

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.

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

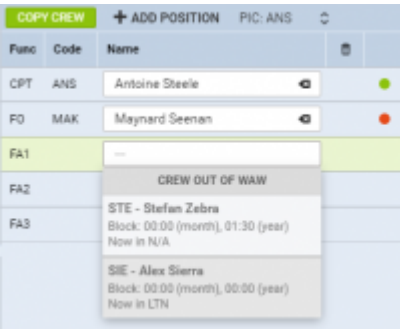
The alternative ways of adding new crew to Leon are explained in [Users](#) chapter.

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

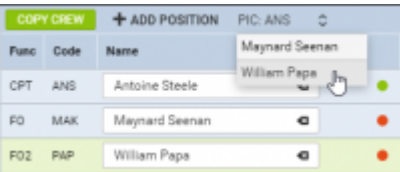


Crew assigning

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 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 in TABLE section of OPS.

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

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 crew planner has assigned a crew member to the flight, who had already OFF duty added in the roster, Leon will highlight 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).



Copying crew



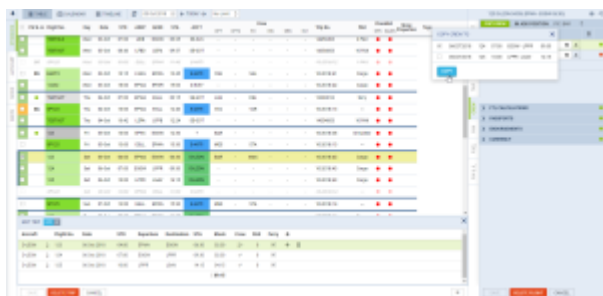
Automatic crew copying for multiple-leg trip

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**

'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.

The screenshot shows a software interface with three tabs: 'GENERAL', 'RATINGS', and 'OTHER'. The 'OTHER' tab is selected and highlighted in green. Below the tabs is a section titled 'Do Not Fly With' in a light blue header. Under this header, there is a search input field with a dropdown arrow on the left. To the right of the input field are three blue buttons with white text: 'TAR Tom Arayanic', 'DEL Thomas Delta', and 'AGA Adam Garcia'.

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.

The screenshot shows a yellow rectangular card for a crew member named 'Bartoli Aaron - BAR'. It lists contact information: 'WorkPhone' with the number '0044 3422 2344', 'PrivatePhone' with '123456789', and 'Email' with 'bkaminski@leonsoftware.com'. Below this is a section titled 'Currency or Endorsements:' with a right-pointing arrow. At the bottom of the card, a yellow box contains the text: 'Crew member BAR is being assigned with another crew member from a restricted list.'

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 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. 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</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



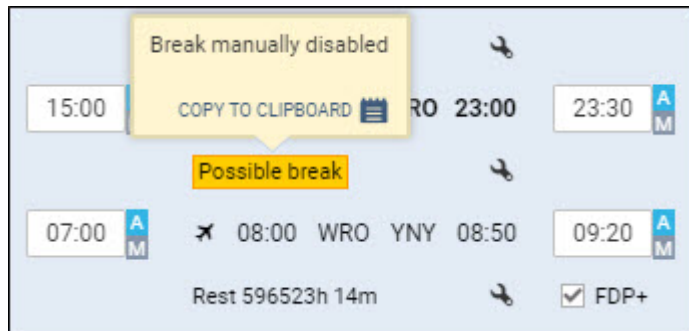
Changing reporting times to all crew in a tab CREW

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.

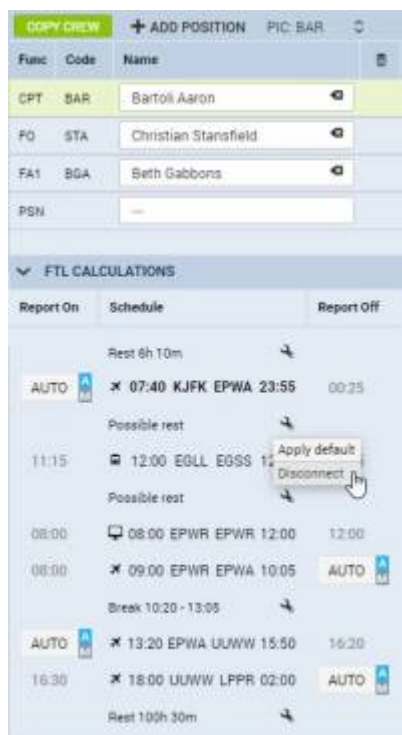
Using an option of manual split/merge defining by clicking the icon  is not possible in a 'SELECT ALL' panel - it is possible **ONLY** when editing a single crew reporting times.

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**

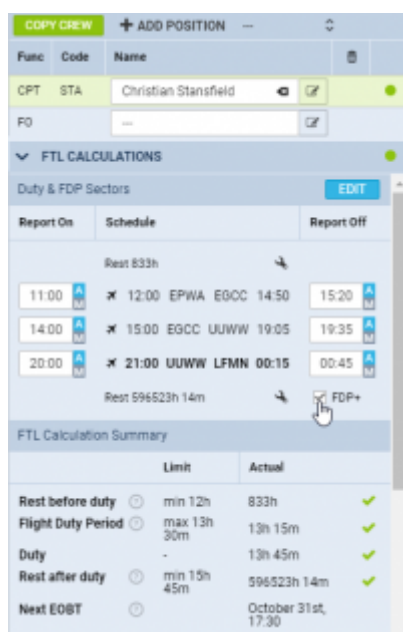
rest

- **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



| 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.

'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

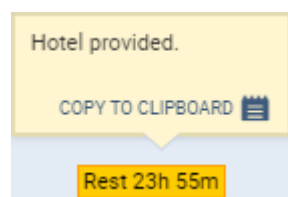
It is now possible to mark if the hotel (read: suitable accommodation) was used during the crew rest at Home Base. This will then **equal** rest period at Home Base to the one outside Home Base.

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.

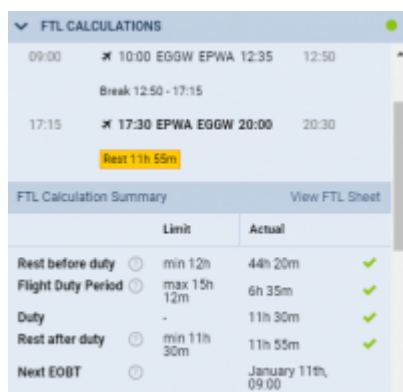
After it is applied, the Rest figure in 'Duty & FDP Sectors' will be highlighted yellow and 'Hotel provided' information will display upon hovering the mouse.



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




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

By editing 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 **Crew Tripsheet** document (as long as in Documents Manager it is properly set up) and on **Handling Requests** sheet.

Default passport is displayed automatically. By clicking + icon you can select another passport, which should be used for arrival, or you can use  icon to remove 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 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.

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 **expiry 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 OPS 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) <small>Accumulated: 6 take-offs, 6 landings</small> | 03-01-2019 |
| 30 days currency (One flight as CPT or FO) <small>Accumulated: 6 sectors</small> | 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](#).

'Currency' and 'Endorsements' sections are not available for the Freelance Crew.

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