INFORMATION NOTICE (IN)

THE IMPORTANCE OF DATA INPUT

IN REF:-	02-2020	DATE OF ISSUE:-	16/01/2020

1.0 SUMMARY

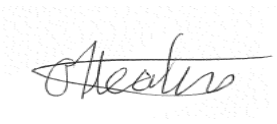
1.1 A poster on the importance of data input by handling agents has been produced to improve the accuracy of data input into Chroma Fusion.

2.0 WHAT OPERATORS NEED TO DO

2.1 See attached poster which details the importance of data input across the airport. Please make sure that this information is accessible to operational staff.

3.0 FURTHER INFORMATION

3.1 For further information, please contact the MA Performance at maperformance@manairport.co.uk

ORIGINATOR:- (PRINT NAME)	OLIVER HEATON	CONFIRMED & APPROVED BY:- (PRINT NAME)	CHRIS WILD
ROLE:-	OPERATIONAL PERFORMANCE ANALYST (SECONDMENT)	ROLE:-	HEAD OF AIRFIELD OPERATIONS
SIGNATURE:-		SIGNATURE:-	

INFORMATION NOTICE

THE IMPORTANCE OF DATA INPUT

PASSENGER AND BAG NUMBERS

The accurate input of passenger and bag numbers also leads to accurate and efficient billing

Accurate passenger and bag numbers, helps to ensure that the right number of staff and buses are available . This helps to contribute to a fantastic guest experience.

IN AND OFF BLOCK TIMES

Timely input of In and Off Block Times gives our Apron Controllers up to date information about stand availability. This improves overall airfield efficiency.

Remember!

In and Off Block Times are visible to Chroma Users and 6000 users of the Airport Community App

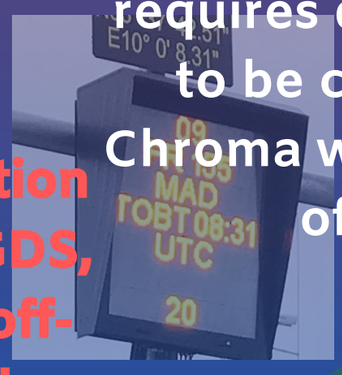
FIRST AND LAST BAG TIMES

First and Last Bag Times assist customer service teams with informing guests of the expected bag delivery time

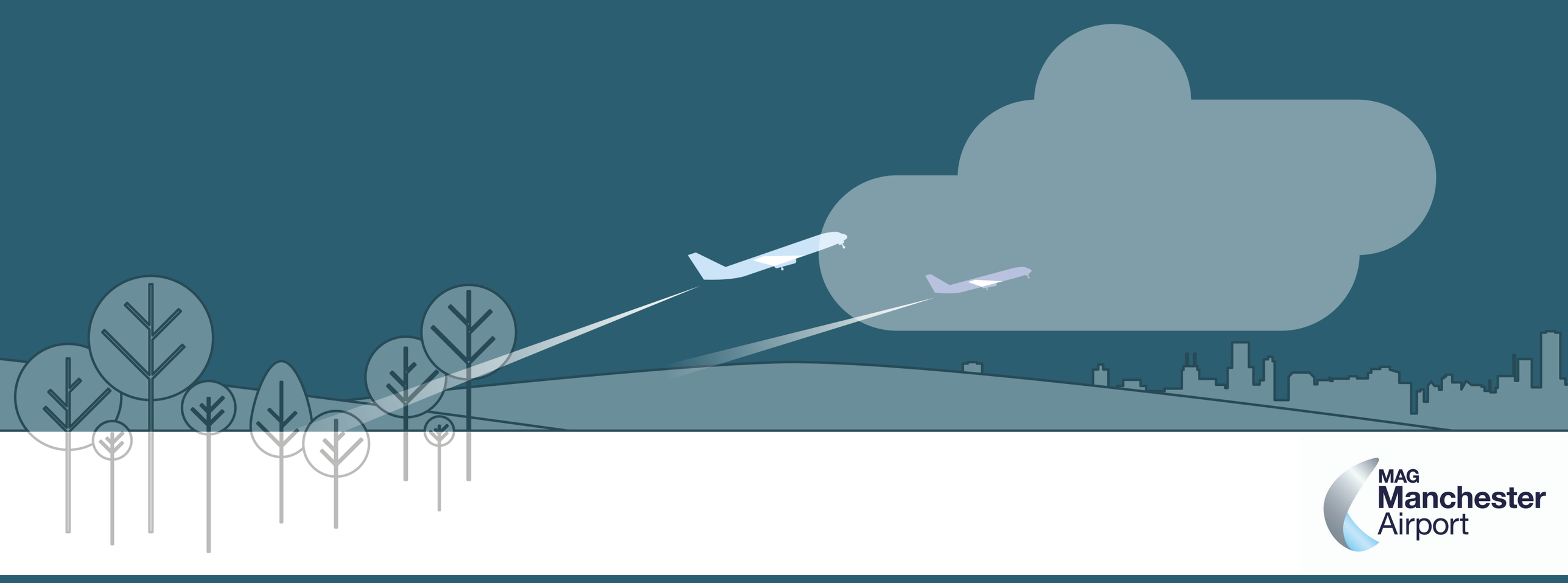
It is important to accurately press the first bag and last bag buttons, this data is widely visible including on the Airport Community App.

Coming Soon!
With the introduction of networked AVGDS, the in-block and off-block times will automatically be recorded.

DELAY TIMES AND CODES



The ground service licence requires delay times and codes to be correctly entered in Chroma within 15 minutes from off-blocks time.



MAG Manchester Airport