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MULTI LEG REQUESTS

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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

In the new window, Leon will show selected trip/trips with the 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

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

>

SERVICE REQUESTS

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.

NEW REQUEST

VIA HANDLER

SLOT ADEP		
Handling ADEP	□ Handling ADES	
Catering	PAX Transport ADEP	
PAX Transport ADES		

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 workflow buttons underneath:

REQUESTED OPDA	TE 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
СС	ground@man.aero	BCC	
Reply to	ops@man.aero		
Subject	Multi Leg Request EXCEL HANDL	ING SP. Z 0.0.	

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'.



If there were any **updates** made to the trip or **cancellation**, use available buttons and send the 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'.

	Request	s
∎ ٥	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	ŀ
	Services on this flight:	L
;	STEFAN Requested :	Ta
	Warszawski SUPERHANDLER Confirmed : Handling ADEP	Γ
	Services on other flights:	
1	STEFAN Requested : SLOT ADES	
1	 Handling ADES Handling ADEP 	
1	LS AIRPORT SERVICES (EXECUTIVE AVIATION) Requested : Handling ADEP Handling ADES 	
	Warszawski SUPERHANDLER Confirmed : SLOT ADES	DE
	FLUGHAFEN MUNCHEN New: SLOT ADES	DE
	Handling ADES	DE
	COPY TO CLIPBOARD	ÞE
	—	DE

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



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