## **Fleet Documents**

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Admin > Fleet Documents Settings - the main screen view

Each aircraft requires specific documents to be operated. Most of them are mandatory (Certificate of Registration, Certificate of Airworthiness, Air Operator Certificate), some are supplementary (Certificate of Maintenance Review, Certificate of Fitness of Flight). Leon allows you to add and manage all the documents required and also add scans of paper documents.

## **Documents definitions**

| Document Name                | Document Type | J  |   |   |   |
|------------------------------|---------------|----|---|---|---|
| Certificate of Registration  | tech          | J. |   | ٠ | × |
| Certificate of Airworthiness | tech          | J. | ٠ | ٠ | × |
| Air Operator Certificate     | tech          | J. | ٠ |   | × |
| Noise Certificate            | tech          | J. | ٠ | ٠ | × |
| RVSM                         | ops           | J. | ٠ | ٠ | × |
| Radio Certificate            | ops           | J. | ٠ | ٠ | × |
| Weight and Balance           | tech          | J. | ٠ | + | × |
|                              | Select +      | J  | ٠ |   | × |

Customizing fleet documents list

Before you add any aircraft document in Leon, you need to customise the list of all fleet documents you want to use. Go to Admin > Fleet Documents Settings and under the icon **Documents** 

**definitions** you will be able to add document name and document type. By clicking on the icon you can add another document. The window also allows you to change positions of documents, depending on their importance, by clicking green upward/downward arrows. Once the making of the list is finished, save changes.

## Adding a new document to a particular tail

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Adding newly defined document to a particular tail

Next step is adding documents to a particular aircraft, which can be done when clicking on aircraft registration. When a pop-up window **Edit aircraft Documents Set** shows up tick particular documents in column **Use** and **Req** (see screenshot on the right).

To make it easier, when it comes to adding the same band of documents to **all aircraft**, you can copy documents from already set up aircraft to the one that needs to have documents added. Go to

unassigned aircraft, click **Copy documents**, choose the aircraft from which the import should be done and update.

## **E-mail Notifications**

It is a simple feature which allows you to define one or more persons who should be notified when aircraft document is going to be **expired**.

In a field **Intervals** you can add number of days when emails should arrive (as many as necessary - after comma).

| E-mail Notifications         | X |
|------------------------------|---|
| Send emails Settings         |   |
| Send summary email to:       |   |
| Anselman, Phil (MAN)         |   |
| Hill, Frank (MAN)            |   |
| Add recipient                |   |
| Intervals? [d]* 10,30,60, 90 |   |
| Update                       |   |

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