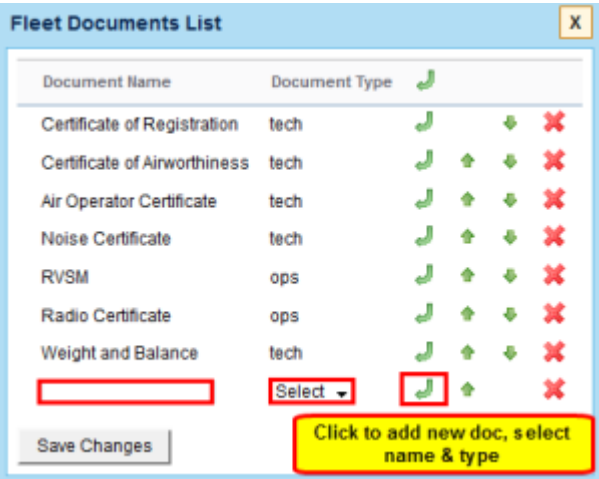



# Fleet documents

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.

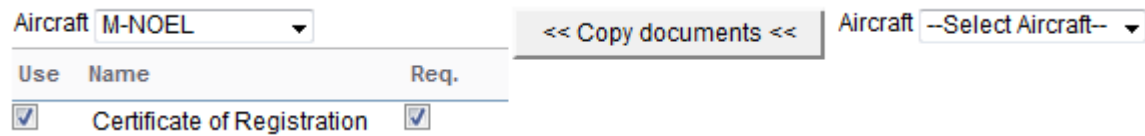
## Fleet documents list



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 > Fleet documents and under the icon 'Fleet Documents List' 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.

Next step is adding documents to a particular aircraft, which can be done when clicking '**Documents by Aircraft**' icon. Choose the aircraft and in the window '**Edit aircraft Documents Set**' tick particular documents in column 'Use' and 'Req' (see screenshot below). To make it easier, when it comes to adding the same band of documents to all aircraft, you can copy documents from already set 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.



## Documents details

Now you are ready to add documents details and/or upload scans to Leon. Go to **Fleet**, edit chosen aircraft and click tab **Aircraft docs**. In the new window you will see the list of previously customised

documents, to which you can add details.

GPS > Fleet > Fleet Documents

Documents by Aircraft | Fleet Documents List | E-mail Notifications

Aircraft	Name	Number	Expiry date	Remains
D-LEON	Radio Certificate	1589	10-05-2013	---
D-LEON	RvSM		10-07-2013	28 days
D-LEON	Weight and Balance		20-07-2013	1 month(s)
D-LEON	Noise Certificate	996875	Never	---
D-LEON	Air Operator Certificate		Never	---
D-LEON	Certificate of Airworthiness	832567023	Never	---
D-LEON	Certificate of Registration	ABC123	Never	---

Records 1 - 7 from 7

Document has expired

Will expire in less than 30 days

Will expire in more than 30 days

Expiry date set as XXX

Uploaded scan

Cert. of Reg. pdf

### Fleet documents expiry dates highlighting

Especially important is the **expiry date** of documents. If a document has expired, on the page **Fleet Documents** Leon will mark it as the **RED** alert-belt and will place it on the top of the list. If a document is due to expire in less than **30** days, Leon will mark it in **ORANGE**. Documents due to expire within more than **30** days will be marked in **BLACK**.

There are documents that do not get expired, such as 'Noise Certificate'. You can set the expiry date as 'Never' by inserting: XXX.

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