

Documents for flights

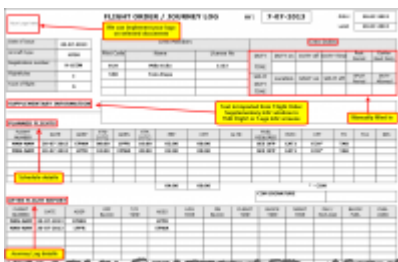
To print documents you need to mark particular leg/legs of the trip, **right-click** of the mouse and select documents from the list.

Leon allows you to add different flights performed on the same aircraft - even if they are not on the same day - to the same 'Flight Order' or 'Trip Sheet'. The same applies to 'General Declaration' (if you tick i.e. 5 flights - 5 separate documents will get printed), 'Pax Manifest' or 'Pax Information'. Simply, tick flights in the first column on the left, right-click with the mouse (it does not matter where you point the mouse-arrow) and a pop-up window will show up. Select the documents and it will get printed. You can also choose one of the 'Actions' at the bottom of the window.

If you select only one leg of a multiple-legged trip and right-click the mouse, you will see additional **"Print for trip"** checkbox. Ticking this checkbox will allow you to print the documents for the whole trip without having to look for the flights on a very busy-looking flights list. It is also especially useful when the trip is spread across number of days.

If any member of crew has invalid endorsement, Leon will show a warning displaying the code and name of the crew member along with the endorsement name and its expiry date. You can either assign different crew or ignore the warning and stick to the original crew-assignment (go to [Endorsements](#) for more information).

Flight Order



Example of Flight Order document

'**Flight Order**' is an internal document generated for each trip required by CAA. In Leon, the format of this document can be customised. The 'Flight Order' number looks like a date format, however, its number is a consecutive 'Flight Order' number issued in a particular month, i.e. **6-07-2013** means, that it is the 6th consecutive 'Flight Order' issued in July.

Flight Order is issued for the **entire trip** (all sectors of the trip) so it does not matter which leg link is used to create the 'Flight Order'.

'Flight Order' pattern available in Leon is filled in by the data entered in the 'Edit Flight' screen:

- Aircraft type & registration
- Type of flight
- Crew details

- Supplementary information
- Schedule details
- After-flight report (data imported from 'Journey Log')

The other columns/fields need to be filled in manually:

- Crew duties/rest details
- Flight order attachments (tick appropriate boxes)
- Remarks
- COM signature

If anything regarding the trip is **changed** after 'Flight Order' has been issued, its number will be displayed in red (i.e. **8-07-2013**) to make the dispatcher aware about the changes. Red colour will turn black once the 'Flight Order' is printed again and the page is refreshed.

General Declaration

General Declaration document

This document lists inbound and outbound flight details and crew names. It is being requested by the immigration authorities at some airports of arrival.

In some countries, such as China, General Declaration requires an extra information including: title, gender, passport number & expiry date or nationality. We can add it to your General Declaration sheet, if required. We can also add a General Declaration which contains PAX details (please email support@leonsoftware.com).

The pattern of 'General Declaration' also includes 'Declaration of Health' with the space for notes and signatures along with the general declaration signature signed by PIC. The text can be modified upon request.

Trip Sheet

[illegible]

Trip Sheet - flight & checklist information

This document includes basic information about the flight, which is important for the crew and must be acknowledged by the crew before the flight.

'Trip Sheet' in Leon is divided into two sections: **Trip Sheet** and **Flight Service Notices** - both can be listed either on the same page or on separate pages (this can be set in [Documents Setup](#) - **Flight editing** tab - 'On Trip Sheet set "Flight Service Notices" as a separate page'.

- **Trip Sheet** - information such as: crew names & functions, FDP details, clients, registration marks and call signs of the aircraft, OPS contact data, flight schedule details, handling agents contact details, fuel info and overflight/landing permissions.
- **Flight Service Notices** - PAX names, passport numbers & expiry dates, nationality details. Information about PAX catering, transport, special requests, crew HOTAC, crew transport and additional info can also be included.

Pax Manifest

This document shows all **PAX information** including: name & surname, D.O.B., passport no. & expiry date, nationality. All these details need to be entered in the 'Pax Database' in the [Phonebook](#) before they can be further used in Leon.

SURNAME AND GIVEN NAME	DATE OF BIRTH	PASSPORT No.	EXPIRES	NATIONALITY
Thomas Delta	02-06-1970	GB876543	23-12-2020	GBR
Andrea Uniform	18-03-1974	GB2	28-07-2013	GBR

If you add passengers information to Leon **manually** (which means you don't use Pax Database data added to Leon in the section 'Phonebook > Pax Database') it is still possible to view it on '**Pax Manifest**' document.

LIST OF PASSENGERS					
Carrier or Operator	Rental				
Mark of Nationality and Registration	D-LCDB	Flight No.	7037 1	Date	28-07-2015
Departure from	SCN	Arrival at	LJED		

SURNAME AND GIVENNAME	SEX	DATE OF BIRTH	PASSENGER No.	EXPENSE	NATIONALITY
Scout John	M	1985-01-23	001	100.00000	USA
Scout John	F	1985-01-23	002	100.00000	USA

Manually added pax data on 'Pax Manifest' document

Go to [Documents Setup](#) and enable this option by ticking the “Show on Pax Manifest” checkbox (at

the bottom of the page).

If you hover the mouse over the '?' the information will show up: **'Show pax list in the text mode on Pax Manifest document. Correct data has to be entered in the format: No. gender surname name date-of-birth passport no. passport expiry date nationality. Columns have to be separated by comma.'**

The below example explains how it works.

- **Add pax details in the 'Legs Info' section**

1, Surname Name, DoB, Passport No, Date of Expiry, Country of Issue

for example:

1, Mr, Smith John, 01-01-2000, ABC1235786, 31-12-2020, U.K.

The **gender** will be displayed as:

1. **M** if inserted as **Mr**
2. **F** if inserted as **Mrs, Miss** or **Ms**
3. **CHD** if inserted as **Child**
4. **INF** if inserted as **Infant**

- **Go to Flights List page** - mark appropriate flight/flights in the 1st column, right-click of the mouse and select **Pax Manifest** document to get pax data.

Pax Information



Pax Information							
Flight Details							
Flight No. 1000 London to New York 15 May 2020							
Aircraft: Airbus A320XLR							
Status: On Time							
Passenger Details							
No.	Gender	Surname	Name	Date of Birth	Passport No.	Passport Expiry Date	Nationality
1	M	Smith	John	01-01-2000	ABC1235786	31-12-2020	U.K.
2	F	Johnson	Mary	15-03-1985	DEF456789	15-03-2015	U.S.A.
3	F	Williams	Emily	22-07-1990	GHI789012	22-07-2018	U.S.A.
4	M	Brown	Michael	10-11-1975	JKL012345	10-11-2010	U.S.A.
5	F	Davis	Sarah	05-09-1992	MNO345678	05-09-2016	U.S.A.
6	M	Garcia	Carlos	18-02-1988	PQR678901	18-02-2012	Spain
7	F	Miller	Anna	03-06-1995	STU901234	03-06-2019	U.S.A.
8	M	Wilson	David	25-12-1970	VWX234567	25-12-2005	U.S.A.
9	F	Moore	Jessica	12-04-1982	YZA567890	12-04-2014	U.S.A.
10	M	Lee	Robert	08-01-1978	BCD890123	08-01-2011	U.S.A.
11	F	White	Michelle	20-08-1991	EFG123456	20-08-2017	U.S.A.
12	M	Harris	Christopher	01-05-1987	HIJ456789	01-05-2013	U.S.A.
13	F	Clark	Stephanie	14-10-1993	KLM789012	14-10-2019	U.S.A.
14	M	Roberts	Matthew	28-03-1979	NOP012345	28-03-2011	U.S.A.
15	F	King	Victoria	07-07-1986	QRS345678	07-07-2014	U.S.A.
16	M	Wright	Andrew	19-11-1994	TUV678901	19-11-2020	U.S.A.
17	F	Scott	Olivia	04-02-1998	WXY901234	04-02-2022	U.S.A.
18	M	Green	James	11-09-1972	ZAB234567	11-09-2008	U.S.A.
19	F	Baker	Charlotte	23-06-1989	ACD567890	23-06-2017	U.S.A.
20	M	Nelson	Benjamin	09-03-1981	DEF890123	09-03-2013	U.S.A.
21	F	Hill	Alice	16-12-1996	GHI123456	16-12-2021	U.S.A.
22	M	Young	Thomas	02-08-1974	JKL456789	02-08-2010	U.S.A.
23	F	Allen	Sophia	13-05-1999	MNO789012	13-05-2023	U.S.A.
24	M	King	William	27-01-1976	PQR012345	27-01-2012	U.S.A.
25	F	Ward	Isabella	06-10-1983	STU345678	06-10-2016	U.S.A.
26	M	Taylor	Jonathan	17-04-1997	VWX678901	17-04-2021	U.S.A.
27	F	Anderson	Evelyn	29-07-1980	YZA901234	29-07-2015	U.S.A.
28	M	Thomas	Christopher	10-11-1971	BCD234567	10-11-2006	U.S.A.
29	F	Roberts	Madeline	21-03-1994	EFG567890	21-03-2020	U.S.A.
30	M	Clark	Alexander	05-09-1977	HIJ890123	05-09-2011	U.S.A.
31	F	Wright	Grace	18-12-1990	KLM123456	18-12-2018	U.S.A.
32	M	Scott	Benjamin	03-06-1984	NOP456789	03-06-2016	U.S.A.
33	F	Green	Chloe	14-02-1998	QRS789012	14-02-2022	U.S.A.
34	M	Baker	Lucas	26-08-1973	TUV012345	26-08-2009	U.S.A.
35	F	Nelson	Hannah	08-01-1991	WXY345678	08-01-2017	U.S.A.
36	M	Hill	Isaac	19-05-1975	ZAB678901	19-05-2010	U.S.A.
37	F	Young	Abigail	01-10-1993	ACD901234	01-10-2019	U.S.A.
38	M	Allen	Ethan	12-04-1978	DEF234567	12-04-2013	U.S.A.
39	F	King	Madison	23-11-1996	GHI567890	23-11-2021	U.S.A.
40	M	Ward	Gabriel	04-07-1982	JKL890123	04-07-2016	U.S.A.
41	F	Taylor	Skylar	15-03-1999	MNO123456	15-03-2023	U.S.A.
42	M	Anderson	Leo	26-09-1974	PQR456789	26-09-2010	U.S.A.
43	F	Thomas	Lyla	07-01-1992	STU789012	07-01-2018	U.S.A.
44	M	Roberts	Noah	18-06-1979	VWX012345	18-06-2014	U.S.A.
45	F	Clark	Zoe	29-12-1995	YZA345678	29-12-2021	U.S.A.
46	M	Wright	Oliver	10-08-1972	BCD678901	10-08-2008	U.S.A.
47	F	Scott	Penelope	21-02-1997	DEF901234	21-02-2022	U.S.A.
48	M	Green	Jack	03-11-1980	GHI234567	03-11-2015	U.S.A.
49	F	Baker	Chloe	14-05-1994	JKL567890	14-05-2020	U.S.A.
50	M	Nelson	Lucas	25-10-1976	MNO890123	25-10-2011	U.S.A.
51	F	Hill	Victoria	06-04-1991	PQR123456	06-04-2017	U.S.A.
52	M	Young	Isaac	17-09-1973	STU456789	17-09-2009	U.S.A.
53	F	Allen	Madeline	28-01-1996	VWX789012	28-01-2021	U.S.A.
54	M	King	Benjamin	09-07-1978	YZA012345	09-07-2013	U.S.A.
55	F	Ward	Grace	20-12-1993	BCD345678	20-12-2019	U.S.A.
56	M	Taylor	Leo	01-06-1975	DEF678901	01-06-2010	U.S.A.
57	F	Anderson	Chloe	12-11-1998	GHI901234	12-11-2023	U.S.A.
58	M	Thomas	Isaac	23-03-1971	JKL234567	23-03-2006	U.S.A.
59	F	Roberts	Penelope	04-08-1995	MNO567890	04-08-2021	U.S.A.
60	M	Clark	Jack	15-02-1977	PQR890123	15-02-2012	U.S.A.
61	F	Wright	Abigail	26-07-1992	STU123456	26-07-2018	U.S.A.
62	M	Scott	Oliver	07-01-1974	VWX456789	07-01-2009	U.S.A.
63	F	Green	Madison	18-06-1997	YZA789012	18-06-2022	U.S.A.
64	M	Baker	Isaac	29-11-1979	BCD012345	29-11-2014	U.S.A.
65	F	Nelson	Chloe	10-05-1994	DEF345678	10-05-2020	U.S.A.
66	M	Hill	Benjamin	21-12-1976	GHI678901	21-12-2011	U.S.A.
67	F	Young	Grace	02-07-1991	JKL901234	02-07-2017	U.S.A.
68	M	Allen	Leo	13-02-1973	MNO234567	13-02-2008	U.S.A.
69	F	King	Victoria	24-08-1996	PQR567890	24-08-2021	U.S.A.
70	M	Ward	Isaac	05-01-1978	STU890123	05-01-2013	U.S.A.
71	F	Taylor	Chloe	16-06-1993	VWX123456	16-06-2019	U.S.A.
72	M	Anderson	Jack	27-11-1975	YZA456789	27-11-2010	U.S.A.
73	F	Thomas	Madison	08-04-1998	BCD789012	08-04-2023	U.S.A.
74	M	Roberts	Isaac	19-09-1971	DEF012345	19-09-2006	U.S.A.
75	F	Clark	Penelope	30-03-1995	GHI345678	30-03-2021	U.S.A.
76	M	Wright	Benjamin	11-08-1977	JKL678901	11-08-2012	U.S.A.
77	F	Scott	Grace	22-01-1992	MNO901234	22-01-2018	U.S.A.
78	M	Green	Leo	03-07-1974	PQR234567	03-07-2009	U.S.A.
79	F	Baker	Chloe	14-12-1997	STU567890	14-12-2022	U.S.A.
80	M	Nelson	Isaac	25-05-1979	VWX890123	25-05-2014	U.S.A.
81	F	Hill	Victoria	06-10-1994	YZA123456	06-10-2020	U.S.A.
82	M	Young	Jack	17-03-1976	BCD456789	17-03-2011	U.S.A.
83	F	Allen	Madison	28-08-1999	DEF789012	28-08-2024	U.S.A.
84	M	King	Isaac	09-02-1972	GHI012345	09-02-2007	U.S.A.
85	F	Ward	Chloe	20-07-1996	JKL345678	20-07-2021	U.S.A.
86	M	Taylor	Benjamin	01-11-1978	MNO678901	01-11-2013	U.S.A.
87	F	Anderson	Grace	12-04-1993	PQR901234	12-04-2019	U.S.A.
88	M	Thomas	Leo	23-09-1975	STU234567	23-09-2010	U.S.A.
89	F	Roberts	Chloe	04-01-1998	VWX567890	04-01-2023	U.S.A.
90	M	Clark	Isaac	15-06-1971	YZA890123	15-06-2006	U.S.A.
91	F	Wright	Penelope	26-11-1995	BCD123456	26-11-2020	U.S.A.
92	M	Scott	Benjamin	07-05-1977	DEF456789	07-05-2012	U.S.A.
93	F	Green	Grace	18-10-1992	GHI789012	18-10-2018	U.S.A.
94	M	Baker	Leo	29-03-1974	JKL012345	29-03-2009	U.S.A.
95	F	Nelson	Chloe	10-08-1997	MNO345678	10-08-2022	U.S.A.
96	M	Hill	Isaac	21-02-1979	PQR678901	21-02-2014	U.S.A.
97	F	Young	Victoria	02-07-1994	STU901234	02-07-2020	U.S.A.
98	M	Allen	Jack	13-12-1976	VWX234567	13-12-2011	U.S.A.
99	F	King	Madison	24-05-1999	YZA567890	24-05-2024	U.S.A.
100	M	Ward	Isaac	05-11-1972	BCD890123	05-11-2007	U.S.A.

Pax Information - flight brief for passengers

Some operators require an extra document for their passengers with a brief information about the upcoming flight.

The document includes:

- Trip number
- Flight information: flight date and aircraft type & registration
- Airport information & schedule times
- Airport handling details: agents names & phone numbers
- Passengers details: for all sectors
- Catering provision
- Crew information: names, functions & contact phone numbers

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