Fuel Prices
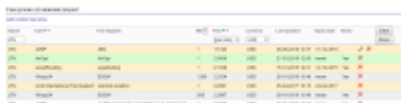
If you are a holder of fuel cards, such as: WFS, Shell, JetEx, etc..., you can **upload** current fuel prices into Leon. All uploaded prices show in a section OPS, **tab FUEL** of the right-hand filter.

Fuel files which have 2 prices included in the file: Base price & Total price - will show now Total price. This applies to companies: AEG, AirBP Sterling, CS Fuel, EVO, Euro Jet, Flightworx, Fuel & More and Jetex.

Uploading fuel prices files

Fuel prices - uploaded values from fuel files obtained from suppliers

Go to menu OPS > Fuel prices page and upload particular files in formats .xls, .xlsx or .csv. Once this is done you need to save it (bottom of the screen). Right below the card-name you will notice information: **Last updated**:DD-MM-YYYY with icon 'delete' next to it. The system updates the prices after 24 h from the last download.

To get the **UvAir** prices it is necessary to insert credentials you use to log into UVair, in a section Settings > Integrations.

In case of the **UvAir**, when hovering the mouse over the fuel prices 'Notes', Leon will display the following information in the tooltip:

- a note that the presented price is a base price
- full price information including Base price, Tax and the Total price

This tooltip will be displayed when hovering the mouse over the notes in Handling > Fuel Prices section and in OPS > FUEL tab.

To view uploaded prices, you need to enter airport code in the 'Fuel prices at selected airport' part of the page. You will see a list of available fuel suppliers together with the price, minimum quantity required, currency, last updated and expiry date. By clicking ✕ you can get rid of unwanted fuel cards.

It is possible to sort the prices at selected airport alphabetically by Card or by Price.

If there is more than one price for the selected airport, Leon will mark the lowest one in green. If you want to add a custom fuel price, click on the icon **Add custom fuel price** and a new pop-up window will be displayed. Fill in mandatory fields and custom price will appear on the list for the selected airport. That added price can be edited at any time to add missing data or to change some details.

> **If, after uploading a fuel file into Leon, fuel prices don't show up or don't match the file - please check the format of the newest file with the previous one. Check if columns in the last succesfully uploaded file match with the new file - they have to be EXACTLY the same.**

Adding custom fuel prices

Adding a custom fuel prices in Legs Info page

The list of fuel prices is available in Flights > Legs Info screen, under tab 'Fuel'. Uploaded fuel prices along with the custom prices will appear when clicking on the particular airport-tab. You can input the price that has been negotiated with the fuel supplier. If you want the lowest price to be displayed on your 'Trip Sheet' document, tick the box on the right.

> **If required, we can add a new fuel card or a new fuel uploader to the list of the existing ones - please contact support@leonsoftware.com in this matter.**

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