




Notes added in the field '**Remarks**' - section '**Airport Directory > Edit Airport > Hotels**' - will appear in '**Legs Info**' screen, tab 'Crew', if a particular hotel is selected from the drop-down box.

- **1** - go to Airport Directory and edit an airport. Expand tab 'Hotels' and add notes to the selected hotel in the field 'Remarks'.

OPS > Airport Directory > Edit Airport 

Hotels Expand

 [New Hotel](#) 

City	<u>Luton</u>	Fax	---	Website	---
Country	<u>United Kingdom</u>	Hours of operation	---	Open 24 hours	---
State	---	Frequency	---	Phone	<u>+44 123 654 9876</u>
ZIP	---	Sita	---	Toll Free Phone	---
Email	---	Aftn	---		
Address1	---				
Address2	---				
Remarks	This information will appear in 'Legs Info' screen - tab 'Crew' when this hotel is selected in the drop-down box or if it's set as 'favourite' (marked with gold star).				

(max. 2MB)

Catering Expand

Car rentals Expand

Limo Expand

- **2** - the notes will be exported to 'Legs Info', tab 'Crew', if the hotel with previously added notes is selected.

Flights > Legs Info

Checklist

Ops

Fuel

Handling

Crew

Pax

Catering

Flight watch

Crew transport

N/A

(max. 2MB)

Upload

Cancel All Uploads

Hotel

New Hotel

CNF

(max. 2MB)

Upload

Cancel All Uploads

Remarks

Notes imported from 'Airport Edit > Hotels' will appear here

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