


New endorsement

Endorsement	Cockpit	Cabin	GROUND	Maintenance	Aircraft type
OPC	<input checked="" type="checkbox"/>				all
Safety	<input checked="" type="checkbox"/>				OLN4
Passport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all Passport
Passport 1	<input checked="" type="checkbox"/>				all Passport
Insurance			<input checked="" type="checkbox"/>		GND
Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			all
Radio licence	<input checked="" type="checkbox"/>				all
Licence	<input checked="" type="checkbox"/>				all Licence
US Licence	<input checked="" type="checkbox"/>				all Licence
Visa	<input checked="" type="checkbox"/>				all Visa

The list of added endorsements

- **Endorsement** - its name, i.e.: USA Visa, Medical, OPC, etc.
- **Endorsement type** - choose 'Endorsement' if it's just a general document. Select the other ones accordingly.
- **Warn if expired when adding a flight** - tick the checkbox so that if the endorsement is invalid Leon will show a warning, i.e.: **At least one crew member has no valid endorsements.** [XRA Matilda Xray has expired endorsements Licence \(expired 01-02-2013\).](#)
- **Order** - click  to expand the drop-down box list and choose the location of newly added endorsements on the main endorsements list.
- **Endorsements for** - Cockpit, Cabin, Ground or Maintenance - select to which position/positions the new endorsement is required.
- **Aircraft type** - select on which aircraft the new endorsement is required.

Only endorsements with marked checkbox 'Warn if expired when adding a flight' are taken into consideration if it comes to the dot-colour in OPS, tab CREW.

'Endorsements for' and 'Aircraft type' can be set up for all cockpit crew members and all the airplanes, such as: licence, medical or security, or for a single crew member only. Very wide range of possible settings and system's flexibility will allow you to manage endorsements quickly and easily.

If you want a pilot's licence number to be displayed on the 'Flight Order' (see below), simply make sure that it is set in 'Endorsements List' screen, when edited, as type 'License'.

Crew Members		
Pilot Code	Name	License No
XRA	Matilda Xray	FPL-L123-9876

IMPORTANT!

If in Endorsements List you have defined more than 1 endorsement type: Licence, in Flight Order document Leon will show the licence from the top of the list. Be advised to set the order of the endorsements properly (FCL should always be on top) by using "Order" drop-down menu.

Leon does not monitor expiry date of endorsements for the freelancers - no warnings will appear in OPS panel, when assigning freelancer to new flights.

REVALIDATION RULES - this function is for suggesting next expiry date based on the endorsement's issue date. If you leave both 'validity time' and 'revalidation' window set to **0**, function is **disabled**.

- **Validity time** - holds information regarding how many months from the endorsement's issue date that endorsement will be valid.
- **Revalidation window** - holds information for how many days before the endorsement's expiry date you can revalidate the endorsement and still count validity time from the last expiry date.
- **Round to the end of the month if outside revalidation window** - if checked and before revalidation window, your validity will be rounded to the end of the month.
- **Action required when expiring** - it is a box where you can input a short description of an action that crew member has to perform in order to revalidate this endorsement. This description will be sent along with email reminder to the crew member.

Please note that you can always overwrite the calculated expiry date. The purpose of this function is to **minimize** error entries, rather than fully automate the process.

Endorsements for Ground staff

If you need to add endorsements for your GROUND staff (office, maintenance, sales, etc...) you can do that by adding an aircraft **GROUND** to your fleet (one ground aircraft is free of charge). In order to do that, follow below steps:

1. Adding an aircraft GROUND should be done in the same way as with all other tails - you just need to insert **GND** in a field 'Aircraft Type', fill in mandatory fields and assign appropriate [Aircraft Crew Positions](#) in a tab **Ground**.
2. Add [Ratings](#) for previously chosen positions to your Ground staff.
3. Crew with ratings on GND will appear in a section Crew > Endorsements page (select Ground 'Function type' in the filter), but also in the Crew > Duties roster (select Ground function type in the filter and Ground staff will appear at the bottom of the screen), so you can also assign duties to your Ground staff.

Mailing Rules

Leon sends email notifications about endorsements expiry date to selected people (Managers or OPS) as well as to endorsements owner (a particular crew member) according to defined time intervals.



General view on Email notification

In this section you can define rules for receiving notifications from Leon about the **expiration of the crew endorsements**.

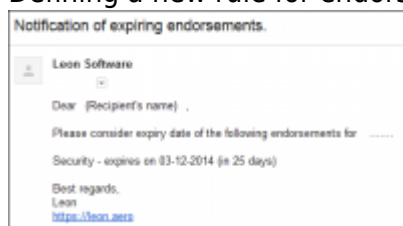
You can set as many rules as you need. You can add **different recipients** (i.e. people who manage endorsements or particular groups of endorsements).

It is also possible to make Leon send notifications to the endorsement's owner (crew member). In this case you can set different intervals and a notification email **will be sent to the owner regarding all his endorsements**.

Defining rules



Defining a new rule for endorsements email notifications



Notification email example

To define rules for sending email notifications regarding the expiration of endorsements you need to follow these steps:

- In the section **Settings** open **Endorsement notification rules** drop-down box, click **Add new rule** and name the rule in the column **Basic settings > Rule name**.
- Set intervals (how many days before the expiry date of the selected endorsements emails should be sent) for this particular rule.
- Add recipient and select a person/persons to whom notification emails should be sent.
- Mark **Functional groups** for this particular rule - cabin, cockpit, ground, or maintenance (don't leave groups unmarked, as Leon will not send a notification not knowing whom it should concern).
- Select appropriate endorsements which should be included in the email notification.

Once all is set & defined, Leon will be sending notifications emails to your inbox with the header **Notification of expiring endorsements**. Inside the email you will find an information about the expiry date of endorsements.

Separately you can define Leon sending email notifications about the expiry of *8Practical Trainings & Online Trainings** by marking those 2 checkboxes and inserting intervals.

From:
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Last update: 2020/07/16 07:25



