

MULTI LEG REQUESTS



Selecting suppliers in Multi Leg Requests panel

MULTI LEG REQUESTS panel has been created to allow quick & easy arranging of such services, as: Handling, Catering, PAX Transport and Slot/PPR.

The **1st step** to use this functionality is right-clicking on the flight (or marking multiple flights) and selecting

SELECT SUPPLIERS

In the new window Leon will show selected trip/trips with possibility of **selecting suppliers** (see screenshot on the right).

Suppliers selected in the 'Airport Directory' as “favourite” (marked with the yellow star), will show automatically. The other ones can be selected manually, or by clicking the button

VIA HANDLER

Once suppliers selection is saved, the next step is to create a **New Request** - right-click on the selected trips and choose the option



In the pop-up window mark the chosen services and click 'SEND'. It is possible to split the request, select only some of the services and send the request, then mark the other ones later and send a separate request.

Request services

☒ SLOT ADEP

☐ Handling ADEP

☐ Catering

☐ PAX Transport ADES

☐ SLOT ADES

☐ Handling ADES

☐ PAX Transport ADEP

CANCEL

CREATE

Once SEND button is selected, Leon will show a Multi leg request window for further actions with selected suppliers & email address/addresses on top and a workflow buttons underneath:

NEW

REQUESTED

UPDATE REQUIRED

UPDATE PENDING

CONFIRMED

CANCELLATION REQUIRED

CANCELLATION PENDING

CANCELLED



Sending multi leg request email

In the section below there are email details to be filled in with email addresses: From, CC, BCC and Reply to. They can show automatically if they have been inserted in the 'Multi Leg Request' email template in the **Admin panel**, section [EMAIL TEMPLATES](#).

Template

NEW

From

ops@man.aero

CC

ground@man.aero

BCC

Reply to

ops@man.aero

Subject

Multi Leg Request EXCEL HANDLING SP. Z O.O.

The email body is editable and can be adjusted as needed. It is also possible to attach files to the request email.

Once the email is sent out, Leon will change status from **NEW** to **REQUESTED** and the checklist items displayed on the right will also have statuses changed from 'Untouched' to 'Requested'.

ZZZ001A • Mon, 17 Jan 2022 • D-LEON • EPWA 08:00Z ➡ ✈️ ➡ 10:00Z EHAM • 4 PAX ●									
Handling (EPWA) ▾		Requested ▾							
Slot (EPWA) ▾		Requested ▾							
Catering ▾		Requested ▾							

If there was any **update** made to the trip or **cancellation**, use available buttons and send required email.

When the request is confirmed by the supplier, click **CONFIRMED** and the checklist items will also show as confirmed.

Once the request is created (by clicking the “Send” button in the “Request services” window), in the **Table** view of OPS section Leon will show a **Request groups** (depending on the number of requests sent) with random request ID and the assigned colour. Go to 3-dot filter > Columns to activate a column 'Requests'.

Requests		
≡ 0	M-JHLEJH	M-SWGZ27
≡ 0	M-JHLEJH	M-SWGZ27
≡ 0	M-JHLEJH	M-SWGZ27
≡ 0	M-Z1KQCJ	M-JS30YQ

Hover the mouse over the request ID and Leon will show a tooltip with the requested services for a particular trip. Next to the request ID Leon will show the number of **unread messages**.

Requests group: M-GTX50Q

Services on this flight:

STEFAN Requested :

- Handling ADES

Warszawski SUPERHANDLER Confirmed :

- Handling ADEP

Services on other flights:

STEFAN Requested :

- SLOT ADES
- Handling ADES
- Handling ADEP

LS AIRPORT SERVICES (EXECUTIVE AVIATION) Requested :

- Handling ADEP
- Handling ADES

Warszawski SUPERHANDLER Confirmed :

- SLOT ADES

FLUGHAFEN MUNCHEN New :

- SLOT ADES
- Handling ADES

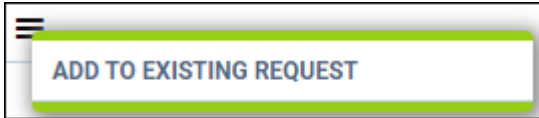
COPY TO CLIPBOARD

≡ 0

M-GTX50Q

≡

There is also a “burger” icon for quick adding a trip to the existing request.



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