CREW CALENDAR

Overview

-		1.4		-		1.0		1.0	1.0	1.0			1.0	
and the second	-			*	*		-	1		-		۰.	*	and the second se
-	-	1	۰.					1.	Г		•	•	P.	an and an an
-	-	E	۰.		-				F	-	7	-	-	
	-	۰.	1	۲.	-					-	-	-	-	and a second
	-	۰.	۰.					٠.				٠	1	10001010
10.00	-	н	۰.					-	-			-	-	
test desires	-			-	-			1	2	1	•	•	1	
	-	F	1		100	-	-	-	-					

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 **T**FILTER option at the top of the screen.

A PRIME IN	647.	**				And a second second second							•
1.010.001.010					100								
100					The surface			8					
1.011/10.015													
And in case					10.00								
						* 1		u					
And the second					1.000	COMPANY COMPANY COMPANY		н					٠
And a design of						Party of Party Party Party							
And Add						Sector Sectors							
					1000000	THE TAK FAR FAR FAR THE		U					
And the Party of t	-+					NAME AND THE OWN OWN OWN		8	H	h	n	n	h
STATISTICS.						THE REAL PROPERTY AND ADDRESS OF THE PARTY O							
ALC: NO			١.			BEAU BEAU							
and the second s					100000000	100							
-		r				-		8	ń	ń	ń	ń	ń
						[age1]							
-	-						-						

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	
х	х	х				
				Dra	ft	
TR	TR	TR				
TRAVEL	RES	RES				
R						

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.

Print	×
Select document version:	
 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. 	
BLACK & WHITE COLO	un i

Options in printing Crew Coster

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

Click on tion 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).

	15 days 01 Aug -	15 Aug	•	- TODA	Y →	UTC		\$	Drafts	ON (OFF	PUBLISH		SEND NO	DTIFICA	TIONS		Requests: Yes No
Cockpit CPT									Aug 202 ⁻	I							01-01-20	21 🇰 - 15-08-2021
COCKPILOPT		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 FO CPT	BAR 🔴	D X		0	0	0	0	0		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.

5/24

₩ TIMELINE	2 17 days 15 Aug -	31 Aug	- ←	- TODA	Y →	UTC		\$	Drafts	S: ON (DFF	PUBLISH		SEND N	OTIFICA	TIONS	T FIL	TER	Requests: Yes N	
Cookpit CPT										Aug 202	1								01-06-2021	∄ - 31-08-2021
COCKPILOFT	^	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 FO CPT	BAR 🔴				▲ .≭														9	15
Thomas Delta	DEL 🔴				×4		х							PSN İİ			AR		3	62

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

٢			1 - 31-08-2021
9	O - Office	3	Days on
1	TR - TRAVEL	1	
	D - A-BCDE	1	15
	STB O - Standby Other	5	
	TR - Training	5	15
	Activity without duties	7	
	Activity with duties	2	62
1	Annual days off limit: 3		

1	00 M 00 M 00	T 01	Days off
	HOL - Holiday	11	
	SICK - Sickness	8	1
	X - Day Off	5	
	RST - Rest	2	26
S	empty Annual days off limit: 3	40	3

3-dot filter

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

- Group by:
 - Aircraft (based on preferred crew) Leon will show crew per aircraft, based on the assignment of a particular tail (section Fleet, tab CREW > Preferred Crew);
 - $\circ\,$ Aircraft (based on ratings) Leon will show crew per aircraft, based on the rating of the 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

	P 161	-	۰.		-				-						-	-	-	Page 1		. 83									
	-	1										10	17	۰.					10				1				1.0	10.0	ALC: N
-							-	-	-	τ.		1			1	1	1	1			1	1			1	1		-	-
-						40																							
																												1	
-													-	-														-	
																												10.0	
1.000	-												17	۰.														Tax of	ALC: N
-							-	-	•	τ.		1				1	1			1	1	1		1	1	1			+
						40																							
																												10.00	
_																							 	. *				ing of	the second
1																													

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

Tele .	3-04/01308	Theme light (HE)
	1.00	THE ADDRESS OF THE REAL PROPERTY OF THE OWNER.
-	(Long)	They read in the set of the set of the set
-	The local section	Allow, more the day the late of the gave () - () as () a
Ingend		Annual Annual with last product and and a last and a last and a
1.00	[124:00] In [124:00]	Alexandra (Inc)
	-pades	search provide and then had not been (not () as
inter.	H 4	AND A DAMA AN AN AN PARTY AND AND AN
		prove the part and then pay had been core to be
		then we as an one on the contract of
-	(ALC ADDRESS OF A	Rev Network (1971)
	And Advanture of the	the other as in the set of the property of
1948		· STATE DATABASE AND AND AND AND AND AND AND AND AND AND

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 aircraft

It is now possible to **assign crew on positions to duties on aircraft**. When a crew member is assigned to a duty on aircraft, on a particular position, on a selected day - if a flight is 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 aircraft** in the section Settings > Duties Setup, which has been described in THIS MANUAL CHAPTER.

Once duties on 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				(shortcut key d)	D - G-LEON
	ECH			ADD SIMULATOR	D - M-LEON
Ethan Wilson	EWI			ADD POSITIONING	D SE COT
	Lini				D - SE-GOT
Frank Hill	FRA	x	х		D - D-LEON

-	3-04/04308	Thermal Settle (FIE.)
	1.005	PROFESSION AND THE REAL POINT AND ADDRESS OF THE OWNER.
-	page 1	The result on the particular and the second of
-		Lines, contact and then been been and the grow (or (or (or (or (or (or (or (
-	THERE IN THE R. L.	
and on	(H 4	
	elbel	
	(B. Branks)	
		1

Assigning crew to flights

The new pop-up window 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 fields.
- **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						
ACET	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	X
Name?*	NO ACFT
Type?*	Duty 👻
- Default times	
All day	
From*	00:00
To*	23:59
Aircraft ?	V
Auto roster ?	2
Legend ?	TNA
Colour?*	FF0000
Update	Delete

Duty setup page

In 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 a bigger fleet size as it saves creating many duties on each aircraft tail separately. For 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 aircraft crew positions, which are set as default for the aircraft type used.

in-	NO4011-Tel			1.00	- Denie (AD)						
	in the second se	4.1	- 1		11000011			-			
-	LAUR .		- 1	10	0.00001	-	 	1.28	0.01	2.81	
-	10.144										
-	10.0		- 1		manue (des)						
-	8.00		- 1		0.000			11.218	1.00		
-	1.0								0.00		
leader.	10		- 1								
	erben .		. 1								
-		a second									
_	G	Or many Second	- 1								
_			- 1								

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 a given day or selected dayrange period. If there are no flights in the OPS module, 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.

Crew auto-rostering by position type

It is now possible to auto-roster crew by the **position type**.

First step is defining position types in a section Aircraft Crew Positions

In a new column 'Position type' select appropriate position from the list:

Coc	kpit Cabin	Maintenance Gro	ound Po	sitioning
Choo	se currency:	USD 🗸		
Use	Regular Name	Operator Name	Default	Position type
✓	CPT	CPT	<	Captains 🗸
	CPT2	CPT2		Captains 🗸
	CPT3	CPT3		Captains
	CPT4	CPT4		Officers Inflight service personnel
	CPT5	CPT5		Flight attendants Senior flight attendants
✓	LTC	LTC		Captains 🗸
✓	FO	FO	<	Officers 🗸
✓	SP	SP		Officers 🗸

Once it's defined, when adding a **duty on aircraft** (pre-defined in a section Duties Setup of the

Settings panel.) Leon will show the **Function** based on crew **ratings**. So if a pilot has rating CPT, Leon will show by default 'Captains' and if a pilot has rating FO then by default will appear 'Officers'. If a pilot has both ratings CPT & FO, then both positions 'Captains' & 'Officers' will show. The same logic applies to cabin crew.

Duty	D - BARTI	
Aircraft	B-ARTI	
Airport	Captains	-
	Officers	
From	CPT	
Repeat	FO	
	CPT2	
From	ZFTT	
	CPT3	
Auto roster p	FO3	
	- INS	-
Function	Captains	\$

It is still possible to select a particular crew position, such as CPT or FO, and it will work as before.

The example below shows how this works if **3** pilots are assigned, when the position type 'Captains' is selected.

From	13 Dec 2021	To 19 Dec 2021
Auto roster	position	
Function	Captains	\$
For crew me	embers	
Crew		BAR Aaron Bartoli
		DEL Thomas Delta
		WHE Darek Wheel

When a flight is added in the time-range selected (13-19 DEC), all 3 pilots are assigned to the flight automatically.

MA	MAN B-ARTI 12:00z WAW - GVA 14:30z									
L.	COP	Y CREW	+ ADD POSITION	PIC: WHE		>				
CKLIS	Func	Code	Name			Ô				
CHE	CPT	BAR	Aaron Bartoli	۷	\mathbf{Z}					
-	CPT2	DEL	Thomas Delta	۷	2					
LIGH	LTC	WHE	Darek Wheel	۷	\mathbf{Z}					
	FO				\mathbf{Z}					
RIP	FA1				\mathbf{Z}					
			SELECT ALL	×						
EW										
Б	> F	TL CALCU	LATIONS							

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 assign crew provisionally.

Group by	
Aircraft	\$
	 it is possible to

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



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

Start of assigment	01 May 2021	End of assigment	15 May 2021
Crew member	BAR Bartoli Aaron		

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 (GLEA) EGSS									May 2021	l i
D-22011 (0214) 2000		01	02	03	04	05	06	07	08	09
Adam Garcia	AGA 🔴									
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 should be 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.

Replace crew	×
Bartoli Aaron [BAR]	No change
Antoine Steele [ANS]	Charlie Echo [CHE]
	Frank Hill [FRA]
	Jack Sparrow [SPA]
	Jacob Johnson [JJ0]
	James Short [JSH]
	Jean-Marrie Francois [JEA]
	Johnny Corgan [COR]
	Joseph BROWN [JBR]
	June Harris [AHA]
	Kowolski Sebestien [KOWA]

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	
	Crew replaced	Apr (Fri)

Freelancers contracts

College 1				
Uniter				
to not fly with		AGA Adem Dende A	INS Antoine Steele	
heelancer	8			
Temporary Assignment	Mis NEW TEMPORARY AD	CD CIVILIA T		
Aircraft+	Start date*	End date*		
ARCER	© 01 May 2821	07 May 2821	ж	
0-LEON	© 18 May 2821	14 May 2021	ж	

Leonsoftware Wiki - https://wiki.leonsoftware.com/

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'.

									May 2	021					
A-BODE (AST) EFWA		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
DJ FON (GLEA) FGSS									May 2	021					
D-22014 (0214) 2000		01	02	03	04	05	06	07	08	09	10	11	12	13	14
Damian Cross	CRO CPT	D A X	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

2024/05/06 06:30

Artoine Storie (AMS), 85-86-3000, Activite Details X	
Duty	
Bary D. CullOA Ince Bild In 2018 Hours: (PMA NOR	
Counters 2020 (11.2): 1 a 34 (r/ Market Digential (Naid))	
Empirel	
There is no separat on this sign	
Adultes	
Figerio 015 ADP ADS 01A ADT SAUS THPACTS	
80123 Divid BPAN 8008 Divid Divid	
54400,	
Activity Dotails	
Once the crew is assigned to a option flight in order for the YES' in the three-dot filter.	a flight duty/option flight aircraft icon will appear . In case of icon to appear, 'Show options' option has to be switched to
If crew is assigned to a simul	ator the aircraft icon will display in blue -
Assigned positioning appears	as bus icon in the calendar. Multiple activities can be assigned on

Multiple duties in one day

duties assigned, requests and flights are listed.



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.

day cell and select Activity Details. This opens up a pop-up window in which all activities including

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.

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.

Day off after Vacation

Definition of HOL	X
Name ?	HOL
Type ?*	Off 🗸
Vacation	
Additional OFF ?	X ¥
Legend ?	Holiday
Colour ?*	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 OPT2	HOL	HOL	HOL	HOL	х
-----------------------	-----	-----	-----	-----	---

Grouping crew by aircraft

It is possible to group the crew by aircraft in the following ways:

- Aircraft (based on preferred crew)
- Aircraft (based on ratings)

Aircraft (based on preferred crew)

In a section **Fleet**, edit aircraft profile, go to the 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**.

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

# TIMELINE	28 days Feb 1 -	28, 202	1 -		÷	- TODA
		01	02	03	04	05
B-ARTI						
PANT		01	02	03	04	05
Adam Garcia	AGA 🔴					
Aaron Bartoli	BAR 🔴					
Beth Gabbons	BGA 🔴					
Frank Hill ADMIN	FRA 🔴					
Jacob Johnson	JJO 🔴					

	10,000	-										
-			-	-	10	1	100	10	ARADA			
100	-									-		
			-	-	10		-		ingent.			
	2.	1		94		91		91	140	10.00	N (1.000)	
									Adventer	and the		
									Austin	Paratest	en 1	
									And then the	mian		
									0.00		EQUIPER 1	
									Tactana .			
									Frank Role			

									The second second	-	1	

Masking duties on other aircraft

With this sort of roster grouping display, it is also possible to use function **Mask duty on other aircraft**, which allows the crew planner choose how the crew members, who are assigned to more than one tail in the fleet section, should be displayed in the roster on other tails when the **On Aircraft** duty is assigned to one of them.

So, for example, if a crew member is On Aircraft duty on tail X in a given day, the planner can choose to show the crew on tail Y as OFF Duty on the same date.

In Crew Calendar the actual and the masked duty will show simultaneously during the selected period of time on multiple aircraft tails. The actual duty will allow to display **Activity details** while the masked one will have the Activity details greyed out.

The crew will see the actual duty they are assigned to in the roster.

FTL Violations



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	

The Days off violation is indicated by the red exclamation mark $^{lacksymbol{A}}$

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



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.



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

101-1110	9051	1997	FR, DEDURTOR Summer	F2	-Vice 17	-
Report Tel	State.	havitt		Exect.	And	
	Res Calls Silve		Ind behaviory C	100 125	245.25	
			Maintockrista		10.154	
1000	A DALEY DAMA TITLE (1994)	10.000	Tighting Parket ()	nar lin	in Ope	. *
	Sec. Londo	COMP.	link .		0.284	
			fied after skip	mm 10x	-0+em)	-
			Hel LDBT O		10.00	
			Comutative Subj			
			2-singer	10.00	de Cline	
			141000	141101	64 CDH	-
			18 mars	nav tide	to Jan	-
			Growthe	na-2004	225-214	. *
			Karp, 'night'/ Late main			
			0.10-010114-0w	1411		-
			Completion Direct.			
			19-14-4	14.101	0.050	
			ND steen.	max Dis	10x aller	
			1.66	14/102	489.2011	-
			1210454	14/1005	484 (1011	-
			Consultative Days (UT)			
			stage in all searchs	min 7		
			parenter 1 months	-1		×
			Last Informati	10.00	de la fere	-
			Tanha uniti	11 Dei 2020	1 10 90 1	
			Panotset justified	11000 2020		
			FDF-relievalues			
			7. dago	mari i		

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 (shortcut key d)
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.	

Drafts: ON OFF

15 days Feb 1 -	15, 202	1 *		÷	- TODA	Y →	UTC		٥	Drafts:	ON OF	Ŧ	PUBLISH	
		Feb 2021												
	01	02	03	04	05	06	07	08	09	10	11	12	13	
наа 😑										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 Last day: 18-02-2021	63				
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	
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 rightclick 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 (Option)	12:00	EPWA	LEMD	14:00	B-ARTI	-	-

Printing Crew Calendar



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.

From: https://wiki.leonsoftware.com/ - Leonsoftware Wiki

Permanent link: https://wiki.leonsoftware.com/leon/crew-calendar?rev=1639761368



Last update: 2021/12/17 17:16