

# CREW CALENDAR

## Overview



Crew Calendar - general view

New crew duties page called **CREW CALENDAR** has been released. Certain sections are still being developed but majority of functions are already in place ready to be tested.

In this calendar-like section of CREW you can schedule crew duties for a selected period of time, for most part, exactly like in the old Crew Duties page; however, the interface has been changed to correspond more with Crew Panel Timeline page. Right clicking on a given day opens up a pop up window with a menu allowing to select an action to do. It is possible to see Activity Details - information on duties performed on a particular day, you can Add Simulator, Positioning or Duty. You can also see Changes History or Delete duty. Unlike in the old Crew Duties panel, here **you can add a duty crossing midnight**.

The **FILTER** is located in the top bar section of the interface, similarly to Crew Panel Timeline view. It allows to filter out crew by crew names, labels, position types and aircraft types. You can select more than one crew member or label.



Crew Calendar filter

From the same **top bar** it is possible to switch between the Crew Calendar and Crew Timeline view, select the time-frame, timezone (old Crew Duties were only available in UTC), switch on or off the draft mode as well as crew requests. **Crew Requests**, just like in the old Crew Duties and Crew Panel

page, appear with the red duty letter code   When you right-click on the duty you can either accept or decline the request.

If the **Drafts** toggle is switched to **ON** the unpublished draft is indicated by a pink line at the bottom of the duty squares.

13	14	15	16	17	18
X	X	X			
TR	TR	TR			
TRAVEL 	RES	RES			

Draft

Once the draft of the roster is ready, you can publish it by clicking the **PUBLISH** button. This opens up a pop-up window in which you can select the time-frame (by default it is set to 15 days ahead) and crew members for which you want the roster to get published.



Options in printing Crew Coster

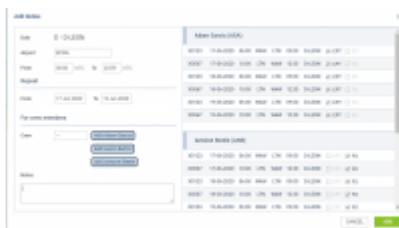
It is also possible to **print** the crew roster.

Click on  icon located in the top bar. 'Print' pop-up window will open which will allow you to **save** the roster to **Excel file** in one of the 2 versions:

- **Black & white** - can be produced for the time range up to 3 months per single export
- **Colour** - may be produced for the time range of 1 month per single export

You can save the roster and print it.

## Assigning Crew



Calendar - Assign Crew

**Assigning Crew** to flights is done in a few quick steps. First of all, in **Duties Setup**, duties on aircraft need to be configured, just like in the old Crew Duties page. If this is done and the flights have been added to the schedule, when adding duties on a particular aircraft registration, a pop - up window will appear with duty info on the left and list of available flights on the right. In this window it is possible to select **more than one** crew member to be assigned to the flights with corresponding crew positions as per crew ratings assigned in Crew Profile page.



If a checkbox  **SEND NOTIFICATIONS** is marked, Leon will automatically send **email notifications** to crew, which includes the 'Work Schedule' pdf attached. The **email template** for roster changes

notifications is the same as the one for 'Crew Timeline' and can be adjusted in Settings > Email Templates panel.

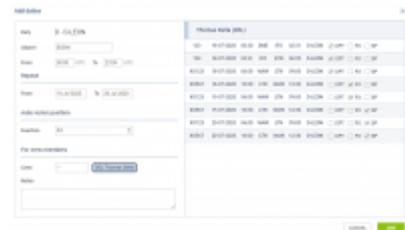
### Assigning crew on positions to duties on the aircraft

It is now possible to **assign crew on positions to duties on the aircraft**. When a crew member is assigned to a duty on the aircraft, on a particular position, on a selected day - if a flight will be added on the same day, that crew member will be automatically assign to the flight in a panel OPS.

If flights have already been added (without crew assigned), Leon will show those flights and it will be possible to assigned pilots on selected positions.

In order to do that, first you need to define **duties on the aircraft** in a section Settings > Duties Setup, which has been described in [THIS MANUAL CHAPTER](#).

Once duties on the aircraft have been set up, in Crew Calendar, right-click on a selected day/days and choose the duty on particular aircraft (usually such duties are defined as **D - Aircraft registration**, i.e. D-ABCDE).



#### Assigning crew to flights

The new window which shows is divided in 2 sections (see screenshot on the right):

- **The left-part** - showing details such as: an aircraft registration, an airport of crew last duty, default 'From-To' times, date-range, auto roster position (showing a drop-down list with all crew member's ratings), selected crew code & name/surname and a field for assigning more crew and a notes field.
- **The right-part** - showing all flights on the selected aircraft, within the selected period of time, as well as 3 positions on which you can assign a crew member: CPT, FO & SP.

Once the duties have been added, you might need to **publish** changes, unless in 'General Settings' it is defined that all added duties should be auto-published.

All added duties 'D' will show in Crew Calendar with the aircraft icon.



In the panel **OPS**, assigned crew will show on previously selected positions.

ACFT	Crew		
	CPT	FO	SP
D-LEON	DEL	-	-
D-LEON	-	DEL	-
D-LEON	-	DEL	-
D-LEON	-	-	DEL
D-LEON	-	-	DEL
D-LEON	-	-	DEL

### Duty details

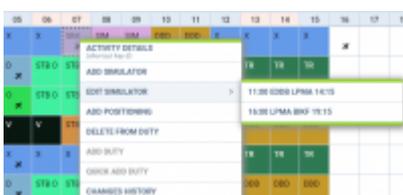


### Activity Details

Once the crew is assigned to a flight duty or simulator aircraft icon will appear  Assigned

positioning appears as bus icon  in the calendar. Multiple activities can be assigned on one day to a crew member. To see the details of all duties on a particular day, right-click on a given day cell and select Activity Details. This opens up a pop-up window in which all activities including duties assigned, requests and flights are listed.

### Multiple duties in one day



### Edit SIM

It is not possible to add several duties in one day. If one duty has been added, right clicking on that same day will show context menu with ADD DUTY & QUICK ADD DUTY greyed out. It is, however, possible to add two or more SIM sessions or positionings in one day.

It is also possible **to edit** the simulator and positioning. If there are two SIM or positioning duties added in the same day, clicking EDIT will generate context menu allowing to chose the appropriate session.

## Copying duties

It is possible to **copy duties** from one user onto the other.

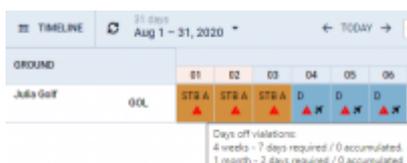
When adding duties for a particular crew member, mark them (you can use Shift or Ctrl keys to mark multiple duties), right-click and select **Copy Duties**. then right-click on the day from which duties should be added and select **Paste Duties**.

Then right-click on the day from which duties should be added and select **Paste Duties**.



This functionality **excludes** copying duties on the aircraft and will not work if new duty is **overlapping** existing duty.

## Day-OFF Violations



### Day\_Off\_Violation

It is now possible to view **Days off violations** in the Crew Calendar section.

You can enable it in the 3-dot icon located in the top-right corner.

Sort by

Known as

Show Freelancers

Yes No

Show days off violations

Yes No

The Days off violation is indicated by the red exclamation mark 

Hovering the mouse over the mark will trigger a tooltip with the details regarding the violation.

Days off violations:  
4 weeks - 7 days required / 0 accumulated.  
1 month - 2 days required / 0 accumulated

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