

# SCHED

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

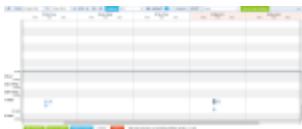
Functionality is designed with Airlines in mind. However, it still can be used by business and charter operators to build schedules.

## Main SCHED view

The main SCHED view is divided into 2 sections:

- **Versions** - the top part of the screen representing schedules assigned to a specific schedule version. At this stage, the schedule is created but the aircraft isn't assigned yet
- **Aircraft schedules** - schedules assigned to the specific aircraft. The list of aircraft includes both the real fleet (indicated in italic font) and the virtual aircraft (standard font)

Once the schedule **is assigned to a specific aircraft**, this flight, or a number of flights, is **moved to the bottom part of the view**.




Sched - the main view

## Actions available

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
- **EXPORT** - option to export selected schedule with 2 options available upon hovering over the 'EXPORT' button:
  - **SSIM** - export of schedule to SSIM file. SSIM not available on the non-published schedules
  - **EXCEL** - export of schedule to an Excel file
- **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 VERSION OF THE SCHEDULE

This option allows creating a schedule version where new schedules can be inserted either by uploading an SSIM or XLS file from a specific Client (e.g. travel agents) or by adding manually a new schedule without assigned aircraft.

Create New Version

Name

Asia

Description

Summer sched for AirHeaven

Client

AirHeaven

CANCEL

CREATE

'New Schedule' pop-up window

In order to create a new schedule click on  button.

In the 'Create New Version' pop-up window insert the name of the schedule, select the Client, and add a short description (as per the screenshot on the right).

Once the version is created, it will be available in the dropdown selection available at the top of the screen.

Schedule

IMPORT

EXPORT

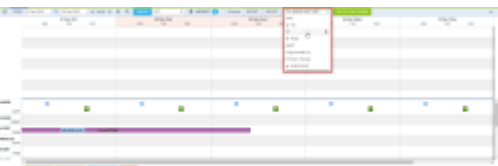
Main

TUI

WZZ

CREATE NEW VERSION

## MULTIPLE VERSIONS PREVIEW



Selecting multiple versions

It is also possible to select multiple versions of the schedule to preview in the SCHED overview.

To do that you need to open the versions list and simply click on the versions you would like to view, as per the screenshot on the right-hand side. SCHED overview will refresh upon selecting each additional version.

In case of a situation where there are different versions assigned to one aircraft, each version is presented in a separate line within the aircraft block.

If the versions are not assigned to an aircraft, they will be displayed in the unassigned aircraft section as separate TBA lines.



Versions select in the New Schedule

**Version selection** will appear in the following windows:

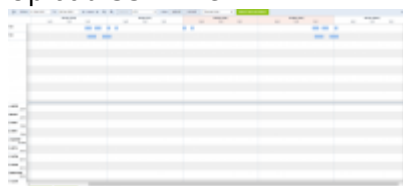
- **New Schedule** pop-up window as per screenshot on the right-hand side
- **Schedule Import**
- **Schedule Export**
- **Select Flights**

It is possible to **publish** schedules for **one version only**.

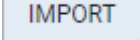
## IMPORT



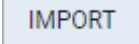
Upload SSIM file



Schedule uploaded from SSIM

If a file with the schedule was provided it could be uploaded to Leon using the  button.

It is possible to import schedules from SSIM and XLS files. XLS file has to be in the same format which is exported from Leon (the same columns and correct data).

Select the schedule to which the file should be uploaded and click on the  button. If **multiple versions** are selected in the overview then the specific version can be selected in the import pop-up window.

The 'Import' pop-up window will open where the file can be uploaded:

- select the version to which the file should be uploaded
- select the airport code format
- select the file format

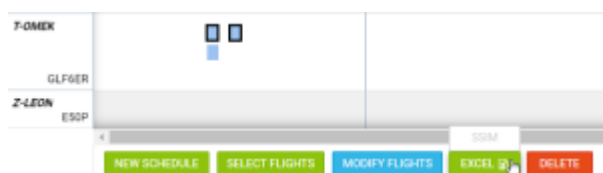
Once the file is uploaded the flights will appear in the top part of the screen for the selected schedule, as per the screenshot on the right.

If there are changes to the previously uploaded schedule, the new upload will replace them.


The uploaded schedule can be modified as per the options available and described further down in this part of the Manual.

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## EXPORT

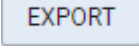


'EXPORT' SSIM option

To export the schedule to a file click on the  button.

The schedule can be exported as SSIM or XLS file.

For SSIM It is important that in the aircraft configuration fields 'Passenger Reservation Booking Designator' and 'Configuration/Version' are filled in.

The procedure is quite simple. Hover the mouse over the  button and select the desired format of the file, and the place on your computer to which such file should be saved.

Leon will save it to the .txt (for SSIM) or XLS file format.

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## NEW SCHEDULE

This option can be used if the SSIM file has not been provided and the Schedule needs to be inserted **manually**.

It is possible to build the schedule in 2 ways:

- Based on '**To date**' module - creating a schedule based on 'From/To' selection
- Based on '**Block hours**' module - creating a schedule based on the number of block hours allowed within the schedule


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

[illegible]

## Creating a new schedule based on 'From/To' selection

[illegible]

## Creating a new schedule based on 'Block hours' selection

1. Select the Schedule to which the new schedule should be added
2. Click on  button
3. Select the version of the schedule to which flights should be added
4. Select the model you'd like to use to build the schedule ('**To date**' or '**Block hours**')
5. Select the Aircraft if known. If the aircraft is not selected, the schedule will appear in the top part of the screen with the 'TBA' label. **IMPORTANT!** - schedules can be assigned to the **virtual** aircraft as well as the **actual** aircraft
6. Select schedule Rotation (weekly, biweekly, triweekly) and the ICAO Type
7. Select the days on which the schedule should repeat (Mon-Monday, Tue-Tuesday, etc)
8. 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.
9. Optionally, you can select **Tags**. You can either select the existing ones or add new ones. After the schedule is published, the tags will appear in the tab 'TRIP' in OPS section. If the tags are amended in SCHED, they will overwrite already existing tags in the 'TRIP' tab in OPS
10. Click the 'Add Schedule' button to save a new Schedule

It is possible to switch between **UTC** and **Base Time** if Base times are set up in the General Settings section.

If the schedule is built based on '**Block hours**' model, you need to indicate the number of hours that the aircraft is allowed to perform.

Once it is indicated, Leon will limit the schedule and the number of rotations up to to this limit.

### Example

As you can see in the screenshot on the right-hand side, the schedule was limited to 30 block hours. There are 6h25m of block time within each rotation, which means that there can only be 4 rotations built within 30h worth of allowed block time:

**4 x 06:25 = 25:40**

[illegible]

In the 'General Settings' panel you can define **Bases** (and then assign aircraft and crew to a particular Base).

Name	Time zone		
WAW	Warsaw (PL, UTC+02:00)		
LHR	London (GB, UTC+01:00)		
VKO	Moscow (RU, UTC+03:00)		
YYZ	Toronto (CA, UTC-04:00)		

On the SCHED main page, right next to the button 'Publish', you can find a drop-down box with the list of predefined Bases, as well as UTC (which shows by default).

When switching between Bases, Leon will show appropriate ADEP & ADES times on the flight-belt (see example below).

The figure displays two Gantt charts for flight scheduling on 01 Jun (Mon). Each chart has a header bar with a 'PUBLISH' button and a time zone selector.

**Top Chart (UTC):**

- WAW 12:00 2134 GVA 14:00:** A blue bar representing a flight from WAW to GVA, spanning from 12:00 to 14:00 UTC.
- LTN 12:00 987 OPO 15:30:** A green bar representing a flight from LTN to OPO, spanning from 12:00 to 15:30 UTC.

**Bottom Chart (YYZ -4:00):**

- WAW 08:00 2134 GVA 10:00:** A blue bar representing a flight from WAW to GVA, spanning from 08:00 to 10:00 YYZ -4:00.
- LTN 08:00 987 OPO 11:30:** A green bar representing a flight from LTN to OPO, spanning from 08:00 to 11:30 YYZ -4:00.

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### UTC/BT selection option when creating a new schedule

An option to select between UTC & chosen BT also appears when creating a

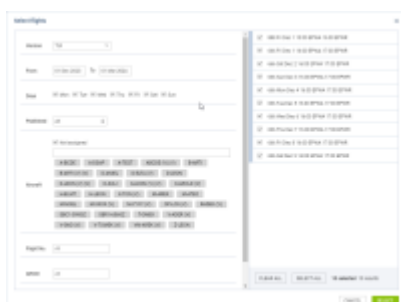
NEW SCHEDULE

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

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.

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

## SELECTING FLIGHTS



'Select Flights' option

This function allows selecting a 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

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

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

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

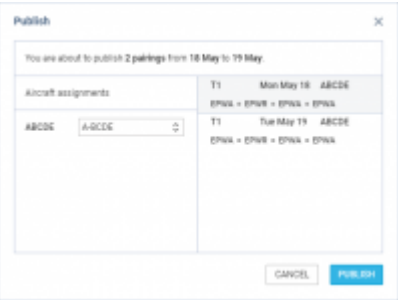
In the **Filter** section you can filter by the following:

- **Version** - option to select version/versions of the schedule
- **Date range** - selecting 'From' and 'To' dates
- **Days** - selecting the days within the schedule
- **Aircraft** - selecting flights on a specific aircraft(s). Flights can be assigned to both **real aircraft** as well as the **virtual aircraft**
- **Flight number** - filtering by the specific flight number or numbers (insert multiple flight numbers separated by space)
- **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 action.

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

## PUBLISHING FLIGHTS



Publishing schedule

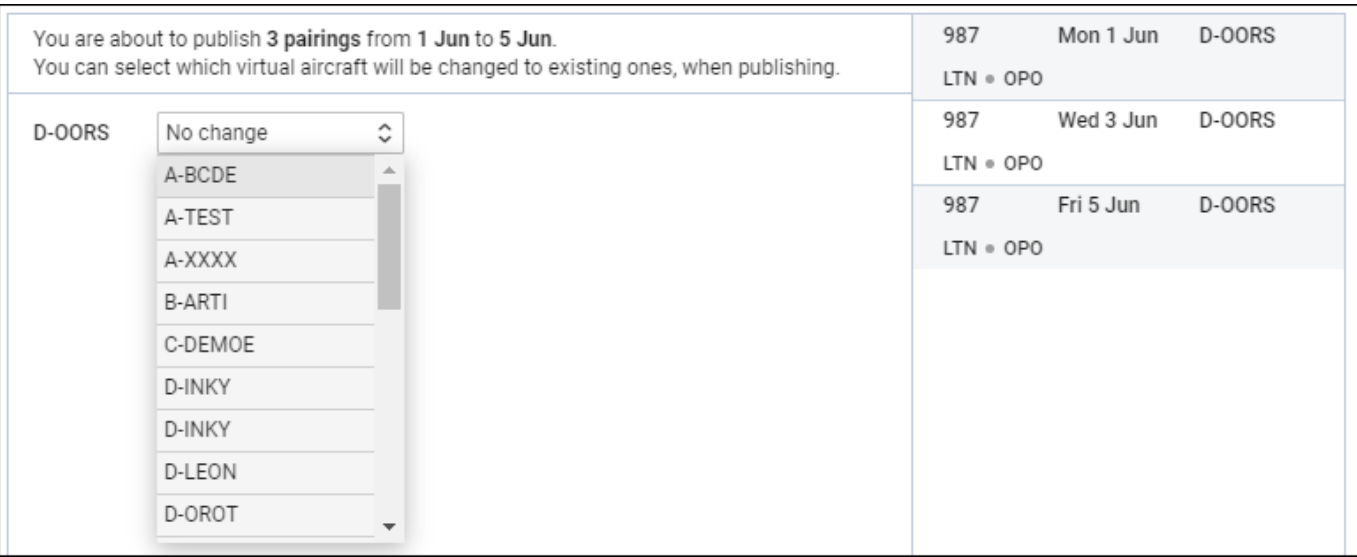
Option PUBLISH is there to publish the **selected flights** of the schedule.

The **publishing process** is as follow:

- 1. Select flights
- 2. Click on the 'Publish' button
- 3. In the 'Publish' window Leon displays the 'Aircraft assignments' section in the left column and selected flights and pairings in the right column.

Once the schedule has been added to the SCHED panel, you can select whether it should be published with the initially assigned aircraft (either virtual or the real one), or with the existing one.

Select flights (use Shift or Ctrl to mark multiple legs) and click the icon PUBLISH - Leon will show a pop-up window, where you will be able to either leave the same aircraft as it was selected when creating the schedule or select between **existing aircraft** for the schedule publication (no option to select a different tail).



Once the schedule has been published with an existing aircraft, you will find it in the OPS panel.



987	Mon	01 Jun	12:00	LTN	OPO	15:30	03:30	-	-	A-BCDE
987	Wed	03 Jun	12:00	LTN	OPO	15:30	03:30	-	-	A-BCDE
987	Fri	05 Jun	12:00	LTN	OPO	15:30	03:30	-	-	A-BCDE

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 for 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:

- Select the flights to modify
- Select 

MODIFY FLIGHTS

 option
- Remain on '**FLIGHTS**' tab
- Perform relevant modifications in the '**FLIGHTS**' window
- Press the '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 the 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.

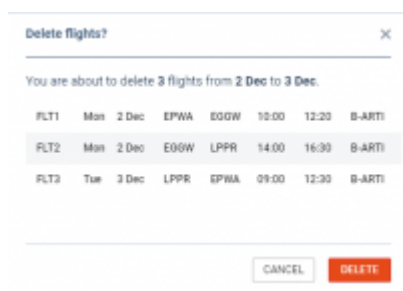
1. If the schedule is 12:00-14:00 and you want to change it to 11:00-13:00 you need to insert -01:00 in the field 'Shift'.
2. If the schedule is 12:00-14:00 and you want to change it to 13:00-15:00 you need to insert 01:00 in a field 'Shift'.
3. If you have the schedule 1200-1400 and you want to change 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.

## TRIP MODIFICATION

Under **tab Trip** it is possible to make the following changes on selected trips:

- **Client** - add client
- **Trip type** - change trip type
- **Option** - mark the trip as an option
- **Commercial** - indicates the commercial or non-commercial type of trip

## DELETE



Delete flights? X

You are about to delete 3 flights from 2 Dec to 3 Dec.

FLT1	Mon	2 Dec	EPWA	EGGW	10:00	12:30	B-ARTI
FLT2	Mon	2 Dec	EGGW	LPPR	14:00	16:30	B-ARTI
FLT3	Tue	3 Dec	LPPR	EPWA	09:00	12:30	B-ARTI

'Delete' option

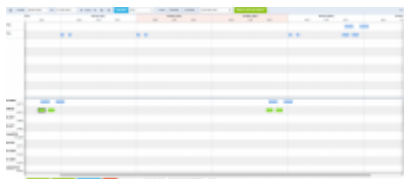
In order to **delete** flights or schedule you need to:

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 the '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 the 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.

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