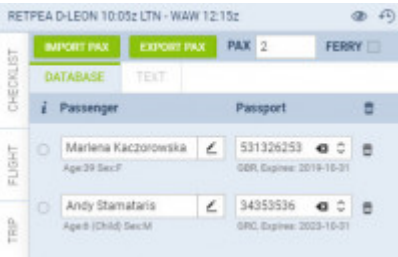



PAX



Panel 'PAX' - the list of passengers added to Leon

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, passports or preferences.

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.

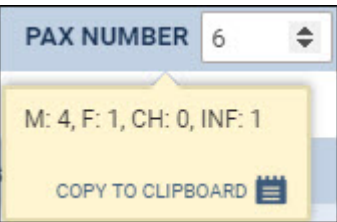
Aircraft	Flight No.	Date	STD	Departure	Destination	STA	Block	PAX	Ferry	+
D-LEON	123	11 Nov 2015	12:00	WAW	GVA	14:00	02:00	3 	<input type="checkbox"/>	+

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 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).

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

Adding a new passenger to Leon

Name	Surname	Known as	Sex	DoB	Passport
Jimi	Dean	Jimi Dean	M	2015-12-04 (Child)	45425121
Andy	Simon	Andy Simon	M	2017-09-07 (Infant)	532365422







Tooltip with passengers details

In Leon all Pax data can be stored in [Phonebook](#). When you add pax from 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 drop-down box with suggestions. If a passenger has more than 1 passport you can select the one which should be used in **Select passport**.

If you want to add a new passenger to 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 Trip Sheet document.


To add a new passport click a green icon and fill in fields with details. You can also add a scan of a passport and mark which one should be a **Default** passport.

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

PASSPORTS NEW PASSPORT							
Country	No.	Date of issue	Expiry date	Passport scan	Default	Notes	
GBR	837282920	22 Dec 2011	22 Dec 2021		<input checked="" type="checkbox"/>		
USA	938731113	23 May 2013	23 May 2023		<input type="checkbox"/>		

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 Schedule or Calendar section that information also appears.

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 

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

Text

Owner or Operator

Manual

Marks of Nationality and Registration

0-123456

FLIGHT NO

123

CLASS

02-03-2017

Departure from

01MAR

Arrival at

01MAY

SURNAME AND GIVEN NAME	SEX	DATE OF BIRTH	PASSPORT NO.	EXPIRES	NATIONALITY
John Doe	M	01-01-2000	123456789	12-12-2020	UK
Jessica Doe	F	03-06-2001	987654321	12-12-2020	UK

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

2. 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.

Import PAX

It is possible to import PAX from a leg assigned to the same trip or import PAX from text. If you wish to do that simply click icon 

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'.

IMPORT PAX

X

☒

01MAR2017

123

10:00

EPWA - EPWR

11:27

☐

01MAR2017

125

18:08

EPPO - EPWR

18:40

OK

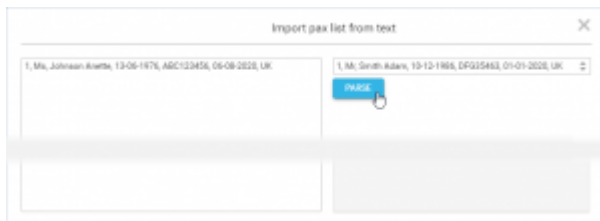
IMPORT FROM TEXT

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:



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



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. Passport or ID number
9. Passport's expiry date

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