

Handling Request Manifest

It is possible to attach **Handling Requests Manifest** when sending out Handling Requests email. By default the layout of this document is the same as PAX Manifest document, however, it can be **re-named and re-arranged** in Documents Manager panel into a custom document, if needed.

Go to Settings > Documents Manager panel, click **NEW TEMPLATE** and select Handling Request Manifest. When a pop-up window appears insert document's name (or leave as Handling Requests Manifest) and add document's version.



Handling Requests - attaching an additional document to HR email

Below you can find an example of a custom document 'Custom PAX Manifest' added to HR panel.

New Template

Type

Handling Request Manifest

Template

Template 1

Document Name

Custom PAX Manifest

Version

REV1

CANCEL

SAVE

Once it's saved you will find this document as unpublished (indicated with the white dot, if you change in the upper filter from YES to NO).

Filter by:	Type	Language	No		
Name ^	Type	Language	Published	Last modified	Action
CUSTOM PAX MANIFEST REV1	Handling Request Manifest	English	<input type="radio"/>	27-Sep-2019 12:22	

Edit the document and re-arrange it in Documents Manager panel according to your needs by using 'Available Data' items and HTML/CSS panels. Once it's all adjusted, publish the document (click the white dot which will become green).

In a section OPS > Checklist > Handling, when sending a new Handling Requests email, it will be possible to attach new document along with GenDec (see screenshot on the right).

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