New Privileges

New Privileges panel has been created to **simplify** setting up the access level for Leon users in comparison with the old 'Privileges' section. Setting up New Privileges is easier, quicker and does not require re-logging to get changes applied - only refreshing of the page is needed.

In the New Privileges each user can only be assigned to **one group**. It is also not possible to define **Personal only** access to some particular sections in Leon and leave a general access to the other sections.

General view

New Privileges - the general view

The general view of the New Privileges page shows groups with their names, aircraft assigned and number of users assigned to a particular group. If the group has the access level set up as **Personal only**, Leon shows **SELF** in top-left corner.
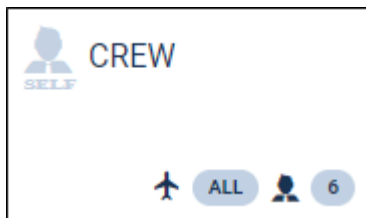
Hover the mouse over the aircraft icon within the group to see **tails** attached to the group. Do the same with the head icon to see **users** assigned to the group. You can also use **Search group** option to narrow down the view to one particular group only.

By clicking on the particular group Leon opens the **filter**.

Filter

New Privileges filter

The filter in New Privileges panel contains of **3** tabs:

1. **DETAILS** - it is the main place where you define which Leon sections should be made available for the user (to be denied, to be viewed or to be edited). Here you can mark the checkbox **Personal only** if you want the user to have access to his/her own duties **only**.
2. **USERS** - the tab shows assigned users: their codes and names. Use a button **+ ADD USER** to add users into a particular group.
3. **AIRCRAFT** - here you can mark which tails should the group have access to.

Setting up privileges

You can set up privileges for the existing group of users (click on the group and use the filter) or create a brand new group. To create a new group click **+ NEW GROUP** add new group's name, select tails and define access level.

To add users to the new group open a tab **USERS** and click a button **+ ADD USER** - Leon will open a drop-down list with all users. Select a person/persons and save. You can also add users into the new group by going to a section Settings > Users where you should edit the user's profile and assign the group. When creating a new user profile you can assign the group straight away by selecting one from the **Permission group** drop-down box.

In a tab **DETAILS** you can find **Places** - particular sections in Leon - for which you can either **DENY** the access to the section, let the user be able to **VIEW** the section, or to be able to also **EDIT** it.

Most Places in a tab DETAILS are self-explaining, the other ones are described below.

- **Admin** - if EDIT is marked, the user has access to **Settings** panel ⚙ with all its options available.
- **Crew** - access to the section **CREW** on the menu-bar: Crew Members & Per Diems - all other CREW sections in the drop-down box, such as Crew Panel, Crew Endorsements, Duties, Crew Input Table, Crew Activities are set up separately. Sections My Schedule, My Logbook & My Logbook export are visible to all Leon users.
- **Crew Duty Roster** - access to sections Duties & Crew Activities.
- **Crew Profile** - access to a tab CREW of the right filter (if OPS > Crew is switched on).
- **Handling** - access to the section **HANDLING** on the menu-bar: Homebase Handling Requests, Fuel Prices & Custom Airports. A section Refueling is switched on separately.

- **Handling Requests** - access to Handling Requests in the Checklist panel (if OPS & Checklist OPS are also switched on).
- **PAX Profile** - if switched on, User has access to the tab PAX of the right filter and PAX profile window.
- **Sales** - access to the section **SALES** on the menu-bar: Commercial Orders, Seasons, Quotations & Price Lists.
- **Sales Calendar** - access to an old version of Calendar available in SALES drop-down menu.
- **Requests/Quotes** - access to the 'Requests/Quotes' panel of the SALES menu-bar section along with pages Fleet & Fees.

> **Once a new aircraft is added into Leon, it will become visible to users of the group with all tails marked in a tab AIRCRAFT of the filter. Groups with specified tails marked will not have access to that new tail.**

Mobile app privileges

We have added separate privileges settings for Leon mobile app.

There are **4** options which can be turned on/off for Crew:

1. **Crew App - Activity Details** - the view on the duty calendar is enabled by privilege OPS 'VIEW', selecting 'Activity Details' to 'DENY' where 'OPS' is turned on to 'VIEW' will not disable the calendar. Selecting 'EDIT' makes possible editing of crew reporting times.
2. **Crew App - Checklist** - selecting 'DENY' disables the view on the Checklist panel in the mobile app.
3. **Crew App - Duty Requests** - select 'DENY' to disable possibility of requesting duties by crew viaa mobile app. Select 'EDIT' or 'VIEW' to enable this option.
4. **Crew App - JL** - when selected 'DENY' crew will not be able to fill in JL via app - switch to 'EDIT' to enable this option.
5. **Crew App - PAX** - selecting 'DENY' disables the view on PAX panel in the mobile app.