

Airport Directory

Video Tutorial


Inventory									
Category		Item		Price		Quantity		Status	
ID	Name	Unit	Supplier	Cost	Unit Cost	Stock	Min Stock	Reorder	Notes
0001	Apple	kg	ABC	1.20	1.20	100	50	100	100
0002	Banana	kg	DEF	0.80	0.80	200	100	200	200
0003	Carrot	kg	GHI	1.50	1.50	50	25	50	50
0004	Corn	kg	JKL	0.90	0.90	150	75	150	150
0005	Cucumber	kg	MNO	1.10	1.10	80	40	80	80
0006	Egg	dozen	PQR	0.60	0.60	120	60	120	120
0007	Garlic	kg	STU	2.00	2.00	30	15	30	30
0008	Green Bean	kg	VWX	1.30	1.30	60	30	60	60
0009	Onion	kg	YZA	0.70	0.70	180	90	180	180
0010	Potato	kg	BCD	1.00	1.00	120	60	120	120
0011	Spinach	kg	EFG	1.80	1.80	40	20	40	40
0012	Tomato	kg	HIJ	1.40	1.40	70	35	70	70
0013	Yam	kg	KLM	1.60	1.60	50	25	50	50
0014	Zucchini	kg	NOP	1.20	1.20	90	45	90	90
0015	Broccoli	kg	QRS	2.20	2.20	20	10	20	20
0016	Cauliflower	kg	TUV	1.70	1.70	30	15	30	30
0017	Peas	kg	WXY	1.90	1.90	25	12	25	25
0018	Shrimp	kg	ZAB	3.00	3.00	10	5	10	10
0019	Salmon	kg	BCD	4.00	4.00	5	2	5	5
0020	Chicken	kg	EFG	2.50	2.50	15	7	15	15
0021	Beef	kg	HIJ	3.50	3.50	8	4	8	8
0022	Pork	kg	KLM	2.80	2.80	12	6	12	12
0023	Fish	kg	NOP	3.20	3.20	6	3	6	6
0024	Vegetables	kg	QRS	1.50	1.50	40	20	40	40
0025	Fruit	kg	TUV	1.00	1.00	60	30	60	60
0026	Dessert	kg	WXY	2.00	2.00	20	10	20	20
0027	Beverage	kg	ZAB	1.50	1.50	30	15	30	30
0028	Snack	kg	BCD	1.20	1.20	40	20	40	40
0029	Spice	kg	EFG	2.50	2.50	10	5	10	10
0030	Herb	kg	HIJ	3.00	3.00	5	2	5	5
0031	Oil	kg	KLM	4.00	4.00	2	1	2	2
0032	Salt	kg	NOP	0.50	0.50	100	50	100	100
0033	Sugar	kg	QRS	0.80	0.80	80	40	80	80
0034	Flour	kg	TUV	0.60	0.60	120	60	120	120
0035	Egg	dozen	WXY	0.50	0.50	120	60	120	120
0036	Milk	dozen	ZAB	0.70	0.70	100	50	100	100
0037	Yogurt	dozen	BCD	0.90	0.90	80	40	80	80
0038	Cheese	kg	EFG	1.50	1.50	40	20	40	40
0039	Butter	kg	HIJ	2.00	2.00	20	10	20	20
0040	Ice Cream	kg	KLM	2.50	2.50	10	5	10	10
0041	Chocolate	kg	NOP	3.00	3.00	5	2	5	5
0042	Candy	kg	QRS	1.80	1.80	10	5	10	10
0043	Gum	kg	TUV	1.50	1.50	15	7	15	15
0044	Cookie	kg	WXY	1.20	1.20	20	10	20	20
0045	Cake	kg	ZAB	2.00	2.00	10	5	10	10
0046	Pie	kg	BCD	2.50	2.50	5	2	5	5
0047	Pastry	kg	EFG	3.00	3.00	3	1	3	3
0048	Bread	kg	HIJ	1.00	1.00	100	50	100	100
0049	Roll	kg	KLM	0.80	0.80	80	40	80	80
0050	Donut	kg	NOP	1.50	1.50	40	20	40	40
0051	Muffin	kg	QRS	1.20	1.20	50	25	50	50
0052	Cupcake	kg	TUV	1.00	1.00	60	30	60	60
0053	Cookie	kg	WXY	0.80	0.80	70	35	70	70
0054	Cake	kg	ZAB	0.60	0.60	80	40	80	80
0055	Pie	kg	BCD	0.50	0.50	90	45	90	90
0056	Pastry	kg	EFG	0.40	0.40	100	50	100	100
0057	Bread	kg	HIJ	0.30	0.30	110	55	110	110
0058	Roll	kg	KLM	0.20	0.20	120	60	120	120
0059	Donut	kg	NOP	0.10	0.10	130	65	130	130
0060	Muffin	kg	QRS	0.05	0.05	140	70	140	140
0061	Cupcake	kg	TUV	0.02	0.02	150	75	150	150
0062	Cookie	kg	WXY	0.01	0.01	160	80	160	160
0063	Cake	kg	ZAB	0.005	0.005	170	85	170	170
0064	Pie	kg	BCD	0.002	0.002	180	90	180	180
0065	Pastry	kg	EFG	0.001	0.001	190	95	190	190
0066	Bread	kg	HIJ	0.0005	0.0005	200	100	200	200
0067	Roll	kg	KLM	0.0002	0.0002	210	105	210	210
0068	Donut	kg	NOP	0.0001	0.0001	220	110	220	220
0069	Muffin	kg	QRS	0.00005	0.00005	230	115	230	230
0070	Cupcake	kg	TUV	0.00002	0.00002	240	120	240	240
0071	Cookie	kg	WXY	0.00001	0.00001	250	125	250	250
0072	Cake	kg	ZAB	0.000005	0.000005	260	130	260	260
0073	Pie	kg	BCD	0.000002	0.000002	270	135	270	270
0074	Pastry	kg	EFG	0.000001	0.000001	280	140	280	280
0075	Bread	kg	HIJ	0.0000005	0.0000005	290	145	290	290
0076	Roll	kg	KLM	0.0000002	0.0000002	300	150	300	300
0077	Donut	kg	NOP	0.0000001	0.0000001	310	155	310	310
0078	Muffin	kg	QRS	0.00000005	0.00000005	320	160	320	320
0079	Cupcake	kg	TUV	0.00000002	0.00000002	330	165	330	330
0080	Cookie	kg	WXY	0.00000001	0.00000001	340	170	340	340
0081	Cake	kg	ZAB	0.000000005	0.000000005	350	175	350	350
0082	Pie	kg	BCD	0.000000002	0.000000002	360	180	360	360
0083	Pastry	kg	EFG	0.000000001	0.000000001	370	185	370	370
0084	Bread	kg	HIJ	0.0000000005	0.0000000005	380	190	380	380
0085	Roll	kg	KLM	0.0000000002	0.0000000002	390	195	390	390
0086	Donut	kg	NOP	0.0000000001	0.0000000001	400	200	400	400
0087	Muffin	kg	QRS	0.00000000005	0.00000000005	410	205	410	410
0088	Cupcake	kg	TUV	0.00000000002	0.00000000002	420	210	420	420
0089	Cookie	kg	WXY	0.00000000001	0.00000000001	430	215	430	430
0090	Cake	kg	ZAB	0.000000000005	0.000000000005	440	220	440	440
0091	Pie	kg	BCD	0.000000000002	0.000000000002	450	225	450	450
0092	Pastry	kg	EFG	0.000000000001	0.000000000001	460	230	460	460
0093	Bread	kg	HIJ	0.0000000000005	0.0000000000005	470	235	470	470
0094	Roll	kg	KLM	0.0000000000002	0.0000000000002	480	240	480	480
0095	Donut	kg	NOP	0.0000000000001	0.0000000000001	490	245	490	490
0096	Muffin	kg	QRS	0.00000000000005	0.00000000000005	500	250	500	500
0097	Cupcake	kg	TUV	0.00000000000002	0.00000000000002	510	255	510	510
0098	Cookie	kg	WXY	0.00000000000001	0.00000000000001	520	260	520	520
0099	Cake	kg	ZAB	0.000000000000005	0.000000000000005	530	265	530	530
0100	Pie	kg	BCD	0.000000000000002	0.000000000000002	540	270	540	540

Airport Directory - the list of airports downloaded from Acukwik software

Leon contains more than **8000 airports worldwide** in its database, including various information about each one of them: **general information, FBOs, handling agents, hotels, catering or car rentals.**

The system is connected with **AC-U-KWIK** - one of the biggest databases dedicated to business aviation flight planning purposes (<http://www.acukwik.com>). The data is being updated automatically every **21** days.

It is also possible to introduce uncommon landing places to Leon, such as helipads or airfields by adding such in a section OPS > Custom Airports (read more about this topic [HERE](#)). If it happens that a particular airport does not exist in Airport Directory, please send an email with the airport ICAO code, name, city and LON/LAT details to support@leonsoftware.com) and they will add it for you.


Click on the  icon on the manu bar to get a pop-up window where you can search for a particular airport or airports per country.

If you type **airport ICAO, IATA or FAA code** (for USA airports) in the field '**Search for airport**' you will see airport details (see a screenshot on the right).

In the main screen a column **Info** shows an information regarding **PPR** (Port Permission Required) and/or **SC** (Slot Co-ordinated). A column **Required** shows an information if either an airport brief or a training is required.

Airport Directory sections

Majority of the information displayed is imported from **Acukwik**. Some fields can not be edited, although Leon Support Team can make changes if required (contact support@leonsoftware.com).

The editable fields are those framed - you can change or add information there which will appear in blue and an  icon will show next to the changed item.

The screenshot shows a web form titled 'Airport Directory' with a search bar at the top. Below the search bar, there are several sections of input fields:

- General Information:** Includes fields for IATA, ICAO, Name, City, Country, and Location.
- Coordinates:** Fields for Latitude and Longitude.
- Runway Information:** Fields for Runway Length, Width, and Surface.
- Other Details:** Fields for Fuel Supplier, Handling Agent, and other specific airport data.

 The form is organized into a grid-like structure with labels on the left and input fields on the right.

Airport Directory - basic details

This screenshot shows a different part of the 'Airport Directory' form, specifically the 'Aircraft Type' section. It includes a table with columns for 'Aircraft Type', 'Category', and 'Status'. There are buttons for 'Add new' and 'Update' at the bottom of the table. A red box highlights the 'Add new' button.

Defining airport category per aircraft type




An airport map - an option available in Airport Directory

- **Details** - general airport information. **Taxi in/Taxi out** times - which can be edited and defined for particular airports - **will be included in suggested STA time calculated from GCD (Great Circle Distance)** when planning new flights (either in 'New Flight' or 'Planned Flight' section). Please note, that aircraft performance data (Speed in 1st h of flight, TAS) must be entered in **Fleet** - Fleet Edit screen, so that GCD times are enabled. It is possible to insert 2 emails separated by a comma in **GAR email** field and both will appear in the 'Send GAR' option in the 'OPS'.

It is possible to edit **Fire Category** in 'Airport Directory' panel. Leon will show a warning in OPS & Sales panel, if the value in 'Airport Directory' is lower than the one defined in an aircraft profile.

- **Taxi & Extra** - editable details of Taxi Out and Taxi In times as well as Extra departure time and Extra arrival time - both details affect suggested STA time when adding a new flight.
- **Handling/FBO** - the list of available handling agents at a particular airport. You can mark your "favourite" handling agent (click on the star which will turn yellow) - it will be selected **automatically** every time you add a flight to/from that particular airport. It is also possible to add own Handling Agents/Fuel Supplier by clicking on **Add new** button. The process is exactly the same as when adding new handler (last chapter on this page).
- **Hotels** - the list of available hotels. Go to **Hotels** section to find 2 buttons at the bottom of the page: **Add new** and **Update** to get Leon database updated from **AC-U-KWIK**.
- **Restrictions/Information** - specific information regarding particular airports.
- **Suppliers** - an information about suppliers at particular airport. You can add a new Supplier and mark your favourite to appear automatically when adding a new flight at the particular airport. The process of adding a Supplier is exactly the same as adding new Handling Agent which is explained further down this section.


- **Notes & Files** - in the field **Note** you can insert information which will appear on the **Trip Sheet** document, section 'Airport Notes'. Information added in the field **Pilot notes** also will appear on the Trip Sheet, in the section 'Pilot Notes'. You will be informed of the Notes on the main Airport directory page where **Notes** column will display  icon. Hovering the mouse over it will open a pop-up window with more information. 'Country Notes' input shows a note for each airport of the particular country. 'Country PAX Notes' can be used in a similar way as 'Country Notes' - if it's added, Leon will show it when you hover the mouse over an airport code in OPS panel, and also it can be displayed in documents, such as: Flight Brief (in RQ panel and OPS), Charter Agreement (OPS), Crew Trip Sheet and Custom Document - as long as PAX Country Notes are connected to one of mentioned documents in the panel Documents Manager.
- **Map** - click to see satellite view on the airport (see screenshot on the right).
- **General** - here you can define default ALTN1 & ALTN2 airports which will show automatically in a tab FLIGHT of the section OPS.
- **Brief/Training** - here you can upload a pdf file with a brief information that is needed to be acknowledged by a pilot before flying to a particular airport.
- **Category** - airport categories which can be defined per specific aircraft manually. It is possible to add expiry date to the airport category. After the validity expires, the category changes to category '**U**' and the airports turn **red** in the OPS view

Leon marks airport category (apart from cat 'A' which is not marked) by highlighting the airport code with colours:

OPS

- CAT 'B' - WRO
- CAT 'C', 'P' & 'U' - WAW

You are able to **edit and change** details in the framed fields like i.e. 'Website', 'Tower Phone', etc...


If manually added information should remain **private**, you should click on the  icon that shows up between a field with the information and the name of the field.

Tower Phone

<

718-656-0335

>

If you **hover the mouse over** it you will see a message **Click to make this field private** which means that no-one apart from you can see added information. If you go for **private** option the icon will turn to . You can always undo that action by clicking on this icon again.

Day	Opening Time	Closing Time	24h	Closed
Mon	sr+30m	23:59	<input type="checkbox"/>	<input type="checkbox"/>
Tue	sr-30m	23:59	<input type="checkbox"/>	<input type="checkbox"/>
Wed	10:00	21:59	<input type="checkbox"/>	<input type="checkbox"/>
Thu	00:00	23:59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fri	00:00	23:59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sat	00:00	23:59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sun	CLOSED		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Timezone and Time format options

When editing **Control Tower Hours** field you can choose the **timezone** for opening hours between Local Time (LT) and UTC (Z). The zone highlighted blue is the zone that applies to Opening Hours.

Leon will not recalculate the times in Control Tower Hours automatically. **Airport opening times will be checked when adding a flight based on the information in this section.**

In the **Control Tower Hours** window you can see 3 columns, as presented in the screenshot:

- **Opening hours** - here you can input either specific times "From - To", or in Sunset/Sunrise Format which is explained further in this section, for each day of the week.
- **24H** - a checkbox that allows you to mark an airport being open for 24h on a specific day. Ticking this checkbox will turn "Opening hours" columns grey.
- **Closed** - this column allows you to mark an airport being closed on a specific day. If you untick the checkbox Leon will react with accordance to previous hour setting. Most of the time unticking "Closed" checkbox will automatically tick "24H" checkbox, unless Opening hours were input manually. In this case unticking "Closed" checkbox will edit "Opening hours" column.

As you can see in the screenshot, there are **two input formats** in Control Tower Hours that you can use:

- **Standard HH:MM format**
- **Sunrise/Sunset format where SR stands for Sunrise and SS stands for Sunset**

Sunset/Sunrise format allows to input Control Tower Hours based on time (in hours-h or minutes-m) before/after Sunset or Sunrise.

For example if an airport opens 30 minutes after sunrise and closes 2 hours before Sunset, its opening time in **Control Tower Hours** field would be SR+30m and its closing time - SS-2h. Example of input in screenshot below

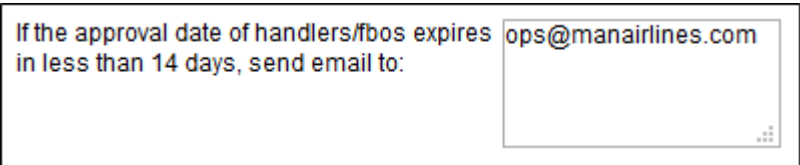
When the flight is scheduled to take off or land outside permitted hours the following message will display: Departure (Destination) airport is closed at the time of departure (arrival)

Approved handling/FBO agents



Approving handling agents

It is possible now to set the **approval** date of the **handling agents** or **FBOs** in Leon. Leon will send an **email notification** at **00:00** every day to the inserted email address, if the expiry date has passed. You can add an email address (or more than one divided by a comma) in the General Settings section.



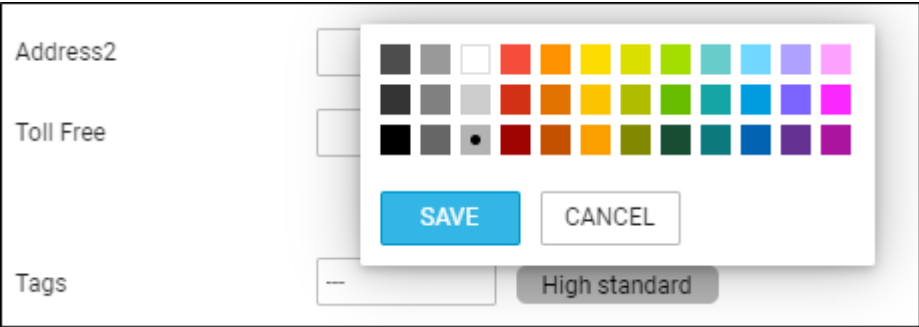
In the section **Handling/FBO**, in the top-right corner of the pop-up window you can find the information: **Not approved (click here to approve)**.

If you click on the active icon a calendar shows up - by selecting a day of the month you set an approval date. Once the date is selected the information **Approved until (date)** appears.

Tagging Handling agents

We have added a new option of **tagging** Handling agents/FBOs. Sometimes it is required to inform the crew whether the standard of the chosen handling agent is high (and no crew oversight is needed), or if crew should be present for the majority of services, or if crew need full oversight to check everything that handlers do.

The first step that needs to be taken in order to set it up is creating tags for a particular handler. Go to **Airport Directory**, edit an airport and in a tab 'Handling/FBO' edit a handler and in the field **Tags** insert tag's name, then select a colour and save. You can create multiple tags for each airport (see example below).



When assigning handlers in the **checklist**, Leon will show the tag right below handling's name:

HANDLING

HANDLING (WRO)

Show History

Confirmed

SUPER HANDLER

High standard

HANDLING (MAD)

Show History

Confirmed

AIRLINES GROUND ASSISTANCE (AGA)

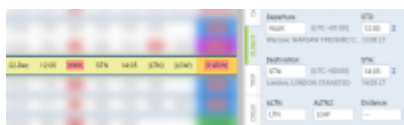
Average standard

The next step is connecting already added tags to **Crew Trip Sheet** document, in **Documents Manager** panel by using the item 'tags' in the 'Available Data' filter.

AVAILABLE DATA

- tripsheet
 - activities
 - aircraft
 - airportNotes
 - airportsHandlers
 - 0
 - airport
 - airportDetails
 - catForAircraft B
 - handler
 - address1
 - postcode
 - tags

Default ALTN airports



Alternate airports displaying in Leon

Leon allows to define default 2 **alternate airports** which will automatically show in a section OPS, tab FLIGHT.

Click a tab **General** and type **Default ALTN1** airport's name or a code, then do the same for **Default ALTN2** (not mandatory).

Default ALTN1

EGGW/LTN

Default ALTN2

EGKK/LGW

Once ALTN airports are defined Leon will show them in a section OPS, in brackets (you need to macr a

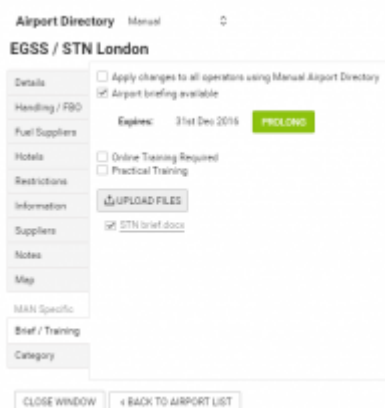
checkbox 'ALTN' in the left-hand filter, tab 'SHOW' to get columns ALTN & ALTN2 displayed) and also in a tab FLIGHT (see the screenshot on the right).

Airport Briefing

Edit the airport data in 'Airport Directory' and click on the tab **Brief / Training** to mark if the **Airport briefing**, **Online training** or **Training** is required.

You can also **set the expiry date** (or prolong it) and **upload a pdf file**.

Airport brief



Adding an airport brief, online training or practical training

Airport briefs provide **additional information** such as:

- **Airport category**
- **RWY**
- **ELEV**
- **Terrain**
- **Weather**
- **Ground facilities**
- **Special considerations**

If you want to add an 'Airport brief' to Leon, mark the checkbox **Airport brief available** and if necessary set the expiry date and upload a file.

To choose the **expiry date** of Airport Brief you need to:

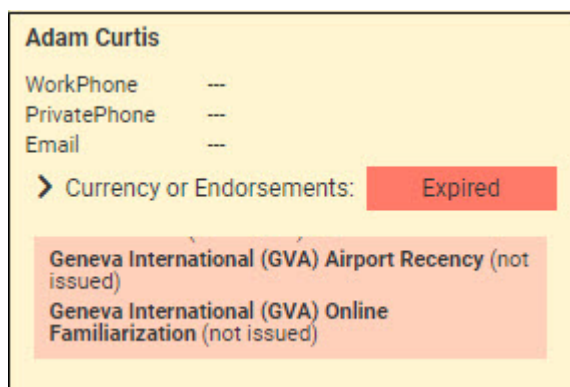
1. Tick the **Airport briefing available** checkbox. This opens the section where you can prolong **Airport Brief**.
2. Click **Prolong** button to open the **Calendar**.
3. Choose the date and accept it by clicking **OK** button.

Online familiarization

If required, you can add **Online Familiarization** for a crew member in **2** ways:

1. **Airport Directory** - edit section 'Brief / Training' and mark a checkbox **Online Familiarization Required**.
2. **Personal Endorsements** - edit user's profile and in the tab **Online Familiarization** add airport code. After updating it you can add more details of the online training: number, issue & expiry date, notes, pdf scan.

In a section TABLE Leon highlights crew codes in when option **1** is added. Hover the mouse over the code to get a pop-up window with an information (see below).



In a section OPS an airport with marked 'Online Familiarization' is framed - when you hover the mouse over the code you will see a notice "Airport recency required", "Online familiarization required".

Airport Recency

You can also add an information to Leon if a particular crew member needs a **Airport Recency** (either on the aircraft or simulator).

Just like with 'Online Familiarization' - you can add a **Airport Recency** either from 'Airport Directory' by marking a checkbox **Airport Recency** or from **Personal Endorsements**, tab **Airport Recency**.

Option for Flight Support Companies

If you are a **Flight Support Company** which deals with aircraft chartering, aviation services, consulting, etc. and you want changes in **Airport Directory** sections: **Brief/Training** or **Category** to be applied also to operators using your 'Airport Directory', you can simply mark a checkbox **Apply changes to all operators using (name of your operator) Airport Directory**.

In other words - if you change i.e. **Airport Category** in you Airport Directory for airport LTN from **A** to **B** and that checkbox is marked - all operators you deal with will be affected with this change.

Adding new Handling Agent/FBO

LPPR / OPO Porto

Details	> JETBASE LDA FBO
Handling / FBO	> AEG AVIATION SERVICES
Fuel Suppliers	> OMNI HANDLING
Hotels	> PORTWAY HANDLING DE PORTUGAL SA
Restrictions	> PTS EXECUTIVE HANDLING
Information	> SAFEPORT EXECUTIVE
Suppliers	> SWISSPORT PORTUGAL
Notes & Files	
Map	
MAN Specific	
Brief / Training	
Category	ADD NEW

*Last update: 07.11.2016

Adding a new handling agent into Airport Directory

To add a new Handling Agent/FBO to an airport in **Airport Directory**, you have to go to Handling/FBO tab and click on **Add new** button. This will open **Add new handler** field where you can input the details of the new handling agent.

Fields **"Name"** and **"Email"** are mandatory. If **Name** field is empty, Leon will not save the handler. If **Email** field is empty while trying to save the handler, Leon will display error message that says: **Error: Email field cannot be empty.**

Once the mandatory fields are filled in, you can click on one of the buttons located at the bottom of the page: ✓ will save the listing, ✕ will cancel it.

Saved Handling Agent will show at the bottom of the list and the listing will have a different background.

It is also possible **to delete personal Handling Agent/FBO**. In order to do it you have to click on a handler you would like to remove and press **Delete** button. This gives 2 options, why the handler is being deleted:

- **Entry does not exist any more** - this will remove handler
- **Duplicate** - this will open a dropdown window with names of handlers that could be duplicates of listed handlers.

It is not possible to remove a Handler/FBO imported from AC-U-KWIK software - only those added manually can be deleted from Leon

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