How to select and delete a seat

Before booking seats, make sure that tickets have already been issued.

Seat map legend:
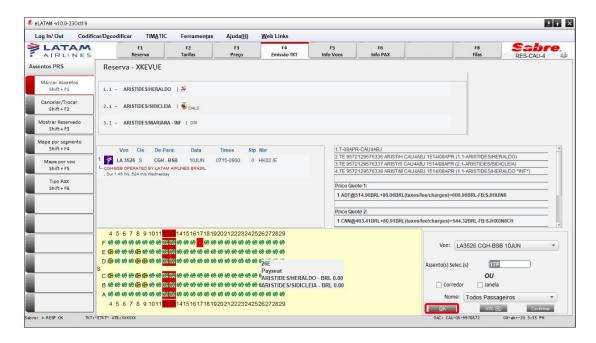

 Locked seat (Airport control)

 Charged seat (Depending on ticket fare may be exempt)
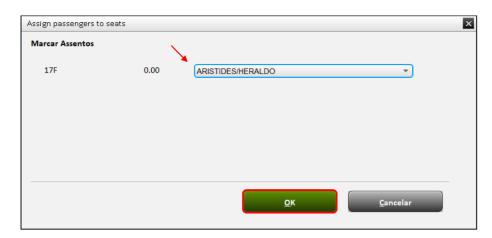
 Seat unavailable (seat occupied)

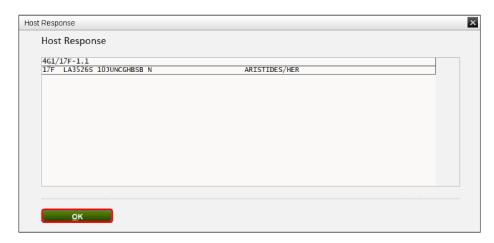1st With the reservation open, select the option "Seats":

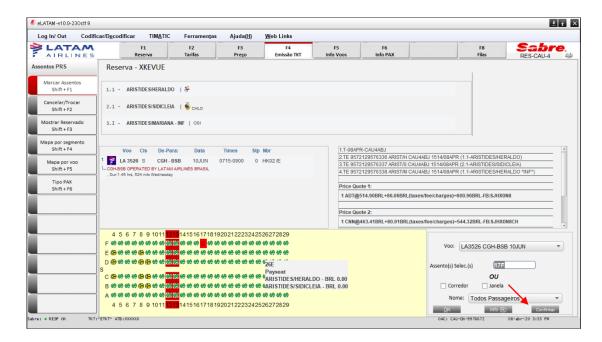2nd The seating map will be displayed. Select Seat and click "OK:

3rd The passenger's seat, value and name will be presented. Click "OK":
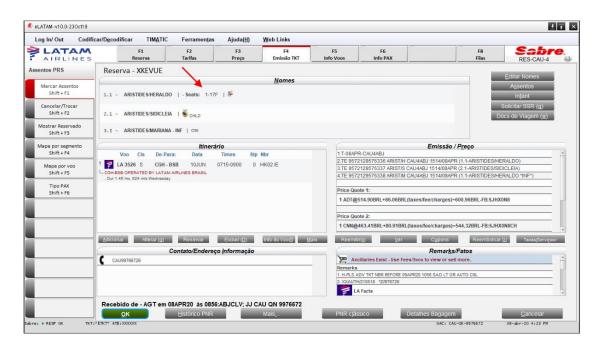

4th The system will respond with the screen below. Click "OK":

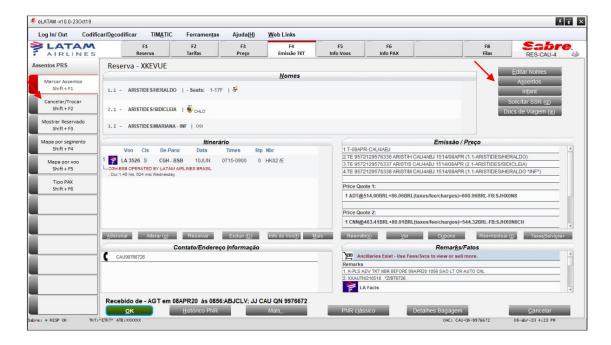5th The seat map will be displayed again Click on "Confirm" and then CTRL + E to save:

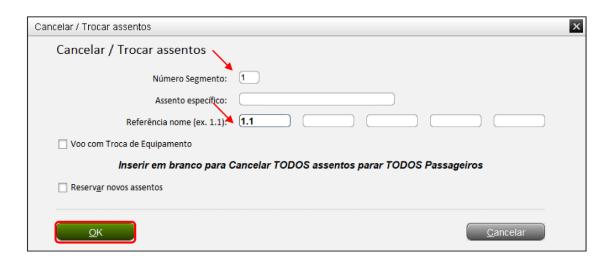6th Next to the name it will be possible to identify the marked seat:

Delete seat

1th Select the option "Seats" → "Cancel/Change":

2th In the "Segment Number" field, insert the segment you want to exclude seats from and in the "Reference Name" field, indicate the passenger's reference.

Note: If you want to exclude all seats from all passengers in the reservation at the same time, just leave the fields above blank.

Good sales!

Created on 04/08/2020.
Manual subject to change without notice.