General Settings

Section **General Settings** is divided into 5 sub-sections where you can configure options and settings that are global for all users. It allows to set up general appearance of the system in a way that some information is displayed as well as default content of some documents, etc...

Manage Leon Account

This page is available to users with **admin privileges only**.

Here admins can manage subscription plan: accept terms & conditions, add payment details, credit card details or billing information

General Settings

This page includes many options/settings which can be used by operators. The most important are:

- **Hide status for scheduled flights** - flight status dot will be invisible for scheduled flights in 'Flights List' screen.
- **Notify about conflicting trips** - when you want to add a flight that collides with previously added flight for the same aircraft, Leon will display a warning.
- **CDR Type** - Crew Duty Roster Type: it can be planned for a selected aircraft (reg number) or for a specific type of aircraft. For more information about this topic see Duty roster.
- **By default overwrite crew while changing CDR** - if you don't assign the crew for a flight manually, Leon will check CDR table and assign crew automatically. If any changes of CDR occur, Leon will reassign the crew in accordance with a new duty plan.
- **Disable permanent deleting of sectors** - when you tick that box - each deleted sector will be still visible in the 'Flights List' as crossed out (you can still set the 'Flights List' filter to hide them). If the box is unticked, deleted flights will be removed from Leon <u>permanently</u> - that applies to flights where '<u>Flight Order' has not been issued</u> before.
- **Default PAX list type** - default source of PAX information during flight preparation: database means stored in Phonebook, text means adding PAX manually (see Editing flight (Sales) for more info).
- **Leon inbox settings** - you can send messages to Leon users by using 'Messages' tool. Once the message has been sent out, Leon can notify them about it by marking the envelope-icon in yellow. You can also decide if the message is visible in crew's private inbox or if they still need to log in to Leon to read the content. This is quite useful if you want your users to cnfirm familiarisation.

Leon inbox settings

Notify users about new messages in their inbox
- ○ No
- ◉ Only for messages requiring familiarization
- ○ Yes

Attach message content to Leon inbox mail notification ☑

- **Notify Crew** - in this table you can input "Reply to", and "CC" email. These will be picked automatically whith "Notify Crew" facility available in Flights List screen, when you mark a flight/flights and right-click with the mouse.
- **Options will change position of aircraft on planned flights** - when this box is ticked, a flight-option added in Planned Flights screen will change the position of the aircraft for future days.
- **Use Quotations** - used by sales-team for quick generation of flight estimates for your clients. When this option is added, you will be able to get an automatically generated quote number (or change it to the one you want). For more information please view Quotations section.
- **Show discontinuities on flights list** - useful tool when planning crew for flights. When you have planned crew to fly from the airport B to C and previous duty was not from the airport A to B (which means there is no continuity for the airport B), Leon will display that crew as white code on the black fill.
- **Flight Documents** - chosen documents will be selected by default in a drop down menu that will expand after clicking small, black arrow on 'Flights list' in 'Documents' column. You can select Flight Order, Trip Sheet, Airport Brief or General Declaration. You can also choose the Airport Code Format (IATA or ICAO) that will apply to the documents.

Flight Documents

Document Name	Default On	Airport Code
Flight Order	☑	IATA ⌄
General Declaration	☐	ICAO ⌄
Tripsheet	☑	IATA ⌄
Airport Brief	☐	Not applicable
Pax Manifest	☐	ICAO ⌄
Pax Information	☐	ICAO ⌄

- **Flight documents reply to** - if "Notify crew" facility is active, recipients of the flight documents sent via this facility will be able to reply to the address input in this field.
- **UvAir login/password** - contact UvAir to get login/password for the configuration with Leon so that the fuel-prices get updated automatically every 24 hours.
- **Display the experience table** - the table can be input to the user's profile, where you can add the past crew-experience before joining your company. More information here.
- **Default airport category** - here you can set a default airport category for all airports available in Airport Directory panel.
- **Default fuel cards on tripsheet** - you can specify what fuel cards uploaded previously in

'Fuel prices' page should appear on trip sheet by default (please see Handling for more details about uploading fuel prices).

- **Show FDP summary on tripsheet** - it will be displayed on 'Trip Sheet' document, applying to all crew: FDP, Max FDP and Next EOBT times (go to FDP section for more information about flight-time limitations).
- **CAMP integration** - tick the checkbox and input integration details received from support@campsystems.com.The integration login details are not the same ones you use to log in to CAMP. Once this is done, go to Fleet and input all the necessary information in CAM tab.
- **Cummulative Duty Limit Notification Service** - service to send warning emails when Cummulative duty limits are close to be exceeded. More information on this facility in the separate section of this page.
- **Storage Requirements Remainder Service** - notification service that allows keep track of maintenance and service of parts of an aircraft. This facility has been thoroughly explained here.
- **Import MVT from Euroconrol servers** - in order to integrate with Eurocontrol you have to tick this box and make sure that Opr ICAO code in the "Handling" tab is correct. Once this is done Eurocontrol will automatically update Flight Watch in Leon.
- **Days off** - here you can define additional days off. After days off are added in this section, they will also be highlighted green in Crew Duties, Flights List and Planned Flights.

Users

In Leon, you can manage users in many ways. If you are an admin-team member you can decide about user's group, endorsements or ratings. However, everything starts with adding a new user to the system.

Adding Users

Users - main screen

You can add a new user to Leon in 2 ways: From this Admin section (extended version), or Crew Members section(simple version - explained **here**).

I this part we will concentrate on the extended version of adding and managing Users.

To add user simply click on "Add user" link and the new page will open.

This window will have **3 tabs**:

- Basic information
- Groups
- Ratings

Basic information

New user important fields

The 'New user' window has quite a few fields to be filled in, but as an 'Admin' you don't need to worry about all of them - most of them can be filled in by users themselves.

The most important fields in tab 'Basic Information' are:

- **Name** - one of the two mandatory fields - you can't add a new user without adding his name. The surname is not obligatory.
- **Login** - used by the user to log-in to the system (it can later be changed by users to whatever they like).
- **Code** - the 3-letter code is especially important, as it is something that identifies users in Leon and it's being used for assigning crew to flights.

- **Home base** - particularly important when it comes to FDP or Rest calculations. Each added profile has access to Home Base change history.
- **Days off** - here you can set annual Days off limit. You can set it as a default by ticking the checkbox, or you can untick the checkbox and input any value. This will then show in Crew Duries screen.
- **Email** - Work is your main email address to which the password will be sent out as well as notifications or any other messages.
- **Can log into Leon** - setting account restrictions during the process of creating a user. If this is ticked New User will be able to log into Leon as soon as new password is received.

User's work email address importance

The other fields are not as important, but can be handy in using Leon, like:

- Crew ID - It can be helpful to your 'Sales' team i.e. in sorting out payment for the crew.
- Phone - You can add work or private contact phone number.
- Labels - New labels can be added by going to 'Phonebook'.
- Photo - Upload your photo to your profile.

Groups

Groups tab

In **Groups** tab you can assign a proper group/groups to your crew. Each group has certain privileges set, apart from the group 'All users' which is being assigned by default and has no privileges specified (see Privileges for more information). In the same Privileges section you can also create **new groups** with custom priviliges.

It is not always necessary to add multiple groups to one user as one group might include all the priviliges of the other one. **For example** if a User does **Admin** work as well as is a **crewmember**, you do not need to assign both groups - Admin and Crew. As Admin gives wider access it is enough to assign this User to only one - Admin group.

Ratings

This tab is to choose what ratings are held by a specific person and to assign ratings to your crew. For more information please go to Ratings section of this Manual.

Managing users

To manage User profile, simply click on his/hers name. First thing you will notice is few extra Tabs:

- **Personal endorsements** - the list of endorsements specified in Endorsements section.
- **User settings** - defining preferred settings of system appearance.
- **Login history** - details about user's login attempts

You will also notice that there are fiew extra fields in Basic information screen.

Basic information

You can edit each of the existing users in order to:

Edit User screen

- **Add/remove information** - updating personal details, contact details, passport details, endorsements, generating new passwords, etc
- **Can log into Leon/Active** - Account restriction section. At any time you can delete user's account permanently (if a person is not your employee anymore) or block it temporarily. Unticked "Active" checkbox restrickts a user from logging in but one will not be permanently deleted from Leon's database, to avoid historical data disappearing from the system. Users with "Can log into Leon" status will not be able to log in, however, he will be still present in the system (crew planning or reports).
- **Active** - Phonebook data section. This checkbox will allow you to delete User from the Phonebook. "Can log into Leon/Active" and "Active" are connected in a way that whenever you want to delete a person from the Phonebook, Leon will ask you (pop-up) if this person's access to the system should be disabled and vice versa.
- **OML** - Operational Multi-pilot Limitation available in Options section - functionality is further down in this section.
- **Flying experience table** - this is to record Pilots previous experience on a specific type of an aircraft. This can be activated from Operator Settings - General Tab.
- **Freelancer** - if this checkbox is marked, Leon does not trace any endorsements for the user (no warnings will appear when assigning the user to new flights).
- **Manual list** - documents uploaded in Priviliges - Manual tab will be displayed in this section
- **Change password** - you can change your password at any time, or if you have forgotten it, your admin can send it to you. To change a password tick the box 'Generate new password' and click 'Update'. After a while you will receive an email with a new password.

OML

An Operational Multi-pilot Limitation allows to mark a pilot who does not fully meet the requirements for a Class 1 medical certificate and has been referred to the licensing authority. The Pilot is assessed whether the medical certificate may be issued with an OML 'valid only as or with qualified co-pilot'. The OML for Class 1 medical certificates may only be imposed and removed by the licensing authority.

When you tick this checkbox, Leon will allow this Pilot to operate an aircraft in multi-pilot operations only, if the fellowing conditions are met:

- Pilot is not flying with another Pilot with OML imposed
- Pilot is not paired with a pilot older than 60 years
- Pilot is not flying in a single-pilot operations

If one of the conditions is not met, Leon will display a warning:

Crew member (HOT) Mark Hotel on leg no. 1 has OML but does not have a co-pilot fulfilling all the necessary conditions:

- Crew member (PAP) William Papa exceeds age limit of 60, or
- Crew member (GOL) Julia Golf has OML as well

Personal endorsements

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Endorsements tabs

This section consists of 3 tabs:

- **Endorsements** - The list of endorsements specified in Endorsements. Editing of endorsements details (names of endorsements, numbers, dates of issue and expiry date) and adding/removing of the scanned documents is also available after clicking on the selected row.
- **Online training/Practical Training** - If a pilot is planned for a flight to a particular airport where special trainig is required, you can add **training** documents to Leon by clicking on tab 'Practical Training' or 'Online training' in user's 'Personal endorsements' page. Enter airport's code, update it, and add appropriate details. You can also upload a PDF file. More information here

User settings

User preferred view & data displaying

Here each user can define preferred settings of system appearance. This includes displayed date format, airport codes (IATA or ICAO - the system will still recognise both formats when other than default is entered), displaying of status of leg info on tool-tip, using Local Time as default time instead of UTC and automatically changing "To" date on the flights list when 'From' date is changed (in other words, if you shift the starting date of selected time period, ending date will be also shifted to maintain the length of this time period).

Privileges

This module is one of the most helpful tools in Leon when it comes to managing the application. It allows you to manage permissions of particular groups of users in the system. In other words - by managing section **Privileges** you decide what Leon users can see or edit/change in the system. For example, if you don't want your crew to see each other's duties - that's where you set it up.

Introduction

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Editing the 'Privileges' group

When you open this page you can find default groups of users. You can stick to these groups but you can also add new groups and give them names.

Group **All users** is a specific group, which can not be deleted. Every new-added user belongs to this group by default. All other groups can be deleted by administrator of Leon if necessary.

> Privileges can be modified not only for the groups but also for a particular user within the group, however, we **do not** reccomend this, as it may make a mess in the settings and could be difficult to straighten up.

Creating a new group & adding members

By clicking **new** you can create a new group. Add a name, save it and click on it again to add new members. As you can see, there are 2 windows:

- **Not a member** - The list of all available users.
- **Member** - The window is blank as no members have been added yet.

Drag a member from the list of users and drop to the 'Members' window. Once it's saved you will notice, that the white plus has appeared next to the group-name - that's when a group has at least 1 member. If you want to limit access to Leon so that the members of the new group don't see all aircraft flights, go to tab 'Aircraft', click on the white plus and untick aircraft that should not appear on the screen of users.

Tab 'Privileges'

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Privileges setting

This tab is the place where you can change the way the user will see their application. Here you can modify the view of sections, editing of pages, etc.

On the left-hand side you can see sections where you can make changes - they pretty much mirror sections placed on the main belt in Leon. All of them have sub-sections that can be expanded by clicking the white-plus icon. Three main columns of check-boxes with icons above them have different meaning in privileges setting.

- Column 👁 - When a check-box is ticked, the group of users is **only** able to see selected resources.
- Column 📝 - Users are able to edit resources.
- Column ⚒ - Personal only - user will be able to see and/or edit data of specified resource only if it refers to themselves.

> 'Personal only' setting can be useful if i.e. if you want to restrict the pilots' ability to generate work-time reports of their colleagues, you should select see only and personal only check box next to the 'Work time' report.

There are **5** different states of check-boxes:

- ☐ - Privilege is turned **OFF** and its state will not be inherited from the parent item.
- ☑ - Privilege is turned **ON** and its state will not change when parent item's state changes.
- ☐ - Privilege is turned **OFF** and its state will be inherited from parent item.
- ☑ - Privilege is turned **ON** and its state is inherited from parent item and still depends on it.
- ☑ - Means that this item has a sub-section set manually and differs from default setting.

Section 'Menu'

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Section 'Menu' in Privileges

This section is different to the other ones. The main difference is that privileges 'to edit' and 'personal only' are not working - user may or may not see the menu items. The best solution is turning on the whole section 'Menu' because Leon still will show the user those items which have been given permission to access. However, if you don't want your crew to have access to i.e. page 'Planned Flights', you can untick both boxes in **Menu > Flights > Planned Flights**

Tab 'Manual'

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Uploading 'Manual' files

It is possible to add '**Manual**' files to particular groups of users, which can be open in the profile page.

Edit the group of users, to which you wish to add 'Manual' file. Click on the tab 'Manual' and upload the file, then save.

Uploaded file will be visible to <u>all users assigned to that group</u> in their [profile](#) - section 'Manual list'.

Useful Information

- It is useful to know that if you hold a mouse cursor over a selected item on privileges list, a tool-tip with a short description of this item will appear showing from which group a given privilege was inherited.
- In regards to many options available in the Admin module we recommend creating a test user/group and experiment with the privileges settings. It is the safest way to familiarise with the entire module.
- Tab 'Operators' can be used for configuring which aircraft is available for the selected group of users. By clicking the '+' icon you can expand the list of fleet and by unticking particular boxes you can limit the view in Leon.
- Ticking all 3 columns means, that the user can see and edit resources, but only his personal ones. We recommend this setting i.e. in sub-section 'Endorsements', where crew can upload their own documents: licences, passports, etc. Another place where you can set 'see/edit personal only' is in Crew-Duty Roster-Requests. The crew, by going to [Crew Duties](#) screen, can request days off or medical leave, etc. Duties will appear in brackets and will need to be confirmed by admin by clicking on them and re-assigning them, just like a normal duties input.

IMPORTANT!

> Each user can belong to **unlimited number of groups**. Wider privileges granted by belonging to some group have priority over those more restricted, configured for other group, while the same user belongs to both groups simultaneously. In other words, if someone belongs to group 'Sales' which does not have privileges to edit flights and also belongs to group 'OPS', which allows its users editing flights, then this person **will be able** to edit flights in Leon.

Operator Colours

Operator colours page

This function is very useful for Flight Support Companies that deal with numbers of operators. It helps to differentiate one operator's flights from another's assigning different colour patern to each operator.

Setting colour pattern is very easy:

1. Open this page in Leon
2. Choose your operator code in the dropdown ( )
3. Assign colour code to each operator and press "Update"

Once this is done, when you go to flights list and choose the view on all operators ( ), the list will be displayed by the colour set in this section.

In such cases, this colour has the priority over other colour coding.

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