

1 Crew Info

The purpose with the Crew Info application is to have a single application throughout the entire planning process for administrating and maintaining crew related data. The crew info form is access controlled

1.1 User Interface

The Crew Info form can be opened either via the launcher bar or by selecting the “Crew Info” option from the “Crew Object” menu in Studio. When opening the crew info form in the latter way, the form will display information regarding the selected crew member automatically. The figure below shows this scenario.

The screenshot shows the 'Crew Info' application window. It features a 'Select Crew' section with a text field for 'Crew Emp No.' and a 'Get Information' button. Below this is a 'Filter' section with a 'From Time' dropdown set to '30Oct2007' and a checked 'Filter Enabled' checkbox. The 'Crew Summary' section displays personal and contact details for AADNOEY ANNE BRIT BR, including name, employee number (34359), home and cell phone numbers, gender (F), first names (ANNE BRIT BRAATV), surname (AADNOEY), rank (AP), seniority (465), base (SVG), station (SVG), A/C Qual (38), retirement status, contract (F841 (75%K06FVG)), cycle start (8), pattern (1606), and group type (FV). A tabbed interface at the bottom includes 'Address', 'Contact', 'Contract', 'Document', 'Employment', 'Prohibited', 'Qualification', 'Restriction', 'Seniority', and 'Special Schedule'. The 'Employment' tab is active, showing a table with columns: Valid From, Valid To, Carrier, Company, Base, Employ, Country, Title Rank, Crew Rank, Region, Station, External Perkey, and SI. The table contains one row of data: 12Nov1983, 31Dec2035, BU, BU, SVG, NO, AP, AP, SKN, SVG, 34359, and SI. At the bottom left are 'Create' and 'Remove' buttons, and at the bottom right are 'Save' and 'Exit' buttons.

Valid From	Valid To	Carrier	Company	Base	Employ	Country	Title Rank	Crew Rank	Region	Station	External Perkey	SI
12Nov1983	31Dec2035	BU	BU	SVG	NO	AP	AP	SKN	SVG	34359		SI

Picture [1] The crew info form for crew member Aadnoey. Had the form been opened via the launcher bar, it would not have contained any information.

1.1.1 Crew Selection

The crew selection interface is located in the top left corner of the form. This interface can be used to change crew member without closing the form. In order to do this, the employee number of the new crew member is written into the text field labelled “Crew Emp No.” and either return or the button “Get Information” is pressed.

NOTE: It is important to save before selection new crew, otherwise changes will be lost!



Picture [2] The Crew Selection interface.

1.1.2 Time Filtering

The “Time Setting” section contains a date labelled “From Time:” and a checkbox labelled “Use ‘From Time’ as Filter”.



Picture [3] Time filtering data

Time filters affect all data which is time dependant – data which is valid only before the “Form Time” is not shown. Crew summary is not affected by time filtering – it always displays the data which is valid “now”.

1.1.3 Crew Summary

The crew summary contains some of the most important information regarding the crew. If some data is missing the corresponding field in the crew summary will remain blank.



Crew Summary					
Name:	AADNOEY ANNE BRIT BR	Rank:	AP	Contract:	F841 (75%K06FVG)
Emp No:	34359 (34359)	Seniority:	465	Cycle Start:	8
Home phone:		Base:	SVG	Pattern:	1606
Cell phone:		Station:	SVG	Group Type:	FV
Gender:	F	A/C Qual:	38		
First Names:	ANNE BRIT BRAATY	Retirement:			
Surname:	AADNOEY				

Picture [4] Crew Summary

Crew summary data is not affected by any filters and is updated when saving changes made for the crew or when getting information about another crew.

1.1.4 Data

The data is displayed in tables placed under different tabs. Each tab contains one table and may or may not contain additional functionalities (such as buttons for modifying or filtering the data). For more information regarding the specific available data and the functionalities see the chapter 1.3 below.

Address	Contact	Contract	Document	Employment	Prohibited	Qualification	Restriction	Seniority	Special Schedule										
Valid From	Valid To	Carrier	Company	Base	Employ. Country	Title Rank	Crew Rank	Region	Station	External Perkey	SI								
12Nov1983	31Dec2035	BU	BU	SVG	NO	AP	AP	SKN	SVG	34359									

Create Remove

Picture [5] Data section

Data may be treated differently by the form depending on crew specifics such as employment country, rank etc.



Picture [6] The redmarked icon expands/collapses table in view.

1.1.4.1 Sorting

The data presented in the table may be sorted by any of the columns. To change the data sorting press the column header on the desired column and the data will be sorted in an ascending manner. To sort the data descending press the column header again. An additional press on the column header will switch off the sorting.

1.1.4.2 Details

Some of the data tabs contain a “details” section. This section provides additional information about any selected row. If the details are needed for a specific row, clicking on it will update the details with the needed information.

Address	Contact	Contract	Document	Employment	Prohibited	Qualification	Restriction	Seniority	Special Schedule										
Valid From	Valid To	Carrier	Company	Base	Employ. Country	Title Rank	Crew Rank	Region	Station	External Perkey	SI								
01Jan2007	31Dec2035	75AK06FVG																	

Details

Contract: F841 Short Desc: 75%K06FVG
Duty Percent: 75 Group: FV
Pattern: C75-63

Create Remove

Picture [7] Data section with details

1.1.4.3 Modify existing data

Data can be modified by editing the data directly in the tables. Note that only users with write access are allowed to do this (see chapter regarding access rights).

1.1.4.4 Create new data

New data can be created by pressing the “create” button on the corresponding tab.

If table contains ‘validfrom’, the time will be read from Time Setting component.

A new row which can be modified will appear in the table. Note that only users with write access are allowed to do this (see chapter regarding access rights).

1.1.4.5 Remove existing data

Data can be removed by selecting the desired row in the tab and pressing the “remove” button. Note that only users with write access are allowed to do this (see chapter regarding access rights).

1.1.5 Save and Exit buttons

The save and exit buttons are located at the bottom of the form and shall be used for saving modifications and/or exiting the form. Both functionalities contain some validation which is described in greater detail in the Navigation chapter below.

1.1.6 Status Bar

Below the save and exit buttons, there is a status bar. This provides feedback to the user when attempting to save. If an error occurs, the status bar will become red and an error description will be presented. In order to complete the action, the error must be corrected and the action repeated.

1.2 Navigation

1.2.1 Short keys

There are a number of short keys available:

<u>Short key</u>	<u>Description</u>
Ctrl+S	Saves all modifications in the form.
Ctrl+E	Exits the form
F1	Displays this help. (Not in standalone-mode)

<u>Short key</u>	<u>Description</u>
Tab	Changes the focus to the next element in the form. For tables: loops through the table-cells. Never switches the focus from the table.
Ctrl+Tab	Changes the focus between different parts of the form. May be used to switch from a table to the next part.
Shift+Tab	Same as above but switches focus to the previous element or part.
Shift+Ctrl+Tab	
Space	“Activates” the focused part of the form.

1.2.2 Saving changes

To save any changes made to the data, the “Save” button should be pressed. Complex validations are then made to the modified rows to ensure that they fulfil the requirements. Should the validation fail – one or more modifications being incorrect – the status bar will show the error message of the first error that occurred. If there were no errors the status bar will show “Save completed successfully”.

During save, a busy icon will appear.

For more information on the validation made, see chapter on validation below.

1.2.3 Exiting the form

To exit the form the “Exit” button should be pressed. If the data has been modified but not saved, a pop-up will appear, informing that there are unsaved changes and requesting confirmation that the form should be closed anyway.

1.3 Data Tabs

The data and the data-specific functionality are located under different tabs (see chapter 1.1 for a user interface description). This chapter describes each of the tabs in greater detail.

1.3.1 Address

The address tab contains the address data for the crew such as home addresses, temporary addresses and time-limited addresses.

1.3.1.1 Description

The address table consists of the following columns:

<u>Column</u>	<u>Description</u>
Valid From	Start date of the validity period for the address.

Valid To	End date of the validity period for the address.
Street	The street name.
City	The city name.
Postal Code	The postal code.
Country	The name of the country.
Second Street	Street name of possible second address.
Second City	City name of possible second address.
Second Postal Code	Postal code of possible second address.
SI	Supplementary information.

The crew information application is not the master of contact data and thus it is not possible for any user to modify it.

1.3.1.2 Validation

There is no validation on this data.

1.3.2 Contact

The contact tab contains information on how to contact the crew such as telephone number, known e-mail addresses and so on. The data do not contain address information as this information is located in another tab (see chapter 1.3.1 regarding the Address tab)

1.3.2.1 Description

The contact table consists of the following columns:

<u>Column</u>	<u>Description</u>
Type	The type of contact i.e. telephone number, mobile phone number, e-mail address, pager number and so on.
Location	A description of the expected location of the contact, i.e. home, work or similar.
Number	The contact number/address.
SI	Supplementary information.

The crew information application is not the master of contact data and thus it is not possible for any user to modify it.

1.3.2.2 Validation

There is not validation on this data.

1.3.3 Contract

The contract tab contains the various contracts that are available for the crew. Only one contract may be valid at a given time.

1.3.3.1 Description

The contract table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the contract.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the contract.	Date (press the arrow for calendar).
Contract	A short description of the contract.	Any value from the list (press the arrow to see the list).
Cycle Start	The start day of a F-contract cycle.	A number.
End Reason	The reason the contract was ended.	Characters (max 200).
SI	Supplementary information.	Characters (max 200).

In addition to the data view there is a detail section which provides additional information about the contract in the selected row. The following details are provided:

<u>Field</u>	<u>Description</u>
Contract	The contract name of the selected row.
Duty Percent	The contract percentile.
Pattern	A reference to the pattern list.
Short Desc	A short description of the contract.
Group	An indicator of contract type: V or F.
VA Days in SUMMER	The max number of vacation days in summer associated with contract.

1.3.3.2 Validation

The following validations are performed:

- Only one contract may be valid at any given time.

Note: Only rows which have been modified via the crew information application are subjected to the validity check.

1.3.4 Document

The tab contains the various documents that the crew has and which may be of importance to SAS.

1.3.4.1 Description

The document table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the document.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the document.	Date (press the arrow for calendar).

Document	The type of document.	Any value from the list (press the arrow to see the list).
Main Document Number	If the document type is dependant on another document, this document number is provided.	A number.
Document Number	The number of this document.	A number.
Issuer	The authority that issued the document.	Characters (max 200).
SI	Supplementary information.	Characters (max 200).

It is possible to filter the document view on the different document types. This is done via the document filter which needs to be enabled before any filtering takes place.

Note: For crew the last four digits of any “Licence” and “Medical” documents are replaced by “*”. When creating a new such document it is possible to enter the digits which will be fully visible until the change is saved.

1.3.4.2 Validation

The following validations are performed:

- The main document number for a “Visa” must be the same as one of the valid the passports’ number.

Note: Only rows which have been modified via the crew information application are subjected to the validity check.

1.3.5 Employment

The employment tab contains information about the employment a crew has.

NOTE: If new employmentrow is created and overlaps existing employment row, the older row is ended the day before new row start and all values from last valid row are copied to newly created row.

1.3.5.1 Description

The employment table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the employment.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the employment.	Date (press the arrow for calendar).
Carrier	The carrier the crew works for.	Any value from the list (press the arrow to see the list).
Company	The employment company.	Any value from the list (press the arrow to see the list).

Base	The employment base.	Any value from the list (press the arrow to see the list).
Employ. Country	The employment country.	Any value from the list (press the arrow to see the list).
Title Rank	The rank the crew is employed as.	Any value from the list (press the arrow to see the list).
Crew Rank	The rank of the crew.	Any value from the list (press the arrow to see the list).
Region	The region the crew currently belongs to.	Any value from the list (press the arrow to see the list).
Civic Station	The civiv station the crew is currently operating from.	Any five letter string
Station	The station the crew is currently operating from.	Any five letter string
External Perkey	The employment number of the crew.	A number.
SI	Supplementary information.	Characters (max 200).

1.3.5.2 Validation

The following validations are performed:

- Only one employment may be valid at any given time.
- The main category for the title rank and crew rank must be the same (i.e. a cabin crew may not be employed in the cockpit).
- The base where the crew is employed must be within the country where the crew is employed.
- The field “Station” and “Civic station” are limited to 5 characters.
- Crew must have at least one active crew employment row.
- The fields 'Carrier', 'Company', 'Base', 'Country', 'Crewrank', 'Titlerank' and 'Region' may not be void.

Note: Only rows which have been modified via the crew information application are subjected to the validity check.

1.3.6 Profile

This view gives an overview of overall planned training activities. The path of qualifications and traings can be seen in tab.

NOTE: This view is read-only!

1.3.6.1 Description

It contains the followings information:

<u>Column</u>	<u>Description</u>
Start Date	Start date of the property row
Title Rank	Tilte Rank from Crew Employment
Crew Rank	Crew Rank from Crew Employment
Qual, Qual Restriction	Valid Qualifications Crew Restrictions
Contract	Crew Contract
Group Type	Contract Group Type
Cycle Start	Contract Cycle Start
Station	Station from Crew Employment
Base	Base from Crew Employment

The view contains a print-button, this will open a pdf-report of the view in browser for printing. If view contains data-errors, the profile view will be empty and print-button disabled.

1.3.7 Prohibited

In some cases it certain crew combinations are not allowed or unwanted. This may be personal requests from crew or other circumstances. To prevent certain crew from flying together, post can be created in the prohibited tab.

1.3.7.1 Description

The prohibited crew table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the prohibition.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the prohibition.	Date (press the arrow for calendar).
Emp. No.	Employment number of the crew who is prohibited to fly with the crew displayed in the crew information application.	Any value from the list (press the arrow to see the list).
SI	Supplementary information.	Characters (max 200).

1.3.7.2 Validation

There is not validation on this data.

1.3.8 Qualification

The qualification tab lists the crew's various qualification

1.3.8.1 Description

The qualification tab contains three tables:

- Crew Qualification
- Crew Qualification Attributes
Attributes related to aircraft qualifications, e.g. INSTRUCTOR
- Crew Acqual Qual Restrictions
Restrictions connected with aircraft qualifications, e.g. NEW

The Crew Qualification table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the qualification.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the qualification.	Date (press the arrow for calendar).
Qualification	The type of qualification.	Any value from the list (press the arrow to see the list).
Level	The level of qualification.	A number.
SI	Supplementary information	Characters (max 200).

The Crew Qualification Attributes table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the qualification.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the qualification.	Date (press the arrow for calendar).
Qualification	The type of aircraft qualification.	Any value from the list (press the arrow to see the list).
Attribute	The type of attribute.	Any value from the list (press the arrow to see the list).
Level	The level of qualification.	A number.
SI	Supplementary information	Characters (max 200).

The Crew Acqual Qual Restriction table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the qualification.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the qualification.	Date (press the arrow for calendar).

Qualification	The type of aircraft qualification.	Any value from the list (press the arrow to see the list).
Restriction	The type of Restriction.	Any value from the list (press the arrow to see the list).
Level	The level of Restriction.	A number.
SI	Supplementary information	Characters (max 200).

1.3.8.2 Validation

The following validations are performed:

- Flight crew may only have one aircraft qualification at any given time.
- Cabin crew may only have three aircraft qualifications at any given time.
- Instructors must have a valid qualification on the qualification they are instructing.
- The aircraft type field may only have values for instructor qualifications.

Note: Only rows which have been modified via the crew information application are subjected to the validity check.

1.3.9 Restriction

The restriction tab lists contains information about restrictions a crew has, either generally or connected to a specific qualification.

1.3.9.1 Description

The restriction table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the restriction.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the restriction.	Date (press the arrow for calendar).
Restriction	The type of restriction.	Any value from the list (press the arrow to see the list).
Level	The level of restriction.	A number.
Aircraft	A qualification for which the restriction is valid.	Characters (max 200).
Qualification		
SI	Supplementary information	Characters (max 200).

It is possible to filter the restriction view on the different restriction types. This is done via the restriction filter which needs to be enabled before any filtering takes place.

In addition to the data view there is a detail section which provides additional information about the restriction in the selected row. The following details are provided:

<u>Field</u>	<u>Description</u>
Type	The restriction type.
Sub Type	The restriction sub type.
Short Desc	A short description of the contract.
Long Desc	A long description of the contract.
SI	Supplementary information

1.3.9.2 Validation

There is no validation on this data.

1.3.10 Seniority

This tab lists the crew's seniority value according to the different lists available in SAS.

1.3.10.1 Description

The qualification table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the document.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the document.	Date (press the arrow for calendar).
Seniority List	The seniority list/group the seniority value belongs to.	Any value from the list (press the arrow to see the list).
Seniority	The seniority value.	An integer
SI	Supplementary information	Characters (max 200)

1.3.10.2 Validation

There is no validation on this data.

1.3.11 Special Schedule

For various reasons certain activities or combinations of activities are undesirable for certain crew. In the special schedule tab it is possible to configure this.

1.3.11.1 Description

The special schedule table consists of the following columns:

<u>Column</u>	<u>Description</u>	<u>Value type</u>
Valid From	Start date of the validity period for the restriction.	Date (press the arrow for calendar).
Valid To	End date of the validity period for the restriction.	Date (press the arrow for calendar).

Type	The type of special schedule. This column has great affect on which other columns should contain values and how the columns should be interpreted.	Any value from the list (press the arrow to see the list).
Note	The field “Note” can be used to specify a forbidden destination (“ForbiddenDest”), but also a forbidden activity (“ForbiddenAct”). “ForbiddenAct” can take both a group code and a task code, depending on how broad or detailed the prohibition is to be.	A string (either an airport code or an activity code).
From To	The fields "From" and "To" have different meaning depending on type: For types "TimeOff", "CheckIn" and "CheckOut", the valid weekdays interval should be entered (e.g. "TimeOff every Friday" should be entered as 5, 5 and "CheckIn later than 07:00 every weekend" should be entered as 6, 7, 07:00). For type "TripLength", the valid trip length interval should be entered (e.g. "Only 2 and 3 day trips allowed" should be entered as 2, 3).	See description.
Time	The field “Time” have different meaning depending on type: For types “CheckIn” and “CheckOut” the time is the time-of-day of the limit (e.g. check-in before a certain time of day and check-out after a certain time-of-day could be forbidden). For types “MaxDuty” and “MaxBlh” the time is the maximum number of hours for duty and block hours, respectively.	See description.

These columns only make sense in specific combinations depending on which type is set. The table below describes those combinations:

Type	Valid from	Valid to	Note	From	To	Time
ForbiddenDest	x	x	x	-	-	-
ForbiddenAct	x	x	x	-	-	-
TripLength	x	x	-	x	x	-
TimeOff	x	x	-	x	x	-
CheckIn	x	x	-	x	x	x
CheckOut	x	x	-	x	x	x
MaxDuty	x	x	-	-	-	x
MaxLegs	x	x	-	-	x	-
MaxBlh	x	x	-	-	-	x
PartTime	x	x	-	-	x	-

The columns which do not make sense for a specific type should be left empty.

1.3.11.2Validation

- Field “Note” may not be void, is defaulted to ‘*’ on row creation and is limited to 5 chars.
- The rows are validated against the picture above.