

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.

LIST OF PASSENGERS

Your Logo here

Owner or Operator: Manual

Marks of Nationality and Registration: B-VRTI Flight No: 123 Date: 29-12-2014

Departure from: SPWA Arrival at: SPWA

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	DEF9876554	01-02-2018	U.K.

Manually added pax data 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 separated by comma.**'

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.

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Last update: 2016/08/30 13:06

