

QUICK START / 01

A great flight attendant knows the details.

From aircraft and stock to passenger preferences.

- 1 Know your aircraft. Stay on top of stock and cabin details.
- 2 Know your passengers. Read, record, request their preferences.
- 3 Stay ready. Use one tool or plan the whole trip.

EXAMPLE · NO LIVE DATA

- 1 Aircraft & stock
- 2 Passenger preferences
- 3 **Pre-flight to post-flight**

PAX Pref was created by Corporate Flight Attendant Randi Johnson Thraves.

Built while working on the road—creating practical systems for today's corporate flight attendants.

Support PAX Pref or get in touch

info@randijo.co

Venmo: @Randi-JohnsonThraves

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QUICK START / 02

Know your aircraft.

Stay on top of your assets—from aircraft to stock.

- 1 Open Aircraft. Check the company and tail number.
- 2 Review stock, cabin notes, and saved aircraft guides.
- 3 Save changes. Keep the details ready for your next flight.

EXAMPLE · NO LIVE DATA

1 Tail number: N100EX

2 Stock · Cabin notes · Guides

3 **Save Aircraft**

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QUICK START / 03

Know your passengers.

Read, record, request their preferences.

- 1 Read their saved likes, needs, and allergies.
- 2 Record changes and save them to the right person.
- 3 Request preferences with Share access when your role allows.

EXAMPLE · NO LIVE DATA

- 1 Read preferences
- 2 Record → Save updates
- 3 **Share access → Preferences link**

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QUICK START / 04

Want help with the whole trip?

Start with what you know. Fill in the rest as plans settle.

- 1 Open Build Trip. Add the Trip # and flight details.
- 2 Use Add PAX and Add Crew. Check every name.
- 3 Save Flight when the required details are ready.

EXAMPLE · NO LIVE DATA

1 Trip # 1001 · PHX → AFW

2 Add PAX Add Crew

3 **Save Flight**

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QUICK START / 05

Plan your cabin service.

Keep meals and supplies with the right flight leg.

- 1 Write Service Notes for this flight.
- 2 Choose Catering & Shopping to plan meals and supplies.
- 3 Save catering and shopping separately. Confirm orders with the caterer.

EXAMPLE · NO LIVE DATA

- 1 Service Notes
- 2 Catering & Shopping
- 3 Save each area

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QUICK START / 06

Keep receipts together.

Make post-flight expenses easier to review.

- 1 Open Expenses. Choose the right flight leg.
- 2 Use Scan Receipt → Add Expense, or enter it by hand.
- 3 Check the merchant, date, and amount. Then save.

EXAMPLE · NO LIVE DATA

- 1 Expenses → Choose leg
- 2 Scan Receipt → Add Expense
- 3 **Check → Save**

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QUICK START / 07

Finish with your report.

A clear wrap-up for your post-flight notes.

- 1 Save final notes. Open Trip Report on Home.
- 2 Choose the trip and the sections you want to share.
- 3 Review the report. Choose Download PDF or Print Report.

EXAMPLE · NO LIVE DATA

- 1 Trip Report
- 2 Choose trip → Review
- 3 **Download PDF Print Report**

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QUICK START / 08

Stay ready for the trip.

Use one tool or follow the whole trip—from pre-flight to post-flight.

- 1 Check a passenger or aircraft whenever you need to.
- 2 Plan cabin service, track expenses, and finish your report.
- 3 Open Help & training for short steps and videos.

EXAMPLE · NO LIVE DATA

- 1 Your aircraft · Your passengers
- 2 Your cabin service · Your report
- 3 pax.randijo.co/help

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