

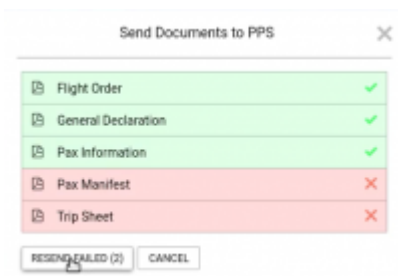


Exporting documents to CrewBriefing

## Sending documents to CrewBriefing in PPS

It is now possible to upload the documents to PPS directly from the Document Menu in the SCHEDULE.

It is possible to send:



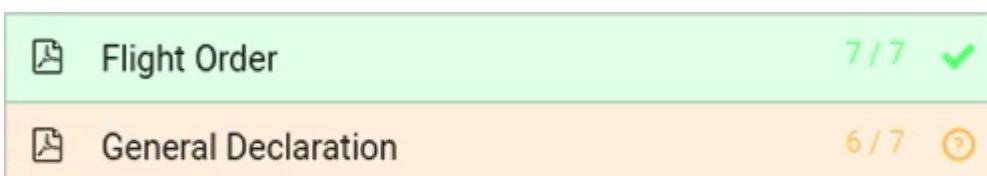
Export to CrewBriefing window

- **one particular document** - by clicking on the 'PPS icon' next to the document
- **batch of marked documents** - by marking the documents you would like to send and clicking on the 'PPS icon' by the main section (OPS or SALES) in the document dropdown menu

**The process** of sending the documents is as follow:

1. Open the 'Document Menu' in the SCHEDULE
2. Choose if you wish to send the documents per TRIP or per LEG
3. Choose the documents you would like to send
4. Click on the relevant 'PPS icon', depending on whether you wish to do that for 1 document or for the bunch
5. A window will pop up with the chosen documents. Click on 'SEND' button in order to send. It might happen that some of the documents would't send on the first attempt. In such case, simply click on 'RESEND FAILED' until all the documents are marked with the green tick.
6. Once all send, you should be able to view them in CrewBriefing in PPS. The documents sent from Leon are merged into a file generated for Crew in CrewBriefing page

It also is possible to upload files for **multiple trips**. To do so simply mark the trips you would like to send the documents for, open the documents menu and click on the relevant 'PPS icon'. If some of the documents fail to upload, the window will display message as per below



**It is only possible to upload PDF format to CrewBriefing in PPS. The documents are stored in CrewBriefing for 3 days from the date of the flight after which they're removed from the database.**

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