

Users

[Video Tutorial](#)



Name	Code	Login	Email	Status	Last Visit Date
John Doe	1234	john.doe@leon.com	john.doe@leon.com	Active	2024-04-28 10:00
Jane Smith	5678	jane.smith@leon.com	jane.smith@leon.com	Active	2024-04-27 15:30
Mike Johnson	9012	mike.johnson@leon.com	mike.johnson@leon.com	Deleted	2024-04-25 09:15

Section 'Users' Users in Leon - the full list of crew members and other departments members

In Leon, you can manage **Users** in many ways. If you are an admin group member you can decide about user's group, endorsements or ratings. However, everything starts with adding a **new user** to the system.

Go to a section Settings > Users and there is the list of all Users. The list can be filtered by: All (both active & deleted users are displayed), Active (users with access to Leon only) or Deleted (users with no access to Leon).

You can also use order indicators placed next to: User, Code, Login, Email, Status or Last Visit Date to change the order of displaying users.

A field 'Search' allows quick finding of a particular user by either his name, surname or a code.

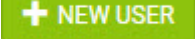
Adding Users




New user pop-up window

You can add a new user to Leon in **2** ways: From this section (extended version), or [Crew Members](#) section.

In this part we will concentrate on the extended version of adding and managing Users.

To add user simply click on  icon and the new pop-up window will open, which contains 3 main sections:


- **PERSON** - fill in mandatory fields such as: Name, Surname, Code, Sex & Login. Optional fields are: Middle name, DoB, Phone, Email, Labels, Company, Homebase.
- **PASSPORTS** - click  to add one or more passports. You can add a pdf scan and mark which one should be used as a default one.

Anonimizing an User is permanent and irreversible. Once the User data has been deleted it cannot be reverted.

Full User Profile



Full user profile

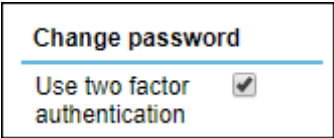
In the bottom-right corner of the user's profile there is a link **Open Full Edit** which allows to add more details into the user's profile, i.e.: Place of Birth, Hire date, User base or add a photo. You can also click an icon  in the users list to open this section.

Two-Factor Authentication

An additional **factor authentication** is an option available to each user, which enables functionality that requires a combination of two separate factors of identification in order to **log** into the system. Besides regular login credentials (operator code, login and password) the user has to obtain 6-digit authentication code to log into Leon. This functionality is a measure of additional security of the user account.

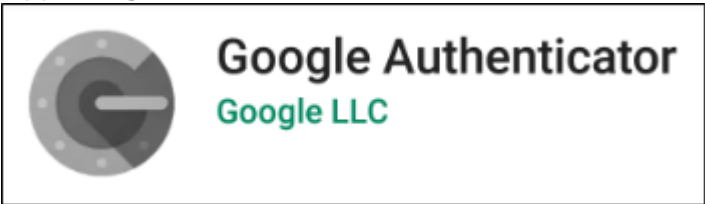
Enabling the two-factor authentication mechanism:

1. Mark the checkbox **Two-factor authentication** in the user's profile and confirm by updating



the page.

2. Check your work email INBOX for the new email from Leon. The email will include the change of password as well as the link that will allow you to **pair the mobile device with Leon** via **Google Authenticator** app.
3. Download a mobile app **Google Authenticator** (available for iOS and Android) or similar and



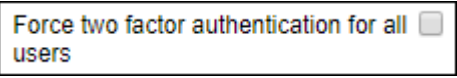
create an account.

4. Pair your app with Leon by using the QR code generated via "Pair your mobile device with

Leon!" link received in an email.

5. Log into Leon as usual - when the pop-up window requiring authentication code comes up, use the code generated by the app.

It is possible to **mark two-factor authentication for all the users at once**. To do that, you need to go to the ' Settings' > 'General Settings' section and mark **Force two factor authentication for all users** checkbox. The checkbox is unticked by default.



Each code is valid for 60 seconds only.
After this time a new code will be issued.
Make sure to enter the code and confirm
before the 60 seconds period passes.

Groups



Groups tab

In **Groups** tab you can assign a proper group/groups to your crew. Each group has certain privileges set, apart from the group 'All users' which is being assigned by default and has no privileges specified (see [Privileges](#) for more information). In the same 'Privileges' section you can also create **new groups** with custom privileges.

It is not always necessary to add multiple groups to one user as one group might include all the privileges of the other one. **For example** if a User does **Admin** work as well as is a **crew member**, you do not need to assign both groups - Admin and Crew as Admin gives the highest access.

If an User is **not assigned** to a group, he/she will NOT see sections in a Menu bar (only Edit User section is available).

Personal endorsements



Endorsement	Number	Date of issue	Expiry date	Remarks
Passport 1	FR02021022 (FRA)	01-09-2017	09-10-2023	9 years 2 days
Passport 2	0240477422 (JCA)	06-09-2019	22-12-2022	5 years 34 days
CPC	3125414	01-11-2017	01-11-2018	10 months 3 days
Chinese Visa	30452285	01-09-2017	21-09-2019	9 months 3 days
US Visa	8545806	14-09-2017	28-09-2019	5 months
Insurance	3426843421	30-10-2016	Never	
Radio license	4541254123124	01-09-2017	30-08-2018	10 months 2 days
License	413212313	04-05-2017	21-07-2019	1 year 6 months

User personal endorsements

This section consists of 3 tabs:

- **Endorsements** - the list of endorsements specified in [Endorsements](#). Editing of endorsements details (names of endorsements, numbers, dates of issue and expiry date) and adding/removing of the scanned documents is also available after clicking on the selected row (see also [Endorsements](#) for more information).
- **Online training** and **Practical Training** - if a pilot is planned for a flight to a particular airport where special training is required, you can add **training** documents to Leon by clicking on tab 'Practical Training' or 'Online training' in user's 'Personal endorsements' page. Enter airport's code, update it, and add appropriate details. You can also upload a PDF file. More information [here](#)

Ratings

This tab is to choose what ratings are held by a specific person and to assign ratings to your crew. For more information please go to [Ratings](#) section of this Manual.

Managing users

To manage User profile, simply click on his/hers name. First thing you will notice is few extra Tabs:

- **Personal endorsements** - the list of endorsements specified in [Endorsements](#) section.
- **User settings** - defining preferred settings of system appearance.
- **Login history** - details about user's login attempts

You will also notice that there are few extra fields in Basic information screen.

Basics

You can edit each of the existing users in order to:

- **Add/remove information** - updating personal details, contact details, passport details, endorsements, generating new passwords, etc
- **Can log into Leon/Active** - Account restriction section. At any time you can delete user's account permanently (if a person is not your employee anymore) or block it temporarily. Unticked "Active" checkbox restricts a user from logging in but one will not be permanently deleted from Leon's database, to avoid historical data disappearing from the system. Users with "Can log into Leon" status will not be able to log in, however, he will be still present in the system (crew planning or reports).
- **Active** - Phonebook data section. This checkbox will allow you to delete User from the [Phonebook](#). "Can log into Leon/Active" and "Active" are connected in a way that whenever you want to delete a person from the Phonebook, Leon will ask you (pop-up) if this person's access to the system should be disabled and vice versa.
- **OML** - Operational Multi-pilot Limitation available in Options section - functionality is further

down in this section.

- **Flying experience table** - this is to record Pilots previous experience on a specific type of an aircraft. This can be activated from [General Settings](#) section.
- **Freelancer** - if this checkbox is marked, Leon does not trace any endorsements for the user (no warnings will appear when assigning the user to new flights).
- **Manual list** - documents uploaded in [Privileges](#) - Manual tab will be displayed in this section
- **Change password** - you can change your password at any time, or if you have forgotten it, your admin can send it to you. To change a password tick the box 'Generate new password' and click 'Update'. After a while you will receive an email with a new password.

OML

An Operational Multi-pilot Limitation allows to mark a pilot who does not fully meet the requirements for a Class 1 medical certificate and has been referred to the licensing authority. The Pilot is assessed whether the medical certificate may be issued with an OML 'valid only as or with qualified co-pilot'. The OML for Class 1 medical certificates may only be imposed and removed by the licensing authority.

When you tick this checkbox, Leon will allow this Pilot to operate an aircraft in multi-pilot operations only, if the following conditions are met:

- Pilot is not flying with another Pilot with OML imposed
- Pilot is not paired with a pilot older than 60 years
- Pilot is not flying in a single-pilot operations

If one of the conditions is not met, Leon will display a warning:

Crew member (HOT) Mark Hotel on leg no. 1 has OML but does not have a co-pilot fulfilling all the necessary conditions:

- **Crew member (PAP) William Papa exceeds age limit of 60, or**
- **Crew member (GOL) Julia Golf has OML as well**

User settings



User settings options for personal view of data

Here each user can define **preferred settings** of system appearance.

What you can define here is: displayed **date format**, **airport codes** (IATA or ICAO - the system will still recognise both formats when other than default is entered), displaying of **status** of leg info on tool-tip, using **Local Time** as default time instead of **UTC** and automatically changing "To" date on the flights list when 'From' date is changed.

In other words, if you shift the starting date of selected time period, ending date will be also shifted to maintain the length of this time period.

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