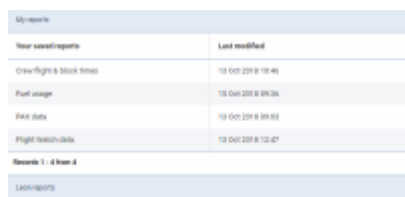


REPORT WIZARD



Report name	Last modified
Crew flight & block times	13 Oct 2018 10:46
Fuel usage	13 Oct 2018 09:39
PAX data	13 Oct 2018 09:33
Flight status data	13 Oct 2018 12:47

Records 1 - 4 from 4

ADD REPORT

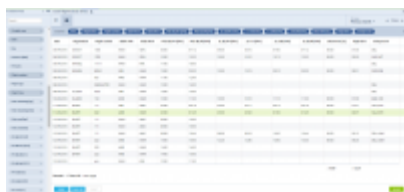
Report Wizard - the main view on saved reports

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.



Report Wizard is available in a section **Reports**, at the top of the drop-down list. All saved reports can be found in general Report Wizard page.

Creating & editing reports




Creating a report in a Report Wizard panel in Leon

To create a new report click **ADD REPORT** icon at the bottom and you will be transferred to the new page. Here, on the left-hand side you can find a filter with available data items, which - when marked


- create **columns** in the report. Used items turn from  into . You can use a field 'Search' to quickly find a desired item. You can also add items by dragging & dropping the item from the filter straight into the 'Columns' bar.

When creating a new report Leon shows **7** default columns:

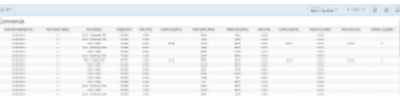
- **DATE ADEP Plan UTC**
- **Flight number**
- **Registration**
- **STD UTC**
- **ADEP ICAO Plan**
- **STA UTC**
- **ADES ICAO Plan**

Displayed columns can be manually changed by clicking  icon. When columns-names show, simply click & place a particular column to where you wish it to be.

Once the report is done you can save it giving it a name (use 'Save as' button) and it will be available in the main Report Wizard page. Saved report name can always be changed in the top-part of the creating when you click pen-icon in the


Crew flight & block times 

 link.




Viewing and editing a report

When viewing already saved report Leon shows it with all initially selected columns and period of time. Click an icon


 EDIT

 to **edit** it, in case you want to make changes (select different columns or use filter).


It is possible to **export** a created report to PDF
by clicking



 to Excel



 icon, or to CSV



 - in top-right corner of the page.

Personal reports

Your saved reports	Visibility	Last modified
Commercial	Company	15 Nov 2018 10:49
Fuel report	Company	29 Nov 2018 11:09
Flight Watch Summary	Company	29 Nov 2018 13:52
PAX report	Company	22 Jan 2019 12:51
Empty Legs	Company	17 Jan 2019 21:36
Delta report	Only me	1 Feb 2019 12:26

Visibility of the saved reports in Wizard

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.

After creating the report, right next to the field where the report can be named/renamed there is a checkbox

Visible only to me ☒

 - if it's marked, that report will be visible **ONLY** to the user who has created it - no other user will see it, unless the checkbox is unmarked.

If the checkbox is unmarked all users will see the report and will be able to view it **BUT** will not be able to make changes to it (SAVE button will be inactive).

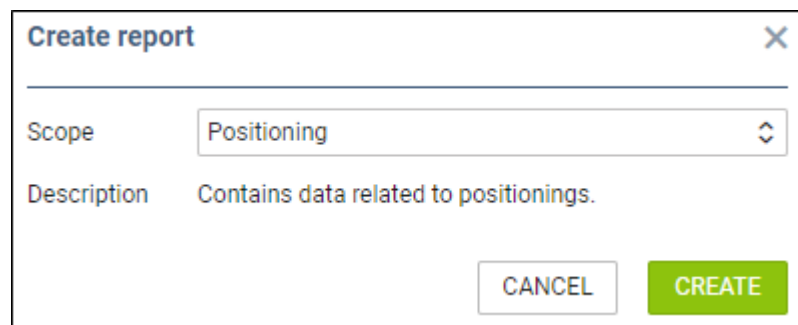
On the main Wizard Report page, in a column **Visibility** each user can check which reports have been enabled to all users (indication 'Company') and which ones are blocked (indication 'Only me').

Positioning reports

Report name	Report type	Report date	Report time	Report user	Report status	Report description
Commercial	Company	15 Nov 2018	10:49	1581069523	Active	Commercial report
Fuel report	Company	29 Nov 2018	11:09	1581069523	Active	Fuel report
Flight Watch Summary	Company	29 Nov 2018	13:52	1581069523	Active	Flight Watch Summary
PAX report	Company	22 Jan 2019	12:51	1581069523	Active	PAX report
Empty Legs	Company	17 Jan 2019	21:36	1581069523	Active	Empty Legs
Delta report	Only me	1 Feb 2019	12:26	1581069523	Active	Delta report

Example of positionings report in Wizard

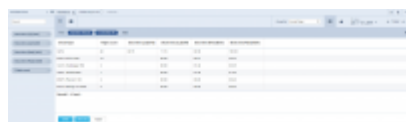
When adding a new report, Leon will show a pop-up window where you will need to select a **Scope**: either 'Flight', 'Positioning' or 'Flights Aggregated Statistics'.



The screenshot shows a 'Create report' dialog box. It has a title bar with a close button (X). Inside, there is a 'Scope' dropdown menu with 'Positioning' selected. Below it, the 'Description' is 'Contains data related to positionings.' At the bottom, there are two buttons: 'CANCEL' and 'CREATE'.

By selecting a scope 'Posiotioning' you will get date related to positionings ONLY, so both: columns & filters options will be narrowed down.

Flights Aggragated Statistics reports

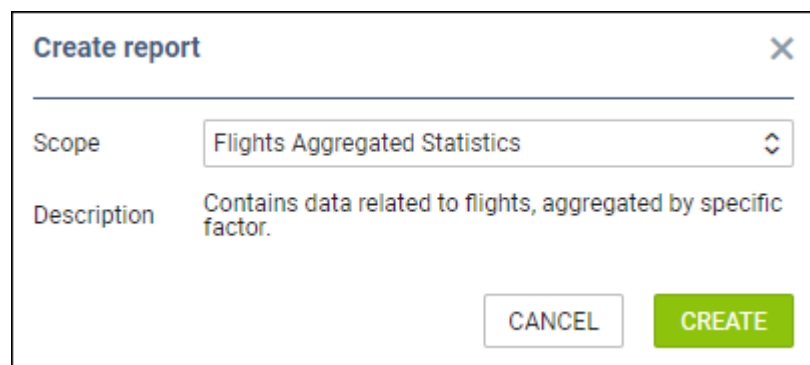


The screenshot shows a table with multiple columns and rows of data. The columns include various metrics related to flights, and the rows represent individual data points.

Flights Aggragated Statistics report

Flights Aggregated Statistics report allows creating the reports with the data combined from a number of measurements.

In order to create such a report, choose the 'Flights Aggregated Statistics' from the dropdown selection in the pop-up window while adding the new report.

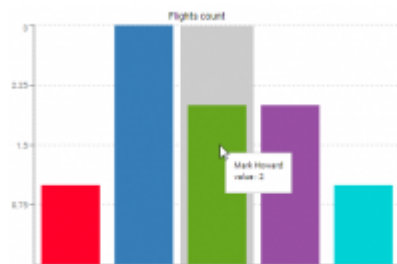


The screenshot shows a 'Create report' dialog box. It has a title bar with a close button (X). Inside, there is a 'Scope' dropdown menu with 'Flights Aggregated Statistics' selected. Below it, the 'Description' is 'Contains data related to flights, aggregated by specific factor.' At the bottom, there are two buttons: 'CANCEL' and 'CREATE'.

Once you open the report, there are different available data comparing to 'Flight' or 'Positioning' type of report.



Looking at the '**Available Fields**' section on the left-hand side, there are 5 measurements available:

- **Flights count**
- **Block time [JL] [AVG]**
- **Block time [JL] [SUM]**
- **Block time [Plan] [AVG]**
- **Block time [Plan] [SUM]**




Bar chart view

Once you chose the 'Available Fields', the data in the report can be presented in 2 different views:

- **Table view** - standard table view upon clicking on  icon.
- **Bar chart view** - view represented in the screenshot on the right-hand side, available upon clicking on the  icon. the data shows in a tooltip upon hovering the mouse over the specific bar.

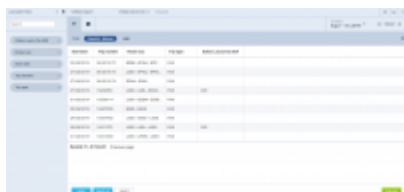
The data displayed can be **grouped by**:

- **PAX age** - calculating data for PAX.
- **Aircraft type** - calculating data for a specific type of the aircraft.
- **Aircraft** - calculating data for a specific aircraft registration.
- **Route** - showing data per route flown.
- **Client** - showing data per a clients selected in quotes.

The  options available are:

- **Aircraft** - fleet tails.
- **Aircraft type** - fleet types.
- **Clients** - type client's name/surname to narrow down displayed data (you can select more than one client).
- **Excluded clients** - select client/clients which should not appear in the report.
- **Journey Log** - viewing flights with added Journey Log only.

Trips Report



Example of Trips report

Trips report allows creating the reports for the whole trips, rather than single flights.

To create this report you need to select option 'Trip' in a 'Scope' dropdown list:

Create report

Scope

Trips

Description

Contains data related to trips.

CANCEL

CREATE

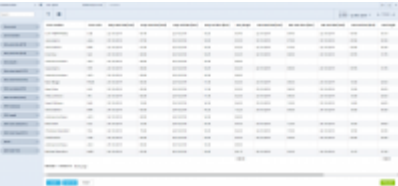
The columns in this report contain basic trip details as well as elements of the quotation including Taxes.

This report is suitable for the Sales teams who would like to see the details of the trips performed by the operator.

FTL Duty scope

To make it easier to generate a **FTL** report, we have added a separate **FTL duty scope** showing strictly FTL data.

In the main Wizard report page click **ADD REPORT** and select 'FTL duty'.



Flight	Operator	Flight No	Origin	Destination	Class	Seat	Weight	Volume	Value	Rate	Unit	Category	Sub-category	Product	Service	Remarks
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10

FTL report generated from FTL duty scope

Create report

Scope

Ftl Duty

Description

Contains data related to flight duty periods and flight time limitations.

CANCEL

CREATE

Leon will show default FTL columns on the left part of the screen, such as: **Duty** end date & time, Duty lenght, Duty start date & time, **FDP** start date & time, FDP end date & time, FDP **extension**, **Split duty** time and more.

You can use the **filter** to limit data to particular crew member/members or particular aircraft.

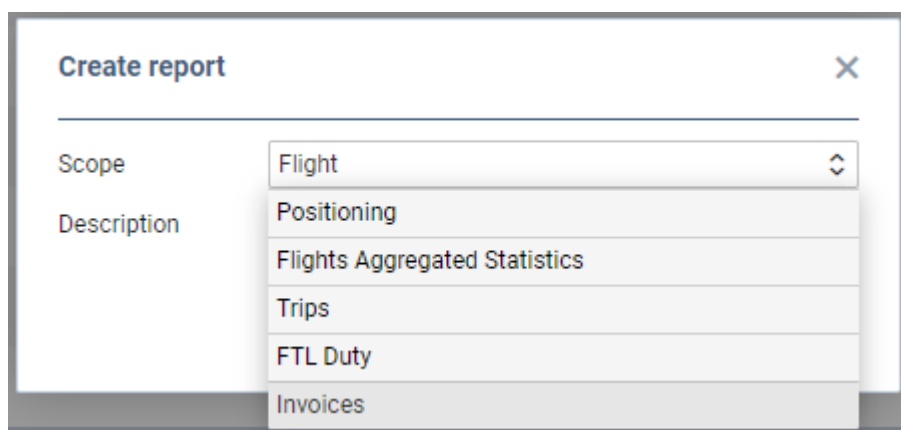
Invoices scope




Invoices report generated from Wizard

Invoices are important part of each Sales department of any company. We have added an additional 'Invoices' scope to the WIZARD REPORT page, so that Sales can generate, name and save a report containing only Invoices details (taken from **Requests/Quotes** panel).

In the main **WIZARD REPORT** page click **ADD REPORT** and select the scope 'Invoices' to generate a report to which you can assign such columns as: Invoice No., Requested by, Sell date, Billing date, Total Gross or Total Net. These and other details of the invoice can be selected in the columns panel on the left.



Use the icon  for further filtering options: click **Quote request status** and mark available checkboxes (statuses of the quote) from the list: New request, Quoted, Rejected, Option, Contract sent, Booked, Invoice sent, Brief sent and Done.

Use the icon  in case you need to remove columns or change their order (drag & drop columns).

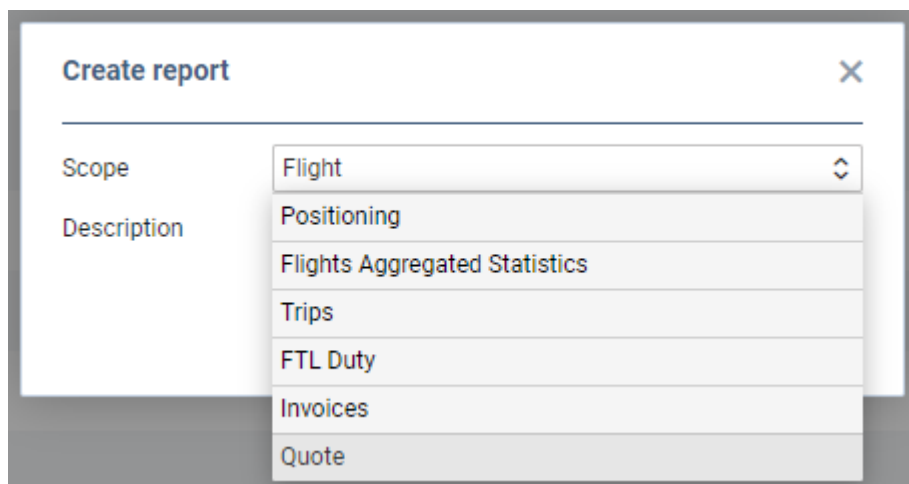
Quote scope




Scope 'Quote' in Wizard Report

The new scope **Quote** has been added to make easier generating a report with all relevant details of quotes.

In the main **WIZARD REPORT** page click **ADD REPORT** and select scope 'Quote'.



On the left you can find available items, which you can add to the report, such as: Aircraft, Assignee, Price, Quote route, Sum block time, Sum PAX number and more.

Use the icon  for available filtering options: Aircraft (registration), Aircraft type, RFQ status (new request, quoted, rejected, booked, done, etc...), Subcharter (yes or no) or Trip status (confirmed, option or opportunity).

Use the icon  in case you need to remove columns or change their order (drag & drop columns).


In the top-right corner you can select period of time and export the report to Excel or CSV. Once the report is saved, you can edit it and also export it to pdf.

Long-period reports

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.

Click a blue button **GENERATE IN BACKGROUND** and after a few seconds Leon will show an information: **Report successfully ordered**. Go back to the main Wizard page and on the right-hand side of the

screen you will see the progress-icon .

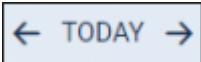

Once the report publication is done Leon shows 'Download' icon allowing you to view the report in Excel file.




You can **delete** such report by clicking on the  icon.

Filters

Calendar

In the top-right corner you can find date-selector where you can use either a button  and navigate with arrows, or click  to open a calendar where you can mark period of time. You can also use one of the available, pre-defined options on top of the calendar: **Today**, **Last 7 days**, **Previous month** or **This month**.

Data filter

By clicking the  icon Report Wizard allows to narrow down the displayed data by various details, such as: aircraft type & registration, ADEP & ADES, Flight number, Trip type, Cancelled legs or legs with Journey Log added.

Click **Add** and Leon will show a pop-up window (as on the screenshot on the right) where you can choose available data: click a particular one and either mark appropriate details, as per example below, where only 3 tails are selected:



Data filter in Report Wizard

Date	Flight number	Registration	ADEP IATA	ADES IATA	Port used (kg)	Performance (kg)	Weight (kg)
10/01/2018	111	B-ARTI	ADP	ADP	41	270	270
10/01/2018	111	B-ARTI	ADP	ADP	270	270	270
10/01/2018	111	B-ARTI	ADP	ADP	41	270	270
10/01/2018	111	B-ARTI	ADP	ADP	270	270	270

Filter applied to narrow down displayed data

Add value(s) for Aircraft filter

☒ B-ARTI

☒ D-LEON

☐ F-GHIJ

☐ G-FUKS

☒ G-LEON

☐ GND

BACK

APPLY

or, you can simply enter a value (i.e. Flight number/numbers) and add it to the filter the report:

Add value(s) for Flight no filter

MAN123

MAN-NAM

BACK


APPLY

All chosen values added to the filter show above the report data and can always be removed by clicking on **X** when hovered the mouse over.

Sharing reports

Report	Report type	Report name	Report ID	Report status	Report description
Report 1	Report type 1	Report name 1	Report ID 1	Report status 1	Report description 1
Report 2	Report type 2	Report name 2	Report ID 2	Report status 2	Report description 2
Report 3	Report type 3	Report name 3	Report ID 3	Report status 3	Report description 3
Report 4	Report type 4	Report name 4	Report ID 4	Report status 4	Report description 4
Report 5	Report type 5	Report name 5	Report ID 5	Report status 5	Report description 5
Report 6	Report type 6	Report name 6	Report ID 6	Report status 6	Report description 6
Report 7	Report type 7	Report name 7	Report ID 7	Report status 7	Report description 7
Report 8	Report type 8	Report name 8	Report ID 8	Report status 8	Report description 8
Report 9	Report type 9	Report name 9	Report ID 9	Report status 9	Report description 9
Report 10	Report type 10	Report name 10	Report ID 10	Report status 10	Report description 10
Report 11	Report type 11	Report name 11	Report ID 11	Report status 11	Report description 11
Report 12	Report type 12	Report name 12	Report ID 12	Report status 12	Report description 12
Report 13	Report type 13	Report name 13	Report ID 13	Report status 13	Report description 13
Report 14	Report type 14	Report name 14	Report ID 14	Report status 14	Report description 14
Report 15	Report type 15	Report name 15	Report ID 15	Report status 15	Report description 15
Report 16	Report type 16	Report name 16	Report ID 16	Report status 16	Report description 16
Report 17	Report type 17	Report name 17	Report ID 17	Report status 17	Report description 17
Report 18	Report type 18	Report name 18	Report ID 18	Report status 18	Report description 18
Report 19	Report type 19	Report name 19	Report ID 19	Report status 19	Report description 19
Report 20	Report type 20	Report name 20	Report ID 20	Report status 20	Report description 20

Sharing tool in Report Wizard

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

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Last update:

2020/02/07 09:58

