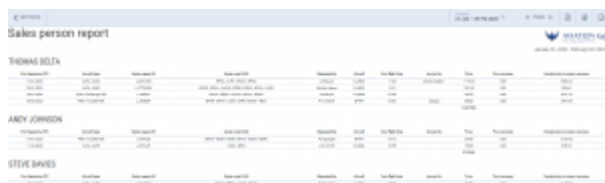


New reports in Report Wizard

We have introduced new default reports available in 'REPORT WIZARD' > 'Leon reports' section:

- Sales person report
- Conversion by sales person
- Aircraft usage breakdown

Sales person report



Salesperson	Trip Number	Date	Status	Total
THOMAS BELTA	101-101	2021-10-01	Done	100
	101-102	2021-10-02	Done	100
	101-103	2021-10-03	Done	100
	101-104	2021-10-04	Done	100
ANDY JOHNSON	102-101	2021-10-01	Done	100
	102-102	2021-10-02	Done	100
	102-103	2021-10-03	Done	100
	102-104	2021-10-04	Done	100
STEVE DAVIES	103-101	2021-10-01	Done	100
	103-102	2021-10-02	Done	100
	103-103	2021-10-03	Done	100
	103-104	2021-10-04	Done	100

Sales person report overview

This report is based on the scope 'Quote'.

This report is a person-by-person presentation of the requests that each Sales person booked. Each Sales person's data is represented in the separate table and contains the columns presented in the screenshot.

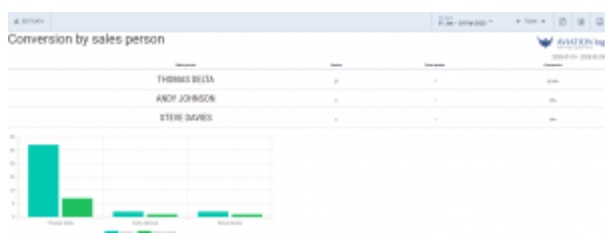
The report can still be edited and the number of the columns amended upon clicking on 'EDIT DATA' button located in the top-left corner.

The change in the column layout will not be reflected in the PDF and the overview of the report. It will only reflect if it is also amended in HTML in the 'EDIT TEMPLATE' section.

It is possible to change the date range and export this report to the PDF file.

This report includes only booked trips (the trip number assigned) and have the status set to 'DONE'.

Conversion by sales person



Conversion by Sales Person presentation

This report is based on the scope 'Quote'.

The report presents the conversion of the requests to the booked trips per each Sales person.

It is divided into 2 sections:

- **Table** - located in the tops section and listing each Sales person, number of quotes assigned, number of quotes completed (booked with status 'DONE') and the conversion rate
- **Chart** - block presentation of assigned quotes and quotes completed

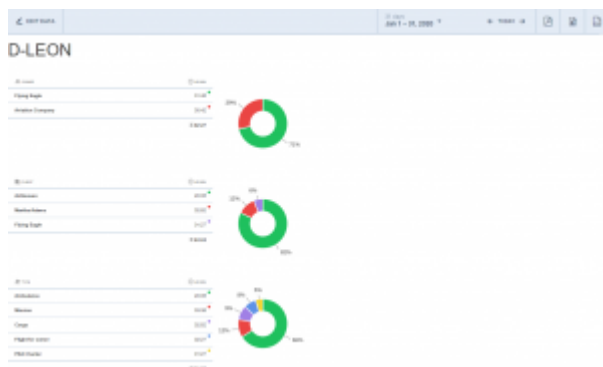
The report can still be edited and the number of the columns amended upon clicking on 'EDIT DATA' button located in the top-left corner.

The change in the column layout will not be reflected in the PDF and the overview of the report. It will only reflect if it is also amended in HTML in the 'EDIT TEMPLATE' section.

It is possible to change the date range and export this report to the PDF file.

This report includes only the trips that have the status set to 'DONE'.

Aircraft usage breakdown



Aircraft usage breakdown presentation

This report is based on the scope 'Flight'.

The report is grouped by aircraft registration (in alphabetical order) and is divided into 2 sections:

1. Table section - includes time spent on the aircraft represented in 3 tables and based on the below criteria:

- **OWNER** table - time spent on flights which are 'Flight for owner' type and 'non-Commercial' per Client (based on 'Client Name' column in the report)
- **CLIENT** - time spent on all 'Commercial' flights per Client (based on 'Client Name' column in the report)
- **TYPE** - time spent on the trip depending on the trip type

2. Chart section - located next to the table to which it applies. It is a graphic presentation of the values in the table as a percentage

The report can still be edited and the number of the columns amended upon clicking on 'EDIT DATA' button located in the top-left corner.

The change in the column layout will not be reflected in the PDF and the overview of the report. It will only reflect if it is also amended in HTML in the 'EDIT TEMPLATE' section.

It is possible to change the date range and export this report to the PDF file.

**This report includes only the trips with JL
inserted (full or partial)**

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