How to Verify Flights

1. Search Pickups Next 7 Days, then Filter by Confirmed
2. Open new tabs for all airport pickups with incorrectly formatted airline and flight numbers (AA, American Airlines, HA, Delta, etc.)
3. Send emails from RideBits to get missing airline and flight information if not already done. See email history on right side.
4. Gather missing airlines and flight numbers from emails and add the information under edit trip details.
5. Verify all flights that aren't already verified (Pickups Next 3 Days).
6. Add a star in front of the airline once verified to prevent rework.
7. Compare flight times to pickup times to find and fix errors. For example, noon, not midnight, AM not PM, 30 minutes after they land, etc.
8. If you're not sure about making the change, call the customer.
9. If you make any changes be sure to send the customer an updated confirmation email.