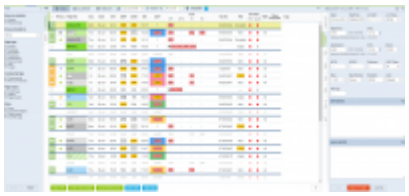
TABLE



The general view on OPS > Table section

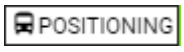


Adding positioning duty and positioning option from a section Table

The philosophy of working in the section **Table** is to use filters to display desired activities in the middle section of the screen and then modify selected properties of those activities using the right-hand panel. Date range and format of displayed information can be altered using the top bar. By clicking **TODAY** Leon shows current day activities as well as other days.

You can select a number of days for flights view in the drop-down box (top-right corner of the screen), or leave as 'No Limit' to see as many flights as the screen can fit.

The refresh screen icon can be used for manual page refreshing, although Leon refreshes the screen every 2 minutes itself.

You can view flights and positionings duties. Legs of the same trip are marked with the thick, blue line. Positioning duties added from a section Crew > Duties (selected from the bottom of the duties list) also appear in Table. If there is a note inserted (in Crew > Duties), then those duties appear on white background as 

When adding Positioning duty from Table, it is possible to add it as an option - it will appear in stripes (see screenshot on the right).

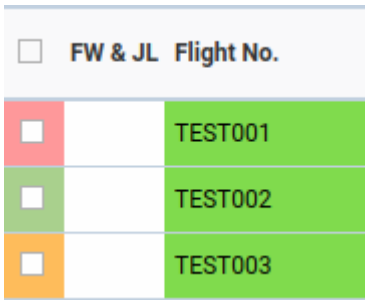
Leon will display type of flight by marking **Flight no.** column with the relevant colour. When you hover the mouse over the flight number Leon will show **notes** inserted into a tab **FLIGHT** (both: OPS & SALES).

7463	**Commercial flight - confirmed**
100	**Commercial flight - not confirmed (option)**
100	**Commercial ferry flight**
345	**Non-commercial flight confirmed**
100	**Non-commercial flight not confirmed**
100	**Non-commercial ferry flight**

You will also see **Aircraft colour** in **ACFT** column - the colour can be defined in a section Settings > Fleet.

If the flight is added as **Ambulance, Cargo, Simulator or Training** type, these types will display in the **PAX column**. In addition, **Ambulance** type flights will display the number of PAX in brackets if passengers are added, i.e Ambulance(2) for Ambulance type flights with 2 PAX.

'Flight change' feature



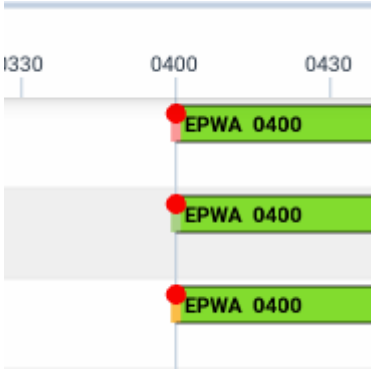
Flight change status in OPS Table

The colour coding used in that feature is explained in the table below.

Colour	Meaning
	New - the flight has been created and hasn't been acknowledged yet
	Acknowledged - the flight is acknowledged and there are no new changes
	Changed - the flight was acknowledged already but has been changed after that



Flight change status in OPS Calendar



Flight change status in OPS Timeline

The changes which trigger the status change from 'acknowledged' to 'changed' are:

- aircraft
- flight number

- airports
- times
- crew

The feature is present in OPS Table, as well as in OPS Calendar and OPS Timeline. In the cases of OPS Calendar and OPS Timeline, the status will be indicated as a colour-coded left border of the flight.

The status can be changed to 'acknowledged' by clicking the corresponding button in the context (right-click) menu of the flight.

The button will appear only if the status is different than 'acknowledged'.



- appears if at least one of the selected flights is 'new'



- appears if at least one of the selected flights is 'changed', and none of them is 'new'

In OPS Table, the 'Flight change' column has to be enabled in View Settings - Columns

---

Filters

Aircraft

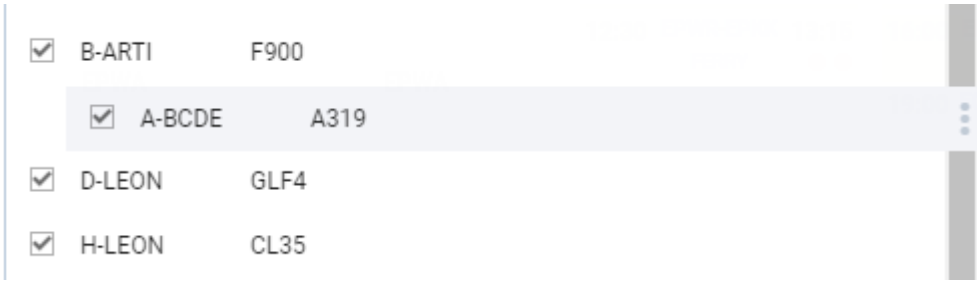


Panel 'Aircraft' of the OPS section

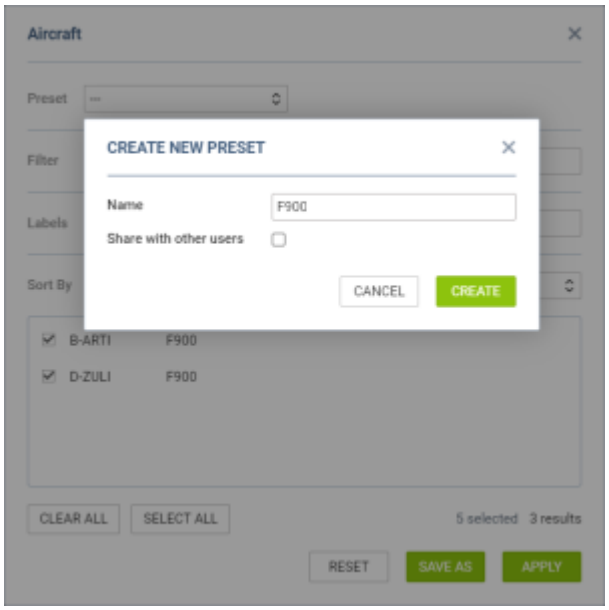
Aircraft panel allows to define for which tails Leon should show flights in a section OPS. On the options-bar click 

(where circled-blue is the number of active tails) and Leon will show a new poop-up window, where you can mark/unmark particular tails.

Use 'Filter' or 'Sort by' options to chnage the order of tails in the **Calendar** panel. You can also chnage the order by drag & dropping the tail in the pop-up window.



'AIRCRAFT' filter presets



Creating 'AIRCRAFT' filter preset

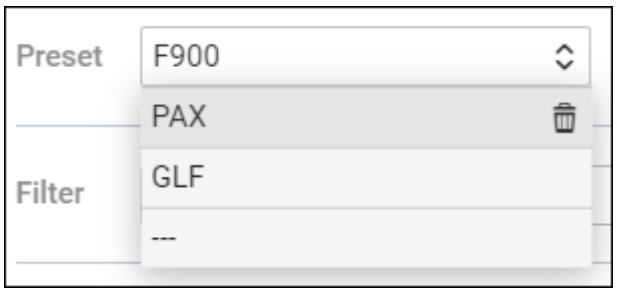
It is possible to create the filter presets, which are filtering templates, in the 'AIRCRAFT' filter in the OPS views.

The filter presets allow quick and easy changes to the set of filtering options depending on the requirements.

In order to **create a preset** the following actions need to be performed:

1. select a list of aircraft within the 'AIRCRAFT' filter
2. click on the 'SAVE AS' button located in the bottom-right corner of the 'AIRCRAFT' filter pop-up window
3. name the preset
4. optionally, it is possible to set the preset as a global one by selecting the **Share with other users** option. Otherwise, the presets are considered to be private
5. press the **CREATE** button to save the preset

Once the preset is saved it is available in the **Select preset** dropdown in the 'Aircraft' filter.



It is possible to **delete the preset** by clicking on the bin icon available upon hovering the mouse over the preset.

FILTER



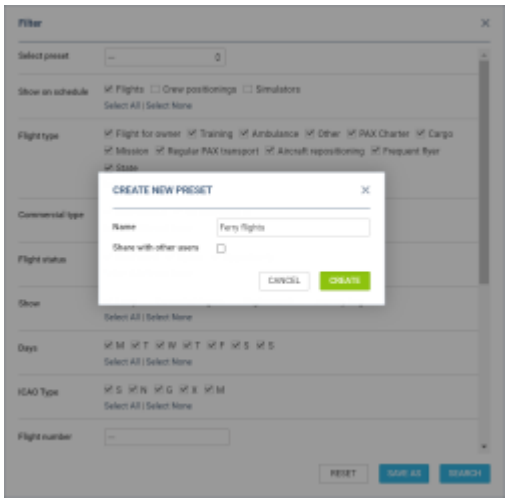
'FILTER' in 'Table' view

This tab is divided into several sections, such as:

- **Show on schedule** - select which type of activities should get displayed: flights, positionings, office.
- **Flight type** - select which type of flights should be displayed.
- **Commercial type** - option to see either 'Commercial' or 'Non-commercial' flights, or both.
- **Flight status** - shows confirmed and/or not confirmed flight (options), or opportunity (to sell the flight).
- **Show** - you can narrow your view by excluding ferry, cancelled, journey log or flight watch. Unticking the **'Journey log'** filter will remove flights with journey log, full or partial, from the view. Unticking the **'Flight watch'** checkbox, will remove the flights with inserted FW as long as BLON value is filled in in the FW.
- **Days** - select which day of the week you want activities to be displayed on the list.
- **ICAO type** - denotes the type of flight as follows: **S** for Scheduled Air Service, **N** for Non-scheduled Air Transport Operation, **G** for General Aviation, **M** for military flights and **X** for everything else.
- **Flight number** - search for specific a flight number.Minimum 3 characters required.

- **Trip number** - search by a trip number. Minimum 3 characters required.
- **Quote number** - search by the quote number.
- **Customer service assignee** - filtering by person assigned to the booked quote in the Requests/Quotes section
- **Airport** - allows you search for flights TO and FROM a specific Airport. Leon will suggest ICAO/IATA when you insert the name. You can also filter flights by FIR codes (i.e. EP* for all flights To/From Poland or EG* for England).
- **Client** - allows you to search for flights made for specific client. If you start typing Leon will suggest Client's name in the dropdown.
- **Crew** - searches for flights where indicated Crew member was assigned to.It also possible to filter by **multiple crew members**. Simply choose the crew from the Crew Member search box and once you have the list of crew click 'SEARCH' button
- **Tags** - allows to search for tagged flights.
- **Flight log** - filtering correlated with the 'Flight Log' field in the Journey Log

FILTER PRESETS



Creating new filter preset

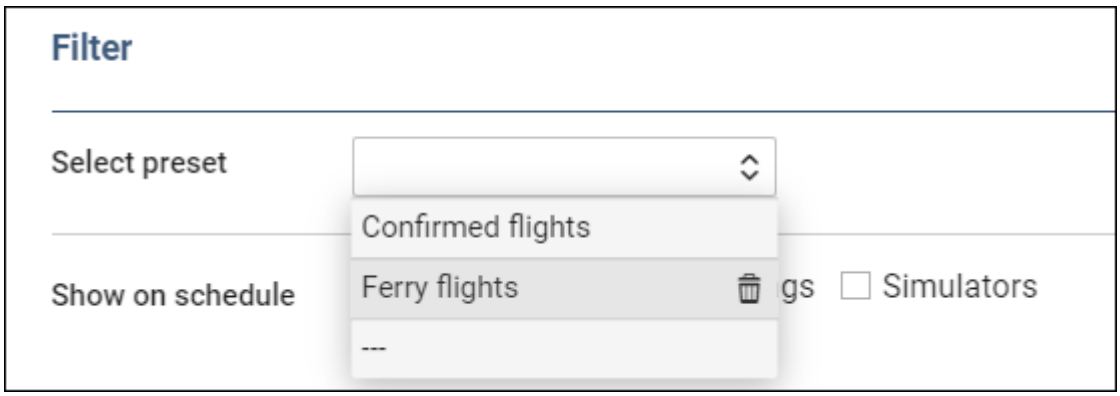
It is possible to create filter presets which are filtering templates.

The filter presets allow quick and easy changes to the set of filtering options depending on the requirements.

In order to **create a preset** the following actions need to be performed:

1. select a set of filters within the 'FILTER' pop-up
2. click on the 'SAVE AS' button located in the bottom-right corner of the 'FILTER'
3. name the preset
4. optionally, it is possible to set the preset as a global one by selecting the **Share with other users** option. Otherwise, the presets are considered to be private
5. press the **CREATE** button to save the preset

Once the preset is saved it is available in the **Select preset** dropdown in the 'FILTER'.



It is possible to **delete the preset** by clicking on the bin icon available upon hovering the mouse over the preset.

Message Center


'Message Center' view

Message Center is available in all the OPS views - Table, Calendar, and Timeline.

Message Center icon -  - is located in the top bar of the view, next to the 'FILTER'.

The number indicates the number of unread messages.

Clicking on the  icon opens the **Unread OPS Messages** window (as per screenshot on the right).

This window contains the list of flights, sorted by date from the oldest, the name of the email section and the number of unread email.

Clicking on the name of the section opens the 'Messages' section for this particular section.

It is also possible to mark **all the messages as read** within one flight:



Confirming it will remove the flight from the 'Message Center' list.

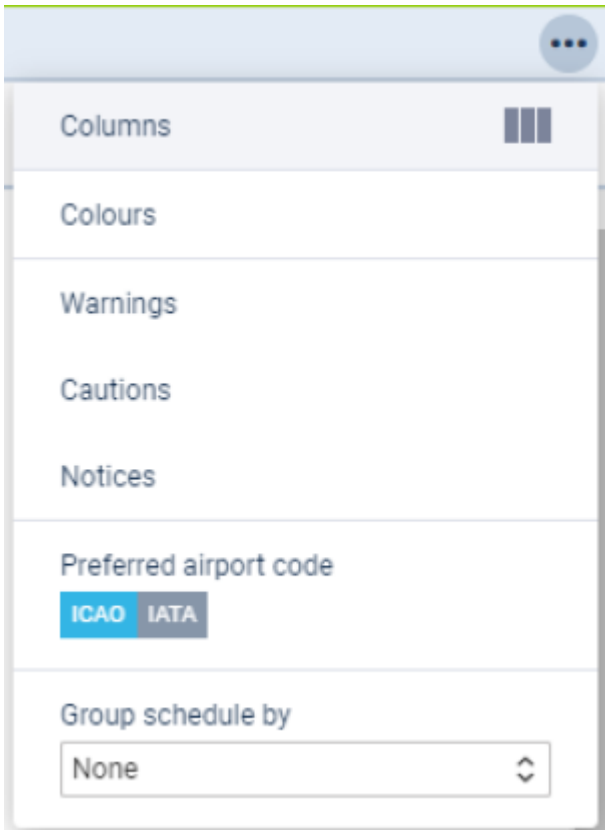
Due Date indication

The checklist item 'Due Date' functionality is indicated by the  icon located next to the 'Message Center' icon.

The 'Due Dates' option allows previewing the 'Request Due Date' and the 'Completion Due Date' for selected checklist items at selected airports.

More information on the configuration and the functionality can be found here.

3-dot FILTER



'3-dot filter'

Each Leon user can define his **own view** of the schedule list. It is possible to add or remove **columns**, decide if ACFT or Flight number should appear with a **colour**, if Leon should show any **warnings**, **cautions** or **notices** and to define **preferred airport code** as well as **timezone**.

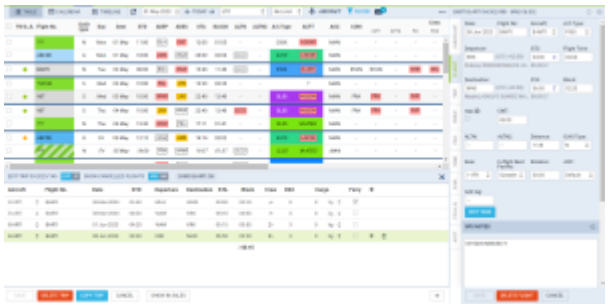
The **3-dot filter** is located in the top-right corner of the OPS view.

It contains the following filtering options:

- **Columns** - option to select the columns available in the main TABLE view
- **Colours** - allows selecting the colours applicable in the main view:
  - **Flight type colours** - indicates whether the flight is commercial (green colour) or non-

commercial (blue colour), has the JL filled in (grey colour) in the 'Flight No.' column
    - **Aircraft colours** - indicates the aircraft colour (set up in the aircraft settings > OPS tab) in the 'ACFT' column
    - **Entire leg row** - Leon will colour an entire row, either with the flight type colour (if the 'Aircraft colours' checkbox is left unmarked), or with an aircraft colour (if the 'Aircraft colours' checkbox is marked). If both checkboxes (Flight type & Aircraft colours) are marked - Leon will show an aircraft colours as this colour has priority over flight type one.
    - **Dim ferry legs** - Ferry flights will be dimmed (lighter colour)
- **Warnings** - all **warnings** in Leon are displayed in red. Here, you can mark particular (or all) checkboxes and if i.e.:PAX passport is expired, crew FTL violated or crew endorsement is expired - Leon will show PAX number value in red 2 PAX just like crew codes. User can hover the mouse over the alerted item to see details.
- **Cautions** - Here you can mark checkboxes for particular cautions, i.e.: PAX passport missing, Airport cat B or HIL restriction, which Leon shows in the Table page in yellow GVA. Hover the mouse over the alerted item to see details.
- **Notices** - Notices are dislpayed in the Table page in white LTN and can be turned on for items like i.e.: Airport note, Flight diverted or Aircraft documents expired. Hover the mouse over the alerted item to see details.
- **Preferred airport code** - Switch between **ICAO** & **IATA** airport codes to be displayed in the OPS section (Table, Calendar or Timeline).
- * **Group schedule by** - there are 3 ways you can group flights in the table view:
    - None - flights will not be grouped and the order they will be sorted by STD
    - Day and registration - all flights are grouped by aircraft registration and then sorted by STD
    - Day and trip - all flights are grouped by trip number and then sorted by STD (typical OPS setting)

Editing trip



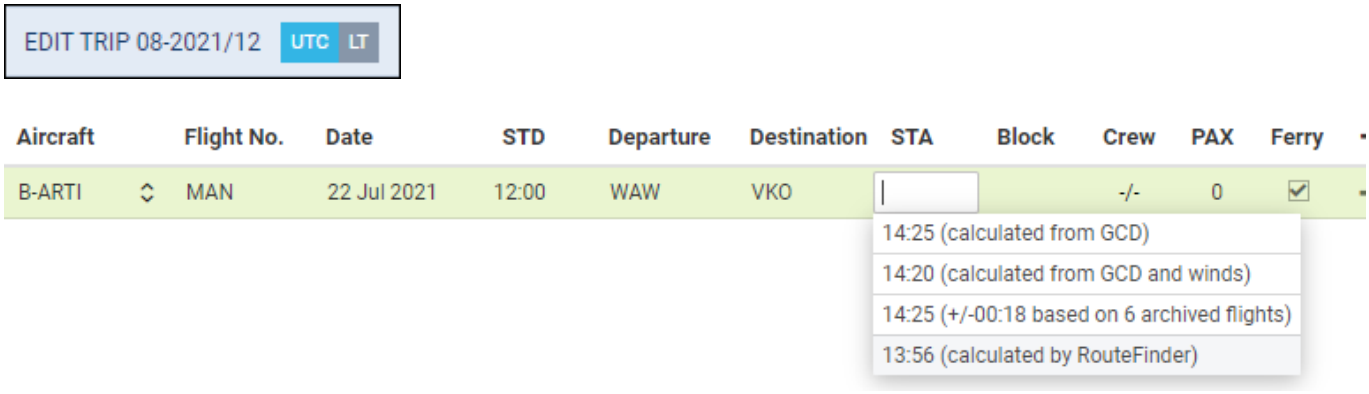
Editing trip - the view of the bottom panel

If you click EDIT TRIP button at the bottom of the screen an additional panel will show up.

If the selected activity is a flight, the whole trip (series of flights) will open in the bottom window with the selected leg in shaded green.

You can **edit** each column (Flight No., Date, STD/STA or PAX) and modify it. **STA** field will show an estimated time of arrival based on **GCD** and the aircraft perfprmance data inserted in its profile (which can be defined in a Fleet section), GCD including winds, archived flights (min. 5 on the same route) and **Route Finder**.

Quote number shows right before UTC/LT switcher:



You can also add a new leg in this section by clicking **+** or delete a leg by clicking 

While you are editing a trip in the bottom panel, you can still use the right properties panel to access given sector details and modify them.

Apart from the standard schedule information, the bottom EDIT TRIP panel also shows 'Crew' column. This column has A/B format where 'A' indicates a number of cockpit crew and 'B' stands for cabin crew, e.g. 2/1 means 2 cockpit and 1 cabin. If there is no crew assigned Leon will mark it with '-' (2/- for no cabin crew). If you hover the mouse over the 'Crew' number indication Leon will display Crew codes assigned to the flight.

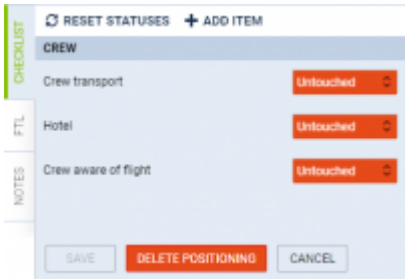
An additional option in Editing Trip panel is possibility of entering **Cargo** value. Switch to Cargo or PAX & Cargo in Settings > Flight Editing section in **Trip edit scheme** drop-down.

Leon will mark a cargo flight as 'Ferry' **only** if both 'PAX' and 'Cargo' are set to '0' in trip edition panel.

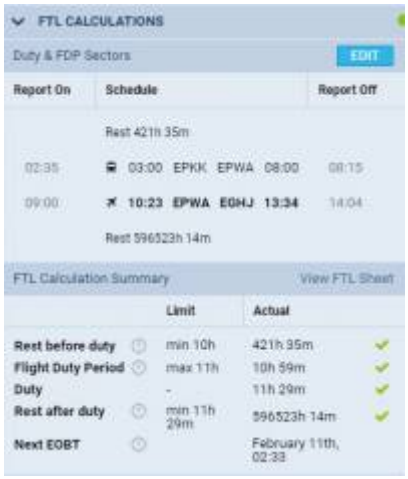
Positionings

The transferring of a non-operating crew member from one place to another, at the behest of the operator, is an important thing in aviation industry. In Leon you can add **positioning** duties and assign crew in 2 easy ways.

Positionings in OPS

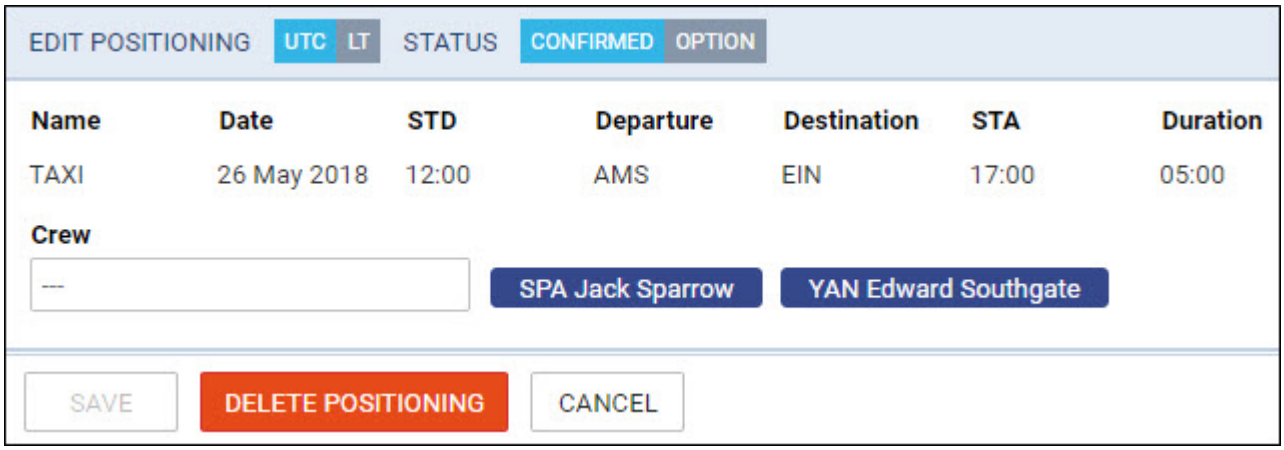


Default Positioning Checklist items



Positioning included in FTL calculation

You can add **Positioning** by clicking NEW POSITIONING button at the bottom of Schedule view.



When a new window shows, enter details such as:**Name**, **Date**, **STD**, **Departure**, **Destination** and **STA**. **Duration** will calculate itself.

Clicking on **Crew** field allows you to select designated crew member from a drop-down box, or type-in his/her name or a code.

When adding Positioning duty from Table, it is possible to add it as an **Option** - it will appear in stripes, as all options in Leon.



Positioning duties added from a section Crew > Duties (selected from the bottom of the duties list) also appear in Table. If there is a note inserted (in Crew > Duties), then those duties appear on white background as POSITIONING

The right-hand filter contains **3** tabs:

- **Checklist** - default items are: Crew aware of flight, crew transport & hotel. You can manually add more items by clicking a button **ADD ITEM**.
- **FTL** - FTL Calculation Summary showing most important FTL regulations displayed in 2 columns: **Limit** & **Actual**.

- **Notes** - an option to insert relevant notes for the particular positioning.

Multiple Positioning sectors

NEW POSITIONING function has an option to add more than one Positioning sectors for the crew.


Adding multiple Positioning sectors

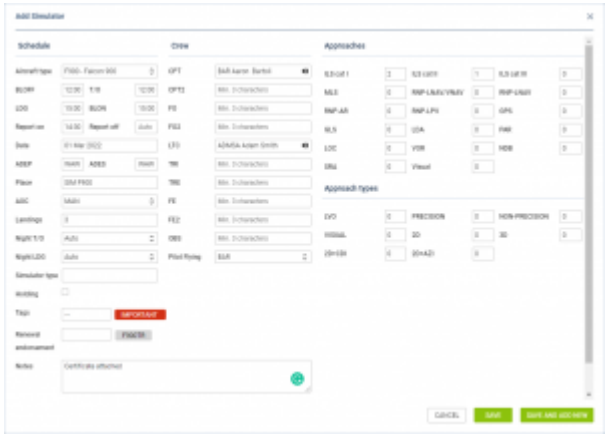
To add **multiple** Positioning sectors you have to:

1. Click on 'NEW POSITIONING' button and start inserting the details of the positioning as you normally would, including the crew.
2. Make sure that ☑ Add next positioning with the same crew checkbox is ticked.
3. Click 'SAVE' to finish the process of adding the first Positioning sector. Leon will save the first sector and automatically populate the 'NEW POSITIONING' entry for the following sector with the existing Crew assigned. You can add or remove Crew at any time. The checklist on each new Positioning will reset to Untouched

In order to save the **last Positioning**, untick the checkbox and click on 'SAVE'. If the last Positioning has already been added and the “NEW POSITIONING' window populated, just click on 'CANCEL'.

It is not possible to add extra positionings to the ones that are already saved. In such case you need to add new positioning and follow the process.

Simulators


Adding SIM duty

To add a new **Simulator** as the plan, click on NEW SIMULATOR button. Once a pop-up window shows,

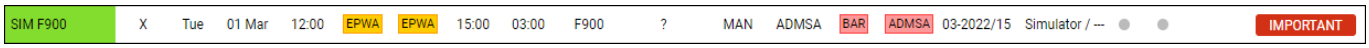
fill it in with details such as Aircraft type, Date, ADEP, ADES, BLOFF, BLON. Information inserted in the **'Place'** field will display in the 'Flight No' column in the OPS view.

Additionally, it is **possible to change the default reporting times** in the 'Report on' and 'Report off' fields.

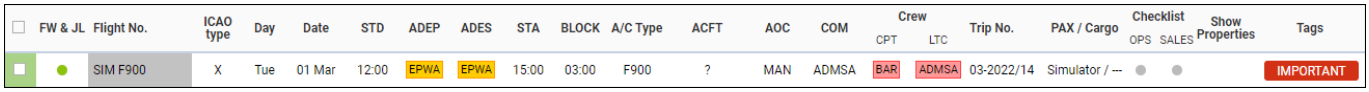
Initially, it is possible to add a SIM session without having to insert the crew as long as no Journey Log fields are filled in. Once the JL field is filled in, at least one crew has to be assigned.

Crew positions which can be added to SIM duty are CPT, FO, LTC, TRI, TRE, FE, FE2.

'Night T/O', 'Night LDG', 'Approach' and 'Approach type' fields will show only if these fields are activated in 'Flight editing' > 'Journey Log Items' section. When editing an existing Simulator session, these fields will show only if they were previously applied.



Once the SIM duty is done you can add details: T/O, LDG, Landings, Pilot Flying, Approach and Notes and Leon will show SIM duty in OPS with the grey colour indication and green dot.

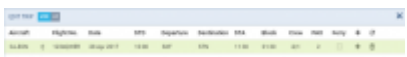


In order to **edit** the Simulator, you need to click on it and the pop-up 'Edit Simulator' window will appear. There, you can update the relevant details and save the changes.

1. Crew currency feature will work properly only when the field 'Pilot Flying' has been filled in with pilot/pilots codes. In a case where FO did take off and CPT did landing (or vice versa), you should add crew codes in a field 'Pilot Flying' as FO/CPT or CPT/FO.
2. It is possible to add SIM session on a virtual aircraft. This could be useful when the crew have to be trained on an aircraft that is not yet a part of the fleet (purchase in progress).
3. It is possible to add multiple Approaches & Approach types into one SIM session.

Adding a New Trip

In **OPS** you can add a new trip regardless of section you work with: TABLE, CALENDAR, or TIMELINE.



Adding a new trip in section OPS

Click the button **NEW TRIP** to add 1 or more legs. Select an aircraft, flight number (Leon assign it

automatically if 'Default flight number' has been defined in fleet edition screen), date, STD, ADEP/ADES, STA. You can also add the PAX number or leave the trip as a ferry.

In section **CALENDAR** you can also add a new trip by right-clicking the mouse over the square.



Buttons **UTC** & **LT** allow switching between times while adding a new trip.

Flight time calculations

Leon suggests **STA** if a particular aircraft speed details are added in the fleet edition section, using **GCD** and/or average winds. STA suggestion can also be based on a minimum of 5 of the same historical routes.

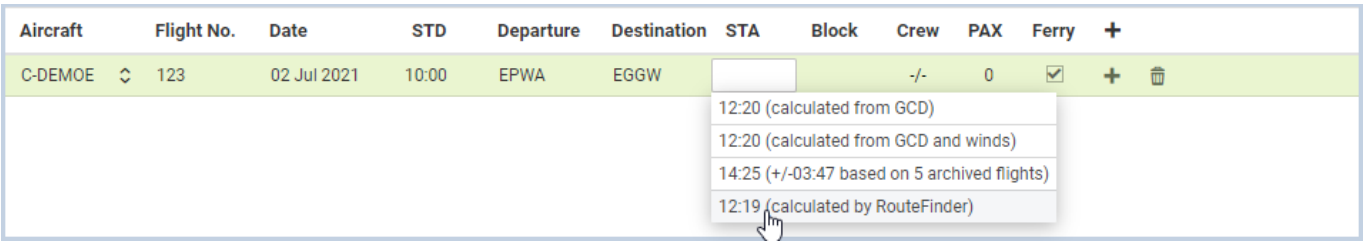
Additionally, **RouteFinder** flight time calculations are available.

'RouteFinder' does not require separate integrations and is available by default in Leon.

'RouteFinder' calculates the flight times based on the routing.

In order to have the **option available**, the **Include Route Finder time hint** checkbox needs to be activated in the Flight editing section.

The flight time is **calculated automatically** and the dropdown suggests the **block time** value. It is based on the **flight time calculation from the RouteFinder plus the taxi times from the Airport Directory**.



'RouteFinder' also takes into consideration 'Exclusion zones' that can be set per Operator ('Sales Module' tab in 'General settings'), and the Fleet ('Sales' tab).

If an aircraft type is not available in the 'RouteFinder', the 'RouteFinder calculation will not be available in the dropdown.

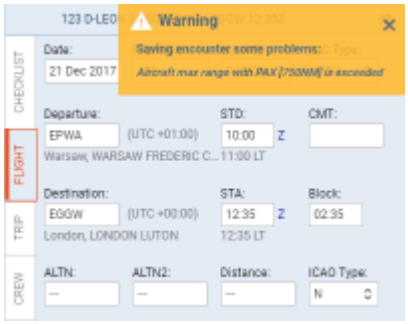
The **winds database** will allow for more accurate flight time calculations in OPS and SALES sections. The winds data is available here.

To add more legs to the trip click **+** and to delete a leg click 

You can also add a new **positioning**, new **office**, or new **reservation** by clicking appropriate buttons

placed next to NEW TRIP.

Aircraft max range alert



Max range alert with 'Distance' field left empty

We have added an alert if the **max range** of the aircraft is exceeded.

In order to get the warning working you need to make sure that the following fields are filled in in the Fleet section:

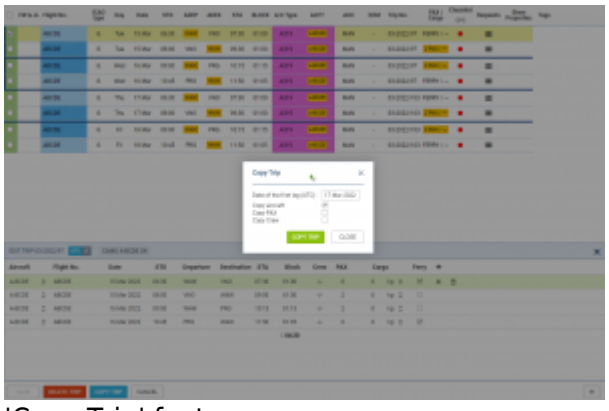
- **Capacity**
- **Max range with PAX**
- **Max range with 0 PAX**
- **Aircraft speeds**

When adding a flight, Leon will show a max range alert if:

- field 'Distance' is filled in when adding a flight and higher than the max range for the aircraft in Fleet settings,
- field 'Distance' is left empty or 0 inserted. In this case, Leon will recalculate the time of the flight into the distance based on the four values listed above.

If the range is exceeded Leon will also mark the aircraft **red** in the OPS view.

Copying Trip


'Copy Trip' feature

It is possible to copy the whole trip in the OPS sections.

In order to copy a trip you need to perform the following steps:

1. Select the trip
2. Click on the 'EDIT TRIP' button (bottom of the page)
3. Click on the **'COPY TRIP'** button in the 'Edit Trip' section
4. Select the details that should be copied in the **'Copy Trip'** pop-up window
5. Once the 'COPY TRIP' button is clicked in the 'Copy Trip' window, the trip will be copied

As presented in the screen on the right-hand side, trip no 03-2022/97 was copied selecting the start date of the first leg on 17-03-2022 (new trip no 03-2022/103).

CAMO limits

Once there has been an aircraft **maintenance** scheduled in Leon (described in THIS manual chapter) you can check **CAMO limits** when editing a trip in Table panel. Click 

and Leon will show one of the three CAMO limits messages:



- TAH & TAC on the editing flight are ahead of the limits defined in Scheduled Maintenance section (and TAH & TAC warning margins defined in the aircraft profile have not been crossed).

Example: current TAH 450:00 TAC 150; Maintenance limits: TAH 480:00 TAC 165; warning margins: TAH 20:00 TAC 10



- CAMO limits have crossed warning margins defined in the aircraft profile.

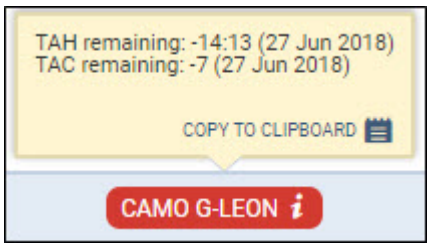
Example: current TAH 470:00 TAC 160; Maintenance limits: TAH 480:00 TAC 165; warning margins: TAH 20:00 TAC 10



- CAMO limits have been exceeded.

Example: current TAH 482:00 TAC 167; Maintenance limits: TAH 480:00 TAC 165

You can check the exact TAH & TAC **details** when you hover the mouse over one of these three icons:



All default Leon documents can be re-arranged and adjusted by using a panel 'Documents Manager' and also a brand new document can be created by using that functionality.

Flight documents

To print **documents** you need to mark particular leg/legs of the trip (in the checkbox) right-click of the mouse and select documents from the list.

Leon allows you to select different flights performed on **the same aircraft** - even if they are not on the same day - to the same 'Flight Order' or 'Trip Sheet'. The same applies to 'General Declaration' (if you tick i.e. 5 flights - 5 separate documents will get printed), 'Pax Manifest' or 'Pax Information'.

Tick flights in the first column on the left, right-click with the mouse (it does not matter where you point the mouse-arrow) and a pop-up window will show up. Select the documents and it will get printed.

If you select only one leg of a multiple-legged trip and right-click with the mouse, you will see 2 available buttons on top: TRIP and LEG. Select LEG to print documents for just that marked leg.



Send documents window

To send the documents to the crew assigned to a flight you simply click on the envelope icon next to the document you wish to send.

A pop-up window will open as per screenshot.

If you created the email template in the EMAIL TEMPLATES section, the CC, BCC emails, as well as the text, will be pre-populated. If there is more than one template created in the 'Email Templates' section, you can select the relevant one from the 'Templates' dropdown.

You can include **ADEP/ADES Handler** when sending the OPS/Sales/Custom documents. Handling agent has to be selected in the OPS checklist. If the Handling agent is not selected, the checkbox at the corresponding handler will be inactive. Additionally, the checkbox will be inactive if the selection includes positioning. The checkbox status is remembered by Leon.

Additionally, the documents can be sent to the 'Aircraft email'. This is the email inserted in the 'Fleet' sections > 'SALES' tab of edited aircraft details. The 'Aircraft email' is a BCC type email.

It is also possible to send the documents to CrewBriefing. More information can be found here.

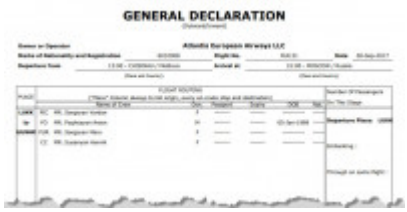
If the trip is booked from the Requests/Quotes section, the 'SALES' part of the 'Documents Menu' will NOT be available (will not display). In such case, it will only be possible to print and send the Sales Documents available in the Requests/Quotes section of Leon.

Flight Order

Flight Order is an internal document generated for each trip required by CAA. In Leon, the format of this document can be customised. The Flight Order number looks like a date format, however, its number is a consecutive 'Flight Order' number issued in a particular month, i.e. **6-07-2013** means, that it is the 6th consecutive 'Flight Order' issued in July.

Flight Order patterns are available in **Documents Manager** panel - click NEW TEMPLATE select 'Flight Order' and view 1 of the 3 available templates. If you are happy with a particular one, insert the version and save. To publish it click the white dot.

General Declaration

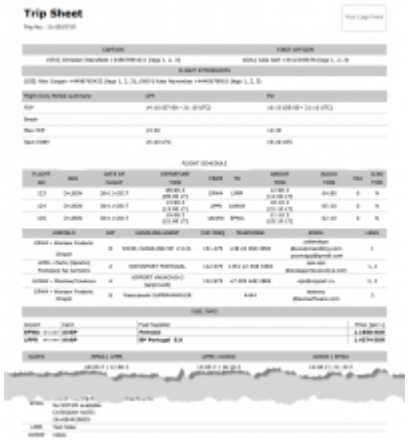


General Declaration document

This document lists inbound and outbound flight details and crew names. It is being requested by the immigration authorities at some airports of arrival. The pattern of 'General Declaration' also includes 'Declaration of Health' with the space for notes and signatures along with the general declaration signature signed by PIC. The text can be modified upon request.

It is possible to have a General Declaration document including **passengers details** - go to a section Settings > Documents Manager, click 'New Template' and select one of the **5** available templates, including GenDec UK or GenDec US.

Crew Trip Sheet



Trip Sheet - flight & checklist information

This document includes basic information about the flight, which is important for the crew and must be acknowledged by the crew before the flight.

- **Crew Trip Sheet** - information such as: crew names & functions, FDP details, clients, registration marks and call signs of the aircraft, OPS contact data, flight schedule details, handling agents contact details, fuel info and overflight/landing permissions.
- **Flight Service Notices** - PAX names, passport numbers & expiry dates, nationality details. Information about PAX catering, transport, special requests, crew HOTAC, crew transport and additional info can also be included.

You can make adjustements to this document in 'Documents Manager' panel by using HTML & CSS panels and connecting items in 'Available Data' filter.

Pax Manifest

This document shows all **PAX information** including: name & surname, D.O.B., passport no. & expiry date, nationality. All these details need to be entered in the 'Pax Database' in the Phonebook before they can be further used in Leon.

SURNAME AND GIVEN NAME	DATE OF BIRTH	PASSPORT No.	EXPIRES	NATIONALITY
Thomas Delta	02-06-1970	GB876543	23-12-2020	GBR
Andrea Uniform	18-03-1974	GB2	28-07-2013	GBR

If you add passengers information to Leon **manually** (which means you don't use Pax Database data added to Leon in the section 'Phonebook > Pax Database') it is still possible to view it on '**Pax Manifest** document.


LIST OF PASSENGERS

Manually added pax data on 'Pax Manifest' document

Go to Documents Setup and enable this option by ticking the “Show on Pax Manifest” checkbox (at the bottom of the page).

If you hover the mouse over the '**?**' the information will show up: '**Show pax list in the text mode on Pax Manifest document. Correct data has to be entered in the format: No. gender surname name date-of-birth passport no. passport expiry date nationality. Columns have to be separatedd by comma.**'

The below example explains how it works.

- **Add pax details in the 'Legs Info' section**

1, Surname Name, DoB, Passport No, Date of Expiry, Country of Issue

for example:

1, Mr, Smith John, 01-01-2000, ABC1235786, 31-12-2020, U.K.

The **gender** will be displayed as:

1. **M** if inserted as **Mr**
2. **F** if inserted as **Mrs**, **Miss** or **Ms**
3. **CHD** if inserted as **Child**
4. **INF** if inserted as **Infant**

- **Go to Flights List page** - mark appropriate flight/flights in the 1st column, right-click of the mouse and select **Pax Manifest** document to get pax data.

Pax Trip Sheet



Pax Information - flight brief for passengers

Some operators require an extra document for their passengers with a brief information about the upcoming flight.

The document includes:

- Trip number
- Flight information: flight date and aircraft type & registration
- Airport information & schedule times
- Airport handling details: agents names & phone numbers
- Passengers details: for all sectors
- Catering provision
- Crew information: names, functions & contact phone numbers

If you are sending **OPS documents** Leon will automatically populate e-mail addresses of the Crew assigned to this flight. E-mails are taken from **Work email** in User Profile section. **From** email address is imported from **work email** of the person sending the documents.

Journey Log



Journey Log - entire trip post-flight data

In Leon you can add the Journey Log data in **2** ways:

1. In the right-hand filter, tab **FW & JL** - here you can add data leg by leg, described in THIS CHAPTER of manual.
2. By using EDIT LOG button placed at the bottom of the screen, next to **EDIT TRIP**.

The 2nd way is useful if a trip has 2,3,4 or more legs, as Leon shows a Journey Log window for the entire trip, where you can easily enter post-flight data leg after leg. If you need more items to be displayed in your Journey Log you can add them in a section Settings > Flight Editing.

Flight times are mandatory to be inserted into the **EDIT LOG** panel for each leg, in order the trip Journey Log to be saved. If you have an option **Allow not completed JL to be entered** switched on in Settings section, you are able to save the Journey Log without **fuel** data (such input appears in the **TABLE** view as an orange dot, instead of green dot).

Trip changes history



Flights changes history - an option to check all actions done in the trip

To check all **changes** done in the trip you need to right-click with the mouse over a selected flight and click a link SHOW TRIP HISTORY which opens a new window, where all changes are displayed.

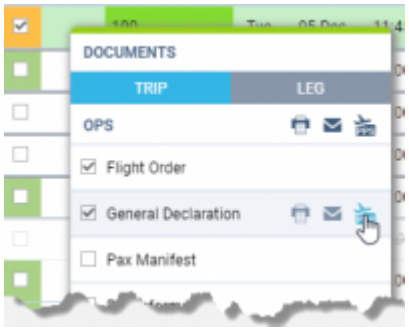
In the changes history window Leon shows **chronological** list of all changes (the latest on top). The colours indication shows added data in green, changed data in yellow and removed data in red.

When you click on the changed detail, Leon highlights previous entrances of the same detail. On the screenshot below you can see highlighted STA 15:55, then also 15:43 (previous STA) and 14:42 (initial STA).



If the flight has been deleted in Leon you can still check its history (as long as the option to keep deleted flights as crossed-out is enabled) in case you want to know who deleted it and when.

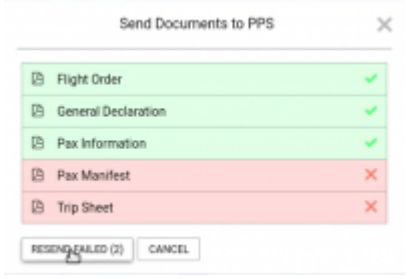
Sending documents to CrewBriefing in PPS



Exporting to CrewBriefing

It is now possible to upload the documents to PPS directly from the Document Menu in the OPS.

It is possible to send:



Export to CrewBriefing window

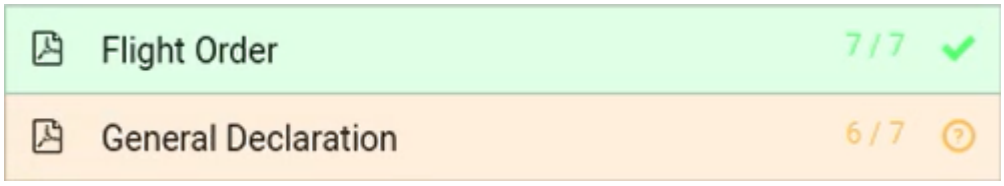
- **one particular document** - by clicking on the 'PPS icon' next to the document
- **batch of marked documents** - by marking the documents you would like to send and clicking on the 'PPS icon' by the main section (OPS or SALES) in the document dropdown menu

The process of sending the documents is as follow:

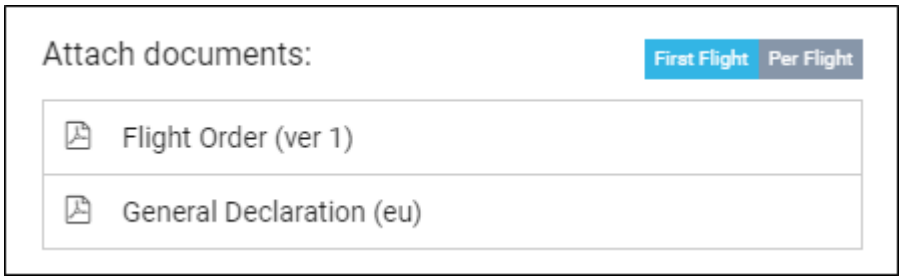
1. Open the 'Document Menu' in the OPS.

2. Choose if you wish to send the documents per TRIP or per LEG.
3. Choose the documents you would like to send.
4. Click on the relevant 'PPS icon', depending on whether you wish to do that for 1 document or for the bunch.
5. A window will pop up with the chosen documents. Click on 'SEND' button in order to send. It might happen that some of the documents woulnd't send on the first attempt. In such case, simply click on 'RESEND FAILED' until all the documents are marked with the green tick.
6. Once all send, you should be anle to view them in CrewBriefing in PPS. The documents sent form Leon are merged into a file generated for Crew in CrewBriefing page.

It also is possible to upload files for **multiple trips**. To do so simply mark the trips you would like to send the documents for, open the documents menu and click on the relevant 'PPS icon'. If some of the documents fail to upload, the window will display the message as per below



When sending documents to PPS you have an option between doing it for **First Flight** or **Per Flight**.





Files uploaded in CrewBriefing

There are **few scenarios possible** of sending the documents to CrewBriefing:

- **In LEG mode to First Flight** - all the documents attached to first flight and each pdf generated per leg, number of pages within one pdf
- **In TRIP mode to First Flight** - all the documents attached to first flight and each pdf generated per trip
- **In LEG mode and Per Flight** - each document attached to the relevant flight and each pdf generated per leg
- **In TRIP mode and Per Flight** - exactly in the same way as in the LEG mode and Per Flight

After the documents are sent, in CrewBriefing, apart from the document type name, additionally, there is the **routing** indicated in the file name in CrewBriefing.

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In order to send documents to PPS CrewBriefing, in PPS the flight needs to be dispatched to CrewBriefing and then it will be possible to upload docs from Leon to CrewBriefing.

Re-sending documents from Leon to PPS Crew Briefing will result in updating them also on CrewBriefing's side. This also applies to the documents that are sent to First Flight and then resent Per Flight - duplicates will be replaced according to the option selected. In CrewBriefing, if a document has not been resent it will not be overwritten, i.e. sending the Flight Order and GenDec initially and then resending the GenDec, CrewBriefing will keep the original Flight Order untouched. Analogically, it works in a similar way with the flights.

It is only possible to upload PDF format to CrewBriefing in PPS. The documents are stored in CrewBriefing for 3 days from the date of the flight after which they're removed from the database.

It is advised to send the documents using either First Flight or Per Flight.

SLOT & ASM messages

GCR Messages

GCR messages (General Aviation Slot Clearance Request) allow to reserve slots at airports. They use internationally valid format described below. To send a GCR right-click on the flight and select **SHOW SCHEDULE**. In the drop-down box select **GCR**. The content window automatically displays the default information basing on the selected flight.

To send the message you need to add the recepient's email address in the **TO** section. In the **FROM** section you need to insert the **LABEL** and in **Reply to** section you insert the email where the replies should be sent to.

IMPORTANT!

Single message may include requests on as

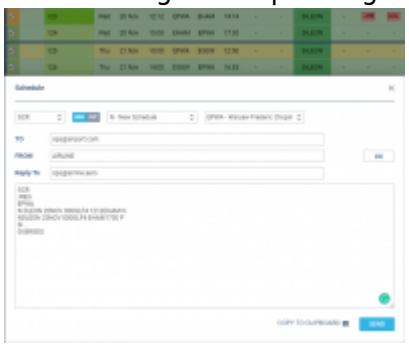
many flights as needed given that all those flights take place on the same calendar day. The GCR message only uses ICAO codes for aircraft and airports and displays UTC times only.



GCR message example - flights on the same day



GCR message example - flights on different days



GCR example - flights on the following days

GCR FORMAT:

GCR

/REG or **/FLT** - aircraft registration or flight number

EPWA - airport at which slots are being requested

N BARTI 02MAR 001F900 0800EPPO P - flight details: **N** (action code) **BARTI** (flight identification) **02MAR** (date of operation) **001F900** (PAX number + Aircraft type) **0800EPPO** (Origin airport (ICAO) + Scheduled Time of Arrival) **P** (type of flight)

SI ... - (optional) additional information in free text

GI BRGDS - general information in free text

For an arrival slot, there is NO blank between the action code and the flight identification (**NBARTI**) . The scheduled time of arrival is stated AFTER the airport of origin, without a blank in between.

For a departure slot, there is A BLANK between the action code and the flight identification (**N BARTI**). The scheduled time of departure is stated BEFORE the destination airport, without a blank in between.

The action code defines the exact intention of the GCR message sender and is always at the beginning of the line. Depending on the sender, the following codes are possible: **N**– New Schedule; **D**– Delete Schedule; **C**– Schedule to be changed; **R**– Revised Schedule.

Flight types: **D**- General Aviation Flight; **W**- Military Flight; **I**- Air ambulance; **P**- Positioning/Ferry/Delivery/Demo Flight; **H**- Cargo Flight; **T**- Technical Flight; **K**- Training Flight; **N**- Other; if the box 'Commercial' is unticked the flight type will display **D**.



GCR email example

On the attached screenshots you can find examples of GCR messages.

- **Flights on the same day** - select the airport and Leon will show all flights from/to that airport.
- **Flights on different days** - Leon will show only flights on the next day, omitting the following days.
- **Flights on the following day/days** - when marking 2,3 days (or more) and selecting an airport, if flights are not on the first marked day but on the following day/days - Leon will show flights i.e. on the 2nd marked day omitting the 3rd marked day.

You can find an example of GCR message email in the screenshot on the right-hand side.

If the format of the GCR message is invalid, Leon will highlight the content in red and will show a warning: GCR message has invalid format, probably header or footer mismatched.

The default message content can be inserted manually, however, the format still applies.

SCR Messages


Sending schedule in SCR format

Format **SCR** (Slot Clearance Request/ Response) can be used by right-clicking with the mouse and selecting **SHOW SCHEDULE**. When a pop-up window appears, you can change the format from 'Plain Text' to SCR.

The message **must** be in the format as on the screenshot - it can not be customized.

EXAMPLE

SCR (type of request)

W17 (indication of season)

21DEC (date of the day)

LTN (Airport at which slots are being requested)

N MAN123 21DEC21DEC 0000500 011GJ4 1400WAW C (flight details, see explanation below)

N - action code; **MAN123** - flight number; **21DEC21DEC 0000500** - date & day of flight; **011GJ4** - capacity + aircraft type; **1400WAW** - origin of flight (IATA) + scheduled timem of arrival; **C** - type of flight (available types in Leon as below)

- W - Military - type ICAO 'M' in Leon
- I - Ambulance Flight - type 'Ambulance' in Leon
- T - Technical Test - type 'Technical' in Leon
- K - Training Flights - type 'Training' in Leon
- P - Positioning Flights – Non Revenue (ferry/delivery/demo) - flight 'Ferry' in Leon
- J - Scheduled – Passenger Normal Service - type ICAO 'S' & trip type 'Regular PAX transport' in Leon
- F - Scheduled – Cargo and/or Mail - type ICAO 'S' & trip type 'Cargo' in Leon
- H - Charter – Cargo and/or Mail - type ICAO 'N' & trip type 'Cargo' in Leon
- C - Charter – Passenger only - all other types

SI - free text **GI BRGDS** - free text

A **flight number** combines a maximum of 7 letters and digits (2-3 letters followed by 1-4 digits with an optional letter as a suffix)

It is possible to change type of the action by selecting an appropriate option from the drop-down box:

- N - New Schedule
- D - Delete Schedule
- C - Schedule to be changed
- R - Revised Schedule
- A - Accept an offer
- P - Accept an offer with pending request time
- Z - Decline an offer

Another drop-down box allows to select between **airports**.

IATA schedules seasons – there are two seasons: Summer(**S**) and Winter (**W**). The season changes when the clocks change in Europe between daylight savings time and standard time.

• **Summer** starts on the last Sunday in March through to the Saturday of the last weekend in October

• **Winter** starts on the last Sunday in October through to the Saturday of the last weekend in March

It is possible to add more than one email address into the 'TO' field. The email address from the field 'FROM' can be used by the recipient to confirm the slot. Click 'CC' button to add copy email addresses.

ASM messages



ASM message option

It is now possible to send **Ad Hoc Schedules Message (ASM)** from 'Show Schedule' section in Leon.

In order to send the message, you need to go to 'Show Schedule' option in the Documents Menu in OPS view and switch the option from 'Plain Text' to 'ASM' in the top-left dropdown.

'ASM' message email option will populate. Currently, there are **3 options** available:

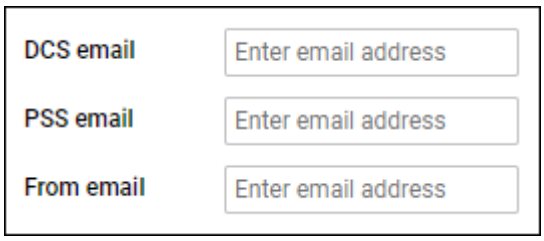
- **NEW - Insertion of New Flight Information** - used to send the information about the new flights
- **CNL - Cancellation** - used to send the information about cancelled flights
- **RPL - Replacement of Existing Flight Information** - used to send the information about changes on the flights

The layout of the messages is with accordance to IATA's SSIM Manual, Chapter 5.

DCS & **PSS** systems.

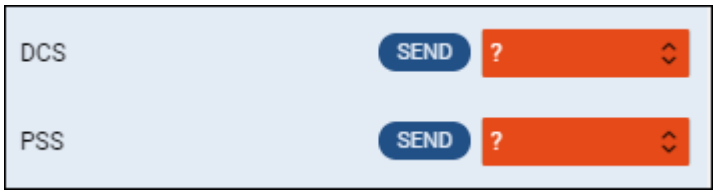
SSIM (Standard Schedules Information Manual) panel in Leon (available in Settings), allows to send **ASM** (Adhoc Scheduled Message) messages to **DCS** (Departure Control System) & **PSS** (Passenger Service System) from a section **OPS**.

The 1st step to make it work is adding default email addresses in Settings > SSIM panel.



The 2nd step is sending ASM message to DCT & PSS systems from the **checklist** section of the panel OPS.

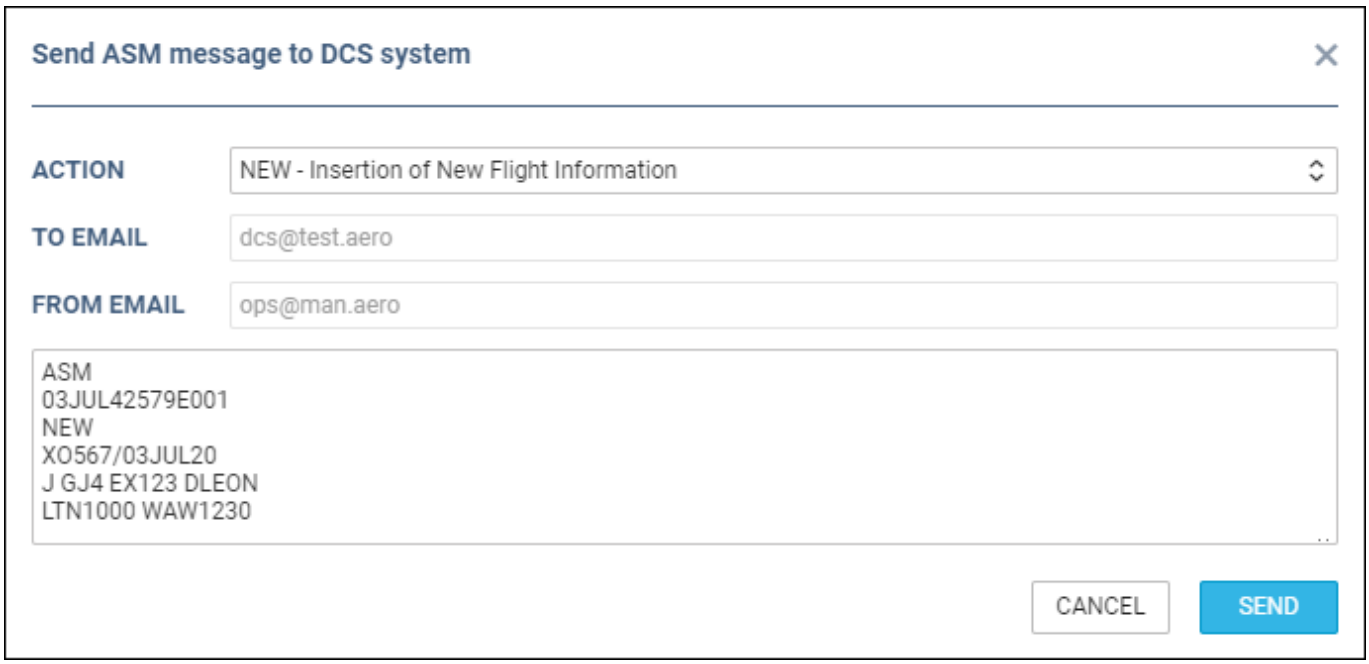
Each operator has 2 checklist items DCS & PSS available in the Settings > Flight Editing > OPS Checklist Items section. The items are not marked, so either need to be marked to appear on each single flight, or added from 'ADD ITEM' panel of the checklist in OPS section. Once added, they will appear with the **SEND** button.



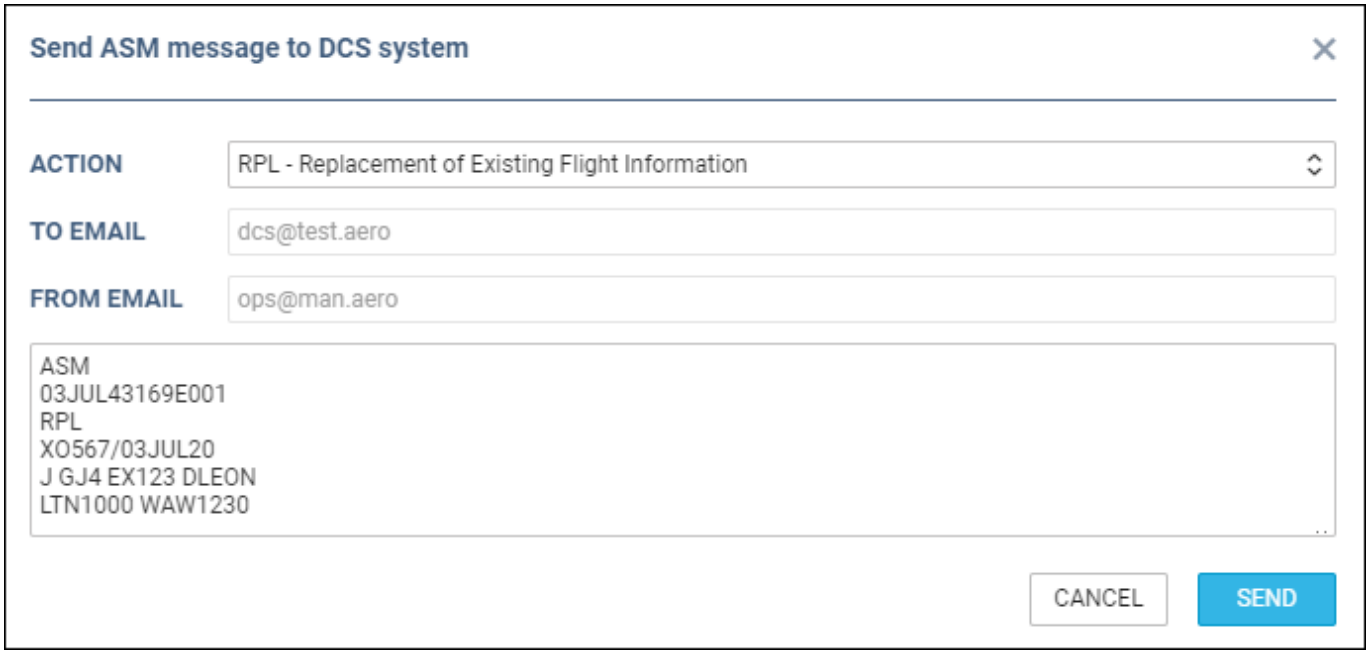
Sending ASM messages to DCS & PSS

By clicking SEND button for DCS or PSS item, Leon shows a new pop-up window, which shows pre-defined message. Leon shows **3** types of messages in formats as on screenshots below (formats are the same for DCS & PSS systems). If no default email address has been added in Settings > SSIM, Leon will show a warning information: “DCS/PSS or 'From' email is not set”.

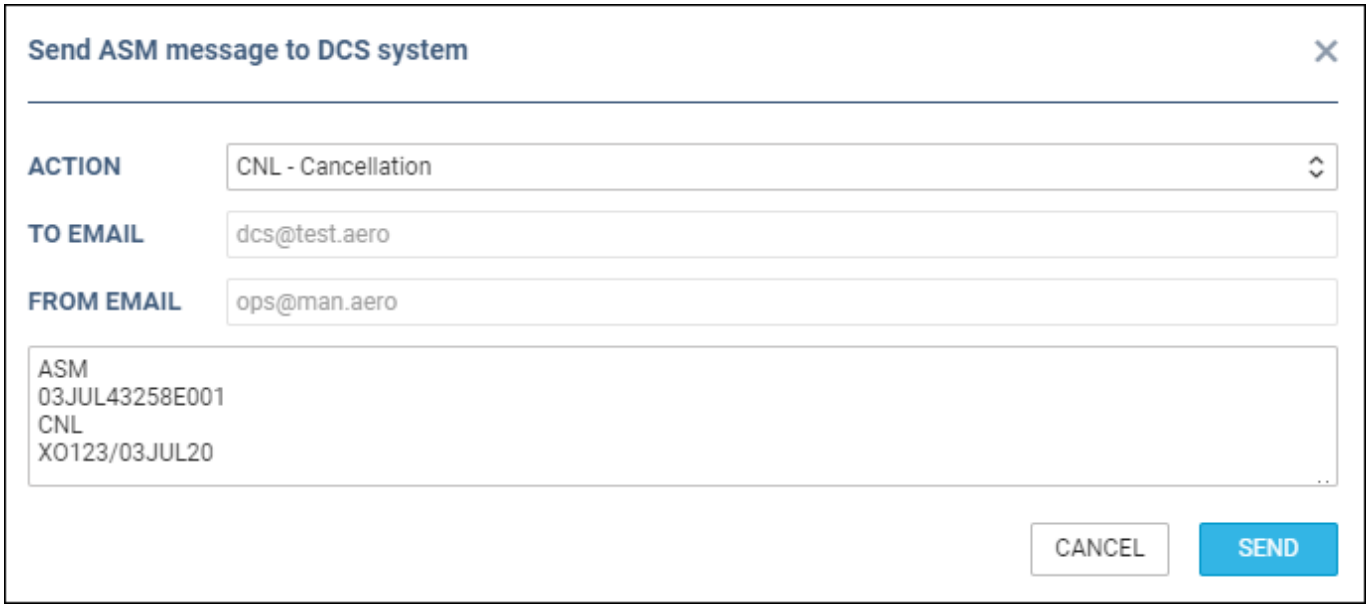
1. **NEW - Insertion of New Flight Information** - displayed when sending ASM message for the new flight.



2. **RPL - Replacement of Exisitng Flight Information** - displayed when re-sending ASM message to DCS.



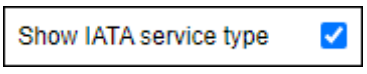
3. **CNL - Cancellation** - displayed when a flight has been deleted.

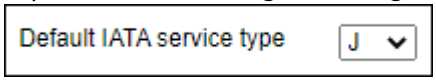


Once ASM message has been sent out, Leon will change the checklist item's status **automatically** to 'Sent'. If the schedule was changed or a flight has been deleted, the DCS or PSS item's status will turn to '**?**'

IATA SERVICE TYPE

It is possible to include **IATA Service Type** when sending **ASM** or **SSIM** messages from Leon.

The **1st step** is to enable this functionality by marking a checkbox 

in the Admin panel, section 'Flight Editing'. In the same section it's possible to define a **default** IATA Service type 

All available IATA Service types are explained in the screenshot on the right.

When enabled, the IATA Service type will show for each flight in the 'OPS' panel, tab 'FLIGHT'- it can be manually changed if necessary.

Common Service Types

Service type	Comment
A	Additional Cargo/Mail
B	Additional Passenger Shuttle
C	Passenger Charter
D	General aviation – non-commercial / empty
E	Special (FAA govt)
F	Cargo Scheduled
G	Additional Passenger Scheduled
H	Cargo Charter
J	Passenger Scheduled
K	Training
L	Passenger/Cargo Combi Charter
M	Mail Scheduled
N	Business aviation – air taxi
O	Charter Flight (transit)
P	Positioning (Non-Revenue)
Q	Passenger/Cargo Combi Scheduled
R	Additional Passenger/Cargo Combi Charter
S	Passenger Shuttle
T	Technical Test
U	Air ambulance / Humanitarian
W	Military
X	Technical Stop

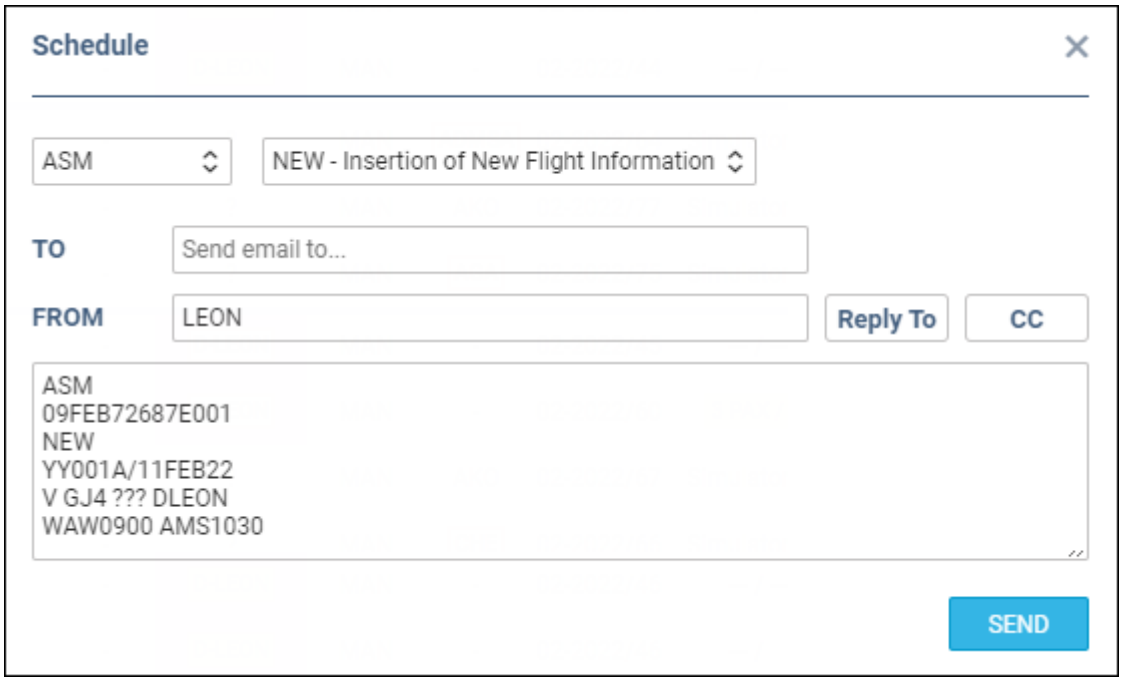
The list of IATA Service types



It also shows in the panel **SCHED** (when creating or modifying the schedule).



The main section where the IATA Service type will be especially useful is sending the **ASM message** window from the **SHOW SCHEDULE** panel.



Integrations

Leon is integrated with numerous **partners** in order to automate the process of **data exchange**.

Leon can send your **empty legs** and **aircraft avalibility** to different online platforms allowing to reach more customers for your charter flights. We have partnered with: **Avinode**, **AviMall**, **Charterpad**, **Execflyer**, **FlightPartner**, **Hellojet**, **JetHunter**, **Jetsmarter**, **Migacore**, **PrivateFly**, **Returnjet**, **Victor**, **Stratajet**.

Leon can export flight data for further **flight preparation**. There are multiple Flight Support companies using Leon for daily flight preparation so if you have Leon, it is easy to outsource your **dispatch** entirely to one of them.

We are also integrated with **PPS Flight Planning**, **ForeFlight**, and **RocketRoute**.

We are integrated with **IFS** (International Flight Support), which allows to automatically log flight figures into **post flight** database in Leon.

Pilots can export their flights into **logbook** software: **MccSuppoort** or **Coradine**.

Leon can export post flight data to **CAMP** (airframe, engines and APU) for further maintenance tracking in CAMP.

Import of **movements** can be automatically imported into flight watch module from **Eurocontrol**.

You can order various services within Leon like handling, catering or fuel through **MyHandling**, **Delisky** or **UVair** softwares.

Leon is also integrated with **AC-U-KWIK** - worldwide airport and FBO / Handler data.

An on-line quoting & scheduling can be done with a help of **SchedAero**, also integrated with Leon.

You can integrate with some of the above softwares manually by going to a section Settings > Add-Ons

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See also:

- CALENDAR
- TIMELINE

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