

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 <u>separate pages</u> (see screenshot on the right).

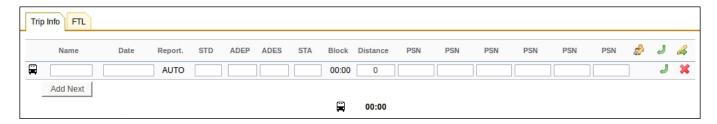
## New flight



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.

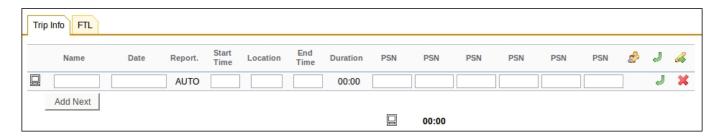
## New positioning

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**.



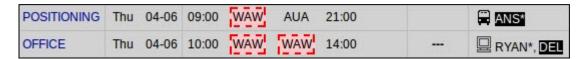
## New office

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



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

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



From:

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Permanent link:

https://wiki.leons of tware.com/updates/adding-new-flights-positionings-and-office-duties-has-changed? rev=1444641320

Last update: 2016/08/30 13:06

