

# Bookings


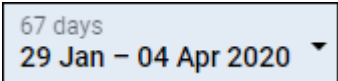
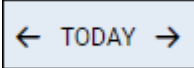




Bookings calendar view

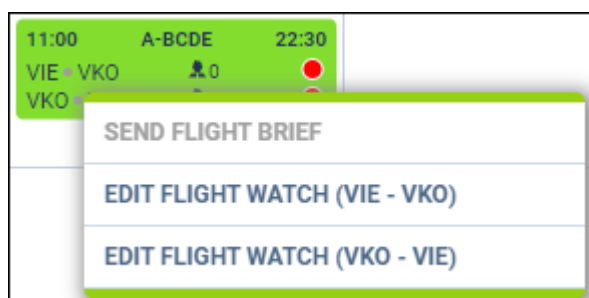
**Bookings** is the Calendar-like section where it is possible to see what is going on currently, or on a specific date in one view. 'Bookings' allows viewing all the trips booked and requests quoted for specific Clients.

The 'Bookings' view is divided into a filter section at the top and the calendar with the Client schedule below the filter.

The **top filter** contains such elements as:

-  **REQUESTS** - allows switching view to [Requests/Quotes](#) section.
-  - option to choose the date range. You can either do it by choosing from the options available in the dropdown or select the range in the calendar.
-  - Clicking on **TODAY** will limit the view to one day only (today). Using arrows will move the schedule forward/backward by the number of days chosen in the date range starting from the beginning/end of the filtered date. For example, if the date range is 29/01 - 29/02, clicking on the right arrow will move it to 29/02 - 31/03
-  **FILTER** - additional filtering options:
  - **Clients** - filtering by specific Clients
  - **Client labels** - filtering by labels assigned to the Clients in the Client profile
-  - here you can choose preferred airport code (switch between airport ICAO/IATA codes), the Timezone (UTC/LT), and display subcharters ('Show subcharter' option).

It is possible to **send 'Flight Brief' document** from the main 'Bookings' view. In order to do it, click with the right-click of the mouse on the trip and select **SEND FLIGHT BRIEF** option. You can also manually **insert the Flight Watch** from this view. In order to insert the 'Flight Watch' click with the right-click of the mouse on the trip tile and select **'EDIT FLIGHT WATCH (ADEP-ADES)'** option:

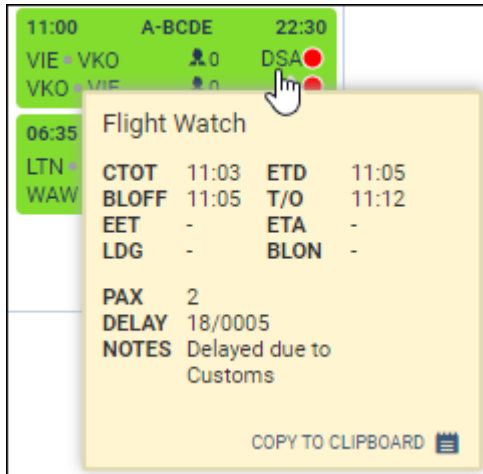




'Flight Watch' window in 'Bookings'

Once selected, the 'Flight Watch' pop-up window will appear with the standard 'Flight Watch' fields, as per the screenshot on the right-hand side.

Hovering the mouse over the label will display the Flight Watch details in the tooltip.



Send MVT

NAME: Take off

TO: client@company.com

CC:

FROM LABEL: ABC Flying

REPLY TO: op@airline.aero

SUBJECT: Takeoff movement for A-BCDE

Dear Sirs,  
We wish to inform you that the aircraft A-BCDE on flight no FR6700 from Vienna International/Wien-Schwechat VIE to Moscow/Vnukovo (VKO) has taken off at 1312 on 07-07-2021.  
Aircraft is scheduled to arrive to Moscow/Vnukovo VKO at UTC / Local Time.  
Aircraft has 2 passengers on board  
Cargo in RG -  
Delayed due to Customs

CANCEL SEND

'Movement' email window

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