

Endorsements

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. It is also possible to filter endorsements by **Person labels** which can be assigned to crew members in a section **Phonebook**.

An icon  placed next to a field **Person** should be used to delete the last filtered person. Once you cleared the field Leon would display 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 never expires, 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.

Passport





Adding a new passport to crew in a section OPS

Crew passport's details such as the number and the expiry date can be modified in user's profile

screen, or in a section OPS, tab CREW of the right-hand filter, section PASSPORTS, by clicking  .

You can also upload your passport **pdf scan** (for one or more passports) in either your profile page or 'Personal endorsements' in a 'Full edit' screen.

Country	No.	Expires
United Kingdom (GBF) ▼	GB34567834	28-02-2020
(max. 2MB)		
GB passport.pdf 		
United States (USA) ▼	US24364242	01-06-2019
(max. 2MB)		
US passport.pdf 		

IMPORTANT!

Leon allows to upload 1 scan for each passport only. If you have already uploaded scans for your passports, please re-log, go to your profile and re-arrange scans accordingly.

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