

Picking PAX from the contact list

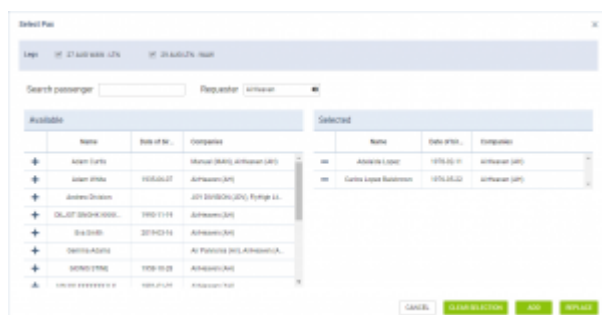
It is now possible to select the PAX on the flights using the **PICK FROM LIST** option.

This option allows to quickly select and add the PAX to the flight.

Click on the **PICK FROM LIST** option to open the **Select PAX** pop-up window.

'Select PAX' window

The **Select PAX** window is divided into the following sections:



'Select PAX' pop-up window

1. **Search passenger** - option to search for PAX. If the 'Requester' is selected, the 'Search passenger' option is looking for the PAX only assigned to this specific Requester
2. **Requester** - can be assigned in the 'TRIP' tab ('Client' field) or automatically selected from the quote (for Clients using Requests/Quotes section)
3. **Available passengers** - list of PAX assigned to the Requester Company and containing the basic details (Name, DoB, Companies one is assigned to). If the requester company is not selected the list displays all the PAX available in the Phonebook. In this case 'Search passenger' option can be used. Clicking on the + next to the PAX name will move the PAX to the **Selected passengers** section
4. **Selected passengers** - PAX selected in the 'Available passengers' section. Press - to remove the passenger from the list
5. **Action buttons:**
 - **CANCEL** - option to cancel PAX selection procedure
 - **CLEAR SELECTION** - option to clear the list of selected PAX
 - **ADD** - option to add PAX to selected flights:
 - if there are more PAX names selected than the PAX number, the number of PAX will increase accordingly, i.e. PAX number is 2 but 4 names selected and added - PAX number will increase to 4
 - adding further PAX to the list will not overwrite already added PAX, i.e. adding 2 new PAX to 2 already assigned PAX will increase the PAX number to 4
 - **REPLACE** - option to replace already added PAX with the new ones

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