## **Adding duties based on Work Plans**

## **Creating Work Plans**



The exmaple of a simple Work Plan definition

To create Work Plan, go to Settings → Duties Setup, scroll down to the very bottom of the page, and click "New work plan". A new pop-up window will appear, allowing you to create Work Plan for your crew members.

Work Plan constitutes a standard pattern, which can be later used in Crew Calendar, to create a crew roster for a specified time period.

While adding duties for a specified time period using Work Plan in Crew Calendar, the period will be filled with a repeatable pattern defined in the Work Plan. The pattern will be repeated until the period is filled.

## **Adding Work Plan duties**



"Add work plan duty" pop-up window

To add the duties based on the Work Plan, go to the Crew Calendar, right-click one of the cells, select "Add Work Plan duty" and click one of the Work Plans visible in the sub-menu.

In the new pop-up window, specify the time period for which you are going to add the duties, select the aircraft and Auto Roster function.

After clicking "Add", the crew member's roster for the selected period will be filled with duties based on the Work Plan used.

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