

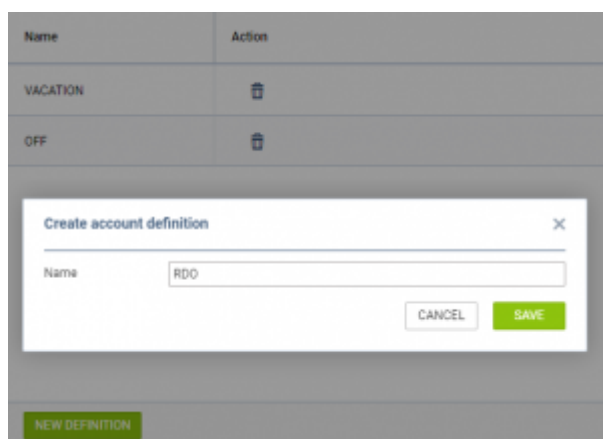
Duty Trading functionality

'**Duty trading**' functionality is available in the Crew Calendar section of Leon.

The **purpose** of this functionality is to have the possibility to recompensate ON duty with an OFF duty, and vice-versa.

Duty Trading process

The Duty Trading process is explained below.



'Creating account definition

Account Definition

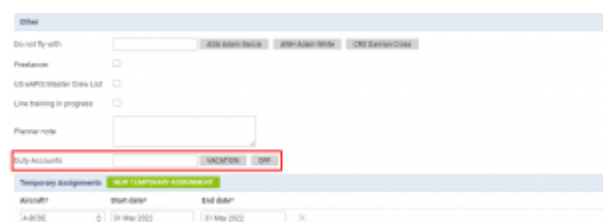
The first step is to **create** a Duty Account definition.

Go to Admin Panel > 'Duties Setup' section and click on the 'Duty account' option located at the bottom of the page.

In this section, click on the **NEW DEFINITION** button. A pop-up 'Create definition window' will open, where the account can be named and saved.

A saved account will appear on the list.

It is **possible to edit** the account name (by clicking on the name) and delete the account.

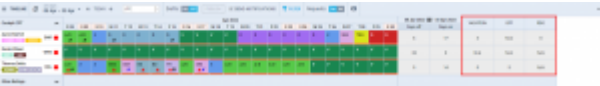


Assigning account to a user

Assign account to User

Once the account definitions are created, they can be **assigned to a User** in the User profile > tab 'Other'

Each user can be assigned to numerous accounts.



Additional columns in Crew Calendar

How it works in Crew Calendar

The additional 'Account' columns will appear in the Crew Calendar.

The columns can be added/removed in the 3-dot filter, using the **Show Duty Accounts Columns** switch.

The **values in each column** display the total amount of compensated days. 'N/A' value means that the account is not assigned to a User. There can be negative values displayed in the columns.

Each 'Add duty' window has an additional **Compensate with** option available.

If the **duty is to be compensated with a day off**, in the 'Compensate with' dropdown, the planner can select the account to which an off day should be added.

In the below example, the new 'Office' duty is to be compensated with the 'RDO'. A value in the 'RDO' column increases by 1 (from 0 to 1):

Timeline

23 Days

08 Apr - 30 Apr

UTC

Drafts: ON OFF PUBLISH

Cockpit CPT

Aaron Bartoli

Derek Wheel

Thomas Delta

Other Ratings

F 08

S 09

S 10

M 11

T 12

W 13

T 14

F 15

S 16

S 17

M 18

T 19

W 20

T 21

F 22

S 23

S 24

M 25

T 26

W 27

T 28

F 29

S 30

A/D

A/D

X

D

D

D

D

D

V

V

V

D

D

D

D

D

D

X

SIM

TRN

D

D

BAR

WHE

DEL

Labels

INS

ADMIN

MANAGEMENT

Add Duties

Duty: O - Office

Airport: EPWA

AOC: Default

From: 08:00 UTC To: 16:00 UTC

Repeat: Mon Tue Wed Thu Fri Sat Sun

Crew: WHE Derek Wheel

Compensate with: RDO

CANCEL ADD

08 Apr 2022 - 30 Apr 2022

Days off

Days on

VACATION

OFF

RDO

6

17

3

N/A

0

2

14

4

N/A

0

9

14

0

5

N/A

Apr 2022

F 08

S 09

S 10

M 11

T 12

W 13

T 14

F 15

S 16

S 17

M 18

T 19

W 20

T 21

F 22

S 23

S 24

M 25

T 26

W 27

T 28

F 29

S 30

08 Apr 2022 - 30 Apr 2022

Days off

Days on

VACATION

OFF

RDO

6

17

3

N/A

0

2

15

4

N/A

1

9

14

0

5

N/A

If the OFF type duty is added the **Withdraw from** drop-down option will be available. This option allows reducing a value from the selected account.

In the below example, the new 'Day Off' duty withdraws from the 'RDO' account (from 0 to -1):

The screenshot displays the 'Add Duties' pop-up window and the Crew Calendar. The 'Add Duties' window has the following fields:

- Duty: X - Day Off
- Airport: EPWA
- From: 00:00 UTC To: 23:59 UTC
- Repeat: From 24 Apr 2022 To 24 Apr 2022
- Mon: ☒ Tue: ☒ Wed: ☒ Thu: ☒ Fri: ☒ Sat: ☒ Sun: ☒
- Crew: WHE Darek Wheel
- Withdraw from: RDO

The background calendar shows a grid of duty days for crew members Aaron Bartoli, Darek Wheel, and Thomas Delta. A red arrow points from the 'RDO' column in the calendar to the 'RDO' column in the summary table, where the value changes from 0 to -1.

It is also possible to **amend the value of the account** by clicking on the value in the Crew Calendar and amending it in the **Duty Account Balance** pop-up window:

The 'Duty Account Balance' pop-up window shows the following fields:

- Balance: 10
- Note: Increased due to overtime
- Buttons: CANCEL, SAVE

Duty trading functionality is not included in the 'Draft mode'

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