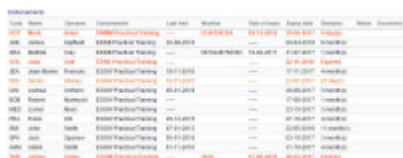


Endorsements for Airports



Crew	Name	Endorsement	Last Visit	Number	Date of Issue	Expiry Date	Status	Notes	Document
1001	John	Online Familiarization	---	1001/0001	01.11.2018	01.11.2019	Valid		
1002	John	Online Familiarization	---	1002/0001	01.11.2018	01.11.2019	Valid		
1003	John	Online Familiarization	---	1003/0001	01.11.2018	01.11.2019	Valid		
1004	John	Online Familiarization	---	1004/0001	01.11.2018	01.11.2019	Valid		
1005	John	Online Familiarization	---	1005/0001	01.11.2018	01.11.2019	Valid		
1006	John	Online Familiarization	---	1006/0001	01.11.2018	01.11.2019	Valid		
1007	John	Online Familiarization	---	1007/0001	01.11.2018	01.11.2019	Valid		
1008	John	Online Familiarization	---	1008/0001	01.11.2018	01.11.2019	Valid		
1009	John	Online Familiarization	---	1009/0001	01.11.2018	01.11.2019	Valid		
1010	John	Online Familiarization	---	1010/0001	01.11.2018	01.11.2019	Valid		

Endorsements for Airports main screen



Airport Directory Manual

4 EGBS / STN London

Details: ☐ Apply changes to all operators using Manual Airport Directory

Handling / FBO: ☒ Airport briefing available

Pass Suppliers: Expires: 31 Dec 2018

Notes: ☒ Online Familiarization Required

Restrictions: ☒ Airport Recency

Information:

Suppliers: You can drag & drop files to this section.

Notes & Files

Map

Multi-Specific

Brief / Training

Category

Airport Directory - adding online familiarization and airport recency

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 '**Airport Recency**' or **Online Familiarization** 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 a section OPS, if a checkboxes are marked in the 3-dot filter (top-right corner), the airport code is framed.

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 'Airport Recency' or 'Online Familiarization' 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 **Airport Recency** (either on the aircraft or simulator).

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

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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Last update: **2019/04/15 12:37**

