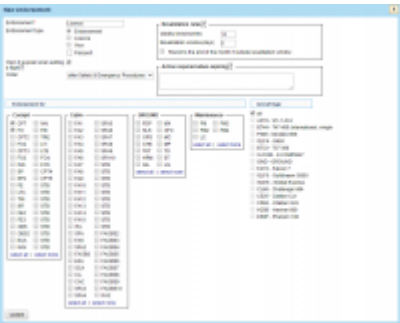


Endorsements Configuration

In this section you can create an **endorsements list** - add name, type, decide what aircraft type it should apply to and more.



Defining a new endorsement

First step is adding a **new endorsement**. Click on 'New endorsement' icon in the top-left corner to get a new window that needs to be filled-in.

Endorsement	Cockpit	Cabin	GROUND	Maintenance	Aircraft type
LICENCE	<input checked="" type="checkbox"/>				all
Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			all
OPC G450	<input checked="" type="checkbox"/>				G450
LPC G450	<input checked="" type="checkbox"/>				G450
Radio	<input checked="" type="checkbox"/>				all
DGR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all
Russian Visa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			all
Passport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		all
Passport no. 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			all

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 Schedule, 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'.

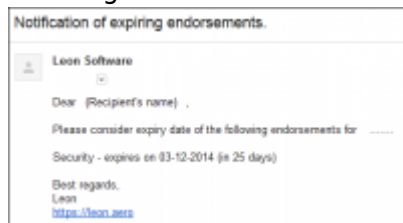
IMPORTANT!

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

Invalid Link

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.

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