## Attach documents by default

'**Attach documents by default**' option will be available in the 'Settings' tab of the 'Handling Requests' section of the Admin panel.

Here you can select the documents that should be attached to the Handling request by default.

The documents listed are the documents with 'Handling Request Manifest' and ' General Declaration' types.

Once the documents are selected, they will be automatically ticked in the HR email, as per the below screenshot:

	Handling Requests	×
- Attach documents by default	☑ FAS FRANKFURT AVIATI	History
General Declaration	From "ABC and Flying - default" <info@abcflying.com> Reply to accounting@excel-handling.com</info@abcflying.com>	
General AAA Declaration		
SAFETY SHEET		
PAX Manifest	Adam Jones 2345623457 / 31 DEC 2019 GBR	
Handling Request Manifest	ТВА	-
	CLOSE WINDOW SEND CONTRACT OF CONTRACT ON CONTRACT OF CONTRACT.	D NEW(1)

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