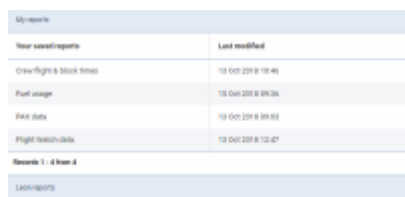


REPORT WIZARD



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

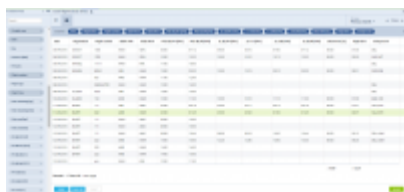
Report Wizard - the main view on saved reports

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

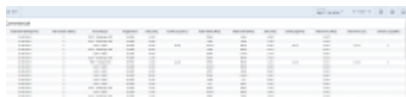
- create **columns** in the report. Used items turn from  into . You can use a field 'Search' to quickly find a desired item. You can also add items by dragging & dropping the item from the filter straight into the 'Columns' bar.

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

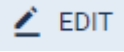
- **DATE ADEP Plan UTC**
- **Flight number**
- **Registration**
- **STD UTC**
- **ADEP ICAO Plan**
- **STA UTC**
- **ADES ICAO Plan**

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).





Sorted by aircraft in descending order




Sorting by aircraft

It is now possible to **sort the flights by aircraft registration** in scope 'Flights'.

Hover the mouse over the 'Aircraft' column and there will be one of the following **2 options** available:

- **Aircraft**  - this option will list the flights based on the aircraft ascending alphabetical order
 - **Aircraft**  - this option will list the flights based on the aircraft descending alphabetical order.
- Example in the screenshot on the right-hand side

Sorting by aircraft registration will firstly group them by registration and then by date within each registration.

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

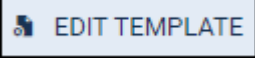
'Edit template' function allows editing the report in HTML and creating an alternative and more

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:

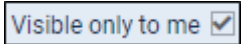
1. **Editing** - left-hand site section where you can amend the report using HTML (in tabs HEADER, BODY and FOOTER) and CSS (in tab CSS)
2. **Preview** - the middle part where you can preview the amended report in either HTML or PDF version
3. **Data and Settings** - right-hand panel. In the 'DATA' tab 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

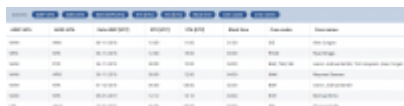
Each Leon user who has the access to the Wizard Report is now able to create and save a report to which no other user will have access.

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

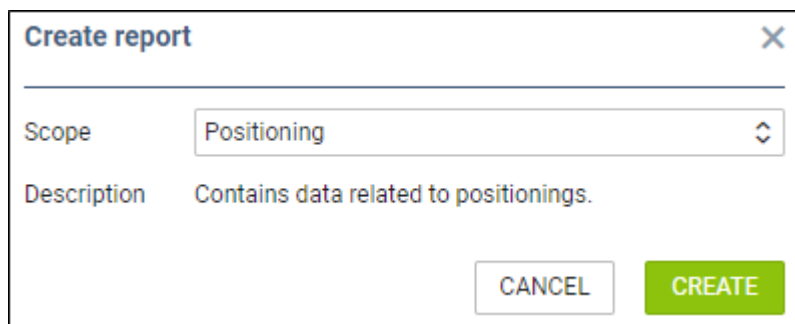
Positioning reports



DATE	TIME	LOCATION	STATUS	TYPE	DESCRIPTION
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456

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 [X]

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 Aggregated Statistics reports

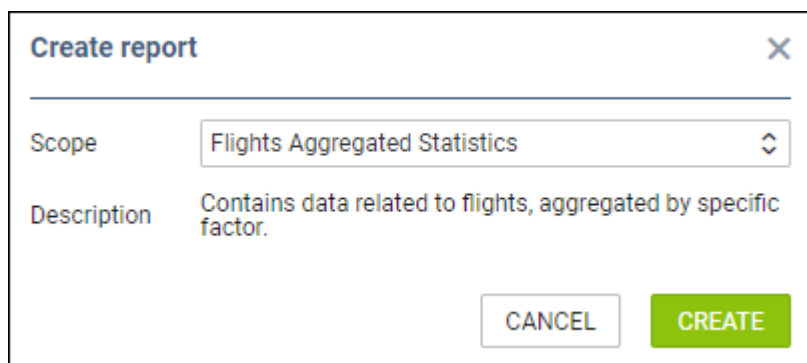


DATE	TIME	LOCATION	STATUS	TYPE	DESCRIPTION
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456
2020-04-29	12:49	12.3456	12.3456	12.3456	12.3456

Flights Aggregated 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 [X]

Scope: Flights Aggregated Statistics

Description: Contains data related to flights, aggregated by specific factor.

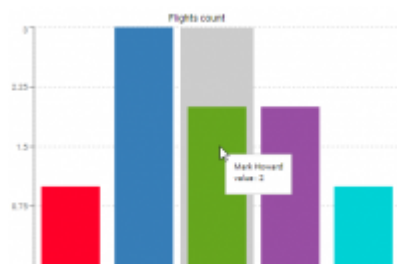
CANCEL CREATE

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.

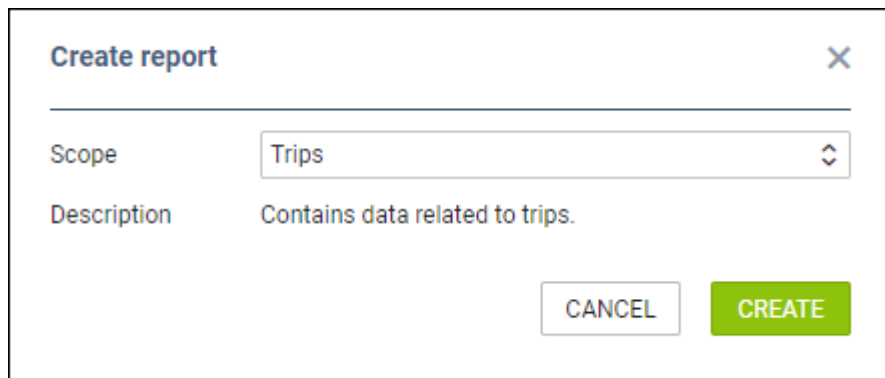
Trips Report

[illegible]

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 [X]

Scope: Trips

Description: Contains data related to trips.

CANCEL CREATE

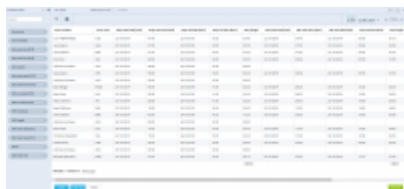
The columns in this report contain basic trip details as well as elements of the quotation including Taxes.

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

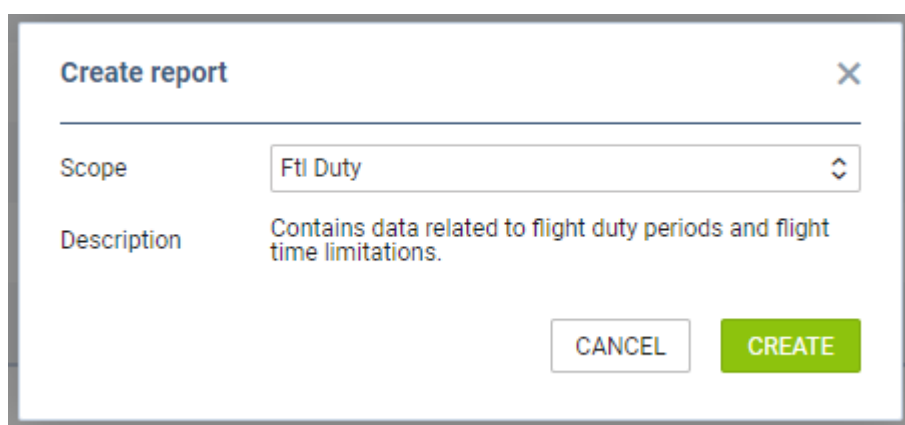
To make it easier to generate a **FTL** report, we have added a separate **FTL duty scope** showing strictly FTL data.

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



Flight	Operator	Flight No	Origin	Destination	Departure	Arrival	Duty Start	Duty End	FTL
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10

FTL report generated from FTL duty scope



Create report [X]

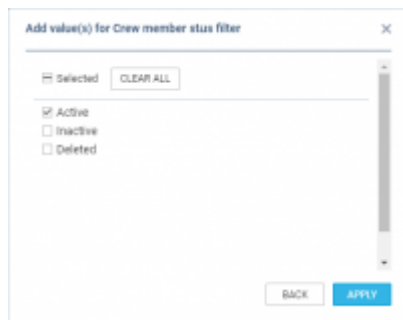
Scope: Ftl Duty

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.



Filtering by Crew member status

Filtering by Crew member status

We have added an option to filter by '**Crew member status**' in the 'FTL Duty' scope.

There are **3 options** available to filter Crew members:

- **Active**
- **Inactive** - applies to Crew with 'Can log into Leon' checkbox unticked in the User profile
- **Deleted** - applies to Crew with 'Active' checkbox unticked in the User profile

All the elements of the filter work on 'either/or' basis. If you filter by Crew members with statuses 'Active' and 'Deleted' the report will display data for Crew who are active or deleted.

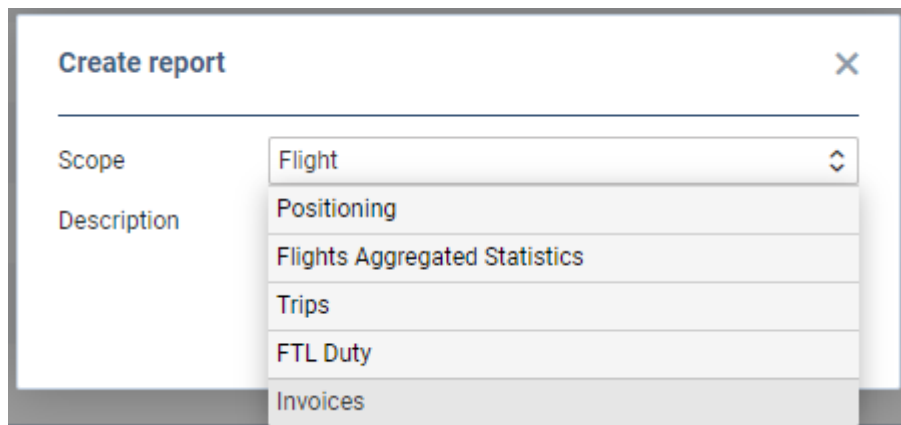
Invoices scope




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).



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

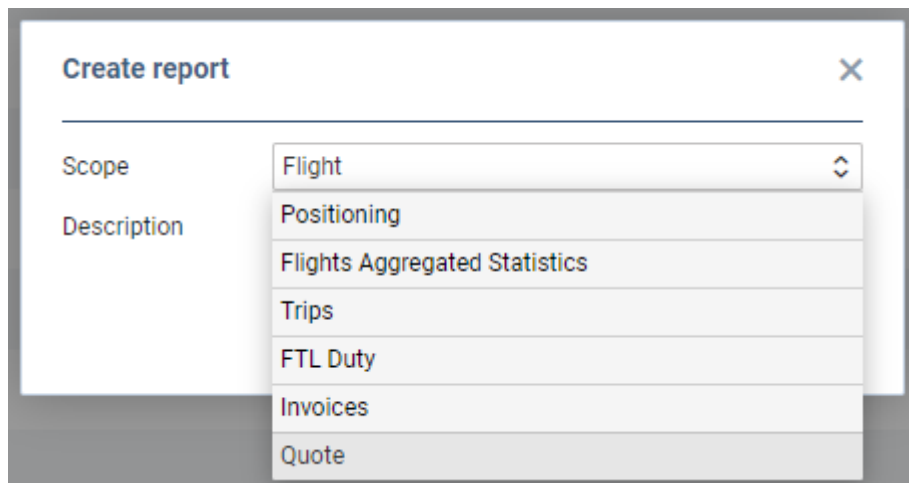
Quote scope

[illegible]


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

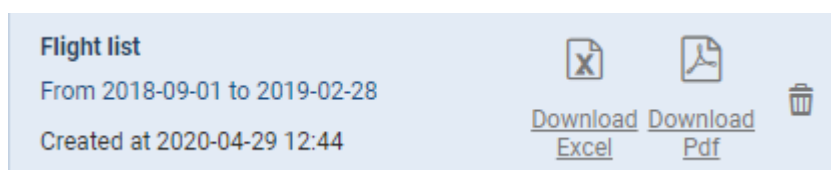
It is possible to generate a long-period reports in Wizard, for more than **90 days**.


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 

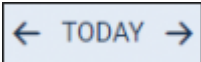

Once the report publication is done Leon shows 'Download' icon allowing you to view the report in either PDF or Excel file.




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	270	270	270
10/01/2018	12	B-ARTI	ADP	ADP	41	271	271
10/01/2018	11	B-ARTI	ADP	ADP	271	271	271

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

MAN123MAN-NAM

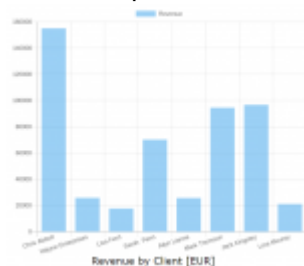
BACKAPPLY

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.

Charts



Revenue per an aircraft - displaying data with charts



Revenue per the client - chart 'Bar'



Revenue per the client - chart 'Line'

It is now possible to show various **charts** in **WIZARD REPORT**.

You can show various charts, by using [QuickChart Documentation](#) web service that generates chart images, which are suitable for embedding in email, SMS, chatbots, and other formats.

The below example shows wide range of possibilities of this feature.

The screenshot on the right shows how Wizard Report can generate a 'Revenue report' displaying charts **per an aircraft**. The chart is type 'doughnut' but you can as well use 'pie' or 'radar' types.

You can choose the width & the height of the chart by changing items: width=xxx, height=xxx

```

{{ chart(
  type='pie',
  width=500,
  height=500,
  datasets=[{'data':
    groupByAcftRevenue}],
  labels=groupByAcftLabels
)}}

```


You can also create such report **per a client** and it can be displayed as i.e. 'bar' type or 'line' type (see screenshots). Here you can decide about the width & the height of the bars/lines as well as about the colour of the border and the background (choose `borderColor` and `backgroundColor`).


Sharing reports



Report ID	Report Name	Report Type	Report Status	Report Date	Report User	Report Group
1	Report 1	Report Type 1	Report Status 1	Report Date 1	Report User 1	Report Group 1
2	Report 2	Report Type 2	Report Status 2	Report Date 2	Report User 2	Report Group 2
3	Report 3	Report Type 3	Report Status 3	Report Date 3	Report User 3	Report Group 3
4	Report 4	Report Type 4	Report Status 4	Report Date 4	Report User 4	Report Group 4
5	Report 5	Report Type 5	Report Status 5	Report Date 5	Report User 5	Report Group 5
6	Report 6	Report Type 6	Report Status 6	Report Date 6	Report User 6	Report Group 6
7	Report 7	Report Type 7	Report Status 7	Report Date 7	Report User 7	Report Group 7
8	Report 8	Report Type 8	Report Status 8	Report Date 8	Report User 8	Report Group 8
9	Report 9	Report Type 9	Report Status 9	Report Date 9	Report User 9	Report Group 9
10	Report 10	Report Type 10	Report Status 10	Report Date 10	Report User 10	Report Group 10

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  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=1588164597>

Last update: **2020/04/29 12:49**

