In the section `Crew > Duties`, apart from assigning duties, you can also plan duties for your crew before publishing it.

In the filter you can find the **Plan** mode and the **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 will 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**.

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):

- **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 previously defined in **CDR Definition** section. In each new duty-square, in the top-left corner there will be a **red&white flag**.
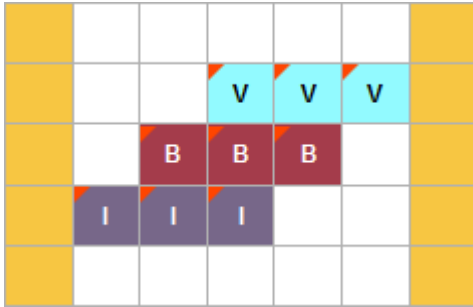
- **3** - **Publishing or rejecting changes in crew duties table**

If you have finished planning duties you can save it by clicking the icon '**publish**'. Leon will show an information: **The plan will be published. Proceed?**. If you click OK, then in the filter, right below the date section, you will see the information about the progress: Publishing in progress:57 % .

The lenght of the **publishing process** depends on the number of new duties assigned or changes made in the roster. Click 'Show' in the filter to check the status of the publishing.

IMPORTANT INFORMATION

> **The publishing progress needs to be updated by cliking 'Show' in the filter, the percenatge value is not being updated automatically**

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 . Inside the 'Messages' section you will find an email **Script complete** and the exact time in UTC.

If at any point you would like to get rid of all the newly planned duties, click the icon '**reject** (Leon will show: **All planned changes will be deleted. Proceed?**) and all of them will disappear. You can always delete a single planned duty, or a few of them, in the same way you do in the actual mode.