Duties Setup

Video tutorial

Duties Setup is a panel where you can add duties definitions (duties on aircraft, standby, trainings, days off, etc...), plus you can set up which email template should be used for either Roster changes or Duty Requests.

The main Duties Setup page is divided into **6** main sections:

General

3 options are available to be defined here:

- **CDR Type** - an option to define duties on the aircraft per a type or per a registration.
- **By default overwrite crew while changing CDR** - Leon will automatically overwrite crew when the aircraft duty is added to another crew member in the roster. For example, if crew BAR was assigned to a flight on D-LEON and later aircraft duty was assigned to crew DEL, Leon will automatically change the crew and DEL will get assigned to the flight.
- **Roster notification attachment** - option to select the attachment to Roster changes email between 'Work Time' report, 'Work Schedule' report, and 'None'
- **Submit duty requests in BT** - option to submit the duty requests in BT in the Crew App

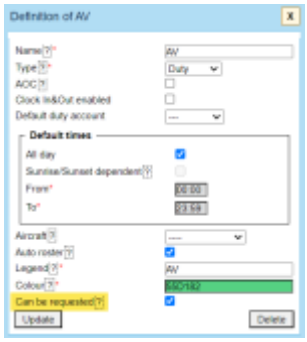
Templates

Here you can select between email templates for **CDR** notifications and **Duty Request** notifications - as long as these templates have been set up in a section EMAIL TEMPLATES of the Settings panel. It is also possible to set up **CDR notification timezone** (UTC, Base Time or Local Time).

Definition



The list of defining duties



Defining a duty and enabling requesting it from Crew App

To define a list of duties click on a **New definition** link. For a proper display, it should be one-letter code, for example, **D** for duty, **T** for training or **V** for vacation.

Too long duty names will result in mobile application calendar displaying duties illegible, hence adding max 3-4 letters names is recommended

Right below there is a drop-down box where you need to select a **Type** of a duty: Duty, Off or Training. If the duty should be included in FTL calculations mark a checkbox **AOC**. For Operators that have **more than one AOC** set up in Leon, you can choose which AOC should apply to this specific duty. According to which FTL settings the specific duty should be calculated. This specific AOC will also reflect in FTL Sheet in AOC column.

Default duty account allows selecting the duty account for the Duty Trading functionality purposes.

Default times field allows you to define times that should be automatically chosen when you add a particular duty. More information on how the duty times are calculated can be found here.

A drop-down box **Aircraft** can be used to assign your defined duty on a particular tail. In other words, you can select aircraft registration, so that each aircraft will have a separate duty colour.

Option **Auto roster** means that the crew the duty is assigned to will be automatically added to a flight on the day - on this particular aircraft (and will show up automatically in a section OPS). The assigned crew will remain attached to flights even if you change an aircraft registration, provided it is the same aircraft type.

A field **Legend** is where you should add a full duty name. You can also select a colour for the new duty to appear in the duty roster.

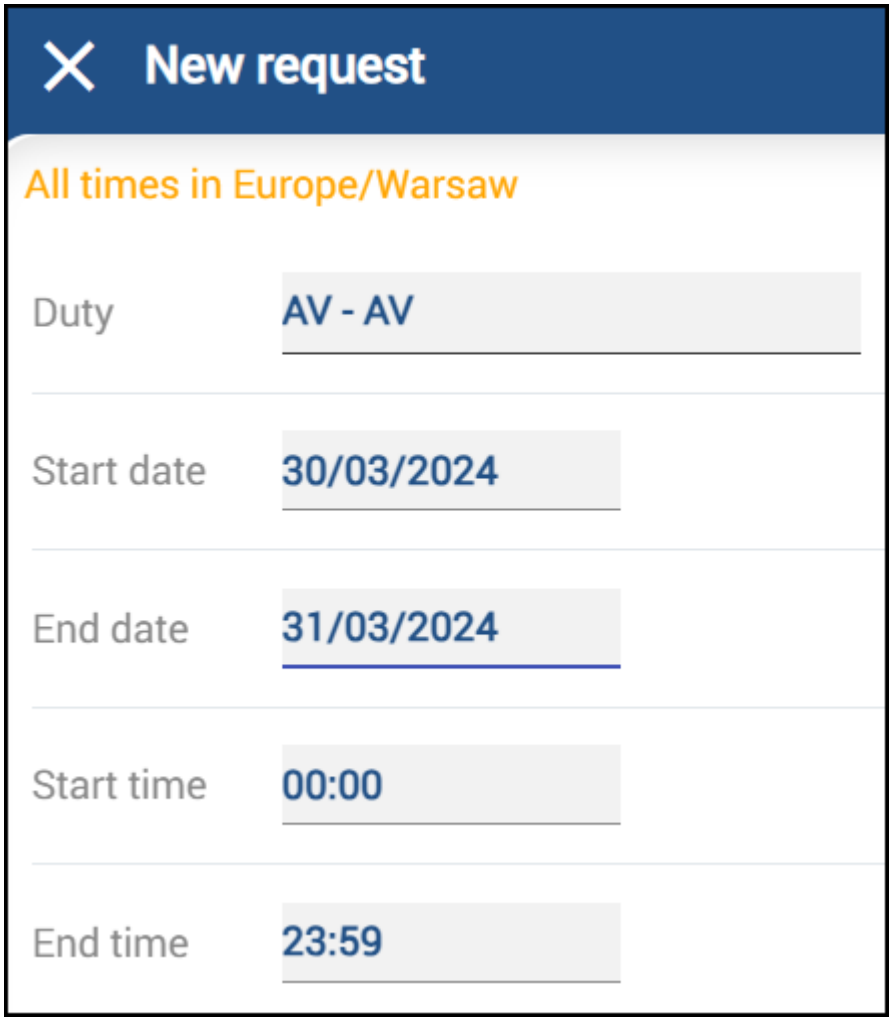
Can be requested checkbox allows indicating which duty can be requested by the Crew via the Crew App.

Changing duties definition will not over-write already added duties - it will only apply to new inputs only.

Deleting a duty definition will make remove it from the definitions list and make it unavailable while adding new duties. Duties added before the definition removal will not be removed.

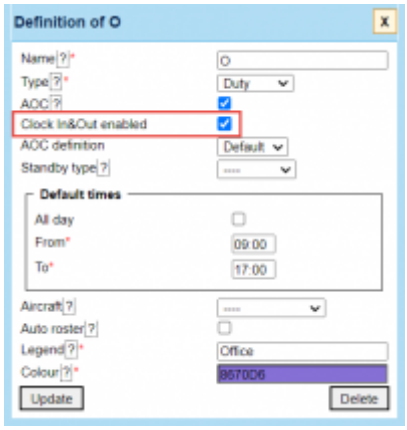
When defining a new duty, or editing existing duty in a section Admin > Duties Setup, it will be possible to decide which duty can be requested by crew from Leon Crew App - by marking/unmarking a checkbox **Can be requested**.

In Leon Crew App all duties with this checkbox enabled will show in the section 'REQUESTS' as available to be requested.



By default, all duties have the checkbox 'Can be requested' marked - if any duty should not be requested by crew - the checkbox has to be unmarked.

Clock In & Out setting



'Clock In&Out enabled' checkbox

The '**Clock In&Out enabled** functionality allows deciding for which duty the Crew App push notification should be sent.

This functionality sends the **reminder** type of push notifications to the Crew, considering the 'Clock In&Out enabled checkbox is ticked.

This functionality is available on the 'Duty' type of duties only.

The reminder push notification is sent approximately 10 minutes before the duty begins and only once.

After the notification was sent, the 'Clock In/Clock Out' section is available on the duty in the Crew App, allowing the crew to report for duty.

Another reminder push notification is sent at the end of the duty.

Standby types

Some OM-A-7 regulations define different FDP and Duty period calculations when it comes to different types of **Standby** duties.

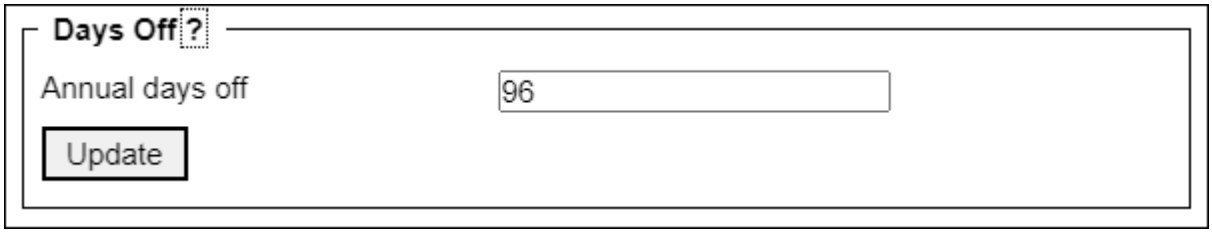
When you define **Standby** duty you need to select type 'Duty' and mark a checbox 'AOC', then select a standby type:

- **Home Standby**
- **Airport Standby**
- **Hotel Standby**
- **Other Standby**
- **Reserve**

If your OM-A-7 has regulations regarding **different standby duties**, which determine the allowable FDP and Duty - those regulations will be set up in Leon by our IT dept. That means, each time you assign a different STB type, Leon will calculate it according to the FTL regulations.

Days Off

Here you can insert the number of annual days off limit which shows when you hover the mouse over columns 'Days off' & 'Days on'.



Duty Account



Duty trading definitions list

In this section you can create account definitions used for Duty Trading functionality.

In order to create a new definition, simply click on the 'NEW DEFINITION' button.

In the 'Create account definition' pop-up window it is possible to insert:

- the **Name** of the definition
- mark the definition as **Default**. This will allow assigning the account to all the crew members' profiles

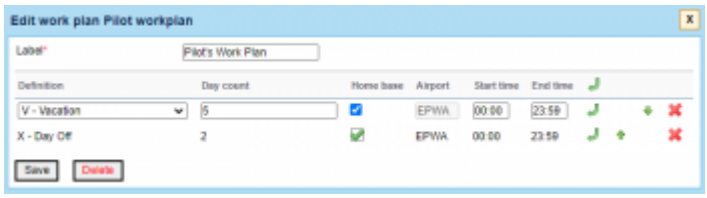


Work Plans

The section allows you to create Work Plans for your crew members. Work Plan constitutes a standard pattern, which can be later used in Crew Calendar, to create a crew roster for a specified time period.

While adding duties for a specified time period using the Work Plan in Crew Calendar, the period will be filled with a repeatable pattern defined in the Work Plan. Duties will be inserted in order selected in the Work Plan.

The Work Plan editing window contains the following details:



The exmaple of a simple Work Plan definition

- **Label** - name of the Work Plan
- **Definition** - duty definition to be included in the Work Plan
- **Day count** - number of duty days included in the planning
- **Home Base** - checkbox allowing selecting the Home Base as a place of duty rather than the 'Airport'
- **Airport** - airport of duty, if different from the 'Home Base'
- **Start time / End time** - selecting the timeframes of the duty in UTC

Creating a Work Plan is explained in the Adding duties based on Work Plans section.

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