

# Documents Manager new functionalities

## • Managing Charter Agreement

We have added another document into Documents Manager: **Charter Agreement**. Only Leon default template can be managed in this panel.

## • Publishing multiple versions of the same document



Publishing multiple versions of the same document

It is possible to publish **multiple versions** of the same document. All of them will appear in the main Documents Manager page as well as in Schedule documents list.

### EXAMPLE

If you already have one version of Trip Sheet document but need another one with a different format,

click **NEW TEMPLATE** button, select Trip Sheet, then type a different version number or a name. Once you have clicked SAVE, Leon will transfer you to the Trip Sheet HTML, where you can re-arrange it. Once you've saved your changes and are back in the main Documents Manager page, the new version will appear and can be published.

## • Editing documents version

In the main Documents Manager page you can manually edit & change document's version

number/name by hovering a mouse over it, clicking a pen-icon and typing a new one: 

## • Flight Order 2 different templates available

When uploading a new Flight Order template (use **NEW TEMPLATE** button) Leon gives a choice between 2 different Flight Order templates. Click the loope icon to view which version you prefer.

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