

Creating Drafts in Duty Roster

We have changed the way you can **plan duties** for the Crew in a section Crew > Duties.

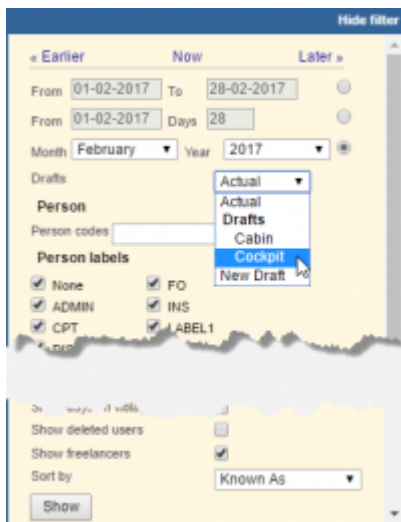
The most important changes include:

- Replacing **Plan Mode** with a possibility of creating **Drafts**.
- Possibility of editing one Draft by different users - something that was not available in the **Plan mode**.

If you already planned the Roster in the 'Plan mode', it will switch to the Draft with the Name of the person who created it.

The whole process of creating and editing Drafts is explained below.

Draft



Dropdown selection with Draft options

In the section Crew > Duties, apart from assigning duties in the live mode, you can now **plan** duties for your crew before publishing it.

In the filter you can find the drop-down selection where you will see following options:

- **Actual** - actual view for duties already published.
- **Drafts** - if any drafts have been created, they will show underneath in chronological order.
- **New Draft** - Creating New Draft.

To switch between **Actual**, **Draft**, or to create **New Draft** you have to choose relevant option and click **Show** button. Switching between the modes **does not** mean that all duties assigned before will disappear. They will remain untouched. Below you can see examples of using **Drafts** feature.

- **1 - Creating New Draft**

To create **new planned roster** you need to choose **New Draft** option in the filter and press 'Show'

button. A pop-up window will appear, where you can choose a **Draft name** and save the Draft. You will be automatically redirected to the new Draft and the following information will appear in the top left corner of Duties screen:

You are editing Cockpit draft

Publish
Reject
Rename
Delete

When adding duties within the Draft on previously unassigned days, everything looks the same as if adding duties in the actual mode. The only difference is that in the top-left corner of the square there is a **green flag**.

	Off	Off	Off			
		D	D	D		
			H	H	H	

If it happens that you have planned a new duty on the day where there was already either flight, positioning or office duty assigned, when you hover the mouse over the square, the pop-up window will appear with the information (see examples below):

Duty

Type: S
Aircraft type: F900
Airport: WAW
From: 06:00 To: 18:00
Function: CPT

Flights

STD	ADEP	ADES	STA	ACFT
06:00	WAW	WAW	18:00	---

Planned duties

Type: Off
Planned by Thomas Delta (DEL)

Flights

STD	ADEP	ADES	STA	ACFT
12:00	WAW	WAW	15:00	---

Duty

Type: D
Aircraft: B-ARTI
Function: CPT
Created 13-01-2014 10:03 by Thomas Delta (DEL)

Flights

No flights for this day.

Airport of the last landing: WAW

Duty

Type: SIM
Aircraft type: A319
Airport: WAW
From: 08:00 To: 12:00
Function: CPT

Planned duties

Type: O
Planned by Thomas Delta (DEL)

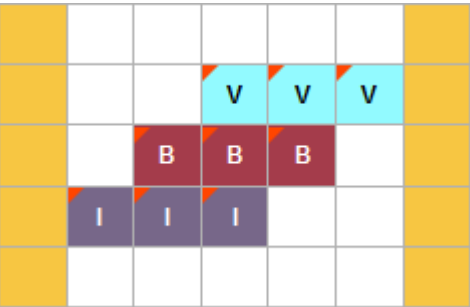
Flights

STD	ADEP	ADES	STA	ACFT
08:00	WAW	WAW	12:00	---

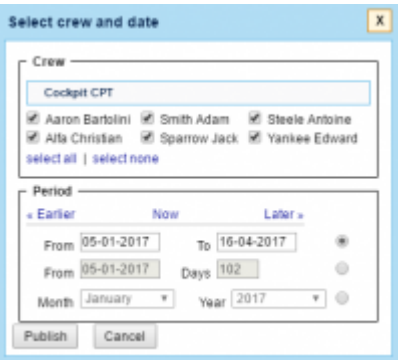
• 2 - Replacing actual duties with the new planned ones

If you want to **replace** the actual duty with the new one within the Draft, firstly you need to **select a Draft** in the filter and click on 'Show' button. This will allow you to edit the chosen 'Draft'. Then click

on the existing square/squares and select new duty from the list previously defined in **Duties Setup** section. In each new duty-square, in the top-left corner there will be a **red flag**.



It is also possible to delete duties from the Draft, which have been added in actual mode - in the same way as normally (mark duties and click on the bottom duty-type).



Publishing duties for crew in the Plan mode

• **3 - Publishing or rejecting changes in crew duties table**

If you have finished planning duties you can save it by clicking the icon '**publish**'. Leon will show a pop-up window, where you can select a **date range** - a month for which the publication should take place or all months for which duties have been planned, and **crew** for whom the duties should be published.

If you click OK, then on top of the screen Leon will show the progress bar. The status of the publishing is being refreshed automatically.


Progress of duties publishing

Publication started at 11:37 UTC (revision name 'Cockpit')

Pending...

The lenght of the **publishing process** depends on the number of new duties assigned or changes made in the roster.

When you start publishing duties, this particular Draft becomes un-editable and greyed-out in the filter. You can still switch to a different Draft as well as Actual mode and edit it.

Once it's done, Leon will switch to the actual mode and the **message will be sent out** - the 'Messages' envelope on the belt will turn yellow  Messages. Inside the 'Messages' section you will find an email **Script complete** and the exact time in UTC.

If you decide to **reject** the publication of planned duties you can click **Reject** button. A pop-up window will display. This is very similar pop-up to the one when you publish duties with '**Reject**'

button instead of **'Publish'** button. In the pop-up you can choose Crew and Period you want to reject the changes for. Once you click **Reject** the changes in duties will disappear for the marked Crew for chosen range of time.

• 4 - Deleting Draft

You can delete any draft. Simply choose the 'Draft' you wish to delete in the filter. Once the 'Draft' is edited simply click on 'Delete' button. A pop-up window will appear asking for confirmation. Once you clicked on 'Save', the 'Draft' will be deleted and you will be redirected to 'Actual' mode.

Draft email notifications

Sending roster changes emails to recipients whilst making changes within a **Draft** works in a slightly different way. **The notification email is being sent out once the plan is published.** In other words - you can make as many changes as you wish and when the publishing of the Draft is finished, then Leon sends out emails with all changes included to particular crew members (see example below).

Apr-2017	Beth Gabbons
01 (Sat)	
02 (Sun)	
03 (Mon)	
04 (Tue)	AV (00:00 WAW 23:59)
05 (Wed)	AV (00:00 WAW 23:59)
06 (Thu)	AV (00:00 WAW 23:59)
07 (Fri)	AV (00:00 WAW 23:59) -> [new] OFF
08 (Sat)	AV (00:00 WAW 23:59) -> [new] OFF
09 (Sun)	AV (00:00 WAW 23:59) -> [new] OFF
10 (Mon)	
11 (Tue)	[new] AV (00:00 WAW 23:59)
12 (Wed)	[new] AV (00:00 WAW 23:59)
13 (Thu)	[new] AV (00:00 WAW 23:59)
14 (Fri)	[new] AV (00:00 WAW 23:59)
15 (Sat)	
16 (Sun)	
17 (Mon)	
18 (Tue)	
19 (Wed)	
20 (Thu)	
21 (Fri)	
22 (Sat)	
23 (Sun)	
24 (Mon)	
25 (Tue)	
26 (Wed)	
27 (Thu)	
28 (Fri)	
29 (Sat)	
30 (Sun)	

Copying duties within the 'Draft'

Copying duties within the 'Draft' works similarly to the 'Actual' mode described in the above chapters. The difference is you can copy already added duties along with the planned ones (not yet published), see example below.

- In the filter switch to the 'Draft' of your choice, mark previously added duties along with those you have planned and click 'copy' (planned duties show with the green triangle indication).

Tom Arayanic OPS	TAR				D	D	D	Office	Office	Office
John Davis	JDA							Copy Duties ----- Copy Paste Add/Edit		
Thomas Delta ADMIN	DEL									
Mike Echo	ECU									

- Pasted duties show as planned, despite the fact some of them are already confirmed (published) for a particular crew member.

Tom Arayanic OPS	TAR				D	D	D	Office	Office	Office			
John Davis	JDA							D	D	D	Office	Office	Office

Copying duties is possible in both: **Actual** mode and in the **Draft**. It is **not possible** to copy duties between 2 different Drafts or between Draft and Actual mode.

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