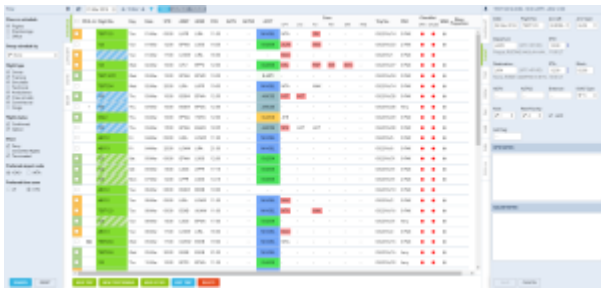# Schedule

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).

From SCHEDULE you can access 3 types of views: **TABLE**, **CALENDAR**, and **TIMELINE**.

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.

Leon will display type of flight by marking **Flight no.** column with the relevant colour (described in Calendar section of this page). You will also see **Aircraft colour** in **ACFT** column.

> 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 sortedy 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 airctaft or just the active ones.
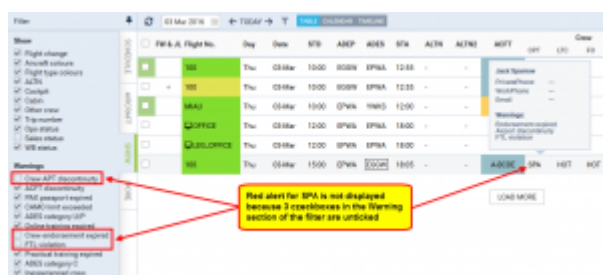
It also allows you to Search for an aircraft.

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 devided into 4 sections:

Example of filter settings that prevent displaying warnings

- **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 untcking **Trip number** checkbox will result in hiding **Trip No. column**. Also if you need a clear view of **Flight type**, ticking the checkbox **Flight type colours** will display this information in **Flight number 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, should be marked red due to 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.**Violations are marked red**.
- **Cautions** - responsible for displaying "close to limit" information such as FTL, CAMO and HIL warnings as well as PAX missing data on the flight. **Cautions display yellow in the view**.
- **Notices** - responsible for displaying information that are netiher warnings nor cautions, such as Trainings/Briefing required, and Diversion of the flights

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
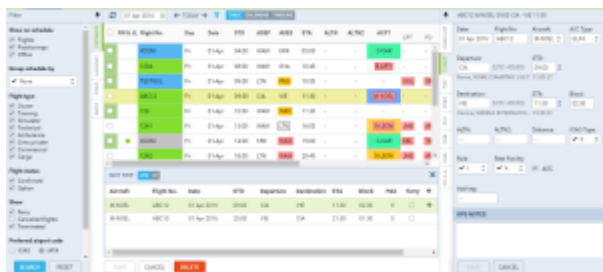
Trip editing - the bottom panel view

By clicking on the activity, you can edit it in the properties panel (right-hand one). There are number of different tabs available and the one which is selected by default depends on the type of information you have clicked on the activity (all tabs are explained one by one in manual).

For example, by clicking on one of the following fields: STD (Scheduled Time of Departure), STA (Scheduled Time of Arrival), ADEP (Airport of Departure), ADES (Airport of Destination), the 'Flight' tab of the properties panel will open.

The activity you are modifying is highlighted. If you click 'Edit' button on the bottom of the screen, additional bottom panel will open. If the activity selected is flight, the whole trip (series of flights) will open in the bottom window.

While you are editing a trip in the bottom panel, you can still use the right properties panel to access given sector details.

CALENDAR

Calendar - the general view

Click on **CALENDAR** icon to get your flights, maintenance or reservations displayed as calendar duties. By using left-hand side filter you can define the view - 4 tabs:Schedule, Aircraft, Show & More are available.
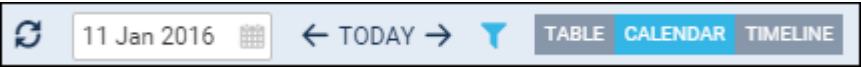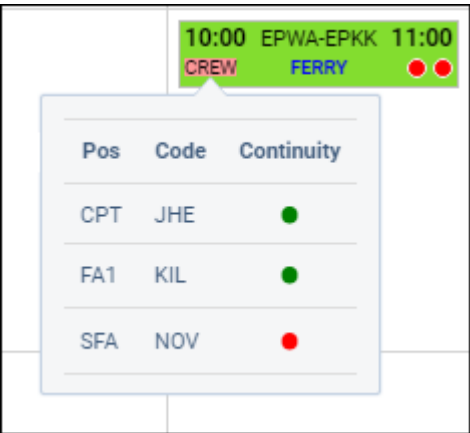
Each flight appears as a belt (confirmed-green or option-striped green) with the informtaion such as:

- **Schedule times**
- **ADEP/ADES codes**
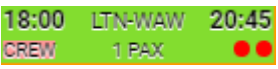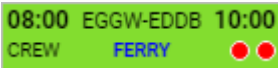- **ferry/PAX number**
- **OPS/Sales checklist status**
- **Crew**
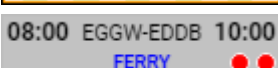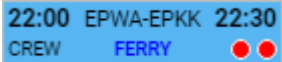
If you hover the mouse over CREW assigned crew will show up information such as:

- 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**

- - **Maintenance**

- - **Maintenance option**

- - **AOG maintenance**
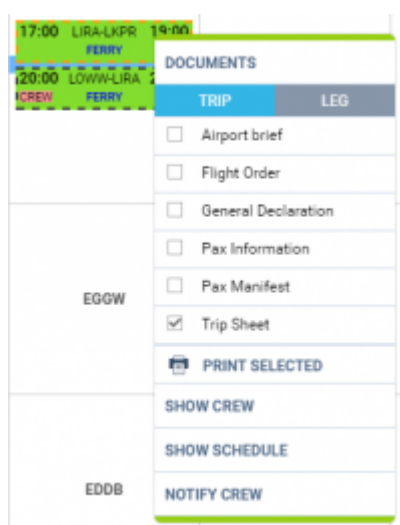
Printing documents for selected legs

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.
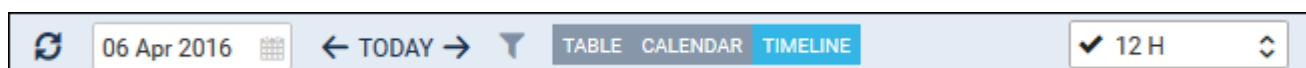
If you try to print documents for the flights assigned to 2 different aircraft, Leon will display error message:
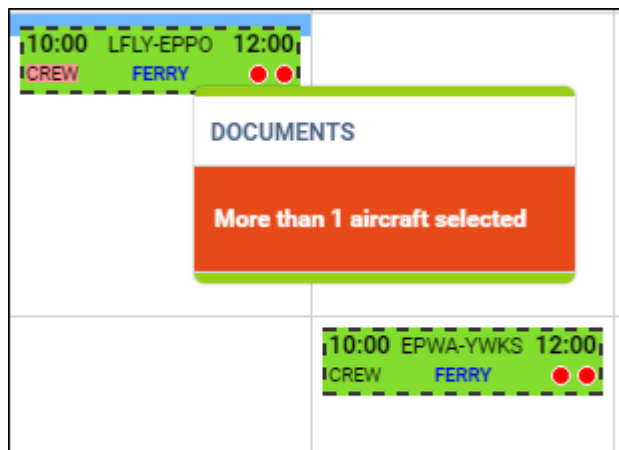
TAB's and filtering options are the same as in TABLE view.

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 striped line. 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 (Purple colour) or **Maintenances** added from Scheduled Maintenance section (Brown colour or Red if it is AOG Maintenance).

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

Right click of the mouse on the flight or an option strip will open a window with access to **flight documents** as well as **Show crew**, **Show schedule**, and **Notify Crew** functions. This works in exactly the same way as in Calendar and Table sections.

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**.

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