**Flight Request Calendar**

Access : Every Login Member

Fields : Flight Number / Flight Name / Date

(Member Access- Add / Modify / Delete )

Flight Request Period : Every Month – 6th to 5th

***Example : 1. August Month Request Period – 6th June to 5th July***

***2. September Month Request Period – 6th July to 5th August***

**Note**

1. All requests must be sent to mail (Mail ID will be send later) attachment every month 5th 12:01 AM
2. Attachment format Excel