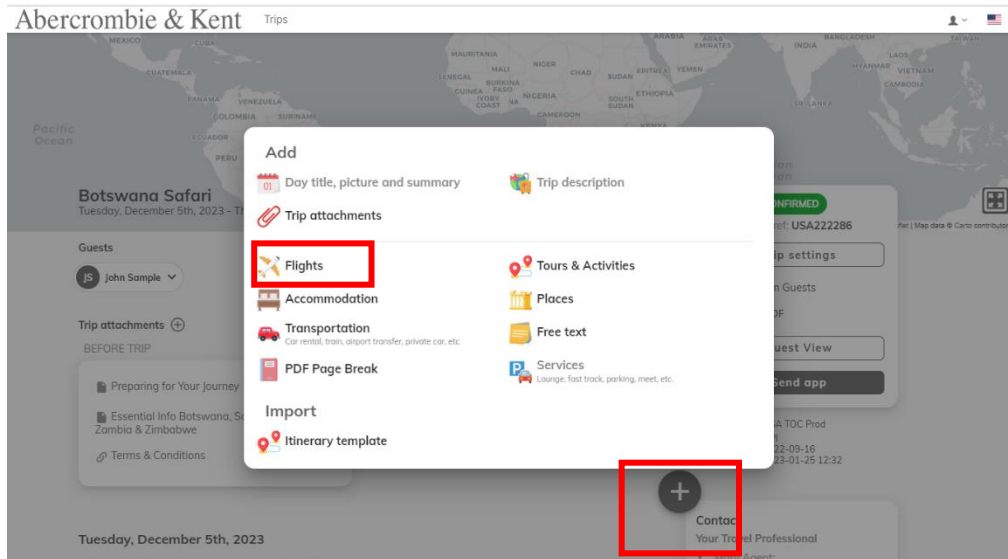
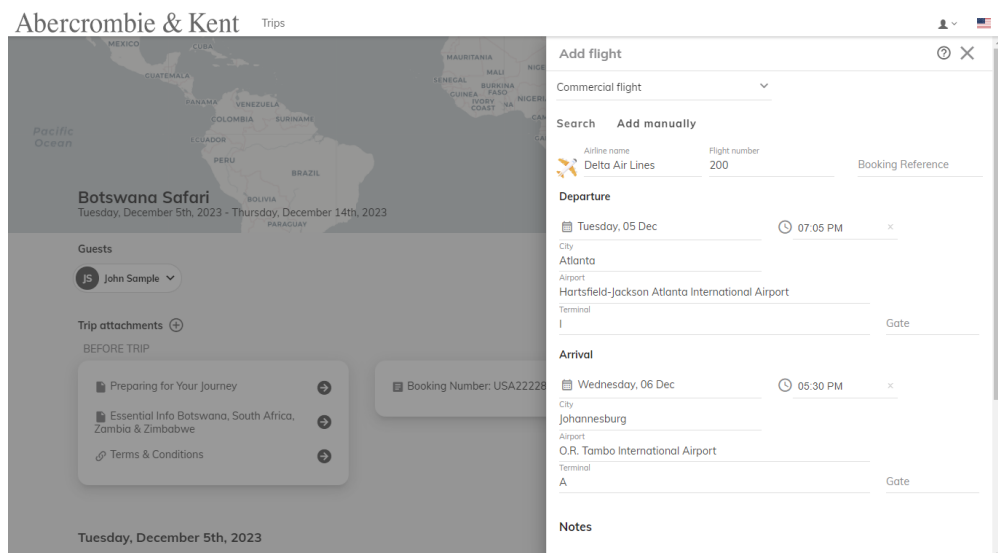


A&K App: How to Add Air Booked for Clients

1. From your clients' trip page, click on the round + button at the bottom right of the screen, then click "Flights."



2. Enter airline, flight number and date, confirm the departure and arrival cities and then click "Add flight." Note: Flight information available in the FlightAware database will populate automatically.



Note: Schedule changes that affect departure or arrival times will update automatically. If an airline changes a flight number or a routing, the flight segment(s) need to be removed and added again using the new flight number. Be sure to notify A&K of any flight number or routing changes to ensure timely airport transfers.