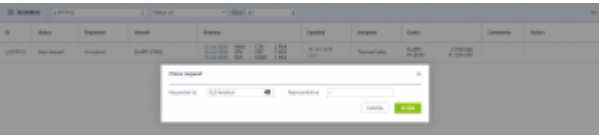# CLONING REQUESTS

'Clone' pop-up window

It is now possible to **clone** the request.

It is useful when the quotes are requested from different sources or brokers.

In that case, rather than inserting one quotation details a number of times, the Sales team can simply clone it (copy it).

The process is quite simple:

1. Press icon in the **Actions** column in the main 'Requests/Quotes' view
2. In the pop-up window (screenshot on the right-hand side) select 'Requested by' and a 'Representative' (not mandatory) and press **CLONE** button. 'Requested by' is a **mandatory** field. If it is left empty Leon will not allow cloning the request
3. **Cloned request** is opened, automatically saved and the person cloning it is selected as an 'Assignee'

The cloned request will always be displayed **at the top** of the 'Requests/Quotes' list:

ID	Status	Requester	Aircraft	Itinerary	Updated	Assignee	Quote
L-T0ED5Q	New request	SchedAero	B-ARTI (F900)	15 Jul 2020 WAW - LTN 2 PAX 15 Jul 2020 LTN - SXF 1 PAX 15 Jul 2020 SXF - WAW 1 PAX	14 Jul 14:49 Leon	Sue Adams	B-ARTI 5 750 USD H-LEON 41 520 USD
L-UNLA07	New request	SLS Aviation	B-ARTI (F900)	15 Jul 2020 WAW - LTN 2 PAX 15 Jul 2020 LTN - SXF 1 PAX 15 Jul 2020 SXF - WAW 1 PAX	14 Jul 14:42 Leon	Thomas Delta	B-ARTI 5 750 USD H-LEON 41 520 USD

The following data are copied from the source request:

- All the quotes within one request including subcharter
- Pricing and VAT rate assigned to each quote
- The list of PAX as long as set up in the source request

The following items are NOT copied from the source request:

- The status of a request. Each copied request is saved with the status **'NEW'**
- Comments/Messages, Notes
- Old Client's details including Name and MVT email address
- Checklists
- Trip number if the source request is with the status 'BOOKED' (assigned trip number)
- Assignee

It is possible to clone a request from **Avinode**. The outcome of this operation will be a **Leon** quote.

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