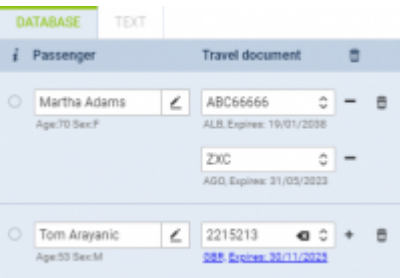



PAX



Adding PAX from database into 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, 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.

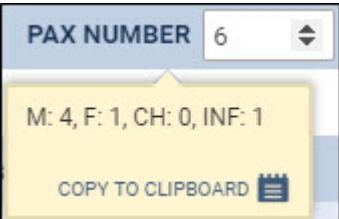
Aircraft	Flight No.	Date	STD	Departure	Destination	STA	Block	PAX	Ferry	+
D-LEON	123	11 Nov 2015	12:00	WAW	GVA	14:00	02:00	3	<input type="checkbox"/>	+

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
Jim	Dean	Jim Dean	M	2015-12-24 (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 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 drop-down box with suggestions.

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'), but 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.

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.

To add a new Travel document click a green icon and fill in fields with details.

Expiry date is not required for the 'National ID'.

You can also add a scan of a Travel document and mark which one should be a **Default** Travel document. It is possible to upload **multiple scans/files** to crew Travel document section.

To remove a scan of the Travel document, click on the link indicating the number of files uploaded in the Travel document section of User edit and untick unneeded files. Press the 'SAVE' button to save changes.

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.

PASSPORTSNEW PASSPORT

Country*No.*Date of issue

GBRD12565102 Jul 202002 Jan 20252 files

USAA12555506 Mar 201805 Mar 20221 file

Upload icon

UPLOAD FILES

Upload icon

UPLOAD FILES

Visa_Page.png

Passport_Photo_page.png

Default

Notes

✓

Main Passport

+

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 information also appears.

Andy Simon

Select passport


Age: 2 (C) Sex: M

Jimi Allen

Select passport

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 

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

Text

Owner or OperatorManual

Marks of Nationality and Registration

Flight No. 1234 Date 01-03-2021

Departure from

Arrival at

SURNAME AND GIVEN NAME	SEX	DATE OF BIRTH	PASSPORT No.	EXPIRY	NATIONALITY
Smith John	M	06-03-1978	ABC123456	13-12-2020	UK
Smith Jessica	F	03-06-2001			

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

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	C	D	E	F	G	H	I
1	Pax list								
2	Name	Surname	Company	E-mail	Mobile	Nationality	Date of birth	Passport/ID number	Expiration of passport
3	Sean	Curtis	ABC Ltd.	sean.c@gmail.com	+44 9087 4523	GBR	01-09-1978	I214314342	22-10-2024
4	Ann	Davis	ABC Ltd.	ann.d@gmail.com	+44 8757 5423	GBR	09-08-1980	GBR7663678189	01-02-2021
5									

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).

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'.

IMPORT PAX						✕
<input checked="" type="checkbox"/>	01MAR2017	123	10:00	EPWA - EPWR	11:27	
<input type="checkbox"/>	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.

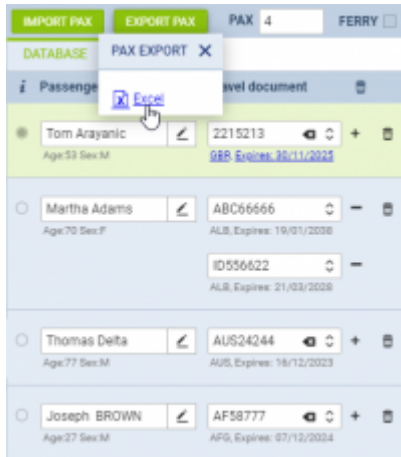
The **process** of importing PAX list from text is very simple:

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. Travel document number
9. Travel document's expiry date

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