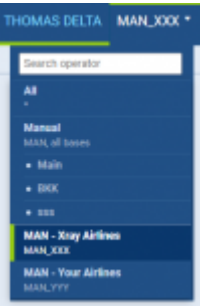


# Flight Support



Access to sub-operators in Leon

Leon is also useful for **Flight Support Companies** which provide airlines with such services as:

- **Flight & Crew planning**
- **Overflight & Landing permits**
- **Visa & Medical**
- **Fuel**
- **Maintenance**

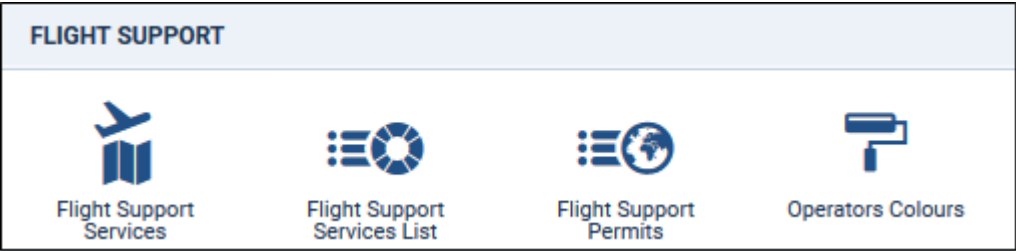
In Leon you can have as many sub-operators as you need. You can view flights of each one of them or all at once (hoover the mouse over your operator code and select 'All'). You can define **services & prices**, assign services to each aircraft and define **permits prices** per a country for different currencies.

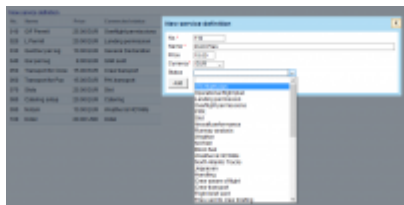
To add a trip which should have Services attached to it you need to select a **Dispatcher** - in the right-hand filter, tab **TRIP**, select 'Dispatched by' as your operator, or leave 'None' - then the checklist will show items defined in Settings > Flight Editing without any of the services.

Once the trip is done you can generate a document **Billing Sheet** from a documents list and send it to the client.

## Flight Support Services

In the operators drop-down box select your operator code (as defining services is not possible on sub-operators accounts) and go to a section **Settings** where at the bottom you will find 4 available sub-sections to be defined (see screenshot below). One of them is **Flight Support Services** which allows you to define a list of **Services**.





### Defining Services list

By clicking **New service definition** you will be able to add a new service to the list. Each service must be connected to the **Checklist** item. If you need an extra checklist item to be added, please contact us via [Customer Portal](#).

Fields which need to be filled in, when defining a new service, are:

- **No.** - it can be any number from 1 onwards or from 10.
- **Name** - how the new service should appear (in both checklist and on the Billing Sheet document).
- **Price** - the price will appear on the Billing Sheet.
- **Currency** - agreed currency with the client.
- **Status** - connected to the existing checklist item.


## Flight Support Services List



### Defining default services

Here you can select the operator from the drop-down list and define **default services** for a chosen operator as well as for each aircraft.

The screen is divided into 2 sections:

- **Services** - here you can mark '1' for the default service. The price displayed is the one defined in Service Definition page, just like 'Connected status'.
- **Statuses enabled** - grey statuses are those from services table and can not be edited or removed. Additional, editable statuses will be mandatory (they will appear in the Checklist), regardless what services will be active on a given flight - they can be added by clicking the icon 

Defined default 'Services' will be available in the Leon's 'Checklist' as well as all additional items.

## Billing Sheet document

Name	Ordered Qty	Completed Qty
ATC flight plan	1	1
GenDec	1	1
Landing permission	1	1
Overlight permissions	1	2
PPR	1	1
Slots	1	2
Aircraft performance	1	1
Catering	1	1

Tab SERVICES - the list of ordered & completed Services

**Billing Sheet**

Service Name	Ordered Qty	Completed Qty
ATC flight plan	1	1
GenDec	1	1
Landing permission	1	1
Overlight permissions	1	2
PPR	1	1
Slots	1	2
Aircraft performance	1	1
Catering	1	1

Billing Sheet - document sent to clients with completed services

Before you can generate a **Billing Sheet** document, you need to add a trip and select if it is **dispatched** by your operator, or if it is a normal flight without services supplied.

When adding a new trip open the right-hand filter and in a tab **TRIP** select your operator in a drop-down box named **Dispatched by** - this will make all defined services appear in the checklist. If you select **None** Leon will show checklist items defined in a section Settings > Flight Editing.

Trip No: 01-2018/2    Status: Confirmed    Type: PAX

☒ Commercial    Dispatched by: MAN

Once the trip is saved, an additional tab will appear in the right-hand filter: **SERVICES**. It shows all pre-defined services as well as 2 columns:

- **Ordered Qty** - defined quantity from a section 'Flight Support Services List', which can be changed manually, if necessary.
- **Completed Qty** - where you insert number of supplied services for a particular flight.

To generate a Billing Sheet right-click with the mouse over the flight and select it from the list. The default layout shows trip details, a person's details who printed the document, services completed for the flight along with their price and permits (if selected in the checklist).

If you are interested in having a Billing Sheet available for your operator please contact [support@leonsoftware.com](mailto:support@leonsoftware.com).

**By adding a new random checklist item - using '+ADD ITEM' button on top of the checklist panel - Leon will automatically add that item as a new service, as long as it's defined in a section 'Settings > Flight Support Services' and connected to the**


selected checklist item.

Inserted notes in the tab 'Services' can be displayed on the 'Billing Sheet' document, by using an item 'billingSheetNotes' in Documents Manager panel.

## Flight Support Permits









This section allows you to define default **permits** along with the **prices**, separately for each currency.

First you need to select a currency. Next you should define a default price for a permit and (additionally) for a short notice permit as well.

Then you can define a permit's price for all countries as well as per an individual countries (by clicking  icon).

Currency

EUR

Country	Price	Short Notice	
(all countries)	<div>0.00</div>	<div>0.00</div>	EUR 
China (CHN)	200.00	400.00	EUR  
Belarus (BLR)	100.00	200.00	EUR  
Russia (RUS)	150.00	250.00	EUR  
United States (USA)	225.00	450.00	EUR  

Submit

If in the Checklist you select an overflight or a landing permit, Leon will transfer details onto **Billing Sheet** document, in its section Permits.

## Operator Colours

FlightNo.	OPR	D	Date	STD	ADEP	ADES	STA	ALTN	ACFT
111	ZZZ	Fr	04-11	08:00	VKD	GVA	11:00		SW-AAA
222	ZZZ	Fr	04-11	14:00	GVA	VKD	17:00		SW-AAA
GLE1	MAN	Fr	04-11	08:00	GVA	MAN	09:30		G-LEON
GLE2	MAN	Fr	04-11	12:00	MAN	GVA	12:45		G-LEON
432	BAW_XXX	Fr	04-11	14:00	BAW	LTH	16:00		B-CFT
111	ZZZ	Sat	05-11	08:00	VKD	GVA	11:00		OK-LBA
222	ZZZ	Sat	05-11	14:00	GVA	VKD	17:00		OK-LBA
5764	ZZZ	Sat	05-11	12:00	BAW	OPC	15:30		B-OWE

Operators colours in a section OPS

If you have lots of sub-operators and want to see their flights in the Flights List distinguished with different colours, here you can define it. Click on the colour-belt and select it from the palette.

MAN	Manual*	#	22F077
MAN_XXX	MAN - XXX*	#	67C0E9
ZZZ	Demo*	#	FBA3F8

Update

Once it is done in the Flights List section you will see flights displayed with defined operator colours.

**Operator colours have priority ovet the aircraft colour defined in a section Settings > Fleet**

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