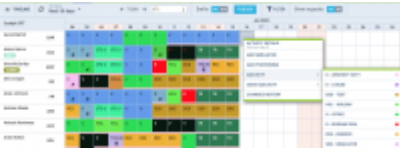


CREW CALENDAR

Overview



Crew Calendar - general view

New crew duties page called **CREW CALENDAR** has been released. Certain sections are still being developed but the 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 the 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**.

Groups of crew (Cockpit CPT, Cockpit FO, Cabin, Maintenance, etc...) are rolled up by default - click the group and it will expand. Leon remembers which groups have been rolled down or rolled up.

Cockpit CPT	▼
Cockpit FO	▼
Senior Cabin	▼
Cabin	▼
Maintenance	▲
flight mechanic	FMM ●
GROUND	▼



Crew Calendar filter

The **FILTER** is located in the top bar section of the interface, similarly to Crew Panel Timeline view.

It allows filtering crew by:

- **Crew members** - filtering by Crew Names
- **Crew labels** - filtering by labels assigned to Crew
- **AOC** - AOC assigned to the Crew in the Ratings tab of full user profile
- **Position types** - filtering by position types on the aircraft
- **Aircraft types** - filtering by crew ratings
- **Aircraft registration** - filtering by crew assigned to specific aircraft registration in 'Settings' > 'Fleet' > tab 'CREW' in aircraft details
- **Aircraft labels** - filtering by crew assigned to the aircraft with a specific label
- **Crew homebase** - filtering by the homebase to which the crew are assigned
- **Aircraft homebase** - filtering by aircraft homebase. Crew assigned to the specific aircraft will display

You can select more than one crewmember or label.

Aircraft registration and Aircraft labels filters

Both abovementioned options are most useful when the grouping in the 3-dot filter is set to 'Aircraft'.

Both filtering options are located under the  option at the top of the screen.



Filter by Aircraft tail & label

In order for these options to work, go to 'Settings' > 'Fleet' section, edit aircraft profile and assign labels in the tab 'Basic'.

In the tab 'Crew', assign specific crew members who have ratings on this particular type.

Once it's done, you can start using the abovementioned filters.

Aircraft Registration allows filtering by crew assigned to specific aircraft registration in 'Settings' > 'Fleet' > tab 'CREW' in aircraft details.


Aircraft labels allows filtering by crew assigned to the aircraft with a specific label. Since this filtering option applies to the crew it means that if the crew member is assigned to another aircraft with a different label, this other aircraft will also appear in Crew Calendar. In the screenshot, Crew are filtered by **G450** label assigned to **GLF4** fleet, but since some crew are also assigned to **F900** and **A319**, these aircraft will also display.

This is especially useful for operators with a larger fleet as the same label can be assigned to more than one aircraft tail hence it is not necessary to select all aircraft registrations in the 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 (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.

To enable a button PUBLISH, in a panel 'General Settings', switch 'Crew panel' from 'Auto publish' to 'Manual publish'. Leon will show this button within 24h, as FTLs need to be re-calculated.



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

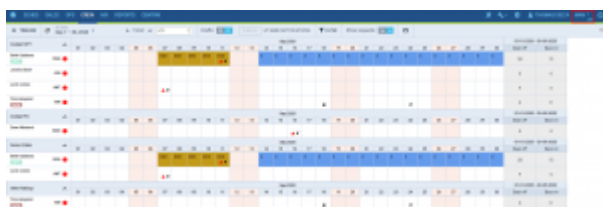
You can save the roster and print it.

3-dot filter

Click 3 dots in top-right corner of the page and Leon will show a several options:

- **Group by** - Aircraft: Leon will show crew per an aircraft, based on the assignment of a particular tail (section Fleet, tab CREW > Preferred Crew); Position type: showing Cockpit CPT first, then Cockpit FO, Senior cabin, Cabin, Maintenance, Other ratings and Ground staff.
- **Sort by** - select between 'Know as', 'Surname & Name', 'Name & Surname', 'Code' and 'Highest rank'. 'Highest rank' sorting works with group by 'Aircraft' option
- **Show freelancers** - crew with the 'Freelancer' checkbox marked in user's full profile
- **Show Non Active Users** - displays crew with 'Not Active' status
- **Show days off violations** - switch to 'YES' and if there a case where FTLs have been violated, Leon will show an icon 
- **Show options** - Leon will show also flights with the status 'Option'
- **Show** - allows switching the codes, located by the Crew name, between 'Crew code' and 'Crew Homepage'
- **Preferred airport code** - option to switch between IATA and ICAO codes
- **Preferred aircraft type code** - option to switch between aircraft IATA and ICAO codes

Filtering by User Base



Example of filtering by User Base-LTN

It is also possible to filter by 'User Base'.

This applies to the Operators that have more than one Home Base defined in the 'Settings' > 'General Settings' section. If there are a number of Bases, they will appear in the Operator code selection, next to the User name in the top-right corner of Leon.

If the defined Operator Home Base is assigned to a user as a 'User Base' in the profile, selecting a Home Base in the Operator code selection (as per below - LTN) will filter the crew in the 'Crew Calendar' view. The 'Crew Calendar' view will only display the crew based in this particular Base (screen on the right).




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  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 assigned 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 the 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).

[illegible]



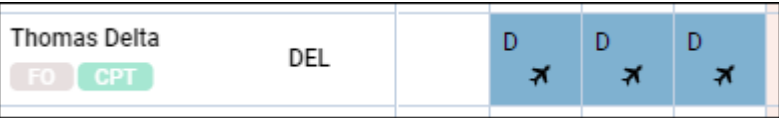
Assigning crew to flights

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

- **The left-part** - showing details such as aircraft registration, an airport of the 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

It is possible to create drafts and publish them. More information about the process is available [here](#).

New way of defining and assigning duty on aircraft

Duty setup page

On the Duties Setup page, it is now possible to define **duty on aircraft** without assigning any particular aircraft tail to the duty.

This type of duty works similar to those defined on a particular aircraft tail, however, it is especially useful for operators with the bigger fleet as it saves creating many duties on each aircraft tail separately. For the crew to get assigned to the flight automatically **Auto Roster** needs to be selected when defining the duty.

Aircraft duty page

Once the duty is defined, in the Crew Calendar view, adding such duty will open up the **Add duties** pop-up window.

In a case where **Aircraft grouping** is selected, the aircraft tail will be filled in by default based on the group from which it got selected.

In a case where **Position Type grouping** is selected Aircraft field will be empty and it will be possible to manually select Aircraft tail based on the crew that has been selected and his/her ratings.

Once the aircraft is selected, Leon will show a list of possible flights on the given day or selected day-range period. If there are no flights in the OPS section Leon will show *There are no flights* message on the right side of the window. In the pop-up window, it is also possible to select other crew members to be added to the duty.

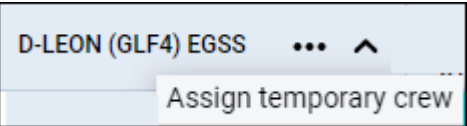
Assigning Crew Provisionally

This functionality is designed for easier planning of crew that are not flying regularly on one specific aircraft as well as servicing the freelance crew.

Group by
Aircraft

When grouping crew by the aircraft in 3-dot filter it is possible to **assign crew provisionally**.

Right next to aircraft registration click 3 dots and click 'Assign temporary crew'.



In a pop-up window insert: **Start of assignment**, **End of assignment** and select **crew member/members**.

Assign temporary crew to D-LEON

Start of assignment

01 May 2021

End of assignment

15 May 2021

Crew member

BAR Bartoli Aaron

CANCEL

ASSIGN

On the 'Crew Calendar' page, when the date range selected in the calendar covers dates of assignment (either start or end date), Leon will show crew assigned provisionally in ***italic***.

D-LEON (GLF4) EGSS			May 2021								
			01	02	03	04	05	06	07	08	09
Adam Garcia	AGA										
CPT											
Andy Johnson	AN										
Antoine Steele	ANS										
Antonina Kontreras	ANK										
Bartoli Aaron	BAR										
Benjamin Lee	BLE										

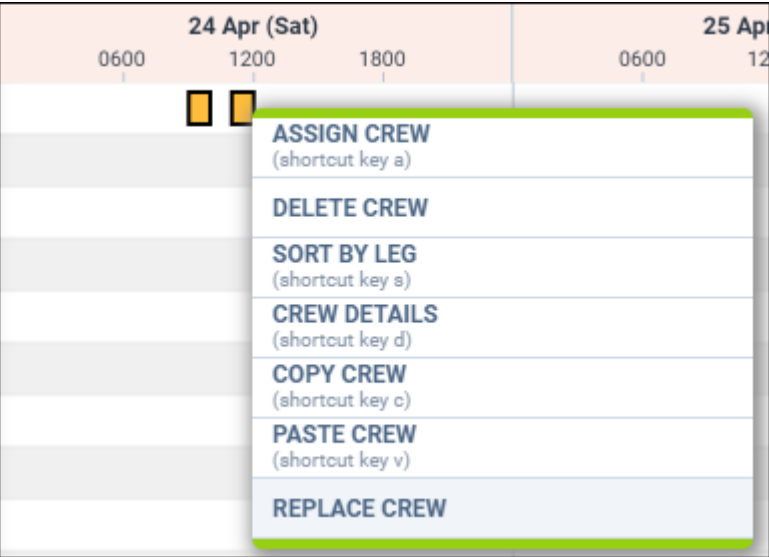
Adding duties for crew assigned provisionally works in the same way as for regular crew.

To **remove** provisionally assigned crew, you need to right-click with the mouse on the crew name, select the 'REMOVE TEMPORARY ASSIGNMENT' option and confirm. If a crew has more than one temporary duty assigned, it is possible to select which duty shouldbe removed.

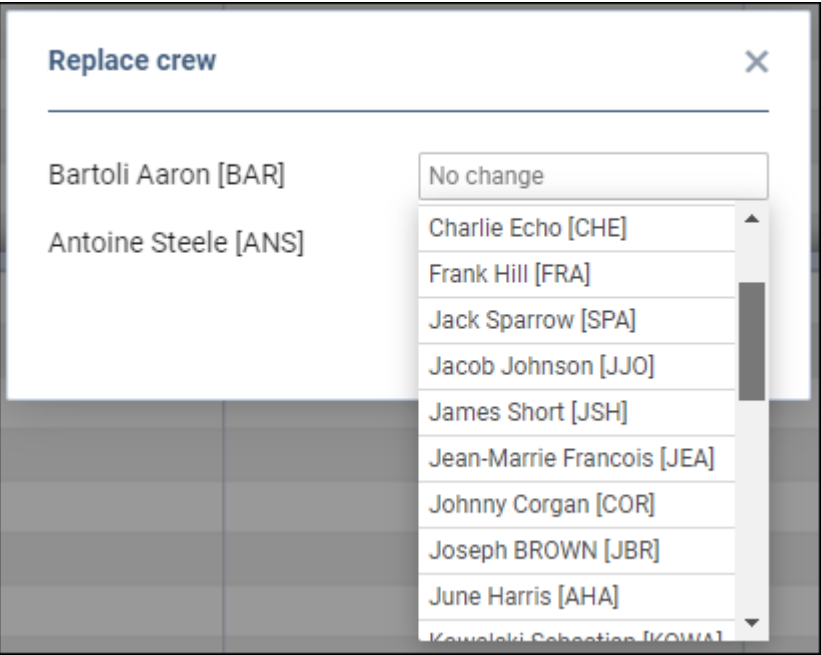
REMOVE TEMPORARY ASSIGNMENT >	11 MAY - 14 MAY
	17 MAY - 21 MAY

Replacing crew

To replace crew, mark a flight (or flights) and right-click with the mouse, then select 'REPLACE CREW' option.



Leon will show a pop-up screen with names & codes of assigned crew - click on a field next to it (showing 'No change') and a drop-down list of available crew will show. Leon shows only crew with **ratings** for the aircraft assigned to the selected flight.



Select crew and click 'SAVE' - a confirmation of replacing crew will show in top-right corner of the page.

Replace crew

Bartoli Aaron [BAR]

Andy Johnson [AN]

Antoine Steele [ANS]

Adam Garcia [AGA]

CANCEL

SAVE

Info

Crew replaced

30 Apr (Fri)

Freelancers contracts

User Edit

GENERAL

RATINGS

OTHER

ADMIN

Other

Do not fly with

Freelancer

Temporary Assignments

Aircraft*

Start date*

End date*

OPEN FULL EDIT

CANCEL

SAVE

Defining Freelancers contract dates

It is possible to define the default timeframes for the Freelancers contracts.

The process is as follow:

1. Go to 'Settings' > 'Users'

2. Edit a Freelancer pilot from the list of Users

3. Go to tab 'OTHER' and make sure that the 'Freelancer' tickbox is checked

4. Click on the '**NEW TEMPORARY ASSIGNMENT**' option

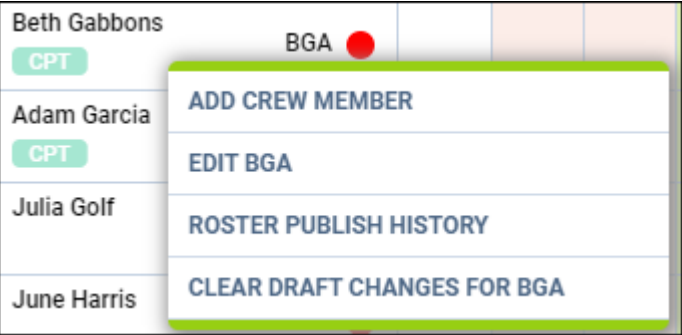
5. Insert the aircraft details and the timeframes, as per the screenshot on the right, and save changes

Once the details are defined, the freelance crew will appear in the 'Crew Calendar' view in a similar way to the provisionally assigned crew (as per below). The Calendar view has to be **grouped by 'Aircraft'** and the **'Show Freelance'** filter set to 'YES'.

A-BCDE (A319) EPWA		May 2021													
		01	02	03	04	05	06	07	08	09	10	11	12	13	14
Damian Cross	CRO	D	D	D	D	D	D	D			D	D	D	D	D
		▲✈	▲✈												
D-LEON (GLF4) EGSS		May 2021													
		01	02	03	04	05	06	07	08	09	10	11	12	13	14
Damian Cross	CRO CPT	D	D	D	D	D	D	D			D	D	D	D	D
		▲✈	▲✈												

Right-click options

There are additional options when right-clicking with the mouse over crew name.






- **ADD CREW MEMBER** - click to add a new crew account to Leon (contact details, passports, visas, ID card, ratings and more).
- **EDIT CREW** - click to edit a particular crew profile.
- **ROSTER PUBLISHING HISTORY** - click to view all roster publishing history: Leon will show all changes made along with date & time of the change and user's name who made the change.
- **CLEAR DRAFT CHANGES FOR CREW** - click to clear draft for selected crew.


Duty details



Activity Details

Once the crew is assigned to a **flight duty/option flight** aircraft icon will appear . In case of **option flight** in order for the  icon to appear, '**Show options**' option has to be switched to 'YES' in the three-dot filter.

If crew is assigned to a **simulator** the aircraft icon will display in blue - 

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**.

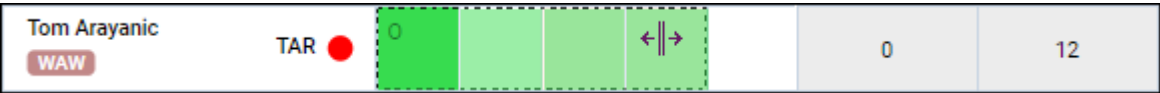
PASTE DUTIES
ADD POSITIONING
ADD SIMULATOR
ADD DUTY >
QUICK ADD DUTY >
CHANGES HISTORY

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

Cloning duties using resize feature

It is possible to clone duties in Crew Calendar by simply resizing the selected duty.

In order to do that, simply left-click on the duty until you see the 'resize' icon. Still holding the left key of the mouse, move it to the left/right and cover the calendar tiles to which the duty should be cloned. Once the mouse button is released the duty should clone to marked calendar tiles.



If the cloned duty overlaps already-existing duty, this duty will be overwritten with the new duty.

This feature works both in draft mode as well as in the actual mode.

Grouping crew by aircraft

Grouping crew by the aircraft is possible (apart from grouping by a position type).

In a section **Fleet**, edit an aircraft profile, go to a tab **Crew** and in a field **Preferred crew** choose crew members who have ratings on this particular type and can be assign to it.

Cockpit*

2

Cabin*

1

Rest Facility

None

Preferred crew

FRA Frank Hill

BGA Beth Gabbons

BAR Aaron Bartoli

JJO Jacob Johnson

AGA Adam Garcia

The selected crew members will show in the 'Crew Calendar' panel if in the 3-dot filter grouping is switched to **by Aircraft**.

TIMELINE		28 days Feb 1 – 28, 2021					← TODAY	
		01	02	03	04	05		
B-ARTI								
		01	02	03	04	05		
Adam Garcia	AGA							
CPT								
Aaron Bartoli	BAR							
Beth Gabbons	BGA							
CPT								
Frank Hill	FRA							
ADMIN								
Jacob Johnson	JJO							

Additionally to this option, you can also sort crew by 'Highest rank'.

FTL Violations

TIMELINE		31 days Aug 1 – 31, 2020						← TODAY →	
GROUND		01	02	03	04	05	06		
Julia Golf	GOL	STR A	STR A	STR A	D	D	D		
		▲	▲	▲	▲	▲	▲		

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

Day_Off_Violation

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 

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


Leon will show a warning icon for any **FTL Violation** (not only Days Off violation). The warning will get displayed with the icon  and will appear only on the day with the duty/flight assigned.

▲ ✈										▲ ✈
		0 ▲	0 ▲	0 ▲	0 ▲	STB 0 ▲				▲ ✈
		STB 0 ▲	STB 0 ▲	STB 0 ▲	STB 0 ▲	STB 0 ▲	STB 0 ▲			▲ ✈
▲ ✈				TR ▲	TR	TR	TR	TR		
			SIM ▲	SIM	SIM	SIM				
						STB 0 ▲				


When hovering the mouse over the FTL violation icon, Leon will show a little tooltip with the information

[illegible]

FTL details in Crew Calendar panel

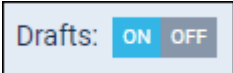
SB	SB	SB
		
FTL Violations		

Right-click with the mouse and on the list of options there will be FTL violations icon as well (next to FTL DETAILS section), to highlight the warning.

ACTIVITY DETAILS <small>(shortcut key d)</small>
ADD SIMULATOR
ADD POSITIONING
DELETE FROM DUTY
EDIT DUTY
ADD DUTY
QUICK ADD DUTY
ADD HOTEL
FTL DETAILS 
CHANGES HISTORY

After clicking FTL DETAILS, Leon will show details of the most important FTL regulations monitored by the application.

Dots in Drafts

We have added an option of showing **dots in drafts** (showing the information about the state of crew currency & endorsements). Once the drafts are switched to 'ON'  dots will still be available.

15 days
Feb 1 – 15, 2021

← TODAY →

UTC

Drafts: ON OFF

PUBLISH


	Feb 2021													
	01	02	03	04	05	06	07	08	09	10	11	12	13	14
HAA ●										D	D	D	D	D
ROD ●	D	D	D	D	D	XR	XR	XR	D	D				
PLC ●									D	D	D	D	D	D
SIK ●	D	D	D	D	D	D	D	D	D					
LUB ●														

Hover the mouse over the dot to view details.

90 days currency (3 take-offs and landings)	
BE40:Beechjet (days left to expire)	
Accumulated: 30 take-offs, 30 landings	63
Last day: 18-02-2021	
90 Endorsements days to expire	
VISA > RU	
Last day: 20-09-2021	276
FCL - Flight Crew Licence	
Last day: 01-12-2021	348

Options

Leon will now show in Crew Calendar flights with the status **Option**. It is possible to turn it on in 3-dot filter.



Sort by

Known as

Show Freelancers

Yes No

Show days off violations

Yes No

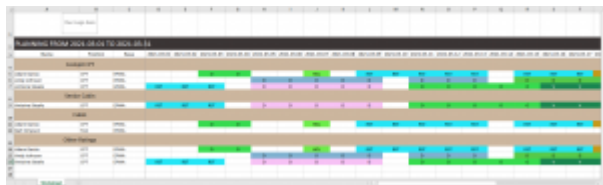
Show options

Yes No

Displaying options in the Crew Calendar will not be any different to confirmed flights, but if you right-click with the mouse and select 'Activity details', Leon will show an indication, that the flight has a status 'Option'.

Activities							
Flight No	STD	ADEP	ADES	STA	ACFT	SALES	TRIP NOTES
1324 (<i>Option</i>)	12:00	EPWA	LEMD	14:00	B-ARTI	-	-

Printing Crew Calendar



Excel file new layout



Specifying the time in the past before roster printing

It is possible to print the roster either as a Black&white or Colour version.

The colour version of the excel file to which the Calendar is printed includes only selected view including all the filters that were applied in the 'Crew Calendar'.

Only the duties are included in the export. Actual flights and positionings, marked with the aircraft and the bus icons, are not included in the export.

The 'Crew' part is fixed within the file and only the 'Duties' part will scroll (bottom scroll bar).

The "Colour (NEW)" version allows you to specify the time in the past, for which the state of the roster will be printed.

Printing Crew Roster state for a specific time in the past



Specifying the time in the past before roster printing

When generating a **color printout** of the roster in **Crew Calendar** it is possible to insert the date and hour, in order to specify the time in the past, for which the state of the roster will be printed. That date will appear as an **Effective Date** timestamp on the generated excel document.

Once you hit the print icon in the pop-up window you may insert the date and hour in 'hh:mm' format. It is not obligatory but once inserted, and **COLOR (NEW)** button is hit, the generated document will

show the state of the roster for the specified time in the past, and that time will be shown as 'Effective Date'.

The time inserted will appear as **UTC time**.

PLANNING FROM 2021-04-15 TO 2021-04-30		
EFFECTIVE DATE 2021-04-23 09:00 UTC		
Name	Position	Base
D-LEON (GULFSTREAM AEROSPACE, Gulfstream G450)		
Thomas Delta	CPT	EHAM

Please note that the Color version may be produced only for the time range of **1 month** per single export.

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Last update:

2021/06/01 16:36

