



Apart from inserting different characteristics of the PAX, there is an option to assign **default Salutation** which will be applied to Sales Documents and Email templates (salutation item in the available data). You can select the salutation from the list of available options where **@F** will apply the First name and **@L** will apply the Last name

If a passenger has more than 1 passport (or Travel document) you can select which one should be used as the default (in PAX profile mark a checkbox 'Default').

It is also possible to select a **different passport for departure & arrival** - when adding PAX, click **+** icon and select appropriate passport. Or any other Travel document.

This feature is for PAX selected from Leon database and not available when adding PAX from text.

Selected Travel Document will appear on **PAX Tripsheet** document (as long as in Documents Manager it is properly set up) and on **Handling Requests** sheet.

## Adding PAX to the flights in the 'Database' section

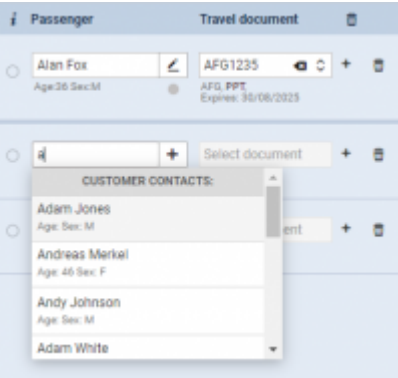
Options in 'PAX' tab

PAX can be added to the flight in **the following ways**:

- **Phonebook** - select PAX from the Phonebook
- **IMPORT PAX** - importing PAX as a list either from:
  - another flight within a trip
  - 'IMPORT FROM TEXT'
  - 'Import from Excel' file
- **ADD PAX LIST** selection:
  - 'PICK FROM LIST'
  - 'TRAVEL DOCUMENTS'

Options to add PAX to the flights are explained below.

## Adding PAX from Phonebook



Adding PAX from database into Leon

If the PAX are already in the database (Phonebook), it is sufficient to insert the first letter of PAX name in the PAX name field and Leon will display the list of names.

Simply pick the name from the list and save changes.

If you type a new PAX name/surname (which has not been added yet) into the field 'To be announced', Leon will show a button + **ADD PAX**.

Click it (or press Enter key) to have a window displayed where you can add all PAX details (apart from name/surname which will already show). Once the details are added and saved, PAX will be added to the flight as well as to the Phonebook

## Picking PAX from the contact list

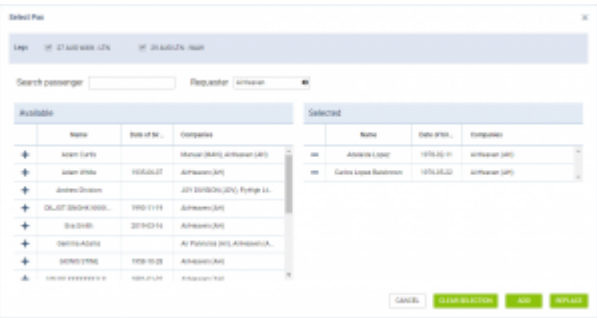
It is now possible to select the PAX on the flights using the **PICK FROM LIST** option.

This option allows to quickly select and add the PAX to the flight.

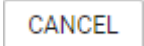



Click on the **PICK FROM LIST** option to open the **Select PAX** pop-up window.

### 'Select PAX' window

The **Select PAX** window is divided into the following sections:



## 'Select PAX' pop-up window

1. **Search passenger** - option to search for PAX. If the 'Requester' is selected, the 'Search passenger' option is looking for the PAX only assigned to this specific Requester
2. **Requester** - can be assigned in the 'TRIP' tab ('Client' field) or automatically selected from the quote (for Clients using Requests/Quotes section)
3. **Available passengers** - list of PAX assigned to the Requester Company and containing the basic details (Name, DoB, Companies one is assigned to). If the requester company is not selected the list displays all the PAX available in the Phonebook. In this case 'Search passenger' option can be used. Clicking on the + next to the PAX name will move the PAX to the **Selected passengers** section
4. **Selected passengers** - PAX selected in the 'Available passengers' section. Press - to remove the passenger from the list
5. **Action buttons:**
  -  - option to cancel PAX selection procedure
  -  - option to clear the list of selected PAX
  -  - option to add PAX to selected flights:
    - if there are more PAX names selected than the PAX number, the number of PAX will increase accordingly, i.e. PAX number is 2 but 4 names selected and added - PAX number will increase to 4
    - adding further PAX to the list will not overwrite already added PAX, i.e. adding 2 new PAX to 2 already assigned PAX will increase the PAX number to 4
  -  - option to replace already added PAX with the new ones

## Assigning PAX to the flight by scanning Passport or a National ID




### Travel document upload

It is also possible to assign PAX to the flight, by **scanning the Passport/National ID**.

In the tab PAX, click on **ADD PAX LIST** option > **TRAVEL DOCUMENTS** and select a scan of the passenger's travel document.

Once the scan has been uploaded, Leon will show a new window with the scan attached as well as the person's details filled in.

To add passenger's details to the database (so that it can be used again when the same passenger travels) click a button  and save changes.



Once added to the flight, the person will automatically be added to the Phonebook upon saving changes.

## Import PAX

### Import from Excel file

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	J	K	L	M	N	
1	Pax list														
2	Name	Surname	Company	E-mail	Mobile	Date of birth	Place of birth	Middle name	Sex (F / M)	Pax weight	Remarks	DEP Passport Nationality	DEP Passport/ID number	Expiration of DEP passport	ARR Passport
3	Celestina Maria Carolina	Hughes	Air Partner International GmbH			1971-10-12			M			GBR	514236454	25-05-2032	GBR
4	Patricia	Zanelli	Air Partner International GmbH			1937-10-26			F			GBR	512547383	19-02-2023	GBR

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

Travel document

Martha Adams

Age:70 Sex:F

ABC66666

ALB, Expires: 19/01/2038

Tom Arayanic

Age:53 Sex:M

2215213

[GBR, Expires: 30/11/2025](#)

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

It is important that the values within the fields in Excel file are in the 'Text' format

### Import from text

It is possible to import PAX from a leg assigned to the same trip or import PAX from text.

If there are Passengers assigned to the flights within the same trip Leon will display available flight that the PAX can be imported from. In this case simply select a leg of the trip of which pax should get imported from and click 'OK'.

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

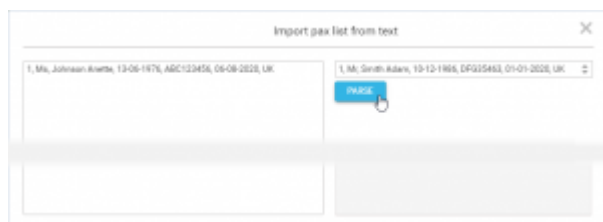
IMPORT PAX						X
<input checked="" type="checkbox"/>	01MAR2017	123	10:00	EPWA - EPWR	11:27	
<input type="checkbox"/>	01MAR2017	125	18:08	EPPO - EPWR	18:40	
<input type="button" value="OK"/>		<input type="button" value="IMPORT FROM TEXT"/>				

It is impossible to Import PAX if Text section of Passenger List is already filled in. In such case, when you click on **IMPORT PAX** button Leon will display following information:

**"Pax import from the text is disabled because pax have been written as a note in Text tab. Please clear the note in Text tab to activate pax import from text".**

**Import from text** option will allow you to add Passenger details from a file. The Passenger details will be added to the flight and Phonebook at the same time. The Passenger details have to be inserted in certain **format**. There are currently **2 formats** available. Both are presented in the **Text** section of this page.

The **process** of importing PAX list from text is very simple:

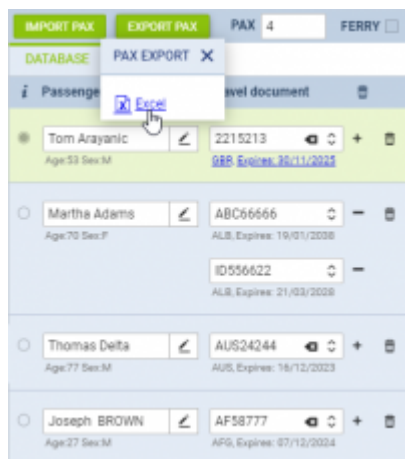


Import PAX list from text option

- **Choose format** - select the format you wish to use to insert your passengers from the dropdown in the 'Import pax list from text' window. **Leon will accept both 2 and 3-letter country codes, e.g UK or GBR.**
- **Insert PAX list** - in the left editable field you can either 'enter' or copy/paste PAX list in the chosen format.
- **Parse** - after inserting the list,  button will activate. This button will check whether there is any inconsistency between the format and the data inserted. If there are mistakes, Leon will display the following message: **Please check if items left in the text editor match the chosen format..** If the PAX data is inserted correctly, Leon will display: **1 pax will be added to the flight.** Clicking 'OK' button will add Passenger list to the flight.
- **SAVE** - this allows saving PAX list on the flight

**It is possible to import PAX list from text when the passengers have already been added from the database. If you insert Passenger that already exists in the Phonebook, this Passenger data will be duplicated. Passengers can be added to one leg at the time only.**

## Export PAX



Exporting PAX details to an Excel file

When adding passengers from the Phonebook, Leon shows a link **EXPORT PAX**.

By clicking it you get an access to an **Excel** file where assigned PAX details are sent, such as:

1. Name
2. Surname
3. Company
4. Email address
5. Mobile phone number
6. Nationality
7. DoB
8. Travel document number
9. Travel document's expiry date

If the Travel document is different on arrival and departure, Leon will include both in the Excel file.

## PAX DETAILS EDITION

Open a tab 'PAX' and click the button  - Leon will show a new window, where missing PAX details can be inserted, such as:



PAX DETAILS window

- **Ticket number**
- **Accompanied by** - select PAX name from the list - the list shows only PAX added to the same flight.
- **SSR code** - Special Service Code, i.e. PNUT for Passenger is allergic to peanut dust.
- **National ID number** - any other ID number, apart from ID card number, i.e. National Insurance

Number.

- **Traveler number**
- **Residence address**
- **City**
- **Zip code**
- **Country**
- **Destination address**
- **City**
- **Zip code**
- **Country**
- **Luggage Quantity**
- **Luggage Weight**
- **Weight Unit**

PAX name & surname, passport & national ID details can't be added from this window - only from a single PAX profile.

VISAS

Visas									
Passport	No.*	Country	No.*	Date of issue	Expiry date	Passport type	Default	Notes	
GBR 531326253	EGY	142453656	01 Jan 2021	01 Jan 2022					
USA 4532364524	ISR	1243465657	01 Jun 2020	08 Jun 2021					

Added visas in PAX profile

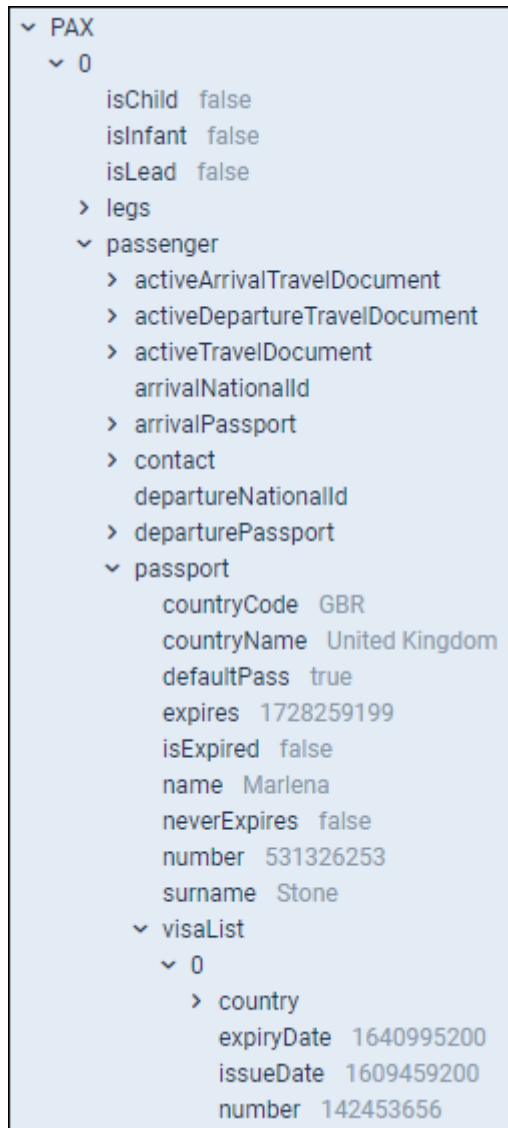
To add a **visa** to a particular passport, edit PAX profile, click a button **NEW VISA** and add details:


1. **Passport** - select a passport to which a new visa should be added.
2. **Country** - select a country which concerns the visa.
3. **No.** - insert visa's number.
4. **Date of issue** - insert visa's date of issue.
5. **Expiry date** - add visa's expiry date.

VISAS					NEW VISA
Passport*	Country*	No.*	Date of issue	Expiry date	
GBR 531326253	EGY	142453656	01 Jan 2021	01 Jan 2022	X
USA 4532364524	ISR	1243465657	01 Jun 2020	08 Jun 2021	X
USA 4532364524	CHN	975314144	01 Dec 2020	30 Jun 2021	X

Adding details of visas to OPS documents (Trip Sheet and Gendec), can be obtained from [Documents Manager](#) panel, by using items under **visaList**.





If you want to add a new passenger to the database just click  and a new pop-up window will show up where you should input details. Passenger's characteristic (his favourite dishes, drinks or dislikes) will appear on the Trip Sheet document.

It is possible not to mark a default Travel document at all, but in this case - if such a passenger is added to the flight - Leon will show a caution (PAX number in yellow) and if you hover the mouse over PAX number Leon will show information: 'At least one of PAX passport missing'. Double-click on PAX number to select an appropriate Travel document for the passenger.

PASSPORTS

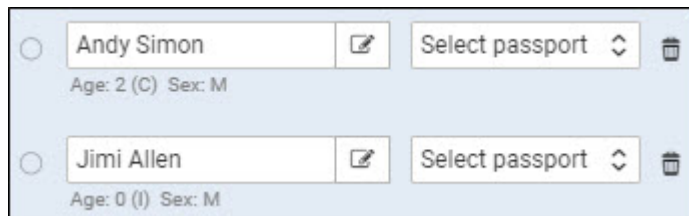
NEW PASSPORT

Country*	No.*	Date of issue				Default	Notes
GBR	D125651	02 Jul 2020	02 Jan 2025	2 files	UPLOAD FILES	<input checked="" type="checkbox"/>	Main Passport
USA	AA125555	06 Mar 2018	05 Mar 2022	1 file	UPLOAD FILES	<input type="checkbox"/>	


If a new passenger should be assigned to a certain **Company** you can do it by typing the 1st letter of a company name.

If a passenger is under 2 years old he/she will appear in the tab PAX as **(I)**. If between 2 and 12 years old - as **(C)**. If you hover the mouse over PAX number in either OPS or Calendar section that

information also appears.



If you need to add some extra information to an existing passenger that is already assigned to a flight you can do it by clicking on '**Edit in phonebook**' link. This will redirect you to the Phonebook where the data can be filled in.

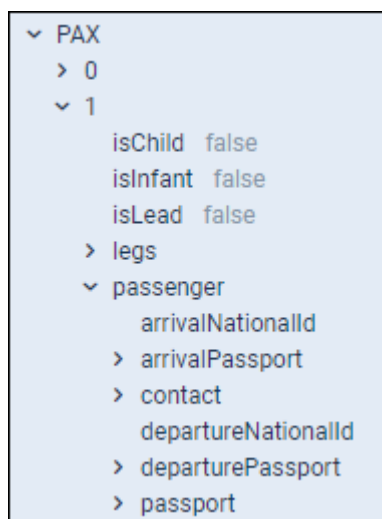
To mark a **Lead Passenger** (who can be an aircraft owner or a company president) mark a checkbox right under the 

If you want to remove a passenger from the list just click **X** on the right.

## NATIONAL ID

Travelling within EU does not require using a passport by EU citizens - passengers can use **national ID cards** instead.

It is now possible to add ID card's details to PAX profile and use it on the trip. Leon will show ID card's details on documents, such as: Crew Trip Sheet or PAX Trip Sheet as long as it's set up in Documents Manager panel, by using data items: 'arrivalNationalId' & 'departureNationalId'.



## Adding ID card

When adding a new passenger's profile (or when editing the profile of already added passenger), click on the button **NEW NATIONAL ID** and insert ID card's details.

NATIONAL IDS

NEW NATIONAL ID

Country*	No.*	Date of issue	Expiry date
ITA	I86962313	01 Jul 2018	22 Aug 2025

In the OPS panel (tab PAX) Leon shows expiry date of the ID card.

Roberto Di Angelo

Age:20 Sex:M

ID86962313

ITA, Expires: 22/08/2025

When adding a new PAX to Leon (or editing already added PAX profile), a new column **Type** shows in **National IDS** section. By default it shows 'ID Card' - click it to get the drop-down list open and select appropriate ID type from available list:

- Alien card
- Residence card
- Facilitation document
- Military card
- Nexus card
- Refugee document
- IRPA exempt
- Naturalisation Certificate
- HK return permit

NATIONAL IDS

NEW NATIONAL ID

Country*	Type*	No.*	Date of issue	Expiry date	ID scan
ITA	Residence Card	IT9743535	01 Jan 2021	01 Jan 2022	UPLOAD FILES

Text

Owner or Operator

Mark of Nationality and Registration

Departure from

01-03-2017

01-03-2017

01-03-2017

SURNAME AND GIVEN NAME	SEX	DATE OF BIRTH	PASSPORT No.	EXPIRES	NATIONALITY
Roberto Di Angelo	M	01-03-2017	IT9743535	01-03-2017	ITA

Pax Manifest document

Click **Text** tab if you want to add pax details manually. Pax number in this section needs to be changed manually.

To generate pax data in the document **Pax Manifest** details need to be inserted in a certain **format**. There are currently 2 formats available:

1. Number, Title, Surname Firstname, Date of birth, Passport number, Passport expiry date, Nationality
2. Number, Title, Surname Firstname, Date of birth (dd-mm-yyyy)

Example:

1, Mr, Smith John, 06-03-1978, ABC123456, 13-12-2020, UK

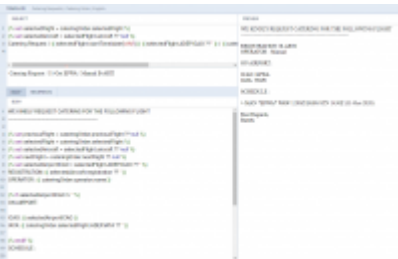
2, Ms, Smith Jessica, 03-06-2001

As you can see from the screenshot, depending on the format inserted, PAX Manifest document will be filled in fully or partially.

## Catering

It is possible to **order catering** directly from Leon. In order to make this work, a few settings must be defined.

### EMAIL TEMPLATE



Catering order template example

In a section Settings > Email Templates find **Catering Requests** and click it to set it up. You can change the default one's name or remove it and add a new one (you can add multiple templates).



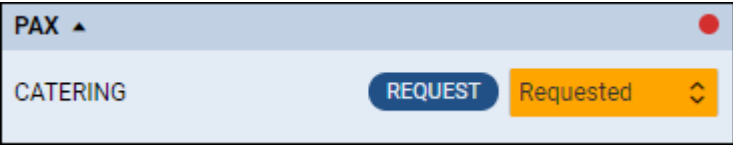
Ordering catering main window



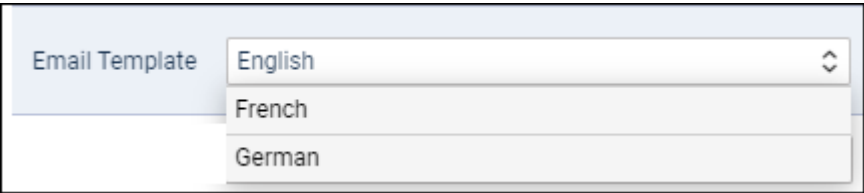
Edit a template to define its **Subject**, **Body** and default **Recipients** emails: From, Reply to, CC & BCC. Use **Available data** items to re-arrange the email template.

ORDERING CATERING

Once catering email templates have been defined, open OPS checklist item 'Catering', click a button **ORDER** and Leon will show a window for order sending.



A drop-down 'Email templates' will show all previously defined templates. Insert an email address into a field **TO** to which the catering order should be sent out and click **SAVE**.



Caterers list

It is possible to select a **caterer** from the drop-down list - the list in the checklist matches caterers in the 'Airport Directory' panel, tab **Suppliers**.



When ordering catering, Leon will show selected caterer's email address in a field **TO**.

Request catering

Email Template

Deafukt

TO

inflight.geneva@absolutetaste.com

SUBJECT

Catering Request / 23-Oct LSGG / Manual A-BCDE

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