

# Crew

This panel allows you to add crew to the flight, add missing crew positions, check FTL calculations and verify crew passport's data.

The tab CREW is divided into 3 parts:

- **Positions**
- **FTL Calculations**
- **Passports**





Each part has a **status dot** on the right hand side. If the dot is red in either part, it means that the passport can be invalid or missing (Passport part), or there is FTL violation (FTL part). The dot by the Crew name is a representative of the two other dots. If either of them is red, the dot by the Crew name will turn red as well.

## Adding new crew to Leon

### Adding new crew to Leon

### Assigning tags to crew

Adding new crew to Leon can be done from a tab **CREW** by clicking the icon  placed right next to crew names.

CPT	TAR	Tom Arayanic		
FO	DEL	Thomas Delta		


In an User Edit screen you need to insert a few mandatory details, such as: Name, Surname, Code, Permission group, Login and Sex. All other details are optional.

You can also add **passport** details from this screen (1 or more) and attach a scan or number of scans.

Separate tab **Ratings** allows to add appropriate aircraft positions to each new crew.

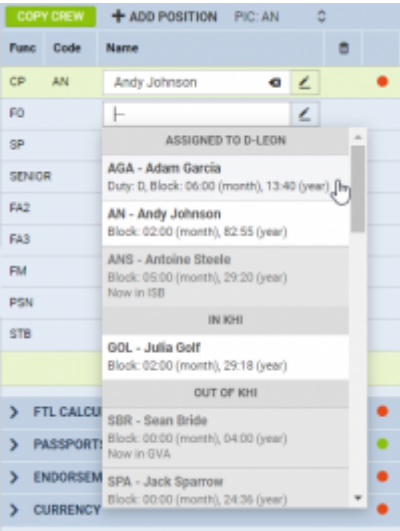
The alternative ways of adding new crew to Leon are explained in [Users](#) chapter.

**CREW TAGS**

You can add **Tags** to your crew by editing their profile in the right-hand filter, tab CREW (click icon ). Here, when clicking on the field **Labels** you can select one - as long as labels have been defined in a section [Phonebook](#).

It is possible to add multiple labels and they can also be removed. Tags appear in a section OPS, in a column 'Tags', next to the right-hand filter.

**Assigning crew to flights**

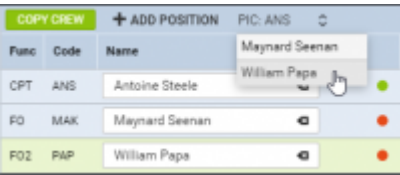


Crew assigning

If you click on any crew member's code in the Flights List Leon will open a tab **CREW** in the right-hand filter.

The tab shows all assigned crew along with not assigned positions (they can be defined in section [Admin > Functions](#)). It is possible to add missing crew positions by clicking **+ ADD POSITION**.

The crew part of the tab shows the position (CPT, FO, FA1, etc...), crew code (added in crew profile), the name.



An option to re-assign PIC position on the aircraft

To add a crew member simply click on the field and Leon will open a drop-down box with the available crew. On top, there are crew members assigned to an aircraft in the 'CREW' tab in the Settings > Fleet. Below, the crew at homebase, and below that (on a darker background) you can find crew out

of homebase.

The information on the crew-belt contains (apart from crew code & name) current duty that the crew is assigned to in Crew Duties, monthly and yearly block time done so far by the crew.

In this section, you can also choose Pilot in Command (PIC). To do it simply click on PIC information. Leon will display other available assigned cockpit crew. Choose one of the pilots and click 'SAVE' to apply changes. Once PIC is selected, one will also be displayed in the **COM** column in the TABLE section of OPS.

When you remove a pilot flying as a PIC from the cockpit crew, Leon will switch the PIC code to the next highest rating, as per below:

- If **CPT** is assigned to a flight - **CPT = PIC**
- If only **FO** is assigne to a flight - **FO = PIC**
- If **CPT** is assigned to a flight on which **FO** was a **PIC** - - **CPT** replaces FO as a **PIC**

If a crew member has assigned an **OFF** duty in the roster (day off, holiday, sickness), Leon shows duty in name in red (tab CREW, when selecting crew member).

CPT	bar
FO	BAR - Bartoli Aaron
FA1	Duty: V, Block: 00:00 (month), 18:05 (year) Now in LTN

But even if the crew planner has assigned a crew member to the flight, who had already OFF duty added to the roster, Leon will highlight the crew code in yellow - as long as the **Caution** 'Planned crew on Off duty' is switched on in the 3-dots filter (top-right corner of the application).

Cautions:  
Off duty assigned in the roster

COPY TO CLIPBOARD

-	B-ARTI	BAR	03-2020/28	FERR
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Copying crew



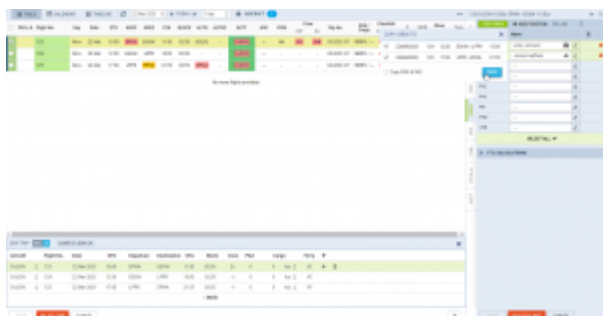
Automatic crew copying for multiple-leg trip

When you add a multiple-leg trip to Leon from a section OPS > TABLE you don't have to add the same crew members by clicking one leg by one and selecting crew in a right-hand filter (tab CREW).

Right now Leon will automatically **copy crew** inserted to the 1st leg to the other legs, as long as the trip is on the **same aircraft type**.

On the attached screenshot you can see that all crew members were added only to the first leg. The the other 3 legs were added and once the trip was saved Leon displayed the same crew for all 3 legs.

This option also works if you add a single leg with crew, save it and then after some time add more legs to that trip - Leon would also copy crew from the 1st leg to the other ones.



### Copy Crew Functionality

It is also possible to copy crew to the number of legs within one trip **manually** by using a button **Copy crew** (tab CREW, right next to 'Add position').

In order for this function to work properly certain conditions have to be met:

- **EDIT TRIP in bottom panel** - firstly you have to edit the trip. If the trip is not edited, upon clicking on 'Copy Crew' button you will receive the following message: "Only active in trip mode. Please click 'Edit Trip' in the bottom panel".
- **Aircraft type** - at least one other leg has to have the same aircraft type as the edited leg. Leon will not allow you to copy crew to a leg with a different type assigned. It is possible to assign different aircraft type to one leg, however, they will not be suggested when copying crew.

You can still check FTL calculations before saving as Leon will recalculate FDP and duty times during the process.

**When copying crew to the other sectors, Leon will omit crew on positions PSN & PAD by default unless 'Copy PSN & PAD' checkbox is ticked.**

### 'Do not fly with' list

A tab **Other** allows to select crew members with whom the edited crew member **should not** fly with (for whatever reasons). Click on the field and select person/persons from the list.

Once it is saved, when a crew planner has assigned crew with someone from a **restricted list**, Leon

will show a caution (crew code highlighted in yellow) - as long as in the 3-dot filter (section 'Cautions') a checkbox 'Do not fly with' is marked.

Bartoli Aaron - BAR

WorkPhone

0044 3422 2344

PrivatePhone

123456789

Email

[bkaminski@leonsoftware.com](mailto:bkaminski@leonsoftware.com)

> Currency or Endorsements:

Crew member BAR is being assigned with another crew member from a restricted list.

FTL CALCULATIONS

FTL CALCULATIONS

Possible rest

07:00 07:00 EHAW EHAW 16:00 16:00

07:00 08:00 LFPS EROW 08:00 08:00

Available rest

07:00 07:00 EHAW EHAW 16:00 16:00

Rest 16h

FTL Calculation Summary

Minimum rest outside home base is 10:30. This rest is extended to 14:45 based on the length of the previous duty. Due to time zone difference, it is further increased to 14:50.

Actual

9h 10m

212h 50m

144h 20m

Rest after duty

min 34h 20m

15h

Next EOBT

April 28th 00:20

FTL explanation when hovering the mouse over the value

The section **FTL CALCULATIONS** shows actual FTL data for assigned crew members, as well as their limits. The section is divided into 2 parts:

1. Duty & FDP sectors, where you can see **Report On**, **Schedule** and **Report Off** values. This part can be edited to manually adjust reporting times, to apply a break (if possible) or to use FDP Extension.

2. FTL Calculation Summary, where Leon shows details such as: Rest before duty, FDP, Duty, Rest after duty, Next EOBT plus cumulative duty, cumulative days off, number of FDP extensions used, etc...

Any FTL violation results in crew details turning red. A red 'X' also shows right next to the exceeded value.

CPT	DEL	Thomas Delta	07:00	11:00
FO	YAN	Edward Yankee	07:00	11:00

Leon also calculates FTL's on non-confirmed flights (Options). These are virtual FTL calculations for selected Option and taking into consideration confirmed flights and duties only. No other Options are included in the calculations.

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

Calculations on confirmed flights do not take Options into consideration.

### Changing reporting times to a single crew

To change reporting times - **Reporting On** and **Reporting Off** - for a particular crew member:, click on the crew code and the tab CREW will open in the right-hand filter. Right below the crew code there is **FTL CALCULATIONS** panel - click on it to open FTL details section.

Leon shows **Report On** right below **AUTO**. To manually change it click on **M** icon and adjust it. If necessary do the same with **Report Off** time.

FTL CALCULATIONS

Duty & FDP Sectors

Report On	Schedule	Report Off
	Rest 6h 10m	
AUTO <div>A M</div>	✈ 07:40 KJFK EPWA 23:55	AUTO <div>A M</div>
	Rest 60h 5m	

AUTO reporting times

FTL CALCULATIONS

Duty & FDP Sectors

Report On	Schedule	Report Off
	Rest 6h 10m	
07:40 <div>A M</div>	✈ 07:40 KJFK EPWA 23:55	00:25 <div>A M</div>
	Rest 10h 50m	

Manually changed reporting times

### Changing reporting times for all crew

BART-B-ARTI 10 00Z LTN - WAW 12:45Z

FLIGHT CHECKLIST

Func	Code	Name
CPT	JDA	John Davis
FO	BAT	Steven Boferrant
FAI		
PSN		

SELECT ALL

FTL CALCULATIONS


Duty & FDP Sectors

Report On	Schedule	Report Off
05:00 <div>A M</div>	✈ 10:00 LTN WAW 12:45	13:15 <div>A M</div>

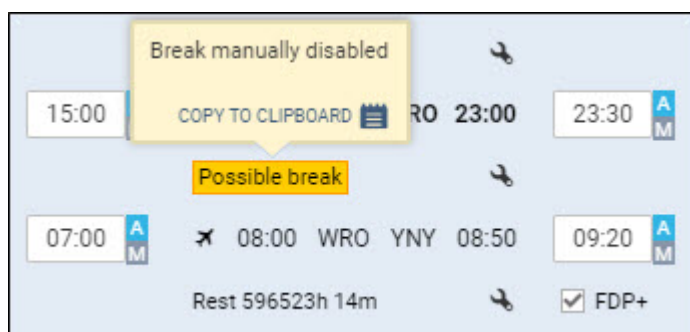
Changing reporting times to all crew in a tab CREW

To change reporting times (**Report On/Report Off**) to **all crew** from default values to the manual value, go to the right-hand filter, tab CREW and click a link **SELECT ALL**. Here open a section **FTL CALCULATIONS** and click a button **EDIT**, then add new reporting times, which will apply to all crew.

Once new reporting times have applied, if you add a new crew member to the trip, he will have those new reporting times assigned.

Using an option of manual split/merge defining by clicking the icon  is not possible in a 'SELECT ALL' panel - it is possible ONLY when editing a single crew reporting times.

Any **manual change** in FTL Calculations section is highlighted in yellow (see example below). If you hover the mouse over highlighted part, Leon will show an information what has been changed.



Leon will not allow to add new reporting times to all crew if default reporting times had already been changed manually to a single crew member, or, if within the same trip number of sectors crew have been assigned is different

## Connecting and disconnecting sectors in FDP

Func	Code	Name	
CPT	BAR	Bartoli Aaron	
FO	STA	Christian Stansfield	
FA1	BGA	Beth Gabbons	
PSN			

**FTL CALCULATIONS**

Report On: Schedule Report Off

Rest 6h 10m

AUTO ✕ 07:40 KJFK EPWA 23:55 00:25

Possible rest

11:15 12:00 EGLL EGSS

Possible rest

08:00 08:00 EPWR EPWR 12:00 12:00

08:00 ✕ 09:00 EPWR EPWA 10:05 AUTO

Break 10:20 - 13:05


AUTO ✕ 13:20 EPWA UUUW 15:50 16:20


16:30 ✕ 18:00 UUUW LPPR 02:00 AUTO

Rest 100h 30m

New functionality within FTL Calculations

It is possible now to connect and disconnect FDP sectors.

This functionality is located in FTL Calculations section in tab CREW. Here, you can see  icon. When you click on this icon following options will appear, depending on the location of the icon:

- **Join previous** - previous FDP is connected to the current one regardless of the break between the sectors.
- **Join next** - next FDP is connected to the current one regardless of the break between the sectors.
- **Disconnect** - this option applies only when there is **Break** scheduled or option for **Possible rest**
- **Apply default** - reverses changes to initial situation. You have to click on the same  icon.

In order to divide **Split Duty** or **Possible rest** into 2 separate duties you need to use 'Disconnect' function. This function is only available if the difference between STA of the sector before break and STD of the sector after the break is 06:01h or more. If JL is entered, Leon calculates from BLON of the prior sector to BLOFF of the following sector after the break.

**Changes made using this function are automatically saved in the database. This will reflect in FTL sheet report as well as in TABLE section upon refreshing the view or clicking SEARCH in left-hand filter**

## Manual switch for FDP extension



Report On	Schedule	Report Off
Rest 833h		
11:00	✗ 12:00 EPWA EGCC 14:50	15:20
14:00	✗ 15:00 EGCC UUWW 19:05	19:35
20:00	✗ 21:00 UUWW LFMN 00:15	00:45
Rest 596523h 14m		
FDP+		

FTL Calculation Summary		
	Limit	Actual
Rest before duty	min 12h	833h
Flight Duty Period	max 13h 30m	13h 15m
Duty	-	13h 45m
Rest after duty	min 15h 45m	596523h 14m
Next EOBT		October 31st, 17:30

Applying FDP+ extension to crew

We have added a possibility of manually switching off and on the **FDP extension**.

This option is located in the tab CREW in the 'Duty & FDP Sectors' of 'FTL Calculations'.

The **FDP+** checkbox is displayed when FDP extension rules apply. If extension requires planning, 'FDP+' will only display when extension has been planned.

To activate the checkbox simply click on 'EDIT' button in the 'FTL Calculations' section.

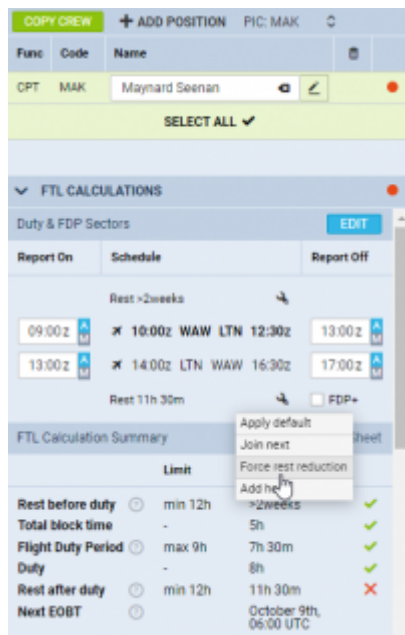
The way the 'FDP+' checkbox works is very simple:

- **FDP+ ticked** - extension applies and is included in the FDP extension limits.
- **FDP+ unticked** - extension is disabled.

Hovering the mouse over the 'FDP+' will inform you of the current status of the FDP extension.

Using 'FDP+' automatically recalculates **Max FDP** Limit and does not require saving.

## Manual Rest reduction




Applying manual rest reduction

There are 2 modes of rest reduction currently available in Leon:

- **Auto** - rest reduction applied automatically depending on the FTL settings and calculations
- **Manual** - new mode allowing to decide whether the reduction should be applied or not. In this mode, the rest reduction is not applied by default

**Manual Rest reduction** can be enabled in Settings > Flight editing by ticking '**Require manual enabling of rest reduction**' checkbox.

Once the checkbox is ticked, rest reduction does not apply automatically to the newly added flights. Instead, the Operator is switched from the 'auto mode' to the 'manual mode' and rest reduction is disabled by default.

In order to apply the rest reduction, you need to edit crew **Duty&FDP sectors'** subsection in the tab CREW > FTL CALCULATIONS (OPS view). Click on the  icon depending on the place you'd like to apply the reduction to and choose one of the following:

- **Force rest reduction** - available in manual mode and clicking on it applies rest reduction
- **Disable rest reduction** - available both in manual mode as well as the auto mode. Available only if the rest reduction has been applied
- **Restore rest reduction** - available only in auto mode and only after the rest reduction has been previously disabled

**Manual rest reduction functionality will only apply to the flights added after the option has been activated.**

## 'Add hotel' option in 'FTL Calculations'

This functionality applies to the Operators which have below regulation included in OM-7 regarding **Rest at Home Base**:


*Minimum rest period away from home base during a rotation which includes a rest period at a crew member's home base may be applied only if the crew member does not rest at his/her residence, or temporary accommodation, because the Airline provides suitable accommodation. This type of roster is known as "back-to-back operation".*



Add hotel option

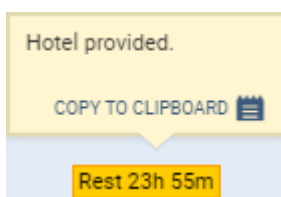
It is now possible to mark if the hotel (read: suitable accommodation) was used during the crew rest at Home Base. This will then **equal** rest period at Home Base to the one outside Home Base.

Applying it is quite easy:

1. In a tab CREW > FTL Calculations section click on **EDIT**
2. Click on  icon after the last sector of the FDP.
3. Choose 'Add hotel' option from the dropdown menu.

'Add hotel' will recalculate the rest at Home Base and equal the minimum required to the value of min rest required outside Home Base, subject to preceding duty being shorter than min rest at Home Base.

After it is applied, the Rest figure in 'Duty & FDP Sectors' will be highlighted yellow and 'Hotel provided' information will display upon hovering the mouse.



Below are **2 examples** of calculations including 'Add hotel' function:

### Example 1.

- **Minimum rest at Home Base** is 12h or as long as the previous duty.
- **Crew Duty** ending at Home Base equals to 14h30min.
- Considering above, the required length of the rest after this duty is 14h30min.
- Adding hotel **will not reduce** minimum rest required at Home Base because it is longer than 12h.

FTL CALCULATIONS

09:00 ✕ 10:00 EGGW EPWA 12:35 12:50

Break 12:50 - 17:15

17:15 ✕ 17:30 EPWA EGGW 20:00 20:30

Rest 11h 55m

FTL Calculation Summary

View FTL Sheet

	Limit	Actual	
Rest before duty	min 12h	44h 20m	✓
Flight Duty Period	max 15h 12m	6h 35m	✓
Duty	-	11h 30m	✓
Rest after duty	min 11h 30m	11h 55m	✓
Next EOBT		January 11th, 09:00	

'Add Hotel' reducing minimum required rest

Example 2.

- **Minimum rest at Home Base** is 12h or as long as the previous duty.
- **Minimum rest outside Home Base** is 10h or as long as the previous duty.
- **Crew Duty** ending at Home Base equals to 11h30min and **rest after** this duty equals to 11h55min
- Considering above, the required length of the rest after this duty is shorter than minimum rest required at Home Base (12h) and causes Rest violation.
- Adding hotel **will reduce** minimum rest required at Home Base to 10h (to equal min outside Home Base) but then it will extend it to 11h30min based on the length of the previous duty.

PASSPORTS

COPY CREW + ADD POSITION PIC: DEL


Func	Code	Name		
CPT	DEL	Thomas Delta		
CPT2				
PO	TAN	James Tango		
PA1				
PA0				
SELECT ALL				
FTL CALCULATIONS				
TRAVEL DOCUMENTS				
Country	No	Expires	Files	
GBR	GBR352545	21/01/2025	1 file	
AUS	AUS24244	16/12/2023	1 file	
ENDORSEMENTS				
CURRENCY				


Crew passports - an option to select a different passport for departure & arrival

By editing the crew profile you can add **passports** to his/her profile. In a column 'Default' you can mark which passport should be used as **default**.

In a tab CREW, section 'Passports', it is possible to select a **different passport for departure & different for arrival**. Selected passports will appear on the **Crew Tripsheet** document (as long as in Documents Manager it is properly set up) and on the **Handling Requests** sheet.

Default passport is displayed automatically. By clicking the + icon you can select another passport,

which should be used for arrival, or you can use the  icon to remove the default passport for departure and change the order.

If the passport is **expired** the expiry date, as well as the status dot, will both turn red. You can add a new passport, edit and amend passport details by clicking on the  icon. Here you can also add scans to the relevant passport as well as edit some of the person's information such as Favourite, dislikes, and Important information. You can also add and remove Labels.







If the passport is set as **unavailable**, the status dot will be red, and the expiry date will be N/A. The tooltip of the status dot will show you the explanation, that the selected passport is currently unavailable.

It is possible to upload **multiple scans/files** to the passenger's passport section. If the scans are uploaded, the link to the scan will appear in the **Files** column in the 'TRAVEL DOCUMENT' details.

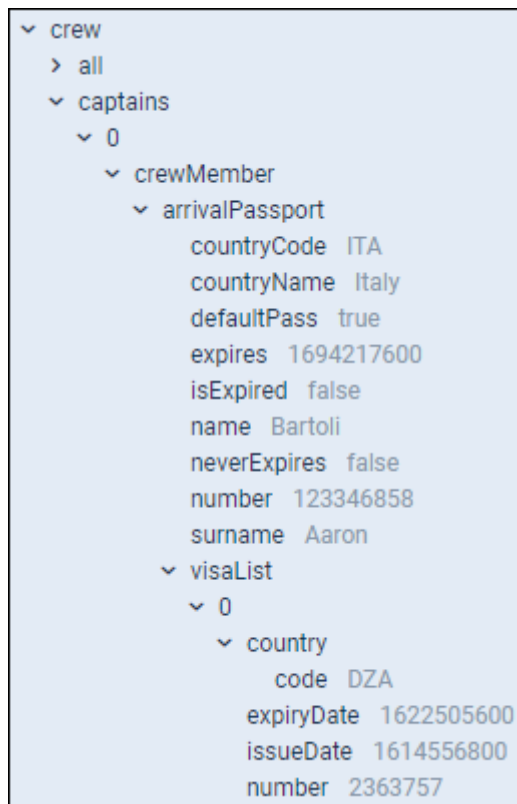
## VISAS

To add a visa for the crew, edit crew profile, click a button **NEW VISA** and add visa's details:

1. **Passport** - select a passport to which a new visa should be added
2. **Country** - select a country which concerns the visa
3. **No.** - insert visa's number
4. **Number of entries**
5. **Max number of entries**
6. **Date of issue** - insert visa's date of issue
7. **Expiry date** - add visa's expiry date
8. **Visa scan** - option to upload files
9. **Notes** - possibility to insert additional notes

VISAS <b>NEW VISA</b>									
Passport*	Country*	No.*	Number of entries	Max number of entries	Date of issue	Expiry date	Visa scan	Notes	
GBR UK4444232 ↕	RUS	RUS2554	2	5	01 Feb 2021 	30 Apr 2021 	1 file  UPLOAD FILES	+	
AUS AS11157 ↕	EGY	EGY	1	6	08 Jan 2021 	30 Jun 2021 	1 file  UPLOAD FILES	+	

Adding details of visas to OPS documents (Trip Sheet and Gendec), can be obtained from [Documents Manager](#) panel, by using items under **visaList**.



## CERTIFICATES

Name	Expires
Required for dispatch	
MED	Not issued
Licence Private	Not issued
Visa	14/12/2022
OPC	23/02/2023
Medical Class 2	31/07/2023
US Licence	31/08/2023
Radio licence	31/03/2025
Licence	30/04/2025
Other	

Crew endorsements details in a tab CREW

This section shows all **certificates** of the selected crew member with certificates **names** and **expiry dates**. The panel is divided into 2 sections:

1. **Required for dispatch** - all certificates with marked checkbox 'Warn if expired when adding a flight' in a section Settings > Crew Endorsements. The dot color shows the state of the validity of these endorsements.
2. **Other** - all certificates without a checkbox 'Warn if expired when adding a flight' marked - their expiration does not affect the color of the dot.

Leon will highlight a crew code in red in OPS if there are any expired certificates required for dispatch - hover the mouse over a crew code to see details.

Bartoli Aaron (DISPATCHER, MANAGEMENT)

> Currency or Endorsements:

Expired

Warnings:

BAR Bartoli Aaron has expired endorsements:

Safety (expired 31-07-2018)

The staple icon shows if a certificate has a file attached. For more information regarding Crew Endorsements check [THIS CHAPTER](#).

## AIRPORT RECENCY AND FAMILIARIZATION

This section shows the validity of the 'Airport recency' and 'Online familiarization' requirements for the airports included in the Schedule.

AIRPORT RECENCY & FAMILIARIZATION	
Name	Expires
EPWA Airport Recency	 Not issued
EPWA Online Familiarization	31/10/2023
EPWR Online Familiarization	14/09/2023

'Airport recency and familiarization' section

The section is divided into 2 columns:

- **Name** - Name of the training required including the airport code
- **Expires** - validity date and status

The **status** is indicated by the color in the 'Expires' column:

- **Red** - indicates expired training or training that was never issued (missing the expiry date)
- **Orange** - indicates the training that is due to expire within 30 days
- **Black** - indicates valid training with an expiry date of over 30 days

The dot indicates the status of the validity of the training and is included in the dot indicating the Crew's overall status in the tab 'CREW'

## ACKNOWLEDGEMENTS

The '**ACKNOWLEDGMENTS**' subsection indicates whether the crew member has familiarized himself/herself with the changes to flight duties.

The changes are indicated on the mobile device by displaying a push notification. More information about mobile push notifications functionality can be found [here](#).

The 'ACKNOWLEDGEMENT' displays **3 statuses**:

-  - notification sent
-  - push notification received by crew but not familiarized with
-  - familiarization confirmed

## CURRENCY

CURRENCY	
Name	Expires
90 days currency (3 take-offs and landings) Accumulated: 6 take-offs, 6 landings	03-01-2019
30 days currency (One flight as CPT or FO) Accumulated: 6 sectors	04-11-2018

Crew Currency information in a tab CREW

Crew **currency** section shows information about the number of take-offs & landings performed by a particular pilot within a pre-defined period of time.

Leon shows the name of the currency (previously turned on in a section Settings > Crew Currency) along with the expiry date.

For more information regarding Crew Currency click on [THIS LINK](#).

## IMPORTANT!

**'Currency' and 'Endorsements' sections are not available for the Freelancers.**

## Vaccinations


VACCINATIONS	
Disease	
COVID-19 COVID_FULL_VACCINATION_CERTIFICATE.pdf	
Ebolavirus	

'Vaccinations' section


**Vaccinations** section lists the diseases against which the Crew have been vaccinated.

These are the details inserted in the crew profiles > 'Vaccinations' subsection.

It contains the following details:

- Name of the disease
- Indication of attached file ( icon)



Clicking on  icon will display the link to the file attached in the crew profile. It is possible to click on the file and preview it.

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