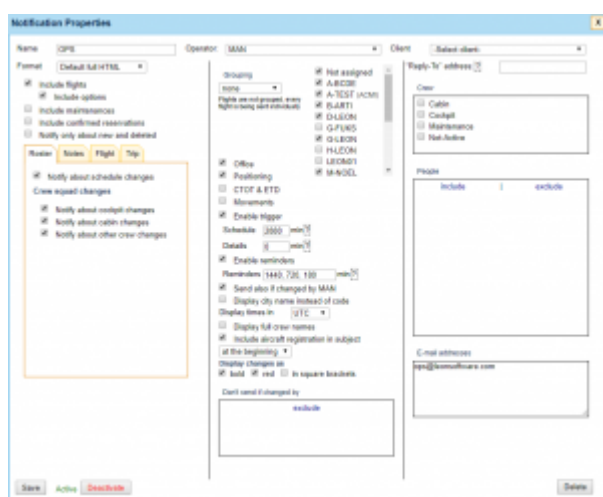# Notifications

The main task of the '**Notifications**' panel is to inform via emails about any <u>changes</u> done in flights added to Leon as well as about <u>creating</u> and <u>deleting</u> flights. It is **Leon users** (OPS, Admins) who decide what sort of notifications are being sent out and to whom by <u>defining settings</u>.

It is possible to define any number of notifications and from the point of user's view - each one of them will work **independently**.

In order to decrease the number of emails outgoing from Leon (which is beneficial for recipients), notifications are **not being sent out immediately** after the first change in the flight but after **10 minutes** from the last change. So if there was another change done to the same flight within 10 minutes - time is calculated from the beginning.

For example: you changed STD at 12:00 UTC, then STA at 12:08, ADEP at 12:15, ADES at 12:22 (ADES change was the last one - the notification email about these changes would be sent out at approximately 12:32 (10 minutes after the last change).

Notification Properties

Notifications - the main screen

As you can see in the screenshot there is a number of sections that influence the type of notification and the time when it was sent but also the content of such notification. Main areas of influence are explained below.

Grouping

You can set a notification so that flights added to Leon are grouped. If a flight from the selected group is changed, the notification will include the schedule of all flights from this particular group (including unchanged flights). If more than one flight is changed, one notification will be sent containing information about the changed flights along with other flights from the same group.

There are **4** options in grouping:

- 1. **None** - flights are not grouped, which means that each flight is being sent individually.
- 2. **Crew** - if the recipient of the notification is a crew member of the changed flight, they will receive information about all his flights in a given day (all recipients who are not planned on the flight will not receive the notification).

Example: a pilot is scheduled for 2-legs flight STN-AMS-STN and on the same day he is scheduled for 1-leg flight STN-MAN. If there are changes made to the first flight, they will get a notification including details of the later flight as well.

- 3. **Trip** - the entire trip of the modified flight is sent (even if particular legs are on different days).

Example: a 4-leg trip is added to Leon and changes are made on the 4th leg - the notification email will contain details of the changed leg (in bold) as well as the details of all other legs of the trip.

- 4. **Aircraft** - all flights for the same aircraft from the same day (including the modified flight) are grouped into one notification email.

Example: the 1st trip on aircraft A-BCDE is: 04-02, 10:00 WRO AMS 11:00. The 2nd trip is: 04-02, 12:30 AMS VKO 16:30

- 5. **Day** - all flights for the same day for ALL aircraft, including the modified flight, are grouped into one notification message.

Both are separated trips for different clients. If changes are made to the 1st trip, in the notification email there will be also details of the 2nd trip (as it's on the same aircraft, on the same day).

Format

- 1. **Default simple HTML** - new flight schedule details, crew codes, status, created by - are all in bold; all changes in flights are in bold; the size of email ~5 kB.

```
+ MAN1 28-JAN 12:00 EPWA–LSGG 14:35, 0 PAX (...)
+ MAN2 28-JAN 15:00 LSGG–EHAM 16:30, 0 PAX (...)
+ MAN3 28-JAN 17:00 EHAM–EPWA 19:10, 0 PAX (...)

Crew: SMI PAP

Status: confirmed

Created by:

All times in UTC.
```

- 2. **Default full HTML** - deleted legs appear as ~~crossed out~~; options are in itallics; the size of the email ~50 kB. Below an example: new flight notification.

Displaying changes

You can decide how you wish to receive notifications about flight changes.

When you edit your notifications in this section you can find 3 checkboxes under '**Display changes as**:

- **Bold** - all changes are in bold.
- **Red** - all changes in red font.
- **In square brackets** - all changes in normal font, in square brackets.

You can combine the above 3 options, i.e. mark all 3 checkboxes, or 2 of them, or just 1 (see examples below).

SP-LEON on 03-AUG flights (AMS-POZ-AMS) CHANGE

Leon Notifications
do mnie ▾

Recipients: bkaminski@leonsoftware.com

3141 03-AUG 11:30 AMS–POZ **13:30**, 0 PAX
3142 03-AUG 14:00 POZ–AMS **16:00**, 0 PAX

Crew: WIS ZUL **KIL**

Status: confirmed

Created by: B. Kamiński (LSO); **Changed by:** B. Kamiński (LSO)

All times in UTC.

A-BCDE on 01-AUG flight (EPWA-EHAM) CHANGE

Leon Notifications
▾

Recipients:ops@fly.com

654 **[01-AUG] [12:00]** EPWA–EHAM **[14:00]**, 0 PAX

Crew: **[DEL]** ALF **[FOX]**

Status: confirmed

Created by: B. Kamiński (LSO); **Changed by:** B. Kamiński (LSO)

All times in UTC.

Also when **date of flight** is changed, the notification that is sent in **Full HTML** email format will have **a new date highlighted red** in the flight information table.

Flight	From	To	PAX	Crew
16-JUN-2015				
NOTIF B-ARTI	EPWR **12:30**	EPWA **13:25**	0	DEL HOT — —
				SPA

Roster/Trip/Flight

You can define what details of the roster, the trip or the flight you want to be included in the notification email. You can add various checkboxes (which represent Leon 3.0 checklist) in sections such as:

tab **Roster**: Notify about schedule changes, Crew squad changes: cockpit, cabin, other (positions FM-Flight Mechanic, LC-Line Checker, PSN, PAD).

tab **Trip**: Contract (Invoice), Notes.

tab **Flight**: The checklist items changes: Ops, Handling, Crew, Cargo, Pax, Customs, Notes.

Positionings

Leon will send a notification email if a positioning duty is added to Leon and the checkbox **Positioning** is ticked in 'Notification' screen (see below):

30-JAN NEW positioning (EGCC-EGSS)

Flight	From	To	PAX	Crew
		30-JAN-2014		
333 —	EGCC 12:00	EGSS 15:00	0	GOL — — —

All times in UTC.

333 12:00 EGCC–EGSS 15:00

Status	confirmed

Created by: T. Delta (MAN)

Trigger for Schedule and Details

Schedule

Specify how many **minutes before scheduled departure time** you want to receive reminder email + notifications about further schedule changes (**ADEP**, **ADES**, **STD**, **STA**, **PAX**, **Flight status** - see screenshot below). For example, if you want to set trigger time for one day (24h), please enter 1440 minutes.

Flight	From	To	PAX	Crew
		29-JAN-2014		
MAN D-LEON	EGSS 10:00	EHAM 11:00	0	TAR — — —
MAN D-LEON	EHAM 12:00	LPPR 14:35	0	TAR — — —
MAN D-LEON	LPPR 16:00	EPWA 19:50	1	TAR — — —
		30-JAN-2014		
MAN D-LEON	EPWA 14:00	EGSS 16:45	0	WIS — — —

All times in UTC.

All flight details will be sent together with the schedule but notification will be triggered **only** for schedule changes, pax number and flight status.

Details

Specify how many minutes before scheduled departure time you want to receive reminder email + notifications about further changes in **flight details** (all except flight schedule). The typical value here is something short - e.g. 45 minutes (see example below).

999 12:30 EHAM–UUWW 16:30

Status	confirmed
Fuel	block: **700**
Handling (EHAM)	**AVIAPARTNER EXEC** frequency: **131.605** phone: +31 20 206 6780
Handling (UUWW)	**AEROTRANS** email: handling@cpdu.ru phone: +7 495 755 9422
PAX List	Alan Foxtrot (FOX) Passport: GB654321 (GBR) Expires: 27-03-2015 pax number: **1**
PAX trans. (EHAM)	taxi
PAX trans. (UUWW)	taxi

IMPORTANT INFORMATION

> **Notes added in available fields, in 'Legs Info' section, will be included in the notification email ONLY if the status of the particular service is NOT set as N/A**

Include/Exclude Recipients

In the new version you can **include** and/or **exclude** recipients of the partucilar notification.

Click on the include icon and select a person from the list of Leon users at your company. Choose the icon exclude if someone should not get notification emails.

Once it's saved, you can see in the field 'People' names included i.e.: ⊕ Delta Thomas   or excluded: ⊖ Araya Tom

Click ✖ to remove names from this section.

Managing notifications

Every time you create a new notification, you can **set it up** in a different way. You can include options, positionings or office duties. You can include scheduled maintenance and aircraft movements. You can select crew: cabin, cockpit or maintenance. You can add appropriate checkboxes related to '**Legs Info**' checklist.

You can also select a '**Client**' and save a particular notification only for this particular client. You still need to add his email address in the field '**E-mail addresses**', if you want him to receive notification emails.

Each notification can be deactivated (simply click [Deactivate] and save). You will be able to activate it back in the future, if necessary (click [Activate] and save). Of course, you can completely [Delete] any notification as well.

Below you can find various **examples** of notifications, which can be sent out by Leon.

- **New flight - schedule only** - no checklist details included.

- **Checklist details** - both 'Flight' & 'Trip' checklist items combined.

Flight	From	To	PAX	Crew
05-FEB-2014				
123 G-LEON	EGSS 14:00	LPPR 16:30	3	WIS UNI — —

All times in UTC.

123 14:00 EGSS–LPPR 16:30

Status	confirmed
OFPL	28256/679 STN arranged on 03-02-2014
Fuel	block: 1480
Hotel	**** hotel near the airport
Handling (EGSS)	INFLITE JET CENTRE frequency: 129.7 email: operations@inflite.co.uk phone: +44 1279 831000
PAX List	Thomas Delta (DEL) DoB: 02-06-1970 Passport: GB2 (GBR) Expires: 24-05-2014 William Papa (PAP) Passport: GB123456 (GBR) Expires: 10-08-2013 Henry Zulu (ZUL) Passport: GB432156 (GBR) Expires: 14-12-2017 pax number: 3
Catering	Sandwiches, fresh fruits, water, wine
PAX trans. (EGSS)	Taxi
PAX trans. (LPPR)	Taxi
Crew transport	Taxi from the airport to hotel

Created by: T. Delta (MAN); **Changed by:** T. Delta (MAN)

- **Scheduled maintenance** - maintenance added in 'Maintenance' section.

Flight	From	To	PAX	Crew
10-FEB-2014 – 11-FEB-2014				
maintenance B-ARTI	EPKK 12:00	EPKK 12:00		

All times in UTC.

maintenance 10-FEB 12:00 EPKK 11-FEB 12:00

Title	Engine checking

Created by: T. Delta (MAN); **Changed by:** T. Delta (MAN)

- **Movements** - sent out if 'Flight Watch' details are in the system.

```
MAN 05-FEB-2014 12:00z EHAM EGCC 13:15z

BLOFF: 11:55 T/O: 12:05
ETA: 13:15

All times in UTC.
```

- **Option** - flight status set as 'Option'.

Flight	From	To	PAX	Crew
	08-FEB-2014			
OPT1	EGSS	LSGG	0	— —
A-BCDE	10:00	12:00		— —

All times in UTC.

OPT1 10:00 EGSS–LSGG 12:00

Status	option
Handling (EGSS)	INFLITE JET CENTRE frequency: 129.7 email: operations@inflite.co.uk phone: +44 1279 831000

Created by: T. Delta (MAN)

- **Office duty** - either the flight status in 'Edit Flight' is set as 'Office' or a duty added in 'Crew Duties' table has a type defined as 'Office'.

Flight	From	To	PAX	Crew
	06-FEB-2014			
office	EGSS	EGSS		GOL —
—	12:00	18:00		— —

All times in UTC.

office 12:00 EGSS–EGSS 18:00

Status	confirmed

Created by: T. Delta (MAN); **Changed by:** T. Delta (MAN)

- **Reminder** - enable the trigger for schedule or/and details, define time and tick 'Send reminders'. The email header will appear (screenshot below) and the schedule/details will be included as well.

```
05-FEB flight (EGSS-LPPR) REMIND on G-LEON
```

- **Local time** - tick the checkbox 'Use local time' to get notification emails in local time.

Flight	From	To	PAX	Crew
05-FEB-2014				
MAN	EPWA	VTBS	0	— —
D-LEON	16:00	08:40		— —

All times in Local Time.

MAN 16:00 EPWA–VTBS 08:40

Status	confirmed
Handling (EPWA)	LOT RAMP SVCS frequency: 131.875 phone: +48 22 650 4658

Created by: T. Delta (MAN)

- **"From" e-mail address** - all notifications will appear to be sent from this address, so all replies will be directed there. If this field is not filled out, unaccessible mail address do-not-reply@servers.leon.aero will be used instead.

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