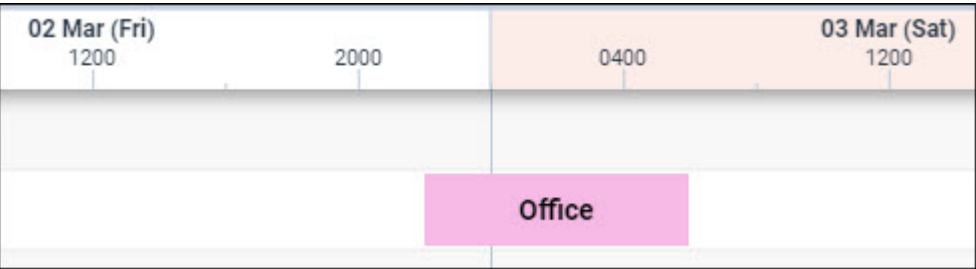# Crew Panel

Adding a new duty from a 'QUICK ADD DUTY' panel

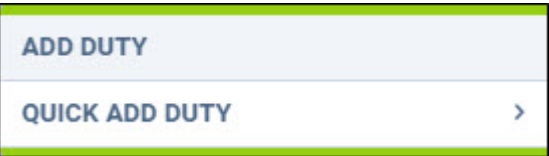Adding multiple duties to many crew by using 'Ctrl' key

It is possible now to **add duties** into the new **Crew Panel** section. You can add single or multiple duties, to one or more crew members at once.

⚠️ **You can now add duties which cross midnight.** Be aware that in the old crew roster Leon will show such duties on the day of the duty start.
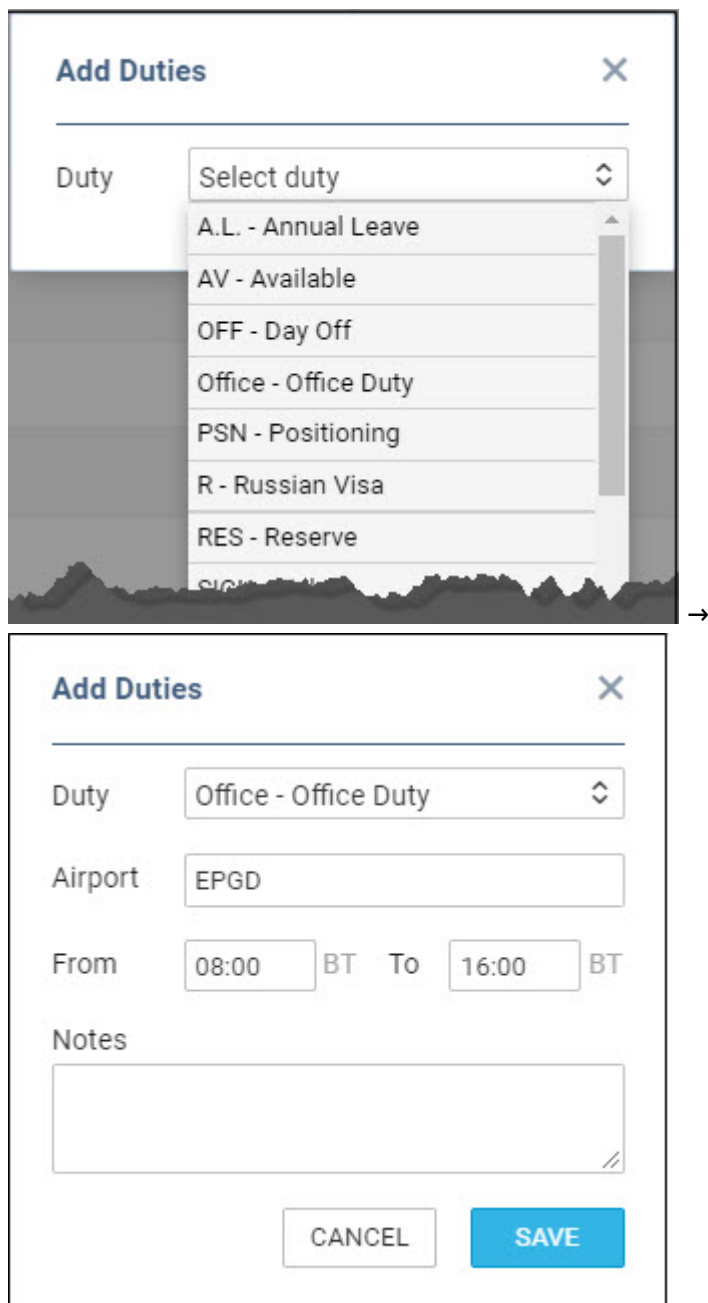

Duties added in CREW PANEL section

To add a duty mark a day, right-click with the mouse and select either **ADD DUTY** or **QUICK ADD DUTY**.

ADD DUTY

An option 'ADD DUTY' shows a drop-down box with all duties (pre-defined in a section Settings > Duties Setup), select a needed one and fill a new pop-up window in with details.

→

Leon shows times in **BT - Base Time** - base/bases are defined in a section Settings > General Settings. Every crew can be assign to a certain base and that base's timezone shows on top of the page (between date 'TO' and an icon 'NOW').

QUICK ADD DUTY

An option 'QUICK ADD DUTY' is a quicker way of adding duties. Hover the mouse over it and Leon will show all pre-defined duties along with their colours. It is more suitable for 'OFF' types of duties, as Leon does not show a pop-up window where you can add details - Leon adds duties with default times (previously defined in a section Duties Setup).

If you want to add duties to more than one crew, on more than one day, use either key **Shift** and mark as many days as needed, or use key **Ctrl** and select particular days for a number of crew members.

IMPORTANT!

> **It is not possible yet to edit or delete duties - such options will be implemented in one of the future releases.**