

# Requests/Quotes

We have added the following features to the Requests/Quotes section:

1. **New way of adding requests**
2. **Displaying archived requests**
3. **Catering fee update**
4. **Searching for registration in Subcharters**

## New way of adding quotes

New request pop-up window

To **add a new quote** you need to perform the following steps:

1. Click on **NEW QUOTE** option in the 'Requests/Quotes' screen
2. Fill in the information in the '**Add new quote request**' window:
  - 'Requested by' - name of the Client requesting the trip
  - 'Min. category' - a category of the aircraft on which the trip is requested, e.g. Heavy jet, Midsize jet, Piston, etc. This will allow searching for the subcharter flights in Avinode if needed
  - 'Aircraft' - selecting aircraft on which the request should be performed. Only operator aircraft available in the dropdown list
  - 'Add positionings automatically:' - ticking the checkbox will automatically add the positioning legs
  - 'Schedule section' - ADEP, ADES, option to select 'Departure'/'Arrival' date and time (in LT) and the number of PAX

New request editing window

3. Press 'CREATE' to add the request. You can also press '**SKIP**' button which will allow you to add a request using quote editing view however this method **will require** to add a quote manually and also it **will not** have an option to 'FIND SUBCHARTER/COMPARE PRICE' in Avinode

4. Request editing section will open, where:

- if 'Add positionings automatically:' checkbox has been ticked, the positioning legs should be added automatically and should be marked as 'Ferry'
- the schedule timeframes should be built based on the aircraft performance and the minimum ground time required (Positioning flights)
- the quote should be added and calculated based on the 'Fees' assigned in the aircraft settings, 'SALES' tab. If there are no fees assigned to the requested aircraft, then no quote will be created automatically



Request without assigned aircraft

It is possible to add a request **without selecting the aircraft**.

In this case, the editing window would suggest creating a quote ('CREATE A QUOTE' button) or finding subcharter in Avinode ('FIND SUBCHARTER/COMPARE PRICE' button).

If we choose to create a quote, the standard edition window will appear with the schedule that we inserted initially but with no aircraft selected and no times calculated.

The request with no aircraft assigned will present on the list of requests as per below:

L-TXZI5J	New request	Annika Annika Abraham	- (-)	12 Sep 2020	WAW	- AMS	2 PAX	11 Sep, 12:27 Leon	Thomas Delta
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## Displaying archived requests

We have introduced functionality that will automatically archive the requests.

The request is considered as '**Archived**' if:

- the status is set to either 'Rejected' or 'Done' or,
- if the itinerary is scheduled before 'NOW'

**Show also archived** checkbox has been added which allows displaying archived requests.

'Archived' requests are **indicated** on the list of requests by the grey bar on the left-hand side and 'Archived' label underneath the status in the 'Status' column

JXDRZY	New request Archived	Leon-operator	SBC-599GZ (Global Express)	29 Aug 2020	KRK	- WAW	1 PAX	04 Sep, 16:15 Avinode	Thomas Delta
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The Requests list is checked every **6 hours**.

## Catering fee update

**Catering** fee applies to all PAX on the flight excluding fuel stops.

Additional '**Apply after [hh:mm] h**' option has been introduced.

This option allows selecting the number of ground time hours after which the catering fee should apply. If the time between the flights is less than this value, the flights are considered as one for the Catering purposes. If it is more, the Catering fee is calculated based on the number of PAX on each flight.

Catering
departure PAX

100

EUR
Apply after

02:00

h

ADDP	ADDP	TSA	Departure LT	Arrival LT	Block Time	Flight Time	PAX	Temp	
WAW	WAW		12 Sep 2020 08:00	12 Sep 2020 11:00	02:25	02:04	0	0	
WAW	AMS		12 Sep 2020 12:00	12 Sep 2020 14:00	02:25	01:33	0	0	
AMS	RKE		12 Sep 2020 15:00	12 Sep 2020 17:00	01:20	01:09	0	0	
AMS	WAW		12 Sep 2020 18:00	12 Sep 2020 19:00	01:00	00:16	0	0	
WAW	RKE		12 Sep 2020 20:00	12 Sep 2020 23:00	01:00	00:19	0	0	

CHANGE PRICES

RECALCULATE

Catering

100

EUR

400.00

ADD REQUEST

TOTAL EUR 400.00

Catering fee calculation

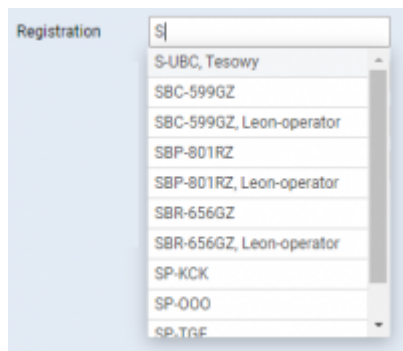
**The example** presented in the screenshot shows that if the 'Catering' fee block time is set to 2h (as per above), Leon will calculate this as follows:

- the ground time between leg 2 (WAW-AMS) and leg 3 (AMS-RKE) is less than 2h, therefore, these 2 legs are calculated as 1 for catering purposes giving 3 PAX in total
- leg 4 is calculated as a separate leg, therefore, another 3 PAX are calculated for the catering purposes giving the total of 6 in the whole trip

If there was **only 1 leg with PAX** within one request, Catering would be calculated based on the number of PAX on this leg.

**Adding an extra leg with 2 PAX** to our example with the ground time of more than 2h would add extra 2 PAX towards Catering fee calculation. The same would happen if the timeframe between each leg in our example was more than 2h. In this case, the Catering would be calculated based on 9PAX rather than 6.

## Searching for registration in Subcharters



### Subcharter aircraft search dropdown

It is now possible to search previously used subcharter aircraft by registration.

If you start typing in the aircraft registration the dropdown list will appear.

It will display both aircraft registration and the operator name in the format **Registration, Operator name**.

The aircraft is listed based on the date of the last request created on this particular aircraft.

Once we select the aircraft, all the data is copied from the previous request, including type, crew, aircraft details and photos.

The only input that is **not copied** is the subcharter price.

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