

Seasons




Season	From	To
JANUARY 2019	01-01-2019	31-12-2019
SUMMER 2019	01-06-2019	30-09-2019
WINTER 2019	01-12-2019	31-03-2020

Defining 'Seasons' in Leon to create 'Commercial Orders'

Before adding a new **Commercial Order** you will need to define **Seasons** to specify period of time for which the schedule should be added.

Go to **Sales > Seasons** and click **Add new season** button. Enter the name of the new season (i.e. Summer 2019, Winter 2019, etc...) and define a period of time (how long should the season last).

You can delete Seasons by clicking the  icon. In the filter you can hide terminated seasons.

Once this is done you can go to the Commercial Orders page, select in the filter a particular Season and click on **Add new Commercial Order**. In the drop-down list under 'Season' you can find previously added seasons. In the same place you can also add a code for easier internal identification and add one or more clients.

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