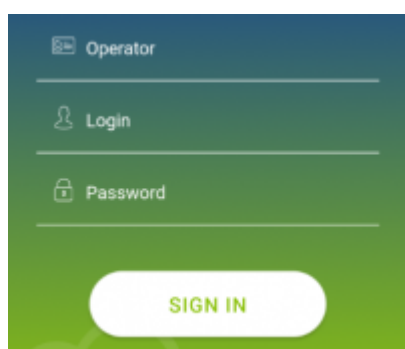# SALES MOBILE APP

Introduction

Sales app logging in page

Leon **SALES MOBILE APP** has been created for smooth & fast managing of your BizAv sales.

The app can be downloaded for **free** and is available for **iOS** and **Android** device users. In the App store type in 'Leon Sales' in the search box and install the application.

In order to use Sales app, user must be given an access in Leon 'Privileges' panel as per below screenshot.
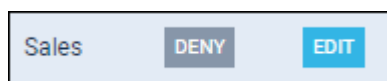
Logging in credentials are **the same** as for the web-version of Leon.

Adding a quote

Adding itinerary & PAX details to the quote

A quote added via Leon Sales app

To add a quote click an icon and fill in an upper part of the page with details:

- **Requested by** - a manadatory item - type first 3 letters of client's name or surname and Leon will suggest name/names (as long as the client has been added to Leon's clients database).
- **Representative** - if a client or a company has assigned a representative/representatives in his Leon profile, type first 3 letters of client's name or surname and Leon will suggest name/names.
- **Min. category** - a manadatory item - select an aircraft category from the list displayed in the app and save.
- **Aircraft** - select an aircraft from the list and save.

The lower part of the page has to be filed in with itinerary details, including PAX number.

- **ADEP/ADES** - type an airport code or its name and Leon will suggest airports to choose from.
- **Date** - select a date from the calendar.
- **Departure** - select departure time from the clock.
- **PAX** - type the number of passengers.

Once the quote has been added, it will show up on top of the quotes list with the status
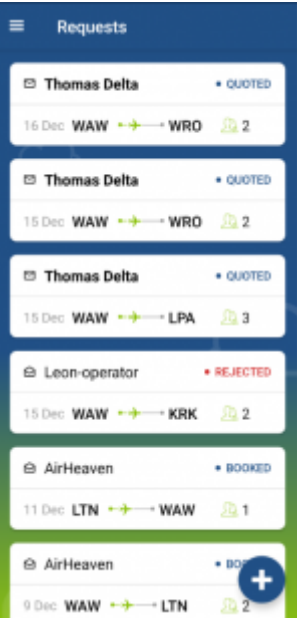
 and with the client's name in bold, which will disappear ifthe quote has been edited & read or changed.

Editing the Quote

ITINERARY
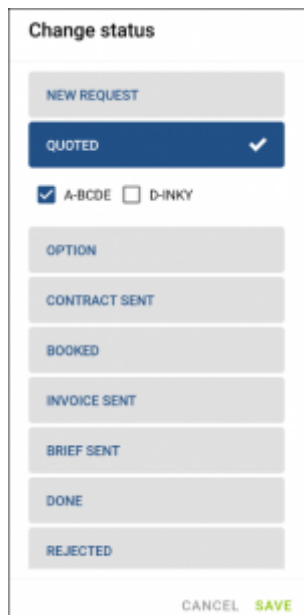
The list of quotes in Leon Sales app

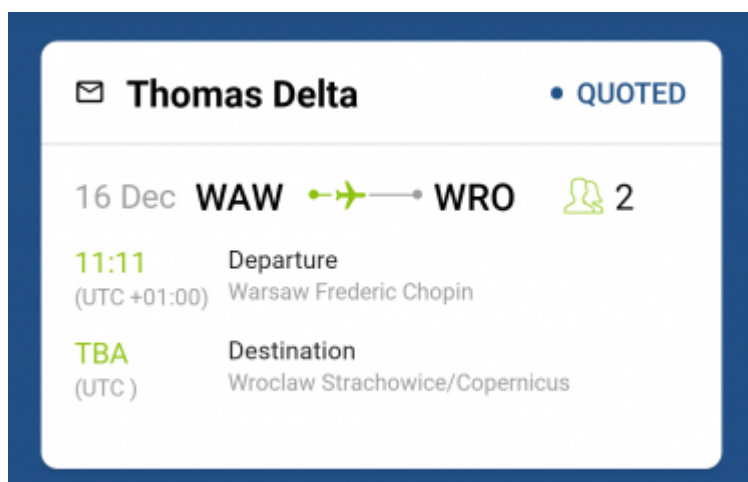Editing quote's details
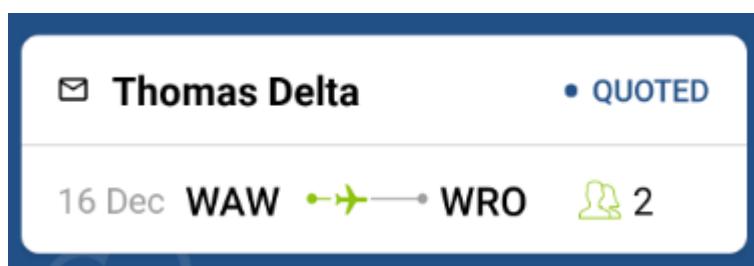
Quote's aircraft & airport fees

Changing quote's status

Once the user has logged in, he can see the list of quotes. Each quote shows such details as: client's name & surname, quote's status and itinerary details: date, route and PAX number.


By clicking on the upper part of the tile, Leon will also show quote's departure and arrival LT times (with UTC time difference) and airports names.

Clicking on the lower part of the tile transfers to a page where there are more details displayed, such as: **Name & surname** of the client's representative (if selected when adding a quote) and **assignee's details**.

Right below Leon shows **quote's details**, such as:
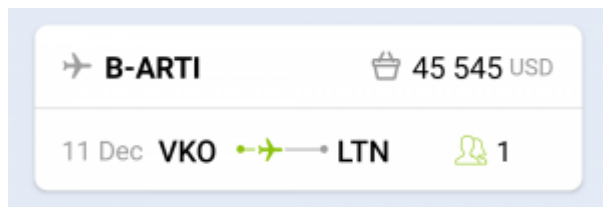
- **Aircraft reg number**

- **Quote's price**

- **Date & Route**

- **PAX number**

Clicking on quote's date or its route transfers to the page, where an aircraft can be changed as well as quote's schedule details, such as: **ADEP & ADES**, **Date**, **Departure & Arrival times**, **Block & Flight time** and **PAX number**.

QUOTE'S PRICE

Clicing on the **quote's price** opens a page with the **aircraft & airport fees** (previously defined in Leon's section Sales > Fees).

Each fee can be edited and changed (which will update the total quote's price).
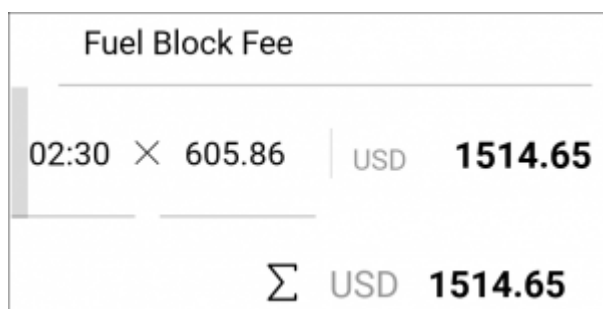

It is also possible to delete a particular leg/legs of the quote's route by clicking the icon however, deleting the quote is not possible.

Leon also allows to change quote's **status** - click the button and a new window will show, where it's possible to mark a selected status of the quote. The same can be achieved if you click quote's status on the blue bar and the same window will show up.
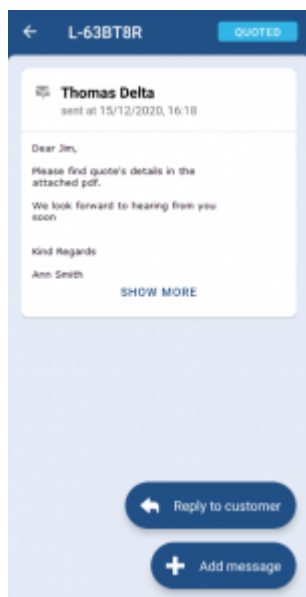
MESSAGES

Click a button and Leon will show a dedicated window for exchanging messages with the client.
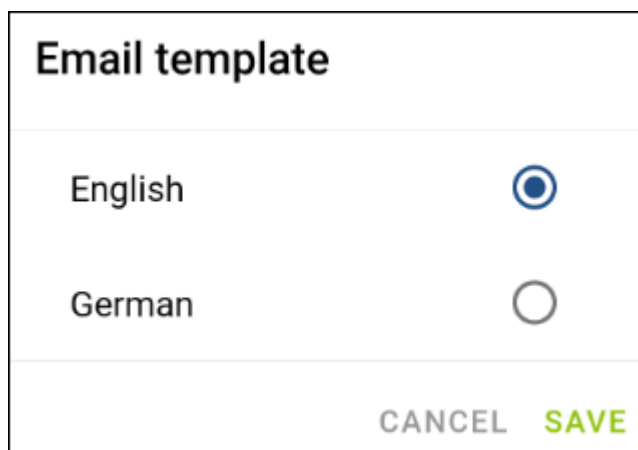
There are **2** options available in 'Messages' window:
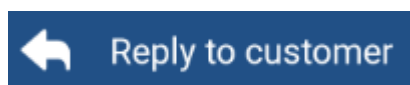
In this panel you can select an **Email template** (which can be set up in a section Settings > EMAIL TEMPLATES > Sales Panel Message).

Messages panel in Leon Sales app

A field **To** will show client's email address, or his representative's.

The other fields such as: **From**, **Reply to**, Subject and Message will show pre-defined email adresses, email subject and email body.

Once the email has been sent out, it will appear in the app as on the screenshot below.

✉ Thomas Delta

sent at 15/12/2020, 16:18

Dear Jim,

Please find quote's details in the attached pdf.

We look forward to hearing from you soon

Kind Regards

Ann Smith

➕ Add message

This panel allows sending internal messages.

Add as requester

Message

CANCEL SEND

Type a message in the window, click SEND and it will appear on client's side. When client replies, it will show straight away in the app.

It is also possible to send a message **as a requester** -

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