

# TRAVEL PORTAL - OA JUMPSEAT/CABIN SEAT LISTING



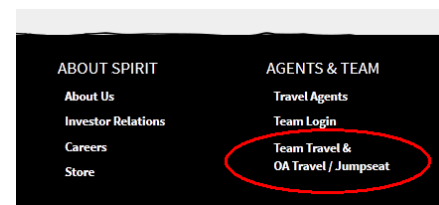
## Highlights & Reminders:

- Online self-service jumpseat/space available listing tool available 24/7 365 days a year.
- This Listing Portal is for Jumpseat & Cabin Seat Agreements only, please check with your Travel Department for Leisure Travel Agreement listing requirements
- View active standby list within the Travel Portal while at the airport to view live flight details.
- Jumpseat listings can be made from 72hrs before departure up to;
  - Domestic -30min before departure
  - International – 1hr before departure
- Non rev travelers are automatically issued one carry-on and one checked baggage, which must meet size and weight requirements. Additional bags may be purchased online via Manage Travel.
- Check-in is available online 24hr before scheduled time of departure or at the self service kiosk at the airport.
- Riders must check-in no later than 30min before departure time.
- Present yourself at the departure gate to allow time for the gate agents to assist you with your travel and to verify valid "CREW" air carrier ID.
- Standby priority for other airlines is based on check-in time.
- Seat assignment and/or jumpseat assignments will be issued generally 20 min before departure time.
- Please remember once onboard to introduce yourself to the crew.

### 1. Login

To log into the Jumpseat Listing System,

- Select the Team Travel & OA Travel/Jumpseat link on the bottom of the Home Page on [spirit.com](http://spirit.com), see below.



### 2. Log In for Jumpseat Listing System

Select the Other Airlines Tab to access the Spirit Airlines Jumpseat/Cabin Seat Listing Tool.

### 3. Other Airlines Login

To list for jumpseat/cabin seat agreement;

- Select type (job position **Pilot or Flight Attendant**)
- Select your Airline
- Enter your numeric employee number
- Enter Date of Hire
- Verification Code – **nklist14**
- Select Continue

### 4. Jumpseat Booking Screen

From the Booking Screen select;

- Round Trip, One way or Multi-city listing
- Travel type Jumpseat
- From
- To
- Date(s)
- Then select Search to continue

### 5. Flight Availability Screen

From this screen you can view the available flights for the date selected along with availability for cabin and jumpseats. In addition each flights standby list can be viewed from this screen.

SEARCH → SELECT → CUSTOMERS → PURCHASE → CONFIRM

## FLIGHT AVAILABILITY

SELECT DATE AND TIME OF YOUR FLIGHT

Currently Open Seats: 15+ (Green), 6-14 (Yellow), <5 (Red), Unavailable (Grey)

MAY 2014

MON	TUE	WED	THU	FRI	SAT	SUN
20	21	22	23	24	25	26

**FORT LAUDERDALE - DETROIT** MONDAY, MAY 19

Depart	Arrive	Flight #	Routing	Avail. Seats	Jumpseats	Standby
7:20 AM	10:19 AM	NK 511	FLL - DTW	Good	0 / 0 + 1 / 1	<a href="#">View List</a>
7:45 AM	6:33 PM	NK 138	FLL - MCO	Good	0 / 0 + 1 / 1	<a href="#">View List</a>
		NK 138	MCO - ACY	Good	0 / 0 + 1 / 1	<a href="#">View List</a>
		NK 348	ACY - DTW	Good	1 / 1 + 2 / 2	<a href="#">View List</a>
11:29 AM	6:55 PM	NK 100	FLL - LGA	Good	1 / 1 + 2 / 2	<a href="#">View List</a>
		NK 711	LGA - DTW	Good	0 / 0 + 1 / 1	<a href="#">View List</a>
8:15 PM	11:11 PM	NK 300	FLL - DTW	Good	1 / 1 + 2 / 2	<a href="#">View List</a>

**Flight availability calendar**

The calendar allows a quick at a glance look at flight availability for a 7 day window. To proceed to the following week or week before when searching future dates, select the double arrows on either side of the month although listing will not be available beyond 72hrs out.

Selecting a date from the calendar will display all flights available for that date and routing below. In addition, colors guides on the calendar indicate seat availability for all flights on that date.

- Green – 15 or more open seats
- Yellow – 6-14 seats open
- Red – less than 5 seats open

**Flights**

**FORT LAUDERDALE - DETROIT** MONDAY, MAY 19

Depart	Arrive	Flight #	Routing	Avail. Seats	Jumpseats	Standby
7:20 AM	10:19 AM	NK 511	FLL - DTW	Good	0 / 0 + 1 / 1	<a href="#">View List</a>

Flight number. Selecting this hyperlink displays full flight details aircraft type, and routing information

Good, Fair or Poor based on number of seats remaining

Number of cabin jumpseats reserved / cabin jumpseats + cockpit jumpseats reserved / cockpit jumpseats

View active standby list for each flight

Flights display for the routes selected in order by schedule time of departure.

- Flight details - selecting the **flight number** displays full flight routing details along with aircraft type.

- Standby List - selecting **View List**

View filtered list of those listed with Cabin Jumpseat ability

View filtered list of those listed with Cockpit Jumpseat ability

STANDBY LIST CABIN COCKPIT

Total on Standby List: 5 Standbys Remaining: 0 Refresh

#	Priority	Date of Hire	Airline	Customer	Status
1	S1	12APR99	NK	BAB/J	LISTED
2	S1	12APR99	NK	BAB/J	LISTED
3	S1	12APR99	NK	BAB/J	LISTED
4	S1	12APR99	NK	SAL/R	LISTED
5	S8	15FEB53	OA	JON/M	LISTED

Total number of standbys listed including revenue standbys

Number of standbys, checked-in, without seats on standby list

Refresh Option to view updated standby

Actual standby status- Listed, Checked in or Seat assignment once assigned

**6. Your Itinerary**

The flights selected from display at the bottom of the screen.

- Select **Continue** once the flights have been selected.

**7. Customer Information Page**

On the customer information page, complete any required fields that are not populated.

**8. Confirm and Purchase Page**

Once all the information for the listing has been confirmed on the Confirm and Purchase Page select **Continue** to confirm.

**9. Purchase Page**

If any payments due on international itineraries for taxes the **Purchase Page** displays to collect payment via credit card.

**10. Your Confirmation**

Once the listing is confirmed the Your Confirmation page displays and an email will automatically be sent to you.



**Modifications & Cancellations**

- Modifications and Cancellations to listings can be made via the **Manage Travel** option once you have logged in to the **Team Travel & OA Travel/Jumpseat**.
- The active standby list may also be viewed within Manage Travel and Check-in under the **Team Travel & OA Travel/Jumpseat Portal** by selecting "**View List**"

[View List](#)