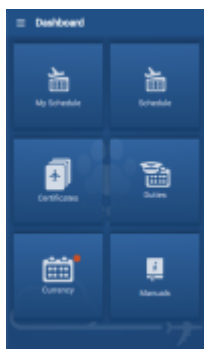


Leon Mobile app

[Online Webinar](#)



Leon Mobile app main screen

Leon is available as the application for crew members. Leon mobile application for **iPhone**, **iPad** and **Android** can be downloaded for free. In the **App store** type in 'Leon Software' in the search box and install the application.

In order to upgrade to the new version, please go to App store (iTunes for iOS and Play for Android) and in your existing applications section, you should be able to see an option for an upgrade.

Once you have downloaded the application, click on Leon icon in order to bring up the login page. Insert the same logging in details you use for the web Leon version.

The main screen of the application will display a screen with **5** main panels of the app:

- **My Schedule** - calendar with own duties, flights and positionings assigned to logged in pilot
- **Schedule** - calendar with own duties, but also maintenances, flights and positionings depending on the privileges
- **Endorsements** - list of own endorsements
- **Duties** - section containing 2 tabs: 'Requests' and 'Accounts'
- **Currency** - displays recency status as well as lists name and expiry date of crew recency
- **Manuals** - shows links to uploaded pdf manuals to particular group in a section [PRIVILEGES](#), tab 'MANUALS' (which also show in user's full profile)

In the top-left corner, you also have access to the **Dashboard** which gives options to **Reset** or to **Log out**.

My Schedule

[Mobile Crew app: Basics](#)



'My Schedule' panel

This section is designed to view flights, positionings and duties of the person logged in.

Flights and positionings that are not assigned or assigned to a different crew or scheduled Maintenance **will not show** in this view.

Next to the calendar date, accumulated **Block time** for this month is presented.

If you click on a particular flight in this panel, Leon shows a clock-icon - click it to view **Roster history** made on that day. You can also click the same icon on the menu bar and Leon will show roster changes (as on screenshot below).

✈	XO123 24-Jul 06:00 WAW LTN 09:00
	D-LEON Pax: 0 Crew: DEL
✈	XO567 24-Jul 10:00 LTN WAW 12:30
	D-LEON Pax: 0 Crew: DEL
🚗	car 24-Jul 13:00 LTN STN 14:00
	Crew: DEL
📅	V Vacation 24-Jul AMS 00:00 - 23:59
📅	D D-LEON 24-Jul WAW 00:00 - 23:59

In the filter, it is possible to switch between **IATA/ICAO** codes and **UTC/BT** times. All other functions, with little exceptions, are the same as in the 'Calendar' section.

CREW MOBILE APP - Clock In / Clock Out feature

With this feature, a crew member is able to register the time of start and end of the duty, to which he/she is assigned.

The data registered are:

- Duty start time
- Duty start location
- Duty end time
- Duty end location

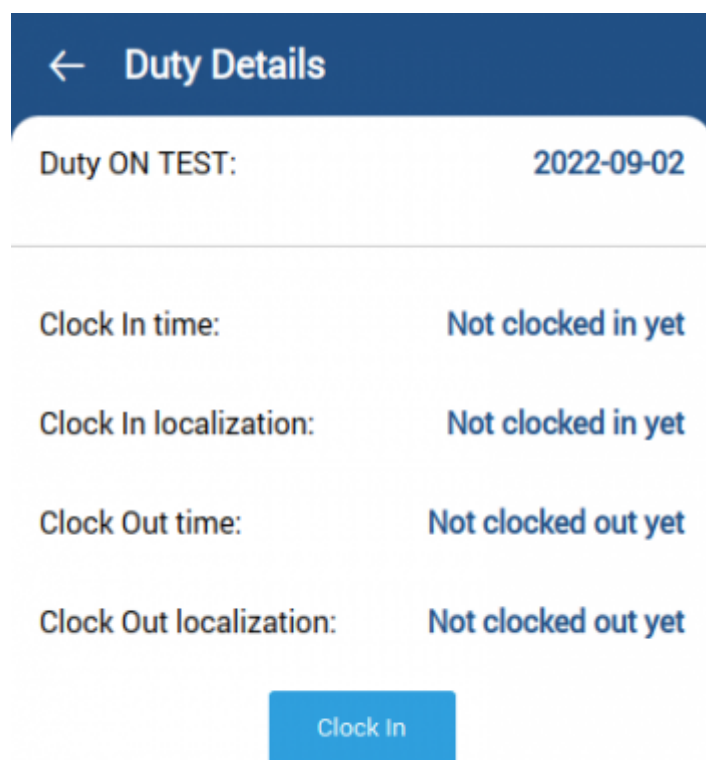
To record the duty start/end time and location, in [Leon mobile app](#):

1. Go to My Schedule
2. Open a duty you are assigned to
3. Tap the “Clock in” or “Clock out” button

To have the location recorded, the user should allow the Leon app to access geolocation data.

The details recorded using this feature are available in [Report Wizard](#), “Crew Roster” scope. The columns available are:

- Clock in localization
- Clock in time [UTC]
- Clock out localization
- Clock out time [UTC]



← Duty Details

Duty ON TEST: 2022-09-02

Clock In time: Not clocked in yet

Clock In localization: Not clocked in yet

Clock Out time: Not clocked out yet

Clock Out localization: Not clocked out yet

Clock In

Duty details before clocking in

← Duty Details

Duty ON TEST:

2022-09-02

Clock In time:

2022-08-29T17:21:18Z

Clock In localization:

JFK Int'l Terminal 4, Jamaica, NY, 11430, USA

Clock Out time:

Not clocked out yet

Clock Out localization:

Not clocked out yet

Clock Out

Duty details after clocking in, before clocking out

← Duty Details

Duty ON TEST:

2022-09-02

Clock In time:

2022-08-29T17:21:18Z

Clock In localization:

JFK Int'l Terminal 4, Jamaica, NY, 11430, USA

Clock Out time:

2022-08-29T17:23:28Z

Clock Out localization:

Mövenpick, Ludwigstraße 43, 85399, Hallbergmoos, Bavaria, DEU

Duty details with complete clock in/out data visible

It is also possible to **set up fixed Clock-in/clock-out locations**. More information in the [General Settings](#) section of Leon.

Weekly Rest

'Weekly Rest' for this purpose is considered as 36h free of duties including two local nights in 168h period. Click the **filter** to enable showing weekly rest in the roster calendar.

'**Weekly Rest**' in 'My Schedule' view indicates where the weekly rest actually takes place.

Caution: The weekly rest has a slightly different role in Crew mobile application than in [CREW TIMELINE](#). In Crew Timeline it appears at the latest time when it should be applied, while on the Crew mobile application it applies always when conditions are met. That's why indicated weekly rest may not match in both applications.

'Weekly rest' is marked with the light-blue colour and is applied only after a flight, positioning, Simulator or any other duty included by definition in the FTL calculations.

The presentation is as follow:

- **right half of the tile** - half of the day when the weekly rest begins
- **full tile** - full day included in weekly rest
- **left half of the tile** - half of the day when the weekly rest ends



Clicking on the tile will show the details of the duty as well as the information that the 'Weekly rest' applied.

The indication of weekly rest applies only to the logged-in User.

My aircraft schedule

A functionality: **My aircraft schedule** allows to include flights of the aircraft to which a crew member has been added as 'Preferred crew', despite the fact that he/she is not assigned to those flights.

In a panel **FLEET**, tab **CREW**, it is possible to add 'Preferred crew' to the aircraft.

A screenshot below shows an example of a crew Bartoli Aaron (BAR) added as 'Preferred crew' to the aircraft 'B-ARTI'.

BASIC

OPS

SALES

CREW

PERFORMANCE

Cockpit*

2

Cabin*

1

Rest Facility

Suitable

Preferred crew

BAR Bartoli Aaron

CRO Damian Cross

ADM Adam Smith

SMA Jack Smack

Crew BAR has been assigned to 2 flights on the aircraft 'A-BCDE' (to which he is not added as 'Preferred crew'), and there are 4 flights on the aircraft 'B-ARTI' (to which he is added as 'Preferred crew') where he is not assinged as a pilot.

03 May	11:00	WAW	OPO	15:00	04:00	-	-	B-ARTI	MES	STE	05-2021/7
04 May	11:00	OPO	WAW	15:00	04:00	-	-	B-ARTI	MES	STE	05-2021/7
06 May	11:00	WAW	OPO	15:00	04:00	-	-	B-ARTI	MES	ECH	05-2021/9
07 May	10:00	OPO	WAW	14:00	04:00	-	-	B-ARTI	MES	ECH	05-2021/9
09 May	08:00	WAW	GVA	10:30	02:30	-	-	A-BCDE	BAR	FRA	05-2021/3
11 May	12:00	GVA	WAW	14:00	02:00	(LCJ)	-	A-BCDE	BAR	FRA	05-2021/3

When crew BAR is logged in to Leon Crew App, in a panel 'My Schedule', he can see 2 flights he is assigned to, on the tail 'A-BCDE' (an option **My aircraft schedule** is switched off).

← My Schedule

🕒

🔄

📶

May 2021

UP TO DATE

M

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SHOW

WEEKLY REST

MY AIRCRAFT SCHEDULE

ICAO

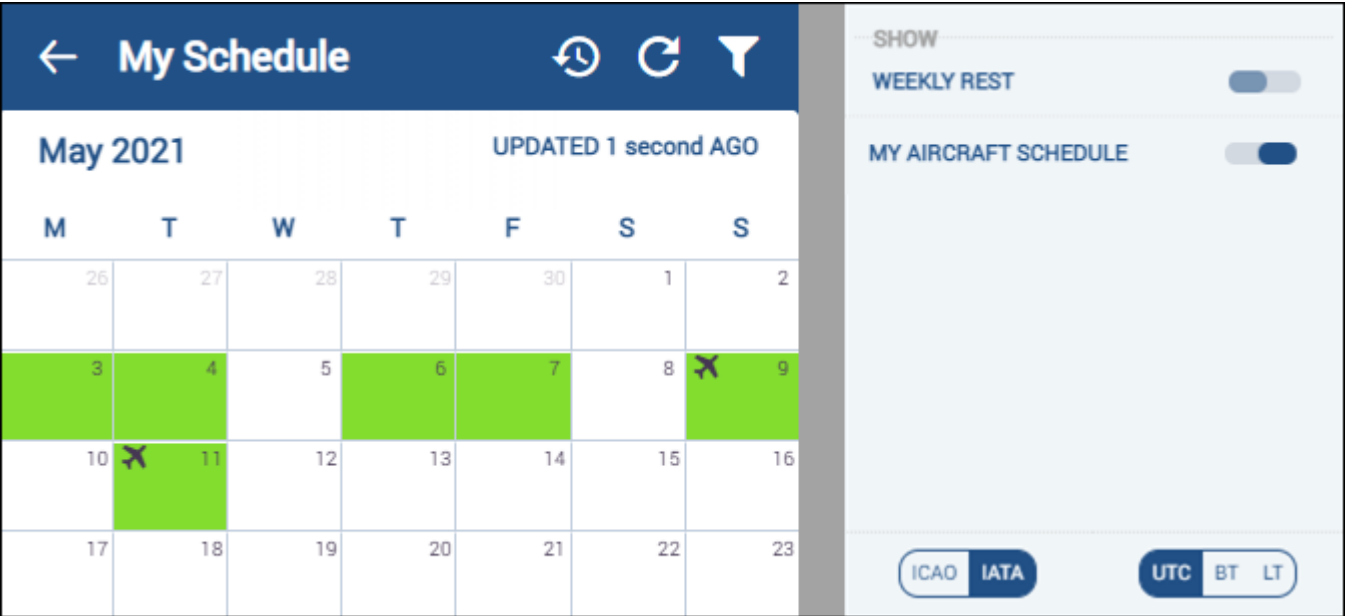
IATA

UTC

BT

LT

If in the **Filter** an option **My aircraft schedule** is switched on, crew BAR will also see all flights of the tail 'B-ARTI'.






Below the duties calendar Leon shows flights divided into 2 sections: **MY SCHEDULE** and **MY AIRCRAFT SCHEDULE**.

MY SCHEDULE			
121	12:00 BT OPKC	EGGW 14:00 BT	B-ARTI
✈ Crew: DEL-AHA , 2 PAX			
MY AIRCRAFT SCHEDULE			
1234	19:00 BT LOWW	LIRA 20:00 BT	A-BCDE
✈ Crew not assigned			
1245	21:00 BT LIRA	LOWW 22:00 BT	A-BCDE
✈ Crew not assigned			

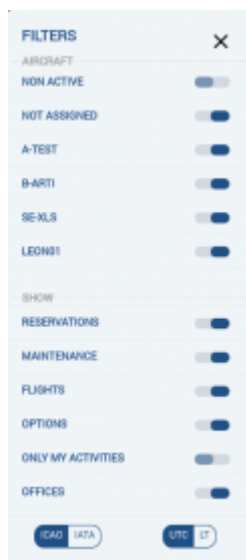
Schedule

Schedule section of the mobile app shows a calendar view on crew flights, positionings, office duties as well as all duties added in the Duty Roster. Users can check **Flights details**, **PAX** details, **Checklist** items status & notes, **FTL Calculations** and add **Journey Log** data.

On top of the screen there are available options:

- filter  - described in details below.
- help  - short description of how Leon displays activities in a given day.
- refresh  - click to refresh the page and Leon will show current status of all activities.

Filter



The filter in Leon mobile application

Filter window is divided into **2** sections:

- **Aircraft** - only duties on the aircraft marked in this section will display on the main screen.
- **Show** - select the type of activity that you want to see on the main screen including **Flights, Reservations, Maintenance, Positionings, Offices, Duties**. You can also choose to see only your own activities. You can easily distinguish **ferry flights** by using **Dim ferry legs** filter which will turn the duty colour lighter. Here you also choose type of Airport Code (**IATA / ICAO**) and time format (**UTC/LT/BT**).

In order to see **Non-Aircraft** duties you need to unmark **Flights** in the filter. Once this is done you will only see duties such as Maintenance, Reservation, Positioning and Office considering they are still ticked in the filter.

If the "Flights" are ticked in the filter, flying activities will override Non-Aircraft duties in the calendar screen. In this case if you want to see Maintenance details you have to click on the specific day and it will be displayed below the calendar. You can find more information on viewing and displaying duties further down in this section.

Options when marked will show all flights with the status 'Option', which on the mobile calendar are displayed with stripes. **Only my activities** will allow you to filter by the flights and duties you are assigned to.

Viewing duties

Select a period of time and by clicking on the particular tile you can view your duty. The current day is marked by a blue line at the bottom of the tile. The selected day will stand out by a blue belt at the bottom edge of the tile.



The meaning of markings on each calendar day are as follows:

1 - day of the month.

2 - duty symbol - it's displayed in exactly the same way as in the 'Crew Duty' roster in Leon.

3 - the colour of the tile reflects the kind of **fleet activity on the day:**

- green - confirmed flights
- light green - ferry flights
- grey - terminated flights (JL filled in)
- purple - reservations
- brown - maintenance
- red - AOG maintenance



Reservations and maintenances in Leon mobile application


Although all activities of the day will be displayed in the tiles, the flights, maintenances and reservations will take priority in display. The colours correspond to the view in the calendar of the browser application. Full colour coding of the application is available in our main manual: [CALENDAR](#).



Duty page display

The maintenances and reservations contain the following information:


- scheduled maintenance/reservation dates and times
- airport code where maintenance/reservation will take place
- aircraft registration

If you see a “Refresh” symbol on Maintenance Duty  this means that there are other duties apart from Maintenance that might be hidden. Refreshing it brings up these duties. Such a situation usually happens when Maintenance falls on the borderline days of duties display.

4 - main activity symbol - appears if the logged-in user is scheduled as a crew member for any flight on that day, according to the filter settings. The same applies to positioning (bus icon) or office work (computer icon). Only one icon is displayed. If there are multiple activities, the most important one is displayed in the following order: flight, positioning, office work.

Below the calendar there will be displayed duty details, such as:

- flight number
- schedule times
- destination airport & arrival airport codes
- aircraft registration
- crew codes
- number of passengers

If you need to see the duties performed more than 1 month in advance simply click  and the duties will get uploaded up to the date chosen in the calendar.



Viewing duties offline



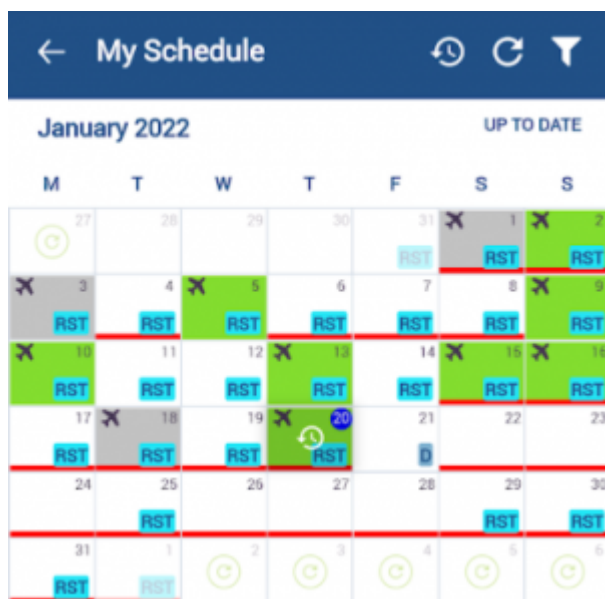
Difference between Online and Offline view

Leon Mobile application has an option of viewing duties when offline.

In such case Leon Mobile App will display the following:

- the view will be last updated view when online. All the flight information will be the last updated information when online
- information when the last update of the view was performed
-  button will switch to  button indicating that uploading any further hidden duties is not possible

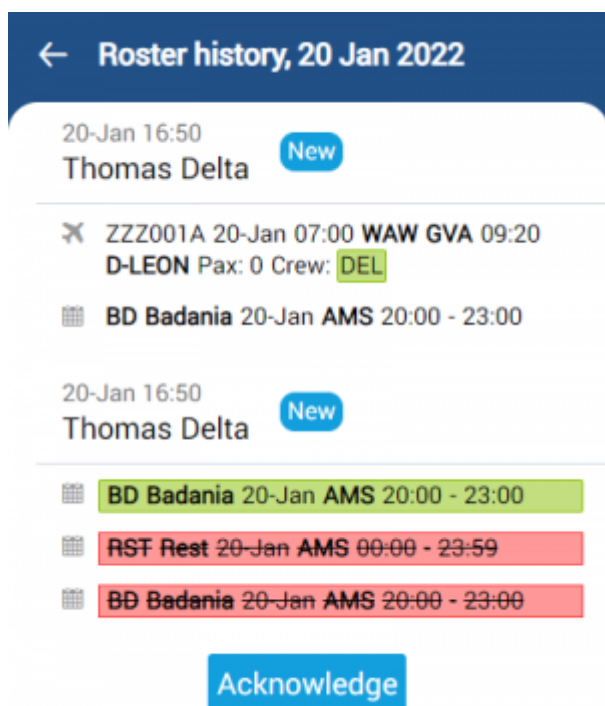
Push Notifications



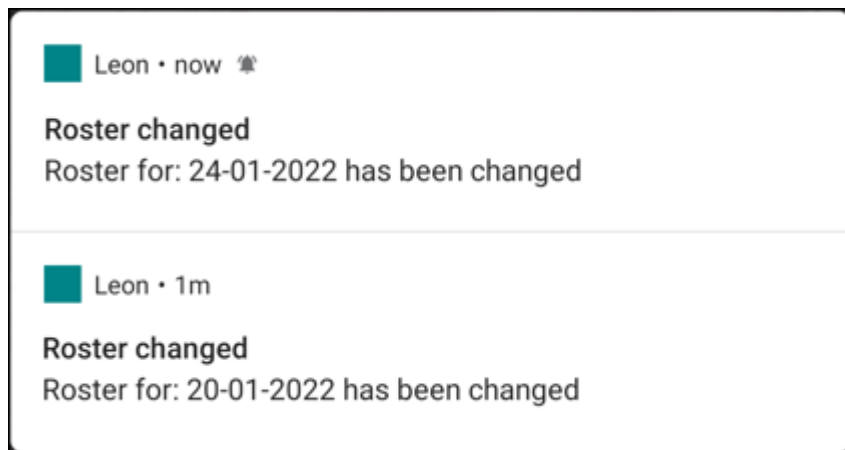
'My Schedule' with duty changes indicators

Any roster changes, including flight crew changes, are indicated in the 'My Calendar' view by red underline (screen on the right).

Additionally, a crew member for whom the roster is changed will have the push notification displayed on the mobile device:



Roster history with 'Acknowledge' button



Clicking either on the notification or on the roster changes history tile in 'My Calendar' will display the roster changes history in the Crew Mobile App (presented in the screenshot on the right), as well as the option to, **acknowledge** changes.

Option to acknowledge roster changes can be activated in the [Mobile Notifications](#) by selecting the 'Enable crew roster changes acknowledgements in Crew app' checkbox.




Once the duty is amended, it is also **indicated in the OPS section** tab 'CREW' in the 'ACKNOWLEDGEMENTS' subsection.

The '**ACKNOWLEDGMENTS**' subsection indicates whether the crew member has familiarized himself/herself with the changes to flight duties.

The 'ACKNOWLEDGEMENT' for each crew displays **3 statuses**:

-  - notification not sent
-  - push notification received by crew but not familiarized with
-  - familiarization confirmed

Additionally, the **duty acknowledgement** status is indicated by the colour of the lower bar in the CREW Timeline & [CREW CALENDAR](#) sections:

-  - acknowledgement not sent to crew
-  - acknowledgement sent but not familiarized with
-  - acknowledgement familiarized with by the crew

Flight details

To check flight details select it in the calendar and click it when it appears below the calendar. Leon will show **6 tabs**, each displaying different trip data.



Flight



Flight details in Leon mobile application

A tab **Flight** contains all most important flight details on top of the screen, such as:

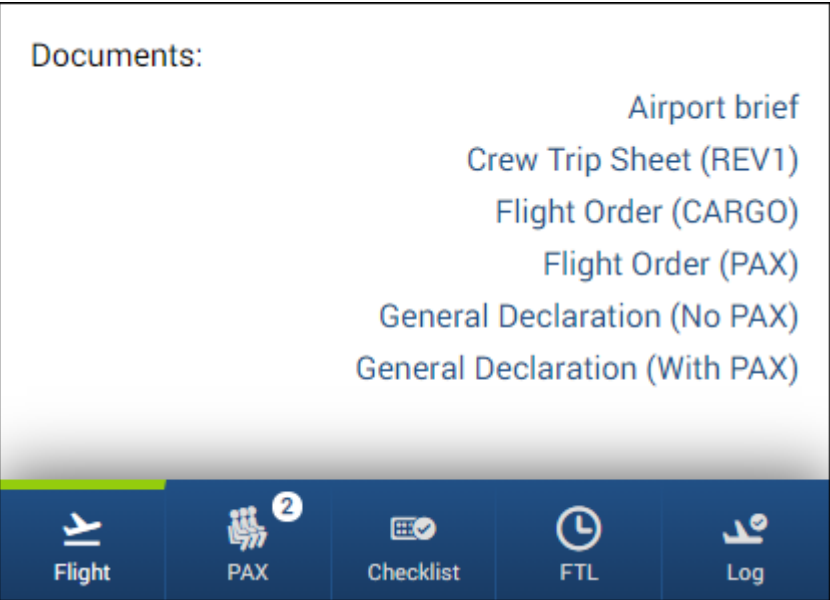
- **Date**
- **Trip No**
- **Flight No**
- **Aircraft Registration**
- **Reporting time**
- **STD**
- **STA**
- **HIL**

Below Leon shows additional information:

- ADEP & ADES name & UTC difference
- ALTN airports
- ICAO trip type
- Tags (both Flight & Trip tags created in OPS panel)

Viewing OPS documents

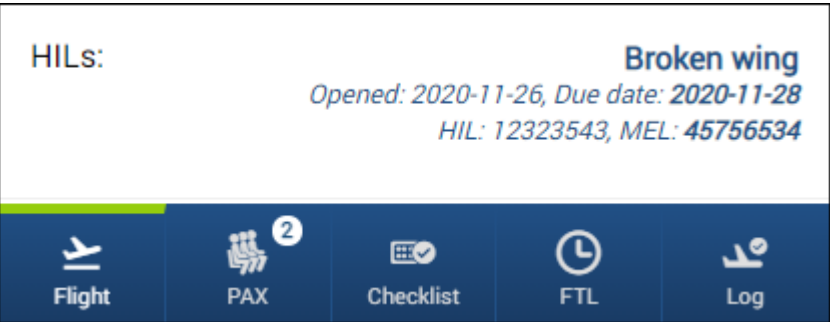
Crew can view OPS documents via Leon app - documents show in a tab 'FLIGHT' and get open after clicking them.



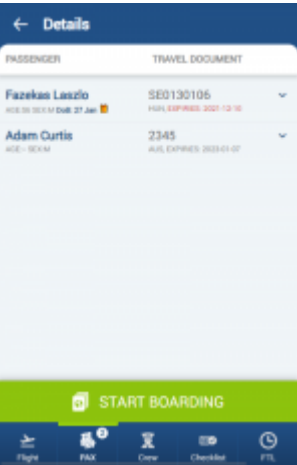
It is possible to print the documents for the flights ending within 24h before 'now'.

HIL

Once **Hold Item List** has been added to Leon (in a section MX > Hold Item List) to a particular aircraft, Leon will show it in the Crew app, in a tab **FLIGHT** - exampplle below.



Pax List



Pax list in Leon mobile application

Tab PAX section displays the PAX number as well as the list of passengers added to a flight. If

additional details were added to the passenger's profile, ie. preferences, they can be found by clicking on a passenger's name.

If the passport number is expired, it will be displayed in red. Additionally, if the DoB of the PAX falls on the day of the flight, the date will be presented in bold and the gift icon will appear next to the DoB:

Fazekas Laszlo	SE0130106	^
AGE:56 SEX:M DoB: 27 Jan 🎁	HUN, EXPIRIES: 2021-12-10	
PREFERENCES		
Favourite drinks	Mineral water, preferably Perrier Green tea	
Favourite dishes	Parma Ham and Mellon	
Important	Financial Times available on board	

PAX data is not available on past flights.

BOARDING PAX

Boarding passengers from **Leon crew mobile app** is now possible.

Once passengers have been added to the trip, it is possible to mark whether they have been boarded, or not. The condition which has to be met is switching in 'Privileges' panel (for a selected group of users, i.e. crew), an item

Crew App - PAX boarding	DENY	EDIT
-------------------------	------	------

 to **EDIT**.

To start PAX boarding, select a flight in the crew app and in a tab **PAX** of the crew app, click



button, then Leon will show options **YES** and **NO** next to each passenger.

Johnny Corgan AGE:- SEX:M	GB0987654 GBR, EXPIRIES: 2026-09-30
YES	NO
Marlena Stone AGE:41 SEX:F	531326253 GBR, EXPIRIES: 2024-10-06
YES	NO
Marta Stewart AGE:- SEX:?	AUS9576567 AUS, EXPIRIES: 2022-06-30
YES	NO

Before PAX are boarded, in a section OPS (tab 'PAX'), Leon shows **grey dots** by each passenger.

Johnny Corgan

Age:- Sex:M


GB0987654

GBR, Expires: 30/09/2026



Also, button  turns to 

Marking either 'YES' or 'NO' results in those grey dots turning either green (for boarded PAX), or red (for unboarded PAX).

Johnny Corgan AGE:- SEX:M	GB0987654 GBR, EXPIRIES: 2026-09-30
YES	NO
Marlena Stone AGE:41 SEX:F	531326253 GBR, EXPIRIES: 2024-10-06
YES	NO
Marta Stewart AGE:- SEX:?	AUS9576567 AUS, EXPIRIES: 2022-06-30
YES	NO



<input type="radio"/>	Johnny Corgan		GB0987654		+
	Age:-- Sex:M		GBR, Expires: 30/09/2026		
<input type="radio"/>	Marlena Stone		531326253		+
	Age:41 Sex:F		GBR, Expires: 06/10/2024		
<input type="radio"/>	Marta Stewart		AUS9576567		+
	Age:-- Sex:?		AUS, Expires: 30/06/2022		

It also results in the button  turning to 

This is the first stage of the PAX boarding functionality - it will be gradually improved and more options will be introduced in the future

Crew

← Details		
FLIGHT MAN B-ARTI 12:00 z GDN - GVA 14:50 z		
CPT	YAN	Edward Southgate
FO	DEL	Thomas Delta +48694455479
FA1	GSM	Gary Smith

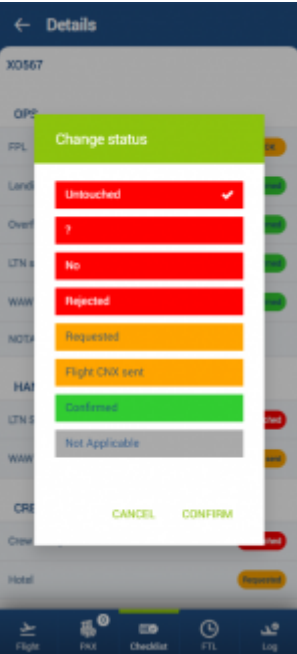
Crew tab

Crew tab in the mobile app contains the following crew details:

- Crew position
- Crew code
- Crew name
- Crew phone number

If the crew are not assigned to the flight, or if the logged-in person is not a part of the crew composition the 'Crew' tab is inactive.

Checklist



Checklist section in Leon mobile application

All **checklist** items added to the flight appear in this tab along with all notes and statuses. If notes have been added to the item, Leon shows an arrow - click it to view any extra information inserted into the checklist item.

WAW (BALTIC GROUND SERVICES PL LTD) STD 13:13	RQS	>
WAW (BALTIC GROUND SERVICES PL LTD) STD 13:13	RQS	✓
Hours of operation: H24 Phone: +48226503051 Email: ops.waw@bgs.aero Frequency: 131.85		

It is possible to edit the Checklist and change the statuses in the Mobile app.

In order to edit the Checklist the person has to have the following privileges switched to 'EDIT' status:

- Crew App - Checklist Ops
- Crew APP - Checklist Sales

Editing and changing the statuses of the checklist is quite simple:

1. Click on the status you'd like to change

2. In the pop-up window select the new status
3. Select 'CONFIRM' to save the new status or 'CANCEL' to ignore the changes

FTL



FTL Calculations in Leon mobile application

The tab FTL displays the **FTL Calculations** as per the FTL Calculations tab in the section CREW in the browser version of the SCHEDULE.

It is divided into **2** sections:

Flight details


This is the information of the flight the FTL regulations apply to.



FTL Calculations

This section displays the **full FDP period** (all sectors and duties falling into one FDP period) along with **reporting times** and **rest** before and after flights/duties.

The colour of the dot next to the FTL CALCULATIONS represents the legality to fly. Red dot indicates a violation of any of the regulations listed below the FDP activity. The regulations display **limits according to OM7** and the actual times performed by the crew member. To see which regulation is violated simply scroll down the screen. The green ticks next to the regulations indicate that given regulation is not violated. Red cross will be displayed next to the violated regulations.

The **Report On** and **Report Off** times can be edited by the use of the  icon. Once clicked, the Manual/Auto switch will appear next to the reporting times.



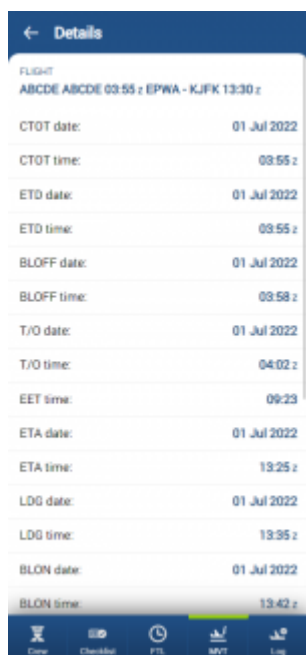
Editing reporting times

The Auto switch refers to automatically applied reporting times, which are according to the OM7 of the Operator.

- The automatic **Report On** time is always correspondent with the STD time. Should the actual time of the flight be different than the planned, the **Report On** time needs to be changed manually.
- The automatic **Report Off** time is always correspondent with the STA time. It will change automatically after the BLON time is inserted into the Journey Log.

To save the changes use the  icon.

MVT



'MVT' tab in Crew App

MVT tab allows the pilots to insert the Flight Watch details.

This tab contains all the fields that are available in the desktop version of the 'Flight Watch'.

The **timeframe** details are split into the date and the time value.

Clicking on the **date field** will open a calendar pop-up where the specific date can be selected, if other than suggested.

Clicking on any of the **timeframe fields** (CTOT, ETD, BLOFF, etc) will open a pop-up identical to the one in the 'JL', where the time value can be inserted as well as one of the 3 options selected:

- **CANCEL** - cancelling the input and closing the pop-up
- **CONFIRM** - saving the inserted value and closing the pop-up
- **NEXT** - saving the inserted value and moving to the next FW field

Flight Watch inserted and saved in the 'MVT' tab will automatically appear in the desktop version of Leon and vice-versa.

Journey Log



Journey Log data in Leon mobile application

Journey Log tab shows flight schedule data on top of the screen. Below all there are all post-flight data inserted into Leon. The screen is divided into **2** parts:

Both, **Full JL mandatory fields** as well as the **Optional fields** can be selected in the [Checklist Configuration](#) settings.

Confirmation of data correctness checkbox can only be selected by the CPT who certifies that all above details are inserted correctly

Handover data

It is important for the crew - once they have finished their duty - to inform the crew assigned to the next leg, on the same aircraft, about remaining fuel on board and other details. For this purpose, we have added 2 new fields to the Journey Log panel (to be enabled in Settings > Flight Editing section).

Fuel before uplift

Leon will show the value of JL **Fuel remaining** from the **previous flight** in a section **Flight** of the mobile app, as **Fuel on board before uplift** - see example below.

On the flight WAW-GVA, in the Log panel, fuel details have been inserted, where 'Fuel remaining' shows as 2155 KG.

Block fuel:	4500 kg
Fuel used:	2345 kg
Fuel remaining:	2155 kg

When crew assigned on the next leg GVA-WAW click on the flight in the mobile app and view details in a section 'Flight' - Leon will show the value of 2155 KG as 'Fuel on board before uplift'.

Fuel on board before uplift:	2155 kg
------------------------------	---------

The same value will also show in the 'Log' section of the app as 'Fuel before uplift'.

Aircraft Handover

Once this item has been added to the default JL items, crew will be able to leave some important information to the crew assigned on the next flight - see example below.

On the flight WAW-GVA crew inserted an information in the JL item **Handover notes**.

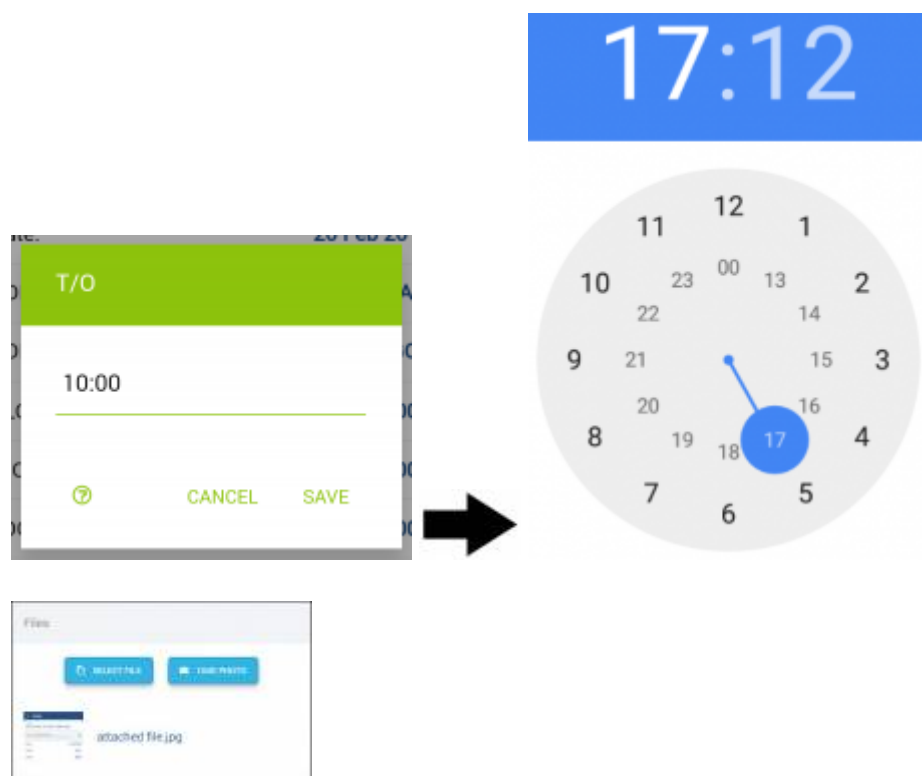
Handover notes
Please make sure Ground team have checked engines and APU

Crew assigned to the next flight will see it in the mobile app when they enter section 'Flight'

Handover notes:
Note: Please make sure Ground team have checked engines and APU

Adding Journey Log data

Click a particular JL detail to insert data (i.e. BLOFF or T/O). When selecting JL times Leon shows a pop-up window - click on time to get a clock pop-up displayed, where you need to click on the hour, then on minutes.



Attaching files into the Journey Log

Leon **will not** let you to save JL untill you add **mandatory** flight times. If fuel details are missing Leon will show an orange dot, once fuel data is added, the dot becomes green.

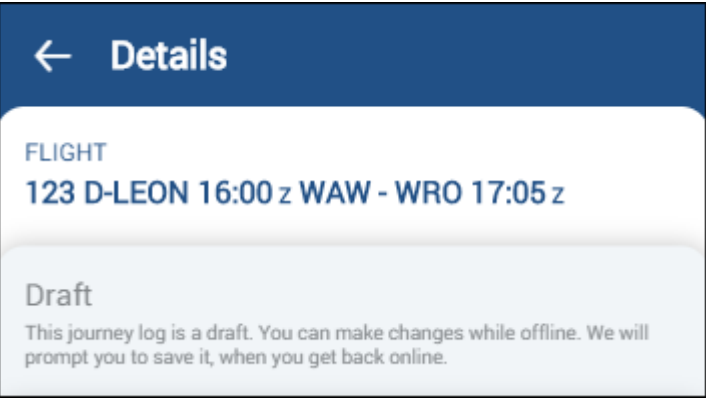
You can send a **file/screenshot** along with the JL (one or more). Attached file/screenshot will appear in Leon web-version. It is also possible to remove attached file/screenshot at any time and attach a new one.

Leon will show **TAH & TAC** data at the bottom of the JL panel in the application (as long as CAM has been defined in Leon and all previous Journey Logs have been filled in in Leon).

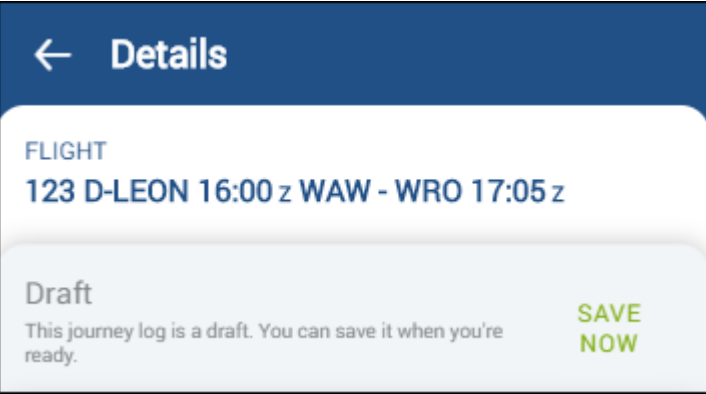
Adding Journey Log in offline mode

It is possible to add Journey Log data in **offline** mode, in Leon mobile application.

When switching to offline mode, Leon shows an information 'Data not available in offline mode', however, you can still access **Journey Log** panel of the mobile app. Click it and Leon will show JL panel, with the information, that it is a **DRAFT**.

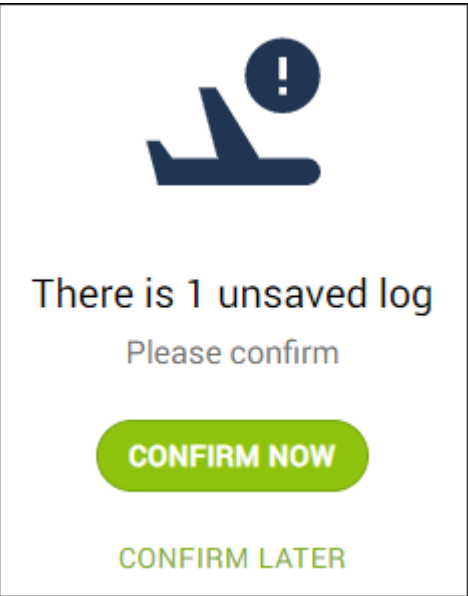




All changes will need to be saved when the device is **back to online** mode - Leon will show a button **SAVE NOW**.



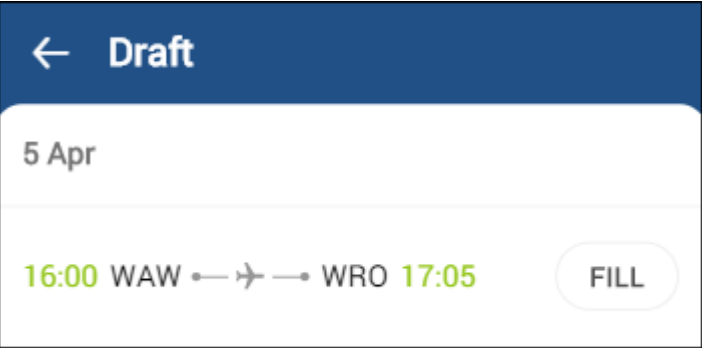
Journey Log draft

When logging in to mobile application, Leon will shows a **reminder** if there is a JL draft unsaved. By clicking 'Confirm now' Leon will show draft to be saved or to be fixed (see screenshot on the right to see 3 states of the draft: Fill, Save and Fix)



Pilots can also check if there is any **JL Draft** pending to be saved by clicking  icon and selecting  JOURNEY LOG DRAFTS

In a new window Leon shows details of the JL Draft along with the option to **FILL** in all remaining JL details.



In offline mode pilots can only edit their own drafts or add new Journey Logs, but will not be able to edit already saved Journey Logs.

Endorsements



Endorsements section of Leon mobile application

The Endorsements section of the mobile application consists of the list of endorsements assigned to the crew member logged in.

The list includes:


- The name and number of the endorsement
- Time left to expiry and a specific expiration date

- Information in case the endorsement does not expire
- Attached files and notes

Colour coding:

- **Blue** - valid endorsement
- **Yellow** - endorsement expiring within one month
- **Red** - endorsement expired/expiry date not issued



The  icon indicates an attached file. Clicking on an arrow next to the paperclip icon will expand the information about the endorsements including notes and all the attachments. The attachments will be opened in the web browser of the mobile device.

Visa 7282-3457-8756-7827	2 years 24-10-2020	▲
Remains	2 years	
Expiry date	24-10-2020	
Date of issue	09-05-2018	
Attachments		
Notes		

All the information in the Endorsements section is designed for viewing purposes only. It cannot be edited via the mobile App.

Duties

Duties section is divided into 2 tabs:

- **Requests** - pilot duty requests
- **Accounts** - pilot duty account balance

Requests

Adding new request

date	duty	status
29 Jul 2022	X - DAY OFF	Accepted
30 Jul 2022	RST - REST	Pending
31 Jul 2022	BO - MADICAL	Accepted
01 Aug 2022	BO - MADICAL	Pending
02 Aug 2022	BO - MADICAL	Rejected

The list of requests

This tab is available depending on the privilege 'Crew App - Duty Requests' setting.

In order to **request** a duty, select the menu “Requests” and use the icon



Select a start date, end date, start time, end time and the duty, ie.: day off/holiday/training.

The list consists of all duties defined by the operator in Settings > Duties Setup. It is also possible to enter a note, ie.: with the reason for the request. This note will be viewed along with the request by the person planning duties.

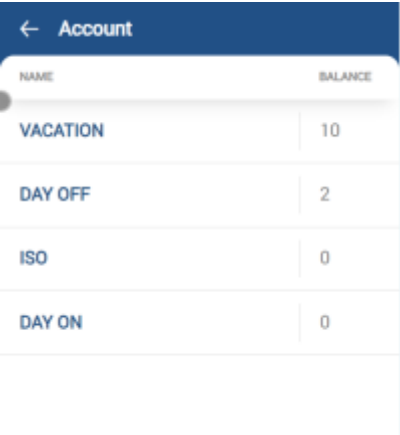
In order to **delete** the request, go back to the list of requests, select the one you would like to delete and use the option “Delete” and confirm.

Once the duty is requested, the person/dept responsible for planning duties will see the request in the roster - the requested duty will appear in brackets **(S)** - if the request is approved, will be able to remove the request and assign the requested duty instead. In such case, the request will be removed from the list of requests in the Mobile App and replaced with the actual duty in the Mobile App calendar.

Additionally, in this section, the crew can preview the **status** of the request.

It is possible to select which **duties can be requested** by selecting the 'Can be requested' checkbox in the [Duties Setup](#) section.

Accounts



NAME	BALANCE
VACATION	10
DAY OFF	2
ISO	0
DAY ON	0

Duty Accounts overview

Accounts section allows previewing the current balance of the assigned accounts of the logged-in user.

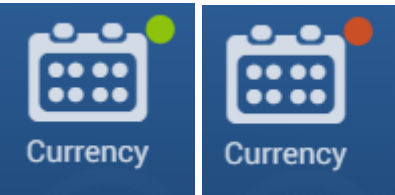
It is based on the 'Duty trading' functionality explained [here](#).

The list of accounts available in this view are the accounts assigned to the User in the User profile > tab 'OTHER'

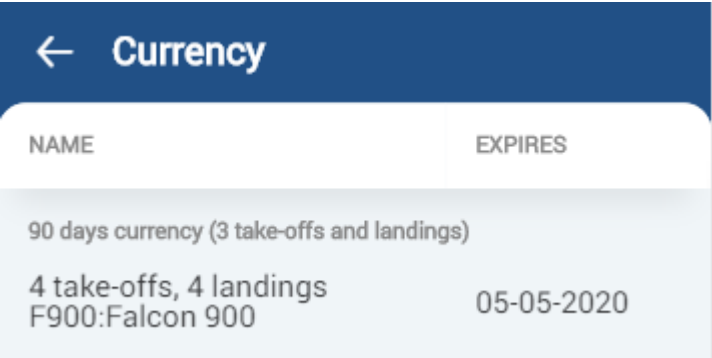
If there are no accounts assigned to a User, the tab will still be available but it will not display any accounts.

Currency

A section **Currency** in Leon mobile app shows status of the currency defined in the panel Settings > [Crew Currency](#) Leon shows a green dot when currency is valid and a red dot is it's expired.



Inside 'Currency' Leon shows the name of the currency as well as aircraft type it concerns and expiry date.

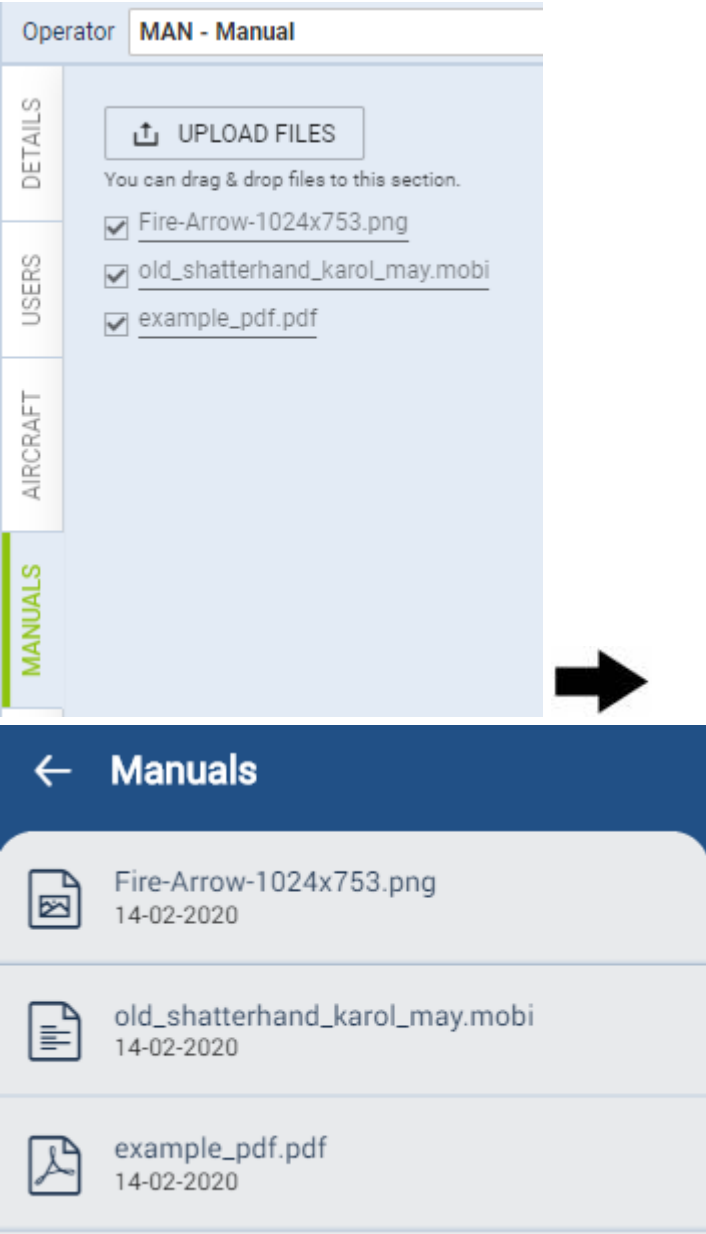


NAME	EXPIRES
90 days currency (3 take-offs and landings) 4 take-offs, 4 landings F900:Falcon 900	05-05-2020

Manuals

A section **Manuals** in Leon app shows all uploaded files from a panel [PRIVILEGES](#), tab Manuals.

Once files are uploaded there, crew can find them in this section of the app (see screenshots below).
By clicking a particular file Leon will open it.



Users can also have access to uploaded files in their **Full profile page** (by clicking user's name in top-right corner).

Manual list

[Fire-Arrow-1024x753.png](#)
[old_shatterhand_karol_may.mobi](#)
[example_pdf.pdf](#)

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