

REQUESTS / QUOTES

Defining email template for Option

Charter Agreement sending form

We have improved **workflow** in Requests/Quotes. We have changed the way of selecting a quote you want to work on - now it is the selected aircraft that represents the quote and the quote becomes a default quote for further proceeding.

- When creating a quote for **more than 1 aircraft** (or editing downloaded quote from Avinode for 2,3 or more tails), by clicking **QUOTE** button Leon gives you an option to choose for which tail you want to send a quote. Mark an aircraft and Leon will show details of the selected quote. Here you can either send a quote or skip sending quote, however, skipping sending quote will still change quote's status to **Quoted** in the main Requests/Quotes list. The **Form** for sending an email or skipping sending an email also shows when you select **REJECT**.
- By selecting **OPTION** you can choose previously defined **Email template** for options (section Settings > Email templates > Add template - here you can define default 'FROM', 'Reply to', 'CC', 'BCC', Email subject and Email body).

- When sending **Charter Agreement** document, you can select between aircraft and you can choose **Email template** (once you have defined email template, in a section Settings > Email Templates, for this document). Here you can also skip sending email and the status of the quote will show as 'Contract sent'. The same applies for **Flight Brief** sending - you can choose an email template and the aircraft.

- Click a button **DOCUMENT** and you can now select between different versions of either Flight Quotation, Charter Agreement or Flight Brief - once **different versions** have been defined & published in Settings > Documents Manager panel. It is also possible to switch between aircraft before printing documents. In the same way works sending documents via email - you can choose the aircraft, select document template and an email template.

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