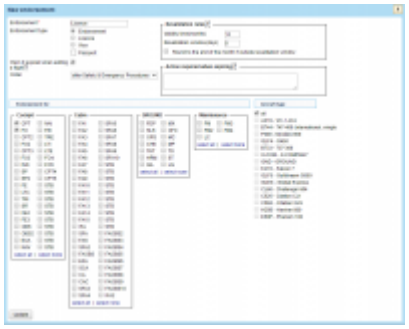
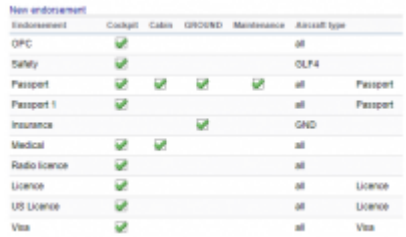
Endorsements Configuration

In this section you can create an **endorsements list** - add name, type, decide what aircraft type it should apply to and more.



Defining a new endorsement

First step is adding a **new endorsement**. Click on 'New endorsement' icon in the top-left corner to get a new window that needs to be filled-in.



Endorsement	Cockpit	Cabin	GROUND	Maintenance	Aircraft type	
OPC	✓				all	
Safety	✓				GLF4	
Passport	✓	✓	✓	✓	all	Passport
Passport 1	✓				all	Passport
Insurance			✓		GND	
Medical	✓	✓			all	
Radio licence	✓				all	
Licence	✓				all	Licence
US Licence	✓				all	Licence
Visa	✓				all	Visa

The list of added endorsements

- **Endorsement** - its name, i.e.: USA Visa, Medical, OPC, etc.
- **Endorsement type** - choose 'Endorsement' if it's just a general document. Select the other ones accordingly.
- **Warn if expired when adding a flight** - tick the checkbox so that if the endorsement is invalid Leon will show a warning, i.e.: At least one crew member has no valid endorsements. XRA Matilda Xray has expired endorsements Licence (expired 01-02-2013).
- **Order** - click to expand the drop-down box list and choose the location of newly added endorsements on the main endorsements list.
- **Endorsements for** - Cockpit, Cabin, Ground or Maintenance - select to which position/positions the new endorsement is required.
- **Aircraft type** - select on which aircraft the new endorsement is required.

> Only endorsements with marked checkbox 'Warn if expired when adding a flight' are taken into consideration if it comes to the dot-colour in OPS, tab CREW.

'Endorsements for' and 'Aircraft type' can be set up for all cockpit crew members and all the airplanes, such as: licence, medical or security, or for a single crew member only. Very wide range of possible settings and system's flexibility will allow you to manage endorsements quickly and easily.

If you want a pilot's licence number to be displayed on the 'Flight Order' (see below), simply make sure that it is set in 'Endorsements List' screen, when edited, as type 'License'.

Crew Members		
Pilot Code	Name	License No
XRA	**Matilda Xray**	**FPL-L123-9876**

IMPORTANT!

> **If in Endorsements List you have defined more than 1 endorsement type: Licence, in Flight Order document Leon will show the licence from the top of the list. Be advised to set the order of the endorsements properly (FCL should always be on top) by using "Order" drop-down menu.**

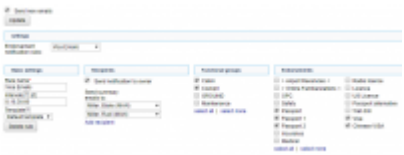
REVALIDATION RULES - this function is for suggesting next expiry date based on the endorsement's issue date. If you leave both 'validity time' and 'revalidation' window set to **0**, function is **disabled**.

- **Validity time** - holds information regarding how many months from the endorsement's issue date that endorsement will be valid.
- **Revalidation window** - holds information for how many days before the endorsement's expiry date you can revalidate the endorsement and still count validity time from the last expiry date.
- **Round to the end of the month if outside revalidation window** - if checked and before revalidation window, your validity will be rounded to the end of the month.
- **Action required when expiring** - it is a box where you can input a short description of an action that crew member has to perform in order to revalidate this endorsement. This description will be sent along with email reminder to the crew member.

> Please note that you can always overwrite the calculated expiry date. The purpose of this function is to **minimize** error entries, rather than fully automate the process.

Mailing Rules

Leon sends email notifications about endorsements expiry date to selected people (Managers or OPS) as well as to endorsements owner (a particular crew member) according to defined time intervals.



General view on Email notification

In this section you can define rules for receiving notifications from Leon about the **expiration of the crew endorsements**.

You can set as many rules as you need. You can add **different recipients** (i.e. people who manage

endorsements or particular groups of endorsements).

It is also possible to make Leon send notifications to the endorsement's owner (crew member). In this case you can set different intervals and a notification email **will be sent to the owner regarding all his endorsements**.

Defining rules



Defining a new rule for endorsements email notifications



Notification email example

To define rules for sending email notifications regarding the expiration of endorsements you need to follow these steps:

- In the section **Settings** open **Endorsement notification rules** drop-down box, click ***Add new rule*** and name the rule in the column **Basic settings > Rule name**.
- Set intervals (how many days before the expiry date of the selected endorsements emails should be sent) for this particular rule.
- Add recipient and select a person/persons to whom notification emails should be sent.
- Mark **Functional groups** for this particular rule - cabin, cockpit, ground, or maintenance (don't leave groups unmarked, as Leon will not send a notification not knowing whom it should concern).
- Select appropriate endorsements which should be included in the email notification.

Once all is set & defined, Leon will be sending notifications emails to your inbox with the header **Notification of expiring endorsements**. Inside the email you will find an information about the expiry date of endorsements.

Separately you can define Leon sending email notifications about the expiry of *8Practical Trainings **&** Online Trainings** by marking those 2 checkboxes and inserting intervals.

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