

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.

