

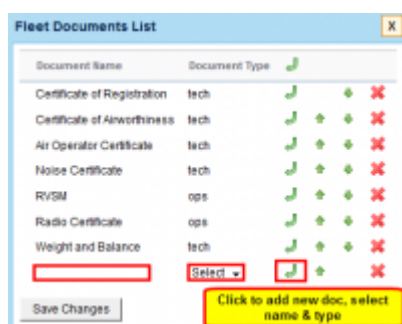
# Fleet Documents

Document Name	Document Type	Use	Req
Certificate of Registration	tech	✓	✗
Certificate of Airworthiness	tech	✓	✗
Air Operator Certificate	tech	✓	✗
Noise Certificate	tech	✓	✗
RVSM	ops	✓	✗
Radio Certificate	ops	✓	✗
Weight and Balance	tech	✓	✗

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

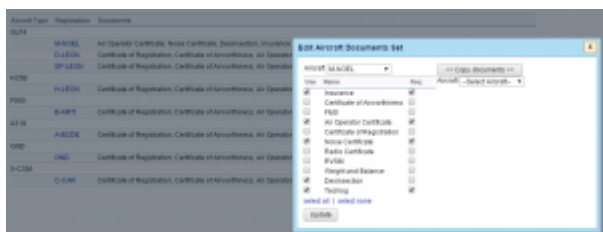


Customizing fleet documents list

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



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).

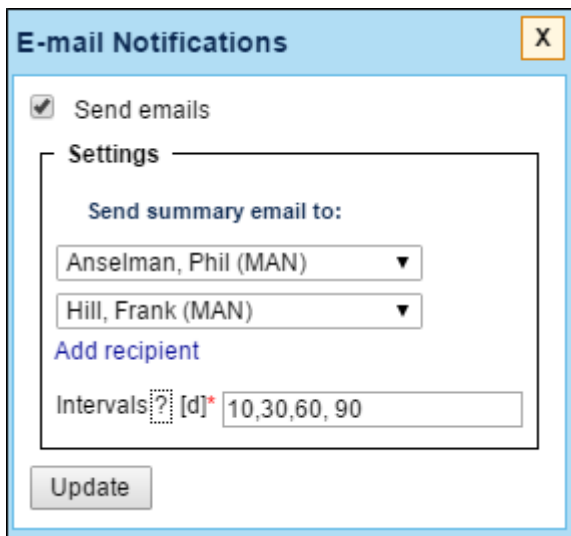
To make it easier, when it comes to adding the same band of documents to **all aircraft**, you can copy documents from already set up aircraft to the one that needs to have documents added. Go to

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).



The screenshot shows a window titled "E-mail Notifications" with a close button (X) in the top right corner. Inside the window, there is a checkbox labeled "Send emails" which is checked. Below this is a "Settings" section. Within the settings, there is a label "Send summary email to:" followed by two dropdown menus. The first dropdown menu shows "Anselman, Phil (MAN)" and the second shows "Hill, Frank (MAN)". Below these is a link "Add recipient". At the bottom of the settings section is a label "Intervals [d]\*" followed by a text input field containing "10,30,60,90". At the bottom of the window is an "Update" button.

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