

Adding new flights, repositionings and office duties

Adding new flights, positionings and office duties needs to be done from separate sections.

• **Menu bar**

1st thing which has changed is the **Menu bar** for section Flights.

When you hover the mouse over, you will see that **New** has replaced **New flight** and it expands into 3 separate pages (see screenshot on the right).

• **New flight**

Trip InfoSalesJLFTLCAM

Type: NCode: Status: FlightTrip type: CommercialFlight rules: AOC

Aircraft	Flight No.	Date	Report.	STD	ADEP	ADES	STA	Block	Distance	ALTN	EL	COM	CPT	FO	SP	INS	OBS	FA1	FA2	FDP	SLS	PSN	OPS
-- SELECT --			AUTO					00:00	0														

New Leg00:00

In this section you can add **ONLY** flights. Positionings and office duties need to be added from separate sections (see below). The rest of this section remains unchanged.

• **New positioning**

Use this section to add a new positioning duty/duties. A new positioning duty will **NOT** be included into the trip. Tabs such as: Sales, JL and CAM are not available to be used on this screen (the same applies to office duties). The only available flight-position in both positionings and office duties are **PSN**.

Trip InfoFTL

Name	Date	Report.	STD	ADEP	ADES	STA	Block	Distance	PSN	PSN	PSN	PSN	PSN	PSN
		AUTO					00:00	0						

Add Next

00:00

• **New office**



This section should be used to add a new office duty.

Trip InfoFTL

Name	Date	Report.	Start Time	Location	End Time	Duration	PSN	PSN	PSN	PSN	PSN	PSN
		AUTO				00:00						

Add Next

00:00

In the section Flights List crew assigned to either positioning or office duty appear with appropriate icons:  or 

If more than 1 crew is assigned, they will be separated by commas.

POSITIONING	Thu	04-06	09:00	<div>WAW</div>	AUA	21:00		 <b>ANS*</b>
OFFICE	Thu	04-06	10:00	<div>WAW</div>	<div>WAW</div>	14:00	---	 <b>RYAN*, DEL</b>

From:

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Permanent link:

<https://wiki.leonsoftware.com/updates/adding-new-flights-positionings-and-office-duties-has-changed?rev=1444641320>

Last update:

**2016/08/30 13:06**

