

Notes added in the field '**Remarks**' - section '**Airport Directory > Edit Airport > Hotels**' - will appear in '**Legs Info**' screen, tab 'Crew', if a particular hotel is selected from the drop-down box.

- **1** - go to Airport Directory and edit an airport. Expand tab 'Hotels' and add notes to the selected hotel in the field 'Remarks'.

OPS > Airport Directory > Edit Airport

HotelsExpand

New Hotel

| | | | | | |
|----------|---|--------------------|-----|-----------------|------------------|
| City | Luton | Fax | --- | Website | --- |
| Country | United Kingdom | Hours of operation | --- | Open 24 hours | --- |
| State | --- | Frequency | --- | Phone | +44 123 654 9876 |
| ZIP | --- | Sita | --- | Toll Free Phone | --- |
| Email | --- | Aftn | --- | | |
| Address1 | --- | | | | |
| Address2 | --- | | | | |
| Remarks | This information will appear in 'Legs Info' screen - tab 'Crew' when this hotel is selected in the drop-down box or if it's set as 'favourite' (marked with gold star). | | | | |

Add New

(max. 2MB)

Upload

Cancel All Uploads

CateringExpand

Car rentalsExpand

LimoExpand

- **2** - the notes will be exported to 'Legs Info', tab 'Crew', if the hotel with previously added notes is selected.

Flights > Legs Info

Checklist

Ops

Fuel

Handling

Crew

Pax

Catering

Flight watch

Crew transport

N/A

(max. 2MB)

Upload

Cancel All Uploads

Hotel

New Hotel

CNF

(max. 2MB)

Upload

Cancel All Uploads

Remarks

Notes imported from 'Airport Edit > Hotels' will appear here

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