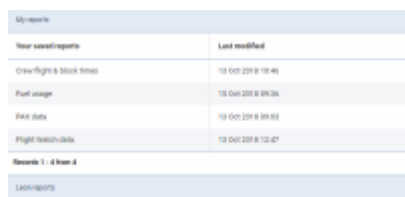


# REPORT WIZARD



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

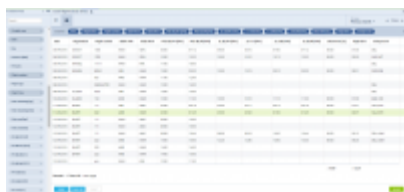
Report Wizard - the main view on saved reports

**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:

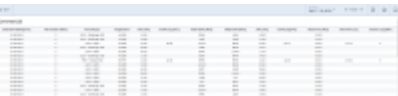
- **DATE ADEP Plan UTC**
- **Flight number**
- **Registration**
- **STD UTC**
- **ADEP ICAO Plan**
- **STA UTC**
- **ADES ICAO Plan**

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.

'Edit Template' function



HTML version of the report

'Edit template' function allows editing the report in HTML and creating more complex version of the same report

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 ID	Report Name	Report Type	Report Category	Report Sub-category	Report Description	Report Status	Report Visibility	Report Created Date	Report Last Modified Date
1001	Report 1	Positioning	Flight	Flight	Report 1 Description	Active	Company	2024-05-02	2024-05-02
1002	Report 2	Positioning	Flight	Flight	Report 2 Description	Active	Company	2024-05-02	2024-05-02
1003	Report 3	Positioning	Flight	Flight	Report 3 Description	Active	Company	2024-05-02	2024-05-02
1004	Report 4	Positioning	Flight	Flight	Report 4 Description	Active	Company	2024-05-02	2024-05-02
1005	Report 5	Positioning	Flight	Flight	Report 5 Description	Active	Company	2024-05-02	2024-05-02
1006	Report 6	Positioning	Flight	Flight	Report 6 Description	Active	Company	2024-05-02	2024-05-02
1007	Report 7	Positioning	Flight	Flight	Report 7 Description	Active	Company	2024-05-02	2024-05-02
1008	Report 8	Positioning	Flight	Flight	Report 8 Description	Active	Company	2024-05-02	2024-05-02
1009	Report 9	Positioning	Flight	Flight	Report 9 Description	Active	Company	2024-05-02	2024-05-02
1010	Report 10	Positioning	Flight	Flight	Report 10 Description	Active	Company	2024-05-02	2024-05-02

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'.

Create report

Scope

Positioning

Description

Contains data related to positionings.

CANCEL

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



Report ID	Report Name	Report Type	Report Category	Report Sub-category	Report Description	Report Status	Report Visibility	Report Created Date	Report Last Modified Date
1011	Report 11	Flights Aggregated Statistics	Flight	Flight	Report 11 Description	Active	Company	2024-05-02	2024-05-02
1012	Report 12	Flights Aggregated Statistics	Flight	Flight	Report 12 Description	Active	Company	2024-05-02	2024-05-02
1013	Report 13	Flights Aggregated Statistics	Flight	Flight	Report 13 Description	Active	Company	2024-05-02	2024-05-02
1014	Report 14	Flights Aggregated Statistics	Flight	Flight	Report 14 Description	Active	Company	2024-05-02	2024-05-02
1015	Report 15	Flights Aggregated Statistics	Flight	Flight	Report 15 Description	Active	Company	2024-05-02	2024-05-02
1016	Report 16	Flights Aggregated Statistics	Flight	Flight	Report 16 Description	Active	Company	2024-05-02	2024-05-02
1017	Report 17	Flights Aggregated Statistics	Flight	Flight	Report 17 Description	Active	Company	2024-05-02	2024-05-02
1018	Report 18	Flights Aggregated Statistics	Flight	Flight	Report 18 Description	Active	Company	2024-05-02	2024-05-02
1019	Report 19	Flights Aggregated Statistics	Flight	Flight	Report 19 Description	Active	Company	2024-05-02	2024-05-02
1020	Report 20	Flights Aggregated Statistics	Flight	Flight	Report 20 Description	Active	Company	2024-05-02	2024-05-02

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.

Create report

Scope

Flights Aggregated Statistics

Description

Contains data related to flights, aggregated by specific factor.

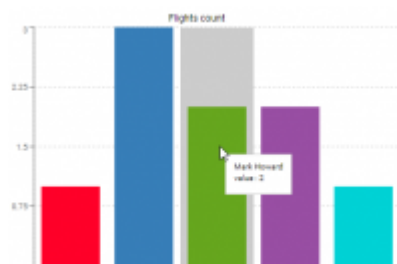
CANCEL

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**:

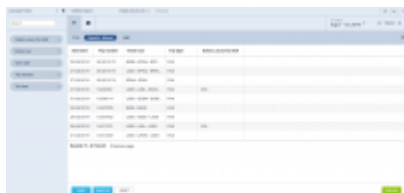
- **PAX age** - calculating data for PAX.
- **Aircraft type** - calculating data for a specific type of the aircraft.
- **Aircraft** - calculating data for a specific aircraft registration.
- **Route** - showing data per route flown.
- **Client** - showing data per a clients selected in quotes.

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

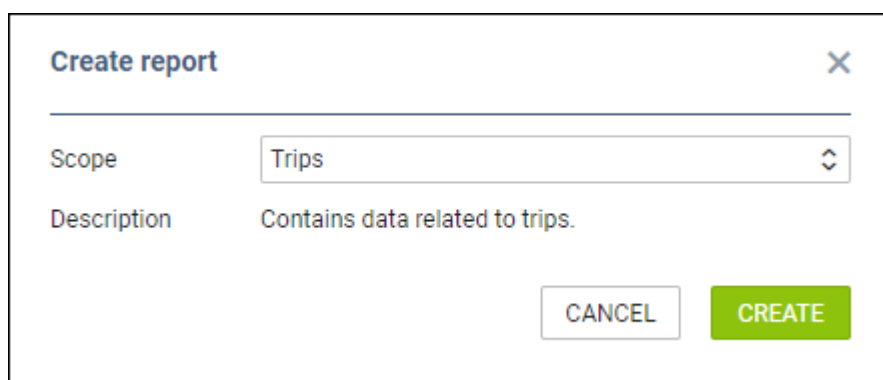


Client	Trip	Date	Amount
Client 1	Trip 1	2024-05-01	100.00
Client 1	Trip 2	2024-05-02	150.00
Client 2	Trip 3	2024-05-03	200.00
Client 2	Trip 4	2024-05-04	250.00
Client 3	Trip 5	2024-05-05	300.00
Client 3	Trip 6	2024-05-06	350.00
Client 4	Trip 7	2024-05-07	400.00
Client 4	Trip 8	2024-05-08	450.00
Client 5	Trip 9	2024-05-09	500.00
Client 5	Trip 10	2024-05-10	550.00

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

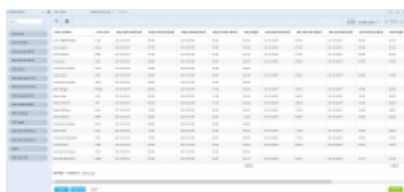
The columns in this report contain basic trip details as well as elements of the quotation including Taxes.

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'.



Client	Trip	Date	Amount
Client 1	Trip 1	2024-05-01	100.00
Client 1	Trip 2	2024-05-02	150.00
Client 2	Trip 3	2024-05-03	200.00
Client 2	Trip 4	2024-05-04	250.00
Client 3	Trip 5	2024-05-05	300.00
Client 3	Trip 6	2024-05-06	350.00
Client 4	Trip 7	2024-05-07	400.00
Client 4	Trip 8	2024-05-08	450.00
Client 5	Trip 9	2024-05-09	500.00
Client 5	Trip 10	2024-05-10	550.00

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

Invoice No.	Requested by	Sell date	Billing date	Total Gross	Total Net
123456789	John Doe	2023-01-01	2023-01-01	1000.00	800.00
987654321	Jane Smith	2023-02-01	2023-02-01	2000.00	1600.00
567890123	Mike Johnson	2023-03-01	2023-03-01	3000.00	2400.00
432109876	Sarah Brown	2023-04-01	2023-04-01	4000.00	3200.00
321098765	David Wilson	2023-05-01	2023-05-01	5000.00	4000.00

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.


Create report

Scope

Flight

Description

Positioning  
Flights Aggregated Statistics  
Trips  
FTL Duty  
Invoices

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

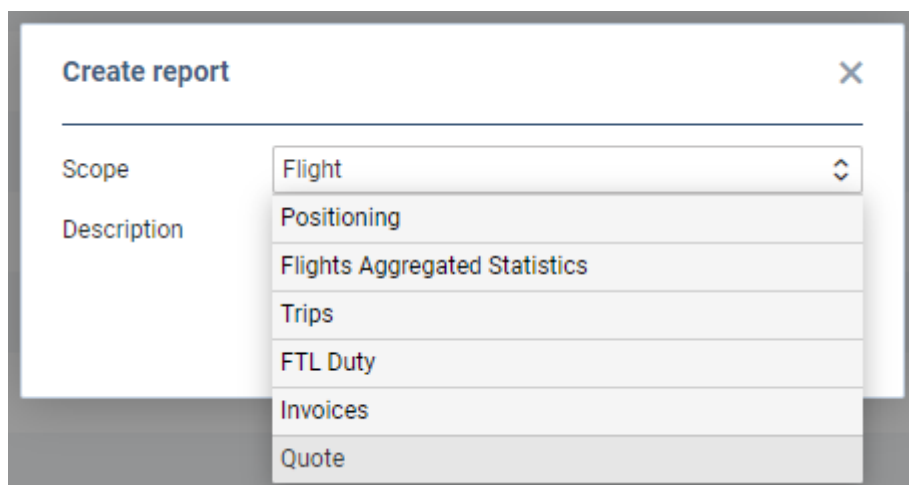


Scope	Description	Flight	Positioning	Flights Aggregated Statistics	Trips	FTL Duty	Invoices	Quote
Flight								
Positioning								
Flights Aggregated Statistics								
Trips								
FTL Duty								
Invoices								
Quote								


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  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  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.

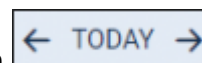



You can **delete** such report by clicking on the  icon.

## 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	ADP IATA	ADP IATA	Flight and Bed	Flight and Bed	Flight and Bed
15-05-2024	123	B-ARTI	MAN	MAN	41	270	270
15-05-2024	123	B-ARTI	MAN	MAN	270	270	270
15-05-2024	123	B-ARTI	MAN	MAN	41	270	270
15-05-2024	123	B-ARTI	MAN	MAN	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

Date	Flight number	Registration	ADP IATA	ADP IATA	Flight and Bed	Flight and Bed	Flight and Bed
15-05-2024	123	B-ARTI	MAN	MAN	41	270	270
15-05-2024	123	B-ARTI	MAN	MAN	270	270	270
15-05-2024	123	B-ARTI	MAN	MAN	41	270	270
15-05-2024	123	B-ARTI	MAN	MAN	270	270	270

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.

From:

<https://wiki.leonsoftware.com/> - **Leonsoftware Wiki**

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