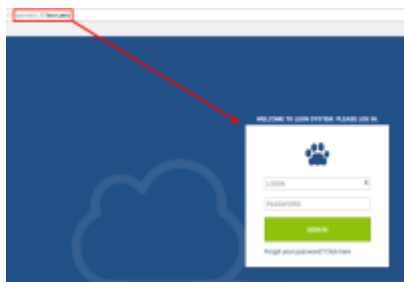


Quick admin guide

This is a quick guide for administrators. Below you can find described most important functions in Leon.

Logging in



Logging in page

To log into Leon type web-address as: operator ID.leon.aero (i.e. abc.leon.aero). We suggest using **Chrome** browser as it is mostly being used during the development process. Internet Explorer is supported, but not recommended due to compatibility issues.

If you have issues with logging in it can be either a wrong password or your browser's cache needs to be cleared.

If you have forgotten your password you can get it by following these steps:

- When at operator_ID.leon.aero, click on “Forgot your password ? Click here” option
- Type in User's login and click at “Email me” button. Email with a link will be sent to work email specified in the Profile
- Click on the link in an email to reset the password
- New password is sent to an email, allowing to log in to the system

Profile



Profile - tab User settings

To access your own profile you need to click on your name in top-right corner of the screen.


Once you have logged in for the first time it is highly recommended to change your **password** by pasting it to the 'old password' field and choosing a new one (and confirming it).

After clicking **Update** Leon will send you an email to the email address inserted into the field **Work email** in your profile. The email address will also be used by Leon to send email notifications

regarding flight & crew changes, roster changes or crew endorsements expiration.

You can also define your own settings in a tab **User settings** such as: airport codes, UTC or LT, preferred flights view or home page.

General settings

By clicking the icon  you get access to lots of options, of which one is very important: **General Settings**.

This section allows you to **configure** options and settings that are global for all users. Here you can set up general appearance of the system in a way that some information is displayed as well as default content of some documents, etc... The whole section contains **5 tabs** separated by the nature of their contents.

General

In this section you can define general settings such as: default fuel & weight units, default airport category, default currencies, Pax list type, bases and more.

Flight Editing

Here you can define items such as: disabling permanent deleting of sectors in Flights List, alternate airports, using Empty Legs, default flight & trip type, crew list suggestion when adding a new trip, Journey Log items, OPS & Sales checklist items or custom delay codes.

Handling Requests

What you can set up here is strictly related with Handling Requests panel in Leon: MyHandling ID, Handling requests status changes, default email addresses or email subject, default HR email content or items requested from a handler, default HOTAC items, etc...

Quotations

If you use quotes you can define here sending fully detailed quotes to Avinode (once you are integrated), sending MVT emails about fleet movement to clients, Flight Brief default email address and the content.

Documents

In this section you can define i.e. documents default displaying in Flights List or airport codes on them, adding airport notes or flight number on them, default fuel cards on Trip Sheet and more.

For more information regarding General Settings in Leon check [THIS LINK](#).

Fleet

To add a new **aircraft**, or to edit already added go to **Settings > Fleet** and click the link 'Add new aircraft'.

If you type first letter or number of the aircraft type you want to add, Leon will show suggestions in a drop-down list. You also need to insert **aircraft short name** and **aircraft registration** as these are mandatory fields to be filled in. The other mandatory fields are: aircraft home base, its colour and minimum cabin & cockpit crew.

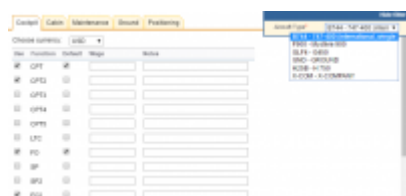
Additionally add other aircraft details of which important ones are:

Invalid Link

Aircraft data edition main screen

- **Capacity** - useful if you add pax to Leon and the number of pax exceeds capacity Leon will issue a warning.
- **Home base** - add an airport code so that Leon can use it to show the aircraft location (i.e. in a section Calendar).
- **Default flight number** - used by Leon when adding a new trip. Additionally you can mark a checkbox 'Increase flight number by one' to have next added leg of the trip to have the number increased by one.
- **Weight/Fuel unit** - set the default units used by Leon when adding a Journey Log (post-flight data).
- **Colour** - all flights of this aircraft will appear in selected colour (in a section Flights List).
- **ACMI** - mark if the aircraft is temporarily leased or sub chartered aircraft by your company.
- **Minimum cockpit/cabin crew** - these fields will determine basic crew for an aircraft for FDP calculation. Anything above that will be considered as augmented/double crew.
- **Status** - when the aircraft is marked as 'deleted' it will be removed from all filters in Leon as well as Timeline. Status 'not used' does not remove it from Leon.
- **CAM Data** - fields "FH/FC exceed warning" will help to trigger CAM warnings in Edit Flight or when adding the Flight.
- **Performance fields** - 'Climb' and 'Descent' rates added to aircraft performance fields can be used in generating 'Cosmic Radiation Dose' report. Adding 'Max range with 0 PAX or max PAX' will result in displaying a warning "ADES out of range for leg..." when the range between ADEP and ADES is larger than the one specified for the aircraft.
- **Aircraft brochure** - here you can upload aircraft brochure (i.e. aircraft inside view photos etc) which then are automatically sent with quotation documents, such as: Flight Brief, Charter Contract and Flight Quotation. You can upload 1 file of maximum of 5MB in PDF format.

Aircraft crew positions



Defining aircraft crew positions

Before you add a new flight you need to define **crew positions** for a particular aircraft type.

Go to **Settings > Aircraft Crew Positions**, select an aircraft type in the filter and mark checkboxes (positions) you need for cockpit, cabin, maintenance or ground staff. Positions such as PSN or PAD are available in a tab **Positonings**.

If you mark a function in a column **Use** only - it will not be visible as default when adding a new flight.

It will be available under a button + **ADD POSITION** in a tab FLIGHT (right-hand filter of the section OPS).

If you mark a function in a column **Use** and column **Default** - it will be visible straight away in a tab FLIGHT, when adding a new flight.

Use	Function	Default
<input checked="" type="checkbox"/>	CPT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	CPT2	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LTC	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FO	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SP	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FO2	<input type="checkbox"/>
<input checked="" type="checkbox"/>	INS	<input checked="" type="checkbox"/>

It is also possible to define aircraft crew positions in the aircraft profile. Check [THIS LINK](#) for more details.

Users

Adding a new user to Leon can be done in **2 ways**:

Adding a new user from section Settings > Users

- **New user** - in a section Settings > Users you can add both: new users who are not a part of crew staff as well as crew members. Click link **Add user** and add mandatory details, such as: **name** and **login**. You can also add passport details, which are used on some of documents (such as General Declaration). 'Home base' is used by Leon to properly calculate crew rest (at home base or away from home base).

A tab **Groups** allows you to assign a new user to a particular group (to which you can define privileges explained [HERE](#)).

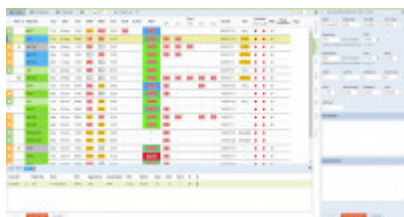
Once a new user is added you can edit his profile and set his **Personal Endorsements** (described under [THIS LINK](#)).

- **New crew member** - can be added from a section Crew > Crew Members (click 'New crew member') where main details can be defined, such as: name/surname, login, code, home base, email address and ratings. To add more details click link **Full user edit** or go to Settings > Users.

A field **Email work** is a very important one as this is the **main email address to which the password will be sent out as well as notifications** or any other messages.

Adding flights

OPS



Adding a new trip in a section OPS > Table

Adding a **new flight** can be done from a section **OPS** where it's possible to add

NEW TRIP

NEW POSITIONING

NEW OFFICE

or

NEW RESERVATION

OPS is divided into **3** sections: TABLE, CALENDAR and TIMELINE. Each of them shows flights in a different way to meet your needs. In OPS you can add a new trip regardless section you work with.

Click button **NEW TRIP** to add 1 or more legs. Select an aircraft, flight number, date, STD, ADEP/ADES, STA. You can also add PAX number or leave trip as ferry. In a section CALENDAR you can also add a new trip by right-clicking the mouse over the square.

Buttons **UTC**, **LT** & **Base Time** allow to switch between times while adding a new trip.

Leon suggests **STA** if a particular aircraft speed details are added in fleet edition section, using **GCD** and/or average winds. STA suggestion can also be based on minimum 5 same historical routes.

To add more legs to the trip click **+** and to delete a leg click





You can also add a new **positioning**, new **office** or new **reservation** by clicking appropriate buttons placed next to NEW TRIP.

Sales



Calendar - the general view

Sales can add a new trip from a **Calendar** section in 2 ways:

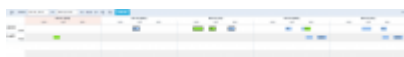
1. By using  button located at the bottom of the page
2. By right-clicking the mouse on the square which will bring  button.

If the user hovers the mouse over **CREW** assigned crew will show up information such as:

- Crew name/surname and the aircraft position.
- Contact details (if inserted into crew profile).
- Warnings about expired endorsements, airport discontinuity or FTL violations.

In a tab **TRIP** sales can add a **quotation** number and its **price**, then print sales documents by right-clicking with the mouse on the selected flight.

SCHED




SCHED page overview


SCHED is the functionality allowing you to build and manage the schedules. Functionality is designed with Airlines in mind. However, it still can be used by business and charter operators to build schedules if need be. Currently, the schedules can be created on the **Virtual Aircraft only**. The aircraft can be switched after the schedule is published.



'New Schedule' window

In order to build a new schedule you need to perform the following steps:

1. Click on  button
2. Insert the timeframe of the schedule (**From** and **To**), select the Aircraft, schedule Rotation (weekly, biweekly, triweekly) and the Trip Type
3. Choose the **Client** if applicable. In order for the Client to be populated, it needs to be added in the Phonebook and you need to type in the first 2 letters of Client's name
4. Select the days on which the schedule should repeat (Mon-Monday, Tue-Tuesday, etc)
5. In the **Schedule** section you can insert the flight details. To add the next flight within the same schedule click on a **+** and the second line will be available. In the second line, you can also select a **'Day Shift'** number which means shifting your order for the selected number of days forward. I.e. if you select +1 and the order is supposed to start from Wednesday, then the order will start from Thursday.
6. Click 'Add Schedule' button to save new Schedule

Once the schedule is saved, the flights are displayed as blue squares - .

You can click on the flight and perform further actions, such as **modifying the schedule** or **deleting it**. You can select more than one flight by holding **Shift/Ctrl** buttons on the keyboard and clicking on the flights or by using **SELECT FLIGHTS** option.

Clicking on **FLT1** will display the flight details in the bottom 'Status Bar'.

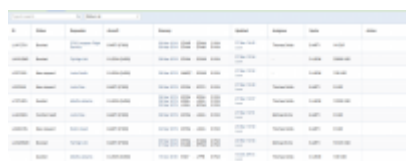
New schedule is not visible to OPS teams in OPS section until the flights are published

Option **PUBLISH** is there to publish the **selected flights** of the schedule.

It is possible to modify selected **flights** or a number of flights or modify **pairings**.

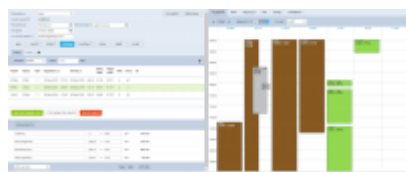
For more information regardint this feature, please check [THIS](#) link.

Quotes



Requests/Quotes - the view on the list of quotes

On the main page of the **Requests/Quotes** panel you can see the list of **Quotes** downloaded from **Avinode** as well as those created in Leon.



Requests/Quotes - the quote edition page

The main page of the **RFQ - Request For Quote** page is divided into **2** sections, which show all details in a transparent way:

1. RFQ details with options of adding & managing the quote.
2. Displaying the quote in Calendar, managing the Checklist, PAX and other options.

Right below request details & quoting options you can find **Trip details**: Aircraft registration, Price, ADEP, ADES, TBA checkbox, Departure time LT, Arrival time LT, Block Time, Flight Time, PAX number and Ferry flight indication.

By clicking the **+** icon you can add a new leg into the existing trip - you can do it also in-between existing flights.

It is possible to change the **Currency** and Leon will recalculate the price in the new currency. The new currency will also apply to the quote's fees (catering, hotel, flight plan, etc...).

It is also possible to schedule a **Fuel Stop**.

You can also set up sending an **Invoice** from Leon's panel 'Requests/Quotes'. Before using this option you need to set up in [Documents Manager](#) a new template **QUOTE INVOICE** - you can set up multiple different templates and re-arrange them the way you want (using HTML & CSS). You can also use Leon default template pdf.

For more information about 'Requests/Quotes' panel please check [THIS](#) link.





Adding crew, pax, clients

Adding Crew



Adding new crew to Leon

Adding new crew to Leon can be done from a tab **CREW** by clicking the icon  placed right next to crew names.

CPT	TAR	Tom Arayanic		
FO	DEL	Thomas Delta		

In an User Edit screen you need to insert a few mandatory details, such as: Name, Surname, Code, Permission group, Login and Sex. All other details are optional.

You can also add **passport** details from this screen (1 or more) and attach a pdf scan.


Section **Ratings** allows to add appropriate aircraft positions to each new crew.

The alternative ways of adding new crew to Leon are explained chapters [Crew Members](#) & [Users](#).

Adding Pax









Adding a new passenger to Leon

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 OPS or Calendar section that information also appears.

☐

Andy Simon


Age: 2 (C) Sex: M

☐

Jimi Allen

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.

Adding Clients

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).

Full company contacts

Name

Surname

Work email

Work phone

Jane

Goodman

jgood@leon.com

+48 723 432 436

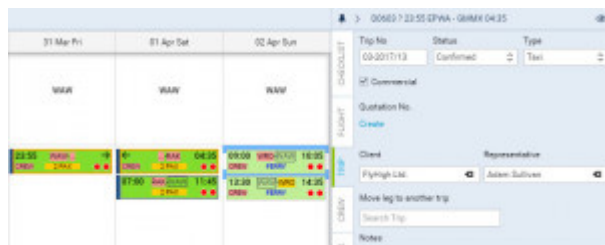
Last change on 2016-07-13 11:08 UTC by Barbara Vandhal (JSD)

Update

Back

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 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.

Sales can also add a new **trip/quote** from a section Sales > Calendar. This page allows quick identification where the fleet is on a particular day or within selected period of time.

To add a new trip either click on the blank field with airport code or click '▼' and choose one of two options: add trip or **aircraft reservation**. In this section there is no option to add crew, so Leon does not show FDP warning as long as the crew is added to the trip by OPS.

Apart from adding trip details you can also set up here sales checklist, takeoff & landing emails (for reports sent by Leon) and notes. You can also select handling agents, pax and add catering information.

Tab **Quotation** can be used if you work with quotes. More information regarding this topic can be found under [THIS LINK](#).

Section 'Calendar' also shows **scheduled maintenance** (brown colour for MX, red for AOG) added by 'Ground' staff.

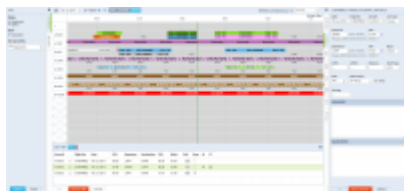
ADD-ONS

Go to a section Settings > Add-Ons to configure Leon integrations with the softwares as below (the

list is not full):

- **MyHandling** - software to service Handling Requests.
- **SchedAero** - charter sales management system.
- **CAMP** - maintenance software.
- **EuroFPL** - software to flight planning and navigation.
- **PPS** - flight planning software.
- **RocketRoute** - flight planning & management software.
- **Eurocontrol** - air traffic management.
- **UVair** - products and services for the general aviation industry.
- **Aero CRS** - a cloud based system for managing and operating a small-medium airline scheduled or charter based operation.
- **Avinode** - world's largest online Marketplace for buying and selling private air charter.
- **Delisky** - leading provider of VIP in-flight catering services to private & business jet operators.
- **FRMSc SAFE** - a computer program that allows a range of factors influencing alertness in aircrew to be evaluated.
- **UvGO** - a program to create and file flight plans for domestic, regional, and intercontinental routes.
- **Videcom** - compliant Airline Reservation System providing Inventory Hosting, IATA Eticketing, Internet Booking Engine, GDS Distribution, Codeshare and Interline connections.
- **Drivania** - providing private ground transportation in more than 1,000 cities through their global network of highly qualified chauffeurs

Timeline



Section OPS > Timeline

Timeline view allows OPS department to quickly answer the question **“what is happening with the fleet right now?”**. It is particularly useful for flight-watching. If you either add Flight Watch times to Leon manually or use MVT emails import option - in Timeline you can check your fleet movement.

There are number of time-filtering options, such as: Calendar where you can choose the date, set to current date by default, TODAY button with which you can change the date forward (right arrow) or backward (left arrow), a checkbox 'Refresh automatically' - if this checkbox is ticked, the green line will refresh automatically. If it is unticked, manual refresh is needed, 'Time-range' view - here you can choose i.e. “6h” to see 6h worth of activities on one screen.

Commercial orders

It is possible to add a **long-term flight schedule** to the system. It can be a week-long, month-long or even a few-months-long schedule. This is when you can use section Sales > Commercial Orders.



Adding a commercial order

Before adding a new **Commercial Order** you will need to enter a **Season** to specify period of time within which the schedule should take place. Go to Sales > Seasons and click on **Add new season** icon. Enter the name of the new season (i.e. Summer 13, Winter 13, etc.) and define a period of time (how long should the season last).

By clicking **New schedule** icon, a new pop-up window will show up. A period of time for the new order will be copied from 'Season' definition but it can be changed. Select aircraft and the days of flights (i.e. 1, 3, 5 for Monday, Wednesday and Friday). After adding flight number you can optionally select 'Day SHT' (Day shift), which means shifting your order for selected number of days forward.

I.e. if you select **+1** and the order is supposed to start from Monday (a box '1' is ticked), then the order will start from Tuesday. Selected STD/STA times and ADES/ADEP details will get automatically exported to the 'Flights List' page.

Manual changes in schedule to a sector initially generated through commercial order, breaks its link to that commercial order schedule. In other words - once you change anything in the schedule and then delete the commercial order - that flight will **not get deleted** along with all the other flights from that commercial order.

CREW PANEL

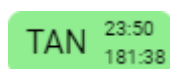


Crew Panel - rostering tool in Leon

The new **Crew Panel** has been implemented for fast, legible and intuitive reading & editing of the roster. It displays all the data you need for the perfect planning of duties for the crew. To add a duty mark a day, right-click with the mouse and select either ADD DUTY or QUICK ADD DUTY.

It is possible to add new Crew members or edit existing Crew members directly from the "Crew Panel". It is also possible to assign crew to flights from this panel.

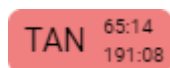
Leon also will suggest FTL calculations by **highlighting the crew tile** with the following colours:



- FTL within limits



- rest before the flight violation, not enough rest to perform this flight or series of flights



- FDP violation on the flight

Leon displays **block times** within the crew tile, the top figure being **monthly** block time and the bottom figure being the **yearly** block time.

Double-click on a flight will display Crew assigned to this particular sector along with the phone number & email address.

The colour-code in the flights-part of the Crew Panel are as follow:

- 123 - flight fully assigned
- 123 - flight ferry fully assigned
- 123 - flight partially assigned
- 123 - flight without crew assigned

It is also possible to **assign Crew to Option flights**. The colour-coding is a per below:

- 123 - option fully assigned
- 123 - ferry option fully assigned
- 123 - option partially assigned
- 123 - option without crew assigned

If you wish to assign the same crew to the next sector or series of sectors, it is possible to copy the crew by left clicking on the flight from which the crew should be copied. Then select Copy Crew or use shortcut C and select the next sector/sectors to which the crew should be copied and select Paste Crew or use shortcut V.

In order to copy crew to more than one sector it is necessary to hold Shift or Ctrl key while selecting the sectors to which the crew should be copied.

If the duty is requested by a Crewmember it will be presented as a duty with the red duty label:



To accept or reject the request Crew Planner has to either add this requested duty or override the duty. Crew members can **only request the duties via their mobile applications** - subject to the privileges provided.

To add a new **Simulator** duty from the Crew Panel - once it is already performed - select date range, crew member, right-click the mouse and select 'ADD SIMULATOR' option.



Draft publishing pop-up

Once you have added crew to flights, added all duties, made all changes - Leon will mark it all (duties) with pink background indicating it is not visible to the crew and it needs to be published.

To be able to publish added duties you need to set up a drop-down 'Crew Panel' to **Manual Publish**, in **General Settings** section of Leon. Setting it up to **Auto publish** will make all added duties will be published to crew **automatically**.



When you are ready to publish changes, click **PUBLISH** and Leon will show a pop-up window where you can select a **time range** and **crew members**.

After clicking 'Publish' you will see the progress bar and after a few seconds publication will be completed.

You can also use the old version of Leon crew duties panel.



Section Crew Duties - the main view on the roster

Leon allows you to **plan crew duties** according to your own created duty-types. By going to a section Settings > Duties Setup (tab Definition) you can define duty types, name them, select a colour to appear in the roster and assign them to your crew.

Tab **Functions** should contain all aircraft on which duties are being performed. By clicking 'Add/Edit' duty function you can specify which crew ratings should appear in the crew-duties table.

Duties roster can be planned in 2 available modes:

- **Actual** - where all changes get exported to crew straight away.
- **Draft** - where you can plan duties before publishing them (for particular crew members, within a selected period of time).

In both modes you can copy already added duties to other crew members. You can view **days off** assignment violation (once it's turned on in the filter).

In this section you can also monitor **crew currency**(read more about this topic [HERE](#)).

A section where you can also add crew duties (the same defined in Definition) is [Crew Activities](#).

Endorsements

Adding a new endorsement

Tracking crew **Endorsements** in Leon is a very helpful function. You can store scanned documents: licences, medicals, visas, etc. You can also specify which documents are required to be valid for dispatch (if invalid, Leon will show a warning when saving a new flight). You can designate a person/persons responsible for **managing endorsements** - they will be **notified** about upcoming endorsements expiration. Your crew can be notified about it as well.

First step is defining an **Endorsements List** (section Settings > Crew Endorsements), where you add name, type, decide what aircraft type it should apply to, what crew positions it applies and validity date. A tab **Mailing Rules** allows sending automatic email notifications about endorsements expiry date to selected people (Managers or OPS) as well as to endorsements owner (a particular crew member) according to defined time intervals.

You can also add **Endorsements for Airports** (section Crew > Endorsements for airports): airport brief, practical training & online training.

MX

Adding new maintenance

Section MX > Scheduled Maintenance can help you **schedule aircraft maintenance**, which will be visible to OPS department in Calendar screen. It is also possible to set CAM limits so that Sales department can view available number of flight hours before scheduled maintenance.

If you want to add a new maintenance, click on the icon '**Add new scheduled maintenance**' to get a new window which needs to be filled in with mandatory details: aircraft type, registration number, airport (where the maintenance will take place), start date & time, end date & time.

Added scheduled maintenance dates are visible in the 'Calendar' screen (not visible in 'Flights List') as brown squares. If maintenance is not confirmed (option) squares are stripy-brown. Maintenance defined as AOG appears in red colour.

You can also add **HIL** (Hold Items List) to Leon - this topic is described in more details [HERE](#).

WIZARD Report

All reports	
New saved reports	Last modified
Crew flight & block times	10 Oct 2018 10:46
Fuel usage	10 Oct 2018 09:36
Pax data	10 Oct 2018 09:03
Flight status data	10 Oct 2018 10:47
Reports 1 - 4 from 4	
Leon reports	

Report Wizard - the main view on saved reports


Report Wizard has been created to replace in the future **Custom Flights List** report. The main aim was to allow quick & easy creating & storing various type of reports in one page (crew flight times, aircraft block hours, fuel usage, PAX data, etc....).


Each created and saved report can be **edited** and **re-arranged** in many ways. Leon users can decide what columns should get displayed in the report and in what order, they can choose period of time for each report and name each report the way they want.

Each Leon user who has the access to the Wizard Report is now able to create and save a report to which no other user will have access.

Selection of different **Scopes** when creating a new report allows generating reports showing all kinds of data: Flights, Positionings, Flights Aggregated Statistics, Trips, FTLs, Invoices or Quotes.

It is possible to generate a long-period reports in Wizard, for more than **90 days**. When generating a new report or editing already saved report in Wizard for a period of more than 90 days, Leon will show **Time range too long** warning, however, you will still be able to generate the report.

In the top-right corner of the report screen, under the sharing icon:  a URL link can be generated.

By Clicking  and entering the short name of the report, Leon will generate a link, which when inserted into the web address belt of the browser, will download the csv file with the content of the report.

The functionality is mainly aimed at Customers who wish to export data from Leon to various BI systems including Google Data Studio and Qlik.

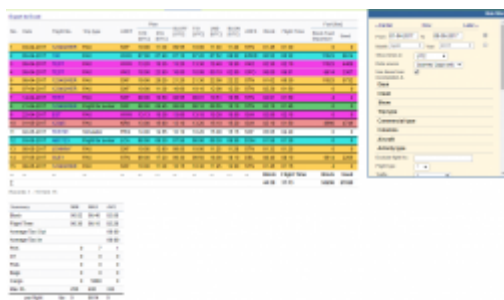
Other reports

In Leon there are tens of reports which can be obtained in a section **Reports**. The section is divided into a few sub-sections. The most useful reports are:

- **Crew Block Time** - crew block time is displayed for cockpit crew (cabin crew can be included if marked in the filter) and it appears per aircraft and per functions. The report also shows **Experience time** - pilot's experience before joining a current operator, which can be input in the user's profile (as long as it has been enabled in section [Settings > General Settings](#)).
- **Roster Robustness** - allows to monitor a number of **rostered duty changes** which can be a

contributory factor to crew fatigue. This report has been added following the EU OPS requirements introduced in February 2016.

- **FTL Sheet** - this report generates information about **all duties** done by crew: flights, repositionings, office or standby duties, as well as days off assigned in the section Crew > Duties. Any FTL violations are displayed in red. Values such as 'Rest before duty - Min' & 'FDP - Max' are explained when you hover the mouse over the value.



The screenshot shows a software interface for the 'FTL Sheet' report. It features a main data table with columns for various flight and duty metrics, color-coded in yellow, pink, and blue. To the right of the table is a sidebar with several filter and selection options, including 'Date Range', 'Crew', 'Duty Type', and 'Summary'. Below the main table, there is a 'Summary' section with a small table showing aggregated data like 'Total', 'Max', 'Min', and 'Avg' for different categories.

Report 'Custom Flights List' - possibility to generate various data from the plan or journey logs entries

- **FTL Violations** - shows all FDP, duty or rest violations along with cumulative times violations in a selected period of time in the filter. All violations displayed in this report are also highlighted in red in the Flights List section (crew codes are in red).
- **Aircraft Flights** - select a period of time for which you want to see all flights performed by entire fleet. It is also possible to view **Flight Order** document for each leg. The report also shows **used fuel** data (taken from journey logs) along with number of kilograms/pounds (fuel unit selected in the filter) per flight hour and block hour.
- **Custom Flights List** - here you can generate various kind of data. In the filter, apart from period of time, you can select **data source**. Section **Columns** is particularly useful as here is where you can mark checkboxes, which means columns that should appear in the report. At the bottom of the screen there is always a **Summary** table displayed with minimum (MIN), maximum (MAX) and average (AVG) data: block time, flight time, PAX details, Max FL or Fuel.
- **Airport Categories** - this report shows all airports available in Leon (imported from ACUKWIK software). In the filter, you can switch from 'Airport' to 'Custom airfield' to search for airfields or helipads (usually added to Leon manually upon request).
- **Export to FAA CARI 7** - FAA CARI-7 is a computer program that allows you to precisely calculate the cosmic radiation dose.

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