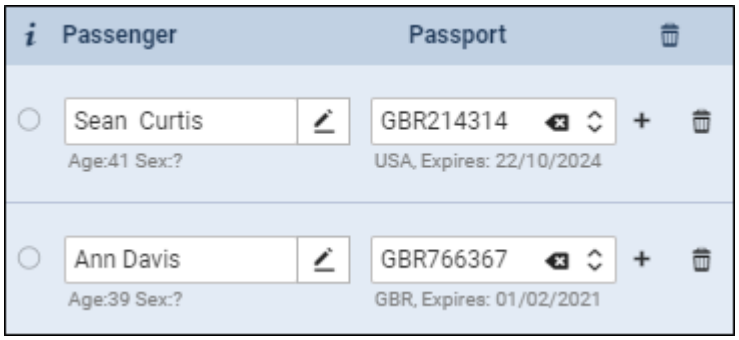
PAX list import from Excel

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).



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

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