CREW CALENDAR

We have introduced **2** new functionalities to the **Crew Calendar** panel.

Assigning crew on positions to duties on the aircraft

It is now possible to **assign crew on positions to duties on the aircraft**. When a crew member is assigned to a duty on the aircraft, on a particular position, on a selected day - if a flight will be added on the same day, that crew member will be automatically assign to the flight in a panel OPS.

If flights have already been added (without crew assigned), Leon will show those flights and it will be possible to assigned pilots on selected positions.

In order to do that, first you need to define **duties on the aircraft** in a section Settings > Duties Setup, which has been described in THIS MANUAL CHAPTER.

Once duties on the aircraft have been set up, in Crew Calendar, right-click on a selected day/days and choose the duty on particular aircraft (usually such duties are defined as **D** - **Aircraft registration**, i.e. D-ABCDE).

Assigning crew to flights

The new window which shows is divided in 2 sections (see screenshot on the right):

- **The left-part** - showing details such as: an aircraft registration, an airport of crew last duty, default 'From-To' times, date-range, auto roster position (showing a drop-down list with all crew member's ratings), selected crew code & name/surname and a field for assigning more crew and a notes field.
- **The right-part** - showing all flights on the selected aircraft, within the selected period of time, as well as 3 positions on which you can assign a crew member: CPT, FO & SP.
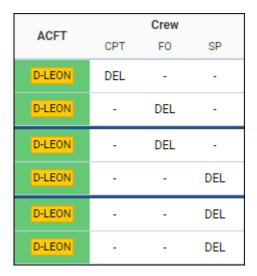
Once the duties have been added, you might need to **publish** changes, unless in 'General Settings' it is defined that all added duties should be auto-published.

All added duties 'D' will show in Crew Calendar with the aircraft icon.

In the panel **OPS**, assigned crew will show on previously selected positions.
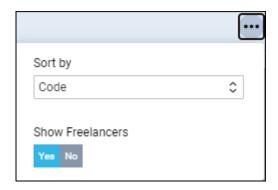

Showing/Hiding Freelancers

If some crew members are **freelancers**, you can mark a checkbox 'Freelancer' in their full profile.

In the Crew Calendar it is possible either to show 'Freelancers' or to hide them. Click 3-dot filter in top-right corner and select YES to show freelancers or NO to hide them from the Crew Calendar.

Leon does not monitor expiry date of endorsements for the freelancers - no warnings will appear in OPS panel, when assigning freelancer to new flights.