Useful tips

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

X-COM

You can add flights performed by your crew for other companies and monitor FTLs.

1. Go to Settings > Fleet.
2. Click 'Add new aircraft' and in a field 'Aircraft Type' insert **X-COM** and fill in other mandatory fields: aircraft short name, registration (i.e. X-COM or CREW) and home base.
3. Enter Settings > Aircraft Crew Positions - in the filter select an aircraft X-COM and mark appropriate flight positions for cockpit & cabin.
4. In a section Settings > Ratings select crew members and add ratings for the airarcft X-COM.
5. You can now add flights on X-COM and check FTLs in a report FTL Sheet.

GROUND staff duties

If you need to add duties to the roster also for your GROUND staff (office, maintenance, sales, etc...) you can do that by adding an aircraft **GROUND** to your fleet.

1. Adding this aircraft should be done in the same way as it was done with all other tails - you just need to insert **GND** in a field 'Aircraft Type', fill in mandatory fields and assign appropriate Aircraft Crew Positions in a tab **Ground**.
2. Another step is to add Ratings for previously chosen positions.
3. Crew with ratings on GND will appear in the Crew Duties roster, at the bottom of the screen.

Flight documents

You can monitor whether documents have been returned to the office by the crew or not.

1. Email support@leonsoftware.com with the information what documents should be included in the list (i.e. FTL, PLOG, Load Sheet, Tech Log, etc...).
2. Once it's set up you will see flights with columns (documents) where you will be able to mark if a particular document has been returned to the office.

Home Base Handling Requests

This section can be useful if you often fly to certain airports (i.e. several times a day) where you use the same handling agent.

1. Go to a section Handling > Home Base Handling Request.
2. In the filter input airport code which is the airport of the service. If the same handling agent also

operates on a different airport you can insert that airport's code in the second field.

3. Save the PDF file with the planned flights and send it to the handling agent.

Custom airports

If you come across a missing airport, airfield or helipad in Leon, you can add it manually to the system (option available for Leon users with admin privileges).

1. Enter section Handling > Custom airports.
2. Click the link to add a new airport.
3. Fill in fields such as: Custom airport name (it should be a code if an airport has no name), Name (which can be the nearest town/city name), City, Latitude and Longitude.

Crew duty requests

You can set privileges to your crew so that they send Duty Requests to the roster.

1. Go to Settings > Privileges.
2. Edit group Crew and go to tab **Privileges**.
3. Open a section **Crew** by clicking ➕, do the same with sub-section **Duty Roster**.
4. Mark a middle checkbox for **Requests** and make sure the 3rd column is also marked (so that a crew member can make requests only for himself).
5. All requests made by crew appear in brackets (S) and need to be either confirmed or rejected.

Crew currency

It is possible to adjust the number of days for some of the crew currency calculations.

1. Go to Settings > Duties Setup.
2. At the bottom of the screen you can find 3 fields where you can make adjustements.
3. If necessary, correct the days threshold for: 30 days currency, Instrument currency and ILS cat II currency.

Labels

You can label each Leon user - the label will appear in Crew Duties right under crew name as well as in the filter.

1. Hover the mouse over 🔧 and enter section Phonebook.
2. Click tab **Labels** and add as many labels as you need.
3. Added labels will appear in each user's profile - mark the appropriate label/labels.
4. In a section Crew Duties you can filter crew by person labels. In SCHEDULE you can check crew label when you hoover the mouse over crew code.

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