CREW CALENDAR

Overview

hand the second s													1.0			۰.								
and the second	-	1		*	*		1	1				1	*	L.	0		1							
-	-	1	۰.			T		1.	Г	F	•	•	P.	63										
	-	E	۰.	-					F	-	7		-			-				_	_	-	_	
	-	۰.	1	۲.	-					-	-	-	-											-
-	-	۰.	۰.					٠.	-			•	F	Ŀ	-		_	_	_					
the last	-	н	۰.					-	F			-	-	1										
tering and the second	-							1	2	1	•	•	1											
0.001	-	F	1	۰.	1	-	-	-	-			•	1	i -										-

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.

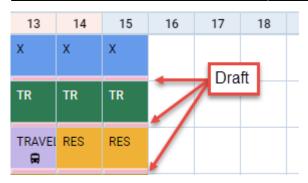
Fiber	x
Dan menilem	
Deer labels	-
Paulian types	R codipt citr. Codipt to C codipt title: C calm C latin Calm. C Maintenance C 050400 C OtherRainge Tatent M Tatenthera
iima ^{tr} igan	R ETE DALE R LL D'HEX D'EXE D'ANN D'HEY D'HE RADA D'HE D'HEX D'ANN D'AN D'HE D'HY D'HE D'HE D'HY D'EXE D'AN AND D'HY D'HE D'HY ANN D'HY
	80977 St. 68757

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.



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.

Print	×
Select document version:	
 Black & White version can be produced for the tim months per single export. The Colour version may be produced for the time month per single export. 	
840	A WHITE COLOUR

Options in printing Crew Coster

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

Click on right 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

i.e.	1-0420N	Adam Servic (HER)	- 1
-	1716	NUMBER OF A DESCRIPTION	
	100 (c) h (000 (c)	1007 (Food) has the same the lader game (in-	
land a		the same as as in the same gar of	
		NUM NOOD ON ON NAMES OF ADDRESS OF	
	114100 10 10 10 10 10	near reasons and may the real states gives ()	
-	i	see, series on the set on other side of the	
-	- (Address Sector)	Active Book (1998)	
	(and save first)	2010 Those and my Children During the	
	(and the second second	and there are in the set of the part of the	
		NOT NAME AN AN OR THE TARK OF SHE	
		1007 weaker on the same time (1-1-12 mil-	
		when the set was the table of the set	_

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.

SEND NOTIFICATIONS

If a checkbox 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).

Thomas Delta FO CPT	DEL			ACTIVITY DETAILS	
Michael Echo	FOU	 		(shortcut key d)	D - G-LEON
	ECH			ADD SIMULATOR	D - M-LEON
Ethan Wilson	EWI			ADD POSITIONING	D - SE-GOT
				ADD DUTY >	
Frank Hill	FRA	Х	Х		D - D-LEON

141	3-04238	Thomas Italia (INI)	
iner-	10m	the second size left fit has being gave (in car-	
	SHOW & DRIVE	TO REPORT TO BE AN AND AND ANY CALCUP	
ingenet.		AND ADDRESS OF AN AN AN AND ADDRESS OF CALCUP	
		Here we can see the set of the set $(-1)^{-1} \otimes (1)^{-1} \otimes (1)^{-1}$	
	NAME & RADIE	AND THIS IND WE IN THE NUM CAR AND CAP	
	- partici-	NAME ADDRESS OF TAXABLE ADDRESS	
	a a	AND DOUBLING WE BE DO NOT COLOR.	
ingenteen.	A	and private one on any loss (one (on (or (or))))	
fa sense	artiers .		
ine .	- (Hi form less)		
land and			

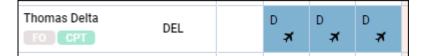
Assigning crew to flights

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.

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

It is possible to create drafts and publish them. More information about the process is available here.

Duty details



Activity Details

D

Once the crew is assigned to a flight duty/option flight or simulator aircraft icon will appear D

icon to appear, 'Show options' option has to × In case of **option flight** in order for the be switched to 'YES' in the three-dot filter.

in the calendar. Multiple activities can be assigned on Assigned positioning appears as bus icon 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

05	06	61		09	10	11	12	10	14	15	76	12	1
х	х.		214	204	DBD	500		х	х	2			
		1.1	ACTIVITY Information	DETWO	8						.8		
*	STBO	576	ABD 18M					۰.	18	18			
0	578.0	\$18	EDIT SIM	ULATOR				11.0	ECODE L	P88.143	6		П
*			ABD POS	TIONEN	0			16.0	UPMA I	INF 18.1	5		
		111	DELETER	BOM DE	TTP .				-				7
к	x		AND BUT	Y				11	18				
×			OFFICIE AN	ID BUTY				_					
*	STRO	576	CHAMINE	5 41570	RY			000	080	DOD			
	lit	C	NЛ										

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 <u>Shift</u> or <u>Ctrl</u> 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**.

PASTE DUTIES	
ADD POSITIONING	
ADD SIMULATOR	
ADD DUTY	>
QUICK ADD DUTY	>
CHANGES HISTORY	

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

FTL Violations

GROUND							
CHOOM D		01	02	03	04	05	06
Julia Golf	00.	STB A	STR A	STR A	D AW	D ▲ #	0 ▲ #
			Days off 4 weeks 1 manth	-7 days	required		

It is possible to view **Days off violations** as well as other **FTL violations** in the Crew Calendar section.

You can enable **Days off violations** 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 $^{f A}$

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

Any other 'FTL violations' is indicated in the same way as 'Day off violation' (^A) and will display **regardless filter settings** and only on the days with duties assigned, be it roster duty, flight or ground positioning.

Hovering the mouse over the warning will display a tooltip with 'FTL violation' label.

FTL violation details are available in the 'FTL DETAILS' window available from the activities menu (right-click of the mouse).

