

# 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 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 confirm familiarisation.

### Leon inbox settings

Notify users about new messages in their inbox	<input type="radio"/> No
	<input checked="" type="radio"/> Only for messages requiring familiarization
	<input type="radio"/> Yes
Attach message content to Leon inbox mail notification	<input checked="" type="checkbox"/>

- **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	<input checked="" type="checkbox"/>	IATA ▼
General Declaration	<input type="checkbox"/>	ICAO ▼
Tripsheet	<input checked="" type="checkbox"/>	IATA ▼
Airport Brief	<input type="checkbox"/>	Not applicable
Pax Manifest	<input type="checkbox"/>	ICAO ▼
Pax Information	<input type="checkbox"/>	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 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](mailto: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 Eurocontrol 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.

Days Off

Weekend

☐ Friday & Saturday ☒ Saturday & Sunday

Days Off List

name	from	to	
Bank Holiday	09-10-2015	10-10-2015	
New Year's Day	01-01-2016	01-01-2016	

- **Crew Duties Dot Options** - this setting allows you to choose the currency that apply to your crew and are visible in the dot in Crew Duties. More information on crew currency you can find [here](#)

## 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).

COM CPT FO FA1

PAP PAP TAN

SIE - Alex Sierra  
Block (this month): 00:00

—Crew outside STN—

NOV - Kate November  
Block (this month): 00:00

GOL - Julia Golf  
Block (this month): 00:00

FOX - Alan Foxtrot  
Block (this month): 00:00

KIL - Linda Kilo  
Block (this month): 04:00

ALF - Christian Alfa  
Block (this month): 08:00

Crew suggestion option

- **Rest facility** - depending on your OM7 (Flight Time Limitations) you can choose between 3 options: “None”, “None and Suitable”, “None, Suitable and Adequate”. Each of them will

determine how the on-flight rest is calculated.

- **Default Trip Note** - If set, new flight is initialised with this trip note text. This text will be displayed in 'Planned Flights' > Trip edit > Notes section.
- **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. These can be added at any time and will update in JL immediately.
- **OPS checklist** - by ticking particular check-boxes you can define what sections will be available in your 'Legs Info' screen. Adding further elements will NOT apply to the past flights but to new flights only. 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 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 Requests](#) and [GAR](#)).

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

Handling requests status changes?

Schedule?	<input checked="" type="checkbox"/>
Time change threshold (in minutes)?	6
Aircraft	<input checked="" type="checkbox"/>
Registration?	<input checked="" type="checkbox"/>
PAX	<input checked="" type="checkbox"/>
Number?	<input checked="" type="checkbox"/>
Details?	<input checked="" type="checkbox"/>
Crew	<input checked="" type="checkbox"/>
Number?	<input checked="" type="checkbox"/>
Details?	<input checked="" type="checkbox"/>

Changing any of the ticked elements on the flight will change HR status to "?"

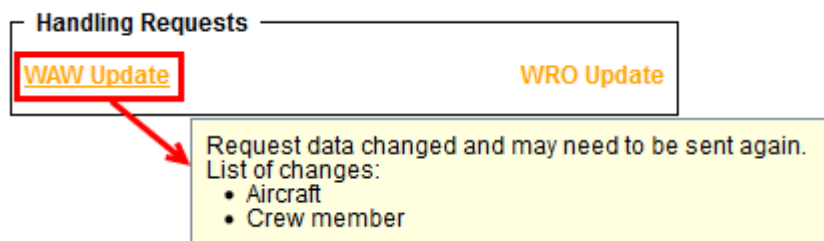
### Handling Request status changes checklist

Below **Test settings...** you can see a table called '**Handling Request Status changes**'. The checklist consists of a list of items as shown in the screenshot, which when ticked will affect the status and change it to ? and vice-versa (unticked - changes made to a flight will not change the status). "Time change threshold" allows to set a time buffer. If the schedule is changed by fewer minutes than indicated in this option, the HR status will not change.

All the elements of the checklist are ticked by default. **Schedule** checkbox is ticked and cannot be modified.

**This checklist applies to New Handling Request status changes only.**

Changes to the flight that affect the status of Handling Request, apart from changing status to ?, will also change HR link to [Airport Name Update](#). When hovering the mouse over this link, it will display a list of changes in the tooltip.



Changes displayed in a tooltip

We strongly recommend making a thorough familiarisation 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](mailto: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.

Operation Info **Quotation** FDP CAM

Offer No.: BAR130627102934

General **Docs**

**+ Flight Brief** Today 10:39 UTC

From: bkaminski@leonsoftwa

Att: Details added in Ops settings > Quotations

To: ops@leonsoftware.com

Cc: ops@leonsoftware.com

Bcc: ops@leonsoftware.com

Subject: MAN Flight Brief

Email body: Please find attached the latest Flight Brief.

Notes:

Attached document: (show)

Send

27.06.2013 10:39:55 Download X

Date of sending. Click 'Download' to view the file. Click red 'X' to cancel it.

## Flight Brief

- **'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 [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 'Quotations' section, can be found.

## 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

13	4	16-04	16:00	WAW	JTN	18-05	F-GHIJ	ANS*
13	4	16-04	18:30				F-GHIJ	ANS*
100	5	17-04	10:00				A-BCDE	ANS*
100	5	17-04	12:00				A-BCDE	ANS*

Example of highlighted Crew when close to exceeding Cumulative duty hours

Cummulative Duty warning indication

When the **Cummulative 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 [Flights 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**.

Duty time			
7 days:	54:45	60:00	91%
14 days:	84:50	110:00	77%
28 days:	101:40	190:00	54%

### Email Notifications

To set up the notification, you need to go to the tab **General** where you can see **Cummulative Duty Limit Notification Service** box.

**Cummulative Duty Limit Notification Service**

End limit (days from actual time)

E-Mail to notification

ops@leonsoftware.com  
crew@leonsoftware.com

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:

**Dear Operator**

Please consider that the Cumulative Duty time for **CrewMember** is going to be exceeded:

- On **21-04-2015 (17:35)** will reach 61.25 hours at max 60 hours in 7 days.

Your Sincerely,  
Leon Software

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