

This option can be **particularly helpful** when OPS department makes lots of changes in Crew Duties section and it is desired that crew members are **informed about any change in their roster** by email. When this function is activated Leon sends emails to persons concerned about all new and changed duties.

The option is **enabled** to all crew members by default. In the profile page of each Leon user you can find a checkbox automatically ticked. By unticking it you can **disable** sending roster changes emails.

Admin > Users > Edit User

Tom Araya (TAR)

Basic Information

Groups

Personal endorsements

Ratings

Per Diems

User settings

Login history

Date format

☒ dd-mm-yyyy ☐ yyyy-mm-dd ☐ mm-dd-yyyy

Display airports codes as

☒ IATA ☐ ICAO

Show statuses of leg info on tooltip

☒ yes ☐ no

Use Local Time as default time

☐

Automatically change "To" date on flights list, when "From" date is changed.

☐

Preferred flights view

Flights List

Display the names of operators:

☐

Display names of maintenances

☐

Notify about duty roster changes

☒

Update

Actual mode

1. New duty

A brand new duty/duties assigned to a crew member appears in bold as defined in CDR Definition, either with extra details, like: From, To, Airport (for 'Office', 'Training' or 'Contactable' type of duty), or without details (for duty-types defined as 'Other' or 'Off').

13 (Sun)	
14 (Mon)	Off
15 (Tue)	Off
16 (Wed)	Off
17 (Thu)	PSN (10:00 STN 14:00)
18 (Fri)	PSN (10:00 STN 14:00)
19 (Sat)	Off
20 (Sun)	Off
21 (Mon)	Off
22 (Tue)	Off
23 (Wed)	Off

Type 'Contactable'

12 (Sat)	
13 (Sun)	
14 (Mon)	T (08:00 VKO 16:00)
15 (Tue)	T (08:00 VKO 16:00)
16 (Wed)	T (10:00 VKO 18:00)
17 (Thu)	T (08:00 VKO 16:00)
18 (Fri)	T (11:00 VKO 19:00)
19 (Sat)	
20 (Sun)	
21 (Mon)	

Type 'Training'

05 (Sat)	
06 (Sun)	
07 (Mon)	O (08:00 AMS 16:00)
08 (Tue)	O (08:00 AMS 16:00)
09 (Wed)	O (08:00 AMS 16:00)
10 (Thu)	O (08:00 AMS 16:00)
11 (Fri)	O (08:00 AMS 16:00)
12 (Sat)	
13 (Sun)	

Type 'Office'

09 (Wed)	O
10 (Thu)	V
11 (Fri)	V
12 (Sat)	D (M-NOEL)
13 (Sun)	D (M-NOEL)
14 (Mon)	D
15 (Tue)	D
16 (Wed)	T

Type 'Other' - acft registration

06 (Sun)	
07 (Mon)	
08 (Tue)	
09 (Wed)	D (E50P)
10 (Thu)	D (E50P)
11 (Fri)	D (E50P)
12 (Sat)	
13 (Sun)	
14 (Mon)	

Type 'Other' - acft type

IMPORTANT INFORMATION !

When you add a new duty on the aircraft (type 'Other'), Leon displays either the aircraft registration or aircraft type - depending on the settings in Admin > Operator Settings > General, section

| 'CDR Type - per Acft or per Acft Type' _ _ _ |

1. Changing duty

If you want to **replace an existing duty with a new one** in the actual mode, in the notification email that change is displayed as on the screenshots below: the previous duty with the arrow poiting at the new duty **in bold**. If the new duty is the one where you insert **details** like: From, To, Airport ('Office', 'Training' or 'Contactable' type of duty) - these details also appear in brackets.

08 (Tue)	O	26 (Sat)		02 (Wed)	H
09 (Wed)	O	27 (Sun)		03 (Thu)	H
10 (Thu)	O -> V	28 (Mon)	S -> D (D-LEON)	04 (Fri)	H -> O (09:00 WAW 15:00)
11 (Fri)	O -> V	29 (Tue)	S -> D (D-LEON)	05 (Sat)	H -> O (09:00 WAW 15:00)
12 (Sat)		30 (Wed)	S	06 (Sun)	
13 (Sun)		31 (Thu)	S	07 (Mon)	O

Plan mode

Sending roster changes emails to recipients whilst making changes in the **plan mode** 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 plan is finished, then Leon sends out emails with all changes included to particular crew members (see example below).

03 (Thu)	H
04 (Fri)	D -> V
05 (Sat)	D -> V
06 (Sun)	
07 (Mon)	O
08 (Tue)	D
09 (Wed)	D
10 (Thu)	V -> O (10:00 WAW 15:00)
11 (Fri)	V
12 (Sat)	D
13 (Sun)	D
14 (Mon)	D
15 (Tue)	D
16 (Wed)	T -> D (G-LEON)
17 (Thu)	T -> D (G-LEON)
18 (Fri)	T
19 (Sat)	Off
20 (Sun)	Off
21 (Mon)	Q
22 (Tue)	Off
23 (Wed)	Off
24 (Thu)	D
25 (Fri)	D

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