



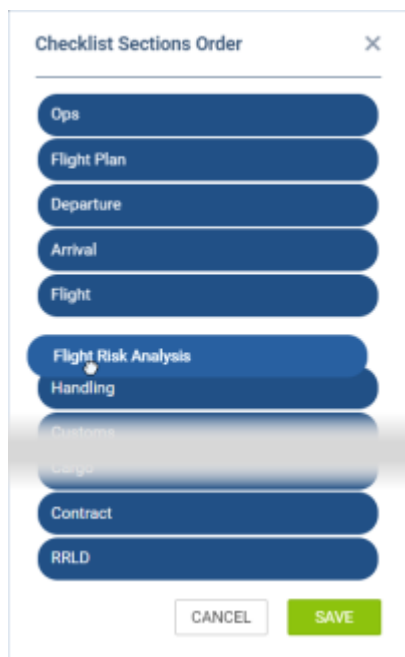


push notification. Option available if the visibility icon is set to 

-  - notifications active in the Crew App
- **Auto add to leg** - option to mark the default checklist items. This option has been moved across from the 'Flight Editing' section. If it's ticked, the item will be automatically added if the condition set in **CQL** is met
- **CQL** - Checklist Query Language - it allows to define a condition for adding the item automatically to the checklist
- **Due Dates** - possibility to configure the 'Request Due Date' and the 'Completion Due Date' for selected checklist items at selected airports
- **Requesting** - activating/deactivating the checklist email configuration:
 -  - accessing the Checklist email configuration
 -  - deleting the existing Checklist email configuration
 - **Empty** - checklist item email configured by default
- **Status reset rules** - possibility to select the items of the schedule that trigger the change of the checklist item status
- **Links** - an option to add URL links to selected items


SECTIONS ORDER



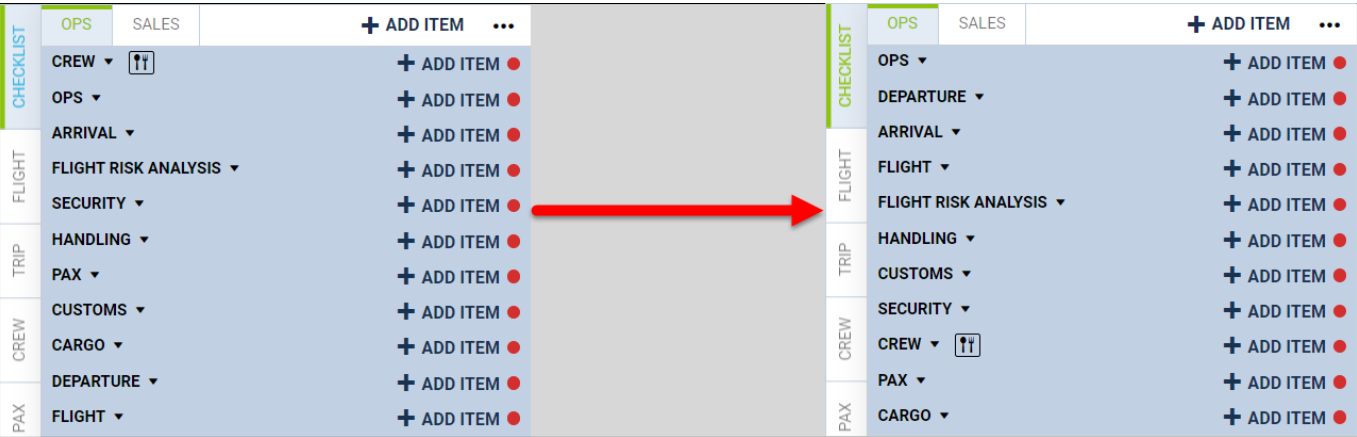
Changing the order of the OPS Checklist subsection

It is possible to change the OPS Checklist sections order from the default to custom.

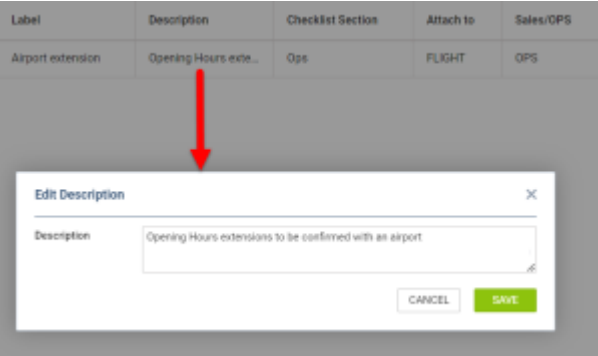
This can be done using the following steps:

- Click on the  **SECTIONS ORDER** icon to open the 'Checklist Sections Order' pop-up window
- Use drag-drop to select the order of the checklist
- Save changes

Once the changes are saved, the order of the checklist will switch to the custom, selected order, as per the below example:



Checklist item description



Adding checklist item description

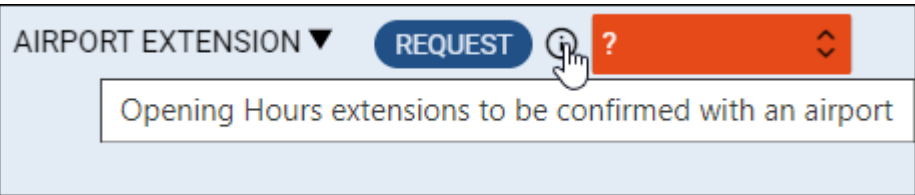
It is possible to add a Checklist item description that appears by the item in the Checklist.

In order to add the description you need to:

- 1. Click in the 'Description' column next to the checklist item
- 2. Add the description
- 3. Save changes

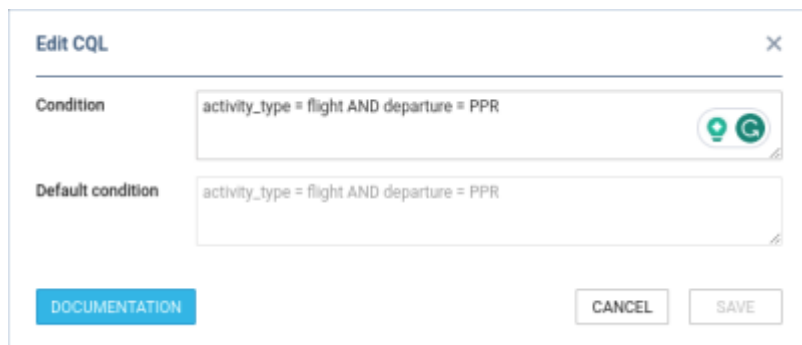
Once the description is added, the  icon appears in the Checklist, next to the item status.

Hovering the mouse over the icon displays the tooltip with the description



CQL (Checklist Query Language)

CQL is a simple but very expressive language for defining conditions that determine when particular checklist items are to be applied. It allows the translation of the operator's internal knowledge and operational needs into simple rules by specifying all actions (checklist items) needed to be done before a flight with certain attributes.



CQL condition edit pop-up window

The 'CQL' column will show the current status of the conditions for adding the items to the checklist automatically. There are three possibilities:

- **Disabled** - the item is disabled and will not be automatically added to the checklist in any case
- **Default** - the item is enabled and the default condition for adding the item to the checklist automatically is set
- **Custom** - the item is enabled and the custom condition for adding the item to the checklist automatically is set

By clicking the field in the column, you will get an 'Edit CQL' window, in which you can:

- Edit the condition - if the condition is met and the item is enabled ('Auto add to leg' is ticked), the item will be added to the checklist automatically. Otherwise, it will not be added automatically but can be added manually
- See the default condition - to compare with the custom one, or restore it
- Get access to CQL documentation, which describes the operators, fields and values which can be used to define the condition

Due Dates

The 'Due Dates' feature is available on request for testing. To have it activated, please contact [Leon Support](#)

The 'Due Dates' option gives a possibility to configure the 'Request Due Date' and the 'Completion Due Date' for selected checklist items for selected countries or at selected airports.

Due Dates

Affected airport: ADEP ADES BOTH

DEFAULT

COUNTRY

AIRPORT

Requested Offset

48:00

Confirmation Offset

24:00

CANCEL

APPLY

' Due Dates' Configuration

The 'Due Dates' section is divided to 3 tabs:

- **Default** - default threshold
- **Country** - threshold based on the country
- **Airport** - threshold based on the airport

Configuration

Below, is an example of the configuration based on the specific Airports.

In order to configure 'Due Dates' you need to follow the below process:

Due Dates

Affected airport: ADEP ADES BOTH

DEFAULT

COUNTRY



AIRPORT


Airport	Request disabled	Requested offset	Confirmation disabled	Confirmation offset	
<input type="text" value="EPNKA"/>	<input type="checkbox"/>	<input type="text" value="48:00"/>	<input type="checkbox"/>	<input type="text" value="24:00"/>	
<input type="text" value="EGGNY"/>	<input type="checkbox"/>	<input type="text" value="48:00"/>	<input type="checkbox"/>	<input type="text" value="24:00"/>	
<input type="text" value="R0008"/>	<input type="checkbox"/>	<input type="text" value="24:00"/>	<input type="checkbox"/>	<input type="text" value="12:00"/>	

CANCEL

APPLY

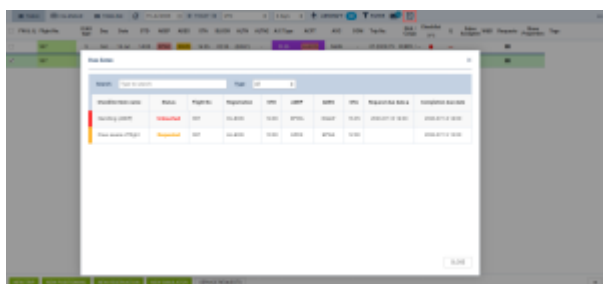
'Due Dates' configuration window

- Click on  icon by the checklist item to access the 'Due Dates' configuration window
- The configuration window contains the following options:
 - **Affected airport: ADEP/ADES/Both** - indication of whether the configuration should apply to ADEP only, ADES only or both airports on the flight
 - **Airport** - airport code of the affected airport
 - **Request disabled** - option to disable 'Requested offset'
 - **Requested offset** - option to indicate how many hours before the flight, in HH:mm, the item status should be requested
 - **Confirmation disabled** - option to disable 'Confirmation offset'
 - **Confirmation offset** - option to indicate how many hours before the flight, in HH:mm, the item status should be confirmed
 - **+** - clicking on + will add a row on the list of airports
- Press 'APPLY' to save the settings
- The icon in the 'Due Dates' column will turn blue once the settings are saved - 

Clicking on the  will allow editing the settings.

How it works

Once the 'Due Dates' are configured, the **clock icon** becomes available in the OPS sections. It is located in the top bar of the OPS section, next to the 'Message Center' icon:



'Due dates' pop-up window in OPS section

Clicking on this icon opens the 'Due Dates' pop-up window that contains:

- **Search** - option to search for the specific checklist item
- **Type** - option to select the type of the checklist item between OPS and Sales
- **List of items** - any items that require action are listed along with the checklist item status, flight details and the Request/Confirmation due dates. The bar color on the right of the item indicates the checklist item status

The items are included in the list based on the 'Due Dates' configuration and the status in the checklist.

EXAMPLE

Below there are 2 examples presented:

Item requested

Once the checklist item is requested, the status in the 'Due date' pop-up window changes to the relevant status for this item. In case of the 'Handling (ADEP)' item the status is 'Requested'.

Additionally, the 'Request due date' is removed.

Due dates

Search

Handling

Type

All

Checklist Item name	Status	Flight No	Registration	STD	ADEP	ADES	STA	Request due date ▲	Completion due date
Handling (ADEP)	Untouched	987	H-LEON	14:00	EPWA	EGGW	16:35	2023-07-13 14:00	2023-07-14 14:00
Handling (ADEP)	Requested	987	H-LEON	10:00	EGGW	EDDB	11:55		2023-07-15 10:00

CLOSE

Item confirmed

Once the checklist item is confirmed, the item is removed from the 'Due Dates' pop-up window.

Due dates

Search

Handling


Type

All

Checklist Item name	Status	Flight No	Registration	STD	ADEP	ADES	STA	Request due date ▲	Completion due date
Handling (ADEP)	Untouched	987	H-LEON	14:00	EPWA	EGGW	16:35	2023-07-13 14:00	2023-07-14 14:00

CLOSE

Configuring emails

The checklist item emailing option **can be configured by accessing the 'Edit Email Configuration' window** via  icon in the 'Requesting' column.

Edit Email Configuration

Document Template

all

Email Template

all

Status after sending

Requested

To email address

office@insurance.com

Additional Recipients

☐ Handling ADEP

☐ Handling ADES

☐ Crew

☐ Aircraft

☐ Caterer

☐ Client

☐ Representative

☒ ADEP

☐ ADES

Select All | Select None

ADEP receivers

ADEP	Email	
EGGW	insurance@eggw.com	
EPWA	insurance@epwa.com	

ADES receivers

ADES	Email	
Airport	Email	

CANCEL

SAVE

'Edit Email Configuration' window

The **'Email Edit Configuration'** window contains the following:

- **Document Template** - an optional setting that contains the selection of the documents set up in the [Documents Manager](#) and based on the 'Checklist Leg Item Document' template or the 'Checklist Trip Item Document', depending on the Checklist item being applicable per leg or per the whole trip. If no documents are set up, the selection is set to 'none'
- **Email Template** - an optional setting that contains the selection of the emails set up in the [EMAIL TEMPLATES](#) and based on either the 'Checklist Leg Item Email' template or the 'Checklist Trip Item Email', depending on the Checklist item being applicable per leg or per the whole trip. If no emails are set up, the selection is set to 'none'
- **Status after sending** - required field. Allows selecting the default status after sending an email in the Checklist
- **To email address** - fixed email address that appears in the 'Request' email pop-up window in the Checklist
- **Additional Recipients** - an optional group of recipients of the Checklist emails
- **ADEP/ADES receivers** - additional email for specified airports triggered by the ADEP/ADES checkboxes selection in the 'Additional Recipients' subsection. These emails are sent as a hidden copy

The **SAVE** button allows saving the 'Checklist Configuration' settings.

Once it is saved, the **REQUEST** button will appear in the Checklist, next to the item status. The status of the item will change to the selected one in the configuration:

FUEL[L]

REQUEST

Requested

⬆

Block:

Burn:

MRF:

Requested:

Trip Fuel:

Status reset rules

Click on the gear icon to set up which **changes** should trigger selected checklist item's status will turn to red '?'

Reset rules

Departure☒

Start date utc☒

Passengers☐

Icao type☐

Reporting and duty end☐

Plan cargo☐

Departure country☐

Trip type☐

Destination☒

End time☐

Passengers count☐

Flight rules☐

Crew☐

Handler departure☐

Destination country☐

Start time☐

End date utc☒

Ferry☐

Aircraft☒

Flight number☐

Handler destination☐

Aircraft icao type☐

1 mins

222 mins

CANCEL

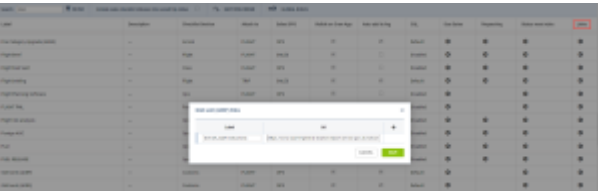
SAVE

Items 'Start time' & 'End time' are editable (when checkbox is marked) - it is possible to define number of minutes where Leon should not change item's status.

For example, if 00:30 is inserted into 'Start time' item, if STD of the flight is changed by less than 00:30 - Leon will not change item's status.

URL LINKS

A new functionality **LINKS** has been implemented in the section **Checklist Configuration** section.



URL Links

To activate it, go to the **ADMIN** panel section 'Checklist Configuration' section, and choose a checklist item where you would like to add a URL link.

In the pop-up window, insert the name of the link in the label field and paste the URL link in the designated field. You can add multiple links several using the **+** icon.

After saving, the link will be visible in the OPS module within the checklist section. The link will be active.

TRIP

CREW

PAX

W&B

FUEL

JL

CUSTOMS ▲

+ ADD ITEM ●

GAR SENT (EGGP)

Send GAR

Untouched ▾

💡

↺

📁 UPLOAD FILES

🕒 🗑

You can drag & drop files to this section.

LINKS

GOV.UK_GAR Instructions

200

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Permanent link:

<https://wiki.leonsoftware.com/leon/checklist-configuration>

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