

In this section you can **define admin settings** for your flights data displaying in 'Flight Edition' screen, flight documents, set default flight or trip type, etc...

You can also define **email notifications** regarding schedule or crew changes.

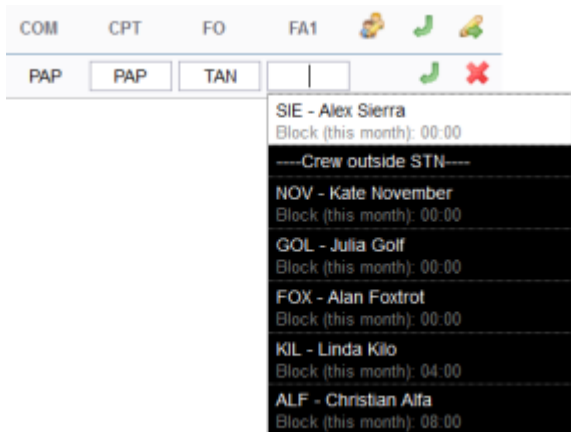
Important settings can also be found here regarding **OPS and Sales checklist** items as well as Journey Log.

Custom delay codes (from 00 to 05) can be defined here and used when inserting Flight Watch or Journey Log.

Flight editing

All the options/tools in this section relate directly to flight editing. Some of the options are as follow:

- **Default flight type** - each added flight, when edited, will have a chosen type: S-schedule, N-Non-schedule, G-general or X-other.
- **Display FDP preview on "Trip Edit" form** - when editing a flight where FDP has got exceeded, Leon will display a message **FDP:Correct** or **FDP:Flight Duty Period is too long** . If the rest has been violated, the warning will be: **FDP:Rest is too short** .
- **Show 'new' icon on flights (planned flights view)** - once you have added a new flight, Leon can mark it in 'Planned Flights' screen as **NEW** in the corner of the square.
- **Allow crew suggestion box in Edit Flight** - a very useful option when planning crew for a flight (especially when there is lots of crew-members available).



Crew suggestion option

- **Rest facility** - depending on your OM7 (Flight Time Limitations) you can choose between 3 options: "None", "None and Suitable", "None, Suitable and Adequate". Each of them will determine how the on-flight rest is calculated (augmented crew).
- **Default Trip Note** - If set, new flight is initialised with this trip note text. This text will be displayed in 'Planned Flights' > Trip edit > Notes section.
- **Allow not completed JL to be entered** - this option allows you to add not completed 'Journey Log' to the system (more details can be found under [Journey Log](#)).
- **Show in Journey Log** - there is a variety of check-boxes to choose from when it comes to adjusting your 'Journey Log' in Leon: Distance, PAX, Block fuel, CMT and many others. These can be added at any time and will update in JL immediately.
- **OPS checklist** - by ticking particular check-boxes you can define what sections will be

available in your 'Legs Info' screen. Adding further elements will NOT apply to the past flights but to new flights only. We can extend this list if required by the operator.

- **Sales checklist** - a list of check-boxes related to 'Sales' part of Leon. More information about 'Legs Info' checklist under [Flight checklist](#).
- **Custom Delay Codes** - here you can define your own Delay Codes which then will be used in Journey Log and Flight Watch.

Custom Delay Codes	
Code 00	Late take-off
Code 01	Lack of or late boarding buses
Code 02	Repercussion technical problem on previous flight or other aircraft in the fleet
Code 03	You can define this in operators settings page
Code 04	You can define this in operators settings page
Code 05	Stand-by delay code while delay code under investigation

Notifications

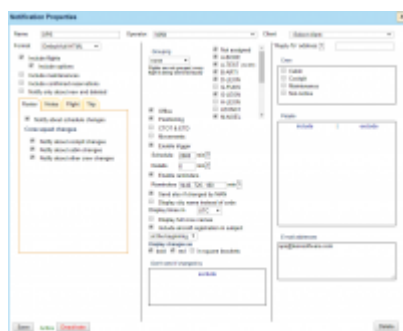
The main task of the '**Notifications**' panel is to inform via emails about any changes done in flights added to Leon as well as about creating and deleting flights. It is **Leon users** (OPS, Admins) who decide what sort of notifications are being sent out and to whom by defining settings.

It is possible to define any number of notifications and from the point of user's view - each one of them will work **independently**.

In order to decrease the number of emails outgoing from Leon (which is beneficial for recipients), notifications are **not being sent out immediately** after the first change in the flight but after **10 minutes** from the last change. So if there was another change done to the same flight within 10 minutes - time is calculated from the beginning.

For example: you changed STD at 12:00 UTC, then STA at 12:08, ADEP at 12:15, ADES at 12:22 (ADES change was the last one - the notification email about these changes would be sent out at approximately 12:32 (10 minutes after the last change).

Notification Properties



Notifications - the main page

As you can see in the screenshot there is a number of sections that influence the type of notification and the time when it was sent but also the content of such notification. Main areas of influence are explained below.

Grouping

You can set a notification so that flights added to Leon are grouped. If a flight from the selected group is changed, the notification will include the schedule of all flights from this particular group (including unchanged flights). If more than one flight is changed, one notification will be sent containing information about the changed flights along with other flights from the same group.

There are **4** options in grouping:

- 1. **None** - flights are not grouped, which means that each flight is being sent individually.
- 2. **Crew** - if the recipient of the notification is a crew member of the changed flight, they will receive information about all his flights in a given day (all recipients who are not planned on the flight will not receive the notification).

Example: a pilot is scheduled for 2-legs flight STN-AMS-STN and on the same day he is scheduled for 1-leg flight STN-MAN. If there are changes made to the first flight, they will get a notification including details of the later flight as well.

- 3. **Trip** - the entire trip of the modified flight is sent (even if particular legs are on different days).

Example: a 4-leg trip is added to Leon and changes are made on the 4th leg - the notification email will contain details of the changed leg (in bold) as well as the details of all other legs of the trip.

- 4. **Aircraft** - all flights for the same aircraft from the same day (including the modified flight) are grouped into one notification email.

Example: the 1st trip on aircraft A-BCDE is: 04-02, 10:00 WRO AMS 11:00. The 2nd trip is: 04-02, 12:30 AMS VKO 16:30

- 5. **Day** - all flights for the same day for ALL aircraft, including the modified flight, are grouped into one notification message.

Both are separated trips for different clients. If changes are made to the 1st trip, in the notification email there will be also details of the 2nd trip (as it's on the same aircraft, on the same day).

Format

- 1. **Simplified HTML** - new flight schedule details, crew codes, status, created by - are all in bold; all changes in flights are in bold; the size of email ~5 kB.

+ MAN1 28-JAN 12:00 EPWA–LSGG 14:35, 0 PAX (...)

+ MAN2 28-JAN 15:00 LSGG–EHAM 16:30, 0 PAX (...)

+ MAN3 28-JAN 17:00 EHAM–EPWA 19:10, 0 PAX (...)

Crew: SMI PAP

Status: confirmed

Created by:

All times in UTC.

- 2. **Full HTML** - deleted legs appear as ~~crossed-out~~; options are in italics; the size of the email ~50 kB. Below an example: new flight notification.

Flight	From	To	PAX	Crew
28-JAN-2014				
123 A-BCDE	EGCC 13:00	LPPR 15:00	0	GOL — — —
456 A-BCDE	LPPR 16:00	EGCC 18:00	0	GOL — — —

All times in UTC.

123 13:00 EGCC–LPPR 15:00

Status

confirmed

Slot (EGCC)

time: 13:00

Created by:

456 16:00 LPPR–EGCC 18:00

Status

confirmed

Slot (LPPR)

time: 16:00

Created by:

Displaying changes

You can decide how you wish to receive notifications about flight changes.

When you edit your notifications in this section you can find 3 checkboxes under '**Display changes** as':

- Bold** - all changes are in bold.
- Red** - all changes in red font.
- In square brackets** - all changes in normal font, in square brackets.

Display changes as

☒ bold ☒ red ☒ in square brackets

You can combine the above 3 options, i.e. mark all 3 checkboxes, or 2 of them, or just 1 (see examples below).

SP-LEON on 03-AUG flights (AMS-POZ-AMS) CHANGE

 Leon Notifications

do mnie ▾

Recipients: bkaminski@leonsoftware.com

3141 03-AUG 11:30 AMS-POZ 13:30, 0 PAX

3142 03-AUG 14:00 POZ-AMS 16:00, 0 PAX

Crew: WIS ZUL KIL

Status: confirmed

Created by: B. Kamiński (LSO); Changed by: B. Kamiński (LSO)

All times in UTC.

A-BCDE on 01-AUG flight (EPWA-EHAM) CHANGE

 Leon Notifications

▾

Recipients:ops@fly.com

654 [01-AUG] [12:00] EPWA-EHAM [14:00], 0 PAX

Crew: [DEL] ALF [FOX]

Status: confirmed

Created by: B. Kamiński (LSO); Changed by: B. Kamiński (LSO)

All times in UTC.

Also when **date of flight** is changed, the notification that is sent in **Full HTML** email format will have **a new date highlighted red** in the flight information table.

Flight	From	To	PAX	Crew
16-JUN-2015				
NOTIF	EPWR	EPWA	0	DEL HOT
B-ARTI	12:30	13:25		— —
				SPA

Flight/Trip

You can define what details of either the flight or the trip you want included in the notification email. You can add various checkboxes (which represent Leon 3.0 checklist) in sections such as:

tab **Flight**: Ops, Handling, Crew, Pax

tab **Trip**: Flight, Contract, Notes (notes added in 'Planned Flights', tab 'Notes')

Positionings

Leon will send a notification email if a positioning duty is added to Leon and the checkbox **Positioning** is ticked in 'Notification' screen (see below):

30-JAN NEW positioning (EGCC-EGSS)

Flight	From	To	PAX	Crew
30-JAN-2014				
333	EGCC	EGSS	0	GOL —
—	12:00	15:00		— —

All times in UTC.

333 12:00 EGCC-EGSS 15:00

Status	confirmed
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Created by: T. Delta (MAN)

Trigger for Schedule and Details

Schedule

Specify how many **minutes before scheduled departure time** you want to receive reminder email + notifications about further schedule changes (**ADEP, ADES, STD, STA, PAX, Flight status** - see screenshot below). For example, if you want to set trigger time for one day (24h), please enter 1440 minutes.

Flight	From	To	PAX	Crew
29-JAN-2014				
MAN D-LEON	EGSS 10:00	EHAM 11:00	0	TAR — — —
MAN D-LEON	EHAM 12:00	LPPR 14:35	0	TAR — — —
MAN D-LEON	LPPR 16:00	EPWA 19:50	1	TAR — — —
30-JAN-2014				
MAN D-LEON	EPWA 14:00	EGSS 16:45	0	WIS — — —

All times in UTC.

All flight details will be sent together with the schedule but notification will be triggered **only** for schedule changes, pax number and flight status.

Details

Specify how many minutes before scheduled departure time you want to receive reminder email + notifications about further changes in **flight details** (all except flight schedule). The typical value here is something short - e.g. 45 minutes (see example below).

999 12:30 EHAM–UUWW 16:30

Status	confirmed
Fuel	block: 700
Handling (EHAM)	AVIAPARTNER EXEC frequency: 131.605 phone: +31 20 206 6780
Handling (UUWW)	AEROTRANS email: handling@cpdu.ru phone: +7 495 755 9422
PAX List	Alan Foxtrot (FOX) Passport: GB654321 (GBR) Expires: 27-03-2015 pax number: 1
PAX trans. (EHAM)	taxi
PAX trans. (UUWW)	taxi



IMPORTANT INFORMATION

Notes added in available fields, in 'Legs Info' section, will be included in the notification email ONLY if the status of the particular service is NOT set as N/A

Include/Exclude Recipients

In the new version you can **include** and/or **exclude** recipients of the particular notification.

Click on the [include](#) icon and select a person from the list of Leon users at your company. Choose the icon [exclude](#) if someone should not get notification emails.



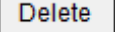
Once it's saved, you can see in the field 'People' names included i.e.:  Delta Thomas or excluded:  Araya Tom

Click  to remove names from this section.

Managing notifications

Every time you create a new notification, you can **set it up** in a different way. You can include [options](#), [positionings](#) or [office](#) duties. You can include scheduled [maintenance](#) and aircraft [movements](#). You can select [crew](#): cabin, cockpit or maintenance. You can add appropriate checkboxes related to '**Legs Info**' checklist.

You can also select a '**Client**' and save a particular notification only for this particular client. You still need to add his email address in the field '**E-mail addresses**', if you want him to receive notification emails.

Each notification can be deactivated (simply click  and save). You will be able to activate it back in the future, if necessary (click  and save). Of course, you can completely  any notification as well.

Below you can find various **examples** of notifications, which can be sent out by Leon.

- **New flight - schedule only** - no checklist details included.

Flight	From	To	PAX	Crew
05-FEB-2014				
MAN D-LEON	EHAM 12:00	EGCC 13:15	0	SMI PAP KIL —

All times in UTC.

MAN 12:00 EHAM-EGCC 13:15

Status

Created by: T. Delta (MAN)

- **Checklist details** - both 'Flight' & 'Trip' checklist items combined.

Flight	From	To	PAX	Crew
05-FEB-2014				
123 G-LEON	EGSS 14:00	LPPR 16:30	3	WIS UNI — —

All times in UTC.

123 14:00 EGSS–LPPR 16:30

Status	confirmed
OFPL	28256/679 STN arranged on 03-02-2014
Fuel	block: 1480
Hotel	**** hotel near the airport
Handling (EGSS)	INFLITE JET CENTRE frequency: 129.7 email: operations@inflite.co.uk phone: +44 1279 831000
PAX List	Thomas Delta (DEL) DoB: 02-06-1970 Passport: GB2 (GBR) Expires: 24-05-2014 William Papa (PAP) Passport: GB123456 (GBR) Expires: 10-08-2013 Henry Zulu (ZUL) Passport: GB432156 (GBR) Expires: 14-12-2017 pax number: 3
Catering	Sandwiches, fresh fruits, water, wine
PAX trans. (EGSS)	Taxi
PAX trans. (LPPR)	Taxi
Crew transport	Taxi from the airport to hotel

Created by: T. Delta (MAN); **Changed by:** T. Delta (MAN)

- **Scheduled maintenance** - maintenance added in 'Maintenance' section.

Flight	From	To	PAX	Crew
10-FEB-2014 – 11-FEB-2014				
maintenance B-ARTI	EPKK 12:00	EPKK 12:00		

All times in UTC.

maintenance 10-FEB 12:00 EPKK 11-FEB 12:00

Title	Engine checking
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Created by: T. Delta (MAN); **Changed by:** T. Delta (MAN)

- **Movements** - sent out if 'Flight Watch' details are in the system.

MAN 05-FEB-2014 12:00z EHAM EGCC 13:15z

BLOFF: 11:55

T/O: 12:05

ETA: 13:15

All times in UTC.

- **Option** - flight status set as 'Option'.

Flight	From	To	PAX	Crew
08-FEB-2014				
OPT1	EGSS	LSGG	0	— —
A-BCDE	10:00	12:00		— —

All times in UTC.

OPT1 10:00 EGSS–LSGG 12:00

Status	option
Handling (EGSS)	INFLITE JET CENTRE
	frequency: 129.7
	email: operations@inflite.co.uk
	phone: +44 1279 831000

Created by: T. Delta (MAN)

- **Office duty** - either the flight status in 'Edit Flight' is set as 'Office' or a duty added in 'Crew Duties' table has a type defined as 'Office'.

Flight	From	To	PAX	Crew
06-FEB-2014				
office	EGSS	EGSS		GOL —
—	12:00	18:00		— —

All times in UTC.

office 12:00 EGSS–EGSS 18:00

Status	confirmed
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Created by: T. Delta (MAN); Changed by: T. Delta (MAN)

- **Reminder** - enable the trigger for schedule or/and details, define time and tick 'Send reminders'. The email header will appear (screenshot below) and the schedule/details will be included as well.

05-FEB flight (EGSS-LPPR) REMIND on G-LEON

- **Local time** - tick the checkbox 'Use local time' to get notification emails in local time.

Flight	From	To	PAX	Crew
05-FEB-2014				
MAN	EPWA	VTBS	0	— —
D-LEON	16:00	08:40		— —

All times in Local Time

MAN 16:00 EPWA-VTBS 08:40

Status	confirmed
Handling (EPWA)	LOT RAMP SVCS
	frequency: 131.875
	phone: +48 22 650 4658

Created by: T. Delta (MAN)

- **“From” e-mail address** - all notifications will appear to be sent from this address, so all replies will be directed there. If this field is not filled out, unaccessible mail address do-not-reply@servers.leon.aero will be used instead.

Handling requests

This tool allows you to configure default handling requests and GAR patterns which will be used in preparing and sending emails to handling agents or GAR offices (see [Handling Requests](#) and [GAR](#)).

It also allows you to integrate with **MyHandling** facility via **MyHandling GUIDE** field. For more information on **MyHandling** see [Handling Requests](#).

Handling Request Status changes

Handling requests status changes?

Schedule?	<input checked="" type="checkbox"/>
Time change treshold (in minutes)?	6
Aircraft	
Aircraft?	<input checked="" type="checkbox"/>
Registration?	<input checked="" type="checkbox"/>
PAX	
Number?	<input checked="" type="checkbox"/>
Details?	<input checked="" type="checkbox"/>
Crew	
Number?	<input checked="" type="checkbox"/>
Details?	<input checked="" type="checkbox"/>

Changing any of the ticked elements on the flight will change HR status to "?"


Handling Request status changes checklist

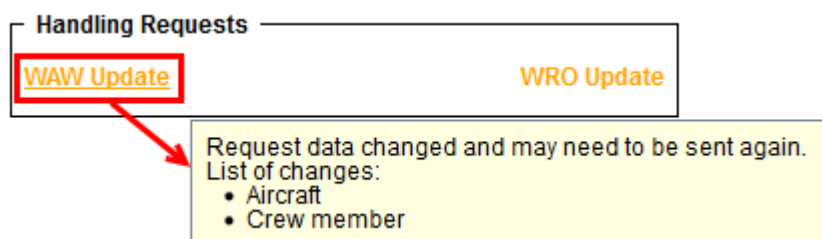
Below **Test settings...** you can see a table called '**Handling Request Status changes**'. The checklist consists of a list of items as shown in the screenshot, which when ticked will affect the status and change it to ? and vice-versa (unticked - changes made to a flight will not change the status). “Time change treshold” allows to set a time buffer. If the schedule is changed by fewer

minutes than indicated in this option, the HR status will not change.

All the elements of the checklist are ticked by default. **Schedule** checkbox is ticked and cannot be modified.

This checklist applies to New Handling Request status changes only.

Changes to the flight that affect the status of Handling Request, apart from changing status to  , will also change HR link to Airport Name Update. When hovering the mouse over this link, it will display a list of changes in the tooltip.



Changes displayed in a tooltip

We strongly recommend making a thorough familiarisation with 'Handling' module by using 'Test mode' to avoid mistakes or confusion.

Default definitions

To enable the module tick box 'HR available (items below are applicable only when this field is enabled)' and untick 'Test settings (if marked, HR will be sent to user's email address instead of handling agent)' which is turned on by default. Next step is filling in email details, such as:

- **Email "From"** - "Name" ops@address.com
- **Handling Request Email "Cc"** - it can be the same as email "From" or any other email address.
- **GAR Email "Cc"** - usually it's the same as email "From".
- **Email "Bcc"** - manager or admin email address.
- **Send copy of HR email to** - it can be the same as email "From", or left blank, if 'Handling Request Email "Cc"' is filled in.

A field 'Email subject' contains what is later shown in the subject of 'Handling Request' email.

I.e. **Handling**

Request\\[DATE]\\[ACFT_REG]/[ACFT_DEF_FLIGHT_NUMBER]\\[ADES_ICAO]\\[VERSION]

- [DATE] - trip date
- [ACFT_REG] - aircraft registration
- [ACFT_DEF_FLIGHT_NUMBER] - default flight number for aircraft (if you don't have set up default flight number for aircraft, you can change it to [FLIGHT_NUMBER])
- [ADES_ICAO] - ICAO code of airfield (you can change it to [ADES_IATA])
- [VERSION] - handling request version

When the handling email is sent out, the 'Email subject' text turns to:

Handling Request\\26-06-2013\\M-LEON\\EGSS\\(ver 1)

Default email contents

Default email contents are particularly important because they include the default email contents for new, amended, and canceled handling requests as well as default GAR content, requested items, HOTAC details, Billing info and Footer. What all these fields contain is only email text messages - **NOT** handling requests/GARs themselves - as documents are attached separately as PDFs files. You can add in these particular fields your default phone/fax number, email address, etc... See below examples of default email contents.

Default HR email content

Dear OPS,

We kindly request handling as per attached request.

Please acknowledge the receipt of this email.

Regards,

Default GAR email content

Dear Ops,

See attached GAR for the flight we are operating.

Regards,

Default amended request email content

Dear Ops,

Please see attached amended handling request for the flight we are operating.

All updates are marked in red on the attached document.

Please acknowledge and advise all confirmed to ops@address.com

Regards,

Default cancelation request email content

Dear Ops,

Please find attached handling cancellation.

Please confirm by return of email to ops@address.com

Regards,

Default requested items

Standard Handling,

Airport Slots if required,

Customs'

Refueling as advised by OPS

Default HOTAC details

4* Hotel where possible, with suitable facilities,

Budget 150EUR per room minimum,

Transport to/from HOTAC

Billing Info

Please forward all invoices to: address, VAT No., Company Reg.

Footer

Please provide us with an estimated cost and email your confirmation to @email or fax @fax .

Alternatively contact us on @phone .

Regards, @sender

There are also **4** available fields where you can add details which will be included in PDF of the handling request:

- your email address
- SITA
- phone number
- FAX number

Quotations

This section offers you useful options that can be used in contacting with clients or brokers you deal with.

Invalid Link

Flight Brief

- **'Att' field as clients from database** - when ticked, field 'Att' will become a drop-down box of

clients - related with sending 'Flight Brief' or 'Charter Agreement' (see below).

- **Sending quotations to Avinode options** - add this option to send quotations from Leon to Avinode (visit section [Quotations](#) for more information).
- **Send messages about aircraft movements to clients** - tick box 'Enable' so that you can start using this option. For more details please see [Flight Watch](#).
- **Flight Brief** - fill in email fields along with the content, which will be used when sending out 'Flight Brief'.
- **Charter Agreement** - this document can be added optionally by Leon Software - if you wish to have it, please contact support@leonsoftware.com

To send 'Flight Brief' to the client, please go to [Planned Flights](#) and after editing the flight, go to tab **Docs**, where you will find a 'Flight Brief' window. This is where email details with email content, previously added in 'Quotations' section, can be found.

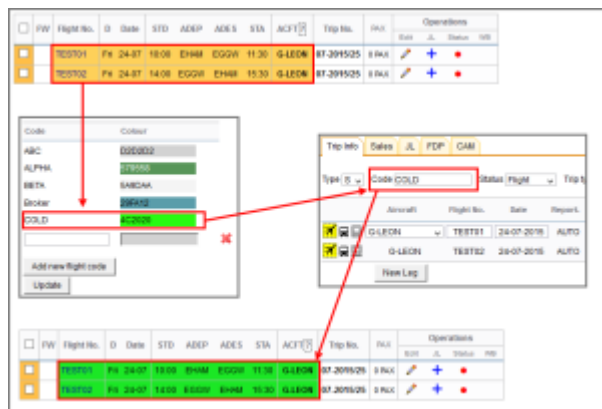
Flight codes



Flight codes main page

This function allows you to distinguish one trip from any other trips on the flights list by assigning a different colour to it. It is very useful when you have a type of operation that occurs occasionally but on a different aircraft. Normally this would display different colour on the flights list. With Flight codes facility you can assign one colour pattern for one type of operation.

The process is very simple. In this page you create a **code name** and assign **colour** to it. Once this is saved, you can use this code when [creating](#) or [editing flight](#), in the **codespace**. Once this code is assigned to a trip - this trip will inherit the colour coding from this section. Example of the process is visualised in the screenshot below:



Flight codes (colours) have higher priority on the flights list than [Fleet colour codes](#). You can create as many patterns as you need.

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

Permanent link:
<https://wiki.leonsoftware.com/leon/settings-flight?rev=1465375901>

Last update: **2016/08/30 13:06**

