

New Flight

The method of adding a flight is particularly suitable for **OPS department** or for operators that want to enter the schedule and crew members at the same time (normally crew is attached to the flight as the next step, after the schedule is created). In this method it is also possible to add crew positioning before/after the operation and/or their office work. It contains more detailed operational properties in comparison to other editing methods (for example you can specify ICAO flight type or flight rules under which you are going to fly).

If you add more than one sector - even if they are not on the same day - all of them will be automatically connected into a trip. You can select all legs of the trip to print documents, or only some particular ones

Trip Info



Trip edit screen

The very first tab from the screen - **Trip Info** - allows to enter the schedule and specify other trip properties. At the top of the form, you can specify:

- **Aircraft registration** - if you select it, aircraft type will be filled out automatically.
- **Aircraft type** - you can select aircraft type only without specifying aircraft registration. This is useful if you know what aircraft type is going to fly a particular trip but you do not know which tail.
- **Type** - (ICAO flight plan type). This is one letter code according to ICAO: S-scheduled, N-non-scheduled, G-general, X-other.
- **Status** - Option - not confirmed, Flight - confirmed, Quotation
- **Trip type** - commercial, flight for owner, training flight, simulator, technical, ambulance, crew private
- **Flight rules** - according to ICAO codes: I-IFR, V-VFR, Y-IFR changing to VFR, Z-VFR changing to IFR.

Below list of sectors within the trip, column meanings are:

- Yellow icon  on the left represents type of crew activity. Flight is the default one but you can also choose positioning icon  or office icon . Specifying type of crew activity is not possible in any other flight editing method.
- Flight number - automatically filled out if selected aircraft is configured to use specific flight number as the default one (see [Fleet management](#))
- Date of departure.
- Crew reporting time - **AUTO** by default (according to your OM part 7) but can be overwritten to

custom hour.

- Flight schedule - you can specify airport codes both in IATA and ICAO codes.
- Alternate airport.
- COM - Commander (PIC) - please do not confuse with CPT (Captain). Usually CPT = PIC but it is not always the case. Commander is by default CPT or Instructor but it can be overwritten.

From:

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Last update: **2016/08/30 13:06**

