

CREW TIMELINE - HOTEL BOOKINGS

A new feature to add hotel reservations for crew members has been implemented. Under the 3-dot icon it is now possible to switch an option to show **Required hotel**. Once this option is marked, Leon will showicon if a crew member ends his flight duty outside of his home base. The red H letter indicates that the hotel has not been reserved. Once you click on the icon a Hotel booking pop-up window will open. In the pop up window it is possible to select:

- Hotel from the drop down menu
- Check in & Out times in **UTC** or **BT**
- Status of the reservation
- Crew members for whom the reservation was made
- Notes (the notes are not visible in any section as yet)

Once the reservation is added the red letter H will change color to white. If manual publication is enabled a pink background will appear indicating the the change requires publication.

If you right-click on the hotel icon from the context menu you can choose from 3 options:

- Edit Hotel reservation - once selected you can amend existing reservation
- Delete From Hotel Reservation - selecting will delete selected crew members from the booking
- Delete Hotel Reservation - selecting removes the entire hotel booking

If the crew, in a given time-range, performs a series of flights ending at the same airport out of home base, adding a hotel reservation for the selected time-frame will mark all hotel icons as booked. This saves the crew planners from adding hotel reservation after each trip separately.

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