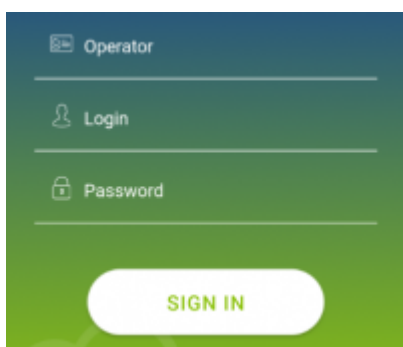


# SALES MOBILE APP



## Introduction

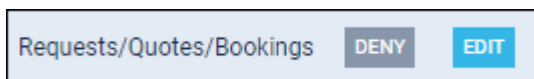


Sales app logging in page

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, a user must be given access in Leon 'Privileges' panel as per below screenshot.



Logging in credentials are **the same** as for the web-version of Leon.

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## 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 mandatory 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 mandatory 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

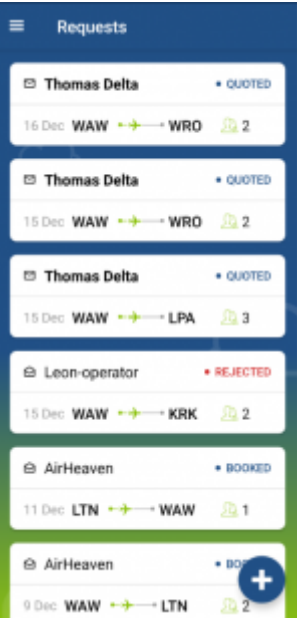
 **NEW REQUEST**

and with the client's name in bold, which will disappear if the quote has been edited & read or changed.

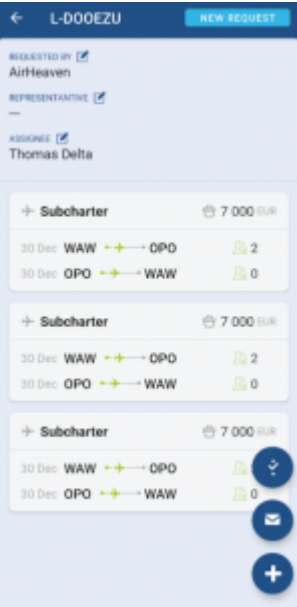
 **Martha Adams** →  Martha Adams

## Editing the Quote

### ITINERARY



The list of quotes in Leon Sales app



Editing quote's details

|                          |       |             |
|--------------------------|-------|-------------|
| Price                    |       | USD 5990    |
| Arrival PAX Fee          |       | USD 290.82  |
| Crew Costs Fee           | 1     | USD 848.20  |
| Fuel Block Fee           | 02:30 | USD 1514.65 |
| Fuel Block Fee Discount  | 01:30 | USD 45.38   |
| Fuel Flight Fee          | 02:00 | USD 1817.56 |
| Fuel Flight Fee Discount | 01:30 | USD 136.20  |
| Handling Basic Fee       |       | USD 969.37  |
| Night Landing            |       | USD 727.03  |

Quote's aircraft & airport fees

Change status

NEW REQUEST

QUOTED ✓

☒ A-BCDE ☐ D-INKY

OPTION

CONTRACT SENT

BOOKED

INVOICE SENT

BRIEF SENT

DONE

REJECTED

CANCEL

SAVE

Changing quote's status

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

✉ Thomas Delta

• QUOTED

16 Dec

WAW

✈

WRO

👤 2

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.

✉ Thomas Delta

• QUOTED

16 Dec

WAW

✈

WRO

👤 2

11:11

(UTC +01:00)

Departure

Warsaw Frederic Chopin

TBA

(UTC )

Destination

Wroclaw Strachowice/Copernicus

Clicking on the lower part of the quote's 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**.


It is possible to **assign/change** Requester/Representative/Assignee from quote editing section.

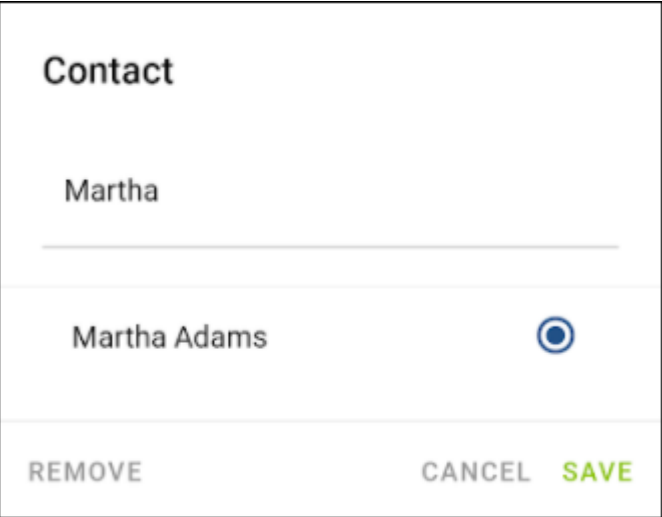
Simply click on one of the headers (e.g. 

REQUESTED BY 

 icon if Requester is to be changed). In a pop-

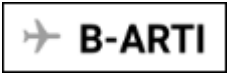
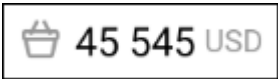
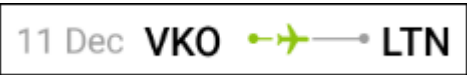

up window start typing the name of the new Requester/Representative/Assignee (minimum 3 letters) and select the name from the list. Press 'SAVE' to save changes.

It is always possible to **change** the Requester, the Representative or the Assignee by clicking the  icon.



Right below Leon shows **quote's details**, such as:




- Aircraft reg number 
- Quote's price 
- Date & Route 
- PAX number 

If there are a few quotes added and the user is swiping down to check details, buttons: 'Change status', 'Messages' & 'Add quote' are being rolled.




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

Clicking on the **quote's price**  **5 990 USD** 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).

| Fuel Block Fee |   |        |                    |
|----------------|---|--------|--------------------|
| 02:30          | × | 605.86 | USD <b>1514.65</b> |
| Σ              |   |        | USD <b>1514.65</b> |

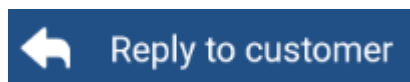
It is also possible to delete a particular leg/legs of the quote's route by clicking the icon  however, deleting the quote is not possible.

Leon also allows to change quote's **status** - click the button  **Change status** 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 **L-DLHB28** **QUOTED** and the same window will show up.

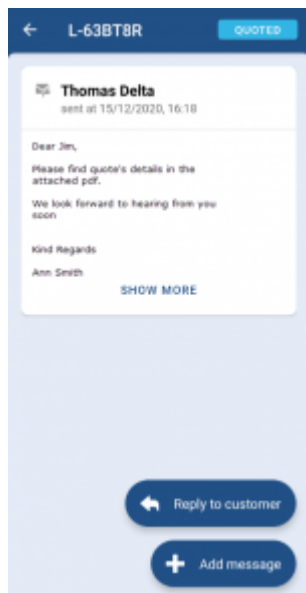
## MESSAGES

Click a button  **Messages** 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

### Email template


|         |                                  |
|---------|----------------------------------|
| English | <input checked="" type="radio"/> |
| German  | <input type="radio"/>            |

CANCEL SAVE

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 addresses, 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 the client replies, it will show straight away in the app.



 **John Evans**  
sent at 15/12/2020, 13:55

Yes we are

**Thomas Delta**  
sent at 15/12/2020, 13:55

Are you available next Tuesday

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

Add as requester ☒

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