PAX panel is available in the right-hand filter. It shows list of passengers (names or TBA). You can edit PAX profiles by clicking the icon where you can define PAX details, Travel document or preferences. Mark a checkbox **FERRY** if no PAX should be added to the trip.

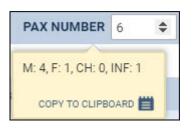
Passengers can be added to Leon in **2** ways: selecting names from Leon database or manually by inserting details. You can add pax number while adding a new trip, then in a tab PAX you just input their details.

Aircraft	Flight No.	Date	STD	Departure	Destination	STA	Block	PAX	Ferry	+
D-LEON	123	11 Nov 2015	12:00	WAW	GVA	14:00	02:00	3		+

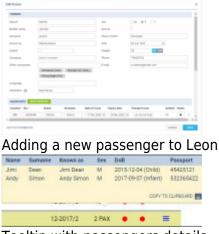
If you have reduced PAX number by navigating with arrows (which result PAX names disappear from the filter) and you again increased PAX number - Leon will bring the same PAX names to the filter. PAX will **not** be brought back to the list if you reduced the number and saved changes.

The PAX panel is divided into 2 sections: **Database** and **Text**.

If you hover the mouse over the PAX number window, Leon shows a pop-up window with the information of how many males, females, children and infants are on the flight.



Database



Tooltip with passengers details

In Leon all Pax data can be stored in Phonebook. When you add pax from the database all you need to do is to insert passenger's first 3 letters of either his name or surname, then Leon will open a dropdown box with suggestions. Apart from inserting different characteristics of the PAX, there is an option to assign **default Salutation** which will be applied to Sales Documents and Email templates (salutation item in the available data). You can select the salutation from the list of available options where **@F** will apply the First name and **@L** will apply the Last name

If a passenger has more than 1 passport (or Travel document) you can select which one should be used as the default (in PAX profile mark a checkbox 'Default').

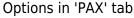
It is also possible to select a **different passport for departure & arrival** - when adding PAX, click + icon and select appropriate passport.Or any other Travel document.

This feature is for PAX selected from Leon database and not available when adding PAX from text.

Selected Travel Document will appear on **PAX Tripsheet** document (as long as in Documents Manager it is properly set up) and on **Handling Requests** sheet.

Adding PAX to the flights in the 'Database' section

IMPORT PAX EXPORT PAX	PAX 3 FERRY
DATABASE TEXT	Z PAX DETAILS
i Passenger	Travel document 🛛 🖯
O Alan Fox ∠ Age36 SecM ©	AFG1235 • * *
O To be announced +	Select document 👘 + 🖨
O To be announced +	Select document
	PICK FROM LIST
	TRAVEL DOCUMENTS
UPLOAD FILES	ADD PAX LIST .
Pax_list_for_Leon.xis SAVE DELETE FLIGH	CANCEL

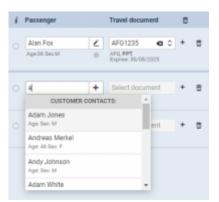


PAX can be added to the flight in the following ways:

- **Phonebook** select PAX from the Phonebook
- **IMPORT PAX** importing PAX as a list either from:
 - another flight within a trip
 - 'IMPORT FROM TEXT'
 - 'Import from Excel' file
- ADD PAX LIST selection:
 - 'PICK FROM LIST'
 - 'TRAVEL DOCUMENTS'

Options to add PAX to the flights are explained below.

Adding PAX from Phonebook



Adding PAX from database into Leon

If the PAX are already in the database (Phonebook), it is sufficient to insert the first letter of PAX name in the PAX name field and Leon will display the list of names.

Simply pick the name from the list and save changes.

If you type a new PAX name/surname (which has not been added yet) into the field 'To be announced', Leon will show a button **+ ADD PAX**.

Click it (or press Enter key) to have a window displayed where you can add all PAX details (apart from name/surname which will already show). Once the details are added and saved, PAX will be added to the flight as well as to the Phonebook

Picking PAX from the contact list

It is now possible to select the PAX on the flights using the **PICK FROM LIST** option.

This option allows to quickly select and add the PAX to the flight.

Click on the **PICK FROM LIST** option to open the **Select PAX** pop-up window.

'Select PAX' window

The **Select PAX** window is divided into the following sections:

-	≥ Pastern dis	10 2144	UTs man						
-	th pessenger		Paguester Arrivelle						
P12	lable				Sala	ted			
	Name	buts of Sec.	Companies			Name	Determine.	torpaties	
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÷	John White	women of	Artisen (21)	1	-	Garina Lopus Balairean	10113632	Although (AP)	
÷	Antes States		JOI DIVIDING DVG Rymp 14.	1					
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+	0.4040	2014014	Advances(br)						
+	Owner-Advise		At Patricia (H), Athenes (A.						
+	00901755	109-10-08	American						
÷		100.01.01	A Statute Tab	1					

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'Select PAX' pop-up window

- 1. **Search passenger** option to search for PAX. If the 'Requester' is selected, the 'Search passenger' option is looking for the PAX only assigned to this specific Requester
- 2. **Requester** can be assigned in the 'TRIP' tab ('Client' field) or automatically selected from the quote (for Clients using Requests/Quotes section)
- 3. Available passengers list of PAX assigned to the Requester Company and containing the basic details (Name, DoB, Companies one is assigned to). If the requester company is not selected the list displays all the PAX available in the Phonebook. In this case 'Search passenger' option can be used. Clicking on the + next to the PAX name will move the PAX to the Selected passengers section
- 4. **Selected passengers** PAX selected in the 'Available passengers' section. Press to remove the passenger from the list
- 5. Action buttons:
 - CANCEL option to cancel PAX selection procedure
 CLEAR SELECTION option to clear the list of selected PAX
 ADD option to add PAX to selected flights:
 if there are more PAX names selected than the PAX r
 - if there are more PAX names selected than the PAX number, the number of PAX will increase accordingly, i.e. PAX number is 2 but 4 names selected and added - PAX number will increase to 4
 - adding further PAX to the list will not overwrite already added PAX, i.e. adding 2 new PAX to 2 already assigned PAX will increase the PAX number to 4

REPLACE

- option to replace already added PAX with the new ones

Assigning PAX to the flight by scanning Passport or a National ID

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Date of locate	204492010		
Later Mark	24422	TAXABLE REPORTED FOR	

Travel document upload

It is also possible to assign PAX to the flight, by **scanning the Passport/National ID**.

In the tab PAX, click on **ADD PAX LIST** option > **TRAVEL DOCUMENTS** and select a scan of the passenger's travel document.

Once the scan has been uploaded, Leon will show a new window with the scan attached as well as the person's details filled in.

To add passenger's details to the database (so that it can be used again when the same passenger

travels) click a button and save changes.



Once added to the flight, the person will automatically be added to the Phonebook upon saving changes.

Import PAX

Import from Excel file

PAX data import from Excel file is possible only if the file is in **the same format** as the one which is generated in Leon when you export PAX data to Excel (see screenshot below). If you change columns order in the file or add a column, Leon will not import PAX data. Below you can see the format of Leon PAX Excel file.

	A	B	С	D	E	F	G	н	1	1	K	L	M	N	
1	Pax list														
2	Name	Surname	Company	E-mail	Mobile	Date of birth	Place of birth	Middle name	Sex (F / M)	Pax weight	Remarks	DEP Passport Nationality	DEP Passport/ID number	Expiration of DEP passport	ARR Passport
3	Celestina Maria Carolina	Hughes	Air Partner International GmbH			1971-10-12			м			GBR	514236454	25-05-2032	GBR
4	Patricia	Zanelli	Air Partner International GmbH			1937-10-26			F			GBR	512547383	19-02-2023	GBR

In order to import PAX from Excel, once the file is filled in with PAX details, in a section OPS open a tab 'PAX' in the right filter, click icon **IMPORT PAX** and select **Import from Excel**, then select PAX file (make sure it is saved as .xls) and Leon will automatically import all PAX data (click SAVE to finish the import).

i	Passenger		Travel document		Ē	
0	Martha Adams Age:70 Sex:F	Ż	ABC66666 ALB, Expires: 19/01/20	\$ 38	-	
0	Tom Arayanic Age:53 Sex:M	Ż	2215213 C		+	Ē

All other PAX details which can not be inserted into to file, such as i.e. place of birth, need to be added manually.

It is important that the values within the fields in Excel file are in the 'Text' format

Import from text

It is possible to import PAX from a leg assigned to the same trip or import PAX from text.

If there are Passengers assigned to the flights within the same trip Leon will display available flight that the PAX can be imported from. In this case simply select a leg of the trip of which pax should get imported from and click 'OK'.

IMP	ORT PAX				×
>	01MAR2017	123	10:00	EPWA - EPWR	11:27
	01MAR2017	125	18:08	EPPO - EPWR	18:40
	ж			IMPORT FROM	TEXT

It is impossible to Import PAX if Text section of Passenger List is already filled in. In such case, when you click on **IMPORT PAX** button Leon will display following information:

"Pax import from the text is disabled because pax have been written as a note in Text tab. Please clear the note in Text tab to activate pax import from text".

Import from text option will allow you to add Passenger details from a file. The Passenger details will be added to the flight and Phonebook at the same time. The Passenger details have to be inserted in certain **format**. There are currently **2 formats** available. Both are presented in the **Text** section of this page.

The **process** of importing PAX list from text is very simple:

Impor	t pax list from text	×
1, Mill, Johnson Avette, 13-06-1878, ABC 122455, 06-08-0228, UK	1. M. Smith Adam, 10-12-1966, DF035463, 01-01-2020, UK	\$

Import PAX list from text option

- Choose format select the format you wish to use to insert your passengers from the dropdown in the 'Import pax list from text' window. Leon will accept both 2 and 3-letter country codes, e.g UK or GBR.
- **Insert PAX list** in the left editable field you can either 'enter' or copy/paste PAX list in the chosen format.
- Parse after inserting the list, PARSE button will activate. This button will check whether there is any inconsistency between the format and the data inserted. If there are mistakes, Leon will display the following message: Please check if items left in the text editor match the chosen format. If the PAX data is inserted correctly, Leon will display: 1 pax will be added to the flight. Clicking 'OK' button will add Passenger list to the flight.
- **SAVE** this allows saving PAX list on the flight

It is possible to import PAX list from text when the passengers have already been added from the database. If you insert Passenger that already exists in the Phonebook, this Passenger data will be duplicated. Passengers can be added to one leg at the time only.

Export PAX

ш	PORT PAX	EXPOR	T PAX	PAX 4	1	FERR	Y 🗌
DA	TABASE	PAX EXP	ORT	×			
i	Passenge	R Excel		svel documen	t	8	
	Tom Aray Age:53 Sect		۷	2215213 088 Expires 32/11	a o /2025	+	8
	Martha Ar Age:70 Sec.1		۷	ABC66666 ALB, Expires: 19/01	¢ /2038	-	8
				ID556622 ALR, Expires: 21/03	¢ /2028	-	
	Thomas I Age:77 Bex1		۷	AUS24244 AUS, Expires: 16/12	a ¢ /2023	+	8
	Joseph B		۷	AF58777	a ¢	+	

Exporting PAX details to an Excel file

When adding passengers from the Phonebook, Leon shows a link **EXPORT PAX**.

By clicking it you get an access to an **Excel** file where assigned PAX details are sent, such as:

- 1. Name
- 2. Surname
- 3. Company
- 4. Email address
- 5. Mobile phone number
- 6. Nationality
- 7. DoB
- 8. Travel document number
- 9. Travel document's expiry date

If the Travel document is different on arrival and departure, Leon will include both in the Excel file.

PAX DETAILS EDITION

Open a tab 'PAX' and click the button - Leon will show a new window, where missing PAX details can be inserted, such as:

PAX DETAILS window

- Ticket number
- Accompanied by select PAX name from the list the list shows only PAX added to the same flight.
- **SSR code** Special Service Code, i.e. PNUT for Passenger is allergic to peanut dust.
- National ID number any other ID number, apart from ID card number, i.e. National Insurance

Number.

- Traveler number
- Residence address
- City
- Zip code
- Country
- Destination address
- City
- Zip code
- Country
- Luggage Quantity
- Luggage Weight
- Weight Unit

PAX name & surname, passport & national ID details can't be added from this window - only from a single PAX profile.

VISAS

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104	4040		anana -	100		-		14 884		1.04	Amount		+	
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Added visas in PAX profile

To add a **visa** to a particular passport, edit PAX profile, click a button **NEW VISA** and add details:

- 1. **Passport** select a passport to which a new visa should be added.
- 2. **Country** select a country which concerns the visa.
- 3. No. insert visa's number.
- 4. Date of issue insert visa's date of issue.
- 5. Expiry date add visa's expiry date.

VISAS NEW VISA				
Passport*	Country*	No.*	Date of issue	Expiry date
GBR 531326253 💲	EGY	142453656	01 Jan 2021 🛛 🏢	01 Jan 2022 🗰 🗙
USA 4532364524 🗘	ISR	1243465657	01 Jun 2020 🏾 🏙	08 Jun 2021 🗰 🗙
USA 4532364524\$	CHN	975314144	01 Dec 2020	30 Jun 2021 🏾 🛗 🗙

Adding details of visas to OPS documents (Trip Sheet and Gendec), can be obtained from Documents Manager panel, by using items under **visaList**.



If you want to add a new passenger to the database just click and a new pop-up window will show up where you should input details. Passenger's characteristic (his favourite dishes, drinks or dislikes) will appear on the Trip Sheet document.

It is possible not to mark a default Travel document at all, but in this case - if such a passenger is added to the flight - Leon will show a caution (PAX number in yellow) and if you hover the mouse over PAX number Leon will show information: 'At least one of PAX passport missing'. Double-click on PAX number to select an appropriate Travel document for the passenger.

PASSPORT	TS NEW PASS	PORT	√Vis	sa_Page.pn	g					
Country*	No.*	Date of issue	✓Pa	ssport_Pho	to_page	e.png		Default	Notes	
GBR	D125651	02 Jul 2020	02	Jan 2025	⊞ 2	files	1 UPLOAD FILES	~	Main Passport	×
USA	AA125555	06 Mar 2018	05	Mar 2022	⊞ 1	file	1 UPLOAD FILES		+	×

If a new passenger should be assigned to a certain **Company** you can do it by typing the 1st letter of a company name.

If a passenger is under 2 years old he/she will appear in the tab PAX as **(I)**. If between 2 and 12 years old - as **(C)**. If you hover the mouse over PAX number in either OPS or Calendar section that

PAX

information also appears.

0	Andy Simon	Ø	Select passport	٥	ŧ
	Age: 2 (C) Sex: M				
0	Jimi Allen	ľ	Select passport	٢	Ô
	Age: 0 (I) Sex: M				

If you need to add some extra information to an existing passenger that is already assigned to a flight you can do it by clicking on **'Edit in phonebook'** link. This will redirect you to the Phonebook where the data can be filled in.

To mark a **Lead Passenger** (who can be an aircraft owner or a company president) mark a checkbox right under the *i*

If you want to remove a passenger from the list just click **X** on the right.

NATIONAL ID

Travelling within EU does not require using a passport by EU citizens - passengers can use **national ID cards** instead.

It is now possible to add ID card's details to PAX profile and use it on the trip. Leon will show ID card's details on documents, such as: Crew Trip Sheet or PAX Trip Sheet as long as it's set up in Documents Manager panel, by using data items: 'arrivalNationalId' & 'departureNationalId'.

✓ PAX	
> 0	
✓ 1	
	isChild false
	isInfant false
	isLead false
>	legs
~	passenger
	arrivalNationalId
	> arrivalPassport
	> contact
	departureNationalId
	> departurePassport
	> passport

Adding ID card

When adding a new passenger's profile (or when editing the profile of already added passenger), click on the button **NEW NATIONAL ID** and insert ID card's details.

NATIONA	LIDS NEW NA	ATIONAL ID	
Country*	No.*	Date of issue	Expiry date
ITA	186962313	01 Jul 2018 🏾 🏥	22 Aug 2025

In the OPS panel (tab PAX) Leon shows expiry date of the ID card.

0	Roberto Di Angelo	∠	ID86962313 🛛 🗘 🕇 💼
	Age:20 Sex:M		ITA, Expires: 22/08/2025

When adding a new PAX to Leon (or editing already added PAX profile), a new column **Type** shows in **National IDS** section. By default it shows 'ID Card' - click it to get the drop-down list open and select appropriate ID type from available list:

- Alien card
- Residence card
- Facilitation document
- Military card
- Nexus card
- Refugee document
- IRPA exempt
- Naturalisation Certificate
- HK return permit

NATIONAL	LIDS NEW NATION	AL ID			
Country*	Туре*	No.*	Date of issue	Expiry date	ID scan
ITA	Residence Card	\$ IT9743535	01 Jan 2021	01 Jan 2022	亡 UPLOAD FILES

Text

Owner or Openator	Monote	_				
Marks of Nationality and Registration	DUIDS	PROM TRO	324	Date	61-63-3017	
Departure Irom	CINIR	Anivol at	6990	_		
SUBJARE AND STEN MARE	80	OWNER OF BRIDE	140	SPORT No.	EXTRES	IA/TORIL/TY
Jeraisa Linik	1	08-08-2081				
481-5185	M	06-06-1879	-	10.129404	10-11-05/8	UBK
Day Manife	ct do c		+		1	

Pax Manifest document

Click **Text** tab if you want to add pax details manually. Pax number in this section needs to be changed manually.

To generate pax data in the document **Pax Manifest** details need to be inserted in a certain **format**. There are currently 2 formats available:

- 1. Number, Title, Surname Firstname, Date of birth, Passport number, Passport expiry date, Nationality
- 2. Number, Title, Surname Firstname, Date of birth (dd-mm-yyyy)

Example:

1, Mr, Smith John, 06-03-1978, ABC123456, 13-12-2020, UK

2, Ms, Smith Jessica, 03-06-2001

As you can see from the screenshot, depending on the format inserted, PAX Manifest document will be filled in fully or partially.

Catering

It is possible to **order catering** directly from Leon. In order to make this work, a few settings must be defined.

EMAIL TEMPLATE

10.07	10100
	NUMBER OF STREET, STRE
	WANT MILE
	101-000000
Contacting Strategy (1) On (1996) (Identify Deliff)	NAT 1994. Lin, Nat
and another	ROBERT 1
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Autor to Konting	

Catering order template example

In a section Settings > Email Templates find **Catering Requests** and click it to set it up. You can change the default one's name or remove it and add a new one (you can add multiple templates).

Orail Seri	enes Explore	4	
	oderspectra con	800	
FROM	Ball La free		
1010-10	approximit		
86	singmotian		
	Coloring Michaelt, 101-021 (2010), 104-04 (2-447)		
Ninguine 1	Chinese Report 10:00 2000; Minus BARTS		
ningunina T Inderstation	NO.817 CERTIFICATION THE FOLLOWED FLOW		
	NO.817 COMPANY THE TALANSA A GHT		
	Novel Contractor of Paulineor Adver		
	NOAET CASHING AN THE POLICIPAL AND COLORED CASHING ALL THE POLICIPAL AND A STATE		

Ordering catering main window

Catering Requests
Catering Order – English
Catering Order – French
Catering Order – German

Edit a template to define its **Subject**, **Body** and default **Recipients** emails: From, Reply to, CC & BCC. Use **Available data** items to re-arrange the email template.

ORDERING CATERING

Once catering email templates have been defined, open OPS checklist item 'Catering', click a button ORDER and Leon will show a window for order sending.

PAX 🔺			•
CATERING	REQUEST	Requested	0

A drop-down 'Email templates' will show all previously defined templates. Insert an email address into a field **TO** to which the catering order should be sent out and click SAVE.

Email Template	English	\$
	French	
	German	

Caterers list

It is possible to select a **caterer** from the drop-down list - the list in the checklist matches caterers in the 'Airport Directory' panel, tab **Suppliers**.

< LSGG / GVA	Geneva	
Hotels	> 🕎 GATE GOURMET CATERER - AIRLINE	
Restrictions	> Transformation NEWREST CATERER - AIRLINE	
Information	> The NEWREST VIP CATERER - PRIVATE	
Suppliers	> T ABSOLUTE TASTE/ GATE GOURMET CATERER - PRIVATE	
PAX 🔺		
CATERING	REQUEST Requested	
GATE GOURMET 🖈	43 \$	
GATE GOURMET 🖈	€3 ≎	
	€3 ≎	
ABSOLUTE TASTE/ G	€3 ≎	

When ordering catering, Leon will show selected caterer's email address in a field **TO**.

13/14

Request catering		
Email Tem	plate Deafukt	٥
то	inflight.geneva@absolutetaste.com	
SUBJECT	Catering Request / 23-Oct LSGG / Manual A-BCDE	

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