
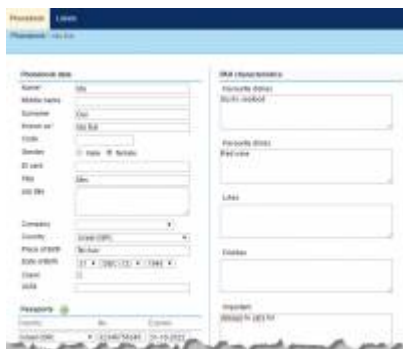


Phonebook - the list of passengers, clients & companies



To make flight preparations quick and easy you can use this section and add contacts data to Leon. Hover the mouse over  icon and select 'Phonebook' - a new screen will show up with **2** tabs.

Phonebook




The screenshot shows the 'Edit' screen for a contact in the Phonebook. It has two main sections: 'Personal details' on the left and 'Work details' on the right. The 'Personal details' section includes fields for Name, Surname, Passport no., Date of birth, Gender, ID card, and Photo. The 'Work details' section includes fields for Work details, Surname, Name, and Label. There are also dropdown menus for Country and State, and a checkbox for 'Show or Label'. At the bottom, there are buttons for 'Save', 'Cancel', and 'Delete'.

Editing passenger's details in the Phonebook

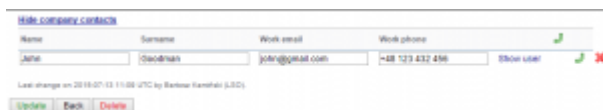
A list of your contacts is displayed in this tab. Icon  represents people (pAX and Leon users), icon  represents companies. You can use the available drop-down boxes to filter the list by: Type, Client, Surname, Name, Code, Show or Label. You can also view active inputs only, deleted inputs only or all of them.

Click on the particular name to edit details of either a company or a person. In the new pop-up screen you can see general details, passport details, labels and photo. Click 'Edit' to change or add some information - the screen is very similar to the user's profile (see chapter [Users](#)) and should be filled in in the same way, which means, that i.e. contact email address should be added in verse 'Work' so that any email can be sent out and received.

If you wish to add a new person/company to the list, use one of the links: **New person** and **New company**. Both screens look very alike. There is a small difference in general information data (i.e. you can add SITA or AFTN address to company). All mandatory fields marked with the red asterisk need to be filled in. The other details are optional.

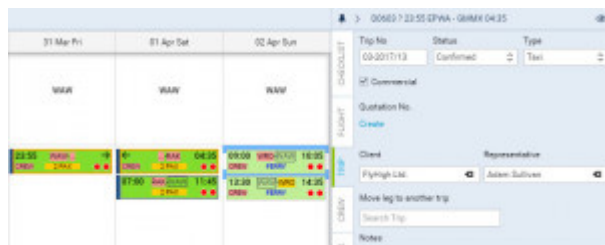
 Both: a new person and a new company can be marked as **client**. Clients can be assigned to a particular trip when adding a new flight from a section SCHEDULE > [CALENDAR](#). The same can be done when adding a new trip from SALES > [Calendar](#) (the old sales version).

New Company



The screenshot shows the 'New Company' form. It has a header 'Add company contacts' and a table with columns: Name, Surname, Work email, and Work phone. The first row contains the following data: Name: JANE, Surname: JANE, Work email: jane@leon.com, Work phone: +48 123 432 100. There are checkboxes for 'Show user' and 'Show user' (both checked). At the bottom, there are buttons for 'Save', 'Back', and 'Delete'.

Adding a company representative to Phonebook



Assigning a company representative to the trip

When adding a **New Company** you can add the **company contact / representative** at the same time.

In the **Phonebook** you need to edit previously added **Company** (or add a new one). At the bottom click **Show company contacts** and add details: name, surname, email address & phone number.

By clicking  you can add more contacts. Click 'Update' to save changes.


In a section SCHEDULE > CALENDAR edit a trip and in the tab TRIP (right-hand filter) type first letter/letters of the client (company), select it from the drop-down box and then a new field **Representative** will show up. Click on this new field and Leon will show available names of people marked in the Phonebook as 'Representative' - select the name and Leon will show it on sales documents (Flight Brief and Charter Contract).


To **delete** a person/company from the phonebook, you need to go to **Tab "Phonebook"** and edit a name you wish to remove. At the bottom of edit profile screen you will see "Delete" button - press it and confirm to complete the process.

Adding a new passenger




Adding a new passenger to Leon database

You can add a new passenger to Leon database in 2 ways: from a section Phonebook by clicking **New Person** and filling in the screen with details, or, from a section SCHEDULE in the tab PAX (right-hand filter) by clicking  icon - 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 mark a **Lead Passenger** (who can be an aircraft owner or a company president) mark a checkbox right under the .

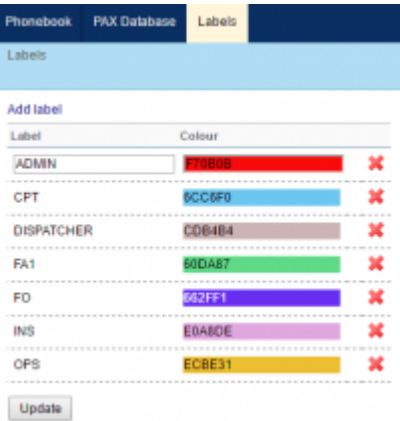
When adding pax to the flight simply type the first letters of pax name or surname and Leon will display suitable suggestions of names.

To edit/change a particular passenger's details, simply click  icon and make changes, then click

SAVE.

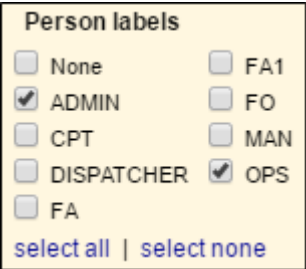
Each passenger can also be marked as a 'Client' and appear on the clients list in sections SCHEDULE (right-hand filter, tab Trip) or Calendar

Labels



Labels section in the Phonebook

Labels allow you to tag particular group of users. This feature makes contact list filtering easier and more flexible. It is , first of all, useful to label Leon users, so that you can easily filter by labels in a section Crew > Duties.



Go to Phonebook, tab Labels and click on 'Add label' icon. Right below the last one on the list (all labels are in alphabetical order) you will see a blank field - you need to define you new label and update it. The new label will be visible not only on the general list but also in the user's profile screen, in the section 'Labels'.

Also, when sending a new message from panel '**Messages**' in Leon, when typing first letters of a label, it will be displayed, so that you can send 1 message to all users branded with that label (see chapter Messages for more details).

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