Users

Video Tutorial

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.
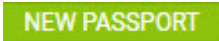
Adding Users

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 NEW USER 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 NEW PASSPORT to add one or more passports. You can add a pdf scan and mark which one should be used as a default one.

The other section where you can add a passport to a crew member is OPS, tab CREW (in the right-hand filter). Click on the crew code and open a section **PASSPORTS**, then click an icon [✎] and add passport/passports details. You can mark a **default** passport which should be used automatically, however, you can always select a passport by marking appropriate checkbox in a section 'Passports'.

- **RATINGS** - assign ratings to a new crew member. Check Ratings & Aircraft Crew Positions chapters for more information.

Anonimization of Users

Deleted User - OPS view

This functionality is created as part of the process of adhering to the **Regulation (EU) 2016/679** of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation).

It is now possible to **permanently** anonimize and delete Users from Leon.

The process is as follow:

1. Go to Settings > Users.
2. Edit an User you wish to permanently delete.
3. Mark an User as Deleted by unticking both checkboxes in 'Account restrictions' section of the profile: 'Can log into Leon' and 'Active' and click 'Update' button.
4. Edit the same User again. Click on [Permanently delete & anonymize data] which is located at the bottom of Edit User page'
5. You should get a pop-up window with the following message: **'Do you want to permanently delete & anonymize data for this contact? This action is irreversible!'**. Clicking 'OK' will permanently delete the User data.

Once the User has been deleted the following areas will be affected:

- User Profile will be permanently deleted from both Settings > Users and the Phonebook.
- If User was assigned to any operation (Flight, Positioning, Office), instead of User Code, there will be a letter **-D-** and in the Tab CREW you will see Permanently Deleted instead of a Name.
- Deleted User will show as **-D-** in the reports that show Flights with this Crew Assigned, for example Custom Flights List Report.

To check who permanently deleted user you can use a button **CHECK PERMANENTLY DELETED USERS** in top-right corner - insert deleted user's code and click ![CHECK]

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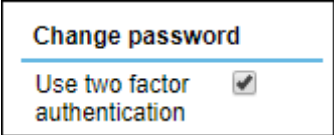
Full User Profile

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 ![icon] in the users list to open this section.

Two-Factor Authentication

> [Video Tutorial]

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.

Personal endorsements

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 trainig 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 fiew 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 restrickts 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 Priviliges - 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 fellowing 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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