

# 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.
- **Include Work Schedule in crew duties notifications** - an automatic attaching a pdf of a [Work Schedule](#) page, when sending an email with updated (or newly assigned) duties.
- **Include Work Time in crew duties notifications** - an automatic attaching a pdf of the 'Work Time' report page, when sending an email with updated (or newly assigned) duties. Especially when the duties are published for the Ground Crew

## 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

Definition				
Name	Legend	Type	Step	Content
00	Available	Duty		
01	A-BLOCK	Duty	A-BLOCK	
02	B-GATE	Duty	B-GATE	
03	C-LOBBY	Duty	C-LOBBY	
04	D-LOBBY	Duty	D-LOBBY	
05	E-LOBBY	Duty	E-LOBBY	
06	F-LOBBY	Duty	F-LOBBY	
07	G-LOBBY	Duty	G-LOBBY	
08	H-LOBBY	Duty	H-LOBBY	
09	I-LOBBY	Duty	I-LOBBY	
10	J-LOBBY	Duty	J-LOBBY	
11	K-LOBBY	Duty	K-LOBBY	
12	L-LOBBY	Duty	L-LOBBY	
13	M-LOBBY	Duty	M-LOBBY	
14	N-LOBBY	Duty	N-LOBBY	
15	O-LOBBY	Duty	O-LOBBY	
16	P-LOBBY	Duty	P-LOBBY	
17	Q-LOBBY	Duty	Q-LOBBY	
18	R-LOBBY	Duty	R-LOBBY	
19	S-LOBBY	Duty	S-LOBBY	
20	T-LOBBY	Duty	T-LOBBY	
21	U-LOBBY	Duty	U-LOBBY	
22	V-LOBBY	Duty	V-LOBBY	
23	W-LOBBY	Duty	W-LOBBY	
24	X-LOBBY	Duty	X-LOBBY	
25	Y-LOBBY	Duty	Y-LOBBY	
26	Z-LOBBY	Duty	Z-LOBBY	
27	AA-LOBBY	Duty	AA-LOBBY	
28	AB-LOBBY	Duty	AB-LOBBY	
29	AC-LOBBY	Duty	AC-LOBBY	
30	AD-LOBBY	Duty	AD-LOBBY	
31	AE-LOBBY	Duty	AE-LOBBY	
32	AF-LOBBY	Duty	AF-LOBBY	
33	AG-LOBBY	Duty	AG-LOBBY	
34	AH-LOBBY	Duty	AH-LOBBY	
35	AI-LOBBY	Duty	AI-LOBBY	
36	AJ-LOBBY	Duty	AJ-LOBBY	
37	AK-LOBBY	Duty	AK-LOBBY	
38	AL-LOBBY	Duty	AL-LOBBY	
39	AM-LOBBY	Duty	AM-LOBBY	
40	AN-LOBBY	Duty	AN-LOBBY	
41	AO-LOBBY	Duty	AO-LOBBY	
42	AP-LOBBY	Duty	AP-LOBBY	
43	AQ-LOBBY	Duty	AQ-LOBBY	
44	AR-LOBBY	Duty	AR-LOBBY	
45	AS-LOBBY	Duty	AS-LOBBY	
46	AT-LOBBY	Duty	AT-LOBBY	
47	AU-LOBBY	Duty	AU-LOBBY	
48	AV-LOBBY	Duty	AV-LOBBY	
49	AW-LOBBY	Duty	AW-LOBBY	
50	AX-LOBBY	Duty	AX-LOBBY	
51	AY-LOBBY	Duty	AY-LOBBY	
52	AZ-LOBBY	Duty	AZ-LOBBY	
53	BA-LOBBY	Duty	BA-LOBBY	
54	BB-LOBBY	Duty	BB-LOBBY	
55	BC-LOBBY	Duty	BC-LOBBY	
56	BD-LOBBY	Duty	BD-LOBBY	
57	BE-LOBBY	Duty	BE-LOBBY	
58	BF-LOBBY	Duty	BF-LOBBY	
59	BG-LOBBY	Duty	BG-LOBBY	
60	BH-LOBBY	Duty	BH-LOBBY	
61	BI-LOBBY	Duty	BI-LOBBY	
62	BJ-LOBBY	Duty	BJ-LOBBY	
63	BK-LOBBY	Duty	BK-LOBBY	
64	BL-LOBBY	Duty	BL-LOBBY	
65	BM-LOBBY	Duty	BM-LOBBY	
66	BN-LOBBY	Duty	BN-LOBBY	
67	BO-LOBBY	Duty	BO-LOBBY	
68	BP-LOBBY	Duty	BP-LOBBY	
69	BQ-LOBBY	Duty	BQ-LOBBY	
70	BR-LOBBY	Duty	BR-LOBBY	
71	BS-LOBBY	Duty	BS-LOBBY	
72	BT-LOBBY	Duty	BT-LOBBY	
73	BU-LOBBY	Duty	BU-LOBBY	
74	BV-LOBBY	Duty	BV-LOBBY	
75	BW-LOBBY	Duty	BW-LOBBY	
76	BX-LOBBY	Duty	BX-LOBBY	
77	BY-LOBBY	Duty	BY-LOBBY	
78	BZ-LOBBY	Duty	BZ-LOBBY	
79	CA-LOBBY	Duty	CA-LOBBY	
80	CB-LOBBY	Duty	CB-LOBBY	
81	CC-LOBBY	Duty	CC-LOBBY	
82	CD-LOBBY	Duty	CD-LOBBY	
83	CE-LOBBY	Duty	CE-LOBBY	
84	CF-LOBBY	Duty	CF-LOBBY	
85	CG-LOBBY	Duty	CG-LOBBY	
86	CH-LOBBY	Duty	CH-LOBBY	
87	CI-LOBBY	Duty	CI-LOBBY	
88	CJ-LOBBY	Duty	CJ-LOBBY	
89	CK-LOBBY	Duty	CK-LOBBY	
90	CL-LOBBY	Duty	CL-LOBBY	
91	CM-LOBBY	Duty	CM-LOBBY	
92	CN-LOBBY	Duty	CN-LOBBY	
93	CO-LOBBY	Duty	CO-LOBBY	
94	CP-LOBBY	Duty	CP-LOBBY	
95	CQ-LOBBY	Duty	CQ-LOBBY	
96	CR-LOBBY	Duty	CR-LOBBY	
97	CS-LOBBY	Duty	CS-LOBBY	
98	CT-LOBBY	Duty	CT-LOBBY	
99	CU-LOBBY	Duty	CU-LOBBY	
100	CV-LOBBY	Duty	CV-LOBBY	
101	CW-LOBBY	Duty	CW-LOBBY	
102	CX-LOBBY	Duty	CX-LOBBY	
103	CY-LOBBY	Duty	CY-LOBBY	
104	CZ-LOBBY	Duty	CZ-LOBBY	
105	DA-LOBBY	Duty	DA-LOBBY	
106	DB-LOBBY	Duty	DB-LOBBY	
107	DC-LOBBY	Duty	DC-LOBBY	
108	DD-LOBBY	Duty	DD-LOBBY	
109	DE-LOBBY	Duty	DE-LOBBY	
110	DF-LOBBY	Duty	DF-LOBBY	
111	DG-LOBBY	Duty	DG-LOBBY	
112	DH-LOBBY	Duty	DH-LOBBY	
113	DI-LOBBY	Duty	DI-LOBBY	
114	DJ-LOBBY	Duty	DJ-LOBBY	
115	DK-LOBBY	Duty	DK-LOBBY	
116	DL-LOBBY	Duty	DL-LOBBY	
117	DM-LOBBY	Duty	DM-LOBBY	
118	DN-LOBBY	Duty	DN-LOBBY	
119	DO-LOBBY	Duty	DO-LOBBY	
120	DP-LOBBY	Duty	DP-LOBBY	
121	DQ-LOBBY	Duty	DQ-LOBBY	
122	DR-LOBBY	Duty	DR-LOBBY	
123	DS-LOBBY	Duty	DS-LOBBY	
124	DT-LOBBY	Duty	DT-LOBBY	
125	DU-LOBBY	Duty	DU-LOBBY	
126	DV-LOBBY	Duty	DV-LOBBY	
127	DW-LOBBY	Duty	DW-LOBBY	
128	DX-LOBBY	Duty	DX-LOBBY	
129	DY-LOBBY	Duty	DY-LOBBY	
130	DZ-LOBBY	Duty	DZ-LOBBY	
131	EA-LOBBY	Duty	EA-LOBBY	
132	EB-LOBBY	Duty	EB-LOBBY	
133	EC-LOBBY	Duty	EC-LOBBY	
134	ED-LOBBY	Duty	ED-LOBBY	
135	EE-LOBBY	Duty	EE-LOBBY	
136	EF-LOBBY	Duty	EF-LOBBY	
137	EG-LOBBY	Duty	EG-LOBBY	
138	EH-LOBBY	Duty	EH-LOBBY	
139	EI-LOBBY	Duty	EI-LOBBY	
140	EJ-LOBBY	Duty	EJ-LOBBY	
141	EK-LOBBY	Duty	EK-LOBBY	
142	EL-LOBBY	Duty	EL-LOBBY	
143	EM-LOBBY	Duty	EM-LOBBY	
144	EN-LOBBY	Duty	EN-LOBBY	
145	EO-LOBBY	Duty	EO-LOBBY	
146	EP-LOBBY	Duty	EP-LOBBY	
147	EQ-LOBBY	Duty	EQ-LOBBY	
148	ER-LOBBY	Duty	ER-LOBBY	
149	ES-LOBBY	Duty	ES-LOBBY	
150	ET-LOBBY	Duty	ET-LOBBY	
151	EU-LOBBY	Duty	EU-LOBBY	
152	EV-LOBBY	Duty	EV-LOBBY	
153	EW-LOBBY	Duty	EW-LOBBY	
154	EX-LOBBY	Duty	EX-LOBBY	
155	EY-LOBBY	Duty	EY-LOBBY	
156	EZ-LOBBY	Duty	EZ-LOBBY	
157	FA-LOBBY	Duty	FA-LOBBY	
158	FB-LOBBY	Duty	FB-LOBBY	
159	FC-LOBBY	Duty	FC-LOBBY	
160	FD-LOBBY	Duty	FD-LOBBY	
161	FE-LOBBY	Duty	FE-LOBBY	
162	FF-LOBBY	Duty	FF-LOBBY	
163	FG-LOBBY	Duty	FG-LOBBY	
164	FH-LOBBY	Duty	FH-LOBBY	
165	FI-LOBBY	Duty	FI-LOBBY	
166	FJ-LOBBY	Duty	FJ-LOBBY	
167	FK-LOBBY	Duty	FK-LOBBY	
168	FL-LOBBY	Duty	FL-LOBBY	
169	FM-LOBBY	Duty	FM-LOBBY	
170	FN-LOBBY	Duty	FN-LOBBY	
171	FO-LOBBY	Duty	FO-LOBBY	
172	FP-LOBBY	Duty	FP-LOBBY	
173	FQ-LOBBY	Duty	FQ-LOBBY	
174	FR-LOBBY	Duty	FR-LOBBY	
175	FS-LOBBY	Duty	FS-LOBBY	
176	FT-LOBBY	Duty	FT-LOBBY	
177	FU-LOBBY	Duty	FU-LOBBY	
178	FV-LOBBY	Duty	FV-LOBBY	
179	FW-LOBBY	Duty	FW-LOBBY	
180	FX-LOBBY	Duty	FX-LOBBY	
181	FY-LOBBY	Duty	FY-LOBBY	
182	FZ-LOBBY	Duty	FZ-LOBBY	
183	GA-LOBBY	Duty	GA-LOBBY	
184	GB-LOBBY	Duty	GB-LOBBY	
185	GC-LOBBY	Duty	GC-LOBBY	
186	GD-LOBBY	Duty	GD-LOBBY	
187	GE-LOBBY	Duty	GE-LOBBY	
188	GF-LOBBY	Duty	GF-LOBBY	
189	GG-LOBBY	Duty	GG-LOBBY	
190	GH-LOBBY	Duty	GH-LOBBY	
191	GI-LOBBY	Duty	GI-LOBBY	
192	GJ-LOBBY	Duty	GJ-LOBBY	
193	GK-LOBBY	Duty	GK-LOBBY	
194	GL-LOBBY	Duty	GL-LOBBY	
195	GM-LOBBY	Duty	GM-LOBBY	
196	GN-LOBBY	Duty	GN-LOBBY	
197	GO-LOBBY	Duty	GO-LOBBY	
198	GP-LOBBY	Duty	GP-LOBBY	
199	GQ-LOBBY	Duty	GQ-LOBBY	
200	GR-LOBBY	Duty	GR-LOBBY	
201	GS-LOBBY	Duty	GS-LOBBY	
202	GT-LOBBY	Duty	GT-LOBBY	
203	GU-LOBBY	Duty	GU-LOBBY	
204	GV-LOBBY	Duty	GV-LOBBY	
205	GW-LOBBY	Duty	GW-LOBBY	
206	GX-LOBBY	Duty	GX-LOBBY	
207	GY-LOBBY	Duty	GY-LOBBY	
208	GZ-LOBBY	Duty	GZ-LOBBY	
209	HA-LOBBY	Duty	HA-LOBBY	
210	HB-LOBBY	Duty	HB-LOBBY	
211	HC-LOBBY	Duty	HC-LOBBY	
212	HD-LOBBY	Duty	HD-LOBBY	
213	HE-LOBBY	Duty	HE-LOBBY	
214	HF-LOBBY	Duty	HF-LOBBY	
215	HG-LOBBY	Duty	HG-LOBBY	
216	HH-LOBBY	Duty	HH-LOBBY	
217	HI-LOBBY	Duty	HI-LOBBY	
218	HJ-LOBBY	Duty	HJ-LOBBY	
219	HK-LOBBY	Duty	HK-LOBBY	
220	HL-LOBBY	Duty	HL-LOBBY	
221	HM-LOBBY	Duty	HM-LOBBY	
222	HN-LOBBY	Duty	HN-LOBBY	
223	HO-LOBBY	Duty	HO-LOBBY	
224	HP-LOBBY	Duty	HP-LOBBY	
225	HQ-LOBBY	Duty	HQ-LOBBY	
226	HR-LOBBY	Duty	HR-LOBBY	
227	HS-LOBBY	Duty	HS-LOBBY	
228	HT-LOBBY	Duty	HT-LOBBY	
229	HU-LOBBY	Duty	HU-LOBBY	
230	HV-LOBBY	Duty	HV-LOBBY	
231	HW-LOBBY	Duty	HW-LOBBY	
232	HX-LOBBY	Duty	HX-LOBBY	
233	HY-LOBBY	Duty	HY-LOBBY	
234	HZ-LOBBY	Duty	HZ-LOBBY	
235	IA-LOBBY	Duty	IA-LOBBY	
236	IB-LOBBY	Duty	IB-LOBBY	
237	IC-LOBBY	Duty	IC-LOBBY	
238	ID-LOBBY	Duty	ID-LOBBY	
239	IE-LOBBY	Duty	IE-LOBBY	
240	IF-LOBBY	Duty	IF-LOBBY	
241	IG-LOBBY	Duty	IG-LOBBY	
242	IH-LOBBY	Duty	IH-LOBBY	
243	II-LOBBY	Duty	II-LOBBY	
244	IJ-LOBBY	Duty	IJ-LOBBY	
245	IK-LOBBY	Duty	IK-LOBBY	
246	IL-LOBBY	Duty	IL-LOBBY	
247	IM-LOBBY	Duty	IM-LOBBY	
248	IN-LOBBY	Duty	IN-LOBBY	
249	IO-LOBBY	Duty	IO-LOBBY	
250	IP-LOBBY	Duty	IP-LOBBY	
251	IQ-LOBBY	Duty	IQ-LOBBY	
252	IR-LOBBY	Duty	IR-LOBBY	
253	IS-LOBBY	Duty	IS-LOBBY	
254	IT-LOBBY	Duty	IT-LOBBY	
255	IU-LOBBY	Duty	IU-LOBBY	
256	IV-LOBBY	Duty	IV-LOBBY	
257	IW-LOBBY	Duty	IW-LOBBY	
258	IX-LOBBY	Duty	IX-LOBBY	
259	IY-LOBBY	Duty	IY-LOBBY	
260	IZ-LOBBY	Duty	IZ-LOBBY	
261	JA-LOBBY	Duty	JA-LOBBY	
262	JB-LOBBY	Duty	JB-LOBBY	
263	JC-LOBBY	Duty	JC-LOBBY	
264	JD-LOBBY	Duty	JD-LOBBY	
265	JE-LOBBY	Duty	JE-LOBBY	
266	JF-LOBBY	Duty	JF-LOBBY	
267	JG-LOBBY	Duty	JG-LOBBY	
268	JH-LOBBY	Duty	JH-LOBBY	
269	JI-LOBBY	Duty	JI-LOBBY	
270	JJ-LOBBY	Duty	JJ-LOBBY	
271	JK-LOBBY	Duty	JK-LOBBY	
272	JL-LOBBY	Duty	JL-LOBBY	
273	JM-LOBBY	Duty	JM-LOBBY	
274	JN-LOBBY	Duty	JN-LOBBY	
275	JO-LOBBY	Duty	JO-LOBBY	
276	JP-LOBBY	Duty	JP-LOBBY	
277	jq-LOBBY	Duty	jq-LOBBY	

Defining a new duty in a section Duties Setup

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 times** field allows you to define times that should be automatically chosen when you add a particular duty.

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.

**Changing duties definition will not overwrite already added duties - it will only apply to new inputs only.**

## 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 checkbox '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') and an additional days off which are displayed in the roster in green.

Annual days off

26

Weekend

Friday & Saturday

Saturday & Sunday

Days Off List

name	from	to	
Church day off	31-05-2018	31-05-2018	<div><div></div><div></div><div></div></div>
Independence day	11-11-2018	11-11-2018	<div><div></div><div></div><div></div></div>

Update

## Duty Account

Name	Default	Action
Vacation	Yes	
Office	No	
Training	Yes	

NEW DEFINITION

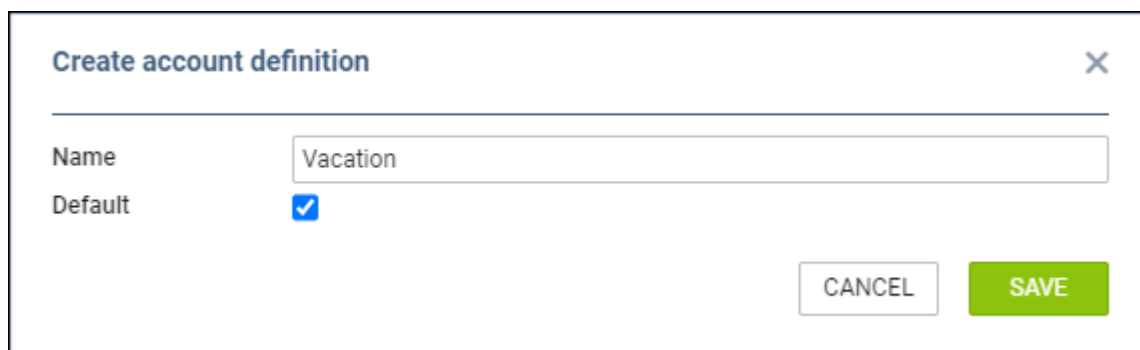
Duty trading definitions list

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



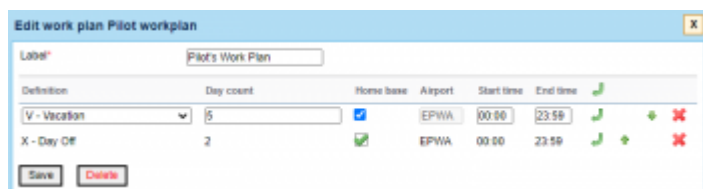
The dialog box titled "Create account definition" has a close button (X) in the top right corner. It contains two input fields: "Name" with the value "Vacation" and "Default" with a checked checkbox. At the bottom right, there are two buttons: "CANCEL" and "SAVE".

## 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 dialog box titled "Edit work plan Pilot workplan" has a close button (X) in the top right corner. It contains several fields and a table. The "Label" field has the value "Pilot's Work Plan". The "Definition" dropdown is set to "V - Vacation". The "Day count" field has the value "5". The "Home base" checkbox is checked. The "Airport" field has the value "EPWA". The "Start time" field has the value "00:00" and the "End time" field has the value "23:59". There are green and red icons next to the time fields. Below the table, there are "Save" and "Delete" buttons.

The example 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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