

SCHED



SCHED page overview

SCHED is the functionality allowing you to build and manage the schedules.

Functionality is designed with Airlines in mind. However, it still can be used by business and charter operators to build schedules if need be.

Currently, the schedules can be created on the **Virtual Aircraft** only. The aircraft can be switched after the schedule is published.

There are **following options available**:

- **NEW SCHEDULE** - creating new schedule
- **SELECT FLIGHTS** - selecting flights for further actions
- **PUBLISH** - publishing selected flights
- **MODIFY FLIGHTS** - modifying selected flights
- **DELETE** - deleting selected flights

NEW SCHEDULE

Invalid Link

'New Schedule' window

In order to build a new schedule you need to perform the following steps:

1. Click on **NEW SCHEDULE** button
2. Insert the timeframe of the schedule (**From** and **To**), select the Aircraft, schedule Rotation (weekly, biweekly, triweekly) and the Trip Type
3. In the **Schedule** section you can choose the day of each flight (1-Monday, 2-Tuesday, 3-Wednesday, etc.) as well as the flight details. After a day number is selected, an additional line below the current will show
4. Click 'Add Schedule' button to save new Schedule

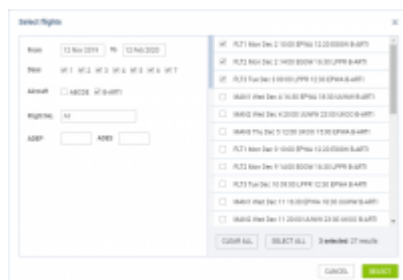
Once the schedule is saved, the flights are displayed as blue squares - **MAN2**.

You can click on the flight and perform further actions, such as **modifying the schedule** or **deleting it**. You can select more than one flight by holding **Shift/Ctrl** buttons on the keyboard and clicking on the flights or by using **SELECT FLIGHTS** option.

Clicking on **FLT1** will display the flight details in the bottom 'Status Bar'.

New schedule is not visible to OPS teams in OPS section until the flights are published

SELECT FLIGHTS



'Select Flights' option

This function allows selecting flight or a number of flights for further actions.

It is possible to select flights in 2 ways:

1. Holding **Shift/Ctrl** key on the keyboard and clicking on the flights
2. Using **SELECT FLIGHTS** button

'SELECT FLIGHTS' option allows you selecting a number of flights from the already added schedules.

The '**Select Flights**' window is divided into two sections:

- **Filter**
- **Schedule**

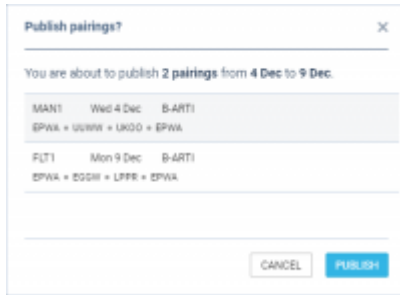
In the **Filter** section you can filter by the following:

- **Date range** - selecting 'From' and 'To' dates
- **Days** - selecting the days within the schedule
- **Aircraft** - selecting flights on a specific aircraft(s)
- **Flight number** - filtering by the specific flight number
- **Adep** and **ADES** - searching for flights from or to a specific airport or routing

The **Schedule** section displays the results of the filtering. There you can select the flights that require further actions.

Once the flights are selected they're marked by the frame in the 'Sched Overview' - **FLT1**

PUBLISH



Publish pairings?

You are about to publish 2 pairings from 4 Dec to 9 Dec.

MAN1	Wed 4 Dec	B-ART1
EPWA + UGWR + UKDO + EPWA		
FLT1	Mon 9 Dec	B-ART1
EPWA + EGGH + LFFE + EPWA		

Publishing schedule

Option is there to publish the **selected flights** of the schedule.

The **publishing process** is as follow:

1. Select flights
2. Click on 'Publish' button
3. In the 'Publish pairings?' window Leon displays selected flights and pairings
4. Review the pairings and click 'PUBLISH'

There is a following color coding to the flights in 'Sched Overview':

- - flight not published
- - flight being published
- - flight published

IMPORTANT!!! This option is publishing pairings and NOT single selected flights. If one flight is selected, the whole pairing for this flight will be published

MODIFY FLIGHTS



Modify flights

MAN1	Wed 4 Dec	B-ART1
EPWA + UGWR + UKDO + EPWA		
FLT1	Mon 9 Dec	B-ART1
EPWA + EGGH + LFFE + EPWA		

'Modify flights' option

It is possible to **modify** selected flight or a number of flights.

In order to **modify flights** you need to:

1. Select the flights to modify
2. Select option
3. Perform relevant modifications in the '**Modify flights**' window
4. Press 'SAVE' button to save the changes

'**Modify flights**' window is divided into 2 sections:

- **Modification options**
- **Selected flights**

In the **Modification options** section you can change the following:

- **Shift** - shifting schedule by a number of hours
- **Block time** - changing block time to the number of hours
- **Aircraft** - allows changing the aircraft
- **Flight No.** - changing the Flight number
- **ADEP** and **ADES** - changing airports of departure and arrival respectively
- **ALTN** - choosing the alternative airport
- **Ferry** - switching between 'Ferry' and 'Not ferry'

The modifications can be made both on planned schedule as well as on published schedule. The published modifications will reflect in SCHED/OPS sections accordingly.

DELETE

Delete flights? X

You are about to delete 3 flights from 2 Dec to 3 Dec.

FLT1	Mon	2 Dec	EPWA	EGGW	10:00	12:20	B-ARTI
FLT2	Mon	2 Dec	EGGW	LPPR	14:00	16:30	B-ARTI
FLT3	Tue	3 Dec	LPPR	EPWA	09:00	12:30	B-ARTI

'Delete' option

In order to **delete** flights or schedule you need to:

1. Select the flights you want to delete
2. Click on the **DELETE** button
3. Review the flights in the 'Delete flights' window
4. Press 'Delete' button to confirm

It is possible to delete the planned flights as well as the published flights.

IMPORTANT!!! If the published flight is deleted in SCHED section, it will also get deleted from the OPS section.

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