## Introduction

Adding ratings to crew means making them avaiable on the list to choose from when adding a new flight. If you give a rating **CPT** to a pilot, then when you click on CPT field in Edit Flight screen you will be able to select him for that position.

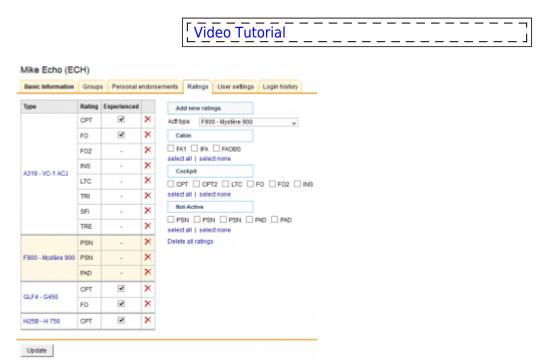
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Crew ratings page

In **Crew Ratings** screen you can see all crew members with previously added ratings sorted alphabetically. In the filter you can select aircraft type, function type or a person (to see only his ratings).

In order to assign a crew member to a flight you need to specify what his position is on a particular aircraft type (CPT, FO, FA, etc.). It is <u>very important</u>, because when adding crew to the flight, a crew member without ratings assigned <u>will not appear</u> in the crew suggestion drop-down list in the edit flight screen.

## Adding ratings



Adding ratings to crew

Select the name from the list of crew members or find the person in the filter and click their name (in blue). Select the aircraft type and tick ratings from the list, then click 'Update' in order to save changes.

If you want to add a function that is not on the list, go to Aircraft Crew positions and follow steps described here.

Once ratings have been added, you can specify if a particular crew member is experienced on the assigned position or not by ticking the box **Experienced**. It is up to the Operator what criteria are applied to mark the crew member as experienced.

Туре	Rating	Experienced	
A319 - A319	CPT	•	×
	СРТ	•	×
F900 - Mystère 900 / Falcon 900	FO	✓	×
r soo - mystere soo / raicon soo	PSN	-	×
	PAD	-	×

Leon will highlight crew in red in Flights List section if two inexperienced pilots are assigned on the same flight. When clicking on the highlighted crew you will find warning:

Both CPT & FO are not experienced on G450. You can change their experience in Crew > Ratings page.

## **Notifications about Crew experience**



Experience notifications

In this section you can setup conditions which must be met in order for a pilot to be considered as **experienced**.

Go to a section Settings > Ratings and click **Notifications about experience** link. A pop up window will open where minimum **landings** and **hours** flown need to be entered.

You can insert more than one e-mail address separated by a comma to which the notification will get sent. Once the specified minimum has been reached Leon will send the notification email but **will NOT** set the experienced flag automatically in Crew profile, tab Ratings.

Only real flights are taken into	
consideration for notifications about crew	1
experience, so training flights or	
simulators are excluded.	

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Ratings