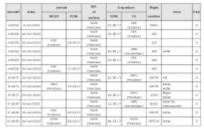
## **Home Base Handling Request**



Home base handling request - the main page

If there are airports to/from which you fly several times a day and at those airports you use the **same handling agent**, you can send them a **file** with all scheduled flights to/from that airport, on a particular day. It is a simple tool, which can be used in situations where you can send a file along with the description as to what handling services are needed for all those flights.



Home base handling request - pdf file

Once flights have been added to Leon, go to section OPS > Home Base Handling Request and in the filter select the <u>date</u>, one or two <u>airports of service</u> and <u>aircraft</u> type/registration.

On the screen you will see all added flights to/from the selected airport with details such as:

- aircraft registration
- date
- arrival from which airport and at what time
- airport service selected airport in the filter
- departure at what time and to which airport
- number of pax

All this data can be viewed in **PDF** file and eventually sent out to the handling agent (see screenshot on the right),

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