

# SHARING THE TRIP VIA LINK

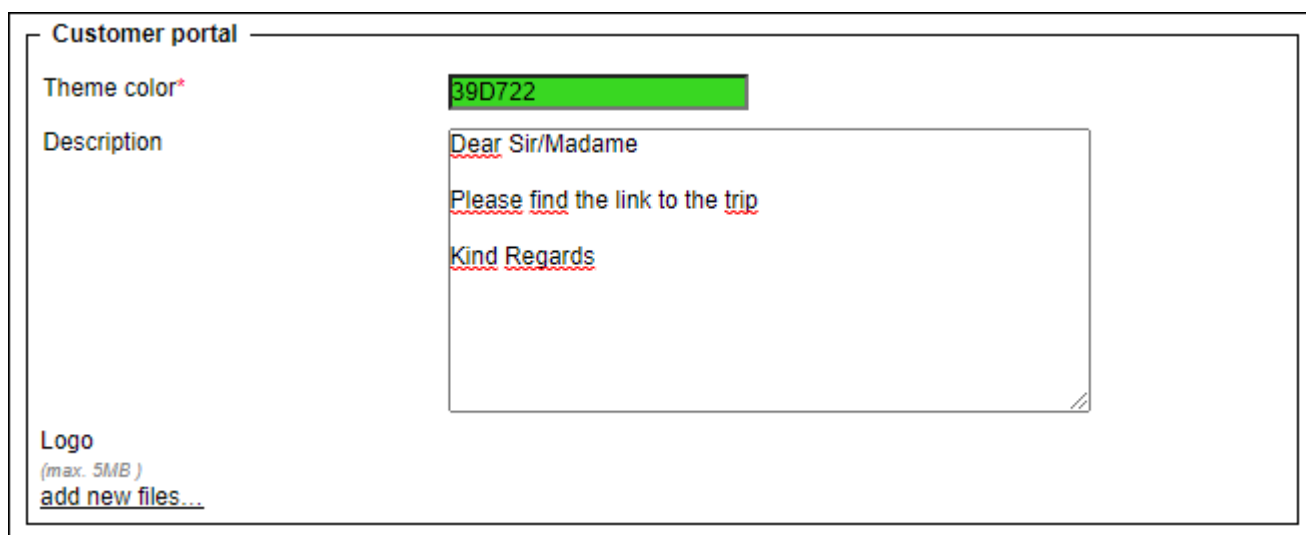
It is now possible to **share** the trip with the broker, via link .

In order to enable this functionality, 2 steps are required to be taken.

## SETTING UP

In the panel ADMIN > GENERAL SETTINGS > SALES MODULE there is a dedicated section **Customer portal** - insert details such as:

- **Theme colour** - define a colour of the layout.
- **Description** - insert body email which should be sent to the broker.
- **Logo** - upload a logo which will show in the email.
- **Files** - upload extra files, if necessary.

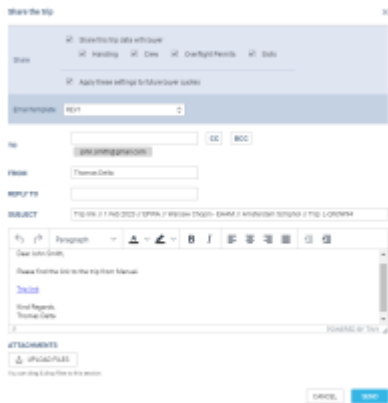


The screenshot shows the 'Customer portal' settings panel. It contains three main sections: 'Theme color\*' with a green input field containing '39D722'; 'Description' with a text area containing 'Dear Sir/Madame', 'Please find the link to the trip', and 'Kind Regards'; and 'Logo' with a sub-label '(max. 5MB)' and a link 'add new files...'. The panel has a title bar 'Customer portal' and a close button.

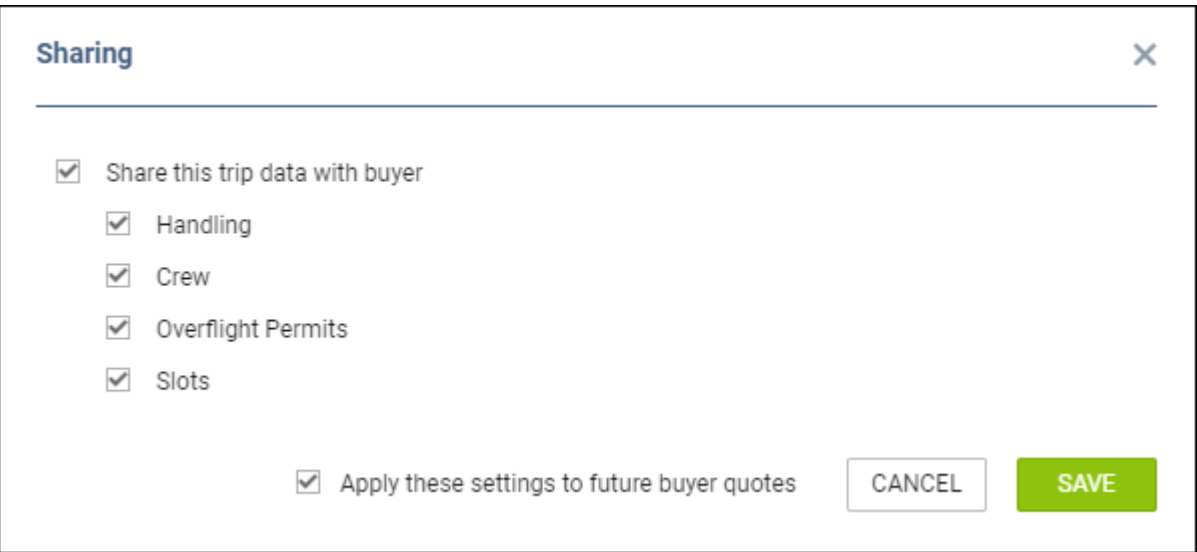
## SENDING THE LINK

In the quote's edition section, tab **OPS & CREW** will show details of the booked quote, including handlers, slots, permits and crew.

Firstly, click the button **EDIT SETTINGS** and define which trip items should be shared with the broker.



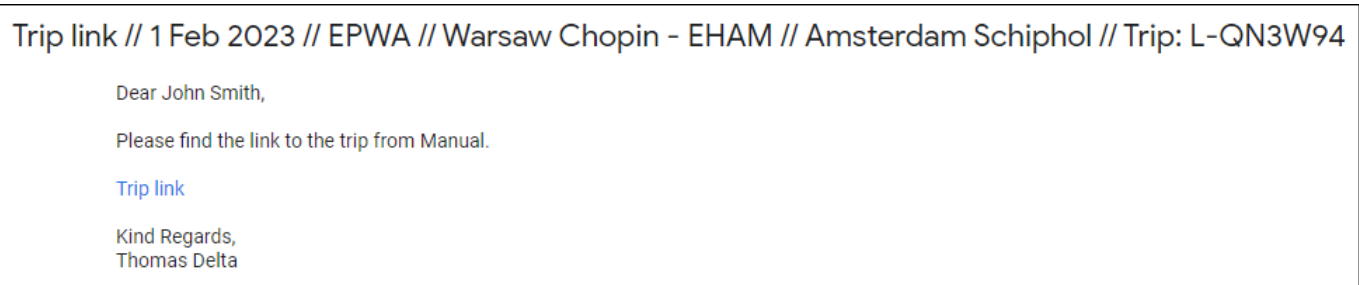
Sharing with the trip via link



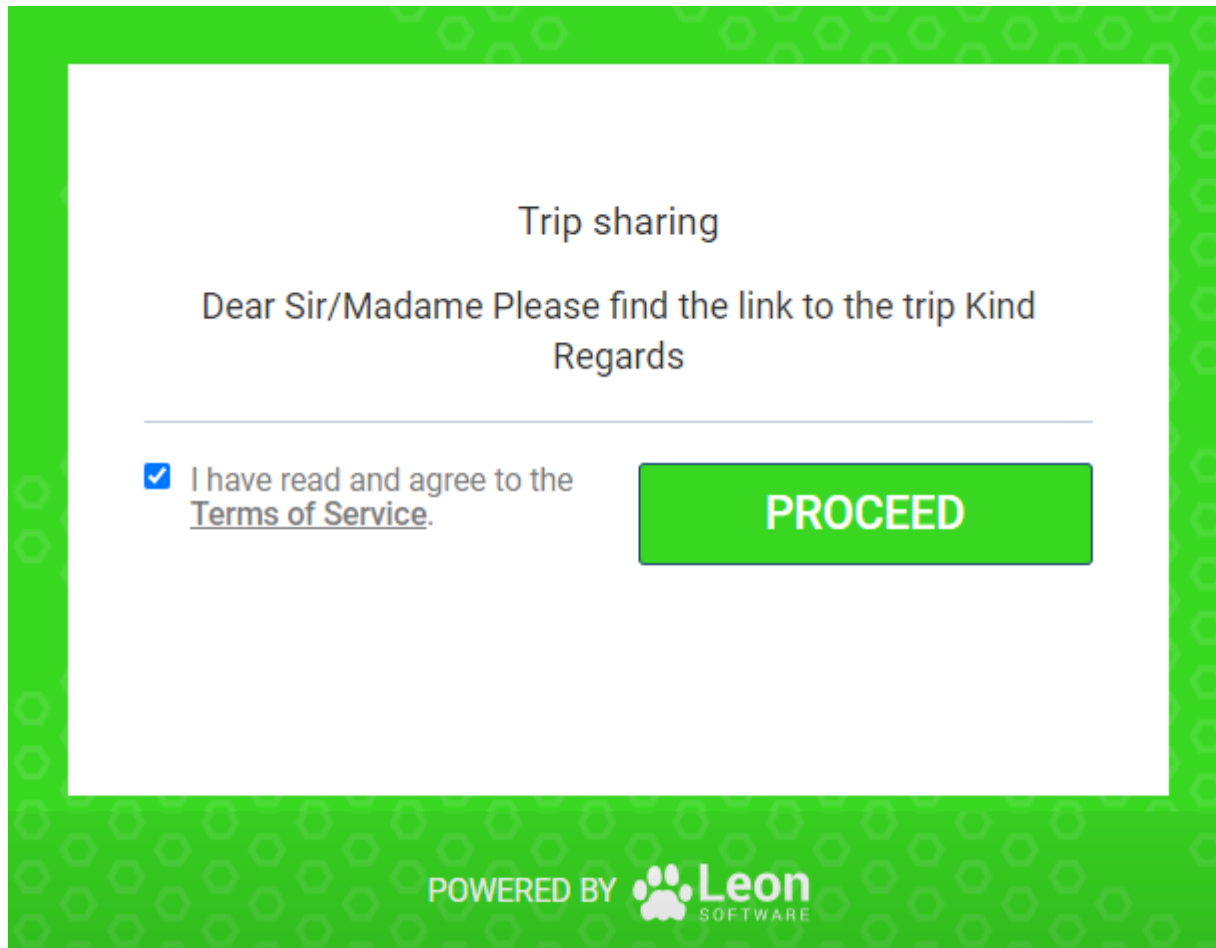
Secondly, click the button **SHARE THE TRIP** and Leon will show sending-email window (see screenshot on the right).

Once the share-trip email is sent to the broker, the status changes from **NOT SHARED** to **SHARED**

The email sent to the broker shows as on the example below.



By clicking the **Trip link** Leon will show the below screen, where terms of service checkbox must be marked.




Trip sharing

Dear Sir/Madame Please find the link to the trip Kind  
Regards

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☒ I have read and agree to the  
Terms of Service.

**PROCEED**

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Upon clicking **PROCEED** button, Leon shows previously pre-defined trip details.

BARTI • 11:45 • WAW — ✈ — AMS • 14:05 • ⌚ Flight time 02:20 • 8 PAX

Handling

AMS

WELCOME EXECUTIVE

Confirmed

WAW

JET AVIATION

Confirmed

Crew

CPT

Thomas Delta • +48694455479

FO


Ryan Briggs • +44 9834 6487

Overflight permits

Germany

Confirmed

Privacy policy | Terms of Service

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The **email template** itself can be adjusted in the panel ADMIN > EMAIL TEMPLATES - edit the template 'Share trip link' and amend it, if needed.

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