

PAX list import from Excel

PAX data import from Excel file is possible only if the file is in **the same format** as the one which is generated in Leon when you export PAX data to Excel (see screenshot below). If you change columns order in the file or add a column, Leon will not import PAX data. Below you can see the format of Leon PAX Excel file.

	A	B	C	D	E	F	G	H	I
1	Pax list								
2	Name	Surname	Company	E-mail	Mobile	Nationality	Date of birth	Passport/ID number	Expiration of passport
3	Sean	Curtis	ABC Ltd.	sean.c@gmail.com	+44 9087 4523	GBR	01-09-1978	I214314342	22-10-2024
4	Ann	Davis	ABC Ltd.	ann.d@gmail.com	+44 8757 5423	GBR	09-08-1980	GBR7663678189	01-02-2021
5									

In order to import PAX from Excel, once the file is filled in with PAX details, in a section OPS open a tab 'PAX' in the right filter, click icon **IMPORT PAX** and select **Import from Excel**, then select PAX file (make sure it is saved as .xls) and Leon will automatically import all PAX data (click SAVE to finish the import).

Passenger

Passport

Sean Curtis

Age:41 Sex:?

GBR214314

USA, Expires: 22/10/2024

Ann Davis

Age:39 Sex:?

GBR766367

GBR, Expires: 01/02/2021

All other PAX details which can not be inserted into to file, such as i.e. place of birth, need to be added manually.

From:

<https://wiki.leonsoftware.com/> - Leonsoftware Wiki

Permanent link:

<https://wiki.leonsoftware.com/updates/pax-it-is-now-possible-to-import-pax-list-from-excel-file>

Last update:

2019/11/09 15:42

