SALES PANEL

We have created a new **SALES PANEL** - user-friendly functionality where you can **easily** & **quickly** work on quotes with maximum flexibility.

On the main page of the **SALES PANEL** you can see the list of **Quotes** downloaded from **Avinode** as well as those created in Leon.

Quotes unread/unedited are displayed in **bold** to all users until it is read/edited by the particular user of the operator.

| L-M1U2MS | New request | FlyHigh Ltd. | D-LEON (G450) | 28 Mar 2019 EPWA - EGGW 0 PAX |

When a new quote is added, Leon shows a message 1 NEW REQUEST, 0 UPDATED REQUESTS - click it and the new quote will appear on the screen.

The main page displays a several columns:

SALES PANEL - the view on the list of quotes

- **ID** - quote request ID.
- **Status** - showing the status of the quote: New request, Quoted, Booked, Option, Brief sent, Contract sent, Rejected or Closed.
- **Requester** - requesting client's name or a company.
- **Aircraft** - requested aircraft registration & type.
- **Itinerary** - requested itinerary.
- **Updated** - day, month & exact time (LT) of updating the quote as well as the source (Avinode or Leon).
- **Assignee** - first person who is editing unread RFQ and designated to work with the quote.
- **Quote** - list of possible aircraft quotes with prices - the lowest price is always on top.
- **Action** - hover the mouse over and select trash-icon to delete the quote. You can also mark the quote as 'Read' or 'Unread' by clicking on the envelope.

To hide some of the columns click 3-dots icon in top-right corner and unmark checkboxes/columns which should be hidden.

Use **2** available fields on top of the page to filter the list of quotes:

- **Type to search** - you can type any part of the ID or Requester to find the quote.
- **Status** - Leon shows 'all' quotes by default - click to open the drop-down box and select the status to narrow down the list of quotes.

By clicking any part of the quote Leon gets displayed the **quote edition** page.

Managing the RFQ
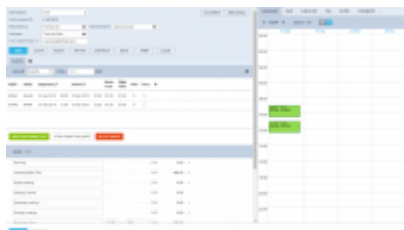
Sales Panel - the quote edition page

The main page of the **RFQ - Request For Quote** page is divided into **2** sections, which show all details in a transparent way:

1. RFQ details with options of adding & managing the quote.
2. Displaying the quote in Calendar, managing the Checklist, PAX and other options.

Details of the Request

Top-left part of the page shows details, such as:

- **Marketplace** - Avinode, HelloJet, Victor or Leon.
- **Quote request ID** - ID of the quote generated by Marketplace.
- **Requested by** - client's or company name.
- **Representative** - client's representative (defined in Leon or imported from Marketplace).
- **Assignee** - a person who is designated to work the quote.
- **T/O & LDG emails** - client representative's email address to which Leon should send MVT emails (or client's if Representative is not selected). Can be deleted or overriden by manual entry.

Statuses of the Quote

In this section you can find available options for the quote status change. Changing statuses are corelated with actions, among which are: sending emails, documents, etc...
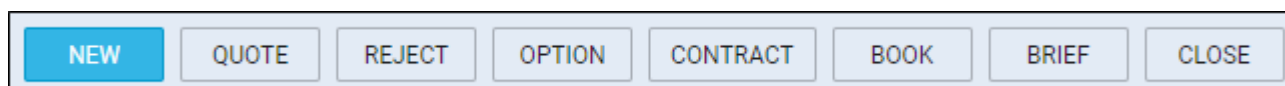
1. NEW - highlighted when adding a new quote into Sales panel or as a new quote from Avinode.
2. QUOTE - send a quote proposition details with Flight Quotation document.
3. REJECT - reject the client's offer (the quote will show as 'rejected' on client's side).
4. OPTION - click to add the trip to Schedule page with the status 'Option'.
5. CONTRACT - shows a new window for Charter Agreement document sending.
6. BOOK - click to add the trip to Schedule page with the status 'Confirmed'.
7. BRIEF - shows a window for Flight Brief document sending.

8. CLOSE - closing the transaction.

Independent from the status change actions you can always print sales document or send it via email using options:
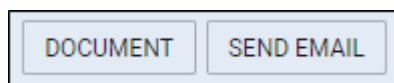
1. DOCUMENT - Flight Quotation, Charter Agreement & Flight Brief.
2. SEND EMAIL - for sending sales documents via email or sending custom emails.

Itinerary details

Right below request details & quoting options you can find **Trip details**: Aircraft registration, Price, ADEP, ADES, Departure time LT, Arrival time LT, Block Time, Flight Time, PAX number and Ferry flight indication.

By clicking the **+** icon you can add a new leg into the existing trip - you can do it also in-between existing flights.

Below trip details you can find **3** options to:

1. **ADD POSITIONING LEGS** - click to add a positioning flight (Leon will match last flight's ADES and next flight's ADEP in actual confirmed aircraft schedule).
2. **USE THIS QUOTE** - select quote that is chosen for futher processing - this action can be undone to **STOP USING THIS QUOTE**
3. **ADD QUOTE** - adds price list to current quote - this action can be undone to **DELETE QUOTE** which deletes the price list from the quote.

Quote pricing

Aircraft & Airport fees in the quote

There are **2** ways of creating price valuation: manual entering price for entire quote and using detailed price list for an aircraft and airports.

You can manually enter the **Price** in the field next to **Aircraft**. This field is only editable when detailed price list is not added.

Be advised that when the quote is imported from Avinode and an aircraft is configured in a section FEES, detailed price list shows automatically ann an original **Avinode** price is always displayed next to it and can not be changed.

Once you have added Request & Itinerary details and selected the aircraft, click **ADD QUOTE** button and Leon will show a new section **Quote** below with Aircraft Fees & Airport Fees (previously defined in the section Fees).

In this section yuo can manage the price list:

1. Add new item
2. Change item's name
3. Change items quantity and their price.
4. Delete item.
5. Switch price lists to another aircraft price list (by using a button Recalculate).

Each item is **editable**, which means you can change its name (for edited flight only - default name remains the same) and/or its price.

When you click on the arrow next to the price, Leon will show both airports. The default fee will show for ADEP only but you can still add fees to ADES manually. Another option is adding **new fee** available in the drop-down box below the items. When changing fees manually, Leon shows **Total** price simultaneously changed at the same time. Each item can be removed by clicking the icon 🗑

Catering Fee			EUR	384.87	^
EPWA	3	x	128.29	EUR	384.87
EHAM	3	x		EUR	

If it comes to Aircraft Fees displayed below Airport Fees, you can also change their names and overwrite values.

Catering	6	x	500	EUR	3000.00
Ferry Flight Fee	00:00	x	150	EUR	0.00
Flight Plan	2	x	750	EUR	1500.00

Use the button **RECALCULATE** to switch between previously defined Aircraft Fees.

Additional options

The right side of the page shows additional panels, which will allow to see the quote in the Calendar, view the route on the Map, view & manage Sales checklist items and see OPS checklist items, manage PAX, add Notes or Comments.

CALEDAR
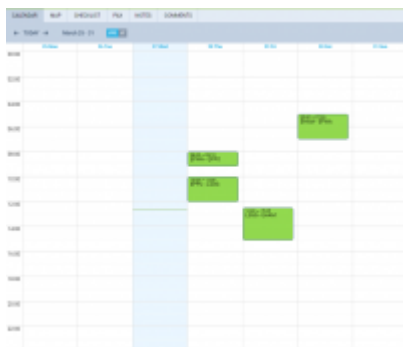
The view on quotation flights in Calendar

The quote itenerary/trip is imposed on actual confirmed schedule of the selected aircraft. The information displayed shows departure-arrival times & ADEP-ADES.

The current day is always displayed in light-blue and the thin, green line shows actual **UTC** time.
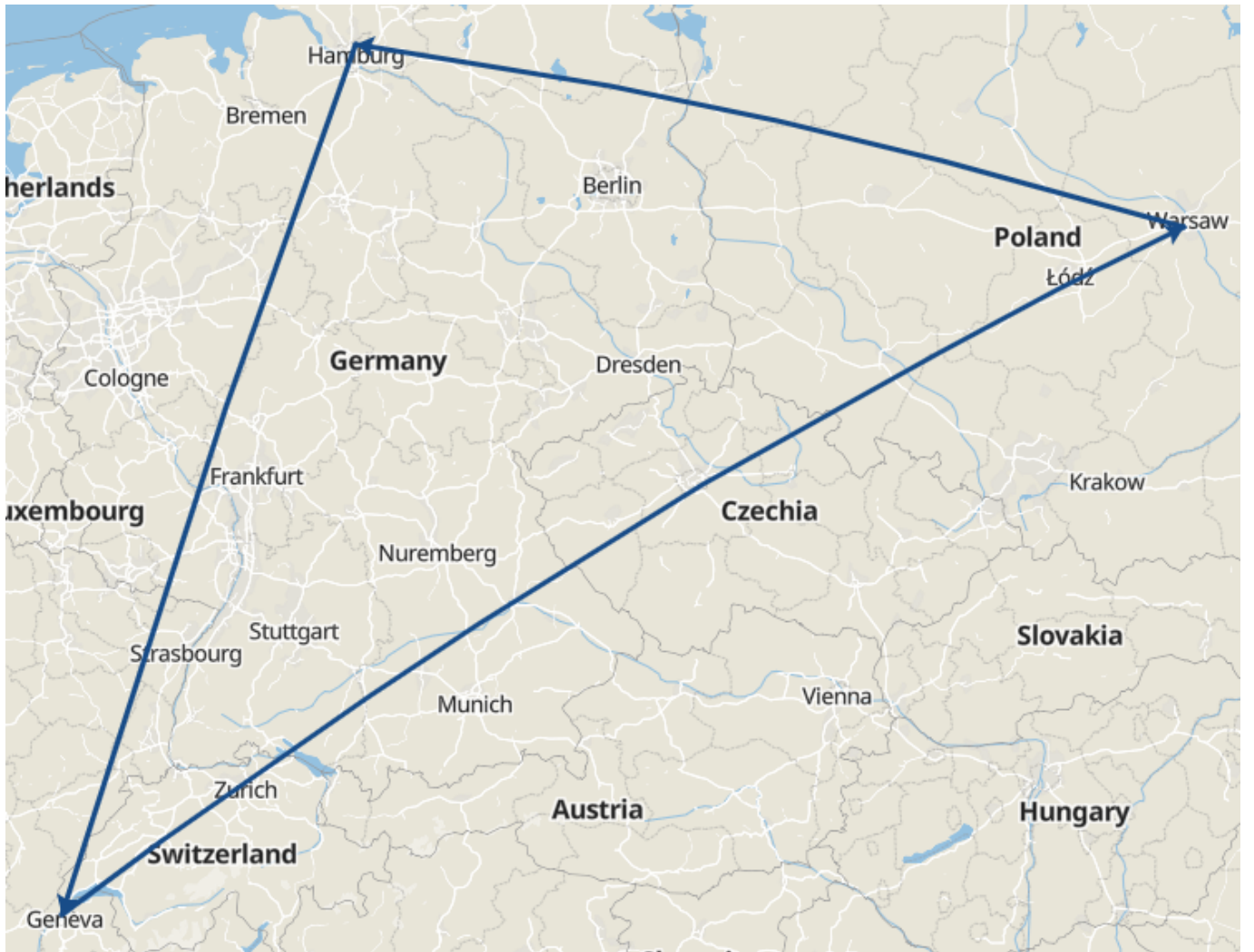

The view shows 7-days period. Click ← or → buttons to move for another 7 days backward or forward, or click TODAY to get back to the current day view. You can also switch between **UTC** & **LT**.
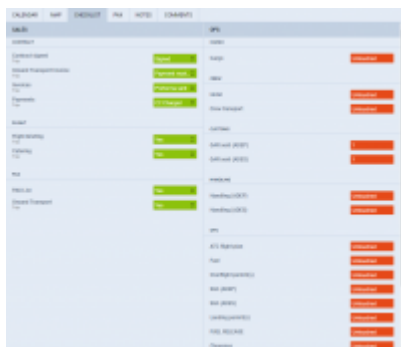
MAP

The **Map** shows the **route** of the trip. You can nagivate with the map by clicking **+** or **-** in top-left corner.

Selected flight shows the arrow in green. Ferry leg shows the arrow in the light-blue.

CHECKLIST

Checklist section

Sales checklist on the trips/quotations added in the SALES PANEL can be managed in the **Checklist** section of SALES PANEL only.

It is not possible to service the Sales Checklist from the SCHEDULE view if the trip/quotation has been added in the SALES PANEL.

It is also not possible to service OPS checklist in the Sales Panel. This can only be serviced in the OPS view (SCHEDULE).

Elements of the Sales Checklist can be set by default in the Flight editing section. Any changes to the Sales Checklist items will only apply to the newly added flights. If you wish to add or remove the Sales Checklist item, you can do it in the SCHEDULE view by using "+ADD ITEM" button.

PAX
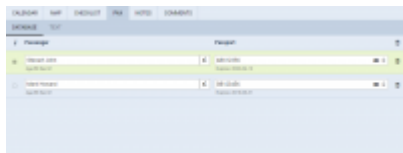
PAX section

In this tab you can add passengers on a flight.

You can choose either the PAX you already have in your Phonebook and add them in the "DATABASE" section or add Passengers as a free text in the "TEXT" section.

In order to activate the PAX boxes in the "DATABASE' section, you need to insert the number of passengers in the route section of the quotation.

In this section, it is also possible to add new passengers to the Phonebook or edit existing passengers that are already in the database. The process is exactly the same as described here.

If the trip is added in the SALES PANEL it is not possible to add passengers or edit the data in the SCHEDULE section, tab PAX.
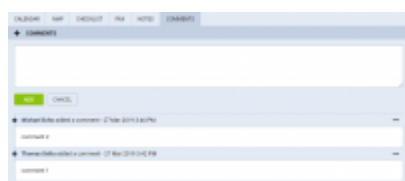
NOTES
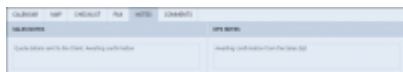
Notes section

In this section you can add OPS and Sales notes.

Once the notes are added, click **SAVE** button in order to save the changes.

These notes will be available and can be edited both in SALES PANEL as well as SCHEDULE > FLIGHT tab.

COMMENTS

Comments section

In this section you can add any comments regarding this particular trip/quotation.

In order to add a comment you need to click on **+ COMMENTS** button, type the text and press **ADD** button.

Once the comment is added you will be able to see who added a comment and what day at what time. The times presented in the comments history are in **LT**.

It is also possible to **edit** or **delete** the comment. In order to do that, click on **...** on the right-hand side of the existing comment box and click on the relevant option.
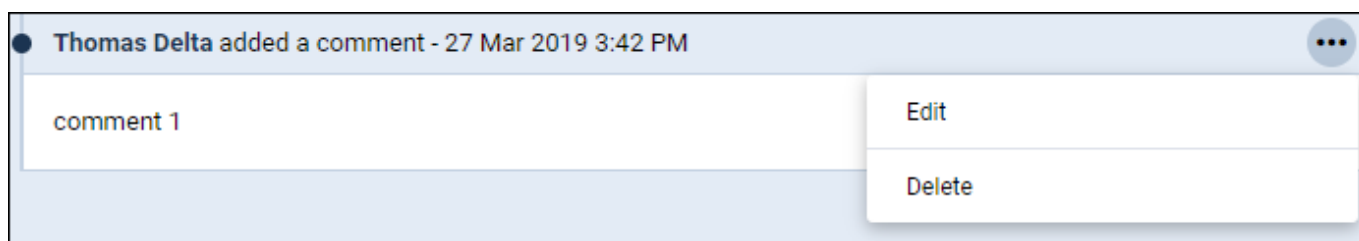
FLEET

This panel allows adding previously defined (in separate panels) **Airport** & **Aircraft** Fees.

Edit the aircraft, select an airport & aircraft fee and SAVE. Once it's done, the selected aircraft will show **copied** fees.
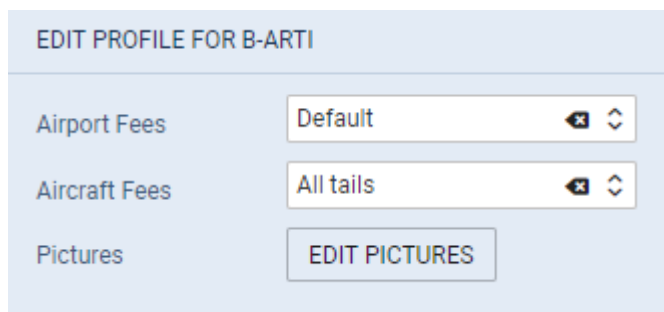

Additionally you can upload **pictures** for this particular aircraft and then make it displayed in your Sales Panel documents with the help of Documents Manager, where in Available Data > Aircraft you can find an item 'Pictures' to be used.

FEES
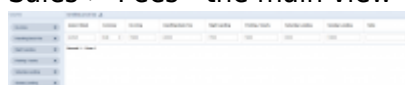
Panel **Fees** allows defining **Airport Fees** and **Aircraft Fees**. It is possible to add multiple fees for both: airport & aircraft.
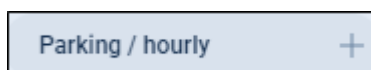
Airport Fees
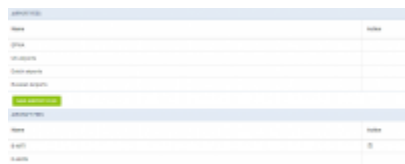
Sales > Fees - the main view

Defining airport fees

Click button **New Airport Fees** and insert an airport ICAO code or airports group (i.e. EG* for England or EH* for Holland).

On the left-hand side choose which **columns** should appear for the particular airport: Airport PAX Fee, Catering Fee, Crew Hotel Fee, De-icing, Handling Basic Fee, Hooliday, Night Landing, Parking/hourly, Saturday Landing, Sunday Landing, Total Landings.

Hover the mouse over the column's name to see the meaning.

You can either click on the particular item or drag & drop it inside the section 'Columns'above available items. Here you can always click **X** to remove the item from the airport fees list.

Once columns have been added you can define currency and fees per each column. Click **+** in top-right corner to add fees for another airport.

Saved Airport pricing is displayed in the main screen - click it to amend it.

Aircraft Fees
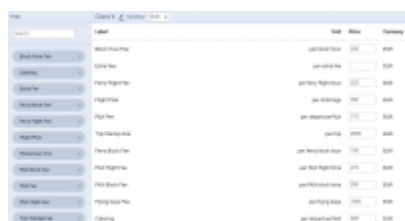
Defining aircraft fees

To define fees to a particular aircraft click **New Aircraft Fees** icon and in the new page you will see on the left-hand sidde available **items** which can be selected and added into the Aircraft fees list.

Once items are selected you can insert **Price** to each one of them. Choose the currency and name the pricing (it can be i.e. aircraft registration or client).

Once Airport Fees have been defined, you will be able to switch between them in Quote edition panel by using a button **Recalculate**.

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