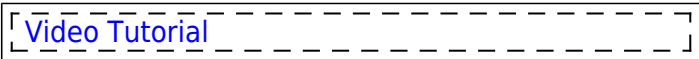# Endorsements

## Introduction

Tracking crew **Endorsements** in Leon is a very helpful function. You can **store** scanned documents: licences, medicals, visas, etc. You can also specify which documents are required to be valid for dispatch (if invalid, Leon will show a warning when saving a new flight).

You can designate a person/persons responsible for **managing endorsements** - they will be **notified** about upcoming endorsements expiration. Your crew can be notified about it as well.

Email notifications can be defined for different types of endorsements, for different aircraft types or crew and with different intervals.

## Managing endorsements

[Video Tutorial]

General 'Endorsements' page looks similar to 'Fleet documents' - there are certain columns displaying information such as: crew code, name, surname, endorsement's name, number, expiry date and time left until expiration.



Crew endorsements - colours indications

You can use the **filter** to i.e.: sort endorsements by the endorsement's expiry date (expired displayed first), crew surname (alphabetically), crew code, the endorsement's name (alphabetically) or by the endorsements order defined in a section Endorsements List.

An icon ⊗ placed next to a field **Person** should be used to delete the last filtered person. Once the field becomes blank, by clicking it Leon shows a drop-down box with options to see **All** crew endorsements as well as crew **Active**, **Not active** and **Deleted**.

---

### Colours indications

An endorsement that has already expired is marked in red: ZUL Henry Zulu Licence L123 04-12-2012 -----

An endorsement that is about to expire in less than a month is marked in orange: IND Markus India Licence L123 15-07-2013 12 day(s)

An endorsement that will expire in more than a month is marked in black: PAP William Papa Licence L123 02-10-2017 4 year(s)

If you have a document which <u>never expires</u>, please write '**XXX**' instead of the date. If you leave this field blank, Leon will treat it as empty and this document will be listed in red.

To change endorsements details you need to click on the appropriate row and then edit the necessary fields. You can also upload scanned files by using the 'Upload' icon.

When you add crew with expired endorsement to a new flight, the warning will pop up (more **here**). Leon will also show this crew, highlighted red, when hovering the mouse over the dot on the Flights List.

## <span style="color:red">IMPORTANT!</span>

> 'Passport' endorsement can have the number and the expiry date modified **only** in user's profile screen. The only detail that can be changed in 'Endorsements' page is its 'Date of issue'.