

Services in a section Schedule

| + ADD SERVICE | | |
|------------------------|-------------|---------------|
| Name | Ordered Qty | Completed Qty |
| ATC flight plan | 1 | 1 |
| GenDec | 1 | 1 |
| Landing permission | 1 | 1 |
| Overflight permissions | 1 | 2 |
| PPR | 1 | 1 |
| Slots | 1 | 2 |
| Aircraft performance | 1 | 1 |
| Catering | 1 | 1 |

Tab SERVICES - the list of ordered & completed Services

We have made possible creating dispatched flights and adding **services** to them.

When adding a new trip open the right-hand filter and in a tab **TRIP** select your operator in a drop-down box named '**Dispatched by**' - this will make all previously defined services (in a section [Flight Support Services](#)) appear in the checklist. If you select **None** Leon will show checklist items defined in a section Settings > Flight Editing.

| | | |
|--|---------------|------|
| Trip No | Status ? | Type |
| 01-2018/2 | Confirmed | PAX |
| <input checked="" type="checkbox"/> Commercial | Dispatched by | |
| | MAN | |

Once the trip is saved, an additional tab will appear in the right-hand filter: **SERVICES**. It shows all pre-defined services as well as 2 columns:

- **Ordered Qty** - defined quantity from a section 'Flight Support Services List', which can be changed manually, if necessary.
- **Completed Qty** - where you insert number of supplied services for a particular flight.

To generate a Billing Sheet right-click with the mouse over the flight and select it from the list. The default layout shows trip details, a person's details who printed the document, services completed for the flight along with their price and permits (if selected in the checklist).

If you are interested in having a Billing Sheet available for your operator please contact support@leonsoftware.com.

From:
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Permanent link:
<https://wiki.leonsoftware.com/updates/services-flight-support-operators-can-now-use-section-schedule-for-creating-dispatched-flights-and-adding-services-to-them?rev=1517314244>

Last update: 2018/01/30 12:10

