

Schedule

SCHEDULE is the section for managing flights, crew positionings and office work. This is the main screen for **OPS** department. The screen is divided into **3 main sections**:

- Filter (left panel)
- Main screen where scheduled is being displayed (middle)
- Properties (right panel)

Both panels (left and right) can be visible all the time (pinned) or hidden and opened only when needed (useful for smaller screen sizes, for example laptops).

SCHEDULE is divided into 2 screens: **TABLE** & **CALENDAR**.

TABLE

Section SCHEDULE - TABLE - the full view on flights list and filters

The philosophy of working in the section Schedule is to use filter to display desired activities in the middle section of the screen and then modify selected properties of those activities using the right panel. Date range and format of displayed information can be altered using the top bar.

Please note you can only select a single date in the date picker. If you need to display a specific period of time click **LOAD MORE** in the middle screen and scroll down to create a timeline.

You can view flights, positionings and office duties.

Tip: When you set the filter to show desired type of information, you can hide it by unpinning it. By doing the same with the right panel, you can use entire screen space for the activities preview. Click once on any activity to select, click twice to open the right panel for editing.

Filter - Tab SCHEDULE

- **Show on schedule** - select which type of activities you want to be displayed
- **Group schedule by** - there are 3 ways you can group flights in the table view:
 - None - flights will not be grouped and the order they will be sorted by STD
 - A/C Registration - all flights are grouped by aircraft registration and then sorted by STD
 - Trips - all flights are grouped by trips and then sorted by STD (typical OPS setting)

- **Flight type** - select which type of flights are displayed
- **Flight status** - shows confirmed and/or not confirmed flights/options
- **Show** - you can narrow your view by excluding ferry, cancelled or terminated flights
- **Preferred airport code** - select ICAO or IATA codes to be displayed
- **Preferred time zone** - select UTC/Local time to be used by default

Filter - Tab AIRCRAFT

This section allows you to display only the aircraft you wish to see at the time.

The dropbox **All/Active** gives an option to choose between displaying all aircraft or just the active ones.

It also allows you to Search for an aircraft.

By clicking on **Tail** you can select/unselect all aircraft in the panel.

Filter - Tab SHOW

This filter is responsible for how and if different information are being displayed in the table view.

Filters in Tab SHOW are divided into 4 sections:

- **Show** - responsible for the overall display of Table view. From this section you can decide whether the elements of the view are displayed or not. For example unticking **Trip number** checkbox will result in hiding **Trip No. column**
- **Warnings** - section responsible for displaying listed types of warnings. This section is more complex because some of the warnings that are displayed might be caused by a number of reasons. Let's use Crew as example. As you can see in the attached screenshot crew SPA, marked red, has 3 different warnings regarding Airport Discontinuity, FTL and Expired Endorsements. Red frame will disappear only when following checkboxes are unticked: Crew APT discontinuity, Crew endorsement expired, FTL Violation

Filter - Tab MORE

- **Days** - select which day of the week you want activities to be displayed on the list.
- **ICAO type** - denotes the type of flight as follows: **S** for Scheduled Air Service, **N** for Non-scheduled Air Transport Operation, **G** for General Aviation and **X** for everything else
- **Flight number** - search for specific flight number
- **Airport** - allows you search for flights TO and FROM a specific Airport. Leon will suggest ICAO/IATA when you insert the name
- **Client** - allows you to search for flights made for specific client. If you start typing Leon will suggest Client's name in the dropdown.
- **Crew member** - searches for flights where indicated Crew member was assigned to.
- **Tags** - allows to search for tagged flights.

Editing

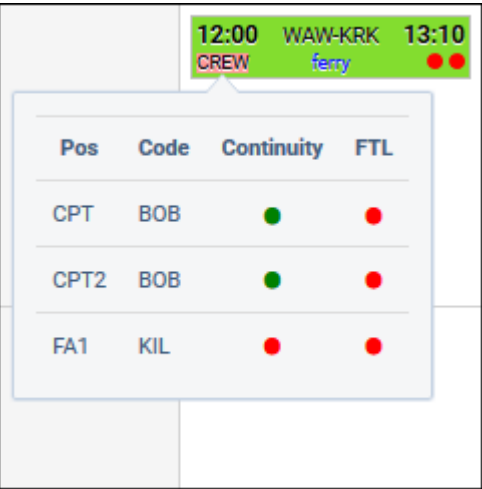
Trip editing																	
View as schedule	Flight	Flight No.	Day	Day	STD	ADDP	ADDS	STA	ATA	ADT	Time	Day No.	FLG	Remarks	FLG	Remarks	
Flight		00101	Mon	21	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Flight		00101	Mon	21	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
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Flight		00101	Mon	21	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
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Flight		00101	Mon	21	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

- **ferry/PAX number**
- **OPS/Sales checklist status**
- **Crew**



If you hover the mouse over CREW assigned crew will show up information such as:

- Crew position
- Crew code
- Airport continuity status
- FTL status



Each rectangle has a background which indicates a stage of realisation of a particular flight or operation. Colour codes are described below:

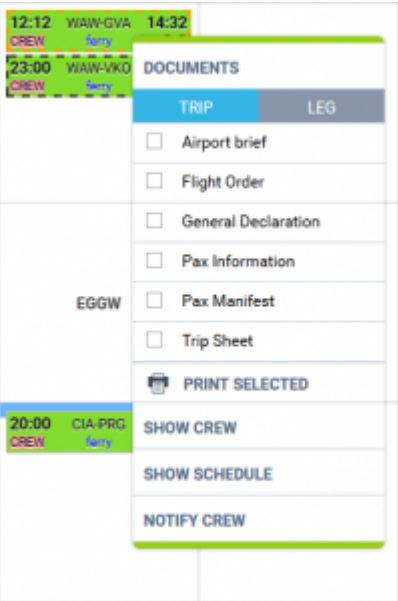
- - **Flight is confirmed**
- - **Flight is not confirmed (option)**
- - **Ferry flight confirmed**
- - **Ferry option**
- - **Flight is completed (Journey Log has been entered)**
- - **Canceled flight**
- - **Non-Commercial flights such as Crew Private, Technical flight, Training flight and Flight for owner**
- - **Non-Commercial flight is not confirmed (option)**
- - **Any type of aircraft reservation**
- - **Reservation option**

- 10:00 EPWA 15:00
MX

 - Maintenance
- EGGW
MAINTENANCE

 - Maintenance option
- 00:01 LTN 23:59
MAINTENANCE

 - AOG maintenance

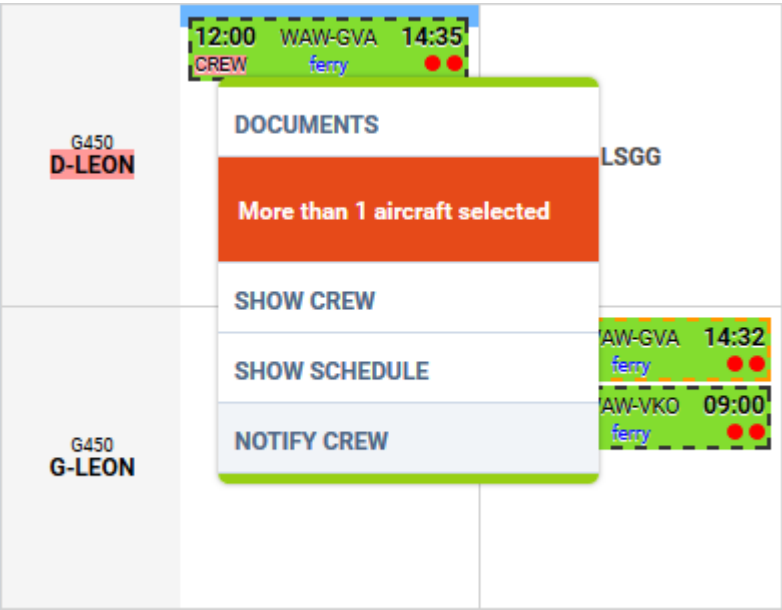


Printing documents for selected legs

It is also possible to **mark number of legs of the same trip**. It will allow you to print flight documents, and use additional options such as Show crew and Schedule as well as Notify Crew, for these particular selected legs.

In order to select multiple legs you have to hold the Ctrl button and click on the flights of your choice. As you can see in the screenshot all the selected legs will display with the dotted line.

If you try to print documents for the flights assigned to 2 different aircraft, Leon will display error message:



Filter - Tab SCHEDULE

- **Show on schedule** - select between: flights, maintenance & reservations
- **Sort aircraft by** - available options are:
 - MTOW Ascending
 - MTOW Descending
 - Registration
 - Pax capacity
 - ICAO home base
- **Flight type** - select which type of flights should be displayed
- **Flight status** - shows confirmed and/or not confirmed flights/options
- **Show** - you can narrow your view by excluding ferry, cancelled or terminated flights
- **Preferred airport code** - select ICAO or IATA codes to be displayed
- **Preferred time zone** - select UTC/Local time to be used by default

Filter - Tab AIRCRAFT

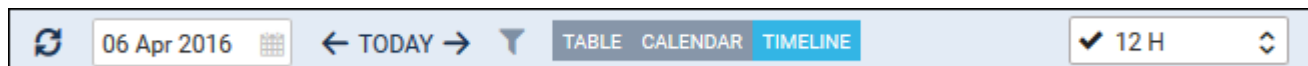
As described in paragraph **TABLE**.

Filter - Tab MORE

- **Days** - select which day of the week you want activities to be displayed on the list.
- **ICAO type** - denotes the type of flight as follows: **S** for Scheduled Air Service, **N** for Non-scheduled Air Transport Operation, **G** for General Aviation and **X** for everything else
- **Show** - select which columns should be displayed on the screen
- **Show warnings** - Crew discontinuity and FTL violations

TIMELINE

Click on **TIMELINE** icon in order to access live flight information. This section is particularly useful for flight-watching, when you want to see the realization of the planned schedule.



As you can see in the above screen there are number of time-filtering options, such as (from the left):

- **Calendar** - here you can choose the date, set to current date by default
- **TODAY button** - you can change the date forward (right arrow) or backward (left arrow). Clicking on TODAY will bring you back to current date.
- **Single page view** - here you can choose the time-frame for single-screen view, i.e. if you choose "6h" you will see 6h worth of activities on one screen.

In **TIMELINE** view you have 2 tabs with filterin options:

- **Schedule**

- **Aircraft**

Both are explained further in this section.

On the left you can see the fleet sorted by aircraft registration. The first row represents scheduled flight times (the same as in Flights List view). This strip may also include flights added as options. They will be distinguished by different colour (aquamarine). The second row represents realization (Flight Watch and later Journey Log data, if entered). The realization of the flight (second row) only shows when **Flight Watch** is filled in.

Clicking on any strip allows you to access flight details and edit the flight in the same way as in **TABLE**, or **CALENDAR** sections.

You can also see **Reservations** added from [Planned Flights](#) screen (Orange colour) or **Maintenances** added from [Scheduled Maintenance](#) section (Red colour).

If there is **airport discontinuity** between airport A and B - a red line will highlight ADEP without continuity with ADES of the last flight.

Filter - Tab SCHEDULE

- **Flight status** - shows confirmed and/or not confirmed flights/options
- **Show** - you can include or exclude cancelled
- **Sort aircraft by** - available options are:
 - MTOW Ascending
 - MTOW Descending
 - Registration
 - Pax capacity
 - ICAO home base

Filter - Tab AIRCRAFT

As described in paragraph **TABLE**.

From:

<https://wiki.leonsoftware.com/> - **Leonsoftware Wiki**

Permanent link:

<https://wiki.leonsoftware.com/leon/schedule?rev=1460636727>

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