

Airport Directory panel has been modified and moved from the section OPS - now it appears on the **menu-belt** as a separate feature.

In the **current version** you can get airports data in the section OPS > Airport Directory. Type airport's code, city or name in the filter and click on the **pen-icon** on the left-hand side of the screen.



Alternatively, you can click on the **Airport Directory** icon to get a pop-up window where you can search for a particular airport or airports per a country.



In the field **Search for airport** you can type ICAO/IATA code or city of the destination. In the field **Filter by country** it is possible to open a drop-down box with the alphabetical list of countries or to enter a country to get all airports of such country.



If you type **airport ICAO or IATA code** in the field '**Search for airport**' you will see airport details (see below).



Airport Directory sections

Majority of the information displayed is imported from **Acukwik**. Some fields can not be edited, although Leon Support Team can make changes if required (contact via [Customer Portal](#)). The editable fields are those framed - you can change or add information there.

- **Details** - general airport information. **Taxi in/Taxi out** times - which can be edited and defined for particular airports - **will be included in suggested STA time calculated from GCD (Great Circle Distance)** when planning new flights (either in 'New Flight' or 'Planned Flight' section). Please note, that aircraft performance data (Speed in 1st h of flight, TAS) must be entered in OPS > Fleet > Fleet Edit screen, so that GCD times are enabled (read more [here](#)).
- **Handling/FBO** - the list of available **handling agents/FBOs** at a particular airport. You can mark your "**favourite**" handling agent (click on the star which will get yellow) - it will be selected **automatically** every time you add a flight to/from that particular airport.



- **Hotels** - the list of available hotels.
- **Restrictions/Information/Suppliers** - specific information regarding particular airports.
- **Category** - airport categories which can be defined per specific aircraft manually.



- **Notes** - in the field **Note** you can insert information which will appear on the **Trip Sheet** document, section 'Airport Notes'. Information added in the field **Pilot notes** also will appear on the Trip Sheet, in the section 'Pilot Notes'.



- **Brief** - here you can upload a pdf file with a brief information that is needed to be acknowledged by a pilot before flying to a particular airport.

If you wish to add to the system either a handling agent/FBO or a hotel which is not available in Leon database, please send a message via **Customer Portal** with details - our IT dept will complete missing data.

You are able to **edit and change** details in the framed fields like i.e. 'Website', 'Tower Phone', etc...

If manually added information should remain **private**, you should click on the **paddlock-icon** that shows up between a field with the information and the name of the field.



If you **hover the mouse over** it you will see a message **Click to make this field private** which means that only you can see added information, nobody else. You can always undo that action by clicking again on the paddlock-icon.

Approved handling/FBO agents

It is possible now to set the **approval** date of the **handling agents** or **FBOs** in Leon. Leon will send an **email notification** at **00:00** every day to the inserted email address, if the expiry date has passed. You can add an email address (or more than one divided by a comma) in the section Admin > Operator Settings at the bottom of the page.



In the section Airport Directory > Handling/FBO, in the top-right corner of the pop-up window you can find the information: **Not approved (click here to approve)**.



If you click on the active icon a calendar shows up - by selecting a day of the month you set an approval date. Once the date is selected the information **Approved until (date)** appears.



The information that a particular handling agent has been approved also appears next to the agent's name, in the **Legs Info** section.



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