



In order to add **Company's representative** you need to take steps described below.

- **Phonebook > Company**

Go to **Phonebook** (click on wrench-icon on the menu-belt) and edit previously added **Company** (or add a new one).


At the bottom click **Show company contacts** and add details: name, surname, email address & phone number.

[Hide company contacts](#)

Name	Surname	Work email	Work phone	
<input type="text" value="John"/>	<input type="text" value="Goodman"/>	<input type="text" value="john@gmail.com"/>	<input type="text" value="+48 123 432 456"/>	Show user  

Last change on 2015-07-13 11:09 UTC by Bartosz Kamiński (LSO).

[Update](#) [Back](#) [Delete](#)

By clicking  you can add more contacts. Click 'Update' to save changes.

- **Planned Flights > Trip Info**

In section **Planned Flights** edit a trip and in the tab 'Trip Info' select a **Client** from the drop-down box (Leon will show companies and persons from Phonebook with the checkbox 'Client' marked).

Status	Trip type	Code
<input type="text" value="Flight"/>	<input type="text" value="Commercial"/>	<input type="text"/>
Client	<input type="text" value="FHL - FlyHigh Ltd."/>	
Company's representative	<input type="text" value="Goodman John"/>	
<input type="text" value="-Select client-"/>		
<input type="text" value="Goodman John"/>		
Legs	Sales checklist	T/O & LND emails
Notes		

'Client' can also be assigned in **Edit Flight** screen, tab 'Sales'.

Company's representative will appear on **Flight Brief** and **Charter Contract** document.

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