


If you add passengers information to Leon manually (which means you don't use Pax Database data added to Leon in the section 'Phonebook > Pax Database') it is still possible to view it on '**Pax Manifest**' document.

Go to Admin > Operator Settings > General and enable this option by ticking the checkbox  (at the bottom of the page).

If you hover the mouse over the '?' the information will show up: '**Show pax list in the text mode on Pax Manifest document. Correct data has to be entered in the format: No. gender surname name date-of-birth passport no. passport expiry date nationality. Columns have to be separatedd by spaces (one is enough).**'

The below example explains how it works.

- **Add pax details in the 'Legs Info' section**

Checklist

Ops

Brief

Fuel

Handling

Crew

Pax

Catering

Flight watch

PAX list

☒ text ☐ database

num. 2

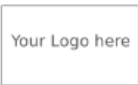
YES

1, Mr, Smith John, 01-01-2000, ABC1235786, 31-12-2020, U.K.

2, Mrs, Davis Ann, 02-02-1990, DEF9876555, 12-02-2018, U.S.A.

The **gender** will be displayed as:

1. **M** if inserted as **Mr**
 2. **F** if inserted as **Mrs, Miss** or **Ms**
 3. **CHD** if inserted as **Child**
 4. **INF** if inserted as **Infant**
- **Go to Flights List page** - mark appropriate flight/flights in the 1st column, right-click of the mouse and select **Pax Manifest** document to get pax data.



LIST OF PASSENGERS

Owner or Operator

Manual

Marks of Nationality and Registration

B-ARTI

Flight No

123

Date

29-12-2014

Departure from

EPWA

Arrival at

EPWR

| SURNAME AND GIVEN NAME | SEX | DATE OF BIRTH | PASSPORT No. | EXPIRES | NATIONALITY |
|------------------------|-----|---------------|--------------|------------|-------------|
| Smith John | M | 2000-01-01 | ABC1235786 | 31-12-2020 | U.K. |
| Smith Ann | F | 1990-02-02 | DEF9766534 | 01-02-2018 | U.K. |
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