

Endorsements for Airports

EGLC / LCY London

Details	<input type="checkbox"/> Apply changes to all operators using Manual Airport Directory
Handling / FBO	<input checked="" type="checkbox"/> Airport briefing available
Fuel Suppliers	Expires: 31st Dec 2016 PROLONG
Hotels	<input type="checkbox"/> Online Training Required
Restrictions	<input checked="" type="checkbox"/> Practical Training
Information	UPLOAD FILES
Suppliers	<input checked="" type="checkbox"/> LCY airport brief.odt
Notes & Files	
Map	
MAN Specific	
Brief / Training	
Category	

Adding airport brief to airport directory section

Some airports require pilots to familiarize themselves with important information regarding this airport before flying there - this is when the '**Airport brief**' document should be added to Leon to be available to pilots. The same applies to airport '**Training**' or **Online Training** documents.

In the main page of 'Endorsements' there is an icon '**Endorsements for airports**' available - it is a list of all 'Airport briefs' and 'Trainings' added for particular crew members. On the screen you can see crew code with the name, endorsement's name, date of the last visit, number, date of issue, expiry date, number of days before expiration, notes and document's PDF file (if uploaded). By clicking on the particular 'Airport brief' or 'Training' you can add/change all these details. You can also delete them by clicking on the red 'X'.

You can also define airports which require 'Airport brief' by going to Airport directory section and ticking appropriate box.

In the Flights List the **airport code** with added airport brief appears with the asterisk: CEQ*

If a pilot is planned for a flight to a particular airport where special training is required, you can add **training** documents to Leon by clicking on tab 'Training' or 'Online training' in user's 'Personal endorsements' page. Enter airport's code, update it, and add appropriate details. You can also upload a PDF file.

You can also add information to Leon if a particular crew member needs **Training** (either on the aircraft or simulator).

Just like with 'Online Training' - you can add a **Training** either from 'Airport Directory' by marking a checkbox **Training required** (crew code appears on pink background), or from **Personal Endorsements**, tab **Training**.

In the Flights List the indication is the same as with 'Online Training'.

Please note that Endorsements for a specified airport will only appear on a list for pilots planned for that airport in the future (no past flights included).

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