

# Editing and deleting duties in Crew Panel

It is now possible to **edit and delete** duties in the Crew Panel view.

## Editing duties



### Editing duties

In order to edit a duty you need to:

1. Right-click the mouse on a particular duty. A pop-up menu will open.
2. In a pop-up menu hover the mouse over 'Edit duty' option and click on the duty you'd like to edit.
3. 'Edit duty' pop-up window will open, where you can change the duty details.
4. SAVE changes to overwrite the duty.

It is possible to edit a duty assigned to the number of different crew on different days.

To do that you need to mark either number of particular duties (hold Ctrl key and click on the duties you'd like to overwrite). Once you've picked the duties, follow the editing duty instructions.

You can also mark a section of the duty calendar by clicking on the cell, pressing Shift key and clicking on the cell the duty period should be amended for.

## Deleting duties



### Deleting duties

The process of deleting duties is very similar to editing duties:

1. Right-click the mouse on a particular duty. A pop-up menu will open.
2. In a pop-up menu hover the mouse over 'Delete duty' option and click on the duty you'd like to delete.
3. Selecting the duty to be deleted will trigger a validation question.
4. Pressing 'YES' will remove the chosen duty, 'NO' will switch off the validation.

The process of deleting numerous duties of the same definition is exactly the same as the process of editing duties.

**It is NOT possible to edit or delete a duty**

| with the type 'On the aircraft'. \_ \_ \_ \_ \_ |

*It is very important to us that at this stage you, as an experienced Crew Planner, provide us with a feedback regarding the functionality. What do you think about the 'Crew Panel' interface? Does editing per-day is intuitive for you, or do you find this view working in some hard to predict manner? Please send any feedback to [support@leonsoftware.com](mailto:support@leonsoftware.com)*

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