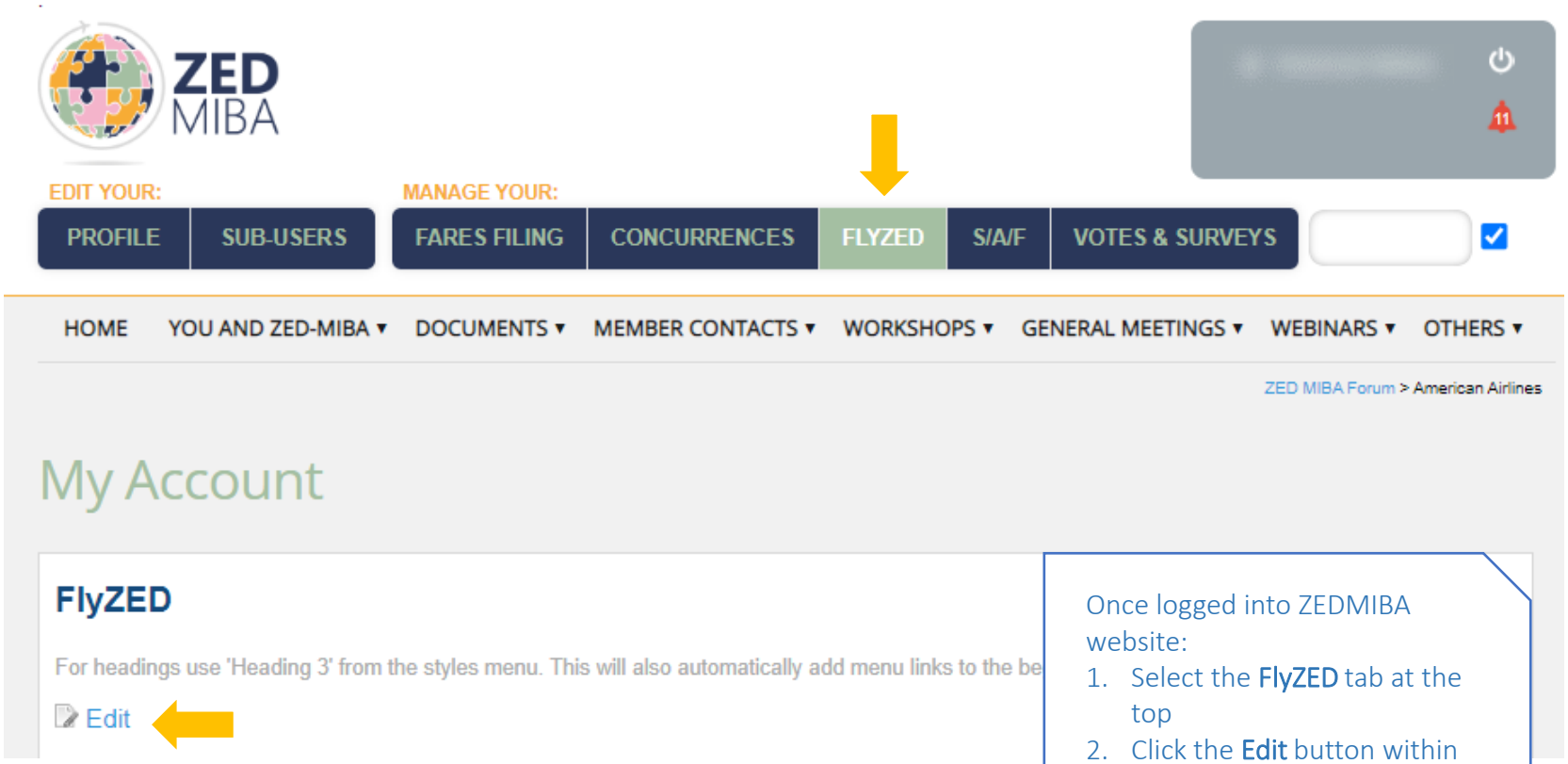
www.FlyZED.info

Managing your Page

ZED MIBA

FlyZED Editing tool



Once logged into ZEDMIBA website:

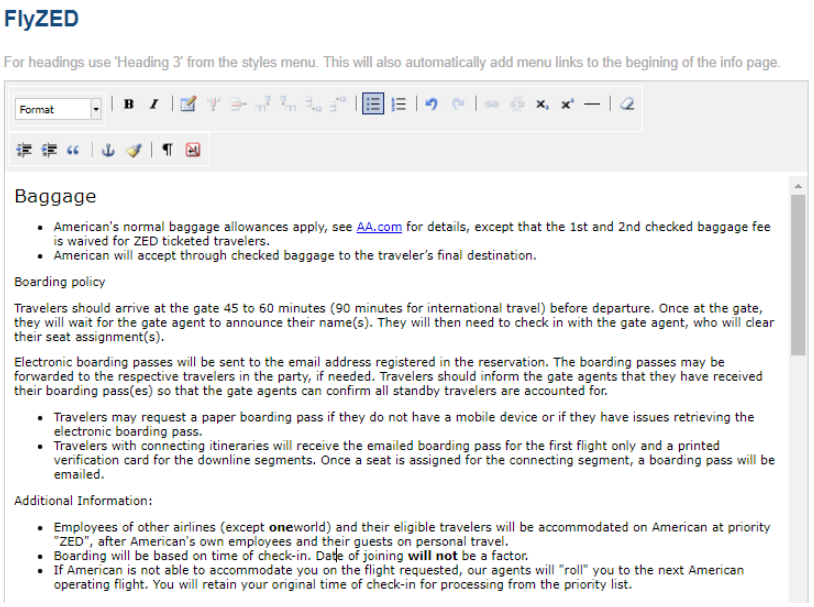
1. Select the **FlyZED** tab at the top
2. Click the **Edit** button within the FlyZED window

ZED MIBA

Add your airline's policies & processes

Begin typing.

- Include as much information as possible so that other airline employees are clear and fully informed before they travel.
- Make sure the information you publish applies to employees of all your airline partners (e.g., not just those with which you have NIET agreements).
- The more detail you publish the better informed the traveler will be.
- This benefits your airline as it reduces the time agents need to interact with other airline staff and ensures your policies and processes are clearly communicated.

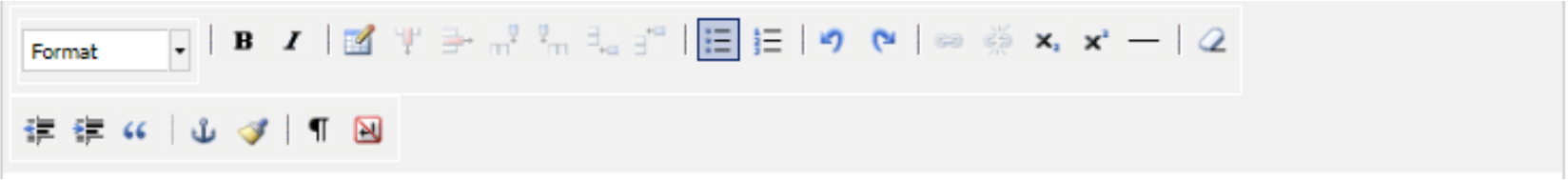


ZED MIBA

Use the formatting tools

The site gives you the tools to not only make it aesthetically pleasing but also to make it easy to navigate.

- You can:
  - ✓ Add and remove hyperlinks
  - ✓ Add headers
  - ✓ Add bullets
  - ✓ Bold/Italicize text
  - ✓ Insert tables
  - ✓ Add sub/super-script
  - ✓ Add horizonal lines
  - ✓ Indent text



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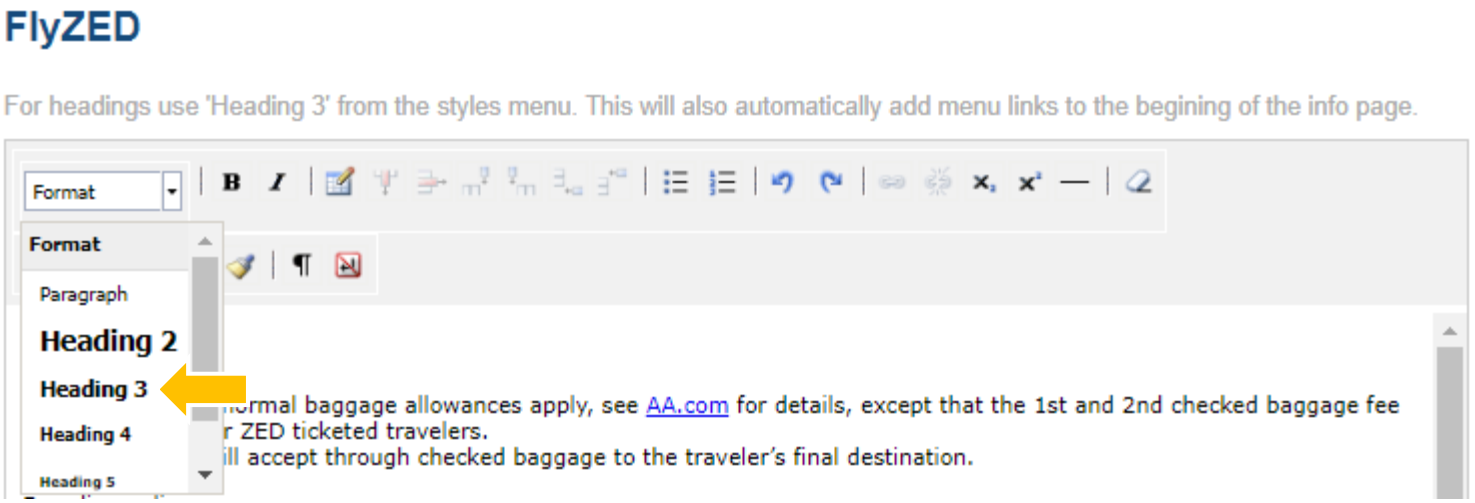
Headings

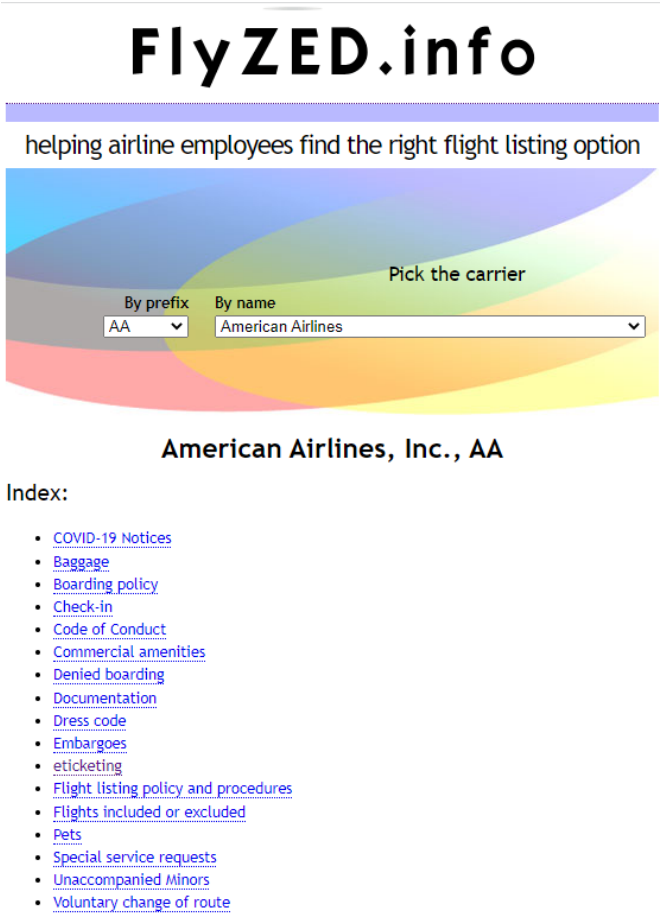
Use ‘Heading 3’ to format each section title. This will automatically create a table of contents, making it easier for the end-user to find specific information.



ZED MIBA

Required Sections/Information

- Baggage restrictions
- Boarding policy
- Check-in process
- Code of Conduct
- Commercial amenities permitted/not permitted
- Denied boarding process
- Documentation requirements
- Dress code requirements
- Embargoes in place
- Flight listing policy and procedures
- Flights included or excluded
- Pet policy (checked or in cabin)
- Special service requests
- Unaccompanied minor policy/processes
- Voluntary change of route policy



ZED MIBA

Publish the information

- Once complete, click on the Update all details button at the bottom of the page.

- The information will immediately be available on FlyZED.info.