Definition

By going to section Settings > Duties Setup (tab Definition) you will find a **New definition** link where you can enter the definition-name. For a proper display it should be one-letter code, for example: **D** for duty, **T** for training or **V** for vacation.

If you tick checkbox '**On Acft**', you will be able to assign your defined duty on a particular aircraft. In other words, when clicking 'New duty' you can select aircraft registration, so that each aircraft will have a separate duty-colour.

Option '**Exclude from planning**' means, that once duty has been assigned, crew member **will not appear** on the drop-down list of available crew members in 'Edit flight' screen. That can be useful when adding duties with type 'Off'.

For types of duties such as: **Contactable**, **Office**, **Standby**, **Training**, **X-COM** you can assign **default start-end hours**.
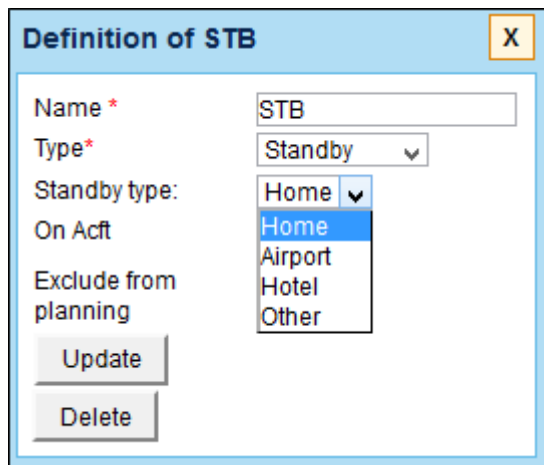

> By clicking on a particular colour field you can define what colour should represent a particular duty. When the pop-up window appears with the duty name, click on the colour code and choose it from the available pallet.

Next step requires specifying the **type of duty**. There are few types of duties in Leon:

- **Contactable** - refers to a duty type where the Company requires a crew member to be available for the purpose of giving notification of a duty period (for UK FTL regulations). The duty will be calculated either from the point when the crew member is required by the Company to report for a flight until the end of the final sector, or, if there is no flight, duty calculation will include the duration of the contactable period.

- **Off** - period available for leisure and relaxation free from all duties.

- **Office** or **Training** - for these two types duty period is calculated in the same way – the calculation covers the entire office/training work time. If a person needs to report for a flight during the office/training duty, the duty calculation will cover period from the beginning of office/training duty until the end of final sector of the flight.

- **Other** - duty period starts when the crew member is required by the Company to report for a flight, and finishes at the end of the final sector. If the person is not required to report for a flight, duty period is not calculated.

- **Standby** - a defined period of time during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period.

Standby types

Some OM-A-7 regulations define different FDP and Duty period calculations when it comes to different types of **Standby** duties.

When you define **Standby** duty in the section Crew > Duties > CDR Definitions you can divide it into a few **types**:

- **Home Standby**
- **Airport Standby**
- **Hotel Standby**
- **Other Standby**

> If your OM-A-7 has regulations regarding **different standby duties**, which determine the allowable FDP and Duty - those regulations will be set up in Leon by our IT dept. That means, each time you assign a different STB type, Leon will calculate it according to the FTL regulations.

Functions

Tab **Functions** should contain all aircraft on which duties are being performed. By clicking **Add/Edit duty function** you can specify which crew ratings should appear in the crew-duties table.

You can define crew ratings either by an aircraft registration or an aircraft type - depending on your selection in checkboxes **CDR Type** in section Admin > Operator settings.

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