SCHED

SCHED page overview

**SCHED** is the functionality allowing you to build and manage the schedules.

Functionality is designed with Airlines in mind. However, it still can be used by business and charter operators to build schedules if need be.

Currently, the schedules can be created on the **Virtual Aircraft only**. The aircraft can be switched after the schedule is published.
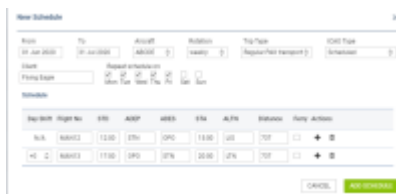
There are **following options available**:

- **NEW SCHEDULE** - creating new schedule
- **SELECT FLIGHTS** - selecting flights for further actions
- **PUBLISH** - publishing selected flights
- **MODIFY FLIGHTS** - modifying selected flights
- **DELETE** - deleting selected flights
- **SHOW IN OPS** - displaying selected **published flights** in OPS > TABLE view

Next to **PUBLISH** button there is a dropdown available where you can choose between UTC and BT (Base Time) which can be set up in Settings > General Settings section.

In the top-right corner of the page, you have the **···** filtering option where you can switch the SCHED between **IATA** and **ICAO** codes.

NEW SCHEDULE

Creating a new schedule in SCHED panel

In order to build a new schedule you need to perform the following steps:

1. Click on **NEW SCHEDULE** button
2. Insert the timeframe of the schedule (**From** and **To**), select the Aircraft, schedule Rotation (weekly, biweekly, triweekly) and the Trip Type
3. Choose the **Client** if applicable. In order for the Client to be populated, it needs to be added in

the Phonebook and you need to type in the first 2 letters of Client's name

4. Select the days on which the schedule should repeat (Mon-Monday, Tue-Tuesday, etc)
5. In the **Schedule** section you can insert the flight details. To add the next flight within the same schedule click on a **+** and the second line will be available. In the second line, you can also select a **'Day Shift'** number which means shifting your order for the selected number of days forward. I.e. if you select +1 and the order is supposed to start from Wednesday, then the order will start from Thursday.
6. Click 'Add Schedule' button to save new Schedule

Once the schedule is saved, the flights are displayed as blue squares - MAN2 .

You can click on the flight and perform further actions, such as **modifying the schedule** or **deleting it**. You can select more than one flight by holding **Shift/Ctrl** buttons on the keyboard and clicking on the flights or by using SELECT FLIGHTS option.

Clicking on FLT1 will display the flight details in the bottom 'Status Bar'.

New schedule is not visible to OPS teams in OPS section until the flights are published

SELECT FLIGHTS

'Select Flights' option

This function allows selecting flight or a number of flights for further actions.

It is possible to select flights in 2 ways:

1. Holding **Shift/Ctrl** key on the keyboard and clicking on the flights
2. Using SELECT FLIGHTS button

'SELECT FLIGHTS' option allows you selecting a number of flights from the already added schedules.

The **'Select Flights'** window is divided into two sections:

- **Filter**
- **Schedule**

In the **Filter** section you can filter by the following:

- **Date range** - selecting 'From' and 'To' dates

- **Days** - selecting the days within the schedule
- **Aircraft** - selecting flights on a specific aircraft(s)
- **Flight number** - filtering by the specific flight number
- **Adep** and **ADES** - searching for flights from or to a specific airport or routing

The **Schedule** section displays the results of the filtering. There you can select the flights that require further actions.

Once the flights are selected they're marked by the frame in the 'Sched Overview' - FLT1

PUBLISHING

Publishing schedule

Option PUBLISH is there to publish the **selected flights** of the schedule.
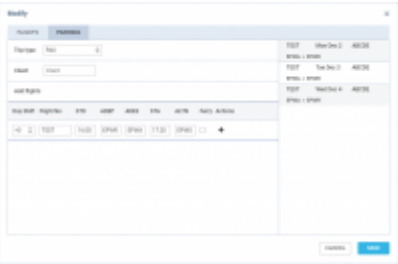
The **publishing process** is as follow:

1. Select flights
2. Click on 'Publish' button
3. In the 'Publish' window Leon displays 'Aircraft assignments' section in the left column and selected flights and pairings in the right column. In 'Aircraft assignments' column there is an option to select a different non-virtual aircraft and assign the schedule to actual aircraft upon publishing. It is only possible to select one actual aircraft for one virtual aircraft
4. Review the pairings and click 'PUBLISH'

There is a following color coding to the flights in 'Sched Overview':

- FLT1 - flight not published
- FLT1 - flight being published
- FLT1 - flight published

> **IMPORTANT!!! This option is publishing pairings and NOT single selected flights. If one flight is selected, the whole pairing for this flight will be published**

MODIFYING FLIGHTS

It is possible to modify selected **flights** or a number of flights or modify **pairings**.

'Modify flights' option

In order to **modify flights** you need to:

1. Select the flights to modify
2. Select **MODIFY FLIGHTS** option
3. Remain on **'FLIGHTS'** tab
4. Perform relevant modifications in the **'FLIGHTS'** window
5. Press 'SAVE' button to save the changes

'Modify flights' window is divided into 2 sections:

- **Modification options**
- **Selected flights**

In the **Modification options** section you can change the following:

- **Shift** - shifting whole schedule by a number of hours/minutes.
- **Block time** - changing block time to the number of hours/minutes.
- **Aircraft** - allows changing the aircraft
- **Flight No.** - changing the Flight number
- **ADEP** and **ADES** - changing airports of departure and arrival respectively
- **ALTN** - choosing the alternative airport
- **Ferry** - switching between 'Ferry' and 'Not ferry'

If you want to change schedule of **multiple sectors**, in MODIFY FLIGHTS panel, you need to move times in fields 'Shift' or/and 'Block times'. Below you can find some examples.

1. If schedule is 12:00-14:00 and you want to change it to 11:00-13:00 you need to insert -01:00 in a field 'Shift'.
2. If schedule is 12:00-14:00 and you want to change it to 13:00-15:00 you need to insert 01:00 in a field 'Shift'.
3. If you have schedule 1200-1400 and you want to change to 1500-1715 (so STD by 0200 and STA by 0215) you need to insert 03:00 in a field 'Shift' and in a 'Block time' field you add 00:15.

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Modify pairings

'Modify pairings' option

In order to **modify pairings** you need to:

1. Select the flights to modify
2. Select [MODIFY FLIGHTS] option
3. Switch to the **'PAIRINGS'** tab
4. Perform relevant modifications
5. Press 'SAVE' button to save the changes

Selected flights are displayed on the right-hand side of the 'PAIRINGS' tab view.
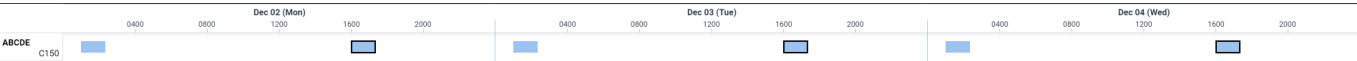
The following changes can be made to pairings:

- Changing the 'Trip type'
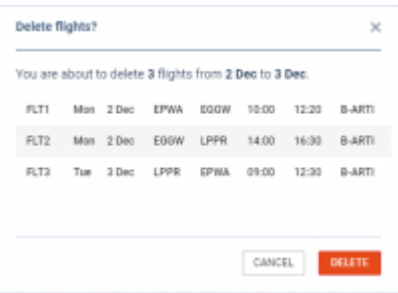- Selecting the 'Client'
- Adding flights to the selected flights from the pairing

Example:

As you can see in the screenshot on the right-hand side, there are selected 3 flights from the schedule.

In **'Add flights'** section we add a return leg for these 3 flights. Once the flight is added and saved it shows in the 'SCHED' view (marked flights in the below screenshot)

> **The modifications can be made both on planned schedule as well as on published schedule. The published modifications will reflect in SCHED/OPS sections accordingly.**
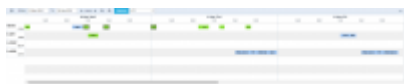
DELETE

'Delete' option

In order to **delete** flights or schedule you need to:

1. Select the flights you want to delete
2. Click on the **DELETE** button
3. Review the flights in the 'Delete flights' window
4. Press 'Delete' button to confirm

It is possible to delete the planned flights as well as the published flights.

> **IMPORTANT!!! If the published flight is deleted in SCHED section, it will also get deleted from the OPS section.**

SHOW IN OPS

'Show in OPS' option

SHOW IN OPS button becomes available only upon selecting published flight or a number of flights from one pairing.

Once you selected the flight(s) and clicked on the **SHOW IN OPS** button, you will be transferred to OPS > TABLE view, and the pairing will be edited.

It also is possible to move back from the OPS view to SCHED as long as the flight selected in OPS views was added in SCHED.

Simply select the flight originally added in SCHED. **SHOW IN SCHED** button will appear. Clicking on it will transfer you to SCHED view, where the flight will be selected. This will happen for flights with either virtual or non-virtual aircraft assigned.