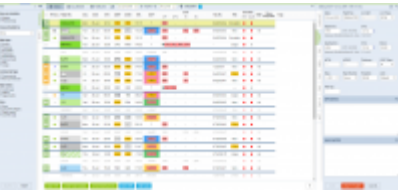


TABLE



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  **POSITIONING**

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).

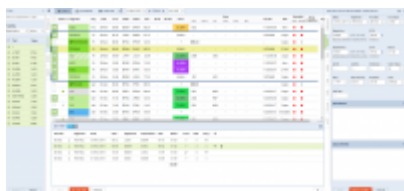
7463	Commercial flight - confirmed
100	Commercial flight - not confirmed (option)
100	Commercial ferry flight
345	Non-commercial flight confirmed
100	Non-commercial flight not confirmed
100	Non-commercial ferry flight

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.

Tip: when you set the filter to show desired type of information, you can hide it by unpinning it. By doing the same with the right panel, you can use entire screen space for the activities preview. Click once on any activity to select, click twice to open the right panel for editing.


Editing trip



Editing trip - the view of the bottom panel

If you click  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 speed data inserted in its profile (which can be defined in a [Fleet](#) section).

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.

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

RESET STATUSES + ADD ITEM

CHECKLIST

FTL

NOTES

CREW

Crew transport

Hotel

Crew aware of flight

Unouched

Unouched

Unouched

SAVE

DELETE POSITIONING

CANCEL

Default Positioning Checklist items

FTL CALCULATIONS

Duty & FDP Sectors

EDIT

Report On

Schedule

Report Off

Rest 421h 35m

02:35 03:00 EPKK EPWA 08:00 08:15

09:00 10:23 EPWA EGNJ 13:34 14:04

Rest 596523h 14m

FTL Calculation Summary

View FTL Sheet

Limit

Actual

Rest before duty min 10h 421h 35m

Flight Duty Period max 11h 10h 59m

Duty - 11h 29m

Rest after duty min 11h 29m 596523h 14m

Next EOBT February 11th, 02:33

Positioning included in FTL calculation

You can add **Positioning** by clicking

NEW POSITIONING

 button at the bottom of Schedule view.

EDIT POSITIONING

UTC LT

STATUS

CONFIRMED

OPTION

Name

Date

STD

Departure

Destination

STA

Duration

TAXI

26 May 2018

12:00

AMS

EIN

17:00

05:00

Crew

SPA Jack Sparrow

YAN Edward Southgate

SAVE

DELETE POSITIONING

CANCEL


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.

TAXI	Sat	26-May	12:00	AMS	EIN	17:00	YAN, SPA
CAR	Sat	26-May	12:12	WAW	POZ	17:17	BGA, AGA


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

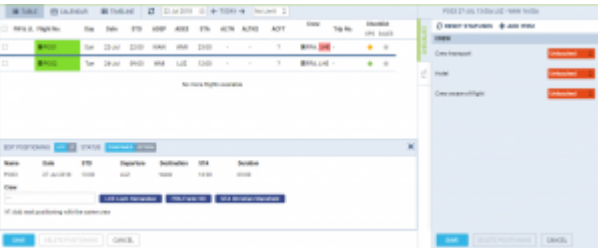
background as 

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.

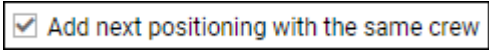

Multiple Positioning sectors

 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:

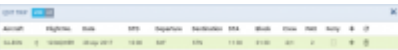
1. Click on 'NEW POSITIONING' button and start inserting the details of the positioning as you normally would, including the crew.
2. Make sure that  checkbox is ticked.
3. Click 'SAVE' to finish the process of adding the first Positioning sector. Leon will save the first sector and automatically populate 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 

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.

Adding a New Trip

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



Adding a new trip in section OPS

Click 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 PAX number or leave trip as ferry.

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



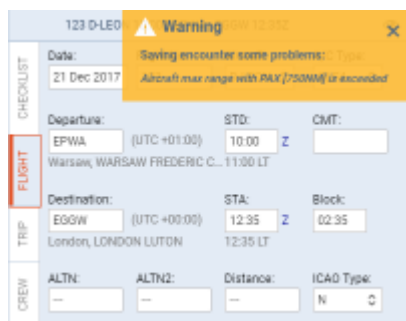
Buttons **UTC** & **LT** allow to switch between times while adding a new trip.

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

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:

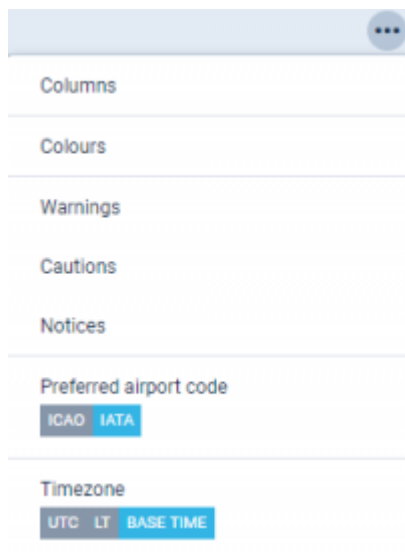
- **Capacity**
- **Max range with PAX**
- **Max range with 0 PAX**
- **Aircraft speeds**

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

- field 'Distance' is filled in when adding a flight and higher than max range for the aircraft in Fleet settings,
- field 'Distance' is left empty or 0 inserted. In this case Leon will recalculate 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.

View Settings



View settings panel

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**.

To access the panel click  icon in top-right corner of the screen.

Columns

Leon allows to add more **columns** to the overall schedule view (apart from the default ones, such as: FW & JL, Flight No., Day, Date, STD, ADEP, ADES, STA, ACFT, PAX, Tags) - click 'Columns' and mark appropriate checkbox, then click 'APPLY'.

Colours


Here you can define if Leon should colour **Flight No.** column and/or **ACFT** column, as well if Leon should dim ferry legs. By marking a checkbox **Entire leg row** Leon will colour an entire row, either with the flight type colour (if 'Aircraft colours' checkbox is left unmarked), or with an aircraft colour (if '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.

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  Hover the mouse over the alerted item to see details.

Notices

Notices are displayed in the Table page in white  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).

Timezone


Here you can choose if Leon should show STD & STA times in **UTC**, **LT** (at ADEP/ADES airports) or **Base Time** (defined in an user's profile).

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

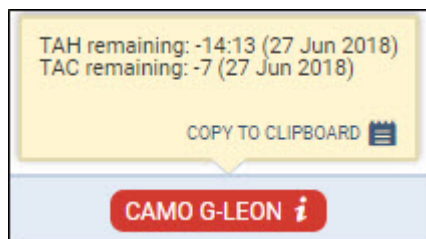
 - CAMO limits have crossed warning margins defined in the aircraft profile.

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

CAMO G-LEON 

- 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.

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

The image shows a 'FLIGHT ORDER / JOURNEY LOG' form. It includes a header section with flight details, a table for flight schedule with columns for date, time, and status, and a section for crew details. Red boxes highlight specific areas like the flight number, date, and crew information.

Example of Flight Order document

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 pattern available in Leon is filled in by the data entered while adding a new flight:

- Aircraft type & registration
- Type of flight
- Crew details
- Supplementary information
- Schedule details
- After-flight report (data imported from 'Journey Log')

The other columns/fields need to be filled in manually:

- Crew duties/rest details
- Flight order attachments (tick appropriate boxes)
- Remarks
- COM signature

General Declaration

The image shows a 'GENERAL DECLARATION' form. It includes a header section with flight details, a table for passenger details with columns for name, age, and gender, and a section for crew details. Red boxes highlight specific areas like the flight number, date, and crew information.

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 - please contact [Leon Support](#) team to have

it implemented _____

Trip Sheet

[illegible]

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.

'Trip Sheet' in Leon is divided into two sections: **Trip Sheet** and **Flight Service Notices** - both can be listed either on the same page or on separate pages (this can be set in [Documents Setup](#) - **Flight editing** tab - 'On Trip Sheet set "Flight Service Notices" as a separate page'.

- **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.

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					
Carrier or Operator		Manual			
Marks of Nationality and Registration		214328	Flight No	7001 1	Date 20-07-2019
Departure from		SPN	Arrival at	LFP	
SURNAME AND GIVENNAME	SEX	DATE OF BIRTH	PASSPORT No.	EXPIRES	NATIONALITY
Smith John	M	01-01-2000	ABC1235786	31-12-2020	U.K.

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 Information

Monday, 17 May 2010		Pax Information		New Page (20)	
Flight Number: 1001/04/10					
Passenger Details					
Flight Date: 10 May 2010 to 10 May 2010		Flight of: 1001/04/10 to 1001/04/10			
Flight No. 1001		Flight Name: London Heathrow to New York			
Flight Class: Economy		Flight Status: On Time			
Flight Type: Domestic		Flight Operator: British Airways			
Flight Aircraft: Airbus A320		Flight Captain: Captain John Smith			
Flight Co-Pilot: Captain Jane Doe		Flight Cabin Crew: 10			
Flight Passengers: 100		Flight Cargo: 1000kg			
Flight Fuel: 10000L		Flight Weight: 10000kg			
Flight Balance: 0		Flight Moment: 0			
Flight CG: 25.0%		Flight Yaw: 0.0deg			
Flight Roll: 0.0deg		Flight Pitch: 0.0deg			
Flight Altitude: 0ft		Flight Speed: 0kts			
Flight Time: 00:00		Flight Distance: 0nm			
Flight Fuel Burn: 0L		Flight Fuel Efficiency: 0L/km			
Flight Fuel Cost: 0		Flight Fuel Revenue: 0			
Flight Fuel Profit: 0		Flight Fuel Loss: 0			
Flight Fuel Breakdown: 0		Flight Fuel Summary: 0			
Flight Fuel Total: 0		Flight Fuel Average: 0			
Flight Fuel Range: 0		Flight Fuel Endurance: 0			
Flight Fuel Reserve: 0		Flight Fuel Margin: 0			
Flight Fuel Safety: 0		Flight Fuel Security: 0			
Flight Fuel Reliability: 0		Flight Fuel Quality: 0			
Flight Fuel Quantity: 0		Flight Fuel Value: 0			
Flight Fuel Price: 0		Flight Fuel Cost per Unit: 0			
Flight Fuel Revenue per Unit: 0		Flight Fuel Profit per Unit: 0			
Flight Fuel Loss per Unit: 0		Flight Fuel Breakdown per Unit: 0			
Flight Fuel Summary per Unit: 0		Flight Fuel Total per Unit: 0			
Flight Fuel Average per Unit: 0		Flight Fuel Range per Unit: 0			
Flight Fuel Endurance per Unit: 0		Flight Fuel Reserve per Unit: 0			
Flight Fuel Margin per Unit: 0		Flight Fuel Safety per Unit: 0			
Flight Fuel Security per Unit: 0		Flight Fuel Reliability per Unit: 0			
Flight Fuel Quality per Unit: 0		Flight Fuel Quantity per Unit: 0			
Flight Fuel Value per Unit: 0		Flight Fuel Price per Unit: 0			
Flight Fuel Cost per Unit: 0		Flight Fuel Revenue per Unit: 0			
Flight Fuel Profit per Unit: 0		Flight Fuel Loss per Unit: 0			
Flight Fuel Breakdown per Unit: 0		Flight Fuel Summary per Unit: 0			
Flight Fuel Total per Unit: 0		Flight Fuel Average per Unit: 0			
Flight Fuel Range per Unit: 0		Flight Fuel Endurance per Unit: 0			
Flight Fuel Reserve per Unit: 0		Flight Fuel Margin per Unit: 0			
Flight Fuel Safety per Unit: 0		Flight Fuel Security per Unit: 0			
Flight Fuel Reliability per Unit: 0		Flight Fuel Quality per Unit: 0			
Flight Fuel Quantity per Unit: 0		Flight Fuel Value per Unit: 0			
Flight Fuel Price per Unit: 0		Flight Fuel Cost per Unit: 0			
Flight Fuel Revenue per Unit: 0		Flight Fuel Profit per Unit: 0			
Flight Fuel Loss per Unit: 0		Flight Fuel Breakdown per Unit: 0			
Flight Fuel Summary per Unit: 0		Flight Fuel Total per Unit: 0			
Flight Fuel Average per Unit: 0		Flight Fuel Range per Unit: 0			
Flight Fuel Endurance per Unit: 0		Flight Fuel Reserve per Unit: 0			
Flight Fuel Margin per Unit: 0		Flight Fuel Safety per Unit: 0			
Flight Fuel Security per Unit: 0		Flight Fuel Reliability per Unit: 0			
Flight Fuel Quality per Unit: 0		Flight Fuel Quantity per Unit: 0			
Flight Fuel Value per Unit: 0		Flight Fuel Price per Unit: 0			
Flight Fuel Cost per Unit: 0		Flight Fuel Revenue per Unit: 0			
Flight Fuel Profit per Unit: 0		Flight Fuel Loss per Unit: 0			
Flight Fuel Breakdown per Unit: 0		Flight Fuel Summary per Unit: 0			
Flight Fuel Total per Unit: 0		Flight Fuel Average per Unit: 0			
Flight Fuel Range per Unit: 0		Flight Fuel Endurance per Unit: 0			
Flight Fuel Reserve per Unit: 0		Flight Fuel Margin per Unit: 0			
Flight Fuel Safety per Unit: 0		Flight Fuel Security per Unit: 0			
Flight Fuel Reliability per Unit: 0		Flight Fuel Quality per Unit: 0			
Flight Fuel Quantity per Unit: 0		Flight Fuel Value per Unit: 0			
Flight Fuel Price per Unit: 0		Flight Fuel Cost per Unit: 0			
Flight Fuel Revenue per Unit: 0		Flight Fuel Profit per Unit: 0			
Flight Fuel Loss per Unit: 0		Flight Fuel Breakdown per Unit: 0			
Flight Fuel Summary per Unit: 0		Flight Fuel Total per Unit: 0			
Flight Fuel Average per Unit: 0		Flight Fuel Range per Unit: 0			
Flight Fuel Endurance per Unit: 0		Flight Fuel Reserve per Unit: 0			
Flight Fuel Margin per Unit: 0		Flight Fuel Safety per Unit: 0			
Flight Fuel Security per Unit: 0		Flight Fuel Reliability per Unit: 0			
Flight Fuel Quality per Unit: 0		Flight Fuel Quantity per Unit: 0			
Flight Fuel Value per Unit: 0		Flight Fuel Price per Unit: 0			
Flight Fuel Cost per Unit: 0		Flight Fuel Revenue per Unit: 0			
Flight Fuel Profit per Unit: 0		Flight Fuel Loss per Unit: 0			
Flight Fuel Breakdown per Unit: 0		Flight Fuel Summary per Unit: 0			
Flight Fuel Total per Unit: 0		Flight Fuel Average per Unit: 0			
Flight Fuel Range per Unit: 0		Flight Fuel Endurance per Unit: 0			
Flight Fuel Reserve per Unit: 0		Flight Fuel Margin per Unit: 0			
Flight Fuel Safety per Unit: 0		Flight Fuel Security per Unit: 0			
Flight Fuel Reliability per Unit: 0		Flight Fuel Quality per Unit: 0			
Flight Fuel Quantity per Unit: 0		Flight Fuel Value per Unit: 0			
Flight Fuel Price per Unit: 0		Flight Fuel Cost per Unit: 0			
Flight Fuel Revenue per Unit: 0		Flight Fuel Profit per Unit: 0			
Flight Fuel Loss per Unit: 0		Flight Fuel Breakdown per Unit: 0			
Flight Fuel Summary per Unit: 0		Flight Fuel Total per Unit: 0			
Flight Fuel Average per Unit: 0		Flight Fuel Range per Unit: 0			
Flight Fuel Endurance per Unit: 0		Flight Fuel Reserve per Unit: 0			
Flight Fuel Margin per Unit: 0		Flight Fuel Safety per Unit: 0			
Flight Fuel Security per Unit: 0		Flight Fuel Reliability per Unit: 0			
Flight Fuel Quality per Unit: 0		Flight Fuel Quantity per Unit: 0			
Flight Fuel Value per Unit: 0		Flight Fuel Price per Unit: 0			
Flight Fuel Cost per Unit: 0		Flight Fuel Revenue per Unit: 0			
Flight Fuel Profit per Unit: 0		Flight Fuel Loss per Unit: 0			
Flight Fuel Breakdown per Unit: 0		Flight Fuel Summary per Unit: 0			
Flight Fuel Total per Unit: 0		Flight Fuel Average per Unit: 0			
Flight Fuel Range per Unit: 0		Flight Fuel Endurance per Unit: 0			
Flight Fuel Reserve per Unit: 0		Flight Fuel Margin per Unit: 0			
Flight Fuel Safety per Unit: 0		Flight Fuel Security per Unit: 0			
Flight Fuel Reliability per Unit: 0		Flight Fuel Quality per Unit: 0			
Flight Fuel Quantity per Unit: 0		Flight Fuel Value per Unit: 0			
Flight Fuel Price per Unit: 0		Flight Fuel Cost per Unit: 0			
Flight Fuel Revenue per Unit: 0		Flight Fuel Profit per Unit: 0			
Flight Fuel Loss per Unit: 0		Flight Fuel Breakdown per Unit: 0			
Flight Fuel Summary per Unit: 0		Flight Fuel Total per Unit: 0			
Flight Fuel Average per Unit: 0		Flight Fuel Range per Unit: 0			
Flight Fuel Endurance per Unit: 0		Flight Fuel Reserve per Unit: 0			
Flight Fuel Margin per Unit: 0		Flight Fuel Safety per Unit: 0			
Flight Fuel Security per Unit: 0		Flight Fuel Reliability per Unit: 0			
Flight Fuel Quality per Unit: 0		Flight Fuel Quantity per Unit: 0			
Flight Fuel Value per Unit: 0		Flight Fuel Price per Unit: 0			
Flight Fuel Cost per Unit: 0		Flight Fuel Revenue per Unit: 0			
Flight Fuel Profit per Unit: 0		Flight Fuel Loss per Unit: 0			
Flight Fuel Breakdown per Unit: 0		Flight Fuel Summary per Unit: 0			
Flight Fuel Total per Unit: 0		Flight Fuel Average per Unit: 0			
Flight Fuel Range per Unit: 0		Flight Fuel Endurance per Unit: 0			
Flight Fuel Reserve per Unit: 0		Flight Fuel Margin per Unit: 0			
Flight Fuel Safety per Unit: 0		Flight Fuel Security per Unit: 0			
Flight Fuel Reliability per Unit: 0		Flight Fuel Quality per Unit: 0			
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Flight Fuel Quality per Unit: 0		Flight Fuel Quantity per Unit: 0			
Flight Fuel Value per Unit: 0		Flight Fuel Price per Unit: 0			
Flight Fuel Cost per Unit: 0		Flight Fuel Revenue per Unit: 0			
Flight Fuel Profit per Unit: 0		Flight Fuel Loss per Unit: 0			

- 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.

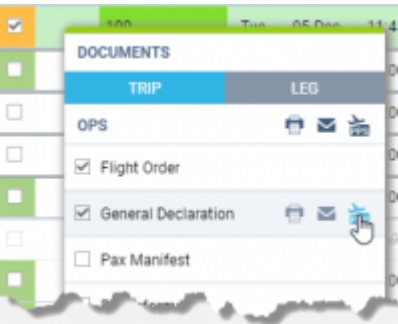
In the changes history window Leon shows **chronological** list of all changes (the latest on top). The colours indication shows added data in green, changed data in yellow and removed data in red.

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.

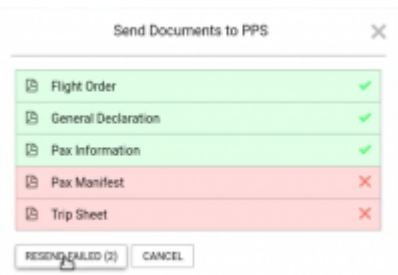
Sending documents to CrewBriefing in PPS



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 wouldn'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 able to view them in CrewBriefing in PPS. The documents sent from 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 message as per below

	Flight Order	7 / 7	✓
	General Declaration	6 / 7	⚠

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

Attach documents:

First Flight
Per Flight

 Flight Order (ver 1)

 General Declaration (eu)

First Flight will attach all the documents to the first leg of the trip in the CrewBriefing. **Per Flight** option will match the relevant documents to the responding flights in the CrewBriefing

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

Re-sending documents from Leon to PPS Crew Briefing will result in updating them also on PPS's side

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.

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 recipient'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.

The screenshot displays the 'Substanz' (Substance) management interface. At the top, a table lists substances with columns for 'Name', 'Datum' (Date), 'Status', and 'Aktion' (Action). The table contains two entries: 'GHS' and 'GHS', both with a status of 'Gefahrstoff' and an action of 'Gefahrstoff'. Below the table, there are four input fields: 'Name' (with a dropdown menu), 'Menge' (with a dropdown menu), 'Weg' (with a dropdown menu), and 'Weg' (with a dropdown menu). A 'Suche' (Search) button is located to the right of the 'Weg' field. Below the input fields, there is a section for 'Gefahrstoff- und Chemikalienmanagement' with a 'Gefahrstoff- und Chemikalienmanagement' button and a 'Gefahrstoff- und Chemikalienmanagement' button.

GCR message example - flights on the same day

[illegible]

GCR message example - flights on different days

[illegible]

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 0800EPP0 P - flight details: **N** (action code) **BARTI** (flight identification) **02MAR** (date of operation) **001F900** (PAX number + Aircraft type) **0800EPP0** (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 124 21DEC21DEC 0000500 011GJ4 1400WAW C (flight details, see explanation below)

N - action code; **123** - flight number; **21DEC21DEC 0000500** - date & day of flight; **011GJ4** - capacity + aircraft type; **1400WAW** - origin of flight (IATA) + scheduled time 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 'PAX' in Leon
- F - Scheduled - Cargo and/or Mail - type ICAO 'S' & trip type 'PAX' 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

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**.

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.

Filter - Tab SCHEDULE

This tab is divided into several sections, such as:

- **Show on schedule** - select which type of activities should get displayed: flights, positionings, office.
- **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)
- **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.
- **Preferred airport code** - select ICAO or IATA codes to be displayed.
- **Preferred time zone** - select UTC, LT or Base Time to be used.

Filter - Tab MORE

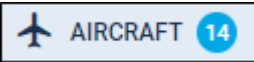
- **Days** - select which day of the week you want activities to be displayed on the list.
- **ICAO type** - denotes the type of flight as follows: **S** for Scheduled Air Service, **N** for Non-scheduled Air Transport Operation, **G** for General Aviation, **M** for military flights and **X** for everything else.
- **Flight number** - search for specific a flight number. Minimum 3 characters required.
- **Trip number** - search by a trip number. Minimum 3 characters required.
- **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 member** - 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.

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.



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**. We also closely cooperate with **FDS OPS** based in Warsaw. This company uses Leon for daily flight preparation so if you have Leon, it is easy to outsource your **dispatch** entirely. We are also integrated with **PPS Flight Planning** 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**

See also:

- [CALENDAR](#)
- [TIMELINE](#)

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