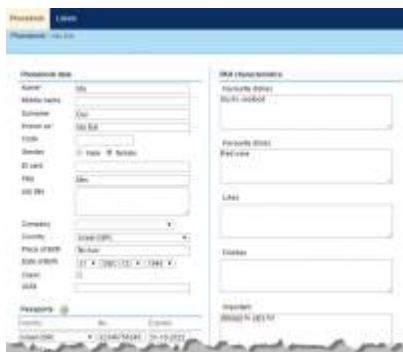# Phonebook - the list of passengers, clients & companies

To make flight preparations quick and easy you can use this section and add contacts data to Leon.

Hover the mouse over [icon] icon and select 'Phonebook' - a new screen will show up with **2** tabs.

Phonebook
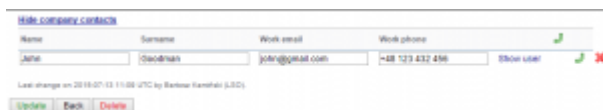

Editing passenger's details in the Phonebook

A list of your contacts is displayed in this tab. Icon [icon] represents people (PAX and Leon users), icon [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.
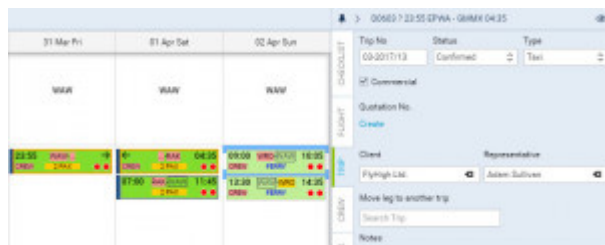
⚠️ Both: a new person and a new company can be marked as **client**. Clients can be assigned to a particular trip when adding a new flight from a section OPS > CALENDAR. The same can be done when adding a new trip from SALES > Calendar (the old sales version).

New Company

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 OPS > 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.

Anonymization of a Company
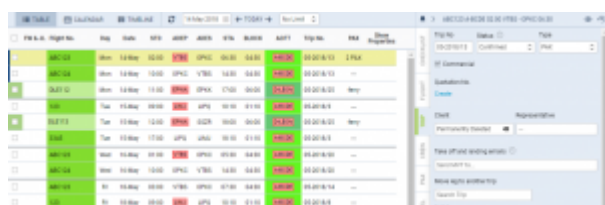
Deleted Company - OPS view

This functionality is created as part of the process of adhering to the **Regulation (EU) 2016/679** of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation).

It is now possible to **permanently** anonymize and delete Companies from Leon.

The process is as follow:

1. Go to Phonebook.
2. Edit a Company you wish to permanently delete.
3. Delete the Company.
4. Edit the same Company again. Click on which is located at the bottom of editing page'
5. You should get a pop-up window with the following message: **'Do you want to permanently delete & anonymize data for this contact? This action is irreversible!'**. Clicking 'OK' will

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phonebook

permanently delete the Company data.

Once the Company has been deleted the following areas will be affected:

- Company Profile will be permanently deleted from both the Phonebook.
- If Company was assigned to any Flight, instead of Company Name in the tab TRIP, there will be a 'Permanently Deleted' information instead of a Name.
- Deleted Company will show as 'Permanently deleted' in the reports that show Flights which this Company was added to, for example, Custom Flights List Report.

> **Anonimizing a Company is permanent and irreversible. Once the Company data has been deleted it cannot be reverted.**

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 OPS 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 OPS (right-hand filter, tab Trip) or Calendar**

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Anonymization of PAX

Deleted PAX - OPS view

This functionality is created as part of the process of adhering to the **Regulation (EU) 2016/679** of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation).

It is now possible to **permanently** anonymize and delete PAX from Leon.

The process is as follow:

1. Go to Phonebook.
2. Edit a PAX you wish to permanently delete.
3. Delete PAX
4. Edit the same PAX again. Click on [Permanently delete & anonymize data] which is located at the bottom of Edit PAX page'
5. You should get a pop-up window with the following message: **'Do you want to permanently delete & anonymize data for this contact? This action is irreversible!'**. Clicking 'OK' will permanently delete the PAX data.

Once the PAX has been deleted the following areas will be affected:

- PAX Profile will be permanently deleted from the Phonebook.
- If PAX was added to any flight, instead of PAX name, there will be a 'Permanently Deleted' information instead of a Name. Also when hovering the mouse over PAX Number in the OPS view, Leon will display 'Permanently deleted' in the tooltip.
- Deleted PAX will show as 'Permanently deleted' in the reports that show Flights which this PAX was added to, for example, Custom Flights List Report.

> **Anonimizing a PAX is permanent and irreversible. Once the PAX data has been deleted it cannot be reverted.**

Labels
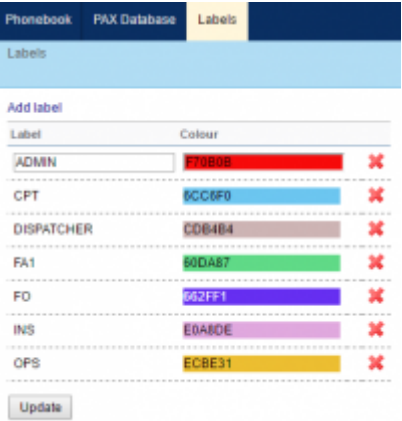
Labels section in the Phonebook

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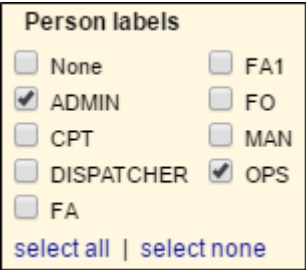
Go to Phonebook > Labels and click on 'Add label' icon. Right below the last one on the list (all labels are in alphabetical order) you will see a blank field - you need to define you new label and update it. The new label will be visible not only on the general list but also in the user's profile screen,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