

## Personal Assistant in Contact profile page

In the PAX profile page, under the BASIC tab, the option to assign PA (Personal Assistant) has been added.

Personal Assistant must be linked with the contact by the same company account. So first, the account needs to be added to the PAX profile and then the PA from the list of persons assigned to the account.

Additionally, in Email Templates under **MVT Messages**, it is possible to set it up so that MVT Messages are sent to the assigned PA. If the PAX personal assistant checkbox is selected, the passenger's PA will receive information about aircraft movements.

**FLIGHT RULES**

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**Take off (Take off)**

<b>Rule</b>  Name <input type="text" value="Take-off"/>  Scenario <input type="text" value="Take-off"/>  Template <input type="text" value="Default landing template MVT"/>  <input type="checkbox"/> Pax flight only <input type="checkbox"/> Ferry flight only  Send for trip type <input type="text" value="Select trip type"/>	<b>Recipients</b>  TO <input type="text" value="mpaden@nsl@secooftware.com"/>  CC <input type="text"/>  BCC <input type="text"/>  From label <input type="text"/>  Reply to <input type="text" value="testautomation@secooftware.com"/>  <input type="checkbox"/> Client representative <input type="checkbox"/> Owner <input checked="" type="checkbox"/> PAI personal assistant <b>X</b> <input type="checkbox"/> Send to departure handler <input type="checkbox"/> Send to destination handler
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**Aircraft**

☐ SUBCHARTER    ☐ 234Z    ☐ A-1234    ☒ A-BCEE    ☐ A00B1    ☒ B-A0N1    ☐ C-4BCD    ☐ CHARTER    ☐ D-ANGL    ☐ E-LSDN    ☐ F-ZULI    ☐ GWRDFTER    ☐ H-EJMT    ☐ H-LEON  
☐ I-YEOT    ☐ M-ANT1    ☐ M-ARXK    ☐ MHAMT1    ☐ M-MDEL    ☐ Q-1234    ☐ SBC1-SHWGZ    ☐ SBR1-LSHGZ    ☐ SP-LNA    ☐ TALLAX    ☐ TALING    ☐ THT    ☐ Z-LEON

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