

## Aircraft Crew Positions

Video Tutorial

[illegible]

## Adding crew functions to fleet

Once aircraft are added to Leon you need to add appropriate **functions** (crew positions) to it. It is very important part of the system because it will allow you to add [ratings](#), [assign crew to flights](#) and [create duty on aircraft](#).

In this section select an aircraft type in the filter and mark needed checkboxes.

You can choose the currency for wages.

You can see 5 columns in this section:

- **Use / Default** - If you want to use added **function** every time you add a new flight (i.e. CPT and FO) mark checkboxes in both columns: **Use** and **Default**. If some added functions should remain hidden in the [Editing flight](#) page, just leave column 'Use' marked.
- **Regular Name** - default function available in Leon. Cannot be edited.
- **Operator Name** - **an editable field which allows applying operator's own rating acronym.**
- **Position type** - position type on the aircraft. It is helpful when planning the crew on aircraft. More information in the [CREW CALENDAR](#) section
- **Wage** - basic way of calculating wages.
- **Notes** - basic information regarding function i.e. notes next to **FO** could be 'Copilot'. Notes remain in this section are NOT displayed anywhere else in Leon.

If the **Currency** and **Wages** are set, Leon will be able to calculate wages based on CMT. In order to do it, you need to fill in CMT in JL. The result of this calculation will show in **Block Time by Function** report.

You can assign function to each part of you business (Flying crew, Maintenance, Ground) by going to different tabs in the top of the screen.

**Positioning** tab will allow you to assign functions that do not calculate FDP but duty only (PSN) or neither FDP nor Duty (PAD). When **PSN** will reposition a crew member from one place to another in Leon, **PAD** will not do it.

## DEFAULT CREW POSITIONS per a TAIL

BASICSPRISALESCREWPERFORMANCELEON

Cockpit#

2

Cabin#

2

Rest Facility

None

Preferred crew

Use aircraft type defaults

CPT

SE

RA2

SE

FO

SE

RA3

SE

CPT2

RA8

CPTT

SE

RA10

FO3

RA11

INS

RA12

SP

SE

RA13

CPT2

SE

RA14

LTC

RA18

TRI

RA

SFI

RA

OBS

RA100

NAV

RA

TRN

RA10

LTI

RA

SE

LTE

LC

SE

FO4

STB

FO5

STB

RA1

SE

RA2

Default crew positions per tail

It is possible to set up **default crew positions** not only for aircraft type but also for particular **aircraft tail**.

This can be set up in the aircraft edition panel, under the tab 'CREW'.

In this tab, a list of positions specified in the section 'Aircraft Crew Positions' is visible.

This list can get further **narrowed down** for a particular aircraft registration. This is especially useful for operators with many same-type aircraft in their fleet but different requirements as to the necessary crew positions on each tail.

To apply the default positions, **'Use aircraft type defaults'** checkbox needs to be **unmarked**. If the checkbox is marked, crew positions as specified in Aircraft Crew Positions will apply.

## AVAILABLE AIRCRAFT CREW POSITIONS IN LEON

| COCKPIT POSITION | DESCRIPTION                   |
|------------------|-------------------------------|
| CPT              | Captain                       |
| LTC              | Line Training Captain         |
| FO               | First Officer                 |
| SP               | Student Pilot                 |
| INS              | Instructor                    |
| TRI              | Type Rating Instructor        |
| SFI              | Simulator Flight Instructor   |
| FEI              | Flight Engineering Instructor |
| EXA              | Examiner                      |
| TRE              | Type Rating Examiner          |
| LTI              | Line Training Instructor      |
| LTE              | Line Training Examiner        |
| FE               | Flight Engineering            |
| OBS              | Observer                      |
| NAV              | Navigator                     |

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| COCKPIT POSITION     | DESCRIPTION                 |
|----------------------|-----------------------------|
| NAI                  | Navigator Instructor        |
| STB                  | Standby                     |
| CABIN POSITION       | DESCRIPTION                 |
| FA                   | Flight Attendant            |
| IFA                  | Instructor Flight Attendant |
| SFA                  | Student Flight Attendant    |
| FAS                  | Flight Attendant Senior     |
| FAOBS                | Flight Attendant Observer   |
| EFA                  | Examiner Flight Attendant   |
| SCA                  | Senior Cabin Attendant      |
| CA                   | Cabin Attendant             |
| CAC                  | Cabin Attendant Course      |
| STB                  | Standby                     |
| LM                   | Load Master                 |
| MAINTENANCE POSITION | DESCRIPTION                 |
| FM                   | Flight Mechanic             |
| LC                   | Line Checker                |
| GROUND POSITION      | DESCRIPTION                 |
| FDP                  | Flight Disptcher            |
| SLS                  | Sales                       |
| OPS                  | Operations                  |
| CHK                  | Check-in                    |
| TKT                  | Ticket Desk                 |
| HRM                  | Human Resources             |
| QA                   | Quality                     |
| MX                   | Maintenance                 |
| OFC                  | Office                      |
| GI                   | Ground Instructor           |
| ST                   | Safety Trainer              |
| LG                   | Landing Gear                |
| POSITIONINGS         | DESCRIPTION                 |
| PSN                  | Positioning                 |
| PAD                  | Positioning As Deadhead     |

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