Step 1. Fleet Setup

[skrin z ustawień samolotu]

To add a new aircraft, go to Settings > Fleet and click the link „Add new aircraft". If you type first letter or number of the aircraft type you want to add, Leon will show a suggestions in the drop-down list. You also need to insert aircraft short name and aircraft registration as these are mandatory fields. The other mandatory fields are: aircraft home base, colour (that will be used to represent the aircraft around the system – please avoid red and yellow as that will later prevent a clear view of various warnings) and a minimum number of the cabin & cockpit crew.

IMPORTANT!

> **Please make sure that the registration number is correct and entered in the same way it is in other systems that you may use alongside Leon, as PPS or Avinode (ie. XX-YYY, not XXYYY). Once the aircraft is added, it will not be possible to edit the registration number. .**

Aircraft status

When setting up an aircraft, you can give it one of the three statuses:

- Active
- Not Used
- Deleted

This is a crucial aspect of the monthly billing so make sure the status is adequate at all times. Active – default status indicating the aircraft is in operation. If this status is set at any point during a calendar month, the aircraft is a subject to a monthly charge according to our pricing scheme (link).

Not Used – If the aircraft is temporarily out of operation or soon will be joining the fleet, this status allows to exclude aircraft from billing (given it is set as 'Not Used' for a full calendar month) while maintainging the view of this aircraft throughout the system (in the filters – for historical data).

Deleted – this status deactivates the aircraft and hides it from the view throughout the system. It should be used when the aircraft leaves the fleet.

It is not possible to permanently remove an aircraft from the system for historical data purposes.

From:
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Permanent link:
https://wiki.leonsoftware.com/getting-started/step-1.-fleet-setup?rev=1523442116

Last update: **2018/04/11 10:21**