# EMAIL TEMPLATES

## MVT MESSAGES


Video Tutorial

This module allows to set up **Movement Emails** for each aircraft. You can define **templates** as well as add new templates. When Flight Watch data arrives to Leon a movement email will be sent out to the recipient.

### Settings



Defining MVT emails: 'Label' & "Reply to email'



Manual sending of MVT Emails

By clicking the icon  (next to 'Fleet rules by aircraft') Leon shows the below pop-up window where you can define:

- **From label** - a label/name which will appear when the MVT email will arrive.
- **Reply to email** - an email address to which a MVT email recipient should reply.

Once the MVT email has been sent (whether it's automatically or manually), Leon will use the above settings and will show the label.

# Templates



Aircraft Movement Templates

There are 8 available default templates which can be modified. It is also possible to define your own templates.

A screenshot below shows an example of the **Take Off** template's text. In order to add a new template click **+** and add details such as:

- **Template's name** - i.e. "Aircraft owner movement email".
- **Subject** - i.e. "Takeoff movement for (Aircraft registration number)".
- **Template** - the text should contain tags available in Legend.



Once the **Flight Watch** data is filled in an email for the above template would be as on the example below:

"Dear Sirs,

We wish to inform you that the aircraft B-ARTI on flight no BAR21 from WARSAW FREDERIC CHOPIN WAW to GENEVA INTERNATIONAL (GVA) has taken off at 07:15. Aircraft is scheduled to arrive to GENEVA INTERNATIONAL GVA at 09:45. Aircraft has 23 passengers on board."

---

# Conditional Tags



Example of Content error when creating conditional MVT Message

It is possible to include or exclude empty fields from the MVT Message. In order to do it you need to use **Conditional tags**.

To create such condition you need to use '#' to open the sentence and '/' to close it, for example:

**{{#PAX}}** Passenger number on the flight is {{PAX}} **{{/PAX}}**,

where **{{#PAX}}** is opening the condition and **{{/PAX}}** is closing it.

In the above case, if the Flight Watch does not include PAX number, or PAX number is 0, this information will not be included in MVT Message. If it is 1 and more, The above sentence will be included in the message.

It is also important to close one condition before opening another. **Errors in the template will be highlighted orange** in the template and 'SAVE' button will remain **inactive** until content error is amended.

---

## Rules



Defining rules for MVT emails sending

By clicking on a particular aircraft in a section **Fleet Rules** Leon opens a new screen where you can select **Scenario** (Take off, Landing, Aircraft ready, ETA update) and **Template** (select between those defined on the right-hand side).

You can also insert a recipient's email address as well as CC & BCC email addresses - this should be done for both: take off & landing MVT emails.

It is possible to define 'From label' & 'Reply to' per a tail. If it's not set up Leon will use these 2 details defined under  icon.

Each Rule has 3 checkboxes:

- **Non-ferry flight only** - allows to include FERRY flights in MVT Messages (if checkbox is not ticked)
- **Client representative** - allows to include Client assigned to the trip in relevant MVT email (if there is a representative assigned to a company, the message will be sent to that representative only, if there is no representative assigned, the email will be sent to the email provided for the Client)
- **Handler** - allows to include Handling Agent assigned to the applicable flight in relevant MVT email

A button **ADD RULE** allows to add custom rules (i.e. a separate rule for a client).

It is possible to assign a single rule to multiple aircraft by selecting them in the rule settings in section **Aircraft**. In order to turn off the rule, use ON/OFF button nex to the rule. Even if an aircraft have Rules assigned, switching it off will prevent MVT messages being sent for the selected tails.

| B-ARTI | OFF | ON |

## ETA UPDATE for next Client

One of the possibilities, when creating different MVT rules for aircraft, is sending **ETA UPDATE for next Client** MVT email, which can be sent to the next client assigned on the next trip informing him about estimated time of arrival of the aircraft (whether it is a ferry leg or a trip for a different client).

**EXAMPLE 1** - the same Client on 2nd & 3rd leg of the trip.

0900 WAW GVA 1100 **Ferry**

1200 GVA AMS 1330 **Client A**

1500 AMS WAW 1700 **Client A**

In this case, when ETA is changed on the 1st leg, Leon will send MVT ETA Update email to Client A on the 2nd leg. But even if ETA changes on the 2nd leg Leon will not send another MVT email as it's the same Client.

**EXAMPLE 2** - different Clients on 2nd & 3rd leg of the trip.

1000 WAW STN 1200 **Ferry**

1300 STN CIA 1530 **Client A**

1700 CIA WAW 1900 **Client B**

In this case, when ETA is changed on the 1st leg, Leon will send MVT ETA Update email to Client A on the 2nd leg. If ETA also changes on the 2nd leg, Leon will send a MVT ETA Update email to the Client B on the 3rd leg.

---

Similarly you can define a new rule for your fleet using a scenario **Aircraft ready for next Client** - Leon will automatically send a MVT email to the client assigned to the next leg (as long as it is a different Client).

---

## Legend

The legend contains **Tags** and right next to them their description plus **Test Data** column showing examples (see below).

```
    TAG                DESCRIPTION            TEST DATA
{{ADEP_ICAO}} Airport of departure (ICAO)    EPWA
```

> **When defining templates you should only use tags displayed in Legend. In case you need an additional tag, please contact support@leonsoftware.com**

# Documents Email Templates

In this panel you can set up email templates for particular **Sales documents** as well as **Fuel Order** and **Schedule Changes Summary**.

Click on any template and fill in **3** windows with appropriate HTML data. On the right-hand side Leon shows preview of the email body.

In a tab **RECIPIENTS** you can add default 'From' & 'Reply to' email addresses as well as 'CC' & 'BCC' emails.

Below you can find examples of how this section can be filled in.

**Charter Agreement**

## SUBJECT

```
{% set firstActivity = quote.itinerary|first %}
Charter Agreement {{ firstActivity.ADEP.ICAO }} - {{ firstActivity.ADES.ICAO }} // {{ firstActivity.startTimeLT|date('j M Y') }} // Rev.1
```

Preview:

Charter Agreement LFPG - OMDB 26 Apr 2019 Rev.1

## BODY

```
{% set client = quote.quoteRequest.requester.name %}
{% if quote.quoteRequest.requester.isCompany == false %}
   {% set client = quote.quoteRequest.requester.name ~ ' ' ~ quote.quoteRequest.requester.surname %}
{% endif %}
Dear {{ client }}

Please find attached your Charater Agreement from {{ quote.quoteRequest.operator.name }}.

Kind Regards<br />
{{ loggedUser.contact.knownAs }}
```

Preview:

Dear James Smith

Please find attached your Charater Agreement from AirHeaven Airlines.

Kind Regards

Ann Davies

---

**Fuel Order**

## SUBJECT

{{ fuelOrder.airportFuelPrice.airport.ICAO ?? '' }} FUEL REQUEST

Preview:

UUWW FUEL REQUEST

## BODY

```
WE KINDLY REQUEST {{ fuelOrder.airportFuelPrice.airport.ICAO ?? '' }} FUEL FOR THE FOLLOWING FLIGHT

REGISTRATION: {{ fuelOrder.selectedFlight.aircraft.registration }}
OPERATOR : {{ fuelOrder.operator.name }}
A/C TYPE : {{ fuelOrder.selectedFlight.aircraft.ACFTTypeData.ICAO ?? fuelOrder.selectedFlight.aircraft.ACFTTypeData.IATA }}
MTOW : {{ fuelOrder.selectedFlight.aircraft.mtow }} {{ fuelOrder.selectedFlight.aircraft.weightUnitString }}
PURPOSE OF FLT : {{ fuelOrder.selectedFlight.commercial ? 'COMMERCIAL' : 'PRIVATE' }}
Quantity : AS PER CAPT'S REQUEST
FBO : {{ fuelOrder.selectedAirportHandler.name ?? '' }}
SUPPLIER: {{ fuelOrder.airportFuelPrice.fuelSupportName ?? '' }}


SCHEDULE :
{% for flight in fuelOrder.flights %}
   {% if flight.isCanceled == false %}
      {{ flight.flightNo }} {{ flight.ADES.ICAO }} {{ flight.ADES.IATA }} {{ flight.startTime|date('Hi') }}Z {{ flight.ADEP.ICAO }} {{ flight
   {% endif %}
{% endfor %}


Best Regards,
{{ loggedUser.contact.knownAs }}
```