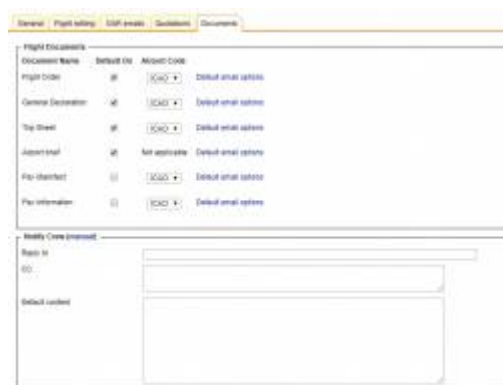


Documents setup



Documents setup

Leon can generate the following OPS documents for you:

- Flight order (Journey Log)
- General Declaration
- Trip Sheet
- Pax Manifest
- Pan Information

In the tab “Documents” (that can be also accessed via Settings > Documents Setup) you can select which of the above documents you would like to have available for each flight/trip. To do it, tick the boxes in the column “Default On” next to the documents you need.

The option “Default email options” allows defining email addresses and a potential content such emails may contain when you send out the documents from the main schedule. That can be different for each document. This information can be always edited at the time of sending documents. This is just so that you don’t have to enter the same emails every time the documents are sent.

Notify Crew

There is an option in the schedule that allows to send out all the documents of a particular flight to the crew assigned to this flight. This is where you can specify an email that the crew members’ replies will come to.

For more details on these two sections, have a look at the [MAIN MANUAL](#) of the video tutorial.

[video]

Documents Customisation

IMPORTANT!

Leon provides a range of documents in a basic layout. If you would like to apply changes to those layouts or use your own templates of the documents, it is possible to implement those by our developers. All such changes are a custom development, which means they are a subject to additional fee. The prices are estimated for each project individually and are based on the time needed for completion of a particular request. The general price is 100€ per hour, which includes all stages of procedures needed to complete a request: planning, consulting, developing, internal testing, external testing, etc.

If you are interested in the above solution, the process of ordering the customised documents/changes to documents is as follows:

Contact our support team on support@leonsoftware.com via email including all the details of your request:

- Points that need to be changed/added clearly listed
- A visualisation of any sort that represents how you would like the document to work/look - where the changes should be placed and which part of the system should they be sourced from
- If you are ordering a whole new document, provide an editable version of the template

The support team will consult your request with IT to determine if the request can be done on a technical level and if so, the cost estimate is prepared.

There is no set time range in place for completion of the task. We do not rush the work, but rather follow established organisation of work practised for years, that allows avoiding mistakes and makes sure the task is completed to the best quality possible at a reasonable time. Depending on the complexity of the task, the completion may take any time between 2-5 weeks (which includes all the stages - planning, consulting, coding, internal and external testing, etc.). In rare and very complex cases, we inform the Customer in the initial correspondence that the completion of the project may take up to few months.

Once the changes are applied, the Customer is informed they can test the outcome on beta.leon.aero and if everything is ok, a week later the changes are released to leon.aero and the cost is applied to the invoice of the month in which the customisation was completed.

Any small amendments, ie. minor layout changes are free of charge. However, if at any stage of the implementation of the changes or new documents, a Customer requires further changes or major changes not included in the initial request, then it is considered to be a separate customisation, which undergoes all the above stages including a separate cost assessment again. That would include things like changing the logic of the document, partial or complete rearrangement of the layout, additional items to be included in the document, etc. We strongly recommend requesting customisation with a final product in mind and a clear presentation, which will make the whole process more efficient and effective.

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