

Duty Trading functionality

'Duty trading' functionality is available in the Crew Calendar section of Leon.

The **purpose** of this functionality is to have the possibility to recompensate ON duty with an OFF duty, and vice-versa.

Duty Trading process

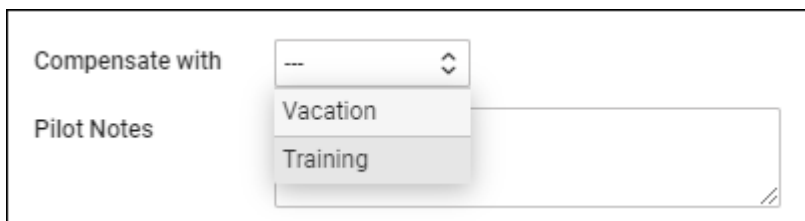
The Duty Trading process is explained below.

Account Definition

The first step is to **create** a Duty Account definition.

Go to Admin Panel > 'Duties Setup' section and click on the 'Duty account' option located at the bottom of the page.

In this section, click on the **NEW DEFINITION** button. A pop-up 'Create definition window' will open, where the account can be named and saved. It is also possible to define the account as 'Default' by marking the checkbox. All default accounts will be selectable in the duty edition window, field 'Compensate with'.



A saved account will appear on the list.

Name	Default	Action
Vacation	Yes	
Office	No	
Training	Yes	

It is **possible to edit** the account name (by clicking on the name) and delete the account.

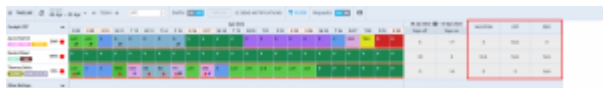


Assigning account to a user

Assign account to User

Once the account definitions are created, they can be **assigned to a User** in the User profile > tab 'Other'

Each user can be assigned to numerous accounts.



Additional columns in Crew Calendar

How it works in Crew Calendar

The additional 'Account' columns will appear in the Crew Calendar.

The columns can be added/removed in the 3-dot filter, using the **Show Duty Accounts Columns** switch.

The **values in each column** display the total amount of compensated days. 'N/A' value means that the account is not assigned to a User. There can be negative values displayed in the columns.

Each 'Add duty' window has an additional **Compensate with** option available.

If the **duty is to be compensated with a day off**, in the 'Compensate with' dropdown, the planner can select the account to which an off day should be added.

In the below example, the new 'Office' duty is to be compensated with the 'RDO'. A value in the 'RDO' column increases by 1 (from 0 to 1):

The 'Add Duties' dialog box is open, showing the following configuration:

- Duty: O - Office
- Airport: EPWA
- AOC: Default
- From: 08:00 UTC To: 16:00 UTC
- Repeat: From 24 Apr 2022 To 24 Apr 2022
- Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun (all checked)
- Crew: WHE Darek Wheel
- Compensate with: RDO

The background shows a crew calendar for Aaron Bartoli (BAR), Darek Wheel (WHE), and Thomas Delta (DEL). A summary table on the right shows the following values:

	08 Apr 2022	Days off	Days on	30 Apr 2022	VACATION	OFF	RDO
Aaron Bartoli	6	17	3	N/A	0		
Darek Wheel	2	14	4	N/A	0		0
Thomas Delta	9	14	0	5	N/A		

If the OFF type duty is added the **Withdraw from** drop-down option will be available. This option allows reducing a value from the selected account.

In the below example, the new 'Day Off' duty withdraws from the 'RDO' account (from 0 to -1):

The 'Add Duties' dialog box is open, showing the following configuration:

- Duty: X - Day Off
- Airport: EPWA
- From: 00:00 UTC To: 23:59 UTC
- Repeat: From 24 Apr 2022 To 24 Apr 2022
- Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun (all checked)
- Crew: WHE Darek Wheel
- Withdraw from: RDO

The background shows the same crew calendar as above. The summary table on the right now shows:

	08 Apr 2022	Days off	Days on	30 Apr 2022	VACATION	OFF	RDO
Aaron Bartoli	6	17	3	N/A	0		
Darek Wheel	3	14	4	N/A	0		-1
Thomas Delta	9	14	0	5	N/A		

It is also possible to **amend the value of the account** by clicking on the value in the Crew Calendar and amending it in the **Duty Account Balance** pop-up window:

Duty Account Balance ✕

Balance

Note

Duty trading functionality is not included in the 'Draft mode'

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Last update: **2022/05/31 07:52**

