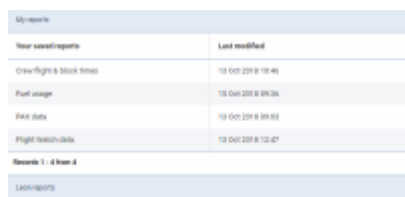


REPORT WIZARD



| 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

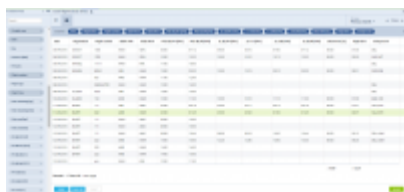
Report Wizard - the main view on saved reports

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

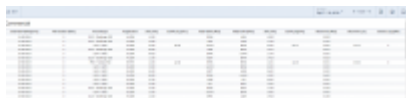
- create **columns** in the report. Used items turn from  into . You can use a field 'Search' to quickly find a desired item. You can also add items by dragging & dropping the item from the filter straight into the 'Columns' bar.

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

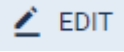
- **DATE ADEP Plan UTC**
- **Flight number**
- **Registration**
- **STD UTC**
- **ADEP ICAO Plan**
- **STA UTC**
- **ADES ICAO Plan**




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  link.

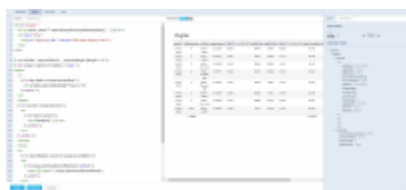


Viewing and editing a report

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

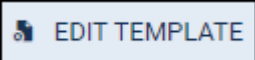


Edited version of the report

'Edit template' function allows editing the report in HTML and creating an alternative and more complex version of the same report including options such as:

- changing the headers in the report
- highlighting data
- sorting the report according to aircraft flights
- implementing charts
- and many more

In order to access the HTML version of the report you need to:

1. Edit an existing report or create a new one
2. Click on  icon located in the top-left corner of the report

The edited view is divided into 3 sections:

1. **Editing** - left-hand site section where you can amend the report using HTML (in tabs HEADER, BODY and FOOTER) and CSS (in tab CSS)
2. **Preview** - the middle part where you can preview the amended report in either HTML or PDF version
3. **Data and Settings** - right-hand panel. In the 'DATA' tab you can select the data range in the report as well as access the 'Available data' source to use in the editing section. In 'SETTINGS'

you can amend the design options including margins and page orientation

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

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.

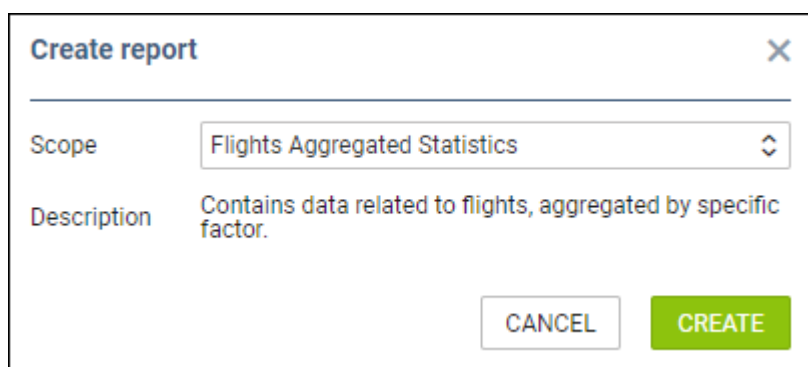
Flights Aggragated Statistics reports



Flights Aggragated Statistics report

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

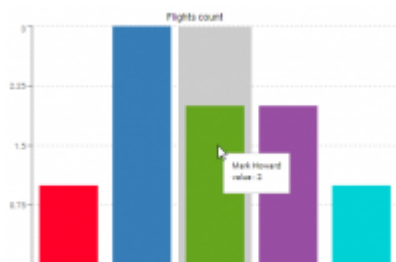
In order to create such a report, choose the 'Flights Aggregated Statistics' from the dropdown selection in the pop-up window while adding the new report.



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.

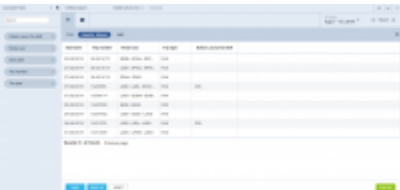
The data displayed can be **grouped by**:

- **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 | Aircraft | Date | Amount |
|-----------|-------------|------------|--------|
| Client 1 | Aircraft 1 | 2024-04-29 | 100.00 |
| Client 2 | Aircraft 2 | 2024-04-30 | 150.00 |
| Client 3 | Aircraft 3 | 2024-05-01 | 200.00 |
| Client 4 | Aircraft 4 | 2024-05-02 | 250.00 |
| Client 5 | Aircraft 5 | 2024-05-03 | 300.00 |
| Client 6 | Aircraft 6 | 2024-05-04 | 350.00 |
| Client 7 | Aircraft 7 | 2024-05-05 | 400.00 |
| Client 8 | Aircraft 8 | 2024-05-06 | 450.00 |
| Client 9 | Aircraft 9 | 2024-05-07 | 500.00 |
| Client 10 | Aircraft 10 | 2024-05-08 | 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

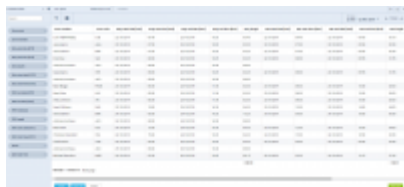
The columns in this report contain basic trip details as well as elements of the quotation including Taxes.

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

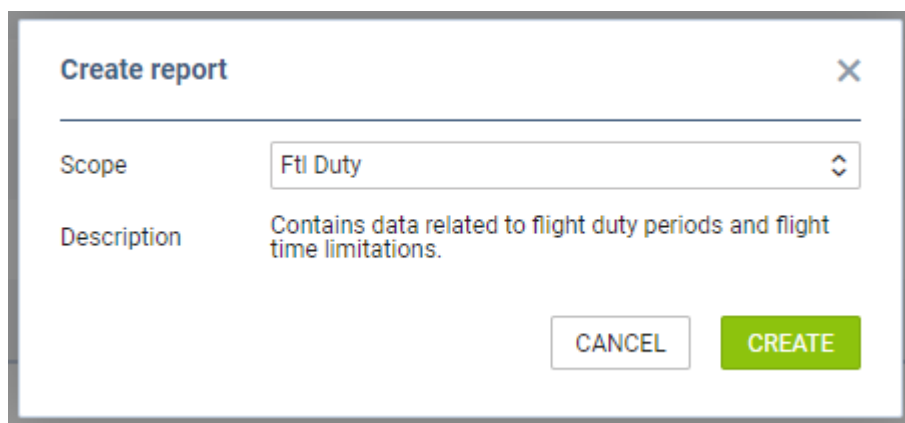
To make it easier to generate a **FTL** report, we have added a separate **FTL duty scope** showing strictly FTL data.

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



| Flight | Start | End | Duty | Extension | Split |
|--------|------------------|------------------|-------|-----------|-------|
| 1 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 | 15:12 |
| 2 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 | 15:12 |
| 3 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 | 15:12 |
| 4 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 | 15:12 |
| 5 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 | 15:12 |

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

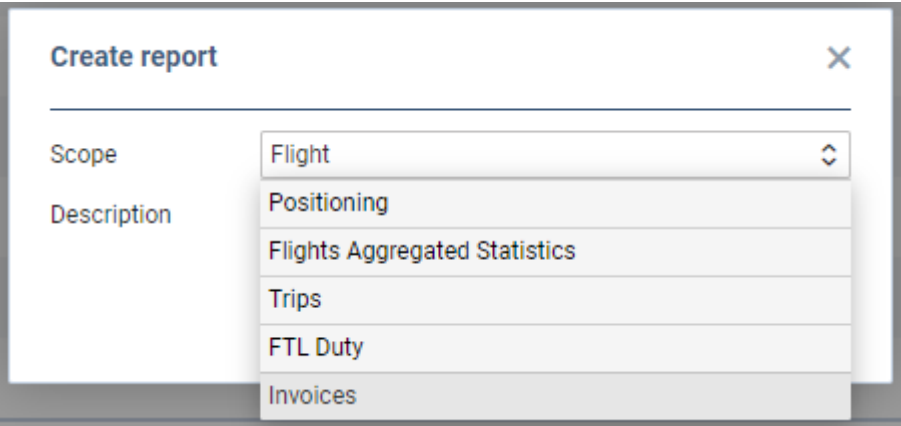



| Invoice | Requested by | Sell date | Billing date | Total Gross | Total Net |
|---------|------------------|------------------|------------------|-------------|-----------|
| 1 | 2020-02-14 15:12 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 |
| 2 | 2020-02-14 15:12 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 |
| 3 | 2020-02-14 15:12 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 |
| 4 | 2020-02-14 15:12 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 |
| 5 | 2020-02-14 15:12 | 2020-02-14 15:12 | 2020-02-14 15:12 | 15:12 | 15:12 |


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).



Currency Converter Filter

Currency Converter filter in scope INVOICES

We have added 'Currency converter' filter in the scope INVOICES.

This filter allows converting the amount displayed in the 'Total Gross' column from the currency selected in 'General Settings' > 'Default currency (Price List)' to any other selected currency.

The conversion rate is the rate of National Bank of Poland on the date of invoice

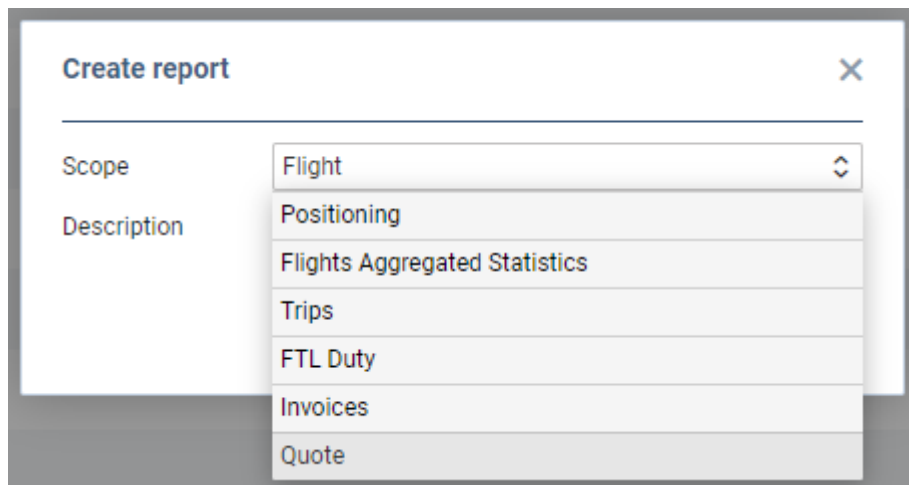
Quote scope




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  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 

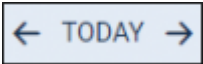
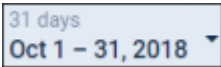
Once the report publication is done Leon shows 'Download' icon allowing you to view the report in Excel file.




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:

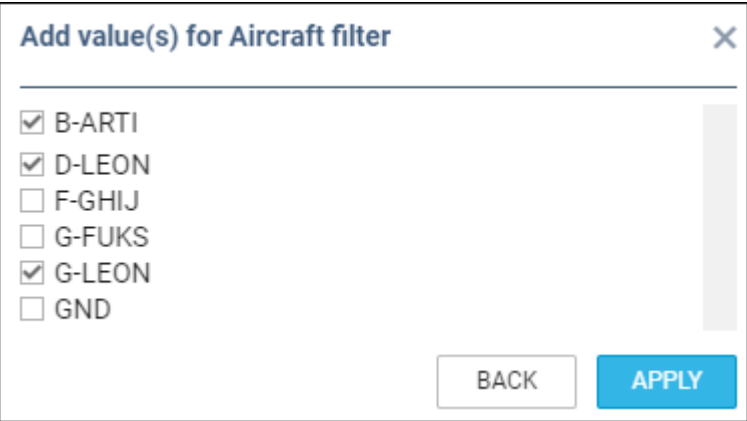


Data filter in Report Wizard

| Date | Flight number | Registration | ADEP IATA | ADES IATA | Port used (kg) | Performance (kg) | Weight (kg) |
|------------|---------------|--------------|-----------|-----------|----------------|------------------|-------------|
| 10/01/2018 | 11 | B-ARTI | ADP | ADP | 41 | 270 | 270 |
| 10/01/2018 | 11 | B-ARTI | ADP | ADP | 41 | 270 | 270 |
| 10/01/2018 | 11 | B-ARTI | ADP | ADP | 41 | 270 | 270 |
| 10/01/2018 | 11 | B-ARTI | ADP | ADP | 41 | 270 | 270 |

Results: 4 found

Filter applied to narrow down displayed data



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



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**

Permanent link:
<https://wiki.leonsoftware.com/leon/report-wizard?rev=1581693130>

Last update: **2020/02/14 15:12**

