

# Documents Manager

**Documents Manager** panel allows making changes in documents, such as Flight Order and Flight Brief. Right now changes can only be done in Leon default template of the **Flight Brief**. In the future also custom templates will be able to be modified. Also, other documents (Flight Order, Trip Sheet, Pax Info, Charter Contract) will be successively added to this panel

## Main page







Document	Language	Published	Last modified	Action
Flight Brief	English	<input type="checkbox"/>	2024-04-27 05:01	
Flight Order	English	<input type="checkbox"/>	2024-04-27 05:01	

Documents Manager main page

The main page shows 3 filtering options: by document type, language and publishing status, as well as 5 columns:

- **Documents** - saved versions of Flight Brief.
- **Language**
- **Published** - the status of the documents, whether they have been published, or not. Click on the white dot if you want to publish saved version - the dot will become green.
- **Last modified** - the date of the latest modification.
- **Action** - once the document has been uploaded you can hover the mouse to see available options:

1.  - the edition of the document
2.  - saving the copy of the modified document
3.  - deleting saved document
4.  - viewing of the document

## Managing documents



Documents Manager - Body of the document

In order to start managing your documents you need to first **upload** them into Documents Manager panel. Click **NEW TEMPLATE** icon, select the document and insert the version number. Once it's saved Leon will move you straight to the document's **edition page**, where you can start making changes.

There are **4** sections in the document's edition page:

1. HEADER - here you can insert document's header.
2. BODY - you can add or modify here tables, columns, text displayed, etc...
3. FOOTER - insert footer text which will appear at the bottom of the document.
4. CSS - modify here the font, tables width, borders or logo.

Use buttons at the left-bottom of the screen to save changes, save document's version, preview modifications before saving them or cancel changes you made.

There is a filter available (pin it up in top-right corner) showing further options: uploading files or modifying margins and page orientation.

**If you don't have IT experience, we advise  
you contact your IT team to help you in  
modifying documents**

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<https://wiki.leonsoftware.com/updates/documents-manager-initial-version-of-the-documents-manager-module-has-been-introduced?rev=1527512968>

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