Trip

Tab TRIP - trip & quotation details

In this section you can add or amend information relating to the whole trip such as:

- **Trip No** - default trip number assigned by Leon. It can be edited and changed.
- **Status** - <u>Option</u> - not confirmed, <u>Confirmed</u> - confirmed flight, <u>Opportunity</u> - more information at the bottom of this page.
- **Type** - trip type: Ambulance, Cargo, Flight for Owner, Other, PAX, Simulator, Technical, Training.
- **Commercial** - a checkbox to mark if a trip is commercial. When ticked flights show in green in schedule (all flight types); if unticked, the flights will appear in blue.
- **Quotation No.** - here you can add a quotation number and its price, then print sales documents from Table view.
- **Notes** - a field for adding notes for internal usage (these notes don't appear on documents).
- **Extra Information** - these notes appear on Charter Contract and Flight Quotation documents.
- **Client** - you can choose a client from Phonebook. Once the client is chosen you can also choose **Representative**. This information will show in **Flight brief** and **Charter Contract**.
- **Move leg to another trip** - if you click inside the box you are able to "Enter existing trip number" to move to existing trip or "Create new trip". If you want to move flight to existing trip simply copy/paste a trip number and press SAVE. You can also start typing in a trip number and Leon will open a dropdown with trip number suggestions. To "Create new trip" simply click on this option and press SAVE. After the flight is moved it will display new Trip No in the top right corner.
- **Add tag** - you can create a tag for the whole trip and add a colour. If you want to tag a single leg, go to a tab FLIGHT.

- **Notes** - this note can be input manually. It can also be input as a template in Flight editing section and show on each flight by default. This note is for internal use only.
- **Trip Supplementary Info** - additional notes for internal use only.

> If you change the price in SCHEDULE > TRIP, Leon will show a warning: **"Prices set in quotation no: 12345 will be reset by this action."**. In a section Calendar changed price will appear in a field 'Extra Fee' and all other previously defined fees will be reduced to zero.

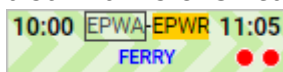# Flight status 'Opportunity'

'Opportunity' is a status specifically designed for Sales teams and available only in the SCHEDULE section of Leon. This allows Sales team to effectively plan potential sales schedule.

This is a different status from the 'Option'. 'Opportunity' is a possibility for a potential sale of a flight and it could turn into an 'Option' if a quotation for a particular route has been requested.

The characteristics of this status are:

- **Different background** - this status is represented by different background (on the right). This also informs OPS Team of this not being an actual flight, so they do not have to work on it.

- **Shows in Avinode** - can be exported and sold in Avinode as an empty leg.
- **Aircraft positioning** - in Leon, this status does not position an aircraft from one place to another. Aircraft is visible at the arrival airport of the last confirmed flight (see example below).
- **Document menu** - disabled for this Trip status. It is impossible to print flight documents for this status.

Trip type 'Opportunity' in a section CALENDAR

Example:

As you can see in the screenshot the aircraft landed at **EPKK** and the next confirmed flight 3 days later is scheduled from **EPWA**. You can add the 'Opportunity' Trip in order to make it visible in Avinode and possibly sell the flight rather than positioning it as empty from EPKK to EPWA. As you also can see in the screenshot, the aircraft has not been positioned and is still placed in EPKK.

See also:

- Quotations

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