

In the section Crew > Duties you can not only assign duties for crew but also plan it first before publishing it.

In the filter you can find a **Plan** mode and **Actual** mode. If you want to switch to the plan mode, tick the checkbox and click 'Show'. In the top-left corner you will see an information **You are now in the plan mode** . Next to it you can see two buttons: publish and reject which can be used if either you want to publish changes, or reject them.

Switching to the plan mode does not mean that all duties assigned before disappear. They will remain untouched. Below you can see examples of using **Plan** mode feature.

- **1 - planning new duties (on unassigned days - blank squares)**

When adding duties in the plan mode 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 **green&white flag**.

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