Step 4. General settings

When configuring the operator account, it is very useful to go through the general settings of the system that can be found in Settings > General Settings.

• **Default units/formats** – here we select default units and formats that will be applied throughout the system, ie. date format or currencies (given that the format is not specified on the templates of particular documents).

Various points throughout the settings can be further specified for specific items - things like weight units or fuel units can be changed for particular aircraft in their profiles. But the general idea of our preferences is defined in the general settings.

• **Leon inbox settings** apply to the internal Leon dashboard that can be found under the tools (spanner) icon, next to your name in the top right corner of the screen > Messages.

• **Days Off** are useful if you want to set up the annual days off for the whole company, which will mark those days green in the roster.

• **Bases** – if your company has more than one branch, you can set up bases for different offices. Then, in their respective profiles, you can assign aircraft and users to those bases. This way, if a user A is assigned to one base, when they log in, they will only see the schedule of the aircraft assigned to this base and other users assigned to this base. The rest of the account configurations (document formats, document email configuration, clients, etc.) remains mutual to all bases.

GAR Emails Tab - similar to handling requests, here you can set up a default CC email and a content for all GAR emails sent out from Leon.

The same logic for default values is applied in the next tab **Quotations** (that can also be accessed through Settings > Quotation Email Templates). Here you can setup the same details for documents like Flight Brief. Other sales documents that are also available to be included in this space are Charter Agreement and Flight Quotation (those can be added to your account upon request – please contact support@leonsoftware.com for assistance).

If you are interested in this functionality, see the detailed video description below. [video]

For more details on this section, have a look at the MAIN MANUAL of the video tutorial. [video]