



New CASSLink Platform

CASS Export Wave 3 & 4 Migration Checklist V3

Updated on 09 October 2023

Please note the below check list for the migration activities, [the dates are subject to the system readiness.](#)

Updates are in red

Category	Description	Wave 3 Timeline	Wave 4 Timeline
Training	Opening of the training webinar registration	July 2023 (completed)	July 2023 (completed)
Training materials	User manual and link to the training materials will be available in IATA customer portal	Sep 2023 (completed)	Sep 2023 (completed)
Training	Attend the training sessions	Late Aug and mid-Sep 2023 (completed)	Late Aug and mid-Sep 2023 (completed)
User Migration	<p>Please be informed that only active CASSLink users who had logged in after 1 Jan 2023 in the current CASSLink, would be migrated to the new CASSLink.</p> <p>If you wish to access to the new CASSLink platform, please log in to the current CASSLink system by 15 August 2023.</p> <p>If any new user requires access to the new CASSLink platform after the migration, the user should be added by your CASSLink Administrator contact in the new CASSLink platform directly.</p>	15 Aug 2023 (completed)	15 Aug 2023 (completed)
User Management – Company administrator	<p>List of current users migrated to the new CASSLink platform will be provided to the company administrators with access rights in the current CASSLink.</p> <p>If your company does not have any administrators, IATA will select the three active users of your company with the highest access rights in the current CASSLink system to be the</p>	early Sep 2023 (completed)	early Sep 2023 (completed)



Category	Description	Wave 3 Timeline	Wave 4 Timeline
	Administrators of your company to ensure they have the access right to handle user management after the system migration.		
Access CASSLink platform via IATA Customer Portal	Access to the new CASSLink can only be done through the IATA Customer Portal. If you access the current CASSLink via the URL link, please register yourself in IATA Customer Portal to prepare your access to new CASSLink.	Sep 2023	Sep 2023
IATA iiNet connectivity	For the users with SFTP connectivity, please contact IATA Customer Service team to change to IATA iiNet connectivity prior to the cutover day.	On-going	On-going
Migrated User List	The list of migrated users for Waves 3 countries/territories can be downloaded under “View Airline/Agent Docs” on the old CASSLink platform .	Before 11 Sep 2023 (completed)	Before 11 Sep 2023 (completed)
User privilege set up	The New CASSLink will be open to the company administrator to set up the access rights for each user. For users that have not been migrated (users added in the current CASSLink after the migration cut-off on 15 August 2023). The company CASSLink administrator can add them once the New CASSLink platform opens for user set-up.	From 11 Sep 2023	From 11 Sep 2023
Users not migrated	For users who are not migrated, the company will still see the activities conducted by the users in the past. There will be no impact on the invoicing history	N/A	N/A
Wave 3 & 4 operations	Switch off the access to the current CASSLink platform	29 Sep 2023	27 Oct 2023
	Access to the New CASSLink platform	03 Oct 2023	30 Oct 2023