

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 a **green&white 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, when you hover the mouse over the square, the pop-up window will appear with the below kinds of information:

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

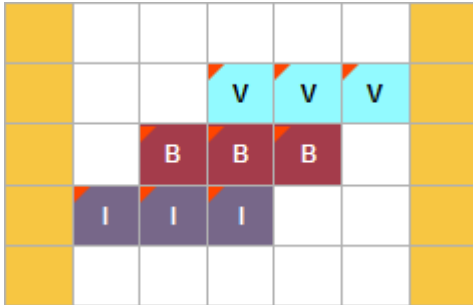
Planned duties
Type: O
Planned by Thomas Delta (DEL)

Flights

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

- **2 - replacing actual duties with the planned ones**

If you want to **replace** the actual duty with the new one, click on the existing square/squares and select new duty from the list. In each new duty-square, in the top-left corner there will be a **red&white flag**.



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