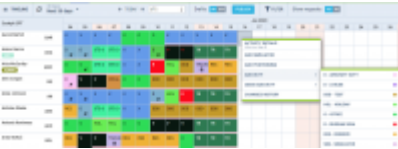


CREW CALENDAR

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 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 Timeline view.

It allows filtering crew by:

- **Crew members** - filtering by Crew Names
- **Crew labels** - filtering by labels assigned to Crew
- **Crew AOC** - AOC assigned to the Crew in the Ratings tab of the full user profile
- **Positions** - filtering by the positions on aircraft. It is possible to select multiple positions in which case, the filtering is based on **or** method
- **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
- **Aircraft AOC** - filtering by the AOC assigned to the aircraft in the 'FTL Settings' section
- **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

Timeline 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 (with arrows pointing to the bottom of the first three columns)


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 Timeline' 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.


Columns **DAYS OFF/DAYS ON**

It is now possible to manually select the start date of displaying values in columns **Days Off & Days On**.

01-01-2021  - 15-08-2021	
Days off	Days on
5	66
10	21
10	68

By default, Leon shows these values from the 1st of January of the current year. The end date is always the one selected in the main calendar (next to the refresh icon).

TIMELINE		15 days 01 Aug – 15 Aug		← TODAY →		UTC		Drafts: ON OFF		PUBLISH		SEND NOTIFICATIONS		FILTER		Requests: Yes No		
Cockpit CPT		Aug 2021															01-01-2021 - 15-08-2021	
		S 01	M 02	T 03	W 04	T 05	F 06	S 07	S 08	M 09	T 10	W 11	T 12	F 13	S 14	S 15	Days off	Days on
Andy Johnson	AN	✈	STB O	STB O	STB O	STB O	STB O		✈	TR	TR	TR	TR	TR	✈		5	66
Aaron Bartoli	BAR	D ✈		O	O	O	O	O		Visa	Visa	Visa	RST	RST			10	21
Thomas Delta	DEL	✈ ✈			DDD ✈	DDD	DDD	DDD	HOL	BD ✈	HOL	DDD ✈	DDD				10	68

To change the start date click the  icon and select a new date, from which Leon should show 'Days Off' & 'Days On' values.

The below screenshot shows a new start date changed from 01 JAN 2021 to 01 JUN 2021, hence values differ in comparison to the previous start date.

TIMELINE		17 days 15 Aug – 31 Aug		← TODAY →		UTC		Drafts: ON OFF		PUBLISH		SEND NOTIFICATIONS		FILTER		Requests: Yes No				
Cockpit CPT		Aug 2021															01-06-2021 – 31-08-2021			
		S 15	M 16	T 17	W 18	T 19	F 20	S 21	S 22	M 23	T 24	W 25	T 26	F 27	S 28	S 29	M 30	T 31	Days off	Days on
Andy Johnson	AN																		1	15
Aaron Bartoli	BAR																		9	15
Thomas Delta	DEL						X							PSN					3	62


Hover the mouse over either 'Days Off' or 'Days On' value to check details:

- 31-08-2021	
O - Office	3
TR - TRAVEL	1
D - A-BCDE	1
STB O - Standby Other	5
TR - Training	5
Activity without duties	7
Activity with duties	2
Annual days off limit: 3	

Days off	
HOL - Holiday	11
SICK - Sickness	8
X - Day Off	5
RST - Rest	2
empty	40
Annual days off limit: 3	

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 Homebase'

- **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

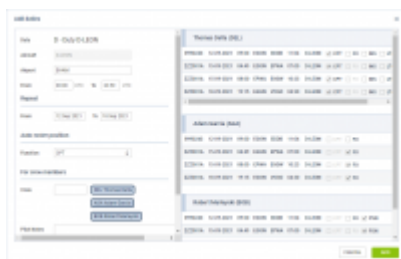
It is also possible to filter by 'User Base'.

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 ☒ **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.

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

Definition of NO ACFT

Name: NO ACFT

Type: Duty

AOC: ☐

Default times

All day: ☒

From: 00:00

To: 23:59

Aircraft:

Auto roster: ☒

Legend: TNA

Colour: TNA0000

Update Delete

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. Auto Roster feature is available only for the aircraft crew positions, which are set as default for the aircraft type used.

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.

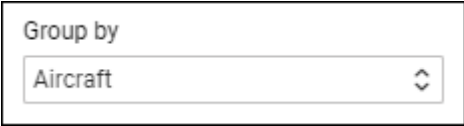
In a case where **Aircraft grouping** is selected, the aircraft tail will be filled in by default based on the group from which it got selected.

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.

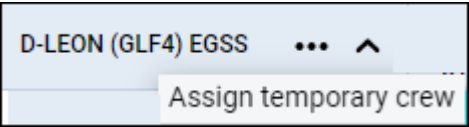
Once the aircraft is selected, Leon will show a list of possible flights on the given day or selected day-range period. If there are no flights in the OPS section Leon will show *There are no flights* message on the right side of the window. In the pop-up window, it is also possible to select other crew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

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.

24 Apr (Sat)

25 Apr

060012001800060012

ASSIGN CREW

(shortcut key a)

DELETE CREW

SORT BY LEG

(shortcut key s)

CREW DETAILS

(shortcut key d)

COPY CREW

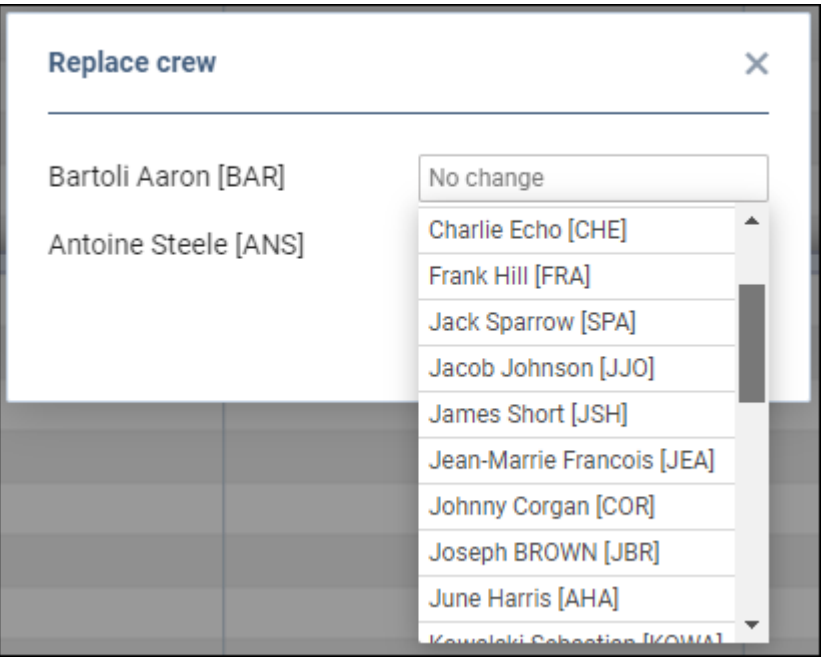
(shortcut key c)

PASTE CREW

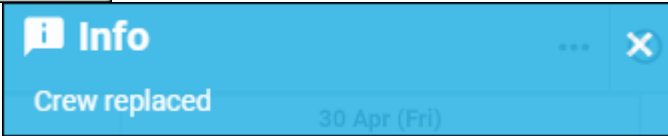
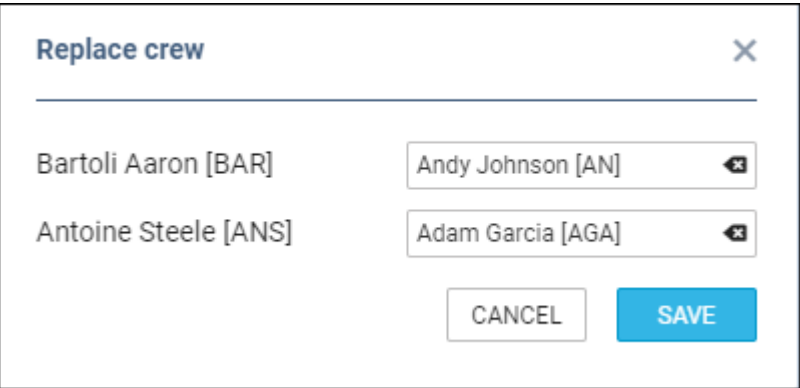
(shortcut key v)

REPLACE CREW

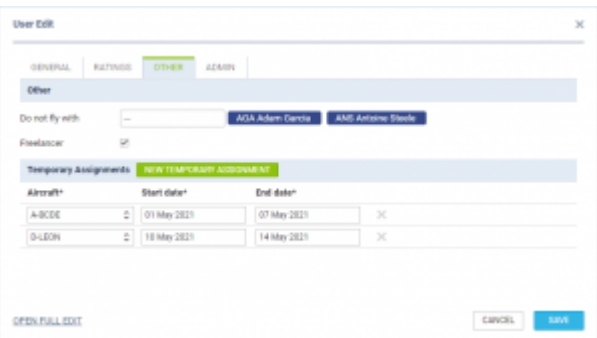
Leon will show a pop-up screen with names & codes of assigned crew - click on a field next to it (showing 'No change') and a drop-down list of available crew will show. Leon shows only crew with **ratings** for the aircraft assigned to the selected flight.



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



Freelancers contracts



Defining Freelancers contract dates

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

The process is as follow:

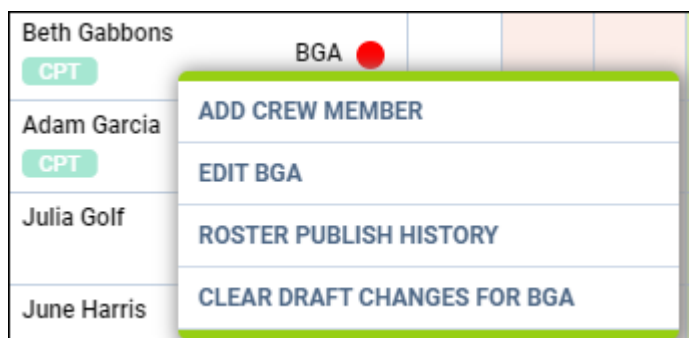
1. Go to 'Settings' > 'Users'
2. Edit a Freelancer pilot from the list of Users
3. Go to tab 'OTHER' and make sure that the 'Freelancer' tickbox is checked
4. Click on the '**NEW TEMPORARY ASSIGNMENT**' option
5. Insert the aircraft details and the timeframes, as per the screenshot on the right, and 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.

Definition of HOL

Name?*

Type?*

Vacation

Additional OFF?*

Legend?*

Colour?*

HOL

Off

☒

X

Holiday

6DED49

Update

Delete

Day off after vacation duty setup

It is now possible to automatically plan a day off after vacation.

Vacation is a duty type with the 'Vacation' checkbox ticked in the duty definition setup.

In order to schedule a day off after vacation, in the duty definition, you need to make sure that the **'Vacation' checkbox** is ticked, and the **'Additional OFF'** selected as per the screen on the right. 'Additional OFF' is a day off definition selected to follow the scheduled vacation period.

Once the definition is created, you can then schedule the vacation period either in the Crew Calendar or a Crew Timeline, and the additional day off will automatically be added, as per the definition (example below).

James Tango	EPWA CPT2	<div></div>	HOL	HOL	HOL	HOL	X
-------------	--------------	-------------	-----	-----	-----	-----	---

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*

Cabin*

Rest Facility

Preferred crew

2

1

None

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

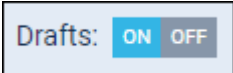
SB	SB	SB
		
FTL Violations		

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

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

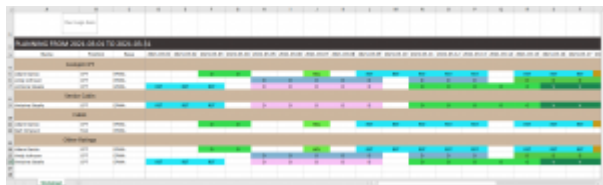
Show options

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



The screenshot shows an Excel spreadsheet with multiple columns and rows. The columns are labeled with dates and times, and the rows represent different crew members or duties. The data is color-coded, with green and yellow cells indicating specific duty periods.

Excel file new layout



The 'Print' dialog box has a title bar with a close button. It contains a 'Date (not required)' field with a date picker set to '23 Apr 2021' and a time field set to '09:00'. Below this, it says 'Select document version:' followed by two bullet points:

- Black & White version can be produced for the time range up to 3 months per single export.
- The Colour version may be produced for the time range of 1 month per single export.

 At the bottom, there are three buttons: 'BLACK & WHITE', 'COLOUR (OLD)', and 'COLOUR (NEW)'.

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



This is a duplicate of the 'Print' dialog box shown in the previous block. It includes the same date and time fields, version selection instructions, and buttons for 'BLACK & WHITE', 'COLOUR (OLD)', and 'COLOUR (NEW)'.

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:

2021/11/04 20:31

