Useful tips

Below you can find useful hints & tips which will help you in working with Leon.

- **SCHEDULE** - in the tab SHOW, by clicking on Show, Warnings or Cautions, you can untick all checkboxes at once.
- **Calendar** - you can move with the screen horizontally and vertically by dragging it with the mouse.
- **Fleet** - by adding an aircraft **X-COM** to your fleet you can input flights done by crew for other companies (and FDP will be calculated as for each flight in Leon). By adding a virtual aircraft **GROUND** you can input duties for the ground staff (you need to add ratings for positions defined in Settings > Aircraft Crew Positions). You can also use that aircraft for storing company documents which should be available to your crew.
- **Planned Flights** - ad-hoc CC email address (for take-off & landing reports) can be added by clicking on the white envelope icon right next to fields ADEP/ADES.
- **Documents** - if you need to monitor whether documents have been returned to the office, you can use a section Schedule > Documents. Email support@leonsoftware.com with the information what documents should be included in the list (i.e. FTL, PLOG, Load Sheet, Tech Log, etc...)
- **Home Base Handling Requests** - use this section if you often fly to certain airports (i.e. several times a day) where you use the same handling agent - you can send them one email with a file with all scheduled flights to/from that airport, on a particular day.
- **Fuel prices** - click 'Save' at the bottom of the page after the fuel file has been uploaded, to implement new prices.
- **Custom airports** - you can add manually custom airports & airfields to Leon (option available to Leon users with admin privileges).
- **Endorsements** - email notifications regarding endorsements expiry date can be defined in various ways - you can group endorsements into "Rules", define different time intervals for each "Rule" and assign different recipients who would receive notifications.
- **Crew Duties** - you can set privileges to your crew so that they send duty requests to the roster (displayed in brackets) - check this chapter for more details.
- **Crew currency** - in a section Settings > Duties Setup you can change number of days for currency monitoring in fields at the bottom of the page. This applies to: 30 days currency, Instrument currency and ILS cat II currency ONLY.
- **Person labels** - in the Crew Duties roster you can filter persons by labels (which also appear right under their names) - labels can be added in the Phonebook (click 🔧 icon).
- **Crew Input Table** - when editing a trip you can copy assigned crew to other trips by marking checkboxes in a column **Copy** and saving.
- **Per Diems** - Leon can calculate per diems for your crew - send the rules and description of your per diems to our team support@leonsoftware.com.
- **Report 'Custom Flights List'** - it's a report where you decide what data should appear on it by marking appropriate checkboxes in the filter > columns. Use more options in the lower part of the filter to make your report even more complete.
- **Report 'Export to FAA CARI-6'** - useful for precise calculations of cosmic radiation dose.

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