

It is possible now to set the **approval** date of the **handling agents** or **FBOs** in Leon. Leon will send an **email notification** at **00:00** every day to the inserted email address, if the expiry date has passed.

Go to the section Admin > Operator Settings > General and at the bottom insert & update 1 or more email address (see below).

If the approval date of handlers/fbos expires in less than 14 days, send email to:

ops@yourairlines.com,
boss@yourairlines.com

Now go to OPS > Airport Directory, enter the airport code and edit it. In the section **FBO** or **Handling** click in the field next to 'Not approved' - a calendar will show up where you need to set the approval date and click '**Approve**'.

City		Fax		Website	
City	---	Fax	---	Website	---
Country	---	Hours of operation	---	Open 24 hours	---
State	---	Frequency	---	Phone	+48 22 650 4654
ZIP	---	Sita	sita	Toll Free Phone	---
Email	handling@gmail.com	Aftn	---		
Address1	---				
Address2	---				
Remarks	---				

Approved until 30-06-2014 Extend Disapprove

(max. 2MB) Upload Cancel All Uploads

City		Fax		Website	
City	WARSAW	Fax	---	Website	---
Country	POLAND	Hours of operation	0800-2000L	Open 24 hours	N
State	---	Frequency	---	Phone	+48 22
ZIP	---	Sita	---	Toll Free Phone	---
Email	---	Aftn	---		
Address1	---				

Not approved Approve

Select the handling agent approval date and click 'Approve'. Once it's passed, Leon will send a notification email

May 2014

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

When you add a new flight to a particular ADEP/ADES and the selected handler (either by default if marked as favourite, or manually) has the approval expiry date set, in '**Legs Info > Handling**' section you can see **(approved)** next to the handling agent's name.

WAW
STD 11:00

EXCEL HANDLING (approved)

Leon will send the 1st email **14 days** before the approval expiry date at **00:00** UTC, then each day at the same time until you extend that date in OPS > Airport Directory section.

Below you can see the example of the notification email.

