



# **PTTEP Digital Logistics Training Course - MVP1 Training – Aviation Dispatch and Web check in**

## Web Check In



Passenger

Login to Web Check In URL

Update SSHE Declaration Form

Agree to terms and conditions

Check In

System allows to configure Web check-in time window.  
Web check-in will be available to passengers maximum 24 hours before the departure of the Flight.

## Web Check In - Login



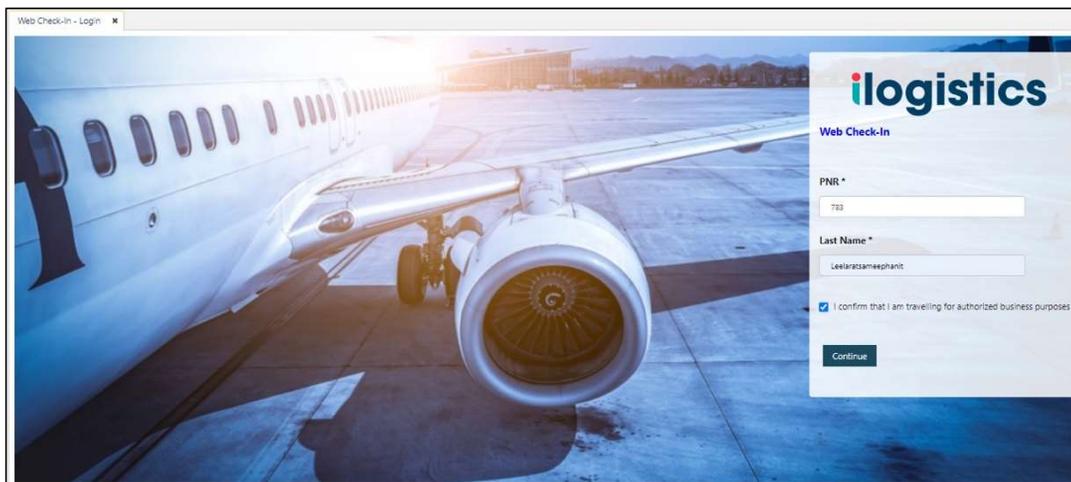
Passenger

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**Link for testing:** <https://ptteptst.ibsplc.net/iLogisticsCloud/webcheckin.htm> the real web will provide later after Go live

Login to Web Check In URL with **PNR** and **Last Name**  
(PNR no will come with reservation email from system.)

# Web Check In – SSHE Declaration



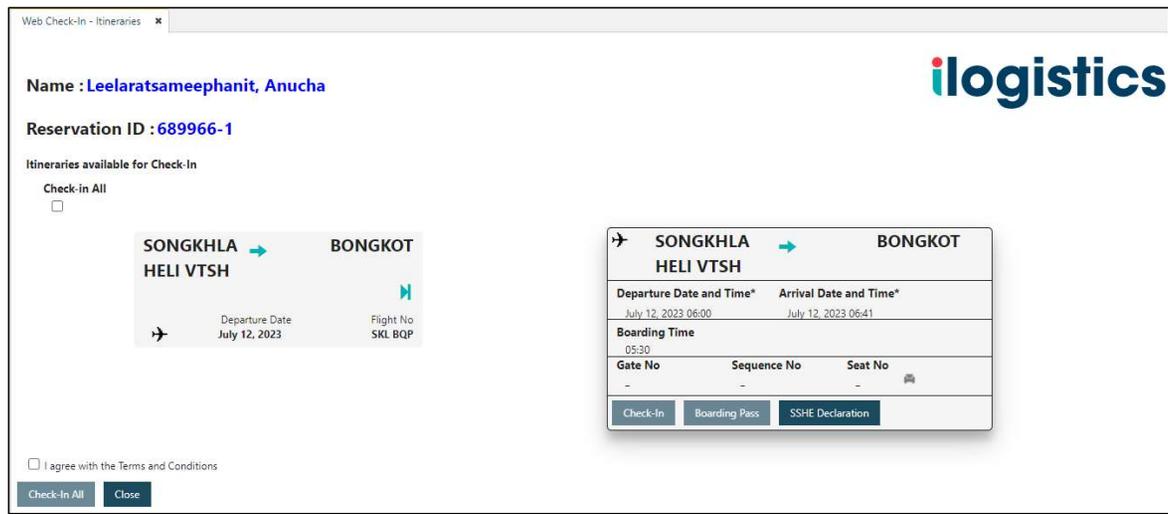
Passenger

Login to Web Check In URL

Update SSHE Declaration Form

Agree to terms and conditions

Check In



Web Check-In - Itineraries

Name : **Leelaratsamephanit, Anucha**

Reservation ID : **689966-1**

Itineraries available for Check-In

Check-in All

<p><b>SONGKHLA</b> → <b>BONGKOT</b></p> <p><b>HELI VTSH</b></p> <p>Departure Date: July 12, 2023</p> <p>Flight No: SKL BQP</p>	<table border="1"> <tr> <td colspan="2">→ <b>SONGKHLA</b> → <b>BONGKOT</b></td> </tr> <tr> <td colspan="2"><b>HELI VTSH</b></td> </tr> <tr> <td>Departure Date and Time*</td> <td>Arrival Date and Time*</td> </tr> <tr> <td>July 12, 2023 06:00</td> <td>July 12, 2023 06:41</td> </tr> <tr> <td colspan="2">Boarding Time</td> </tr> <tr> <td colspan="2">05:30</td> </tr> <tr> <td>Gate No</td> <td>Sequence No</td> <td>Seat No</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Check-In</td> <td>Boarding Pass</td> <td>SSHE Declaration</td> </tr> </table>	→ <b>SONGKHLA</b> → <b>BONGKOT</b>		<b>HELI VTSH</b>		Departure Date and Time*	Arrival Date and Time*	July 12, 2023 06:00	July 12, 2023 06:41	Boarding Time		05:30		Gate No	Sequence No	Seat No	-	-	-	Check-In	Boarding Pass	SSHE Declaration
→ <b>SONGKHLA</b> → <b>BONGKOT</b>																						
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05:30																						
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-	-	-																				
Check-In	Boarding Pass	SSHE Declaration																				

I agree with the Terms and Conditions

Check-In All Close

# Web Check In – SSHE Declaration

Web Check-In - Itineraries x

**Name :** Leelaratsamephanit, Anucha

**Reservation ID :** 689966-1

Itineraries available for Check-In

Check-in All

**SONGKHLA** → **BONGKOT**

**HELI VTSH**

✈

Departure Date  
July 12, 2023

Flight No  
SKL BQP

✈	<b>SONGKHLA</b>	→	<b>BONGKOT</b>
<b>HELI VTSH</b>			
<b>Departure Date and Time*</b>		<b>Arrival Date and Time*</b>	
July 12, 2023 06:00		July 12, 2023 06:41	
<b>Boarding Time</b>			
05:30			
<b>Gate No</b>	<b>Sequence No</b>	<b>Seat No</b>	
-	-	-	🛫
<a href="#">Check-In</a>	<a href="#">Boarding Pass</a>	<a href="#">SSHE Declaration</a>	

I agree with the Terms and Conditions

[Check-In All](#) [Close](#)



Once passenger logs into the system the below given screen will be presented by system where details of the Flight / Voyage can be viewed

# Web Check In – SSHE Declaration



**SSHE Declaration**

**A. Travel Information**  
Destination (Name of Production platform, Barge, Drilling Rig) : BONGKOT  
Flight Number : SKL BQP  
Estimate Time Departure : 06:00 Estimate Time Arrival : 06:41

**B. Personal Information**  
First Name : Anucha Middle Name : Last Name : Leelaratsamephanit Company : PTTEP  
Nationality : Thai Date Of Birth : 13-05-1982 Age : 42 Gender : Male Position : Radio Operator 3

**C. SSHE Declaration**  
C1. I acknowledged that bringing medicine and/or supplementary to offshore shall be declared in this travel On today I would like to  
 Declare medicine as follow;  
Medicine Name :  
Aspirin, Prednisolone, Stanlip, Calpol  
For purpose :  
Headache, Wheezing, Triglyceride, Fever  
C2. I would like to declare that :  
 I am Healthy  I am in a medical treatment and  
Specify Symptom/Disease :  
Wheezing, Fever  
~~And I have attached/declare~~ medical certification in this SSHE Declaration.

Save

And I have declared...

Add 1 more sentence with red font "Please aware before submit that SSHE declaration form cannot resubmitted after click on Check in"

The SSHE Declaration Form will have to updated and saved to perform Web Check In

# Web Check In – Agree terms and Conditions

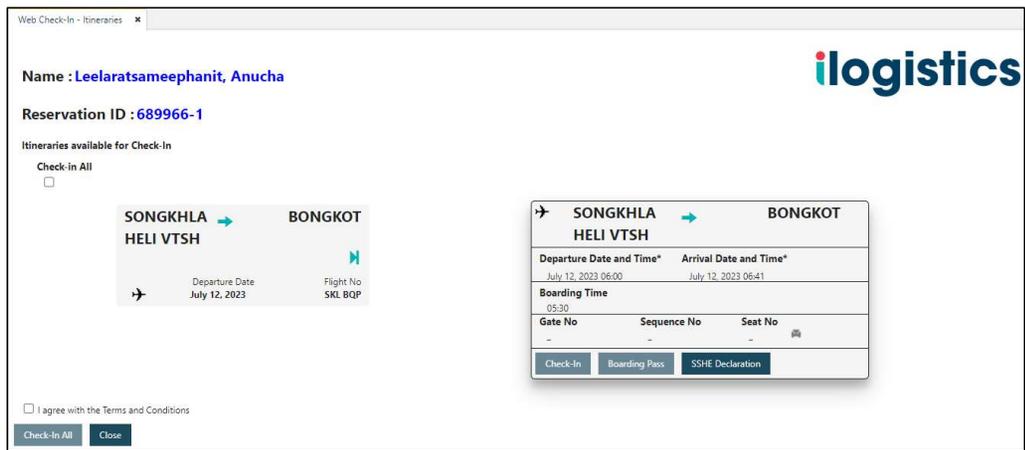


Login to Web Check In URL

Update SSHE Declaration Form

Agree to terms and conditions

Check In



Web Check-In - Itineraries

Name : Leelaratsameephanit, Anucha

Reservation ID : 689966-1

Itineraries available for Check-In

Check-In All

From	To
SONGKHLA	BONGKOT

HELI VTSH

Departure Date and Time*	Arrival Date and Time*
July 12, 2023 06:00	July 12, 2023 06:41

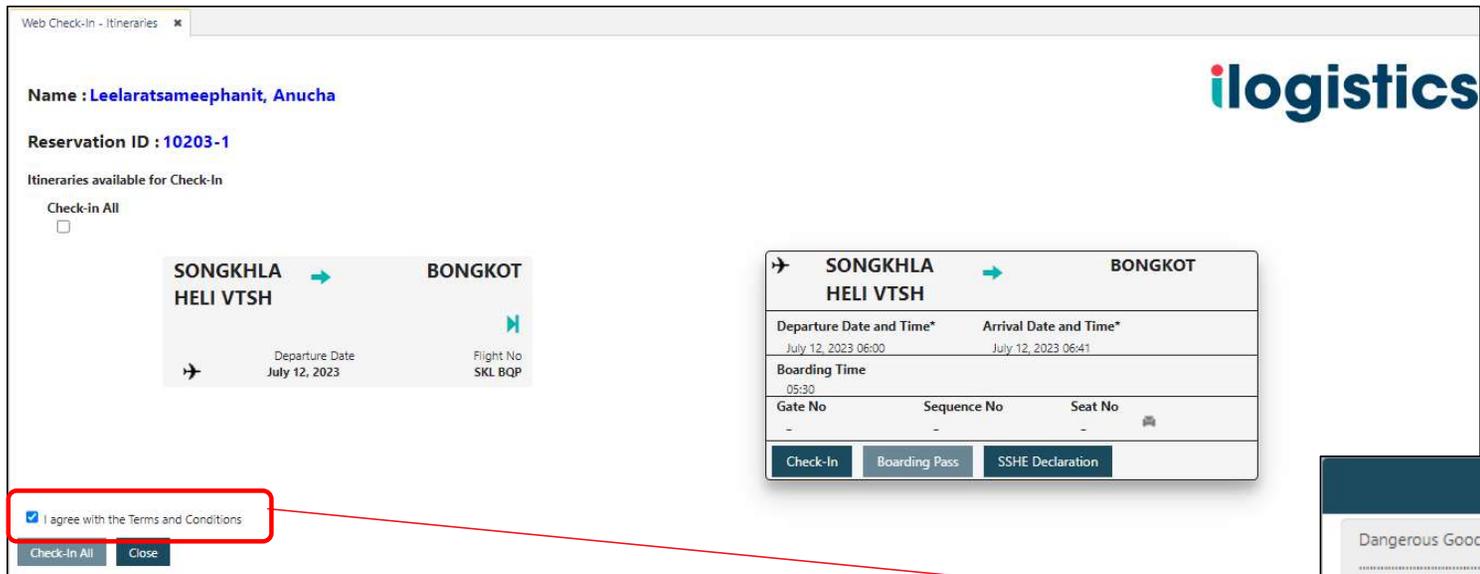
Boarding Time: 05:30

Gate No	Sequence No	Seat No
-	-	-

I agree with the Terms and Conditions

Check-In All Close

# Web Check In – Agree terms and Conditions



The screenshot shows a web check-in interface for a flight from SONGKHLA to BONGKOT. The user's name is Leelaratsameephanit, Anucha, and the reservation ID is 10203-1. The flight is operated by HELI VTSH. The interface includes a checkbox for "Check-in All" and a checkbox for "I agree with the Terms and Conditions". A red box highlights the "I agree with the Terms and Conditions" checkbox, and a red arrow points from it to a separate window showing the terms and conditions text.

SONGKHLA		BONGKOT	
HELI VTSH		HELI VTSH	
Departure Date and Time*		Arrival Date and Time*	
July 12, 2023 06:00		July 12, 2023 06:41	
Boarding Time			
05:30			
Gate No	Sequence No	Seat No	
-	-	-	
Check-In	Boarding Pass	SSHE Declaration	

Dangerous Good Declaration

ข้าพเจ้าได้อ่านและเข้าใจในข้อจำกัดเกี่ยวกับสิ่งของอันตรายที่ต้องห้ามสำหรับการขนส่งทางอากาศในกระเป๋าหรือสัมภาระที่ผ่านการตรวจสอบแล้ว  
I, hereby, acknowledged that I am understood and aware on the restrictions and limitations of a transportation of Dangerous Goods by

In the Web check In Screen, the terms and conditions have to be updated to Check In process.  
The terms and conditions can be config in Company Parameter configuration.

# Web Check In – Check in



Passenger

Login to Web Check In URL

Update SSHE Declaration Form

Agree to terms and conditions

Check In

Web Check-In - Itineraries

**Name :** Leelaratsameephanit, Anucha

**Reservation ID :** 689966-1

Itineraries available for Check-In

Check-In All

**SONGKHLA → BONGKOT**

**HELI VTSH**

Departure Date: July 12, 2023 | Flight No: SKL BQP

**SONGKHLA → BONGKOT**

**HELI VTSH**

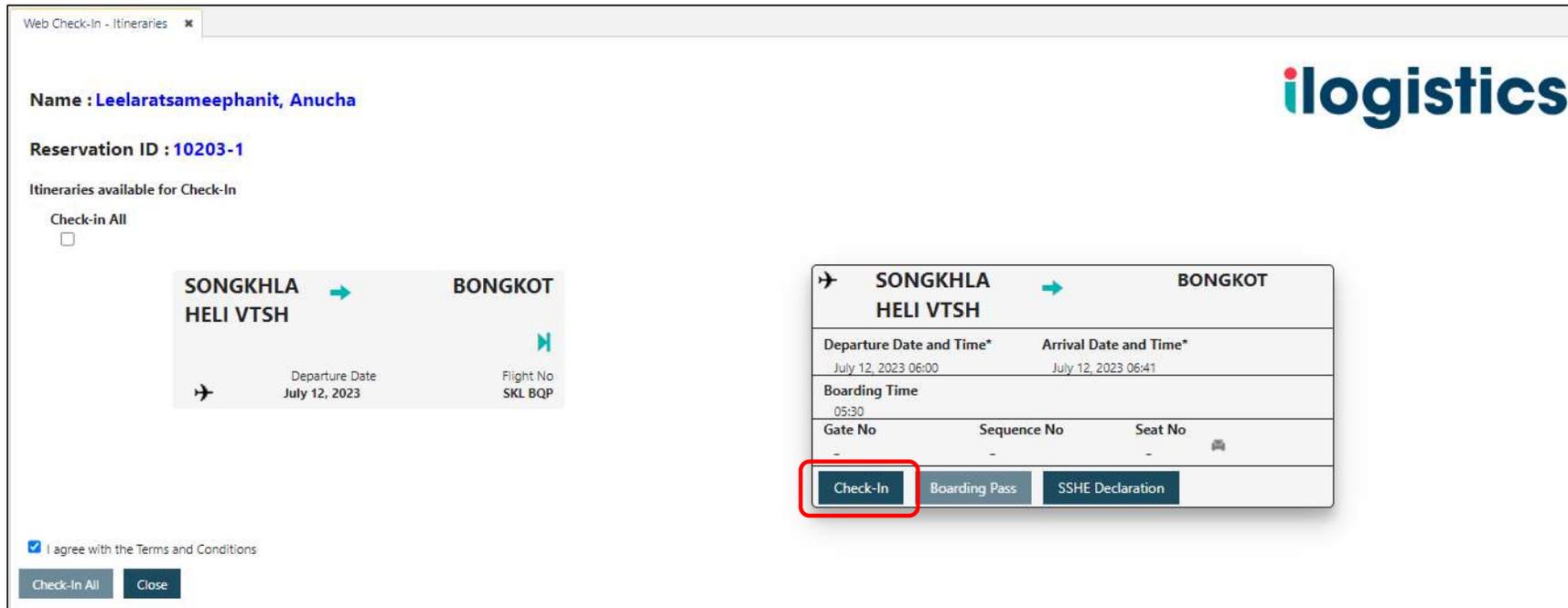
Departure Date and Time*		Arrival Date and Time*	
July 12, 2023 06:00		July 12, 2023 06:41	
Boarding Time			
05:30			
Gate No	Sequence No	Seat No	
-	-	-	

Check-In | Boarding Pass | SSHE Declaration

I agree with the Terms and Conditions

Check-In All | Close

# Web Check In – Check in



**Name :** Leelaratsameephanit, Anucha

**Reservation ID :** 10203-1

Itineraries available for Check-In

Check-in All

**SONGKHLA HELI VTSH** → **BONGKOT**

Departure Date: July 12, 2023 | Flight No: SKL BQP

→ SONGKHLA HELI VTSH		→ BONGKOT	
Departure Date and Time*		Arrival Date and Time*	
July 12, 2023 06:00		July 12, 2023 06:41	
Boarding Time			
05:30			
Gate No	Sequence No	Seat No	
-	-	-	
Check-In	Boarding Pass	SSHE Declaration	

I agree with the Terms and Conditions

Check-In All Close

Click on Check in button then the system will change card colour to green

## Exercise – Flight Schedule Creation (15min)

**Link:** <https://ptteptst.ibsplc.net/iLogisticsCloud/webcheckin.htm>

Trainee (Required)	User ID	PNR no and Last Name
Pasavorn L	SYS004161	1755 & Kongchang
Htet Wint Aung	SYS004194	1377& Htet Wint

Other Optional Trainees:

User ID: SYS004166 (50 people)

**Password: Training@12345**

TH

PNR	Last name
1767	Rittirong
1759	Srichumsin
1763	Thongdadas

TH

PNR	Last name
1369	Anna Marie



**Your Goal Our Goal**  
เป้าหมายของคุณ คือเป้าหมายของเรา