

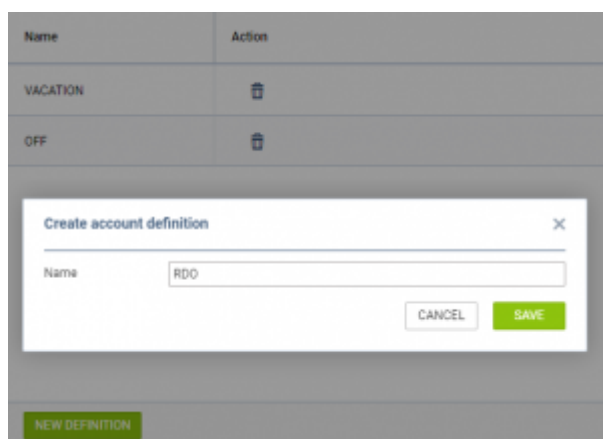
Duty Trading functionality

'**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.



'Creating account definition

Account Definition

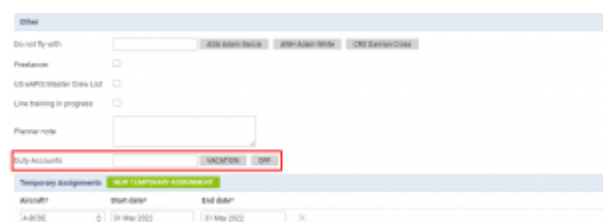
The first step is to **create** a Duty Account definition.

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.

A saved account will appear on the list.

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

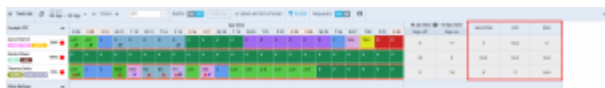


Assigning account to a user

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 screenshot shows the 'Add Duties' dialog box with the following settings:

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

The background shows the Crew Calendar for April 2022. The 'RDO' column shows a value of 0 for Aaron Bartoli and 1 for Darek Wheel. The 'OFF' column shows a value of 5 for Thomas Delta. The 'VACATION' column shows a value of 4 for Darek Wheel. The 'Days off' column shows a value of 2 for Darek Wheel. The 'Days on' column shows a value of 14 for Darek Wheel.

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):

23 days
08 Apr - 30 Apr

UTC

Drafts: ON OFF PUBLISH

Cockpit CPT

Aaron Bartoli
LAGS115
BAR

Derek Wheel
CPT INS
WHE

Thomas Delta
ADMIN MANAGEMENT
DEL

Other Ratings

Apr 2022

F 08	S 09	S 10	M 11	T 12	W 13	T 14	F 15	S 16	S 17	M 18	T 19	W 20	T 21	F 22	S 23	S 24	M 25	T 26	W 27	T 28	F 29	S 30
A/D	A/D	X	D	D	D	D	D	V	V	V	V	D	D	D	D	D	X	SIM	TRN	D	D	
A/D	A/D	A/D	A/D	A/D	X	X	A/D	A/D	A/D	A/D	O	O	O	O	X							
A/D	X	X	SMS	SIM	BD	BD	TR	A/D	SIM	X	A/D	A/D	A/D	A/D	A/D	V	V	V	V	V	V	V

08 Apr 2022
Days off

30 Apr 2022
Days on

VACATION

OFF

RDO

6	17	3	N/A	0
2	14	4	N/A	0
9	14	0	5	N/A

Add Duties

Duty: X - Day Off

Airport: EPWA

From: 00:00 UTC To: 23:59 UTC

Repeat: From 24 Apr 2022 To 24 Apr 2022

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

Crew: WHE Derek Wheel

Withdraw from: RDO

CANCEL ADD

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: 10

Note: Increased due to overtime

CANCEL SAVE

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

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