

# Operator Settings

This page is crucial in configuring options and settings that are global for all users of the particular operator in Leon. 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.

In this section screen you can find **4** main tabs:

- **General,**
- **Flight editing,**
- **Handling Requests,**
- **Quotation.**

## General

Tab 'General' 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 permanently - that applies to flights where '[Flight Order](#)' has not been issued 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 schedule](#) for more info).
- **Notify users about new messages in their inbox** - 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. This option can be limited to messages requiring familiarization only.

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Airport discontinuity warning

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Experience table

- **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 the 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.
- **Default Flight Documents** - chosen documents will be selected by default in 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.
- **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 user's profile, where you can add the past crew-experience before joining your company.
- **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 (click on [FDP Details](#) for more information about flight-time limitations).

## Flight editing

All the options/tools in this section relate directly to flight editing. Some of the options are as follow:

- **Default flight type** - each added flight, when edited, will have a chosen type: S-schedule, N-Non-schedule, G-general or X-other.
- **Display FDP preview on "Trip Edit" form** - when editing a flight where FDP has got exceeded, Leon will display a message **FDP:Correct** or **FDP:Flight Duty Period is too long** . If the rest has been violated, the warning will be: **FDP:Rest is too short** .
- **Show 'new' icon on flights (planned flights view)** - once you have added a new flight, Leon can mark it in 'Planned Flights' screen as **NEW** in the corner of the square.
- **Allow crew suggestion box in Edit Flight** - a very useful option when planning crew for a flight (especially when there is lots of crew-members available).

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Crew suggestion option

- **Rest facility** - depending on where the operator is from, you can choose between 'European regulations' or 'Asian regulations', alternatively you can set it as 'Not used'. Once this option is as different to 'Not used', it will be available when editing a flight or 'Journey Log', in the column RF where you can select: S-suitable, A-adequate or N-none.
- **Allow not completed JL to be entered** - this option allows you to add not completed 'Journey Log' to the system (more details can be found under [Journey Log](#)).
- **Show in Journey Log** - there is a variety of check-boxes to choose from when it comes to adjusting your 'Journey Log' in Leon: Distance, PAX, Block fuel, CMT and many others.
- **OPS checklist** - by ticking particular check-boxes you can define what sections will be available in your 'Legs Info' screen. We can extend this list if required by the operator.
- **Sales checklist** - a list of check-boxes related to 'Sales' part of Leon. More information about 'Legs Info' checklist under [Flight preparation checklist](#).

## Handling requests

This tool allows you to configure default handling requests and GAR patterns which will be used in preparing and sending emails to handling agents or GAR offices (see [Handling](#)).

It also allows you to integrate with **MyHandling** facility via **MyHandling GUID** field. For more information on **MyHandling** see [Handling Requests](#).

We strongly recommend making a thorough familiarization with 'Handling' module by using **'Test mode'** to avoid mistakes or confusion.

To enable the module tick box 'HR available (items below are applicable only when this field is enabled)' and untick 'Test settings (if marked, HR will be sent to user's email address instead of handling agent)' which is turned on by default. Next step is filling in email details, such as:

- **Email "From"** - "Name" [ops@address.com](#)
- **Handling Request Email "Cc"** - it can be the same as email "From" or any other email address.
- **GAR Email "Cc"** - usually it's the same as email "From".
- **Email "Bcc"** - manager or admin email address.
- **Send copy of HR email to** - it can be the same as email "From", or left blank, if 'Handling Request Email "Cc" is filled in.

A field 'Email subject' contains what is later shown in the subject of 'Handling Request' email.

I.e. **Handling**

**Request\\[DATE]\\[ACFT\_REG]/[ACFT\_DEF\_FLIGHT\_NUMBER]\\[ADES\_ICAO]\\[VERSION]**

- [DATE] - trip date
- [ACFT\_REG] - aircraft registration
- [ACFT\_DEF\_FLIGHT\_NUMBER] - default flight number for aircraft (if you don't have set up default flight number for aircraft, you can change it to [FLIGHT\_NUMBER])
- [ADES\_ICAO] - ICAO code of airfield (you can change it to [ADES\_IATA])
- [VERSION] - handling request version

When the handling email is sent out, the 'Email subject' text turns to:

**Handling Request\\26-06-2013\\M-LEON\\EGSS\\(ver 1)**

### Default email contents

Default email contents are particularly important because they include the default email contents for new, amended, and canceled handling requests as well as default GAR content, requested items, HOTAC details, Billing info and Footer. What all these fields contain is only email text messages - **NOT** handling requests/GARs themselves - as documents are attached separately as PDFs files. You can add in these particular fields your default phone/fax number, email address, etc... See below examples of default email contents.

#### **Default HR email content**

Dear OPS,

We kindly request handling as per attached request.

Please acknowledge the receipt of this email.

Regards,

#### **Default GAR email content**

Dear Ops,

See attached GAR for the flight we are operating.

Regards,

#### **Default amended request email content**

Dear Ops,

Please see attached amended handling request for the flight we are operating.

All updates are marked in red on the attached document.

Please acknowledge and advise all confirmed to ops@address.com

Regards,

#### **Default cancelation request email content**

Dear Ops,

Please find attached handling cancellation.

Please confirm by return of email to ops@address.com

Regards,

#### **Default requested items**

Standard Handling,

Airport Slots if required,

Customs'

Refueling as advised by OPS

#### **Default HOTAC details**

4\* Hotel where possible, with suitable facilities,

Budget 150EUR per room minimum,

Transport to/from HOTAC

### Billing Info

Please forward all invoices to: address, VAT No., Company Reg.

### Footer

Please provide us with an estimated cost and email your confirmation to @email or fax @fax .

Alternatively contact us on @phone .

Regards, @sender

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There are also **4** available fields where you can add details which will be included in PDF of the handling request:

- your email address
- SITA
- phone number
- FAX number

## Quotations

This section offers you useful options that can be used in contacting with clients or brokers you deal with.



- **'Att' field as clients from database** - when ticked, field 'Att' will become a drop-down box of clients - related with sending 'Flight Brief' or 'Charter Agreement' (see below).
- **Sending quotations to Avinode options** - add this option to send quotations from Leon to Avinode (visit section [Quotations](#) for more information).
- **Send messages about aircraft movements to clients** - tick box 'Enable' so that you can start using this option. For more details please see [Flight Watch](#).
- **Flight Brief** - fill in email fields along with the content, which will be used when sending out 'Flight Brief'.
- **Charter Agreement** - this document can be added optionally by Leon Software - if you wish to have it, please contact [support@leonsoftware.com](mailto:support@leonsoftware.com)

To send 'Flight Brief' to the client, please go to **Flights > Planned Flights** and after editing the flight, go to tab **Docs**, where you will find a 'Flight Brief' window. This is where email details with email content, previously added in **Admin > Operator Settings > Quotations**, can be found.

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[< Privileges](#)

[Phonebook >](#)

## Cumulative Duty Notification

**This function is available upon request - limits are customised by Leon Support depending on operator's preferences. To set up a margin that triggers the facility, please contact Leon Support.**

**Cumulative Duty Notification** is a facility that **provides information** when cumulative duty is **close to the maximum level** (just before it is exceeded).

It consists of **2** parts:

1. **Flights List view**
2. **Email notification**

[Flights List view](#)

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Cummulative Duty warning indication

When the **Cumulative Duty time** for a Crew member is over the level defined by an Operator and close to maximum **Cummulative duty level** allowed by Operator OM7, this crew member will be highlighted in yellow in section **Flight List**.

**For example:**

Operator has a limit of 60 hours of **Cummulative Duty** time in consecutive 7 days. Operator decided to display warning when crew is over 55 hours. When this level is exceeded the code of a crew will turn **yellow** and **email notification** is sent.

Clicking on this crew code opens FDP tab and highlights the part of **Cummulative duty** that is **close to be exceeded**.



[Email Notifications](#)

To set up the notification, you need to go to Admin > Operator Settings. In the tab **General** you see **Cummulative Duty Limit Notification Service**.

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Cummulative Duty Notification - Setup screen

**It has 2 editable fields:**

1. **End limit (days from actual time)** - in this field input number of days forward for Leon to check 'Cummulative duty'.
2. **E-Mail to notification** - in this field input email addresses to which notifications should be

sent.

When this is defined, notification email is sent whenever **Cummulative duty hours** for a memeber of the crew are over the stated value.

#### Email reads:



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<https://wiki.leonsoftware.com/> - Leonsoftware Wiki

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

