

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 pdf scan.

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

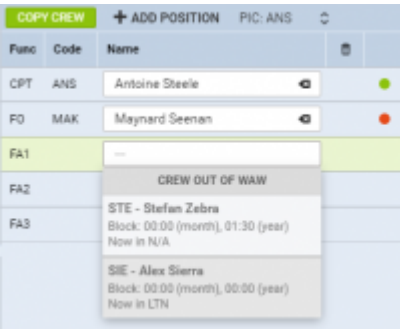
The alternative ways of adding new crew to Leon are explained in [Users](#) chapter.

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 SCHEDULE, in a column 'Tags', next to the right-hand filter.

Assigning crew to flights

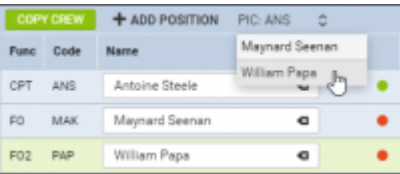


Crew assigning

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 available crew. On top there are crew members at homebase, below (on 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 **COM** column un TABLE section of SCHEDULE.

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

Copying crew within the Trip



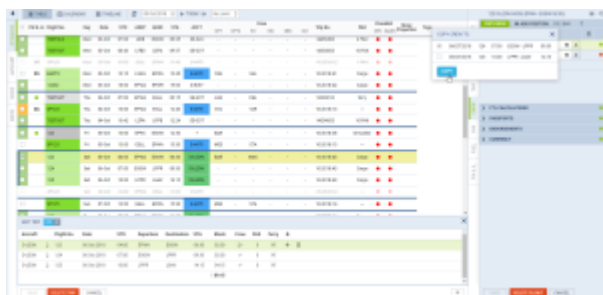
Automatic crew copying for multiple-leg trip

When you add a multiple-leg trip to Leon from a section SCHEDULE > 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 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.

FTL CALCULATIONS



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 result 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

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</div> <div>M</div>	✈ 07:40 KJFK EPWA 23:55	AUTO <div>A</div> <div>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</div> <div>M</div>	✈ 07:40 KJFK EPWA 23:55	00:25 <div>A</div> <div>M</div>
	Rest 10h 50m	

Manually changed reporting times


Changing reporting times for all crew



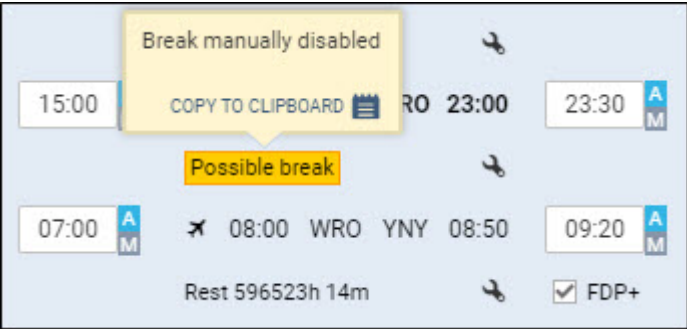
Changing reporting times to all crew in a tab CREW

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.

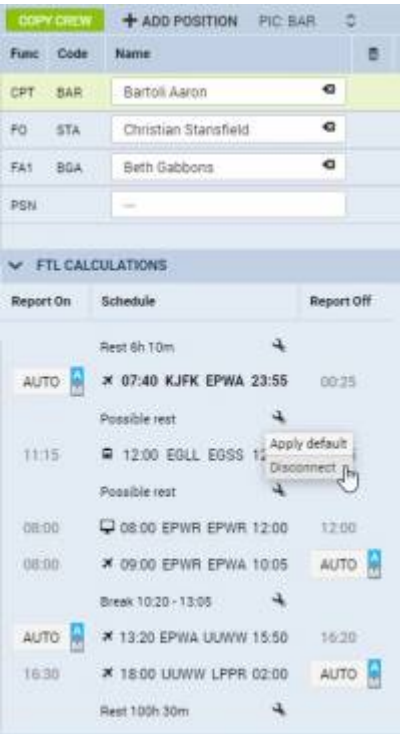
Using an option of manual split/merge defining by clicking the icon  is not possible in a 'SELECT ALL' panel - it is possible ONLY when editing a single crew reporting times.

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



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



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 being 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.

PASSPORTS

PASSPORTS			
Country	No	Expires	
<input checked="" type="radio"/> GBR	GB123456	22-09-2014	
<input type="radio"/> AUS	AUS123	22-03-2020	

Crew Passport section

Here you can select a **passport** (if more than one added previously in user's [profile](#)) of which details would later show in General Declaration document.

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

If a crew member has more than one passport inserted in his profile, you can select the one that should be used by marking the relevant passport here. If the chosen Passport expiry date is not entered, Leon will not allow you to save the changes to the flight until a different Passport is chosen or expiry date entered.

ENDORSEMENTS

ENDORSEMENTS		
Name	Expires	
Required for dispatch		
Safety	 01-08-2019	
Medical	01-11-2022	
US Licence	01-10-2023	
Insurance	19-01-2038	
Licence	19-01-2038	
Wet drill	19-01-2038	
Visa	19-01-2038	
Other		
Chinese Visa	01-07-2018	
Radio licence	 01-06-2019	

Crew endorsements details in a tab CREW

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

1. **Required for dispatch** - all endorsements with marked checkbox 'Warn if expired when adding a flight' in a section Settings > Crew Endorsements. The dot-colour shows the state of the validity of these endorsements.

2. **Other** - all endorsements without a checkbox 'Warn if expired when adding a flight' marked - their expiration does not affect the colour of the dot.

Leon will highlight a crew code in red in Schedule if there are any expired endorsements 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 an endorsement has a file attached. For more information regarding Crew Endorsements check [THIS CHAPTER](#).

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 an information about the number of take-offs & landings performed by a particular pilot within 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](#).

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