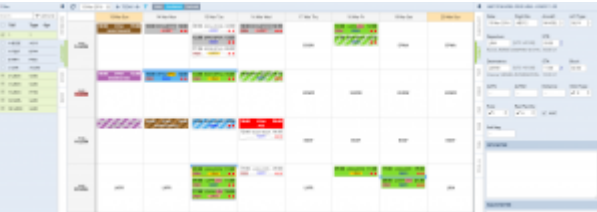


# CALENDAR

Click on **CALENDAR** icon to get your flights, maintenance or reservations displayed as calendar duties. By using left-hand side filter you can define the view by modifying options in **3** tabs: **Schedule, Aircraft & More**.

## Description



Calendar - the general view

09:01 UTC (17:01 LT)

FLIGHT

100 A-BCDE 09:01 KUL - HKG 14:26 BLOCK: 05:25

Kuala Lumpur (Sepang)/Kuala Lumpur International - Hong Kong (Hong Kong International)

TRIP NO

10-2017/10

Changes history:

DATE	VALUE	PERSON	
12:00 UTC 12-Sep	09:01 UTC	Marcin Ruczkowski	ACTUAL
10:30 UTC 14-Jun	09:00 UTC	Thomas Deha	CREATED

COPY TO CLIPBOARD

09:01

KUL-HKG

14:26

FERRY

Flight details when hovering the mouse over STD

Bartoli Aaron (CPT, FO)

WorkPhone

+44 3333 3333

PrivatePhone

—

Email

bkaminski@leonsoftware.com

▼ Currency status:

Expired

91 days currency (3 take-offs and landings)

GLF4:0450 (days left to expire)

Accumulated: 6 take-offs, 6 landings

Last day: 06-05-2018

75

91 days currency (50h total block time)

(days left to expire)

Accumulated: 218 block time hours

Last day: 13-05-2018

82

41 days period of no activity

(days left to expire)

Last day: 26-03-2018

34

91 Endorsements days to expire

Chinese Visa

0

Insurance

0

US Visa

0

Radio licence

0

OPC

0

Passport alternative

0

Licence

0

Safety & Emergency Procedures

7273

Last day: 19-01-2038

Warnings:

BAR Bartoli Aaron has expired endorsements:

Licence (expired 31-10-2017)

Chinese Visa (not issued)

Insurance (not issued)

US Visa (not issued)

Radio licence (not issued)

OPC (not issued)

FTL violation

Crew details tooltip - contact details, currency, endorsements data

Each flight appears as a belt: flight confirmed (green) or an option (striped)





with the information such as:

- **Schedule times**
- **ADEP/ADES airports codes**
- **FERRY/PAX number**
- **OPS/Sales checklist status**
- **Crew**

If you hover the mouse over STD, STA, ADEP or ADES - Leon also shows a tooltip with Flight number & Trip number (apart from other details such as changes' history or airport details). You can check an aircraft phone number by hovering the mouse over aircraft registration (phone number needs to be inserted in the aircraft profile page, section Fleet).

In this section you can **add a flight** in **2** ways:

1. By using  button located at the bottom of the page
2. By right-clicking the mouse on the square which will bring  button.

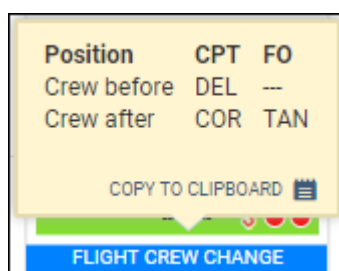
**It is possible to move the flight to another aircraft or a date by dragging & dropping it. Click on the flight and hold until the screen gets active, then move the flight. Leon will not allow moving the flight with added Journey Log or when it is being edited.**

Once the **Journey Log** details have been added, Leon will show **BLOFF & BLON** times instead of STD & STA times.

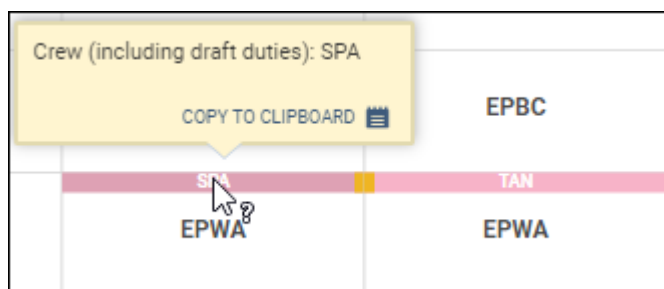
If you hover the mouse over **CREW**, the assigned crew will show up information such as:

- Crew name/surname and the aircraft position.
- Contact details (if inserted into crew profile).
- Warnings about expired currency, endorsements, airport discontinuity or FTL violations - click 'Crew & Endorsements' to expand the list of details.

If the crew have been changed, Leon shows a blue belt on top of the rectangle - when you hover the mouse you will get information about who changed who (see below).



If the crew were changed on the aircraft duties in the draft mode in the Crew Calendar, the crew changes will display in the OPS Calendar in the pink colour. Hovering the mouse over the code will populate the tooltip as per below:



It is possible to select the **crew change mode** in the 3-dot filter.

There are 3 available options:

- **None** - crew change is not displayed
- **Duties based** - OPS Calendar displays changes based on roster duty only, including draft mode duties
- **Flights based** - OPS Calendar displays changes based on the crew assigned to the flights only

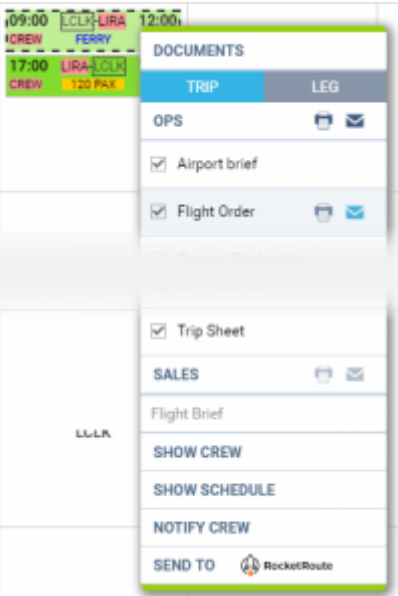
The **Flight Crew Change** only takes the flights with assigned crew into consideration. Flights with no crew assigned, as well as duties, are ignored.



Duty on aircraft changes

Additionally, it is possible to display **duties on aircraft** information in the Calendar view. It is important, that the duty is assigned to aircraft registration and the crew is assigned to a specific position on this duty. There could be a number of crew pairings on one day in which case, the blue bar would display it as follow: CPT1-FO1, CPT2-FO2, etc

**Yellow** markers indicate the change of crew on the aircraft duty on the particular aircraft.



Printing documents for selected legs

Each rectangle has a background which indicates a stage of realisation of a particular flight or operation. Colour codes are described below:

- 18:00 LTN-WAW 20:45  
CREW 1 PAX

 - Flight is confirmed
- 08:00 LTN-SXF 10:00  
CREW 1 PAX

 - Flight is not confirmed (option)
- 10:00 LGMK-EGGW 13:40  
FERRY

 - Ferry flight confirmed
- 10:00 LGMK-EGGW 13:40  
FERRY

 - Ferry option
- 10:00 EPWA-EPWR 11:05  
FERRY

 - Opportunity (more information [here](#))
- 08:00 EGGW-EDDB 10:00  
FERRY

 - Flight is completed (Journey Log has been added)
- 12:00 EPPO-EPWA 13:25  
FERRY

 - Cancelled flight
- 16:00 SXF-PRG 17:00  
CREW

 - Non-Commercial flights such as Crew Private, Technical flight, Training flight and Flight for owner
- 10:00 LTN-JFK 17:25  
2 PAX

 - Non-Commercial flight is not confirmed (option)
- 09:00 PRG-SXF 10:00  
CREW FERRY

 - Non-Commercial ferry flight
- 00:00 WAW  
Reservation



 - Any type of aircraft reservation
- LTN 10:00  
Reservation option

 - Reservation option
- 10:00 EPWA 15:00  
MX

 - Maintenance
- EGGW  
MAINTENANCE

 - Maintenance option
- 09:00 LTN 11:00  
MX

 - Maintenance - status 'Completed'

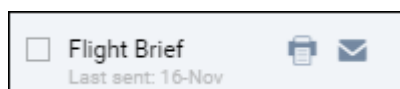
-  - Maintenance option - status 'Completed'
-  - AOG maintenance

It is possible to **print** or **send** documents from documents pop-up window. As you can see in the attached screenshot Leon gives you an option to **send** (envelope icon) or **print** (printer icon) marked documents either per **Leg** or per **Trip** by clicking on the icon by the main section (OPS, SALES). In this case, at least one document has to be ticked in order to make the icon by main section active. If you hover the mouse over any available document Leon will also display both icons next to the document. This will allow you to send or print a document individually.

If you are sending **OPS documents** Leon will automatically populate e-mail addresses of the Crew assigned to this flight. E-mails are taken from **Work email** in User Profile section. **From** email address is imported from **work email** of the person sending the documents.

For **SALES documents**, **From** e-mail addresses, Subject and E-mail body are imported from 'Quotation Email Templates' Settings. There, you can also upload additional files that can be sent along with standard sales documents. If you are sending **all SALES documents** in one email, Leon will only suggest **From** and **To** e-mails and also the Sales documents will be attached.

After sending SALES documents, Leon will display the "Last sent" date in the document menu (see the screenshot below) underneath sent document. This will only show when you hover the mouse over the document. You can click on the date and Leon will display a sent document.



It is also possible to **mark number of legs of the same trip**. It will allow you to print flight documents, and use additional options such as Show crew and Schedule as well as Notify Crew, for these particular selected legs.

In order to select multiple legs, you have to hold the **Ctrl** button and click on the flights of your choice. As you can see in the screenshot all the selected legs will display with the dotted line.

If you try to print documents for the flights assigned to 2 different aircraft, Leon will display an error message: **More than 1 aircraft selected**.

**It is not possible to send OPS and SALES documents in one e-mail. If the documents from SALES section are inactive, it means that the Quotation for this trip is not yet created in a tab TRIP.**

## Reservation

Reservation

Name

Reservation

Aircraft

G-ARTI

Airport

EPNVA

Status

Confirmed

From

30 Mar 2024

Time

13:00 LT

To

31 Mar 2024

Time

12:00 LT

Client

Change aircraft position on OPS views

☒

Allow overlapping Rights

☐

Available for charter

☒

Price reserve

18.000

Notes

Aircraft on hold at EPNVA

UPLOAD FILES

You can drag & drop files to this section.

CANCEL

ADD

Adding an aircraft reservation

To add a new reservation from **Calendar** section click **New Reservation** button (at the bottom of the screen), or right-click the mouse and select 'ADD RESERVATION' link and insert details in the pop-up window, such as name, aircraft, airport, status, date & time, client, notes). **Notes** inserted into the Reservation will appear in a pop-up window when you hover the mouse over it.

It is also possible to select whether the reservation should be **added in LT or UTC**. It is **only possible to switch between the timezones** if no data is inserted in the Reservation pop-up window.

If a checkbox **Allow overlapping flights** is marked, Leon will not show any warning if a reservation overlaps any flight.

If the checkbox **Change aircraft position on OPS views** is ticked, the airport of the aircraft will change after the reservation.

There are **7** default types of reservations:

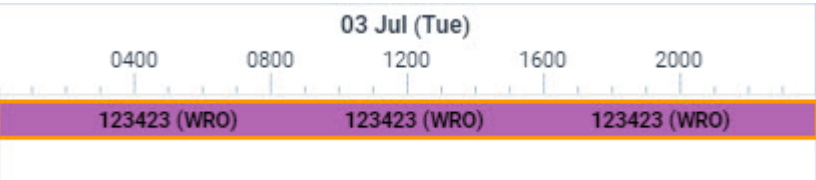
- **Reservation**
- **No crew**
- **No charter**
- **Owner's approval**
- **Crew on request**
- **36 hrs crewrest**

When one of the above types is selected it appears in the Calendar/Timeline. However, it is possible to input any name of the reservation manually and it will overwrite the selected type.

Once it's added it will appear in sections CALENDAR and TIMELINE. You can always click any reservation and change its details, as well as **exclude** them from the Calendar or Timeline pages, by unmarking a checkbox in the left filter.

	12:00	WAW		18:00
		Reservation		Reservation
G450 M-NOEL				

CALENDAR



TIMELINE

Reservation 'Opportunity'

Reservation

Name

Opportunity

Aircraft

SBC1-599GZ

Airport

EPWA

ADES

UUWW

Status

Opportunity

From

05 Jul 2022

Time

09:00

To

09 Jul 2022

Time

15:00

Client

Change aircraft position on GPS views

☒

Allow overlapping Rights

☐

Notes

Popular routing

UPLOAD FILES

You can drag & drop files to this section.

CANCEL

ADD

Reservation type 'Opportunity'

It is also possible to create the 'Opportunity' type reservation.

This type of reservation can be used by sales teams to plan potential sales of the aircraft on a particular routing.

Once the 'Opportunity' type Reservation is selected, the option to insert ADES will appear which **allows inserting the routing for a timeframe longer than 24h.**

This type of reservation will be **sent to Avinode** as a potential availability of this aircraft on this selected routing.

**IMPORTANT!** Avinode can verify the empty leg availability of 5 days or less, therefore one reservation has to be booked for such period and not longer.

Once the reservation is added to Leon it will display as per below:

	05 Jul Mon	06 Jul Tue	07 Jul Wed	08 Jul Thu	09 Jul Fri
	09:00 EPWA-UUWW reservation	EPWA-UUWW reservation	EPWA-UUWW reservation	EPWA-UUWW reservation	EPWA-UUWW 15:00 reservation
GLEX SBC-599GZ					

Upon **exporting it to Avinode** it will appear as an empty leg availability:

Available From	Available To	Aircraft	Price (excl. tax)	Message	Status
EPWA, WAW 05 Jul 2021 11:00 local (09:00 UTC)	UUWW, VKO 09 Jul 2021 18:00 local (15:00 UTC)	SBC-599GZ			✔ Verified until 10 Jul <div><div>Edit</div><div>Deactivate</div></div>

If a Client/Broker searches for an empty leg on the particular routing, the empty leg from operator will appear in the search.

Filter

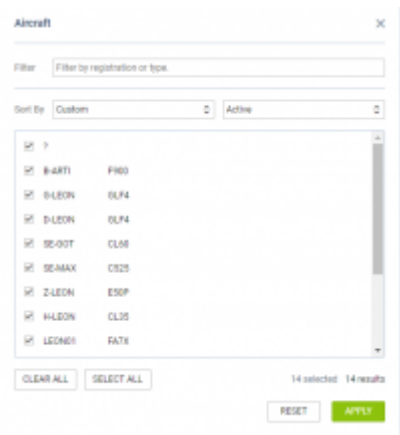
The filter in the **Calendar** panel is very similar to the one in the panel **Table** with the difference

explained below.


Tab SCHEDULE

- **Show on schedule** - select which type of activities should get displayed: flights, maintenance, reservations.
- **Sort aircraft by** - there are 5 ways you can group flights in the table view: MTOW Ascending, MTOW Descending (defined in Fleet section), Registration, Pax capacity, ICAO home base (also defined in Fleet).
- **Layout** - an option to view aircraft either vertically or horizontally.
- **Flight type** - select which type of flights should be displayed.
- **Commercial type** - option to see either 'Commercial' or 'Non-commercial' flights, or both.
- **Flight status** - shows confirmed and/or not confirmed flight (options).
- **Show** - you can narrow your view by excluding ferry, cancelled or terminated flights.
- **Preferred airport code** - select ICAO or IATA codes.
- **Preferred time zone** - select between UTC, LT and Base Time.

Aircraft



Aircraft filter

**Aircraft** panel allows to define for which tails Leon should show flights in a section OPS. On the options-bar click  **AIRCRAFT** 14 (where circled-blue is the number of active tails) and Leon will show a new pop-up window, where you can mark/unmark particular tails.

Use 'Filter' or 'Sort by' options to change the order of tails in the **Calendar** panel. You can also change the order by drag & dropping the tail in the pop-up window.







Filtering Aircraft by label

It is also possible to **filter aircraft by label**.

Labels can be assigned to the aircraft in the 'Settings' > 'Fleet' in the 'Basic' section. It is possible to assign multiple labels to one aircraft.

In the 'Aircraft' filter in OPS view, additional 'Labels' option will become available. Clicking within the selection will populate the list of available labels.

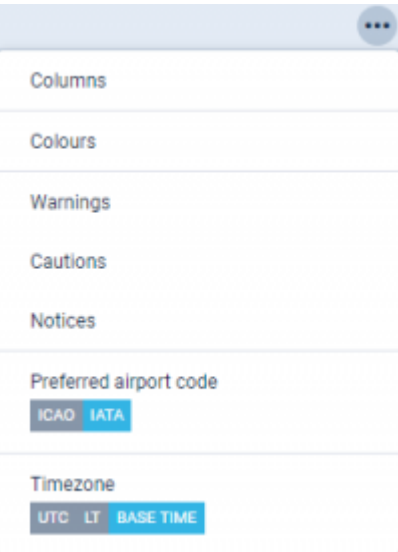
It is possible to select numerous labels within the filter. Once the labels are selected, the number of aircraft within the filter will be limited to the ones with the labels assigned (at least one tag from the list).

Clicking on 'APPLY' button in the filter will display only the selected aircraft in the OPS view.

Tab MORE

Options are the same as in section [TABLE](#).

VIEW SETTINGS filter




View settings panel

Each Leon user can define his **own view** of the schedule list. It is possible to add or remove **columns**, decide if ACFT or Flight number should appear with a **colour**, if Leon should show any

**warnings, cautions or notices** and to define **preferred airport code** as well as **timezone**.

If any of the warnings, cautions or notices have applied, Leon will **highlight aircraft registration** in red, yellow or white respectively.

To access the panel click  icon in the top-right corner of the screen.


## Columns

Leon allows adding more **columns** to the overall schedule view (apart from the default ones, such as FW & JL, Flight No., Day, Date, STD, ADEP, ADES, STA, ACFT, PAX, Tags) - click 'Columns' and mark the appropriate checkbox, then click 'APPLY'.


## Colours

Here you can define if Leon should colour **Flight No.** column and/or **ACFT** column, as well if Leon should dim ferry legs. By marking a checkbox **Entire leg row** Leon will colour an entire row, either with the flight type colour (if 'Aircraft colours' checkbox is left unmarked) or with an aircraft colour (if 'Aircraft colours' checkbox is marked). If both checkboxes (Flight type & Aircraft colours) are marked - Leon will show aircraft colours as this colour has priority over flight type one.


## Warnings

All **warnings** in Leon are displayed in red. Here, you can mark particular (or all) checkboxes and if i.e.: PAX passport is expired, crew FTL violated or crew endorsement is expired - Leon will show PAX number value in red  just like crew codes. User can hover the mouse over the alerted item to see details.

## Cautions

Here you can mark checkboxes for particular cautions, i.e.: PAX passport missing, Airport cat B or HIL restriction, which Leon shows in the Table page in yellow  Hover the mouse over the alerted item to see details.

## Notices

Notices are displayed in the Table page in white  and can be turned on for items like i.e.: Airport note, Flight diverted or Aircraft documents expired. Hover the mouse over the alerted item to see details.

## Preferred airport code

Switch between **ICAO** & **IATA** airport codes to be displayed in the OPS section (Table, Calendar or Timeline).

## Timezone

Here you can choose if Leon should show STD & STA times in **UTC**, **LT** (at ADEP/ADES airports) or **Base Time** (defined in a user's profile).

## Day Note in Calendar view



Editing 'Day Note' in Calendar view

It is now possible to add a **Day Note** per aircraft in the **Calendar** section.

To add a Day Note follow these steps:

1. Choose a specific day and aircraft in the Calendar view you would like to add a Day Note for.
2. Right-click the mouse within this tile to open the dropdown list.
3. Choose 'Add Day Note' option to open the edit window.
4. Insert the note and press 'SAVE'.
5. Once saved, it will display as **DAY NOTE** within the particular tile, it was added to.

Hovering the mouse over the **DAY NOTE** will display the text of the note in the tooltip.

You can also **edit** and **delete** the flight note. The process is similar to the one when adding a note. You simply right-click the mouse and choose 'Edit Day Note' option. Edit window will contain both **EDIT** and **DELETE** button.

## Airport note/Day note

When adding an 'Airport note', in a section 'Airport Directory', it is now possible to define its **expiry date**. The note will show in the **Calendar** panel, inside a **DAY NOTE** window. Once the expiry date passed, the note will no longer show.

So in such situations, a 'Day Note' will show both: notes added straight from 'Calendar' when adding 'Day note' (by right-clicking the mouse) and also an 'Airport note' from 'Airport Directory'.

In order to make this work, open 'Airport Directory' panel, type an airport code and in a tab 'Notes & Files' add a note to the **Note** field and define its expiry date in a field 'Valid until'. If 'Valid until' is not defined, this note will show on all days in 'Calendar'.

<

EHAM / AMS Amsterdam

Details

Taxi & Extra

Handling / FBO

Fuel Suppliers

Hotels

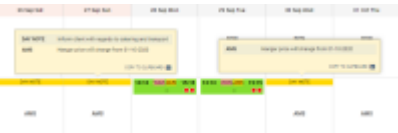
Note

Valid until

Hangar price will change from 01-10-2020

30 Sep 2020

A 'Day note' will show in 'OPS > Calendar' panel, once a **Show Day Note** option is marked as 'YES' in the 3-dot filter.



Day notes in Calendar

AMS Hangar price will change from 01-10-2020

COPY TO CLIPBOARD

13:13 WAW-AMS 15:15

DAY NOTE

AMS

AMS

The screenshot on the right-hand side shows an example of how a 'Day note' shows for a particular airport (AMS) and that it does not show after note is expired, as well as how Leon shows both 'Day notes': the one added from Calendar (displayed in 'Day Note') and the one added in 'Airport Directory' (displayed in 'AMS' so applying to the airport where notes were added).

See also:

- [TABLE](#)
- [TIMELINE](#)

From:

<https://wiki.leonsoftware.com/> - **Leonsoftware Wiki**

Permanent link:

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Last update:

**2024/01/04 14:12**