

# QUALIFICATIONS

Access to the 'Qualifications' section is subject to the status of the 'Crew Qualifications' privilege in Admin Panel > 'Privileges'



Qualifications - the main page view

**QUALIFICATIONS** section allows quick overview of **Crew Endorsements**, **Airport Recency**, **Online Familiarization** & **Currency** requirements.

The panel is split into **3** sections:

- **Certificates**
- **Airport recency & familiarization**
- **Currency**

## CERTIFICATES

Here Leon shows crew **Endorsements**: Licences, Visas, Insurances, Medicals, etc...

On both sides of the page, Leon shows colour indications:



**valid > 1 month**



**valid < 1 month**



**expired**

The page shows a sequence of columns, showing **crew details** such as crew code, crew name & surname, endorsement type, date of issue, expiry date, remains (number of days left to expire), notes, files and action.

A column **Action** allows checking the **history of changes** made to the endorsement.

Endorsement history

30-Jan  
08:59:12 Z

Thomas Delta

TODAY

L123, Initial: 1970-01-01, Issue: 2012-12-05, Expires: 2027-12-05

13-Jun  
07:22:45 Z

Rafał Gryniuk

L123, Initial: 1970-01-01, Issue: 2012-12-05, Expires: 2017-12-06

19-Dec  
13:48:41 Z

Anna KJ

L123, Issue: 2012-12-05, Expires: 2017-12-06

As well as **editing the endorsement** in order to add/delete/change its **details** such as number, country of issue, initial date, date of issue, expiry date, adding notes, and uploading a file.

Endorsement: Licence James Tango (TAN) L123

Number

L123

Country of issue

Initial date

Date of issue

05 Dec 2012

Expiry date

05 Dec 2027

Notes

Files

UPLOAD FILES

You can drag & drop files to this section.

DELETE

CANCEL

SAVE

CERTIFICATES FILTER

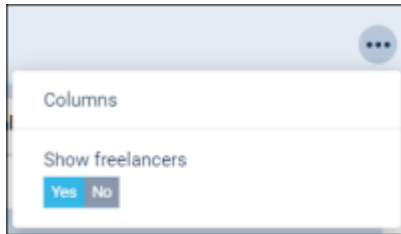


## QUALIFICATIONS - the filter options

The **FILTER** option available on the menu bar allows quick filtering of the page by details such as:

- **Crew members** - type 3 letters of crew name, surname or code and select him/her from the list. It's possible to select multiple crew members.
- **Certificate aircraft types** - filtering by aircraft type to which a certificate applies by definition
- **Certificate position types** - filtering by position type to which the certificate applies by definition: Cockpit, Cabin, Ground, Maintenance, Not Active
- **Rating aircraft type** - filtering by aircraft type based on crew ratings
- **Rating position** - filtering by aircraft position based on crew ratings: Cockpit, Cabin, Ground, Maintenance, Not Active
- **Certificates** - the list of all pre-defined endorsements in a section Admin > [Crew Endorsements](#).
- **Certificate name** - option to search by inserting the certificate name
- **Certification groups** - the list of endorsement groups (also pre-defined in the above section).
- **Licence type** - select between types: ATPL, CPL, PPL, FAA AATPL, FAA CPL, and FAA PPL.
- **English level** - choose between levels 4, 5, or 6.
- **Crew labels** - the list of all crew labels pre-defined in the crew profile.
- **Show not issues** - when YES is selected, Leon will also show endorsements with no issue and an expiry date inserted.
- **Show expired** - when NO is selected, Leon will hide all expired endorsements.
- **Show perpetual certificates** - when set to YES, the endorsements with the date of expiry set to 'Never' will display (N/A in the 'Expiry date' column)
- **Date to expire** - an option to select different time-range to expire: next month, next 2 months, next 3 months, next 6 months, next year.
- **Crew Status** - filtering by the status of the crew:
  - **All** - filtering regardless of the status
  - **Active** - filtering by active users only
  - **Inactive** - filtering by inactive users only
- **Revalidation** - filtering option based on the planned revalidation date of the endorsement. This date is based on the 'Renewal' date within the Simulator planning:
  - **All** - filtering regardless of the revalidation window date
  - **Planned** - filtering by the certificates that have the revalidation date planned
  - **Not Planned** - filtering by the certificates without the revalidation date
- **AOC** - filtering by AOC to which, by definition, the Certificate is assigned

## 3-DOT FILTER



'Qualifications' - 3-dot filtering options

The **3-dot filter** is located in the top-right corner of the 'CERTIFICATES' view and contains the following options:

- **Columns** - option to select the columns that a user would like to preview in the main list
- **Show Freelancers** - option to include/exclude the Freelancers from the list

The filtering options apply per individual user.

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## AIRPORT RECENCY & FAMILIARIZATION

The page shows crew **Airport Recency & Online Familiarizations** assigned in Leon (for more information on how to assign them to crew, please check [THIS LINK](#)).

The sequence of columns is almost the same as with 'CERTIFICATES'. The only difference is the column **Last visit** showing the date of the last crew visit at the airport, which requires either 'Airport Recency' or 'Online Familiarization'.

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## AIRPORT RECENCY & FAMILIARIZATION FILTER



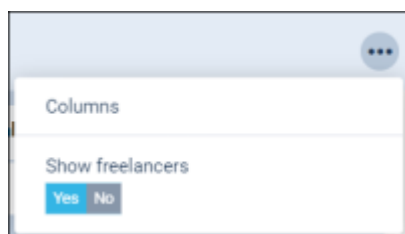
The **FILTER** option available on the menu bar allows quick filtering of the page by details such as:

AIRPORT RECENCY & FAMILIARIZATION - the filter options

- **Crew members** - type 3 letters of crew name, surname, or code and select him/her from the list. It's possible to select multiple crew members.
- **Type** - dropdown option allowing to select either Airport Recency only, Online Familiarization only, or All
- **Visit status** - three options to select from:
  - **Visited** - any airport that requires either Airport Recency or Online Familiarization

- **Ever Visited** - any airport that requires either Airport Recency or Online Familiarization that was ever visited by a crew member or the crew member is scheduled to visit
- **To be visited** - all the airports that require either Airport Recency or Online Familiarization to which the flights are scheduled
- **Issue status** - option to filter by the issue status: 'All', 'Issued', and 'Not issued'
- **Airport** - filtering by airport. Only one airport can be selected
- **Crew Status** - filtering by the status of the crew:
  - **All** - filtering regardless of the status
  - **Active** - filtering by active users only
  - **Inactive** - filtering by inactive users only
- **Rating aircraft type** - filtering option by the crew with the rating assigned to the specific aircraft type

### 3-DOT FILTER



'Qualifications' - 3-dot filtering options

The **3-dot filter** is located in the top-right corner of the 'AIRPORT RECENCY & FAMILIARIZATION' view and contains the following options:

- **Columns** - option to select the columns that a user would like to preview in the main list
- **Show Freelancers** - option to include/exclude the Freelancers from the list

The filtering options apply per individual user.

## CURRENCY

[illegible]

## The 'Currency' tab

Leon shows here the state of the **Crew Currency**.

The page shows all crew members and columns show information such as:

- Crew CODE.
- Crew name & surname.

- **Currency type.**
- **Aircraft type.**
- **Expiry date.**

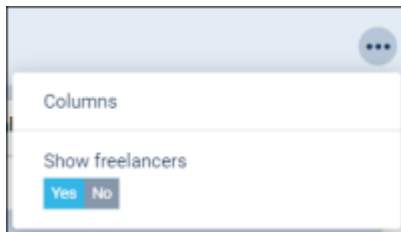
Bars on both sides show color indication: red - currency expired; yellow - currency will expire in less than a month; green - currency valid for over a month.

## CURRENCY FILTER

The **FILTER** allows filtering the page by:

- **Crew members** - type crew name or surname to select. Multiple crew selection is possible.
- **Crew label** - type the crew label to select. The labels are being defined in the crew profile window.
- **Currency** - click on the field and Leon will show all currency types pre-defined in a section Admin > Crew Currency.
- **Aircraft types** - filtering by the aircraft type on which crew have the ratings assigned
- **Crew Status** - filtering by the status of the crew:
  - **All** - filtering regardless of the status
  - **Active** - filtering by active users only
  - **Inactive** - filtering by inactive users only

## 3-DOT FILTER



'Qualifications' - 3-dot filtering options

The **3-dot filter** is located in the top-right corner of the 'CURRENCY' view and contains the following options:

- **Columns** - option to select the columns that a user would like to preview in the main list
- **Show Freelancers** - option to include/exclude the Freelancers from the list

The filtering options apply per individual user.

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