Welcome to Leon help center

This manual covers Leon in version 79 - please see release notes on the Leon logging-in page and on our website to view recent changes.

Leon Basics

- Introduction
  - Quick admin guide
  - Useful tips

Functions available on the software menu bar

- SCHED
- Sales
  - Requests/Quotes
  - Bookings
  - Fees
- Ops
  - Viewing flights
    - Table
    - Calendar
    - Timeline
  - Editing flights
    - Checklist
    - Flight
    - Trip
    - Crew
    - PAX
    - Fuel
    - FW&JL
    - ACFT
  - Home Base Handling Request
  - Refueling
  - Fuel prices
  - Custom airports
- Crew

    - CREW PANEL (TIMELINE)
    - CREW CALENDAR
    - Endorsements
        - Endorsements for airports
        - Endorsements Configurations
    - Duties
    - Work Schedule
    - Crew Members
    - My Schedule
    - My Logbook
    - My Logbook export
    - Per Diems

- MX
    - Fleet
    - Fleet Documents
    - Fleet Planning
    - Scheduled Maintanance
    - Hold Item List

- Reports
    - REPORT WIZARD
        - Aircraft Usage Breakdown
        - Conversion by Sales Person
        - Fleet Sales Report
        - New Flights Breakdown
        - Sales Person Report
    - Crew
        - Block Time by Function
        - Crew Block Time
        - Crew Days
        - Crew Currency
        - APIS Data
        - Crew Duty
        - Crew Duty by Route
        - Roster Robustness
        - FTL Sheet
        - FTL Violations
        - Lunch and Dinner
        - Per Diems
        - Flights by Crew Member
        - SAFTE-FAST
        - Work Time
        - Check In Out
    - Flights Statistics
        - Aircraft Flights
        - Acft Block Time by Month
        - Cancelled Flights
        - Cargo
        - Delays / On time

        - Empty Legs
        - PAX by Route
        - Schedule
        - Sum of flights
        - Top Destinations
        - Flights Status
        - International & Domestic Flights
        - Network Departures
    - MX
        - HIL Flights
        - Scheduled Maintenance
        - Average oil consumption
    - OPS
        - Documents
        - Airport Categories
        - Flight Watch Summary
        - Fuel Consumption
        - Fuel Report
        - Handling Agents
        - Top Handling Agents
    - Reports for Authorities
        - Export to FAA CARI-6 (Cosmic radiation)
        - FAA CARI-7 (Cosmic radiation)
        - CO2 Emission
        - Cosmic Radiation Dose
        - Cosmic Radiation Summary
        - International Pax Traffic
        - ICAO part B
        - Pax Work
        - SAFE roster export
    - Sales
        - Aircraft Availability
        - Route Statistics
        - Top 100 Routes
    - Leon
        - Outbox

- Menu Bar
    - Airport Directory
    - Tools
        - Phonebook
        - Messages
        - FDP Calculator
        - Exchange Rates
        - Report a bug
    - Settings
        - General Settings
            - Manage Leon Account
            - General Settings
            - Users

        - Privileges
        - Documents Setup
        - Add-ons
        - Email Templates
        - Documents Manager
        - API Keys
        - Mailboxes
    - Fleet
        - Fleet
        - Fleet Documents Setup
        - Aircraft Crew Positions
        - Schedule Changes Summary
    - Crew
        - Duties Setup
        - Ratings
        - FTL Settings
        - Per Diems Definitions
        - Crew Currency
        - Crew Endorsements
    - Flight
        - Flight Editing
        - Flight Notifications
        - Checklist Notifications
        - SSIM
        - Handling Requests
        - GAR emails
    - Flight Support
- User profile

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