRINTED
ALL  PASSES  SEND
    
```

Entry: @4/1

```

                                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :27JUN22
-----
PAX NAME           :ALADAG/ALI MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :11JUN20 DOMESTIC
ISSUED BY          :TK QTK 099800024  DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
PNR REFERENCE      :TK/R12345
ENDORSEMENT REST  : KDV DAHIL 44.39TRY.
ID. NUMBER         : 0
-----
2352420157073
CPN 1 C - CHECKED-IN TK2113 ESBIST 27JUN20 TK
  ESB IST TK2105 04:25      B 27JUN20
  OK B                                20K

```

**Example:** Mr. Emre Tahinci is checked in for his booked flight TK2105. After check-in, passenger needs to be transferred to TK2113.

Entry: @4/1

```

                                ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :27JUN22
-----
PAX NAME           :TAHINCI/EMRE MR
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :11JUN20 DOMESTIC
ISSUED BY          :TK QTK 099800024  DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
PNR REFERENCE      :TK/S12345
ENDORSEMENT REST  :KDV DAHIL 44.39TRY.
ID. NUMBER         :0
-----
2350000000000
CPN 1 C - CHECKED-IN TK2105 ESBIST 27JUN20 TK
  ESB IST TK2105 04:25      B 27JUN20
  OK B                                20K

```

In UC mode, passenger's record is displayed and transfer is done as shown below;

**Entry:** |TAHINCI

```

TK2105  27JUN  ESB  SELECTED  PAX
TAHINCI  EMRE  MR
IST Y C S      1 B * 04C-M 1/20          DC      S12345
CHECKED IN 024588/ESB      27JUN 01.50Z    BP GROUP -C-
SECURITY NO. 001
FARE BASES :      /20K/B
** ET PAX TICKET: 23500000000000/C1
TAG DETAILS   TK   559598*IST
    
```

**Entry:** TP/TK2113/1

```

TK2105  27JUN  ESB  TRFRD TO          TK2113
  1.TAHINCI  E IST Y X      128 M 1   TK2113      DC      K
END NAMES
    
```

**Entry:** \*2113\*|TAHINCI

```

TK2113  27JUN  ESB  SELECTED  PAX
TAHINCI  EMRE  MR
IST Y C S      1 B   002 M 1/20          DC      S12345
CHECKED IN 024588/ESB      27JUN 01.50Z    BP GROUP ---
ON STANDBY (SEC NO:002)
FARE BASES :      /20K/B
** ET PAX TICKET: 23500000000000/C1
TAG DETAILS   TK   559598*IST
TRANSFRD FROM          TK2105 27JUN
  PREVIOUS TRANSACTION HISTORY
27JUN/0150Z ESB/T1/024588-DC C/I PAX IN 04C/TK2105
27JUN/0240Z ESB/T1/024588-DC TRSF FR TK2105 TO TK2113 *TP
    
```

Entry: @4/1

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
PURGE DATE :27JUN22

-----  
PAX NAME :TAHINCI/EMRE MR  
TICKET NUMBERS : 2350000000000/  
ISSUED ON :11JJUN20 DOMESTIC  
ISSUED BY :TK QTK 099800024 DC  
TURKISHAIRLINES  
EGITIM2  
ISTANBUL  
PNR REFERENCE :TK/S12345  
ENDORSEMENT REST : KDV DAHIL 44.39TRY.

ID. NUMBER : 0

-----  
2350000000000  
CPN 1 C - CHECKED-IN TK2105 ESBIST 27JUN20 TK  
ESB IST TK2105 04:25 B 27JUN120  
OK B 20K

- ➔ If passenger is transferred after check-in is completed, E-TKT data will be updated after both flights are closed and TO/ETL message is sent.
- ➔ To prevent generating dupe names in the transferred flight, reservation change shouldn't be done after transferring.
- ➔ Passenger transfer can not be done, if coupon status code is -L-Lifted.  
If it is necessary then stations need to contact with E-TKT Help Desk.

**Transfer process of a passenger with EMD issued for excess baggage;**

**Entry:** |ATLI

```

TK2454 04APR IST SELECTED PAX
ATLI DEMIR MR
ADA Y C S 1 B 001 0/0 R12345
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /20K/B
COMMENTS XBAG TTL20KG 1PC 30X50X70CM
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 ODG/A A 20KG EXCESS BAGGAGE
TEM - 02017945A89088
    
```

**Entry: 1\***

```

TK2454 04APR IST ADA 0615 PW FO
OK 1M 0/0BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
ATLI DEMIR MR
      EMD NUMBER  RFIC/RFISC  DESCRIPTION
      1. 2350000000001C1  A/ODG  EXCESS BAGGAGE

SELECT THE SERVICE(S) PASSENGER WANT TO USE
EG: 1/EMD/YES (OR) 1/EMD/NO (OR) 1/EMD/RANGE
    
```

**The entry to confirm EMD;**

**Entry :** 1/EMD/YES

```

TK2454 04APR IST ADA 0615 PW FO
OK 1M 0/0BGS ADA Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
      1.ATLI      D 04A      001* *ET*
****  XBAG TTL20KG 1PC 30X50X70CM
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
FARE BASES : /B
FOR UNUSED EMDS, DISASS MANUALLY
PRINT BAG TAGS USING @W
ALL PASSES SENT
    
```

If checked –in passenger with EMD needs to be transferred from TK2454 to TK2458

**Entry: TP/TK2458/1**

```
TK2454 04APR IST TRFRD TO TK2458
1.ATLI D ADA Y X 009 M 0 TK2458 DC K
END NAMES
```

```
TK2458 04APR IST SELECTED PAX
ATLI DEMIR MR
ADA Y C S 1 B 001 M 0/0 DC R12345
CHECKED IN 024588/IST 04APR 04.14Z BP GROUP ---
ON STANDBY (SEC NO:001)
FARE BASES : /20K/B
COMMENTS XBAG TTL20KG 1PC 30X50X70CM
** ET PAX TICKET: 2350000000000/C1
**ELECTRONIC MISCELLANEOUS DOCUMENT**
EMD NO- 1: 2350000000001/C1 0DG/A C 20KG EXCESS BAGGAGE
TEM - 02017945A8B188
TRANSFRD FROM TK2454 04APR
PREVIOUS TRANSACTION HISTORY
04APR/0414Z IST/T1/024588-DC C/I PAX IN 04A/TK2454
04APR/0516Z IST/T1/024588-DC TRSF FR TK2454 TO TK2458 *TP
```

Passenger display on standby list;

```
TK2458 04APR IST ADA 0840 PW FO
001 ATLI D 01 ADA Y S 001 N ET*>B XBAG TT
```

Emd display will be as below after onloading the passenger from standby list.

**Entry : @5/1**

```
ELECTRONIC MISCELLANEOUS DOCUMENT DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :04JAN15
-----
PAX NAME :ATLI/DEMIR MR
EMD NUMBERS : 2350000000001/A
ISSUED ON :04APR16
ISSUED BY :TK QTK 099800024 DC
TURKISHAIRLINES EGITIM2 ISTANBUL
PNR REFERENCE :TK/R12345
REMARKS :TTL20KG.
ID. NUMBER :111111
-----
EMD 2350000000001
CPN 1 C - CHECKED-IN TK2454 ISTADA 04APR16 TK
CPN VALUE: 120.00
- IN CONNECTION WITH QUALIFIER
ASSOCIATED TICKET : 2350000000000/C1
TO/AT
IST ADA TK
RFISC:0DG / REASON FOR ISSUANCE:EXCESS BAGGAGE 20KG
```

→ EMD data will be updated when both flights are closed and TO/ETL message is send.

EMD listing display on passenger's flight will be as given below.

**Entry:** .EMD

```
TK2458 04APR IST EMD FULL PAX LIST      0 F 0 C 1 Y
1.ATLI      D ADA Y *      07F-M 0 2350000000001C1 C EMD-A
END NAMES
```

→ Due to flight irregularities, if passenger needs to be transferred to a flight with different destination, It will be possible to confirm EMD during check-in.

**LISTING ENTRIES**

**.TP/F** Pax transferred from flight list.  
**.TP/T** Pax transferred to flight list.

**P.S:** Below letters take place on right side of passengers' records, if the listing entries are used above.

<b>X</b>	Transferred from flight,
<b>Y</b>	Transferred to flight,
<b>Z</b>	Transferred from flight and having been transferred to the same flight before.

## 61. TRANSFER PROCESS FOR REBATE PASSENGERS

If rebate passenger will travel on a flight other than the flight or date indicated on E-TKT data, ticket number can be added manually to the passenger's record on DCS.

For rebate passengers, the validity and the route of the ticket is important, therefore a check must be done by the agent. If system indicates an **"E-TKT Validation Expired"** warning, the meaning is the ticket has expired and cannot be used.

If there will be a route change, firstly, passenger should be checked-in to the route on the E-TKT, secondly ticket number should be added and lastly transfer can be done to the preferred flight route.

According to TK pass procedure, if there will be a route change for round trip ticket, passenger should be checked in to the destination on E-TKT data, then E-TKT number should be added and the transfer could be done to the preferred destination. As an example; ticket has been issued for IST/ESB/IST and passenger prefers to travel to IST/AYT instead of IST/ESB, agents should check the passenger to IST/ESB flight, add ticket number and then transfer to IST/AYT flight. **Transfer process can only be done, by destination changes not for origin changes.**

If rebate passenger is directly checked-in to a flight which the route is different than on E-kt data, when you try to add E-kt number manually to DCS record, system will give a warning message as **"Boardpoint or Offpoint Mismatch"**.

**Example:** Rebate passenger has ticket for ADB-IST, but prefers to travel ADB-ESB. The right procedure is to create passenger's record on ADB-IST flight, add E-TKT number manually and transfer DCS record to the preferred flight.

**Entry:** @4/STF011111

ELECTRONIC TICKET DISPLAY

ITINERARY RECEIPT PRINTED :0 TIMES  
PURGE DATE :07JUN22

-----  
PAX NAME :GUVEN/ECE MRS  
TICKET NUMBERS : 2350000000000/  
ISSUED ON :01JUN20 DOMESTIC  
ISSUED BY :TK QTK 099800024 DC  
TURKISHAIRLINES  
EGITIM2  
ISTANBUL  
PNR REFERENCE :TK/T12345  
ENDORSEMENT REST :KDV DAHIL 8.00TRY

ID. NUMBER :0

-----  
2350000000000  
CPN 1 A - AIRPORT TK  
ADB IST TK2305 04:20 N 07JUN20  
SA ID00R2 30K /01JUN21  
CPN 2 O - OPEN  
IST ADB TK2310 07:00 N 10JUN20  
SA ID00R2 30K /01JUN21  
-----

On the date when passenger comes to travel, first passenger has to be checked to the destination on E-TKT data and E-tkt number has to be added manually to the DCS record.

**Entry: GUVEN1F0/0ISTR@**

```
TK2307 14JUN ADB IST 0700 PW FO
SBY 1F 0/0BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
** E-TK ELIGIBLE FLIGHT ** CFG: 12C/147Y
NO NAMES
```

**Entry: 0GUVEN.ECE**

```
TK2307 14JUN ADB IST 0700 PW FO
SBY 1F 0/0BGS IST Y 2 L *N
N ADDITIONAL REQUESTS A*W*E
*** DOMESTIC SECTOR ***
1.GUVEN S002 *
***LTF YOLCUYA M&S KARTINI SORUNUZ*** PLS ASK FOR M&S CARD ***
**ENTER E-TICKET OR TAT TICKET
```

**Entry: 1/N/MRS**

```
TK2307 14JUN ADB SELECTED PAX
GUVEN ECE MRS
IST Y R R 1 002 M 0/0 DC
CHECKED IN 024588/ADB 14JUN 11.35Z BP GROUP ---
ON STANDBY (SEC NO:000)
```

**Entry: 1/R/R4A/Y01**

```
TK2307 14JUN ADB PAX BY NAME IST 0 F 0 C 1 Y
1.GUVEN E IST Y R 002 M 0 ECE DC
END NAMES
```

**Entry: 1/J/01JUL93**

```
TK2307 14JUN ADB SELECTED PAX
GUVEN ECE MRS
IST Y R R 1 002 M 0/0 DC
CHECKED IN 024588/ADB 14JUN 03.35Z BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES : /30K/ID00R2
PRI-R4A/Y01 DOJ 01JUL93
```

# AVIATION ACADEMY

**Entry:** 1/ETK/235000000000/C1

```
TK2307 14JUN ADB SELECTED PAX
GUVEN ECE MRS
IST Y R R      1      002 M 0/0      DC
CHECKED IN 024588/ADB      14JUN 03.35Z      BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES :      /30K/ID00R2
PRI-R4A/Y01 DOJ 01JUL93
** ET PAX TICKET: 2350000000000/C1
PREVIOUS TRANSACTION HISTORY
14JUN/0335Z ADB/T1/024588-DC ADLT E-TICKET ADD
```

In UC mode passenger's record is displayed and transfer is done as shown below;

**Entry:** TP/TK7011/ESB/1

```
TK2307 14JUN ADB TRFRD TO      TK7011
1.GUVEN      E IST Y X      003      0      R4A/Y01 TK7011 DC      K
END NAMES
```

**Entry:** \*7011\*|GUVEN

```
TK7011 14JUN ADB SELECTED PAX
GUVEN ECE MRS
ESB Y R R      1      001 M 0/0      DC
CHECKED IN 024588/ADB      14JUN 03.35Z      BP GROUP ---
ON STANDBY (SEC NO:000)
FARE BASES :      /30K/ID00R2
PHONE-EMAIL:
PRI-R4A/Y01 DOJ 01JUL93
** ET PAX TICKET: 2350000000000/C1
TRANSFRD FROM      TK2307 14FEB
PREVIOUS TRANSACTION HISTORY
14JUN/0335Z ADB/T1/024588-DC C/I TO STANDBY 002/TK2307
14JUN/0338Z ADB/T1/024588-DC ADLT E-TICKET ADD
14JUN/0345Z ADB/T1/024588-DC TRSF FR TK2307 TO TK7011 *TP
```

**E-TKT display will be as shown below after onloading the passenger to TK7011.**

**Entry: |GUVEN**

```


ITINERARY RECEIPT PRINTED :0 TIMES
PURGE DATE :07JUN22
-----
PAX NAME           :GUVEN/ECE MRS
TICKET NUMBERS     : 2350000000000/
ISSUED ON          :01JUN20 DOMESTIC
ISSUED BY          :TK QTK 099800024  DC
                   TURKISHAIRLINES
                   EGITIM2
                   ISTANBUL
PNR REFERENCE      :TK/T12345
ENDORSEMENT REST   :KDV DAHIL 8.00TRY
ID. NUMBER         :0
-----

```

```

23500000000000
CPN  1  C - CHECKED-IN TK2307 ADBIST 14JUN20 TK
      ADB IST TK2305 04:20      N 07JUN20
      SA  ID00R2                      30K          /01JUN21
CPN  2  O - OPEN
      IST ADB TK2310 07:00      N 10JUN20
      SA  ID00R2                      30K          /01JUN21

```

 The passenger is transferred after check-in is completed, E-TKT data will be updated after both flights are closed and TO/ETL message is sent.

**62. INTERLINE CHECK-IN TRANSACTIONS**

The interline electronic tickets will be displayed by entering the applicable electronic ticket display entries.

**Through UR Mode:**

“\*ET-/001.....” or “\*ET-/001.....-AA” (Binary code of the airline)

**Through UR/UC Mode:**

“@4/0015555555555” or “@4/00155555555555-UA” (Binary code of the airline)

**@4/00155555555555:** When "Interline Electronic Ticket" record is displayed through the mentioned entry, ticket status of the flights operated by the OA (the other airline which is under the scope of the Other Airline/Interline agreement) is displayed as “N-CPN NTF” (COUPON NOTIFICATION), since the ticket status thereof is not under the control of TK. COUPON NOTIFICATION is the status code, sent to TK for the OA flight coupons of the tickets issued by the inventory of the OA (Other Airline).

The original status of the OA coupons shall not be sent by and through the system since the actual status of such coupons are not of concern to the other carrier in respect of the operational processes and accounting.

**@4/00155555555555-AA:** In the event that processing is performed by the sales offices, or any problems arise during check-in, actual codes of such tickets and coupons on the system may be checked through the UR Mode by performing the “\*ET-/00155555555555-AA” entry.

**Interline Electronic Ticket display by \*ET-/00111111111111 or @4/00111111111111 entry**

```

PAX NAME :MARELLA/SANDRAMS
TICKET NUMBERS :00111111111111/
ISSUED ON :30JUN20 SITI
ISSUED BY :AA XTM 045105410 WEA
CENTRALIZED TBM TX
PNR REFERENCE :AA/AAABBC
FQTV REFERENCE :AAP11111111
-----
00111111117165
CPN 1 N-CPN NOTIF
LAX JFK AA0118 07:00 T 20OCT20
OK T/AVAP20
CPN 2 F - FLOWN TK 2358000000028
X/JFK IST TK0002 16:45 E 20OCT20
OK E/AVAP20
CPN 3 L - LIFTED TK0001 ISTJFK 30OCT20 TK
IST JFK TK0001 13:25 E 30OCT20
OK E/AVAP20
CPN 4 N-CPN NOTIF
X/JFK LAX AA0021 19:00 T 30OCT20
OK T/AVAP20
    
```

**Interline Electronic Ticket Display by \*ET-/001111111111-AA or @4/001111111111-AA entry**

```

                                ELECTRONIC TICKET DISPLAY
ITINERARY RECEIPT PRINTED :1 TIMES
***DISPLAY FROM AMERICAN AIRLINES***
PAX NAME :MARELLA/SANDRAMS
TICKET NUMBERS :001111111111/
ISSUED ON :30JUN15 SITI
ISSUED BY :AA XTM 045105410 WEA
CENTRALIZED TBM TX
AMERICAN AIRLINES
0011 JPG
PNR REFERENCE :AA/AAABBC
ORIGIN/DESTINATION:LAX/LAX
ENDORSEMENT REST :VD IF SLD/PUR/BRTD/VLD AA/AS/AY/BA/EI/IB/L
:X/SN/TK/QF
FQTV REFERENCE :AAP11111111
-----
00111111117165
CPN 1 N- FLOWN
LAX JFK AA0118 07:00 T 20OCT20
OK T/AVAP20
CPN 2 F - FLOWN
X/JFK IST TK0002 16:45 E 20OCT20
OK E/AVAP20
CPN 3 L - AIRPORT
IST JFK TK0001 13:25 E 30OCT20
OK E/AVAP20
CPN 4 N- CHECKED-IN
X/JFK LAX AA0021 19:00 T 30OCT20
OK T/AVAP20

```

The other airlines (OA/Other Airline) do not send intermediate statuses such as "Checked-in", "Lifted" to TK for TK segments available on the tickets thereof; and only the final status messages such as "Flown", "Exchanged", "Void", "Refunded" are sent by the same. For electronic tickets starting with 235, the other carrier may look at such electronic tickets by using the "-AA" entry. In respect of the tickets with Inventory 235, the coupons pertaining to AA do not appear as "CPN NTF".

**Problems Suffered During Check-in for Interline Electronic Tickets, and Warnings Received**

During check-in processes for interline electronic tickets, if the ticket number is not transferred to DCS record and PNR cannot be displayed when the reservation record of the passenger is intended to be displayed in order to access to the ticket number, such details may be accessed by using the applicable entries.

@4/001.....

@4/FFTK123456789/25JUN20

**Receiving "ETICKET STATUS NOT SUITABLE" Warning During Check-in**

In order to be able to process the interline electronic tickets, the coupons must be under the control of TK. The system may perform check-in by checking the coupons, in "Open" and "Cpn Notif" statuses, by itself. However, in the event that the coupon status is "Airport", whereas the coupon control is under the responsibility of the other airline; the coupon control entries and the coupon control should be undertaken by TK. In the event that the coupon control is not undertaken

## AVIATION ACADEMY

by TK, the ticket number shall be displayed by both TK and the OA in order to confirm validity of the ticket.

The coupon control shall be undertaken by TK through use of the following entries;

“\*ET-/CTRL/TKTNO/CNO” (such as \*ET-/CTRL/TKT1/C1) on UR Mode, or;

“@4/CTRL/TKTNO/CNO” (such as @4/CTRL/TKT1/C1) on UC or UA Mode; then the process shall be continued.

### **Ticket Display where Control of Coupon is at AA**

```
0019510000000
CPN 1 A-AIRPORT AA
IST IAH TK0033 13:40 E 25JUN20
OK E/AVAP20 2PC 25JUN15/25JUN20
CPN 2 N-CPN NOTIF
X/IAH DFW AA1622 19:45 T 25JUN20
OK T/AVAP20 2PC 25JUN15/25JUN120
```

### **Ticket Display where Control of Coupon is at TK**

```
0019510000000
CPN 1 A-AIRPORT TK
IST IAH TK0033 13:40 E 25JUN20
OK E/AVAP20 2PC 25JUN15/25JUN20
CPN 2 N-CPN NOTIF
X/IAH DFW AA1622 19:45 T 25APR20
OK T/AVAP20 2PC 25JUN15/25JUN20
```

**In the event that the warning “INVALID E-TKT NUMBER appears while the tickets, which are not transferred to the DCS, and which are issued within the inventory of the "OA", are being added manually, then it will be checked that whether there is a valid ticket appearing as “SSRTKNE” at the reservation of the passenger, and at the reservation "history" of such ticket, or not. The same error message will appear if the number of the added ticket is typed short/long or incorrectly.**

If the ticket number is available, then it shall be added manually. In respect of any tickets which appear as "SSRTKNA", the passengers shall be asked to submit the paper ticket.

**In the event that the warning "TRANSACTION IN PROGRESS" appears on the ticket data when the interline electronic tickets are manually added or the check-in processes are being performed, the process may be ended upon correction of the ticket by Electronic Tickets Supervisor's Office.**

ELECTRONIC TICKET DISPLAY

**TRANSACTION IN PROGRESS**

ITINERARY RECEIPT PRINTED :0 TIMES

```

-----
PAX NAME :AKAY/KEREMMR
TICKET NUMBERS :00141111111111/
ISSUED ON :15JAN20 SITI
ISSUED BY :AA SAN 005100000 42X
SAN DIEGO CA
AMERICAN AIRLINES
0011 MTK
PNR REFERENCE :AA/AAABBC
ORIGIN/DESTINATION:SAN/IST
ENDORSEMENT REST :INVOL REROUTE /AA400 FLT DLYD DUE TO FOG
ISSD IN EXCHANGE :2350000000000
-----

```

```

00141111111111/
CPN 1 N-CPN NOTIF AA
SAN JFK AA0160 07:40 H 15JUN20
OK HHWPX3M
CPN 2 A - AIRPORT AA
JFK IST TK0012 23:15 H 15JUN20

```

**In the event that the warning “\*\*ETKT FLIGHT MISMATCH\*\*” appears during check-in processes, then the flight number and flight date shall be checked.**

```

037100000000
CPN 1 L - LIFTED TK0005 20JUN20 TK
IST ORD US5004 11:30 M 20JUN20
IST ORD US0005 11:30/TK K 20JUN20
OK NTRPX6KW 1PC
CPN 2 SURFACE
CPN 3 N-CPN NOTIF
JFK IST US5003 16:45 M 30JUN20
JFK IST TK0012 16:45/TK K 30JUN20
OK NTRPX6KW 1PC

```

**If the warning “\*\*ETKT CLASS MISMATCH\*\*” is received during check-in processes, then the class specified on the ticket and the class specified on DCS records should be checked to see that whether they match or not. Electronic Tickets Supervisor's Office should be contacted for Codeshare flights, in the event that the flight classes are different.**

```

6071111111111
CPN 1 F - CPN 607A41INVRS8Z
MNL AUH EY0421 00:50 W 20OCT20
OK WPR2MPH 30K 20OCT20/20OCT20
CPN 2 F - FLOWN 607A4EENFOZWJ
X/AUH IST EY0097 09:45 W 20OCT20
OK WPR2MPH 30K 20OCT15/20OCT20
CPN 3 C - CHECKED-IN TK0868 30OCT20 TK
IST AUH EY4150 20:25 W 30OCT20
IST AUH TK0868 20:25/TK ? 30OCT20
OK WEE4MPH 30K 30OCT15/30OCT20
CPN 4 N-CPN NOTIF
X/AUH MNL EY0428 10:15 W 31OCT20
OK WEE4MPH 30K 31OCT15/31OCT20

```

## AVIATION ACADEMY

In the event that the warning **“\*\*E-TKT STATUS CHANGED DENIED\*\*”** appears while the control of the coupon is undertaken by TK, it indicates that any change (Exchanged/Refunded/Void) has been made to the ticket. By checking the ticket through the counter party airline, the status of the ticket shall be checked. If the ticket is Exchanged to a new one; after finding the ticket number, the status of which is appropriate by checking the status of the other ticket numbers through the PNR, even such status are ZZR, the check-in processes shall be continued by adding to the passenger record by the “1/ETK/...CNO” entry. In the event that the number of the recently issued ticket is not transferred to the PNR, the valid ticket number shall be found by the "Range" entries.

In the event that the ticket cannot be displayed due to the warning **“\*\*E-TKT NOT FOUND\*\*”** when it is intended to add the electronic ticket number manually to the DCS record of the passenger, the tickets will become "Purge" on the TK system if the control of the coupon has been given to TK at the moment when the interline electronic ticket was issued, but no process has been performed by TK when the time of the TK flight specified on the electronic ticket has come, and the control has been re-sent to the other airline. When the passenger wishes to use her/his ticket again, the ticket shall be displayed by the entry **“\*ET-H/TKT-001.....”**, and the control of the coupon shall be undertaken by TK again, or the control of the coupon shall be sent by the concerned airline to "TK", and thereafter the passenger shall be admitted to the flight upon the performance of the processes by the sales office for the ticket.

In the event that the warning **"UNABLE TO THROUGH CHECK – E.T. PASSENGER\*\*"** appears during check-in processes; it indicates that the coupon status of the electronic ticket is not appropriate for check-in or there is a problem about the **“Through Check-in”** link. The ticket numbers and the coupon status shall be checked by the entry **“@4-001...-AA”**. In case of any problems arising from the tickets, the "Through Check-in" process shall be performed upon the performance of the "offload" process of the passenger, along with the "interline" connection, after the problem is eliminated. In the event that there is no problem with the ticket, but there is a problem arising from the fact that the interline flight is closed for the check-in processes, or from the link, then the check-in for the passenger shall be performed until the connection station, and the passenger shall be informed about the situation.

In the event that the warning **"NOT AUTHORISED"** appears when it is intended to take the control of the coupons, it indicates that the counter party airline does not allow the other airline to display such electronic ticket. Contact shall be established with the concerned airline, and it shall be ensured that the required authorization is granted with regards to such ticket.

In the event that the warning **“LINK DOWN TRY LATER”** appears when it is intended to take the control of the coupons; it indicates that there is a problem suffered about the links mutually used by the airlines. In such case, the Electronic Tickets Supervisor's Office shall be informed.

In the event that the warning **"NOT HOST VALIDATED"** appears when it is intended to perform the **"Revalidation" process for the tickets within the inventory of the other airlines**; the "Reissue" process shall be carried out for the electronic tickets. In accordance with the executed interline agreements, the "interline" tickets are blocked for the "Revalidation" processes.

### Actions to be Performed If the Ticket is not Generated at the Counter Party Airline for Tickets within “235” TK Inventory

In case of any flight pertaining to any other airline on the tickets within Inventory of "TK" starting with "235"; and in the event that the system gives the warning **"\*ETKT NOT FOUND"** while the electronic ticket status is being checked by the counter party airline; the coupon control shall be undertaken by TK, and such ticket shall be generated for the counter party airline by use of the "PUSH" entry.

**“\*ET-/PUSH/TKTNO/CNO”**

Example: **\*ET-/PUSH/TKT1/C2**

## 63. DENIED BOARDING

Overbooking is a condition which exists when more seats have been booked on a flight than seats available for sale.

In the event that the number of persons presenting themselves with confirmed reservations for carriage on a flight exceeds the number of seats available, those passengers with confirmed reservations who are not accommodated will be eligible for Denied Boarding Compensation. The services given to those passengers are named as “Denied Boarding” and the payment done for those passengers are named as “Denied Boarding Compensation”.

There are different DCS codes, used for denied boarding passengers regarding their conditions.

<b>DBC :</b>	Passengers denied boarding involuntarily
<b>Entry :</b>	List no / DBC
<b>To cancel :</b>	List no / X / DBC
<b>To display:</b>	.DBC
<b>VOL :</b>	Passengers denied boarding voluntarily
<b>Entry :</b>	List no / VOL / The amount of compensation.
<b>To cancel :</b>	List no/ X / VOL
<b>To display:</b>	.DBC
<b>DBO :</b>	Passengers denied boarding involuntarily, due to operational reasons
<b>Entry :</b>	List no / DBO
<b>To cancel :</b>	List no / X / DBO
<b>To display:</b>	.DBC
<b>MIC :</b>	Passengers denied boarding due to misconnection
<b>Entry :</b>	List no/MIC
<b>To cancel :</b>	List no/X/MIC
<b>To display:</b>	.DBC

**64. CODESHARE PROCEDURES**
**CA TABLE – Codeshare Allocation Table**
**Entry: CA (in UC mode)**

TK1591	24JUN	IST	CODESHARE ALLOCATION	1200	PW	FO
TYPE	32R	CONFIG	16C 164Y			
Y - ECONOMYCLASS REVENUE JOINERS						
CARRIER		TK	UA	TOTAL		
REMAIN ALLOC				0		
ALLOCATION				0		
BOOKED		110	17	127		
ALLOC AVAIL				0		
ACCEPTED		0	1	1		
PROTECTED		0	0	0		
STANDBY		0	0	0		
C - BUSINESSCLASS REVENUE JOINERS						
CARRIER		TK	UA	TOTAL		
REMAIN ALLOC				0		
ALLOCATION				0		
BOOKED		2	0	0		
ALLOC AVAIL				0		
ACCEPTED		0	0	0		
PROTECTED		0	0	0		
STANDBY		0	0	0		
F-FIRSTCLASS REVENUE JOINERS						
***WARNING THIS CLASS HASZERO SEATS IN CONFIG***						
CARRIER		TK	UA	TOTAL		
REMAIN ALLOC				0		
ALLOCATION				0		
BOOKED		0	0	0		
ALLOC AVAIL				0		
ACCEPTED		0	0	0		
PROTECTED		0	0	0		
STANDBY		0	0	0		

Turkish Airlines is the Operating Carrier for that route;

**Carrier Allocation:** Number of seats allocated for Marketing Carrier,

**Booked:** The number of booked passengers for Operating and Marketing Carrier,

**Accepted:** The number of accepted passengers for Operating and Marketing Carrier,

**Remain Alloc:** Remaining seats for Marketing Carrier,

**CODESHARE PASSENGER LIST :**

**Entry : .CS**

<pre> TK1591 24JUN IST CODESHARE PAX LIST      0 F 0 C 17 Y 1.AKGUN  M FRA Y  AK2 09B  0 R12345/UA6900/      OAS K    AKGUN  -MEHSEYINARDIC-  - 2.AKGUN  H FRA Y  AK2 09C  0 R12345/UA6900/      OAS K    AKGUN  -HACER-  - 3.DINCER  A FRA Y      031  0 T12345/UA6900/      O  K    DINCER  -AHMET-  -MR    TK /CLSCTK201285415 4.EFF    A FRA Y  E3  020  0 T23456/UA6900/      O  K    EFF    -AYSEEMEL-  - 5.EFF    E FRA Y  E3  021  0 T23456/UA6900/      O  K    EFF    -ELLISANTHON-  - 6.EFF    E FRA Y  E3  022  0 T11111/UA6900/      O  K    EFF    -EMMAMAVI-  - 7.LOGANMET A FRA Y  AA2 071  0 R11111/UA6900/      O  K    LOGANMETZLER-ANND-  -DR 8.KARAAGAC H FRA Y      111  0 S11111/UA6900/      O  K    KARAAGAC-HALIL-  - 9.METZLER  J FRA Y  AA2 070  0 R11111/UA6900/      O  K    METZLER  -JAMESP-  -DR </pre>
--

- Passengers without confirmed reservation will be checked-in to the flight according to their ticket status. The entries given below should be used to include the passenger to the marketing carrier airlines figure.

List no/CSH/Marketing Carrier flt.no	Edit for Codeshare Passengers
List no/X/CSH	Cancellation Edit for Codeshare Passengers (Valid for manually entered edits). Reservation linked edits cannot be cancelled.

- .CS/B entry should be used to display codeshare checked-in pax list

65. BOARDING

For entering boarding mode

Entry: @Q/B

CONFIRM BOARDING MODE REQUIRED

Entry: @Y

BOARDING MODE ENTERED

To display the boarding summary:

Entry: @Q/F

```

TK1857 26OCT IST MAD 1015/1100 PW 216 FO
67 PAX CHECKED-IN
10 PAX BOARDED
0 PAX PROVISIONAL
57 PAX YET TO BOARD
0 INFANTS ALREADY BOARDED
0 INFANTS YET TO BOARD
1.AKDOGAN F ADB Y * 24A-F 1 TG 063 K
2.ARIKAN Y ADB Y * 06C-M 0 IT 006 K
3.ARIKAN M ADB Y * 06D F 0 IT 007 K
4.BALI E ADB Y * 14F-F 0 IT 038 K
5.BALOGLU M ADB Y * 16A-F 1 TG 058 K
6.BASTUG Z ADB Y * 17F-M 0 IT 026 K
7.CELEBI N ADB Y * 11C-F 1 TG 064 K
8.CINEMRE E ADB Y * 28D-M 0 IT 021 K
9.ARCA H ADB Y * 09C-M 0 IT 025 K
10.DEMIRCIO S ADB Y * 14D-F 0 IT 047 K
11.DOGRUL A ADB Y * 21F-M 0 IT 019 K
12.DONMEZER A ADB Y * 25F-F 1 HOP 0014 TG 055 K
13.DONMEZER A ADB Y * 25E-C PLD 0014 TG 056 K
    
```

Boarding Mode Entries	Explanation
@Q/B	Enter boarding mode (confirmation required)
@Q	Boarding summary display
@Q/Seat number	Board passenger by seat number
@Q/F	Boarding summary display (pax name, security numbers, baggage information)
Liste no/X/Q	Deboard passengers individually
@Q/Z	Deboard all passengers(confirmation required)
@Q/BS	Enter boarding mode by security numbers (confirmation required)
@Q/Security no	Board passengers by security numbers
@Q/X	Cancel boarding mode

**Boarded passenger's record:**

```

TK2116 24JUN IST SELECTED PAX
BILGE ALP MR
ESB Y C S 1 V **05C-M 0/0 TG R12345
CHECKED IN 0828E2/IST T2 24JUN 02.20Z TG-SF BP GROUP -C-
SECURITY NO. 148 AGENT: T013738
FARE BASES : /20K/V
** ET PAX TICKET: 2350000000000/C1
TEM - 02018D040AD9AE
PREVIOUS TRANSACTION HISTORY
24JUN/0221Z IST/T1/0828E2-TG <T013738> AGT REPRINT BP - @B/R
24JUN/0236Z IST/T1/097698-SF BOARDED - M1

```

**To cancel the boarding transaction on the passenger's record:**

**Entry: 1/X/Q**

```

TK2116 24JUN IST SELECTED PAX
BILGE ALP MR
ESB Y C S 1 V * 05C-M 0/0 TG R12345
CHECKED IN 0828E2/IST T2 24JUN 02.20Z TG-SF BP GROUP -C-
SECURITY NO. 148 AGENT: T013738
FARE BASES : /20K/V
** ET PAX TICKET: 2350000000000/C1
TEM - 02018D040AD9AE
PREVIOUS TRANSACTION HISTORY
24JUN/0221Z IST/T1/0828E2-TG <T013738> AGT REPRINT BP - @B/R
24JUN/0236Z IST/T1/097698-SF BOARDED - M1
24JUN/0239Z IST/T1/097698-OU DEBOARDED - LISTNO/X/Q

```

**Note:** After all the transactions are completed on the system, boarding mode has to be cancelled otherwise in case of a check-in situation in the boarding mode the passenger will be automatically boarded in the system.

**66. CENTRAL INFORMATION SYSTEM (CIS)**

We can name C.I.S such a library in the system which is about the services given to the passengers.

CIS consist of 999 parts and there are 5000 pages in each part.

Every information is being updated in the C.I.S.

To access C.I.S users have to be in UR mode.

In Turkish Airlines each department can prepare special sections according to required subjects.(Check the entries in CIC\*800 under CIG\*)

**CIS Entries:**

<b>CIG*</b>	To display general index in an alphabetical order
<b>CIG*/N</b>	To display general index in numerical order
<b>CIC*7</b>	To display the 7 <sup>th</sup> chapter
<b>CIC*/N</b>	To display chapters in numerical order
<b>CIC*</b>	To display the previous chapter
<b>CIC*299/400</b>	To display the page number 400 of section 299
<b>CIP*12</b>	To display page number 12
<b>CIP*L</b>	To display the information about the page editör at top of the pages.

## 67. TIMATIC

Timatic is a system which includes visa, health, customs informations, airport taxes, local currency and geographical informations. The control center of Timatic is in Netherlands.

It is a very useful guide when you look for an information about destination point. Turkish Airlines pay special amount of money for each entry used for Timatic's informations that's why you should prefer '**Specific Data Base**' entries.

### **Specific Data Base**

In Specific Data Base it is possible to see visa informations, health informations, both of these combining with each other, visa information about seamen, visa informations about the passengers who have residence permit in a country different from their country of origin. Up to your choice, you can use country codes or city codes in timatic. All entries begin with "TITK".

### **City and country codes transactions**

TITK-RCC/IST : The entry will give you the list of codes associated to this country.

TITK-LCC/TURKEY : Displays the all city codes which belong to the specified country.

### **Requesting visa information**

Example: Requesting visa information for a Swiss citizen who is travelling to USA via England.

TITK-RV/NAZRH/DEJFK/TRLHR

TITK-RV/NACH/DEUS/TRGB

### **Requesting health information**

Example: Requesting health information for a Turkish citizen who is travelling to Switzerland via Austria and previously visited Greece.

TITK-RH/EMIST/DEZRH/TRVIE/VTATH

TITK-RH/EMTR/DECH/TRAT/VTGR

### **Requesting visa and health information together**

Example: Requesting visa and health information for a Turkish citizen travelling to Japan via UAE, visited Greece previously.

TITK-RA/NAIST/EMIST/DETYO/TRDXB/VTATH

TITK-RA/NATR/EMTR/DEJP/TRAE/VTGR

### Requesting visa information for Seamen

Example: Requesting visa information for a Turkish seaman travelling to Singapore.

TITK-RV/NAIST/SEMN/DESIN

TITK-RV/NATR/SEMN/DESQ

### Requesting visa information for passengers having an alien resident

Example: Requesting visa information for a Turkish citizen travelling to England who has an American residence permit.

TITK-TR/NAIST/ARJFK/DELON

TITK-TR/NATR/ARUS/DEGB

### Explanation about the codes

<b>NA</b>	Nationality
<b>EM</b>	Embarkation
<b>RH</b>	Health
<b>DE</b>	Destination
<b>TR</b>	Transit
<b>RV</b>	Visa
<b>RA</b>	Visa and health
<b>AR</b>	Alien resident
<b>SEMN</b>	Seaman
<b>VT</b>	Visited country

**68. FINALISE THE FLIGHT**

The flight status should be changed to PD after completing all the check-in processes correctly.

If the flights are delayed, ETD (Estimated time of departure) should be entered to the system to prevent Monitor Action progress, and to prevent sending messages.

After 1 or 1,5 hours from departure of the flight, the coupon status on E-TKT and or EMD data will be changed from- C – Checked-in to – L - Lifted status by starting Monitor Action 9 and processing TO/ETL and TO/EMD messages.

After completion of Monitor Action 9, the E-TKT coupon status codes will turn to L Lifted and system will not permit to offload or transfer passenger records. If necessary, E-TKT Help Desk should be informed by sending message and they will change the coupon status code from L Lifted to C Checked-in.

After completion of Monitor Action 9, all unchecked in passengers will be no-show and system will automatically cancel the connecting or return flight segments on PNR. If stations re-open their flights and do check-in for any no-show passenger, it shouldn't be forgotten to rebook passengers for connecting or return flight segments.

After completion of Monitor Action 10, system will not permit to re-open the flight and do check-in transactions. The changes should be done by contacting E-TKT Help Desk. Changes done in check-in transactions will not be displayed on history records ( K Panel).

**TO/ETL\***

```

ETL
TK2138/20SEP IST PART1
-ESB001H
1AKBABA/SEMRAMS .L/R12345 .W/P/K/1/10
.R/TKNE HK1 2350000000000/1
ESB002K
1AKYOL/MURATMR .L/R12345 .W/P/K/0/0
.R/TKNE HK1 2350000000001/1
1UNAYDIN/MEHMETMR .L/R12345 .W/P/K/0/0
.R/TKNE HK1 2350000000002/1
-ESB001I
1DEMIRAY/SEDAMS .L/R11111 .W/P/K/0/0
.R/TKNE HK1 2350000000003/1
ENDETL
    
```

**@/ETK :**

TK1301	24JUN	IST	E-TKT	PAX	SUMMARY
		F	C	Y	
		---	---	---	
BOOKED	0	5	139		
ACCEPTED	0	5	139		
INF (C/I)	0	1	1		/* ETKT ADLT WITH ETKT INF
INF (C/I)	0	0	0		/* TAT ADLT WITH ETKT INF
INF (C/I)	0	0	0		/* ETKT ADLT WITH TAT INF
INF (C/I)	0	0	0		/* TAT ADLT WITH TAT INF
STDBY	0	0	0		
JUMPSEAT				0	
NOSHOW	0	0	1		
STA NOK	0	0	0		
NO-ETKT	0	0	0		

Passengers including jumpseats are listed according to their reservation classes on TO/ETL\* list.

25 hours after PD flight status, all L Lifted coupon status will be changed to F Flown. No show and offloaded electronic ticketed passengers' coupon status will be changed to O Open.

### **FLIGHT CANCELLATION**

In case of flight irregularities such as flight cancellation, all checked-in E-TKT passengers must be offloaded to prevent the status code left as C Checked-in and by offloading passengers, the coupon status codes will change to A Airport status for further possible travels.

### **SYSTEM FAILURE / POWER CUT**

In case of system failure or power cut, Help Desk will send the latest lists of the E-TKT passengers and E-TKT error list to the stations by fax or telex message. Check-in processes will be done according to these lists.

If check-in processes will not be able to done by the station (due to long system failure or power cut) in that case checked-in E-TKT passengers' lists should be send to E-tkt Help Desk urgently.

### **E-TKT HELP DESK**

FAX: +90 212 4652377    TEL: +90 212 4636363 / 17185/ 17186/ 17195

MAIL:etkthelpdesk@thy.com

SITA: ISTGDTK

## 69. HOW TO DISPLAY AND CALCULATE EXCESS BAGGAGE CHARGES

Excess baggage charges can be displayed in UR mode. It is possible to inform the passengers about the charges by kilogram or piece during check-in or boarding before sending them to sales office.

### **Weight concept fare quotation:**

**Entry:** FQYP1S1-2/10KG/0DG/10FEB20

**FQY** : Excess Baggage Fare Quotation Action Code  
**P1** :1<sup>st</sup> Passenger  
**S1** :1<sup>st</sup> Segment  
**10KG** :The weight of the excess baggage  
**0DG** :The code of weight concept  
**10FEB20** : Issue date

### **Piece concept fare quotation for a piece up to 23kg:**

**Entry:** FQYP1S1/1PC/0GO/10FEB20

**FQY** :Excess Baggage Fare Quotation Action Code  
**P1** :1<sup>st</sup> Passenger  
**S1** :1<sup>st</sup> Segment  
**1PC** :The excess baggage's piece number  
**0GO** :Piece concept code  
**10FEB20** :Issue Date

### **Piece concept overweight fare quote for a piece between 23-32 kg:**

**Entry:** FQYP1S4/0DA/5KG/10FEB20

**FQY** : Excess Baggage Fare Quotation Action Code  
**P1** :1<sup>st</sup> Passenger  
**S1** :1<sup>st</sup> Segment  
**5KG** :5KG Baggage  
**0DA** :Overweight Code  
**10FEB20** :Issue Date

**70. HANDBACK PASSENGER LISTS**

Handback Passenger Lists which are protected one month in system, can be displayed in UC Mode. Some of the handback passenger list entries are given below.

1. Displays all passengers of a specific flight:  
**HI/TK1861/02MAY20/IST/@P**
2. Displays seat map of a specific flight:  
**HI/TK1861/02 MAY20/IST/@K**
3. Displays offload pax of a specific flight:  
**HI/TK1861/02 MAY20/IST/@OFF**
4. Displays Goshow passengers of a specific flight:  
**HI/TK1861/02 MAY20/IST/@GOS**
5. Displays Noshow passengers of a specific flight:  
**HI/TK1861/02 MAY20/IST/@NOS**
6. Displays Norec passengers of a specific flight:  
**HI/TK1861/02 MAY20/IST/@NOR**
7. Displays detailed informations of passengers with name or number of a specific flight;  
**HI/TK1861/02 MAY20/IST/WILSON**  
**HI/TK1861/02 MAY20/IST/18**
8. Displays list of flights which have history information:  
**HI/ALL/02 MAY20**
9. Displays passengers with inbound connection of a specific flight:  
**HI/TK1861/02 MAY20/IST/@I**
10. Displays passengers with outbound connection of a specific flight:  
**HI/TK1861/02 MAY20/IST/@O**
11. Displays Pass 1 passengers of a specific flight :  
**HI/TK1861/02 MAY20/IST/@DUT**
12. Displays Pass 2 passengers of a specific flight:  
**HI/TK1861/02 MAY20/IST/@REB**

**Entry :** HI/TK1884/12JUN20/VIE/@P

ALL PASSENGERS ON FLIGHT TK1884 12JUN20 VIE									
	PASSENGER NAME		BOOKED			JOIN/	UPLIFTED		FACTS
			CLS	SEG	PNR	TRANS	CLS	DST	
001	ACIKGOZ	ARI	Y	V	VIEIST	RL1234	*****	J	Y--IST
002	AL	KER	Y	V	VIEIST	RB1234	SEGIU	J	C--IST
003	AL	BEY	Y	V	VIEIST	TE1234	SEGIU	J	C--IST
004	ALICI	IBR	Y	W	VIEIST	SZ1234	*****	J	Y--IST
005	ALICI	ALT	Y	W	VIEIST	SZ1234	*****	J	Y--IST
006	ALMAGHRBI	ANI	Y	E	VIEIST	RF1234	*****	J	Y--IST
007	ARSLAN	MUS	Y	W	VIEIST	R51234	*****	J	Y--IST *BUGGY DE
008	ASAR	OME	Y	V	VIEIST	TC1234	*****	J	Y--IST
009	AVCI	NES	Y	G	VIEIST	SE1234	*****	J	Y--IST
010	AYDIN	ZEK	Y	V	VIEIST	RC1234	*****	J	Y--IST **OCI BP
011	BAGRA	NAS	Y	E	VIEIST	RF1234	*****	J	Y--IST
012	BAHTIMUR	OKT	Y	W	VIEIST	RZ1234	*****	J	Y--IST **MBP BP
013	BAS	YAS	Y	W	VIEIST	RE1234	*****	J	Y--IST
014	BAS	FAR	Y	W	VIEIST	RE1234	*****	J	Y--IST
015	BOPP	KAY	Y	G	VIEIST	RH1234	*****	J	Y--IST
016	BUCAK	MIR	Y	G	VIEIST	SF1234	*****	J	Y--IST
017	BUCAK	YAS	Y	G	VIEIST	SF1234	*****	J	Y--IST
018	CATAK	HUS	Y	V	VIEIST	SK1234	*****	J	Y--IST
019	CATOL	YAN	N		VIEIST	SS1234	OFFNS	J	
020	CEK	ERC	Y	V	VIEIST	RZ1234	TRNFR	J	-- TK1886
021	CEKOVSKY	JOZ	Y	L	VIEIST	SC1234	*****	J	Y--IST
022	CELEPCI	PAM	Y	W	VIEIST	SD1234	*****	J	Y--IST WCHR

**Entry :** HI/TK1884/12JUN20/VIE/ACIKGOZ

PASSENGERS NAMED ACIKGOZ ON TK1884 12JUN20 VIE									
	PASSENGER NAME		BOOKED			JOIN/	UPLIFTED		FACTS
			CLS	SEG	PNR	TRANS	CLS	DST	
001	ACIKGOZ	ARI	Y	V	VIEIST	RL1234	*****	J	Y--IST
SEAT 18D M 1/15/0 SEC#:91 12JUN/0831Z VIE/09557D-FS									
E-TKT: 2350000000000/C2									
12JUN/0815Z VIE/T1/09557D-FS SEC#:91 C/I PAX IN									
12JUN/0815Z VIE/T1/09557D-FS SEC#:91 OFFLD FROM 11B - @Z									
12JUN/0832Z VIE/T1/09557D-FS SEC#:91 BAGTAG PRINTED - @W									

**Entry : : HI/TK1884/12JUN20/VIE/ALICI**

PASSENGERS NAMED ALICI		ON TK1884		12JUN20 VIE	
PASSENGER NAME	BOOKED	JOIN/	UPLIFTED	FACTS	
	CLS SEG	PNR TRANS	CLS DST		
004 ALICI	IBR Y W VIEIST	S12345 ***** J	Y--IST		
SEAT 32A M	2/30/0	SEC#:54	12JUN/0745Z	VIE/09557D-FS	
E-TKT: 2350000000000/C1					
FQTV: TK /CLSCTK476703371					
12JUN/0746Z VIE/T1/09557D-FS SEC#:54 SEAT CHG 06B -> 32A					
12JUN/0746Z VIE/T1/09557D-FS SEC#:54 BAGTAG PRINTED - @W					
12JUN/0923Z VIE/T1/09558B-SF SEC#:54 BOARDED - M1					
005 ALICI	ALT Y W VIEIST	SZ1234 ***** J	Y--IST		
SEAT 32B F	1/30/0	SEC#:55	12JUN/0745Z	VIE/09557D-FS	
E-TKT: 2350000000001/C1					
12JUN/0746Z VIE/T1/09557D-FS SEC#:55 SEAT CHG 06C -> 32B					
12JUN/0746Z VIE/T1/09557D-FS SEC#:55 AGT REPRINT BP - @B/R					
12JUN/0746Z VIE/T1/09557D-FS SEC#:55 BAGTAG PRINTED - @W					
12JUN/0924Z VIE/T1/095584-DD SEC#:55 BOARDED - @Q/SEC.NO					

**STATUS CODES SEEN ON HANDBACK PASSENGER RECORDS**

<b>*****</b>	: Travelled pax with reservation without making any change,
<b>NOSHO</b>	: No-show pax,
<b>TRNNS</b>	: Transferred pax from booked flight to another flight but not travelled,
<b>GOSHO</b>	: Travelled pax with open date or standby ticket,
<b>TRNFR</b>	: Transferred pax from booked flight to another flight,
<b>TRNTD</b>	: Transferred pax to this flight from booked flight,
<b>OFFLD</b>	: Offloaded pax,
<b>STDBY</b>	: Pax on standby not travelled (Go show),
<b>STNBY</b>	: Pax on standby not travelled (No-rec),
<b>NRCCO</b>	: Confirmed ticketed pax without reservation,
<b>NRCST</b>	: No-rec duty staff,
<b>RBATE</b>	: Travelled rebate pax,
<b>SEGVN</b>	: Voluntarily downgraded travelled pax,
<b>SEGVU</b>	: Voluntarily upgraded travelled pax,
<b>SEGID</b>	: Involuntarily downgraded travelled pax,
<b>SEGIU</b>	: Involuntarily upgraded travelled pax, ,
<b>SEGCH</b>	: Travelled pax by changing segment on the same flight,
<b>DBVOL</b>	: Voluntarily offloaded pax,
<b>DBNAO</b>	: Involuntarily offloaded pax,
<b>DBOPL</b>	: Denied Boarding pax due to operational reasons,
<b>MICON</b>	: Denied Boarding pax due to misconnection,

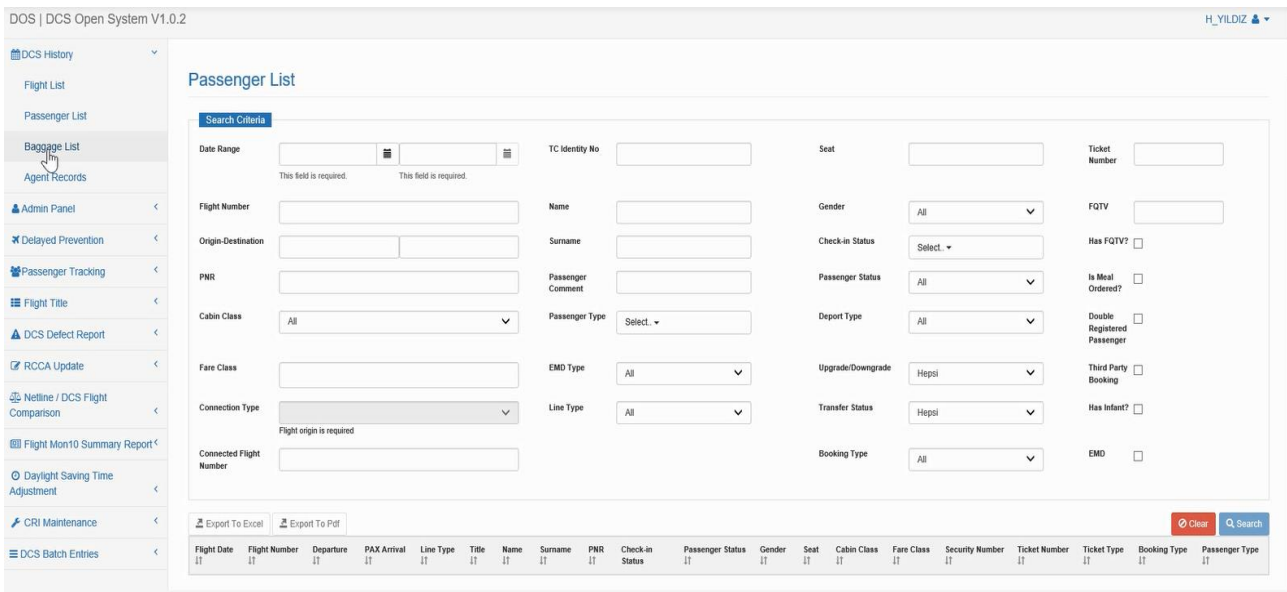
# AVIATION ACADEMY

<b>DUTYP</b>	: Travelled duty pax (Booked),
<b>OFFLN</b>	: Offloaded pax (Goshow/Norec),
<b>REBOF</b>	: Offloaded Rebate pax
<b>DUTOF</b>	: Offloaded Duty pax
<b>OFFNS</b>	: Offloaded No-show.

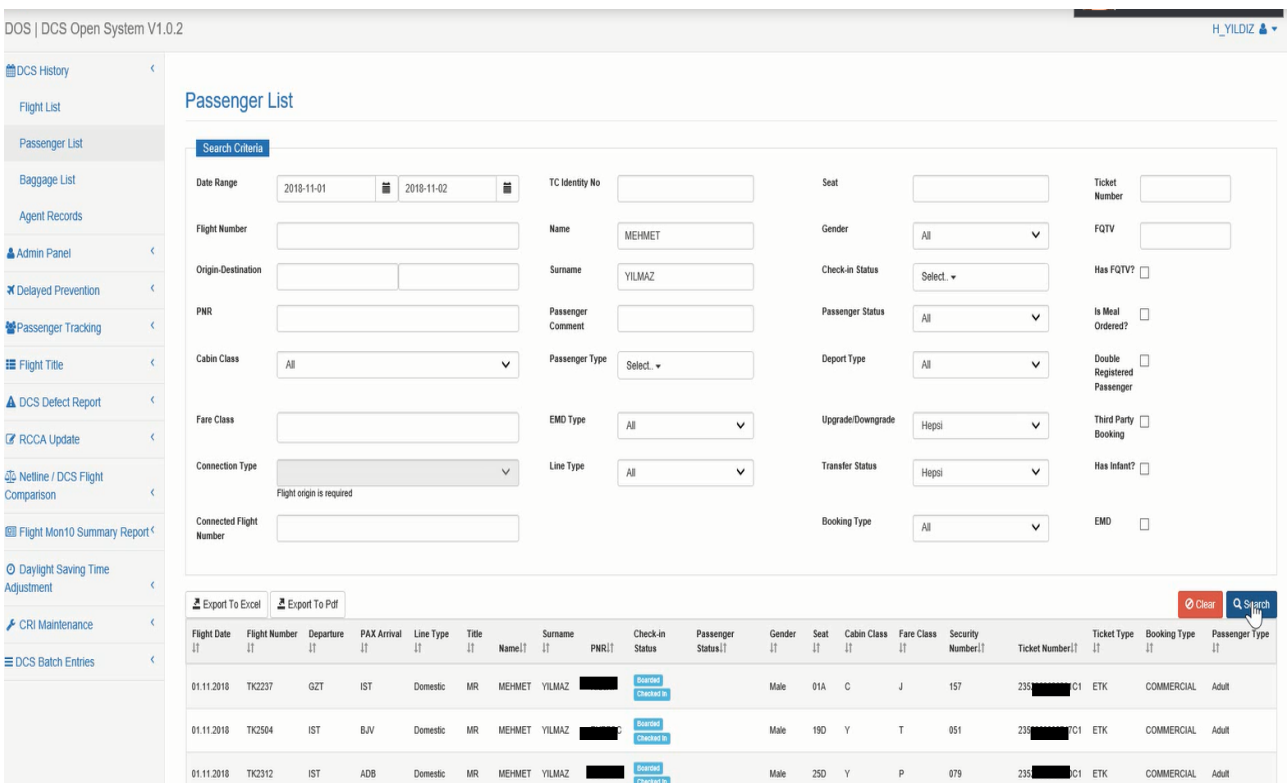
## 71. DCS OPEN SYSTEM

Flight and passenger records are stored in the system for 2 years, only authorised staff can access to these records through dos.thy.com. You can contact Turuncu Hat to request an authorization.

**In the homepage of the system, there are Flight list, Passenger list, Baggage List and Agent Inquiry under the DCS history tab.**



**When the necessary information on the pages is filled in, you can see the results under the page. For example; To access the Passenger List, the date and flight number information is filled and passenger list will be seen on the following information screen.**



Flight Date	Flight Number	Departure	PAX Arrival	Line Type	Title	Name	Surname	PNR	Check-in Status	Passenger Status	Gender	Seat	Cabin Class	Fare Class	Security Number	Ticket Number	Ticket Type	Booking Type	Passenger Type	
01.11.2018	TK2237	GZT	IST	Domestic	MR	MEHMET	YILMAZ	[REDACTED]	Boarded	Checked In	Male	01A	C	J	157	235 [REDACTED]	C1	ETK	COMMERCIAL	Adult
01.11.2018	TK2504	IST	BJV	Domestic	MR	MEHMET	YILMAZ	[REDACTED]	Boarded	Checked In	Male	19D	Y	T	051	238 [REDACTED]	C1	ETK	COMMERCIAL	Adult
01.11.2018	TK2312	IST	ADB	Domestic	MR	MEHMET	YILMAZ	[REDACTED]	Boarded	Checked In	Male	25D	Y	P	079	235 [REDACTED]	C1	ETK	COMMERCIAL	Adult

**72. LISTS**

<b>.AIP</b>	CIP list for Anadolu Jet flights.
<b>.API</b>	Missing APIS pax list
<b>.API//JED</b>	Missing APIS pax list to JED station.
<b>PM/D</b>	APIS manifest.
<b>.A</b>	Priority pax list.
<b>.A/C</b>	Business class priority pax list.
<b>.A/S</b>	Seat selection pax list.
<b>.B</b>	Checked-in commercial pax list,
<b>.B//C</b>	Checked-in business class commercial pax list,
<b>.B//Y</b>	Checked-in economy class commercial pax list,
<b>.B/OU</b>	Checked-in commercial pax with "OU" initial (staff code),
<b>.B/!</b>	Inter Airline Through Checked-in pax list,
<b>.B/CHGX</b>	Seat change pax list,
<b>.B/PNRX</b>	List of passengers, who cancelled or changed their reservation after check-in
<b>.B/INT</b>	Online checked-in pax list,
<b>.B/INT/NOBP</b>	Online checked-in pax list without boarding pass,
<b>.B/KIO</b>	Self check-in pax list,
<b>.B/TATX</b>	TAT ticket pax list,
<b>.C</b>	Checked-in rebate pax list,
<b>.CLS/Y</b>	All economy class booked pax list,
<b>.CLS/C</b>	All business class booked pax list,
<b>.CHD</b>	Checked-in children pax list (including UM ),
<b>.CS</b>	Code share pax list,
<b>.CS/B</b>	Code share checked-in pax list,
<b>.CS/NRT</b>	Code Share pax list according to arrival point,
<b>.CS/NRT/Y</b>	Code Share pax list according to class and arrival point,
<b>.CS//Y</b>	Code Share pax list according to cabin class,
<b>.CS/JL</b>	Code Share pax list according to carrier,
<b>.CS/JL/NRT</b>	Code Share pax list according to carrier and arrival point
<b>.CS/JL/NRT/Y</b>	Code Share pax list according to carrier, arrival point and cabin class
<b>.CS/JL/Y</b>	Code Share pax list according to carrier and cabin class

<b>.CLSC</b>	Checked –in Classic card members list,
<b>.CLPL</b>	Checked-in Classic Plus card members list,
<b>.CIP</b>	Check-in by CIP pax list,
<b>.D</b>	Standby pax list,
<b>.D/SIN</b>	Standby pax list to SIN,
<b>.D/C</b>	Business class standby pax list,
<b>.DBC</b>	Denied boarding pax list,
<b>.DOB</b>	Pax with Date of Birth edits,
<b>.DOB/A</b>	Checked-in pax with DOB edits,
<b>.DOB/U</b>	Unchecked pax with DOB edits,
<b>.DAM</b>	Damaged bag pax list,
<b>.E</b>	Rebate standby pax list,
<b>.E/BKK</b>	Rebate standby pax list to BKK,
<b>.E/Y</b>	Rebate economy class pax list,
<b>.ELIT</b>	Checked –in Elite card members list,
<b>.ELPL</b>	Checked-in Elite plus card members list,
<b>.ETK</b>	E-TK pax list,
<b>.ETK/B</b>	Checked-in E-TKT pax list,
<b>.ETK/L</b>	No Show E-TK pax list,
<b>.ETK/LX</b>	E-TK error list,
<b>@/ETK</b>	E-TK pax summary,
<b>.EMD</b>	EMD pax list
<b>.EMD/B</b>	Checked-in EMD pax list
<b>.EMD/L</b>	No-show EMD pax list
<b>@/EMD</b>	EMD pax summary
<b>.FULL LIST</b>	All pax list,
<b>.FUL</b>	All pax list with first names,
<b>.FUL/A</b>	Checked-in pax list with first names,
<b>.FUL/U</b>	Unchecked pax with first names,
<b>.FQTV</b>	Pax list with frequent traveler card numbers,
<b>.G/F</b>	Pax by group list (group code “F”),
<b>.G//BKK</b>	List of groups to BKK.
<b>.G//SIN/C</b>	List of business class groups to SIN.

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<b>.G//C</b>	Business class group pax list,
<b>.G/Z</b>	Pax travelling alone list,
<b>.GATE</b>	Pax with gate comments list,
<b>.GUN</b>	Pax with gun list
<b>.GT/D</b>	Displays baggage details for group "D"
<b>.H</b>	Accepted No-rec pax list,
<b>.H/BKK</b>	Accepted No-rec pax list to BKK,
<b>.H/SIN/C</b>	Accepted business class No-rec pax list to SIN,
<b>.H/C</b>	Accepted business class no-rec pax list,
<b>.HOP</b>	Head of Pool pax list,
<b>.HOP/ 75</b>	Pax associated with Head of Pool,
<b>.I/INT</b>	List of pax coming from abroad in domestic flights.
<b>.I/TOT</b>	Number of pax with Inbound connection,
<b>.I/TOT/D</b>	Number of pax with domestic inbound connection (only for TK flights)
<b>.I/TOT/I</b>	Number of pax with international inbound connection (only for TK flights)
<b>.I/JL</b>	All pax list with 'JAL' inbound connections,
<b>.I/TOT/CIP</b>	List of CIP with "Inbound" connections,
<b>.I</b>	Pax with inbound connections list,
<b>.I/ TK1854</b>	List of pax coming with TK1854,
<b>.IU/TK1854</b>	List of unchecked-in pax coming with TK1854,
<b>.IA/TK1854</b>	List of checked-in pax coming with TK1854,
<b>.I/C</b>	List of all business class pax with inbound connections,
<b>.I//GZT</b>	All pax inbound from GZT.
<b>.INF</b>	Pax travelling with infants list,
<b>.J</b>	Onload/offload pax list,
<b>.J/C</b>	Business class onload/offload pax list,
<b>.J/SIN/Y</b>	Economy class onload/offload pax list to SIN,
<b>.JMP</b>	Jumpseat pax list,
<b>.K</b>	Go-show pax list,
<b>.K/SIN/C</b>	Business class go-show pax list to SIN,
<b>.K/BKK</b>	Economy class go-show pax list to BKK,
<b>.K/C</b>	Business class go-show pax list,
<b>.KPL</b>	Passenger checked in with standby status codes "P" and "L",
<b>.KZ</b>	Passenger checked in with standby status code "Z",

<b>.L</b>	No-show pax list,
<b>.L/U</b>	No-show comfort class pax list
<b>.L/C</b>	Business class no-show pax list,
<b>.L/SIN/C</b>	No-show business class pax list to SIN,
<b>.L/BKK</b>	No-show pax list to BKK,
<b>.M</b>	Pax with special meal list,
<b>.MA</b>	Checked-in pax with special meal list,
<b>.MU</b>	Unchecked pax with special meal list,
<b>.N/H</b>	All pax names beginning with H.
<b>.N/TAR</b>	All pax names beginning with TAR.
<b>.N/TAR/SIN</b>	All SIN pax names beginning with TAR.
<b>.N//BKK</b>	Pax list to BKK,
<b>.N//SIN/C</b>	Business class pax list to SIN,
<b>.N//C</b>	Business class pax list,
<b>.N//Y</b>	Economy class pax list,
<b>.NOTKT</b>	Missing Ticket pax list
<b>.NPL</b>	Checked-in non-pooled pax list,
<b>.NT/TEZEL</b>	Baggage tag details for passenger TEZEL,
<b>.O/INT</b>	International transit/transfer pax list,
<b>.O/TOT</b>	Outbound connections list,
<b>.O/TOT/D</b>	Domestic outbound connections list
<b>.O/TOT/I</b>	International outbound connections list
<b>.O</b>	Oncarriage pax list,
<b>.OA</b>	Checked-in oncarriage pax list,
<b>.OU</b>	Unchecked oncarriage pax list,
<b>.O/BKK</b>	Oncarriage pax list to BKK,
<b>.O/SIN/C</b>	Oncarriage business class pax list to SIN,
<b>.O//MEL</b>	Oncarriage pax list to MEL,
<b>.O/QF10</b>	Oncarriage pax list with flight number QF10,
<b>.OX</b>	Without oncarriage pax list,
<b>.P</b>	Duty staff pax list,
<b>.P/BKK</b>	Duty staff pax list to BKK,
<b>.P/BKK/C</b>	Business class duty staff pax list to BKK,

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<b>.PNR/RDACYY</b>	Pax display with PNR number,
<b>.P/Y</b>	Economy class duty staff pax list,
<b>.PLD</b>	Pooled pax list,
<b>.PLD/04</b>	Pax by pool reference number,
<b>PP/F</b>	Passenger information list,
<b>PP/FUL/NAM</b> veya <b>PP/FUL/1</b>	Alphabetical list of all passengers with FQTV , SPML, INFANT, VIP and comment informations,
<b>PP/FUL/MEAL</b> veya <b>PP/FUL/2</b>	Alphabetical list of all passengers with special meals,
<b>PP/FUL/VAC</b>	List of vacant seats in cabin,
<b>PP/FUL/FQTV</b> veya <b>PP/FUL/3</b>	Lists PP/FUL/NAM+PP/FUL/MEAL+PP/FUL/FQTV all together,
<b>PP/FUL</b>	Alphabetical list of the FQTV passengers holding ELPL/ELIT/GOLD card and VIP commented passengers list,
<b>.Q</b>	Commented pax list,
<b>.QA</b>	Checked-in commented pax list,
<b>.QU</b>	Unchecked commented pax list,
<b>.Q/WCHR</b>	WCHR commented pax list,
<b>.Q/GATE DELIVERY</b>	GATE DELIVERY commented pax list,
<b>.Q/BKK/C</b>	Business class commented pax list to BKK,
<b>.R</b>	Rebate pax list,
<b>.R/SIN</b>	Rebate pax list to SIN,
<b>.R/Y</b>	Economy class rebate pax list,
<b>.R/SIN/Y</b>	Economy class rebate pax list to SIN,
<b>.RTN/TO</b>	Return Checked-in pax list to the flight,
<b>.RTN/FR</b>	Return Checked-in pax list from flight,
<b> 10</b>	Displays passenger record by system reference number,
<b> 250</b>	Displays passenger record by standby number,
<b>.S/20A</b>	Displays passenger record on seat 20A,
<b>.S/10</b>	Displays standby pax with system reference number 10,
<b>.S/250</b>	Displays standby pax with system reference number 250,
<b>.SEC/001</b>	Pax with security number,
<b>.SEC/FULL</b>	Displays all checked-in pax according to pax number order,
<b>.SEC/LIST</b>	Displays all checked-in pax according to security number order,

<b>.SEC/TER1</b>	Displays all checked-in pax from Terminal 1 with “security” number,
<b>.SEC/TER2</b>	Displays all checked-in pax from Terminal 2 with “security” number,
<b>.SEC/T</b>	Displays Through Checked-in pax according to security number,
<b>.T</b>	Through checked-in pax list,
<b>.T/ FCO</b>	Passengers Through Checked-in from FCO,
<b>.TAG</b>	Displays Bag Tag numbers for all pax (in pax name order ),
<b>.TAG/ ADA</b>	Displays Bag Tag numbers inbound from ADA,
<b>.TAG/TK028418</b>	To Check if bag is cleared to be loaded,
<b>.TAGCO</b>	Baggage conflict list,
<b>.TAT</b>	Paper Ticket, FIM or MK pax list
<b>.TP/ F</b>	Pax transferred from flight list,
<b>.TP/ T</b>	Pax transferred to flight list,
<b>.TER/1</b>	Number of pax checked-in from Terminal 1,
<b>.TER/2</b>	Number of pax checked-in from Terminal 2,
<b>.TER/1 /TOT</b>	Baggage figure of just transit pax,
<b>.B/TERX</b>	List of 1/TER.. entries applied passengers,
<b>.TOY</b>	Children and passengers with infants pax list (pax with MISS and MSTR titles transmitted from reservation side),
<b>.U</b>	Young pax list,
<b>.U/BKK</b>	Young pax list to BKK,
<b>.U/SIN/C</b>	Young business class pax list to SIN,
<b>.VIP</b>	Check-in by VIP pax list,
<b>.W</b>	Pax without bags list,
<b>.X</b>	Upgraded/Downgraded pax list,
<b>.X/BKK</b>	Upgraded/Downgraded pax list to BKK,
<b>@P/O/BAG/D</b>	The baggage weight of the passengers transferred to domestic flights by their cabin classes,
<b>@P/O/BAG/I</b>	The baggage weight of the passengers transferred international flights by their cabin classes.
<b>@A/U</b>	Ordered Upgrade list

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Action Code Guide

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