

Copying duties

To meet the frequent requests of our clients we have introduced **copying duties** option.

You can copy existing duties to the same crew member or to other members. It is also possible to add the same duty for one day to all crew members. Below you can find an explanation how this feature works.

Copying duties is possible in both: 'Actua' and 'Plan' modes. Copied duties always overwrite those previously added.

Copying duties for the same crew member

- mark the existing duty (for as many days as necessary) and click 'copy'.

Jack Sparrow	● SPA	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Mike Tayson	● MTA									
Anthony X	● ANT									

Copy Duties
Copy
Paste
Add/Edit

- click number of days (squares) for which the duty should get copied and click 'paste'.

Jack Sparrow	● SPA									
Mike Tayson	● MTA									
Anthony X	● ANT									

Copy Duties
Copy
Paste
Add/Edit

- copied duty will appear for as many days as marked

Jack Sparrow	● SPA							OFF	OFF	OFF	OFF
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Copying i.e. 4 days of the existing duty **does not** mean you can't paste it for more than 4 days - you can mark as many days as you want and Leon will copy it accordingly.

Copying duties for a different crew member

Similar steps should be taken when it comes to copying duties **from one crew to another**.

- mark existing duty/duties and copy them.

John Davis	● JDA	Office	Office	Office	SIM	SIM	
Thomas Delta	● DEL				Copy Duties Copy Paste Add/Edit		
Mike Echo	● ECH						
Mark Hotel	● HOT						

- select days for which copied duty should get assigned.

Phil Anselman	● ANS												
Tom Arayanic	● TAR												
John Davis	● JDA	Office	Office	Office	SIM	SIM							
Thomas Delta	● DEL												

- copied duties now appear in the roster.

Phil Anselman	● ANS											Office	Office	SIM	SIM
Tom Arayanic	● TAR														
John Davis	● JDA	Office	Office	Office	SIM	SIM									

If you copy 2 type of duties for 4 days (like in the example above: 2 days office, 2 days SIM) and paste it for more than 4 days (i.e. 10 days) - Leon will copy duties repeating them as in example below.

Phil Anselman	● ANS			Office	Office	SIM	SIM	Office	Office	SIM	SIM	Office	Office
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Copying the same duty for all crew members

- select a day, click on the ▼ icon and choose a duty which should be added to all crew members.

22	23	24	25	26	27
Mon	Tue	Wed	Thu	Fri	Sat
Add to all persons (on 23 Tue)					
Annual Leave (A.L.)					
Day Off (OFF)					
Holiday (H)					
Office Duty (Office)					
Other (OT)					

Copying duties in 'Plan' mode

'Plan' mode duties copying 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 'Plan' mode, 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 'On aircraft' (i.e. D-Duty) is possible only if appropriate ratings have been assigned for particular aircraft type. If you try to copy duty type-rated for a crew members who has no ratings assigned, Leon will leave squares blank.

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Last update: 2016/08/30 13:06

