CALENDAR
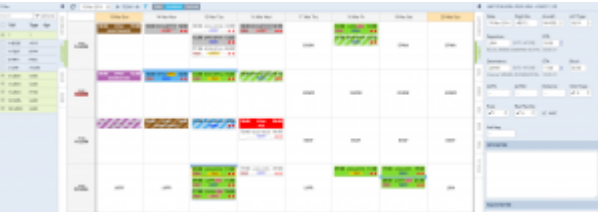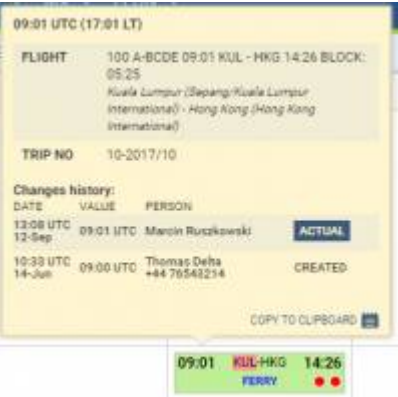
Click on **CALENDAR** icon to get your flights, maintenance or reservations displayed as calendar duties. By using left-hand side filter you can define the view by modyfing options in **4** tabs: **Schedule**, **Aircraft**, **Show** & **More**.

Description

Calendar - the general view

Flight details when hovering the mouse over STD

Crew details tooltip - contact details, currency, endorsements data

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

  with the informtaion 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).

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.

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

Printing documents for selected legs
Invalid Link
Reservation edition panel

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

- - **Flight is confirmed**

- - **Flight is not confirmed (option)**

- - **Ferry flight confirmed**

- - **Ferry option**

- - **Opportunity** (more information [here])

- - **Flight is completed (Journey Log has been added)**

- - **Cancelled flight**

- - **Non-Commercial flights such as Crew Private, Technical flight, Training flight and Flight for owner**

- - **Non-Commercial flight is not confirmed (option)**

- - **Non-Commercial ferry flight**
- - **Any type of}} aircraft reservation** (reservation editing screen in the screenshot on the right).
- - **Reservation option**
- - **Maintenance**
- - **Maintenance option**
- - **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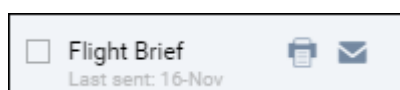 make the icon by main section active. If you hover the mouse over any available document Leon will also display both icons next to the document. This will allow you to send or print a document individually.

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 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 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.**
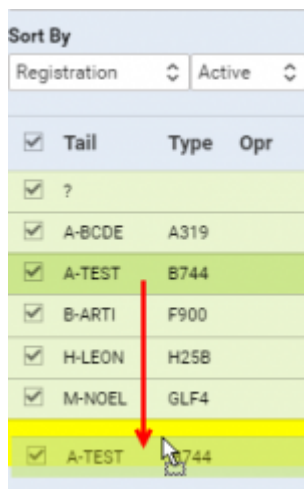
Filter

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.

Tab AIRCRAFT

Possibility to change the aircraft position in the filter

This section allows you to display only the aircraft you wish to see at the time.

The dropbox **All**/**Active** gives an option to choose between all airctaft or just the active ones.

It also allows you to search flights by the particular tail/tails. By clicking on **Tail** you can select/unselect all aircraft in the panel.

Here you can choose the order that the aircraft are displayed in the view. In the "Sort by" dropdown you can choose such options as Registration and PAX Capacity among others.

You can also **customise** the order of display by **drag-and-dropping** the aircraft in the chosen position. Once you have created your own setting, please click on "SEARCH" button so the setup applies to the CALENDAR (or TIMELINE) view. Information in the "Sort by" dropdown will change to

"Custom".

This sorting will remain regardles whether it is in vertical or horizontal layout.

It will also remain unchanged upon re-logging.

Tab SHOW

- **Show on calendar** - you have 5 checkboxes which can be marked to give you the extended view: Ops status, Sales status, Payment status, Airport status, Crew changes, PAX.
- **Colours** - ferry flights can be displayed as dimmed.
- **Warnings**, **Cautions** and **Notices** have the same options as in panel TABLE.

Tab MORE

Options are the same as in section TABLE.

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.

The 'Day Note' doesn't feature anywhere apart from the 'Calendar' view in the SCHEDULE.

See also:

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

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