

Adding new flights, repositionings and office duties - release 3.27 update

Adding new flights, positionings and office duties needs to be done from separate sections.

• Menu bar

1st thing which has changed is the **Menu bar** for section Flights.

When you hover the mouse over, you will see that **New** has replaced **New flight** and it expands into 3 separate pages (see screenshot on the right).

• New flight



In this section you can add **ONLY** flights. Positionings and office duties need to be added from separate sections (see below). The rest of this section remains unchanged.

• New positioning

Use this section to add a new positioning duty/duties. A new positioning duty will **NOT** be included into the trip. Tabs such as: Sales, JL and CAM are not available to be used on this screen (the same applies to office duties). The only available flight-position in both positionings and office duties are **PSN**.

• New office

This section should be used to add a new office duty.

In the section Flights List crew assigned to either positioning or office duty appear with appropriate icons:  or 

If more than 1 crew is assigned, they will be separated by commas.

POSITIONING	Thu	04-06	09:00	<div>WAW</div>	AUA	21:00		 ANS*
OFFICE	Thu	04-06	10:00	<div>WAW</div>	<div>WAW</div>	14:00	---	 RYAN*, DEL

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